CITY OF ANNAPOLIS
SPECIAL MEETING OF THE CITY COUNCIL
June 4, 2012 7:00 p.m.

Call to Order	Mayor Cohen
Invocation	Alderman Israel
Pledge of Allegiance	Mayor Cohen
Roll Call	City Clerk Watkins-Eldridge

PETITIONS, REPORTS AND COMMUNICATIONS

Reports by Committees
Comments by the General Public

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

BUSINESS and MISCELLANEOUS

1. Approval of collective bargaining agreements
2. Proposed to be withdrawn: R-13-12, Re-Organization of City Government: Merger of the Department of Neighborhood and Environmental Programs and the Department of Planning and Zoning

LEGISLATIVE ACTIONS

ORDINANCES and RESOLUTIONS – 2ND READING

R-17-12 **Position Classifications and Pay Plan** – For the purpose of approving the FY 2013 position classification and pay plan.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12	4/30/12	4/25/12	7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	4/23/12	6/4/12	
Finance	4/23/12	6/4/12	

O-10-12 **Positions Added to the Exempt Service** – For the purpose of adding the positions of Assistant City Attorney, Community Relations Specialist, Development/Events Specialist, Human Services Officer, Administrative Assistant, Assistant City Manager, and Public Information Officer and Quartermaster, to the exempt service and changing the position title from Public Information Officer to Communications Officer.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12	4/30/12	4/3/12	6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/12/12	6/4/12	
Finance	3/12/12	6/4/12	

R-11-12 **Updated Job Descriptions** – For the purpose of approving the new job descriptions for the GIS Coordinator (MIT), GIS Technician (MIT), MIT Administrative Support Analyst (MIT), Facilities Maintenance Engineer I and II (Public Works), Fleet Maintenance/Asset Forfeiture (Police), Mobility and Parking Specialist (Transportation), Facility Supervisor (Recreation and Parks), Front Desk Supervisor (Recreation and Parks), Marketing/Membership Coordinator (Recreation and Parks), Dance and Fitness Coordinator (Recreation and Parks), Harbormaster (Recreation and Parks), Fire Administrative Specialist (Fire), City Council Associate (City Clerk), and Facilities Maintenance Supervisor (Public Works).

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12	4/30/12	4/3/12	6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/12/12	6/4/12	
Finance	3/12/12	6/4/12	
Civil Service Board	3/12/12	5/9/12	Amendment in the nature of a substitute

O-19-12 **Assistance for Aldermen and Alderwomen** – For the purpose of establishing the civil service position of City Council Associate reporting to the City Manager.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/14/12	5/29/12	5/23/12	8/10/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	5/14/12	6/4/12	

O-14-12 **The Department of Emergency Preparedness and Risk Management** – For the purpose of establishing the Office of Emergency Preparedness and Risk Management in the Annapolis City Code; authorizing the Mayor to declare and terminate a local state of emergency; defining the powers granted to the Mayor and City Council during a local state of emergency; classifying violations as a misdemeanor punishable by fine and imprisonment; and, codifying the duties of the Office of Emergency Preparedness and Risk Management.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12	4/30/12	4/25/12	7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/23/12		
Public Safety	4/23/12	5/21/12	Favorable

R-16-12 **Amending Fines Schedule for Emergency Preparedness Violations** – For the purpose of revising the fines schedule for emergency preparedness violations.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12	4/30/12	4/27/12	7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/23/12		
Public Safety	4/23/12	5/21/12	Favorable

O-8-12 **Annual Operating Budget: FY 2013** – For the purposes of adopting an operating budget for the City of Annapolis for the Fiscal Year 2013; appropriating funds for expenditures for the Fiscal Year 2013; 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 *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12	4/30/12	3/16/12	6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/12/12	Various March-May 2012	5/29/12 Report
Financial Advisory Commission	3/12/12	5/11/12	Comments

R-7-12 **FY 2013 Fees Schedule Effective July 1, 2012** – For the purpose of specifying fees that will be charged for the use of City services for FY 2013.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12	4/30/12	4/30/12	7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	4/23/12	Various March-May 2012	5/29/12 Report
Financial Advisory Commission	4/23/12	5/11/12	Comments

R-9-12 **Capital Improvement Budget and Program: FY 2013 to FY 2018** – For the purposes of adopting a capital improvement budget for the Fiscal Year 2013, and a capital improvement program for the six-year period from July 1, 2012, to June 30, 2018.

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12	4/30/12	3/16/12	6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/12/12	Various March-May 2012	5/29/12 Report
Planning Commission	3/12/12	5/3/12	Comments
Financial Advisory Commission	3/12/12	5/11/12	Comments

O-20-12 **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 Seven Million Six Hundred Ninety Thousand Dollars ($7,690,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as "Public Improvements Bonds, 2012 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; 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 *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/14/12	5/29/12	5/29/12	8/10/12
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	5/14/12	5/31/12	Favorable
Finance	5/14/12	6/4/12	
Financial Advisory Commission	5/14/12	5/30/12	Favorable w/ amd.

UPCOMING CITY COUNCIL EVENTS

Regular Meeting; Monday, June 11, 2012 7:30 p.m. City Council Chambers
Special Meeting; Monday, June 18, 2012 7:00 p.m. City Council Chambers
Waterside Tour with the Annapolis Maritime Advisory Board; Thursday, June 21, 2012

FINAL PROPOSALS OF THE CITY OF ANNAPOLIS TO AFSCME LOCAL 3162

The City of Annapolis ("City") and AFSCME Local 3162, Annapolis Clerical and Technical employees ("Local 3162" or "the Union") hereby enter into the following Memorandum of Understanding ("MOU") regarding a collective bargaining agreement ("CBA") for the period July 1, 2012 through June 30, 2012. The MOU is subject to approval by the Annapolis City Council.

A. DURATION OF AGREEMENT

The MOU will be effective from July 1, 2012 to June 30, 2013.

B. SALARIES

(A) The City will provide for no cost of living adjustment or other increase in pay during Fiscal Year 2013 (July 1, 2012 through June 30, 2013).

(B) Employees who are eligible for step or longevity increases during Fiscal Year 2013 will receive such increase(s).

C. HEALTH INSURANCE

(A) Expect increase in premiums of about 8.5%

(B) Employee cost share will remain at 80/20

D. RETIREE MEDICAL

(A) Require that, except for those employees referred to in Paragraph (C) below, employees must be at least age 55 when they retire to be eligible to receive retiree medical benefits for themselves or dependents.

(B) Except for those employees referred to in Paragraph (C) below, the percentage of the retiree medical premium that the City pays will change from the current 70/30 split to a percentage equal to 2.5% multiplied by each year of City service, up to a maximum of 75%.

(C) The provisions of Paragraphs (A) and (B) of this section shall not apply to any employee who, on July 1, 2012, has the potential to reach 30 years of service with the City prior to their 55th birthday. For such employees, the employee may receive retiree medical benefits regardless of the age at which they retire so long as they are eligible to retire under the Maryland State Retirement and Pension Plan. For these employees, the City will pay 70% of the premium cost for the retiree and their dependents.

(D) Section 15.2 (1) will be revised to remove Plus Coverage as an option for Retiree Medical. Retirees can upgrade to Plus coverage, but must pay 100% of the difference between

the premium for Core coverage.

E. FURLOUGH DAYS

Discontinue furlough days.

F. LEAVE SELL BACK

If an employee has a leave balance of [12] **16** or more annual days and [12] **16** or more sick days on December 1st of any year, the employee has the option, in his or her sole discretion, to sell back to the City no more than **[**three**]** **five** annual leave days. The employee must request the sell back in writing on or before December 20th of each year. The City shall pay the employee at their current rate of pay for the **[**three**]** **five** days and deduct the days from the employee's accumulated total.

G. LAYOFFS DUE TO REDUCTION OF FORCE

(A) Delete existing "Reductions in Work Force," "Layoff," and "Recall" sections in Article 7, §5 of Local 3162 Agreement.

(B) Revise Article 24 as shown in Attachment A.

AGREED AND ACCEPTED THIS 1 **DAY OF** May**, 2012.**

Mary Pat Whiteley
President
Local 3162

Paul M. Rensted
Director of Human Resources
City of Annapolis

Attachment A

Local 3162, Amend Article 24 as follows:

Article 24 – Layoffs Due to Subcontracting of Public Work

ARTICLE XXIV
Reduction of Force

Section 24.1 -- Layoffs Due to Reduction of Force

When an employee is laid off due to a reduction in work force initiated for any reason (including subcontracting of public work), employees shall be laid off in the inverse order of their City seniority within the relevant classification in the department, provided that the Director shall have discretion to retain an employee with superior qualifications or performance as determined by the Director in order to lay off a more senior employee with inferior qualifications or performance. Prior to the layoff of any employee, all temporary and probationary employees will first be laid off by relevant classification and department.

Employees to be laid off will be paid the cash value of all accrued but unused annual leave in the next pay period following their termination date.

Employees will retain their seniority if they are laid off for a period of nine months or less.

The Union will be provided sixty (60) days notice in advance of any plan to lay off employees in the bargaining unit. Employees to be laid off will be provided a fourteen (14) day notice prior to layoffs.

Section 24.2 – Bumping Rights

If an employee is scheduled to be laid off, that employee may transfer to a position in the same department in an equally rated classification, or to a position in the same department in a lower rated classification occupied by a less senior employee in the bargaining unit, provided that the employee is qualified for the position requested and provided further that the Director shall have discretion to retain a less senior employee with superior qualifications or performance as determined by the Director. When a senior employee displaces a junior employee in a lower classification, the senior employee's salary will remain the same unless it exceeds the maximum salary of the junior employee's job classification, in which case it will be reduced to the maximum of the lower classification. A displaced Employee may displace other, less senior, employees in the bargaining unit in the same manner.

Section 24.3 – Recall

Employees who have been laid-off shall have their name placed on a re-employment list for a

period of 12 months following their termination date and the employee will have priority re-employment rights to any vacant position in their same job classification for which the employee is qualified. No new employees will be hired to fill a vacant position in the same classification until all employees on the re-employment list who are qualified have been offered re-employment by registered mail, return receipt requested. Re-employment offers will be made in order of seniority, except that the Department Director shall have the discretion to pass over recalling an employee with inferior performance or qualifications as determined by the Director in order to recall a less senior employee with superior qualifications or performance. Laid off employees will be allowed two (2) weeks from receipt of offer to respond and two (2) weeks after response to report back to work. Such notice period may be waived by the written request of an employee.

City of Annapolis ~ Flexible Employee Benefits Program
2012/13 vs 2011/12 Price Tags [80% ER - 20% EE]
[Increases: 0% Medical and Vision; 8.5% RX and Plus Dental; 8.4% Core Dental]

12/13 - Bi-Weekly	Individual		EE/Child		EE/Spouse		Family	
	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.92	$373.88	$93.47	$415.95	$103.99
EPO Medical	$161.90	$40.48	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.83	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.42
RX	$48.50	$12.13	$96.58	$24.15	$159.35	$39.84	$162.26	$40.57
Dental Core	$6.21	$1.55	$11.56	$2.89	$11.56	$2.89	$17.13	$4.28
Dental Plus	$10.40	$2.60	$16.28	$4.07	$22.57	$5.64	$30.22	$7.56
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

11/12 - Bi-Weekly	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.93	$373.88	$93.47	$415.94	$103.99
EPO Medical	$161.90	$40.47	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.82	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.41
RX	$44.70	$11.18	$89.02	$22.25	$146.87	$36.72	$149.55	$37.39
Dental Core	$5.73	$1.43	$10.67	$2.67	$10.67	$2.67	$15.80	$3.95
Dental Plus	$9.58	$2.40	$15.01	$3.75	$20.80	$5.20	$27.85	$6.96
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

$ Increase over 10/11	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EPO Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PLUS Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RX	$3.80	$0.95	$7.57	$1.89	$12.48	$3.12	$12.71	$3.18
Dental Core	$0.48	$0.12	$0.90	$0.22	$0.90	$0.22	$1.33	$0.33
Dental Plus	$0.81	$0.20	$1.28	$0.32	$1.77	$0.44	$2.37	$0.59
Vision Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vision Plus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

% Increase over	ER	EE	ER	EE	ER	EE	ER	EE
BlueChoice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BCBC Core	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EPO Medical	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RX	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Dental Core	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%
Dental Plus	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Vision Core	0%	0%	0%	0%	0%	0%	0%	0%
Vision Plus	0%	0%	0%	0%	0%	0%	0%	0%

City of Annapolis

In Network Copay Changes effective July 1, 2012

Core and Plus PPO Medical Plans	Current	Effective 7/1/12
Office Visit Copay Primary Care, Specialist, Chiropractor, Therapy, Acupuncture, Diagnostic, X-Ray and Lab	$10	$15
Urgent Care	$15	$25
ER Injury	Core - 10% Plus - covered at 100%	Core - $25 copay then 10% Plus - $25 copay
ER Illness	$25	$50
Hospital Admission Copay	$0	$100 then applicable coinsurance
EPO Medical Plan	**Current**	**Effective 7/1/12**
Office Visit Copay Primary Care, Acupuncture	$10	$15
Office Visit Specialist, Chiropractor and Therapy	$20	$25
Urgent Care	$20	$30
ER Injury	$50	$75
ER Illness	$50	$75
Hospital Admission Copay	$0	$100
Prescription Drug Plan	**Current**	**Effective 7/1/12**
Retail - Generic/Preferred/Non-Preferred	$5/20/35	$10/25/40
30-Day Supply Maintenance at Retail [after initial 2 fills]	$25/40/55	$30/45/60
Mail Order - Generic/Preferred/Non-Preferred	$10/40/70	$20/50/80

FINAL PROPOSALS OF THE CITY OF ANNAPOLIS TO AFSCME LOCAL 3406

The City of Annapolis ("City") and AFSCME Local 3406, Trades, Maintenance and Labor Force employees ("Local 3406" or "the Union") hereby enter into the following Memorandum of Understanding ("MOU") regarding a collective bargaining agreement ("CBA") for the period July 1, 2012 through June 30, 2012. The MOU is subject to approval by the Annapolis City Council.

A. DURATION OF AGREEMENT

The MOU will be effective from July 1, 2012 to June 30, 2013.

B. SALARIES

(A) The City will provide for no cost of living adjustment or other increase in pay during Fiscal Year 2013 (July 1, 2012 through June 30, 2013).

(B) Employees who are eligible for step or longevity increases during Fiscal Year 2013 will receive such increase(s).

C. HEALTH INSURANCE

(A) Expect increase in premiums of about 8.5%

(B) Employee cost share will remain at 80/20

D. RETIREE MEDICAL

(A) Require that, except for those employees referred to in Paragraph (C) below, employees must be at least age 55 when they retire to be eligible to receive retiree medical benefits for themselves or dependents.

(B) Except for those employees referred to in Paragraph (C) below, the percentage of the retiree medical premium that the City pays will change from the current 70/30 split to a percentage equal to 2.5% multiplied by each year of City service, up to a maximum of 75%.

(C) The provisions of Paragraphs (A) and (B) of this section shall not apply to any employee who, on July 1, 2012, has the potential to reach 30 years of service with the City prior to their 55th birthday. For such employees, the employee may receive retiree medical benefits regardless of the age at which they retire so long as they are eligible to retire under the Maryland State Retirement and Pension Plan. For these employees, the City will pay 70% of the premium cost for the retiree and their dependents.

(D) Section 15.2 (1) will be revised to remove Plus Coverage as an option for Retiree Medical. Retirees can upgrade to Plus coverage, but must pay 100% of the difference between

the premium for Core coverage.

E. FURLOUGH DAYS

Discontinue furlough days.

F. LEAVE SELL BACK

If an employee has a leave balance of [12] **16** or more annual days and [12] **16** or more sick days on December 1st of any year, the employee has the option, in his or her sole discretion, to sell back to the City no more than **[three]** **five** annual leave days. The employee must request the sell back in writing on or before December 20th of each year. The City shall pay the employee at their current rate of pay for the **[three]** **five** days and deduct the days from the employee's accumulated total.

G. LAYOFFS DUE TO REDUCTION OF FORCE

(A) Delete existing "Reductions in Work Force," "Layoff," and "Recall" sections in Article 7, §4 of Local 3406 Agreement.

(B) Revise Article 24 as shown in Attachment A.

AGREED AND ACCEPTED THIS 8th **DAY OF** May**, 2012.**

Jerome L. Tucker
President
Local 3406

Paul M. Rensted
Director of Human Resources
City of Annapolis

Attachment A:

Local 3406, Amend Article 24 as follows:

Article 24 – Layoffs Due to Subcontracting of Public Work

ARTICLE XXIV
Reduction of Force

Section 24.1 -- Layoffs Due to Reduction of Force

When an employee is laid off due to a reduction in work force initiated for any reason (including subcontracting of public work), employees shall be laid off in the inverse order of their City seniority within the relevant classification in the department, provided that the Director shall have discretion to retain an employee with superior qualifications or performance as determined by the Director in order to lay off a more senior employee with inferior qualifications or performance.. Prior to the layoff of any employee, all temporary and probationary employees will first be laid off by relevant classification and department.

Employees to be laid off will be paid the cash value of all accrued but unused annual leave in the next pay period following their termination date.

Employees will retain their seniority if they are laid off for a period of nine months or less.

The Union will be provided sixty (60) days notice in advance of any plan to lay off employees in the bargaining unit. Employees to be laid off will be provided a fourteen (14) day notice prior to layoffs.

Section 24.2 – Bumping Rights

If an employee is scheduled to be laid off, that employee may transfer to a position in the same department in an equally rated classification, or to a position in the same department in a lower rated classification, occupied by a less senior employee in the bargaining unit, provided that the employee is qualified for the position requested and provided further that the Director shall have discretion to retain a less senior employee with superior qualifications or performance as determined by the Director. When a senior employee displaces a junior employee in a lower classification, the senior employee's salary will remain the same unless it exceeds the maximum salary of the junior employee's job classification, in which case it will be reduced to the maximum of the lower classification. A displaced Employee may displace other, less senior, employees in the bargaining unit in the same manner.

Section 24.3 – Recall

Employees who have been laid-off shall have their name placed on a re-employment list for a

period of 12 months following their termination date and the employee will have priority re-employment rights to any vacant position in their same job classification for which the employee is qualified. No new employees will be hired to fill a vacant position in their same job classification until all employees on the reemployment list who are qualified have been offered re-employment by registered mail, return receipt requested. Re-employment offers will be made in order of seniority, except that the Department Director shall have the discretion to pass over recalling an employee with inferior performance or qualifications as determined by the Director in order to recall a less senior employee with superior qualifications or performance. Laid off employees will be allowed two (2) weeks from receipt of offer to respond and two (2) weeks after response to report back to work. Such notice period may be waived by the written request of an employee.

City of Annapolis ~ Flexible Employee Benefits Program
2012/13 vs 2011/12 Price Tags [80% ER - 20% EE]
[Increases: 0% Medical and Vision; 8.5% RX and Plus Dental; 8.4% Core Dental]

12/13 - Bi-Weekly	Individual		EE/Child		EE/Spouse		Family	
	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.92	$373.88	$93.47	$415.95	$103.99
EPO Medical	$161.90	$40.48	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.83	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.42
RX	$48.50	$12.13	$96.58	$24.15	$159.35	$39.84	$162.26	$40.57
Dental Core	$6.21	$1.55	$11.56	$2.89	$11.56	$2.89	$17.13	$4.28
Dental Plus	$10.40	$2.60	$16.28	$4.07	$22.57	$5.64	$30.22	$7.56
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

11/12 - Bi-Weekly	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.93	$373.88	$93.47	$415.94	$103.99
EPO Medical	$161.90	$40.47	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.82	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.41
RX	$44.70	$11.18	$89.02	$22.25	$146.87	$36.72	$149.55	$37.39
Dental Core	$5.73	$1.43	$10.67	$2.67	$10.67	$2.67	$15.80	$3.95
Dental Plus	$9.58	$2.40	$15.01	$3.75	$20.80	$5.20	$27.85	$6.96
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

$ Increase over 10/11	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EPO Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PLUS Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RX	$3.80	$0.95	$7.57	$1.89	$12.48	$3.12	$12.71	$3.18
Dental Core	$0.48	$0.12	$0.90	$0.22	$0.90	$0.22	$1.33	$0.33
Dental Plus	$0.81	$0.20	$1.28	$0.32	$1.77	$0.44	$2.37	$0.59
Vision Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vision Plus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

% Increase over	ER	EE	ER	EE	ER	EE	ER	EE
BlueChoice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BCBC Core	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EPO Medical	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RX	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Dental Core	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%
Dental Plus	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Vision Core	0%	0%	0%	0%	0%	0%	0%	0%
Vision Plus	0%	0%	0%	0%	0%	0%	0%	0%

City of Annapolis

In Network Copay Changes effective July 1, 2012

Core and Plus PPO Medical Plans	Current	Effective 7/1/12
Office Visit Copay Primary Care, Specialist, Chiropractor, Therapy, Acupuncture, Diagnostic, X-Ray and Lab	$10	$15
Urgent Care	$15	$25
ER Injury	Core - 10% Plus - covered at 100%	Core - $25 copay then 10% Plus - $25 copay
ER Illness	$25	$50
Hospital Admission Copay	$0	$100 then applicable coinsurance
EPO Medical Plan	**Current**	**Effective 7/1/12**
Office Visit Copay Primary Care, Acupuncture	$10	$15
Office Visit Specialist, Chiropractor and Therapy	$20	$25
Urgent Care	$20	$30
ER Injury	$50	$75
ER Illness	$50	$75
Hospital Admission Copay	$0	$100
Prescription Drug Plan	**Current**	**Effective 7/1/12**
Retail - Generic/Preferred/Non-Preferred	$5/20/35	$10/25/40
30-Day Supply Maintenance at Retail [after initial 2 fills]	$25/40/55	$30/45/60
Mail Order - Generic/Preferred/Non-Preferred	$10/40/70	$20/50/80

MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF ANNAPOLIS AND UFCW, LOCAL 400

June 1, 2012

The City of Annapolis ("City") and UFCW Local 400 ("Local 400") hereby enter into the following Memorandum of Understanding ("MOU") regarding a collective bargaining agreement for the period from July 1, 2012 through June 30, 2013. This MOU is subject to ratification by the Bargaining Unit and approval by the Annapolis City Council.

A. DURATION OF AGREEMENT

The MOU will be effective from July 1, 2012 to June 30, 2013.

B. SALARIES

(A) The City will provide for no cost of living adjustment or other increase in pay during Fiscal Year 2013 (July 1, 2012 through June 30, 2013).

(B) Employees who are eligible for step or longevity increases during Fiscal Year 2013 will receive such increase(s).

C. PENSION

(A) The City and the Union will contribute the following amounts to the Pension Plan over the next two years:

Year	City (% of Payroll)	Employee (% of Pay)*
FY2013	8 ½ %	5 ½%
FY2014	8 ½%	6 ½%

*Employee contribution rate is for employees hired prior to July 1, 2010. Employees hired on or after July 1, 2010 but prior to July 1, 2012 shall continue to contribute 6½% of pay.

(B) In the event that the City Finance Director determines that the City is unable to make the required pension contribution in any year, he must notify the Union and the City Council on or before February 1st of the Fiscal Year in which the contribution is due. If the Finance Director gives such notice, the City Council shall be required to hold a public hearing on the issue, and the Council shall determine whether some or all of the contribution will be made.

(C) Employees hired on or after July 1, 2012 will have to complete 25 years of service to be eligible to retire.

(D) Employees hired on or after July 1, 2012 will be required to contribute 8% of their pay to the pension.

(E) The City will create a Pension Task Force comprised of representatives of Local 400, IAFF Local 1926, the City Council, and the Administration to evaluate changes to the

Police and Fire Pension (including funding levels, plan design, and the possibility of creating a DROP program) and issue a report and recommendations on or before October 1, 2012.

D. HEALTH INSURANCE

(A) Expect no increase in premiums - updated price tags attached as Exhibit A.

(B) Employee cost share will remain at 80/20.

(C) Co-pays to increase in accordance with Exhibit B.

E. RETIREE MEDICAL

(A) For any employee who is not vested in the Police/Fire Pension Plan as of July 1, 2012, Retiree Medical benefits shall be revised so that the percentage of the retiree medical premium that the City pays for retirees and dependents will change from the current 70/30 split to a percentage equal to 2.5% multiplied by each year of City service, up to a maximum of 70%.

(B) For any employee hired on or after July 1, 2012, Retiree Medical benefits shall be revised as follows:

(1) Employees must be at least age 50 when they retire to be eligible to receive retiree medical benefits for themselves or dependents.

(2) The percentage of the retiree medical premium that the City pays for retirees and dependents will be 2.5% multiplied by each year of City service, up to a maximum of 70%.

(C) For any employee who is vested in the Police/Fire Pension Plan as of July 1, 2012, Retiree Medical benefits shall remain the same as set forth in Article 23 of the 2010-2012 Collective Bargaining Agreement.

F. FURLOUGH DAYS

Discontinue furlough days.

G. NOTICE OF SCHEDULE CHANGES

Revise Article 1.2 by adding new sections 1.2(a) and 1.2(b):

1.2(a) An officer shall be given a minimum of 10 days notice of any change in scheduled days off. If the City requires an officer to work a scheduled day off with less than 10 days notice, the officer shall be paid overtime at a rate of 1 ½ times his regular hourly rate for all hours worked that day.

1.2 (b) An officer shall be given a minimum of 48 hours notice of any change in the hours he is

scheduled to work on a shift. If the City changes the hours an officer is scheduled to work on a shift with less than 48 hours advance notice, the officer shall be paid overtime at a rate of 1 ½ times his regular rate for each hour he is required to work outside of his originally scheduled hours.

H. CLOTHING & EQUIPMENT ALLOWANCE

Replace the language of current Article 26 with the following language:

(a) An officer will receive a clothing and equipment allowance of $850 per fiscal year. Officers who have volunteered to work in a second department function in which a different uniform is required (such as SWAT, voluntary bicycle patrol, or honor guard) will receive an additional $75 in clothing and equipment allowance. The maximum total clothing and equipment allowance an officer may receive in a fiscal year is $925.

(b) Officers will be given a cleaning allowance of $40/month which is included in their biweekly paycheck to cover all uniform cleaning expenses.

AGREED AND ACCEPTED THIS ___ DATE OF _____, 2012:

_____	_____
John Lee	Paul Rensted
President	Director of Human Resources
UFCW Local 400	City of Annapolis

City of Annapolis ~ Flexible Employee Benefits Program
2012/13 vs 2011/12 Price Tags [80% ER - 20% EE]
[Increases: 0% Medical and Vision; 8.5% RX and Plus Dental; 8.4% Core Dental]

12/13 - Bi-Weekly	Individual		EE/Child		EE/Spouse		Family	
	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.92	$373.88	$93.47	$415.95	$103.99
EPO Medical	$161.90	$40.48	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.83	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.42
RX	$48.50	$12.13	$96.58	$24.15	$159.35	$39.84	$162.26	$40.57
Dental Core	$6.21	$1.55	$11.56	$2.89	$11.56	$2.89	$17.13	$4.28
Dental Plus	$10.40	$2.60	$16.28	$4.07	$22.57	$5.64	$30.22	$7.56
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

11/12 - Bi-Weekly	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.93	$373.88	$93.47	$415.94	$103.99
EPO Medical	$161.90	$40.47	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.82	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.41
RX	$44.70	$11.18	$89.02	$22.25	$146.87	$36.72	$149.55	$37.39
Dental Core	$5.73	$1.43	$10.67	$2.67	$10.67	$2.67	$15.80	$3.95
Dental Plus	$9.58	$2.40	$15.01	$3.75	$20.80	$5.20	$27.85	$6.96
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

$ Increase over 10/11	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EPO Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PLUS Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RX	$3.80	$0.95	$7.57	$1.89	$12.48	$3.12	$12.71	$3.18
Dental Core	$0.48	$0.12	$0.90	$0.22	$0.90	$0.22	$1.33	$0.33
Dental Plus	$0.81	$0.20	$1.28	$0.32	$1.77	$0.44	$2.37	$0.59
Vision Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vision Plus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

% Increase over	ER	EE	ER	EE	ER	EE	ER	EE
BlueChoice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BCBC Core	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EPO Medical	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RX	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Dental Core	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%
Dental Plus	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Vision Core	0%	0%	0%	0%	0%	0%	0%	0%
Vision Plus	0%	0%	0%	0%	0%	0%	0%	0%

Prepared by: Insurance Solutions

City of Annapolis

In Network Copay Changes effective July 1, 2012

Core and Plus PPO Medical Plans	Current	Effective 7/1/12
Office Visit Copay Primary Care, Specialist, Chiropractor, Therapy, Acupuncture, Diagnostic, X-Ray and Lab	$10	$15
Urgent Care	$15	$25
ER Injury	Core - 10% Plus - covered at 100%	Core - $25 copay then 10% Plus - $25 copay
ER Illness	$25	$50
Hospital Admission Copay	$0	$100 then applicable coinsurance
EPO Medical Plan	**Current**	**Effective 7/1/12**
Office Visit Copay Primary Care, Acupuncture	$10	$15
Office Visit Specialist, Chiropractor and Therapy	$20	$25
Urgent Care	$20	$30
ER Injury	$50	$75
ER Illness	$50	$75
Hospital Admission Copay	$0	$100
Prescription Drug Plan	**Current**	**Effective 7/1/12**
Retail - Generic/Preferred/Non-Preferred	$5/20/35	$10/25/40
30-Day Supply Maintenance at Retail [after initial 2 fills]	$25/40/55	$30/45/60
Mail Order - Generic/Preferred/Non-Preferred	$10/40/70	$20/50/80

MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF ANNAPOLIS AND INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 1926

May 22, 2012

The City of Annapolis ("City") and International Association of Firefighters Local 1926 ("Local 1926") hereby enter into the following Memorandum of Understanding ("MOU") regarding a collective bargaining agreement for the period from July 1, 2012 through June 30, 2013. This MOU is subject to ratification by the Bargaining Unit and approval by the Annapolis City Council.

A. DURATION OF AGREEMENT

The MOU will be effective from July 1, 2012 to June 30, 2013.

B. SALARIES

(A) The City will provide for no cost of living adjustment or other increase in pay during Fiscal Year 2013 (July 1, 2012 through June 30, 2013).

(B) Employees who are eligible for step or longevity increases during Fiscal Year 2013 will receive such increase(s).

C. PENSION

(A) The City and the Union will contribute the following amounts to the Pension Plan over the next two years:

Year	City (% of Payroll)	Employee (% of Pay)*
FY2013	8 ½ %	5 ½%
FY2014	8 ½%	6 ½%

*Employee contribution rate is for employees hired prior to July 1, 2010. Employees hired on or after July 1, 2010 but prior to July 1, 2012 shall continue to contribute 6½% of pay.

(B) In the event that the City Finance Director determines that the City is unable to make the required pension contribution in any year, he must notify the Union and the City Council on or before February 1st of the Fiscal Year in which the contribution is due. If the Finance Director gives such notice, the City Council shall be required to hold a public hearing on the issue, and the Council shall determine whether some or all of the contribution will be made.

(C) Employees hired on or after July 1, 2012 will have to complete 25 years of service to be eligible to retire.

(D) Employees hired on or after July 1, 2012 will be required to contribute 8% of their pay to the pension.

(E) The City will create a Pension Task Force comprised of representatives of Local 400,

IAFF Local 1926, the City Council, and the Administration to evaluate changes to the Police and Fire Pension (including funding levels, plan design, and the possibility of creating a DROP program) and issue a report and recommendations on or before October 1, 2012.

D. HEALTH INSURANCE

(A) Expect no increase in premiums - updated price tags attached as Exhibit A.

(B) Employee cost share will remain at 80/20.

(C) Co-pays to increase in accordance with Exhibit B.

E. RETIREE MEDICAL

(A) For any employee who is not vested in the Police/Fire Pension Plan as of July 1, 2012, Retiree Medical benefits shall be revised so that the percentage of the retiree medical premium that the City pays for retirees and dependents will change from the current 70/30 split to a percentage equal to 2.5% multiplied by each year of City service, up to a maximum of 70%.

(B) For any employee hired on or after July 1, 2012, Retiree Medical benefits shall be revised as follows:

(1) Employees must be at least age 50 when they retire to be eligible to receive retiree medical benefits for themselves or dependents.

(2) The percentage of the retiree medical premium that the City pays for retirees and dependents will be 2.5% multiplied by each year of City service, up to a maximum of 70%.

(C) For any employee who is vested in the Police/Fire Pension Plan as of July 1, 2012, Retiree Medical benefits shall remain the same as set forth in Article 11 of the 2010-2012 Collective Bargaining Agreement.

E. FURLOUGH DAYS

Discontinue furlough days.

F. EDUCATIONAL LEAVE

Create New Article 23 (bb), "Education Leave."

Education leave shall be permitted for training purposes under the following guidelines:

(A) Approval

1. Education leave will only be granted for training directly related to Fire/EMS or other training that is relevant to the employee's rank and in the

opinion of the Fire Chief or his/her designee enhances the operation of the Annapolis Fire Department.

2. Leave will be approved on a case-by-case basis.

3. Leave will granted on a first come, first serve basis. In the case of a tie, rank then seniority will serve as the tie breaker.

4. Once approved, educational leave shall not be canceled except in cases of an operational emergency as determined by the Fire Chief.

5. Approval of Education Leave will considered as long as in the opinion of the Fire Chief adequate funding exists in the overtime budget to support the requests.

(B) Number of Personnel on Education Leave

1. Personnel assigned to the Operations Leave Group 2 (24/72 hour schedule) are permitted one (1) person off on education leave per shift unless approved by the Fire Chief.

2. The number of personnel off on education leave that are assigned to the Administrative Leave Group (daywork) shall be based on the operational needs of the Department.

(C) Requests

1. An education leave request must be submitted to the on-duty battalion chief no sooner that 30 days before the class and no later than 72 hours prior to the class.

G. GRIEVANCE PROCEDURES

Revise grievance procedures in accordance with Exhibit C attached hereto.

H. ON-CALL PAY

Employees who are assigned to work in positions which are required to be on call shall be paid a $50 per week "on-call" premium in addition to any other compensation to which they are entitled under the CBA. The on-call premium shall be paid to an employee for any workweek in which the employee was primarily engaged to work in a position where he/she is required to be on-call.

I. LEAVE

Amend Article 23,§z.5-7 to delete existing language and replace with the following:

5. Effective July 1, 2012, personnel are no longer required to sign their sick leave slip prior to returning to duty.

6. For staffing purposes and unless advised otherwise, the Duty Officer will plan on personnel off on sick leave will return to duty their next scheduled work day. If personnel are unable to return to duty, they must notify the Duty Officer per OPM: 2.4.3.2 (no later than 0730 hours on the day they are scheduled to work).

7. Upon returning to duty, the Duty Officer shall make arrangements for the employee to sign the sick leave slip.

AGREED AND ACCEPTED THIS 24th DATE OF May, 2012:

Caroll Spriggs
President
IAFF Local 1926

Paul Rensted
Director of Human Resources
City of Annapolis

City of Annapolis ~ Flexible Employee Benefits Program
2012/13 vs 2011/12 Price Tags [80% ER - 20% EE]
[Increases: 0% Medical and Vision; 8.5% RX and Plus Dental; 8.4% Core Dental]

12/13 - Bi-Weekly	Individual		EE/Child		EE/Spouse		Family	
	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.92	$373.88	$93.47	$415.95	$103.99
EPO Medical	$161.90	$40.48	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.83	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.42
RX	$48.50	$12.13	$96.58	$24.15	$159.35	$39.84	$162.26	$40.57
Dental Core	$6.21	$1.55	$11.56	$2.89	$11.56	$2.89	$17.13	$4.28
Dental Plus	$10.40	$2.60	$16.28	$4.07	$22.57	$5.64	$30.22	$7.56
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

11/12 - Bi-Weekly	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$145.88	$36.47	$291.70	$72.93	$373.88	$93.47	$415.94	$103.99
EPO Medical	$161.90	$40.47	$322.19	$80.55	$414.42	$103.61	$467.47	$116.87
PLUS Medical	$177.82	$44.46	$355.79	$88.95	$489.81	$122.45	$545.66	$136.41
RX	$44.70	$11.18	$89.02	$22.25	$146.87	$36.72	$149.55	$37.39
Dental Core	$5.73	$1.43	$10.67	$2.67	$10.67	$2.67	$15.80	$3.95
Dental Plus	$9.58	$2.40	$15.01	$3.75	$20.80	$5.20	$27.85	$6.96
Vision Core	$2.32	$0.58	$5.00	$1.25	$5.00	$1.25	$5.00	$1.25
Vision Plus	$3.08	$0.77	$6.62	$1.66	$6.62	$1.66	$6.62	$1.66

$ Increase over 10/11	ER	EE	ER	EE	ER	EE	ER	EE
CORE Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EPO Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PLUS Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RX	$3.80	$0.95	$7.57	$1.89	$12.48	$3.12	$12.71	$3.18
Dental Core	$0.48	$0.12	$0.90	$0.22	$0.90	$0.22	$1.33	$0.33
Dental Plus	$0.81	$0.20	$1.28	$0.32	$1.77	$0.44	$2.37	$0.59
Vision Core	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vision Plus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

% Increase over	ER	EE	ER	EE	ER	EE	ER	EE
BlueChoice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BCBC Core	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EPO Medical	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RX	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Dental Core	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%	8.4%
Dental Plus	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Vision Core	0%	0%	0%	0%	0%	0%	0%	0%
Vision Plus	0%	0%	0%	0%	0%	0%	0%	0%

Prepared by: Insurance Solutions

EXHIBIT C TO FIRE MOU

ARTICLE 19- GRIEVANCE PROCEDURES.

Section 19.1 - Definition of Grievance

Subject to limitations of existing law and/or City Policy a grievance is defined in the Employee-Management Relations Chapter 3.32 of the Annapolis City Code as:

A. a dispute concerning the application or interpretation of the terms of this agreement;

B. a claimed violation, misinterpretation or misapplication of the rules or regulations of the City or the employer affecting the terms and conditions of employment

Section 19.2 – Time limitations

Recognizing that grievances should be raised and settled promptly to maintain a sound and harmonious relationship between the union, city and the employee, a grievance must be presented promptly within fifteen (15) business days of the event or occurrence giving rise to the grievance.

a. A business day is defined as any week day other than Saturday, Sunday or City Holiday. For the purpose of this procedure, business day hours are 0800-1700 hours.

b. The time limits prescribed herein may be waived by mutual agreement, in writing, by the parties hereto. An email is considered an acceptable form of writing.

Section 19.3 – General Procedures

a. A grievance not appealed by the Union within the time limits set forth in this Article shall be considered settled on the basis of the answer provided by the City at the last step of the procedure utilized by the Union or employee, which answer shall be final and binding upon the aggrieved employee or the Union.

b. If the Employer fails to meet with and/or answer any grievance in writing within the prescribed time limits set forth in this Article and any agreed upon extensions the Union may at any time submit the grievance to the next step.

c. The aggrieved employee or employees, the Union Shop Steward first handling the grievance, the Chairman of the Union Grievance Committee and/or the Union President may attend all Grievance hearings at and after Step 2 of this article.

d. Each party is responsible for notifying its witnesses of each step hearing for which the witness's attendance is desired. The Employer shall endeavor to make any employee witness who is scheduled to work during the time of the hearing available to attend the grievance hearing(s). The Employer shall provide to a

grievant subject to discipline any written or transcribed statement not otherwise privileged that the Employer intends to introduce at Steps 3 and 4 at least five (5) business days before the hearing commences. The parties shall endeavor to exchange exhibits intended to be offered at a hearing at least five (5) business days before the hearing. Email and faxes are acceptable methods of exchanging exhibits

e. Grievance meetings under this Article shall be held at times mutually agreeable to the parties, provided that insofar as practical, such meetings shall be held during scheduled work hours. The aggrieved employee, appropriate Union representatives and any other employees required to attend the hearing while on duty shall suffer no loss of pay for scheduled City of Annapolis work hours while attending such meetings.

f. The parties may elect to have counsel attend at Steps 3 and 4 only.

Section 19.4 – Procedural Steps

Step 1 – (Battalion Chief Grievance Hearing)

A grievance covered by this Article must be hand delivered by the employee or his/her designee to the Battalion Chief, promptly within fifteen (15) business days of the event or occurrence giving rise to the grievance.

Within ten (10) business days of receipt of the grievance from the Union, the Battalion Chief shall meet with the employee and Union Representative in an attempt to resolve the grievance. The Battalion Chief shall respond to the grievance by email or in writing to the Union Representative within five (5) business days after the meeting.

Step 2 – (Fire Chief Grievance Hearing)

If the grievance has not been satisfactorily resolved in Step 1, the Union may, within ten (10) business days following receipt of the battalion chief 's answer submit such grievance in writing to the Fire Chief of the Annapolis Fire Department. Within ten (10) business days thereafter the Fire Chief of the Annapolis Fire Department or his designated representative shall arrange to and meet with the Union and the aggrieved employee or employees for the purpose of adjusting or resolving the grievance. The Fire Chief of the Annapolis Fire Department or his designated representative shall respond to the Union in writing within ten (10) business days of the Step 2 Grievance Hearing.

Step 3 - (Mayor's Grievance Hearing)

If the grievance has not been satisfactorily resolved in Step "2", the Union may, within ten (10) business days after receiving the decision of the Fire Chief or his/her designee submit such grievance, in writing, to the Mayor of the City of Annapolis.

Within ten (10) business days thereafter the Mayor or his/her designated

representative(s) shall arrange to and meet with the Union and the aggrieved employee or employees for the purpose of adjusting or resolving the grievance. The Mayor or his/her designated representative(s) shall respond in writing to the Union President and Fire Chief within ten (10) days thereafter.

Step 4: (Arbitration)
If the grievance has not been satisfactorily resolved in step "3", the Union may, within ten (10) business days following the Step 3 decision from the Mayor submit the grievance to arbitration through the Federal Mediation and Conciliation Service (FMCS) American Arbitration Association

The American Arbitration Association shall supply a list of five qualified labor arbitrators from the Baltimore Annapolis region. Both the Employer and the Union shall have the right to strike two names from the list. The parties shall flip a coin to determine who shall strike the first name; the other party shall then strike one name. The process shall be repeated and the remaining person shall be the arbitrator. After the selection of the arbitrator as outlined above, the party requesting arbitration shall advise the American Arbitration Association of the name of the arbitrator selected and the process to be used in determining the resolution of the grievance shall be prescribed by the arbitrator.

The decision of the arbitrator shall be final and binding on the parties hereto, and the arbitrator shall be requested to issue his decision within thirty days after the conclusion of testimony and argument. Expenses for the arbitrator's services and proceedings shall be borne equally by the Union and the Employer.

Each party shall be responsible for compensating its own witnesses and representatives. If either party desires a verbatim record of the proceedings it may cause such a record to be made by a qualified Court Reporter. The cost of a verbatim record for proceedings shall be borne by the party causing the record to be made or, if requested by both, shall be split equally.

City of Annapolis

In Network Copay Changes effective July 1, 2012

Core and Plus PPO Medical Plans	Current	Effective 7/1/12
Office Visit Copay Primary Care, Specialist, Chiropractor, Therapy, Acupuncture, Diagnostic, X-Ray and Lab	$10	$15
Urgent Care	$15	$25
ER Injury	Core - 10% Plus - covered at 100%	Core - $25 copay then 10% Plus - $25 copay
ER Illness	$25	$50
Hospital Admission Copay	$0	$100 then applicable coinsurance
EPO Medical Plan	**Current**	**Effective 7/1/12**
Office Visit Copay Primary Care, Acupuncture	$10	$15
Office Visit Specialist, Chiropractor and Therapy	$20	$25
Urgent Care	$20	$30
ER Injury	$50	$75
ER Illness	$50	$75
Hospital Admission Copay	$0	$100
Prescription Drug Plan	**Current**	**Effective 7/1/12**
Retail - Generic/Preferred/Non-Preferred	$5/20/35	$10/25/40
30-Day Supply Maintenance at Retail [after initial 2 fills]	$25/40/55	$30/45/60
Mail Order - Generic/Preferred/Non-Preferred	$10/40/70	$20/50/80

FISCAL IMPACT NOTE

Fiscal Impact of Collective Bargaining Agreements

First Reader Date: 6-04-2012
Note Date: 6-01-2012

AFSCME

Summary of Key Provisions

1. One year agreement
2. No COLA
3. Steps and longevity increases for eligible employees
4. Health care splits remain at 80/20
5. No increase in health premiums but co-pays for prescription drugs and office visits increase
   - **City-Wide SAVINGS of $175,000**
6. Elimination of furlough days for AFSCME employees
   - **COST to City of $112,000**
7. The amount of annual leave an employee can sell back to the City will increase from 3 to 5 days, provided that an employee has a leave balance of 16 or more annual and 16 or more sick days as of December 1.
   - **COST to City of $7,000**
8. The Layoff and Reduction in Force Language is revised to clarify and simplify
9. Retiree medical changes as follows:
   (a) Employees must be at least 55 when they retire to be able to collect retiree medical for themselves or dependents
   (b) The City will pay 2.5% x each year of service, up to a maximum of 75% of the share of the retiree medical premium. For those who work for the City for more than 28 years, this means that the maximum percentage of the premium paid by the City increases from 70% to 75%.
   (c) These changes in retiree medical will not apply to any employee who, as of 7/1/12, has the potential to reach 30 years of service with the City prior to their 55th birthday.
   - **Items (a), (b), and (c) amount to savings in the form of reduced liability as follows:**

Table 1:

Year	GASB ARC Reduced Liability of:	Actuarial Liability Reduced Liability of:
2011	$123,000	$1,210,000
2016	$146,000	$1,650,000
2021	$241,000	$2,280,000
2026	$381,000	$3,360,000

   (d) Retirees will now have to “buy up” for Plus coverage – they must pay full cost of any additional premium associated with move from Core to Plus.
   - **City SAVINGS of $21,374**

PUBLIC SAFETY

Pension/OPEB

1. *Contributions*
   (a) City increases its pension contribution from 4% to 8.5%, starting in FY13
   - **New COST to City of $834,000**

   (b) Police increase the contribution for current employees to 5.5% this year; 6.5% in FY14 (same as Fire)
   (c) New hires will be required to pay 8% into the pension

2. *Requirements*
   (a) Police and Fire with less than 10 years service will move to new OPEB formula (2.5% x years of service), which should incentivize them to stay with the City past 20 years
   (b) New hires will be required to have 25 years of service to retire
   (c) New hires must retire at age 50 to get retiree medical benefits for themselves or dependents
   - **The SAVINGS associated with *Requirement* changes (a), (b), and (c) are included in the numbers shown in *Table 1* above (as *Table 1* represents all City-wide savings pursuant to benefit/pension/OPEB changes).**

   (d) Pension funding will improve as follows:

Table 2:

Year	Baseline	City @ 8.5%; New Hires @ 8% + 25 Year Retirement
2011	88%	88%
2016	75%	76%
2021	63%	65%
2026	49%	53%

Furlough Days

3. Eliminate them for Police and Fire
   - **Police: COST to City of $125,000**
   - **Fire: COST to City of $72,000**

Health Care

4. Health care split remains at 80/20
5. No increase in health premiums
6. Co-pays for prescriptions and doctors visits increase
   - **SAVINGS to City already reported above, under AFSCME**

Police OT

7. Increase APD FY13 overtime budget by $150K, from $790K to $940K
   - **No net cost to City. Adjustment of funds within APD budget.**

8. Settle Holiday OT Grievance by agreeing to pay overtime on 4th of July and New Years Eve, starting in FY13. This will be funded out of the FY13 APD overtime budget.

Police Clothing and Equipment Allowance

9. Pay an additional $75 premium to officers who work or participate in another departmental function in which a uniform is required, such as SWAT, voluntary bicycle patrol, and Honor Guard.
   - **COST to City of $8,500**

Fire On Call Premium

10. New $50/week premium for fire personnel who are on-call
    - **COST to City of $26,000**

OVERALL

Overall Costs to City

- Furlough Elimination AFSCME $112,000
- Furlough Elimation Police: $125,000
- Furlough Elimination Fire: $72,000
- Increase leave days available to sell-back (AFSCME): $7,000
- Increase Police and Fire Pension Contribution: $834,000
- Increase police clothing allowance (certain sworn personnel): $8,500
- Increase on-call premium (Fire): $26,000
    - **TOTAL COST: $1,184,500**

Overall Savings to City

- Increase employee health insurance co-pays: $175,000
- Retiree "buy-up" for Plus (versus Core) health coverage: $21,374
    - **CASH SAVINGS: $196,374**

- Include ACTUARIAL savings in Year 1 from benefit/pension/OPEB changes: $1,210,000
    - **TOTAL SAVINGS: 1,406,374**

Cash Figures:

$ 1,184,500 Cash Costs
- $ 196,374 Cash Savings

Net Cash COST: $ 988,126

Actuarial Figures:

$ 1,184,500 Cash Costs
- $ 1,406,374 Total Savings

Net actuarial BENEFIT: $ 221,871

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

June 1, 2012

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

Re: Annapolis 2012 Collective Bargaining Agreements

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"). Pursuant to our charge to "review collective bargaining agreements prior to execution" as set forth in Section 2.48.110 of the City Code, the Commission has reviewed a summary of the key provisions of tentative one-year agreements negotiated by the City with its 2 AFSCME unions and its Police and Firefighters unions. The Commission also received a briefing on these key provisions from the City's Director of Human Resources and labor counsel.

The Commission believes that the key provisions of the four tentative agreements are a step in the right direction in addressing long-term issues associated with retiree health costs, funding of the retirement plan for Police and Firefighters, and addressing City benefits and other personnel cost issues. However, these agreements should be recognized only as a beginning for the City's ongoing efforts at cost containment for benefits and other personnel expenses.

The Commission draws the Mayor and City Council's attention to our April 17, 2012, letter for our recommendations regarding future collective bargaining activities, and our May 11, 2012, letter with recommendations regarding future OPEB funding and changes to the Police and Fire Retirement Plan. We understand that the City is in the process of establishing a task force to study the significant changes needed to the Police and Fire Retirement Plan to ensure that Police and Firefighter retirees can receive retirement benefits in the long-term in a way that will ensure the solvency of the retirement program and at a reasonable cost to the City. The Commission commends the formation of this task force as a necessary means to conduct a full evaluation of the severity of the retirement plan funding deficit and necessary and appropriate remedial measures.

Thank you for the opportunity to comment on the proposed collective bargaining agreements.

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Sincerely,

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)

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-17-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12			7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	4/23/12		
Finance	4/23/12		

A RESOLUTION concerning

Position Classifications and Pay Plan

FOR the purpose of approving the FY 2013 position classification and pay plan effective July 1, 2012.

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;"

WHEREAS, the FY 2013 pay classifications and pay plan, effective July 1, 2012 are attached to this resolution.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2013 pay classifications and pay plan are adopted as attached.

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.

FY 2013 Position Classification and Grade

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 Associate	A09
1009	Training Programs Administrator	A15
1010	Legal Assistant	A09
1011	Benefits Administrator	A15
1013	Permits Administrator	A10
1014	City Clerk	A16
1015	Deputy City Clerk	A10
1016	Public Works Communications Operator	A07
1017	Recruitment/Employee Relations Administrator	A15
1019	Legislative and Policy Analyst	A14
1023	Historic Preservation Assistant	A11
1024	Warrant Control Clerk	A05
1025	HR Associate I	A07
1026	HR Office Administrator	A10
1028	Permits Associate	A07
1030	Election/Board and Commission Administrator	A10
1101	Management Information Technology Analyst	A16
1103	Management Information Technology Manager	A18
1104	Management Information Technology Specialist	A12
1105	Management Information Technology Web Developer	A13
1106	Management Information Technology Network Engineer	A15
1201	Procurement Officer	A18
1203	Buyer	A09
1204	Senior Purchasing Clerk	A08
1205	Police Administrative Clerk	A09
1202	Senior Buyer	A10
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
1507	Marketing Specialist - Transportation	A13
1508	Community Services Specialist	A10
1509	Public Information Coordinator	A18
1511	Small/Minority Business Enterprise Coordinator	A14
1601	Director of Transportation	A20
1602	Transportation Grants/Parking Coordinator	A13
1603	Transportation Supervisor	A10
1604	Transportation Superintendent	A14
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 Technician II	A11
1613	Fleet Maintenance Supervisor	A12
1614	Lead Bus Driver	A08
2001	City Attorney	A20
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 Officer Supervisor	A06

4013	Police Communications Operator II	A11
4014	Police Communications Operator I	A09
4015	Police Records Validation Coordinator	A10
4016	Police Property Coordinator	A10
4017	Police Planning Analyst	A10
4019	Police Identification Specialist	A08
4020	Parking Meter Collector II	A08
4021	Parking Meter Collector I	A05
4022	Warrant Control/Records Supervisor	A10
4023	Information Systems Analyst	A14
4024	Domestic Preparedness Coordinator	A17
4025	Emergency Planner/Coordinator	A13
4026	Community Services Supervisor	A14
4027	Systems Support Specialist	A12
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 Maintenance Specialist	A11
4110	Firefighter I	F10
4111	Firefighter II	F10
4112	Firefighter I/II - EMT or CRT	F11
4113	Firefighter II - Technician	F11
4114	Firefighter III	F11
4115	Firefighter I/II - EMT-P	F12
4116	Firefighter II - Fire Marshal Inspector	F12
4117	Firefighter II - Fire Marshal Investigator	F12
4118	Firefighter II - Instructor	F12
4119	Firefighter III - EMT-I or CRT	F12
4120	Firefighter III - Technician	F12
4121	Firefighter 1/C	F13
4122	Firefighter III - EMT-P	F13
4123	Firefighter III - Fire Marshal Inspector	F13
4124	Firefighter III - Fire Marshal Investigator	F13
4125	Firefighter III - Instructor	F13

4126	Firefighter 1/C - ALS	F14
4127	Firefighter 1/C - Fire Marshal Inspector	F14
4128	Firefighter 1/C - Fire Marshal Investigator	F14
4129	Firefighter 1/C - Instructor	F14
5001	Planning Director	A20
5002	Chief of Current Planning	A18
5003	Chief of Historic Preservation	A17
5004	Chief of Comprehensive Planning	A17
5005	Senior Planner	A15
5006	Zoning Enforcement Officer	A13
5007	Planner	A13
5008	Community Development Administrator	A17
5009	Community Development Specialist	A13
5010	Senior Comprehensive Planner	A15
5011	Senior Transportation Planner	A15
5012	Planning Office Administrator	A10
5101	Public Works Director	A20
5102	Assistant Director of Public Works	A18
5103	Public Works Bureau Chief - Engineering	A18
5105	Bureau Chief Environmental 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
5113	Traffic Engineer	A15
5114	Assistant to the Director - DNEP	A15
5115	Public Works Analyst	A15
5200	Director of Neighborhood & Environmental Programs	A20
5201	Bureau Chief Code Enforcement	A17
5202	Building Inspector	A10
5203	Senior Property Maintenance Inspector	A12
5204	Property Maintenance Inspector	A09
5205	Plumbing/Utility Inspector	A12

5206	Environmental Program Coordinator	A12
5207	Electrical Inspector	A12
5208	Architectural Plans Reviewer	A15
5209	Public Works Inspector	A10
5210	Environmentalist	A12
5211	Mechanical/Life Safety Inspector	A12
5212	Fire Safety Inspector	A09
5213	Combination Inspector	A13
5214	Stormwater Management Engineer	A15
5215	Environmental Compliance Inspector	A11
6001	Director of Recreation 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 Administrator	A10
6010	Park Foreman	A10
6011	Parks Maintenance Worker I	A05
6012	Stanton Center Recreation Manager	A12
7001	PW Maintenance Worker I	A04
7002	PW Maintenance Worker II	A05
7003	Parks Maintenance Worker II	A06
7004	Mason I	A07
7005	Mason II	A08
7009	Senior Maintenance Technician	A10
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 Maintenance Technician	A04
7104	Superintendent - PW Services	A16
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	Assistant Water Plant Superintendent	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 /Equipment Operator II	A07
7412	Water Plant Technician I	A07
7413	Water Plant Technician II	A09
7414	Water Plant Technician III	A11
7417	Water Plant Operator IV	A11
7415	Utility Mechanic III	A10
8001	Harbormaster	A18
8002	Harbormaster Office Administrator	A10
8003	Assistant Harbormaster - Operations	A10

Pay Scale Effective 07/01/12

GRADE (7.5%)	STEP(5.361%) 1	2	3	4	5	6	7	8	9	10
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 07/01/12

		STEP(5.361%)										
Classification	**GRADE (7.5%)**	1	2	3	4	5	6	7	8	9	10	11
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 Firefighter II - Technician Firefighter III	11	40,676	42,857	45,154	47,575	50,125	52,813	55,644	58,627	61,770	65,081	68,570
Firefighter I/II EMT-P FFII-Fire Marshal Investigator FFIII-EMT-I or CRT FFIII-Technician	12	43,727	46,071	48,541	51,143	53,885	56,774	59,817	63,024	66,403	69,963	73,713
Firefighter 1/C Firefighter III-EMT-P FFIII-Fire Marshal Inspector FFIII-Fire Marshal Investigator	13	47,005	49,525	52,180	54,977	57,925	61,030	64,302	67,749	71,381	75,208	79,240
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 07/01/012

		STEP(5.361%)									
Classification	**GRADE**	1	2	3	4	5	6	7	8	9	10
	-										
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

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

July 15, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **McCULLOUGH**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Charles **Hendricks**, Presenter
Kimla **Milburn**, Director of Human Resources
Danielle **Matland**, Director of Transportation
Paul **Rensted**, Recruitment Administrator
Ald. Classie **Hoyle**

PRESENT AT LARGE: Willie **Charles**
Jay **Tucker**
Marcia **Patrick**

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: Creation of new Transportation Grants/Parking Coordinator position within The Department of Transportation.

Kimla Milburn presented a memorandum from the Director of Transportation, Danielle Matland, requesting to change the duties and reclassify a currently vacant position, Account Clerk III, to include responsibilities of grant writing, processing, implementing, record keeping and serving as parking ombudsman. Ms. Matland elaborated, explaining how the position has evolved due to an outsourcing of the Parking functions and increasing government regulations regarding grants. She explained that there would not be any cost impact due to the fact that the employee holding the current position has now retired and funding for that position had already been included in the approved FY 2006 budget. There was a concern raised about the salary grade being comparable to surrounding jurisdictions and Ms. Matland assured the Board that there was research on this issue and the new position was actually included for comparison in the recent Hendricks study.

The Board unanimously approved the change.

ISSUE BEFORE THE BOARD: Presentation of the 2005 Classification and Compensation Study.

Kimla Milburn introduced Mr. Charles Hendricks of Hendricks and Associates who gave a presentation of the 2005 Classification and Compensation Study. There was discussion about the cost of implementation of the recommendations. Mr. Hendricks stated that at the time of the study, he estimated the cost of implementation to be less than two million dollars. Given some recent changes in surrounding jurisdictions, some adjustments may be necessary to account for various increases in their salary schedules.

The discussion then turned toward the classification component of the study. Ald. Hoyle asked why all of the Directors were placed at grade 20 when their responsibilities are not all equivalent. Mr.

Hendricks explained that responsibilities of a position were only one area of comparison for each classification. Other factors were considered, including the number of employees supervised and the impact of that position within the department. Ald. Hoyle replied that too little weight was given to the physical and environmental aspects of a job, such as is endured by groups of employees in positions at lower grades. Ms. Yaniga then asked if any classifications had been lowered, to which Mr. Hendricks replied possibly one or two, but in those situations the employee in those positions would remain at their current grade, and only after a vacancy occurs would a new employee be placed at the lower grade. Ms. Milburn assured the Board that at no time is an employee penalized as a result of a classification study.

Mr. Rodowski asked if the study focused only on salary and duties as opposed to all aspects of the position including benefits and working conditions. Mr. Hendricks stated that all of these factors were considered in the comparisons.

Mr. Johnson asked how long it usually takes to implement such studies, and Mr. Hendricks replied that it is typically within the fiscal year, but can go out as far as three years. Mr. Johnson then stated that the study should have included a time line for implementation, with recommendations based on projected dates.

Ms. Patrick asked if backup data would be available for review during the process and Mr. Hendricks said he would be able to make some of the documentation available.

Mr. Tucker asked if the salary midpoints were determined by including the steps reserved for longevity, or simply those from merit based increases. Mr. Hendricks stated that the entire salary range, from steps one to ten were included, which does in fact embrace the longevity steps.

Chairman Renfroe concluded that there is a lot of work ahead for the Board that will require more input from Human Resources. He also said he would like to invite Mr. Hendricks back at some point in the future. He then adjourned the meeting at 10:25 a.m.

FOR THE BOARD:

_____

JAMES R. RENFROE, Esquire
Chairperson

Attachments

copy: Each Board Member
Mayor and Alderman
Transportation Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 26, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
Marcia **Patrick**, Assistant to the Director of Public Works

PRESENT AT LARGE: Willie **Charles**, Public Works Utility Mechanic

A quorum being present, the Chairperson called the meeting to order at 9:03 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Assistant Water Plant Superintendent in Public Works Department.

Kimla Milburn presented a memorandum from the Director of Public Works, Margaret Martin, requesting to upgrade the classification of a currently vacant position, Assistant Water Plant Superintendent, from a grade 13 to a grade 14. Although the 2005 Hendricks Classification and Compensation study proposed such an increase that will truly compensate for the level of responsibility of this position, the study has not yet been approved. Further, there is an immediate need to act on this specific classification due to the fact that this position has been vacant for approximately one year. Additionally, Marcia Patrick stated that the current Water Plant Superintendent is eligible to retire, but has agreed to continue working until this position is filled by a qualified applicant. No additional funds are needed to reclassify this position due to the long term vacancy and the fact that the salary has been budgeted for annually.

There were no objections and the Board unanimously approved the upgrade.

ISSUE BEFORE THE BOARD: Request by Willie Charles to speak to the Board regarding the 2005 Hendricks Classification and Compensation Study

Willie Charles spoke regarding the fairness and accuracy of the study. After concluding, he presented the Board with a written copy of his concerns. Mr. Renfroe assured Mr. Charles that the Board will consider this information when reviewing the Public Works positions.

ISSUE BEFORE THE BOARD: Distribution of proposed job classification manual

Board members were given a binder that included copies of the current job descriptions along with copies of the proposed job descriptions from the Hendricks study. After much discussion as to how to proceed, the Board agreed to a series of meetings with each department, to be scheduled immediately. Kimla Milburn agreed to make arrangements with all Directors and to notify the Board in advance so they may prepare for each session. At the Board's request, Ms. Milburn will obtain updated information from Mr. Charles Hendricks on the pay plan when the Board is ready to proceed on that issue.

The meeting adjourned at 10:15 a.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

Attachments

copy: Each Board Member
Mayor and Alderman
Public Works Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

September 9, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
Joseph **Johnson**, Chief of Police
Barbara **Hopkins**, Police Captain
Mike **Mallinoff**, Dir.of Dept.of Neighborhood and Environmental Programs
Danielle **Matland**, Transportation Director
Tim **Elliott**, Finance Director
Shirley **Tripodi**, Assistant Director for Accounting
Paul **Thorn**, MIT Manager
Paul **Rensted**, Recruitment Administrator
Teresa **Marshall**, HR Associate

A quorum being present, the Chairperson called the meeting to order at 1:25 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Police Department

Chairman Renfroe proposed reviewing the classification descriptions one at a time allowing for comments and approval on an individual basis. There were minor corrections for grammar and spelling, with discussion whenever content needed clarification. Specific concern was raised regarding the pay grade of the Parking Enforcement Officer positions. As a result of discussion, it was recommended that the PEO II be changed to PEO Supervisor and upgraded to grade 10 and the PEO I be upgraded to grade 6. It was agreed that the Department would submit back-up information for these requests, and this information would be forwarded to Mr. Hendricks for further consideration. There was also a request that a supervisor position be added in the Records section to oversee the Records clerks. Again the department was instructed to submit supporting documentation for further consideration at a later date. All other descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Department of Neighborhood and Environmental Programs

Mr. Mallinoff was excused due to prior commitment and will return at a later date.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Transportation Department

Minor corrections for grammar and spelling were made to each job description. Thereafter ensued discussion regarding the difference between a Supervisor and a Superintendent as the descriptions appeared almost identical, but for a four grade difference in salary. It was agreed that there needs to be a rewrite of the Superintendent description to correctly reflect the duties and warrant the grade. It was also noted that there is no difference between the Bus Driver I, Bus Driver II, and Lead Bus Driver descriptions. Since it was intended at the beginning of the Hendricks study for the three positions to merge into a career ladder job, staff agreed to rewrite the descriptions and submit to the Board for approval. All other descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Finance Department

The Finance Director discussed briefly with the Board his opinion regarding the study. Thereafter the Board along with Mr. Thorn, made recommendations for changes and/or corrections to language within the MIT job descriptions. Ms. Tripodi spoke to concerns regarding job descriptions within the Finance Department. The Board requested that the Finance Department work with Human Resources to make any requested changes to the job description language that were not requested and made during the study.

The meeting adjourned at 3:50 p.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Chief of Police
Director of DNEP
Transportation Director
Finance Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

September 30, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
Mike **Mallinoff**, Dir.of Dept.of Neighborhood and Environmental Programs
Margaret **Martin**, Public Works Director
Marcia **Patrick**, Assistant to Public Works Director
Teresa **Marshall**, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:02 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Department of Neighborhood and Environmental Programs

Minor corrections for grammar and spelling were made to each job description. Required certification information was updated on several Inspector positions. The grade for the Environmentalist position was discussed and a request submitted to reconsider the assigned grade based on educational requirements as compared to other City positions. The Board took this request under advisement. All DNEP position descriptions were approved with amendments.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Public Works Department

The Public Works Director presented the Board with a 4 page memorandum outlining specific concerns with the Hendricks Classifications and Compensation Study. After allowing the Board time to review the memorandum, there was discussion about how to proceed. It was decided that the Public Works Director will outline specific issues and the Human Resources Director would ask Mr. Hendricks to address all issues point by point. It was suggested by the Chairman that Human Resources schedule a meeting with Mr. Hendricks, inviting all Department directors to be present to come up with a resolution to issues that have been raised regarding the study.

The meeting adjourned at approximately 11:30 a.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of DNEP
Public Works Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 28, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
LeeAnn **Plumer**, Recreation and Parks Director
Ulrich **Dahlgren**, Harbormaster
Mike **Miron**, Economic Development Coordinator
Ruby **Blakeney**, Minority Business Enterprise Coordinator
Shaém **Spencer**, City Attorney
Jerome **Smith**, Acting Fire Chief
Douglas **Remaley**, Fire Battalion Chief
Jon **Arason**, Director of Planning and Zoning
Paul **Rensted**, Recruitment Administrator
Teresa **Marshall**, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:20 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Recreation and Parks Department

The Director of Recreation and Parks presented a packet of revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Recreation and Parks Department. Also included was a new description for Stanton Center Recreation Manager

Minor corrections for grammar and spelling were made to each job description. All job descriptions were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Harbormaster's Office

There was discussion between the Board and the Harbormaster regarding the significant upgrade of that position. The FLSA designation of the Harbormaster Office Administrator was also questioned. Ms. Milburn stated she would ask Mr. Hendricks to reevaluate the non-exempt designation for that position. After minor spelling and grammar corrections, all job descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Economic Development Office

There was discussion between the Board and the Economic Development Coordinator regarding the significant upgrade of that position. There was also a request from that office to modify the title and description of the Minority Business Enterprise Coordinator to also reflect the duties dealing with small businesses. It was suggested that a new description be written and brought back before the Board.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Office of Law and City Clerk's Office

The City Attorney requested that the Assistant City Attorney job description be resurrected. There is currently a classification number assigned, but no job description exists or ever existed for this position. It was also noted that the current descriptions for Legal Assistant and Paralegal are the same and need to be rewritten to differentiate between the two classifications. Those position descriptions will be written and brought back to the Board. The classification numbers will also be changed to fit chronologically along with the City Attorney classification number. After minor corrections to grammar and spelling, all other descriptions were approved as written.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions. He expressed his intent to create a "job ladder" for Firefighters. It was decided that there needs to be a review and comparison of these descriptions with those proposed by the Hendricks study, and then they can be brought back to the Board for discussion.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Planning and Zoning Department

The Director of Planning and Zoning stated that he was generally pleased with the overtll study and proposed job descriptions as written. His only concern was to possibly create a career ladder for the Planner position, but he will address that issue outside the scope of the study and bring it back to the Board at a later date. After minor corrections to grammar and spelling, all descriptions were approved as written.

The meeting adjourned at approximately 12:00 p.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Recreation and Parks
Harbormaster
Econonic Development Coordinator
City Attorney
Fire Chief
Director of Planning and Zoning

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 28, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
LeeAnn **Plumer**, Recreation and Parks Director
Ulrich **Dahlgren**, Harbormaster
Mike **Miron**, Economic Development Coordinator
Ruby **Blakeney**, Minority Business Enterprise Coordinator
Shaém **Spencer**, City Attorney
Jerome **Smith**, Acting Fire Chief
Douglas **Remaley**, Fire Battalion Chief
Jon **Arason**, Director of Planning and Zoning
Paul **Rensted**, Recruitment Administrator
Teresa **Marshall**, HR Associate

A quorum being present, the Chairperson called the meeting to order at 9:20 a.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Recreation and Parks Department

The Director of Recreation and Parks presented a packet of revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Recreation and Parks Department. Also included was a new description for Stanton Center Recreation Manager

Minor corrections for grammar and spelling were made to each job description. All job descriptions were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Harbormaster's Office

There was discussion between the Board and the Harbormaster regarding the significant upgrade of that position. The FLSA designation of the Harbormaster Office Administrator was also questioned. Ms. Milburn stated she would ask Mr. Hendricks to reevaluate the non-exempt designation for that position. After minor spelling and grammar corrections, all job descriptions were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Economic Development Office

There was discussion between the Board and the Economic Development Coordinator regarding the significant upgrade of that position. There was also a request from that office to modify the title and description of the Minority Business Enterprise Coordinator to also reflect the duties dealing with small businesses. It was suggested that a new description be written and brought back before the Board.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Office of Law and City Clerk's Office

The City Attorney requested that the Assistant City Attorney job description be resurrected. There is currently a classification number assigned, but no job description exists or ever existed for this position. It was also noted that the current descriptions for Legal Assistant and Paralegal are the same and need to be rewritten to differentiate between the two classifications. Those position descriptions will be written and brought back to the Board. The classification numbers will also be changed to fit chronologically along with the City Attorney classification number. After minor corrections to grammar and spelling, all other descriptions were approved as written.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions. He expressed his intent to create a "job ladder" for Firefighters. It was decided that there needs to be a review and comparison of these descriptions with those proposed by the Hendricks study, and then they can be brought back to the Board for discussion.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Planning and Zoning Department

The Director of Planning and Zoning stated that he was generally pleased with the overtll study and proposed job descriptions as written. His only concern was to possibly create a career ladder for the Planner position, but he will address that issue outside the scope of the study and bring it back to the Board at a later date. After minor corrections to grammar and spelling, all descriptions were approved as written.

The meeting adjourned at approximately 12:00 p.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Recreation and Parks
Harbormaster
Econonic Development Coordinator
City Attorney
Fire Chief
Director of Planning and Zoning

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

November 4, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Kimla **Milburn**, Director of Human Resources
Emory **Harrison**, Director of Central Services
Margaret **Martin**, Public Works Director
Marcia **Patrick**, Assistant to Public Works Director
Teresa **Marshall**, HR Associate

A quorum being present, the Chairperson called the meeting to order at 12:50 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Human Resources Department

The Human Resources Director presented revised job descriptions that she stated more accurately reflects the current duties and responsibilities of classifications within the Human Resources Department. Minor corrections were made to each job description, and were then approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within Central Services Department

After brief discussion and minor corrections, all job descriptions were approved. The Central Services Director then raised concern with the Police Department classification title of Senior Purchasing Clerk as it compares to the Purchasing Clerk within Central Services. The recommendation was that the Police position simply be considered as a clerk. An issue was also raised disputing the proposed upgrade of the Harbormaster classification, stating classifications of comparable grade carry more responsibilities. The Board agreed to take these issues under advisement. They also requested that Mr. Hendricks provide justification for any classification for which the study has proposed at least a two grade increase.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for remaining positions within the Mayor's Office

There was brief discussion about the proposed upgrade of the Executive Office Administrator and Public Information Coordinator positions. Again, the Board requested justification for the proposed upgrades. The descriptions were approved for content.

ISSUE BEFORE THE BOARD: Review of Classification and Compensation recommendations as proposed by the Public Works Director for positions within the Public Works Department

The Director and Assistant Director of Public Works presented a binder of revised job descriptions that they stated more accurately reflects the current duties and responsibilities of classifications within their Department. The Board preceeded any discussion by reminding the department representatives that the purpose of the Board is to address the job descriptions, not the pay grades, and to equalize the descriptions within the City. It was agreed that the Board would consider the information presented, based on the content of the descriptions only. The Board also stated that the burden of proof will be on the department to verify the duties outlined on those descriptions presented. After minor corrections to grammar and spelling, the descriptions were approved as written. The remaining classifications will be presented at the next scheduled meeting.

The meeting adjourned at approximately 4:00 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Director of Central Services
Director of Human Resources
Director of Public Works

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

November 18, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**

STAFF PRESENT: Tim **Elliott**, Finance Director
Shirley **Tripodi**, Asst. Director for Accounting
Jerome **Smith**, Acting Fire Chief
Douglas **Remaley**, Fire Battalion Chief
Margaret **Martin**, Public Works Director
Marcia **Patrick**, Assistant to Public Works Director
Bob **Couchenour**, Supt. Public Works Services
Kimla **Milburn**, Director of Human Resources
Paul **Rensted**, Recruitment/EEO Administrator
Teresa **Marshall**, HR Associate

PRESENT AT LARGE: LeeAnn **Plumer**
Jay **Tucker**
Willie **Charles**

A quorum being present, the Chairperson called the meeting to order at 1:05 p.m.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Finance Department

The Finance Director presented a packet of revised job descriptions that he stated more accurately reflects the current duties and responsibilities of classifications within the Finance Department. Most classifications had proposed grade increases. The Board explained that their purpose was strictly to consider the job description clarity of content, grammatical and typographical errors. The Director also proposed that a new Accountant Associate IV classification be created from one of the Accountant II positions. The Board approved the new descriptions, but noted that at the Hendricks' proposed grades, that new position would have to be a grade 10 to maintain the "ladder". Minor corrections were made to each job description, and were then approved for content only.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for positions within the Fire Department

The Fire Chief presented a packet of revised job descriptions with updated language. After brief discussion and minor corrections, all were approved.

ISSUE BEFORE THE BOARD: Review of Hendricks Classification and Compensation study recommendations for remaining positions within the Department of Public Works

The Public Works Director presented the remaining job descriptions. The Board reiterated their standing that they are reviewing descriptions for content only. Specific requests from the Public Works Director were for the revised Custodian description to be resubmitted to Mr. Hendricks; for creation a City-wide career ladder for maintenance workers to include Recreation Department positions, and for creation of a career ladder for Fleet Maintenance personnel to include Transportation Department, and maintain parity between departments. It was noted that this is a proposal, and is a work in progress. Minor corrections were made to each job description, and were then approved for content only.

The meeting adjourned at approximately 4:10 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman
Finance Director
Fire Chief
Director of Public Works

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

December 16, 2005

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **MCCULLOUGH**
Joseph F. **RODOWSKY**
Sherry **YANIGA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources

GUEST PRESENT: Charles **HENDRICKS**, Hendricks and Associates

A quorum being present, the Chairperson called the meeting to order at 1:05 p.m.

ISSUE BEFORE THE BOARD: Response from Hendricks and Associates on inquiries from the Board.

Mr. Hendricks presented to the Board, by way of a letter dated December 7, 2005, requested information concerning upgrades recommended in his study of the City's classification and compensation system. Mr. Hendricks discussed the contents of the letter and answered questions from Board members.

In addition, the Board discussed with Mr. Hendricks in detail, the issue of benefits of City employees as compared with benefits of area jurisdictions. It was noted by Mr. Hendricks that in 2000, his study reflected an analysis of the City's benefits as compared with area jurisdictions and that the City was on par with area jurisdictions in the type and value of benefits offered to City employees. While the current 2005 study did not involve a detailed study of area benefits as compared to City benefits, Mr. Hendricks however, reviewed his data and conducted a review of the benefits in area jurisdictions at the request of the Board. He reported that his findings concluded that the City now offers retiree health insurance, which is a change from the 2000 study. Nevertheless, the City's benefits are still comparable to the benefit packages within area jurisdictions.

Finally, the Board requested Mr. Hendricks to address the issue of the recommended pay plan adjustments and whether the recommendations are still correct for 2006, since the study was completed a year ago, in 2005. Mr. Hendricks responded that in comparison to area jurisdictions, the City was approximately one (1) percentage point off of the 2005 recommendation. Since a cost of living equal to 3% was implemented on July 1, 2005, the City would only need to add approximately 1% to the recommended pay plan adjustments to keep up with the changes in the market in 2005. Accordingly, the recommendations to adjust the Civil Service pay plan would increase from 10% to 11%, the Police pay plan from 5% to 6%, and the Fire pay plan from 4% to 5%.

The Board discussed and made preparations to draft the final report to the City Council and complete all necessary review of the 2005 Hendricks report by mid January 2006.

The Board adjourned at approximately 2:10 p.m.

FOR THE BOARD:

JAMES R. RENFROE, Esquire
Chairperson

copy: Each Board Member
Mayor and Alderman

CITY OF ANNAPOLIS CIVIL SERVICE BOARD
RE: 2005 HENDRICKS CLASSIFICATION AND COMPENSATION STUDY
JANUARY 13, 2006

INTRODUCTION

On June 13, 2005, the members of the Annapolis City Council forwarded to the Civil Service Board, the complete report of the most recent City of Annapolis classification and compensation study conducted by Charles Hendricks of Hendricks and Associates for review, consideration, and recommendation. The Board began hearings on the Study in September of 2005, holding approximately 3 meetings each month, for a period of four hours or longer at each meeting. The hearings concluded on December 16, 2005, representing a total of four months of a complete and thorough review of the 2004 Hendricks report.

The attached report represents the four months of a detailed review followed by recommendations by the members of the Civil Service Board on the 2005 Hendricks Study.

BACKGROUND

The current membership of the Civil Service Board ("The Board") consists of the following Annapolis City residents:

James R. Renfroe, Esquire, Chairman and member of the Board since 1990

Clifton Johnson, member of the Board since 1988

Sherry Yaniga, member of the Board since 1991

Joseph S. Rodowsky, member of the Board since 1993

Velma McCullough, member of the Board since 1995

All of the current Board members have been active on this Board for 10 years or more. As a result, this Board entered the review process of the current 2005 Hendricks Study with experience reviewing and implementing two previous City classification and compensation studies for the City of Annapolis (Yarger II, 1994-1995, and Hendricks 2000).

In 1999, the City submitted a request for proposal ("RFP") to conduct the 2000 classification and compensation study for the City of Annapolis. Numerous companies submitted request, which were reviewed by a panel consisting of the City's Purchasing Agent, Finance Director, Human Resources Director, and Chairman of the Civil Service Board. Upon a detailed review of all responses to the RFP, Hendricks and Associates was selected based on their comprehensive response to the RFP and their demonstrated years of experience conducting public sector classification and compensation studies within the Washington, D.C./Baltimore corridor, their comprehensive methodology in conducting such studies, as well as their extensive database of classification and compensation information for comparable jurisdictions. At the conclusion of the Study, a majority of the recommendations from Hendricks were submitted for consideration to the City Council and were fully implemented by the City administration and City Council in fiscal year 2001.

In 2004, the City submitted another RFP for bids for a second, follow up classification and compensation study due to the massive changes in the market within the past four years. Once again, Hendricks and Associates were selected based upon their response to the criteria listed in this second RFP. Based upon the documentation provided in the response, Hendricks was the most capable company to handle the City's request for a classification and compensation review. In fact, several area municipalities hired Hendricks between the completion of our study in 2000 and 2004, which enhanced their access to current and accurate data needed for an analysis of the City's classification and pay systems in 2004-2005.

The Board spent numerous hours outside of Board meetings, reviewing the written report from Mr. Hendricks, as well as over 160 individual job descriptions for the City's classification system. In addition, the Board attended 8 meetings with the City's Human Resources Department and spent hours reviewing all of the job descriptions with each Department Director and/or their designated staff. As the attached minutes of the 8 meetings will reflect, some of the departments returned to the Board a second or even a third time, to ensure a review of every job description. Each department director and/or their designated staff, had the opportunity to speak before the Board and provide any comments and make any requests regarding the outcome and/or implementation of the Hendricks 2005 study ("The Hendricks Study"). All meetings were open and Employees were also given an opportunity to address the Board regarding any issue associated with the results or implementation of the Hendricks Study.

City Employees and Department Directors were invited and encouraged from the very beginning of the process to get involved and be an integral part of this 2005 Hendricks Study by fully participating and completing either the Position Analysis questionnaire or modifying the current job description as outlined in a memorandum dated November 22, 2004. In addition, two meetings were held with each department director and Mr. Hendricks to discuss the concerns and goals of each department with respect to the study. One meeting was held prior to the completion of the

questionnaires/revised job description in December of 2004, and a second meeting was held in February of 2005 to go over the results of Mr. Hendricks' findings.

During the review process by the Board, commencing in September of 2005, many job descriptions were modified, language added or deleted to ensure that the written description accurately reflected the job duties of each classification as assigned. The Board spent a great deal of time streamlining the language, to avoid repetitiveness and ensure accuracy of language within each job description. Appropriate federal, state, and City of Annapolis rules and regulations were also considered and discussed during the review process, in order to verify that the language within each description adhered to all relevant laws. For example, the Board examined bona fide occupational qualifications, fair labor standards act requirements, the federal Americans with Disabilities Act and Equal Employment Opportunity Act issues, to ensure that the job description language was compliant with these designated laws. Other legal documents such as current collective bargaining agreements, City of Annapolis Code, City of Annapolis rules and regulations, departmental rules and regulations, and individual industry and certification standards for particular job classifications were also reviewed and considered for compliance within revised job descriptions.

Aside from the classification issues raised, the Board undertook testimony from department directors and employees regarding compensation issues such as salary and grade increases for individual job classification. Many directors and certain employees that came before the board provided statements regarding their reasoning for higher grades and higher salaries for certain classifications. The Board listened very carefully to each and every presentation, and deliberated on concerns raised. The Board also reviewed the process of the classification and compensation study to determine if these issues were raised or could have been raised, and if they were adequately considered during the study.

Mr. Hendricks' report recommended as of March 2005, a 10% increase to the overall civil service pay scale, a 5% increase in the Police pay scale, and a 4% increase in the Fire Department pay scale. In addition, the report recommended several grade increases to certain job classifications, some of which increased by two or more steps. The Board queried Mr. Hendricks regarding the individual grade increases and the process he used to determine the amount of grade increase for particular job descriptions. Mr. Hendricks provided a complete explanation to this inquiry in person at the December 16, 2005, meeting and in writing (see letter attached dated December 7, 2005.)

During Mr. Hendricks' appearances before the Board, questions also arose regarding market changes since March of 2005 and whether these changes affect the initial recommendation for pay plan increases. Mr. Hendricks responded that the market had changed from the time he issued his report to the City in March of 2005, and as a result, he adjusted the percentage increase by an additional 4%. These changes are significant in our consideration because many jurisdictions, like Annapolis, begin their fiscal year on July 1 of each year, and many salary changes (including cost of living adjustments) occur during transition from one fiscal year to the next.

Mr. Hendricks confirmed the 4% market adjustment in his final meeting with the Board on December 16, 2005, stating that since the City implemented a 3% COLA on July 1, 2005, the recommendations for each pay plan (Civil Service, Police, and Fire) would only increase by 1% from the March 2005 recommendation. Accordingly, he recommended an overall Civil Service pay plan increase of 11%, a Police pay plan increase of 6%, and a Fire pay plan increase of 5%.

Based upon the complete review of the Hendricks 2005 report, documentation, statements before the board, and correspondence provided by department directors and City employees as outlined above, the Board provides to the City Council the recommendations noted below.

RECOMMENDATIONS

The Board has sufficient documentation to support the fact that each and every employee and department director/manager had a full opportunity to participate in this Hendricks 2005 classification study. Whether the findings and recommendations from Mr. Hendricks or this Board is in agreement or contrary to the opinion or desire of a department director or employee does not negate the fact that all had a full voice in this process.

The Board is of the opinion that it is vital that this process be conducted objectively. That is, personal opinions and desires must remain absent when evaluating the classification and compensation of job descriptions within City government. This goal is sometimes difficult to achieve, particularly when the process is conducted internally. Therefore, the Board commends the City in its decision to hire an outside specialist when performing this type of study. Objectivity is most closely achieved when the person rendering the decision has no personal stake in the outcome of where a particular job is placed in the grade scale. The only possible concern of the external specialist in this type of study is that the process be conducted objectively so that decisions can be supported and defended through the data collected and analyzed.

In review of the 2005 Hendricks Study, the Board attempted to undertake an inclusive philosophy. In giving every stakeholder a voice in the process, it prohibits allegations of exclusion and subjectivity with respect to the outcome of the study. We support the fact that by taking our time reviewing all documentation and allowing anyone who chose to speak before the board to do so, supports this inclusive philosophy.

As a result of the review, many job descriptions were modified in language at the request of department directors and employees (either before the Board or through their respective department leadership). Additional language changes within job descriptions were initiated and implemented by members of the Board. The final job descriptions that are attached to this report reflect all of the changes to each and every job classification within the City's civil service system as proposed by the Hendricks study, with the input

of Department Directors, employees, the Human Resources Department, and the Civil Service Board. The revised job descriptions reflect the most detailed and thorough review to date within the City's classification system.

Accordingly, the Board's first recommendation to the City Council is the adoption, by resolution, of the attached job description binder representing job descriptions for all classified personnel within the City of Annapolis government.

The Board also considered the compensation recommendations rendered by Mr. Hendricks in his 2005 report. There was much controversy over the compensation recommendations, particularly regarding those who felt either their grade was classified too low or that other classifications held by others were graded too high. The Board spent time going through Mr. Hendricks' report on compensation issues and following up with him on a series of questions regarding his reasoning behind compensation assignments. At the request of the Board, Mr. Hendricks addressed in writing, his reasoning behind some of the classifications that were challenged. The Board refers the Council to his letter dated December 15, 2005, and accepts Mr. Hendricks' recommendations with regard to compensation assignments as noted in his report.

The Board feels strongly that it will be difficult to please every employee in the City with respect to grade assignments. The Board looks to the process of how each grade assignment was given and whether the process was completed fairly and objectively. Once again, every department and employee had the opportunity prior to the review by this Board, to provide documentation to Hendricks and Associates, to support a grade increase. Mr. Hendricks is the one person that is capable of assessing, objectively, the justification for a grade increase for any of the City's classifications. He obtained all of the information from area jurisdictions regarding comparable salaries; he was able to look at each classification from a global perspective (area jurisdictions) and from an internal perspective, assessing how each position compared with the internal (City) universe and the external universe. The Board feels that it must rely on his objective data and analysis rather than input from a particular department that excludes this external data. Furthermore, we can accurately assume that the departments provided or had the opportunity to provide the same data to Mr. Hendricks for an objective consideration.

For the Board to step in at this time and change an individual compensation level at the request of a particular employee or department, without the opportunity to conduct a full and thorough investigation as done so by Mr. Hendricks would be unfair to the entire process and other classified employees. Moreover, by making changes to compensation levels of certain classifications based upon partial information would clearly disrupt the entire city-wide compensation system as proposed by Mr. Hendricks in his March 2005 report. The Board would simply be making a change in a compensation level without any support from external sources, jurisdictional comparisons, or the ability to analyze the requested change through the point factor system, as done so and explained in Mr. Hendricks' 2005 report.

It is therefore, the Board's recommendation that all compensation levels, including pay scale adjustments and upgrades, as recommended by Mr. Hendricks in his March 2005 report, be approved by the City Council through a resolution and/or ordinance, where necessary. These upgrades include the individual grade reclassifications noted in the report and on the affected job description, and the recommendation to increase the overall civil service pay scale by eleven percent (11%) , increase the police pay scale by six percent (6%), and increase the fire pay scale by five percent (5%.)

The Board would like to note that each and every employee has the opportunity, pursuant to the City's personnel rules and regulations, to appeal the final decision of any classification or compensation change to the Human Resources Department. In the past, this process has been outsourced to a third party to objectively review such appeals to continue the internal philosophy of fairness and equity in these matters. We have been told by the Human Resources Department that this process will in fact occur for this study. The Board is convinced that this process is fair and equitable, and has had such a process demonstrated to be so in the past during the 2000 Hendricks Study. The Board is of the opinion that if they, or any other entity, begin to change City job descriptions without a documented, equitable process in place, everyone will appeal their classification with the hopes of a subjective increase in salary. Once again, the Board understands that everyone cannot be pleased in this process, but that the Board can insure that the process is fair. Objective consideration of salary changes to individual job classification is the only way the Board has found any study to end fairly and successfully.

Finally, the Board would like to strongly recommend to the Mayor and City Council to seriously evaluate the cost of living adjustment (COLA) for employees during each budget cycle to ensure that a comparable COLA is budgeted for all employees each fiscal year. By ensuring that the COLA awarded each year to all employees is comparable to the cost price index and/or COLA's awarded by area employers/competitors, the City can avoid having to conduct classification and compensation studies so frequently and thus avoid constant pay scale and classification adjustments. This recommendation is given based upon the past experience of all Board members in evaluating and rendering opinions regarding such studies over the last 10 or more years. The Board has found that if COLA's are implemented according to the market each year, the adjustments to pay scales and/or classifications occur less frequently, and on a case by case basis, depending upon market changes not related to cost of living adjustments (such as union negotiated changes, supply and demand of certain skills/professions, and significant changes in job duties/responsibilities.)

Accordingly, the City of Annapolis Civil Service Board renders its findings and recommendations as noted herein to the City Council for consideration and further action in accordance with the terms and conditions of the City Charter and Code, as well as any other resolutions/ordinances adopted.

Respectfully submitted,

James R. Renfroe, Esquire
Chairman
Annapolis Civil Service Board

Joseph Rodowsky
Civil Service Board Member

Velma Mc Cullough
Civil Service Board Member

Clifton Johnson
Civil Service Board Member

Sherry Yaniga
Civil Service Board Member

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 25, 2006

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Joseph F. **RODOWSKY**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Teresa **MARSHALL**, Human Resources Department
Barbara **HOPKINS**, Captain, Police Department
Jeanne **COUGHLIN**, Chairperson, Employee Recognition Committee
Linda **KLINE**, Employee Recognition Committee
Mike **MIRON**, Economic Development
Ruby **BLAKENEY**, Economic Development
Danielle **MATLAND**, Director of Transportation

A quorum being present, the Chairperson called the meeting to order at 9:10 a.m.

ISSUE BEFORE THE BOARD: Create new position of Warrant Control/Records Supervisor in the Police Department

Ms. Milburn presented a copy of the proposed job description along with a written request from Chief Joseph Johnson that had been approved by Mayor Mayer, requesting that a civil service position of Warrant Control/Records Supervisor be added to the City classification table. She explained that the duties were previously performed by a sworn police officer that had recently retired. After discussion about the salary range, making minor spelling and grammatical changes to the job description, and receiving assurance that a vacancy announcement for the new position would be posted, the Board approved creation of the position.

ISSUE BEFORE THE BOARD: Changes to Employee Recognition Manual

The Board was presented with a printed excerpt from the current Employee Recognition and Reward Manual concerning longevity awards for City employees. A proposal was made, on behalf of the Employee Recognition Committee, that employees be granted an extra day of annual leave for each 5-year milestone, after 20 years of service and above, instead of receiving tangible awards such as plaques, etc. The Board approved the change to the manual, to take effect January 1, 2007.

ISSUE BEFORE THE BOARD: Job Description and Civil Service Status of Small/Minority Business Enterprise Coordinator in Economic Development

Ms. Milburn provided the Board with a copy of a page from the City's FY2007 budget whereby the position of Minority Business Enterprise Coordinator was funded as a full-time position. Ms. Milburn explained that the City Council had approved this funding and the Board was being asked to approve the job description provided, as well as its inclusion as a civil service position. After further discussion, the Board approved the description for the classification of Small/Minority Business Enterprise Coordinator with minor grammatical changes.

ISSUE BEFORE THE BOARD: Changes to the Annapolis Transit Drug and Alcohol Testing Policy

Ms. Matland spoke to the Board regarding the proposed changes to this policy. She explained that the revisions requested were the result of a recent audit by the Federal Transportation Authority, over and above those approved by the Board after a previous Maryland Transit Authority audit. The Board agreed that they could not contradict Federal regulations and therefore approved the revision. However, they did

suggest that the effective revision date be added as part of the document.

After all agenda items had been addressed. Mr. Renfroe asked Ms. Milburn about the status of the 2005 Hendricks study that the Board had approved at the end of 2005. He spoke for other members by stating that they were concerned, and anxious to know that their months of work on the Hendricks Study were not in vain. They would like to know if the Council intends to confirm or deny the results, and stated they would like to see further action with the study by the City Council.

The Board adjourned at approximately 10:10 a.m.

FOR THE BOARD:

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JAMES R. RENFROE, Esquire
Chairperson

copy: Board Members
Mayor and Aldermen
Affected Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

March 28, 2008

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **McCOLLOUGH**
Joseph F. **RODOWSKY**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Marcia **PATRICK**, Assistant to the Director of Public Works
James **FITZGERALD,** Water Plant Superintendent

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: New Job Description - Instrumentation Technician in the Department of Public Works

Ms. Milburn presented to the Board the draft of the new job description of Instrumentation Technician for review and approval. This new position will replace within the Civil Service System, the current job description of Lab Technician in the Public Works Department. As explained in Ms. Patrick's memorandum to Human Resources, the new job description is needed within the Water Plant in order to obtain a permanent employee to perform the needed repair and maintenance work on equipment. The current Lab Technician position is vacant and has been so for several months. Ms. Patrick confirmed that the Department will be able to save money by hiring a contractual employee to perform the duties of a Lab Technician, when needed. Ms. Patrick also confirmed that the funding for the new Instrumentation Technician is available in the current Public Works Budget.

After consideration and discussion of this request, the Board unanimously approved the placement of the Instrumentation Technician job description into the Civil Service system, to replace the Lab Technician position at a pay grade of 10. Further, the Board directed the posting and advertising of the new Instrumentation Technician position upon approval.

ISSUE BEFORE THE BOARD: Revised Rules and Regulations

Ms. Milburn reported that the final amendments to the revised City of Annapolis Rules and Regulations are being made to the draft and will be distributed to the Board for final approval this week.

The business meeting adjourned at approximately 9:15 a.m.

FOR THE BOARD:

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JAMES R. RENFROE, Esquire
Chairperson

copy: Board Members
Mayor and Aldermen
Public Works Director

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 18, 2008

MEMBERS PRESENT: Clifton A. **JOHNSON**, Acting **Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Danielle **MATLAND**, Director of Transportation
LeeAnn **PLUMER**, Director of Recreation & Parks
Shaem **SPENCER**, City Attorney
Lt. Brian **DELLA**, Police Department
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:05 a.m.

Ms. Milburn introduced and welcomed the new members of the Civil Service Board, Mr. Anthony F. Christhilf, Esquire and Mr. Roberto Veloso, Esquire.

ISSUE BEFORE THE BOARD: Request to Reclassify Transportation Parking/Grants Coordinator to Transportation Grants Specialist.

Ms. Milburn presented a memorandum from the Director of Transportation, Ms. Danielle Matland, requesting the separation of Parking and Grant duties within the department. The Grants Specialist is responsible for coordinating, preparing, submitting and following through to completion, grant applications. The Grants Specialist position will remain a full time Civil Service position while the Parking Coordinator position will revert to a contractual position. Funding is available for both positions in the fiscal year 2009 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to place into Civil Service the position of Election/Boards and Commissions Administrator.

Ms. Milburn presented a memorandum from the City Attorney, Shaem Spencer, requesting the placement into the Civil Service, the position of Election/Boards and Commissions Administrator.

Mr. Spencer stated that this position has existed since the 1980's as a contractual Elections Administrator and that over time, as election laws and processes have been modified, this position has expanded in duties and responsibilities, requiring the need for more continuity and permanency. Also, the demands of the City's various Boards and Commissions require the need for additional administrative assistance. This position has been funded as a full time permanent position in the FY09 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Status on Review by Office of Law on Revised Rules and Regulations.

With the departure of Mr. Spencer, he stated that the Assistant City Attorney, Ms. Williams will review and submit any recommendations to the Board in a timely fashion.

ISSUE BEFORE THE BOARD: Request to replace the vacant Recreation Leader I position at the Stanton Center with the new Civil Service position of Recreation Manager.

Ms. Milburn presented a memorandum from the Director of Recreation and Parks, LeeAnn Plumer, requesting the elimination of a vacant Recreation Leader I position at the Staton Community Center and to move the Recreation Manager position from contractual to Civil Service classification. The contractual salary is equivalent to a Grade 12 and the Civil Service classification would keep the Recreation Manager position the same salary grade.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Dance and Fitness Coordinator.

Ms. Plumer stated that this position has existed since 1981 and as the demand for dance and fitness programming continues to grow, without a permanent employee, the Department risks losing revenue for a well-respected program. The current contractual salary is $29,000 per year and the proposed pay for this classification would remain at less than $30,000 per year.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the current contractual position of Hispanic Community Liaison.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the placement of Hispanic Community Liaison position into the Civil Service.

Lt. Della (on behalf of the Police Department) stated that this position interacts with the Hispanic community and the Police Department. This position is currently funded by a grant and will be submitted for full funding in FY10 with the proposed budget.

The Board unanimously approved this change with minor corrections to language in the job description.

The Board also recommended that a Hispanic Liaison-type position be created in the Human Resources Department for recruitment and staffing. This position would also conduct formal and informal educational programs for employees and the community; provide translation services to employees and the community; and would be available to all City departments.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of External Affairs Officer.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the need for a liaison between the Police Department and public at large. Lt. Della stated that this position would be responsible for planning, researching, preparation and dissemination of public information, news releases, public service announcements, and promotional and educational materials.

The Board unanimously approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to remove the rank of Police Major and Police Captain from Civil Service status.

Ms. Milburn presented a letter from Police Chief, Michael Pristoop, requesting the removal of the rank of Police Major and Police Captain from the Civil Service

system.

Lt. Della stated that the Major position is currently filled by a contractual employee and that as of September 1, 2008, the last Captain will retire with no eligibility list for the Captain positions in place. Removing these positions from Civil Service status would enable the Police Chief to appoint Major or Captains from within or outside the agency.

As stated in Chief Pristoop's letter, modern, professional police departments generally structure top command positions in exempt status. Reclassification to Exempt status for Police Major and Police Captain will ensure greater accountability for performance.

After discussion, the Board unanimously approved these changes.

The meeting adjourned approximately at 9:43 am.

FOR THE BOARD:

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Clifton A. Johnson
Acting Chairperson

cc: D. Matland
L. Plumer
S. Spencer
M. Pristoop
Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 20, 2008

MEMBERS PRESENT: Clifton A. **JOHNSON**, Acting **Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Paul **RENSTED**, Recruitment/Employee Relations Administrator, Human Resources
Tira **KIMBO**, Training Administrator, Human Resources
Lt. Brian **DELLA**, Police Department
Michael **MALLINOFF**, Director, DNEP
Marcia **PATRICK**, Assistant to PW Director
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:03 a.m.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Grants Coordinator – Police Department.

Lt. Brian Della stated that writing, managing and administering grants is currently assigned to various personnel throughout the Police Department. It is currently a contractual position with an annual salary of approximately $62,000 which the Police Department would like placed in the Civil Service. After reviewing the job description, the Board recommended the job description be sent back to APD for some corrections and clarification to examples of work. They also would like a fiscal impact statement as well as a formal recommendation from the Human Resources Director. The position and supporting documentation should be re-submitted to the Board at the November 17, 2008 meeting.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Sediment, Erosion and Sustainability Inspector.

Mr. Mallinoff stated that currently there are two positions; a contractual building inspector and a sustainability inspector. He wants to combine the two into one full time position with more emphasis on sustainability. The Board wants examples of work re-worded on the job description and replace the ADA section. The Board also wants recommendations from Finance and Human Resources. Resubmit at November meeting.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Senior Property Maintenance Inspector.

Mr. Mallinoff stated that the scope and amount of work has increased. This position now enforces the International Property Maintenance Code which has been incorporated in the City Code and supervises four inspectors. The Board would like #3 under examples of work re-written, documentation that job grade is where it is suppose to be.

The Board approved this position with minor corrections to the job description.

Ms. Yaniga stated that she would have preferred to wait in order to ensure that the placement in grade was in the appropriate place based on Hendricks Study.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Storm Water Management Engineer.

Mr. Mallinoff stated that during the Hendricks Study this position was contractual and was not reviewed by Hendricks. He also said that this was originally a function of Public Works and that positions with equivalent requirements in Public Works are at Grade 15. He stated that the Mayor and Finance Director support this change.

The Board approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to adopt minor revisions to the job description for Public Works Maintenance Worker II position.

Ms. Patrick stated that minor revisions to the job description were needed. In order to have examples of work no longer include items that require a commercial drivers license, since such a requirement was not a part of the job description.

The Board unanimously approved the minor corrections to the job description.

ISSUE BEFORE THE BOARD: Immediate amendment to the City of Annapolis Personnel Rules and Regulations, Section 6-2 "Sick Leave", pursuant to recently enacted Maryland Law.

Mr. Rensted presented a memo from Kimla Milburn, Director of Human Resources explaining The Flexible Leave Act that became law in Maryland on October 1, 2008. As a result of this law, the current City policy must be modified to allow City employees to use any form of paid leave for the illness of an immediate family.

The Board wants wording for any leave category that the legislation may cover placed in the appropriate places in the Personnel Rules and Regulations. These categories would include annual leave, sick leave, and personal leave.

The Board requested that updated draft language be submitted for its review at the November meeting.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

Mr. Rensted stated that no court date has been set for his appeal.

ISSUE BEFORE THE BOARD: Update on Personnel Rules and Regulations.

Mr. Rensted stated that the Rules and Regulations have been forwarded by former Acting City Attorney Andreeze Williams to the new Acting City Attorney Steve Kling for his review. Mr. Kling indicated that he planned on presenting his feedback at the November meeting.

ISSUE BEFORE THE BOARD: Suggestions for Procedures on Establishing New Positions or Reclassify an Existing Position.

The Board presented suggestions for formal procedures for departments to follow when establishing a new position or reclassifying an existing position. The Board suggested having a conference call with Ms. Milburn to review these guidelines prior to the next meeting.

The meeting adjourned approximately at 9:35 a.m.

FOR THE BOARD:

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Clifton A. Johnson
Acting Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

December 15, 2008

MEMBERS PRESENT: Robert R.**PENALOZA, Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Michael **MALLINOFF**, Director, DNEP
Frank **BIBA**, Bureau Chief, Environmental Programs
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Chairperson called the meeting to order at 8:15 a.m.

ISSUE BEFORE THE BOARD: Minutes of October 20, 2008 meeting were approved as amended.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Environmental Compliance Inspector.

Mr. Mallinoff stated that the primary job responsibility is sediment and erosion control with construction background and education in a science-related field. He also stated that this job is funded in the current 2009 budget.

After consultation with Mr. Hendricks, Ms. Milburn stated that Mr. Hendricks is in agreement with pay grade and language of job description.

The Board approved this position.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Senior Property Maintenance Inspector.

The Board accepted minor changes in the job description. Mr. Mallinoff and Ms. Milburn will consult with Mr. Hendricks regarding this position and update the Board at the next meeting.

ISSUE BEFORE THE BOARD: Update on the Rules and Regulations.

Ms. Milburn stated that the Rules and Regulations are still in the Office of Law for review. Mr. Kling will outsource if review can not be completed by January meeting.

ISSUE BEFORE THE BOARD: Placement of positions into Civil Service: Dance and Fitness Coordinator, Hispanic Community Liaison, External Affairs Officer, and Grants Coordinator.

Ms. Milburn stated that she met with the City Council in closed session regarding these positions. These positions will be presented to the City Council at their next meeting but the Grants Coordinator position will remain contractual.

ISSUE BEFORE THE BOARD: Amendment to the City of Annapolis Personnel Rules and Regulations regarding Flexible Leave Act.

After discussion, the Board agreed that a separate section for Flexible Leave be created, with the ability to add, define and/or clarify the language in the future.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

No court date has been set in Circuit Court for Anne Arundel County.

ISSUE BEFORE THE BOARD: Procedures on Establishing New Positions or Reclassifying an Existing Position.

Discussion continued regarding the need for procedures when establishing or reclassifying positions. Ms. Milburn suggested reviewing jobs once a year in conjunction with the budget process, and working with Mr. Hendricks to assist with compensation and classification issues.

There needs to be a written Policy and Procedure for Classifications. A form (Request for Authorizations to Establish or Reclassify a Position) should be attached to Policy and Procedures for Classifications. The Board would also like job descriptions to be more concise.

Ms. Milburn will provide to the Board a draft written Policy & Procedure along with a form for changes.

ISSUE BEFORE THE BOARD: Update on Bowen.

Ms. Milburn provided the Board with an update on the status of the Bowen case.

ISSUE BEFORE THE BOARD: Selection of Chairperson for the Board.

Members present unanimously selected Robert Penaloza as the new Chairperson for the Civil Service Board.

ISSUE BEFORE THE BOARD: The next meeting of the Civil Service Board is scheduled for Monday, January 26, 2009 at 8:00 a.m. in the Council Chambers.

The meeting adjourned approximately at 10:05 a.m.

FOR THE BOARD:

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Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

January 28, 2008

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **McCULLOUGH**

STAFF PRESENT: Paul **RENSTED**, Recuitment/Employee Relations Administrator
Michael **MIRON**, Economic Development Director
Rose Mary **BLOUIN**, Human Resources Department
Shaem C. **SPENCER**, City Attorney
Anndreeze **WILLIAMS**, Assistant City Attorney
Jerome W. **SMITH**, Fire Chief
Douglas M. **REMALEY**, Deputy Fire Chief
Richard **BUTLER**, Battalion Chief
Mark M. **TULLY**, Fire Captain
Richard H. **DUDEN**, Attorney

A quorum being present, the Chairperson called the meeting to order at 9:00 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Economic Development Director to Economic Affairs Director.

Mr. Rensted stated that the position of Economic Affairs Director replaces Economic Development Director position. This position adds additional duties, to include working with the Economic Affairs Commission, which were mandated by City Council Ordinance No. 0-11-07 Revised C. Job class and pay grade would remain the same. After discussion, the new job description was approved.

ISSUE BEFORE THE BOARD: Appeal Hearing - Captain Mark Tully

Mr. Tully filed a complaint seeking the Board to review his "unsatisfactory" performance evaluation.

Mr. Spencer presented a Motion to Dismiss stating that there is no right of appeal to the Board for unsatisfactory performance reviews and accordingly this matter must be dismissed.

Mr. Duden, attorney for Captain Tully, presented his opposition to this Motion stating intolerable working conditions and disparate treatment.

A preliminary ruling by the Board agreed with the City, consistent with arguments, that the Board does not have jurisdiction to hear the merits of the case, and to dismiss this matter at this juncture.

The meeting adjourned at approximately 9:26 a.m.

FOR THE BOARD:

_____

JAMES R. RENFROE, Esquire
Chairperson

cc: Board Members

Mayor and Aldermen
Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

October 19, 2007

MEMBERS PRESENT: James R. **RENFROE - Chairperson**
Clifton **JOHNSON**
Velma **McCOLLOUGH**
Joseph F. **RODOWSKY**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Frank **BIBA,** Bureau Chief of Environmental
Michael **MALLINOFF**, Director of DNEP
Marcia **PATRICK**, Assistant to PW Director
Rose Mary **BLOUIN**, Human Resources Department

A quorum being present, the Chairperson called the meeting to order at 9:05 a.m.

ISSUE BEFORE THE BOARD: Reclassification of Pre-Treatment Inspector to Environmental Program Coordinator, in the Department of Neighborhood and Environmental Programs

Mr. Mallinoff stated that the Pre-Treatment Inspector is an existing position in DNEP Department and he is requesting a change in the job description which needs to be amended to reflect current duties. DNEP intends to assign additional duties to the position: public education activities related to the City of Annapolis Recycling Program and oversight of the City's Energy Efficiency Initiatives which were mandated by City Council Resolution R-38-06. Job class and pay grade would remain the same. After discussion, the new job description was unanimously approved.

ISSUE BEFORE THE BOARD: Creation of new position, Public Works Analyst, in the Public Works Department.

Ms. Patrick spoke on this position and stated that position was approved as an enhancement for the FY08 budget. After discussion, the new position was unanimously approved with only grammatical changes to the description.

ISSUE BEFORE THE BOARD: Reclassification of Water Plant Technician I, II, III, in the Public Works Department (replaces Water Plant Journeyman 7413).

Ms.Patrick stated that this position was approved by the Civil Service Board during FY07. The Department of Public Works is requesting that a few modifications to the position description be reviewed and approved. These changes reflect both typographical errors and deviations from existing requirements. After discussion, the Civil Service Board unanimously approved the job description.

ISSUE BEFORE THE BOARD: Hendricks Study

The Board requested an update on the implementation of the Hendricks II Study. Ms. Milburn stated that the reclassifications from Hendricks II Study are in the final phase of implementation.

ISSUE BEFORE THE BOARD: Rules and Regulations of the Personnel System

The Board requested an update on the Rules and Regulations. Ms. Milburn stated that progress has been made on the edits and that two sections remain for additional work. The final version will be submitted to the Board at the next meeting.

The meeting adjourned at approximately 10:10 a.m.

FOR THE BOARD:

_____
JAMES R. RENFROE, Esquire
Chairperson

cc: Board Members

Mayor and Aldermen
Department Directors

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 17, 2009

MEMBERS PRESENT: Robert R.**PENALOZA, Chairperson**
Anthony F. **CHRISTHILF**
Clifton A. **JOHNSON**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Rose Mary **BLOUIN**, Human Resources
Jerome Smith, Chief, Annapolis Fire Department

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:04 a.m.

ISSUE BEFORE THE BOARD: New Position – Fire Administrative Specialist

Mrs. Milburn presented documentation from the Annapolis Fire Department regarding the reclassification of Administrative Office Associate. A report from Hendricks & Associates, Inc. recommended that a new position entitled Fire Administrative Specialist be established at Grade A12. After discussion, the Board unanimously approved the new position and job description.

ISSUE BEFORE THE BOARD: Update on Rules and Regulations of the Personnel System.

Mrs. Milburn stated that Resolution R-52-09 went before the City Council and was referred to the Rules Committee. Questions from the committee will be answered by the next committee meeting in September. Update at next meeting.

ISSUE BEFORE THE BOARD: Update Resolution R-22-09 – Section 6 (Flexible Leave)

Mrs. Milburn stated that the Resolution was approved by the City Council on May 22, 2009.

ISSUE BEFORE THE BOARD: Update on Reclassification of Senior Planner in Planning and Zoning Department.

Mrs. Milburn stated that the position has been filled. Mr. Arason, Department Director, will wait and perhaps request a change to the job description at a later date.

ISSUE BEFORE THE BOARD: Update on Classification Policy

Mrs. Milburn presented the final draft of the Classification Policy. After discussion and with minor changes to the Position Analysis Questionnaire (PAQ), the Board unanimously approved the policy.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

The City has received a written opinion from Circuit Court for Anne Arundel County on this matter. The Office of Law will appeal the Court's decision to the Court of Special Appeals.

ISSUE BEFORE THE BOARD: Update on Bowen matter.

Ms. Milburn stated that the first phase of the Bowen case is complete. Human Resources is now awaiting releases for phase two (retired police and fire who did not participate in the first phase).

The next meeting of the Civil Service Board will be scheduled as needed.

The meeting adjourned approximately at 9:40 a.m.

FOR THE BOARD:

_____
Robert R. Penaloza
Chairperson

copy: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

April 18, 2011

MEMBERS PRESENT: Robert R. **PENALOZA**, Chair
Anthony F. **CHRISTHILF**
Roberto L.**VELOSO**

EXCUSED: Clifton A. **JOHNSON**
Sherry M. **YANIGA**

STAFF PRESENT: Paul M. **RENSTED**, Acting Director of Human Resources
Tira R. KIMBO, Human Resources
Rose Mary **BLOUIN**, Human Resources
Phill **MC GOWAN**, Mayor's Office
Gail **SMITH**, Mayor's Office
Paul **THORN**, MIT
David **JARRELL**, Public Works
LeeAnn **PLUMER**, Recreation and Parks

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:00 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

After discussion with Department Directors and a review from Hendricks and Associates, Inc. regarding grade placement, the following positions were unanimously approved:

Digital Media & Marketing Administrator – Contractual to Civil Service
GIS Coordinator – Contractual to Civil Service
GIS Technician – Contractual to Civil Service
MIT Support Analyst – Contractual to Civil Service
Facilities Maintenance Engineer I and II – New Classification (Series of 2)
(one: existing CS: one: contractual)
Fleet Maintenance/Asset Forfeiture – New Classification
Mobility & Parking Specialist – Contractual to Civil Service
Community Health/Aquatics Supervisor – Contractual to Civil Service
Facility Supervisor – Contractual to Civil Service
Front Desk Supervisor – Contractual to Civil Service
Marketing/Membership Coordinator – Contractual to Civil Service
Harbormaster – Re-classification
Harbormaster Administrative Coordinator – Re-Classification

ISSUE BEFORE THE BOARD: Policy for Contractual Employees

The Board reviewed the proposed changes from the City Council. After a discussion, the Board approved the policy with one change.

After approval by the City Council, this would be a standard policy within the Human Resources Department.

The next meeting of the Civil Service Board is scheduled for Monday, May 16, 2011 at 8:00 am in the Council Chambers.

The meeting adjourned approximately at 9:15 am.

FOR THE BOARD:

Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 23, 2011

MEMBERS PRESENT: Anthony F. **CHRISTHILF,** Acting Chair
Roberto L.**VELOSO**
Sherry M. **YANIGA**

EXCUSED: Clifton A. **JOHNSON**
Robert R. **PENALOZA**

STAFF PRESENT: Paul M. **RENSTED**, Acting Director of Human Resources
Tira R. **KIMBO**, Human Resources
Gary **ELSON,** Assistant City Attorney
Debra **TUBAYA**, Parking Enforcement Officer Supervisior
Roberta **POOLE**, Transportation Supervisor
Richard **NEWELL**, Transportation Director
Shelly **PARKER**, Transportation Specialist
Tom **RAYMOND**, AFSCME, Local 3162

A quorum being present, the Acting Chairperson, Mr. Christhilf, called the meeting to order at 9:00 a.m.

ISSUE BEFORE THE BOARD: Update on Policy for Contractual Employees

Mr. Rensted stated that the Policy for Contractual Employees (R-8-11 Amended) was approved by the City Council on May 9, 2011. A copy is attached.

ISSUE BEFORE THE BOARD: Job Description

Mr. Rensted presented requested language changes to the position description for Accountant – Finance Department. After minor changes, the Board unanimously approved the job description.

ISSUE BEFORE THE BOARD: Appeal Hearing – Sharon Y. Carter

For reasons stated in the accompanying Decision by Transcript, the appeal for dismissal of the three (3) day suspension is ordered and reduced to a two (2) work day suspension in consideration of the withdrawal of a portion of the original disciplinary action.

The meeting adjourned approximately at 11:45 a.m.

The next meeting of the Civil Service Board is scheduled for Monday, June 20, 2011 at 8:00 am in the Council Chambers.

FOR THE BOARD:

_____
Anthony F. Christhilf
Acting Chairperson

cc: Board Members
Mayor
Aldermen

FISCAL IMPACT NOTE

Legislation No: R-17-12 **First Reader Date:** 4-23-12
Note Date: 4-25-12

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

Description: For the purpose of approving the FY 2013 position classification and pay plan effective July 1, 2012.

Analysis of Fiscal Impact:
This legislation produces no fiscal impact.

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-10-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12			6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/12/12		

A ORDINANCE concerning

Positions Added to the Exempt Service

FOR the purpose of adding the positions of Assistant City Attorney, Community Relations Specialist, Development/Events Specialist, Human Services Officer, Administrative Assistant, Assistant City Manager, and Public Information Officer and Quartermaster, to the exempt service and changing the position title from Public Information Officer to Communications Officer.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Section 3.08.010
Section 3.08.030

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 3.08 – EXEMPT SERVICE

3.08.010 - Positions included.
The exempt service includes:
1. All the elected officials;
2. All department directors;
3. City Administrator;
4. [Public Information Officer] COMMUNICATIONS OFFICER;
5. City Attorney;
6. ASSISTANT CITY ATTORNEY;
7. COMMUNITY RELATIONS SPECIALIST;
8. DEVELOPMENT/EVENTS SPECIALIST;
9. HUMAN SERVICES OFFICER;
10. ADMINISTRATIVE ASSISTANT;
11. ASSISTANT CITY MANAGER;
12. PUBLIC INFORMATION OFFICER AND QUARTERMASTER

[6] 13. Executive Office Associate [to the Mayor];
[7] 14. Recruitment/EEO Administrator;
[8] 15. Deputy Fire Chiefs; and
[9] 16. Police Major and Captains.

3.08.030 - Salary.

A. 1. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:

Position	Grade
Executive Office Associate [to the Mayor]	A10
Recruitment/EEO Administrator	A15
[Public Information Officer] COMMUNICATIONS OFFICER	A18
Deputy Fire Chief	F18
Human Resources Director	A20
Director of Transportation	A20
Director of Economic Affairs	A20
Director of Neighborhood and Environmental Programs	A20
Central Services Officer	A20
Director of Recreation and Parks	A20
City Attorney	A20
ASSISTANT CITY ATTORNEY	A18
Director of Finance	A20
Director of Planning	A20
HUMAN SERVICES OFFICER	A18
GRANTS COORDINATOR	
DEVELOPMENT/EVENTS SPECIALIST	A12
COMMUNITY RELATIONS SPECIALIST	A12
BOARDS AND COMMISSIONS/COUNCIL ASSOCIATE	A10
ADMINISTRATIVE ASSISTANT	A8
ASSISTANT CITY MANAGER	
PUBLIC INFORMATION OFFICER AND QUARTERMASTER	
Fire Chief	F20
Police Chief	P20
Police Major	P18
Police Captain	P17
Director of Public Works	A20

2. The salary of the City Administrator shall be proposed and approved by the council at the time of the City Administrator's confirmation hearing.

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, with the exception of those positions listed in subsection (B)(2) of this section;
2. Shall be at the discretion of the Department Director for the following positions:
    i. Deputy Fire Chiefs,
    ii. Police Captains,
    iii. Police Major,
    iv. Recruitment/Employee Relations Administrator,
    v. Assistant City Attorney.
3. Shall not be awarded to an individual more frequently than once a year;
4. Shall not be for an amount exceeding one pay step in the grade range for the position as set in subsection (A)(1) of this section;
5. Shall not cause an individual's salary to exceed the maximum salary of the assigned grade.

C. Longevity salary increases awarded to civil service employees shall not be a benefit of the exempt service.

D. A City employee appointed to a position specified in subsection (A)(1) of this section shall be assigned to a salary in the new pay grade which is at a minimum five percent higher than the employee's salary prior to promotion or shall be assigned to the minimum of the new grade, whichever is higher. In no case shall the new salary exceed the maximum salary of the new grade.

E. For positions other than those specified in subsection (B)(2) of this section, the Mayor may make an initial appointment at a salary greater than the first step of the assigned grade. The appointment and initial salary is subject to confirmation by the City Council. For those positions specified in subsection (B)(2) of this section, appointments made by Department Director do not require City Council approval and initial appointments may be made at a salary greater than the first step of the assigned grade subject to the availability of funding.

F. The Mayor shall report to the City Council on an annual basis the salaries of all positions listed in subsection A of this section, and all increases in salary awarded since the prior report.

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

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.

Communications Officer

Job Class Code: 1509
Pay Grade: 18
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Coordinates the activities of the Public Information Office, including City publications. Principal activities include overseeing media relations, external and internal communications, and crisis communications for the City across multiple platforms (including print, TV, web, e-mail, audio); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the formulation and dissemination of a reliable and consistent source of information to the public. Work entails providing the public with the best possible presentation of City government. The employee works with all City departments to improve communications and service delivery. Plans and coordinates major events, programs, and activities involving the State Legislature. This position is located in the Mayor's Office and the incumbent reports directly to the Mayor or his/her designee.

EXAMPLES OF WORK: (Illustrative only)

- Oversees the production and dissemination of press releases, advisories and notices, news articles, FAQs, web articles, blog posts, social media messaging and other internal and external deliverables;
- Performs the role of chief spokesman for a complex public organization; responds to inquiries from print, online, radio and TV outlets; coaches senior manager on effective communication with the public and with employees; trains and guides other officials and employees in public relations discipline; 24/7 availability;
- Keeps media informed of all upcoming meetings, public announcements and events,
- and supplies the media with background material;
- Writes executive communications such as speeches, talking points, outlines, memos and op/eds as well as intergovernmental, internal and constituent correspondence;
- Conducts required research;
- Directs online editorial operations, providing coordinated management of the City's online presence and branding, including the City's website; oversees social media governance as well as social media strategy and response;
- Establishes and maintains cooperative relationships with the news media, visitors, public as well as representatives of community, including government, business, constituent and employee partners.
- Meets with and maintains continual contact with members of the business community, government, news media, and tourism agencies;
- Responds to inquires about City services or government form business people, taxpayers, and other interested parties;
- Oversees the maintenance of a number of public relations and other mailing lists;
- Prepares office budget;
- Plans, develops and coordinates City community outreach and information initiatives, including marketing campaigns;
- Coordinates City directory and other publications;

- Participates as a member of the Mayor's management leadership team, serving as a top policy advisor on financial, legislative, legal, community and constituent issues;
- Analyzes operations to evaluate performance of city government and its staff in meeting objectives, and to determine areas of program improvement or policy change and cost reduction;
- Confers with Mayor, City Council, department directors, staff members and other City representatives to discuss issues, coordinate activities and resolve problems;
- Serves as the top adviser to the City in the planning, development, implementation and management of communications, marketing and public relations. Emphasis on external and internal communications, crisis communications and media relations. Studies the objectives, promotional policies and needs of the City to develop public relations strategies that will influence public opinion or promote ideas, products and services as well as enhance the workplace environment.
- Manage crisis communications efforts for the City:
- During emergency/disaster situations, manage the dissemination of prompt, accurate public information for the Mayor, other elected officials, department directors, City staff, constituents and the media;
- Serves as the top executive overseeing the Joint Information Center, leading real-time emergency response for the media and public and handling urgent constituent requests during emergency incidents.
- Coordinates with department directors and their communications representatives on external communications, such as the editing of brochures, web content, press releases, automated phone messages, letters to the editor and correspondence;
- Direct the operations of City of Annapolis television (City TV) along with the City's local access cable channel, including scheduling, supervising and general management of the station activities. Oversee the production of news broadcasts; video addresses with the Mayor, other elected officials and City staff; Public Service Announcements; and the broadcast of City Council meetings and other public events;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of Municipal organization and functions; thorough knowledge of the basic principles of public administration with emphasis on public information; good telephone manner and procedures; thorough knowledge of research materials and techniques and methods of presentation to news media; knowledge of all phases of newspaper work; intermediate to advanced computer literacy in word processing , desk-top publishing and database management; extensive knowledge of Internet language (HTML and CSS), principles and practices; must possess advanced knowledge of computer applications with working experience with Internet functions; ability to set priorities and establish deadlines for project completion in a timely manner; ability to assemble, organize and present material to the public; ability to function independently with a minimum of supervision and/or instructions; ability to express thoughts clearly both orally and in writing; ability to establish and maintain effective working relationships with other employees, municipal officers vendors and suppliers, the working media and the general public; requires a high level of technical skills and expertise in public relations, communications, marketing, organization effectiveness/development and related information technology; experience in appropriate use of communications platforms, including web/social media, blogging, e-mail marketing, web design and web development; knowledgeable of video production skills and techniques.

ACCEPTABLE EXPERIENCE AND TRAINING: Extensive experience with news media or public information work and graduation from an accredited college or university with major course work in journalism, government, public administration, or related field, preferably a Master's degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. APR (Accredited in Public Relations) designation desirable, but not required.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to work at a desk in office and to observe activities in the field and office.
Visual ability: sufficient to operate a vehicle by both day and night, observe City activities taking place, to read and write reports, correspondence, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Assistant City Attorney

Job Class Code: 2002
Pay Grade: 18
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs legal work as the assistant legal advisor for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Position involves performing legal work on behalf of the City. The employee in this class will, under the supervision of the City Attorney, provide legal advice to the Mayor, City Council, department heads, boards, commissions, committees and citizens of Annapolis. Duties require the exercise of extensive independent judgment as a legal authority for the City. Work is performed in accordance with the highest standards and practices of the legal profession.

EXAMPLES OF WORK: (Illustrative only)

- Prepares advice about the daily operation of a municipal corporation consistent with applicable local, state and federal law, regulations and policies, including advice as to alternative legal and administrative solutions to problems;
- As required, attends meetings of the City Council and various commissions, committees and boards and renders legal advice on issues raised by matters on the agenda;
- Organizes, interprets, and applies legal principles and knowledge to complex legal problems;
- Working closely with the City Attorney, prepares draft oral and written legal opinions to the Mayor and Council, City Manager, and Department Directors and other City staff;
- Assists in the enforcement of City and department policies and procedures, and the maintenance of proper records and reference materials;
- Assists in answering communications from the public relative to municipal ordinances and legal matters affecting the City;
- Negotiates, drafts and review contracts, licenses, leases, deeds, insurance, and other agreements ;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of established precedents and authorities in area of expertise; ability to organize, interpret and apply legal principles and knowledge in order to solve complex legal problems, prepare any necessary documents, and provide advice, counsel or representation as needed.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the organization and functions and goals of the City government; extensive knowledge of the relevant federal, state and local law; strong knowledge and understanding of general principles of legal ethics with an emphasis on ethics and accountability in the context of municipal administration; skill in negotiating agreements and crafting solutions which accommodate conflicting interests and viewpoints; skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached; ability to establish and maintain effective working relationships at all levels, both internal and external.

- **ACCEPTABLE EXPERIENCE AND TRAINING:** Excellent academic record and Juris Doctorate from American Bar Association accredited law school. Five to seven years of experience in relevant specialty, whether in government, in-house or private law firm practice. The ideal candidate is an accomplished practitioner with superior capabilities in one of two separate fields. The successful candidate will be able to demonstrate substantial, successful, hands-on experience in drafting complex memoranda and pleadings; preparing and rendering legal advice on administrative law, land use and permitting, litigation, and ethical matters; advising a local, county or state government consistent with applicable local, state and federal law, regulations and policies, including advice as to alternative legal and administrative solutions to problems;

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to work at a desk in office and to observe activities in the field and office.
Visual ability: sufficient to operate a vehicle by both day and night, observe City activities taking place, to read and write reports, correspondence, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Community Relations Specialist

Job Class Code: 1515
Pay Grade: 12
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Implements initiatives designed to address constituent needs within the Annapolis community; performs special projects at the direction of the Human Services Officer.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position implementing the projects and programs of the Mayor's Office. May act as a representative for the Mayor with community groups and at various functions.

EXAMPLES OF WORK: (Illustrative only)

- Responds to constituents to resolve individual issues and concerns and advise Mayor or Human Services Officer of any such issues and possible resolutions;
- Represents the Mayor with community association meetings and in addressing various concerns and problems of the community;
- Serves as the point of contact for the community in accessing resources;
- Serves as a liaison to Commission on Aging and principal point of contact for Annapolis Senior Citizens; also serves as liaison to other Boards and Commissions as directed by the Mayor;
- Works with Grants Coordinator on mentoring initiatives supported by the City of Annapolis; and oversees nonprofit grant recipients, including site visits and performance monitoring;
- Provides technical assistance and training in the area of capacity building for community groups, including tenant councils at Housing Authority of the City of Annapolis;
- Coordinates job skills training efforts targeted at low skilled/unemployed populations; works to address needs of various underserved populations;
- Attends Housing Authority of the City of Annapolis related meetings, including tenant council and Board meetings;
- Assists with special projects as directed by the Mayor or the Human Services Officer;
- Coordinates Mayor's Senior Forum, annual Mayor's Holiday Senior Luncheon and other events;
- Serves as City's Title VI Coordinator for Transportation and Community Development activities;
- Works with education, business, faith and non-profit organizations in establishing programs and initiatives as directed by the Mayor or Human Services Officer;
- Serves as representative with foreign students and visitors studying municipal government operations;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of human relations and organizational development dynamics; some knowledge of governmental policies and

procedures; ability to establish and maintain effective working relationships with employees, civic and community groups, and the public; ability to communicate effectively, orally and in writing; ability to develop and provide training on community issues related to programs goals and objectives; thorough knowledge of government functions, structures and capabilities; significant experience in constituent services and in identifying and accessing local resources; strong consensus building skills and experience utilizing alternative dispute resolution techniques such as mediation to resolve community conflicts; good judgment; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited college/university. Experience in a human services related field or any equivalent combination of acceptable education and experience providing the necessary knowledge, skill and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Development/ Events Specialist

Job Class Code: 1517
Pay Grade: 12
FLSA: Exempt
Updated: 7/10

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible functions in the Office of the Mayor planning and implementing special events, publications, and special projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position in the Office of the Mayor which involves detailed duties related to implementation of specific tasks, as well as long and short-range planning of a wide and varied scope. The Coordinator makes independent decisions consistent with City Code and established policy and procedures. The position involves a mix of ongoing, established responsibilities as well as tasks related to the implementation of new or immediate goals, as defined and directed by the Director of Services.

EXAMPLES OF WORK: (Illustrative only)

- Event planning, including conceptualizing, preparing written materials, organizing logistics, preparing publicity;
- Serves as external point of contact for groups planning events in Annapolis as well as internal contact in order to prevent scheduling conflicts; has responsibility for annual events, such as the Fourth of July parade, Legislative Reception, VIP Tour, etc.;
- Coordinates various programs and special projects;
- Prepares written and electronic materials, such as brochures and maps, magazine, and marketing research. Activities include drafting and editing, proofreading, working with various departments on ancillary publications, design/redesign and reconfiguration of publications, and production management;
- Develops constituencies for various Mayoral initiatives, such as researching funding sources and procuring funds and community involvement for a variety of long and short-term projects;
- Manages the approval process for special events in the City;
- Manages the City's website events calendar;
- Conducts research on a variety of topics;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of governmental organization and administration; thorough knowledge of office procedures and equipment; ability to follow complex oral and written instructions; ability to plan, organize and implement a variety of activities; ability to present ideas effectively either orally or in writing; ability to deal effectively with the public and government officials; strong initiative and the ability to conceptualize events or publications and implement necessary activities; good judgment and tact; ability to work within time constraints with minimal supervision.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable and progressively responsible experience in program or project management and implementation, special events, or highly responsible administrative functions; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Human Services Officer

Job Class Code: 1519
Pay Grade: 18
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: This management position provides oversight of the program services function and personnel as well as the administrative staff in the Office of the Mayor; serves as a member of the Mayor's senior management team.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class is highly responsible and involves supervision and oversight of program services, which include grants coordination, Boards and Commissions, constituent and community relations, activities and projects with nonprofit organizations, events, and additionally manages and supervises the administrative staff in the Office of the Mayor.

EXAMPLES OF WORK: (Illustrative only)

- Supervises Program Services staff members;
- Manages the administrative function in the Office of the Mayor;
- Serves as a member of the Mayor's senior management team;
- Acts as Mayor's representative at a variety of functions and in various meetings;
- Manages the community and constituent relations function for the City;
- Serves as ombudsman in resolving or addressing a variety of issues and citizen concerns;
- Addresses matters related to constituent services and interacts with various City departments as necessary to resolve constituent concerns;
- Coordinates City disability services and acts as ADA coordinator;
- Manages and completes a variety of special projects at the direction of the Mayor;
- Serves as liaison to various nonprofit organizations and the Housing Authority of City of Annapolis;
- Coordinates Joint Information Center Call Center communications function in the event of an emergency;
    - Oversees City's Title VI implementation;
    - Identifies human services needs and works to identify and access appropriate resources to meet those needs;
    - Works with other jurisdictions including cities, public and private agencies, community groups, organizations, and other county departments to promote and coordinate an approach for human service planning; attends and speaks at meetings and provides information to the public; works collaboratively with a variety of human services entities.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of municipal government structure, functioning and services; excellent organizational and communications skills; strong working knowledge of community resources in addressing human services-related needs; ability to develop long-term plans and programs, evaluate work accomplishments, establish and maintain effective relationships with other City officials and

employees, and with the general public; ability to effectively present facts and exercise sound judgment in arriving at conclusions and to plan, supervise and review the work of subordinates; tact and courtesy; good judgment; thoroughness and dependability.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in government/public administration and graduation from a college or university of recognized standing; Master's degree in public administration or related field highly desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Administrative Assistant

Job Class Code: 1029
Pay Grade: 8
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible clerical, secretarial and administrative tasks in various departments of the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible secretarial, position which involves frequently detailed duties of a high level clerical nature and of a wide and varied scope. An Administrative Assistant is expected to make independent routine decisions consistent with city and departmental policies and procedures.

EXAMPLES OF WORK: (Illustrative only)

- Works on independent projects as assigned;
- Responsible for maintaining and scheduling calendar of events and meetings for Mayor and City Manager;
- Answers citizens questions and routine correspondence concerning departmental policies and procedures, schedules, programs, etc.;
- Keeps a wide variety of records and logs, pending folders, analyzes them and makes routine reports on them;
- Establishes and maintains cross-reference files and establishes file categories;
- Provides routine information to persons visiting office or via telephone;
- Screens visitors, telephone calls and incoming mail, personally answering those inquires which in the employee's judgment do not require a supervisor's attention;
- Coordinates and organizes City Manager's Monthly Report that is distributed to City Council members and posted on City website;
- Inputs and retrieves computer data;
- Serves as liaison between citizens and departments;
- Performs a wide variety of clerical duties, types, operates word processing equipment and assists in other duties as directed or as necessary;
- Performs a wide variety of services and related tasks as assigned;
- Establishes and maintains correspondence, tickler, and other files which are essential to the successful operation of the department;
- May act as Executive Office Associate to the Mayor in latter's absence.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of office terminology, procedures and equipment and of business arithmetic and English; good knowledge of bookkeeping; ability to take and transcribe machine dictation at a high rate of speed and accuracy; ability to follow complex oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to present ideas effectively either orally or in writing; willingness to learn and perform a wide variety of assigned tasks; good judgment and tact; some knowledge of the principles of governmental organization and administration.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable progressive responsible experience in secretarial work including machine dictation, word processing equipment and related work and completion of high school, and an Associate of Arts Degree or a Bachelors Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc,; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over the telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Assistant City Manager

Job Class Code: xxxx
Pay Grade: 14
FLSA: Exempt
Updated: 03/2012

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible administrative duties assisting the City Manager in the management and administration of City programs and policies, including budget and program development, specialized research and writing; participating in meetings and organizing projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level professional administrative position. Under the guidance of the City Manager, this position serves as a key member of the City's leadership team by supporting and assisting the City Manager with the effective implementation of City-wide strategic and operating initiatives and policies. The Assistant City Manager organizes, coordinates and assists with projects, programs and initiatives of the City Manager in overall management of City operations, including policy development and research. The Assistant City Manager attends City Council and community meetings, reviews departmental budget requests and reports, and may serve as City Manager in his absence.

EXAMPLES OF WORK: (Illustrative only)

- Manages and completes a variety of special projects at the direction of the City Manager;
- Meets and confers with the City Manager and Department Directors;
- Addresses and resolves requests, complaints and inquiries from residents and stakeholders;
- Assesses and analyzes complex issues and problems, recommends and implements appropriate actions as needed;
- Serves as the Chair of the City's Grants Committee and oversees the approval and reporting process for grants;
- Researches programs, policies and local government practices and develops policies, memoranda, directives, and related written materials;
- Administers tasks related to organization, research, policy and public presentation;
- Assists with formulating citywide budgets and project management;
- Acts as a liaison between all city departments;
- Monitors activities within various departments and assists with problem solving;
- Reviews legislative proposals at the direction of the City Manager;
- Participates in staff and strategic meetings;
- Performs related activities as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles and practices of public administration, public personnel administration, local finance administration, local government law; good knowledge of principles and practices of the administration and the development and implementation of Capital Programs, including the ability write clear and concise reports, memoranda, directives and letters; ability to develop comprehensive plans and accomplish assigned administrative tasks with minimum supervision; good knowledge of

research techniques, methods and procedures; ability to meet with the public to discuss problems and complaints tactfully, courteously and effectively, and the ability to establish and maintain effective work relationships with department directors, City employees and others.

ACCEPTABLE EXPERIENCE AND TRAINING: Degree in business or public administration from an accredited college or university; at least five years experience in either business or public administration; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a desk and/or computer terminal for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on electronic devices.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which interfere with performance of duties as described.

Public Information Officer and Quartermaster

Job Class Code: XXXX
Pay Grade: 12
FLSA: Exempt
Updated: 2/12

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible Public Information/Education and Quartermaster duties in the Fire Department; does related work as required and a s directed by the Fire Chief and/or his/her designee.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position located in the Fire Department which involves frequently detailed duties of a high level of interaction with entities including; the public, the media, and departmental and City personnel. The Public Information Officer (PIO) and Quartermaster is expected to make independent routine decisions consistent with legal, agency, city and departmental policies and procedures. Supervision is received from the Fire Chief and/or his/her designee.

EXAMPLES OF WORK: (Illustrative only)
Civilian Public Information Officer (PIO) provides public information to authorized representatives of the news media to assist in their function. The PIO promotes the goodwill of the Fire Department and provides community awareness of the Fire Department activities and newsworthy events. The PIO shall be available after normal business hours as needed to perform the duties of the PIO. In addition, the PIO assists the Fire Marshal's Office on an as needed basis with presenting Public Education and Relations Programs to various groups and communities in the City of Annapolis. The duties of the PIO shall include, but are not limited to the following:

- Disseminating information to the news media;
- Discussing departmental policy, with the direct approval of the Fire Chief or Fire Deputy Chief(s);
- Planning, developing, writing and distributing promotion, explanatory and other informational releases and/or articles about the programs and activities of the Fire Department or its personnel;
- Serving as the primary contact for any department personnel or media representatives who have questions regarding the release of information.
- Maintaining the Fire Department web site to ensure a positive image of the AFD;
- Maintaining knowledge of applicable laws and policies concerning the release of information to the public;
- Conducting and organizing Station Tours, Apparatus & Equipment Displays, Community Events, Parades; Fire Safety Seminars, Fire Safety Hazard House, Elementary School Audiences (S.A.F.E. – Student Awareness of Fire Education) and Exit Drills in the Home (EDITH).

The Quartermaster is responsible for supplying uniforms, firefighting safety gear and equipment to the Fire Department personnel. The duties of the Quartermaster shall include, but are not limited to the following:

- Ensuring a sufficient inventory of uniforms and safety equipment to meet the needs

of the Fire Department;
- Performing minor repairs to safety equipment and other items;
- Coordinating the repair of uniforms, firefighting turn-out and other safety gear; appliances and other equipment with appropriate vendors;
- Meeting with vendors, reviewing new products and submitting recommendations for purchasing products;
- Monitoring uniforms, equipment and expenditures to ensure the Fire Department is purchasing cost effective, safe and efficient products;
- Maintaining knowledge of various National Fire Protection Association (NFPA) and OSHA standards that impact uniforms and turn-out gear.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of Fire Department terminology, procedures and equipment; comprehensive knowledge of English; comprehensive knowledge of public educational components; comprehensive knowledge of news media; comprehensive knowledge of applicable laws and policies; comprehensive knowledge of purchasing procedures and software for tracking; comprehensive knowledge of applicable NFPA and OSHA regulations regarding Fire Department uniforms, equipment and gear; good knowledge of web sites and applicable terminology and programming; ability to follow complex oral and written instructions; ability to get along well with others; ability to plan; ability to present ideas effectively either orally or in writing; willingness to learn and perform a wide variety of assigned tasks; good judgment and tact; some knowledge of the principles of governmental organization and administration.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable progressive responsible experience in dealing with the news media; considerable progressive responsible experience in the purchasing process; considerable progressive responsible experience in providing public education; possession of a minimum of an Associate of Arts Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to safely lift minimum of 50 lbs.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; sufficient to be able to correctly inspect safety gear and equipment; sufficient to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Executive Office Associate

Job Class Code: 1007
Pay Grade: 10
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible administrative tasks in the Office of the Mayor; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible supervisory, administrative position in the Office of the Mayor which involves detailed duties of a high level nature and of a wide and varied scope. The Executive Office Administrator to the Mayor is expected to make independent decisions consistent with established policy and procedures. The position functions as the executive secretary to the Mayor and principal assistant and acts as office manager exercising supervision over other clerical staff assigned to the Office of the Mayor. Supervision and direction is received from the Mayor or the Human Services Officer.

EXAMPLES OF WORK: (Illustrative only)

- Provides staff support to the Mayor, City Manager and Human Services Officer;
- Performs a wide variety of administrative and clerical duties, including shorthand, typing, transcribing tapes, operates word processing equipment and assists in other duties as directed or as necessary;
- Establishes and maintains correspondence, tickler and other files which are essential to the successful operation of the office;
- Answers citizens' questions and routine correspondence concerning City policies and procedure, schedules, programs, etc.;
- Keeps a wide variety of records, logs, appointment books and schedules for the Mayor and City Administrator;
- Prepares payroll, requisitions, vouchers and other documents, monitors spending;
    - Supervises work of clerical employees and others as assigned for form, accuracy and adherence to established routines, ensures employee coverage of office;
- Monitors, answers emails and/or ensures emails in the Mayor's City email account are addressed;
    - Orders, stores and maintains adequate supplies for office;
    - Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of governmental organization and administration; thorough knowledge of office terminology, procedures and equipment; ability to follow complex oral and written instructions; ability to plan and supervise the work of others; ability to present ideas effectively either orally or in writing; ability to deal effectively with the public and government officials; good judgment and tact; ability to work within time constraints with minimal supervision.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerably progressive responsible experience in secretarial, sub-management, and administrative work and completion of high school supplemented by college courses, an Associate of Arts Degree or a Bachelors Degree and word processing experience is highly desirable or any equivalent combination of

experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversations over a telephone; ability to hear a recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Policy Report

Ordinance O-10-12

Positions Added to the Exempt Service

The proposed ordinance would add seven positions to the City's exempt service and changes the title of the "Public Information Officer" position to the "Communications Officer." Proposed ordinance O-10-12 adds the positions of Assistant City Attorney, Community Relations Specialist, Development/Events Specialist, Human Services Officer, Administrative Assistant, Assistant City Manager, and Public Information Officer and Quartermaster to the exempt service. In accordance with Section 3.08.020 of the Code of the City of Annapolis, all of these positions are afforded those benefits provided to employees in the civil service.

Updated job descriptions for the seven proposed exempt service positions and the Communications Officer position are attached to O-10-12.

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

Proposed Amendments to O-10-12
Positions Added to the Exempt Service

Amendment #1
Page 2, Position and Grade Chart
Strike “GRANTS COORDINATOR”
Insert “14” in the Grade column for ASSISTANT CITY MANAGER
Insert “12” in the Grade column for PUBLIC INFORMATION OFFICER AND QUARTERMASTER

FISCAL IMPACT NOTE

Legislation No: O-10-12 **First Reader Date:** 3-12-12
Note Date: 4-3-12

Legislation Title: Positions Added to the Exempt Service

Description: For the purpose of adding the positions of Assistant City Attorney, Community Relations Specialist, Development/Events Specialist, Human Services Officer, Administrative Assistant, Assistant City Manager, and Public Information Officer and Quartermaster, to the exempt service and changing the position title from Public Information Officer to Communications Officer.

Analysis of Fiscal Impact: This legislation will add eight positions to the City's exempt service. The fiscal impact for salary increases, FICA and Medicare taxes on the additional salary amounts, and Maryland State Retirement contributions is estimated at $92,975.

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-11-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12			6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/12/12		

A RESOLUTION concerning

Updated Job Descriptions

FOR the purpose of approving the new job descriptions for the GIS Coordinator (MIT), GIS Technician (MIT), MIT Administrative Support Analyst (MIT), Facilities Maintenance Engineer I and II (Public Works), Fleet Maintenance/Asset Forfeiture (Police), Mobility and Parking Specialist (Transportation), Facility Supervisor (Recreation and Parks), Front Desk Supervisor (Recreation and Parks), Marketing/Membership Coordinator (Recreation and Parks), Dance and Fitness Coordinator (Recreation and Parks), Harbormaster (Recreation and Parks), Fire Administrative Specialist (Fire), City Council Associate (City Clerk), Administrative Enforcement Associate (Police), and Facilities Maintenance Supervisor (Public Works).

WHEREAS, Section 3.12.020 of the Annapolis City Code provides that the City Council shall adopt job descriptions by Resolution after consideration of the recommendations of the Civil Service Board; and

WHEREAS, the Annapolis City Council has received minutes from the Civil Service Board (copies attached) which favorably approved the job descriptions; and

WHEREAS, pursuant to Resolution R-03-08 Revised approved January 28, 2008, the City Council adopted the official Job Description Manual providing specifications for each position of employment with the City; and

WHEREAS, it is necessary to incorporate job descriptions for any new positions adopted by the City Council into the current Job Description.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the following new job descriptions are hereby adopted and included as part of the current Job Description Manual for the City of Annapolis; and are hereby approved and are effective on the date of adoption of this resolution:

GIS Coordinator (MIT);

GIS Technician (MIT);
MIT Administrative Support Analyst (MIT);
Facilities Maintenance Engineer I and II (Public Works);
Fleet Maintenance/Asset Forfeiture (Police);
Mobility and Parking Specialist (Transportation);
Community Health/Aquatics Supervisor (Recreation and Parks);
Facility Supervisor (Recreation and Parks);
Front Desk Supervisor (Recreation and Parks);
Marketing/Membership Coordinator (Recreation and Parks);
Dance and Fitness Coordinator (Recreation and Parks);
Harbormaster (Harbormaster);
Fire Administrative Specialist (Fire);
City Council Associate (City Clerk);
Administrative Enforcement Associate (Police); and
Facilities Maintenance Supervisor (Public Works).

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.

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

April 18, 2011

MEMBERS PRESENT: Robert R. **PENALOZA**, Chair
Anthony F. **CHRISTHILF**
Roberto L.**VELOSO**

EXCUSED: Clifton A. **JOHNSON**
Sherry M. **YANIGA**

STAFF PRESENT: Paul M. **RENSTED**, Acting Director of Human Resources
Tira R. **KIMBO**, Human Resources
Rose Mary **BLOUIN**, Human Resources
Phill **MC GOWAN**, Mayor's Office
Gail **SMITH**, Mayor's Office
Paul **THORN**, MIT
David **JARRELL**, Public Works
LeeAnn **PLUMER**, Recreation and Parks

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:00 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

After discussion with Department Directors and a review from Hendricks and Associates, Inc. regarding grade placement, the following positions were unanimously approved:

Digital Media & Marketing Administrator – Contractual to Civil Service
GIS Coordinator – Contractual to Civil Service
GIS Technician – Contractual to Civil Service
MIT Support Analyst – Contractual to Civil Service
Facilities Maintenance Engineer I and II – New Classification (Series of 2)
(one: existing CS: one: contractual)
Fleet Maintenance/Asset Forfeiture – New Classification
Mobility & Parking Specialist – Contractual to Civil Service
Community Health/Aquatics Supervisor – Contractual to Civil Service
Facility Supervisor – Contractual to Civil Service
Front Desk Supervisor – Contractual to Civil Service
Marketing/Membership Coordinator – Contractual to Civil Service
Harbormaster – Re-classification
Harbormaster Administrative Coordinator – Re-Classification

ISSUE BEFORE THE BOARD: Policy for Contractual Employees

The Board reviewed the proposed changes from the City Council. After a discussion, the Board approved the policy with one change.

After approval by the City Council, this would be a standard policy within the Human Resources Department.

The next meeting of the Civil Service Board is scheduled for Monday, May 16, 2011 at 8:00 am in the Council Chambers.

The meeting adjourned approximately at 9:15 am.

FOR THE BOARD:

_____
Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 17, 2009

MEMBERS PRESENT: Robert R.**PENALOZA**, **Chairperson**
Anthony F. **CHRISTHILF**
Clifton A. **JOHNSON**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Rose Mary **BLOUIN**, Human Resources
Jerome Smith, Chief, Annapolis Fire Department

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:04 a.m.

ISSUE BEFORE THE BOARD: New Position – Fire Administrative Specialist

Mrs. Milburn presented documentation from the Annapolis Fire Department regarding the reclassification of Administrative Office Associate. A report from Hendricks & Associates, Inc. recommended that a new position entitled Fire Administrative Specialist be established at Grade A12. After discussion, the Board unanimously approved the new position and job description.

ISSUE BEFORE THE BOARD: Update on Rules and Regulations of the Personnel System.

Mrs. Milburn stated that Resolution R-52-09 went before the City Council and was referred to the Rules Committee. Questions from the committee will be answered by the next committee meeting in September. Update at next meeting.

ISSUE BEFORE THE BOARD: Update Resolution R-22-09 – Section 6 (Flexible Leave)

Mrs. Milburn stated that the Resolution was approved by the City Council on May 22, 2009.

ISSUE BEFORE THE BOARD: Update on Reclassification of Senior Planner in Planning and Zoning Department.

Mrs. Milburn stated that the position has been filled. Mr. Arason, Department Director, will wait and perhaps request a change to the job description at a later date.

ISSUE BEFORE THE BOARD: Update on Classification Policy

Mrs. Milburn presented the final draft of the Classification Policy. After discussion and with minor changes to the Position Analysis Questionnaire (PAQ), the Board unanimously approved the policy.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

The City has received a written opinion from Circuit Court for Anne Arundel County on this matter. The Office of Law will appeal the Court's decision to the Court of Special Appeals.

ISSUE BEFORE THE BOARD: Update on Bowen matter.

Ms. Milburn stated that the first phase of the Bowen case is complete. Human Resources is now awaiting releases for phase two (retired police and fire who did not participate in the first phase).

The next meeting of the Civil Service Board will be scheduled as needed.

The meeting adjourned approximately at 9:40 a.m.

FOR THE BOARD:

_____
Robert R. Penaloza
Chairperson

copy: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 18, 2008

MEMBERS PRESENT: Clifton A. **JOHNSON**, Acting **Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Danielle **MATLAND**, Director of Transportation
LeeAnn **PLUMER**, Director of Recreation & Parks
Shaem **SPENCER**, City Attorney
Lt. Brian **DELLA**, Police Department
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:05 a.m.

Ms. Milburn introduced and welcomed the new members of the Civil Service Board, Mr. Anthony F. Christhilf, Esquire and Mr. Roberto Veloso, Esquire.

ISSUE BEFORE THE BOARD: Request to Reclassify Transportation Parking/Grants Coordinator to Transportation Grants Specialist.

Ms. Milburn presented a memorandum from the Director of Transportation, Ms. Danielle Matland, requesting the separation of Parking and Grant duties within the department. The Grants Specialist is responsible for coordinating, preparing, submitting and following through to completion, grant applications. The Grants Specialist position will remain a full time Civil Service position while the Parking Coordinator position will revert to a contractual position. Funding is available for both positions in the fiscal year 2009 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to place into Civil Service the position of Election/Boards and Commissions Administrator.

Ms. Milburn presented a memorandum from the City Attorney, Shaem Spencer, requesting the placement into the Civil Service, the position of Election/Boards and Commissions Administrator.

Mr. Spencer stated that this position has existed since the 1980's as a contractual Elections Administrator and that over time, as election laws and processes have been modified, this position has expanded in duties and responsibilities, requiring the need for more continuity and permanency. Also, the demands of the City's various Boards and Commissions require the need for additional administrative assistance. This position has been funded as a full time permanent position in the FY09 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Status on Review by Office of Law on Revised Rules and Regulations.

With the departure of Mr. Spencer, he stated that the Assistant City Attorney, Ms. Williams will review and submit any recommendations to the Board in a timely fashion.

ISSUE BEFORE THE BOARD: Request to replace the vacant Recreation Leader I position at the Stanton Center with the new Civil Service position of Recreation Manager.

Ms. Milburn presented a memorandum from the Director of Recreation and Parks, LeeAnn Plumer, requesting the elimination of a vacant Recreation Leader I position at the Staton Community Center and to move the Recreation Manager position from contractual to Civil Service classification. The contractual salary is equivalent to a Grade 12 and the Civil Service classification would keep the Recreation Manager position the same salary grade.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Dance and Fitness Coordinator.

Ms. Plumer stated that this position has existed since 1981 and as the demand for dance and fitness programming continues to grow, without a permanent employee, the Department risks losing revenue for a well-respected program. The current contractual salary is $29,000 per year and the proposed pay for this classification would remain at less than $30,000 per year.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the current contractual position of Hispanic Community Liaison.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the placement of Hispanic Community Liaison position into the Civil Service.

Lt. Della (on behalf of the Police Department) stated that this position interacts with the Hispanic community and the Police Department. This position is currently funded by a grant and will be submitted for full funding in FY10 with the proposed budget.

The Board unanimously approved this change with minor corrections to language in the job description.

The Board also recommended that a Hispanic Liaison-type position be created in the Human Resources Department for recruitment and staffing. This position would also conduct formal and informal educational programs for employees and the community; provide translation services to employees and the community; and would be available to all City departments.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of External Affairs Officer.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the need for a liaison between the Police Department and public at large. Lt. Della stated that this position would be responsible for planning, researching, preparation and dissemination of public information, news releases, public service announcements, and promotional and educational materials.

The Board unanimously approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to remove the rank of Police Major and Police Captain from Civil Service status.

Ms. Milburn presented a letter from Police Chief, Michael Pristoop, requesting the removal of the rank of Police Major and Police Captain from the Civil Service system.

Lt. Della stated that the Major position is currently filled by a contractual employee and that as of September 1, 2008, the last Captain will retire with no eligibility list for the Captain positions in place. Removing these positions from Civil Service status would enable the Police Chief to appoint Major or Captains from within or outside the agency.

As stated in Chief Pristoop's letter, modern, professional police departments generally structure top command positions in exempt status. Reclassification to Exempt status for Police Major and Police Captain will ensure greater accountability for performance.

After discussion, the Board unanimously approved these changes.

The meeting adjourned approximately at 9:43 am.

FOR THE BOARD:

_____
Clifton A. Johnson
Acting Chairperson

cc: D. Matland
L. Plumer
S. Spencer
M. Pristoop
Board Members
Mayor
Aldermen

Geographical Information System (GIS) Coordinator

Job Class Code: 1110
Pay Grade: 15
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The GIS Coordinator will coordinate, manage and maintain on a city-wide basis, all GIS programs and all related GIS activities including interfacing with City departments, County and State GIS agencies. The GIS Coordinator will work in the Office of Management Information Technology (MIT) under the MIT Manager.

DISTINGUISHING FEATURES OF THE CLASS: The employee will be responsible for the development, implementation, operation and enforcement of coordinated, shared use of City-wide GIS applications, databases, policies and procedures. Tasks may include formulation and documentation of short term tactical and long term strategic goals for the GIS program. The employee provides in-depth technical guidance, and assists participating City departments with planning, implementation and operational problems involved with GIS and related graphic processing.

EXAMPLES OF WORK: (Illustrative only)
Supervision and coordination of GIS technicians, or other associated staff

- GIS data integration with other city systems – asset management, financial, and computer aided design, computer generated graphics;
- Directs and participates in GIS application development from ESRI including ArcObjects programming.
- Plans and executes data conversions and system map maintenance for city-wide needs.
- Conducts application demonstration walk-through's with both internal (department heads, managers, and end users) and external (general public and other public organizations) and operations staff.
- Provides City-wide support in the development and production of spatial analysis, computer generated graphics, maps, charts and modeling requests.
- Advises users of new technical capabilities, coordinates and develops applicable and available training as required to effectively utilize the system.
- Monitors GIS system performance for accuracy and efficiency, and recommends technical upgrades.
- Monitors GIS system controls to ensure integrity and security of the system and client information resources.
- Responds to trouble calls concerning assigned GIS applications and directs or takes necessary corrective action to affect immediate and long term problem resolution.
- Prepares and presents proposed policy, procedure, and standards for the application of GIS technology.

- Develops policies and procedures concerning the implementation and operation of GIS applications and monitors compliance.
- City representative on publicly sponsored GIS committees, such as MSGIC and other similar committees. Coordinate with other municipalities with GIS related activities.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge, technical skills and abilities in ESRI's ArcGIS, ArcIMS, and ArcSDE. Development experience in ArcObjects, .NET, and with RDBMS experience using Oracle or other RDBMS. Ability to plan and manage activities related to GIS implementation and operations. Ability to communicate effectively with co-workers, civic leaders and the general public. Ability to make timely and dependable City-wide judgments and policies for short and long term.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in GIS and spatial data programs and operations. Considerable experience in management and coordination of enterprise-wide GIS systems, databases and applications. Graduation from a college or university of recognized standings with major work in business administration, mathematics, civil engineering, GIS and management information systems.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Geographical Information System (GIS) Technician

Job Class Code: 1111
Pay Grade: 11
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The GIS technician is an entry-level position and will report to the GIS Coordinator and be located in the City of Annapolis Office of Management Information Technology (MIT). The GIS Technician provides technical and administrative assistance to the City of Annapolis GIS program.

DISTINGUISHING FEATURES OF THE CLASS: The technician is responsible for developing and managing digital geographic data within a geographic information system (GIS). Duties include source map preparation and editing; digitizing; feature coding; data conversion; post conversion editing and labeling; map and report generation; data documentation (metadata preparation); and data maintenance operations.

EXAMPLES OF WORK: (Illustrative only)

- Operates GIS software to display geographic data;
- Designs, creates, and plots custom map products;
- Generates summary reports;
- Supports standard analytical functions;
- Handles internal and external agency requests;
- Interprets orthophotography and data conversion of data sources into the
- enterprise geodatabase;
- Educates new GIS users;
- Collects digital geographic data with a global positioning system (GPS) unit;
- Performs differential corrections on the data;
- Performs post collection editing and labeling, and data documentation;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Fundamental knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup and GPS devices. Working knowledge of: mapping and geographic information system applications, principles, techniques, terminology, and methods; techniques for developing and maintaining databases and centerline information. Knowledge of databases such as Access or SQL. Knowledge in ArcInfo, SDE, Spatial Analyst, and geodatabases .

ACCEPTABLE EXPERIENCE AND TRAINING: One year experience (course-work and internships are acceptable under guidelines) using ArcGIS 9 or ArcView 3.x.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended

periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

MIT Administrative Support Analyst

Job Class Code: 1109
Pay Grade: 10
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The MIT Administrative Support Analyst provides education, support, training, analysis and research to bolster IT skills used in business processes for departments, office supervisors, office managers and City employees. The MIT Administrative Support Analyst will work in the Office of Management Information Technology (MIT) and will provide office manager services to MIT under the direction of the MIT Manager.

DISTINGUISHING FEATURES OF THE CLASS: The MIT Administrative Support Analyst provides technical analysis, research and guidance, and assists participating City departments with planning, implementation and operational problems involved with IT processing. The employee will provide for the training of employees on how to apply office and application software in performing organizational and office procedures. The employee will provide for the training of employees how to efficiently and effectively use the telephone system, the City PC office suite desktop software and various computer application software. The employee will provide for higher levels of training for experienced employees to utilize these IT related tools more effectively and efficiently.

The MIT Administrative Support Analyst often acts as a liaison between the clerical staff and the professional, technical, and managerial staff on IT related activities and issues. This may involve implementing new City policies, procedures, functions, services or restructuring the workflow in their departments. They must also keep department managers informed of their progress and any potential problems. Often, this communication takes the form of research projects and progress reports.

EXAMPLES OF WORK: (Illustrative only)

- Analyzes procedural and system business process problems and make effective recommendations for corrective actions;
- Compiles data and prepare investigative reports for departments on business processes and functions;
- Compiles data and prepare investigative reports for departments on IT solutions to business processes and functions;
- Provides for, arranges, coordinates and analyzes employee training for City PC office suite desktop software - Microsoft Office;
- Provides for, arranges, coordinates and analyzes employee training for migration from Corel WordPerfect office suite to City PC office suite desktop software;
- Provides for, arranges, coordinates and analyzes employee training for City work group and e-mail software – GroupWise;
- Provides for, arranges, coordinates and analyzes employee training for City VoIP telephone system – Cisco;

- Provides for office manager services to the MIT office including preparation of purchase requisitions, accounts payable payments, software and hardware inventory tracking;
- Provides for assistance to PC support help desk;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have strong, extensive and highly organized office management skills. Thorough knowledge, technical skills and abilities in Microsoft Office Professional (Word, Excel, PowerPoint and Access) and Corel Office (WordPerfect, QuattroPro and Paradox). Ability to plan, organize and manage activities related to software training. Ability to do analytical thinking to analyze and report on department office operations and functions. Ability to do research on and report on department application software. Ability to communicate effectively with co-workers and employees.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in office management, supervision and operations. Considerable experience and expertise in Microsoft Office Professional software. Four years of clerical or administrative support experience in an office setting AND at least 6 months of experience as an office manager or supervisor.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to work at a desk in office and to observe activities in the field and office.
Visual ability: sufficient to operate a vehicle by both day and night, observe City activities taking place, to read and write reports, correspondence, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Facilities Maintenance Engineer I and II

Job Class Code:
Pay Grade: A11, A12
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs work as a journeyman carpenter, plumber, and electrician in the maintenance and repair of City buildings and systems, performs maintenance engineer work including all HVAC systems, boilers and related equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Facilities Maintenance Engineer I and II are differentiated on the basis of skills, certifications, experience and demonstrated ability to perform specified skills. In addition, they are distinguished by the level of supervision, ranging from moderate supervision of the work of a Facilities Maintenance Engineer I to the Facilities Maintenance Engineer II who performs the full range of responsibilities independently and oversees the day-to-day activities of the Facilities Maintenance Engineer I and the Senior Maintenance Technician.

The work performed by employees in this series is skilled work involving responsibility for efficient and craftsmanlike performance related to facilities, building maintenance and HVAC systems in all City facilities. The work is performed under the supervision of the Director of Public Works.

EXAMPLES OF WORK: (Illustrative only)
Facilities Maintenance Engineer I

- Makes and repairs bookcases, desks, tables and other office furniture;
- Repairs doors and locks;
- Makes and repairs window frames and replaces window glass and cords;
- Repairs fences and walkways;
- Repairs light fixtures and replaces light bulbs and ballasts;
- Repairs sinks, toilets, urinals, and minor plumbing problems;
- Makes minor electrical repairs;
- Builds forms for pouring concrete;
- Assists in office moves and relocations;
- Operates woodworking machinery;
- Assists in electrical, plumbing and related systems repairs;
- Incidentally does painting, masonry and related building trades work;
- Removes and constructs partitions, cuts doorways and hangs doors;
- Performs related work as assigned.
    - Assists with boiler and air conditioning repairs;
- Monitors HVAC equipment system controls and assists with repairs as needed;
- Maintains accurate records related to maintenance and repairs;
- Repairs electrical, plumbing and related systems;
- May supervise tasks performed by Senior Maintenance Technician;
- Implements preventive maintenance program(s) for City facilities;

- Assists in the routine maintenance and preventive maintenance of City owned equipment or facilities in compliance with all regulations and manufacturer recommendations;
- Performs other related duties as assigned.

Facilities Maintenance Engineer II

- Repairs or supervises HVAC, boiler and air conditioning repairs;
- Responsible for monitoring HVAC system controls and ensuring cost-effective
- operation of such systems;
- As directed by the Public Works Director, may work with outside contractors
- engaged for large or complex repair projects and inspects their work in process
- and upon completion;
- Provides oversight of assigned tasks of Facilities Maintenance Engineer I and Senior Maintenance Technician;
- Maintains accurate records and systems to implement and monitor City facilities repairs and preventive maintenance activities;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have Fourth Grade or higher Stationary Engineer's License with 2 or more years of experience in the operation, maintenance, and repair of boilers; must have 5 or more years of experience in the operation, maintenance and repair of air conditioning equipment, such as roof tops, split systems and air handlers; must have some experience in the operation, maintenance and repair of HVAC controls, such as VAV boxes, valves, and related operating systems; 7 years experience in the operation, maintenance and repair of commercial buildings systems, such as electrical, plumbing and other building systems; ability to work with computer systems and routine office machinery and software; thorough knowledge of the common practices, tools, terminology and accident prevention precautions of the carpentry, plumbing and electrical trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to estimate time and materials needed; ability to operate common woodworking machinery; ability to use hand tools related to plumbing and electrical repairs; basic computer skills required; strong customer service skills and the ability to build effective working relationships necessary.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS AND ABILITIES FOR FACILITIES MAINTENANCE ENGINEER II Must have First Grade Stationary Engineer's License with 10 or more years of experience in the operation, maintenance, and repair of boilers; must have 10 or more years of experience in the operation, maintenance and repair of air conditioning equipment, such as roof tops, split systems and air handlers; must have some experience in the operation, maintenance and repair of HVAC controls, such as VAV boxes, valves, and related operating systems; 7 years experience in the operation, maintenance and repair of commercial buildings systems, such as electrical, plumbing and other building systems; good ability to work with computer systems and routine office machinery and software.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience as a

journeyman carpenter, plumber, and electrician and completion of a standard high school or trade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment, to climb into and operate trucks; ability to withstand working outside in all bad weather conditions; ability to work from a ladder, scaffolding, or lift or in a confined space.

Visual ability: sufficient to perform finished carpenter, cabinetmaker skilled tasks, to observe unsafe conditions of buildings, to read and write reports, correspondence, instructions, etc. Ability to read gauges, instruments, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Fleet Maintenance/Asset Forfeiture Associate

Job Class Code: 7207
Pay Grade: 5
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Maintains vehicle maintenance schedules; collects storage and towing fees; prepares forfeiture cases for the State's Attorney's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A Fleet Maintenance/Asset Forfeiture Associate reviews seizure case files. The incumbent also schedules preventive maintenance of vehicles in the Police Department fleet.

EXAMPLES OF WORK: (Illustrative only)

- Composes and maintains vehicle maintenance schedule for each vehicle in fleet;
- Files vehicle repair, maintenance, accident or damage correspondence;
- Notifies and send report of motor vehicle accidents to insurer;
- Approves expenditures for parts and supplies for vehicle maintenance;
- Assists mechanic with the transportation of vehicles for the Maryland Motor Vehicle Administration vehicle emissions inspection program;
- Responds to the Maryland Motor Vehicle Administration for matters including but not limited to title and/or registration of police vehicles;
- Assists with basic repairs to police vehicles;
- Contact and/or meets with property owners, state's attorney's staff; insurance agencies, Police and Finance Department personnel; towing service personnel, members of the forfeiture units of other jurisdictions;
- Collects fees;
- Transports fees payments to the Finance Department;
- Reviews all police reports related to vehicles, currency and/or property seized for forfeiture for CDS violations;
- Maintains seizure records;
- Prepares monthly asset forfeiture and revenue reports;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Significant knowledge of Maryland state civil and criminal law regarding asset forfeiture; routine public relations practices; mechanical aptitude; ability to maintain accurate records; some knowledge of automotive services and minor repair practices; knowledge of City of Annapolis Government and Police Department policy and procedures is highly desires.

ACCEPTABLE EXPERIENCE AND TRAINING: Some mechanical/public relations/records keeping and report writing experience and high school graduation; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment up to 50 lbs; to climb into and operate passenger vehicle; ability to walk and transport documents and packages.

Visual ability: sufficient to effectively observe parking meters by day and night; to read and write reports, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Mobility and Parking Specialist

Job Class Code: 1615
Pay Grade: A13
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The Specialist plans, develops and manages personal transportation and parking programs and oversees alternative transportation and parking enforcement activities; performs related work.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work developing, implementing and promoting alternative modes of transportation and public and private transport and parking programs for residents, businesses and commuters. The Specialist also supervises Parking Enforcement personnel. Supervision is received from the Director of Transportation through conferences, written and oral communications and evaluation of plans and results.

EXAMPLES OF WORK: (Illustrative only)

- Performs transportation/transit planning functions
- Analyzes existing bicycle, motor vehicle and alternative transportation usage, programs, and activities;
- Seeks grant funding opportunities for alternative transportation programming;
- Prepares documentation for grants, funding and RFP activities;
- Implements and supports Clean Commute initiatives in the City;
- Supervises parking enforcement personnel, including meter collection;
- Analyzes existing parking issues for the City and develops proposed solutions and improvements;
- Serves as Liaison to City's Parking Advisory Commission and Transportation Board;
- Organizes, attends and supports public meetings and hearings;
- Attends and represents the City at various bicycle, transportation and alternative transportation meetings and events;
- Reviews City development applications;
- Responds to citizen inquiries and requests for information;
- Provides recommendations and support for the City's Bicycle master Plan;
- Composes and edits the Bike Annapolis website and prepares a variety of written materials for dissemination of information;
- Compiles the Department's Environmental Report;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: BA/BS degree in transportation planning or related field; Professional Transportation Planner (PTP preferred or sufficient knowledge, skills or abilities to obtain certification within the first year or employment; a minimum of 2 years transportation planning experience in local government or the private sector, with a focus on sustainable transportation; good

knowledge of transportation planning and analysis; some experience and skill in marketing and promotions; working knowledge of standard practices of transportation administration; excellent verbal and written communications skills; ability to form effective working relationships; ability to explain complex

programs and concepts to a variety of audiences; ability to learn and apply local, state and federal regulations and requirements, laws and programs; ability to work independently within established guidelines; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to observe City activities taking place, to read and write reports, correspondence, instructions, etc. and to operate a vehicle both by day and at night.

Hearing ability: sufficient to hold conversation with other individuals in person, over a telephone and via radio transmission; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone or a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Facility Supervisor

Job Class Code: 1209
Pay Grade: A12
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Under general supervision, oversees daily operations, including facility maintenance and minor repair, space allocation/scheduling, emergency preparedness and/or safety programs primarily located at the Pip Moyer Recreation Center at Truxton Park. Supervises support staff responsible for facility services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Collaborates with a team of professionals in the operation and management of facility wide services and related programs. An employee in this class oversees the day to day facility operations including building use and scheduling of the recreation center at Truxton Park and supervises its part time employees. Under the Recreation and Parks Director, this employee works with intra-departmental staff to provide a safe, clean and pleasing facility for the best interest of facility users and members.

EXAMPLES OF WORK: (Illustrative only)

- Organizes, prioritizes, and directs facility cleaning, minor repair, and maintenance activities either independently or in coordination with other departments; conducts daily inspections of facility.
- Coordinates daily facility use with special set-ups, room arrangements, and program/needs as requested.
- Maintains general safety and security, monitors access, and maintains appearance and overall environment of the recreation center at Truxton Park.
- Enforces facility policies and regulations; accurately reports and appropriately documents accidents, injuries, and incidents.
- Acts as building safety officer; ensures compliance with all health code and OSHA workplace safety requirements; consults with safety committees; writes safety policies and procedures; takes corrective action for safety violations directly or through coordination with other departments.
- Hires, trains, evaluates and supervises part time building floor staff.
- Oversees the building cleaning and maintenance; makes suggestions for facility improvements.
- Acts as building emergency preparedness coordinator, creates, implements, and monitors department/facility action plans and policies; consults and coordinates with the Office of Emergency Management to maintain emergency readiness; conducts emergency drills.
- Corresponds with different organizations and government officials.
- Responsible for generating revenue through facility rental/use to meet overall Center revenue goals.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of facilities management, including building maintenance, space allocation, security, and principles and practices of safety and security including OHSA, FEMA emergency preparedness, and basic supervisory practices, performance management and evaluation techniques; good judgment; strong written and oral communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable community based and/or organizational experience, some of which shall have included supervision and graduation from a college or university and/or two or more years of journey-level experience providing facilities administration and safety or emergency preparedness services or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Front Desk Supervisor

Job Class Code: 6016
Pay Grade: A12
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Responsible for the successful operation of the front desk services for the Annapolis Recreation and Parks Department and the Pip Moyer Recreation Center at Truxton Park. Hires, trains and supervises part time front desk clerks and oversees desk operations to ensure members and guests receive the highest level of customer service possible. Oversees membership sales, program registration, facility rentals and other cash/credit card transactions. Reconciles daily cash/credit transaction sheets with Office Administrator.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees the operation and management of the front desk at the recreation center and for the Department including answering phones, cash management, membership sales, facility tours, information dissemination, program registration, facility rentals, and equipment check out; trains/supervises part time desk clerks and works with other professionals in the department to ensure satisfied members and guests of the center.

EXAMPLES OF WORK: (Illustrative only)

- Hires, trains and supervises part time front desk clerks and oversees desk operations to ensure visitors/callers receive the highest level of customer service possible;
- Serves at the lead customer service contact for members at the front desk, including answering questions, welcoming, problem solving, arranging tours, and other public communications;
- Assists with and directs clerks to register members and participants, via the mail, fax, phone and in person, collects fees and charges for department sponsored classes; issues facility permits; and prepares rental contracts for facility rentals;
- Manages the registration/membership software including running reports, refund processes, monthly batch renewals, camp payments, duplicate accounts, troubleshooting software issues and other related duties;
- Makes calls to service companies of copier, vending machines, and other office equipment. Responsible of maintenance of copier, fax machine, and other equipment;
- Monitors membership sales, registration system, facility booking and cash registers/boxes ensuring accuracy. Recommends adjustments to system as necessary with the Office Administrator/Department Director;
- Assists/recommends public information needs to Marketing Coordinator;
- Maintains office supply inventory and recommends purchases to Office Administrator;
- Monitors lobby area of center to ensure cleanliness and brochure distribution area/bulletin boards for inappropriate information/out of date materials;

- Ensures opening/closing desk and building procedures are followed daily; posts building schedule hours in coordination with Facilities Supervisor;
- Acts as a liaison between the front desk staff and other staff members;
- Develops, implements, and enforces front desk policies and procedures;
- Schedules front desk staff to ensure adequate desk coverage; maintains payroll for desk staff and ensures accurate reporting;
- Responsible for generating revenue through membership sales/retention to meet overall Center revenue goals;
- Covers front desk shifts as needed;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of management and customer service; 2 years of related job experience; ability to work with vendors and businesses and the general public in a tactful way; general knowledge of first aid/CPR practices and techniques; ability to develop and maintain effective relationships with co-workers and with activity participants; experience supervising activity personnel; ability to prepare clear and concise reports; ability to effectively communicate with staff, community members, and program participants. Strong oral and written communication skills; excellent interpersonal and leadership skills, and extensive knowledge of Microsoft Office applications. Must be willing to work days, evenings, and weekends as necessary.

ACCEPTABLE EXPERIENCE AND TRAINING:. Considerable organizational experience, some of which shall have included direct customer service experience and some college or university course work in the areas of business administration or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Experience in health club or hospitability industry is preferred. CPR, First Aid and AED certifications (must be obtained within 60 days of hire).

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Marketing/Membership Coordinator

Job Class Code: 6015
Pay Grade: A10
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Under general supervision, oversees and is responsible for all aspects of marketing and media tools (press releases, flyers, ads, etc.) to advertise memberships, programs and events offered by the Annapolis Recreation and Parks Department with the intent to increase awareness, participation, member recruitment and retention. Other duties include web site maintenance, public relations campaigns, and fairs/events.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position coordinates all marketing, media (print and web-based), and advertising to promote memberships and programs at the Pip Moyer Recreation Center, Stanton Community Center and Annapolis city parks. Work requires thorough knowledge and understanding of ARPD operations. High levels of initiative, judgment, and the ability to develop sound marketing plans are required.

EXAMPLES OF WORK: (Illustrative only)

- Research to identify clients, sector opportunities, and competition. Identify new markets, means to bring awareness, and ways to generate interest in memberships, programs and activities.
- Develop marketing literature, ensuring valid, current and accurate content.
- Assist in the creation of program guides including writing news articles, photos, editing and distribution.
- Develop and maintain an effective member retention plan, coordinated with other department staff.
- Plan, develop, and execute print media and media campaigns.
- Maintain department website with updated photos, copy, announcements, etc.
- Produce electronic newsletters and e-mail messages.
- Design and implement plans to market membership sales and programs.
- Write and distribute press releases, invite media to events and conduct on-air interviews as needed.
- Design, coordinate and negotiate advertising in local media.
- Coordinate events including meetings, speaking engagements, seminars, trade shows, and exhibits. Productively network in the community, attending public and civic events as appropriate.
- Monitor department communication plan and strategy for uniformity in message, including template, tag lines, and logo usage.
- Responsible for generating revenue through membership sales/retention to meet overall Center revenue goals.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of marketing and advertising and 2 years of related job experience. Strong oral and written communication skills; extensive knowledge of Microsoft Office applications.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable organizational experience, some of which shall have included direct marketing experience and some college or university course work in the areas of marketing, business development and/or business administration or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Dance and Fitness Coordinator

Job Class Code: 6013
Pay Grade: 4
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Coordinates, supervises and leads programs and classes in the area of dance and fitness. Coordinates an annual dance recital for youth programs and classes. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work in organizing and teaching dance and fitness programming within the s cope of authority and in compliance with departmental policy. Considerable diplomacy must be exercised in dealing with participants, volunteer workers, and the general public. Work is performed under the general supervision of the Recreation Supervisor. Work is controlled and evaluated in conferences, through review of reports, and by observation.

EXAMPLES OF WORK: (Illustrative only)

- Plans, supervises and leads dance and fitness programs at suitable recreational facilities in the City;
- Coordinates an annual preschool/youth age dance recital land all associated duties;
- Plans seasonal class offerings and schedule with the Recreation Supervisor;
- Ensures classes follow progression and lesson plans for age appropriateness and defined program goals;
- Maintains safety and fun approach to dance and fitness development;
- Maintains departmental policies regarding class discipline and dress code as stated;
- Works to develop maximum participation/enrollment in offered programs;
- Recommends new program offerings to meet current trends and community interest in the area of dance and fitness;
- Communicates with parents of youth participants in a professional and courteous manner;
- Interacts regularly with other program compatibility and scheduling;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, rules, materials, and equipment required for a variety of recreational, dance and fitness activities as appropriate for the assigned area; ability to instruct participants, work with vendors and businesses and the general public in a tactful way; general knowledge of first aid practices and techniques; ability to develop and maintain effective relationships with co-workers and with activity participants; ability to prepare clear and concise lesson plans and reports; ability to recognize and plan creative community recreation activities within a set budget; good judgment, strong written and oral communication skills, and good physical condition required.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in the area

of dance instruction, recreation and fitness. Graduation from a college or university of recognized standing with an undergraduate degree in physical education, dance, or related field; experience in community organization, community action or similar community based work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Harbormaster

Job Class Code: 8001
Pay Grade: 18
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Manages and oversees the waterways and the harbor, and all related facilities and activities in the City. Works with the Mayor's Office, City Council, Committees, and Study Groups. Develops, recommends, and administers policy, legislation, budget, grants, and special events designed to serve and promote a safe, healthy, maritime industry for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class works independently and with staff in overseeing the public waterways and the harbor in the City. Responsible for the overall operation of the City's Harbor. Policy guidance is received from the Director of Recreation and Parks. Coordinates as necessary with U.S. Coast Guard, Corps of Engineers, Department of Natural Resources, City Fire and Police Departments, Port Wardens, Maritime Advisory Board and other agencies having jurisdiction over navigable waters and tributaries.

EXAMPLES OF WORK: (Illustrative only)

- Insures proper maintenance and operations of City dock facilities; Supervises operation of the City dock, including collection of user fee, administers lease and space assignments;
- Patrols harbor and City waterways to ensure safe, lawful circumstances;
- Investigates infractions of waterway laws and regulations;
- Warns, enforces, prosecutes and abates violations of waterway regulations, permits, laws and City code;
- Advises the Director on conditions;
- Oversees maintenance activities and accounts for revenue and expense related to harbor facility;
- Administers derelict boat program;
- Maintains navigation channels clear of obstructing vessels.
- Hires seasonal personnel, designs their training procedures, and supervises their training and provides management;
- Supervises training and performance of permanent personnel;
    - Supervises maintenance and operation of moorings; Supervises maintenance and operation of docks; Supervises maintenance and operation of street ending facilities;
- Administers large volunteer program for work related to the overall operation of the Harbor.
- Oversees maintenance and operation of pump-out boat;
- Oversees maintenance and operation of patrol boat;
- Writes specifications for new equipment; Writes specifications for maintenance of facilities and equipment;
- Projects revenues and costs; writes and manages the budget for the office;
- Develops efficient techniques for collection of fees and administers the private mooring waiting list;

- Writes grant proposals, obtains and administers grants; Administers State-sponsored abandoned boat and debris project using State funding and State laws;
- Screens, organizes, and manages or assist in managing special waterfront events; Maintains safe conditions in Harbor, including special weather alerts, pollution control, and fire hazards;
- Responds to user complaints;
- Attends meetings of Port Wardens and makes staff recommendations; Attends meetings of Maritime Advisory Board and makes staff reports and recommendations;
- Coordinates with Maryland Marine Trades Association and attends training sessions and policy meetings; Designs facilities such as docking facilities for the Volvo Challenge, and existing and future City moorings; Assures compliance with City laws and policies and take steps to enforce laws as applicable;
- Assists boating accident victims and boaters who have been victims of theft;
- Liaisons with the U.S. Coast Guard and the MD DNR for special events and operations;
- Assists and educates boaters and city employees in prudent and safe boating practices;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of practices concerning the operation of a harbor facility; good knowledge of modern business and accounting practices; good knowledge of Federal, State and City laws, regulations and procedures; good seamanship capabilities; qualified to operate watercraft under all conditions; knowledge of the operation of communication equipment; knowledge of the use of tide and current tables and effect of weather conditions; ability to supervise the work of others; ability to keep records and make reports.

ACCEPTABLE EXPERIENCE AND TRAINING: Some job-related experience at the level of Deputy Harbor/Marine Police, Navy or Coast Guard or equivalent. Completion of two (2) years of college courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Completed courses in CPR, Water Safety, and advanced Coast Guard courses in Rules of Road and Seamanship or equivalent of experience and training.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to operate various types of motor and sailboats; ability to withstand working outside in all extreme weather conditions; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to communicate effectively with other individuals both in person, over a telephone and/or with other individuals in person and over a telephone and/or radio.
Speaking ability: sufficient to hold conversation with other individuals in person and over a telephone and radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Fire Administrative Specialist

Job Class Code: 4109
Pay Grade: 12
FLSA: Non-Exempt
Updated: 8/09

GENERAL STATEMENT OF DUTIES: Serves as administrative assistant to the Fire Chief with responsibility for related administrative tasks of the department; responsible for all tasks associated with the department grants management; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible administrative supervisory position in the Fire Department responsible for detailed duties of a high level nature and of a wide and varied scope. This employee is required to make independent routine decisions consistent with city, state, federal and departmental policies and procedures. This position is responsible for all aspects of grants management for the Fire Department. Supervision and guidance is received from the Fire Chief or designee; through conferences, written and oral instructions and evaluation of plans and results.

EXAMPLES OF WORK: (Illustrative only)

- Provides staffing and departmental representation to various city boards, committees, commissions, and divisions of the Department and city;
- Interacts with citizens, answers questions, complaints, and routine correspondence concerning departmental policies and procedures, schedules, programs, etc. and addresses any issues which may arise from that interaction;
- Maintains and manages a wide variety of records and logs, pending folders, analyzes them and makes routine reports on them and initiates follow-up activities as necessary;
- Completes project specific assignments from departmental management;
- Delegates and supervises work of clerical employees or others as assigned by supervisors for form, accuracy and adherence to city and department policies and procedures;
- Performs a wide variety of duties, types, transcribes, operates computer equipment and assists in other duties as directed or as necessary;
- Supervises the preparation of departmental payroll, requisitions, vouchers, accident and injury reports, special incidents, orders, Worker Comp claims, other documents and performs related accounting tasks;
- Handles paperwork for the processing of personnel, including calculations for promotions, insurance and other varied applications;
- Performs a wide variety of services and related tasks as assigned by the Fire Chief, including confidential personnel matters;
- Conducts research needed to draft letters, contracts, reports and related documents;
- Establishes, and correspondence, tickler, and other files which are essential to the successful operation of the department;
- Responsible for researching, writing, submitting, coordinating, administering, overseeing associated finances and closing out of the Fire Department Grants; interacts, in person and by telephone with grantors; works with local, state and federal grant agencies as departmental representative; complies with applicable rules in purchasing protocols; prepares required documentation and specifications for grant purchases;
- Ability to perform CPR, use AED and deal with medical emergencies for drive-in patients

until medics arrive;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of office terminology, methods and procedures, management principles and research techniques; good knowledge of the principles and practices of public administration, procedures and equipment and of business arithmetic and English; good knowledge of budgetary procedures, bookkeeping and accounting; ability to take and transcribe with speed and accuracy; ability to analyze, interpret and report research findings; ability to follow complex oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to present complex concepts effectively either orally or in writing; willingness to learn and perform a wide variety of assigned tasks; good judgment and tact; some knowledge of the principles of governmental organization, regulations, laws and administration; ability to find, manage and coordinate grants and all applicable paperwork; knowledge of pertinent city, state and federal regulations.

ACCEPTABLE EXPERIENCE AND TRAINING: Minimum of five (5) years working for a high level manager or executive; minimum of two (2) years experience in all aspects of grants; Computer office suite education/certification; Basic First Aid Training; knowledge of or ability to gain grants training; Bachelors Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc,; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over the telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

City Council Associate

Job Class Code: 1516
Pay Grade: 10
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs a wide variety of administrative functions in the City Clerk's Office providing logistical and administrative assistance to the City Council.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position in the Office of the City Clerk which involves detailed administrative functions related to implementation of specific activities and responsibilities. Considerable judgment is required in establishing or adapting work procedures to new situations and in performing varied administrative services. Attendance at City Council and Council Committee meetings is required. Supervision and direction is received from Members of the City Council and the City Clerk.

EXAMPLES OF WORK: (Illustrative only)

- Provides administrative support to the Mayor and City Council;
- Serves as recording secretary for standing committees;
- Attends and reports on standing committees;
- Acts as Liaison between the standing committees and the City Clerk, the Office of the Mayor, and other city departments;
- Creates agendas and minutes for all standing committee meetings;
- Assists City Council members in obtaining information from city departments;
- Assists City Council members in tracking legislation;
- Schedules all standing committee meetings as well as scheduling city employees and others to come before the standing committees;
- Performs administrative and research functions for standing committees;
- Serves as Recording Secretary for ad hoc committees as directed by the City Clerk;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of governmental organization and administration; thorough knowledge of office procedures and equipment; ability to follow complex oral and written instructions; ability to plan, organize and implement a variety of activities; ability to present ideas effectively either orally or in writing within time constraints with minimal supervision; demonstrated ability to maintain complete records and prepare reports; ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures; ability to maintain confidential information; good oral and written communications skills; good judgment; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in clerical work, some of which may have involved taking and transcribing minutes or preparing correspondence; completion of standard high school course with completion of business school or some college courses highly desirable; word processing experience; or any

equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Administrative Enforcement Associate

Job Class Code: 4015
Pay Grade: 8
FLSA: Non-Exempt
Updated: 3/12

GENERAL STATEMENT OF DUTIES: Provides administrative assistance related to enforcement automation, statistics, reporting and processing of traffic related systems, speed enforcements, false alarm management and administration of other departmental systems as directed.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for generating notices, citations and other written materials, maintaining records and files, responding to inquiries and providing general administrative assistance related to enforcement automation, statistics, reporting and processing of traffic related systems, speed enforcement, false alarm management and administration of other departmental systems. Supervision and direction is provided by the Chief or designee through conferences, written and oral instructions.

EXAMPLES OF WORK: (Illustrative only)

- Uses online system to check for recorded violations;
- Establishes and maintains electronic filing systems;
- Issues civil citations to vehicle owners;
- Verifies vehicle registration and ownership information;
- Administers, controls and reviews alarm applications, register alarm companies and users with the Police Department;
- Manages day-today operations of the false alarm reduction program;
- Prepares, maintains and generates reports;
- Registers or provide registration information to alarm businesses, monitors, services and users;
- Suspends or denies alarm system registration based on written policies;
- Interacts with subcontracted services related to enforcement;
- Prepares monthly reports detailing enforcement, registration and related activities;
- Performs a wide variety of services and related tasks as assigned by the supervisor;
- Conducts research as needed to draft correspondence, reports and related documents;
- Performs other activities as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of State MILES/NCIC systems; familiar with State privacy laws concerning the release of information to the public; good knowledge of computer applications;; ability to read, understand, and implement complex instructions; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures; ability to maintain confidential nature of reports; graduation from High School with two years experience with computer systems; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine etc.; ability to reach into file drawers in standard four-drawer filing

cabinets.
Visual ability: sufficient to effectively read and write reports, correspondence, instructions. Etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Facilities Maintenance Supervisor

Job Class Code: 1207
Pay Grade: 13
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Responsible as a working supervisor for ensuring that maintenance and repairs to City facilities are properly completed; supervises daily operations of the buildings and building systems and responds to problems as they occur; and does related work as required**.**

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work supervising City buildings and building systems, and ensuring that all general maintenance and repair work is completed in an efficient and cost-effective manner. Supervision is exercised over the facilities stationary engineers and facilities maintenance technicians. Additionally, coordination and oversight of outside vendors is occasionally required.

EXAMPLES OF WORK: (Illustrative only)

- Ensures that building equipment and systems are functioning properly;
- Ensures that proper and timely preventive maintenance is completed on City facilities;
- Ensures that facility service calls are responded to, scheduled and completed in a timely and proper manner that minimizes disruptions;
- Ensures the safety of City buildings from fire, flood, disrepair and other hazards;
- Identifies potential safety concerns, and mitigates the hazards;
- Identifies the backlog of deferred maintenance and repairs for City facilities;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must possess thorough knowledge of the maintenance and repair of building systems and associated building operations issues; knowledge or experience in coordinating major repairs or renovations of buildings; knowledge or experience in working with a maintenance management system, including creating and closing service tickets; ability to work all hours as needed in case of an emergency until the project is completed; ability to manage multiple and competing priorities; excellent customer service skills; excellent ability to analyze and solve complex building problems; and ability to work independently.

ACCEPTABLE EXPERIENCE AND TRAINING: Minimum of 5 years of experience as a working facilities maintenance supervisor responsible for multiple facilities; and a minimum of 7 years of experience performing facilities maintenance and repairs on a variety of building types; or any equivalent combination of education, experience, or training which will provide the required knowledge, skills, and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing

machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to perform strenuous maintenance and repair work on buildings and building systems.

Visual Ability: sufficient to visually inspect and then perform maintenance and repair of buildings and building systems; able to read and write reports, emails, maintenance control system, building drawings and as-builts, and other documents as needed.

Hearing Ability: sufficient to hold conversations with other individuals both in person and over a telephone.

Speaking Ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Policy Report

Resolution R-11-12

Updated Job Descriptions

The proposed resolution updates the job descriptions for the GIS Coordinator (MIT), GIS Technician (MIT), MIT Administrative Support Analyst (MIT), Facilities Maintenance Engineer I and II (Public Works), Fleet Maintenance/Asset Forfeiture (Police), Mobility and Parking Specialist (Transportation), Facility Supervisor (Recreation and Parks), Front Desk Supervisor (Recreation and Parks), Marketing/Membership Coordinator (Recreation and Parks), Dance and Fitness Coordinator (Recreation and Parks), Harbormaster (Recreation and Parks), Fire Administrative Specialist (Fire), City Council Associate (City Clerk), and Facilities Maintenance Supervisory (Public Works).

Section 3.12.020 of the Annapolis City Code provides that the City Council shall adopt job descriptions by Resolution after consideration of the recommendations of the Civil Service Board. Pursuant to Resolution R-03-08 Revised, as approved January 28, 2008, the City Council adopted the official Job Description Manual providing specifications for each position of employment with the City.

R-11-12 converts the following positions from contractual into the civil service: GIS Coordinator, GIS Technician, MIT Administrative Support Analyst, Facilities Maintenance Engineer I and II (one position is currently contractual and one position is part of the civil service), Mobility and Parking Specialist, Facility Supervisor, Front Desk Supervisor and Marketing/Membership Coordinator, and Dance and Fitness Coordinator, City Council Associate, and Facilities Maintenance Supervisor positions.

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

Civil Service Board Amendment in the Nature of a Substitute

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-11-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12			6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/12/12		

A RESOLUTION concerning

Updated Job Descriptions

FOR the purpose of approving the new job descriptions for the GIS Coordinator (MIT), GIS Technician (MIT), MIT Administrative Support Analyst (MIT), Facilities Maintenance Engineer I and II (Public Works), Fleet Maintenance/Asset Forfeiture (Police), Mobility and Parking Specialist (Transportation), Facility Supervisor (Recreation and Parks), Front Desk Supervisor (Recreation and Parks), Marketing/Membership Coordinator (Recreation and Parks), Dance and Fitness Coordinator (Recreation and Parks), Harbormaster (Recreation and Parks), Fire Administrative Specialist (Fire), City Council Associate [(City Clerk)] (CITY MANAGER), Administrative Enforcement Associate (Police), and Facilities Maintenance Supervisor (Public Works) RISK ANALYST (OEPRM), DEPUTY DIRECTOR (OEPRM), TRANSPORTATION SUPERINTENDENT (ADOT)

WHEREAS, Section 3.12.020 of the Annapolis City Code provides that the City Council shall adopt job descriptions by Resolution after consideration of the recommendations of the Civil Service Board; and

WHEREAS, the Annapolis City Council has received minutes from the Civil Service Board (copies attached) which favorably approved the job descriptions; and

WHEREAS, pursuant to Resolution R-03-08 Revised approved January 28, 2008, the City Council adopted the official Job Description Manual providing specifications for each position of employment with the City; and

WHEREAS, it is necessary to incorporate job descriptions for any new positions adopted by the City Council into the current Job Description.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the following new job descriptions are hereby adopted and included as part of the current Job

Description Manual for the City of Annapolis; and are hereby approved and are effective on the date of adoption of this resolution:

GIS Coordinator (MIT);
GIS Technician (MIT);
MIT Administrative Support Analyst (MIT);
Facilities Maintenance Engineer I and II (Public Works);
Fleet Maintenance/Asset Forfeiture (Police);
Mobility and Parking Specialist (Transportation);
Community Health/Aquatics Supervisor (Recreation and Parks);
Facility Supervisor (Recreation and Parks);
Front Desk Supervisor (Recreation and Parks);
Marketing/Membership Coordinator (Recreation and Parks);
Dance and Fitness Coordinator (Recreation and Parks);
Harbormaster (Harbormaster);
Fire Administrative Specialist (Fire);
City Council Associate [(City Clerk)] (CITY MANAGER);
Administrative Enforcement Associate (Police); and
Facilities Maintenance Supervisor (Public Works).
RISK ANALYST (OEPRM)
DEPUTY DIRECTOR (OEPRM)
TRANSPORTATION SUPERINTENDENT (ADOT)

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 amendment

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

April 18, 2011

MEMBERS PRESENT: Robert R. **PENALOZA**, Chair
Anthony F. **CHRISTHILF**
Roberto L.**VELOSO**

EXCUSED: Clifton A. **JOHNSON**
Sherry M. **YANIGA**

STAFF PRESENT: Paul M. **RENSTED**, Acting Director of Human Resources
Tira R. **KIMBO**, Human Resources
Rose Mary **BLOUIN**, Human Resources
Phill **MC GOWAN**, Mayor's Office
Gail **SMITH**, Mayor's Office
Paul **THORN**, MIT
David **JARRELL**, Public Works
LeeAnn **PLUMER**, Recreation and Parks

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:00 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

After discussion with Department Directors and a review from Hendricks and Associates, Inc. regarding grade placement, the following positions were unanimously approved:

Digital Media & Marketing Administrator – Contractual to Civil Service
GIS Coordinator – Contractual to Civil Service
GIS Technician – Contractual to Civil Service
MIT Support Analyst – Contractual to Civil Service
Facilities Maintenance Engineer I and II – New Classification (Series of 2)
(one: existing CS: one: contractual)
Fleet Maintenance/Asset Forfeiture – New Classification
Mobility & Parking Specialist – Contractual to Civil Service
Community Health/Aquatics Supervisor – Contractual to Civil Service
Facility Supervisor – Contractual to Civil Service
Front Desk Supervisor – Contractual to Civil Service
Marketing/Membership Coordinator – Contractual to Civil Service
Harbormaster – Re-classification
Harbormaster Administrative Coordinator – Re-Classification

ISSUE BEFORE THE BOARD: Policy for Contractual Employees

The Board reviewed the proposed changes from the City Council. After a discussion, the Board approved the policy with one change.

After approval by the City Council, this would be a standard policy within the Human Resources Department.

The next meeting of the Civil Service Board is scheduled for Monday, May 16, 2011 at 8:00 am in the Council Chambers.

The meeting adjourned approximately at 9:15 am.

FOR THE BOARD:

_____
Robert R. Penaloza
Chairperson

cc: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 17, 2009

MEMBERS PRESENT: Robert R.**PENALOZA**, **Chairperson**
Anthony F. **CHRISTHILF**
Clifton A. **JOHNSON**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Rose Mary **BLOUIN**, Human Resources
Jerome Smith, Chief, Annapolis Fire Department

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:04 a.m.

ISSUE BEFORE THE BOARD: New Position – Fire Administrative Specialist

Mrs. Milburn presented documentation from the Annapolis Fire Department regarding the reclassification of Administrative Office Associate. A report from Hendricks & Associates, Inc. recommended that a new position entitled Fire Administrative Specialist be established at Grade A12. After discussion, the Board unanimously approved the new position and job description.

ISSUE BEFORE THE BOARD: Update on Rules and Regulations of the Personnel System.

Mrs. Milburn stated that Resolution R-52-09 went before the City Council and was referred to the Rules Committee. Questions from the committee will be answered by the next committee meeting in September. Update at next meeting.

ISSUE BEFORE THE BOARD: Update Resolution R-22-09 – Section 6 (Flexible Leave)

Mrs. Milburn stated that the Resolution was approved by the City Council on May 22, 2009.

ISSUE BEFORE THE BOARD: Update on Reclassification of Senior Planner in Planning and Zoning Department.

Mrs. Milburn stated that the position has been filled. Mr. Arason, Department Director, will wait and perhaps request a change to the job description at a later date.

ISSUE BEFORE THE BOARD: Update on Classification Policy

Mrs. Milburn presented the final draft of the Classification Policy. After discussion and with minor changes to the Position Analysis Questionnaire (PAQ), the Board unanimously approved the policy.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

The City has received a written opinion from Circuit Court for Anne Arundel County on this matter. The Office of Law will appeal the Court's decision to the Court of Special Appeals.

ISSUE BEFORE THE BOARD: Update on Bowen matter.

Ms. Milburn stated that the first phase of the Bowen case is complete. Human Resources is now awaiting releases for phase two (retired police and fire who did not participate in the first phase).

The next meeting of the Civil Service Board will be scheduled as needed.

The meeting adjourned approximately at 9:40 a.m.

FOR THE BOARD:

_____
Robert R. Penaloza
Chairperson

copy: Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

August 18, 2008

MEMBERS PRESENT: Clifton A. **JOHNSON**, Acting **Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Kimla **MILBURN**, Director of Human Resources
Danielle **MATLAND**, Director of Transportation
LeeAnn **PLUMER**, Director of Recreation & Parks
Shaem **SPENCER**, City Attorney
Lt. Brian **DELLA**, Police Department
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:05 a.m.

Ms. Milburn introduced and welcomed the new members of the Civil Service Board, Mr. Anthony F. Christhilf, Esquire and Mr. Roberto Veloso, Esquire.

ISSUE BEFORE THE BOARD: Request to Reclassify Transportation Parking/Grants Coordinator to Transportation Grants Specialist.

Ms. Milburn presented a memorandum from the Director of Transportation, Ms. Danielle Matland, requesting the separation of Parking and Grant duties within the department. The Grants Specialist is responsible for coordinating, preparing, submitting and following through to completion, grant applications. The Grants Specialist position will remain a full time Civil Service position while the Parking Coordinator position will revert to a contractual position. Funding is available for both positions in the fiscal year 2009 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to place into Civil Service the position of Election/Boards and Commissions Administrator.

Ms. Milburn presented a memorandum from the City Attorney, Shaem Spencer, requesting the placement into the Civil Service, the position of Election/Boards and Commissions Administrator.

Mr. Spencer stated that this position has existed since the 1980's as a contractual Elections Administrator and that over time, as election laws and processes have been modified, this position has expanded in duties and responsibilities, requiring the need for more continuity and permanency. Also, the demands of the City's various Boards and Commissions require the need for additional administrative assistance. This position has been funded as a full time permanent position in the FY09 budget.

The Board unanimously approved this change with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Status on Review by Office of Law on Revised Rules and Regulations.

With the departure of Mr. Spencer, he stated that the Assistant City Attorney, Ms. Williams will review and submit any recommendations to the Board in a timely fashion.

ISSUE BEFORE THE BOARD: Request to replace the vacant Recreation Leader I position at the Stanton Center with the new Civil Service position of Recreation Manager.

Ms. Milburn presented a memorandum from the Director of Recreation and Parks, LeeAnn Plumer, requesting the elimination of a vacant Recreation Leader I position at the Staton Community Center and to move the Recreation Manager position from contractual to Civil Service classification. The contractual salary is equivalent to a Grade 12 and the Civil Service classification would keep the Recreation Manager position the same salary grade.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Dance and Fitness Coordinator.

Ms. Plumer stated that this position has existed since 1981 and as the demand for dance and fitness programming continues to grow, without a permanent employee, the Department risks losing revenue for a well-respected program. The current contractual salary is $29,000 per year and the proposed pay for this classification would remain at less than $30,000 per year.

The Board unanimously approved this change with minor corrections on the job description.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the current contractual position of Hispanic Community Liaison.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the placement of Hispanic Community Liaison position into the Civil Service.

Lt. Della (on behalf of the Police Department) stated that this position interacts with the Hispanic community and the Police Department. This position is currently funded by a grant and will be submitted for full funding in FY10 with the proposed budget.

The Board unanimously approved this change with minor corrections to language in the job description.

The Board also recommended that a Hispanic Liaison-type position be created in the Human Resources Department for recruitment and staffing. This position would also conduct formal and informal educational programs for employees and the community; provide translation services to employees and the community; and would be available to all City departments.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of External Affairs Officer.

Ms. Milburn presented a memorandum from Police Chief, Michael Pristoop, requesting the need for a liaison between the Police Department and public at large. Lt. Della stated that this position would be responsible for planning, researching, preparation and dissemination of public information, news releases, public service announcements, and promotional and educational materials.

The Board unanimously approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to remove the rank of Police Major and Police Captain from Civil Service status.

Ms. Milburn presented a letter from Police Chief, Michael Pristoop, requesting the removal of the rank of Police Major and Police Captain from the Civil Service system.

Lt. Della stated that the Major position is currently filled by a contractual employee and that as of September 1, 2008, the last Captain will retire with no eligibility list for the Captain positions in place. Removing these positions from Civil Service status would enable the Police Chief to appoint Major or Captains from within or outside the agency.

As stated in Chief Pristoop's letter, modern, professional police departments generally structure top command positions in exempt status. Reclassification to Exempt status for Police Major and Police Captain will ensure greater accountability for performance.

After discussion, the Board unanimously approved these changes.

The meeting adjourned approximately at 9:43 am.

FOR THE BOARD:

_____
Clifton A. Johnson
Acting Chairperson

cc: D. Matland
L. Plumer
S. Spencer
M. Pristoop
Board Members
Mayor
Aldermen

THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES

May 9, 2012

MEMBERS PRESENT: Anthony F. **CHRISTHILF,** Acting Chair
Allen **PACK**
Sherry M. **YANIGA**

STAFF PRESENT: Paul M. **RENSTED**, Acting Director of Human Resources
Jacalyn BIERMAN, Human Resources
Rose Mary **BLOUIN**, Human Resources
David **STOKES**, Fire Chief
Kevin **SIMMONS**, Deputy Fire Chief
Richard **NEWELL**, Director of Transportation
Kwaku **AGYEMANG-DUAH**, Transportation Planner
Scott **WILLIAMS**, Capt., Police Operations
Robert **COUCHENOUR**, PW Superintendent

A quorum being present, the Acting Chairperson, Mr. Christhilf, called the meeting to order at 8:05 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions with Justifications

Job descriptions for Fire Department: Risk Analyst, OEM and Deputy Director, OEM, were unanimously approved.

Job description for Public Works: Facilities Maintenance Supervisor was unanimously approved.

Job description for Transportation Department: Revised: Transportation Superintendent; and Re-classification: Transportation Planning/Administration Division Chief were unanimously approved.

Job description for Police Department: Administrative Enforcement Associate was unanimously approved.

Job description for Mayor's Office: City Council Associate was unanimously approved with minor changes to the job description.

ISSUE BEFORE THE BOARD: Revised Rules and Regulations of the Personnel System

Sections 7 and 8 were distributed to the Board members for their review.

ISSUE BEFORE THE BOARD: A draft of Ordinance No. O-18-12

Draft of ordinance was distributed to the Board members for their information.

ISSUE BEFORE THE BOARD: Appeal Hearings

The Board requested information relating to any hearings. Mr. Rensted will discuss with Mr. Elson, Assistant City Attorney.

The meeting adjourned approximately at 9:10 a.m.

The next meeting of the Civil Service Board is scheduled for Monday, May 21, 2012 at 9:00 am in the Council Chambers.

FOR THE BOARD:

Anthony F. Christhilf
Acting Chairperson

Geographical Information System (GIS) Coordinator

Job Class Code: 1110
Pay Grade: 15
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The GIS Coordinator will coordinate, manage and maintain on a city-wide basis, all GIS programs and all related GIS activities including interfacing with City departments, County and State GIS agencies. The GIS Coordinator will work in the Office of Management Information Technology (MIT) under the MIT Manager.

DISTINGUISHING FEATURES OF THE CLASS: The employee will be responsible for the development, implementation, operation and enforcement of coordinated, shared use of City-wide GIS applications, databases, policies and procedures. Tasks may include formulation and documentation of short term tactical and long term strategic goals for the GIS program. The employee provides in-depth technical guidance, and assists participating City departments with planning, implementation and operational problems involved with GIS and related graphic processing.

EXAMPLES OF WORK: (Illustrative only)
Supervision and coordination of GIS technicians, or other associated staff

- GIS data integration with other city systems – asset management, financial, and computer aided design, computer generated graphics;
- Directs and participates in GIS application development from ESRI including ArcObjects programming.
- Plans and executes data conversions and system map maintenance for city-wide needs.
- Conducts application demonstration walk-through's with both internal (department heads, managers, and end users) and external (general public and other public organizations) and operations staff.
- Provides City-wide support in the development and production of spatial analysis, computer generated graphics, maps, charts and modeling requests.
- Advises users of new technical capabilities, coordinates and develops applicable and available training as required to effectively utilize the system.
- Monitors GIS system performance for accuracy and efficiency, and recommends technical upgrades.
- Monitors GIS system controls to ensure integrity and security of the system and client information resources.
- Responds to trouble calls concerning assigned GIS applications and directs or takes necessary corrective action to affect immediate and long term problem resolution.
- Prepares and presents proposed policy, procedure, and standards for the application of GIS technology.

- Develops policies and procedures concerning the implementation and operation of GIS applications and monitors compliance.
- City representative on publicly sponsored GIS committees, such as MSGIC and other similar committees. Coordinate with other municipalities with GIS related activities.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge, technical skills and abilities in ESRI's ArcGIS, ArcIMS, and ArcSDE. Development experience in ArcObjects, .NET, and with RDBMS experience using Oracle or other RDBMS. Ability to plan and manage activities related to GIS implementation and operations. Ability to communicate effectively with co-workers, civic leaders and the general public. Ability to make timely and dependable City-wide judgments and policies for short and long term.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in GIS and spatial data programs and operations. Considerable experience in management and coordination of enterprise-wide GIS systems, databases and applications. Graduation from a college or university of recognized standings with major work in business administration, mathematics, civil engineering, GIS and management information systems.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Geographical Information System (GIS) Technician

Job Class Code: 1111
Pay Grade: 11
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The GIS technician is an entry-level position and will report to the GIS Coordinator and be located in the City of Annapolis Office of Management Information Technology (MIT). The GIS Technician provides technical and administrative assistance to the City of Annapolis GIS program.

DISTINGUISHING FEATURES OF THE CLASS: The technician is responsible for developing and managing digital geographic data within a geographic information system (GIS). Duties include source map preparation and editing; digitizing; feature coding; data conversion; post conversion editing and labeling; map and report generation; data documentation (metadata preparation); and data maintenance operations.

EXAMPLES OF WORK: (Illustrative only)

- Operates GIS software to display geographic data;
- Designs, creates, and plots custom map products;
- Generates summary reports;
- Supports standard analytical functions;
- Handles internal and external agency requests;
- Interprets orthophotography and data conversion of data sources into the
- enterprise geodatabase;
- Educates new GIS users;
- Collects digital geographic data with a global positioning system (GPS) unit;
- Performs differential corrections on the data;
- Performs post collection editing and labeling, and data documentation;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Fundamental knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup and GPS devices. Working knowledge of: mapping and geographic information system applications, principles, techniques, terminology, and methods; techniques for developing and maintaining databases and centerline information. Knowledge of databases such as Access or SQL. Knowledge in ArcInfo, SDE, Spatial Analyst, and geodatabases .

ACCEPTABLE EXPERIENCE AND TRAINING: One year experience (course-work and internships are acceptable under guidelines) using ArcGIS 9 or ArcView 3.x.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended

periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

MIT Administrative Support Analyst

Job Class Code: 1109
Pay Grade: 10
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The MIT Administrative Support Analyst provides education, support, training, analysis and research to bolster IT skills used in business processes for departments, office supervisors, office managers and City employees. The MIT Administrative Support Analyst will work in the Office of Management Information Technology (MIT) and will provide office manager services to MIT under the direction of the MIT Manager.

DISTINGUISHING FEATURES OF THE CLASS: The MIT Administrative Support Analyst provides technical analysis, research and guidance, and assists participating City departments with planning, implementation and operational problems involved with IT processing. The employee will provide for the training of employees on how to apply office and application software in performing organizational and office procedures. The employee will provide for the training of employees how to efficiently and effectively use the telephone system, the City PC office suite desktop software and various computer application software. The employee will provide for higher levels of training for experienced employees to utilize these IT related tools more effectively and efficiently.

The MIT Administrative Support Analyst often acts as a liaison between the clerical staff and the professional, technical, and managerial staff on IT related activities and issues. This may involve implementing new City policies, procedures, functions, services or restructuring the workflow in their departments. They must also keep department managers informed of their progress and any potential problems. Often, this communication takes the form of research projects and progress reports.

EXAMPLES OF WORK: (Illustrative only)

- Analyzes procedural and system business process problems and make effective recommendations for corrective actions;
- Compiles data and prepare investigative reports for departments on business processes and functions;
- Compiles data and prepare investigative reports for departments on IT solutions to business processes and functions;
- Provides for, arranges, coordinates and analyzes employee training for City PC office suite desktop software - Microsoft Office;
- Provides for, arranges, coordinates and analyzes employee training for migration from Corel WordPerfect office suite to City PC office suite desktop software;
- Provides for, arranges, coordinates and analyzes employee training for City work group and e-mail software – GroupWise;
- Provides for, arranges, coordinates and analyzes employee training for City VoIP telephone system – Cisco;

- Provides for office manager services to the MIT office including preparation of purchase requisitions, accounts payable payments, software and hardware inventory tracking;
- Provides for assistance to PC support help desk;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have strong, extensive and highly organized office management skills. Thorough knowledge, technical skills and abilities in Microsoft Office Professional (Word, Excel, PowerPoint and Access) and Corel Office (WordPerfect, QuattroPro and Paradox). Ability to plan, organize and manage activities related to software training. Ability to do analytical thinking to analyze and report on department office operations and functions. Ability to do research on and report on department application software. Ability to communicate effectively with co-workers and employees.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in office management, supervision and operations. Considerable experience and expertise in Microsoft Office Professional software. Four years of clerical or administrative support experience in an office setting AND at least 6 months of experience as an office manager or supervisor.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to work at a desk in office and to observe activities in the field and office.
Visual ability: sufficient to operate a vehicle by both day and night, observe City activities taking place, to read and write reports, correspondence, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Facilities Maintenance Engineer I and II

Job Class Code:
Pay Grade: A11, A12
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Performs work as a journeyman carpenter, plumber, and electrician in the maintenance and repair of City buildings and systems, performs maintenance engineer work including all HVAC systems, boilers and related equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Facilities Maintenance Engineer I and II are differentiated on the basis of skills, certifications, experience and demonstrated ability to perform specified skills. In addition, they are distinguished by the level of supervision, ranging from moderate supervision of the work of a Facilities Maintenance Engineer I to the Facilities Maintenance Engineer II who performs the full range of responsibilities independently and oversees the day-to-day activities of the Facilities Maintenance Engineer I and the Senior Maintenance Technician.

The work performed by employees in this series is skilled work involving responsibility for efficient and craftsmanlike performance related to facilities, building maintenance and HVAC systems in all City facilities. The work is performed under the supervision of the Director of Public Works.

EXAMPLES OF WORK: (Illustrative only)
Facilities Maintenance Engineer I

- Makes and repairs bookcases, desks, tables and other office furniture;
- Repairs doors and locks;
- Makes and repairs window frames and replaces window glass and cords;
- Repairs fences and walkways;
- Repairs light fixtures and replaces light bulbs and ballasts;
- Repairs sinks, toilets, urinals, and minor plumbing problems;
- Makes minor electrical repairs;
- Builds forms for pouring concrete;
- Assists in office moves and relocations;
- Operates woodworking machinery;
- Assists in electrical, plumbing and related systems repairs;
- Incidentally does painting, masonry and related building trades work;
- Removes and constructs partitions, cuts doorways and hangs doors;
- Performs related work as assigned.
    - Assists with boiler and air conditioning repairs;
- Monitors HVAC equipment system controls and assists with repairs as needed;
- Maintains accurate records related to maintenance and repairs;
- Repairs electrical, plumbing and related systems;
- May supervise tasks performed by Senior Maintenance Technician;
- Implements preventive maintenance program(s) for City facilities;

- Assists in the routine maintenance and preventive maintenance of City owned equipment or facilities in compliance with all regulations and manufacturer recommendations;
- Performs other related duties as assigned.

Facilities Maintenance Engineer II

- Repairs or supervises HVAC, boiler and air conditioning repairs;
- Responsible for monitoring HVAC system controls and ensuring cost-effective
- operation of such systems;
- As directed by the Public Works Director, may work with outside contractors
- engaged for large or complex repair projects and inspects their work in process
- and upon completion;
- Provides oversight of assigned tasks of Facilities Maintenance Engineer I and Senior Maintenance Technician;
- Maintains accurate records and systems to implement and monitor City facilities repairs and preventive maintenance activities;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have Fourth Grade or higher Stationary Engineer's License with 2 or more years of experience in the operation, maintenance, and repair of boilers; must have 5 or more years of experience in the operation, maintenance and repair of air conditioning equipment, such as roof tops, split systems and air handlers; must have some experience in the operation, maintenance and repair of HVAC controls, such as VAV boxes, valves, and related operating systems; 7 years experience in the operation, maintenance and repair of commercial buildings systems, such as electrical, plumbing and other building systems; ability to work with computer systems and routine office machinery and software; thorough knowledge of the common practices, tools, terminology and accident prevention precautions of the carpentry, plumbing and electrical trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to estimate time and materials needed; ability to operate common woodworking machinery; ability to use hand tools related to plumbing and electrical repairs; basic computer skills required; strong customer service skills and the ability to build effective working relationships necessary.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS AND ABILITIES FOR FACILITIES MAINTENANCE ENGINEER II Must have First Grade Stationary Engineer's License with 10 or more years of experience in the operation, maintenance, and repair of boilers; must have 10 or more years of experience in the operation, maintenance and repair of air conditioning equipment, such as roof tops, split systems and air handlers; must have some experience in the operation, maintenance and repair of HVAC controls, such as VAV boxes, valves, and related operating systems; 7 years experience in the operation, maintenance and repair of commercial buildings systems, such as electrical, plumbing and other building systems; good ability to work with computer systems and routine office machinery and software.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience as a

journeyman carpenter, plumber, and electrician and completion of a standard high school or trade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment, to climb into and operate trucks; ability to withstand working outside in all bad weather conditions; ability to work from a ladder, scaffolding, or lift or in a confined space.

Visual ability: sufficient to perform finished carpenter, cabinetmaker skilled tasks, to observe unsafe conditions of buildings, to read and write reports, correspondence, instructions, etc. Ability to read gauges, instruments, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Fleet Maintenance/Asset Forfeiture Associate

Job Class Code: 7207
Pay Grade: 5
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Maintains vehicle maintenance schedules; collects storage and towing fees; prepares forfeiture cases for the State's Attorney's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A Fleet Maintenance/Asset Forfeiture Associate reviews seizure case files. The incumbent also schedules preventive maintenance of vehicles in the Police Department fleet.

EXAMPLES OF WORK: (Illustrative only)

- Composes and maintains vehicle maintenance schedule for each vehicle in fleet;
- Files vehicle repair, maintenance, accident or damage correspondence;
- Notifies and send report of motor vehicle accidents to insurer;
- Approves expenditures for parts and supplies for vehicle maintenance;
- Assists mechanic with the transportation of vehicles for the Maryland Motor Vehicle Administration vehicle emissions inspection program;
- Responds to the Maryland Motor Vehicle Administration for matters including but not limited to title and/or registration of police vehicles;
- Assists with basic repairs to police vehicles;
- Contact and/or meets with property owners, state's attorney's staff; insurance agencies, Police and Finance Department personnel; towing service personnel, members of the forfeiture units of other jurisdictions;
- Collects fees;
- Transports fees payments to the Finance Department;
- Reviews all police reports related to vehicles, currency and/or property seized for forfeiture for CDS violations;
- Maintains seizure records;
- Prepares monthly asset forfeiture and revenue reports;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Significant knowledge of Maryland state civil and criminal law regarding asset forfeiture; routine public relations practices; mechanical aptitude; ability to maintain accurate records; some knowledge of automotive services and minor repair practices; knowledge of City of Annapolis Government and Police Department policy and procedures is highly desires.

ACCEPTABLE EXPERIENCE AND TRAINING: Some mechanical/public relations/records keeping and report writing experience and high school graduation; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment up to 50 lbs; to climb into and operate passenger vehicle; ability to walk and transport documents and packages.

Visual ability: sufficient to effectively observe parking meters by day and night; to read and write reports, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Mobility and Parking Specialist

Job Class Code: 1615
Pay Grade: A13
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: The Specialist plans, develops and manages personal transportation and parking programs and oversees alternative transportation and parking enforcement activities; performs related work.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work developing, implementing and promoting alternative modes of transportation and public and private transport and parking programs for residents, businesses and commuters. The Specialist also supervises Parking Enforcement personnel. Supervision is received from the Director of Transportation through conferences, written and oral communications and evaluation of plans and results.

EXAMPLES OF WORK: (Illustrative only)

- Performs transportation/transit planning functions
- Analyzes existing bicycle, motor vehicle and alternative transportation usage, programs, and activities;
- Seeks grant funding opportunities for alternative transportation programming;
- Prepares documentation for grants, funding and RFP activities;
- Implements and supports Clean Commute initiatives in the City;
- Supervises parking enforcement personnel, including meter collection;
- Analyzes existing parking issues for the City and develops proposed solutions and improvements;
- Serves as Liaison to City's Parking Advisory Commission and Transportation Board;
- Organizes, attends and supports public meetings and hearings;
- Attends and represents the City at various bicycle, transportation and alternative transportation meetings and events;
- Reviews City development applications;
- Responds to citizen inquiries and requests for information;
- Provides recommendations and support for the City's Bicycle master Plan;
- Composes and edits the Bike Annapolis website and prepares a variety of written materials for dissemination of information;
- Compiles the Department's Environmental Report;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: BA/BS degree in transportation planning or related field; Professional Transportation Planner (PTP preferred or sufficient knowledge, skills or abilities to obtain certification within the first year or employment; a minimum of 2 years transportation planning experience in local government or the private sector, with a focus on sustainable transportation; good

knowledge of transportation planning and analysis; some experience and skill in marketing and promotions; working knowledge of standard practices of transportation administration; excellent verbal and written communications skills; ability to form effective working relationships; ability to explain complex

programs and concepts to a variety of audiences; ability to learn and apply local, state and federal regulations and requirements, laws and programs; ability to work independently within established guidelines; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to observe City activities taking place, to read and write reports, correspondence, instructions, etc. and to operate a vehicle both by day and at night.

Hearing ability: sufficient to hold conversation with other individuals in person, over a telephone and via radio transmission; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone or a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Facility Supervisor

Job Class Code: 1209
Pay Grade: A12
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Under general supervision, oversees daily operations, including facility maintenance and minor repair, space allocation/scheduling, emergency preparedness and/or safety programs primarily located at the Pip Moyer Recreation Center at Truxton Park. Supervises support staff responsible for facility services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Collaborates with a team of professionals in the operation and management of facility wide services and related programs. An employee in this class oversees the day to day facility operations including building use and scheduling of the recreation center at Truxton Park and supervises its part time employees. Under the Recreation and Parks Director, this employee works with intra-departmental staff to provide a safe, clean and pleasing facility for the best interest of facility users and members.

EXAMPLES OF WORK: (Illustrative only)

- Organizes, prioritizes, and directs facility cleaning, minor repair, and maintenance activities either independently or in coordination with other departments; conducts daily inspections of facility.
- Coordinates daily facility use with special set-ups, room arrangements, and program/needs as requested.
- Maintains general safety and security, monitors access, and maintains appearance and overall environment of the recreation center at Truxton Park.
- Enforces facility policies and regulations; accurately reports and appropriately documents accidents, injuries, and incidents.
- Acts as building safety officer; ensures compliance with all health code and OSHA workplace safety requirements; consults with safety committees; writes safety policies and procedures; takes corrective action for safety violations directly or through coordination with other departments.
- Hires, trains, evaluates and supervises part time building floor staff.
- Oversees the building cleaning and maintenance; makes suggestions for facility improvements.
- Acts as building emergency preparedness coordinator, creates, implements, and monitors department/facility action plans and policies; consults and coordinates with the Office of Emergency Management to maintain emergency readiness; conducts emergency drills.
- Corresponds with different organizations and government officials.
- Responsible for generating revenue through facility rental/use to meet overall Center revenue goals.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of facilities management, including building maintenance, space allocation, security, and principles and practices of safety and security including OHSA, FEMA emergency preparedness, and basic supervisory practices, performance management and evaluation techniques; good judgment; strong written and oral communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable community based and/or organizational experience, some of which shall have included supervision and graduation from a college or university and/or two or more years of journey-level experience providing facilities administration and safety or emergency preparedness services or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Front Desk Supervisor

Job Class Code: 6016
Pay Grade: A12
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Responsible for the successful operation of the front desk services for the Annapolis Recreation and Parks Department and the Pip Moyer Recreation Center at Truxton Park. Hires, trains and supervises part time front desk clerks and oversees desk operations to ensure members and guests receive the highest level of customer service possible. Oversees membership sales, program registration, facility rentals and other cash/credit card transactions. Reconciles daily cash/credit transaction sheets with Office Administrator.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees the operation and management of the front desk at the recreation center and for the Department including answering phones, cash management, membership sales, facility tours, information dissemination, program registration, facility rentals, and equipment check out; trains/supervises part time desk clerks and works with other professionals in the department to ensure satisfied members and guests of the center.

EXAMPLES OF WORK: (Illustrative only)

- Hires, trains and supervises part time front desk clerks and oversees desk operations to ensure visitors/callers receive the highest level of customer service possible;
- Serves at the lead customer service contact for members at the front desk, including answering questions, welcoming, problem solving, arranging tours, and other public communications;
- Assists with and directs clerks to register members and participants, via the mail, fax, phone and in person, collects fees and charges for department sponsored classes; issues facility permits; and prepares rental contracts for facility rentals;
- Manages the registration/membership software including running reports, refund processes, monthly batch renewals, camp payments, duplicate accounts, troubleshooting software issues and other related duties;
- Makes calls to service companies of copier, vending machines, and other office equipment. Responsible of maintenance of copier, fax machine, and other equipment;
- Monitors membership sales, registration system, facility booking and cash registers/boxes ensuring accuracy. Recommends adjustments to system as necessary with the Office Administrator/Department Director;
- Assists/recommends public information needs to Marketing Coordinator;
- Maintains office supply inventory and recommends purchases to Office Administrator;
- Monitors lobby area of center to ensure cleanliness and brochure distribution area/bulletin boards for inappropriate information/out of date materials;

- Ensures opening/closing desk and building procedures are followed daily; posts building schedule hours in coordination with Facilities Supervisor;
- Acts as a liaison between the front desk staff and other staff members;
- Develops, implements, and enforces front desk policies and procedures;
- Schedules front desk staff to ensure adequate desk coverage; maintains payroll for desk staff and ensures accurate reporting;
- Responsible for generating revenue through membership sales/retention to meet overall Center revenue goals;
- Covers front desk shifts as needed;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of management and customer service; 2 years of related job experience; ability to work with vendors and businesses and the general public in a tactful way; general knowledge of first aid/CPR practices and techniques; ability to develop and maintain effective relationships with co-workers and with activity participants; experience supervising activity personnel; ability to prepare clear and concise reports; ability to effectively communicate with staff, community members, and program participants. Strong oral and written communication skills; excellent interpersonal and leadership skills, and extensive knowledge of Microsoft Office applications. Must be willing to work days, evenings, and weekends as necessary.

ACCEPTABLE EXPERIENCE AND TRAINING:. Considerable organizational experience, some of which shall have included direct customer service experience and some college or university course work in the areas of business administration or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Experience in health club or hospitability industry is preferred. CPR, First Aid and AED certifications (must be obtained within 60 days of hire).

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Marketing/Membership Coordinator

Job Class Code: 6015
Pay Grade: A10
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Under general supervision, oversees and is responsible for all aspects of marketing and media tools (press releases, flyers, ads, etc.) to advertise memberships, programs and events offered by the Annapolis Recreation and Parks Department with the intent to increase awareness, participation, member recruitment and retention. Other duties include web site maintenance, public relations campaigns, and fairs/events.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position coordinates all marketing, media (print and web-based), and advertising to promote memberships and programs at the Pip Moyer Recreation Center, Stanton Community Center and Annapolis city parks. Work requires thorough knowledge and understanding of ARPD operations. High levels of initiative, judgment, and the ability to develop sound marketing plans are required.

EXAMPLES OF WORK: (Illustrative only)

- Research to identify clients, sector opportunities, and competition. Identify new markets, means to bring awareness, and ways to generate interest in memberships, programs and activities.
- Develop marketing literature, ensuring valid, current and accurate content.
- Assist in the creation of program guides including writing news articles, photos, editing and distribution.
- Develop and maintain an effective member retention plan, coordinated with other department staff.
- Plan, develop, and execute print media and media campaigns.
- Maintain department website with updated photos, copy, announcements, etc.
- Produce electronic newsletters and e-mail messages.
- Design and implement plans to market membership sales and programs.
- Write and distribute press releases, invite media to events and conduct on-air interviews as needed.
- Design, coordinate and negotiate advertising in local media.
- Coordinate events including meetings, speaking engagements, seminars, trade shows, and exhibits. Productively network in the community, attending public and civic events as appropriate.
- Monitor department communication plan and strategy for uniformity in message, including template, tag lines, and logo usage.
- Responsible for generating revenue through membership sales/retention to meet overall Center revenue goals.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the principles and practices of marketing and advertising and 2 years of related job experience. Strong oral and written communication skills; extensive knowledge of Microsoft Office applications.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable organizational experience, some of which shall have included direct marketing experience and some college or university course work in the areas of marketing, business development and/or business administration or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Dance and Fitness Coordinator

Job Class Code: 6013
Pay Grade: 4
FLSA: Non-Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Coordinates, supervises and leads programs and classes in the area of dance and fitness. Coordinates an annual dance recital for youth programs and classes. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work in organizing and teaching dance and fitness programming within the s cope of authority and in compliance with departmental policy. Considerable diplomacy must be exercised in dealing with participants, volunteer workers, and the general public. Work is performed under the general supervision of the Recreation Supervisor. Work is controlled and evaluated in conferences, through review of reports, and by observation.

EXAMPLES OF WORK: (Illustrative only)

- Plans, supervises and leads dance and fitness programs at suitable recreational facilities in the City;
- Coordinates an annual preschool/youth age dance recital land all associated duties;
- Plans seasonal class offerings and schedule with the Recreation Supervisor;
- Ensures classes follow progression and lesson plans for age appropriateness and defined program goals;
- Maintains safety and fun approach to dance and fitness development;
- Maintains departmental policies regarding class discipline and dress code as stated;
- Works to develop maximum participation/enrollment in offered programs;
- Recommends new program offerings to meet current trends and community interest in the area of dance and fitness;
- Communicates with parents of youth participants in a professional and courteous manner;
- Interacts regularly with other program compatibility and scheduling;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, rules, materials, and equipment required for a variety of recreational, dance and fitness activities as appropriate for the assigned area; ability to instruct participants, work with vendors and businesses and the general public in a tactful way; general knowledge of first aid practices and techniques; ability to develop and maintain effective relationships with co-workers and with activity participants; ability to prepare clear and concise lesson plans and reports; ability to recognize and plan creative community recreation activities within a set budget; good judgment, strong written and oral communication skills, and good physical condition required.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in the area

of dance instruction, recreation and fitness. Graduation from a college or university of recognized standing with an undergraduate degree in physical education, dance, or related field; experience in community organization, community action or similar community based work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Harbormaster

Job Class Code: 8001
Pay Grade: 18
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Manages and oversees the waterways and the harbor, and all related facilities and activities in the City. Works with the Mayor's Office, City Council, Committees, and Study Groups. Develops, recommends, and administers policy, legislation, budget, grants, and special events designed to serve and promote a safe, healthy, maritime industry for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class works independently and with staff in overseeing the public waterways and the harbor in the City. Responsible for the overall operation of the City's Harbor. Policy guidance is received from the Director of Recreation and Parks. Coordinates as necessary with U.S. Coast Guard, Corps of Engineers, Department of Natural Resources, City Fire and Police Departments, Port Wardens, Maritime Advisory Board and other agencies having jurisdiction over navigable waters and tributaries.

EXAMPLES OF WORK: (Illustrative only)

- Insures proper maintenance and operations of City dock facilities; Supervises operation of the City dock, including collection of user fee, administers lease and space assignments;
- Patrols harbor and City waterways to ensure safe, lawful circumstances;
- Investigates infractions of waterway laws and regulations;
- Warns, enforces, prosecutes and abates violations of waterway regulations, permits, laws and City code;
- Advises the Director on conditions;
- Oversees maintenance activities and accounts for revenue and expense related to harbor facility;
- Administers derelict boat program;
- Maintains navigation channels clear of obstructing vessels.
- Hires seasonal personnel, designs their training procedures, and supervises their training and provides management;
- Supervises training and performance of permanent personnel;
    - Supervises maintenance and operation of moorings; Supervises maintenance and operation of docks; Supervises maintenance and operation of street ending facilities;
- Administers large volunteer program for work related to the overall operation of the Harbor.
- Oversees maintenance and operation of pump-out boat;
- Oversees maintenance and operation of patrol boat;
- Writes specifications for new equipment; Writes specifications for maintenance of facilities and equipment;
- Projects revenues and costs; writes and manages the budget for the office;
- Develops efficient techniques for collection of fees and administers the private mooring waiting list;

- Writes grant proposals, obtains and administers grants; Administers State-sponsored abandoned boat and debris project using State funding and State laws;
- Screens, organizes, and manages or assist in managing special waterfront events; Maintains safe conditions in Harbor, including special weather alerts, pollution control, and fire hazards;
- Responds to user complaints;
- Attends meetings of Port Wardens and makes staff recommendations; Attends meetings of Maritime Advisory Board and makes staff reports and recommendations;
- Coordinates with Maryland Marine Trades Association and attends training sessions and policy meetings; Designs facilities such as docking facilities for the Volvo Challenge, and existing and future City moorings; Assures compliance with City laws and policies and take steps to enforce laws as applicable;
- Assists boating accident victims and boaters who have been victims of theft;
- Liaisons with the U.S. Coast Guard and the MD DNR for special events and operations;
- Assists and educates boaters and city employees in prudent and safe boating practices;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of practices concerning the operation of a harbor facility; good knowledge of modern business and accounting practices; good knowledge of Federal, State and City laws, regulations and procedures; good seamanship capabilities; qualified to operate watercraft under all conditions; knowledge of the operation of communication equipment; knowledge of the use of tide and current tables and effect of weather conditions; ability to supervise the work of others; ability to keep records and make reports.

ACCEPTABLE EXPERIENCE AND TRAINING: Some job-related experience at the level of Deputy Harbor/Marine Police, Navy or Coast Guard or equivalent. Completion of two (2) years of college courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Completed courses in CPR, Water Safety, and advanced Coast Guard courses in Rules of Road and Seamanship or equivalent of experience and training.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to operate various types of motor and sailboats; ability to withstand working outside in all extreme weather conditions; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to communicate effectively with other individuals both in person, over a telephone and/or with other individuals in person and over a telephone and/or radio.

Speaking ability: sufficient to hold conversation with other individuals in person and over a telephone and radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Fire Administrative Specialist

Job Class Code: 4109
Pay Grade: 12
FLSA: Non-Exempt
Updated: 8/09

GENERAL STATEMENT OF DUTIES: Serves as administrative assistant to the Fire Chief with responsibility for related administrative tasks of the department; responsible for all tasks associated with the department grants management; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible administrative supervisory position in the Fire Department responsible for detailed duties of a high level nature and of a wide and varied scope. This employee is required to make independent routine decisions consistent with city, state, federal and departmental policies and procedures. This position is responsible for all aspects of grants management for the Fire Department. Supervision and guidance is received from the Fire Chief or designee; through conferences, written and oral instructions and evaluation of plans and results.

EXAMPLES OF WORK: (Illustrative only)

- Provides staffing and departmental representation to various city boards, committees, commissions, and divisions of the Department and city;
- Interacts with citizens, answers questions, complaints, and routine correspondence concerning departmental policies and procedures, schedules, programs, etc. and addresses any issues which may arise from that interaction;
- Maintains and manages a wide variety of records and logs, pending folders, analyzes them and makes routine reports on them and initiates follow-up activities as necessary;
- Completes project specific assignments from departmental management;
- Delegates and supervises work of clerical employees or others as assigned by supervisors for form, accuracy and adherence to city and department policies and procedures;
- Performs a wide variety of duties, types, transcribes, operates computer equipment and assists in other duties as directed or as necessary;
- Supervises the preparation of departmental payroll, requisitions, vouchers, accident and injury reports, special incidents, orders, Worker Comp claims, other documents and performs related accounting tasks;
- Handles paperwork for the processing of personnel, including calculations for promotions, insurance and other varied applications;
- Performs a wide variety of services and related tasks as assigned by the Fire Chief, including confidential personnel matters;
- Conducts research needed to draft letters, contracts, reports and related documents;
- Establishes, and correspondence, tickler, and other files which are essential to the successful operation of the department;
- Responsible for researching, writing, submitting, coordinating, administering, overseeing associated finances and closing out of the Fire Department Grants; interacts, in person and by telephone with grantors; works with local, state and federal grant agencies as departmental representative; complies with applicable rules in purchasing protocols; prepares required documentation and specifications for grant purchases;
- Ability to perform CPR, use AED and deal with medical emergencies for drive-in patients

until medics arrive;

- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of office terminology, methods and procedures, management principles and research techniques; good knowledge of the principles and practices of public administration, procedures and equipment and of business arithmetic and English; good knowledge of budgetary procedures, bookkeeping and accounting; ability to take and transcribe with speed and accuracy; ability to analyze, interpret and report research findings; ability to follow complex oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to present complex concepts effectively either orally or in writing; willingness to learn and perform a wide variety of assigned tasks; good judgment and tact; some knowledge of the principles of governmental organization, regulations, laws and administration; ability to find, manage and coordinate grants and all applicable paperwork; knowledge of pertinent city, state and federal regulations.

ACCEPTABLE EXPERIENCE AND TRAINING: Minimum of five (5) years working for a high level manager or executive; minimum of two (2) years experience in all aspects of grants; Computer office suite education/certification; Basic First Aid Training; knowledge of or ability to gain grants training; Bachelors Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc,; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over the telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

City Council Associate

Job Class Code: 1516
Pay Grade: 10
FLSA: Exempt
Updated: 3/12

GENERAL STATEMENT OF DUTIES: Performs a wide variety of administrative functions in the City Manager's Office providing logistical and administrative assistance to the City Council.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position in the Office of the City Manager's Office which involves detailed administrative functions related to implementation of specific activities and responsibilities. Considerable judgment is required in establishing or adapting work procedures to new situations and in performing varied administrative services. Attendance at City Council and Council committee meetings is required. Supervision and direction is received from Members of the City Council. [and the City Manager.]

EXAMPLES OF WORK: (Illustrative only)

- Provides administrative support to the [Mayor and] City Council;
- Serves as recording secretary for standing committees;
- Attends and reports on standing committees;
- Acts as Liaison between the standing committees and the City Clerk, the Office of the Mayor, and other city departments;
- Creates agendas and minutes for all standing committee meetings;
- Assists City Council members in obtaining information from city departments;
- Assists City Council members in tracking legislation;
- Schedules all standing committee meetings as well as scheduling city employees and others to come before the standing committees;
- Performs administrative and research functions for standing committees;
- Serves as Recording Secretary for ad hoc committees as directed; [by the City Manager;]
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of governmental organization and administration; thorough knowledge of office procedures and equipment; ability to follow complex oral and written instructions; ability to plan, organize and implement a variety of activities; ability to present ideas effectively either orally or in writing within time constraints with minimal supervision; demonstrated ability to maintain complete records and prepare reports; ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures; ability to maintain confidential information; good oral and written communications skills; good judgment; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience in clerical work, some of which may have involved taking and transcribing minutes or preparing correspondence; completion of standard high school course with completion of business school or some college courses highly desirable; word processing experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods;

ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Administrative Enforcement Associate

Job Class Code: 4015
Pay Grade: 8
FLSA: Non-Exempt
Updated: 3/12

GENERAL STATEMENT OF DUTIES: Provides administrative assistance related to enforcement automation, statistics, reporting and processing of traffic related systems, speed enforcements, false alarm management and administration of other departmental systems as directed.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for generating notices, citations and other written materials, maintaining records and files, responding to inquiries and providing general administrative assistance related to enforcement automation, statistics, reporting and processing of traffic related systems, speed enforcement, false alarm management and administration of other departmental systems. Supervision and direction is provided by the Chief or designee through conferences, written and oral instructions.

EXAMPLES OF WORK: (Illustrative only)

- Uses online system to check for recorded violations;
- Establishes and maintains electronic filing systems;
- Issues civil citations to vehicle owners;
- Verifies vehicle registration and ownership information;
- Administers, controls and reviews alarm applications, register alarm companies and users with the Police Department;
- Manages day-today operations of the false alarm reduction program;
- Prepares, maintains and generates reports;
- Registers or provide registration information to alarm businesses, monitors, services and users;
- Suspends or denies alarm system registration based on written policies;
- Interacts with subcontracted services related to enforcement;
- Prepares monthly reports detailing enforcement, registration and related activities;
- Performs a wide variety of services and related tasks as assigned by the supervisor;
- Conducts research as needed to draft correspondence, reports and related documents;
- Performs other activities as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of State MILES/NCIC systems; familiar with State privacy laws concerning the release of information to the public; good knowledge of computer applications;; ability to read, understand, and implement complex instructions; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures; ability to maintain confidential nature of reports; graduation from High School with two years experience with computer systems; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine etc.; ability to reach into file drawers in standard four-drawer filing

cabinets.
Visual ability: sufficient to effectively read and write reports, correspondence, instructions. Etc.
Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
Freedom from mental disorders which would interfere with performance of duties as described.

Facilities Maintenance Supervisor

Job Class Code: 1207
Pay Grade: 13
FLSA: Exempt
Updated: 3/11

GENERAL STATEMENT OF DUTIES: Responsible as a working supervisor for ensuring that maintenance and repairs to City facilities are properly completed; supervises daily operations of the buildings and building systems and responds to problems as they occur; and does related work as required**.**

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work supervising City buildings and building systems, and ensuring that all general maintenance and repair work is completed in an efficient and cost-effective manner. Supervision is exercised over the facilities stationary engineers and facilities maintenance technicians. Additionally, coordination and oversight of outside vendors is occasionally required.

EXAMPLES OF WORK: (Illustrative only)

- Ensures that building equipment and systems are functioning properly;
- Ensures that proper and timely preventive maintenance is completed on City facilities;
- Ensures that facility service calls are responded to, scheduled and completed in a timely and proper manner that minimizes disruptions;
- Ensures the safety of City buildings from fire, flood, disrepair and other hazards;
- Identifies potential safety concerns, and mitigates the hazards;
- Identifies the backlog of deferred maintenance and repairs for City facilities;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must possess thorough knowledge of the maintenance and repair of building systems and associated building operations issues; knowledge or experience in coordinating major repairs or renovations of buildings; knowledge or experience in working with a maintenance management system, including creating and closing service tickets; ability to work all hours as needed in case of an emergency until the project is completed; ability to manage multiple and competing priorities; excellent customer service skills; excellent ability to analyze and solve complex building problems; and ability to work independently.

ACCEPTABLE EXPERIENCE AND TRAINING: Minimum of 5 years of experience as a working facilities maintenance supervisor responsible for multiple facilities; and a minimum of 7 years of experience performing facilities maintenance and repairs on a variety of building types; or any equivalent combination of education, experience, or training which will provide the required knowledge, skills, and abilities.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing

machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to perform strenuous maintenance and repair work on buildings and building systems.

Visual Ability: sufficient to visually inspect and then perform maintenance and repair of buildings and building systems; able to read and write reports, emails, maintenance control system, building drawings and as-builts, and other documents as needed.

Hearing Ability: sufficient to hold conversations with other individuals both in person and over a telephone.

Speaking Ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Risk Analyst

Job Class Code: XXXX
Pay Grade: 12
FLSA: Exempt
Updated: 04/12

GENERAL STATEMENT OF DUTIES: The Risk Analyst directs the City's risk management program and performs technical and administrative duties associated with that program.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position which encompasses activities pertaining to risk prevention, the purchase and monitoring of insurance coverage, and, with regard to self-insured risks, the analysis and settlement of claims alleging damages or injuries with the aim of reducing the city's risk expenses. The Risk Analyst reports to the Director of the Office of Emergency Preparedness and Risk Management and coordinates with employees, supervisors, department directors, and external stakeholders such as doctors and attorneys. The Risk Analyst monitors all risk-related investigations, provide progress reports and statistical summaries, and complete any other duties as assigned.

EXAMPLES OF WORK: (Illustrative only)

- Analyzes, investigates, evaluates, vehicle claims, general liability claims, workers compensation claims and any other claims to assess opportunities for cost savings;
- Monitors risk-related investigations and provides progress reports and statistical summaries;
- Serves as staff to the Risk Management Policy and Operations Groups and prepares reports and assessments for those groups.
- Assists the public, claimants, management, employees and others to assist with the resolution of claims;
- Acts as liaison to insurers or third party administrators;
- Manages various liability, property and specialty insurance policies;
- Acts as liaison with legal counsel, and coordinates and assists in proper preparation of claim files;
- Develops a strategic plan for the city's Risk Management Program;
- Maintains all appropriate files and records for the Risk Management Program;
- Coordinates and develops training to ensure compliance with new regulations;
- Provides assistance and guidance to departments regarding liability, risk issues and contract administration;
- Works with the Office of Law to review city contracts for insurance requirements and risk mitigation;
- Develops policies and procedures for loss prevention and risk control;
- Conducts research and prepares a variety of statistical and administrative reports;
- Coordinates the claim function with other risk management activities to provide an effective loss control program;
- Review current insurance legislation to determine necessary changes in insurance requirements and coverage. Assist in development and implementation of safety training programs for compliance with OSHA regulations and other federal, state or local requirements;
- Assists in the preparation of division budget and oversees expenditures;

- Represents the city on external committees/commissions/boards that concern themselves with risk management matters;
- Responds on behalf of the city to external surveys, questionnaires, correspondence, etc., that pertain to risk management matters;
- Notifies the proper authorities of any unsafe, hazardous conditions, suggest corrections, follow-up suggestions until completion.
- Supervises work groups and projects.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to establish, operate and maintain an effective risk management function, ability to acquire familiarity with policies and procedures; ability to exercise tact, courtesy, and professional judgment. Considerable knowledge of principles, practices and techniques of public risk management, state and federal regulations related to areas of responsibility, and considerable knowledge of principles and practices of supervision and management, ability to manages multiple projects, effectively analyze factors concerning risk, liability, safety and occupational hazards, ability to identify and resolve problems, plan, organize and supervise the work of others, ability to establish and maintain effective working relationships with employees, other agencies and the public, ability to communicate effectively verbally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduate from a university or college of recognized standing and at least five (5) years experience in program management and/or development. Experience providing written and oral reports to top government officials, writing and developing strategic plans and project management plans, interfacing with contractors, and developing organizational solutions to improve safety, efficiency, and to create cost-savings.

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to perform required inspections on construction sites; ability to ambulate over rugged terrain and climb ladders; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.
Visual ability: to effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.
Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Deputy Director
Office of Emergency Preparedness and Risk Management

Job Class Code: XXXX
Pay Grade: A14
FLSA: Exempt
Updated: 3/12

GENERAL STATEMENT OF DUTIES: Assists Director in the overall administration of the Office of Emergency Preparedness and Risk Management, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position as second in command at the Office of Emergency Preparedness and Risk Management. Duties involve responsibility for the execution of the Director's emergency preparedness goals, and for assisting the Director in all Office of Emergency Preparedness and Risk Management activities. The work requires a comprehensive knowledge of emergency mitigation, preparedness, response and recovery. Specific assignments and instructions regarding policies, programs and objectives are received from the Director. The Deputy Director is responsible for directing and managing the emergency planning, training and exercise divisions and performing grants administration. The work is carried out with wide latitude for exercising independent judgment in managing personnel. Additionally, during emergency activations, the Deputy Director will serve as EOC Manager in the Emergency Operations Center to ensure the protections of life and property throughout the City of Annapolis. This is an essential position which requires extended work hours during emergency situations. Work is performed under the direction of the Deputy Fire Chief.

EXAMPLES OF WORK: (Illustrative only)

- Manages daily office operations, plans, develops, reviews, updates, and coordinates City all-hazard emergency operations plans;
- Acts as Director in his/her absence;
- Monitors activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation;
- Ensures capabilities are in place to manage consequences of disasters from all-hazards, including developing plans, such as emergency, continuity, hazard mitigation, recovery, evacuation, and shelter plans, among others;
- Proposes alteration of emergency response procedures and plans based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations;
- Monitors changes to federal, state, and local regulations affecting emergency plans and ensures that plans adhere to regulations;
- Trains local groups in the preparation of long-term plans that are compatible with federal and state plans;
- Develops, oversees and assists in the development and implementation of training, exercise, evaluation programs for employees, citizens, state and regional government partners, and private sector stakeholders to ensure all-hazards preparedness;
- Procures resources and/or develops MOUs to ensure the city has sufficient equipment and supplies for all-hazards preparedness;
- Supports regional planning and coordination related to domestic preparedness and

readiness issues;
- Develops and implements City strategic planning efforts relative to domestic preparedness and conducts threat and vulnerability assessments;
- Supervises planning, training and exercise personnel;
- Manages OEM budget and is responsible for OEM grant activities;
- Applies for federal funding for emergency management related needs and administers programs and projects to ensure compliance and provides grant status reports;
- Manages the Emergency Operations Center during extended operational periods;
- Coordinates disaster response or crisis management activities, orders evacuations, opens public shelters, and implements special needs plans and programs;
- Maintains the readiness of the Emergency Operation Center and staff;
- Responds to inquiries from the public and the City related to emergency preparedness matters;
- Consults with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency;
- Collaborates with other officials to prepare and analyze damage assessments following disasters or emergencies;
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of emergency management principles, practices, methods, techniques, and equipment, leadership, training and supervision, emergency management organizations and administration, related laws, protocols, laws, rules and regulations, ability to assist in planning, organizing, directing and administering department functions and activities, ability to train, ability to supervise and evaluate the work of department personnel; advanced ability to apply emergency management principles, practices, methods and techniques, ability to supervise record keeping and reports for FEMA, MEMA and other federal, state, or local agencies, ability to maintain appropriate certifications as required by local, state and/or federal mandates, ability to establish and maintain effective working relationships with superiors, subordinates, colleagues and the public and to communicate effectively orally and in writing. Considerable knowledge, skills and ability to lead and provide guidance.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a two-year college and study of a related subject matter; or any equivalent combination of experience and/or training which provides the required knowledge, skills and abilities; possession of a valid Maryland Driver's license (Class A, B, or C).

AMERICANS WITH DISABILITIES ACT:
Physical ability: ability to lift heavy objects or persons in the course of rescue/fire suppression activities; ability to climb ladders, haul hose, wear/carry required protective clothing and gear in course of training or rescue/fire suppression activities, to operate extrication equipment; ability to withstand working outside in all extreme weather conditions.

Visual ability: sufficient to operate a fire vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to observe fire code violations, to read and write reports, correspondence, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.
Freedom from mental disorders which would interfere with the performance of duties as described.

Transportation Superintendent
Job Class Code: 1604
Pay Grade: 14
FLSA: Exempt
Updated: 9/05

GENERAL STATEMENT OF DUTIES: Supervises the daily operations of the municipal Transit and Parking operations; provides oversight to taxicab regulations, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is skilled operational management directing the daily operations of the municipal transit and mobility services, and parking operations. An employee in this class is responsible for the daily service operations of the transit vehicles and the oversight of shift supervisors, operators, parking enforcement officers, Taxi Cab administration and other operational personnel. Supervision is provided by the Transportation Director or his/her designee through conferences, written and oral instructions and evaluation of transit operations.

EXAMPLES OF WORK: (Illustrative only)

Plans and schedules work times and shifts of all transit operational and parking enforcement operational and maintenance personnel to provide uninterrupted public transportation services;

Plans and schedules work tasks and routines;

Monitors vehicle locations and movement patterns and makes decisions affecting service scheduling and reliability;

Supervises the daily work performance of all transit operational and parking enforcement personnel and evaluates their performance;

Oversees the preventive maintenance program and is responsible for purchasing and preparing budget estimates;

Oversees and monitors adequate inventory controls;

Oversees the maintaining and processing of all operational and parking enforcement records and reports;

Responds to and investigates complaints, incidents, accidents and other emergency situations, and develops necessary actions and reports;

Supervises daily and monthly fare collection and deposits;

Issues disciplinary action as appropriate;

Spot checks vehicle operation performance on the road;

Makes decision on route changes based on weather conditions;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: The transportation superintendent's position requires excellent knowledge of State regulations and laws pertaining to motor bus operations; good knowledge of the operational principles and practices of modern transit systems; thorough knowledge of the City Code as it pertains to parking; ability to plan and supervise the work of others; ability to establish and maintain effective working and public relationships; ability to read, understand and implement complex schedules and manuals

ACCEPTABLE EXPERIENCE AND TRAINING: Experience in a Transportation Department in a supervisory capacity and some post-high school education; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Maryland. Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

AMERICANS WITH DISABILITIES ACT:
Physical ability: strength and agility sufficient to lift and maneuver objects such as tools and equipment, to climb into and operate buses; ability to withstand working outside in all extreme weather conditions.
Visual ability: sufficient to operate buses both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.
Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.
Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and /or radio.
Freedom from mental disorders which would interfere with performance of duties as described.

Transportation Planning/Administration Division Chief

Job Class Code: xxxx
Pay Grade: A17
FLSA: Exempt
Updated: 4/12

GENERAL STATEMENT OF DUTIES: Provides administration and management oversight of municipal, public and private transportation and parking programs; acts as director in his or her absence absence.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work providing complex assistance, management and policy support to the Director; assists in the implementation of departmental goals and objectives; provides senior level professional planning and project/program management; assists the director in planning, budgeting and providing administrative support to the department subject to the general direction of the director. Work is performed with considerable latitude for independent initiative and judgment under the direction of the Director of Transportation.

EXAMPLES OF WORK: (Illustrative only)

- Provides assistance and support to the Director in the direction and management of the department; analyzes and implements policies and procedures;
- Assists in the development, update and modification of departmental short and long-range plans; preparation of the annual budget;
- Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement;
- Plans, reviews and evaluates, in conjunction with the Director, the work of the assigned subordinate management and professional staff; acts as department second in command and as Director in Director's absence;
- Participates in personnel actions including hiring and disciplinary actions; provides or coordinates management staff training; works with employees to correct deficiencies; confers with subordinates on special problems of departmental administration;
- Develops, revises and implements methods, procedures and processes necessary to maintain or enhance the department's workflow as requested by the Director; revises and advises subordinate staff in program development;
- Formulates, develops, implements and amends as necessary, administrative policies and procedures for the department, with an emphasis on improving operational efficiency and cost savings;
- Meets with the Mayor, City Council members, boards, committees and the general public (as needed) regarding the appropriate role and responsibilities of the department within the community; responds to and resolves difficult and sensitive inquiries and complaints;
- Prepares or oversees vehicle and major equipment specifications and procurement; performs job assignment/reassignment, positions and performance evaluations; and designs and implements in-service training;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services;
- Serves as project manager for multiple complex regional and community transportation planning projects, a variety of special projects; facilitates project activities and resolves

issues; develops and submits project reports to the Director;

- Performs a wide variety of functions including policy analysis, research, data analysis, plan development, community outreach, technical assistance, project and contract management;
- Responsible for the City's transportation planning program including the implementation of transportation policy recommendations in the City's Comprehensive Plan; enforcement of Adequate Public Facility standards for non-motorized and vehicular transportation;
- Reviews/conducts traffic impacts of proposed development; update guidelines for traffic impact analysis as necessary;
- Manage/coordinates the City's participation in the metropolitan transportation planning process including the development and implementation of the required Unified Planning Work Program and budget, and preparation of associated quarterly reports and invoices;
- Responsible for service planning including the development and implementation of Transit Development Plan; designs/develop new services; monitors service performance in compliance with the department's service policies and recommends improvements, deletions;
- Conducts operational analysis and research and proposes new programs to improve public transportation system;
- Collates information from varied sources for Federal and State reports including National Transit Database monthly and annual reports; manages Annapolis Transit Title VI program and environmental assessments;
- Resolves operational issues as necessary and serves as a resource to supervisory staff;
- Makes presentations to local employers, employees and other groups and acts as municipal representative to the local community groups on transportation matters;
- Works with local and regional groups to coordinate efforts, particularly as they relate to parking, transportation and economic development;
- Participates in administration of taxicab regulation in the City and off-street parking.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 10 or more years professional transportation planning and/or management experience in a public or private organization, which must include at least two years of supervisory experience in a transportation environment; working knowledge of federal, state and local law and regulation relating to public transportation and planning; initiative and resourcefulness in handling a wide variety of general problems; good interpersonal and mediation skills; good judgment; ability to establish and maintain effective working relationships; ability to deal effectively and courteously with complaints and concerns; excellent verbal and written communications skills and strong writing abilities; ability to organize and direct work methods and activities without close supervision; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ACCEPTABLE EXPERIENCE AND TRAINING: MA/MS in transportation planning, business administration or a closely related field with considerable academic work and/or experience in transportation management/planning from an accredited college or university; Extensive and progressively responsible professional transportation management and planning experience, including transit operations, transportation planning, fleet management and maintenance, project management, public budget process, union and civil service experience, supervisory

background, and familiarity of local, State and Federal laws governing municipal transportation service organizations; possession of a valid Driver's License or the ability to obtain same within 30 days of employment.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets; ability to work irregular hours.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to observe City activities taking place, to read and write reports, correspondence, instructions, etc. and to operate a vehicle both by day and at night.

Hearing ability: sufficient to hold conversation with other individuals in person, over a telephone and via radio transmission; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone or a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

FISCAL IMPACT NOTE

Legislation No: R-11-12 **First Reader Date:** 3-12-12
Note Date: 4-3-12

Legislation Title: Updated Job Descriptions

Description: For the purpose of approving the new job descriptions for the GIS Coordinator (MIT), GIS Technician (MIT), MIT Administrative Support Analyst (MIT), Facilities Maintenanc Engineer I and II (Public Works), Fleet Maintenance/Asset Forfeiture (Police), Mobility and Parking Specialist (Transportation), Facility Supervisor (Recreation and Parks), Front Desk Supervisor (Recreation and Parks), Marketing/Membership Coordinator (Recreation and Parks), Dance and Fitness Coordinator (Recreation and Parks), Harbormaster (Recreation and Parks), Fire Administrative Specialist (Fire), City Council Associate (City Clerk), Administrative Enforcement Associate (Police), and Facilities Maintenance Supervisor (Public Works).

Analysis of Fiscal Impact:

This legislation updates jobs descriptions for 15 jobs. Except for the positions of Harbormaster, Administrative Enforcement Associate, and Fleet Maintenance/Asset Forfeiture Associate, all will have a fiscal impact. The fiscal impact for increased salaries, FICA and Medicare taxes on the additional salary amounts, and Maryland State Retirement contributions is estimated at $182,492.

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-19-12

Introduced by: Alderwoman Finlayson and Alderman Arnett

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/14/12			8/10/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	5/14/12		

AN ORDINANCE concerning

Assistance for Aldermen and Alderwomen

FOR the purpose of establishing the civil service position of City Council Associate reporting to the City Manager.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Chapter 2.16

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 2.16 – City Council

Article II- Generally.

2.16.190 - Standing committees.
A. There are designated the following standing committees of the City Council, which shall review and make recommendations with regard to matters referred to them and shall perform other general duties and responsibilities:

1. Finance Committee. The Finance Committee shall handle all matters relating to the review of the budget and continuous surveillance of the budget. The Finance Committee shall have power to review and make recommendations with regard to the Mayor's annual operating budget and shall submit recommendations with regard to the budget to the City Council not later than the second Monday in May of each year. The Finance Committee shall review all proposed amendments to Title 6 (Revenue and Finance) of this code.

2. Public Safety Committee. The Public Safety Committee shall consider matters affecting public safety in the City. The Public Safety Committee shall review all proposed amendments to Title 11 (Public Peace, Morals and Welfare) and Title 12, (Vehicles and Traffic) of this code.

3. Rules and City Government Committee. The Rules and City Government Committee shall review and consider all proposed amendments to the Charter and all proposed amendments to Title 1 (General Provisions), Title 2 (Administration), Title 3 (Personnel), Title 4 (Elections), Title 20 (Subdivisions), Title 21 (Planning and Zoning) and Title 22 (Adequate Public Facilities) of this code.

4. Economic Matters Committee. The Economic Matters Committee shall consider matters affecting the economy of the City; make recommendations to the City Council on issues relating to the operation of the Markethouse and the regulation of the City Dock; study, independently and with private historic preservation organizations, issues concerning historic structures in the City; and study, consider and make recommendations regarding issues of cable television service to the City of Annapolis and its citizens. The Economic Matters Committee shall review all proposed amendments to Title 7 (Business Licenses, Taxes and Regulations) and Title 17 (Buildings and Construction) of this code.

5. Housing and Human Welfare Committee. The Housing and Human Welfare Committee shall consider issues of housing and matters affecting the general health, welfare and quality of life of the residents of the City. The Housing and Human Welfare Committee shall review all proposed amendments to Title 8 (Animals), Title 10 (Health and Safety), and Title 18 (Landlord and Tenant Relations) of this code.

6. Environmental Matters Committee. The Environmental Matters Committee shall consider matters affecting the natural environment of the City. The Environmental Matters Committee shall review all proposed amendments to Title 14 (Streets, Sidewalks and Public Places), Title 15 (Harbors and Waterfront Areas), and Title 16 (Public Services) of this code.

7. Transportation Committee. The Transportation Committee shall consider matters affecting parking, public transportation, and vehicular traffic. The Transportation Committee shall review all proposed amendments to Title 12 (Vehicles and Traffic), Title 14 (Streets, Sidewalks and Public Places), and Title 22 (Adequate Public Facilities) of this Code.

B. Each of the committees as enumerated in this section shall have other and further duties and responsibilities as are designated to them by the City Council. The Mayor may designate any other standing or special committees as the Mayor deems appropriate from time to time.

2.16.200 - Membership on boards and commissions.

In the capacity of an ex officio, nonvoting member, the Mayor and each Alderman may attend the meetings and participate in the discussions of the following bodies:

A. Commission on Aging;
B. Environmental Commission;
C. Human Relations Commission;
D. Recreation Advisory Board; and
E. Transportation Board.

2.16.210 - Assistance for Alderman.

[Subject to the availability of funds,**]** CIVIL SERVICE staff may be employed or services engaged by contract to assist aldermen, individually or collectively, with their public responsibilities.

A. CIVIL SERVICE ASSISTANCE. THERE SHALL BE ESTABLISHED THE CIVIL SERVICE POSITION OF CITY COUNCIL ASSOCIATE, REPORTING TO THE CITY MANAGER. THE CITY COUNCIL ASSOCIATE SHALL PROVIDE CONTINUITY AND EXPERTISE THAT SPANS ACROSS CITY COUNCIL TERMS OF OFFICE. THE CITY COUNCIL ASSOCIATE SHALL PROVIDE LOGISTICAL AND ADMINISTRATIVE ASSISTANCE TO THE CITY COUNCIL AND SERVE AS RECORDING SECRETARY FOR CITY COUNCIL STANDING COMMITTEES.

B. CONTRACTUAL ASSISTANCE. The **[**aldermen**]** ALDERMAN OR ALDERWOMAN who is senior in service (senior alderman OR ALDERWOMAN) shall, at the direction of a majority of the aldermen AND ALDERWOMEN, advise the Department of Human Resources of the nature of ANY CONTRACTUAL assistance needed. The Department OF HUMAN RESOURCES shall encourage qualified persons to apply. With the approval of a majority of the aldermen AND ALDERWOMEN, the Department shall employ or engage on a contractual basis a qualified person. The person so CONTRACTUALLY employed or engaged shall be subject to the immediate supervision of the **[**Director of the Department of Human Resources**]** CITY MANAGER. However, the overall direction of the work shall be determined by a majority of the aldermen AND ALDERWOMEN acting through the senior alderman OR ALDERWOMAN. At the request of a majority of the aldermen AND ALDERWOMEN, acting through the senior alderman OR ALDERWOMAN, the **[**Director of the Department of Human Resources**]** CITY MANAGER shall dismiss the person so CONTRACTUALLY employed or engaged. While CONTRACTUALLY employed or engaged to assist the aldermen AND ALDERWOMEN with their public responsibilities, the CONTRACTUAL person is not part of the merit system.

2.16.215 - Dedicated office space in City Hall.
In order to execute the public responsibilities of their position, Aldermen and Alderwomen shall be provided with dedicated work and meeting space in City Hall. Such work and meeting space shall include desk(s), and a secure locker and file cabinet for each Alderwoman and Alderman, a conference table and chairs and other similar amenities to make the space functional. Aldermen and Alderwomen shall have access to appropriate information technology such as computers, printers and telephones. The office of any staff provided for Aldermen and Alderwomen assistance in Section 2.16.210 shall be co-located within the office space designated for the Aldermen and Alderwomen.

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

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

O-19-12

Assistance for Aldermen and Alderwomen

The proposed ordinance would provide for the civil service position of City Council Associate within the City Manager's Office. The proposed ordinance would establish the City Council Associate position to provide logistical and administrative assistance to the City Council and serve as recording secretary for City Council Standing Committees.

Prepared by Jessica Cowles, Legislative and Policy Analyst, Office of Law at JCCowles@annpolis.gov or (410) 263-1184.

FISCAL IMPACT NOTE

Legislation No: O-19-12 **First Reader Date:** 5-14-12
Note Date: 5-23-12

Legislation Title: **Assistance for Aldermen and Alderwomen**

Description: For the purpose of establishing the civil service position of City Council Associate reporting to the City Manager.

Analysis of Fiscal Impact:

This legislation would add a civil service position which has not yet been ranked. Using grade A10 as an example, with a salary range from $41,162.44 to $65,859.52, and assuming a new employee was hired at the base level, the cost for the first year, including salary, the City's share of Social Security and Medicare, the City's contribution to the Maryland State Retirement and Pension System, and an estimate of the City's contribution to health benefits, would be about $61,815.

Funding is in the FY2012 and Fy2013 budgets via currently vacant positions.

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-14-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12			7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/23/12		
Public Safety	4/23/12		

AN ORDINANCE concerning

The Department of Emergency Preparedness and Risk Management

FOR the purpose of establishing the Office of Emergency Preparedness and Risk Management in the Annapolis City Code; authorizing the Mayor to declare and terminate a local state of emergency; defining the powers granted to the Mayor and City Council during a local state of emergency; classifying violations as a misdemeanor punishable by fine and imprisonment; and, codifying the duties of the Office of Emergency Preparedness and Risk Management.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Section 2.48.210
Section 11.40.010
Section 15.04.040

BY adding new the following portion to the Code of the City of Annapolis, 2011 Edition:
Chapter 11.48

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 2.48 – BOARDS, COMMISSIONS AND COMMITEES
Article VII – Risk Management Committee

2.48.200 - Established.

There is established a committee on safety, productivity and risk management, the official designation of which shall be the Risk Management Committee.

2.48.210 - Composition.

The Risk Management Committee shall consist of [the following members: the director of human resources, who shall be the chair; the Director of Finance, who shall be the vice chair; the Director of Public Works or the director's designated representative; the Chief of Police or the chief's designated representative; the Fire Chief or the chief's designated representative; the director of transportation or the director's designated representative, and other members as the Mayor, from time to time, designates.] BOTH AN OPERATIONS GROUP AND A POLICY GROUP THAT WORK IN TANDEM TO CREATE A CULTURE OF TRANSPARENCY BY MAKING INFORMATION AVAILABLE TO ALL EMPLOYEES AND ACCOUNTABILITY BY REPORTING COMPLETELY AND ACCURATELY. THE DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT SHALL LEAD THE OPERATIONS GROUP AND POLICY GROUP.

2.48.220 - Duties.

The Risk Management Committee shall:

A. Establish policy relating to the safety of City employees while on duty and the preservation and protection of City-owned property;

B. Review, evaluate and make recommendations pertaining to departmental personnel and property safety regulations, procedures and activities;

C. Report to the City Council by means of committee minutes the activities of the committee. These minutes shall include, but not necessarily be limited to, reports of injury to City employees while on duty, damage to or loss of City-owned equipment and property, and damage or loss claims filed against the City by other persons as a result of accident or injury;

D. Perform other duties as may be assigned to it by the City Council.

Chapter 11.40 - CURFEW.

11.40.010 - Proclamation by Mayor.

Whenever the Mayor determines that a public emergency exists within the City [because of war, threatened riot, fire, disease, civil disorder or threatened civil disorder, crime] PURSUANT TO THE DEFINITION OF PUBLIC EMERGENCY IN CHAPTER 11.48 OF THIS CODE or FOR other reasons necessitating the imposition of a curfew, the Mayor shall proclaim publicly a curfew and shall proclaim the hours and days during which the curfew shall be effective. During a curfew, a person may not be or remain upon any street, alley, park, playground, wharf, dock or other public ground, public place or public building. Any person found guilty of a violation of this section is subject to a fine, or imprisonment, or both as established by resolution of the City Council.

Chapter 15.04 - MANAGEMENT OF CITY WATERS

15.04.010 - Jurisdiction over vessels and persons aboard vessels.

A. Every vessel located in or on City waters and the people aboard each vessel are subject to

City Code, Title 15.

B. Every person in or on City waters shall obey lawful orders of the Harbor[ ]Master in his enforcement of City Code, Title 15, including, but not limited to, orders to provide identification, evidence of citizenship, and documentation regarding the vessel, voyage, and identity of owner and crew; to pay for municipal slips and moorings; and to register with the Harbor[ ]Master. Refusal to comply with any lawful order of the Harbor[ ]Master, or failure to provide correct and current information, is a municipal infraction and is cause for the revocation of mooring or docking privileges, as well as the imposition of other sanctions prescribed by this title.

15.04.020 - Jurisdiction over structures in City waters.

The Harbor[ ]Master shall have the authority to enforce Title 15 as it relates to every structure, mooring and other device found anywhere in City waters.

15.04.030 - Authority to issue orders affecting vessels.

A. To provide for the orderly management of City waters, the Harbor[ ]Master may order the relocation of any vessel stored, anchored, berthed or moored in City waters if relocation is required to ensure public safety, to prepare the harbor for scheduled events or to facilitate and protect harbor operations. Upon a determination that it is necessary to relocate a vessel, the Harbor[ ]Master shall order the owner or operator to relocate the vessel, if the owner or operator is aboard the vessel, or in the immediate vicinity of the vessel. If a person fails to relocate a vessel as ordered by the Harbor[ ]Master, or if the owner or operator is not found in the immediate vicinity of the vessel, the Harbor[ ]Master or someone at his or her request may remove the vessel to a boat storage facility, or have the vessel relocated to a safe place of storage. If so removed, the Harbor Master shall notify the owner of the vessel of the new location of the vessel. The owner of the vessel is responsible for all costs and expenses associated with the towing and storage of a vessel.

B. A person who fails to comply with an order of the Harbor[ ]Master to relocate a vessel pursuant to this section is guilty of a municipal infraction.

15.04.040 - Compliance with Harbor[ ]Master during a declared public emergency.

A. During any public emergency declared by a City Public Safety Official, including, but not limited to Homeland Security Advisory [Condition Orange or Red], weather emergencies, fire emergencies, pollution incidents or threat conditions connected with the safety of any person, the Harbor[ ]Master may refuse any and all vessels entry into City waters, refuse or revoke docking, anchoring or mooring privileges, order the relocation of vessels, and carry out any instructions issued by the Director of THE OFFICE OF Emergency [Services] PREPAREDNESS AND RISK MANAGEMENT. As used herein, "public safety official" includes the Mayor, Fire Chief, Police Chief and Director of THE OFFICE OF Emergency [Management] PREPAREDNESS AND RISK MANAGEMENT.

B. It is unlawful for a person to fail to comply with an order of the Harbor[ ]Master made pursuant to this section. A violation of this section is a misdemeanor punishable by a fine or by imprisonment, or by both as established by resolution of the City Council.

15.04.050 - Delegation of authority.

During a period of absence, the Harbor[ ]Master may delegate his authority to another member of the Harbor[ ]Master's staff.

15.04.060 - Authority of Police to enforce laws in this title.

A. A member of the Annapolis Police Department, and any duly appointed police officer of Anne Arundel County and the State of Maryland who have jurisdiction in the City of Annapolis by virtue of a memorandum of understanding or agreement, shall have authority to enforce Title 15, including the power to arrest and issue citations for violations of Title 15.

B. The Department of Public Works may enforce the provisions of Title 15 which relate to permits issued by the Department of Public Works.

C. The Department of Neighborhood and Environmental Programs may enforce the provisions of Title 15 which relate to permits issued by the Department of Neighborhood and Environmental Programs.

15.04.070 - Appeal to the Board of Port Wardens.

A person aggrieved by a final decision of the Harbor[ ]Master may appeal that decision to the Board of Port Wardens. An appeal shall be presented to the Board of Port Wardens in writing and be received by the board within ten days of the date of the Harbor Master's decision. This right to appeal does not apply to a municipal infraction citation.

SECTION II: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the Code of the City of Annapolis shall read as follows:

Chapter 11.48 EMERGENCY PREPAREDNESS AND RISK MANAGEMENT

11.48.010 DEFINITIONS.

A. “CONTINUITY OF GOVERNMENT” OR “COG” IS THE PRESERVATION, MAINTENANCE, OR RECONSTITUTION OF THE GOVERNMENT’S ABILITY TO CARRY OUT ITS CONSTITUTIONAL AND STATUTORY RESPONSIBILITIES UNDER ALL CIRCUMSTANCES THAT MAY DISRUPT NORMAL OPERATIONS.
B. “CONTINUITY OF OPERATIONS” OR “COOP” PLANNING IS AN EFFORT TO ASSURE THAT THE CAPABILITY EXISTS TO CONTINUE ESSENTIAL AGENCY FUNCTIONS ACROSS A WIDE RANGE OF POTENTIAL EMERGENCIES.
C. "DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT" MEANS THE CITY OF ANNAPOLIS DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT. THE DIRECTOR OF THE OFFICE OF EMERGENCY AND RISK MANAGEMENT SHALL HAVE RESPONSIBILITY FOR THE DUTIES IN SECTION 2.48.290 OF THE CITY CODE – RISK MANAGEMENT RESPONSIBILITIES.
D. "EMERGENCY" MEANS THE THREAT OR OCCURRENCE OF:
1. A DROUGHT, FIRE, EARTHQUAKE, EXPLOSION, FLOOD, HIGH WATER, HURRICANE, LANDSLIDE, MUDSLIDE, SNOWSTORM, STORM, TIDAL WAVE, TORNADO, WIND-DRIVEN

WATER, OR ANY OTHER DISASTER IN ANY PART OF THE CITY THAT REQUIRES PUBLIC SERVICES IN ORDER TO SAVE LIVES OR PROTECT PUBLIC HEALTH, SAFETY OR WELFARE; OR

2. AN ENEMY ATTACK, ACT OF TERRORISM, OR PUBLIC HEALTH CATASTROPHE.

E. "EMERGENCY PREPAREDNESS" MEANS THE PREPARATION FOR AND CARRYING OUT OF PUBLIC SERVICES IN ORDER TO SAVE LIVES AND TO MINIMIZE AND REPAIR INJURY AND DAMAGE THAT RESULT OR MAY RESULT FROM EMERGENCIES.

F. "LOCAL STATE OF EMERGENCY" MEANS A DECLARATION BY THE MAYOR MADE PURSUANT TO SECTION 11.48.030 OF THIS CODE.

G. "MEMA ACT" MEANS THE MARYLAND EMERGENCY MANAGEMENT AGENCY ACT, SECTION 14-101 ET SEQ. OF THE PUBLIC SAFETY ARTICLE OF THE MARYLAND ANNOTATED CODE.

H. “PUBLIC EMERGENCY” IS (1) A SITUATION IN WHICH THREE OR MORE INDIVIDUALS ARE AT THE SAME TIME AND IN THE SAME PLACE ENGAGED IN TUMULTUOUS CONDUCT THAT LEADS TO THE COMMISSION OF UNLAWFUL ACTS THAT DISTURB THE PUBLIC PEACE OR CAUSE THE UNLAWFUL DESTRUCTION OR DAMAGE OF PRIVATE OR PUBLIC PROPERTY; (2) A FIRE, CRISIS, DISASTER, RIOT, OR CATASTROPHE; (3) A CATASTROPHIC HEALTH EMERGENCY; OR, (3) AN ENERGY EMERGENCY.

I. “CATASTROPHIC HEALTH EMERGENCY” MEANS A SITUATION IN WHICH EXTENSIVE LOSS OF LIFE OR SERIOUS DISABILITY IS THREATENED IMMINENTLY BECAUSE OF EXPOSURE TO A DEADLY AGENT AS DEFINED BY SECTION 14-3A-01 ET SEQ. OF THE PUBLIC SAFETY ARTICLE OF THE MARYLAND ANNOTATED CODE.

J. “ENERGY EMERGENCY” IS A SITUATION IN WHICH THE HEALTH, SAFETY, OR WELFARE OF THE PUBLIC IS THREATENED BY AN ACTUAL OR IMPENDING ACUTE SHORTAGE IN ENERGY RESOURCES.

11.48.020 EMERGENCY PREPAREDNESS POWERS — MAYOR AND CITY COUNCIL.

A. IN THE AREA OF EMERGENCY PREPAREDNESS, THE MAYOR, OR ONE ACTING AS MAYOR, HAS THE POWER TO:

1. APPOINT A DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT FOR THE CITY;

2. ADOPT AND REVISE AN EMERGENCY OPERATIONS PLAN AND RELATED PROGRAMS AND PLANS TO RESPOND TO EMERGENCIES AFFECTING THE CITY;

3. DECLARE A LOCAL STATE OF EMERGENCY PURSUANT TO SECTION 11.48.030 OF THIS CODE;

4. AUTHORIZE CITY DEPARTMENTS TO RENDER MUTUAL AID TO AND REQUEST MUTUAL AID FROM OTHER JURISDICTIONS; AND

5. EXERCISE OTHER POWERS NOT PRECLUDED BY LAW.

B. THE CITY COUNCIL SHALL HAVE THE POWER TO RENEW A LOCAL STATE OF EMERGENCY, PURSUANT TO SECTION 11.48.030 OF THIS CODE, AND, IN ADDITION, SHALL HAVE THOSE EMERGENCY MANAGEMENT POWERS DELEGATED TO THE CITY COUNCIL BY THE GOVERNOR AND LEGISLATURE OF THE STATE OF MARYLAND.

C. THE MAYOR, ONE ACTING AS MAYOR, OR THE CITY COUNCIL MAY REQUEST THE GOVERNOR TO PROVIDE THE MILITIA TO HELP BRING UNDER CONTROL CONDITIONS EXISTING WITHIN THE CITY THAT, IN THE JUDGMENT OF THE MAYOR, ONE ACTING AS MAYOR OR THE CITY COUNCIL RESPECTIVELY, THE CITY’S LAW ENFORCEMENT AGENCIES CANNOT CONTROL WITHOUT ADDITIONAL PERSONNEL AS PURSUANT TO SECTION 14-306 OF THE PUBLIC SAFETY ARTICLE OF THE MARYLAND ANNOTATED CODE.

D. THE MAYOR, OR ONE ACTING AS MAYOR, AND THE CITY COUNCIL, AFTER SEEKING ADVICE FROM THE ANNE ARUNDEL COUNTY HEALTH OFFICER, MAY ESTABLISH QUARANTINE REGULATIONS, AUTHORIZE THE REMOVAL OR CONFINEMENT OF PERSONS HAVING INFECTIOUS OR CONTAGIOUS DISEASES; AND PREVENT THE INTRODUCTION OF CONTAGIOUS DISEASES INTO THE CITY AS PURSUANT TO ARTICLE 23A, SUBTITLE 2(B)(15) OF THE MARYLAND ANNOTATED CODE.

11.48.030 STATE OF EMERGENCY — DECLARATION BY MAYOR.

A. WHEN THE MAYOR, OR ONE ACTING AS MAYOR, DETERMINES THAT AN EMERGENCY HAS DEVELOPED OR IS IMPENDING DUE TO ANY CAUSE, THE MAYOR, OR ONE ACTING AS MAYOR, MAY DECLARE BY WRITTEN ORDER THAT A LOCAL STATE OF EMERGENCY EXISTS IN THE CITY OF ANNAPOLIS.

B. THE LOCAL STATE OF EMERGENCY SHALL CONTINUE UNTIL THE MAYOR, OR ONE ACTING AS MAYOR, DECLARES BY WRITTEN ORDER THAT THE EMERGENCY NO LONGER EXISTS PROVIDED HOWEVER THAT THE LOCAL STATE OF EMERGENCY SHALL NOT CONTINUE OR BE RENEWED FOR LONGER THAN SEVEN (7) DAYS WITHOUT THE CONSENT OF THE CITY COUNCIL.

C. ORDERS DECLARING, EXTENDING AND TERMINATING A LOCAL STATE OF EMERGENCY SHALL BE GIVEN PROMPT AND GENERAL PUBLICITY AND FILED WITH THE CITY CLERK.

11.48.040 DECLARATION OF A STATE OF EMERGENCY — EFFECT.

A. THE DECLARATION OF A LOCAL STATE OF EMERGENCY ACTIVATES ALL APPLICABLE PROVISIONS OF THE CITY'S EMERGENCY OPERATIONS PLAN AND AUTHORIZES THE PROVISION OF AID AND ASSISTANCE UNDER THE EMERGENCY OPERATIONS PLAN.

B. DURING A DECLARED LOCAL STATE OF EMERGENCY, THE MAYOR, OR ONE ACTING AS MAYOR, IF HE OR SHE FINDS IT NECESSARY TO PROTECT THE PUBLIC HEALTH, WELFARE, OR SAFETY, MAY:

1. APPOINT AN INCIDENT COMMANDER.
2. IMPLEMENT ALL OR PART OF THE CITY'S CONTINUITY OF GOVERNMENT PLAN, CONTINUITY OF OPERATIONS PLAN, OR OTHER RELATED PROGRAMS AND PLANS;
3. DECLARE A CURFEW IN ALL OR ANY PART OF THE CITY PURSUANT TO SECTION 11.40.010 OF THIS CODE;
4. AUTHORIZE THE USE OF CITY-OWNED PROPERTY BY ANY OTHER GOVERNMENTAL AGENCY OR PERSON DURING THE STATE OF EMERGENCY;
5. DIRECT THE HARBOR MASTER TO LIMIT ACCESS TO CITY WATERS OR ANY OTHER ACTION PROVIDED IN SECTION 15.04.040 OF THIS CODE; AND
6. TAKE SUCH OTHER AND FURTHER ACTIONS NEEDED TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE.

C. DURING A DECLARED LOCAL STATE OF EMERGENCY, THE DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT SHALL

1. COORDINATE THE ACTIVITIES OF CITY DEPARTMENTS IN ALL ACTIONS THAT SERVE TO PREVENT OR ALLEVIATE THE ILL EFFECTS OF THE IMMINENT OR ACTUAL EMERGENCY; AND
2. COORDINATE RECEIPT OF AID, SUCH AS RESPONSE PERSONNEL, EQUIPMENT, OR FACILITIES PROVIDED BY NEIGHBORING JURISDICTIONS TO CITY DEPARTMENTS, AS NEEDED.

11.48.050 PENALTIES.

A. IT IS UNLAWFUL TO VIOLATE ANY ORDER, RULE OR REGULATION ISSUED BY THE CITY OR BY ANY CITY OFFICER OR EMPLOYEE PURSUANT TO THE AUTHORITY OF THE MEMA ACT. A VIOLATION IS SUBJECT TO THE PENALTIES SET FORTH IN THE MEMA ACT.

B. IT IS UNLAWFUL TO VIOLATE ANY ORDER, RULE OR REGULATION BY THE CITY OR BY ANY CITY OFFICER OR EMPLOYEE ISSUED PURSUANT TO THE AUTHORITY OF THIS CHAPTER. A VIOLATION IS A MISDEMEANOR PUNISHABLE BY A FINE OR BY IMPRISONMENT, OR BY BOTH, AS ESTABLISHED BY RESOLUTION OF THE CITY COUNCIL.

11.48.060 EMERGENCY PREPAREDNESS DUTIES — LOCAL GOVERNMENT.

A. THE MAYOR, OR ONE ACTING AS MAYOR, IS RESPONSIBLE FOR PROVIDING STRATEGIC GUIDANCE AND RESOURCES DURING PREPAREDNESS, RESPONSE, AND RECOVERY EFFORTS. SPECIFICALLY, THE MAYOR, OR ONE ACTING AS MAYOR, IS RESPONSIBLE FOR:

1. ESTABLISHING STRONG WORKING RELATIONSHIPS WITH NEIGHBORING JURISDICTIONS' LEADERS, REGIONAL EMERGENCY MANAGEMENT GROUPS, CORE PRIVATE-SECTOR ORGANIZATIONS, VOLUNTARY AGENCIES, AND COMMUNITY PARTNERS IN ORDER TO COORDINATE WITH AND TRAIN WITH LOCAL PARTNERS IN ADVANCE OF AN INCIDENT AND TO DEVELOP MUTUAL AID OR ASSISTANCE AGREEMENTS FOR SUPPORT IN RESPONSE TO AN INCIDENT;
2. LEADING AND ENCOURAGING LOCAL LEADERS TO FOCUS ON PREPAREDNESS BY PARTICIPATING IN PLANNING, TRAINING, AND EXERCISES;
3. SUPPORTING PARTICIPATION OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT, OTHER CITY DEPARTMENTS, AND THE PRIVATE-SECTOR IN LOCAL MITIGATION EFFORTS WITHIN THE JURISDICTION;
4. UNDERSTANDING AND IMPLEMENTING LAWS AND REGULATIONS THAT SUPPORT EMERGENCY PREPAREDNESS AND RESPONSE;
5. ENSURING THAT LOCAL EMERGENCY PLANS TAKE INTO ACCOUNT THE NEEDS OF THE JURISDICTION, INCLUDING PERSONS, THOSE PERSONS WITH SPECIAL NEEDS, PROPERTY, ECONOMIC ACTIVITIES;
6. ENCOURAGING RESIDENTS TO PARTICIPATE IN VOLUNTEER ORGANIZATIONS AND TRAINING COURSES; AND
7. WORKING CLOSELY WITH OTHER LEVELS OF GOVERNMENT IN MARYLAND AND THE UNITED STATES DURING LOCAL STATES OF EMERGENCY AND ON AN ONGOING BASIS REGARDING LOCAL PREPAREDNESS CAPABILITIES AND NEEDS.

B. THE MAYOR, OR ONE ACTING AS MAYOR, AND CITY COUNCIL ARE RESPONSIBLE FOR ENSURING THAT EMERGENCY PREPAREDNESS PROGRAMS ARE APPROPRIATELY RESOURCED AND THAT RESPONSIBLE AND EFFECTIVE LEADERS AND MANAGERS ARE APPOINTED OR HIRED TO DIRECT THOSE PROGRAMS.

C. THE DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT IS DIRECTLY RESPONSIBLE FOR THE ORGANIZATION, ADMINISTRATION, AND OPERATION OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT. THE DIRECTOR SHALL ALSO HAVE THOSE EMERGENCY PREPAREDNESS POWERS DELEGATED TO THE DIRECTOR BY THE MAYOR OF THE CITY OF ANNAPOLIS AND/OR BY THE GOVERNOR OF THE STATE OF MARYLAND. THE DIRECTOR'S DUTIES INCLUDE GUIDING THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT IN:

1. COORDINATING ALL COMPONENTS OF THE LOCAL EMERGENCY MANAGEMENT PROGRAM, TO INCLUDE ASSESSING THE AVAILABILITY AND READINESS OF LOCAL RESOURCES MOST LIKELY REQUIRED DURING AN INCIDENT AND IDENTIFYING AND CORRECTING ANY SHORTFALLS;
2. COORDINATING THE EMERGENCY PLANNING PROCESS AND WORKING COOPERATIVELY WITH OTHER LOCAL AGENCIES AND PRIVATE-SECTOR ORGANIZATIONS;
3. COORDINATING DAMAGE ASSESSMENTS DURING AN INCIDENT;
4. COORDINATE THE PROVISION OF AID, SUCH AS RESPONSE PERSONNEL, EQUIPMENT, OR FACILITIES TO NEIGHBORING JURISDICTIONS, AS NEEDED;
5. ADVISING AND INFORMING LOCAL OFFICIALS ABOUT EMERGENCY MANAGEMENT ACTIVITIES DURING AN INCIDENT;
6. DEVELOPING AND EXECUTING PUBLIC AWARENESS AND EDUCATION PROGRAMS;
7. CONDUCTING EXERCISES TO TEST PLANS AND SYSTEMS AND OBTAIN LESSONS LEARNED;
8. DEVELOPING MUTUAL AID AND ASSISTANCE AGREEMENTS; AND
9. INVOLVING THE PRIVATE SECTOR AND NONGOVERNMENTAL ORGANIZATIONS IN PLANNING, TRAINING, AND EXERCISES.

D. CITY DEPARTMENT DIRECTORS SHALL COLLABORATE WITH THE DIRECTOR OF THE OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT IN THE DEVELOPMENT AND IMPLEMENTATION OF LOCAL EMERGENCY PLANS AND THE PROVISION OF KEY RESPONSE RESOURCES.

1. CITY DEPARTMENT DIRECTORS AND THEIR STAFF ARE RESPONSIBLE FOR DEVELOPING PLANS AND TRAINING THEIR STAFF ABOUT INTERNAL EMERGENCY POLICIES AND PROCEDURES TO MEET THEIR DEPARTMENT'S RESPONSE, CONTINUITY AND RECOVERY NEEDS SAFELY.
2. DURING A LOCAL STATE OF EMERGENCY, CITY DEPARTMENT DIRECTORS SHALL PROVIDE KEY RESPONSE AND CONTINUITY RESOURCES TO THE CITY AS REQUIRED BY THE MAYOR AND THE DIRECTOR OF OFFICE OF EMERGENCY PREPAREDNESS AND RISK MANAGEMENT.
3. CITY DEPARTMENT DIRECTORS SHALL PARTICIPATE IN INTERAGENCY TRAINING AND EXERCISES TO DEVELOP AND MAINTAIN THE NECESSARY EMERGENCY RESPONSE AND PREPAREDNESS CAPABILITIES.

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

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.

Department Report

O-14-12

The Department of Emergency Preparedness and Risk Management

The proposed ordinance serves to clarify the emergency powers and duties of City officials by authorizing the Mayor to declare and terminate a local state of emergency and defining the powers granted to the Mayor and City Council during a local state of emergency, as well as codifying the duties and operations of the Office of Emergency Preparedness and Risk Management. In addition, O-14-12 stipulates that a violation of the ordinance's provisions is a misdemeanor, punishable by fine and/or term of imprisonment.

The proposed legislation updates and clarifies the emergency powers and duties of City officials, including the emergency preparedness duties of the Director of the Office of Emergency Preparedness and Risk Management (EPARM). The provisions of the legislation are drawn largely from Maryland State law (Public Safety Article, Maryland Annotated Code) and Federal guidelines (National Response Framework).

The proposed ordinance would also authorize the Director of the Office of Emergency Preparedness and Risk Management as the Chair of the Risk Management Committee defined in Section 2.48.200 of the Annapolis City Code.

Prepared by the City of Annapolis Office of Emergency Preparedness and Risk Management.

Mayor Cohen's Amendments to O-14-12
The Department of Emergency Preparedness and Risk Management

Amendment #1
Page 1, Line 10: strike "Department" and insert "OFFICE"

Amendment #2
Page 6, Line 39: remove the space between "HARBOR MASTER"

City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/21/12

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

The Public Safety Committee has reviewed O-14-12 and has taken the following action:

X Favorable

_____ Favorable with amendments

_____ Unfavorable

_____ No Action

_____ Other

_____ Comments:

Roll Call Vote:

Ald. Finlayson, Chair YES Ald. Paone YES Ald. Silverman YES

Meeting Date _____ Signature of Chair _____

FISCAL IMPACT NOTE

Legislation No: O-14-12 **First Reader Date:** 4-23-12
Note Date: 4-25-12

Legislation Title: **The Department of Emergency Preparedness and Risk Management**

Description: For the purpose of establishing the Office of Emergency Preparedness and Risk Management in the Annapolis City Code; authorizing the Mayor to declare and terminate a local state of emergency; defining the powers granted to the Mayor and City Council during a local state of emergency; classifying violations as a misdemeanor punishable by fine and imprisonment; and, codifying the duties of the Office of Emergency Preparedness and Risk Management.

Analysis of Fiscal Impact:

This legislation produces no significant fiscal impact.

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-16-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12			7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/23/12		
Public Safety	4/23/12		

A RESOLUTION concerning

Amending Fines Schedule for Emergency Preparedness Violations

FOR the purpose of revising the fines schedule for emergency preparedness violations.

WHEREAS, proposed ordinance O-14-12 amends the Code of the City of Annapolis by defining the powers granted to the Mayor and City Council during a local state of emergency; and

WHEREAS, O-14-12 directs the City Council to establish the fine and term of imprisonment for violation of the ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2012 Fines Schedule is hereby amended as follows:

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
11.48.050	EMERGENCY PREPAREDNESS VIOLATIONS	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

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

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.

Department Report

R-16-12

Amending Fines Schedule for Emergency Preparedness Violations

The proposed resolution would revise the fines schedule to include emergency preparedness violations.

Prepared by the City of Annapolis Office of Emergency Preparedness and Risk Management.

City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/21/12

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

The Public Safety Committee has reviewed R-16-12 and has taken the following action:

X Favorable

_____ Favorable with amendments

_____ Unfavorable

_____ No Action

_____ Other

_____ Comments:

Roll Call Vote:

Ald. Finlayson, Chair YES Ald. Paone YES Ald. Silverman YES

Meeting Date _____ Signature of Chair _____

FISCAL IMPACT NOTE

Legislation No: R-16-12 **First Reader Date:** 4-23-12
Note Date: 4-27-12

Legislation Title: Amending the Fines Schedule for Emergency Preparedness Violations

Description: For the purpose of revising the fines schedule for emergency preparedness violations.

Analysis of Fiscal Impact:
This legislation provides a fine of up to $1,000 or imprisonment not to exceed 90 days or both for the initial offense, and up to $1,000 or imprisonment of up to 90 days or both for repeat or continuous violations.

This fine will only be levied in the event of a state of emergency or public emergency, emergency protocols are authorized and enforced, and a person violates an authorized emergency order for which that person could be cited and fined. Unless those circumstances occur, there can be no fines levied and therefore no fiscal impact.

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-8-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12	?/??/12		6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/12/12		
Financial Advisory Commission	3/12/12		

A ORDINANCE concerning

Annual Operating Budget: FY 2013

FOR the purposes of adopting an operating budget for the City of Annapolis for the Fiscal Year 2013; appropriating funds for expenditures for the Fiscal Year 2013; 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.

WHEREAS, pursuant to Section 6.16.010 of the Annapolis City Code, on March 12, 2012, the Mayor shall submit to the City Council the proposed annual operating budget for the Fiscal Year 2013; and

WHEREAS, on the Annapolis City Council shall hold a public hearing on the budget for the City of Annapolis for the Fiscal Year 2013 and the constant yield tax rate increase; and

WHEREAS, the citizens of Annapolis, employees of the City of Annapolis and all interested persons shall be given an opportunity to express their views concerning the Fiscal Year 2013 budget; and

NOW THEREFORE:

SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the annual operating budget for the Fiscal Year 2013, as attached hereto and incorporated herein by reference, is hereby approved and finally adopted for such fiscal year; and funds for all expenditures for the purposes specified in the budget, for the Fiscal Year 2013,

are hereby appropriated in the amounts therein specified and will be used by the City in the sums itemized in said budget hereby adopted for the principal objectives and purposes thereof, and the total sum of funds herein provided for the respective departments and major operating units thereof, boards, commissions and agencies.

SECTION II: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that a tax rate of fifty-six ($0.56) on each one hundred dollars ($100.00) of assessable property in the City of Annapolis be and the same is hereby imposed on all assessable property for the fiscal year ending June 30, 2013, to be collected pursuant to the provisions contained in Article VII of the Charter of the City of Annapolis and all other provisions pertaining to tax levies in said Charter, the said tax rate of fifty-six cents ($0.56) on each one hundred dollars ($100) shall be used for the operation of the General Fund of the City of Annapolis.

SECTION III: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that a tax rate of one dollar sixty-six cents ($1.66) on each one hundred dollars ($100.00) of personal and operating property in the City of Annapolis be and the same is hereby imposed on all personal and operating property for the fiscal year ending June 30, 2013, to be collected pursuant to the provisions contained in Article VII of the Charter of the City of Annapolis and all other provisions pertaining to tax levies in said Charter, the said tax rate of one dollar sixty-six cents ($1.66) on each one hundred dollars ($100) shall be used for the operation of the General Fund of the City of Annapolis.

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

SECTION V: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that taxes levied by this Ordinance remaining unpaid on October 1, 2013, except for taxpayers who elect to make a partial payment before October 1 with the balance due later, as allowed by State law shall be overdue and from and after that date shall bear interest, to be collected with said taxes, at the rate of one and one-half percent (1.5%) per month until paid.

SECTION VI: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that this Ordinance shall take effect on July 1, 2012.

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.

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
GENERAL FUND									
Revenues									
Taxes									
Real Estate	31,800,000.00	32,300,000.00	37,221,346.00	31,489,758.34	37,221,346.00	0.00			38,919,346.00
Park Place TIF		0.00	(800,000.00)	0.00	(800,000.00)	0.00			(800,000.00)
New Growth				0.00	0.00	0.00			0.00
Personal Property- Unincorp.	38,000.00	37,000.00	38,000.00	30,980.10	26,480.87	(11,519.14)			26,480.87
Pers. Property- Public Utilities	1,053,000.00	1,060,000.00	1,000,000.00	1,046,836.85	1,045,000.00	45,000.00			1,045,000.00
Pers. Property- Incorporated	1,500,000.00	1,450,000.00	1,500,000.00	1,675,138.23	1,500,000.00	0.00			1,500,000.00
Penalties and Interest- Uninc.		10,000.00	10,000.00	198.87	1,000.00	(9,000.00)			1,000.00
Penalties and Interest - Corp.		20,000.00	20,000.00	6,810.49	20,000.00	0.00			20,000.00
Penalties and Interest- Real	145,000.00	190,000.00	147,000.00	175,583.56	145,000.00	(2,000.00)			145,000.00
Subtotal;	34,536,000.00	35,067,000.00	39,136,346.00	34,425,306.44	39,158,826.87	22,480.87	0.00	0.00000	40,856,826.87
crossfoot error / source test						*0.00*			
Licenses and Permits									
Street Use	300,000.00	212,500.00	212,500.00	266,828.60	270,000.00	57,500.00			270,000.00
Residential Parking 1	-	35,000.00	35,000.00	15,445.67	40,000.00	5,000.00			40,000.00
Residential Parking 2	-	25,000.00	25,000.00	12,229.00	30,000.00	5,000.00			30,000.00
Residential Parking 3	-	14,500.00	14,500.00	7,291.33	20,000.00	5,500.00			20,000.00
Residential Parking 4	-	3,500.00	3,500.00	970.33	3,000.00	(500.00)			3,000.00
Residential Parking 5	-	500.00	500.00	198.33	1,000.00	500.00			1,000.00
Sidewalk Cafes	-	9,000.00	9,000.00	3,966.67	12,000.00	3,000.00			12,000.00
Alcoholic Beverages	370,000.00	370,000.00	425,000.00	352,098.50	350,000.00	(75,000.00)			350,000.00
Traders	80,000.00	80,000.00	80,000.00	76,031.09	75,000.00	(5,000.00)			75,000.00
Vendors	75,000.00	77,000.00	80,000.00	56,995.00	50,000.00	(30,000.00)			50,000.00
Towing	0.00	0.00		74.33	0.00	0.00			0.00
Amusement	3,000.00	3,000.00	4,000.00	4,396.67	3,000.00	(1,000.00)			3,000.00
Building	1,050,000.00	650,000.00	650,000.00	1,105,509.93	800,000.00	150,000.00			800,000.00
Occupancy	40,000.00	10,000.00	10,000.00	5,898.33	6,000.00	(4,000.00)			6,000.00
Use	10,000.00	10,000.00	10,000.00	5,560.00	10,000.00	0.00			10,000.00
Cable TV	830,000.00	742,000.00	800,000.00	487,785.07	750,000.00	(50,000.00)			750,000.00
Peg Fees	96,560.00	80,000.00	80,000.00	28,924.30	0.00	(80,000.00)			0.00
Other	120,000.00	85,000.00	100,000.00	84,941.08	100,000.00	0.00			100,000.00
Subtotal;	2,974,560.00	2,407,000.00	2,539,000.00	2,515,144.24	2,520,000.00	(19,000.00)	0.00	0.00000	2,520,000.00
crossfoot error / source test						-			
Fines and Forfeitures									
Municipal	42,000.00	25,000.00	28,000.00	26,411.67	28,000.00	0.00			28,000.00
Police - Forfeitures	0.00	50,500.00	80,000.00	62,733.33	60,000.00	(20,000.00)			60,000.00
Other	28,000.00	5,000.00	10,000.00	11,404.83	11,500.00	1,500.00			11,500.00
U.S. Justice Forfeiture	0.00	0.00	0.00	32,050.00	32,000.00	32,000.00			32,000.00
Speed Enforcement	0.00	0.00		75.00	200,000.00	200,000.00			200,000.00
Auto Traffic Signal	430,000.00	260,000.00	130,000.00	193,084.00	135,000.00	5,000.00			135,000.00
Subtotal;	500,000.00	340,500.00	248,000.00	325,758.83	466,500.00	218,500.00	0.00	0.00000	466,500.00
crossfoot error / source test						-			

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Money and Property									
Interest Earnings									
Investments	600,000.00	50,000.00	15,000.00	108,235.49	10,000.00	(5,000.00)			10,000.00
Savings Accounts	0.00	0.00	0.00	71.48	0.00	0.00			0.00
Rents and Concessions	291,560.00	200,000.00	200,000.00	174,221.31	200,000.00	0.00			200,000.00
Payment in Lieu of Taxes	165,000.00	135,600.00	131,700.00	145,603.74	135,000.00	3,300.00			135,000.00
Miscellaneous Sales	20,000.00	0.00	0.00	9,756.72	0.00	0.00			0.00
GO Bonds	0.00	0.00		2,821.86	5,000.00	5,000.00			5,000.00
Contributions	100,000.00	162,530.00	135,630.00	138,960.04	50,000.00	(85,630.00)			50,000.00
Subtotal;	1,176,560.00	548,130.00	482,330.00	579,670.64	400,000.00	(82,330.00)	0.00	0.00000	400,000.00
crossfoot error / source test						-			
Miscellaneous									
Non-taxable		12,000.00	12,000.00	4,395.41	12,000.00	0.00			12,000.00
Cash Over-Under	0.00	0.00	0.00	(7,987.87)	0.00	0.00			0.00
Police Services	110,000.00	118,000.00	220,000.00	226,474.26	230,000.00	10,000.00			230,000.00
Miscellaneous	170,000.00	177,330.00	190,000.00	148,171.04	160,000.00	(30,000.00)			160,000.00
Returned Check Fee	0.00	0.00	0.00	3,108.33	3,100.00	3,100.00			3,100.00
Payments for fire services	0.00	0.00	0.00	3,092.26	0.00	0.00			26,000.00
File Fee	0.00	0.00	0.00	8,649.84	6,000.00	6,000.00			6,000.00
Sprinkler Loan Payment	0.00	0.00	0.00	40,427.50	0.00	0.00			0.00
Subtotal	280,000.00	307,330.00	422,000.00	426,330.78	411,100.00	(10,900.00)	0.00	0.00000	437,100.00
crossfoot error / source test						-			
Intergovernmental									
Federal Grants	520,000.00	1,214,180.65	2,809,780.00	1,695,256.29	0.00	(2,809,780.00)			0.00
State Grants	1,500,000.00	1,494,017.73	1,540,660.00	1,501,735.56	0.00	(1,540,660.00)			0.00
Highway	1,495,600.00	150,000.00	0.00	673,811.69	150,000.00	150,000.00			150,000.00
Income Tax	5,200,000.00	4,900,000.00	4,900,000.00	4,780,346.44	4,700,000.00	(200,000.00)			4,700,000.00
Admissions Tax	900,000.00	900,000.00	900,000.00	835,752.60	835,000.00	(65,000.00)			835,000.00
State PILOT	367,000.00	367,000.00	367,000.00	367,000.00	367,000.00	0.00			367,000.00
County PILOT	0.00	0.00	0.00	225,000.00	0.00	0.00			0.00
Hotel - Motel	2,100,000.00	1,800,000.00	1,860,000.00	1,835,489.42	1,860,000.00	0.00			1,860,000.00
County Grants	280,000.00	310,354.08	313,000.00	346,126.19	310,000.00	(3,000.00)			310,000.00
Electricity	213,870.00	200,000.00	200,000.00	198,510.16	200,000.00	0.00			200,000.00
Gas	30,000.00	30,000.00	30,000.00	28,722.94	30,000.00	0.00			30,000.00
Telephone	317,000.00	317,000.00	260,000.00	267,198.71	250,000.00	(10,000.00)			250,000.00
Fuel	3,000.00	3,000.00	2,000.00	2,145.11	2,000.00	0.00			2,000.00
Subtotal;	12,926,470.00	11,685,552.46	13,182,440.00	12,757,095.10	8,704,000.00	(4,478,440.00)	0.00	0.00000	8,704,000.00
crossfoot error / source test						-			
Charges for Services									
Zoning and Subdivision . Fees	65,000.00	30,000.00	30,000.00	51,910.07	50,000.00	20,000.00			50,000.00
Public Safety Fees	1,260,000.00	1,339,450.00	1,410,000.00	1,371,225.22	1,410,000.00	0.00			1,410,000.00
Culture and Recreation	600,000.00	1,904,350.00	1,902,000.00	1,137,928.83	1,900,000.00	(2,000.00)			1,900,000.00
Subtotal;	1,925,000.00	3,273,800.00	3,342,000.00	2,561,064.12	3,360,000.00	18,000.00	0.00	0.00000	3,360,000.00
crossfoot error / source test						-			

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Transfers and other Sources									
Transfers and Indirect Charge-Backs									
Transfer from Solid Waste		451,230.00	550,000.00	433,076.67	300,000.00	(250,000.00)			200,000.00
Transfer from Cap. Proj.	4,849,800.00	379,140.00		2,151,030.73	259,642.00	259,642.00			259,642.00
Transfer from Spec. Rev.		30,000.00		10,000.00		0.00			0.00
Transfer from Sewer		0.00	451,600.00	0.00	300,000.00	(151,600.00)			300,000.00
Transfer from Water		0.00	1,700,000.00	0.00	1,631,512.92	(68,487.08)			1,631,512.92
Transfer from Stormwater		213,020.00	500,000.00	71,006.67	590,000.00	90,000.00			590,000.00
Transfer from Harbor	109,690.00			96,680.00	100,000.00	100,000.00			100,000.00
Transfer from Parking		0.00	1,100,000.00	0.00	2,300,000.00	1,200,000.00			2,300,000.00
Transfer from Reserves	3,903,720.00			0.00	3,000,000.00	3,000,000.00			3,000,000.00
Indirect Charges:	632,160.00	0.00	3,028,248.00	0.00	3,240,583.01	212,335.01			3,240,583.01
Subtotal	9,495,370.00	1,073,390.00	7,329,848.00	2,761,794.06	11,721,737.93	4,391,889.93	0.00	0.00000	11,621,737.93
crossfoot error / source test						-			
Bank Loans									
BOA		0.00	-	3,666,666.67	0.00	0.00			0.00
Suntrust		0.00	-	3,333,333.33	0.00	0.00			0.00
Subtotal	0.00	0.00	0.00	7,000,000.00	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test						-			
Bonds									
Proceeds	0.00	0.00	-	9,846,285.33	0.00	0.00			0.00
Premiums		0.00	-	597,586.18	0.00	0.00			0.00
Subtotal	0.00	0.00	0.00	10,443,871.51	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test						-	-	-	-
Total Sources of Funds	63,813,960.00	54,702,702.46	66,681,964.00	73,796,035.71	66,742,164.80	60,200.80	0.00	0.00000	68,366,164.80
crossfoot error / source test						*0.00*			*0.00*
EXPENDITURES									
Boards and Commissions									
Salaries and Benefits									
Salaries	30,700.00	54,400.00	55,144.00	37,707.67	56,181.60	1,037.60	1,000.00	0.00002	56,181.60
Benefits	-	-	22,538.25	0.00	24,762.22	2,223.97			24,762.22
Salaries/Benefits Total	30,700.00	54,400.00	77,682.25	37,707.67	80,943.82	3,261.57	1,000.00	0.00002	80,943.82
crossfoot error / source test						-			-
Operating									
Supplies/mail	22,830.00	32,550.00	15,850.00	18,346.00	15,850.00	0.00	4,060.00	0.00007	16,850.00
Contract Services	34,850.00	-	-	17,864.99	0.00	0.00			0.00
Operating Total	57,680.00	32,550.00	15,850.00	36,210.99	15,850.00	0.00	4,060.00	0.00007	16,850.00
Department Total	88,380.00	86,950.00	93,532.25	73,918.67	96,793.82	3,261.57	5,060.00	0.00008	97,793.82
TOTAL; BOARDS & COMMMISSIONS	88,380.00	86,950.00	93,532.25	73,918.67	96,793.82	3,261.57	5,060.00	0.00008	97,793.82
crossfoot error / source test						-			-
Administration									
Salaries and Benefits									
Salaries	743,680.00	814,040.00	767,009.20	820,757.29	798,300.00	31,290.80			798,300.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Benefits	167,540.00	214,210.00	283,662.09	257,322.54	407,066.22	123,404.13			407,066.22
Salaries/Benefits Total	911,220.00	1,028,250.00	1,050,671.29	1,078,079.83	1,205,366.22	154,694.93	0.00	0.00000	1,205,366.22
Operating						-			-
Supplies	24,000.00	24,000.00	24,420.00	20,075.29	19,320.00	(5,100.00)			19,320.00
Telephone	-	-	-	0.00	5,100.00	5,100.00			5,100.00
Professional Srvcs - Other	-	30,000.00	-	9,770.82	-	0.00			0.00
Special Projects	67,000.00	71,000.00	55,000.00	129,307.18	77,500.00	22,500.00			77,500.00
Training and Education	8,890.00	2,500.00	19,500.00	7,981.53	27,000.00	7,500.00			27,000.00
Aldermen's Expenses	32,000.00	12,000.00	12,000.00	4,524.17	12,000.00	0.00			12,000.00
Mayor Expenses	4,500.00			2,759.42		0.00			0.00
Repair and Maintenance	500.00			0.00		0.00			0.00
Contract Services	115,000.00	41,850.00	20,000.00	87,556.67	20,000.00	0.00			20,000.00
Lead Paint Int.	-	14,822.87	-	4,940.96	-	0.00			0.00
Fleet Replacement						0.00	6,000.00	0.00010	6,000.00
Operating Total	251,890.00	196,172.87	130,920.00	266,916.04	160,920.00	30,000.00	6,000.00	0.00	166,920.00
Department Total	283,890.00	1,224,422.87	1,181,591.29	1,344,995.87	1,366,286.22	184,694.93	6,000.00	0.00010	1,372,286.22
crossfoot error / source test			-			-			-
Public Information									
Salaries and Benefits									
Salaries			135,658.49	0.00	111,252.40	(24,406.09)	45,000.00	0.00075	126,252.40
Benefits			61,021.47	0.00	49,262.73	(11,758.74)	8,100.00	0.00014	50,462.73
Salaries/Benefits Total	0.00	0.00	196,679.96	0.00	160,515.13	(36,164.83)	53,100.00	0.00089	176,715.13
Operating						-			-
Supplies			5,000.00	0.00	3,050.00	(1,950.00)			3,050.00
Telephone			-	0.00	1,950.00	1,950.00	6,000.00	0.00010	1,950.00
Contract Services			70,000.00	0.00	70,000.00	0.00	22,000.00	0.00037	70,000.00
Operating Total	0.00	0.00	75,000.00	0.00	75,000.00	0.00	28,000.00	0.00047	75,000.00
Department Total	0.00	0.00	271,679.96	0.00	235,515.13	(36,164.83)	81,100.00	0.00135	251,715.13
crossfoot error / source test			-			-			-
Economic Development									
City Contributions	551,010.00	555,880.00	385,000.00	462,749.57	385,000.00	-	115,000.00	0.00192	475,000.00
						-			-
City Attorney									
Salaries and Benefits									
Salaries	556,810.00	556,810.00	562,017.17	570,767.30	588,825.31	26,808.14	40,500.00	0.00068	609,075.31
							97,000.00	0.00162	97,000.00
Benefits	192,110.00	192,110.00	196,981.06	168,607.90	230,936.14	33,955.08	33,950.00	0.00057	266,506.14
Salaries/Benefits Total	748,920.00	748,920.00	758,998.23	739,375.20	819,761.45	60,763.22	171,450.00	0.00286	972,581.45
Operating						-			-
Supplies	11,430.00	11,430.00	11,430.00	44,947.08	9,630.00	(1,800.00)	1,800.00		9,630.00
Legal	249,800.00	249,800.00	195,630.00	524,793.02	125,000.00	(70,630.00)	70,630.00		125,000.00
Telephone	-	-	0.00	0.00	1,800.00	1,800.00	(1,800.00)		1,800.00
Training and Education	4,000.00	4,000.00	2,500.00	44,020.59	2,500.00	0.00	8,500.00	0.00014	11,000.00
Miscellaneous Services and Charges	26,830.00	26,830.00	0.00	62,558.32	24,630.00	24,630.00	2,000.00	0.00003	26,630.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating Total	292,060.00	292,060.00	209,560.00	676,319.01	163,560.00	(46,000.00)	81,130.00	0.00018	174,060.00
Department Total	1,040,980.00	1,040,980.00	968,558.23	1,415,694.21	983,321.45	14,763.22	252,580.00	0.00303	1,146,641.45
crossfoot error / source test			-			*0.00*			-
Total Mayor	1,964,260.00	2,908,232.87	2,900,361.73	3,297,358.32	3,066,916.62	166,554.89	459,740.00	0.00649	3,343,436.62
crossfoot error / source test						*(0.00)*			-
Financial Administration									
Salaries and Benefits									
Salaries	1,086,790.00	1,086,790.00	1,070,745.00	1,139,463.89	1,096,014.75	25,269.75	215,000.00	0.00358	1,231,014.75
Overtime							5,000.00	0.00008	0.00
Benefits	327,810.00	327,810.00	423,100.30	397,425.31	465,687.52	42,587.22	77,000.00	0.00128	512,937.52
Salaries/Benefits Total	1,414,600.00	1,414,600.00	1,493,845.30	1,536,889.20	1,561,702.27	67,856.97	297,000.00	0.00495	1,743,952.27
Operating						-			-
Supplies	48,550.00	48,550.00	44,470.00	171,025.43	43,470.00	(1,000.00)			43,470.00
Prof. Services - Accounting	157,000.00	157,000.00	362,000.00	943,301.13	362,000.00	0.00	150,000.00	0.00250	412,000.00
Telephone	-	-	-	0.00	1,000.00	1,000.00			1,000.00
Training and Education	1,130.00	1,130.00	6,000.00	3,660.79	6,000.00	0.00			6,000.00
R & M - Equipment	2,990.00	2,990.00	8,700.00	10,101.52	8,700.00	0.00			8,700.00
Community Grants	-	-	-	0.00	-	0.00			0.00
Operating Total	209,670.00	209,670.00	421,170.00	1,128,088.87	421,170.00	-	150,000.00	0.00250	471,170.00
Department Total	1,624,270.00	1,624,270.00	1,915,015.30	2,664,978.07	1,982,872.27	67,856.97	447,000.00	0.00745	2,215,122.27
crossfoot error / source test			-			-			-
MIT									
Salaries and Benefits									
Salaries	740,400.00	638,140.00	622,219.33	634,871.88	636,814.19	14,594.86			636,814.19
Benefits	173,290.00	183,040.00	230,898.87	181,178.19	253,768.03	22,869.16			253,768.03
Salaries/Benefits Total	913,690.00	821,180.00	853,118.20	816,050.07	890,582.22	37,464.02	0.00	0.00000	890,582.22
Operating						-			-
Supplies	8,620.00	8,620.00	8,620.00	4,942.22	8,620.00	0.00			8,620.00
Telephone	-	-	-	0.00	3,000.00	3,000.00			3,000.00
Training and Education	4,970.00	2,500.00	2,500.00	3,225.06	2,500.00	0.00	3,300.00	0.00006	5,800.00
R & M - Equipment	81,300.00	82,280.00	81,300.00	76,716.36	81,300.00	0.00	27,950.00	0.00047	81,300.00
Contract Services	213,910.00	208,880.00	274,380.00	201,238.93	271,380.00	(3,000.00)	53,330.00	0.00089	324,710.00
Operating Total	308,800.00	302,280.00	366,800.00	286,122.57	366,800.00	0.00	84,580.00	0.00141	423,430.00
Fixed Assets and Capital Outlay						-			-
Capital Outlay Total	650,000.00	35,940.00	250,000.00	226,682.31	250,000.00	-	148,625.00	0.00248	250,000.00
						-			-
Department Total	1,872,490.00	1,159,400.00	1,469,918.20	1,328,854.95	1,507,382.22	37,464.02	233,205.00	0.00389	1,564,012.22
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	243,560.00	232,280.00	232,228.00	350,024.56	232,228.00	0.00			232,228.00
Benefits	88,260.00	67,370.00	92,748.96	124,206.48	89,291.43	(3,457.53)			89,291.43
Salaries/Benefits Total	331,820.00	299,650.00	324,976.96	474,231.03	321,519.43	(3,457.53)	0.00	0.00000	321,519.43

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Operating						*(0.00)*			-
Supplies	12,020.00	12,020.00	12,020.00	11,685.93	4,075.00	(7,945.00)			4,075.00
Telephone	-	-	-	0.00	650.00	650.00			650.00
Advertising	-	-	-	0.00	6,125.00	6,125.00			6,125.00
Training and Education	5,200.00	2,500.00	2,500.00	3,610.04	3,670.00	1,170.00			3,670.00
R & M - Equipment	700.00	400.00	400.00	0.00	400.00	0.00			400.00
Operating Total	17,920.00	14,920.00	14,920.00	15,295.97	14,920.00	0.00	0.00	0.00000	14,920.00
						-			
Department Total	349,740.00	314,570.00	339,896.96	489,527.00	336,439.43	(3,457.53)	0.00	0.00000	336,439.43
crossfoot error / source test			-			*(0.00)*			-
Total; Finance	3,846,500.00	3,098,240.00	3,724,830.46	4,483,360.02	3,826,693.92	101,863.46	680,205.00	0.01134	4,115,573.92
crossfoot error / source test						*0.00*			-
Salaries and Benefits									
Salaries	653,980.00	514,490.00	420,830.00	559,893.74	504,237.46	83,407.46	-		504,237.46
Benefits	181,180.00	147,980.00	155,273.14	174,567.14	199,480.96	44,207.82			199,480.96
Salaries/Benefits Total	835,160.00	662,470.00	576,103.14	734,460.88	703,718.42	127,615.28	0.00	0.00000	703,718.42
Operating						-			-
Employee Physicals	45,000.00	40,000.00	0.00	47,639.09	57,000.00	57,000.00			57,000.00
Tuition	15,000.00			6,139.46		0.00			0.00
Supplies	30,500.00	15,550.00	29,500.00	17,754.05	28,650.00	(850.00)	5,000.00	0.00008	28,650.00
Legal - Negotiate	20,000.00	44,000.00	0.00	49,733.89	30,000.00	30,000.00	20,000.00	0.00033	30,000.00
Prof. Services - Other	30,500.00	29,500.00	113,000.00	29,805.44	27,000.00	(86,000.00)	10,000.00	0.00017	37,000.00
Employee Award/Incentive	1,000.00	1,000.00	-	3,272.62	-	0.00	10,000.00	0.00017	10,000.00
Telephone	-	-	-	0.00	850.00	850.00	500.00	0.00001	1,350.00
Special Projects	10,000.00	-	6,000.00	0.00	5,000.00	(1,000.00)	(1,000.00)	(0.00002)	5,000.00
Training and Education	11,310.00	2,500.00	2,500.00	5,738.56	2,500.00	0.00			2,500.00
R & M - Equipment	200.00	200.00	200.00	30.00	200.00	0.00			200.00
Contract Services	5,500.00	5,500.00	-	8,330.94	-	0.00			20,000.00
Operating Total	169,010.00	138,250.00	151,200.00	168,444.06	151,200.00	0.00	44,500.00	0.00074	191,700.00
						-			-
Department Total	1,004,170.00	800,720.00	727,303.14	902,904.94	854,918.42	127,615.28	44,500.00	0.00074	895,418.42
crossfoot error / source test			-			-			-
Planning and Zoning- ***(a Division of Planning, Environment and Permits)***									
Salaries and Benefits									
Salaries	1,290,160.00	1,007,520.00	985,195.00	1,139,357.78	896,280.87	(88,914.13)			896,280.87
						0.00	20,000.00	0.00033	0.00
						0.00	57,000.00	0.00095	0.00
Salaries- Comm Devel. Admin (T. Wellman)	-	-	-		102,036.65	102,036.65			102,036.65
Benefits	350,850.00	295,610.00	342,524.63	362,944.32	350,468.84	7,944.21	26,950.00	0.00045	350,468.84
Salaries/Benefits Total	1,641,010.00	1,303,130.00	1,327,719.63	1,502,302.10	1,348,786.36	21,066.73	103,950.00	0.00173	1,348,786.36

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating						*0.00*			-
Supplies	23,620.00	23,620.00	23,620.00	16,488.01	22,620.00	(1,000.00)	2,500.00	0.00004	22,620.00
MD Historical Trust	-	-	-		0.00	0.00			0.00
Telephone	-	-	-	0.00	650.00	650.00			650.00
Training and Education	13,050.00	9,050.00	9,050.00	8,698.19	8,050.00	(1,000.00)	2,060.00	0.00003	10,110.00
R & M - Equipment	8,500.00	2,190.00	2,190.00	963.33	2,190.00	0.00			2,190.00
Advertising						0.00	1,000.00	0.00002	1,000.00
Special Programs	155,000.00	18,530.00	50,000.00	47,742.75	50,000.00	0.00	42,442.00	0.00071	50,000.00
					0.00	0.00	5,000.00	0.00008	5,000.00
Contract Services	-	68,130.00	65,500.00	22,835.62	28,000.00	(37,500.00)	85,000.00	0.00142	28,000.00
					0.00	0.00	1,000.00	0.00002	1,000.00
					0.00	0.00	12,500.00	0.00021	25,000.00
Operating Total	200,170.00	121,520.00	150,360.00	96,727.89	111,510.00	(38,850.00)	151,502.00	0.00253	145,570.00
						-			-
Department Total	1,841,180.00	1,424,650.00	1,478,079.63	1,599,029.99	1,460,296.36	(17,783.27)	255,452.00	0.00426	1,494,356.36
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	375,480.00	12,716.69	-	137,454.70	-	-			
Benefits	59,260.00	16,650.00	-	41,393.67	-	-			
Salaries/Benefits Total	434,740.00	29,366.69	-	178,848.37	-	-	-	0.00000	-
Operating									-
Supplies	500.00	-		303.08					
Education and Travel	790.00	-		326.75					
Contract Services	0.00	-		2,559.33					
Energy Efficiency	-	860.00	-	286.67	-	-			
Operating Total	1,290.00	860.00	0.00	3,475.83	0.00	0.00	0.00	0.00000	0.00
									-
Department Total	436,030.00	30,226.69	0.00	182,324.20	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test			-			-			-
TOTAL: GENERAL GOVERNMENT	9,092,140.00	8,262,069.56	8,830,574.96	10,464,977.47	9,208,825.33	378,250.37	1,439,897.00	0.02291	9,848,785.33
crossfoot error / source test			-			*(0.00)*			-
Salaries and Benefits									
Salaries	11,865,320.00	10,159,950.00	10,725,194.15	9,991,952.89	10,173,167.72	(552,026.43)	45,000.00	0.00075	10,218,167.72
Attrition - (*Contra Expenditure*)			(700,000.00)		(700,000.00)	0.00	33,477.00	0.00056	(700,000.00)
						0.00	5,000.00	0.00008	0.00
						0.00	-	0.00000	0.00
						0.00	2,400.00	0.00004	0.00
						0.00	-	0.00000	0.00
						0.00	(135,000.00)	(0.00225)	(135,000.00)

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Overtime	793,970.00	790,050.00	790,050.00	1,247,661.31	790,050.00	0.00			790,050.00
Differential			99,200.00	0.00	99,200.00	0.00			89,200.00
Doubletime	-	3,920.00	3,920.00	0.00	3,920.00	0.00			3,920.00
Benefits	2,963,930.00	3,093,870.00	3,290,944.05	3,073,331.98	3,529,703.17	238,759.12	30,056.95	0.00050	3,498,203.17
Non-Salary Ins	33,450.00	33,450.00	-	66,297.21	0.00	0.00			0.00
Salaries/Benefits Total	15,656,670.00	14,081,240.00	14,209,308.20	14,379,243.38	13,896,040.89	(313,267.31)	(19,066.05)	(0.00032)	13,764,540.89
Operating						*0.00*			-
Supplies									
Supplies	183,230.00	137,960.00	446,710.00	158,704.23	163,460.00	(283,250.00)	65,000.00	0.00108	198,460.00
Range/Armory					27,000.00	27,000.00	27,000.00	0.00045	27,000.00
						0.00	15,000.00	0.00025	0.00
						0.00	21,000.00	0.00035	10,500.00
Clothing	170,000.00	167,550.00	-	129,116.44	190,000.00	190,000.00			190,000.00
Fuel and Oil	89,400.00	89,400.00	-	211,679.71	168,750.00	168,750.00			168,750.00
Prof. Srvc - Other	18,330.00	18,330.00	-	10,491.65	18,550.00	18,550.00			18,550.00
Telephone	95,000.00	95,000.00	95,000.00	103,843.81	95,000.00	0.00			95,000.00
Electricity	107,000.00	111,000.00	107,000.00	131,036.35	107,000.00	0.00			107,000.00
Training and Education	47,100.00	42,100.00	42,100.00	55,134.59	42,100.00	0.00			42,100.00
R & M - Bldgs and Structures	8,000.00	8,000.00	191,720.00	2,119.58	8,000.00	(183,720.00)			8,000.00
R & M - Equipment	212,860.00	183,720.00	-	156,150.10	183,720.00	183,720.00			183,720.00
Special Programs	27,500.00	0.00	27,500.00	9,786.47	0.00	(27,500.00)			0.00
Rents and Leases	39,600.00	92,900.00	39,600.00	104,128.06	39,600.00	0.00			39,600.00
Contract Services	208,550.00	200,770.00	250,550.00	287,004.58	250,550.00	0.00			250,550.00
Fleet Replacement						0.00	367,751.97	0.00613	183,875.99
Operating Total	1,206,570.00	1,146,730.00	1,200,180.00	1,359,195.57	1,293,730.00	93,550.00	495,751.97	0.00826	1,523,105.99
						-			-
Department Total	16,863,240.00	15,227,970.00	15,409,488.20	15,738,438.96	15,189,770.89	(219,717.31)	476,685.92	0.00794	15,287,646.87
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	9,484,550.00	8,507,230.00	9,201,736.00	8,770,082.86	9,186,168.72	(15,567.28)	154,000.00	0.00257	9,186,168.72
				0.00		0.00	47,742.00	0.00080	0.00
Attrition - (*Contra Expenditure*)			(366,673.62)	0.00	(366,106.34)	567.28	53,962.00	0.00090	(366,106.34)
Overtime	450,470.00	451,410.00	450,000.00	411,052.13	450,000.00	0.00	4,460.00	0.00007	450,000.00
Benefits	2,724,990.00	2,553,790.00	2,611,930.48	2,568,228.11	2,738,553.18	126,622.70	91,057.40	0.00152	2,738,553.18
Disability Insurance	20,300.00	20,300.00	-	44,581.15	65,000.00	65,000.00			65,000.00
Salaries/Benefits Total	12,680,310.00	11,532,730.00	11,896,992.86	11,793,944.25	12,073,615.56	176,622.70	351,221.40	0.00585	12,073,615.56
			-			-			-
Operating									
Supplies	254,720.00	211,910.00	377,430.00	168,099.49	200,000.00	(177,430.00)	9,600.00	0.00016	200,000.00
Fire Protection Grant	47,404.00	18,754.26	-	13,807.85	0.00	0.00			0.00
Clothing	131,430.00	131,430.00	-	89,946.75	60,730.00	60,730.00	53,000.00	0.00088	113,730.00
Fuel and Oil	37,480.00	37,480.00	-	134,967.80	150,000.00	150,000.00	143,000.00	0.00238	221,500.00
Telephone	10,300.00	10,300.00	0.00	9,257.87	30,000.00	30,000.00	43,500.00	0.00073	73,500.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Electricity	124,000.00	124,000.00	134,300.00	121,121.16	124,000.00	(10,300.00)	4,000.00	0.00007	128,000.00
Training and Education	131,370.00	36,370.00	96,370.00	52,612.66	31,370.00	(65,000.00)	1,200.00	0.00002	32,570.00
R & M - Bldgs and Structures	15,400.00	15,400.00	146,640.00	15,714.14	15,400.00	(131,240.00)	20,000.00	0.00033	15,400.00
R & M - Equipment	194,240.00	191,240.00	-	184,838.36	163,240.00	163,240.00	90,000.00	0.00150	208,240.00
Rents and Leases	15,500.00	13,000.00	13,000.00	8,627.88	13,000.00	0.00	48,000.00	0.00080	13,000.00
Appropriation to Volunteer Fire	-	35,000.00	-	11,666.67	-	0.00			0.00
Capital Outlay	0.00			19,979.14		0.00			0.00
Contract Services	123,100.00	124,250.00	108,100.00	226,843.36	88,100.00	(20,000.00)	26,000.00	0.00043	114,100.00
Fleet Replacement						0.00	384,051.89	0.00640	192,025.95
Operating Total	1,084,944.00	949,134.26	875,840.00	1,057,483.14	875,840.00	0.00	822,351.89	0.01371	1,312,065.95
						-			-
Department Total	13,765,254.00	12,481,864.26	12,772,832.86	12,851,427.40	12,949,455.56	176,622.70	1,173,573.29	0.01956	13,385,681.51
crossfoot error / source test			*(0.10)*			-			-
Salaries and Benefits									
Salaries	245,410.00	41,490.00	152,729.11	140,959.93	167,785.47	15,056.36	2,387.88	0.00004	167,785.47
						0.00	70,634.00	0.00118	0.00
						0.00	47,757.00	0.00080	0.00
						0.00	30,000.00	0.00050	0.00
Benefits						0.00		0.00000	0.00
Benefits	-	-	64,784.66	0.00	74,107.76	9,323.10	52,772.61	0.00088	74,107.76
Salaries/Benefits Total	245,410.00	41,490.00	217,513.77	140,959.93	241,893.23	24,379.46	203,551.49	0.00339	241,893.23
Operating						-			-
Supplies	0.00	38,480.00	0.00		0.00	0.00	48,220.00	0.00080	0.00
Terrorism XXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism XLVI	-	-	-	0.00	0.00	0.00			0.00
Terrorism LVI	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXVII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXIX	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXIV	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXIX	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXXIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXXV	-	-	-	0.00	0.00	0.00			0.00
Training and Education				0.00		0.00			0.00
Training and Education	0.00	-		10,170.01	0.00	0.00			0.00
Contract Services	0.00	29,570.00		78,923.40	0.00	0.00			0.00
Capital Outlay	0.00	-		40,000.00	0.00	0.00			0.00
Operating Total	0.00	68,050.00	0.00	129,093.41	0.00	0.00	48,220.00	0.00080	0.00
						-			-
Department Total	245,410.00	109,540.00	217,513.77	270,053.34	241,893.23	24,379.46	251,771.49	0.00420	241,893.23
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Planning, Environment and Permits									
Salaries and Benefits									
Salaries	1,641,740.00	1,480,980.00	1,522,610.51	1,536,615.76	1,500,153.48	(22,457.03)	4,344.00	0.00007	1,560,153.48
					0.00	0.00	60,000.00	0.00100	0.00
Overtime	-	5,000.00	-	2,637.68	5,000.00	5,000.00	47,185.93	0.00079	52,185.93
Benefits	476,920.00	443,270.00	564,782.59	480,806.39	619,711.81	54,929.22	51,651.48	0.00086	657,226.88
Non-Salary Ins	-	2,380.00	-	4,558.39	-	-			0.00
Salaries/Benefits Total	2,118,660.00	1,931,630.00	2,087,393.10	2,024,618.22	2,124,865.29	37,472.19	163,181.41	0.00272	2,269,566.29
						0.00			-
Operating									
Supplies	66,570.00	66,570.00	66,570.00	68,158.91	35,570.00	(31,000.00)			35,570.00
Fuel and Oil	-	-	-	0.00	13,000.00	13,000.00			13,000.00
Telephone	-	-	-	0.25	18,000.00	18,000.00			18,000.00
Training and Education	15,080.00	49,000.00	7,500.00	10,203.13	7,500.00	0.00			7,500.00
R & M - Equipment	3,600.00	3,600.00	3,600.00	6,084.78	3,600.00	0.00			3,600.00
Rents and Leases	450.00	450.00	5,450.00	(25.73)	5,450.00	0.00			5,450.00
Contract Services	212,560.00	72,780.00	83,050.00	77,285.30	35,050.00	(48,000.00)			35,050.00
Urban Forestry	-	-	-	22,650.33	38,000.00	38,000.00			38,000.00
Unsafe Structure Dem	-	-	-	2,321.40	10,000.00	10,000.00			10,000.00
Energy Efficiency	-	-	-	0.00	0.00	0.00			0.00
Sea Level Rise II	-	-	-	0.00	0.00	0.00			0.00
Fleet Replacement						0.00	48,480.00	0.00081	24,240.00
Operating Total	298,260.00	192,400.00	166,170.00	186,678.38	166,170.00	0.00	48,480.00	0.00081	190,410.00
						-			-
Department Total	2,416,920.00	2,124,030.00	2,253,563.10	2,211,296.60	2,291,035.29	37,472.19	211,661.41	0.00353	2,459,976.29
crossfoot error / source test			-			*0.00*			-
TOTAL; PUBLIC SAFTEY & HEALTH	33,290,824.00	29,943,404.26	30,653,397.93	31,071,216.29	30,672,154.97	18,757.04	2,113,692.10	0.03523	31,375,197.91
crossfoot error / source test		-	-			*0.00*			-
Administration									
Salaries and Benefits									
Salaries	499,260.00	486,010.00	498,677.00	457,125.55	498,674.66	(2.34)			498,674.66
Benefits	98,000.00	141,420.00	172,616.78	117,460.84	186,645.32	14,028.54			186,645.32
Salaries/Benefits Total	597,260.00	627,430.00	671,293.78	574,586.39	685,319.98	14,026.20	0.00	0.00000	685,319.98
Operating						-			-
Supplies	10,280.00	9,280.00	9,280.00	14,756.66	8,280.00	(1,000.00)			8,280.00
Fuel and Oil	-	-	-	0.00	1,000.00	1,000.00			1,000.00
Telephone	-	-	-	0.00	2,800.00	2,800.00	800.00	0.00001	3,600.00
Training and Education	4,490.00	2,500.00	2,500.00	2,447.42	2,500.00	0.00			2,500.00
R & M - Equipment	1,800.00	1,300.00	1,300.00	1,341.23	800.00	(500.00)			800.00
Contract Services	11,510.00	11,510.00	11,510.00	13,944.36	9,210.00	(2,300.00)			9,210.00
Fleet Replacement						0.00	296,018.16	0.00493	148,009.08

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating Total	28,080.00	24,590.00	24,590.00	32,489.66	24,590.00	0.00	296,818.16	0.00495	173,399.08
						-			
Administration Total	625,340.00	652,020.00	695,883.78	607,076.05	709,909.98	14,026.20	296,818.16	0.00495	858,719.06
crossfoot error / source test			-			-			-
Engineering & Construction									
Salaries and Benefits									
Salaries	767,180.00	435,210.00	508,112.00	673,635.35	543,551.26	35,439.26	81,550.00	0.00136	543,551.26
Benefits	197,090.00	143,820.00	184,971.46	191,358.59	208,743.91	23,772.45	28,542.50	0.00048	208,743.91
Non-Salary Insurance	-	1,660.00	-	1,813.61	-	0.00			0.00
Salaries/Benefits Total	964,270.00	580,690.00	693,083.46	866,807.54	752,295.17	59,211.71	110,092.50	0.00183	752,295.17
Operating						*0.00*			-
Supplies	22,970.00	21,970.00	21,970.00	18,982.08	19,170.00	(2,800.00)			19,170.00
Fuel and Oil	-	-	-	0.00	2,800.00	2,800.00			2,800.00
Telephone	-	-	-	0.00	4,000.00	4,000.00			4,000.00
Training and Education	5,740.00	2,500.00	2,500.00	3,321.97	2,500.00	0.00			2,500.00
R & M - Equipment	5,000.00	4,500.00	4,500.00	2,489.02	4,500.00	0.00			4,500.00
Contract Services	61,660.00	128,600.00	56,660.00	66,407.66	52,660.00	(4,000.00)			52,660.00
Operating Total	95,370.00	157,570.00	85,630.00	91,200.73	85,630.00	0.00	0.00	0.00000	85,630.00
						-			
Engineering & Construction Total	1,059,640.00	738,260.00	778,713.46	958,008.27	837,925.17	59,211.71	110,092.50	0.00183	837,925.17
crossfoot error / source test			-			*0.00*			-
Roadways									
Salaries and Benefits									
Salaries	1,313,430.00	1,323,160.00	1,233,466.00	1,300,402.60	1,223,100.64	(10,365.36)	50,000.00	0.00083	1,304,200.00
Overtime	-	75,920.00	-	60,203.34	75,920.00	75,920.00			75,920.00
Attrition *(Contra Expenditure)*			(50,000.00)	0.00	(50,000.00)	0.00			(50,000.00)
Benefits	482,460.00	383,860.00	550,740.02	453,780.88	605,718.56	54,978.54	10,000.00	0.00017	627,135.00
Non-Salary Insurance	-	6,830.00	-	5,834.19	-	0.00			0.00
Salaries/Benefits Total	1,795,890.00	1,789,770.00	1,734,206.02	1,820,221.01	1,854,739.20	120,533.18	60,000.00	0.00100	1,957,255.00
Operating					0.00	*0.00*			-
Supplies	207,160.00	202,160.00	162,010.00	176,626.15	99,730.00	(62,280.00)	3,000.00	0.00005	99,730.00
Fuel and Oil	-	-	-	0.00	60,000.00	60,000.00			60,000.00
Telephone	-	-	-	0.00	2,280.00	2,280.00			2,280.00
Electricity - Street Light	582,500.00	582,500.00	582,500.00	558,216.73	582,500.00	0.00			582,500.00
Training and Education	4,750.00	2,500.00	2,500.00	2,301.33	2,500.00	0.00			2,500.00
R & M - Street	238,660.00	94,090.00	207,570.00	92,741.10	110,010.00	(97,560.00)			110,010.00
R & M - Equipment	-	102,570.00	-	54,080.59	97,560.00	97,560.00			97,560.00
Contract Services	45,600.00	23,770.00	30,600.00	28,719.67	30,600.00	0.00			30,600.00
Capital				0.00		0.00	51,700.00	0.00086	0.00
Operating Total	1,078,670.00	1,007,590.00	985,180.00	912,685.57	985,180.00	0.00	54,700.00	0.00091	985,180.00
						-			-
Roadways Total	2,874,560.00	2,797,360.00	2,719,386.02	2,732,906.58	2,839,919.20	120,533.18	114,700.00	0.00191	2,942,435.00
crossfoot error / source test			-			*0.00*			-
Traffic Control and Maintenance									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Salaries and Benefits									
Salaries	146,140.00	141,070.00	188,183.00	132,413.61	143,076.16	(45,106.84)			143,076.16
Overtime	-	2,810.00	-	2,521.96	2,810.00	2,810.00			2,810.00
Benefits	42,220.00	41,010.00	72,683.47	53,282.86	68,947.94	(3,735.53)			68,947.94
Salaries/Benefits Total	188,360.00	184,890.00	260,866.47	188,218.43	214,834.10	(46,032.37)	0.00	0.00000	214,834.10
Operating									-
Supplies	40,540.00	28,840.00	28,840.00	23,567.82	21,980.00	(6,860.00)	12,500.00	0.00021	34,480.00
Fuel and Oil	-	-	-	0.00	6,500.00	6,500.00			6,500.00
Telephone	-	-	-	0.00	360.00	360.00			360.00
Training and Education	9,800.00	5,800.00	5,800.00	4,642.35	5,800.00	0.00			5,800.00
R & M - Equipment	26,990.00	18,890.00	18,890.00	11,841.04	18,890.00	0.00	600.00	0.00001	19,490.00
Capital Outlay	120,000.00	-	-	0.00	0.00	0.00	48,000.00	0.00080	0.00
Contract Services	16,300.00	12,300.00	12,300.00	9,805.14	12,300.00	0.00			12,300.00
Operating Total	213,630.00	65,830.00	65,830.00	49,856.36	65,830.00	0.00	61,100.00	0.00102	78,930.00
						-			-
Traffic Control Total	401,990.00	250,720.00	326,696.47	238,074.79	280,664.10	(46,032.37)	61,100.00	0.00102	293,764.10
crossfoot error / source test			-			-			-
Snow & Ice Removal									
Salaries and Benefits									
Salaries	38,350.00	-	38,350.00	51,092.98	0.00	(38,350.00)			0.00
Overtime	-	38,350.00	-	22,676.92	38,350.00	38,350.00			38,350.00
Benefits	-	-	8,544.05	0.00	0.00	(8,544.05)			0.00
Salaries/Benefits Total	38,350.00	38,350.00	46,894.05	73,769.90	38,350.00	(8,544.05)	0.00	0.00000	38,350.00
Operating						-			-
Supplies	20,880.00	71,700.00	20,880.00	101,160.23	15,880.00	(5,000.00)			15,880.00
Fuel and Oil	-	-	-	0.00	5,000.00	5,000.00			5,000.00
R & M - Equipment	5,950.00	5,950.00	5,950.00	3,819.57	5,950.00	0.00			5,950.00
Contract Services	22,970.00	4,150.00	22,970.00	184,196.23	22,970.00	0.00			22,970.00
Operating Total	49,800.00	81,800.00	49,800.00	289,176.03	49,800.00	0.00	0.00	0.00000	49,800.00
						-			-
Snow and Ice Total	88,150.00	120,150.00	96,694.05	362,945.93	88,150.00	(8,544.05)	-	0.00000	88,150.00
crossfoot error / source test			-			-			-
Fleet Maintenance Center									
Salaries and Benefits									
Salaries	321,580.00	277,950.00	192,001.00	293,214.74	287,822.21	95,821.21			287,822.21
Overtime	-	24,380.00	-	22,289.19	15,360.00	15,360.00			15,360.00
Benefits	121,380.00	89,930.00	94,039.38	105,964.81	129,059.28	35,019.90			129,059.28
Non-Salary Insurance	-	2,070.00	-	1,530.53	0.00	0.00			0.00
Salaries/Benefits Total	442,960.00	394,330.00	286,040.38	422,999.27	432,241.49	146,201.11	0.00	0.00000	432,241.49
Operating						-			-
Supplies	21,930.00	21,930.00	21,930.00	21,744.86	11,710.00	(10,220.00)			11,710.00
Equipment				0.00		0.00			0.00
Fuel and Oil	-	-	-	0.00	9,500.00	9,500.00			9,500.00
Telephone	6,100.00	6,100.00	6,100.00	5,114.60	6,820.00	720.00			6,820.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Electricity	55,000.00	55,000.00	55,000.00	40,290.70	55,000.00	0.00			55,000.00
Training and Education	500.00	500.00	500.00	53.33	500.00	0.00			500.00
R & M - Bldgs and Structures	14,930.00	10,780.00	14,930.00	3,482.73	10,780.00	(4,150.00)			10,780.00
R & M - Equipment	-	4,150.00	-	2,006.90	4,150.00	4,150.00	600.00	0.00001	4,750.00
Contract Services	10,170.00	6,100.00	8,170.00	6,164.31	8,170.00	0.00			8,170.00
Fixed Asset Purchases				0.00		0.00	30,000.00	0.00050	0.00
Operating Total	108,630.00	104,560.00	106,630.00	78,857.43	106,630.00	0.00	30,600.00	0.00051	107,230.00
Fleet Maintenance Total	551,590.00	498,890.00	392,670.38	501,856.70	538,871.49	146,201.11	30,600.00	0.00051	539,471.49
crossfoot error / source test			-		-	-			-
General Govt Buildings (Bldgs & Maint.)									
Salaries and Benefits									
Salaries	336,090.00	197,090.00	221,919.70	228,558.63	198,749.21	(23,170.49)	(33,000.00)	(0.00055)	198,749.21
				0.00		0.00	8,315.00	0.00014	0.00
Overtime	0.00	2,500.00	-	2,993.45	0.00	0.00	2,000.00	0.00003	0.00
Benefits	66,150.00	57,600.00	80,199.72	68,018.23	81,403.31	1,203.59			81,403.31
Non-Salary Insurance	-	4,450.00	-	3,974.96	0.00	0.00	(7,939.75)	(0.00013)	0.00
Salaries/Benefits Total	402,240.00	261,640.00	302,119.42	303,545.27	280,152.52	(21,966.90)	(30,624.75)	(0.00051)	280,152.52
Operating						*(0.00)*			-
Supplies	12,180.00	40,840.00	12,180.00	27,327.72	10,180.00	(2,000.00)			10,180.00
Fuel and Oil	-	-	-	0.00	2,000.00	2,000.00			2,000.00
Telephone	66,000.00	66,000.00	144,000.00	63,583.69	66,000.00	(78,000.00)			66,000.00
Electricity	78,000.00	78,000.00	0.00	92,327.25	78,000.00	78,000.00			78,000.00
R & M - Bldgs and Structures	262,060.00	147,833.31	262,060.00	267,088.90	229,060.00	(33,000.00)		0.00000	229,060.00
R & M - Equipment	-	2,150.00	-	1,525.21	3,000.00	3,000.00		0.00000	3,000.00
Rents and Leases	453,470.00	490,900.00	461,414.00	509,542.55	461,414.00	0.00			461,414.00
Contract Services	254,570.00	375,120.00	284,570.00	397,420.28	344,446.85	59,876.85	200.00	0.00000	344,646.85
Operating Total	1,126,280.00	1,200,843.31	1,164,224.00	1,358,815.60	1,194,100.85	29,876.85	200.00	0.00000	1,194,300.85
						0.00			-
Government Buildings Total	1,528,520.00	1,462,483.31	1,466,343.42	1,662,360.87	1,474,253.37	7,909.95	(30,424.75)	(0.00051)	1,474,453.37
crossfoot error / source test			-			*0.00*			-
TOTAL; PUBLIC WORKS	7,129,790.00	6,519,883.31	6,476,387.58	7,063,229.20	6,769,693.30	293,305.72	582,885.91	0.00971	7,034,918.18
			-			*0.00*			-
Administration									
Salaries and Benefits									
Salaries	1,902,670.00	1,409,920.00	774,906.00	1,802,143.62	1,246,648.00	471,742.00			1,246,648.00
Attrition *(Contra Expenditure)*			(29,496.98)	0.00	(50,000.00)	(20,503.02)			(50,000.00)
Overtime	-	24,970.00	-	12,193.26	20,000.00	20,000.00			20,000.00
Benefits	502,440.00	410,300.00	412,134.15	444,287.45	644,190.90	232,056.75			644,190.90
Non-Salary Insurance	-	6,730.00	-	6,561.32	0.00	0.00			0.00
Salaries/Benefits Total	2,405,110.00	1,851,920.00	1,157,543.17	2,265,185.64	1,860,838.90	703,295.73	0.00	0.00000	1,860,838.90
Operating						-			-
Supplies									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Supplies	140,000.00	80,000.00	90,000.00	143,723.86	74,000.00	(16,000.00)	3,900.00	0.00007	77,900.00
Stanton Center	-	-	-	0.00	0.00	0.00			0.00
Achieve Community	-	-	-	0.00	0.00	0.00			0.00
Fuel and Oil	-	-	-	0.00	16,000.00	16,000.00			16,000.00
Prof Srvc - Other	-	84,300.00	-	52,050.02	40,000.00	40,000.00			40,000.00
Telephone	14,000.00	10,500.00	14,000.00	15,809.94	14,000.00	0.00			14,000.00
Electricity	132,000.00	62,000.00	62,000.00	125,459.66	62,000.00	0.00			62,000.00
Annapolis Trail	-	-	-	0.00	0.00	0.00			0.00
Training and Education	12,430.00	2,500.00	2,500.00	9,522.79	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	216,870.00	162,370.00	186,870.00	164,039.49	166,870.00	(20,000.00)			166,870.00
R & M - Equipment	-	22,000.00	-	11,427.93	15,000.00	15,000.00	20,000.00	0.00033	25,000.00
Progs and Activities	155,820.00	128,020.00	128,020.00	86,035.25	118,020.00	(10,000.00)			118,020.00
Rents and Leases	4,830.00	1,330.00	1,330.00	2,399.15	1,330.00	0.00			1,330.00
Contract Services				0.00	0.00	0.00			0.00
Contract Services	193,630.00	3,000.00	114,030.00	90,892.48	114,030.00	0.00			114,030.00
Achieve Community	-	-	-	0.00	0.00	0.00			0.00
Capital Outlay (USJ Congress)	-	-	0.00	0.00	0.00	0.00			0.00
Fleet Replacement						0.00	78,399.17	0.00131	39,199.59
Operating Total	869,580.00	556,020.00	598,750.00	701,360.58	623,750.00	25,000.00	102,299.17	0.00170	676,849.59
						-			-
Administration Total	3,274,690.00	2,407,940.00	1,756,293.17	2,966,546.22	2,484,588.90	728,295.73	102,299.17	0.00170	2,537,688.48
crossfoot error / source test			-			-			-
Pip Moyer Recreation Center Ops									
Salaries and Benefits									
Salaries	722,770.00	974,440.00	1,385,345.18	554,868.52	910,967.00	(474,378.18)	45,000.00	0.00075	955,967.00
Overtime	-	-	-	58.61	0.00	0.00			0.00
Attrition *(Contra Expenditure)*			-	0.00	0.00	0.00			0.00
Benefits	174,170.00	277,720.00	411,169.32	147,746.23	283,787.85	(127,381.47)	15,750.00	0.00026	299,537.85
Salaries/Benefits Total	896,940.00	1,252,160.00	1,796,514.50	702,673.35	1,194,754.85	(601,759.65)	60,750.00	0.00101	1,255,504.85
Operating						-			-
Supplies	77,390.00	114,050.00	111,700.00	48,688.15	90,000.00	(21,700.00)			90,000.00
Professional Services - Other	96,210.00	145,000.00	160,000.00	30,293.72	110,000.00	(50,000.00)			110,000.00
Telephone	1,000.00	6,000.00	0.00	4,762.50	10,000.00	10,000.00			10,000.00
Electricity	193,640.00	186,000.00	161,000.00	74,757.26	161,000.00	0.00			161,000.00
R & M - Bldgs and Structures	32,600.00	40,000.00	25,000.00	11,451.91	25,000.00	0.00			25,000.00
Rents and Leases	9,170.00	15,000.00	15,000.00	3,140.49	15,000.00	0.00			15,000.00
Operating Total	410,010.00	506,050.00	472,700.00	173,094.03	411,000.00	(61,700.00)	0.00	0.00000	411,000.00
						-			-
Pip Moyer Center Total	1,306,950.00	1,758,210.00	2,269,214.50	875,767.38	1,605,754.85	(663,459.65)	60,750.00	0.00101	1,666,504.85
crossfoot error / source test			-			-			-
TOTAL; RECREATION	4,581,640.00	4,166,150.00	4,025,507.67	3,842,313.61	4,090,343.75	64,836.08	163,049.17	0.00272	4,204,193.33
			-			*0.00*			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Total; General Fund before Non-Allo.	54,094,394.00	48,891,507.13	49,985,868.14	52,441,736.56	50,741,017.35	755,149.21	4,299,524.18	0.07057	52,463,094.75
			-			*0.00*			-
Community Grants	205,000.00	205,000.00	205,000.00	346,690.00	205,000.00	0.00	95,000.00	0.00158	205,000.00
Main Street and Arts District						0.00	25,000.00	0.00042	0.00
Art in Public Places	-	-	-	0.00	20,000.00	20,000.00			20,000.00
Private Capital Projects					0.00	0.00	50,000.00	0.00083	50,000.00
Debt Service	7,167,910.00	7,019,760.00	4,021,627.00	14,788,318.62	0.00	(4,021,627.00)			0.00
Long-Term Debt				0.00	1,171,080.00	1,171,080.00			1,171,080.00
Interest Expense				652,238.18	2,382,600.00	2,382,600.00			2,382,600.00
Principle Paydown				1,227,155.67	0.00	0.00			0.00
Short-Term Debt				0.00	0.00	0.00			0.00
Interest Expense			60,208.33	19,211.88	60,000.00	(208.33)			60,000.00
Principle Paydown				111,100.03	0.00	0.00			0.00
Other Financing Uses: subsidies and transfers				0.00	0.00	0.00			0.00
To Water Enterprise Fund				0.00	0.00	0.00			0.00
To Wastewater Enterprise Fund				0.00	0.00	0.00			0.00
To Dock Fund				0.00	0.00	0.00			0.00
To Stormwater Fund				50,000.00	0.00	0.00			0.00
To Refuse Fund				0.00	0.00	0.00			0.00
To Off-Street Parking Fund				0.00	0.00	0.00			0.00
To Transportation Fund			1,797,683.54	0.00	4,577,562.77	2,779,879.23			4,577,562.77
To Market House Fund	33,000.00	-	142,581.74	233,666.67	0.00	(142,581.74)			0.00
To Capital Projects Fund	1,105,340.00	425,000.00		1,319,060.00	0.00	0.00	5,000.00	0.00008	0.00
To Sidewalk Fund							600,000.00	0.01000	600,000.00
Contingency Reserve	4,507,080.00	365,180.00	250,000.00	0.00	400,000.00	150,000.00			400,000.00
Fuel Contingency		-	200,000.00	0.00	0.00	(200,000.00)			0.00
Fleet Replacement Program	-		300,000.00	0.00	0.00	(300,000.00)			0.00
General Liability Insurance	-	-	654,042.04	1,465,624.21	828,819.42	174,777.38			828,819.42
Police and Fire Pension Contribution					0.00	0.00	741,000.42	0.01235	741,000.42
Police and Fire Pension Contribution					0.00	0.00		0.00000	0.00
Employee Conversions					0.00	0.00	275,000.00	0.00458	275,000.00
Furlough Impact					0.00	0.00	662,773.67	0.01105	662,773.67
Transfers to Restricted Fund Balances			3,635,860.00	0.00	0.00	(3,635,860.00)	-	0.00000	0.00
TOTAL; NON-ALLOCATED	13,018,330.00	8,014,940.00	11,267,002.65	20,213,065.26	9,645,062.20	(1,621,940.45)	2,453,774.08	0.04090	11,973,836.28
						-			-
TOTAL; GENERAL FUND	67,112,724.00	56,906,447.13	61,252,870.79	72,654,801.82	60,386,079.55	(866,791.24)	6,753,298.27	0.11146	64,436,931.03
			-			*0.00*			-
PROJECTED SURPLUS	(3,298,764.00)	(2,203,744.67)	5,429,093.21	1,141,233.89	6,356,085.25	926,992.04	(6,753,298.27)	(0.11146)	3,929,233.77
						(0.00)			0.00
WATER FUND									
Water Charges									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Service Charges	3,280,000.00	3,810,000.00	7,200,900.00	3,268,027.51	7,344,918.00	144,018.00			7,344,918.00
Penalties	40,000.00	50,000.00	55,000.00	44,868.46	56,100.00	1,100.00			56,100.00
Miscellaneous	10,000.00	40,000.00	40,000.00	30,463.99	40,800.00	800.00			40,800.00
New Connections	170,000.00	50,000.00	50,000.00	93,150.00	51,000.00	1,000.00			51,000.00
Subtotal	3,500,000.00	3,950,000.00	7,345,900.00	3,436,509.96	7,492,818.00	146,918.00	0.00	0.00000	7,492,818.00
Capital Facilities						-			-
Current Year		265,000.00	265,000.00	92,601.67	265,000.00	0.00			265,000.00
Interest		3,000.00	3,000.00	944.36	3,000.00	0.00			3,000.00
Capital Facility Charges	450,000.00	132,000.00	132,000.00	250,220.11	132,000.00	0.00			132,000.00
Subtotal	450,000.00	400,000.00	400,000.00	343,766.14	400,000.00	0.00	0.00	0.00000	400,000.00
Money and Property						-			-
Interest Earnings: GO Bonds	0.00	0.00	0.00	988.48	0.00	0.00			0.00
Rents & Cone's (rental income)	40,000.00	50,000.00	50,000.00	98,437.56	55,000.00	5,000.00			55,000.00
Subtotal	40,000.00	50,000.00	50,000.00	99,426.05	55,000.00	5,000.00	0.00	0.00000	55,000.00
Other Financing Sources						-			-
Non-Operating Revenue Adj.	794,890.00	0.00	0.00	(496,400.00)		0.00			0.00
Trsfr from Sewer	0.00	634,660.00	-	661,553.33		0.00			0.00
Trsfr from Capital Projects	0.00	1,637,650.00	-	2,737,761.59		0.00			0.00
Subtotal	794,890.00	2,272,310.00	0.00	2,902,914.93	0.00	0.00	0.00	0.00000	0.00
						-			
Total Water Fund Revenues	4,784,890.00	6,672,310.00	7,795,900.00	6,782,617.07	7,947,818.00	151,918.00	0.00	0.00000	7,947,818.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	802,950.00	794,220.00	756,926.00	734,345.88	788,813.45	31,887.45			788,813.45
Overtime	82,660.00	82,660.00	84,103.00	103,151.13	84,000.00	(103.00)			84,000.00
Doubletime	-	0.00	0.00	954.37		0.00			0.00
Benefits	314,350.00	249,910.00	320,658.35	279,112.76	355,473.00	34,814.65			355,473.00
Salaries/Benefits Total	1,199,960.00	1,126,790.00	1,161,687.35	1,117,564.14	1,228,286.45	66,599.10	0.00	0.00000	1,228,286.45
Operating						-			-
Supplies	227,110.00	242,610.00	232,610.00	205,920.47	228,110.00	(4,500.00)			228,110.00
Fuel and Oil		-	-	0.00	4,500.00	4,500.00			4,500.00
Telephone	3,800.00	3,800.00	3,800.00	4,422.49	3,800.00	0.00			3,800.00
Electricity	338,000.00	321,200.00	321,200.00	352,879.10	321,200.00	0.00			321,200.00
Training and Education	3,870.00	2,500.00	2,500.00	2,981.86	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	62,300.00	63,450.00	152,570.00	53,870.74	65,600.00	(86,970.00)	300,000.00	0.00500	265,600.00
R & M - Equipment	116,240.00	82,050.00	-	81,507.58	86,970.00	86,970.00			86,970.00
Contract Services	101,550.00	54,050.00	54,050.00	53,980.54	54,050.00	0.00	1,000.00	0.00002	55,050.00
Operating Total	852,870.00	769,660.00	766,730.00	755,562.78	766,730.00	0.00	301,000.00	0.00502	967,730.00
						-			-
Total; Water Plant	2,052,830.00	1,896,450.00	1,928,417.35	1,873,126.92	1,995,016.45	66,599.10	301,000.00	0.00502	2,196,016.45
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Salaries and Benefits									
Salaries	469,000.00	774,190.00	821,993.00	502,687.12	769,216.96	(52,776.04)			769,216.96
Overtime	22,060.00	22,060.00	-	72,891.11	25,000.00	25,000.00	25,376.00		50,376.00
Benefits	271,220.00	214,830.00	336,922.58	280,510.01	348,479.39	11,556.81			348,479.39
Salaries/Benefits Total	762,280.00	1,011,080.00	1,158,915.58	856,088.24	1,142,696.35	(16,219.23)	25,376.00	0.00000	1,168,072.35
						(0.00)			-
Operating									
Supplies	111,770.00	118,270.00	118,270.00	171,213.49	91,270.00	(27,000.00)			91,270.00
Fuel and Oil	-	-	-	0.00	27,000.00	27,000.00			27,000.00
Telephone	1,000.00	1,000.00	1,000.00	1,008.52	1,000.00	0.00			1,000.00
Electricity	8,000.00	8,000.00	8,000.00	8,797.63	8,000.00	0.00			8,000.00
Training and Education	2,380.00	2,380.00	2,380.00	1,550.88	2,380.00	0.00			2,380.00
R & M - Bldgs and Structures	2,120.00	2,120.00	208,660.00	1,151.12	2,120.00	(206,540.00)			2,120.00
R & M - Utility Lines	52,900.00	32,900.00	-	29,705.70	68,740.00	68,740.00			68,740.00
R & M - Equipment	106,770.00	86,770.00	-	84,256.86	86,770.00	86,770.00			86,770.00
R & M - Maintenance Program	140,250.00	51,030.00	-	48,678.37	51,030.00	51,030.00			51,030.00
Contract Services	43,220.00	49,220.00	9,220.00	51,076.50	11,011.00	1,791.00	1,791.00		12,802.00
Fleet Replacement						0.00	93,425.09	0.00156	93,425.09
Operating Total	468,410.00	351,690.00	347,530.00	397,439.06	349,321.00	1,791.00	95,216.09	0.00156	444,537.09
						-			-
Total; Water Distribution	1,230,690.00	1,362,770.00	1,506,445.58	1,253,527.30	1,492,017.35	(14,428.23)	120,592.09	0.00156	1,612,609.44
crossfoot error / source test			-			*(0.00)*			-
Debt									
Bond Principal (GO Bonds)	803,000.00	810,420.00	365,066.00	648,156.33	361,100.00	(3,966.00)			361,100.00
Bond Interest (GO Bonds)	360,410.00	337,840.00	359,340.00	347,188.34	504,400.00	145,060.00			504,400.00
GO Bond Interest Cap	-	0.00	-	(26,140.25)	-	0.00			0.00
Gain/Loss Refunding	-	0.00	-	57,081.79		0.00			0.00
Subtotal	1,163,410.00	1,148,260.00	724,406.00	1,026,286.22	865,500.00	141,094.00	0.00	0.00000	865,500.00
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	463,140.00	474,010.00	474,010.00	383,345.20	474,010.00	0.00			474,010.00
Non-Oper Exp Adjust	(806,660.00)	(810,420.00)	-	(1,639,860.67)		0.00			0.00
Subtotal	(343,520.00)	(336,410.00)	474,010.00	(1,256,515.46)	474,010.00	0.00	0.00	0.00000	474,010.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	516,000.01	0.00	880,495.12	364,495.11			880,495.12
Admin Charges - Direct	6,000.00	85,960.00	-	21,356.25		0.00			0.00
Admin Charges (CR)	912,370.00	912,370.00	-	962,941.95		0.00			0.00
Interfund Interest	55,000.00	18,350.00	-	34,966.33		0.00			0.00
General Liability Insurance	-	-	164,960.35	0.00	108,426.31	(56,534.04)			108,426.31
Furlough Impact					0.00	0.00	34,096.12	0.00057	34,096.12
Trsf to General	-	-	1,700,000.00	91.95	1,631,512.92	(68,487.08)			1,631,512.92
Trsf to Capital Projects	-	-	0.00	1,150,046.67	120,000.00	120,000.00			120,000.00
Subtotal	973,370.00	1,016,680.00	2,380,960.36	2,169,403.15	2,740,434.36	359,474.00	34,096.12	0.00057	2,774,530.47

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
						-			-
Non-Allocated Total	1,793,260.00	1,828,530.00	3,579,376.36	1,939,173.90	4,079,944.36	500,568.00	34,096.12	0.00057	4,114,040.47
crossfoot error / source test			-			-			-
Total Water Fund Expenditures	5,076,780.00	5,087,750.00	7,014,239.29	5,065,828.13	7,566,978.15	552,738.86	455,688.21	0.00714	7,922,666.36
crossfoot error / source test			-			*0.00*			-
Projected Surplus <Deficit>	(291,890.00)	1,584,560.00	781,660.71	1,716,788.94	380,839.85	(400,820.86)	(455,688.21)	(0.00714)	25,151.64
crossfoot error / source test			0			*(0.00)*			*0.00*
WASTEWATER FUND									
Revenues									
Licenses and Permits									
Other Non-Bus. (Wastewtr Dischrg)	-	80,000.00	0.00	74,038.50	75,000.00	75,000.00			75,000.00
Sewer Charges						-			-
Service Charges	4,780,000.00	4,840,000.00	6,487,400.00	4,497,711.77	7,057,148.00	569,748.00		0.00000	7,057,148.00
Penalties	50,000.00	50,000.00	60,000.00	56,039.16	60,000.00	0.00			60,000.00
Miscellaneous	10,000.00	25,690.00	10,000.00	16,759.12	10,000.00	0.00			10,000.00
New Connections	140,000.00	50,000.00	50,000.00	30,733.33	50,000.00	0.00			50,000.00
Subtotal	4,980,000.00	4,965,690.00	6,607,400.00	4,601,243.38	7,177,148.00	569,748.00	0.00	0.00000	7,177,148.00
Capital Facilities						-			-
Current Year	260,000.00	260,000.00	-	290,151.67	260,000.00	260,000.00			260,000.00
Interest	3,000.00	3,000.00	0.00	3,429.67	3,000.00	3,000.00			3,000.00
Capital Facility Charges	267,000.00	137,000.00	400,000.00	111,890.00	137,000.00	(263,000.00)			137,000.00
Subtotal	530,000.00	400,000.00	400,000.00	405,471.33	400,000.00	0.00	0.00	0.00000	400,000.00
Money and Property						-			-
Interest (GO Bonds)	0.00	0.00	-	7,132.34	0.00	0.00			0.00
Contributions Other		32,270.00	-	10,756.00	0.00	0.00			0.00
Subtotal	0.00	32,270.00	0.00	17,888.34	0.00	0.00	0.00	0.00000	0.00
Other Financing Sources						-			-
Internal Admin Accts	456,110.00			(696,438.05)	0.00	0.00			0.00
Trsfr from Capital Projects	0.00			696,438.05	0.00	0.00			0.00
Subtotal	456,110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
						-			-
Total Sewer Fund Revenue	5,966,110.00	5,477,960.00	7,007,400.00	5,098,641.56	7,652,148.00	644,748.00	0.00	0.00000	7,652,148.00
crossfoot error / source test			-			-			-
Expenditures									
Contract Services	3,100,000.00	3,100,000.00	3,100,000.00	1,030,223.33	3,100,000.00	-			3,100,000.00
						-			-
Salaries and Benefits									
Salaries	657,770.00	291,590.00	315,005.00	550,359.76	328,557.00	13,552.00			328,557.00
Overtime	31,730.00	31,730.00	-	42,997.69	31,500.00	31,500.00	3,700.00	0.00006	35,200.00
Doubletime	-	0.00	-	485.58		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Benefits	155,760.00	105,260.00	121,443.61	125,328.12	153,984.83	32,541.22			153,984.83
Salaries/Benefits Total	845,260.00	428,580.00	436,448.61	719,171.14	514,041.83	77,593.22	3,700.00	0.00006	517,741.83
Operating						-			-
Supplies	58,200.00	56,430.00	56,430.00	54,871.51	38,430.00	(18,000.00)			38,430.00
Fuel and Oil	-	-	-	0.00	18,000.00	18,000.00			18,000.00
Telephone	29,000.00	29,000.00	29,000.00	32,758.83	29,000.00	0.00			29,000.00
Electricity	150,000.00	150,000.00	150,000.00	140,699.36	150,000.00	0.00			150,000.00
Training and Education	3,550.00	2,500.00	2,500.00	2,025.51	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	90,020.00	87,020.00	211,520.00	86,874.19	87,020.00	(124,500.00)			87,020.00
R & M - Utility Lines	78,310.00	61,400.00	-	52,678.23	61,400.00	61,400.00			61,400.00
R & M - Equipment	11,420.00	11,420.00	-	13,498.12	11,420.00	11,420.00			11,420.00
R & M - Maintenance Program	149,820.00	51,680.00	-	99,538.36	51,680.00	51,680.00			51,680.00
Contract Services	280,380.00	138,950.00	90,990.00	230,244.75	90,990.00	0.00	995.00	0.00002	91,985.00
Fleet Replacement						0.00	77,360.25	0.00129	77,360.25
Operating Total	850,700.00	588,400.00	540,440.00	713,188.86	540,440.00	0.00	78,355.25	0.00131	618,795.25
						-			-
Total; Wastewater Collection	1,695,960.00	1,016,980.00	976,888.61	1,432,360.01	1,054,481.83	77,593.22	82,055.25	0.00137	1,136,537.08
						-			-
Debt									
Bond Principal (GO Bonds)	499,400.00	502,320.00	359,658.50	491,538.33	379,946.96	20,288.46			379,946.96
Capital Leases	47,320.00	49,260.00	51,289.57	47,344.26	52,000.00	710.43			52,000.00
State Loan	90,430.00	93,370.00	96,403.81	90,461.17	100,000.00	3,596.19			100,000.00
Bond Interest (GO Bonds)	185,070.00	165,730.00	472,674.12	231,881.46	219,729.62	(252,944.50)			219,729.62
GO Bond Interest Cap	-	-		(32,414.67)		0.00			0.00
Capital Leases	6,620.00	4,670.00	4,670.00	5,937.22	4,700.00	30.00			4,700.00
State Loan	14,970.00	12,670.00	12,670.00	13,998.47	12,700.00	30.00			12,700.00
Debt Admin. (Misc Svcs & Chrgs)	5,960.00	5,960.00	5,960.00	5,231.61	5,500.00	(460.00)			5,500.00
Gain/Loss Refunding	-	0.00		41,350.48	0.00	0.00			0.00
Debt Total	849,770.00	833,980.00	1,003,326.00	895,328.33	774,576.58	(228,749.42)	-	0.00000	774,576.58
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	609,300.00	631,970.00	631,970.00	627,412.26	631,970.00	0.00			631,970.00
Non-Oper Exp Adjust	(637,150.00)	(644,950.00)	-	(879,343.76)		0.00			0.00
Subtotal	(27,850.00)	(12,980.00)	631,970.00	(251,931.49)	631,970.00	0.00	0.00	0.00000	631,970.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	610,859.22	0.00	870,816.67	259,957.45			870,816.67
Furlough Impact					0.00	0.00	7,284.24	0.00012	7,284.24
Admin Charge-Direct	3,520.00	83,480.00	-	34,248.47		0.00			0.00
Admin Charges (CR)	589,270.00	589,270.00	-	710,343.96		0.00			0.00
Interfund Interest	(28,000.00)	(4,060.00)	-	(19,164.67)		0.00			0.00
General Liability Insurance	-	-	165,271.74	0.00	124,840.34	(40,431.40)			124,840.34
Trsfr to Water	-	634,660.00	-	661,553.33		0.00			0.00
Trsf to General	-	-	451,600.00	0.00	300,000.00	(151,600.00)			300,000.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Subtotal	564,790.00	1,303,350.00	1,227,730.96	1,386,981.10	1,295,657.01	67,926.05	7,284.24	0.00012	1,302,941.24
						-			-
Non-allocated Total	1,386,710.00	2,124,350.00	2,863,026.96	2,030,377.93	2,702,203.59	(160,823.37)	7,284.24	0.00012	2,709,487.82
						-			-
Total Sewer Fund Expenditures	6,182,670.00	6,241,330.00	6,939,915.57	4,492,961.27	6,856,685.41	(83,230.16)	89,339.49	0.00149	6,946,024.90
crossfoot / recon. to source			-			*(0.00)*			-
Projected Surplus <Deficit>	(216,560.00)	(763,370.00)	67,484.43	605,680.28	795,462.59	727,978.16	(89,339.49)	(0.00149)	706,123.10
			(0.00)			-			-
OFF STREET PARKING FUND									
Revenues									
Street Parking Charges									
Parking	900,000.00	800,000.00	700,000.00	673,178.75	675,000.00	(25,000.00)			675,000.00
Roadways (Parking Meters)	900,000.00	800,000.00	825,000.00	835,525.72	850,000.00	25,000.00			850,000.00
Off Parking Charges Total	1,800,000.00	1,600,000.00	1,525,000.00	1,508,704.47	1,525,000.00	0.00	0.00	0.00000	1,525,000.00
Off Street Parking Charges						-			-
State Circulator							400,000.00		0.00
Hillman Garage	2,060,520.00	1,512,000.00	1,512,000.00	1,604,121.29	1,700,000.00	188,000.00	167,300.00		1,700,000.00
Gott's Court	1,695,400.00	1,773,000.00	1,773,000.00	1,071,166.90	1,100,000.00	(673,000.00)	135,300.00		1,100,000.00
South Street	142,560.00	96,000.00	96,000.00	89,494.92	90,000.00	(6,000.00)	9,600.00		90,000.00
Larkin Street	95,860.00	69,000.00	69,000.00	92,070.00	100,000.00	31,000.00	35,400.00		100,000.00
Knighton Garage	255,660.00	200,000.00	200,000.00	179,698.71	180,000.00	(20,000.00)	31,000.00		180,000.00
Miscellaneous	0.00	0.00	0.00	41,256.07	-	0.00			0.00
Special Proj. (increase in garage parking rate)	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00		0.00
Off Parking Charges Total	4,250,000.00	3,650,000.00	3,650,000.00	3,077,807.89	3,170,000.00	(480,000.00)	1,278,600.00	0.00000	3,170,000.00
Money and Property						-			-
Interest Earnings									
Savings Accounts	0.00	0.00	0.00	178.38		0.00			0.00
GO Bonds	1,700.00	0.00	0.00	659.96		0.00			0.00
Money and Property Total	1,700.00	0.00	0.00	838.34	0.00	0.00	0.00	0.00000	0.00
						-			-
Total Off Street Parking Revenue	6,051,700.00	5,250,000.00	5,175,000.00	4,587,350.70	4,695,000.00	(480,000.00)	1,278,600.00	0.00000	4,695,000.00
crossfoot error / source test			-			-			-
Expenditures									
Hillman									
Supplies	2,000.00	2,000.00	2,000.00	2,544.73	2,000.00	0.00			2,000.00
Prof Srvc - Other	388,000.00	388,000.00	388,000.00	370,959.84	388,000.00	0.00			388,000.00
Electricity	47,000.00	47,000.00	47,000.00	47,528.88	47,000.00	0.00			47,000.00
R & M - Bldgs and Structures	13,610.00	30,710.00	41,510.00	17,338.09	41,510.00	0.00			41,510.00
Subtotal	450,610.00	467,710.00	478,510.00	438,371.54	478,510.00	0.00	0.00	0.00000	478,510.00
Gott's Court						-			-
Supplies	1,450.00	1,450.00	1,450.00	4,514.47	1,450.00	0.00			1,450.00
Prof Srvc - Other	326,870.00	326,870.00	326,870.00	352,770.19	326,870.00	0.00			326,870.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Electricity	49,300.00	49,300.00	49,300.00	49,879.75	49,300.00	0.00			49,300.00
R & M - Bldgs and Structures	35,110.00	22,310.00	16,910.00	26,817.71	16,910.00	0.00			16,910.00
Subtotal	412,730.00	399,930.00	394,530.00	433,982.12	394,530.00	0.00	0.00	0.00000	394,530.00
Knighton						-			-
Supplies	1,500.00	1,500.00	1,500.00	1,683.47	1,500.00	0.00			1,500.00
Prof Srvc - Other	262,710.00	262,710.00	262,710.00	234,122.04	262,710.00	0.00			262,710.00
Electricity	37,600.00	37,600.00	37,600.00	35,031.16	37,600.00	0.00			37,600.00
Capital Outlay	50,000.00			0.00		0.00			0.00
R & M - Bldgs and Structures	11,900.00	10,400.00	5,000.00	11,009.20	5,000.00	0.00			5,000.00
Subtotal	363,710.00	312,210.00	306,810.00	281,845.86	306,810.00	0.00	0.00	0.00000	306,810.00
Park Place						-			-
Electricity	0.00	0.00	-	0.00		0.00			0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Parking Lots						-			-
Supplies	840.00	840.00	840.00	1,011.74	840.00	0.00			840.00
Prof Srvc - Other	45,490.00	45,490.00	45,490.00	56,305.49	45,490.00	0.00			45,490.00
Electricity	8,300.00	8,300.00	8,300.00	6,192.52	8,300.00	0.00			8,300.00
Capital Outlay	250,000.00	1,500.00	-	5,000.00		0.00			0.00
Subtotal	304,630.00	56,130.00	54,630.00	68,509.76	54,630.00	0.00	0.00	0.00000	54,630.00
Total OSP Operating	1,531,680.00	1,235,980.00	1,234,480.00	1,222,709.27	1,234,480.00	0.00	0.00	0.00000	1,234,480.00
						-			-
Debt									
Bond Principal (GO Bonds)	778,740.00	788,720.00	179,327.50	652,892.83	98,184.11	(81,143.39)			98,184.11
Bond Interest (GO Bonds)	316,760.00	286,050.00	359,412.50	293,319.24	298,465.44	(60,947.06)			298,465.44
Bond Interest Cap	0.00	0.00		(15,485.22)		0.00			0.00
Gain/loss refunding	0.00	0.00	-	80,160.29		0.00			0.00
Subtotal	1,095,500.00	1,074,770.00	538,740.00	1,010,887.15	396,649.55	(142,090.45)	0.00	0.00000	396,649.55
						-			-
Depreciation & Adjustments									
Depreciation	413,130.00	413,940.00	413,940.00	414,168.44	413,940.00	0.00			413,940.00
Non-Oper Exp Adjust	(1,078,740.00)	(788,720.00)	-	(872,276.17)		0.00			0.00
Subtotal	(665,610.00)	(374,780.00)	413,940.00	(458,107.72)	413,940.00	0.00	0.00	0.00000	413,940.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	184,882.02	0.00	257,487.84	72,605.82			257,487.84
Admin Charge-Direct	205,490.00	205,490.00	-	23,866.21		0.00			0.00
Admin Charges (CR)	260,000.00	260,000.00	-	258,522.33		0.00			0.00
Interfund Interest	145,000.00	15,940.00	-	47,930.00		0.00			0.00
General Liability Insurance	-	-	140,408.64	0.00	77,119.50	(63,289.14)			77,119.50
Vehicle Replace. and Maint.				0.00		0.00			0.00
Subsidy to transport	1,608,360.00	500,000.00	-	166,666.67		0.00			0.00
Trsf to General	0.00	-	1,100,000.00	766,666.67	2,300,000.00	1,200,000.00			2,300,000.00
Subtotal	2,218,850.00	981,430.00	1,425,290.66	1,263,651.88	2,634,607.34	1,209,316.68	0.00	0.00000	2,634,607.34
Total Non Allocated	2,648,740.00	1,681,420.00	2,377,970.66	1,816,431.30	3,445,196.89	1,067,226.23	0.00	0.00000	3,445,196.89

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Total Parking Expenditures	4,180,420.00	2,917,400.00	3,612,450.66	3,039,140.57	4,679,676.89	1,067,226.23	0.00	0.00000	4,679,676.89
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	1,871,280.00	2,332,600.00	1,562,549.34	1,548,210.13	15,323.11	(1,547,226.23)	1,278,600.00	0.00000	15,323.11
crossfoot error / source test			-			-			-
TRANSPORTATION FUND									
Revenues									
Transportation Charges									
Charges for Service									
Cash	530,000.00	372,000.00	768,000.00	389,655.02	700,000.00	(68,000.00)			700,000.00
Special - State	310,000.00	410,000.00	410,000.00	347,256.39	280,000.00	(130,000.00)			280,000.00
Tokens and Tickets	30,000.00	20,000.00	25,000.00	23,436.06	25,000.00	0.00			25,000.00
Advertising	170,000.00	170,000.00	260,000.00	136,602.71	300,000.00	40,000.00			300,000.00
Taxi Permits	20,000.00	20,000.00	25,000.00	39,584.17	25,000.00	0.00			25,000.00
Miscellaneous	-	-		394.23		0.00			0.00
Greyhound Revenue	-	-	10,000.00	0.00	0.00	(10,000.00)			0.00
Transportation Charges; Total	1,060,000.00	992,000.00	1,498,000.00	936,928.57	1,330,000.00	(168,000.00)	-	0.00000	1,330,000.00
Money and Property						-			-
Miscellaneous Sales	10,000.00	10,000.00	-						
Contrib-A A City.	-	-	0.00	56,757.33		0.00			0.00
Contrib-Dept. Soc. Serv.-AACo.	-	-	-	0.00		0.00			0.00
Money and Property; Total	10,000.00	10,000.00	0.00	56,757.33	0.00	0.00	0.00	0.00000	0.00
Other Financing Sources						-			-
Trsfr from Parking Fund	2,065,520.00	500,000.00				0.00			
Tsfr from General		-	1,797,683.54	700,000.00	4,577,562.77	2,779,879.23			4,577,562.77
Other Financing Sources; Total	2,065,520.00	500,000.00	1,797,683.54	700,000.00	4,577,562.77	2,779,879.23	0.00	0.00000	4,577,562.77
Intergovernmental						-			-
Federal Capital Grants									
Federal Capital Grant	978,300.00	370,280.00		689,166.20		0.00			0.00
Tran Cap08/09	-	-		0.00		0.00			0.00
Subtotal	978,300.00	370,280.00	0.00	689,166.20	0.00	0.00	0.00	0.00000	0.00
State Operating Grants						-			-
State Grant	1,238,630.00	-	1,850,000.00	443,414.57		(1,850,000.00)			0.00
BMC Planning Grant	-	64,000.00		8,707.72		0.00			0.00
Transit Operating Deficit	-	822,620.00		491,960.23		0.00			0.00
ADA Operating Assist	-	416,000.00		277,333.42		0.00			0.00
State Capital Grant	112,910.00	46,280.00	550,000.00	108,975.06		(550,000.00)			0.00
Subtotal	1,351,540.00	1,348,900.00	2,400,000.00	1,330,390.99	0.00	(2,400,000.00)	0.00	0.00000	0.00
County Operating						-			-
Rural Public Transit	-	-		125,000.00		-			0.00
Intergovernmental; Total	2,329,840.00	1,719,180.00	2,400,000.00	2,144,557.19	0.00	(2,400,000.00)	0.00	0.00000	0.00
						-			-
Total Revenue	5,465,360.00	3,221,180.00	5,695,683.54	3,838,243.09	5,907,562.77	211,879.23	-	0.00000	5,907,562.77

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	548,510.00	449,230.00	435,214.76	386,713.05	327,850.00	(107,364.76)	100,500.00	0.00168	428,350.00
				0.00		0.00	3,700.00	0.00006	0.00
				0.00		0.00	8,527.00	0.00014	0.00
				0.00		0.00	51,135.00	0.00085	0.00
				0.00		0.00			0.00
				0.00		0.00			0.00
Benefits	163,510.00	129,380.00	158,477.94	167,042.94	103,146.35	(55,331.59)	62,267.56	0.00104	141,336.35
Salaries/Benefits Total	712,020.00	578,610.00	593,692.70	553,755.99	430,996.35	(162,696.35)	226,129.56	0.00377	569,686.35
Operating						-			-
Supplies	12,500.00	12,500.00	12,500.00	14,704.90	12,500.00	0.00	10,000.00	0.00017	12,500.00
Telephone	5,900.00	5,900.00	5,900.00	5,664.65	5,900.00	0.00			5,900.00
Electricity	53,400.00	53,400.00	53,400.00	41,896.89	53,400.00	0.00			53,400.00
Training and Education	5,000.00	2,500.00	2,500.00	3,808.32	2,500.00	0.00	12,700.00	0.00021	15,200.00
R & M - Equipment	1,800.00	1,800.00	1,800.00	1,098.16	1,800.00	0.00			1,800.00
Contract Services	114,100.00	14,100.00	24,100.00	14,850.95	24,100.00	0.00	20,000.00	0.00033	44,100.00
Contract Srvcs. - BMC Plan. Grant		64,000.00	-	11,691.88		0.00	50,000.00	0.00083	25,000.00
Operating Total	192,700.00	154,200.00	100,200.00	93,715.75	100,200.00	0.00	92,700.00	0.00155	157,900.00
						-			-
Total Administration	904,720.00	732,810.00	693,892.70	647,471.74	531,196.35	(162,696.35)	318,829.56	0.00531	727,586.35
						-			-
Salaries and Benefits									
Salaries	1,681,070.00	1,468,250.00	1,332,870.00	1,469,915.16	1,273,119.34	(59,750.66)	55,000.00	0.00092	1,273,119.34
				0.00		0.00	47,600.00	0.00079	0.00
Overtime	152,780.00	152,780.00	-	311,901.07	50,000.00	50,000.00			50,000.00
Doubletime	-	-	-	59,562.04		0.00			0.00
Attrition *(Contra Expenditure)*				0.00	(350,000.00)	(350,000.00)			(350,000.00)
Benefits	662,950.00	461,990.00	727,562.98	603,400.90	919,369.49	191,806.51	38,988.00	0.00065	919,369.49
Salaries/Benefits Total	2,496,800.00	2,083,020.00	2,060,432.98	2,444,779.16	1,892,488.83	(167,944.15)	141,588.00	0.00236	1,892,488.83
Operating						-			-
Supplies	205,000.00	170,000.00	313,000.00	369,764.41	64,000.00	(249,000.00)			64,000.00
Equipment				0.00	86,000.00	86,000.00	85,929.00	0.00143	86,000.00
Fuel and Oil			152,500.00	0.00	163,000.00	10,500.00			163,000.00
Vehicles	257,500.00	180,000.00	0.00	243,383.72	152,500.00	152,500.00			152,500.00
Fleet Replacement						0.00	364,361.80	0.00607	182,180.90
Operating Total	462,500.00	350,000.00	465,500.00	613,148.12	465,500.00	0.00	450,290.80	0.00750	647,680.90
						-			-
Total Vehicle Operations	2,959,300.00	2,433,020.00	2,525,932.98	3,057,927.29	2,357,988.83	(167,944.15)	591,878.80	0.00986	2,540,169.73
						-			-
Salaries and Benefits									
Salaries	346,840.00	255,350.00	187,965.00	232,697.04	315,212.80	127,247.80	70,720.00	0.00118	315,212.80

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Overtime	34,600.00	34,600.00	33,170.00	82,263.59	34,600.00	1,430.00			34,600.00
Benefits	123,190.00	65,540.00	90,277.54	102,878.24	174,621.05	84,343.51	26,873.60	0.00045	174,621.05
Salaries/Benefits Total	504,630.00	355,490.00	311,412.54	417,838.87	524,433.85	213,021.31	97,593.60	0.00163	524,433.85
Operating						-			-
Supplies	15,340.00	50,000.00	15,000.00	26,230.03	5,000.00	(10,000.00)			5,000.00
Fuel and Oil	-	-	-	0.00	10,000.00	10,000.00			10,000.00
Contract Services	-	-		0.00		0.00			0.00
R & M - Buildings & Structures	8,250.00	8,250.00	16,810.00	4,554.57	8,250.00	(8,560.00)			8,250.00
R & M - Equipment	8,560.00	(7,150.00)	-	5,466.85	8,560.00	8,560.00	162,000.00	0.00270	8,560.00
Vehicle Maintenance	-	228,565.00	390,000.00	46,198.39	390,000.00	0.00			390,000.00
Operating Total	32,150.00	279,665.00	421,810.00	82,449.85	421,810.00	-	162,000.00	0.00270	421,810.00
						-			-
Total Maintenance	536,780.00	635,155.00	733,222.54	500,288.72	946,243.85	213,021.31	259,593.60	0.00433	946,243.85
						-			-
Salaries and Benefits									
Salaries	504,690.00	396,390.00	344,568.00	377,961.78	343,337.78	(1,230.22)			343,337.78
Overtime	0.00	0.00	-	12,985.24		0.00			0.00
Benefits	176,360.00	112,970.00	169,040.57	142,666.86	184,620.40	15,579.83			184,620.40
Salaries/Benefits Total	681,050.00	509,360.00	513,608.57	533,613.87	527,958.18	14,349.61	0.00	0.00000	527,958.18
Operating						-			-
Supplies	19,540.00	8,500.00	19,540.00	10,878.78	19,540.00	0.00	8,500.00	0.00014	23,790.00
Clothing	-	6,240.00	-	2,514.74		0.00			0.00
Fuel and Oil	-	4,800.00	-	3,073.85		0.00			0.00
Capital Outlay	30,000.00			0.00		0.00	400,000.00	0.00667	0.00
R & M - Equipment	8,000.00	8,000.00	8,000.00	6,243.46	8,000.00	0.00	7,500.00	0.00013	11,750.00
Operating Total	57,540.00	27,540.00	27,540.00	22,710.84	27,540.00	0.00	416,000.00	0.00693	35,540.00
						-			-
Total Parking Operations	738,590.00	536,900.00	541,148.57	556,324.71	555,498.18	14,349.61	416,000.00	0.00693	563,498.18
						(0.00)			-
Debt									
Bond Principal (GO Bonds)	15,690.00	16,310.00	11,624.00	16,713.33	11,406.48	(217.52)			11,406.48
Bond Interest (GO Bonds)	3,350.00	2,820.00	7,571.00	3,643.39	2,015.62	(5,555.38)			2,015.62
Gain/loss refunding		0.00	-	211.65		0.00			0.00
Debt Total	19,040.00	19,130.00	19,195.00	20,568.37	13,422.10	(5,772.90)	-	0.00000	13,422.10
Depreciation & Adjustments						-			-
Depreciation	236,910.00	489,114.07	335,570.00	431,581.75	335,570.00	0.00			335,570.00
F/A Disposition-Loss	-	18,080.32		0.00		0.00			0.00
Non-Oper Exp Adjust	(119,360.00)	(16,308.00)	-	(51,272.04)		0.00			0.00
Depreciation & Adjustments Total	117,550.00	490,886.39	335,570.00	380,309.71	335,570.00	-	-	0.00000	335,570.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	607,563.07	0.00	672,906.18	65,343.11			672,906.18
Admin Charge-Direct	108,300.00	20,192.13	-	45,316.72		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Admin Charges (CR)	550,000.00	549,999.96	-	356,492.31		0.00			0.00
Interfund Interest	166,000.00	4,870.00	-	36,523.00		0.00			0.00
General Liability Insurance	-	-	22,336.53	0.00	52,782.92	30,446.39			52,782.92
Furlough Impact					0.00	0.00	55,383.47	0.00092	55,383.47
Trsf to Capital Projects	103,670.00	53,865.00		52,513.04		0.00			0.00
Trsf to General Fund	-	-	0.00	0.00		0.00			0.00
Interfund Total	927,970.00	628,927.09	629,899.60	490,845.06	725,689.10	95,789.50	55,383.47	0.00092	781,072.57
						-			-
Contingency-General	-	0.00		(329,443.33)					0.00
Total Non Allocated Expenses	1,064,560.00	1,138,943.48	984,664.60	562,279.81	1,074,681.20	90,016.60	55,383.47	0.00092	1,130,064.67
						-			-
Total Transportation Expenditures	6,203,950.00	5,476,828.48	5,478,861.39	5,324,292.27	5,465,608.40	(13,252.99)	1,641,685.43	0.02736	5,907,562.77
crossfoot error / source test			-			*(0.00)*			-
Projected Surplus <Deficit>	(738,590.00)	(2,255,648.48)	216,822.15	(1,486,049.18)	441,954.37	225,132.22	(1,641,685.43)	(0.02736)	0.00
crossfoot error / source test			0.00			-			*0.00*
DOCK FUND									
Revenues									
Dock Charges									
Dock Charges	900,000.00	968,660.00	1,076,660.00	585,768.27	1,129,000.00	52,340.00			1,129,000.00
Miscellaneous	-	-	-	(1,520.77)	0.00	0.00			0.00
Chandler Dock	5,010.00	31,800.00	-	331,515.04	67,000.00	67,000.00			67,000.00
Fees; Total	905,010.00	1,000,460.00	1,076,660.00	915,762.53	1,196,000.00	119,340.00	-	0.00000	1,196,000.00
Intergovernmental						-			-
Federal Operating									
Craft RepowerMARAMA	-	108,740.00	0.00	36,246.67		0.00			0.00
Subtotal	-	108,740.00	-	36,246.67	-	-	-	0.00000	-
State Operating Grants						-			-
State Operating Grants	188,650.00	78,319.81	188,650.00	71,928.69		(188,650.00)			0.00
Derelict Boat Removal	-	-	-	1,195.43		0.00			0.00
DNR-Pumpout Boat	-	-	-	19,242.98		0.00			0.00
Subtotal	188,650.00	78,319.81	188,650.00	92,367.10	-	(188,650.00)	-	0.00000	-
State Capital Grants						-			-
DNR City Facility	6,000.00	52,739.95	-	210,408.45		0.00			0.00
Subtotal	6,000.00	52,739.95	-	210,408.45	-	-	-	0.00000	-
Intergovernmental Total	194,650.00	239,799.76	188,650.00	339,022.21	-	(188,650.00)	-	0.00000	-
						-			-
Total Dock Revenue	1,099,660.00	1,240,259.76	1,265,310.00	1,254,784.75	1,196,000.00	(69,310.00)	0.00	0.00000	1,196,000.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Salaries	321,480.00	219,210.00	259,283.00	290,256.82	258,367.26	(915.74)	56,804.00	0.00095	315,171.26
Derelict Boat Removal	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Overtime	11,420.00	6,000.00	-	6,252.00		0.00			0.00
Benefits	80,900.00	73,930.00	98,776.58	76,618.10	95,450.25	(3,326.33)	19,881.40	0.00033	115,331.65
Salaries/Benefits Total	413,800.00	299,140.00	358,059.58	373,126.92	353,817.51	(4,242.07)	76,685.40	0.00128	430,502.91
Operating						*(0.00)*			-
Supplies									
Supplies	37,410.00	14,350.00	29,000.00	19,074.20	29,000.00	0.00			29,000.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Fuel and Oil				0.00		0.00			0.00
Fuel and Oil	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Telephone	4,700.00	4,700.00	4,700.00	4,730.09	4,700.00	0.00			4,700.00
Electricity	39,500.00	39,500.00	39,500.00	46,407.70	39,000.00	(500.00)			39,000.00
Training and Education	1,850.00	-	0.00	348.30		0.00			0.00
R & M - Bldgs and Structures	18,600.00	18,600.00	41,600.00	15,929.31	18,600.00	(23,000.00)			18,600.00
R & M - Equipment				0.00		0.00			0.00
R & M - Equipment	41,170.00	13,650.00	-	23,108.07	23,000.00	23,000.00			23,000.00
Craft RepowerMARAMA	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
DNR City Facility	-	-	-	0.00		0.00			0.00
Programs and Activities	5,010.00	30,000.00	0.00	9,962.40		0.00			0.00
Contract Services				0.00		0.00			0.00
Contract Services	480.00	-	15,000.00	66.67	15,000.00	0.00			15,000.00
Derelict Boat Removal	-	-	-	0.00		0.00			0.00
Fleet Replacement						0.00	23,810.74	0.00040	11,905.37
Operating Total	148,720.00	120,800.00	129,800.00	119,626.74	129,300.00	(500.00)	23,810.74	0.00040	141,205.37
						-			-
Debt									
Bond Principal (GO Bonds)	267,530.00	270,060.00	75,192.50	270,989.50	53,498.14	(21,694.36)			53,498.14
Bond Interest (GO Bonds)	156,240.00	145,160.00	325,990.26	150,037.74	129,232.80	(196,757.46)			129,232.80
Bond Interest Cap	-	-	-	(2,110.96)		0.00			0.00
Gain/loss refunding	-	-		1,540.21		0.00			0.00
Subtotal	423,770.00	415,220.00	401,182.76	420,456.50	182,730.94	(218,451.82)	-	0.00000	182,730.94
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	87,040.00	214,030.00	214,030.00	263,507.72	215,000.00	970.00			215,000.00
Non-Oper Exp Adjust	(267,530.00)	(270,060.00)	-	(377,737.97)		0.00			0.00
Subtotal	(180,490.00)	(56,030.00)	214,030.00	(114,230.25)	215,000.00	970.00	-	0.00000	215,000.00
Interfund Allocations						-			-
Administrative Indirect Charges		-	72,165.28	947,600.00	77,730.94	5,565.66			77,730.94
Furlough Impact					0.00	0.00	6,271.93	0.00010	6,271.93
Admin Charge-Direct	2,590.00	82,550.00	-	5,469.18		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Admin Charges (CR)	155,000.00	155,000.00	-	386,839.67		0.00			0.00
Interfund Interest	(43,000.00)	8,780.00	-	11,117.00		0.00			0.00
Transfers to GF	109,690.00			0.00	100,000.00	100,000.00			100,000.00
General Liability Insurance	-	-	80,688.97	0.00	39,815.28	(40,873.69)			39,815.28
Subtotal	224,280.00	246,330.00	152,854.25	1,351,025.84	217,546.22	64,691.97	6,271.93	0.00010	223,818.15
Non Allocated Total	467,560.00	605,520.00	768,067.01	1,657,252.09	615,277.16	(152,789.85)	6,271.93	0.00010	621,549.09
Total Dock Fund Expenditures	1,030,080.00	1,025,460.00	1,255,926.59	2,150,005.75	1,098,394.67	(157,531.92)	106,768.07	0.00178	1,193,257.37
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	69,580.00	214,799.76	9,383.41	(895,221.01)	97,605.33	88,221.92	(106,768.07)	(0.00178)	2,742.63
crossfoot error / source test			(0.00)			*(0.00)*			*0.00*
MARKET FUND									
Revenues									
Market Charges									
Rent	109,000.00	111,150.00	0.00	39,342.44	229,000.00	229,000.00			229,000.00
				0.00					0.00
Interest Earnings				0.00					0.00
Go Bonds	0.00	0.00		67.75	0.00	0.00			0.00
				0.00					0.00
Operating Revenue				0.00					0.00
Transfers from other sources	(4,150.00)			0.00	0.00	0.00			0.00
Trsf from General		-	142,581.74	470,266.67		(142,581.74)			0.00
Total Revenue	104,850.00	111,150.00	142,581.74	509,676.86	229,000.00	86,418.26	-	0.00000	229,000.00
						-			-
Expenditures									
Salaries and Benefits									
Salaries	-	-	-	0.00	0.00	0.00	-	0.00000	0.00
Benefits	-	-	-	0.00	-	0.00	-	0.00000	0.00
Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Operating						-			-
Misc. Services and Charges	-	-	-	0.00	0.00	0.00			0.00
Supplies	500.00	500.00	0.00	1,170.62	2,000.00	2,000.00	2,000.00		2,000.00
Telephone	-	-	-	0.00	3,000.00	3,000.00	15,000.00		3,000.00
Electricity and Utilities	3,800.00	3,800.00	6,000.00	8,993.08	30,700.00	24,700.00	24,700.00		30,700.00
R & M - Bldgs and Structures	4,600.00	4,600.00	4,000.00	3,676.74	7,400.00	3,400.00	3,400.00		7,400.00
R & M - Equipment	400.00	400.00	-	336.18	0.00	0.00			0.00
Contract Services	-	20,000.00	0.00	6,500.00	93,600.00	93,600.00	93,600.00		93,600.00
Operating Total	9,300.00	29,300.00	10,000.00	20,676.62	136,700.00	126,700.00	138,700.00	0.00000	136,700.00
						-			-
Debt									
Bond Principal (GO Bonds)	31,890.00	33,020.00	8,558.00	32,495.33	3,231.92	(5,326.08)			3,231.92
Bond Interest (GO Bonds)	26,650.00	25,480.00	86,342.00	28,312.37	36,089.39	(50,252.61)			36,089.39
Payable to City ($300)					15,000.00	15,000.00			15,000.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
	-	-		90.00		0.00			0.00
Debt Total	58,540.00	58,500.00	94,900.00	60,897.70	54,321.31	(40,578.69)	0.00	0.00000	54,321.31
						-			-
Depreciation & Adjustments									
Depreciation	24,860.00	24,890.00	24,890.00	24,891.54	25,000.00	110.00			25,000.00
Non-Oper Exp Adjust	(434,710.00)	(33,020.00)	-	(32,951.83)	0.00	0.00			0.00
Interfund Allocations				0.00		0.00			0.00
Admin Charges - Indirect	1,040.00	1,040.00	-	11,645.36	(0.00)	(0.00)			(0.00)
Admin Charges (CR)	49,000.00	49,000.00	-	63,467.29		0.00			0.00
Interfund Interest	(6,000.00)	1,440.00	-	3,431.67		0.00			0.00
Intergovernmental Expenditures				0.00		0.00			0.00
GL Insurance	-	-	12,791.74	0.00	12,791.22	(0.52)			12,791.22
Other Total	(365,810.00)	43,350.00	37,681.74	70,484.03	37,791.22	109.48	0.00	0.00000	37,791.22
						0.00			-
Total Market Fund Expenditures	(297,970.00)	131,150.00	142,581.74	152,058.35	228,812.53	86,230.79	138,700.00	0.00000	228,812.53
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	402,820.00	(20,000.00)	0.00	357,618.51	187.47	187.47	(138,700.00)	0.00000	187.47
crossfoot error / source test						-			-
REFUSE FUND									
Refuse Collection Charges - Residential									
Ref Collection License	0.00	0.00	0.00	1,860.00		0.00			0.00
Residential Charges	3,385,000.00	3,485,000.00	3,903,200.00	3,626,515.87	3,600,000.00	(303,200.00)			3,600,000.00
Miscellaneous	15,000.00	15,000.00	15,000.00	11,776.36	10,000.00	(5,000.00)			10,000.00
Recycling	0.00	17,450.00	0.00	50,393.77	50,000.00	50,000.00			50,000.00
Utility Refund Solid Waste	0.00	0.00	0.00	0.00		0.00			0.00
Total Residential Revenues	3,400,000.00	3,517,450.00	3,918,200.00	3,690,546.00	3,660,000.00	(258,200.00)	0.00	0.00000	3,660,000.00
						-			-
Commercial Recycling		3,300.00		3,894.33	7,500.00	7,500.00			7,500.00
						-			-
Total Charges for Service	3,400,000.00	3,520,750.00	3,918,200.00	3,694,440.33	3,667,500.00	(250,700.00)	-	0.00000	3,667,500.00
						-			-
Interest Income	-	-	0.00	0.00		0.00			0.00
Commercial Recycling	-	-	-	0.00		0.00			0.00
Util Ref - Refuse Only	-	-	-	0.00		0.00			0.00
Other Financing Sources				0.00		0.00			0.00
Trsfr from Admin. Accts	(250,000.00)			(83,333.33)		0.00			0.00
Trsf from Cap Project	250,000.00	260,000.00	(250,000.00)	170,000.00		250,000.00			0.00
Total Other Income	-	260,000.00	(250,000.00)	86,666.67	-	250,000.00	-	0.00000	-
						-			-
Total Revenue	3,400,000.00	3,780,750.00	3,668,200.00	3,781,107.00	3,667,500.00	(700.00)	-	0.00000	3,667,500.00
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Expenditures									
Salaries and Benefits									
Salaries	681,610.00	606,540.00	919,193.00	638,377.45	985,691.92	66,498.92			773,700.00
Overtime	33,060.00	33,060.00	-	5,225.32	49,830.00	49,830.00			25,000.00
Benefits	253,520.00	182,290.00	450,851.71	247,735.87	497,534.30	46,682.59			355,500.00
Salaries/Benefits Total	968,190.00	821,890.00	1,370,044.71	891,338.64	1,533,056.22	163,011.51	0.00	0.00000	1,154,200.00
Operating						-			-
Supplies	75,100.00	73,670.00	106,000.00	77,504.68	27,300.00	(78,700.00)			28,900.00
Fuel and Oil	-	-	-	0.00	78,000.00	78,000.00			92,650.00
Telephone	-	-	0.00	0.00	700.00	700.00			950.00
Electricity	-	-	1,900.00	0.00	1,900.00	0.00			2,950.00
Training and Education	-	-	400.00	0.00	400.00	0.00			400.00
R & M - Equipment	32,810.00	32,810.00	53,640.00	37,048.64	53,640.00	0.00			58,420.00
Misc. Services and Charges	605,000.00	605,000.00	-	555,918.03	600,000.00	600,000.00			617,250.00
Contract Services	15,000.00	15,000.00	632,750.00	3,740.43	32,750.00	(600,000.00)	1,393.00	0.00002	30,030.00
Fleet Replacement						0.00	144,288.66	0.00240	77,750.00
Operating Total	727,910.00	726,480.00	794,690.00	674,211.77	794,690.00	-	145,681.66	0.00243	909,300.00
						-			-
Total Residential	1,696,100.00	1,548,370.00	2,164,734.71	1,565,550.41	2,327,746.22	163,011.51	145,681.66	0.00243	2,063,500.00
						-			-
Salaries and Benefits									
Salaries	446,140.00	296,630.00	-	272,712.60	-	0.00			0.00
Overtime	16,770.00	16,770.00	-	8,125.38	-	0.00			0.00
Benefits	110,610.00	83,540.00	-	94,916.88	-	0.00			0.00
Salaries/Benefits Total	573,520.00	396,940.00	0.00	375,754.85	0.00	0.00	0.00	0.00000	0.00
Operating						-			-
Supplies	32,330.00	32,330.00	-	34,216.78	-	0.00			0.00
Electricity	1,900.00	1,900.00	-	1,787.28	-	0.00			0.00
Training and Education	400.00	400.00	-	79.33	-	0.00			0.00
R & M - Equipment	20,830.00	20,830.00	-	18,537.54	-	0.00			0.00
Leases	4,500.00			0.00		0.00			0.00
Contract Services	12,750.00	12,750.00	-	7,137.13	-	0.00			0.00
Operating Total	72,710.00	68,210.00	-	61,758.07	-	-	-	0.00000	-
						-			-
Total Yard Waste Recycling	646,230.00	465,150.00	-	437,512.92	-	-	-	0.00000	-
						-			-
Supplies	14,360.00	35,110.00	14,360.00	15,791.49	14,360.00	0.00			14,360.00
Contract Services	350,000.00	255,000.00	255,000.00	247,508.80	255,000.00	0.00			255,000.00
TOTAL Curbside Recycling	364,360.00	290,110.00	269,360.00	263,300.29	269,360.00	-	-	0.00000	269,360.00
						-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Debt Service									
Bond Principal (GO Bonds)	-	-	-	91.67	231.54	231.54			231.54
Bond Interest (GO Bonds)	-	-	-	1,538.58	9,704.14	9,704.14			9,704.14
Total Debt	0.00	0.00	0.00	1,630.25	9,935.68	9,935.68	0.00	0.00000	9,935.68
Depreciation & Adjustments						-			-
Depreciation	4,000.00	4,000.00	4,000.00	25,271.93	35,905.24	31,905.24			35,905.24
Non-Oper Exp Adjust	-	-	-	(42,624.92)		0.00			0.00
Total Depreciation and Adjustments	4,000.00	4,000.00	4,000.00	(17,352.99)	35,905.24	31,905.24	0.00	0.00000	35,905.24
Interfund Allocations and Transfers						-			-
Administrative Indirect Charges	-	-	400,673.58	0.00	437,928.71	37,255.13			437,928.71
Admin Charges - Direct	3,310.00	83,280.00	-	10,194.41	300,000.00	300,000.00			350,000.00
Admin Charges (CR)	680,000.00	680,000.00	-	803,521.67		0.00			0.00
Interfund Interest	6,000.00	(1,390.00)	-	(2,110.00)		0.00			0.00
General Liability Insurance				0.00	28,076.03	28,076.03			28,076.03
Trsf to General	-	451,230.00	550,000.00	433,076.67		(550,000.00)			0.00
Total Interfund and Transfers	689,310.00	1,213,120.00	950,673.58	1,244,682.75	766,004.75	(184,668.83)	0.00	0.00000	816,004.75
						-			-
Total Non-Allocated	693,310.00	1,217,120.00	954,673.58	1,228,960.00	811,845.67	(142,827.91)	-	0.00000	861,845.67
crossfoot error / source test						-			-
Total Refuse Expenditures	3,400,000.00	3,520,750.00	3,388,768.29	3,495,323.63	3,408,951.88	20,183.59	145,681.66	0.00243	3,194,705.67
crossfoot error / source test			-			*0.00*			-
Projected Surplus <Deficit>	0.00	260,000.00	279,431.71	285,783.37	258,548.12	(20,883.59)	(145,681.66)	(0.00243)	472,794.33
crossfoot error / source test			-			*(0.00)*			-
STORMWATER MANAGEMENT									
Stormwater Management Charges									
Service Charges	467,000.00	520,000.00	934,000.00	506,785.87	934,000.00	0.00			934,000.00
						-			-
GO Bonds Interest Earnings	0.00	0.00		545.95		0.00			0.00
						-			-
Internal Admin Accounts	0.00			(148,114.17)	0.00	0.00			0.00
Trsfr from General Fund	0.00			50,000.00	0.00	0.00			0.00
Trsfr from Capital Projects	0.00			148,114.17	0.00	0.00			0.00
Subtotal	-	-	-	50,000.00	-	-	-	0.00000	-
						-			-
Total Revenue	467,000.00	520,000.00	934,000.00	557,331.83	934,000.00	-	-	0.00000	934,000.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	258,750.00	129,500.00	130,923.00	123,540.43	132,554.73	1,631.73	60,000.00	0.00100	132,554.73
Overtime	-	-	-	1,972.97		0.00			0.00
Benefits	53,490.00	36,910.00	59,926.44	45,853.88	65,806.85	5,880.41	21,000.00	0.00035	65,806.85

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Salaries/Benefits Total	312,240.00	166,410.00	190,849.44	171,367.28	198,361.58	7,512.14	81,000.00	0.00135	198,361.58
Operating						*(0.00)*			-
Supplies	19,000.00	8,530.00	15,000.00	15,354.41	7,500.00	(7,500.00)			7,500.00
Fuel and Oil	-	-	-	0.00	7,500.00	7,500.00			7,500.00
Telephone	-	-	-	0.00	1,800.00	1,800.00	1,800.00	0.00003	1,800.00
R & M - Equipment	10,470.00	7,220.00	10,000.00	9,763.75	10,000.00	0.00	35,000.00	0.00058	10,000.00
Contract Services	139,700.00	63,250.00	54,000.00	87,472.24	52,200.00	(1,800.00)	200.00	0.00000	52,200.00
Fleet Replacement						0.00	17,348.29	0.00029	0.00
Operating Total	169,170.00	79,000.00	79,000.00	112,590.40	79,000.00	-	54,348.29	0.00091	79,000.00
						-			-
Debt									
Bond Principal (GO Bonds)	2,670.00	7,550.00	4,881.50	5,439.83	1,126.34	(3,755.16)			1,126.34
Bond Interest (GO Bonds)	3,680.00	5,210.00	32,301.50	5,020.03	7,958.67	(24,342.83)			7,958.67
Subtotal	6,350.00	12,760.00	37,183.00	10,459.87	9,085.01	(28,097.99)	-	0.00000	9,085.01
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	-	1,630.00	1,630.00	1,085.68	1,628.52	(1.48)			1,628.52
Non-Oper Exp Adjust	(2,670.00)	(7,550.00)	-	(83,087.33)		0.00			0.00
Subtotal	(2,670.00)	(5,920.00)	1,630.00	(82,001.65)	1,628.52	(1.48)	-	0.00000	1,628.52
Interfund Allocations						-			-
Administrative Indirect Charges			40,578.07	0.00	43,217.55	2,639.48			43,217.55
Furlough Impact					0.00	0.00	2,718.15	0.00005	0.00
Admin Charge-Direct	0.00	0.00	-	1,895.08		0.00			0.00
Admin Charges (CR)	54,260.00	46,120.00	-	193,692.97		0.00			0.00
Interfund Interest	(1,000.00)	470.00	-	(93.00)		0.00			0.00
General Liability Insurance				0.00	2,828.97	2,828.97			2,828.97
Trsf to General	186,340.00	213,020.00	500,000.00	167,686.67	590,000.00	90,000.00			590,000.00
Subtotal	239,600.00	259,610.00	540,578.07	363,181.72	636,046.52	95,468.45	2,718.15	0.00005	636,046.52
Non Allocated Total	243,280.00	266,450.00	579,391.07	291,639.93	646,760.05	67,368.98	2,718.15	0.00005	646,760.05
						-			-
Total Stormwater Expenditures	724,690.00	511,860.00	849,240.51	575,597.61	924,121.63	74,881.12	138,066.44	0.00230	924,121.63
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	(257,690.00)	8,140.00	84,759.49	(18,265.79)	9,878.37	(74,881.12)	(138,066.44)	(0.00230)	9,878.37
crossfoot error / source test			-			-			-
Sidewalk Revolving Fund									
Sidewalk Management Charges									
Service Charges				0.00	0.00	0.00			0.00
Internal Admin Accounts				0.00	0.00	0.00			0.00
Trsfr from General Fund				0.00	0.00	0.00	600,000.00	0.01000	0.00
Trsfr from Capital Projects				0.00	0.00	0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Subtotal	-	-	-	-	-	-	600,000.00	0.01000	-
Total Revenue	-	-	-	-	-	-	600,000.00	0.01000	-
crossfoot error / source test						-			-
Expenditures									
Salaries and Benefits									
Salaries				0.00		0.00			0.00
Overtime				0.00		0.00			0.00
Benefits				0.00		0.00			0.00
Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Operating									-
Contract Services				0.00		0.00	600,000.00		0.00
Operating Total	-	-	-	-	-	-	600,000.00	0.00000	-
									-
Debt									
Bond Principal (GO Bonds)				0.00		0.00			0.00
Bond Interest (GO Bonds)				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Other Expenditures									-
Depreciation & Adjustments									
Depreciation				0.00		0.00			0.00
Non-Oper Exp Adjust				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Interfund Allocations									-
Administrative Indirect Charges				0.00		0.00			0.00
Admin Charge-Direct				0.00		0.00			0.00
Admin Charges (CR)				0.00		0.00			0.00
Interfund Interest				0.00		0.00			0.00
General Liability Insurance				0.00		0.00			0.00
Trsf to General				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Non Allocated Total	-	-	-	-	-	-	-	0.00000	-
									-
Total Stormwater Expenditures	-	-	-	-	-	-	600,000.00	0.00000	-
crossfoot error / source test						-			-
Projected Surplus <Deficit>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01000	0.00
crossfoot error / source test						-			-
Summary									
Total Revenues	63,813,960.00	54,702,702.46	66,681,964.00	73,796,035.71	66,742,164.80	60,200.80	-	-	68,366,164.80
Total Expenditures	67,112,724.00	56,906,447.13	61,252,870.79	72,654,801.82	60,386,079.55	(866,791.24)	6,753,298.27	0.11	64,436,931.03
Net Surplus <Deficit>	(3,298,764.00)	(2,203,744.67)	5,429,093.21	1,141,233.89	6,356,085.25	926,992.04	(6,753,298.27)	(0.11)	3,929,233.77

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
	-	-	-	-	-	-	-	-	-
Total Revenues	4,784,890.00	6,672,310.00	7,795,900.00	6,782,617.07	7,947,818.00	151,918.00	-	-	7,947,818.00
Total Expenditures	5,076,780.00	5,087,750.00	7,014,239.29	5,065,828.13	7,566,978.15	552,738.86	455,688.21	0.01	7,922,666.36
Net Surplus <Deficit>	(291,890.00)	1,584,560.00	781,660.71	1,716,788.94	380,839.85	(400,820.86)	(455,688.21)	(0.01)	25,151.64
	-	-	-	-	-	-	-	-	-
Total Revenues	5,966,110.00	5,477,960.00	7,007,400.00	5,098,641.56	7,652,148.00	644,748.00	-	-	7,652,148.00
Total Expenditures	6,182,670.00	6,241,330.00	6,939,915.57	4,492,961.27	6,856,685.41	(83,230.16)	89,339.49	0.00	6,946,024.90
Net Surplus <Deficit>	(216,560.00)	(763,370.00)	67,484.43	605,680.28	795,462.59	727,978.16	(89,339.49)	(0.00)	706,123.10
	-	-	-	-	-	-	-	-	-
Total Revenues	6,051,700.00	5,250,000.00	5,175,000.00	4,587,350.70	4,695,000.00	(480,000.00)	1,278,600.00	-	4,695,000.00
Total Expenditures	4,180,420.00	2,917,400.00	3,612,450.66	3,039,140.57	4,679,676.89	1,067,226.23	-	-	4,679,676.89
Net Surplus <Deficit>	1,871,280.00	2,332,600.00	1,562,549.34	1,548,210.13	15,323.11	(1,547,226.23)	1,278,600.00	-	15,323.11
	-	-	-	-	-	-	-	-	-
Total Revenues	5,465,360.00	3,221,180.00	5,695,683.54	3,838,243.09	5,907,562.77	211,879.23	-	-	5,907,562.77
Total Expenditures	6,203,950.00	5,476,828.48	5,478,861.39	5,324,292.27	5,465,608.40	(13,252.99)	1,641,685.43	0.03	5,907,562.77
Net Surplus <Deficit>	(738,590.00)	(2,255,648.48)	216,822.15	(1,486,049.18)	441,954.37	225,132.22	(1,641,685.43)	(0.03)	-
	-	-	-	-	-	-	-	-	-
Total Revenues	1,099,660.00	1,240,259.76	1,265,310.00	1,254,784.75	1,196,000.00	(69,310.00)	-	-	1,196,000.00
Total Expenditures	1,030,080.00	1,025,460.00	1,255,926.59	2,150,005.75	1,098,394.67	(157,531.92)	106,768.07	0.00	1,193,257.37
Net Surplus <Deficit>	69,580.00	214,799.76	9,383.41	(895,221.01)	97,605.33	88,221.92	(106,768.07)	(0.00)	2,742.63
	-	-	-	-	-	-	-	-	-
Total Revenues	104,850.00	111,150.00	142,581.74	509,676.86	229,000.00	86,418.26	-	-	229,000.00
Total Expenditures	(297,970.00)	131,150.00	142,581.74	152,058.35	228,812.53	86,230.79	138,700.00	-	228,812.53
Net Surplus <Deficit>	402,820.00	(20,000.00)	-	357,618.51	187.47	187.47	(138,700.00)	-	187.47
	-	-	-	-	-	-	-	-	-
Total Revenues	3,400,000.00	3,780,750.00	3,668,200.00	3,781,107.00	3,667,500.00	(700.00)	-	-	3,667,500.00
Total Expenditures	3,400,000.00	3,520,750.00	3,388,768.29	3,495,323.63	3,408,951.88	20,183.59	145,681.66	0.00	3,194,705.67
Net Surplus <Deficit>	-	260,000.00	279,431.71	285,783.37	258,548.12	(20,883.59)	(145,681.66)	(0.00)	472,794.33
	-	-	-	-	-	-	-	-	-
Total Revenues	467,000.00	520,000.00	934,000.00	557,331.83	934,000.00	-	-	-	934,000.00
Total Expenditures	724,690.00	511,860.00	849,240.51	575,597.61	924,121.63	74,881.12	138,066.44	0.00	924,121.63
Net Surplus <Deficit>	(257,690.00)	8,140.00	84,759.49	(18,265.79)	9,878.37	(74,881.12)	(138,066.44)	(0.00)	9,878.37
	-	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	600,000.00	0.01	-
Total Expenditures	-	-	-	-	-	-	600,000.00	-	-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Net Surplus <Deficit>	-	-	-	-	-	-	-	0.01	-
	-	-	-	-	-	-	-	-	-
Total Receipts and Sources	91,153,530.00	80,976,312.22	98,366,039.28	100,205,788.56	98,971,193.57	605,154.29	1,878,600.00	0.01	100,595,193.57
Total Expenditures and Uses	93,613,344.00	81,818,975.61	89,934,854.83	96,950,009.41	90,615,309.12	680,454.29	10,069,227.55	0.15	95,433,759.15
Net Surplus <Deficit>	(2,459,814.00)	(842,663.39)	8,431,184.45	3,255,779.16	8,355,884.45	(75,300.00)	(8,190,627.55)	(0.14)	5,161,434.42
						0.00			*(0.00)*
	-	0.00	(0.00)	0.00	0.00	0.00	(0.00)	-	(0.00)

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
GENERAL FUND									
Revenues									
Taxes									
Real Estate	31,800,000.00	32,300,000.00	37,221,346.00	31,489,758.34	37,221,346.00	0.00			38,919,346.00
Park Place TIF		0.00	(800,000.00)	0.00	(800,000.00)	0.00			(800,000.00)
New Growth				0.00	0.00	0.00			0.00
Personal Property- Unincorp.	38,000.00	37,000.00	38,000.00	30,980.10	26,480.87	(11,519.14)			26,480.87
Pers. Property- Public Utilities	1,053,000.00	1,060,000.00	1,000,000.00	1,046,836.85	1,045,000.00	45,000.00			1,045,000.00
Pers. Property- Incorporated	1,500,000.00	1,450,000.00	1,500,000.00	1,675,138.23	1,500,000.00	0.00			1,500,000.00
Penalties and Interest- Uninc.		10,000.00	10,000.00	198.87	1,000.00	(9,000.00)			1,000.00
Penalties and Interest - Corp.		20,000.00	20,000.00	6,810.49	20,000.00	0.00			20,000.00
Penalties and Interest- Real	145,000.00	190,000.00	147,000.00	175,583.56	145,000.00	(2,000.00)			145,000.00
Subtotal;	34,536,000.00	35,067,000.00	39,136,346.00	34,425,306.44	39,158,826.87	22,480.87	0.00	0.00000	40,856,826.87
crossfoot error / source test						*0.00*			
Licenses and Permits									
Street Use	300,000.00	212,500.00	212,500.00	266,828.60	270,000.00	57,500.00			270,000.00
Residential Parking 1	-	35,000.00	35,000.00	15,445.67	40,000.00	5,000.00			40,000.00
Residential Parking 2	-	25,000.00	25,000.00	12,229.00	30,000.00	5,000.00			30,000.00
Residential Parking 3	-	14,500.00	14,500.00	7,291.33	20,000.00	5,500.00			20,000.00
Residential Parking 4	-	3,500.00	3,500.00	970.33	3,000.00	(500.00)			3,000.00
Residential Parking 5	-	500.00	500.00	198.33	1,000.00	500.00			1,000.00
Sidewalk Cafes	-	9,000.00	9,000.00	3,966.67	12,000.00	3,000.00			12,000.00
Alcoholic Beverages	370,000.00	370,000.00	425,000.00	352,098.50	350,000.00	(75,000.00)			350,000.00
Traders	80,000.00	80,000.00	80,000.00	76,031.09	75,000.00	(5,000.00)			75,000.00
Vendors	75,000.00	77,000.00	80,000.00	56,995.00	50,000.00	(30,000.00)			50,000.00
Towing	0.00	0.00		74.33	0.00	0.00			0.00
Amusement	3,000.00	3,000.00	4,000.00	4,396.67	3,000.00	(1,000.00)			3,000.00
Building	1,050,000.00	650,000.00	650,000.00	1,105,509.93	800,000.00	150,000.00			800,000.00
Occupancy	40,000.00	10,000.00	10,000.00	5,898.33	6,000.00	(4,000.00)			6,000.00
Use	10,000.00	10,000.00	10,000.00	5,560.00	10,000.00	0.00			10,000.00
Cable TV	830,000.00	742,000.00	800,000.00	487,785.07	750,000.00	(50,000.00)			750,000.00
Peg Fees	96,560.00	80,000.00	80,000.00	28,924.30	0.00	(80,000.00)			0.00
Other	120,000.00	85,000.00	100,000.00	84,941.08	100,000.00	0.00			100,000.00
Subtotal;	2,974,560.00	2,407,000.00	2,539,000.00	2,515,144.24	2,520,000.00	(19,000.00)	0.00	0.00000	2,520,000.00
crossfoot error / source test						-			
Fines and Forfeitures									
Municipal	42,000.00	25,000.00	28,000.00	26,411.67	28,000.00	0.00			28,000.00
Police - Forfeitures	0.00	50,500.00	80,000.00	62,733.33	60,000.00	(20,000.00)			60,000.00
Other	28,000.00	5,000.00	10,000.00	11,404.83	11,500.00	1,500.00			11,500.00
U.S. Justice Forfeiture	0.00	0.00	0.00	32,050.00	32,000.00	32,000.00			32,000.00
Speed Enforcement	0.00	0.00		75.00	200,000.00	200,000.00			200,000.00
Auto Traffic Signal	430,000.00	260,000.00	130,000.00	193,084.00	135,000.00	5,000.00			135,000.00
Subtotal;	500,000.00	340,500.00	248,000.00	325,758.83	466,500.00	218,500.00	0.00	0.00000	466,500.00
crossfoot error / source test						-			

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Money and Property									
Interest Earnings									
Investments	600,000.00	50,000.00	15,000.00	108,235.49	10,000.00	(5,000.00)			10,000.00
Savings Accounts	0.00	0.00	0.00	71.48	0.00	0.00			0.00
Rents and Concessions	291,560.00	200,000.00	200,000.00	174,221.31	200,000.00	0.00			200,000.00
Payment in Lieu of Taxes	165,000.00	135,600.00	131,700.00	145,603.74	135,000.00	3,300.00			135,000.00
Miscellaneous Sales	20,000.00	0.00	0.00	9,756.72	0.00	0.00			0.00
GO Bonds	0.00	0.00		2,821.86	5,000.00	5,000.00			5,000.00
Contributions	100,000.00	162,530.00	135,630.00	138,960.04	50,000.00	(85,630.00)			50,000.00
Subtotal;	1,176,560.00	548,130.00	482,330.00	579,670.64	400,000.00	(82,330.00)	0.00	0.00000	400,000.00
crossfoot error / source test						-			
Miscellaneous									
Non-taxable		12,000.00	12,000.00	4,395.41	12,000.00	0.00			12,000.00
Cash Over-Under	0.00	0.00	0.00	(7,987.87)	0.00	0.00			0.00
Police Services	110,000.00	118,000.00	220,000.00	226,474.26	230,000.00	10,000.00			230,000.00
Miscellaneous	170,000.00	177,330.00	190,000.00	148,171.04	160,000.00	(30,000.00)			160,000.00
Returned Check Fee	0.00	0.00	0.00	3,108.33	3,100.00	3,100.00			3,100.00
Payments for fire services	0.00	0.00	0.00	3,092.26	0.00	0.00			26,000.00
File Fee	0.00	0.00	0.00	8,649.84	6,000.00	6,000.00			6,000.00
Sprinkler Loan Payment	0.00	0.00	0.00	40,427.50	0.00	0.00			0.00
Subtotal	280,000.00	307,330.00	422,000.00	426,330.78	411,100.00	(10,900.00)	0.00	0.00000	437,100.00
crossfoot error / source test						-			
Intergovernmental									
Federal Grants	520,000.00	1,214,180.65	2,809,780.00	1,695,256.29	0.00	(2,809,780.00)			0.00
State Grants	1,500,000.00	1,494,017.73	1,540,660.00	1,501,735.56	0.00	(1,540,660.00)			0.00
Highway	1,495,600.00	150,000.00	0.00	673,811.69	150,000.00	150,000.00			150,000.00
Income Tax	5,200,000.00	4,900,000.00	4,900,000.00	4,780,346.44	4,700,000.00	(200,000.00)			4,700,000.00
Admissions Tax	900,000.00	900,000.00	900,000.00	835,752.60	835,000.00	(65,000.00)			835,000.00
State PILOT	367,000.00	367,000.00	367,000.00	367,000.00	367,000.00	0.00			367,000.00
County PILOT	0.00	0.00	0.00	225,000.00	0.00	0.00			0.00
Hotel - Motel	2,100,000.00	1,800,000.00	1,860,000.00	1,835,489.42	1,860,000.00	0.00			1,860,000.00
County Grants	280,000.00	310,354.08	313,000.00	346,126.19	310,000.00	(3,000.00)			310,000.00
Electricity	213,870.00	200,000.00	200,000.00	198,510.16	200,000.00	0.00			200,000.00
Gas	30,000.00	30,000.00	30,000.00	28,722.94	30,000.00	0.00			30,000.00
Telephone	317,000.00	317,000.00	260,000.00	267,198.71	250,000.00	(10,000.00)			250,000.00
Fuel	3,000.00	3,000.00	2,000.00	2,145.11	2,000.00	0.00			2,000.00
Subtotal;	12,926,470.00	11,685,552.46	13,182,440.00	12,757,095.10	8,704,000.00	(4,478,440.00)	0.00	0.00000	8,704,000.00
crossfoot error / source test						-			
Charges for Services									
Zoning and Subdivision . Fees	65,000.00	30,000.00	30,000.00	51,910.07	50,000.00	20,000.00			50,000.00
Public Safety Fees	1,260,000.00	1,339,450.00	1,410,000.00	1,371,225.22	1,410,000.00	0.00			1,410,000.00
Culture and Recreation	600,000.00	1,904,350.00	1,902,000.00	1,137,928.83	1,900,000.00	(2,000.00)			1,900,000.00
Subtotal;	1,925,000.00	3,273,800.00	3,342,000.00	2,561,064.12	3,360,000.00	18,000.00	0.00	0.00000	3,360,000.00
crossfoot error / source test						-			

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Transfers and other Sources									
Transfers and Indirect Charge-Backs									
Transfer from Solid Waste		451,230.00	550,000.00	433,076.67	300,000.00	(250,000.00)			200,000.00
Transfer from Cap. Proj.	4,849,800.00	379,140.00		2,151,030.73	259,642.00	259,642.00			259,642.00
Transfer from Spec. Rev.		30,000.00		10,000.00		0.00			0.00
Transfer from Sewer		0.00	451,600.00	0.00	300,000.00	(151,600.00)			300,000.00
Transfer from Water		0.00	1,700,000.00	0.00	1,631,512.92	(68,487.08)			1,631,512.92
Transfer from Stormwater		213,020.00	500,000.00	71,006.67	590,000.00	90,000.00			590,000.00
Transfer from Harbor	109,690.00			96,680.00	100,000.00	100,000.00			100,000.00
Transfer from Parking		0.00	1,100,000.00	0.00	2,300,000.00	1,200,000.00			2,300,000.00
Transfer from Reserves	3,903,720.00			0.00	3,000,000.00	3,000,000.00			3,000,000.00
Indirect Charges:	632,160.00	0.00	3,028,248.00	0.00	3,240,583.01	212,335.01			3,240,583.01
Subtotal	9,495,370.00	1,073,390.00	7,329,848.00	2,761,794.06	11,721,737.93	4,391,889.93	0.00	0.00000	11,621,737.93
crossfoot error / source test						-			
Bank Loans									
BOA		0.00	-	3,666,666.67	0.00	0.00			0.00
Suntrust		0.00	-	3,333,333.33	0.00	0.00			0.00
Subtotal	0.00	0.00	0.00	7,000,000.00	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test						-			
Bonds									
Proceeds	0.00	0.00	-	9,846,285.33	0.00	0.00			0.00
Premiums		0.00	-	597,586.18	0.00	0.00			0.00
Subtotal	0.00	0.00	0.00	10,443,871.51	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test						-	-	-	-
Total Sources of Funds	63,813,960.00	54,702,702.46	66,681,964.00	73,796,035.71	66,742,164.80	60,200.80	0.00	0.00000	68,366,164.80
crossfoot error / source test						*0.00*			*0.00*
EXPENDITURES									
Boards and Commissions									
Salaries and Benefits									
Salaries	30,700.00	54,400.00	55,144.00	37,707.67	56,181.60	1,037.60	1,000.00	0.00002	56,181.60
Benefits	-	-	22,538.25	0.00	24,762.22	2,223.97			24,762.22
Salaries/Benefits Total	30,700.00	54,400.00	77,682.25	37,707.67	80,943.82	3,261.57	1,000.00	0.00002	80,943.82
crossfoot error / source test						-			-
Operating									
Supplies/mail	22,830.00	32,550.00	15,850.00	18,346.00	15,850.00	0.00	4,060.00	0.00007	16,850.00
Contract Services	34,850.00	-	-	17,864.99	0.00	0.00			0.00
Operating Total	57,680.00	32,550.00	15,850.00	36,210.99	15,850.00	0.00	4,060.00	0.00007	16,850.00
Department Total	88,380.00	86,950.00	93,532.25	73,918.67	96,793.82	3,261.57	5,060.00	0.00008	97,793.82
TOTAL; BOARDS & COMMMISSIONS	88,380.00	86,950.00	93,532.25	73,918.67	96,793.82	3,261.57	5,060.00	0.00008	97,793.82
crossfoot error / source test						-			-
Administration									
Salaries and Benefits									
Salaries	743,680.00	814,040.00	767,009.20	820,757.29	798,300.00	31,290.80			798,300.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Benefits	167,540.00	214,210.00	283,662.09	257,322.54	407,066.22	123,404.13			407,066.22
Salaries/Benefits Total	911,220.00	1,028,250.00	1,050,671.29	1,078,079.83	1,205,366.22	154,694.93	0.00	0.00000	1,205,366.22
Operating						-			-
Supplies	24,000.00	24,000.00	24,420.00	20,075.29	19,320.00	(5,100.00)			19,320.00
Telephone	-	-	-	0.00	5,100.00	5,100.00			5,100.00
Professional Srvcs - Other	-	30,000.00	-	9,770.82	-	0.00			0.00
Special Projects	67,000.00	71,000.00	55,000.00	129,307.18	77,500.00	22,500.00			77,500.00
Training and Education	8,890.00	2,500.00	19,500.00	7,981.53	27,000.00	7,500.00			27,000.00
Aldermen's Expenses	32,000.00	12,000.00	12,000.00	4,524.17	12,000.00	0.00			12,000.00
Mayor Expenses	4,500.00			2,759.42		0.00			0.00
Repair and Maintenance	500.00			0.00		0.00			0.00
Contract Services	115,000.00	41,850.00	20,000.00	87,556.67	20,000.00	0.00			20,000.00
Lead Paint Int.	-	14,822.87	-	4,940.96	-	0.00			0.00
Fleet Replacement						0.00	6,000.00	0.00010	6,000.00
Operating Total	251,890.00	196,172.87	130,920.00	266,916.04	160,920.00	30,000.00	6,000.00	0.00	166,920.00
Department Total	283,890.00	1,224,422.87	1,181,591.29	1,344,995.87	1,366,286.22	184,694.93	6,000.00	0.00010	1,372,286.22
crossfoot error / source test			-			-			-
Public Information									
Salaries and Benefits									
Salaries			135,658.49	0.00	111,252.40	(24,406.09)	45,000.00	0.00075	126,252.40
Benefits			61,021.47	0.00	49,262.73	(11,758.74)	8,100.00	0.00014	50,462.73
Salaries/Benefits Total	0.00	0.00	196,679.96	0.00	160,515.13	(36,164.83)	53,100.00	0.00089	176,715.13
Operating						-			-
Supplies			5,000.00	0.00	3,050.00	(1,950.00)			3,050.00
Telephone			-	0.00	1,950.00	1,950.00	6,000.00	0.00010	1,950.00
Contract Services			70,000.00	0.00	70,000.00	0.00	22,000.00	0.00037	70,000.00
Operating Total	0.00	0.00	75,000.00	0.00	75,000.00	0.00	28,000.00	0.00047	75,000.00
Department Total	0.00	0.00	271,679.96	0.00	235,515.13	(36,164.83)	81,100.00	0.00135	251,715.13
crossfoot error / source test			-			-			-
Economic Development									
City Contributions	551,010.00	555,880.00	385,000.00	462,749.57	385,000.00	-	115,000.00	0.00192	475,000.00
						-			-
City Attorney									
Salaries and Benefits									
Salaries	556,810.00	556,810.00	562,017.17	570,767.30	588,825.31	26,808.14	40,500.00	0.00068	609,075.31
							97,000.00	0.00162	97,000.00
Benefits	192,110.00	192,110.00	196,981.06	168,607.90	230,936.14	33,955.08	33,950.00	0.00057	266,506.14
Salaries/Benefits Total	748,920.00	748,920.00	758,998.23	739,375.20	819,761.45	60,763.22	171,450.00	0.00286	972,581.45
Operating						-			-
Supplies	11,430.00	11,430.00	11,430.00	44,947.08	9,630.00	(1,800.00)	1,800.00		9,630.00
Legal	249,800.00	249,800.00	195,630.00	524,793.02	125,000.00	(70,630.00)	70,630.00		125,000.00
Telephone	-	-	0.00	0.00	1,800.00	1,800.00	(1,800.00)		1,800.00
Training and Education	4,000.00	4,000.00	2,500.00	44,020.59	2,500.00	0.00	8,500.00	0.00014	11,000.00
Miscellaneous Services and Charges	26,830.00	26,830.00	0.00	62,558.32	24,630.00	24,630.00	2,000.00	0.00003	26,630.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating Total	292,060.00	292,060.00	209,560.00	676,319.01	163,560.00	(46,000.00)	81,130.00	0.00018	174,060.00
Department Total	1,040,980.00	1,040,980.00	968,558.23	1,415,694.21	983,321.45	14,763.22	252,580.00	0.00303	1,146,641.45
crossfoot error / source test			-			*0.00*			-
Total Mayor	1,964,260.00	2,908,232.87	2,900,361.73	3,297,358.32	3,066,916.62	166,554.89	459,740.00	0.00649	3,343,436.62
crossfoot error / source test						*(0.00)*			-
Financial Administration									
Salaries and Benefits									
Salaries	1,086,790.00	1,086,790.00	1,070,745.00	1,139,463.89	1,096,014.75	25,269.75	215,000.00	0.00358	1,231,014.75
Overtime							5,000.00	0.00008	0.00
Benefits	327,810.00	327,810.00	423,100.30	397,425.31	465,687.52	42,587.22	77,000.00	0.00128	512,937.52
Salaries/Benefits Total	1,414,600.00	1,414,600.00	1,493,845.30	1,536,889.20	1,561,702.27	67,856.97	297,000.00	0.00495	1,743,952.27
Operating						-			-
Supplies	48,550.00	48,550.00	44,470.00	171,025.43	43,470.00	(1,000.00)			43,470.00
Prof. Services - Accounting	157,000.00	157,000.00	362,000.00	943,301.13	362,000.00	0.00	150,000.00	0.00250	412,000.00
Telephone	-	-	-	0.00	1,000.00	1,000.00			1,000.00
Training and Education	1,130.00	1,130.00	6,000.00	3,660.79	6,000.00	0.00			6,000.00
R & M - Equipment	2,990.00	2,990.00	8,700.00	10,101.52	8,700.00	0.00			8,700.00
Community Grants	-	-	-	0.00	-	0.00			0.00
Operating Total	209,670.00	209,670.00	421,170.00	1,128,088.87	421,170.00	-	150,000.00	0.00250	471,170.00
Department Total	1,624,270.00	1,624,270.00	1,915,015.30	2,664,978.07	1,982,872.27	67,856.97	447,000.00	0.00745	2,215,122.27
crossfoot error / source test			-			-			-
MIT									
Salaries and Benefits									
Salaries	740,400.00	638,140.00	622,219.33	634,871.88	636,814.19	14,594.86			636,814.19
Benefits	173,290.00	183,040.00	230,898.87	181,178.19	253,768.03	22,869.16			253,768.03
Salaries/Benefits Total	913,690.00	821,180.00	853,118.20	816,050.07	890,582.22	37,464.02	0.00	0.00000	890,582.22
Operating						-			-
Supplies	8,620.00	8,620.00	8,620.00	4,942.22	8,620.00	0.00			8,620.00
Telephone	-	-	-	0.00	3,000.00	3,000.00			3,000.00
Training and Education	4,970.00	2,500.00	2,500.00	3,225.06	2,500.00	0.00	3,300.00	0.00006	5,800.00
R & M - Equipment	81,300.00	82,280.00	81,300.00	76,716.36	81,300.00	0.00	27,950.00	0.00047	81,300.00
Contract Services	213,910.00	208,880.00	274,380.00	201,238.93	271,380.00	(3,000.00)	53,330.00	0.00089	324,710.00
Operating Total	308,800.00	302,280.00	366,800.00	286,122.57	366,800.00	0.00	84,580.00	0.00141	423,430.00
Fixed Assets and Capital Outlay						-			-
Capital Outlay Total	650,000.00	35,940.00	250,000.00	226,682.31	250,000.00	-	148,625.00	0.00248	250,000.00
						-			-
Department Total	1,872,490.00	1,159,400.00	1,469,918.20	1,328,854.95	1,507,382.22	37,464.02	233,205.00	0.00389	1,564,012.22
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	243,560.00	232,280.00	232,228.00	350,024.56	232,228.00	0.00			232,228.00
Benefits	88,260.00	67,370.00	92,748.96	124,206.48	89,291.43	(3,457.53)			89,291.43
Salaries/Benefits Total	331,820.00	299,650.00	324,976.96	474,231.03	321,519.43	(3,457.53)	0.00	0.00000	321,519.43

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Operating						*(0.00)*			-
Supplies	12,020.00	12,020.00	12,020.00	11,685.93	4,075.00	(7,945.00)			4,075.00
Telephone	-	-	-	0.00	650.00	650.00			650.00
Advertising	-	-	-	0.00	6,125.00	6,125.00			6,125.00
Training and Education	5,200.00	2,500.00	2,500.00	3,610.04	3,670.00	1,170.00			3,670.00
R & M - Equipment	700.00	400.00	400.00	0.00	400.00	0.00			400.00
Operating Total	17,920.00	14,920.00	14,920.00	15,295.97	14,920.00	0.00	0.00	0.00000	14,920.00
						-			
Department Total	349,740.00	314,570.00	339,896.96	489,527.00	336,439.43	(3,457.53)	0.00	0.00000	336,439.43
crossfoot error / source test			-			*(0.00)*			-
Total; Finance	3,846,500.00	3,098,240.00	3,724,830.46	4,483,360.02	3,826,693.92	101,863.46	680,205.00	0.01134	4,115,573.92
crossfoot error / source test						*0.00*			-
Salaries and Benefits									
Salaries	653,980.00	514,490.00	420,830.00	559,893.74	504,237.46	83,407.46	-		504,237.46
Benefits	181,180.00	147,980.00	155,273.14	174,567.14	199,480.96	44,207.82			199,480.96
Salaries/Benefits Total	835,160.00	662,470.00	576,103.14	734,460.88	703,718.42	127,615.28	0.00	0.00000	703,718.42
Operating						-			-
Employee Physicals	45,000.00	40,000.00	0.00	47,639.09	57,000.00	57,000.00			57,000.00
Tuition	15,000.00			6,139.46		0.00			0.00
Supplies	30,500.00	15,550.00	29,500.00	17,754.05	28,650.00	(850.00)	5,000.00	0.00008	28,650.00
Legal - Negotiate	20,000.00	44,000.00	0.00	49,733.89	30,000.00	30,000.00	20,000.00	0.00033	30,000.00
Prof. Services - Other	30,500.00	29,500.00	113,000.00	29,805.44	27,000.00	(86,000.00)	10,000.00	0.00017	37,000.00
Employee Award/Incentive	1,000.00	1,000.00	-	3,272.62	-	0.00	10,000.00	0.00017	10,000.00
Telephone	-	-	-	0.00	850.00	850.00	500.00	0.00001	1,350.00
Special Projects	10,000.00	-	6,000.00	0.00	5,000.00	(1,000.00)	(1,000.00)	(0.00002)	5,000.00
Training and Education	11,310.00	2,500.00	2,500.00	5,738.56	2,500.00	0.00			2,500.00
R & M - Equipment	200.00	200.00	200.00	30.00	200.00	0.00			200.00
Contract Services	5,500.00	5,500.00	-	8,330.94	-	0.00			20,000.00
Operating Total	169,010.00	138,250.00	151,200.00	168,444.06	151,200.00	0.00	44,500.00	0.00074	191,700.00
						-			-
Department Total	1,004,170.00	800,720.00	727,303.14	902,904.94	854,918.42	127,615.28	44,500.00	0.00074	895,418.42
crossfoot error / source test			-			-			-
Planning and Zoning- ***(a Division of Planning, Environment and Permits)***									
Salaries and Benefits									
Salaries	1,290,160.00	1,007,520.00	985,195.00	1,139,357.78	896,280.87	(88,914.13)			896,280.87
						0.00	20,000.00	0.00033	0.00
						0.00	57,000.00	0.00095	0.00
Salaries- Comm Devel. Admin (T. Wellman)	-	-	-		102,036.65	102,036.65			102,036.65
Benefits	350,850.00	295,610.00	342,524.63	362,944.32	350,468.84	7,944.21	26,950.00	0.00045	350,468.84
Salaries/Benefits Total	1,641,010.00	1,303,130.00	1,327,719.63	1,502,302.10	1,348,786.36	21,066.73	103,950.00	0.00173	1,348,786.36

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating						*0.00*			-
Supplies	23,620.00	23,620.00	23,620.00	16,488.01	22,620.00	(1,000.00)	2,500.00	0.00004	22,620.00
MD Historical Trust	-	-	-		0.00	0.00			0.00
Telephone	-	-	-	0.00	650.00	650.00			650.00
Training and Education	13,050.00	9,050.00	9,050.00	8,698.19	8,050.00	(1,000.00)	2,060.00	0.00003	10,110.00
R & M - Equipment	8,500.00	2,190.00	2,190.00	963.33	2,190.00	0.00			2,190.00
Advertising						0.00	1,000.00	0.00002	1,000.00
Special Programs	155,000.00	18,530.00	50,000.00	47,742.75	50,000.00	0.00	42,442.00	0.00071	50,000.00
					0.00	0.00	5,000.00	0.00008	5,000.00
Contract Services	-	68,130.00	65,500.00	22,835.62	28,000.00	(37,500.00)	85,000.00	0.00142	28,000.00
					0.00	0.00	1,000.00	0.00002	1,000.00
					0.00	0.00	12,500.00	0.00021	25,000.00
Operating Total	200,170.00	121,520.00	150,360.00	96,727.89	111,510.00	(38,850.00)	151,502.00	0.00253	145,570.00
						-			-
Department Total	1,841,180.00	1,424,650.00	1,478,079.63	1,599,029.99	1,460,296.36	(17,783.27)	255,452.00	0.00426	1,494,356.36
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	375,480.00	12,716.69	-	137,454.70	-	-			
Benefits	59,260.00	16,650.00	-	41,393.67	-	-			
Salaries/Benefits Total	434,740.00	29,366.69	-	178,848.37	-	-	-	0.00000	-
Operating									-
Supplies	500.00	-		303.08					
Education and Travel	790.00	-		326.75					
Contract Services	0.00	-		2,559.33					
Energy Efficiency	-	860.00	-	286.67	-	-			
Operating Total	1,290.00	860.00	0.00	3,475.83	0.00	0.00	0.00	0.00000	0.00
									-
Department Total	436,030.00	30,226.69	0.00	182,324.20	0.00	0.00	0.00	0.00000	0.00
crossfoot error / source test			-			-			-
TOTAL: GENERAL GOVERNMENT	9,092,140.00	8,262,069.56	8,830,574.96	10,464,977.47	9,208,825.33	378,250.37	1,439,897.00	0.02291	9,848,785.33
crossfoot error / source test			-			*(0.00)*			-
Salaries and Benefits									
Salaries	11,865,320.00	10,159,950.00	10,725,194.15	9,991,952.89	10,173,167.72	(552,026.43)	45,000.00	0.00075	10,218,167.72
Attrition - (*Contra Expenditure*)			(700,000.00)		(700,000.00)	0.00	33,477.00	0.00056	(700,000.00)
						0.00	5,000.00	0.00008	0.00
						0.00	-	0.00000	0.00
						0.00	2,400.00	0.00004	0.00
						0.00	-	0.00000	0.00
						0.00	(135,000.00)	(0.00225)	(135,000.00)

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Overtime	793,970.00	790,050.00	790,050.00	1,247,661.31	790,050.00	0.00			790,050.00
Differential			99,200.00	0.00	99,200.00	0.00			89,200.00
Doubletime	-	3,920.00	3,920.00	0.00	3,920.00	0.00			3,920.00
Benefits	2,963,930.00	3,093,870.00	3,290,944.05	3,073,331.98	3,529,703.17	238,759.12	30,056.95	0.00050	3,498,203.17
Non-Salary Ins	33,450.00	33,450.00	-	66,297.21	0.00	0.00			0.00
Salaries/Benefits Total	15,656,670.00	14,081,240.00	14,209,308.20	14,379,243.38	13,896,040.89	(313,267.31)	(19,066.05)	(0.00032)	13,764,540.89
Operating						*0.00*			-
Supplies									
Supplies	183,230.00	137,960.00	446,710.00	158,704.23	163,460.00	(283,250.00)	65,000.00	0.00108	198,460.00
Range/Armory					27,000.00	27,000.00	27,000.00	0.00045	27,000.00
						0.00	15,000.00	0.00025	0.00
						0.00	21,000.00	0.00035	10,500.00
Clothing	170,000.00	167,550.00	-	129,116.44	190,000.00	190,000.00			190,000.00
Fuel and Oil	89,400.00	89,400.00	-	211,679.71	168,750.00	168,750.00			168,750.00
Prof. Srvc - Other	18,330.00	18,330.00	-	10,491.65	18,550.00	18,550.00			18,550.00
Telephone	95,000.00	95,000.00	95,000.00	103,843.81	95,000.00	0.00			95,000.00
Electricity	107,000.00	111,000.00	107,000.00	131,036.35	107,000.00	0.00			107,000.00
Training and Education	47,100.00	42,100.00	42,100.00	55,134.59	42,100.00	0.00			42,100.00
R & M - Bldgs and Structures	8,000.00	8,000.00	191,720.00	2,119.58	8,000.00	(183,720.00)			8,000.00
R & M - Equipment	212,860.00	183,720.00	-	156,150.10	183,720.00	183,720.00			183,720.00
Special Programs	27,500.00	0.00	27,500.00	9,786.47	0.00	(27,500.00)			0.00
Rents and Leases	39,600.00	92,900.00	39,600.00	104,128.06	39,600.00	0.00			39,600.00
Contract Services	208,550.00	200,770.00	250,550.00	287,004.58	250,550.00	0.00			250,550.00
Fleet Replacement						0.00	367,751.97	0.00613	183,875.99
Operating Total	1,206,570.00	1,146,730.00	1,200,180.00	1,359,195.57	1,293,730.00	93,550.00	495,751.97	0.00826	1,523,105.99
						-			-
Department Total	16,863,240.00	15,227,970.00	15,409,488.20	15,738,438.96	15,189,770.89	(219,717.31)	476,685.92	0.00794	15,287,646.87
crossfoot error / source test			-			*0.00*			-
Salaries and Benefits									
Salaries	9,484,550.00	8,507,230.00	9,201,736.00	8,770,082.86	9,186,168.72	(15,567.28)	154,000.00	0.00257	9,186,168.72
				0.00		0.00	47,742.00	0.00080	0.00
Attrition - (*Contra Expenditure*)			(366,673.62)	0.00	(366,106.34)	567.28	53,962.00	0.00090	(366,106.34)
Overtime	450,470.00	451,410.00	450,000.00	411,052.13	450,000.00	0.00	4,460.00	0.00007	450,000.00
Benefits	2,724,990.00	2,553,790.00	2,611,930.48	2,568,228.11	2,738,553.18	126,622.70	91,057.40	0.00152	2,738,553.18
Disability Insurance	20,300.00	20,300.00	-	44,581.15	65,000.00	65,000.00			65,000.00
Salaries/Benefits Total	12,680,310.00	11,532,730.00	11,896,992.86	11,793,944.25	12,073,615.56	176,622.70	351,221.40	0.00585	12,073,615.56
			-			-			-
Operating									
Supplies	254,720.00	211,910.00	377,430.00	168,099.49	200,000.00	(177,430.00)	9,600.00	0.00016	200,000.00
Fire Protection Grant	47,404.00	18,754.26	-	13,807.85	0.00	0.00			0.00
Clothing	131,430.00	131,430.00	-	89,946.75	60,730.00	60,730.00	53,000.00	0.00088	113,730.00
Fuel and Oil	37,480.00	37,480.00	-	134,967.80	150,000.00	150,000.00	143,000.00	0.00238	221,500.00
Telephone	10,300.00	10,300.00	0.00	9,257.87	30,000.00	30,000.00	43,500.00	0.00073	73,500.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Electricity	124,000.00	124,000.00	134,300.00	121,121.16	124,000.00	(10,300.00)	4,000.00	0.00007	128,000.00
Training and Education	131,370.00	36,370.00	96,370.00	52,612.66	31,370.00	(65,000.00)	1,200.00	0.00002	32,570.00
R & M - Bldgs and Structures	15,400.00	15,400.00	146,640.00	15,714.14	15,400.00	(131,240.00)	20,000.00	0.00033	15,400.00
R & M - Equipment	194,240.00	191,240.00	-	184,838.36	163,240.00	163,240.00	90,000.00	0.00150	208,240.00
Rents and Leases	15,500.00	13,000.00	13,000.00	8,627.88	13,000.00	0.00	48,000.00	0.00080	13,000.00
Appropriation to Volunteer Fire	-	35,000.00	-	11,666.67	-	0.00			0.00
Capital Outlay	0.00			19,979.14		0.00			0.00
Contract Services	123,100.00	124,250.00	108,100.00	226,843.36	88,100.00	(20,000.00)	26,000.00	0.00043	114,100.00
Fleet Replacement						0.00	384,051.89	0.00640	192,025.95
Operating Total	1,084,944.00	949,134.26	875,840.00	1,057,483.14	875,840.00	0.00	822,351.89	0.01371	1,312,065.95
						-			-
Department Total	13,765,254.00	12,481,864.26	12,772,832.86	12,851,427.40	12,949,455.56	176,622.70	1,173,573.29	0.01956	13,385,681.51
crossfoot error / source test			*(0.10)*			-			-
Salaries and Benefits									
Salaries	245,410.00	41,490.00	152,729.11	140,959.93	167,785.47	15,056.36	2,387.88	0.00004	167,785.47
						0.00	70,634.00	0.00118	0.00
						0.00	47,757.00	0.00080	0.00
						0.00	30,000.00	0.00050	0.00
Benefits						0.00		0.00000	0.00
Benefits	-	-	64,784.66	0.00	74,107.76	9,323.10	52,772.61	0.00088	74,107.76
Salaries/Benefits Total	245,410.00	41,490.00	217,513.77	140,959.93	241,893.23	24,379.46	203,551.49	0.00339	241,893.23
Operating						-			-
Supplies	0.00	38,480.00	0.00		0.00	0.00	48,220.00	0.00080	0.00
Terrorism XXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism XLVI	-	-	-	0.00	0.00	0.00			0.00
Terrorism LVI	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXVII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXIX	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXIV	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXVIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXIX	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXXIII	-	-	-	0.00	0.00	0.00			0.00
Terrorism LXXXV	-	-	-	0.00	0.00	0.00			0.00
Training and Education				0.00		0.00			0.00
Training and Education	0.00	-		10,170.01	0.00	0.00			0.00
Contract Services	0.00	29,570.00		78,923.40	0.00	0.00			0.00
Capital Outlay	0.00	-		40,000.00	0.00	0.00			0.00
Operating Total	0.00	68,050.00	0.00	129,093.41	0.00	0.00	48,220.00	0.00080	0.00
						-			-
Department Total	245,410.00	109,540.00	217,513.77	270,053.34	241,893.23	24,379.46	251,771.49	0.00420	241,893.23
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Planning, Environment and Permits									
Salaries and Benefits									
Salaries	1,641,740.00	1,480,980.00	1,522,610.51	1,536,615.76	1,500,153.48	(22,457.03)	4,344.00	0.00007	1,560,153.48
					0.00	0.00	60,000.00	0.00100	0.00
Overtime	-	5,000.00	-	2,637.68	5,000.00	5,000.00	47,185.93	0.00079	52,185.93
Benefits	476,920.00	443,270.00	564,782.59	480,806.39	619,711.81	54,929.22	51,651.48	0.00086	657,226.88
Non-Salary Ins	-	2,380.00	-	4,558.39	-	-			0.00
Salaries/Benefits Total	2,118,660.00	1,931,630.00	2,087,393.10	2,024,618.22	2,124,865.29	37,472.19	163,181.41	0.00272	2,269,566.29
						0.00			-
Operating									
Supplies	66,570.00	66,570.00	66,570.00	68,158.91	35,570.00	(31,000.00)			35,570.00
Fuel and Oil	-	-	-	0.00	13,000.00	13,000.00			13,000.00
Telephone	-	-	-	0.25	18,000.00	18,000.00			18,000.00
Training and Education	15,080.00	49,000.00	7,500.00	10,203.13	7,500.00	0.00			7,500.00
R & M - Equipment	3,600.00	3,600.00	3,600.00	6,084.78	3,600.00	0.00			3,600.00
Rents and Leases	450.00	450.00	5,450.00	(25.73)	5,450.00	0.00			5,450.00
Contract Services	212,560.00	72,780.00	83,050.00	77,285.30	35,050.00	(48,000.00)			35,050.00
Urban Forestry	-	-	-	22,650.33	38,000.00	38,000.00			38,000.00
Unsafe Structure Dem	-	-	-	2,321.40	10,000.00	10,000.00			10,000.00
Energy Efficiency	-	-	-	0.00	0.00	0.00			0.00
Sea Level Rise II	-	-	-	0.00	0.00	0.00			0.00
Fleet Replacement						0.00	48,480.00	0.00081	24,240.00
Operating Total	298,260.00	192,400.00	166,170.00	186,678.38	166,170.00	0.00	48,480.00	0.00081	190,410.00
						-			-
Department Total	2,416,920.00	2,124,030.00	2,253,563.10	2,211,296.60	2,291,035.29	37,472.19	211,661.41	0.00353	2,459,976.29
crossfoot error / source test			-			*0.00*			-
TOTAL; PUBLIC SAFTEY & HEALTH	33,290,824.00	29,943,404.26	30,653,397.93	31,071,216.29	30,672,154.97	18,757.04	2,113,692.10	0.03523	31,375,197.91
crossfoot error / source test		-	-			*0.00*			-
Administration									
Salaries and Benefits									
Salaries	499,260.00	486,010.00	498,677.00	457,125.55	498,674.66	(2.34)			498,674.66
Benefits	98,000.00	141,420.00	172,616.78	117,460.84	186,645.32	14,028.54			186,645.32
Salaries/Benefits Total	597,260.00	627,430.00	671,293.78	574,586.39	685,319.98	14,026.20	0.00	0.00000	685,319.98
Operating						-			-
Supplies	10,280.00	9,280.00	9,280.00	14,756.66	8,280.00	(1,000.00)			8,280.00
Fuel and Oil	-	-	-	0.00	1,000.00	1,000.00			1,000.00
Telephone	-	-	-	0.00	2,800.00	2,800.00	800.00	0.00001	3,600.00
Training and Education	4,490.00	2,500.00	2,500.00	2,447.42	2,500.00	0.00			2,500.00
R & M - Equipment	1,800.00	1,300.00	1,300.00	1,341.23	800.00	(500.00)			800.00
Contract Services	11,510.00	11,510.00	11,510.00	13,944.36	9,210.00	(2,300.00)			9,210.00
Fleet Replacement						0.00	296,018.16	0.00493	148,009.08

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Operating Total	28,080.00	24,590.00	24,590.00	32,489.66	24,590.00	0.00	296,818.16	0.00495	173,399.08
						-			
Administration Total	625,340.00	652,020.00	695,883.78	607,076.05	709,909.98	14,026.20	296,818.16	0.00495	858,719.06
crossfoot error / source test			-			-			-
Engineering & Construction									
Salaries and Benefits									
Salaries	767,180.00	435,210.00	508,112.00	673,635.35	543,551.26	35,439.26	81,550.00	0.00136	543,551.26
Benefits	197,090.00	143,820.00	184,971.46	191,358.59	208,743.91	23,772.45	28,542.50	0.00048	208,743.91
Non-Salary Insurance	-	1,660.00	-	1,813.61	-	0.00			0.00
Salaries/Benefits Total	964,270.00	580,690.00	693,083.46	866,807.54	752,295.17	59,211.71	110,092.50	0.00183	752,295.17
Operating						*0.00*			-
Supplies	22,970.00	21,970.00	21,970.00	18,982.08	19,170.00	(2,800.00)			19,170.00
Fuel and Oil	-	-	-	0.00	2,800.00	2,800.00			2,800.00
Telephone	-	-	-	0.00	4,000.00	4,000.00			4,000.00
Training and Education	5,740.00	2,500.00	2,500.00	3,321.97	2,500.00	0.00			2,500.00
R & M - Equipment	5,000.00	4,500.00	4,500.00	2,489.02	4,500.00	0.00			4,500.00
Contract Services	61,660.00	128,600.00	56,660.00	66,407.66	52,660.00	(4,000.00)			52,660.00
Operating Total	95,370.00	157,570.00	85,630.00	91,200.73	85,630.00	0.00	0.00	0.00000	85,630.00
						-			
Engineering & Construction Total	1,059,640.00	738,260.00	778,713.46	958,008.27	837,925.17	59,211.71	110,092.50	0.00183	837,925.17
crossfoot error / source test			-			*0.00*			-
Roadways									
Salaries and Benefits									
Salaries	1,313,430.00	1,323,160.00	1,233,466.00	1,300,402.60	1,223,100.64	(10,365.36)	50,000.00	0.00083	1,304,200.00
Overtime	-	75,920.00	-	60,203.34	75,920.00	75,920.00			75,920.00
Attrition *(Contra Expenditure)*			(50,000.00)	0.00	(50,000.00)	0.00			(50,000.00)
Benefits	482,460.00	383,860.00	550,740.02	453,780.88	605,718.56	54,978.54	10,000.00	0.00017	627,135.00
Non-Salary Insurance	-	6,830.00	-	5,834.19	-	0.00			0.00
Salaries/Benefits Total	1,795,890.00	1,789,770.00	1,734,206.02	1,820,221.01	1,854,739.20	120,533.18	60,000.00	0.00100	1,957,255.00
Operating					0.00	*0.00*			-
Supplies	207,160.00	202,160.00	162,010.00	176,626.15	99,730.00	(62,280.00)	3,000.00	0.00005	99,730.00
Fuel and Oil	-	-	-	0.00	60,000.00	60,000.00			60,000.00
Telephone	-	-	-	0.00	2,280.00	2,280.00			2,280.00
Electricity - Street Light	582,500.00	582,500.00	582,500.00	558,216.73	582,500.00	0.00			582,500.00
Training and Education	4,750.00	2,500.00	2,500.00	2,301.33	2,500.00	0.00			2,500.00
R & M - Street	238,660.00	94,090.00	207,570.00	92,741.10	110,010.00	(97,560.00)			110,010.00
R & M - Equipment	-	102,570.00	-	54,080.59	97,560.00	97,560.00			97,560.00
Contract Services	45,600.00	23,770.00	30,600.00	28,719.67	30,600.00	0.00			30,600.00
Capital				0.00		0.00	51,700.00	0.00086	0.00
Operating Total	1,078,670.00	1,007,590.00	985,180.00	912,685.57	985,180.00	0.00	54,700.00	0.00091	985,180.00
						-			-
Roadways Total	2,874,560.00	2,797,360.00	2,719,386.02	2,732,906.58	2,839,919.20	120,533.18	114,700.00	0.00191	2,942,435.00
crossfoot error / source test			-			*0.00*			-
Traffic Control and Maintenance									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Salaries and Benefits									
Salaries	146,140.00	141,070.00	188,183.00	132,413.61	143,076.16	(45,106.84)			143,076.16
Overtime	-	2,810.00	-	2,521.96	2,810.00	2,810.00			2,810.00
Benefits	42,220.00	41,010.00	72,683.47	53,282.86	68,947.94	(3,735.53)			68,947.94
Salaries/Benefits Total	188,360.00	184,890.00	260,866.47	188,218.43	214,834.10	(46,032.37)	0.00	0.00000	214,834.10
Operating									-
Supplies	40,540.00	28,840.00	28,840.00	23,567.82	21,980.00	(6,860.00)	12,500.00	0.00021	34,480.00
Fuel and Oil	-	-	-	0.00	6,500.00	6,500.00			6,500.00
Telephone	-	-	-	0.00	360.00	360.00			360.00
Training and Education	9,800.00	5,800.00	5,800.00	4,642.35	5,800.00	0.00			5,800.00
R & M - Equipment	26,990.00	18,890.00	18,890.00	11,841.04	18,890.00	0.00	600.00	0.00001	19,490.00
Capital Outlay	120,000.00	-	-	0.00	0.00	0.00	48,000.00	0.00080	0.00
Contract Services	16,300.00	12,300.00	12,300.00	9,805.14	12,300.00	0.00			12,300.00
Operating Total	213,630.00	65,830.00	65,830.00	49,856.36	65,830.00	0.00	61,100.00	0.00102	78,930.00
						-			-
Traffic Control Total	401,990.00	250,720.00	326,696.47	238,074.79	280,664.10	(46,032.37)	61,100.00	0.00102	293,764.10
crossfoot error / source test			-			-			-
Snow & Ice Removal									
Salaries and Benefits									
Salaries	38,350.00	-	38,350.00	51,092.98	0.00	(38,350.00)			0.00
Overtime	-	38,350.00	-	22,676.92	38,350.00	38,350.00			38,350.00
Benefits	-	-	8,544.05	0.00	0.00	(8,544.05)			0.00
Salaries/Benefits Total	38,350.00	38,350.00	46,894.05	73,769.90	38,350.00	(8,544.05)	0.00	0.00000	38,350.00
Operating						-			-
Supplies	20,880.00	71,700.00	20,880.00	101,160.23	15,880.00	(5,000.00)			15,880.00
Fuel and Oil	-	-	-	0.00	5,000.00	5,000.00			5,000.00
R & M - Equipment	5,950.00	5,950.00	5,950.00	3,819.57	5,950.00	0.00			5,950.00
Contract Services	22,970.00	4,150.00	22,970.00	184,196.23	22,970.00	0.00			22,970.00
Operating Total	49,800.00	81,800.00	49,800.00	289,176.03	49,800.00	0.00	0.00	0.00000	49,800.00
						-			-
Snow and Ice Total	88,150.00	120,150.00	96,694.05	362,945.93	88,150.00	(8,544.05)	-	0.00000	88,150.00
crossfoot error / source test			-			-			-
Fleet Maintenance Center									
Salaries and Benefits									
Salaries	321,580.00	277,950.00	192,001.00	293,214.74	287,822.21	95,821.21			287,822.21
Overtime	-	24,380.00	-	22,289.19	15,360.00	15,360.00			15,360.00
Benefits	121,380.00	89,930.00	94,039.38	105,964.81	129,059.28	35,019.90			129,059.28
Non-Salary Insurance	-	2,070.00	-	1,530.53	0.00	0.00			0.00
Salaries/Benefits Total	442,960.00	394,330.00	286,040.38	422,999.27	432,241.49	146,201.11	0.00	0.00000	432,241.49
Operating						-			-
Supplies	21,930.00	21,930.00	21,930.00	21,744.86	11,710.00	(10,220.00)			11,710.00
Equipment				0.00		0.00			0.00
Fuel and Oil	-	-	-	0.00	9,500.00	9,500.00			9,500.00
Telephone	6,100.00	6,100.00	6,100.00	5,114.60	6,820.00	720.00			6,820.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Electricity	55,000.00	55,000.00	55,000.00	40,290.70	55,000.00	0.00			55,000.00
Training and Education	500.00	500.00	500.00	53.33	500.00	0.00			500.00
R & M - Bldgs and Structures	14,930.00	10,780.00	14,930.00	3,482.73	10,780.00	(4,150.00)			10,780.00
R & M - Equipment	-	4,150.00	-	2,006.90	4,150.00	4,150.00	600.00	0.00001	4,750.00
Contract Services	10,170.00	6,100.00	8,170.00	6,164.31	8,170.00	0.00			8,170.00
Fixed Asset Purchases				0.00		0.00	30,000.00	0.00050	0.00
Operating Total	108,630.00	104,560.00	106,630.00	78,857.43	106,630.00	0.00	30,600.00	0.00051	107,230.00
Fleet Maintenance Total	551,590.00	498,890.00	392,670.38	501,856.70	538,871.49	146,201.11	30,600.00	0.00051	539,471.49
crossfoot error / source test			-		-	-			-
General Govt Buildings (Bldgs & Maint.)									
Salaries and Benefits									
Salaries	336,090.00	197,090.00	221,919.70	228,558.63	198,749.21	(23,170.49)	(33,000.00)	(0.00055)	198,749.21
				0.00		0.00	8,315.00	0.00014	0.00
Overtime	0.00	2,500.00	-	2,993.45	0.00	0.00	2,000.00	0.00003	0.00
Benefits	66,150.00	57,600.00	80,199.72	68,018.23	81,403.31	1,203.59			81,403.31
Non-Salary Insurance	-	4,450.00	-	3,974.96	0.00	0.00	(7,939.75)	(0.00013)	0.00
Salaries/Benefits Total	402,240.00	261,640.00	302,119.42	303,545.27	280,152.52	(21,966.90)	(30,624.75)	(0.00051)	280,152.52
Operating						*(0.00)*			-
Supplies	12,180.00	40,840.00	12,180.00	27,327.72	10,180.00	(2,000.00)			10,180.00
Fuel and Oil	-	-	-	0.00	2,000.00	2,000.00			2,000.00
Telephone	66,000.00	66,000.00	144,000.00	63,583.69	66,000.00	(78,000.00)			66,000.00
Electricity	78,000.00	78,000.00	0.00	92,327.25	78,000.00	78,000.00			78,000.00
R & M - Bldgs and Structures	262,060.00	147,833.31	262,060.00	267,088.90	229,060.00	(33,000.00)		0.00000	229,060.00
R & M - Equipment	-	2,150.00	-	1,525.21	3,000.00	3,000.00		0.00000	3,000.00
Rents and Leases	453,470.00	490,900.00	461,414.00	509,542.55	461,414.00	0.00			461,414.00
Contract Services	254,570.00	375,120.00	284,570.00	397,420.28	344,446.85	59,876.85	200.00	0.00000	344,646.85
Operating Total	1,126,280.00	1,200,843.31	1,164,224.00	1,358,815.60	1,194,100.85	29,876.85	200.00	0.00000	1,194,300.85
						0.00			-
Government Buildings Total	1,528,520.00	1,462,483.31	1,466,343.42	1,662,360.87	1,474,253.37	7,909.95	(30,424.75)	(0.00051)	1,474,453.37
crossfoot error / source test			-			*0.00*			-
TOTAL; PUBLIC WORKS	7,129,790.00	6,519,883.31	6,476,387.58	7,063,229.20	6,769,693.30	293,305.72	582,885.91	0.00971	7,034,918.18
			-			*0.00*			-
Administration									
Salaries and Benefits									
Salaries	1,902,670.00	1,409,920.00	774,906.00	1,802,143.62	1,246,648.00	471,742.00			1,246,648.00
Attrition *(Contra Expenditure)*			(29,496.98)	0.00	(50,000.00)	(20,503.02)			(50,000.00)
Overtime	-	24,970.00	-	12,193.26	20,000.00	20,000.00			20,000.00
Benefits	502,440.00	410,300.00	412,134.15	444,287.45	644,190.90	232,056.75			644,190.90
Non-Salary Insurance	-	6,730.00	-	6,561.32	0.00	0.00			0.00
Salaries/Benefits Total	2,405,110.00	1,851,920.00	1,157,543.17	2,265,185.64	1,860,838.90	703,295.73	0.00	0.00000	1,860,838.90
Operating						-			-
Supplies									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Supplies	140,000.00	80,000.00	90,000.00	143,723.86	74,000.00	(16,000.00)	3,900.00	0.00007	77,900.00
Stanton Center	-	-	-	0.00	0.00	0.00			0.00
Achieve Community	-	-	-	0.00	0.00	0.00			0.00
Fuel and Oil	-	-	-	0.00	16,000.00	16,000.00			16,000.00
Prof Srvc - Other	-	84,300.00	-	52,050.02	40,000.00	40,000.00			40,000.00
Telephone	14,000.00	10,500.00	14,000.00	15,809.94	14,000.00	0.00			14,000.00
Electricity	132,000.00	62,000.00	62,000.00	125,459.66	62,000.00	0.00			62,000.00
Annapolis Trail	-	-	-	0.00	0.00	0.00			0.00
Training and Education	12,430.00	2,500.00	2,500.00	9,522.79	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	216,870.00	162,370.00	186,870.00	164,039.49	166,870.00	(20,000.00)			166,870.00
R & M - Equipment	-	22,000.00	-	11,427.93	15,000.00	15,000.00	20,000.00	0.00033	25,000.00
Progs and Activities	155,820.00	128,020.00	128,020.00	86,035.25	118,020.00	(10,000.00)			118,020.00
Rents and Leases	4,830.00	1,330.00	1,330.00	2,399.15	1,330.00	0.00			1,330.00
Contract Services				0.00	0.00	0.00			0.00
Contract Services	193,630.00	3,000.00	114,030.00	90,892.48	114,030.00	0.00			114,030.00
Achieve Community	-	-	-	0.00	0.00	0.00			0.00
Capital Outlay (USJ Congress)	-	-	0.00	0.00	0.00	0.00			0.00
Fleet Replacement						0.00	78,399.17	0.00131	39,199.59
Operating Total	869,580.00	556,020.00	598,750.00	701,360.58	623,750.00	25,000.00	102,299.17	0.00170	676,849.59
						-			-
Administration Total	3,274,690.00	2,407,940.00	1,756,293.17	2,966,546.22	2,484,588.90	728,295.73	102,299.17	0.00170	2,537,688.48
crossfoot error / source test			-			-			-
Pip Moyer Recreation Center Ops									
Salaries and Benefits									
Salaries	722,770.00	974,440.00	1,385,345.18	554,868.52	910,967.00	(474,378.18)	45,000.00	0.00075	955,967.00
Overtime	-	-	-	58.61	0.00	0.00			0.00
Attrition *(Contra Expenditure)*			-	0.00	0.00	0.00			0.00
Benefits	174,170.00	277,720.00	411,169.32	147,746.23	283,787.85	(127,381.47)	15,750.00	0.00026	299,537.85
Salaries/Benefits Total	896,940.00	1,252,160.00	1,796,514.50	702,673.35	1,194,754.85	(601,759.65)	60,750.00	0.00101	1,255,504.85
Operating						-			-
Supplies	77,390.00	114,050.00	111,700.00	48,688.15	90,000.00	(21,700.00)			90,000.00
Professional Services - Other	96,210.00	145,000.00	160,000.00	30,293.72	110,000.00	(50,000.00)			110,000.00
Telephone	1,000.00	6,000.00	0.00	4,762.50	10,000.00	10,000.00			10,000.00
Electricity	193,640.00	186,000.00	161,000.00	74,757.26	161,000.00	0.00			161,000.00
R & M - Bldgs and Structures	32,600.00	40,000.00	25,000.00	11,451.91	25,000.00	0.00			25,000.00
Rents and Leases	9,170.00	15,000.00	15,000.00	3,140.49	15,000.00	0.00			15,000.00
Operating Total	410,010.00	506,050.00	472,700.00	173,094.03	411,000.00	(61,700.00)	0.00	0.00000	411,000.00
						-			-
Pip Moyer Center Total	1,306,950.00	1,758,210.00	2,269,214.50	875,767.38	1,605,754.85	(663,459.65)	60,750.00	0.00101	1,666,504.85
crossfoot error / source test			-			-			-
TOTAL; RECREATION	4,581,640.00	4,166,150.00	4,025,507.67	3,842,313.61	4,090,343.75	64,836.08	163,049.17	0.00272	4,204,193.33
			-			*0.00*			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Total; General Fund before Non-Allo.	54,094,394.00	48,891,507.13	49,985,868.14	52,441,736.56	50,741,017.35	755,149.21	4,299,524.18	0.07057	52,463,094.75
			-			*0.00*			-
Community Grants	205,000.00	205,000.00	205,000.00	346,690.00	205,000.00	0.00	95,000.00	0.00158	205,000.00
Main Street and Arts District						0.00	25,000.00	0.00042	0.00
Art in Public Places	-	-	-	0.00	20,000.00	20,000.00			20,000.00
Private Capital Projects					0.00	0.00	50,000.00	0.00083	50,000.00
Debt Service	7,167,910.00	7,019,760.00	4,021,627.00	14,788,318.62	0.00	(4,021,627.00)			0.00
Long-Term Debt				0.00	1,171,080.00	1,171,080.00			1,171,080.00
Interest Expense				652,238.18	2,382,600.00	2,382,600.00			2,382,600.00
Principle Paydown				1,227,155.67	0.00	0.00			0.00
Short-Term Debt				0.00	0.00	0.00			0.00
Interest Expense			60,208.33	19,211.88	60,000.00	(208.33)			60,000.00
Principle Paydown				111,100.03	0.00	0.00			0.00
Other Financing Uses: subsidies and transfers				0.00	0.00	0.00			0.00
To Water Enterprise Fund				0.00	0.00	0.00			0.00
To Wastewater Enterprise Fund				0.00	0.00	0.00			0.00
To Dock Fund				0.00	0.00	0.00			0.00
To Stormwater Fund				50,000.00	0.00	0.00			0.00
To Refuse Fund				0.00	0.00	0.00			0.00
To Off-Street Parking Fund				0.00	0.00	0.00			0.00
To Transportation Fund			1,797,683.54	0.00	4,577,562.77	2,779,879.23			4,577,562.77
To Market House Fund	33,000.00	-	142,581.74	233,666.67	0.00	(142,581.74)			0.00
To Capital Projects Fund	1,105,340.00	425,000.00		1,319,060.00	0.00	0.00	5,000.00	0.00008	0.00
To Sidewalk Fund							600,000.00	0.01000	600,000.00
Contingency Reserve	4,507,080.00	365,180.00	250,000.00	0.00	400,000.00	150,000.00			400,000.00
Fuel Contingency		-	200,000.00	0.00	0.00	(200,000.00)			0.00
Fleet Replacement Program	-		300,000.00	0.00	0.00	(300,000.00)			0.00
General Liability Insurance	-	-	654,042.04	1,465,624.21	828,819.42	174,777.38			828,819.42
Police and Fire Pension Contribution					0.00	0.00	741,000.42	0.01235	741,000.42
Police and Fire Pension Contribution					0.00	0.00		0.00000	0.00
Employee Conversions					0.00	0.00	275,000.00	0.00458	275,000.00
Furlough Impact					0.00	0.00	662,773.67	0.01105	662,773.67
Transfers to Restricted Fund Balances			3,635,860.00	0.00	0.00	(3,635,860.00)	-	0.00000	0.00
TOTAL; NON-ALLOCATED	13,018,330.00	8,014,940.00	11,267,002.65	20,213,065.26	9,645,062.20	(1,621,940.45)	2,453,774.08	0.04090	11,973,836.28
						-			-
TOTAL; GENERAL FUND	67,112,724.00	56,906,447.13	61,252,870.79	72,654,801.82	60,386,079.55	(866,791.24)	6,753,298.27	0.11146	64,436,931.03
			-			*0.00*			-
PROJECTED SURPLUS	(3,298,764.00)	(2,203,744.67)	5,429,093.21	1,141,233.89	6,356,085.25	926,992.04	(6,753,298.27)	(0.11146)	3,929,233.77
						(0.00)			0.00
WATER FUND									
Water Charges									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Service Charges	3,280,000.00	3,810,000.00	7,200,900.00	3,268,027.51	7,344,918.00	144,018.00			7,344,918.00
Penalties	40,000.00	50,000.00	55,000.00	44,868.46	56,100.00	1,100.00			56,100.00
Miscellaneous	10,000.00	40,000.00	40,000.00	30,463.99	40,800.00	800.00			40,800.00
New Connections	170,000.00	50,000.00	50,000.00	93,150.00	51,000.00	1,000.00			51,000.00
Subtotal	3,500,000.00	3,950,000.00	7,345,900.00	3,436,509.96	7,492,818.00	146,918.00	0.00	0.00000	7,492,818.00
Capital Facilities						-			-
Current Year		265,000.00	265,000.00	92,601.67	265,000.00	0.00			265,000.00
Interest		3,000.00	3,000.00	944.36	3,000.00	0.00			3,000.00
Capital Facility Charges	450,000.00	132,000.00	132,000.00	250,220.11	132,000.00	0.00			132,000.00
Subtotal	450,000.00	400,000.00	400,000.00	343,766.14	400,000.00	0.00	0.00	0.00000	400,000.00
Money and Property						-			-
Interest Earnings: GO Bonds	0.00	0.00	0.00	988.48	0.00	0.00			0.00
Rents & Cone's (rental income)	40,000.00	50,000.00	50,000.00	98,437.56	55,000.00	5,000.00			55,000.00
Subtotal	40,000.00	50,000.00	50,000.00	99,426.05	55,000.00	5,000.00	0.00	0.00000	55,000.00
Other Financing Sources						-			-
Non-Operating Revenue Adj.	794,890.00	0.00	0.00	(496,400.00)		0.00			0.00
Trsfr from Sewer	0.00	634,660.00	-	661,553.33		0.00			0.00
Trsfr from Capital Projects	0.00	1,637,650.00	-	2,737,761.59		0.00			0.00
Subtotal	794,890.00	2,272,310.00	0.00	2,902,914.93	0.00	0.00	0.00	0.00000	0.00
						-			
Total Water Fund Revenues	4,784,890.00	6,672,310.00	7,795,900.00	6,782,617.07	7,947,818.00	151,918.00	0.00	0.00000	7,947,818.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	802,950.00	794,220.00	756,926.00	734,345.88	788,813.45	31,887.45			788,813.45
Overtime	82,660.00	82,660.00	84,103.00	103,151.13	84,000.00	(103.00)			84,000.00
Doubletime	-	0.00	0.00	954.37		0.00			0.00
Benefits	314,350.00	249,910.00	320,658.35	279,112.76	355,473.00	34,814.65			355,473.00
Salaries/Benefits Total	1,199,960.00	1,126,790.00	1,161,687.35	1,117,564.14	1,228,286.45	66,599.10	0.00	0.00000	1,228,286.45
Operating						-			-
Supplies	227,110.00	242,610.00	232,610.00	205,920.47	228,110.00	(4,500.00)			228,110.00
Fuel and Oil		-	-	0.00	4,500.00	4,500.00			4,500.00
Telephone	3,800.00	3,800.00	3,800.00	4,422.49	3,800.00	0.00			3,800.00
Electricity	338,000.00	321,200.00	321,200.00	352,879.10	321,200.00	0.00			321,200.00
Training and Education	3,870.00	2,500.00	2,500.00	2,981.86	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	62,300.00	63,450.00	152,570.00	53,870.74	65,600.00	(86,970.00)	300,000.00	0.00500	265,600.00
R & M - Equipment	116,240.00	82,050.00	-	81,507.58	86,970.00	86,970.00			86,970.00
Contract Services	101,550.00	54,050.00	54,050.00	53,980.54	54,050.00	0.00	1,000.00	0.00002	55,050.00
Operating Total	852,870.00	769,660.00	766,730.00	755,562.78	766,730.00	0.00	301,000.00	0.00502	967,730.00
						-			-
Total; Water Plant	2,052,830.00	1,896,450.00	1,928,417.35	1,873,126.92	1,995,016.45	66,599.10	301,000.00	0.00502	2,196,016.45
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Salaries and Benefits									
Salaries	469,000.00	774,190.00	821,993.00	502,687.12	769,216.96	(52,776.04)			769,216.96
Overtime	22,060.00	22,060.00	-	72,891.11	25,000.00	25,000.00	25,376.00		50,376.00
Benefits	271,220.00	214,830.00	336,922.58	280,510.01	348,479.39	11,556.81			348,479.39
Salaries/Benefits Total	762,280.00	1,011,080.00	1,158,915.58	856,088.24	1,142,696.35	(16,219.23)	25,376.00	0.00000	1,168,072.35
						(0.00)			-
Operating									
Supplies	111,770.00	118,270.00	118,270.00	171,213.49	91,270.00	(27,000.00)			91,270.00
Fuel and Oil	-	-	-	0.00	27,000.00	27,000.00			27,000.00
Telephone	1,000.00	1,000.00	1,000.00	1,008.52	1,000.00	0.00			1,000.00
Electricity	8,000.00	8,000.00	8,000.00	8,797.63	8,000.00	0.00			8,000.00
Training and Education	2,380.00	2,380.00	2,380.00	1,550.88	2,380.00	0.00			2,380.00
R & M - Bldgs and Structures	2,120.00	2,120.00	208,660.00	1,151.12	2,120.00	(206,540.00)			2,120.00
R & M - Utility Lines	52,900.00	32,900.00	-	29,705.70	68,740.00	68,740.00			68,740.00
R & M - Equipment	106,770.00	86,770.00	-	84,256.86	86,770.00	86,770.00			86,770.00
R & M - Maintenance Program	140,250.00	51,030.00	-	48,678.37	51,030.00	51,030.00			51,030.00
Contract Services	43,220.00	49,220.00	9,220.00	51,076.50	11,011.00	1,791.00	1,791.00		12,802.00
Fleet Replacement						0.00	93,425.09	0.00156	93,425.09
Operating Total	468,410.00	351,690.00	347,530.00	397,439.06	349,321.00	1,791.00	95,216.09	0.00156	444,537.09
						-			-
Total; Water Distribution	1,230,690.00	1,362,770.00	1,506,445.58	1,253,527.30	1,492,017.35	(14,428.23)	120,592.09	0.00156	1,612,609.44
crossfoot error / source test			-			*(0.00)*			-
Debt									
Bond Principal (GO Bonds)	803,000.00	810,420.00	365,066.00	648,156.33	361,100.00	(3,966.00)			361,100.00
Bond Interest (GO Bonds)	360,410.00	337,840.00	359,340.00	347,188.34	504,400.00	145,060.00			504,400.00
GO Bond Interest Cap	-	0.00	-	(26,140.25)	-	0.00			0.00
Gain/Loss Refunding	-	0.00	-	57,081.79		0.00			0.00
Subtotal	1,163,410.00	1,148,260.00	724,406.00	1,026,286.22	865,500.00	141,094.00	0.00	0.00000	865,500.00
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	463,140.00	474,010.00	474,010.00	383,345.20	474,010.00	0.00			474,010.00
Non-Oper Exp Adjust	(806,660.00)	(810,420.00)	-	(1,639,860.67)		0.00			0.00
Subtotal	(343,520.00)	(336,410.00)	474,010.00	(1,256,515.46)	474,010.00	0.00	0.00	0.00000	474,010.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	516,000.01	0.00	880,495.12	364,495.11			880,495.12
Admin Charges - Direct	6,000.00	85,960.00	-	21,356.25		0.00			0.00
Admin Charges (CR)	912,370.00	912,370.00	-	962,941.95		0.00			0.00
Interfund Interest	55,000.00	18,350.00	-	34,966.33		0.00			0.00
General Liability Insurance	-	-	164,960.35	0.00	108,426.31	(56,534.04)			108,426.31
Furlough Impact					0.00	0.00	34,096.12	0.00057	34,096.12
Trsf to General	-	-	1,700,000.00	91.95	1,631,512.92	(68,487.08)			1,631,512.92
Trsf to Capital Projects	-	-	0.00	1,150,046.67	120,000.00	120,000.00			120,000.00
Subtotal	973,370.00	1,016,680.00	2,380,960.36	2,169,403.15	2,740,434.36	359,474.00	34,096.12	0.00057	2,774,530.47

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
						-			-
Non-Allocated Total	1,793,260.00	1,828,530.00	3,579,376.36	1,939,173.90	4,079,944.36	500,568.00	34,096.12	0.00057	4,114,040.47
crossfoot error / source test			-			-			-
Total Water Fund Expenditures	5,076,780.00	5,087,750.00	7,014,239.29	5,065,828.13	7,566,978.15	552,738.86	455,688.21	0.00714	7,922,666.36
crossfoot error / source test			-			*0.00*			-
Projected Surplus <Deficit>	(291,890.00)	1,584,560.00	781,660.71	1,716,788.94	380,839.85	(400,820.86)	(455,688.21)	(0.00714)	25,151.64
crossfoot error / source test			0			*(0.00)*			*0.00*
WASTEWATER FUND									
Revenues									
Licenses and Permits									
Other Non-Bus. (Wastewtr Dischrg)	-	80,000.00	0.00	74,038.50	75,000.00	75,000.00			75,000.00
Sewer Charges						-			-
Service Charges	4,780,000.00	4,840,000.00	6,487,400.00	4,497,711.77	7,057,148.00	569,748.00		0.00000	7,057,148.00
Penalties	50,000.00	50,000.00	60,000.00	56,039.16	60,000.00	0.00			60,000.00
Miscellaneous	10,000.00	25,690.00	10,000.00	16,759.12	10,000.00	0.00			10,000.00
New Connections	140,000.00	50,000.00	50,000.00	30,733.33	50,000.00	0.00			50,000.00
Subtotal	4,980,000.00	4,965,690.00	6,607,400.00	4,601,243.38	7,177,148.00	569,748.00	0.00	0.00000	7,177,148.00
Capital Facilities						-			-
Current Year	260,000.00	260,000.00	-	290,151.67	260,000.00	260,000.00			260,000.00
Interest	3,000.00	3,000.00	0.00	3,429.67	3,000.00	3,000.00			3,000.00
Capital Facility Charges	267,000.00	137,000.00	400,000.00	111,890.00	137,000.00	(263,000.00)			137,000.00
Subtotal	530,000.00	400,000.00	400,000.00	405,471.33	400,000.00	0.00	0.00	0.00000	400,000.00
Money and Property						-			-
Interest (GO Bonds)	0.00	0.00	-	7,132.34	0.00	0.00			0.00
Contributions Other		32,270.00	-	10,756.00	0.00	0.00			0.00
Subtotal	0.00	32,270.00	0.00	17,888.34	0.00	0.00	0.00	0.00000	0.00
Other Financing Sources						-			-
Internal Admin Accts	456,110.00			(696,438.05)	0.00	0.00			0.00
Trsfr from Capital Projects	0.00			696,438.05	0.00	0.00			0.00
Subtotal	456,110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
						-			-
Total Sewer Fund Revenue	5,966,110.00	5,477,960.00	7,007,400.00	5,098,641.56	7,652,148.00	644,748.00	0.00	0.00000	7,652,148.00
crossfoot error / source test			-			-			-
Expenditures									
Contract Services	3,100,000.00	3,100,000.00	3,100,000.00	1,030,223.33	3,100,000.00	-			3,100,000.00
						-			-
Salaries and Benefits									
Salaries	657,770.00	291,590.00	315,005.00	550,359.76	328,557.00	13,552.00			328,557.00
Overtime	31,730.00	31,730.00	-	42,997.69	31,500.00	31,500.00	3,700.00	0.00006	35,200.00
Doubletime	-	0.00	-	485.58		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Benefits	155,760.00	105,260.00	121,443.61	125,328.12	153,984.83	32,541.22			153,984.83
Salaries/Benefits Total	845,260.00	428,580.00	436,448.61	719,171.14	514,041.83	77,593.22	3,700.00	0.00006	517,741.83
Operating						-			-
Supplies	58,200.00	56,430.00	56,430.00	54,871.51	38,430.00	(18,000.00)			38,430.00
Fuel and Oil	-	-	-	0.00	18,000.00	18,000.00			18,000.00
Telephone	29,000.00	29,000.00	29,000.00	32,758.83	29,000.00	0.00			29,000.00
Electricity	150,000.00	150,000.00	150,000.00	140,699.36	150,000.00	0.00			150,000.00
Training and Education	3,550.00	2,500.00	2,500.00	2,025.51	2,500.00	0.00			2,500.00
R & M - Bldgs and Structures	90,020.00	87,020.00	211,520.00	86,874.19	87,020.00	(124,500.00)			87,020.00
R & M - Utility Lines	78,310.00	61,400.00	-	52,678.23	61,400.00	61,400.00			61,400.00
R & M - Equipment	11,420.00	11,420.00	-	13,498.12	11,420.00	11,420.00			11,420.00
R & M - Maintenance Program	149,820.00	51,680.00	-	99,538.36	51,680.00	51,680.00			51,680.00
Contract Services	280,380.00	138,950.00	90,990.00	230,244.75	90,990.00	0.00	995.00	0.00002	91,985.00
Fleet Replacement						0.00	77,360.25	0.00129	77,360.25
Operating Total	850,700.00	588,400.00	540,440.00	713,188.86	540,440.00	0.00	78,355.25	0.00131	618,795.25
						-			-
Total; Wastewater Collection	1,695,960.00	1,016,980.00	976,888.61	1,432,360.01	1,054,481.83	77,593.22	82,055.25	0.00137	1,136,537.08
						-			-
Debt									
Bond Principal (GO Bonds)	499,400.00	502,320.00	359,658.50	491,538.33	379,946.96	20,288.46			379,946.96
Capital Leases	47,320.00	49,260.00	51,289.57	47,344.26	52,000.00	710.43			52,000.00
State Loan	90,430.00	93,370.00	96,403.81	90,461.17	100,000.00	3,596.19			100,000.00
Bond Interest (GO Bonds)	185,070.00	165,730.00	472,674.12	231,881.46	219,729.62	(252,944.50)			219,729.62
GO Bond Interest Cap	-	-		(32,414.67)		0.00			0.00
Capital Leases	6,620.00	4,670.00	4,670.00	5,937.22	4,700.00	30.00			4,700.00
State Loan	14,970.00	12,670.00	12,670.00	13,998.47	12,700.00	30.00			12,700.00
Debt Admin. (Misc Svcs & Chrgs)	5,960.00	5,960.00	5,960.00	5,231.61	5,500.00	(460.00)			5,500.00
Gain/Loss Refunding	-	0.00		41,350.48	0.00	0.00			0.00
Debt Total	849,770.00	833,980.00	1,003,326.00	895,328.33	774,576.58	(228,749.42)	-	0.00000	774,576.58
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	609,300.00	631,970.00	631,970.00	627,412.26	631,970.00	0.00			631,970.00
Non-Oper Exp Adjust	(637,150.00)	(644,950.00)	-	(879,343.76)		0.00			0.00
Subtotal	(27,850.00)	(12,980.00)	631,970.00	(251,931.49)	631,970.00	0.00	0.00	0.00000	631,970.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	610,859.22	0.00	870,816.67	259,957.45			870,816.67
Furlough Impact					0.00	0.00	7,284.24	0.00012	7,284.24
Admin Charge-Direct	3,520.00	83,480.00	-	34,248.47		0.00			0.00
Admin Charges (CR)	589,270.00	589,270.00	-	710,343.96		0.00			0.00
Interfund Interest	(28,000.00)	(4,060.00)	-	(19,164.67)		0.00			0.00
General Liability Insurance	-	-	165,271.74	0.00	124,840.34	(40,431.40)			124,840.34
Trsfr to Water	-	634,660.00	-	661,553.33		0.00			0.00
Trsf to General	-	-	451,600.00	0.00	300,000.00	(151,600.00)			300,000.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Subtotal	564,790.00	1,303,350.00	1,227,730.96	1,386,981.10	1,295,657.01	67,926.05	7,284.24	0.00012	1,302,941.24
						-			-
Non-allocated Total	1,386,710.00	2,124,350.00	2,863,026.96	2,030,377.93	2,702,203.59	(160,823.37)	7,284.24	0.00012	2,709,487.82
						-			-
Total Sewer Fund Expenditures	6,182,670.00	6,241,330.00	6,939,915.57	4,492,961.27	6,856,685.41	(83,230.16)	89,339.49	0.00149	6,946,024.90
crossfoot / recon. to source			-			*(0.00)*			-
Projected Surplus <Deficit>	(216,560.00)	(763,370.00)	67,484.43	605,680.28	795,462.59	727,978.16	(89,339.49)	(0.00149)	706,123.10
			(0.00)			-			-
OFF STREET PARKING FUND									
Revenues									
Street Parking Charges									
Parking	900,000.00	800,000.00	700,000.00	673,178.75	675,000.00	(25,000.00)			675,000.00
Roadways (Parking Meters)	900,000.00	800,000.00	825,000.00	835,525.72	850,000.00	25,000.00			850,000.00
Off Parking Charges Total	1,800,000.00	1,600,000.00	1,525,000.00	1,508,704.47	1,525,000.00	0.00	0.00	0.00000	1,525,000.00
Off Street Parking Charges						-			-
State Circulator							400,000.00		0.00
Hillman Garage	2,060,520.00	1,512,000.00	1,512,000.00	1,604,121.29	1,700,000.00	188,000.00	167,300.00		1,700,000.00
Gott's Court	1,695,400.00	1,773,000.00	1,773,000.00	1,071,166.90	1,100,000.00	(673,000.00)	135,300.00		1,100,000.00
South Street	142,560.00	96,000.00	96,000.00	89,494.92	90,000.00	(6,000.00)	9,600.00		90,000.00
Larkin Street	95,860.00	69,000.00	69,000.00	92,070.00	100,000.00	31,000.00	35,400.00		100,000.00
Knighton Garage	255,660.00	200,000.00	200,000.00	179,698.71	180,000.00	(20,000.00)	31,000.00		180,000.00
Miscellaneous	0.00	0.00	0.00	41,256.07	-	0.00			0.00
Special Proj. (increase in garage parking rate)	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00		0.00
Off Parking Charges Total	4,250,000.00	3,650,000.00	3,650,000.00	3,077,807.89	3,170,000.00	(480,000.00)	1,278,600.00	0.00000	3,170,000.00
Money and Property						-			-
Interest Earnings									
Savings Accounts	0.00	0.00	0.00	178.38		0.00			0.00
GO Bonds	1,700.00	0.00	0.00	659.96		0.00			0.00
Money and Property Total	1,700.00	0.00	0.00	838.34	0.00	0.00	0.00	0.00000	0.00
						-			-
Total Off Street Parking Revenue	6,051,700.00	5,250,000.00	5,175,000.00	4,587,350.70	4,695,000.00	(480,000.00)	1,278,600.00	0.00000	4,695,000.00
crossfoot error / source test			-			-			-
Expenditures									
Hillman									
Supplies	2,000.00	2,000.00	2,000.00	2,544.73	2,000.00	0.00			2,000.00
Prof Srvc - Other	388,000.00	388,000.00	388,000.00	370,959.84	388,000.00	0.00			388,000.00
Electricity	47,000.00	47,000.00	47,000.00	47,528.88	47,000.00	0.00			47,000.00
R & M - Bldgs and Structures	13,610.00	30,710.00	41,510.00	17,338.09	41,510.00	0.00			41,510.00
Subtotal	450,610.00	467,710.00	478,510.00	438,371.54	478,510.00	0.00	0.00	0.00000	478,510.00
Gott's Court						-			-
Supplies	1,450.00	1,450.00	1,450.00	4,514.47	1,450.00	0.00			1,450.00
Prof Srvc - Other	326,870.00	326,870.00	326,870.00	352,770.19	326,870.00	0.00			326,870.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Electricity	49,300.00	49,300.00	49,300.00	49,879.75	49,300.00	0.00			49,300.00
R & M - Bldgs and Structures	35,110.00	22,310.00	16,910.00	26,817.71	16,910.00	0.00			16,910.00
Subtotal	412,730.00	399,930.00	394,530.00	433,982.12	394,530.00	0.00	0.00	0.00000	394,530.00
Knighton						-			-
Supplies	1,500.00	1,500.00	1,500.00	1,683.47	1,500.00	0.00			1,500.00
Prof Srvc - Other	262,710.00	262,710.00	262,710.00	234,122.04	262,710.00	0.00			262,710.00
Electricity	37,600.00	37,600.00	37,600.00	35,031.16	37,600.00	0.00			37,600.00
Capital Outlay	50,000.00			0.00		0.00			0.00
R & M - Bldgs and Structures	11,900.00	10,400.00	5,000.00	11,009.20	5,000.00	0.00			5,000.00
Subtotal	363,710.00	312,210.00	306,810.00	281,845.86	306,810.00	0.00	0.00	0.00000	306,810.00
Park Place						-			-
Electricity	0.00	0.00	-	0.00		0.00			0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Parking Lots						-			-
Supplies	840.00	840.00	840.00	1,011.74	840.00	0.00			840.00
Prof Srvc - Other	45,490.00	45,490.00	45,490.00	56,305.49	45,490.00	0.00			45,490.00
Electricity	8,300.00	8,300.00	8,300.00	6,192.52	8,300.00	0.00			8,300.00
Capital Outlay	250,000.00	1,500.00	-	5,000.00		0.00			0.00
Subtotal	304,630.00	56,130.00	54,630.00	68,509.76	54,630.00	0.00	0.00	0.00000	54,630.00
Total OSP Operating	1,531,680.00	1,235,980.00	1,234,480.00	1,222,709.27	1,234,480.00	0.00	0.00	0.00000	1,234,480.00
						-			-
Debt									
Bond Principal (GO Bonds)	778,740.00	788,720.00	179,327.50	652,892.83	98,184.11	(81,143.39)			98,184.11
Bond Interest (GO Bonds)	316,760.00	286,050.00	359,412.50	293,319.24	298,465.44	(60,947.06)			298,465.44
Bond Interest Cap	0.00	0.00		(15,485.22)		0.00			0.00
Gain/loss refunding	0.00	0.00	-	80,160.29		0.00			0.00
Subtotal	1,095,500.00	1,074,770.00	538,740.00	1,010,887.15	396,649.55	(142,090.45)	0.00	0.00000	396,649.55
						-			-
Depreciation & Adjustments									
Depreciation	413,130.00	413,940.00	413,940.00	414,168.44	413,940.00	0.00			413,940.00
Non-Oper Exp Adjust	(1,078,740.00)	(788,720.00)	-	(872,276.17)		0.00			0.00
Subtotal	(665,610.00)	(374,780.00)	413,940.00	(458,107.72)	413,940.00	0.00	0.00	0.00000	413,940.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	184,882.02	0.00	257,487.84	72,605.82			257,487.84
Admin Charge-Direct	205,490.00	205,490.00	-	23,866.21		0.00			0.00
Admin Charges (CR)	260,000.00	260,000.00	-	258,522.33		0.00			0.00
Interfund Interest	145,000.00	15,940.00	-	47,930.00		0.00			0.00
General Liability Insurance	-	-	140,408.64	0.00	77,119.50	(63,289.14)			77,119.50
Vehicle Replace. and Maint.				0.00		0.00			0.00
Subsidy to transport	1,608,360.00	500,000.00	-	166,666.67		0.00			0.00
Trsf to General	0.00	-	1,100,000.00	766,666.67	2,300,000.00	1,200,000.00			2,300,000.00
Subtotal	2,218,850.00	981,430.00	1,425,290.66	1,263,651.88	2,634,607.34	1,209,316.68	0.00	0.00000	2,634,607.34
Total Non Allocated	2,648,740.00	1,681,420.00	2,377,970.66	2,816,431.30	3,445,196.89	1,067,226.23	0.00	0.00000	3,445,196.89

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Total Parking Expenditures	4,180,420.00	2,917,400.00	3,612,450.66	3,039,140.57	4,679,676.89	1,067,226.23	0.00	0.00000	4,679,676.89
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	1,871,280.00	2,332,600.00	1,562,549.34	1,548,210.13	15,323.11	(1,547,226.23)	1,278,600.00	0.00000	15,323.11
crossfoot error / source test			-			-			-
TRANSPORTATION FUND									
Revenues									
Transportation Charges									
Charges for Service									
Cash	530,000.00	372,000.00	768,000.00	389,655.02	700,000.00	(68,000.00)			700,000.00
Special - State	310,000.00	410,000.00	410,000.00	347,256.39	280,000.00	(130,000.00)			280,000.00
Tokens and Tickets	30,000.00	20,000.00	25,000.00	23,436.06	25,000.00	0.00			25,000.00
Advertising	170,000.00	170,000.00	260,000.00	136,602.71	300,000.00	40,000.00			300,000.00
Taxi Permits	20,000.00	20,000.00	25,000.00	39,584.17	25,000.00	0.00			25,000.00
Miscellaneous	-	-		394.23		0.00			0.00
Greyhound Revenue	-	-	10,000.00	0.00	0.00	(10,000.00)			0.00
Transportation Charges; Total	1,060,000.00	992,000.00	1,498,000.00	936,928.57	1,330,000.00	(168,000.00)	-	0.00000	1,330,000.00
Money and Property						-			-
Miscellaneous Sales	10,000.00	10,000.00	-						
Contrib-A A City.	-	-	0.00	56,757.33		0.00			0.00
Contrib-Dept. Soc. Serv.-AACo.	-	-	-	0.00		0.00			0.00
Money and Property; Total	10,000.00	10,000.00	0.00	56,757.33	0.00	0.00	0.00	0.00000	0.00
Other Financing Sources						-			-
Trsfr from Parking Fund	2,065,520.00	500,000.00				0.00			
Tsfr from General		-	1,797,683.54	700,000.00	4,577,562.77	2,779,879.23			4,577,562.77
Other Financing Sources; Total	2,065,520.00	500,000.00	1,797,683.54	700,000.00	4,577,562.77	2,779,879.23	0.00	0.00000	4,577,562.77
Intergovernmental						-			-
Federal Capital Grants									
Federal Capital Grant	978,300.00	370,280.00		689,166.20		0.00			0.00
Tran Cap08/09	-	-		0.00		0.00			0.00
Subtotal	978,300.00	370,280.00	0.00	689,166.20	0.00	0.00	0.00	0.00000	0.00
State Operating Grants						-			-
State Grant	1,238,630.00	-	1,850,000.00	443,414.57		(1,850,000.00)			0.00
BMC Planning Grant	-	64,000.00		8,707.72		0.00			0.00
Transit Operating Deficit	-	822,620.00		491,960.23		0.00			0.00
ADA Operating Assist	-	416,000.00		277,333.42		0.00			0.00
State Capital Grant	112,910.00	46,280.00	550,000.00	108,975.06		(550,000.00)			0.00
Subtotal	1,351,540.00	1,348,900.00	2,400,000.00	1,330,390.99	0.00	(2,400,000.00)	0.00	0.00000	0.00
County Operating						-			-
Rural Public Transit	-	-		125,000.00		-			0.00
Intergovernmental; Total	2,329,840.00	1,719,180.00	2,400,000.00	2,144,557.19	0.00	(2,400,000.00)	0.00	0.00000	0.00
						-			-
Total Revenue	5,465,360.00	3,221,180.00	5,695,683.54	3,838,243.09	5,907,562.77	211,879.23	-	0.00000	5,907,562.77

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	548,510.00	449,230.00	435,214.76	386,713.05	327,850.00	(107,364.76)	100,500.00	0.00168	428,350.00
				0.00		0.00	3,700.00	0.00006	0.00
				0.00		0.00	8,527.00	0.00014	0.00
				0.00		0.00	51,135.00	0.00085	0.00
				0.00		0.00			0.00
				0.00		0.00			0.00
Benefits	163,510.00	129,380.00	158,477.94	167,042.94	103,146.35	(55,331.59)	62,267.56	0.00104	141,336.35
Salaries/Benefits Total	712,020.00	578,610.00	593,692.70	553,755.99	430,996.35	(162,696.35)	226,129.56	0.00377	569,686.35
Operating						-			-
Supplies	12,500.00	12,500.00	12,500.00	14,704.90	12,500.00	0.00	10,000.00	0.00017	12,500.00
Telephone	5,900.00	5,900.00	5,900.00	5,664.65	5,900.00	0.00			5,900.00
Electricity	53,400.00	53,400.00	53,400.00	41,896.89	53,400.00	0.00			53,400.00
Training and Education	5,000.00	2,500.00	2,500.00	3,808.32	2,500.00	0.00	12,700.00	0.00021	15,200.00
R & M - Equipment	1,800.00	1,800.00	1,800.00	1,098.16	1,800.00	0.00			1,800.00
Contract Services	114,100.00	14,100.00	24,100.00	14,850.95	24,100.00	0.00	20,000.00	0.00033	44,100.00
Contract Srvcs. - BMC Plan. Grant		64,000.00	-	11,691.88		0.00	50,000.00	0.00083	25,000.00
Operating Total	192,700.00	154,200.00	100,200.00	93,715.75	100,200.00	0.00	92,700.00	0.00155	157,900.00
						-			-
Total Administration	904,720.00	732,810.00	693,892.70	647,471.74	531,196.35	(162,696.35)	318,829.56	0.00531	727,586.35
						-			-
Salaries and Benefits									
Salaries	1,681,070.00	1,468,250.00	1,332,870.00	1,469,915.16	1,273,119.34	(59,750.66)	55,000.00	0.00092	1,273,119.34
				0.00		0.00	47,600.00	0.00079	0.00
Overtime	152,780.00	152,780.00	-	311,901.07	50,000.00	50,000.00			50,000.00
Doubletime	-	-	-	59,562.04		0.00			0.00
Attrition *(Contra Expenditure)*				0.00	(350,000.00)	(350,000.00)			(350,000.00)
Benefits	662,950.00	461,990.00	727,562.98	603,400.90	919,369.49	191,806.51	38,988.00	0.00065	919,369.49
Salaries/Benefits Total	2,496,800.00	2,083,020.00	2,060,432.98	2,444,779.16	1,892,488.83	(167,944.15)	141,588.00	0.00236	1,892,488.83
Operating						-			-
Supplies	205,000.00	170,000.00	313,000.00	369,764.41	64,000.00	(249,000.00)			64,000.00
Equipment				0.00	86,000.00	86,000.00	85,929.00	0.00143	86,000.00
Fuel and Oil			152,500.00	0.00	163,000.00	10,500.00			163,000.00
Vehicles	257,500.00	180,000.00	0.00	243,383.72	152,500.00	152,500.00			152,500.00
Fleet Replacement						0.00	364,361.80	0.00607	182,180.90
Operating Total	462,500.00	350,000.00	465,500.00	613,148.12	465,500.00	0.00	450,290.80	0.00750	647,680.90
						-			-
Total Vehicle Operations	2,959,300.00	2,433,020.00	2,525,932.98	3,057,927.29	2,357,988.83	(167,944.15)	591,878.80	0.00986	2,540,169.73
						-			-
Salaries and Benefits									
Salaries	346,840.00	255,350.00	187,965.00	232,697.04	315,212.80	127,247.80	70,720.00	0.00118	315,212.80

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Overtime	34,600.00	34,600.00	33,170.00	82,263.59	34,600.00	1,430.00			34,600.00
Benefits	123,190.00	65,540.00	90,277.54	102,878.24	174,621.05	84,343.51	26,873.60	0.00045	174,621.05
Salaries/Benefits Total	504,630.00	355,490.00	311,412.54	417,838.87	524,433.85	213,021.31	97,593.60	0.00163	524,433.85
Operating						-			-
Supplies	15,340.00	50,000.00	15,000.00	26,230.03	5,000.00	(10,000.00)			5,000.00
Fuel and Oil	-	-	-	0.00	10,000.00	10,000.00			10,000.00
Contract Services	-	-		0.00		0.00			0.00
R & M - Buildings & Structures	8,250.00	8,250.00	16,810.00	4,554.57	8,250.00	(8,560.00)			8,250.00
R & M - Equipment	8,560.00	(7,150.00)	-	5,466.85	8,560.00	8,560.00	162,000.00	0.00270	8,560.00
Vehicle Maintenance	-	228,565.00	390,000.00	46,198.39	390,000.00	0.00			390,000.00
Operating Total	32,150.00	279,665.00	421,810.00	82,449.85	421,810.00	-	162,000.00	0.00270	421,810.00
						-			-
Total Maintenance	536,780.00	635,155.00	733,222.54	500,288.72	946,243.85	213,021.31	259,593.60	0.00433	946,243.85
						-			-
Salaries and Benefits									
Salaries	504,690.00	396,390.00	344,568.00	377,961.78	343,337.78	(1,230.22)			343,337.78
Overtime	0.00	0.00	-	12,985.24		0.00			0.00
Benefits	176,360.00	112,970.00	169,040.57	142,666.86	184,620.40	15,579.83			184,620.40
Salaries/Benefits Total	681,050.00	509,360.00	513,608.57	533,613.87	527,958.18	14,349.61	0.00	0.00000	527,958.18
Operating						-			-
Supplies	19,540.00	8,500.00	19,540.00	10,878.78	19,540.00	0.00	8,500.00	0.00014	23,790.00
Clothing	-	6,240.00	-	2,514.74		0.00			0.00
Fuel and Oil	-	4,800.00	-	3,073.85		0.00			0.00
Capital Outlay	30,000.00			0.00		0.00	400,000.00	0.00667	0.00
R & M - Equipment	8,000.00	8,000.00	8,000.00	6,243.46	8,000.00	0.00	7,500.00	0.00013	11,750.00
Operating Total	57,540.00	27,540.00	27,540.00	22,710.84	27,540.00	0.00	416,000.00	0.00693	35,540.00
						-			-
Total Parking Operations	738,590.00	536,900.00	541,148.57	556,324.71	555,498.18	14,349.61	416,000.00	0.00693	563,498.18
						(0.00)			-
Debt									
Bond Principal (GO Bonds)	15,690.00	16,310.00	11,624.00	16,713.33	11,406.48	(217.52)			11,406.48
Bond Interest (GO Bonds)	3,350.00	2,820.00	7,571.00	3,643.39	2,015.62	(5,555.38)			2,015.62
Gain/loss refunding		0.00	-	211.65		0.00			0.00
Debt Total	19,040.00	19,130.00	19,195.00	20,568.37	13,422.10	(5,772.90)	-	0.00000	13,422.10
Depreciation & Adjustments						-			-
Depreciation	236,910.00	489,114.07	335,570.00	431,581.75	335,570.00	0.00			335,570.00
F/A Disposition-Loss	-	18,080.32		0.00		0.00			0.00
Non-Oper Exp Adjust	(119,360.00)	(16,308.00)	-	(51,272.04)		0.00			0.00
Depreciation & Adjustments Total	117,550.00	490,886.39	335,570.00	380,309.71	335,570.00	-	-	0.00000	335,570.00
Interfund Allocations						-			-
Administrative Indirect Charges	-	-	607,563.07	0.00	672,906.18	65,343.11			672,906.18
Admin Charge-Direct	108,300.00	20,192.13	-	45,316.72		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Admin Charges (CR)	550,000.00	549,999.96	-	356,492.31		0.00			0.00
Interfund Interest	166,000.00	4,870.00	-	36,523.00		0.00			0.00
General Liability Insurance	-	-	22,336.53	0.00	52,782.92	30,446.39			52,782.92
Furlough Impact					0.00	0.00	55,383.47	0.00092	55,383.47
Trsf to Capital Projects	103,670.00	53,865.00		52,513.04		0.00			0.00
Trsf to General Fund	-	-	0.00	0.00		0.00			0.00
Interfund Total	927,970.00	628,927.09	629,899.60	490,845.06	725,689.10	95,789.50	55,383.47	0.00092	781,072.57
						-			-
Contingency-General	-	0.00		(329,443.33)					0.00
Total Non Allocated Expenses	1,064,560.00	1,138,943.48	984,664.60	562,279.81	1,074,681.20	90,016.60	55,383.47	0.00092	1,130,064.67
						-			-
Total Transportation Expenditures	6,203,950.00	5,476,828.48	5,478,861.39	5,324,292.27	5,465,608.40	(13,252.99)	1,641,685.43	0.02736	5,907,562.77
crossfoot error / source test			-			*(0.00)*			-
Projected Surplus <Deficit>	(738,590.00)	(2,255,648.48)	216,822.15	(1,486,049.18)	441,954.37	225,132.22	(1,641,685.43)	(0.02736)	0.00
crossfoot error / source test			0.00			-			*0.00*
DOCK FUND									
Revenues									
Dock Charges									
Dock Charges	900,000.00	968,660.00	1,076,660.00	585,768.27	1,129,000.00	52,340.00			1,129,000.00
Miscellaneous	-	-	-	(1,520.77)	0.00	0.00			0.00
Chandler Dock	5,010.00	31,800.00	-	331,515.04	67,000.00	67,000.00			67,000.00
Fees; Total	905,010.00	1,000,460.00	1,076,660.00	915,762.53	1,196,000.00	119,340.00	-	0.00000	1,196,000.00
Intergovernmental						-			-
Federal Operating									
Craft RepowerMARAMA	-	108,740.00	0.00	36,246.67		0.00			0.00
Subtotal	-	108,740.00	-	36,246.67	-	-	-	0.00000	-
State Operating Grants						-			-
State Operating Grants	188,650.00	78,319.81	188,650.00	71,928.69		(188,650.00)			0.00
Derelict Boat Removal	-	-	-	1,195.43		0.00			0.00
DNR-Pumpout Boat	-	-	-	19,242.98		0.00			0.00
Subtotal	188,650.00	78,319.81	188,650.00	92,367.10	-	(188,650.00)	-	0.00000	-
State Capital Grants						-			-
DNR City Facility	6,000.00	52,739.95	-	210,408.45		0.00			0.00
Subtotal	6,000.00	52,739.95	-	210,408.45	-	-	-	0.00000	-
Intergovernmental Total	194,650.00	239,799.76	188,650.00	339,022.21	-	(188,650.00)	-	0.00000	-
						-			-
Total Dock Revenue	1,099,660.00	1,240,259.76	1,265,310.00	1,254,784.75	1,196,000.00	(69,310.00)	0.00	0.00000	1,196,000.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Salaries	321,480.00	219,210.00	259,283.00	290,256.82	258,367.26	(915.74)	56,804.00	0.00095	315,171.26
Derelict Boat Removal	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Overtime	11,420.00	6,000.00	-	6,252.00		0.00			0.00
Benefits	80,900.00	73,930.00	98,776.58	76,618.10	95,450.25	(3,326.33)	19,881.40	0.00033	115,331.65
Salaries/Benefits Total	413,800.00	299,140.00	358,059.58	373,126.92	353,817.51	(4,242.07)	76,685.40	0.00128	430,502.91
Operating						*(0.00)*			-
Supplies									
Supplies	37,410.00	14,350.00	29,000.00	19,074.20	29,000.00	0.00			29,000.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Fuel and Oil				0.00		0.00			0.00
Fuel and Oil	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
Telephone	4,700.00	4,700.00	4,700.00	4,730.09	4,700.00	0.00			4,700.00
Electricity	39,500.00	39,500.00	39,500.00	46,407.70	39,000.00	(500.00)			39,000.00
Training and Education	1,850.00	-	0.00	348.30		0.00			0.00
R & M - Bldgs and Structures	18,600.00	18,600.00	41,600.00	15,929.31	18,600.00	(23,000.00)			18,600.00
R & M - Equipment				0.00		0.00			0.00
R & M - Equipment	41,170.00	13,650.00	-	23,108.07	23,000.00	23,000.00			23,000.00
Craft RepowerMARAMA	-	-	-	0.00		0.00			0.00
DNR-Pumpout Boat	-	-	-	0.00		0.00			0.00
DNR City Facility	-	-	-	0.00		0.00			0.00
Programs and Activities	5,010.00	30,000.00	0.00	9,962.40		0.00			0.00
Contract Services				0.00		0.00			0.00
Contract Services	480.00	-	15,000.00	66.67	15,000.00	0.00			15,000.00
Derelict Boat Removal	-	-	-	0.00		0.00			0.00
Fleet Replacement						0.00	23,810.74	0.00040	11,905.37
Operating Total	148,720.00	120,800.00	129,800.00	119,626.74	129,300.00	(500.00)	23,810.74	0.00040	141,205.37
						-			-
Debt									
Bond Principal (GO Bonds)	267,530.00	270,060.00	75,192.50	270,989.50	53,498.14	(21,694.36)			53,498.14
Bond Interest (GO Bonds)	156,240.00	145,160.00	325,990.26	150,037.74	129,232.80	(196,757.46)			129,232.80
Bond Interest Cap	-	-	-	(2,110.96)		0.00			0.00
Gain/loss refunding	-	-		1,540.21		0.00			0.00
Subtotal	423,770.00	415,220.00	401,182.76	420,456.50	182,730.94	(218,451.82)	-	0.00000	182,730.94
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	87,040.00	214,030.00	214,030.00	263,507.72	215,000.00	970.00			215,000.00
Non-Oper Exp Adjust	(267,530.00)	(270,060.00)	-	(377,737.97)		0.00			0.00
Subtotal	(180,490.00)	(56,030.00)	214,030.00	(114,230.25)	215,000.00	970.00	-	0.00000	215,000.00
Interfund Allocations						-			-
Administrative Indirect Charges		-	72,165.28	947,600.00	77,730.94	5,565.66			77,730.94
Furlough Impact					0.00	0.00	6,271.93	0.00010	6,271.93
Admin Charge-Direct	2,590.00	82,550.00	-	5,469.18		0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Admin Charges (CR)	155,000.00	155,000.00	-	386,839.67		0.00			0.00
Interfund Interest	(43,000.00)	8,780.00	-	11,117.00		0.00			0.00
Transfers to GF	109,690.00			0.00	100,000.00	100,000.00			100,000.00
General Liability Insurance	-	-	80,688.97	0.00	39,815.28	(40,873.69)			39,815.28
Subtotal	224,280.00	246,330.00	152,854.25	1,351,025.84	217,546.22	64,691.97	6,271.93	0.00010	223,818.15
Non Allocated Total	467,560.00	605,520.00	768,067.01	1,657,252.09	615,277.16	(152,789.85)	6,271.93	0.00010	621,549.09
Total Dock Fund Expenditures	1,030,080.00	1,025,460.00	1,255,926.59	2,150,005.75	1,098,394.67	(157,531.92)	106,768.07	0.00178	1,193,257.37
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	69,580.00	214,799.76	9,383.41	(895,221.01)	97,605.33	88,221.92	(106,768.07)	(0.00178)	2,742.63
crossfoot error / source test			(0.00)			*(0.00)*			*0.00*
MARKET FUND									
Revenues									
Market Charges									
Rent	109,000.00	111,150.00	0.00	39,342.44	229,000.00	229,000.00			229,000.00
				0.00					0.00
Interest Earnings				0.00					0.00
Go Bonds	0.00	0.00		67.75	0.00	0.00			0.00
				0.00					0.00
Operating Revenue				0.00					0.00
Transfers from other sources	(4,150.00)			0.00	0.00	0.00			0.00
Trsf from General		-	142,581.74	470,266.67		(142,581.74)			0.00
Total Revenue	104,850.00	111,150.00	142,581.74	509,676.86	229,000.00	86,418.26	-	0.00000	229,000.00
						-			-
Expenditures									
Salaries and Benefits									
Salaries	-	-	-	0.00	0.00	0.00	-	0.00000	0.00
Benefits	-	-	-	0.00	-	0.00	-	0.00000	0.00
Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Operating						-			-
Misc. Services and Charges	-	-	-	0.00	0.00	0.00			0.00
Supplies	500.00	500.00	0.00	1,170.62	2,000.00	2,000.00	2,000.00		2,000.00
Telephone	-	-	-	0.00	3,000.00	3,000.00	15,000.00		3,000.00
Electricity and Utilities	3,800.00	3,800.00	6,000.00	8,993.08	30,700.00	24,700.00	24,700.00		30,700.00
R & M - Bldgs and Structures	4,600.00	4,600.00	4,000.00	3,676.74	7,400.00	3,400.00	3,400.00		7,400.00
R & M - Equipment	400.00	400.00	-	336.18	0.00	0.00			0.00
Contract Services	-	20,000.00	0.00	6,500.00	93,600.00	93,600.00	93,600.00		93,600.00
Operating Total	9,300.00	29,300.00	10,000.00	20,676.62	136,700.00	126,700.00	138,700.00	0.00000	136,700.00
						-			-
Debt									
Bond Principal (GO Bonds)	31,890.00	33,020.00	8,558.00	32,495.33	3,231.92	(5,326.08)			3,231.92
Bond Interest (GO Bonds)	26,650.00	25,480.00	86,342.00	28,312.37	36,089.39	(50,252.61)			36,089.39
Payable to City ($300)					15,000.00	15,000.00			15,000.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
	-	-		90.00		0.00			0.00
Debt Total	58,540.00	58,500.00	94,900.00	60,897.70	54,321.31	(40,578.69)	0.00	0.00000	54,321.31
						-			-
Depreciation & Adjustments									
Depreciation	24,860.00	24,890.00	24,890.00	24,891.54	25,000.00	110.00			25,000.00
Non-Oper Exp Adjust	(434,710.00)	(33,020.00)	-	(32,951.83)	0.00	0.00			0.00
Interfund Allocations				0.00		0.00			0.00
Admin Charges - Indirect	1,040.00	1,040.00	-	11,645.36	(0.00)	(0.00)			(0.00)
Admin Charges (CR)	49,000.00	49,000.00	-	63,467.29		0.00			0.00
Interfund Interest	(6,000.00)	1,440.00	-	3,431.67		0.00			0.00
Intergovernmental Expenditures				0.00		0.00			0.00
GL Insurance	-	-	12,791.74	0.00	12,791.22	(0.52)			12,791.22
Other Total	(365,810.00)	43,350.00	37,681.74	70,484.03	37,791.22	109.48	0.00	0.00000	37,791.22
						0.00			-
Total Market Fund Expenditures	(297,970.00)	131,150.00	142,581.74	152,058.35	228,812.53	86,230.79	138,700.00	0.00000	228,812.53
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	402,820.00	(20,000.00)	0.00	357,618.51	187.47	187.47	(138,700.00)	0.00000	187.47
crossfoot error / source test						-			-
REFUSE FUND									
Refuse Collection Charges - Residential									
Ref Collection License	0.00	0.00	0.00	1,860.00		0.00			0.00
Residential Charges	3,385,000.00	3,485,000.00	3,903,200.00	3,626,515.87	3,600,000.00	(303,200.00)			3,600,000.00
Miscellaneous	15,000.00	15,000.00	15,000.00	11,776.36	10,000.00	(5,000.00)			10,000.00
Recycling	0.00	17,450.00	0.00	50,393.77	50,000.00	50,000.00			50,000.00
Utility Refund Solid Waste	0.00	0.00	0.00	0.00		0.00			0.00
Total Residential Revenues	3,400,000.00	3,517,450.00	3,918,200.00	3,690,546.00	3,660,000.00	(258,200.00)	0.00	0.00000	3,660,000.00
						-			-
Commercial Recycling		3,300.00		3,894.33	7,500.00	7,500.00			7,500.00
						-			-
Total Charges for Service	3,400,000.00	3,520,750.00	3,918,200.00	3,694,440.33	3,667,500.00	(250,700.00)	-	0.00000	3,667,500.00
						-			-
Interest Income	-	-	0.00	0.00		0.00			0.00
Commercial Recycling	-	-	-	0.00		0.00			0.00
Util Ref - Refuse Only	-	-	-	0.00		0.00			0.00
Other Financing Sources				0.00		0.00			0.00
Trsfr from Admin. Accts	(250,000.00)			(83,333.33)		0.00			0.00
Trsf from Cap Project	250,000.00	260,000.00	(250,000.00)	170,000.00		250,000.00			0.00
Total Other Income	-	260,000.00	(250,000.00)	86,666.67	-	250,000.00	-	0.00000	-
						-			-
Total Revenue	3,400,000.00	3,780,750.00	3,668,200.00	3,781,107.00	3,667,500.00	(700.00)	-	0.00000	3,667,500.00
crossfoot error / source test			-			-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	3 Year Actual Average	FY 13 Proposed Budget - Level Service	Inc(Dec): FY12 Apprvd v. FY 13 Proposed	Proposed Enhancemts	Tax Rate Impact - $600/$.01	Mayor's Budget
Expenditures									
Salaries and Benefits									
Salaries	681,610.00	606,540.00	919,193.00	638,377.45	985,691.92	66,498.92			773,700.00
Overtime	33,060.00	33,060.00	-	5,225.32	49,830.00	49,830.00			25,000.00
Benefits	253,520.00	182,290.00	450,851.71	247,735.87	497,534.30	46,682.59			355,500.00
Salaries/Benefits Total	968,190.00	821,890.00	1,370,044.71	891,338.64	1,533,056.22	163,011.51	0.00	0.00000	1,154,200.00
Operating						-			-
Supplies	75,100.00	73,670.00	106,000.00	77,504.68	27,300.00	(78,700.00)			28,900.00
Fuel and Oil	-	-	-	0.00	78,000.00	78,000.00			92,650.00
Telephone	-	-	0.00	0.00	700.00	700.00			950.00
Electricity	-	-	1,900.00	0.00	1,900.00	0.00			2,950.00
Training and Education	-	-	400.00	0.00	400.00	0.00			400.00
R & M - Equipment	32,810.00	32,810.00	53,640.00	37,048.64	53,640.00	0.00			58,420.00
Misc. Services and Charges	605,000.00	605,000.00	-	555,918.03	600,000.00	600,000.00			617,250.00
Contract Services	15,000.00	15,000.00	632,750.00	3,740.43	32,750.00	(600,000.00)	1,393.00	0.00002	30,030.00
Fleet Replacement						0.00	144,288.66	0.00240	77,750.00
Operating Total	727,910.00	726,480.00	794,690.00	674,211.77	794,690.00	-	145,681.66	0.00243	909,300.00
						-			-
Total Residential	1,696,100.00	1,548,370.00	2,164,734.71	1,565,550.41	2,327,746.22	163,011.51	145,681.66	0.00243	2,063,500.00
						-			-
Salaries and Benefits									
Salaries	446,140.00	296,630.00	-	272,712.60	-	0.00			0.00
Overtime	16,770.00	16,770.00	-	8,125.38	-	0.00			0.00
Benefits	110,610.00	83,540.00	-	94,916.88	-	0.00			0.00
Salaries/Benefits Total	573,520.00	396,940.00	0.00	375,754.85	0.00	0.00	0.00	0.00000	0.00
Operating						-			-
Supplies	32,330.00	32,330.00	-	34,216.78	-	0.00			0.00
Electricity	1,900.00	1,900.00	-	1,787.28	-	0.00			0.00
Training and Education	400.00	400.00	-	79.33	-	0.00			0.00
R & M - Equipment	20,830.00	20,830.00	-	18,537.54	-	0.00			0.00
Leases	4,500.00			0.00		0.00			0.00
Contract Services	12,750.00	12,750.00	-	7,137.13	-	0.00			0.00
Operating Total	72,710.00	68,210.00	-	61,758.07	-	-	-	0.00000	-
						-			-
Total Yard Waste Recycling	646,230.00	465,150.00	-	437,512.92	-	-	-	0.00000	-
						-			-
Supplies	14,360.00	35,110.00	14,360.00	15,791.49	14,360.00	0.00			14,360.00
Contract Services	350,000.00	255,000.00	255,000.00	247,508.80	255,000.00	0.00			255,000.00
TOTAL Curbside Recycling	364,360.00	290,110.00	269,360.00	263,300.29	269,360.00	-	-	0.00000	269,360.00
						-			-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Debt Service									
Bond Principal (GO Bonds)	-	-	-	91.67	231.54	231.54			231.54
Bond Interest (GO Bonds)	-	-	-	1,538.58	9,704.14	9,704.14			9,704.14
Total Debt	0.00	0.00	0.00	1,630.25	9,935.68	9,935.68	0.00	0.00000	9,935.68
Depreciation & Adjustments						-			-
Depreciation	4,000.00	4,000.00	4,000.00	25,271.93	35,905.24	31,905.24			35,905.24
Non-Oper Exp Adjust	-	-	-	(42,624.92)		0.00			0.00
Total Depreciation and Adjustments	4,000.00	4,000.00	4,000.00	(17,352.99)	35,905.24	31,905.24	0.00	0.00000	35,905.24
Interfund Allocations and Transfers						-			-
Administrative Indirect Charges	-	-	400,673.58	0.00	437,928.71	37,255.13			437,928.71
Admin Charges - Direct	3,310.00	83,280.00	-	10,194.41	300,000.00	300,000.00			350,000.00
Admin Charges (CR)	680,000.00	680,000.00	-	803,521.67		0.00			0.00
Interfund Interest	6,000.00	(1,390.00)	-	(2,110.00)		0.00			0.00
General Liability Insurance				0.00	28,076.03	28,076.03			28,076.03
Trsf to General	-	451,230.00	550,000.00	433,076.67		(550,000.00)			0.00
Total Interfund and Transfers	689,310.00	1,213,120.00	950,673.58	1,244,682.75	766,004.75	(184,668.83)	0.00	0.00000	816,004.75
						-			-
Total Non-Allocated	693,310.00	1,217,120.00	954,673.58	1,228,960.00	811,845.67	(142,827.91)	-	0.00000	861,845.67
crossfoot error / source test						-			-
Total Refuse Expenditures	3,400,000.00	3,520,750.00	3,388,768.29	3,495,323.63	3,408,951.88	20,183.59	145,681.66	0.00243	3,194,705.67
crossfoot error / source test			-			*0.00*			-
Projected Surplus <Deficit>	0.00	260,000.00	279,431.71	285,783.37	258,548.12	(20,883.59)	(145,681.66)	(0.00243)	472,794.33
crossfoot error / source test			-			*(0.00)*			-
STORMWATER MANAGEMENT									
Stormwater Management Charges									
Service Charges	467,000.00	520,000.00	934,000.00	506,785.87	934,000.00	0.00			934,000.00
						-			-
GO Bonds Interest Earnings	0.00	0.00		545.95		0.00			0.00
						-			-
Internal Admin Accounts	0.00			(148,114.17)	0.00	0.00			0.00
Trsfr from General Fund	0.00			50,000.00	0.00	0.00			0.00
Trsfr from Capital Projects	0.00			148,114.17	0.00	0.00			0.00
Subtotal	-	-	-	50,000.00	-	-	-	0.00000	-
						-			-
Total Revenue	467,000.00	520,000.00	934,000.00	557,331.83	934,000.00	-	-	0.00000	934,000.00
crossfoot error / source test			-			-			-
Expenditures									
Salaries and Benefits									
Salaries	258,750.00	129,500.00	130,923.00	123,540.43	132,554.73	1,631.73	60,000.00	0.00100	132,554.73
Overtime	-	-	-	1,972.97		0.00			0.00
Benefits	53,490.00	36,910.00	59,926.44	45,853.88	65,806.85	5,880.41	21,000.00	0.00035	65,806.85

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Salaries/Benefits Total	312,240.00	166,410.00	190,849.44	171,367.28	198,361.58	7,512.14	81,000.00	0.00135	198,361.58
Operating						*(0.00)*			-
Supplies	19,000.00	8,530.00	15,000.00	15,354.41	7,500.00	(7,500.00)			7,500.00
Fuel and Oil	-	-	-	0.00	7,500.00	7,500.00			7,500.00
Telephone	-	-	-	0.00	1,800.00	1,800.00	1,800.00	0.00003	1,800.00
R & M - Equipment	10,470.00	7,220.00	10,000.00	9,763.75	10,000.00	0.00	35,000.00	0.00058	10,000.00
Contract Services	139,700.00	63,250.00	54,000.00	87,472.24	52,200.00	(1,800.00)	200.00	0.00000	52,200.00
Fleet Replacement						0.00	17,348.29	0.00029	0.00
Operating Total	169,170.00	79,000.00	79,000.00	112,590.40	79,000.00	-	54,348.29	0.00091	79,000.00
						-			-
Debt									
Bond Principal (GO Bonds)	2,670.00	7,550.00	4,881.50	5,439.83	1,126.34	(3,755.16)			1,126.34
Bond Interest (GO Bonds)	3,680.00	5,210.00	32,301.50	5,020.03	7,958.67	(24,342.83)			7,958.67
Subtotal	6,350.00	12,760.00	37,183.00	10,459.87	9,085.01	(28,097.99)	-	0.00000	9,085.01
Other Expenditures						-			-
Depreciation & Adjustments									
Depreciation	-	1,630.00	1,630.00	1,085.68	1,628.52	(1.48)			1,628.52
Non-Oper Exp Adjust	(2,670.00)	(7,550.00)	-	(83,087.33)		0.00			0.00
Subtotal	(2,670.00)	(5,920.00)	1,630.00	(82,001.65)	1,628.52	(1.48)	-	0.00000	1,628.52
Interfund Allocations						-			-
Administrative Indirect Charges			40,578.07	0.00	43,217.55	2,639.48			43,217.55
Furlough Impact					0.00	0.00	2,718.15	0.00005	0.00
Admin Charge-Direct	0.00	0.00	-	1,895.08		0.00			0.00
Admin Charges (CR)	54,260.00	46,120.00	-	193,692.97		0.00			0.00
Interfund Interest	(1,000.00)	470.00	-	(93.00)		0.00			0.00
General Liability Insurance				0.00	2,828.97	2,828.97			2,828.97
Trsf to General	186,340.00	213,020.00	500,000.00	167,686.67	590,000.00	90,000.00			590,000.00
Subtotal	239,600.00	259,610.00	540,578.07	363,181.72	636,046.52	95,468.45	2,718.15	0.00005	636,046.52
Non Allocated Total	243,280.00	266,450.00	579,391.07	291,639.93	646,760.05	67,368.98	2,718.15	0.00005	646,760.05
						-			-
Total Stormwater Expenditures	724,690.00	511,860.00	849,240.51	575,597.61	924,121.63	74,881.12	138,066.44	0.00230	924,121.63
crossfoot error / source test			-			-			-
Projected Surplus <Deficit>	(257,690.00)	8,140.00	84,759.49	(18,265.79)	9,878.37	(74,881.12)	(138,066.44)	(0.00230)	9,878.37
crossfoot error / source test			-			-			-
Sidewalk Revolving Fund									
Sidewalk Management Charges									
Service Charges				0.00	0.00	0.00			0.00
Internal Admin Accounts				0.00	0.00	0.00			0.00
Trsfr from General Fund				0.00	0.00	0.00	600,000.00	0.01000	0.00
Trsfr from Capital Projects				0.00	0.00	0.00			0.00

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Subtotal	-	-	-	-	-	-	600,000.00	0.01000	-
Total Revenue	-	-	-	-	-	-	600,000.00	0.01000	-
crossfoot error / source test						-			-
Expenditures									
Salaries and Benefits									
Salaries				0.00		0.00			0.00
Overtime				0.00		0.00			0.00
Benefits				0.00		0.00			0.00
Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00000	0.00
Operating									-
Contract Services				0.00		0.00	600,000.00		0.00
Operating Total	-	-	-	-	-	-	600,000.00	0.00000	-
									-
Debt									
Bond Principal (GO Bonds)				0.00		0.00			0.00
Bond Interest (GO Bonds)				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Other Expenditures									-
Depreciation & Adjustments									
Depreciation				0.00		0.00			0.00
Non-Oper Exp Adjust				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Interfund Allocations									-
Administrative Indirect Charges				0.00		0.00			0.00
Admin Charge-Direct				0.00		0.00			0.00
Admin Charges (CR)				0.00		0.00			0.00
Interfund Interest				0.00		0.00			0.00
General Liability Insurance				0.00		0.00			0.00
Trsf to General				0.00		0.00			0.00
Subtotal	-	-	-	-	-	-	-	0.00000	-
Non Allocated Total	-	-	-	-	-	-	-	0.00000	-
									-
Total Stormwater Expenditures	-	-	-	-	-	-	600,000.00	0.00000	-
crossfoot error / source test						-			-
Projected Surplus <Deficit>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01000	0.00
crossfoot error / source test						-			-
Summary									
Total Revenues	63,813,960.00	54,702,702.46	66,681,964.00	73,796,035.71	66,742,164.80	60,200.80	-	-	68,366,164.80
Total Expenditures	67,112,724.00	56,906,447.13	61,252,870.79	72,654,801.82	60,386,079.55	(866,791.24)	6,753,298.27	0.11	64,436,931.03
Net Surplus <Deficit>	(3,298,764.00)	(2,203,744.67)	5,429,093.21	1,141,233.89	6,356,085.25	926,992.04	(6,753,298.27)	(0.11)	3,929,233.77

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
	-	-	-	-	-	-	-	-	-
Total Revenues	4,784,890.00	6,672,310.00	7,795,900.00	6,782,617.07	7,947,818.00	151,918.00	-	-	7,947,818.00
Total Expenditures	5,076,780.00	5,087,750.00	7,014,239.29	5,065,828.13	7,566,978.15	552,738.86	455,688.21	0.01	7,922,666.36
Net Surplus <Deficit>	(291,890.00)	1,584,560.00	781,660.71	1,716,788.94	380,839.85	(400,820.86)	(455,688.21)	(0.01)	25,151.64
	-	-	-	-	-	-	-	-	-
Total Revenues	5,966,110.00	5,477,960.00	7,007,400.00	5,098,641.56	7,652,148.00	644,748.00	-	-	7,652,148.00
Total Expenditures	6,182,670.00	6,241,330.00	6,939,915.57	4,492,961.27	6,856,685.41	(83,230.16)	89,339.49	0.00	6,946,024.90
Net Surplus <Deficit>	(216,560.00)	(763,370.00)	67,484.43	605,680.28	795,462.59	727,978.16	(89,339.49)	(0.00)	706,123.10
	-	-	-	-	-	-	-	-	-
Total Revenues	6,051,700.00	5,250,000.00	5,175,000.00	4,587,350.70	4,695,000.00	(480,000.00)	1,278,600.00	-	4,695,000.00
Total Expenditures	4,180,420.00	2,917,400.00	3,612,450.66	3,039,140.57	4,679,676.89	1,067,226.23	-	-	4,679,676.89
Net Surplus <Deficit>	1,871,280.00	2,332,600.00	1,562,549.34	1,548,210.13	15,323.11	(1,547,226.23)	1,278,600.00	-	15,323.11
	-	-	-	-	-	-	-	-	-
Total Revenues	5,465,360.00	3,221,180.00	5,695,683.54	3,838,243.09	5,907,562.77	211,879.23	-	-	5,907,562.77
Total Expenditures	6,203,950.00	5,476,828.48	5,478,861.39	5,324,292.27	5,465,608.40	(13,252.99)	1,641,685.43	0.03	5,907,562.77
Net Surplus <Deficit>	(738,590.00)	(2,255,648.48)	216,822.15	(1,486,049.18)	441,954.37	225,132.22	(1,641,685.43)	(0.03)	-
	-	-	-	-	-	-	-	-	-
Total Revenues	1,099,660.00	1,240,259.76	1,265,310.00	1,254,784.75	1,196,000.00	(69,310.00)	-	-	1,196,000.00
Total Expenditures	1,030,080.00	1,025,460.00	1,255,926.59	2,150,005.75	1,098,394.67	(157,531.92)	106,768.07	0.00	1,193,257.37
Net Surplus <Deficit>	69,580.00	214,799.76	9,383.41	(895,221.01)	97,605.33	88,221.92	(106,768.07)	(0.00)	2,742.63
	-	-	-	-	-	-	-	-	-
Total Revenues	104,850.00	111,150.00	142,581.74	509,676.86	229,000.00	86,418.26	-	-	229,000.00
Total Expenditures	(297,970.00)	131,150.00	142,581.74	152,058.35	228,812.53	86,230.79	138,700.00	-	228,812.53
Net Surplus <Deficit>	402,820.00	(20,000.00)	-	357,618.51	187.47	187.47	(138,700.00)	-	187.47
	-	-	-	-	-	-	-	-	-
Total Revenues	3,400,000.00	3,780,750.00	3,668,200.00	3,781,107.00	3,667,500.00	(700.00)	-	-	3,667,500.00
Total Expenditures	3,400,000.00	3,520,750.00	3,388,768.29	3,495,323.63	3,408,951.88	20,183.59	145,681.66	0.00	3,194,705.67
Net Surplus <Deficit>	-	260,000.00	279,431.71	285,783.37	258,548.12	(20,883.59)	(145,681.66)	(0.00)	472,794.33
	-	-	-	-	-	-	-	-	-
Total Revenues	467,000.00	520,000.00	934,000.00	557,331.83	934,000.00	-	-	-	934,000.00
Total Expenditures	724,690.00	511,860.00	849,240.51	575,597.61	924,121.63	74,881.12	138,066.44	0.00	924,121.63
Net Surplus <Deficit>	(257,690.00)	8,140.00	84,759.49	(18,265.79)	9,878.37	(74,881.12)	(138,066.44)	(0.00)	9,878.37
	-	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	600,000.00	0.01	-
Total Expenditures	-	-	-	-	-	-	600,000.00	-	-

Budget Request FY 2013	FY 10 Approved Budget	FY 11 Approved Budget	FY 12 Approved Budget	**3 Year Actual Average**	**FY 13 Proposed Budget - Level Service**	**Inc(Dec): FY12 Apprvd v. FY 13 Proposed**	**Proposed Enhancemts**	**Tax Rate Impact - $600/$.01**	**Mayor's Budget**
Net Surplus <Deficit>	-	-	-	-	-	-	-	0.01	-
	-	-	-	-	-	-	-	-	-
Total Receipts and Sources	91,153,530.00	80,976,312.22	98,366,039.28	100,205,788.56	98,971,193.57	605,154.29	1,878,600.00	0.01	100,595,193.57
Total Expenditures and Uses	93,613,344.00	81,818,975.61	89,934,854.83	96,950,009.41	90,615,309.12	680,454.29	10,069,227.55	0.15	95,433,759.15
Net Surplus <Deficit>	(2,459,814.00)	(842,663.39)	8,431,184.45	3,255,779.16	8,355,884.45	(75,300.00)	(8,190,627.55)	(0.14)	5,161,434.42
						0.00			*(0.00)*
	-	0.00	(0.00)	0.00	0.00	0.00	(0.00)	-	(0.00)

POTENTIAL AMENDMENT TO O-8-12

ANNUAL OPERATING BUDGET: FY 2013

Amendment #1
Page 2, Line 7 and Line 11: Strike “fifty-six ($0.56)” and insert “sixty-six ($0.66)”

Finance Committee report on the Mayor’s proposed FY 2013 operating budget and related legislation (**available Tuesday, May 29)**

Finance Committee Amendments
From the FY 2013 Budget Report

O-8-12: Annual Operating Budget: FY 2012

Amendment #1
Page 2, Line 7 and Line 11: strike "fifty-six ($0.56)" and insert "SIXTY-FOUR ($0.64)"

Page 2, Line 13: insert "THE TAX RATE IS SET AT SIXTY-FOUR ($0.64) ON EACH ONE HUNDRED DOLLARS ($100.00) OF ASSESSABLE PROPERTY IN ORDER TO GENERATE A CONSTANT YIELD EQUAL TO THE FY 2012 TAX RATE."

Organizational Chart

Finance Committee Recommendation
The committee recommends some changes in the organizational chart to better facilitate city business under the guidance of the City Manager.
Amendment #2
In the City's organizational chart, add the position of Assistant City Manager to the City Manager's box.

Amendment #3
In the City's organizational chart, add the position of City Council Associate to the City Manager's box.

Amendment #4
In the City's organizational chart, add the position of WMBE to the City Manager's box.

Amendment #5
In the City's organizational chart, move the Office of Law from under the Mayor to the supervision of the City Manager to be consistent with the other City Departments and to enable the City Manager to better direct interdepartmental work.

Amendment #6
In the City's organizational chart, add the Office of Emergency Preparedness and Risk Management under the Fire Department.

R-7-12: Fee Schedule Effective July 1, 2012

Amendment #1
Page 1, Line 16, after fees, insert: "AS MODIFIED BY THE AMENDMENTS OF THE CITY COUNCIL."

R-9-12: Capital Improvement Budget and Program: FY 2013 to FY 2018

Amendment #1

Capital Improvement Program – Proposed FY13 – FY18

Project Detail

Project Title	Project Number	Initiating Department
General Sidewalks	TBD	Public Works
Asset Category	**Asset Number**	**Priority Score**
Roadways/Sidewalks	Numerous asset numbers are assigned to sidewalks	Project not scored to date

Project Description
Project is designed as an ongoing infrastructure repair program for the sidewalks in Annapolis. In the summer of 2009, DPW conducted a comprehensive city-wide sidewalk condition assessment. 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.

Funding for this project is contingent on the identification of a funding source for sidewalk repairs.

Regulatory or Legal Mandates	**Operational Necessity** Allows continued safe use of the existing sidewalk network.
Prior Funding None	**Non-City sources of funding**

FY13 Budget commitment allows project stage: Construction	**Project Years** Recurring	**Total Project Budget** $600,000 annually

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Construction Costs	584,000	584,000	584,000	584,000	584,000	584,000	3,504,000
Construction Project Mgmt	6,000	6,000	6,000	6,000	6,000	6,000	36,000
IT Costs							
Furniture/Fixtures/Equipm							
Legal Fees							
Salaries: Supplement	218,770						218,770
Total	818,770	600,000	600,000	600,000	600,000	600,000	3,818,770
Funding Schedule							
Bond funds	600,000						600,000
Operating funds	218,770	600,000	600,000	600,000	600,000	600,000	~~3,600,000~~ 3,218,770
Other							
Total	818,770	600,000	600,000	600,000	600,000	600,000	3,818,770

~~Debt analysis: no debt to be incurred for this project.~~

Page 18
Proposed Finance Committee revision: May 18, 2012 and May 21, 2012

Amendment #2

Capital Improvement Program – Proposed FY13-FY18

Project Detail

Project Title	Project Number: T4/MUNIS	Initiating Department
Hillman Garage	732 / TBD	Central Services/Mayor's Office/Transportation
Asset Category	**Asset Number**	**Priority Score**
Off Street Parking Facility	50026	Project not scored to date

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. ~~Project planning & design is recommended to begin in 2015.~~ First year project planning would determine the project scope and could include a conditions assessment, geo-technical explorations, and a parking study. (Budget estimates prepared by ~~per~~ Department of Central Services in 2009)

Regulatory or Legal Mandates	Operational Necessity	
Prior Funding Approximately $700,000 spent in 2009 and 2010 on structural repairs.	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: ~~No funds requested in FY13~~ Planning	**Project Years** ~~FY15-FY17 anticipated~~ FY13-FY15	**Total Project Budget**

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	300,000	765,190	~~300,000~~ 1,530,360	~~765,190~~	~~1,530,360~~		2,595,550
Construction Costs			16,723,150		~~16,723,150~~		16,723,150
Construction Project Mgmt							0
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees			334,460		~~334,460~~		334,460
Contingencies			2,200,000		~~2,200,000~~		2,200,000
Total	300,000	765,190	20,787,970	~~765,190~~	~~20,787,970~~	0	21,853,160

Funding Schedule

Bond funds	300,000	765,190	20,787,970	~~765,190~~	~~20,787,970~~		21,853,160
Operating funds - O.S. Parking							
Other							
Total	300,000	765,190	20,787,970	~~765,190~~	~~20,787,970~~	0	21,853,160

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
21,853,160	30	1,283,873	0*

**No tax rate impact: project is funded from Off Street Parking Fund. If expressed as a tax rate impact, debt service equates to 1.95.*

Amendment #3

Capital Improvement Program – Proposed FY13-FY18

Project Detail

Project Title	Project Number: T4/MUNIS	Initiating Department
Flood Control Infrastructure	728 / TBD	DNEP
Asset Category	**Asset Number**	**Priority Score**

Project Description
The study "Flood Mitigation Strategies for the City of Annapolis: City Dock and Eastport Area" was completed in 2011. The study identified structural options for protecting property in flood threatened areas and provided preliminary estimates of design and construction costs associated with structural protection measures. A framework for a regulatory response to flooding was completed in the same timeframe.

Regulatory or Legal Mandates	**Operational Necessity**	
Prior Funding	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: No funds requested in FY13.	**Project Years**	**Total Project Budget**

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs							
Construction Project Mgmt							
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total							
Funding Schedule							
Bond funds							
Operating funds							
Other							
Total							

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact

New Page
Proposed Finance Committee revision May 21, 2012

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
GENERAL FUND								
Revenues								
Taxes								
Real Estate	37,221,346.00	37,221,346.00		1,698,000.00	38,919,346.00		(1,698,000.00)	37,221,346.00
Park Place TIF	(800,000.00)	(800,000.00)			(800,000.00)			(800,000.00)
New Growth		0.00			0.00			0.00
Personal Property- Unincorp.	38,000.00	26,480.87			26,480.87			26,480.87
Pers. Property- Public Utilities	1,000,000.00	1,045,000.00			1,045,000.00			1,045,000.00
Pers. Property- Incorporated	1,500,000.00	1,500,000.00			1,500,000.00			1,500,000.00
Penalties and Interest- Uninc.	10,000.00	1,000.00			1,000.00			1,000.00
Penalties and Interest - Corp.	20,000.00	20,000.00			20,000.00			20,000.00
Penalties and Interest- Real	147,000.00	145,000.00			145,000.00			145,000.00
Subtotal;	39,136,346.00	39,158,826.87		1,698,000.00	40,856,826.87	0.00	(1,698,000.00)	39,158,826.87
crossfoot error / source test								
Licenses and Permits								
Street Use	212,500.00	270,000.00			270,000.00			270,000.00
Residential Parking 1	35,000.00	40,000.00			40,000.00			40,000.00
Residential Parking 2	25,000.00	30,000.00			30,000.00			30,000.00
Residential Parking 3	14,500.00	20,000.00			20,000.00			20,000.00
Residential Parking 4	3,500.00	3,000.00			3,000.00			3,000.00
Residential Parking 5	500.00	1,000.00			1,000.00			1,000.00
Sidewalk Cafes	9,000.00	12,000.00			12,000.00			12,000.00
Alcoholic Beverages	425,000.00	350,000.00			350,000.00			350,000.00
Traders	80,000.00	75,000.00			75,000.00			75,000.00
Vendors	80,000.00	50,000.00			50,000.00			50,000.00
Towing		0.00			0.00			0.00
Amusement	4,000.00	3,000.00			3,000.00			3,000.00
Building	650,000.00	800,000.00			800,000.00			800,000.00
Occupancy	10,000.00	6,000.00			6,000.00			6,000.00
Use	10,000.00	10,000.00			10,000.00			10,000.00
Cable TV	800,000.00	750,000.00			750,000.00			750,000.00
Peg Fees	80,000.00	0.00	To revolving fund		0.00			0.00
Other	100,000.00	100,000.00			100,000.00			100,000.00
Subtotal;	2,539,000.00	2,520,000.00		0.00	2,520,000.00	0.00	0.00	2,520,000.00
crossfoot error / source test								
Fines and Forfeitures								
Municipal	28,000.00	28,000.00			28,000.00			28,000.00
Police - Forfeitures	80,000.00	60,000.00			60,000.00			60,000.00
Other	10,000.00	11,500.00			11,500.00			11,500.00
U.S. Justice Forfeiture	0.00	32,000.00			32,000.00			32,000.00
Speed Enforcement		200,000.00	New -		200,000.00			200,000.00
Auto Traffic Signal	130,000.00	135,000.00			135,000.00			135,000.00
Subtotal;	248,000.00	466,500.00		0.00	466,500.00	0.00	0.00	466,500.00
crossfoot error / source test								

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Money and Property								
Interest Earnings								
Investments	15,000.00	10,000.00			10,000.00			10,000.00
Savings Accounts	0.00	0.00			0.00			0.00
Rents and Concessions	200,000.00	200,000.00			200,000.00			200,000.00
Payment in Lieu of Taxes	131,700.00	135,000.00			135,000.00			135,000.00
Miscellaneous Sales	0.00	0.00			0.00			0.00
GO Bonds		5,000.00			5,000.00			5,000.00
Contributions	135,630.00	50,000.00			50,000.00			50,000.00
Subtotal;	482,330.00	400,000.00		0.00	400,000.00	0.00	0.00	400,000.00
crossfoot error / source test								
Miscellaneous								
Non-taxable	12,000.00	12,000.00			12,000.00			12,000.00
Cash Over-Under	0.00	0.00			0.00			0.00
Police Services	220,000.00	230,000.00			230,000.00			230,000.00
Miscellaneous	190,000.00	160,000.00			160,000.00			160,000.00
Returned Check Fee	0.00	3,100.00			3,100.00			3,100.00
Payments for fire services	0.00	0.00		26,000.00	26,000.00			26,000.00
File Fee	0.00	6,000.00			6,000.00			6,000.00
Sprinkler Loan Payment	0.00	0.00			0.00			0.00
Subtotal	422,000.00	411,100.00		26,000.00	437,100.00	0.00	0.00	437,100.00
crossfoot error / source test								
Intergovernmental								
Federal Grants	2,809,780.00	0.00			0.00			0.00
State Grants	1,540,660.00	0.00			0.00			0.00
Highway	0.00	150,000.00			150,000.00			150,000.00
Income Tax	4,900,000.00	4,700,000.00			4,700,000.00			4,700,000.00
Admissions Tax	900,000.00	835,000.00			835,000.00			835,000.00
State PILOT	367,000.00	367,000.00			367,000.00			367,000.00
County PILOT	0.00	0.00			0.00			0.00
Hotel - Motel	1,860,000.00	1,860,000.00			1,860,000.00			1,860,000.00
County Grants	313,000.00	310,000.00			310,000.00			310,000.00
Electricity	200,000.00	200,000.00			200,000.00			200,000.00
Gas	30,000.00	30,000.00			30,000.00			30,000.00
Telephone	260,000.00	250,000.00			250,000.00			250,000.00
Fuel	2,000.00	2,000.00			2,000.00			2,000.00
Subtotal;	13,182,440.00	8,704,000.00		0.00	8,704,000.00	0.00	0.00	8,704,000.00
crossfoot error / source test								

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Charges for Services								
Zoning and Subdiv. Fees	30,000.00	50,000.00			50,000.00			50,000.00
Public Safety Fees	1,410,000.00	1,410,000.00			1,410,000.00			1,410,000.00
Culture and Recreation	1,902,000.00	1,900,000.00			1,900,000.00			1,900,000.00
Subtotal;	3,342,000.00	3,360,000.00		0.00	3,360,000.00	0.00	0.00	3,360,000.00
crossfoot error / source test								
Transfers and other Sources								
Transfers and Indirect Charge-Backs								
Transfer from Solid Waste	550,000.00	300,000.00		(100,000.00)	200,000.00			200,000.00
Transfer from Cap. Proj.		259,642.00			259,642.00			259,642.00
Transfer from Spec. Rev.					0.00			0.00
Transfer from Sewer	451,600.00	300,000.00			300,000.00			300,000.00
Transfer from Water	1,700,000.00	1,631,512.92			1,631,512.92			1,631,512.92
Transfer from Stormwater	500,000.00	590,000.00			590,000.00			590,000.00
Transfer from Harbor		100,000.00			100,000.00			100,000.00
Transfer from Parking	1,100,000.00	2,300,000.00			2,300,000.00	200,000.00		2,500,000.00
Transfer from Market House					0.00			0.00
Transfer from Reserves		3,000,000.00			3,000,000.00			3,000,000.00
Transfer from Transit	0.00				0.00			0.00
Indirect Charges:	3,028,248.00	3,240,583.01			3,240,583.01			3,240,583.01
Subtotal	7,329,848.00	11,721,737.93		(100,000.00)	11,621,737.93	200,000.00	0.00	11,821,737.93
crossfoot error / source test								
Bank Loans								
BOA	-	0.00			0.00			0.00
SunTrust	-	0.00			0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
crossfoot error / source test								
Bonds								
Proceeds	-	0.00			0.00			0.00
Premiums	-	0.00			0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
crossfoot error / source test				*0.00*	-	*0.00*	*0.00*	-
Total Sources of Funds	**66,681,964.00**	**66,742,164.80**		**1,624,000.00**	**68,366,164.80**	**200,000.00**	**(1,698,000.00)**	**66,868,164.80**
crossfoot error / source test					*0.00*			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
EXPENDITURES								
Mayor and City Council								
Boards and Commissions								
Salaries and Benefits								
Salaries	55,144.00	56,181.60	Boards & Comm. Secretary Raise		56,181.60			56,181.60
Benefits	22,538.25	24,762.22			24,762.22			24,762.22
Salaries/Benefits Total	77,682.25	80,943.82		0.00	80,943.82	0.00	0.00	80,943.82
crossfoot error / source test					-			
Operating								
Supplies/mail	15,850.00	15,850.00		1,000.00	16,850.00			16,850.00
Contract Services	-	0.00			0.00			0.00
Operating Total	15,850.00	15,850.00		1,000.00	16,850.00	0.00	0.00	16,850.00
Department Total	**93,532.25**	**96,793.82**		**1,000.00**	**97,793.82**	**0.00**	**0.00**	**97,793.82**
TOTAL; BOARDS & COMMMISSIONS	**93,532.25**	**96,793.82**		**1,000.00**	**97,793.82**	**0.00**	**0.00**	**97,793.82**
crossfoot error / source test					-			-
Administration								
Salaries and Benefits								
Salaries	767,009.20	798,300.00			798,300.00			798,300.00
Benefits	283,662.09	407,066.22			407,066.22			407,066.22
Salaries/Benefits Total	1,050,671.29	1,205,366.22		0.00	1,205,366.22	0.00	0.00	1,205,366.22
Operating					-			
Supplies	24,420.00	19,320.00			19,320.00			19,320.00
Telephone	-	5,100.00			5,100.00			5,100.00
Professional Srvcs - Other	-	-			0.00			0.00
Special Projects	55,000.00	77,500.00			77,500.00			77,500.00
Training and Education	19,500.00	27,000.00			27,000.00			27,000.00
Aldermen's Expenses	12,000.00	12,000.00			12,000.00			12,000.00
Mayor Expenses					0.00			0.00
Repair and Maintenance					0.00			0.00
Contract Services	20,000.00	20,000.00			20,000.00			20,000.00
Lead Paint Int.	-	-			0.00			0.00
Fleet Replacement			Fleet Replacement program	6,000.00	6,000.00			6,000.00
Operating Total	130,920.00	160,920.00		6,000.00	166,920.00	0.00	0.00	166,920.00
Department Total	**1,181,591.29**	**1,366,286.22**		**6,000.00**	**1,372,286.22**	**0.00**	**0.00**	**1,372,286.22**
crossfoot error / source test	-				-			-
Public Information								
Salaries and Benefits								
Salaries	135,658.49	111,252.40	Additional camera operator	15,000.00	126,252.40			126,252.40
Benefits	61,021.47	49,262.73	associated benefits / FICA	1,200.00	50,462.73			50,462.73
Salaries/Benefits Total	196,679.96	160,515.13		16,200.00	176,715.13	0.00	0.00	176,715.13
Operating					-			
Supplies	5,000.00	3,050.00			3,050.00			3,050.00
Telephone	-	1,950.00	From PEG: streaming video		1,950.00			1,950.00
Contract Services	70,000.00	70,000.00	City Marketing		70,000.00			70,000.00

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating Total	75,000.00	75,000.00		0.00	75,000.00	0.00	0.00	75,000.00
Department Total	**271,679.96**	**235,515.13**		**16,200.00**	**251,715.13**	**0.00**	**0.00**	**251,715.13**
crossfoot error / source test	-				-			-
Economic Development								
City Contributions	385,000.00	385,000.00		90,000.00	475,000.00		(75,000.00)	400,000.00
					-			-
City Attorney								
Salaries and Benefits								
Salaries	562,017.17	588,825.31	Contract Employees for Elections - 1/2 year	20,250.00	609,075.31		(20,250.00)	588,825.31
			and savings = $50K?	97,000.00	97,000.00		(97,000.00)	0.00
Benefits	196,981.06	230,936.14		35,570.00	266,506.14		(35,570.00)	230,936.14
Salaries/Benefits Total	758,998.23	819,761.45		152,820.00	972,581.45	0.00	(152,820.00)	819,761.45
Operating					-			
Supplies	11,430.00	9,630.00		0.00	9,630.00			9,630.00
Legal	195,630.00	125,000.00		0.00	125,000.00			125,000.00
Telephone	0.00	1,800.00		0.00	1,800.00			1,800.00
Training and Education	2,500.00	2,500.00	Additional Training	8,500.00	11,000.00		(8,500.00)	2,500.00
Miscellaneous Services and Charges	0.00	24,630.00	Additional Services- legal advertisements	2,000.00	26,630.00			26,630.00
Operating Total	209,560.00	163,560.00		10,500.00	174,060.00	0.00	(8,500.00)	165,560.00
Department Total	**968,558.23**	**983,321.45**		**163,320.00**	**1,146,641.45**	**0.00**	**(161,320.00)**	**985,321.45**
crossfoot error / source test	-				-			-
Total Mayor	**2,900,361.73**	**3,066,916.62**	0.00	**276,520.00**	**3,343,436.62**	**0.00**	**(236,320.00)**	**3,107,116.62**
crossfoot error / source test					-			-
Finance								
Financial Administration								
Salaries and Benefits								
Salaries	1,070,745.00	1,096,014.75	Additional Staff accountants	135,000.00	1,231,014.75		(67,500.00)	1,163,514.75
Overtime				0.00	0.00			0.00
Benefits	423,100.30	465,687.52		47,250.00	512,937.52		(23,625.00)	489,312.52
Salaries/Benefits Total	1,493,845.30	1,561,702.27		182,250.00	1,743,952.27	0.00	(91,125.00)	1,652,827.27
Operating					-			
Supplies	44,470.00	43,470.00		0.00	43,470.00			43,470.00
Prof. Services - Accounting	362,000.00	362,000.00		50,000.00	412,000.00			412,000.00
Telephone	-	1,000.00		0.00	1,000.00			1,000.00
Training and Education	6,000.00	6,000.00		0.00	6,000.00			6,000.00
R & M - Equipment	8,700.00	8,700.00		0.00	8,700.00			8,700.00
Community Grants	-	-		0.00	0.00			0.00
Operating Total	421,170.00	421,170.00		50,000.00	471,170.00	0.00	0.00	471,170.00
Department Total	**1,915,015.30**	**1,982,872.27**		**232,250.00**	**2,215,122.27**	**0.00**	**(91,125.00)**	**2,123,997.27**
crossfoot error / source test	-				-			-
MIT								
Salaries and Benefits								
Salaries	622,219.33	636,814.19		0.00	636,814.19			636,814.19
Benefits	230,898.87	253,768.03		0.00	253,768.03			253,768.03

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Salaries/Benefits Total	853,118.20	890,582.22		0.00	890,582.22	0.00	0.00	890,582.22
Operating					-			
Supplies	8,620.00	8,620.00		0.00	8,620.00			8,620.00
Telephone	-	3,000.00		0.00	3,000.00			3,000.00
Training and Education	2,500.00	2,500.00	MUNIS, Crystal Reps., webmaster (MIT-1)	3,300.00	5,800.00			5,800.00
R & M - Equipment	81,300.00	81,300.00	Network services, GIS (MIT-2)	0.00	81,300.00			81,300.00
Contract Services	274,380.00	271,380.00	Police/Trakit/MUNIS/MS Office Support (MIT-3)	53,330.00	324,710.00			324,710.00
Operating Total	366,800.00	366,800.00		56,630.00	423,430.00	0.00	0.00	423,430.00
Fixed Assets and Capital Outlay					-			
Capital Outlay Total	250,000.00	250,000.00	E-2 (MIT-4) for breakdown	0.00	250,000.00			250,000.00
					-			
Department Total	1,469,918.20	1,507,382.22	Total operating enhancement amount	56,630.00	1,564,012.22	0.00	0.00	1,564,012.22
crossfoot error / source test	-				-			-
Central Purchasing								
Salaries and Benefits								
Salaries	232,228.00	232,228.00		0.00	232,228.00			232,228.00
Benefits	92,748.96	89,291.43		0.00	89,291.43			89,291.43
Salaries/Benefits Total	324,976.96	321,519.43		0.00	321,519.43	0.00	0.00	321,519.43
Operating					-			
Supplies	12,020.00	4,075.00		0.00	4,075.00			4,075.00
Telephone	-	650.00		0.00	650.00			650.00
Advertising	-	6,125.00		0.00	6,125.00			6,125.00
Training and Education	2,500.00	3,670.00		0.00	3,670.00			3,670.00
R & M - Equipment	400.00	400.00		0.00	400.00			400.00
Operating Total	14,920.00	14,920.00		0.00	14,920.00	0.00	0.00	14,920.00
Department Total	339,896.96	336,439.43		0.00	336,439.43	0.00	0.00	336,439.43
crossfoot error / source test	-				-			
Total; Finance	**3,724,830.46**	**3,826,693.92**		**288,880.00**	**4,115,573.92**	**0.00**	**(91,125.00)**	**4,024,448.92**
crossfoot error / source test					-			-
Human Resources								
Salaries and Benefits								
Salaries	420,830.00	504,237.46		0.00	504,237.46			504,237.46
Benefits	155,273.14	199,480.96		0.00	199,480.96			199,480.96
Salaries/Benefits Total	576,103.14	703,718.42		0.00	703,718.42	0.00	0.00	703,718.42

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating					-			
Employee Physicals	0.00	57,000.00		0.00	57,000.00			57,000.00
Tuition				0.00	0.00			0.00
Supplies	29,500.00	28,650.00	(1) Legal fees - Union	0.00	29,150.00			29,150.00
Legal - Negotiate	0.00	30,000.00	(2) Legal Fees - EEO	0.00	30,000.00			30,000.00
Prof. Services - Other	113,000.00	27,000.00	(3) Police Promo. Exams	10,000.00	47,000.00			47,000.00
Employee Award/Incentive	-	-	(4) Fire Promo. Exams	10,000.00	0.00			0.00
Telephone	-	850.00	(5) Supplies - Civil Service Board	500.00	850.00			850.00
Special Projects	6,000.00	5,000.00	appropriation of $6K.	0.00	5,000.00			5,000.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Equipment	200.00	200.00		0.00	200.00			200.00
Contract Services	-	-	Additional Contract Services as needed	20,000.00	20,000.00			20,000.00
Operating Total	151,200.00	151,200.00		40,500.00	191,700.00	0.00	0.00	191,700.00
					-			
Department Total	727,303.14	854,918.42		40,500.00	895,418.42	0.00	0.00	895,418.42
crossfoot error / source test	-				-			-
Planning and Zoning								
Salaries and Benefits								
Salaries	985,195.00	896,280.87		0.00	896,280.87			896,280.87
			included in appropriation	0.00	0.00			0.00
			Hire Land Use/GIS Planner	0.00	0.00			0.00
Salaries- Comm. Devel. Administrator	-	102,036.65		0.00	102,036.65			102,036.65
Benefits	342,524.63	350,468.84	Bens. will increase per salary enhancement's	0.00	350,468.84	0.00		350,468.84
Salaries/Benefits Total	1,327,719.63	1,348,786.36		0.00	1,348,786.36	0.00	0.00	1,348,786.36
Operating					-			
Supplies	23,620.00	22,620.00	replace laptops	0.00	22,620.00			22,620.00
MD Historical Trust	-	0.00		0.00	0.00			0.00
Telephone	-	650.00		0.00	650.00			650.00
Training and Education	9,050.00	8,050.00	Prof. Licensure/Certification (CurrPl 1 of 1)	2,060.00	10,110.00			10,110.00
R & M - Equipment	2,190.00	2,190.00		0.00	2,190.00			2,190.00
Advertising			CDBG Legal Ads (CD 3 of 3)	1,000.00	1,000.00			1,000.00
Special Programs	50,000.00	50,000.00	CDBG Admin. (CD 2 of 3)	0.00	50,000.00			50,000.00
		0.00	Hist. Marker (Heritage) Comm. (HP 3 / 3)	5,000.00	5,000.00		(5,000.00)	0.00
Contract Services	65,500.00	28,000.00	Outer W. Zoning (Comp Plan #4)	0.00	28,000.00			28,000.00
		0.00	Hist. Preserv. Act Inventory (HP 1)	1,000.00	1,000.00		(1,000.00)	0.00
		0.00	Additional Funding; Arts; 12.5, Main Streets, 12.5	25,000.00	25,000.00			25,000.00
Operating Total	150,360.00	111,510.00		34,060.00	145,570.00	0.00	(6,000.00)	139,570.00
					-			
Department Total	1,478,079.63	1,460,296.36		34,060.00	1,494,356.36	0.00	(6,000.00)	1,488,356.36
crossfoot error / source test	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Central Services								
Salaries and Benefits								
Salaries	-	-						
Benefits	-	-	-					
Salaries/Benefits Total	-	-		0.00	-	0.00	0.00	-
Operating					-			
Supplies								
Education and Travel								
Contract Services								
Energy Efficiency	-	-						
Operating Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
					-			
Department Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
crossfoot error / source test	-				-			
TOTAL: GENERAL GOVERNMENT	8,830,574.96	9,208,825.33		639,960.00	9,848,785.33	0.00	(333,445.00)	9,515,340.33
crossfoot error / source test	-				-			-
PUBLIC SAFTEY AND HEALTH								
Police								
Salaries and Benefits								
Salaries	10,725,194.15	10,173,167.72	Automation Administrator	45,000.00	10,208,167.72		(45,000.00)	10,163,167.72
Attrition - (*Contra Expenditure*)	(700,000.00)	(700,000.00)	Manager Prof Standards- net change	0.00	(700,000.00)			(700,000.00)
			Special Projects Director ($100.2-$95.2)	0.00	0.00			0.00
			Admin Asst. (in comp & class for same $ amt)	0.00	0.00			0.00
			PCO II	0.00	0.00			0.00
			Hispanic Liaison (in comp & class for same $ amt)	0.00	0.00			0.00
			Reduce staffing from 116 to 113	(135,000.00)	(135,000.00)			(135,000.00)
Overtime	790,050.00	790,050.00	Salaries reduced - Overtime increased.	0.00	790,050.00			790,050.00
Differential	99,200.00	99,200.00	(3)- Deputy Prop. Maint. Inspector - to DNEP	(10,000.00)	99,200.00			99,200.00
Double-time	3,920.00	3,920.00	-	0.00	3,920.00			3,920.00
Benefits	3,290,944.05	3,529,703.17	Bens. will increase per salary enhancement's	(31,500.00)	3,498,203.17			3,498,203.17
Non-Salary Ins	-	0.00		0.00	0.00			0.00
Salaries/Benefits Total	14,209,308.20	13,896,040.89		(131,500.00)	13,764,540.89	0.00	(45,000.00)	13,719,540.89

	Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
	Operating					-			-
	Supplies								
	Supplies	446,710.00	163,460.00	Materials and Supplies - General	35,000.00	198,460.00		(35,000.00)	163,460.00
	Range/Armory		27,000.00	Armory Supplies	0.00	27,000.00			27,000.00
				K9 Dog	0.00	0.00			0.00
					0.00	0.00			0.00
	Clothing	-	190,000.00		0.00	190,000.00			190,000.00
	Fuel and Oil	-	168,750.00		0.00	168,750.00			168,750.00
	Prof. Srvc - Other	-	18,550.00		0.00	18,550.00			18,550.00
	Telephone	95,000.00	95,000.00		0.00	95,000.00			95,000.00
	Electricity	107,000.00	107,000.00		0.00	107,000.00			107,000.00
	Training and Education	42,100.00	42,100.00		0.00	42,100.00			42,100.00
	R & M - Bldgs and Structures	191,720.00	8,000.00		0.00	8,000.00			8,000.00
	R & M - Equipment	-	183,720.00	UPS	10,500.00	194,220.00		(10,500.00)	183,720.00
	Special Programs	27,500.00	0.00		0.00	0.00			0.00
	Rents and Leases	39,600.00	39,600.00		0.00	39,600.00			39,600.00
	Contract Services	250,550.00	250,550.00		0.00	250,550.00			250,550.00
	Fleet Replacement			Fleet Replacement Program	183,875.99	183,875.99		(31,999.80)	151,876.19
	Operating Total	1,200,180.00	1,293,730.00		229,375.99	1,523,105.99	0.00	(77,499.80)	1,445,606.19
						-			-
	Department Total	15,409,488.20	15,189,770.89		97,875.99	15,287,646.87	0.00	(122,499.80)	15,165,147.07
	crossfoot error / source test	-				-			-
Fire									
	Salaries and Benefits								
	Salaries	9,201,736.00	9,186,168.72		0.00	9,186,168.72			9,186,168.72
				FY2012 Comp & Class	0.00	0.00			0.00
	Attrition - (*Contra Expenditure*)	(366,673.62)	(366,106.34)	(1)- OT related to training new-hires	0.00	(366,106.34)			(366,106.34)
	Overtime	450,000.00	450,000.00	(9)- Reclass. of admin. Position	0.00	450,000.00			450,000.00
	Benefits	2,611,930.48	2,738,553.18	Benefits at 35% of salary	0.00	2,738,553.18			2,738,553.18
	Disability Insurance	-	65,000.00		0.00	65,000.00			65,000.00
	Salaries/Benefits Total	11,896,992.86	12,073,615.56		0.00	12,073,615.56	0.00	0.00	12,073,615.56
		-				-			-
	Operating								
	Supplies	377,430.00	200,000.00	(1) Uniforms & equipment for 8 new-hires	0.00	271,500.00			271,500.00
	Fire Protection Grant	-	0.00		0.00	0.00			0.00
	Clothing	-	60,730.00	(4) Replace Veh. Repeater System		60,730.00			60,730.00
	Fuel and Oil	-	150,000.00	(6) EMS & Fire supplies, maintain serv. level	71,500.00	150,000.00			150,000.00
	Telephone	0.00	30,000.00	reqs.		30,000.00			30,000.00
	Electricity	134,300.00	124,000.00	(8) Cell phones & wireless internet	4,000.00	129,200.00			129,200.00
	Training and Education	96,370.00	31,370.00	(11) Air cards, Fire Marshal laptops	1,200.00	31,370.00			31,370.00
	R & M - Bldgs and Structures	146,640.00	15,400.00	(5) Necessary training	0.00	15,400.00			15,400.00
	R & M - Equipment	-	163,240.00	(2) Fleet maintenance	45,000.00	251,740.00			251,740.00
	Rents and Leases	13,000.00	13,000.00	in FY14 CIP	0.00	13,000.00			13,000.00
	Appropriation to Volunteer Fire	-	-		0.00	0.00			0.00
	Capital Outlay			(4) Replace Veh. Repeater System	53,000.00	53,000.00			53,000.00

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
			(3) Equipment to meet Tiburon Dispatch reqs.	43,500.00	0.00			
Contract Services	108,100.00	88,100.00	(7)- Fire Protection Engineer	26,000.00	114,100.00			114,100.00
Fleet Replacement			Fleet Replacement Program	192,025.95	192,025.95		(32,362.13)	159,663.82
Operating Total	875,840.00	875,840.00		436,225.95	1,312,065.95	0.00	(32,362.13)	1,279,703.82
					-			-
Department Total	12,772,832.86	12,949,455.56		436,225.95	13,385,681.51	0.00	(32,362.13)	13,353,319.38
crossfoot error / source test	*(0.10)*				-			-
Emergency Preparedness and Risk Management								
Salaries and Benefits								
Salaries	152,729.11	167,785.47		0.00	167,785.47		17,154.53	184,940.00
			(3)- Appropriate GF $70,634 for Director	0.00	0.00			0.00
			(4)- Appropriate GF $47,757 for Trng...Otrch Coord	0.00	0.00			0.00
			(5)- Part-time contractual IT Specialist	0.00	0.00			0.00
Benefits				0.00	0.00			0.00
Benefits	64,784.66	74,107.76	Bens. will increase per salary enhancement's	0.00	74,107.76		3,087.82	77,195.58
Salaries/Benefits Total	217,513.77	241,893.23		0.00	241,893.23	0.00	20,242.35	262,135.58
Operating					-			-
Supplies	0.00	0.00	(1)- Appropriate Op Budget in General Fund	0.00	0.00			0.00
Terrorism XXVIII	-	0.00		0.00	0.00			0.00
Terrorism XLVI	-	0.00		0.00	0.00			0.00
Terrorism LVI	-	0.00		0.00	0.00			0.00
Terrorism LXVII	-	0.00		0.00	0.00			0.00
Terrorism LXVIII	-	0.00		0.00	0.00			0.00
Terrorism LXIX	-	0.00		0.00	0.00			0.00
Terrorism LXXII	-	0.00		0.00	0.00			0.00
Terrorism LXXIV	-	0.00		0.00	0.00			0.00
Terrorism LXXVIII	-	0.00		0.00	0.00			0.00
Terrorism LXXIX	-	0.00		0.00	0.00			0.00
Terrorism LXXXIII	-	0.00		0.00	0.00			0.00
Terrorism LXXXV	-	0.00		0.00	0.00			0.00
Training and Education				0.00	0.00			0.00
Training and Education		0.00		0.00	0.00			0.00
Contract Services		0.00		0.00	0.00			0.00
Capital Outlay		0.00		0.00	0.00			0.00
Operating Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
					-			-
Department Total	217,513.77	241,893.23		0.00	241,893.23	0.00	20,242.35	262,135.58
crossfoot error / source test	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
DNEP - *(Department of Neighborhood and Environmental Programs*								
Salaries and Benefits								
Salaries	1,522,610.51	1,500,153.48	Stormwater Engineer	60,000.00	1,607,339.41		(60,000.00)	1,547,339.41
		0.00	submitted by DNEP)	0.00	0.00			0.00
Overtime	-	5,000.00	Police	47,185.93	5,000.00		(47,185.93)	(42,185.93)
Benefits	564,782.59	619,711.81	Ben from conversion	37,515.08	657,226.88		(37,515.08)	619,711.81
Non-Salary Ins	-	-		0.00	0.00			0.00
Salaries/Benefits Total	2,087,393.10	2,124,865.29	0.00	144,701.01	2,269,566.29	0.00	(144,701.01)	2,124,865.29
					-			-
Operating								
Supplies	66,570.00	35,570.00		0.00	35,570.00			35,570.00
Fuel and Oil	-	13,000.00		0.00	13,000.00			13,000.00
Telephone	-	18,000.00		0.00	18,000.00			18,000.00
Training and Education	7,500.00	7,500.00		0.00	7,500.00			7,500.00
R & M - Equipment	3,600.00	3,600.00		0.00	3,600.00			3,600.00
Rents and Leases	5,450.00	5,450.00		0.00	5,450.00			5,450.00
Contract Services	83,050.00	35,050.00		0.00	35,050.00			35,050.00
Urban Forestry	-	38,000.00		0.00	38,000.00			38,000.00
Unsafe Structure Dem	-	10,000.00	Transfer to revolving fund	0.00	10,000.00			10,000.00
Energy Efficiency	-	0.00		0.00	0.00			0.00
Sea Level Rise II	-	0.00		0.00	0.00			0.00
Fleet Replacement			Fleet Replacement Program	24,240.00	24,240.00		(4,085.17)	20,154.83
Operating Total	166,170.00	166,170.00		24,240.00	190,410.00	0.00	(4,085.17)	186,324.83
					-			-
Department Total	2,253,563.10	2,291,035.29		168,941.01	2,459,976.29	0.00	(148,786.18)	2,311,190.12
crossfoot error / source test	-				-			-
TOTAL; PUBLIC SAFTEY & HEALTH	**30,653,397.93**	**30,672,154.97**		**703,042.94**	**31,375,197.91**	**0.00**	**(283,405.76)**	**31,091,792.15**
crossfoot error / source test	-				-			-
PUBLIC WORKS								
Administration								
Salaries and Benefits								
Salaries	498,677.00	498,674.66		0.00	498,674.66			498,674.66
Benefits	172,616.78	186,645.32	Bens. will increase per salary enhancement's	0.00	186,645.32			186,645.32
Salaries/Benefits Total	671,293.78	685,319.98		0.00	685,319.98	0.00	0.00	685,319.98

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating					-			-
Supplies	9,280.00	8,280.00		0.00	8,280.00			8,280.00
Fuel and Oil	-	1,000.00		0.00	1,000.00			1,000.00
Telephone	-	2,800.00	Admin. Radios (ADMIN1)	800.00	3,600.00			3,600.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Equipment	1,300.00	800.00		0.00	800.00			800.00
Contract Services	11,510.00	9,210.00		0.00	9,210.00			9,210.00
Fleet Replacement			Fleet Replacement Program	148,009.08	148,009.08		(24,943.97)	123,065.11
Operating Total	24,590.00	24,590.00		148,809.08	173,399.08	0.00	(24,943.97)	148,455.11
								-
Administration Total	**695,883.78**	**709,909.98**		**148,809.08**	**858,719.06**	**0.00**	**(24,943.97)**	**833,775.09**
crossfoot error / source test	-				-			-
Engineering & Construction								
Salaries and Benefits								
Salaries	508,112.00	543,551.26	CIP Engineer/manage CIP- funded part of CIP - Trsfr from CIP?	0.00	543,551.26			543,551.26
Benefits	184,971.46	208,743.91	Bens. will increase per salary enhancement's	0.00	208,743.91			208,743.91
Non-Salary Insurance	-	-		0.00	0.00			0.00
Salaries/Benefits Total	693,083.46	752,295.17		0.00	752,295.17	0.00	0.00	752,295.17
Operating					-			-
Supplies	21,970.00	19,170.00		0.00	19,170.00			19,170.00
Fuel and Oil	-	2,800.00		0.00	2,800.00			2,800.00
Telephone	-	4,000.00		0.00	4,000.00			4,000.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Equipment	4,500.00	4,500.00		0.00	4,500.00			4,500.00
Contract Services	56,660.00	52,660.00		0.00	52,660.00			52,660.00
Operating Total	85,630.00	85,630.00		0.00	85,630.00	0.00	0.00	85,630.00
								-
Engineering & Construction Total	**778,713.46**	**837,925.17**		**0.00**	**837,925.17**	**0.00**	**0.00**	**837,925.17**
crossfoot error / source test	-				-			-
Roadways								
Salaries and Benefits								
Salaries	1,233,466.00	1,223,100.64	PT employee pool- based on historical activity	81,099.36	1,304,200.00		(81,099.36)	1,223,100.64
Overtime	-	75,920.00		0.00	75,920.00			75,920.00
Attrition *(Contra Expenditure)*	(50,000.00)	(50,000.00)		0.00	(50,000.00)			(50,000.00)
Benefits	550,740.02	605,718.56	Bens. will increase per salary enhancement's	21,416.44	627,135.00		(21,416.44)	605,718.56
Non-Salary Insurance	-	-		0.00	0.00			0.00
Salaries/Benefits Total	1,734,206.02	1,854,739.20		102,515.80	1,957,255.00	0.00	(102,515.80)	1,854,739.20

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating		0.00			-			-
Supplies	162,010.00	99,730.00	Radios	0.00	99,730.00			99,730.00
Fuel and Oil	-	60,000.00		0.00	60,000.00			60,000.00
Telephone	-	2,280.00		0.00	2,280.00			2,280.00
Electricity - Street Light	582,500.00	582,500.00		0.00	582,500.00			582,500.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Street	207,570.00	110,010.00		0.00	110,010.00			110,010.00
R & M - Equipment	-	97,560.00		0.00	97,560.00			97,560.00
Contract Services	30,600.00	30,600.00		0.00	30,600.00			30,600.00
Capital			Generator, Mowers- via fleet replacement / capital	0.00	0.00			0.00
Operating Total	985,180.00	985,180.00		0.00	985,180.00	0.00	0.00	985,180.00
					-			-
Roadways Total	**2,719,386.02**	**2,839,919.20**		**102,515.80**	**2,942,435.00**	**0.00**	**(102,515.80)**	**2,839,919.20**
crossfoot error / source test	-				-			-
Traffic Control and Maintenance								
Salaries and Benefits								
Salaries	188,183.00	143,076.16		0.00	143,076.16			143,076.16
Overtime	-	2,810.00		0.00	2,810.00			2,810.00
Benefits	72,683.47	68,947.94	Bens. will increase per salary enhancement's	0.00	68,947.94			68,947.94
Salaries/Benefits Total	260,866.47	214,834.10		0.00	214,834.10	0.00	0.00	214,834.10
Operating					-			-
Supplies	28,840.00	21,980.00	flags ($2,500), curb paint ($10k),	12,500.00	34,480.00		(12,500.00)	21,980.00
Fuel and Oil	-	6,500.00		0.00	6,500.00			6,500.00
Telephone	-	360.00		0.00	360.00			360.00
Training and Education	5,800.00	5,800.00		0.00	5,800.00			5,800.00
R & M - Equipment	18,890.00	18,890.00	Radios	600.00	19,490.00			19,490.00
Capital Outlay	-	0.00	Battery backup - funded by CIP	0.00	0.00			0.00
Contract Services	12,300.00	12,300.00		0.00	12,300.00			12,300.00
Operating Total	65,830.00	65,830.00		13,100.00	78,930.00	0.00	(12,500.00)	66,430.00
					-			-
Traffic Control Total	**326,696.47**	**280,664.10**		**13,100.00**	**293,764.10**	**0.00**	**(12,500.00)**	**281,264.10**
crossfoot error / source test	-				-			-
Snow & Ice Removal								
Salaries and Benefits								
Salaries	38,350.00	0.00		0.00	0.00			0.00
Overtime	-	38,350.00		0.00	38,350.00			38,350.00
Benefits	8,544.05	0.00		0.00	0.00			0.00
Salaries/Benefits Total	46,894.05	38,350.00		0.00	38,350.00	0.00	0.00	38,350.00

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating					-			-
Supplies	20,880.00	15,880.00		0.00	15,880.00			15,880.00
Fuel and Oil	-	5,000.00		0.00	5,000.00			5,000.00
R & M - Equipment	5,950.00	5,950.00		0.00	5,950.00			5,950.00
Contract Services	22,970.00	22,970.00		0.00	22,970.00			22,970.00
Operating Total	49,800.00	49,800.00		0.00	49,800.00	0.00	0.00	49,800.00
					-	-		-
Snow and Ice Total	**96,694.05**	**88,150.00**		**0.00**	**88,150.00**	**0.00**	**0.00**	**88,150.00**
crossfoot error / source test	-				-			-
Fleet Maintenance Center								
Salaries and Benefits								
Salaries	192,001.00	287,822.21		0.00	287,822.21			287,822.21
Overtime	-	15,360.00		0.00	15,360.00			15,360.00
Benefits	94,039.38	129,059.28		0.00	129,059.28			129,059.28
Non-Salary Insurance	-	0.00		0.00	0.00			0.00
Salaries/Benefits Total	286,040.38	432,241.49		0.00	432,241.49	0.00	0.00	432,241.49
Operating					-			-
Supplies	21,930.00	11,710.00		0.00	11,710.00			11,710.00
Equipment				0.00	0.00			0.00
Fuel and Oil	-	9,500.00		0.00	9,500.00			9,500.00
Telephone	6,100.00	6,820.00		0.00	6,820.00			6,820.00
Electricity	55,000.00	55,000.00		0.00	55,000.00			55,000.00
Training and Education	500.00	500.00		0.00	500.00			500.00
R & M - Bldgs and Structures	14,930.00	10,780.00		0.00	10,780.00			10,780.00
R & M - Equipment	-	4,150.00	Radio and Air-time (FMC2)	600.00	4,750.00			4,750.00
Contract Services	8,170.00	8,170.00		0.00	8,170.00			8,170.00
Fixed Asset Purchases			Generator, radios (FMC1) - fund this via CIP	0.00	0.00			0.00
Operating Total	106,630.00	106,630.00		600.00	107,230.00	0.00	0.00	107,230.00
Fleet Maintenance Total	**392,670.38**	**538,871.49**		**600.00**	**539,471.49**	**0.00**	**0.00**	**539,471.49**
crossfoot error / source test	-	-			-			-
General Govt Buildings (Bldgs & Maint.)								
Salaries and Benefits								
Salaries	221,919.70	198,749.21	Reallocate to Market House.	0.00	198,749.21		36,051.11	234,800.32
			Conv to Facil Maint. Tech 2 & Facil Maint. Tech 3	0.00	0.00			0.00
Overtime	-	0.00	Emergency Services	0.00	0.00			0.00
Benefits	80,199.72	81,403.31		0.00	81,403.31		19,489.20	100,892.51
Non-Salary Insurance	-	0.00	Decrease in benefits- due to payroll re-allocation	0.00	0.00			0.00
Salaries/Benefits Total	302,119.42	280,152.52		0.00	280,152.52	0.00	55,540.31	335,692.83

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating					-			-
Supplies	12,180.00	10,180.00		0.00	10,180.00			10,180.00
Fuel and Oil	-	2,000.00		0.00	2,000.00			2,000.00
Telephone	144,000.00	66,000.00		0.00	66,000.00			66,000.00
Electricity	0.00	78,000.00		0.00	78,000.00			78,000.00
R & M - Bldgs and Structures	262,060.00	229,060.00		0.00	229,060.00			229,060.00
R & M - Equipment	-	3,000.00		0.00	3,000.00			3,000.00
Rents and Leases	461,414.00	461,414.00		0.00	461,414.00			461,414.00
Contract Services	284,570.00	344,446.85	Maintenance and airtime	200.00	344,646.85			344,646.85
Operating Total	1,164,224.00	1,194,100.85		200.00	1,194,300.85	0.00	0.00	1,194,300.85
					-			-
Government Buildings Total	**1,466,343.42**	**1,474,253.37**		**200.00**	**1,474,453.37**	**0.00**	**55,540.31**	**1,529,993.68**
crossfoot error / source test	-				-			-
TOTAL; PUBLIC WORKS	**6,476,387.58**	**6,769,693.30**		**265,224.88**	**7,034,918.18**	**0.00**	**(84,419.46)**	**6,950,498.72**
	-			(0.00)	-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
RECREATION & PARKS								
Administration								
Salaries and Benefits								
Salaries	774,906.00	1,246,648.00		0.00	1,246,648.00			1,246,648.00
Attrition *(Contra Expenditure)*	(29,496.98)	(50,000.00)		0.00	(50,000.00)			(50,000.00)
Overtime	-	20,000.00		0.00	20,000.00			20,000.00
Benefits	412,134.15	644,190.90		0.00	644,190.90			644,190.90
Non-Salary Insurance	-	0.00		0.00	0.00			0.00
Salaries/Benefits Total	1,157,543.17	1,860,838.90		0.00	1,860,838.90	0.00	0.00	1,860,838.90
Operating					-			-
Supplies								
Supplies	90,000.00	74,000.00	Radios- 800MHz	3,900.00	77,900.00			77,900.00
Stanton Center	-	0.00		0.00	0.00			0.00
Achieve Community	-	0.00		0.00	0.00			0.00
Fuel and Oil	-	16,000.00		0.00	16,000.00			16,000.00
Prof Srvc - Other	-	40,000.00		0.00	40,000.00			40,000.00
Telephone	14,000.00	14,000.00		0.00	14,000.00			14,000.00
Electricity	62,000.00	62,000.00		0.00	62,000.00			62,000.00
Annapolis Trail	-	0.00		0.00	0.00			0.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Bldgs and Structures	186,870.00	166,870.00		0.00	166,870.00			166,870.00
R & M - Equipment	-	15,000.00	Whitmore Park maint	10,000.00	25,000.00		(10,000.00)	15,000.00
Progs and Activities	128,020.00	118,020.00	offset $30k for arts in public places	0.00	118,020.00			118,020.00
Rents and Leases	1,330.00	1,330.00		0.00	1,330.00			1,330.00
Contract Services		0.00		0.00	0.00			0.00
Contract Services	114,030.00	114,030.00	Includes 20,000 for AIPPC	0.00	114,030.00			114,030.00
Achieve Community	-	0.00		0.00	0.00			0.00
Capital Outlay (USJ Congress)	0.00	0.00		0.00	0.00			0.00
Fleet Replacement				39,199.59	39,199.59		(6,609.64)	32,589.95
Operating Total	598,750.00	623,750.00		53,099.59	676,849.59	0.00	(16,609.64)	660,239.95
					-			-
Administration Total	**1,756,293.17**	**2,484,588.90**		**53,099.59**	**2,537,688.48**	**0.00**	**(16,609.64)**	**2,521,078.84**
crossfoot error / source test	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Pip Moyer Recreation Center Ops								
Salaries and Benefits								
Salaries	1,385,345.18	910,967.00	Account Clerk - Contract Services	45,000.00	955,967.00		(45,000.00)	910,967.00
Overtime	-	0.00		0.00	0.00			0.00
Attrition *(Contra Expenditure)*	-	0.00		0.00	0.00			0.00
Benefits	411,169.32	283,787.85		15,750.00	299,537.85		(15,750.00)	283,787.85
Salaries/Benefits Total	1,796,514.50	1,194,754.85		60,750.00	1,255,504.85	0.00	(60,750.00)	1,194,754.85
Operating					-			-
Supplies	111,700.00	90,000.00		0.00	90,000.00			90,000.00
Professional Services - Other	160,000.00	110,000.00	offset $30k for arts in public places	0.00	110,000.00			110,000.00
Telephone	0.00	10,000.00		0.00	10,000.00			10,000.00
Electricity	161,000.00	161,000.00		0.00	161,000.00			161,000.00
R & M - Bldgs and Structures	25,000.00	25,000.00		0.00	25,000.00			25,000.00
Rents and Leases	15,000.00	15,000.00		0.00	15,000.00			15,000.00
Operating Total	472,700.00	411,000.00		0.00	411,000.00	0.00	0.00	411,000.00
					-			-
Pip Moyer Center Total	2,269,214.50	1,605,754.85		60,750.00	1,666,504.85	0.00	(60,750.00)	1,605,754.85
crossfoot error / source test	-				-			-
TOTAL; RECREATION	**4,025,507.67**	**4,090,343.75**		**113,849.59**	**4,204,193.33**	**0.00**	**(77,359.64)**	**4,126,833.69**
	-				-			-
Total; General Fund before Non-Allo.	**49,985,868.14**	**50,741,017.35**		**1,722,077.40**	**52,463,094.75**	**0.00**	**(778,629.86)**	**51,684,464.89**
	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
NON ALLOCATED EXPENDITURES								
Contributions								
Community Grants	205,000.00	205,000.00	Increase to $300K	0.00	205,000.00	45,000.00		250,000.00
Main Street and Arts District			P&Z	0.00	0.00			0.00
Art in Public Places	-	20,000.00	.1 of 1% of General Fund Revenues	0.00	20,000.00			20,000.00
Private Capital Projects		0.00	Maryland Hall $25k, Sailing Foundation (25K)	50,000.00	50,000.00			50,000.00
Debt Service	4,021,627.00	0.00		0.00	0.00			0.00
Long-Term Debt		1,171,080.00		0.00	1,171,080.00			1,171,080.00
Interest Expense		2,382,600.00		0.00	2,382,600.00			2,382,600.00
Principle Paydown		0.00		0.00	0.00			0.00
Short-Term Debt		0.00		0.00	0.00			0.00
Interest Expense	60,208.33	60,000.00		0.00	60,000.00			60,000.00
Principle Paydown		0.00		0.00	0.00			0.00
Other Financing Uses: subsidies and transfers		0.00	0.001	0.00	0.00			0.00
To Water Enterprise Fund		0.00		0.00	0.00			0.00
To Wastewater Enterprise Fund		0.00		0.00	0.00			0.00
To Dock Fund		0.00		0.00	0.00			0.00
To Stormwater Fund		0.00		0.00	0.00			0.00
To Refuse Fund		0.00		0.00	0.00			0.00
To Off-Street Parking Fund		0.00		0.00	0.00			0.00
To Transportation Fund	1,797,683.54	4,577,562.77		0.00	4,577,562.77	(1,416,125.00)	(861,437.77)	2,300,000.00
To Market House Fund	142,581.74	0.00		0.00	0.00			0.00
To Capital Projects Fund		0.00		0.00	0.00			0.00
To Sidewalk Fund				600,000.00	600,000.00		(322,556.08)	277,443.92
Contingency Reserve	250,000.00	400,000.00		0.00	400,000.00			400,000.00
Fuel Contingency	200,000.00	0.00		0.00	0.00			0.00
Fleet Replacement Program	300,000.00	0.00		0.00	0.00			0.00
General Liability Insurance	654,042.04	828,819.42		0.00	828,819.42			828,819.42
Police and Fire Pension Contribution		0.00	Police and Fire Contribution at 4% / per JC	741,000.42	741,000.42		833,999.58	1,575,000.00
OPEB		0.00		0.00	0.00		675,000.00	675,000.00
Employee Conversions		0.00	Employee conversions estimate / per JC	275,000.00	275,000.00		(132,377.00)	142,623.00
Furlough Impact		0.00	*(review w/ Paul R.)*	662,773.67	662,773.67			662,773.67
Transfers to Restricted Fund Balances	3,635,860.00	0.00	Increase fund balance	0.00	0.00			0.00
TOTAL; NON-ALLOCATED	11,267,002.65	9,645,062.20		2,328,774.08	11,973,836.28	(1,371,125.00)	192,628.73	10,795,340.01
					-			-
TOTAL; GENERAL FUND	**61,252,870.79**	**60,386,079.55**		**4,050,851.48**	**64,436,931.03**	**(1,371,125.00)**	**(586,001.13)**	**62,479,804.90**
	-				-			(0.00)
PROJECTED SURPLUS	**5,429,093.21**	**6,356,085.25**		**(2,426,851.48)**	**3,929,233.77**	**1,571,125.00**	**(1,111,998.87)**	**4,388,359.90**
					0.00			(0.00)

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
WATER FUND								
Revenues								
Water Charges								
Service Charges	7,200,900.00	7,344,918.00		0.00	7,344,918.00			7,344,918.00
Penalties	55,000.00	56,100.00		0.00	56,100.00			56,100.00
Miscellaneous	40,000.00	40,800.00		0.00	40,800.00			40,800.00
New Connections	50,000.00	51,000.00		0.00	51,000.00			51,000.00
Subtotal	7,345,900.00	7,492,818.00		0.00	7,492,818.00	0.00	0.00	7,492,818.00
Capital Facilities					-			
Current Year	265,000.00	265,000.00		0.00	265,000.00			265,000.00
Interest	3,000.00	3,000.00		0.00	3,000.00			3,000.00
Capital Facility Charges	132,000.00	132,000.00		0.00	132,000.00			132,000.00
Subtotal	400,000.00	400,000.00		0.00	400,000.00	0.00	0.00	400,000.00
Money and Property					-			
Interest Earnings: GO Bonds	0.00	0.00		0.00	0.00			0.00
Rents & Conces'ns (rental income)	50,000.00	55,000.00		0.00	55,000.00			55,000.00
Subtotal	50,000.00	55,000.00		0.00	55,000.00	0.00	0.00	55,000.00
Other Financing Sources					-			
Non-Operating Revenue Adj.	0.00			0.00	0.00			0.00
Trsfr from Sewer	-			0.00	0.00			0.00
Trsfr from Capital Projects	-			0.00	0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Water Fund Revenues	7,795,900.00	7,947,818.00		0.00	7,947,818.00	0.00	0.00	7,947,818.00
crossfoot error / source test	-				-			-
Expenditures								
Water Plant								
Salaries and Benefits								
Salaries	756,926.00	788,813.45		0.00	788,813.45			788,813.45
Overtime	84,103.00	84,000.00		0.00	84,000.00			84,000.00
Double-time	0.00			0.00	0.00			0.00
Benefits	320,658.35	355,473.00	Bens. will increase per salary enhancement's	0.00	355,473.00			355,473.00
Salaries/Benefits Total	1,161,687.35	1,228,286.45		0.00	1,228,286.45	0.00	0.00	1,228,286.45
Operating					-			
Supplies	232,610.00	228,110.00		0.00	228,110.00			228,110.00
Fuel and Oil	-	4,500.00		0.00	4,500.00			4,500.00
Telephone	3,800.00	3,800.00		0.00	3,800.00			3,800.00
Electricity	321,200.00	321,200.00		0.00	321,200.00			321,200.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Bldgs and Structures	152,570.00	65,600.00	Water Tank Maint. (WP1) - via capital	200,000.00	265,600.00			265,600.00
R & M - Equipment	-	86,970.00		0.00	86,970.00			86,970.00
Contract Services	54,050.00	54,050.00	Radios (WP2)	1,000.00	55,050.00			55,050.00
Operating Total	766,730.00	766,730.00		201,000.00	967,730.00	0.00	0.00	967,730.00
					-			
Total; Water Plant	**1,928,417.35**	**1,995,016.45**		**201,000.00**	**2,196,016.45**	**0.00**	**0.00**	**2,196,016.45**
crossfoot error / source test	-				-			

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Water Distribution								
Salaries and Benefits								
Salaries	821,993.00	769,216.96		0.00	769,216.96			769,216.96
Overtime	-	25,000.00	E-2: 25,376: Overtime (Water1)	25,376.00	50,376.00			50,376.00
Benefits	336,922.58	348,479.39	Bens. will increase per salary enhancement's	0.00	348,479.39			348,479.39
Salaries/Benefits Total	1,158,915.58	1,142,696.35		25,376.00	1,168,072.35	0.00	0.00	1,168,072.35
Operating								
Supplies	118,270.00	91,270.00		0.00	91,270.00			91,270.00
Fuel and Oil	-	27,000.00		0.00	27,000.00			27,000.00
Telephone	1,000.00	1,000.00		0.00	1,000.00			1,000.00
Electricity	8,000.00	8,000.00		0.00	8,000.00			8,000.00
Training and Education	2,380.00	2,380.00		0.00	2,380.00			2,380.00
R & M - Bldgs and Structures	208,660.00	2,120.00		0.00	2,120.00			2,120.00
R & M - Utility Lines	-	68,740.00		0.00	68,740.00			68,740.00
R & M - Equipment	-	86,770.00		0.00	86,770.00			86,770.00
R & M - Maintenance Program	-	51,030.00		0.00	51,030.00			51,030.00
Contract Services	9,220.00	11,011.00	Radios (Water2)	1,791.00	12,802.00			12,802.00
Fleet Replacement			Fleet Replacement	93,425.09	93,425.09			93,425.09
Operating Total	347,530.00	349,321.00		95,216.09	444,537.09	0.00	0.00	444,537.09
Total; Water Distribution	**1,506,445.58**	**1,492,017.35**		**120,592.09**	**1,612,609.44**	**0.00**	**0.00**	**1,612,609.44**
crossfoot error / source test	-				-			
Non Allocated Expenses								
Debt								
Bond Principal (GO Bonds)	365,066.00	361,100.00		0.00	361,100.00			361,100.00
Bond Interest (GO Bonds)	359,340.00	504,400.00		0.00	504,400.00			504,400.00
GO Bond Interest Cap	-	-		0.00	0.00			0.00
Gain/Loss Refunding	-			0.00	0.00			0.00
Subtotal	724,406.00	865,500.00		0.00	865,500.00	0.00	0.00	865,500.00
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	474,010.00	474,010.00		0.00	474,010.00			474,010.00
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Subtotal	474,010.00	474,010.00		0.00	474,010.00	0.00	0.00	474,010.00
Interfund Allocations					-			
Administrative Indirect Charges	516,000.01	880,495.12		0.00	880,495.12			880,495.12
Admin Charges - Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance	164,960.35	108,426.31		0.00	108,426.31			108,426.31
Furlough Impact		0.00	*(review w/ Paul R.)*	34,096.12	34,096.12			34,096.12
Trsf to General	1,700,000.00	1,631,512.92		0.00	1,631,512.92			1,631,512.92
Trsf to Capital Projects	0.00	120,000.00		0.00	120,000.00			120,000.00
Subtotal	2,380,960.36	2,740,434.36		34,096.12	2,774,530.47	0.00	0.00	2,774,530.47
Non-Allocated Total	3,579,376.36	4,079,944.36		34,096.12	4,114,040.47	0.00	0.00	4,114,040.47
crossfoot error / source test	-				-			
Total Water Fund Expenditures	7,014,239.29	7,566,978.15		355,688.21	7,922,666.36	0.00	0.00	7,922,666.36
crossfoot error / source test	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Projected Surplus <Deficit>	**781,660.71**	**380,839.85**		**(355,688.21)**	**25,151.64**	**0.00**	**0.00**	**25,151.64**
crossfoot error / source test	0				*0.00*			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
WASTEWATER FUND								
Revenues								
Licenses and Permits								
Other Non-Bus. (Wastewtr Dischrg)	0.00	75,000.00			75,000.00			75,000.00
Sewer Charges					-			
Service Charges	6,487,400.00	7,057,148.00	Naval Academy??		7,057,148.00			7,057,148.00
Penalties	60,000.00	60,000.00			60,000.00			60,000.00
Miscellaneous	10,000.00	10,000.00			10,000.00			10,000.00
New Connections	50,000.00	50,000.00			50,000.00			50,000.00
Subtotal	6,607,400.00	7,177,148.00		0.00	7,177,148.00	0.00	0.00	7,177,148.00
Capital Facilities					-			
Current Year	-	260,000.00			260,000.00			260,000.00
Interest	0.00	3,000.00			3,000.00			3,000.00
Capital Facility Charges	400,000.00	137,000.00			137,000.00			137,000.00
Subtotal	400,000.00	400,000.00		0.00	400,000.00	0.00	0.00	400,000.00
Money and Property					-			
Interest (GO Bonds)	-	0.00			0.00			0.00
Contributions Other	-	0.00			0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Other Financing Sources					-			
Internal Admin Accts		0.00			0.00			0.00
Trsfr from Capital Projects		0.00			0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
					-			
Total Sewer Fund Revenue	7,007,400.00	7,652,148.00		0.00	7,652,148.00	0.00	0.00	7,652,148.00
crossfoot error / source test	-				-			-
Expenditures								
Water Reclamation Facility								
Contract Services	3,100,000.00	3,100,000.00			3,100,000.00			3,100,000.00
					-			
Wastewater Collection								
Salaries and Benefits								
Salaries	315,005.00	328,557.00		0.00	328,557.00			328,557.00
Overtime	-	31,500.00	E-2: 3,700: Overtime (Wastewater1)	3,700.00	35,200.00			35,200.00
Double-time	-			0.00	0.00			0.00
Benefits	121,443.61	153,984.83	Bens. will increase per salary enhancement's	0.00	153,984.83			153,984.83
Salaries/Benefits Total	436,448.61	514,041.83		3,700.00	517,741.83	0.00	0.00	517,741.83

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Operating					-			
Supplies	56,430.00	38,430.00		0.00	38,430.00			38,430.00
Fuel and Oil	-	18,000.00		0.00	18,000.00			18,000.00
Telephone	29,000.00	29,000.00		0.00	29,000.00			29,000.00
Electricity	150,000.00	150,000.00		0.00	150,000.00			150,000.00
Training and Education	2,500.00	2,500.00		0.00	2,500.00			2,500.00
R & M - Bldgs and Structures	211,520.00	87,020.00		0.00	87,020.00			87,020.00
R & M - Utility Lines	-	61,400.00		0.00	61,400.00			61,400.00
R & M - Equipment	-	11,420.00		0.00	11,420.00			11,420.00
R & M - Maintenance Program	-	51,680.00		0.00	51,680.00			51,680.00
Contract Services	90,990.00	90,990.00	Radios enhancement request of $995	995.00	91,985.00			91,985.00
Fleet Replacement				77,360.25	77,360.25			77,360.25
Operating Total	540,440.00	540,440.00		78,355.25	618,795.25	0.00	0.00	618,795.25
Total; Wastewater Collection	**976,888.61**	**1,054,481.83**		**82,055.25**	**1,136,537.08**	**0.00**	**0.00**	**1,136,537.08**
Non Allocated Expenses								
Debt								
Bond Principal (GO Bonds)	359,658.50	379,946.96		0.00	379,946.96			379,946.96
Capital Leases	51,289.57	52,000.00		0.00	52,000.00			52,000.00
State Loan	96,403.81	100,000.00		0.00	100,000.00			100,000.00
Bond Interest (GO Bonds)	472,674.12	219,729.62		0.00	219,729.62			219,729.62
GO Bond Interest Cap				0.00	0.00			0.00
Capital Leases	4,670.00	4,700.00		0.00	4,700.00			4,700.00
State Loan	12,670.00	12,700.00		0.00	12,700.00			12,700.00
Debt Admin. (Misc Svcs & Chrgs)	5,960.00	5,500.00		0.00	5,500.00			5,500.00
Gain/Loss Refunding		0.00		0.00	0.00			0.00
Debt Total	1,003,326.00	774,576.58		0.00	774,576.58	0.00	0.00	774,576.58
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	631,970.00	631,970.00		0.00	631,970.00			631,970.00
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Subtotal	631,970.00	631,970.00		0.00	631,970.00	0.00	0.00	631,970.00
Interfund Allocations					-			
Administrative Indirect Charges	610,859.22	870,816.67		0.00	870,816.67			870,816.67
Furlough Impact		0.00	*(review w/ Paul R.)*	7,284.24	7,284.24			7,284.24
Admin Charge-Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance	165,271.74	124,840.34		0.00	124,840.34			124,840.34
Trsfr to Water	-			0.00	0.00			0.00
Trsf to General	451,600.00	300,000.00		0.00	300,000.00			300,000.00
Subtotal	1,227,730.96	1,295,657.01		7,284.24	1,302,941.24	0.00	0.00	1,302,941.24
Non-allocated Total	2,863,026.96	2,702,203.59		7,284.24	2,709,487.82	0.00	0.00	2,709,487.82
					-			
Total Sewer Fund Expenditures	6,939,915.57	6,856,685.41		89,339.49	6,946,024.90	0.00	0.00	6,946,024.90
Projected Surplus <Deficit>	**67,484.43**	**795,462.59**		**(89,339.49)**	**706,123.10**	**0.00**	**0.00**	**706,123.10**

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
	(0.00)				-			-
PARKING FUND								
Revenues								
Street Parking Charges								
Parking	700,000.00	675,000.00	Doubling the street rate from 1 to 2	0.00	675,000.00	500,000.00		1,175,000.00
Roadways (Parking Meters)	825,000.00	850,000.00		0.00	850,000.00			850,000.00
Off Parking Charges Total	1,525,000.00	1,525,000.00		0.00	1,525,000.00	500,000.00	0.00	2,025,000.00
Off Street Parking Charges					-			
State Circulator			State Contract	0.00	0.00			0.00
Hillman Garage	1,512,000.00	1,700,000.00	New garage mgmt vendor - included in rev	0.00	1,700,000.00			1,700,000.00
Gott's Court	1,773,000.00	1,100,000.00	New garage mgmt vendor - included in rev	0.00	1,100,000.00			1,100,000.00
South Street	96,000.00	90,000.00	New garage mgmt vendor - included in rev	0.00	90,000.00			90,000.00
Larkin Street	69,000.00	100,000.00	New garage mgmt vendor - included in rev	0.00	100,000.00			100,000.00
Knighton Garage	200,000.00	180,000.00	New garage mgmt vendor - included in rev	0.00	180,000.00			180,000.00
Miscellaneous	0.00	-		0.00	0.00			0.00
Special Proj. (increase in garage parking rate)	0.00	0.00	Proposed rate of $1.00/vehicle	0.00	0.00			0.00
Off Parking Charges Total	3,650,000.00	3,170,000.00	New garage mgmt vendor	0.00	3,170,000.00	0.00	0.00	3,170,000.00
Money and Property					-			
Interest Earnings								
Savings Accounts	0.00			0.00	0.00			0.00
GO Bonds	0.00			0.00	0.00			0.00
Money and Property Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
					-			
Total Off Street Parking Revenue	5,175,000.00	4,695,000.00		0.00	4,695,000.00	500,000.00	0.00	5,195,000.00
crossfoot error / source test	-				-			-
Expenditures								
Parking Garages								
Hillman								
Supplies	2,000.00	2,000.00		0.00	2,000.00			2,000.00
Prof Srvc - Other	388,000.00	388,000.00	change per new agreement	0.00	388,000.00	73,579.00		461,579.00
Electricity	47,000.00	47,000.00		0.00	47,000.00			47,000.00
R & M - Bldgs and Structures	41,510.00	41,510.00		0.00	41,510.00			41,510.00
Subtotal	478,510.00	478,510.00		0.00	478,510.00	73,579.00	0.00	552,089.00
Gott's Court					-			
Supplies	1,450.00	1,450.00		0.00	1,450.00			1,450.00
Prof Srvc - Other	326,870.00	326,870.00	change per new agreement	0.00	326,870.00	100,834.00		427,704.00
Electricity	49,300.00	49,300.00		0.00	49,300.00			49,300.00
R & M - Bldgs and Structures	16,910.00	16,910.00		0.00	16,910.00			16,910.00
Subtotal	394,530.00	394,530.00		0.00	394,530.00	100,834.00	0.00	495,364.00

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Knighton					-			
Supplies	1,500.00	1,500.00		0.00	1,500.00			1,500.00
Prof Srvc - Other	262,710.00	262,710.00	change per new agreement	0.00	262,710.00	27,310.00		290,020.00
Electricity	37,600.00	37,600.00		0.00	37,600.00			37,600.00
Capital Outlay				0.00	0.00			0.00
R & M - Bldgs and Structures	5,000.00	5,000.00		0.00	5,000.00			5,000.00
Subtotal	306,810.00	306,810.00		0.00	306,810.00	27,310.00	0.00	334,120.00
Park Place					-			
Electricity	-			0.00	0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Parking Lots					-			
Supplies	840.00	840.00		0.00	840.00			840.00
Prof Srvc - Other	45,490.00	45,490.00	change per new agreement	0.00	45,490.00	96,299.00		141,789.00
Electricity	8,300.00	8,300.00		0.00	8,300.00			8,300.00
Capital Outlay	-			0.00	0.00			0.00
Subtotal	54,630.00	54,630.00		0.00	54,630.00	96,299.00	0.00	150,929.00
Total OSP Operating	1,234,480.00	1,234,480.00	Based on projections from new garage management vendor	0.00	1,234,480.00	298,022.00	0.00	1,532,502.00
					-			-
Non Allocated Expenses								
Debt								
Bond Principal (GO Bonds)	179,327.50	98,184.11		0.00	98,184.11			98,184.11
Bond Interest (GO Bonds)	359,412.50	298,465.44		0.00	298,465.44			298,465.44
Bond Interest Cap				0.00	0.00			0.00
Gain/loss refunding	-			0.00	0.00			0.00
Subtotal	538,740.00	396,649.55		0.00	396,649.55	0.00	0.00	396,649.55
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	413,940.00	413,940.00		0.00	413,940.00			413,940.00
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Subtotal	413,940.00	413,940.00		0.00	413,940.00	0.00	0.00	413,940.00
Interfund Allocations					-			
Administrative Indirect Charges	184,882.02	257,487.84		0.00	257,487.84			257,487.84
Admin Charge-Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance	140,408.64	77,119.50		0.00	77,119.50			77,119.50
Vehicle Replace. and Maint.				0.00	0.00			0.00
Subsidy to transport	-			0.00	0.00			0.00
Trsf to General	1,100,000.00	2,300,000.00		0.00	2,300,000.00	200,000.00		2,500,000.00
Subtotal	1,425,290.66	2,634,607.34		0.00	2,634,607.34	200,000.00	0.00	2,834,607.34
Total Non Allocated	2,377,970.66	3,445,196.89		0.00	3,445,196.89	200,000.00	0.00	3,645,196.89
Total Parking Expenditures	**3,612,450.66**	**4,679,676.89**		**0.00**	**4,679,676.89**	**498,022.00**	**0.00**	**5,177,698.89**
crossfoot error / source test	-				-			-
Projected Surplus <Deficit>	**1,562,549.34**	**15,323.11**		**0.00**	**15,323.11**	**1,978.00**	**0.00**	**17,301.11**

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
crossfoot error / source test	-				-			-
TRANSPORTATION FUND								
Revenues								
Transportation Charges								
Charges for Service								
Cash	768,000.00	700,000.00	revenue	0.00	700,000.00			700,000.00
Special - State	410,000.00	280,000.00	Incl with prkng for state emply - incld in rev	0.00	280,000.00			280,000.00
Tokens and Tickets	25,000.00	25,000.00		0.00	25,000.00			25,000.00
Advertising	260,000.00	300,000.00	revenue	0.00	300,000.00			300,000.00
Taxi Permits	25,000.00	25,000.00		0.00	25,000.00			25,000.00
Miscellaneous				0.00	0.00			0.00
Greyhound Revenue	10,000.00			0.00	0.00			0.00
Transportation Charges; Total	1,498,000.00	1,330,000.00		0.00	1,330,000.00	0.00	0.00	1,330,000.00
Money and Property					-			
Miscellaneous Sales	-			0.00	0.00			0.00
Contrib-A A City.	0.00			0.00	0.00			0.00
Contrib-Dept. Soc. Serv.-AACo.	-			0.00	0.00			0.00
Money and Property; Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Other Financing Sources					-			
Trsfr from Parking Fund				0.00	0.00			0.00
Tsfr from General	1,797,683.54	4,577,562.77		0.00	4,577,562.77	(1,416,125.00)	(861,437.77)	2,300,000.00
Other Financing Sources; Total	1,797,683.54	4,577,562.77		0.00	4,577,562.77	(1,416,125.00)	(861,437.77)	2,300,000.00
Intergovernmental					-			
Federal Capital Grants								
Federal Capital Grant				0.00	0.00			0.00
Tran Cap08/09				0.00	0.00			0.00
Subtotal	0.00	0.00		0.00	0.00	0.00	0.00	0.00
State Operating Grants					-			
State Grant	1,850,000.00			0.00	0.00			0.00
BMC Planning Grant				0.00	0.00			0.00
Transit Operating Deficit				0.00	0.00			0.00
ADA Operating Assist				0.00	0.00			0.00
State Capital Grant	550,000.00			0.00	0.00			0.00
Subtotal	2,400,000.00	0.00		0.00	0.00	0.00	0.00	0.00
County Operating					-			
Rural Public Transit				0.00	0.00			0.00
Intergovernmental; Total	2,400,000.00	0.00		0.00	0.00	0.00	0.00	0.00
					-			
Total Revenue	5,695,683.54	5,907,562.77		0.00	5,907,562.77	(1,416,125.00)	(861,437.77)	3,630,000.00
crossfoot error / source test	-				-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Expenditures								
Administration								
Salaries and Benefits								
Salaries	435,214.76	327,850.00	Deputy Director	100,500.00	428,350.00		(100,500.00)	327,850.00
			Reclass transportation planner	0.00	0.00			0.00
			Reclass parking specialist	0.00	0.00			0.00
			Grant Manager	0.00	0.00			0.00
				0.00	0.00			0.00
				0.00	0.00			0.00
Benefits	158,477.94	103,146.35	Bens. will increase per salary enhancement's	38,190.00	141,336.35		(38,190.00)	103,146.35
Salaries/Benefits Total	593,692.70	430,996.35		138,690.00	569,686.35	0.00	(138,690.00)	430,996.35
Operating					-			
Supplies	12,500.00	12,500.00	Furniture for new staff	0.00	12,500.00			12,500.00
Telephone	5,900.00	5,900.00		0.00	5,900.00			5,900.00
Electricity	53,400.00	53,400.00		0.00	53,400.00			53,400.00
Training and Education	2,500.00	2,500.00	Training Requirement per FTA	12,700.00	15,200.00	(5,944.00)	(9,256.00)	0.00
R & M - Equipment	1,800.00	1,800.00		0.00	1,800.00			1,800.00
Contract Services	24,100.00	24,100.00	Passenger sampling Survey per FTA	20,000.00	44,100.00		(21,444.00)	22,656.00
Contract Srvcs. - BMC Plan. Grant	-		Marketing	25,000.00	25,000.00			25,000.00
Operating Total	100,200.00	100,200.00		57,700.00	157,900.00	(5,944.00)	(30,700.00)	121,256.00
					-			
Total Administration	**693,892.70**	**531,196.35**		**196,390.00**	**727,586.35**	**(5,944.00)**	**(169,390.00)**	**552,252.35**
Transit Vehicle Operations					-			-
Salaries and Benefits								
Salaries	1,332,870.00	1,273,119.34	Transport. Super: Reclass D. Tubaya : Currently at $48,557.52	0.00	1,273,119.34	(653,689.00)	(389,758.00)	229,672.34
			Customer Service Rep	0.00	0.00			0.00
Overtime	-	50,000.00		0.00	50,000.00			50,000.00
Double-time	-			0.00	0.00			0.00
Attrition *(Contra Expenditure)*		(350,000.00)		0.00	(350,000.00)			(350,000.00)
Benefits	727,562.98	919,369.49	Bens. will increase per salary enhancement's	0.00	919,369.49	(281,921.00)	(148,108.04)	489,340.45
Salaries/Benefits Total	2,060,432.98	1,892,488.83		0.00	1,892,488.83	(935,610.00)	(537,866.04)	419,012.79
Operating					-			
Supplies	313,000.00	64,000.00		0.00	64,000.00			64,000.00
Equipment		86,000.00	Equipment- Local Match	0.00	86,000.00	(58,123.00)		27,877.00
Fuel and Oil	152,500.00	163,000.00		0.00	163,000.00	(63,161.00)		99,839.00
Vehicles	0.00	152,500.00		0.00	152,500.00	(169,189.00)		(16,689.00)
Fleet Replacement			Fleet Replacement	182,180.90	182,180.90		(146,180.90)	36,000.00
Operating Total	465,500.00	465,500.00		182,180.90	647,680.90	(290,473.00)	(146,180.90)	211,027.00
					-			
Total Vehicle Operations	2,525,932.98	2,357,988.83		182,180.90	2,540,169.73	(1,226,083.00)	(684,046.94)	630,039.79

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Maintenance					-			-
Salaries and Benefits								
Salaries	187,965.00	315,212.80	Fleet Maint. Manager (Conversion to Civil)	0.00	315,212.80	(113,090.00)		202,122.80
Overtime	33,170.00	34,600.00		0.00	34,600.00			34,600.00
Benefits	90,277.54	174,621.05	Bens. will increase per salary enhancement's	0.00	174,621.05	(45,120.00)		129,501.05
Salaries/Benefits Total	311,412.54	524,433.85		0.00	524,433.85	(158,210.00)	0.00	366,223.85
Operating					-			
Supplies	15,000.00	5,000.00		0.00	5,000.00	(22,692.00)		(17,692.00)
Fuel and Oil	-	10,000.00		0.00	10,000.00			10,000.00
Contract Services				0.00	0.00			0.00
R & M - Buildings & Structures	16,810.00	8,250.00		0.00	8,250.00			8,250.00
R & M - Equipment	-	8,560.00	Warranty + Repair and Maint of older vehicles	0.00	8,560.00			8,560.00
Vehicle Maintenance	390,000.00	390,000.00		0.00	390,000.00	(3,196.00)		386,804.00
Operating Total	421,810.00	421,810.00		0.00	421,810.00	(25,888.00)	0.00	395,922.00
					-			
Total Maintenance	733,222.54	946,243.85		0.00	946,243.85	(184,098.00)	0.00	762,145.85
Parking Operations					-			-
Salaries and Benefits								
Salaries	344,568.00	343,337.78		0.00	343,337.78			343,337.78
Overtime	-			0.00	0.00			0.00
Benefits	169,040.57	184,620.40	Bens. will increase per salary enhancement's	0.00	184,620.40			184,620.40
Salaries/Benefits Total	513,608.57	527,958.18		0.00	527,958.18	0.00	0.00	527,958.18
Operating					-			
Supplies	19,540.00	19,540.00	ALPR program	4,250.00	23,790.00		(4,250.00)	19,540.00
Clothing	-			0.00	0.00			0.00
Fuel and Oil	-			0.00	0.00			0.00
Capital Outlay			Pay and Display - Capital Request?	0.00	0.00			0.00
R & M - Equipment	8,000.00	8,000.00	ALPR program + Maintain prkg enforc fleet	3,750.00	11,750.00		(3,750.00)	8,000.00
Operating Total	27,540.00	27,540.00		8,000.00	35,540.00	0.00	(8,000.00)	27,540.00
					-			
Total Parking Operations	541,148.57	555,498.18		8,000.00	563,498.18	0.00	(8,000.00)	555,498.18
					-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Non Allocated Expenses								
Debt								
Bond Principal (GO Bonds)	11,624.00	11,406.48		0.00	11,406.48			11,406.48
Bond Interest (GO Bonds)	7,571.00	2,015.62		0.00	2,015.62			2,015.62
Gain/loss refunding	-			0.00	0.00			0.00
Debt Total	19,195.00	13,422.10		0.00	13,422.10	0.00	0.00	13,422.10
Depreciation & Adjustments					-			
Depreciation	335,570.00	335,570.00		0.00	335,570.00			335,570.00
F/A Disposition-Loss				0.00	0.00			0.00
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Depreciation & Adjustments Total	335,570.00	335,570.00		0.00	335,570.00	0.00	0.00	335,570.00
Interfund Allocations					-			
Administrative Indirect Charges	607,563.07	672,906.18		0.00	672,906.18			672,906.18
Admin Charge-Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance	22,336.53	52,782.92		0.00	52,782.92			52,782.92
Furlough Impact		0.00	*(review w/ Paul R.)*	55,383.47	55,383.47			55,383.47
Trsf to Capital Projects				0.00	0.00			0.00
Trsf to General Fund	0.00			0.00	0.00			0.00
Interfund Total	629,899.60	725,689.10		55,383.47	781,072.57	0.00	0.00	781,072.57
					-			
Contingency-General				0.00	0.00			0.00
Total Non Allocated Expenses	984,664.60	1,074,681.20		55,383.47	1,130,064.67	0.00	0.00	1,130,064.67
					-			-
Total Transportation Expenditures	**5,478,861.39**	**5,465,608.40**		**441,954.37**	**5,907,562.77**	**(1,416,125.00)**	**(861,436.94)**	**3,630,000.83**
crossfoot error / source test	-				-			-
Projected Surplus <Deficit>	**216,822.15**	**441,954.37**		**(441,954.37)**	**0.00**	**0.00**	**(0.83)**	**(0.83)**
crossfoot error / source test	0.00				*0.00*			*(0.00)*

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
DOCK FUND								
Revenues								
Dock Charges								
Dock Charges	1,076,660.00	1,129,000.00		0.00	1,129,000.00			1,129,000.00
Miscellaneous	-	0.00		0.00	0.00			0.00
Chandler Dock	-	67,000.00		0.00	67,000.00			67,000.00
Fees; Total	1,076,660.00	1,196,000.00		0.00	1,196,000.00	0.00	0.00	1,196,000.00
Intergovernmental					-			
Federal Operating								
Craft Repower MARAMA	0.00			0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
State Operating Grants					-			
State Operating Grants	188,650.00			0.00	0.00			0.00
Derelict Boat Removal	-			0.00	0.00			0.00
DNR-Pump out Boat	-			0.00	0.00			0.00
Subtotal	188,650.00	-		0.00	-	0.00	0.00	-
State Capital Grants					-			
DNR City Facility	-			0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
Intergovernmental Total	**188,650.00**	**-**		**0.00**	**-**	**0.00**	**0.00**	**-**
					-			
Total Dock Revenue	**1,265,310.00**	**1,196,000.00**		**0.00**	**1,196,000.00**	**0.00**	**0.00**	**1,196,000.00**
crossfoot error / source test	-				-			-
Expenditures								
City Dock								
Salaries and Benefits								
Salaries	259,283.00	258,367.26	Assistant Harbormaster of Ops.	56,804.00	315,171.26		(56,804.00)	258,367.26
Derelict Boat Removal	-			0.00	0.00			0.00
DNR-Pump out Boat	-			0.00	0.00			0.00
Overtime	-			0.00	0.00			0.00
Benefits	98,776.58	95,450.25	Bens. increase per salary enhancmnt	19,881.40	115,331.65		(19,881.40)	95,450.25
Salaries/Benefits Total	358,059.58	353,817.51		76,685.40	430,502.91	0.00	(76,685.40)	353,817.51
Operating					-			
Supplies								
Supplies	29,000.00	29,000.00		0.00	29,000.00			29,000.00
DNR-Pumpout Boat	-			0.00	0.00			0.00
Fuel and Oil				0.00	0.00			0.00
Fuel and Oil	-			0.00	0.00			0.00
DNR-Pumpout Boat	-			0.00	0.00			0.00
Telephone	4,700.00	4,700.00		0.00	4,700.00			4,700.00
Electricity	39,500.00	39,000.00		0.00	39,000.00			39,000.00
Training and Education	0.00			0.00	0.00			0.00
R & M - Bldgs and Structures	41,600.00	18,600.00		0.00	18,600.00			18,600.00
R & M - Equipment				0.00	0.00			0.00

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
R & M - Equipment	-	23,000.00		0.00	23,000.00			23,000.00
Craft Repower MARAMA	-			0.00	0.00			0.00
DNR-Pumpout Boat	-			0.00	0.00			0.00
DNR City Facility	-			0.00	0.00			0.00
Programs and Activities	0.00			0.00	0.00			0.00
Contract Services				0.00	0.00			0.00
Contract Services	15,000.00	15,000.00		0.00	15,000.00			15,000.00
Derelict Boat Removal	-			0.00	0.00			0.00
Fleet Replacement			Fleet Replacement	11,905.37	11,905.37			11,905.37
Operating Total	129,800.00	129,300.00		11,905.37	141,205.37	0.00	0.00	141,205.37
Non Allocated Expenses					-			
Debt								
Bond Principal (GO Bonds)	75,192.50	53,498.14		0.00	53,498.14			53,498.14
Bond Interest (GO Bonds)	325,990.26	129,232.80		0.00	129,232.80			129,232.80
Bond Interest Cap	-			0.00	0.00			0.00
Gain/loss refunding				0.00	0.00			0.00
Subtotal	401,182.76	182,730.94		0.00	182,730.94	0.00	0.00	182,730.94
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	214,030.00	215,000.00		0.00	215,000.00			215,000.00
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Subtotal	214,030.00	215,000.00		0.00	215,000.00	0.00	0.00	215,000.00
Interfund Allocations					-			
Administrative Indirect Charges	72,165.28	77,730.94		0.00	77,730.94			77,730.94
Furlough Impact		0.00	*(review w/ Paul R.)*	6,271.93	6,271.93			6,271.93
Admin Charge-Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
Transfers to GF		100,000.00		0.00	100,000.00			100,000.00
General Liability Insurance	80,688.97	39,815.28		0.00	39,815.28			39,815.28
Subtotal	152,854.25	217,546.22		6,271.93	223,818.15	0.00	0.00	223,818.15
Non Allocated Total	768,067.01	615,277.16		6,271.93	621,549.09	0.00	0.00	621,549.09
Total Dock Fund Expenditures	1,255,926.59	1,098,394.67		94,862.70	1,193,257.37	0.00	(76,685.40)	1,116,571.97
crossfoot error / source test	-				-			-
Projected Surplus <Deficit>	**9,383.41**	**97,605.33**		**(94,862.70)**	**2,742.63**	**0.00**	**76,685.40**	**79,428.03**
crossfoot error / source test	(0.00)				*0.00*			*(0.00)*

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
MARKET FUND								
Revenues								
Market Charges								
Rent	0.00	229,000.00	$185000 of CAM and $44 operating	0.00	229,000.00			229,000.00
Money & Property				0.00	0.00			0.00
Interest Earnings				0.00	0.00			0.00
Go Bonds		0.00		0.00	0.00			0.00
Other Financing Sources				0.00	0.00			0.00
Operating Revenue				0.00	0.00			0.00
Transfers from other sources		0.00		0.00	0.00			0.00
Trsf from General	142,581.74			0.00	0.00			0.00
Total Revenue	142,581.74	229,000.00		0.00	229,000.00	0.00	0.00	229,000.00
Expenditures								
Market House								
Salaries and Benefits								
Salaries	-	0.00	Reclassified from Facilities Budget	0.00	0.00			0.00
Benefits	-	-	Bens. will increase per salary enhancement's	0.00	0.00			0.00
Salaries/Benefits Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Operating					-			
Misc. Services and Charges	-	0.00	Natural gas and water/sewer service	0.00	0.00			0.00
Supplies	0.00	2,000.00	Misc. supplies as needed	0.00	2,000.00			2,000.00
Telephone	-	3,000.00	Verizon service	0.00	3,000.00			3,000.00
Electricity and Utilities	6,000.00	30,700.00	BGE	0.00	30,700.00			30,700.00
R & M - Bldgs and Structures	4,000.00	7,400.00	Fire, HVAC, security genl repairs, glass, drains	0.00	7,400.00			7,400.00
R & M - Equipment	-	0.00		0.00	0.00			0.00
Contract Services	0.00	93,600.00	Contract Services	0.00	93,600.00			93,600.00
Operating Total	10,000.00	136,700.00		0.00	136,700.00	0.00	0.00	136,700.00
Non Allocated Expenses					-			
Debt								
Bond Principal (GO Bonds)	8,558.00	3,231.92		0.00	3,231.92			3,231.92
Bond Interest (GO Bonds)	86,342.00	36,089.39		0.00	36,089.39			36,089.39
Payable to City ($300)		15,000.00		0.00	15,000.00			15,000.00
Gain/Loss Refunding				0.00	0.00			0.00
Debt Total	94,900.00	54,321.31		0.00	54,321.31	0.00	0.00	54,321.31
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	24,890.00	25,000.00		0.00	25,000.00			25,000.00
Non-Oper Exp Adjust	-	0.00		0.00	0.00			0.00
Interfund Allocations				0.00	0.00			0.00
Admin Charges - Indirect	-	(0.00)		0.00	(0.00)			(0.00)
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
Intergovernmental Expenditures				0.00	0.00			0.00
GL Insurance	12,791.74	12,791.22		0.00	12,791.22			12,791.22
Other Total	37,681.74	37,791.22		0.00	37,791.22	0.00	0.00	37,791.22

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
					-			
Total Market Fund Expenditures	142,581.74	228,812.53		0.00	228,812.53	0.00	0.00	228,812.53
crossfoot error / source test	-				-			-
Projected Surplus <Deficit>	**0.00**	**187.47**		**0.00**	**187.47**	**0.00**	**0.00**	**187.47**
crossfoot error / source test					-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
REFUSE FUND								
Revenues								
Refuse Collection Charges - Residential								
Ref Collection License	0.00			0.00	0.00			0.00
Residential Charges	3,903,200.00	3,600,000.00		(420,432.00)	3,179,568.00			3,179,568.00
Miscellaneous	15,000.00	10,000.00		0.00	10,000.00			10,000.00
Recycling	0.00	50,000.00		0.00	50,000.00		50,000.00	100,000.00
Utility Refund Solid Waste	0.00			0.00	0.00			0.00
Total Residential Revenues	3,918,200.00	3,660,000.00		(420,432.00)	3,239,568.00	0.00	50,000.00	3,289,568.00
Commercial Refuse Recycling					-			
Commercial Recycling		7,500.00		0.00	7,500.00			7,500.00
					-			
Total Charges for Service	3,918,200.00	3,667,500.00		(420,432.00)	3,247,068.00	0.00	50,000.00	3,297,068.00
Other Income					-			
Interest Income	0.00			0.00	0.00			0.00
Commercial Recycling	-			0.00	0.00			0.00
Util Ref - Refuse Only	-			0.00	0.00			0.00
Other Financing Sources				0.00	0.00			0.00
Trsfr from Admin. Accts				0.00	0.00			0.00
Trsf from Cap Project	(250,000.00)			0.00	0.00			0.00
Total Other Income	(250,000.00)	-		0.00	-	0.00	0.00	-
Total Revenue	3,668,200.00	3,667,500.00		(420,432.00)	3,247,068.00	0.00	50,000.00	3,297,068.00
crossfoot error / source test	-				-			-
Expenditures								
Waste Collection								
Residential								
Salaries and Benefits								
Salaries	919,193.00	985,691.92	No changes pending managed competition	(211,991.92)	773,700.00		(352,328.54)	421,371.46
Overtime	-	49,830.00		(24,830.00)	25,000.00		(15,000.00)	10,000.00
Benefits	450,851.71	497,534.30	Bens. will increase per salary enhancement's	(142,034.30)	355,500.00		(167,826.06)	187,673.94
Salaries/Benefits Total	1,370,044.71	1,533,056.22		(378,856.22)	1,154,200.00	0.00	(535,154.60)	619,045.40
Operating					-			
Supplies	106,000.00	27,300.00		1,600.00	28,900.00		(22,075.00)	6,825.00
Fuel and Oil	-	78,000.00		14,650.00	92,650.00		(73,150.00)	19,500.00
Telephone	0.00	700.00		250.00	950.00		(250.00)	700.00
Electricity	1,900.00	1,900.00		1,050.00	2,950.00		(1,750.00)	1,200.00
Training and Education	400.00	400.00		0.00	400.00		(150.00)	250.00
R & M - Equipment	53,640.00	53,640.00		4,780.00	58,420.00		(45,010.00)	13,410.00
Misc. Services and Charges	-	600,000.00		17,250.00	617,250.00		36,210.00	653,460.00
Contract Services	632,750.00	32,750.00	Radios (SolWaste1)	(2,720.00)	30,030.00		473,790.00	503,820.00
Fleet Replacement			Fleet Replacement	77,750.00	77,750.00		(75,250.00)	2,500.00
Operating Total	794,690.00	794,690.00		114,610.00	909,300.00	0.00	292,365.00	1,201,665.00
					-			
Total Residential	**2,164,734.71**	**2,327,746.22**		**(264,246.22)**	**2,063,500.00**	**0.00**	**(242,789.60)**	**1,820,710.40**
					-			

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Yard Waste Recycling								
Salaries and Benefits								
Salaries	-	-		0.00	0.00			0.00
Overtime	-	-		0.00	0.00			0.00
Benefits	-	-		0.00	0.00			0.00
Salaries/Benefits Total	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Operating					-			
Supplies	-	-		0.00	0.00		0.00	0.00
Electricity	-	-		0.00	0.00			0.00
Training and Education	-	-		0.00	0.00			0.00
R & M - Equipment	-	-		0.00	0.00			0.00
Leases				0.00	0.00			0.00
Contract Services	-	-		0.00	0.00			0.00
Operating Total	-	-		0.00	-	0.00	0.00	-
					-			
Total Yard Waste Recycling	-	-		0.00	-	0.00	0.00	-
Curbside Recycling								
Supplies	14,360.00	14,360.00		0.00	14,360.00		35,640.00	50,000.00
Contract Services	255,000.00	255,000.00		0.00	255,000.00		7,566.75	262,566.75
TOTAL Curbside Recycling	269,360.00	269,360.00		0.00	269,360.00	0.00	43,206.75	312,566.75
					-			
Non Allocated Expenses								
Debt Service								
Bond Principal (GO Bonds)	-	231.54		0.00	231.54			231.54
Bond Interest (GO Bonds)	-	9,704.14		0.00	9,704.14			9,704.14
Total Debt	0.00	9,935.68		0.00	9,935.68	0.00	0.00	9,935.68
Depreciation & Adjustments					-			
Depreciation	4,000.00	35,905.24		0.00	35,905.24			35,905.24
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Total Depreciation and Adjustments	4,000.00	35,905.24		0.00	35,905.24	0.00	0.00	35,905.24
Interfund Allocations and Transfers					-			
Administrative Indirect Charges	400,673.58	437,928.71		0.00	437,928.71			437,928.71
Admin Charges - Direct	-	300,000.00		50,000.00	350,000.00			350,000.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance		28,076.03		0.00	28,076.03			28,076.03
Trsf to General	550,000.00			0.00	0.00			0.00
Total Interfund and Transfers	950,673.58	766,004.75		50,000.00	816,004.75	0.00	0.00	816,004.75
					-			
Total Non-Allocated	954,673.58	811,845.67		50,000.00	861,845.67	0.00	0.00	861,845.67
crossfoot error / source test					-			
Total Refuse Expenditures	3,388,768.29	3,408,951.88		(214,246.22)	3,194,705.67	0.00	(199,582.85)	2,995,122.82
crossfoot error / source test	-				-			-
Projected Surplus <Deficit>	279,431.71	258,548.12		(206,185.78)	52,362.33	0.00	249,582.85	301,945.18
crossfoot error / source test	-				-			*0.00*

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
STORMWATER MANAGEMENT								
Revenues								
Stormwater Management Charges								
Service Charges	934,000.00	934,000.00		0.00	934,000.00			934,000.00
Money and Property					-			
GO Bonds Interest Earnings				0.00	0.00			
Transfers and Other Sources					-			
Internal Admin Accounts		0.00		0.00	0.00			0.00
Trsfr from General Fund		0.00		0.00	0.00			0.00
Trsfr from Capital Projects		0.00		0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
					-			
Total Revenue	934,000.00	934,000.00		0.00	934,000.00	0.00	0.00	934,000.00
crossfoot error / source test	-				-			-
Expenditures								
Stormwater Management								
Salaries and Benefits								
Salaries	130,923.00	132,554.73	Stormwater Engineer - to DNEP	0.00	132,554.73	2,718.15		135,272.88
Overtime	-			0.00	0.00			0.00
Benefits	59,926.44	65,806.85	Benefits	0.00	65,806.85			65,806.85
Salaries/Benefits Total	190,849.44	198,361.58		0.00	198,361.58	2,718.15	0.00	201,079.73
Operating					-			
Supplies	15,000.00	7,500.00		0.00	7,500.00			7,500.00
Fuel and Oil	-	7,500.00		0.00	7,500.00			7,500.00
Telephone	-	1,800.00	Additional Contract Services	0.00	1,800.00			1,800.00
R & M - Equipment	10,000.00	10,000.00	Rain garden	0.00	10,000.00			10,000.00
Contract Services	54,000.00	52,200.00	Radios	0.00	52,200.00			52,200.00
Fleet Replacement			Fleet Replacement	0.00	0.00			
Operating Total	79,000.00	79,000.00		0.00	79,000.00	0.00	0.00	79,000.00
Non Allocated Expenses					-			
Debt								
Bond Principal (GO Bonds)	4,881.50	1,126.34		0.00	1,126.34			1,126.34
Bond Interest (GO Bonds)	32,301.50	7,958.67		0.00	7,958.67			7,958.67
Subtotal	37,183.00	9,085.01		0.00	9,085.01	0.00	0.00	9,085.01
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation	1,630.00	1,628.52		0.00	1,628.52			1,628.52
Non-Oper Exp Adjust	-			0.00	0.00			0.00
Subtotal	1,630.00	1,628.52		0.00	1,628.52	0.00	0.00	1,628.52

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Interfund Allocations					-			
Administrative Indirect Charges	40,578.07	43,217.55		0.00	43,217.55			43,217.55
Furlough Impact		0.00	*(review w/ Paul R.)*	0.00	0.00			0.00
Admin Charge-Direct	-			0.00	0.00			0.00
Admin Charges (CR)	-			0.00	0.00			0.00
Interfund Interest	-			0.00	0.00			0.00
General Liability Insurance		2,828.97		0.00	2,828.97			2,828.97
Trsf to General	500,000.00	590,000.00		0.00	590,000.00			590,000.00
Subtotal	540,578.07	636,046.52		0.00	636,046.52	0.00	0.00	636,046.52
Non Allocated Total	579,391.07	646,760.05		0.00	646,760.05	0.00	0.00	646,760.05
					-			
Total Stormwater Expenditures	**849,240.51**	**924,121.63**		0.00	924,121.63	2,718.15	0.00	926,839.78
crossfoot error / source test	-				-			*0.00*
Projected Surplus <Deficit>	**84,759.49**	**9,878.37**		**0.00**	**9,878.37**	**(2,718.15)**	**0.00**	**7,160.22**
crossfoot error / source test	-				-			*(0.00)*

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Sidewalk Revolving Fund								
Revenues								
Sidewalk Management Charges								
Service Charges		0.00		0.00	0.00			0.00
Transfers and Other Sources								
Internal Admin Accounts		0.00		0.00	0.00			0.00
Trsfr from General Fund		0.00		0.00	600,000.00		(322,556.08)	277,443.92
Trsfr from Capital Projects		0.00		0.00	0.00			0.00
Subtotal	-	-		0.00	600,000.00	0.00	(322,556.08)	277,443.92
Total Revenue	-	-		0.00	600,000.00	0.00	(322,556.08)	277,443.92
crossfoot error / source test					-			-
Expenditures								
Sidewalk Revolving Fund								
Salaries and Benefits								
Salaries				0.00	0.00		191,054.18	191,054.18
Overtime				0.00	0.00			0.00
Benefits				0.00	0.00		86,389.74	86,389.74
Salaries/Benefits Total	0.00	0.00		0.00	0.00	0.00	277,443.92	277,443.92
Operating					-			
Supplies				0.00	0.00			0.00
Fuel and Oil				0.00	0.00			0.00
Telephone				0.00	0.00			0.00
R & M - Equipment				0.00	0.00			0.00
Contract Services				0.00	0.00			0.00
Capital Expenditures- Improvements				0.00	600,000.00		(600,000.00)	0.00
Operating Total	-	-		0.00	600,000.00	0.00	(600,000.00)	-
Non Allocated Expenses					-			
Debt								
Bond Principal (GO Bonds)				0.00	0.00			0.00
Bond Interest (GO Bonds)				0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
Other Expenditures					-			
Depreciation & Adjustments								
Depreciation				0.00	0.00			0.00
Non-Oper Exp Adjust				0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
Interfund Allocations					-			
Administrative Indirect Charges				0.00	0.00			0.00
Admin Charge-Direct				0.00	0.00			0.00
Admin Charges (CR)				0.00	0.00			0.00
Interfund Interest				0.00	0.00			0.00
General Liability Insurance				0.00	0.00			0.00
Trsf to General				0.00	0.00			0.00
Subtotal	-	-		0.00	-	0.00	0.00	-
Non Allocated Total	-	-		0.00	-	0.00	0.00	-
					-			

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Total Stormwater Expenditures	-	-		0.00	600,000.00	0.00	(322,556.08)	277,443.92
crossfoot error / source test					-			-
Projected Surplus <Deficit>	**0.00**	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
crossfoot error / source test					-			-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Summary-by fund								
General Fund								
Total Revenues	66,681,964.00	66,742,164.80	0.00	1,624,000.00	68,366,164.80	200,000.00	(1,698,000.00)	66,868,164.80
Total Expenditures	61,252,870.79	60,386,079.55	0.00	4,050,851.48	64,436,931.03	(1,371,125.00)	(586,001.13)	62,479,804.90
Net Surplus <Deficit>	5,429,093.21	6,356,085.25	0.00	(2,426,851.48)	3,929,233.77	1,571,125.00	(1,111,998.87)	4,388,359.90
	-	-	-	-	-	0.00	0.00	-
Water Fund								
Total Revenues	7,795,900.00	7,947,818.00	0.00	0.00	7,947,818.00	0.00	0.00	7,947,818.00
Total Expenditures	7,014,239.29	7,566,978.15	0.00	355,688.21	7,922,666.36	0.00	0.00	7,922,666.36
Net Surplus <Deficit>	781,660.71	380,839.85	0.00	(355,688.21)	25,151.64	0.00	0.00	25,151.64
	-	-	-	-	-	0.00	0.00	-
Wastewater Fund								
Total Revenues	7,007,400.00	7,652,148.00	0.00	0.00	7,652,148.00	0.00	0.00	7,652,148.00
Total Expenditures	6,939,915.57	6,856,685.41	0.00	89,339.49	6,946,024.90	0.00	0.00	6,946,024.90
Net Surplus <Deficit>	67,484.43	795,462.59	0.00	(89,339.49)	706,123.10	0.00	0.00	706,123.10
	-	-	-	-	-	0.00	0.00	-
Parking Fund								
Total Revenues	5,175,000.00	4,695,000.00	0.00	0.00	4,695,000.00	500,000.00	0.00	5,195,000.00
Total Expenditures	3,612,450.66	4,679,676.89	0.00	0.00	4,679,676.89	498,022.00	0.00	5,177,698.89
Net Surplus <Deficit>	1,562,549.34	15,323.11	0.00	0.00	15,323.11	1,978.00	0.00	17,301.11
	-	-	-	-	-	0.00	0.00	-
Transportation Fund								
Total Revenues	5,695,683.54	5,907,562.77	0.00	0.00	5,907,562.77	(1,416,125.00)	(861,437.77)	3,630,000.00
Total Expenditures	5,478,861.39	5,465,608.40	0.00	441,954.37	5,907,562.77	(1,416,125.00)	(861,436.94)	3,630,000.83
Net Surplus <Deficit>	216,822.15	441,954.37	0.00	(441,954.37)	0.00	0.00	(0.83)	(0.83)
	-	-	-	-	-	0.00	0.00	-
Dock Fund								
Total Revenues	1,265,310.00	1,196,000.00	0.00	0.00	1,196,000.00	0.00	0.00	1,196,000.00
Total Expenditures	1,255,926.59	1,098,394.67	0.00	94,862.70	1,193,257.37	0.00	(76,685.40)	1,116,571.97
Net Surplus <Deficit>	9,383.41	97,605.33	0.00	(94,862.70)	2,742.63	0.00	76,685.40	79,428.03
	-	-	-	-	-	0.00	0.00	-
Market Fund								
Total Revenues	142,581.74	229,000.00	0.00	0.00	229,000.00	0.00	0.00	229,000.00
Total Expenditures	142,581.74	228,812.53	0.00	0.00	228,812.53	0.00	0.00	228,812.53
Net Surplus <Deficit>	0.00	187.47	0.00	0.00	187.47	0.00	0.00	187.47
	-	-	-	-	-	0.00	0.00	-
Refuse Fund								
Total Revenues	3,668,200.00	3,667,500.00	0.00	(420,432.00)	3,247,068.00	0.00	50,000.00	3,297,068.00
Total Expenditures	3,388,768.29	3,408,951.88	0.00	(214,246.22)	3,194,705.67	0.00	(199,582.85)	2,995,122.82
Net Surplus <Deficit>	279,431.71	258,548.12	0.00	(206,185.78)	52,362.33	0.00	249,582.85	301,945.18
	-	-	-	-	-	0.00	0.00	-

Budget Request FY 2013	FY 12 Approved Budget	FY 13 Proposed Budget - Level Service	Enhancement Explanation	Mayor's Changes	Mayor's Budget	Finance Changes	City Council Changes	City Council Budget
Stormwater Fund								
Total Revenues	934,000.00	934,000.00	0.00	0.00	934,000.00	0.00	0.00	934,000.00
Total Expenditures	849,240.51	924,121.63	0.00	0.00	924,121.63	2,718.15	0.00	926,839.78
Net Surplus <Deficit>	84,759.49	9,878.37	0.00	0.00	9,878.37	(2,718.15)	0.00	7,160.22
	-	-	-	-	-	0.00	0.00	-
Sidewalk Fund								
Total Revenues	0.00	0.00	0.00	0.00	600,000.00	0.00	(322,556.08)	277,443.92
Total Expenditures	0.00	0.00	0.00	0.00	600,000.00	0.00	(322,556.08)	277,443.92
Net Surplus <Deficit>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-	-	-	-	-	0.00	0.00	-
Total City								
Total Receipts and Sources	98,366,039.28	98,971,193.57	0.00	1,203,568.00	100,774,761.57	(716,125.00)	(2,831,993.85)	97,226,642.72
Total Expenditures and Uses	89,934,854.83	90,615,309.12	0.00	4,818,450.02	96,033,759.15	(2,286,509.85)	(2,046,262.40)	91,700,986.90
Net Surplus <Deficit>	8,431,184.45	8,355,884.45	0.00	(3,614,882.02)	4,741,002.42	1,570,384.85	(785,731.45)	5,525,655.82
					(0.00)			
	(0.00)	0.00	-	(0.00)	(0.00)	0.00	0.00	0.00

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

May 11, 2012

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

Re: Recommendations Regarding:
Ordinance No. O-8-12 (Annual Operating Budget: FY 2012)
Resolution No. R-9-12 (Capital Improvement Budget and Program: FY 2013 to FY 2018)

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" or "FAC").

Within the time and resource constraints imposed upon the Commission, we have reviewed Ordinance No. O-8-12 (Annual Operating Budget: FY 2013) and Resolution No. R-9-12 (Capital Improvement Budget and Program: FY 2013 to FY 2018). The Commission's input was not sought during the drafting of the FY 2013 Operating Budget or Capital Improvement Budget and Program. Therefore, the Commission was only able to focus on some of the most noticeable issues in the proposed budget.

The past steps taken by the Mayor and City Council to address the financial dilemma facing the City of Annapolis have moved the City in the right direction. Nonetheless, those steps are not sufficient to declare the City's financial problems at an end. More work needs to be done and more formidable decisions need to be made.

The Commission is concerned that the FY 2013 Operating Budget, as proposed, will not get the City to where it needs to be financially in the time left before the restructured debt payments are due to increase. The Commission also believes the FY 2013 Capital Improvement Budget and Program recommendations lack sufficient financial rationale.

Furthermore, the Commission believes the Mayor and the City Council must firmly adhere to the following key principles in order to return the City to solid financial health:

1) **Control expenses** - by continuously re-examining the cost of essential services to insure these services are provided cost effectively. Non-essential services must be continuously re-examined for cost reduction opportunities or elimination to insure the City lives within its financial resources.

2) **Fix underfunded liability problems** - by fixing serious systemic and structural problems as exist in the pension plans and OPEB, and by allocating excess funds to neglected infrastructure needs. These liabilities are growing at a dangerous rate and unless brought under control will lead to financial problems more difficult or impossible to fix. Creative options must be explored that go beyond traditional solutions.

3) **Stop using grant funding to justify expanding services and staffing**. Grant funds should only be used to fund specific projects, either capital projects or programs of a limited duration, or to reduce the City's burden of existing programs such as transportation. Grant-funded positions should be clearly identified as temporary and be subject to a specific sunset requirement and date.

It is within this framework that the Commission urges the Mayor and City Council to pursue necessary and prudent measures to ensure the City's long-term financial solvency, and provide its citizens and businesses with basic services at a reasonable cost.

Recommendations

The following recommendations are respectfully submitted by the Commission for consideration by the Mayor and the City Council as they begin deliberations on the FY 2013 Operating and Capital Budgets.

A. Proposed Property Tax Increase:

The proposed property tax rate increase lacks sufficient rationale for adoption, given the above observations of the Commission and the following recommendations. Furthermore, there is increasing belief among the members of the Commission that no tax increases should be considered until all reasonable cost containment and reduction options have been fully considered and implemented. The current proposed FY 2013 budget, as presented to the Commission for review, does not meet that test.

B. Collective Bargaining Provisions:

The Mayor acted prematurely by incorporating into the FY 2013 Operating Budget not yet agreed upon collective bargaining provisions with the City's collective bargaining units for lifting employee furloughs. These assumptions should be removed from the proposed FY 2013 Operating Budget.

C. Solid Waste Managed Competition:

The Mayor and City Council should adopt the unanimous recommendation of the Managed Competition for Solid Waste Operations Evaluation Committee and award the seven year contract to the specified contractor.

The potential savings by accepting the contractor's proposal over the current system for the seven year life span of the contract is $11.78 million. The proposed "City Hybrid Option" in the FY 2013 Operating Budget reduces that savings by 39% to $7.22 million. Sufficient rationale does not exist to forego $4.6 million in additional savings, given the City's current financial situation, the proposed tax increases in the FY 2013 Operating Budget, and the existing burden on the solid waste rate payers.

D. Police and Fire Retirement Plan

Regardless of the level of funding budgeted for the Police and Fire Retirement Plan in the FY 2013 Operating Budget, the Mayor and City Council must take immediate action to fix serious systemic and structural problems with the Police and Fire Retirement Plans as outlined in our letter to the City Council dated April 17, 2012. Committing additional funds to the pensions as currently structured is a flawed remedy. We urge the formation of a commission with knowledgeable individuals to address these systemic and structural problems. The commission should begin work no later than July 1, 2012 and submit their findings and recommendations to the Mayor and City Council no later than December 31, 2012

The scope of the commission's work should include consideration of moving from a defined benefit plan to a defined contribution plan for City employee pensions. Short of converting to defined contribution plans, which would be optimal, the only changes that are likely to fix the structural problems with the existing pensions are to increase retirement ages and to push out eligibility for beginning payments to retirees. Adjusting funding levels for employees and the City within realistic ranges, changing assumptions on forward looking rates of return and making small changes in the plan structure will only slightly defer the problem.

E. OPEB Funding

The Mayor and City Council must commit additional funding for OPEB. Furthermore, the City should adopt an actuarial basis in lieu of the current PAYGo cost basis for determining the funding commitment for FYI 2013, as described in the recent actuarial analysis provided by Cheiron on OPEB funding options. By doing so, a more realistic contribution to OPEB of $2.5 million will be required in FY 2013 to fund current commitments, begin building reserves for future obligations, and reduce a growing liability that will cause serious fiscal difficulties in the near future.

F. Public Safety Positions

The Mayor and City Council should stop adding public safety positions simply because grant money is available to fund such positions. Employees should be added based upon need and merit; not grant funding availability. Committing to reoccurring employment related expenses using time-limited and temporal grant funding is financially imprudent. Public safety staffing levels should be independently evaluated using need-based analysis and productivity standards based upon relevant data and comparisons with similar jurisdictions.

G. Transportation Operations and Funding

The Mayor and City Council should refrain from obligating to any expansion of existing fixed costs, programs, or services until an exhaustive and thorough management review of all aspects of the operations of the Transportation Department is undertaken and completed. Furthermore, grant funding should not be used to justify expanded routes, but instead used to reduce the impact on the general fund of subsidizing transportation operations.

H. Capital Improvement Budget and Programs

The Commission recommends that the rating evaluation process be revised to give greater weight to the financial implications of proposed projects, including better insight into the rating of financial related factors. Furthermore, the rating policy should be revised to establish minimum scores that a project must achieve before recommendation for inclusion into the capital budget. These two recommendations will assure the use of objective criteria supported by sound financial reasoning when determining the merits of a capital project.

I. Budget Format and Approval

The Commission recommends that all significant changes in City Policy that materially affects revenue and expenditure commitments, accounting, or projections be identified in an executive summary at the beginning of each proposed operating budget and capital improvement budget. Furthermore, there should be no assumption that a previous year's expenditures are justified while planning a future operating budget.

Conclusion

Beyond the specific recommendations noted above, the Commission believes there are many other cost savings opportunities that should be explored by the City. These must be identified and evaluated even after the budget process is completed. The Commission will participate in this effort during the coming year.

The Commission stands ready to answer any questions you may have, provide greater detail on our recommendations, and/or offer further guidance as you may request.

Sincerely,

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)

FISCAL IMPACT NOTE

Legislation No: O-8-12 **First Reader Date:** 3-12-12
Note Date: 3-16-12

Legislation Title: Annual Operating Budget: FY 2013

Description: For the purpose adopting an operating budget for the City of Annapolis for the Fiscal Year 2013; appropriating funds for expenditures for the Fiscal Year 2013; 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.

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-7-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/23/12			7/27/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	4/23/12		
Financial Advisory Commission	4/23/12		

A RESOLUTION concerning

FY 2013 Fees Schedule Effective July 1, 2012

FOR the purpose of specifying fees that will be charged for the use of City services for FY 2013.

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 2013 Fees Schedule shall be as attached.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2013 Fees Schedule shall take effect on July 1, 2012, or on the date of adoption, whichever date is later.

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.

FY 2013 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	**[**$20.00**]** **$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 the base license fee

Section	Type of Fee	Amount of Fee FY 2013
	-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
	Beer, wine and liquor	plus $1,360.00
	a. In addition, off-sale Monday through Saturday during hours	
	Beer	plus $210.00

Section	Type of Fee	Amount of Fee FY 2013
	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	
	(Special Sunday license)	
	Beer	$1,020.00
	Beer and light wine	$2,410.00

Section	Type of Fee	Amount of Fee FY 2013
	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	
	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

Section	Type of Fee	Amount of Fee FY 2013
	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
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

Section	Type of Fee	Amount of Fee FY 2013
	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	**[**$15.00**]** **$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	**[**$5.00**]** **$10.00**
	License	**[**$30.00**]** **$50.00**
	Renewal	**[**$15.00**]** **$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	$426.00
10.16.200	Annual fee for each private trash collector permit	**[**$210.00**]**
	REFUSE HAULER PERMIT (1-5 VEHICLES)	**$210.00**
	REINSPECTION FEE	**$30.00**
	REFUSE HAULER PERMIT (6-10 VEHICLES)	**$260.00**
	REINSPECTION FEE	**$30.00**
	REFUSE HAULER PERMIT (11 OR MORE VEHICLES)	**$310.00**
	REINSPECTION FEE	**$30.00**
10.18.055	Commercial Recycling	
	Cost per container	$13.50
	Cost of collection, 1st container	$104.00
	Cost of collection, per each additional	$28.00
	Administrative cost	$45.50
10.28.090	Swimming pool fees	

Section	Type of Fee	Amount of Fee FY 2013
	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 for parking on metered streets	**[**$35.00**]** **$45.00**
	Daily fee per space for parking on unmetered streets	$25.00
12.24.020	Hourly rate per parking meter	**[**$1.00**]** **$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	**[**$25.00**]** **$35.00**
	District No. 5 **[**(proposed)**]**	**[**$25.00**]** **$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
12.54.020	Nonstandard Vehicle Operator Permit, per year	$20.00

Section	Type of Fee	Amount of Fee FY 2013
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
14.20.010	Permit to obstruct public streets, lanes, alleys, sidewalks or footways	
	Nonrefundable permit fee	**[**$10.00**]** **$25.00**
	OBSTRUCTION PERMIT REINSPECTION FEE	**$10.00**
	For each extension or change to the original permit	**[**$5.00**]** **$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	**[**$25.00**]** **$45.00**
	REINSPECTION FEE	**$25.00**
	51 to 200 square feet	**[**$45.00**]** **$65.00**
	REINSPECTION FEE	**$50.00**
	Each additional 250 square feet	**[**$10.00**]** **$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		
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	
	Up to 3 hours, up to **[**50**]** **40** feet **[**LOD**]** **LOA**, includes showers and	**[**$7.00**]**

Section	Type of Fee	Amount of Fee FY 2013
	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, **[**50**] 60** or greater feet **[**LOD**] LOA**, includes showers and electricity, per hour	**[**$14.00**]** **$15.00**
	Over 3 hours or after 2000 (8:00 p.m.)	Daily fee or balance thereof
	Daily (over 3 hours or after 8 p.m.) Includes showers, and limited e-mail, per foot **[**LOD**] LOA**, minimum $40	**[**$2.00**]** **$2.25**
	Reserved Dockage- (west side only) per foot per day	$3.00
	Paid **[**one half**]** in advance **[**and balance on arrival**]**	
	Dock Utilities	
	Transient:	
	Each 15 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 Amp Outlet(per month)	$75.00
	Each 30 Amp Outlet(per month)	$120.00
	Each 50 Amp Outlet(per month)	$225.00
	Public Mooring Fee (showers and limited e-mail. Moorings limited to maximum boat size 35').	
	St. Mary's Cove:	
	Hourly	$25.00
	Daily	$25.00
	Weekly	$150.00
	Monthly	**[**$500.00**]** **$375.00**
	Public Mooring Fee (showers and limited e-mail. Moorings limited to maximum boat size **[**51**] 55**').	
	Hourly	$35.00
	Daily	$35.00
	WEEKLY	**$210.00**
	MONTHLY	**$525.00**

Section	Type of Fee	Amount of Fee FY 2013
	Public Mooring Fee – All Others (showers and limited e-mail. Moorings limited to maximum boat size 45').	
	Hourly	$30.00
	Daily	$30.00
	Weekly	$180.00
	Monthly	**[**$600.00**]** **$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)	
	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

Section	Type of Fee	Amount of Fee FY 2013
	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
	Private mooring permit fee, non-resident, or commercial per year	$1,500.00
	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
	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
	[Fees for “Bounced checks”, per check**]**	**[**$30.00**]**
	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	
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	

Section	Type of Fee	Amount of Fee FY 2013
	See Section 17.12.056 Building permit—Fees—Reinspection	
15.20.110	Mooring permit	
	Application fee (annual)	**[**$25.00**]** **$50.00**
	Waiting list application fee	**[**$25.00**]** **$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 **[**or**]** **FOR JOB VALUES OF $25,000 OR LESS**	$60.00
16.04.060	Development improvement 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)	
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	**[**$340.00**]** **$100.00 IN ADDITION TO FEES BELOW**

Section	Type of Fee	Amount of Fee FY 2013
	5 year permit—application fee	$560.00
	Significant users—5 year permit	
	Application fee per connection to City sanitary sewer	$900.00
	Automotive permit—non-residential users	
	Class 1	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$225.00**]** **$305.00**
	Class 2	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Class 3	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$225.00**]** **$305.00**
	Class 4	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Class 5	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Food handling permit	
	Class 1	

Section	Type of Fee	Amount of Fee FY 2013
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$200.00**]** **$280.00**
	Class 2	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$100.00**]** **$180.00**
	Class 3	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Funeral home permit	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$145.00**]** **$225.00**
	Furniture stripping	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$145.00**]** **225.00**
	Laundry Permit	
	Class 1	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$170.00**]** **$250.00**

Section	Type of Fee	Amount of Fee FY 2013
	Class 2	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Marina Permit	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee is total of laboratory costs for each category already established	
	Medical Permit	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Pest Control Permit	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Photo Processing Permit	
	Class 1	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 years
	Annual fee	**[**$60.00**]** **$140.00**
	Class 2	
	Permit fee	**[**$340.00**]** **$100.00**
	Expiration	3 year
	Annual fee	**[**$110.00**]**

Section	Type of Fee	Amount of Fee FY 2013
		$190.00
[17.08.030**]**	**[**Grading Permit—Non-refundable application fee**]**	**[**$210.00**]**
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	
	$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	**[**$160.00**]** **$170.00**
	Commercial	
	10,000 square feet or less	**[**$265.00**]** **$275.00**

Section	Type of Fee	Amount of Fee FY 2013
	Over 10,000 square feet	**[**$420.00**]** **$440.00**
	50,000 square feet or greater	**[**$1,580.00**]** **$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	**[**$55.00**]** **$60.00**
	$10,001 to $15,000	**[**$105.00**]** **$115.00**
	$15,001 to $25,000	**[**$160.00**]** **$175.00**
	$25,001 to $100,000	**[**$265.00**]** **$280.00**
	$100,001 and over is 0.1% of the total cost over $100,000 plus	**[**$265.00**]** **$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
[17.12.053**]**	**[**Building contractor license—biannual (The minimum fee shall be $60.00 regardless of license application date)**]**	**[**$130.00**]**
17.12.056	Building permit fee based on estimated value of the work	
	Nonrefundable application fee:	
	$ **[**25 to $25,000**]** **500.00 TO 25,000**	**[**$55.00**]** **$60.00**
	$ 25,001 to 50,000	**[**$105.00**]** **$115.00**
	$ 50,001 to **[**100,000**]** **75,000**	**[**$160.00**]** **$175.00**
	$ **[**100,001**]** **75,001** and over is **[**0.1**]** **0.25**% of cost	
	Permit Fees (to be paid at time of permit pick-up)	
	$ **[**25**]** **500** to 3,000	**[**$55.00**]** **$60.00**
	$ 3,001 to 5,000	**[**$85.00**]** **$90.00**
	$ 5,001 to 10,000	**[**$110.00 **$125.00**
	$10,001 and over is 0.8 percent of cost over $10,000 plus	**[**$150.00**]** **$165.00**

Section	Type of Fee	Amount of Fee FY 2013
	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	**[**$55.00**]** **$60.00**
	Commercial properties	**[**$110.00**]** **$120.00**
	Reinspection Fee	**[**$55.00**]** **$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	**[**$110.00**]** **$115.00**
	-For service equipment of more than 200 amperes: $**[**7.00**]** **8.00** for each 100 amperes, or fraction of 100 amperes, in excess of 200 amperes plus	**[**$110.00**]** **$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	**[**$140.00**]** **$145.00**
	-More than 200 but no more than 300 ampere service equipment	**[**$180.00**]** **$185.00**
	-More than 300 but not more than 400 ampere service equipment	**[**$210.00**]** **$215.00**
	-For service equipment of more than 400 amperes and not more than 1,200 amperes	**[**$210.00**]** **$215.00**
	Plus this amount for each **[**100**]** **ampere[s]** in excess of 400 amperes	**[**$0.60**]** **$0.65**
	-For service equipment of more than 1,200 amperes	**[**$940.00**]** **$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:	
	Rough Wiring. All switches, lighting and receptacles to be counted as outlets:	
	- 1 to 10 outlets	$15.00
	- 11 to 40 outlets	$30.00

Section	Type of Fee	Amount of Fee FY 2013
	- 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	**[**$15.00**]** **$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)	
	- **[**First 30 kilowatts**]** **1 KILOWATTS TO 8 KILOWATTS**	$60.00
	- Each additional 10 kilowatts or each fraction of 10 kilowatts	**[**$8.00**]** **$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	**[**$60.00**]** **$75.00**
	- Inground, lighting, fixtures, pumps and filters	**[**$35.00**]** **$40.00**
	- Above ground	**[**$30.00**]** **$35.00**
	Protective Signaling Systems:	
	- First 10 devices	**[**$60.00**]** **$65.00**
	- Each additional multiple of 10 devices or part thereof	**[**$8.00**]**

Section	Type of Fee	Amount of Fee FY 2013
		$9.00
	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:	**[**$60.00**]** **$65.00**
	Transformers, vaults-Outdoor enclosures, outdoor substations:	
	- Not over 200 KVA	**[**$60.00**]** **$65.00**
	- Over 200 to 500 KVA	**[**$85.00**]** **$90.00**
	- Over 500 KVA	**[**$110.00**]** **$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	**[**$60.00**]** **$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:	**[**$60.00**]** **$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	**[**$30.00**]** **$50.00**
	- Radio and television receiving installation	**[**$30.00**]** **$35.00**
	- Reinspection Fee	$60.00 **- $200.00**
	- Failure to Notify	$30.00
	- Investigation Fee	**[**$30.00**]** **$50.00**
17.16.106	Fee for preventative maintenance electrical permit	**[**$30.00**]** **$80.00**
17.16.130	Fee for biannual electrical contractors license	**[**$130.00**]** **$140.00**
17.18.070	Fees for mechanical work permits based on estimated value of work:	
	[Nonrefundable application fee:**]**	
	[- $ 0 to $10,000 **]**	**[**$60.00**]**

Section	Type of Fee	Amount of Fee FY 2013
	[- Over $10,000**]**	**[**$85.00**]**
	Permit Fee:	
	$ 0 to $ 7,000	**[**$85.00**]** **$90.00**
	$ 7,001 to 10,000	**[**$110.00**]** **$115.00**
	Over 10,000 is 0.6% of estimated value plus	**[**$60.00**]** **$70.00**
	Reinspection Fee	$60.00 **- $200.00**
	Failure to notify the department within the prescribed time that the work authorized by a validly issued mechanical permit is complete.	$30.00
	Investigation Fee	**[**$30.00**]** **$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

Section	Type of Fee	Amount of Fee FY 2013
	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
	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

Section	Type of Fee	Amount of Fee FY 2013
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	
	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	**[**$30.00**]** **$35.00**
	3	**[**$35.00**]** **$40.00**
	4	$50.00
	6	[$100.00**]** **$110.00**
	8	**[**$200.00**]** **$210.00**
	10	**[**$310.00**]** **$320.00**
	12	**[**$450.00**]** **$460.00**
	Each fixture in addition to the first fixture	**[**$6.00**]** **$8.00**
17.28.050	Annual fee for license for a master plumber and journeyman plumber.	
	Master plumber (annual fee)	**[**$65.00**]** **$70.00**

Section	Type of Fee	Amount of Fee FY 2013
	Journeyman plumber (annual fee)	**[**$30.00**]** **$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.	
	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	**[**$35.00**]** **$40.00**
	Commercial	**[**$65.00**]** **$70.00**
	Each fixture in excess of the first one (if connected to public sewer)	**[**$10.00**]** **$12.00**
	Each fixture, if connected to private sewer	$25.00
	Each fixture omitted from original permit (if connected to public sewer)	**[**$15.00**]**

Section	Type of Fee	Amount of Fee FY 2013
		$18.00
	Each fixture omitted from original permit (if connected to private sewer)	$35.00
	Special fixture charge:	
	Each grease trap	**[**$85.00**]** **$90.00**
	Each oil interceptor	**[**$85.00**]** **$90.00**
	Each water conditioning unit (single installation)	**[**$30.00**]** **$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	**[**$30.00**]** **$35.00**
	Reinspection Fee	$60.00 **- $200.00**
	Additional gas connection for gas hot water heaters	$6.00
	(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
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	$100.00

Section	Type of Fee	Amount of Fee FY 2013
	renewal is filed less than 30 days prior to expiration. Fee covers one year license.	
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	**[**$25.00**]** **$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
	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

Section	Type of Fee	Amount of Fee FY 2013
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
	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,	$250.00

Section	Type of Fee	Amount of Fee FY 2013
	two-family dwelling unit, or dwelling unit above the ground floor of nonresidential uses	

PER ARTICLE 6, SEC. 2B, PARAGRAPH (E)(7) OF THE CITY CHARTER: "THE CITY MANAGER SHALL HAVE THE FOLLOWING ADDITIONAL POWERS AND DUTIES: TO ADJUST PARKING RATES IN CITY-OWNED PARKING GARAGES AND PARKING LOTS TO THE EXTENT PERMITTED, PURSUANT TO 12.04.040 A.6. OF THE CODE OF THE CITY OF ANNAPOLIS. THE CITY MANAGER MAY APPOINT A DESIGNEE TO DETERMINE ANY SUCH ADJUSTMENTS TO PARKING RATES IN CITY-OWNED PARKING GARAGES AND PARKING LOTS."

Parking Garage Rates and Fees

	Fee
HILLMAN GARAGE	
Daily Rates:	
First two hours for residents	no charge
Hourly rate	**[**$2.00**]** **$3.00**
Maximum daily charge	**[**$16.00**]** **$20.00**
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 a.m. to 7 p.m.)	$190.00
Unrestricted monthly pass	$225.00
Special Rates:	
8:00 p.m. to 6:00 a.m. (flat rate)	$4.00
Sunday morning 6 a.m. to 1 p.m.	Free/no pass
Park and Shop Coupons:	
8 a.m. to 6 p.m. (4 coupons maximum)	1 coupon = 1 hour discount
6 p.m. to 8 a.m. (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	$.50 / coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	**[**$10.00**]** **$20.00**
GOTTS GARAGE	
Daily Rates:	
First two hours for residents	no charge
Hourly rate	**[**$1.50**]** **$2.50**

Parking Garage Rates and Fees

	Fee
Maximum daily charge	$12.00
Monthly Rates:	
Restricted “Weekday” Pass (Monday to Friday, 7 a.m. to 7 p.m.)	$160.00
Unrestricted monthly pass	$190.00
Special Rates:	
8:00 p.m. to 6:00 a.m. (flat rate)	$3.00
Sunday morning 6 a.m. to 1 p.m.	Free/no pass
Visitors’ Center	one hour free w/coupon
Park and Shop Coupons:	
8 a.m. to 6 p.m. (4 coupons maximum)	1 coupon = 1 hour discount
6 p.m. to 8 a.m. (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	$.50 / coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	$10.00
KNIGHTON GARAGE	
Daily Rates:	
First two hours for residents	no charge
Hourly rate	**[**$1.00**]** **$2.00**
Maximum daily charge	$5.00
Monthly Rates:	
Restricted “Weekday” Pass (Monday to Friday, 7 a.m. to 7 p.m.)	$100.00
Unrestricted monthly pass	$125.00
Special Rates:	
Overnight from 8 p.m. to 6 a.m.	$2.00
Park and Shop Coupons:	
8 a.m. to 6 p.m. (4 coupons maximum)	1 coupon = 1 hour discount
6 p.m. to 8 a.m. (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	$.50 / coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	$10.00
PARK PLACE GARAGE	
Daily Rates:	
First two hours for residents	no charge

Parking Garage Rates and Fees

	Fee
Hourly rate	**[**$1.25**]** **$2.25**
Maximum daily charge	$5.00
Monthly Rates:	
Restricted “Weekday” Pass (Monday to Friday, 7 a.m. to 7 p.m.)	$125.00
Unrestricted monthly pass	$150.00
Monthly reserved space pass	$175.00
Monthly Evening (3 p.m. to 1 a.m.)	$80.00
Monthly Evening (Weekends only, 3 p.m. to 1 a.m.)	$40.00
Special Rates:	
8:00 p.m. to 6:00 a.m. (flat rate)	$3.00
Sunday morning 6 a.m. to 1 p.m.	Free/no pass
Park and Shop Coupons:	
8 a.m. to 6 p.m. (4 coupons maximum)	1 coupon = 1 hour discount
6 p.m. to 8 a.m. (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	$.50 / coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	$10.00
LARKIN	
Monthly Rates:	
Monthly unrestricted pass	$170.00
Overnight parking 6 pm – 6 am (Mon – Thur)	No charge
Weekend parking Friday, 6 pm to Monday, 6 am	No charge
SOUTH STREET	
Daily Rate:	
Hourly	**[**$1.50**]** **$2.50**
Monthly Rate:	
Unrestricted Monthly Pass	$175.00

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

	City Resident	**Nonresident**
Stanton Center		
Gym Rental / per hour	**[**$50.00**]** **$55.00**	**[**$55.00**]** **$63.00**
Kitchen Rental / per hour	$30.00	$35.00
Meeting Room / per hour	$25.00	$30.00
Truxtun Boat Launch		
Per Launch	$5.00	**[**$10.00**]** **$5.00**
Annual Pass	$50.00	$100.00
Waterworks Permit:		
Monthly	$10.00	$15.00
Quarterly	$30.00	$45.00
Tucker St. Boat Trailer Permit	$10.00	n/a
Picnic Pavilion Rental / day	$50.00	$75.00
Downtown Recreation Center / per hour	**[**$30.00**]** **$0.00**	**[**$35.00**]** **$0.00**
Annapolis Walk	$25.00	$30.00
Field Rental (with lights and lines)	$80.00	**[**$85.00**]** **$95.00**
Tennis Courts	$10.00	$15.00

	City Resident	Nonresident
Basketball Courts	$10.00	$15.00
Snack Bar	[$25.00] **$0.00**	[$30.00] **$0.00**
Park Rental for Wedding	$500.00	$600.00

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
Individual	[$42] **$39**	[$53] **$45**
Family	[$68] **$65**	[$85] **$75**
Corporate	$1,750	[$2,188] **$2,013**
Organizational Memberships for Multi-Day Rentals, not individual use of facility		
	Res	**Non Res**
City of Annapolis Community Groups	$50	n/a
For-Profit	$475	[$594] **$546**
School/Athletic Groups	$354	[$443] **$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 3 mos)		**20 punch card**		**Daily / Drop In**	
	Res	*Non Res*	*Res*	*Non Res*	*Res*	*Non Res*	*Res*	*Non Res*
Adult	[$270] **$284**	[$338] **$326**	$30	[$38] **$35**	$110	[$138] **$127**	$8	$10
Senior/Youth	[$216] **$227**	[$270] **$261**	$24	[$30] **$28**	$90	[$112] **$104**	$7	$8
Daily Youth							$6	$7
*Family of 4**	[$594] **$624**	[$743] **$718**	$59	[$74] **$68**	n/a	n/a	n/a	n/a
Adult/Spouse	[$474] **$498**	[$593] **$572**	$48	[$60] **$55**	n/a	n/a	n/a	n/a
*Add. Child**	[$102] **$107**	[$128] **$123**	$13	[$16] **$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 MemberRes / Non Resident($5 discount)**	**Full MemberRes / Non Resident($10 discount)**
SUMMER PROGRAMS				
Summer Playground – 6 wks	**[**$135**]** **$142**	**[**$155**]** **$163**	R $130 / NR $150	R $125 / NR $145
Summer Playground – Extended Hrs (8am – 5pm), 6 weeks	**[**$184**]** **$193**	**[**$212**]** **$222**		
Preschool Playground – 6 wks(4 days a week)	**[**$105**]** **$110**	**[**$115**]** **$127**		
Day Camp (Truxtun & Kids Camp) – 2 wk session	**[**$210**]** **$220**	**[**$242**]** **$254**	R $205 / NR $237	R $200 / NR $232
SWIMMING POOL				
Adult	$4	$4		
Child (12 and under) andSeniors (62 +)	$3	$3		
Family Pass (4, add members $15 each)	$149	$171		
Youth Individual Pass	$49	$56		
Adult Individual Pass	$59	$68		

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

May 11, 2012

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

Re: Recommendations Regarding:
Resolution No. R-7-12 (FY 2013 Fees Schedule)

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").

Within the time and resource constraints imposed upon the Commission, we have reviewed Resolution No. R-7-12 (FY 2013 Fees Schedule). We are unable to provide any recommendation on the specific fees proposed in Resolution R-7-12 because we have received no back-up, justification or rationales for the proposed fees.

We understand that there is no uniform process or system in effect across City operations to review and assess the appropriateness of existing or proposed fees, and depending upon the nature of a particular fee, whether the fee is reasonably calculated to cover the cost of regulation, is reasonably estimated to cover the cost of a service, or is comparable to other fees in the relevant marketplace. There also appears to be no uniform system to report the rationale and justification for proposed fees to allow appropriate scrutiny during budget review. This lack of uniform processes and systems can lead to a lack of transparency, accountability and oversight.

The Commission recommends that such processes and systems be developed and implemented before the start of preparation of the FY 2014 budget. The Commission stands ready to answer any questions you may have.

Sincerely,

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)

FISCAL IMPACT NOTE

Legislation No: R-7-12 **First Reader Date:** 4-23-12
Note Date: 4-30-12

Legislation Title: FY 2013 Fees Schedule Effective July 1, 2012

Description: For the purpose of specifying fees that will be charged for the use of City services for FY 2013.

Analysis of Fiscal Impact:

The City evaluated the fee structure to adjust fees to the cost of providing service. Proposed fee changes for enterprise funds also consider market forces. The most significant increase in revenues, about $500,000, is expected in the Off Street Parking Fund. Fee adjustments for other funds are projected to result in increased revenue of about $50,000. The total positive fiscal impact of this legislation is about $550,000.

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-9-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/12/12			6/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/12/12		
Planning Commission	3/12/12		
Financial Advisory Commission	3/12/12		

A RESOLUTION concerning

Capital Improvement Budget and Program: FY 2013 to FY 2018

FOR the purposes of adopting a capital improvement budget for the Fiscal Year 2013, and a capital improvement program 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 a capital improvement program and budget for each fiscal year on a six-year basis; and

WHEREAS, on _____, the Annapolis City Council shall hold a public hearing on the budget for the City of Annapolis for the Fiscal Year 2013; and

WHEREAS, a capital improvement budget for the Fiscal Year 2013 and a capital improvement program for the six-year period from July 1, 2012, to June 30, 2013, 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, 2012, to June 30, 2018, a copy of which is attached to this Resolution and is made a part hereof.

AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the Budget for the Capital Improvement Program for the Fiscal Year 2013, attached to this Resolution and made a part hereof, be and the same is hereby adopted and approved.

ADOPTED this ___ day of _____, ____.

ATTEST: THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk Joshua J. Cohen, Mayor

Capital Improvement Program

Proposed

Fiscal Year 2013-2018
City of Annapolis, Maryland

FY2013 – FY2018
Capital Improvement Program
Proposed

City of Annapolis
Maryland
March, 2012

City of Annapolis
FY13-FY18 Capital Improvement Program

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INTRODUCTION

Authority

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

Purpose

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

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

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

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

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

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

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

Role of the Comprehensive Plan in the Capital Improvement Program

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

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

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

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

Priority Scoring of Capital Projects

Beginning this year, the City prepared the CIP under the *Capital Planning and Budget Policy* approved by the City Council in June, 2011. 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 goal of the project scores is to help rank projects within funding categories. For instance, projects funded via the General Fund are ranked relative to each other, projects funded via the Water Enterprise Fund are ranked relative to other water projects, etc. The evaluation criteria are listed in Table 1. This year's project scores are shown on the Summary of FY13 projects on page 10 and listed in detail in Appendix B. Project scores will be updated annually

Table 1. Evaluation Criteria

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.	25
2. Regulatory or legal mandates An assessment of the degree to which the project is under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement. For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.	25
3. Operational Necessity An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: *Improves* operational functions and services: up to 10 points *Sustains* operational functions and services: up to 5 points	10
4. Implication of Deferring the Project (opportunity costs) 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.	10
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.	5
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.	6
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. For example, a project that would bring grant funds from an outside agency into the City would score higher, while a project that relies only on City funds would score lower.	7
8. 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.	7
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; timing considerations with other capital projects (if applicable); the degree to which the project is in compliance with the Comprehensive Plan or other City-adopted plans; and level of public support. Whether a public information strategy is recommended will be noted.	5
Total points possible:	100

Presentation Format

At the beginning of this year's CIP, changes from the last year's Adopted CIP are noted, followed by a listing of all current "live" capital projects. The current "live" projects received funding in prior years and are still underway. If prior year funding is considered adequate to complete the project and no new funding is requested, no further detail is provided in this document. Only prior year budgets are shown, not expenditures or encumbrances.

Capital projects can be categorized by the project's stage in the sequence from project planning to design to construction. The projects proposed to receive funding in FY13 are listed by project stage on page 9. A summary of all capital projects in the 6-year Capital Improvement Program begins on page 10.

An analysis of bond debt for the 6-year capital program is provided on page 12, and repeated on the project detail sheets that follow. This analysis is provided for illustrative purposes and for order of magnitude comparisons across projects, to assist decision-makers to better understand the fiscal impacts of the capital budget. The actual terms of bond debt will not be finalized until the time of a bond issue; the figures shown are illustrative only. The impact of bond debt is expressed in two forms; as average annual debt service, and as average tax rate impact. The average tax rate impact is expressed as the dollar cost per $1,000 of a property's value. For example, a project shown with an average tax rate impact of .01, would cost $1 from the annual property tax payment of a property valued at $100,000. No changes to the tax rate are enacted via the CIP, as the tax rate is determined by separate action of the Annapolis City Council. Further, the projects funded by Enterprise Funds have no real impact on the tax rate, as the Enterprise Funds are self-supporting with fees and other sources of revenue.

Beginning in FY13, costs incurred for construction project management in the Capital Budget will be transferred to the Operating Budget to offset salary costs. These expenditures are itemized on page 13.

Each capital project is described on a project detail sheet, beginning on page 14.

Additional capital needs anticipated over the long term are noted. Those potential projects may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are included in this document to convey to City leaders and other interested parties the general parameters and breadth of upcoming capital needs.

Finally, the consistency of capital projects with the Annapolis Comprehensive Plan are noted, as reviewed and scored by the Capital Working Committee.

FUNDS - OVERVIEW

The City considers all forms of public financing when developing its CIP. Sources of financing include operating 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, Off Street 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.

Planning documents pertaining to stormwater management infrastructure include:

- DPW maintains a prioritized list of storm drainage infrastructure needs
- Watershed Study & Action Plan (Draft/2009)

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)

Off Street Parking Enterprise Fund

The Off Street 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 off street 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 FY12 ADOPTED CAPITAL BUDGET

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 CIP as *planned* budgets for year 2 become the *proposed* budget allocation for year 1 of the current year's CIP.

	FY13 planned budget per FY12-FY17 CIP	FY13 proposed budget per FY13-FY18 CIP	Notes
New Projects			
Truxtun Park Pool	n/a	100,000	Project was on long-term Capital program in prior year CIP.
Fire Station Paving Project	n/a	426,212	
Trail Connections	n/a	1,097,000	Project was on long-term Capital program in prior year CIP.
Kingsport Park	n/a	172,875	Project was on long-term Capital program in prior year CIP.
Stream Restoration	n/a	406,000	
Capital Program Land Acquisition	n/a	2,575,000	
Cost and Scope Changes			
City Hall	1,960,874	1,560,000	Construction budget was revised based on project planning and design.
City Dock Development	0	315,000	City Dock planning initiative has clarified the FY13 implementation phase.
General Sidewalks	500,000	600,000	Project budget was revised to address current conditions.
Sewage Pump Station Rehabilitation	333,500	614,000	Newly identified problems with pump station generators, Belmont Station flow meter and need to install a grinder.
Capital Grants to Non-Profits	0	50,000	
Projects Deferred			
Truxtun Park Improvements	100,000	0	Woodland Trail portion of project expected to be completed with FY12 funds. Ongoing project to be evaluated by new Rec/Parks director.
Landfill Gas Mitigation	360,000	0	Project phasing revised in consultation with MDE.
Stormwater Management Retrofit Projects	100,000	0	Projects benefitting the Weems Creek Watershed underway with prior year funds.

ALL CURRENT CAPITAL PROJECTS

Listed here are all current 'live' capital projects – projects that received funding in prior years and are still underway. Not included on this list are new projects recommended to receive funding in FY13.

Project Name	*Project Years*	*Prior Year Total Project Budget*	*FY13 Total Project Budget*	*Project Total Budget*
General Fund				
City Hall Restoration	FY11-FY13	1,086,035	1,560,000	2,646,035
General Roadways	recurring	2,800,000*	2,000,000	2,000,000 recurring
General Sidewalks	recurring	0*	600,000	600,000 recurring
City Dock Development	FY11-FY13	190,000	315,000	505,000
Landfill Gas Mitigation	FY11-FY14	1,780,990	0	4,355,990
Maintenance Facilities	FY11, FY12	560,000	-	560,000
Market House	FY11, FY12	950,000	-	950,000
Facility/Infrastructure Asset Mngmt	FY12	200,000	-	200,000
Stanton Center	FY12	150,000	-	150,000
Truxtun Park Improvements	FY12	200,000	-	200,000
Eastport Fire Station: Emergency Equipment Storage	FY11	150,000	-	150,000
Roof Replacement	FY11	100,000	-	100,000
WYRE Tower	FY11	20,000	-	20,000
IT System Implementation	FY11	1,210,000	-	1,210,000
Dam Repair at Waterworks Park	FY11	1,000,000	-	1,000,000
Stormwater Fund				
Stormwater Management Retrofit Projects	FY11, FY12	150,000	0	100,000 recurring
Water Enterprise Fund				
Water Treatment Plant	FY11-FY15	780,000	0	50,747,000
Water Distribution Rehab	recurring	1,820,000*	1,880,000	recurring
SCADA/Radio Upgrade - Water	FY11-FY14	1,203,000	120,000	1,443,000
Sewer Enterprise Fund				
Sewer Pump Station Rehab	FY11-FY14	1,729,743	614,000	3,028,743
Sewer Rehab & Upgrades	recurring	2,250,000*	2,320,000	recurring
SCADA/Radio Upgrade - Sewer	*see notes under Water Fund*			

** "Prior Year Funding" captures FY11 and FY12 only.*

PROJECT STAGES

Capital projects are shown according to the project stage. This allows like projects to be considered together, so as to determine overall City priorities and allow for resources to be allocated accordingly. The activities undertaken within each stage clarify the budget and tasks for the ensuing stage.

- Project Planning Stage: includes the development of the project scope, feasibility study, a design budget, and order of magnitude construction budget.
- Design Stage: includes the development of any environmental documents, legal documents, construction plans and specifications, and a detailed construction budget.
- Construction Stage: includes site preparation, utility and infrastructure placement, equipment installation, construction, and environmental mitigation.

FY13 budget commitment allows Project Stage:	Project Name	FY13 proposed budget per FY13-FY18 CIP	Funding Status*
Planning & Design			
Planning	Truxtun Park Pool	100,000	New
Planning/Design/Construction	Trail Connections	1,097,000	New
Planning/Design	City Dock Development	315,000	Current
Planning/Design	Water Treatment Plant	0	Prior
Design & Construction			
Design/Construction	Landfill Gas Mitigation	0	Prior
Design/Construction	Kingsport Park	172,875	New
Design/Construction	Stream Restoration	406,000	New
Design/Construction	Water Distribution Rehab	1,880,000	Current
Design/Construction	Sewer Rehab & Upgrades	2,320,000	Current
Construction	City Hall Restoration	1,560,000	Current
Construction	Fire Station Paving	426,212	New
Construction	General Roadways	2,000,000	Current
Construction	General Sidewalks	600,000	New
Construction	Sewage Pump Station Rehabilitation	614,000	Current
Construction	SCADA/Radio Upgrade	120,000	Current

*Funding Status Definitions:
Prior – project was funded in prior years and is still underway; no new funds requested in FY13
Current – project was funded in prior years an FY13 funding is requested
New – project is a new proposal; fy13 funding is requested

FY13 Proposed Projects: Source of Funds

Categories	Acct # T4	Acct # MUNIS	Project Name	FY13 Need Total	FY 13 Source of Funds: Bond funds	Operating funds	Other: MDE Grant	MDE Loan	State Capital Funds	DNR	FY13 Project Score
			GENERAL FUND								
City Buildings	544	20005	City Hall Restoration	1,560,000	1,310,000				250,000		62
	-	tbd	Truxtun Park Pool	100,000	100,000						72
	-	tbd	Fire Station Paving	426,212	426,212						55
Roads/	477	40001	General Roadways	2,000,000	2,000,000						73
Sidewalks	-	tbd	General Sidewalks	600,000		600,000					*
	-	tbd	Trail Connections	1,097,000	1,097,000						44
Special Projects/	739	74001	City Dock Development	315,000	315,000						48
Econ Dev/	122	10001	Landfill Gas Mitigation	0							75
Parks	-	tbd	Kingsport Park	172,875	25,931					146,944	44
	-	tbd	Capital Program Land Acquisition	2,575,000	2,570,000	5,000					*
	531	20006	Capital Grants to Annapolis Non-profits	50,000		50,000					*
			General Fund Total:	8,896,087	7,844,143	655,000			250,000	146,944	
			ENTERPRISE FUNDS								
Stormwater	735	77002	Stormwater Mgmt Retrofit Projects								*
	-	tbd	Stream Restoration	406,000	406,000						*
			Stormwater Fund Total:	406,000	406,000						
Water	724	71001	Water Treatment Plant				230,000	12,300,000			74
	738	71003	Water Distribution Rehab	1,880,000	1,880,000						55
	tbd	tbd	SCADA/Radio Upgrade - Water	120,000		120,000					45
			Water Fund Total:	2,000,000	1,880,000	120,000	230,000	12,300,000			
Sewer	706	72002	Sewer Pump Station Rehab	614,000	614,000						59
	743	72004	Sewer Rehab & Upgrades	2,320,000	2,320,000						59
	tbd	tbd	SCADA/Radio Upgrade - Sewer								45
			Sewer Fund Total:	2,934,000	2,934,000						
Off Street Parking	732	tbd	Hillman Garage								*
			Off Street Parking Total:								
Dock	717	tbd	Bulkhead Replacement, Phase 2								*
	731	tbd	Harbormaster Building								*
			Dock Fund Total:								
ALL FUNDS TOTAL				**14,236,087**	**13,064,143**	**775,000**	**230,000**	**12,300,000**	**250,000**	**146,944**	

* project not reviewed by CWC

SUMMARY: FY13 - FY18
CAPITAL PROJECTS: TOTAL PROJECT COST

Categories	Acct # T4	Acct # MUNIS	Project Name	Proposed FY13	5-Year Capital Plan FY14	FY15	FY16	FY17	FY18	FY13 - FY18 Total
			GENERAL FUND							
City Buildings	544	20005	City Hall Restoration	1,560,000						1,560,000
	-	tbd	Truxtun Park Pool	100,000						100,000
	-	tbd	Fire Station Paving	426,212						426,212
Roads/	477	40001	General Roadways	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000
Sidewalks	-	tbd	General Sidewalks	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000
	-	tbd	Trail Connections	1,097,000	87,000	170,000	1,291,200			2,645,200
Special Projects/	739	74001	City Dock Development	315,000						315,000
Econ Dev/	122	10001	Landfill Gas Mitigation	0	2,575,000					2,575,000
Parks	-	tbd	Kingsport Park	172,875						172,875
	-	tbd	Capital Program Land Acquisition	2,575,000						
	531	20006	Capital Grants to Annapolis Non-profits	50,000	50,000	25,000	25,000	25,000		175,000
			General Fund Total:	8,896,087	5,312,000	2,795,000	3,916,200	2,625,000	2,600,000	23,569,287
			ENTERPRISE FUNDS							
Stormwater	735	77002	Stormwater Mgmt Retrofit Projects		100,000	100,000	100,000	100,000	100,000	500,000
	-	tbd	Stream Restoration	406,000						406,000
			Stormwater Fund Total:	406,000	100,000	100,000	100,000	100,000	100,000	906,000
Water	724	71001	Water Treatment Plant							
	738	71003	Water Distribution Rehab	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	12,130,000
	-	tbd	SCADA/Radio Upgrade - Water	120,000	120,000					240,000
			Water Fund Total:	2,000,000	2,050,000	1,990,000	2,050,000	2,110,000	2,170,000	12,370,000
Sewer	706	72002	Sewer Pump Station Rehab	614,000	685,000					1,299,000
	743	72004	Sewer Rehab & Upgrades	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	14,980,000
	tbd	-	SCADA/Radio Upgrade - Sewer							0
			Sewer Fund Total:	2,934,000	3,075,000	2,460,000	2,530,000	2,600,000	2,680,000	16,279,000
Off Street Parking	732	tbd	Hillman Garage			300,000	765,190	20,787,970		21,853,160
			Off Street Parking Total:			300,000	765,190	20,787,970		
Dock	717	tbd	Bulkhead Replacement, Phase 2		130,000	6,000,000				6,130,000
	731	tbd	Harbormaster Building		130,000	2,000,000				2,130,000
			Dock Fund Total:		260,000	8,000,000				8,260,000
ALL FUNDS TOTAL				**14,236,087**	**10,797,000**	**15,645,000**	**9,361,390**	**28,222,970**	**7,550,000**	**61,384,287**

Capital Improvement Program - Proposed FY13 - FY18

Assumption: $660,000 in annual debt service = $0.01 raise on the tax rate.

Categories	CIP #	Project Name	Borrowing Term	FY13	FY14	FY15	FY16	FY17	FY13-FY17 Total	Average Annual Debt Service	Average Tax Rate Impact
		GENERAL FUND									
	122	Landfill Gas Mitigation	25	0.00	2,575,000.00	0.00	0.00	0.00	2,575,000.00	168,662.50	0.26
	544	City Hall Restoration	20	1,310,000.00					1,310,000.00	99,068.75	0.15
	477	General Roadways	10	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	10,000,000.00	1,262,500.00	1.91
	tbd	Fire Station Paving	10	462,212.00					462,212.00	58,354.27	0.09
	358	Truxtun Park Pool	5	100,000.00					100,000.00	22,750.00	0.03
	739	City Dock Development	5	315,000.00					315,000.00	71,662.50	0.11
	tbd	Kingsport Park*	5	26,000.00					26,000.00	5,915.00	0.01
	tbd	Trail Connectors	5	1,097,000.00					1,097,000.00	249,567.50	0.38
		Total		5,310,212.00	4,575,000.00	2,000,000.00	2,000,000.00	2,000,000.00	15,885,212.00	1,938,480.52	2.94
		crossfoot error / source test							-	-	Debt Service if expressed as Tax Rate Impact **
		*ENTERPRISE FUNDS***									
Stormwater	735	Stormwater Mgmt Retrofit Projects	Fees	0.00	100,000.00	100,000.00	100,000.00	100,000.00	400,000.00	0.00	0.00
	tbd	Stream Restoration***	10	406,000.00					406,000.00	51,257.50	0.08
	tbd	Stormwater Best Management Practices							0.00	0.00	0.00
		Total		406,000.00	100,000.00	100,000.00	100,000.00	100,000.00	806,000.00	51,257.50	0.08
		crossfoot error / source test							-	-	
Water	724	Water Treatment Plant	30						0.00	0.00	0.00
	738	Water Distribution Rehab	30	1,880,000.00	1,930,000.00	1,990,000.00	2,050,000.00	2,110,000.00	9,960,000.00	585,150.00	0.89
	tbd	SCADA/Radio Upgrade - Water	Operating Funds	120,000.00	120,000.00			0.00	240,000.00	0.00	0.00
		Total		2,000,000.00	2,050,000.00	1,990,000.00	2,050,000.00	2,110,000.00	10,200,000.00	585,150.00	0.89
		crossfoot error / source test							-		
Sewer	706	Sewer Pump Station Rehab	30	614,000.00					614,000.00	36,072.50	0.05
	743	Sewer Rehab & Upgrades	30	2,320,000.00	2,390,000.00	2,460,000.00	2,530,000.00	2,600,000.00	12,300,000.00	722,625.00	1.09
	tbd	SCADA/Radio Upgrade - Sewer	10				0.00	0.00	0.00	0.00	0.00
		Total		2,934,000.00	2,390,000.00	2,460,000.00	2,530,000.00	2,600,000.00	12,914,000.00	758,697.50	1.15
		crossfoot error / source test							-		
Off Street Parki	732	Hillman Garage	30			300,000.00	765,190.00	20,787,970.00	21,853,160.00	1,283,873.15	1.95
		Total		0.00	0.00	300,000.00	765,190.00	20,787,970.00	21,853,160.00	1,283,873.15	1.95
		crossfoot error / source test							-		
Dock	717	Bulkhead Replacement, Phase 2	20		130,000.00	6,000,000.00			6,130,000.00	463,581.25	0.70
	731	Harbormaster Building	20		130,000.00	2,000,000.00			2,130,000.00	161,081.25	0.24
		Total		0.00	260,000.00	8,000,000.00	0.00	0.00	8,260,000.00	624,662.50	0.95
		crossfoot error / source test							-		
		Sidewalk Revolving Fund									
Sidewalk	tbd	Sidewalk Repairs	Tax Rate Increase$.01	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	3,000,000.00	0.00	0.00
		Total		600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	3,000,000.00	0.00	0.00
									-		
		Project Cost TOTAL:		11,250,212.00	9,975,000.00	15,450,000.00	8,045,190.00	28,197,970.00	72,918,372.00	5,242,121.17	7.94

*This project may be deferred: It is dependent on grant funds which were anticipated by the former Recs. and Parks Director. Director transition may impact the acquiring of the grant.

**No impact to the tax rate from projects funded by enterprise funds.

***This project may be partially funded by stormwater fees.

TRANSFER TO FY13 OPERATING BUDGET: CONSTRUCTION MANAGEMENT COSTS

		FY13 Need				
		Total	sub-totals			
Categories	Project Name		Non-Construction budget	Construction budget	**Construction Mngmt budget**	Const Mngmt %
	GENERAL FUND					
City Buildings	City Hall Restoration	1,560,000		1,500,000	60,000	4.0%
	Truxtun Park Pool	100,000	100,000	0		
	Fire Station Paving	426,212	83,900	335,600	6,712	2.0%
Roads/	General Roadways	2,000,000		1,981,000	19,000	1.0%
Sidewalks	General Sidewalks	600,000	10,000	584,000	6,000	1.0%
	Trail Connections	1,097,000	815,000	272,000	10,000	3.7%
Special Projects/	City Dock Development	315,000	315,000	0		
Econ Dev/	Landfill Gas Mitigation	0				
Parks	Kingsport Park	172,875	20,625	145,000	7,250	5.0%
Transfer to Operating Budget - Salaries - Total:					**108,962**	
	ENTERPRISE FUNDS					
Stormwater	Stormwater Mgmt Retrofit Projects					
	Stream Restoration	406,000	101,000	300,000	5,000	1.7%
Transfer to Operating Budget - Salaries - Total:					**5,000**	
Water	Water Treatment Plant					
	Water Distribution Rehab	1,880,000	275,000	1,531,000	74,000	4.8%
	SCADA/Radio Upgrade - Water	120,000	20,000	95,500	4,500	4.7%
Transfer to Operating Budget - Salaries - Total:					**78,500**	
Sewer	Sewer Pump Station Rehab	614,000	22,000	564,000	28,000	5.0%
	Sewer Rehab & Upgrades	2,320,000	355,000	1,875,000	90,000	4.8%
	SCADA/Radio Upgrade - Sewer					
Transfer to Operating Budget - Salaries - Total:					**118,000**	
Off Street Parking	Hillman Garage				n/a	
Dock	Bulkhead Replacement, Phase 2				n/a	
	Harbormaster Building				n/a	

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
City Hall Restoration	544 / 20005	Public Works
Asset Category	**Asset Number**	**Priority Score**
City Facility	50138	62

Project Description

Renovation of City Hall and restoration of the City Council Chambers. The complete scope of the project includes new roofing, HVAC system, and complete interior restoration consistent with the 1868 design. Much of the interior renovation is funded, however additional project funding is needed to complete mechanical and energy improvements to City Hall. Remaining project tasks include the installation of new storm windows, roof repairs, the installation of a new mechanical system, and replacement of City Hall's water heaters. The goal of these tasks is improvement of the HVAC system's efficiency, reduced building maintenance costs, and increased comfort for City residents, meeting attendees, and City employees.

Regulatory or Legal Mandates
Possible OSHA requirements.

Operational Necessity
Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.

Prior Funding
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 from State (reprogrammed 2011 funds); City match required.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction	FY11-FY13	2,646,035

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs	1,500,000						1,500,000
Construction Project Mgmt	60,000						60,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	1,560,000						1,560,000
Funding Schedule							
Bond funds	1,310,000						1,310,000
Operating funds							
Other	250,000						250,000
Total	1,560,000						1,560,000

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
1,310,000	20	99,069	0.15

Project Detail

Project Title	**Project Number**	**Initiating Department**
Truxtun Park Pool	TBD	Recreation & Parks
Asset Category	**Asset Number**	**Priority Score**
Parks/Rec. facilities/Open Space	TBD	72

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 are causing the operations systems to slowly fail. Updated ADA and safety requirements will also be addressed with this replacement.

Year 1 will include a feasibility/assessment study which will determine subsequent design and construction budgets. Year 2 will include the design phase, and year 3 will include construction.

Regulatory or Legal Mandates
More stringent ADA requirements take effect within a few years.

Operational Necessity
Due to increasing maintenance needs to this aging facility, this improvement is essential to ensure this service. Improvements to the facility will result in higher revenues. Exact improvement costs and revenue potential will be discovered during Phase 1 feasibility study.

Prior Funding
None

Non-City sources of funding

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning	FY13-FY15	2,375,000

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	100,000	150,000					250,000
Construction Costs			2,000,000				2,000,000
Construction Project Mgmt			50,000				50,000
IT Costs							0
Furniture/Fixtures/Equipment			50,000				50,000
Legal Fees			25,000				25,000
Contingencies							0
Total	100,000	150,000	2,125,000	0	0	0	2,375,000
Funding Schedule							
Bond funds	100,000	150,000	2,125,000				2,375,000
Operating funds							
Other							
Total	100,000	150,000	2,125,000	0	0	0	2,375,000

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
100,000	5	22,750	0.03

Project Detail

Project Title	**Project Number**	**Initiating Department**
Fire Station Paving	TBD	Public Works with Fire Department
Asset Category	**Asset Number**	**Priority Score**
City Facility	50218 (Forest), 50220 (Eastport), 50688 (Taylor)	55

Project Description

Paving of traffic areas at all three Annapolis Fire Stations (27,000 square feet in total). This project will enable safe and efficient passage of emergency vehicles to and from facilities and provide safe pavement conditions for employee and public parking.

Regulatory or Legal Mandates None	**Operational Necessity** Project sustains an existing asset.	
Prior Funding None	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: Construction	**Project Years** FY13	**Total Project Budget** 426,212

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs	335,600						335,600
Construction Project Mgmt	6,712						6,712
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies	83,900						83,900
Total	426,212						426,212
Funding Schedule							
Bond funds	426,212						426,212
Operating funds							
Other							
Total	426,212						426,212

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
426,212	10	58,354	0.09

Project Detail

Project Title General Roadways	**Project Number: T4/MUNIS** 477 / 40001	**Initiating Department** Public Works
Asset Category Roadways/Sidewalks	**Asset Number** Numerous asset numbers are assigned to road segments	**Priority Score** 73

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	**Non-City sources of funding** Highway User Revenue 'Safe Routes to School' grant program	
FY13 Budget commitment allows project stage: Construction	**Project Years** Recurring	**Total Project Budget** 2,000,000 annually

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs	1,981,000	1,981,000	1,981,000	1,981,000	1,981,000	1,981,000	11,886,000
Construction Project Mgmt	19,000	19,000	19,000	19,000	19,000	19,000	114,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000

Funding Schedule

Bond funds	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000		10,000,000
Operating funds						2,000,000	2,000,000
Other							
Total	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000

Debt Analysis

FY13-FY17 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
10,000,000	10	1,262,500	1.91

Project Detail

Project Title	**Project Number**	**Initiating Department**
General Sidewalks	TBD	Public Works
Asset Category	**Asset Number**	**Priority Score**
Roadways/Sidewalks	Numerous asset numbers are assigned to sidewalks	Project not scored to date

Project Description

Project is designed as an ongoing infrastructure repair program for the sidewalks in Annapolis. In the summer of 2009, DPW conducted a comprehensive city-wide sidewalk condition assessment. 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.

Funding for this project is contingent on the identification of a funding source for sidewalk repairs.

Regulatory or Legal Mandates	**Operational Necessity** Allows continued safe use of the existing sidewalk network.
Prior Funding None	**Non-City sources of funding**

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction	Recurring	$600,000 annually

	Budget	5-Year Capital Plan					FY13 - FY18 Total
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	
Land Acquisition							
Design Costs	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Construction Costs	584,000	584,000	584,000	584,000	584,000	584,000	3,504,000
Construction Project Mgmt	6,000	6,000	6,000	6,000	6,000	6,000	36,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000
Funding Schedule							
Bond funds							
Operating funds	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000
Other							
Total	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000

Debt analysis: no debt to be incurred for this project.

Project Detail

Project Title	**Project Number**	**Initiating Department**
Trail Connections	TBD	Transportation
Asset Category	**Asset Number**	**Priority Score**
Roadways/Sidewalks	TBD	44

Project Description

As recommended in the Comprehensive Plan (2009), Team Ped Initiative (2006) and 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.

Year 1: Connect the Poplar Trail to the Spa Creek Trail with pavement markings and signage. For trail segment from Taylor Ave. to West Washington St., planning, land acquisition, design, and begin construction.
Year 2-4: Trail segment between Admiral Drive and Gibraltar Ave.

Regulatory or Legal Mandates
No

Operational Necessity

Prior Funding
None

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.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning through Construction (first trail segment)	FY13-FY16	2,645,200

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition	750,000			954,000			1,704,000
Planning	15,000	55,000					70,000
Design Costs	45,000		128,000				173,000
Construction Costs	272,000	32,000		327,200			631,200
Construction Project Mgmt	10,000			10,000			20,000
IT Costs							0
Legal Fees	5,000		42,000				47,000
Contingencies							0
Total	1,097,000	87,000	170,000	1,291,200	0	0	2,645,200
Funding Schedule							
Bond funds	1,097,000	87,000	42,000	964,000			2,190,000
Operating funds							
Other			128,000	327,200			455,200
Total	1,097,000	87,000	170,000	1,291,200	0	0	2,645,200

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
1,097,000	5	249,567	0.38

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
City Dock Development	739 / 74001	Planning & Zoning
Asset Category	**Asset Number**	**Priority Score**
Roadways/Sidewalks, City Facilities	Numerous asset numbers	48

Project Description

Revitalization and renewal of the City Dock area. Project involves master planning of public space and public access to the waterfront, circulation, parking, land use and redevelopment, real property acquisition, wayfinding, drainage and stormwater management, and construction phasing. The master planning is coordinated with other capital projects (Market House, Harbormaster Building, Bulkhead Replacement).

Project encompasses the following City assets:

· Susan Campbell park, Kunta Kinte park, Hopkins Plaza, Newman Street playground & park

· Sidewalks, Roadways - approx. 5,611 linear feet (4.99 acres

· 307 parking spaces at: Donner Lot, Market Plaza, Dock Street, City Dock surface lot, area between Fawcett's and Fleet Reserve properties, and on-street.

· Former Rec Center/Community Service building, Harbormaster building, Market House

Regulatory or Legal Mandates

Operational Necessity

Project aligns City policy, plans, and management of City facilities, City parking lots, and circulation infrastructure.

Prior Funding

FY12: $140,000. FY11: $50,000.
Additional non-capital planning funds in FY11, FY12.

Non-City sources of funding

Various grant opportunities are under investigation.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design	FY11-FY13	505,000

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	300,000						300,000
Construction Costs							
Construction Project Mgmt							
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	15,000						15,000
Contingencies							
Total	315,000						315,000

Funding Schedule

Bond funds	315,000						315,000
Operating funds							
Other							
Total	315,000						315,000

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
315,000	5	71,662	0.11

Project Detail

Project Title	Project Number: T4/MUNIS	Initiating Department
Landfill Gas Mitigation	122 / 10001	Public Works
Asset Category	**Asset Number**	**Priority Score**
Landfill	50240	75

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 by the beginning of the 2013 calendar year. 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 $2,500,000. 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

The work must be done to comply with the Draft Consent Order.

Prior Funding

FY12: $989,990 budgeted.
FY11: $1,910,000 budgeted. Reduced to $772,000 per GT 24-12 in November, 2011.

Non-City sources of funding

FY13 Budget commitment allows project stage:	Project Years	Total Project Budget
Construction	FY11-FY14	4,355,990

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs		1,000,000					1,000,000
Construction Costs		1,500,000					1,500,000
Construction Project Mgmt		75,000					75,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	0	2,575,000	0	0	0	0	2,575,000

Funding Schedule

Bond funds		2,575,000					2,575,000
Operating funds							
Other							
Total	0	2,575,000	0	0	0	0	2,575,000

Debt Analysis

FY14 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
2,575,000	25	168,662	0.26

Project Detail

Project Title	**Project Number**	**Initiating Department**
Kingsport Park	TBD	Recreation & Parks
Asset Category	**Asset Number**	**Priority Score**
Parks/Rec. facilities/Open Space		44

Project Description

This project will complete the development of the Kingsport Park, a 3-acre parcel donated as part of the Kingsport residential development. The project will include a 10-car off street parking area, pathway, small linear field, community garden plots, security lighting, water, landscaping and a park sign. Some preliminary design has been completed, but will need to be updated.

Regulatory or Legal Mandates	**Operational Necessity**
No	Meets the essential recreation and park services for the community. Anticipate small increase in operating costs (~$500 annually) after project is completed.
Prior Funding	**Non-City sources of funding**
None	Application to DNR will be made in summer of 2012 (Community Parks and Playground program). Match of $25,000 (15% of total) is factored into project budget.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design, Construction	FY13	172,875

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	2,500						2,500
Construction Costs	145,000						145,000
Construction Project Mgmt	7,250						7,250
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies	18,125						18,125
Total	172,875	0	0	0	0	0	172,875
Funding Schedule							
Bond funds	25,931						25,931
Operating funds							
Other	146,944						146,944
Total	172,875						172,875

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
25,931	5	5,915	0.01

Project Detail

Project Title Capital Program Land Acquisition	**Project Number: T4/MUNIS** TBD	**Initiating Department** Mayor's Office
Asset Category Real Property, Right of Way	**Asset Number** TBD	**Priority Score** Project not scored to date

Project Description

Opportunities for acquiring land for capital projects arise, and the City can respond in a timely fashion if funds are available. Opportunities may be related to roadway, trail, facility and park projects that are in the conceptual planning stage, many of which are noted in the City's Comprehensive Plan. Funds may be used to provide matching funds for non-City sources of funding.

Legal expenses associated with land acquisition are included in this project budget for the purposes of real property title research, appraisals, and related legal advice.

Regulatory or Legal Mandates	**Operational Necessity** Opportunity cost savings.	
Prior Funding None	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: Project planning	**Project Years**	**Total Project Budget**

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition	2,550,000						2,550,000
Design Costs							
Construction Costs							
Construction Project Mgmt							
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	25,000						25,000
Contingencies							
Total	2,575,000						2,575,000
Funding Schedule							
Bond funds	2,570,000						2,570,000
Operating funds	5,000						5,000
Other							
Total	2,575,000						2,575,000

Debt analysis to be completed as projects progress.

Project Detail

Project Title Capital Grants to Annapolis non-profit organizations	**Project Number: T4/MUNIS** 531 / 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 two organizations important to the Annapolis community; Maryland Hall for the Creative Arts, and the planned National Sailing Hall of Fame. Funds will support Maryland Hall's Auditorium Renovation project and development of the Sailing Hall of Fame's facility and site (shown).

Regulatory or Legal Mandates	**Operational Necessity**	
Prior Funding Maryland Hall granted $250,000 FY09 through FY12. National Sailing Hall of Fame granted $250,000 FY07 through FY12.	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: n/a	**Project Years**	**Total Project Budget** n/a

	Budget	5-Year Capital Plan					FY13 - FY18 Total
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	
Maryland Hall	25,000	25,000	25,000	25,000	25,000		125,000
Nat'l Sailing Hall of Fame	25,000	25,000					50,000
Total	50,000	50,000	25,000	25,000	25,000		175,000
Funding Schedule							
Bond funds							
Operating funds	50,000	50,000	25,000	25,000	25,000		175,000
Other							
Total	50,000	50,000	25,000	25,000	25,000		175,000

Debt analysis: no debt incurred for this expenditure.

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
Stormwater Management Retrofit Projects	735 / 77002	Public Works
Asset Category	**Asset Number**	**Priority Score**
Drainage/Stormwater		Project not scored to date

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 budgeted FY11: 50,000 budgeted	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: No funds requested in FY13	**Project Years** Recurring	**Total Project Budget** 100,000 annually

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs		6,500	6,500	6,500	6,500	6,500	32,500
Construction Costs		90,000	90,000	90,000	90,000	90,000	450,000
Construction Project Mgmt		3,500	3,500	3,500	3,500	3,500	17,500
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
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

Debt analysis: Project is funded by fees. No debt is incurred for this project.

Project Detail

Project Title	Project Number	Initiating Department
Stream Restoration	TBD	DNEP
Asset Category	**Asset Number**	**Priority Score**
Drainage/Stormwater		Project not scored to date

Project Description

Restoration of 1,000 linear feet of streams eroded by stormwater. 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. One way to reduce nutrient pollution is to restore stormwater-scoured urban streams. Stream restoration projects slow the stormwater velocity in the stream and re-vegetate eroded stream banks, thus reducing the nutrient laden sediment load distributed into receiving waters. Several miles of Annapolis' streams have been degraded by excessive stormwater flow and this project will begin to rectify that degradation.

Regulatory or Legal Mandates
EPA mandates related to Chesapeake Bay 'pollution diet'.

Operational Necessity

Prior Funding	Non-City sources of funding	
None	No	
FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design, Construction	FY13	406,000

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	100,000						100,000
Construction Costs	300,000						300,000
Construction Project Mgmt	5,000						5,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	1,000						1,000
Contingencies							
Total	406,000	0	0	0	0	0	406,000

Funding Schedule

Bond funds	406,000						406,000
Operating funds - Stormwater							
Other							
Total	406,000						406,000

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
406,000	10	51,257	0*

** No tax rate impact: project is funded from Stormwater Fund. If expressed as a tax rate impact, debt service would equate to .08.*

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
Water Treatment Plant	724 / 71001	Public Works
Asset Category	**Asset Number**	**Priority Score**
Water Infrastructure		74

Project Description

The Water Treatment Plant is at the end of its useful life and in need of replacement. It has significant operational and structural constraints. The existing facility has regulatory and safety issues. Hydraulic issues limit the production capacity of the plant to below its design capacity. A Facility Plan Report (2009) showed that operational and structural constraints result in less than efficient and economical production of drinking water. Replacement parts for most of the mechanical equipment are difficult to find; some parts are no longer being made. The results of the life-cycle cost and qualitative analyses in the report showed that a new water treatment plant was the better alternative, as compared to major upgrades. The possibility of a partnership with Anne Arundel County and the ultimate location of new water treatment facilities is under consideration, but regardless of the outcome, new water treatment capacity for the City is necessary.

Regulatory or Legal Mandates

Operational Necessity

The water treatment plant is the only source of water for the City and therefore, a critical operation.

Prior Funding

FY12: $277,000 budgeted
FY11: $503,000 budgeted

Non-City sources of funding

The City has been approved for a low-interest loan and grant from MD Department of the Environment (MDE) for federal Fiscal Year 2013 (funds available November 2012).

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Planning, Design	FY11-FY15	50,747,000

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs							0
Construction Project Mgmt							0
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	0	0	0	0	0	0	0
Funding Schedule							
Bond funds		8,000,000	7,970,000				15,970,000
Operating funds - Water Fund							
MDE Loan	12,300,000	10,100,000	10,000,000				32,400,000
MDE Grant	230,000	1,200,000	680,000				2,110,000
Total	12,530,000	19,300,000	18,650,000				50,480,000

Debt analysis to be completed as project planning and design progresses.

* Note: Appropriation Schedule is shown in FY12 and represents anticipated total project appropriation needs. Funding Schedule represents cash flow expectations. Temporary funds will be needed to cover D/B Contractor costs prior to MDE reimbursement.

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
Water Distribution Rehab	738 / 71003	Public Works
Asset Category	**Asset Number**	**Priority Score**
Water Infrastructure	Numerous asset numbers are assigned	55

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 pipes, valves, and hydrants that have exceeded or will reach the end of their useful life. Addressing the capital needs will minimize the potential for a major failure.

The water distribution infrastructure replacement plan was developed based on priorities identified by DPW Operations in areas were multiple failures have occurred in the last several years.

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

FY12: 1,718,000 budgeted
FY11: 102,000 budgeted

Non-City sources of funding

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design, Construction	Recurring	Annual range 1.8M to 2.1M

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	210,000	225,000	240,000	250,000	260,000	265,000	1,450,000
Construction Costs	1,531,000	1,555,000	1,595,000	1,630,000	1,680,000	1,730,000	9,721,000
Construction Project Mgmt	74,000	75,000	80,000	85,000	85,000	85,000	484,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	25,000	30,000	30,000	35,000	35,000	35,000	190,000
Contingencies	40,000	45,000	45,000	50,000	50,000	55,000	285,000
Total	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	12,130,000

Funding Schedule

Bond funds	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000		9,960,000
Operating funds - Water Fund							
Capital Reserve - Water Fund						2,170,000	2,170,000
Total	1,880,000	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	12,130,000

Debt Analysis

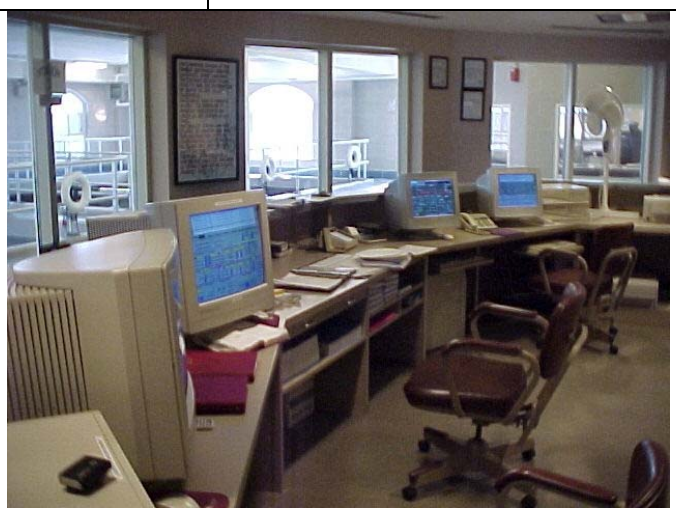
FY13-FY17 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
9,960,000	30	585,150	0*

** No tax rate impact due to 2011 adjustment in water rates. If expressed as a tax rate impact, debt service would equate to .89.*

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
SCADA/Radio Upgrade	TBD	Public Works
Asset Category	**Asset Number**	**Priority Score**
Wastewater & Water Infrastructure		45

Project Description
This project continues the replacement of obsolete controls and communications system of Supervisory Controls And Data Acquisition (SCADA) information from the City's sewage pump stations to the central system at 935 Spa Road and from the water tanks to the WTP chart recorders. The new wastewater collection SCADA system project is underway. The new water tank SCADA system will include LC3000 master telemetry system at the Water Treatment Plant and LC2000 remote telemetry units at each tank site. Communication will be using VHF radio (licensed through FCC), which after the original licensing process, has only a small annual relicensing fee (which may be waived for local governments), allowing the City to eliminate the costly monthly telephone lease lines.



Regulatory or Legal Mandates
No

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. If the existing leased telephone communication carrier ceases to maintain the obsolete system, the City would need to manually monitor the tank elevations at a cost of approximately $120,000 per year.

Prior Funding
FY12: 413,000 budgeted. FY11: 790,000 budgeted

Non-City sources of funding

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Construction	FY11-FY14	1,443,000

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Equipment/Programming	15,000	15,000					30,000
Construction Costs	90,000	90,000					180,000
Construction Project Mgmt	10,000	10,000					20,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	2,000	2,000					4,000
Contingencies	3,000	3,000					6,000
Total	120,000	120,000	0	0	0	0	240,000

Funding Schedule

Bond funds							
Operating funds-Water Fund	120,000	120,000					240,000
Other							
Total	120,000	120,000	0	0	0	0	240,000

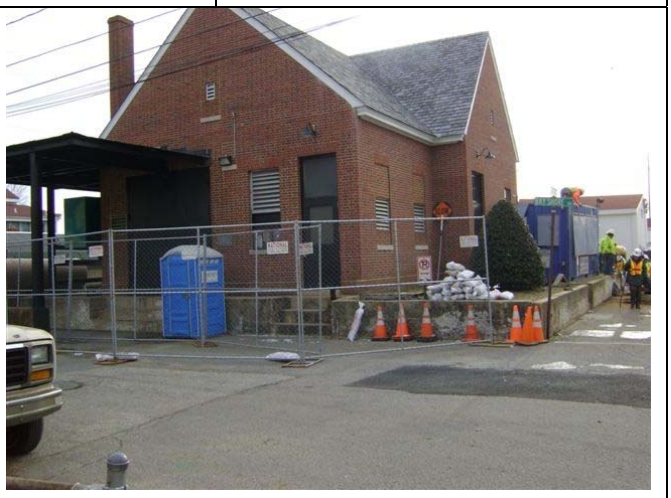
Debt analysis: FY13-FY18 no debt will be incurred.

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
Sewer Pump Station Rehab	706 / 72002	Public Works
Asset Category	**Asset Number**	**Priority Score**
Wastewater Infrastructure		59

Project Description

Replacement of sewage pump stations, pump station components and/or pumps. 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. Several pumps have failed, requiring immediate dispatch of emergency pumps to prevent sewage spill, and having an adverse impact on the cost of operation. Some of the pumps are so old that parts have to be specially made for them. Pump Station generator failures have also occurred resulting in no back-up power in the event of a power failure. One of the pump stations, Whitton Ct., requires complete replacement. This pre-fabricated "Tin Can" pumping station consists of an underground steel shell containing the pumps and controls. This station is in excess of 30 years old and the steel containment vessel is at the end of its design life. In all cases, new high efficiency or variable speed drive pumps result in longer pump life, reduced energy consumption, and more constant flow in down stream pipes.



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 providing sewer service to most customers.

Prior Funding

FY12: $1,239,000 budgeted
FY11: $490,743 budgeted

Non-City sources of funding

Low interest loan and grant funding may be available for a portion of the project in future fiscal years.

FY13 Budget commitment allows project stage	**Project Years**	**Total Project Budget**
Construction	FY11-FY14	3,028,743

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs							
Construction Costs	564,000	630,000					1,194,000
Construction Project Mgmt	28,000	31,000					59,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	11,000	12,000					23,000
Contingencies	11,000	12,000					23,000
Total	614,000	685,000	0	0	0	0	1,299,000

Funding Schedule

Bond funds	614,000	685,000					1,299,000
Operating funds - Sewer Fund							
Other							
Total	614,000	685,000					1,299,000

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
614,000	30	36,072	0*

** No tax rate impact due to 2011 adjustment in sewer rates. If expressed as a tax rate impact, debt service would equate to .05.*

Project Detail

Project Title	**Project Number: T4/MUNIS**	**Initiating Department**
Sewer Rehabilitation & Upgrades	743 / 72004	Public Works
Asset Category	**Asset Number**	**Priority Score**
Wastewater Infrastructure		59

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 for the next 20 years to address the sewers that have exceeded or will reach the end of their useful life.

Most of the pipes needing rehabilitation can be lined using trenchless methods. Others will need replacement. The decision is made based on site investigation. This project is expected to be multi-year and is expected to be focused on the oldest pipes, such as those in the Eastport and Historic District areas. The majority of the pipes are either vitrified clay (terracotta) pipes, which notoriously have joint failures, or concrete pipes, which deteriorate due to the sewer gases. Pipe joint failures and other leaks due to deterioration typically cause excessive infiltration and increased pumping and treatment needs and costs. In addition, the environmental impact of pipe failure is of concern.

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.

Operational Necessity

Each component of the sewer collection system is necessary. Interceptors and trunk lines are particularly important to remain in operation since they serve many customers. Addressing the capital needs minimizes the potential for a major failure.

Prior Funding

FY11: $1,200,000. FY12: $1,050,000

Non-City sources of funding

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design, Construction	Recurring	Annual range 2.3 to 2.7M

	Budget	5-Year Capital Plan					
Appropriation Schedule	Proposed FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Planning/Design Costs	270,000	275,000	285,000	300,000	310,000	315,000	1,755,000
Construction Costs	1,875,000	1,936,000	1,979,000	2,040,000	2,095,000	2,160,000	12,085,000
Construction Project Mgmt	90,000	94,000	96,000	100,000	105,000	105,000	590,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees	35,000	35,000	40,000	40,000	40,000	50,000	240,000
Contingencies	50,000	50,000	60,000	50,000	50,000	50,000	310,000
Total	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	14,980,000

Funding Schedule

Bond funds	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000		12,300,000
Operating funds - Sewer Fund							
Capital Reserve - Sewer Fund						2,680,000	2,680,000
Total	2,320,000	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	14,980,000

Debt Analysis

FY13-FY17 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
12,300,000	30	722,625	0*

** No tax rate impact due to 2011 adjustment in sewer rates. If expressed as a tax rate impact, debt service would equate to 1.09.*

Project Detail

Project Title Hillman Garage	**Project Number: T4/MUNIS** 732 /	**Initiating Department** Central Services
Asset Category Off Street Parking Facility	**Asset Number** 50026	**Priority Score** Project not scored to date

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. Project planning & design is recommended to begin in 2015. (per Department of Central Services, 2009)

Regulatory or Legal Mandates	**Operational Necessity**	
Prior Funding Approximately $700,000 spent in 2009 and 2010 on structural repairs.	**Non-City sources of funding**	
FY13 Budget commitment allows project stage: No funds requested in FY13	**Project Years** FY15-FY17 anticipated	**Total Project Budget**

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs			300,000	765,190	1,530,360		2,595,550
Construction Costs					16,723,150		16,723,150
Construction Project Mgmt							0
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees					334,460		334,460
Contingencies					2,200,000		2,200,000
Total	0	0	300,000	765,190	20,787,970	0	21,853,160

Funding Schedule

Bond funds			300,000	765,190	20,787,970		21,853,160
Operating funds - O.S. Parking							
Other							
Total	0		300,000	765,190	20,787,970	0	21,853,160

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
21,853,160	30	1,283,873	0*

**No tax rate impact: project is funded from Off Street Parking Fund. If expressed as a tax rate impact, debt service would equate to 1.95.*

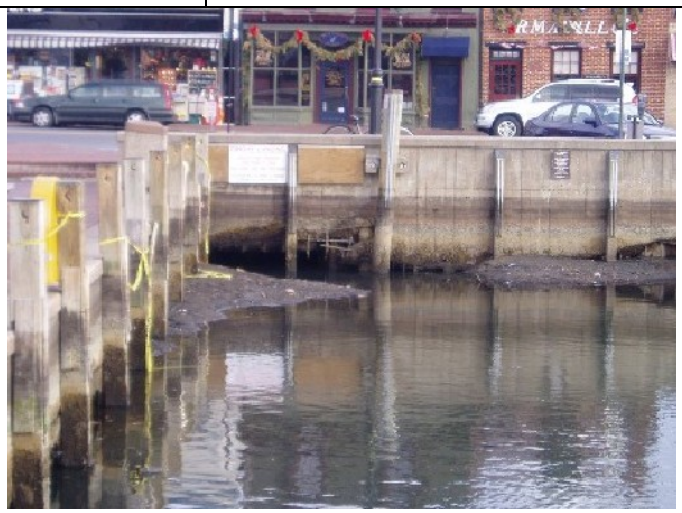
Project Detail

Project Title	**Project Number**	**Initiating Department**
Bulkhead Replacement, Phase 2	TBD	Harbormaster
Asset Category	**Asset Number**	**Priority Score**
Harbor and Maritime Infrastructure		Project not scored to date

Project Description

The existing bulkhead is showing signs of failure which are noticeable at low tides. This section of the bulkhead, referred to as Phase 2, extends ~700 feet from the Harbormaster building, wraps around Ego Alley in front of the market place and ends at the Chandler (former Fawcetts) property line. The scope of work will include, but not be limited to, steel bulkhead, drainage, and resurfacing of the parking around the Harbormaster office where a sinkhole keeps developing. Includes the installation of 14'wide walkways.

This project is recommended for funding in FY14, to allow completion of the City Dock Plan (currently underway).



Regulatory or Legal Mandates

Operational Necessity

Prior Funding
Project cost for Phase 1, completed in 2008: 9M.
With assistance from federal and State partners, City share of project cost: ~ 4M.

Non-City sources of funding
Phase 2 may be able to leverage approx. half of total project cost via same federal and State partners that assisted with Phase 1.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
No funds requested in FY13.	FY14-FY15 anticipated	

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs		130,000					130,000
Construction Costs			6,000,000				6,000,000
Construction Project Mgmt							
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
Total	0	130,000	6,000,000	0	0	0	6,130,000

Funding Schedule

Bond funds		130,000	3,000,000				3,130,000
Operating funds - Dock Fund							
Other			3,000,000				3,000,000
Total	0	130,000	6,000,000	0	0	0	6,130,000

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
6,130,000	20	463,581	0*

** No tax rate impact: project is funded from Dock Fund. If expressed as a tax rate impact, debt service would equate to .70.*

Project Detail

Project Title	**Project Number**	**Initiating Department**
Harbormaster Building	TBD	Harbormaster with Central Services
Asset Category	**Asset Number**	**Priority Score**
Harbor and Maritime Infrastructure/ City Facility	50137 (Johnson Building) 50593 (Welcome Center)	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 current offices are cramped and noisy due to new data and homeland security systems in place, and there are no meeting facilities. The work will include enlarged public restrooms on the ground floor, a new roof, refinishing the interior office space and customer counter, sprinklers, enlarged boater shower facilities, a new visitors' center window, and IT enhancements. All work is intended to include new security and access controls to allow for higher security of the public restroom facilities.

Project is recommended for funding in FY14, to allow completion of the City Dock Plan, currently underway, 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 (Waterways Improvement Fund and Boating Infrastructure grant program) may cover up to 65% of the components of the project providing boater facilities.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
No funds requested in FY13.	FY14-FY15 anticipated	

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs		130,000					130,000
Construction Costs			2,000,000				2,000,000
Construction Project Mgmt							0
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies							
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 - Dock Fund							
Other							
Total	0	130,000	2,000,000	0	0	0	2,130,000

Debt Analysis

FY13-FY18 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
2,130,000	20	161,081	0*

** No tax rate impact: project is funded from Dock Fund. If expressed as a tax rate impact, debt service would equate to .24.*

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 (#462)

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 (#476)

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 (#457)

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 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 (#454)

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 (#472)

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 (#471)

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 (#455)

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 (#728)

The study, "Flood Mitigation Strategies for the City of Annapolis: City Dock and Eastport Area" will be completed during 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 will be the basis for future capital projects.

CONSISTENCY OF CAPITAL PROJECTS WITH COMPREHENSIVE PLAN

Beginning this year, capital projects were scored on nine evaluation criteria, as described in the *Capital Planning and Budget Policy*. One evaluation criteria is consistency of the project with the Comprehensive Plan. An assessment of the degree to which the project furthers any of Comprehensive Plan's strategic goals, as adopted in the Comprehensive Plan, was provided by the department proposing the project and reviewed by the Capital Working Committee. Projects may be consistent with more than one Strategic Goal, but can receive no more than the 6-point maximum.

Comprehensive Plan Strategic Goal	*Project Name*	*Score (of 6 points possible)*
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.	City Dock Development	6
Buildings/Facilities: Shrink the City's carbon footprint and become a community of green buildings to combat climate change.	City Hall Restoration	5
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.	General Roadways City Dock Development	2 6
Roads: Street improvements should be made to support the implementation of the Opportunity Areas.		
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.		
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.	Truxtun Park Pool	5
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.	Kingsport Park	4
Trails: Complete the network of pedestrian and bicycle pathways.	Trail Connections	5

Transportation: Pursue the creation of a regional transit system serving the needs of Annapolis commuters, residents, and visitors.		
Buildings/Facilities and Roads: Protect and enhance Annapolis' rich cultural history and wealth of historic resources.	City Hall Restoration City Dock Development	5 6
Stormwater: Reduce the polluting effects of stormwater runoff into the Chesapeake Bay and its tributaries.	City Dock Development Landfill	6 4
Water: Protect and conserve the existing water supply and distribution systems by modernizing the existing treatment, storage and distribution system.	Water Treatment Plant Water Distribution System SCADA/ Radio Upgrade	6 6 6
Sewer: Enhance the Wastewater collection and treatment systems by modernizing the existing collection system	Sewer Pump Station Rehab Sewer Rehab & Upgrades SCADA/ Radio Upgrade	6 6 6

Appendix

CITY OF ANNAPOLIS
CAPITAL PLANNING AND BUDGET POLICY

Sections:

Overview
Threshold Definition
Organization & Process
- **Capital Programming Committee**
- **Capital Working Committee**
- **Annual Submission & Assessment Components**
- **Evaluation Process**
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Role of Comprehensive Plan/Master Plans in Capital Improvement Planning

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 on more.

ORGANIZATION AND PROCESS

Capital Programming Committee:
The City shall establish a Capital Programming Committee (*CPC*). In addition to insuring overall compliance with the City's Capital Policy, the core responsibility of the CPC is to

objectively evaluate departmental requests, and 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. ~~Prior to submitting the annual capital budget and the twenty year capital plan, the CPC shall hold a public hearing for the purpose of receiving public input.~~

The Capital 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 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 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***
    - <u>Total project cost</u>: 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.
    - <u>Funding plan</u>: 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

- ***Health, safety and welfare***; an assessment of the degree to which the project improves public health, safety, and welfare.
- ***Regulatory or legal mandates;*** legal mandates associated the project - compliance with court orders, consent orders or other legal mandates; compliance with federal/state/local safety requirements or mandates; 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 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.
- ***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.

Evaluation Process

It shall be the responsibility of the Capital 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 CPC. If the CPC 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 CPC completes the review of project scoring, the resulting rank ordering will determine the prioritization of the projects.

Evaluation Criteria

Criteria are described more fully in the Assessment Components section.

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.	25
2. Regulatory or legal mandates An assessment of the degree to which the project is under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement.. For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.	25
3. Operational Necessity An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: *Improves* operational functions and services: up to 10 points *Sustains* operational functions and services: up to 5 points	10
4. Implication of Deferring the Project (opportunity costs) An assessment of the consequences of delaying a project. For example, projects that would have significantly higher future costs, negative community aspects, or negative public perception, should they be deferred, would score higher.	10
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.	5
6. Strategic Goals An assessment of the degree to which the project furthers the City's strategic goals as adopted in the Comprehensive Plan. (These are listed in the section of this policy	6

addressing the Comprehensive Plan.)	
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. For example, a project that would bring grant funds from an outside agency into the City would score higher, while a project that relies only on City funds would score lower.	7
8. Community Demand An assessment of the degree to which the project meets a community need or responds to community demand.	7
9. Implementation readiness An assessment of the time required for a project to begin.	5
Total points possible:	100

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
Building									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
Subtotal									
Total									
Roads									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
Subtotal									
Total									
Water									
Planning Stage									
Subtotal									
Design Stage									
Subtotal									
Construction Stage									
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 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/Facilties 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

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 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.

Appendix B

Scoring of Capital Projects – Summary

This is the first year that the City is preparing its Capital Improvement Program (CIP) under the *Capital Planning and Budget Policy* approved by the City Council in June, 2011. 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 and help determine the relative priority of projects and resulting funding commitments. The project scores will help rank projects within funding categories. For instance, projects funded via the General Fund are ranked relative to each other, projects funded via the Water Enterprise Fund are ranked relative to other water projects, etc. The evaluation criteria are listed on page 2.

This year, a total of thirteen capital projects were scored using the new criteria. Four are existing projects recommended for continued funding from the General Fund; four are new projects via the General Fund; and five are existing water and sewer projects.

For each project, the department submitting the project provided a score based on the evaluation criteria. Project scores were then reviewed by the Capital Working Committee (CWC) and the CWC recommended changes in order to maintain consistent scoring across all projects. The departmental and CWC scores are presented on pages 3 – 5.

The project scores were then submitted to the Capital Programming Committee (CPC) for review. Per the policy, if the CPC does not agree with the assigned scores, it can either make changes or send the project back to the CWC for re-evaluation. When the CPC completes the review of project scoring, the resulting rank ordering helps determine the prioritization of projects. The ranking of projects should help determine funding recommendations for the FY13-FY18 CIP.

Evaluation Criteria

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.	25
2. Regulatory or legal mandates An assessment of the degree to which the project is under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement. For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.	25
3. Operational Necessity An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: *Improves* operational functions and services: up to 10 points *Sustains* operational functions and services: up to 5 points	10
4. Implication of Deferring the Project (opportunity costs) 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.	10
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.	5
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.	6
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. For example, a project that would bring grant funds from an outside agency into the City would score higher, while a project that relies only on City funds would score lower.	7
8. 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.	7
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; timing considerations with other capital projects (if applicable); the degree to which the project is in compliance with the Comprehensive Plan or other City-adopted plans; and level of public support. Whether a public information strategy is recommended will be noted.	5
Total points possible:	100

General Fund – Existing Projects (scored at 11/9/11 CWC meeting)

		Roadways #477		**Landfill** #122		**City Hall Restoration** #544		**City Dock Development** #739	
Stage (in FY13)		Construction		Design/ Construction		Design/ Construction		Planning/ Design	
Evaluation Criteria	Total possible	Dept.	CWC	Dept.	CWC	Dept.	CWC	Dept.	CWC
Health Safety & Welfare	25	20	**20**	22	**22**	15	**14**	15	**15**
Regulatory or legal mandates	25	20	**18**	22	**24**	10	**9**	10	**8**
Operational Necessity	10	5	**5**	9	**7**	10	**9**	5	**5**
Implication of deferring (financial component #3)	10	7	**7**	9	**9**	10	**10**	0	**0**
Budget impact (financial component #2)	5	5	**4**	0	**0**	5	**4**	0	**0**
Strategic goals (Comp Plan)	6	2	**2**	4	**4**	5	**5**	6	**6**
Grant funding (financial component #1)	7	7	**5**	1	**1**	5	**4**	4	**4**
Community demand	7	7	**7**	5	**3**	5	**4**	7	**6**
Implementation readiness	5	5	**5**	5	**5**	2	**3**	5	**4**
	100	78	**73**	77	**75**	67	**62**	52	**48**

General Fund - New Projects (scored at 11/3/11 CWC meeting)

		Truxtun Park Pool		**Trail Connections**		**Kingsport Park**		**AFD Paving**	
Stage (in Year 1)		Planning		Design/Construct		Design/ Construction		Construction	
Evaluation Criteria	Total possible	Dept.	CWC	Dept	CWC	Dept.	CWC	Dept.	Dept.
Health Safety & Welfare	25	20	**17**	20	**14**	20	**13**	20	**18**
Regulatory or legal mandates	25	22	**19**	0	**0**	0	**0**	12	**12**
Operational Necessity	10	8	**8**	5	**5**	7	**6**	5	**8**
Implication of deferring (financial component #3)	10	8	**8**	5	**3**	5	**3**	3	**7**
Budget impact (financial component #2)	5	4	**3**	4	**3**	4	**3**	0	**1**
Strategic goals (Comp Plan)	6	5	**5**	4	**5**	4	**4**	0	**1**
Grant funding (financial component #1)	7	4	**2**	5	**5**	6	**6**	0	**0**
Community demand	7	6	**6**	5	**5**	6	**5**	5	**3**
Implementation readiness	5	5	**4**	4	**4**	4	**4**	5	**5**
	100	82	**72**	52	**44**	56	**44**	50	**55**

Water Projects (Enterprise Fund) - scored at 10/20/11 CWC meeting

		Water Treatment Plant (#724)		**Water Distribution System (#738)**		**SCADA** Also shown with sewer projects	
Evaluation Criteria	Total possible	Dept.	CWC	Dept.	CWC	Dept.	CWC
Health Safety & Welfare	25	22	**21**	18	**19**	19	**19**
Regulatory or legal mandates	25	15	**13**	12	**12**	0	**0**
Operational Necessity	10	10	**10**	8	**6**	10	**10**
Implication of deferring (financial component #3)	10	10	**10**	3	**3**	3	**3**
Budget impact (financial component #2)	5	4	**4**	2	**2**	1	**1**
Strategic goals (Comp. Plan)	6	6	**6**	6	**6**	6	**6**
Grant funding (financial component #1)	7	5	**5**	2	**1**	0	**0**
Community demand	7	2	**2**	2	**2**	1	**1**
Implementation readiness	5	3	**3**	4	**4**	5	**5**
	100	77	**74**	57	**55**	45	**45**

Sewer Projects (Enterprise Fund)

		Sewer Pump Station Rehab (#706)		**Sewer Rehab Upgrades (#743)**		**SCADA** Also shown with water projects	
Evaluation Criteria	Total possible	Dept.	CWC	Dept.	CWC	Dept.	CWC
Health Safety & Welfare	25	18	**18**	18	**18**	19	**19**
Regulatory or legal mandates	25	15	**14**	15	**14**	0	**0**
Operational Necessity	10	8	**7**	8	**8**	10	**10**
Implication of deferring (financial component #3)	10	4	**4**	5	**5**	3	**3**
Budget impact (financial component #2)	5	1	**2**	1	**1**	1	**1**
Strategic goals (Comp. Plan)	6	6	**6**	6	**6**	6	**6**
Grant funding (financial component #1)	7	1	**1**	1	**1**	0	**0**
Community demand	7	1	**2**	1	**2**	1	**1**
Implementation readiness	5	4	**5**	4	**4**	5	**5**
	100	58	**59**	59	**59**	45	**45**

SCADA Project ranked at 10/20/11 CWC meeting. #706 and #743 ranked at 11/9/11 CWC meeting.

Summary of all scores:

	Dept Score	***CWC Score***
General Fund - Existing Projects		
City Hall	67	62
Roadways	78	73
City Dock	52	48
Landfill	77	75
General Fund - New Projects		
Truxtun Park Pool	82	72
AFD Paving	50	55
Trail Connections	52	44
Kingsport Park	56	44
Water Projects		
Water Treatment Plant	77	74
Water Distribution System	57	55
SCADA	45	45
Sewer Projects		
Sewer Pump Station Rehab	58	59
Sewer Rehab Upgrades	59	59

Project Detail

Project Title	**Project Number**	**Initiating Department**
Kingsport Park	TBD	Recreation & Parks
Asset Category	**Asset Number**	**Priority Score**
Parks/Rec. facilities/Open Space		44

Project Description

This project will complete the development of the Kingsport Park, a ~~3~~ 2-acre parcel donated to the City as part of the Kingsport residential development. ~~The project will include a 10-car off-street parking area, pathway, small linear field, community garden plots, security lighting, water, landscaping and a park sign. Some preliminary design has been completed, but will need to be updated.~~ 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. Anticipate small increase in operating costs (~$500 annually) after project is completed.

Prior Funding
None

Non-City sources of funding
~~Application to~~ Potential: DNR ~~will be made in summer of 2012~~ (Community Parks and Playground program). City match of $25,000 (15% of total) is factored into project budget.

FY13 Budget commitment allows project stage:	**Project Years**	**Total Project Budget**
Design, Construction	FY13 – FY14	172,875

Appropriation Schedule	Budget Proposed FY13	5-Year Capital Plan Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	FY13 - FY18 Total
Land Acquisition							
Design Costs	2,500						2,500
Construction Costs	~~145,000~~	145,000					145,000
Construction Project Mgmt	~~7,250~~	7,250					7,250
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Contingencies	~~18,125~~ 12,500	5,625					18,125
Total	~~172,875~~ 15,000	157,875	0	0	0	0	172,875

Funding Schedule

Bond funds	~~25,931~~ 15,000	10,931					25,931
Operating funds							
Other	~~146,944~~	146,944					146,944
Total	~~172,875~~ 15,000	157,875					172,875

Debt Analysis

FY13 Total	Borrowing Term (Years)	Average Annual Debt Service	Average Tax Rate Impact
25,931	5	5,915	0.01

City of Annapolis

Chartered 1708

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

May 3, 2012

MEMORANDUM

To: City Council

From: Planning Commission

Re: Capital Improvement Plan, FY 2013-2018

At its regularly scheduled meeting on April 5, 2012, the Planning Commission held a public hearing on the City's Capital Improvement Plan (CIP) for fiscal years 2013 through 2018. City officials representing Planning & Zoning and Public Works presented the plan and Planning Commission members questioned them about its contents. The Commission then invited members of the public in attendance to speak regarding the plan. Two of them did so. One of the individuals who spoke presently serves as Vice Chair of the Transportation Board. The other previously worked for the City in a senior management role. They both acknowledged the P & Z and Public Works staff members for continuing to improve the plan with respect to clarity, project details and organization. They also raised concerns regarding the identification of funding sources for specific projects such as the Hillman Garage Improvements.

The Commission then closed the public hearing, deliberated and agreed that Commissioners would to review the printed copies of the plan in time to discuss their views and vote on a set of comments and recommendations in accordance with the City's legislative timetable for the CIP.

At its regularly scheduled meeting on May 3, 2012, the Planning Commission voted unanimously to make the comments and recommendations that appear on the following page regarding the City's FY 2013 – 2018 CIP.

Eleanor M. Harris

Eleanor M. Harris, Ed.D., Chair

A. CAPITAL PLANNING & BUDGET POLICY & PROCESS

- Planning Commission acknowledges the City for continuing to improve the transparency, organization and legibility of its capital planning process over the past several years
- Planning Commission reiterates its strong support for including Comprehensive Plan conformance as one of the criteria for evaluating projects in Criterion #6 – Strategic Goals
- Planning Commission concurs with the idea of various City departments scoring each project and consolidating the scores to arrive at a consensus view of the relative importance of each project which appears in the CIP for the first time this year. However, based on the results, the Commission recommends reviewing and refining the methods, weighting, criteria, etc. by which the City arrives at these scores. For example, the Commission questions how the Truxtun Park Pool Replacement could score higher than all but one of the Water/Wastewater infrastructure projects that the pool depends upon
- Planning Commission recommends including project close-out reports in future CIP's that would address budget/schedule conformance, fulfillment of project objectives, etc.

B. RECOMMENDATIONS REGARDING SPECIFIC PROJECTS

1. Hillman Garage, #732

   - Subject to the concurrence of the Transportation Board and the Parking Committee, Planning Commission reiterates its recommendation for deferring reconstruction of the Hillman Garage to the extent feasible and diverting the proposed funding to transit and parking information system improvements. This recommendation is based, in part, on concerns that the City's other parking facilities may be underutilized – particularly during special events that draw large numbers of visitors – and that one of the reasons for this is lack of awareness that spaces are available in these other facilities. The Commission further recommends surveying garage facility utilization during special events and on weekends to ascertain the extent to which available spaces remain unused.
   - The Commission notes that the Annapolis Region Transportation Vision & Master Plan of 2006 included recommendations for placing automated parking information signs alongside major thoroughfares at key entry points to the City using readily available technology. The Commission supports implementing these recommendations in order to assure that existing parking facilities are well-utilized prior to adding capacity;
   - Subject to the concurrence of the Transportation Board and the Parking Committee, the Planning Commission recommends adopting best practices in the emerging field of automated, dynamic, demand-based, time-varying on-street and garage space pricing and price notification systems in light of successful deployments of these methods in other cities where they have been proven to reduce congestion, increase transit use and improve overall parking availability

2. Capital Grants to Non-Profits, #531 – The Planning Commission supports these grants with the suggestion that some description of the economic returns to the City resulting from these expenditures be included in the CIP, such as increased restaurant and retail sales to visitors attracted by events held by these non-profits, increased opportunities to promote the City, etc.

3. General Roadways, #477 – The Planning Commission recommends assuring that all roadway improvement projects are carried out in a manner that respects and coordinates with the City's Bicycle Master Plan to the extent feasible.

4. City Dock, #739 – The Planning Commission has concerns that the amount budgeted for the City Dock design may not be sufficient to produce a design that takes into account the needs and concerns of the many stakeholders who have been participating in the work of the City Dock Advisory Committee

FISCAL IMPACT NOTE

Legislation No: R-9-12 **First Reader Date:** 3-12-12
Note Date: 3-16-12

Legislation Title: Capital Improvement Budget and Program: FY 2013 to FY 2018

Description: For the purpose adopting a capital improvement budget for the Fiscal Year 2013, and a capital improvement program for the six-year period from July 1, 2012 to June 30, 2018.

Analysis of Fiscal Impact:

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

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-20-12

Introduced By: Mayor Cohen

LEGISLATIVE HISTORY *Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes*			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/14/12			8/10/12
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	5/14/12		
Finance	5/14/12		
Financial Advisory Commission	5/14/12		

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 Seven Million Six Hundred Ninety Thousand Dollars ($7,690,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as "Public Improvements Bonds, 2012 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; 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

For convenience of reference, the City of Annapolis, a municipal body corporate and politic of the State of Maryland, is hereinafter sometimes referred to as the "City" or as "Annapolis".

The authority for the powers herein exercised is contained in Article VII, Section 11 of the Charter of the City (the "Charter") and in Sections 31 through 39, inclusive, of Article 23A of

the Annotated Code of Maryland (2011 Replacement Volume), as amended, such authority being hereinafter sometimes referred to collectively as the “Enabling Act”.

The Enabling Act authorizes and empowers the City to borrow money for any proper public purpose and to evidence such borrowing by the issuance and sale of its general obligation bonds in accordance with the procedure prescribed by the Enabling Act, subject to the limitation imposed by the Charter, 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 funds established for the retirement thereof, would then exceed ten per centum (10%) of the assessed value of all real and personal property in the City taxable for municipal purposes.

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

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

The City proposes to spend the proceeds of the bonds authorized pursuant to this Ordinance to (i) finance and refinance the costs of certain public projects of the City, subject to the provisions of this Ordinance and (ii) pay the costs of issuing such bonds.

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

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

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

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

SECTION 2. 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 Seven Million Six Hundred Ninety Thousand Dollars ($7,690,000) to be known as "Public Improvements Bonds, 2012 Series" (the "Bonds") or such other designation as deemed appropriate by the Mayor of Annapolis (the "Mayor") and City Manager of Annapolis (the "City Manager") for the purposes of financing and refinancing the costs of the public projects listed below (the "Projects").

FUND	TITLE	BOND FUNDING
General	Maintenance Facilities	$250,000
	Stanton Center	95,000
	Roadways	1,984,300
	City Dock Development	40,000
	Capital Grants	260,000
	Truxtun Park	113,046
Total General Fund		**$2,742,346**
Stormwater Fund	Stormwater Management Retrofit Projects	$100,000
Water Fund	Water Treatment Plant	277,000
	Water Distribution Upgrades	1,718,000
	SCADA/Radio Upgrade	173,000
Sewer Fund	SCADA/Radio Upgrade	240,000
	Sewer Pump Station Improvements	1,239,000
	Sewer Rehab and Improvements	1,050,000
Total Enterprise Funds		**$4,797,000**
Total All Funds		**$7,539,346**

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; development and restoration of grounds; and all customary and necessary furnishings and fixed permanent equipment for structures.

SECTION 3. 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 funds established for the retirement thereof, would then exceed ten per centum (10%) of the assessed value of all real and personal property in the City taxable for municipal purposes.

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

SECTION 5. Certain of the Bonds may be subject to redemption prior to maturity as may be determined by the Mayor in an executive order. With respect to the Bonds subject to redemption, if any, the redemption dates and the redemption prices shall be specified in an executive order by the Mayor.

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

When less than all of a Bond in a denomination in excess of $5,000 shall be so redeemed, then upon the surrender of such Bond, there shall be issued to the registered owner

thereof, without charges, for the unredeemed balance of the principal amount of such Bond, at the option of such owner, Bonds in any of the authorized denominations, the aggregate face amount of such Bonds not to exceed the unredeemed balance of the Bond so surrendered, and to bear the same interest rate and to mature on the same date as said unredeemed balance.

If the City elects to redeem all or a portion of the Bonds outstanding, it shall give a redemption notice by first class mail, postage prepaid, at least 30 days prior to the date fixed for redemption to each registered owner appearing on the books kept by the Bond Registrar. Notwithstanding the foregoing, so long as all of the Bonds are registered in the name of Cede & Co., as nominee for the Depository Trust Company, New York, New York ("DTC"), such notice shall be given by a secure means (e.g. legible facsimile transmission, registered or certified mail or overnight express delivery) in a timely manner designed to assure that such notice is in DTC possession no later than the close of business on such 30th day; provided, however, that the failure to mail the redemption notice or any defect in the notice so mailed or in the mailing thereof shall not affect the validity of the redemption proceedings. The redemption notice shall state (i) whether the Bonds are to be redeemed in whole or in part and, if in part, the maturities and numbers of the Bonds to be redeemed, (ii) the date fixed for redemption and the redemption price or prices, (iii) that the Bonds to be redeemed shall be presented for redemption at the office of the Bond Registrar and (iv) that interest on the Bonds called for redemption shall cease to accrue on the date fixed for redemption.

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

SECTION 6. The Bonds shall be executed in the name of the City and on its behalf by the Mayor. Such signature of the Mayor shall be imprinted on such Bonds by manual or facsimile and a facsimile of the corporate seal of Annapolis shall also be imprinted thereon,

attested by the manual or facsimile signature of the City Clerk of Annapolis, all in accordance with and pursuant to the authority of the Maryland Uniform Facsimile Signature of Public Officials Act, being Sections 2-301 through 2-306 of the State Finance and Procurement Article of the Annotated Code of Maryland.

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

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

SECTION 7. Any interest on any Bond which is payable but is not punctually paid or provision for the payment of which has not been made ("Defaulted Interest") shall forthwith cease to be payable to the registered owner on the relevant Regular Record Date solely by virtue of such registered owner having been such registered owner; and such Defaulted Interest may be paid by the City, at its election in each case, as provided in paragraph (1) or (2) below:

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

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

Except as provided hereinafter or in ordinances of the Mayor and Aldermen of the City of Annapolis adopted prior to the issuance and delivery of the Bonds, all Bonds shall be substantially in the following form, with appropriate insertions as therein indicated and such other modifications as shall be approved by the Mayor, which form and all of the covenants

therein contained are hereby adopted by Annapolis as and for the form of obligation to be incurred by Annapolis, and said covenants and conditions are hereby made binding upon 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
2012 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 February and August 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.

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

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

Year of Maturity	Principal Amount	Interest Rate	Year of Maturity	Principal Amount	Interest Rate

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

The bonds which mature on or before August 1, 2020 are not subject to redemption prior to their maturities. The bonds which mature on or after August 1, 2021 are subject to redemption prior to their maturities on or after August 1, 2020 at the option of the City either as a whole or in part at any time, in any order of maturities, at a redemption price expressed as a percentage of the principal amount of the bonds to be redeemed, set forth in the table below, together with interest accrued to the date fixed for redemption:

Redemption Period (both dates inclusive)	Redemption Price

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

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

If the City elects to redeem all or a portion of the bonds outstanding, it shall give a redemption notice by first class mail, postage prepaid, at least 30 days prior to the date fixed for redemption

to each registered owner appearing on the books kept by the Bond Registrar. Notwithstanding the foregoing, so long as all of the Bonds are registered in the name of Cede & Co., as nominee for the Depository Trust Company, New York, New York ("DTC"), such notice shall be given by a secure means (e.g. legible facsimile transmission, registered or certified mail or overnight express delivery) in a timely manner designed to assure that such notice is in DTC possession no later than the close of business on such 30th day; provided, however, that the failure to mail the redemption notice or any defect in the notice so mailed or in the mailing thereof shall not affect the validity of the redemption proceedings. The redemption notice shall state (i) whether the bonds are to be redeemed in whole or in part and, if in part, the maturities and numbers of the bonds to be redeemed, (ii) the date fixed for redemption and the redemption price or prices, (iii) that the bonds to be redeemed shall be presented for redemption at the office of the Bond Registrar and (iv) that interest on the bonds called for redemption shall cease to accrue on the date fixed for redemption.

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

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

The full faith and credit and unlimited taxing power of the City are hereby irrevocably pledged to the prompt payment of the principal of and interest on this bond according to its terms, and the City does hereby covenant and agree to pay the principal of this bond and the interest thereon, at the dates and in the manner mentioned herein, according to the true intent and meaning hereof.

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

IN WITNESS WHEREOF, this bond has been executed by the facsimile signature of the Mayor of the City, which signature has been imprinted hereon, a facsimile of the corporate seal of the City has been imprinted hereon, attested by the manual or facsimile signature of the City Clerk as of the first day of _____, 2012.

ATTEST: CITY OF ANNAPOLIS

_____ By:_____

City Clerk Mayor

CERTIFICATION OF AUTHENTICATION

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

_____

_____

[Authorized Officer of Bond Registrar]

(Form of Assignment)

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

Dated: _____

In the presence of:

_____

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

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

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

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

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

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

NOTICE OF SALE

$_____
CITY OF ANNAPOLIS, MARYLAND
General Obligation Bonds
Public Improvements Bonds, 2012 Series

Electronic bids via the BiDCOMP/Parity Competitive Bidding System ("PARITY") will be received until 11:00 a.m., prevailing Eastern time, on July 11, 2012 (unless postponed as described herein) by City of Annapolis (the "City") for the City's General Obligation Bonds, Public Improvements Bonds, 2012 Series (the "Bonds").

Terms of the Bonds

The Bonds shall be dated the date of their delivery.

Interest on the Bonds is payable on February 1, 2013 and semi-annually thereafter on February 1 and August 1 until maturity. The Bonds will mature on August 1 in the following respective years and principal amounts:

Maturing August 1*	Principal Amount*	Maturing August 1*	Principal Amount*
2013		2023	
2014		2024	
2015		2025	
2016		2026	
2017		2027	
2018		2028	
2019		2029	
2020		2030	
2021		2031	
2022		2032	

_____
*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 Article VII, Section 11 of the Charter of the City of Annapolis, as amended. The Bonds are authorized pursuant to Ordinance O-20-12.

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

Book-Entry System

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

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

Optional Redemption

Bonds maturing on or before August 1, 2020 are not subject to redemption prior to their stated maturities. Bonds maturing on or after August 1, 2021 are subject to redemption prior to their maturities at the option of the City on or after August 1, 2020 either as a whole or in part at any time in any order of maturity at the option of the City, at par plus accrued interest thereon to the date fixed for redemption.

Adjustments of Principal Amounts

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

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

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

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

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

Change of Bid Date and Closing Date

The City reserves the right to postpone, from time to time, the date established for the receipt of bids and will undertake to notify registered prospective bidders via notification published on TM3.

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

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

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

Bid Parameters

No bid of less than 100% of par or more than 112% on an "all-or-none" basis, no oral bid and no bid for less than all of the Bonds described in this Notice of Sale, will be considered. The Bonds are expected to be awarded by approximately 4:00 p.m., prevailing Eastern Time, on July 11, 2012. All proposals shall remain firm until the time of award.

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

Basis of Award

The Mayor of the City will not accept and will reject any bid for less than all of the Bonds. The City will award all of the Bonds to one bidder. The City reserves the right to reject any and all bids and to waive any irregularities in any of the bids. The judgment of the City shall be final and binding upon all bidders with respect to the form and adequacy of any proposal received and as to its conformity with the terms of this Notice of Sale.

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

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

Procedures for Electronic Bidding

Bidders to Submit Bids by PARITY

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

Disclaimer

Each prospective electronic bidder shall be solely responsible to submit its bid via PARITY as described above. Each prospective electronic bidder shall be solely responsible to make necessary arrangements to access PARITY for the purpose of submitting its bid in a timely manner and in compliance with the requirements of this Notice of Sale. Neither the City nor PARITY shall have any duty or obligation to provide or assure access to PARITY to any prospective bidder, and neither the City nor PARITY shall be responsible for proper operation of, or have any liability for any delays or interruptions of, or any damages caused by PARITY. The City is using PARITY as a communication mechanism, and not as the City's agent, to conduct the electronic bidding for the Bonds. The City is not bound by any advice and determination of PARITY to the effect that any particular bid complies with the terms of this Notice of Sale and in particular the "Bid Parameters" set forth herein. All costs and expenses incurred by prospective bidders in connection with their submission of bids via PARITY are the

sole responsibility of the bidders; the City is not responsible, directly or indirectly, for any of such costs or expenses. If a prospective bidder encounters any difficulty in submitting, modifying, or withdrawing a bid for the Bonds, such bidder should telephone i-Deal LLC at (212) 849-5021 and notify Davenport & Company LLC by facsimile at (866) 932-6660.

Electronic Bidding Procedures

Electronic bids must be submitted for the purchase of the Bonds (all or none) via PARITY. Bids will be communicated electronically to the City at 11:00 a.m., prevailing Eastern time, on July 11, 2012. Prior to that time, a prospective bidder may (1) submit the proposed terms of its bid via PARITY, (2) modify the proposed terms of its bid, in which event the proposed terms as last modified will (unless the bid is withdrawn as described herein) constitute its bid for the Bonds or (3) withdraw its proposed bid. Once the bids are communicated electronically via PARITY to the City, each bid will constitute an irrevocable offer to purchase the Bonds on the terms therein provided. For purposes of the electronic bidding process, the time as maintained on PARITY shall constitute the official time.

Good Faith Deposit

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

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

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

The good faith deposit will be retained by the City until the delivery of the Bonds, at which time the good faith deposit will be applied against the purchase price of the Bonds or the good faith deposit will be retained by the City as partial liquidated damages in the event of the failure of the successful bidder to take up and pay for such Bonds in compliance with the terms of this Notice of Sale and of its bid. No interest on the good faith deposit will be paid by the City. The

balance of the purchase price must be wired in federal funds to the account detailed in the closing memorandum, simultaneously with delivery of the Bonds.

Approving Legal Opinion

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

Preliminary Official Statement; Continuing Disclosure

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

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

Delivery

The Bonds will be delivered on or about July 25, 2012 (unless a notice of a change in the delivery date is provided) through the facilities of DTC in New York, New York, against payment therefore in federal or other immediately available funds.

Reoffering Price Certificate

SIMULTANEOUSLY WITH OR BEFORE DELIVERY OF THE BONDS, THE SUCCESSFUL BIDDER SHALL FURNISH TO THE CITY A CERTIFICATE ACCEPTABLE TO BOND COUNSEL TO THE EFFECT THAT (I) THE SUCCESSFUL BIDDER HAS MADE A BONA FIDE PUBLIC OFFERING OF EACH MATURITY OF THE BONDS AT THE INITIAL REOFFERING PRICES, (II) AS OF THE DATE OF THE SALE OF THE BONDS, THE SUCCESSFUL BIDDER REASONABLY EXPECTED TO SELL A SUBSTANTIAL AMOUNT OF EACH MATURITY OF THE BONDS TO THE PUBLIC (EXCLUDING BOND HOUSES, BROKERS AND OTHER INTERMEDIARIES) AT THEIR RESPECTIVE REOFFERING PRICES, AND (III) A SUBSTANTIAL AMOUNT OF EACH MATURITY OF THE BONDS WAS SOLD TO THE PUBLIC (EXCLUDING BOND HOUSES, BROKERS AND OTHER

INTERMEDIARIES) AT THEIR RESPECTIVE INITIAL REOFFERING PRICES OR SUCH OTHER FACTS REGARDING THE ACTUAL SALE OF THE BONDS AS BOND COUNSEL SHALL REQUEST, AS DESCRIBED BELOW. Bond Counsel advises that (i) such certificate must be made on the best knowledge, information and belief of the successful bidder, (ii) the sale to the public of 10% or more in par amount of each maturity of the Bonds at the initial reoffering prices would be sufficient to certify as of the sale of a substantial amount of the bonds and (iii) reliance on other facts as a basis for such certification would require evaluation by Bond Counsel to assure compliance with the statutory requirement to avoid the establishment of an artificial price for the Bonds.

Miscellaneous

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

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

CITY OF ANNAPOLIS, MARYLAND

By: /s/_____
Mayor

By: /s/_____
Director of Finance

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

SECTION 10. In order to provide for the payment of the principal of and interest on the Bonds hereby authorized when due, there shall be appropriated in the next ensuing fiscal year of Annapolis and in each fiscal year thereafter, so long as any of the Bonds are outstanding and unpaid, or until a sufficient funds had been accumulated and irrevocably set aside for the purpose, an amount sufficient to meet the debt service on the Bonds coming due in such fiscal year and there shall be levied ad valorem taxes upon all property within the corporate limits of the City subject to assessment for full City taxes, in rate and amount sufficient in each such year to fund such appropriations and to provide for the payment when due of the principal of and interest on all Bonds maturing in each such fiscal year. In the event the proceeds from the taxes so levied in each such fiscal year shall prove inadequate for the above purposes, additional taxes shall be levied in the subsequent fiscal year to make up any deficiency.

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

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

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

SECTION 11. This Ordinance and the question of the issuance of Bonds hereunder shall not be submitted to a referendum of the registered voters of Annapolis, as permitted by law, unless, within ten (10) days after the passage of this Ordinance, there shall be served upon the Mayor a notice signed by not fewer than two hundred (200) of the registered voters of Annapolis, advising that a petition for a referendum on the issuance of said bonds is being circulated by one or more of the persons signing said notice and unless, within twenty (20) days after the delivery of such notice, there shall also be filed with the Mayor a petition or petitions requesting the holding of such a referendum, properly signed as required by the Charter, by not fewer than twenty-five per centum (25%) of the registered voters of Annapolis, as shown by the

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

SECTION 12. That CUSIP numbers may be printed on the Bonds; provided, however, that the printing of CUSIP numbers on the Bonds (even if incorrect) shall have no legal effect and shall not in any way affect the enforceability or validity of any Bond. Any expenses in relation to the printing of CUSIP numbers on the Bonds, including any CUSIP Service Bureau charge for the assignment of such numbers, in the discretion of the Finance Director, may be paid for by the City from the proceeds of the Bonds.

SECTION 13. In addition to the insertions and variations prescribed by this Ordinance, the Mayor is hereby authorized to make such further modifications in such forms as will not alter the substance of such forms. In connection with the issuance of any Bonds pursuant to this Ordinance, the City is hereby authorized to enter into one or more agreements as the Mayor shall deem necessary or appropriate for the issuance, sale, delivery or security of such Bonds, which may include (without limitation) (i) underwriting, purchase or placement agreements for Bonds sold at private (negotiated) sale in accordance with the provisions of this Ordinance; (ii) trust agreements with commercial banks or trust companies providing for the issuance and security of such Bonds; (iii) any dealer, remarketing or similar agreements providing for the placement or remarketing of such Bonds; (iv) agreements providing for any credit or liquidity facilities supporting any Bonds; (v) agreements with commercial banks or trust companies providing for the deposit of proceeds of any Bonds; (vi) agreements with fiscal agents providing

for the issuance of Bonds, their authentication, registration, verification of amounts and earnings set aside to pay the Refunded Bonds or payment or other similar services; and (vii) continuing disclosure agreements, including any such agreements required to enable the underwriters of any Bonds to meet the requirements of paragraph (b)(5) of Rule l5c2-12 promulgated by the United States Securities and Exchange Commission. Each such agreement shall be in such form as shall be determined by the Mayor by executive order. The execution and delivery of each such agreement by the Mayor shall be conclusive evidence of the approval of the form of such agreement on behalf of the City.

SECTION 14. The Mayor and the Finance Director shall be the officers of the City responsible for the issuance of the Bonds within the meaning of the "Arbitrage Regulations" (defined herein).

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

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

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

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

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

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

SECTION 14. This Ordinance shall take effect from the date of its approval by the Mayor, on or following the date of its final adoption and, thereafter, within not more than three calendar days of such approval, notice of the adoption of this Ordinance shall be duly given by publication of the title hereof at least once in "The Capital," or another newspaper published and of general circulation in the City.

ADOPTED this _____ day of _____, 2012.

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

Ordinance O-20-12

Issuance of Bonds

Pursuant to Sections 31 through 39 of Article 23A of the Annotated Code of Maryland and Article VII, Section 11 of the Charter of the City of Annapolis, the proposed ordinance O-20-12 would authorize the City of Annapolis (the "City") to issue general obligation bonds not to exceed $7,690,000 for implementation of the City's Capital Improvement Program (CIP). The City's FY 2013-2018 CIP is the subject of proposed resolution R-9-12.

The City proposes to spend the proceeds of the bonds authorized pursuant to O-20-12 to (i) finance and refinance the costs of certain public projects of the City reflected in the list below and (ii) pay the costs of issuing such bonds.

FUND	TITLE	BOND FUNDING
General	Maintenance Facilities	$250,000
	Stanton Center	95,000
	Roadways	1,984,300
	City Dock Development	40,000
	Capital Grants	260,000
	Truxtun Park	113,046
Total General Fund		**$2,742,346**
Stormwater Fund	Stormwater Management Retrofit Projects	$100,000
Water Fund	Water Treatment Plant	277,000
	Water Distribution Upgrades	1,718,000
	SCADA/Radio Upgrade	173,000
Sewer Fund	SCADA/Radio Upgrade	240,000
	Sewer Pump Station Improvements	1,239,000
	Sewer Rehab and Improvements	1,050,000
Total Enterprise Funds		**$4,797,000**
Total All Funds		**$7,539,346**

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
Issuance of Bonds
Ordinance No. 20-12
As of May 29, 2012

Ordinance 20-12 seeks approval for $7,690,000 in bond authorization. Below is a schedule reflecting the fiscal impact, including the tax rate impact and/or equivalent for the enterprise funds. The analysis was based on a 3 % interest rate and a 20 year average amortization period.

	Project Totals	Weighted Average	Premium / Underwriting Allocation	Total	Annual Debt Service / Constant Payment	Tax Rate Impact / $600,000 = $.01
General Fund	2,742,346.00	36.00%	54,235.44	2,796,581.44	186,963.22	0.31
Stormwater	100,000.00	2.00%	3,013.08	103,013.08	6,685.42	0.01
Water Fund	2,168,000.00	29.00%	43,689.66	2,211,689.66	147,860.75	0.25
Sewer Fund	2,529,000.00	33.00%	49,715.82	2,578,715.82	172,397.99	0.29
Total	7,539,346.00	100%	150,654.00	7,690,000.00	513,907.39	0.86

Total Bond	7,690,000.00
Premium / Underwriting	150,654.00

City of Annapolis City Council
Standing Committee Referral Action Report

Date: __5/31/12___

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

The Economic Matters Committee has reviewed ____O-20-12_____ and has taken the following action:

___X___ Favorable

_____ Favorable with amendments

_____ Unfavorable

_____ No Action

_____ Other

_____ Comments:

Roll Call Vote:

Ald. Paone, Chair ____yes__ Ald. Finlayson __yes__ Ald. Pfeiffer ___yes__

Meeting Date _____Signature of Chair _____

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

June 1, 2012

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-20-12 (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-20-12 (Issuance of Bonds). This Ordinance would authorize the issuance of the City's General Obligation Bonds in an amount up to $7,690,000. The Commission received a briefing on the Ordinance from the City's Finance Director.

The Commission recommends that the City Council adopt Ordinance O-20-12 with two amendments, as follows:

1. On page 2 of the proposed Ordinance, the proposed funding of "Capital Grants $260,000" should be deleted from the purpose of the proposed bond authorization. We understand that this item is to provide funding for grants to non-profit organizations approved in the budget. This purpose may run afoul of IRS regulations regarding the permissible use of tax-exempt bonds. Furthermore, the Commission believes that it is inappropriate for the City to issue debt to provide support to non-profit organizations. Such funding, if it is to be made at all, should come from PAYGO funds.

2. On page 13 of the proposed Ordinance, the last two sentences in the first paragraph of Section 6 should be amended to provide specific parameters within which the Mayor may execute the delegated authority to sell the authorized bonds at private, rather than public, sale. The Commission does not object to giving the Mayor the flexibility to sell the authorized bonds in a manner that may result in a financially more advantageous situation for the City. However, the authority should be subject to reasonable guidelines and limitations.

Thank you for the opportunity to comment on proposed Ordinance O-20-12.

Sincerely,

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)