



City of Annapolis
Office of the City Clerk
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MEMORANDUM

TO: Annapolis City Council

FROM: Regina C. Watkins-Eldridge, MMC
City Clerk

RE: Closed Meeting

A closed session of the City Council has been proposed for **Monday, May 13, 2013 at 5:30 p.m.** in the City Council Chamber, 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401 in accordance with Maryland State Government Article Sections § 10-508 (a)(3) and (7):

To consider the acquisition of real property for a public purpose and matters directly related thereto, and to consult with counsel to obtain legal advice on legal matters.

Topic of Discussion:

Potential transaction involving 110 Compromise Street and certain adjoining City Property.

The Council will convene in open session and move pursuant to Maryland State Government Article, Sections: 10-508 (a) (3) and (7) to go into closed session as indicated above.

cc: City Manager
Communications Officer
Press

CITY OF ANNAPOLIS
A SPECIAL MEETING OF THE CITY COUNCIL
Monday, May 13, 2013 5:30 p.m.

Call to Order

Mayor Cohen

Pledge of Allegiance

Mayor Cohen

Roll Call

City Clerk Watkins-Eldridge

BUSINESS AND MISCELLANEOUS

1. ***Proposed Closed Session - Pursuant to State Government Article § 10-508 (a) (3) and (7); to consult with counsel to obtain legal advice on legal matters.***

**CITY OF ANNAPOLIS
REGULAR MEETING OF THE CITY COUNCIL
May 13, 2013 7:00 p.m.**

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

Mayor Cohen
Alderman Littmann
Mayor Cohen
City Clerk Watkins-Eldridge

SPECIAL BUSINESS

Swearing in of Alderman Joe Budge, Ward 1

Mayor Cohen

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

Regular Meeting April 8, 2013
Special Meeting April 22, 2013

Reports by Committees

- Finance Committee Report on the Mayor's Proposed FY 2014 Operating and Capital Budgets (Available Monday, May 13)

Comments by the General Public

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

PUBLIC HEARINGS

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/8/13	5/13/13	4/10/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/8/13		
Economic Matters	4/8/13		

- O-10-13 Compensation of Mayor, Aldermen/Alderwomen, and City Manager** – For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2013; and for specifying compensation and allowances to be paid to the City Manager.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/22/13	5/13/13	4/24/13	7/19/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	4/22/13		
Rules	4/22/13		

PUBLIC HEARINGS - Continued

Note: O-9-13 and R-12-13 are continued from April 8, 2013 for the purpose of receiving the findings of the Planning Commission.

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/15/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13	4/18/13	Favorable w/ comments
Financial Advisory Commission	3/11/13		

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/15/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13	4/18/13	Favorable w/ comments
Financial Advisory Commission	3/11/13		

LEGISLATIVE ACTION

CHARTER AMENDMENT AND ORDINANCE – 2ND READER

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

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

O-28-12 Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units – For the purpose of amending the procedures for the sale and rental of moderately priced dwelling units. *Alderswoman Hoyle requested to be added as a sponsor on 2nd Reader.*

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

ORDINANCES AND RESOLUTIONS – 1ST READER

O-7-13 Establishment of a New Zoning District: Waterfront City Dock, Phase One – For the purpose of implementing Phase One of the recommendations of the City Dock Master Plan by establishing a new zoning district - the Waterfront City Dock Zone.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule

5/13/13			11/8/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	5/13/13		
Planning Commission	5/13/13		

O-22-13 Heritage Commission – For the purpose of changing the name of the City of Annapolis' Historical Markers Commission to the Heritage Commission in order to better reflect the Commission's duties and responsibilities.

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

O-23-13 Lease of City Property: Boat Shows in 2018 – For the purpose of authorizing a lease of certain municipal property located in the general harbor, Dock Street and Edgewood Road areas to United States Sailboat Shows, Inc. and United States Powerboat Shows, Inc., for a certain period of time in October 2018, to conduct boat shows. *Available Monday, May 13.*

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/13/13			8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	5/13/13		
Environmental Matters	5/13/13		

R-24-13 City of Annapolis Natural Hazard Mitigation Plan – For the purpose of adopting the City of Annapolis Natural Hazard Mitigation Plan, as required by the Federal Emergency Management Agency, to maintain eligibility for disaster funding for large scale emergencies and disasters.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/13/13			8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Public Safety	5/13/13		

R-25-13 National Preservation Month 2013 – For the purpose of proclaiming May 2013 as National Preservation Month in the City of Annapolis.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/13/13			8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	5/13/13		

BUSINESS AND MISCELLANEOUS

1. Approval of City Council Standing Committee Assignments (Available Monday, May 13)
2. Memorandum from the City Clerk regarding City Council legislative business (Available Monday, May 13)

UPCOMING CITY COUNCIL EVENTS

Work Session: Thursday, May 16, 2013, 1:30 – 4:30 p.m. City Council Chambers
Special Meeting: Monday, May 20, 2013, 7:00 p.m. City Council Chambers

DRAFT
SPECIAL MEETING
April 22, 2013

The Special Meeting of the Annapolis City Council was held on April 22, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:09 p.m.

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

Staff Present: City Manager Mallinoff, City Attorney Hardwick, Development and Special Projects Coordinator LeFurge, DNEP Director Broadbent, Planning and Zoning Director Arason, Harbor Master Walters, Finance Director Miller

- Alderman Paone moved to amend the agenda to have business and miscellaneous item # 1 before the public hearing items. Seconded. CARRIED on voice vote.

CITY COUNCIL CITATIONS

St. Patrick's Day Parade

Mayor Cohen invited Alderman Paone to present John O'Leary with a City Council Citation in recognition of his outstanding affords in organizing the 1st City of Annapolis St. Patrick's Day Parade.

Citizen Service Award

Mayor Cohen invited Alderman Littmann to present James Gregory with a City Council Citation in recognition of his many years of service to the Board of Appeals.

Planning and Zoning Director Arason was present and thanked Mr. Gregory for his service to the Board of Appeals.

PETITIONS, REPORTS AND COMMUNICATIONS

**Housing Authority of the City of Annapolis
(HACA) Quarterly Report**

Chairman Snowden invited Chief of Staff & Security Johnson to present the Quarterly Report. Vice Chair Carter, Executive Director Leggett, Director of Pathways to Opportunity Health and Human Services Stansbury, Deputy Executive Director Wingate and Acting Finance Director Walton were present.

**Forest Conservation Act
Working Group**

Hon. Joseph Manck, Chair representing the Forest Conservation Working Group presented the committes report and answered questions from Council.

Comments by the General Public

Frank Bradley, 815 Parkwood Avenue, Annapolis, Maryland 21403 spoke on the U.S. Constitution and the giving away of tax payer money to non-profit organizations.

- Mayor Cohen declared petitions, reports and communications closed.

The order of the agenda was amended to allow for business and miscellaneous item # 1.

BUSINESS and MISCELLANEOUS

• **Appointments**

- Alderwoman Hoyle moved approval of the Mayor's appointment of the following individual:

4/22/13 Civil Service Board.....Samuel P. Callahan, Jr.
 Seconded. CARRIED on voice vote.

The Rules and City Government Committee reported favorably on the appointment.

The order of the agenda was resumed.

PUBLIC HEARING

O-25-11 The Definition of a Two-family Dwelling – For the purpose of including “two-family dwelling” in the definition of “single-family attached dwelling.”

Planning and Zoning Director Arason gave a brief presentation on the ordinance and answered questions from Council.

Spoke in favor of the ordinance:

Robert Eades, 32 Pleasant Street, Annapolis, Maryland 21403

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

- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 3/7/13, and Memoranda from Jon Arason, Director, to the Planning Commission dated 2/27/13 and 1/3/13.
- Mayor Cohen declared the public hearing closed.

O-47-11 Fence Permits - For the purpose of amending the Code of the City of Annapolis with respect to the issuance of fence permits.

Planning and Zoning Director Arason gave a brief presentation on the ordinance and answered questions from Council.

Spoke on the ordinance:

Sharon Kennedy, 9 Randall Court, Annapolis, Maryland 21401 representing the Historic Preservation Commission.

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

- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 3/7/13, and Memoranda from Jon Arason, Director, to the Planning Commission dated 2/28/13.
- Mayor Cohen declared the public hearing closed.

O-3-13 Bulk Regulations for Governmental Uses in the C1-A Zoning District – For the purpose of specifying that lot size and width requirements for existing buildings with a governmental use in the C1-A zoning district shall be determined through the special exception process, pursuant to Chapter 21.26 of the City of Annapolis Code.

Planning and Zoning Director Arason gave a brief presentation on the ordinance and answered questions from Council.

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

- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 3/7/13, and Memoranda from Jon Arason, Director, to the Planning Commission dated 2/27/13.
- Mayor Cohen declared the public hearing closed.

CONTINUATION OF PUBLIC HEARING FROM April 8, 2013

"For the purpose of receiving written findings from the Planning Commission"

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

- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 2/7/13, and Memoranda from Jon Arason, Director, to the Planning Commission dated 12/18/12.
- Mayor Cohen declared the public hearing closed.

LEGISLATIVE ACTIONS

CHARTER AMENDMENT, ORDINANCES and RESOLUTIONS – 2ND READER

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

- Alderman Arnett moved to postpone CA-2-12 on second reading until May 13, 2013. Seconded. CARRIED on voice vote.

O-16-12 Distribution of Unsolicited Materials – For the purpose of establishing Section 11.36.025 of the Code of the City of Annapolis regarding the distribution of unsolicited materials.

- Mayor Cohen moved to withdraw O-16-12 on second reader. Seconded. CARRIED on voice vote.

R-34-12 Establishing a Fine for Violations of Distributing Unsolicited Materials – For the purpose of establishing a fine for violations of distributing unsolicited materials.

- Alderman Arnett moved to withdraw R-34-12 on second reading. Seconded. CARRIED on voice vote.

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

- Alderman Arnett moved to adopt O-2-13 on second reading. Seconded.

The Economic Matters and the Environmental Matters Committees reported

favorably on O-2-13.

- Alderman Littmann moved to amend O-2-13 as follows:

On page 1, in line 4, strike “Amended” Seconded. CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Paone moved to adopt O-2-13 amended on third reading. Seconded.

A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 8/0

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

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

City Manager Mallinoff and William Taylor, 401 E. Pratt Street, Suite 2315, Baltimore, Maryland 21202 representing McKennon Shelton & Henn LLP, were present and answered questions from Council.

- Alderman Arnett moved to adopt O-17-13 on second reading. Seconded.

The Economic Matters Committee reported no action, the Finance Committee reported favorably and the Financial Advisory Commission reported comments w/ amendments on O-17-13.

- Mayor Cohen moved to amend O-17-13 as follows:

On page 2, and throughout the document, in the headers delete “O-16-13” and insert “O-17-13”. Seconded. CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderwoman Finlayson, Aldermen Kirby, Pfeiffer, Arnett, Alderwoman Hoyle
 NAYS: Aldermen Littmann, Paone
 CARRIED: 6/2

- Alderman Arnett moved to adopt O-17-13 amended on third reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderwoman Finlayson, Aldermen Kirby, Pfeiffer, Arnett, Alderwoman Hoyle
 NAYS: Aldermen Littmann, Paone
 CARRIED: 6/2

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

City Mnager Mallinoff gave a brief presentation and answered questions from Council.

- Alderman Arnett moved to adopt R-17-13 on second reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderwoman Finlayson, Aldermen Littmann, Kirby, Pfeiffer, Arnett, Paone, Alderwoman Hoyle
 NAYS:
 CARRIED: 8/0

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

- Alderwoman Finlayson moved to adopt R-21-13 on second reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderwoman Finlayson, Aldermen Littmann, Kirby, Pfeiffer, Arnett, Paone, Alderwoman Hoyle
 NAYS:
 CARRIED: 8/0

ORDINANCES and RESOLUTION – 1st READER

O-10-13 Compensation of Mayor, Aldermen/Alderwomen, and City Manager – For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2013; and for

specifying compensation and allowances to be paid to the City Manager.

- Alderwoman Hoyle moved to adopt O-10-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Rules and City Government and Finance Committees.

O-18-13 The Conveyance of Certain Portions of 908 and 914 Bay Ridge Avenue – For the purpose of conveying by deed the right, title, and interest of the City of Annapolis in a certain part of the land at 914 Bay Ridge Avenue to Ana Cortes; accepting the conveyance by deed of Ana Cortes’ right, title, and interest in a certain part of the land at 908 Bay Ridge Avenue; and all matters relating to these conveyances.

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

Referred to the Economic Matters Committee.

O-20-13 Highly Compensated Employees in the Police and Fire Retirement Plan- For the purpose of establishing the definition of “highly compensated employee” within the Police and Fire Retirement Plan and authorizing such highly compensated employee participation in the Police and Fire Retirement Plan.

- Alderman Arnett moved to adopt O-20-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Rules and City Government Committee.

R-23-13 Special Event Applications – II – For the purpose of authorizing City Council approval of selected special events per R-14-12, implementing a moratorium on administrative approvals for events at City Dock; designating specific dates for the sale of merchandise in the Historic District in conjunction with only the approved special events; waiving docking fees for the Eastport Yacht Club Lights Parade; and the reimbursement of full fees to the City for the cost associated with the other approved events.

- Alderman Arnett moved to adopt R-23-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Economic Matters and the Finance Committee.

2. Budget Revision Request

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

- Alderman Arnett moved to approve the request to decrease the General Fund Contingency Account in the amount of \$2,500 and to increase the Human Resources Contract Services Account in the amount of \$2,500. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 10:15 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

DRAFT
REGULAR MEETING
April 8, 2013

The Regular Meeting of the Annapolis City Council was held on April 8, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:12 p.m.

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

Staff Present: City Attorney Hardwick, City Manager Mallinoff, Assistant City Manager Burke, Finance Director Miller, Development and Special Project Coordinator Lefurge, Chief Comprehensive Planning Nash, Transportation Director Newell, Boards and Commission Coordinator Raftovich

Approval of Agenda

- Alderman Paone move to approve the Regular Meeting agenda as amended to include R-22-13 on 1st reader, and R-19-13 on 2nd reader. Seconded. CARRIED on voice vote.

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen invited Alderman Paone to present to Raymond Imler the City Council Citation in recognition of being honored by the Housing Authority of the City of Annapolis as the thirty-fourth recipient of the prestigious Martha Wood Leadership Award.

The order of the agenda was amended to allow for R-22-13 on 1st Reader.

R-22-13 Honoring Alderman Richard E. Israel's Public Service to the City of Annapolis – For the purpose of honoring the contributions of Alderman Richard E. Israel (Ward One) to the City of Annapolis and expressing the Annapolis City Council's gratitude for Alderman Israel's public service to his constituents and the City of Annapolis

- Alderman Arnett moved to adopt R-22-13 on first reader. Seconded. CARRIED on voice vote.

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

- Alderman Arnett moved to adopt R-22-13 on second reading. Seconded.
- Mayor Cohen read resolution R-22-13 into the record:

CITY COUNCIL OF THE
City of Annapolis

Resolution No. R-22-13

Introduced by: Mayor Cohen, Alderman Paone, Alderwoman Hoyle, Alderwoman Finlayson, Alderman Littmann, Alderman Kirby, Alderman Pfeiffer, 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
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	4/8/13		

A RESOLUTION concerning

Honoring Alderman Richard E. Israel's Public Service to the City of Annapolis

FOR the purpose of honoring the contributions of Alderman Richard E. Israel (Ward One) to the City of Annapolis and expressing the Annapolis City Council's gratitude for Alderman Israel's public service to his constituents and the City of Annapolis.

WHEREAS, Alderman Richard E. Israel was born and raised in Hutchinson, Kansas; and

WHEREAS, He is a graduate of the University of the South (BA), Washington and Lee University (LLB) and Oxford University (MA); and

WHEREAS, Alderman Israel came to Annapolis in 1975 to join the staff of the Maryland Department of Legislative Reference; and

WHEREAS, He then served for 25 years with distinction and dedication as an Assistant Attorney General with the State of Maryland; and

WHEREAS, Alderman Israel has been active in Annapolis civic affairs for decades, serving as a Vestry Member and Registrar at St. Anne's Episcopal Church, as a founding member and past President of the Murray Hill Residents Association, and a Board Member of the Friends of St John's; and

WHEREAS, A resident of Ward One for over 30 years, Alderman Israel was elected to the Annapolis City Council in 2005; and

WHEREAS, In his career on the Annapolis City Council, Alderman Israel has served as the Chair of the Finance Committee with oversight of the City's budget, and as Chair of the Rules and City Government Committee with review of all proposed amendments to the City Charter and the Zoning Code; and

WHEREAS, Over the course of his eight years on the Annapolis City Council, Alderman Israel has brought a sense of humor to policy and budget debates; a profound knowledge of City and State laws and regulations, and an overall civility and etiquette to public discourse; and

WHEREAS, Alderman Israel is a true gentleman who's courtesy, generosity and warm spirit will be truly missed by his colleagues and all who have business before the Council.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that, through this Resolution, we honor Alderman Richard E. Israel's many contributions to the City of Annapolis.

AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that we express our sincere thanks and gratitude for Alderman Richard E. Israel's public service to his constituents and the City of Annapolis.

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.

Present and Spoke on behalf of the Resolution:

Legislative Assistant Janice Hayes Williams, 44 Calvert Street, 1st Floor, Annapolis, Maryland 21401 representing County Councilmen Trumbauer presented Alderman Israel with a citation in recognition of his years of service to all of the citizens of the City of Annapolis.

Janice Hayes-Williams, 44 Calvert Street, 1st floor, Annapolis, Maryland 21401 representing herself thanked Alderman Israel on behalf of the Commission on the Constitution of 1864.

Joe Budge, 5 Randall Court, Annapolis, Maryland 21401 representing the Murray Hill Residents Association & Ward One Residents Association spoke on Alderman Israel's accomplishments and thanked him for his service to the community.

Doug Smith, 5 Revell Street, Annapolis, Maryland 21401 thanked Alderman Israel for his service to the City of Annapolis.

Brian Miller, 114 Market Street, Annapolis, Maryland 21401 thanked Alderman Israel for his service to the City of Annapolis.

Jacky Wells, 203 Bloomsbury Square, Annapolis, Maryland 21401 representing the Bloomsbury Square Residents Council thanked Alderman Israel for his serve to the Community.

A ROLL CALL vote was taken:

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

NAYS:

ABSTAINED: Alderman Israel

CARRIED: 8/0/1

The order of the agenda was resumed.

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

- Alderman Littmann moved to approve the Journal of Proceedings for the Regular Meeting March 11, 2013 and the Special Meeting of March 18, 2013. Seconded. CARRIED on voice vote.

Comments by the General Public

Sandra Chapman, 701 Glen Wood Street, Apt # 518, Annapolis, Maryland 21401 spoke on the Morris Blum Health Center and thanked the City of Annapolis for being a partner.

Lara L. Fritts, 200 Westgate Circle, #102, Annapolis, Maryland 21401 representing the Annapolis Economic Development Corporation spoke on R-10-13.

Earl Bradley, 940 Bay Forest Court, Apt 306, Annapolis, Maryland 21403 spoke on the impact of the Crystal Spring Development.

Forrest Mays, 2646 Masque Farm Blvd, Annapolis, Maryland 21401 representing Friends of Crystal Spring spoke in opposition to the destruction of the Crystal Spring Forest.

Elvia Thompson, 1346 Washington Drive, Annapolis, Maryland 21403 spoke on the Crystal Spring Development.

Patricia Mays, 2646 Masque Farm Road, Annapolis, Maryland 21401 spoke in opposition to the proposed development of Crystal Spring Village and the traffic on Aris T. Alan BLVD and Forest Drive.

Kurt Regal, 307 A Monterey Avenue, Annapolis, Maryland 21401 spoke on Crystal Spring Development.

Ross Geredien, 1617 Hilltop Road, Edgewater, Maryland 21037 representing the Anne Arundel Bird Club spoke in opposition of the Crystal Spring Farm Development.

Suzanne Pogell, 137 Conduit Street, Annapolis, Maryland 21401 spoke on the legacy of Alderman Richard Israel's community service and thanked him for his service to the City of Annapolis and in favor of R-10-13.

Valerie Casasanto, 980 Awald Road, Annapolis, Maryland 21403 spoke in opposition to the Crystal Spring Development, and in favor of the Crystal Spring Forest and Wetlands.

Thorsten Markus, 980 Awald Road, Annapolis, Maryland 21403 spoke in opposition to the Crystal Spring Development.

David Prosten, 3120 Mums Drive, Annapolis, Maryland 21401 representing the Sierra Club spoke on the Crystal Spring Project Advertising and thanked Alderman Israel for his service to the community.

Frank Bradley, 815 Parkwood Avenue, Annapolis, Maryland 21401 spoke in opposition to the giving away of tax payer dollars.

Janet Norman, 787 Annapolis Neck Road, Annapolis, Maryland 21401 representing the 550 families at Hillsmere Elementary School District spoke on the over capacity at the elementary school.

Bob O'Shea, 129 Grandville Avenue, Annapolis, Maryland 21401 spoke on the amount of time it takes to develop a project in the City.

- Mayor declared petition, reports and communication closed.

PUBLIC HEARINGS

Without objection the public hearing on O-8-13 (including the constant yield tax rate), O-9-13, O-11-13, O-12-13, O-13-13, O-14-13, O-15-13, R-12-13, R-13-13, R-14-13, and R-15-13 will be held jointly.

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

&

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

&

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

&

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

&

O-13-13 Authorizing a Fee for a Hearing Before the Board of Port Wardens – For the purpose of authorizing a fee for a hearing before the Board of Port Wardens.

&

O-14-13 Clarification of the Utility Contractor Inspection Fee – For the purpose of clarifying the utility contractor inspection fee by deleting

Section 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure objective and detailed inspection of any improvements and facilities, including water and sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement within easements or rights-of-way; and authorizing an inspection fee that varies by the value of the construction to be performed.

&

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

&

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

&

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

&

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

&

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

City Manager Mallinoff gave a presentation on the budget ordinances and resolutions and answered questions from Council.

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

The meeting was recessed at 8:55 p.m. and reconvened at 9:13 p.m.

- Alderman Israel left the meeting at 9:03 p.m.

Spoke on the ordinance and / or the resolution:

Brian Miller, 114 Market Street, Annapolis, Maryland 21401
Doug Smith, 5 Revell Street, Annapolis, Maryland 21401
Bill Kardash, 1 Acton Place, Annapolis, Maryland 21401
Joe Budge, 9 Randall Court, Annapolis, Maryland 21401 representing the Ward One Residents Association
Juliet Thompson, 9 College Avenue, Annapolis, Maryland 21401 representing Ward One Residents and the Downtown Parking Committee

Spoke in favor of the ordinance and / or the resolution:

Robert Clark, 18 Pinkney Street, Annapolis, Maryland 21401 representing Historic Annapolis
Aliceteen Mangum, 24 Silverwood Circle, Annapolis, Maryland 21401 representing OIC
April Nyman, 2666 Riva Road, Annapolis, Maryland 21401 representing Arts Council
Lara L. Fritz, 200 Westgate Circle, #102, Annapolis, Maryland 21401

representing AEDC
Greg Stiverson, 1303 Colony Drive, Annapolis, Maryland 21403 representing Kunta Kinte Alex Haley Foundation
Carol Benson, 44 Calvert Street, Annapolis, Maryland 21401 representing Four Rivers Heritage Area
Tim Leahy, 44 Calvert Street, Annapolis, Maryland 21401 representing Four Rivers Heritage Area
Sascha Lipczenko, 92 W. Washington Street, Annapolis, Maryland 21401 Anne Arundel County Community Action Agency, Annapolis Youth Services and Kids at Hope
Buch Buchanan, 723 Second Street, Annapolis, Maryland 21403 representing Annapolis Maritime Museum
Alice Estrada, 723 Second Street, Annapolis, Maryland 21403 representing Annapolis Maritime Museum
Helena Hunter, 92 Quarter Landing, Annapolis, Maryland 21403 representing Eastport Girls Club, Seeds to Success Program
Jane Lawrence, 519 Burnside Street, Annapolis, Maryland 21403 representing Paint Annapolis
Loise Silva Novochadlo, 1906 Forest Drive, Suite 2 B, Annapolis, Maryland 21401 representing The Center of Help
Mark P. Leone, University of Maryland College Park, College Park, Maryland 20742 representing Archaeology in Annapolis
Frank Brown, 414 Chesapeake Avenue, Annapolis, Maryland 21403 representing Mount Zion United Methodist Church Generator Grant
Deborah Wood, 1332 Swan Drive, Annapolis, Maryland 21409 representing Chesapeake Children's Museum
Phyllis Emmett, 15 Jeremy's Way, Annapolis, Maryland 21403 representing Compass Rose Theater
Mary Ann Fylford, 240 S. River Landing Road, Edgewater, Maryland 21037 representing Back Pack Buddies
Pam Finlay, 1005 Sherwood Forest Road, Annapolis, Maryland 21405 representing Wellness House of Annapolis
Pam Siemer, 10 Hudson Street, Annapolis, Maryland 21403 representing Light House
Carolyn Keene, 1358 Tyler Avenue, Annapolis, Maryland 21401 representing We Care and Friends
Marsella Haskin-Hare, 21 Washington Street, Annapolis, Maryland 21401 representing Restoration Community Development

Spoke in opposition to the ordinance and /or the resolution:

Jackie Wells, 203 Bloomsbury Square, Annapolis, Maryland 21401 - Eliminating the Department of Transportation Gold "B" Route Schedule

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

- Mayor Cohen declared the public hearings on O-8-13 (including the constant yield tax rate), O-11-13, O-12-13, O-13-13, O-14-13, O-15-13, R-13-13, R-14-13, and R-15-13 closed.
- Mayor Cohen declared the public hearings on O-9-13 and R-12-13 held open for purpose of receiving Planning Commission Findings.

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

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

- Mayor Cohen declared the public hearing closed.

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

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

Paul Shelton, Esq., 401 E. Pratt Street, Suite 2315, Baltimore, Maryland 21202 representing McKennon Shelton & Henn LLP gave a presentation on the restrictions set in the law regarding interest rates and the competitive bid process and answered questions from Council.

Fred Sussman, 1416 Catlyn Place, Annapolis, Maryland 21401 representing the Financial Advisory Commission gave a brief presentation to the commissions findings and answered questions from Council.

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

- Mayor Cohen declared the public hearing closed.
- Alderman Arnett moved to consider public hearing items after 10:30 p.m., and to consider other business after 11:00 p.m. Seconded. CARRIED on voice vote.

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

Chief Comprehensive Planning Nash was present and answered questions from Council.

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

- Mayor Cohen declared the public hearing on R-7-13 held open for purpose of receiving Planning Commission Findings.

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

Assistant City Manager Burke gave a brief presentation on the resolution and answered questions from Council.

Transportation Director Newell was present and answered questions from Council.

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

- Mayor Cohen declared the public hearing closed.

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

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

- Mayor Cohen declared the public hearing closed.

LEGISLATIVE ACTION
RESOLUTION 2ND READER

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

Development and Special Events Coordinator Lefurge gave a brief presentation and answered questions from council.

- Alderman Arnett moved to adopt R-19-13 on second reading. Seconded.

The main motion amended A ROLL CALL vote was taken:

A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 8/0

RESOLUTION – 1st READER

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

City Manager Mallinoff was present and answered questions from Council.

- Alderman Arnett moved to adopt R-10-13 on first reader. Seconded. CARRIED on voice vote.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderman Littmann, Kirby, Pfeiffer, Arnett, Paone
NAYS: Alderwoman Hoyle, Finlayson
CARRIED: 6/2

Referred to the Economic Matters and Environmental Matters Committees.

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

- Alderman Arnett moved to adopt O-4-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Environmental Matters and Economic Matters Committees.

BUSINESS AND MISCELLANEOUS

1. Community Development Block Grant – FY 2014

Chief Comprehensive Planning Nash present and answered questions from Council.

Boards and Commission Coordinator Raftovich was present and answered questions from Council.

- Alderman Arnett moved to approve the community development block grants for FY 2014. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 12:28 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

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

May 8, 2013

TO: The Capital Legal Notices: legalad@capgaz.com
FROM: Jessica Cowles, Legislative and Policy Analyst
RE: Notice of Public Hearing
PUBLISH: Please publish on: **Sunday, May 12, 2013 and Monday, May 13, 2013**

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

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARING

Notice is hereby given that the Annapolis City Council will hold a public hearing on Monday, May 13, 2013 at 7:00 p.m., in City Council Chambers, 160 Duke of Gloucester Street, Annapolis, for a public hearing on:

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

- O-10-13 **Compensation of Mayor, Aldermen/Alderwomen, and City Manager**** – For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2013; and for specifying compensation and allowances to be paid to the City Manager.

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

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-4-13

Introduced by: Alderman Arnett and Alderman Israel

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/8/13		
Economic Matters	4/8/13		

A ORDINANCE concerning

Establishing Chapter 14.18 of the City Code on Special Events

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

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

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

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

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

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

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

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

3 **Chapter 2.12 - Mayor**

4 **2.12.020 - Powers and duties.**

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

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

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

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

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

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

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

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

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

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

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

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

16 **CHAPTER 14.18 – SPECIAL EVENTS.**

17 **14.18.010 - PURPOSE**

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

22
23 **14.18.020 - DEFINITIONS**

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

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

3 G. "MAJOR SPECIAL EVENT" MEANS A SPECIAL EVENT THAT MAY INVOLVE, BUT IS
4 NOT LIMITED TO, RESTRICTED ACCESS TO CITY ROAD(S), THE CLOSING OF CITY
5 ROAD(S), THE DISPLACEMENT OF 10 OR MORE PARKING SPACES, SALES BY
6 VENDORS THAT COMPETE WITH NEARBY BUSINESSES, AMPLIFIED SOUND, OR
7 THE SERVING OF ALCOHOLIC BEVERAGES.

8 H. "MARCH" MEANS A PROCESSION OR WALK FOR AN ORGANIZED PURPOSE.

9 I. "MASS PARTICIPATION SPORTS" MEANS ATHLETIC EVENTS WHERE ATTENDEES
10 ARE PRIMARILY PARTICIPANTS IN THE SPORT (SUCH AS, MARATHONS AND
11 RUNNING EVENTS, BICYCLE RACES OR TOURS, TRIATHLONS, TOURNAMENTS).

12 J. "PARADE" MEANS ANY MARCH OR PROCESSION CONSISTING OF PEOPLE,
13 ANIMALS, BICYCLES, VEHICLES OR COMBINATION THEREOF, EXCEPT FUNERAL
14 PROCESSIONS, ON ANY PUBLIC STREET, SIDEWALK, ALLEY OR OTHER PUBLIC
15 RIGHT-OF-WAY, WHICH OBSTRUCTS, DELAYS, OR INTERFERES WITH THE NORMAL
16 FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC, OR DOES NOT COMPLY WITH
17 TRAFFIC LAWS OR CONTROLS.

18 K. "PERMIT APPLICANT" MEANS GROUP, ORGANIZATION, BUSINESS OR OTHER
19 ENTITY LISTED ON THE SPECIAL EVENT PERMIT APPLICATION AS "SPONSORING
20 ORGANIZATION." IF THE APPLICANT IS AN INDIVIDUAL, THE PERSON NAMED ON
21 THE SPECIAL EVENT PERMIT APPLICATION AS "CONTACT" SHALL INDICATE THEIR
22 STATUS AS "PRIVATE CITIZEN" AND THAT INDIVIDUAL SHALL BE THE PERMIT
23 APPLICANT.

24 L. "RALLY" MEANS A GATHERING WHOSE PRINCIPAL PURPOSE IS EXPRESSIVE
25 ACTIVITY, ESPECIALLY ONE INTENDED TO ADVANCE A CAUSE.

26 M. "SPECIAL EVENT" MEANS A GATHERING REASONABLY ESTIMATED TO INCLUDE 100
27 OR MORE INDIVIDUALS AS SPECTATORS OR PARTICIPANTS IN AN EVENT ON A
28 PUBLIC STREET OR PUBLIC PROPERTY AND INCLUDES, BUT IS NOT LIMITED TO,
29 THE FOLLOWING: ANY PARADE, MARCH, FAIR, SHOW, FESTIVAL, CARNIVAL, RALLY,
30 PARTY, FILMING OF MOVIE, VIDEO OR TELEVISION SHOW, MOTORCADE, RUN,
31 STREET DANCE, BIKE-A-THON, RACE, WALK, ATHLETIC EVENT OR OTHER
32 ATTENDED ENTERTAINMENT OR CELEBRATION THAT IS TO BE HELD IN WHOLE OR
33 IN PART UPON PUBLICLY OWNED PROPERTY AND/OR PUBLIC RIGHT-OF-WAY.

34 N. "SPECTATOR SPORTS" MEANS ATHLETIC EVENTS WHERE ATTENDEES ARE
35 PRIMARILY THERE TO OBSERVE THE EVENT (FOOTBALL, BASKETBALL AND
36 BASEBALL GAMES, GOLF TOURNAMENTS, OR VEHICLE OR BOAT RACES).

37
38
39 **14.18.030 – REGULATIONS**

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

43
44
45 **14.18.040 - PERMIT REQUIRED**

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

50

1 WHEN SUCH A SPECIAL EVENT WILL BE AN EXERCISE OF CONSTITUTIONALLY-
2 PROTECTED RIGHTS AS SET FORTH IN THE STATE AND/OR UNITED STATES
3 CONSTITUTION, THE APPLICATION SHALL BE PROCESSED PROMPTLY, WITHOUT
4 CHARGING A FEE, AND IN A MANNER THAT RESPECTS THE LIBERTIES OF THE
5 APPLICANTS AND THE PUBLIC. DETERMINATION OF THESE RIGHTS SHALL BE MADE
6 BY THE OFFICE OF LAW.
7

8 UNDER CERTAIN CONDITIONS AND BY WEIGHING THE IMPACT OF EVENTS ON CITY
9 FACILITIES, CITY RESOURCES, RESIDENT QUALITY OF LIFE, AND NORMAL BUSINESS
10 OPERATIONS, A PROPOSED SPECIAL EVENT MAY BE SUBJECT TO ADDITIONAL
11 CONSIDERATIONS AS REASONABLE AND APPROPRIATE TO THE IMPACT OF THE
12 PROPOSED SPECIAL EVENT, INCLUDING BUT NOT LIMITED TO, PROCESSING
13 REQUIREMENTS, PERMITTING CONDITIONS, AND NOTIFICATIONS.
14

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

20 **14.18.050 - PERMIT APPROVAL**

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

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

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

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

50 **14.18.060 - PERMIT APPLICATION - INFORMATION**

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

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

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

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

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

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

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

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

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

16 **14.18.080 - PERMIT FEE**

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

34 **14.18.090 - EXEMPTIONS FROM PERMIT FEE**

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

1 **14.18.100 - DENIAL OF PERMIT**

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

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

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

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

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

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

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

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

7 **14.18.130 - INDEMNIFICATION**

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

19 **14.18.140 - INSURANCE REQUIRED**

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

30 **14.18.150 - WAIVER OF INSURANCE REQUIRED**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11
12
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

13
14
15 **EXPLANATION**

16 CAPITAL LETTERS indicate matter added to existing law.

17 [brackets] indicate matter stricken from existing law.

18 Underlining indicates amendments.
19

Policy Report

O-4-13

Establishing Chapter 14.18 of the City Code on Special Events

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

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

FISCAL IMPACT NOTE

Legislation No: O-4-13

First Reader Date: 4-8-13

Note Date: 4-10-13

Legislation Title: **Establishing Chapter 14.18 of the City Code on Special Events**

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

Analysis of Fiscal Impact: The fiscal impact of this legislation cannot be determined at this time, but can be expected to be positive as it authorizes a separate permit fee to be collected for special events held in the City. The legislation exempts certain events from paying the permit fee, including constitutionally-protected events and when charging the fee is prohibited by federal or state law.

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-10-13

Sponsor: Mayor Cohen

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
Referred to	Referral Date	Meeting Date	Action Taken
4/22/13			7/19/13
Finance	4/22/13		
Rules	4/22/13		

8
9 **A ORDINANCE** concerning

10 **Compensation of Mayor, Aldermen/Alderwomen, and City Manager**

11
12
13 **FOR** the purpose of specifying compensation and allowances to be paid to the Mayor and
14 Aldermen/Alderwomen for the term of office commencing on the first Monday in
15 December, 2013; and for specifying compensation and allowances to be paid to the City
16 Manager.

17
18 **BY** repealing and re-enacting with amendments the following portions of the Code of the
19 City of Annapolis, 2012 Edition:
20 Section 3.08.030

21
22 **WHEREAS,** in accordance with the provisions of Article II, Section IV of the Annapolis City
23 Charter, the City Council appointed a Council Compensation Commission via R-
24 38-12 on October 8, 2012 to review the compensation and allowances to be paid
25 to the Mayor and Aldermen/Alderwomen during the terms of office commencing
26 on the first Monday in December 2013, and compensation and allowances to be
27 paid to the City Manager; and

28
29 **WHEREAS,** pursuant to the requirements of the City Charter, the Commission submitted to
30 the City Council a report with the Commission's recommendations for
31 compensation and allowances to be paid to the Mayor, Aldermen/Alderwomen,
32 and City Manager; and

33
34 **WHEREAS,** prior to final adoption of this ordinance, a public hearing will have been held by
35 the City Council as required by the Charter.

36
37
38 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
39 **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 Manager;
4. Communications Officer;
5. City Attorney;
6. Assistant City Attorney;
7. Community Relations Specialist;
8. Human Services Officer and Ombudsman;
9. Administrative Assistant;
10. Assistant City Manager;
11. Public Information Officer and Quartermaster
12. Executive Office Associate;
13. Recruitment/Employee Relations Administrator;
14. Deputy Fire Chiefs; and
15. 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	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A18
Deputy Fire Chief	F18
Human Resources Director	A20
Director of Transportation	A20
Director of Neighborhood and Environmental Programs	A20
Director of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
Director of Finance	A20
Director of Planning and Zoning	A20
Human Services Officer and Ombudsman	A18
Community Relations Specialist	A12
Administrative Assistant	A8
Assistant City Manager	A14
Public Information Officer and Quartermaster	A12
Fire Chief	F20
Police Chief	P20
Police Major	P18
Police Captain	P17

Director of Public Works	A20
--------------------------	-----

1
2 2. THE SALARY OF THE MAYOR FOR THE TERM OF OFFICE COMMENCING ON
3 THE FIRST MONDAY IN DECEMBER, 2013, SHALL BE AN ANNUAL SALARY OF \$98,000
4 AND AN ENTITLEMENT TO THE BENEFITS AFFORDED TO THE CITY'S EXEMPT SERVICE
5 EMPLOYEES.

6
7 3. THE SALARY OF EACH ALDERMAN AND ALDERWOMAN FOR THE TERM OF
8 OFFICE COMMENCING ON THE FIRST MONDAY IN DECEMBER, 2013, SHALL BE AN
9 ANNUAL SALARY OF \$13,500. EACH ALDERMAN AND ALDERWOMAN SHALL BE
10 AFFORDED AN ANNUAL ALLOWANCE OF \$1,500 FOR EXPENSES RELATED TO
11 EXECUTING THE DUTIES ASSOCIATED WITH THEIR OFFICE; SUCH EXPENSES SHALL
12 INCLUDE THE COST OF CELL PHONES, POSTAGE, CORRESPONDENCE, OFFICE
13 SUPPLIES, AND EDUCATION AND TRAINING. ALDERMEN AND ALDERWOMEN SHALL
14 PARTICIPATE IN THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM.

15
16 4. [2]. The salary of the City Manager shall be: [proposed and approved by the council
17 at the time of the City Manager's confirmation hearing].

18 I. **SALARY AND PERFORMANCE REVIEWS.** A BASE SALARY FOR THE CITY
19 MANAGER RANGING FROM \$120,000 TO \$180,000 PER YEAR, WITH
20 INCREMENTAL INCREASES BASED UPON ANNUAL PERFORMANCE
21 REVIEWS CONDUCTED BY THE MAYOR. THE INITIAL BASE SALARY
22 SHALL BE FIXED WITHIN THE PROVIDED RANGE BASED UPON THE CITY
23 MANAGER'S EDUCATION AND EMPLOYMENT EXPERIENCE. THE
24 ANNUAL PERFORMANCE REVIEW SHALL BE BASED UPON CRITERIA
25 ESTABLISHED IN ADVANCE BY THE MAYOR IN CONSULTATION WITH
26 THE DIRECTOR OF HUMAN RESOURCES. THE BASE SALARY AND
27 INCREMENTS SHALL BE SUBJECT TO COST OF LIVING INCREASES
28 (COLAS) EVERY TWO YEARS, BASED UPON COLAS AWARDED TO
29 OTHER CITY EXEMPT SERVICE EMPLOYEES DURING THE TWO-YEAR
30 PERIOD. THE CITY MANAGER'S COMPENSATION SHALL BE SUBJECT
31 TO REDUCTION TO THE SAME EXTENT AS OTHER CITY EXEMPT
32 SERVICE EMPLOYEES, INCLUDING REDUCTIONS BASED UPON
33 FURLOUGHS OR SIMILAR ACTIONS.

34
35 II. **BENEFITS.** THE CITY MANAGER IS ENTITLED TO RECEIVE THE SAME
36 BENEFITS AS OTHER CITY EXEMPT SERVICE EMPLOYEES, SUCH AS
37 INCLUSION IN THE CITY'S HEALTH CARE AND RETIREMENT PLANS, IN
38 WHICH THE CITY AND THE EMPLOYEE CONTRIBUTE IN THE SAME
39 PROPORTION AS OTHER CITY EXEMPT SERVICE EMPLOYEES.

40
41 III. **ALLOWANCES.** THE CITY SHALL PROVIDE THE CITY MANAGER WITH A
42 CITY VEHICLE, OR ADDITIONAL COMPENSATION TO REIMBURSE THE
43 USE OF A PERSONALLY-OWNED VEHICLE.

44
45 IV. **SEVERANCE PAY.** THREE (3) MONTHS' SEVERANCE PAY OF SALARY
46 ONLY FOR A CITY MANAGER WHO HAS BEEN REMOVED FROM THE
47 POSITION WITHOUT CAUSE AND NO SEVERANCE IF THE REMOVAL IS
48 FOR CAUSE. GROUNDS FOR REMOVAL THAT CONSTITUTE CAUSE

1 SHALL BE 1) CONVICTION OF A FELONY OR A CRIME OF MORAL
2 TURPITUDE; OR 2) MALFEASANCE OR MISFEASANCE IN OFFICE.
3
4

5 B. Salary raises FOR THE LIST OF POSITIONS INCLUDED IN THE TABLE IN SECTION
6 3.08.030 A.1.:

7 1. Shall be justified by either satisfactory or above satisfactory performance reviews by the
8 Mayor and shall be entirely at the Mayor's discretion, with the exception of those positions listed
9 in subsection (B)(2) of this section;

10 2. Shall be at the discretion of the Department Director for the following positions:

- 11 i. Deputy Fire Chiefs,
- 12 ii. Police Captains,
- 13 iii. Police Major,
- 14 iv. Recruitment/Employee Relations Administrator,
- 15 v. Assistant City Attorney,
- 16 vi. Executive Office Associate,
- 17 vii. Communications Officer,
- 18 viii. Human Services Officer and Ombudsman,
- 19 ix. Community Relations Specialist,
- 20 x. Administrative Assistant,
- 21 xi. Assistant City Manager,
- 22 xii. Public Information Officer and Quartermaster.

23 3. Shall not be awarded to an individual more frequently than once a year;

24 4. Shall not be for an amount exceeding one pay step in the grade range for the position as set
25 in subsection (A)(1) of this section;

26 5. Shall not cause an individual's salary to exceed the maximum salary of the assigned grade.
27

28 C. Longevity salary increases awarded to civil service employees shall not be a benefit of
29 the exempt service.
30

31 D. A City employee appointed to a position specified in subsection (A)(1) of this section
32 shall be assigned to a salary in the new pay grade which is at a minimum five percent higher
33 than the employee's salary prior to promotion or shall be assigned to the minimum of the new
34 grade, whichever is higher. In no case shall the new salary exceed the maximum salary of the
35 new grade.
36

37 E. For positions other than those specified in subsection (B)(2) of this section, the Mayor
38 may make an initial appointment at a salary greater than the first step of the assigned grade.
39 The appointment and initial salary is subject to confirmation by the City Council. For those
40 positions specified in subsection (B)(2) of this section, appointments made by Department
41 Director do not require City Council approval and initial appointments may be made at a salary
42 greater than the first step of the assigned grade subject to the availability of funding.
43

44 F. The Mayor shall report to the City Council on an annual basis the salaries of all positions
45 listed in subsection A of this section, and all increases in salary awarded since the prior report.
46
47

48 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
49 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its adoption.
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Policy Report

Ordinance O-10-13

Compensation of Mayor, Aldermen/Alderwomen, and City Manager

In accordance with the provisions of Article II, Section IV of the Annapolis City Charter, the City Council appointed a Council Compensation Commission via R-38-12 to review the compensation and allowances to be paid to the Mayor, Aldermen/Alderwomen, and City Manager during the terms of office commencing on the first Monday in December 2013. Pursuant to the requirements of the City Charter, the Commission submitted to the City Council a report with the Commission's recommendations for compensation and allowances to be paid to the Mayor, Aldermen/Alderwomen, and City Manager. The report was attached to resolution R-21-13.

The proposed ordinance would specify compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2013 and would specify compensation and allowances to be paid to the City Manager in contracts negotiated after the adoption of ordinance O-10-13.

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

FISCAL IMPACT NOTE

Legislation No: O-10-13

First Reader Date: 4-22-13

Note Date: 4-24-13

Legislation Title: Compensation of Mayor, Aldermen/Alderwomen, and City Manager

Description: For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2013; and for specifying compensation and allowances to be paid to the City Manager.

Analysis of Fiscal Impact: This legislation specifies compensation and allowances for the positions of Mayor, Alderman/Alderwoman and City Manager. The negative fiscal impact for one year will be \$10,271.02.

There is no change in the Mayor's compensation and therefore no fiscal impact.

This legislation proposes an increase from \$12,600 to \$13,500 a year for Council members and no change to the \$1,500 allotment for training and education expenses but allows the allotment to be used for any City Council expense.

This legislation provides that the City Manager salary range be set between \$120,000 and \$180,000 annually, commensurate with experience and performance rather than the contractually agreed annual salary of \$145,225.50. A bi-annual COLA based upon the COLAs awarded other exempt employees is proposed. Also recommended was three months severance pay for removal without cause.

Total negative fiscal impact is \$10,271.02. See the chart below for a comparison of current costs and recommended changes assuming the City Manager salary is paid at the top of the pay plan.

	Mayor	Council Members	City Manager	
<u>Current</u>				
Salary	98,000.00	100,800.00	145,225.50	
Retirement Contribution (11.47% - FY2014 rate)	11,240.60	11,561.76	16,657.36	
FICA and Medicare	7,497.00	7,711.20	11,109.75	
Vehicle Benefit			6,000.00	
	116,737.60	120,072.96	178,992.61	
Expense Allotment		12,000.00		
Severance - 6 months salary, health, and life insurance			84,729.01	
	116,737.60	132,072.96	263,721.62	
<u>Recommended at Maximum</u>				
Salary	98,000.00	108,000.00	180,000.00	
Retirement Contribution (11.47%)	11,240.60	12,387.60	20,646.00	
FICA and Medicare	7,497.00	8,262.00	13,770.00	
Vehicle Benefit			6,000.00	
	116,737.60	128,649.60	220,416.00	
Expense Allotment		12,000.00		
Severance (3 months salary)			45,000.00	
	116,737.60	140,649.60	265,416.00	
Difference	0.00	8,576.64	1,694.38	10,271.02

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-9-13

Introduced by: Mayor Cohen

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

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A ORDINANCE concerning

Capital Improvement Budget: FY 2014

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

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

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

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

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

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

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ADOPTED this _____ day of _____, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.



Capital Improvement Program

Proposed

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



FY2014 – FY2019
Capital Improvement Program
Proposed

City of Annapolis
Maryland
March, 2013

City of Annapolis
 FY14-FY19 Capital Improvement Program
Proposed

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Appendix A - Capital Planning and Budget Policy – Proposed Amendments

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INTRODUCTION

Authority

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

Purpose

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

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

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

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

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

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

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

Role of the Comprehensive Plan in the Capital Improvement Program

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

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

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

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

Priority Scoring of Capital Projects

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

Table 1. Evaluation Criteria

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

FUNDS - OVERVIEW

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

General Fund

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

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

Stormwater Management Special Revenue Fund

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

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

Water Enterprise Fund

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

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

Planning documents pertaining to water infrastructure include:

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

Sewer Enterprise Fund

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

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

Planning documents pertaining to wastewater (sewer) infrastructure include:

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

Parking Enterprise Fund

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

Planning documents pertaining to parking infrastructure include:

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

Dock Enterprise Fund

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

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Master Plan (underway)

CHANGES FROM ADOPTED FY13-FY18 CIP

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

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

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

FY2014 - FY2019

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

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

FY2014 - FY2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Funding Schedule							
Bond funds		2,000,000	2,000,000	2,000,000			6,000,000
Operating funds					2,000,000	2,000,000	4,000,000
Other							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Project Detail

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Title Annual Transportation Capital Plan	Project Number	Initiating Department Transportation	
Asset Category Transportation	Asset Number	Priority Score	
Project Description The City submits its Annual Transportation Plan (ATP) to the Maryland Transit Administration (MTA). The ATP serves as a grant application and contract for cost-sharing of transit-related operating and capital costs with the MTA and Federal Transit Administration (FTA). Budget figures shown are for FY13 Capital Expenses. MTA notifies the City of the FY14 Award in July, 2013. The annual award varies little from year to year.			
Regulatory or Legal Mandates			Operational Necessity The ATP is an integral fiscal component of the City's Transit Operations.
Prior Funding Annual Recurring		Non-City sources of funding MTA and FTA contribute up to 90% of eligible project costs.	
FY14 Budget commitment allows project stage		Project Years Annual Recurring <table border="1" style="float: right; margin-top: 10px;"> <tr> <td>Total Project Budget</td> </tr> </table>	Total Project Budget
Total Project Budget			

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

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

Project Title Legislative Management System	Project Number TBD	Initiating Department MIT		
Asset Category Information Technology	Asset Number TBD	Priority Score 39		
Project Description This project will implement a web based software application to provide the following services: *Storage Services Web storage of all legislative materials and agendas *Legislative Management Agenda item drafting Electronic approval process Agenda packet generation and publication Organize, store and retrieve documents Continuous legislative workflow Track and search legislative data *iPad Applications Review meeting agendas with supporting documents Take notes and bookmark specific agenda items Annotate PDF attachments *Web Video Services Public access to live and archived video recorded meeting. Index agenda to video.				
Regulatory or Legal Mandates			Operational Necessity Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.	
Prior Funding		Non-City sources of funding		
FY14 Budget commitment allows project stage Installation		<table border="0"> <tr> <td>Project Years FY14</td> <td>Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)</td> </tr> </table>	Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)
Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)			

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

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

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

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

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

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

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

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

Project Title Water Distribution Rehab	Project Number 71003	Initiating Department Public Works	
Asset Category Water Infrastructure	Asset Number Numerous asset numbers are assigned	Priority Score 75	
Project Description The existing water distribution grid is aging, as is evidenced by the frequent failures. Based on a useful life of 80 years, the financial consultant has calculated the required water distribution system rehabilitation capital needs for the next 20 years to address the infrastructure including pipes, valves, hydrants, meters, etc. that have exceeded or will reach the end of their useful life. Additional work is necessary to prioritize water distribution infrastructure upgrades, while rehabilitating and/or upgrading the previously identified needs in order to minimize the potential for a major failure.			
Regulatory or Legal Mandates			
Prior Funding FY13: \$1,880,000 FY12: \$1,718,000 FY11: \$102,000		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.	
FY14 Budget commitment allows project stage: Construction		Non-City sources of funding	
		Project Years Recurring	Total Project Budget Annual range 1.7M to 2.1M

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

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

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

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

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

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

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

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

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

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

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

Project Detail

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

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

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

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

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

Funding Schedule							
Bond funds		130,000	2,000,000				2,130,000
Operating funds							
Other							
Total	0	130,000	2,000,000	0	0	0	2,130,000

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

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

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

LONG-TERM CAPITAL PROGRAM

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

Taylor Avenue

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

Barbud Lane

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

Chinquapin-Admiral Intersection Realignment

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

Outer West Street Gateway & Corridor

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

Multi-Modal Transportation Hub

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

Fleet and Cornhill Street Reconstruction

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

Maryland Avenue Improvements

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

Sixth Street Improvements

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

Smithville and Russell Street Improvements

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

West Annapolis Improvements

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

Flood Control Infrastructure

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

Appendix A

OVERVIEW NOTES ON PROPOSED POLICY REVISIONS

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

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

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

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

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

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

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

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

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

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

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

THRESHOLD DEFINITION

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

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

ORGANIZATION AND PROCESS

Capital Steering Programming Committee:

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

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

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

Capital Working Committee

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

Annual Submission and Assessment Components

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

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

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

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

Evaluation Process

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

Evaluation Criteria

Also listed in the Assessment Components section.

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

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

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

Presentation and Project Categories

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

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

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

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

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

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

Example
 City of Annapolis
 Capital Plan
 Fiscal Year 20XX

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

ANNUAL REPORTING

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

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

Annual Inventory

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

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

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

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

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

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

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

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

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

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

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

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

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

The associated goals are considered when assessing capital projects:

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

Goal 1: Optimize operating capital.

Goal 2: Give funding priority to core services.

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

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

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

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

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

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

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

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

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

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

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

Appendix B



PLANNING COMMISSION

(410)263-7961

145 GORMAN STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401

May 2, 2013

To: Mayor and City Council
From: Planning Commission
Re: Capital Improvement Program 2014-2019; Resolution #R-12-13; Ordinance #O-9-13

At the Planning Commission's regularly scheduled meeting on April 18, 2013, the Public Works Director and Assistant City Manager presented the Capital Improvement Program for 2014-2019. Upon completion of the presentation and questions from the commissioners, the Chair opened the public hearing. Three individuals spoke generally in favor of the plan.

At the conclusion of deliberations the commissioners voted unanimously to commend the presenters for the continued improvements they have made in the process of identifying, evaluating and scoring the various projects as well as in documenting each project's timing and funding sources.

By a vote of 5 – 0, the Planning Commission endorsed the Plan and its accompanying resolution and ordinance with two comments:

- The Planning Commission applauds the inclusion of funding in the Wayfinding Signage project for real-time parking information and recommends additional investment in this technology as a way to improve the management and utilization of the City's parking assets.
- The Planning Commission encourages the City to make maximum feasible use of rain gardens, bio-retention and other recent technological and eco-friendly advances as part of the Stormwater Management Retrofit project.

Adopted this 2nd day of May, 2013

Eleanor M. Harris, Ed.D., Chair

FISCAL IMPACT NOTE

Legislation No: O-9-13

First Reader Date: 3-11-13

Note Date: 3-15-13

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

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

Analysis of Fiscal Impact:

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

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-12-13

Introduced by: Mayor Cohen

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

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A RESOLUTION concerning

Capital Improvement Program: FY 2014 to FY 2019

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

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

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

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

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

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

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ADOPTED this _____ day of _____, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.



Capital Improvement Program

Proposed

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



FY2014 – FY2019
Capital Improvement Program
Proposed

City of Annapolis
Maryland
March, 2013

City of Annapolis
 FY14-FY19 Capital Improvement Program
Proposed

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INTRODUCTION

Authority

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

Purpose

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

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

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

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

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

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

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

Role of the Comprehensive Plan in the Capital Improvement Program

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

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

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

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

Priority Scoring of Capital Projects

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

Table 1. Evaluation Criteria

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

FUNDS - OVERVIEW

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

General Fund

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

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

Stormwater Management Special Revenue Fund

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

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

Water Enterprise Fund

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

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

Planning documents pertaining to water infrastructure include:

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

Sewer Enterprise Fund

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

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

Planning documents pertaining to wastewater (sewer) infrastructure include:

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

Parking Enterprise Fund

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

Planning documents pertaining to parking infrastructure include:

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

Dock Enterprise Fund

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

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Master Plan (underway)

CHANGES FROM ADOPTED FY13-FY18 CIP

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

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

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

FY2014 - FY2019

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

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

FY2014 - FY2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Funding Schedule							
Bond funds		2,000,000	2,000,000	2,000,000			6,000,000
Operating funds					2,000,000	2,000,000	4,000,000
Other							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Project Detail

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

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	245,000	840,000	590,000	590,000	590,000	590,000	3,445,000
Construction Project Mngmt.	5,000	10,000	10,000	10,000	10,000	10,000	55,000
IT Costs							
Furniture Fixtures Equipment							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000

Funding Schedule							
Bond funds	250,000	250,000					500,000
Sidewalk Revolving Fund		600,000	600,000	600,000	600,000	600,000	3,000,000
Other							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Title Legislative Management System	Project Number TBD	Initiating Department MIT		
Asset Category Information Technology	Asset Number TBD	Priority Score 39		
Project Description This project will implement a web based software application to provide the following services: *Storage Services Web storage of all legislative materials and agendas *Legislative Management Agenda item drafting Electronic approval process Agenda packet generation and publication Organize, store and retrieve documents Continuous legislative workflow Track and search legislative data *iPad Applications Review meeting agendas with supporting documents Take notes and bookmark specific agenda items Annotate PDF attachments *Web Video Services Public access to live and archived video recorded meeting. Index agenda to video.				
Regulatory or Legal Mandates			Operational Necessity Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.	
Prior Funding		Non-City sources of funding		
FY14 Budget commitment allows project stage Installation		<table border="0"> <tr> <td>Project Years FY14</td> <td>Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)</td> </tr> </table>	Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)
Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)			

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Detail

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

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

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

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

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

Funding Schedule							
Bond funds		130,000	2,000,000				2,130,000
Operating funds							
Other							
Total	0	130,000	2,000,000	0	0	0	2,130,000

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

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

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

LONG-TERM CAPITAL PROGRAM

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

Taylor Avenue

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

Barbud Lane

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

Chinquapin-Admiral Intersection Realignment

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

Outer West Street Gateway & Corridor

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

Multi-Modal Transportation Hub

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

Fleet and Cornhill Street Reconstruction

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

Maryland Avenue Improvements

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

Sixth Street Improvements

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

Smithville and Russell Street Improvements

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

West Annapolis Improvements

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

Flood Control Infrastructure

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

Appendix A

OVERVIEW NOTES ON PROPOSED POLICY REVISIONS

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

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

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

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

OVERVIEW

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

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

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

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

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

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

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

THRESHOLD DEFINITION

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

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

ORGANIZATION AND PROCESS

Capital Steering Programming Committee:

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

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

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

Capital Working Committee

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

Annual Submission and Assessment Components

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

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

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

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

Evaluation Process

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

Evaluation Criteria

Also listed in the Assessment Components section.

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

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

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

Presentation and Project Categories

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

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

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

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

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

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

Example
 City of Annapolis
 Capital Plan
 Fiscal Year 20XX

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

ANNUAL REPORTING

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

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

Annual Inventory

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

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

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

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

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

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

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

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

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

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

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

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

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

The associated goals are considered when assessing capital projects:

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

Goal 1: Optimize operating capital.

Goal 2: Give funding priority to core services.

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

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

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

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

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

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

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

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

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

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

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

Appendix B

FISCAL IMPACT NOTE

Legislation No: R-12-13

First Reader Date: 3-11-13

Note Date: 3-15-13

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

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

Analysis of Fiscal Impact:

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

1 CITY COUNCIL OF THE
2 City of Annapolis

3 Charter Amendment No. CA-2-12

4 Introduced by: Alderman Pfeiffer at the Request of the Charter Revision Commission
5
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LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
9/24/12	10/22/12	10/13/12	12/21/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	9/24/12	11/13/12	No action taken.

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10 **A CHARTER AMENDMENT** concerning

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

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

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

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

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

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

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

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

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

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

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

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

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

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47
48 **ADOPTED** this _____ day of _____, _____.
49
50

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ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

1 **Policy Report**

2 **CA-2-12**

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

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

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

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

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

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

Amendment #1

Insert "and Alderwoman" in all instances.

Page 1: Line 28, Line 31, Line 34

Page 2: Line 6



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 11/13/12

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

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

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Motion failed

Roll Call Vote:

Ald. Israel, Chair NO

Ald. Hoyle absent Ald. Arnett YES

Meeting Date 11/13/12

Signature of Chair Richard Gordon

FISCAL IMPACT NOTE

Legislation No: CA-2-12

First Reader Date: 9/24/12

Note Date: 10/13/12

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

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

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

1 CITY COUNCIL OF THE
2 City of Annapolis

3 Ordinance No. O-28-12

4 Introduced by: Mayor Cohen
5
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7

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

8
9 **AN ORDINANCE** concerning

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

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

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

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

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

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

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

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

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

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

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

1 OFFERED FOR RENT;

2 [b. The number of units offered;]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

43 **ADOPTED** this _____ day of _____, _____.
44
45

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

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

1 **Policy Report**

2
3 **O-28-12**

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

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

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

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



City of Annapolis City Council
Committee & Commission Referral Action Report

Date: 11/05/12

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

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

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

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

Meeting Date 11-5-12

Signature of Chair Kenneth A Kirby



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 11/13/12

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

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

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

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

Roll Call Vote:

Ald. Israel, Chair yes

Ald. Hoyle yes

Ald. Arnett yes

Meeting Date 11/13/12

Signature of Chair *Rebel Grand*

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

September 13, 2012

MEMORANDUM

To: Annapolis City Council

From: Planning Commission

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

SUMMARY

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

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

STAFF RECOMMENDATION

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

PUBLIC HEARING AND DELIBERATION

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

RECOMMENDATION

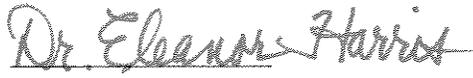
In the discussion, it became clear that there was an inadvertent grammatical error in the language of the proposed amendment. The correct wording should be:

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

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

Adopted this 4th day of October, 2012

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

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

Dr. Eleanor Harris, Chair

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

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

FISCAL IMPACT NOTE

Legislation No: O-28-12

First Reader Date: 7-23-12

Note Date: 9-14-12

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

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

Analysis of Fiscal Impact:

This legislation produces no significant fiscal impact.

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-7-13

Sponsor: Mayor Cohen

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
5/13/13			11/8/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	5/13/13		
Planning Commission	5/13/13		

8
9

A ORDINANCE concerning

10

Establishment of a New Zoning District: Waterfront City Dock, Phase One

11
12

FOR the purpose of implementing Phase One of the recommendations of the City Dock Master Plan by establishing a new zoning district - the Waterfront City Dock Zone.

13
14

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

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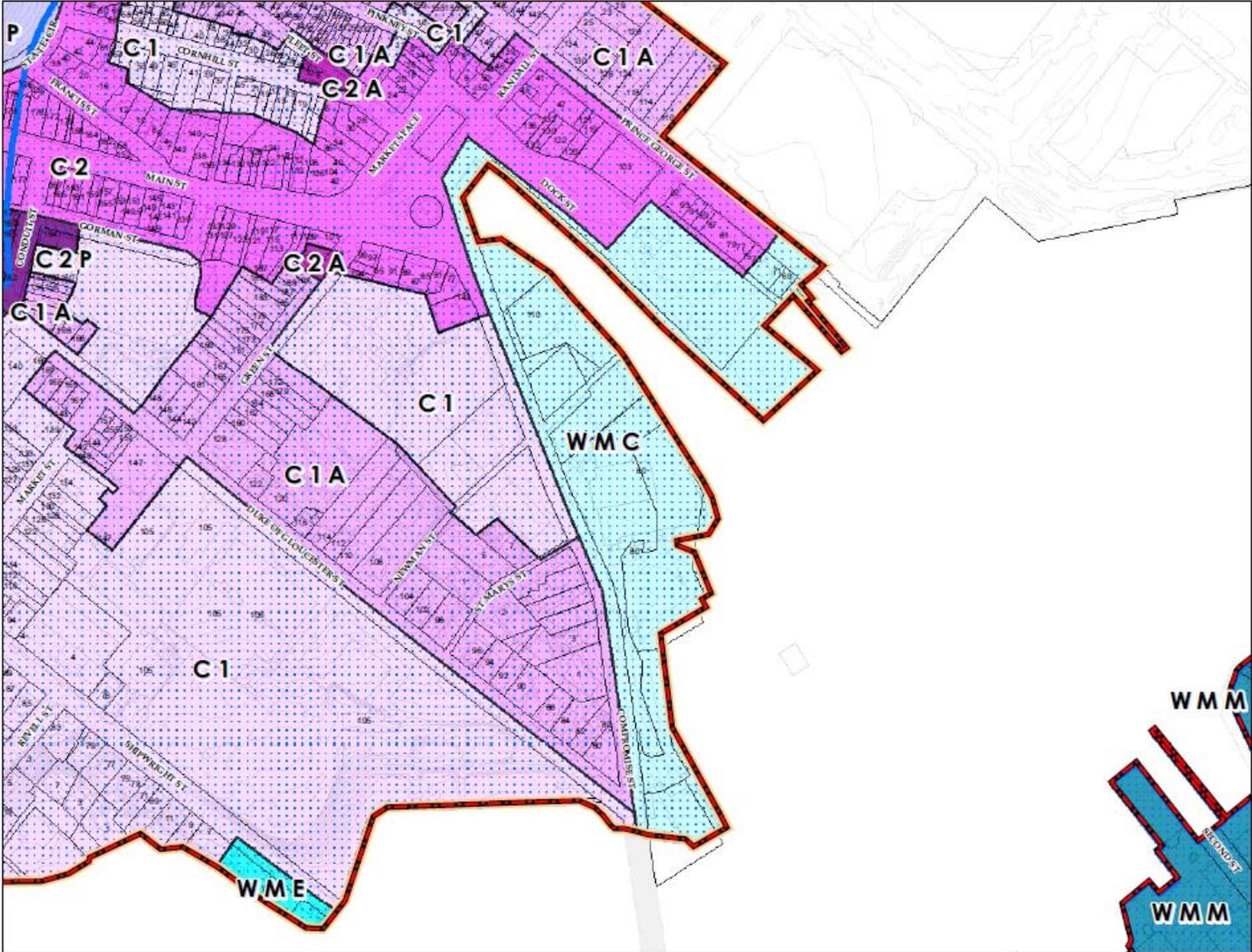
- Section 21.06.010
- Section 21.22.050
- Section 21.24.010
- Section 21.24.020
- Section 21.24.050
- Section 21.24.060
- Section 21.24.090
- Section 21.34.040
- Section 21.48.041
- Section 21.50.280
- Section 21.54.080
- Section 21.56.170
- Section 21.56.180
- Section 21.60.060
- Section 21.64.291
- Section 21.64.371
- Section 21.64.430
- Section 21.64.470
- Section 21.70.100
- Section 21.72.010

36
37

BY adding the following portions to the Code of the City of Annapolis, 2012 Edition
Section 21.46.060

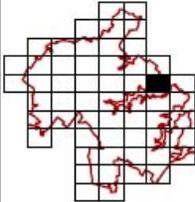
- 1 **WHEREAS,** the City of Annapolis has been a waterfront destination for over 300 years and
2 the downtown district was prestigiously named a National Historic Landmark in
3 1965; and
4
- 5 **WHEREAS,** the importance of water and history to the spirit of Annapolis is paramount and
6 both influences have long shaped City Dock and its surrounding environment;
7 and
8
- 9 **WHEREAS,** while many character-defining features remain, the quantity and quality of
10 pedestrian space and public access to the waterfront detracts from City Dock's
11 overall historic character; and
12
- 13 **WHEREAS,** the 2009 Comprehensive Plan for the City of Annapolis states that "City Dock
14 and its environs are fundamental to the City's character and identity as a small
15 seaport town with a rich history." The American Planning Association has
16 designated Main Street as one of 'Ten Great Streets in America' for its role as a
17 living museum; a place that makes significant contributions to Annapolis'
18 downtown economy; and for its physical and visual connection to its history,
19 maritime culture, and architectural character. The Comprehensive Plan called for
20 developing a plan that would enhance City Dock and its environs; and
21
- 22 **WHEREAS,** the City Dock Advisory Committee (CDAC) was established in September 2010
23 to advise the City on rejuvenating City Dock. The CDAC recommended
24 rebalancing open areas from automobile-oriented space to pedestrian-oriented
25 space, advocated for flexible space that can serve a variety of functions,
26 proposed new ways of managing City Dock and the events that take place there,
27 and called for the use of public art to serve as a main attraction in the area.
28 Together, these goals helped shape the creation of the City Dock Master Plan for
29 revitalizing City Dock; and
30
- 31 **WHEREAS,** this proposed ordinance would implement Phase One of the recommendations of
32 the City Dock Master Plan by establishing a new zoning district - the Waterfront
33 City Dock Zone.
34
35

Existing Zoning



MAP 24

16	17	
23	24	25
30	31	32



- - - City Boundary
- Historical District
- OCDD District
- Critical Area Boundary

Note: The Critical Area boundary is approximate and included only for reference. Please refer to the Official Critical Area maps.

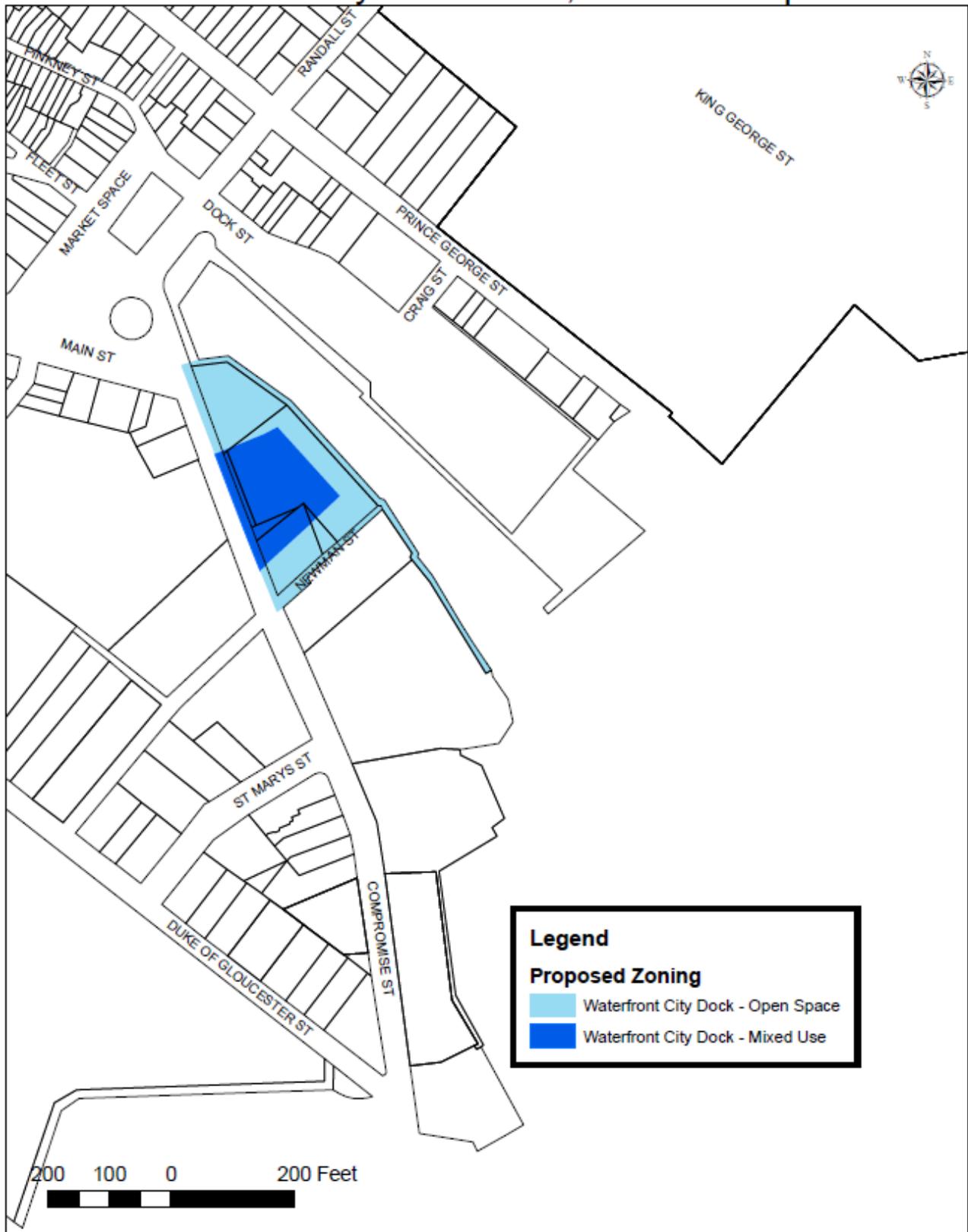


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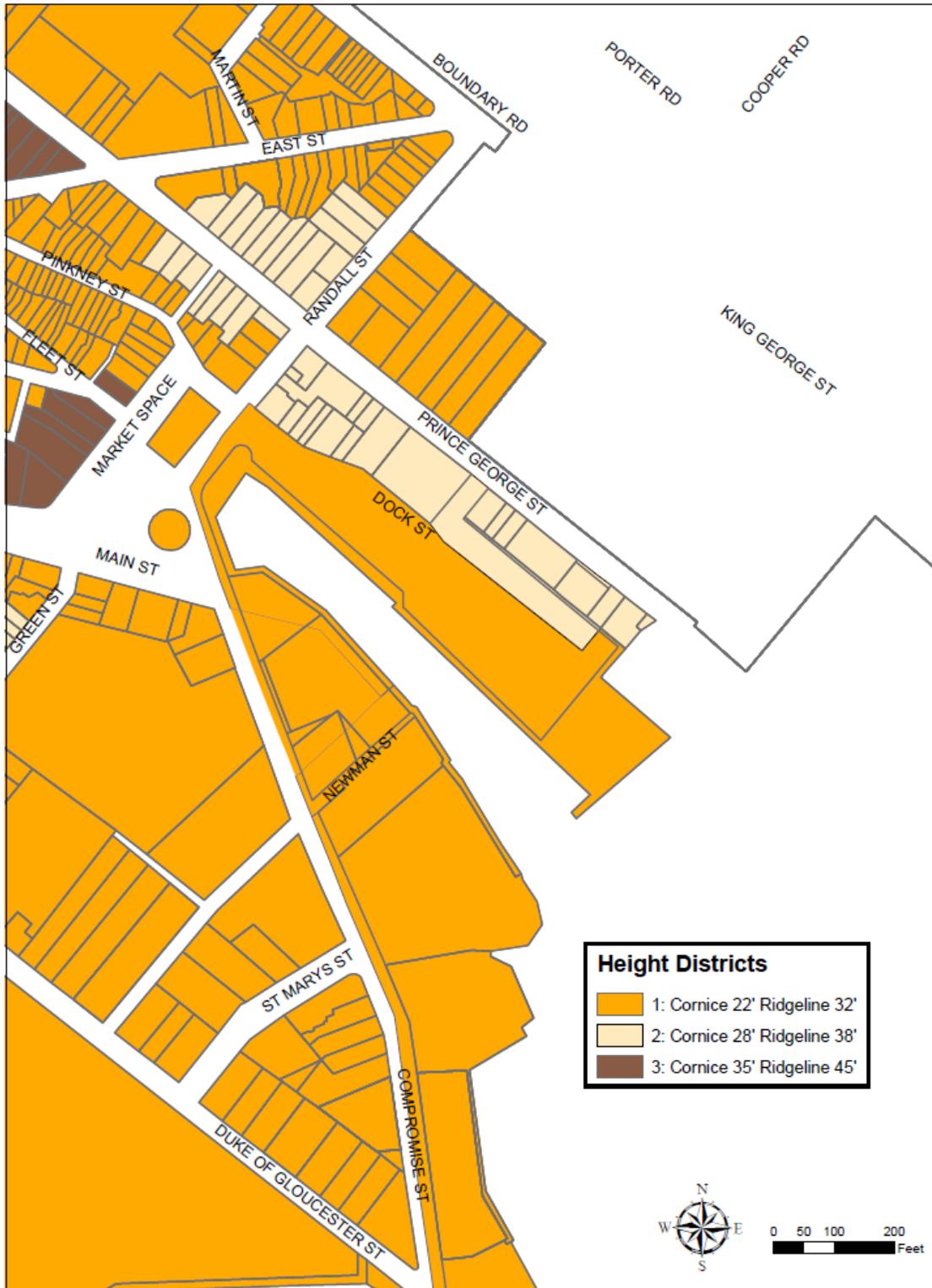
City of Annapolis, Maryland Comprehensive Zoning

Created : December 2005
Adopted :

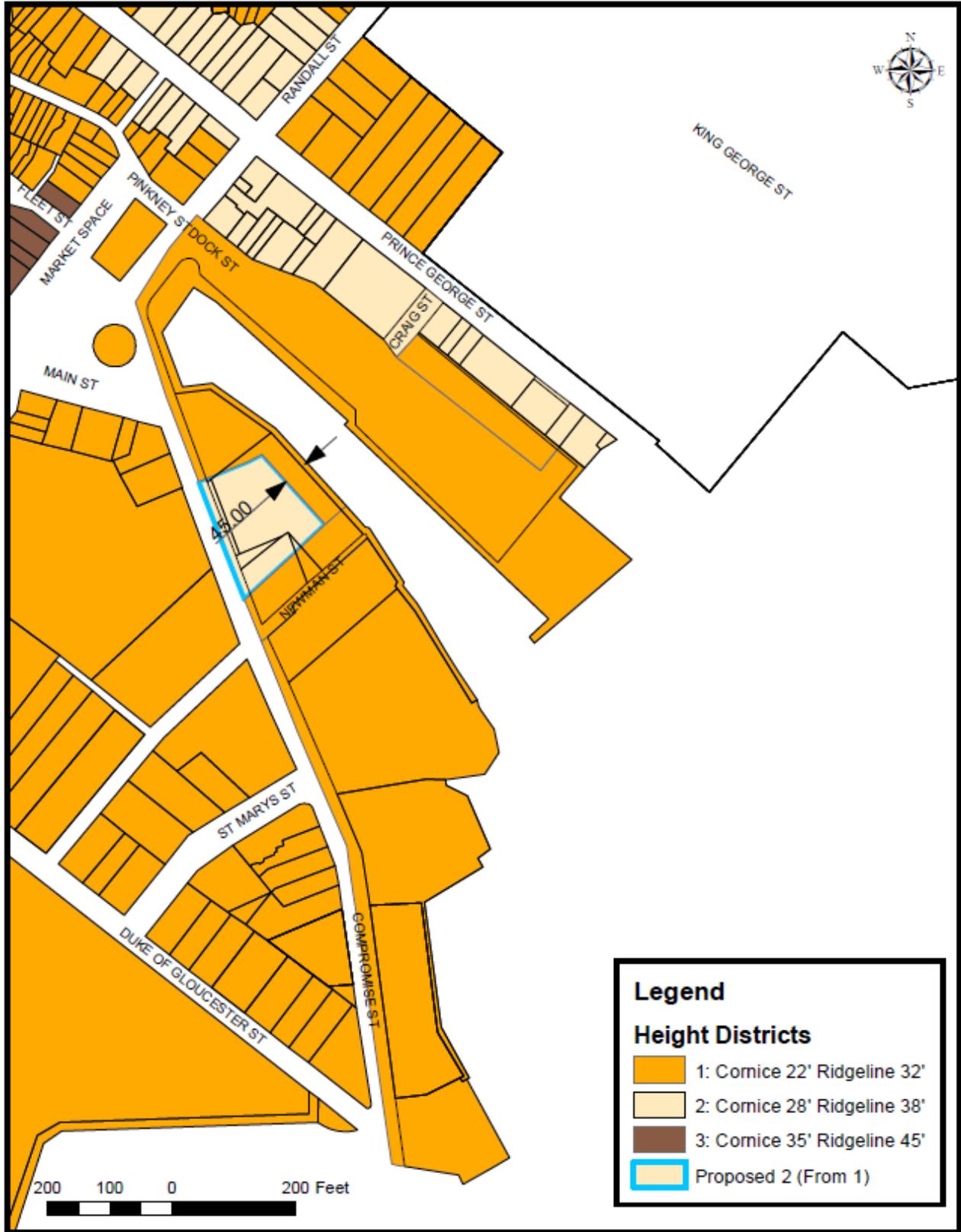
Waterfront City Dock Zone, Phase I Proposed



Historic District Special Height Districts at City Dock, Existing



Historic District Special Height Districts at City Dock, Phase I Proposed



1
2 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
3 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:
4

5 **Chapter 21.06 - Zoning Districts and Mapping**

6 **Section 21.06.010 - Establishment of zoning districts.**

7 For the purpose of this Zoning Code the City is organized into the following zoning districts:

8 A. Residence districts:

R1	Single-Family Residence
R1-A	Single-Family Residence
R1-B	Single-Family Residence
R2	Single-Family Residence
R2-NC	Single-Family Residence Neighborhood Conservation
R3	General Residence
R3-NC	General Residence Neighborhood Conservation
R3-NC2	General Residence Neighborhood Conservation 2
R3-R	General Residence Neighborhood Revitalization
R4	General Residence
R4-R	General Residence Neighborhood Revitalization
C1	Conservation Residence
C1A	Special Conservation Residence

9
10 B. Commercial and industrial districts:

B1	Convenience Shopping
B2	Community Shopping
B3	General Commercial
B3 CD	General Commercial Corridor Design
BCE	Business Corridor Enhancement
BR	Business Revitalization
C2	Conservation Business
C2A	Special Conservation Business
PM2	Professional Mixed Office Park
I1	Light Industrial

11
12 C. Office and mixed use districts:

P	Professional Office
---	---------------------

MX	Mixed Use
PM	Professional Mixed Office
C2P	Special Conservation Professional

1
2

D. Waterfront maritime districts:

WMC	Waterfront Maritime Conservation
WMM	Waterfront Mixed Maritime
WMI	Waterfront Maritime Industrial
WME	Waterfront Maritime Eastport
WCD	WATERFRONT CITY DOCK

3
4

E. Overlay districts:

	Critical Area
	Historic District
	Office and Commercial Design

5

6 **Chapter 21.22 – Site Design Plan Review**

7 **Section 21.22.050 - Waivers.**

- 8 A. Request for Waiver. Upon request by an applicant, and depending upon the size, scope
9 and potential impacts of a proposed development or activity, the Planning and Zoning
10 Director may waive the requirement for submission of a preliminary plan or other major site
11 design plan application submission requirements. If the Planning and Zoning Director
12 waives the requirement for a preliminary plan, the Director may require that any information
13 required to be shown on that plan be shown on subsequent plans submitted by the
14 applicant.
- 15 B. Decision on Waiver. In deciding whether to grant requested waivers, the Planning and
16 Zoning Director will consider any special conditions peculiar to a site and whether
17 information required is inappropriate or unnecessary. The Planning and Zoning Director
18 may waive submission requirements if the Director finds that the waiver will not be
19 detrimental to the public health, safety, or general welfare or have the effect of nullifying the
20 intent and purpose of the site design plan submission, the [Comprehensive Plan] PLAN; AS
21 DEFINED IN SECTION 21.72.010, or this chapter; and that the application materials to be
22 provided are adequate to make the required findings based on the criteria set forth below in
23 Section 21.22.080.

24

25 **Chapter 21.24 – Planned Developments**

1 **Section 21.24.010 - Purposes, authority and types.**

2 A. Purposes. The purposes of planned developments are as follows:

- 3 1. To allow greater flexibility in order to encourage more creative design for the
4 development of land than is generally possible under conventional zoning district
5 regulations.
- 6 2. To promote orderly and thorough planning and review procedures that will result in
7 quality design and counteract the negative effects of monotonous design.
- 8 3. To allow the grouping of buildings and a mix of land uses with an integrated design and
9 a coordinated physical plan.
- 10 4. To promote development in a manner that protects significant natural resources and
11 integrates natural open spaces into the design of a development project.
- 12 5. To encourage a design that takes into account the natural characteristics of the site in
13 the placement of structures.
- 14 6. To promote development that is compatible with the goals of the [Comprehensive Plan]
15 PLAN, AS DEFINED IN SECTION 21.72.010.
- 16 7. TO PROMOTE A DESIGN THAT TAKES INTO ACCOUNT THE HISTORIC AND
17 CULTURAL CONTEXT ESTABLISHED BY THE SURROUNDING BUILT
18 ENVIRONMENT.

19

20 B. Types of Planned Developments, Where Permitted.

- 21 1. There are [three] FOUR types of planned developments: residential planned
22 development, business planned developments, [and] special mixed planned
23 developments AND WATERFRONT PLANNED DEVELOPMENTS.
- 24 2. Planned developments may be permitted only where listed in the use tables for specific
25 zoning districts in Chapter 21.48 of this Zoning Code.

26 C. Authority to Approve. The Planning Commission is authorized to decide applications for
27 planned developments.

28

29 **Section 21.24.020 - Use regulations for planned developments.**

30 A. Residential Planned Development.

- 31 1. Except for uses specifically prohibited by the Zoning Code in the district that is the
32 subject of the application, a residential planned development may consist of the
33 following uses:
 - 34 a. Uses that are allowed as permitted uses, uses subject to standards or special
35 exception uses in any residential district, which uses are allowed as permitted
36 uses if included within and approved as part of a residential planned development.
 - 37 b. Up to ten percent of the ground area or gross floor area of a residential planned
38 development may consist of uses that are allowed as permitted uses or as uses
39 subject to standards in the B1 District.

1 2. No more than thirty percent of the ground area or of the gross floor area of the
2 development may be devoted to planned development uses.

3 B. Business Planned Development.

4 1. Except for uses specifically prohibited by the Zoning Code in the district that is the
5 subject of the application, a business planned development may consist of the
6 following uses:

7 a. All uses allowed as a permitted use, use subject to standards, or special exception
8 use in the zoning district in which the business planned development is located,
9 which uses are allowed as permitted uses if included within and approved as part
10 of a business planned development.

11 b. For business planned developments located in the B1, B2, B3, BCE, P, and MX
12 districts, a business planned development may include all uses allowed in any
13 residential district as a permitted use, use subject to standards, or as a special
14 exception.

15 2. No more than fifteen percent of the ground area or of the gross floor area of the
16 development may be devoted to planned development uses.

17 C. Special Mixed Planned Development.

18 1. Except for uses specifically prohibited by the Zoning Code in the district that is the
19 subject of the application, a special mixed planned development may consist of all
20 uses allowed as a permitted use, use subject to standards, or as a special exception in
21 any zoning district, which uses are allowed as permitted uses if included within and
22 approved as part of a special mixed planned development.

23 2. No more than thirty percent of the ground area or of the gross floor area of the
24 development may be devoted to planned development uses.

25 D. WATERFRONT PLANNED DEVELOPMENT.

26 1. ALL USES SPECIFICALLY ALLOWED AS A PERMITTED USE, USE SUBJECT TO
27 STANDARDS, OR SPECIAL EXCEPTION USE IN THE ZONING DISTRICT IN
28 WHICH A WATERFRONT PLANNED DEVELOPMENT IS LOCATED, ARE ALLOWED
29 AS PERMITTED USES IF INCLUDED AND APPROVED AS PART OF A
30 WATERFRONT PLANNED DEVELOPMENT.

31 2. RESIDENTIAL AND PROFESSIONAL OR BUSINESS OFFICE (EXCEPT FOR
32 MARITIME OFFICE USES) SHALL NOT BE PERMITTED ON THE GROUND FLOOR
33 OF A WATERFRONT PLANNED DEVELOPMENT.

34

35 **Section 21.24.050 - Bulk and density standards.**

36 A. Bulk Standards. The Planning Commission may adjust bulk standards, other than height,
37 that are otherwise applicable in the zoning district.

38 B. Density Standards. The following density standards shall apply to planned developments:

39 1. In a residential planned development, the maximum number of dwelling units may not
40 exceed the number of units determined by dividing the gross development area by the
41 minimum lot area per dwelling unit (or per dwelling unit type if a mix of units is
42 proposed) required by the district or districts in which the development is located.

1 Gross development area shall be the area of the zoning lot as a whole. The area of
2 land set aside for common open space or recreational use may be included in
3 determining the number of dwelling units permitted. If the gross development area of
4 the property includes property within the Resource Conservation Area of the Critical
5 Area Overlay, density shall be determined, as per Section 20.24.130(G) and (H).

6 2. In a business or special mixed planned development, the maximum number of dwelling
7 units may not exceed the number of units determined by dividing the gross residential
8 development area by the minimum lot area per dwelling unit required by the R4 district.

9 3. IN A WATERFRONT PLANNED DEVELOPMENT, THE MAXIMUM NUMBER OF
10 DWELLING UNITS SHALL BE DETERMINED THROUGH APPLICATION OF THE
11 FLOOR AREA RATIO (FAR) STANDARD SET FORTH IN SECTION 21.50.315
12 PROVIDED THE MINIMUM DWELLING UNIT SIZES REQUIRED BY CITY CODE
13 AND OTHER REGULATIONS OF THIS CHAPTER ARE MET.

14
15 **Section 21.24.060 - Common open space.**

16 Planned developments shall provide for common open space as follows:

17 A. Common open space may include parks, playgrounds, parkways, ALLEYWAYS,
18 medians, landscape green spaces, WALKWAYS, PROMENADES, PLAZAS, schools,
19 community centers or other similar areas in public ownership or covered by an open
20 space easement or controlled by a homeowners association. UP TO 25 PERCENT OF
21 THE AREA DEDICATED TO ANY PLANTED LANDSCAPED OR BIO-RETENTION
22 AREA REQUIRED TO SATISFY ANY CRITICAL AREA MITIGATION
23 REQUIREMENTS MAY BE COUNTED TOWARD MEETING THE OPEN SPACE
24 REQUIREMENTS SET FORTH IN 21.24.060.

25 B. The area of common open space provided shall be equivalent to twenty percent of the
26 total ground area in residential planned developments, [and] five percent of the total
27 ground area in business and special mixed planned developments, AND TEN
28 PERCENT OF THE GROSS FLOOR AREA OF WATERFRONT PLANNED
29 DEVELOPMENTS.

30 C. Planned development applications shall include provisions for the ownership,
31 conservation, and maintenance of the common open space.

32 D. THE COMMON OPEN SPACE REQUIREMENT FOR WATERFRONT PLANNED
33 DEVELOPMENTS MAY BE MET THROUGH COMPARABLE OFF-SITE
34 IMPROVEMENT TO THE OPEN SPACE AND RELATED AMENITIES CONTAINED
35 WITHIN THE BOUNDARIES OF THE ADOPTED PLAN WHEREIN THE PROJECT IS
36 LOCATED. OFF-SITE IMPROVEMENTS THAT ARE ADJACENT TO OR IN CLOSE
37 PROXIMITY TO THE SITE SHALL BE ACCORDED PRIORITY IN MEETING THIS
38 STANDARD.

39 **Section 21.24.090 - Planned development review criteria and findings.**

40 In deciding planned development applications the Planning Commission shall make written
41 findings based on the following:

- 1 A. The planned development is compatible with the character of the surrounding
2 neighborhood and the [Comprehensive Plan] PLAN, AS DEFINED IN SECTION
3 21.72.010, and the purposes of planned developments.
- 4 B. The proposed locations of buildings, structures, open spaces, landscape elements, and
5 pedestrian and vehicular circulation systems are adequate, safe, and efficient and
6 designed to minimize any adverse impact upon the surrounding area.
- 7 C. The planned development will promote high quality design and will not result in greater
8 adverse impacts to the surrounding area compared to the development that may
9 otherwise be permitted pursuant to the Zoning Code if a planned development were
10 not approved.
- 11 D. The planned development complies with the planned development use standards and
12 bulk and density standards.
- 13 E. The planned development complies with the Site Design Plan Review criteria provided
14 in Section 21.22.080
- 15 F. The planned development plan includes adequate provision of public facilities and the
16 proposed infrastructure, utilities and all other proposed facilities are adequate to serve
17 the planned development and adequately interconnect with existing public facilities.

18

19 **Chapter 21.34 – Zoning Map Amendments**

20 **Section 21.34.040 - Planning Commission review criteria and findings.**

21 The Planning Commission shall not recommend the adoption of a proposed zoning map
22 amendment unless it finds that the adoption of the amendment is in the public interest and is not
23 solely for the interest of the applicant. The Planning Commission may recommend the adoption
24 of an amendment changing the zoning classification of the property to a more restrictive district
25 than that requested by the applicant. The Planning Commission shall make findings based upon
26 the evidence presented to it in each specific case with respect to the following matters:

27

- 28 A. Existing uses and zoning classification of properties within the general area of the
29 property that is the subject of the application.
- 30 B. The suitability of the property in question to the uses permitted under the existing zoning
31 classification compared to the uses permitted under the proposed zoning classification.
- 32 C. The trend of development in the general area, including any changes in zoning
33 classification of the subject property or other properties in the area and the
34 compatibility with existing and proposed development for the area.
- 35 D. Whether there has been a substantial change in the character of the neighborhood
36 where the property is located or that there was a mistake in the existing zoning
37 classification.
- 38 E. The availability of public facilities, present and future transportation patterns.
- 39 F. The relationship of the proposed amendment to the City's [Comprehensive Plan] PLAN,
40 AS DEFINED IN SECTION 21.72.010.

41

42 **Chapter 21.46 – Waterfront Maritime Districts**

43

1 **SECTION 21.46.060 - WATERFRONT CITY DOCK DISTRICT**

2 A. PURPOSE

3 1. THE WATERFRONT CITY DOCK (WCD) DISTRICT IS INTENDED TO PROVIDE A
4 LOCATION FOR REDEVELOPMENT AND LAND USE ACTIVITIES THAT FIT
5 HARMONIOUSLY WITH PUBLIC OPEN SPACES ALONG THE WATERFRONT,
6 PROTECT AND SUSTAIN THE HISTORIC CONTEXT OF CITY DOCK, AND
7 IMPLEMENT THE CITY DOCK MASTER PLAN.

8 2. IT IS FURTHER THE INTENT OF THIS DISTRICT TO DEFINE WHERE
9 STRUCTURES, BUILDINGS, AND LAND USES ARE PERMITTED AND WHERE
10 THEY ARE NOT PERMITTED BY TYPE IN ACCORDANCE WITH THE ADOPTED
11 CITY DOCK MASTER PLAN. IN FURTHERANCE OF THIS PURPOSE, TWO
12 SUBDISTRICTS ARE HEREBY CREATED WITHIN THE WCD DISTRICT: THE
13 WATERFRONT CITY DOCK MIXED USE (WCD-MX) SUBDISTRICT AND THE
14 WATERFRONT CITY DOCK OPEN SPACE (WCD-OS) SUBDISTRICT.

15 i. TO ACHIEVE THE PURPOSES OF THIS ORDINANCE, THE ZONING
16 SUBDISTRICTS OF THE WCD DISTRICT ARE INTENTIONALLY
17 DRAWN IN SUCH A WAY AS TO DIVIDE CERTAIN PROPERTIES.

18 ii. THE ZONING SUBDISTRICTS SHALL BE AS INDICATED ON THE
19 OFFICIAL ZONING MAP AND SHALL NOT BE SUBJECT TO THE
20 MODIFICATION OR THE EXTENSION OF REGULATIONS BY THE
21 BOARD OF APPEALS WHICH IS OTHERWISE PROVIDED FOR IN
22 CHAPTER 21.20.

23 3. INTENT OF THE SUBDISTRICTS OF THE WATERFRONT CITY DOCK DISTRICT:

24 i. THE WCD-MX SUBDISTRICT IS INTENDED TO PROMOTE
25 REDEVELOPMENT ON EXISTING LOTS, PROMOTE, PROTECT, AND
26 SUSTAIN THE HISTORIC CONTEXT OF THE AREA, BROADEN THE
27 MIX OF LAND USE ACTIVITIES, AND ENCOURAGE DEVELOPMENT
28 THAT PROVIDES FORM AND HELPS TO ACTIVATE ADJACENT
29 EXISTING AND PLANNED OPEN SPACES.

30 ii. THE WCD-OS SUBDISTRICT IS INTENDED TO PROMOTE, PROTECT
31 AND SUSTAIN THE HISTORIC CONTEXT OF THE AREA AND
32 PROMOTE THE IMPROVEMENT, ACTIVATION, AND
33 BEAUTIFICATION OF WATERFRONT OPEN SPACES, TO PROMOTE
34 PUBLIC ACCESS TO AND ALONG THE WATER, AND TO ENSURE
35 THE AVAILABILITY OF SPACE FOR THE MANAGEMENT AND
36 CONTROL OF FLOODWATERS.

37
38 B. USES. USES THAT MAY BE PERMITTED WITHIN EACH OF THE SUBDISTRICTS OF
39 THE WCD DISTRICT ARE SET FORTH IN THE TABLE OF USES IN SECTION 21.48.041.

40
41 C. DEVELOPMENT STANDARDS.

42 1. SECTION 21.50.280 CONTAINS THE BULK REGULATIONS TABLE FOR THE WCD
43 DISTRICT.

44 2. IN THE WCD DISTRICT, CHAPTER 21.56, HISTORIC DISTRICT, SHALL GOVERN
45 THE REGULATIONS OF STRUCTURES WITHIN THE HISTORIC DISTRICT
46 PROVIDED THAT IF THERE ARE ANY INCONSISTENCIES BETWEEN THIS
47 CHAPTER AND CHAPTER 21.56, THE MORE RESTRICTIVE PROVISION SHALL
48 PREVAIL.

- 1 3. BUILDING HEIGHTS IN THE WCD DISTRICT SHALL BE LIMITED TO THE MAXIMUM
2 HEIGHTS ALLOWED BY CHAPTER 21.56.170 PROVIDED THAT A VIEWSHED
3 ANALYSIS IS COMPLETED AND SUBMITTED AS PART OF A PLANNED
4 DEVELOPMENT TO THE SPECIFICATIONS ESTABLISHED BY THE DIRECTOR OF
5 PLANNING AND ZONING.
 - 6 4. ALL PROPOSED NEW BUILDINGS WITH A FAR GREATER THAN TWO (2.0); OR
7 ANY PROPOSED REHABILITATION OR ALTERATION OF EXISTING BUILDINGS
8 WITH A FAR GREATER THAN TWO (2.0); OR ANY OTHER PROJECT WITH A FAR
9 GREATER THAN TWO (2.0) REQUIRE APPROVAL AS A WATERFRONT PLANNED
10 DEVELOPMENT.
 - 11 5. SITE DESIGN PLAN REVIEW IN ACCORDANCE WITH CHAPTER 21.22 SHALL BE
12 REQUIRED FOR ALL DEVELOPMENT ACTIVITY NOT OTHERWISE MEETING THE
13 SIZE OR INTENSITY STANDARDS OF SECTION 21.46.060 C.4.
 - 14 6. PARKING. FOR ANY WATERFRONT PLANNED DEVELOPMENT, THE DEVELOPER
15 SHALL PROVIDE BICYCLE PARKING AT A MINIMUM LEVEL EQUIVALENT TO THE
16 NUMBER OF VEHICLE PARKING SPACES (ON A ONE-TO ONE BASIS) BY LAND
17 USE THAT WOULD OTHERWISE BE REQUIRED BY THE TABLE OF OFF-STREET
18 PARKING REQUIREMENTS IN 21.66.130. THIS REQUIREMENT MAY BE MET OFF-
19 SITE.
 - 20 7. NO SPACE UNDER THE FIRST FLOOR OF A BUILDING THAT IS ELEVATED AT OR
21 ABOVE THE FLOOD PROTECTION ELEVATION AS DEFINED BY 17.11.179 OF
22 THE CITY CODE AND CONTAINS PARKING SHALL BE OPEN TO ANY VIEW FROM
23 A PUBLIC RIGHT-OF-WAY EXCEPT THAT AN OPENING TO PERMIT INGRESS
24 AND EGRESS OF AUTOMOBILES IS PERMITTED FROM THE SIDE OR REAR OF
25 THE BUILDING.
- 26
- 27 D. ADDITIONAL STANDARDS. RESERVED.
- 28

1 Chapter 21.48 – Use Tables

SECTION 21.48.041 – TABLE OF PERMITTED USES – WATERFRONT MARITIME ZONES – WATERFRONT CITY DOCK DISTRICT

P = PERMITTED USE; S = SPECIAL EXCEPTION USE; -STD = USE SUBJECT TO STANDARDS (CHAPTER 21.64); A = ACCESSORY USE; BLANK = NOT PERMITTED

Uses		Subdistrict WCD-MX	Subdistrict WCD-OS
A. GENERAL USES			
	ACCESSORY BUILDINGS AND USES, INCLUDING SIGNS	A	
	ARTS AND CULTURAL CENTERS	P	
	ANTIQUE STORES	P	
	ARTS AND CRAFTS STUDIOS	P	
	BAKE SHOPS	P-Std	
	BANKS AND FINANCIAL INSTITUTIONS	P	
	BARS AND TAVERNS	P	
	BICYCLE SALES, RENTAL, REPAIR STORES	P	
	BOAT SHOWROOMS	P	
	CAB STANDS, VALET PARKING STANDS (EXCLUDING OFFICES AND RELATED PARKING FACILITIES)	P	P
	CANDY STORES, WHERE ONLY CANDY PREPACKAGED OFF THE PREMISES IS SOLD	P	
	CANDY STORES, INCLUDING CANDY MAKING	P	
	CARPET AND RUG STORES, RETAIL SALES ONLY	P	
	CHRISTMAS TREE AND GREENS SALES	P	P

CLUBS, LODGES, AND MEETING HALLS WITH NO ON-PREMISES FOOD OR BEVERAGE PREPARATION FACILITIES	P	
CLUBS, LODGES, AND MEETING HALLS WITH ON-PREMISES FOOD OR BEVERAGE PREPARATION FACILITIES	P	
COFFEE SHOPS	P-Std	
DELICATESSEN	P-Std	
DRY CLEANING AND LAUNDRY DROP OFF AND PICK UP STATIONS	P	
DWELLINGS ABOVE THE GROUND FLOOR OF NON-RESIDENTIAL USES	P	
FOOD SERVICE MART	P-Std	
FOOD STORES	P	
FURNITURE STORES	P	
GARDEN SUPPLY, TOOL AND SEED STORES	P	
GOVERNMENT USES		
OFFICES	P	
OTHER GOVERNMENT AND GOVERNMENT-RELATED STRUCTURES, FACILITIES AND USES	P	P
HOTELS	P	
ICE CREAM SHOPS	P	
INNS	P	
LAUNDERETTES, AUTOMATIC, SELF SERVICE	A-Std	
LIGHT MANUFACTURING		
LIQUOR STORE	P	

MARKETS, OPEN AIR, INCLUDING FARMERS' MARKETS AND PRODUCE MARKETS	P-Std	P-Std
ELECTRIC VEHICLE RECHARGING STATIONS		A-Std
MUSEUMS AND ART GALLERIES	P	
NAUTICAL SHOPS, RETAIL TRADE	P	
OFFICE AND BUSINESS SERVICE ESTABLISHMENTS	P	
OFFICES, BUSINESS AND PROFESSIONAL AND NONPROFIT, EDUCATIONAL, CULTURAL, OR CIVIC	P-Std	
OFFICES, MEDICAL	P	
PARKING LOT, OTHER THAN ACCESSORY		P-Std
PHILANTHROPIC AND CHARITABLE INSTITUTIONS, CIVIC, NONPROFIT ORGANIZATIONS, SOCIAL AND FRATERNAL ORGANIZATIONS	P	
PERSONAL CARE ESTABLISHMENTS	P	
PHYSICAL HEALTH FACILITIES, INCLUDING HEALTH CLUBS, GYMNASIUMS, AND WEIGHT CONTROL CENTERS	P	
PLANNED DEVELOPMENTS, WATERFRONT	P-Std	
RESTAURANTS, STANDARD	P	
OUTDOOR DINING ACCESSORY TO A RESTAURANT USE INCLUDING SERVICE OF ALCOHOL	P	P
RETAIL GOODS STORES	P	
SCHOOLS, PRIVATE, ELEMENTARY, MIDDLE, OR HIGH	P	

SCHOOLS, COMMERCIAL, TRADE, VOCATIONAL, MUSIC, DANCE, ART	P	
SIDEWALK CAFES	P-Std	P-Std
SPECIALTY CONVENIENCE RETAIL GOODS STORES	P	
TELECOMMUNICATIONS FACILITIES	A-Std	
TEMPORARY USES	P-Std	P-Std
THEATERS, INDOOR	P	
OUTDOOR RECREATIONAL USES, SUCH AS ICE SKATING RINKS, SMALL BOAT LAUNCH	P	P
TOBACCO SHOPS	P	
WINE BARS	P	

B. MARITIME USES	1. IN WATER BOAT STORAGE:		
	A. DOCKS, SLIPS, PIERS AND OTHER FACILITIES AT WHICH BOATS ARE BERTHED IN CONJUNCTION WITH OTHER MARITIME USES	P	P
	B. YACHT AND SAILING CLUBS, AND MEMBERS SERVICES	P	
	MARINE FABRICATION	P	
	A. SAIL AND CANVAS ACCESSORY MANUFACTURE	P	
	B. SPAR AND RIGGING CONSTRUCTION	P	
	C. CONSTRUCTION AND LAYING UP OF MARINE MOLDS	P	
	2. MARINE SERVICES: FUNCTIONS NECESSARY TO SERVICE IN WATER AND ON-LAND STORAGE AND WORKING BOATYARDS:		
	A. BOAT DEALERS, BROKERS AND MANUFACTURES' REPRESENTATIVES	P	

B. BOAT RENTALS, CHARTS, AND CHARTER SERVICES	P	
C. MARINE PARTS, SUPPLIES, ACCESSORY DISTRIBUTORS	P	
D. MARINE TRANSPORTATION AND WATER TAXIS	P	P
E. MARINE DOCUMENTATION	P	
F. BOATSHOW MANAGEMENT AND PROMOTION	P	P
G. NAUTICAL COMPONENT SERVICING	P	
H. YACHT DESIGNERS	P	
I. MARINE SURVEYORS	P	
3. MARITIME RETAIL	P	
4. GENERAL MARITIME: GENERAL OFFICE AND RESEARCH FUNCTIONS CONTRIBUTING TO MARITIME ACTIVITIES INCLUDING, BUT NOT LIMITED, TO:		
A. MARINE SALVAGE, TESTING, AND ENVIRONMENTAL SERVICES	P	
B. MARINE ASSOCIATIONS	P	
D. OCEANOGRAPHIC LABORATORIES AND EXPERIMENTAL FACILITIES	P	
C. FACILITIES FOR MARINA POLLUTION CONTROL, OIL SPILL CLEANUP, AND SERVING OF SANITATION DEVICES	P	
D. TUGBOAT, VESSEL, TOWING SERVICES, FIREBOAT, PILOT BOATS, HARBORMASTER, AND SIMILAR SERVICES	P	

SPECIALIZED PROFESSIONAL SERVICES TO THE MARITIME INDUSTRY	P	
MARINE TRANSPORT OPERATIONS INCLUDING SHIPPING OFFICES	P	
MARINE PHOTOGRAPHY, PRINTMAKING, CHART-MAKING	P	
YACHT AND SAILING CLUB OFFICES	P	
YACHT FINANCE	P	
MARITIME SERVICE ORGANIZATIONS	P	
5. MARITIME INSTITUTIONS		
A. MARINE EDUCATIONAL FACILITIES	P	
B. MARINE MUSEUMS AND AQUARIUMS	P	

1 Chapter 21.50 – Bulk Regulations Tables

21.50.280 BULK REGULATIONS TABLE, WCD DISTRICT

THE FOLLOWING APPLIES TO ALL LOTS WITHIN THE WCD DISTRICT WITHOUT REGARD TO SUBDISTRICT DESIGNATION.

IMPORTANT: THE NOTES AT THE END OF THE TABLE ARE AS MUCH A PART OF THE LAW AS THE TABLE ITSELF.

LOT DIMENSIONS (MINIMUM)			YARDS (MINIMUM)					COVERAGE, HEIGHT, FLOOR AREA RATIO (MAXIMUM)			LOCATION WHERE A STREET RIGHT-OF-WAY TERMINATES AT A WATERWAY ⁶
AREA (SQ FT)	WIDTH (FT)	DEPTH (FT.)	FRONT (FT)	FRONT BUILDING LINE SETBACK ² (FT)	INTERIOR SIDE (FT)	CORNER SIDE (FT)	REAR (FT) ³	HEIGHT (FT) ⁴	FLOOR AREA RATIO ⁵	LOT COVERAGE (%)	
5,000	50	100	0 ¹	*	0	0	50	*	5	100	*

TABLE NOTES:

¹EXCEPT THAT ANY LOT WITH FRONTAGE ON COMPROMISE STREET SHALL HAVE A MINIMUM FRONT YARD SETBACK OF 15 FEET MEASURED FROM THE CURB.

²THE FRONT BUILDING LINE SETBACK, WHICH SHALL BE MEASURED FROM THE CURB WHERE EXISTING OR WHERE PLANNED, IN ACCORDANCE WITH THE CITY DOCK MASTER PLAN AND UPON APPROVAL OF THE DIRECTOR OF PLANNING AND ZONING, SHALL BE DETERMINED BY THE PLANNING COMMISSION THROUGH THE SITE PLAN REVIEW PROCEDURES OF THIS ORDINANCE OR THE PLANNED DEVELOPMENT PROCEDURES, AS APPLICABLE.

³THE MINIMUM SETBACK FOR LOTS WITH WATERWAY FRONTAGE SHALL BE 50 FEET FROM THE SHORELINE, MEASURED PARALLEL TO THE SHORELINE, EXCEPT AS MAY BE MODIFIED UNDER THE PLANNED DEVELOPMENT PROVISION OF CHAPTER 21.24. NO BUILDINGS OR STRUCTURES ARE PERMITTED IN THIS YARD, EXCEPT STRUCTURES ASSOCIATED WITH PUBLIC PEDESTRIAN WALKWAYS, FLOOD CONTROL AND RELATED INFRASTRUCTURE, TEMPORARY PUBLIC ART INSTALLATIONS AND OTHER APPROVED TEMPORARY STRUCTURES.

⁴THE MAXIMUM HEIGHT SHALL BE AS SET FORTH IN SECTION 21.56.170.

⁵ FLOOR AREA RATIO (FAR) SHALL HAVE THE MEANING SET FORTH IN SECTION 21.38.030 EXCEPT THAT ANY ENCLOSED OR UNENCLOSED SPACE BELOW THE FLOOD PROTECTION ELEVATION, AS DEFINED BY SECTION 17.11.179 OF THE CITY CODE, SHALL NOT BE COUNTED AS FLOOR AREA FOR THE PURPOSE OF CALCULATING FAR.

⁶NO BUILDING, BUILDING ENCROACHMENT, OR STRUCTURE IS PERMITTED WITHIN A SETBACK DEMARCATED BY THE PROLONGATION OF A LINE DEFINED BY THE SOUTHWEST SIDE OF THE RIGHT-OF-WAY OF MAIN STREET AND EXTENDING TO THE EDGE OF THE CLOSEST WATERWAY, EXCEPT FOR PUBLIC INFRASTRUCTURE SUCH AS STORMWATER MANAGEMENT FACILITIES.

1

1 **Chapter 21.54 – Critical Overlay**

2 **Section 21.54.080 - Development requirements—Intensely developed areas.**

- 3 A. Stormwater Management. Stormwater management technologies shall be required to
 4 reduce pollutant loadings by at least ten percent below that of predevelopment levels in
 5 accordance with Chapter 17.10
- 6 B. Impervious Surfaces. Manmade impervious surfaces shall be limited to the following
 7 maximum percentages of the development site:

Underlying Zoning District	Percent of Manmade Impervious Surface (maximum)
Residential	50
P, PM, B1, B2, B3	60
C1, C1A,	75
Maritime	80
C2, C2A, C2P, WCD ¹	90
¹ UPON APPROVAL BY THE PLANNING DIRECTOR, MANMADE IMPERVIOUS SURFACE AREA MAY EXCEED 90 PERCENT OF THE SITE IF PERVIOUS SURFACE AREA IS CREATED WITHIN THE BOUNDARIES OF THE CITY DOCK MASTER PLAN.	

8

9

10 **Chapter 21.56 – Historic District**

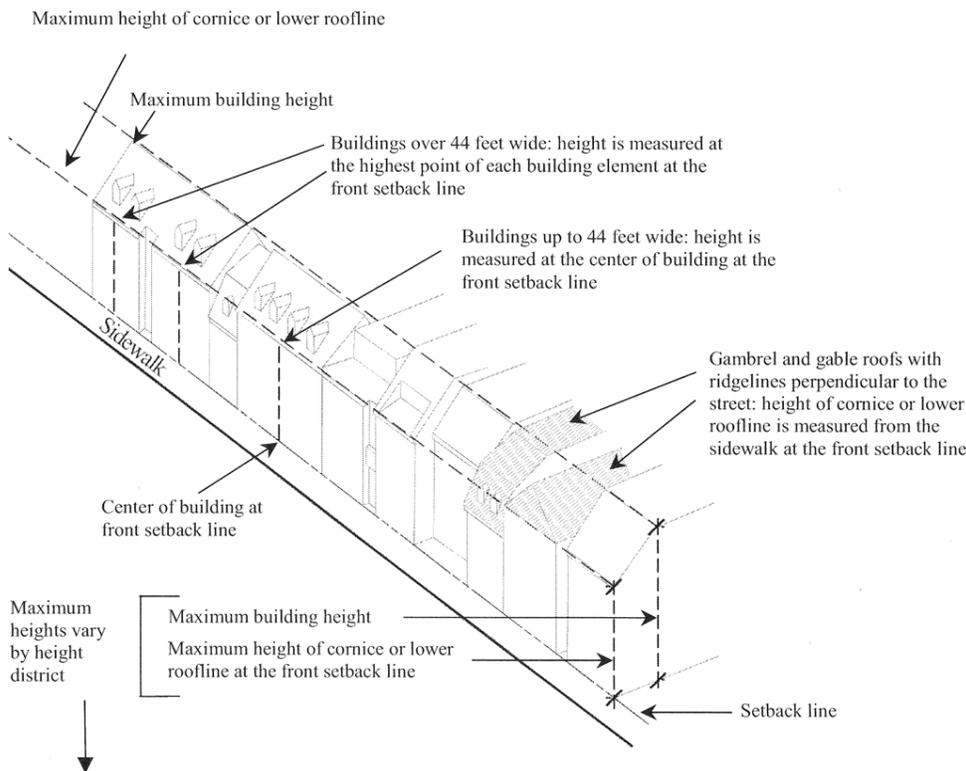
11 **Section 21.56.170 - Height measurement.**

12 The height of buildings shall be determined in the following manner:

- 13 A. All measurements shall be taken from the center of the building at the front setback line
 14 AT GRADE OR AT THE FLOOD PROTECTION ELEVATION AS DEFINED IN
 15 SECTION 17.11.179 OF THE CITY CODE, WHICHEVER IS GREATER. [; p]Provided,
 16 however, that if the building is greater than forty-four feet wide, the massing shall
 17 conform to Section 21.56.210. In buildings greater than forty-four feet in width, the
 18 building height measurement shall be taken at the highest point of each building
 19 element at the front setback line.
- 20 B. Antennas and mechanical equipment up to thirty inches high shall not be counted in
 21 computing height, and penthouses, other structures and mechanical equipment thirty
 22 inches in height shall be used in computing height; chimneys are excluded.

- 1 C. For the purpose of achieving a permanent height limit, the height of a building shall not
 2 be allowed to increase because of an increase in the elevation of the front setback line
 3 occurring after the effective date of this Zoning Code.
- 4 D. Height Measurement in Special Height Limit Districts.
- 5 1. Two limits are established for each height district:
- 6 a. The height of a building at its highest point.
- 7 b. The height of a cornice or lower roofline of the building at the front setback
 8 line.
- 9 2. The height of a building behind the front setback line may be increased provided it
 10 does not exceed a plane projected at an angle of forty-five degrees upward from
 11 the maximum allowable cornice or lower roofline height at the front setback line.
 12 The plane may contain roof dormers provided the sum of their widths does not
 13 exceed fifty percent of the street front linear dimensions of the building.
- 14 3. For gambrel and gable roofs with ridge lines perpendicular to the street, the height
 15 of a cornice or lower roofline will be measured at the side wall at the front setback
 16 line, and the height of the building at its highest point will be measured at the ridge
 17 line.

18 **Illustration for height measurement.**



19

Height District per 21.56.180	Height of Cornice or Lower Roofline at Front Setback	Maximum Building Height
1	22'	32'

2	28'	38'
3	35'	45'

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Section 21.56.180 - Special height limit districts.

- A. Establishment. Three special height limit districts are established: district 1, district 2 and district 3.
- B. Location and Boundaries. The location and boundaries of the special height limit districts are as set forth on the map entitled "Historic District Special Height and Bulk Limits, Revised, [May, 1983] (DATE OF THIS ORDINANCE)," certified copies of which are be maintained by the Department of Planning and Zoning, which constitutes a part of the "City of Annapolis Zoning District Map," established by Section 21.06.020
- C. Applicability. The special height and bulk limits in these districts shall govern over any other height and bulk limits established in other provisions of this Zoning Code.
- D. Regulations.
 - 1. No building in the special height limit district 1 may exceed a total height of thirty-two feet and a height of twenty-two feet at the cornice or lower roofline measured at the front setback line.
 - 2. No building in the special height limit district 2 may exceed a total height of thirty-eight feet and a height of twenty-eight feet at the cornice or lower roofline measured at the front setback line.
 - 3. No building in the special height limit district 3 may exceed a total height of forty-five feet and height of thirty-five feet at the cornice or lower roofline measured at the front setback line.

Chapter 21.60 – Supplemental Use and Developmental Standards

Section 21.60.060 – Location of Required Open Space

All yards and other open spaces allocated to a building or dwelling group shall be located on the same zoning lot as the building or dwelling group, EXCEPT THAT WITHIN THE WCD DISTRICT, WATERFRONT PLANNED DEVELOPMENTS MAY SATISFY REQUIRED OPEN SPACE STANDARDS THROUGH OFF-SITE IMPROVEMENTS UPON APPROVAL OF THE PLANNING COMMISSION AS PROVIDED FOR IN SECTION 21.24.060 (D) OF THE CITY CODE.

Chapter 21.64 – Standards for Uses Subject to Standards

SECTION 21.64.291 - ELECTRIC VEHICLE RECHARGING STATION.

IN THE WCD-OS SUBDISTRICT THIS USE IS PERMITTED AS AN ACCESSORY USE TO A PUBLIC PARKING LOT AND/OR PLAZA.

1 **SECTION 21.64.371 - LAUDERETTES, AUTOMATIC, SELF-SERVICE.**

2
3 IN THE WCD-MX SUBDISTRICT THIS USE IS PERMITTED AS AN ACCESSORY USE TO AN
4 APPROVED MULTI-FAMILY DWELLING USE OR AN APPROVED YACHT AND SAILING
5 CLUB MARITIME USE.

6
7
8 **Section 21.64.430 - Office, business and professional and nonprofit, educational, cultural**
9 **or civic.**

- 10
11 A. P District. In the P district, this use is permitted by right on lots of five thousand four hundred
12 square feet or more. On lots less than five thousand four hundred square feet the use may
13 be permitted by special exception.
- 14 B. PM District. In the PM district, when this use is established on lots less than five thousand
15 four hundred square feet, the following standards apply:
- 16 1. All trash and refuse shall be stored in self-enclosed trash storage areas. Trash areas
17 shall be screened in an appropriate manner using a board-on-board enclosure.
 - 18 2. Pedestrian traffic through and around the project shall be separated from driveways and
19 parking lots through the use of sidewalks.
 - 20 3. Parking areas shall be provided at the rear of the site and structures shall be located at
21 the front of site.
- 22 C. WCD-MX SUBDISTRICT. IN THE WCD-MX SUBDISTRICT, THIS USE IS PERMITTED
23 PROVIDED IT IS NOT ON THE GROUND FLOOR OR FIRST FLOOR OF A BUILDING.

24
25 **Section 21.64.470 - Parking lots.**

- 26 A. MX District.
- 27 1. Temporary surface parking lots not to exceed six months duration are a permitted use.
 - 28 2. Surface parking other than permitted in subsection (A)(1) of this section are subject to
29 the following standards:
 - 30 a. A planting plan is required;
 - 31 b. Cars and parking lots shall be screened from view;
 - 32 c. A ten foot wide buffer strip at all street edges of the zoning lot shall be reserved for
33 walls or plantings, or a combination thereof in order to screen the zoning lot; and
 - 34 d. Plantings and any constructed edge shall be compatible in material, design and
35 scale to the prevailing character of the street.
- 36 B. PM District.
- 37 1. A planting plan is required. In cases where parking lots abut a residential zoning district
38 additional planting or screening may be required.

1 2. All lots shall be signed in an appropriate manner to guide traffic into, around and out of
2 the lot.

3 C. WCD-OS SUBDISTRICT.

4 IN THE WCD-OS SUBDISTRICT, THIS USE IS PERMITTED PROVIDED IT IS A
5 PUBLICLY OWNED FLEXIBLE USE PARKING LOT, MEANING THAT THE USE OF THE
6 LOT SHALL INCLUDE PUBLIC BENEFIT AND/OR PUBLIC OPEN SPACE ACTIVITIES IN
7 ADDITION TO, IN COMBINATION WITH, OR AT TIMES TO THE EXCLUSION OF
8 VEHICULAR PARKING.

9
10

11 **Chapter 21.70 – Sign Regulations**

12 **21.70.100 - Nonconforming signs.**

13 A. The Director of Neighborhood and Environmental Programs shall order the removal of any
14 sign erected or maintained in violation of the law as it existed prior to the date of the
15 adoption of this Zoning Code.

16 B. Other signs existing at the time of the adoption of this Zoning Code and not conforming to
17 its provisions, but which did conform to previous laws, shall be regarded as nonconforming
18 signs which may be continued if properly repaired and maintained as provided in this
19 chapter[.], EXCEPT BILLBOARD SIGNS WHICH SHALL BE ELIMINATED WITHIN SEVEN
20 YEARS OF THIS DATE OF ADOPTION OF THIS ORDINANCE. UPON APPEAL OF THE
21 DIRECTOR'S DECISION TO REMOVE THE SIGN, THE BOARD OF APPEALS MAY, BUT
22 IS NOT REQUIRED, TO EXTEND THIS TIME PERIOD BASED ON A FINDING THAT THE
23 SEVEN YEARS IS NOT SUFFICIENT TIME FOR THE SIGN OWNER TO FULLY
24 AMORTIZE THE CAPITAL INVESTMENT IN THE SIGN STRUCTURE. UNDER NO
25 CIRCUMSTANCES SHALL THE AMORTIZATION PERIOD PERMITTED BY THE BOARD
26 OF APPEALS EXCEED ONE ADDITIONAL YEAR OR EIGHT YEARS TOTAL. IN
27 DETERMINING AN APPROPRIATE AMORTIZATION PERIOD, THE BOARD SHALL
28 CONSIDER THE FOLLOWING:

29 1. THE OWNER'S CAPITAL INVESTMENT IN STRUCTURES, FIXED
30 EQUIPMENT, AND OTHER ASSETS (EXCLUDING INVENTORY AND OTHER
31 ASSETS THAT MAY BE FEASIBLY TRANSFERRED TO ANOTHER SITE) ON
32 THE PROPERTY BEFORE THE TIME THE USE BECAME NONCONFORMING.

33 2. ANY COSTS THAT ARE DIRECTLY ATTRIBUTABLE TO THE
34 ESTABLISHMENT OF THE COMPLIANCE DATE, INCLUDING DEMOLITION
35 EXPENSES, RELOCATION EXPENSES, TERMINATION OF LEASES, AND
36 DISCHARGE OF MORTGAGES.

37 3. ANY RETURN ON INVESTMENT SINCE INCEPTION OF THE USE,
38 INCLUDING NET INCOME AND DEPRECIATION.

39 4. THE ANTICIPATED ANNUAL RECOVERY OF INVESTMENT, INCLUDING NET
40 INCOME AND DEPRECIATION.

41

42 C. Nonconforming signs which are structurally altered, relocated, or replaced shall comply
43 immediately with all provisions of this chapter.

44

1 **Chapter 21.72 – Terms and Definitions**

2 **Section 21.72.010 - Terms**

3 PLAN

4 "PLAN" MEANS THE POLICIES, STATEMENTS, GOALS AND INTERRELATED PLANS FOR
5 PRIVATE AND PUBLIC LAND USE, TRANSPORTATION AND COMMUNITY FACILITIES
6 DOCUMENTED IN TEXTS AND MAPS THAT CONSTITUTE THE GUIDE FOR AN AREA'S
7 FUTURE DEVELOPMENT. "PLAN" INCLUDES A GENERAL PLAN, MASTER PLAN,
8 COMPREHENSIVE PLAN, FUNCTIONAL PLAN, OR COMMUNITY PLAN ADOPTED IN
9 ACCORDANCE WITH THE LAND USE ARTICLE OF THE ANNOTATED CODE OF
10 MARYLAND.
11

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

14 **ADOPTED** this _____ day of _____, _____.

15
16
17 ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

18
19
20
21
22
23

Explanation:

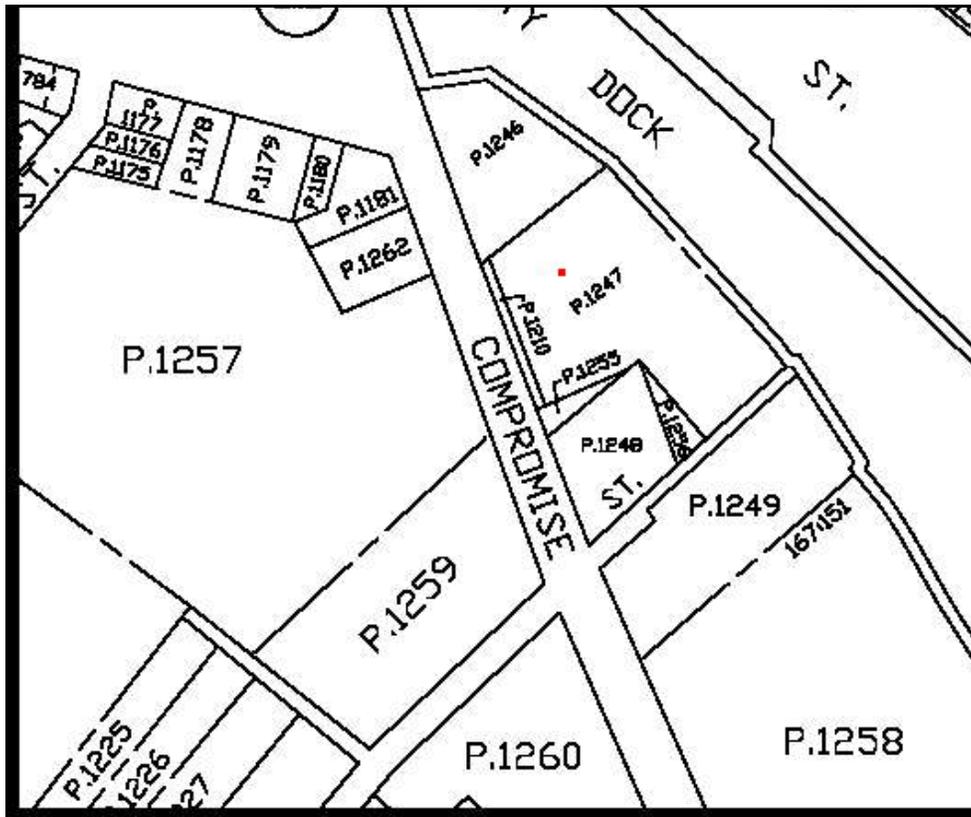
CAPITAL LETTERS indicate matter added to existing law.
[brackets] indicate matter stricken from existing law.
Underlining indicates amendments.

Staff Report

Ordinance O-7-13

Establishment of a New Zoning District: Waterfront City Dock, Phase One

The proposed ordinance would implement the Phase One recommendations of the City Dock Master Plan by establishing a new zoning district - the Waterfront City Dock Zone. This new district would cover much of the current Waterfront Maritime Conservation (WMC) district. However, the following properties would not be covered by the new district and would remain unchanged: the Fleet Reserve Club, the Marriott Hotel, and the Annapolis Yacht Basin. The aforementioned properties are not re-zoned because they were not part of the specific land use and public improvement planning for the City Dock Master Plan. Phase One of this rezoning concerns property parcels 1246, 1247, 1210, 1255, 1248, and 1256. These parcels include the "Donner Parking Lot," 110 Compromise (the former Fawcett's site), and the "Fleet Parking Lot."



Permitted Land Uses

The new Waterfront City Dock district is divided into two subdistricts: Waterfront City Dock Open Space (WCD-OS) and Waterfront City Dock Mixed Use (WCD-MX). The uses allowed in the WCD-OS zone would largely be limited to open space activities. These could include accessory sidewalk cafés, outdoor market activities, and temporary uses and structures in addition to public open spaces and parks/plazas. The WCD-MX zone would allow a broad array of land uses, including multiple family residential, hotel, retail, restaurants, and many maritime uses.

Development Standards

Building Height: Height would be regulated through an amended Historic District special height overlay map. There are currently three special height districts in the Historic District. These would be maintained; however, reclassification of three sites is proposed. It is also proposed that height be measured from flood protection elevation or grade, whichever is greater throughout the historic district. This will help properties in the flood plain have a certain number of stories, regardless of additional elevation required to meet building Code. These standards would only be permissible upon a developer's preparation of a viewshed analysis as part of a Planned Development application.

Bulk Regulations: New bulk regulations are proposed for development in the new WCD district. The standards would be subject to modification as part of a Waterfront Planned Development. The standards would generally provide for zero yard setbacks.

Allowable Residential Density: Maximum density permitted would be determined in part by a new proposed floor area ratio (FAR) standard and the minimum dwelling unit sizes provided elsewhere in City Code. The actual permitted number of units on any site would be further constrained by proposed building height restrictions and a proposed requirement that the ground floor of all new buildings be used commercially.

Parking: No new surface parking areas in the WCD-MX district accommodating more than five parked vehicles would be allowed, unless approved by the Planning Commission as a temporary phase of a more intensive Planned Development.

Developments in the WCD district which are over 10,000 square feet in gross floor area would be required to meet the employee share of parking demand through participation in an off-site parking and shuttle service program, which would include the City's hospitality employee parking program. Otherwise, new uses and development would be exempt from providing vehicular parking. Bicycle parking, equivalent in number to the vehicular parking spaces required by the City Code's table of required off-street parking spaces, would be required; this requirement could be met off-site.

Prepared by Sally Nash, Chief of Comprehensive Planning, Planning and Zoning Department at SNash@annapolis.gov or (410) 263-7961 and Jessica Cowles, Legislative and Policy Analyst, Office of Law at JCCowles@annapolis.gov or (410) 263-1184.

1 CITY COUNCIL OF THE
2 City of Annapolis

3
4 Ordinance No. O-22-13

5 Sponsor: Alderwoman Finlayson and Mayor Cohen
6
7

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

8
9 **A ORDINANCE** concerning

10 **Heritage Commission**

11 **FOR** the purpose of changing the name of the City of Annapolis' Historical Markers
12 Commission to the Heritage Commission in order to better reflect the Commission's
13 duties and responsibilities.

14 **BY** repealing and re-enacting with amendments the following portions of the Code of the
15 City of Annapolis, 2012 Edition
16 Section 2.48.360
17

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

21 **CHAPTER 2.48 – BOARDS, COMMISSIONS, AND COMMITTEES**

22 **Article XIV – [Historical Markers] HERITAGE Commission**

23
24 **2.48.360 – [Historical Markers] HERITAGE Commission.**

25 A. There is an [Historical Markers] HERITAGE Commission of the City of Annapolis.

26 B. Membership and Appointment: The Commission consists of seven residents and up to five
27 at large members who have a demonstrated knowledge and interest in the history and
28 culture of Annapolis. Four of the ten positions may include, by way of example,
29 representatives from Historic Annapolis Foundation, Maryland State Archives, Four Rivers
30 Heritage Area of Annapolis, London Town, and South County and the Annapolis History
31 Consortium. The members shall be appointed by the Mayor subject to confirmation by the
32 Council.

33 C. Terms: The Commission members shall be appointed for terms of three years, except that
34 the terms shall be staggered so that not more than three appointments shall expire in a
35 given year.

36 D. Chair: Annually, the chair shall be selected by the members.

1 E. Meetings: The Commission shall meet at the call of the chair after due notice. The date,
2 time and place shall be decided by the chair after consulting the members. In the absence
3 of a chair, the Historic Preservation Officer shall make arrangements for a meeting after
4 consulting the members. The place of the meeting shall be accessible to the public.

5 F. Duties:

6 1. The Commission shall advise on and facilitate the development of programs and
7 activities that increases public awareness, appreciation and preservation of the cultural
8 heritage of the City of Annapolis.

9 2. For purposes of this Commission's work, cultural heritage shall be defined as the
10 legacy of places, artifacts and intangible attributes of a group or society that are
11 inherited from past generations, maintained in the present and bestowed for the benefit
12 of future generations.

13 3. The Commission shall have discretion to develop programs and projects in partnership
14 with the Historic Preservation Commission and other heritage-related agencies and
15 organizations that keeps the cultural heritage alive in our memory as a part of what has
16 shaped us as a people, nation, and culture. This can include commemorative events,
17 publications, monuments, markers, awards and other educational activities.

18 4. The Commission shall consider as a primary component of program and project
19 development the educational value and public benefit associated with the
20 Commission's proposed activities.

21 5. Beginning in 2009, the Commission shall submit an annual report to the City Council.
22 The report shall briefly describe the work of the Commission in the previous year. The
23 report shall be submitted no later than February 15th of the year following the year
24 which is the subject of the report. Copies of the report shall be made available to
25 members of the Council and others who request a copy.

26 G. Staff: The Historic Preservation Officer shall serve as staff.

27 H. Legislative Intent: In passing this ordinance the Council's intent is to build on the work of the
28 Historic Preservation Commission and other heritage organizations to complement and
29 supplement, as needed, their programs.

30
31 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
32 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

33
34 **ADOPTED** this _____ day of _____, _____.

35
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

36
37 **EXPLANATION**

38 CAPITAL LETTERS indicate matter added to existing law.

39 [brackets] indicate matter stricken from existing law.

40 Underlining indicates amendments.

Policy Report

Ordinance O-22-13

Heritage Commission

The proposed ordinance would change the name of the City of Annapolis' Historical Markers Commission to the Heritage Commission in order to better reflect the Commission's duties and responsibilities.

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

1 CITY COUNCIL OF THE
2 City of Annapolis

3
4 Resolution No. R-24-13

5 Introduced by: Mayor Cohen and Alderwoman Finlayson
6
7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/13/13			8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Public Safety	5/13/13		

8
9 **A RESOLUTION** concerning

10 **City of Annapolis Natural Hazard Mitigation Plan**

11 **FOR** the purpose of adopting the City of Annapolis Natural Hazard Mitigation Plan, as
12 required by the Federal Emergency Management Agency, to maintain eligibility for
13 disaster funding for large scale emergencies and disasters.

14
15 **WHEREAS,** to support better mitigation planning in order to prepare for and minimize the
16 impacts of disasters in the future, Congress enacted the Disaster Mitigation Act
17 of 2000 (DMA 2000); and

18
19 **WHEREAS,** in 2002, the Federal Emergency Management Agency (FEMA) issued
20 regulations to implement requirements for mitigation planning by states and
21 communities. FEMA is the lead agency supporting implementation of the DMA
22 2000 requirements and makes funds available to support efforts to meet these
23 requirements; and

24
25 **WHEREAS,** to be eligible for FEMA funds, state and local entities were required to prepare
26 DMA 2000 Hazard Mitigation Plans for natural hazards; the City of Annapolis met
27 that requirement in 2005; and

28
29 **WHEREAS,** the purpose of the plan is to assess the communities' vulnerabilities to natural
30 hazards and prepare a long-term strategy to address these hazards and prevent
31 future damage and loss of life of Annapolis city residents; and

32
33 **WHEREAS,** in 2009, the City of Annapolis Natural Hazard Mitigation Plan was updated as
34 reflected by the Plan attached to this Resolution. The update was the outcome of
35 participation from state, county and municipal officials; residents; business
36 owners; and other agencies.
37

1 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the City of
2 Annapolis Natural Hazard Mitigation Plan, as attached, is approved.
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ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

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

Policy Report

R-24-13

City of Annapolis Natural Hazards Mitigation Plan

The proposed resolution would adopt the City of Annapolis Natural Hazard Mitigation Plan, as required by the Federal Emergency Management Agency, to maintain eligibility for disaster funding for large scale emergencies and disasters.

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



ANNAPOLIS, MARYLAND

**NATURAL HAZARD MITIGATION PLAN
UPDATE**

2012

The information and conclusions contained in this report are intended for use by government officials in emergency preparedness and mitigation planning activities only. They should not be applied in any other context or for any other purpose. They are not intended for use by non-government entities. Anyone seeking to use the information contained in this report is advised to contact the City of Annapolis Office of Emergency Management beforehand for guidance and technical assistance.

This report was drafted by:
The City of Annapolis Office of Emergency Management
Capuco Consulting Services, Inc.

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- 6.2 Public Involvement
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Glossary of Acronyms

AQI -- Air Quality Index
BGE -- Baltimore Gas and Electric
CBRNE -- Chemical/Biological/Radiological/Nuclear/& Explosive Incidents
CCTV -- Closed-Circuit Television
CIP -- Capital Improvements Program
DEP -- Department of Economic Planning
DMA 2000 --. Disaster Mitigation Act of 2000
DNEP -- Department of Neighborhood and Environmental Programs
DNR -- Department of Natural Resources
DPW -- City of Annapolis, Department of Public Works
DPZ -- Department of Planning and Zoning
EAP -- Emergency Action Plan
E911 -- Enhanced 911 Capability
FAA -- Federal Aviation Administration
FEMA -- Federal Emergency Management Agency
FIRM -- FEMA Insurance Rate Map.
HACA -- Housing Authority of the City of Annapolis
HAZUS -- Hazards United States
LEPC --Local Emergency Planning Commission and Local Fire Departments.
MDE -- Maryland Department of the Environment
MEMA -- Maryland Emergency Management Agency
MLT -- Multi-Hazard
MNRP -- Maryland's Natural Resources Police
NFIP -- National Flood Insurance Program
NOAA -- National Oceanic and Aeronautical Administration
NCDC - NOAA's National Climate Data Center
NHC -- National Hurricane Center
NWS -- National Weather Service
OEM -- Office of Emergency Management
RDD -- Radiological Dispersion Devices
SERC -- State Emergency Response Commission
USEPA -- U S Environmental Protection Agency
VHF -- High Frequency Radio

1.0 INTRODUCTION

To support better mitigation planning in order to prepare for and minimize the impacts of disasters in the future, Congress enacted the Disaster Mitigation Act of 2000 (DMA 2000). In 2002, the Federal Emergency Management Agency (FEMA) issued regulations to implement requirements for mitigation planning by states and communities. FEMA is the lead agency supporting implementation of the DMA 2000 requirements and will make funds available to support efforts to meet these requirements.

To be eligible for FEMA funds, state and local entities were required to prepare DMA 2000 Hazard Mitigation Plans for natural hazards. The City of Annapolis met that requirement in 2005. The purpose of the plan is to assess the communities' vulnerabilities to natural hazards, man-made and terrorism hazards, and prepare a long-term strategy to address these hazards and prevent future damage and loss of life of Annapolis city residents. In 2009, an update was made to the Annapolis Hazard Mitigation Plan. The update was the outcome of participation from state, county and municipal officials; residents; business owners; and other agencies. This plan is a living document and will be updated accordingly as additional information becomes available.

1.1 Specific Jurisdictions Represented in this Plan

Multiple agencies have assets in The City of Annapolis. This plan applies only to the City of Annapolis assets. Mitigation plans have been prepared by Anne Arundel County, the State of Maryland, St. John's College, and the U.S. Naval Academy. All of these jurisdictions share responsibility in mitigating risks to their assets within the City of Annapolis.

2.0 PLANNING PROCESS

In compliance with DMA 2000 requirements, public participation was sought and encouraged throughout the mitigation planning process. In 2004, a Hazard Mitigation Planning Committee was formed that was comprised of various City of Annapolis staff, Anne Arundel County and State of Maryland staff, and representatives from the US Naval Academy. A series of regular committee meetings resulted in the development of a coordinated effort by the City of Annapolis, Anne Arundel County and State of Maryland for the 2005 *Annapolis Hazard Mitigation Plan*. The public involvement elements of the planning process were addressed through a series of working sessions, public hearings, and review and comment periods. Ultimately, the plan was adopted by the Annapolis City Council. Additional information on man-made hazards and flood mitigation were added to the plan in 2006 and 2007.

An essential element of the first *Annapolis Hazard Mitigation Plan* had been the inclusion of considerations for hazard mitigation in development of all City of Annapolis planning processes. In fact, the Office of Emergency Management (OEM) was formed as a part of the initial hazard mitigation planning process which had been initially led by the Annapolis Planning Department. OEM led mitigation plan additions in 2006 and 2007. OEM participation in weekly department head meetings since its formation has led to incorporation of hazard mitigation elements in all new plans and programs in the City of Annapolis since 2006.

Planning began for the preparation of the updated *Annapolis Hazard Mitigation Plan* in the summer of 2008. A series of meetings were held with OEM, MEMA, a variety of consultants, and multiple City of Annapolis departments. In 2009, the consultant began revisions to the document under the direction of OEM and the Department of Neighborhood and Environmental Programs (DNEP). During the update, the following changes were made to the *Annapolis Hazard Mitigation Plan*

2007 Plan Section	2012 Plan Update Section
I Introduction	1 Introduction
II. Overview	3 City of Annapolis Profile
2.1 Population Demographics	3.1 Population Demographics
2.2 Housing Demographics	3.2 Housing Demographics
2.3 Economic Demographics	3.3 Economic Demographics
2.4 Critical Facilities and other Essential Services within The City of Annapolis	3.4 Critical Facilities and other Essential Services within The City of Annapolis
III How This Plan Was Developed	2 Planning Process
3.1 Planning Committee Formation	2.1 Planning Committee Formation
3.2 Public Involvement	2.2 Public Involvement
3.3 Agency Review	2.3 Agency Review
IV Hazard Identification	4.1.1 Hazard Identification (under a new chapter 4 titled Risk Assessment subsection Hazard Profile)
V Hazard Assessment	4 Risk Assessment
5.1 Data Gaps	4.1.2 Data Gaps
5.2 Hazards to the City of Annapolis	4.1.1 Hazard Identification
5.2.1 Natural Hazards	4.1.3 Natural Hazards
5.2.1.1 Extreme Heat	4.1.3.1 Extreme Heat
5.2.1.2 Flash Flooding	4.1.3.2 Flooding
5.2.1.3 Coastal/Tidal Flooding	4.1.3.2 Flooding 4.1.3.7 Nor'Easter
5.2.1.4 Hurricane	4.1.3.3 Hurricane

5.2.1.5 Thunderstorm or Tornado	4.1.3.4 Severe Thunderstorm 4.1.3.5 Tornado
5.2.1.6 Severe Winter Weather	4.1.3.6 Severe Winter Weather 4.1.3.8 Freezing Rain and Ice
5.2.1.7 Fire and Explosion	Removed
5.2.2 Intentional Acts	Removed
5.2.1 Accepted Definitions of Terrorisms	Removed
5.2.2.1 Domestic Terrorism	Removed
5.2.2.2 International	Removed
5.2.2.2 Conventional Bomb	Removed
5.2.2.3 Chemical/Biological/Radiological/Nuclear/& Explosive Incidents (CBRNE)	Removed
5.2.2.4 Cyber Terrorism	Removed
5.2.2.5 Civil Unrest	Removed
5.2.2.6 Arson	Removed
5.2.3 Accidental Events	Removed
5.2.3.1 Air Pollution	Removed
5.2.3.2 Building, Dwelling or Vessel Fires	Removed
5.2.3.3 Communication Failure	Removed
5.2.3.4 Critical Fuel Storage	Removed
5.2.3.5 Groundwater Contamination	Removed
5.2.3.6 Hazardous Materials Incident (Fixed Facility)	Removed
5.2.3.7 Mass Transportation Accident	Removed
5.2.3.7.1 Air Accidents	Removed
5.2.3.7.2 Vehicle Accidents	Removed
5.2.3.7.3 Watercraft Accidents	Removed
5.2.3.8 Pipeline Failure	Removed
5.2.3.9 Public Health Emergency	Removed
5.2.3.10 Electrical Disruption	Removed
VI Asset Identification	4.2 Vulnerability Assessment
VII Loss Estimation	4.3 Process for Estimating Losses
VIII Mitigation Strategy	5 Mitigation Strategy
IX Plan Maintenance	6 Plan Maintenance
Appendix A – Flood Mitigation Plan	5.3.2 Flooding

2.1 Planning Committee Involvement

In 2004, a multi-agency planning committee was actively involved in identifying and discussing assets and hazards within the City of Annapolis. Discussion and debate were held on the City of Annapolis vulnerabilities to natural hazards and recommendations were generated on how to reduce and prevent potential damage from these hazards. The same organizations were involved with the plan update.

At the direction of planning committee members, the consultant began the update process by reviewing all relevant city plans completed since the initial *Annapolis Hazard Mitigation Plan* was prepared. Plans reviewed included:

- Local Comprehensive Plan

- Sustainability Plan
- Capital Improvements Plan
- Evacuation Plan
- Historic Preservation Plan
- Transportation Improvement/Retrofit Program
- Mutual Aid Agreement

Most of these plans are available on the City of Annapolis website at www.annapolis.gov. Upon completion of a draft updated *Annapolis Hazard Mitigation Plan*, review and comment were sought from the Planning Committee membership. Organizations represented on the Planning Committee include:

- City of Annapolis Fire Department
- Anne Arundel County Police
- City of Annapolis Planning and Zoning Department
- City of Annapolis Department of Neighborhood & Environmental Programs
- City of Annapolis Department of Public Works
- City of Annapolis Police Department
- City of Annapolis Office of Emergency Management
- City of Annapolis Harbormaster
- Maryland Emergency Management Agency
- Federal Emergency Management Agency

The Planning Committee members reviewed the Plan and presented their comments at the Committee's April 19, 2012 meeting. The Plan was subsequently updated to in response to the members' feedback.

2.2 Public Involvement

Public involvement with hazard mitigation planning has been a part of all planning activities in the City of Annapolis since 2006. Public involvement has been conducted in the development of the following plans:

- Local Comprehensive Plan
- Sustainability Plan
- Capital Improvements Plan
- Evacuation Plan
- Historic Preservation Plan
- Transportation Improvement/Retrofit Program
- Mutual Aid Agreement

As in 2004 and 2005, the public involvement specific to the update of the *Annapolis Hazard Mitigation Plan*, was addressed through a series of working sessions, public hearings, and review and comment periods on the plan update. The vehicles used were two of Annapolis' public commissions – Planning and Environmental. Both commissions have representatives appointed by City Council members

representing each Council District. Both have regularly scheduled, publicized and well attended monthly meetings. The Planning Committee believed that seeking comment through the Commissions would be the best way to obtain informed comment on the document.

The first public meeting on the plan update was held June 3, 2010 during a regularly scheduled Planning Commission meeting. The plan was publicized as an agenda item in the public notice of the meeting on the City of Annapolis web site and in the local newspaper. The Commission provided comments, reviewed and approved the following goals:

- Goal 1.0 – Continued operation and continuity of government
- Goal 2.0 – Minimize effects each of the hazards identified for Annapolis
- Goal 3.0 -- Create awareness among residents of these potential hazards and how they can protect themselves and their properties from damaging events
- Goal 4.0 -- Protect existing community assets in the City of Annapolis from damage caused by these hazards
- Goal 5.0 – Protect the Chesapeake Bay tributaries surrounding City of Annapolis to the maximum extent practicable
- Goal 6.0 -- Ensure hazard mitigation goals are consistent with goals and objectives of other plans in Annapolis and Anne Arundel County

The second public hearing on the plan update was held on July 16, 2012 during a Public Safety Committee meeting of the Annapolis City Council. The meeting was advertised in press releases, on the City Council agenda, and on the Office of Emergency Management website. At the meeting, staff from the Office of Emergency Management reviewed details of the plan update and responded to public questions and comments.

A public comment period on the plan update was held from July 16-30, 2012; whereby the plan was posted on the City of Annapolis web site and the library held copies for review. Based on comments received during that public comment period, and from MEMA and FEMA, a final plan was provided to the Annapolis City Council for adoption.

2.3 Agency Review

The Maryland Emergency Management Agency (MEMA) will serve as the State of Maryland review agency and clearinghouse. The following agencies will also receive a draft of the plan for review and comment once the City of Annapolis has adopted the Plan:

- Federal Emergency Management Agency (FEMA), Region III
- Maryland Department of Natural Resources (DNR)
- Maryland Department of the Environment (MDE)

3.0 CITY OF ANNAPOLIS PROFILE

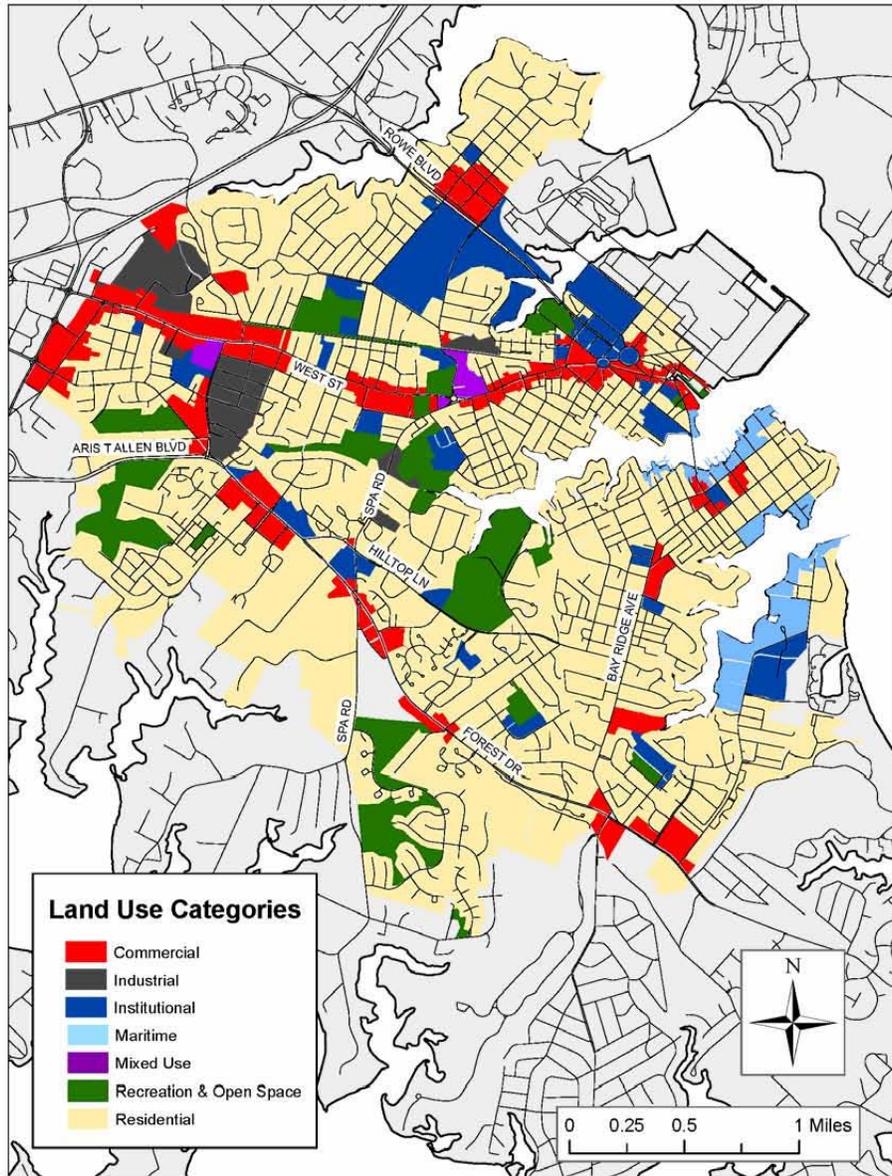
As characterized by the Annapolis *Hazard Identification and Risk Assessment* of 2002, The City of Annapolis is located in Anne Arundel County, MD on a peninsula between two tributaries of the Chesapeake Bay, the Severn and South Rivers. Historically, the City of Annapolis functioned as a port City, state capital, and freestanding center for a predominantly agricultural region. In recent decades, the City of Annapolis has been increasingly affected by its location within the commuter sheds of the metropolitan areas of Baltimore to the north and Washington, DC to the west.



Because of this location, increasing numbers of residents choose to live in the City of Annapolis or the adjacent Anne Arundel County and commute to jobs in the Baltimore or Washington region. Completion of a series of highway improvements in recent years, including widening of US Route 50/301 and construction of Interstate 97 and Aris T. Allen Boulevard (Route 665) have reduced travel times to these metropolitan areas and helped spur development in Anne Arundel County. With the exception of relatively recently annexed areas along Forest Drive, the City of Annapolis has experienced less development than Anne Arundel County because of the lack of vacant land.

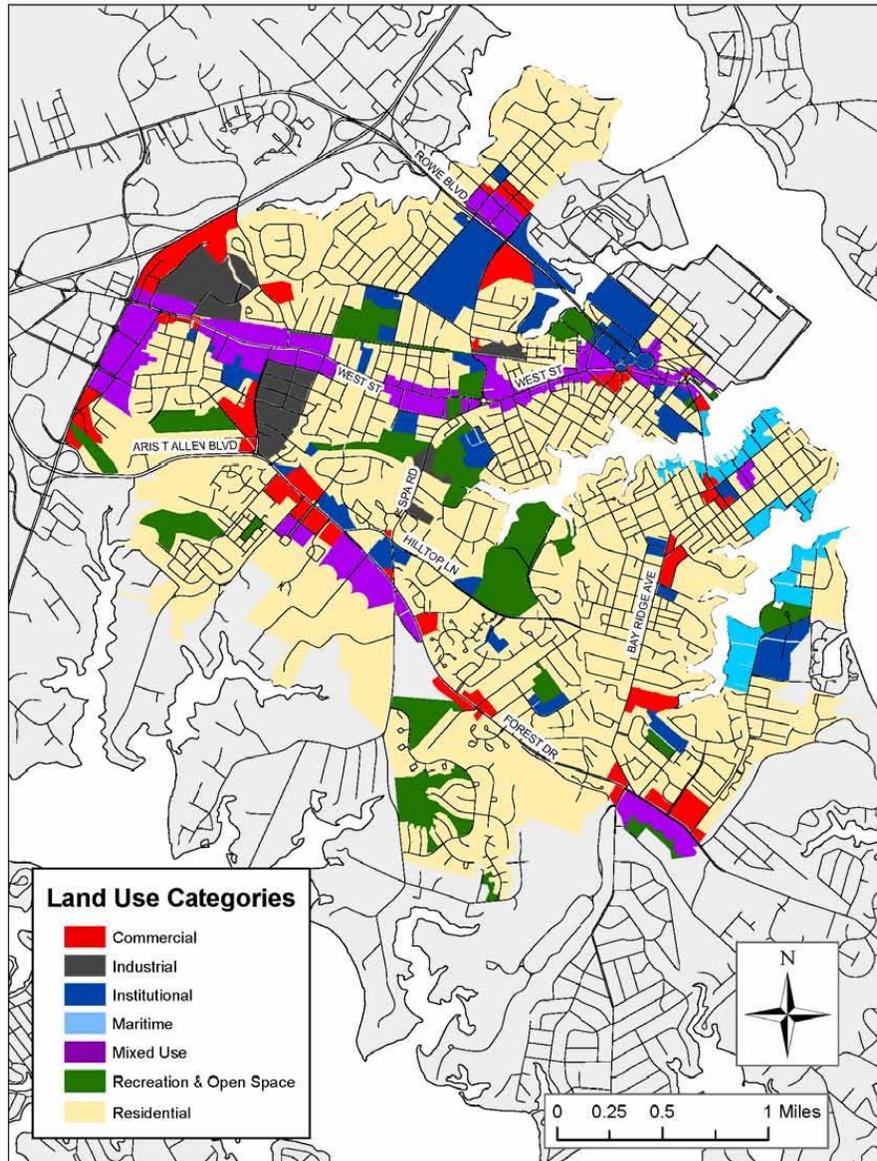
The geographic context of the City of Annapolis can best be characterized as a cul-de-sac, due to the City of Annapolis' location on a peninsula surrounded on three sides by water. Rowe Boulevard and other local arterials provide access to the regional highway system to the northwest of the City of Annapolis, which converges at Parole.

Figure 3-1 Present Land Use



Source: City of Annapolis Comprehensive Plan (2009)

Figure 3-2 Future Land Use



Source: City of Annapolis Comprehensive Plan (2009)

3.1 Population Demographics

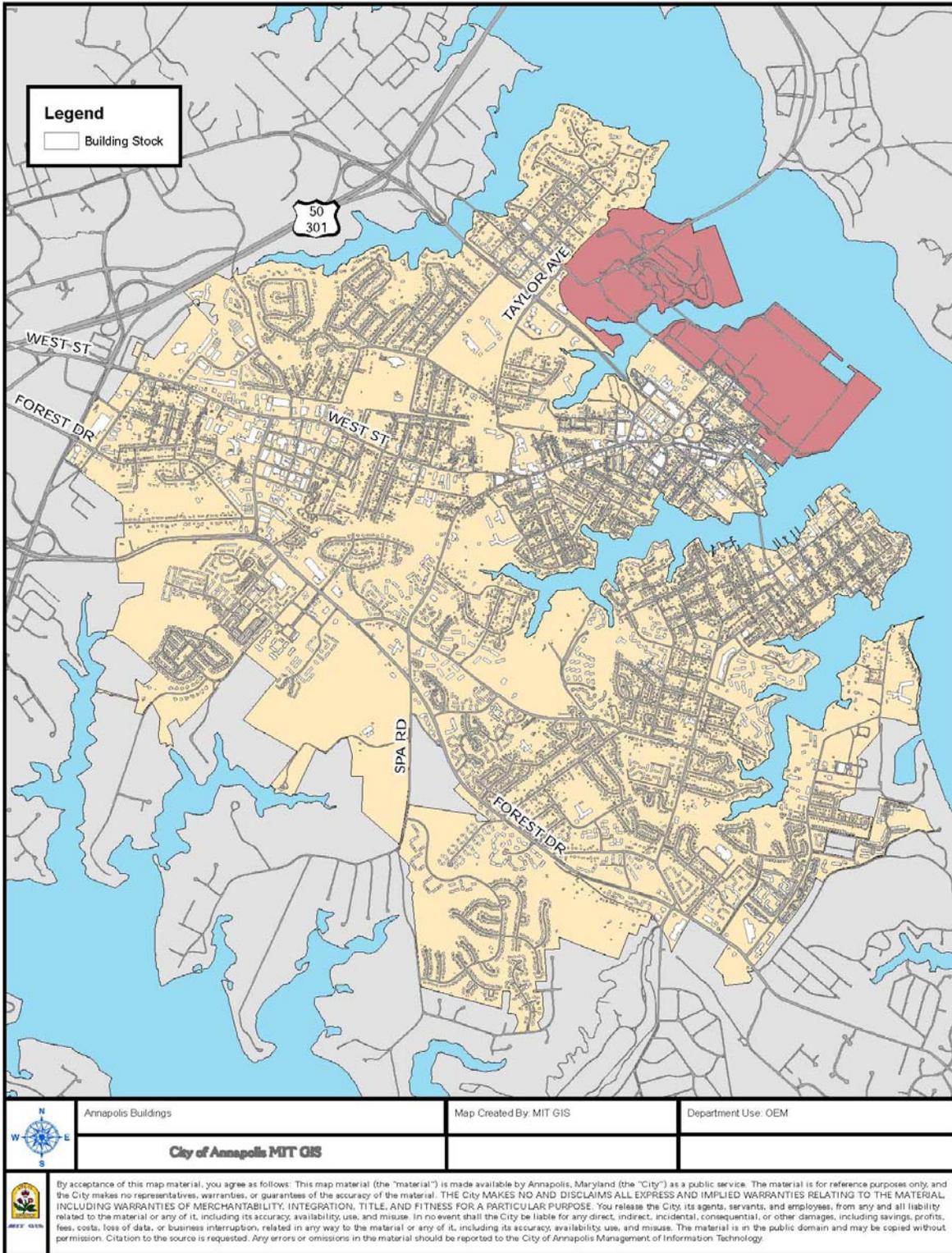
The City of Annapolis population was estimated at 38,394 in 2010, an increase of approximately 7.1% from the 2000 population of 35,838. Since much of the City of Annapolis is developed, the population of the City of Annapolis is projected to continue growing at a modest pace for the foreseeable future. In addition, the City of Annapolis derives significant economic benefit from a healthy tourism industry, the state capital, and the presence of two colleges within the City of Annapolis' limit. On certain days during any year, the City of Annapolis population may swell by an additional 10,000 to 50,000 people.

The City of Annapolis demographics indicate that the City of Annapolis is widely diverse in many aspects. Based on 2010 demographic profile data, the City of Annapolis population has a median age of 36.0 years old. The population is approximately 60% Caucasian and 37% identified themselves as minorities. The largest minority groups include African Americans at 26% and Latinos at 16.8%. It is conceivable that an unmeasured number of undocumented individuals reside in the City of Annapolis, a population that receives City of Annapolis services and benefits from infrastructure, but may not be accounted for in quantitative analyses presented in this plan.

3.2 Housing Demographics

The 2010 Census determined that there are 17,845 housing units in the City of Annapolis. Approximately 89% of the housing units were occupied at the time of the Census. In the City of Annapolis, the vacancy rate of homeowner units is 3.8%, and the vacancy rate for rental units is 7.3%. Fifty-four and one half percent (54.5%) of the housing stock is owner occupied and 45.5% is rental occupied. One of the unique features of the City of Annapolis that will play an important role in the education of the public on loss prevention is the location of a substantial number of public housing units within the City of Annapolis. Further, to support the tourism and secondary learning industries described above, the City of Annapolis has several pockets of large hotel space and student dormitories. Both of these housing features will also need to be addressed in mitigation plans.

Figure 3-3 Building Stock



3.3 Economic Demographics

The City of Annapolis income profile, from the 2010 Census, is as follows:

Median Income of Households:	\$70,229
Per capita income:	\$41,124

According to the Census, the median value of owner-occupied housing units is \$425,100. The City of Annapolis is also a vibrant business community with county, state and federal government offices. Approximately 18,500 people work in the City of Annapolis – excluding those who work in education or public administration.

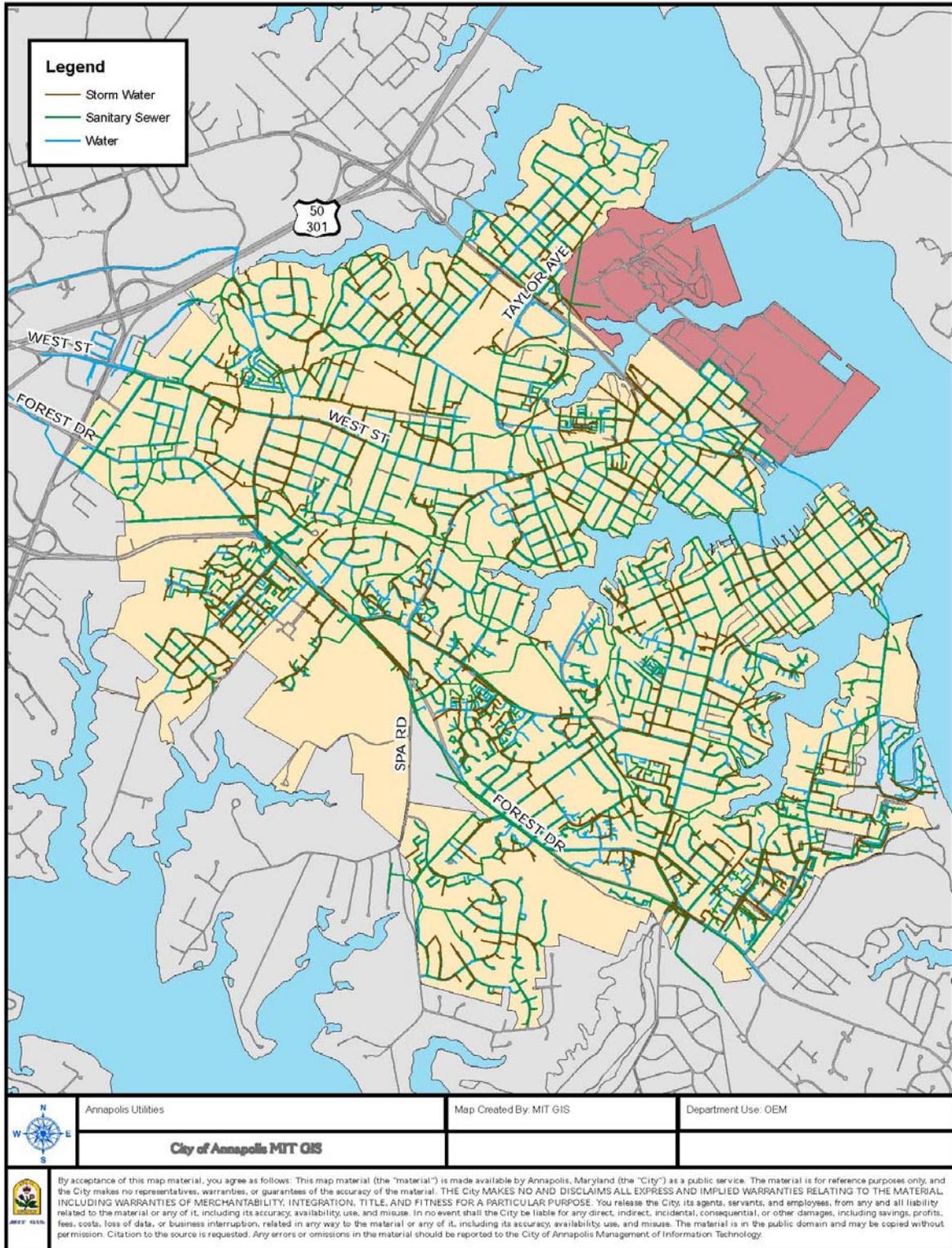
3.4 Critical Facilities and Other Essential Services within Annapolis City Limits

The City of Annapolis provides essential services such as water, fire and police to its residents. Much of this is conducted in close coordination with Anne Arundel County.

Public utilities serving the City of Annapolis include water, sanitary sewer, storm water drainage, and solid waste. The City of Annapolis manages these utilities with exception of the wastewater treatment facility, which is the responsibility of Anne Arundel County Department of Public Works.

The City of Annapolis is served by a municipal police force consisting of 116 sworn officers and 67 civilian personnel. The City of Annapolis is divided into seven (7) areas for patrol by car and downtown area is divided into sections for foot patrol. The Fire Department is served by a municipal fire and rescue force of approximately 128 firefighters, 6 of whom are civilian personnel. The Annapolis Fire Department provides fire and disaster protection, emergency health care, rescue, and related services for the City of Annapolis as well as adjacent parts of Anne Arundel County.

Figure 3-4 Annapolis Utilities



4.0 RISK ASSESSMENT

This chapter contains the hazard profile, loss estimates, and vulnerability assessment, as well as detailed information about each natural hazard.

4.1. Hazard Profile

To adequately assess the risk of those hazards selected, the previously prepared *Hazard Identification and Risk Assessment for Natural Hazards* was used as the primary reference. That research was conducted recently enough to be considered accurate. Where appropriate, information was updated in reliance on the Annapolis Watershed Management Plan, the Annapolis Flood Mitigation Plan, and the draft updated Anne Arundel County Hazard Mitigation Plan. The assessment was reviewed and approved by the City of Annapolis government.

4.1.1. Hazard Identification

The City of Annapolis is at risk from a broad range of natural hazards. Below is a list of natural hazards that are known to threaten the United States:

<u>Natural Hazards With the Potential To Affect Annapolis</u>	<u>Natural Hazards Not Considered Based on Low Probability of Impact in Annapolis</u>
<ul style="list-style-type: none"> • Coastal Storm • Coastal Erosion • Drought • Earthquake • Extreme Heat • Flood <ul style="list-style-type: none"> ○ Coastal/Tidal Flooding ○ Rainfall Generated ○ Flash Flooding • Freezing Rain/Icing • Heavy Snowfall • Severe Winter Storm • Windstorm <ul style="list-style-type: none"> ○ Hurricane ○ Tornado ○ Severe Thunderstorms or Tornado ○ Frontal Passage 	<ul style="list-style-type: none"> • Avalanche • Expansive Soils • Land Subsidence • Landslide • Tsunami • Volcano

Many of those natural hazards can only occur in areas with certain geographic features. To focus mitigation resources to the maximum extent possible, the City of Annapolis eliminated from its planning process:

1. Hazards unlikely to occur within the City of Annapolis

2. Hazards unlikely to cause significant economic damage to the City of Annapolis and its residents.

Other highly unlikely hazardous events are addressed by Anne Arundel County and the State of Maryland planning processes. This document focuses on mitigation plans for damages from hazards that might reasonably be expected to impact the City of Annapolis – not necessarily all those hazards that could affect the City of Annapolis. For a more thorough description of all hazards, see the Anne Arundel County Hazard Mitigation Plan Update (2010).

4.1.2.Data Gaps

A noticeable data gap in the risk assessment concerns the transitory nature of the City of Annapolis population. As described in Section 3, the City of Annapolis is home to State of Maryland offices, including the State Legislature; Anne Arundel County offices; St. John's College; the U.S. Naval Academy; Annapolis City government offices; retail establishments; commercial services for boating; and hospitality/tourism. Each of these factors puts greater numbers of individuals at risk from hazards at different times during the year. (For example, Navy football games during hurricane season). All of these considerations are addressed in the mitigation plans described in Section 5 of this document.

4.1.3.Natural Hazards

According to NOAA's National Climate Data Center (NCDC) database, from 1950-2011, Anne Arundel County experienced 60 flood events, 2 hurricanes, 3 tropical storms, 19 tornadoes, 41 thunderstorm and high wind events, 41 lightning events, and 56 hail storms. Many of these events caused property damage, injuries, and deaths.

Below is selected information on a variety of natural hazards: It has been developed in reliance on other documents prepared for the City of Annapolis, and information made publicly available by the Federal Emergency Management Agency (FEMA). This information was the basis of the valuation of damage from multiple events in the City of Annapolis. Guidance requires each hazard's location, extent, probability, and past events to be stated. It can be assumed that the probability of occurrence for most hazards (except flooding) is the same probability as in Anne Arundel County and that the location (other than flooding) would be within the boundaries of The City of Annapolis.

4.1.3.1. Extreme Heat

Episodes of extreme heat typically are characterized by high temperature and high humidity. Extreme heat can cause water shortages, fire hazards, excessive energy demands and damage to infrastructure.

Location: When the air temperature is above 90 degrees F and the relative humidity is high, the body is under great stress to maintain its normal temperature. When this situation occurs, heat exhaustion can result followed by heat stroke. Prolonged temperatures near 100 degrees during the day with little cooling at night have caused distress among at-risk populations in the City of Annapolis who do not live in air-conditioned housing.

Extent: The climate in the City of Annapolis is considered temperate and rarely do extreme weather impacts cause significant disruption within the City of Annapolis. With its temperate climate, these variations rarely cause significant disruption in the City of Annapolis. The potential for extreme heat events is uniform for all of Anne Arundel County. All people and assets are considered to have the same degree of exposure.

Probability: The City of Annapolis' average monthly temperatures and precipitation are moderate in severity, with average precipitation well distributed throughout the year. Only approximately 2% of the time does the maximum temperature rise 10 degrees above normal and 1% of the time does the maximum temperature rise 15 degrees above normal.

Past Events: For the 2012 Plan update, data from the NCDC database was used to identify past extreme heat events for Anne Arundel County. This data indicated that between 1950 and 2011, there were 21 extreme heat events that affected Anne Arundel County. These events occurred between 1995 and 2008. The database provides no indication as to why there are no events prior to 1995, although presumably occurrences follow the same pattern and frequency as shown in the NCDC list.

4.1.3.2. Flooding

Authorized under Section 553 of the National Flood Insurance Reform Act of 1994, the Flood Mitigation Assistance Program supports local governments in funding cost-effective actions that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other insurable structures, as well as reduce or eliminate claims under the National Flood Insurance Program (NFIP) through mitigation efforts.

The City of Annapolis is surrounded by water on three sides, making it susceptible to flooding associated with meteorological events. Therefore a flood mitigation plan is crucial to the well being of the city's residents, business owners and government.

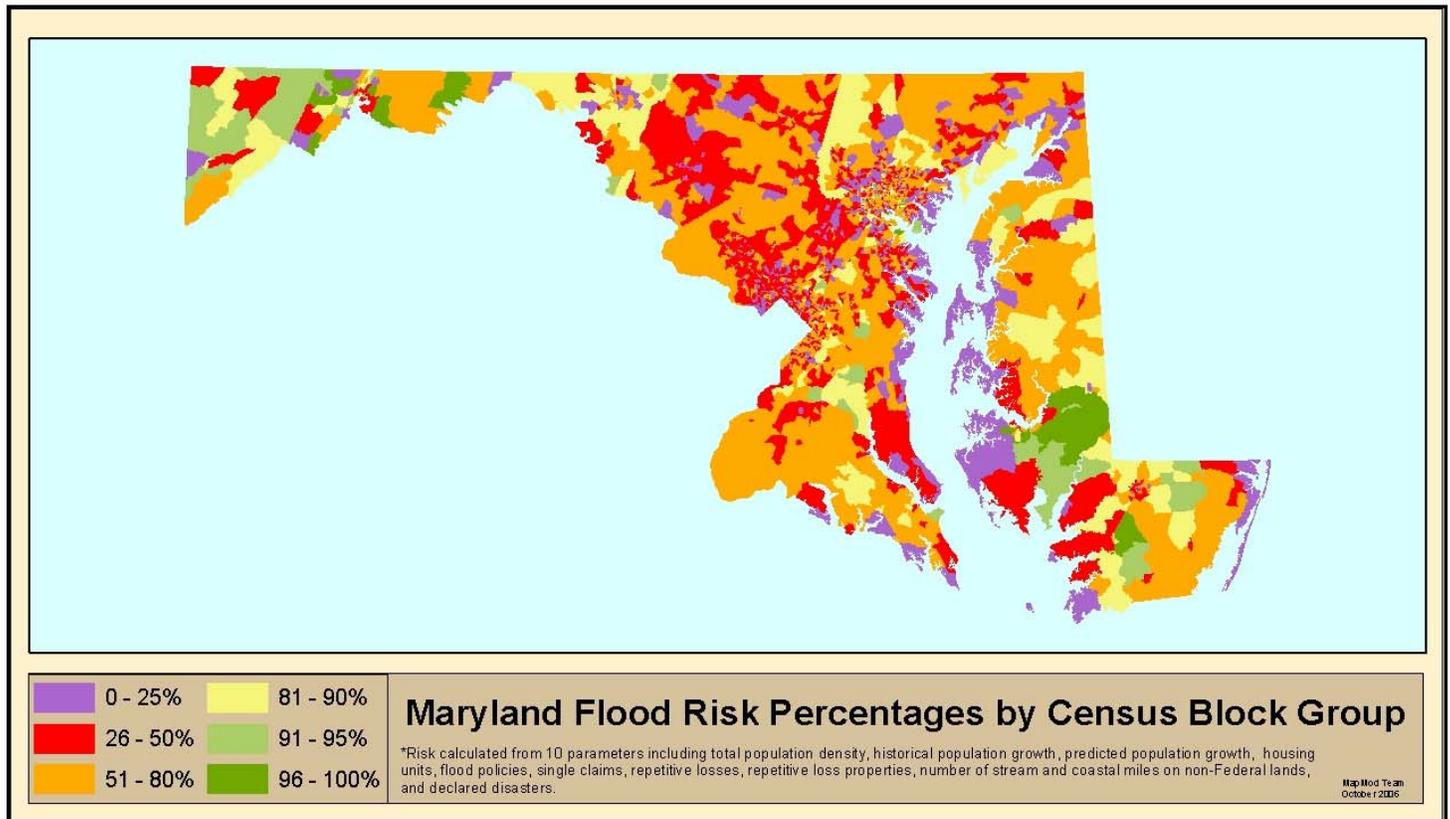
As defined by NFIP guidelines, a flood is "a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters or the unusual and rapid accumulation or runoff of surface waters from any source." The term "flood stage" refers to the level at which waters begin to rise above riverbanks – it does not account for tidal influence. High water is generally not considered to be a problem until it begins to adversely affect people or their property. There are three general classifications of flooding:

- Nontidal Flooding - flooding from rivers, streams, etc. with gravity flow downstream
- Tidal Flooding - flooding by slowly rising water from tides and storm surges

- Coastal High Hazard Flooding - flooding from static tidal flooding with the addition of waves of at least three feet

In a 100-year floodplain, there is a one percent chance of flooding each year but floods may occur more frequently than once a century. Regulated by local floodplain ordinances adopted by communities that are in the NFIP, only the outer edge of the 100-year floodplain has that one percent risk. The risk rises for sites closer to the flooding source and at lower elevations. Areas within the mapped 100-year floodplain may flood more frequently and to greater depths than others, and a floodplain line shown on a map is not absolute. The flood map modernization efforts for the State of Maryland have resulted in the generation of Figure 4-1 below, depicting risk from flood by census block. Note that FEMA is currently revising the 100-year floodplain. It will be included in the next Mitigation Update after it is finalized.

Figure 4-1



4.1.3.2.1. Description of the Existing Flood Hazard

From the first recorded flood on May 11, 1860 in Baltimore City to the devastating floods caused by the tidal surge of Hurricane Isabel in September 2003, Maryland has been subject to its share of major flooding events. The state is prone to three types of flooding: nontidal flooding (flooding in the non-tidal portion of rivers and streams), tidal flooding (flooding from tides and storm surges), and coastal high-hazard flooding (the addition of wave action to tidal flooding).

As sea level rise has become an issue studied by the Maryland Department of Natural Resources (DNR) and the US Environmental Protection Agency (USEPA), it seems appropriate to note that the change in sea level in Annapolis has increased by .22 feet in the last epoch (19 year spans). However, the Federal Government (US EPA) has generated the graphics presented below that indicate a possible change in flood scenarios due to impending sea level changes. Consequently, changing global conditions may add a fourth type of flood risk in the City of Annapolis necessitating implementation of mitigation measures (Figures 4-2 and 4-3).

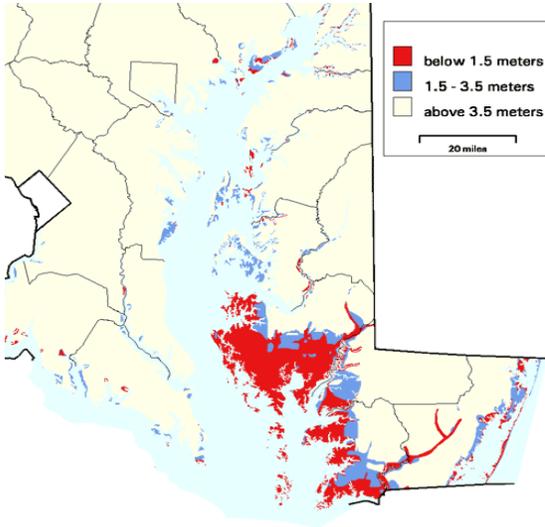


Figure 4-2

Land areas to be impacted by sea level rise in three categories – red if sea level rise is less than 1.5 meters, blue if between 1.5 and 3.5 meters and yellow if over 3.5 meters. (US EPA)

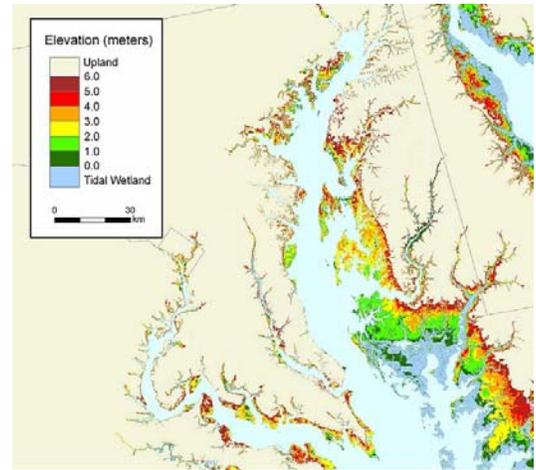


Figure 4-3

Projected elevation in sea level as a result of global warming. Recorded in meters (US EPA)

Since it is regulated by local flood ordinances adopted by communities in the NFIP, the 100-year floodplain – which has a one percent chance of flooding in any given year -- receives the most attention with regard to flood mitigation. In the City of Annapolis, the 100-year floodplain lies at the seven-foot elevation. Rarely have floodwaters in the City of Annapolis reached that level.

Below is a list of the significant flooding events in Annapolis as identified by the Maryland Department of the Environment and the City of Annapolis Department of Planning and Zoning:

1954

October 14-16 -- Hurricane Hazel dumped heavy rains on North Branch of the Potomac River, causing flooding from Cumberland to Washington DC. Winds of over 100 mph were reported on Eastern Shore. The tide elevation in Annapolis was 5.34’.

1955

August -- Hurricanes Diane and Connie, which arrived a week apart, produced a high tide of 4.81’.

1972

June 21-24 -- Hurricane Agnes, the worst non-tidal flood in 36 years and regarded as the 100-year flood in many places, flooded many parts of the state. The tide elevation in Annapolis was 3.04’.

1974

December 1 -- Storms and tidal surges caused damage statewide, especially on the Western Shore of the Bay. The tide elevation in Annapolis was 4.10.

1979

Sept. 5-6 -- Hurricane David floods Rock Creek, Jones Falls, and East Branch Herbert Run. The recurrence interval was 50 - to more than 100-year. The tide elevation in Annapolis was 4.46'.

March 28-29 -- Statewide flooding and intense coastal erosion, especially along lower Chesapeake Bay, caused two deaths.

1985

Nov. 4-7 -- Hurricane Juan, combined with stationary front, caused flooding statewide, especially in the Potomac River basin. One death and \$5 million in nontidal and \$16 million in tidal damages were recorded. The recurrence interval was 2 - to more than 100-year. High tide in Annapolis was 4.5'.

1991

October 31 --- Halloween flooding event for the costume party at the bars---Annapolis tide reached 3.6' resulting in patrons building sand bag bridges from bar to bar at dock space.

1996

Sept. 6 -- Remnants of Hurricane Fran triggered widespread flooding in Western Maryland, especially George's Creek, causing \$1.7 million in damages. In Annapolis, tides reached 5'.

1999

Sept. 16 -- Hurricane Floyd produced widespread flooding on Eastern Shore, especially in northern portions. Damages were calculated at \$14 million, and some places saw greater than 500-year flood. In Annapolis, tides were very close to the predicted astronomical tide and did not exceed 1.5'.

2003

Sept. 18-19 -- The remnants of Hurricane Isabel caused widespread tidal surge flooding, especially in the middle portion of the Bay. High tide in Annapolis was 7.35', which is considered greater than the 100-year flood event. See Figure 4-4.

2005

October 8 – Remnants of Tropical Storm Tammy caused widespread storms and resulting flooding.

2006

June 27, - Double digit rainfall resulting from a four-day cold front produced flash flood in Annapolis caused approximately \$30,000 in property damage.

2008

May 12, 2008, wide spread showers and thunderstorms produced a flood that caused \$100,000 in property damage in Annapolis.

Although there were significantly more storms during the past 150 years, the events of concern here are those that produced flooding. The City of Annapolis Department of Public Works, relying on NOAA data to measure hourly water-level height at the United States Naval Academy, identified only one event in the past six years that had resulted in water levels greater than the four-foot elevation line. That was Hurricane Isabel, a greater than 100-year flood. Therefore the committee determined that the four-foot elevation line would be selected as the mitigation elevation.

Figure 4-4. Flooding in downtown Annapolis, September 19, 2003 (source: Annapolis.gov)



4.1.3.3. Hurricane

Tropical cyclones are among the most powerful and destructive meteorological systems on earth. In addition to very high winds, they are

accompanied by a variety of destructive phenomena including heavy rain, lightning, tornadoes, and storm surge. They are identified in three categories: tropical depressions, tropical storms, and hurricanes.

Hurricanes are defined as tropical cyclones with maximum sustained surface wind speed exceeding 74 mph. For coastal areas, the storm surge caused by a hurricane typically is the most dangerous and damaging phenomenon. It is defined as an abnormal local rise in sea level that accompanies a tropical cyclone. The end result is that water is pushed onto a coastline (as described in flooding above). The most notable storm surge in recent City of Annapolis history was that caused by Hurricane Isabel in September 2003.

Probability: Because of its location, hurricanes and their effects are relatively rare in the Chesapeake Bay. On any given year there is an approximately 20% chance of a tropical cyclone (greater than or equal to 39 mph sustained) passing within 75 miles of the City of Annapolis, and only an approximately 3% chance of a hurricane passing within 75 miles of the City of Annapolis.

Location: Tropical cyclones have the potential to pass both to the west and to the east of the City of Annapolis and the Chesapeake Bay. The most dangerous storms for City of Annapolis are those that pass very close to the west with southeasterly winds that cause storm surges up the Severn River. The majority of storms affecting the City of Annapolis, however, approach from the southwest and pass to the east.

For the purposes of this plan, any tropical cyclone approaching within 180 nautical miles of the City of Annapolis is considered a potential threat. This is because the City of Annapolis would have to respond to such a threat by activating its Emergency Plan.

Extent: The tropical cyclone season for the City of Annapolis area lasts from early June to the beginning of November. The highest rate of occurrence is from the beginning of August to late October.

Previous Occurrences: Historically, all hurricanes affecting the City of Annapolis have occurred in this interval. The 87 tropical storms and hurricanes have passed within 180 miles of City of Annapolis over 115 years (1886-1999). Of the 87 total storms passing the City of Annapolis, 26 were of hurricane strength at their closest point. In some years, no tropical cyclones pass within 180 of the City of Annapolis while in other years up to five have passed by the City of Annapolis. Most storms pass the City of Annapolis (near 39°N) after recurvature. The Eastern Shore of Maryland provides enough natural protection, combined with the limited size of the Chesapeake Bay, to prevent the few passing storms from generating high winds or large storm surges in the City of Annapolis area. Most tropical cyclones affecting the City of Annapolis area make landfall far to the south

on the Atlantic seaboard or pass well to the southeast of the Chesapeake Bay entrance.

The primary approach axis for storms during June-July is overland from the southwest after making landfall in the Gulf of Mexico or along the Atlantic coast. This primary approach axis shifts far to the east during the following months of August-September. Although the majority of tropical cyclones still make landfall before reaching the Chesapeake Bay, storms tend to travel much farther up the Atlantic coast before encountering land during August-September allowing them to maintain wind intensity.

NCDC database indicates that three tropical storms occurred in Anne Arundel County between 1950-2011. The first event, Hurricane Floyd, occurred in September 1999, and the second, Hurricane Isabel, occurred in September 2003. Both events were downgraded to tropical storms by the time they reached the Mid-Atlantic region.

Additionally, in late August 2011, Hurricane Irene made landfall and impacted much of the mid-Atlantic region. The storm caused serious injuries and deaths, damaged homes and businesses, hammered shorelines, disrupted travel, and caused over \$10 billion worth of damage in the United States. Though the flooding in Annapolis was not as disruptive as Hurricane Isabel, many homes and businesses experienced flooding from the massive amounts of rainfall in the weeks during and after the storm.

Location: The most dangerous storms for the City of Annapolis Harbor, Naval Station Annapolis, and the U.S. Naval Academy are those that cause surges up the Severn River resulting in flooding. Storm surges in the City of Annapolis are produced when winds from the south retard the Severn River outflow. The effects of a storm are further amplified by heavy rainfall and resulting runoff. Storms passing to the west of the City of Annapolis provide southerly wind fields over the Chesapeake Bay that creates surges up the Severn River. Flooding of the inner basin of the City of Annapolis Harbor can occur whenever a storm surge of three feet or greater is experienced at the mouth of the Severn River. In addition, storm surges of three feet or greater cause the Farragut and Dewey seawalls at the US Naval Academy to become questionable moorages.



U.S. Naval Academy Seawall



Annapolis City Dock

Slow moving storms (23 mph) traveling northward would cause the greatest storm surges in the City of Annapolis area. Faster moving storms (46 mph), although moving in the same direction, have smaller surge effects on the City of Annapolis. Category two tropical storms or greater passing in close proximity to the City of Annapolis have a reasonable chance of causing flooding in the harbor and making the seawalls at the U.S. Naval Academy unusable for moorage.

Probability: It has been over 100 years since a hurricane has entered the Chesapeake Bay with an orientation that would bring it near the City of Annapolis, although hurricanes passed within 75 miles of the City of Annapolis in 1954 and 1983. NOAA estimates such an event would result in a 100-year frequency type of hurricane, where wind speeds reach 90-100 mph. While this occurrence is rare, there should be no doubt that such an event would cause significant wind and flood damage within the City of Annapolis that might well severely disrupt the City of Annapolis and take several years from which to recover. Many historic structures might well be damaged beyond repair, permanently changing the character of the City of Annapolis and causing significant damage to the City of Annapolis's tourism industry. Based on approximately 60 years of historical data from the NHC, the probability of future tropical storms impacting Maryland and Anne Arundel County is moderate, averaging approximately one event every five to six years.

4.1.3.4. Severe Thunderstorm

Severe thunderstorms can generate torrential rainfall, high winds, frequent lightening, and hail. The National Weather Service (NWS) uses wind speed and hail size to define "official" severe thunderstorms. A thunderstorm is declared severe by the NWS if wind gusts reach 57.5 mph or stronger or if hail size is three quarters of an inch or bigger. Hailstones are balls of ice that grow as they are held up by thunderstorm updrafts while super cooled water drops hit and freeze onto them. The faster the updraft, the bigger the stones can grow.

When updrafts are strong, intense downdrafts, or downbursts, can occur. These downbursts often create gusty winds of nearly 60 mph, and on some occasions gusts have been recorded as high as 160 mph. These winds can smash windows and easily uproot trees, and are often mistaken for tornadoes. Large hailstones can cause severe damage to plants, automobiles, and also pose a threat to people caught outside in a storm. Heavy rain and flash flooding from severe thunderstorms also pose a serious threat to life and property. Lightning is a very serious threat from any thunderstorm. Whether it is severe or not, officials recommend people know and obey lightning safety rules when a thunderstorm is near.

Microbursts are similar to downbursts - but smaller. A microburst only affects a path of 2.5 miles or less and lasts less than 10 minutes. Downbursts can affect a much larger area and for a longer period of time. Often wind damage that is blamed on tornadoes is actually done by winds coming down from a shower or thunderstorm. Such "microburst" winds can reach more than 150 mph.

Average annual precipitation varies from 40-44 inches and is fairly evenly distributed throughout the year. Most precipitation in the colder half of the year is the result of low pressure systems moving northeast along the coast. In the summer, precipitation occurs in the form of showers and thunderstorms. Thunderstorms occur on average of 31 days per year.

Probability: The City of Annapolis has a moderate probability of thunderstorm occurrence when compared to other parts of the U.S. that experience thunderstorms. The City of Annapolis can expect approximately 50 thunderstorm events per year.

Past Events: During the period 1950-2011, the City of Annapolis experienced three thunderstorms that met the hailstone size criteria of $\frac{3}{4}$ " in diameter. In addition, the City of Annapolis experienced 11 thunderstorms that produced wind, which exceeded the Severe Thunderstorm threshold of 58 mph.

If one considers 60 years of data as a predictor of severe thunderstorms in the City of Annapolis, it would appear a severe thunderstorm impacts the City of Annapolis approximately once every 5 years. This equates to moderate risk when compared to other communities located east of the Rocky Mountains.

Extent: Finally, weather fronts pass through the City of Annapolis area throughout the year. While cold front passage in the spring, summer, and fall is often associated with lines of thunderstorms, winter passage of cold fronts is often accompanied by high winds that can occur over a regional area. The high winds are normally predictable and forecast by the NWS by the issuance of either a High Wind Watch or Warning.

Location: Normally, winds associated with frontal passages can result in trees being downed and possibly cause scattered power outages. Rarely do they cause wide spread sustained disruption within the City of Annapolis. Other impacts can be the banning of high-profile vehicles from the Bay Bridge causing temporary disruption to the flow of traffic over the bridge.

Cold front passage normally results in wind blowing primarily from the Northwest to the Southeast. Since the City of Annapolis is located on the western shore of the Chesapeake Bay, this prevailing wind direction has the

beneficial result of not causing Bay waters to back up into the estuaries that dissect the City of Annapolis.

4.1.3.5. Tornado

Tornado intensity is measured using the Fujita Scale. The intensity of each tornado is determined by the NWS through a field investigation conducted by meteorologists.

Past Events: While the City of Annapolis has not experienced a direct strike from a tornado in recent times, a significant risk from tornadoes exists within the City of Annapolis. Compared with other States, Maryland ranks number 33 for frequency of tornadoes, 37 for number of deaths, 33 for injuries and 35 for cost of damages. When we compare these statistics to other States by the frequency per square mile, Maryland ranks number 15 for the frequency of tornadoes, number 30 for fatalities, number 28 for injuries per area and number 27 for costs per area. (Based on data from 1950 – 1995)

From 1950 through 2011, Anne Arundel County was the second most tornado prone county in the State of Maryland. Between 1950-2011, 21 tornadoes struck Anne Arundel County. The most severe was an F3. Deaths from tornadoes in Anne Arundel County were limited to 3 people during that 61-year period.

Extent: Time of day has a strong correlation to the probability of a tornado. While a tornado can occur at anytime of the day, the vast majority of tornadoes strike in the late afternoon and evening. Furthermore, stronger tornadoes tend to occur later in the day. This is why schools are rarely in session when tornadoes occur. It is normally those in after school activities that are often at risk when schools are struck by tornadoes.

Probability: In summary, the occurrence of tornadoes in Anne Arundel County can be expected about once every three years with an intensity of probably no more than F2.

Location: If occupants of the City of Annapolis take proper shelter during a Tornado Warning, they successfully can weather a tornado striking within the City of Annapolis. Tornadoes are some of the most extreme weather events known to occur on earth and the broad generalization that the City of Annapolis has a minimal tornado risk must be taken with some caution.

4.1.3.6. Severe Winter Weather

While the City of Annapolis generally experiences relatively mild winters, severe winter weather impacting the City can take the form of heavy snowfall, a Nor'easter, or freezing rain/ice storms. Nearly the entire United States is considered at risk for severe winter storms. When these storms occur in the South, unprotected pipes are especially vulnerable. Disruption in water service and decreases in water pressure cause a cascading problem for emergency responders. Heavily populated areas are particularly impacted

when severe winter storms disrupt communication and power due to downed lines from high winds and icing. Debris associated with heavy icing may impact utility systems and transportation routes.

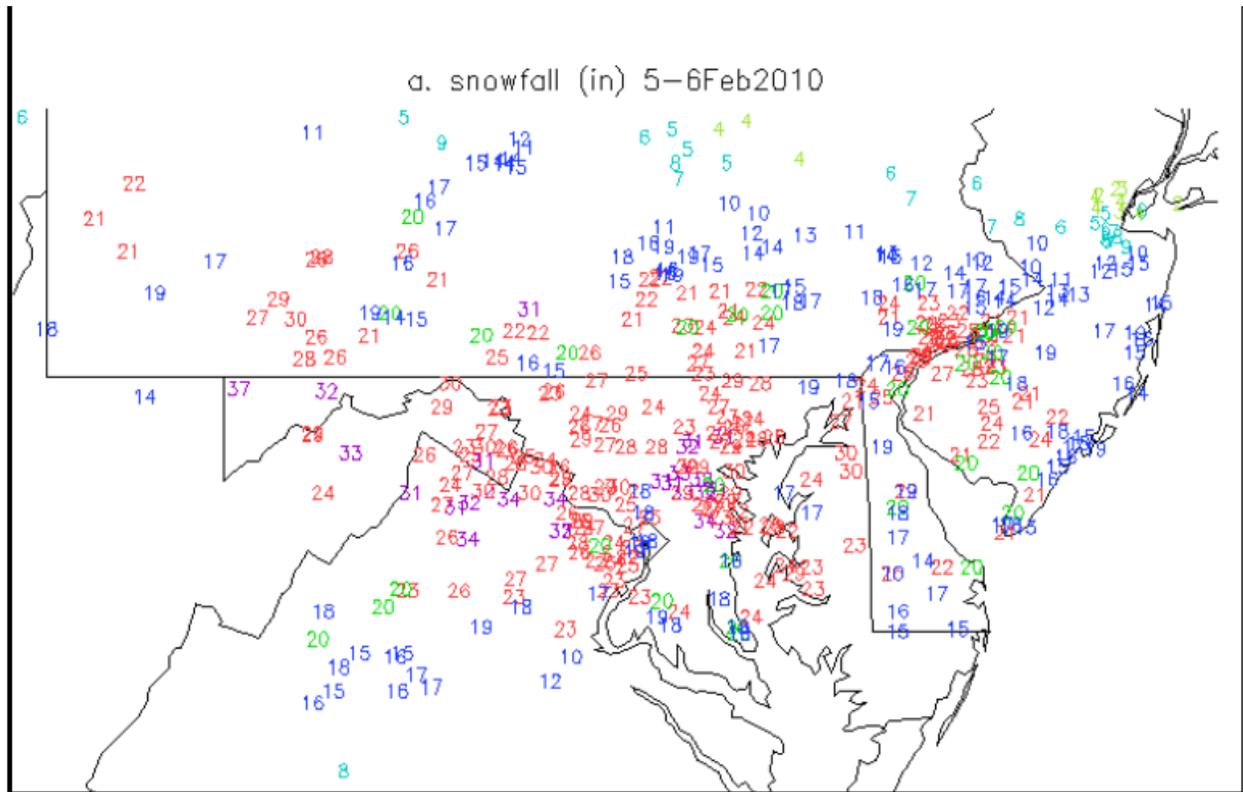
Past Events: The NCDC database shows four deaths and 16 injuries from 68 winter storms between 1950 and 2009 in Anne Arundel County. Of the 68 winter storms, three resulted in injuries.

Based on records kept, the City of Annapolis receives only a moderate snowfall as shown in Figure 4-5. With respect to heavy snowfall, the City of Annapolis' averages are somewhat deceiving in that the City of Annapolis will often go several years with little measurable snow, only to be followed by a single heavy or extremely heavy snowfall. As an example, the snowfall during the 2010-2011 winter season set a seasonal total at BWI, Airport of over 45.5 inches.

The single events that produce the greatest snowfalls in the City of Annapolis are a result of coastal storms forming off the coast of North Carolina or Virginia and track northeast along the coast. These storms are often referred to as Nor'easters and have resulted in record-setting snowfall. As Figure 4-6 demonstrates, the City of Annapolis can exceed its average annual snowfall from one coastal storm event. In these events, the City of Annapolis received approximately 22 inches of snow from the Blizzard of 1996 and the 2003 President's Day Storm showed very similar results with the City of Annapolis again receiving 23" of snow. In the intervening six years, the City of Annapolis experienced minimal snowfall until one winter storm in December 2009 and two severe storms in February 2010 resulted in widespread power outages, closed roads, and significant need for snow removal. The two disasters were declared to provide the state and counties reimbursement funds primarily for snow removal under Public Assistance Category B. Figure 4-6 shows the storm totals for this record-breaking snow event. Values are color coded with cyan for 1-10 inches, blue for 10-20 inches, red for 20-30 inches and purple for values over 30 inches. In Anne Arundel County, storm totals ranged from 22-33 inches.

<i>November</i>	<i>Trace</i>
December	.6
January	1.7
February	6.6
March	7.6
Seasonal total:	16.5

Figure 4-6
February 5-6, 2010 Mid-Atlantic Snowfall Totals
 (Source: NWS, The Historic Mid-Atlantic Snow Storm of February 5-6 2010 (Draft))



4.1.3.7. Nor'easter

Similar to a hurricane, a Nor'easter is a counter-clockwise turning spawned by a Jet Stream that dips far south allowing cold arctic air to meet warm air. The warm air rises over the cold creating instability up high and an area of low pressure below. Larger temperature differences create greater turbulence. Once the system is formed, the earth's rotation causes the air to circle around the center. This creates the northeast wind, hence it's name Nor'easter.

During the October to April Nor'easter season, February is the busiest month. What Nor'easters do not achieve in wind-speed (as compared with hurricanes), they achieve in duration (up to a week) and size (up to 1000 miles or more in diameter). Nor'easters can be the cause of significant tidal flooding damage in the City of Annapolis.

4.1.3.8. Freezing Rain and Ice

Freezing rain/ice storms can also cause significant disruption. Ice coatings can render roadways impassable, cause trees and power lines to snap, and are known to fill emergency rooms with patients with numerous injuries from falls and traffic accidents.

There were approximately 80 hourly observations of freezing rain at BWI airport over the eight-year period of 1982 to 1990. The level of reported freezing rain averages out to only 10 hours of freezing rain per year.

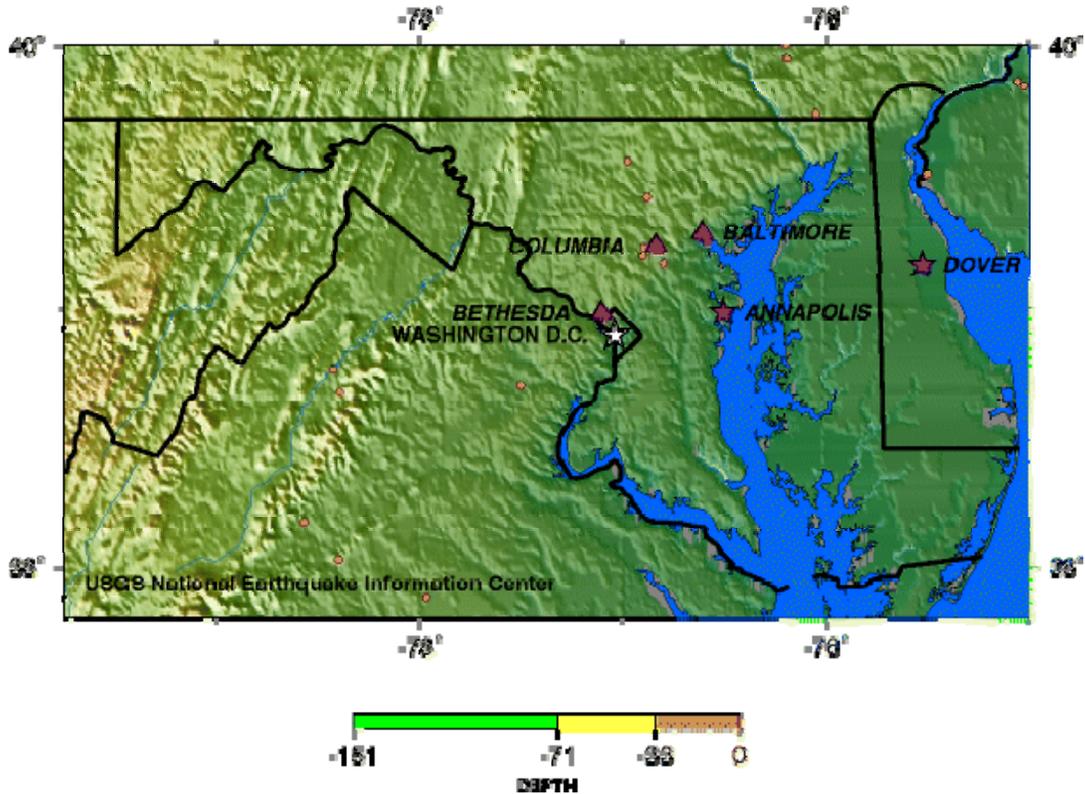
The City of Annapolis does not have a significant history of freezing rains and ice storms thus the City of Annapolis has a moderate risk from freezing rain and ice storms.

City of Annapolis temperatures do not vary significantly from normal daily highs and lows. As an example, only approximately 2% of the time does the minimum temperature drop 10 degrees below normal and 1% of the time does the minimum temperature drop 15 degrees below normal. With its temperate climate, these variations rarely cause significant disruption in the City of Annapolis.

4.1.3.9. Earthquakes

The U.S. Geological survey defines an earthquake as “both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.” Numerous “earthquake hazards” may result in Maryland from an earthquake occurring within the State or in another State (i.e. surface faulting, ground shaking, landslides, liquefaction, tectonic deformation, tsunamis, and seiches). Though strong earthquakes are unusual in Maryland, the State occasionally experiences perceptible earthquakes. According to Lamont-Doherty Cooperative Seismographic Network, between 1970 and 2011, the Chesapeake Bay Region experienced 37 earthquakes ranging from 0.1 to 4.1 magnitudes. Other earthquakes outside the region are often felt inside the region, depending on the severity of the earthquake and the density of the area. Recently, on August 23, 2011, a 5.8 magnitude earthquake struck Mineral, Virginia, approximately 125 miles SW of the City of Annapolis and was felt throughout the City. Some structures sustained minor damage.

Seismicity of Maryland 1990 - 2006



4.2 Vulnerability Assessment

The Office of Emergency Management designated 16 sites in the city of Annapolis as critical infrastructure Phase 1 facilities. These sites include water, sanitary sewer, storm water drainage, solid waste, public service and government buildings, and police/fire facilities. To ensure the health and safety of the citizens of Annapolis, the Annapolis Office of Emergency Management conducted critical infrastructure vulnerability assessments. Each infrastructure site was visited, investigated, and given a thorough vulnerability assessment by way of a one hundred point vulnerability checklist including aspects such as: barriers, access controls, lighting, intrusion detection, camera/video surveillance, mail/package control, fuel supply storage, contingency planning, visitor control, and parking/traffic security. Data from the above listed criteria was entered into the computer program “Risk Watch.” This program analyzes raw data and calculates the most cost effective means for reducing risk unique to a specific facility. This data can be utilized for predicting the likelihood of naturally occurring disasters to which Annapolis is prone, such as hurricanes, flooding, extreme heat/cold emergencies, terrorist threats, and earthquakes.

Security and continuity of operations are essential elements concerning each and every critical infrastructure site. An increase in threat capabilities and methodologies, and

therefore potential infrastructure vulnerabilities, has resulted in a subsequent need for enhanced vulnerability mitigation and overall threat deterrence. Emphasis is given to providing the most effective means of improvement where most needed, while utilizing the most cost effective means possible. In accordance with this, most entrances that may be accessible to the public in the city of Annapolis are securely locked, or are equipped with a uniformed guard and all critical infrastructure facilities are equipped with adequate outdoor lighting. An analysis of the above mentioned critical infrastructure sites has revealed that threat deterrent criteria such as bomb detection, fire detection/alarms, computer systems security, and the effective use of landscape and vegetation rank highest in threat mitigation for the city of Annapolis, according to "Risk Watch." The greatest areas of improvement are in: intrusion detection, camera/video surveillance, mail/package control, and fuel supply storage. Areas which also have the ability to be enhanced are: visitor control, parking/traffic security, and contingency planning. The overarching vulnerability noted is intruder detection and deterrence.

The City of Annapolis recently invested in a range of equipment to bolster protection of its Phase 1 critical infrastructure facilities. Annapolis acquired three mobile generators in addition to transfer switches for the Public Works facility on Spa Road and the Pip Moyer Community Recreation Center. Thirteen more cameras are soon to be utilized at critical infrastructure sites. A fence has also been constructed at the Police Department to enhance security for law enforcement personnel, vehicles, and equipment.

Several additional enhancements are currently planned or underway in response to these findings. A new security system is planned for City Hall that would allow guarded, controlled access to public areas, while at the same time only permit access to sensitive, non-public areas to personnel with coded identification badges. Several additional projects, which would provide transfer switches to additional Phase 1 facilities, will be carried out as soon as the funding is available. Once the transfer switches are in place, City personnel will be able to restore power to critical infrastructure facilities by using the existing mobile generators.

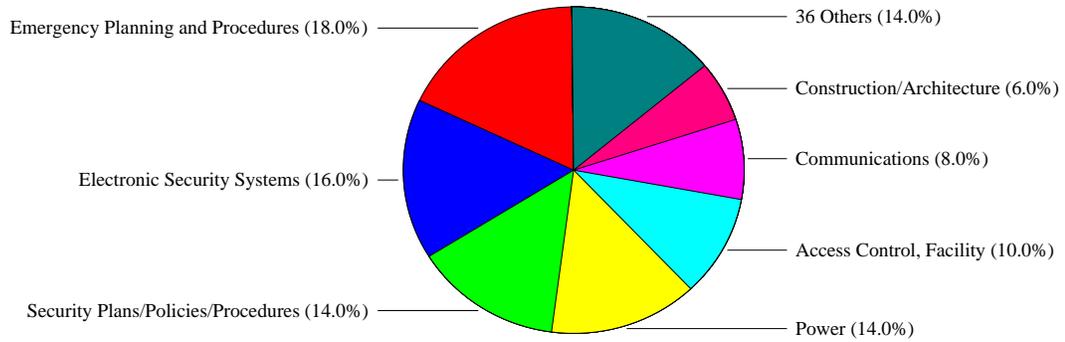
The full vulnerability report for each phase facility is included below. The Office of Emergency Management has completed critical infrastructure vulnerability assessments of Phase 1 facilities. The next step is to conduct the similar assessments and analyses of Phase 2 facilities, which include several pumping stations, the Roger W. "Pip" Moyer Community Recreation Center, Market House, the Maritime Museum, historic buildings, and parking garages.

4.2.1 Phase 1 Facilities

Each Phase 1 facility listed below includes a description and a pie chart indicating the prevalence of each area of vulnerability, as determined from a set of 200 vulnerability questions. Listed below are the evaluation criteria as demonstrated by the corresponding pie charts. The criteria are: Emergency Planning and Procedures, Electronic Security Systems, Security Plans/Policies/Procedures, Construction/Architecture, Communications, Facility Access Control, Power, Fire Suppression/Smoke Evacuation, Security Plans/Policies/Procedures, Computer Systems Security, HVAC Systems, Fuel Supplies/Storage, Fire Detection/Alarm Systems, Vehicle Controls, and Others. All facilities are similarly affected by each of the potential hazards that could impact Annapolis.

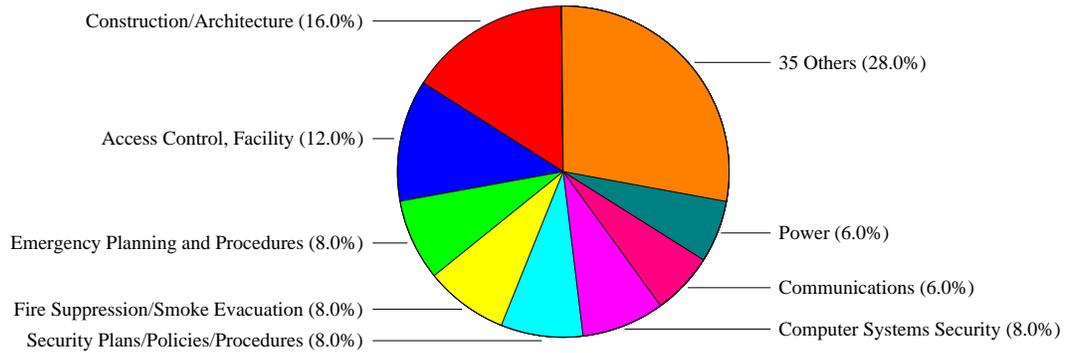
City Hall:

Located at 160 Duke of Gloucester Street in downtown Annapolis, the Annapolis City Hall is home to the Department of Neighborhoods and Environmental Programs (DNEP), Office of Finance, and the Annapolis City Council which is comprised of the Mayor of Annapolis and eight Aldermen and Alderwomen. The role of the City Council is to take legislative action and hold public hearings within City Hall.



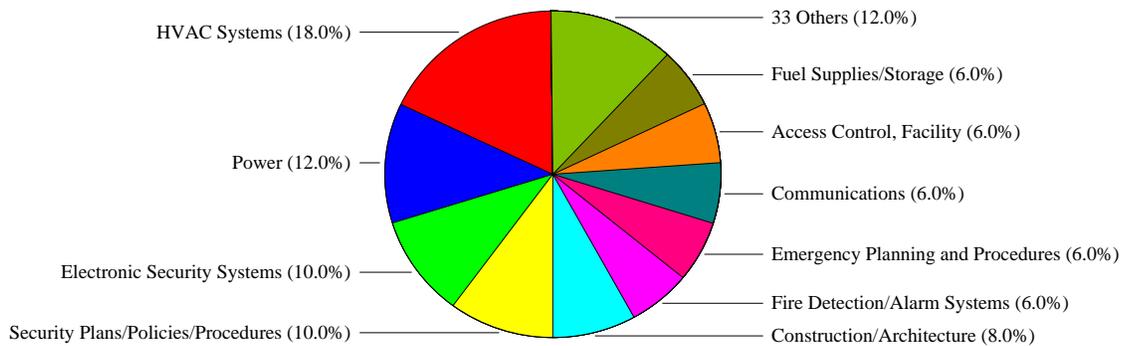
Eastport Fire Station:

Eastport Fire Station is located at 914 Bay Ridge Avenue in Eastport. This fire station services all of Eastport and is equipped with an Advanced Life Support Unit for medical emergencies.



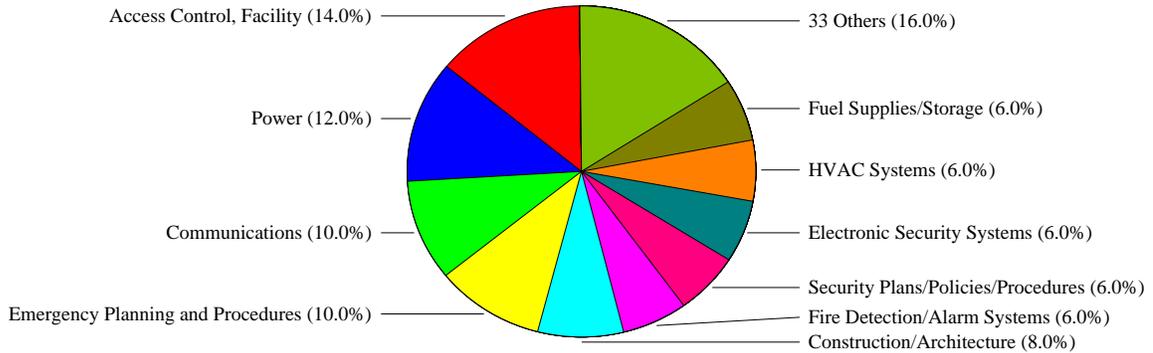
City of Annapolis Fire Headquarters:

The City of Annapolis Fire Headquarters is located at 1790 Forest Drive.



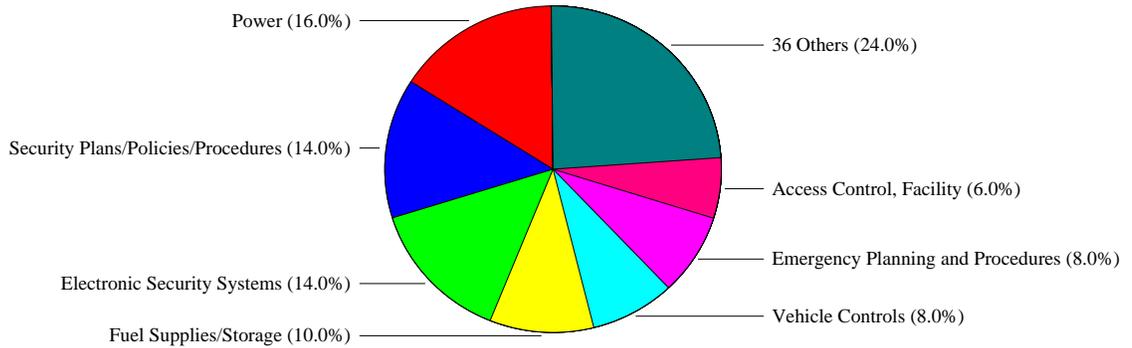
145 Gorman Street:

145 Gorman Street is located next to City Hall in downtown Annapolis. This leased facility contains the Department of Planning and Zoning, Procurement, the City Clerk, Human Resources, and the Office of Law.



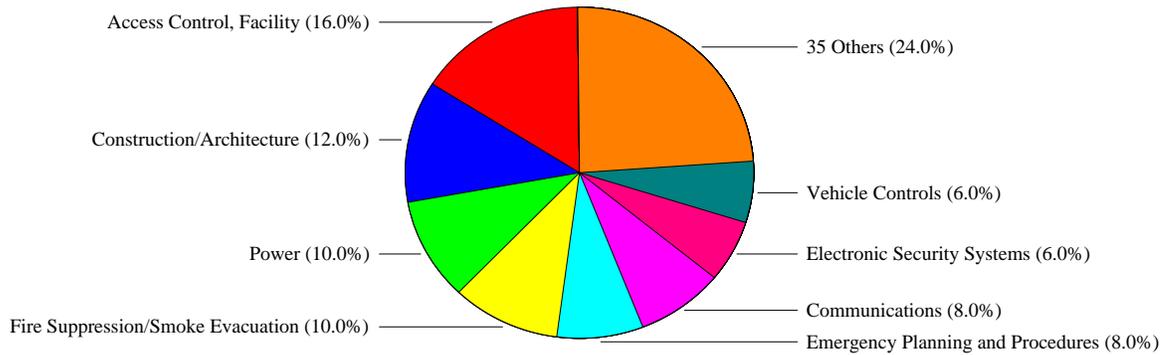
Harbormaster:

The Office of the Annapolis Harbormaster is located at 1 Dock Street in downtown Annapolis. The role of the Harbormaster is to ensure the safe and environmentally sound utilization of the Annapolis Harbor as well as the safety of the boating public.



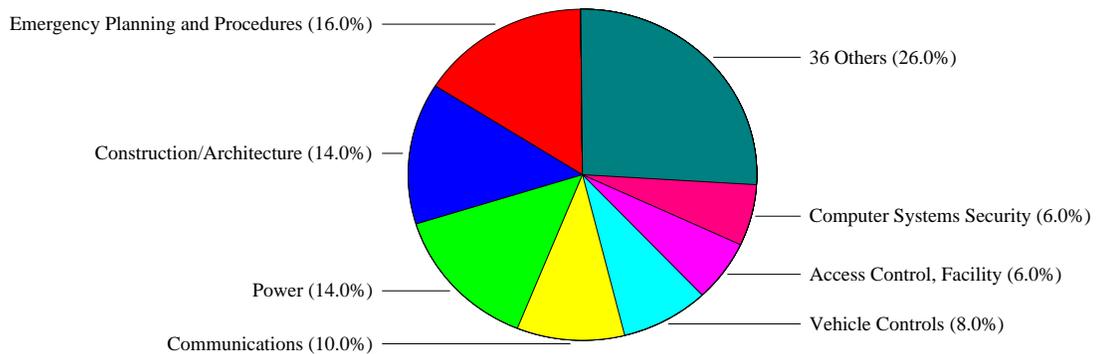
Hillman Garage:

The Hillman garage is the primary parking garage located in downtown Annapolis. It is accessible from Main Street and is located next to 145 Gorman Street and City Hall.



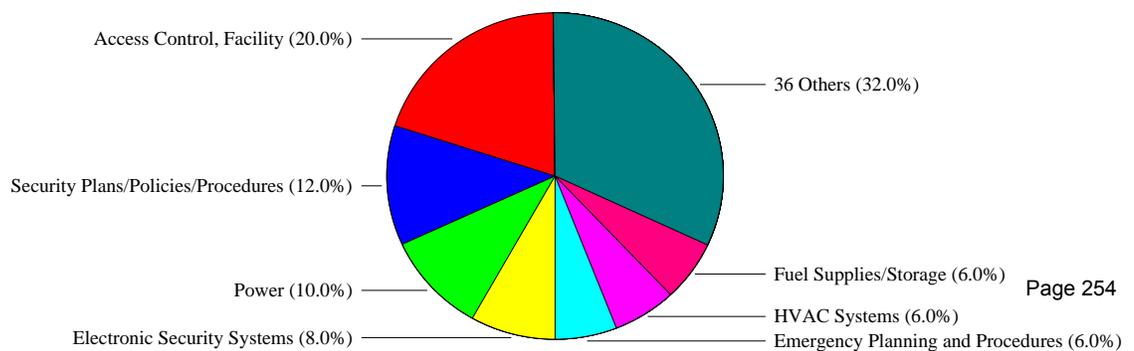
Management Information Technology (MIT):

MIT is located across from the Annapolis City Hall at 161 Duke of Gloucester Street and is a subdivision of the Finance Department. It maintains a central processing computer installation to support the many functions of the Finance Department. MIT is responsible for providing Management Information Technology services to all City Departments.



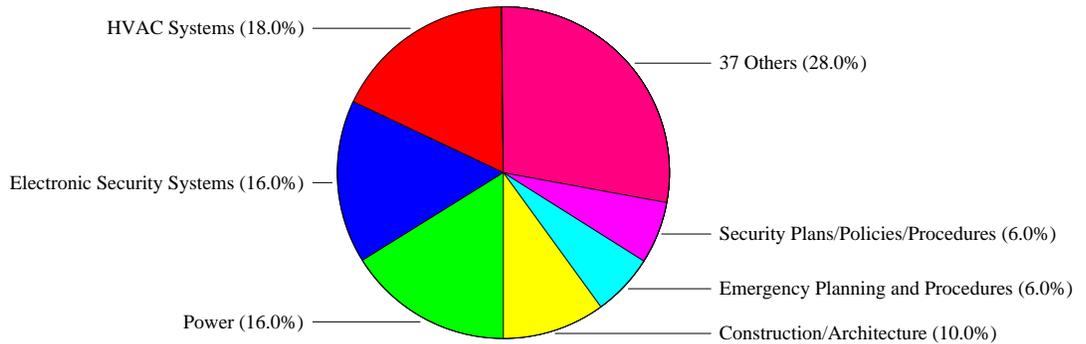
Police Station, City of Annapolis:

The City of Annapolis Police Station is located at 199 Taylor Avenue and shares the facility with the Annapolis Office of Emergency Management.



Public Works, City of Annapolis:

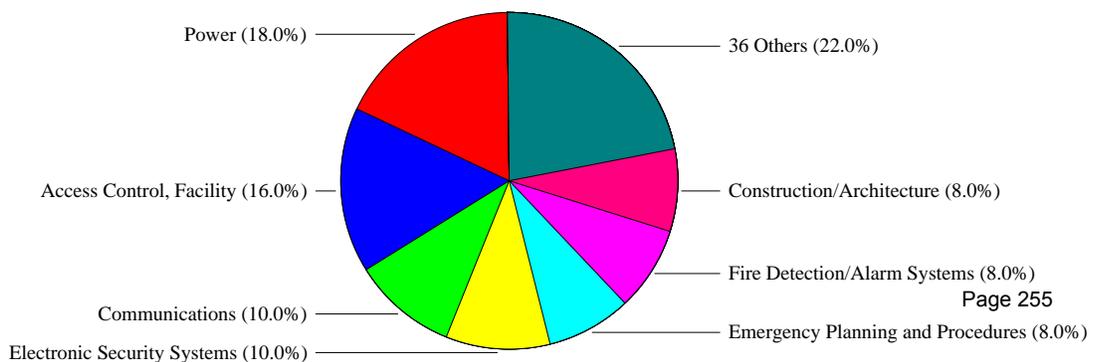
City of Annapolis Public Works has facilities at 935 and 937 Spa Road. 935 Spa Road houses Public Works Services; The City fuel pumps are located at 937 Spa Road.



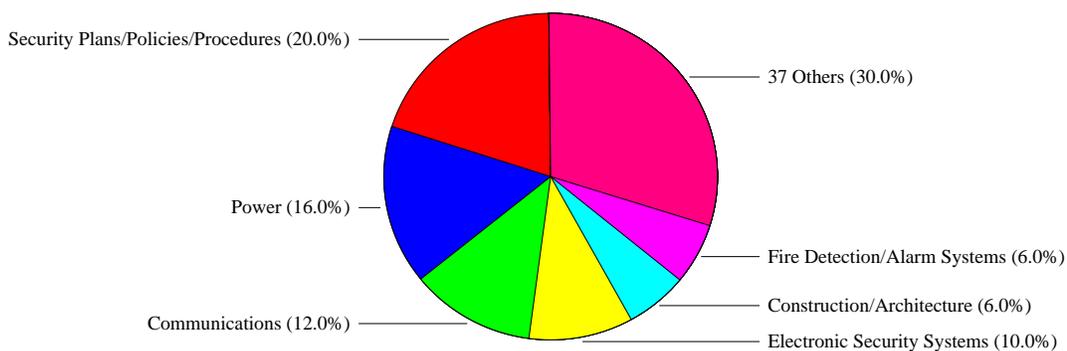
Pumping Stations:

Within the City of Annapolis are 26 sewage pumping stations. City of Annapolis pumping stations are actually “lifting” stations in that the sewage water is actually “lifted” by the station and is then gravity fed downhill to the treatment plant.

Second Street Pumping Station:

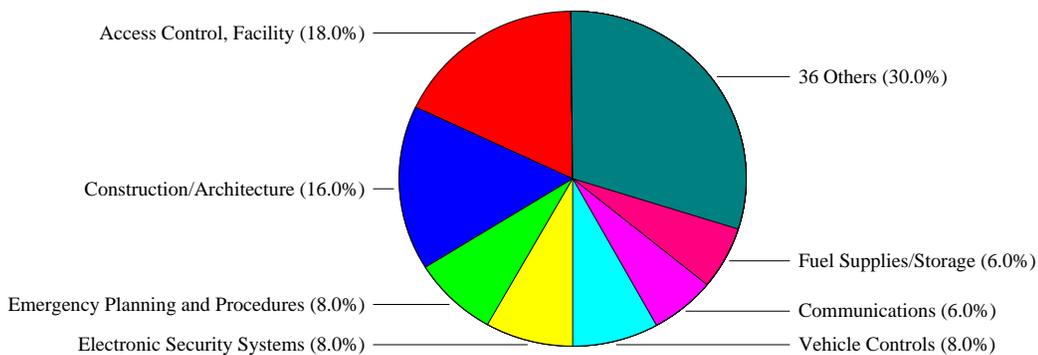


Sample of 10 Other Pumping Stations:



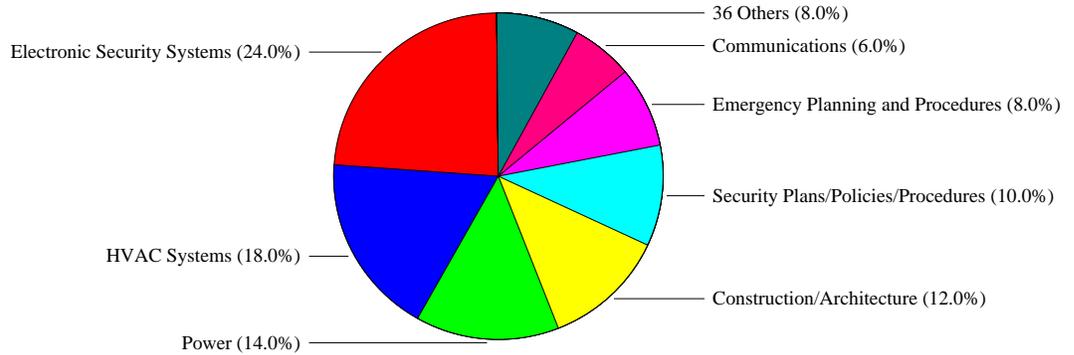
Taylor Avenue Fire Station:

The Taylor Avenue Fire Station is located at 620 Taylor Avenue and is one of three operational fire stations within the City of Annapolis; the others being the Eastport Fire Station and the City of Annapolis Fire Headquarters.



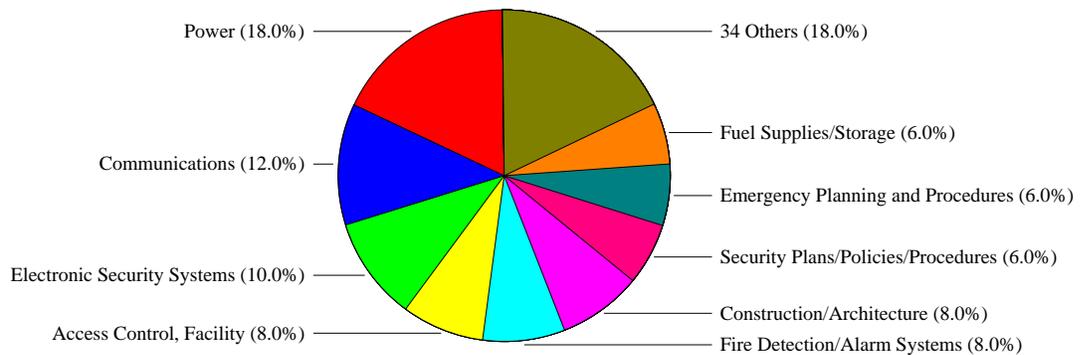
Transportation:

The City of Annapolis Department of Transportation is located at 308 Chinquapin Round Road. This service provides the citizens of Annapolis with safe and reliable public transportation throughout the City as well as providing for emergency transport services in the event of a major disaster.



Water Treatment Plant:

The City of Annapolis water treatment plant is located at 260 Defense Highway. This plant is staffed 24 hours a day, is well secured, and provides safe drinking water for the residents of Annapolis.



Of the above listed charts, several patterns have been observed regarding the fourteen total sites evaluated:

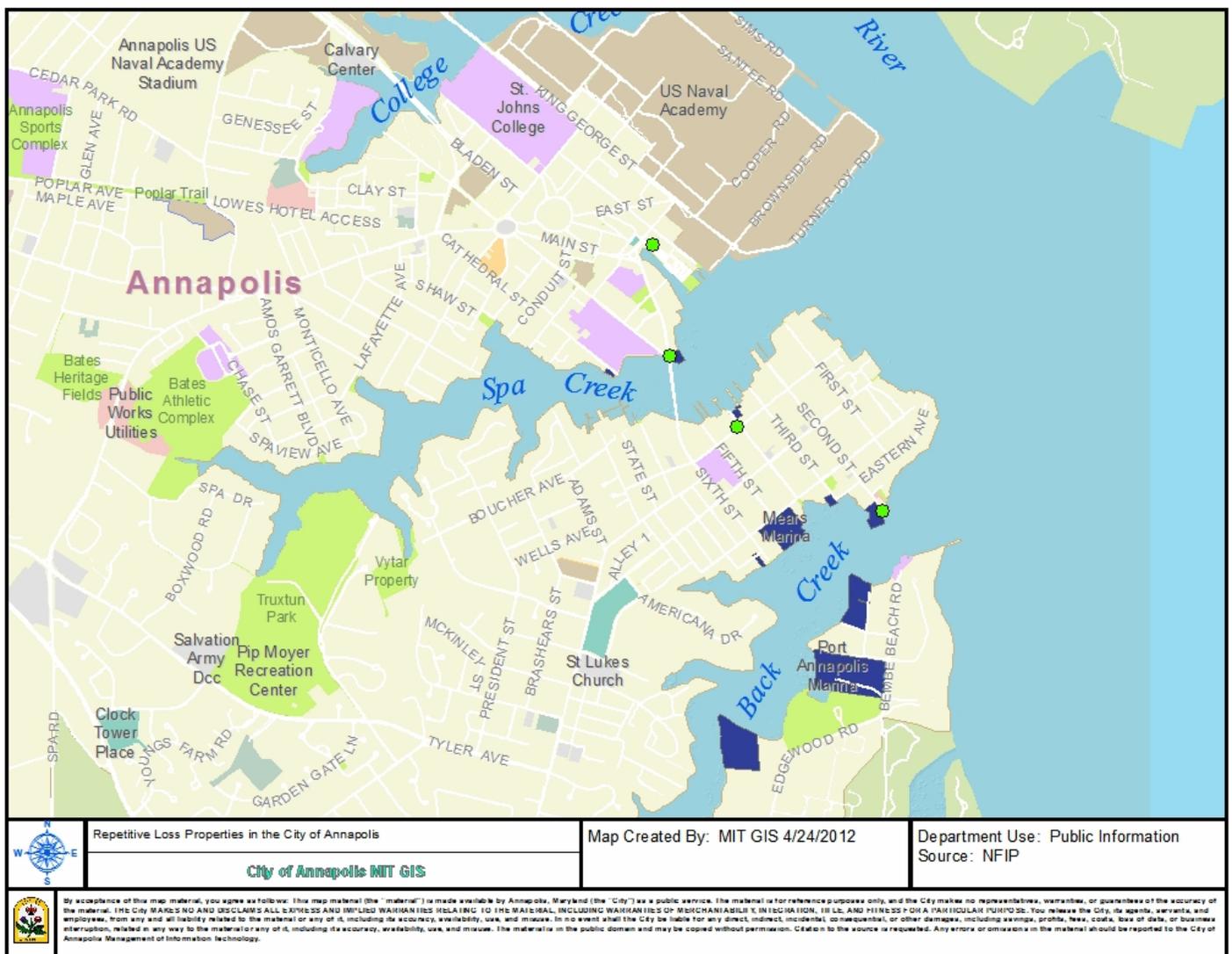
- Eight sites have an “Electronic Security Systems” discrepancy of at least 10%.
- Twelve facilities have a “Power” discrepancy of at least 10%.
- “Electronic Security Systems” and “Transportation” contain the largest single discrepancy at 24%.

- “Emergency Planning/ Procedures” and “Power” are listed the most frequently with thirteen facilities listing them.
- “145 Gorman Street” and “Annapolis City Fire Headquarters” are the facilities containing the most number of discrepancies listed overall with eleven.
- “Fire Suppression/Smoke Evacuation” and “Computer Systems Security” are the discrepancies listed the least number of times with two apiece.

4.3 Process for Estimating Losses

The Office of Emergency Management estimates losses by analyzing National Flood Insurance Program data on properties located in the City of Annapolis. As of September 30, 2011, four properties in Annapolis were designated as “repetitive loss.” These properties filed insurance claims of a minimum amount of \$1,000 each within a 10 year span. The dates of losses surrounding these properties mostly correspond to major storms, such as Tropical Storm Isabel, and other significant flooding events. The general locations of these properties are illustrated in Figure 4-7 below. No properties in Annapolis qualified as “severe repetitive loss,” defined as filing at least four claims of \$5,000 each, or at least two claims with the cumulative amount exceeding the market value of the building.

Figure 4-7
Repetitive Loss Properties in the City of Annapolis



5.0 MITIGATION STRATEGY

This section identifies and presents the results of the analyses of a comprehensive range of specific mitigation actions and projects that have been considered to reduce the effects of each natural hazard that poses a significant risk to the City of Annapolis. The process for new, or updated, mitigation strategies is based on criteria such as availability of resources, cost of projects, time needed, and staff availability. The prioritization process also places an emphasis on the use of a cost-benefit review to maximize benefits. Each planned project lists a priority level, timeframe, and associated cost.

5.1. Process for Developing Mitigation Plans

The Annapolis Hazard Mitigation Plan is designed to help the City of Annapolis achieve a series of overarching goals. Those goals are listed below. Each goal is then intended to be achieved through the implementation of the plan elements described in previous mitigation plans and in section 5.3 below.

- Goal 1.0 – Continued operation and continuity of government
- Goal 2.0 – Minimize effects each of the hazards identified for Annapolis
- Goal 3.0 -- Create awareness among residents of these potential hazards and how they can protect themselves and their properties from damaging events
- Goal 4.0 -- Protect existing community assets in the City of Annapolis from damage caused by these hazards
- Goal 5.0 – Protect the Chesapeake Bay tributaries surrounding City of Annapolis to the maximum extent practicable
- Goal 6.0 -- Ensure hazard mitigation goals are consistent with goals and objectives of other plans in Annapolis and Anne Arundel County

In previous versions of the Annapolis Hazard Mitigation Plan, a series of actions were correlated to these goals and presented in a table. In updating those previous plans, the Planning Committee reviewed the mitigation action table and noted which activities have been completed. Upon review, it is apparent that a significant number of those projects focus on preparedness, rather than “sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects” as hazard mitigation is defined in the Local Multi-Hazard Mitigation Planning Guidance of July 1, 2008. Consequently, this document presents the preparedness and mitigation activities that are continuing to be implemented or have yet to be implemented from previous versions of the Annapolis Hazard Mitigation Plan. Also included are new mitigation activities identified by the City of Annapolis.

5.2. General Mitigation Plans

Of the General Mitigation activities presented in previous versions of this plan, one activity continues to be implemented in an ongoing fashion. The one remaining activity is a preparedness effort known as:

Project B: Develop a public awareness campaign that will be a long-term initiative providing consistent educational opportunities to advance the community’s knowledge and skills. Outreach activities could include the following:

- Displays in public buildings or shopping malls
- Articles and special sections in newspapers
- Radio and TV (public access) news releases and interview shows
- Property protection video for cable TV programs or to loan to organizations
- Presentations at meetings of neighborhood groups, realtors, bankers, or other special interest groups
- Presentations at community association meetings
- Training sessions from related organizations, such as the American Red Cross
- Website with hyperlinks to other sources of information
- Newspaper inserts, tax and utility bill inserts
- Classroom curriculum on disaster preparedness and safety

5.3. Specific Mitigation Plans

Based on the specific hazards identified, previous plans then listed a series of mitigation actions targeted to each specific hazard. Below is an update on the status of those plans and descriptions of other actions that have since been identified by the City of Annapolis:

5.3.1. Extreme Heat

Beginning in 2010, the Office of Emergency Management developed and activated the City of Annapolis Code Red Heat Alert Plan (CRHA). The CRHA Plan is used to provide cooling relief to vulnerable populations in the City of Annapolis during an extreme heat event. An extreme heat event is defined as a day in which the heat index is anticipated to reach or exceed 105 degrees. The Roger “Pip” Moyer Recreation Center serves as the primary cooling center.

The CRHA Plan was updated in 2011. The Office of Emergency Management also assisted the Housing Authority of the City of Annapolis to draft its own heat plan and to open additional cooling centers when necessary. The Anne Arundel County Department of Aging and Disabilities now provides transportation to the Pip Moyer Recreation Center when it is in use as a cooling center. The CRHA Plan was activated multiple times in 2010 and 2011.

One project identified in previous mitigation plans specific to extreme heat is in development. It is a project known as:

Project I: Using tools already developed by other governments in the State of Maryland, customize and distribute brochures and other educational materials on summer weather tips – in both English and Spanish. This project carries a medium priority level and will be completed by the Spring of 2013. It will be produced by the Office of Emergency Management and professionally printed at an approximate cost of \$1,000.

5.3.2. Flooding

The Office of Emergency Management completed the City of Annapolis Flood Plan in 2010. The Plan presents strategies for mitigation, response, and recovery to problems caused by flooding. It includes resources the City of Annapolis possesses to mitigate the damage caused by floods and to facilitate a response effort in the case of a flood impacting the City. The Flood Plan describes various City departmental roles in anticipation of, during, and following a flood, including alert and notification steps, activation of the EOC, possible evacuation and sheltering operations, damage assessment, and inspection for re-entry. The Flood Plan is part of the City of Annapolis Emergency Operations Plan.

The one project identified in previous mitigation plans specific to flash flooding still has yet to be implemented. It is a project known as:

Project J: Using tools already developed by other governments in the State of Maryland, customize and distribute brochures and other educational materials on flood hazards – in both English and Spanish.

Of the five projects identified in previous plans as relating specifically to coastal/tidal flooding, four have been implemented and one has been eliminated. The eliminated project was to make mitigation grant funding available to private residences. That project has since been proven to be impossible.

Of the many projects identified in the 2007 Flood Mitigation Appendix, the following projects listed in section 5.3.2.2 remain planned for action in 2012.

5.3.2.1 Strategy for Reducing Flood Risk

In March 2011, The City of Annapolis Department of Neighborhood and Environmental Programs received a study entitled, Flood Mitigation Strategies for the City of Annapolis, MD: City Dock and Eastport Area. This detailed study examined the nature and extent of flooding in Annapolis and accounted for future projected impacts. It included an analysis of several flood mitigation strategies and the benefits and costs of each.

Based on the Flood Mitigation Strategies study, the Planning Team found two options to be most feasible and subject to swift implementation. First, the Office of Emergency Management has submitted a plan to the Maryland Emergency Management Agency that would install seven check valves at flood prone storm drains at the lowest points in the City. When minor flooding of approximately 3.5 feet above Mean Lower Low Water (MLLW) occurs in the City, Chesapeake Bay waters frequently back up through the storm drains in the following locations: City Dock; the intersection of Compromise and Newman Streets; Memorial Circle; and Second Street near the Maritime Museum. In these areas, high tides commonly carry water from the Chesapeake Bay back through storm drains and onto streets and parking lots. The check valves will ensure that minor flooding will not inundate these locations. The valves will prevent tidal waters from backing up through the storm drains. The proposed valve sizes are: four 15'', one 24'', one 36'', and one 39''.

The valve locations are high priority sites where vehicle and foot traffic are both substantial. The valves will prevent damaging effects of minor and moderate flooding. For example, when the storm drain at Newman and Compromise Streets floods, Compromise Street must be shut down, thereby severing the primary artery to Eastport. Similarly, Memorial Circle serves as the core of downtown and carries heavy amounts of traffic. Once submerged, it causes a major disruption to traffic and local businesses. In addition, when the storm drains back up at City Dock, lower-lying businesses suffer the effects and much of the area's limited parking capacity is unusable. The City will also save on the costs of supplying sandbags, which it routinely provides to the community during flooding events. This project carries a high priority level and will be completed within a year at an approximate cost of \$193,000.

The second flood mitigation project entails providing vigorous community and business education. This is another cost effective strategy for reducing flood risk. Specific mitigation steps for some properties are presented in section 5.3.2.2 below. This project carries a medium priority level and will be completed within one year by staff at the Office of Emergency Management in coordination with community leaders. The estimated cost is minimal.

5.3.2.1.1 Description of the Planning Process

A team of City of Annapolis employees, complemented by contractor assistance, developed this plan. The team was responsible for establishing goals, assessing the hazard and identifying mitigation options.

5.3.2.1.2 Public Involvement

A public meeting was held on July 16, 2012 before the Public Safety Committee of the Annapolis City Council. The meeting was advertised in press releases, on the City Council agenda, and on the Office of Emergency Management website. At the meeting, staff from the Office of Emergency Management presented the findings and proposals of the Planning Committee. Members of the public were invited to ask questions and provide comments.

5.3.2.1.3 Task Force and Planning Team

In 2012, a Planning Team from the City of Annapolis convened to discuss the scope and scenarios for development of a flood mitigation plan. The Office of Emergency Management chairs the Planning Team with strong participation by the Department of Public Works. The Harbormaster and Department of Neighborhood and Environmental Programs also reviewed the draft flood mitigation plan.

5.3.2.1.4 Flood Plain Management Goals

Determining tolerable risk for a specific property includes consideration of the investment involved, potential danger to life, access to safe areas in the event of a flood and a host of other factors. Even when all the conceivable influencing factors are considered, there is no straightforward answer. For example, the amount of risk that's tolerable for a residence is ultimately a personal decision and may hinge on noneconomic considerations, such as the proximity of the owner's home to work, the value placed on living on the water or a desire to remain near relatives and friends.

The Planning Committee agreed upon the following flood mitigation goals:

- Protection of Human Health
- Limitation of Economic Damages to the City of Annapolis
- Preservation of the Architectural Character and Historical Significance of the City of Annapolis

The following flood mitigation plans were developed with those goals as primary evaluation criteria for mitigation options.

5.3.2.2. Preliminary Plans for Selected Projects

Street ends and commercial structures in the vicinity of City Dock will be best protected from floodwaters by proper sandbagging techniques, installation of protective plastic around doors, windows and foundations, and through private purchase of generators to provide electric support in the event of electricity outages resulting from flooding.

For many of the docks throughout The City of Annapolis, the best mitigation measure is installation and proper maintenance through the setting of docks/piers at six to seven feet above high tide levels.

Similarly, for sea walls and bulkheads and the grassy lawns behind them that protect much of the shoreline of The City of Annapolis, the best mitigation measure is proper maintenance of those bulkheads to ensure erosion and rot do not compromise the structures.

Proper maintenance is also the preferred mitigation measure for utility poles that are found within the four-foot elevation. Maintenance is the responsibility of the utility companies that those poles serve.

Flooding may damage trees that are within the four-foot elevation. Proper maintenance through trimming and mulching may protect those important tree canopies from wind and erosion that often accompany floods.

There are several sheds and boat houses that are peppered along the shorelines of Spa and Back Creeks in The City of Annapolis. The mitigation measure is any structure over 120 sq. feet will have to meet new building requirements, those that are existing or under 120 sq. feet will get a letter from the City warning them of vulnerability.

Both the Annapolis Yacht Club and the Eastport Yacht Club have boatlifts that are identifiably within the four-foot elevation. The best mitigation measures for those pieces of equipment will be proper maintenance.

Several marinas are situated within the four-foot elevation. Two that are most notably at risk are Petrini's and Sarle's on the south side of Spa Creek. Proper maintenance of those facilities docks, ramps, lifts and sheds are essential to mitigation of damage from flood.

5.3.3. Hurricanes

Of the two projects identified in previous mitigation plans regarding specific hurricanes, only half of one has been implemented. Those that have yet to be implemented are projects known as:

Project P: Using tools already developed by other governments in the State of Maryland, customize and distribute brochures and other educational materials on hurricane preparedness, shelter locations and use, boater safety – in both English and Spanish. This project carries a medium priority level and will be completed by the Spring of 2013. It will be produced by the Office of Emergency Management and professionally printed at an approximate cost of \$200.

Project Q: Offer training programs to residents and property owners on mitigation measures such as window boarding and flood damage prevention. This project carries a medium priority level and will be completed within two years by staff at the Office of Emergency Management. The cost will be minimal.

5.3.4. Severe Thunderstorm

Project R specific to severe thunderstorms has been implemented by using tools already developed by other governments in the State of Maryland. Brochures and other educational materials on severe weather tips have been customized and distributed in both English and Spanish.

5.3.5. Tornado

Project R specific to tornados has been implemented by using tools already developed by other governments in the State of Maryland. Brochures and other educational materials on severe weather tips have been customized and distributed in both English and Spanish.

5.3.6. Severe Winter Weather

Of the six projects identified as specific to severe winter weather, only one has yet to be implemented. That project is known as:

Project U: Provide public education (on safe driving and driving only if it is required; also stock up on food, water, batteries, and other supplies) to prepare people for the storm. This project carries a medium priority level and will be completed within two years by staff at the Office of Emergency Management. The estimated cost is minimal.

The following projects have been implemented:

Project S ensures that residents are forewarned and prepares the City with supplies to face winter storms.

Project T ensures that adequate quantities of salt and sand are stocked to expedite road clearing.

Project V protects utilities, including underground pipelines, and avoids other disruptions of utilities that may be impacted and interrupted from exposure to hazards such as hail, icy conditions, high winds, etc.

Project W ensures that vegetation that lies in close proximity to utilities are examined and trimmed on a regular basis by BGE and, wherever possible, power lines are installed underground.

Project X seeks to increase community awareness and introduces the concept of buffers (pruning back overhanging branches from trees) and windbreaks (planting tall trees to reduce wind velocity or low shrubs to trap snow) to protect against winter storms and winds.

6.0 PLAN MAINTENANCE

This plan is the City of Annapolis's road map for:

- Evaluating hazards
- Identifying resources and capabilities
- Selecting appropriate actions
- Developing and implementing mitigation measures to eliminate or reduce future damage from those hazards in order to protect the health, safety, and welfare of the residents in the community

This plan also identifies procedures for keeping the plan current and updating it at least once every five years, as prescribed by the Disaster Relief & Emergency Assistance Act (42 U.S.C. §§ 5121-5207).

6.1 Monitoring and Evaluating the Plan

Monitoring, evaluating, and updating the plan are critical to maintaining its relevance. Effective implementation of mitigation activities paves the way for continued momentum in the planning process. It also gives direction for the future.

Office of Emergency Management will oversee the progress made on the implementation of the identified action items and update the plan, as needed, to reflect changing conditions. City Staff involved with other planning efforts in The City of Annapolis will be asked to participate in this process.

Evaluation of the plan includes not only checking on whether or not mitigation actions are implemented but also assessing their degree of effectiveness. This is done through a review of the qualitative and quantitative benefits (or avoided losses) of the mitigation activities. These are then compared to the goals and objectives that the plan was intended to achieve. Office of Emergency Management also evaluates mitigation actions to see if they need to be modified or discontinued in light of new developments.

6.2 Public Involvement

Office of Emergency Management involves the public during the evaluation and update of the plan through annual public education activities and participation, including annual public meetings. The public is notified through a newspaper advertisement. The City of Annapolis website serves as a means of communication by providing information about mitigation initiatives.

6.3 Updating the Plan

Throughout the hazard analysis and vulnerability assessment, descriptions of missing or inadequate data indicate some areas in which the City of Annapolis could improve its ability to identify vulnerable structures. As the City of Annapolis works to increase its overall technical capacity and implement their comprehensive planning goals, it will also attempt to improve their ability to identify assets vulnerable to hazards.

The plan will be updated every five years, as required by the DMA 2000, or following a disaster. The Office of Emergency Management oversees the update of the plan. The updated plan accounts for any new developments in the City of Annapolis or special circumstances (post-disaster). Issues that

come up during monitoring and evaluation, which require changes in mitigation strategies and actions, are incorporated in the plan.

**Attachment A
Sign In Sheets from Mitigation Planning Committee Meetings**

Hazard Mitigation Planning Update Planning Committee Meeting - April 19, 2012 REGISTRATION/SIGN IN				
Attendee	Department/Agency	Email	Phone	
1	MATT SHAWK			
2	Shawn Blamper	blamper@camphelp.gov	410-263-9945	
3	Virginia Burkko	vburkko@camphelp.gov	410-263-7141	
4	MARIE JAMES	MARIEJAMES@RAUD.CO.VA	410-517-3149	
5	John Messias	john.messias@camphelp.gov	410-263-7141	
6	Pat Fosse	fosse@camphelp.gov	410-263-7141	
7	David Marshall	dmarshall@camphelp.gov	410-263-7167	
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~~John Mounser~~

FRANK BAPT DARP

Virginia Buzell P+Z

San Ponce DPW

Robin Clark OEM

DANTE JACOBELLI OEM

John Boney Fire

Dave Marshall OEM

Al Pesay OEM

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-25-13

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
5/13/13			8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	5/13/13		

A RESOLUTION concerning

National Preservation Month 2013

FOR the purpose of proclaiming May 2013 as National Preservation Month in the City of Annapolis.

WHEREAS, historic preservation in Annapolis is an effective tool for promoting economic development, supporting heritage tourism, maintaining community character, and enhancing the City's livability for Annapolitans of all ages, walks of life and ethnic backgrounds; and

WHEREAS, the stewardship and recognition of our community's unique landmarks has been a part of the City's legacy since 1897; and

WHEREAS, there are historically significant places in every neighborhood that residents value as community landmarks; and

WHEREAS, "See! Save! Celebrate!" is the theme for National Preservation Month, May 2013, co-sponsored by the City of Annapolis and the National Trust for Historic Preservation; and

WHEREAS, each Alderwoman and Alderman recognizes, on behalf of their Ward, an outstanding community landmark worthy of the theme, "See! Save! Celebrate!" and encourages all Annapolitans to see these places, work to save them and celebrate their vital role in the community.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that May 2013 is proclaimed as National Preservation Month in the City of Annapolis, and calls upon the people of Annapolis to join their fellow citizens across the United States in recognizing and participating in this special observance.

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ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

EXPLANATION

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

Policy Report

R-25-13

National Preservation Month 2013

The proposed resolution would proclaim May 2013 as National Preservation Month in the City of Annapolis.

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