

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

June 10, 2013 7:00 p.m.

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

Mayor Cohen
Alderman Pfeiffer
Mayor Cohen
City Clerk Watkins-Eldridge

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

Regular Meeting May 13, 2013
Special Meeting May 20, 2013

Reports by Committees

Comments by the General Public

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

PUBLIC HEARING

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	6/10/13	5/26/13	8/9/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov’t	5/13/13		

LEGISLATIVE ACTION

ORDINANCES and RESOLUTIONS – 2ND READER

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.”

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/28/11	4/22/13	1/7/12	5/25/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov’t	11/28/11	5/14/13	Favorable
Planning Commission	11/28/11	3/8/13	Favorable w/ amd.

O-51-11Amd. Use and Redevelopment of Property in C2 Zoning Districts – For the purpose of adding certain provisions governing use and redevelopment of property located in a C2 Zoning District. *Postponed until 6/10/13; proposed to be postponed.*

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/14/11	4/23/12	11/27/11	5/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	11/14/11	5/31/12	Unfavorable
Economic Matters	11/14/11	5/31/12	Favorable
Planning Commission	11/14/11	7/21/11	Favorable
	1/23/12	3/1/12	Favorable w/ amd.

O-52-11Amd. Rezoning Parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A – For the purpose of rezoning parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A to C2, "Conservation Business" Zoning District. *Postponed until 6/10/13; proposed to be postponed.*

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/14/11	4/23/12	11/27/11	5/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	11/14/11	5/31/12	Unfavorable
Economic Matters	11/14/11	5/31/12	Favorable
Planning Commission	11/14/11	7/21/11	Favorable

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. Postponed until 6/10/13.*

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
Planning Commission	7/23/12	9/13/12	Favorable w/amd.

O-36-12 Permitted Hours of Sidewalk Cafes – For the purpose of authorizing permitted sidewalk cafes to remain open during the normal business hours governing such establishments. *Postponed until 6/10/13.*

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
Economic Matters	9/24/12	6/6/13	
Planning Commission	11/26/12	5/2/13	Comments
Alcoholic Beverage Control Board	11/26/12	12/5/12	Favorable w/amd.

O-41-12 Public Ethics and Financial Disclosure – For the purpose of establishing minimum standards for the conduct of Annapolis government business and to assure the citizens of the City of that they may have the highest trust in public officials and employees and that the impartiality and independent judgment of public officials and employees will be maintained without improper or even the appearance of improper influence. To guard against improper influence, it is required that all City officials and employees maintain the highest ethical standards in conducting City business and that select City officials and employees disclose their financial affairs as provided in Section 2.08.60.

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
11/05/12	12/10/12	11/01/12	2/02/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Government	11/05/12	1/8/13 5/23/13	Favorable Favorable w/ amd.

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.

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
1/28/13	4/22/13	1/30/13	7/26/13

Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	1/28/13	5/14/13	Favorable
Planning Commission	1/28/13	3/8/13	Favorable

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	5/23/13	Favorable
Rules and City Gov't	4/22/13	5/14/13	Favorable

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.

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	5/20/13	4/24/13	7/19/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	4/22/13	5/23/13	Favorable
Public Safety	4/22/13	6/4/13	Favorable

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. *Proposed to be withdrawn.*

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	N/A	4/10/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken

Economic Matters	4/8/13	4/15/13	Unfavorable
Environmental Matters	4/8/13	5/15/13	Favorable w/ amd.

R-27-13 Timothy House Rehabilitation of Timothy House and Redevelopment of Timothy Gardens – For the purpose of approving the rehabilitation of Timothy House and redevelopment of Timothy Gardens Project-based Section 8 properties in Annapolis, Maryland to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through the Department's Community Development Administration (the "Administration").

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
5/20/13	N/A	5/30/13	8/16/13
Referred to	Referral Date	Meeting Date	Action Taken
Housing and Human Welfare	5/20/13	6/3/13	Favorable w/ amd.

R-28-13 Regionalizing Transit Service – For the purpose of expressing the sense of the Annapolis City Council for the Administration to move forward with negotiating a Memorandum of Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and to participate in a non-binding way with respect to the Request for Proposals. *Aldermen Littmann and Arnett request to be added as co-sponsors 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	90 Day Rule
5/20/13	N/A	5/29/13	8/16/13
Referred to	Referral Date	Meeting Date	Action Taken
Transportation	5/20/13		
Economic Matters	5/20/13	6/6/13	
Finance	5/20/13	6/4/13	Favorable
Rules	5/20/13		
Transportation Board	5/20/13		

Fiscal Year 2014 Budget and Related Legislation

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	4/3/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Public Safety	3/11/13	5/15/13	Favorable
Transportation	3/11/13	4/11/13	Favorable

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/26/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13	4/18/13	Favorable

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/27/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13	4/18/13	Favorable

O-14-13 Clarification of the Utility Contractor Inspection Fee – For the purpose of clarifying the utility contractor inspection fee by deleting Section 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure objective and detailed inspection of any improvements and facilities, including

water and sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement within easements or rights-of-way; and authorizing an inspection fee that varies by the value of the construction to be performed.

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

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 contradiction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/26/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13	4/15/13	Favorable

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	Multiple dates	Favorable w/ amd.
Planning Commission	3/11/13	4/18/13	Favorable w/ comments
Financial Advisory Commission	3/11/13	5/10/13	Comments

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	4/2/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13	5/14/13 5/23/13	Favorable w/ amd.
Financial Advisory Commission	3/11/13	5/10/13	Comments

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	4/2/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	3/11/13	5/14/13 5/23/13	Favorable w/ amd.

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	4/2/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13	4/15/13 5/23/13	Favorable
Finance	3/11/13	5/15/13	Favorable

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

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13	4/8/13	3/15/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13	Multiple dates	Favorable w/ amd.
Financial Advisory Commission	3/11/13	5/10/13	Comments

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	Multiple dates	Favorable w/ amd.
Planning Commission	3/11/13	4/18/13	Favorable w/ comments
Financial Advisory Commission	3/11/13	5/10/13	Comments

ORDINANCE – 1st READER

O-25-13 Office or Studio of a Professional Person in the C1 (Conservation Residence) Zoning District - For the purpose of eliminating the office or studio of a professional person as a special exception subject to standards in the C1 – Conservation Residence zoning district.

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
6/10/13			12/6/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	6/10/13		
Planning Commission	6/10/13		

O-26-13 Pet Grooming Facilities – For the purpose of separately defining a “pet grooming facility” from a “personal care establishment,” and making a “pet

grooming facility” a use subject to standards in all zoning districts that currently allow personal care establishments.

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
6/10/13			12/6/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	6/10/13		
Planning Commission	6/10/13		

BUSINESS AND MISCELLANEOUS

1. Approval of Revised Community Development Block Grant Allocations
2. Approval of Towing Licenses
3. Appointment
4. Budget transfers

UPCOMING CITY COUNCIL EVENTS

Special Meeting: Monday, June 17, 2013, 7:00 p.m. City Council Chambers

DRAFT
REGULAR MEETING
May 13, 2013

The Regular Meeting of the Annapolis City Council was held on May 13, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:11 p.m.

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

Staff Present: City Attorney Hardwick, City Manager Mallinoff, Development and Special Project Coordinator LeFurge, Finance Director Miller, Planning and Zoning Director Arason, Deputy Chief & Director of Emergency Preparedness and Risk Management Simmons

Closed Session

Statement: Pursuant to the requirement of Maryland Annotated Code, State Government Article Section 10-508(a) (3) (7) this statement is included in these minutes:

A closed session of the City Council was held at 5:46 p.m., Monday, May 13, 2013 in the City Council Chamber.

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

Staff Present: City Attorney Hardwick, City Manager Mallinoff, Planning and Zoning Director Arason, Finance Director Miller, Accountant Eaker, City Clerk Watkins-Eldridge, Harbormaster Walters, Communications Officer Wardlaw, Planning and Zoning Director Arason, Joseph Budge, EDC President Lara Fritts

A roll call vote was taken by the members present, and the session was closed. The authority under which the session was closed was Maryland Annotated Code, State Government Article, Section 10-508(a) (3) (7). The purpose of the meeting was 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.

Discussion Topic:

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

~ No Actions were taken in closed session.

Upon motion duly made, seconded and adopted, the closed session was adjourned at 6:51 p.m.

Approval of Agenda

- Alderwoman Finlayson moved to approve the Regular Meeting Agenda as amended to include the following business and miscellaneous items budget revision requests GT-18-13, GT-19-13 and GT-20-13. Seconded. CARRIED on voice vote.

SPECIAL ORDER of BUSINESS

Pursuant to Charter Article II, Sec. 7 (a) (5)

For the purpose of filling the Ward 1 vacancy the Democratic Central Committee's selected candidate Joseph H. Budge was sworn in by Mayor Cohen and immediately seated.

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen invited Alderwoman Hoyle to present to Deborah Odum the City Council Citation in recognition of being honored by the Housing Authority of the City of Annapolis as the thirty-fifth recipient of the prestigious Martha Wood Leadership Award.

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

- Alderman Littmann moved to approve the Journal of Proceedings for the Regular Meeting April 8, 2013 and the Special Meeting of April 22, 2013. Seconded. CARRIED on voice vote.

Pursuant to Article II, Sec. 2.16.190 (a) (1)

Finance Committee Chair Finlayson gave a presentation on the report and made several recommendations to the City Council.

Mayor Cohen accepted into the record on behalf of the City Council the Finance Committee Report on the Mayor's Proposed FY 2014 Operating and Capital Budgets dated May 13, 2013, and a letter from the Financial Advisory Commissions dated May 10, 2013.

Comments by the General Public

Bill Kardash, 1 Acton Place, Annapolis, Maryland 21401 spoke in opposition to CA-2-12 and thanked Alderman Budge for serving as the Ward 1 Alderman.

Doug Smith, 5 Revell Street, Annapolis, Maryland 21401 spoke in opposition to CA-2-12 and thanked Alderman Budge for serving as the Ward 1 Alderman.

Jessica Pachler, 506 President Street, Annapolis, Maryland 21401 spoke on CA-2-12.

The Gentleman who referred to himself as "God"

- Mayor Cohen declared petitions, reports and communication closed.

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.**

Development and Special Events Coordinator LeFurge gave a brief presentation on the ordinance and answered questions from Council.

Spoke on the ordinance:

Elvia Thompson, 1346 Washington Drive, Annapolis, Maryland 21403 representing Annapolis Green.

Doug Smith, 5 Revell Street, Annapolis, Maryland 21401 representing the Main

Street Program and the Main Street Tug of War against Eastport.
Sveinn Storm, 130 Dock Street, Annapolis, Maryland 21401
Lee Anderson, 107 Annapolis Street, Annapolis, Maryland 21401 representing Filmsters and the Annapolis Film Festival.
Susan Walker, 107 Annapolis Street, Annapolis, Maryland 21401.
Jeff Schaub, 110 Dock Street, Annapolis, Maryland 21401 representing The Annapolis Marine Art Gallery.
Tom Dekornfeld, 307 Dewey Drive, Annapolis, Maryland 21401 representing The Annapolis Striders.
Matt Grubbs, 31 Decature Avenue, Annapolis, Maryland 21403.
Sean O'Neil, 423 Halsey Road, Annapolis, Maryland 21401 representing The Annapolis Business Association.
Bevin Buchheister, 5 Wagner Street, Annapolis, Maryland 21401 representing The Ward One Residents Association.
Mark Trauguni, 826 Chester Avenue, Annapolis, Maryland 21403 representing The Maritime Republic of Eastport.
Brian Miller, 114 Market Street, Annapolis, Maryland 21401 congratulated Ward One Alderman Budge for serving.
Jessica Pachler, 506 President Street, Annapolis, Maryland 21401
Pete Chamblis, 119 Prince George Street, Annapolis, Maryland 21401 representing 118 & 120 Dock Street.

- Mayor Cohen accepted into the record a letter from Debbie H. Gosselin, P.O. Box 3350, Annapolis, Maryland 21403, Co-Chair of the Annapolis Business Association dated May 13, 2013.

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

- Alderman Arnett requested O-4-13 be referred to the Rules and City Government Committee.
- Mayor Cohen declared the public hearing closed.

O-10-13 Compensation of Mayor, Aldermen/Aldermwomen, and City Manager – For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Aldermwomen 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.

Dale Kelberman Chair of the Compensation Commission gave a brief presentation on the ordinance and answered questions from Council.

Spoke on the ordinance:

Scott Bowling, 1979 Fairfax Road, Annapolis, Maryland 21401.

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

- Mayor Cohen declared the public hearing closed.

CONTINUATION of PUBLIC HEARINGS 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.

- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 5/2/13.

- Mayor Cohen declared the public hearing closed.
- 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.**
- Mayor Cohen accepted into the record a Memorandum to the Annapolis City Council from the Planning Commission dated 5/2/13.
 - Mayor declared the public hearing closed.

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.**

- Alderman Pfeiffer moved to adopt CA-2-12 on second reading. Seconded.

The Rules and City Government Committee reported no action on CA-2-12.

Planning and Zoning Director Arason was present and answered questions from Council.

- Alderman Littmann moved to amend CA-2-12 as follows:

On page 1, Line 9: Insert “Article II, Section 7.”

On page 2, Line 14: Insert as follows, below:

Sec. 7. - Vacancies.

(a) EXCEPT AS SET FORTH IN SUBSECTIONS (C) AND (D) OF THIS SECTION, the following procedure for the filling of vacancies shall apply whenever a vacancy shall occur with less than fifteen (15) months remaining until the next general election at which members of the city council shall be elected.

(1) In case of the death, resignation, refusal to serve, disqualification of the mayor or of any alderman, or removal out of the city by the mayor, or out of the ward, by any alderman, the mayor or acting mayor shall give written notice of the vacancy, within five (5) business days, to the chairman of the city central committee of the political party to which the person vacating was registered with the board of supervisors of elections at the time of election.

(2) Not more than five (5) business days after being notified by the mayor or acting mayor, the central committee shall announce the time and place of a public hearing to be held for the purpose of selecting candidates to fill the vacancy. Such announcement shall consist of, but not be limited to, a prominent notice in a local daily newspaper. The hearing shall be held not less than ten (10) business days, nor more than fifteen (15) business days; from the date the announcement first appears in the newspaper.

(3) Not less than five (5) business days before the hearing date, the central committee shall announce the qualified candidates of its political affiliation to be considered at the hearing. If any otherwise qualified person is not selected by the central committee, that person shall be considered at the hearing upon presentation of a petition, in the case of a vacancy in the office of alderman, signed by at least fifty (50) registered voters of the appropriate political party who live in the affected ward. If the vacancy is in the office of mayor, the petition shall

bear the signatures of at least two hundred fifty (250) registered voters of the appropriate political party, with not less than thirty (30) signatures being those of registered voters from each of the city's wards.

(4) At the hearing, each qualified candidate shall have an opportunity to address the central committee. After all candidates have been heard, the central committee shall select one (1) candidate and the chairman of the committee shall notify the mayor or acting mayor, in writing, of the choice, not more than three (3) business days after the hearing.

(5) At the next regularly scheduled meeting of the city council, or at a special session convened before then by the mayor or acting mayor for the purpose of filling the vacancy, the selected candidate shall be sworn in and seated immediately.

(6) If the person vacating office was not registered in a political party at the time of election, the city council shall follow as closely as possible the candidate selection and election procedure above prescribed for a central committee to follow, but without regard to the political affiliation of any candidate.

(b) EXCEPT AS SET FORTH IN SUBSECTIONS (C) AND (D) OF THIS SECTION, the following procedure for the filling of vacancies shall apply whenever a vacancy shall occur with fifteen (15) months or more remaining until the next general election at which members of the city council shall be elected.

(1) In case of the death, resignation, refusal to serve, disqualification of the mayor or of any alderman, or removal out of the city by the mayor, or out of the ward by any alderman, the mayor or acting mayor shall issue a proclamation directing that a special primary election and a special general election be held to fill the vacancy. The mayor or acting mayor shall issue this proclamation within five (5) days after the vacancy occurs.

(2) The proclamation shall specify the date for the special primary election and special general election, provided that the special primary election shall be held on any weekday other than a state or religious holiday which is at least twenty-three (23) days but no longer than thirty (30) days from the date of the proclamation and that the special general election shall be held on any weekday other than a state or religious holiday which is at least twenty-one (21) days but not longer than thirty (30) days from the date of the special primary election.

(3) Except as otherwise specifically provided herein, and except where such construction would be unreasonable, the provisions of this Charter and of Title 4 of the Code of the City of Annapolis shall be applicable to the special elections provided for herein and the city shall annually budget an amount for that purpose.

(4) Certificates of candidacy shall be filed with the office of the board of supervisors of elections not later than 9:00 p.m. on the Monday which is three (3) weeks before the day on which the special primary election is scheduled to be conducted. If the filing date occurs on a legal holiday, the certificates shall be filed not later than 9:00 p.m. on the next regular business day which is not a legal holiday.

(5) The candidate who has been declared elected by the board of supervisors of elections shall be sworn in and seated at the next regular or special meeting of the city council following the special general election.

(C) FOR THE CITY COUNCIL TERM BEGINNING ON THE FIRST MONDAY OF DECEMBER 2013 AND EXTENDED AN ADDITIONAL YEAR TO THE FIRST MONDAY OF DECEMBER 2018 ONLY, THE FOLLOWING PROCEDURE FOR THE FILLING OF VACANCIES SHALL APPLY WHENEVER A VACANCY SHALL OCCUR WITH LESS THAN TWENTY-SEVEN (27) MONTHS REMAINING UNTIL THE NEXT GENERAL ELECTION AT WHICH MEMBERS OF THE CITY COUNCIL SHALL BE ELECTED.

(1) IN CASE OF THE DEATH, RESIGNATION, REFUSAL TO SERVE, DISQUALIFICATION OF THE MAYOR OR OF ANY ALDERMAN, OR REMOVAL OUT OF THE CITY BY THE MAYOR, OR OUT OF THE WARD, BY ANY ALDERMAN, THE MAYOR OR ACTING MAYOR SHALL GIVE WRITTEN NOTICE OF THE VACANCY, WITHIN FIVE (5) BUSINESS DAYS, TO THE CHAIRMAN OF THE CITY CENTRAL COMMITTEE OF

THE POLITICAL PARTY TO WHICH THE PERSON VACATING WAS REGISTERED WITH THE BOARD OF SUPERVISORS OF ELECTIONS AT THE TIME OF ELECTION.

(2) NOT MORE THAN FIVE (5) BUSINESS DAYS AFTER BEING NOTIFIED BY THE MAYOR OR ACTING MAYOR, THE CENTRAL COMMITTEE SHALL ANNOUNCE THE TIME AND PLACE OF A PUBLIC HEARING TO BE HELD FOR THE PURPOSE OF SELECTING CANDIDATES TO FILL THE VACANCY. SUCH ANNOUNCEMENT SHALL CONSIST OF, BUT NOT BE LIMITED TO, A PROMINENT NOTICE IN A LOCAL DAILY NEWSPAPER. THE HEARING SHALL BE HELD NOT LESS THAN TEN (10) BUSINESS DAYS, NOR MORE THAN FIFTEEN (15) BUSINESS DAYS, FROM THE DATE THE ANNOUNCEMENT FIRST APPEARS IN THE NEWSPAPER.

(3) NOT LESS THAN FIVE (5) BUSINESS DAYS BEFORE THE HEARING DATE, THE CENTRAL COMMITTEE SHALL ANNOUNCE THE QUALIFIED CANDIDATES OF ITS POLITICAL AFFILIATION TO BE CONSIDERED AT THE HEARING. IF ANY OTHERWISE QUALIFIED PERSON IS NOT SELECTED BY THE CENTRAL COMMITTEE, THAT PERSON SHALL BE CONSIDERED AT THE HEARING UPON PRESENTATION OF A PETITION, IN THE CASE OF A VACANCY IN THE OFFICE OF ALDERMAN, SIGNED BY AT LEAST FIFTY (50) REGISTERED VOTERS OF THE APPROPRIATE POLITICAL PARTY WHO LIVE IN THE AFFECTED WARD. IF THE VACANCY IS IN THE OFFICE OF MAYOR, THE PETITION SHALL BEAR THE SIGNATURES OF AT LEAST TWO HUNDRED FIFTY (250) REGISTERED VOTERS OF THE APPROPRIATE POLITICAL PARTY, WITH NOT LESS THAN THIRTY (30) SIGNATURES BEING THOSE OF REGISTERED VOTERS FROM EACH OF THE CITY'S WARDS.

(4) AT THE HEARING, EACH QUALIFIED CANDIDATE SHALL HAVE AN OPPORTUNITY TO ADDRESS THE CENTRAL COMMITTEE. AFTER ALL CANDIDATES HAVE BEEN HEARD, THE CENTRAL COMMITTEE SHALL SELECT ONE (1) CANDIDATE AND THE CHAIRMAN OF THE COMMITTEE SHALL NOTIFY THE MAYOR OR ACTING MAYOR, IN WRITING, OF THE CHOICE, NOT MORE THAN THREE (3) BUSINESS DAYS AFTER THE HEARING.

(5) AT THE NEXT REGULARLY SCHEDULED MEETING OF THE CITY COUNCIL, OR AT A SPECIAL SESSION CONVENED BEFORE THEN BY THE MAYOR OR ACTING MAYOR FOR THE PURPOSE OF FILLING THE VACANCY, THE SELECTED CANDIDATE SHALL BE SWORN IN AND SEATED IMMEDIATELY.

(6) IF THE PERSON VACATING OFFICE WAS NOT REGISTERED IN A POLITICAL PARTY AT THE TIME OF ELECTION, THE CITY COUNCIL SHALL FOLLOW AS CLOSELY AS POSSIBLE THE CANDIDATE SELECTION AND ELECTION PROCEDURE ABOVE PRESCRIBED FOR A CENTRAL COMMITTEE TO FOLLOW, BUT WITHOUT REGARD TO THE POLITICAL AFFILIATION OF ANY CANDIDATE.

(D) FOR THE CITY COUNCIL TERM BEGINNING ON THE FIRST MONDAY OF DECEMBER 2013 AND EXTENDED AN ADDITIONAL YEAR TO THE FIRST MONDAY OF DECEMBER 2018 ONLY, THE FOLLOWING PROCEDURE FOR THE FILLING OF VACANCIES SHALL APPLY WHENEVER A VACANCY SHALL OCCUR WITH TWENTY-SEVEN (27) MONTHS OR MORE REMAINING UNTIL THE NEXT GENERAL ELECTION AT WHICH MEMBERS OF THE CITY COUNCIL SHALL BE ELECTED.

(1) IN CASE OF THE DEATH, RESIGNATION, REFUSAL TO SERVE, DISQUALIFICATION OF THE MAYOR OR OF ANY ALDERMAN, OR REMOVAL OUT OF THE CITY BY THE MAYOR, OR OUT OF THE WARD BY ANY ALDERMAN, THE MAYOR OR ACTING MAYOR SHALL ISSUE A PROCLAMATION DIRECTING THAT A SPECIAL PRIMARY ELECTION AND A SPECIAL GENERAL ELECTION BE HELD TO FILL THE

VACANCY. THE MAYOR OR ACTING MAYOR SHALL ISSUE THIS PROCLAMATION WITHIN FIVE (5) DAYS AFTER THE VACANCY OCCURS.

(2) THE PROCLAMATION SHALL SPECIFY THE DATE FOR THE SPECIAL PRIMARY ELECTION AND SPECIAL GENERAL ELECTION, PROVIDED THAT THE SPECIAL PRIMARY ELECTION SHALL BE HELD ON ANY WEEKDAY OTHER THAN A STATE OR RELIGIOUS HOLIDAY WHICH IS AT LEAST TWENTY-THREE (23) DAYS BUT NO LONGER THAN THIRTY (30) DAYS FROM THE DATE OF THE PROCLAMATION AND THAT THE SPECIAL GENERAL ELECTION SHALL BE HELD ON ANY WEEKDAY OTHER THAN A STATE OR RELIGIOUS HOLIDAY WHICH IS AT LEAST TWENTY-ONE (21) DAYS BUT NOT LONGER THAN THIRTY (30) DAYS FROM THE DATE OF THE SPECIAL PRIMARY ELECTION.

(3) EXCEPT AS OTHERWISE SPECIFICALLY PROVIDED HEREIN, AND EXCEPT WHERE SUCH CONSTRUCTION WOULD BE UNREASONABLE, THE PROVISIONS OF THIS CHARTER AND OF TITLE 4 OF THE CODE OF THE CITY OF ANNAPOLIS SHALL BE APPLICABLE TO THE SPECIAL ELECTIONS PROVIDED FOR HEREIN AND THE CITY SHALL ANNUALLY BUDGET AN AMOUNT FOR THAT PURPOSE.

(4) CERTIFICATES OF CANDIDACY SHALL BE FILED WITH THE OFFICE OF THE BOARD OF SUPERVISORS OF ELECTIONS NOT LATER THAN 9:00 P.M. ON THE MONDAY WHICH IS THREE (3) WEEKS BEFORE THE DAY ON WHICH THE SPECIAL PRIMARY ELECTION IS SCHEDULED TO BE CONDUCTED. IF THE FILING DATE OCCURS ON A LEGAL HOLIDAY, THE CERTIFICATES SHALL BE FILED NOT LATER THAN 9:00 P.M. ON THE NEXT REGULAR BUSINESS DAY WHICH IS NOT A LEGAL HOLIDAY.

(5) THE CANDIDATE WHO HAS BEEN DECLARED ELECTED BY THE BOARD OF SUPERVISORS OF ELECTIONS SHALL BE SWORN IN AND SEATED AT THE NEXT REGULAR OR SPECIAL MEETING OF THE CITY COUNCIL FOLLOWING THE SPECIAL GENERAL ELECTION. Seconded. CARRIED on voice vote

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Littmann, Kirby, Pfeiffer
NAYS: Aldermen Arnett, Budge, Paone, Alderwomen Hoyle, Finlayson
DEFEATED: 4/5

- Alderman Kirby moved to postpone CA-2-12 until the Regular Meeting on June 10, 2013. Seconded. DEFEATED on voice vote.
- Alderman Arnett moved to link the City of Annapolis Election with the Presidential Election Cycle. Seconded. DEFEATED on voice vote.

A ROLL CALL vote was taken:

YEAS: Aldermen Littmann, Arnett, Alderwomen Hoyle, Finlayson
NAYS: Mayor Cohen, Aldermen Kirby, Pfeiffer, Budge, Paone
DEFEATED: 4/5

The main motion DEFEATED on voice vote. A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Kirby, Arnett
NAYS: Aldermen Littmann, Pfeiffer, Budge, Paone, Alderwomen Hoyle, Finlayson
DEFEATED: 3/6

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.

- Mayor Cohen removed the referral of O-28-13 to the Environmental Matters Committee.
- Alderman Arnett moved to postpone O-28-12 on second reading until the Special Meeting on May 20 2013. Seconded. CARRIED on voice vote.

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.

- Alderman Arentt moved to adopt O-7-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Rules and City Government and Economic Matters Committees, Planning Commission and the Historic Preservation and Committee.

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.

- Alderwoman Finlayson moved to adopt O-22-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Rules and City Government Committee.

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.

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

Referred to the Economic Matters and Environmental Matters Committee.

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.

Deputy Chief & Director of Emergency Preparedness and Risk Management Simmons was present and answered questions from Council.

- Alderwoman Finlayson moved to adopt R-24-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Public Safety Committee.

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

- Alderman Pfeiffer moved to adopt R-25-13 on first reader. Seconded. CARRIED on voice vote.

Referred to Economic Matters Committee.

BUSINESS AND MISCELLANEOUS

1. Standing Committee Assignments

Updated 5/13/13
STANDING COMMITTEES
2009 – 2013
City Code Section 2.12.020D Powers and duties

The Mayor shall recommend to the City Council all appointments to aldermanic standing committees but all appointments shall be confirmed by a majority of the City Council.

ECONOMIC MATTERS COMMITTEE

The Economic Matters Committee shall consider matters affecting the economy of the City; make recommendations to the City Council on issues relating to the operation of the Market house and the regulation of the City Dock; study, independently and with private historic preservation organizations, issues concerning historic structures in the City; and study, consider and make recommendations regarding issues of cable television service to the City of Annapolis and its citizens. The Economic Matters Committee shall review all proposed amendments to Title 7 (Business Licenses, Taxes and Regulations) and Title 17 (Buildings and Construction) of this code.

Alderman Frederick M. Paone, Chair
Alderman Sheila M. Finlayson
Alderman Joseph H. Budge

ENVIRONMENTAL MATTERS COMMITTEE

The Environmental Matters Committee shall consider matters affecting the natural environment of the City. The Environmental Matters Committee shall review all proposed amendments to Title 14 (Streets, Sidewalks and Public Places), Title 15 (Harbors and Waterfront Areas), and Title 16 (Public Services) of this code.

Alderman Jared S. Littmann, Chair
Alderman Frederick M. Paone
Alderman Ian Pfeiffer

FINANCE COMMITTEE

The Finance Committee shall handle all matters relating to the review of the budget and continuous surveillance of the budget. The Finance Committee shall have power to review and make recommendations with regard to the Mayor's annual operating budget and shall submit recommendations with regard to the budget to the City Council not later than the second Monday in May of each year. The Finance Committee shall review all proposed amendments to Title 6 (Revenue and Finance) of this code.

Alderman Sheila M. Finlayson, Chair
Alderman Ross H. Arnett, III
Alderman Ian Pfeiffer

HOUSING AND HUMAN WELFARE COMMITTEE

The Housing and Human Welfare Committee shall consider issues of housing and matters affecting the general health, welfare and quality of life of the residents of the City. The Housing and Human Welfare Committee shall review all proposed amendments to Title 8 (Animals), Title 10 (Health and Safety), and Title 18 (Landlord and Tenant Relations) of this code.

Alderman Kenneth A. Kirby, Chair
Alderman Classie G. Hoyle
Alderman Jared S. Littmann

PUBLIC SAFETY COMMITTEE

The Public Safety Committee shall consider matters affecting public safety in the City. The Public Safety Committee shall review all proposed amendments to Title 11 (Public Peace, Morals and Welfare) and Title 12, (Vehicles and Traffic) of this code.

Alderman Sheila M. Finlayson, Chair
Alderman Kenneth A. Kirby
Alderman Frederick M. Paone

RULES AND CITY GOVERNMENT COMMITTEE

The Rules and City Government Committee shall review and consider all proposed amendments to the Charter and all proposed amendments to Title 1 (General Provisions), Title 2 (Administration), Title 3 (Personnel), Title 4 (Elections), Title 20 (Subdivisions), Title 21 (Planning and Zoning) and Title 22 (Adequate Public Facilities) of this code.

Alderman Joseph H. Budge
Alderman Ross H. Arnett, III
Alderman Classie G. Hoyle

TRANSPORTATION COMMITTEE

The Transportation Committee shall consider matters affecting parking, public transportation, and vehicular traffic. The Transportation Committee shall review all proposed amendments to Title 12 (Vehicles and Traffic), Title 14 (Streets, Sidewalks and Public Places), and Title 22 (Adequate Public Facilities) of this Code.

Alderman Ian Pfeiffer, Chair
Alderman Joseph H. Budge
Alderman Kenneth A. Kirby

- Alderman Pfeiffer moved to approve the STANDING COMMITTEES 2009 – 2013 pursuant to City Code Section 2.12.020 D Powers and duties. Seconded. CARRIED on voice vote.

2. Memorandum: Deadlines for Introduction of Legislation

No action taken for informational purposes only.



City of Annapolis

Regina C. Watkins-Eldridge, MMC., City Clerk
93 Main Street, Suite 300
Annapolis, MD 21401-2535

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May 13, 2013

MEMO

To: Mayor, Alderperson and City Manager

From: Regina C. Watkins-Eldridge, MMC
City Clerk / Election Administrator

RE: Deadline for Introduction of Legislation

The purpose of this memorandum is to outline upcoming deadlines for the introduction of legislation before the City Council.

The deadlines follow from the requirement in the City Code that all readings of legislation occur during the same term of the Council. City Code § 2.16.090. The last scheduled City Council meeting during current term is set for October 28, 2013. Accordingly, for each type of legislation identified below, the deadlines are as follows:

Type of Legislation	Deadline for submission of complete, legally sufficient legislation and all supporting materials	Deadline for introduction before the City Council

Ordinances (no Planning Commission referral)	August 30, 2013	<i>September 9, 2013</i>
Ordinances referred to Planning Commission	June 7, 2013	<i>June 17, 2013</i>
Resolutions	October 4, 2013	<i>October 14, 2013</i>
Charter Amendments	August 30, 2013	<i>September 9, 2013</i>

In order to adhere to these deadlines, please note that the Office of Law will accept new requests for the drafting of legislation through and including *June 30, 2013*.

Cc: Department Directors

3. Budget Revision Requests

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

The Finance Committee reported favorable on the budget revision request.

Control Number GT-18-13, Department Office of Law, dated 4/16/13, Department justification for request: Reimbursement of Office of Law contractual services funds used to hire a temporary employee via Kelly Services during 3 month maternity leave of Legislative Policy Analyst.

&

Control number GT-19-13, Department Public Works, Department justification for request: To reallocate 2012 bond funds to cover cost of SCADA Radio system for sewer pump station.

&

Control Number GT-20-13, Department Law/ City Clerk & Elections, dated 5/9/13, and Department justification for request: To provide funds to cover costs of mailings and polling place rental for next city election.

&

Control Number GT-21-13, Department Planning and Zoning, Department justification for request: To adjust budget to provide funding for special projects to fund West Annapolis Program and 110 Compromise Street, funds available from vacant Comprehensive Planner Position.

- Alderman Arnett moved to approve budget revision requests GT-18-13, GT-19-13, GT-20-13 and GT-21-13. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 10:51 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

DRAFT
A SPECIAL MEETING
May 13, 2013

A Special Meeting of the Annapolis City Council was held on Monday, May 13, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 5:42 p.m.

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

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

BUSINESS AND MISCELLANEOUS

2. Purposed Closed Session – Pursuant to State Government Article § 10-508 (a) (3) and (7)

- Alderwoman Hoyle moved to have a closed meeting on Monday, May 13, 2013 immediately following this meeting in accordance with Maryland State Government Article Section 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. Seconded.

A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 8/0

The Council moved into closed session at 5:46 p.m.

- Alderman Arnett moved to adjourn the closed session at 6:51 p.m. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the special meeting was adjourned at 6:53 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

DRAFT
SPECIAL MEETING
May 20, 2013

The Special Meeting of the Annapolis City Council was held on May 20, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:18 p.m.

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

Absent on Roll Call: Aldermen Pfeiffer

Staff Present: City Attorney Hardwick, City Manager Mallinoff, Planning and Zoning Director Arason, Police Chief Pristoop, DNEP Director Broadbent, Assistant City Attorney Elson, Development and Special Events Coordinator LeFurge, Deputy Chief Simmons, Senior Planner Mandell

Closed Session

Statement: Pursuant to the requirement of Maryland Annotated Code, State Government Article Section 10-508(a) (7) this statement is included in these minutes:

A closed session of the City Council was held at 5:37 p.m., Monday, May 20, 2013 in the City Council Chamber.

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

Staff Present: City Attorney Hardwick, Assistant City Attorney Elson, City Manager Mallinoff, City Clerk Watkins-Eldridge, Finance Director Miller, Accountant Leaman

A roll call vote was taken by the members present, and the session was closed. The Authority under which the session was closed was Maryland Annotated Code, State Government Article, Section 10-508(a) (7). The purpose of the meeting was to consult with counsel to obtain legal advice on legal matters.

Discussion Topic:

Quarterly Update on Litigation ~ No Actions were taken in closed session.

Upon motion duly made, seconded and adopted, the closed session was adjourned at 7:03 p.m.

- Alderman Littmann move to amend the Special Meeting Agenda to include O-19-13 on 1st reader and to postpone R-10-13 on second reader until the Regular Meeting on June 10, 2013. Seconded. CARRIED on voice vote.
- Alderman Arnett moved to amend the Special Meeting Agenda to include O-24-13 and R-28-13 on 1st reader. Seconded. CARRIED on voice vote.
- R-28-13 Request to co-sponsors Aldermen Arnett & Littmann

PETITIONS, REPORTS AND COMMUNICATIONS

Preservation Month

Robert Clark President of Historic Annapolis and Chief of Historic Preservation Craig gave a joint presentation and answered questions from Council.

Comments by the General Public

Janet Norman, 787 Annapolis Neck Road, Annapolis, Maryland 21403 spoke in opposition to over crowded schools and tree removal fees.
Brian Calahan, 49 West Street, Annapolis, Maryland 21401 spoke on the waiving the parking meter fees during the First Sundays Events.

- Mayor Cohen declared petitions, reports and communications closed.

PUBLIC HEARING

O-36-12 Permitted Hours of Sidewalk Cafes – For the purpose of authorizing permitted sidewalk cafes to remain open during the normal business hours governing such establishments.

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

DNEP Director Broadbent and Police Chief Pristoop were present and answered questions from Council.

Spoke in favor of ordinance:

Lisa Bolter, 3 Danielle Court, Annapolis, Maryland 21403 representing the Red Red Wine Bar

Spoke on the ordinance:

Brian Calahan, 49 West Street, Annapolis, Maryland 21401

Spoke in opposition to the ordinance:

Bevin Buchheister, 5 Wagner Street, Annapolis, Maryland 21401 representing Ward One Residents Association

Juliet Thompson, 9 College Avenue, Annapolis, Maryland 21401 representing Ward One Residents Association

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 5/16/13, and Memoranda from Jon Arason, Director, to the Planning Commission dated 5/2/13.
- Mayor Cohen declared the public hearing closed.

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.

Assistant City Attorney Elson gave a brief presentation on the ordinance and answered questions from Council.

Spoke in favor of the ordinance:

Robert D. Miller, Esq., Hyatt & Weber P.A., 200 Westgate Circle, Suite 500, Annapolis, Maryland 21401 representing his client Ana Cortes

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

- Mayor Cohen declared the public hearing closed.

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.

City Manager Mallinoff gave a brief presentation 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.

LEGISLATIVE ACTIONS

ORDINANCES and RESOLUTIONS – 2ND READER

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.

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

- Alderwoman Finlayson moved to postpone O-28-12 on second reading until June 10, 2013. Seconded. CARRIED on voice vote.

O-36-12 Permitted Hours of Sidewalk Cafes – For the purpose of authorizing permitted sidewalk cafes to remain open during the normal business hours governing such establishments.

- Alderman Cohen moved to postpone O-36-12 on second reading until June 10, 2013. Seconded. CARRIED on voice vote.

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.

- Alderman Littmann moved to postpone R-10-13 until the Regular Meeting on June 10, 2013. Seconded. CARRIED on voice vote.

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.

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

- Alderman Arnett moved to adopt R-23-13 on second reading. Seconded.
- Alderman Arnett moved to amend R-23-13 as follow:

On page 1, in line 12 and 13, delete “waiving docking fees for the Eastport Yacht Club Lights Parade”

On page 2, delete lines 9 through 12

On page 2, in lines 16 and 17 delete “the Semper Fi John Ripley Memorial Race, the Eastport Yacht Club lights Parade”

On page 2, in line 22 delete “CBYRA Annapolis Race Week”

On page 2, delete “lines 25 and 26” Seconded. CARRIED on voice vote.

- Alderman Budge moved to amend R-23-13 as follows:

Amendment # 1

On Page 2, delete “lines 4 through 6”

On page 2, in line 16, delete “Corvette Annapolis Corvettes on the Bay Car Show”

On page 2, in line 17, delete “and the ZOOMA Women’s Race Series Annapolis Half”

On page 2, in line 18, delete “Marathon and 10K.” Seconded. DEFEATED on voice vote.

Amendment # 2

Permit Bob’s Fudge Kitchen to sell lemonade on the sidewalk in front of their store for the Memorial Day and Fourth of July Parades.

Page 2, insert at line 24:

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL THAT BOB’S FUDGE KITCHEN OPERATING AT 112 MAIN STREET BE ALLOWED TO SELL LEMONADE and other complimentary food and non-alcoholic beverage items FROM A STAND ON THE SIDEWALK IN FRONT OF THEIR RETAIL STORE IN CONJUNCTION WITH THE MEMORIAL DAY PARADE ON MAY 27, 2013 AND IN CONJUNCTION WITH THE INDEPENDENCE DAY PARADE ON JULY 4, 2013. Seconded. CARRIED on voice vote.

The main motion amended A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderman Kirby, Arnett, Budge, Paone,
Aldermen Hoyle, Finlayson, Alderman Littmann

NAYS:

CARRIED: 8/0

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.

Deputy Chief & Director of Emergency Preparedness and Risk Management Simmons gave a brief presentation on the plan. Senior Planner Mandell presented an overview of the plan and answered questions from Council.

- Alderman Littmann moved to adopt R-24-13 on second reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderman Kirby, Arnett, Budge, Paone,
Alderwomen Hoyle, Finlayson, Alderman Littmann
NAYS:
CARRIED: 8/0

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

- Alderman Paone moved to adopt R-25-13 on second reading. Seconded.
- Alderman Arnett moved to amend R-25-13 as follows:

On page 1, in line 31, insert the following

“Mayor U.S. Naval Academy
Ward 1 Maynard Burgess House
Ward 2 Stanton Community Center
Ward 3 Camp Parole School
Ward 4 Wiley H. Bates Legacy Center
Ward 5 Primrose Hill Farm House
Ward 6 Headwaters of Spa Creek
Ward 7 Headwaters of Back Creek
Ward 8 518 Burnside Street” Seconded. CARRIED on voice vote.

The main motion amended A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderman Kirby, Arnett, Budge, Paone,
Alderwomen Hoyle, Finlayson, Alderman Littmann
NAYS:
CARRIED: 8/0

ORDINANCES and RESOLUTION – 1st READER

O-21-13 Implementing the State of Maryland’s Forest Conservation Act – For the purpose of implementing the State of Maryland’s Forest Conservation Act; prohibiting certain development projects from cutting or clearing certain forests within the City of Annapolis unless a forest stand delineation and a forest conservation plan are in effect; and all other matters generally relating to the Forest Conservation Act.

- Alderman Littmann moved to adopt O-21-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Economic Matters, Rules and City Government Environmental Matters Committees and the Planning Commission.

R-26-13 Special Event Applications – III – 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 fees for the Eastport Yacht Club Lights Parade and the Grand Illumination; and the reimbursement of full fees to the City for the cost associated with the other approved events.

- Alderman Littmann moved to adopt R-26-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Economic Matters and the Finance Committees.

R-27-13 Timothy House Rehabilitation of Timothy House and Redevelopment of Timothy Gardens – For the purpose of approving the rehabilitation of Timothy House and redevelopment of Timothy Gardens Project-based Section 8 properties in Annapolis, Maryland to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through the Department's Community Development Administration (the "Administration").

- Alderwoman Finlayson moved to adopt R-27-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Housing and Human Welfare Committee.

The order of the agenda was amended to allow for O-19-13, O-24-13 and R-28-13 on first reader.

O-19-13 Capacity of Schools in the Development Review Process - For the purpose of adding current and projected school capacity of Annapolis Feeder System Schools geographically located within the City of Annapolis to the list of development review criteria and findings; and specifying duties of the Director of Planning and Zoning regarding school capacity.

- Alderman Arnett moved to adopt O-19-13 on first reader. Seconded. DEFEATED on voice vote.

O-24-13 Demolition Permits in the Neighborhood Conservation Districts – For the purpose of removing financial hardship from the review criteria for permit applications for demolition in the neighborhood conservation zoning districts.

- Alderman Arnett moved to adopt O-24-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Rules and City Government Committee and the Planning Commission.

R-28-13 Regionalizing Transit Service – For the purpose of expressing the sense of the Annapolis City Council for the Administration to move forward with negotiating a Memorandum of Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and to participate in a non-binding way with respect to the Request for Proposals.

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

- Alderman Arnett moved to adopt R-28-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Finance, Economic Matters, Rules and City Government and the Transportation Committees and the Transportation Board.

The order of the agenda was resumed.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 10:23 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

DRAFT
A SPECIAL MEETING
May 20, 2013

A Special Meeting of the Annapolis City Council was held on Monday, May 20, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 5:33 p.m.

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

Absent on Roll Call: Alderman Pfeiffer

Staff Present: City Attorney Hardwick, City Manager Mallinoff

BUSINESS AND MISCELLANEOUS

2. Purposed Closed Session – Pursuant to State Government Article § 10-508 (a) (7)

- Alderman Budge moved to have a closed meeting on Monday, May 20, 2013 immediately following this meeting in accordance with Maryland State Government Article Section 10-508(a) (7) *to consult with counsel to obtain legal advice on legal matters. Seconded.*

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderman Kirby, Arnett, Budge, Paone, Alderwomen Hoyle, Finlayson, Alderman Littmann

NAYS:

CARRIED: 8/0

The Council moved into closed session at 5:37 p.m.

- Alderman Arnett moved to adjourn the closed session at 7:03 p.m. *Seconded. CARRIED* on voice vote.

Upon motion duly made, seconded and adopted, the special meeting was adjourned at 7:04 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) 410-263-7954
F) 410-268-3916

June 5, 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, June 9, 2013 and Monday, June 10, 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, June 20, 2013 at 7:00 p.m., in City Council Chambers, 160 Duke of Gloucester Street, Annapolis, for a public hearing on:

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.

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>

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.

FISCAL IMPACT NOTE

Legislation No: O-22-13

First Reader Date: 5-13-13

Note Date: 5-26-13

Legislation Title: **Heritage Commission**

Description: 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.

Analysis of Fiscal Impact:

This legislation will have little if any significant fiscal impact.

1 CITY COUNCIL OF THE
2 City of Annapolis

3
4 Ordinance No. O-25-11

5 Introduced by: Alderman Kirby and Mayor Cohen
6
7

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/28/11			5/25/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	11/28/11		
Planning Commission	11/28/11		

8
9 **A ORDINANCE** concerning

10 **The Definition of a Two-family Dwelling**

11 **FOR** the purpose of including "two-family dwelling" in the definition of "single-family attached
12 dwelling."

13 **BY** repealing and re-enacting with amendments the following portions of the Code of the
14 City of Annapolis, 2011 Edition
15 Section 21.72.010
16
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 **21.72 - TERMS AND DEFINITIONS**

21
22 **21.72.010 - Terms.**

23
24 D. List of Definitions.

25
26 "Dwelling" means a building, or portion of a building, designed or used exclusively for
27 residential occupancy. Includes the following unit types:

- 28 a. Single-family detached dwellings,
29 b. Single-family attached dwellings,
30 c. Multifamily dwellings,
31 d. Two-family dwellings, and
32 e. Dwellings above the ground floor of nonresidential uses.
33

34 The term "dwelling" does not include house trailers and hotels.

35
36 Dwelling, Multi-Family. See illustration. "Multi-family dwelling" means a building, or
37 portion of a building, containing three or more dwelling units.

1
2 Dwelling, Single-Family Detached. See illustration. "Single-family detached dwelling"
3 means a building containing one dwelling unit that is surrounded entirely by open space on the
4 same lot.

5
6 Dwelling, Single-Family Attached. See illustration. "Single-family attached dwelling"
7 means one of a series of two three or more dwellings that can be is joined to another dwelling at
8 one or more sides by a party wall or walls, with each unit having its own separate exterior
9 entrance(s). For example, townhouse, rowhouse, two-family dwelling, and quadraplex units are
10 single-family attached dwellings.

11
12 Dwelling, Two-Family. See illustration. "Two-family dwelling" means a building
13 containing two dwelling units. Examples:

14 a. A detached dwelling containing an apartment is a two-family detached
15 dwelling.

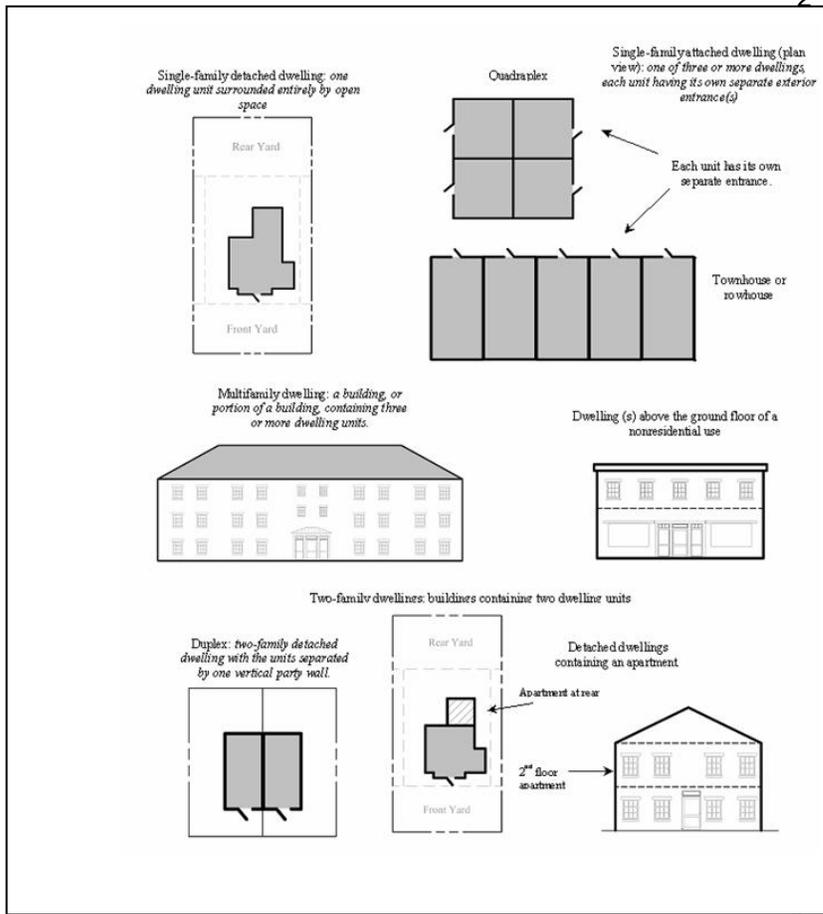
16 b. A duplex is a two-family detached dwelling with the units separated by one
17 vertical party wall without openings extending from the basement floor to the roof
18 along the dividing lot line.

19
20 "Dwelling unit" means any habitable room or a group of adjoining habitable rooms
21 located within a dwelling and forming a single unit with facilities which are used or intended to
22 be used for living, sleeping, cooking and eating of meals.

1

Illustrations for dwelling unit definitions

2



Single-family attached dwelling (plan view): one of ~~two~~ **three** or more dwellings, each unit having its own separate exterior entrance(s)

26

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

ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

35
36
37
38
39
40

EXPLANATION:
Highlighting indicates matter added to existing law.
~~Strikeout indicates matter deleted from existing law.~~
Underlining indicates amendments.

Staff and Policy Report

Ordinance O-25-11

The Definition of a Two-family Dwelling

The proposed ordinance revises the definition of “single-family attached dwelling” to include “two-family dwelling.” When Title 21 of the City Code was re-codified in 2005, two-family dwellings were excluded from the definition of “single-family attached dwelling” in order to allow for certain dwelling arrangements that did not fall into the category of single-family attached. For example, there was no category for a dwelling unit with an accessory apartment or for two units with one unit on top of the other. The code change in 2005 was meant to provide a specific category for these types of dwelling.

However, this change inadvertently excluded two-family dwellings from several zoning districts where this had been a use deemed conforming. In these districts, two-family dwellings were no longer listed as a use deemed conforming, although single-family attached and detached dwellings were specifically enumerated. In March 2010, there was a zoning text amendment adopted to correct this problem in the R2NC district. This currently proposed ordinance will restore two-family dwellings under the definition of single-family attached dwellings and correct this omission in the other zoning districts that were affected by the 2005 definition change.

Prepared by Sally Nash, Senior Comprehensive Planner in Planning and Zoning (SNash@annapolis.gov) and Jessica Cowles, Legislative and Policy Analyst in the Office of Law (JCCowles@annapolis.gov).



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 05/14/13

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

The Rules and City Government Committee has reviewed 0-25-11 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

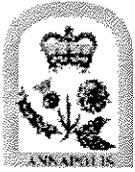
Ald. Arnett, Chair yes

Ald. Hoyle yes

Ald. Budge yes

Meeting Date 14 May 2013

Signature of Chair Bessie Arnett



City of Annapolis
Committee Referral Action

Date: March 8, 2013

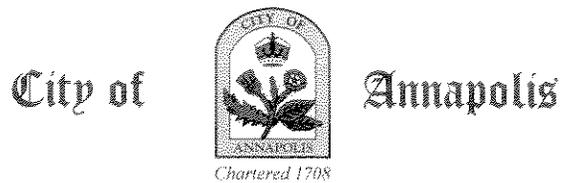
To: Jessica Cowles
Legislative & Policy Analyst

The Planning Commission has reviewed Ordinance O-25-11 and has taken the following action:

 x Favorable with amendments

 Comments: See staff report for recommended changes

March 7, 2013
Meeting Date



PLANNING COMMISSION

(410)263-7961

145 GORMAN STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401

March 7, 2013

To: Annapolis City Council

From: Planning Commission

Re: Findings - O-25-11 Definition of a Two-family Dwelling

SUMMARY

O-25-11 proposes modifications to section 21.72.010 Terms to change the definition of "single-family attached dwelling" to include "two-family dwelling." When Title 21 of the City Code was re-codified in 2005, two-family dwellings were excluded from the definition of "single-family attached dwelling" in order to allow for certain dwelling arrangements that did not fall into the category of single-family attached. For example, there was no category for a dwelling unit with an accessory apartment or for two units with one unit on top of the other. The code change in 2005 was meant to provide a specific category for these types of dwelling.

STAFF RECOMMENDATION

At a regularly scheduled meeting on February 15, 2012, the Planning and Zoning staff presented their analysis and recommendations for revision of the legislation. The intent of the legislation is to correct a problem with "uses deemed conforming." In order to rectify the ambiguity throughout Title 21 that was caused by the change in the two-family dwelling definition in 2005, additional language should be added to Section 21.68.030 - Deemed conforming structures and uses. Changing the definition of a single-family attached dwelling to include a two-family dwelling could create unintended consequences for the types of uses allowed in certain zoning districts and the bulk requirements. Staff recommended instead that additional language be added to Section 21.68.030 (A) that reads "Notwithstanding any provisions of the individual zoning districts, for purposes of being classed as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwellings."

PUBLIC HEARING AND DELIBERATION

In accordance with the Annapolis City Code, a public hearing was held on February 15, 2012 and the public was invited to comment on the proposed text amendment. After the close of the public hearing, the Planning Commission entered into deliberations.

The Planning Commission requested that staff meet with the Office of Law regarding their proposed amendments and obtain an opinion as to whether they would be acceptable. The legislation was tabled.

Staff discussed the proposed amendments with the Office of Law which concurred that the term "notwithstanding" created no confusion when read in the context of the proposed amendment. This

information was presented at the January 3, 2013 meeting of the Planning Commission. The public hearing was reopened and heard testimony from the public on the ordinance. A proposal to amend the uses for the individual zoning districts rather than to amend the definition in 21.68 through a general clause that applied to all zoning districts and included the term "notwithstanding." was discussed. The purpose of the later proposal was to eliminate any remote concern about a potential ambiguity in the language staff first had proposed. Planning Commission tabled the legislation and requested revised language amending the individual zoning districts be prepared.

The legislation was revised and new amendments presented to the Planning Commission at their regularly scheduled meeting on March 7, 2013.

RECOMMENDATION

Under section 21.32.010 Purpose and authority of the City Code, it states the following:

For the purpose of promoting the public health, safety, morals and general welfare, and conserving the value of property throughout the city, the city council, from time to time, in the manner set forth in this chapter, may amend the regulations imposed in the districts created by this title; provided, that in all amendatory ordinances adopted under the authority of this chapter, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantages of the entire city and the uses to which property is devoted at the time of the adoption of the amendatory ordinance.

The code further requires under section 21.32.020 that "Within thirty days after the commission has completed its review of the proposed amendment, but in no case longer than ninety days after the matter has been placed on the agenda of the commission, the commission shall submit its written recommendations to the city council".

Following a review of the staff report and consideration of staff and public comments, the Commission by a vote of recommends the proposed ordinance be revised in accordance with the staff recommendation as follows:

- add a provision for existing two family dwellings and to regulate bulk in the WMM Waterfront Mixed Maritime district; the WMI Waterfront Maritime Industrial district; the WME Waterfront Maritime Eastport district; the OCD Office and Commercial Design overlay district
- to amend the R2 Single-family Residence district to relocate language dealing with existing duplex units from the use tables to the uses deemed conforming section

The Planning Commission by a vote of 6 to 0 recommends adoption of the ordinance subject to the revisions recommended by staff in their February 27, 2013 Addendum to the Staff Report.

Adopted this 7th day of March, 2013



Dr. Eleanor Harris, Chair



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • TDD 410-263-7943

JON ARASON, AICP
DIRECTOR

February 27, 2013

ADDENDUM TO STAFF REPORT

TO: Planning Commission
FROM: Jon Arason, Director of Planning and Zoning
Re: O-25-11 Definition of a Two-family Dwelling
**Attachments: O-25-11
Staff Report January 3, 2013**

BACKGROUND

O-25-11 was originally heard at a public hearing held by the Planning Commission at their February 16, 2012 meeting, as follows:

Ordinance O-25-11 was introduced to correct an ongoing problem with the code definition for two family dwelling units when the code was recodified in 2005. She identified the zoning designations that are impacted by the change in language. Staff recommended that additional language be added to Section 21.68.030 (A) that reads "Notwithstanding any provisions of the individual zoning districts, for purposes of being classed as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwellings."

The Planning Commission requested that staff meet with the Office of Law regarding their proposed amendments and obtain an opinion as to whether they would be acceptable. The legislation was tabled.

Staff discussed the proposed amendments with the Office Of Law which concurred that the term "notwithstanding" created no confusion when read in the context of the proposed amendment. However, in the interim there was a proposal to amend the uses for the individual zoning districts rather than to amend the definition in 21.68 through a general clause that applied to all zoning districts and included the term "notwithstanding." The purpose of the later proposal was to eliminate any remote concern about a potential ambiguity in the language staff first had proposed.

As the notwithstanding language was already in use in the zoning code, staff brought the legislation back to the Planning Commission for further consideration. The original recommendation of staff that Section 21.68.030—Deemed conforming structures and uses, could be amended by adding a subsection 21.68.030 C. as follows:

C. Notwithstanding any provisions of the individual zoning districts, for purposes of being classified as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwelling.

Chair Dr. Harris reopened the public testimony originally closed at the February 16, 2012. Alderman Arnett spoke on the legislation and expressed his concern about the language proposed by staff. No one else from the public spoke in favor of or in opposition of O-25-11. After discussion, the Planning Commission tabled voting on O-25-11 to request that staff prepare revised language and revisions to the bulk tables.

ANALYSIS

In accordance with the request of Planning Commission to revise the language and the bulk tables related to a two-family dwelling as a use deemed conforming, staff reviewed the existing language in the zoning code related to uses deemed conforming which will be discussed below.

However, it is important to first note that in 2009, the R2-NC Single-Family Residence Neighborhood Conservation district was amended under O-65-09 to correct the use deemed conforming status lost when the zoning code was recodified in 2005 and that a provision was also added to provide for bulk regulations to apply to the expansion of two-family dwellings (bold below).

21.40.060 - R2-NC Single-Family Residence Neighborhood Conservation district.

E.

1. The following uses are deemed to be conforming, pursuant to Section 21.68.030 of this Zoning Code, provided they were legally existing on November 19, 1990:
 - a. Single-family attached and detached dwellings,
 - b. **Two-family dwellings,**
 - c. Nonresidential uses, except for uses listed in subsection (E)(2) of this section, and
 - d. Multi-family dwellings of five or fewer units.
3. **Single-family attached and detached dwellings and two-family dwellings deemed conforming may be expanded for residential use if they otherwise meet the requirements of this district, including the setback and height limitations in accordance with single-family detached dwellings.** In the case of any alteration, expansion, or modification to a two-family dwelling, the front setback and elements of the front façade, including any single plane, with respect to each dwelling unit shall be retained or match those of the other unit.

There are eleven other zoning districts in the City which contain regulations related to uses deemed conforming. We have reviewed each one and offer recommended amendments where necessary.

THE FOLLOWING ZONING DISTRICTS WHICH CONTAIN PROVISIONS RELATED TO USES DEEMED CONFORMING DO NOT NEED TO BE AMENDED AS A TWO-FAMILY DWELLING IS AN ALLOWED USE IN THESE ZONES:

R3-NC2 General Residence Neighborhood Conservation 2 district.
R4-R General Residence Neighborhood Revitalization
C1-A Special Conservation Residence district.
PM Professional Mixed Office district.

THIS ZONE ONLY ALLOWS MARITIME AS A USE DEEMED CONFORMING AND DOES NOT NEED TO BE AMENDED: 21.46.020 - WMC Waterfront Maritime Conservation district.

THESE ZONING DISTRICTS NEED TO BE AMENDED TO BOTH ADD A PROVISION FOR TWO FAMILY DWELLINGS AND TO REGULATE BULK:

21.46.030 - WMM Waterfront Mixed Maritime district.

D. Uses Deemed Conforming. The following uses are deemed conforming pursuant to Section 21.68.030 of this Zoning Code:

1. Single-family residential attached and detached dwellings AND TWO-FAMILY DWELLINGS, lawfully existing on August 24, 1987, may be expanded for residential use if the expansion otherwise meet the requirements of the R2-NC Single-Family Residence Neighborhood Conservation district, INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS. Unlawful uses occupying such residences on August 24, 1987 are not deemed to be conforming.

2. SINGLE-FAMILY ATTACHED AND DETACHED DWELLINGS AND TWO-FAMILY DWELLINGS DEEMED CONFORMING MAY BE EXPANDED FOR RESIDENTIAL USE IF THEY OTHERWISE MEET THE REQUIREMENTS OF THIS DISTRICT, INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS

21.46.040 - WMI Waterfront Maritime Industrial district.

E. Uses Deemed Conforming. The following uses are deemed conforming pursuant to Section 21.68.030 of this Zoning Code:

1. Single-family residential attached and detached dwellings AND TWO-FAMILY DWELLINGS, lawfully existing on August 24, 1987 may be expanded for residential use if the expansion otherwise meetS the requirements of the R2 district, INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS. Unlawful uses occupying such residences on August 24, 1987 are not deemed to be conforming.

21.46.050 - WME Waterfront Maritime Eastport district

E. Uses Deemed Conforming. The following uses are deemed conforming pursuant to Section 21.68.030 of this Zoning Code:

1. Multifamily dwellings in structures of five units or less lawfully existing on August 24, 1987 if duly licensed in accordance with City codes and with an occupancy permit.
2. Single-family residential attached and detached dwellings **AND TWO-FAMILY DWELLINGS**, lawfully existing on August 24, 1987, may be expanded for residential use if the expansion otherwise meets the requirements of the R2-NC Single-Family Residence Neighborhood Conservation district, **INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS**; properties on Shipwright Street may be expanded for residential use if the expansion otherwise meets the requirements of the C1 Conservation Residence district, **INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS**. Unlawful uses occupying such residences on August 24, 1987 are not deemed to be conforming.

Chapter 21.58 - OCD Office and Commercial Design Overlay District

21.58.030 - Regulations. In the OCD district the following regulations apply:

F. **Uses Deemed Conforming.**

1. The following uses are deemed to be conforming, pursuant to Section 21.68.030 of this Zoning Code, provided they were legally existing on November 19, 1990:

a. Single-family attached and detached dwellings **AND TWO-FAMILY DWELLINGS**

3. Expansion of **Uses Deemed Conforming.**

a. Single-family attached and detached dwellings **AND TWO-FAMILY DWELLINGS** deemed conforming may be expanded for residential use if they otherwise meet the requirements of the underlying district, **INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS**.

THE R2 ZONE NEEDS TO BE AMENDED TO RELOCATE LANGUAGE DEALING WITH EXISTING DUPLEX UNITS FROM THE USE TABLES TO THE USES DEEMED CONFORMING SECTION

21.40.050 - R2 Single-Family Residence district. .

D. **Uses Deemed Conforming.**

1. A stadium is deemed to be conforming, pursuant to Section 21.68.030 of this Zoning Code, provided that it was legally existing on July 1, 2009, and may be altered or expanded subject to approval through the special exception process, pursuant to Chapter 21.22 of this Zoning Code

2. **DUPLEX UNITS EXISTING ON AUGUST 10, 1970, MAY BE ALTERED OR ENLARGED PROVIDED THAT THE ALTERATION OR ENLARGEMENTS OTHERWISE MEET THE PROVISIONS OF THE R2 ZONING DISTRICT INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED**

DWELLINGS, EXCEPT THAT THE SHARED LOT LINE BETWEEN EACH HALF OF THE DUPLEX UNIT MUST MEET THE PROVISIONS OF THE R3, GENERAL RESIDENCE DISTRICT, AND SUBJECT TO MINOR SITE DESIGN PLAN REVIEW

And delete the following footnote from the use tables in 21.48.010 - Table of Uses—Residential Zoning Districts.

1 Duplex units existing on August 10, 1970, may be altered or enlarged provided that the alteration or enlargements otherwise meet the provisions of the R2 zoning district, except that the shared lot line between each half of the duplex unit must meet the provisions of the R3, General Residence District, and subject to minor site design plan review

THIS ZONING DISTRICT DOES NOT NEED TO BE AMENDED TO ADD A USE PROVISION FOR TWO FAMILY DWELLINGS. HOWEVER, IT DOES NEED TO BE AMENDED TO ADD A PROVISION FOR REGULATING BULK.

21.42.060 - BCE Business Corridor Enhancement district.

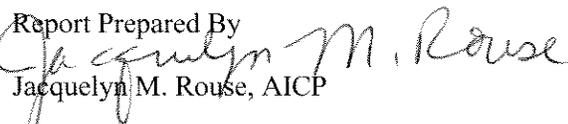
E. Uses Deemed Conforming. Uses existing on October 11, 1993 are deemed conforming for the purposes of expansion, pursuant to Section 21.68.030 of this Zoning Code. SINGLE-FAMILY RESIDENTIAL ATTACHED AND DETACHED DWELLINGS AND TWO-FAMILY DWELLINGS MAY BE EXPANDED FOR RESIDENTIAL USE IF THE EXPANSION OTHERWISE MEET THE REQUIREMENTS OF THE R2 DISTRICT, INCLUDING THE SETBACK AND HEIGHT LIMITATIONS IN ACCORDANCE WITH SINGLE-FAMILY DETACHED DWELLINGS.

RECOMMENDATION

Staff recommends approval of O-25-11 subject to the modifications discussed in the analysis to:

- add a provision for existing two family dwellings and to regulate bulk in the WMM Waterfront Mixed Maritime district; the WMI Waterfront Maritime Industrial district; the WME Waterfront Maritime Eastport district; the OCD Office and Commercial Design overlay district
- to amend the R2 Single-family Residence district to relocate language dealing with existing duplex units from the use tables to the uses deemed conforming section

Report Prepared By


Jacquelyn M. Rouse, AICP

Planning Administrator



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708

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

JON ARASON, AICP
DIRECTOR

January 3, 2013

MEMORANDUM

To: Planning Commission
From: Jon Arason, Director of Planning and Zoning
Re: O-25-11 Definition of a Two-family Dwelling—Revised

Attachments: 1. Ordinance O-25-11
2. Dwelling unit definitions

SUMMARY

O-25-11 proposes modifications to section 21.72.010 Terms to change the definition of “single-family attached dwelling” to include “two-family dwelling.” When Title 21 of the City Code was re-codified in 2005, two-family dwellings were excluded from the definition of “single-family attached dwelling” in order to allow for certain dwelling arrangements that did not fall into the category of single-family attached. For example, there was no category for a dwelling unit with an accessory apartment or for two units with one unit on top of the other. The code change in 2005 was meant to provide a specific category for these types of dwelling.

BACKGROUND AND ANALYSIS

Ordinance O-25-11 would add two-family dwellings to the definition of single-family attached dwelling. The effect of this on the maritime zones would be that upon passage of O-25, duplexes would become ‘deemed conforming’ uses in these zones. This would grant duplexes the same rights currently enjoyed by single and multi-family (up to five) dwellings.

By way of history, when the maritime zones were adopted in 1987, among the list of permitted uses in all maritime zoning districts was as follows:

Single-family residential attached and detached dwellings, lawfully existing on the date of adoption of this amendment shall be deemed conforming and may be expanded for residential use if they otherwise meet the requirements of the R2, single-family residential district.

This language was carried more-or-less intact into the zoning code as it was recodified in 2005. The issue that has given rise to O-25-11 is that from 1987 until recodification a duplex fell into the category of ‘two family detached dwelling’ and was therefore was a use deemed conforming in the maritime zones. Upon recodification in 2005, a duplex was defined separately as a two-family dwelling and therefore not deemed conforming in the maritime zones as it was not ‘residential attached’. This definitional problem has also arisen in the R2-NC (formerly the Eastport Conservation Overlay) and has been rectified. O-25 would rectify this oversight in the maritime zones as well.

In the WME zone single-family and three-, four- and five-dwelling units are now deemed conforming, but not two-family. If passed, duplexes could be expanded provided they meet the R2-NC bulk requirements, critical areas regs, etc, but under no circumstances could the number of dwelling units be increased beyond the existing number. (Other properties in the Waterfront Maritime Zones that would

be affected are 14-16 Severn Avenue and 18-20 Severn Avenue.)

O-25 does not clarify existing law so much as it restores a property right inadvertently taken away in the 2005 recodification. I use the term 'inadvertently' because this right was lost due to a clarifying change in the definition of two-family dwelling (duplex) and not to address a specific land use issue with duplexes. The situation arose due to a site design review at 319 Chester. The owner had designed a mixed-use building containing maritime uses in support of the marina and two dwelling units. This was permitted because the dwelling units were deemed conforming. During review the recodification occurred and we had to notify the owner that either the duplex had to be removed and a maritime building built (because the property became a nonconforming residential use), or the duplex had to be renovated 'as is'—within its existing bulk.

When the Waterfront Maritime zoning districts were adopted, there were a number of dwelling units (single, duplex and multi-family) that would have been rendered nonconforming had they not been somehow excepted. In order to keep a consensus among property owners, the compromise arose to deem these existing residential uses conforming but not allow any more.

O-25-11 takes the approach it does for an across the board correction of a codification error that created an across the board discrepancy—or at least a discrepancy across a number of zones including R3-NC2, C1-A and the OCD Overlay District. No new rights are being conferred, only restoration of rights that had existed for as many as eighteen years. In that eighteen year period the presence of this right did not undermine the intent of the maritime or other zoning districts. Indeed, it prevented the construction of a maritime structure so it might be argued that the absence of the corrections in O-25 undermines the intent of the maritime districts.

RECOMMENDATION

The intent of the legislation is to correct a problem with "uses deemed conforming." In order to restore duplexes as such uses, O-25 proposes changing the definition of a "single-family attached dwelling" to include two-family dwellings. This would rectify the issue, but might require other amendments to the bulk tables.

As an alternative, Section 21.68.030—Deemed conforming structures and uses, could be amended by adding a subsection 21.68.030 C. as follows:

C. Notwithstanding any provisions of the individual zoning districts, for purposes of being classified as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwelling."

The entire Section 21.68.030 would therefore read as follows:

A. As provided in Division III, which establishes regulations applicable to individual zoning districts, certain structures and uses that were lawfully in existence on the effective date of this Zoning Code shall be deemed to be conforming pursuant to the applicable district regulations. These structures and uses are listed in the "Uses deemed conforming" subsections under the individual zoning districts in Chapters 21.40, 21.42, 21.44, and 21.46

B. A structure or use that is deemed conforming may be altered or expanded if the alteration or expansion otherwise meets the requirements of the zoning district in which the structure or use is located.

C. *Notwithstanding any provisions of the individual zoning districts, for purposes of being classified as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwelling."*

Report Prepared by Jon Arason and Jacquelyn M. Rouse, AICP

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-25-11

Introduced by: Alderman Kirby and Mayor Cohen

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/28/11			5/25/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't Planning Commission	11/28/11 11/28/11		

A ORDINANCE concerning

The Definition of a Two-family Dwelling

FOR the purpose of including "two-family dwelling" in the definition of "single-family attached dwelling."

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Section 21.72.010

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

21.72 - TERMS AND DEFINITIONS

21.72.010 - Terms.

D. List of Definitions.

"Dwelling" means a building, or portion of a building, designed or used exclusively for residential occupancy. Includes the following unit types:

- a. Single-family detached dwellings,
- b. Single-family attached dwellings,
- c. Multifamily dwellings,
- d. Two-family dwellings, and
- e. Dwellings above the ground floor of nonresidential uses.

The term "dwelling" does not include house trailers and hotels.

Dwelling, Multi-Family. See illustration. "Multi-family dwelling" means a building, or portion of a building, containing three or more dwelling units.

1
2 Dwelling, Single-Family Detached. See illustration. "Single-family detached dwelling"
3 means a building containing one dwelling unit that is surrounded entirely by open space on the
4 same lot.

5
6 Dwelling, Single-Family Attached. See illustration. "Single-family attached dwelling"
7 means one of a series of ~~two~~ three or more dwellings that ~~can be~~ is joined to another dwelling at
8 one or more sides by a party wall or walls, with each unit having its own separate exterior
9 entrance(s). For example, townhouse, rowhouse, ~~two-family dwelling~~ and quadraplex units are
10 single-family attached dwellings.

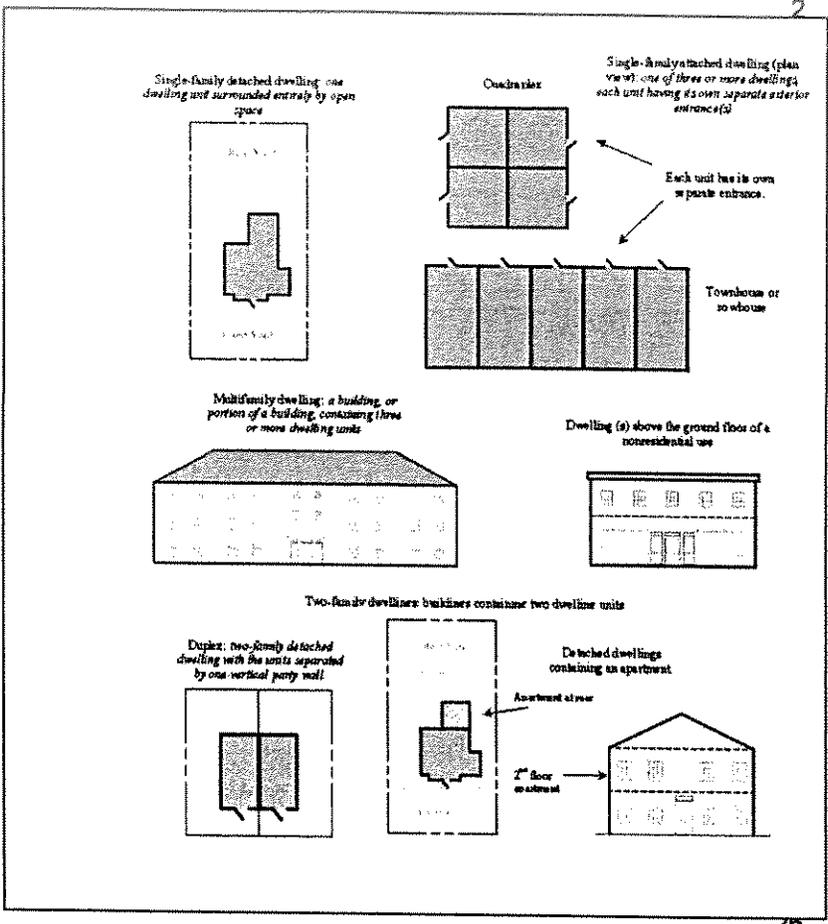
11
12 Dwelling, Two-Family. See illustration. "Two-family dwelling" means a building
13 containing two dwelling units. Examples:

- 14 a. A detached dwelling containing an apartment is a two-family detached
15 dwelling.
16 b. A duplex is a two-family detached dwelling with the units separated by one
17 vertical party wall without openings extending from the basement floor to the roof
18 along the dividing lot line.

19
20 "Dwelling unit" means any habitable room or a group of adjoining habitable rooms
21 located within a dwelling and forming a single unit with facilities which are used or intended to
22 be used for living, sleeping, cooking and eating of meals.

1

Illustrations for dwelling unit definitions



Single-family attached dwelling (plan view): one of two three or more dwellings, each unit having its own separate exterior entrance(s)

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

ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION:
 Highlighting indicates matter added to existing law.
 Strikethrough indicates matter deleted from existing law.
 Underlining indicates amendments.



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • TDD 410-263-7943

JON ARASON, AICP
DIRECTOR

Dwelling Definition

Chapter 21.72 - TERMS AND DEFINITIONS

21.72.010 - Terms

"Dwelling" means a building, or portion of a building, designed or used exclusively for residential occupancy. Includes the following unit types:

- a. Single-family detached dwellings,*
- b. Single-family attached dwellings,*
- c. Multifamily dwellings,*
- d. Two-family dwellings, and*
- e. Dwellings above the ground floor of nonresidential uses.*

The term "dwelling" does not include house trailers and hotels.

Dwelling, Multi-Family. See illustration. "Multi-family dwelling" means a building, or portion of a building, containing three or more dwelling units.

Dwelling, Single-Family Detached. See illustration. "Single-family detached dwelling" means a building containing one dwelling unit that is surrounded entirely by open space on the same lot.

Dwelling, Single-Family Attached. See illustration. "Single-family attached dwelling" means one of a series of three or more dwellings that is joined to another dwelling at one or more sides by a party wall or walls, with each unit having its own separate exterior entrance(s). For example, townhouse, rowhouse, and quadraplex units are single-family attached dwellings.

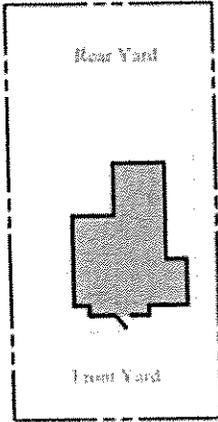
Dwelling, Two-Family. See illustration. "Two-family dwelling" means a building containing two dwelling units. Examples:

- a. A detached dwelling containing an apartment is a two-family detached dwelling.*
- b. A duplex is a two-family detached dwelling with the units separated by one vertical party wall without openings extending from the basement floor to the roof along the dividing lot line.*

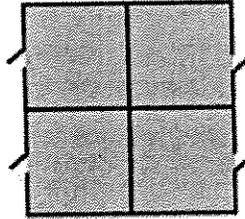
"Dwelling unit" means any habitable room or a group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals.

Illustrations for dwelling unit definitions

Single-family detached dwelling: one dwelling unit surrounded entirely by open space

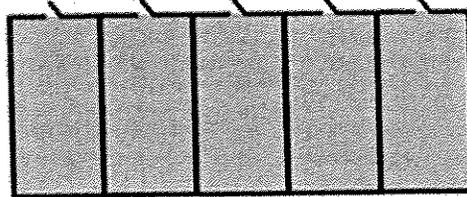


Quadruplex



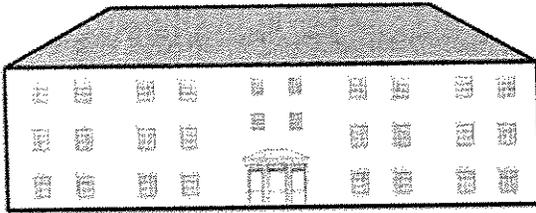
Single-family attached dwelling (plan view): one of three or more dwellings, each unit having its own separate exterior entrance(s)

Each unit has its own separate entrance.

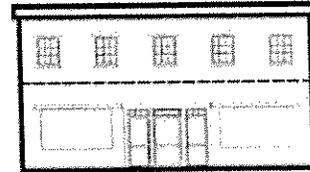


Townhouse or rowhouse

Multifamily dwelling: a building, or portion of a building, containing three or more dwelling units.

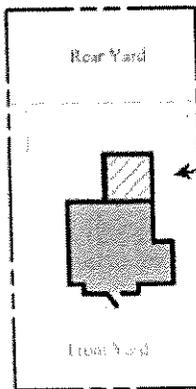
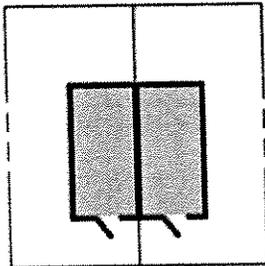


Dwelling(s) above the ground floor of a nonresidential use



Two-family dwellings: buildings containing two dwelling units

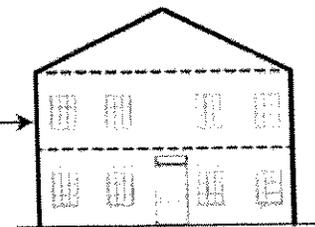
Duplex: two-family detached dwelling with the units separated by one vertical party wall.



Detached dwellings containing an apartment

Apartment at rear

2nd floor apartment





City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

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Chartered 1708

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JON ARASON, AICP
DIRECTOR

February 7, 2012

MEMORANDUM

To: Planning Commission
From: Jon Arason, Director of Planning and Zoning
Re: O-25-11 Definition of a Two-family Dwelling

SUMMARY

O-25-11 proposes modifications to section 21.72.010 Terms to change the definition of "single-family attached dwelling" to include "two-family dwelling." When Title 21 of the City Code was re-codified in 2005, two-family dwellings were excluded from the definition of "single-family attached dwelling" in order to allow for certain dwelling arrangements that did not fall into the category of single-family attached. For example, there was no category for a dwelling unit with an accessory apartment or for two units with one unit on top of the other. The code change in 2005 was meant to provide a specific category for these types of dwelling.

BACKGROUND AND ANALYSIS

Prior to the 2005 recodification of the zoning code, the definition of "two-family dwelling" overlapped those of single-family residential attached and detached dwellings. However, the subsequent code specifically defines and identifies "two-family dwelling" as its own category of dwelling unit, distinct and separated from both single-family attached and detached dwellings. This change was made to correct the confusion that had previously existed with regard to the definitions of different types of dwelling units.

Attached is the section 21.72.10 that defines and illustrates the types of dwelling units. The new definitions effectively clarified the longstanding issues with regard to the definitions of dwellings, it had inadvertent consequences with regard to uses deemed conforming. In a number of zoning districts including the WMM Waterfront Mixed Maritime district, WMI Waterfront Maritime Industrial district, WME Waterfront Maritime Eastport district, R2-NC Single-Family Residence Neighborhood Conservation district, R3-NC2 General Residence Neighborhood Conservation 2 district, C1-A Special Conservation Residence district, OCD Office and Commercial Design Overlay district, single family detached and attached dwellings and multi-family dwellings of either five or four dwelling units or less had been a "use deemed conforming" under the prior code. As two-family dwelling was not a separate use, it was included in the single-family attached and detached dwelling category.

After the dwelling definitions changed in Section 21.72.010, "two-family dwelling" was not simultaneously added to sections of the above-referenced zoning districts as a "use deemed conforming". This resulted in creating a situation where although both single-family detached and attached dwellings and multi-family dwellings of five or four fewer units were uses deemed conforming in some zoning districts, but two-family dwellings were not because they were not specifically listed.

In 2010, the code was amended to correct this situation in the R2-NC District, but not in any of the other zoning districts.

The intent of the legislation is to correct a problem with "uses deemed conforming." In order to rectify the ambiguity throughout Title 21 that was caused by the change in the two-family dwelling definition in 2005, additional language should be added to Section 21.68.030 - Deemed conforming structures and uses. Changing the definition of a single-family attached dwelling to include a two-family dwelling could create unintended consequences in the use and bulk tables. Section 21.68.030 states:

- A. As provided in Division III, which establishes regulations applicable to individual zoning districts, certain structures and uses that were lawfully in existence on the effective date of this Zoning Code shall be deemed to be conforming pursuant to the applicable district regulations. These structures and uses are listed in the "Uses deemed conforming" subsections under the individual zoning districts in Chapters 21.40, 21.42, 21.44, and 21.46*
- B. A structure or use that is deemed conforming may be altered or expanded if the alteration or expansion otherwise meets the requirements of the zoning district in which the structure or use is located.*

Staff recommends that the following language be added to A above:

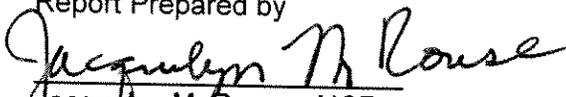
Notwithstanding any provisions of the individual zoning districts, for purposes of being classified as a use deemed conforming, the terms "single-family attached and detached dwellings" shall include "two-family dwelling."

This would correct the current inconsistency for "uses deemed conforming" without having the unintended consequences of impacting the use and bulk tables for all the zoning district which distinguish between single-family attached, single-family detached and two family dwellings.

RECOMMENDATION

Staff recommends that the definition of two-family dwelling not be revised as this could have unintended consequences on the types of uses allowed in certain zoning districts and the bulk requirements. Instead, as referenced above, Section 21.68.030 should be amended so that two-family dwellings are included in the "uses deemed conforming" sections throughout Title 21 where appropriate.

Report Prepared by


Jacquelyn M. Rouse, AICP
Planning Administrator

Chapter 21.72 - TERMS AND DEFINITIONS

21.72.010 - Terms

"Dwelling" means a building, or portion of a building, designed or used exclusively for residential occupancy. Includes the following unit types:

- a. Single-family detached dwellings,*
- b. Single-family attached dwellings,*
- c. Multifamily dwellings,*
- d. Two-family dwellings, and*
- e. Dwellings above the ground floor of nonresidential uses.*

The term "dwelling" does not include house trailers and hotels.

Dwelling, Multi-Family. See illustration. "Multi-family dwelling" means a building, or portion of a building, containing three or more dwelling units.

Dwelling, Single-Family Detached. See illustration. "Single-family detached dwelling" means a building containing one dwelling unit that is surrounded entirely by open space on the same lot.

Dwelling, Single-Family Attached. See illustration. "Single-family attached dwelling" means one of a series of three or more dwellings that is joined to another dwelling at one or more sides by a party wall or walls, with each unit having its own separate exterior entrance(s). For example, townhouse, rowhouse, and quadraplex units are single-family attached dwellings.

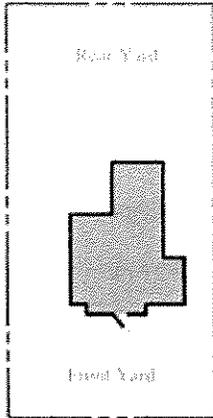
Dwelling, Two-Family. See illustration. "Two-family dwelling" means a building containing two dwelling units. Examples:

- a. A detached dwelling containing an apartment is a two-family detached dwelling.*
- b. A duplex is a two-family detached dwelling with the units separated by one vertical party wall without openings extending from the basement floor to the roof along the dividing lot line.*

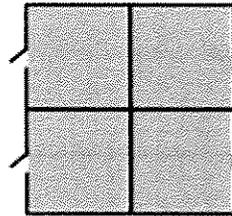
"Dwelling unit" means any habitable room or a group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals.

Illustrations for dwelling unit definitions

Single-family detached dwelling: one dwelling unit surrounded entirely by open space

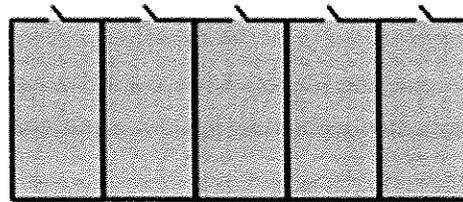


Quadrex



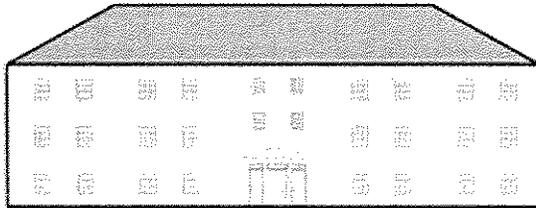
Single-family attached dwelling (plan view): one of three or more dwellings, each unit having its own separate exterior entrance(s)

Each unit has its own separate entrance.

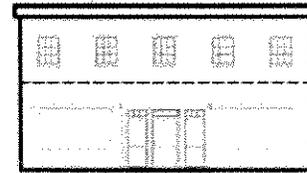


Townhouse or rowhouse

Multifamily dwelling: a building, or portion of a building, containing three or more dwelling units.

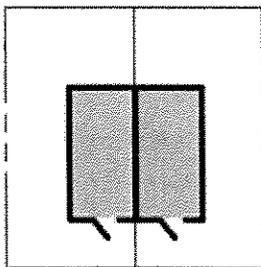


Dwelling (s) above the ground floor of a nonresidential use

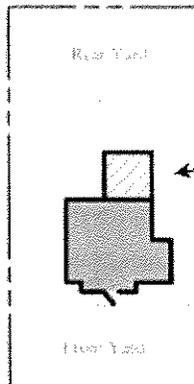


Two-family dwellings: buildings containing two dwelling units

Duplex: two-family detached dwelling with the units separated by one vertical party wall.

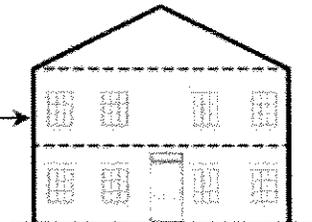


Detached dwellings containing an apartment



Apartment at rear

2nd floor apartment



FISCAL IMPACT NOTE

Legislation No: O-25-11

First Reader Date: 11-28-11

Note Date: 01-07-12

Legislation Title: **The Definition of a Two-family Dwelling**

Description: For the purpose of including “two-family dwelling” in the definition of “single-family attached dwelling,”

Analysis of Fiscal Impact:

This legislation produces no fiscal impact.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-51-11 Amended

**Introduced by: Mayor Cohen Alderwoman Finlayson,
Alderwoman Hoyle and Alderman Kirby**

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/14/11	4/23/12	11/27/12	5/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	11/14/11	5/31/12	Unfavorable
Economic Matters	11/14/11	5/31/12	Favorable
Planning Commission	11/14/11 1/23/12	5/31/12	Favorable

A ORDINANCE concerning

Use and Redevelopment of Property in C2 Zoning Districts

FOR the purpose of adding AN ADDITIONAL PERMITTED USE AND ADDING certain provisions governing use and redevelopment of property located in a C2 Zoning District.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Section 21.42.080
SECTION 21.48.020

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

Chapter 21.42 – COMMERCIAL AND INDUSTRIAL DISTRICTS

21.42.080 - C2 Conservation Business district.

- A. Purpose. The C2 Conservation Business district is designed to encourage the preservation of the old City by allowing a compatible mixture of business and home crafts and shops, unique to the early development of the City.
- B. Uses. Uses that may be permitted in the C2 district are set forth in the table of uses for commercial and industrial districts in Chapter 21.48
- C. Development Standards. Chapter 21.50 contains the bulk regulations table for the C2 district.

D. Additional Standards.

1. All business, servicing or processing in the C2 district, except for off-street parking or loading, shall be conducted within completely enclosed buildings.
2. Food service establishment restrictions apply in the C2 district, see Section 21.64.300
3. Off-street loading spaces are not required in the C2 district.
4. WATERFRONT PROPERTIES DESIGNATED AS PART OF THE C2 CONSERVATION BUSINESS DISTRICT SHALL PROVIDE A PUBLIC PEDESTRIAN ACCESS ACROSS THE WATERWAY FRONTAGE OF THE PROPERTY.
5. UPON REDEVELOPMENT OF A SITE IN THE C2 ZONING DISTRICT, THOSE SCENIC VIEWS RECOGNIZED IN THE ANNAPOLIS COMPREHENSIVE PLAN OR OTHER PLANS ADOPTED AS AMENDMENTS THERETO BY THE ANNAPOLIS CITY COUNCIL MUST BE RESTORED OR PRESERVED. FOR PURPOSES OF THIS SECTION, REDEVELOPMENT SHALL MEAN NEW CONSTRUCTION, ALTERATIONS OR RENOVATIONS TO THE EXTERIOR OF THE STRUCTURE(S) ON THE SITE, NOT INCLUDING DECKS, WINDOWS, DOORS AND FAÇADE TREATMENTS OR OTHER IMPROVEMENTS WITHIN THE EXISTING FOOTPRINT AND BUILDING ENVELOPE, IN EXCESS OF FIFTY PERCENT (50%) OF THE VALUE OF THE IMPROVEMENTS ON THE SITE AS OF THE DATE OF PERMIT REQUESTS.

SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the Code of Annapolis shall be amended to read as follows:

21.48 – USE TABLES

21.48.020 – Table of Uses – Commercial and Industrial Zoning Districts

P = Permitted Use; S = Special Exception Use; -Std = Use Subject to Standards (Chapter 21.64); A = Accessory Use; Blank = Not Permitted

A use, including a special exception use, that is not normally permissible as a permitted use or use subject to standards in a zoning district may be permitted in that district as a planned development use pursuant to Section 21.24.020.

Important. The notes at the end of the table are as much a part of the law as the table itself.

<u>USES</u>	<u>District B1</u>	<u>District B2</u>	<u>District B3</u>	<u>District B3-CD</u>	<u>District BCE</u>	<u>District BR</u>	<u>District C2</u>	<u>District C2A</u>	<u>District PM2</u>	<u>District I1</u>
<u>Boat Showrooms</u>			<u>P</u>	<u>P</u>	<u>P</u>					
<u>BOAT SHOWS</u>							<u>P⁵</u>			

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

Policy Report

Ordinance O-51-11

Use and Redevelopment of Property in C2 Zoning Districts

The proposed ordinance would add two provisions governing the use and redevelopment of property located in the C2 Zoning District. The first provision of O-51-11 would require public pedestrian access across the waterway frontage of property in the C2 Conservation Business District.

The second provision of the proposed ordinance would require restoration or preservation of scenic views recognized in the Comprehensive Plan (or amendments to it) upon the redevelopment of a site in the C2 Zoning District. The proposed ordinance defines redevelopment to mean new construction, alterations or renovations to the exterior of the structure(s) on the site in excess of 50% of the value of the improvements on the site as of the date of permit requests, excluding decks, windows, doors and façade treatments, or other improvements within the existing footprint and building envelope.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/31/12

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

The Rules and City Government Committee has reviewed 0-5/-11 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Israel, Chair NO

Ald. Hoyle YES

Ald. Arnett NO

Meeting Date 5/31/12

Signature of Chair Richard E. Israel



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/31/12

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

The Economic Matters Committee has reviewed 0-51-11 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

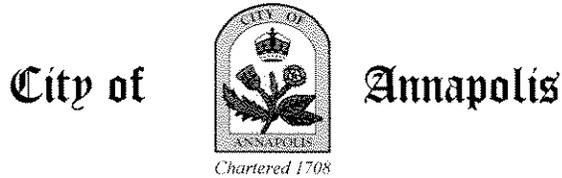
Roll Call Vote:

Ald. Paone, Chair YES

Ald. Finlayson Yes

Ald. Pfeiffer YES

Meeting Date 5/31/12 Signature of Chair Frederick M. Paone



PLANNING COMMISSION

(410)263-7961

145 GORMAN STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401

March 1, 2012

MEMORANDUM

To: Annapolis City Council

From: Planning Commission

Re: Findings on Ordinance O-51-11 concerning standards for the development and redevelopment of property in the C2, Conservation Residence District

Summary of Ordinance

This ordinance would require that development in the C2 district incorporate the following design characteristics:

1. If it is a waterfront property, it would be required to provide a pedestrian access along the waterway frontage of the property as illustrated on the next page.
2. Upon redevelopment of a site, those scenic views recognized in the Annapolis Comprehensive Plan or other plans adopted as amendments thereto must be restored or preserved.

Redevelopment means new construction, alterations or renovations to the exterior of a structure in excess of fifty percent of the value of the improvements on the site as of the date of permit requests. Decks, windows, doors or other improvements within the existing footprint are excluded.

This ordinance grew out of the Planning Commission's recommendation on the rezoning request for 110 Compromise Street (aka Fawcett's). Neither of these considerations can be attached to a rezoning of the property. Nevertheless, general amendments to the C2 zoning district will be proposed to address these considerations in conjunction with this rezoning request.

Since the original recommendation to the City Council, the CDAC did recommend the enhancement and maintenance of views from downtown across the harbor.

Public Hearing

At its regular meeting on March 1, 2012 the Planning Commission conducted a public hearing on this ordinance.

Recommendation

The Planning Commission recommends approval of Ordinance O-51-11 with the following amendments. The Planning Commission recommends two important amendments to the language of the suggested ordinance. As to paragraph 4, the Commission recommends:

“shall provide uninterrupted and unimpeded public pedestrian access...”

As to paragraph 5, the Commission recommends: “...redevelopment shall mean new construction, alterations or exterior renovations to the structures...”

The Commission retaining the scenic view now obstructed by 110 Compromise street is an important condition to progress towards a rejuvenated City Dock.

Eleanor M. Harris

Dr. Eleanor M. Harris, Chair *gmh*



City of Annapolis
DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401
Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

JON ARASON, AICP
DIRECTOR

March 1, 2012

MEMORANDUM

To: Planning Commission

From: Jon Arason *JA*
Planning Director

Re: Ordinance O-51-11 concerning standards for the development and redevelopment of property in the C2, Conservation Residence District

Attachments: 1. Ordinance O-51-11
2. Planning Commission findings from 110 Compromise zoning map amendment request

Summary of Ordinance

This ordinance would require that development in the C2 district incorporate the following design characteristics:

1. If it is a waterfront property, it would be required to provide a pedestrian access along the waterway frontage of the property as illustrated on the next page.
2. Upon redevelopment of a site, those scenic views recognized in the Annapolis Comprehensive Plan or other plans adopted as amendments thereto must be restored or preserved.

Redevelopment means new construction, alterations or renovations to the exterior of a structure in excess of fifty percent of the value of the improvements on the site as of the date of permit requests. Decks, windows, doors or other improvements within the existing footprint are excluded.

This ordinance grew out of the Planning Commission recommendation on the rezoning request for 110 Compromise Street (aka Fawcett's). The staff report on the rezoning request contained the following:

There are two important considerations in the development/redevelopment of this site. A longstanding consideration is to maintain pedestrian access around City Dock. This is a key parcel for this pedestrian access.

Pedestrian access is not permitted by the Fleet Reserve Club, but the walkway adjacent to subject property links up to the Fleet Street street-end right-of-way avoiding a dead-end and creating pedestrian opportunities.

The second consideration has been brought up from time-to-time but not in the context of city policy. This has become an important consideration for the City Dock Advisory Committee (CDAC) and will probably be a part of their final report—the enhancement of the view down Main Street, across City Dock to the mouth of the Severn River and beyond. The structure now on subject property blocks a portion of this view and it is proposed that any significant redevelopment of this site be done in a manner that this view shed is restored.

Neither of these considerations can be attached to a rezoning of the property. Nevertheless, general amendments to the C2 zoning district will be proposed to address these considerations in conjunction with this rezoning request.

Since the writing of this report the CDAC did recommend the enhancement and maintenance of views from downtown across the harbor.

The Planning Commission agreed with this assessment and recommended code changes to address pedestrian access and enhanced views. The language of O-51-11 is the language recommended by the Planning Commission. It has been referred back to the Planning Commission because it was introduced as a new ordinance.

This amendment was recommended by staff and the Planning Commission and is consistent with City plans and policies. Staff recommends approval of Ordinance O-51-11.



City of Annapolis
DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401
Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

JON ARASON, AICP
DIRECTOR

March 1, 2012

MEMORANDUM

To: Planning Commission

From: Jon Arason *JA*
Planning Director

Re: Ordinance O-51-11 concerning standards for the development and redevelopment of property in the C2, Conservation Residence District

Attachments: 1. Ordinance O-51-11
2. Planning Commission findings from 110 Compromise zoning map amendment request

Summary of Ordinance

This ordinance would require that development in the C2 district incorporate the following design characteristics:

1. If it is a waterfront property, it would be required to provide a pedestrian access along the waterway frontage of the property as illustrated on the next page.
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Redevelopment means new construction, alterations or renovations to the exterior of a structure in excess of fifty percent of the value of the improvements on the site as of the date of permit requests. Decks, windows, doors or other improvements within the existing footprint are excluded.

This ordinance grew out of the Planning Commission recommendation on the rezoning request for 110 Compromise Street (aka Fawcett's). The staff report on the rezoning request contained the following:

There are two important considerations in the development/redevelopment of this site. A longstanding consideration is to maintain pedestrian access around City Dock. This is a key parcel for this pedestrian access.

Pedestrian access is not permitted by the Fleet Reserve Club, but the walkway adjacent to subject property links up to the Fleet Street street-end right-of-way avoiding a dead-end and creating pedestrian opportunities.

The second consideration has been brought up from time-to-time but not in the context of city policy. This has become an important consideration for the City Dock Advisory Committee (CDAC) and will probably be a part of their final report—the enhancement of the view down Main Street, across City Dock to the mouth of the Severn River and beyond. The structure now on subject property blocks a portion of this view and it is proposed that any significant redevelopment of this site be done in a manner that this view shed is restored.

Neither of these considerations can be attached to a rezoning of the property. Nevertheless, general amendments to the C2 zoning district will be proposed to address these considerations in conjunction with this rezoning request.

Since the writing of this report the CDAC did recommend the enhancement and maintenance of views from downtown across the harbor.

The Planning Commission agreed with this assessment and recommended code changes to address pedestrian access and enhanced views. The language of O-51-11 is the language recommended by the Planning Commission. It has been referred back to the Planning Commission because it was introduced as a new ordinance.

This amendment was recommended by staff and the Planning Commission and is consistent with City plans and policies. Staff recommends approval of Ordinance O-51-11.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-51-11

**Introduced by: Mayor Cohen Alderwoman Finlayson,
Alderwoman Hoyle and Alderman Kirby**

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/14/11			5/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't Planning Commission	11/14/11 11/14/11		

A ORDINANCE concerning

Use and Redevelopment of Property in C2 Zoning Districts

FOR the purpose of adding certain provisions governing use and redevelopment of property located in a C2 Zoning District.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2011 Edition
Section 21.42.080

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

Chapter 21.42 – COMMERCIAL AND INDUSTRIAL DISTRICTS

21.42.080 - C2 Conservation Business district.

A. Purpose. The C2 Conservation Business district is designed to encourage the preservation of the old City by allowing a compatible mixture of business and home crafts and shops, unique to the early development of the City.

B. Uses. Uses that may be permitted in the C2 district are set forth in the table of uses for commercial and industrial districts in Chapter 21.48

C. Development Standards. Chapter 21.50 contains the bulk regulations table for the C2 district.

D. Additional Standards.

1. All business, servicing or processing in the C2 district, except for off-street parking or loading, shall be conducted within completely enclosed buildings.

2. Food service establishment restrictions apply in the C2 district, see Section 21.64.300



City of Annapolis
DEPARTMENT OF PLANNING AND ZONING

Chartered 1708

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401
Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

JON ARASON, AICP
DIRECTOR

October 19, 2011

MEMORANDUM

TO: City Council of Annapolis
FROM: Planning & Zoning Commission
RE: Zoning map amendment of 110 Compromise from WMC, Waterfront Maritime Conservation to C2, Conservation Business District. ZMA2011-001

SUMMARY

Subject property is the site of the former Fawcett's marine supply store. The property had been zoned C2, Conservation Business District until the adoption of the Waterfront Maritime Districts in 1987, at which time the property was zoned WMC. Before the property's use as a retail store specializing in marine hardware and operating under the Fawcett's name, the subject property had been used for general retail, including a grocery store. The WMC zone is more restrictive in that non-maritime retail and office uses are severely limited.

C2 is the prevalent zone downtown and is the only general commercial zone used in the historic district. Until 1987 this property had a C2 designation. Adjacent, developed properties affected by the 1987 rezoning had been zoned M1, Light Maritime before being rezoned to WMC.

The zoning map amendment rezones the property back to C2, Conservation Business District consistent with the non-waterfront properties downtown and consistent with the non-conforming uses of several of the neighboring waterfront properties.

STAFF RECOMMENDATION

At a regularly scheduled meeting on July 21, 2011, the Planning and Zoning staff presented their analysis and recommended approval of the rezoning request.

Staff reviewed the background of the request and analyzed the request based upon State law and the requirements of the City Code. In addition, staff analyzed the request based upon the Annapolis Comprehensive Plan recommendations and the recommendations of the City Dock Advisory Committee.

Staff found that there had been a change in the social and economic character of the area that would warrant approval of the request for rezoning. Staff also recommended additional legislative changes to the C2 zone. One change would require the provision of a pedestrian access along the water for waterfront properties. The other would require adherence to view cones for redeveloped properties.

REQUIRED FINDINGS

Article 66b is the State enabling legislation that grants local governments to power to regulate the use of land through zoning. Art. 66b, Section 4.05 establishes the 'change or mistake' rule wherein a zoning map amendment can only be granted based on a finding that there was a substantial change in the character of the neighborhood where the property is located, or that there was a mistake in the original zoning. Chapter 21.34 of the Annapolis City code sets forth the six criteria and findings that must be made in order to make the finding for change or mistake in considering a rezoning. They are as follows:

- A. Existing uses and zoning classification of properties within the general area of the property

that is the subject of the application.

In the vicinity of the property there are three zoning classifications. Subject property abuts land zoned C2 and WMC. In the area, but not abutting subject property there is land zoned C1, Conservation Residence District. The WMC zone on the other side of the water consists of the Natural Resources Police building, the Annapolis Harbormaster building, and a large car parking lot. The WMC zone on the side of the subject property consists of the Fleet Reserve building – which is essentially a social and dining club, the Marriott Hotel building – which has no maritime uses and includes a popular waterfront restaurant, the Annapolis Yacht marina, and the Annapolis Yacht Club – both of which are maritime. The Fleet Reserve and the Marriott Hotel are both nonconforming uses though both are in the WMC. The City of Annapolis also owns two small car parking lots in this portion of the WMC zone.

The C-1 zone contains the Annapolis Elementary School, an Anne Arundel Board of Education administration building, a car parking lot, and a playground. The school has coexisted for decades with the surrounding commercial activity. The entire area, known generally as the City Dock area, is intensively commercial.

The Commission finds that a general commercial zone for this will not be discordant with the general commercial tenor of the general area.

B. The suitability of the property in question to the uses permitted under the existing zoning classification compared to the uses permitted under the proposed zoning classification.

As mentioned earlier, the property was zoned from C2, Conservation Business to WMC, Waterfront Maritime Conservation in 1987, no doubt due, at least in part, to the presence of Fawcett's as a tenant. At the time of the WMC zoning, all of the properties abutting City Dock were zoned WMC irrespective of the extant use or whether the properties were or would be rendered nonconforming by the change.

For the non-maritime uses listed there are additional standards that must be met and size limitations for the use to be allowed in the WMC District.

The Planning & Zoning Commission heard testimony and had the benefit of staff expertise. The Commission finds that the nature of City Dock has changed dramatically from supporting the Chesapeake Bay seafood industry to becoming a destination for recreational boaters, land-based day trippers, and local and regional customers of the restaurant and retail establishments. These users of City Dock are not arriving downtown with the specific intent to purchase maritime-related goods. The Maritime Zones were created to concentrate maritime uses so each could take advantage of proximity to another. Current downtown maritime use consists of a marina and a yacht club, which do not create the synergies contemplated. A survey by BBP, LLC found that respondents felt there was a need for specialty food, sporting goods/hobby, clothing and limited service restaurants but not for maritime services and goods.

C. The trend of development in the general area, including any changes in zoning classification of the subject property or other properties in the area and the compatibility with existing and proposed development for the area.

As noted above area properties were rezoned in 1987 from C2 to WMC with the adoption of the maritime economic and land use strategy. As noted above the nature of City Dock has changed over time from watermen related uses to a visitor destination—both land based and water based. The mix of retail goods sold downtown has changed as well. The C2 zoning designation proposed for the property is consistent with zoning in the area since C2 is the predominant commercial zoning district downtown. City Dock is viewed as the focal point of Annapolis and trends in thinking envision the City Dock area as a gathering place for local residents, regional residents, state employees, county employees, City employees, and visitors who may or may not have business in the City. None of these populations support a maritime business. The mix of uses allowed in the C2 zoning can support visitor, resident and employment populations.

The Commission finds that the trend in development, including the proposed zoning change, will be compatible with current and proposed development in the general area.

D. Whether there has been a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification.

The Commission finds that since the adoption of the WMC zoning twenty-four years ago, the business mix and functions in the downtown have undergone change. The so-called hard maritime uses have become concentrated on the Eastport side of Spa Creek and on both sides of Back Creek. Other than the AYC (and the proposed National Sailing Hall of Fame) there are no maritime uses in the WMC zone. As noted above, uses around City Dock are changing to reflect its emerging role as a visitor destination. The Commission finds there has been a substantial change in the character of the neighborhood where the property is located.

E. The availability of public facilities, present and future transportation patterns.

The Commission finds there are adequate public facilities in place to support the requested rezoning. The Commission further finds the requested rezoning will have no impact on present or future transportation patterns.

F. The relationship of the proposed amendment to the City's Comprehensive Plan.

The Annapolis Comprehensive Plan recommends mixed-use development for this site. The proposed C2 zoning classification is consistent with the comprehensive plan recommendation. The Commission finds that the proposed zoning amendment is compatible with the Comprehensive Plan.

Other Considerations

As noted above, staff identified two additional and important considerations in the development/redevelopment of this site. Both can be resolved if the Council adopts two changes to Code requirements.

The first is a longstanding responsibility to maintain pedestrian access around City Dock. This goal is key to the primary recommendation of the City Dock Advisory Committee to make the general City Dock area a pedestrian-friendly place with as much pedestrian access to the water as possible. This parcel is a key parcel for pedestrian access. Pedestrian access is not permitted by the Fleet Reserve Club, but the walkway adjacent to subject property links up to the Newman Street street-end right-of-way, thereby avoiding a dead-end and creating some pedestrian opportunities.

Consequently, the Planning & Zoning Commission finds the following change to the zoning code is a necessary addition to its recommendation of approval of the zoning map amendment:

New Subsection 21.42.080 D.4.:

"Waterfront properties designated as part of the C2 Conservation Business District shall provide a pedestrian access across the waterway frontage of the property."

The second consideration has been brought up from time-to-time but not in the context of city policy. This is an important goal identified by the City Dock Advisory Committee (CDAC) and is a part of their final report—namely, the enhancement of the view down Main Street, across City Dock to the mouth of the Severn River and beyond. The structure now on the subject property blocks an important portion of this view. Any significant redevelopment of this site must be done in a manner that restores this significant viewshed.

Hence, the Planning & Zoning Commission finds the following change to the zoning code is a necessary addition to its recommendation of approval of the zoning map amendment:

New Subsection 21.42.080 D.5.:

Upon redevelopment of a site in the C2 Zoning District, those scenic views recognized in the Annapolis Comprehensive Plan or other plans adopted as amendments thereto by the Annapolis City Council must be restored or preserved. For purposes of this section, redevelopment shall mean new construction, alterations or renovations to the exterior

of the structure(s) on the site, not including decks, windows, doors and façade treatments or other improvements within the existing footprint and building envelope, in excess of fifty percent (50%) of the value of the improvements on the site as of the date of permit requests.

Neither of these considerations can be attached to a rezoning of the property. Nevertheless, general amendments to the C2 zoning district must be proposed to address these considerations in conjunction with this rezoning request.

Additionally, the Planning Commission voted to amend the rezoning map change request to include the city-owned parking lot adjacent to Newman Street, between 110 Compromise and the Fleet Reserve Club, parcel 1248.

PUBLIC HEARING AND DELIBERATION

The Planning Commission found that proper notification of the application and hearing was given. In accordance with the Annapolis City Code a public hearing was held and the public was invited to comment on the rezoning request. Additionally, the owner of the property and his agents made a presentation to the Planning Commission.

Upon the close of the public hearing the Planning Commission entered into deliberations. Based on the staff analysis, applicants' presentation and comments received from the public, the Commission found that the requisite findings were met. The Commission further found that the recommended code changes noted above were appropriate in furthering the normal and orderly development of the City and consistent with the Comprehensive Plan.

RECOMMENDATION

The Planning & Zoning Commission on July 21, 2011 by a vote of 6-0 held that the requirements of 21.34.040 have been met, that there has been a change in the social and economic character of the area that warrants approval of this request, and that the change in zoning classification will be compatible with current and proposed uses. The Commission by the same vote further recommends that the proposed code changes be enacted coincident with the zoning change.

Chair:



David DiQuinzio

FISCAL IMPACT NOTE

Legislation No: O-51-11

First Reader Date: 11-14-11

Note Date: 11-27-11

Legislation Title: Use and Redevelopment of Property in C2 Zoning Districts

Description:

For the purpose of adding certain provisions governing use and redevelopment of property located in a C2 Zoning District.

Analysis of Fiscal Impact:

This legislation will provide for a waterfront pedestrian access across the waterway frontage of property in the C2 Zoning District as well as restore and preserve scenic views. While the legislation produces no significant direct fiscal impact, it could lead to an increase in the tax base, thereby increasing tax revenues.

1 CITY COUNCIL OF THE
2 City of Annapolis

3 Ordinance No. O-52-11 Amended

4 Introduced by: Alderwoman Finlayson, Alderwoman Hoyle and Alderman Kirby
5
6
7

LEGISLATIVE HISTORY			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
11/14/11	4/23/12	11/27/12	5/12/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	11/14/11	5/31/12	Unfavorable
Economic Matters	11/14/12	5/31/12	Favorable
Planning Commission	11/14/11	7/21/12	Favorable
Maritime Advisory Board	1/5/12	12/20/11	Unfavorable

8
9 A ORDINANCE concerning

10 Rezoning Parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A

11
12 FOR the purpose of rezoning parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A to C2,
13 "Conservation Business" Zoning District.

14 BY repealing and re-enacting with amendments the Zoning District Map contained in
15 Section 21.06.020 of the Code of the City of Annapolis 2011 Edition, to reflect the
16 rezoning of parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A to C2 "Conservation
17 Business" Zoning District.
18

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

21 Chapter 21.06 – ZONING DISTRICTS AND MAPPING

22 21.06.020 - Zoning District Map.

23 The location and boundaries of the zoning districts of this Zoning Code are established as
24 shown on the zoning map entitled "City of Annapolis Zoning District Map," which is incorporated
25 in this section and made a part of this Zoning Code. The map, together with everything shown
26 on the map and all amendments to the map, is as much a part of this Zoning Code as though
27 fully set forth and described in this Zoning Code. (Amended during 2007 edition: Ord. O-30-05
28 Revised Attach., 2006: Ord. O-11-05 Revised Amended § 1 (part), 2005: Ord. O-1-04 Revised
29 (part), 2005). THE ZONING REFLECTED ON THE ZONING DISTRICT MAP IS AMENDED TO
30 REFLECT THE ZONING OF PARCELS [1244] 1247 AND 1255, GRID 20, TAX MAP 52A AS
31 C2 "CONSERVATION BUSINESS" ZONING DISTRICT LOCATED AT 110 COMPROMISE
32 STREET IN ANNAPOLIS AS CONTAINED IN EXHIBIT A ATTACHED TO THIS ORDINANCE.
33

1 The Planning & Zoning Commission heard testimony and had the benefit of staff expertise. The
2 Commission finds that the nature of City Dock has changed dramatically from supporting the
3 Chesapeake Bay seafood industry to becoming a destination for recreational boaters, land-
4 based day trippers, and local and regional customers of the restaurant and retail
5 establishments. These users of City Dock are not arriving downtown with the specific intent to
6 purchase maritime-related goods. The Maritime Zones were created to concentrate maritime
7 uses so each could take advantage of proximity to another. Current downtown maritime use
8 consists of a marina and a yacht club, which do not create the synergies contemplated. A
9 survey by BBP, LLC found that respondents felt there was a need for specialty food, sporting
10 goods/hobby, clothing and limited service restaurants but not for maritime services and goods.

11
12 **C. The trend of development in the general area, including any changes in zoning**
13 **classification of the subject property or other properties in the area and the compatibility**
14 **with existing and proposed development for the area.**

15 As noted above area properties were rezoned in 1987 from C2 to WMC with the adoption of the
16 maritime economic and land use strategy. As noted above the nature of City Dock has changed
17 over time from watermen related uses to a visitor destination--both land based and water based.
18 The mix of retail goods sold downtown has changed as well. The C2 zoning designation
19 proposed for the property is consistent with zoning in the area since C2 is the predominant
20 commercial zoning district downtown. City Dock is viewed as the focal point of Annapolis and
21 trends in thinking envision the City Dock area as a gathering place for local residents, regional
22 residents, state employees, county employees, City employees, and visitors who may or may
23 not have business in the City. None of these populations support a maritime business. The mix
24 of uses allowed in the C2 zoning can support visitor, resident and employment populations.

25
26 The Commission finds that the trend in development, including the proposed zoning change, will
27 be compatible with current and proposed development in the general area.

28
29 **D. Whether there has been a substantial change in the character of the neighborhood**
30 **where the property is located or that there was a mistake in the existing zoning**
31 **classification.**

32 The Commission finds that since the adoption of the WMC zoning twenty-four years ago, the
33 business mix and functions in the downtown have undergone change. The so-called hard
34 maritime uses have become concentrated on the Eastport side of Spa Creek and on both sides
35 of Back Creek. Other than the AYC (and the proposed National Sailing Hall of Fame) there are
36 no maritime uses in the WMC zone. As noted above, uses around City Dock are changing to
37 reflect its emerging role as a visitor destination. The Commission finds there has been a
38 substantial change in the character of the neighborhood where the property is located.

39
40 **E. The availability of public facilities, present and future transportation patterns.**

41 The Commission finds there are adequate public facilities in place to support the requested
42 rezoning. The Commission further finds the requested rezoning will have no impact on present
43 or future transportation patterns.

44
45 **F. The relationship of the proposed amendment to the City's Comprehensive Plan.**

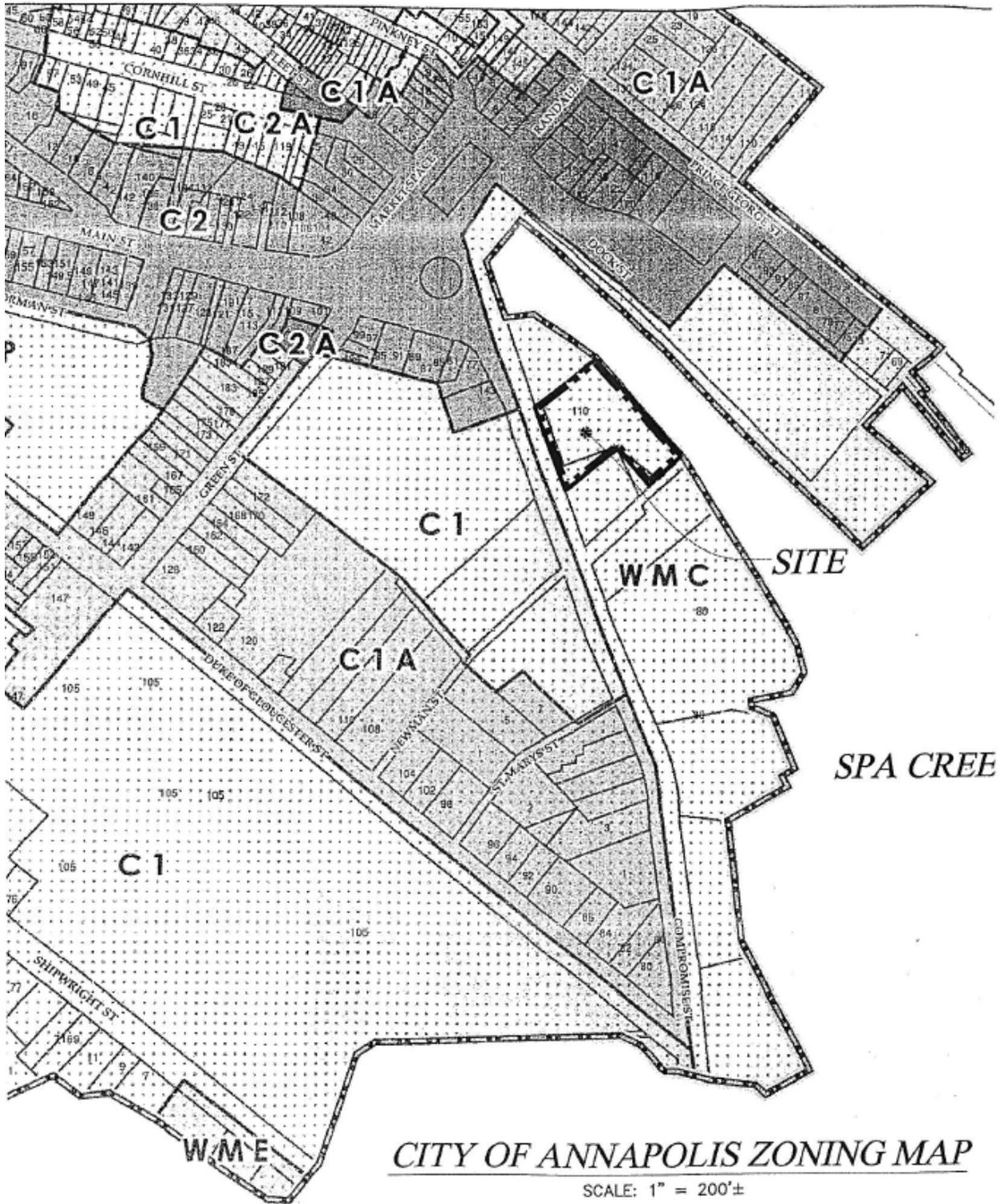
46 The Annapolis Comprehensive Plan recommends mixed-use development for this site. The
47 proposed C2 zoning classification is consistent with the comprehensive plan recommendation.
48 The Commission finds that the proposed zoning amendment is compatible with the
49 Comprehensive Plan.

50
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Exhibit A

EXHIBIT A (Revised)

O-52-11
Page 5



Policy Report

Ordinance O-52-11

Rezoning Parcels 1244 and 1255, Grid 20, Tax Map 52A

The proposed ordinance would rezone parcels 1244 and 1255, Grid 20, Tax Map 52A from WMC (Waterfront Maritime Conservation) to C2 (Conservation Business) Zoning District.

Article 66B is the State enabling legislation that grants local governments the authority to regulate the use of land through zoning. Article 66B, Section 4.05 establishes the 'change or mistake' rule wherein a zoning map amendment can only be granted based on a finding that there was a substantial change in the character of the neighborhood where the property is located, or that there was a mistake in the original zoning.

Chapter 21.34 of the Annapolis City Code sets forth the six criteria and findings that must be made in order to make the finding for change or mistake in considering a rezoning. They are as follows:

- A. Existing uses and zoning classification of properties within the general area of the property that is the subject of the application.
- B. The suitability of the property in question to the uses permitted under the existing zoning classification compared to the uses permitted under the proposed zoning classification.
- C. The trend of development in the general area, including any changes in zoning classification of the subject property or other properties in the area and the compatibility with existing and proposed development for the area.
- D. Whether there has been a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification.
- E. The availability of public facilities, present and future transportation patterns.
- F. The relationship of the proposed amendment to the City's Comprehensive Plan.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/31/12

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

The Economic Matters Committee has reviewed B-52-11 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Paone, Chair NO

Ald. Finlayson Yes

Ald. Pfeiffer Yes

Meeting Date 5/31/12 Signature of Chair Richard M. Paone



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/31/12

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

The Rules and City Government Committee has reviewed 0-52-11 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Israel, Chair Yes

Ald. Hoyle NO

Ald. Arnett Yes

Meeting Date 5/31/12

Signature of Chair Alderman Israel (for)



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

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

Chartered 1708

JON ARASON, AICP
DIRECTOR

October 19, 2011

MEMORANDUM

TO: City Council of Annapolis

FROM: Planning & Zoning Commission

RE: Zoning map amendment of 110 Compromise from WMC, Waterfront Maritime Conservation to C2, Conservation Business District. ZMA2011-001

SUMMARY

Subject property is the site of the former Fawcett's marine supply store. The property had been zoned C2, Conservation Business District until the adoption of the Waterfront Maritime Districts in 1987, at which time the property was zoned WMC. Before the property's use as a retail store specializing in marine hardware and operating under the Fawcett's name, the subject property had been used for general retail, including a grocery store. The WMC zone is more restrictive in that non-maritime retail and office uses are severely limited.

C2 is the prevalent zone downtown and is the only general commercial zone used in the historic district. Until 1987 this property had a C2 designation. Adjacent, developed properties affected by the 1987 rezoning had been zoned M1, Light Maritime before being rezoned to WMC.

The zoning map amendment rezones the property back to C2, Conservation Business District consistent with the non-waterfront properties downtown and consistent with the non-conforming uses of several of the neighboring waterfront properties.

STAFF RECOMMENDATION

At a regularly scheduled meeting on July 21, 2011, the Planning and Zoning staff presented their analysis and recommended approval of the rezoning request.

Staff reviewed the background of the request and analyzed the request based upon State law and the requirements of the City Code. In addition, staff analyzed the request based upon the Annapolis Comprehensive Plan recommendations and the recommendations of the City Dock Advisory Committee.

Staff found that there had been a change in the social and economic character of the area that would warrant approval of the request for rezoning. Staff also recommended additional legislative changes to the C2 zone. One change would require the provision of a pedestrian access along the water for waterfront properties. The other would require adherence to view cones for redeveloped properties.

REQUIRED FINDINGS

Article 66b is the State enabling legislation that grants local governments the power to regulate the use of land through zoning. Art. 66b, Section 4.05 establishes the 'change or mistake' rule wherein a zoning map amendment can only be granted based on a finding that there was a substantial change in the character of the neighborhood where the property is located, or that there was a mistake in the original zoning. Chapter 21.34 of the Annapolis City code sets forth the six criteria and findings that must be made in order to make the finding for change or mistake in considering a rezoning. They are as follows:

A. Existing uses and zoning classification of properties within the general area of the property

that is the subject of the application.

In the vicinity of the property there are three zoning classifications. Subject property abuts land zoned C2 and WMC. In the area, but not abutting subject property there is land zoned C1, Conservation Residence District. The WMC zone on the other side of the water consists of the Natural Resources Police building, the Annapolis Harbormaster building, and a large car parking lot. The WMC zone on the side of the subject property consists of the Fleet Reserve building – which is essentially a social and dining club, the Marriott Hotel building – which has no maritime uses and includes a popular waterfront restaurant, the Annapolis Yacht marina, and the Annapolis Yacht Club – both of which are maritime. The Fleet Reserve and the Marriott Hotel are both nonconforming uses though both are in the WMC. The City of Annapolis also owns two small car parking lots in this portion of the WMC zone.

The C-1 zone contains the Annapolis Elementary School, an Anne Arundel Board of Education administration building, a car parking lot, and a playground. The school has coexisted for decades with the surrounding commercial activity. The entire area, known generally as the City Dock area, is intensively commercial.

The Commission finds that a general commercial zone for this will not be discordant with the general commercial tenor of the general area.

B. The suitability of the property in question to the uses permitted under the existing zoning classification compared to the uses permitted under the proposed zoning classification.

As mentioned earlier, the property was zoned from C2, Conservation Business to WMC, Waterfront Maritime Conservation in 1987, no doubt due, at least in part, to the presence of Fawcett's as a tenant. At the time of the WMC zoning, all of the properties abutting City Dock were zoned WMC irrespective of the extant use or whether the properties were or would be rendered nonconforming by the change.

For the non-maritime uses listed there are additional standards that must be met and size limitations for the use to be allowed in the WMC District.

The Planning & Zoning Commission heard testimony and had the benefit of staff expertise. The Commission finds that the nature of City Dock has changed dramatically from supporting the Chesapeake Bay seafood industry to becoming a destination for recreational boaters, land-based day trippers, and local and regional customers of the restaurant and retail establishments. These users of City Dock are not arriving downtown with the specific intent to purchase maritime-related goods. The Maritime Zones were created to concentrate maritime uses so each could take advantage of proximity to another. Current downtown maritime use consists of a marina and a yacht club, which do not create the synergies contemplated. A survey by BBP, LLC found that respondents felt there was a need for specialty food, sporting goods/hobby, clothing and limited service restaurants but not for maritime services and goods.

C. The trend of development in the general area, including any changes in zoning classification of the subject property or other properties in the area and the compatibility with existing and proposed development for the area.

As noted above area properties were rezoned in 1987 from C2 to WMC with the adoption of the maritime economic and land use strategy. As noted above the nature of City Dock has changed over time from watermen related uses to a visitor destination—both land based and water based. The mix of retail goods sold downtown has changed as well. The C2 zoning designation proposed for the property is consistent with zoning in the area since C2 is the predominant commercial zoning district downtown. City Dock is viewed as the focal point of Annapolis and trends in thinking envision the City Dock area as a gathering place for local residents, regional residents, state employees, county employees, City employees, and visitors who may or may not have business in the City. None of these populations support a maritime business. The mix of uses allowed in the C2 zoning can support visitor, resident and employment populations.

The Commission finds that the trend in development, including the proposed zoning change, will be compatible with current and proposed development in the general area.

D. Whether there has been a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification.

The Commission finds that since the adoption of the WMC zoning twenty-four years ago, the business mix and functions in the downtown have undergone change. The so-called hard maritime uses have become concentrated on the Eastport side of Spa Creek and on both sides of Back Creek. Other than the AYC (and the proposed National Sailing Hall of Fame) there are no maritime uses in the WMC zone. As noted above, uses around City Dock are changing to reflect its emerging role as a visitor destination. The Commission finds there has been a substantial change in the character of the neighborhood where the property is located.

E. The availability of public facilities, present and future transportation patterns.

The Commission finds there are adequate public facilities in place to support the requested rezoning. The Commission further finds the requested rezoning will have no impact on present or future transportation patterns.

F. The relationship of the proposed amendment to the City's Comprehensive Plan.

The Annapolis Comprehensive Plan recommends mixed-use development for this site. The proposed C2 zoning classification is consistent with the comprehensive plan recommendation. The Commission finds that the proposed zoning amendment is compatible with the Comprehensive Plan.

Other Considerations

As noted above, staff identified two additional and important considerations in the development/redevelopment of this site. Both can be resolved if the Council adopts two changes to Code requirements.

The first is a longstanding responsibility to maintain pedestrian access around City Dock. This goal is key to the primary recommendation of the City Dock Advisory Committee to make the general City Dock area a pedestrian-friendly place with as much pedestrian access to the water as possible. This parcel is a key parcel for pedestrian access. Pedestrian access is not permitted by the Fleet Reserve Club, but the walkway adjacent to subject property links up to the Newman Street street-end right-of-way, thereby avoiding a dead-end and creating some pedestrian opportunities.

Consequently, the Planning & Zoning Commission finds the following change to the zoning code is a necessary addition to its recommendation of approval of the zoning map amendment:

New Subsection 21.42.080 D.4.:

"Waterfront properties designated as part of the C2 Conservation Business District shall provide a pedestrian access across the waterway frontage of the property."

The second consideration has been brought up from time-to-time but not in the context of city policy. This is an important goal identified by the City Dock Advisory Committee (CDAC) and is a part of their final report—namely, the enhancement of the view down Main Street, across City Dock to the mouth of the Severn River and beyond. The structure now on the subject property blocks an important portion of this view. Any significant redevelopment of this site must be done in a manner that restores this significant viewshed.

Hence, the Planning & Zoning Commission finds the following change to the zoning code is a necessary addition to its recommendation of approval of the zoning map amendment:

New Subsection 21.42.080 D.5.:

Upon redevelopment of a site in the C2 Zoning District, those scenic views recognized in the Annapolis Comprehensive Plan or other plans adopted as amendments thereto by the Annapolis City Council must be restored or preserved. For purposes of this section, redevelopment shall mean new construction, alterations or renovations to the exterior

of the structure(s) on the site, not including decks, windows, doors and façade treatments or other improvements within the existing footprint and building envelope, in excess of fifty percent (50%) of the value of the improvements on the site as of the date of permit requests.

Neither of these considerations can be attached to a rezoning of the property. Nevertheless, general amendments to the C2 zoning district must be proposed to address these considerations in conjunction with this rezoning request.

Additionally, the Planning Commission voted to amend the rezoning map change request to include the city-owned parking lot adjacent to Newman Street, between 110 Compromise and the Fleet Reserve Club, parcel 1248.

PUBLIC HEARING AND DELIBERATION

The Planning Commission found that proper notification of the application and hearing was given. In accordance with the Annapolis City Code a public hearing was held and the public was invited to comment on the rezoning request. Additionally, the owner of the property and his agents made a presentation to the Planning Commission.

Upon the close of the public hearing the Planning Commission entered into deliberations. Based on the staff analysis, applicants' presentation and comments received from the public, the Commission found that the requisite findings were met. The Commission further found that the recommended code changes noted above were appropriate in furthering the normal and orderly development of the City and consistent with the Comprehensive Plan.

RECOMMENDATION

The Planning & Zoning Commission on July 21, 2011 by a vote of 6-0 held that the requirements of 21.34.040 have been met, that there has been a change in the social and economic character of the area that warrants approval of this request, and that the change in zoning classification will be compatible with current and proposed uses. The Commission by the same vote further recommends that the proposed code changes be enacted coincident with the zoning change.

Chair:



David DiQuinzio



City of Annapolis City Council
Committee & Commission Referral Action Report

Date: January 5, 2012

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

The Maritime Advisory Board has reviewed O-52-11, rezoning of Parcels 1244 and 1255 (Chandler, LLC) and has taken the following action:

Favorable

Favorable with amendments

Unfavorable (7-3)

No Action

Other

Comments:

The Board again recognized that substantive inconsistencies exist between the 4 maritime zoning districts which demonstrate the need for a comprehensive, not piecemeal, review of those zoning districts. Such a comprehensive review was recommended by the 1996 Comprehensive Plan¹ but not implemented. In the 2009 Comprehensive Plan, the Planning Commission and City Council in Land Use and Economic Development Policy 7 (p. 36) stated:

Acknowledging the importance of the Maritime Industry to Annapolis' character, identity and economy, strive to ensure the Maritime Industry's sustained health and viability.

¹ 7C-3, page 59: "Maintain The Existing Maritime Zones And Evaluate Whether Any Changes Are Needed To Strengthen The Maritime Industry"; [T]he existing maritime zones could be evaluated to identify whether any adjustments should be made to enhance maritime businesses without altering the intent of the zoning."

Piecemeal elimination of maritime zoning, particularly where it is directed to single properties, is inconsistent with the mandates of the Comprehensive Plan and adversely affects the "character, identity and economy" of Annapolis.

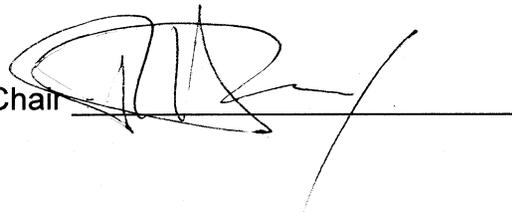
The Board also notes that Policy 6 of the 2009 Comprehensive Plan notes that a plan for the future of City Dock "must be developed with broad participation by the entire community". The City Dock Advisory Committee has not completed its recommendations and there is an on-going study of the Compromise Street corridor. Zoning changes to properties located along Compromise Street, and in the City Dock area, should only be done in conjunction with the implementation of broader plans for Compromise Street and the City Dock area.

The City must continue to act to preserve and promote the maritime industry, and the City's maritime character, so that it does not die by attrition. Accordingly, any change in the zoning (or a zoning text amendment) that affects properties in the maritime zones should only be undertaken in connection with a comprehensive review. The Board recommends that the appropriate City agencies commence that review within the next 120 days and make recommendations based upon that review to the Planning Commission and City Council within 180 days thereafter. Piecemeal changes should not be undertaken or approved.

cc: Members, Maritime Advisory Board

Legislative Referral - O-51-11 (Chandler rezoning)

Meeting Date: December 20, 2011 Signature of Chair

A handwritten signature in black ink, appearing to be "D. R. ...", is written over a horizontal line. The signature is stylized and somewhat illegible.

FISCAL IMPACT NOTE

Legislation No: O-52-11

First Reader Date: 11-14-11

Note Date: 11-27-11

Legislation Title: **Rezoning Parcels 1244 and 1255, Grid 20, Tax Map 52A**

Description:

For the purpose of rezoning parcels 1244 and 1255, Grid 20, Tax Map 52A

Analysis of Fiscal Impact:

This legislation changes the zoning for this vacant commercial property, currently zoned Waterfront Maritime Conservation, to C2, " Conservation Business" Zoning District. The effect of the zoning change will allow non-maritime use of the property. According to the report and recommendations of the Planning Commission, the zoning change is not discordant with the general commercial tenor of the area and most users of the area are not arriving there with the intention of purchasing maritime-related goods. While the legislation produces no significant direct fiscal impact, by adding to potential uses, the City's tax base could increase, thereby increasing tax revenues.

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-28-12

Introduced by: Mayor Cohen

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

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AN ORDINANCE concerning

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.

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

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

CHAPTER 20.30 – MODERATELY PRICED DWELLING UNITS.

20.30.130 - Procedures for sale and rental of MPDUs.

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

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

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

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

**Mayor Cohen's Amendment to O-28-12
Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling
Units**

Amendment #1

Page 3, Line 37: Insert:

“Notwithstanding any other provisions, the City Council may adopt written regulations to address MPDU foreclosure proceedings. If an MPDU is sold in foreclosure proceedings that a lending institution holding a note secured by a mortgage or deed of trust has initiated, then the City shall terminate the MPDU controls and execute a release of the restrictive covenants if any and all proceeds of the sale are paid to the Homeowner Assistance Trust Fund. If a foreclosure MPDU sale occurs during the first ten (10) years after the original sale or rental, then any price paid at the foreclosure sale that exceeds the MPDU's original sale price plus any reasonable costs and fees of foreclosure shall be paid into the Homeowner Assistance Trust Fund.”



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

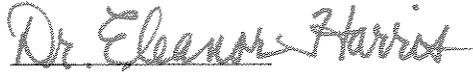
In the discussion, it became clear that there was an inadvertent grammatical error in the language of the proposed amendment. The correct wording should be:

“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

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.

1 CITY COUNCIL OF THE
2 City of Annapolis

3
4 Ordinance No. O-36-12

5 Introduced by: Mayor Cohen and Alderman Arnett
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
9/24/12	10/22/12	10/13/12	12/21/12
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	9/24/12		
Planning Commission	11/26/12	12/6/12	
Alcoholic Beverage Control Board	11/26/12	12/5/12	

8
9 **AN ORDINANCE** concerning

10 **Permitted Hours of Sidewalk Cafes**

11 **FOR** the purpose of authorizing permitted sidewalk cafes to remain open during the normal
12 business hours governing such establishments.

13 **BY** repealing and re-enacting with amendments the following portions of the Code of the
14 City of Annapolis, 2011 Edition
15 Chapter 7.42
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 7.42 – Sidewalk Cafes**

20 **7.42.010 - Sidewalk café—Defined—Permit required.**

21 A. A person shall not construct, maintain, use or operate a sidewalk café without first
22 obtaining a permit as provided in this chapter.

23 B. An application for a sidewalk café permit shall be made to the City Clerk on forms provided
24 by the City Clerk. The application shall be made by the operating establishment.

25 C. A sidewalk café permit shall be for one year from May 1st in each year until the following
26 April 30th, except that, for the 1996-1997 term, the permit shall be valid from the date on which
27 the permit is issued, even if prior to May 1, 1996. The holder of a permit shall pay an annual fee
28 as established by resolution of the City Council. The annual fee shall be paid with the original
29 permit application and with the request for renewal of the permit.

30 D. For purposes of this chapter, "sidewalk café" means any area situated on a public sidewalk

1 where food, refreshments, and/or beverages are sold by a restaurant, delicatessen, ice cream
2 shop or coffee shop (hereinafter "operating establishment") for public consumption at tables or
3 counters located on the sidewalk fronting the operating establishment. Sidewalk cafés shall
4 operate only as authorized pursuant to this chapter.

5

6 **7.42.020 - Standards.**

7 A. No part of a sidewalk café area shall encroach upon any part of the sidewalk frontage of
8 any adjacent premises, right-of-way or alley.

9 B. A sidewalk café must leave a minimum six-foot unobstructed passageway for pedestrians
10 along the length of the café. For operating establishments adjacent to sidewalks less than ten
11 feet wide at the location of the proposed sidewalk café, the City Clerk, with the consent of the
12 Department of Public Works, may reduce the unobstructed passageway to not less than that
13 required by the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) or its successors.

14 C. The holder of a sidewalk café permit shall fully insure, indemnify, defend and hold
15 harmless the City and in their capacity as such, the officers, agents and employees thereof from
16 and against any and all claims and damages in any way arising out of or through the acts or
17 omissions of the permit holder or its employees in the construction, operation, maintenance,
18 use, placement or condition of the sidewalk café. An applicant for sidewalk café shall provide
19 proof of such insurance before a permit may be issued or renewed under this chapter.

20 D. A sidewalk café shall close and all café seating shall be removed from the café area no
21 later than [eleven p.m.] THE PERMITTED CLOSING TIME OF THE OPERATING
22 ESTABLISHMENT. The café area shall be cleared of all other furniture (excepting any furniture
23 approved pursuant to Section 21.08.060(C) to remain in the café area overnight), debris and
24 obstructions to the sidewalk no later than [midnight] THE PERMITTED CLOSING TIME OF
25 THE OPERATING ESTABLISHMENT.

26 E. An operating establishment shall not sell, serve or allow consumption of alcoholic
27 beverages on its sidewalk café without obtaining the required license from the Alcoholic
28 Beverage Control Board. Alcoholic beverages shall be served on the sidewalk café only in
29 conjunction with the service of food. Notwithstanding any contrary or different hours of operation
30 in its alcoholic beverages license, an operating establishment shall not sell, serve or allow
31 consumption of alcoholic beverages on its sidewalk café after the [sidewalk café's]
32 OPERATING ESTABLISHMENT'S PERMITTED closing time.

33 F. Sidewalk café furniture shall comply with any and all guidelines adopted pursuant to
34 Section 21.08.060(C) of this code. Except as otherwise provided pursuant to Section
35 21.08.060(C), all sidewalk café furniture shall be readily moveable and shall be stored indoors
36 when not in use. No permanent structures or improvements shall be installed in or near the café
37 area.

38 G. The following are prohibited in the café area: cooking of food; unshielded trash or refuse
39 storage; advertisements (exclusive of menus intended to be read from café); outdoor
40 entertainment, music, speakers, or public address system; exclusively carry-out transactions.

41 H. A sidewalk café shall comply with all applicable building, health, safety, fire, zoning and
42 environmental standards.

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7.42.030 - Existing sidewalk cafés.

Sidewalk cafés in existence in the C2 district as of November 13, 1995 under authority of a lease agreement with the City, may, at the option of the lessee, continue to operate pursuant to either the existing terms of such lease agreement or the terms of this chapter.

7.42.040 - Sidewalk café violation.

The provisions of this chapter shall be enforced by the Department of Public Works. A person who continues to violate this chapter after a written request to take corrective action is guilty of a municipal infraction and shall be fined for each violation as established by resolution of the City Council plus costs. In addition, the City Council may revoke or suspend a permit issued pursuant to this chapter upon a second or subsequent conviction under this section in any twelve month period.

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

ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

EXPLANATION

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

O-36-12

Permitted Hours of Sidewalk Cafes

Policy Report

The proposed ordinance would authorize permitted sidewalk cafes to remain open during the operating hours of such establishments. For permitted sidewalk cafes, the operating hours for such establishments are authorized generally in the zoning code or may be subject to a special exception or restrictions from the Alcoholic Beverage Control Board (ABCB). If there is a discrepancy in operating hours between a special exception or ABCB restrictions, the special exception operating hours prevail.

Prepared by: Jessica Cowles, City of Annapolis Office of Law, JCCowles@annapolis.gov or (410) 263-1184.

**Technical Amendment to O-36-12
Permitted Hours of Sidewalk Cafes**

Page 1, Line 14: strike “2011” and insert “2012”

Page 2, Lines 23, Line 34, Line 35: strike “21.08.060 (C)” and insert “21.08.060 (E)”

**Mayor Cohen Amendment
O-36-12
Permitted Hours of Sidewalk Cafes**

Page 2: Line 18 and Line 21:

Insert "30 minutes before" THE PERMITTED CLOSING TIME OF THE OPERATING ESTABLISHMENT.

Page 2, Line 28:

Strike "after" and insert "within 30 minutes before"

**Alderman Budge's Amendment to O-36-12
Permitted Hours of Sidewalk Cafes**

Page 3, Line 17:

Insert after "passage" "AND SHALL BE DEEMED ABROGATED AND OF NO FURTHER EFFECT EFFECTIVE JUNE 1, 2014, AND STRICKEN FROM THE CODE OF THE CITY OF ANNAPOLIS."

Alcoholic Beverage Control Board Amendment to Ordinance O-36-12

Permitted Hours of Sidewalk Cafes.

Member Miron moved a favorable recommendation of Ordinance O-36-12, Permitting Sidewalk Cafés to remain open during normal business hours governing such establishments; *however, the Board expresses concern about the strict enforcement of Alcoholic Beverage Control Board laws regarding the service of food with alcohol for Sidewalk Cafes during extended hours.* Seconded. CARRIED on voice vote.

City of



Annapolis

PLANNING COMMISSION

(410)263-7961

145 GORMAN STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401

May 16, 2013

Memorandum

To: City Council

From: Planning Commission

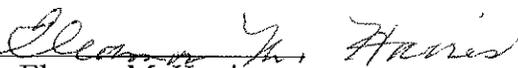
Re: Ordinance O-36-12—Amending Chapter 7.42, Sidewalk Cafes to permit expanded hours of operation to coincide with the hours of the adjacent business establishment

Thank you for referring this ordinance to the Planning Commission. Since the City Code provides us with authorization to review amendments to Titles 20 and 21 only, we feel it is appropriate to send you a memorandum rather than an official set of findings. The Planning Commission did discuss this matter, and found that we have no explicit jurisdiction and therefore no set of review findings or criteria to take official action.

As a Planning Commission we have no specific objections to the bill as proposed. We did, however, make two observations:

1. Since sidewalk cafes seem to have become the smoking area of the adjacent business and one often has to walk through second hand smoke to enter the establishment, we would recommend that no smoking be enforced for sidewalk cafes.
2. We are concerned about the enforcement of alcohol only with food for sidewalk cafes open late after kitchens have closed.

Thank you for the opportunity to comment.


Dr. Eleanor M. Harris
Chair



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

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

JON ARASON, AICP
DIRECTOR

May 2, 2013

MEMORANDUM

To: City Council

From: Jon Arason
Planning Director

Re: Ordinance O-36-12 for the purpose of authorizing sidewalk cafes to remain open during the approved hours of operation of the adjacent restaurant

This ordinance amends Chapter 7.42 of the code pertaining to the licensing, standards and operations of sidewalk cafes by allowing hours of operation consistent with the hours of the establishment having the sidewalk cafe. Sidewalk cafes are permitted through the city clerks office though café furniture has to meet HPC standards. Currently sidewalk cafes are required to close at 11:00 pm.

Section 21.08.030 of the Code establishes the duties of the Planning Commission:

Duties. The Planning Commission shall have the following powers and duties:

1. Review all proposed amendments to this Zoning Code and Zoning Map and to report to the City Council its findings and recommendations in the manner prescribed in this Zoning Code, Chapter 21.32 and Chapter 21.34
2. Receive the Planning and Zoning Director's recommendations related to the effectiveness of this Zoning Code and report its conclusions and recommendations to the City Council not less frequently than once a year.
3. Hear and decide applications on planned developments pursuant to the provisions of Zoning Code Chapter 21.24
4. Execute all powers conferred to Planning Commissions under Article 66B of the Annotated Code of Maryland.
5. On referral by the Director of Planning and Zoning of a major site design the Planning Commission shall hold a public hearing and make recommendations.
6. On referral by the Director of Planning and Zoning on structures greater than 3250 square feet in R2-NC zoning districts the Planning Commission shall hold a public hearing and make recommendations.

Though amendments to Title 7 are not among the Planning Commission duties, the ordinance was referred to the commission.

This ordinance would allow sidewalk cafes to maintain the same hours of operation as the adjoining restaurant. No other provisions for the operation of such cafes would be altered.

There are no review criteria for the Planning Commission relative to amendments to code provisions other than Titles 20 and 21. Planning staff is of the opinion that with the other sidewalk café standards maintained, hours of operation consistent with the restaurant can will have no adverse impacts, and would maintain an active street presence that would be beneficial to the public, and recommends approval.

FISCAL IMPACT NOTE

Legislation No: O-36-12

First Reader Date: 9/24/12

Note Date: 10/13/12

Legislation Title: **Permitted Hours of Sidewalk Cafes**

Description: For the purpose of authorizing permitted sidewalk cafes to remain open during the normal business hours governing such establishments.

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

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-41-12

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
11/05/12	12/10/12	11/1/12	02/02/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Government	11/05/12		

AN ORDINANCE concerning

Public Ethics and Financial Disclosure

FOR the purpose of establishing minimum standards for the conduct of Annapolis government business and to assure the citizens of the City of that they may have the highest trust in public officials and employees and that the impartiality and independent judgment of public officials and employees will be maintained without improper or even the appearance of improper influence. To guard against improper influence, it is required that all City officials and employees maintain the highest ethical standards in conducting City business and that select City officials and employees disclose their financial affairs as provided in Sections 2.08.050, 2.08.051, and 2.08.052.

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

- 2.08.010
- 2.08.020
- 2.08.030
- 2.08.040
- 2.08.050
- 2.08.060
- 2.08.070
- 2.08.080
- 2.08.085
- 2.08.090
- 2.08.100
- 2.08.110

BY adding new the following portionS to the Code of the City of Annapolis, 2011 Edition:

- 2.08.051

1 2.08.052
2 2.08.120
3

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

6 **Chapter 2.08 Public Ethics and Financial Disclosure**

7 **Sections:**

- 8 2.08.010 - PURPOSE AND Policy.
- 9 2.08.020 - Definitions.
- 10 2.08.030 - Ethics Commission.
- 11 2.08.040 - PROHIBITED CONDUCT AND [Conflicts of i]InterestS.
- 12 2.08.050 - Financial disclosure FOR ELECTED OFFICIALS AND CANDIDATES FOR
- 13 ELECTED OFFICE.
- 14 2.08.051 – FINANCIAL DISCLOSURE FOR EMPLOYEES AND APPOINTED
- 15 OFFICIALS.
- 16 2.08.052 – FINANCIAL DISCLOSURE FOR THE HOUSING AUTHORITY OF THE
- 17 CITY OF ANNAPOLIS.
- 18 2.08.060 – [Financial disclosure—Content of statement] STATEMENT OF
- 19 COMPLIANCE.
- 20 2.08.070 - [Financial] LOBBYING disclosure[—Attributable interests].
- 21 2.08.080 - [Lobbying disclosure] RESPONSIBILITIES OF CITY ATTORNEY.
- 22 [2.08.085 - Financial disclosure—Annapolis Housing Authority.]
- 23 2.08.090 - Exemptions and modifications.
- 24 2.08.100 - [Responsibilities of City Attorney] ENFORCEMENT.
- 25 2.08.110 - [Enforcement] COMPLAINT PROCEDURE.
- 26 2.08.120 – SEVERABILITY.
- 27

28 **2.08.010 PURPOSE AND Policy**

29 [The proper operation of representative government requires that public officials and employees
30 be independent, impartial, and responsive to the general public whom they represent; that
31 public office not be used to advance personal gain; and that the public maintain a high degree of
32 trust in their public officials and employees. Recognizing these principles, the City Council
33 declares that it is the policy of the City, in enacting these provisions, that:

34 A. Elected and appointed officials and employees shall not engage in any business or
35 transaction or have a financial interest, direct or indirect, which is incompatible with the
36 proper discharge of official duties or would tend to impair independence of judgment or
37 action in the performance of official duties.

38 B. Designated elected and appointed officials and employees, and candidates for public
39 office, shall disclose fully their financial interests in order to ensure that the interests
40 present no conflict with their public duties.

41 C. Elected and appointed officials or employees shall not engage in any activity or
42 participate in any transaction which would create, or tend to create, a conflict of interest in
43 the exercise of their public or official duties.

1 D. Individuals, firms or organizations of any type which seek to influence elected or
2 appointed officials, agencies or employees in the performance of their official duties have
3 an obligation to register with the City as lobbyists and to disclose fully certain information
4 as to their activities as lobbyists in order that the general public may be assured that no
5 conduct resulting in a conflict of interest or interfering with the proper discharge of official
6 duties has occurred.】
7

8 A. PURPOSE. THE PURPOSE OF THIS CHAPTER IS TO SET MINIMUM STANDARDS
9 FOR THE CONDUCT OF ANNAPOLIS GOVERNMENT BUSINESS AND TO ASSURE THE
10 CITIZENS OF THE CITY THAT THEY MAY HAVE THE HIGHEST TRUST IN THEIR
11 PUBLIC OFFICIALS AND EMPLOYEES AND THAT THE IMPARTIALITY AND
12 INDEPENDENT JUDGMENT OF THEIR PUBLIC OFFICIALS AND EMPLOYEES WILL BE
13 MAINTAINED WITHOUT IMPROPER OR EVEN THE APPEARANCE OF IMPROPER
14 INFLUENCE. TO GUARD AGAINST IMPROPER INFLUENCE IT IS REQUIRED THAT ALL
15 CITY OFFICIALS AND EMPLOYEES MAINTAIN THE HIGHEST ETHICAL STANDARDS IN
16 CONDUCTING CITY BUSINESS AND THAT SELECT CITY OFFICIALS AND
17 EMPLOYEES DISCLOSE THEIR FINANCIAL AFFAIRS AS PROVIDED IN SECTIONS
18 2.08.050, 2.08.051, AND 2.08.052 .
19

20 B. POLICY. IT IS THE POLICY OF THE CITY COUNCIL THAT OFFICIALS AND
21 EMPLOYEES BE INDEPENDENT, IMPARTIAL, AND RESPONSIVE TO THE PUBLIC
22 WHOM THEY REPRESENT AND SERVE; THAT PUBLIC OFFICE OR POSITION NOT BE
23 USED TO ADVANCE PERSONAL GAIN; AND THAT LOBBYIST ACTIONS SHALL NOT
24 PRESENT A CONFLICT OF INTEREST OR INTERFERE WITH THE DUTIES OF
25 OFFICIALS AND EMPLOYEES. RECOGNIZING THESE PRINCIPLES, THE CITY
26 COUNCIL DECLARES THAT IT IS THE POLICY OF THE CITY, IN ENACTING THESE
27 PROVISIONS, THAT:
28

29 1. OFFICIALS AND EMPLOYEES SHALL NOT ENGAGE IN ANY BUSINESS OR
30 TRANSACTION OR HAVE A FINANCIAL INTEREST, DIRECT OR INDIRECT, WHICH
31 IS INCOMPATIBLE WITH THE PROPER DISCHARGE OF THEIR DUTIES OR WOULD
32 APPEAR TO IMPAIR INDEPENDENCE OF JUDGMENT OR ACTION IN THE
33 PERFORMANCE OF THEIR DUTIES.
34

35 2. ELECTED AND DESIGNATED OFFICIALS AND EMPLOYEES, AND CANDIDATES
36 FOR PUBLIC OFFICE, SHALL DISCLOSE FULLY THEIR FINANCIAL INTERESTS IN
37 ORDER TO ENSURE THAT SUCH INTERESTS PRESENT NO CONFLICT WITH
38 THEIR DUTIES.
39

40 3. OFFICIALS AND EMPLOYEES SHALL NOT ENGAGE IN ANY ACTIVITY OR
41 PARTICIPATE IN ANY TRANSACTION WHICH WOULD CREATE, OR APPEAR TO
42 CREATE, A CONFLICT OF INTEREST IN THE EXERCISE OF THEIR PUBLIC OR
43 OFFICIAL DUTIES.
44

45 4. PERSONS WHO SEEK TO INFLUENCE OFFICIALS, AGENCIES OR EMPLOYEES
46 IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES HAVE AN OBLIGATION TO
47 REGISTER WITH THE CITY AS LOBBYISTS AND TO DISCLOSE INFORMATION AS
48 TO THEIR LOBBYING ACTIVITIES TO ASSURE THEIR CONDUCT DOES NOT
49 RESULT IN A CONFLICT OF INTEREST OR INTERFERE WITH THE DUTIES OF
50 OFFICIALS AND EMPLOYEES.
51

1
2 **2.08.020 Definitions**
3

4 A. Definitions. The following words and phrases shall have the meanings ascribed to them as
5 follows:

6 [A. "Business entity" includes a corporation, general or limited partnership, sole
7 proprietorship, joint venture, unincorporated association, real estate investment trust or
8 other business trust.

9 B. "Business with the municipality" means any one or any combination of sales,
10 purchases, leases or contracts to, from or with the municipality or any agency of the
11 municipality involving consideration of one thousand dollars or more on a cumulative basis
12 during the calendar year for which a required statement is to be filed.

13 C. "Child" includes a child, adopted child, step-child, foster child or grandchild, of
14 whatever age.

15 D. "Gift" means the transfer of anything of economic value, regardless of form and
16 without adequate and lawful consideration, whether or not it relates to the performance of
17 official duties. However, "gift" does not include the solicitation, acceptance or receipt of any
18 campaign contributions regulated in accordance with any law pertaining to the conduct of
19 elections or the receipt of political campaign contributions.

20 E. "Interest" means any legal or equitable interest, whether or not subject to an
21 encumbrance or a condition, which was owned or held, in whole or in part, jointly or
22 severally, directly or indirectly at any time during the calendar year for which a required
23 statement is to be filed. "Interest" includes an interest in any stock or similar security,
24 preorganization certificate or subscription, investment contract, voting trust certificate,
25 limited or general partnership or joint venture, business trust or certificate of interest or
26 participation in a profit-sharing agreement, or in an oil, gas or other mineral royalty or
27 lease; a certificate or instrument of deposit for any of the foregoing; a certificate or
28 instrument of interest or participation in, or a certificate or instrument convertible, with or
29 without consideration, into, or a guarantee of, or warrant or right to subscribe to or
30 purchase, any of the foregoing; a put, call, straddle or other option or privilege of
31 subscribing to or purchasing any of the foregoing; or any other equity interest, however
32 evidenced, which entitles the owner or holder of the interest, directly or indirectly, alone or
33 in concert with others, to receive or direct any part of the profits from, or to exercise any
34 part of the control over, a business entity, as well as any interest which, conditionally or
35 unconditionally, with or without consideration, is convertible thereto. "Interest" also includes
36 an interest in a note, bond, debenture or any other evidence of a creditor interest.
37 However, "interest" does not include an interest held solely in the capacity of a personal
38 representative, agent, custodian, fiduciary or trustee, nor an interest in a time or demand
39 deposit in a financial institution, nor an interest in an insurance or endowment policy or
40 annuity contract under which an insurance company promises to pay a fixed number of
41 dollars, either in a lump sum or periodically for life or some other specified period.

42 F. "Person" includes any natural person, corporation, partnership, trust, unincorporated
43 association or other organization, entity or enterprise.]
44

45 1. "BUSINESS ENTITY" MEANS A CORPORATION, LIMITED LIABILITY COMPANY,
46 GENERAL OR LIMITED PARTNERSHIP, SOLE PROPRIETORSHIP, JOINT

1 VENTURE, UNINCORPORATED ASSOCIATION OR FIRM, INSTITUTION, TRUST,
2 FOUNDATION, OR OTHER ORGANIZATION, WHETHER OR NOT OPERATED FOR
3 PROFIT. "BUSINESS ENTITY" DOES NOT INCLUDE A GOVERNMENTAL ENTITY.
4

5 2. "COMMISSION" MEANS THE CITY OF ANNAPOLIS ETHICS COMMISSION AS
6 ESTABLISHED IN SECTION 2.08.030.
7

8 3. "COMPENSATION" MEANS ANY MONEY OR THING OF VALUE, REGARDLESS
9 OF FORM, RECEIVED OR TO BE RECEIVED BY ANY INDIVIDUAL COVERED BY
10 THIS CHAPTER FROM AN EMPLOYER FOR SERVICE RENDERED. FOR THE
11 PURPOSES OF SECTION 2.08.070 OF THIS CHAPTER, IF LOBBYING IS ONLY A
12 PORTION OF A PERSON'S EMPLOYMENT, "COMPENSATION" MEANS A
13 PRORATED AMOUNT BASED ON THE TIME DEVOTED TO LOBBYING COMPARED
14 TO THE TIME DEVOTED TO OTHER EMPLOYMENT DUTIES.
15

16 4. "DOING BUSINESS WITH" MEANS:

- 17 (A) HAVING OR NEGOTIATING A CONTRACT THAT INVOLVES THE
18 COMMITMENT (EITHER IN A SINGLE OR COMBINATION OF
19 TRANSACTIONS) OF \$1,000 OR MORE OF CITY CONTROLLED FUNDS; OR
- 20 (B) BEING REGULATED BY OR OTHERWISE UNDER THE AUTHORITY OF
21 THE CITY; OR
- 22 (C) BEING REGISTERED AS A LOBBYIST IN ACCORDANCE WITH SECTION
23 2.08.070 OF THIS CHAPTER.
24

25 5. "ELECTED OFFICIAL" INCLUDES THE MAYOR AND MEMBERS OF THE CITY
26 COUNCIL.
27

28 6. "EMPLOYEE" MEANS AN INDIVIDUAL WHO IS EMPLOYED BY CITY OF
29 ANNAPOLIS. "EMPLOYEE" DOES NOT INCLUDE AN ELECTED OFFICIAL.
30

31 7. "FINANCIAL INTEREST" MEANS:

- 32 (A) OWNERSHIP OF ANY INTEREST AS THE RESULT OF WHICH THE
33 OWNER HAS RECEIVED, WITHIN THE PAST 3 YEARS, OR IS PRESENTLY
34 RECEIVING, OR IN THE FUTURE IS ENTITLED TO RECEIVE, MORE THAN
35 \$1,000 PER YEAR ANY COMPENSATION; OR
- 36 (B) OWNERSHIP, OR THE OWNERSHIP OF SECURITIES OF ANY KIND
37 REPRESENTING OR CONVERTIBLE INTO OWNERSHIP, OF MORE THAN 3
38 PERCENT OF A BUSINESS ENTITY BY A CITY OFFICIAL OR EMPLOYEE,
39 OR THE SPOUSE OF AN OFFICIAL OR EMPLOYEE.
40

41 8. "GIFT" MEANS THE TRANSFER OF ANYTHING OF ECONOMIC VALUE
42 REGARDLESS OF THE FORM WITHOUT ADEQUATE AND LAWFUL
43 CONSIDERATION, WHETHER OR NOT IT RELATES TO THE PERFORMANCE OF
44 OFFICIAL DUTIES. HOWEVER, "GIFT" DOES NOT INCLUDE THE SOLICITATION,
45 ACCEPTANCE OR RECEIPT OF ANY CAMPAIGN CONTRIBUTIONS REGULATED IN
46 ACCORDANCE WITH ANY LAW PERTAINING TO THE CONDUCT OF ELECTIONS
47 OR THE RECEIPT OF POLITICAL CAMPAIGN CONTRIBUTIONS.
48

49 9. "INTEREST" MEANS ANY LEGAL OR EQUITABLE ECONOMIC INTEREST,
50 WHETHER OR NOT SUBJECT TO AN ENCUMBRANCE OR A CONDITION, WHICH
51 WAS OWNED OR HELD, IN WHOLE OR IN PART, JOINTLY OR SEVERALLY,

1 DIRECTLY OR INDIRECTLY. FOR PURPOSES OF 2.08.050 OF THIS CHAPTER,
2 "INTEREST" APPLIES TO ANY INTERESTS HELD AT ANY TIME DURING THE
3 CALENDAR YEAR FOR WHICH A REQUIRED STATEMENT IS TO BE FILED.
4 "INTEREST" DOES NOT INCLUDE:

5 (A) AN INTEREST HELD IN THE CAPACITY OF A PERSONAL AGENT,
6 REPRESENTATIVE CUSTODIAN, FIDUCIARY, OR TRUSTEE, UNLESS THE
7 HOLDER HAS AN EQUITABLE INTEREST THEREIN;

8 (B) AN INTEREST IN A TIME OR DEMAND DEPOSIT IN A FINANCIAL
9 INSTITUTION;

10 (C) AN INTEREST IN AN INSURANCE OR ENDOWMENT POLICY OR
11 ANNUITY CONTRACT UNDER WHICH AN INSURANCE COMPANY
12 PROMISES TO PAY A FIXED NUMBER OF DOLLARS EITHER IN A LUMP
13 SUM OR PERIODICALLY FOR LIFE OR SOME OTHER SPECIFIED PERIOD;

14 (D) A COMMON TRUST FUND OR A TRUST WHICH FORMS PART OF A
15 PENSION OR PROFIT SHARING PLAN WHICH HAS MORE THAN 25
16 PARTICIPANTS AND WHICH HAS BEEN DETERMINED BY THE INTERNAL
17 REVENUE SERVICE TO BE A QUALIFIED TRUST UNDER §§401 AND 501 OF
18 THE INTERNAL REVENUE CODE OF 1954; OR

19 (E) AN INTEREST IN A CITY PENSION PLAN, CITY DEFERRED
20 COMPENSATION PLAN OR A COLLEGE SAVINGS PLAN UNDER THE
21 INTERNAL REVENUE CODE.
22

23 10. "LOBBYIST" OR "LOBBYING" MEANS THE PERSON OR ACT OF
24 COMMUNICATING IN THE PRESENCE OF A CITY OFFICIAL OR EMPLOYEE WITH
25 THE INTENT TO INFLUENCE ANY OFFICIAL ACTION OF THAT OFFICIAL OR
26 EMPLOYEE; OR THE PERSON OR ACT OF ENGAGING IN ACTIVITIES HAVING THE
27 EXPRESS PURPOSE OF SOLICITING OTHERS TO COMMUNICATE WITH A CITY
28 OFFICIAL OR EMPLOYEE WITH THE INTENT TO INFLUENCE THAT OFFICIAL OR
29 EMPLOYEE; AND WHO EXPENDS (EXCLUSIVE OF PERSONAL TRAVEL AND
30 SUBSISTENCE) IN EXCESS OF \$250.00 PER CALENDAR YEAR ON FOOD,
31 ENTERTAINMENT OR GIFTS FOR ANY OFFICIALS OR EMPLOYEES OF THE CITY.
32

33 11. "OFFICIAL" MEANS AN ELECTED OFFICIAL, AN EMPLOYEE OF THE CITY
34 DIRECTLY OR BY CONTRACT, OR A PERSON APPOINTED TO OR EMPLOYED BY
35 A CITY AGENCY, BOARD, COMMISSION, OR SIMILAR ENTITY WHETHER OR NOT
36 PAID IN WHOLE OR IN PART WITH CITY FUNDS AND WHETHER OR NOT
37 COMPENSATED.
38

39 12. "PERSON" INCLUDES ANY NATURAL PERSON, OR BUSINESS ENTITY.
40

41 13. "RELATIVE", "FAMILY", AND "IMMEDIATE FAMILY" INCLUDE SPOUSE,
42 SIBLINGS, PARENTS, CHILDREN, AND THEIR SPOUSES.
43
44

45 **2.08.030 Ethics Commission**

46 A. Composition and Appointment. [There is established an Ethics Commission, which shall be
47 composed of five members, all of whom shall be residents of the City, appointed by the Mayor,
48 and confirmed by a majority vote of the City Council. Each member of the Commission shall
49 serve for a term of three years, or until a successor is appointed and duly qualified, commencing
50 on March 1st of the year in which appointed. The City Council shall designate the initial terms of

1 the members of the Commission, so that the terms of not more than two members of the
2 Commission shall expire in any one year. No member of the Commission shall be an elected or
3 appointed official of the City, or any individual who is otherwise subject to the provisions of this
4 section of the code.] THE CITY ETHICS COMMISSION IS COMPOSED OF FIVE CITY
5 RESIDENT MEMBERS WHO ARE NOMINATED BY THE MAYOR AND CONFIRMED BY A
6 MAJORITY VOTE OF THE CITY COUNCIL WITHIN 30 DAYS OF A NOMINATION. EACH
7 MEMBER OF THE COMMISSION SHALL SERVE FOR A TERM OF ONE TO FIVE YEARS
8 FROM THE DATE OF CONFIRMATION SO MEMBER TERMS ARE OVERLAPPING. NO
9 MEMBER OF THE COMMISSION SHALL BE AN ELECTED OR APPOINTED OFFICIAL OF
10 THE CITY, OR ANY INDIVIDUAL WHO IS OTHERWISE SUBJECT TO THE PROVISIONS OF
11 THIS SECTION OF THE CODE. UPON OCCURRENCE OF A VACANCY ON THE
12 COMMISSION FOR ANY REASON, THE MAYOR SHALL NOMINATE AN INDIVIDUAL TO
13 FILL THAT POSITION FOR A TERM OF UP TO 5 YEARS. A COMMISSION MEMBER MAY
14 SERVE UNTIL RE-APPOINTED OR A SUCCESSOR IS APPOINTED. NOTHING HEREIN
15 SHALL PRECLUDE THE NOMINATION AND CONFIRMATION OF A MEMBER TO SERVE
16 SUCCESSIVE TERMS.
17

18 [B. Duties and Responsibilities. The Ethics Commission has the following duties and
19 responsibilities:

- 20 1. To devise, receive and maintain all forms generated by this chapter;
- 21 2. Upon the receipt of a written request from a person who is or may be subject to this
22 chapter or from a City official who would require the opinion to assist or guide the official in
23 the performance of the official's duties, to provide a written confidential advisory opinions to
24 be rendered within sixty days from the receipt of such request unless the circumstances
25 dictate a more rapid reply. A copy of each decision shall be filed and held in strict
26 confidence with the Mayor's office. An official or employee who in good faith relies on an
27 advisory opinion of the Commission shall not be disciplined if the action is found thereafter
28 to be a violation of this chapter;
- 29 3. To expeditiously process, investigate and make determinations as to complaints filed
30 by any person alleging violations of this section; provided, that upon the request of any
31 alleged violator, the Commission shall compel the originating complainant to attend and
32 testify at investigatory proceedings;
- 33 4. To issue subpoenas, administer oaths and compel the attendance of witnesses and
34 production of documents at its proceedings;
- 35 5. To conduct a public information program regarding the purposes and application of
36 this section; and
- 37 6. To take enforcement actions as are authorized by the provisions of Section 2.08.110]

38
39 B. THE COMMISSION SHALL ELECT A CHAIRMAN AND VICE CHAIRMAN FOR ONE YEAR
40 TERMS FROM AMONG ITS MEMBERS. THEY MUST BE ELECTED ANNUALLY IN
41 FEBRUARY AND MAY BE REELECTED. THE CHAIRMAN SHALL PROVIDE THE MAYOR
42 AND CITY COUNCIL AN ANNUAL REPORT BY JANUARY 31 FOR THE PRIOR CALENDAR
43 YEAR.
44

1 C. DUTIES AND RESPONSIBILITIES. THE COMMISSION SHALL BE ASSISTED IN
2 CARRYING OUT ITS DUTIES AND RESPONSIBILITIES BY THE CITY ATTORNEY OR, IN
3 SITUATIONS WHERE THERE IS A POTENTIAL CONFLICT OF INTEREST, MAY USE
4 OTHER LEGAL COUNSEL. THE ETHICS COMMISSION HAS THE FOLLOWING DUTIES
5 AND RESPONSIBILITIES:
6

7 1. TO DEVELOP ALL FORMS REQUIRED BY THIS CHAPTER. COMPLETED
8 COPIES OF SUCH FORMS SHALL BE REVIEWED BY THE COMMISSION FOR
9 COMPLIANCE WITH THIS CHAPTER AND RETAINED BY THE CITY ATTORNEY'S
10 OFFICE;
11

12 2. TO RECEIVE AND RESPOND TO WRITTEN REQUESTS FROM ANY PERSON
13 WHO IS SUBJECT TO OR WHO MAY BE SUBJECT TO THE PROVISIONS OF THIS
14 CHAPTER FOR AN OPINION, ASSISTANCE, OR GUIDANCE IN INTERPRETING THE
15 REQUIREMENTS OF THIS CHAPTER. ADVISORY OPINIONS MAY ALSO BE
16 PROVIDED IN RESPONSE TO QUESTIONS FROM ANY PERSON INTERESTED IN
17 MAINTAINING HIGH ETHICAL STANDARDS OF CONDUCT WITHIN THE CITY
18 GOVERNMENT. SUCH ADVISORY OPINIONS OF THE ETHICS COMMISSION
19 SHALL BE PROVIDED IN A TIMELY MANNER IN WRITING WITH A COPY FILED IN
20 THE CITY ATTORNEY'S OFFICE. EXTRACTS FROM OR SUMMARIES OF
21 ADVISORY OPINIONS MAY BE MADE PUBLIC AT THE DISCRETION OF THE
22 ETHICS COMMISSION. THE COMMISSION SHALL REDACT THE OPINION BY
23 DELETING THE NAME OF THE PERSON SUBJECT TO THE OPINION AND, TO THE
24 FULLEST EXTENT POSSIBLE, ANY OTHER INFORMATION THAT MAY IDENTIFY
25 THE PERSON WHO IS SUBJECT OF THE OPINION IF SUCH INFORMATION IS NOT
26 MATERIAL. IF AN ADVISORY OPINION IS NOT MADE PUBLIC BY THE ETHICS
27 COMMISSION, THE OPINION AND THE IDENTITY OF THE PERSON SUBJECT TO
28 THE OPINION SHALL BE CONFIDENTIAL AND MAY NOT OTHERWISE BE
29 REVEALED. ANY OFFICIAL OR EMPLOYEE WHO IN GOOD FAITH RELIES ON AN
30 ADVISORY OPINION OF THE COMMISSION SHALL NOT BE DISCIPLINED IF THE
31 ACTION IS FOUND THEREAFTER TO BE A VIOLATION OF THIS CHAPTER;
32

33 3. TO EXPEDITIOUSLY PROCESS, INVESTIGATE AND MAKE DETERMINATIONS
34 AS TO COMPLAINTS INITIATED BY A MAJORITY OF THE COMMISSION OR FILED
35 BY ANY PERSON ALLEGING VIOLATION OF THE PROVISIONS OF THIS CHAPTER;
36

37 4. TO ISSUE SUBPOENAS, ADMINISTER OATHS AND COMPEL THE ATTENDANCE
38 OF WITNESSES AND PRODUCTION OF DOCUMENTS AT ITS PROCEEDINGS;
39

40 5. TO TAKE ENFORCEMENT ACTIONS AS ARE AUTHORIZED BY THE
41 PROVISIONS OF SECTION 2.08.100;
42

43 6. TO PROVIDE THE CITY'S DEPARTMENT OF HUMAN RESOURCES WITH
44 INFORMATION CONCERNING THE PURPOSE AND IMPLEMENTATION OF THIS
45 CHAPTER SO THEY MAY ENSURE THAT ALL CITY OFFICIALS AND EMPLOYEES
46 ARE AWARE OF THEIR RESPONSIBILITY FOR MAINTAINING HIGH ETHICAL
47 STANDARDS IN CONDUCTING THE BUSINESS OF THE CITY; AND
48

49 7. THE ETHICS COMMISSION SHALL ADOPT PROCEDURES FOR THE CONDUCT
50 OF ITS BUSINESS IN ACCORDANCE WITH THIS CHAPTER, AND SUCH
51 PROCEDURES SHALL BE AVAILABLE TO THE PUBLIC.

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2.08.040 PROHIBITED Conduct and Interests

[No elected or appointed official, employee, or appointee of the City shall engage in any of the following acts, which are deemed to be conflicts of interest:

A. Participating on behalf of the City in any matter which would have a direct financial impact, as distinguished from the public generally, on the employee, official or appointee, the employee's, official's or appointee's spouse or independent child, or a business entity with which the employee, official or appointee is affiliated;

B. Holding or acquiring an interest of fifty percent or more in a business entity that has or is negotiating a contract of one thousand dollars or more with the City, or is regulated by the employee's, official's or appointee's agency, except as may be exempted by the Commission where the interest is disclosed pursuant to the provisions of this chapter;

C. While being employed by a business entity that has or is negotiating a contract of more than one thousand dollars with the City, or is regulated by the employee's, official's or appointee's agency, is normally to be construed as a conflict of interest through the framework of this chapter, the elected or appointed official may either be exempted by the Commission pursuant to the provisions of this chapter, or otherwise refrain from participating in any decisionmaking matter or process between the City and the business entity;

D. Holding any outside employment relationship that would impair the employee's impartiality or independence of judgment;

E. Representing any party, for a contingent fee, before any department, agency or decisionmaking body of the City;

F. Acting as a compensated representative of any other person, firm or organization, within one year following termination of City employment or service, in connection with any specific matter pending before the City in which the person participated substantially as a City official or employee;

G. Soliciting any gift, or accepting any gift which would tend to impair the impartiality and independence of judgment of the person receiving it, or would give the appearance of doing so, or the recipient believes or has reason to believe that it is designed to do so, with the following exceptions:

1. Meals and beverages,
2. Ceremonial gifts or awards which have insignificant monetary value,
3. Gifts of nominal value or trivial items of informational value,
4. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official and spouse or the employee and spouse for a meeting which is given in return for participation in a panel or speaking engagement at the meeting,
5. Gifts of tickets or free admission to attend professional or intercollegiate sporting

1 events or charitable, cultural or political events, if the purpose of the gift or admission
2 is a courtesy,

3 6. A specific gift or class of gifts which the City Council, by resolution, exempts
4 from the operation of this subsection upon a finding, in writing, that the acceptance of
5 the gift or class of gifts would not be detrimental to the impartial conduct of the
6 business of the City and that the gift is purely personal and private in nature,

7 7. Gifts from a person related by blood or marriage, or a member of his household,

8 8. Honoraria, or

9 9. Gifts which would not present a conflict of interest as determined by the Ethics
10 Commission;

11 H. Use of confidential information acquired in his official position with the City for his own
12 benefit or the benefit of another person;

13 I. Intentional use of the prestige of his office for his own private gain or the private gain
14 of another person. The performance of usual and customary constituent services, without
15 additional compensation, does not constitute the use of the prestige of office, within the
16 meaning of this subsection.]

17
18 A. PARTICIPATION PROHIBITIONS.

19
20 1. EXCEPT AS PERMITTED BY COMMISSION REGULATION OR OPINION, AN
21 OFFICIAL OR EMPLOYEE MAY NOT PARTICIPATE IN:

22 (A) EXCEPT IN THE EXERCISE OF AN ADMINISTRATIVE OR MINISTERIAL
23 DUTY THAT DOES NOT AFFECT THE DISPOSITION OR DECISION OF THE
24 MATTER, ANY MATTER IN WHICH, TO THE KNOWLEDGE OF THE OFFICIAL
25 OR EMPLOYEE, THE OFFICIAL OR EMPLOYEE OR A QUALIFIED RELATIVE
26 OF THE OFFICIAL OR EMPLOYEE HAS AN INTEREST.

27 (B) EXCEPT IN THE EXERCISE OF AN ADMINISTRATIVE OR MINISTERIAL
28 DUTY THAT DOES NOT AFFECT THE DISPOSITION OR DECISION WITH
29 RESPECT TO THE MATTER ANY MATTER IN WHICH ANY OF THE
30 FOLLOWING IS A PARTY:

31 (1) A BUSINESS ENTITY IN WHICH THE OFFICIAL OR EMPLOYEE
32 HAS A DIRECT FINANCIAL INTEREST OF WHICH THE OFFICIAL OR
33 EMPLOYEE MAY REASONABLY BE EXPECTED TO KNOW;

34 (2) A BUSINESS ENTITY FOR WHICH THE OFFICIAL, EMPLOYEE, OR
35 A QUALIFIED RELATIVE OF THE OFFICIAL OR EMPLOYEE IS AN
36 OFFICER, DIRECTOR, TRUSTEE, PARTNER, OR EMPLOYEE;

37 (3) A BUSINESS ENTITY WITH WHICH THE OFFICIAL OR EMPLOYEE
38 OR, TO THE KNOWLEDGE OF THE OFFICIAL OR EMPLOYEE, A
39 QUALIFIED RELATIVE IS NEGOTIATING EMPLOYMENT OR HAS ANY
40 ARRANGEMENT CONCERNING PROSPECTIVE EMPLOYMENT;

41 (4) IF THE CONTRACT REASONABLY COULD BE EXPECTED TO
42 RESULT IN A CONFLICT BETWEEN THE PRIVATE INTERESTS OF
43 THE OFFICIAL OR EMPLOYEE AND THE OFFICIAL DUTIES OF THE
44 OFFICIAL OR EMPLOYEE, A BUSINESS ENTITY THAT IS A PARTY
45 TO AN EXISTING CONTRACT WITH THE OFFICIAL OR EMPLOYEE,

1 OR WHICH, TO THE KNOWLEDGE OF THE OFFICIAL OR EMPLOYEE,
2 IS A PARTY TO A CONTRACT WITH A QUALIFIED RELATIVE;

3 (5) AN ENTITY, DOING BUSINESS WITH THE CITY IN WHICH A
4 DIRECT FINANCIAL INTEREST IS OWNED BY ANOTHER ENTITY IN
5 WHICH THE OFFICIAL OR EMPLOYEE HAS A DIRECT FINANCIAL
6 INTEREST, IF THE OFFICIAL OR EMPLOYEE MAY BE REASONABLY
7 EXPECTED TO KNOW OF BOTH DIRECT FINANCIAL INTERESTS; OR

8 (6) A BUSINESS ENTITY THAT:

9 I. THE OFFICIAL OR EMPLOYEE KNOWS IS A CREDITOR OR
10 OBLIGEE OF THE OFFICIAL OR EMPLOYEE OR A QUALIFIED
11 RELATIVE OF THE OFFICIAL OR EMPLOYEE WITH RESPECT
12 TO A THING OF ECONOMIC VALUE; AND

13 II. AS A CREDITOR OR OBLIGEE IS IN A POSITION TO
14 DIRECTLY AND SUBSTANTIALLY AFFECT THE INTEREST OF
15 THE OFFICIAL OR EMPLOYEE OR A QUALIFIED RELATIVE OF
16 THE OFFICIAL OR EMPLOYEE.

17
18 2. A PERSON WHO IS DISQUALIFIED FROM PARTICIPATING UNDER
19 PARAGRAPH A1 OF THIS SUBSECTION SHALL DISCLOSE THE NATURE AND
20 CIRCUMSTANCES OF THE CONFLICT AND MAY PARTICIPATE OR ACT IF:

21 (A) THE DISQUALIFICATION LEAVES A BODY WITH LESS THAN A QUORUM
22 CAPABLE OF ACTING;

23 (B) THE DISQUALIFIED OFFICIAL OR EMPLOYEE IS REQUIRED BY LAW TO
24 ACT; OR

25 (C) THE DISQUALIFIED OFFICIAL OR EMPLOYEE IS THE ONLY PERSON
26 AUTHORIZED TO ACT.

27
28 3. THE PROHIBITIONS OF PARAGRAPH 1 OF THIS SUBSECTION DO NOT APPLY
29 IF PARTICIPATION IS ALLOWED BY REGULATION OR OPINION OF THE
30 COMMISSION.

31
32 B. EMPLOYMENT AND FINANCIAL INTEREST RESTRICTIONS.

33
34 1. EXCEPT AS PERMITTED BY REGULATION OF THE COMMISSION WHEN THE
35 INTEREST IS DISCLOSED OR WHEN THE EMPLOYMENT DOES NOT CREATE A
36 CONFLICT OF INTEREST OR APPEARANCE OF CONFLICT, AN OFFICIAL OR
37 EMPLOYEE MAY NOT:

38 (A) BE EMPLOYED BY OR HAVE A FINANCIAL INTEREST IN ANY ENTITY:

39 (1) SUBJECT TO THE AUTHORITY OF THE OFFICIAL OR EMPLOYEE
40 OR THE CITY AGENCY, BOARD, OR COMMISSION WITH WHICH THE
41 OFFICIAL OR EMPLOYEE IS AFFILIATED; OR

42 (2) THAT IS NEGOTIATING OR HAS ENTERED A CONTRACT WITH
43 THE AGENCY, BOARD, OR COMMISSION WITH WHICH THE
44 OFFICIAL OR EMPLOYEE IS AFFILIATED; OR

45 (B) HOLD ANY OTHER EMPLOYMENT RELATIONSHIP THAT WOULD
46 IMPAIR THE IMPARTIALITY OR INDEPENDENCE OF JUDGMENT OF THE
47 OFFICIAL OR EMPLOYEE.

48
49 2. THE PROHIBITIONS OF PARAGRAPH 1 OF THE SUBSECTION DO NOT APPLY
50 TO:

1 (A) AN OFFICIAL OR EMPLOYEE WHO IS APPOINTED TO A REGULATORY
2 OR LICENSING AUTHORITY PURSUANT TO A STATUTORY REQUIREMENT
3 THAT PERSONS SUBJECT TO THE JURISDICTION OF THE AUTHORITY BE
4 REPRESENTED IN APPOINTMENTS TO THE AUTHORITY;

5 (B) SUBJECT TO OTHER PROVISIONS OF LAW, A MEMBER OF A BOARD
6 OR COMMISSION IN REGARD TO A FINANCIAL INTEREST OR
7 EMPLOYMENT HELD AT THE TIME OF APPOINTMENT, PROVIDED THE
8 FINANCIAL INTEREST OR EMPLOYMENT IS PUBLICLY DISCLOSED TO THE
9 APPOINTING AUTHORITY AND THE COMMISSION;

10 (C) AN OFFICIAL OR EMPLOYEE WHOSE DUTIES ARE MINISTERIAL, IF
11 THE PRIVATE EMPLOYMENT OR FINANCIAL INTEREST DOES NOT
12 CREATE A CONFLICT OF INTEREST OR THE APPEARANCE OF A
13 CONFLICT OF INTEREST, AS PERMITTED AND IN ACCORDANCE WITH
14 REGULATIONS ADOPTED BY THE COMMISSION; OR

15 (D) EMPLOYMENT OR FINANCIAL INTERESTS ALLOWED BY REGULATION
16 OF THE COMMISSION IF THE EMPLOYMENT DOES NOT CREATE A
17 CONFLICT OF INTEREST OR THE APPEARANCE OF A CONFLICT OF
18 INTEREST OR THE FINANCIAL INTEREST IS DISCLOSED.

19
20 C. POST-EMPLOYMENT LIMITATIONS AND RESTRICTIONS.

21
22 1. A FORMER OFFICIAL OR EMPLOYEE MAY NOT ASSIST OR REPRESENT ANY
23 PARTY OTHER THAN THE CITY IN A CASE, CONTRACT, OR OTHER SPECIFIC
24 MATTER INVOLVING THE CITY IF THAT MATTER IS ONE IN WHICH THE FORMER
25 OFFICIAL OR EMPLOYEE SIGNIFICANTLY PARTICIPATED AS AN OFFICIAL OR
26 EMPLOYEE.

27
28 2. FOR A PERIOD OF 1 YEAR AFTER AN ELECTED OFFICIAL LEAVES OFFICE, A
29 FORMER MEMBER OF THE CITY COUNCIL MAY NOT ASSIST OR REPRESENT
30 ANOTHER PARTY IN A MATTER THAT IS THE SUBJECT OF LEGISLATIVE ACTION.

31
32 D. CONTINGENT COMPENSATION. EXCEPT IN A JUDICIAL OR QUASI-JUDICIAL
33 PROCEEDING, AN OFFICIAL OR EMPLOYEE MAY NOT ASSIST OR REPRESENT A PARTY
34 FOR CONTINGENT COMPENSATION IN ANY MATTER BEFORE OR INVOLVING THE CITY.

35
36 E. USE OF PRESTIGE OF OFFICE.

37
38 1. AN OFFICIAL OR EMPLOYEE MAY NOT INTENTIONALLY USE THE PRESTIGE
39 OF OFFICE OR PUBLIC POSITION FOR THE PRIVATE GAIN OF THAT OFFICIAL OR
40 EMPLOYEE OR THE PRIVATE GAIN OF ANOTHER.

41
42 2. THIS SUBSECTION DOES NOT PROHIBIT THE PERFORMANCE OF USUAL AND
43 CUSTOMARY CONSTITUENT SERVICES BY AN ELECTED OFFICIAL WITHOUT
44 ADDITIONAL COMPENSATION.

45
46 F. SOLICITATION AND ACCEPTANCE OF GIFTS.

47
48 1. AN OFFICIAL OR EMPLOYEE MAY NOT SOLICIT ANY GIFT.

1 2. AN OFFICIAL OR EMPLOYEE MAY NOT DIRECTLY SOLICIT OR FACILITATE
2 THE SOLICITATION OF A GIFT, ON BEHALF OF ANOTHER PERSON, FROM AN
3 INDIVIDUAL REGULATED LOBBYIST.
4

5 3. AN OFFICIAL OR EMPLOYEE MAY NOT KNOWINGLY ACCEPT A GIFT,
6 DIRECTLY OR INDIRECTLY, FROM A PERSON THAT THE OFFICIAL OR
7 EMPLOYEE KNOWS OR HAS REASON TO KNOW:

8 (A) IS DOING BUSINESS WITH OR SEEKING TO DO BUSINESS WITH THE
9 CITY OFFICE, AGENCY, BOARD, OR COMMISSION WITH WHICH THE
10 OFFICIAL OR EMPLOYEE IS AFFILIATED;

11 (B) HAS FINANCIAL INTERESTS THAT MAY BE SUBSTANTIALLY AND
12 MATERIALLY AFFECTED, IN A MANNER DISTINGUISHABLE FROM THE
13 PUBLIC GENERALLY, BY THE PERFORMANCE OR NONPERFORMANCE OF
14 THE OFFICIAL DUTIES OF THE OFFICIAL OR EMPLOYEE;

15 (C) IS ENGAGED IN AN ACTIVITY REGULATED OR CONTROLLED BY THE
16 OFFICIAL'S OR EMPLOYEE'S GOVERNMENTAL UNIT; OR

17 (D) IS A LOBBYIST WITH RESPECT TO MATTERS WITHIN THE
18 JURISDICTION OF THE OFFICIAL OR EMPLOYEE.
19

20 4. ACCEPTABLE GIFTS.

21 (A) THIS PARAGRAPH DOES NOT APPLY TO A GIFT:

22 (1) THAT WOULD TEND TO IMPAIR THE IMPARTIALITY AND THE
23 INDEPENDENCE OF JUDGMENT OF THE OFFICIAL OR EMPLOYEE
24 RECEIVING THE GIFT;

25 (2) OF SIGNIFICANT VALUE THAT WOULD GIVE THE APPEARANCE
26 OF IMPAIRING THE IMPARTIALITY AND INDEPENDENCE OF
27 JUDGMENT OF THE OFFICIAL OR EMPLOYEE; OR

28 (3) OF SIGNIFICANT VALUE THAT THE RECIPIENT OFFICIAL OR
29 EMPLOYEE BELIEVES OR HAS REASON TO BELIEVE IS DESIGNED
30 TO IMPAIR THE IMPARTIALITY AND INDEPENDENCE OF JUDGMENT
31 OF THE OFFICIAL OR EMPLOYEE.

32 (B) NOTWITHSTANDING PARAGRAPH 3 OF THIS SUBSECTION, AN
33 OFFICIAL OR EMPLOYEE MAY ACCEPT THE FOLLOWING:

34 (1) MEALS AND BEVERAGES COSTING LESS THAN \$35.00 FROM
35 ANY ONE PERSON IN THE CALENDAR YEAR IF CONSUMED IN THE
36 PRESENCE OF THE DONOR OR SPONSORING ENTITY;

37 (2) CEREMONIAL GIFTS OR AWARDS THAT HAVE INSIGNIFICANT
38 MONETARY VALUE;

39 (3) UNSOLICITED GIFTS OF NOMINAL VALUE THAT DO NOT
40 EXCEED \$20 IN COST OR TRIVIAL ITEMS OF INFORMATIONAL
41 VALUE;

42 (4) REASONABLE EXPENSES FOR FOOD, TRAVEL, LODGING, AND
43 SCHEDULED ENTERTAINMENT OF THE OFFICIAL OR THE
44 EMPLOYEE AT A MEETING WHICH IS GIVEN IN RETURN FOR THE
45 PARTICIPATION OF THE OFFICIAL OR EMPLOYEE IN A PANEL OR
46 SPEAKING ENGAGEMENT AT THE MEETING;

47 (5) GIFTS OF TICKETS OR FREE ADMISSION EXTENDED TO AN
48 ELECTED OFFICIAL TO ATTEND A CHARITABLE, CULTURAL, OR
49 POLITICAL EVENT (ACCEPTANCE OF TICKETS TO PROFESSIONAL
50 OR INTERCOLLEGIATE SPORTING EVENTS IS PROHIBITED
51 UNLESS PROVIDED BY A GOVERNMENT OFFICIAL, AGENCY, OR

1 ENTITY THEREOF), IF THE PURPOSE OF THIS GIFT OR ADMISSION
2 IS A COURTESY OR CEREMONY EXTENDED TO THE ELECTED
3 OFFICIAL'S OFFICE;

4 (6) A SPECIFIC GIFT OR CLASS OF GIFTS THAT THE COMMISSION
5 EXEMPTS FROM THE OPERATION OF THIS SUBSECTION UPON A
6 FINDING, IN WRITING, THAT ACCEPTANCE OF THE GIFT OR CLASS
7 OF GIFTS WOULD NOT BE DETRIMENTAL TO THE IMPARTIAL
8 CONDUCT OF THE BUSINESS OF THE CITY AND THAT THE GIFT IS
9 PURELY PERSONAL AND PRIVATE IN NATURE;

10 (7) GIFTS FROM A PERSON RELATED TO THE OFFICIAL OR
11 EMPLOYEE BY BLOOD OR MARRIAGE, OR ANY OTHER INDIVIDUAL
12 WHO IS A MEMBER OF THE HOUSEHOLD OF THE OFFICIAL OR
13 EMPLOYEE; OR

14 (8) HONORARIA FOR SPEAKING TO OR PARTICIPATING IN A
15 MEETING, PROVIDED THAT THE OFFERING OF THE HONORARIUM
16 IS IN NO WAY RELATED TO THE OFFICIAL'S OR EMPLOYEE'S
17 OFFICIAL POSITION.
18

19 G. DISCLOSURE OF CONFIDENTIAL INFORMATION. OTHER THAN IN THE DISCHARGE
20 OF OFFICIAL DUTIES, AN OFFICIAL OR EMPLOYEE MAY NOT DISCLOSE OR USE
21 CONFIDENTIAL INFORMATION, THAT THE OFFICIAL OR EMPLOYEE ACQUIRED BY
22 REASON OF THE OFFICIAL'S OR EMPLOYEE'S PUBLIC POSITION AND THAT IS NOT
23 AVAILABLE TO THE PUBLIC, FOR THE ECONOMIC BENEFIT OF THE OFFICIAL OR
24 EMPLOYEE OR THAT OF ANOTHER PERSON.
25

26 H. PARTICIPATION IN PROCUREMENT.
27

28 1. AN INDIVIDUAL OR A PERSON THAT EMPLOYS AN INDIVIDUAL WHO ASSISTS
29 A CITY AGENCY OR UNIT IN THE DRAFTING OF SPECIFICATIONS, AN INVITATION
30 FOR BIDS, OR A REQUEST FOR PROPOSALS FOR A PROCUREMENT MAY NOT
31 SUBMIT A BID OR PROPOSAL FOR THAT PROCUREMENT, OR ASSIST OR
32 REPRESENT ANOTHER PERSON, DIRECTLY OR INDIRECTLY, WHO IS
33 SUBMITTING A BID OR PROPOSAL FOR THE PROCUREMENT.
34

35 2. THE COMMISSION MAY ESTABLISH EXEMPTIONS FROM THE REQUIREMENTS
36 OF THIS SECTION FOR PROVIDING DESCRIPTIVE LITERATURE, SOLE SOURCE
37 PROCUREMENTS, AND WRITTEN COMMENTS SOLICITED BY THE PROCURING
38 AGENCY.
39
40

41 **2.08.050 Financial Disclosure for Elected OFFICIALS AND CANDIDATES FOR**
42 **ELECTED OFFICE**

43 [All elected and appointed officials of the City and all other persons specified in subsection A of
44 this section shall file annually, not later than January 31st of each calendar year during which
45 they are subject to the filing requirements of this section, a statement of financial interests with
46 the Commission, containing the information required by the provisions of this section and
47 Sections 2.08.060 and 2.08.070, for the calendar year immediately preceding.

48 A. Officials and Employees. All elected municipal officials or those appointed to fill the
49 vacant office of an elected municipal official, exempt service positions as established in

1 Section 3.08.010, excluding contractual or temporary positions, public works bureau chiefs,
2 public works inspectors, purchasing agent, firefighters whose primary duties are the
3 enforcement of fire codes, members of the Board of Appeals, members of the alcoholic
4 beverage control board, members of the Planning Commission, members of the Historic
5 District Commission, members of the Ethics Commission, port wardens, members of the
6 Board of Supervisors of Election, members of the building Board of Appeals, members of
7 the Plumbing Inspectors Committee and all candidates for elective municipal office are
8 required to file the statements provided for in this section. The City Council, by resolution,
9 may require persons holding positions compensated in whole or in part by public funds to
10 disclose annually, and within thirty days of confirmed appointment, as public records, such
11 relevant information concerning their financial affairs as may be deemed necessary to
12 promote the continued trust and confidence of the people in the municipal government.

13 B. Candidates.

14 1. Except for an elected or an appointed official who has already filed a statement
15 for the same year, each candidate for election to a municipal office shall file with the
16 Commission, at or before the same time that person's certificate of candidacy is filed,
17 the statement required by this subsection, for the calendar year immediately
18 preceding the year in which that certificate of candidacy is filed.

19 2. If the certificate of candidacy is filed prior to January 31st of the year in which
20 the election is held, the candidate, on or before the last day for the withdrawal of
21 candidacy, shall file a supplementary statement for the calendar year immediately
22 preceding the election; and if the candidate fails to do so, after written notice of the
23 obligation, given at least twenty days prior to the last day for the withdrawal of
24 candidacy, the candidate shall be deemed to have withdrawn the candidacy.

25 3. The municipality shall not accept any certificate of candidacy unless a statement
26 in proper form has been filed.

27 C. Availability to Public. All statements filed pursuant to this subsection shall be
28 maintained by the Commission and shall be made available during normal office hours, for
29 examination and copying by the public. All statements shall be retained as public records
30 for at least four years from the date of their receipt by the Commission.

31 D. Forms. The Commission shall provide forms for use in the filing of statements
32 required by this subsection to the persons required to file statements.]
33

34 A. THIS SECTION APPLIES TO ALL ELECTED OFFICIALS AND CANDIDATES FOR
35 ELECTED OFFICE:

36 B. EXCEPT AS PROVIDED IN SUBSECTION D OF THIS SECTION, AN ELECTED OFFICIAL
37 OR A CANDIDATE TO BE AN ELECTED OFFICIAL SHALL FILE THE FINANCIAL
38 DISCLOSURE STATEMENT REQUIRED UNDER THIS SUBSECTION:

39 1. ON A FORM PROVIDED BY THE COMMISSION;

40 2. UNDER OATH OR AFFIRMATION; AND
41

42 3. WITH THE COMMISSION.
43

44 C. DEADLINES FOR FILING STATEMENTS.
45
46

1
2 1. AN INCUMBENT OFFICIAL SHALL FILE A FINANCIAL DISCLOSURE STATEMENT
3 ANNUALLY NO LATER THAN JANUARY 31 OF EACH YEAR FOR THE PRECEDING
4 CALENDAR YEAR.

5
6 2. AN OFFICIAL WHO IS APPOINTED TO FILL A VACANCY IN AN OFFICE FOR
7 WHICH A FINANCIAL DISCLOSURE STATEMENT IS REQUIRED AND WHO HAS
8 NOT ALREADY FILED A FINANCIAL DISCLOSURE STATEMENT SHALL FILE A
9 STATEMENT FOR THE PRECEDING CALENDAR YEAR WITHIN 30 DAYS AFTER
10 APPOINTMENT.

11
12 3. OFFICIALS LEAVING OFFICE.

13 (A) AN INDIVIDUAL WHO, OTHER THAN BY REASON OF DEATH, LEAVES
14 AN OFFICE FOR WHICH A STATEMENT IS REQUIRED SHALL FILE A
15 STATEMENT WITHIN 60 DAYS AFTER LEAVING THE OFFICE.

16 (B) THE STATEMENT SHALL COVER:

17 (1) THE CALENDAR YEAR IMMEDIATELY PRECEDING THE YEAR IN
18 WHICH THE INDIVIDUAL LEFT OFFICE, UNLESS A STATEMENT
19 COVERING THAT YEAR HAS ALREADY BEEN FILED BY THE
20 INDIVIDUAL; AND

21 (2) THE PORTION OF THE CURRENT CALENDAR YEAR DURING
22 WHICH THE INDIVIDUAL HELD THE OFFICE.

23
24 D. CANDIDATES TO BE ELECTED OFFICIALS.

25
26 1. EXCEPT FOR AN OFFICIAL WHO HAS FILED A FINANCIAL DISCLOSURE
27 STATEMENT UNDER ANOTHER PROVISION OF THIS SECTION FOR THE
28 REPORTING PERIOD, A CANDIDATE TO BE AN ELECTED OFFICIAL SHALL FILE A
29 FINANCIAL DISCLOSURE STATEMENT EACH YEAR BEGINNING WITH THE YEAR
30 IN WHICH THE CERTIFICATE OF CANDIDACY IS FILED THROUGH THE YEAR OF
31 THE ELECTION.

32
33 2. A CANDIDATE TO BE AN ELECTED OFFICIAL SHALL FILE A STATEMENT
34 REQUIRED UNDER THIS SECTION:

35 (A) IN THE YEAR THE CERTIFICATE OF CANDIDACY IS FILED, NO LATER
36 THAN THE FILING OF THE CERTIFICATE OF CANDIDACY;

37 (B) IN THE YEAR OF THE ELECTION, ON OR BEFORE THE EARLIER OF
38 APRIL 30 OR THE LAST DAY FOR THE WITHDRAWAL OF CANDIDACY; AND

39 (C) IN ALL OTHER YEARS FOR WHICH A STATEMENT IS REQUIRED, ON
40 OR BEFORE APRIL 30.

41
42 3. A CANDIDATE TO BE AN ELECTED OFFICIAL:

43 (A) MAY FILE THE STATEMENT REQUIRED UNDER SUBSECTION D2(A) OF
44 THIS SECTION WITH THE CITY CLERK OR BOARD OF ELECTION
45 SUPERVISORS WITH THE CERTIFICATE OF CANDIDACY OR WITH THE
46 COMMISSION PRIOR TO FILING THE CERTIFICATE OF CANDIDACY; AND

47 (B) SHALL FILE THE STATEMENTS REQUIRED UNDER SUBSECTION D2(B)
48 AND D2(C) OF THIS SECTION WITH THE COMMISSION.

49
50 4. IF A CANDIDATE FAILS TO FILE A STATEMENT REQUIRED BY THIS SECTION
51 AFTER WRITTEN NOTICE IS PROVIDED BY THE CITY CLERK OR BOARD OF

1 ELECTION SUPERVISORS AT LEAST 20 DAYS BEFORE THE LAST DAY FOR THE
2 WITHDRAWAL OF CANDIDACY, THE CANDIDATE IS DEEMED TO HAVE
3 WITHDRAWN THE CANDIDACY.
4

5 5. THE CITY CLERK OR BOARD OF ELECTION SUPERVISORS MAY NOT ACCEPT
6 ANY CERTIFICATE OF CANDIDACY UNLESS A STATEMENT REQUIRED UNDER
7 THIS SECTION HAS BEEN FILED IN PROPER FORM.
8

9 6. WITHIN 30 DAYS OF THE RECEIPT OF A STATEMENT REQUIRED UNDER THIS
10 SECTION, THE CITY CLERK OR BOARD OF ELECTION SUPERVISORS SHALL
11 FORWARD THE STATEMENT TO THE COMMISSION.
12

13 E. PUBLIC RECORD.

14
15 1. THE CITY ATTORNEY'S OFFICE SHALL MAINTAIN ALL FINANCIAL DISCLOSURE
16 STATEMENTS FILED UNDER THIS SECTION.
17

18 2. THE CITY ATTORNEY'S OFFICE SHALL MAKE FINANCIAL DISCLOSURE
19 STATEMENTS AVAILABLE DURING NORMAL OFFICE HOURS FOR EXAMINATION
20 AND COPYING BY THE PUBLIC, SUBJECT TO REASONABLE FEES AND
21 ADMINISTRATIVE PROCEDURES ESTABLISHED BY THE COMMISSION.
22

23 3. IF AN INDIVIDUAL EXAMINES OR COPIES A FINANCIAL DISCLOSURE
24 STATEMENT, THE CITY ATTORNEY'S OFFICE SHALL RECORD:

25 (A) THE NAME AND HOME ADDRESS OF THE INDIVIDUAL REVIEWING OR
26 COPYING THE STATEMENT; AND

27 (B) THE NAME OF THE PERSON WHOSE FINANCIAL DISCLOSURE
28 STATEMENT WAS EXAMINED OR COPIED.
29

30 4. UPON REQUEST BY THE INDIVIDUAL WHOSE FINANCIAL DISCLOSURE
31 STATEMENT WAS EXAMINED OR COPIED, THE CITY ATTORNEY'S OFFICE SHALL
32 PROVIDE THE OFFICIAL OR EMPLOYEE WITH A COPY OF THE NAME AND HOME
33 ADDRESS OF THE PERSON WHO REVIEWED THE OFFICIAL'S OR EMPLOYEE'S
34 FINANCIAL DISCLOSURE STATEMENT.
35

36 F. RETENTION REQUIREMENTS. THE CITY ATTORNEY'S OFFICE SHALL RETAIN
37 FINANCIAL DISCLOSURE STATEMENTS FOR FOUR YEARS FROM THE DATE OF
38 RECEIPT.
39

40 G. CONTENTS OF STATEMENT.

41
42 1. INTERESTS IN REAL PROPERTY.

43 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
44 SCHEDULE OF ALL INTERESTS IN REAL PROPERTY WHEREVER
45 LOCATED.

46 (B) FOR EACH INTEREST IN REAL PROPERTY, THE SCHEDULE SHALL
47 INCLUDE:

48 (1) THE NATURE OF THE PROPERTY AND THE LOCATION BY
49 STREET ADDRESS, MAILING ADDRESS, OR LEGAL DESCRIPTION
50 OF THE PROPERTY;

- 1 (2) THE NATURE AND EXTENT OF THE INTEREST HELD, INCLUDING
2 ANY CONDITIONS AND ENCUMBRANCES ON THE INTEREST;
3 (3) THE DATE WHEN, THE MANNER IN WHICH, AND THE IDENTITY
4 OF THE PERSON FROM WHOM THE INTEREST WAS ACQUIRED;
5 (4) THE NATURE AND AMOUNT OF THE CONSIDERATION GIVEN IN
6 EXCHANGE FOR THE INTEREST OR, IF ACQUIRED OTHER THAN BY
7 PURCHASE, THE FAIR MARKET VALUE OF THE INTEREST AT THE
8 TIME ACQUIRED;
9 (5) IF ANY INTEREST WAS TRANSFERRED, IN WHOLE OR IN PART,
10 AT ANY TIME DURING THE REPORTING PERIOD, A DESCRIPTION
11 OF THE INTEREST TRANSFERRED, THE NATURE AND AMOUNT OF
12 THE CONSIDERATION RECEIVED FOR THE INTEREST, AND THE
13 IDENTITY OF THE PERSON TO WHOM THE INTEREST WAS
14 TRANSFERRED; AND
15 (6) THE IDENTITY OF ANY OTHER PERSON WITH AN INTEREST IN
16 THE PROPERTY.

17
18 2. INTERESTS IN CORPORATIONS AND PARTNERSHIPS.

19 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
20 SCHEDULE OF ALL INTERESTS IN ANY CORPORATION, PARTNERSHIP,
21 LIMITED LIABILITY PARTNERSHIP, OR LIMITED LIABILITY CORPORATION,
22 REGARDLESS OF WHETHER THE CORPORATION OR PARTNERSHIP
23 DOES BUSINESS WITH THE CITY.

24 (B) FOR EACH INTEREST REPORTED UNDER THIS PARAGRAPH, THE
25 SCHEDULE SHALL INCLUDE:

26 (1) THE NAME AND ADDRESS OF THE PRINCIPAL OFFICE OF THE
27 CORPORATION, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP,
28 OR LIMITED LIABILITY CORPORATION;

29 (2) THE NATURE AND AMOUNT OF THE INTEREST HELD,
30 INCLUDING ANY CONDITIONS AND ENCUMBRANCES ON THE
31 INTEREST;

32 (3) WITH RESPECT TO ANY INTEREST TRANSFERRED, IN WHOLE
33 OR IN PART, AT ANY TIME DURING THE REPORTING PERIOD, A
34 DESCRIPTION OF THE INTEREST TRANSFERRED, THE NATURE
35 AND AMOUNT OF THE CONSIDERATION RECEIVED FOR THE
36 INTEREST, AND, IF KNOWN, THE IDENTITY OF THE PERSON TO
37 WHOM THE INTEREST WAS TRANSFERRED; AND

38 (4) WITH RESPECT TO ANY INTEREST ACQUIRED DURING THE
39 REPORTING PERIOD:

40 (I) THE DATE WHEN, THE MANNER IN WHICH, AND THE
41 IDENTITY OF THE PERSON FROM WHOM THE INTEREST
42 WAS ACQUIRED; AND

43 (II) THE NATURE AND THE AMOUNT OF THE
44 CONSIDERATION GIVEN IN EXCHANGE FOR THE INTEREST
45 OR, IF ACQUIRED OTHER THAN BY PURCHASE, THE FAIR
46 MARKET VALUE OF THE INTEREST AT THE TIME ACQUIRED.

47
48 (C) AN INDIVIDUAL MAY SATISFY THE REQUIREMENT TO REPORT THE
49 AMOUNT OF THE INTEREST HELD UNDER ITEM (B)(2) OF THIS
50 PARAGRAPH BY REPORTING, INSTEAD OF A DOLLAR AMOUNT:

1 (1) FOR AN EQUITY INTEREST IN A CORPORATION, THE NUMBER
2 OF SHARES HELD AND, UNLESS THE CORPORATION'S STOCK IS
3 PUBLICLY TRADED, THE PERCENTAGE OF EQUITY INTEREST
4 HELD; OR

5 (2) FOR AN EQUITY INTEREST IN A PARTNERSHIP, THE
6 PERCENTAGE OF EQUITY INTEREST HELD.
7

8 3. INTERESTS IN BUSINESS ENTITIES DOING BUSINESS WITH CITY.

9 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
10 SCHEDULE OF ALL INTERESTS IN ANY BUSINESS ENTITY THAT DOES
11 BUSINESS WITH THE CITY, OTHER THAN INTERESTS REPORTED UNDER
12 PARAGRAPH 2 OF THIS SUBSECTION.

13 (B) FOR EACH INTEREST REPORTED UNDER THIS PARAGRAPH, THE
14 SCHEDULE SHALL INCLUDE:

15 (1) THE NAME AND ADDRESS OF THE PRINCIPAL OFFICE OF THE
16 BUSINESS ENTITY;

17 (2) THE NATURE AND AMOUNT OF THE INTEREST HELD,
18 INCLUDING ANY CONDITIONS TO AND ENCUMBRANCES ON THE
19 INTEREST;

20 (3) WITH RESPECT TO ANY INTEREST TRANSFERRED, IN WHOLE
21 OR IN PART, AT ANY TIME DURING THE REPORTING PERIOD, A
22 DESCRIPTION OF THE INTEREST TRANSFERRED, THE NATURE
23 AND AMOUNT OF THE CONSIDERATION RECEIVED IN EXCHANGE
24 FOR THE INTEREST, AND, IF KNOWN, THE IDENTITY OF THE
25 PERSON TO WHOM THE INTEREST WAS TRANSFERRED; AND

26 (4) WITH RESPECT TO ANY INTEREST ACQUIRED DURING THE
27 REPORTING PERIOD:

28 (I) THE DATE WHEN, THE MANNER IN WHICH, AND THE
29 IDENTITY OF THE PERSON FROM WHOM THE INTEREST
30 WAS ACQUIRED; AND

31 (II) THE NATURE AND THE AMOUNT OF THE
32 CONSIDERATION GIVEN IN EXCHANGE FOR THE INTEREST
33 OR, IF ACQUIRED OTHER THAN BY PURCHASE, THE FAIR
34 MARKET VALUE OF THE INTEREST AT THE TIME ACQUIRED.
35

36 4. GIFTS.

37 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
38 SCHEDULE OF EACH GIFT IN EXCESS OF \$20 IN VALUE OR A SERIES OF
39 GIFTS TOTALING \$100 OR MORE RECEIVED DURING THE REPORTING
40 PERIOD FROM OR ON BEHALF OF, DIRECTLY OR INDIRECTLY, ANY ONE
41 PERSON WHO DOES BUSINESS WITH THE CITY.

42 (B) FOR EACH GIFT REPORTED, THE SCHEDULE SHALL INCLUDE:

43 (1) A DESCRIPTION OF THE NATURE AND VALUE OF THE GIFT;
44 AND

45 (2) THE IDENTITY OF THE PERSON FROM WHOM, OR ON BEHALF
46 OF WHOM, DIRECTLY OR INDIRECTLY, THE GIFT WAS RECEIVED.
47

48 5. EMPLOYMENT WITH OR INTERESTS IN ENTITIES DOING BUSINESS WITH
49 CITY.

50 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
51 SCHEDULE OF ALL OFFICES, DIRECTORSHIPS, AND SALARIED

1 EMPLOYMENT BY THE INDIVIDUAL OR MEMBER OF THE IMMEDIATE
2 FAMILY OF THE INDIVIDUAL HELD AT ANY TIME DURING THE REPORTING
3 PERIOD WITH ENTITIES DOING BUSINESS WITH THE CITY.

4 (B) FOR EACH POSITION REPORTED UNDER THIS PARAGRAPH, THE
5 SCHEDULE SHALL INCLUDE:

6 (1) THE NAME AND ADDRESS OF THE PRINCIPAL OFFICE OF THE
7 BUSINESS ENTITY;

8 (2) THE TITLE AND NATURE OF THE OFFICE, DIRECTORSHIP, OR
9 SALARIED EMPLOYMENT HELD AND THE DATE IT COMMENCED;
10 AND

11 (3) THE NAME OF EACH CITY AGENCY WITH WHICH THE ENTITY IS
12 INVOLVED AS INDICATED BY IDENTIFYING ONE OR MORE OF THE
13 THREE CATEGORIES OF "DOING BUSINESS", AS DEFINED IN
14 2.08.020A4 OF THIS CHAPTER.
15

16 6. INDEBTEDNESS TO ENTITIES DOING BUSINESS WITH CITY.

17 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
18 SCHEDULE OF ALL LIABILITIES, EXCLUDING RETAIL CREDIT ACCOUNTS,
19 TO PERSONS DOING BUSINESS WITH THE CITY OWED AT ANY TIME
20 DURING THE REPORTING PERIOD:

21 (1) BY THE INDIVIDUAL; OR

22 (2) BY A MEMBER OF THE IMMEDIATE FAMILY OF THE INDIVIDUAL
23 IF THE INDIVIDUAL WAS INVOLVED IN THE TRANSACTION GIVING
24 RISE TO THE LIABILITY.

25 (B) FOR EACH LIABILITY REPORTED UNDER THIS PARAGRAPH, THE
26 SCHEDULE SHALL INCLUDE:

27 (1) THE IDENTITY OF THE PERSON TO WHOM THE LIABILITY WAS
28 OWED AND THE DATE THE LIABILITY WAS INCURRED;

29 (2) THE AMOUNT OF THE LIABILITY OWED AS OF THE END OF THE
30 REPORTING PERIOD;

31 (3) THE TERMS OF PAYMENT OF THE LIABILITY AND THE EXTENT
32 TO WHICH THE PRINCIPAL AMOUNT OF THE LIABILITY WAS
33 INCREASED OR REDUCED DURING THE YEAR; AND

34 (4) THE SECURITY GIVEN, IF ANY, FOR THE LIABILITY.
35

36 7. EMPLOYMENT WITH CITY. A STATEMENT FILED UNDER THIS SECTION SHALL
37 INCLUDE A SCHEDULE OF THE IMMEDIATE FAMILY MEMBERS OF THE
38 INDIVIDUAL EMPLOYED BY THE CITY IN ANY CAPACITY AT ANY TIME DURING
39 THE REPORTING PERIOD.
40

41 8. SOURCES OF EARNED INCOME.

42 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
43 SCHEDULE OF THE NAME AND ADDRESS OF EACH PLACE OF
44 EMPLOYMENT AND OF EACH BUSINESS ENTITY OF WHICH THE
45 INDIVIDUAL OR A MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY
46 WAS A SOLE OR PARTIAL OWNER AND FROM WHICH THE INDIVIDUAL OR
47 MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY RECEIVED EARNED
48 INCOME, AT ANY TIME DURING THE REPORTING PERIOD.

49 (B) A MINOR CHILD'S EMPLOYMENT OR BUSINESS OWNERSHIP NEED
50 NOT BE DISCLOSED IF THE AGENCY THAT EMPLOYS THE INDIVIDUAL
51 DOES NOT REGULATE, EXERCISE AUTHORITY OVER, OR CONTRACT

1 WITH THE PLACE OF EMPLOYMENT OR BUSINESS ENTITY OF THE MINOR
2 CHILD.
3

4 9. A STATEMENT FILED UNDER THIS SECTION MAY ALSO INCLUDE A
5 SCHEDULE OF ADDITIONAL INTERESTS OR INFORMATION THAT THE
6 INDIVIDUAL MAKING THE STATEMENT WISHES TO DISCLOSE.
7

8 H. FOR THE PURPOSES 2.08.050G1, 2, AND 3 OF THIS CHAPTER, THE FOLLOWING
9 INTERESTS ARE CONSIDERED TO BE THE INTERESTS OF THE INDIVIDUAL MAKING
10 THE STATEMENT:
11

12 1. AN INTEREST HELD BY A MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY,
13 IF THE INTEREST WAS, AT ANY TIME DURING THE REPORTING PERIOD,
14 DIRECTLY OR INDIRECTLY CONTROLLED BY THE INDIVIDUAL.
15

16 2. AN INTEREST HELD BY A BUSINESS ENTITY IN WHICH THE INDIVIDUAL HELD
17 A 30% OR GREATER INTEREST AT ANY TIME DURING THE REPORTING PERIOD.
18

19 3. AN INTEREST HELD BY A TRUST OR AN ESTATE IN WHICH, AT ANY TIME
20 DURING THE REPORTING PERIOD:

21 (A) THE INDIVIDUAL HELD A REVERSIONARY INTEREST OR WAS A
22 BENEFICIARY; OR

23 (B) IF A REVOCABLE TRUST, THE INDIVIDUAL WAS A SETTLOR.
24

25 I. THE COMMISSION SHALL REVIEW THE FINANCIAL DISCLOSURE STATEMENTS
26 SUBMITTED UNDER THIS SECTION FOR COMPLIANCE WITH THE PROVISIONS OF THIS
27 SECTION AND SHALL NOTIFY AN INDIVIDUAL SUBMITTING THE STATEMENT OF ANY
28 OMISSIONS OR DEFICIENCIES.
29

30 J. THE COMMISSION MAY TAKE APPROPRIATE ENFORCEMENT ACTION TO ENSURE
31 COMPLIANCE WITH THIS SECTION.
32

33
34 **2.08.051 FINANCIAL DISCLOSURE FOR EMPLOYEES AND APPOINTED OFFICIALS.**
35

36 A. THIS SECTION APPLIES TO THE FOLLOWING EMPLOYEES AND APPOINTED
37 OFFICIALS:
38

39 1. THE CITY MANAGER, CITY ATTORNEY, ALL DEPARTMENT DIRECTORS AND
40 DEPUTIES, AND ALL MEMBERS OF THE EXEMPT SERVICE, AND
41

42 2. INSPECTORS AND INVESTIGATORS WHO ENFORCE CITY CODES, CITY
43 PROCUREMENT OFFICERS AND THEIR PURCHASING STAFF, AND MEMBERS OF
44 THE FOLLOWING QUASI-JUDICIAL BOARDS AND COMMISSIONS: ALCOHOL
45 BEVERAGE CONTROL BOARD, THE BOARD OF APPEALS, THE CIVIL SERVICE
46 BOARD, THE BUILDING BOARD OF APPEALS, THE HISTORIC PRESERVATION
47 COMMISSION, THE PLANNING COMMISSION, THE BOARD OF SUPERVISORS OF
48 ELECTIONS, THE ETHICS COMMISSION, PORT WARDENS, AND THE POLICE AND
49 FIRE RETIREMENT PLAN COMMISSION, AND
50

1 3. ALL OTHER CITY OFFICIALS, EMPLOYEES, CONTRACT EMPLOYEES OR
2 TEMPORARY EMPLOYEES OVER PAY GRADE 15, F15 (FIRE DEPARTMENT), AND
3 P15 (POLICE DEPARTMENT), OR WHO HAVE AUTHORITY TO AWARD OR
4 RECOMMEND THE AWARD OF CONTRACTS OR GRANTS.
5

6 B. FINANCIAL DISCLOSURE STATEMENTS FILED UNDER THIS SECTION SHALL BE
7 FILED WITH THE COMMISSION UNDER OATH OR AFFIRMATION.
8

9 C. EMPLOYEES AND APPOINTED OFFICIALS INCLUDED PARAGRAPH "A" ABOVE SHALL
10 FILE A FINANCIAL DISCLOSURE STATEMENT ANNUALLY NO LATER THAN JANUARY 31
11 OF EACH YEAR FOR THE PRECEDING CALENDAR YEAR.
12

13 D. THE CITY ATTORNEY'S OFFICE SHALL:
14

15 1. MAINTAIN ALL DISCLOSURE STATEMENTS FILED UNDER THIS SECTION AS
16 PUBLIC RECORDS AVAILABLE FOR PUBLIC INSPECTION AND COPYING AS
17 PROVIDED IN SECTION 2.08.050E OF THIS CHAPTER.
18

19 2. RETAIN FINANCIAL DISCLOSURE STATEMENTS FILED UNDER THIS SECTION
20 AS PROVIDED IN SECTION 2.08.050F OF THIS CHAPTER.
21

22 E. CONTENTS OF STATEMENT.
23

24 1. INTERESTS IN REAL PROPERTY.
25

26 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
27 SCHEDULE OF ALL INTERESTS IN REAL PROPERTY LOCATED IN THE
28 MARYLAND.
29

30 (B) FOR EACH INTEREST IN REAL PROPERTY, THE SCHEDULE SHALL
31 INCLUDE:
32

33 (1) THE NATURE OF THE PROPERTY AND THE LOCATION BY
34 STREET ADDRESS AND A DESCRIPTION OF THE PROPERTY;
35

36 (2) THE NATURE AND EXTENT OF THE INTEREST HELD, INCLUDING
37 ANY CONDITIONS AND ENCUMBRANCES ON THE INTEREST;
38

39 (3) THE DATE WHEN, THE MANNER IN WHICH, AND THE IDENTITY
40 OF THE PERSON FROM WHOM THE INTEREST WAS ACQUIRED;
41

42 (4) THE IDENTITY OF ANY OTHER PERSON WITH AN INTEREST IN
43 THE PROPERTY.
44

45 2. INTERESTS IN CORPORATIONS AND PARTNERSHIPS.
46

47 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
48 SCHEDULE OF ALL INTERESTS IN ANY CORPORATION, PARTNERSHIP,
49 LIMITED LIABILITY PARTNERSHIP, OR LIMITED LIABILITY CORPORATION,
50 REGARDLESS OF WHETHER THE CORPORATION OR PARTNERSHIP
51 DOES BUSINESS WITH THE CITY. INTERESTS IN MUTUAL FUNDS ARE
NOT REPORTABLE.

(B) FOR EACH INTEREST REPORTED UNDER THIS PARAGRAPH, THE
SCHEDULE SHALL INCLUDE THE NAME OF THE CORPORATION,
PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, OR LIMITED LIABILITY
CORPORATION.

3. GIFTS.

1 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
2 SCHEDULE OF EACH GIFT IN EXCESS OF \$20 IN VALUE OR A SERIES OF
3 GIFTS TOTALING \$100 OR MORE RECEIVED DURING THE REPORTING
4 PERIOD FROM OR ON BEHALF OF, DIRECTLY OR INDIRECTLY, ANY ONE
5 PERSON WHO DOES BUSINESS WITH THE CITY.

6 (B) FOR EACH GIFT REPORTED, THE SCHEDULE SHALL INCLUDE:

- 7 (1) A DESCRIPTION OF THE NATURE AND VALUE OF THE GIFT;
8 AND
9 (2) THE IDENTITY OF THE PERSON FROM WHOM, OR ON BEHALF
10 OF WHOM, DIRECTLY OR INDIRECTLY, THE GIFT WAS RECEIVED.
11

12 4. EMPLOYMENT WITH OR INTERESTS IN ENTITIES DOING BUSINESS WITH THE
13 CITY.

14 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
15 SCHEDULE OF ALL OFFICES, DIRECTORSHIPS, AND SALARIED
16 EMPLOYMENT BY THE INDIVIDUAL OR MEMBER OF THE IMMEDIATE
17 FAMILY OF THE INDIVIDUAL HELD AT ANY TIME DURING THE REPORTING
18 PERIOD WITH ENTITIES DOING BUSINESS WITH THE CITY.

19 (B) FOR EACH POSITION REPORTED UNDER THIS PARAGRAPH, THE
20 SCHEDULE SHALL INCLUDE:

- 21 (1) THE NAME AND ADDRESS OF THE PRINCIPAL OFFICE OF THE
22 BUSINESS ENTITY;
23 (2) THE TITLE AND NATURE OF THE OFFICE, DIRECTORSHIP, OR
24 SALARIED EMPLOYMENT HELD AND THE DATE IT COMMENCED;
25 AND
26 (3) THE NAME OF EACH CITY AGENCY WITH WHICH THE ENTITY IS
27 INVOLVED AS INDICATED BY IDENTIFYING ONE OR MORE OF THE
28 THREE CATEGORIES OF "DOING BUSINESS", AS DEFINED IN
29 2.08.020A4 OF THIS CHAPTER.
30

31 5. INDEBTEDNESS TO ENTITIES DOING BUSINESS WITH CITY.

32 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
33 SCHEDULE OF ALL LIABILITIES, EXCLUDING RETAIL CREDIT ACCOUNTS,
34 TO PERSONS DOING BUSINESS WITH THE CITY OWED AT ANY TIME
35 DURING THE REPORTING PERIOD:

- 36 (1) BY THE INDIVIDUAL; OR
37 (2) BY A MEMBER OF THE IMMEDIATE FAMILY OF THE INDIVIDUAL
38 IF THE INDIVIDUAL WAS INVOLVED IN THE TRANSACTION GIVING
39 RISE TO THE LIABILITY.

40 (B) FOR EACH LIABILITY REPORTED UNDER THIS PARAGRAPH, THE
41 SCHEDULE SHALL INCLUDE:

- 42 (1) THE IDENTITY OF THE PERSON TO WHOM THE LIABILITY WAS
43 OWED AND THE DATE THE LIABILITY WAS INCURRED;
44 (2) THE AMOUNT OF THE LIABILITY OWED AS OF THE END OF THE
45 REPORTING PERIOD;
46 (3) THE TERMS OF PAYMENT OF THE LIABILITY AND THE EXTENT
47 TO WHICH THE PRINCIPAL AMOUNT OF THE LIABILITY WAS
48 INCREASED OR REDUCED DURING THE YEAR; AND
49 (4) THE SECURITY GIVEN, IF ANY, FOR THE LIABILITY.
50

1 6. EMPLOYMENT WITH CITY. A STATEMENT FILED UNDER THIS SECTION SHALL
2 INCLUDE A SCHEDULE OF THE IMMEDIATE FAMILY MEMBERS OF THE
3 INDIVIDUAL EMPLOYED BY THE CITY IN ANY CAPACITY AT ANY TIME DURING
4 THE REPORTING PERIOD.

5
6 7. SOURCES OF EARNED INCOME.

7 (A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A
8 SCHEDULE OF THE NAME AND ADDRESS OF EACH PLACE OF
9 EMPLOYMENT AND OF EACH BUSINESS ENTITY OF WHICH THE
10 INDIVIDUAL OR A MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY
11 WAS A SOLE OR PARTIAL OWNER AND FROM WHICH THE INDIVIDUAL OR
12 MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY RECEIVED EARNED
13 INCOME, AT ANY TIME DURING THE REPORTING PERIOD.

14 (B) A MINOR CHILD'S EMPLOYMENT OR BUSINESS OWNERSHIP NEED
15 NOT BE DISCLOSED IF THE AGENCY THAT EMPLOYS THE INDIVIDUAL
16 DOES NOT REGULATE, EXERCISE AUTHORITY OVER, OR CONTRACT
17 WITH THE PLACE OF EMPLOYMENT OR BUSINESS ENTITY OF THE MINOR
18 CHILD.

19
20 8. A STATEMENT FILED UNDER THIS SECTION MAY ALSO INCLUDE A
21 SCHEDULE OF ADDITIONAL INTERESTS OR INFORMATION THAT THE
22 INDIVIDUAL MAKING THE STATEMENT WISHES TO DISCLOSE.

23
24 F. FOR THE PURPOSES 2.08.051E1 AND 2 OF THIS CHAPTER, THE FOLLOWING
25 INTERESTS ARE CONSIDERED TO BE THE INTERESTS OF THE INDIVIDUAL MAKING
26 THE STATEMENT:

27
28 1. AN INTEREST HELD BY A MEMBER OF THE INDIVIDUAL'S IMMEDIATE FAMILY,
29 IF THE INTEREST WAS, AT ANY TIME DURING THE REPORTING PERIOD,
30 DIRECTLY OR INDIRECTLY CONTROLLED BY THE INDIVIDUAL.

31
32 2. AN INTEREST HELD BY A BUSINESS ENTITY IN WHICH THE INDIVIDUAL HELD
33 A 30% OR GREATER INTEREST AT ANY TIME DURING THE REPORTING PERIOD.

34
35 3. AN INTEREST HELD BY A TRUST OR AN ESTATE IN WHICH, AT ANY TIME
36 DURING THE REPORTING PERIOD:

37 (A) THE INDIVIDUAL HELD A REVERSIONARY INTEREST OR WAS A
38 BENEFICIARY; OR

39 (B) IF A REVOCABLE TRUST, THE INDIVIDUAL WAS A SETTLOR.

40
41 G. THE COMMISSION SHALL REVIEW THE FINANCIAL DISCLOSURE STATEMENTS
42 SUBMITTED UNDER THIS SECTION FOR COMPLIANCE WITH THE PROVISIONS OF THIS
43 SECTION AND SHALL NOTIFY AN INDIVIDUAL SUBMITTING THE STATEMENT OF ANY
44 OMISSIONS OR DEFICIENCIES.

45
46 H. THE COMMISSION MAY TAKE APPROPRIATE ENFORCEMENT ACTION TO ENSURE
47 COMPLIANCE WITH THIS SECTION.

48
49
50 **2.08.052 FINANCIAL DISCLOSURE FOR THE HOUSING AUTHORITY OF THE CITY**
51 **OF ANNAPOLIS**

1
2 MEMBERS OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
3 CITY OF ANNAPOLIS (HACA), THE EXECUTIVE DIRECTOR OF HACA AND THE DEPUTY
4 DIRECTOR(S) OF HACA SHALL FILE ANNUALLY, NOT LATER THAN JANUARY 31ST OF
5 EACH CALENDAR YEAR DURING WHICH THEY ARE SUBJECT TO THE PROHIBITIONS
6 SET FORTH IN THE HOUSING AND COMMUNITY DEVELOPMENT ARTICLE, SECTION 13-
7 105(A) OF THE ANNOTATED CODE OF MARYLAND, OR OTHER APPLICABLE PORTIONS
8 OF STATE LAW, A STATEMENT OF FINANCIAL INTERESTS WITH THE ETHICS
9 COMMISSION OF THE CITY. THE FORM OF THE STATEMENT OF FINANCIAL INTERESTS
10 REQUIRED BY THIS SECTION SHALL BE PREPARED AND APPROVED BY THE ETHICS
11 COMMISSION. THE CONTENTS OF THE STATEMENT SHALL BE AS PROVIDED IN
12 SECTION 2.08.051E OF THIS CHAPTER.
13
14

15 **2.08.060 [Financial disclosure – Content of] STATEMENT OF COMPLIANCE.**

16 [The statement required to be filed by Section 2.08.050 shall contain schedules disclosing the
17 following interests of the person making the statement, together with the following information,
18 for the calendar year for which the required statement is to be filed:

19 A. A schedule of all interests, including leasehold interests and interests in any oil, gas
20 or other mineral royalty or lease, in or with respect to any real property in the State or
21 elsewhere. This schedule, as to each such interest, shall include:

- 22 1. The nature of the property and the location by street address, mailing address or
23 legal description of the property,
- 24 2. The nature, exclusive of dollar value, of the interest held, including any
25 conditions to the interest and the name of the holder of the encumbrances on the
26 interest,
- 27 3. The date when, the manner in which and the identity of the person from whom
28 the interest was acquired;
- 29 4. With respect to any interest transferred, in whole or in part, at any time during
30 the year for which the statement is filed, a description of the interest transferred, and
- 31 5. The identity of any other person with an interest in the property or business
32 entity;

33 B. A schedule of all interests, exclusive of dollar value, in any business entity, whether or
34 not the business entity does business with the municipality. This schedule, as to each such
35 interest, shall include:

- 36 1. The name and address of the principal office of the business entity,
- 37 2. The nature, exclusive of dollar value, of the interest held, including any
38 conditions thereto and the name of the holder of any encumbrances thereon;
39 provided, that an amount of stock or like evidence of equity interest, at the option of
40 the person making the report, may be reported by the number of shares held, if the
41 business entity's stock is publicly traded on a stock exchange or on an over-the-
42 counter market, or otherwise, the percentage of equity interest so held, and

- 1 3. With respect to any interest transferred, in whole or in part, at any time during
2 the year for which the statement is filed, a description of the interest transferred;
- 3 C. A schedule of all interests in any other business entity which does business with the
4 municipality. This schedule, as to each such interest, shall include:
- 5 1. The name and address of the principal office of the business entity,
6 2. The nature, exclusive of dollar value, of the interest held, including any
7 conditions to the interest and the name of the holder of any encumbrances on the
8 interest, and
9 3. With respect to any interest transferred, in whole or in part, at any time during
10 the year for which the statement is filed, a description of the interest transferred;
- 11 D. A schedule of any gift, including the forgiveness of any liability, received at any time
12 during the year for which the statement is filed by the person making the statement, or by
13 any other person at the direction of the person making the statement, from or on behalf of,
14 directly or indirectly, any person who does business with the municipality or is regulated by
15 the municipality; provided, that gifts received from the spouse or a relative within the third
16 degree of consanguinity of the person making the statement, or from the spouse of any
17 such relative, or campaign contributions which are otherwise reported as required by law,
18 need not be disclosed. This schedule, as to each such gift shall include:
- 19 1. The nature of the gift, including its approximate retail value at the time of its
20 receipt, and
21 2. The identity of the person from whom or on behalf of whom, directly or indirectly,
22 the gift was received;
- 23 E. A schedule of all offices, directorships and salaried employment held by the person
24 making the statement or by that person's spouse or dependent child at any time during the
25 year for which the statement is filed. This schedule, as to each such office, directorship or
26 salaried employment, shall include:
- 27 1. The name and address of the principal office of the business entity, and
28 2. The title and nature of the office, directorship or salaried employment held;
- 29 F. A schedule of all debts, exclusive of dollar values, to any person doing business with
30 the municipality owed at any time during the year for which the statement is filed, excluding
31 retail credit accounts, by the person making the statement, and all debts, exclusive of
32 dollar values, to any person doing business with the municipality owed at any time during
33 the year for which the statement is filed, excluding retail credit accounts, by the spouse or
34 a child of the person making the statement, if the person making the statement was
35 involved in the transaction giving rise to the debt. This schedule, as to each such debt,
36 shall include the identity of the person to whom the debt was owed;
- 37 G. A list of all members of the immediate family of the person making the statement
38 required by this section who are employed by the municipality in any capacity. For the
39 purpose of this subsection, "immediate family" includes only spouse and dependent
40 children;

1 H. Such additional interests or information as the person making the statement might
2 desire to make.] TO ENSURE THAT MEMBERS OF CITY BOARDS, COMMISSIONS,
3 TEAMS, AND COMMITTEES, BOTH PERMANENT AND AD HOC, UNDERSTAND
4 THEIR ETHICAL RESPONSIBILITIES, THEY SHALL PROVIDE A SIGNED STATEMENT
5 SWEARING AND AFFIRMING UNDER PENALTY OF PERJURY THAT THEY ARE
6 AWARE OF AND UNDERSTAND THE PROVISIONS OF CITY CODE CHAPTER 2.08,
7 PUBLIC ETHICS AND FINANCIAL DISCLOSURE, INCLUDING BUT NOT LIMITED TO
8 SECTION 2.08.040, PROHIBITED CONDUCT AND INTERESTS, OF THE ANNAPOLIS
9 CITY CODE. ALSO, IN ACCEPTING THEIR POSITION THAT THEY WILL MAINTAIN
10 HIGH ETHICAL STANDARDS IN THE EXERCISE OF THEIR PUBLIC OR OFFICIAL
11 DUTIES AND WILL NOT ENGAGE IN ANY BUSINESS OR TRANSACTION OR HAVE A
12 FINANCIAL INTEREST, DIRECT OR INDIRECT, WHICH IS INCOMPATIBLE WITH THE
13 PROPER DISCHARGE OF THEIR DESIGNATED DUTIES AND THAT THEY WILL NOT
14 ENGAGE IN ANY ACTIVITY WHICH WOULD CREATE, OR APPEAR TO CREATE, A
15 CONFLICT OF INTEREST IN THE EXERCISE OF THEIR PUBLIC OR OFFICIAL
16 DUTIES. THIS REQUIREMENT DOES NOT APPLY TO THE MEMBERS OF BOARDS
17 AND COMMISSIONS SPECIFIED IN SECTION 2.08.051A2 WHO ARE REQUIRED TO
18 PROVIDE FINANCIAL DISCLOSURE STATEMENTS.

19
20 **2.08.070 [Financial] LOBBYING Disclosure [attributable interests] AND**
21 **REGISTRATION**

22 [For the purposes of the disclosures required by Section 2.08.050, the following shall be
23 considered to be the interests of the person making the statement:

24 A. Any interest, exclusive of dollar value, held by the spouse or a child of the person
25 making the statement, if such interest was at any time during the year for which the
26 statement is filed directly or indirectly controlled by the person making the statement;

27 B. Any interest, exclusive of dollar value, held by a business entity, in which business
28 entity any interest was at any time during the year for which the statement is filed an
29 interest of the person making the statement;

30 C. Any interest, exclusive of dollar value, held by a trust other than a common trust fund,
31 under which trust the person making the statement held a reversionary interest at any time
32 during the year for which the statement is filed or under which trust the person making the
33 statement was at any time during that year a trustor, if a revocable trust, or a beneficiary.]

34
35 A. GENERAL REQUIREMENTS. ANY PERSON WHO APPEARS BEFORE ANY
36 OFFICIAL OR EMPLOYEE OF THE CITY, WITH THE INTENT TO INFLUENCE THAT
37 PERSON IN THE PERFORMANCE OF THAT PERSON'S OFFICIAL DUTIES AND WHO,
38 IN CONNECTION WITH ANY SUCH ACTIVITIES EXPENDS OR REASONABLY
39 EXPECTS TO EXPEND IN ANY CALENDAR YEAR IN EXCESS OF TWO HUNDRED
40 FIFTY (\$250.00) DOLLARS, ON FOOD, ENTERTAINMENT OR GIFTS FOR ANY
41 OFFICIALS OR EMPLOYEES OF THE CITY, SHALL FILE A REGISTRATION
42 STATEMENT WITH THE COMMISSION NOT LATER THAN JANUARY 31ST OF THE
43 CALENDAR YEAR FOR WHICH THE STATEMENT IS FILED, OR WITHIN FIFTEEN
44 DAYS AFTER THE COMMENCEMENT OF ANY ACTIVITIES REGULATED BY THIS
45 SECTION.

46
47 B. REGISTRATION STATEMENT. THE REGISTRATION STATEMENT SHALL INCLUDE

1 COMPLETE IDENTIFICATION OF THE REGISTRANT AND OF ANY OTHER PERSON
2 ON WHOSE BEHALF THE REGISTRANT ACTS OR WILL BE ACTING. IT SHALL ALSO
3 IDENTIFY THE SUBJECT MATTER ON WHICH THE REGISTRANT PROPOSES TO
4 MAKE THESE APPEARANCES, AND SHALL COVER A PERIOD NOT TO EXCEED ONE
5 CALENDAR YEAR.
6

7 C. REPORT OF ACTIVITIES. REGISTRANTS UNDER THIS SECTION SHALL FILE A
8 REPORT, NOT LATER THAN JANUARY 31ST OF EACH YEAR, COVERING ACTIVITIES
9 FOR WHICH THEY WERE REGISTERED FOR THE PRECEDING YEAR, DISCLOSING
10 THE VALUE, DATE AND NATURE OF ANY FOOD, ENTERTAINMENT OR GIFTS
11 PROVIDED TO ANY CITY OFFICIAL OR EMPLOYEE. WHEN A GIFT OR SERIES OF
12 GIFTS TO A SINGLE OFFICIAL OR EMPLOYEE EXCEEDS THIRTY FIVE (\$35.00)
13 DOLLARS IN VALUE, THE OFFICIAL OR EMPLOYEE SHALL ALSO BE IDENTIFIED.
14

15 D. NO CONTINGENCY FEES. NO PERSON MAY ENGAGE IN LOBBYING ACTIVITIES
16 ON BEHALF OF ANOTHER PERSON FOR COMPENSATION OF THE PAYMENT OF
17 WHICH IS CONTINGENT UPON THE PASSAGE OR DEFEAT OF ANY ACTION BY THE
18 CITY COUNCIL.
19

20 E. AVAILABILITY TO PUBLIC. THE REGISTRATIONS AND REPORTS FILED
21 PURSUANT TO THIS SECTION SHALL BE MAINTAINED BY THE CITY ATTORNEY'S
22 OFFICE, AND SHALL BE MADE AVAILABLE, DURING NORMAL OFFICE HOURS, FOR
23 EXAMINATION AND COPYING BY THE PUBLIC. ALL SUCH REGISTRATIONS AND
24 REPORTS SHALL BE RETAINED AS PUBLIC RECORDS FOR AT LEAST FOUR YEARS
25 FROM THE DATE OF THEIR RECEIPT BY THE COMMISSION.
26

27 F. FORMS. THE COMMISSION SHALL PROVIDE FORMS FOR USE IN THE FILING OF
28 THE REGISTRATION STATEMENTS AND REPORTS REQUIRED BY THIS SECTION
29 TO THE PERSONS REQUIRED TO FILE SUCH STATEMENTS AND REPORTS.
30
31

32 **2.08.080 [Lobbying Disclosure] RESPONSIBILITIES OF CITY ATTORNEY**

33 [A. General Requirements. Any person who appears before any official or employee of the
34 City, with the intent to influence that person in the performance of that person's official duties
35 and who, in connection with any such activities expends or reasonably expects to expend in any
36 calendar year in excess of two hundred fifty dollars, on food, entertainment or gifts for any
37 officials or employees of the City, shall file a registration statement with the Commission not
38 later than January 31st of the calendar year for which the statement is filed, or within fifteen
39 days after the commencement of any activities regulated by this section.

40 B. Registration Statement. The registration statement shall include complete identification of
41 the registrant and of any other person on whose behalf the registrant acts or will be acting. It
42 shall also identify the subject matter on which the registrant proposes to make these
43 appearances, and shall cover a period not to exceed one calendar year.

44 C. Report of Activities. Registrants under this section shall file a report, not later than January
45 31st of each year, covering activities for which they were registered for the preceding year,
46 disclosing the value, date and nature of any food, entertainment or gifts provided to any City
47 official or employee. When a gift or series of gifts to a single official or employee exceeds fifty
48 dollars in value, the official or employee shall also be identified.

1 D. Availability to Public. The registrations and reports filed pursuant to this section shall be
2 maintained by the Commission, and shall be made available, during normal office hours, for
3 examination and copying by the public. All such registrations and reports shall be retained as
4 public records for at least four years from the date of their receipt by the Commission.

5 E. Forms. The Commission shall provide forms for use in the filing of the registration
6 statements and reports required by this section to the persons required to file such statements
7 and reports.]
8

9 IN ADDITION TO ANY OTHER DUTIES AND RESPONSIBILITIES SET FORTH IN THIS
10 CHAPTER OR ANY OTHER PROVISION OF THIS CODE OR OTHER CITY ORDINANCE, IT
11 IS THE FUNCTION OF THE CITY ATTORNEY:
12

13 A. TO ADOPT PROCEDURES AS MAY BE NECESSARY TO CARRY OUT THE CITY
14 ATTORNEY'S FUNCTIONS IN ACCORDANCE WITH THE PROVISIONS OF THIS
15 CHAPTER,
16

17 B. TO PROVIDE, UPON THE REQUEST OF PERSONS REQUIRED TO FILE
18 STATEMENTS BY THIS CHAPTER, ANY ASSISTANCE NEEDED IN COMPLYING WITH
19 THE PROVISIONS OF THIS CHAPTER, AND
20

21 C. WHEN REQUESTED BY THE COMMISSION, PROVIDE ADVICE WITH RESPECT TO
22 ITS DUTIES AND RESPONSIBILITIES UNDER THIS CHAPTER, AND FURNISH LEGAL
23 GUIDANCE AND ASSISTANCE IN THE PREPARATION OF FORMS, ADVISORY
24 OPINIONS, INVESTIGATIONS AND DETERMINATIONS OF COMPLAINTS ALLEGING
25 VIOLATIONS OF THIS CHAPTER.
26

27 **[2.08.085 - Financial disclosure—Annapolis Housing Authority.**

28 Members of the Board of Commissioners of the Annapolis Housing Authority, the Executive
29 Director of the Annapolis Housing Authority and the Deputy Director of the Annapolis Housing
30 Authority shall file annually, not later than January 31st of each calendar year during which they
31 are subject to the prohibitions set forth in Article 44A, Section 6 of the Annotated Code of
32 Maryland, or other applicable portions of State law, a statement of financial interests with the
33 Ethics Commission of the City. The form of the statement of financial interests required by this
34 section shall be approved by the Ethics Commission.]
35
36

37 **2.08.090 Exemptions and Modifications**
38

39 The Commission may grant exemptions and modifications to the PROVISIONS of [this chapter
40 pertaining to conflicts of interest and to financial disclosure, if it determines that application of
41 those provisions would:] sections 2.08.040, Prohibited Conduct and Interests; 2.08.050,
42 Financial Disclosure for Elected Officials and Candidates for Elected Office; 2.08.051, Financial
43 Disclosure for Employees and Appointed Officials; and 2.08.052, Financial Disclosure for the
44 Housing Authority of the City of Annapolis, of this chapter when the Commission finds that an
45 exemption or modification would not be contrary to the purposes of this chapter, and the
46 application of this chapter would:
47

A. Constitute an unreasonable invasion of privacy; or

1 B. Significantly reduce the availability of qualified persons for public service [; and].

2 [C. Not be required to preserve the purposes of this chapter.]

3
4
5 **2.08.100 [Responsibilities of City Attorney] ENFORCEMENT**

6
7 [In addition to any other duties and responsibilities set forth in this chapter or any other
8 provision of this Code or other City ordinance, it is the function of the City Attorney:

9 A. To adopt, subject to approval by the City Council, procedures as may be necessary to
10 carry out the City Attorney's functions in accordance with the provisions of this chapter;

11 B. To provide, upon the request of persons required to file statements by this chapter,
12 any assistance needed in complying with the provisions of this chapter;

13 C. To advise the Commission with respect to its duties and responsibilities under this
14 chapter, and, when requested by the Commission, to furnish legal guidance and
15 assistance in the preparation of forms, advisory opinions, investigations and
16 determinations of complaints alleging violations of this chapter.]

17
18 A. ENFORCEMENT AUTHORITY OF COMMISSION.

19
20 1. UPON A FINDING OF A VIOLATION OF ANY PROVISION OF THIS CHAPTER, THE
21 COMMISSION MAY:

22 (A) ISSUE AN ORDER OF COMPLIANCE DIRECTING THE RESPONDENT TO
23 CEASE AND DESIST FROM THE VIOLATION;

24 (B) ISSUE A REPRIMAND; OR

25 (C) RECOMMEND TO THE APPROPRIATE CITY AUTHORITY:

26 (I) DISCIPLINE OF THE RESPONDENT, INCLUDING CENSURE,
27 SUSPENSION, DEMOTION IN POSITION, OR REMOVAL IF THAT
28 DISCIPLINE IS AUTHORIZED BY LAW, AND/OR

29 (II) SUSPENSION FROM RECEIVING PAYMENT OR SALARY OR
30 OTHER COMPENSATION PENDING FULL COMPLIANCE WITH THE
31 TERMS OF AN ORDER OF THE COMMISSION, CITY COUNCIL, OR
32 COURT.

33
34 2. AFTER RECEIPT OF A RECOMMENDATION PROVIDED FOR IN PARAGRAPH
35 1(C) ABOVE, THE MAYOR, CITY MANAGER, SUPERVISOR, OR THE HUMAN
36 RESOURCES DEPARTMENT, AS APPROPRIATE, WILL REPORT TO THE
37 COMMISSION WITHIN 14 DAYS AFTER ANY ACTION IS TAKEN IN RESPONSE TO
38 THE COMMISSION'S RECOMMENDATIONS, BUT NO LATER THAN 60 DAYS AFTER
39 RECOMMENDATIONS ARE ISSUED BY THE COMMISSION.

40
41 3. IF THE COMMISSION FINDS THAT A RESPONDENT HAS VIOLATED SECTION
42 2.08.070, LOBBYING DISCLOSURE, OF THIS CHAPTER, THE COMMISSION MAY:

43 (A) REQUIRE A RESPONDENT WHO IS A REGISTERED LOBBYIST TO FILE
44 ANY ADDITIONAL REPORTS OR INFORMATION THAT REASONABLY
45 RELATED TO THE INFORMATION THAT IS REQUIRED UNDER SECTION
46 2.08.070 OF THIS CHAPTER;

1 (B) IMPOSE A FINE NOT EXCEEDING \$5,000 FOR EACH VIOLATION; AND
2 (C) SUSPEND THE REGISTRATION OF AN INDIVIDUAL REGISTERED
3 LOBBYIST IF THE COMMISSION FINDS THAT THE LOBBYIST HAS
4 KNOWINGLY AND WILLFULLY VIOLATED SECTION 2.08.070 OF THIS
5 CHAPTER OR HAS BEEN CONVICTED OF A CRIMINAL OFFENSE ARISING
6 FROM LOBBYING ACTIVITIES.
7

8 B. INJUNCTIVE RELIEF.
9

10 1. UPON REQUEST OF THE COMMISSION, THE CITY ATTORNEY MAY FILE A
11 PETITION FOR INJUNCTIVE OR OTHER RELIEF IN THE CIRCUIT COURT OF ANNE
12 ARUNDEL COUNTY, OR IN ANY OTHER COURT HAVING PROPER VENUE FOR
13 THE PURPOSE OF REQUIRING COMPLIANCE WITH THE PROVISIONS OF THIS
14 CHAPTER.
15

16 2. COURT AUTHORITY.

17 (A) THE COURT MAY:

18 (1) ISSUE AN ORDER TO CEASE AND DESIST FROM THE
19 VIOLATION;

20 (2) EXCEPT AS PROVIDED IN SUBPARAGRAPH (B) OF THIS
21 PARAGRAPH, VOID AN OFFICIAL ACTION TAKEN BY AN OFFICIAL
22 OR EMPLOYEE WITH A CONFLICT OF INTEREST PROHIBITED BY
23 THIS CHAPTER WHEN THE ACTION ARISES FROM OR CONCERNS
24 THE SUBJECT MATTER OF THE CONFLICT AND IF THE LEGAL
25 ACTION IS BROUGHT WITHIN 90 DAYS OF THE OCCURRENCE OF
26 THE OFFICIAL ACTION, IF THE COURT DEEMS VOIDING THE
27 ACTION TO BE IN THE BEST INTEREST OF THE PUBLIC;

28 (3) IMPOSE A FINE OF UP TO \$5,000 FOR ANY VIOLATION OF THE
29 PROVISIONS OF THIS CHAPTER, WITH EACH DAY UPON WHICH
30 THE VIOLATION OCCURS CONSTITUTING A SEPARATE OFFENSE.

31 (B) A COURT MAY NOT VOID ANY OFFICIAL ACTION APPROPRIATING
32 PUBLIC FUNDS, LEVYING TAXES, OR PROVIDING FOR THE ISSUANCE OF
33 BONDS, NOTES, OR OTHER EVIDENCES OF PUBLIC OBLIGATIONS.
34

35 C. MAINTENANCE OF RECORDS.
36

37 1. A PERSON WHO IS SUBJECT TO THE PROVISIONS OF THIS CHAPTER SHALL
38 OBTAIN AND PRESERVE ALL ACCOUNTS, BILLS, RECEIPTS, BOOKS, PAPERS,
39 AND DOCUMENTS NECESSARY TO COMPLETE AND SUBSTANTIATE A REPORT,
40 STATEMENT, OR RECORD REQUIRED UNDER THIS CHAPTER FOR THREE (3)
41 YEARS FROM THE DATE OF FILING THE REPORT, STATEMENT, OR RECORD.
42

43 2. THESE PAPERS AND DOCUMENTS SHALL BE AVAILABLE FOR INSPECTION
44 WITHIN FIFTEEN (15) DAYS OF A WRITTEN REQUEST BY THE COMMISSION.
45

46 **2.08.110 COMPLAINT PROCEDURE**
47

48 COMPLAINTS SHALL BE FILED WITHIN SIX (6) MONTHS OF THE ALLEGED VIOLATION
49 OR THE DISCOVERY OF THE ALLEGED VIOLATION. COMPLAINTS TO THE COMMISSION
50 SHALL BE WRITTEN AND MAY BE REFERRED BY THE COMMISSION TO THE CITY
51

1 ATTORNEY OR OTHER LEGAL COUNSEL, IF APPROPRIATE, FOR INVESTIGATION. ALL
2 COMPLAINTS SHALL BE SIGNED UNDER OATH IN THE FORM OF GENERAL
3 KNOWLEDGE: "I SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE
4 CONTENTS OF THE FOREGOING COMPLAINT ARE TRUE TO THE BEST OF MY
5 KNOWLEDGE, INFORMATION, AND BELIEF." IF AFTER CONDUCTING AN
6 INVESTIGATION OR RECEIVING AN INVESTIGATIVE REPORT, THE COMMISSION
7 DETERMINES THAT THERE ARE INSUFFICIENT FACTS UPON WHICH TO BASE A
8 DETERMINATION OF A VIOLATION, IT MAY DISMISS THE COMPLAINT. IF THERE IS A
9 REASONABLE BASIS FOR BELIEVING A VIOLATION HAS OCCURRED THEN THE
10 PARTIES TO THE COMPLAINT SHALL BE AFFORDED AN OPPORTUNITY FOR A HEARING
11 BEFORE THE COMMISSION. ANY FINAL DETERMINATION RESULTING FROM THE
12 HEARING SHALL INCLUDE FINDINGS OF FACT AND CONCLUSIONS OF LAW. UPON
13 FINDING OF A VIOLATION, THE COMMISSION MAY TAKE ANY ENFORCEMENT ACTION
14 PROVIDED FOR IN ACCORDANCE WITH SECTION 2.08.100 OF THIS CHAPTER. AFTER A
15 COMPLAINT IS FILED AND UNTIL A FINAL DETERMINATION IS MADE BY THE
16 COMMISSION, ALL ACTIONS REGARDING A COMPLAINT SHALL BE TREATED
17 CONFIDENTIALLY. IF A FINDING OF VIOLATION IS MADE, THE FINAL DETERMINATION
18 WILL BE MADE PUBLIC AND POSTED ON THE CITY'S WEB SITE.
19
20

21 **2.08.120 SEVERABILITY**

22
23 IF ANY SECTION, SENTENCE, CLAUSE, OR PHRASE OF THIS CHAPTER IS HELD
24 INVALID OR UNCONSTITUTIONAL BY ANY COURT OF COMPETENT JURISDICTION, THE
25 RULING SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS
26 CHAPTER.
27

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

30
31 **ADOPTED** this _____ day of _____, _____.

32
33 ATTEST: THE ANNAPOLIS CITY COUNCIL

BY _____
Regina C. Watkins-Eldridge, MMC, City Clerk Joshua J. Cohen, Mayor

34
35
36
37 **EXPLANATION**
38 CAPITAL LETTERS indicate matter added to existing law.
39 [brackets] indicate matter stricken from existing law.
40 Underlining indicates amendments.

**Mayor Cohen Amendment
O-41-12
Public Ethics and Financial Disclosure**

Page 32, Line 29:

Strike "from the date of its passage" and insert "January 1, 2014."



COMMISSION MEMBERS:
PAUL M. VETTORI, *Chairman*
ROBERT G. BLUE
JULIAN L. LAPIDES
ANDREA LEAHY-FUCHECK
JACOB YOSEF MILIMAN

STATE ETHICS COMMISSION

45 CALVERT STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401
410-260-7770
Toll Free 1-877-669-6085
FAX: 410-260-7747

MICHAEL W. LORD
Executive Director
JENNIFER K. ALLGAIR
General Counsel
WILLIAM J. COLQUHOUN
Staff Counsel
KATHERINE P. THOMPSON
Assistant General Counsel

October 26, 2012

Karen Steele, Legal Assistant
City of Annapolis Office of Law
93 Main Street, Suite 300
Annapolis, MD 21401

RE: City of Annapolis – Ethics Code

Dear Ms. Steele:

At its meeting on October 25, 2012, the State Ethics Commission reviewed the proposed revisions to the City of Annapolis' Ethics Code, which you forwarded to the Commission on October 3, 2012. The proposed changes to the City of Annapolis' Ethics Code were submitted to the State Ethics Commission in compliance with Subtitle 8 of the Maryland Public Ethics Law ((Md. Code Ann., State Gov't Title 15 (Supp. 2012)). As you are aware, there were significant changes mandated to county and municipal ethics laws and county boards of education ethics regulations by legislation (SB315 – Chapter 277 of the Acts of 2010) enacted during the 2010 General Assembly session. The law became effective October 1, 2010. The State Ethics Commission revised its local government regulation in COMAR 19A.04 in April 2011 to reflect changes in the State Ethics Law provisions in recent years and incorporate changes made by SB 315.

The State Ethics Commission approved the proposed ethics code for your jurisdiction as being at least equivalent to State law for local elected officials for conflict of interest provisions and at least equivalent to State law for financial disclosure provisions for local elected officials and candidates for local elected office. The State Ethics Commission also determined that the proposed City of Annapolis Ethics Code is similar to the provisions of the Maryland Public Ethics Law for conflict or interest and financial disclosure provisions applicable to local employees and local appointed officials. This approval is subject to the understanding that the Commission assumes that the list of local employees and local appointed officials required to file financial disclosure under the your jurisdiction's proposed Ethics Code is complete and includes all individuals who have City decision making responsibilities; policy recommendation



Conduct Standards ♦ Disclosure ♦ Lobbyist Regulation ♦ Local Government Requirements ♦ Advice ♦ Enforcement

<http://ethics.gov.state.md.us>

TTY Users: 1-800-735-2258

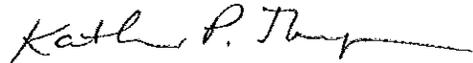
responsibilities; or authority to commit the City to the expenditure of public funds. The lobbying provisions of the proposed City of Annapolis Ethics Code are also substantially similar to the provisions of the Maryland Public Ethics Law.

The State Ethics Commission's review was in accord with the Commission's review authority pursuant to Subtitle 8 of the Maryland Public Ethics Law and consisted of a comparison of the proposed revisions to the review criteria of COMAR 19A.04. The review was also in accord with its understanding of the requirements stated in the Court of Appeals decision in *Seipp v. Baltimore City Board of Elections*, 377 Md. 362, 833 A 2d 551, 2003, as discussed in Opinion No. 06-01 of the Commission's Advisory Opinions¹.

The City of Annapolis may now enact the proposed Ethics Code and file the Local Government Ethics Law Annual Certification, in compliance with § 15-803(b) of the Public Ethics Law. A copy of the certification form is enclosed. Certification is an annual requirement.

The State Ethics Commission advises the City of Annapolis that all future changes to the City Ethics Code are required to be submitted to the State Ethics Commission for review and approval in compliance with Subtitle 8 of the Maryland Public Ethics Law and COMAR 19A.04. Please contact our office if you have any questions regarding this or any other matter. Thank you for your work on this project.

Sincerely,



Katherine P. Thompson
Assistant General Counsel

Enclosure

¹ The Commission's formal opinions may be accessed at the website of the Division of State Documents in the Office of the Secretary of State. www.dsd.state.md.us/comar.

OPEN MEETINGS BILLS ACHIEVE SUCCESS

Two bills passed this session that will make changes to current open meetings regulations. HB 139 will require that a local government designate at least one elected or appointed official to receive training on the requirements of the open meetings law and forward the name of the designated individual to the State Open Meetings Law Compliance Board. Within 90 days after designation (or, for initial

Local government must designate at least one elected or appointed official to receive training on the State Open Meetings Law.

designees, within six months after the bill's effective date), a designated individual must either complete an online class on the requirements of the open meetings law offered by the Office of the Attorney General and the University of Maryland's Institute for Governmental Service and Research (http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php) or take a class on the requirements of the open meetings law offered by MACo or MML through the Academy

for Excellence in Local Governance. MML is working with the Open Meetings Compliance Board to determine how local officials who have already taken an Open Meetings course through MML or MACo will be handled as far as possibly "grandfathering" in these individuals.

Additionally, HB 331, which passed during the final hours of the legislative session, specifies that if the State Open Meetings Compliance Board determines that a violation of the Maryland Open Meetings Act has occurred, a member of the public body must, at the public body's next open meeting after the board has issued its opinion, announce the violation and orally summarize the opinion and a majority of the public body's members must sign and return to the Board a copy of the opinion. The public body may not designate its counsel or another representative to provide the announcement and summary. In addition, the bill increases the civil penalty for meeting in violation of the Act from up to \$100 to up to \$250 for the first violation and up to \$1,000 for each subsequent violation occurring within three years after the first violation. When determining the amount of a fine, the court must consider the financial resources of the public body. ❖



MIXED BAG FOR ETHICS LEGISLATION

Despite the fact that MML worked with members of an ethics workgroup throughout most of the legislative session to craft a bill to address the breadth of municipal financial disclosure requirements under current law, legislation that would have provided members of the Ethics Commission more flexibility when considering municipal financial disclosure exemptions for smaller municipalities did not pass. An amendment proposed on HB 1397 would have provided Ethics Commission members with more flexibility when considering financial disclosure exemptions for municipalities with a population of less than 3,000 residents. Unfortunately, although the amendment was adopted in the Senate, the legislation ran out of time when it came back to the House for concurrence close to midnight on the final day of the session and did not pass.

On a more positive note, HB 362 did pass on the final day of the session. This bill excludes from the definition of disclosable "interest" under the Maryland Public Ethics Law a mutual fund that is publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit. ❖



Department of Legislative Services
 Maryland General Assembly
 2013 Session

FISCAL AND POLICY NOTE

House Bill 362

(Chair, Environmental Matters Committee)(By Request -
 Departmental - Ethics Commission, State)

Environmental Matters

Education, Health, and Environmental Affairs

Public Ethics - Definition of "Interest" - Mutual Funds

This departmental bill excludes from the definition of "interest" under the Maryland Public Ethics Law a mutual fund that is publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

Fiscal Summary

State Effect: General fund expenditures increase by \$500 in FY 2014 only for contractual services to update the State Ethics Commission's electronic financial disclosure system. Revenues are not affected.

(in dollars)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Revenues	\$0	\$0	\$0	\$0	\$0
GF Expenditure	500	0	0	0	0
Net Effect	(\$500)	\$0	\$0	\$0	\$0

Note:() = decrease; GF = general funds; FF = federal funds; SF = special funds; - = indeterminate effect

Local Effect: The bill does not materially affect local government operations or finances.

Small Business Effect: The State Ethics Commission has determined that this bill has minimal or no impact on small business (attached). The Department of Legislative Services concurs with this assessment.

Analysis

Current Law: Under the Maryland Public Ethics Law, “interest” is defined as a legal or equitable economic interest that is owned or held wholly or partly, jointly or severally, or directly or indirectly, whether or not the economic interest is subject to an encumbrance or condition. There are certain exclusions from the definition of interest, however, including a common trust fund or a trust that forms part of a pension or a profit-sharing plan that (1) has more than 25 participants and (2) is determined by the Internal Revenue Service to be a qualified trust or college savings plan under the Internal Revenue Code.

Under the financial disclosure provisions of the Maryland Public Ethics Law, various officials are required to file financial disclosure statements with the State Ethics Commission, including State elected officials (other than those in the Judicial Branch, who file with the Judiciary), candidates for those offices, and State employees designated as public officials under standards set out in the law. A financial disclosure statement must disclose various interests, including each interest held by the individual in a corporation, partnership, limited liability partnership, or limited liability company, whether or not the entity does business with the State.

Background: The State Ethics Commission indicates that because an individual investor does not have control over the trading of individual holdings in a mutual fund, it is improbable that a State employee or public official can impact the value of a mutual fund through the performance of State duties. According to the commission, this change would also make the treatment of mutual funds consistent with the treatment of mutual funds or other interests in certain retirement accounts and college savings plans that are currently excluded from the definition of “interest.”

State Fiscal Effect: General fund expenditures are expected to increase by \$500 in fiscal 2014 due to a one-time expense to pay a contractor to update the State Ethics Commission’s electronic financial disclosure system to incorporate the bill’s change. The commission and its staff do not have the ability to modify the system.

Additional Information

Prior Introductions: SB 146 of 2012, a similar bill, passed the Senate as amended and received a hearing in the House Environmental Matters Committee, but no further action was taken.

Cross File: None.

Information Source(s): State Ethics Commission, Department of Legislative Services

HB 362/ Page 2

Fiscal Note History: First Reader - February 8, 2013
ncs/kdm

Analysis by: Scott D. Kennedy

Direct Inquiries to:
(410) 946-5510
(301) 970-5510

ANALYSIS OF ECONOMIC IMPACT ON SMALL BUSINESSES

TITLE OF BILL: Public Ethics – Interest – Definition – Mutual Funds

BILL NUMBER: HB 362

PREPARED BY: State Ethics Commission

PART A. ECONOMIC IMPACT RATING

This agency estimates that the proposed bill:

WILL HAVE MINIMAL OR NO ECONOMIC IMPACT ON MARYLAND SMALL BUSINESS

OR

WILL HAVE MEANINGFUL ECONOMIC IMPACT ON MARYLAND SMALL BUSINESSES

PART B. ECONOMIC IMPACT ANALYSIS

The proposed legislation will have no impact on small business in Maryland.



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 1/7/13

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

The Rules and City Government Committee has reviewed 0-41-12 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Israel, Chair YES

Ald. Hoyle abstain

Ald. Arnett YES

Meeting Date 1/7/13

Signature of Chair Richard Israel



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Rules and City Government Committee has reviewed 0-41-12 and
has taken the following action:

Favorable

Favorable with amendments (*attached*)

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Arnett, Chair yes

Ald. Hoyle yes

Ald. Budge yes

Meeting Date _____

Signature of Chair *Cass H. Arnett*

Rules committee amendment to O-41-12

On Line 22, Page 6 add:

"(f) An interest in any mutual fund that is publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the City of Annapolis."

FISCAL IMPACT NOTE

Legislation No: O-41-12 **First Reader Date:** 11/5/12

Note Date: 11/1/12

Legislation Title: Public Ethics and Financial Disclosure

Description: For the purpose of establishing minimum standards for the conduct of Annapolis government business and to assure the citizens of the City of that they may have the highest trust in public officials and employees and that the impartiality and independent judgment of Public officials and employees will be maintained without improper or even the appearance of improper influence. To guard against improper influence, it is required that all City officials and employees maintain the highest ethical standards in conducting City business and that select City officials and employees disclose their financial affairs as provided in Section 2.08.60.

Analysis of Fiscal Impact: This legislation will produce no significant direct fiscal impact. However, it could have a positive fiscal impact by improving financial oversight.

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-3-13

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
1/28/13			7/26/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't			
Planning Commission			

8
9 **A ORDINANCE** concerning

10 **Bulk Regulations for Governmental Uses in the C1-A Zoning District**

11 **FOR** the purpose of specifying that lot size and width requirements for existing buildings with
12 a governmental use in the C1-A zoning district shall be determined through the special
13 exception process, pursuant to Chapter 21.26 of the City of Annapolis Code.

14 **BY** repealing and re-enacting with amendments the following portions of the Code of the
15 City of Annapolis, 2012 Edition
16 Section 21.50.130
17

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

21
22 **CHAPTER 21.50 – BULK REGULATIONS TABLES**
23

24 **21.50.130 - Bulk Regulations Table C1-A District.**

25 **Important.** The notes at the end of the table are as much a part of the law as the table itself.
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Permitted uses, special exception uses, and uses subject to specific standards	Floor Area Ratio (maximum)	Density (maximum, expressed as minimum sq. ft. of lot area per dwelling unit)	Lot Dimensions (minimum) Area (sq. ft. or acres)	Lot Dimensions (minimum) Width (ft)	Yards (minimum) Front (ft)	Yards (minimum) Interior Side (ft)	Yards (minimum) Corner Side (ft)	Yards (minimum) Rear (ft)	Height (maximum, feet)
Bed and breakfast homes	2.0		3,600	25	1	2	3	30	4
Dwellings, single-family detached	2.0		3,600	25	1	2	3	30	4
Dwellings, two-family	2.0	1,800	3,600	25	1	2	3	30	4
Educational institutions	2.0		20,000	90	1	2	3	30	4
Governmental uses	2.0		10,000 ⁶	70 ⁶	1	2	3	30	4
Museums and art galleries	2.0		20,000	90	1	2	3	30	4
Religious institutions	2.0		10,000	70	1	2	3	30	4
Accessory Uses									
Accessory buildings	2.0		Per the principal use	Per the principal use	1	5 ⁵	3	2	4
Mooring slip					No requirement	No requirement	No requirement	No requirement	

- 1
2 Table Notes:
3 1. Front yards are not required, except in the case of an established front yard pursuant to
4 Chapter 21.38.
5 2. Side yards are not required, but where a side yard is provided it shall be not less than five
6 feet.
7 3. Corner side yards are not required, except in the case where there is an established front
8 yard in the remainder of the block. In those cases, the corner side yard shall be provided in
9 accordance with the established-front-yard regulations pursuant to Chapter 21.38.
10 4. In the historic district, special height measurement and limits requirements apply, see
11 Chapter 21.56.
12 5. Unless the entire accessory structure is located on the rear 25 percent of the lot, in which
13 case only two feet is required. See illustration at Section 21.60.100.
14 6. IN THE CASE OF EXISTING BUILDINGS, LOT SIZE AND WIDTH REQUIREMENTS
15 SHALL BE DETERMINED THROUGH THE SPECIAL EXCEPTION PROCESS, PURSUANT
16 TO CHAPTER 21.26.

Policy Report

Ordinance O-3-13

Bulk Regulations for Governmental Uses in the C1-A Zoning District

The proposed ordinance would specify 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.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 05/14/13

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

The Rules and City Government Committee has reviewed 0-3-13 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Arnett, Chair yes

Ald. Hoyle yes

Ald. Budge yes

Meeting Date 14 May 2013

Signature of Chair Cosette Arnett



City of Annapolis
Committee Referral Action

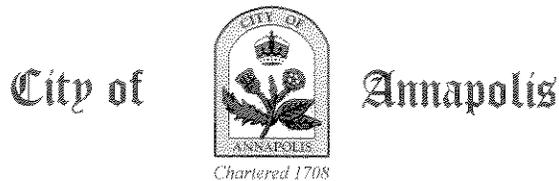
Date: March 8, 2013

To: Jessica Cowles
Legislative & Policy Analyst

The Planning Commission has reviewed Ordinance O-3-13 and has taken the following action:

 x Favorable

March 7, 2013
Meeting Date



PLANNING COMMISSION

(410)263-7961

145 GORMAN STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401

March 7, 2013

To: Annapolis City Council

From: Planning Commission

Re: Findings - O-3-13 Bulk Regulations for Governmental Uses in the C1-A Zoning District

SUMMARY

O-3-13 proposes to change the regulations regarding lot size and width requirements for **existing** buildings with a governmental use in the C1-A zoning district. Currently, under the Bulk Regulation table for the C1-A district, a lot size of 10,000 square feet and a lot width of 70 feet is required for governmental uses.

The proposed footnote would state:

IN THE CASE OF EXISTING BUILDINGS, LOT SIZE AND WIDTH REQUIREMENTS SHALL BE DETERMINED THROUGH THE SPECIAL EXCEPTION PROCESS, PURSUANT TO CHAPTER 21.26.

STAFF RECOMMENDATION

At a regularly scheduled meeting on March 7, 2013, the Planning and Zoning staff presented their recommendation on the legislation. The intent of the legislation is to allow for the adaptive reuse of such historic buildings, as the Maynard-Burgess House.

PUBLIC HEARING AND DELIBERATION

In accordance with the Annapolis City Code, a public hearing was held on March 7, 2013 and the public was invited to comment on the proposed text amendment. After the close of the public hearing, the Planning Commission entered into deliberations.

RECOMMENDATION

Under section 21.32.010 Purpose and authority of the City Code, it states the following:

For the purpose of promoting the public health, safety, morals and general welfare, and conserving the value of property throughout the city, the city council, from time to time, in the manner set forth in this chapter, may amend the regulations imposed in the districts created by this title; provided, that in all amendatory ordinances adopted under the authority of this chapter, due allowance shall be made for existing conditions, the conservation of property values, the direction of building development to the best advantages of the entire city and the uses to which property is devoted at the time of the adoption of the amendatory ordinance.

Annapolis City Council

Findings: O-3-13

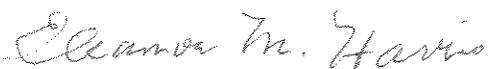
March 7, 2013

Page 2

The code further requires under section 21.32.020 that "Within thirty days after the commission has completed its review of the proposed amendment, but in no case longer than ninety days after the matter has been placed on the agenda of the commission, the commission shall submit its written recommendations to the city council".

Following a review of the staff report and consideration of staff and public comments, the Commission by a vote of 6 to 0 recommends adoption of the ordinance.

Adopted this 7th day of March, 2013



Dr. Eleanor Harris, Chair



City of Annapolis
DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401
Annapolis 410-263-7961 • FAX 410-263-1129 • TDD 410-263-7943

Chartered 1708

JON ARASON, AICP
DIRECTOR

February 27, 2013

MEMORANDUM

TO: Planning Commission

FROM: Jon Arason, Director of Planning and Zoning

Re: O-3-13 Bulk Regulations for Governmental Uses in the C1-A Zoning District

Attachments: Ordinance O-3-13

SUMMARY

O-3-13 proposes to change the regulations regarding lot size and width requirements for **existing** buildings with a governmental use in the C1-A zoning district. Currently, under the Bulk Regulation table for the C1-A district, a lot size of 10,000 square feet and a lot width of 70 feet is required for governmental uses.

The proposed footnote would state:

IN THE CASE OF EXISTING BUILDINGS, LOT SIZE AND WIDTH REQUIREMENTS SHALL BE DETERMINED THROUGH THE SPECIAL EXCEPTION PROCESS, PURSUANT TO CHAPTER 21.26.

This would allow for the adaptive reuse of such historic buildings, as the Maynard-Burgess House.

RECOMMENDATION

Staff recommends approval of O-3-13.

Jacquelyn Rouse
Report Prepared By

Jacquelyn M. Rouse, AICP

Planning Administrator

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-3-13

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
1/28/13			7/26/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't			
Planning Commission			

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Bed and breakfast homes	2.0		3,600	25	¹	²	³	30	⁴
Dwellings, single-family detached	2.0		3,600	25	¹	²	³	30	⁴
Dwellings, two-family	2.0	1,800	3,600	25	¹	²	³	30	⁴
Educational institutions	2.0		20,000	90	¹	²	³	30	⁴
Governmental uses	2.0		10,000 ⁶	70 ⁶	¹	²	³	30	⁴
Museums and art galleries	2.0		20,000	90	¹	²	³	30	⁴
Religious institutions	2.0		10,000	70	¹	²	³	30	⁴
Accessory Uses									
Accessory buildings	2.0		Per the principal use	Per the principal use	¹	⁵	³	2	⁴
Mooring slip					No requirement	No requirement	No requirement	No requirement	

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2 Table Notes:

- 3 1. Front yards are not required, except in the case of an established front yard pursuant to
4 Chapter 21.38.
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6 feet.
7 3. Corner side yards are not required, except in the case where there is an established front
8 yard in the remainder of the block. In those cases, the corner side yard shall be provided in
9 accordance with the established-front-yard regulations pursuant to Chapter 21.38.
10 4. In the historic district, special height measurement and limits requirements apply, see
11 Chapter 21.56.
12 5. Unless the entire accessory structure is located on the rear 25 percent of the lot, in which
13 case only two feet is required. See illustration at Section 21.60.100.
14 6. IN THE CASE OF EXISTING BUILDINGS, LOT SIZE AND WIDTH REQUIREMENTS
15 SHALL BE DETERMINED THROUGH THE SPECIAL EXCEPTION PROCESS, PURSUANT
16 TO CHAPTER 21.26.

Policy Report

Ordinance O-3-13

Bulk Regulations for Governmental Uses in the C1-A Zoning District

The proposed ordinance would specify 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.

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-3-13

First Reader Date: 1/28/13

Note Date: 1/30/13

Legislation Title: **Bulk Regulations for Governmental Uses in the C1-A Zoning District**

Description: For the purpose 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.

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-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
4/22/13			7/19/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	4/22/13		
Rules	4/22/13		

A ORDINANCE concerning

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.

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

WHEREAS, 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 on October 8, 2012 to review the compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen during the terms of office commencing on the first Monday in December 2013, and compensation and allowances to be paid to the City Manager; and

WHEREAS, 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; and

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

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

CHAPTER 3.08 – EXEMPT SERVICE

3.08.010 - Positions included.

The exempt service includes:

1. All the elected officials;
2. All department directors;
3. City 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
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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.
50
51

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.

**Alderman Budge Amendment
O-10-13
Compensation of Mayor, Aldermen/Alderwomen, and City Manager**

Page 3, Line 9:
Strike "\$13,500" and replace with "\$12,600"



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Finance Committee has reviewed 0-10-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer N/A
yes

Meeting Date _____

Signature of Chair _____



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/14/13

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

The Rules and City Government Committee has reviewed 0-10-13 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Arnett, Chair: yes

Ald. Hoyle yes

Ald. Budge no

Meeting Date 14 May 2013

Signature of Chair [Signature]

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-20-13

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
Rules and City Gov't	4/22/13		

8
9 **A ORDINANCE** concerning

10 **Highly Compensated Employees in the Police and Fire Retirement Plan**

11 **FOR** the purpose of establishing the definition of "highly compensated employee" within the
12 Police and Fire Retirement Plan and authorizing such highly compensated employee
13 participation in the Police and Fire Retirement Plan with the option of a retroactive
14 purchase of service credits at the actuarial value.

15 **BY** repealing and re-enacting with amendments the following portions of the Code of the
16 City of Annapolis, 2012 Edition
17 Section 3.36.020
18 Section 3.36.030

19
20 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
21 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

22
23 **CHAPTER 3.36 – POLICE AND FIRE RETIREMENT**

24
25 **3.36.020 - Definitions.**

26 A. The following words and phrases as used in this plan, unless a different meaning plainly is
27 required by the context, have the following meaning:

28 1. "Active service" means as follows:

- 29 a. Service before August 15, 1963: A member's active service before August 14,
30 1963 is that period of time, commencing with the member's most recent date of
31 hire and terminating on August 14, 1963, that the member was a full-time eligible
32 employee of the City's Police Department or Fire Department.
- 33 b. Service after August 14, 1963: A member's active service after August 14, 1963, is
34 that period of time, commencing with the later of August 15, 1963 or the member's
35 most recent date of hire, that the member (i) was a full-time eligible employee of
36 the City's Police Department or Fire Department and (ii) made all required

- 1 contributions to the City's police and fire retirement fund as specified in this
2 chapter.
- 3 c. Breaks in service: Except as set forth in this subparagraph, if a member terminates
4 employment with the City's Police Department or Fire Department for reasons
5 other than death, disability retirement or service retirement, the member will lose
6 all credit for active service earned before his/her employment terminated.
7 However, if the member is rehired and again becomes a member, and if when the
8 employee becomes a member again, the employee has vested rights to a pension
9 benefit under this plan, which rights derive from prior active service, then the
10 employee's prior active service will be reinstated and will be added to active
11 service earned after the employee's rehire. Furthermore, if a member terminates
12 employment with the City's Police or Fire Department but remains an employee of
13 the City, and if the employee subsequently becomes a member again without
14 having terminated employment with the City in the interim, the employee's active
15 service will include active service standing to the employee's credit when the
16 employment with the Police or Fire Department terminated unless the member
17 received a distribution of the member contributions, plus interest, attributable to
18 such service, in which event such service shall be disregarded. Furthermore, if a
19 member terminated employment with the City's Police Department before July 1,
20 1996 for reasons other than death, disability retirement or service retirement and
21 after such termination was rehired by the Police Department and again became a
22 member, the member shall be entitled to credit for any active service earned
23 before his/her employment terminated for which the member received, at the time
24 of termination, a distribution of the member's contributions, provided that, not later
25 than December 31, 1996, the member: (1) retires; (2) completes a claim for the
26 service credit in such form as the City's Human Resources Director may require;
27 (3) pays the retirement fund an amount equal to the distribution made to the
28 employee at the time of termination plus interest thereon calculated at a rate to be
29 determined by the Director of Finance in consultation with City pension
30 consultants, compounded on each July 1st and calculated from the date of
31 distribution through the date of payment hereunder. The provisions of the
32 preceding sentence shall apply whether or not the member was vested at the time
33 of the termination creating the break in service. Upon the foregoing payment to the
34 retirement fund, the member shall be deemed to have never withdrawn any
35 contribution as set forth in Section 3.36.020 (A)(16)(b).
- 36 d. Active service shall be computed, for the purpose of determining benefits to be
37 paid to the member from the retirement fund, to the nearest one-twelfth of a year.
- 38 e. Credit for military service: If a member's normal service retirement pension benefit
39 is determined under either Section 3.36.040(A)(2) or Section 3.36.040(C), service
40 on active duty with the Armed Forces of the United States will count as active
41 service under the following circumstances and subject to the following conditions
42 and limitations. Up to three years of active duty will be credited as active service if
43 the member is drafted or called to active duty and returns to service under this
44 plan within ninety days after becoming eligible for release from active duty. Active
45 duty, not to exceed three years, with the Armed Forces of the United States which
46 was completed honorable before employment began with the City will be counted
47 as active service; provided, however, that (i) military service will not count for
48 purposes of increasing the member's normal service pension benefit unless a
49 member has completed twenty years of actual active service with the City, (ii) no

- 1 military service credit will be awarded which would cause the member's total active
2 service to exceed any applicable plan maximum, and (iii) military service will not
3 count as active service for any purpose under the plan unless the member
4 provides written verification of the military service which is satisfactory to the City's
5 Human Resources Director.
- 6 2. "Annual earnings": A member's annual earnings shall equal twenty-six times the
7 member's straight-time biweekly pay period salary as that salary is in effect on the date
8 disability is incurred or death occurs.
- 9 3. "Credited interest" means the interest earned on member contributions for the number
10 of full months from the July 1st following the date the contribution was made to the date
11 to which interest is being computed. Member contributions made for the time period
12 ending June 30, 1980 shall accrue interest during the period described in the preceding
13 sentence at the rate of two percent per annum compounded on each July 1st. Member
14 contributions made for the time period beginning July 1, 1980 shall accrue interest
15 during the time period described in the first sentence of this subdivision at the rate of
16 five percent per annum compounded on each July 1st, except that the five percent per
17 annum interest rate may be modified, with the prior approval of the City Council.
- 18 4. "Disability retirement": Retirement granted pursuant to the provisions of Section
19 3.36.070
- 20 5. "Early service retirement date" of a member will be determined as follows:
- 21 a. If the member (i) was hired prior to August 1, 1972, and does not elect to be
22 covered by the normal service retirement pension formula described in Section
23 3.36.040(A)(2), (ii) was hired on or after August 1, 1972 but before August 1, 1979
24 and neither elects to be covered by subparagraph ii of paragraph c of subdivision
25 11 of this subsection (pertaining to normal service retirement after twenty-five
26 years of active service) nor to be covered by the normal service retirement pension
27 formula described in Section 3.36.040(A)(2) or (iii) was hired on or after August 1,
28 1979 but before July 1, 1980 and does not elect to be covered by subparagraph ii
29 of paragraph d of subdivision 11 of this subsection (pertaining to normal service
30 retirement after twenty-five years of active service), there shall be no provision in
31 the law for, nor shall the member have any right to, early service retirement.
- 32 b. If the member (i) was hired on or after August 1, 1972 but before August 1, 1979
33 and elects to be covered by subparagraph ii of paragraph c of subdivision 11 of
34 this subsection (pertaining to normal service retirement after twenty-five years of
35 active service) or elects to be covered by the normal service retirement pension
36 formula described in Section 3.36.040(A)(2), (ii) was hired on or after August 1,
37 1979, but before July 1, 1980, and elects to be covered by subparagraph ii of
38 paragraph d of subdivision 11 of this subsection (pertaining to normal service
39 retirement after twenty-five years of active service) or (iii) was hired on or after July
40 1, 1980, the member shall be eligible for early service retirement after twenty years
41 of active service.
- 42 6. "Eligible spouse" means a spouse to whom the member is married on the date of the
43 member's normal or early service retirement and to whom the member has been
44 married during the entire one-year period ending on that date. Additionally, an "eligible
45 spouse" is a spouse to whom the member is married as of the date a disability is
46 incurred if disability retirement benefits are awarded as a result of the disability. A

- 1 person will not qualify as an "eligible spouse" unless the marriage of the member to the
2 spouse was performed before proper civil or religious authority.
- 3 7. "Final earnings": A member's final earnings shall equal twenty-six times the average
4 straight-time salary of the highest consecutive seventy-eight biweekly pay periods
5 during the ten-year period preceding the date of the member's normal or early service
6 retirement or, if applicable, the date of the member's disability.
- 7 8. "Full time": A member shall be considered employed full time during any period in
8 which the member is carried as a full-time employee on the employment records of the
9 Police or Fire Department, as the case may be, or in which the member's straight-time
10 employment is at a rate which, if annualized, would equal at least two thousand eighty
11 straight-time hours per year.
- 12 9. "HIGHLY COMPENSATED EMPLOYEES" MEANS THE POLICE CHIEF AND FIRE
13 CHIEF.
- 14 10[9]. "Member" means a full-time employee of the City and either:
- 15 a. A sworn member of the police force of the Police Department, exclusive of parking
16 meter monitors but inclusive of police cadets; or
- 17 b. A member of the fire suppression force, fire prevention force or paramedic force of
18 the Fire Department.
- 19 11[10]. "Member contributions" means the amounts contributed by a member to the
20 retirement fund as set forth in this subdivision. Every member shall contribute to the
21 retirement fund as a condition of employment. The contribution shall be a percentage
22 of the member's straight-time salary determined as follows:
- 23 a. The contribution shall be three percent of straight-time salary for the following
24 categories of members: (i) members hired before August 1, 1972, who do not elect
25 to be covered under the normal service retirement pension formula described in
26 Section 3.36.040(A)(2), (ii) members hired on or after August 1, 1972 but before
27 August 1, 1979 who do not elect to be covered by subparagraph ii of paragraph c
28 of subdivision 11 of this subsection (pertaining to normal service retirement after
29 twenty-five years of active service) and who do not elect to be covered under the
30 normal service retirement pension formula described in Section 3.36.040 (A)(2)
31 and (iii) members hired on or after August 1, 1979 but before July 1, 1980 who do
32 not elect to be covered by subparagraph ii of paragraph d of subdivision 11 of this
33 subsection (pertaining to normal service retirement after twenty-five years of active
34 service). A member's contribution under the preceding sentence shall start with the
35 date of employment, but no earlier than July 1, 1966, and continue until the date of
36 service retirement, disability retirement, termination of service, or death while on
37 active service.
- 38 b. For (i) members hired on or after August 1, 1972 but before August 1, 1979 who
39 elect to be covered by subparagraph ii of paragraph c of subdivision 11 of this
40 subsection (pertaining to normal service retirement after twenty-five years of active
41 service) and who do not elect to be covered under the normal service retirement
42 pension formula described in Section 3.36.040(A)(2), (ii) members hired on or after
43 August 1, 1979 but before July 1, 1980 who elect to be covered by subparagraph ii
44 of paragraph d of subdivision 11 of this subsection (pertaining to normal service
45 retirement after twenty-five years of active service) and (iii) members hired on or
46 after July 1, 1980, the contribution shall be, starting with the date of employment

1 and continuing through June 30, 1980, three percent of the member's straight-time
2 salary, and, starting with July 1, 1980 and continuing until June 30, 1998, six and
3 one-half (6½) percent of the member's straight-time salary and starting with July 1,
4 1998 and continuing until the date of service retirement, disability retirement,
5 termination of service, or death while on active service, five and one-half percent
6 of the member's straight-time salary.

- 7 c. For members hired before August 1, 1979 who elect to be covered under the
8 normal service retirement pension formula described in Section 3.36.040(A)(2), the
9 contribution shall be, starting with October 1, 1991 (or, if earlier, the date the
10 member's election under Section 3.36.040(A)(2)) and continuing until the date of
11 service retirement, disability retirement, termination of service, or death while on
12 active service, five percent of the member's straight time salary. The contribution
13 for any such member prior to October 1, 1991 (or, if earlier, the date of the
14 member's election under Section 3.36.040(A)(2)) shall be determined under the
15 terms of the plan which applied to such member prior to that date.

16 12[11]. "Normal service retirement date" of a member will be determined as follows:

- 17 a. If the member was hired on or before July 31, 1967 the member, at the sole
18 determination of the City Council, may be permitted to retire after twenty years of
19 active service. There shall be no provision in the law under which a member may
20 apply for retirement or be retired at a certain age.
- 21 b. If the member was hired on or after August 1, 1967 but prior to August 1, 1972 the
22 member may elect either of the following:
- 23 i. The member, at the sole determination of the City Council, may be permitted
24 to retire after twenty years of active service. If the member elects the
25 preceding sentence, there shall be no provision in the law under which the
26 member may apply for retirement or be retired at a certain age.
- 27 ii. The member shall be eligible for retirement after completing twenty years of
28 active service and attaining the age of fifty-five.
- 29 c. If the member was hired on or after August 1, 1972 but prior to August 1, 1979, the
30 member may elect either of the following, the election to be accomplished in
31 writing with the City's Human Resources Director not later than June 30, 1981:
- 32 i. The member shall be eligible for retirement after completing twenty years of
33 active service and attaining the age of fifty-five.
- 34 ii. Upon payment to the retirement fund of a total of six and one-half percent of
35 the member's straight-time salary from July 1, 1980 to the date of election
36 (this amount to include payments made for that period under subdivision 10 of
37 this subsection pertaining to member contributions), and upon payment
38 thereafter of amounts required by paragraph b of subdivision 10 of this
39 subsection, the member shall be eligible for normal service retirement after
40 twenty-five years of active service.

41 If the member does not make an election in writing by June 30, 1981, the
42 member's retirement benefits shall be provided under subparagraph I of this
43 paragraph.

- 44 d. If the member was hired on or after August 1, 1979 but before July 1, 1980, the
45 member may elect either of the following, the election to be accomplished in
46 writing with the City's Human Resources Director not later than June 30, 1981:

- 1 i. The member shall be eligible for retirement after thirty years of active service
2 on an annual retirement income of five thousand dollars.
- 3 ii. Upon payment to the retirement fund of a total of six and one-half percent of
4 the member's straight-time salary from July 1, 1980 to the date of election
5 (this amount to include payments made for that period under subdivision 10 of
6 this subsection pertaining to member contributions), and upon payment
7 thereafter of amounts required by paragraph b of subdivision 10 of this
8 subsection, the member shall be eligible for normal service retirement after
9 twenty-five years of active service.

10 If the member does not make an election in writing by June 30, 1981, the
11 member's retirement benefits shall be provided under subparagraph I of this
12 paragraph.

- 13 e. If the member was hired on or after July 1, 1980, the member shall be eligible for
14 normal service retirement after twenty-five years of active service.
- 15 f. If a member elects to be covered under the normal service retirement pension
16 formula described in Section 3.36.040(A)(2), upon payment to the retirement fund
17 of a total of five percent of the member's straight time salary from October 1, 1991
18 through the date of election (this amount to include payments made for that period
19 under subdivision 10 of this subsection pertaining to member contributions) and
20 upon payment thereafter of amounts required by paragraph c of this subdivision 10
21 of this subsection, the member shall be eligible for normal service retirement after
22 twenty-five years of active service.
- 23 g. In determining a member's active service for purposes of eligibility for normal
24 service retirement under paragraphs a and b, subparagraph i of paragraph c, and
25 subparagraph i of paragraph d of this subdivision, a member shall receive credit
26 for one month of service for every twenty-two days of unused sick leave, to a
27 maximum of twenty months of service. Unused sick leave shall not be counted in
28 determining a member's eligibility for retirement benefits under subparagraph ii of
29 paragraph c, subparagraph ii of paragraph d, and paragraph e and paragraph h of
30 this subdivision.
- 31 h. This paragraph h shall apply only to members of the Police and Fire Departments
32 defined in Section 3.36.020(A)(9)(a) who retire on or after July 1, 1994. In addition
33 to being eligible for normal service retirement under paragraphs a through f of this
34 subdivision 11, such a member shall be eligible for normal service retirement after
35 twenty years of active service and attaining age fifty. The member contributions
36 and the normal service retirement pension that would have been applicable to
37 such a member had the member retired under another paragraph of this
38 subdivision 11 will continue to be applicable if the member retires under this
39 paragraph h.

40 13[12]. "Retired member" means a former member who has satisfied the criteria for
41 eligibility for service retirement or disability retirement.

42 14[13]. "Retirement fund" means the fund maintained by the City with a legal life reserve
43 insurance company, trustee, or other funding medium for the purpose of underwriting
44 this plan.

1 15[14]. "Salary" means earnings actually paid for normally scheduled duty hours of work
2 including authorized sick leave and annual leave, but excluding overtime hours or
3 emergency response hours while not on scheduled duty.

4 16[15]. "Social security integration level" means, with respect to the calendar year in
5 which a member retires or otherwise terminates employment, the average annual
6 amount of earnings for which old age and survivors benefits would be provided under
7 Title II of the Federal Social Security Act for a male employee sixty-five years old in
8 that calendar year, (a) computed as though for each year before that calendar year
9 annual earnings are at least equal to the maximum amount of annual earnings subject
10 to tax under the Federal Insurance Contributions Act and (b) using in computing such
11 average a maximum of thirty-five years and only years after calendar 1958. The
12 average annual amount of earnings shall be rounded to the next lower multiple of one
13 hundred dollars.

14 17[16]. "Vested rights" means the right of a member, upon termination of employment for
15 reasons other than retirement, disability or death, to receive a service retirement
16 pension at a certain age after completion of a certain number of years of active service.
17 "Vested rights" of a member are as follows:

18 a. If the member was hired before August 1, 1972, or if the member was hired on or
19 after August 1, 1972 but before August 1, 1979 and does not elect to be covered
20 by subparagraph ii of paragraph c of subdivision 11 of this subsection (pertaining
21 to normal service retirement after twenty-five years of active service), or if the
22 member was hired on or after August 1, 1979 but before July 1, 1980 and does not
23 elect to be covered by subparagraph ii of paragraph d of subdivision 11 of this
24 subsection (pertaining to normal service retirement after twenty-five years of active
25 service), the member shall have no vested rights. Accordingly, if he terminates
26 employment prior to retirement, disability or death, the member shall not be
27 entitled to any benefits under this plan, except for a refund of the member's
28 contributions, plus interest, as set forth in this chapter.

29 b. If the member was hired on or after August 1, 1972 but before August 1, 1979 and
30 elects to be covered by subparagraph ii of paragraph c of subdivision 11 of this
31 subsection (pertaining to normal service retirement after twenty-five years of active
32 service), or if the member was hired on or after August 1, 1979, but before July 1,
33 1980 and elects to be covered by subparagraph ii of paragraph d of subdivision 11
34 of this subsection (pertaining to normal service retirement after twenty-five years of
35 active service), or if the member was hired on or after July 1, 1980, the member
36 shall have full vested rights to a service retirement pension (calculated and
37 payable as set forth in this chapter) upon completion of ten years of active service,
38 but only as long as the member does not withdraw the member contributions.

39 18[17]. "Widow(er)" means a spouse to whom a member is married on the date of the
40 member's death while employed as a member, the marriage to have been performed
41 before proper civil or religious authority.

42 19[18]. "Yearly earnings" means the total amount of straight-time salary paid during the
43 twenty-six biweekly pay periods immediately preceding the date of retirement or death.

44 B. Other terms used in this chapter which are defined by Sections 1.04.020 or 1.04.030 shall
45 have the meanings assigned to them by that section.

46

1 **3.36.030 - Participation and application for benefits.**

- 2 A. Eligibility to Participate. Each member who participated in this plan on June 30, 1980 shall
3 continue to participate. Each other member will participate in and be covered by the
4 provisions of this plan effective with the member's date of hire. Participation in this plan is a
5 mandatory condition of employment.
- 6 B. Procedure to Establish Participation. A member shall obtain from, complete, and deliver to
7 the City's Human Resources Director those forms pertaining to participation in this plan as,
8 from time to time, may be prescribed.
- 9 C. Procedure for Obtaining Benefits. Any member who is eligible to receive benefits from the
10 plan shall obtain from, complete, and deliver to the City's Human Resources Director those
11 forms as, from time to time, may be prescribed.
- 12 D. Procedure for Withdrawal From Participation. Any member who withdraws from the plan
13 because of termination of employment prior to the accrual of retirement or vested rights,
14 shall obtain from, complete and deliver to the Human Resources Director those forms as,
15 from time to time, may be prescribed.
- 16 E. Procedure for Obtaining Widow(er) or Surviving Spouse Annuity Benefits. Any person
17 entitled to survivor's benefits under the plan, in order to obtain those benefits, shall obtain
18 from, complete, and deliver to the Human Resources Director those forms as, from time to
19 time, may be prescribed.
- 20 F. HIGHLY COMPENSATED EMPLOYEES SHALL HAVE THE OPTION TO PARTICIPATE
21 IN THIS PLAN. IN THE EVENT A HIGHLY COMPENSATED EMPLOYEE IS NOT A
22 MEMBER OF THE PLAN AT THE TIME OF HIS OR HER APPOINTMENT, HE OR SHE
23 MAY ELECT TO BECOME A MEMBER. IF HE OR SHE ELECTS TO BECOME A
24 MEMBER MORE THAN 30 DAYS AFTER HIS OR HER APPOINTMENT, THE HIGHLY
25 COMPENSATED EMPLOYEE MAY PURCHASE SERVICE CREDITS RETROACTIVE TO
26 THE DATE OF HIS OR HER APPOINTMENT. WHEN SUCH AN ELECTION IS MADE,
27 THE HIGHLY COMPENSATED EMPLOYEE (A) IS SOLELY RESPONSIBLE FOR THE
28 COST OF MAKING THE NECESSARY CONTRIBUTIONS TO THE PLAN TO PURCHASE
29 THE ADDITIONAL SERVICE CREDITS; (B) SHALL MAKE CONTRIBUTIONS IN AN
30 AMOUNT EQUAL TO THE ACTUARIAL COST OF THE SERVICE CREDITS, AS
31 DETERMINED BY THE PLAN'S ACTUARY; AND (C) SHALL PAY ANY ACTUARIAL FEE
32 ASSOCIATED WITH SUCH CALCULATION.

33

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

36

37 **ADOPTED** this _____ day of _____, _____.

38

39

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

40

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EXPLANATION

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

Policy Report

Ordinance O-20-13

Highly Compensated Employees in the Police and Fire Retirement Plan

The proposed ordinance would establish the definition of “highly compensated employee” within the Police and Fire Retirement Plan and authorize such highly compensated employee participation in the Police and Fire Retirement Plan with the option of a retroactive purchase of service credits at the actuarial value.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Rules and City Government Committee has reviewed 0-20-13 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Arnett, Chair yes

Ald. Hoyle N/A

Ald. Budge yes

Meeting Date _____

Signature of Chair [Signature]



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 6/4/13

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

The Public Safety Committee has reviewed 0-2013 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Paone N/A

Ald. Kirby yes

Meeting Date _____

Signature of Chair Sheela M. Finlayson

FISCAL IMPACT NOTE

Legislation No: O-20-13

First Reader Date: 4-22-13

Note Date: 4-24-13

Legislation Title: **Highly Compensated Employees in the Police and Fire Retirement Plan**

Description: 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 with the option of a retroactive purchase of service credits at the actuarial value.

Analysis of Fiscal Impact: This legislation provides an opportunity for the Police Chief and the Fire Chief, not already participating in the Plan, to become a member more than 30 days after appointment to the position, and purchase service credits retroactive to the date of his or her appointment at an amount determined by the Plan's actuary. The employee would be responsible for paying the necessary contributions to the Plan and for any actuarial fee associated with the calculation.

**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-10-13

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

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

A RESOLUTION concerning

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.

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

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

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

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

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

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

1 Code in effect. Neither the submission and approval of a Forest Stand Delineation
2 (FSD), nor an application for development submitted prior to an approved FSD, shall
3 constitute an application for development for purposes of this Resolution.
4

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

- 9 1. The City Council has received the recommendations from the Working
10 Group and has voted on whether, if so, to amend the City Code with respect to
11 the Forest Conservation Act; or
12 2. Six months from the date of adoption of this Resolution.
13
14

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

- 16 1. This allowance of time for the City to consider applications for development applies to
17 any and all projects that fall under the jurisdiction of the Forest Conservation Act.
18 Specifically, it refers to an application for a subdivision, project plan, grading, or
19 sediment control approval on areas 40,000 square feet or greater as required in the
20 State Forest Conservation Act.
21 2. This legislation does not prevent the City from accepting and considering such
22 applications during this time frame. City staff shall not approve, or recommend for
23 approval, any such applications. In addition, if the resulting legislation changes the
24 process or substance of the implementation of the Forest Conservation Act, the
25 City must apply the new standards to all such applications.
26
27

28 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that it is the
29 intention of the Annapolis City Council that any forthcoming revisions to the Annapolis City Code
30 pertaining to the implementation of the Forest Conservation Act will apply to those applications
31 submitted for review after April 1, 2013.
32
33

34 **AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that this resolution
35 shall take effect on the date of adoption.
36
37

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

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY _____

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

40
41
42 **EXPLANATION**

43 CAPITAL LETTERS indicate matter added to existing law.
44 [brackets] indicate matter stricken from existing law.
45 Underlining indicates amendments.
46

Policy Report

R-10-13

A Protocol for Ensuring the Implementation of the Forest Conservation Act

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

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

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

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/15/13

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

The Economic Matters Committee has reviewed R-10-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Paone, Chair ~~Yes~~ No Ald. Finlayson ~~Yes~~ No Ald. Israel N/A

Meeting Date 4/15/13 Signature of Chair JM Paone



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/15/13

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

The Environmental Matters Committee has reviewed R-10-13 and has taken the following action:

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

Pg 1 Line 2 after "application for development" add "excluding projects that are not reviewed by the planning commission"

Roll Call Vote:

Ald. Littmann yes

Ald. Paone N/A

Ald. Pfeiffer yes

Meeting Date 5/15/13

Signature of Chair [Signature]

FISCAL IMPACT NOTE

Legislation No: R-10-13

First Reader Date: 4-8-13

Note Date: 4-10-13

Legislation Title: **A Protocol for Ensuring the Implementation of the Forest Conservation Act**

Description: For the purpose of enacting a protocol to ensure the implementation of the Forest Conservation Act.

Analysis of Fiscal Impact: This legislation can delay the collection of permit fees for six months. Permits fees are determined at the time of application.

1 CITY COUNCIL OF THE
2 City of Annapolis

3 Resolution No. R-27-13

4 Introduced by: Mayor Cohen
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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
Referred to	Referral Date	Meeting Date	Action Taken
5/20/13			8/16/13
Housing and Human Welfare	5/20/13		

8
9 **A RESOLUTION** concerning

10 **Rehabilitation of Timothy House and Redevelopment of Timothy Gardens**

11 **FOR** the purpose of approving the rehabilitation of Timothy House and redevelopment of
12 Timothy Gardens Project-based Section 8 properties in Annapolis, Maryland to be
13 financed either directly by the Department of Housing and Community Development (the
14 "Department") of the State of Maryland or through the Department's Community
15 Development Administration (the "Administration").

16 **WHEREAS,** the City of Annapolis recognizes that there is a significant need for decent, safe
17 and sanitary housing for families of low or limited incomes; and

18
19 **WHEREAS,** the National Foundation for Affordable Housing Solutions, Inc., a Maryland
20 corporation, proposes to develop and operate a rental housing development
21 comprised of approximately 60 units, known as Timothy House and 28 units
22 known as Timothy Garden, which is located on West Washington Street,
23 Pleasant Street and Monument Street, all of which will assist families of low or
24 limited income as required by applicable law or regulations; and

25
26 **WHEREAS,** the Department, either directly or through the Administration, may provide
27 some or all of the financing for the Project (the "Project Financing") in order to
28 assist in making it financially feasible; and

29
30 **WHEREAS,** the applicable law, regulations and Departmental requirements necessitate
31 approval of the Project and the Project Financing by the City of Annapolis and.
32

33 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that it approves
34 the Project Financing in the form of a loan in the approximate amount of \$13,184,259.
35
36

1 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the City
2 Council hereby approves this Resolution.

3
4 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the City Clerk
5 shall send copies of this Resolution shall be sent to the Secretary of Housing and Community
6 Development of the State of Maryland and the County Executive of Anne Arundel County.

7
8
9

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

11
12 ATTEST: THE ANNAPOLIS CITY COUNCIL

Regina C. Watkins-Eldridge, MMC, City Clerk

BY _____
Joshua J. Cohen, Mayor

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18 **EXPLANATION**
19 CAPITAL LETTERS indicate matter added to existing law.
20 [brackets] indicate matter stricken from existing law.
21 Underlining indicates amendments.
22

Staff Report

R-27-13

Rehabilitation of Timothy House and Redevelopment of Timothy Gardens

The proposed resolution would approve the rehabilitation of Timothy House and redevelopment of Timothy Gardens Project-based Section 8 properties in Annapolis, Maryland to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through the Department's Community Development Administration (the "Administration").

The Department requires that the local government approve the financing application to its Community Development Administration for the Rental Housing Works Program.

The Redevelopment of Timothy House & Gardens

The National Foundation for Affordable Housing Solutions, Inc., (NFAHS) plans to acquire, rehabilitate, and redevelop Timothy House and Timothy Gardens. Both properties are two multifamily housing properties in the Clay Street neighborhood, which serve low and moderate-income persons. Timothy House serves elderly and disabled residents and Timothy Gardens houses families. Both were built in 1978 and are subsidized by an existing Project-Based Section 8 Housing Assistance Payment contract, which ensures that residents pay no more than 30% of their income for housing expenses.

Timothy House

Timothy House is a six-floor, 60-unit mid-rise restricted to the elderly and disabled. Many of the building's systems have reached the end of their useful lives, and the exterior skin of the building has aged and settled, water intrusion into residential units has become an increasing problem. Additionally, the building offers minimal security to residents, with intrusions off the street a regular occurrence. The ground floor common areas provide few resident supportive amenities. The projected rehabilitation costs for Timothy House are \$1,800,000 (\$30,000 per unit) in construction costs.



NFAHS states that the rehabilitation for Timothy House will last 10 months and without the need for relocating the tenants. The scope of work includes renovations to unit interiors, ADA unit retrofits, mechanical, plumbing, and boiler room upgrades, installation of a new roof, and a comprehensive fix to the building's envelope. NFAHS plans changes to the common area, which include a new community room with television and ample seating, kitchenette with breakfast bar and café seating, a card lounge, a fitness area, a cyber-lounge, and relocated management office with increased visibility to the entry vestibule. None of these uses currently exist in the building.

Timothy House is flanked on both sides by open green space that largely goes unused. The redevelopment plan integrates these spaces with the interior common area uses thus enabling and encouraging residents to spend more outdoors congregating with one another. Improvements will be made to the landscaping, exterior brick, and entry canopy, adding greatly to the attractiveness of what is otherwise a non-descript building.

NFAHS states that although the general contractor will be on site for the better part of a year, individual residents should only see minor inconvenience. Each unit will only require four days to renovate. Each morning, the resident will come down to a hospitality center set up in the common area to spend the day. During the day, the construction team will focus on one aspect of the unit and complete all work relating to it (e.g., on Monday, all renovations to the kitchen will be performed). By early evening, the resident may return to the fully functional unit. By the end of the week, the rehabilitation of that unit will be complete. Aside from work to the interior and exterior common areas, that resident will not be further disturbed by the process.

Additional highlights of the scope:

- Replace built-up roof with white TPO roofing.
- Replace all existing windows with simulated divided light windows.
- Install Energy Star appliances in all units (refrigerators), and common areas (washers and dryers).
- Convert all interior and exterior lighting to comparable LED fixtures.
- Replace carpet and flooring in all units.
- Install new boiler, chiller, and building plumbing systems.

Timothy Gardens

Timothy Gardens is a composed of 21 town homes within five buildings. The site is two blocks north of Timothy House and is one of the last major rental properties in Clay Street to see redevelopment. Timothy Gardens suffers from all the same issues that afflict the nearby public housing communities: severe underinvestment and deferred maintenance, failing structural integrity in buildings, a lack of ADA accessibility, and poor site security. According to NFAHS, rehabilitating the town homes would cost more than half the cost of building anew. Sole rehabilitation would leave unaddressed the insidious crime and flooding issues that can only be solved by taking down the existing units and making infrastructural changes to the site itself. The projected redevelopment costs for Timothy Gardens are more than \$2,500,000 (nearly \$98,000 per unit) in construction costs.

Redevelopment of Timothy Gardens will require just less than a year to complete. The demolition and new construction of 28 new town homes will only take nine to ten months. However, an additional 30 to 60 days are necessary to move current residents to their temporary units in other nearby communities prior to construction commencement and to move those residents back in to the new units once construction is complete.



View of signage and typical side view of residential buildings



View of subject from West Washington St.



View of typical front side of residential buildings



Another view of typical front side

Prior to the close of financing and the acquisition of the property, a plan for relocation preparation will go into effect. With the help of the Housing Authority of the City of Annapolis, NFAHS will hire HACA to work with the residents determine their needs, identify the best locations for temporary living, and provide logistical support for the physical move. HACA has experience with temporary relocation as more than 200 households were relocated during the redevelopment of the College Creek and Obery Court. According to NFAHS, HACA has already identified comparable area units that will keep disruption to the daily lives of Timothy Gardens' residents to a minimum.

As part of the relocation process, tenants will continue to pay their rent in exactly the same fashion as they do currently. The development team will manage the leasing, moving, and subsidy payment processes. Current residents will only have to have belongings ready for transport. Funds for moving services will be provided via project funds. Upon completion of construction, all current residents will have the first opportunity to qualify for the new units. All current residents in compliance with the terms of their existing leases should qualify for the new units.

In addition to replacing the existing 21 government-assisted town homes, the new Timothy Gardens will include seven more unsubsidized town homes reserved for residents making less than 60% of the area median income. The current 21 town homes are all three-bedroom units

with one full and one-half bathroom. The new 28 town homes will have three bedrooms, two full bathrooms, and one-half bathroom. None of the current town homes provides accessibility to those with physical disabilities. Two of the new units will be fully accessible, and the site will be brought into compliance with all related modern codes. All new units will have all new Energy Star appliances, meet Green standards for energy efficiency, and comply with all current fire, health, and safety codes.

The combined redevelopment of Timothy House & Gardens requires nearly \$17,000,000 in reinvestment capital. For Timothy House, much of the cost is for long-deferred maintenance to the structure and systems – modernizing wherever possible, but in large part bringing the building up to current codes. Timothy Gardens has far more intrinsic issues that can only be solved by installing storm water management technology, fixing the site grading, replacing the obsolescent units, and arranging the layout of the buildings to promote visibility, safety, and community.

The bulk of the funding will come through state-issued low-income housing tax credits and tax-exempt bonds. However, NFAHS has also requested of the state additional funding of more than \$1,000,000 via energy-efficiency related programs and the Governor-sponsored Rental Housing Works program.

Prepared by: Theresa Wellman, Planning and Zoning, (410) 263-7961 tcw@annapolis.gov.



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 6/3/13

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

The Housing and Human Relations Committee has reviewed R-27-13 and has taken the following action:

Favorable

Favorable with amendments

on line 15 add "of the State of Maryland"

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Kirby, Chair yes Ald. Hoyle yes Ald. Littmann yes

Meeting Date 6.3.13 Signature of Chair Kimberly A. Kirby

FISCAL IMPACT NOTE

Legislation No: R-27-13

First Reader Date: 5-20-13

Note Date: 5-30-13

Legislation Title: Rehabilitation of Timothy House and Redevelopment of Timothy Gardens

Description: For the purpose of approving the rehabilitation of Timothy House and redevelopment of Timothy Gardens Project-based Section 8 properties in Annapolis, Maryland to be financed either directly by the Department of Housing and community development (the "Department") of the State of Maryland or through the Department's Community Development Administration (the "Administration".)

Analysis of Fiscal Impact: This legislation produces no direct significant fiscal impact; however, it is possible that adjacent real estate values may improve based on the redevelopment.

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-28-13

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
5/20/13			8/16/13
Referred to	Referral Date	Meeting Date	Action Taken
Transportation	5/20/13		
Transportation Board	5/20/13		

A RESOLUTION concerning

Regionalizing Transit Service

FOR the purpose of expressing the sense of the Annapolis City Council for the Administration to move forward with negotiating a Memorandum of Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and to participate in a non-binding way with respect to the Request for Proposals.

WHEREAS, Anne Arundel County and Howard County have developed a strategy to change how their public transit services are provided. By combining their administrative and management activities with the fixed-route and paratransit services currently operated through two operating contracts, they intend to improve communication and coordination, eliminate customer confusion, reduce unnecessary duplication, and decrease overall operating costs; and

WHEREAS, The Regional Transportation Agency of Central Maryland (RTA) will have the use of the regional transit facility that will be located in Savage, Maryland known as the Central Maryland Transit Operating Facility (CMTOF). The CMTOF is scheduled for completion in the spring of 2014. Starting July 1, 2014, the Facility will house (at a minimum) the fixed-route services funded through Anne Arundel County, the paratransit services funded through the Anne Arundel County Department of Aging & Disabilities, and the fixed-route and paratransit services funded through Howard County; and

WHEREAS, The RTA Transition Team, which consists of participating jurisdictions and organizations (including the City of Annapolis), is currently finalizing the Request for Proposals (RFP) that will be released in early July for the management of the single organization that will provide transit services. Through this RFP, the RTA will be created.

1 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the City
2 Council supports the Administration moving forward with negotiating a Memorandum of
3 Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and
4 participating in a non-binding way with respect to the Request for Proposals.
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9 **ADOPTED** this _____ day of _____, _____.
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11

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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17 **EXPLANATION**

18 CAPITAL LETTERS indicate matter added to existing law.
19 [brackets] indicate matter stricken from existing law.
20 Underlining indicates amendments.
21

Policy Report

R-28-13

Regionalizing Transit Service

The proposed resolution would express the sense of the Annapolis City Council for the Administration to move forward with negotiating a Memorandum of Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and to participate in a non-binding way with respect to the Request for Proposals.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 6/4/13

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

The Finance Committee has reviewed R-28-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer yes

Meeting Date _____

Signature of Chair Heela M. Finlayson

FISCAL IMPACT NOTE

Legislation No: R-28-13

First Reader Date: 5-20-13

Note Date: 5-29-13

Legislation Title: **Regionalizing Transit Service**

Description: For the purpose of expressing the sense of the Annapolis City Council for the Administration to move forward with negotiating a Memorandum of Understanding (MOU) with the Central Maryland Transportation & Mobility Consortium and to participate in a non-binding way with respect to the Request for Proposals.

Analysis of Fiscal Impact: This legislation in itself has no fiscal impact. If the City proceeds with the MOU and participates with respect to the Request for Proposals, it is expected to lead to a positive fiscal impact.

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-11-13

Sponsor: Mayor Cohen

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

8
9 **A ORDINANCE** concerning

10 **Parking Permits for Contractors and Transporters of Merchandise and Materials**

11 **FOR** the purpose of removing the distinction between contractor or merchandise/material
12 transporter use of metered or un-metered parking spaces in determining the calculation
13 of fees.

14
15 **BY** repealing and re-enacting with amendments the following portions of the Code of the
16 City of Annapolis, 2012 Edition
17 Section 12.20.230
18

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

21
22 **CHAPTER 12.20 – STOPPING, STANDING AND PARKING**

23
24 **12.20.230 - Special parking permit for transport and contractors.**

25
26 The [Chief of Police] **DEPARTMENT OF TRANSPORTATION** may grant to owners of
27 vehicles used to transport merchandise or materials and to contractors a special parking permit
28 in order to reserve one or more parking spaces, **WHETHER METERED OR UN-METERED**, on
29 the streets, up to a maximum of five spaces. The fee for a special permit for **CONTRACTORS**
30 **OR FOR MERCHANDISE/MATERIALS TRANSPORT** parking [on metered streets, per meter,]
31 per day, including Sundays shall be established by resolution of the City Council. [The fee for a
32 special permit for parking on unmetered streets, per day for each space reserved, including
33 Sundays shall be established by resolution of the City Council.] Payment for special permits
34 shall be made in advance of use. The owners or operators of vehicles used by public service
35 companies as defined in Article 78, Section 2(O) of the Annotated Code of Maryland are not
36 required to apply for or to obtain the permit provided for in this section in order to reserve
37 parking spaces in accordance with this section.

1 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
2 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.
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5 **ADOPTED** this _____ day of _____, _____.
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ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

8
9
10 **EXPLANATION**

11 CAPITAL LETTERS indicate matter added to existing law.

12 [brackets] indicate matter stricken from existing law.

13 Underlining indicates amendments.

Policy Report

Ordinance O-11-13

Parking Permits for Contractors and Transporters of Merchandise and Materials

The proposed ordinance would remove the distinction between contractor or merchandise/material transporter use of metered or un-metered parking spaces in determining the calculation of fees.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/15/13

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

The Public Safety Committee has reviewed 0-11-13 and has taken the following action:

- Favorable
 Favorable with amendments
 Unfavorable
 No Action
 Other
 Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Paone N/A

Ald. Kirby yes

Meeting Date May 15, 13

Signature of Chair Heidi M. Finlayson



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/11/13

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

The Transportation Committee has reviewed 0-11-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Pfeiffer, Chair yes

Ald. Kirby yes

Ald. Arnett yes

Meeting Date 4/11/13

Signature of Chair [Signature]

FISCAL IMPACT NOTE

Legislation No: O-11-13

First Reader Date: 3-11-13

Note Date: 4-3-13

Legislation Title: Parking Permits for Contractors and Transporters of Merchandise and Materials

Description: 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.

Analysis of Fiscal Impact: The positive fiscal impact of this legislation is estimated at \$3,000 calculated on 650 un-metered spaces and 350 metered spaces rented in a year.

<u>Current Daily Rate</u>	<u>Metered</u>	<u>Un-metered</u>	
\$25 per space for 650 spaces		16,250.00	
\$45 per space for 350 spaces	<u>15,750.00</u>		
	15,750.00	16,250.00	32,000.00
 <u>Proposed Daily Rate</u>			
\$35 per space for 1,000 spaces			<u>35,000.00</u>
 Positive Fiscal Impact			<u><u>3,000.00</u></u>

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-12-13

Sponsor: Mayor Cohen

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

8
9 **A ORDINANCE** concerning

10 **Authorizing an Application Fee and Permit Fee for a Tree Removal Permit**

11 **FOR** the purpose of authorizing the Department of Neighborhood and Environmental
12 Programs to collect an application fee and permit fee for a tree removal permit.

13
14 **BY** repealing and re-enacting with amendments the following portions of the Code of the
15 City of Annapolis, 2012 Edition
16 Section 14.12.095
17

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

20
21 **CHAPTER 14.12 – TREES**

22 **14.12.095 - Tree conservation area—Tree removal.**

- 23 A. "Tree conservation areas" are established to be the same areas as the legally defined front,
24 side or rear yard setbacks of any residential or commercial property as described in the
25 zoning regulations of the City of Annapolis, which are adjacent to a public right-of-way.
- 26 B. Within a tree conservation area, no tree greater than five inches in diameter as measured at
27 four and one-half feet above the ground shall be removed except as provided for in this
28 section. Within a tree conservation area, the property owner may remove trees that are less
29 than five inches in diameter as measured at four and one-half feet above the ground.
- 30 C. A permit issued by the Director of Neighborhood and Environmental Programs or his or her
31 designee is required for the removal of any tree greater than five inches in diameter, as
32 measured at four and one-half feet above the ground, located within the tree conservation
33 area. [There shall be no fee for the tree removal permit] **THE TREE REMOVAL PERMIT**

APPLICATION FEE AND PERMIT FEE SHALL BE SET BY RESOLUTION OF THE CITY COUNCIL. Conditions under which such a permit may be issued include but shall not be limited to the following:

1. The tree is dead, dying or diseased, such that fifty percent or more of the crown area is visibly dead;
2. The tree is damaged or injured to the extent that it is likely to die or become diseased;
3. The removal of the tree will serve the purposes of this chapter or will enhance the health of the remaining trees in the conservation area;
4. The removal of the tree will avoid or alleviate, mitigate, or reduce a substantial hardship or damage to the property or any structure located thereon; or
5. The removal of the tree is consistent with good forestry practices.

D. A permit shall not be required for public utilities to remove trees situated in proximity to overhead or underground facilities or in case of any emergency in which failure to remove a tree is likely to cause imminent damage to public or private property, as used herein, the term "public utilities" means any "public service company" as defined in Article 78, Section 2, of the Annotated Code of Maryland, or its successor statutes; or in case of any emergency in which failure to remove a tree is likely to cause imminent damage to public or private property.

E. In issuing a permit, the Director of Neighborhood and Environmental Programs or his or her designee may, in its discretion, require that replacement tree(s) be planted. The size, location and variety of any replacement tree may be required by the Director of Public Works neighborhood and environmental programs or his or her designee, solely at his or her discretion, to reestablish the visual character and environmental benefits afforded by the trees which were removed. Replacement as follows shall be deemed conclusively to be a reasonable exercise of such discretion:

Removed tree	Replacement Tree(s)
5—10" Diameter breast height (dbh)	1 tree
10.1—20" Diameter breast height (dbh)	2 trees
Greater than 20"	3 trees

If the tree conservation area is insufficient in size to accommodate more than one replacement tree or if it is undesirable to plant appropriate replacement trees (as determined by the Department of Neighborhood and Environmental Programs, in its sole discretion), then the issuance of the permit shall be conditioned upon the approval by the Director of Neighborhood and Environmental Programs of a planting plan, developed by the owner, to plant replacement trees in another location approved by the Department of Neighborhood and Environmental Programs.

F. The tree conservation area shall be the first priority for replacement of removed trees as required under the preceding subsection. Alternate planting sites, in order of preference, are:

1. An area on the property adjacent to any public right-of-way other than the tree conservation area;
2. An area within any adjacent public right-of-way;

- 1 3. Any other public property;
- 2 4. Any property with a conservation designation (e.g.: property reserved as part of the
- 3 subdivision process; property within the critical area; etc.);
- 4 5. Any other appropriate area.

5 If no alternative planting site can be located, a fee equivalent to the in-ground cost of
6 planting replacement trees shall be paid by the permit applicant to the City, which shall plant an
7 equivalent number of trees in an appropriate location within one year.

8 G. A property owner shall replace any tree removed without a permit according to the
9 replacement standard in subsections (E) and (F) of this section. The site, location and
10 variety of such replacement trees shall be reviewed and approved by the Director of
11 Neighborhood and Environmental Programs or his or her designee in accordance with the
12 standards set forth herein.

13 H. Violation of this section shall be a municipal infraction punishable by a fine as established
14 by resolution of the City Council for each tree greater than five inches in diameter at 4.5 feet
15 above the ground removed from the tree conservation area without a permit. In addition, the
16 Director of Neighborhood and Environmental Programs or his or her designee may revoke
17 any permit issued under this section and/or issue an order stopping further tree removal
18 whenever the director or designee determines that such action is necessary to accomplish
19 the purpose of this section. Enforcement of this section shall be the responsibility of the
20 Department of Neighborhood and Environmental Programs. All fines must be paid in full
21 before any work can continue.

22 I. Where this section and any other Federal, State or local law regarding tree removal and/or
23 replacement apply to a given circumstance, the more restrictive law shall control.

24
25 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
26 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

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

29
30
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

31
32
33 **EXPLANATION**

34 CAPITAL LETTERS indicate matter added to existing law.

35 [brackets] indicate matter stricken from existing law.

36 Underlining indicates amendments.

Policy Report

Ordinance O-12-13

Authorizing an Application Fee and Permit Fee for a Tree Removal Permit

The proposed ordinance would authorize the Department of Neighborhood and Environmental Programs to collect an application fee and permit fee for a tree removal permit within the Tree Conservation Area as defined in 14.12.095 A.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/18/13

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

The Environmental Matters Committee has reviewed 0-12-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Littmann yes

Ald. Paone N/A

Ald. Pfeiffer yes

Meeting Date 4/18/13

Signature of Chair Jared Pittman

FISCAL IMPACT NOTE

Legislation No: O-12-13

First Reader Date: 3-11-13

Note Date: 3-26-13

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

Description: For the purpose of authorizing the Department of Neighborhood and Environmental Programs to collect an application fee and permit fee for a tree removal permit.

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

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-13-13

Sponsor: Mayor Cohen

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

8
9 **A ORDINANCE** concerning

10 **Authorizing a Fee for a Hearing Before the Board of Port Wardens**

11 **FOR** the purpose of authorizing a fee for a hearing before the Board of Port Wardens.

12 **BY** repealing and re-enacting with amendments the following portions of the Code of the
13 City of Annapolis, 2012 Edition
14 Section 15.16.040
15

16
17 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
18 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:
19

20 **Chapter 15.16 - PORT WARDENS**

21 **15.16.010 - Port Wardens—Appointment.**

22 There shall be five wardens of the port. The Port Wardens shall be appointed by the Mayor
23 and confirmed by a majority vote of the City Council. Each warden shall serve for a term of three
24 years commencing on September 1st of the year in which the appointment is made, and not
25 more than two terms shall expire in any one year.
26

27 **15.16.020 - Port Wardens—Barrier regulation.**

28 The Port Wardens shall regulate the placement, erection and construction of structures and
29 other barriers within or on the waters of the City, including but not limited to, the issuing of
30 licenses to create or build wharves or piers and the issuing of permits for mooring piles, floating
31 wharves, buoys or anchors. The Port Wardens shall regulate the materials and construction and
32 make certain that the placement, erection, or construction of structures or other barriers in City
33 waters do not render navigation too close and confined and are undertaken in a manner and of

1 materials as to be sufficiently substantial and lasting. The Port Wardens also shall make certain
2 that the proposed structure or barrier will not increase materially water pollution or erosion, or
3 materially impair marine life, wildlife or conservation, or have a material impact upon increasing
4 boat congestion.

5

6 **15.16.030 - Port Wardens—Development regulation.**

7 A. The Port Wardens shall not approve any application for a license or permit involving
8 placement, erection, or construction in the waters beyond the harbor lines, either fixed or
9 provisional, as shown on the harbor line maps, but may approve or disapprove an
10 application within the developable waterway areas as defined in this title, in accordance
11 with the criteria set forth in this chapter. The location of the harbor lines in the waterways,
12 as shown on the harbor line maps, shall be utilized by the Port Wardens to define the
13 maximum channelward limits of construction.

14 B. The Port Wardens shall approve or disapprove applications for licenses or permits to
15 construct, enlarge, rebuild or modify any and all marinas, community or private piers,
16 wharves, mooring piles, floating wharves, buoys, anchors, bulkheads, including any
17 dredging and modification of the natural shoreline.

18 C. The Port Wardens shall consider the effect of the proposed structure alone and in concert
19 with present and other proposed uses on marine life, wildlife, conservation, water pollution,
20 erosion, navigational hazards, the effect of the proposed use on congestion within the
21 waters, the effect on other riparian property owners and the present and projected needs
22 for any proposed commercial or industrial use.

23 D. A person neither may build a wharf or pier or carry out any earth or other material for the
24 purpose of building a wharf or pier, nor place or erect mooring piles, floating wharves or
25 docks with or without motors, buoys or anchors without approval of the Port Wardens.

26

27 **15.16.040 - Port Wardens hearings, decisions and appeals.**

28 **A. WHENEVER AN APPLICATION IS SUBMITTED TO THE PORT WARDENS, THE PORT**
29 **WARDENS SHALL HOLD A HEARING ON THE APPLICATION. THE FEE FOR AN**
30 **APPLICATION FOR A PORT WARDENS HEARING SHALL BE SET BY RESOLUTION**
31 **OF THE CITY COUNCIL.**

32 **[A.] B. UPON RECEIPT OF A DULY AND PROPERLY FILED APPLICATION** [Whenever an
33 application is submitted by the Director of Public Works, the Director of Neighborhood and
34 Environmental Programs or by the Harbormaster to the Port Wardens,] the Port Wardens
35 shall cause notice of the hearing of the application to be published once in each week for
36 two consecutive weeks in one newspaper of general circulation published in the City. The
37 second advertisement shall be published at least seven days prior to the hearing. The first
38 advertisement shall be published between eight and fourteen days prior to the hearing.

39 **[B.] C.** The notice required by subsection A. of this section shall specify the names and
40 residency of the applicant, the location of the projected construction and description of the
41 construction proposed and such other information as the Port Wardens shall direct. The
42 notice also shall advise that an appeal from a decision of the Port Wardens to the City
43 Council is on the record of the proceedings made before the Port Wardens and that

1 persons who may desire to appeal a decision of the Port Wardens shall provide for a
2 verbatim account of the Port Wardens' proceedings to be recorded and transcribed. The
3 cost of the publication of notice of hearing shall be borne by the applicant.

4 [C.] D. Additionally, a sign indicating that a permit is being sought and stating the date and time
5 of the meeting of the Port Wardens shall be posted on the property, both at the street and
6 at the water, by the applicant at least ten days prior to the meeting of the Port Wardens and
7 shall be removed by the applicant within ten days following the completion of the Port
8 Warden's consideration of the application.

9 [D.] E. The decision of the Port Wardens shall be based upon their judgment of testimony
10 presented to them at the hearing, shall be in writing and shall contain the findings of fact
11 upon which the decision is based. All decisions of the Port Wardens shall be filed with the
12 City Clerk.

13 [E.] F. The Port Wardens shall cause notice of their decision pertaining to an application to be
14 published within two weeks in one newspaper of general circulation published in the City.
15 The cost of the publication of the notice of decision also shall be borne by the applicant.

16 [F.] G. A person aggrieved by a decision of the Port Wardens may appeal that decision to the
17 Circuit Court of Anne Arundel County in accordance with Maryland Rules of Procedure,
18 Title 7, Chapter 200.

19 **15.16.050 - Appeal.**

20 (Repealed by O-22-04)

21 **15.16.060—15.16.070 - Removed by O-31-02.**

22 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
23 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.
24

25
26 **ADOPTED** this _____ day of _____, _____.
27
28

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

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

Policy Report

Ordinance O-13-13

Authorizing a Fee for a Hearing Before the Board of Port Wardens

The proposed ordinance would authorize a fee for a hearing before the Board of Port Wardens.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/18/13

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

The Environmental Matters Committee has reviewed 0-13-13 and has taken the following action:

- Favorable
 Favorable with amendments
 Unfavorable
 No Action
 Other
 Comments:

Roll Call Vote:

Ald. Littmann yes

Ald. Paone N/A

Ald. Pfeiffer yes

Meeting Date 4/18/13

Signature of Chair Jared H...

FISCAL IMPACT NOTE

Legislation No: O-13-13

First Reader Date: 3-11-13

Note Date: 3-27-13

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

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

Analysis of Fiscal Impact:

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

1 CITY COUNCIL OF THE
2 City of Annapolis

3 Ordinance No. O-14-13

4 Sponsor: Mayor Cohen
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
Referred to	Referral Date	Meeting Date	Action Taken
3/11/13			6/7/13
Environmental Matters	3/11/13		

8
9 **A ORDINANCE** concerning

10 **Clarification of the Utility Contractor Inspection Fee**

11 **FOR** the purpose of clarifying the utility contractor inspection fee by deleting Section
12 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure
13 objective and detailed inspection of any improvements and facilities, including water and
14 sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement
15 within easements or rights-of-way; and authorizing an inspection fee that varies by the
16 value of the construction to be performed.

17 **BY** repealing and re-enacting with amendments the following portions of the Code of the
18 City of Annapolis, 2012 Edition
19 Section 16.04.030
20 Section 16.04.060
21

22 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
23 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:
24

25 **Chapter 16.04 - WATER AND SEWER SERVICE GENERALLY**

26 **16.04.010 - Tapping existing water and sewer mains.**

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

- 1 B. A permit and inspection fee will be charged prior to granting the permit as established by
2 resolution of the City Council.
- 3 C. When a cement sidewalk is broken or opened during the work, the whole sidewalk section
4 shall be replaced.
- 5 D. Both the contractor completing the work and the owner of the premises to be benefitted
6 jointly are responsible for applying for and obtaining the required permit unless the work is
7 being initiated by some person other than the property owner, in which case solely the
8 contractor is responsible.
- 9 E. The permit shall be valid for work commenced within a period of sixty days after issuance,
10 otherwise it shall be void and of no effect.
- 11 F. A person who violates this section is guilty of a municipal infraction and is subject to a fine
12 as established by resolution of the City Council.

13

14 **16.04.020 - Tapping machine rental.**

15 The Director of Public Works or his or her designee may lease the City tapping machine to
16 any responsible person. The rental cost shall be established by resolution of the City Council.

17

18 **[16.04.030 - Inspection of contractor-built lines.]**

19 [Utility contractors shall pay for inspection of water and sewer lines constructed by them
20 from building lots in public or private rights-of-way as established by resolution of the City
21 Council.]

22

23 **16.04.040 - Air-conditioning discharge into public way or stormwater drain.**

24 A. No person shall install an air-conditioning unit which discharges water into a public way or
25 stormwater drain.

26 B. A person who violates this section is guilty of a municipal infraction and is subject to a fine
27 as established by resolution of the City Council.

28 C. The Director of Neighborhood and Environmental Programs or the director's designee shall
29 have the power to enforce the provisions of this section through the issuance of a municipal
30 citation.

31

32 **16.04.050 - Application for service—Extension construction.**

33 A person constructing a residential or commercial structure who desires water or sewerage
34 service to the property shall apply to the Director of Public Works or his or her designee for the
35 service. The Director of Public Works shall not approve an application for water or sewerage
36 service outside the City without the concurrence of the City Council. The applicant shall

1 construct the extension and install the service according to the specifications and under the
2 direction of the Department of Public Works.

3

4 **16.04.060 – [Development improvement] UTILITY CONTRACTOR inspection fee.**

5 A. [A developer shall pay the City a fee to ensure objective and detailed inspection of any
6 improvements and facilities that the City eventually will take over for maintenance. The
7 facilities include water and sewer pipes and appurtenances, storm drainage systems, curbs,
8 gutters and pavement within easements or rights-of-way to be dedicated. The fee shall be
9 established by resolution of the City Council. The estimate shall be certified by a registered
10 professional engineer, and shall be subject to the review and approval of the Director of
11 Public Works or his or her designee.]

12 **A UTILITY CONTRACTOR WHO SEEKS TO TAP, CONNECT WITH, OR OPEN FOR**
13 **THE PURPOSE OF REPAIR, OR FOR ANY OTHER PURPOSE, A PUBLIC SEWER,**
14 **WATER MAIN, OR STORMWATER LINE SHALL PAY THE CITY A FEE FOR AN**
15 **INSPECTION OF THE WORK PERFORMED. THIS INSPECTION IS REQUIRED**
16 **REGARDLESS OF WHETHER THE CITY OR A PRIVATE PARTY WILL BEAR**
17 **RESPONSIBILITY FOR MAINTENANCE OF THE IMPROVEMENTS AND FACILITIES**
18 **AFTER CONSTRUCTION HAS BEEN COMPLETED. THE FACILITIES AND**
19 **IMPROVEMENTS SUBJECT TO INSPECTION INCLUDE ALL AFFECTED WATER AND**
20 **SEWER PIPES AND APPURTENANCES, STORM DRAINAGE SYSTEMS, CURBS,**
21 **GUTTERS AND PAVEMENT. THE FEE SHALL BE ESTABLISHED BY RESOLUTION**
22 **OF THE CITY COUNCIL AND SHALL VARY ACCORDING TO THE VALUE OF THE**
23 **CONSTRUCTION TO BE PERFORMED. THE ESTIMATE OF THE VALUE OF THE**
24 **CONSTRUCTION SHALL BE CERTIFIED BY A REGISTERED PROFESSIONAL**
25 **ENGINEER, AND SHALL BE SUBJECT TO THE REVIEW AND APPROVAL OF THE**
26 **DIRECTOR OF PUBLIC WORKS OR HIS OR HER DESIGNEE.**

27 B. [The inspection fee, payable prior to issuance of a permit to construct the facilities, shall be
28 used to inspect and monitor the previously mentioned improvements. At the completion of
29 the work, acceptance by the City will be contingent upon a determination by the director or
30 his or her designee that all work to be taken over by the City for future maintenance has
31 been constructed in accordance with City standards and specifications.]

32 **THE INSPECTION FEE, PAYABLE PRIOR TO THE ISSUANCE OF A PERMIT TO**
33 **CONSTRUCT THE FACILITIES, SHALL BE USED TO INSPECT AND MONITOR THE**
34 **PROGRESS OF THE CONSTRUCTION OF THE FACILITIES AND IMPROVEMENTS.**
35 **AT THE COMPLETION OF THE WORK, ACCEPTANCE BY THE CITY OF**
36 **RESPONSIBILITY FOR MAINTENANCE OF ANY SUCH IMPROVEMENTS OR**
37 **FACILITIES SHALL BE CONTINGENT UPON A DETERMINATION BY THE DIRECTOR**
38 **OF PUBLIC WORKS OR HIS OR HER DESIGNEE THAT ALL WORK HAS BEEN**
39 **PERFORMED IN ACCORDANCE WITH CITY STANDARDS AND SPECIFICATIONS.**

40

41 **16.04.070 - Chlorine or bacteria testing.**

42 All new and repaired water lines shall be disinfected in accordance with current American
43 Water Works Association (AWWA) standards and tested for bacteria before they are placed in
44 service. The tests performed to determine residual chlorine and bacteria levels shall be

1 performed by authorized City personnel and associated costs shall be paid by the
2 installing/repairing contractor. The charge for chlorine or bacteria testing on water lines shall be
3 as established by resolution of the City Council.

4

5 **16.04.080 - Ten-Year Water and Sewerage Plan.**

6 The City of Annapolis Public Works Administration shall adopt a Ten-Year Water and
7 Sewerage Plan required under Title 9, Subtitle 5, of the Environmental Article of the Annotated
8 Code of Maryland. As required by State law, the plan shall be incorporated into the Master Plan
9 developed by Anne Arundel County.

10 The purpose of the Ten-Year Water and Sewerage Plan is to provide for the orderly
11 development, expansion and maintenance of water and sewerage systems in the City of
12 Annapolis and to accomplish the following objectives:

- 13 1. Be coordinated and consistent with the County Master Plan as required by State law.
- 14 2. Further the health and welfare of citizens residing or working in the City of Annapolis
15 through the development of adequate water and wastewater systems, including the
16 following:
 - 17 a. Ensure a dependable and ample supply of water for drinking and other household
18 uses, irrigation, and recreation, for present and future populations.
 - 19 b. Dispose of wastewater in a manner that will not degrade, and where possible,
20 improve the surface and groundwater quality of the City of Annapolis.
 - 21 c. Correct sanitary and water supply problems by using the most effective and
22 economical technologies and methods.
- 23 3. Schedule and set priorities for water and wastewater projects in the Capital
24 Improvement Program based on an evaluation of facilities usage, the need for
25 maintenance, upgrade and/or expansion, public health considerations, and planned
26 growth patterns consistent with the Comprehensive Plan based upon a current
27 infiltration and inflow and water plant study.

28 Any change in the fees set forth in the subsections below must reflect the actual cost of
29 providing services as established by an annual review of the actual cost of providing water and
30 sewer services (operating and capital) and where applicable, a concurrent rate study.

31

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

34

35 **ADOPTED** this _____ day of _____, _____.

36

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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.

Policy Report

Ordinance O-14-13

Clarification of the Utility Contractor Inspection Fee

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

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/18/13

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

The Environmental Matters Committee has reviewed 0-14-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Littmann yes

Ald. Paone N/A

Ald. Pfeiffer yes

Meeting Date 4/18/13

Signature of Chair Gerald Littmann

FISCAL IMPACT NOTE

Legislation No: O-14-13

First Reader Date: 3-11-13

Note Date: 3-15-13

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

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

Analysis of Fiscal Impact:

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

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-15-13

Sponsor: Mayor Cohen

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

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A ORDINANCE concerning

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Clarifying the Fee-in-Lieu for Trees in Development Areas

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

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

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

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CHAPTER 17.09 – TREES IN DEVELOPMENT AREAS

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

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A. Replacement Trees. It is the intent of this section to ensure that landscaping proposed in association with development will reflect the density and species of those trees necessarily removed for development. Therefore, trees removed for development shall be replaced according to the following requirements:

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

25

Table 17.09.070

26

Tree Replacement Requirements

Plant Material Size	Number to be replaced for number removed:				
	Outside Critical Areas	Intensely Developed	Limited Development	Resource Conservation	100 foot Buffer

		Areas	Areas	Areas	Critical Area
Scrub shrub - sapling <1" DBH	no replacement	1 for every 20 square feet	1 for every 40 square feet	Area basis for area basis	*
Trees 1 to <4" DBH	no replacement	1 for 1	1 for 1	Area basis for area basis	*
Trees 4 to <12" DBH	1 for 2	2 for 1	1 for 1	Area basis for area basis	*
Trees 12 to <18" DBH	1 for 1	3 for 1	2 for 1	Area basis for area basis	*
Trees 18 to 24" DBH	2 for 1	4 for 1	3 for 1	Area basis for area basis	*
Trees >24" DBH	3 for 1	6 for 1	4 for 1	Area basis for area basis	*
Additional requirements found in Section	17.09.070	17.09.070 (G)(1-2)	17.09.070 (H)(1—5)	17.09.070 (I)(1-2)	17.09.070 (J)(1—8)

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- * Must obtain approved buffer management plan from the Department of Planning and Zoning
- 2. One or more trees may be transplanted as replacement trees from areas designated to be cleared on a development site; however transplanted trees shall only be used when a professional nursery, landscape contractor, or similar professional qualified to do this work, is employed to transplant the trees. This professional shall meet with City staff prior to moving any trees to ensure that the trees to be moved are healthy and suitable for transplanting.
- 3. Replacement trees shall be a species native to Maryland and shall be healthy, free of pests or disease and in good condition. Deciduous species shall be a minimum of two inches in caliper measured six inches from the ground. Coniferous trees shall be a minimum of five feet in height. Transplanted trees shall be, at a minimum, of the approximate size as nursery stock and shall be healthy, free of pests or disease and in good condition.
- 4. Any landscaping requirements imposed under other sections of this code shall include any and all replacement trees.
- 5. Any waiver or modification to these requirements shall be made in accordance with Section 17.09.130 of this chapter.
- B. Mitigation. If the number of trees to be planted, as determined by the tree replacement requirements, exceeds the number of trees which can be accommodated practically on site as determined by the Department of Neighborhood and Environmental Programs, off-site planting may be requested at locations as determined by the developer and/or the Departments of Neighborhood and Environmental Programs and Planning and Zoning, or a fee-in-lieu of off-site planting may be required as provided in subsection C of this section.

- 1 Trees removed for development within the critical area must be replaced within the critical
2 area.
- 3 C. Fee-in-Lieu. Where, pursuant to subsection A of this section, replacement on site is not
4 practical and an off-site location cannot be determined and agreed upon by the developer
5 and the Department of Neighborhood and Environmental Programs, a fee-in-lieu **AS SET**
6 **BY RESOLUTION OF THE CITY COUNCIL** may be assessed which is adequate to ensure
7 an equivalent tree replacement as required by subsection A of this section. [In-ground cost
8 plus twenty percent will be estimated by a commercial nursery, landscape contractor, or
9 similar professional and provided by the applicant or developer to the Department of
10 Neighborhood and Environmental Programs for approval.] All funds collected by this
11 process will be expended exclusively for tree planting and tree maintenance within the City
12 under the auspices of the urban forestry program and, wherever possible, within reasonable
13 proximity to the development from which fees are collected for planting. Fees-in-lieu
14 collected for trees removed within the critical area shall be expended exclusively for tree
15 planting and tree maintenance within the critical area, and if possible within the same creek
16 watershed.
- 17 2. All funds collected by this process will be expended exclusively for tree planting and
18 tree maintenance within the City under the auspices of the urban forestry program and,
19 wherever possible, within reasonable proximity to the development from which fees are
20 collected for planting.
- 21 3. Fees-in-lieu collected for trees removed within the critical area shall be expended
22 exclusively for tree planting and tree maintenance within the critical area, and if
23 possible within the same creek watershed.
- 24 D. Exceptions. The following trees removed for development are not subject to the
25 requirements of subsections A, B and C of this section:
- 26 1. Trees removed for the construction of approved roads and the installation or
27 maintenance of public utilities.
- 28 a. Approved roads include City required public roads and fire lanes, but does not
29 include any portion of a parking lot.
- 30 b. Public utilities include gas, electric, water and sewer main transmission lines, and
31 stormwater management structures within required easements.
- 32 2. Trees which have been confirmed by the Department of Neighborhood and
33 Environmental Programs to be hazardous, dead, dying or diseased;
- 34 3. Trees transplanted from one part of a development site to another.
- 35 E. General Applicability. Except as provided by subsection D of this section, the requirements
36 of this section apply to all development and construction undertaken pursuant to any
37 grading permit or pursuant to any building permit for construction which may involve the
38 disturbance of land but for which a grading permit previously was not required.
- 39 F. Minimum Standards. Afforestation and reforestation as required by the Maryland Forest
40 Conservation Act, Annotated Code of Maryland, Natural Resources Article, Title 5, Subtitle
41 16 (or its successors) shall be a minimum standard for the replacement and planting of
42 trees where Chapter 17.09 of this code applies, regardless of the square footage of the
43 area disturbed.
- 44 G. The locations of intensely developed areas, limited development areas, resource
45 conservation areas and the critical area buffer are shown on the approved critical areas

1 map for the City of Annapolis and its amendments. Proposed development shall be
2 consistent with the approved critical areas plan for the City of Annapolis.

3 H. Additional Standards for Limited Development Areas.

4 1. Under normal circumstances, no more than twenty percent of any forest or woodland
5 may be removed from forest use, except as permitted in subsection (C)(3) of this
6 section. The remaining eighty percent shall be maintained through recorded, restrictive
7 covenants or similar instruments.

8 2. A developer may clear or develop up to thirty percent of any forest or woodland,
9 provided that the afforested area shall be one and one-half times the total surface
10 acreage of the disturbed forest or developed woodland. The remaining seventy percent
11 shall be maintained through recorded, restrictive covenants or other similar
12 instruments.

13 3. If no forest is established on proposed development sites, these sites shall be planted
14 to provide a forest or developed woodland cover of at least fifteen percent of the total
15 surface area of the site.

16 4. Forests which have been cleared before obtaining a grading permit, or that exceed the
17 maximum area allowed in subsection (C)(3) of this section shall be planted at three
18 times the areal extent of the cleared forest.

19 5. The developer shall consider the recommendations of the Maryland Forest, Parks and
20 Wildlife Service when planning development on forested lands.

21 I. Additional Standards for Resource Conservation Areas.

22 1. In addition to the requirements of subsection H of this section, the overall acreage of
23 forest and woodland within the resource conservation area may not be decreased.

24 2. Any development within a resource conservation area that requires the cutting or
25 clearing of trees must replace the trees on a not less than an equal area basis, except
26 where trees are removed according to subparagraphs 4, 6 and 8 of subsection J of this
27 section.

28 J. Additional Standards for the Critical Area Buffer.

29 1. A one-hundred-foot buffer is established landward from the mean high water line of
30 tidal waters, tributary streams, and tidal wetlands which is a protected area.

31 2. New development activities, including structures, roads, parking areas and other
32 impervious surfaces, mining or related facilities, or septic systems, may not be
33 permitted in the buffer, except for those necessarily associated with water-dependent
34 facilities.

35 3. The buffer shall be maintained in natural vegetation, but may include planted
36 vegetation as approved by the Department of Neighborhood and Environmental
37 Programs where necessary to protect, stabilize or enhance the shoreline.

38 4. Cutting of trees or removal of natural vegetation may be permitted where necessary to
39 provide access to private piers, or to install and construct a shore erosion protection
40 device or measure, or a water-dependent facility, provided the device, measure or
41 facility has received all necessary City, State, and Federal permits.

42 5. With the concurrence of the Department of Neighborhood and Environmental
43 Programs, individual trees may be cut for personal use providing that this cutting does

- 1 not impair the water quality or existing habitat value or other functions of the buffer, and
 2 provided that the trees are replaced on an equal area basis for each tree cut.
- 3 6. With the concurrence of the Department of Neighborhood and Environmental
 4 Programs, individual trees may be removed which are in danger of falling and causing
 5 damage to dwellings or other structures, or which are in danger of falling and therefore
 6 causing the blockage of streams, or resulting in accelerated shore erosion.
- 7 7. Horticultural practices shall be used to maintain the health of individual trees.
- 8 8. Other cutting techniques may be permitted within the one-hundred-foot buffer and
 9 under the advice and guidance of the Department of Neighborhood and Environmental
 10 Programs, if necessary to preserve the forest from extensive pest or disease
 11 infestation or threat from fire.
- 12 K. Forest Preservation Plan. The forest preservation plan as described within the approved
 13 critical areas program for the City of Annapolis shall be consistent with the provisions of this
 14 chapter.
- 15 L. Forest Undeveloped Wood Land. Where forests or developed woodland occur within the
 16 City of Annapolis, local policies and programs for tree cultural operations in the critical area
 17 shall be consistent with the critical area program of the City of Annapolis.
- 18 M. Applicability. The requirements of this section are in addition to, and not in lieu of, any and
 19 all requisites of this chapter.
- 20 N. Restrictions. The requirements of this section do not restrict the removal of hazardous,
 21 dead, dying or diseased trees, although replacement may be required as determined by the
 22 Department of Neighborhood and Environmental Programs, nor are accepted horticultural
 23 practices restricted.
- 24 O. Variance Procedures. Variance procedures shall be in accordance with the approved
 25 critical areas plan of the City of Annapolis.
- 26 P. Minimum Standards. The provisions of the Maryland Forest Conservation Act, Annotated
 27 Code of Maryland, Natural Resources Article, Title 5, Subtitle 16, (or its successors) do not
 28 apply to the critical area, except that afforestation and reforestation as required by the Act
 29 shall be a minimum standard for the replacement and planting of trees.

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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

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 37 **EXPLANATION**

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

Policy Report

Ordinance O-15-13

Clarifying the Fee-in-Lieu for Trees in Development Areas

The proposed ordinance would clarify the fee-in-lieu for trees in development areas by addressing the contraction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule. The current fee in the fee schedule is \$1,000 while the Code specifies in-ground cost plus twenty percent; proposed ordinance O-15-13 would remove the latter from the Code.

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/15/13

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

The Economic Matters Committee has reviewed 0-15-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Paone, Chair yes

Ald. Finlayson yes

Ald. Israel n/a

Meeting Date 4/15/13 Signature of Chair J Paone

FISCAL IMPACT NOTE

Legislation No: O-15-13

First Reader Date: 3-11-13

Note Date: 3-26-13

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

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

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

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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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Appendix A - Capital Planning and Budget Policy – Proposed Amendments

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

INTRODUCTION

Authority

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

Purpose

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

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

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

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

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

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

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

Role of the Comprehensive Plan in the Capital Improvement Program

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

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

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

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

Priority Scoring of Capital Projects

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

Table 1. Evaluation Criteria

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

FUNDS - OVERVIEW

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

General Fund

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

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

Stormwater Management Special Revenue Fund

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

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

Water Enterprise Fund

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

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

Planning documents pertaining to water infrastructure include:

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

Sewer Enterprise Fund

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

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

Planning documents pertaining to wastewater (sewer) infrastructure include:

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

Parking Enterprise Fund

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

Planning documents pertaining to parking infrastructure include:

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

Dock Enterprise Fund

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

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Master Plan (underway)

CHANGES FROM ADOPTED FY13-FY18 CIP

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

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

FY14 CAPITAL BUDGET
SOURCE OF FUNDS

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

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

FY2014 - FY2019

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

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

FY2014 - FY2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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			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		<table border="1"> <tr> <td>Project Years Annual Recurring</td> <td>Total Project Budget</td> </tr> </table>	Project Years Annual Recurring	Total Project Budget
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		Project Years FY14
		Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Detail

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

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

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

Project Title Harbormaster Building	Project Number TBD	Initiating Department Harbormaster	
Asset Category Harbor and Maritime Infrastructure/ City Facility	Asset Number 50137 (Johnson Building) 50593 (Welcome Center)	Priority Score Project not scored to date	
<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		
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
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

Alderman Budge Amendment (in red)
O-9-13 and R-12-13
Capital Budget and Capital Improvement Program

Capital Improvement Program - Proposed

FY2014-FY2019

Project Detail
Revision proposed 6/10/13

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-Stormwater Mngmt	558,960						558,960
Design/Construction-DB Bulkhead	6,567,945						6,567,945
Construction-Stormwater Mngmt		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	Budget	FY15	FY16	FY17	FY18	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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/13/13

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

The Finance Committee has reviewed R-12-13 and has taken the following action:

Favorable

Favorable with amendments

attached (see 0-9-13)

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

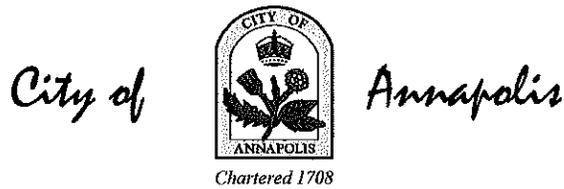
Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer yes

Meeting Date 5/13/13

Signature of Chair Sheila M. Finlayson



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

A handwritten signature in cursive script that reads "Eleanor M. Harris".

Eleanor M. Harris, Ed.D., Chair

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.

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-13-13

Introduced by: Mayor Cohen

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

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A RESOLUTION concerning

FY 2014 Fees Schedule Effective July 1, 2013

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

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

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

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

ADOPTED this ____ day of _____, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

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

FY 2014 FEE SCHEDULE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Transit Fares

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

Recreation and Parks Fees

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

Latchkey Program

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

**Annapolis Recreation Center
Program Member**

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

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

Full Membership

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

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

Children 2 and under free with paying adult.

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

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

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

Babysitting Services

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

Facility Rental Rates (per hour)

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

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

* Limited availability

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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Finance Committee has reviewed R-13-13 and has taken the following action:

Favorable

Favorable with amendments attached

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer NA

Meeting Date _____

Signature of Chair _____

Finance Committee amendment to **R-13-13 FY 2014 Fees Schedule Effective July 1, 2013**

On Page 7:

10.16.160 Annual fee for trash collection from dwelling units within the city [~~\$380.00~~]
\$340.00

delete the change to \$340.00 and reinstate the \$380.00 fee

Additional Staff Amendments to FY2014 Fee Schedule (R-13-13)

Code Reference	Type of Fee	Current	Proposed	Comment
Finance				
6.04.140	Lien certificate	\$35.00	\$50.00	
7.08.010	Fee for each license	\$12.00	\$15.00	
7.08.020	Billposters per year	\$6.00	\$15.00	
7.08.030	Bowling alleys per year	\$12.00	\$15.00	
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$34.00	\$35.00	
10.28.090	Fee for obtaining a public swimming pool operator's license	\$5.00	\$15.00	
12.20.110	Nonrefundable annual permit fee. Fee may be waived for any city resident submitting proof of age above sixty years	\$10.00	\$15.00	
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$5.00	\$15.00	
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$5.00	\$15.00	
DPW				
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$5.00	\$15.00	
14.20.010	Obstruction permit reinspection fee	\$10.00	\$15.00	
14.20.010	For each extension or change to the original permit	\$10.00	\$15.00	
P&Z				
21.56.040B	Certificate of Approval – Public Hearing Application	\$25 - \$110	\$25 - \$1,000	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over
21.56.040B	Certificate of Approval – Administrative Application	\$0	\$25 - \$500	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over
21.56.040B	Certificate of Approval – "After the Fact" Public Hearing Application	\$25 - \$110	\$50 - \$2,000	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over

Additional Staff Amendments to FY2014 Fines Schedule (R-14-13)

P&Z				
21.56.120	Historic preservation violation	\$100 per day of violation	\$200 per day of violation	This aligns with current violation fees for building code citations

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

May 10, 2013

BY E-MAIL AND HAND DELIVERY

Mayor and City Council of the City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: Recommendations Regarding Resolution No. R-13-13 (FY 2014 Fees Schedule)

Dear Mayor Cohen and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission").

We have reviewed Resolution No. R-13-13 (FY 2014 Fees Schedule) with assistance from the City's Finance Director. We are pleased to see a reduction in the fee to be charged for residential refuse collection, which we attribute to the privatization of this service. We do not provide any recommendation on the other specific fees proposed in Resolution R-13-13 because we have received no back-up, justification or rationales for the proposed fees.

Last year we noted that there is no uniform process or system in effect across City operations to review and assess the appropriateness of existing or proposed fees, and depending upon the nature of a particular fee, whether the fee is reasonably calculated to cover the cost of regulation, is reasonably estimated to cover the cost of a service, or is comparable to other fees in the relevant marketplace. We further noted that there also appears to be no uniform system to report the rationale and justification for proposed fees to allow appropriate scrutiny during budget review, and this lack of uniform processes and systems can lead to a lack of transparency, accountability and oversight.

The Commission again recommends that such processes and systems be developed and implemented before the start of preparation of the FY 2015 budget.

Sincerely,



Frederick C. Sussman, Chair

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

FISCAL IMPACT NOTE

Legislation No: R-13-13

First Reader Date: 3-11-13

Note Date: 4-2-13

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

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

Analysis of Fiscal Impact:

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

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-14-13

Introduced by: Mayor Cohen

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

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A RESOLUTION concerning

FY 2014 Fines Schedule Effective July 1, 2013

FOR the purpose of specifying fines that will be charged for FY 2014.

WHEREAS, pursuant to Chapter 1.20 – General Penalty and Municipal Infractions, fines are authorized in the City Code and established by resolution of the City Council; and

WHEREAS, the City of Annapolis seeks to update the fines imposed for municipal infractions.

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

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

ADOPTED this ____ day of _____, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

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EXPLANATION

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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
4.16.100.B	Voter notification or information cards.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.08.010.B	Billiard and pool tables.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.08.070.A	Amusement license violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.12.100.C	Public consumption and possession.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.140	Alcohol License— Suspension— Revocation—Fines	Suspension of License or Fine not to exceed \$2,000	Suspension of License or Fine not to exceed \$2,000
7.12.350.B	Allowing alcohol consumption without license.	Not to exceed \$250	Not to exceed \$250
7.12.370	Minor—Sale or providing to.	\$100	\$500
7.12.390.C	Minors— Misrepresenting age.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.410.B	Minors—Purchase, consumption or possession of alcoholic beverages.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.420.E	Possession or consumption on public highways.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.24.050	Fortunetelling violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.28.040	Open-air market and Markethouse violation.	\$10	\$10
7.32.100.B	Massage parlor license violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.42.040	Sidewalk café violation.	\$100 per violation per day	Each separate day of violation that remains uncorrected is a separate violation subject to an additional citation and fine of \$100. In addition, the City Council may revoke or suspend a permit issued pursuant to this chapter upon a second or

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
			subsequent conviction under this section in any twelve month period.
7.48.060	Taxicab violation.	Not to exceed \$100 per violation per day	Not to exceed \$100 per violation per day
7.48.410	Providing false information for taxicab permit.	\$200	\$200
7.48.500.C	Taxicab permit violation.	\$200	\$200
7.52.190	Towing company violation.	\$100 plus costs	\$100 plus costs. In addition, the City Council may revoke or suspend the license of any person licensed to engage in the towing business who violates this chapter or any rules or regulations promulgated pursuant to this chapter or who fails to comply with any of the provisions and terms of any towing agreement executed pursuant to this chapter.
8.04.030.B	Animal disturbance prohibited	\$50	\$50
8.04.040	Intentional mutilation of animals.	Not to exceed \$1,000 or by imprisonment not to exceed one year or both	Not to exceed \$1,000 or by imprisonment not to exceed one year or both
10.06.010	False alarms.	\$100 for third and fourth false alarms in a 365-day period	\$200 for fifth and all subsequent false alarms in a 365-day period
10.08.010.B	Abandoned refrigerator.	\$100 per violation per day	\$100 per violation per day
10.16.100	Notice to remove refuse accumulation.	\$100 per violation per day	\$100 per violation per day
10.16.130	Garbage/refuse violation.	\$100 per violation per day	\$100 per violation per day
10.16.220.B	Littering during removal.	\$100 per violation per day	\$100 per violation per day
10.20.040	Grass and weed control.	\$200 Per violation per day	\$200 Per violation per day
10.24.020	Standing water.	\$100 per violation per day	\$100 per violation per day
10.28.160	Swimming pool violation.	Not to exceed \$100 or imprisonment for not to exceed 30 days or both	Not to exceed \$100 or imprisonment for not to exceed 30 days or both
10.34.040	Use and application of lawn fertilizer.	\$100 per improper application by a non-commercial entity. \$500 per improper application by a commercial entity	\$100 per improper application by a non-commercial entity. \$500 per improper application by a commercial entity

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
10.34.060	Sale of lawn fertilizer containing phosphorous.	\$500 per violation for displaying for sale lawn fertilizer containing phosphorous or for not displaying required signage	\$500 per violation for displaying for sale lawn fertilizer containing phosphorous or for not displaying required signage
* NOTE: The fines in Sections 10.34.040 and 10.34.060 shall take effect on January 1, 2009.			
11.04.060	Offense against public officer.	Not to exceed \$1,000 or imprisonment for not to exceed 90 days or both	Not to exceed \$1,000 or imprisonment for not to exceed 90 days or both
11.12.025.B	Security alarms.	\$400 Per violation per day	\$400 Per violation per day
11.12.060.C	Loitering.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.12.065.C	Loitering for the purpose of engaging in prostitution violation.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.12.067.E	Loitering in drug-loitering free zones.	Not to exceed \$1,000 or imprisonment not exceeding six months or both	Not to exceed \$1,000 or imprisonment not exceeding six months or both
11.12.068	Aggressive panhandling.	Not less than \$25.00 or more than \$500.00 or by imprisonment not exceeding 90 days, or both	Not less than \$25.00 or more than \$500.00 or by imprisonment not exceeding 90 days, or both
11.12.120	Public peace and order violation.	\$100 Per violation per day	\$100 Per violation per day
11.14.030	Morals and conduct violation.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.16.040.D	Animal excrement removal.	\$100 per violation per day	\$100 per violation per day
11.16.050.B	Public urination and defecation	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.32.080	Fair housing violation.	Not to exceed \$100 plus costs or imprisonment not exceeding 30 days or both	Not to exceed \$100 plus costs or imprisonment not exceeding 30 days or both
11.36.030.D	Littering.	\$250 per violation per day	\$250 per violation per day
11.36.070	Graffiti.	\$250 or imprisonment not exceeding 90 days or both	\$1,000 or imprisonment not exceeding 90 days or both
11.36.090.B	Vandalism of public roads.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.36.100.B	Vandalism—Signs and notices.	Not to exceed \$1,000 or imprisonment not exceeding	Not to exceed \$1,000 or imprisonment not exceeding 90

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
		90 days or both plus cost of damages	days or both plus cost of damages
11.36.110.B	Vandalism—Trees and fences.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both plus cost of damages	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both plus cost of damages
11.36.120.B	Vandalism—Utility poles and fixtures.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.40.010	Proclamation by Mayor.	Not to exceed \$100 or imprisonment not exceeding 30 days or both	Not to exceed \$100 or imprisonment not exceeding 30 days or both
11.44.010.C	Discharging firearms.	Not to exceed \$500	Not to exceed \$500
11.44.060.D	BB guns, slingshots, bows and arrows, large rocks and similar devices.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.44.070	Electronic weapons.	Not to exceed \$250.00 imprisonment not exceeding 90 days or both	Not to exceed \$1,000.00 imprisonment not exceeding 90 days or both
11.48.050	Emergency preparedness violations	Not to exceed \$1,000.00 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000.00 or imprisonment not exceeding 90 days or both
12.08.140	Speed monitoring systems.	Not to exceed \$40.00	Not to exceed \$40.00
12.12.050	Disobeying crossing guard.	Not to exceed \$100	Not to exceed \$100
12.16.070.B	Repairing vehicle in street.	\$100 per violation per day	\$100 per violation per day
12.16.080.B	Washing vehicle on street.	\$100 per violation per day	\$100 per violation per day
12.16.090.B	Loads or wheels which litter streets.	\$100 per violation per day	\$100 per violation per day
12.16.100.B	Vehicles or treads which damage roads.	\$100 per violation per day plus damages	\$100 per violation per day plus damages
12.20.010.B	Obstructing driveway.	\$100	\$100
12.20.020.B	Parking adjacent to red-lined curb, bus stop zone or fire hydrant zone.	\$100	\$100
12.20.025.C	Crosswalk.	\$100	\$100
12.20.030.B	Parking adjacent to yellow-lined curb.	\$25	\$25

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
12.20.040.B	Parking with left side to curb.	\$25	\$25
12.20.050.B	Backing vehicle to curb.	\$25	\$25
12.20.060.C	Angle parking.	\$25	\$25
12.20.065.B	Parking vehicles alongside of other stopped or parked vehicles.	\$50	\$50
12.20.070.B	Parking more than twelve inches from curb.	\$25	\$25
12.20.075.B	Blocking driveway entrances to fire stations.	\$250	\$250
12.20.080.B	Leaving motor vehicle unattended.	\$25	\$25
12.20.085.B	Places where stopping is prohibited by signs.	\$50	\$50
12.20.090.B	Parking reserved for persons with disabilities.	\$100	\$100
12.20.095.B	Parking within thirty feet of approach to flashing signal, etc.	\$50	\$50
12.20.100.C	Motor vehicle weight limits in residential district zones.	\$100 plus damages.	\$100 plus damages
12.20.110.H	Parking trailers.	\$50	\$50
12.20.120.B	Parking buses.	\$100	\$100
12.20.130.B	Posted "No Parking".	\$50	\$50
12.20.140.B	Parking on sidewalks prohibited.	\$100	\$100
12.20.150.B	Being on median strips prohibited.	\$100	\$100
12.20.170.B	Fifteen-minute parking limit on portions of Northwest Street.	\$25	\$25
12.20.180.B	Eight-hour parking on King George Street between Wagner Street and the King George Street Bridge.	\$25	\$25
12.20.190.B	Two-hour parking on State Circle.	\$25	\$25
12.20.200.D	Removal of vehicle	\$100	\$100

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
	parked for longer than forty-eight hours or in prohibited area.		
12.20.240.C	Failure to pay parking fine.	Failure to pay fine within 15 days shall result in additional cost of \$10. Failure to pay within 23 days shall result in additional cost of \$15 and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.	Failure to pay fine within 15 days shall result in additional cost of \$10. Failure to pay within 23 days shall result in additional cost of \$15 and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.
12.24.050.C	Direction of vehicle in space.	\$50	\$50
12.24.070.B	Parking in metered space for more than two hours.	\$25	\$25
12.24.090.B	Depositing slugs.	\$50 plus damages	\$50 plus damages
12.24.130	Parking at expired meter.	\$25	\$25
12.32.190.A.	Violation—Penalty.	\$25	\$50 for second violation in a one year period, \$75 for a third violation in a one year period, and \$100 for a fourth and fifth violation in a one year. For any violations after the fifth violation in a one-year period, the vehicle may be impounded until all outstanding parking fines are paid.
12.32.190.B.	Violation—Penalty.	Failure to pay fine within 15 days shall result in a doubling of the initial fine and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.	Failure to pay fine within 15 days shall result in a doubling of the initial fine and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.
12.32.200	Violation—Unlawful usage or display—Penalty.	Not to exceed \$200 or imprisonment for three days or both.	Not to exceed \$200 or imprisonment for three days or both.
12.36.020.B	Interference with emergency equipment.	\$100	\$100

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
12.40.040.B	Depositing snow on cleared street.	\$50 per violation per day	\$50 per violation per day
12.44.040.B	Keeping wrecked or discarded vehicles.	\$100 per violation per day	\$100 per violation per day
12.48.030	Playing in streets violation.	\$50	\$50
12.54.040	Nonstandard vehicle violation.	Not to exceed \$100 per violation per day	Not to exceed \$100 per violation per day
14.04.040.B	Wheelchair ramps.	\$250 per violation per day	\$250 per violation per day
14.04.050.B	Sidewalk maintenance by abutting owner.	\$100 per violation per day	\$100 per violation per day
14.08.010.C	Driveway construction without permit.	\$100 per violation per day	\$100 per violation per day
14.12.080.C	Plant, remove, maintain and protect public trees without permit.	[\$100] \$500 per violation per day	[\$100] \$500 per violation per day
14.12.095.H	Tree conservation area—Tree removal.	\$500	\$500
14.12.150.E	Pruning and removal of trees.	[\$100] \$200 per violation per day	[\$100] \$200 per violation per day
14.16.020.D	Parking during scheduled street cleaning.	\$50	\$50
14.20.010.C	Obstructing street without permit.	\$100 per violation per day	\$100 per violation per day
14.20.030.B	Digging up, relaying or obstructing street without permit.	\$100 per violation per day	\$100 per violation per day
14.20.050	Public street obstruction.	\$100	\$100
14.20.060	Permitting sidewalk or gutter obstruction—Obstructive or dangerous trees.	\$100 per violation per day	\$100 per violation per day
14.20.070.B	Sidewalk sales.	\$100 per violation per day	\$100 per violation per day
14.20.080	Building encroachments on sidewalk.	\$100 per violation per day	\$100 per violation per day
14.20.100	Removal of encroaching structures.	\$100 per violation per day	\$100 per violation per day
14.24.010.B	Adjoining occupant to clear sidewalk.	\$100 per violation per day	\$100 per violation per day
14.30.020	Safely undergrounding utilities.	\$500 per violation per day	\$500 per violation per day

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
15.04.040.B	Compliance with harbormaster during a declared public emergency.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
15.06	Violation of rules for vessels and persons using City waters and shores.	\$100	\$100
15.10.120.D	Restricted mooring and anchoring areas.	Not to exceed \$100	Not to exceed \$100
15.14.040	Housebarges violation.	\$100	\$100
15.20.110.D	Mooring without permit.	\$100	\$100
15.20.120.B	Not posting mooring permit.	\$100	\$100
15.20.160.C	Unlicensed or unauthorized structures.	\$100	\$1,000
15.24.040	Harbor/waterfront—Construction noncompliance.	\$100 per violation per day	\$1,000 per violation per day
16.04.010.F	Tapping existing water and sewer mains.	\$1,000 plus damages	\$1,000 plus damages
16.04.040.B	Air-conditioning discharge into public way or stormwater drain.	\$200 per violation per day	\$200 per violation per day
16.08.010.B	Opening fireplugs—Turning water on or off.	\$1,000 plus damages	\$1,000 plus damages
16.16.320.C and D	Sewer Service—Violation.	\$1,000 per violation per day	\$1,000 per violation per day
16.16.350.B	House sewer—Maintenance.	\$200 per violation per day	\$200 per violation per day
17.08.295	Grading, erosion, sediment control.	\$500 per violation per day	\$1,000 per violation per day
17.09.140.C	Unapproved removal of trees in development areas.	[\$200] \$1,000 per violation per day	\$1,000 per violation per day
17.11.470	Floodplain violation.	\$500 per violation per day	\$500 per violation per day
17.12.024.E	Building code—Use and occupancy permit.	\$200 per violation per day	\$200 per violation per day
17.12.042	Dangerous structural condition.	\$500 per violation per day	\$500 per violation per day
17.12.053.D	Building contractor license.	\$200 per violation per day	\$200 per violation per day

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
17.12.055.F	Display of address.	\$200 per violation per day	\$200 per violation per day
17.12.056.D	Building permit—Fees—Reinspection.	\$200 per violation per day	\$1,000 per violation per day
17.12.058.L	Commencing work without approval.	\$200 per violation per day	\$1,000 per violation per day
17.12.062.A	Unapproved construction.	\$200 per violation per day	1,000 per violation per day
17.12.092	Unlawful continuance.	\$500 per violation per day	\$500 per violation per day
17.16.110.A	Electrical code violation.	\$200 per violation per day	\$200 per violation per day
17.16.130.A	Mechanical code violation.	\$200 per violation per day	\$200 per violation per day
17.20.090.A	Fire prevention code violation.	\$250 per initial violation	Repeat or continuous violations: Second notice \$500 Third notice \$750 In excess of three notices \$1,000
17.22.100.A	Petroleum storage facilities enforcement.	\$200 per violation per day	\$200 per violation per day
17.24.280	Gas code violation.	\$200 per violation per day	\$200 per violation per day
17.28.150	Plumbing code violation.	\$200 per violation per day	\$200 per violation per day
17.28.160	Violation—Termination of water service.	\$1,000 per violation per day	\$1,000 per violation per day
17.30.090.A	Utility installation violation. (Commencing work without permit)	\$500 per violation per day	\$500 per violation per day
17.30.090.C	Utility installation violation. (Violates trench protective measures)	\$100 per violation per day	\$400 per violation per day
17.40.735	Foreclosure registration	\$50 per violation per day after fifth day	\$50 per violation per day after fifth day
17.40.890.A	Residential housing standards violation. (Failure to comply with notice)	\$200 per violation per day	\$200 per violation per day
17.40.890.B	Residential housing standards violation. (Failure to comply with schedule)	\$1,000 per violation per day	\$1,000 per violation per day
17.44.010B	Short term rental license.	\$200 per violation per day	\$200 per violation per day
17.44.040.B	Rental unit license.	\$200 per violation per day	\$200 per violation per day

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
17.44.140.B	Revocation, vacating premises and condemnation penalties.	\$100 per violation per day	\$100 per violation per day
17.48.350	Non-residential property maintenance.	\$200 per violation per day	\$200 per violation per day
17.60.160	Signs—Violations.	\$100 per violation per day	\$200 per violation per day
21.36.030	Planning and zoning infraction.	\$500 per violation per day	\$1,000 per violation per day
21.56.120	Historic preservation violation.	\$100 per violation per day	\$100 per violation per day

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City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Finance Committee has reviewed R-14-13 and has taken the following action:

Favorable

Favorable with amendments attached

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer NA

Meeting Date _____

Signature of Chair _____

Additional Staff Amendments to FY2014 Fee Schedule (R-13-13)

Code Reference	Type of Fee	Current	Proposed	Comment
Finance				
6.04.140	Lien certificate	\$35.00	\$50.00	
7.08.010	Fee for each license	\$12.00	\$15.00	
7.08.020	Billposters per year	\$6.00	\$15.00	
7.08.030	Bowling alleys per year	\$12.00	\$15.00	
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$34.00	\$35.00	
10.28.090	Fee for obtaining a public swimming pool operator's license	\$5.00	\$15.00	
12.20.110	Nonrefundable annual permit fee. Fee may be waived for any city resident submitting proof of age above sixty years	\$10.00	\$15.00	
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$5.00	\$15.00	
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$5.00	\$15.00	
DPW				
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$5.00	\$15.00	
14.20.010	Obstruction permit reinspection fee	\$10.00	\$15.00	
14.20.010	For each extension or change to the original permit	\$10.00	\$15.00	
P&Z				
21.56.040B	Certificate of Approval – Public Hearing Application	\$25 - \$110	\$25 - \$1,000	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over
21.56.040B	Certificate of Approval – Administrative Application	\$0	\$25 - \$500	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over
21.56.040B	Certificate of Approval – “After the Fact” Public Hearing Application	\$25 - \$110	\$50 - \$2,000	Sliding scale – percentage of total project estimated cost from \$250 to \$100,000 and over

Additional Staff Amendments to FY2014 Fines Schedule (R-14-13)

P&Z				
21.56.120	Historic preservation violation	\$100 per day of violation	\$200 per day of violation	This aligns with current violation fees for building code citations

FISCAL IMPACT NOTE

Legislation No: R-14-13

First Reader Date: 3-11-13

Note Date: 4-2-13

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

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

Analysis of Fiscal Impact:

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

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**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-15-13

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
Rules and City Gov't	3/11/13		
Finance	3/11/13		

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A RESOLUTION concerning

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Position Classifications and Pay Plan

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

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WHEREAS, Section 3.12.020 A. of the City Code states that the City Council "In conjunction with the adoption of the annual operating budget and whenever deemed necessary, consider the recommendations of the Civil Service Board on requests for the creation of new positions, the abolishment of positions and the classification and reclassification of existing positions;" and

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WHEREAS, Section 3.12.020 B. of the City Code states that the City Council "Adopt, by resolution, a pay plan and subsequent revisions after consideration of the recommendations of the Civil Service Board;" and

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WHEREAS, the FY 2014 pay classifications and pay plan, effective July 1, 2013 are attached to this resolution.

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NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2014 pay classifications and pay plan are adopted as attached.

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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.

CLASS	CLASSIFICATION TITLE	GRADE
1001	OFFICE ASSOCIATE I	A02
1002	OFFICE ASSOCIATE II	A04
1004	POLICE RECORDS SPECIALIST	A06
1005	OFFICE ASSOCIATE III	A06
1006	OFFICE ASSOCIATE IV	A07
1007	EXECUTIVE OFFICE ASSOCIATE	A10
1008	ADMINISTRATIVE OFFICE ASSOC	A09
1009	TRAINING PROGRAM ADMINISTRATOR	A15
1010	LEGAL ASSISTANT	A09
1011	BENEFITS ADMINISTRATOR	A15
1013	PERMITS ADMINISTRATOR	A10
1014	CITY CLERK	A16
1015	DEPUTY CITY CLERK	A10
1016	PW COMMUNICATIONS OP	A07
1017	RECRUITMENT/EMPLOYEE RELATIONS	A15
1018	FIRE ADMINISTRATIVE OFFICER	A14
1019	LEGISLATIVE AND POLICY ANALYST	A14
1023	HISTORIC PRESERVATION ASST	A11
1024	WARRANT CONTROL CLERK	A05
1025	HUMAN RESOURCES ASSOCIATE I	A07
1026	HR OFFICE ADMINISTRATOR	A10
1028	PERMITS ASSOCIATE	A07
1029	ADMINISTRATIVE ASSISTANT	A08
1030	ELECTION/BOARD & COMM ADMIN	A10
1101	MIT ANALYST	A16
1103	MIT MANAGER	A18
1104	MIT SPECIALIST	A12
1105	MIT WEB DEVELOPER	A13
1106	MIT NETWORK ENGINEER	A15
1112	MIT ADMIN SUPPORT ANALYST	A10
1113	GIS COORDINATOR	A15
1114	GIS TECHNICIAN	A11
1201	PROCUREMENT OFFICER	A18
1202	SENIOR BUYER	A10
1203	BUYER	A09

CLASS	CLASSIFICATION TITLE	GRADE
1204	SENIOR PURCHASING CLERK	A08
1205	POLICE ADMINISTRATIVE CLERK	A09
1207	FACILITIES MAINT SUPERVISOR	A13
1301	FINANCE DIRECTOR	A20
1302	ASSISTANT FINANCE DIRECTOR	A18
1304	SENIOR ACCOUNTANT	A15
1306	ACCOUNTING ASSOCIATE I	A07
1307	ACCOUNTING ASSOCIATE II	A08
1308	ACCOUNTING ASSOCIATE III	A09
1309	ACCOUNTANT	A13
1501	HUMAN RESOURCES DIRECTOR	A20
1502	ALDERMAN	
1503	CITY MANAGER	
1504	MAYOR	
1507	MARKETING SPECIALIST - TRANSP	A13
1508	COMMUNITY SERVICES SPECIALIST	A10
1509	COMMUNICATIONS OFFICER	A18
1511	SMBE COORDINATOR	A14
1519	HS OFFICER & OMBUDSMAN	A18
1520	COMMUNITY RELATIONS SPECIALIST	A12
1521	CITY COUNCIL ASSOCIATE	A10
1522	ASSISTANT CITY MANAGER	A14
1601	DIRECTOR OF TRANSPORTATION	A20
1602	TRANS GRANTS SPECIALIST	A13
1603	TRANSPORTATION SUPERVISOR	A10
1605	BUS DRIVER II	A07
1606	BUS DRIVER I	A05
1607	TRANSPORTATION INSPECTOR	A10
1608	TRANSPORTATION SPECIALIST	A13
1610	FLEET MAINTENANCE SPECIALIST	A11
1611	FLEET MAINTENANCE TECHNICIAN I	A10
1612	FLEET MAINTENANCE TECH II	A11
1613	FLEET MAINTENANCE SUPERVISOR	A12
1614	LEAD BUS DRIVER	A08
1700	MOBILITY & PARKING SPECIALIST	A13

CLASS	CLASSIFICATION TITLE	GRADE
2001	CITY ATTORNEY	A20
2002	ASSISTANT CITY ATTORNEY	A18
2003	PARALEGAL	A10
4001	POLICE CHIEF	P20
4002	POLICE MAJOR/DEPUTY CHIEF	P18
4003	POLICE CAPTAIN	P17
4004	POLICE LIEUTENANT	P15
4005	POLICE SERGEANT	P13
4006	POLICE CORPORAL	P12
4007	POLICE OFFICER 1/C	P11
4009	POLICE OFFICER	P10
4011	PARKING ENFORCEMENT OFFICER I	A04
4012	PARKING ENFORCEMENT OFF SUPER	A06
4013	POLICE COMMUNICATIONS OPER 2	A11
4014	POLICE COMMUNICATIONS OPER 1	A09
4016	POLICE PROPERTY COORDINATOR	A10
4017	POLICE PLANNING ANALYST	A10
4019	POLICE ID SPECIALIST	A08
4020	PARKING METER COLLECTOR II	A08
4021	PARKING METER COLLECTOR I	A05
4022	WARRANT CONTROL/RECORDS SUPER	A10
4026	COMMUNITY SRVS SUPERVISOR	A14
4030	POL EXTERNAL AFFAIRS OFFICER	A15
4031	HISPANIC COMMUNITY LIAISON	A12
4032	ADMIN ENFORCEMENT ASSOC	A08
4101	FIRE CHIEF	F20
4102	DEPUTY FIRE CHIEF	F18
4103	FIRE BATTALION CHIEF	F17
4104	FIRE CAPTAIN	F16
4105	FIRE LIEUTENANT	F15
4108	FIRE APPARATUS MAINT SPECIALIST	A11
4110	FIREFIGHTER I	F10
4111	FIREFIGHTER II	F10
4112	FF I/II-EMT-I OR CRT	F11
4113	FF II-TECHNICIAN	F11

CLASS	CLASSIFICATION TITLE	GRADE
4114	FF III	F11
4115	FF I/II EMT-P	F12
4116	FF II-FIRE MARSHAL INSP	F12
4119	FF III-EMT-I OR CRT	F12
4120	FF III - TECHNICIAN	F12
4121	FF 1/C	F13
4122	FF III-EMT-P	F13
4124	FF III-FIRE MARSHAL INVEST	F13
4126	FF 1/C-ALS	F14
4128	FF 1/C-FIRE MARSHAL INVST	F14
4200	DEP DIR EPARM	A14
4201	PIO & QUARTERMASTER	A12
4300	RISK ANALYST	A12
5001	PLANNING DIRECTOR	A20
5002	CHIEF OF CURRENT PLANNING	A18
5003	CHIEF OF HISTORIC PRESERVATION	A17
5004	CHIEF COMPREHENSIVE PLANNING	A17
5005	SENIOR PLANNER	A15
5006	ZONING ENFORCEMENT OFFICER	A13
5007	PLANNER	A13
5008	COMMUNITY DEVELOPMENT ADMIN	A17
5009	COMMUNITY DEV SPECIALIST	A13
5010	SR COMPREHENSIVE PLANNER	A15
5011	SR TRANSPORTATION PLANNER	A15
5012	PLANNING OFFICE ADMINISTRATOR	A10
5101	DIRECTOR OF PUBLIC WORKS	A20
5102	ASSISTANT TO PW DIRECTOR	A18
5103	PW BUREAU CHIEF-ENGINEERING	A18
5105	BUREAU CHIEF-ENVTL PROGRAMS	A17
5106	COMPUTER DRAFTSPERSON	A11
5107	ENGINEERING TECHNICIAN III	A09
5108	ENGINEERING TECHNICIAN II	A08
5109	ENGINEERING TECHNICIAN IV	A10
5110	CIVIL ENGINEER II	A15
5111	CIVIL ENGINEER I	A13

CLASS	CLASSIFICATION TITLE	GRADE
5113	TRAFFIC ENGINEER	A15
5114	ASSISTANT TO DNEP DIRECTOR	A15
5115	PUBLIC WORKS ANALYST	A15
5200	DNEP DIRECTOR	A20
5201	CHIEF OF CODE ENFORCEMENT	A17
5202	BUILDING INSPECTOR	A10
5203	SENIOR HOUSING INSPECTOR	A12
5204	PROPERTY MAINTENANCE INSPECTOR	A09
5205	PLUMBING/UTILITY INSPECTOR	A12
5206	ENVIRONMENTAL PROGRAM COORD	A12
5207	ELECTRICAL INSPECTOR	A12
5208	ARCHITECTURAL PLANS REVIEWER	A15
5209	PUBLIC WORKS INSPECTOR	A10
5210	ENVIRONMENTALIST	A12
5211	MECHANICAL/LIFE SAFETY INSPECT	A12
5212	FIRE SAFETY INSPECTOR	A09
5213	COMBINATION INSPECTOR	A13
5214	STORMWATER MANAGEMENT ENGINEER	A15
5215	ENVIRONMENTAL COMPLIANCE INSP	A11
6001	DIRECTOR OF REC AND PARKS	A20
6002	PARKS ADMINISTRATOR	A15
6003	RECREATION SPORTS SUPERVISOR	A12
6004	RECREATION LEADER I	A07
6005	RECREATION LEADER II	A08
6006	RECREATION PROGRAM SUPERVISOR	A14
6007	HORTICULTURIST	A13
6008	PARKS TURF SPECIALIST	A08
6009	RECREATION OFFICE ADMIN	A10
6010	PARK FOREMAN	A10
6011	PARKS MAINTENANCE WORKER I	A05
6012	STANTON CNTR RECREATION MGR	A12
6013	DANCE & FITNESS COORDINATOR	A04
6100	FRONT DESK SUPERVISOR	A12
6200	MARKETING/MBRSHP COORDINATOR	A10

CLASS	CLASSIFICATION TITLE	GRADE
6300	PMRC FACILITY SUPERVISOR	A12
7001	PW MAINTENANCE WORKER I	A04
7002	PW MAINTENANCE WORKER II	A05
7003	PARKS MAINT WORKER II	A06
7004	MASON I	A07
7005	MASON II	A08
7009	SENIOR FACILITIES MAINTENANCE	A11
7010	PUBLIC WORKS SUPERVISOR	A11
7012	CREW LEADER	A09
7014	TRAFFIC TECHNICIAN I	A06
7015	TRAFFIC TECHNICIAN II	A08
7016	TRAFFIC TECHNICIAN III	A10
7101	FACILITIES MAINT TECHNICIAN	A04
7104	SUPERINTENDENT-PW SERVICES	A16
7201	GARAGE SUPERVISOR	A12
7203	AUTOMOTIVE TECHNICIAN	A09
7301	EQUIPMENT OPERATOR I	A06
7302	EQUIPMENT OPERATOR II	A07
7303	EQUIPMENT OPERATOR III	A08
7402	SUPERINTENDENT-PW UTILITIES	A16
7403	WATER PLANT SUPERINTENDENT	A16
7404	ASST WATER PLANT SUPT	A14
7405	UTILITY SUPERVISOR	A12
7406	INSTRUMENTATION TECHNICIAN	A10
7407	METER TECHNICIAN I	A06
7408	METER TECHNICIAN II	A07
7409	UTILITY MECHANIC II	A09
7410	WATER PLANT MECHANIC	A09
7411	UNDERGROUND UTILITY LOCATOR	A07
7412	WATER PLANT TECHNICIAN I	A07
7413	WATER PLANT TECHNICIAN II	A09
7414	WATER PLANT TECHNICIAN III	A11
7415	UTILITY MECHANIC III	A10
7417	WATER PLANT OPERATOR IV	A11
7600	FACILITIES MAINT ENGINEER II	A12

CLASS	CLASSIFICATION TITLE	GRADE
8001	HARBORMASTER	A18
8002	HARBORMASTER OFFICE ADMIN	A10
8003	ASST HARBORMASTER-OPER	A10

Pay Scale Effective 07/01/13	STEP (5.361%)									
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
GRADE (7.5%)										
1	21,470	22,621	23,834	25,111	26,458	27,876	29,371	30,945	32,604	34,352
2	23,080	24,318	25,621	26,995	28,442	29,967	31,573	33,266	35,049	36,928
3	24,811	26,141	27,543	29,019	30,575	32,214	33,941	35,761	37,678	39,698
4	26,672	28,102	29,609	31,196	32,868	34,630	36,487	38,443	40,504	42,675
5	28,672	30,209	31,829	33,535	35,333	37,227	39,223	41,325	43,541	45,875
6	30,823	32,475	34,216	36,051	37,983	40,020	42,165	44,426	46,807	49,317
7	33,135	34,911	36,783	38,755	40,832	43,021	45,328	47,758	50,318	53,015
8	35,619	37,529	39,540	41,660	43,894	46,247	48,726	51,338	54,090	56,990
9	38,290	40,343	42,506	44,784	47,185	49,715	52,380	55,188	58,147	61,264
10	41,162	43,369	45,694	48,143	50,724	53,444	56,309	59,327	62,508	65,859
11	44,250	46,622	49,122	51,755	54,530	57,453	60,533	63,778	67,197	70,800
12	47,568	50,118	52,805	55,636	58,618	61,761	65,072	68,561	72,236	76,109
13	51,136	53,877	56,765	59,809	63,015	66,393	69,952	73,703	77,654	81,817
14	54,972	57,919	61,024	64,296	67,742	71,374	75,201	79,232	83,480	87,955
15	59,093	62,261	65,599	69,116	72,821	76,725	80,838	85,172	89,738	94,549

16	63,526	66,932	70,520	74,300	78,284	82,480	86,902	91,561	96,470	101,641
17	68,291	71,952	75,809	79,874	84,156	88,667	93,421	98,429	103,706	109,265
18	73,412	77,348	81,494	85,863	90,466	95,316	100,426	105,810	111,482	117,459
19	78,918	83,149	87,606	92,303	97,251	102,465	107,958	113,746	119,844	126,268
20	84,836	89,384	94,176	99,225	104,544	110,149	116,054	122,275	128,831	135,737

**City of Annapolis
Fire Pay Scale
Effective 07/01/13**

<u>Classification</u>	<u>GRADE</u> <u>(7.5%)</u>	<u>STEP (5.361%)</u>										
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
Firefighter I/II	10	37,837	39,865	42,003	44,254	46,627	49,127	51,760	54,535	57,459	60,539	63,785
Firefighter I/II - EMT-I OR CRT	11	40,676	42,857	45,154	47,575	50,125	52,813	55,644	58,627	61,770	65,081	68,570
Firefighter II - Technician												
Firefighter III												
Firefighter I/II EMT-P	12	43,727	46,071	48,541	51,143	53,885	56,774	59,817	63,024	66,403	69,963	73,713
FFII-Fire Marshal												
Investigator												
FFIII-EMT-I or CRT												
FFIII- Technician												
Firefighter 1/C	13	47,005	49,525	52,180	54,977	57,925	61,030	64,302	67,749	71,381	75,208	79,240
Firefighter III- EMT-P												
FFIII-Fire Marshal												
Inspector												
FFIII-Fire Marshal												
Investigator												
Firefighter 1/C - ALS	14	50,530	53,239	56,093	59,101	62,269	65,607	69,124	72,830	76,735	80,848	85,183

FF1/C-Fire
Marshal
Inspector
FF1/C-Fire
Marshal
Investigator

Lieutenant	15	54,321	57,233	60,301	63,534	66,940	70,529	74,310	78,294	82,491	86,913	91,573
Captain	16	58,395	61,526	64,824	68,299	71,961	75,819	79,883	84,166	88,678	93,432	98,441
Battalion Chief	17	62,776	66,141	69,687	73,423	77,359	81,507	85,876	90,480	95,331	100,441	105,826
Deputy Chief	18	67,484	71,102	74,914	78,930	83,161	87,619	92,317	97,266	102,480	107,974	113,763
Chief	20	77,985	82,166	86,571	91,212	96,102	101,254	106,682	112,401	118,427	124,776	131,465

**City of Annapolis
Police Pay Scale
Effective 07/01/13**

<u>Classification</u>	<u>GRADE</u>	<u>STEP (5.361%)</u>									
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
	-										
Police Officer	10	43,860	46,211	48,689	51,299	54,049	56,947	60,000	63,216	66,605	70,176
Police Officer 1/C	11	47,152	49,680	52,343	55,149	58,106	61,221	64,503	67,961	71,604	75,443
Corporal	12	50,687	53,404	56,267	59,284	62,462	65,811	69,339	73,056	76,973	81,099
Sergeant	13	54,488	57,409	60,487	63,730	67,146	70,746	74,538	78,534	82,745	87,181
Lieutenant	15	61,733	65,043	68,530	72,204	76,075	80,153	84,450	88,977	93,747	98,773
Captain	17	71,340	75,165	79,194	83,440	87,913	92,626	97,592	102,823	108,336	114,144
Major	18	76,691	80,802	85,134	89,698	94,507	99,574	104,912	110,536	116,462	122,705
Chief	20	88,625	93,376	98,382	103,656	109,213	115,068	121,237	127,737	134,585	141,800



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/9/13

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

The Finance Committee has reviewed R-15-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer yes

Meeting Date 5/9/13

Signature of Chair Sheila M. Finlayson



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/23/13

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

The Finance Committee has reviewed R-15-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes Ald. Arnett yes Ald. Pfeiffer n/a

Meeting Date _____

Signature of Chair _____



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 4/15/13

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

The Rules and City Government Committee has reviewed R-15-13 and
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Israel, Chair N/A

Ald. Hoyle YES

Ald. Arnett YES
Acting Chair

Meeting Date 15 Apr 13

Signature of Chair Rosetta Arnett

FISCAL IMPACT NOTE

Legislation No: R-15-13

First Reader Date: 3-11-13

Note Date: 4-2-13

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

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

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

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**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-8-13

Introduced by: Mayor Cohen

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

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9

A ORDINANCE concerning

Annual Operating Budget: FY 2014

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

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

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

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

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NOW THEREFORE:

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

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

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

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

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

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

35
36 **SECTION VI: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
37 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect on July 1, 2013.

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

40
41 ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

42
43 **EXPLANATION**

44 CAPITAL LETTERS indicate matter added to existing law.

45 [brackets] indicate matter stricken from existing law.

46 Underlining indicates amendments.

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

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

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

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

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

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

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

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

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

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

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

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

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

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
5		GENERAL FUND								
6		Revenues								
7		Taxes								
8		Real Estate	37,221,346.00		37,221,346.00		37,221,346.00	(262,641.00)		36,958,705.00
9		Park Place TIF	(800,000.00)		(800,000.00)		(800,000.00)		200,000.00	(600,000.00)
10		New Growth	0.00		0.00		0.00			0.00
11		Personal Property- Unincorp.	27,000.00		27,000.00		27,000.00			27,000.00
12		Pers. Property- Public Utilities	1,100,000.00		1,100,000.00		1,100,000.00			1,100,000.00
13		Pers. Property- Incorporated	1,500,000.00		1,500,000.00		1,500,000.00			1,500,000.00
14		Penalties and Interest- Uninc.	1,000.00		1,000.00		1,000.00			1,000.00
15		Penalties and Interest - Corp.	20,000.00		20,000.00		20,000.00			20,000.00
16		Penalties and Interest- Real	145,000.00		145,000.00		145,000.00			145,000.00
17		Subtotal;	39,214,346.00	-	39,214,346.00	0.00	39,214,346.00	(262,641.00)	200,000.00	39,151,705.00
18					-					0.00
19		Licenses and Permits								
20		Street Use	225,000.00		225,000.00		225,000.00			225,000.00
21		Residential Parking 1	52,000.00		52,000.00		52,000.00			52,000.00
22		Residential Parking 2	39,000.00		39,000.00		39,000.00			39,000.00
23		Residential Parking 3	20,000.00		20,000.00		20,000.00			20,000.00
24		Residential Parking 4	4,000.00		4,000.00		4,000.00			4,000.00
25		Residential Parking 5	1,000.00		1,000.00		1,000.00			1,000.00
26		Sidewalk Cafes	12,000.00		12,000.00		12,000.00			12,000.00
27		Alcoholic Beverages	500,000.00		500,000.00		500,000.00		14,060.00	514,060.00
28		Traders	70,000.00		70,000.00		70,000.00			70,000.00
29		Vendors	70,000.00		70,000.00		70,000.00			70,000.00
30		Towing	0.00		0.00		0.00			0.00
31		Amusement	3,000.00		3,000.00		3,000.00			3,000.00
32		Building	800,000.00		800,000.00		800,000.00			800,000.00
33		Occupancy	8,000.00		8,000.00		8,000.00			8,000.00
34		Use	6,000.00		6,000.00		6,000.00			6,000.00
35		Cable TV	700,000.00		700,000.00		700,000.00			700,000.00
36		Peg Fees	0.00		0.00		0.00			0.00
37		Other	85,000.00	50,000.00	135,000.00		135,000.00			135,000.00
38		Subtotal;	2,595,000.00	50,000.00	2,645,000.00	0.00	2,645,000.00	0.00	14,060.00	2,659,060.00
39					-					0.00
40		Fines and Forfeitures								
41		Municipal	28,000.00		28,000.00		28,000.00			28,000.00
42		Police - Forfeitures	60,000.00		60,000.00		60,000.00			60,000.00
43		Other	11,500.00		11,500.00		11,500.00			11,500.00
44		U.S. Justice Forfeiture	32,000.00		32,000.00		32,000.00			32,000.00
45		Speed Enforcement	200,000.00		200,000.00		200,000.00			200,000.00
46		Auto Traffic Signal	135,000.00		135,000.00		135,000.00			135,000.00
47		Subtotal;	466,500.00	0.00	466,500.00	0.00	466,500.00	0.00	0.00	466,500.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
48					-					0.00
49										
50		Money and Property								
51		Interest Earnings								
52		Investments	14,000.00		14,000.00		14,000.00		50,000.00	64,000.00
53		Savings Accounts	0.00		0.00		0.00			0.00
54		Rents and Concessions	200,000.00		200,000.00		200,000.00			200,000.00
55		Payment in Lieu of Taxes	141,000.00		141,000.00		141,000.00			141,000.00
56		Miscellaneous Sales	0.00		0.00		0.00			0.00
57		GO Bonds	4,000.00		4,000.00		4,000.00			4,000.00
58		Contributions	50,000.00		50,000.00		50,000.00			50,000.00
59		Subtotal;	409,000.00	0.00	409,000.00	0.00	409,000.00	0.00	50,000.00	459,000.00
60					-					0.00
61										
62		Miscellaneous								
63		Non-taxable	12,000.00		12,000.00		12,000.00			12,000.00
64		Cash Over-Under	0.00		0.00		0.00			0.00
65		Police Services	250,000.00		250,000.00		250,000.00			250,000.00
66		Miscellaneous	160,000.00		160,000.00		160,000.00			160,000.00
67		Returned Check Fee	3,100.00		3,100.00		3,100.00			3,100.00
68		Payments for fire services	26,000.00		26,000.00		26,000.00			26,000.00
69		File Fee	6,000.00		6,000.00		6,000.00			6,000.00
70		Sprinkler Loan Payment	0.00		0.00		0.00			0.00
71		Subtotal;	457,100.00	0.00	457,100.00	0.00	457,100.00	0.00	0.00	457,100.00
72					-					0.00
73		Intergovernmental								
74		Federal Grants	0.00		0.00		0.00			0.00
75		State Grants	0.00		0.00		0.00			0.00
76		Highway	500,000.00	359,000.00	859,000.00		859,000.00			859,000.00
77		Income Tax	5,000,000.00		5,000,000.00		5,000,000.00			5,000,000.00
78		Admissions Tax	810,000.00		810,000.00		810,000.00			810,000.00
79		State PILOT	367,000.00		367,000.00		367,000.00			367,000.00
80		County PILOT	0.00		0.00		0.00			0.00
81		Hotel - Motel	1,860,000.00		1,860,000.00		1,860,000.00			1,860,000.00
82		County Grants	304,545.32		304,545.32		304,545.32			304,545.32
83		Electricity	190,000.00		190,000.00		190,000.00			190,000.00
84		Gas	26,000.00		26,000.00		26,000.00			26,000.00
85		Telephone	240,000.00		240,000.00		240,000.00			240,000.00
86		Fuel	2,000.00		2,000.00		2,000.00			2,000.00
87		Subtotal;	9,299,545.32	359,000.00	9,658,545.32	0.00	9,658,545.32	0.00	0.00	9,658,545.32
88					-					
89										
90		Charges for Services								
91		Zoning and Subdiv. Fees	51,000.00		51,000.00		51,000.00			51,000.00
92		Public Safety Fees	1,610,000.00		1,610,000.00		1,610,000.00			1,610,000.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
93		Culture and Recreation	2,000,000.00		2,000,000.00		2,000,000.00			2,000,000.00
94		Subtotal;	3,661,000.00	0.00	3,661,000.00	0.00	3,661,000.00	0.00	0.00	3,661,000.00
95					-					
96										
97		Transfers and other Sources								
98		Transfers and Indirect Charge-Backs								
99		Transfer from Solid Waste	450,000.00		450,000.00		450,000.00			450,000.00
100		Transfer from Cap. Proj.	320,000.00		320,000.00		320,000.00			320,000.00
101		Transfer from Settlements- for 1 time			0.00		0.00			0.00
102		Transfer from Sale of inventory- for 1 time			0.00		0.00			0.00
103		Transfer from Spec. Rev.	0.00	815,000.00	815,000.00		815,000.00			815,000.00
104		Transfer from Sewer	300,000.00		300,000.00		300,000.00			300,000.00
105		Transfer from Water	800,000.00		800,000.00		800,000.00			800,000.00
106		Transfer from Stormwater	590,000.00		590,000.00		590,000.00			590,000.00
107		Transfer from Harbor	0.00		0.00		0.00	50,000.00		50,000.00
108		Transfer from Parking	2,700,000.00		2,700,000.00		2,700,000.00	200,000.00		2,900,000.00
109		Transfer from Market House	0.00		0.00		0.00			0.00
110		Transfer from Reserves	1,000,000.00		1,000,000.00		1,000,000.00			1,000,000.00
111		Transfer from Transit	0.00		0.00		0.00			0.00
112		Indirect Charges:	3,291,100.00		3,291,100.00		3,291,100.00			3,291,100.00
113		Subtotal;	9,451,100.00	815,000.00	10,266,100.00	0.00	10,266,100.00	250,000.00	0.00	10,516,100.00
114					-					0.00
115		Bank Loans								
116		BOA	0.00		0.00		0.00			0.00
117		SunTrust	0.00		0.00		0.00			0.00
118		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119					-					
120		Bonds								
121		Proceeds	0.00		0.00		0.00			0.00
122		Premiums	0.00		0.00		0.00			0.00
123		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
124					-	0.00	-		-	0.00
125		Total; Sources of Funds	65,553,591.32	1,224,000.00	66,777,591.32	0.00	66,777,591.32	(12,641.00)	264,060.00	67,029,010.32
126					-		-			-
127										
128		Expenditures								
129		Mayor and City Council								
130		Boards and Commissions								
131		Salaries and Benefits								
132		Salaries	60,271.10		60,271.10		60,271.10			60,271.10
136		Salary Enhancements								
137		Recording Secretary pay increase		2,850.00	2,850.00		2,850.00			2,850.00
138		Benefits	30,256.35		30,256.35		30,256.35			30,256.35
139		Salaries/Benefits Total	90,527.45	2,850.00	93,377.45	0.00	93,377.45	0.00	0.00	93,377.45

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
140		crossfoot error / source test			-		-			-
141		Operating								
142		Supplies/mail	<u>16,850.00</u>		<u>14,000.00</u>		<u>14,000.00</u>			<u>14,000.00</u>
143		Supplies	12,000.00	(2,850.00)	9,150.00		9,150.00			9,150.00
144		Print & postage	3,850.00		3,850.00		3,850.00			3,850.00
145		Training	1,000.00		1,000.00		1,000.00			1,000.00
146		Contract Services	0.00		<u>0.00</u>		<u>0.00</u>			0.00
147		Operating Total	16,850.00	(2,850.00)	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
148					-					
149		Total; Boards & Comissions	107,377.45	0.00	107,377.45	0.00	107,377.45	0.00	0.00	107,377.45
150					-		-			-
151		Administration			-					
152		Salaries and Benefits								
153		Salaries	889,914.92		889,914.92		889,914.92			889,914.92
173		Benefits	211,796.22		211,796.22		211,796.22			211,796.22
174		Salaries/Benefits Total	1,101,711.14	-	1,101,711.14	0.00	1,101,711.14	0.00	0.00	1,101,711.14
175		Operating			-		-			-
176		Supplies	<u>19,320.00</u>		<u>21,776.00</u>		<u>21,776.00</u>			<u>21,776.00</u>
177		Citation supplies	4,800.00	200.00	5,000.00		5,000.00			5,000.00
178		Office supplies	4,800.00	200.00	5,000.00		5,000.00			5,000.00
179		Ink and printer expenses	3,000.00		3,000.00		3,000.00			3,000.00
180		Postage	1,200.00		1,200.00		1,200.00			1,200.00
181		Furniture	5,000.00	2,000.00	7,000.00		7,000.00			7,000.00
182		Newspaper (incl. digital access)	520.00	56.00	576.00		576.00			576.00
183		Telephone	<u>5,100.00</u>	2,900.00	<u>8,000.00</u>		<u>8,000.00</u>			<u>8,000.00</u>
184		Professional Srvcs - Other	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
185		Special Projects	<u>77,500.00</u>		<u>76,200.00</u>		<u>91,200.00</u>			<u>81,200.00</u>
186		Sponsorship for MLK Events	1,100.00		1,100.00		1,100.00			1,100.00
187		Commission on 1864				7,500.00	7,500.00			7,500.00
188		Kunte Kinte Memorial Maintenance				7,500.00	7,500.00			7,500.00
189		National Citizen Survey	10,000.00		10,000.00		10,000.00			10,000.00
190		Center for Performance Measure.	7,500.00		7,500.00		7,500.00			7,500.00
191		Mandatory Music Licenses	1,500.00	(400.00)	1,100.00		1,100.00			1,100.00
192		HACA Comn. Engage. Specialist	10,000.00		10,000.00		10,000.00		(10,000.00)	0.00
193		Reimbursement for Special Events	3,400.00	(400.00)	3,000.00		3,000.00			3,000.00
194		Employee Holiday Luncheon	4,000.00	(500.00)	3,500.00		3,500.00			3,500.00
195		Banners, flags, News Year's Eve	15,000.00		15,000.00		15,000.00			15,000.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
196		Bates Legacy Center	25,000.00		25,000.00		25,000.00			25,000.00
197		Training and Education	<u>27,000.00</u>		<u>26,200.00</u>		<u>26,200.00</u>			<u>26,200.00</u>
198		ICMA dues (CM + Asst CM)	3,500.00		3,500.00		3,500.00			3,500.00
199		ICMA conf. fees (CM + Asst CM)	3,500.00		3,500.00		3,500.00			3,500.00
200		ICMA dues and conf. fees (SMBE)	3,500.00		3,500.00		3,500.00			3,500.00
201		Team retreat	5,800.00	(800.00)	5,000.00		5,000.00			5,000.00
202		Travel reimbursement	1,200.00		1,200.00		1,200.00			1,200.00
203		Mayor's staff & comm grant recip.	7,500.00		7,500.00		7,500.00			7,500.00
204		Miscellaneous memberships	2,000.00		2,000.00		2,000.00			2,000.00
205		Aldersperson's Expenses	<u>12,000.00</u>		<u>12,000.00</u>		<u>12,000.00</u>			<u>12,000.00</u>
206		Mayor Expenses	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
207		Repair and Maintenance	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
208		Contract Services	<u>20,000.00</u>		<u>20,000.00</u>		<u>20,000.00</u>			<u>20,000.00</u>
209		Minor Carter Contract	20,000.00		20,000.00		20,000.00			20,000.00
210		Lead Paint Int.	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
211		Vehicle Allowance	<u>6,000.00</u>		<u>6,000.00</u>		<u>6,000.00</u>			<u>6,000.00</u>
212		Operating Total	166,920.00	3,256.00	170,176.00	15,000.00	185,176.00	0.00	(10,000.00)	175,176.00
213		Total; Administration	1,268,631.14	3,256.00	1,271,887.14	15,000.00	1,286,887.14	0.00	(10,000.00)	1,276,887.14
214					-		-			-
215		Public Information								
216		Salaries and Benefits								
217		Salaries	133,476.90		133,476.90		133,476.90			133,476.90
218		Public Information Officer								
219		Technical Support								
220		Camera Operator								
221		Salary Enhancements								
222		PT videographer for committee mtgs	0.00	15,000.00	15,000.00		15,000.00		(15,000.00)	0.00
223		Benefits	22,914.31		22,914.31		22,914.31			22,914.31
224		Salaries/Benefits Total	156,391.21	15,000.00	171,391.21	0.00	171,391.21	0.00	(15,000.00)	156,391.21
225		Operating			-		-			-
226		Supplies	<u>3,050.00</u>		<u>3,050.00</u>		<u>3,050.00</u>			<u>3,050.00</u>
227		Telephone	<u>1,950.00</u>		<u>1,950.00</u>		<u>1,950.00</u>			<u>1,950.00</u>
228		Contract Services	<u>70,000.00</u>		<u>70,000.00</u>		<u>70,000.00</u>			<u>70,000.00</u>
229		Studio Supervisor (Contractor)	36,000.00		36,000.00		36,000.00			36,000.00
230		Teleview (for CITY TV)	6,000.00		6,000.00		6,000.00			6,000.00
231		On Demand(converts tape to web)	7,000.00		7,000.00		7,000.00			7,000.00
232		Streaming video	7,000.00		7,000.00		7,000.00			7,000.00
233		City Advertising	14,000.00		14,000.00		14,000.00			14,000.00
234		Operating Total	75,000.00	-	75,000.00	0.00	75,000.00	0.00	0.00	75,000.00
235		Total; Public Information	231,391.21	15,000.00	246,391.21	0.00	246,391.21	0.00	(15,000.00)	231,391.21
236					-		-			-

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1		Budget Request FY 2014								
2										
3			FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
237		Economic Development			-					
238		Total; Economic Development	450,000.00		450,000.00		450,000.00			450,000.00
239					-		-			-
240		City Attorney								
241		Salaries and Benefits								
242		Salaries	625,864.25	100,000.00	725,864.25		725,864.25			725,864.25
252		Benefits	198,654.53	32,000.00	230,654.53		230,654.53			230,654.53
253		Salaries/ Benefits Total	824,518.78	132,000.00	956,518.78	0.00	956,518.78	0.00	0.00	956,518.78
254		Operating			-		-			-
255		Supplies	9,630.00		9,630.00		9,630.00			9,630.00
256		Office Depot	3,000.00		3,000.00		3,000.00			3,000.00
257		National Imaging	1,000.00		1,000.00		1,000.00			1,000.00
258		Palmer Printing	1,500.00		1,500.00		1,500.00			1,500.00
259		Postage	1,000.00		1,000.00		1,000.00			1,000.00
260		Copier Expenses	3,130.00		3,130.00		3,130.00			3,130.00
261		Legal Services	125,000.00		125,000.00		125,000.00			125,000.00
262		B & C Attorney(s)	20,000.00		20,000.00		20,000.00			20,000.00
263		Financial Attorney(s)	30,000.00		30,000.00		30,000.00			30,000.00
264		HR Issues Attorney(s)	40,000.00		40,000.00		40,000.00			40,000.00
265		APD Issues Attorney(s)	3,000.00		3,000.00		3,000.00			3,000.00
266		Litigation Experts	20,000.00		20,000.00		20,000.00			20,000.00
267		Litigation Expenses	10,000.00		10,000.00		10,000.00			10,000.00
268		Miscellaneous Expenses	2,000.00		2,000.00		2,000.00			2,000.00
269		Add back FY12 funding	0.00		0.00		0.00			0.00
270		Additional outside counsel	0.00		0.00		0.00			0.00
271		Telephone	1,800.00		1,800.00		1,800.00			1,800.00
272		Training and Education	2,500.00		12,500.00		12,500.00			7,500.00
273		The Daily Record	150.00		150.00		150.00			150.00
274		Memberships, etc.	1,500.00		1,500.00		1,500.00			1,500.00
275		Misc. education expenses	850.00		850.00		850.00			850.00
276		Additional Funding	0.00	10,000.00	10,000.00		10,000.00		(5,000.00)	5,000.00
277		Miscellaneous Services and Charges	27,500.00		27,500.00		27,500.00			27,500.00
278		Campaign Auditor	2,500.00		2,500.00		2,500.00			2,500.00
279		Westlaw / West Publications	15,000.00		15,000.00		15,000.00			15,000.00
280		Lexis Nexis Publications	3,000.00		3,000.00		3,000.00			3,000.00
281		Capital Ads (CC Mtg)	7,000.00		7,000.00		7,000.00			7,000.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
282		City Code	0.00		0.00		0.00			0.00
283		Operating Total	166,430.00	10,000.00	176,430.00	0.00	176,430.00	0.00	(5,000.00)	171,430.00
284		Total; City Attorney	990,948.78	142,000.00	1,132,948.78	0.00	1,132,948.78	0.00	(5,000.00)	1,127,948.78
285					-		-			-
286										
287		Elections								
288		Salaries and Benefits								
289		Salaries	<u>23,000.00</u>		<u>23,000.00</u>		<u>23,000.00</u>			<u>23,000.00</u>
291		Benefits	<u>1,759.50</u>		<u>1,759.50</u>		<u>1,759.50</u>			<u>1,759.50</u>
292		Overtime	<u>7,847.00</u>		<u>7,847.00</u>		<u>7,847.00</u>			<u>7,847.00</u>
293		Salaries/Benefits Total	32,606.50	0.00	32,606.50	0.00	32,606.50	0.00	0.00	32,606.50
294		Operating					-			-
295		Supplies	<u>11,600.00</u>		<u>11,600.00</u>		<u>11,600.00</u>			<u>11,600.00</u>
296		Digital Ink/ Precinct Registration	500.00		500.00		500.00			500.00
297		Office Depot	2,000.00		2,000.00		2,000.00			2,000.00
298		Toucan	500.00		500.00		500.00			500.00
299		U.S. Postmaster	4,000.00		4,000.00		4,000.00			4,000.00
300		Palmer Printing	200.00		200.00		200.00			200.00
301		Legal Advertisement	1,600.00		1,600.00		1,600.00			1,600.00
302		Mealey signs	2,000.00		2,000.00		2,000.00			2,000.00
303		Chesapeake Press / Legal Binder	800.00		800.00		800.00			800.00
304		Contract Services	<u>51,168.00</u>		<u>51,168.00</u>		<u>51,168.00</u>			<u>51,168.00</u>
305		Programming Ballot	2,520.00		2,520.00		2,520.00			2,520.00
306		Vendor Election Services	18,000.00		18,000.00		18,000.00			18,000.00
307		Machine Unit Prep	598.00		598.00		598.00			598.00
308		VIBS Audio	1,050.00		1,050.00		1,050.00			1,050.00
309		Audit	1,500.00		1,500.00		1,500.00			1,500.00
310		Recount	5,000.00		5,000.00		5,000.00			5,000.00
311		Analysis of Campaign	12,500.00		12,500.00		12,500.00			12,500.00
312		Voter Authority Cards	2,500.00		2,500.00		2,500.00			2,500.00
313		State of MD Poll Book Prep	2,500.00		2,500.00		2,500.00			2,500.00
314		ADA Compliance	5,000.00		5,000.00		5,000.00			5,000.00
315		Telephone	<u>1,000.00</u>		<u>1,000.00</u>		<u>1,000.00</u>			<u>1,000.00</u>
316		Training and Education	<u>72,020.00</u>		<u>72,020.00</u>		<u>72,020.00</u>			<u>72,020.00</u>
317		Chief Judges	13,312.00		13,312.00		13,312.00			13,312.00
318		Book Judges	20,480.00		20,480.00		20,480.00			20,480.00
319		Unit / Machine Judges	10,240.00		10,240.00		10,240.00			10,240.00
320		Sub / Floating Judges	5,120.00		5,120.00		5,120.00			5,120.00
321		Provisional Judges	5,120.00		5,120.00		5,120.00			5,120.00
322		Judges Training x2	16,500.00		16,500.00		16,500.00			16,500.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1										
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
323		At-large	832.00		832.00		832.00			832.00
324		City Rep-County	416.00		416.00		416.00			416.00
325		Miscellaneous Services	<u>23,500.00</u>		<u>23,500.00</u>		<u>23,500.00</u>			<u>23,500.00</u>
326		Meals and Board	1,500.00		1,500.00		1,500.00			1,500.00
327		Stationary, fax, photo copies, etc	2,500.00		2,500.00		2,500.00			2,500.00
328		Postcards / Changes to Precincts	19,500.00		19,500.00		19,500.00			19,500.00
329		Rents and Leases	<u>46,050.00</u>		<u>46,050.00</u>		<u>46,050.00</u>			<u>46,050.00</u>
330		Machine Rental	41,250.00		41,250.00		41,250.00			41,250.00
331		16 Polling Precincts	4,800.00		4,800.00		4,800.00			4,800.00
332		Operating Total	205,338.00	0.00	205,338.00	0.00	205,338.00	0.00	0.00	205,338.00
333		Total; Elections	237,944.50	0.00	237,944.50	0.00	237,944.50		0.00	237,944.50
334					-					
335		Total; Mayor & City Council	3,286,293.07	160,256.00	3,446,549.07	15,000.00	3,461,549.07	0.00	(30,000.00)	3,431,549.07
336					-		-			-
337		Finance								
338		Financial Administration								
339		Salaries and Benefits								
340		Salaries	1,202,133.04	(61,264.15)	1,140,868.89		1,140,868.89	20,552.85		1,161,421.74
363		Benefits	393,636.50		393,636.50		393,636.50			393,636.50
364		Salaries/Benefits Total	1,595,769.54	(61,264.15)	1,534,505.39	0.00	1,534,505.39	20,552.85	0.00	1,555,058.24
365		Operating			-		-			0.00
366		Supplies	43,470.00		43,470.00		43,470.00			43,470.00
367		Prof. Services - Accounting	412,000.00		412,000.00		412,000.00			412,000.00
368		Telephone	1,000.00		1,000.00		1,000.00			1,000.00
369		Training and Education	6,000.00		6,000.00		6,000.00			6,000.00
370		R & M - Equipment	8,700.00		8,700.00		8,700.00			8,700.00
371		Operating Total	471,170.00	-	471,170.00	0.00	471,170.00	0.00	0.00	471,170.00
372		Total; Finance	2,066,939.54	(61,264.15)	2,005,675.39	0.00	2,005,675.39	20,552.85	0.00	2,026,228.24
373					-		-			0.00
374		MIT			20,552.85					
375		Salaries and Benefits								
376		Salaries	673,455.42		673,455.42		673,455.42			673,455.42
386		Salary Enhancements								
387				61,264.15	61,264.15		61,264.15			61,264.15
388		Benefits	223,373.37		223,373.37		223,373.37			223,373.37
389		Salaries/Benefits Total	896,828.79	61,264.15	958,092.94	0.00	958,092.94	0.00	0.00	958,092.94
390		Operating			-		-			-
391		Supplies	<u>8,620.00</u>		<u>8,620.00</u>		<u>8,620.00</u>			<u>8,620.00</u>
392		Printer toner	2,050.00		2,050.00		2,050.00			2,050.00
393		Office supplies	2,000.00		2,000.00		2,000.00			2,000.00
394		Training materials	500.00		500.00		500.00			500.00
395		Copier costs	400.00		400.00		400.00			400.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		<u>Budget Request FY 2014</u>	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
396		Reserve	3,670.00		3,670.00		3,670.00			3,670.00
397		Telephone	<u>3,000.00</u>		<u>3,000.00</u>		<u>3,000.00</u>			<u>3,000.00</u>
398		Training and Education	<u>5,800.00</u>		<u>5,800.00</u>		<u>5,800.00</u>			<u>5,800.00</u>
399		Reference materials	500.00		500.00		500.00			500.00
400		Web Masters' conference	350.00		350.00		350.00			350.00
401		Munis report training	1,500.00		1,500.00		1,500.00			1,500.00
402		Munis conference	1,700.00		1,700.00		1,700.00			1,700.00
403		Miscellaneous training	1,500.00		1,500.00		1,500.00			1,500.00
404		Local mileage	250.00		250.00		250.00			250.00
405		R & M - Equipment	<u>81,300.00</u>		<u>81,300.00</u>		<u>81,300.00</u>			<u>81,300.00</u>
406		Printer repair	1,000.00		1,000.00		1,000.00			1,000.00
407		Misc. computer repair parts	1,000.00		1,000.00		1,000.00			1,000.00
408		PC & server repair parts	1,000.00		1,000.00		1,000.00			1,000.00
409		PC parts	1,000.00		1,000.00		1,000.00			1,000.00
410		Printer parts	250.00		250.00		250.00			250.00
411		Anti-virus maintenance	0.00		0.00		0.00			0.00
412		Backup hard drives	1,500.00		1,500.00		1,500.00			1,500.00
413		Novell server & Groupwise support	23,540.00		23,540.00		23,540.00			23,540.00
414		Server hardware support	2,500.00		2,500.00		2,500.00			2,500.00
415		Cisco network & telephone support	4,500.00		4,500.00		4,500.00			4,500.00
416		Network cables	1,500.00		1,500.00		1,500.00			1,500.00
417		Wireless access point maintenance	1,000.00		1,000.00		1,000.00			1,000.00
418		Firewall maintenance & support	6,860.00		6,860.00		6,860.00			6,860.00
419		Website CMS support	650.00		650.00		650.00			650.00
420		GIS-ESRI license, maint. & support	35,000.00		35,000.00		35,000.00			35,000.00
421		Contract Services	<u>324,710.00</u>		<u>324,710.00</u>		<u>324,710.00</u>			<u>324,710.00</u>
422		IT services for APD	102,985.00		102,985.00		102,985.00			102,985.00
423		Network wiring	500.00		500.00		500.00			500.00
424		Fiber wiring	500.00		500.00		500.00			500.00
425		GIS support	1,505.00		1,505.00		1,505.00			1,505.00
426		ISP internet service - MegaPath	1,850.00		1,850.00		1,850.00			1,850.00
427		ISP internet service - Verizon	6,500.00		6,500.00		6,500.00			6,500.00
428		City Code web services	10,450.00		10,450.00		10,450.00			10,450.00
429		Web application support	3,000.00		3,000.00		3,000.00			3,000.00
430		Website programming & design services	2,000.00		2,000.00		2,000.00			2,000.00
431		Website email distribution services	4,000.00		4,000.00		4,000.00			4,000.00
432		Disaster recovery trailer	3,720.00		3,720.00		3,720.00			3,720.00
433		Trakit support & maintenance	18,000.00		18,000.00		18,000.00			18,000.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
1		Budget Request FY 2014								
2										
3			FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
434		Trakit IVR support & maintenance	7,600.00		7,600.00		7,600.00			7,600.00
435		T4 support & maintenance	4,620.00		4,620.00		4,620.00			4,620.00
436		Domain name service	725.00		725.00		725.00			725.00
437		Misc. software licenses	2,600.00		2,600.00		2,600.00			2,600.00
438		Misc software support & maintenance	0.00		0.00		0.00			0.00
439		NGIP codes	155.00		155.00		155.00			155.00
440		Backup system maint. & support	1,800.00		1,800.00		1,800.00			1,800.00
441		Munis software maintenance & support	109,284.00		109,284.00		109,284.00			109,284.00
442		Munis PR tax table support	0.00		0.00		0.00			0.00
443		Munis OSDBA support	20,108.00		20,108.00		20,108.00			20,108.00
444		Munis client license maint & support	2,700.00		2,700.00		2,700.00			2,700.00
445		Munis disaster recovery services	20,108.00		20,108.00		20,108.00			20,108.00
446		Reserve	0.00		0.00		0.00			0.00
447		Enhancements	0.00		0.00		0.00			0.00
448		Operating Total	423,430.00	-	423,430.00	0.00	423,430.00	0.00	0.00	423,430.00
449					-		-			-
450		Fixed Assets and Capital Outlay								
451		Capital Outlay	<u>250,000.00</u>		<u>250,000.00</u>		<u>250,000.00</u>			<u>250,000.00</u>
452		Network infrastructure	30,000.00		30,000.00		30,000.00			30,000.00
453			151,000.00		151,000.00		151,000.00			151,000.00
454		PC & Laptop replacement	59,000.00		59,000.00		59,000.00			59,000.00
455		Spam filter replacement	10,000.00		10,000.00		10,000.00			10,000.00
456		Fixed Assets and Capital Outlay Total	250,000.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	250,000.00
457					-		-			0.00
458		Total; MIT	1,570,258.79	61,264.15	1,631,522.94	0.00	1,631,522.94	0.00	0.00	1,631,522.94
459					-		-			-
460		Central Purchasing								
461		Salaries and Benefits								
462		Salaries	239,987.11		239,987.11		239,987.11			239,987.11
467		Benefits	101,449.01		101,449.01		101,449.01			101,449.01
468		Salaries/Benefits Total	341,436.12	-	341,436.12	0.00	341,436.12	0.00	0.00	341,436.12
469		Operating			-		-			0.00
470		Supplies	<u>4,075.00</u>		<u>4,075.00</u>		<u>4,075.00</u>			<u>4,075.00</u>
471		Office Supplies	775.00		775.00		775.00			775.00
472		Postage	1,300.00		1,300.00		1,300.00			1,300.00
473		Copier	2,000.00		2,000.00		2,000.00			2,000.00
474		Telephone	<u>650.00</u>		<u>650.00</u>		<u>650.00</u>			<u>650.00</u>
475		Contract Services	0.00	40,000.00	<u>40,000.00</u>		<u>40,000.00</u>			<u>40,000.00</u>
476		Advertising	<u>6,125.00</u>		<u>6,125.00</u>		<u>6,125.00</u>			<u>6,125.00</u>
477		Newspaper - Capital	3,125.00		3,125.00		3,125.00			3,125.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
478		Newspaper - Baltimore Sun	2,500.00		2,500.00		2,500.00			2,500.00
479		Other	500.00		500.00		500.00			500.00
480		Training and Education	<u>3,670.00</u>		<u>3,670.00</u>		<u>3,670.00</u>			<u>3,670.00</u>
481		NIGP Agency dues	330.00		330.00		330.00			330.00
482		MPPA member dues	120.00		120.00		120.00			120.00
483		MPPA meetings	300.00		300.00		300.00			300.00
484		BRCPC meetings	420.00		420.00		420.00			420.00
485		NIGP forum	2,000.00		2,000.00		2,000.00			2,000.00
486		Staff training	500.00		500.00		500.00			500.00
487		R & M - Equipment	<u>400.00</u>		<u>400.00</u>		<u>400.00</u>			<u>400.00</u>
488		Office Equipment	400.00		400.00		400.00			400.00
489		Operating Total	14,920.00	40,000.00	54,920.00	0.00	54,920.00	0.00	0.00	54,920.00
490					-					
491		Total; Central Purchasing	356,356.12	40,000.00	396,356.12	0.00	396,356.12	0.00	0.00	396,356.12
492					-		-			0.00
493		Total; Finance	3,993,554.45	40,000.00	4,033,554.45	0.00	4,033,554.45	20,552.85	0.00	4,054,107.30
494					-		-			0.00
495		Human Resources								
496		Salaries and Benefits								
497		Salaries	531,395.70		531,395.70		531,395.70			531,395.70
507		Benefits	148,077.11		148,077.11		148,077.11			148,077.11
508		Salaries/Benefits Total	679,472.81	-	679,472.81	0.00	679,472.81	0.00	0.00	679,472.81
509		Operating			-		-			-
510		<u>Employee Physicals</u>	<u>47,000.00</u>		<u>47,000.00</u>		<u>47,000.00</u>			<u>47,000.00</u>
511		City Doctor	10,000.00		10,000.00		10,000.00			10,000.00
512		Miscellaneous	10,000.00		10,000.00		10,000.00			10,000.00
513		Drug & alcohol testing	14,000.00		14,000.00		14,000.00			14,000.00
514		Employee assistance	13,000.00		13,000.00		13,000.00			13,000.00
515		<u>Supplies</u>	<u>29,500.00</u>		<u>29,500.00</u>		<u>29,500.00</u>			<u>29,500.00</u>
516		Office Supplies	20,600.00		20,600.00		20,600.00			20,600.00
517		Advertising / Recruitment	7,500.00		7,500.00		7,500.00			7,500.00
518		Copier & postage	1,400.00		1,400.00		1,400.00			1,400.00
519		Legal - Negotiations (Union negot'ns)	<u>30,000.00</u>		<u>30,000.00</u>		<u>30,000.00</u>			<u>30,000.00</u>
520		Prof. Services - Other	<u>47,000.00</u>		<u>47,000.00</u>		<u>47,000.00</u>			<u>47,000.00</u>
521		Investigations	5,000.00		5,000.00		5,000.00			5,000.00
522		Training	33,000.00		33,000.00		33,000.00			33,000.00
523		Management webinars	4,500.00		4,500.00		4,500.00			4,500.00
524		Memberships	3,000.00		3,000.00		3,000.00			3,000.00
525		Mediation training	1,500.00		1,500.00		1,500.00			1,500.00
526		Employee Award/Incentive	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
527		Telephone	<u>1,210.00</u>		<u>1,210.00</u>		<u>1,210.00</u>			<u>1,210.00</u>
528		<u>Special Projects</u>	<u>5,000.00</u>		<u>5,000.00</u>		<u>5,000.00</u>			<u>5,000.00</u>
529		Awards & incentives	5,000.00		5,000.00		5,000.00			5,000.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
530		Training and Education	2,500.00		2,500.00		2,500.00			2,500.00
531		IPMA re-certification seminar	1,250.00		1,250.00		1,250.00			1,250.00
532		SHRM rec-certification seminar	1,250.00		1,250.00		1,250.00			1,250.00
533		R & M - Equipment	200.00		200.00		200.00			200.00
534		National imaging	200.00		200.00		200.00			200.00
535		Contract Services	20,000.00		20,000.00		20,000.00			20,000.00
536		Police exams	10,000.00		10,000.00		10,000.00			10,000.00
537		Fire exams	10,000.00		10,000.00		10,000.00			10,000.00
538		Operating Enhancements			0.00		0.00			0.00
539		P/F Pension Plan Document			0.00		0.00			0.00
540		Online enrollment benefits			0.00		0.00			0.00
541		Wellness program			0.00		0.00			0.00
542		Tuition			0.00		0.00			0.00
543		Operating Total	182,410.00	-	182,410.00	0.00	182,410.00	0.00	0.00	182,410.00
544					-		-			0.00
545		Total; Human Resources	861,882.81	0.00	861,882.81	0.00	861,882.81	0.00	0.00	861,882.81
546					-		-			-
547										
548		Planning and Zoning								
549		Salaries and Benefits								
550		Salaries	1,012,562.63		1,012,562.63		1,012,562.63			1,012,562.63
568		Offset by xtr from Contact Services		25,000.00	25,000.00		25,000.00			25,000.00
569		Benefits	312,646.42	-	312,646.42	0.00	312,646.42		0.00	312,646.42
570		Salaries/Benefits Total	1,325,209.05	25,000.00	1,350,209.05	0.00	1,350,209.05	0.00	0.00	1,350,209.05
571		Operating			-		-			-
572		Supplies	22,620.00		23,620.00		23,620.00			23,620.00
573		Legal ads	5,800.00	1,000.00	6,800.00		6,800.00			6,800.00
574		Property posting signs	800.00		800.00		800.00			800.00
575		FedEx	200.00		200.00		200.00			200.00
576		Printing	1,800.00		1,800.00		1,800.00			1,800.00
577		Office Supplies	4,712.00		4,712.00		4,712.00			4,712.00
578		Toner	1,000.00		1,000.00		1,000.00			1,000.00

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2										
		<u>Budget Request FY 2014</u>								
3			FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
579		Plaques	160.00		160.00		160.00			160.00
580		Zoning map update: printing / books	3,000.00		3,000.00		3,000.00			3,000.00
581		Plotter supplies	3,000.00		3,000.00		3,000.00			3,000.00
582		Postage	2,148.00		2,148.00		2,148.00			2,148.00
583		Telephone	650.00		650.00		650.00			650.00
584		Training and Education	10,110.00		10,110.00		10,110.00			10,110.00
585		Memberships (x7)	3,150.00		3,150.00		3,150.00			3,150.00
586		Travel	1,100.00		1,100.00		1,100.00			1,100.00
587		Conferences	2,975.00		2,975.00		2,975.00			2,975.00
588		Publications	825.00		825.00		825.00			825.00
589		L.A. license / certification	2,060.00		2,060.00		2,060.00			2,060.00
590		R & M - Equipment	2,190.00		2,190.00		2,190.00			2,190.00
591		Plotter/Xerox/Printers	2,190.00		2,190.00		2,190.00			2,190.00
592		Advertising	1,000.00		1,000.00		1,000.00			1,000.00
593		CDBG legal ads	1,000.00		1,000.00		1,000.00			1,000.00
594		Special Programs	45,600.00		25,000.00		25,000.00			25,000.00
595		City Dock Zoning	0.00		0.00		0.00			0.00
596		City Dock Parking	0.00		0.00		0.00			0.00
597		Traffic Study POs	0.00		0.00		0.00			0.00
598		West Annapolis	20,600.00	4,400.00	25,000.00		25,000.00			25,000.00
599		Outer West Street	25,000.00	(25,000.00)	0.00		0.00			0.00
600		Contract Services	82,500.00		77,500.00		77,500.00			77,500.00
601		HPC consultants	15,000.00		15,000.00		15,000.00			15,000.00
602		Heritage Markers	5,000.00		5,000.00		5,000.00			5,000.00
603		MainStreet Program (MAP)	37,500.00	(25,000.00)	12,500.00		12,500.00			12,500.00
604		Arts & Entertainment	25,000.00		25,000.00		25,000.00			25,000.00
605		Operating Enhancements			0.00		0.00			0.00
606		Redevelopment Assistance (retainer)		20,000.00	20,000.00		20,000.00			20,000.00
607		Mitigation Planning			0.00		0.00			0.00
608		Operating Total	164,670.00	(24,600.00)	140,070.00	0.00	140,070.00	0.00	0.00	140,070.00
609					-		-			-
610		Total; Planning and Zoning	1,489,879.05	400.00	1,490,279.05	0.00	1,490,279.05	0.00	0.00	1,490,279.05
611					-		-			-
612		<u>Central Services</u>								
613		Salaries and Benefits	0.00							
614		Salaries	-							

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
615		Benefits	-							
616		Salaries/Benefits Total	0.00	-	-	-	-		-	-
617		Operating			-		-			-
618		Supplies	0.00							
619		Education and Travel	-							
620		Contract Services	-							
621		Energy Efficiency	-							
622		Operating Total	0.00	-	0.00	0.00	0.00		0.00	0.00
623					-		-			0.00
624		Total; Central Services	0.00	-	0.00	0.00	0.00		0.00	0.00
625					-		-			-
626										
627		Total; General Government	9,631,609.39	200,656.00	9,832,265.39	15,000.00	9,847,265.39	20,552.85	(30,000.00)	9,837,818.24
628					-		-			(0.00)
629										
630		PUBLIC SAFETY & HEALTH								
631		Police								
632		Salaries and Benefits								
633		Salaries Total	11,032,145.46		11,032,145.46		11,032,145.46		(100,000.00)	10,932,145.46
636		CCTV Monitor		(3,000.00)	(3,000.00)		(3,000.00)			(3,000.00)
673		Camera Monitor							40,000.00	40,000.00
674		Police Records Coordinator		(15,860.00)	(15,860.00)		(15,860.00)			(15,860.00)
809		Less: Grant Allocations								0.00
810		COPS Grant- Salary (\$45.3x5)	(226,500.00)		(226,500.00)		(226,500.00)			(226,500.00)
811		COPS Grant- Benefits	(72,661.20)		(72,661.20)		(72,661.20)			(72,661.20)
812		GOCCP- Salary	(100,336.00)		(100,336.00)		(100,336.00)			(100,336.00)
813		GOCCP- Benefits	(32,187.79)		(32,187.79)		(32,187.79)			(32,187.79)
814		County 911	(290,000.00)		(290,000.00)		(290,000.00)			(290,000.00)
815		Vehicle Theft	(18,000.00)		(18,000.00)		(18,000.00)			(18,000.00)
816		State Aid Police Protection- Salaries	(843,628.70)		(843,628.70)		(843,628.70)			(843,628.70)
817		State Aid Police Protection- Benefits	(270,636.09)		(270,636.09)		(270,636.09)			(270,636.09)
818		US Justice- Salaries	(120,922.00)		(120,922.00)		(120,922.00)			(120,922.00)
819		US Justice- Benefits	(38,695.04)		(38,695.04)		(38,695.04)			(38,695.04)
820		Attrition - (Contra Expenditure)	(250,000.00)		(250,000.00)		(250,000.00)			(250,000.00)
821		Total Grant-funded			0.00		0.00			0.00
822		Overtime	940,000.00		940,000.00		940,000.00			940,000.00
823		Differential			0.00		0.00			0.00
824		Double-time			0.00		0.00			0.00
825		Benefits	3,539,316.84		3,539,316.84		3,539,316.84			3,539,316.84
826		Uniform Cleaning Allowance (Union)			0.00		0.00			0.00
827		Non-Salary Ins			0.00		0.00			0.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
828		Salary Enhancements								0.00
		Reclass: Admin. Enf. Assoc.								
833				4,381.00	4,381.00		4,381.00			4,381.00
834		Salaries/Benefits Total	13,247,895.48	(14,479.00)	13,233,416.48	0.00	13,233,416.48	0.00	(60,000.00)	13,173,416.48
835		Operating			-		-			-
836		Supplies	<u>136,500.00</u>		<u>153,000.00</u>		<u>153,000.00</u>			<u>136,500.00</u>
837			(53,960.00)		(53,960.00)		(53,960.00)			(53,960.00)
838		General office supplies	100,455.00		100,455.00		100,455.00			100,455.00
		K-9 supplies / equipment								
839			29,005.00	16,500.00	45,505.00		45,505.00	(16,500.00)		29,005.00
840		Range / armory	45,000.00		45,000.00		45,000.00			45,000.00
841		ASET (SWAT)	10,000.00		10,000.00		10,000.00			10,000.00
842		Bike Unit	6,000.00		6,000.00		6,000.00			6,000.00
		Police Veh. Emergency Equipment								
843			0.00		0.00		0.00			0.00
		Civil disturbance equipment								
844			0.00		0.00		0.00			0.00
845		Clothing	<u>190,000.00</u>		<u>190,000.00</u>		<u>190,000.00</u>			<u>190,000.00</u>
846		Uniforms & equipment	70,700.00		70,700.00		70,700.00			70,700.00
		Officer clothing allowance								
847			100,300.00		100,300.00		100,300.00			100,300.00
848		Ballistic vests	19,000.00		19,000.00		19,000.00			19,000.00
849		Fuel and Oil	<u>222,710.00</u>		<u>222,710.00</u>		<u>222,710.00</u>		(10,928.42)	<u>211,781.58</u>
850			168,750.00		168,750.00		168,750.00			168,750.00
851			53,960.00		53,960.00		53,960.00			53,960.00
852		Prof. Srvc - Other	<u>18,550.00</u>		<u>18,550.00</u>		<u>18,550.00</u>			<u>18,550.00</u>
853		Outside agencies overtime	18,550.00		18,550.00		18,550.00			18,550.00
854		Telephone	<u>110,000.00</u>		<u>110,000.00</u>		<u>110,000.00</u>			<u>110,000.00</u>
855			95,000.00		95,000.00		95,000.00			95,000.00
856			15,000.00		15,000.00		15,000.00			15,000.00
857		Electricity	<u>107,000.00</u>		<u>107,000.00</u>		<u>107,000.00</u>			<u>107,000.00</u>
858		Training and Education	<u>42,100.00</u>		<u>42,100.00</u>		<u>42,100.00</u>			<u>42,100.00</u>
859		Training / Travel costs	42,100.00		42,100.00		42,100.00			42,100.00
860		R & M - Bldgs and Structures	<u>8,000.00</u>		<u>8,000.00</u>		<u>8,000.00</u>			<u>8,000.00</u>
861		Maintenance & Supplies	3,000.00		3,000.00		3,000.00			3,000.00
862		Hazmat cell block cleaning	5,000.00		5,000.00		5,000.00			5,000.00
		Replace / repair carpet								
863			0.00		0.00		0.00			0.00
864		R & M - Equipment	<u>168,720.00</u>		<u>168,720.00</u>		<u>168,720.00</u>		(8,279.12)	<u>160,440.88</u>
865			(15,000.00)		(15,000.00)		(15,000.00)			(15,000.00)
866		Vehicle Parts	25,000.00		25,000.00		25,000.00			25,000.00
867		Tires	30,000.00		30,000.00		30,000.00			30,000.00
868		Repairs	128,720.00		128,720.00		128,720.00			128,720.00
869		Special Programs	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			0.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
870		Rents and Leases	39,600.00		39,600.00		39,600.00			39,600.00
871		Undercover vehicles	29,100.00		29,100.00		29,100.00			29,100.00
872		Pitney Bowes	3,000.00		3,000.00		3,000.00			3,000.00
873		Dept. Public Safety	7,500.00		7,500.00		7,500.00			7,500.00
874		Contract Services	250,550.00		272,600.00		272,600.00			272,600.00
875		Existing contracts	250,550.00	22,050.00	272,600.00		272,600.00			272,600.00
879		Fleet Replacement	152,000.00		152,000.00		152,000.00			152,000.00
880		Operating Total	1,445,730.00	38,550.00	1,484,280.00	0.00	1,484,280.00	(16,500.00)	(19,207.54)	1,448,572.46
881					-		-			-
882		Total; Police	14,693,625.48	24,071.00	14,717,696.48	0.00	14,717,696.48	(16,500.00)	(79,207.54)	14,621,988.94
883					-		-			-
884		Fire			(16,500.00)					
885		Salaries and Benefits								
886		Salaries Total	9,423,758.95		9,423,758.95		9,423,758.95		(100,000.00)	9,323,758.95
1037		NEW: Office Associate III		30,822.93	30,822.93		30,822.93			30,822.93
1039		Reclass. Admin. Office Associate		3,613.45	3,613.45		3,613.45			3,613.45
1042		Attrition - (Contra Expenditure)	(397,225.38)		(397,225.38)		(397,225.38)			(397,225.38)
1043		Overtime	450,000.00		450,000.00		450,000.00			450,000.00
1044		Benefits	3,178,364.22	13,774.55	3,192,138.77		3,192,138.77			3,192,138.77
1056		Grant Salary Allocations	(113,762.00)		(113,762.00)		(113,762.00)			(113,762.00)
1057		Disability Insurance	65,000.00		65,000.00		65,000.00			65,000.00
1058		Salaries/Benefits Total	12,606,135.79	48,210.93	12,654,346.72	0.00	12,654,346.72	0.00	(100,000.00)	12,554,346.72
1059					-		-			-
1060		Operating Supplies								
1061			268,602.44		268,602.44		268,602.44			268,602.44
1068		Employee Physicals	0.00	19,350.00	19,350.00		19,350.00			19,350.00
1069		Fire Protection Grant	0.00		0.00		0.00			0.00
1070		Clothing	104,730.00		104,730.00		104,730.00			104,730.00
1071		Fuel and Oil	150,000.00		150,000.00		150,000.00		(7,360.53)	142,639.47
1072		Telephone	38,200.00		38,200.00		38,200.00			38,200.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1073		Electricity	124,000.00		124,000.00		124,000.00			124,000.00
1074		Training and Education	31,370.00		31,370.00		31,370.00			31,370.00
1075		R & M - Bldgs and Structures	15,400.00		15,400.00		15,400.00			15,400.00
1076		R & M - Equipment	208,568.31		208,568.31		208,568.31		(10,234.49)	198,333.82
1077		Rents and Leases	13,000.00		13,000.00		13,000.00			13,000.00
1078		Appropriation to Volunteer Fire	0.00		0.00		0.00			0.00
1079		Capital Outlay	53,000.00	3,000.00	56,000.00		56,000.00			56,000.00
1080		Contract Services	114,100.00		114,100.00		114,100.00			114,100.00
1081		Contract service level service			0.00					
1082		Fire Marshal tablets	0.00		0.00		0.00			0.00
1083		Digital Fire Storage	0.00		0.00		0.00			0.00
1084		Motion sensor lights, sinks, & toilets	0.00		0.00		0.00			0.00
1085		New Vehicles (Veh. Master Lease)	0.00		0.00		0.00			0.00
1086		Fleet Replacement	160,000.00		160,000.00		160,000.00			160,000.00
1087		Operating Total	1,280,970.75	22,350.00	1,303,320.75	0.00	1,303,320.75	0.00	(17,595.02)	1,285,725.73
1088					-		-			-
1089		Total; Fire	13,887,106.54	70,560.93	13,957,667.47	0.00	13,957,667.47	0.00	(117,595.02)	13,840,072.45
1090					-		-			-
1091		Emergency Preparedness and Risk Management								
1092		Salaries and Benefits								
1093		Salaries	260,118.10		260,118.10		260,118.10			260,118.10
1098		Less; Grant Funded	(134,231.00)		(134,231.00)		(134,231.00)			(134,231.00)
1099		Benefits	40,991.61		40,991.61		40,991.61			40,991.61
1100		Salaries/Benefits Total	166,878.71	-	166,878.71	0.00	166,878.71	0.00	0.00	166,878.71
1101		Operating			-		-			-
1102		Supplies	0.00	1,200.00	1,200.00		1,200.00			1,200.00
1103		Training and Education	0.00		0.00		0.00			0.00
1104		R & M - Equipment	0.00		0.00		0.00			0.00
1105		Contract Services	0.00		0.00		0.00			0.00
1106		Contract service level service	0.00		0.00		0.00			0.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1107		Portable radios maint. agreement	0.00	12,000.00	12,000.00		12,000.00			12,000.00
1108		Copier service & maint. agreement	0.00	3,000.00	3,000.00		3,000.00			3,000.00
1109		Cell phones & internet service	0.00	3,800.00	3,800.00		3,800.00			3,800.00
1110		Capital Outlay	0.00		0.00		0.00			0.00
1121		Operating Total	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
1122					-		-			-
1123		Total; EPARM	166,878.71	20,000.00	186,878.71	0.00	186,878.71	0.00	0.00	186,878.71
1124					-		-			-
1125		<u>DNEP - (Department of Neighborhood and</u>								
1126		Salaries and Benefits								
1127		Salaries	1,691,747.75		1,691,747.75		1,691,747.75		14,060.00	1,705,807.75
1158		Additional funds for Temp. Insp.		5,000.00	5,000.00		5,000.00			5,000.00
1159		Overtime	5,000.00		5,000.00		5,000.00			5,000.00
1160		Benefits	552,524.52	1,600.00	554,124.52		554,124.52	(1,200.00)		552,924.52
1161		Non-Salary Ins	0.00		0.00		0.00			0.00
1162		Salaries/Benefits Total	2,249,272.27	6,600.00	2,255,872.27	0.00	2,255,872.27	(1,200.00)	14,060.00	2,268,732.27
1163					-		-			-
1164		Operating								
1165		<u>Supplies</u>	<u>35,576.12</u>		<u>35,576.12</u>		<u>35,576.12</u>			<u>35,576.12</u>
1166		Office supplies	10,376.12		10,376.12		10,376.12			10,376.12
1167		Professional printing	6,000.00		6,000.00		6,000.00			6,000.00
1168		Professional copying	700.00		700.00		700.00			700.00
1169		Postage	8,000.00		8,000.00		8,000.00			8,000.00
1170		Clothing / uniforms	5,000.00		5,000.00		5,000.00			5,000.00
1171		Storage facility								
1172		Field supplies	3,000.00		3,000.00		3,000.00			3,000.00
1173		<u>Fuel and Oil</u>	<u>2,500.00</u>		<u>2,500.00</u>		<u>2,500.00</u>			<u>2,500.00</u>
1174		<u>Telephone</u>	<u>13,000.00</u>		<u>13,000.00</u>		<u>13,000.00</u>		(637.91)	<u>12,362.09</u>
1175		<u>Training and Education</u>	<u>18,000.00</u>		<u>18,000.00</u>		<u>18,000.00</u>			<u>18,000.00</u>
1176		Certifications	7,500.00		7,500.00		7,500.00			7,500.00
1177		Training	2,500.00		2,500.00		2,500.00			2,500.00
1178		<u>R & M - Equipment</u>	<u>5,000.00</u>		<u>5,000.00</u>		<u>5,000.00</u>			<u>5,000.00</u>
1179		Garage inventory	3,600.00		3,600.00		3,600.00		(176.65)	3,423.35
1180		<u>Rents and Leases</u>	<u>3,600.00</u>		<u>3,600.00</u>		<u>3,600.00</u>			<u>3,600.00</u>
1181		Copier Costs	5,450.00		5,450.00		5,450.00			5,450.00
1182		<u>Contract Services</u>	<u>5,450.00</u>		<u>5,450.00</u>		<u>5,450.00</u>			<u>5,450.00</u>
1183		Pre-treatment lab testing	83,050.00		113,050.00		113,050.00			98,050.00
			23,000.00		23,000.00		23,000.00			23,000.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1184		Tree removal / planting (urban forestry)	38,000.00	10,000.00	48,000.00		48,000.00			48,000.00
1185		Brding and/or demolition of houses	22,050.00	20,000.00	42,050.00		42,050.00		(15,000.00)	27,050.00
1186		Urban Forestry	0.00		0.00		0.00			0.00
1187		Unsafe Structure Dem	0.00		0.00		0.00			0.00
1188		Fleet Replacement	20,000.00		20,000.00		20,000.00			20,000.00
1189		Operating Total	186,176.12	30,000.00	216,176.12	0.00	216,176.12	0.00	(15,814.56)	200,361.56
1190					-		-			-
1191		Total; DNEP	2,435,448.39	36,600.00	2,472,048.39	0.00	2,472,048.39	(1,200.00)	(1,754.56)	2,469,093.83
1192					-		-			-
1193										
1194		Total; Public Safety & Health	31,183,059.12	151,231.93	31,334,291.05	0.00	31,334,291.05	(17,700.00)	(198,557.12)	31,118,033.93
1195					-		-			-
1196		Public Works								
1197		Administration								
1198		Salaries and Benefits								
1199		Salaries	513,323.73		513,323.73		513,323.73			513,323.73
1206		Benefits	148,591.61		148,591.61		148,591.61			148,591.61
1207		Salaries/Benefits Total	661,915.34	-	661,915.34	0.00	661,915.34	0.00	0.00	661,915.34
1208		Operating			-		-			-
1209		<u>Supplies</u>	8,280.00		8,280.00		8,280.00			8,280.00
1210		Office Supplies	2,280.00		2,280.00		2,280.00			2,280.00
1211		Copier (Paper, etc.)	6,000.00		6,000.00		6,000.00			6,000.00
1212		<u>Fuel and Oil</u>	1,000.00		1,000.00		1,000.00		(49.07)	950.93
1213		<u>Telephone</u>	3,600.00		3,600.00		3,600.00			3,600.00
1214		<u>Training and Education</u>	2,500.00		2,500.00		2,500.00			2,500.00
1215		Prof. organization membership(s)	800.00		800.00		800.00			800.00
1216		Prof. engineering requirements	1,200.00		1,200.00		1,200.00			1,200.00
1217		Other staff training	500.00		500.00		500.00			500.00
1218		<u>R & M - Equipment</u>	800.00		800.00		800.00			775.46
1219		Vehicle Maintenance	500.00		500.00		500.00		(24.54)	475.46
1220		Office Equipment Maintenance	300.00		300.00		300.00			300.00
1221		<u>Contract Services</u>	9,210.00		109,210.00		109,210.00			59,210.00
1222		iWorqs Program	8,410.00		8,410.00		8,410.00			8,410.00
1223		Radio Airtime & Maintenance	800.00		800.00		800.00			800.00
1224		Fleet Maintainenace Review		100,000.00	100,000.00		100,000.00		(50,000.00)	50,000.00
1225		<u>Fleet Replacement</u>	123,000.00		123,000.00		123,000.00			123,000.00
1226		Operating Total	148,390.00	100,000.00	248,390.00	0.00	248,390.00	0.00	(50,073.61)	198,316.39
1227					-		-			-
1228		Total; Administration	810,305.34	100,000.00	910,305.34	0.00	910,305.34	0.00	(50,073.61)	860,231.73
1229					-		-			-

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1230		Engineering & Construction								
1231		Salaries and Benefits								
1232		Salaries	548,846.74		548,846.74		548,846.74			548,846.74
1240		Benefits	176,413.76		176,413.76		176,413.76			176,413.76
1241		Non-Salary Insurance			0.00		0.00			0.00
1242		Salaries/Benefits Total	725,260.50	-	725,260.50	0.00	725,260.50	0.00	0.00	725,260.50
1243		Operating			-		-			-
1244		Supplies	19,170.00		19,170.00		19,170.00			19,170.00
1245		Office Supplies	7,170.00		7,170.00		7,170.00			7,170.00
1246		Safety Equipment	1,000.00		1,000.00		1,000.00			1,000.00
1247		Postage	1,000.00		1,000.00		1,000.00			1,000.00
1248		Copier	6,000.00		6,000.00		6,000.00			6,000.00
1249		Drafting Supplies	4,000.00		4,000.00		4,000.00			4,000.00
1250		Fuel and Oil	2,800.00		2,800.00		2,800.00		(137.40)	2,662.60
1251		Telephone	4,000.00		4,000.00		4,000.00			4,000.00
1252		Training and Education	2,500.00		3,300.00		3,300.00			3,300.00
1253		Prof. organization membership(s)	800.00		800.00		800.00			800.00
		Training								
1254			1,700.00	800.00	2,500.00		2,500.00			2,500.00
1255		R & M - Equipment	4,500.00		4,500.00		4,500.00			4,352.79
1256		Vehicle Maintenance	3,000.00		3,000.00		3,000.00		(147.21)	2,852.79
1257		Printer Maintenance	1,500.00		1,500.00		1,500.00			1,500.00
1258		Contract Services	52,660.00		52,660.00		52,660.00			52,660.00
1259		WaterGem Fee	9,000.00		9,000.00		9,000.00			9,000.00
1260		Engineering Studies	38,660.00		38,660.00		38,660.00			38,660.00
1261		Surveying	5,000.00		5,000.00		5,000.00			5,000.00
1262		Operating Total	85,630.00	800.00	86,430.00	0.00	86,430.00	0.00	(284.61)	86,145.39
1263					-		-			-
1264		Total; Engineering & Construction	810,890.50	800.00	811,690.50	0.00	811,690.50	0.00	(284.61)	811,405.89
1265					-		-			-
1266										
1267		Roadways								
1268		Salaries and Benefits								
1269		Salaries	1,660,843.73		1,660,843.73		1,660,843.73			1,660,843.73
		Acting Supervisor's Pay								
1270				10,193.00	10,193.00		10,193.00			10,193.00
1310		Overtime	25,920.00		25,920.00		25,920.00			25,920.00
1311		Attrition (Contra Expenditure)	0.00		0.00		0.00			0.00
1312		Benefits	697,332.37		697,332.37		697,332.37			697,332.37
1313		Non-Salary Insurance	0.00		0.00		0.00			0.00
1314		Salaries/Benefits Total	2,384,096.10	10,193.00	2,394,289.10	0.00	2,394,289.10	0.00	0.00	2,394,289.10
1315		Operating			-		-			-
1316		Supplies	99,730.00		99,730.00		99,730.00			99,730.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1317		Fuel and Oil	60,000.00		60,000.00		60,000.00		(2,944.21)	57,055.79
1318		Telephone	2,280.00		2,280.00		2,280.00			2,280.00
1319		Electricity - Street Light	582,500.00		582,500.00		582,500.00			582,500.00
1320		<u>Training and Education</u>	<u>2,500.00</u>		<u>2,500.00</u>		<u>2,500.00</u>			<u>2,500.00</u>
1321		CDL Reimbursements	1,000.00		1,000.00		1,000.00			1,000.00
1322		Flagger/Forklift Certifications	1,500.00		1,500.00		1,500.00			1,500.00
1323		<u>R & M - Street</u>	<u>110,010.00</u>		<u>110,010.00</u>		<u>110,010.00</u>			<u>110,010.00</u>
1324		General Supplies	40,010.00		40,010.00		40,010.00			40,010.00
1325		Concrete	20,000.00		20,000.00		20,000.00			20,000.00
1326		Asphalt/Sidewalk Contractors	50,000.00		50,000.00		50,000.00			50,000.00
1327		Paint and Cleaning Supplies	0.00		0.00		0.00			0.00
1328		<u>R & M - Equipment</u>	<u>97,560.00</u>		<u>97,560.00</u>		<u>97,560.00</u>			<u>95,569.71</u>
1329		Equipment Parts	40,560.00		40,560.00		40,560.00		(1,990.29)	38,569.71
1330		Tennant Brooms	37,000.00		37,000.00		37,000.00			37,000.00
1331		Cleaning Supplies	20,000.00		20,000.00		20,000.00			20,000.00
1332		<u>Contract Services</u>	<u>30,600.00</u>		<u>30,600.00</u>		<u>30,600.00</u>			<u>30,600.00</u>
1333		Vehicles	30,600.00		30,600.00		30,600.00			30,600.00
1334		Fixed emer. back-up generator	0.00		0.00		0.00			0.00
1335		New Vehicles (part of FY13 Master Lease)	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
1336		Operating Total	985,180.00	-	985,180.00	0.00	985,180.00	0.00	(4,934.50)	980,245.50
1337					-		-			-
1338										
1339		Total; Roadways	3,369,276.10	10,193.00	3,379,469.10	0.00	3,379,469.10	0.00	(4,934.50)	3,374,534.60
1340					-					0.00
1341		Traffic Control and Maintenance								
1342		Salaries and Benefits								
1343		Salaries	149,790.97		149,790.97		149,790.97			149,790.97
1347		Overtime			0.00		0.00			0.00
1348		Benefits	71,765.34		71,765.34		71,765.34			71,765.34
1349		Salaries/Benefits Total	221,556.31	-	221,556.31	0.00	221,556.31	0.00	0.00	221,556.31
1350		Operating			-		-			-
1351		<u>Supplies</u>	<u>21,980.00</u>		<u>21,980.00</u>		<u>21,980.00</u>			<u>21,980.00</u>
1352		Sign blanks & hardware	21,980.00		21,980.00		21,980.00			21,980.00
1353		<u>Fuel and Oil</u>	<u>6,500.00</u>		<u>6,500.00</u>		<u>6,500.00</u>		(318.96)	<u>6,181.04</u>
1354		Telephone	<u>360.00</u>		<u>360.00</u>		<u>360.00</u>			<u>360.00</u>
1355		Training and Education	<u>5,800.00</u>		<u>5,800.00</u>		<u>5,800.00</u>			<u>5,800.00</u>
1356		ISMA certifications & travel	5,800.00		5,800.00		5,800.00			5,800.00
1357		<u>R & M - Equipment</u>	<u>18,890.00</u>		<u>18,890.00</u>		<u>18,890.00</u>			<u>17,963.06</u>
1358		Vehicle Maintenance	18,890.00		18,890.00		18,890.00		(926.94)	17,963.06
1359		Contract Services	<u>12,300.00</u>		<u>12,300.00</u>		<u>12,300.00</u>			<u>12,300.00</u>

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1360		Line striping & thermal plastic	10,800.00		10,800.00		10,800.00			10,800.00
1361		Traffic control devices	1,000.00		1,000.00		1,000.00			1,000.00
1362		Electrical services	500.00		500.00		500.00			500.00
1363		Traffic signal battery backups	0.00		0.00		0.00			0.00
1364		Capital Outlay	0.00		0.00		0.00			0.00
1365		Operating Total	65,830.00	-	65,830.00	0.00	65,830.00	0.00	(1,245.90)	64,584.10
1366					-		-			-
1367		Total; Traffic Control	287,386.31	0.00	287,386.31	0.00	287,386.31	0.00	(1,245.90)	286,140.41
1368					-		-			-
1369		Snow & Ice Removal								
1370		Salaries and Benefits								
1371		Salaries	0.00		0.00		0.00			0.00
1372		Overtime	38,350.00		38,350.00		38,350.00			38,350.00
1373		Benefits	0.00		0.00		0.00			0.00
1374		Salaries/Benefits Total	38,350.00	0.00	38,350.00	0.00	38,350.00	0.00	0.00	38,350.00
1375		Operating			-		-			-
1376		Supplies/salt	15,880.00		15,880.00		15,880.00			15,880.00
1377		Fuel and Oil	5,000.00		5,000.00		5,000.00		(245.35)	4,754.65
1378		R & M - Equipment	5,950.00		5,950.00		5,950.00		(291.97)	5,658.03
1379		Contract Services	22,970.00		22,970.00		22,970.00			22,970.00
1380		Operating Total	49,800.00	0.00	49,800.00	0.00	49,800.00	0.00	(537.32)	49,262.68
1381					-		-			-
1382		Total; Snow and Ice	88,150.00	0.00	88,150.00	0.00	88,150.00	0.00	(537.32)	87,612.68
1383					-		-			-
1384		Fleet Maintenance Center								
1385		Salaries and Benefits								
1386		Salaries	285,279.65		285,279.65		285,279.65			285,279.65
1392		Overtime	15,360.00		15,360.00		15,360.00			15,360.00
1393		Benefits	104,837.68		104,837.68		104,837.68			104,837.68
1394		Non-Salary Insurance	0.00		0.00		0.00			0.00
1395		Salaries/Benefits Total	405,477.33	-	405,477.33	0.00	405,477.33	0.00	0.00	405,477.33
1396		Operating			-		-			-
1397		Supplies	11,710.00		11,710.00		11,710.00			11,710.00
1398		Fuel and Oil	9,500.00		9,500.00		9,500.00		(466.17)	9,033.83
1399		Telephone	6,820.00		6,820.00		6,820.00			6,820.00
1400		Electricity	55,000.00		55,000.00		55,000.00			55,000.00
1401		Training and Education	500.00		500.00		500.00			500.00
1402		R & M - Bldgs and Structures	10,780.00		10,780.00		10,780.00			10,780.00
1403		R & M Supplies	5,780.00		5,780.00		5,780.00			5,780.00
1404		Lift inspections & repairs	5,000.00		5,000.00		5,000.00			5,000.00
1405		R & M Equip. (Vehicle Maintenance)	4,150.00		4,150.00		4,150.00		(203.64)	3,946.36
1406		Contract Services	8,170.00		8,170.00		8,170.00			8,170.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1407		Contractors	8,170.00		8,170.00		8,170.00			8,170.00
		Purchase emergency generator								
1408					0.00		0.00			0.00
1409		Fixed Asset Purchases (Cap. Outlay)			0.00		0.00			0.00
1410		Operating Total	106,630.00	-	106,630.00	0.00	106,630.00	0.00	(669.81)	105,960.19
1411					-		-			-
1412		Total; Fleet Maintenance	512,107.33	0.00	512,107.33	0.00	512,107.33	0.00	(669.81)	511,437.52
1413					-		-			-
1414										
1415		General Govt Buildings (Bldgs & Maint.)								
1416		Salaries and Benefits								
1417		Salaries	251,052.36	4,941.00	255,993.36		255,993.36			255,993.36
1422		Overtime	0.00		0.00		0.00			0.00
1423		Benefits	93,198.36		93,198.36		93,198.36			93,198.36
1424		Non-Salary Insurance	0.00		0.00		0.00			0.00
1425		Salaries/Benefits Total	344,250.72	4,941.00	349,191.72	0.00	349,191.72	0.00	0.00	349,191.72
1426		Operating			-		-			-
1427		Supplies	<u>10,180.00</u>		<u>10,180.00</u>		<u>10,180.00</u>			<u>10,180.00</u>
1428		Fuel and Oil	<u>2,000.00</u>		<u>2,000.00</u>		<u>2,000.00</u>		(98.14)	<u>1,901.86</u>
1429		Telephone	<u>66,000.00</u>		<u>66,000.00</u>		<u>66,000.00</u>			<u>66,000.00</u>
1430		Electricity	<u>78,000.00</u>		<u>78,000.00</u>		<u>78,000.00</u>			<u>78,000.00</u>
1431		R & M - Bldgs and Structures	<u>229,060.00</u>		<u>293,060.00</u>		<u>293,060.00</u>			<u>243,060.00</u>
1432		Electrical	13,000.00		13,000.00		13,000.00			13,000.00
1433		HVAC	75,000.00		75,000.00		75,000.00			75,000.00
1434		Pest control	25,000.00		25,000.00		25,000.00			25,000.00
1435		General repairs	116,060.00		116,060.00		116,060.00			116,060.00
1436		Battery backups	0.00		0.00		0.00			0.00
1437		Major building repairs	0.00	64,000.00	64,000.00		64,000.00		(50,000.00)	14,000.00
1438		R & M - Vehicle maintenance	<u>3,000.00</u>		<u>3,000.00</u>		<u>3,000.00</u>		(147.21)	<u>2,852.79</u>
1439		Rents and Leases	<u>461,414.00</u>		<u>461,414.00</u>		<u>461,414.00</u>			<u>461,414.00</u>
1440		Contract Services	<u>344,646.85</u>		<u>369,646.85</u>		<u>369,646.85</u>			<u>369,646.85</u>
1441		FireProtections inspect/repairs on system	8,000.00		8,000.00		8,000.00			8,000.00
1442		Air filter maintenance	7,000.00		7,000.00		7,000.00			7,000.00
1443		Fire extinguishers	3,000.00		3,000.00		3,000.00			3,000.00
1444		Elevators	40,000.00		40,000.00		40,000.00			40,000.00
1445		General repairs	271,000.00		271,000.00		271,000.00			271,000.00
1446		Mold inspections/remediation	15,646.85		15,646.85		15,646.85			15,646.85
1447		Public restroom srvc: Market House	0.00	25,000.00	25,000.00		25,000.00			25,000.00
1448		Operating Total	1,194,300.85	89,000.00	1,283,300.85	0.00	1,283,300.85	0.00	(50,245.35)	1,233,055.50
1449			0.00		-		-			-

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1450		Total; Government Buildings	1,538,551.57	93,941.00	1,632,492.57	0.00	1,632,492.57	0.00	(50,245.35)	1,582,247.22
1451					-		-			-
1452		Total; Public Works	7,416,667.16	204,934.00	7,621,601.16	0.00	7,621,601.16	0.00	(107,991.10)	7,513,610.06
1453					-		-			-
1454		Recreation and Parks								
1455		RECREATION Division								
1456		Salaries and Benefits								
1457		Salaries Division Total	<u>1,198,044.60</u>	-	<u>1,198,044.60</u>		<u>1,198,044.60</u>		0.00	<u>1,198,044.60</u>
1485		Benefits Division Total	<u>231,362.69</u>		<u>231,362.69</u>		<u>231,362.69</u>		0.00	<u>231,362.69</u>
1490		Attrition (Contra Expenditure)	0.00		0.00		0.00			0.00
1491		Overtime	0.00		0.00		0.00			0.00
1492		Non-Salary Insurance	0.00		0.00		0.00			0.00
1493		Salaries/Benefits Total	1,429,407.29	0.00	1,429,407.29	0.00	1,429,407.29	0.00	0.00	1,429,407.29
1494					-					
1495		Operating								
1496		Supplies Total Division Total	<u>155,100.00</u>		<u>161,100.00</u>		<u>161,100.00</u>		0.00	161,100.00
		Tools/Equipment	5,000.00	6,000.00	11,000.00		11,000.00			11,000.00
1512			5,000.00	6,000.00	11,000.00		11,000.00			11,000.00
1544		Contract Services Division Total	<u>288,415.00</u>	-	<u>288,415.00</u>		<u>288,415.00</u>		0.00	288,415.00
1582		Fleet Replacement	0.00		0.00		0.00			0.00
1583		Operating Total	443,515.00	6,000.00	449,515.00	0.00	449,515.00	0.00	0.00	449,515.00
1584							-			-
1585		Total; Recreation Division	1,872,922.29	6,000.00	1,878,922.29	0.00	1,878,922.29	0.00	0.00	1,878,922.29
1586							-			-
1587		Parks Division								
1588		Salaries and Benefits								
1589		Salaries Division Total	<u>1,202,041.28</u>		<u>1,221,968.28</u>		<u>1,221,968.28</u>		0.00	1,221,968.28
		Park Maint. Worker II (career)	49,316.68	4,927.00	54,243.68		54,243.68			54,243.68
1593			49,316.68	4,927.00	54,243.68		54,243.68			54,243.68
1604		Maintenance Workers (seasonal)	62,000.00	15,000.00	77,000.00		77,000.00			77,000.00
1624		Benefits Division Total	<u>289,319.21</u>	-	<u>289,319.21</u>		<u>289,319.21</u>		0.00	289,319.21
1637		Overtime	20,000.00		20,000.00		20,000.00			20,000.00
1638		Non-Salary Insurance	0.00		0.00		0.00			0.00
1639		Salaries/Benefits Total	1,511,360.49	19,927.00	1,531,287.49	0.00	1,531,287.49	0.00	0.00	1,531,287.49
1640		Operating								
1641		Supplies Division Total	<u>151,750.00</u>	-	<u>151,750.00</u>		<u>151,750.00</u>		0.00	151,750.00
1675		Contract Services Division Total	<u>455,485.00</u>		<u>480,485.00</u>		<u>480,485.00</u>		0.00	480,485.00
1681		Landscape Contract	27,150.00	25,000.00	52,150.00		52,150.00			52,150.00
1705		Operating Total	607,235.00	25,000.00	632,235.00	0.00	632,235.00	0.00	0.00	632,235.00
1706			0.00				-			0.00
1707		Total; Parks Division	2,118,595.49	44,927.00	2,163,522.49	0.00	2,163,522.49	0.00	0.00	2,163,522.49
1709			-							

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1710		Total; Recreation and Parks	3,991,517.78	50,927.00	4,042,444.78	0.00	4,042,444.78	0.00	0.00	4,042,444.78
1711							-			-
1712										
1713		RECREATION Current v. Proposed								
1714		Salaries/Benefits Total	2,940,767.78	19,927.00	2,960,694.78		2,960,695		0	2,960,695
1715		Operating Total	1,050,750.00	31,000.00	1,081,750.00		1,081,750		0	1,081,750
1716		TOTAL RECREATION	3,991,517.78	50,927.00	4,042,444.78	0.00	4,042,444.78	0.00	0.00	4,042,444.78
1717										
1774										
1775		Total; General Fund before Non-Allo.	52,222,853.45	607,748.93	52,830,602.38	15,000.00	52,845,602.38	2,852.85	(336,548.22)	52,511,907.01
1776							-			0.00
1777		Non-Allocated Expenditures								
1778		Contributions								
1779		Community Grants	<u>250,000.00</u>		<u>250,000.00</u>		<u>300,000.00</u>			300,000.00
1780		Annap. Youth Svcs Bureau	50,000.00		50,000.00		50,000.00			50,000.00
1781		Four Rivers Heritage Area	25,000.00		25,000.00		25,000.00			25,000.00
1782		Arts Council	15,000.00		15,000.00		15,000.00			15,000.00
1783		All other	160,000.00		160,000.00	50,000.00	210,000.00			210,000.00
1784		Art in Public Places	<u>20,000.00</u>		<u>20,000.00</u>		<u>20,000.00</u>			<u>20,000.00</u>
1785		Private Capital Projects (Md Hall & Sail)	<u>50,000.00</u>		<u>50,000.00</u>	50,000.00	<u>100,000.00</u>			<u>100,000.00</u>
1786		Depreciation	0.00		0.00		0.00			0.00
1787		Debt Service	0.00		0.00		0.00			0.00
1788		Long-Term Debt	963,076.00		963,076.00		963,076.00			963,076.00
1789		Interest Expense	2,248,102.00		2,248,102.00		2,248,102.00			2,248,102.00
1790		Principle Paydown	0.00		0.00		0.00			0.00
1791		Short-Term Debt	0.00		0.00		0.00			0.00
1792		Interest Expense	345,274.00		345,274.00		345,274.00			345,274.00
1793		Principle Paydown	0.00		0.00		0.00			0.00
1794		Other Financing Uses: subsidies and transfers	0.00		0.00		0.00			0.00
1795		To Water Enterprise Fund	0.00		0.00		0.00			0.00
1796		To Wastewater Enterprise Fund	0.00		0.00		0.00			0.00
1797		To Dock Fund	20,331.22		20,331.22		20,331.22	(20,331.22)		0.00
1798		To Stormwater Fund	0.00		0.00		0.00			0.00
1799		To Refuse Fund	0.00		0.00		0.00			0.00
1800		To Off-Street Parking Fund	0.00		0.00		0.00			0.00
1801		To Transportation Fund	2,840,000.00		2,840,000.00		2,840,000.00	60,000.00		2,900,000.00
1802		To Market House Fund	0.00		0.00		0.00			0.00
1803		To Capital Projects Fund	0.00		0.00		0.00			0.00
1804		To Sidewalk Fund	302,413.87		302,413.87		302,413.87			302,413.87
1805		Contingency Reserve	400,000.00		400,000.00		400,000.00			400,000.00
1806		Fuel Contingency	0.00		0.00		0.00			0.00
1807		Fleet Replacement Program	0.00		0.00		0.00			0.00
1808		Transportation Service Costs	0.00		0.00		0.00		836,730.56	836,730.56
1809		General Liability Insurance	800,000.00		800,000.00		800,000.00			800,000.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1810		Workers' Compensation Insurance	729,500.00		729,500.00		729,500.00			729,500.00
1811		Unemployment Insurance	162,000.00		162,000.00		162,000.00			162,000.00
1812		Police and Fire Pension Contribution	1,575,000.00		1,575,000.00		1,575,000.00			1,575,000.00
1813		OPEB	800,000.00		800,000.00		800,000.00			800,000.00
1814		Employee Conversions	0.00		0.00		0.00			0.00
1815		Furlough Impact	0.00		0.00		0.00			0.00
1816		Transfers to Restricted Fund Balances	0.00		0.00		0.00			0.00
1817		Total; Non-Allocated	11,505,697.09	-	11,505,697.09	100,000.00	11,605,697.09	39,668.78	836,730.56	12,482,096.43
1818					-		-			(0.00)
1819		Total; General Fund Expenditures	63,728,550.54	607,748.93	64,336,299.47	115,000.00	64,451,299.47	42,521.63	500,182.34	64,994,003.44
1821					-		-			(0.00)
1822		<i>Projected Surplus</i>	1,825,040.78	616,251.07	2,441,291.85	(115,000.00)	2,326,291.85	(55,162.63)	(236,122.34)	2,035,006.88
1823					0.00		-			0.00
1824										
1825										
1826		WATER FUND								
1827		Revenues								
1828		Water Charges								
1829		Service Charges	6,770,000.00		6,770,000.00		6,770,000.00			6,770,000.00
1830		Penalties	95,000.00		95,000.00		95,000.00			95,000.00
1831		Miscellaneous	26,000.00		26,000.00		26,000.00			26,000.00
1832		New Connections	110,000.00		110,000.00		110,000.00			110,000.00
1833		Subtotal;	7,001,000.00	0.00	7,001,000.00	0.00	7,001,000.00	0.00	0.00	7,001,000.00
1834		Capital Facilities					-			-
1835		Current Year	265,000.00		265,000.00		265,000.00			265,000.00
1836		Interest	3,000.00		3,000.00		3,000.00			3,000.00
1837		Capital Facility Charges	132,000.00		132,000.00		132,000.00			132,000.00
1838		Subtotal;	400,000.00	0.00	400,000.00	0.00	400,000.00	0.00	0.00	400,000.00
1839		Money and Property					-			-
1840		Interest Earnings: GO Bonds	0.00		0.00		0.00			0.00
1841		Rents & Conces'ns (rental income)	100,000.00		100,000.00		100,000.00			100,000.00
1842		Subtotal;	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
1843		Other Financing Sources					-			-
1844		Non-Operating Revenue Adj.	0.00		0.00		0.00			0.00
1845		Trsfr from Sewer	0.00		0.00		0.00			0.00
1846		Trsfr from Capital Projects	0.00		0.00		0.00			0.00
1847		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1848					-					
1849		Total; Water Fund Revenues	7,501,000.00	0.00	7,501,000.00	0.00	7,501,000.00	0.00	0.00	7,501,000.00
1850					-		-			-
1851		Expenditures								
1852		Water Plant								

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1853		Salaries and Benefits								
1854		Salaries	810,328.54		810,328.54		810,328.54			810,328.54
1868		Overtime	84,000.00		84,000.00		84,000.00			84,000.00
1869		Double-time	0.00		0.00		0.00			0.00
1870		Benefits	318,980.29		318,980.29		318,980.29			318,980.29
1871		Salaries/Benefits Total	1,213,308.83	0.00	1,213,308.83	0.00	1,213,308.83	0.00	0.00	1,213,308.83
1872		Operating			-					
1873		<u>Supplies</u>	<u>232,610.00</u>		<u>232,610.00</u>		<u>232,610.00</u>			<u>232,610.00</u>
1874		Electrical	3,500.00		3,500.00		3,500.00			3,500.00
1875		Treatment chemicals	155,000.00		155,000.00		155,000.00			155,000.00
1876		Uniforms	5,000.00		5,000.00		5,000.00			5,000.00
1877		Testing	4,500.00		4,500.00		4,500.00			4,500.00
1878		Safety Shoes	2,500.00		2,500.00		2,500.00			2,500.00
1879		Office	3,000.00		3,000.00		3,000.00			3,000.00
1880		Plumbing	5,500.00		5,500.00		5,500.00			5,500.00
1881		Custodial	2,000.00		2,000.00		2,000.00			2,000.00
1882		Hardware	22,500.00		22,500.00		22,500.00			22,500.00
1883		Contingencies	29,110.00		29,110.00		29,110.00			29,110.00
1884		<u>Fuel and Oil</u>	<u>4,500.00</u>		<u>4,500.00</u>		<u>4,500.00</u>		(220.82)	<u>4,279.18</u>
1885		<u>Telephone</u>	<u>3,800.00</u>		<u>3,800.00</u>		<u>3,800.00</u>			<u>3,800.00</u>
1886		<u>Electricity</u>	<u>321,200.00</u>		<u>321,200.00</u>		<u>321,200.00</u>			<u>321,200.00</u>
1887		<u>Training and Education</u>	<u>2,500.00</u>		<u>2,500.00</u>		<u>2,500.00</u>			<u>2,500.00</u>
1888		Operator certification	1,500.00		1,500.00		1,500.00			1,500.00
1889		mechanics	500.00		500.00		500.00			500.00
1890		Supt. & Asst Supt. continuing education	500.00		500.00		500.00			500.00
1891		<u>R & M - Bldgs and Structures</u>	<u>265,600.00</u>		<u>265,600.00</u>		<u>265,600.00</u>			<u>265,600.00</u>
1892		Mowing	15,000.00		15,000.00		15,000.00			15,000.00
1893		Security	9,000.00		9,000.00		9,000.00			9,000.00
1894		Paint	1,500.00		1,500.00		1,500.00			1,500.00
1895		Electrical	5,000.00		5,000.00		5,000.00			5,000.00
1896		Welding, Mechanical	7,500.00		7,500.00		7,500.00			7,500.00
1897		Water Tanks	200,000.00		200,000.00		200,000.00			200,000.00
1898		Contingencies	27,600.00		27,600.00		27,600.00			27,600.00
1899		<u>R & M - Equipment</u>	<u>86,970.00</u>		<u>86,970.00</u>		<u>86,970.00</u>			<u>86,749.18</u>
1900		Wells	40,000.00		40,000.00		40,000.00			40,000.00
1901		Electrical	10,000.00		10,000.00		10,000.00			10,000.00
1902		Miscellaneous	4,500.00		4,500.00		4,500.00		(220.82)	4,279.18
1903		Contingencies	32,470.00		32,470.00		32,470.00			32,470.00
1904		<u>Contract Services</u>	<u>54,050.00</u>		<u>54,050.00</u>		<u>54,050.00</u>			<u>54,050.00</u>

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1905		Instrumentation	0.00		0.00		0.00			0.00
1906		Water testing	12,000.00		12,000.00		12,000.00			12,000.00
1907		Security access control	3,000.00		3,000.00		3,000.00			3,000.00
1908		Water tank corrosion control	3,050.00		3,050.00		3,050.00			3,050.00
1909		Consumer confidence report	7,000.00		7,000.00		7,000.00			7,000.00
1910		Contingencies	29,000.00		29,000.00		29,000.00			29,000.00
1911		Operating Total	971,230.00	-	971,230.00	0.00	971,230.00	0.00	(441.64)	970,788.36
1912		crossfoot error / source test			-		-			-
1913		Total; Water Plant	2,184,538.83	0.00	2,184,538.83	0.00	2,184,538.83	0.00	(441.64)	2,184,097.19
1914					-		-			-
1915		Water Distribution								
1916		Salaries and Benefits								
1917		Salaries	757,618.90		757,618.90		757,618.90			757,618.90
1933		Overtime	50,376.00		50,376.00		50,376.00			50,376.00
1934		Benefits	334,453.37		334,453.37		334,453.37			334,453.37
1935		Salaries/Benefits Total	1,142,448.27	0.00	1,142,448.27	0.00	1,142,448.27	0.00	0.00	1,142,448.27
1936					-		-			-
1937		Operating								
1938		Supplies	91,270.00		91,270.00		91,270.00			91,270.00
1939		Office supplies	1,500.00		1,500.00		1,500.00			1,500.00
1940		Uniform rental	4,700.00		4,700.00		4,700.00			4,700.00
1941		Parts & materials	68,345.00		68,345.00		68,345.00			68,345.00
1942		Water testing	1,000.00		1,000.00		1,000.00			1,000.00
1943		Marking paint	1,200.00		1,200.00		1,200.00			1,200.00
1944		Cleaning supplies	1,000.00		1,000.00		1,000.00			1,000.00
1945		Tolls, postal fees	10.00		10.00		10.00			10.00
1946		Fire extinguishers	324.00		324.00		324.00			324.00
1947		Union-required meals	200.00		200.00		200.00			200.00
1948		Safety boots	3,400.00		3,400.00		3,400.00			3,400.00
1949		Propane	350.00		350.00		350.00			350.00
1950		Newspaper subscription	201.00		201.00		201.00			201.00
1951		Medical supplies	500.00		500.00		500.00			500.00
1952		Copper	6,000.00		6,000.00		6,000.00			6,000.00
1953		Diamond blades	2,300.00		2,300.00		2,300.00			2,300.00
1954		Emissions certification	240.00		240.00		240.00			240.00
1955		Fuel and Oil	27,000.00		27,000.00		27,000.00		(1,324.90)	25,675.10
1956		Telephone	1,000.00		1,000.00		1,000.00			1,000.00
1957		Electricity	8,000.00		8,000.00		8,000.00			8,000.00
1958		Training and Education	2,380.00		2,380.00		2,380.00			2,380.00
1959		Licenses	200.00		200.00		200.00			200.00
1960		Certifications	400.00		400.00		400.00			400.00
1961		Memberships	670.00		670.00		670.00			670.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
1962		Exams	200.00		200.00		200.00			200.00
1963		CDL renewals	500.00		500.00		500.00			500.00
1964		Mileage	410.00		410.00		410.00			410.00
1965		<u>R & M - Bldgs and Structures</u>	<u>2,120.00</u>		<u>2,120.00</u>		<u>2,120.00</u>			<u>2,120.00</u>
1966		Tapping machine parts	2,120.00		2,120.00		2,120.00			2,120.00
1967		<u>R & M - Utility Lines</u>	<u>68,740.00</u>		<u>102,500.00</u>		<u>102,500.00</u>			<u>102,500.00</u>
1968		Gravel	10,000.00		10,000.00		10,000.00			10,000.00
1969		Materials for water service repairs	46,240.00	33,760.00	80,000.00		80,000.00			80,000.00
1970		Top soil	2,500.00		2,500.00		2,500.00			2,500.00
1971		Fire hydrant	10,000.00		10,000.00		10,000.00			10,000.00
1972		<u>R & M - Equipment</u>	<u>86,770.00</u>		<u>86,770.00</u>		<u>86,770.00</u>			<u>86,279.30</u>
1973		Equipment rental	10,800.00		10,800.00		10,800.00			10,800.00
1974		Repairs	10,000.00		10,000.00		10,000.00		(490.70)	9,509.30
1975		Water meters	65,970.00		65,970.00		65,970.00			65,970.00
1976		<u>R & M - Maintenance Program</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
1977		<u>Contract Services</u>	<u>11,030.00</u>		<u>51,030.00</u>		<u>51,030.00</u>			<u>51,030.00</u>
1978		Locate & mark utilities	3,500.00		3,500.00		3,500.00			3,500.00
1979		Repair water mains	0.00	40,000.00	40,000.00		40,000.00			40,000.00
1980		Material to repair/upgrade water services	7,530.00		7,530.00		7,530.00			7,530.00
1981		<u>Capital Outlay</u>	<u>0.00</u>		<u>10,000.00</u>		<u>10,000.00</u>			<u>10,000.00</u>
1982		Vibratory Plate Earth Compactor	0.00	10,000.00	10,000.00		10,000.00			10,000.00
1983		<u>Contribution to Veh. Master Lease</u>	<u>50,600.00</u>		<u>50,600.00</u>		<u>50,600.00</u>			<u>50,600.00</u>
1984		<u>Fleet Replacement</u>	<u>95,000.00</u>		<u>95,000.00</u>		<u>95,000.00</u>			<u>95,000.00</u>
1985		Operating Total	443,910.00	83,760.00	527,670.00	0.00	527,670.00	0.00	(1,815.60)	525,854.40
1986					-		-			-
1987		Total; Water Distribution	1,586,358.27	83,760.00	1,670,118.27	0.00	1,670,118.27	0.00	(1,815.60)	1,668,302.67
1988					-					0.00
1989		Non-Allocated Expenses								
1990		Debt			0.00					
1991		Bond Principal (GO Bonds)	372,209.00		372,209.00		372,209.00			372,209.00
1992		Bond Interest (GO Bonds)	530,351.00		530,351.00		530,351.00			530,351.00
1993		GO Bond Interest Cap	0.00		0.00		0.00			0.00
1994		Gain/Loss Refunding	0.00		0.00		0.00			0.00
1995		Debt; Subtotal	902,560.00	0.00	902,560.00	0.00	902,560.00	0.00	0.00	902,560.00
1996		Other Expenditures			-					
1997		Depreciation & Adjustments								
1998		Depreciation	565,117.00		565,117.00		565,117.00			565,117.00
1999		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2000		Depreciation & Adjustments; Subtotal	565,117.00	0.00	565,117.00	0.00	565,117.00	0.00	0.00	565,117.00
2001		Interfund Allocations			-		-			-
2002		Administrative Indirect Charges	880,500.00		880,500.00		880,500.00			880,500.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2003		Admin Charges - Direct	0.00		0.00		0.00			0.00
2004		Admin Charges (CR)	0.00		0.00		0.00			0.00
2005		Interfund Interest	0.00		0.00		0.00			0.00
2006		General Liability Insurance	276,695.48		276,695.48		276,695.48			276,695.48
2007		Furlough Impact	0.00		0.00		0.00			0.00
2008		Trsf to General	800,000.00		800,000.00		800,000.00			800,000.00
2009		Trsf to Capital Proj/Contrib. to CIP	0.00		0.00		0.00	120,000.00		120,000.00
2010		Intefund Allocations; Subtotal	1,957,195.48	0.00	1,957,195.48	0.00	1,957,195.48	120,000.00	0.00	2,077,195.48
2011					-		-			-
2012		Total; Non-Allocated	3,424,872.48	0.00	3,424,872.48	0.00	3,424,872.48	120,000.00	0.00	3,544,872.48
2013					-		-			-
2014		Total; Water Fund Expenditures	7,195,769.57	83,760.00	7,279,529.57	0.00	7,279,529.57	120,000.00	(2,257.24)	7,397,272.33
2015					-		-			-
2016					-		-			-
2017		<i>Projected Surplus <Deficit></i>	305,230.43	(83,760.00)	221,470.43	0.00	221,470.43	(120,000.00)	2,257.24	103,727.67
2018					-		-			0.00
2019										
2020										
2021		WASTEWATER FUND								
2022		Revenues								
2023		Licenses and Permits								
2024		Subtotal;	84,000.00		84,000.00		84,000.00			84,000.00
2025		Sewer Charges					-			-
2026		Service Charges	7,057,148.00		7,057,148.00		7,057,148.00			7,057,148.00
2027		Penalties	60,000.00		60,000.00		60,000.00			60,000.00
2028		Miscellaneous	10,000.00		10,000.00		10,000.00			10,000.00
2029		New Connections	50,000.00		50,000.00		50,000.00			50,000.00
2030		Subtotal;	7,177,148.00	0.00	7,177,148.00	0.00	7,177,148.00	0.00	0.00	7,177,148.00
2031		Capital Facilities					-			-
2032		Current Year	260,000.00		260,000.00		260,000.00			260,000.00
2033		Interest	3,000.00		3,000.00		3,000.00			3,000.00
2034		Capital Facility Charges	137,000.00		137,000.00		137,000.00			137,000.00
2035		Subtotal;	400,000.00	0.00	400,000.00	0.00	400,000.00	0.00	0.00	400,000.00
2036		Money and Property					-			-
2037		Interest (GO Bonds)	0.00		0.00		0.00			0.00
2038		Contributions Other	0.00		0.00		0.00			0.00
2039		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2040		Other Financing Sources					-			-
2041		Internal Admin Accts	0.00		0.00		0.00			0.00
2042		Trsfr from Capital Projects	0.00		0.00		0.00			0.00
2043		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2044							-			-

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2045		Total; Sewer Fund Revenues	7,661,148.00	0.00	7,661,148.00	0.00	7,661,148.00	0.00	0.00	7,661,148.00
2046					-		-			-
2047		Expenditures								
2048		Water Reclamation Facility								
2049		Contract Services Total	3,100,000.00		3,100,000.00		3,100,000.00			3,100,000.00
2050					-		-			-
2051		Wastewater Collection								
2052		Salaries and Benefits								
2053		Salaries	325,122.69		325,122.69		325,122.69			325,122.69
2059		Overtime	35,200.00		35,200.00		35,200.00			35,200.00
2060		Double-time	0.00		0.00		0.00			0.00
2061		Benefits	142,486.21		142,486.21		142,486.21			142,486.21
2062		Salaries/Benefits Total	502,808.90	-	502,808.90	0.00	502,808.90	0.00	0.00	502,808.90
2063		Operating			-		-			-
2064		Supplies	38,430.00		38,430.00		38,430.00			38,430.00
2065		Uniforms	2,800.00		2,800.00		2,800.00			2,800.00
2066		Safety boots	2,600.00		2,600.00		2,600.00			2,600.00
2067		Emissions	84.00		84.00		84.00			84.00
2068		Parts & Materials	29,396.00		29,396.00		29,396.00			29,396.00
2069		Propane	250.00		250.00		250.00			250.00
2070		Copper	3,000.00		3,000.00		3,000.00			3,000.00
2071		Repair parts	300.00		300.00		300.00			300.00
2072		Fuel and Oil	18,000.00		18,000.00		18,000.00		(883.26)	17,116.74
2073		Telephone	29,000.00		29,000.00		29,000.00			29,000.00
2074		Electricity	150,000.00		150,000.00		150,000.00			150,000.00
2075		Training and Education	2,500.00		2,500.00		2,500.00			2,500.00
2076		Licenses	400.00		400.00		400.00			400.00
2077		Certifications	400.00		400.00		400.00			400.00
2078		Memberships	600.00		600.00		600.00			600.00
2079		Exams	200.00		200.00		200.00			200.00
2080		CDL Renewals	500.00		500.00		500.00			500.00
2081		Mileage	400.00		400.00		400.00			400.00
2082		R & M - Bldgs and Structures	87,020.00		87,020.00		87,020.00			87,020.00
2083		Flow meter calibrations	2,000.00		2,000.00		2,000.00			2,000.00
2084		Lift station repairs	60,000.00		60,000.00		60,000.00			60,000.00
2085		Repair electrical systems & circuits	16,620.00		16,620.00		16,620.00			16,620.00
2086		SCADA system	8,400.00		8,400.00		8,400.00			8,400.00
2087		R & M - Utility Lines	61,400.00		61,400.00		61,400.00			61,400.00
2088		Gravel	22,000.00		22,000.00		22,000.00			22,000.00
2089		Materials for sewer line repairs	12,500.00		12,500.00		12,500.00			12,500.00
2090		Top soil	2,500.00		2,500.00		2,500.00			2,500.00
2091		Repair to sewer laterals	24,400.00		24,400.00		24,400.00			24,400.00
2092		R & M - Equipment	11,420.00		11,420.00		11,420.00			11,420.00
2093		Vehicles	10,000.00		10,000.00		10,000.00		(490.70)	9,509.30

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2094		Emergency generator	1,420.00	10,000.00	11,420.00		11,420.00			11,420.00
2095		<u>R & M - Maintenance Program</u>	<u>51,680.00</u>		<u>51,680.00</u>		<u>51,680.00</u>			<u>51,680.00</u>
2096		Locate and mark utilities	3,500.00		3,500.00		3,500.00			3,500.00
2097		Materials to repairs sewer mains & lateral	48,180.00		48,180.00		48,180.00			48,180.00
2098		<u>Contract Services</u>	<u>91,985.00</u>		<u>91,985.00</u>		<u>91,985.00</u>			<u>91,985.00</u>
2099		Sewer lateral repairs	10,000.00		10,000.00		10,000.00			10,000.00
2100		Sewer main repairs	81,985.00		81,985.00		81,985.00			81,985.00
2101		Roadways & sidewalk repairs	0.00		0.00		0.00			0.00
2102		<u>Capital Outlay</u>	<u>0.00</u>		<u>140,000.00</u>		<u>140,000.00</u>			<u>80,000.00</u>
2103		Camera equipment for truck	0.00	140,000.00	140,000.00		140,000.00		(60,000.00)	80,000.00
2104		<u>Contribution to Vehicle Master Lease</u>	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2105		<u>Fleet Replacement</u>	<u>77,500.00</u>		<u>77,500.00</u>		<u>77,500.00</u>			<u>77,500.00</u>
2106		Operating Total	618,935.00	150,000.00	768,935.00	0.00	768,935.00	0.00	(61,373.96)	707,561.04
2107					-		-			-
2108										
2109		Total; Wastewater Collection	1,121,743.90	150,000.00	1,271,743.90	0.00	1,271,743.90	0.00	(61,373.96)	1,210,369.94
2110					-		-			-
2111		Non-Allocated Expenses								
2112		Debt								
2113		Bond Principal (GO Bonds)	258,357.00		258,357.00		258,357.00			258,357.00
2114		Capital Leases	34,011.00		34,011.00		34,011.00			34,011.00
2115		State Loan	99,537.00		99,537.00		99,537.00			99,537.00
2116		Bond Interest (GO Bonds)	251,123.00		251,123.00		251,123.00			251,123.00
2117		GO Bond Interest Cap	0.00		0.00		0.00			0.00
2118		Capital Leases (interest)	943.00		943.00		943.00			943.00
2119		State Loan (interest)	7,843.00		7,843.00		7,843.00			7,843.00
2120		Debt Admin. (Misc Svcs & Chrgs)	5,500.00		5,500.00		5,500.00			5,500.00
2121		Gain/Loss Refunding	0.00		0.00		0.00			0.00
2122		Debt; Subtotal	657,314.00	0.00	657,314.00	0.00	657,314.00	0.00	0.00	657,314.00
2123		Other Expenditures			-		-			-
2124		Depreciation & Adjustments								
2125		Depreciation	632,919.00		632,919.00		632,919.00			632,919.00
2126		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2127		Depreciation & Adjustments; Subtotal	632,919.00	0.00	632,919.00	0.00	632,919.00	0.00	0.00	632,919.00
2128		Interfund Allocations			-		-			-
2129		Administrative Indirect Charges	930,000.00		930,000.00		930,000.00			930,000.00
2130		Furlough Impact	0.00		0.00		0.00			0.00
2131		Admin Charge-Direct	0.00		0.00		0.00			0.00
2132		Admin Charges (CR)	0.00		0.00		0.00			0.00
2133		Interfund Interest	0.00		0.00		0.00			0.00
2134		General Liability Insurance	254,898.39		254,898.39		254,898.39			254,898.39

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2135		Trsfr to Water	0.00		0.00		0.00			0.00
2136		Trsf to General	300,000.00		300,000.00		300,000.00			300,000.00
2137		Interfund Allocations; Subtotal	1,484,898.39	0.00	1,484,898.39	0.00	1,484,898.39	0.00	0.00	1,484,898.39
2138					-		-			-
2139		Total; Non-allocated	2,775,131.39	0.00	2,775,131.39	0.00	2,775,131.39	0.00	0.00	2,775,131.39
2140					-		-			-
2141		Total; Sewer Fund Expenditures	6,996,875.29	150,000.00	7,146,875.29	0.00	7,146,875.29	0.00	(61,373.96)	7,085,501.33
2142					-		-			-
2143		<i>Projected Surplus <Deficit></i>	664,272.71	(150,000.00)	514,272.71	0.00	514,272.71	0.00	61,373.96	575,646.67
2144					-		-			-
2145										
2146										
2147		PARKING FUND								
2148		Revenues								
2149		Street Parking Charges								
2150		Parking Meters (On-Street)	1,515,000.00		1,515,000.00		1,515,000.00	89,011.00		1,604,011.00
2151		Parking Citations	825,000.00		825,000.00		825,000.00			825,000.00
2152		Subtotal;	2,340,000.00	0.00	2,340,000.00	0.00	2,340,000.00	89,011.00	0.00	2,429,011.00
2153		Off Street Parking Charges			-		-			-
2154		State Circulator			0.00		0.00			0.00
2155		Hillman Garage	1,740,000.00		1,740,000.00		1,740,000.00		290,000.00	2,030,000.00
2156		Gott's Court	1,200,000.00		1,200,000.00		1,200,000.00			1,200,000.00
2157		South Street	95,000.00		95,000.00		95,000.00			95,000.00
2158		Larkin Street	85,000.00		85,000.00		85,000.00			85,000.00
2159		Knighton Garage	200,000.00		200,000.00		200,000.00			200,000.00
2160		Miscellaneous	0.00		0.00		0.00			0.00
2161		Special Proj. (increase in garage parking rate)	0.00		0.00		0.00			0.00
2162		Subtotal;	3,320,000.00	0.00	3,320,000.00	0.00	3,320,000.00	0.00	290,000.00	3,610,000.00
2163		Money and Property			-		-			-
2164		Interest Earnings								
2165		Savings Accounts	0.00		0.00		0.00			0.00
2166		GO Bonds	0.00		0.00		0.00			0.00
2167		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2168					-		-			-
2169		Total; Off Street Parking Revenues	5,660,000.00	0.00	5,660,000.00	0.00	5,660,000.00	89,011.00	290,000.00	6,039,011.00
2170					-		-			-
2171		Expenditures								
2172		Parking Garages								
2173		Hillman								
2174		Supplies	2,000.00		2,000.00		2,000.00			2,000.00
2175		Prof Srvc (Mgmt contract)	392,835.00		392,835.00		392,835.00			392,835.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2176		Electricity	47,000.00		47,000.00		47,000.00			47,000.00
2177		R & M - Bldgs and Structures	41,510.00		41,510.00		41,510.00			66,510.00
2178		General repairs	41,510.00		41,510.00		41,510.00		25,000.00	66,510.00
2179		Painting 2nd/3rd floors	0.00		0.00		0.00			0.00
2180		Lighting	0.00		0.00		0.00			0.00
2181		Subtotal;	483,345.00	-	483,345.00	0.00	483,345.00	0.00	25,000.00	508,345.00
2182		Gott's Court			-		-			-
2183		Supplies	1,450.00		1,450.00		1,450.00			1,450.00
2184		Prof Srvc (Mgmt contract)	427,704.00		427,704.00		427,704.00			427,704.00
2185		Electricity	49,300.00		49,300.00		49,300.00			49,300.00
2186		R & M - Bldgs and Structures	16,910.00		16,910.00		16,910.00			16,910.00
2187		Painting entrance & lower level	0.00		0.00		0.00			0.00
2188		Awning lights	0.00		0.00		0.00			0.00
2189		Paving	0.00		0.00		0.00			0.00
2190		Lighting	0.00		0.00		0.00			0.00
2191		General repairs	0.00		0.00		0.00			0.00
2192		Subtotal;	495,364.00	-	495,364.00	0.00	495,364.00	0.00	0.00	495,364.00
2193		Knighton			-		-			-
2194		Supplies	1,500.00		1,500.00		1,500.00			1,500.00
2195		Prof Srvc (Mgmt contract)	290,020.00		290,020.00		290,020.00			290,020.00
2196		Electricity	37,600.00		37,600.00		37,600.00			37,600.00
2197		Capital Outlay	0.00		0.00		0.00			0.00
2198		R & M - Bldgs and Structures	5,000.00		5,000.00		5,000.00			5,000.00
2199		General repairs	0.00		0.00		0.00			0.00
2200		Lighting	0.00		0.00		0.00			0.00
2201		Subtotal;	334,120.00	-	334,120.00	0.00	334,120.00	0.00	0.00	334,120.00
2202		Park Place			-		-			-
2203		Electricity	0.00		0.00		0.00			0.00
2204		R & M - Bldgs and Structures	0.00		0.00		0.00			65,000.00
2205		Lighting	0.00		0.00		0.00			0.00
2206		Painting level 1	0.00		0.00		0.00			0.00
2207		General repairs	0.00		0.00		0.00		65,000.00	65,000.00
2208		Subtotal;	0.00	-	0.00	0.00	0.00	0.00	65,000.00	65,000.00
2209		Parking Lots			-		-			-

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2210		Supplies	840.00		840.00		840.00			840.00
2211		Prof Srvc (Mgmt contract)	141,789.00		141,789.00		141,789.00			141,789.00
2212		Electricity	8,300.00		8,300.00		8,300.00			8,300.00
2213		R & M - Bldgs and Structures	0.00		0.00		0.00			-
2214		Larkin Lot Paving	0.00		0.00		0.00			0.00
2215		Capital Outlay	0.00		0.00		0.00			0.00
2216		Subtotal;	150,929.00	-	150,929.00	0.00	150,929.00	0.00	0.00	150,929.00
2217		Total; OSP Operating	1,463,758.00	0.00	1,463,758.00	0.00	1,463,758.00	0.00	90,000.00	1,553,758.00
2218					-		-			-
2219		Non-Allocated Expenses								
2220		Debt								
2221		Bond Principal (GO Bonds)	94,825.00		94,825.00		94,825.00			94,825.00
2222		Bond Interest (GO Bonds)	280,255.00		280,255.00		280,255.00			280,255.00
2223		Capital	0.00		0.00		0.00	150,000.00		150,000.00
2224		Gain/loss refunding	0.00		0.00		0.00			0.00
2225		Debt; Subtotal	375,080.00	0.00	375,080.00	0.00	375,080.00	150,000.00	0.00	525,080.00
2226		Other Expenditures			-		-			-
2227		Depreciation & Adjustments								
2228		Depreciation	416,553.00		416,553.00		416,553.00			416,553.00
2229		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2230		Depreciation & Adjustments; Subtotal	416,553.00	0.00	416,553.00	0.00	416,553.00	0.00	0.00	416,553.00
2231		Interfund Allocations			-		-			-
2232		Administrative Indirect Charges	310,000.00		310,000.00		310,000.00			310,000.00
2233		Admin Charge-Direct	0.00		0.00		0.00			0.00
2234		Admin Charges (CR)	0.00		0.00		0.00			0.00
2235		Interfund Interest	0.00		0.00		0.00			0.00
2236		General Liability Insurance	333,619.37		333,619.37		333,619.37			333,619.37
2237		Vehicle Replace. and Maint.	0.00		0.00		0.00			0.00
2238		Subsidy to transport	0.00		0.00		0.00			0.00
2239		Trsf to General	2,700,000.00		2,700,000.00		2,700,000.00	200,000.00		2,900,000.00
2240		Interfund Allocations; Subtotal	3,343,619.37	0.00	3,343,619.37	0.00	3,343,619.37	200,000.00	0.00	3,543,619.37
2241		Total; Non-Allocated	4,135,252.37	0.00	4,135,252.37	0.00	4,135,252.37	350,000.00	0.00	4,485,252.37
2242										
2243		Total; Parking Fund Expenditures	5,599,010.37	0.00	5,599,010.37	0.00	5,599,010.37	350,000.00	90,000.00	6,039,010.37
2244					-		-			-
2245		Projected Surplus <Deficit>	60,989.63	0.00	60,989.63	0.00	60,989.63	(260,989.00)	200,000.00	0.63
2246					-		-			-
2247										
2248										
2249										
2250		TRANSPORTATION FUND								
2251		Revenues								
2252		Transportation Charges								

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2253		Charges for Service	0.00							
2254		Cash	550,000.00		550,000.00		550,000.00			550,000.00
2255		Special - State	209,000.00		209,000.00		209,000.00			209,000.00
2256		Tokens and Tickets	35,000.00		35,000.00		35,000.00			35,000.00
2257		Advertising	105,000.00		105,000.00		105,000.00			105,000.00
2258		Taxi Permits	40,000.00		40,000.00		40,000.00			40,000.00
2259		Miscellaneous	0.00		0.00		0.00			0.00
2260		Greyhound Revenue	5,000.00		5,000.00		5,000.00			5,000.00
2261		Subtotal;	944,000.00	0.00	944,000.00	0.00	944,000.00	0.00	0.00	944,000.00
2262		Money and Property					-			-
2263		Miscellaneous Sales	0.00				0.00			0.00
2264		Contrib-A A City.	0.00		0.00		0.00			0.00
2265		Contrib-Dept. Soc. Serv.-AACo.	0.00		0.00		0.00			0.00
2266		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2267		Other Financing Sources					-			-
2268		Trsfr from Parking Fund	0.00				0.00			0.00
2269		Tsfr from General	2,840,000.00		2,840,000.00		2,840,000.00	60,000.00	836,730.56	3,736,730.56
2270		Subtotal;	2,840,000.00	0.00	2,840,000.00	0.00	2,840,000.00	60,000.00	836,730.56	3,736,730.56
2271		Intergovernmental			-		-			-
2272		Federal Capital Grants								
2273		Federal Capital Grant	0.00		0.00		0.00			0.00
2274		Tran Cap08/09	0.00		0.00		0.00			0.00
2275		Federal Capital Grants; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2276		State Operating Grants; Total					-			0.00
2277		State Grant	0.00		0.00		0.00			0.00
2278		BMC Planning Grant	0.00		0.00		0.00			0.00
2279		Transit Operating Deficit	0.00		0.00		0.00			0.00
2280		ADA Operating Assist	0.00		0.00		0.00			0.00
2281		County JARC Grant	45,568.00		45,568.00		45,568.00			45,568.00
2282		County Bus Route Grant	135,000.00		135,000.00		135,000.00			135,000.00
2283		State Capital Grant	0.00		0.00		0.00			0.00
2284		State Operating Grants; Subtotal	180,568.00	0.00	180,568.00	0.00	180,568.00	0.00	0.00	180,568.00
2285		County Operating					-			-
2286		County Operating Grants; Subtotal	0.00		0.00		0.00			0.00
2287		Total; Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2288					-		-			-
2289		Total; Transportation Revenues	3,964,568.00	0.00	3,964,568.00	0.00	3,964,568.00	60,000.00	836,730.56	4,861,298.56
2290					-		-			0.00
2291		Expenditures								
2292		Administration								
2293		Salaries and Benefits								

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3		<u>Budget Request FY 2014</u>								
			FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2294		Salaries	383,233.47		383,233.47		383,233.47			383,233.47
2295		Salary Variance	146,268.50		146,268.50		146,268.50			146,268.50
2305		BMC Planning Grant	(12,000.00)		(12,000.00)		(12,000.00)	(6,160.00)		(18,160.00)
2306		Benefits	177,672.87		177,672.87		177,672.87			177,672.87
2307		Salaries/Benefits Total	695,174.84	0.00	695,174.84	0.00	695,174.84	(6,160.00)	0.00	689,014.84
2308		Operating			-		-			-
2309		Supplies	<u>12,500.00</u>		<u>12,500.00</u>		<u>12,500.00</u>			12,500.00
		General supplies								
2310			0.00		0.00		0.00			0.00
		Furniture								
2311			0.00		0.00		0.00			0.00
		Telephone								
2312			<u>5,900.00</u>		<u>5,900.00</u>		<u>5,900.00</u>			5,900.00
2313		Electricity	<u>53,400.00</u>		<u>53,400.00</u>		<u>53,400.00</u>			<u>53,400.00</u>
2314		Training and Education	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>12,600.00</u>
		Transit employees training						12,600.00		12,600.00
2315			0.00		0.00		0.00			0.00
		Professional associations								
2316			0.00		0.00		0.00			0.00
		Continued education for staff								
2317			0.00		0.00		0.00			0.00
2318		R & M - Equipment	<u>1,800.00</u>		<u>1,800.00</u>		<u>1,800.00</u>			<u>1,800.00</u>
2319		<u>Contract Services</u>	<u>22,656.00</u>		<u>22,656.00</u>		<u>22,656.00</u>			<u>22,656.00</u>
		Statistical sampling								
2320			0.00		0.00		0.00			0.00
		Marketing								
2321			0.00		0.00		0.00			0.00
		Signage/Prints								
2322			0.00		0.00		0.00			0.00
		Specialty								
2323			0.00		0.00		0.00			0.00
		Portbook								
2324			0.00		0.00		0.00			0.00
		Capital/Maryland Gazette								
2325			0.00		0.00		0.00			0.00
		Eye on Annapolis								
2326			0.00		0.00		0.00			0.00
		Annapolis Patch								
2327			0.00		0.00		0.00			0.00
		Cinema								
2328			0.00		0.00		0.00			0.00
		Phone App								
2329			0.00		0.00		0.00			0.00
		Print schedules / maps / passes								
2330			0.00		0.00		0.00			0.00
		General contracting services								
2331			0.00		0.00		0.00			0.00
		Building access database								
2332			0.00		0.00		0.00			0.00
2333		Contract Svcs. - BMC Plan. Grant	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2334		MTA grant funded Operating Supplies	(47,713.00)		(47,713.00)		(47,713.00)			(47,713.00)
2335		Capital Outlay	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			-

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2336		Software licenses	0.00		0.00		0.00			0.00
2337		Color printers	0.00		0.00		0.00			0.00
2338		Laptop	0.00		0.00		0.00			0.00
2339		Operating Total	48,543.00	-	48,543.00	0.00	48,543.00	12,600.00	0.00	61,143.00
2340					-		-			0.00
2341		Total; Administration	743,717.84	0.00	743,717.84	0.00	743,717.84	6,440.00	0.00	750,157.84
2342										
2343		Transit Vehicle Operations			-		-			-
2344		Salaries and Benefits								
2345		Salaries	1,399,494.77		1,399,494.77		1,399,494.77		(60,425.08)	1,339,069.69
2381		Salary Variance	572,649.68		572,649.68		572,649.68		(41,803.43)	530,846.25
2382		New: Transportation Superintendant	0.00		0.00		0.00			-
2383		New: Customer Service Rep.	0.00		0.00		0.00			-
2384		MTA grant-funded Salaries	(571,754.00)		(571,754.00)		(571,754.00)			(571,754.00)
2385			0.00		0.00		0.00			-
2386		Overtime	50,000.00		50,000.00		50,000.00		(3,650.00)	46,350.00
2387		Double-time	0.00		0.00		0.00			-
2388		Attrition (Contra Expenditure)	(350,000.00)		(350,000.00)		(350,000.00)			(350,000.00)
2389		Benefits	678,399.27		678,399.27		678,399.27		(31,522.51)	646,876.76
2390			(246,584.00)		(246,584.00)		(246,584.00)			(246,584.00)
2391		MTA grant-funded Benefits			0.00		0.00			-
2392		Salaries/Benefits Total	1,532,205.72	0.00	1,532,205.72	0.00	1,532,205.72	0.00	(137,401.02)	1,394,804.70
2393		Operating			-		-			(0.00)
2394		Supplies	64,000.00		64,000.00		64,000.00		(4,672.00)	59,328.00
2395		Oil, lubricants, tires, etc			0.00		0.00			-
2396		Cleaning supplies			0.00		0.00			-
2397		Equipment	27,877.00		27,877.00		27,877.00	2,123.00		30,000.00
2398		Contribution to CIP (Formerly Equip.)	0.00		0.00		0.00	59,600.00		59,600.00
2399		Tire storage facility FY10			0.00		0.00			-
2400		Preventative maintenance FY14			0.00		0.00			-
2401		Bus wash upgrade FY11			0.00		0.00			-
2402		HVAC rehab FY12			0.00		0.00			-
2403		Electronic farebox FY13			0.00		0.00			-
2404		Hybrid test equipment FY13			0.00		0.00			-
2405		Operation center FY13			0.00		0.00			-
2406		Facility camera & lighting FY13			0.00		0.00			-
2407		Bus stop target signs			0.00		0.00			-
2408		Fuel and Oil	99,839.00		99,839.00		99,839.00		(3,255.44)	96,583.56

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2409		Vehicles	0.00		0.00		0.00			-
2410		MTA grant funded Operating Supplies	(211,551.00)		(211,551.00)		(211,551.00)			(211,551.00)
2411		Fleet Replacement	19,835.00		19,835.00		19,835.00		(1,447.96)	18,387.04
2412		Operating Total	0.00	0.00	0.00	0.00	0.00	61,723.00	(9,375.40)	52,347.60
2413					-		-			-
2414		Total; Vehicle Operations	1,532,205.72	0.00	1,532,205.72	0.00	1,532,205.72	61,723.00	(146,776.42)	1,447,152.30
2415										
2416		Maintenance			-		-			(0.00)
2417		Salaries and Benefits								
2418		Salaries	202,122.80		202,122.80		202,122.80		(7,534.17)	194,588.63
2419		Salary Variance	154,858.66		154,858.66		154,858.66		(11,304.68)	143,553.98
2428		MTA grant funded salaries	(98,915.00)		(98,915.00)		(98,915.00)			(98,915.00)
2429		Overtime	34,600.00		34,600.00		34,600.00		(2,525.80)	32,074.20
2430		Benefits	101,768.96		101,768.96		101,768.96		(4,548.19)	97,220.77
2431		MTA grant-funded benefits	0.00		0.00		0.00		-39465	(39,465.00)
2432		Salaries/Benefits Total	394,435.42	0.00	394,435.42	0.00	394,435.42	0.00	(65,377.84)	329,057.58
2433		Operating			-		-			0.00
2434		Supplies	0.00		0.00		0.00			0.00
2435		Fuel and Oil	10,000.00		10,000.00		10,000.00		(730.00)	9,270.00
2436		Contract Services	0.00		0.00		0.00			0.00
2437		R & M - Buildings & Structures	8,250.00		8,250.00		8,250.00		(602.25)	7,647.75
2438		Reapir of yard			0.00		0.00			0.00
2439		General routine maintenance			0.00		0.00			0.00
2440		R & M - Equipment	8,560.00		8,560.00		8,560.00		(420.77)	8,139.23
2441		Maintenance service contracts			0.00		0.00			0.00
2442		Shop Equipment			0.00		0.00			0.00
2443		MTA grant funded Operating Supplies	(22,643.00)		(22,643.00)		(22,643.00)			(22,643.00)
2444		MTA grant funded Capital Supplies	(162,000.00)		(162,000.00)		(162,000.00)			(162,000.00)
2445		Vehicle Maint. / Service contracts	369,112.00		369,112.00		369,112.00		(26,945.18)	342,166.82
2446		Operating Total	211,279.00	-	211,279.00	0.00	211,279.00	0.00	(28,698.20)	182,580.80
2447					-		-			0.00
2448		Total; Maintenance	605,714.42	0.00	605,714.42	0.00	605,714.42	0.00	(94,076.04)	511,638.38
2449										
2450		Parking Operations			-		-			0.00
2451		Salaries and Benefits								
2452		Salaries	350,319.47		350,319.47		350,319.47			350,319.47
2462		Overtime	15,000.00		15,000.00		15,000.00			15,000.00

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3		<u>Budget Request FY 2014</u>	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2463		Benefits	157,379.06		157,379.06		157,379.06			157,379.06
2464		Salaries/Benefits Total	522,698.53	-	522,698.53	0.00	522,698.53	0.00	0.00	522,698.53
2465		Operating Supplies			-		-			-
2466			<u>19,540.00</u>	8,500.00	<u>28,040.00</u>		<u>28,040.00</u>		(8,500.00)	<u>19,540.00</u>
2467		Clothing	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2468		Fuel and Oil	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2469		Capital Outlay	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			-
2470		New parking meter equipment			0.00		0.00			0.00
2471		R & M - Equipment	<u>8,000.00</u>		<u>11,000.00</u>		<u>11,000.00</u>			<u>109,500.00</u>
2472		Fleet maintenance	8,000.00		8,000.00		8,000.00			8,000.00
2473		Meter maintenance			0.00		0.00		100,000.00	100,000.00
2474		Meter service contract		3,000.00	3,000.00		3,000.00		(1,500.00)	1,500.00
2475		Operating Total	27,540.00	11,500.00	39,040.00	0.00	39,040.00	0.00	90,000.00	129,040.00
2476					-		-			-
2477		Total; Parking Operations	550,238.53	11,500.00	561,738.53	0.00	561,738.53	0.00	90,000.00	651,738.53
2478					-		-			-
2479										
2480		<u>Non-Allocated Expenses</u>								
2481		<u>Debt</u>								
2482		Bond Principal (GO Bonds)	11,406.00		11,406.00		11,406.00			11,406.00
2483		Bond Interest (GO Bonds)	2,016.00		2,016.00		2,016.00			2,016.00
2484		Gain/loss refunding	0.00		0.00		0.00			0.00
2485		Debt; Subtotal	13,422.00	0.00	13,422.00	0.00	13,422.00	0.00	0.00	13,422.00
2486		<u>Depreciation & Adjustments</u>			-		-			-
2487		Depreciation	489,114.00		489,114.00		489,114.00			489,114.00
2488		F/A Disposition-Loss	0.00		0.00		0.00			0.00
2489		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2490		Depreciation & Adjustments; Subtotal	489,114.00	0.00	489,114.00	0.00	489,114.00	0.00	0.00	489,114.00
2491		<u>Interfund Allocations</u>			-		-			-
2492		Administrative Indirect Charges	673,000.00		673,000.00		673,000.00			673,000.00
2493		Admin Charge-Direct	0.00		0.00		0.00			0.00
2494		Admin Charges (CR)	0.00		0.00		0.00			0.00
2495		Interfund Interest	0.00		0.00		0.00			0.00
2496		General Liability Insurance	325,075.51		325,075.51		325,075.51			325,075.51
2497		Furlough Impact	0.00		0.00		0.00			0.00
2498		Trsf to Capital Projects (See Cont. to CIP)	0.00		0.00		0.00			0.00
2499		Trsf to General Fund	0.00		0.00		0.00			0.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2500		Interfund Allocations; Subtotal	998,075.51	0.00	998,075.51	0.00	998,075.51	0.00	0.00	998,075.51
2501					-		-			-
2502		Contingency-General; Subtotal	0.00	-	-		0.00			0.00
2503										
2504		Total; Non-Allocated Expenses	1,500,611.51	0.00	1,500,611.51	0.00	1,500,611.51	0.00	0.00	1,500,611.51
2505					-		-			-
2506		Total Transportation Expenditures	4,932,488.02	11,500.00	4,943,988.02	0.00	4,943,988.02	68,163.00	(150,852.46)	4,861,298.56
2507					-		-			(0.00)
2508		<i>Projected Surplus <Deficit></i>	<i>(967,920.02)</i>	<i>(11,500.00)</i>	<i>(979,420.02)</i>	<i>0.00</i>	<i>(979,420.02)</i>	<i>(8,163.00)</i>	<i>987,583.02</i>	<i>(0.00)</i>
2509					-		-			0.00
2510										
2511										
2512										
2513		DOCK FUND								
2514		Revenues								
2515		Dock Charges								
2516		Dock Charges	955,000.00		955,000.00		955,000.00			955,000.00
2517		Miscellaneous	0.00		0.00		0.00			0.00
2518		Chandler Dock	0.00		0.00		0.00	67,000.00		67,000.00
2519		Fees; Subtotal	955,000.00	0.00	955,000.00	0.00	955,000.00	67,000.00	0.00	1,022,000.00
2520		Intergovernmental			-		-			-
2521		Federal Operating								
2522		Craft Repower MARAMA	0.00		0.00		0.00			0.00
2523		Federal Operating Grants; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2524		State Operating Grants			-		-			-
2525		State Operating Grants	0.00		0.00		0.00			0.00
2526		Derelict Boat Removal	0.00		0.00		0.00			0.00
2527		DNR-Pump out Boat	0.00		0.00		0.00			0.00
2528		State Operating Grants; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2529		State Capital Grants			-		-			-
2530		DNR City Facility	0.00		0.00		0.00			0.00
2531		State Capital Grants; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2532		Total; Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2533					-		-			-
2534		Total; Dock Revenues	955,000.00	0.00	955,000.00	0.00	955,000.00	67,000.00	0.00	1,022,000.00
2535					-		-			-
2536		Expenditures								
2537		City Dock								
2538		Salaries and Benefits								
2539		Salaries	275,212.47		275,212.47		275,212.47		(25,000.00)	250,212.47
2543		Dock Assistants (17)		14,300.00	14,300.00		14,300.00			14,300.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2546		Watch Commanders (seasonal)		10,950.00	10,950.00		10,950.00			10,950.00
2550		Overtime	0.00		0.00		0.00			0.00
2551		Benefits	40,820.70	3,787.50	44,608.20		44,608.20			44,608.20
2552		Salaries/Benefits Total	316,033.17	29,037.50	345,070.67	-	345,070.67	-	(25,000.00)	320,070.67
2553		Operating			-					0.00
2554		Supplies	<u>29,000.00</u>	(10,000.00)	<u>19,000.00</u>		<u>19,000.00</u>			<u>19,000.00</u>
2555		Supplies			0.00		0.00			0.00
2556		Total grant-funded			0.00		0.00			0.00
2557		Fuel and Oil		10,000.00	<u>10,000.00</u>		<u>10,000.00</u>			<u>10,000.00</u>
2558		Fuel and Oil			0.00		0.00			0.00
2559		Total grant-funded			0.00		0.00			0.00
2560		Telephone	<u>5,108.68</u>		<u>5,108.68</u>		<u>5,108.68</u>			<u>5,108.68</u>
2561		Electricity	<u>53,292.76</u>		<u>53,292.76</u>		<u>53,292.76</u>			<u>53,292.76</u>
2562		Training and Education	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2563		R & M - Bldgs and Structures	<u>18,600.00</u>		<u>18,600.00</u>		<u>18,600.00</u>			<u>18,600.00</u>
2564		R & M - Equipment	<u>23,000.00</u>		<u>23,000.00</u>		<u>23,000.00</u>			<u>23,000.00</u>
2565		Mooring maint. & upgrades	<u>38,372.20</u>		<u>38,372.20</u>		<u>38,372.20</u>			<u>38,372.20</u>
2566		Pumpout boat repair & maint.	<u>27,627.80</u>		<u>27,627.80</u>		<u>27,627.80</u>			<u>27,627.80</u>
2567		Total grant-funded	(43,000.00)		(43,000.00)		(43,000.00)			(43,000.00)
2568		Rents & Leases	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	42,000.00		<u>42,000.00</u>
2569		Programs and Activities	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2570		Contract Services	<u>15,000.00</u>	(15,000.00)	<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2571		CRABL (night shift)	15,000.00		0.00		0.00			0.00
2572			0.00		0.00		0.00			0.00
2573		Derelict & debris clean-up	0.00		0.00		0.00			0.00
2574		Total grant-funded	0.00		0.00		0.00			0.00
2575		Fleet Replacement	<u>11,905.37</u>		<u>11,905.37</u>		<u>11,905.37</u>			<u>11,905.37</u>
2576		Operating Total	155,906.81	(15,000.00)	140,906.81	0.00	140,906.81	42,000.00	0.00	182,906.81
2577		Total; City Dock Operations	471,939.98	14,037.50	485,977.48	0.00	485,977.48	42,000.00	(25,000.00)	502,977.48
2578										
2579		Non Allocated Expenses			-		-			-
2580		Debt								
2581		Bond Principal (GO Bonds)	54,762.00		54,762.00		54,762.00			54,762.00
2582		Bond Interest (GO Bonds)	112,146.00		112,146.00		112,146.00			112,146.00
2583		Bond Interest Cap	0.00		0.00		0.00			0.00
2584		Gain/loss refunding	0.00		0.00		0.00			0.00
2585		Debt; Subtotal	166,908.00	0.00	166,908.00	0.00	166,908.00	0.00	0.00	166,908.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2586		Other Expenditures			-		-			-
2587		Depreciation & Adjustments								
2588		Depreciation	261,661.00		261,661.00		261,661.00			261,661.00
2589		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2590		Depreciation & Adjustments; Subtotal	261,661.00	0.00	261,661.00	0.00	261,661.00	0.00	0.00	261,661.00
2591		Interfund Allocations			-		-			0.00
2592		Administrative Indirect Charges	0.00		0.00		0.00			0.00
2593		Furlough Impact	0.00		0.00		0.00			0.00
2594		Admin Charge-Direct	0.00		0.00		0.00			0.00
2595		Admin Charges (CR)	0.00		0.00		0.00			0.00
2596		Interfund Interest	0.00		0.00		0.00			0.00
2597		Transfers to GF	0.00		0.00		0.00	50,000.00		50,000.00
2598		General Liability Insurance	40,000.00		40,000.00		40,000.00			40,000.00
2599		Interfund Allocations; Subtotal	40,000.00	0.00	40,000.00	0.00	40,000.00	50,000.00	0.00	90,000.00
2600		Total; Non-Allocated	468,569.00	0.00	468,569.00	0.00	468,569.00	50,000.00	0.00	518,569.00
2601										0.00
2602		Total; Dock Fund Expenditures	940,508.98	14,037.50	954,546.48	0.00	954,546.48	92,000.00	(25,000.00)	1,021,546.48
2603					-		-			0.00
2604		Projected Surplus <Deficit>	14,491.02	(14,037.50)	453.52	0.00	453.52	(25,000.00)	25,000.00	453.52
2605					-		-			-
2606										
2607										
2608		MARKET FUND								
2609		Revenues								
2610		Market Charges								
2611		Subtotal;	174,540.00		174,540.00		174,540.00			174,540.00
2612		Money & Property			0.00					
2613		Interest Earnings	0.00		0.00					
2614		Subtotal;	0.00		0.00		0.00			0.00
2615		Total; Market Fund Revenues	174,540.00	-	174,540.00	-	174,540.00		-	174,540.00
2616					-		-			-
2617										
2618		Expenditures								
2619		Market House								
2620		Salaries and Benefits								
2621		Salaries	0.00		0.00		0.00			0.00
2622		Benefits	0.00		0.00		0.00			0.00
2623		Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2624		Operating			-		-			-
2625		Misc. Services and Charges	0.00		0.00		0.00			0.00
2626		Supplies	2,000.00		2,000.00		2,000.00			2,000.00
2627		Miscellaneous supplies as needed	2,000.00		2,000.00		2,000.00			2,000.00
2628		Telephone	3,000.00		3,000.00		3,000.00			3,000.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2629		Electricity and Utilities	30,700.00		30,700.00		30,700.00			30,700.00
2630		R & M - Bldgs and Structures	7,400.00		7,400.00		7,400.00			7,400.00
2631		Fire protection	450.00		450.00		450.00			450.00
2632		HVAC	750.00		750.00		750.00			750.00
2633		Security system	600.00		600.00		600.00			600.00
2634		General repairs	3,500.00		3,500.00		3,500.00			3,500.00
2635		Glass	500.00		500.00		500.00			500.00
2636		Interior drains	1,600.00		1,600.00		1,600.00			1,600.00
2637		R & M - Equipment	0.00		0.00		0.00			0.00
2638		Contract Services	86,631.00		86,631.00		86,631.00			86,631.00
2639		Business manager	20,000.00		20,000.00		20,000.00			20,000.00
2640		Custodial services	53,611.00		53,611.00		53,611.00			53,611.00
2641		Grease trap cleaning	800.00		800.00		800.00			800.00
2642		Trash/recycling	6,500.00		6,500.00		6,500.00			6,500.00
2643		Sound system	420.00		420.00		420.00			420.00
2644		Trailer rental for storage	1,000.00		1,000.00		1,000.00			1,000.00
2645		Window cleaning	3,000.00		3,000.00		3,000.00			3,000.00
2646		Pest control	1,300.00		1,300.00		1,300.00			1,300.00
2647		Operating Total	129,731.00	-	129,731.00	-	129,731.00	-	-	129,731.00
2648		Total; Market Fund Operating Expenditures	129,731.00	-	129,731.00	-	129,731.00	-	-	129,731.00
2649										
2650		Net Operating Income	44,809.00	0.00	44,809.00	0.00	44,809.00	0.00	0.00	44,809.00
2651										
2652		Other Financing Sources			0.00					
2653		Operating Revenue			0.00					
2654		Transfers from other sources	0.00		0.00		0.00			0.00
2655		Trsf from General	20,331.22		20,331.22		20,331.22			20,331.22
2656		Subtotal;	20,331.22	0.00	20,331.22	0.00	20,331.22	0.00	0.00	20,331.22
2657										
2658		Non Allocated Expenses			-					
2659		Debt								
2660		Bond Principal (GO Bonds)	1,384.00		1,384.00		1,384.00			1,384.00
2661		Bond Interest (GO Bonds)	26,073.00		26,073.00		26,073.00			26,073.00
2662		Payable to City (\$300)	0.00		0.00		0.00			0.00
2663		Gain/Loss Refunding	0.00		0.00		0.00			0.00
2664		Debt; Subtotal	27,457.00	0.00	27,457.00	0.00	27,457.00	0.00	0.00	27,457.00
2665		Other Expenditures			-		-			-
2666		Depreciation & Adjustments; Subtotal	24,892.00	0.00	24,892.00	0.00	24,892.00		0.00	24,892.00
2667		Depreciation	24,892.00		24,892.00		24,892.00			24,892.00
2668		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2669		Interfund Allocations; Subtotal	0.00	0.00	0.00	0.00	0.00		0.00	0.00
2670		Admin Charges - Indirect	0.00		0.00		0.00			0.00
2671		Admin Charges (CR)	0.00		0.00		0.00			0.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2672		Interfund Interest	0.00		0.00		0.00			0.00
2673		Intergovernmental Expenditures; Subtotal	<u>12,791.22</u>	0.00	<u>12,791.22</u>	0.00	<u>12,791.22</u>		0.00	<u>12,791.22</u>
2674		GL Insurance	12,791.22		12,791.22		12,791.22			12,791.22
2675		Other Total	37,683.22	0.00	37,683.22	0.00	37,683.22	0.00	0.00	37,683.22
2676					-		-			-
2677		Total; Non-Allocated Expenses	65,140.22	-	65,140.22	-	65,140.22	-	-	65,140.22
2678					-		-			-
2679		<i>Projected Surplus <Deficit></i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2680					-		-			-
2681										
2682										
2683		SOLID WASTE								
2684		Revenues								
2685		Refuse Collection Charges - Residential								
2686		Ref Collection License	0.00		0.00		0.00			0.00
2687		Residential Charges	3,405,000.00	(300,000.00)	3,105,000.00		3,105,000.00		300,000.00	3,405,000.00
2688		Miscellaneous	12,500.00		12,500.00		12,500.00			12,500.00
2689		Recycling	70,000.00		70,000.00		70,000.00			70,000.00
2690		Utility Refund Solid Waste	0.00		0.00		0.00			0.00
2691		Subtotal;	3,487,500.00	(300,000.00)	3,187,500.00	0.00	3,187,500.00	0.00	300,000.00	3,487,500.00
2692		Commercial Refuse Recycling			-		-			-
2693		Subtotal;	7,500.00		7,500.00		7,500.00			7,500.00
2694					-		-			0.00
2695		Total; Charges for Services	3,495,000.00	(300,000.00)	3,195,000.00	0.00	3,195,000.00	0.00	300,000.00	3,495,000.00
2696										
2697		Other Income			-		-			0.00
2698		Interest Income	0.00		0.00		0.00			0.00
2699		Commercial Recycling	0.00		0.00		0.00			0.00
2700		Util Ref - Refuse Only	0.00		0.00		0.00			0.00
2701		Other Financing Sources	0.00		0.00		0.00			0.00
2702		Trsfr from Admin. Accts	0.00		0.00		0.00			0.00
2703		Trsf from Cap Project	0.00		0.00		0.00			0.00
2704		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2705					-		-			-
2706		Total; Solid Waste Revenues	3,495,000.00	(300,000.00)	3,195,000.00	0.00	3,195,000.00	0.00	300,000.00	3,495,000.00
2707					-		-			-
2708		Expenditures								
2709		Waste Collection								
2710		Residential								
2711		Salaries and Benefits								
2712		Salaries	98,155.34		98,155.34		98,155.34			98,155.34

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2715		Overtime	2,000.00		2,000.00		2,000.00			2,000.00
2716		Benefits	36,244.79		36,244.79		36,244.79			36,244.79
2717		Salaries/Benefits Total	136,400.13	-	136,400.13	0.00	136,400.13	0.00	0.00	136,400.13
2718		Operating Supplies			-					
2719			<u>5,200.00</u>		<u>80,200.00</u>		<u>80,200.00</u>			<u>80,200.00</u>
2720		Office supplies	200.00		200.00		200.00			200.00
2721		Additional dumpsters	5,000.00	50,000.00	55,000.00		55,000.00			55,000.00
2722		Street Sanitation		25,000.00	25,000.00		25,000.00			25,000.00
2723		Fuel and Oil	<u>4,000.00</u>		<u>4,000.00</u>		<u>4,000.00</u>		(196.28)	<u>3,803.72</u>
2724		Telephone	<u>500.00</u>		<u>500.00</u>		<u>500.00</u>			<u>500.00</u>
2725		Electricity	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2726		Training and Education								
2727		Employee training	<u>150.00</u>		<u>150.00</u>		<u>150.00</u>			<u>150.00</u>
2728		R & M - Equipment								
2729		Vehicle maintenance	<u>8,000.00</u>		<u>8,000.00</u>		<u>8,000.00</u>			<u>7,901.86</u>
2730		Dumpster maintenance	2,000.00		2,000.00		2,000.00		(98.14)	1,901.86
2731		Can maintenance & refurbishing	2,000.00		2,000.00		2,000.00			2,000.00
2732		Can maintenance & refurbishing	4,000.00		4,000.00		4,000.00			4,000.00
2733		Misc. Services and Charges	<u>653,460.00</u>		<u>653,460.00</u>		<u>653,460.00</u>			<u>653,460.00</u>
2734		Waste disp. Costs	653,460.00		653,460.00		653,460.00			653,460.00
2735		Contract Services	<u>503,820.00</u>		<u>600,000.00</u>		<u>600,000.00</u>			<u>600,000.00</u>
2736		Bates contract	503,820.00	96,180.00	600,000.00		600,000.00			600,000.00
2737		Fleet Replacement	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>			<u>0.00</u>
2738		Operating Total	1,175,130.00	171,180.00	1,346,310.00	-	1,346,310.00	0.00	(294.42)	1,346,015.58
2739		Total; Residential Expenses	1,311,530.13	171,180.00	1,482,710.13	0.00	1,482,710.13	0.00	(294.42)	1,482,415.71
2740					-		-			-
2741		Yard Waste Recycling								
2742		Salaries and Benefits								
2743		Salaries	0.00		0.00		0.00			0.00
2744		Overtime	0.00		0.00		0.00			0.00
2745		Benefits	0.00		0.00		0.00			0.00
2746		Salaries/Benefits Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2747		Operating			-		-			-
2748		Supplies	0.00		0.00		0.00			0.00
2749		Electricity	0.00		0.00		0.00			0.00
2750		Training and Education	0.00		0.00		0.00			0.00
2751		R & M - Equipment	0.00		0.00		0.00			0.00

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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2752		Leases	0.00		0.00		0.00			0.00
2753		Contract Services	0.00		0.00		0.00			0.00
2754		Operating Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2755					-		-			-
2756		Total; Yard Waste Recycling Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2757					-		-			0.00
2758		Curbside Recycling								
2759		Supplies	50,000.00		50,000.00		50,000.00			50,000.00
2764		Contract Services (Bates Contract)	262,566.75		262,566.75		262,566.75			262,566.75
2765		Total; Curbside Recycling Expenses	312,566.75	-	312,566.75	-	312,566.75	-	-	312,566.75
2766					-		-			-
2767		Non Allocated Expenses								
2768		Debt Service								
2769		Bond Principal (GO Bonds)	232.00		232.00		232.00			232.00
2770		Bond Interest (GO Bonds)	9,704.00		9,704.00		9,704.00			9,704.00
2771		Debt; Subtotal	9,936.00	0.00	9,936.00	0.00	9,936.00	0.00	0.00	9,936.00
2772		Depreciation & Adjustments			-		-			-
2773		Depreciation	35,813.00		35,813.00		35,813.00			35,813.00
2774		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2775		Depreciation & Adjustments; Subtotal	35,813.00	0.00	35,813.00	0.00	35,813.00	0.00	0.00	35,813.00
2776		Interfund Allocations and Transfers			-		-			-
2777		Administrative Indirect Charges	440,000.00		440,000.00		440,000.00			440,000.00
2778		Admin Charges - Direct	450,000.00		450,000.00		450,000.00			450,000.00
2779		Admin Charges (CR)	0.00		0.00		0.00			0.00
2780		Interfund Interest	0.00		0.00		0.00			0.00
2781		General Liability Insurance	86,055.00		86,055.00		86,055.00			86,055.00
2782		Trsf to General	0.00		0.00		0.00			0.00
2783		Interfund Allocations; Subtotal	976,055.00	0.00	976,055.00	0.00	976,055.00	0.00	0.00	976,055.00
2784					-		-			-
2785		Total; Non-Allocated Expenses	1,021,804.00	0.00	1,021,804.00	0.00	1,021,804.00	0.00	0.00	1,021,804.00
2786					-		-			-
2787		Total Refuse Expenditures	2,645,900.88	171,180.00	2,817,080.88	0.00	2,817,080.88	0.00	(294.42)	2,816,786.46
2788					-		-			-
2789		Projected Surplus <Deficit>	849,099.12	(471,180.00)	377,919.12	0.00	377,919.12	0.00	300,294.42	678,213.54
2790					-		-			-
2791										
2792										
2793										
2794		STORMWATER MANAGEMENT								
2795		Revenues								
2796		Stormwater Management Charges								
2797		Subtotal;	934,000.00		934,000.00		934,000.00			934,000.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2798		Money and Property			-		-			-
2799		Subtotal;	0.00		0.00		0.00			0.00
2800		Transfers and Other Sources			-		-			-
2801		Internal Admin Accounts	0.00		0.00		0.00			0.00
2802		Trsfr from General Fund	0.00		0.00		0.00			0.00
2803		Trsfr from Capital Projects	0.00		0.00		0.00			0.00
2804		Subtotal;	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2805					-		-			-
2806		Total; Stormwater Fund Revenues	934,000.00	0.00	934,000.00	0.00	934,000.00	0.00	0.00	934,000.00
2807					-		-			-
2808		Expenditures								
2809		Stormwater Management								
2810		Salaries and Benefits								
2811		Salaries	140,245.15		140,245.15		140,245.15			140,245.15
2815		Overtime	0.00		0.00		0.00			0.00
2816		Benefits	46,071.38		46,071.38		46,071.38			46,071.38
2817		Salaries/Benefits Total	186,316.53	-	186,316.53	0.00	186,316.53	0.00	0.00	186,316.53
2818		Operating			-		-			-
2819		Supplies	7,500.00		7,500.00		7,500.00			7,500.00
2820		Uniforms	1,500.00		1,500.00		1,500.00			1,500.00
2821		Safety boots	840.00		840.00		840.00			840.00
2822		Inlet grates	5,160.00		5,160.00		5,160.00			5,160.00
2823		Fuel and Oil	4,500.00		4,500.00		4,500.00		(220.82)	4,279.18
2824		Telephone	1,800.00		1,800.00		1,800.00			1,800.00
2825		R & M - Equipment	5,000.00		5,000.00		5,000.00		(245.35)	4,754.65
2826		Contract Services	60,200.00		60,200.00		60,200.00			60,200.00
2827		Repair stormdrain inlets	60,200.00		60,200.00		60,200.00			60,200.00
2828		Raingarden & vault maintenance	0.00	-	0.00		0.00			0.00
2829		Fleet Replacement	0.00		0.00		0.00			0.00
2830		Operating Total	79,000.00	-	79,000.00	-	79,000.00		(466.17)	78,533.83
2831		Non-Allocated Expenses					-			-
2832		Debt								
2833		Bond Principal (GO Bonds)	1,330.00		1,330.00		1,330.00			1,330.00
2834		Bond Interest (GO Bonds)	9,495.00		9,495.00		9,495.00			9,495.00
2835		Debt; Subtotal	10,825.00	0.00	10,825.00	0.00	10,825.00	0.00	0.00	10,825.00
2836		Other Expenditures			-		-			-
2837		Depreciation & Adjustments								
2838		Depreciation	1,629.00		1,629.00		1,629.00			1,629.00
2839		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2840		Depreciation & Adjustments; Subtotal	1,629.00	0.00	1,629.00	0.00	1,629.00	0.00	0.00	1,629.00
2841		Interfund Allocations			-		-			0.00
2842		Administrative Indirect Charges	57,600.00		57,600.00		57,600.00			57,600.00
2843		Furlough Impact	0.00		0.00		0.00			0.00
2844		Admin Charge-Direct	0.00		0.00		0.00			0.00
2845		Admin Charges (CR)	0.00		0.00		0.00			0.00
2846		Interfund Interest	0.00		0.00		0.00			0.00
2847		General Liability Insurance	4,100.00		4,100.00		4,100.00			4,100.00
2848		Trsf to General	590,000.00		590,000.00		590,000.00			590,000.00
2849		Interfund Allocations; Subtotal	651,700.00	-	651,700.00	-	651,700.00	-	-	651,700.00
2850		Total; Non-Allocated	664,154.00	0.00	664,154.00	0.00	664,154.00	0.00	0.00	664,154.00
2851					-		-			-
2852		Total; Stormwater Expenditures	929,470.53	0.00	929,470.53	0.00	929,470.53	0.00	(466.17)	929,004.36
2853							-			-
2854		<i>Projected Surplus <Deficit></i>	4,529.47	0.00	4,529.47	0.00	4,529.47	0.00	466.17	4,995.64
2855							-			0.00
2856										
2857										
2858		SIDEWALK REVOLVING								
2859		Revenues								
2860		Sidewalk Management Charges								
2861		Subtotal;	0.00		0.00		0.00			0.00
2862		Transfers and Other Sources								
2863		Internal Admin Accounts	0.00		0.00		0.00			0.00
2864		Trsfr from General Fund	302,413.87		302,413.87		302,413.87			302,413.87
2865		Trsfr from Capital Projects	0.00		0.00		0.00			0.00
2866		Subtotal;	302,413.87	-	302,413.87	-	302,413.87		-	302,413.87
2867										
2868		Total; Sidewalk Revolving Revenues	302,413.87	-	302,413.87	-	302,413.87		-	302,413.87
2869					-		-			-
2870		Expenditures								
2871		Sidewalk Revolving Fund								
2872		Salaries and Benefits								
2873		Salaries	208,249.06		208,249.06		208,249.06			208,249.06
2874		Overtime	0.00		0.00		0.00			0.00
2875		Benefits	94,164.82		94,164.82		94,164.82			94,164.82
2876		Salaries/Benefits Total	302,413.87	0.00	302,413.87	0.00	302,413.87	0.00	0.00	302,413.87
2877		Operating			-		-			-
2878		Supplies	0.00		0.00		0.00			0.00
2879		Fuel and Oil	0.00		0.00		0.00			0.00
2880		Telephone	0.00		0.00		0.00			0.00
2881		R & M - Equipment	0.00		0.00		0.00			0.00
2882		Contract Services	0.00		0.00		0.00			0.00

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2883		Capital Expenditures- Improvements	0.00		0.00		0.00			0.00
2884		Operating Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2885		Non Allocated Expenses			-		-			-
2886		Debt								
2887		Bond Principal (GO Bonds)	0.00		0.00		0.00			0.00
2888		Bond Interest (GO Bonds)	0.00		0.00		0.00			0.00
2889		Debt; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2890		Other Expenditures			-		-			-
2891		Depreciation & Adjustments								
2892		Depreciation	0.00		0.00		0.00			0.00
2893		Non-Oper Exp Adjust	0.00		0.00		0.00			0.00
2894		Depreciation & Adjustments; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2895		Interfund Allocations			-		-			-
2896		Administrative Indirect Charges	0.00		0.00		0.00			0.00
2897		Admin Charge-Direct	0.00		0.00		0.00			0.00
2898		Admin Charges (CR)	0.00		0.00		0.00			0.00
2899		Interfund Interest	0.00		0.00		0.00			0.00
2900		General Liability Insurance	0.00		0.00		0.00			0.00
2901		Trsf to General	0.00		0.00		0.00			0.00
2902		Interfund Allocations; Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2903		Total; Non-Allocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2904					-		-			-
2905		Total; Sidewalk Expenditures	302,413.87	0.00	302,413.87	0.00	302,413.87	0.00	0.00	302,413.87
2906					-		-			-
2907		Projected Surplus <Deficit>	(0.00)	0.00	(0.00)	0.00	(0.00)	0.00	0.00	(0.00)
2908					-		-			-
2909		Summary-by fund								
2910										
2911		General Fund								
2912		Total Revenues	65,553,591.32	1,224,000.00	66,777,591.32	0.00	66,777,591.32	(12,641.00)	264,060.00	67,029,010.32
2913		Total Expenditures	63,728,550.54	607,748.93	64,336,299.47	115,000.00	64,451,299.47	42,521.63	500,182.34	64,994,003.44
2914		Net Surplus <Deficit>	1,825,040.78	616,251.07	2,441,291.85	(115,000.00)	2,326,291.85	(55,162.63)	(236,122.34)	2,035,006.88
2915			0.00		0.00	-	-		0.00	0.00
2916		Water Fund								
2917		Total Revenues	7,501,000.00	-	7,501,000.00	0.00	7,501,000.00	0.00	0.00	7,501,000.00
2918		Total Expenditures	7,195,769.57	83,760.00	7,279,529.57	0.00	7,279,529.57	120,000.00	(2,257.24)	7,397,272.33
2919		Net Surplus <Deficit>	305,230.43	(83,760.00)	221,470.43	0.00	221,470.43	(120,000.00)	2,257.24	103,727.67
2920			0.00		-	-	-		0.00	0.00
2921		Wastewater Fund								
2922		Total Revenues	7,661,148.00	-	7,661,148.00	0.00	7,661,148.00	0.00	0.00	7,661,148.00
2923		Total Expenditures	6,996,875.29	150,000.00	7,146,875.29	0.00	7,146,875.29	0.00	(61,373.96)	7,085,501.33
2924		Net Surplus <Deficit>	664,272.71	(150,000.00)	514,272.71	0.00	514,272.71	0.00	61,373.96	575,646.67
2925			0.00		-	-	-		0.00	(0.00)
2926		Parking Fund								

	A	B	Q	Z	AA	AB	AC	AD	AE	AF
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2										
3		Budget Request FY 2014	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget	Tech Changes - Finance Department	Finance Committee Changes	Finance Committee Proposed
2927		Total Revenues	5,660,000.00	-	5,660,000.00	0.00	5,660,000.00	89,011.00	290,000.00	6,039,011.00
2928		Total Expenditures	5,599,010.37	-	5,599,010.37	0.00	5,599,010.37	350,000.00	90,000.00	6,039,010.37
2929		Net Surplus <Deficit>	60,989.63	-	60,989.63	0.00	60,989.63	(260,989.00)	200,000.00	0.63
2930			0.00		-	-	-		0.00	-
2931		Transportation Fund								
2932		Total Revenues	3,964,568.00	-	3,964,568.00	0.00	3,964,568.00	60,000.00	836,730.56	4,861,298.56
2933		Total Expenditures	4,932,488.02	11,500.00	4,943,988.02	0.00	4,943,988.02	68,163.00	(150,852.46)	4,861,298.56
2934		Net Surplus <Deficit>	(967,920.02)	(11,500.00)	(979,420.02)	0.00	(979,420.02)	(8,163.00)	987,583.02	(0.00)
2935			0.00		-	-	-		0.00	0.00
2936		Dock Fund								
2937		Total Revenues	955,000.00	-	955,000.00	0.00	955,000.00	67,000.00	0.00	1,022,000.00
2938		Total Expenditures	940,508.98	14,037.50	954,546.48	0.00	954,546.48	92,000.00	(25,000.00)	1,021,546.48
2939		Net Surplus <Deficit>	14,491.02	(14,037.50)	453.52	0.00	453.52	(25,000.00)	25,000.00	453.52
2940			0.00		-	-	-		0.00	-
2941		Market Fund								
2942		Total Revenues	194,871.22	0.00	194,871.22	0.00	194,871.22	0.00	0.00	194,871.22
2943		Total Expenditures	194,871.22	0.00	194,871.22	0.00	194,871.22	0.00	0.00	194,871.22
2944		Net Surplus <Deficit>	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00
2945			0.00		-	-	-		-	-
2946		Refuse Fund								
2947		Total Revenues	3,495,000.00	(300,000.00)	3,195,000.00	0.00	3,195,000.00	0.00	300,000.00	3,495,000.00
2948		Total Expenditures	2,645,900.88	171,180.00	2,817,080.88	0.00	2,817,080.88	0.00	(294.42)	2,816,786.46
2949		Net Surplus <Deficit>	849,099.12	(471,180.00)	377,919.12	0.00	377,919.12	0.00	300,294.42	678,213.54
2950			0.00		-	-	-		-	(0.00)
2951		Stormwater Fund								
2952		Total Revenues	934,000.00	-	934,000.00	0.00	934,000.00	0.00	0.00	934,000.00
2953		Total Expenditures	929,470.53	-	929,470.53	0.00	929,470.53	0.00	(466.17)	929,004.36
2954		Net Surplus <Deficit>	4,529.47	-	4,529.47	0.00	4,529.47	0.00	466.17	4,995.64
2955			0.00		-	-	-		-	0.00
2956		Sidewalk Fund								
2957		Total Revenues	302,413.87	-	302,413.87	0.00	302,413.87	0.00	0.00	302,413.87
2958		Total Expenditures	302,413.87	-	302,413.87	0.00	302,413.87	0.00	0.00	302,413.87
2959		Net Surplus <Deficit>	(0.00)	-	(0.00)	0.00	(0.00)	0.00	0.00	(0.00)
2960			0.00		-	-	-		-	-
2961		Total City								
2962		Total Receipts and Sources	96,221,592.41	924,000.00	97,145,592.41	0.00	97,145,592.41	203,370.00	1,690,790.56	99,039,752.97
2963		Total Expenditures and Uses	93,465,859.28	1,038,226.43	94,504,085.71	115,000.00	94,619,085.71	672,684.63	349,938.09	95,641,708.43
2964		Net Surplus <Deficit>	2,755,733.13	(114,226.43)	2,641,506.70	(115,000.00)	2,526,506.70	(469,314.63)	1,340,852.47	3,398,044.54
2965			0.00		-	-	-		-	0



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 6/13/13

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

The Finance Committee has reviewed 0-8-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

*as amended by the
proforma submitted by finance
and the committee report.*

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer yes

Meeting Date 6/13/13

Signature of Chair Sheila M. Finlayson

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION

c/o Frederick C. Sussman, Esq., Chair

P.O. Box 2289

Annapolis, Maryland 21404-2289

(410) 268-6600

fsussman@cbknlaw.com

May 10, 2013

BY E-MAIL AND HAND DELIVERY

Mayor and City Council of the City of Annapolis

160 Duke of Gloucester Street

Annapolis, Maryland 21401

Re: Recommendations Regarding:

Ordinance No. O-8-13 (Annual Operating Budget: FY 2014)

Ordinance No. O-9-13 (Capital Improvement Budget FY 2014)

Resolution No. R-12-13 (Capital Improvement Budget and Program: FY 2014 to
FY 2019)

Dear Mayor Cohen and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission" or "FAC").

With the assistance of the City's Finance Director and Assistant City Manager, we have reviewed Ordinance No. O-8-13 (Annual Operating Budget: FY 2014), Ordinance No. O-9-13 (Capital Improvement Budget FY 2014), and Resolution No. R-12-13 (Capital Improvement Budget and Program: FY 2014 to FY 2019).

The Commission is pleased that steps taken by the Mayor and City Council, City Manager and Finance Director over the past two years to address the financial dilemma that was facing the City of Annapolis have been moving the City in the right direction. Nonetheless, serious problems of unfunded liabilities remain which, if not addressed now, will lead to significantly greater costs to the City and future generations of residents in the years to come.

Furthermore, the City must continue to be ever-vigilant in order to minimize the likelihood that a severe financial crisis will recur. Complacency and the return to unbridled spending policies of the past will undermine the strong efforts taken, and results achieved, over the past two years. More difficult work needs still to be done and more formidable decisions need to be made.

Operating Budget

Based upon the City's current fiscal condition and improvements that have been made over the past year, the Commission believes the Mayor and the City Council must firmly adhere to the following key principles in order to be successful on the path of returning the City to solid financial health:

- 1) **Control expenses** - by continuously re-examining the cost of essential services to ensure these services are provided cost effectively. Non-essential services must be continuously re-examined for cost reduction opportunities or elimination to insure the City lives within its financial resources.
- 2) **Fix underfunded liability problems** - by fixing serious systemic and structural problems as exist in the pension plans and OPEB, and by allocating excess funds to neglected infrastructure needs. These liabilities are continuing to grow at a dangerous rate and unless brought under control will lead to financial problems more difficult or impossible to fix. Creative options must continue to be explored that go beyond traditional solutions.
- 3) **Do not resume widespread use of grant funding to justify expanding services and staffing.** As the Commission said last year, grant funds should only be used to fund specific projects, either capital projects or programs of a limited duration, or to reduce the City's burden of existing programs such as transportation. Grant-funded positions should be clearly identified as temporary and be subject to a specific sunset requirement and date.

It is within this framework that the Commission urges the Mayor and City Council to continue to pursue necessary and prudent measures to ensure the City's long-term financial solvency, and provide its citizens and businesses with basic services at a reasonable cost.

Recommendations

The following recommendations are respectfully submitted by the Commission for consideration by the Mayor and the City Council as they begin deliberations on the FY 2014 Operating and Capital Budgets.

A. Proposed Property Tax Rate Increase:

The Commission does not oppose the proposed modest property tax rate increase because this rate will maintain the same amount of property tax revenues from the assessable tax base, and because of the pressing need for the City to increase its operating reserves and fund balance and to make appropriate contributions to begin to chip away at the City's OPEB and Police and Fire Retirement Plan obligations. In fact, some Commission members would support a more significant tax increase if the additional revenues were devoted to these purposes.

B. Police and Fire Retirement Plan and OPEB Funding

The City must move purposely and decisively to address the pressing challenges presented by underfunding of the Police and Fire Retirement Plan and OPEB. If the City postpones or delays meeting this challenge, the City will push off these ever-growing obligations to future generations. To meet the challenge the Mayor and City Council, in consort with the membership of the collective bargaining units, must make fiscally appropriate and consistent contributions to both programs annually.

The Commission commends the City for moving towards addressing these long term liabilities. Following adoption of the FY 2013 budget the City followed the Commission's recommendations and established a task force to explore long term

solutions for the underfunding of the Police and Fire Retirement Plan and the unfunded status of OPEB. The Task Force began meeting on August 1, 2012 with an expected due date for a report by October, 2012.

As information about options to solve the long term sustainability of both the pension and OPEB was gathered, it became increasingly apparent that a final report could not be concluded by October, 2012. As the Task Force's focus overlapped with negotiable issues and the onset of collective bargaining, the City proposed and the unions accepted that the parties engage in a collaborative process with an outside facilitator to seek resolution on these issues with the understanding that any tentative agreements made during the collaborative process would need to be confirmed through separate union negotiations before final agreements could be ratified.

In January, 2013, the parties committed to using the Interest Based Bargaining (IBB) process. The process is unfolding slowly as the parties look for solutions that will address the interests of all parties and put both the Retirement Plan and OPEB on a sustainable course for the future.

In the FAC's recommendations on the FY 2013 budget, it was noted that, "Committing additional funds to the pensions as currently structured is a flawed remedy...The scope of the commission's (task force) work should include consideration of moving from a defined benefit to a defined contribution plan for City employee pensions." The Commission continues to advocate for a comprehensive solution of structural and design changes to make the Retirement Plan sustainable, which should include a defined contribution component for the future. Absent such a comprehensive solution, the Commission opposes any consideration of the issuance of Pension Obligation Bonds (POB) as subjecting the City to significant financial risk. The Commission supports the continuation of the IBB process with the expectation that a comprehensive solution can be achieved within a reasonable time.

As a result of the Pension and OPEB Task Force and the IBB negotiations, the City is moving towards the creation of an OPEB Trust Fund to begin building reserves for future obligations and to move away from the Paygo funding of OPEB, both of which were recommended by the Commission for FY 2013. The FAC continues to recommend the establishment of an OPEB Trust Fund as soon as possible.

C. Transportation Operations and Funding

Last year the Commission recommended that the Mayor and City Council should refrain from obligating to any expansion of existing fixed costs, programs, or services until an exhaustive and thorough management review of all aspects of the operations of the Transportation Department is undertaken and completed; and that grant funding should not be used to justify expanded routes, but instead used to reduce the impact on the general fund of subsidizing transportation operations. The extensive management review has not been performed to date, and the

Transportation Department deficits continue to be a major drain on the City's General Fund. The Commission again strongly recommends that the recommended exhaustive and thorough management review be undertaken promptly.

Capital Budget and Program

The Commission believes that great strides have been made in the formulation and presentation of the Capital Budget and Program but staff should continue to refine project rating criteria to ensure that projects are fully evaluated on their relative merits. The Commission does note one area in particular that requires further work. The Commission was advised that capital projects for non-profit organizations are included within the capital budget and program without a formal application process and without going through an objective rating process. This is unacceptable. For purposes of transparency and full accountability the Commission strongly recommends that application process and evaluation criteria be established and utilized to objectively review the merits of these types of projects before they are considered for funding by the City.

The Commission further question whether City financial contributions to "capital projects" of non-profit organizations" should be included in the City's capital budget and program because these are not projects that relate to capital assets of the City. The Commission understands that these "projects" are included in the capital budget for ease of tracking and monitoring. The Commission recommends that these types of projects be removed from the capital budget and program beginning in FY 15 and that the City develop and use a parallel tracking and monitoring system for these types of expenditures.

Conclusion

Beyond the specific recommendations noted above, the Commission continues to believe there are many other cost savings opportunities that should be explored by the City. These must be identified and evaluated even after the budget process is completed. The Commission will participate in this effort during the coming year.

The Commission stands ready to answer any questions you may have, provide greater detail on our recommendations, and/or offer further guidance as you may request.

Sincerely,



Frederick C. Sussman, Chair

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

FISCAL IMPACT NOTE

Legislation No: O-8-13

First Reader Date: 3-11-13

Note Date: 3-15-13

Legislation Title: Annual Operating Budget: FY 2014

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

Analysis of Fiscal Impact:

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

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

INTRODUCTION

Authority

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

Purpose

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

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

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

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

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

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

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

Role of the Comprehensive Plan in the Capital Improvement Program

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

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

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

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

Priority Scoring of Capital Projects

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

Table 1. Evaluation Criteria

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.	15
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.	10
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.	25
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	10
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.	10
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	15
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.	5
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.	5
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.	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.		<table border="1"> <tr> <td>Project Years FY11-FY13</td> <td>Total Project Budget 2,646,035</td> </tr> </table>	Project Years FY11-FY13	Total Project Budget 2,646,035
Project Years FY11-FY13	Total Project Budget 2,646,035			

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Detail

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Title Water Distribution Rehab	Project Number 71003	Initiating Department Public Works
Asset Category Water Infrastructure	Asset Number Numerous asset numbers are assigned	Priority Score 75
Project Description The existing water distribution grid is aging, as is evidenced by the frequent failures. Based on a useful life of 80 years, the financial consultant has calculated the required water distribution system rehabilitation capital needs for the next 20 years to address the infrastructure including pipes, valves, hydrants, meters, etc. that have exceeded or will reach the end of their useful life. Additional work is necessary to prioritize water distribution infrastructure upgrades, while rehabilitating and/or upgrading the previously identified needs in order to minimize the potential for a major failure.		
Regulatory or Legal Mandates		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.		
Prior Funding FY13: \$614,000 FY12: \$1,239,000 FY11: \$490,743		Operational Necessity Continuous operation of sewage pump stations is critical to the City's sewer service.
FY13 Budget commitment allows project stage Construction		Non-City sources of funding
		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							
	Budget	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	FY14 - FY19 Total
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 clogging would score higher. On the other hand, a new facility that increases maintenance, energy and staffing costs would score lower.</p>	10
<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>	10
<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>	6 <u>15</u>
<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>	7 <u>5</u>
<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>	<u>5</u>
<p>8. Community Demand An assessment of the degree to which the project meets a community need or responds to a community demand.</p>	7

<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

Alderman Budge Amendment (in red)
O-9-13 and R-12-13
Capital Budget and Capital Improvement Program

Capital Improvement Program - Proposed

FY2014-FY2019

Project Detail
Revision proposed 6/10/13

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-Stormwater Mngmt	558,960						558,960
Design/Construction-DB Bulkhead	6,567,945						6,567,945
Construction-Stormwater Mngmt		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	Budget	FY15	FY16	FY17	FY18	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



City of Annapolis City Council
Standing Committee Referral Action Report

Date: 5/13/13

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

The Finance Committee has reviewed 0-9-13 and has taken the following action:

Favorable

Favorable with amendments attached

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Finlayson, Chair yes

Ald. Arnett yes

Ald. Pfeiffer yes

Meeting Date 5/13/13

Signature of Chair Sheila M. Finlayson

CIP Revisions for consideration by Finance Committee on May 7, 2013

Revised Pages

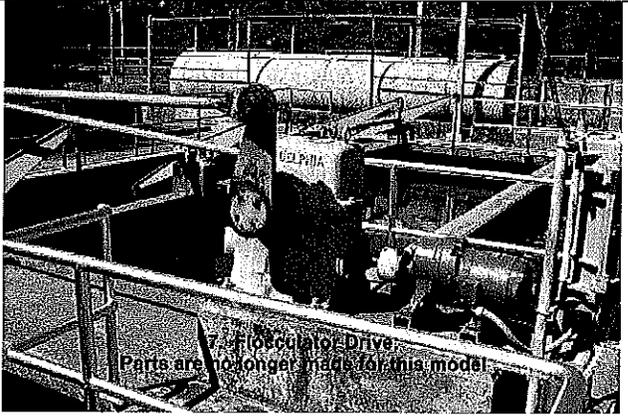
1. Page 25: ATP Capital Projects: Transportation Facility (from 4/25/13 meeting)

New Pages

2. Water Treatment Plant
3. Chesapeake Children's Museum
4. Parking Facility Upgrades (from 4/25/13 meeting)
5. Future year projects: detail pages
 - a. Truxtun Park Skatepark
 - b. Generator Installation Program
 - c. Payroll Time/Attendance System
 - d. Admiral Heights Entrance Median
6. Project Scoring – Appendix B

Corrected cross-references

7. Page 7 & 8: FY14 Capital Budget - Source of Funds
8. Page 9 & 10: Summary FY14-FY19 - Total Project Cost

Project Title Water Treatment Plant	Project Number 71001	Initiating Department Public Works
Asset Category Water Infrastructure	Asset Number	Priority Score
Project Description The Water Treatment Plant is at the end of its useful life and in need of replacement. It has significant operational and structural constraints. The existing facility has regulatory and safety issues. Hydraulic issues limit the production capacity of the plant to below its design capacity. A Facility Plan Report (2009) showed that operational and structural constraints result in less than efficient and economical production of drinking water. Replacement parts for most of the mechanical equipment are difficult to find; some parts are no longer being made. The results of the life-cycle cost and qualitative analyses in the report showed that a new water treatment plant was the better alternative, as compared to major upgrades.		
Regulatory or Legal Mandates		Operational Necessity The water treatment plant is the only source of water for the City and therefore, a critical operation.
Prior Funding FY13: \$35,000,000 FY12: \$277,000 FY11: \$503,000		Non-City sources of funding State funding (MD Dept. of Environment): \$1.5 million green-building grant, \$28.5 million low-interest loan
FY14 Budget commitment allows project stage:		Project Years FY11-FY15
		Total Project Budget 35,780,000

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							
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 Detail
New Project Proposed 4/25/13

Project Title Parking Facility Upgrades	Project Number	Initiating Department Transportation
Asset Category Off-Street Parking Facility	Asset Number 50026	Priority Score
Project Description Parking Facility Upgrades will provide for the full functionality of parking equipment in Hillman Garage and general improvement of the facility, pursuant to the City's 2012 Parking Garage Management Agreement with Towne Park, and in conjunction with capital investments in parking equipment as specified in the Agreement.		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding		Non-City sources of funding
FY14 Budget commitment allows project stage Construction		Project Years FY14
		Total Project Budget \$300,000

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	300,000						300,000
Construction Project Mngmt							
IT Costs							
Furniture Fixtures Equipment							
Total	300,000	0	0	0	0	0	300,000

Funding Schedule							
Bond funds	300,000						300,000
Operating funds - Parking							
Other							
Total	300,000	0	0	0	0	0	300,000

Project Detail

Project Title Generator Installation Program	Project Number TBD	Initiating Department Fire Department
Asset Category City Facilities	Asset Number	Priority Score 42
Project Description In first year of program, install Generator at Eastport Fire Station, 916 Bay Ridge Avenue. Remove existing station generator, transfer switch and other related components and install new natural gas fueled 75kw generator, transfer switch and weather/sound proof housing. In subsequent years, consider installing fixed emergency backup generators at 935 and 932 Spa Road facilities.		
Regulatory or Legal Mandates National Fire Protection Association (NFPA) recommends that all fire stations regardless of size, should have a backup power supply in case of emergency.		Operational Necessity Provides continuous operation of fire station during prolonged power outages.
Prior Funding		Non-City sources of funding
FY14 Budget commitment allows project stage Not recommended for funding 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							
Construction		37,000					37,000
Construction Project Mngmt							
IT Costs							
Furniture Fixtures Equipment		29,000					29,000
Total	0	66,000	0	0	0	0	66,000

Funding Schedule							
Bond funds		66,000					66,000
Operating funds - Parking							
Other							
Total	0	66,000	0	0	0	0	66,000

Project Detail

Project Title Admiral Heights Entrance Median	Project Number TBD	Initiating Department Public Works
Asset Category Roads, Sidewalks and assets located in the public right-of-way	Asset Number	Priority Score 38
Project Description The project entails the construction of a 100' long by 30' wide oval median and reconfiguration of the expansive intersection of Sampson Place/Porter Drive with Cedar Park Road. The primary purpose of the median is to provide directional traffic control and traffic calming for the various turning movements at this intersection which is 84' wide (equivalent to 7 traffic lanes). Within the limits of the median, a bio-retention stormwater facility will be created to treat surface run-off from the adjacent roadway. Proposed sidewalks and crosswalks along the north side of Cedar Park Road will provide a safe walking route to the relocated Germantown Elementary School on Windell Drive. New pavement markings on Cedar Park Road will create left turn lanes allowing through traffic to continue unimpeded. New signage will enhance the safety of the median and crosswalks.		<insert image>
Regulatory or Legal Mandates		Operational Necessity Project will improve pedestrian and driver safety, traffic flow, and stormwater management.
Prior Funding		Non-City sources of funding
FY14 Budget commitment allows project stage Not recommended for funding 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		500					500
Design		17,025					17,025
Construction		155,806					155,806
Construction Project Mngmt		6,840					6,840
IT Costs							
Furniture Fixtures Equipment							
Total	0	180,171	0	0	0	0	180,171

Funding Schedule							
Bond funds		180,171					180,171
Operating funds							
Other							
Total	0	180,171	0	0	0	0	180,171

Comparison Grid: Project Scores and Ranking at conclusion of CWC Review Process for FY14

Evaluation Criteria	PLANNING/DESIGN		Truxtun Swimming Pool Replacement		Hillman Garage		City Dock Stormwater		Bulkhead Replacement		Truxtun Park Skatepark		DESIGN/CONSTRUCTION		Roadways		Sidewalks		Vehicle Exhaust Removal at Fire Stations		Stream Restoration		SWM Retrofits		Wayfinding Signage		IT: Payroll Time & Attendance		Easport FS Generator		Harbor Fee Collection		Kingsport Park		IT: Legislative Management System		Bradford Pear Remove/Replace		Admiral Heights Entrance: Median/Sidewalks		Back Creek Dredging					
	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score	Possible	Score						
Health & Safety	15	8	10	10	4	7	10	10	13	10	14	7	5	5	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10				
Quality of Life & Community Welfare	10	10	9	6	5	9	6	6	10	10	2	7	5	8	9	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10			
Regulatory & Legal Requirements	25	23	10	5	6	5	8	8	10	10	16	16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
Operational Necessity	10	8	8	3	10	5	3	6	6	5	10	7	6	8	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6		
Operational cost impacts (implication of deferring)	15	11	10	7	9	10	5	9	9	10	1	9	8	8	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
Strategic Goals	5	1	1	2	4	4	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grant Funding	5	0	5	0	5	5	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Interweaving	5	0	5	0	4	4	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Implementation Readiness	5	2	3	4	4	4	4	5	5	5	5	4	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
	100	71	62	46	61	54	46	63	58	57	51	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45

Project Name: Hillman Garage		
Project #:		
Project Stage: <input type="checkbox"/> Project Planning <input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety Some safety concerns associated with the age of the structure. Facility is used by a fairly large population (residents and visitors associated with tourism, legislature, USNA, downtown businesses).	15	10
2. Quality of Life & Community Welfare Facility is used by a fairly large population (residents and visitors associated with tourism, legislature, USNA, downtown businesses).	10	9
3. Regulatory & Legal Requirements: Project will address ADA compliance and other deficiencies associated with the age of the structure (built circa 1971).	25	10
4. Operational Necessity Project could improve operations associated with access to City Hall and City offices, depending on outcome of project scoping.	10	8
5. Implication of deferring: operational cost impacts Operational costs are likely to remain essentially the same.	10	6
6. Strategic Goals Related to Comp Plan Goal #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". Project is likely to contribute to Comp Plan Goal #2: "Buildings: shrink the City's carbon footprint and become a community of green buildings to combat climate change." Project is referenced in City Dock Master Plan.	15	10
7. Grant Funding Potential: FTA's State of Good Repair program. Potential: Grant funding associated with a potential Multimodal Transit Center may be relevant to this project; a study of potential sites and programming for a Multimodal Transit Center is currently underway.	5	1
8. "Interweaving" Project is linked with the implementation of the City Dock Master Plan, also with ADT parking management and mobility strategies (Circulator, Parking Meter Upgrades, flexible pricing, etc.)	5	5
9. Implementation Readiness Complicated project; likely will include feasibility studies of alternative financing and ownership models. Ad-hoc Hillman Garage Advisory Committee was established in Dec. 2012.	5	3
Scoring Submitted by: Iain Banks, Marcia Patrick, Virginia Burke Scoring reviewed by CWC on 12/13/12.	Total 100	62

Allow page to expand to extra pages if needed.

Project Name: Bulkhead Replacement		
Project #:		
Project Stage: <input type="checkbox"/> Project Planning <input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction (in FY14) (in FY15 +)		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety Backfill is leaching through the deteriorating bulkhead into the waters of Ego Alley. A slumping dock surface and occasional sinkhole results. The boating community will experience significant improvements, as the project rebuilds and upgrades boat slips and the utility connections at each slip.	15	7
2. Quality of Life & Community Welfare City Dock is the heart of the City, visited by boaters and millions of visitors annually. Project will address current state of crumbling disrepair, particularly visible during low tide.	10	9
3. Regulatory & Legal Requirements: City has legal liability for public safety associated with City-owned infrastructure.	25	5
4. Operational Necessity Sustains existing operations and functions. Potential revenue impact (positive).	10	5
5. Implication of deferring: operational cost impacts Not known.	10	5
6. Strategic Goals Project is referenced in City Dock Master Plan. Project will partially address Comp Plan Goal #11 -"Reduce the polluting effects of stormwater runoff into the Bay"- by addressing stormwater outfalls at bulkhead.	15	10
7. Grant Funding City applied for federal Boating Infrastructure Grant in Sept. 2012. City plans to apply for State Waterway Improvement Fund grant on the recommendation of DNR staff; application is accepted by DNR on a rolling basis.	5	4
8. "Interweaving" Project is one of several related to City Dock Master Plan implementation. Other capital improvements will be planned and constructed in conjunction with this project (utility upgrades, road/sidewalk improvements, flood management).	5	5
9. Implementation Readiness Project will require grant coordination (with 2 potential funders). Because DNR manages the disbursement of federal B.I.G. funds, State review will be required.	5	4
Scoring Submitted by: Virginia Burke (P&Z) & Flip Walters (Harbormaster) Scoring reviewed by CWC on 11/29/12 and 12/13/12.	Total 100	54

Allow page to expand to extra pages if needed.

Project Name: General Roadways		
Project #: 40001		
Project Stage: <input type="checkbox"/> Project Planning <input type="checkbox"/> Design <input checked="" type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety A well-maintained roadway system contributes to the health and safety of the entire community. An insufficiently maintained roadway system is hazardous to drivers, vehicles, pedestrians and cyclists and impedes the ability of emergency apparatus to travel quickly.	15	13
2. Quality of Life & Community Welfare Community at large benefits from well-maintained roads.	10	10
3. Regulatory & Legal Requirements: This is a core service of government. Governments have been held liable for damage resulting from insufficiently maintained roads.	25	10
4. Operational Necessity Sustains operations of the existing road network	10	6
5. Implication of deferring: operational cost impacts Operational costs (equipment, supplies, crews) will remain essentially the same.	10	6
6. Strategic Goals Peripherally meets Comp Plan goal #3 "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." Meets Strategic Plan Issue 1 Goal 2: "Give funding priority to core services."	15	9
7. Grant Funding	5	0
8. "Interweaving" Roads may be repaired in conjunction with other projects, if appropriate, eg. Sidewalks.	5	3
9. Implementation Readiness This project scores high for readiness as it is based on an existing contractor relationship and ongoing paving program. City is currently re-bidding the contract. New contract will take effect during the current fiscal year.	5	5
Scoring Submitted by: P&Z/DPW Scoring reviewed by CWC on 11/29/12 and 12/13/12.	Total 100	63

Allow page to expand to extra pages if needed.

Project Name: Stream Restoration		
Project #:		
Project Stage: <input type="checkbox"/> Project Planning <input checked="" type="checkbox"/> Design <input checked="" type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety Water quality improvements are part of the Chesapeake Bay pollution reduction program.	15	7
2. Quality of Life & Community Welfare Provide improved water quality to enhance environmental and economic vitality of City waters.	10	7
3. Regulatory & Legal Requirements: EPA Mandated Chesapeake Bay Nutrient Reduction (to be complete by 2020 per State or by 2025 per EPA).	25	16
4. Operational Necessity	10	1
5. Implication of deferring: operational cost impacts Project deferral may increase funding outlays required in later years to meet regulatory deadlines (deadlines may change).	10	7
6. Strategic Goals Meets Comp Plan goal #11: "Reduce the polluting effects of stormwater runoff into the Chesapeake Bay and its tributaries."	15	9
7. Grant Funding	5	0
8. "Interweaving"	5	0
9. Implementation Readiness Survey and Design: 2 months; Construction: 2 months. Corps of Engineers permit may be required; 45 day minimum for processing of Joint Permit application.	5	4
Scoring Submitted by: Frank Biba, DNEP Scoring reviewed by CWC on 11/15/12 and 12/13/12.	Total 100	51

Allow page to expand to extra pages if needed.

Project Name: Stormwater Management Retrofit Projects Project #: 77002/77003		
Project Stage: <input type="checkbox"/> Project Planning <input checked="" type="checkbox"/> Design <input checked="" type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety Shoreline restoration and better access to community recreational space, and addresses erosion. Moderate improvements for a small population.	15	5
2. Quality of Life & Community Welfare Improved Storm Drain (SD) system functionality and improved access to community boating areas. Moderate improvements for a small population.	10	5
3. Regulatory & Legal Requirements: Maintains adequate stormwater/storm drain service and may aid in TMDL goals	25	10
4. Operational Necessity Improves SD system and improves SD crew efficiency	10	6
5. Implication of deferring: operational cost impacts Repairs become more expensive as they are deferred	10	8
6. Strategic Goals Relates to Strategic Plan Goal #2: Give funding priority to core services; and Goal #3: Increase efficiency of operations. Relates to Comprehensive Plan Goal #11: Stormwater: reduce the polluting effects of stormwater runoff into the Bay and its tributaries.	15	6
7. Grant Funding	5	0
8. "Interweaving" High priority level of the Admiral Heights area is due to resident efforts to improve access to and use of their community recreation areas	5	0
9. Implementation Readiness Project is underway with an engineering firm selected for design work	5	5
Scoring Submitted by: Matt Sebastian, DPW Scoring reviewed by CWC on 12/6/12 and 12/13/12	Total 100	45

Allow page to expand to extra pages if needed.

Project Name: Eastport Fire Station Generator Replacement		
Project #:		
Project Stage: <input type="checkbox"/> Project Planning <input type="checkbox"/> Design <input checked="" type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety The generator is needed to maintain operation of the fire station during power outages. The station must remain functional to provide emergency services during major natural and manmade disasters.	15	8
2. Quality of Life & Community Welfare The station could be used by citizens as a place of refuge during emergencies. Whole community benefits, as project assists with continuity of emergency operations.	10	3
3. Regulatory & Legal Requirements: The National Fire Protection Association (NFPA) Handbook (19 th edition) states: "All fire stations regardless of size, should have a backup power supply in case of emergency".	25	7
4. Operational Necessity Reliable generator needed to provide continuous operation of fire station during prolonged power outages.	10	7
5. Implication of deferring: operational cost impacts Current generator could fail and require the rental of a generator.	10	5
6. Strategic Goals Meets 2 goals of Strategic Plan Issue #1: Match service delivery to resource constraints. Goal 2: Give fund priority to core services. Goal 3: Increase efficiency of operations, processes, and services Project is also a component of Continuity of Operations Plan (COOP).	15	7
7. Grant Funding	5	0
8. "Interweaving"	5	0
9. Implementation Readiness No special preparations are required.	5	5
Scoring Submitted by: Fire Department Scoring reviewed by CWC on 11/15/12 and 12/13/12	Total 100	42

Allow page to expand to extra pages if needed.

Project Name: Kingsport Park		
Project #:		
Project Stage: <input type="checkbox"/> Project Planning <input type="checkbox"/> Design <input checked="" type="checkbox"/> Construction		
If Project is under a Legal Mandate, document key dates and obligations associated with the mandate. (Project scoring section is not required for projects that are being done under a legal mandate.)		
If a Project is funded entirely from an Enterprise Fund or Dedicated Fund for which a current rate study exists and rate adjustments have been implemented, it should be scored only by the Originating Department, and not by the full CWC.		
<i>Project Scoring</i>		<i>Points Possible</i>
		<i>Project</i>
1. Health & Safety Moderate health/safety improvements for a relatively small population – introduction of drinking water, lights, trail improvements, parking.	15	4
2. Quality of Life & Community Welfare Improvements to this park will benefit the local communities.	10	5
3. Regulatory & Legal Requirements: Land was donated during development review process with expectation that park would be developed.	25	0
4. Operational Necessity Sustains operational functions/services.	10	5
5. Implication of deferring: operational cost impacts Operational costs expected to remain essentially the same.	10	5
6. Strategic Goals Responds to Comp Plan Goal #6: “Enhance existing parks and facilities with the objective of supporting structured and information recreation, protecting the natural environment, and encouraging human health and fitness.” Also referenced in Parks & Paths for People (Master Plan).	15	13
7. Grant Funding Intent to apply for Program Open Space funds - Community Parks and Playground program. Summer 2013 application is planned.	5	3
8. "Interweaving"	5	0
9. Implementation Readiness Planning is underway with a planning committee made up of representatives from surrounding neighborhoods.	5	5
Scoring Submitted by: Brian J. Woodward, Director, Rec & Parks Scoring reviewed by CWC on 11/15/12 and 12/13/12	Total 100	40

Allow page to expand to extra pages if needed.



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

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION

c/o Frederick C. Sussman, Esq., Chair

P.O. Box 2289

Annapolis, Maryland 21404-2289

(410) 268-6600

fsussman@cbknlaw.com

May 10, 2013

BY E-MAIL AND HAND DELIVERY

Mayor and City Council of the City of Annapolis

160 Duke of Gloucester Street

Annapolis, Maryland 21401

Re: Recommendations Regarding:

Ordinance No. O-8-13 (Annual Operating Budget: FY 2014)

Ordinance No. O-9-13 (Capital Improvement Budget FY 2014)

Resolution No. R-12-13 (Capital Improvement Budget and Program: FY 2014 to
FY 2019)

Dear Mayor Cohen and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission" or "FAC").

With the assistance of the City's Finance Director and Assistant City Manager, we have reviewed Ordinance No. O-8-13 (Annual Operating Budget: FY 2014), Ordinance No. O-9-13 (Capital Improvement Budget FY 2014), and Resolution No. R-12-13 (Capital Improvement Budget and Program: FY 2014 to FY 2019).

The Commission is pleased that steps taken by the Mayor and City Council, City Manager and Finance Director over the past two years to address the financial dilemma that was facing the City of Annapolis have been moving the City in the right direction. Nonetheless, serious problems of unfunded liabilities remain which, if not addressed now, will lead to significantly greater costs to the City and future generations of residents in the years to come.

Furthermore, the City must continue to be ever-vigilant in order to minimize the likelihood that a severe financial crisis will recur. Complacency and the return to unbridled spending policies of the past will undermine the strong efforts taken, and results achieved, over the past two years. More difficult work needs still to be done and more formidable decisions need to be made.

Operating Budget

Based upon the City's current fiscal condition and improvements that have been made over the past year, the Commission believes the Mayor and the City Council must firmly adhere to the following key principles in order to be successful on the path of returning the City to solid financial health:

- 1) **Control expenses** - by continuously re-examining the cost of essential services to ensure these services are provided cost effectively. Non-essential services must be continuously re-examined for cost reduction opportunities or elimination to insure the City lives within its financial resources.
- 2) **Fix underfunded liability problems** - by fixing serious systemic and structural problems as exist in the pension plans and OPEB, and by allocating excess funds to neglected infrastructure needs. These liabilities are continuing to grow at a dangerous rate and unless brought under control will lead to financial problems more difficult or impossible to fix. Creative options must continue to be explored that go beyond traditional solutions.
- 3) **Do not resume widespread use of grant funding to justify expanding services and staffing.** As the Commission said last year, grant funds should only be used to fund specific projects, either capital projects or programs of a limited duration, or to reduce the City's burden of existing programs such as transportation. Grant-funded positions should be clearly identified as temporary and be subject to a specific sunset requirement and date.

It is within this framework that the Commission urges the Mayor and City Council to continue to pursue necessary and prudent measures to ensure the City's long-term financial solvency, and provide its citizens and businesses with basic services at a reasonable cost.

Recommendations

The following recommendations are respectfully submitted by the Commission for consideration by the Mayor and the City Council as they begin deliberations on the FY 2014 Operating and Capital Budgets.

A. Proposed Property Tax Rate Increase:

The Commission does not oppose the proposed modest property tax rate increase because this rate will maintain the same amount of property tax revenues from the assessable tax base, and because of the pressing need for the City to increase its operating reserves and fund balance and to make appropriate contributions to begin to chip away at the City's OPEB and Police and Fire Retirement Plan obligations. In fact, some Commission members would support a more significant tax increase if the additional revenues were devoted to these purposes.

B. Police and Fire Retirement Plan and OPEB Funding

The City must move purposely and decisively to address the pressing challenges presented by underfunding of the Police and Fire Retirement Plan and OPEB. If the City postpones or delays meeting this challenge, the City will push off these ever-growing obligations to future generations. To meet the challenge the Mayor and City Council, in consort with the membership of the collective bargaining units, must make fiscally appropriate and consistent contributions to both programs annually.

The Commission commends the City for moving towards addressing these long term liabilities. Following adoption of the FY 2013 budget the City followed the Commission's recommendations and established a task force to explore long term

solutions for the underfunding of the Police and Fire Retirement Plan and the unfunded status of OPEB. The Task Force began meeting on August 1, 2012 with an expected due date for a report by October, 2012.

As information about options to solve the long term sustainability of both the pension and OPEB was gathered, it became increasingly apparent that a final report could not be concluded by October, 2012. As the Task Force's focus overlapped with negotiable issues and the onset of collective bargaining, the City proposed and the unions accepted that the parties engage in a collaborative process with an outside facilitator to seek resolution on these issues with the understanding that any tentative agreements made during the collaborative process would need to be confirmed through separate union negotiations before final agreements could be ratified.

In January, 2013, the parties committed to using the Interest Based Bargaining (IBB) process. The process is unfolding slowly as the parties look for solutions that will address the interests of all parties and put both the Retirement Plan and OPEB on a sustainable course for the future.

In the FAC's recommendations on the FY 2013 budget, it was noted that, "Committing additional funds to the pensions as currently structured is a flawed remedy...The scope of the commission's (task force) work should include consideration of moving from a defined benefit to a defined contribution plan for City employee pensions." The Commission continues to advocate for a comprehensive solution of structural and design changes to make the Retirement Plan sustainable, which should include a defined contribution component for the future. Absent such a comprehensive solution, the Commission opposes any consideration of the issuance of Pension Obligation Bonds (POB) as subjecting the City to significant financial risk. The Commission supports the continuation of the IBB process with the expectation that a comprehensive solution can be achieved within a reasonable time.

As a result of the Pension and OPEB Task Force and the IBB negotiations, the City is moving towards the creation of an OPEB Trust Fund to begin building reserves for future obligations and to move away from the Paygo funding of OPEB, both of which were recommended by the Commission for FY 2013. The FAC continues to recommend the establishment of an OPEB Trust Fund as soon as possible.

C. Transportation Operations and Funding

Last year the Commission recommended that the Mayor and City Council should refrain from obligating to any expansion of existing fixed costs, programs, or services until an exhaustive and thorough management review of all aspects of the operations of the Transportation Department is undertaken and completed; and that grant funding should not be used to justify expanded routes, but instead used to reduce the impact on the general fund of subsidizing transportation operations. The extensive management review has not been performed to date, and the

Transportation Department deficits continue to be a major drain on the City's General Fund. The Commission again strongly recommends that the recommended exhaustive and thorough management review be undertaken promptly.

Capital Budget and Program

The Commission believes that great strides have been made in the formulation and presentation of the Capital Budget and Program but staff should continue to refine project rating criteria to ensure that projects are fully evaluated on their relative merits. The Commission does note one area in particular that requires further work. The Commission was advised that capital projects for non-profit organizations are included within the capital budget and program without a formal application process and without going through an objective rating process. This is unacceptable. For purposes of transparency and full accountability the Commission strongly recommends that application process and evaluation criteria be established and utilized to objectively review the merits of these types of projects before they are considered for funding by the City.

The Commission further question whether City financial contributions to "capital projects" of non-profit organizations" should be included in the City's capital budget and program because these are not projects that relate to capital assets of the City. The Commission understands that these "projects" are included in the capital budget for ease of tracking and monitoring. The Commission recommends that these types of projects be removed from the capital budget and program beginning in FY 15 and that the City develop and use a parallel tracking and monitoring system for these types of expenditures.

Conclusion

Beyond the specific recommendations noted above, the Commission continues to believe there are many other cost savings opportunities that should be explored by the City. These must be identified and evaluated even after the budget process is completed. The Commission will participate in this effort during the coming year.

The Commission stands ready to answer any questions you may have, provide greater detail on our recommendations, and/or offer further guidance as you may request.

Sincerely,



Frederick C. Sussman, Chair

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

FISCAL IMPACT NOTE

Legislation No: O-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**

Ordinance No. O-25-13

Sponsor: Alderman Budge

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
6/10/13			12/6/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	6/10/13		
Planning Commission	6/10/13		

A ORDINANCE concerning

Office or Studio of a Professional Person in the C1 (Conservation Residence) Zoning District

FOR the purpose of eliminating the office or studio of a professional person as a special exception subject to standards in the C1 – Conservation Residence zoning district.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition
Section 21.48.010
Section 21.64.440

WHEREAS, an objective of the 2009 Annapolis Comprehensive Plan is to channel residential and commercial redevelopment into appropriate Opportunity Areas to “relieve pressure for inappropriate use of buildings in the Historic District”; and

WHEREAS, the C1 Conservation Residence District is the only Residential District in Annapolis which allows the use of a residence as an office or studio of a professional person by Special Exception instead of use as a Residence; and

WHEREAS, the Special Exception granted to 49 Cornhill Street in 1971 is the only Special Exception for use of a residence as an office or studio of a professional person that has ever been granted in the C1 Conservation Residence District; and

WHEREAS, the Planning Commission and Board of Appeals of the City of Annapolis denied the application for a Special Exception for use of a residence as an office or studio of a professional person at 58 Cornhill Street, a decision which was upheld by the Circuit Court for Anne Arundel County in 2012; and

1 **WHEREAS,** home offices are allowed in all Residential Districts in Annapolis subject to the
2 Home Occupation standards, including the C1 Conservation Residence District.

3

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

7

8 **CHAPTER 21.48 – Use Tables**

9

1 **21.48.010 - Table of Uses—Residential Zoning Districts.**

- 2 P = Permitted Use; S = Special Exception Use; -Std = Use Subject to Standards (Chapter 21.64); A = Accessory Use; Blank = Not Permitted
- 3 A use, including a special exception use, that is not normally permissible as a permitted use or use subject to standards in a zoning district
- 4 may be permitted in that district as a planned development use pursuant to Section 21.24.020.

Uses	District R1A	District R1B	District R1	District R2	District R2-NC	District R3	District R3-NC	District R3-NC2	District R3-R	District R4	District R4-R	District C1	District C1A
Accessory buildings and uses, including signs	A	A	A-Std	A	A	A	A	A	A	A	A	A	A
Antennas and amateur radio stations	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std
Apartment hotels										P-Std	P-Std		
Bed and breakfast homes					P-Std		P-Std	P-Std				P-Std	P-Std
Bed and breakfast home in a structure constructed or erected after December 14, 1998 on a vacant lot of record					S-Std								
Cemeteries	P	P	P	P	P								
Colleges, private	S	S	S	S	S	S	S	S	S	S	S	P	
Day care, family	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std		
Day care centers, group, in conjunction with public school facilities			A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std		
Day care centers, group, including day care centers accessory to a principal religious institution	S	S	S	S	S	S	S	S	S	S	S	S	
Driveways, walkways, parking or access for uses located in an adjacent nonresidential	S	S	S	S	S	S	S	S	S	S	S		

Uses	District R1A	District R1B	District R1	District R2	District R2-NC	District R3	District R3-NC	District R3-NC2	District R3-R	District R4	District R4-R	District C1	District C1A
district													
Dwellings, multi-family						S	S	S	S	S	S	S-Std	
Dwellings, multi-family containing six or fewer dwelling units							P-Std						
Dwellings, single-family attached						S	S	S	S	S	S	S-Std	
Dwellings, single-family detached	P	P	P	P	P	P	P	P	P	P	P	P	P
Dwellings, two-family				¹		P	P	P	P	P	P	S-Std	S ²
Garages and carports	A	A	A	A	A	A	A	A	A	A	A	A	A
Golf courses			P										
Governmental uses													
Public schools and colleges	P	P	P	P	P	P	P	P	P	P	P	P	P
Other government and government-related structures, facilities and uses	S	S	S	S	S	S	S	S	S	S	S	S	S
Greenhouses and conservatories, private (noncommercial)	A	A	A	A	A	A	A	A	A	A	A	A	A
Group homes												S	
Home occupations	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std
Hospitals and sanitariums	S	S	S	S	S	S	S	S	S	S	S	S	
Inns			S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S	
Institutions for the care or treatment of alcoholics, drug addicts and the mentally ill	S	S	S	S	S	S	S	S	S	S	S		

Uses	District R1A	District R1B	District R1	District R2	District R2-NC	District R3	District R3-NC	District R3-NC2	District R3-R	District R4	District R4-R	District C1	District C1A
Institutions for the care of the aged	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	
Mooring slip or dock, private	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A
Museums and art galleries, including historic buildings and shrines for patriotic, cultural and educational purposes	S	S	P	P	P	P	P	P	P	P	P	P	P
[Office or studio of a professional person]												[S-Std]	
Philanthropic and charitable institutions, civic nonprofit organizations, and social and fraternal organizations	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	S-Std	
Planned developments, residential and special mixed	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std		
Recreational and social clubs, noncommercial	S	S	S	S	S	S	S	S	S	S	S		
Religious institutions, including churches, chapels, mosques, temples, and synagogues	S	S	P	P	P	P	P	P	P	P	P	P	P
Rest homes and nursing homes	S	S	S	S	S	S	S	S	S	S	S	S	
Schools, private, elementary, middle, or high	S	S	S	S	S	S	S	S	S	S	S		
Schools, vocational	S	S	S	S	S	S	S	S	S	S	S		
Telecommunications facilities	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std
Temporary uses	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std
Tool houses, sheds and other similar buildings for the	A	A	A	A	A	A	A	A	A	A	A	A	A

Uses	District R1A	District R1B	District R1	District R2	District R2-NC	District R3	District R3-NC	District R3-NC2	District R3-R	District R4	District R4-R	District C1	District C1A
storage of domestic supplies and equipment													

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2 Duplex units existing on August 10, 1970, may be altered or enlarged provided that the alteration or enlargements otherwise meet the provisions
3 of the R2 zoning district, except that the shared lot line between each half of the duplex unit must meet the provisions of the R3, General
4 Residence District, and subject to minor site design plan review.

5 Attached units existing on August 10, 1970, may be altered or enlarged provided that the alteration or enlargement otherwise meets the
6 provisions of the C1A zoning district except that the shared lot line between attached units will have no setback requirement, and subject to minor
7 site design plan approval and review by the Historic Preservation Commission under Section 21.56 of this Code.

8

9 **CHAPTER 21.64 – STANDARDS FOR USES SUBJECT TO STANDARDS**

10 **[21.64.440 - Office or studio of a professional person.]**

11 [A. The use shall be conducted in a building suited to residential use or conforming in appearance to a building suited to residential
12 use.]

13 [B. Sales, storage, or display of goods or advertising material are not permitted.]

14

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

17

18 **ADOPTED** this _____ day of _____, _____.

19

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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.

Policy Report

Ordinance O-25-13

Office or Studio of a Professional Person in the C1 (Conservation Residence) Zoning District

The proposed ordinance would eliminate the office or studio of a professional person as a special exception subject to standards in the C1 – Conservation Residence zoning district.

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

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-26-13

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
6/10/13			12/6/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	6/10/13		
Planning Commission	6/10/13		

A ORDINANCE concerning

Pet Grooming Facilities

FOR the purpose of separately defining a “pet grooming facility” from a “personal care establishment,” and making a “pet grooming facility” a use subject to standards in all zoning districts that currently allow personal care establishments.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition
Section 21.48.020
Section 21.48.030
Section 21.64.420
Section 21.72.010

BY adding the following portions to the Code of the City of Annapolis, 2012 Edition
Section 21.64.495

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

CHAPTER 21.48 – Use Tables

1 **21.48.020 - Table of Uses—Commercial and Industrial Zoning Districts.**

2 P = Permitted Use; S = Special Exception Use; -Std = Use Subject to Standards (Chapter 21.64); A = Accessory Use; Blank = Not Permitted

3 A use, including a special exception use, that is not normally permissible as a permitted use or use subject to standards in a zoning district
4 may be permitted in that district as a planned development use pursuant to Section 21.24.020.

5 **Important.** The notes at the end of the table are as much a part of the law as the table itself.

Uses	District B1	District B2	District B3	District B3-CD	District BCE	District BR	District C2	District C2A	District PM2	District I1
Accessory buildings and uses, including signs	A	A	A	A	A	A	A	A	A	A
Adult book stores			S-Std	S-Std	S-Std					
Amusement establishments, indoor			P	P	P					
Animal hospitals, including veterinarian offices			S	S	P					
Antenna towers										P-Std, S-Std
Antennas and amateur radio stations	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std
Antique stores	P	P	P	P	P	P	P	P	P ¹	
Appliance stores including electrical and household appliances, and radio and television sales and repair		P	P	P	P	P	P	P	P ¹	
Arts and crafts stores	P	P	P	P	P	P	P	P	P ^{1,2}	
Arts or cultural centers					P					
Arts and crafts studios	P	P	P	P	P					
Auction rooms			P	P	P					
Bake shops	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std ¹	
Bakeries										P
Banks and financial institutions	S-Std	P	P	P	P	P	P	P	P ^{1,2}	
Bars and taverns		S	S	S	S		S			

Uses	District B1	District B2	District B3	District B3-CD	District BCE	District BR	District C2	District C2A	District PM2	District I1
Bicycle sales, rental and repair stores	P	P	P	P	P	P	P	P		
Boat showrooms			P	P	P					
Building materials sales and storage			S	S	P					P
Cab stands including dispatch offices and related parking facilities					S					
Candy stores, where only candy prepackaged off the premises is sold	P	P	P	P	P	P	P-Std			
Candy stores including candy making	S-Std	S-Std	S-Std	S-Std		P-Std	P-Std		P-Std ¹	
Carpet and rug stores, retail sales only		P	P	P	P	P	P	P	P ¹	
Catering establishments, where no food, beverages and/or desserts are sold on the premises	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std			P-Std
Christmas tree and greens sales		P-Std	P-Std	P-Std	P-Std					P-Std
Clubs, lodges and meeting halls, with no on-premises food or beverage preparation facilities		P	P	P	P	P	P	P		
Clubs, lodges and meeting halls, with on-premises food or beverage preparation facilities		S-Std	S-Std	S-Std		P-Std				
Coffee shops	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	
Contractors', architects' and engineers' offices, shops and yards			S	S						P
Convenience stores	P-Std S-Std	P-Std S-Std	P-Std S-Std	P-Std S-Std	P-Std S-Std	P-Std			P-Std ¹	
Day care centers, group					P				P-Std	
Day care centers, group, in conjunction with a principal religious institution		S-Std								
Delicatessen	P-Std	P-Std	P-Std	P-Std	S-Std	P-Std	S-Std		P-Std ^{1,2}	

Uses	District B1	District B2	District B3	District B3-CD	District BCE	District BR	District C2	District C2A	District PM2	District I1
structures, facilities and uses										
Public schools and colleges	P	P	P	P	P	P	P	P	P	P
Greenhouses and nurseries			P	P	P					P
Group homes	S	S	S	S			S			
Home improvement stores		P			P				P ¹	
Hotels		S	S	S	S		S			
Ice cream stores	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std		P-Std ¹	
Inns		S	S	S	S		S			
Institutions for the care of the aged					P-Std					
Kennels			S	S						
Laboratories, including medical, dental, research and testing			P	P	P	P			P ¹	P
Launderettes, automatic, self-service	P	P	P	P	P	P	P	P	P ¹	
Light manufacturing										P
Liquor store		P	P	P	S		P	P		
Mailing service establishments				P						P
Markets, open air, including farmers' markets and produce markets					P-Std	P-Std	P-Std	P-Std		
Massage parlors			S	S						
Motels		S	S	S	S		S			
Motor vehicle and automobile uses										
Automobile parts and accessory stores					P		P	P		
Car wash		S	S	S	S					
Motor vehicle storage, repair and service facilities		S	P	P	P					P
Motor vehicle sales			P	P	P					

Uses	District B1	District B2	District B3	District B3-CD	District BCE	District BR	District C2	District C2A	District PM2	District I1
Motor vehicle rental					P					
Service stations, including fuel sales		S	S	S	S					
Museums and art galleries		P	P	P	P	P	P	P	P	
Nautical shops, retail trade					P	P	P	P	P ¹	
Office and business service establishments		P	P	P	P	P	P	P	P ^{1,2}	
Offices, business and professional, and nonprofit, educational, cultural, or civic	P	P	P	P	P	P	P	P	P	
Offices, medical		P	P	P	P				P ^{1,2}	P
Parking lots, other than accessory	S	S	S	S	S		S			P
Parking garages							S			
Personal care establishments	P	P	P	P	P	P	P	P	P ^{Std} ^{1,2}	
PET GROOMING FACILITY	P-STD	P-STD	P-STD	P-STD	P-STD	P-STD	P-STD	P-STD	P-STD	P-STD ^{1,2}
Photocopying and reproduction services, including blueprinting						P				
Physical health facilities, including health clubs, gymnasiums, and weight control centers		P	P	P	P	P			P ^{1,2}	
Planned developments, business and special mixed	P-Std	P-Std	P-Std	P-Std	P-Std					P-Std
Printing and publishing establishments										P
Religious institutions, including churches, chapels, mosques, temples, and synagogues		S	S	S	P	P			P	
Research and development businesses						S				
Restaurant, fast food		S-Std	S-Std	S-Std	S-Std					
Restaurant, standard	P-Std, S-Std	P-Std, S-Std	P-Std, S-Std	P-Std, S-Std	P-Std	P-Std	S-Std		P-Std ^{1,2}	
Retail goods stores		P	P	P	P	P	P	P	P-Std ¹	

Uses	District B1	District B2	District B3	District B3-CD	District BCE	District BR	District C2	District C2A	District PM2	District I1
Schools, private, elementary, middle, or high					P					
Schools, commercial, trade, vocational, music, dance, or art		P	P	P	P	P	P	P		P
Sidewalk cafés	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std		P-Std	P-Std
Specialty convenience retail goods stores	P	P	P	P	P	P	P	P	P-Std ^{1,2}	
Storage other than accessory to permitted uses			S	S						
Supermarkets	P-Std S-Std	P-Std S-Std	P-Std S-Std	P-Std S-Std	P-Std S-Std				P-Std ¹	
Telecommunications facilities	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std	A-Std
Telephone transmission equipment buildings		P	P		P				P	P
Temporary uses	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std	P-Std
Theaters, indoor		S	S	S	P		S	S		
Theaters, indoor, located in shopping centers		P-Std	P-Std	P-Std	P					
Tobacco shops		P	P	P	P	P	P	P	P ¹	
Undertaking establishments and funeral parlors		P	P	P	P					
Veterinarian offices					P					
Warehousing, storage and distribution facilities, including moving and storage establishments			S	S	P					P

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3 Notes:

4 Uses in the PM2 district are subject to the following provisions as indicated in the table:

5 1 This use is permitted as a principal use only in districts that do not adjoin (along non-street frontage) property zoned R1, R1A, R1B or R2.

6 2 This use is permitted as an incidental use in a structure that contains business, professional or governmental offices provided that gross floor
7 area of all incidental uses does not exceed the amount of space devoted to the first floor of a multistory structure; except, that in no case shall it

1 exceed 33 percent of the total gross floor area. This use is considered a neighborhood convenience use and is subject to standards given in
2 21.64.420

3 3 If the principal use with which the drive-thru facility is associated is a special exception use, then the drive-thru facility requires special
4 exception approval.

5 4 ATMs are permitted as walkups subject to all other applicable regulations. In the C2 and C2A districts, drive-through facilities are not permitted.

6

7 **21.48.030 - Table of Uses—Office and Mixed Use Zoning Districts.**

8 P = Permitted Use; S = Special Exception Use; -Std = Use Subject to Standards (Chapter 21.64); A = Accessory Use; Blank = Not Permitted

9 A use, including a special exception use, that is not normally permissible as a permitted use or use subject to standards in a zoning district
10 may be permitted in that district as a planned development use pursuant to Section 21.24.020

11 **Important.** The notes at the end of the table are as much a part of the law as the table itself.

Uses	District P	District MX	District PM	District C2P
Accessory structures and uses	A	A ⁶	A	A
Antennas and amateur radio stations	A-Std	A-Std	A-Std	A-Std
Antique stores		P	P-Std	
Appliance stores including electrical and household appliances, and radio and television sales and repair		P		
Arts and crafts studios		P	P-Std	
Arts and crafts stores		P	P-Std	
Banks and financial institutions		P		
Bake shops		P-Std		
Cab stands including dispatch offices and related parking facilities		S		
Candy stores, where only candy prepackaged off the premises is sold		P		
Candy stores including candy making		P-Std		
Carpet and rug stores, retail sales only		P		

Uses	District P	District MX	District PM	District C2P
Catering establishments		P-Std		
Clubs, lodges and meeting halls, with no on-premises food or beverage preparation facilities	S	P	S	S
Clubs, lodges and meeting halls, with on-premises food or beverage preparation facilities		P-Std		
Coffee shops		P-Std		
Conference facilities		S		
Convenience stores		P-Std		
Day care centers, group	S		S	S
Delicatessens		P-Std	P-Std	
Department stores		P		
Drive-through facilities associated with permitted or special exception uses			S-Std ⁵	
Dry cleaning and laundry drop off and pick up stations			P	
Dry cleaning and laundry establishments		P		
Dwellings, multi-family	S	P-Std	S	S
Dwellings, multi-family, containing 12 or fewer units			P-Std	
Dwellings, single-family attached	P	P-Std	P	
Dwellings, single-family detached	P	P	P	P
Dwellings, two-family	P	P	P	P
Dwellings above the ground floor of nonresidential uses		P		
Food service marts		P-Std	P-Std	
Furniture stores		P		
Garden supply, tool and seed stores		P		
Governmental uses				
Offices	P	P	P	P

Uses	District P	District MX	District PM	District C2P
Other government and government-related structures, facilities and uses	S	S	S	S
Public schools and colleges	P		P	
Group homes	S		S	S
Hotels with up to forty rooms, including restaurants and conference room facilities.		P-Std		
Hotels with more than forty rooms		S		
Ice cream stores		P-Std		
Inns	S			S
Institutions for the care of the aged	S			S
Laboratories, including medical, dental, research and testing		P		
Launderettes, automatic, self service		P		
Liquor stores		S		
Markets, open air, including farmers' markets and produce markets		P-Std		
Medical appliance stores			P-Std	
Motor vehicle service stations, including fuel sales		S		
Museums and art galleries	P	P	P	
Nautical shops, retail trade		P		
Office and business service establishments		P		
Offices, business and professional, and nonprofit, educational, cultural, or civic	P-Std or S-Std, depending on lot size	P	P-Std	P
Offices, medical	P	P	P	P
Parking garages	S	P-Std, S-Std	S	
Parking lots, other than accessory	S	P-Std	P-Std	
Personal care establishments	S	P	P-Std	
PET GROOMING FACILITY	S-STD	P-STD	P-STD	

Uses	District P	District MX	District PM	District C2P
Photocopying and reproduction services, including blueprinting		P		
Physical health facilities, including health clubs, gymnasiums, and weight control centers		P		
Planned developments, business and special mixed	P-Std	P-Std		
Religious institutions, including churches, chapels, mosques, temples and synagogues	P	P	P	
Research and development businesses, provided that there is no significant assemblage of goods or products		P		
Rest homes and nursing homes	S			S
Restaurant, fast food		S-Std		
Restaurant, standard		P-Std ⁴ S-Std ⁴	P-Std, S-Std	
Retail goods stores		P		
Schools, commercial, trade, vocational, music, dance, or art		P		
Schools, private, elementary, middle, or high	P			
Sidewalk cafés	P-Std	P-Std	P-Std	
Specialty convenience retail store		P	P-Std	
Supermarkets		P-Std		
Telecommunications facilities	A-Std	A-Std	A-Std	A-Std
Telephone transmission equipment buildings		P		
Temporary uses	P-Std	P-Std	P-Std	P-Std
Theaters, indoor		P-Std		
Tobacco shops		P		
Undertaking establishments and funeral parlors	S			
Wine bars		P-Std		

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Notes:

The following regulations apply to all uses in the MX District:

1. Buildings in excess of forty-six feet, but less than fifty-five feet in height are subject to the following:
 - a. Either 25 percent of the gross floor area shall be designed for retail uses, or residential uses, or a combination of retail and residential uses, alternatively, the entire ground level front façade shall be designed for retail uses, exclusive of: (i) not more than one driveway, which shall not be greater than thirty-three feet wide, required for access to parking; (ii) space required for a lobby and space required for access to upper floor uses. Retail use along the front façade shall have a minimum height of twelve feet and a minimum depth of twenty-five feet;
 - b. If surface parking is located on the zoning lot, it shall be located at the rear of the zoning lot and new structures shall be located at the front of the zoning lot. If surface parking is located adjacent to single-family residential use, dense plantings shall be installed and maintained on the zoning lot to provide an effective screen; and
 - c. Any adverse impacts on critical lane levels of service at adjoining intersections shall be mitigated by the applicant.
2. Buildings in excess of 46 feet, but less than 65 feet in height require special exception approval except as provided in note No. 1 above.
3. Uses and combinations of uses located on zoning lots of 40,000 square feet or more require special exception approval, unless such uses are approved as part of a planned development.
4. Two a.m. alcoholic beverage licenses shall not be permitted for properties within the MX-2 or MX-3 height districts, but such licenses shall be allowed for properties within the MX-1 Height District.
5. If the principal use with which the drive-thru facility is associated is a special exception use, then the drive-thru facility requires special exception approval.
6. The following apply only to the uses specified: In the MX-1 area only, in planned developments with a minimum lot size of five acres, "Accessory Structures" such as clock towers attached to office and/or retail structures and "Theaters, Indoor" shall not exceed one hundred feet in height. See the Bulk Regulations Table in Section 21.50.260

1 **Chapter 21.64 – Standards for Uses Subject to Standards**

2 **21.64.420 - Neighborhood convenience shopping uses in the PM2 district.**

- 3 A. Applicability. The standards in this section apply to the following uses:
- 4 1. Food stores,
- 5 2. Personal care establishments,
- 6 3. PET GROOMING FACILITY
- 7 [3] 4. Retail goods stores, and
- 8 [4] 5. Specialty convenience retail goods stores.
- 9 B. A site design plan for the use is required.
- 10 C. Appropriate sound suppression techniques shall be employed to ensure that the level of
- 11 noise emanating from within any establishment will not disturb the quiet and enjoyment of
- 12 property in any nearby residential zoning districts.
- 13 D. Loitering is not permitted around the exterior of any use.
- 14 E. Kitchens shall be designed, maintained and operated in a manner to minimize noise and
- 15 odors, as per Title 17
- 16 F. Within an establishment live entertainment is not allowed and any recorded music shall be
- 17 limited to background variety only.
- 18 G. Hours of deliveries shall be limited, to the extent feasible, based upon proximity of the
- 19 development to residential land uses and if commercial vehicles require the use of primarily
- 20 residential roadways to access the commercial development.
- 21 H. Drive-through windows are only permitted upon the preparation and approval of a traffic-
- 22 impact study and the mitigation of identified impacts.
- 23 I. Trash.
- 24 1. All trash and refuse shall be stored in self-enclosed trash storage areas. These trash
- 25 storage areas shall be located either within the establishment or within the structure on
- 26 which the establishment is located, or shall consist of a properly screened and
- 27 maintained dumpster on the property on which the establishment is located.
- 28 2. Except where trash is placed in accordance with subsection (I)(1) of this section, trash
- 29 receptacles shall not be placed outside for pick-up until one-half hour prior to the
- 30 scheduled pick-up time and shall be removed within one-half hour after trash pick-up.
- 31 3. The cleanliness of all trash storage areas and all sidewalks adjoining the establishment
- 32 shall be maintained.

33

34 **21.64.495 – PET GROOMING FACILITY.**

- 35 A. ANIMALS MAY REMAIN WITHIN THE FACILITY DURING DAYTIME BUSINESS
- 36 HOURS IN CONJUNCTION WITH GROOMING SERVICES RENDERED. UNDER NO
- 37 CIRCUMSTANCES SHALL DAILY OR OVERNIGHT BOARDING OF ANIMALS BE
- 38 PERMITTED.
- 39 B. THE OPERATOR OF A PET GROOMING FACILITY SHALL BE REQUIRED TO
- 40 MAINTAIN A GROOMING PARLOR LICENSE ISSUED BY THE ANNE ARUNDEL

1 COUNTY ANIMAL CONTROL AGENCY IN ACCORDANCE WITH ANNE ARUNDEL
2 COUNTY CODE – ARTICLE 12, SECTION 4-707 AS MAY BE AMENDED FROM TIME
3 TO TIME.

4 C. PM2 AND PM DISTRICTS. IN THE PM2 AND PM DISTRICTS, THE FOLLOWING
5 STANDARDS APPLY:

- 6 1. THIS USE MAY BE PROVIDED ONLY ON A GROUND FLOOR.
- 7 2. NEW CONSTRUCTION, EXPANSION OR SUBSTANTIAL REHABILITATION
8 SHALL NOT PROVIDE COMMERCIAL OR RETAIL USES GREATER THAN
9 FIFTY PERCENT OF A STRUCTURE'S GROSS FLOOR AREA.
- 10 3. WHERE THIS USE IS ESTABLISHED ON LOTS LESS THAN FIVE THOUSAND
11 FOUR HUNDRED SQUARE FEET IN SIZE, ALL TRASH AND REFUSE SHALL
12 BE STORED IN SELF-ENCLOSED TRASH STORAGE AREAS. TRASH
13 STORAGE AREAS SHALL BE SCREENED IN AN APPROPRIATE MANNER
14 USING A BOARD-ON-BOARD ENCLOSURE.

15
16 **Chapter 21.72 – Terms and Definitions.**

17
18 **21.72.010 – Terms.**

19 “PET GROOMING FACILITY” MEANS A BUSINESS ESTABLISHMENT, OTHER THAN A
20 KENNEL OR ANIMAL HOSPITAL, THAT PROVIDES BASIC GROOMING FOR DOMESTIC
21 ANIMALS, BUT DOES NOT ROUTINELY BOARD ANIMALS FOR A FEE. FOR THE
22 PURPOSES OF THIS TITLE, A VETERINARY CLINIC THAT PROVIDES BASIC GROOMING
23 IS NOT A PET GROOMING FACILITY.
24

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

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

28
29
30
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

31
32
33 **EXPLANATION**

34 CAPITAL LETTERS indicate matter added to existing law.

35 [brackets] indicate matter stricken from existing law.

36 Underlining indicates amendments.

Policy Report

Ordinance O-26-13

Pet Grooming Facilities

The proposed ordinance would separately define a “pet grooming facility” from a “personal care establishment,” and make a “pet grooming facility” a use subject to standards in all zoning districts that currently allow personal care establishments.

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

**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
RECOMMENDATION FOR ACTION**

May 30, 2013

The Planning and Zoning Department hereby submits to the City Council the following matter for the action indicated:

Revised Allocation of FY 2014 Community Development Block Grant
funding for Capital and Public Service Projects

On May 30, 2013, the U.S. Department of Housing and Urban Development provided the City with the final amount of the City's Community Development Block Grant allocation for FY 2014 which is \$247,308. On April 8, 2013, the City Council approved projects based on an estimated amount. At its April 1 meeting, the Housing and Community Development Committee, which makes the project funding recommendation to the City Council, authorized the Chief of Community Development to adjust the funding amount for each project based on the percentage of change in the allocation. (Minutes attached)

The new project funding amounts are summarized in the attached spreadsheet.

RECOMMENDATION: Approve the updated allocations of CDBG funds to capital and service projects.

**CITY OF ANNAPOLIS
DEPARTMENT OF PLANNING AND ZONING**

**Community Development Division
CDBG APPLICATIONS FY 2014**

May 30, 2013

	Estimated Allocation	\$201,600	Final Allocation	\$247,308
15%	Available for Public Services	\$30,240	Available for Public Services	\$37,096
85%	Available for Capital Projects	\$171,360	Available for Capital Projects	\$210,212

ORGANIZATION	DESCRIPTION	FY 2014 REQUESTED	FY2014 RECOMMENDED	FY2014 RECOMMENDED
PUBLIC SERVICE PROJECTS				
AA Co Community Action Agency	Housing Counseling	\$10,000	\$3,655	\$4,500
AA Co Community Action Agency	Annapolis Youth Services Bureau	\$10,000	\$0	\$0
Center of Help/ Light House Shelter	Referral and Information Case Management	\$20,000 \$10,000	\$6,000 \$3,660	\$7,380 \$4,500
OHLA	Referral and Information	\$5,000	\$1,000	\$1,226
OIC	Job Preparation Training	\$20,000	\$5,255	\$6,400
Restoration Community Dev. Corp.	Reconnecting Youth	\$20,000	\$5,670	\$6,940
Volunteer Center	Mentoring Coordination	\$15,000	\$5,000	\$6,150
	Subtotal	\$110,000	\$30,240	\$37,096
CAPITAL PROJECTS				
ARC	Facility Rehab	\$51,651	\$22,935	\$27,000
Arundel Lodge	Facility Rehab	\$28,785	\$16,065	\$19,000
Housing Rehabilitation	Owner Occupied Rehab.	\$200,000	\$126,360	\$157,012
Newtowne CDC	Microbusiness	\$17,800	\$6,000	\$7,200
	Subtotal	\$298,236	\$171,360	\$210,212
	GRAND TOTAL	\$408,236	\$201,600	\$247,308

Housing and Community Development Committee Meeting
April 1, 2013

The regular meeting of the Housing and Community Development Committee was held on Monday April 1, 2013 in City Council Chambers. Alderwoman Hoyle called the meeting to order at 7:07 p.m.

Present on Roll call: Aldermen Kirby and Littmann, Alderwoman Hoyle, Committee Member Bond

Staff Present: Chief of Community Development Wellman

- **Alderman Littmann moved to amend the minutes of March 4, 2013 to strike references to Alderwoman Hoyle as she was not present. Seconded. CARRIED on voice vote.**
- **Alderman Littmann moved to approve the minutes as amended for March 4, 2013. Seconded. CARRIED on voice vote.**

The committee reviewed the CDBG allocations.

The committee discussed the Public Service Projects.

- **Alderman Littmann moved to subtract \$415 from OIC reducing the award to \$5,255, subtract \$115 from OHLA reducing the award to \$1,000 increase Center of Help by \$330 to \$6,000 and increase The Volunteer Center by \$200 to \$5,000 as a percent of the total allocation of 30,200 to be modified as needed in equal percentage by staff. Seconded. CARRIED on voice vote.**

The committee discussed the Capital Projects.

There was discussion of the micro-business funding that is included in the capital projects and Theresa discussed the HUD rules in this case.

- **Alderman Littmann moved to accept the allocations as modified to increase the funding for Newtowne CDC by \$3,000 to 6,000 and decrease the housing rehabilitation by \$3,000 to \$126,360 as a percentage of the total allocation (\$171,360) to be modified as needed in equal percentage by staff. Seconded. CARRIED on voice vote.**

Ms. Wellman discussed the Stanton Center Project.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 7:57 p.m.

Hilary Roggio Raftovich
Standing Committee Clerk



City of Annapolis
Office of the City Clerk
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

RCEldridge@annapolis.gov · 410-263-7942 · Fax 410-280-1853 · TDD 410-263-7943 · www.annapolis.gov

May 14, 2013

MEMORANDUM

TO: City Council Members

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

RE: Towing License Renewal July 1, 2013 - June 30, 2013 - For Spa, Inc T/a Mason's Towing Co.
and JP Towing Services, LLC

City Code Section: 7.52.060 License--Investigation.

- A. The City Clerk, after receipt of an application for a towing license, shall forward the application to the Chief of Police or the chief's designee for investigation and inspection of whether:
1. The applicant has adequate off-street storage facilities within the City limits;
 2. The applicant has facilities to provide towing services when requested on a twenty-four-hour basis;
 3. The towing vehicles of the applicant are in good mechanical condition, equipped with necessary towing gear and safety apparatus, and are registered as commercial hauling vehicles with the Motor Vehicle Administration.
- B. The Chief of Police or the chief's designee promptly shall report the findings to the City Clerk. Thereafter, the City Council shall act upon the application.
- C. The City Council may reject an application when it finds that the applicant is not qualified to perform the towing and storage services. The council shall provide an applicant written notice setting forth the grounds for the rejection of the application.

See attached approvals from Chief Pristoop:



City of Annapolis
Office of the City Clerk
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

RCEldridge@annapolis.gov · 410-263-7942 · Fax 410-280-1853 · TDD 410-263-7943 · www.annapolis.gov

May 6, 2013

TO: Michael A. Pristoop, Chief of Police
Annapolis Police Department

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

RE: Towing License Renewal July 1, 2013 - June 30, 2014

Pursuant to City Code Section: 7.52.060 - License—Investigation.

- A. The City Clerk, after receipt of an application for a towing license, shall forward the application to the Chief of Police or the chief's designee for investigation and inspection of whether:
 - 1. The applicant has adequate off-street storage facilities within the City limits;
 - 2. The applicant has facilities to provide towing services when requested on a twenty-four-hour basis;
 - 3. The towing vehicles of the applicant are in good mechanical condition, equipped with necessary towing gear and safety apparatus, and are registered as commercial hauling vehicles with the Motor Vehicle Administration.
- B. The Chief of Police or the chief's designee promptly shall report the findings to the City Clerk. Thereafter, the City Council shall act upon the application.
- C. The City Council may reject an application when it finds that the applicant is not qualified to perform the towing and storage services. The council shall provide an applicant written notice setting forth the grounds for the rejection of the application.

Establishment Information:

For Spa, Inc Trading As: Masons Auto Repairs, Inc

Business Address: 1032 West Street, Annapolis, Maryland 21401

Storage Location: 1032 West Street, Annapolis, Maryland 21401

Please return your recommendations by Thursday, May 16, 2013 and the attached form to the City Clerk's Office. The City Council will consider this matter at their June 10, 2013 City Council Meeting. Thank you for your prompt attention to this matter. Application attached:



City of Annapolis
 Office of the City Clerk
 93 Main Street, 3rd Fl
 Annapolis, MD 21401-2017

CityClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Towing License Application

City Code Section 7.52

Applicant Robert E. Mason
 Resident address 1953 Fairfax Road Annapolis, MD 21401
 Telephone, day 410-268-5955
 Trading as Mason's Towing & Service Center
 Business address 1032 West Street Annapolis, MD, 21401
 Telephone, day 410-263-5343 or 410-268-5781 Fax# 410-269-6645
 Storage location 1032 West Street Annapolis, MD 21401

Vehicle	License plate number	Vehicle Identification Number (VIN)
1	00520TT	1FDXF47P17EA60563
2	TT8440	1FDXF46F2YEE47679
3	7049TT	1FDXF47P34EC34872
4	6098TT	3FRNX6SN64V662111
5	TT9426	1FDAF46Y19EB22966
6		
7		

I hereby certify under the penalties of perjury that:

1. I am not directly or indirectly financially interested in any other towing license issued by the City of Annapolis;
2. I have reviewed and will charge the standard towing and storage fees approved by the City Council; and
3. I have filed a Twenty-Five Thousand (\$25,000) bond with the Annapolis City Clerk to protect the owner of any automobile from any property damage occurring while it is in my possession.

Signature Robert E. Mason Date 5/1/13

FOR CITY USE ONLY

Dept.	Sent	Returned	Approved	Disapproved	Signature
Chief of Police	5/6/13				
Council					



City of Annapolis
Office of the City Clerk
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

RCEldridge@annapolis.gov · 410-263-7942 · Fax 410-280-1853 · TDD 410-263-7943 · www.annapolis.gov

April 25, 2013

TO: Michael A. Pristoop, Chief of Police
Annapolis Police Department

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

RE: Towing License Renewal July 1, 2013 - June 30, 2014

Pursuant to City Code Section: 7.52.060 - License—Investigation.

- A. The City Clerk, after receipt of an application for a towing license, shall forward the application to the Chief of Police or the chief's designee for investigation and inspection of whether:
 - 1. The applicant has adequate off-street storage facilities within the City limits;
 - 2. The applicant has facilities to provide towing services when requested on a twenty-four-hour basis;
 - 3. The towing vehicles of the applicant are in good mechanical condition, equipped with necessary towing gear and safety apparatus, and are registered as commercial hauling vehicles with the Motor Vehicle Administration.
- B. The Chief of Police or the chief's designee promptly shall report the findings to the City Clerk. Thereafter, the City Council shall act upon the application.
- C. The City Council may reject an application when it finds that the applicant is not qualified to perform the towing and storage services. The council shall provide an applicant written notice setting forth the grounds for the rejection of the application.

Establishment Information:

J P Towing Service, LLC Trading As:	J P Towing Service
Business Address:	1023 Spa Road, Annapolis, Maryland 21401
Storage Location:	1023 Spa Road, Annapolis, Maryland 21401

Please return your recommendations by Thursday, May 16, 2013 and the attached form to the City Clerk's Office. The City Council will consider this matter at their June 10, 2013, City Council Meeting. Thank you for your prompt attention to this matter. Application attached:



City of Annapolis
 Office of the City Clerk
 93 Main Street, 3rd Fl
 Annapolis, MD 21401-2017

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Towing License Application

City Code Section 7.52

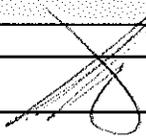
Applicant Kyle J Leapley
 Resident address 679 Fairhaven Rd, Tracys Landing MD 20779
 Telephone, day 410-224-9774
 Trading as JP Towing Service LLC
 Business address 44 Hudson St, Annapolis, MD 21401
 Telephone, day 410-224-9774
 Storage location 1023 Spa Road, Annapolis, MD 21401

Vehicle	License plate number	Vehicle Identification Number (VIN)
1	07001TT	1HTMMAAL06H317214
2	04878TT	1FDXF46PX6EA47584
3	04883TT	1FDXF46Y68EC71611
4	07024TT	1HTMMAAL66H150179
5	07034TT	1FD9XAHT9CEB75486
6	07603TT	1FVACWDT4CHBJ7189
7	07610TT	1NKDH47X28J223665

I hereby certify under the penalties of perjury that:

1. I am not directly or indirectly financially interested in any other towing license issued by the City of Annapolis;
2. I have reviewed and will charge the standard towing and storage fees approved by the City Council; and
3. I have filed a Twenty-Five Thousand (\$25,000) bond with the Annapolis City Clerk to protect the owner of any automobile from any property damage occurring while it is in my possession.

Signature  Date 4/25/13

FOR CITY USE ONLY					
Dept.	Sent	Returned	Approved	Disapproved	Signature
Chief of Police	4/25/13		<input checked="" type="checkbox"/>		
Council					



Chartered 1708

Joshua J. Cohen, Mayor
City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

May 6, 2013

To: Alderpersons, City Of Annapolis

From: Mayor Joshua J. Cohen

Re: Housing Authority of the City Of Annapolis Board of Commissioners

I respectfully submit for your approval the appointment of Ms. Jacquelyn V. Wells to the HACA Board of Commissioners. Ms. Wells is a senior resident of Bloomsbury Square in Ward 1 and this appointment fills a vacancy on the Board. Her resume is attached.

Jacquelyn V. Wells
203 Bloomsbury Square
Annapolis, MD 21401
410-990-9959

Thank You.

JJC/hrr

Reviewed by: <u>Housing and Human Welfare</u>	
<input checked="" type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable
<u>K. A. Kip</u>	<u>6.3.13</u>
Committee Chair	Date

Jacquelyn V. Wells

2013

203 Bloomsbury Square

Annapolis, MD 21401

410-990-9959

OBJECTIVES

I am presently pursuing a BA degree in Social Work from Sojourner Douglas College. In the past, I worked for Anne Arundel County, Department of Social Services supporting the Child Protection Division. I am a great listener and have been able to assist those in need; solve problems of varying degrees. I intend to use my degree to further assist the youth/young adults as well as senior citizens in new and innovative ways.

EDUCATION

Sojourner Douglas College
Edgewater, MD

Currently Attending: (projected graduation date May 2014)

Bachelors of Arts in Social Work

Fleet Business School
Annapolis, MD

1965

Business Certificate

EXPERIENCE

Retail Associate | A. L. Goodies

June 2003 – Present

Reading Resource Aid/Substitute Teacher | Anne Arundel
Board of Education

Social Worker/Case Worker | Anne Arundel Department of
Social Work/Child Protective Services

COMMUNITY ACCOMPLISHMENTS

- The Let's Talk social group established 2012
- Bloomsbury Square Senior Citizen Senior Luncheons & Dinners
- Bloomsbury Square Senior Bingo Night
- Bloomsbury Square After School Program
- Leadership Skills; Preparing Our Youth for the Future
- Instrumental in obtaining the Bloomsbury Square Community

Signage

- President, Bloomsbury Square Community Council
- Secretary, Bloomsbury Square Community Council
- Secretary, Resident Advisory Board

COMMUNITY AWARDS

- Leadership Anne Arundel, June 2012
- Martha Woods; City of Annapolis/Mayoral Citation, 2011
- Pathways to Opportunity; 2011-2012
- Community Service; Annapolis City Police Department; 2007
- Good Housekeeping Award: Home of the Week; Evening Capital Newspaper, 2008

REFERENCES AVAILABLE UPON REQUEST

References: Monday, April 01, 2013

Last Name	First Name	Telephone Number	Contacted Y/N	Comments
Blonder, Mr.	Michael	P: 410-269-0071 C: 410-320-3527		
Peters, Mrs.	Yevola	P: 410-222-1220		
Beans, LT.	Robert	P: 410-832-8890		
Allsup-Brown, Mrs.	Georgeola	P: 410-263-1917		
McGowan, Mrs.	Gertrude	P: 443-949-8736		



Joe Budge
Alderman, Ward One
City of Annapolis
160 Duke of Gloucester Street
Annapolis, MD 21401

(410) 260-3401
AldBudge@Annapolis.gov

Alderman Kenneth Kirby, Chair
Housing and Human Welfare Committee
City of Annapolis
160 Duke of Gloucester Street
Annapolis, MD 21401

May 31, 2013

Alderman Kirby,

I am writing in support of Mayor Cohen's nomination of Jackie Wells to the Board of Directors of the Housing Authority of the City of Annapolis. Ms. Wells is the President of the Residents Association at Bloomsbury Square. She is dedicated to her community and works hard on its behalf. Her enthusiasm and insight will be a great contribution to the H.A.C.A. Board.

I regret that a conflict prevents me from attending Monday's meeting of the Housing and Human Welfare Committee and speaking in person.

Sincerely,

A handwritten signature in cursive script that reads "Joe Budge".

Joe Budge,
Alderman, Ward One

Cc: Aldewoman Classie Hoyle
Alderman Jared Littman
Jackie Wells

**City of Annapolis
Budget Revision Request**

Control number GT-23-13

Department
Finance

Date 28-May-2013
Transfer To Transfer From

USE	Transfer To	Transfer From
General Sidewalks	260,000.00	
Source		
2012 Bond Proceeds		260,000.00

The intent of this revision is to repurpose \$260,000 of 2012 bond funds that were originally designated on the bond ordinance for private capital. It is being recommended that these funds be repurposed to General Sidewalk Project.

Approved for Financial & Accounting Sufficiency:

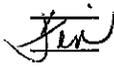


Finance Director



Department Director

Approved by:
Mayor
Finance Committee
City Council



Mayor

30095-49152-40007

30400-583000-40007 FY2013-FY2018

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 Project not scored to date		
Project Description Project is designed as an ongoing infrastructure repair program for the sidewalks in Annapolis. In the summer of 2009, DPW conducted a comprehensive city-wide sidewalk condition assessment. Sidewalks were inspected for cracking, faulting and scaling. Based upon this first inspection, a list of priorities for repair and reconstruction was developed taking into account not only sidewalk condition, but location of sidewalk in terms of its importance to citywide pedestrian traffic. In 2004, a three-tier sidewalk hierarchy was developed with resident and business participation. This hierarchy and the condition rating of individual sidewalk segments will determine the sequence of specific replacement projects. Funding for this project is contingent on the identification of a funding source for sidewalk repairs.				
Regulatory or Legal Mandates			Operational Necessity Allows continued safe use of the existing sidewalk network.	
Prior Funding None		Non-City sources of funding		
FY13 Budget commitment allows project stage: Construction		Project Years Recurring <table border="1" style="float: right; margin-left: 20px;"> <tr> <td>Total Project Budget</td> <td>\$600,000 annually</td> </tr> </table>	Total Project Budget	\$600,000 annually
Total Project Budget	\$600,000 annually			

Appropriation Schedule	Budget	5-Year Capital Plan					FY13 - FY18 Total
	Adopted FY13	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	
Land Acquisition							
Design Costs	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Construction Costs	584,000	584,000	584,000	584,000	584,000	584,000	3,504,000
Construction Project Mgmt	6,000	6,000	6,000	6,000	6,000	6,000	36,000
IT Costs							
Furniture/Fixtures/Equipment							
Legal Fees							
Salaries: Supplement	218,770						218,770
Total	818,770	600,000	600,000	600,000	600,000	600,000	3,818,770

Funding Schedule							
Bond funds	600,000						600,000
Operating funds	218,770	600,000	600,000	600,000	600,000	600,000	3,218,770
Other							
Total	818,770	600,000	600,000	600,000	600,000	600,000	3,818,770

Debt analysis: not completed.

40007

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

**City of Annapolis
Budget Revision Request**

Control number GT-24-13

Department
Recreation

Date 20-May-2013
Transfer To Transfer From

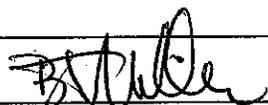
Equipment	31,200.00	
R & M Building	7,000.00	
Supplies	4,300.00	
Contingency		42,500.00

To transfer funds from the contingency reserve, current balance \$200,811

To provide funds to purchase 3 walk-behind blowers to clean various sporting courts and parking lots at Pip Moyer Rec Center cost is \$4,800. To fund cost of remote light controllers so lighting can be turned on and off from remote locations cost is \$26,400.00

To provide funds to purchase full length lockers for the shower rooms cost is \$4,500, and to fund Lane Lines for Truxtun Pool, cost is \$2,500. Current lane markers are 10 years old and are decaying.

To provide fuds to purchase wood fiber mulch for the playgrounds at Pip Moyer Rec Center cost is \$4,300.00


Finance Director


Department Director

Approved by:
Mayor
Finance Committee
City Council





Annapolis Recreation and Parks
Department Headquarters
273 Hilltop Lane
Annapolis, MD 21403
Phone: 410.263.7958
Fax: 410.626.9731
recpark@annapolis.gov
www.annapolis.gov/recreation

May 15, 2013

TO: Michael Mallinoff, City Manager
Bruce Miller, Finance Director

FROM: Brian J Woodward, Director *BW*

DATE: May, 15, 2013

SUBJ.: FY 2013 Budget Revision Request

This is a request to adjust my FY 13 Operating Budget in order to accomplish a few very important work items for the Recreation and Parks Department. As I have monitored my budget this year, it became apparent that we would need all of our budgeted funds in order to complete our programs, with the exception of one line item – Salary- Benefits. I recently completed an end-of-year expenditure projection and have determined that we will end the fiscal year with a surplus of more than \$240,000, almost all of this is due to the surplus in Benefits.

I am requesting that we use part of this surplus, move it to accounts appropriate for the below mentioned needs, so that I can spend it this fiscal year.

The items are as follows:

1. Truxtun Pool Lane Lines (\$2,500) – These are the floating lane markers which are over 10 years old and are fraying and decaying. The “rope” part of these lines are woven metal, and as they erode, they can be sharp and cause cuts;
2. Remote Light Controllers (\$26,400) - The field lights at Collison Field, Bates Complex and the Truxtun Tennis courts must be operated on-site with the use of timers. Because of that, many times the lights remain on, even though the courts and fields are not being used, because of poor weather, user cancellations, etc. The lights at Truxtun use this technology and our staff can turn lights on and off from their computers, at work and from home. This technology is known to us as a time saver, a trip saver, and most importantly, an energy saver. The purchase plus installation cost is \$8,800 per location, and we believe the energy savings will outstrip the purchase cost in a very short period;



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3. Lockers at "Pip" Moyer Recreation Center (\$4,500) – When the PMRC was constructed the lockers in the shower rooms were all ordered the same size (short). This project would be to install a bank of 10 longer lockers in both the men's and women's locker rooms, so that very important people who wear nice suits to work can hang their clothes up without folding them;
4. Walk-behind Blowers (\$4,800) – This would cover the cost for three (3) walk-behind blowers, which our parks crews use to blow off basketball, tennis, parking lots, driveways, lawns, sidewalks, etc. We currently have just one old one and two others died so far this year;
5. Engineered Wood Fiber (\$4,300) – This type of wood fiber is the only approved surface material for playground safety. This amount of wood fiber would permit us to replace the fiber mulch safety surface at each of our playgrounds this year;
6. Shade Structures for Summer Camps (\$15,000) – The current meeting place for all of our summer camps is the area of picnic tables near the baseball field at Truxtun. This area enjoys full sun, and becomes extremely hot during summer afternoons. Given the great concern for sun safety which we espouse, it would be appropriate for us to provide shade as an educational method, and as a model to our users.

Thank you for your consideration of this request.