

FY 2017 Adopted OPERATING BUDGET



**Prepared by the Department of Finance
Bruce T. Miller, Finance Director**

CITY OF ANNAPOLIS, MARYLAND

Directory of Officials and Advisory Bodies

City Council

Michael John Pantelides, Mayor

<u>Ward</u>	<u>Alderman</u>
1	Joe Budge
2	Frederick M. Paone
3	Rhonda Pindell Charles
4	Sheila M. Finlayson
5	Jared Littmann
6	Kenneth A. Kirby
7	Ian Pfeiffer
8	Ross H. Arnett, III

Management Team

<u>Title</u>	<u>Name</u>
City Manager	Thomas C. Andrews
Director of Finance	Bruce T. Miller
Director of Public Works	David Jarrell, P.E.
Director of Planning and Zoning	Pete Gutwald
Chief of Police	Michael A. Pristoop
Fire Chief	David L. Stokes, Sr.
Director of Transportation	J. Rick Gordon
Director of Recreation and Parks	Michael Morris
Director of Environmental Policy	Maria Broadbent
Manager of Human Resources	Patricia Hopkins

Directory of Officials and Advisory Bodies

Legislative Committee Assignments

Standing Committees

Economic Matters Committee

Frederick M. Paone, Chairman
Sheila M. Finlayson, Member
Joe Budge, Member

Environmental Matters Committee

Jared S. Littmann, Chairman
Ross H. Arnett, III, Member
Ian Pfeiffer, Member

Finance Committee

Ian Pfeiffer, Chairman
Ross H. Arnett, III, Member
Frederick M. Paone, Member

Housing & Human Welfare Committee

Kenneth A. Kirby, Chairman
Joe Budge, Member
Jared S. Littmann, Member

Public Safety Committee

Sheila M. Finlayson, Chairman
Frederick M. Paone, Member
Rhonda Pindell Charles, Member

Rules and City Government Committee

Ross H. Arnett, III, Chairman
Sheila M. Finlayson, Member
Rhonda Pindell Charles, Member

Transportation Committee

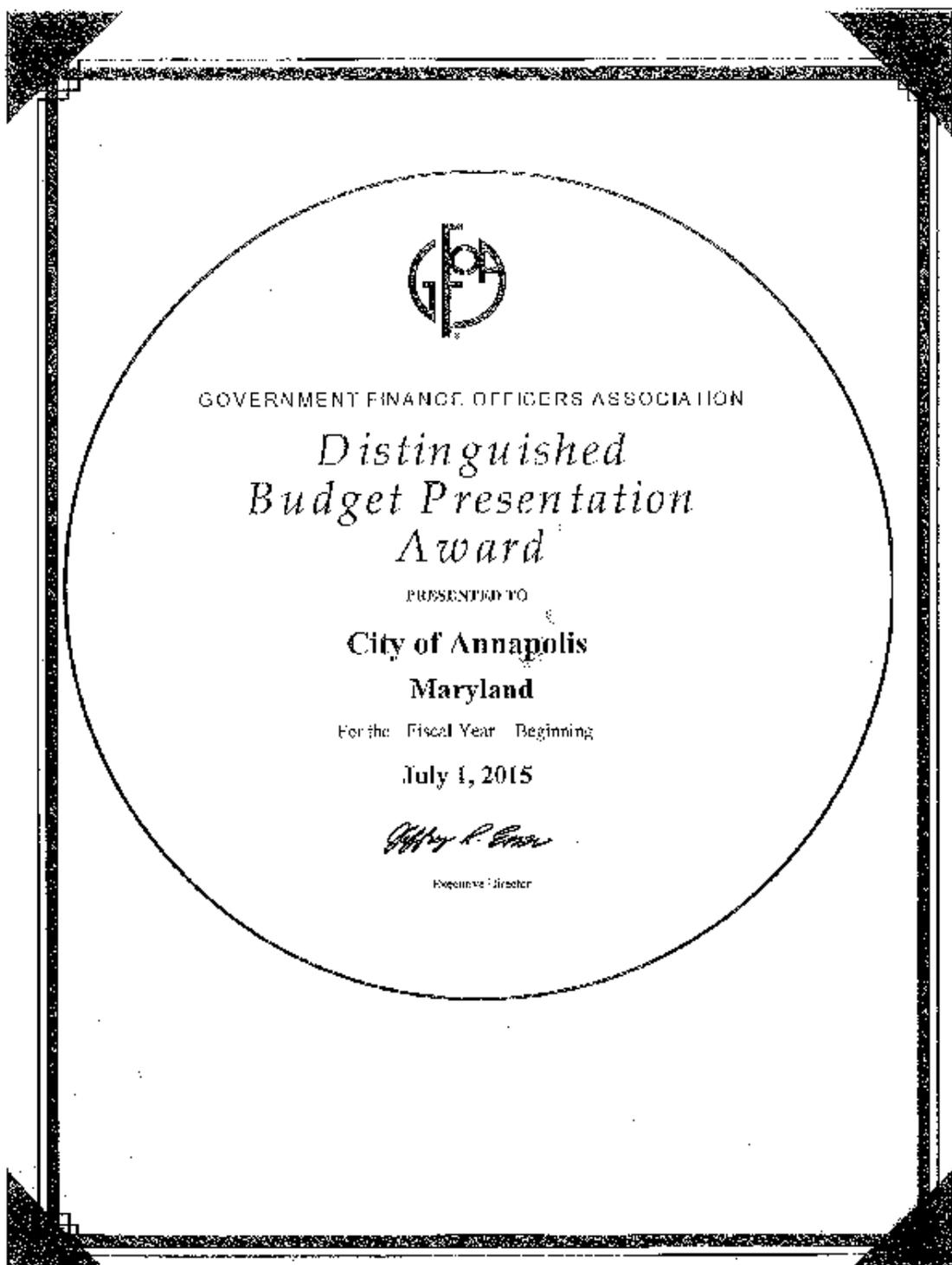
Joe Budge, Chairman
Kenneth A. Kirby, Member
Ian Pfeiffer, Member

Directory of Officials and Advisory Bodies

Boards and Commissions

<u>Board or Commission</u>	<u>Chairman</u>
Alcoholic Beverage Control Board	Leonard Berman
Annapolis Conservancy Board	Karen Jennings
Arts in Public Places Commission	Ellen O. Moyer
Board of Appeals	Derek Meyers
Board of Supervisors of Elections	Arnold A. Smith
Building Board of Appeals	Carl Richard Corse, P.E.
Civil Service Board	Anthony F. Christhilf
Commission on Aging	<i>Vacant</i>
Education Commission	Trisha Irvin
Environmental Commission	Paul Murphy
Ethics Commission	James E. Dolezal
Financial Advisory Commission	Frederick C. Sussman
Heritage Commission	Sharon A. Kennedy
Historic Preservation Commission	Sharon A. Kennedy
Housing & Community Development Committee	Kenneth A. Kirby
Housing Authority	Sandra Chapman
Human Relations Commission	Michael J. Keller
Maritime Advisory Board	Tarrant H. Lomax
Planning Commission	David Iams
Police & Fire Retirement Plan Commission	Joseph Semo
Port Wardens	Gene Edwin Godley
Public Safety Disability Retirement Board	Adam Cohen
Recreation Advisory Board	C. Taney Hamill
Risk Management Committee	Mary O'Brien
Transportation Board	Alex Pline

GFOA Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Annapolis, Maryland for its annual budget for the fiscal year beginning July 1, 2015. In order to receive this award, a governmental unit must publish a

GFOA Distinguished Budget Presentation Award

budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Acknowledgements

This document could not have been prepared without the cooperation, support, and leadership of the Mayor, the City Council, the Finance Committee, and the department directors. The purpose of preparing a budget is to put forth the annual financial plan of the City, to show what services it is providing to our citizens and how much it will cost to do so. Numerous individuals spent many hours developing goals, objectives and performance measures, and then correlating them with available resources. This is a difficult task as there is always an increasing demand for City services in an era of decreasing revenues. The individuals listed below have played an integral part in the preparation of this document.

Finance Department

Melissa Leaman, Assistant Finance Director
Nikki Pletzer, Finance Operations Manager

Table of Contents

ABOUT ANNAPOLIS

Community Profile.....	1
Demographic and Statistical Profile.....	2
Regional Map.....	5
City Government Organizational Chart.....	6

BUDGET BACKGROUND

Fiscal Policies	7
Strategic Plan.....	15
Performance Measurement	18
Developmental Process.....	19
Timeline	20
Budget Message and Instructions	21
State of the City Address	26
Changes from Proposed to Adopted Budget	33

ADOPTED BUDGET

ALL FUNDS SUMMARY	35
Historical Figures.....	43
Fund Balances	49
General Fund	49
Water Fund	50
Sewer Fund.....	51
Refuse Fund.....	52
Stormwater Fund.....	53
Market Fund	54
Sidewalk Revolving Fund.....	55
Transportation Fund.....	56
Parking Fund.....	57
Dock Fund.....	58

GENERAL FUND

Revenues	59
Expenditures	64

ENTERPRISE FUNDS

Water Revenues and Expenditures	68
Sewer Revenues and Expenditures.....	69
Refuse Revenues and Expenditures	70
Stormwater Revenues and Expenditures	71
Market Revenues and Expenditures.....	72
Sidewalk Revolving Revenues and Expenditures	73
Transportation Revenues and Expenditures.....	74
Parking Revenues and Expenditures.....	76
Dock Revenues and Expenditures.....	78

DEBT SERVICE FUND.....	79
------------------------	----

POSITION SUMMARY.....	86
Position Classifications and Grades	87
Position Compensation.....	95

Table of Contents

DEPARTMENTAL OPERATING BUDGETS

Department of the Mayor and Aldermen	
Organization Chart	97
Description	98
Staffing Summary	88
Mayor's Office and Team with Performance Measurements & Budget Summary.....	100
Office of Law with Budget Summary	103
Public Information Office with Performance Measurements & Budget Summary.....	106
Boards and Commissions with Performance Measurements & Budget Summary.....	109
Finance Department	
Organization Chart	113
Description	114
Staffing Summary.....	114
Accounting and Budgeting Division with Performance Measurements & Budget Summary	116
Management Information Technology with Performance Measurements & Budget Summary	119
Purchasing with Performance Measurements & Budget Summary.....	125
Human Resources Department	
Organization Chart	128
Description with Performance Measurements	129
Staffing Summary.....	132
Budget Summary.....	132
Department of Planning and Zoning	
Organization Chart	133
Description with Performance Measurements	134
Staffing Summary.....	140
Budget Summary.....	140
Police Department	
Organization Chart	141
Description with Performance Measurements	142
Staffing Summary.....	146
Budget Summary.....	147
Fire Department	
Organization Chart	148
Description with Performance Measurements	149
Staffing Summary.....	154
Budget Summary.....	155
Department of Neighborhood and Environmental Programs	
Organization Chart	156
Description with Performance Measurements	156
Staffing Summary.....	161
Budget Summary.....	162
Department of Public Works	
Organization Chart	163
Description	164
Staffing Summary.....	168
Budget Summary (All Divisions).....	170
Administration with Budget Summary	171
Bureau of Engineering and Construction with Budget Summary.....	172
Streets with Budget Summary and Performance Measurements.....	174
Snow and Ice Removal with Budget Summary.....	175
Traffic Control and Maintenance with Budget Summary.....	176
Fleet Maintenance Center with Budget Summary and Performance Measurements.....	177
Facilities with Budget Summary and Performance Measurements	179
Water Supply and Treatment Facility with Budget Summary.....	181
Water Distribution with Budget Summary	182

Table of Contents

Annapolis Water Reclamation Facility with Budget Summary	183
Wastewater Collection with Budget Summary	184
Stormwater Management with Budget Summary	185
Solid Waste with Budget Summary and Performance Measurements	186
Curbside Recycling with Budget Summary	188
Market House with Budget Summary.....	190
Sidewalk with Budget Summary.....	191
Recreation and Parks Department	
Organization Chart	192
Description with Performance Measurements	193
Staffing Summary.....	196
Budget Summary.....	198
Department of Transportation	
Organization Chart	199
Description with Performance Measurements	200
Staffing Summary.....	203
Budget Summary (All Divisions).....	204
Administration with Budget Summary	205
Vehicle Operations with Budget Summary.....	208
Transportation Fleet Maintenance with Budget Summary	209
Parking with Budget Summary.....	210
APPENDIX	
Finance Committee Report	A -1
Financial Advisory Commission Report.....	A -56
FY 2017 Operating Budget Ordinance.....	B-1
FY 2017 Capital Improvement Program Ordinance.....	C-1
FY 2017 Fee Schedule	D-1
FY 2017 Fines Schedule.....	E-1
Glossary	F-1

About Annapolis

Community Profile:

Annapolis is an incorporated municipal corporation of the State of Maryland (the "State"), possessing substantial home rule powers under the State constitution. First settled in 1649 by Puritans fleeing Virginia, the City was chartered in 1708 and served as the capital of the United States when the Congress met there in 1783-1784. The City serves both as the capital of the State and as the county seat for Anne Arundel County and acquired home rule in 1954. Annapolis is situated on the Western shore of the Chesapeake Bay, at the mouth of the Severn River, east of and midway between Baltimore and Washington, D.C. The City has been the home of St. John's College (founded as King William's School) since 1696 and the United States Naval Academy since 1845.

The City covers an area of approximately eight square miles (including waterways). Population in 1950 was 10,047, but growth as well as annexation caused that figure to double by 1960 and more than triple by 1980. According to the 2014 Census estimate, the population is approximately 38,856, exclusive of the Naval Academy population of approximately 5,500. The Naval Academy constitutes a Federal enclave within the City, but is not within the corporate limits of Annapolis.

The appearance of the City is dominated by the handsome buildings of the Naval Academy and the historic State House of Maryland. In addition, there are a number of contemporary State and County office buildings which have been designed in keeping with the prevailing Georgian architecture of the community. Because of the number of residential structures of significant historic and architectural value for which Annapolis is famous, private and public groups have joined together to retain or to recapture the historic atmosphere of the community in keeping with modern urban requirements. An application to the Department of Interior to enlarge the then existing Historic District as designated on the National Register of Historic Places was approved in 1984. The most recent Annapolis Comprehensive Plan (2009) was adopted by City Council in October 2009.

Annapolis is served by three major highways, U.S. Routes 50/301, Maryland Route 2 and Interstate 97 which connect with the Chesapeake Bay Bridge, immediately northeast of the City. The District of Columbia is 27 miles to the west and the City of Baltimore is 27 miles to the north.

The City is governed by a Mayor and a City Council. The City is authorized to issue debt, subject to certain indebtedness limitations, for the purpose of financing its capital projects and to incur certain other indebtedness.

The executive offices of the City are located at City Hall, 160 Duke of Gloucester Street, Annapolis, Maryland 21401.

The legislative body of the City is the City Council, consisting of the Mayor as the presiding officer and eight Aldermen who together comprise the City Council. One Alderman is elected from each of the eight wards into which the City is divided and must be a resident of the ward. The Mayor is elected at large. The Aldermen and the Mayor serve four-year terms, commencing in December of the year following the presidential election. The City Council has seven standing legislative committees: Economic Matters, Environmental Matters, Finance, Housing and Human Welfare, Public Safety, Rules and City Government, and Transportation. The Mayor and Aldermen have one vote each. A simple majority is sufficient to pass legislation.

The City has independent jurisdiction over streets, street lighting, refuse collection and disposal, police, parks, harbor, off-street parking, public transportation, fire suppression and emergency services, planning and zoning, public health, water production and distribution, and sewage collection. Primary and secondary education is provided by the Board of Education of Anne Arundel County.

About Annapolis

Demographic and Statistical Profile:

Community Profile

Date of Incorporation: 1708
 Form of government: Mayor and Council

Demographics:

Area in square miles

2014	Land & Water: 8.3	Land only 7.1
2013	Land & Water: 8.3	Land only 7.1
2012	Land & Water: 8.3	Land only 7.1
2011	Land & Water: 8.3	Land only 7.1

Climate

Average summer temperature (±5)	71.9
Average winter temperature (±5)	46.2
Average annual precipitation (inches)	40.8
Average annual snowfall (inches)	20.5

Population

2015	38,856
2014	38,722
2013	38,814
2012	38,800
2011	37,825
2010	38,900
2009	37,300
2008	36,400
2007	36,300
2006	37,300
2005	36,750
2004	36,210

Median Age

2013 per 2009-2013 American Communities Survey 37.6

Age Composition (% in 2013)

Under 5 years	7.5
5 - 9 years	7.0
10 - 14 years	3.5
15 - 19 years	4.8
20 - 24 years	7.8
25 - 29 years	9.4
30 - 34 years	6.9
35 - 39 years	7.1
40 - 44 years	7.4

45 - 49 years 6.1

Age Composition (% in 2013), continued

50 - 54 years	5.9
55 - 59 years	6.7
60 - 64 years	6.2
65 - 69 years	4.9
70 - 74 years	2.9
75 - 79 years	2.2
80 - 84 years	1.7
85 years & over	2.0

Economics (Per U.S. Census Bureau's 2009-2013 American Communities Survey)

Household Income

Median Household Income	\$72,462
Median Personal Income	\$443,389
% City population below poverty lev.	11.2%
Median Housing Value (owner-occupied)	\$377,200

Households and Housing Units

Households	16,473
Non Family Households	7,360
Homeownership rate	51.6%
Living in same house 1+ years	83.1%

Employment

% in labor force	70.80%
% in labor force: Civilian	69.6%
% in labor force: Armed Forces	1.2%
% not in labor force	29.2%
% unemployed (civilian labor force)	3.9%

Employment by Industry (%)

Agriculture, forestry, fishing, hunting, and mining	0.1
Construction	7.8
Manufacturing	3.4
Wholesale Trade	1.5
Retail Trade	9.1
Transportation & Warehousing and Utilities	3.1
Information	2.5

About Annapolis

Employment by Industry (%), continued

Finance, Insurance, and Real Estate	6.3
Education, Health and Social Services	20.0
Arts, Entertainment, Rec. & Hospitality	10.9
Professional, Scientific, Management Administrative & Waste Mgmt	17.3
Public Administrative	12.1
Other Services	6.0

Taxes

2014 Property Tax Assessed Val.	
\$6,640,303,945	
Local Retail Sales Tax Rate	6%
Personal Income Tax Rate (income \$3,001 - \$150,000)	4.75%
Corporate Excise and Income Tax	8.25%

Building Permits (per Annapolis Department of Neighborhood & Environmental Services)

Commercial

<u>Year</u>	<u>Permits</u>	<u>Value</u>
2015	182	\$31,185,300
2014	208	\$35,388,002
2013	302	\$59,982,642
2012	144	\$28,625,643
2011	205	\$40,216,133
2010	129	\$34,970,551
2009	270	\$43,522,221
2008	296	\$42,830,126
2007	308	\$25,494,044
2006	334	\$30,133,958

Residential

<u>Year</u>	<u>Permits</u>	<u>Value</u>
2015	637	\$19,725,091
2014	766	\$25,217,407
2013	897	\$26,192,978
2012	778	\$22,713,417
2011	840	\$18,076,871
2010	787	\$15,719,019
2009	892	\$23,354,588
2008	1,195	\$28,296,974
2007	1,030	\$34,309,629
2006	1,329	\$59,901,509

Fire Protection (2016)

Stations	3
Career firefighters	124
Civilian personnel	7

Police Protection (2016)

Stations	1
Uniformed police officers	114
Civilian personnel	53
Police vehicles	86

Public Works (2016)

Water

Water mains in miles	139
Water treatment plants	1
Storage tanks	5
Water consumption (annually)	1,235MG
Number of accounts	13,205

Sewer

Sewer lines (in miles)	127
Storm drains (in miles)	55
Sewer treatment plant <i>(50% ownership with Anne Arundel County)</i>	1
Sewer pumping stations	25
Sewage treated (annually)	1,839MG
Number of accounts	12,073

Utility Rates (2016)

Water & Sewer (City Residents)

<u>Meter Size</u>	<u>Water - Fixed Charge (\$)</u>	<u>Sewer - Fixed Charge (\$)</u>
1 in. or less	10.70	12.18
1 ½ inches	53.47	60.92
2 inches	85.54	97.48
3 inches	171.10	194.94
4 inches	267.34	304.60
6 inches	534.66	609.20

Water – per 1000 gallons used – single family residential

1 to 7,000 gallons	\$3.37
7001 to 20,000 gallons	\$6.76
Over 20,000 gallons	\$18.13

Service Statistics:

About Annapolis

Utility Rates (2016), continued

Water & Sewer (City Residents), continued

Water – per 1000 gallons used – multi-family & non-residential

All usages \$5.03

Sewer – per 1000 gallons used – all users

All usages \$5.36

Residential Refuse Collection

Flat rate \$261.25/
annually

Stormwater Utility

<u>Customer Type</u>	<u>Charge per Quarter</u>
Residential, per unit	\$10.40
Commerical, industrial, exempt with impervious coverage:	
Up to 5,000 sq. ft	\$39.02
5,001 – 10,000 sq. ft	\$78.03
Above 10,000 sq. ft	\$130.05

Recreation - City owned (2016)

Playgrounds and parks in acres	200
Baseball fields	4
Football fields	1
Basketball courts	6
Tennis courts	14
Playgrounds	9
Pools	1
Public Boat Ramps	3
Skate Parks	1

Major Events

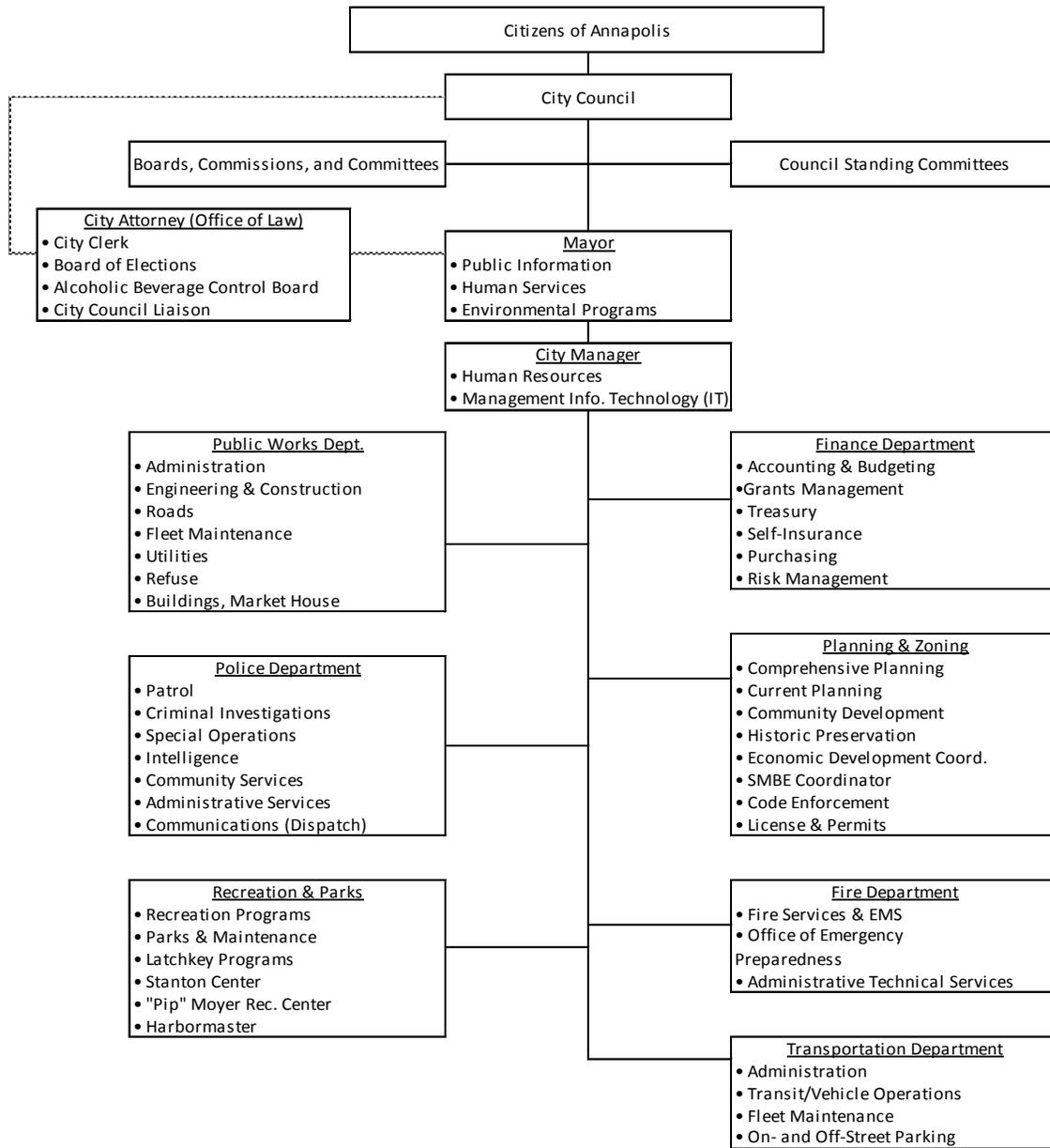
Maryland State Legislature in Session	January - April
Spring Boat Show	April
U.S. Naval Academy Commissioning	May
Independence Day Fireworks	July
U.S. Naval Academy Parents' Weekend	September
U.S. Sailboat Show	October
U.S. Powerboat Show	October
Christmas Lights Parade	December
Military Bowl	December
New Year's Eve	December

About Annapolis

Regional Map:



About Annapolis



Fiscal Policies

LEGISLATIVELY ADOPTED POLICIES

The following policies and procedures have been legislatively adopted by the City of Annapolis, either in the Charter and Code of the City of Annapolis or by resolutions passed by the City Council.

BUDGET POLICIES

6.16.010 - Annual City budget.

- A. The Mayor shall submit the proposed annual operating budget, including the impact of any labor negotiations that are ready for City Council review under Section 3.32.060, to the City Council no later than the second Monday in March of each year. Upon introduction, the budget shall be referred to the Finance Committee, which shall review and may make recommendations with regard to the budget and shall submit the budget, together with any recommendations, to the City Council not later than the second Monday in May of each year; and to the Financial Advisory Commission to provide a recommendation to the City Council on the annual operating budget.
- B. The annual operating budget adopted by the City Council shall provide a complete financial plan for the fiscal year and shall contain estimates of anticipated revenues and proposed expenditures. The budget shall be divided into the following fund groups: general fund, off-street parking fund, dock fund, market house fund, transportation fund, storm water management fund and refuse collection fund group, and water fund and sewer fund group. The total of the anticipated revenues and any estimated fund balance or retained earnings available for expenditure during the fiscal year within each of the aforesaid categories shall equal or exceed the total of the proposed expenditures within the category. Within each of the aforesaid categories, a portion of the estimated fund equity equivalent to five percent of the associated operation budget shall not be appropriated. Furthermore, unless authorized by the City Council, a portion equivalent to an additional five percent of the associated operating budget shall be comprised of cash or cash equivalents and shall not be appropriated. The budget within each category will be a line-item budget. In addition, under the line items of special projects and contract services there will be an itemization of the expenses to be budgeted. The budget shall be a public record in the office of the Director of Finance, open to public inspection during normal business hours.

(ord. O-16-08 Amended § 1 (part), 2008; ord. O-21-06 § 1 (part), 2006; ord. O-40-95 § 1 (part); ord. O-67-87 § 1; revised during 1985 codification; prior code § 2-9.1)

(ord. No. O-61-09, § I, 3-8-2010; ord. No. O-22-10, § I, 6-14-2010; ord. No. O-7-14, § I, 12-22-2014)

6.16.020 - Supplemental allocations.

- A. No obligations of the City shall be authorized in any fiscal year which are not included in the Annual Operating Budget or the Capital Budget as finally adopted; provided however,

Fiscal Policies

that if any item or items are not included in the operating budget which are required and necessary, the following procedure is established for approval authority for transfer of funds from another budgeted item which will not be used or for which there is a surplus or to allocate funds from the surplus:

1. The department head shall submit a request in writing to the Mayor.
 2. Within ten working days the Mayor shall consider the request and forward a recommendation to the Finance Committee, but if the Mayor fails to make a recommendation within ten working days, the request is deemed approved for consideration by the Finance Committee.
 3. The Finance Committee shall report its findings to the City Council.
 4. Final action shall be taken by the City Council after receipt of the Finance Committee's recommendation. Unless a hearing is requested by a majority of the City Council, final action shall be taken at the same meeting at which introduced.
- B. The City Council may authorize the allocation of funds from the surplus of the budget provided it authorizes the allocation by a two-thirds vote.

(ord. O-16-06 Amended § 1 (part), 2006: prior code § 2-28.2)

6.16.030 - Capital improvement program and budget.

- A. The Mayor shall submit a proposed capital budget for the ensuing fiscal year and a capital improvement program for the ensuing five fiscal years to the City Council and the Planning Commission no later than the second Monday in March of each year.
- B. The proposed capital improvement program and budget shall be reviewed by the Finance Committee and a recommendation made to the City Council by the second Monday in May of each year. Upon introduction, the budget shall also be referred to the Financial Advisory Commission to provide a recommendation to the City Council on the capital improvement program and budget.
- C. The proposed capital improvement program and budget shall be placed upon the agenda of the Planning Commission at its regular monthly meeting or at a special meeting. The agenda shall be published in a newspaper of general circulation in the City seven days prior to the meeting. At this meeting, the commission may accept evidence and testimony as it may judge to be relevant to the proper consideration of the budget and program.
- D. The Planning Commission shall review the proposed capital improvement program and budget and submit its recommendations to the City Council no later than the second Monday in May of each year.
- E. On or before June 30th, the City Council shall approve a capital budget for the ensuing fiscal year and a capital improvement program for the five fiscal years following the fiscal year.
- F. No obligations of the City shall be authorized in any fiscal year for or on account of any capital project not included in the capital budget.

(ord. O-21-06 § 1 (part), 2006: ord. O-16-06 Amended § 1 (part), 2006: ord. O-23-96 § 1: ord. O-63-93 § 1: revised during 1985 codification; prior code § 2-16.1)

Fiscal Policies

(ord. No. O-7-14, § I, 12-22-2014)

6.16.040 - Bond fund.

- A. There is a Bond Fund, which shall consist of proceeds from the disposal of capital assets, including, but not limited to, real property and improvements on real property.
- B. The purpose of the fund is to reduce the City's general debt and, as such, shall only be used to reduce the City's general obligation debt or to invest in other capital assets; and
- C. for purposes of this section tangible personal property, including but not limited to motor vehicles, is not considered a capital asset.

(ord. No. O-25-10, § I, 9-27-2010)

6.16.050 - Adoption of a schedule of fees established by resolution.

- A. Concurrent with the submission of the proposed annual budget, the Mayor shall submit to the City Council a proposed schedule of those fees set by resolution, a document summarizing the current and proposed fees, and a proposed resolution by which the proposed fees are to be adopted. At least sixty days prior to the submission of annual budget, the Mayor shall direct each department director to review the fees contained in the current fiscal year Fees Schedule for which they have responsibility for administering. If a department director finds that the cost of administering the fee differs from the current amount of the fee, the director is to propose a new fee and to provide a rationale for adjusting the amount of that fee for the coming fiscal year. The recommendations of the department directors are to be included in the proposed Fees Resolution as submitted to the City Council.
- B. The proposed fee schedule shall be referred to the Finance Committee and to each committee responsible for review of legislation pertinent to those programs in which fees are to be assessed.
- C. The Mayor shall include any resolution proposing new fees on a public hearing agenda.
- D. On or before June 30th, the City Council shall approve a schedule of fees which are set by resolution for the ensuing fiscal year.

(ord. O-31-07 § 1, 2007: ord. O-16-99 § 1 (part))

6.16.060 - Priorities for making operating and/or capital grants to non-profit organizations under the City of Annapolis Community Grant Program.

- A. for the purposes of this section an "operating grant" shall provide support for the day-to-day costs of running the non-profit organization. A "capital grant" shall provide support for the purchase of property, the construction, remodeling, or expansion of a facility, or purchase of equipment by a non-profit organization.
- B. Subject to the availability of funds, the City will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following priorities:

Fiscal Policies

1. Provides services that sustain and empower youth, families and individuals to move towards an improved quality of life and self-sufficiency;
 2. Provides programs that preserve and enhance a community's character;
 3. Provides programs that contribute to a vibrant economy; or
 4. Promotes programs that are integral to community revitalization, economic development and environmental sustainability.
- C. There shall be a committee convened to review and evaluate applications submitted to the City of Annapolis for an operating and/or capital grant in accordance with the criteria in Section 6.16.060 D. The committee shall consist of: the Mayor's designated staff person; the Finance Director's designated staff person; and two at large staff persons.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Assessments and Taxation;
 2. The project shall help meet the goals and objectives set forth in Paragraph B of this section;
 3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost; and
 4. The applicant shall demonstrate the ability to leverage additional funds.
- E. Grants committee recommendations to Finance Committee.
- The grants committee shall make recommendations to the Finance Committee for its consideration as part of the annual budget process.

(ord. O-14-08 Amended § 1, 2008)

(ord. No. O-54-11 Amended, § I, 1-23-2012; ord. No. O-7-14, § I, 12-22-2014; ord. No. O-7-15 Amended, § I, 4-27-2015)

6.16.070 - Non-profit organizations quarterly reports.

- A. All non-profit organizations receiving funding or grants under the community grant program from the City of Annapolis shall provide quarterly reports to the Finance Department within thirty days of the close of each quarter. Annual quarterly ending dates are September 30, December 31, March 31, and June 30. The Finance Department shall develop and provide the forms for a non-profit organization to use in preparing the reports this section requires.
- B. The Finance Department shall send a list of these non-profit organization quarterly reports to each City Council member on a quarterly basis. A City Council member may request an actual copy of one or more of the listed reports. Each non-profit organization which has submitted a quarterly report may be required to have a representative appear before the Finance Committee (September/February) to present an accounting of the use of City and its own funds and to answer questions as needed.

Fiscal Policies

C. Failure to comply with this section may result in the denial of subsequent community grant program funding.

(ord. O-23-08 Amended § 1, 2008)

(ord. No. O-7-14, § I, 12-22-2014; ord. No. O-7-15 Amended, § I, 4-27-2015)

DEBT ISSUANCE POLICIES

Resolution R-38-07, effective July 1, 2007, and amended with R-9-15 effective July 1, 2015, established the following debt policies for the City:

1. The City will not use long-term borrowing to finance current operations or normal maintenance.
2. Capital projects financed through the issuance of bonds and capital lease purchases shall not be financed for longer than the expected useful life of the improvements.
3. The City will not issue tax or revenue anticipation notes to fund governmental operations.
4. The City will not issue bond anticipation notes (bans) for a period of longer than two years. If the City issues a ban for a capital project, the ban will be connected to a long-term bond or redeemed at its expiration, but will not be rolled over.
5. The City will strive to increase its reliance on current revenue to finance its capital improvements. The City is committed to funding a significant portion of capital improvements on a "pay-as-you-go" (PAYGO) basis. Therefore, the City will strive to increase each year the percentage of its capital improvements financed by current revenues.
6. The City will pursue a policy of designating excess general fund balance over the target ratio amount of fifteen percent for the purpose of providing PAYGO funding for the capital improvement program.
7. The City will not establish a trend of using general fund equity to finance current operations. The City's general fund equity balance has been built over the years to provide the City with sufficient working capital and enable it to finance unforeseen emergencies without borrowing. Use of the general fund equity shall be done in accordance with the provisions of the financial administration policies contained herein.
8. The City code requires that the water and sewer enterprise funds debt service will be self-supporting. A formal rate study will be done every ten years, or as may be required by any trust indenture the City enters into in connection with revenue bonds, to ensure that the rates and fees will be sufficient to cover the debt service requirements as well as the operating costs. Additionally, rates and charges will be reviewed annually during the budget process to ensure ongoing compliance between formal rate studies.

Fiscal Policies

9. The City will strive to not issue new bonds more frequently than once every two fiscal years.
10. As of the effective date of adoption of these policy guidelines, the City of Annapolis has no outstanding variable rate indebtedness, nor has it entered into any municipal derivatives contracts (i.e.; interest rate swap agreements). Prior to undertaking the issuance of variable rate debt or committing itself to any derivatives contracts, the City shall develop, in consultation with its financial advisor, appropriate policies and procedures to safeguard the financial interest of the City

DEBT RATIO POLICIES

There are several key debt ratios that investors and financial analysts use when reviewing a city's credit-worthiness. As part of its policy, the City of Annapolis has established an act of target and ceiling numbers which reflect the type of ratios used by the national credit rating agencies. The ceiling/floor number is, as appropriate, the absolute minimum or maximum ratio that the City administration will permit. The target number is the ratio the City intends to achieve through a prudent program of debt management.

A listing of the City's key debt ratios follows:

1. Debt as a Percentage of Assessed Value

The City will maintain its tax-supported debt at a level not to exceed a ceiling of three percent of the assessed valuation of taxable property within the City, with a target ratio of two percent. This ratio indicates the relationship between the City's tax-supported debt and taxable value of property in the City. It is an important indicator of the City's ability to repay debt, because property taxes are the primary source of city revenues used to repay tax-supported debt. A smaller ratio is an indication that the City will be better able to withstand possible future economic downturns and continue to meet its debt obligations.

2. Debt Service as a Percentage of General Government Expenditures

The City will maintain its annual tax-supported service costs at a ceiling of twelve (12%) percent of the general fund expenditures, with a target ratio of ten (10%) percent. (tax-supported debt service costs are the costs for debt to be paid out of general public revenues, as opposed to water and sewer or other enterprise fund revenues.) This ratio is a measure of the City's ability to repay tax-supported debt without hampering other city general government services. A smaller ratio indicates a lesser burden on the City's operating budget.

Debt Payout Ratio

Fiscal Policies

The City will maintain a ten-year payout ratio (i.e.; rate of principal amortization) for its tax-supported debt of not less than 55%. This ratio is a measure of how quickly the City retires its outstanding tax-supported indebtedness. A higher payout ratio preserves the City's capacity to borrow for future capital needs.

FINANCIAL ADMINISTRATION POLICIES

Resolution R-38-07, effective July 1, 2007, and amended with R-9-15 effective July 1, 2015, established the following financial administration policies for the City:

Unassigned General Fund Balance as a Percentage of Government-Wide expenditures

The City will maintain an unassigned general fund balance at a level not less than a low of ten percent and a target of fifteen percent of government-wide expenditures.

If the City Council, upon the recommendation of the City's mayor and finance director, wishes to appropriate unassigned general fund balance such that the amount would fall below its target of 15% of government-wide expenditures, such an appropriation will require an affirmative super-majority (majority plus one) of the City Council.

If the City Council, upon the recommendation of the City's mayor and finance director, wishes to appropriate unassigned general fund balance such that the amount would fall below its minimum threshold of 10% of government-wide expenditures, such appropriation must be accompanied by a reserve replenishment plan that restores the fund balance to its minimum level within the subsequent three fiscal years. The appropriation from reserves and the reserve replenishment plan will both require an affirmative super-majority vote (majority plus one) of the City Council.

Budget Stabilization Fund

The City shall establish a budget stabilization fund (BSF) within the assigned portion of general fund balance. At the close of each audited fiscal year, the BSF shall receive one-half (50%) of any prior year operating surplus as calculated as part of the prior fiscal year audit. Balances in the BSF will be allowed to accumulate until they reach an amount equal to 3% of government-wide expenditures. If the BSF reaches the maximum 3% level, the portion of any surplus normally allocated to the BSF reaches the allowed to fall unassigned fund balance, which may be appropriated by City Council for any one-time expenditure. Balances in the BSF are available for appropriation by the City Council for any purpose of city government by simple majority vote.

Capital Reserve Fund

The City recognizes that continued, periodic reinvestment and maintenance of capital infrastructure is critical to maintaining the quality of life for residence and business and minimizing the additional cost associated with deferred maintenance. Furthermore, the City recognizes that funding capital maintenance and capital improvements should have an annual, on-going funding mechanism in addition to the use of one-time monies and prudent use of long-term borrowing to fund capital expenditures.

As such, the City shall establish a capital reserve fund that will be funded as follows:

Fiscal Policies

1. The initial funding for the capital reserve fund shall come from a one-time commitment of \$5 million that represents monies that currently exist in general fund balance over and above the City's unassigned fund balance policy.
2. Direct funding for the capital reserve fund shall come from 50% of any annual operating surpluses in the City's governmental funds, so long as the City's 15% unassigned fund balance target is being met.
3. In addition, the City may determine that it wished to dedicate future revenue sources (whether one-time or ongoing) to the capital reserve fund, so long as the City's 15% unassigned fund balance target is being met.

The capital reserve fund shall be accounted for separately from the City's unassigned fund balance.

Monies in the capital reserve fund shall be appropriated by the City Council only for:

1. Payment of debt service that was incurred for capital projects;
2. To directly fund capital expenditures; or
3. Other one-time, non-recurring expenditures.

Quarterly Budget Monitoring and Reporting

The City Finance Director shall prepare a quarterly report and analysis regarding actual revenues and expenditures for the fiscal year, which shall include comparisons to the estimates contained in the adopted budget and to similar points in time for the prior fiscal year(s). The report shall include any recommendations for budget amendments that may be required. The quarterly report shall be reviewed promptly by the finance committee and shall be provided to the full City Council at the next scheduled meeting.

Comprehensive Financial Plan

The City shall prepare and annually update a multi-year comprehensive financial plan, which is to be submitted and reviewed during the annual budget process. The plan will integrate the operating and capital budgets, such that, the incremental operating costs associated with new capital projects may be incorporated into the operating budget. The multi-year plan does not intend to supersede the annual budget adopted by the City Council. The purpose of the multi-year plan is to provide near-to-medium term perspective on how current year budget decisions might affect the City's financial health in future years.

Strategic Plan

“A strategic plan is an instrument for aligning an organization, such as a city government, to anticipated changes in its political, social, economic, or demographic environment. While a long-range plan focuses on managing existing projects and activities, a strategic plan positions a city government to meet the evolving needs of the community by focusing on projects and activities that should be provided in the future.”

- University of Maryland
Institute for Governmental Service and Research

In partnership with the University of Maryland’s Institute for Governmental Service and Research (IGSR) the City completed a Strategic Plan in late 2012. The process required input from the Mayor and City Council, the City Manager, department directors and the City’s external stakeholders who participated in focus groups and interviews. With input from all these groups, strategic issues were identified and actionable goals were established to address these issues. The City’s vision, mission, issues and goals are identified in the section below.

Since its completion, the Strategic Plan has served to inform departmental goal-setting and budgeting discussions. The Strategic Plan Issues and Goals were incorporated into the *Capital Planning and Budget Policy* by which capital projects are ranked and prioritized for funding. Its recommendations were incorporated into the City Manager’s Annual Report and departmental Business Plans released at the end of 2013.

VISION:

Annapolis is Maryland’s dynamic, culturally diverse capital city, renowned for its history and maritime amenities and is a safe, healthy, sustainable place to live, work and visit.

MISSION:

The City of Annapolis delivers comprehensive high quality services to a diverse population of residents, businesses, and visitors through a broadly representative, accessible, and accountable city government recognized for its professionalism, stewardship of resources, and efficiency.

ISSUES AND GOALS:

A strategic plan should provide a blueprint for how an organization will manage the strategic issues it faces. The first step in developing the blueprint is to establish goals that must be achieved to manage the strategic issues. For each of the three key strategic issues, the strategic planning team identified three goals. For each goal, a set of objectives was developed and specified in terms of actions that need to be completed for the goal to be achieved. The goals and actions for each issue follow.

Strategic Plan

Issue 1: *The need to match service delivery to resource constraints*

Goal 1: Optimize operating capital

Action 1: Identify untapped or under-tapped revenue sources and incorporate into budget

Action 2: Obtain full compensation for services to nontaxable entities

Goal 2: Give funding priority to core services

Action 1: Identify core services and service levels

Action 2: Incorporate core service priorities into budget process

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

Action 1: Identify opportunities to reduce cost per unit of output or improve quality of output at same cost per unit

Action 2: Explore opportunities for cost savings and increased efficiencies through technology

Action 3: Explore opportunities for cost savings through optimization and/or contracting out

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

Action 1: Improve Flow of Council meetings

Action 2: Explore new ways for public to access Council meetings

Action 3: Hold Council work sessions in non-traditional locations in each ward

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

Action 1: Hold outreach meetings

Action 2: Broaden participation in City commissions

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

Action 1: Engage, support, and network with community associations and neighborhood leaders

Action 2: Create centralized input system for residents' concerns, comments, and complaints

Action 3: Promote a customer-service attitude in relationships with residents

Action 4: Improve dissemination of City government information to residents, especially those not reached by online content

Strategic Plan

Action 5: Use technology to record and broadcast/share public information

Action 6: Increase publicity and outreach efforts with information on City government issues and involvement

Action 7: Offer public information and outreach materials in Spanish

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

Goal 1: Promote workforce development

Action 1: Increase collaborations with businesses, Chamber of Commerce, educational institutions, government entities, economic development corporations, and housing authority

Action 2: Expand City's Science, Technology, Engineering, and Math (STEM) cooperation/internship program

Action 3: Develop/expand internship programs in City departments

Goal 2: Increase job opportunities

Action 1: Partner with lending institutions to develop lending opportunities for businesses

Action 2: Explore providing City tax incentives for creating jobs

Action 3: Explore other evidence-based best practices and strategies for creating jobs and growing the Annapolis economy

Goal 3: Improve housing opportunities for residents of public housing and lower/middle income levels

Action 1: Expand affordable housing units within new developments

Action 2: Adopt and implement legislation and regulations that encourage a diverse housing stock

Action 3: Partner with lending institutions to develop lending opportunities that facilitate home ownership, including more inclusive non-traditional forms of lending

The *City of Annapolis Strategic Plan* (2012) is posted on the City website.

Performance Measurement

The City began collecting performance measurement data in FY2011, working with ICMA's Center for Performance Measurement. Using the methodology and system created by ICMA, the City collected 101 performance measurements. This allowed the City to benchmark its performance against the same performance measurements of hundreds of other local governments.

The City submitted a second year of performance data for FY2012, and submitted its third year of data on October 1, 2013 to reflect FY 2013. The FY 2013 data is "raw", meaning it was not certified by ICMA until early 2014 and comparison jurisdiction data won't be available until summer 2014. However, including the raw FY13 data allows the City to observe three years of operational performance.

Performance data is collected for the following functional areas:

1. Code Enforcement
2. Facilities Management
3. Fire and EMS
4. Fleet Management
5. Highways and Road Maintenance
6. Human Resources
7. Information Technology
8. Parks and Recreation
9. Permit Services
10. Police Services
11. Procurement
12. Risk Management
13. Solid Waste

Using Performance Measurement as a Management Tool

The City has utilized the Performance Measurement data in several ways. First, the exercise of data reporting has shown certain areas where the data collection practices and systems are weak and could be improved to facilitate more accountable management. Second, it has shown where the City's performance is above or below benchmarks and where different or improved management practices may be indicated to improve performance. Third, it quantifies the results of changed management practices. The results and lessons of performance measurement are discussed accordingly by functional area in the Departmental Operating Budgets sections.

Budget Development Process, Timeline and Guiding Factors

Process

Budget Adoption:

The City Code requires that the Mayor submit a proposed budget (for all funds except the Internal Service Fund, the Pension Trust Fund and the Special Revenue Fund) to the City Council no later than the second Monday in March of each year for the fiscal year commencing the following July 1st. The Finance Committee makes recommendations on the budget to the full City Council. The City Council conducts public hearings on the budget. No later than June 30th, the budget is legally enacted through passage of a budget ordinance which establishes spending authority by fund for the operations of the City. The level on which expenditures may not legally exceed appropriations is the fund level and budget revisions at the fund level require City Council approval.

Budget Revisions:

Procedure for Changes: It is necessary to have a document which sets forth each request for a change to the budget. A Budget Revision Form serves this purpose. This form specifies which budgets, by account, are being changed and by how much. It also provides an explanation of and a justification for the transaction or circumstances that have necessitated the budget change(s). Also required on the form are the signature of the department director making the request and the signature of the Finance Director affirming the sufficiency of funds supporting the change.

Approval for Changes: Because it is the City Council that establishes the original operating budget, it is the City Council that must approve changes at the fund level. Members of the Council are appointed to the Finance Committee to do the business of hearing requests for budget changes, evaluating them, and making recommendations to the Council with regard to them.

Budget Basis:

The budgets of general government type funds are prepared on a modified accrual basis. Under this basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred, if measurable, except for debt service which is recognized when due.

The Comprehensive Annual Financial Report (CAFR) is prepared on the basis of Generally Accepted Accounting Principles (GAAP). In most cases this conforms with the way the budget is prepared, with the following exceptions. In the General Fund, the budget basis differs from GAAP in that the budget basis reflects encumbrances as the equivalent of expenditures. GAAP reflects encumbrances only as reservations of fund balance. Also, under the budget basis, interfund transfers are considered the equivalent of revenues and expenditures of the affected funds. In addition, new capital leases are recorded as expenditures and other financing sources only on a GAAP basis. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

The enterprise funds (Water, Sewer, Off Street Parking, Transportation, Stormwater Management, and Refuse) are budgeted on a full accrual basis. This means that revenues are recognized when they are earned, i.e. water use fees are recognized as revenue when bills are produced, and expenditures are recognized when the liability is incurred.

Budget Development Process, Timeline and Guiding Factors

Timeline

November 2015:

- **November 9:** Budget Message and Instructions sent to department directors.
- **November 9:** Capital Budget Instructions to Departments

December 2015:

- **December:** Finance Department prepares: Revenue and Payroll & Benefit Estimates
- **December:** Capital Budget Submissions due to City Manager

January 2016:

- Capital Budget Requests to Capital Working Committee for preliminary review and ranking
- Proposed budgets; updates to departmental descriptions, goals, services, organizational charts, etc; and contractual employee justifications are due to City Manager.
- Finance Department compiles and prepares preliminary budget proposals for City Manager review.
- City Manager review of preliminary budget proposals.

February 2016:

- **Early February:** City Manager submits the City Manager Proposed Budget to the Mayor.
- **February:** Capital Working Committee completes rankings and forwards proposed Capital Budget to the Steering Committee.
- **Late February:** Capital Steering Committee prepares and finalizes recommendations to the Mayor
- **February:** Finalize Mayor's Budget.

March 2016:

- **March:** Capital Steering Committee forwards recommendations to the City Manager and Mayor.
- **March 2-11:** Refine Budget and prepare State of the City Address.
- **March 14:** Mayor presents State of the City Address and Budget to the City.

March 2016 – May 2016:

- Finance Committee increases number of meetings in order to discuss and gain information on the Proposed Budget. Departmental staff present to Finance Committee upon Committee request.
- Finance Committee and Council hold public hearings on the Proposed Budget.
- Financial Advisory Commission adds meetings to their schedule to discuss the Proposed Budget.

May 2016:

- **May 1:** Financial Advisory Commission submits a commentary report on the Proposed Budget to the Finance Committee and City Council.
- **May 14:** Finance Committee presents their formal Budget Report, with recommendations, to the full City Council.
- **May 18-June:** City Council Deliberations

June 2016:

- **June 13:** The Proposed Operating Budget is presented to the City Council for adoption.

July 1, 2016:

- Fiscal year 2017 begins.

Budget Message and Instructions

Fiscal Year 2017

To: Department Heads
From: Bruce Miller, Finance Director
Through: Thomas Andrews, City Manager
Date: November 9, 2015
Subject: Fiscal Year 2017 budget

INTRODUCTION:

While it is the administration's goal to deliver a level service budget as compared to FY 2016, it is expected that the same fiscal constraints experienced during recent years will influence the FY 17 budget. The primary issue continues to be the uncorrelated relationship between revenues and expenditures- simply put, expenditures are growing faster than revenues. For FY 2017 this relationship continues.

With the exception of real-estate taxes which can be influenced by policy, the remaining revenue categories contained within the budget, predominately local and inter-governmental receipts remain relatively static. Conversely, expenditures continue to grow at a quicker pace. Attached is the FY 16 overview which contains a budget forecast which illustrates this relationship.

One area that continues to put pressure on the budget is salary and benefits. Even without a cost of living adjustment, salaries increase on average between 2.5% and 3% because of annual step increases- each step is over 5%, therefore, depending upon how many employees qualify for a step increase and when the step is applied, annual salaries will change accordingly. Not only do changes in payroll impact salaries, these changes then trickle down and impact City paid benefits that are directly tied to salaries, such as; the City's pension contributions and the City's share of payroll taxes. Regarding pension payments, it is expected that FY 2017 will include an additional pension requirement- an increased contribution to the State's Pension System for non Police and Fire personnel, which is also on top of the City's 2% increase to the Police and Fire pension contribution. Another benefit that continues to grow is the City's health

City of Annapolis; FY 2017 Budget Message

care. Health care in the United States on average has increased approximately 10% annually. Although the new premium has not be calculated to date, based on industry indicators it is expected that the City's health insurance premiums may increase in the range of 6%. Other expenditure categories that continue to put stress on the operating budget include; worker's compensation payments, general liability insurance, technology costs and increases in contract services.

As the above summary suggest, preparing a balanced budget while maintaining current service and staffing levels will be challenging, let alone efforts to add funds for new initiatives. Because of these constraints attention to any cost saving steps or revenue enhancements must be considered. As such, it will be required that analysis on revenue enhancements and cost reductions/containment be completed. Finally, it is the intent of the FY 2017 budget is to leverage the efforts made as part of the FY 2016 budget associated with program budgeting.

INSTRUCTIONS:

The following are the instructions and forms that must be completed as part of the FY 2017 budget.

- **Program Sheet (Schedule A)**

Please be aware that this form has been edited for the FY 2017 budget process. Beyond formatting changes, there are two new sections, being; performance measurements and the number of units sections. At least one performance measurement should be identified. It is important that this measurement can be quantified; otherwise it can not be used as a measurement. The number of units provided or served is also required to be identified as this provides the ability to calculate the unit cost for each program. Complete each **non-shaded** section of the schedule.

- **Program Budget (Schedule B)**

Develop a budget for each program the department provides based on level service as compared to FY 2016- no additional costs or enhancements. The program budget schedule should provide a detail budget, by line number, for each program. In addition to the budget compilation, this schedule also identifies the full time equivalents for each program.

All budgets must be built using the zero-based budget approach. Zero-based budgeting requires that each line number provide substantiation equaling the total amount for each budgetary account.

Once each program budget, with the zero-based substantiation, is completed the amounts should then be aggregated and entered into the Munis budget module-see below.

Make sure that the compensation plan accurately reflects exempt, non-exempt and contract positions.

- **Grant Budget (Schedule C)**

- **Ongoing Operating Grants**

- Recognizing that departments receive ongoing **operating grants**, it is imperative that these grants be captured in the City's budget appropriation process. Please make sure that if ongoing grants are being submitted that the grant agreement is current and runs for the duration of the fiscal year. If not, the appropriate allocation must be made otherwise the general fund budget will be short. Grants typically are allowed to be expended over multiple years and as such are accounted in multi-year funds; therefore they need to be accounted for outside the general fund and within distinct grant funds. Like any expenditure, all grants must be approved and appropriated by the City Council. In order to accomplish this, the expense is captured in the appropriate budgetary line number with an off-setting (contra-expense) which nets the grant expense to zero within the general fund or within an enterprise fund if appropriate. The grant revenue is only reflected in the grant fund. Therefore, if a department receives a grant on a regular basis, submit a separate grant budget. See below:

- Provide expected revenue amount
 - Detailed, zero-based, budget by program which needs to match the budget to a program. If a separate program, please identify as such.
 - If the grant has payroll associated with it, then each position/person must be identified. In order to ensure that salaries and associated benefits are accurately calculated and reflected to the appropriate line number, **Accounting / Finance must compile a payroll schedule** which must be part of the final budget submission.

- **Capital Grants**

- Capital grants should be included with the Capital Improvement Plan and submissions.

- **Organization Chart (Schedule D)**

- Provide an organization chart for your department- update where/when necessary.

- **Munis Department Budget (Munis Budget Instructions; Schedule E)**

- Using the aggregated program budgets and zero-base documentation per above, enter the information into the Munis budget module.

- **Program Service Delivery (Schedule F)**
Identify at least one service that can be delivered by another entity which will reduce the City's cost of service.

- **Program Reduction (Schedule G)**
Identify programs that can be eliminated and/or reduced that do not impact the City's core service levels.

- **Revenue Enhancements and Fee / Rate Review (Schedule H)**
Each program should be reviewed to ascertain the cost of providing the service. Based on this outcome, the cost should then be compared to the fee and/or rate structure in order to ascertain that the City is charging the appropriate fee and/or rate. Additionally, if a fee/rate is not being charged then the department should make a recommendation.

- **Enhancement Requests (Schedule I)**
Enhancements should be submitted separately. Enhancements should provide a narrative explaining the initiative along with a cost benefit analysis. In order to consider the enhancement, it is important to understand the operational improvements, increased efficiencies and effectiveness, which the initiative offers plus the expenditure offsets or increases, if appropriate.

Do not include any enhancements to the department's original budget submission. They will be considered independently.

- **Contractual Employee Justification (Schedule J)**
It is a City policy, R-8-11, that if a contract employee is included in a department budget after two years, then each year thereafter the department must submit justification to continue the position. In summary, the purpose of a contract employee is to provide a service on a temporary basis; e.g., less than two years.

- **Housekeeping items**
 - Make sure that department descriptions, services and other related items agree with the published annual reports. If any changes are required, please submit any recommendations to Nicole Pletzer- see below.
 - Submissions of all schedules must be made by December 31, 2015.
 - Status meetings will be scheduled before the December 31st deadline.
 - Submissions are to be made electronically to Nicole Pletzer with hard copy sent via interoffice mail.
 - Expect that program write-ups will be reviewed prior to the December 31st deadline.

City of Annapolis; FY 2017 Budget Message

- Goals and the linkage to the budget will be developed in January prior to the Mayor's submission.
- Please address any questions to either of the following at extension 7952:
 - Bruce Miller; btmiller@annapolis.gov
 - Melissa Leaman; msleaman@annapolis.gov
 - Nicole Pletzer; njpletzer@annapolis.gov

Thank you,

Bruce T. Miller
Finance Director

State of the City Address

As noted in the Budget Process and Timeline, the Mayor presents his Mayor's Proposed Budget to the City Council in March as part of the annual State of the City Address. The following pages contain Mayor Pantelides' FY 2017 State of the City Address and Proposed Budget speech as outlined in his PowerPoint presentation.

City of Annapolis

State of the City Address and Fiscal Year 2017 Budget Presentation

March 14, 2016

Good evening and thanks to all of you in the audience for attending tonight's State of the City address.

I would also like to thank my colleagues on City Council for their ongoing support and dedication to the good work being done here in the City of Annapolis.

When the voters elected me more than two years ago, they demanded fiscal responsibility.

I am proud to stand before you tonight and say that we have passed a balanced budget two years in a row without raising the real estate tax rate.

We also reduced the solid waste fee 15% both years, and I am proposing another 5% reduction this year- totaling a 35% reduction in solid waste fees.

Let me take a moment to highlight some of the progress we have made together over the past two years:

- We have opened or expanded 236
- We turned the closed landfill into a revenue generator and a job creator. We anticipate the Annapolis Renewable Energy Park will generate more than \$5 million in revenue to the city over the course of the 20-year lease term
- We Hired 11 new police officers
- We Filled 4,109 potholes
- We Installed 54 bus shelters, replacing all those taken down during the previous administration
- We Held HACA accountable for the treatment of their residents and their living conditions. With my recent nominations of Mr. Doordan and Mr. Flynn, two men of integrity, I hope that my choices will be the beginning of major change in the way HACA is run and will create a new focus on its residents
- We made the permit process a bit easier by not requiring a permit for non-structural projects and any project under \$500
- We Right sized government's role in economic development by sharing resources with the county and creating an Economic Development Manager to represent Annapolis

State of the City Address

- More recently, we helped to breathe new life into the old Fawcett's building through the Waterfront Maritime Conservation zoning legislation. This legislation benefits all buildings in that zoning district.

We have accomplished a lot, and as the mayor, all of our employees...including the City Manager and the Department heads.... deserve a round of applause.

These are the people who truly understand that it's my responsibility to put Annapolitans first... and work with me to ensure that quality programs, services and projects are provided.

Every year since becoming mayor, I have had to make hard decisions to present a balanced budget and this year is no different.

Tough decisions will need to be made and I will do what needs to be done to keep Annapolis on solid financial footing.

Last year my administration implemented a Priority Program Budgeting process, which defines the budget in terms of programs. This is the 21st century way to do it, and it is endorsed by International City Manager Associations and the Government Finance Officers Association.

The process makes it easier for the public to clearly understand how their tax dollars are being spent, verses the traditional line item approach which is just a huge spreadsheet with hundreds-of-thousands of numbers listed.

Over the next several months my staff... as well as members of the Council... will be holding "town hall" type meetings to present the budget and ask for comments, suggestions and priorities.

As part of the budget process, I recently proposed reorganizing our city structure in an effort to improve the efficiency of services provided to the citizens of Annapolis. There are several benefits associated with reorganizing city offices and departments. Some of those benefits include

1. making authority and accountability more direct and transparent
2. creating a more understandable government operation
3. streamlining permitting functions
4. reducing costs
5. and creating more efficient ways to deliver services

As a CITY, we need to:

1. Make city government more effective and efficient ... and we will do that through the steps I just outlined through our reorganization and realignment
2. We need to Promote Annapolis as a business friendly city that makes economic development a priority

State of the City Address

3. We need to Continue to make Annapolis a place people want to visit
4. We need to Facilitate new initiatives with the county , benefiting both citizens and government
5. We need to - Do more to protect our environment for future generations

So...Let me break down how I plan to implement each of these priorities as I move into my 3rd year as your mayor.

We need to Promote Annapolis as a business friendly city that makes economic development a priority and we need to enhance the city's economic viability and employment opportunities, benefiting the residents, workforce, and local business communities.

- We are launching an Economic Strategic Action Plan which contains a roadmap for Annapolis' economic development efforts over the next 5 years.
- It reflects the results of a process that involved hundreds of hours of research including:
 1. Public input from eighty-plus organization-leaders and business-owners

This roadmap will put in place the business-friendly culture and framework to create more jobs and revenue for our city.

We need to continue to showcase our great city and continue to make Annapolis a place people want to visit – Annapolis is known as an historic city and applauded for its maritime industry. It's a place to kayak, sail or powerboat, and is a museum without walls.

Annapolis is known for its educational institutions both the United States Naval Academy and St. John's.

People come here to fish, go crabbing, to experience its shops, restaurants, pubs, antique stores and boutiques... hosting more than 4 million visitors annually.

Finding a place to park quickly and efficiently is part of that experience. That's why I recently signed a contract with a firm, to comprehensively manage all city parking services and offer modern options, benefiting city residents, businesses, and visitors. You will be able to pay for parking by phone, as well as find how many spots are available in our garages and on the street with a click of your phone or mobile device.

We need to facilitate new initiatives with the county, benefiting both citizens and government. Some of the recent initiatives the county executive and I are working on include:

- **Transportation** – In November, the county executive and I highlighted a regional transportation effort between the City of Annapolis and Anne Arundel County where the county increases funding for Annapolis transit by \$250,000... a 180% increase from last

State of the City Address

year's grant. The additional money will help us continue to provide quality transit services in the Capital City.

- **Utilities** – The city and county agreed on a utility easement that will allow for a more favorable, less costly, alignment of the water and sewer systems that serves the county and city. This is an example of taking a common sense approach to meet our government objectives, while accommodating the need for efficient citizen services
- **We are also working on an Adequate Public Facilities Workgroup** – I want to start by saying thank you to the members of the City Council who are volunteering to sit on the workgroup who will produce a series of legislative recommendations for both the County and City Council on adequate public facilities legislation, addressing issues of overcrowding at area schools. Working together to identify ways we can address overcrowding at area schools is paramount to the success of both the county and city
- **And, we are increasing Coordination and Participation with Emergency Management** – a great example of this was earlier this year when the city's Office of Emergency Management teamed up with the Anne Arundel County Department of Health and other medical partners to conduct the first Drive through Flu Clinic, inoculating more than 1,000 residents. This exercise tested the City's pandemic response plans, specifically the ability to mass inoculate the public during an epidemic of an infectious disease. Other exercises we partner on include Active Shooter, Hurricane preparedness, Tornado planning Hurricane Recover and Winter Storm preparation. You can rest assured we are ready if a situation comes up.

I want to personally thank County Executive Schuh, his staff, and the County Council for their continued support as we work together on behalf of our constituents.

We still need to do more to protect our environment for future generations – I remain committed to seeking funding from both federal and state agencies to ensure the city is prepared for the next Hurricane Sandy or Isabelle. Money for flood mitigation was our number one state legislative request in 2015 and again this year.

We recently heard that Governor Larry Hogan put in our request for \$1 million to address flood mitigation. As soon as it is approved by the General Assembly, we will begin the design phase of the project that will safeguard our residents and visitors in historic Annapolis from future nuisance and tidal flooding.

Meanwhile, we are developing the watershed improvement plan, which will be the city's roadmap to be compliant with the clean water act and the Chesapeake Bay pollution reduction program. The plan will identify a list of critical projects in Annapolis watersheds and help:

- Improve water quality

State of the City Address

- Reduce runoff from rain events, thereby reducing localized flooding
- Improve overall health of natural resources in the city
- Consider future funding structure for watershed improvements

The specific goal of the Implementation Plan is to achieve our 2025 target of reducing the nitrogen pollution levels by 25% and the phosphorous pollution levels by 24%.

Also, in the next several weeks, the city will plant the living shoreline at the Annapolis Maritime Museum. We will be expanding our lease with the Annapolis Maritime Museum to include the Ellen O. Moyer Nature Park at Back Creek, and the Storm Water Environmental Education Center, bringing more opportunity for stormwater, environmental education to our community.

As we look to positive financial changes in our future... we need to look back and remember how past actions from a prior administration are holding us all accountable for their decisions.

Days before I became mayor...the previous administration had passed a union contract that hand-cuffed me for the next 4 years. Decisions were made that put additional burden on the budget as our revenues have not kept up with the increased expenditures.

I stand here and tell you that this will be a very lean budget... but one that will keep the city on solid financial footing.

This budget was not only strapped with limitations from the past, but we had to include step-increases provided in the employee payment plan, address a 2% increase in our fire and police pension contribution, and accommodate a 9 % increase in health care.

In this budget:

- I am proposing some service reductions, along with deferring routine vehicle replacement.
- I am also recommending that we renegotiate contractual positions and leave vacant positions unfunded.
- When talking to residents, they expressed their strong feelings about making sure their sidewalks are safe, so I am proposing that we continue to fund the sidewalk program by fully funding the sidewalk revolving fund for FY 17 and beyond.

There were some increases in dollars coming into the city that will help us this year... including:

- An additional \$360,000 from the state in Highway User Revenues
- We received an additional \$800,000 dollars from real estate taxes due to growth and higher assessments
- Annapolis Transit will benefit from \$250,000 from our county partnership; and
- And we are continuing to identify and secure additional state funding

I was elected to be your fiscal steward, and this budget is a flat, lean, no nonsense budget.

State of the City Address

Tonight I stand before you, proposing a \$102.8 million (\$102,827,713) Operating Budget and a 2 year \$8.6 million Capital Budget Spending Plan.

The capital budget funds priority projects including:

- Road Resurfacing
- Roof repairs to the Taylor Avenue fire station
- Updating the woman's locker facility at the Eastport fire station
- Replacing outdated police and fire radios
- Re-bricking Main Street
- And an energy efficiency assessment which will save the city millions over the next several years

While I am proud of what we will accomplish in both the Operating and Capital budgets, I look forward, with great anticipation, to:

- Watching the last board of the boardwalk go into place, ending the City Dock Bulkhead Project
- Going out to the Annapolis Renewable Energy Park to see the 50,000 solar panels generating energy and creating revenue for the city
- Stand at the shore of the Maritime museum when we plant the living shoreline that will protect the Bay and its inhabitants for years to come
- And I look forward to being at all of the grand openings of new businesses in the city and cut the ribbon as part of their celebration!

This is a great city, and I am not wavering in my pledge to put Annapolitans first. My Proposed budget:

1. Makes your government more efficient
2. Promotes Annapolis as a business friendly city which helps create jobs
3. Does not raise the real estate tax rate
4. Builds on strong partnerships with the county
5. And protects our environment for future generations

Part of what makes me a better mayor is the input from residents.

I held 27 open door sessions and conducted hundreds of hours of meetings with citizens... hearing their views, listening to their concerns and respecting their opinions.

This is what makes me better, and what makes our city stronger.

State of the City Address

I am grateful to have the opportunity to serve this great city as its mayor and thank you all for being here tonight.

Changes from Proposed to Adopted Budget

The Mayor's State of the City Report is presented to the City Council and the Citizens of Annapolis as an accompaniment to the Mayor's Proposed Operating Budget and Proposed Capital Improvement Program. The State of the City Report highlights the Mayor's major initiatives and goals contained in the proposed budget for the upcoming year, focusing on the proposed property tax rate, organizational changes, and major capital projects. Once the Mayor's proposed budget has been presented to the City Council, the Council may then propose amendments to the Mayor's budget; these amendments are voted on during the City Council meeting at which the budget is adopted.

The Mayor's State of the City Report on the preceding pages includes projects and changes that the Mayor had incorporated into his proposed budget; some of these were modified, replaced, or eliminated by the City Council when the budget was adopted. The "Fiscal Year 2017 Budget Report of the Finance Committee of the Annapolis City Council" (May 9, 2016) provides further insight into changes from the Proposed to Adopted budget. Please see Appendix A to read the full Finance Committee report (with an attached report from the Financial Advisory Commission).

Adjustments to Revenues	FY 17 Mayor Proposed	FY 17 Adopted	Change: Increase / (Decrease)	Reason
Changes to SOLID WASTE FUND				
Residential Charges	2,771,859	2,633,266	(138,593)	5% reduction in Residential Trash Service Charges
Changes to STORMWATER FUND				
Residential Charges	875,000	892,500	17,500	2% increase in Residential Charges
TOTAL Change to Enterprise Funds			(121,093)	
Total PROPOSED Revenues			103,903,998	
Total Change			(121,093)	
Total ADOPTED Revenues			103,782,905	

Changes from Proposed to Adopted Budget

Adjustments to Expenditures	FY 17 Mayor Proposed	FY 17 Adopted	Change: Increase / (Decrease)	Reason
Changes to GENERAL FUND				
Mayor's Office: Salaries	597,602	637,602	40,000	Addition of two(2) part-time liaison positions
Special Projects: Contributions	205,000	295,000	90,000	Additional funding for Community Grants
Police: Salaries	11,724,266	11,374,266	(350,000)	Reduction to Police Salaries
Police: Overtime	710,000	1,060,000	350,000	Addition to Police Overtime
Public Works: Vehicle Maintenance	238,450	138,450	(100,000)	Reduction to downside Take-home car pool
Recreation & Parks: Salaries	1,703,511	1,673,511	(30,000)	Reduction to eliminate Deputy Harbormaster position
TOTAL Change to General Fund			0	
Total PROPOSED Expenditures				
			102,827,642	
Total Change				
			0	
Total ADOPTED Expenditures				
			102,827,642	
ADOPTED Surplus				
			\$ 955,264	

All Funds Summary

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equities, revenues and expenditures/expenses. Budgets for the following funds are included in this document:

General Fund – The General Fund is the general operating fund for the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Enterprise Funds – the Enterprise Funds are used to account for those activities of the City which are financed and operated in a manner similar to private business enterprises where costs and expenses, including depreciation, are recovered principally through user charges. Individual operations which the City of Annapolis has designated as Enterprise Funds include Water, Sewer, Parking, Transportation, Stormwater Management and Refuse funds. A description of the individual activities of each Enterprise Fund is given later in this section.

Special Revenue Fund – Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted by legal and regulatory provisions to finance specific activities. The City's Special Revenue Fund is used to account for State and Federal grants, including the Community Development Block Grants.

The following tables and charts offer varying summaries of the FY 2017 Adopted Budget for the General and Enterprise Funds.

FY 2017 Adopted Revenues & Expenditures by FUND	Revenues	Expenditures	Surplus/(Deficit)
General	\$ 71,412,667	\$ 71,411,135	\$ 1,533
Water	7,789,467	7,580,205	209,262
Sewer	8,696,656	8,524,786	171,870
Parking Fund	7,864,000	7,847,239	16,761
Transportation	3,653,500	3,591,159	62,341
Dock	0	0	0
Market	0	0	0
Stormwater Management	892,500	798,686	93,814
Refuse	2,793,266	2,396,863	396,403
Sidewalk	680,848	677,568	3,280
GRAND TOTAL	\$ 103,782,905	\$ 102,827,642	\$ 955,264

All Funds Summary

FY 2017 Adopted Revenues by TYPE	FY 2017 Adopted	% of Total Revenues
Taxes	\$ 44,018,265	42.41%
Charges for Service	32,881,890	31.68%
Transfers / Interfund	10,806,841	10.41%
Intergovernmental	11,154,409	10.75%
License & Permits	2,794,500	2.69%
Money & Property	660,000	0.64%
Cap. Facility Fees	880,000	0.85%
Miscellaneous	268,000	0.26%
Fines & Forfeitures	319,000	0.31%
GRAND TOTAL	\$ 103,782,905	100.00%

FY 2017 Adopted Expenditures by TYPE	FY 2017 Adopted	% of Total Expenditures
Personnel	\$ 57,033,329	55.46%
Operating	18,165,632	17.67%
Debt Service	11,824,651	11.50%
Transfers Out	9,782,488	9.51%
Contingency & Ins	3,060,000	2.98%
Depreciation	1,857,784	1.81%
Retirement Costs	665,000	0.65%
Fleet Replacement	188,758	0.18%
Capital Outlay	250,000	0.24%
GRAND TOTAL	\$ 102,827,642	100.00%

All Funds Summary

<u>Expenditures by Department</u>	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017	% Change FY16 v. 17
Mayor & Aldermen	2,689,961	3,032,452	2,425,363	2,335,338	2,576,568	10.33%
Economic Affairs	450,000	450,000	-	-	-	100.00%
Finance	4,006,933	3,972,849	3,887,938	4,370,794	4,498,874	2.93%
Human Resources	889,738	896,882	864,229	915,417	733,370	-19.89%
Special Projects**	-	-	-	434,219	432,009	-0.51%
Planning and Zoning	1,516,300	1,423,018	1,308,853	1,943,433	1,982,811	2.03%
Police	15,201,975	15,456,175	15,609,712	15,393,718	16,914,461	9.88%
Parking Operations*	-	1,777,526	2,447,635	2,582,727	2,669,904	3.38%
Fire	13,787,137	14,603,195	14,982,882	15,351,573	16,356,402	6.55%
Neighbrh'd & Environm't	2,417,793	2,420,127	2,311,062	2,160,496	2,083,872	-3.55%
Public Works	17,552,844	17,475,222	17,730,445	19,341,068	19,739,067	2.06%
Recreation & Parks	4,598,414	4,402,472	4,570,704	4,725,293	4,638,879	-1.83%
Transportation*	7,623,620	3,899,173	3,361,769	2,309,668	2,822,743	22.21%
Debt Service	6,922,643	6,275,670	7,548,958	10,584,069	11,824,651	11.72%
Depreciation	2,861,776	3,052,653	4,374,177	2,670,600	1,857,784	-30.44%
Transfers Out	6,411,756	8,494,505	7,421,349	5,489,048	6,096,848	11.07%
Intergovernmental	870,817	-	-	-	-	100.00%
Administrative	5,086,949	3,291,100	3,381,416	3,660,575	3,685,640	0.68%
Contribution to CIP	-	-	-	-	-	100.00%
Fleet Replacement	-	-	-	653,621	188,758	-71.12%
Contributions	281,336	410,466	261,793	-	-	100.00%
Contingency & Insurance	-	2,222,698	2,965,546	2,880,000	3,060,000	6.25%
Retirement Costs	-	1,662,229	1,635,739	666,500	665,000	-0.23%
ENDING BALANCE	93,169,992	95,218,412	97,089,573	98,468,156	102,827,642	4.43%

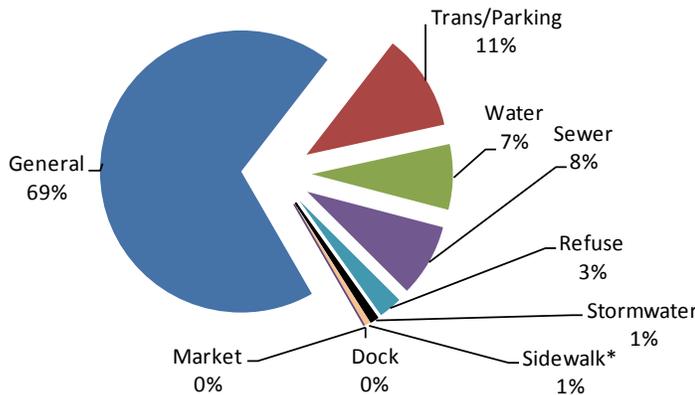
* FY 2013 and 2014 Parking Operations expenditures are included under Transportation expenditures.

** Effective FY2016 Special Projects formed as a combination of Mayor's Office Special Projects and Contributions

All Funds Summary

Pie Graphs: FY 2017 REVENUE Allocations

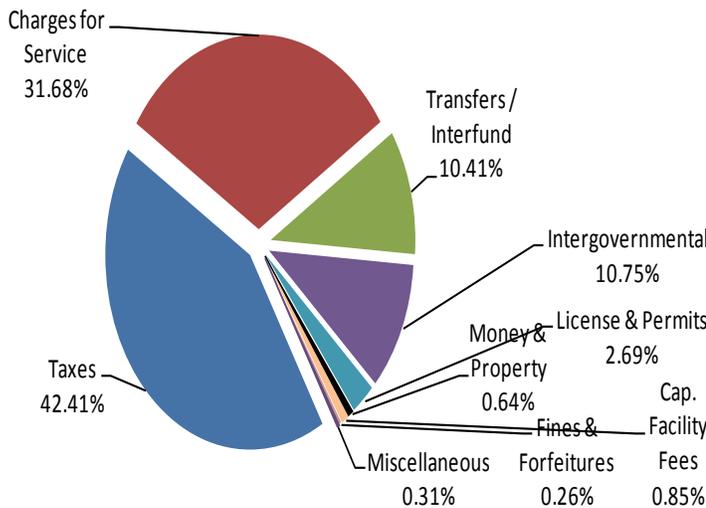
By FUND: FY 2017 Adopted Revenues
Total: \$ 103,782,905



Fund	FY 2017 Budget	% Total
General	\$ 71,412,667	68.81%
Trans/Parking	11,517,500	11.10%
Water	7,789,467	7.51%
Sewer	8,696,656	8.38%
Refuse	2,793,266	2.69%
Stormwater	892,500	0.86%
Sidewalk*	680,848	0.66%
Dock	0	0.00%
Market	0	0.00%
Total	\$ 103,782,905	100.00%

* All sidewalk revenue comes from a transfer from the General Fund to pay personnel expense

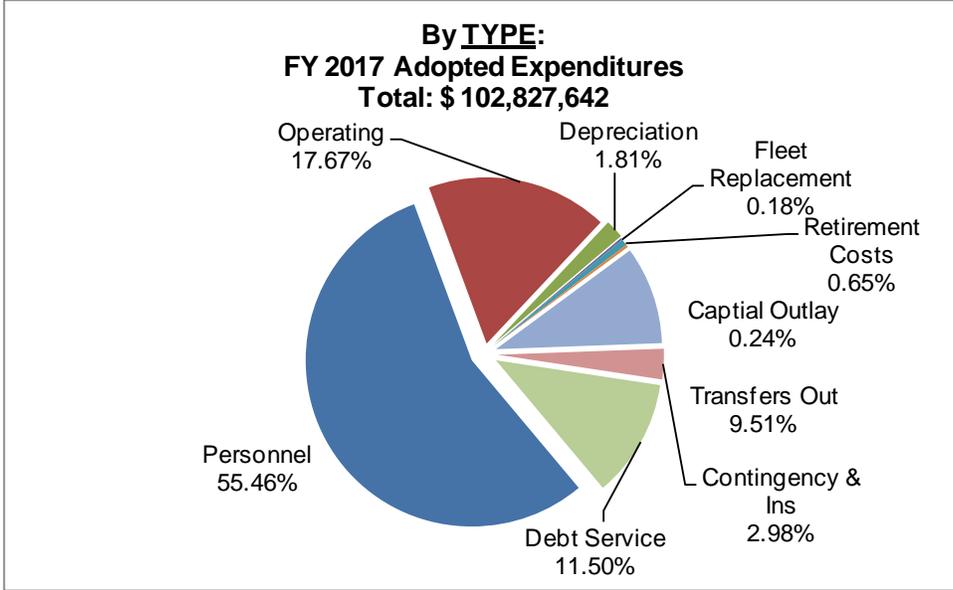
By TYPE: FY 2017 Adopted Revenues
Total: \$103,782,905



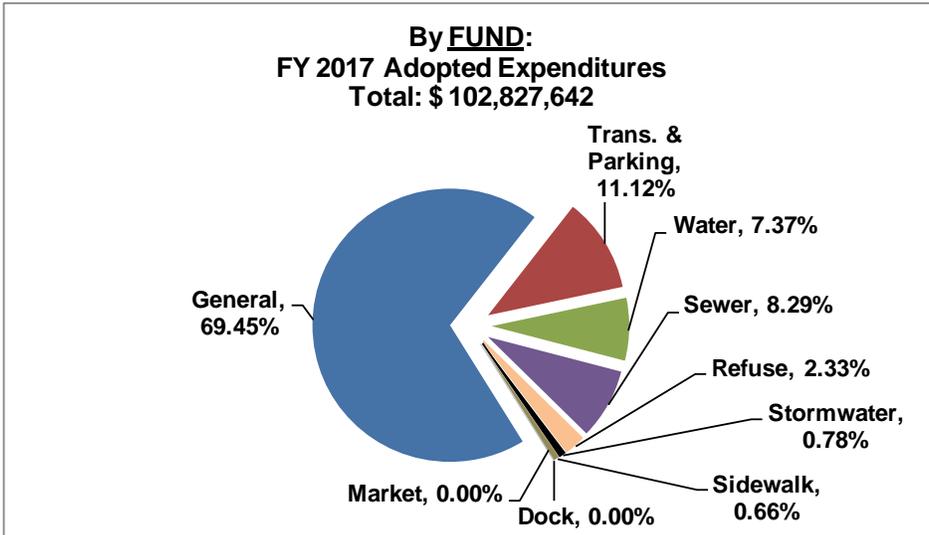
Type	FY 2017 Budget	% Total
Taxes	\$ 44,018,265	42.41%
Charges for Service	32,881,890	31.68%
Transfers / Interfund	10,806,841	10.41%
Intergovernmental	11,154,409	10.75%
License & Permits	2,794,500	2.69%
Money & Property	660,000	0.64%
Cap. Facility Fees	880,000	0.85%
Fines & Forfeitures	268,000	0.26%
Miscellaneous	319,000	0.31%
Total	\$ 103,782,905	100.00%

All Funds Summary

Pie Graphs: FY 2017 EXPENDITURE Allocations

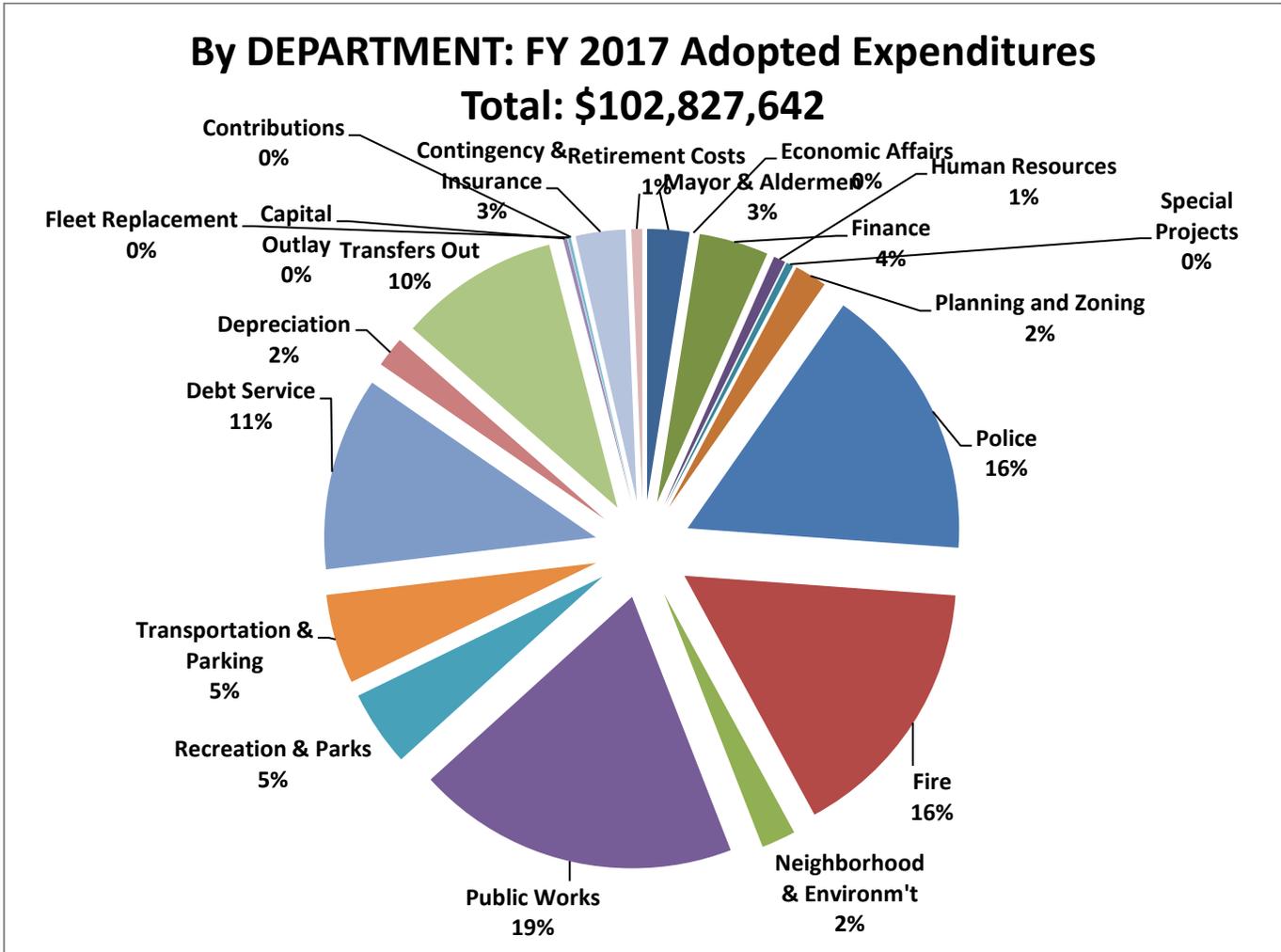


Type	FY 2017 Budget	% Total
Personnel	\$ 57,033,329	55.46%
Operating	18,165,632	17.67%
Depreciation	1,857,784	1.81%
Fleet Replacement	188,758	0.18%
Retirement Costs	665,000	0.65%
Capital Outlay	250,000	0.24%
Transfers Out	9,782,488	9.51%
Contingency & Ins	3,060,000	2.98%
Debt Service	11,824,651	11.50%
Total	\$ 102,827,642	100%



Fund	FY 2017 Budget	% Total
General	\$ 71,411,135	69.45%
Trans. & Parking	11,438,398.00	11.12%
Water	7,580,205	7.37%
Sewer	8,524,786	8.29%
Refuse	2,396,864	2.33%
Stormwater	798,686	0.78%
Sidewalk	677,568	0.66%
Dock	0	0.00%
Market	0	0.00%
Total	\$ 102,827,642	100%

All Funds Summary



Expenditures by DEPARTMENT	Budget FY 2017	% of Total Expenditure
Mayor & Alderpersons	\$ 2,576,568	2.51%
Economic Affairs	-	0.00%
Finance	4,248,874	4.13%
Human Resources	733,370	0.71%
Special Projects	432,009	0.42%
Planning and Zoning	1,982,811	1.93%
Police	16,914,461	16.45%
Fire	16,356,402	15.91%
Neighborhood & Environment	2,083,872	2.03%
Public Works	19,739,066	19.20%
Recreation & Parks	4,638,879	4.51%
Transportation	5,492,647	5.34%
Debt Service	11,824,651	11.50%
Depreciation	1,857,784	1.81%
Transfers Out	9,782,488	9.51%
Capital Outlay	250,000	0.24%
Fleet Replacement	188,758	0.18%
Contingency & Insurance	3,060,000	2.98%
Retirement Costs	665,000	0.65%
ENDING BALANCE	102,827,642	100.00%

All Funds Summary

FY 2017 Adopted REVENUE Budget for All Funds

<u>Revenues</u>	General Fund	% of Total Gen. Fund Revenue	Enterprise Funds	% of Total Enterprise Rev.	Total per Revenue Type	% of Total Revenue
Taxes	\$ 44,018,265	61.64%	-	0.00%	\$ 44,018,265	42.4%
Licenses and Permits	2,714,500	3.80%	80,000.00	0.25%	2,794,500	2.7%
Fines and Forfeitures	319,000	0.45%	-	0.00%	319,000	0.3%
Money and Property	610,000	0.85%	50,000	0.15%	660,000	0.6%
Charges for Service	4,857,500	6.80%	27,850,890	86.04%	32,708,390	31.5%
Capital Facility Fees	-	0%	880,000	2.72%	880,000	0.8%
Miscellaneous	268,000	0.38%	173,500.00	0.54%	441,500	0.4%
Intergovernmental	10,724,409	15.02%	430,000	1.33%	11,154,409	10.7%
Transfers/Interfund Sources	7,900,993	11.06%	2,905,848	8.98%	10,806,841	10.4%
Total	\$ 71,412,667	100.00%	\$ 32,370,238	100.00%	\$ 103,782,905	100.00%

All Funds Summary

FY 2017 Adopted EXPENDITURE Budget by Department for All Funds

<u>Expenditures</u>	General Fund	% of Total Gen. Fund Expend.	Enterprise Funds	% of Total Enterprise Exp.	Total per Expenditure Type	% of Total Expend.
Mayor & Aldermen	\$ 2,576,568	3.61%	-	0	\$ 2,576,568	2.51%
Economic Affairs	-	0.00%	-	0	-	0.00%
Finance	4,248,874	5.95%	-	0	4,248,874	4.13%
Human Resources	733,370	1.03%	-	0	733,370	0.71%
Special Projects	432,009	0.60%	-	0	432,009	0.42%
Planning and Zoning	1,982,811	2.78%	-	0	1,982,811	1.93%
Police	16,914,461	23.69%	-	0	16,914,461	16.45%
Fire	16,356,402	22.90%	-	0	16,356,402	15.91%
Neighborhood & Environm't	2,083,872	2.92%	-	0	2,083,872	2.03%
Public Works	7,816,734	10.95%	11,922,333	37.95%	19,739,066	19.20%
Recreation & Parks	4,638,879	6.50%	-	0.00%	4,638,879	4.51%
Transportation & Parking	-	0.00%	5,492,647	17.48%	5,492,647	5.34%
Debt Service	6,755,305	9.46%	5,069,346	16.14%	11,824,651	11.50%
Depreciation	-	0.00%	1,857,784	5.91%	1,857,784	1.81%
Transfers Out	2,896,848	4.06%	6,885,640	21.92%	9,782,488	9.51%
Capital Outlay	250,000	0.35%	-	0.00%	250,000	0.24%
Fleet Replacement	-	0.00%	188,758	0.60%	188,758	0.18%
Contributions	-	0.00%	0	0	-	0.00%
Contingency & Insurance	3,060,000	4.29%	-	0.00%	3,060,000	2.98%
Retirement Costs	665,000	0.93%	0	0	665,000	0.65%
Total	\$ 71,411,134	100.00%	31,416,507	100.00%	\$ 102,827,642	100.00%

All Funds Summary: History

Summarized in the following tables and graphs is a look at City-wide revenues and expenditures over time.

FY 2014 through FY 2016 numbers do not include grant revenues or grant-funded expenditures. Starting in FY 2013, grant revenues and expenditures will be separately appropriated one-by-one as they are received throughout the fiscal year. All prior years' figures include both grant revenues and grant-funded expenditures.

<u>City-Wide Revenues by Type</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% Change FY16 to FY17
Taxes	\$ 40,132,899	\$ 42,583,342	\$ 42,579,608	\$ 43,421,420	\$ 44,018,265	1.37%
Licenses and Permits	2,697,107	2,669,615	2,789,263	2,573,000	2,794,500	8.61%
Intergovernmental	13,802,452	10,883,623	10,841,598	10,328,217	11,154,409	8.00%
Charges for Service	29,252,265	32,152,708	32,360,828	30,660,300	32,881,890	7.25%
Fines and Forfeitures	416,035	733,127	352,790	468,000	268,000	-42.74%
Money and Property	1,136,735	831,850	799,186	620,000	660,000	6.45%
Capital Facility Fees	910,713	669,341	467,953	880,000	880,000	0.00%
Transfers In	8,139,901	10,146,263	9,754,311	9,891,447	10,806,841	9.25%
Other	16,973,870	165,694	251,226	436,000	319,000	-26.83%
GRAND TOTAL	\$ 113,461,977	\$ 100,835,564	\$ 100,196,763	\$ 99,278,384	\$ 103,782,905	-29%

<u>City-Wide Expenditures by Type</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% Change FY16 to FY17
Personnel	\$ 46,879,231	\$ 51,652,182	\$ 52,234,958	\$ 54,038,885	\$ 57,033,329	5.54%
Operating	23,126,875	17,925,113	17,016,135	17,574,857	18,165,632	3.36%
Capital Outlay	728,609	231,796	249,500	250,000	250,000	0.00%
Fleet Replacement	-	-	-	653,621	188,758	-71.12%
Contributions	281,336	410,466	261,793	-	-	0.00%
Contingency & Insurance	-	2,222,698	2,965,546	2,880,000	3,060,000	6.25%
Retirement Costs	-	1,662,229	1,635,739	666,500	665,000	-0.23%
Debt Service	6,922,643	6,275,670	7,548,958	10,584,069	11,824,651	11.72%
Depreciation	2,861,776	3,052,653	4,374,177	2,670,600	1,857,784	-30.44%
Administrative	5,086,949	3,291,100	3,381,416	3,660,575	3,685,640	0.68%
Contribution to CIP	-	-	-	-	-	0.00%
Transfers Out	6,411,756	8,494,505	7,421,349	5,489,048	6,096,848	11.07%
Intergovernmental	870,817	-	-	-	-	0.00%
GRAND TOTAL	\$ 93,169,992	\$ 95,218,412	\$ 97,089,573	\$ 98,468,155	\$ 102,827,642	-63%

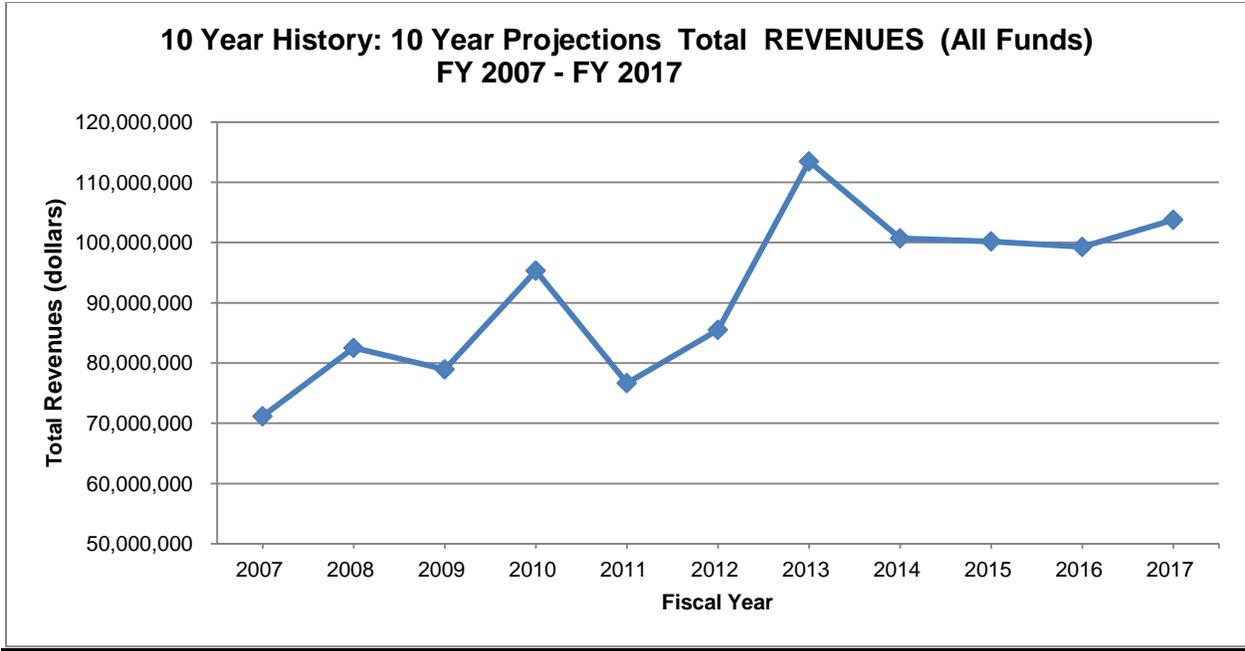
All Funds Summary: History

<u>Expenditures by Department</u>	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017	% Change FY16 v. 17
Mayor & Aldermen	2,689,961	3,032,452	2,425,363	2,335,338	2,576,568	10.33%
Economic Affairs	450,000	450,000	-	-	-	100.00%
Finance	4,006,933	3,972,849	3,887,938	4,370,794	4,498,874	2.93%
Human Resources	889,738	896,882	864,229	915,417	733,370	-19.89%
Special Projects**	-	-	-	434,219	432,009	-0.51%
Planning and Zoning	1,516,300	1,423,018	1,308,853	1,943,433	1,982,811	2.03%
Police	15,201,975	15,456,175	15,609,712	15,393,718	16,914,461	9.88%
Parking Operations*	-	1,777,526	2,447,635	2,582,727	2,669,904	3.38%
Fire	13,787,137	14,603,195	14,982,882	15,351,573	16,356,402	6.55%
Neighbrh'd & Environm't	2,417,793	2,420,127	2,311,062	2,160,496	2,083,872	-3.55%
Public Works	17,552,844	17,475,222	17,730,445	19,341,068	19,739,067	2.06%
Recreation & Parks	4,598,414	4,402,472	4,570,704	4,725,293	4,638,879	-1.83%
Transportation*	7,623,620	3,899,173	3,361,769	2,309,668	2,822,743	22.21%
Debt Service	6,922,643	6,275,670	7,548,958	10,584,069	11,824,651	11.72%
Depreciation	2,861,776	3,052,653	4,374,177	2,670,600	1,857,784	-30.44%
Transfers Out	6,411,756	8,494,505	7,421,349	5,489,048	6,096,848	11.07%
Intergovernmental	870,817	-	-	-	-	100.00%
Administrative	5,086,949	3,291,100	3,381,416	3,660,575	3,685,640	0.68%
Contribution to CIP	-	-	-	-	-	100.00%
Fleet Replacement	-	-	-	653,621	188,758	-71.12%
Contributions	281,336	410,466	261,793	-	-	100.00%
Contingency & Insurance	-	2,222,698	2,965,546	2,880,000	3,060,000	6.25%
Retirement Costs	-	1,662,229	1,635,739	666,500	665,000	-0.23%
ENDING BALANCE	93,169,992	95,218,412	97,089,573	98,468,156	102,827,642	4.43%

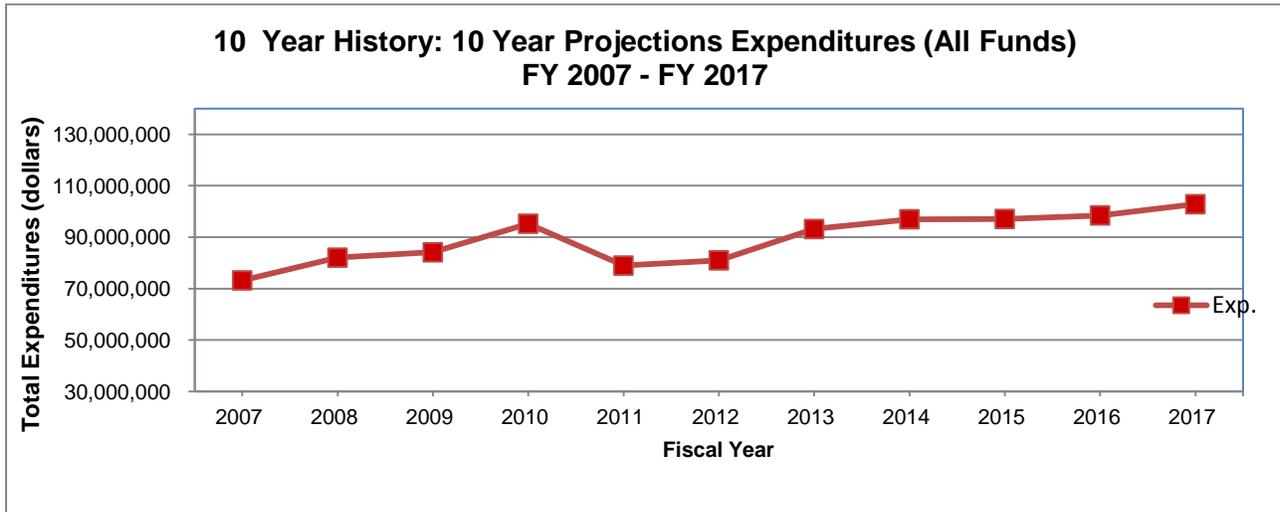
* FY 2013 and 2014 Parking Operations expenditures are included under Transportation expenditures.

** Effective FY2016 Special Projects formed as a combination of Mayor's Office Special Projects and Contributions

All Funds Summary: History

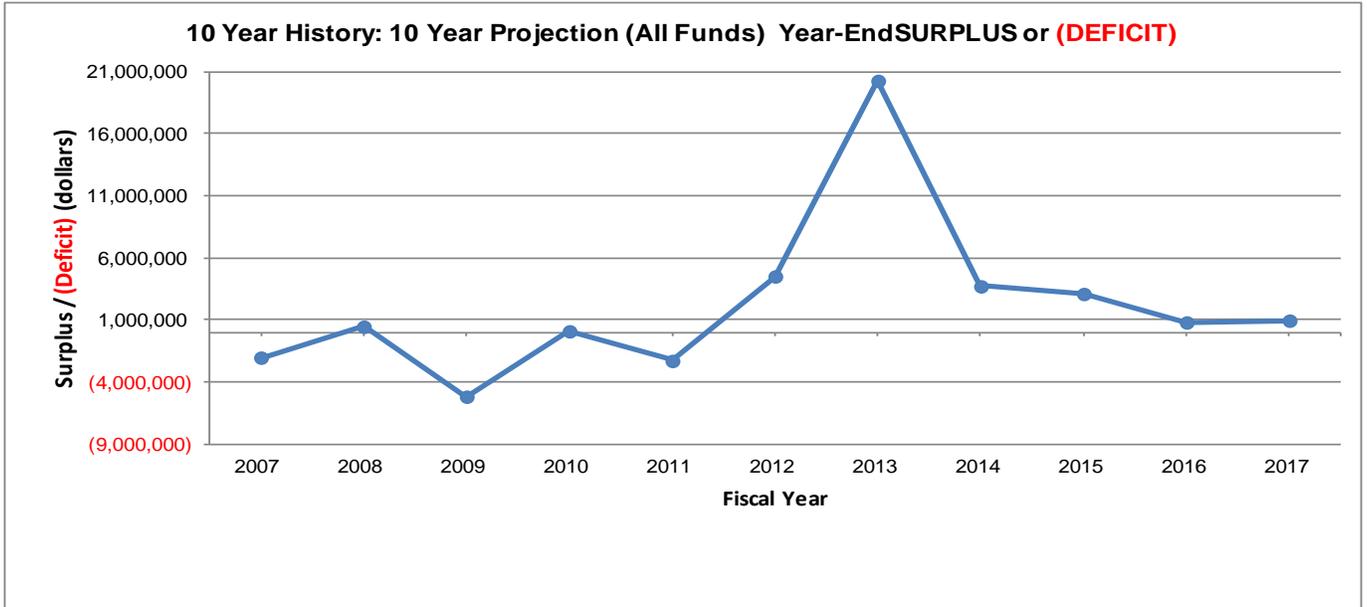


	Actual										Adopted	
Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Rev.	71,182,350	82,516,440	78,956,730	95,335,830	76,678,265	85,516,180	113,461,977	100,693,841	100,196,763	99,278,384	103,782,905	
% change from prior year		16%	-4%	21%	-20%	12%	33%	-11%	0%	-0.92%	4.54%	



	Actual										Adopted	
Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Exp.	73,209,840	82,051,790	84,133,890	95,241,900	78,971,879	80,995,175	93,169,992	96,973,108	97,089,573	98,468,155	102,827,642	
% change from prior year		12.08%	2.54%	13.20%	-17.08%	2.56%	15.03%	4.08%	0.12%	1.42%	4.43%	

All Funds Summary: History



Year	Actual										Adopted	
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Surp	(2,027,490)	464,650	(5,177,160)	93,930	(2,293,614)	4,521,005	20,291,985	3,720,733	3,107,191	810,229	955,264	
% change from prior year		-123%	-1214%	-102%	-2542%	-297%	349%	-82%	-16%	-74%	18%	

All Funds Summary: History

History of Budgeted and Actual Expenditures by Fund: FY 2007 – FY 2017

Fund	FY 2007		FY 2008		FY 2009	
	Actual	Original Adopted Budget	Actual	Original Adopted Budget	Actual	Original Adopted Budget
General	\$ 48,186,320	\$ 46,315,970	\$ 53,311,570	\$ 52,920,640	\$ 61,461,760	\$ 57,640,160
Water	4,234,210	4,164,470	4,959,460	4,633,280	4,987,070	4,574,630
Sewer	5,756,560	5,620,340	4,185,150	5,776,470	3,784,120	5,959,600
Transportation & Parking	9,956,620	8,301,540	10,560,190	7,339,790	7,487,620	8,508,610
Dock	1,471,470	1,495,580	4,991,670	716,340	1,517,820	980,000
Market	347,770	100,000	456,000	102,620	828,270	106,000
Stormwater Mgmt	275,660	332,830	473,470	376,780	885,530	529,520
Refuse	2,981,230	3,030,920	3,114,280	3,235,040	3,181,700	3,255,000
Sidewalk	-	-	-	-	-	-
TOTAL	\$ 73,209,840	\$ 69,361,650	\$ 82,051,790	\$ 75,100,960	\$ 84,133,890	\$ 81,553,520
Variance: Actual v. Adopt	-5.3%		-8.5%		-3.1%	

Fund	FY 2010		FY 2011		FY 2012	
	Actual	Original Adopted Budget	Actual	Original Adopted Budget	Actual	Original Adopted Budget
General	\$ 61,078,080	\$ 68,286,180	\$ 54,487,430	\$ 51,980,250	\$ 53,173,675	\$ 61,909,020
Water	4,784,890	5,080,440	4,966,776	5,034,660	6,863,566	7,014,240
Sewer	5,966,110	6,182,670	7,330,977	6,239,370	5,783,972	6,939,920
Transportation & Parking	9,642,060	9,651,680	7,985,328	6,726,900	9,359,639	8,550,160
Dock	1,050,000	1,218,730	1,228,289	1,053,660	1,446,833	1,255,930
Market	104,850	544,820	171,670	111,150	224,102	142,580
Stormwater Mgmt	467,000	724,690	595,487	511,860	815,058	849,240
Refuse	3,400,000	3,400,000	3,269,154	3,500,000	3,263,062	3,388,770
Sidewalk	-	-	-	-	-	-
TOTAL	\$ 86,492,990	\$ 95,089,210	\$ 80,035,111	\$ 75,157,850	\$ 80,929,907	\$ 90,049,860
Variance: Actual v. Adopt	9.9%		-6.1%		11.3%	

All Funds Summary: History

Fund	FY 2013		FY 2014		FY 2015	
	Actual	Original Adopted Budget	Actual	Original Adpoted Budget	Actual	Original Adopted Budget
General	\$ 59,589,932	\$ 64,806,610	\$ 65,169,878	\$ 64,994,003	\$ 64,865,057	\$ 66,842,719
Water	7,479,097	8,056,458	6,890,278	7,397,272	6,946,127	7,507,704
Sewer	6,665,592	7,004,521	7,779,606	7,085,501	8,059,861	6,990,853
Transportation & Parking	14,663,896	9,641,586	12,261,937	10,900,309	12,510,273	10,703,630
Dock	1,301,363	1,160,811	1,149,439	1,021,546	1,032,388	1,156,524
Market	165,188	228,857	230,418	194,871	403,956	228,787
Stormwater Mgmt	528,573	1,087,840	436,569	929,004	336,958	827,301
Refuse	2,686,351	2,995,123	2,666,420	2,816,786	2,552,204	2,693,469
Sidewalk	-	277,444	388,804	302,414	382,748	382,748
TOTAL	\$ 93,079,992	\$ 95,259,250	\$ 96,973,349	\$ 95,641,706	\$ 97,089,573	\$ 97,333,734
Variance: Actual v. Adopt	2.3%		-1.4%		0.3%	

Fund	FY 2016		FY 2017
	Original Adopted Budget	Revised Budget	Adopted Budget
General	\$ 68,605,762	\$ 68,605,762	\$ 71,411,135
Water	7,006,977	7,006,977	7,580,205
Sewer	7,936,194	7,936,194	8,524,786
Transportation & Parking	11,327,995	11,327,995	11,438,398
Dock	0	0	0
Market	0	0	0
Stormwater Mgmt	646,232	646,232	798,686
Refuse	2,275,782	2,275,782	2,396,863
Sidewalk	669,212	669,212	677,568
TOTAL	\$ 98,468,155	\$ 98,468,155	\$ 102,827,642
Variance: Actual v. Adopt	0.0%		

All Funds Summary: Fund Balances

The following tables show the anticipated beginning and ending fund balance for the City's operating funds. The fund balance is the accumulated total of all prior years' actual revenues in the excess of expenditures, commonly referred to as "surplus." Maintaining a prudent fund balance is critical to ensuring the City is able to cope with financial emergencies and fluctuations in revenue cycles.

GENERAL Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 36,678,727	\$ 39,563,383	\$ 40,062,157
Revenues			
Taxes	42,579,608	43,421,420	44,018,265
Licenses and Permits	2,737,298	2,573,000	2,714,500
Fines and Forfeitures	604,017	904,000	319,000
Money and Property	633,492	570,000	610,000
Charges for Service	3,947,670	4,682,500	4,857,500
Intergovernmental*	10,636,116	10,151,217	10,724,409
Transfers In / Interfund Sources	6,611,512	6,802,398	8,168,993
Debt Issuance	-	-	
Bond Premiums	-	-	
<i>Total Revenues</i>	<i>67,749,713</i>	<i>69,104,536</i>	<i>71,412,667</i>
Expenses			
General Government	8,486,383	9,999,200	10,223,633
Public Safety	32,903,656	33,236,462	35,354,735
Community Services	4,324,313	4,737,293	4,638,879
Public Works	7,076,871	7,760,936	7,816,734
Debt Service	3,749,283	6,236,323	6,755,305
Transfers Out / Interfund Charges	4,537,244	3,089,048	2,896,848
Contingency, Insurance & Retirement	3,787,307	3,546,500	3,725,000
Employee Conversions/Furlough Abolish	-	-	
Other Financing Uses	-	-	
<i>Total Expenditures</i>	<i>64,865,057</i>	<i>68,605,762</i>	<i>71,411,134</i>
ENDING BALANCE	\$ 39,563,383	\$ 40,062,157	\$ 40,060,624

Ending Balance without Prior Year's Adopted Surplus	\$ 1,533
--	-----------------

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

All Funds Summary: Fund Balances

WATER Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 10,782,420	\$ 11,041,758	\$ 11,358,781
Revenues			
Charges for Service	6,830,699	6,750,000	7,215,467
Capital Facility Fees	209,071	524,000	524,000
Transfers In	-	-	-
Intergovernmental*	-	-	-
Interest Income	-	-	-
Water Rental Income	165,694	50,000	50,000
<i>Total Revenues</i>	<i>7,205,464</i>	<i>7,324,000</i>	<i>7,789,467</i>
Expenses			
Salaries	2,350,008	2,549,878	2,185,464
Utilities	292,950	337,800	337,980
Training and Education	4,854	5,045	5,194
Repairs and Maintenance	362,280	347,189	347,387
Materials and Supplies	299,817	347,978	378,152
Contractual Services	182,062	159,617	161,987
Administrative Charges / Transfers Out	1,487,899	651,445	706,193
Depreciation	331,859	435,000	425,501
Debt Expense	1,634,398	2,063,904	2,923,228
Fleet Replacement	-	109,121	109,121.00
<i>Total Expenditures</i>	<i>6,946,127</i>	<i>7,006,977</i>	<i>7,580,206</i>
ENDING BALANCE	\$ 11,041,758	\$ 11,358,781	\$ 11,149,519

Ending Balance without Prior Year's Adopted Surplus	\$ 209,261
--	-------------------

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

All Funds Summary: Fund Balances

SEWER Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 15,532,627	\$ 15,857,576	\$ 15,427,381
Revenues			
Charges for Service	8,125,928	7,150,000	8,340,656
Capital Facility Fees	258,882	356,000	356,000
Interest Income		-	
Other		-	
<i>Total Revenues</i>	<i>8,384,810</i>	<i>7,506,000</i>	<i>8,696,656</i>
Expenses			
Salaries	714,911	711,130	1,036,863
Utilities	189,299	179,883	180,458
Training and Education	2,441	2,987	3,406
Repairs and Maintenance	176,213	180,300	180,698
Materials and Supplies	64,207	57,953	59,153
Treatment Plant Operations	3,591,727	3,800,000	3,800,000
Contractual Services	69,707	98,559	125,928
Administrative Charges / Transfers Out	1,063,035	1,160,723	1,615,109
Intergovernmental	-	-	
Depreciation	1,166,557	705,000	587,601
Debt Expense	1,021,765	962,160	858,070
Fleet Replacement	-	77,500	77,500
<i>Total Expenditures</i>	<i>8,059,861</i>	<i>7,936,195</i>	<i>8,524,786</i>
ENDING BALANCE	\$ 15,857,576	\$ 15,427,381	\$ 15,599,251

Ending Balance without Prior Year's Adopted Surplus	\$ 171,870
--	-------------------

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

All Funds Summary: Fund Balances

<u>REFUSE Fund Balance</u>	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 3,545,464	\$ 4,127,805	\$ 4,819,023
Revenues			
Charges for Service	3,134,545	2,967,000	2,967,000
Interest Income	-	-	-
<i>Total Revenues</i>	<i>3,134,545</i>	<i>2,967,000</i>	<i>2,967,000</i>
Expenses			
Salaries	115,967	160,344	165,681
Utilities	729	500	700
Repairs and Maintenance	959	7,900	7,700
Materials and Supplies	52,070	113,000	113,000
Training and Education	150	150	150
Contractual Services	830,160	867,942	1,582,402
Miscellaneous Services and Charges	655,197	674,460	0
Fleet Replacement	-	-	-
Administrative Charges / Transfers Out	875,964	428,030	428,030
Depreciation	900	900	900
Debt Expense	20,108	22,556	98,300
Other		-	-
<i>Total Expenditures</i>	<i>2,552,204</i>	<i>2,275,782</i>	<i>2,396,863</i>
ENDING BALANCE	\$ 4,127,805	\$ 4,819,023	\$ 5,389,160
Ending Balance without Prior Year's Adopted Surplus			\$ 570,137

All Funds Summary: Fund Balances

STORMWATER Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 422,980	\$ 1,018,947	\$ 1,202,715
Revenues			
Charges for Service	932,925	830,000	892,500
Interest Income	-	-	-
<i>Total Revenues</i>	<i>932,925</i>	<i>830,000</i>	<i>892,500</i>
Expenses			
Salaries	179,479	470,724	602,630
Utilities	244	2,118	3,325
Repairs and Maintenance	8,814	6,411	7,837
Materials and Supplies	10,438	16,926	22,450
Contractual Services	36,390	36,490	36,490
Administrative Charges / Transfers Out	70,913	87,847	95,755
Depreciation	8,104	1,700	2,708
Debt Expense	22,576	24,017	27,490
<i>Total Expenditures</i>	<i>336,958</i>	<i>646,233</i>	<i>798,686</i>
ENDING BALANCE	\$ 1,018,947	\$ 1,202,715	\$ 1,296,529

Ending Balance without Prior Year's Adopted Surplus	\$ 93,814
--	------------------

All Funds Summary: Fund Balances

MARKET Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 188,797	\$ -	\$ -
Revenues			
Charges for Service	169,133	-	-
Capital Facility Fees	-	-	-
Interest Income	-	-	-
Transfers In	54,331	-	-
<i>Total Revenues</i>	<i>223,464</i>	-	-
Expenses			
Salaries	-	-	-
Utilities	42,148	-	-
Repairs and Maintenance	5,948	-	-
Materials and Supplies	4,088	-	-
Contractual Services	106,910	-	-
Administrative Charges / Transfers Out	-	-	-
Depreciation	194,954	-	-
Debt Expense	49,909	-	-
<i>Total Expenditures</i>	<i>403,956</i>	-	-
ENDING BALANCE	\$ 8,305	\$ -	\$ -

Ending Balance without Prior Year's Adopted Surplus	\$ -
--	-------------

*Effective FY2016, the Market Fund was dissolved and incorporated into the Public Works Operating Budget.

All Funds Summary: Fund Balances

SIDEWALK REVOLVING* Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 194,104	\$ 194,169	\$ 196,805
Revenues			
Charges for Service	-	-	-
Transfers In	382,814	671,848	680,848
<i>Total Revenues</i>	<i>382,814</i>	<i>671,848</i>	<i>680,848</i>
Expenses			
Salaries	303,408	413,268	457,122
Utilities	-	93,757	73,446
Repairs and Maintenance	-	33,558	26,427
Materials and Supplies	-	23,486	18,810
Contractual Services	-	5,104	3,629
Administrative Charges / Transfers Out	79,340	100,039	98,133
Depreciation	-	-	-
Debt Expense	-	-	-
<i>Total Expenditures</i>	<i>382,748</i>	<i>669,212</i>	<i>677,568</i>
ENDING BALANCE	\$ 194,169	\$ 196,805	\$ 200,086

Ending Balance without Prior Year's Adopted Surplus	\$ 3,280.09
--	--------------------

* The Sidewalk Revolving Fund was newly established for FY 2013. See Enterprise Funds section and Department of Public Works section for more information.

All Funds Summary: Fund Balances

TRANSPORTATION** Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ (3,614,110)	\$ (5,342,571)	\$ (5,341,351)
Revenues			
Charges for Service	1,143,581	1,196,300	1,428,500
Capital Facility Fees	-	-	-
Grant Income*	-	-	-
Money and Property	-	-	-
Transfers In	2,467,054	2,417,200	2,225,000
<i>Total Revenues</i>	<i>3,610,635</i>	<i>3,613,500</i>	<i>3,653,500</i>
Expenses			
Salaries	2,788,058	2,208,360	2,250,306
Utilities	26,762	682	26,976
Repairs and Maintenance	95,835	66,249	191,952
Training and Education	4,910	464	17,336
Materials and Supplies	417,277	31,686	326,173
Contractual Services	28,927	2,228	10,000
Fleet Replacement	-	-	-
Administrative Charges / Transfers Out	657,849	642,568	766,381
Depreciation	1,305,460	653,000	-
Debt Expense	14,018	7,043	2,035
Capital Outlay	-	-	-
<i>Total Expenditures</i>	<i>5,339,096</i>	<i>3,612,280</i>	<i>3,591,159</i>
ENDING BALANCE	\$ (5,342,571)	\$ (5,341,351)	\$ (5,279,010)

Ending Balance without Prior Year's Adopted Surplus	\$ 62,341
--	------------------

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

** In FY 2013, Parking Enforcement expenditures were moved from the General Fund into the Transportation Fund and Parking Enforcement revenues were moved to the formerly-named Off-Street Parking Fund. The Off-Street Parking Fund is now entitled the Parking Fund. In FY 2015 Parking Enforcement expenditures were moved to the Parking Fund.

All Funds Summary: Fund Balances

<u>PARKING* Fund Balance</u>	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ 889,318	\$ 1,143,407	\$ 1,143,690
Revenues			
Charges for Service (Off-Street Parking)	5,049,821	5,480,000	5,480,000
Citations and Meters	2,231,813	2,004,000	2,152,000
Parking Permits	143,632	232,000	232,000
Interest Income	-	-	-
<i>Total Revenues</i>	<i>7,425,266</i>	<i>7,716,000</i>	<i>7,864,000</i>
Expenses			
Salaries	513,355.38	678,128.94	703,959.89
Utilities	165,301	142,200	142,200
Repairs and Maintenance	132,714	161,580	210,973
Materials and Supplies	332,676	297,305	309,258
Contractual Services	1,303,589	1,303,513	1,303,513
Capital Outlay	-	-	-
Administrative Charges / Transfers Out	2,479,505	2,400,000	2,700,000
Intergovernmental	240,000	589,924	476,039
Depreciation	1,298,799	875,000	841,074
Debt Expense	705,238	1,268,066	1,160,223
<i>Total Expenditures</i>	<i>7,171,177</i>	<i>7,715,717</i>	<i>7,847,239</i>
ENDING BALANCE	\$ 1,143,407	\$ 1,143,690	\$ 1,160,451

Ending Balance without Prior Year's Adopted Surplus	\$ 16,761
--	------------------

* In FY 13, Parking Operations (on-street parking) revenues were moved from the General Fund into the Off-Street Parking Fund and Parking Operations expenditures were moved to the Transportation Fund. The Off-Street Parking fund is now entitled the Parking Fund. In FY 15 Parking Permits were moved from the General Fund to the Parking Fund, and Parking Operation expenditures were moved from the Transportation Fund to the Parking Fund.

All Funds Summary: Fund Balances

DOCK Fund Balance	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
Beginning Balance	\$ (1,375,362)	\$ -	\$ -
Revenues			
Charges for Service	908,523	-	-
Operating Transfers	-	-	-
Grant Income*		-	-
Interest Income	-	-	-
<i>Total Revenues</i>	<i>908,523</i>	<i>-</i>	<i>-</i>
Expenses			
Salaries	307,695	-	-
Utilities	55,383	-	-
Repairs and Maintenance	69,348	-	-
Materials and Supplies	34,714	-	-
Contractual Services	41,045	-	-
Fleet Replacement	-	-	-
Administrative Charges / Transfers Out	116,207	-	-
Depreciation	76,331	-	-
Debt Expense	331,664	-	-
<i>Total Expenditures</i>	<i>1,032,388</i>	<i>-</i>	<i>-</i>
ENDING BALANCE	\$ (1,499,226)		\$ -

Ending Balance without Prior Year's Adopted Surplus	\$ -
--	-------------

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

*Effective FY2016, Dock Fund has been dissolved and is incorporated in the Recreation & Parks Operating Budget

All Funds Summary: Fund Balances

Total FY 2017 General Fund revenues are budgeted at \$71,412,667.34: an increase of 3.34% from FY 2016 budgeted revenue and an increase of 5% over actual FY 2015 receipts. The categorical descriptions below provide greater insight into the various trends affecting the City's revenue streams.

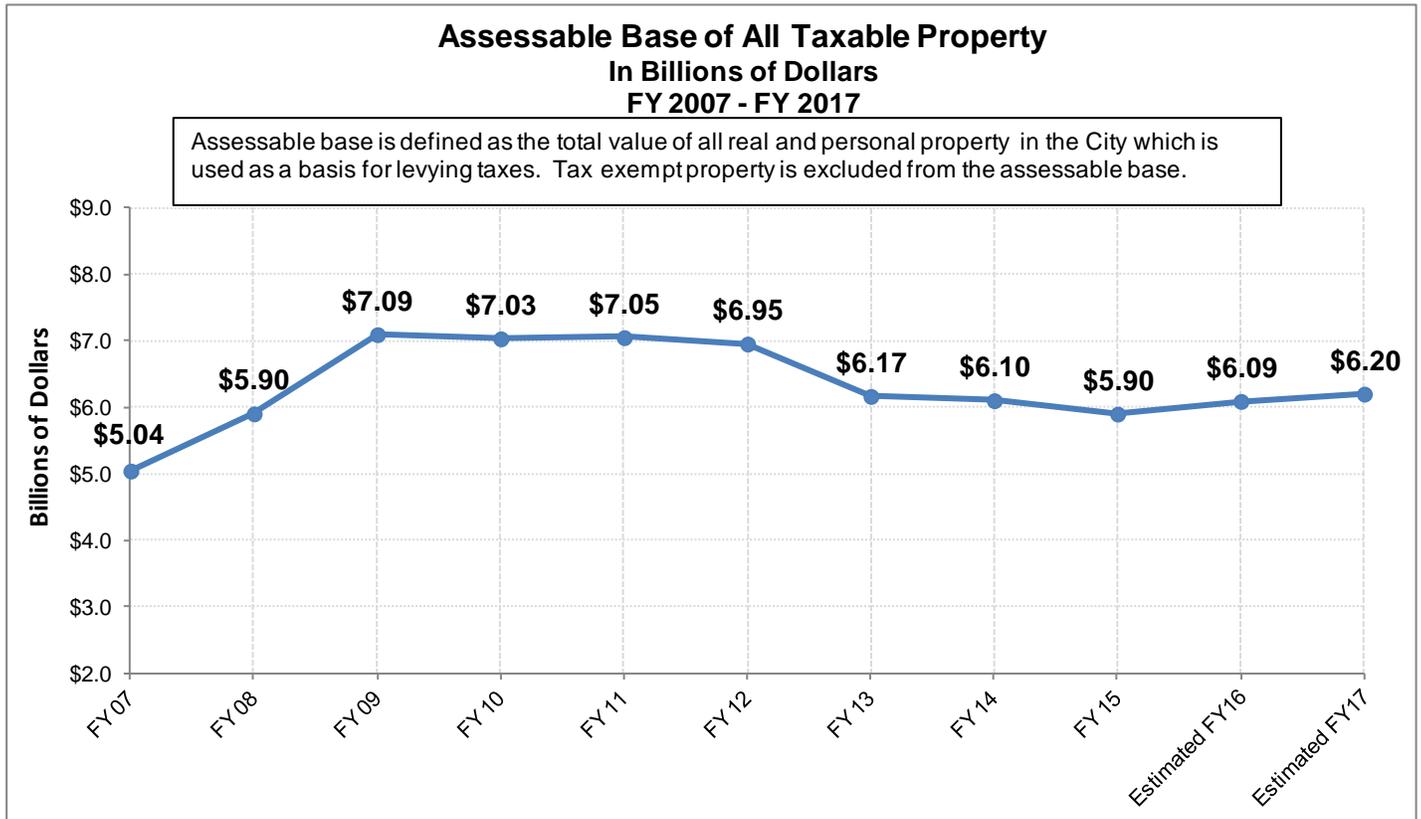
<u>GENERAL FUND</u> <u>Revenues</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Taxes	\$ 40,132,899	\$ 42,583,342	\$ 42,579,608	\$ 43,421,420	\$ 44,018,265	61.64%
Licenses and Permits	2,611,237	2,669,615	2,737,298	2,573,000	2,714,500	3.80%
Fines and Forfeitures	117,575	733,127	352,790	468,000	319,000	0.45%
Money and Property	492,195	831,850	633,492	570,000	610,000	0.85%
Transfers/Interfund Source	-	5,939,124	6,611,512	6,802,398	7,900,993	11.06%
Charges for Service	2,856,114	4,355,550	3,947,670	4,682,500	4,857,500	6.80%
Intergovernmental*	9,572,115	10,883,623	10,636,116	10,151,217	10,724,409	15.02%
Other Sources	0	0	251,226	436,000	268,000	0.38%
Total	\$ 55,782,135	\$ 67,996,231	\$ 67,749,713	\$ 69,104,536	\$ 71,412,667	100.00%
% Change from Prior Year		21.90%	-0.36%	2.00%	3.34%	

* FY 2013 and 2014 Intergovernmental revenue does not include state or federal grants. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.

FY 2017 General Fund: Revenues

This category of revenue consists of taxes on the assessed value of real estate (including land, structures and improvement) and taxes on the assessed value of inventory, furniture, and fixtures of business establishments. Property is assessed at 100% of property value. The tax rate is the amount charged per \$100 of assessed value, as determined by the State Department of Assessments and Taxation. The Mayor and Council establish the tax rate each year in order to finance the General Fund activities

The assessable base of all taxable property fluctuates because of changes to the market value of the existing base or because of the addition of new residential or commercial properties. The City is under a tri-annual assessment period for real property and increases are phased in over three years. FY 2017 figures represent the first year of a new assessment.



FY 2017 General Fund: Revenues

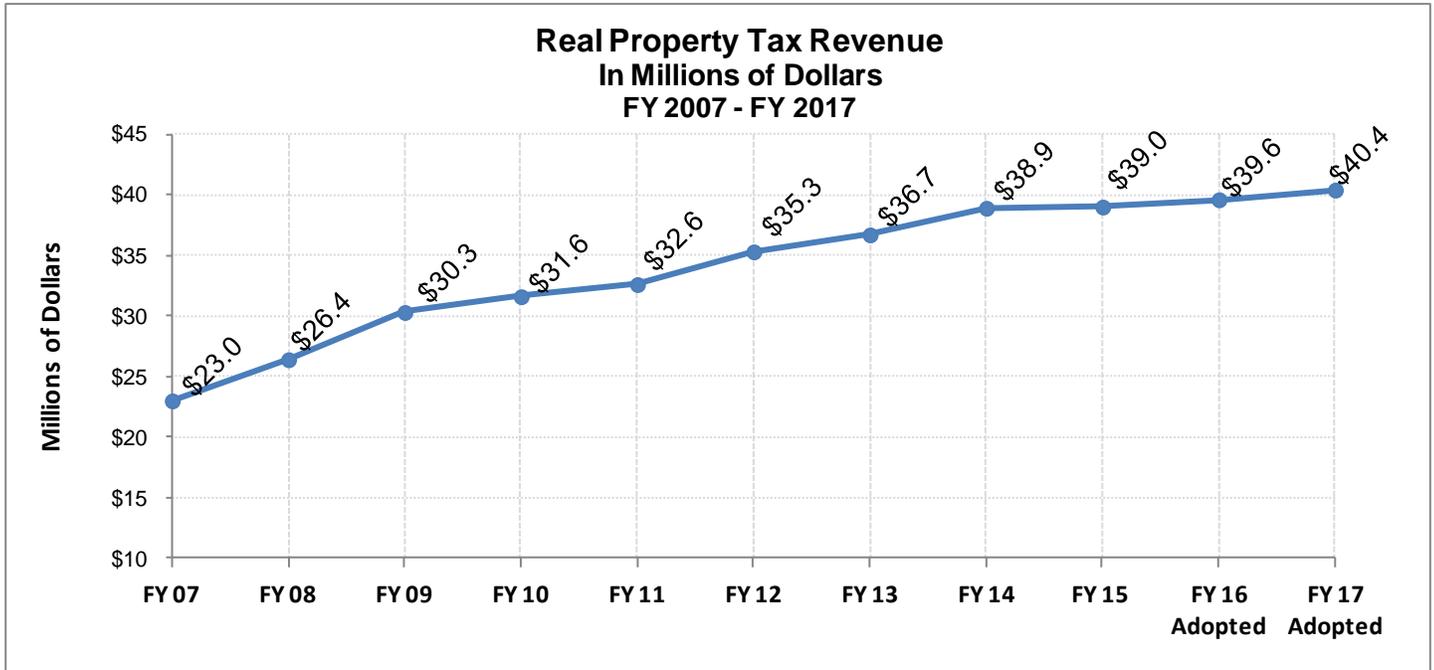
A City resident pays a combined tax rate levied by the City, Anne Arundel County, and the State of Maryland. The County tax rate is reduced for City residents because City residents do not utilize certain County services to the same extent they are used by other County residents. The cost of education, provided by the County, is the major factor in calculating the credit or tax differential. The tax rates for the last several years based on full assessed values have been as follows:

Fiscal Year	City Rate	County Rate	State Rate	Total Rate in City (Sum of City, County, & State Rate)	County Tax Differential	Non-City County Rate
17	0.649	0.548	0.112	1.309	0.367	0.915
16	0.649	0.552	0.112	1.313	0.371	0.923
15	0.649	0.564	0.112	1.325	0.379	0.943
14	0.650	0.569	0.112	1.331	0.381	0.950
13	0.640	0.564	0.112	1.316	0.377	0.941
12	0.560	0.543	0.112	1.215	0.367	0.910
11	0.530	0.525	0.112	1.167	0.353	0.878
10	0.530	0.523	0.112	1.165	0.353	0.876
09	0.530	0.530	0.112	1.172	0.358	0.888
08	0.530	0.531	0.112	1.173	0.360	0.891
07	0.530	0.548	0.112	1.190	0.370	0.918
06	0.560	0.555	0.132	1.247	0.376	0.931

FY 2017 General Fund: Revenues

This category of property consists of taxes on the assessed value of real property, which includes land, structures, and improvements. Real property taxes are charged on both residences and commercial establishments. In FY 2017, real property taxes alone are budgeted at \$ 40,560,765.37 to maintain a constant levy from the prior fiscal year. These real property taxes constitute 61.64% of the City's FY 2017 General Fund revenue budget.

The calculation of assessed value begins with an estimate prepared by the State of the assessed value of all property that will be on the tax roles as of the beginning of the City's FY 2017. The estimate of tax revenue is based on multiplying the assessed value by the tax rate, taking into account when, during the fiscal year, the tax on new property is taxed and the impact of appeals and late payments from previous years.



**Real Property Tax Revenue History, Projections, and Percent Change
FY 2007 - FY 2017**

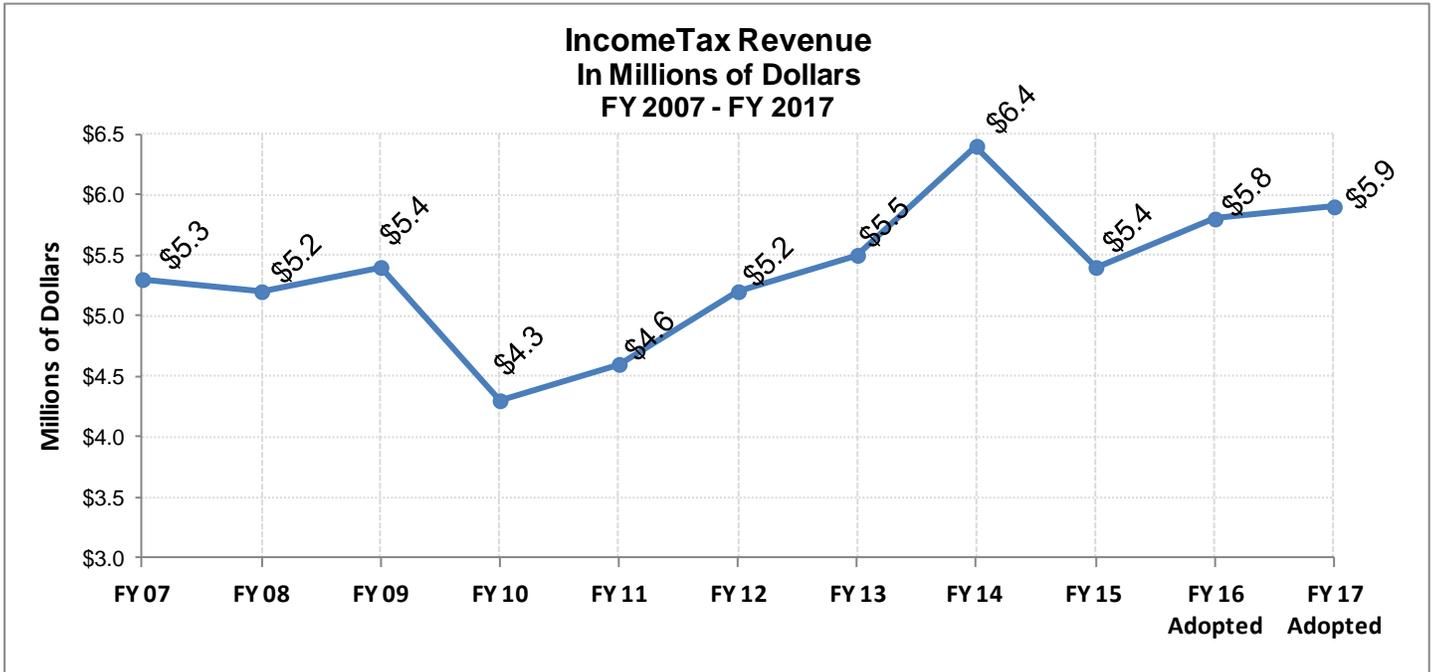
REAL PROPERTY TAX Revenue	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Revenue	\$22,976,330	\$26,441,770	\$30,347,750	\$31,571,200	\$32,550,332
% Change from Prior Year		15.08%	15.08%	14.77%	4.03%

REAL PROPERTY TAX Revenue (continued)	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Revenue	\$35,348,703	\$36,745,900	\$38,954,644	\$39,005,297	\$39,591,920	\$40,438,765
% Change	8.60%	3.95%	6.01%	6.15%	1.64%	2.14%

FY 2017 General Fund: Revenues

This category of revenue consists of the City's share of income taxes received by the State for returns filed from Annapolis. The income tax is the second largest source of revenue to the General Fund.

Maryland counties are able to impose an income tax that "piggy-backs" on the State income tax. Municipalities receive only a fraction of the piggy-back tax collected by the State from returns filed in the municipality; the County receives the remainder of the tax.



**Income Tax Revenue History, Projections, and Percent Change
FY 2007 - FY 2017**

<u>INCOME TAX Revenue</u>	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Revenue	\$5,264,850	\$5,168,800	\$5,422,810	\$4,328,300	\$4,589,934
% Change from Prior Year		-1.82%	4.91%	-20.18%	6.04%

<u>INCOME TAX Revenue</u> (continued)	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Revenue	\$5,215,404	\$5,472,397	\$6,375,598	\$5,818,054	\$5,800,000	\$5,850,000
% Change		13.63%	4.93%	16.50%	-8.74%	-0.31%

FY 17 General Fund: Expenditures

The following tables detail General Fund expenditures by Type and by Department for a five year period starting in FY 2013:

GENERAL FUND Expenditures by Type	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 31,208,894	\$ 44,757,720	\$ 44,963,071	\$ 46,847,053	\$ 49,631,303	69.50%
Operating	20,451,366	8,280,324	7,316,859	8,636,839	8,152,678	11.42%
Capital Outlay	728,609	231,796	249,500	250,000	250,000	0.35%
Debt Service	3,930,050	4,987,133	3,749,283	6,236,323	6,755,305	9.46%
Administrative*	2,989,677	-	-	-	-	0%
Community Contributions	281,336	410,446	261,793	-	-	0.00%
Contingency Reserve	-	-	-	410,000	410,000	0.57%
Liability Insurance	-	2,495,814	3,787,307	3,136,500	3,315,000	4.64%
Transfers Out	-	4,006,645	4,537,244	3,089,048	2,896,848	4.06%
ENDING BALANCE	\$ 59,589,932	\$ 65,169,878	\$ 64,865,057	\$ 68,605,762	\$ 71,411,134	100%
% Change from Prior Year		9.36%	-0.47%	5.77%	4.09%	

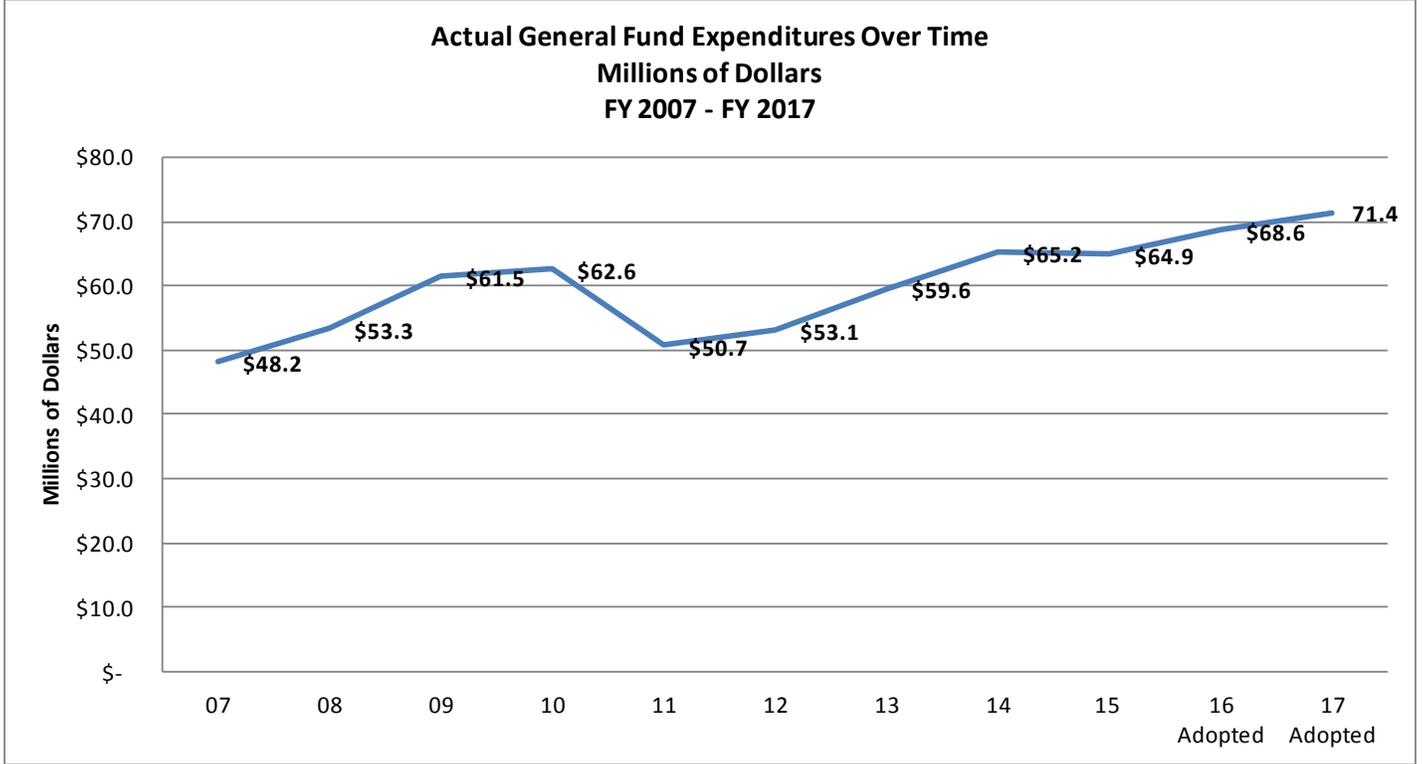
FY 17 General Fund: Expenditures

<u>GENERAL FUND</u> <u>Expenditures by</u> <u>Department</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Mayor & Alderpersons	\$ 2,689,961	\$ 3,032,452	\$ 2,425,363	\$ 2,335,338	\$ 2,576,568	3.61%
Economic Affairs	450,000	450,000	-	-	-	0.00%
Finance	4,006,933	3,972,849	3,887,938	4,370,794	4,498,874	6.30%
Human Resources	889,738	896,882	864,229	915,417	733,370	1.03%
Special Projects*	-	-		434,219	432,009	0.60%
Planning and Zoning	1,516,300	1,423,018	1,308,853	1,943,433	1,982,811	2.78%
Police	15,201,975	15,456,175	15,609,712	15,393,718	16,914,461	23.69%
Fire	13,787,137	14,603,195	14,982,882	15,351,573	16,356,402	22.90%
Neighbrh'd & Environm't	2,417,793	2,420,128	2,311,062	2,160,496	2,083,872	2.92%
Public Works	7,420,588	7,061,001	7,076,871	7,637,936	7,816,734	10.95%
Recreation & Parks	4,008,444	3,898,262	4,062,520	4,725,293	4,638,879	6.50%
Debt Service	3,930,050	4,987,133	3,749,283	6,236,323	6,755,305	9.46%
Administrative	2,989,677	-	-	-	-	0.00%
Transfers Out	-	4,006,645	4,537,244	3,089,048	2,896,848	4.06%
Staff Conversions	-	55,879	-	-	-	0.00%
Furlough Abolishment	-	-	-	-	-	0.00%
Fleet Replacement	-	-	-	465,675	-	0.00%
Contributions	281,336	410,446	261,793	-	-	0.00%
Contingency & Insur'nce	-	889,464	2,302,009	2,880,000	3,060,000	4.29%
Retirement Costs	-	1,606,350	1,485,298	666,500	665,000	0.93%
ENDING BALANCE	\$ 59,589,932	\$ 65,169,878	\$ 64,865,057	\$ 68,605,762	\$ 71,411,134	100%
% Change from Prior Year		9.36%	-0.47%	5.77%	4.09%	

*New Program effective FY 2016 includes portion of Mayor's Office and Community Contributions

FY 17 General Fund: Expenditures

The following graph illustrates total General Fund expenditures over a ten-year period, starting with FY 2007:



FY 2017: Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the goal is that the cost of expenses, including operations and capital, are financed or recovered primarily through user-related charges. Capital purchases are not budgeted as expenses; in accordance with Generally Accepted Accounting Principles, they are depreciated over the useful life of the asset. Individual operations which the City of Annapolis has as enterprise funds include the Water, Sewer, Parking, Transportation, Stormwater Management and Refuse Fund. Effective FY 2016, Dock and Market were reverted to the General Fund after a history of not achieving self-sufficiency. Dock has been absorbed into the Recreation & Parks operating budget. Market has been absorbed into the Public Works operating budget.

The City's goal is for enterprise funds to establish rates which provide for self-sufficiency.

All funds are summarized on the following pages.

FY 2017: Enterprise Funds

Water Fund

The Water Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's water plant and water distribution system. The fund's primary source of revenue is from user charges levied on water customers. User charges consist primarily of service charges, penalties and new connections. The revenue for water charges is based on usage, population increases/decreases as well as annexations into the City. Another primary source of revenue is the capital facility assessment. The capital facility assessment is the fee charged to customers for maintenance of the City's water system. It is billed to the property owner over a period of thirty years and is used solely for water system improvements.

The Water Fund consists of two divisions: Water Supply & Treatment Facility and Water Distribution. The Water Supply and Treatment Facility (commonly referred to as the Water Plant) 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, and maintaining and repairing the City's 125-mile water distribution system, including service lines, water meters and fire hydrants.

WATER FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Charges for Service	\$ 7,277,181	\$ 6,781,675	\$ 6,830,699	\$ 6,750,000	\$ 7,215,467	92.63%
Water Rental Income	109,537	23,851	165,694	50,000	50,000	0.64%
Capital Facility Fees	551,215	520,454	209,071	524,000	524,000	6.73%
Transfers In	-	-	-	-	-	0.00%
Interest Income	11,620	121	-	-	-	0.00%
Other	118,384	-	-	-	-	0.00%
Total	\$ 8,067,937	\$ 7,326,101	\$ 7,205,464	\$ 7,324,000	\$ 7,789,467	100%
% Change from Prior Year		-9.19%	-1.65%	1.65%	6.36%	

WATER FUND Expenses	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 2,253,409	\$ 2,067,388	\$ 2,350,008	\$ 2,549,878	\$ 2,185,464	28.83%
Operating	1,098,512	1,043,571	1,141,963	1,197,629	1,230,699	16.24%
Fleet Replacement	-	-	-	109,121	109,121	1.44%
Debt Service	927,119	1,390,845	1,634,398	2,063,904	2,923,228	38.56%
Depreciation	485,500	431,279	331,859	435,000	425,501	5.61%
Administrative / Transfers	2,714,557	1,957,195	1,487,899	651,445	706,193	9.32%
Total	\$ 7,479,097	\$ 6,890,278	\$ 6,946,127	\$ 7,006,977	\$ 7,580,205	100%
% Change from Prior Year		-7.87%	0.81%	0.88%	8.18%	

FY 2017: Enterprise Funds

Sewer Fund

The Sewer Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's sewage collection and treatment program. The fund's primary source of revenue is from user charges levied on sewer system customers. User charges consist primarily of service charges, penalties and new connections. The revenue for sewer charges is based on usage, population increases/decreases as well as annexations into the City. Another primary source of revenue is the capital facility assessment. The capital facility assessment is the fee charged to customers for the maintenance of the City's sewer system. It is billed to the property owner over a period of thirty years and is used solely for sewage conveyance system improvements.

The Sewer Fund consists of two divisions: Water Reclamation Facility and Wastewater Collection. The Water Reclamation Facility accounts for the City's share of operating expenses for the treatment of all wastewater generated by City customers and certain Anne Arundel County customers at the Annapolis Wastewater Treatment Plant, which is owned jointly by Annapolis and Anne Arundel County. The Wastewater Collection division is responsible for operating, maintaining and repairing the City's 125-mile sewage conveyance system, including twenty-four pumping stations.

SEWER FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Charges for Service	\$ 6,827,656	\$ 7,133,537	\$ 8,125,928	\$ 7,150,000	\$ 8,340,656	95.91%
Capital Facility Fees	359,498	148,887	258,882	356,000	356,000	4.09%
Interest Income	11,828			-	-	0%
Total	\$ 7,198,982	\$ 7,282,424	\$ 8,384,810	\$ 7,506,000	\$ 8,696,656	100%
% Change from Prior Year		1.16%	15.14%	-10.48%	15.86%	

SEWER FUND Expenses	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 676,616	\$ 683,519	\$ 714,911	\$ 711,130	\$ 1,036,863	12.16%
Operating	555,261	597,590	501,867	519,682	549,643	6.45%
Contract Services	3,013,915	3,550,541	3,591,727	3,800,000	3,800,000	44.58%
Fleet Replacement	-	-	-	77,500	77,500	0.91%
Debt Service	408,865	760,398	1,021,765	962,160	858,070	10.07%
Depreciation	632,919	702,659	1,166,557	705,000	587,601	6.89%
Administrative / Transfers	507,199	1,230,000	1,063,035	1,160,723	1,615,109	18.95%
Intergovernmental	870,817	254,898	-	-	-	0%
Total	\$ 6,665,592	\$ 7,779,606	\$ 8,059,861	\$ 7,936,195	\$ 8,524,786	100%
% Change from Prior Year		16.71%	3.60%	-1.53%	7.42%	

FY 2017: Enterprise Funds

Refuse Fund

The Refuse Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's solid waste and curbside recycling. The fund's primary source of revenue is from refuse charges paid by the residential customers. The revenue for refuse charges is based on residential population increases/decreases as well as residential annexations into the City. The fund's primary expense, aside from personnel costs, is the landfill tipping fee paid to the County for the disposal of residential and bul refuse. Formerly, another primary expense was the contract service cost incurred for curbside recycling services. This is still the case, but now even more so as the City also contracted out solid waste collection starting in FY 2013.

REFUSE FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Refuse Collection Charges	\$ 3,521,278	\$ 3,836,182	\$ 3,134,545	\$ 2,512,500	\$ 2,793,266	100.00%
Other	-	-	-	-	-	0%
Transfers	-	-	-	-	-	0%
Total	\$ 3,521,278	\$ 3,836,182	\$ 3,134,545	\$ 2,512,500	\$ 2,793,266	100%
% Change from Prior Year		8.94%	-18.29%	-19.84%	11.17%	

REFUSE FUND Expenses	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 521,038	\$ 105,722	\$ 115,967	\$ 160,344	\$ 165,681	6.91%
Contract Services	1,416,642	1,502,595	830,160	1,542,402	1,582,402	66.02%
Operating	69,460	67,580	709,105	121,550	121,550	5.07%
Debt Expense	9,753	13,568	20,108	22,556	98,300	4.10%
Depreciation	901	900	900	900	900	0.04%
Administrative	468,557	526,055	875,964	428,030	428,030	17.86%
Transfers	200,000	450,000	-	-	-	0%
Total	\$ 2,686,351	\$ 2,666,420	\$ 2,552,204	\$ 2,275,782	\$ 2,396,863	100%
% Change from Prior Year		-0.74%	-4.28%	-10.83%	5.32%	

FY 2017: Enterprise Funds

Stormwater Management Fund

The Stormwater Management Fund is an enterprise fund used to account for all financial activity associated with the operation of the City's stormwater facilities. The fund is totally self-supporting. The fund's primary source of revenue is a utility charge levied on water customers. The revenue for stormwater charges is based on population increases or decreases as well as annexations into the City. Revenues generated directly support the Stormwater Utility. Additional work such as upgrading of existing storm drain systems, development of drainage basin studies, water quality improvements, administrative costs and construction of major capital improvements are required under the Clean Water Act.

<u>STORMWATER MANAGEMENT FUND Revenues</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Stormwater Charges	\$ 830,185	\$ 831,557	\$ 932,925	\$ 830,000	\$ 892,500	100.00%
Interest Income	-	-	-	-	-	0
Other	-	-	-	-	-	0
Total	\$ 830,185	\$ 831,557	\$ 932,925	\$ 830,000	\$ 892,500	100%
% Change from Prior Year		0.17%	12.19%	-11.03%	7.53%	

<u>STORMWATER MANAGEMENT FUND Expenses</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 225,180	\$ 179,676	\$ 179,479	\$ 470,724	\$ 602,630	75.45%
Operating	245,053	75,332	55,886	61,945	70,103	8.78%
Debt Service	11,992	17,872	22,576	24,017	27,490	3.44%
Depreciation	1,629	1,629	8,104	1,700	2,708	0.34%
Administrative	44,719	61,700	47,200	87,847	95,755	11.99%
Transfers	-	100,360	23,713	-	-	0.00%
Total	\$ 528,573	\$ 436,569	\$ 336,958	\$ 646,233	\$ 798,686	100%
% Change from Prior Year		-17.41%	-22.82%	91.78%	23.59%	

FY 2017: Enterprise Funds

Market Fund

The Market House Fund was an enterprise fund used to account for all financial activity associated with the operation of the City's Market House, an enclosed pavilion housing vendors who sell a wide variety of quality goods. The fund's source of revenue was from rent paid by the vendors. Primary expenses were operating costs, debt service, depreciation, and contract services used to pay a management company. After a history of poor performance, the Market Fund was dissolved effective FY 2016. Revenues and expenditures associated with the operations of the Market House are now budgeted within the Public Works operating budget as part of the General Fund.

MARKET FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Market Charges	\$ 10,571	\$ 127,995	\$ 169,133	\$ -	\$ -	0.00%
Interest Income	217	-		-	-	0.00%
Transfers	166,667	-	54,331	-	-	0.00%
Total	\$ 177,455	\$ 127,995	\$ 223,464	\$ -	\$ -	0%
% Change from Prior Year		-27.87%	74.59%	-100.00%	#DIV/0!	

MARKET FUND Expenses	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Operating	\$ 98,090	\$ 151,903	\$ 159,094	\$ -	\$ -	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Debt Service	35,850	40,832	49,909	-	-	0.00%
Depreciation	24,892	24,892	186,168	-	-	0.00%
Administrative	65,271	12,791	8,786	-	-	0.00%
Total	\$ 224,103	\$ 230,418	\$ 403,956	\$ -	\$ -	0%
% Change from Prior Year		2.82%	75.31%	-100.00%	#DIV/0!	

FY 2017: Enterprise Funds

Sidewalk Revolving Fund

The Sidewalk Fund was created to address the need for sidewalk replacement, repair, and maintenance throughout the City. As opposed to putting the burden on the City residents and business owners to repair and maintain the sidewalks in front of their own properties, the City will maintain the responsibility. The costs of the repair and maintenance of sidewalks are charged to the Capital Improvement Program (CIP) Budget, but the personnel costs associated with the labor are attributed to this Sidewalk Fund. This Sidewalk Fund is a revolving fund such that tax revenue is transferred from the General Fund into this Sidewalk Fund to pay for only those personnel costs associated with sidewalk repair and maintenance. This tax revenue is a constant source of revenue from year to year to ensure necessary sidewalk repair is properly funded. Additionally, residents may elect to contribute to the Sidewalk Fund in order to accelerate improvement of the sidewalk abutting their property.

<u>SIDEWALK REVOLVING FUND Revenues</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Transfer from General Fund	\$ -	\$ 582,908	\$ 382,814	\$ 671,848	\$ 680,848	100.00%
Total	\$ -	\$ 582,908	\$ 382,814	\$ 671,848	\$ 680,848	100%
% Change from Prior Year		#DIV/0!	-34.33%	75.50%	1.34%	

<u>SIDEWALK REVOLVING FUND Expenses</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ 388,804	\$ 302,414	\$ 413,268	\$ 457,122	67.47%
Operating	\$ -	\$ -	\$ 994	\$ 155,906	\$ 122,314	18.05%
Administrative			\$ 79,340	\$ 100,039	\$ 98,133	14.48%
Total	\$ -	\$ 388,804	\$ 382,748	\$ 669,212	\$ 677,568	100%
% Change from Prior Year		#DIV/0!	-1.56%	74.84%	1.25%	

FY 2017: Enterprise Funds

Transportation Fund

The Transportation Fund is an enterprise Fund used to account for all financial activity associated with the operation and maintenance of the City's public transportation system. This fund usually operates at a significant deficit which is offset by transfers from Parking Fund revenue and the General Fund. The fund's primary source of revenue is from transit charges based on the number of passengers annually. Federal and State Grants also account for a large portion of revenues.

The Transportation Fund formerly consisted of three divisions: Administration, Vehicle Operations, and Maintenance. Starting in FY2013, Parking Operations was added to the Transportation Fund. Parking Operations was formerly under the General Fund but starting in FY2013, all Parking Operations expenditures became a part of the Transportation Fund. Parking Operations is the division responsible for on-street parking operations such as meter collections and parking enforcement. The Administration Division is responsible for operational planning and service management, grants management, and taxi and pedicab licensing and regulation. The Vehicle Operations Division is responsible for operating an effective and efficient public transit system in accordance with all state and federal regulations. The Maintenance Division is responsible for the repair and maintenance of all service and support vehicles, facilities and equipment.

(continued)

FY 2017: Enterprise Funds

TRANSPORTATION FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Transportation Charges	\$ 938,735	\$ 988,232	\$ 938,100	\$ 1,019,300	\$ 998,500	27.33%
Transfers	2,840,101	3,624,231	2,467,054	2,417,200	2,225,000	60.90%
County Contributions	-	177,568	205,482	177,000	430,000	11.77%
State Oper. & Capital Grant	39,092	-	-	-	-	0%
Federal Oper. & Capital Gra	1,601,021	-	-	-	-	0%
Other	-	-	-	-	-	0%
Total	\$ 5,418,949	\$ 4,790,031	\$ 3,610,635	\$ 3,613,500	\$ 3,653,500	100%
% Change from Prior Year		-11.61%	-24.62%	0.08%	1.11%	

* FY 2013 - FY 2016 figures do not include grant revenues. Starting in FY 2013, grant revenues and expenditures were separately appropriated one-by-one as they are received throughout the fiscal year.

TRANSPORTATION FUND Expenses	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 4,655,009	\$ 3,194,431	\$ 2,788,058	\$ 2,208,360	\$ 2,250,306	62.66%
Operating	1,307,528	704,742	573,711	101,308	572,437	15.94%
Debt Service	2,173	25,034	14,018	7,043	2,035	0.06%
Depreciation	586,207	652,565	1,305,460	653,000	-	0.00%
Administrative	895,367	998,076	657,849	642,568	766,381	21.34%
Transfers	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	0%
Fleet Replacement	-	-	-	-	-	0.00%
Total	\$ 7,446,284	\$ 5,574,848	\$ 5,339,096	\$ 3,612,279	\$ 3,591,159	100%
% Change from Prior Year		-25.13%	-4.23%	-32.34%	-0.58%	

* FY 2013 - FY 2016 figures do not include grant revenues. Starting in FY 2013, grant revenues and expenditures were separately appropriated one-by-one as they are received throughout the fiscal year.

** FY 2013 and FY 2014 figures include Parking Operations (on-street parking) expenditures.

FY 2017: Enterprise Funds

Parking Fund

What was formerly the Off-Street Parking Fund merged with Parking Operations to form one inclusive Parking Fund. Parking Operations is both on- and off-street parking. It is a division responsible for the operation of parking meters and enforcement of all parking violations in the City (via the issuance of citations). As such, parking enforcement officers make up the bulk of the parking operations. Formerly, Parking Operations was part of the General Fund; its revenues from meter collections and parking citations were attributed to the General Fund as were all expenses associated with the operation.

Parking operations was formerly under the direction of the Police Department, but once it came under the direction of the Department of Transportation, it made fiscal sense to join Parking Operations with Off-Street Parking. This makes it easier to abide by City ordinance which mandates that parking revenues are to offset Transportation expenses. Now, revenue from Parking Operations is attributed to the Off-Street Parking Fund while expenses are charged to the Transportation Fund (which is also an enterprise fund).

The off-street parking functions of the Parking Fund remain the same. Off-street parking accounts for all financial activity associated with the operation of the City's municipal off-street parking facilities. These facilities include the Noah Hillman parking garage, Gott's Court parking garage, Knighton parking garage, Park Place parking garage and two parking lots (Larkin and South Street). The primary source of off-street revenue is from garage parking fees. The City maintains a contractual agreement with a parking management company (SP+) for the day-to-day operations of all parking facilities.

(continued)

FY 2017: Enterprise Funds

PARKING FUND Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Off-Street Parking Charges	\$ 1,581,359	\$ 4,990,747	\$ 5,049,821	\$ 5,480,000	\$ 5,480,000	69.68%
Citations & Meters	4,547,690	1,981,502	2,231,813	2,004,000	2,152,000	27.37%
Parking Permits*	-	-	143,631.50	232,000	232,000	2.95%
Interest Income	2,467	-	-	-	-	0%
Total	\$ 6,131,517	\$ 6,972,249	\$ 7,425,266	\$ 7,716,000	\$ 7,864,000	100%
% Change from Prior Year		13.71%	6.50%	3.92%	1.92%	

* In fiscal years 2011 - 2014 Parking Permits were part of the General Fund.

PARKING FUND Expenses*	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	-	-	513,355.38	678,128.94	703,959.89	8.97%
Contract Services	\$ 1,417,810	\$ 1,367,317	\$ 1,303,589	\$ 1,303,513	\$ 1,303,513	16.61%
Other Operating	243,273	410,209	630,691	601,085	662,431	8.44%
Debt Service	1,507,036	511,261	705,238	1,268,066	1,160,223	14.79%
Depreciation	874,887	967,183	1,298,799	875,000	841,074	10.72%
Administrative	334,606	643,619	240,000	589,924	476,039	6.07%
Transfers	2,840,000	2,787,500	2,479,505	2,400,000	2,700,000	34.41%
Total	\$ 7,217,612	\$ 6,687,089	\$ 7,171,177	\$ 7,715,717	\$ 7,847,239	100%
% Change from Prior Year		-7.35%	7.24%	7.59%	1.70%	

* Does not include on-street Parking Operations expenses for fiscal years 2011 - 2014 (Transportation Fund).

FY 2017: Enterprise Funds

Dock Fund

The Dock Fund was an enterprise fund used to account for all financial activity associated with the management and control of the City's waterways, including slips and mooring buoys, showers and restrooms for boaters, sewage pump-out facilities for boaters, and maintenance of the City Dock area. The primary source of revenue was from slip charges. These are fees charged for mooring at a City Dock boat clip, based on the number of hours the boat stays in the slip. After a history of poor performance, the Dock Fund was dissolved effective FY 2016. Revenues and expenditures associated with the management and control of the City's waterways are now budgeted within the Recreation & Parks operating budget as part of the General Fund.

<u>DOCK FUND Revenues</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Dock Charges	\$ 861,833	\$ 963,163	\$ 908,523	\$ -	\$ -	0.00%
Operating Transfers	43	-	-	-	-	0.00%
State Oper. & Capital Grant	97,953	-	-	-	-	0.00%
Federal Oper. & Capital Gra	-	-	-	-	-	0.00%
Total	\$ 959,829	\$ 963,163	\$ 908,523	\$ -	\$ -	0%
% Change from Prior Year		0.35%	-5.67%	-100.00%	#DIV/0!	

** FY 2013 and 2014 figures do not include grant revenues. Starting in FY 2013, grant revenues and expenditures are separately appropriated one-by-one as they are received throughout the fiscal year.*

<u>DOCK FUND Expenses</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 430,667	\$ 330,800	\$ 307,695	\$ -	\$ -	0.00%
Operating	159,303	173,410	200,490	-	-	0.00%
Debt Service	113,374	283,422	331,664	-	-	0.00%
Depreciation	254,841	271,807	76,331	-	-	0.00%
Administrative	193,178	40,000	65,000	-	-	0.00%
Transfers	150,000	50,000	51,207	-	-	0.00%
Fleet Replacement	-	-	-	-	-	0.00%
Total	\$ 1,301,363	\$ 1,149,439	\$ 1,032,388	\$ -	\$ -	0%
% Change from Prior Year		-11.67%	-10.18%	-100.00%	#DIV/0!	

Debt Service Fund

Debt Service Fund Summary:

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both general government and proprietary activities. These bonds therefore are reported in the proprietary funds as they are expected to be repaid from proprietary fund revenues. In addition, general obligation bonds have been issued to refund general obligation bonds. General obligation bonds are direct obligations and pledge the full faith and credit of the City. In fiscal year 2016 the City issued its first Water and Sewer System Revenue Bonds for the refunding of General obligation bonds in the Water and Sewer Funds, and to provide funds for the improvements to the Water and Sewer Systems. The Revenue Bonds are backed by the revenues of the Water and Sewer Funds.

General Obligation Bonds:

As of June 30, 2016, the City had seven general obligation bond issues outstanding, as described below:

1. *Public Improvement Bonds of 2007* – These \$28,900,000 bonds were issued on August 15, 2007 with a fifteen year term. The bond proceeds were used to finance the start of the new recreation center, replace the City Dock bulkhead, public safety improvements, general roadway improvements, and other various public projects.
2. *Public Improvement Bonds of 2009* -- These \$26,970,000 bonds were issued on June 15, 2009, with a twenty year term. The bond proceeds were used to fund the remaining cost of the new recreation center, general roadway improvements, various public works projects, public safety facilities, and other various general governmental projects.
3. *Public Improvement and Refunding Bonds, Series 2011* – These \$35,820,000 bonds were issued in March 23, 2011 with a thirty year term. The bond proceeds were used for the refunding of all or part of five general obligation bonds: \$4,185,000 of the 1998 Public Improvement Bond, \$11,120,000 of the 2002 Public Improvement Bond, \$2,270,000 of the 2005 Public Improvement Bond, \$9,175,000 of the 2007 Public Improvement Bond and \$3,350,000 of the 2009 Public Improvement Bond. The remainder of the bond proceeds was used to finance the cost of improvement to the closed landfill, City Hall renovations, general roadways, a new City-wide financial system, sewer pumps, general sewer rehabilitation and other various general government projects.
4. *Public Improvement and Refunding Bonds, 2012 Series* – These \$19,245,000 bonds were issued on June 26, 2012 with a twenty year term. The bond proceeds will be used for the refunding of all or part of two general obligation bonds: \$8,110,000 of the 2005 Public Improvement Bonds and \$3,535,000 of the 2007 Public Improvement Bonds. The remainder of the bond proceeds will be used to finance roadway improvement, water distribution upgrades, sewer station and sewer pump rehabilitation and improvements, water treatment plant replacement, storm water management retrofit projects, the upgrade of the water and sewer control and communication system (SCADA), and various other general government projects.
5. *Public Improvement Bonds, 2013 Series* – These \$15,370,000 bonds were issues on May 16, 2013, with a twenty year term. The bond proceeds were used to finance Maintenance Facilities, City Hall renovations, Truxton Park improvements, City Dock development, public safety improvements, general roadway improvements, water treatment plant, water distribution rehabilitation, sewer rehabilitation and other various public projects.
6. *Public Improvement Refunding Bonds, 2013 Series* – These \$20,035,000 bonds were used for the refunding of the 2005 Tax Increment Financing (TIF) for the Park Place Project, in collaboration with Anne Arundel County.

Debt Service Fund

7. *Public Improvement and Refunding Bonds, 2015 Series* – These \$31,465,000 bonds were issued on May 20, 2015 with a twenty year term. The bond proceeds will be used for refunding part of three general obligation bonds; \$740,000 of the 2005 Public Improvement Bonds, \$4,815,000 of the 2007 Public Improvement Bonds and \$14,175,000 of the 2009 Public Improvement Bonds. The remainder of the bonds will be used to fund the maintenance facility, dock infrastructure improvements and other various general government projects.

Water and Sewer System Revenue Bonds:

As of June 30, 2016 the City had one outstanding revenue bond, as described below:

1. *Water and Sewer System Revenue Bonds, Series 2015A and 2015B* – These \$30,755,000 bonds were issued on December 22, 2015 with a thirty year term. The bond proceeds were used for the refunding of all or part of three general obligation bonds: \$5,245,000 of the 2011 Public Improvements and Refunding Bonds, \$4,960,000 of the 2012 Public Improvements and Refunding Bonds and \$6,795,000 of the 2013 Public Improvement Bonds. The remainder of the bond proceeds was used to finance the cost of improvements to the Water and Sewer Systems, and fund cash and debt service reserve accounts.

Loans:

As of June 30, 2016 the City had one loan outstanding, as described below:

1. *State of Maryland Water Quality Loan* - This \$5,395,053 loan was used to finance the costs of improvements to the Annapolis Water Reclamation Facility.

Capital Leases:

As of June 30, 2016 the City had two capital leases outstanding, as described below:

1. *Capital Lease - 2013* - This \$471,240 loan was used to finance the cost of replacing aged City vehicles.
2. *Capital Lease – 2013* – This \$102,894 loan was used to finance the cost of new copiers for City offices.

Debt Service Fund

LONG-TERM DEBT SUMMARY

The following is a list of the bonds, loans, and capital leases included in the City's long-term debt as of June 30, 2016.

General Fund Long-Term Debt:

<u>Bonds</u>	Year of Issuance	Outstanding Principal	Interest Rate	Year of Final Maturity
Public Improvement	2007	1,446,602	4.25 - 5.00%	2022
Public Improvement	2009	3,584,297	2.00 - 4.25%	2029
Public Improvement & Refunding	2011	19,551,050	2.00 - 5.00%	2040
Public Improvement & Refunding	2012	10,814,369	2.00 - 5.00%	2040
Public Improvement	2013	5,199,116	3.00 - 5.00%	2022
Public Improvement	2015	5,500,000	3.00 - 4.00%	2035
Public Refunding	2015	13,917,111	3.00 - 4.00%	2028
Total Outstanding Principal		\$ 60,012,545		

<u>Capital Leases</u>	Year of Issuance	Outstanding Principal	Interest Rate	Year of Final Maturity
Vehicle Replacement	2012	\$ 237,194	1.34%	2017
Copiers	2013	\$ 63,514	1.73%	2018
Total Outstanding Principal		\$ 300,708		

GRAND TOTAL GENERAL Outstanding Principal \$ 60,313,253
--

Debt Service Fund

Enterprise Funds Long Term Debt:

<u>Bonds</u>	Year of Issuance	Outstanding Principal	Interest Rate	Year of Final Maturity
Public Improvement	2007	868,398	4.25 - 5.00%	2022
Public Improvement	2009	1,410,704	2.00 - 4.25%	2029
Public Improvement & Refunding	2011	6,003,950	2.00 - 5.00%	2040
Public Improvement & Refunding	2012	2,550,631	2.00 - 5.00%	2040
Public Improvement	2013	2,375,884	3.00 - 4.00%	2025
Public Improvement Refunding	2013	19,225,000	2.54 - 3.89%	2035
Public Improvement Refunding	2015	6,047,889	3.00 - 4.00%	2028
Public Improvement	2015	6,000,000	3.00 - 4.00%	2035
Water & Sewer System Revenue	2015A	13,460,000	3.00 - 5.00%	2045
Water & Sewer System Revenue	2015B	17,295,000	1.00 - 5.00%	2045
Total Outstanding Principal		\$ 75,237,456		

<u>Capital Leases</u>	Year of Issuance	Outstanding Principal	Interest Rate	Year of Final Maturity
Vehicle Replacement	2012	\$ 26,354	1.34%	2017
Copiers	2013	\$ 5,673	1.73%	2018
Total Outstanding Principal		\$ 32,027		

<u>Loans</u>	Year of Issuance	Outstanding Principal	Interest Rate	Year of Final Maturity
Water Quality Loan	2013	\$ 5,395,053	0.90%	2043
Total Outstanding Principal		\$ 5,395,053		

GRAND TOTAL ENTERPRISE Outstanding Princ. \$ 80,664,536
--

Debt Service Fund

DEBT SERVICE PRINCIPAL & INTEREST PAYMENTS

The tables below list the principal and interest payments for general obligation bonds, loans and capital leases for fiscal years 2013 – 2016.

<u>General Obligation Bonds</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	FY 17 % of Total Adopted Budget
Principal	\$ 3,291,325	\$ 4,025,000	\$ 4,916,255	\$ 5,627,278	\$ 6,103,194	5.94%
Interest	2,378,676	3,296,130	4,718,454	4,501,563	5,482,029	5.33%
Total	\$ 5,670,001	\$ 7,321,130	\$ 9,634,709	\$ 10,128,841	\$ 11,585,223	11.27%
% Change from Prior Year		29.12%	31.60%	5.13%	14.38%	

<u>Loans</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	FY 17 % of Total Adopted Budget
Principal	\$ 100,000	\$ 102,772	\$ 106,112	\$ -	\$ -	0.00%
Interest	72,700	5,314	2,699	0	0	0.00%
Total	\$ 172,700	\$ 108,086	\$ 108,811	\$ -	\$ -	0.00%
% Change from Prior Year		-37.41%	0.67%	-100.00%	0.00%	

<u>Capital Leases</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	FY 17 % of Total Adopted Budget
Principal	\$ 188,452	\$ 223,146	\$ 194,703	\$ -	\$ -	0.00%
Interest	11,997	10,434	9,659	0	0	0.00%
Total	\$ 200,449	\$ 233,580	\$ 200,449	\$ -	\$ -	0.00%
% Change from Prior Year		16.53%	-14.18%	-100.00%	0.00%	

<u>SUMMARY</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	FY 17 % of Total Adopted Budget
Total Principal	\$ 3,579,777	\$ 4,350,918	\$ 5,217,070	\$ 5,627,278	\$ 6,103,194	5.94%
Total Interest	2,463,373	3,311,878	4,730,812	4,501,563	5,482,029	5.33%
Total	\$ 6,043,150	\$ 7,662,796	\$ 9,947,882	\$ 10,128,841	\$ 11,585,223	11.27%
% Change from Prior Year		26.80%	29.82%	1.82%	14.38%	

Debt Service Fund

LEGAL DEBT MARGIN

The City Charter limits the aggregate amount of bonds and other indebtedness, with certain exceptions, to 10% of the assessable base of the City, which includes real and personal property. For FY 2017, the debt margin of the City is as follows:

Assessed Value for FY 2017: <i>(Assessable Base of Real & Personal Property)</i>	\$ 6,605,566,840
Debt Limit: 10% of Assessed Value:	660,556,684
Debt Subject to Limitation: <i>(Total FY 2016 Outstanding Long-Term Debt Principal)</i>	135,250,000
Legal Debt Margin	\$ 525,306,684
Ratio of City Debt to Assessable Base	2.05%

Under provisions of Article 41, Section 266A through 266I of the Annotated Code of Maryland, the City has participated in Industrial Revenue Bonds for various projects within the City. Neither the bonds, nor the interest thereon, constitute an indebtedness or contingent liability of the City and, accordingly, they are not included in the general long-term debt.

Debt Service as a Share of Expenditures:

- The City's budgeted debt service of \$11,824,651 for FY 2017 is 11.50% of the \$ 102,827,642 FY 2017 total expenditure budget.
- \$6,755,305 of this debt service total is General Fund debt service, which is equal to 9.46% of the total General Fund budgeted expenditures of \$71,411,135.

Debt Service Fund

SHORT-TERM DEBT SUMMARY

During fiscal year 2011 the City obtained a Tax Anticipation Note (TAN). A TAN is a municipal note issued in anticipation of revenues from future tax receipts. The City's TAN required repayment within 18 months of issuance, or December 2012.

Additionally, in fiscal year 2012, the City obtained one short-term loan in the form of a bank-issued line of credit. The loan was repaid in full, with interest, in fiscal year 2013, less than six months after issuance. In fiscal year 2014, the City obtained another short-term loan in the amount of \$3,000,000, which was repaid three months after issuance.

In fiscal year 2014, the City obtained a Bond Anticipation Note (BAN) in the amount of \$11,500,000. The BAN expired in fiscal year 2016, and the City never utilized the BAN.

The following table summarizes these short-term debts which have influenced the City's recent fiscal standing.

<u>Short Term Borrowing</u>	Amount Borrowed FY 2013	Amount Borrowed FY 2014	Amount Borrowed FY 2015	Amount Borrowed FY 2016	Amount Outstanding June 30, 2016	Date of Final Maturity
Line of Credit	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	All paid in full
Tax Anticipation Note	-	-	-	-	-	All paid in full
Bond Anticipation Note	-	11,500,000	-	-	-	All paid in full
Total Outstanding Principal (Short-Term Debt)					\$ -	

Position Summary: Full-Time Equivalent Positions

- The following table summarizes the changes in permanent positions from FY 2013 to FY 2017.

<u>Permanent Positions</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	FY 17 % of City-wide Total FTE
Mayor & Alderpersons	17	18	18	17	17	3.19%
Economic Affairs	-	-	-	-	-	0.00%
Finance	31	31	31	31	21	3.94%
MIT	0	0	0	0	10	1.88%
Human Resources	6	6	6	6	5	0.94%
Planning & Zoning	11	11	11	11	11	2.06%
Police	151	149	149	140	140	26.27%
Fire	134	135	132	131	131	24.58%
Neighborh'd & Environ.	24	23	23	23	24	4.50%
Public Works (DPW)	108	96	96	94	97	18.20%
Recreation & Parks	22	24	25	28	25	4.69%
Transportation	52	51	52	53	52	9.76%
Total	556	544	543	534	533	100.00%
% Change from Prior Year*		-2.16%	-0.18%	-1.66%	-0.19%	

Effective FY 2017, MIT is no longer managed by Finance. FY2013-FY2016, MIT positions included with Finance

Position Summary: Classification

- The following tables show the FY 17 adopted position classification schedule.

FY 2017 Position Classification and Grade

Job Class	Job Description	Min Grade
<u>1001</u>	OFFICE ASSOCIATE I	A02
<u>1002</u>	OFFICE ASSOCIATE II	A04
<u>1004</u>	POLICE RECORDS SPECIALIST	A06
<u>1005</u>	OFFICE ASSOCIATE III	A06
<u>1006</u>	OFFICE ASSOCIATE IV	A07
<u>1007</u>	EXECUTIVE OFFICE ASSOCIATE	A10
<u>1008</u>	ADMINISTRATIVE OFFICE ASSOC	A09
<u>1009</u>	TRAINING PROGRAM ADMINISTRATOR	A15
<u>1010</u>	LEGAL ASSISTANT	A09
<u>1011</u>	BENEFITS ADMINISTRATOR	A15
<u>1013</u>	PERMITS ADMINISTRATOR	A10
<u>1014</u>	CITY CLERK	A16
<u>1015</u>	DEPUTY CITY CLERK	A10
<u>1016</u>	PW COMMUNICATIONS OP	A07
<u>1017</u>	RECRUITMENT/EMPLOYEE RELATIONS	A15
<u>1018</u>	FIRE ADMINISTRATIVE OFFICER	A14
<u>1019</u>	LEGISLATIVE AND POLICY ANALYST	A14
<u>1023</u>	HISTORIC PRESERVATION ASST	A11
<u>1024</u>	WARRANT CONTROL CLERK	A05

Position Summary: Classification

<u>1025</u>	HUMAN RESOURCES ASSOCIATE I	A07
<u>1026</u>	HR OFFICE ADMINISTRATOR	A10
<u>1028</u>	PERMITS ASSOCIATE	A07
<u>1029</u>	ADMINISTRATIVE ASSISTANT	A08
<u>1030</u>	ELECTION/BOARD & COMM ADMIN	A10
<u>1101</u>	MIT ANALYST	A16
<u>1103</u>	MIT MANAGER	A18
<u>1104</u>	MIT SPECIALIST	A12
<u>1105</u>	MIT WEB DEVELOPER	A13
<u>1106</u>	MIT NETWORK ENGINEER	A15
<u>1112</u>	MIT ADMIN SUPPORT ANALYST	A10
<u>1113</u>	GIS COORDINATOR	A15
<u>1114</u>	GIS TECHNICIAN	A11
<u>1201</u>	PROCUREMENT OFFICER	A18
<u>1202</u>	SENIOR BUYER	A10
<u>1203</u>	BUYER	A09
<u>1204</u>	SENIOR PURCHASING CLERK	A08
<u>1205</u>	POLICE ADMINISTRATIVE CLERK	A09
<u>1207</u>	FACILITIES MAINT SUPERVISOR	A13
<u>1301</u>	FINANCE DIRECTOR	A20
<u>1302</u>	ASSISTANT FINANCE DIRECTOR	A18
<u>1304</u>	SENIOR ACCOUNTANT	A15
<u>1306</u>	ACCOUNTING ASSOCIATE I	A07
<u>1307</u>	ACCOUNTING ASSOCIATE II	A08
<u>1308</u>	ACCOUNTING ASSOCIATE III	A09
<u>1309</u>	ACCOUNTANT	A13
<u>1311</u>	FINANCE OFFICE ADMINISTRATOR	A10
<u>1312</u>	FINANCE OFFICE MANAGER	A13
<u>1501</u>	HUMAN RESOURCES DIRECTOR	A20

Position Summary: Classification

Job Class	Job Description	Min Grade
<u>1502</u>	ALDERMAN	
<u>1503</u>	CITY MANAGER	
<u>1504</u>	MAYOR	
<u>1507</u>	MARKETING SPECIALIST - TRANSP	A13
<u>1508</u>	COMMUNITY SERVICES SPECIALST	A10
<u>1509</u>	COMMUNICATIONS OFFICER	A18
<u>1511</u>	SMBE COORDINATOR	A14
<u>1519</u>	HS OFFICER & OMBUDSMAN	A18
<u>1520</u>	COMMUNITY RELATIONS SPECIALIST	A12
<u>1521</u>	CITY COUNCIL ASSOCIATE	A10
<u>1522</u>	ASSISTANT CITY MANAGER	A14
<u>1601</u>	DIRECTOR OF TRANSPORTATION	A20
<u>1602</u>	TRANS GRANTS SPECIALIST	A13
<u>1603</u>	TRANSPORTATION SUPERVISOR	A10
<u>1604</u>	TRANS SUPERINTENDENT	A14
<u>1605</u>	BUS DRIVER II	A07
<u>1606</u>	BUS DRIVER I	A05
<u>1607</u>	TRANSPORTATION INSPECTOR	A10
<u>1608</u>	TRANSPORTATION SPECIALIST	A13
<u>1609</u>	BUS DRIVER TRAINEE	A04
<u>1610</u>	FLEET MAINTENANCE SPECIALIST	A11
<u>1611</u>	FLEET MAINTENANCE TECHNICIAN I	A10
<u>1612</u>	FLEET MAINTENANCE TECH II	A11
<u>1613</u>	FLEET MAINTENANCE SUPERVISOR	A12
<u>1614</u>	LEAD BUS DRIVER	A08
<u>1616</u>	FLEET MAINTENANCE TECH III	A12
<u>1617</u>	FLEET PARTS SPECIALIST	A09
<u>1700</u>	MOBILITY & PARKING SPECIALIST	A13
<u>2001</u>	CITY ATTORNEY	A20
<u>2002</u>	ASSISTANT CITY ATTORNEY	A18
<u>2003</u>	PARALEGAL	A10

Position Summary: Classification

<u>2004</u>	ATTORNEY I	A14
<u>2005</u>	ATTORNEY II	A16
<u>4001</u>	POLICE CHIEF	P20
<u>4002</u>	POLICE MAJOR/DEPUTY CHIEF	P18
<u>4003</u>	POLICE CAPTAIN	P17
<u>4004</u>	POLICE LIEUTENANT	P15
<u>4005</u>	POLICE SERGEANT	P13
<u>4006</u>	POLICE CORPORAL	P12
<u>4007</u>	POLICE OFFICER 1/C	P11
<u>4009</u>	POLICE OFFICER	P10
<u>4011</u>	PARKING ENFORCEMENT OFFICER I	A04
<u>4012</u>	PARKING ENFORCEMENT OFF SUPER	A06
<u>4013</u>	POLICE COMMUNICATIONS OPER 2	A11
<u>4014</u>	POLICE COMMUNICATIONS OPER 1	A09
<u>4016</u>	POLICE PROPERTY COORDINATOR	A10
<u>4017</u>	POLICE PLANNING ANALYST	A10
<u>4019</u>	POLICE ID SPECIALIST	A08
Job Class	Job Description	Min Grade
<u>4020</u>	PARKING METER COLLECTOR II	A08
<u>4021</u>	PARKING METER COLLECTOR I	A05
<u>4022</u>	WARRANT CONTROL/RECORDS SUPER	A10
<u>4026</u>	COMMUNITY SRVS SUPERVISOR	A14
<u>4027</u>	SYSTEMS SUPPORT SPECIALIST	A12
<u>4030</u>	POL EXTERNAL AFFAIRS OFFICER	A15
<u>4031</u>	HISPANIC COMMUNITY LIAISON	A12
<u>4032</u>	ADMIN ENFORCEMENT ASSOC	A08
<u>4033</u>	CRIME ANALYST	A12
<u>4101</u>	FIRE CHIEF	F20
<u>4102</u>	DEPUTY FIRE CHIEF	F18
<u>4103</u>	FIRE BATTALION CHIEF	F17
<u>4104</u>	FIRE CAPTAIN	F16
<u>4105</u>	FIRE LIEUTENANT	F15
<u>4108</u>	FIRE APPARATUS MAINT SPECIALIS	A11
<u>4109</u>	FIRE ADMIN SPECIALIST	A12
<u>4110</u>	FIREFIGHTER I	F10
<u>4111</u>	FIREFIGHTER II	F10
<u>4112</u>	FF I/II-EMT-I OR CRT	F11
<u>4113</u>	FF II-TECHNICIAN	F11
<u>4114</u>	FF III	F11

Position Summary: Classification

<u>4115</u>	FF I/II EMT-P	F12
<u>4116</u>	FF II-FIRE MARSHAL INSP	F12
<u>4119</u>	FF III-EMT-I OR CRT	F12
<u>4120</u>	FF III - TECHNICIAN	F12
<u>4121</u>	FF 1/C	F13
<u>4122</u>	FF III-EMT-P	F13
<u>4124</u>	FF III-FIRE MARSHAL INVEST	F13
<u>4126</u>	FIREFIGHTER 1/C ALS	F14
<u>4127</u>	FF 1/C-FIRE MARSHAL INSPECTOR	F14
<u>4128</u>	FF 1/C-FIRE MARSHAL INVST	F14
<u>4129</u>	FF 1/C - INSTRUCTOR	F14
<u>4200</u>	DEP DIR EMERGENCY PREPAREDNESS	A14
<u>4201</u>	PIO & QUARTERMASTER	A12
<u>4300</u>	RISK ANALYST	A12
<u>5001</u>	PLANNING DIRECTOR	A20
<u>5002</u>	CHIEF OF CURRENT PLANNING	A18
<u>5003</u>	CHIEF OF HISTORIC PRESERVATION	A17
<u>5004</u>	CHIEF COMPREHENSIVE PLANNING	A17
<u>5005</u>	SENIOR PLANNER	A15
<u>5006</u>	ZONING ENFORCEMENT OFFICER	A13
<u>5007</u>	PLANNER	A13
<u>5008</u>	COMMUNITY DEVELOPMENT ADMIN	A17
<u>5009</u>	COMMUNITY DEV SPECIALIST	A13
<u>5010</u>	SR COMPREHENSIVE PLANNER	A15
<u>5011</u>	SR TRANSPORTATION PLANNER	A15
<u>5012</u>	PLANNING OFFICE ADMINISTRATOR	A10
<u>5101</u>	DIRECTOR OF PUBLIC WORKS	A20

Position Summary: Classification

Job Class	Job Description	Min Grade
<u>5102</u>	ASSISTANT DIRECTOR PW	A18
<u>5103</u>	PW BUREAU CHIEF-ENGINEERING	A18
<u>5105</u>	BUREAU CHIEF-ENVTL PROGRAMS	A17
<u>5106</u>	COMPUTER DRAFTSPERSON	A11
<u>5107</u>	ENGINEERING TECHNICIAN III	A09
<u>5108</u>	ENGINEERING TECHNICIAN II	A08
<u>5109</u>	ENGINEERING TECHNICIAN IV	A10
<u>5110</u>	CIVIL ENGINEER II	A15
<u>5111</u>	CIVIL ENGINEER I	A13
<u>5113</u>	TRAFFIC ENGINEER	A15
<u>5114</u>	ASSISTANT TO DNEP DIRECTOR	A15
<u>5115</u>	PUBLIC WORKS ANALYST	A15
<u>5200</u>	DNEP DIRECTOR	A20
<u>5201</u>	CHIEF OF CODE ENFORCEMENT	A17
<u>5202</u>	BUILDING INSPECTOR	A10
<u>5203</u>	SENIOR PROP MAINT INSPECTOR	A12
<u>5204</u>	PROPERTY MAINTENANCE INSPECTOR	A09
<u>5205</u>	PLUMBING/UTILITY INSPECTOR	A12
<u>5206</u>	ENVIRONMENTAL PROGRAM COORD	A12
<u>5207</u>	ELECTRICAL INSPECTOR	A12
<u>5208</u>	ARCHITECTURAL PLANS REVIEWER	A15

Position Summary: Classification

<u>5209</u>	PUBLIC WORKS INSPECTOR	A10
<u>5210</u>	ENVIRONMENTALIST	A12
<u>5211</u>	MECHANICAL/LIFE SAFETY INSPECT	A12
<u>5212</u>	FIRE SAFETY INSPECTOR	A09
<u>5213</u>	COMBINATION INSPECTOR	A13
<u>5214</u>	STORMWATER MANAGEMENT ENGINEER	A15
<u>5215</u>	ENVIRONMENTAL COMPLIANCE INSP	A10
<u>6001</u>	DIRECTOR OF REC AND PARKS	A20
<u>6002</u>	PARKS ADMINISTRATOR	A15
<u>6003</u>	RECREATION SPORTS SUPERVISOR	A12
<u>6004</u>	RECREATION LEADER I	A07
<u>6005</u>	RECREATION LEADER II	A08
<u>6006</u>	RECREATION PROGRAM SUPERVISOR	A14
<u>6007</u>	HORTICULTURIST	A13
<u>6008</u>	PARKS TURF SPECIALIST	A08
<u>6009</u>	RECREATION OFFICE ADMIN	A10
<u>6010</u>	PARK FOREMAN	A10
<u>6011</u>	PARKS MAINTENANCE WORKER I	A05
<u>6013</u>	DANCE & FITNESS COORDINATOR	A04
<u>6014</u>	RECREATION DIVISION CHIEF	A16
<u>6015</u>	PARKS&FACILITIESDIVISION CHIEF	A16
<u>6016</u>	STANTON CENTER MANAGER	A13
<u>6017</u>	COMM HEALTH & AQUATICS SUPVSR	A12
<u>6100</u>	FRONT DESK SUPERVISOR	A12
<u>6200</u>	MARKETING/MBRSHP COORDINATOR	A10
<u>6300</u>	PMRC FACILITY SUPERVISOR	A12
<u>6311</u>	PARKS MAINTENANCE WORKER III	A07

Position Summary: Classification

Job Class	Job Description	Min Gr
<u>7001</u>	PW MAINTENANCE WORKER I	A04
<u>7002</u>	PW MAINTENANCE WORKER II	A05
<u>7003</u>	PARKS MAINTENANCE WORKER II	A06
<u>7004</u>	MASON I	A07
<u>7005</u>	MASON II	A08
<u>7010</u>	PUBLIC WORKS SUPERVISOR	A11
<u>7012</u>	CREW LEADER	A09
<u>7014</u>	TRAFFIC TECHNICIAN I	A06
<u>7015</u>	TRAFFIC TECHNICIAN II	A08
<u>7016</u>	TRAFFIC TECHNICIAN III	A10
<u>7101</u>	PUBLIC WORKS SERVICE WORKER	A04
<u>7104</u>	SUPERINTENDENT-PW SERVICES	A16
<u>7201</u>	GARAGE SUPERVISOR	A12
<u>7203</u>	AUTOMOTIVE TECHNICIAN	A09
<u>7220</u>	FLEET MANAGER	A16
<u>7301</u>	EQUIPMENT OPERATOR I	A06
<u>7302</u>	EQUIPMENT OPERATOR II	A07
<u>7303</u>	EQUIPMENT OPERATOR III	A08
<u>7402</u>	SUPERINTENDENT-PW UTILITIES	A16
<u>7403</u>	WATER PLANT SUPERINTENDENT	A16
<u>7405</u>	UTILITY SUPERVISOR	A12
<u>7406</u>	INSTRUMENTATION TECHNICIAN	A10
<u>7407</u>	METER TECHNICIAN I	A06
<u>7408</u>	METER TECHNICIAN II	A07
<u>7409</u>	UTILITY MECHANIC II	A09
<u>7410</u>	WATER PLANT MECHANIC	A09
<u>7411</u>	UNDERGROUND UTILITY LOCATOR	A07
<u>7412</u>	WATER PLANT TECHNICIAN I	A07
<u>7413</u>	WATER PLANT TECHNICIAN II	A09
<u>7414</u>	WATER PLANT TECHNICIAN III	A11
<u>7415</u>	UTILITY MECHANIC III	A10
<u>7417</u>	WATER PLANT OPERATOR IV	A11
<u>7600</u>	FACILITIES MAINT ENGINEER II	A12
<u>7601</u>	FACILITIES MAINT ENGINEER I	A11
<u>7602</u>	FACILITIES MAINTENANCE TECHNIC	A07
<u>8001</u>	HARBORMASTER	A18
<u>8002</u>	HARBORMASTER OFFICE ADMIN	A10
<u>8004</u>	DEPUTY HARBORMASTER	A13

Position Summary: Compensation

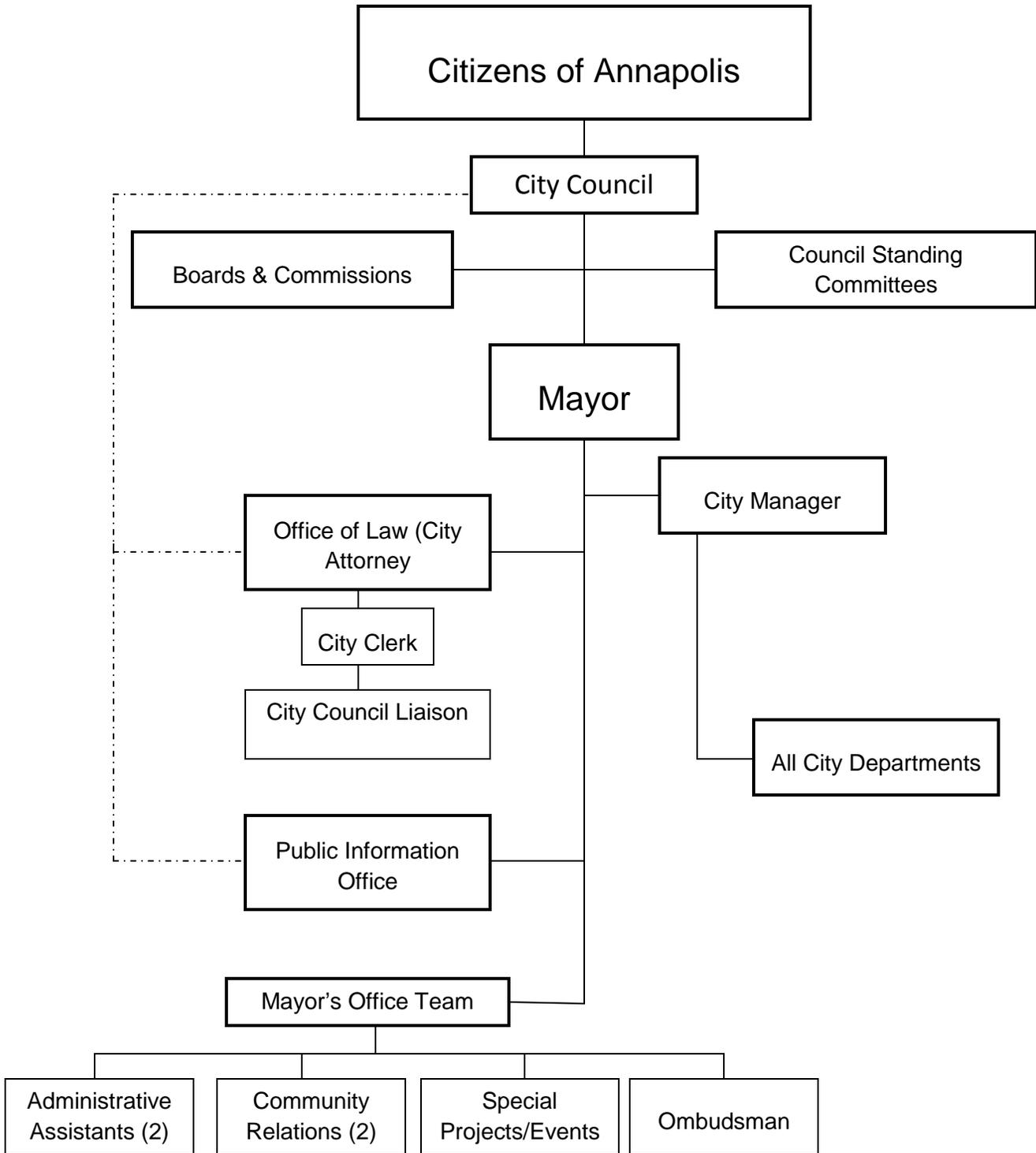
- The following tables show the FY 17 adopted compensation schedule. Employees are compensated per grade (as listed in the preceding classification tables) and step. An employee's step is most commonly a function of longevity within the position.

Civilian Positions (A01-A20):
Sworn Fire Positions (F10-F20):
Sworn Police Positions (P10-P20):

Position Summary: Compensation

Pay Scale Effective 07/01/2016 GRADE (7.5%)	STEP (5.361%)										
	1	2	3	4	5	6	7	8	9	10	11
A01	23,704.19	24,975.36	26,314.18	27,724.65	29,210.68	30,777.31	32,427.15	34,165.30	35,996.87	37,927.03	
A02	25,482.16	26,847.90	28,287.84	29,804.56	31,401.92	33,085.03	34,859.03	36,727.72	38,696.26	40,771.04	
A03	27,393.83	28,862.54	30,409.96	32,040.62	33,758.29	35,566.83	37,473.93	39,483.42	41,600.44	43,830.08	
A04	29,448.02	31,026.89	32,689.55	34,443.04	36,288.71	38,234.21	40,284.67	42,443.92	44,719.64	47,116.96	
A05	31,656.52	33,353.82	35,141.89	37,025.94	39,011.15	41,102.54	43,305.30	45,627.11	48,073.06	50,650.85	
A06	34,031.07	35,856.09	37,777.25	39,803.41	41,937.07	44,184.62	46,553.77	49,049.65	51,678.66	54,449.71	
A07	36,583.39	38,545.23	40,611.05	42,788.23	45,081.86	47,498.38	50,045.46	52,728.19	55,555.55	58,532.71	
A08	39,326.74	41,435.33	43,656.03	45,997.01	48,462.18	51,060.42	53,798.23	56,681.90	59,720.47	62,922.87	
A09	42,275.78	44,541.74	46,930.09	49,446.44	52,097.18	54,890.00	57,832.57	60,932.58	64,198.97	67,640.70	
A10	45,446.74	47,883.64	50,449.90	53,154.42	56,004.81	59,006.26	62,170.27	65,503.20	69,015.36	72,714.37	
A11	48,855.73	51,475.15	54,234.68	57,141.41	60,205.57	63,433.58	66,833.07	70,416.88	74,191.41	78,169.45	
A12	52,518.92	55,334.14	58,301.03	61,426.62	64,719.90	68,188.51	71,845.29	75,696.63	79,754.02	84,030.28	
A13	56,458.36	59,484.96	62,674.55	66,034.39	69,574.68	73,304.42	77,233.81	81,374.41	85,736.44	90,332.67	
A14	60,693.12	63,946.81	67,374.49	70,986.46	74,792.98	78,801.74	83,026.80	87,478.42	92,168.09	97,108.64	
A15	65,243.82	68,741.45	72,426.39	76,309.72	80,400.36	84,711.20	89,252.42	94,036.80	99,078.48	104,390.19	
A16	70,138.36	73,898.30	77,859.71	82,034.85	86,432.71	91,066.06	95,947.76	101,091.80	106,511.05	112,220.84	
A17	75,398.77	79,440.43	83,700.05	88,187.51	92,914.29	97,895.82	103,143.54	108,672.84	114,499.12	120,637.68	
A18	81,052.97	85,398.53	89,976.86	94,799.65	99,882.25	105,237.52	110,878.20	116,823.49	123,086.22	129,684.27	
A19	87,131.84	91,803.31	96,724.66	101,909.69	107,373.74	113,129.59	119,193.92	125,584.64	132,317.09	139,410.48	
A20	93,666.24	98,688.10	103,978.06	109,552.18	115,425.80	121,614.27	128,132.99	135,002.38	142,240.44	149,866.27	
F10	41,775.63	44,015.42	46,374.83	48,860.58	51,480.76	54,239.90	57,148.37	60,211.93	63,439.73	66,841.01	70,424.35
F11	44,909.88	47,317.90	49,854.20	52,527.19	55,342.63	58,309.69	61,435.27	64,729.72	68,199.90	71,856.16	75,708.38
F12	48,278.20	50,866.19	53,593.18	56,466.05	59,493.99	62,682.76	66,043.81	69,584.06	73,315.01	77,244.67	81,385.75
F13	51,897.60	54,679.84	57,611.29	60,700.12	63,954.35	67,382.02	70,994.65	74,800.26	78,810.33	83,036.35	87,487.92
F14	55,789.47	58,780.65	61,931.51	65,251.22	68,750.12	72,435.11	76,318.82	80,410.44	84,721.47	89,263.38	94,048.79
F15	59,974.82	63,190.46	66,577.95	70,146.92	73,907.72	77,869.56	82,043.89	86,442.20	91,077.16	95,959.09	101,103.45
F16	64,472.40	67,928.80	71,570.14	75,406.76	79,450.15	83,709.48	88,197.40	92,925.40	97,907.26	103,155.61	108,685.79
F17	69,309.76	73,025.53	76,940.26	81,065.20	85,410.69	89,989.36	94,813.85	99,896.79	105,253.12	110,895.48	116,840.60
F18	74,507.54	78,502.48	82,710.12	87,144.07	91,815.76	96,739.05	101,924.23	107,388.54	113,145.75	119,211.97	125,602.93
F20	86,101.86	90,717.63	95,581.17	100,705.47	106,104.30	111,792.60	117,785.31	124,099.64	130,752.85	137,762.13	145,147.56
P10	48,425.08	51,021.78	53,756.22	56,638.52	59,675.55	62,874.26	66,245.69	69,796.73	73,538.37	77,480.53	
P11	52,059.46	54,850.56	57,790.87	60,888.73	64,153.74	67,592.88	71,215.79	75,033.49	79,057.08	83,294.85	
P12	55,962.85	58,962.60	62,123.95	65,453.95	68,963.54	72,661.05	76,556.16	80,659.90	84,984.71	89,540.26	
P13	60,159.17	63,384.11	66,781.78	70,361.85	74,135.37	78,109.23	82,295.84	86,707.74	91,357.25	96,254.10	
P15	68,158.59	71,812.06	75,661.93	79,719.06	83,992.94	88,495.76	93,239.71	98,238.31	103,505.16	109,053.75	
P17	78,765.41	82,987.81	87,436.45	92,124.85	97,063.86	102,267.00	107,749.25	113,525.39	119,611.72	126,024.64	
P18	84,672.99	89,212.37	93,995.60	99,033.49	104,343.68	109,936.97	115,831.02	122,040.56	128,583.48	135,475.96	
P20	97,849.53	103,094.69	108,621.63	114,445.21	120,580.33	127,044.62	133,855.76	141,032.64	148,592.83	156,559.55	

Department of the Mayor and Alderpersons



Department of the Mayor and Alderpersons

Fund Support: General Fund

Description:

All municipal legislative powers under the Constitution and Laws of Maryland are vested in the City Council. The City Council consists of nine members - the Mayor and eight Aldermen, who are nominated and elected by the voters of the City for terms of four years each. Each of the Aldermen represents a specific geographic area of the City known as a "Ward", whose boundaries are specified in the City Code.

The Mayor presides over the meetings of the City Council and is the "Chief Executive of the City", devoting full time to the duties of the office. He/she supervises the City Manager, appointed by the Mayor and City Council. The City Manager is the direct subordinate of the Mayor and is the immediate supervisor of each Department Director.

The City Manager serves as the appointing and supervising authority of the department directors. The City Manager serves as the Chief Administrative Officer of the City.

Included in the Mayor's Office is the Mayor's Office Team. This team consists of a Human Services Officer and two Community Relations Specialists.

The Public Information Office, the Office of Law, and the Boards and Commissions Office are separate divisions under the Department of the Mayor and Aldermen.

STAFFING SUMMARY BY POSITION: FISCAL YEAR 2017

Permanent Positions

Total FTE: 17

Mayor's Office:

Mayor	1
City Manager	1
Ombudsman/Human Services Officer	1
Community Relations Specialist	2
Executive Office Associate	1
Administrative Assistant	1

Public Information Office:

Communications Officer	1
------------------------------	---

City Attorney:

City Attorney	1
Assistant City Attorney	3
Legal Assistant	1
Legislative Specialist	1
City Clerk	1
Deputy City Clerk	1

Boards and Commissions Office:

City Council Liaison	1
----------------------------	---

Department of the Mayor and Alderpersons

Contractual and Temporary Positions

The Department of the Mayor and Aldermen has various temporary and/or contractual positions. These positions consist primarily of the Community Services Specialist, the technical support to the Public Information Office, and office administration positions.

Department of the Mayor and Alderpersons

Division: Mayor's Office and Team

Description:

The Mayor's Office is responsible for the overall management of the City government. This department includes the Mayor and Aldermen and the City Manager. The Mayor is the Chief Executive Officer and the City Manager is the Chief Administrative Officer who directly supervises all department directors. The Mayor's Office Team, described below, is included in the Mayor's Office budget.

Mission:

To foster a collaborative environment in which to provide City services in the most effective, transparent and efficient manner possible for all residents, businesses, workers and visitors to the City of Annapolis.

Mayor's Office Team:

Description:

The Mayor's Office Team is responsible for ensuring quality customer service to the residents, visitors and stakeholders of the City of Annapolis. This Team consists of an Ombudsman/Human Services Officer who supervises two Community Relations Specialists and two administrative staff. In January of 2013 the City activated *ReportIt!*, a computer web-based program that provides City residents with a way to report requests or concerns within their community to City Departments. The responsibility for monitoring and oversight of this *iWorq* program is under the Ombudsman/Human Services Officer and Community Relations Specialist.

Mission:

To provide consistent, effective and quality customer service through clear and respectful communication in a timely, responsive manner while engaging all members of the community through both electronic and in-person information-sharing, training, and technical assistance.

Goals & Objectives:

- A. Provide quality customer service:
 - Respond to customers in a professional, respectful and clear manner.
 - Ensure all constituents who use the *ReportIt!* program for constituent service requests are assigned to appropriate Departments within 48 hours after receipt of an automated reply.
- B. Respond to customers in a timely manner
 - Following *ReportIt!* program automated reply and assignment to appropriate Department, requested information will be provided, or acknowledged that the inquiry is being worked on, within 48 hours.
- C. Engage the full diversity of the community in City government activities.
 - Ensure the inclusion of people of varied geographic, socioeconomic, racial, gender, sexual preference, national origin, and religious groups as well as engaging the varied types of customers (resident, business-owner, worker or visitor).

Department of the Mayor and Alderpersons

Division: Mayor's Office and Team

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 data was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

There were no CPM survey questions which pertained directly to the services provided by the Mayor's Office Team; however, quality customer service, timely response to customers, and engaging the full diversity of the community will be tracked through the *ReportIt!* computer based program and the CPM survey.

- A. Provide quality customer service:
 - A sampling of *ReportIt!* program customers were surveyed in January of 2014 to determine a baseline for customer satisfaction.
 - Included in the *ReportIt!* program questions in the City's annual CPM Survey on knowledge of the program and customer satisfaction.
- B. Timely Response to Customers:
 - The Mayor's Community Relations Specialist will review/monitor daily *ReportIt!* inquiries and will include a monthly report in the City Manager's Report documenting data on timely response to customers.
- C. Engage the full diversity of the community:
 - See A. above: Include a question on inclusion and diversity in both surveys (*ReportIt!* sampling and CPM Survey mentioned in A. to benchmark our efforts.
 - Implement Strategic Plan recommendation which identifies tasks to address community outreach to underserved and diverse populations.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

Department of the Mayor and Alderpersons

Division: Mayor's Office and Team

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 1,176,521	\$ 1,244,884	\$ 960,413	\$ 788,766	\$ 742,988	89.57%
Operating	143,064	132,250	143,936	86,500	86,500	10.43%
Economic Development	450,000	450,000	-	-	-	0.00%
Total	\$ 1,769,585	\$ 1,827,134	\$ 1,104,349	\$ 875,266	\$ 829,488	100%
% Change from Prior Year		3.25%	-39.56%	-20.74%	-5.23%	

Department of the Mayor and Aldermen

Division: Office of Law

Description:

The City Attorney's Office includes the Office of Law and the City Clerk's Office. The City Attorney's Office consists of a City Attorney, three Assistant City Attorneys, a City Clerk, an Assistant City Clerk, a Legislative & Policy Analyst, a Legal Assistant, and a City Council Liaison.

The Office of Law provides legal services for the City in compliance with federal, state, county and city laws. As provided for in the City Charter and Code, the City Attorney's Office represents the City in a wide-range of transactions involving public and private entities; represents the City and all its departments, agencies, boards, commissions, and committees in connection with any litigation in which the City is involved; drafts legal opinions and provides legal advice to various boards, commissions and agencies of the City; drafts and reviews all ordinances, resolutions and charter amendments for the City; prepares and reviews for legal sufficiency and form all documents to be executed by the City or to which the City is a party; and performs such other duties as may be assigned by the Annapolis City Council. The City Attorney or designee attends meetings of the City Council, various City boards, commissions, and committees as required. The City Attorney's Office also acts as the liaison for the City's Ethics Commission. Specialized legal services are provided to the City by private law firms on a contractual basis.

The City Clerk's Office maintains the permanent legislative records of the City in a manner consistent with state and city regulations. The City Clerk is the custodian of the City Seal and the official records of the City; keeps a record of all proceedings of the Annapolis City Council; maintains and records all laws, charter amendments, ordinances, and resolutions adopted and enacted by the Annapolis City Council; maintains and records annexations; prepares and grants certificates for licenses; and directly issues over 25 different types of permits. The City Clerk or her designee serves as Clerk to the City Council, Alcoholic Beverage Control Board and the Board of Supervisors of Elections.

Mission:

To provide legal representation and manage risks to the City by the timely delivery of general and specialized legal counsel and paralegal support to the Mayor, City Council and City officers, employees, departments, agencies, boards, commissions, and committees in connection with legal opinions, ordinances, charter amendments, external entities, lawsuits, proceedings, negotiations, grievances, and contracts to which the City is or may become a party.

To certify and attest to the actions of the City; to corroborate, handle, make ready, and archive the City's official records, documents, epistles, proceedings of the Council, charter amendment laws, ordinances, and resolutions adopted or enacted by the City Council, and to ensure convenient and reasonably unencumbered access of this information; to ensure a convenient, consistent and timely process for the application and issuance of City licenses and permits; and to plan, organize and supervise the City's electoral process.

Services:

- Drafts and reviews all ordinances, resolutions and charter amendments for the City.
- Represents the City and all its departments, agencies, boards, and commissions in connection with any litigation in which the City is involved.
- Drafts legal opinions and provides legal advice to the Mayor, City Council and officers and employees of the City and various boards and commissions.
- Prepares and reviews for form and legal sufficiency all documents to be executed by the City or to which the City is a party.

Department of the Mayor and Aldermen

Division: Office of Law

- Negotiates a wide range of transactions on behalf of the City, including various Memoranda Of Understanding (MOU's), and franchise agreements.
- Prepares, maintains and records all laws, charter amendments, ordinances, and resolutions adopted and enacted by the Annapolis City Council.
- Prepares City Council Agenda packets at least five days prior to each scheduled meeting.
- Prepares all employment contracts.
- Acts as liaison for City Ethics Commission.
- Affixes the City Seal to resolutions, ordinances and official documents adopted and enacted by the Mayor and the City Council.
- Keeps minutes of all proceedings of the Annapolis City Council.
- Issues numerous types of licenses.
- Certifies and attests to the actions of the City.
- Maintains and records all annexations adopted and enacted by the Annapolis City Council.
- Serves as the Clerk to the City Council, Alcoholic Beverage Control Board, and the Board of Supervisors of Elections.
- Provides City election information upon request.
- Provides support to the Mayor's Ad Hoc committees when assigned.
- Reviews requests for events to be held on City property.
- Maintains all calendars for City Council Chamber usage, City Council meetings, Board of Supervisors of Elections meeting and the Alcoholic Beverage Control Board.

Goals & Objectives:

- A. Improve internal department efficiencies and awareness of legal concerns for the City.
 - Keep department directors informed.
- B. Manage the personnel and work flow of the City's Office of Law.
 - Evaluate Office of Law processes to ensure Office of Law/Clerk department integration.
- C. Provide user-friendly legal services efficiently and effectively.
 - Maintain quick turn-around time on requests made to the Office of Law.
- D. Provide user-friendly legal services to public/citizens.
 - Provide citizens with an efficient, user-friendly process for obtaining forms, licenses, and permits.

Department of the Mayor and Aldermen

Division: Office of Law

- E. Improve file storage facility and find alternative process for record retention.
 - Research alternative methods for document storage and retrieval.

- F. Improve procedures and decision-making of boards and commissions.
 - Improve procedures and decision-making of boards and commissions to reduce the expense of appellate challenges.

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 842,761	\$ 1,005,496	\$ 906,122	\$ 927,667	\$ 1,157,371	91.87%
Operating	215,743	340,647	111,908	134,430	102,452	8.13%
Total	\$ 1,058,504	\$ 1,346,143	\$ 1,018,030	\$ 1,062,097	\$ 1,259,822	100%
% Change from Prior Year		27.17%	-24.37%	4.33%	18.62%	

* The expenditures include Elections actual personnel and operating in the amount of \$35,066 and \$171,201 respectively in FY 2014; and \$10,000 budgeted in operating in FY 2015 and FY 2016. FY 2017 includes \$150,000.00 for the Elections Budget.

Department of the Mayor and Aldermen

Division: Public Information Office

Description:

This office is responsible for the formulation and dissemination of reliable and consistent information to the public. In addition, this office is responsible for:

- Managing all internal and external communications and marketing efforts.
- Managing all social media platforms and website content – assuming responsibility for the integrity, consistency and accuracy of the message.
- Overseeing all City TV operations.

Mission:

Develop a coordinated effort to promote communication outreach and marketing strategies for the City, the Mayor, City Council and Department Heads.

Services:

- Oversee all crisis communication efforts and serve in the lead role in the City's Joint Information Center, generating real-time emergency response for the media and public.
- Promote City departments and their services and brand Annapolis as a destination for business, culture, history and vacation.
- Guide departments in policy development
- Work with and develop relationships with business, tourism and government counterparts.
- Create and execute marketing campaigns focused on safety, education, transportation and economic development.
- Promote internal communication by continuing to create training videos for various departments.
- Assist department directors in coordinating integrated communications and marketing activities.
- Develop and maintain marketing proposals, broadcast videos, brochures, web/social media content, and other materials related to marketing.
- Execute a wide variety of media interaction involving direct mail, email, broadcast campaigns, media advertisements, promotions and other marketing plans.
- Prepare and deliver press releases, presentations, citation and proclamations as well as correspondence on behalf of the Mayor and City officials.

Goals & Objectives:

- A. Promote Annapolis as a full service City.
- B. Increase citizen/government interaction.

Department of the Mayor and Aldermen

Division: Public Information Office

- C. Promote Annapolis as a fiscally responsible city, a city that is easy to do business with, and a city that has an accessible government.
- D. Promote accountability.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 data will be submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

There were no CPM survey questions which pertained directly to the services provided by the Public Information Office. However, in looking ahead, performance measurements the Public Information Office may collect and evaluate in-house are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed division goals.

- A. Promote Annapolis as a full service City:
 - Track number of programs which promote mobility in the City of Annapolis (such as programs which showcase Annapolis Transit).
 - Track number of programs which showcase our area schools.
- B. Increase citizen/government interaction.
 - Track percentage of council meetings, workshops, budget hearings and committee hearings which are taped and made available for citizen viewing.
- C. Promote Annapolis as a fiscally responsible city, a city that is easy to do business with, and a city that has an accessible government.
 - Track number of programs that highlight businesses in the City.
 - Track number of programs which showcase the Arts & Entertainment District
 - Track number of programs which inform about the Annapolis Economic Development Corporation.
- D. Promote accountability.
 - Analyze City service satisfaction through online surveys which would provide a numerical score of customers' feelings of being *well-informed, aware, and well-served*. The correlation between the number of programs and the survey scores would be assessed.

Department of the Mayor and Aldermen

Division: Public Information Office

BUDGET SUMMARY:

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 169,891	\$ 147,237	\$ 158,338	\$ 174,767	\$ 189,762	76.59%
Operating	49,976	53,826	39,978	63,000	58,000	23.41%
Total	\$ 219,867	\$ 201,063	\$ 198,316	\$ 237,767	\$ 247,762	100%
% Change from Prior Year		-9%	-1%	19.89%	4.20%	

Department of the Mayor and Aldermen

Division: Boards and Commissions

Description:

The Boards and Commissions division is responsible for overseeing and assisting the City's multiple boards, commissions and committees. The division is staffed by one full-time employee: the Community Relations Specialist – Boards & Commissions. This position is responsible for assisting the City Council. This position is assisted by two part-time clerical employees.

The Mayor appoints the members of all boards and commissions, subject to approval by the City Council, according to the various Charter and Code requirements as they pertain to specific boards and commissions. The boards and commissions are legally established by the respective ordinances and resolutions as Adopted by the City Council. Some of these boards, commissions and committees are staffed by employees of City departments.

The boards and commissions are an important part of citizen participation in City government. They are as follows:

- ***Commission on Aging*** - serves as an advisory board to the City Council; studies matters affecting the aged and makes recommendations with regard thereto; and educates the public regarding these matters.
- ***Alcoholic Beverage Control Board (ABC)*** - acts on applications regarding alcoholic beverage licenses; adopts, administers and enforces rules; and disciplines licensees who violate the ABC rules or other laws.
- ***Annapolis Conservancy Board*** - solicits the dedication of properties, real and personal, to the City; administers and manages said properties; encourages the preservation of environmentally sensitive land; further implements the goals for improving water quality; provides for the development of additional recreation and open space opportunities; and preserves the natural cultural and recreational resources of the City.
- ***Arts in Public Places Commission*** - adopts guidelines and procedures which identify suitable art objects for City projects, and to facilitate the preservation of art objects and artifacts that may be displayed in public places.
- ***Board of Appeals*** - hears certain appeals from decisions of the Planning and Zoning Director, and certain variances and other Planning and Zoning matters; hears appeals related to the licensing of peddlers, taxicab owners and drivers, valet parking, and housing matters; and hears appeals on other matters as authorized by the City Council.
- ***Building Board of Appeals*** - hears appeals related to decisions of the Department of Public Works relative to the National Building Code.
- ***Civil Service Board*** - reviews and makes recommendations to the City Council regarding the classification and pay plan of the City; adopts certain rules governing the Civil Service; hears certain personnel appeals; and reviews requests for promotions and merit pay increases.
- ***Board of Supervisors of Elections*** - compiles lists of registered voters; gives notice of a municipal election; and conducts and supervises the election.

Department of the Mayor and Aldermen

Division: Boards and Commissions

- **Education Commission** - makes recommendations to the Anne Arundel County Board of Education and the Superintendent and to the State Boards of Education concerning the Annapolis School feeder system.
- **Environmental Commission** - is concerned with the protection and improvement of the natural health and welfare of the environment; coordinates recycling activities; identifies specific environmental problems; and reviews matters before other City bodies affecting the environment.
- **Ethics Commission** - enforces financial disclosure requirements; conducts information programs and disseminates ethics requirements; investigates conflict of interest violations; issues advisory opinions; and maintains certain reports and statements.
- **Financial Advisory Commission** - advises the Mayor and City Council on financial issues such as collective bargaining agreements and public debt.
- **Historic Preservation Commission** - reviews applications to construct, alter, move, demolish, or repair a structure within the historic district.
- **Housing and Community Development Committee** - plans and implements housing and community development projects; exercises all of the powers and functions of redevelopment and urban renewal; manages and improves the housing stock; coordinates federal, state and private resources toward development activities in the City; and performs other duties as assigned.
- **Human Relations Commission** - accepts complaints relating to discrimination; surveys practices and conditions in the areas of public accommodations, employment, housing, recreation and education; makes recommendations concerning legislation; advises and counsels business entities; and mediates disagreements.
- **Maritime Advisory Board** - provides expert and informed analysis of facts relating to marine industry and pleasure boating on matters before the City Council or City agencies; and provides advice to the City concerning the administration of the Maritime Economic Development Program and Fund.
- **Parking Advisory Commission** - reviews and recommends policies, laws and regulations relating to parking.
- **Planning Commission** - reviews proposed comprehensive plans, proposed zoning code amendments, rezoning and conditional use applications, and other planning matters, and makes recommendations to the City Council.
- **Police and Fire Retirement Plan Commission** - reviews public safety retirement plans and reports and makes recommendations to the City Council with regard thereto.
- **Port Wardens** - regulates the placement, erection and construction of structures in the water; reviews permits for construction of marinas and wharves; regulates the use of mooring buoys; and generally oversees matters related to the use of waterways.
- **Public Safety Disability Retirement Board** - reviews and decides all applications for occupational and non-occupational retirement for police officers and firefighters; conducts hearings for review of applications; and reviews annually the continuation of retirement status and allowances.

Department of the Mayor and Aldermen

Division: Boards and Commissions

- **Recreation Advisory Board** - acts in an advisory capacity to the Department and makes recommendations concerning the Department's budget, activities, programs, facilities and public relations.
- **Risk Management Committee** - establishes guidelines and makes recommendations concerning the safety, productivity and risk management with regard to City employees.
- **Transportation Board** - provides informed analysis of the issues relating to transportation in matters pending before the City Council, or any of the City's agencies, boards or commissions; and advises the City in the planning of comprehensive parking and traffic policies and procedures.

Mission:

To provide the citizens and customers of the City with an opportunity to be a part of the City government process as well as providing a venue for citizens and customers to be heard by their peers.

Goals & Objectives:

- A. Keep the board positions full.
 - A vacancy on a board can create a hardship for its staff and members as it can lead to quorum problems and excessive workload.
- B. Improve the information and training available to the Boards and Commissions.
 - This will increase the professionalism of the boards and thus the citizens' and customers' trust in their representation.
 - Provide relevant reference materials (books and handouts) and training sessions.
- C. Track the work and progress of the boards to assess how well they are serving and representing the City's stakeholders.
 - Improve the annual reporting on the boards and commissions by creating a report template with clear, quantifiable questions for the boards to answer.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 data was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Department of the Mayor and Aldermen

Division: Boards and Commissions

There were no CPM survey questions which pertained directly to the services provided by the Boards and Commissions Division. However, in looking ahead, the Boards and Commissions Division may collect and evaluate in-house performance measurements as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed division goals.

- A. Keep the board positions full:
 - Track number of board vacancies.

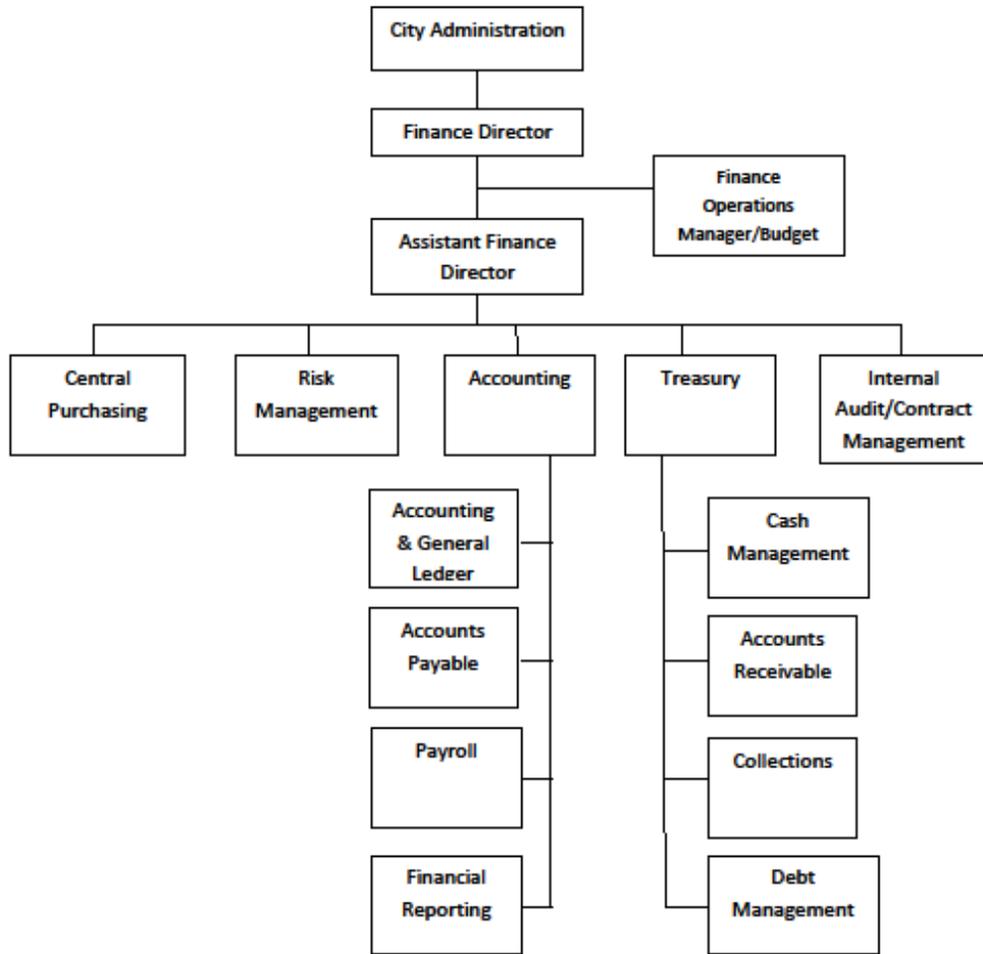
- B. Improve the information and training available to the Boards and Commissions.
 - Track number of training sessions offered and attended.
 - Survey board members on how prepared and capable they feel in performing their board duties. Correlate numerical survey scores with trainings offered and attended.

- C. Track the work and progress of the boards to assess how well they are serving and representing the City's stakeholders.
 - Track time taken to issue a decision.
 - Track number of decisions issued.
 - Track number of cases heard.
 - Track pieces of legislation and number of cases reviewed
 - Track public outreach by the board by tracking public notices, press or literature created, educational event participation, etc.

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 80,944	\$ 105,164	\$ 102,002	\$ 83,324	\$ 75,496	84.36%
Operating	11,061	2,948	2,666	14,000	14,000	15.64%
Total	\$ 92,005	\$ 108,112	\$ 104,668	\$ 97,324	\$ 89,496	100%
% Change from Prior Year		17.51%	-3.19%	-7.02%	-8.04%	

Finance Department



Finance Department

Division: Accounting and Budgeting

Fund Support: General Fund

Description:

The Finance Department is responsible for the systems and procedures that assure the sound and efficient functioning of the City's financial activities. The flow of financial activities begins with a plan (budget). The plan is then implemented and the transactions recorded (accounting); and finally, the results are reported (financial statements).

To make this process function smoothly, the Finance Department assists the Mayor in preparing an operating budget and a multi-year capital improvements program (the first year of which is the capital budget) before the start of each new fiscal year. As each year unfolds, these budgets are carefully monitored for the extent to which actual financial transactions vary from the budget.

When the actual financial transactions occur, the Finance Department must see that all monies due the City are collected, and all City liabilities are paid on time. All cash received has to be either immediately disbursed, kept safely on hand, or invested. The Department routinely analyzes the flow of cash in and out of the City accounts for a number of purposes, not the least of which is to know the length of time a given amount of cash can be invested for short-term operating needs or for longer-term capital needs. When funds are needed that exceed the City's cash reserves, then the Department arranges to borrow them privately or sells bonds in the open market.

The Finance Department also keeps an accurate record of all financial transactions, generates interim financial reports, and produces audited financial statements at the end of each fiscal year. More specifically, it prepares the City's payroll; it bills, collects, and accounts for City taxes, water and sewer fees, residential refuse fees and capital facilities assessments; and it maintains a file of the City government's fixed assets.

Additionally, the Finance Department analyzes non-routine financial situations, undertakes special financial projects and studies, and responds to requests for financial information from other governmental agencies and private enterprises. The Department also administers the City's self-insurance program and Central Purchasing

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 21

Accounting and Budgeting:

Finance Director	1
Assistant Finance Director	1
Senior Accountant.....	1
Accountant	4
Finance Operations Manager	1
Accounting Associate III.....	3
Accounting Associate II.....	3
Accounting Associate I.....	3
Risk Analyst.....	1

Finance Department

Division: Accounting and Budgeting

Purchasing:

Procurement Officer	1
Buyer	2

Finance Department

Division: Accounting and Budgeting

Fund Support: General

Description:

This division is responsible for preparing the City operating and capital budgets, monitoring departmental budgets, preparing tax, utility and other bills, paying all invoices, keeping all financial accounts, preparing the payroll, borrowing and investing funds, analyzing budgetary and financial accounts/situations, overseeing the City's internal financial controls, preparing budgetary and financial reports and studies, advising the Mayor and Aldermen regarding financial matters, and managing liability risks.

Mission:

To manage the City's financial and accounting operations efficiently, effectively, and with transparency while ensuring compliance with financial standards and providing positive customer service.

Goals & Objectives:

- A. Engage in sound fiscal decision-making based on current standing, historical trends and future projections.
- B. Produce accurate and timely financial reports to facilitate sound fiscal decision-making.
- C. Provide for thoughtful and deliberate debt management.
- D. Uphold strong internal controls to maintain a secure fiscal environment.
- E. Ensure City-wide budgetary compliance
- F. Maintain timely payments and cash deposits.
- G. Improve risk management reporting and practices to stay abreast of the City's liabilities.
- H. Provide all customers with timely, well-informed, and cordial service.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data will be submitted to the CPM in October 2012. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on

Finance Department

Division: Accounting and Budgeting

budgeting practices.

Looking ahead, additional performance measurements the Accounting and Budgeting Division may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- B. Produce accurate and timely financial reports to facilitate sound fiscal decision-making.
 - Track number of cash flow reports completed and reviewed.
 - Track number of year-to-date budget standing reports completed and reviewed.
 - Track percentage of quarterly Comprehensive Annual Financial Reports completed and reviewed.

- E. Ensure City-wide budgetary compliance
 - Track percentage of overdrawn expenditure accounts City-wide.

- F. Maintain timely payments and cash deposits and ensure proper fiscal practices City-wide.
 - Track number of days between deposit posting to general ledger and same deposit being posted with the respective bank.
 - Track percentage of deposits made within one day of receipt of funds.

- G. Improve risk management reporting and practices to stay abreast of the City's liabilities.
 - Track number of year-to-date risk management cost reports completed and reviewed.

- H. Provide all customers with timely, well-informed, and cordial service.
 - Make customer surveys available at cashier desk: surveys to provide numerical score of customer service experience. Track scores.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

Finance Department

Division: Accounting and Budgeting

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 1,586,576	\$ 1,498,944	\$ 1,514,670	\$ 1,755,902	\$ 1,843,405	84.06%
Operating	490,303	469,804	339,477	349,564	349,564	15.94%
Total	\$ 2,076,879	\$ 1,968,748	\$ 1,854,147	\$ 2,105,466	\$ 2,192,969	100%
% Change from Prior Year		-5.21%	-5.82%	13.55%	4.16%	

Finance Department

Division: Management Information Technology

Staffing Summary by Position Fiscal Year 2017:

Management Information Technology (MIT):

MIT Manager.....	1
MIT Analyst.....	1
MIT Specialist.....	2
Web Developer.....	1
MIT Engineer.....	1
MIT Administrative Support Analyst.....	1
Geographic Information Systems (GIS) Coordinator.....	1
GIS Technician.....	1
Accounting Associate III.....	1

Overview:

With the approval of Ordinance 12-16, the Management Information Technology division was changed from a division of the Finance Department to a division of the City Manager's Office. This structural change was in process during the FY 2017 Budget Process. The new departmental setup will be reflected in the FY 2018 Budget Book.

Fund Support: General Fund

Description:

Provides Management Information Technology (MIT) services to all City Departments; these services include video, voice and data networks, microcomputers, software upgrades, web services, geographic information systems (GIS), and computer training.

Mission:

To provide for the management, transmission, collection, processing and dissemination of secure, quality and timely information and technology, and to support City operational, citizen and business services and functions.

Services:

- Maintains central processing and network hardware, security, operating systems and voice and data communications systems.
- Maintains, enhances and develops a business and financial management integrated computer system using a central processing computer.
- Provides project management for IT related projects.
- Provides Internet, groupware and e-mail services.
- Provides fiber backbone, wired and wireless local area network (LAN) and wide area network (WAN) services.

Finance Department

Division: Management Information Technology

- Provides management, information and technology services to all City departments.
- Provides training for various PC computer applications including office productivity suites.
- Provides for PC computer, printer and related digital equipment hardware and software specifications.
- Provides centralized PC computer hardware and software upgrades, troubleshooting and repair.
- Provides and maintains the City Internet (www.annapolis.gov) and Intranet web sites.

Finance Department

Division: Management Information Technology

- Coordinates all GIS services internally for the City and externally with the County and State.
- Provides Internet Protocol (IP) data, voice (telephone) and video communication services.
- Provides Public Switched Telephone Network (PSTN) carrier local and long distance data, and voice (telephone) communication services supervision.
- Provides Public Education Government (PEG) cable access channel TV video technical support.

Goals and Objectives:

The following goals and objectives are further detailed in MIT's 2010 5 Year Strategic Plan which can be accessed at <http://www.annapolis.gov/Government/Departments/MIT/ITStrategicPlan2010.aspx>

Broad Goals:

- A. Enhance business automation and increase employee productivity – do more with less.
- B. Improve service quality.
- C. Expand online access to City services and information.
- D. Align IT investments with City strategic priorities
- E. Ensure a reliable, responsive computing infrastructure
- F. Maintain the mindset of doing the right thing at the right time at the right cost.

Information Technology Goals:

- G. Make informed IT decisions
- H. Improve IT accessibility and accountability
- I. Streamline City Services
- J. Ensure reliable technical infrastructure
- K. Provide responsive IT support
- L. Promote an IT-enabled and trained workforce.

Immediate Goals & Objectives:

- M. Implement a Legislative Management system and City Council meeting Internet streaming video.
- N. Increase automated and remote support functions and services for hardware, software, and technology using ZenWorks.

Finance Department

Division: Management Information Technology

- O. Geographic information systems (GIS): Implement National Emergency Numbering Association standards, coordinate structure numbering with Anne Arundel County, convert water/sewer system operational maps to State-standard coordinates.
- P. Implement bi-directional redundancy & failover for City fiber backbone.
- Q. Refresh PC/laptop hardware and office software suite – Windows 7 and Google Apps office suite.
- R. MUNIS: Fully implement utility billing, treasury, collections, and cash management applications.
- S. MUNIS: Fully utilize MUNIS payroll and human resources system.
- T. MUNIS: Fully utilize MUNIS project ledger and expand reporting capabilities.
- U. Replace email spam filter to next generation to protect from computer viruses and malware.
- V. Implement IT Review Committee.
- W. Refresh web site home page and implement “responsive design” technology to adapt web pages to multiple mobile formats.
- X. Implement unified messaging for voice and email.
- Y. Implement expanded MIT service for document management & imaging.
- Z. Expand City and public WiFi availability in City buildings.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City’s performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Finance Department

Division: Management Information Technology

- ❖ The fiscal year 2012 CPM report shows that expenditures on IT capability are generally on par with comparison jurisdictions, and no changes in management are indicated.

IT expenditures per jurisdiction FTE

	City	Benchmark: all jurisdictions average
FY11	\$2,424	\$5,700
FY12	\$2,595	\$2,344
FY13 (raw)	\$3,115	

- ❖ **Looking ahead:** Additional performance measurements the Office of MIT may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- N. Increase support functions and services for hardware, software, and technology.
 - Track number of MUNIS applications supported.
 - Track number of calls to MIT for finance reports.
 - Track number of calls for IT service.
 - Track number of visits to public-access GIS site.
 - Measure estimated total cost of ownership and operation of PC office software over five years (provide for office software refresh accordingly).
 - Measure estimated total cost of ownership and operation of PC desktop hardware over five years (provide for desktop hardware refresh accordingly).

- O. Geographic information systems (GIS): Implement National Emergency Numbering Association standards, coordinate structure numbering with Anne Arundel County, convert water/sewer system operational maps to State-standard coordinates.
 - Track percentage of Numbering Association standards adhered to/implemented.
 - Track percentage of City structures which have unique identifiers.
 - Track percentage of planimetrics and operational maps which are converted to State-standard coordinates.

- R. MUNIS: Fully implement utility billing, treasury, collections, and cash management applications.
 - Track percentage of systems utilized.

- S. MUNIS: Fully utilize MUNIS payroll and human resources system.
 - Track employee and application self-service (actions completed without MIT dependency).

Finance Department

Division: Management Information Technology

BUDGET SUMMARY

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 890,582	\$ 1,016,993	\$ 981,011	\$ 1,148,735	\$ 1,181,633	62.12%
Operating	395,850	385,123	425,883	470,429	470,429	24.73%
Capital Outlay	308,849	231,796	249,500	250,000	250,000	13.14%
Total	\$ 1,595,281	\$ 1,633,912	\$ 1,656,394	\$ 1,869,164	\$ 1,902,062	100%
% Change from Prior Year		2.42%	1.38%	12.85%	1.76%	

Finance Department

Division: Central Purchasing

Fund Support: General Fund

Description:

Responsible for various procurement efforts for all departments; approve and process purchase orders for various vendors and conduct competitive bidding to establish contracts for goods, services and projects.

Mission:

Ensure requested goods and services are provided in a timely manner to help departments function effectively and efficiently, and ensure such goods and services are provided at values which maximize tax dollars.

Services:

- Provides purchasing support to all City departments.
- Obtains competitive pricing for various goods and services
- Manages the procurement process for the City and improve where possible.
- Promotes use of and provide training and assistance for MUNIS users and recommend modifications to procedures as necessary.
- Processes and approve all purchase orders and change orders in MUNIS.
- Establishes and maintain various cooperative purchasing efforts statewide with other jurisdictions.
- Represents the City on the Baltimore Regional Cooperative Purchasing Committee (BRPC) including Energy Board and other purchasing efforts.
- Negotiates terms and conditions, and facilitate execution of various contracts.
- Advises and assist all departments in the development of specifications and scope of work for Invitation for Bids (IFB) and Request for Proposals (RFP).
- Advertises and maintain correspondence for IFBs and RFPs.
- Participates in minority business enterprise (MBE) outreach efforts.

Goals and Objectives:

- A. Obtain the maximum benefit for every tax dollar spent.
- B. Implement a procurement card program.
- C. Update purchasing policies and procedures.
- D. Improve Minority Business Enterprise (MBE) participation.
- E. Improve efficiency of service delivery.

Finance Department

Division: Central Purchasing

F. Create and conduct an internal customer satisfaction survey.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

❖ The CPM 101 questions/measurements which applied to Central Purchasing are as follows:

- Total dollar amount of actual purchases made, reviewed, or approved.
- Of the dollar amount reported above, what amount was for actual construction purchases made, reviewed, or approved?
- Total number of hours paid to the staff in the central procurement office.
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from *internal* Procurement Services customer satisfaction surveys: *No survey conducted, could not answer.*

❖ In the fiscal year 2012 CPM report, ICMA identifies five variations on how the Procurement function may be structured. The City's structure is defined as Centralized Contracting/Decentralized Buying, in which there is a centralized contracting process with authority delegated to other departments. No changes to management structure or processes are indicated by the PM data.

Dollar amount of all purchases per FTE

	City	Benchmark: all jurisdictions average
FY11	\$4,905,606	\$10,660,026
FY12	\$6,610,700	\$13,684,468
FY13 (raw)	\$8,288,932	

Construction purchases as % of total purchases

	City	Benchmark: all jurisdictions average
FY11	21%	27%
FY12	12%	25%
FY13 (raw)	26%	

Finance Department

Division: Central Purchasing

- ❖ **Looking ahead:** Additional performance measurements the Central Purchasing Office may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

Mission statement (a): Ensure requested goods and services are provided in a timely manner to help departments function effectively and efficiently

- Track number of purchase orders processed.
- Track time taken to process purchase orders.
- Track number of formal IFBs processed.
- Track time taken to process formal IFBs
- Track number of RFPs processed.
- Track time taken to process RFPs.
- Survey departments on service received by Central Purchasing staff. Surveys to provide numerical score of service.

Goal A: Obtain the maximum benefit for every tax dollar spent.

- Track cost-savings obtained via competitive pricing.

Goal D: Improve Minority Business Enterprise (MBE) participation.

- Track MBE participation in Capital Improvement Program projects.

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 321,519	\$ 351,824	\$ 369,158	\$ 359,285	\$ 389,783	96.52%
Operating	\$ 13,254	\$ 18,365	\$ 8,239	\$ 14,060	\$ 14,060	3.48%
Total	\$ 334,773	\$ 370,189	\$ 377,397	\$ 373,345	\$ 403,843	100%
% Change from Prior Year		10.58%	1.95%	-1.07%	8.17%	

Human Resources



Human Resources

Overview:

With the approval of Ordinance 12-16, the Human Resources Department was changed from a stand alone department to a division of the City Manager's Office. This structural change was in process during the FY 2017 Budget Process. The new departmental setup will be reflected in the FY 2018 Budget Book.

Fund Support: General Fund

Description:

The Human Resources Division administers the provisions of the City Charter and Code that pertain to employee appointments and promotions, recruitment and retention, benefits and wellness, classification and compensation, performance and training, personnel records, separation and retirement, and employee and labor relations.

The Human Resources Division provides staffing and support to the Civil Service Board, Public Safety Disability Retirement Board, and the Human Relations Commission. Human Resources also works as part of the City's Union negotiating team, the Police and Fire Retirement Plan Commission, and the Risk Management Policy group.

Effective with the passing of Ordinance 12-16, the Human Resources Department was reclassified as a division of the City Manager's Office.

Mission:

The Human Resources Division is committed to actively recruiting qualified and diverse applicants, retaining and engaging employees by offering competitive and comprehensive benefits, providing ongoing education and learning opportunities, and ensuring a safe and equitable work environment for all employees and citizens. We embrace a proactive philosophy dedicated to providing exemplary service by identifying significant human resources issues and developing innovative, cost-effective solutions.

Services:

- Recruits, examines, and recommends to appointing authorities applicants for authorized City positions.
- Administers entrance and promotional exams, and prepares lists of person eligible for hiring and promotion.
- Develops and maintains the City-wide classification and compensation plan.
- Develops and administers employee benefits including medical, dental, vision, prescription drug, Employee Assistant Program (EAP), Core and voluntary life, short term and long term disability, deferred compensation, Pension and retirement programs, medical and dependent care, flexible spending accounts, workers compensation, credit union , leave (annual, sick, personal).
- Coordinates the annual performance management program for all City employees.
- Oversees the disciplinary program and subsequent grievance and appeal processes under union or civil service provisions.

Human Resources

- Participates in the negotiation and is responsible for the administration of fire, police, trades, and clerical collective bargaining agreements.
- Coordinates and administers retirement plans for civilian and public safety employees.
- Creates and implements quality of life mandates, including fair labor standards, family medical leave, harassment, drug abuse, disabilities, and equal employment opportunity.

- Plans, coordinates and delivers City-wide training for employees that fosters administrative goals and objectives.
- Implements and maintains the newly acquired Human Resource Information System.

Goals & Objectives:

- A. Maximize recruitment efforts.
 - Implement and maintain an electronic recruitment process.
 - Analyze sources of applications for diverse, quality applicants.
 - Continue to actively achieve City-wide diversity hiring initiatives within all departments.
- B. Offer supervisory training on: ADA, customer service, employee engagement, revised Rules and regulations, Performance Management and FMLA.
- C. Improve data collection and distribution methods to assist with legislative and administrative decision making.
 - Configure state-of-the-art Human Resources Information System (HRIS).
 - Utilize the system to effectively improve overall human resource management operations and procedures.
- D. Continue to offer a cost-effective and comprehensive benefits and compensation package to City employees.
 - Maintain competitive benefits package.
 - Create and implement city-wide employee wellness initiative.
- E. Continue to educate employees on the City's Medical and Disease Management Program.
 - Continue to keep employees informed regarding the City's new disease management program.
- F. Continue to develop great rapport and working relationship with the Benefit Focus Group.
 - Keep Benefit Focus Group engaged.
- G. Implement and maintain:
 - Employee Self-Serve (ESS) module in HRIS
 - Benefit enrollments
 - Applicant tracking
 - Case management
 - Professional development
 - Research and implement new Performance Management System

Human Resources

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ The CPM 101 questions/measurements which applied to the Human Resources Department are as follows:

Human Resources:

- Total number of hours paid to all jurisdiction staff.
- Total number of hours paid to staff in the jurisdiction's central human resources office.
- Total expenditures for the jurisdiction's central human resources office.
- Total number of external recruitments completed.
- Average number of working days required to complete an external recruitment.
- Number of "Excellent," "Good," "Fair," "Poor," or "Don't Know" responses received from a customer satisfaction survey asking respondents to rate the quality of human resources services: *No survey conducted, could not answer.*

- ❖ In the fiscal year 2012 CPM report, ICMA determined that the human resources function is performing better than benchmarks in several areas. External recruitments are completed in less time than the benchmark even while HR staff complete a higher number of recruitments than the benchmark. The data points to a function operating efficiently and effectively.

Average Working Days to Complete an External Recruitment

	City	Benchmark: all jurisdictions average
FY11	24	43
FY12	31	34
FY13 (raw)	34	

External Recruitments Completed per HR FTE

	City	Benchmark: all jurisdictions average
FY11	29	15
FY12	18	10
FY13 (raw)	9	

Human Resources

❖ **Looking ahead:** Additional performance measurements the Department of Human Resources may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- A. Maximize recruitment efforts (analyze sources of applications and target those sources).
 - Track total number of candidates for vacant positions.

- B. Offer supervisory training and meet service goal of delivering City-wide training for employees that fosters administrative goals and objectives.
 - Track total workforce trained.

- D. Work with Risk Management team to reduce overall workers' compensation costs, increase safety and decrease workplace accidents.
 - Track total cost of workers' compensation claims.

- D & G. Maintain a competitive benefits package (D) & maintain benefits enrollment (G).
 - Track total number of employees and dependents enrolled in benefits
 - Track total number of retirees and dependents enrolled in benefits

- Services: Recruitment and Retention/Separation and Retirement:
 - Track total number of terminations (excluding retirements).
 - Track total number of retirements.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Total FTE: 5

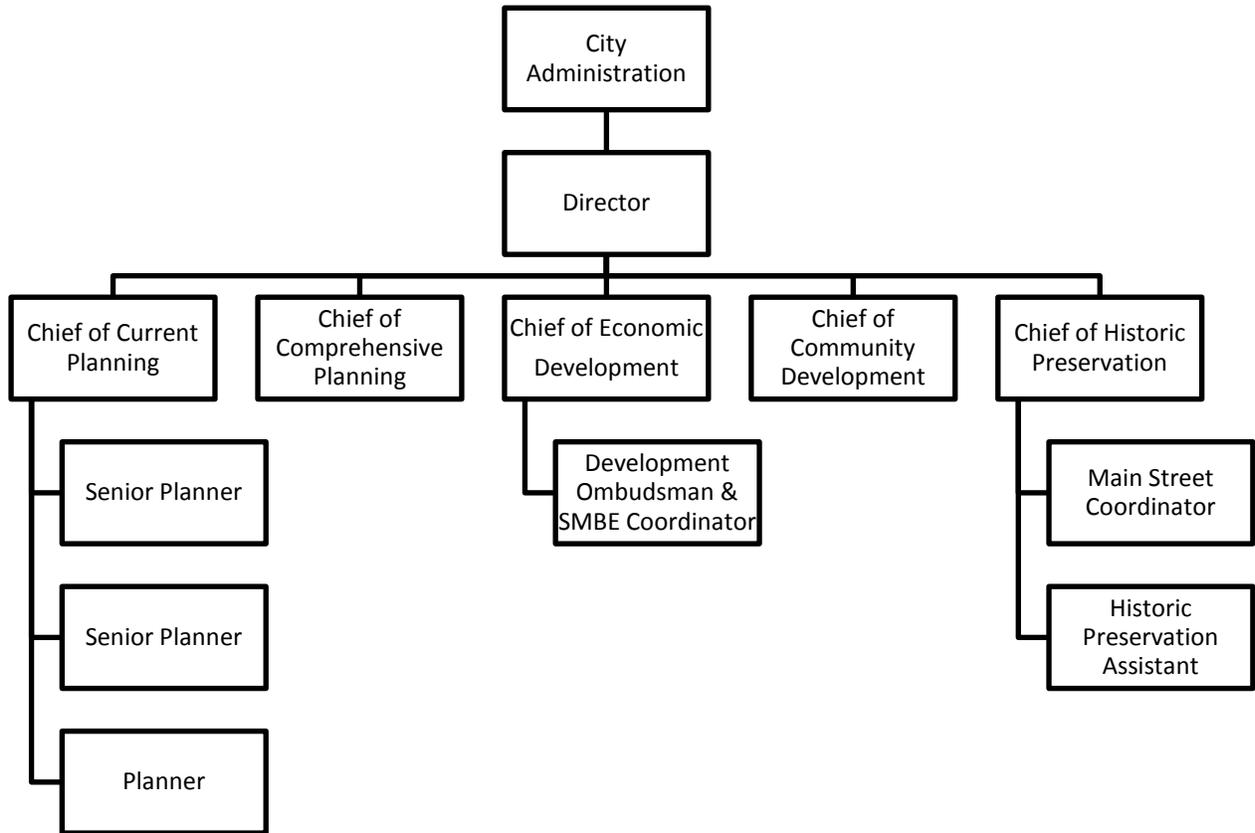
Permanent Positions

Human Resources Manager	1
Benefits Administrator	1
Training Programs Administrator	1
HR Office Administrator	1
HR Associate I	1

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 653,019	\$ 722,702	\$ 725,287	\$ 701,342	\$ 601,590	82.03%
Operating	236,719	174,180	138,943	151,780	131,780	17.97%
Total	\$ 889,738	\$ 896,882	\$ 864,229	\$ 853,122	\$ 733,370	100%
% Change from Prior Year		0.80%	-3.64%	-1.29%	-14.04%	

Department of Planning and Zoning



Department of Planning and Zoning

Fund Support: General Fund

Description:

The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation, and community development activities within the City. The Department of Planning and Zoning is organized around four main divisions - Comprehensive Planning, Community, Current Planning and Historic Preservation. All these divisions share one budget. In addition, the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives.

Mission:

To promote a sustainable city by preserving, protecting and enhancing the integrity, fabric and character of the CityBits neighborhoods, business districts, historic core, and natural environment for the benefit of current and future residents, businesses and visitors; to accommodate City development in a manner consistent with municipal development objectives; to provide timely delivery of general and specialized counsel and support to the City's policy makers, officers, departments, agencies, boards, commissions and committees; to provide housing, and support services to our low and moderate income citizens either directly or by assisting agencies that provide these services; and to ensure that all planning processes encourage public participation and involvement.

Each division operates under a set of specific goals to support the departmental mission.

Services:

Department as a whole:

- Prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan, including coordination of the Capital Program and Budget.
- Administers and enforces the City's zoning ordinance and subdivision regulations.
- Plans and administers the City's Community Development Block Grant program.
- Oversees the City's moderately priced dwelling unit program.
- Engages in special studies and projects impacting on future growth, development, redevelopment and quality of life.

Community Development Division:

- Ensures efficient performance of the housing and community development activities of the City.
- Administers the City's Community Development Block grant (CDBG), the Clay Street Community Legacy Program, the Emergency Shelter Grant Program, the Rental Allowance Program, the HOME Initiative Program and the Moderately Priced Dwelling Unit Program.
- Coordinates activities with nonprofit service providers, City departments, and agencies.

Department of Planning and Zoning

Historic Preservation Division:

- Processes applications for the Historic Preservation Commission (HPC).
- Ensures projects are developed in accordance with HPC approval(s).
- Enforces compliance with Historic District design guidelines and review process.
- Provides technical and administrative guidance to applicants in the Historic District to ensure submission of complete applications.
- Coordinates interdepartmental project review and enforcement in the Historic District .
- Oversees archaeology and preservation requirements for development affecting landmarks throughout the City.
- Manages all required Certified Local Government responsibilities including annual reporting, commission training, Section 106 review, drafting & updating of administrative procedures, policies, and design guidelines, ongoing survey and inventory work, preservation planning, and execution of an educational program.
- Staffs and supports the Annapolis MainStreets program and the Historic Markers (Heritage) Commission.

Current Planning Division:

- Maintains primary responsibility for departmental activities involved with processing various applications.
- Staffs and supports various Boards and Commissions. Support includes:
 - Ensuring quarterly reporting to the State Critical Area Commission and participation in quarterly Critical Area meetings and training workshops,
 - Overseeing communication and outreach to active, participatory community associations, such as the Eastport Civic Association and the Murray Hill Residence Association,
- Staffs interdepartmental and mayoral appointed committees.
- Ensures all development meets the policies and aspirations expressed in the *2009 Annapolis Comprehensive Plan*. Specifically, the Division must ensure compliance with the Land Use and Economic Development Principles, Objectives and Policies.

Comprehensive Planning Division:

- Prepares, monitors and implements the Comprehensive Plan.
- Coordinates the annual Capital Programming and Budgeting process.
- Performs sector studies and neighborhood plans and manages public participation therein.
- Undertakes special studies and functional planning as needed.

Department of Planning and Zoning

- Manages traffic impact studies as part of the development review process.
- Provides liaison between city and county, regional, state and federal agencies (not including community development, historic preservation and housing matters).
- Seeks grants in pursuit of long- and short-range planning priorities.
- Represents the Mayor at the regional level, e.g the Baltimore Regional Transportation Board.
- Tracks legislation and supports those State-wide initiatives that enhance the ability of incorporated cities to effectively compete and realize their long-term development goals.
- Provides technical assistance to other departments and Planning Department divisions as needed.

Goals & Objectives:

Community Development Division:

- A. Provide decent housing, including, assisting homeless persons obtain affordable housing; assisting persons at risk of becoming homeless; retention of affordable housing stock; increase the availability of affordable permanent housing in standard condition for low income households, increasing the supply of supportive housing for persons with special needs.
- B. Provide a suitable living environment, including, improving the safety and livability of neighborhoods; increasing access to quality public and private facilities and services; reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and revitalization of deteriorating neighborhoods.
- C. Expand economic opportunities by provision of public services concerned with employment; access to capital and credit for activities that promote the long term economic and social viability of the community; and empowerment and self sufficiency of low income persons to reduce generational poverty in federally assisted housing and public housing.

Historic Preservation Division:

- D. Preserve the authentic character and promote quality stewardship of properties within the Annapolis Historic District.
- E. Promote historic preservation as integral to community revitalization, economic development, and environmental sustainability.
- F. Heighten awareness of the value of cultural heritage and historic preservation.

Department of Planning and Zoning

Current Planning Division:

- G. Uphold the City's character, promote a sustainable community, and advance land development stewardship through skilled design review.
- H. Promote urban design as an integral element to community revitalization, economic development, and environmental sustainability.
- I. Provide effective customer service through quality control and enhanced project management.
- J. Review all development for compliance with the Zoning and Subdivision ordinances of the City as well as State Laws that are implemented locally.

Comprehensive Planning Division:

- K. Effective coordination of near-term and long range planning activities occurring in a variety of settings, to including implementation of the Comprehensive Plan, capital budgeting, grant-seeking, sector planning, functional planning, development review, and inter-jurisdictional planning.

Coordinate of such activity is aligned with the three overarching goals of the current Comprehensive Plan:

1. Preserve and Enhance Community Character
2. Maintain a Vibrant Economy
3. Promote a 'Green' Annapolis

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ The CPM 101 questions/measurements which applied to the Department of Planning and Zoning are as follows:

Jurisdiction Descriptors:

- Residential population of the jurisdiction.
- Total area in square miles of the jurisdiction (excluding any significant bodies of water).

Department of Planning and Zoning

Code Enforcement:

The following code enforcement questions were answered by a collecting data from both the Department of Planning and Zoning and the Department of Neighborhood and Environmental Programs.

- Total number of hours paid to code enforcement staff.
- Total expenditures for code enforcement: *Could not answer in accordance with CPM criteria. Expenditures dedicated solely to code enforcement are not delineated separately from other DNEP expenditures.*

Permits Services:

The following permitting questions were answered by a collecting data from both the Department of Planning and Zoning and the Department of Neighborhood and Environmental Programs.

- Total number of hours paid to permitting services staff.
- Total expenditures for permitting services: *Could not answer in accordance with CPM criteria. Expenditures dedicated solely to permitting services are not delineated separately from other DNEP expenditures.*
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from Land Use, Planning and Zoning customer satisfaction surveys: *No survey conducted, could not answer.*

- ❖ **Looking ahead:** Additional performance measurements the Department of Planning and Zoning may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

Community Development Division:

- A. Provide Decent Housing:
 - Track number of new homes developed
 - Track number of homeownership opportunities created.
- B. Provide a suitable living environment:
 - Track number of homes improved
- C. Expand economic opportunities and empower low-income persons by provision of services and activities:
 - Track number of homeless helped.
 - Track number of persons with special needs helped.
 - Track number of people helped with public services such as mentoring and job skills preparation.

Input measurements: Track grants secured for programs
Track volunteers or interns secured for projects.

Historic Preservation Division:

- D. Preserve the authentic character and promote quality stewardship of properties within the Annapolis Historic District:
 - Track consultants engaged for HPC project review, inspections and survey work.
 - Track properties surveyed for update of NHL District.
 - Track number of monthly inspections completed.

Department of Planning and Zoning

- Track number of violations brought into compliance.
 - MainStreets: track number of businesses inventoried.
- E. Promote historic preservation as integral to community revitalization, economic development, and environmental sustainability:
- Track number of applicants to the Historic Property Tax Credit.
 - Track number/value of tax credit applications.
 - MainStreets: track attendance at workshops.
 - MainStreets: track brochures produced for marketing/promoting MainStreets businesses.
- F. Heighten awareness of the value of cultural heritage and historic preservation:
- Track partnerships/sponsorships secured for educational activities.
 - Track educational and planning projects completed.
 - Heritage Commission: track applications for historic markers/interpretive displays.
 - Heritage Commission: track historic markers approved and constructed.
 - Heritage Commission: track educational activities sponsored by Heritage Commission.

Current Planning Division:

- G & H. Promote a sustainable community and promote urban design:
- Track partnerships and involvement with community associations.
 - Track citizen committee participation.
- I. Provide effective customer service through quality control and enhanced project management.
- Track time to process development applications.
 - Track time spent by Planning and Zoning to process permits applications.
 - Track percentage of forms and documents made easily accessible to the public
 - Track number of Pre-Application Conference Committee (PACC) meetings hosted.
 - Track attendance of City agencies and the public in PACC meetings.
- J. Review all development for compliance with the Zoning and Subdivision ordinances of the City as well as State Laws that are implemented locally.
- Track developments reviewed for compliance.
 - Track violations brought into compliance.

Comprehensive Planning Division:

- No quantitative measurements proposed as a function of the qualitative nature of the division's work.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

Planning and Zoning classified its services into the following priority programs: Building Permit Processing; Community Programs; Comprehensive Planning; Development Review; Historic Preservation; Main Streets; Affordable Housing; Sector Studies; Transportation Planning; Economic

Department of Planning and Zoning

Development. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 11

Planning and Zoning:

Planning Director.....	1
Section Chief.....	3
Senior Planner	2
Planner	1
Historic Preservation Assistant	1
Community Development Administrator	1
Economic Development Manager	1
SMBE Coordinator	1

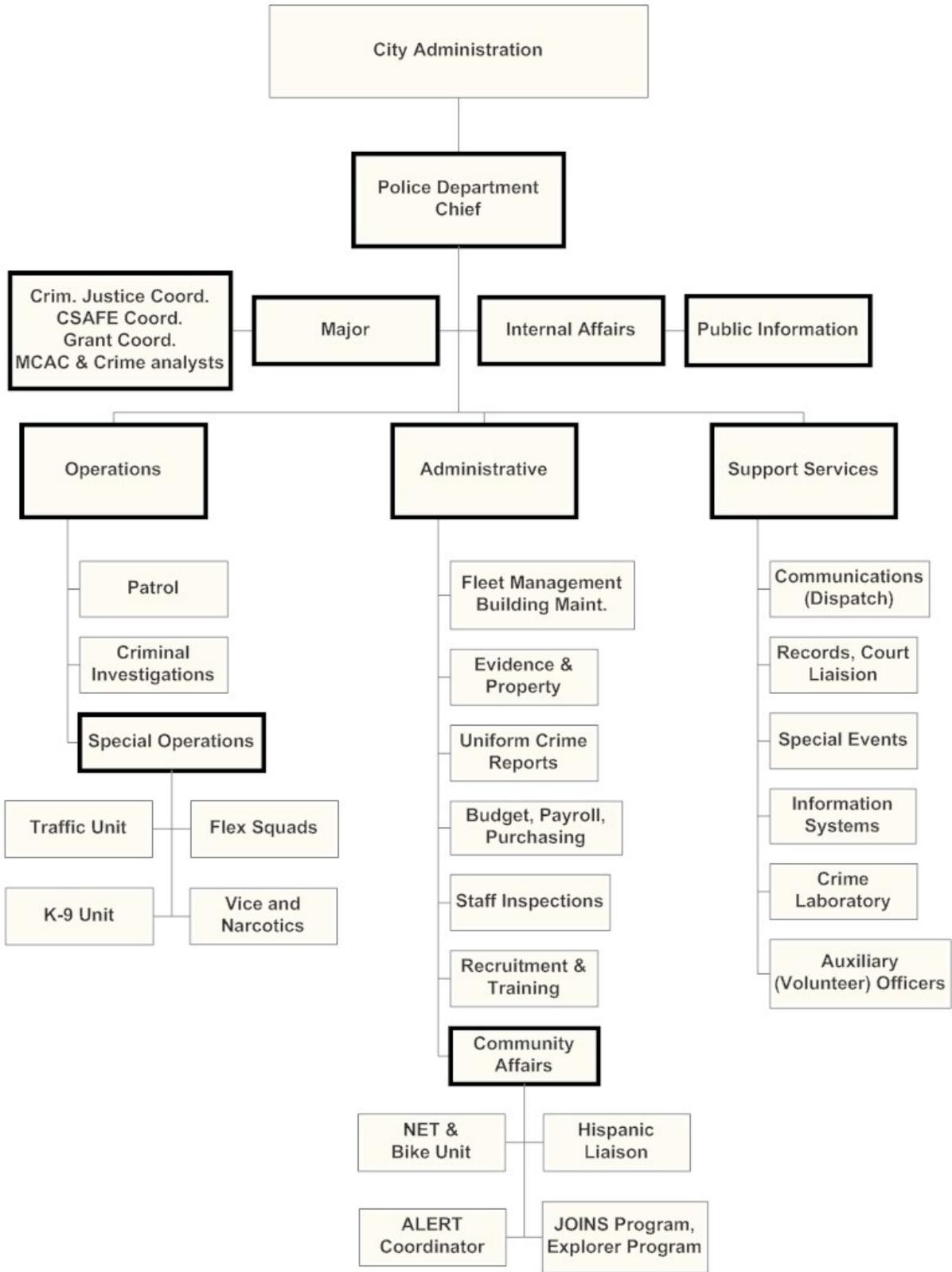
Contractual and Temporary Positions

The Planning and Zoning Department has a contractual Project Coordinator.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 1,345,061	\$ 1,293,924	\$ 1,205,371	\$ 1,514,763	\$ 1,600,751	80.73%
Operating	171,239	129,094	103,482	428,670	382,060	19.27%
Total	\$ 1,516,300	\$ 1,423,018	\$ 1,308,853	\$ 1,943,433	\$ 1,982,811	100%
% Change from Prior Year		-6.15%	-8.02%	48.48%	2.03%	

Police Department



Police Department

Fund Support: General Fund

Description:

The Annapolis Police Department (APD) is a full-service law enforcement agency, responding to over 35,000 calls for service annually in sophisticated ways to meet the dynamic needs of a jurisdiction with over 38,000 residents and two million visitors annually.

APD is committed to data-driven, problem-oriented policing. Crime prevention and law enforcement strategies are based on the continuous and intense acquisition of crime data that when analyzed reveal emerging patterns and likely trends. Deployment and investigative flexibility are essential for crime fighting and prevention. In addition to routine patrol, APD proactively deploys officers in communities affected by crimes and/or nuisance activity. Our deployment is predicated on community concerns, real time crime analysis as well as historic trends. Citizen feedback is also critical. Police personnel provide services and patrol visibility in all communities by way of foot, bicycle, and motorized vehicles.

APD is among only six percent of law enforcement agencies nationwide to earn accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). This distinction has been maintained as a direct result of adherence to more than 400 rigorous standards related to crime prevention and law enforcement, coupled with integrity, structure and excellent practices of the Department.

APD is a key participant in effective partnerships that help keep Annapolis safe. For example, APD works with the State's Attorney's Office, the Division of Parole and Probation, and other public safety agencies to prosecute violent and repeat offenders. We also partner with the U.S. Coast Guard and Department of Natural Resources Police for maritime security. We also have worked and continue to work with the FBI and ICE in the furtherance of criminal investigations of serious and violent crimes, i.e., gang activity and human trafficking.

From community outreach programs (Watch-Your-Car, National Night Out, Hispanic Liaison) to enforcement operations (DUI, school bus safety, "Knock and Talk") to complex criminal investigations, APD remains vigilant in its efforts to make Annapolis a safe place in which to live, work, and visit.

Mission:

The Annapolis Police Department, in partnership with the community, is dedicated to preventing and controlling crime and preserving the quality of life in Annapolis through firm, fair, and impartial law enforcement strategies.

Goals & Objectives:

- A. Provide a safe community by reducing crime.
 - The department is concerned about all public safety issues.
 - We address these issues through proper planning, responses and practice.

- B. Improve traffic and pedestrian safety.
 - The department recognizes traffic and pedestrian safety is a concern to our citizens and elected officials.
 - To ensure the greatest impact, we will use existing data and conventional and unconventional methods to enforce existing laws.
 - We identify vulnerable and affected areas and deploy resources as needed.

Police Department

- C. Improve community outreach and communications.
 - The department recognizes the community is not only a great resource but a great partner.
 - We will use available tools and seek new methods of generating the public's interest and involvement with our agency.

Police Department

D. Maintain high professional standards.

- The department understands the necessity to have a well trained, professional and courteous law enforcement agency.
- All complaints will be investigated in an impartial matter as the community deserves to be treated with respect.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ The CPM 101 questions/measurements which applied to the Police Department are as follows:

Staffing and Expenditures:

- Total number of hours paid to sworn staff.
- Total operating and maintenance expenditures for police services.

Reported Crimes:

- Number of UCR Part 1 Violent Crimes reported.
- Number of UCR Part 1 Violent Crime cleared.
- Number of UCR Part 1 Property Crimes reported.
- Number of UCR Part 1 Property Crimes cleared.

DUIs and Accidents:

- Number of injury-producing traffic accidents which occurred in the jurisdiction (the number of accidents, not the number of injuries, was to be reported).
- Number of DUI arrests made.

Response Time:

- Average response time, from receipt of top priority police telephone call to arrival of first unit on scene, for "top priority" calls.

Complaints Against Personnel & Citizen Satisfaction:

- Number of complaints against sworn personnel.
- Number of "Very Safe," "Safe," "Neither Safe nor Unsafe," "Unsafe," "Very Unsafe," and/or "Don't Know" responses received from citizens on a survey question which asked "How safe do you feel in your neighborhood after dark?": *No survey conducted, could not answer.*
- Number of "Yes," "No," and/or "Don't Remember/Don't Know" responses received from citizens on a survey question which asked "During the past 12 months, were you or anyone in your household the victim of any crime?": *No survey conducted, could not answer.*

Police Department

- Number of “Yes,” “No,” and/or “Don’t Remember/Don’t Know” responses received from citizens on a survey question which asked, if you answered “yes” to being a victim of crime, “did you report all of these crimes to police?": *No survey conducted, could not answer.*

Risk Management:

- Total number of accidents involving police and law enforcement vehicles.

Fleet Management:

- Total vehicle maintenance expenditures (excluding accident/body damage repair) for ONLY police and law enforcement vehicles.
- Total number of miles driven by police and law enforcement vehicles: *Could not answer*

The following Fleet Management questions were answered by a collecting data from the Public Works Department, the Planning and Zoning Department, the Police Department and the Fire Department.

- Total number of Police and Law Enforcement Vehicles.
- Total number of ALL Vehicles and Heavy Equipment (including Police and Law Enforcement).
- Total vehicle maintenance expenditures (excluding accident/body damage repair) for ALL Vehicles and Heavy Equipment (including Police and Law Enforcement): *Could not answer.*
- Number of Excellent, Good, Fair, Poor, or Don’t Know responses received from fleet maintenance customer satisfaction surveys: *No survey conducted, could not answer.*

- ❖ Every community has unique attributes, and this is visible in the police performance data. In the fiscal year 2012 CPM report, ICMA shows that more is spent on police services per capita than the benchmark, likely reflecting Annapolis’ standing as the State Capitol with a large influx of daily and seasonal visitors, a vibrant downtown, and ongoing demographic changes.

Police Expenditures per Capita

	City	Benchmark: all jurisdictions average
FY 11	\$375	\$216
FY 12	\$394	\$272
FY 13 (raw)	\$391	

Meanwhile, the Police function clears similar percentage of violent crimes as the benchmark; however, it spends less achieving this clearance rate than the benchmark.

Police Expenditures per Part 1 Crime Cleared

	City	Benchmark: all jurisdictions average
FY 11	\$40,987	\$45,152
FY 12	\$45,914	\$51,827
FY 13 (raw)	\$46,116	

Percentage of Part 1 Violent Crimes Cleared

	City	Benchmark: all jurisdictions average
FY 11	66%	69%

Police Department

FY 12	61%	43%
FY 13 (raw)	58%	

❖ **Looking ahead:** Additional performance measurements the Police Department may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- A. Provide a safe community by reducing crime.
 - Track number of reported crimes
 - Track number of calls for service

- C. Improve community outreach and communications.
 - Track number of community engagement activities.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

The Annapolis Police Department classified its services into the following priority programs: Patrol; Crime Investigation; Intelligence; Drug investigation; Crime Lab; Special Operations; Community Relations; Dispatch; and Support Services. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 140

Office Associate III	1
Police Administrative Clerk	1
Police Records Specialist.....	5
Administrative Office Associate	1
Police Chief	1
Police Major	1
Police Captain	3
Police Lieutenant.....	5
Police Sergeant.....	13
Police Corporal.....	14

Police Department

Police Officer 1/C	51
Police Officer	26
Police Communications Operator II	3
Police Communications Operator	9
Police Property Supervisor	1
Police Planning Analyst.....	1
Police Identification Specialist.....	2
Warrant Control Records Supervisor	1
Hispanic Liaison	1

NOTE: The Police Department was approved to reach 114 sworn personnel positions in FY 2017.

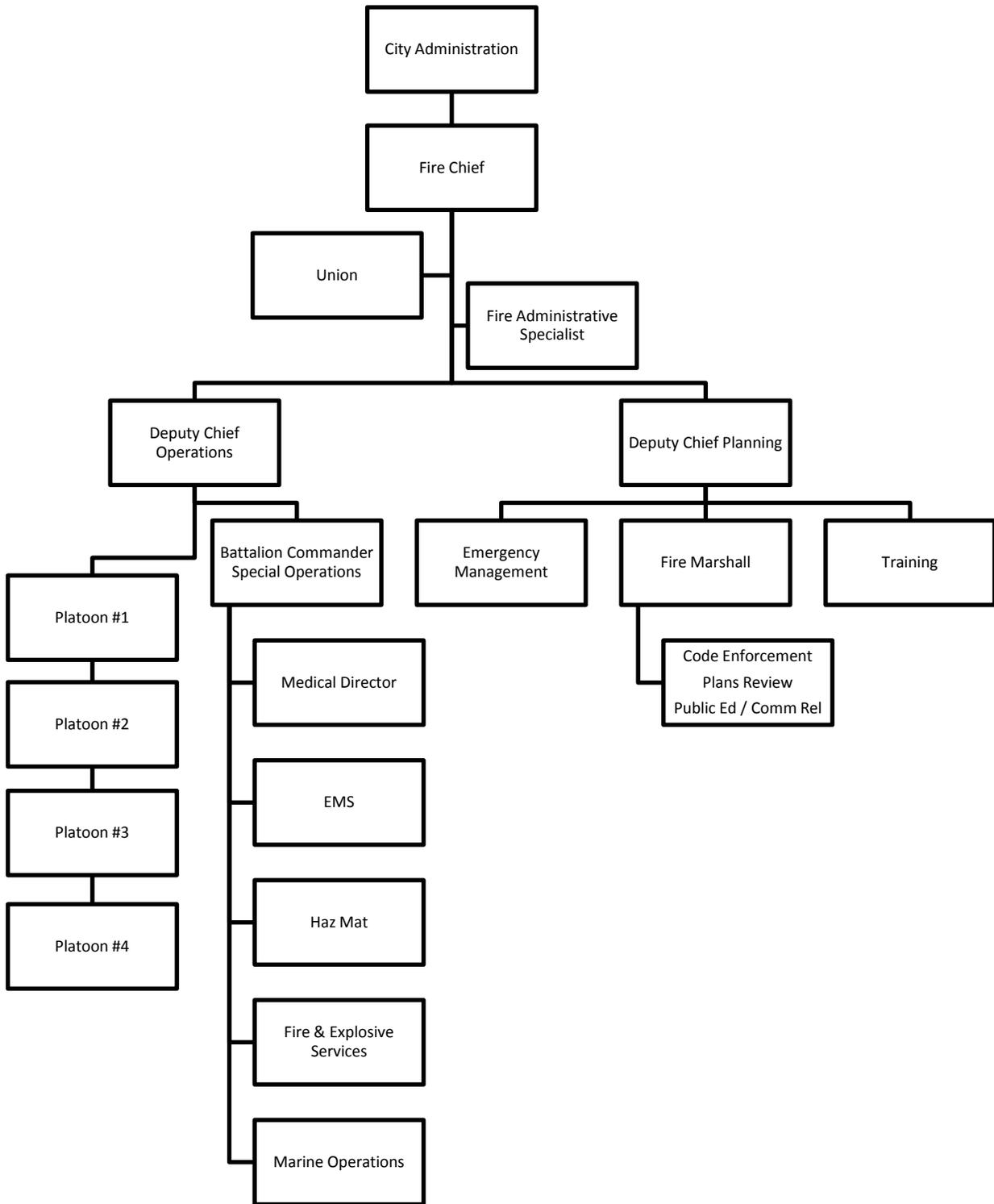
Contractual and Temporary Positions

The Police Department has various temporary and/or contractual positions. These positions consist primarily of School Crossing Guards, a Major Crimes Investigator, an Investigator Support Analyst, a Professional Standards Director, a Maryland Coordination and Analysis Center Intelligence Analyst, a Special Events Coordinator, Community Services Specialists, a Safe Streets Coordinator, a Crime Analyst, a Grant Coordinator, an IT Project Manager, a Camera Monitor, and a Communications Director.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 13,714,288	\$ 14,131,389	\$ 14,249,757	\$ 14,392,645	\$ 15,795,888	93.39%
Operating	1,487,687	1,324,786	1,359,955	1,153,073	1,118,572	6.61%
Total	\$ 15,201,975	\$ 15,456,175	\$ 15,609,712	\$ 15,545,718	\$ 16,914,461	100%
% Change from Prior Year		1.67%	0.99%	-0.41%	8.80%	

Fire Department



Fire Department

Fund Support: General Fund

Description:

The Annapolis Fire Department is an all-hazards emergency service agency which serves to protect those who live, work, and play in Annapolis from injury and fire. The Fire Department ensures reliable, competent, and professional assistance to any person who is injured, ailing or encountering an emergency situation.

The Fire Department consists of the Fire Chief, the Annapolis Fire Department is functionally divided into two major Sections, Operations and Planning, each under the command of a Deputy Chief.

Operations Section:

The Operations Section provides staffing and equipment for an All Hazards Response to include fire, emergency medical services, special operations and all other emergency and non-emergency incidents. The Fire and Explosives Services Unit (FESU) operates the Department's nationally certified bomb squad. Basically, if it involves emergency lights and sirens, it falls under the command of Operations.

Services: Operations Section:

- Fire suppression.
- Emergency medical services (Paramedics)
- Bike Medics (Special Events)
- ASET Medics – Specially trained Paramedics that accompany police during high risk operations
- Citizen CPR Training
- Technical rescue response.
- Hazardous materials technical response.
- Response to weapons of mass destruction.
- Marine rescue/ firefighting (Fireboat 36)
- Explosive (Bomb) Team – includes four (4) explosive detection K9 Teams
- Fire and Explosive Investigations – (origin and cause)

Planning Section:

The mission is to preserve life from fire, explosion and other hazards through prevention, education and enforcement of the City Code, the State Fire Prevention Code and the Fire Laws of Maryland. In addition, the Planning Section includes the Office of Emergency Management (OEM) which prepares the City to handle the impact of natural and man-made disasters.

Services: Planning Section

- Public Education – fire and injury prevention
- Fire prevention/life safety
- Building plan review – new construction
- Public Information – PIO
- Code Enforcement – fire inspection of new construction
- Injury Prevention – to include senior citizens
- Fire Station Tours
- Smoke Detector Program – provide and install smoke detectors free of charge

Mission:

Fire Department

The Annapolis Fire Department exists to provide a safe environment for the community by minimizing the impact of fire and injury through public education, quality service, emergency preparedness and an overall culture of safety.

Goals & Objectives:

The Annapolis Fire Department (AFD) has eight (8) core strategies intended to support our mission statement. These strategies are the guiding principles of the Annapolis Fire Department and serve to guide our daily operations. In support of those core strategies, the Department establishes annual goals and objectives to ensure continued improvement.

Core Strategies (Goals):

1. Fire Safety – Our number one goal will always be firefighter safety. As an organization we will develop strategies and implement training programs to ensure firefighter safety and survival. Safety is both an individual and team responsibility. Supervisors and employees must take an active role in their personal safety and the safety of their crews.

2. Fiscal Responsibility – The leadership of the Annapolis Fire Department will be good stewards of the taxpayer's funds. We will strive to be fiscally responsible with City funding and make prudent financial decisions.

3. Education & Training – A well trained and educated workforce is essential to an effective fire department. As a Department we value education and training and will encourage and provide training opportunities to our members.

4. Wellness & Fitness – We will provide our firefighters and professionals with knowledge, support and opportunities to our members.

5. Diverse Workforce – The continued excellence of the Annapolis Fire Department is largely dependent upon the ability to attract, develop and retain highly skilled, talented and motivated members. An essential element in maintaining this quality of services is the recognition of the value of a diverse workforce. Characteristics such as age, culture, ethnicity, gender, race, religious preference, sexual orientation, gender expression and the expression of unique philosophies and ideas provide the opportunity to better understand each other. This understanding will strengthen the efficiency and productivity of the workforce, whose primary objective is to provide excellent service to the community we serve.

6. Outstanding Service – As an organization we will strive to meet or exceed our citizen's and customer's expectations in the services that we provide.

7. Fire & Injury Prevention – We will enhance public safety by minimizing the impact of fire, personal injury and hazardous conditions by conducting fire safety inspections, injury prevention and disaster preparedness programs.

8. Emergency Preparedness – The Office of Emergency Management (OEM) will provide a comprehensive and integrated emergency management system that coordinates community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our City.

Fire Department

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Below is a compilation of the CPM questions which pertained to the Fire Department. The goal for fiscal year 2015 is that those CPM measurements which the City is not currently monitoring will be introduced into each department's infrastructure for a more complete performance profile.

- ❖ The CPM 101 questions/measurements which applied to the Fire Department are as follows:

Structures:

- Total number of residential, commercial and industrial structures in the jurisdiction.

Commercial and Industrial Inspections:

- Percentage of commercial and industrial occupancies inspected.

False Alarms:

- Total number of false alarms.

Staffing/Minimum Staffing:

- Total number of hours paid to all staff who provided Fire Service or Emergency Medical Service.
- Total number of BUDGETED Fire and EMS staff (response to represent a "head count" so the person who works full time and the person who works part time would each be counted as one staff member).
- Total number of BUDGETED volunteer and paid-on-call Fire and EMS staff.
- Minimum staffing per in-service pumper/engine in the jurisdiction.

Expenditures:

- Total expenditures for Fire and EMS activities (to include staff costs).

Fire Department

Fire and EMS Responses:

- Total number of EMS responses.
- Total number of structure fires.
- Total number of fires (structure AND non-structure).

Fire Confinement:

- Percentage of one- and two-family residential structure fires confined to the object or room of origin.
- Percentage of one- and two-family residential structure fires confined to the floor or structure of origin.

Cardiac Care:

- Percentage of patients in cardiac arrest from medical causes who were delivered to a medical center with a pulse by the EMS staff: *Could not answer, new EMS tracking system which began in December 2011 will allow this data to be collected in the future.*

Response Time:

- Percentage of Fire calls responded to in 5 minutes or less, from conclusion of dispatch to arrival on scene: *This number is tracked and reported but is skewed by the mutual aid of County emergency services.*
- Average response time for Fire calls, from conclusion of dispatch to arrival on scene: *This number is tracked and reported but is skewed by the mutual aid of County emergency services.*

- ❖ There have been improvements in management of Fire and EMS service delivery over the three years of data tracking, with performance measurement serving as a useful management tool. In the fiscal year 2012 CPM report, ICMA identifies regular inspections of commercial and industrial occupancies by the Fire Marshall –a proven fire prevention tool- have increased from 22%to 65% overall in three years, as have the percentage of Fire calls responded to within 5 minutes. Expenditures on the Fire/EMS function remain higher than the benchmark, a fact which is revisited periodically in policy discussions about the benefits of the City maintaining its own Fire department. The PM data illustrating response times reflects the benefit to City residents of the City maintaining its own Fire department.

Percentage of commercial and industrial occupancies inspected

	City	Benchmark: all jurisdictions average
FY13	65%	75%
FY14	95%	
FY15	100%	Of those scheduled for 2015 inspection

Percentage of Fire calls with response time of 5 minutes and under

	City	Benchmark: all jurisdictions average
FY13	82%	64%
FY14	85%	
FY 15	85%	

Fire Department

Fire/EMS expenditures per capita

	City	Benchmark: all jurisdictions average
FY13	\$350	\$198
FY14	\$353	
FY15	\$381	

❖ **Looking ahead:** Additional performance measurements the Fire Department may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- A. Ensure firefighter safety by developing strategies and implementing training programs.
 - Track number of training hours completed by staff.
 - Track number of OSHA compliance training hours.

 - B. Enhance public safety by minimizing the impact of fire, disaster, and hazardous conditions by conducting fire safety inspections as required by the City Code and as recommended in national fire protection standards.
 - Track number of fire responses.
 - Track number of Explosive Response Team responses.
 - Track number of fire safety inspections completed.
 - Track number of fire hazard surveys completed.
 - Track number of plans reviewed by the Fire Marshals' Office for compliance and safety.

 - D. Develop and deliver public education programs in response to risk assessments and community-targeted educational needs.
 - Track number of public education events hosted or participated in.
- Other:* Track collection rate for collection of EMS transport fees.
Track total number of all responses by Fire Department personnel.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

The Annapolis Fire Department classified its services into the following priority programs: Emergency Medical Services (EMS); Fire Suppression; Special Operations; Code Enforcement; Plans Review; Public Education/Community Relations; and Emergency Management. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

Fire Department

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 131

Fire - Uniformed:

Fire Chief	1
Deputy Fire Chief	2
Fire Battalion Chief.....	6
Fire Captain.....	6
Fire Lieutenant	22
Firefighter 1/C	33
Firefighter I - III.....	54

Note: Firefighter positions (1/C and I-III) vary based on the firefighters' level of qualification and certification. Fire Marshals are included in these counts.

Fire - Civilian:

Fire Inspector	1
Administrative Office Associate	1
Office Associate IV	1
Office Associate III	2

Office of Emergency Preparedness:

Office Associate IV	1
Deputy Director of EPRM.....	1

Contractual and Temporary Positions

The Fire Department has temporary and/or contractual positions. The Office of Emergency Preparedness has a Training & Outreach Coordinator.

Fire Department

BUDGET SUMMARY FIRE DEPARTMENT

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 12,121,422	\$ 13,320,592	\$ 13,881,233	\$ 14,325,431	\$ 15,330,260	93.73%
Operating	1,665,715	939,072	933,674	1,130,142	970,142	5.93%
Capital Outlay	-	128,407.00	56,000.00	56,000.00	56,000.00	0.34%
Total	\$ 13,787,137	\$ 14,388,071	\$ 14,870,907	\$ 15,511,573	\$ 16,356,402	100%
% Change from Prior Year		4.36%	3.36%	4.31%	5.45%	

* The Office of Emergency Preparedness was combined with the Fire Department budget in FY 2011 - FY 2013 and again in FY 2016.

BUDGET SUMMARY EMERGENCY MANAGEMENT

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ 197,753	\$ 78,171	\$ -	\$ -	0.00%
Operating	-	17,372.00	33,804.73	0	0	0.00%
Total	\$ -	\$ 215,125	\$ 111,975	\$ -	\$ -	\$ -
% Change from Prior Year		0.00%	0%	-100%	#DIV/0!	

* The Office of Emergency Preparedness was combined with the Fire Department budget in FY 2011 - FY 2013 and again in FY 2016.

Department of Neighborhood & Environmental Programs

Overview:

With the approval of Ordinance 12-16, the Department of Neighborhood & Environmental Programs was dissolved. The Code Enforcement and Permitting responsibilities now reside within the Planning & Zoning Department. Wastewater and Stormwater responsibilities now reside within the Public Works Department. A new division has been formed, the Office of Environmental Programs, for the environmental responsibilities. This change structural change was in process during the FY 2017 Budget Process. For FY 2017, the Department of Neighborhood & Environmental Programs budget was created for business as usual, with a Budget Revision to take place after the start of the Fiscal Year. The new departmental setup will be reflected in the FY 2018 Budget Book.

Fund Support: General Fund

Description:

The Department of Neighborhood and Environmental Programs (DNEP), the quality of life department, is made up of two divisions – Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting, and performing inspections related to all facets of code enforcement including, but not limited to, construction, rental housing, property maintenance, zoning and construction trades. Environmental Programs is responsible for the enhancement of the environment through projects and programs including but not limited to, urban forestry, wastewater pretreatment, sediment and erosion control, environmental stewardship and sustainability programs.

Mission:

To maintain and improve the neighborhoods and environment of the City through innovative, consistent and effective, environmental programs and code enforcement.

Services:

- Permits and inspections of all construction of a cost of \$500 or higher to promote safety and code compliance.
- License and inspect all rental housing to ensure safe and sanitary living conditions.
- License all contractors and related construction trades doing business in the City.
- Inspect and enforce zoning regulations as set forth in the City Code.
- Permits, inspects and educates the waste water pretreatment of certain commercial establishments.
- Regulates the sediment and erosion control program.
- Educates citizens about NPDESII and sediment and erosion control.
- Maintains and enhances the City's urban forest.
- Promotes the sustainable Annapolis program.
- Regulates private solid waste collection.

Department of Neighborhood & Environmental Programs

Goals & Objectives:

Operating Objectives:

- A. Maintaining a high quality of life for citizens via inspection and code enforcement functions which promote the cleanliness of the City's neighborhoods and the safety and quality of the built environment.
- B. Preserve and improve the natural environment through effective environmental programs.

Specific Goals:

- C. Respond to 100% of code violation cases (housing code, nuisance building code, zoning code, dangerous building code) within three business days.
 - Response is defined as (a) investigation and subsequent issuance of a compliance notice, or (b) a citation for repeat violations or warranted cases, or (c) recording and closing a case when no further enforcement is needed.
- D. Initiate enforcement action on 100% of abandoned and/or boarded residential properties in FY15.
 - Enforcement action is defined as issuance of compliance notices, citations and court cases when warranted.
- E. Conduct initial DNEP plan review of 80% of permits within designated timeframes.
- F. Increase the number of properties included in the stormwater credit fee program by 100% in FY16.
- G. Respond to and initiate response to 100% of hazard trees under DNEP responsibility within 24 hours of report or discovery.
- H. Inspect 100% of construction sites with sediment and erosion control permits.
- I. Issue Notices of Violation to 100% of violators of discharge limits.
- J. Conduct inspections and/or education visits to 100% of oil and grease violators with exceedances over 400 mg/L.
- K. Implement or propose 20% of budget neutral programs included in the Community Action Plan.
- L. Recertify 70% of expiring Certified Environmental Stewards expiring in FY16.
- M. Increase Certified Environmental Stewards by 10% in FY16.
- N. Continue to conduct cross-departmental pre-application meetings for commercial construction projects.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

Department of Neighborhood & Environmental Programs

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Below is a compilation of the CPM questions which pertained to the Department of Neighborhood and Environmental Programs. The goal for fiscal year 2015 is that those CPM measurements which the City is not currently monitoring will be introduced into each department's infrastructure for a more complete performance profile.

- ❖ The CPM 101 questions/measurements which applied to the Department of Neighborhood and Environmental Programs are as follows:

Code Enforcement:

- Total number of code violations cases (to include all violations of housing codes, nuisance building codes, zoning codes, dangerous building codes, etc.)
- Total number of unresolved nuisance code violation cases on the books on the last day of the fiscal year.
- Number of nuisance code violations resolved through voluntary compliance.
- Number of nuisance code violations resolved through forced compliance: *Could not answer, method of compliance not currently indicated when a case is resolved.*
- Number of abandoned and/or vacant residential properties in the jurisdiction: *Could not answer pursuant to CPM definition; only the number of foreclosures was recorded by DNEP at the time.*
- Number of "Not a Problem," "Minor Problem," "Moderate Problem," "Major Problem," or "Don't Know" responses were received in response to a citizen satisfaction survey which asked: "To what degree, if at all, are run down buildings, weed lots or junk vehicles a problem in your city or county?": *No survey conducted, could not answer.*

The following code enforcement questions were answered by collecting data from both the Department of Neighborhood and Environmental Programs and the Department of Planning and Zoning.

- Total number of hours paid to code enforcement staff.
- Total expenditures for code enforcement: *Could not answer in accordance with CPM criteria. Expenditures dedicated solely to code enforcement are not delineated separately from other DNEP expenditures.*

Permits Services:

- Number of building permits issued.
- Total valuation of the residential and commercial building permits issued.
- Average processing time, in calendar days, for residential building permits.

The following permitting questions were answered by a collecting data from both the Department of Neighborhood and Environmental Programs and the Department of Planning and Zoning.

- Total number of hours paid to permitting services staff.
- Total expenditures for permitting services: *Could not answer in accordance with CPM criteria. Expenditures dedicated solely to permitting services are not delineated separately from other DNEP expenditures.*

Department of Neighborhood & Environmental Programs

- Number of “Excellent,” “Good,” “Fair,” “Poor,” or “Don’t Know” responses received from Land Use, Planning and Zoning customer satisfaction surveys: *No survey conducted, could not answer.*

- ❖ In the fiscal year 2012 CPM report, ICMA stated that Performance Measurement indicates that Code Enforcement operates effectively given the parameters the community has set for itself via its Codes and regulations, and it is comparable in its performance to other jurisdictions.

The issuing of residential building permits requires a somewhat longer time period compared to other communities. However, the data obscures Code requirements unique to Annapolis that require notifications and property postings for a minimum number of days before a permit may be issued. The City issues more permits per capita, which may reflect the comparatively high number of activities requiring a permit at all. The number of Code violation cases is similar in Annapolis to communities elsewhere. Code Enforcement staff every year process a volume of permits similar to other communities.

Average Processing Time for Residential Building Permits,
Measured in Calendar Days

	City	Benchmark: all jurisdictions average
FY11	19	10
FY12	13	16
FY13 (raw)	17	

Permits Issued per Capita

	City	Benchmark: all jurisdictions average
FY11	.12	.05
FY12	.10	.04
FY13 (raw)	.10	

Code Violation Cases per 1,000 Population

	City	Benchmark: all jurisdictions average
FY11	53	52
FY12	49	51
FY13 (raw)	34	

- ❖ **Looking ahead:** Additional performance measurements the Department of Neighborhood and Environmental Programs may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.
 - C. Respond to 100% of code violation cases (housing code, nuisance building code, zoning code, dangerous building code) within three business days.
 - Track response time (in business days) for code violation cases.
 - Track percentage of cases responded to within three business days.

Department of Neighborhood & Environmental Programs

- D. Initiate enforcement action on 100% of abandoned and/or boarded residential properties.
 - Track number of abandoned or boarded residential properties
 - Track percentage of such properties on which enforcement action has been initiated.
- E. Conduct initial DNEP plan review of 80% of permits within designated timeframes.
 - Track percentage of permits reviewed within designated timeframes.
- F. Increase the number of properties included in the stormwater credit fee program by 100%.
 - Track the number of properties included in the stormwater credit fee program.
- G. Respond to and initiate response to 100% of hazard trees under DNEP responsibility within 24 hours of report or discovery.
 - Track number of hazard trees reported or discovered.
 - Track response time (in hours) to each hazard tree reported or discovered.
 - Track percentage of responses which occur in 24 hours or less of report or discovery.
- H. Inspect 100% of construction sites with sediment and erosion control permits.
 - Track number of construction sites with sediment and erosion control permits
 - Track percentage of such sites which are inspected.
- I. Issue Notices of Violation to 100% of violators of discharge limits.
 - Track number of discharge-limit violators.
 - Track percentage of discharge-limit violators who are issued Notices of Violation.
- J. Conduct inspections and/or education visits to 100% of oil and grease violators with exceedances over 400 mg/L.
 - Track number of oil and grease violators with exceedances over 400mg/L.
 - Track percentage of such violators who inspected or given education visits.
- K. Implement or propose to City Council 20% of budget-neutral programs included in the Community Action Plan.
 - Track number of budget-neutral programs from the Community Action Plan which are implemented.
 - Track number of budget-neutral programs from the Community Action Plan which are proposed to City Council.
 - Track percentage of program implementation and program proposal based on number of budget-neutral programs in the Community Action Plan.
- L. Recertify 70% of expiring Certified Environmental Stewards expiring in FY15.
 - Track number of expiring Stewards.
 - Track number of expiring Stewards who are recertified.
- M. Increase Certified Environmental Stewards by 10% in FY15.
 - Track number of Certified Stewards.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

Department of Neighborhood & Environmental Programs

The Department of Neighborhood and Environmental Programs (DNEP) classified its services into the following priority programs: Plans Review; Inspections; Commercial Use; Private Property; Rental Licensing; ABC Inspections; Port Wardens; Urban Forestry; and Sustainability. Three programs identified by DNEP were relocated to other departments that offered similar services. Stormwater Quality and Stormwater Management were relocated to the Stormwater Fund and Wastewater Pre-Treatment was moved to the Wastewater Fund. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 22

Director	1
Assistant to the Director	1
Administrative Office Associate	1
Chief Code Enforcement.....	1
Chief Environmental Programs	1
Deputy Property Maintenance Inspector.....	1
Senior Housing Inspector.....	1
Building Inspector.....	2
Plumbing/Utility Inspector.....	1
Combination Inspector	1
Electrical Inspector	1
Housing Inspector	2
Permits Associate	1
Life Safety/Mechanical Inspector	1
Architectural Plans Reviewer	1
Environmentalist.....	1
Zoning Enforcement Officer	1
Permits Administrator.....	1
Environmental Compliance Inspector	1
Stormwater Engineer	1

Contractual and Temporary Positions

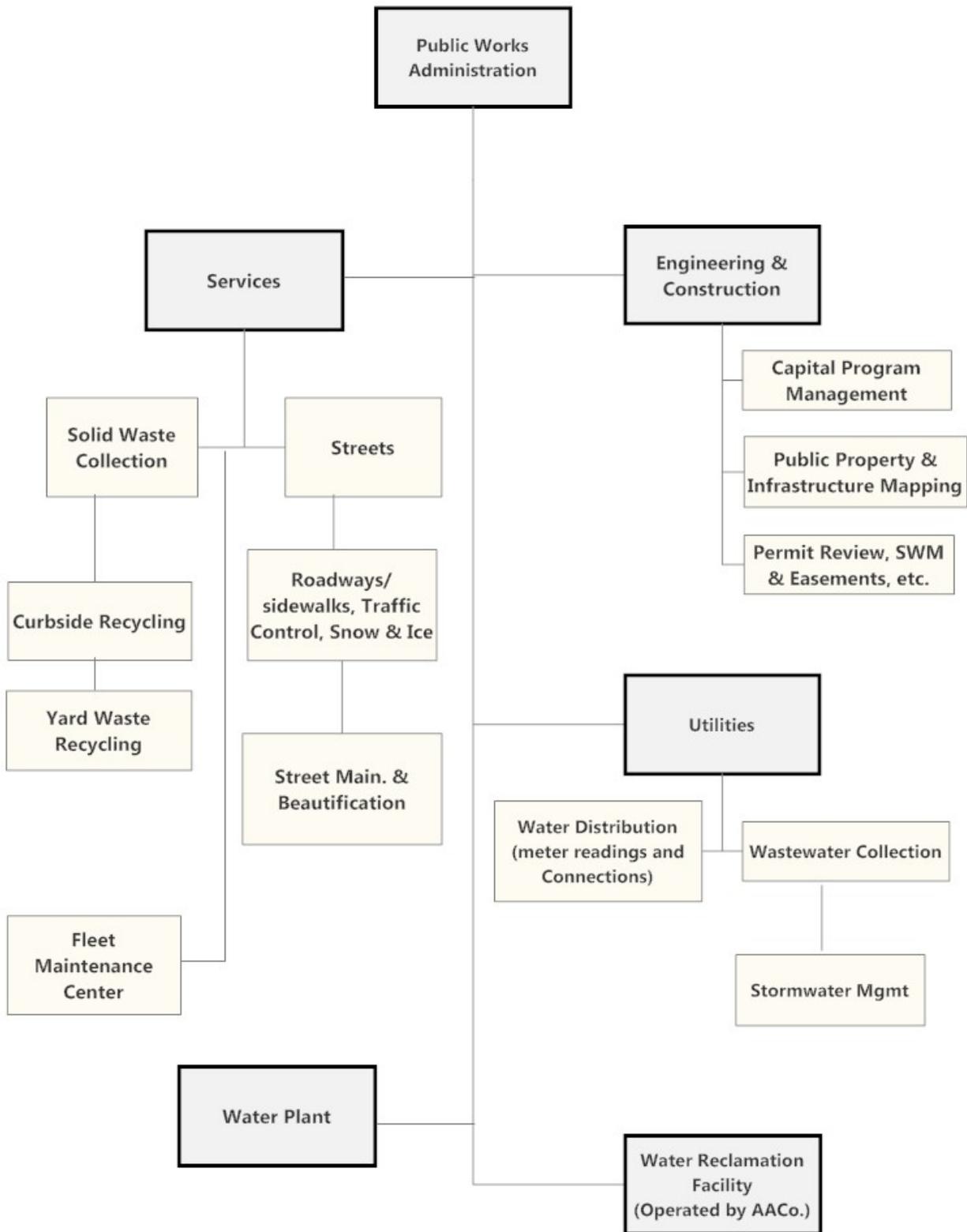
The Department of Neighborhood and Environmental Programs has various temporary and/or contractual positions. The current funded positions consist of Temporary Inspectors.

Department of Neighborhood & Environmental Programs

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 2,240,306	\$ 2,272,332	\$ 2,177,908	\$ 2,058,011	\$ 1,990,699	95.53%
Operating	177,487	147,796	133,154	121,160	93,173	4.47%
Total	\$ 2,417,793	\$ 2,420,128	\$ 2,311,062	\$ 2,179,171	\$ 2,083,872	100%
% Change from Prior Year		0.10%	-4.51%	-5.71%	-4.37%	

Department of Public Works



Department of Public Works

Fund Support: Various Funds (General and Enterprise)

Description:

The Public Works Department provides services for the benefit, health, safety and welfare of the citizens of Annapolis, and includes Administration; the Bureau of Engineering and Construction; Public Works Services which includes Streets, Snow and Ice Removal, Traffic Control and Maintenance, Solid Waste, and Fleet Maintenance Center; Public Works Utilities, which includes Wastewater Collection, Water Distribution, and Stormwater Management; and the Water Supply and Treatment Facility. The Annapolis Water Reclamation Facility is operated by Anne Arundel County, but is funded in partnership with the City of Annapolis.

Mission:

To create a safe, clean and inviting urban living and working environment within the City by planning and providing for systems, services, and skilled employees necessary to sustain this mission.

Services:

- Manage the City's Capital Improvement Program.
- Operate and/or oversee the City's solid waste system, including refuse, recycling, yard waste, and bulky waste collection and disposal.
- Operate and maintain the water treatment plant, water distribution system, sewer collection system and storm drain systems.
- Maintain the City's transportation infrastructure, including streets, sidewalks, bike paths, signs, traffic signals, and street lights.
- Manage the City-owned buildings and facilities.

Goals & Objectives:

Operating Objective: Operate the Department of Public Works in a manner that provides the residents of Annapolis with an outstanding level of customer service by improving policies, procedures and relationships; creating a safe work environment; enhancing our employees' knowledge, skills and abilities; and advancing the quality of our tools and equipment.

Goals:

- A. Improve program and project management of the Capital Improvement Program.
- B. Implement the new Water Treatment Plan project.
- C. Institute a planned, cost-effective approach for the recapitalization of the water distribution system and sewer collection system.
- D. Develop an efficient and cost-effective plan for recapitalizing the storm drain system in a manner that compliments the natural environment.
- E. Maintain a safe, high level-of-service right-of-way infrastructure system that supports vehicles, cyclists and pedestrians.

Department of Public Works

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices. The process will begin during the fiscal year 2015 budget process, during which the results of the fiscal year 2011 survey will begin to inform budgetary decisions.

Below is a compilation of the CPM questions which pertained to the Department of Public Works. The goal for fiscal year 2015 is that those CPM measurements which the City is not currently monitoring will be introduced into each department's infrastructure for a more complete performance profile

- ❖ The CPM 101 questions/measurements which applied to the Department of Public Works are as follows:

Facilities Management:

- Total square footage of City-owned facilities.
- Total expenditures for custodial services for the City-owned facilities.
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from facilities management customer satisfaction surveys: *No survey conducted, could not answer.*

Fleet Management:

The following Fleet Management questions were answered by collecting data from the Public Works Department, the Planning and Zoning Department, the Police Department and the Fire Department.

- Total number of Police and Law Enforcement Vehicles.
- Total number of ALL Vehicles and Heavy Equipment (including Police and Law Enforcement).
- Total vehicle maintenance expenditures for ALL Vehicles and Heavy Equipment (including Police and Law Enforcement): *Could not answer.*
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from fleet maintenance customer satisfaction surveys: *No survey conducted, could not answer.*

Highways and Roads:

- Total number of paved lane miles
- Total number of paved lane miles assessed
- Total number of paved lane miles rated satisfactory or better: *Could not answer.*
- Total expenditures for the rehabilitation of paved lane miles.
- Average number of working days to repair a pothole: *Could not answer*
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from street repair customer satisfaction surveys: *No survey conducted, could not answer.*

Department of Public Works

Solid Waste:

- Total number of residential refuse collection accounts.
- Total number of residential recycling collection accounts.
- Total number of tons of refuse collected from residential accounts.
- Total number of tons of recyclable material collected from residential accounts.
- Total expenditures for residential refuse collection.

- Total expenditures for residential recycling collection.
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from garbage collection customer satisfaction surveys: *No survey conducted, could not answer.*
- Number of Excellent, Good, Fair, Poor, or Don't Know responses received from recycling collection customer satisfaction surveys: *No survey conducted, could not answer.*

- ❖ **Looking ahead:** Additional performance measurements the Department of Public Works may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

- A. **Mission Statement (a):** Create a safe, clean and inviting urban living and working environment within the City.

Facilities:

- Track percentage of City facilities with an updated condition assessment.
- Track percentage of facilities with preventative maintenance programs established.

Sewer:

- Track number of sanitary sewer overflows.
- Track number of sanitary sewer spills reaching public waters.
- Track miles of sewer mains replaced or rehabilitated.
- Track miles of sewer mains cleaned.

Solid Waster/Refuse:

- Track diversion rate of recycled materials from disposal.

Stormwater:

- Track percentage of storm drains and structures cleaned monthly.

Streets:

- Track percentage of lane miles with remaining service life of 10 years or more.
- Track percentage of street miles resurfaced
- Track percentage of streets swept each month

Water Treatment:

- Track number of primary Maximum Contaminant Level (MCL) violations.
- Track percentage of planned Water Treatment Plant preventive maintenance activities performed.

- B. **Mission Statement (b):** Create a safe work environment for employees and enhance employees' knowledge, skills and abilities.

- Track number of recordable injuries.
- Track number of preventable vehicle accidents.
- Track percentage of employees provided in-service training.

Department of Public Works

- C. **Operating Objective:** Operate the Department of Public Works in a manner that provides the residents of Annapolis an outstanding level of customer service.

Facilities:

- Track average time to respond to both emergency and routine requests.

Solid Waste/Refuse:

- Track number of complaints received.

Streets:

- Track average time to repair a pothole.
- Track average time to investigate sidewalk hazard and average time to make permanent repairs to sidewalk hazards.

Water Distribution:

- Track average time to investigate and repair service leaks.
- Track average time to respond to water main breaks.
- Track average number of days to investigate and respond to customer requests.

All:

- Track customer satisfaction through survey. Correlate satisfaction to the results of the above measures.

- D. **Goal A:** Improve program and project management of the Capital Improvement Program.
- Track percentage of CIP projects completed within 10% of their baseline schedule.
 - Track percentage of CIP projects for which soft costs are less than 15%.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

The Public Works Department classified its services funded by the General Fund into the following priority programs: Administration; Traffic Engineering; Public Works Inspections; Maps and Records; Street Repairs; Streetscape Maintenance; Traffic Control and Maintenance; Snow and Ice; Fleet Maintenance; Police Fleet Maintenance; Fire Fleet Maintenance; Buildings Repair and Maintenance; and Market House. Two programs identified by Public Works were relocated to other Funds that offer similar services. Utilities Engineering is split between the Water Fund and the Wastewater Fund. Capital Project Management is relocated to each specific CIP. The Public Works Department classified its service funded by the Enterprise Funds into the following priority programs: Plant Operations; Water Distribution; Wastewater Reclamation; Wastewater Collection; Refuse Collections; Curbside Recycling; Stormwater Management; and Sidewalk Repair. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

Department of Public Works

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 97

Administration:

Director of Public Works	1
Assistant to Public Works Director	1
Administrative Office Associate	1
Accounting Associate II	1
Public Works Analyst	1

Bureau of Engineering and Construction:

Civil Engineer II	5
Public Works Inspector	1
Computer Draftsperson	1
Capital Project Inspector	1
Construction Inspector	1

Streets:

Superintendent - Public Works Services	1
Public Works Supervisor	1
Mason I	1
Mason II	1
Equipment Operator III	2
Equipment Operator II	3
Equipment Operator I	15
Office Associate IV	1
Public Works Dispatcher	1
Public Works Maintenance Worker I	6

Snow and Ice Removal:

All overtime

Traffic Control and Maintenance:

Traffic Technician I	1
Traffic Technician II	1
Public Works Maintenance Worker II	1

Fleet Maintenance Center:

Fleet Manager	1
Automotive Technician	5
Facility Maintenance Technician	1

Facilities / General Government Buildings:

Senior Maintenance Technician	1
Public Works Maintenance Worker II	1
Facility Maintenance Engineer I	1
Facility Maintenance Engineer II	1

Water Supply and Treatment Facility:

Water Plant Superintendent	1
----------------------------------	---

Department of Public Works

Assistant Water Plant Superintendent	1
Water Plant Operator IV	5
Utilities Mechanic II	2
Equipment Operator II	1
PW Maintenance Worker I	1
Instrument Technician	1
<i>Water Distribution:</i>	
Superintendent - Public Works Utilities	1
Utility Supervisor	2
Utility Mechanic III	1
Underground Utility Locator I	1
Office Associate IV	1
Meter Technician II	2
Meter Technician I	1
Equipment Operator I	2
Equipment Operator II	2
Equipment Operator III	1
<i>Wastewater Collection:</i>	
Utility Supervisor	1
Utility Mechanic III	1
Utility Mechanic II	1
Equipment Operator II	1
Equipment Operator I	2
<i>Stormwater Management:</i>	
Equipment Operator III	1
Equipment Operator I	1
PW Maintenance Worker I	1
<i>Solid Waste:</i>	
Public Works Supervisor	1
Office Associate IV	1

Contractual and Temporary Positions

The Public Works Department has various temporary and/or contractual positions. These positions consist of temporary laborers.

Department of Public Works

BUDGET SUMMARY: ALL DIVISIONS

General Fund Divisions:

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Administration	\$ 720,620	\$ 678,920	\$ 683,229	\$ 844,986	\$ 702,381	8.99%
Engineering & Construction	\$ 805,665	\$ 764,403	\$ 820,219	\$ 818,313	\$ 1,061,057	13.57%
Streets	\$ 3,492,662	\$ 3,074,239	\$ 3,022,262	\$ 2,909,514	\$ 2,722,985	34.84%
Snow & Ice	\$ 63,355	\$ 215,377	\$ 230,623	\$ 79,608	\$ 82,676	1.06%
Traffic Control & Maint'nce	\$ 299,351	\$ 291,248	\$ 283,278	\$ 297,388	\$ 306,872	3.93%
Fleet Maintenance	\$ 476,581	\$ 437,745	\$ 497,391	\$ 1,050,179	\$ 1,045,571	13.38%
General Gov't Buildings	\$ 1,562,354	\$ 1,599,068	\$ 1,539,870	\$ 1,760,948	\$ 1,895,193	24.25%
Total	\$ 7,420,588	\$ 7,061,001	\$ 7,076,871	\$ 7,760,936	\$ 7,816,734	100%
% Change from Prior Year		-4.85%	0.22%	9.67%	0.72%	

* Non-allocated expenses are not listed here as they charged to the General Fund collectively (as opposed to per department/division).

Enterprise Divisions:

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Water Fund	\$ 3,351,921	\$ 3,110,959	\$ 3,491,971	\$ 3,856,628	\$ 3,525,283	17.84%
Wastewater Fund	4,245,792	4,831,650	4,808,504	5,108,312	5,464,006	27.65%
Market House**	57,170	151,903	159,094	-	-	0.00%
Stormwater Management	470,233	255,008	235,365	532,669	672,733	3.40%
Solid Waste	1,694,573	1,370,585	1,372,476	1,511,726	1,557,063	7.88%
Sidewalk Revolving	-	388,804	382,748	669,212	677,568	3.43%
Non-Allocated *	7,392,545	8,232,882	8,028,281	6,643,320	7,867,018	39.81%
Total	\$ 17,212,234	\$ 18,341,791	\$ 18,519,819	\$ 18,321,867	\$ 19,763,672	100%
% Change from Prior Year		6.56%	0.97%	-1.07%	7.87%	

* Non-Allocated expenses include debt service, depreciation, and interfund transfers. Non-allocated expenses are charged to each enterprise fund but are charged to the General Fund collectively (as opposed to per department).

*Market House was absorbed into Public Works General Fund Operating Budget FY 2016

Department of Public Works

Division: Administration

Fund Support: General Fund

Description:

Responsible for providing overall management and policy guidelines for the department. Provides administrative support to the department.

Services:

- Provides overall management and policy guidelines governing Public Works and its employees.
- Provides administrative support for the department, purchasing for operations and Capital Improvement Program (CIP) projects, payroll processing, personnel issues, training administration, web design and maintenance, etc.
- Provides customer service to the City's residents and commercial businesses.
- Maintains Public Works website to include information related to each division, various programs, schedules and processes. Also provides alerts for emergency information related to Public Works.
- Plans and coordinates employee recognition and public education events.
- Represents the department at community meetings, City Council meetings, and City Commissions & Board meetings.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 685,320	\$ 665,344	\$ 614,963	\$ 646,621	\$ 626,933	89.26%
Operating	35,300	13,576	68,266	198,365	75,448	10.74%
Total	\$ 720,620	\$ 678,920	\$ 683,229	\$ 844,986	\$ 702,381	100%
% Change from Prior Year		-5.79%	0.63%	23.68%	-16.88%	

Department of Public Works

Division: Engineering and Construction

Fund Support: General Fund

Description:

Responsible for the project management engineering and inspection of all Public Works projects and provides supervision and administration of Capital Improvement Program projects. Maintains construction and utilities records. Responsible for review of subdivision plans and utility inspections.

Services:

- Provides project management services for Capital and large-scale Operations and Maintenance projects.
- Prepares Capital Improvement Budget requests for the department.
- Provides in-house engineering for minor projects and supervises engineering consultants.
- Provides program management for City's repaving/rehabilitation program.
- Provides program management for City's sidewalk rehabilitation program.
- Maintains records of all property, buildings, utilities, roads, parks, and other public improvements owned or controlled by the City.
- Provides plat maps for builders, contractors and the general public.
- Manages City's closed landfill.
- Updates and sells City maps.
- Provides stormwater management and other right-of-way services associated with grading and other permits.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 716,979	\$ 716,733	\$ 763,719	\$ 740,796	\$ 991,291	93.42%
Operating	88,686	47,670	56,500	77,517	69,765	6.58%
Total	\$ 805,665	\$ 764,403	\$ 820,219	\$ 818,313	\$ 1,061,057	100%
% Change from Prior Year		-5.12%	7.30%	-0.23%	29.66%	

Department of Public Works

Division: Streets (Formerly "Roadways")

Fund Support: General Fund

Description:

Responsible for street cleaning, grass & weed cutting, loose litter collection, street-side refuse container collection, leaf collection, minor area rehabilitation and maintenance of roadways and city-owned sidewalks, storm drains and other public infrastructure.

Services:

- Provides street sweeping and flushing.
- Maintains in a clean and sanitary condition the City Dock, Market Square, Main Street, Maryland Avenue and harbor waters, keeps the downtown areas clean for tourists and residents.
- Empties street-side refuse containers.
- Collects loose litter from public roads.
- Collects leaves in fall season.
- Cuts weeds and grass on City rights-of-ways and specified areas.
- Performs small area roadway reconstruction and pothole repair.
- Maintains city-owned street lights in Annapolis Historic District and along West Street to Westgate Circle. Also coordinates with Baltimore Gas & Electric (BGE) for repairs and replacements of BGE owned street lights.
- Manages and performs the snow and ice removal program.
- Performs minor repairs to sidewalks and curbs.
- Supports residential refuse with bulk refuse pick-up services.
- Maintains bike lanes in conjunction with traffic calming.
- Manages City fuel inventory for entire City fleet (including monitoring inventory levels and reordering).
- Calculates fuel cost distribution to all City departments which includes administering the State fuel tax program.

Department of Public Works

Division: Streets (Formerly "Roadways")

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 2,037,251	\$ 2,103,046	\$ 2,119,670	\$ 2,091,009	\$ 1,929,875	70.87%
Operating	1,455,411	971,193	902,592	818,504	793,110	29.13%
Total	\$ 3,492,662	\$ 3,074,239	\$ 3,022,262	\$ 2,909,514	\$ 2,722,985	100%
% Change from Prior Year		-11.98%	-1.69%	-3.73%	-6.41%	

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ Improved management, budgeting, and service delivery is clearly reflected in the performance measurement data related to road maintenance. In the fiscal year 2012 CPM report, ICMA identifies in the three years of tracking data, expenditures on road rehabilitation increased to \$2,174 per paved lane mile, slightly lower than, but generally on par with the benchmark in comparison to prior years. Beginning in FY13, expenditures on street sweeping are also tracked, although the FY13 benchmarks was not available before summer of 2014. With the street sweeping data, the City's implementation of the *Clean and Green Initiative* will be benchmarked against other jurisdictions' efforts related to street cleanliness.

Expenditure on road rehab per paved lane mile

	City	Benchmark: all jurisdictions average
FY11	\$153	\$3,152
FY12	\$2,173	\$2,438
FY13 (raw)	\$2,174	

Department of Public Works

Division: Snow and Ice Removal

Fund Support: General Fund

Description:

Responsible for the removal of snow and ice from public roadways.

Services:

- Keeps all public streets clear of snow through plowing and removal of snow to off-site locations when necessary.
- Provides for ice control on public streets by spreading salt and sand.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 19,038	\$ 68,120	\$ 49,943	\$ 38,350	\$ 41,418	50.10%
Operating	44,317	147,257	180,680	41,258	41,258	49.90%
Total	\$ 63,355	\$ 215,377	\$ 230,623	\$ 79,608	\$ 82,676	100%
% Change from Prior Year		239.95%	7.08%	-65.48%	3.85%	

Department of Public Works

Division: Traffic Control and Maintenance

Fund Support: General Fund

Description:

Responsible for the installation and maintenance of traffic regulatory devices, traffic signals and signs, line striping and directional signs.

Services:

- Installs and repairs traffic signs.
- Performs engineering studies for changing traffic patterns.
- Initiates engineering studies to modify existing traffic operations.
- Installs and repairs traffic signals.
- Maintains thermo-plastic and paint lane striping.
- Provides traffic advisory signs for special events.
- Provides traffic volume studies using tube counters.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 213,384	\$ 232,050	\$ 238,916	\$ 232,768	\$ 242,252	78.94%
Operating	85,967	59,198	44,362	64,620	64,620	21.06%
Total	\$ 299,351	\$ 291,248	\$ 283,278	\$ 297,388	\$ 306,872	100%
% Change from Prior Year		-2.71%	-2.74%	4.98%	3.19%	

Department of Public Works

Division: Fleet Maintenance Center

Fund Support: General Fund

Description:

Responsible for providing preventive maintenance and repair services for the Public Works, the Department of Neighborhood and Environmental Programs, and the Recreation and Parks Department vehicles.

Services:

- Provides vehicle and equipment maintenance and repairs.
- Provides automated diesel and gasoline fuel dispensing system for entire City fleet including Police, Fire, etc.
- Calculates fuel cost distribution to all City departments.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ Performance measurement has illustrated the need for a significant shift in the City's management of its fleet of vehicles, even as this was acknowledged by senior management and discussions of remedies had begun. In the fiscal year 2012 CPM report, ICMA identifies that in the first two years of performance measurement, the City data systems did not allow a complete calculation of all fleet-related expenditures as defined by ICMA. By the third year of data collection the City had completed a comprehensive study that yielded the measurement required by ICMA. The *Fleet Management Process Improvement Study* (2013) conclusively recommended moving to centralized fleet management, among other recommendations related to facilities, management practices, fleet size, and cost accounting. In FY 2014 efforts to implement the recommendations of the *Study* began, and in FY 2015 a Fleet Manager was hired.

Department of Public Works

Division: Fleet Maintenance Center

Average fleet maintenance expenditures per vehicle

	City	Benchmark: all jurisdictions average
FY11		\$2,707
FY12		\$3,128
FY13 (raw)	\$4,275	

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 381,048	\$ 345,334	\$ 424,691	\$ 709,719	\$ 805,111	77.00%
Operating	95,533	92,411	72,700	340,460	240,460	23.00%
Total	\$ 476,581	\$ 437,745	\$ 497,391	\$ 1,050,179	\$ 1,045,571	100%
% Change from Prior Year		-8.15%	13.63%	111.14%	-0.44%	

Department of Public Works

Division: Facilities / General Government Buildings

Fund Support: General Fund

Description:

Responsible for the supervision of the City's buildings and maintenance of all City-owned and leased facilities.

Services:

- Provides building operations and maintenance for all City buildings.
- Provides an environmentally comfortable climate for employees to perform their daily tasks.
- Protects and enhances the City's facility assets by proper preventative maintenance.
- Oversees construction projects.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ In the fiscal year 2012 CPM report, ICMA showed that performance measurement related to management of City facilities revealed a weakness in the City's data collection, corresponding with a fragmented management structure. Tracking of custodial expenditures was implemented as a result of the PM exercise, and over the three years of data tracking, expenditures decreased, reflecting a contraction in budgets generally. Not all facility management costs are tracked comprehensively City-wide. The PM exercise suggests that adjustments to the management structure and management practices can yield improvements related to the staffing, oversight, budgeting, and cost accounting of facilities. These results were echoed in a study of vehicle-related facilities (see Fleet Management). As priorities allow, this functional area can be improved.

Department of Public Works

Division: Facilities / General Government Buildings

Custodial expenditures per square feet: Offices

	City	Benchmark: all jurisdictions average
FY11	\$1.90	\$2.30
FY12	\$0.73	\$0.91
FY13 (raw)	\$0.66	

Custodial expenditures per square feet: All facilities

	City	Benchmark: all jurisdictions average
FY11	\$1.04	\$1.06
FY12	\$0.48	\$0.73
FY13 (raw)	\$0.80	

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 335,694	\$ 355,889	\$ 396,637	\$ 414,182	\$ 548,427	28.94%
Operating	1,226,660	1,243,179	1,143,233	1,346,766	1,346,766	71.06%
Total	\$ 1,562,354	\$ 1,599,068	\$ 1,539,870	\$ 1,760,948	\$ 1,895,193	100%
% Change from Prior Year		2.35%	-3.70%	14.36%	7.62%	

Department of Public Works

Division: Water Supply and Treatment

Fund Support: Water Fund

Description:

Responsible for the production, storage and initial distribution of all potable water for City customers.

Services:

- Pumps groundwater from various wells.
- Treats water by filtering and chemical treatment, primarily for iron removal and stabilization.
- Ensures safety and compliance with the Safe Drinking Water Act which includes tests for lead and bacteria.
- Produces an adequate supply of water to meet customer and fire flow demand.
- Manages the City's dam.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 1,191,592	\$ 1,102,779	\$ 1,231,483	\$ 1,217,000	\$ 1,259,966	60.74%
Operating	699,186	642,809	738,702	784,909	814,408	39.26%
Total	\$ 1,890,778	\$ 1,745,588	\$ 1,970,185	\$ 2,001,909	\$ 2,074,375	100%
% Change from Prior Year		-7.68%	12.87%	1.61%	3.62%	

Department of Public Works

Division: Water Distribution

Fund Support: Water Fund

Description:

Responsible for operating, maintaining and repairing the City's water distribution system.

Services:

- Install and repair water mains.
- Install and repair water service lines.
- Read and record water meters for billing by the Finance Department.
- Supervise the installation of new water mains.
- Supervise the chlorination of new mains.
- Inspect and pressure-test the installation of mains in new developments.
- Execute turn-off and turn-on water services as directed by the Finance Department.
- Install and repair fire hydrants.
- Locate water main and service lines for contractors.
- Investigate water bill protests.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 984,504	\$ 964,608	\$ 1,118,525	\$ 1,332,879	\$ 925,498	63.79%
Operating	476,639	400,762	403,261	521,840	525,411	36.21%
Total	\$ 1,461,143	\$ 1,365,370	\$ 1,521,786	\$ 1,854,719	\$ 1,450,909	100%
% Change from Prior Year		-6.55%	11.46%	21.88%	-21.77%	

Department of Public Works

Division: Annapolis Water Reclamation Facility

Fund Support: Sewer Fund

Description:

The Annapolis Wastewater Reclamation Facility is owned jointly by the City and County but is operated by the County. The City pays a pro-rated portion of the operating expenses based on percentage of total flow.

Services:

- Provides treatment of all wastewater from City customers.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ -		\$ -	\$ -	0
Operating*	3,013,915	3,550,541	3,591,727	3,800,000	3,800,000	100.00%
Total	\$ 3,013,915	\$ 3,550,541	\$ 3,591,727	\$ 3,800,000	\$ 3,800,000	100%
% Change from Prior Year		17.80%	1.16%	5.80%	0.00%	

* All operating expenditures are contract services.

Department of Public Works

Division: Wastewater Collection

Fund Support: Sewer Fund

Description:

Responsible for repairing and maintaining the sewage conveyance system from its point of origin to the Annapolis Wastewater Reclamation Facility.

Services:

- Cleans approximately 1/3 of 125 miles of sewage conveyance system on a 3 year cycle.
- Repairs and maintains 25 sewage pumping stations.
- Installs new and repairs old sewer-to-house connections.
- Provides emergency sewer back-up service, 24 hours per day, 7 days per week.
- Locates sewer mains and service lines for contractors.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 676,616	\$ 683,519	\$ 714,911	\$ 711,130	\$ 1,036,863	62.31%
Operating	555,261	597,590	501,867	597,182	627,143	37.69%
Total	\$ 1,231,877	\$ 1,281,109	\$ 1,216,777	\$ 1,308,312	\$ 1,664,006	100%
% Change from Prior Year		4.00%	-5.02%	7.52%	27.19%	

Department of Public Works

Division: Stormwater Management

Fund Support: Stormwater Fund

Description:

Responsible for the maintenance of public storm drainage systems including pipes, inlets, manholes, drainage ways, and stormwater management facilities.

Services:

- Cleans and repairs drainage systems which includes removal of leaves, snow and debris from storm drain inlets. Also provides vacuuming of debris from storm drain pipes.
- Maintains public stormwater management facilities.
- Contracts for assistance when required.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 225,180	\$ 179,676	\$ 179,479	\$ 470,724	\$ 602,630	89.58%
Operating	245,053	75,332	55,886	61,945	70,103	10.42%
Total	\$ 470,233	\$ 255,008	\$ 235,365	\$ 532,669	\$ 672,733	100%
% Change from Prior Year		-45.77%	-7.70%	126.32%	26.29%	

Department of Public Works

Division: Solid Waste

Fund Support: Refuse Fund

Description:

Responsible for the collection and transportation of solid waste and yard trimmings from 8,600 residential households to a disposal site.

Services:

- Oversee the City's solid waste system, including refuse, recycling, and bulky waste collection and disposal.
- Fiscal year 2013 brought the privatization of Solid Waste services.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ In the fiscal year 2012 CPM report, ICMA identifies that the Performance measurement clearly reflects the significant shifts in the City's Waste Collection function undertaken during the three years of performance measurement. Solid Waste was contracted to a private entity effective September 2012 and service changes were implemented. City operational expenditures dropped significantly as a result.

Expenditures per Ton of Refuse collected

	City	Benchmark: all jurisdictions average
FY11	\$136	\$147
FY12	\$142	\$132
FY13 (raw)	\$37	

Department of Public Works

Division: Solid Waste

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 502,509	\$ 105,722	\$ 115,967	\$ 160,344	\$ 165,681	10.64%
Operating	1,192,064	1,264,863	1,256,509	1,351,382	1,391,382	89.36%
Total	\$ 1,694,573	\$ 1,370,585	\$ 1,372,476	\$ 1,511,726	\$ 1,557,063	100%
% Change from Prior Year		-19.12%	0.14%	10.15%	3.00%	

Department of Public Works

Division: Curbside Recycling

Fund Support: Refuse Fund

Description:

Responsible for ensuring the curbside collection of bottles, cans, plastic bottles and newspapers.

Services:

- Provides for curbside collection of mixed recyclables.
- Hires contractor through competitive bidding process to collect recyclables.

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

- ❖ In the fiscal year 2012 CPM report, ICMA identifies a second accomplishment of the Solid Waste function, which can be measured via the increase in the amount of recycling material collected. The City has increased its recycling collection well above the benchmark over the last three years. The City realizes immediate cost savings as recycling material is diverted from the landfill, reducing disposal costs, and the City also receives revenue for the recycling material. In addition to costs savings, this supports environmental sustainability goals.

Recycling Material as a Percentage of Total Solid Waste Collected

	City	Benchmark: all jurisdictions average
FY11	24%	22%
FY12	31%	17%
FY13 (raw)	38%	

Department of Public Works

Division: Curbside Recycling

BUDGET SUMMARY

Budget Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ -		\$ -	\$ -	0
Operating	296,587	305,312	282,757	312,570	312,570	100.00%
Total	\$ 296,587	\$ 305,312	\$ 282,757	\$ 312,570	\$ 312,570	100%
% Change from Prior Year		2.94%	-7.39%	10.54%	0.00%	

Department of Public Works

Division: Market House

Fund Support: Market Fund

Description:

During FY 2011, Public Works was assigned the responsibility of managing the Market House which was open for a six month trial from July 11, 2011 to December 31, 2011. Market House re-opened on a permanent basis in 2014.

Effective FY 2016, Market was reverted to the General Fund, Public Works Operating Budget after a history of not achieving self-sufficiency.

Services:

- Hire and provide oversight to the Market House business manager.
- Manage the day-to-day operations of the Market House and its fund.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	0
Operating	57,170	151,903	159,094	-	-	0.00%
Total	\$ 57,170	\$ 151,903	\$ 159,094	\$ -	\$ -	0%
% Change from Prior Year		165.70%	4.73%	-100.00%	#DIV/0!	

*Market House was absorbed into Public Works General Fund Operating Budget in FY 2016

Department of Public Works

Division: Sidewalk

Fund Support: Sidewalk Revolving Fund

The Sidewalk Revolving Fund was a new fund for FY 2013. The costs of the repair and maintenance of sidewalks are charged to the Capital Improvement Program (CIP) Budget, but the personnel costs associated with the responsibility are attributed to this Sidewalk Revolving Fund. This Sidewalk Fund is a revolving fund such that tax revenue will be transferred from the General Fund into this Sidewalk Fund to pay for only those personnel costs associated with sidewalk repair and maintenance. This tax revenue will be a constant source of revenue from year to year to ensure necessary sidewalk repair is properly funded. Additionally, residents may elect to contribute to the Sidewalk Fund in order to accelerate improvement of the sidewalk abutting their property.

The decision to keep sidewalk improvement the responsibility of the City was made, in part, due to results from the National Citizen Survey which asked a question specific to sidewalk improvement. The sidewalk question and responses as reported by the National Citizen Survey are shown below. Twenty-two percent of respondents strongly supported a raise in the real estate tax in support of keeping sidewalk maintenance the City's responsibility and 28% of respondents somewhat supported it. Please see the "Guiding Factors" section of this document for more information on the National Citizen Survey.

Description:

Public Works will take on the increased responsibility of sidewalk replacement and repair as these necessary improvements have been specially funded for FY 2016.

Services:

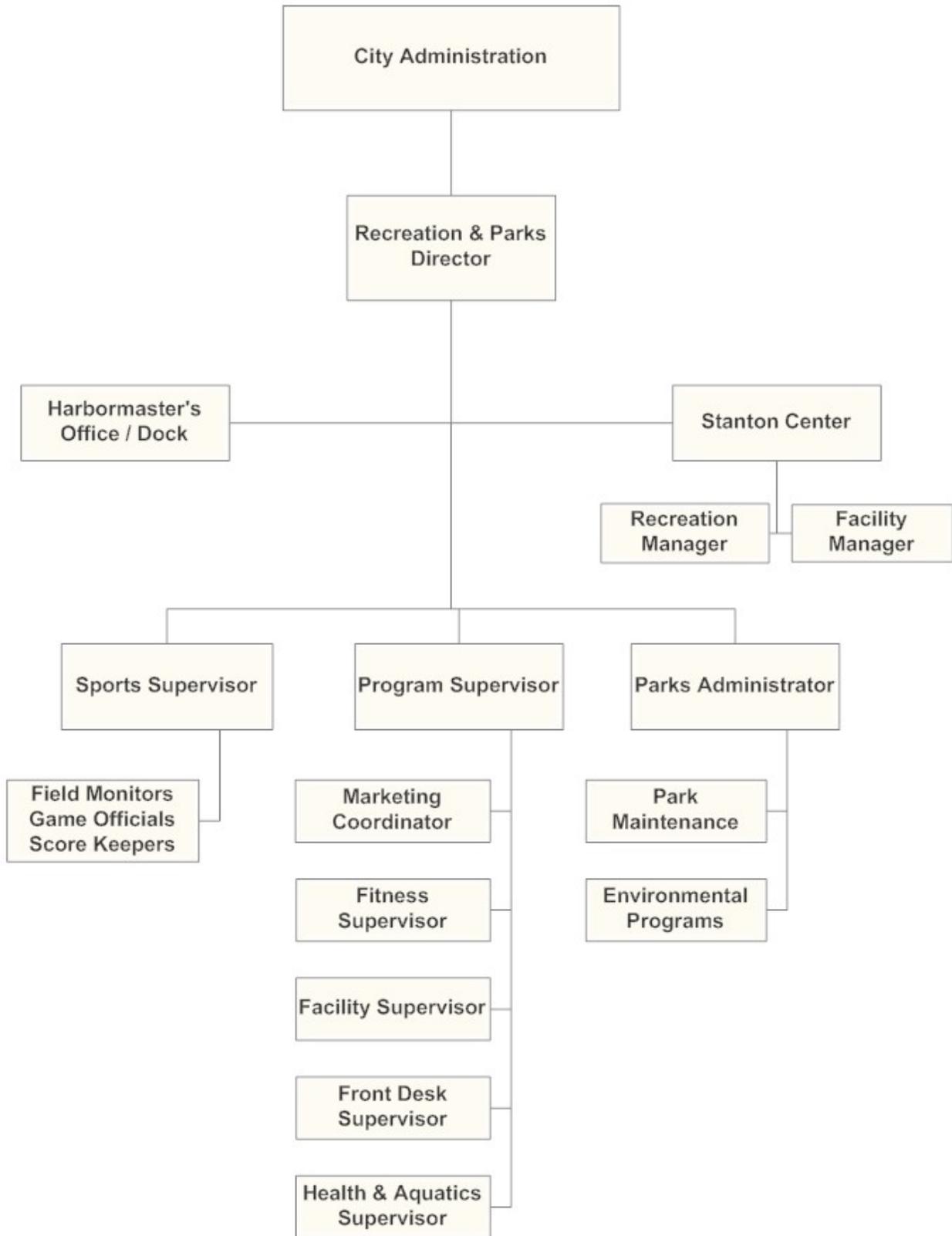
- Replace, repair and maintain sidewalks throughout the City.

BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ -	\$ 388,804	\$ 382,748	\$ 669,212	\$ 677,568	100.00%
Total	\$ -	\$ 388,804	\$ 382,748	\$ 669,212	\$ 677,568	100%
% Change from Prior Year		#DIV/0!	-2%	75%	1%	

* The Sidewalk Revolving Fund was a new fund for FY2013. All expenditures in the Operating Budget are personnel costs.

Recreation and Parks Department



Recreation and Parks Department

Fund Support: General Fund

Description:

The Annapolis Recreation and Parks Department provides “quality of life” elements for City residents and visitors. Through our outdoor parks, trails, athletic fields and open spaces we contribute directly to the physical, emotional and spiritual wellbeing of all of our residents. The department operates and maintains one large municipal outdoor swimming pool, three multi-purpose indoor facilities: the Pip Moyer Recreation Center, the Stanton Center on West Washington Street, and the Annapolis Walk Community Building. It also maintains approximately 207 acres of open space, park land, trails and athletic fields at Truxtun Park, Waterworks Park, Bates Athletic Complex, Back Creek Nature Park, Wiley H. Bates High School, Spa Creek Conservancy, Annapolis Sports Complex (behind Germantown School), Spa Creek Trail, Poplar Trail, Kingsport Community Park, and twenty neighborhood mini-parks. Furthermore, the department assists with the maintenance at the United States Naval Academy (USNA) Marine-Corps Stadium walking trail. User fees are charged for the rental of the Department’s facilities and for participation in the various programs and activities conducted by its full-time and part-time staff.

The Harbormaster’s Office is also a division of the Recreation and Parks Department. The Harbormaster ensures the safe and enjoyable use of navigable city waters, including Weems Creek, Spa Creek, and portions of the Severn River, Annapolis Harbor and Back Creek. The Harbormaster also manages public moorings for transient boaters, annual moorings for residents and non-residents, 1,500 feet of bulkhead, 17 slips at City Dock, 18 miles of shoreline and the use of various park docks and street endings by boaters.

Mission:

To enrich the quality of life for the Annapolis community by providing recreational, educational, and wellness programs within facilities, parks, and natural open spaces.

Department Contribution to the Community:

- Promote a Healthy Life-style (physically active)
- Encourage Life-long Learning (mentally active)
- Contribute to Livable Neighborhoods (youth and adults engaged in positive activities)
- Build a Sense of Community (social interaction)
- Contribute to an Attractive and Sustainable Environment (beautify and maintain public spaces)
- Contribute to the City's Economic Vitality (quality of place, sports tourism, department cost recovery)

Service/Program Areas:

Pip Moyer Recreation Center
Parks & Trails
Before and After School Child Care at Elementary Schools
Stanton Center
Sports
Camps and Classes
Fitness & Wellness Activities
Swimming
Harbormaster Docking & Moorings
Waterways Enforcement
Boat Ramps

Recreation and Parks Department

Pump Out Boat

Boards and Commissions

- Recreation Advisory Board
- Art in Public Places Commission

Goals & Objectives

Parks and Facilities Division

Goal - Maintain Parks, Open Spaces, Facilities, and Trails.

Objectives:

- Complete grant funded Capital Improvement Projects at Bywater Park, Truxtun Park Softball Fields, Davis Park and Turner Park.
- Implement a system to track man hours expended on each category of park maintenance functions.
- Develop a 25th Anniversary Greenscape Celebration for the support of volunteers in this annual program.
- Conduct semi-annual Pip Moyer Recreation Center member surveys for feedback on facilities and programs.
- Implement a Customer Service training program for all Pip Moyer Recreation Center staff.
- Implement a facility inspection program at Pip Moyer Recreation Center.

Recreation Division

Goal - Provide recreational programs that are valued and needed by the community.

Objectives:

- Expand the Latchkey program into Walter S. Mills-Parole Elementary School.
- Implement afterschool recreation programs at the Annapolis Walk Community Center.
- Develop and implement customer satisfaction surveys for each recreation program offered.
- Wherever possible identify potential partnerships to meet or assist with recreational programming.
- Seek recreation program opportunities that increase revenue.

Harbormaster Division

Goal - Ensure the safe and enjoyable use of navigable city waters; manage public moorings and docking; and manage city boat ramps.

Objectives:

- Complete the grant funded mooring upgrade project.
- Incorporate customer service training into regular safety training procedures.
- Perform quarterly inspections of the City's waterfront assets, reporting any issues, and corrective actions that will assure these assets remain in a safe, clean and accessible condition.

Recreation and Parks Department

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Below is a compilation of the CPM questions which pertained to the Recreation and Parks Department. The goal for fiscal year 2015 is that those CPM measurements which the City is not currently monitoring will be introduced into each department's infrastructure for a more complete performance profile.

- ❖ The CPM 101 questions/measurements which applied to the Recreation and Parks Department are as follows (there were no CPM questions pertaining to Harbormaster operations):

Total park acreage in the jurisdiction

Total number of *hours* paid to parks and recreation staff: *Could not answer*

Total parks and recreation expenditures (excluding golf expenditures and specialized facility expenditures)

Total parks and recreation revenues (excluding golf expenditures and specialized facility expenditures)

Percentage of lesson programs and camp programs that were filled to capacity.

Number of Excellent, Good, Fair, Poor, or Don't Know responses received from quality of parks customer satisfaction surveys: *No survey conducted, could not answer.*

Number of Excellent, Good, Fair, Poor, or Don't Know responses received from quality of recreation programs and classes customer satisfaction surveys: *No survey conducted, could not answer.*

- ❖ Performance measurement data mirrors changes in the management of the Parks/Recreation function during the third year of data tracking. In the fiscal year 2012 CPM report, ICMA identified that revenue associated with the function, already higher than benchmark, has increased gradually, reflecting management focus on making the organization more streamlined and efficient while also taking steps to improve cost accounting. In the same period, data related to expenditures has fluctuated, perhaps reflecting the improved data available via more careful cost accounting.

Revenue per Capita

	City	Benchmark: all jurisdictions average
FY11	\$43	\$22
FY12	\$45	\$24
FY13 (raw)	\$46	

Expenditures per Capita

	City	Benchmark: all jurisdictions average

Recreation and Parks Department

FY11	\$95	\$61
FY12	\$86	\$79
FY13 (raw)	\$105	

- ❖ **Looking ahead:** Additional performance measurements the Recreation and Parks Department may collect and evaluate are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed departmental goals.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

The Recreation & Parks Department sorts its programs by Recreation Division or Parks Division. The Recreation Division classified its services into the following priority programs: Latchkey – Elementary Schools; Stanton Center Building & Activities; Youth and Adult Sports; Camps & Classes; Fitness & Wellness; Pool & Aquatic Activities; Harbor-City Dock; Harbor-City Waters; Harbor-Boat Ramps; Harbor-Chandler Dock; Harbor-Pump-out Boat; and Employee Wellness. The Parks Division classified its services into the following priority programs: Pip Moyer Facility Maintenance; Pip Moyer Member Services; and Parks Maintenance. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION: FISCAL YEAR 2017

Permanent Positions

Total FTE: 25

Recreation:

Recreation Leader I.....	2
Parks Administrator.....	1
Recreation Maintenance Worker	8
Park Foreman	1
Stanton Center Recreation Manager	1

Recreation Center Operations:

Director of Recreation and Parks.....	1
Recreation Program Supervisor.....	1
Recreation Sports Supervisor	1
Recreation Leader II.....	1

Recreation and Parks Department

Recreation Office Administrator.....	2
Marketing Coordinator.....	1
Facility Supervisor.....	1
Front Desk Supervisor.....	1
Dance and Fitness Coordinator.....	1
Harbormaster	1
Deputy Harbormaster	1

Contractual and Temporary Positions

The Recreation and Parks Department has several temporary and/or contractual positions. These positions consist primarily of a Facility Supervisor, Graphics Designer, Horticulturist, General Clerical positions, Recreation Assistants, Fitness/Wellness Coordinator, Health/Aquatics Coordinator, Custodial Workers, Recreation and Parks General Temps, Latchkey General Temps and seasonal Dock Assistants and Assistant Harbormasters.

Recreation and Parks Department

RECREATION & PARKS BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 3,057,926	\$ 2,906,092	\$ 3,045,095	\$ 3,473,174	\$ 3,473,760	74.88%
Operating	950,518	992,170	1,017,425	1,264,119	1,165,119	25.12%
Total	\$ 4,008,444	\$ 3,898,262	\$ 4,062,520	\$ 4,737,293	\$ 4,638,879	100%
% Change from Prior Year		-2.75%	4.21%	16.61%	-2.08%	

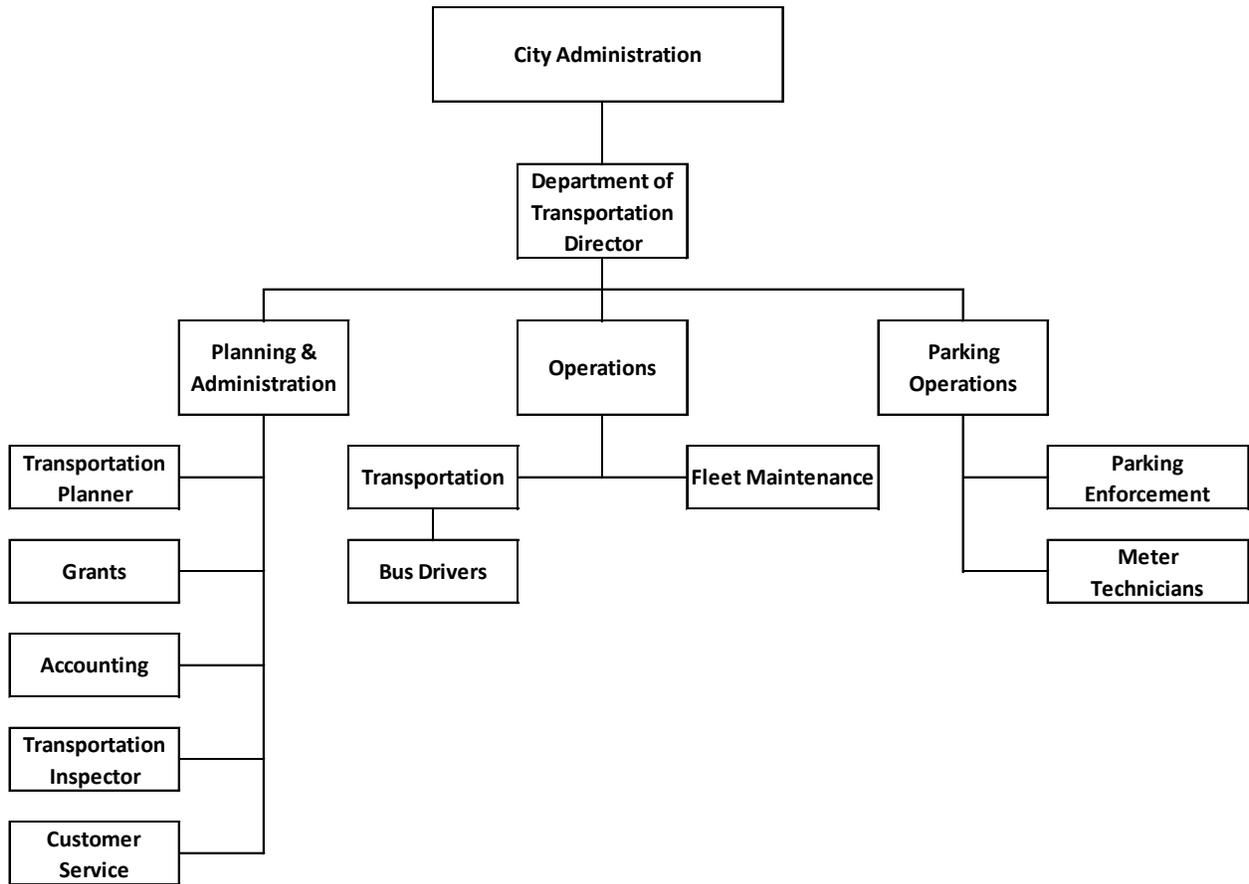
* Effective FY2016, the Dock was combined with the Recreation & Parks Budget

DOCK BUDGET SUMMARY

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 430,667	\$ 330,800	\$ 307,695	\$ -	\$ -	0.00%
Operating	159,303	173,410	200,490	0	-	0.00%
Non-Allocated*	711,393	645,229	524,203	0	-	0.00%
Total	\$ 1,301,363	\$ 1,149,439	\$ 1,032,388	\$ -	\$ -	0%
% Change from Prior Year		-11.67%	-10.18%	-100.00%	#DIV/0!	

* Non-Allocated expenses include debt service, depreciation, and interfund transfers. Non-allocated expenses are charged to each enterprise fund but are charged to the General Fund collectively (as opposed to per department).

Department of Transportation



Department of Transportation

Fund Support: Transportation Fund, Parking Fund, and General Fund

Description:

The Annapolis Department of Transportation provides public transportation services, regulates private transportation services, and manages the City's transportation planning program.

Mission:

To secure financing, operate efficiently, and coordinate advocacy for the coherent, reliable and safe public transportation system in Annapolis and surrounding Anne Arundel County which can effectively meet primary, alternative and multimodal transportation needs of the City's residents, visitors and workforce and which supports the economic viability of the City's business community. To provide comprehensive transportation planning and analysis with the City's land use policies for improved mobility at a satisfactory level of service with minimal community disruption and environmental impact.

Goals & Objectives:

- A. Improve the mobility options for the entire city: residents, visitors and employees alike through
 - Reliable, efficient, customer-focused transit system
- B. Alter the long-ingrained mindset of parking downtown and violating the City's parking codes.
 - Introduce competitive parking rates, enhance the Circulator transit service and increase on-street parking enforcement.
- C. Diversify funding sources for transit, parking and transportation projects and effective grants management and administration
 - Fill the position of grant specialist to research private and public grant opportunities and preparation of grant applications and document compliance with Federal, State and local purchasing protocols
- D. Maintain/enhance/expand the quality safety of services provided to the Anapolitans, workers and visitors.
 - One (1) percent of total grants for training and education of administrative, transit and maintenance staff.
 - Improve maintenance of service vehicles.
 - Install bus video surveillance system on all buses
 - Upgrade bus wash facility for efficient and improved bus washing by utilizing the available grants
 - Build operations control center to monitor real-time live feeds from bus cameras with available federal and state grants and required local match
- E. Increase community awareness and use of transit through support of vital community programs:
 - Fill the marketing specialist position to research, plan and implement programs to promote the transit system
- F. Provide Comprehensive Transportation Planning and Analyses
 - Policy analysis, research, data analysis, plan development, project and contract management
 - Transit service planning including designing/developing new services, service enhancements

Department of Transportation

- Conduct FTA mandated passenger miles survey for transit route planning and National Transit database reporting
- G. Support mobility through increased on-street parking regulation enforcement.
- H. Promote the use of City off-street parking facilities including the Circulator service.
- I. Promote the use of alternative forms of personal transportation, building upon the City's Bicycle Master Plan.
- J. Achieve on-time performance in transit service delivery of 92%
 - Improved vehicle maintenance
 - Use available grant to acquire test equipment for efficient and cost effective diagnosis of buses
 - Continue FTA required driver and mechanic training and education
 - Install GPS-based video surveillance system on all buses
- K. Reduce customer complaints by 20%.
 - Improved customer service training
- L. Increase transit farebox recovery (total farebox receipts with respect to total service cost) to 35% or more:
 - Implement a new, electronic farebox system using \$300,000 grant awarded in FY 2013
- M. Reduce transit vehicular accidents by 50% per 100,000 miles of service
 - Implement FTA mandated training,
 - Strict adherence to progressive discipline policies
- N. Achieve a pay-to-platform ratio of 1.032. Pay-to-platform is a ratio of comparing standard (scheduled) time for transit operators to their actual time spent during revenue service. Ratios between 1.07 and 1.15 are generally considered good.
 - Fill vacant part-time driver positions
 - Reduce turnover rate of part-time bus drivers through competitive wages by funding enhancement request for \$63,336

Performance Measurements:

The Center for Performance Measurements (CPM) 101 Survey was completed by the City in October 2011. The CPM 101 survey measured inputs and outputs across City departments, services and functions to perform analyses on the gathered data and compare our performance to that of other jurisdictions nationwide.

The survey was completed using fiscal year 2011 data and the final CPM 101 Annual Data Report was issued in August 2012. The final report is available upon request or it can be accessed online at: <http://www.ci.annapolis.md.us/Government/Reports/CPMReports2012.pdf>

Fiscal year 2012 data was submitted to the CPM in October 2012, and fiscal year 2013 was submitted in October 2013. The goal is to participate annually in the survey so that trends in the City's performance can be monitored and benchmarked, with adjustments and budget decisions made according to performance. As the City becomes more accustomed to and involved in the performance measurement process, the use of such metrics will have more influence on budgeting practices.

Department of Transportation

There were no CPM survey questions which pertained directly to the services provided by the Department of Transportation. However, in looking ahead, performance measurements the Department of Transportation may collect and evaluate in-house are as follows. Since performance measurements are meant to track progress toward a goal, the list letters tie the below performance measurements to the above-listed division goals.

- A. Improve the mobility options for the entire city: residents, visitors and employees alike.
 - Track number of miles served.
 - Track number of passenger trips.
 - Track passenger trips per mile/hour.

- C. Diversify funding sources for transit, parking and transportation projects.
 - Track monthly advertising revenue.
 - Track advertising revenue per bus/bus shelter.
 - Track grant revenue.
 - Track ridership revenue.
 - Track average daily revenue per parking space.
 - Track average daily parking turnover.

- D. Improve maintenance of service vehicles to maintain/enhance/expand the quality of services provided to the community.
 - Track number of vehicle hours.
 - Track operating cost per hour/mile/rider/vehicle
 - Track maintenance schedule

- G. Support mobility through increased on-street parking regulation enforcement.
 - Track number of daily vehicles parked.
 - Track number of parking citation daily/monthly.

- H. Promote the use of alternative forms of personal transportation, building upon the City's Bicycle Master Plan
 - Track number of bicycle racks
 - Track number of shared use paths
 - Track number of bike lanes

- J. Achieve on-time performance in transit service delivery of 92%
 - Track on-time service performance.

- K. Reduce customer complaints by 20%.
 - Track customer service complaints.

- L. Increase transit farebox recovery (total farebox receipts with respect to total service costs) to 35% or more.
 - Track farebox recovery ratio.

Priority Program Based Budgeting:

For the FY 2016 Annual Operating Budget, the City initiated a new process that changed the budget from a traditional line-item budget to a programmatic budget. Program based budgeting has been identified as a recommended best practice by the Government Finance Officers Association (GFOA) and the International City/County Management Association (ICMA). It provides added transparency, further clarifies and prioritizes services offered by the City and provides a fuller accounting of the costs of service.

Department of Transportation

The Department of Transportation classified its Transit services into the following priority programs: Grants Management & Administration; Taxi Management; Bus Service-Fixed Routes; ADA Complimentary Para Transit; and Vehicle Maintenance. The Parking services were classified into the following priority programs: Parking Garages/Lots Management; Parking Operations; and Meter Collections and Maintenance. Each program was further defined by its legal requirements, its ability to generate revenue, the receiver(s) of the service, the frequency of the service provided, the necessity of the service and the ability of the City to outsource said service.

With the foundation created, the City will continue to refine programs and overhead allocations, incorporate unit costs, and adopt performance indicators in the FY 2017 Annual Operating Budget and outward years.

STAFFING SUMMARY BY POSITION : FISCAL YEAR 2017

Permanent Positions

Total FTE: 52

Administration:

Transportation Planner	1
Accounting Associate II	1
Director of Transportation	1
Transportation Inspector	1
Accountant	1

Transit Supervision and Vehicle Operators:

Transportation Supervisor.....	3
Transit Operations Manager	1
Bus Driver II	15
Bus Driver I	14

Maintenance:

Fleet Specialist.....	1
Fleet Technician I.....	1
Fleet Technician II.....	1

Parking Operations:

Parking Enforcement Officer I.....	8
Parking Enforcement Officer Supervisor	1
Meter Collector/Auto Maintenance I	1
Meter Collector/Auto Maintenance II	1

Contractual and Temporary Positions

The Department of Transportation has various temporary and/or contractual positions. These positions consist primarily of Bus Driver Trainees, Part-Time Bus Drivers, a Parking Meter Collector I, and Fleet Maintenance Technicians.

Department of Transportation

BUDGET SUMMARY: ALL DIVISIONS

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Administration	\$ 874,390	\$ 874,390	\$ 738,409	\$ 177,362	\$ 624,572	5.46%
Vehicle Operations	1,948,803	1,948,803	2,386,225	1,810,525	1,590,910	13.91%
Maintenance	501,106	501,106	237,135	321,781	607,261	5.31%
Parking	2,352,401	574,875	2,447,635	2,582,727	2,669,904	23.34%
Non-Allocated *	5,295,080	1,675,675	6,700,869	6,435,600	5,945,752	51.98%
Furlough Abolishment	55,383	-	-	-	-	0.00%
Total	\$ 11,027,163	\$ 5,574,848	\$ 12,510,273	\$ 11,327,996	\$ 11,438,398	100%
% Change from Prior Year		-49.44%	124.41%	-9.45%	0.97%	

* Non-Allocated expenses include debt service, depreciation, and interfund transfers. Non-allocated expenses are charged to each enterprise fund but are charged to the General Fund collectively (as opposed to per department).

Department of Transportation

Division: Administration

Fund Support: Transportation Fund

Description:

Responsible for transportation planning; valet parking regulation; transit operational planning and service management; transportation grants management; taxi-industry regulation; pedi-service regulation; and planning, right-of-way acquisition, design and engineering, and construction of multi-modal projects.

Services:

Transportation Planning:

- Implementation of transit service enhancements and expansion plan.
- Implement transportation policy recommendations in the City's Comprehensive Plan.
- Enforcement of Adequate Public Facility standards for non-motorized and vehicular transportation.
- Review of Traffic Impacts of Proposed Development.
- Update guidelines for traffic impact analysis as necessary.
- Regional planning: review, update and implement City's Unified Planning Work Program and budget; preparation of quarterly reports and invoices.

Compliance with State of Maryland and Federal Government Regulations:

- Grants.
- Procurement - Dept/Purchasing.
- Transit Operations/ Training.
- Fleet Maintenance Performance/ Procedures.
- Public Outreach and Participation - Dept/Mayor's office.
- National Transit Database Reporting.
- Drug and Alcohol Testing Program.
- Title VI, EEO, DBE.

Marketing and Communications:

- Public Information and Outreach - Dept/Mayor's office.
- Development of Publications, Graphics, Promotional Materials, Advertisements.
- Website Management.
- Customer Service.
- Management of Bus and Shelter Advertising Program.

Financial Management:

- Grants Management and Oversight.
- Procurement for Capital Projects.
- Budgeting and Account Management.
- Accounts Payable.

Department of Transportation

Division: Administration

Bicycle and Pedestrian Planning and Parking Management:

- Engineering (Safe Routes, Infrastructure and Facility Design).
- Education (Safety Instruction, Equipment Giveaways, SHARROW Programs).
- Encouragement (Bike to Work, Safe Routes to School Program, Other Events).
- Enforcement (Give/Get Respect Campaign, Coordination with APD).
- Evaluation & Planning (Master Plan, Bicycle Map, Data Collection and Analysis).
- Representation for City's Transportation Board and City's Parking Advisory Commission.
- Representation for Baltimore Metropolitan Council Bicycle and Pedestrian Advisory Group, Baltimore Metropolitan Council Technical Committee.
- Administers and provides oversight on the drafting and enforcement of regulations related to alternative transportation and parking.
- Develops and provides oversight for contract services related to transportation and parking.
- Analyzes and compares the effectiveness and efficiency of parking and alternative transportation pricing programs and prepares draft reports for administration.
- Administers and provides oversight on the drafting and enforcement of regulations related to alternative transportation and parking.

Taxi and Valet Parking Regulation:

- Licensing.
- Inspections.
- Oversight and Compliance Enforcement.
- Communications with Taxi Operators.
- Pedicab Licensing and Oversight.
- Horse and Carriage Operation Licensing and Oversight.

Greyhound Intercity Bus Service:

- Customer Service.
- Ticket Sales.
- Package Handling.
- Accounting and Reporting.

Personnel Management:

- Plans, supervises and coordinates the activities of the department subject to the direction of the Mayor and Council.
- Internal Communication.
- Scheduling - Transit Supervisors.
- Payroll.
- Performance reviews.
- Disciplinary action.
- Union Relations.

Department of Transportation

Division: Administration

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 547,089	\$ 802,773	\$ 671,272	\$ 175,511	\$ 563,410	90.21%
Operating	98,318	71,617	67,136	\$ 1,851	\$ 61,162	9.79%
Total	\$ 645,407	\$ 874,390	\$ 738,409	\$ 177,362	\$ 624,572	100%
% Change from Prior Year		35.48%	-15.55%	-75.98%	252.15%	

Department of Transportation

Division: Vehicle Operations

Fund Support: Transportation Fund

Description:

Responsible for operating an effective and efficient public transit system in accordance with all state and federal regulations.

Services:

- Operation of Circulator system (State and City), Fixed Routes (Red, Yellow, Green, Orange, Gold, Brown, Purple), Para-transit services.
- Dispatching and ADA scheduling.
- Driver training/staff development.
- Safety compliance and quality control.
- Accident investigation.

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 2,104,948	\$ 1,623,715	\$ 1,978,144	\$ 1,764,204	\$ 1,284,520	80.74%
Operating	423,022	325,088	408,082	46,321	306,390	19.26%
Total	\$ 2,527,970	\$ 1,948,803	\$ 2,386,225	\$ 1,810,525	\$ 1,590,910	100%
% Change from Prior Year		-22.91%	22.45%	-24.13%	-12.13%	

Department of Transportation

Division: Fleet Maintenance

Fund Support: Transportation Fund

Description:

Maintain and repair transportation and support vehicles, facilities and equipment.

Services:

- Preventive maintenance and repairs (23 transit buses (15 active), 4 support).
- Inventory management.
- Recordkeeping.
- Software management.

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 322,582	\$ 283,283	\$ 138,642	\$ 268,645	\$ 402,376	66.26%
Operating	388,766	217,823	98,493	53,136	204,885	33.74%
Total	\$ 711,348	\$ 501,106	\$ 237,135	\$ 321,781	\$ 607,261	100%
% Change from Prior Year		-29.56%	-52.68%	35.70%	88.72%	

Department of Transportation

Division: Parking

The Parking Fund encompasses all on-street parking responsibilities such as parking meter collections and parking enforcement (citations), and all off-street parking responsibilities such as the garages. Previously, Parking Operations was under the direction of the Department of Transportation, but the division's revenues and expenses were appropriated in the General Fund. In FY 2015, all Parking Operations revenues and expenses were combined with Off-Street Parking Fund revenues and expenses. For presentation purposes, all Parking Operations expenses are shown below in combination with Off-Street Parking expenses.

Fund Support: Parking Enterprise Fund

Description:

Manage the municipal off-street parking facilities: Gotts Court, Hillman and Knighton Garages; Donner, Fawcett, Larkin and South Street surface lots. Enforce City parking regulations and maintain parking meters.

Services:

- Administer the contractual agreement for management and operation of the three garages and four surface lots.
- Assess building systems and ensure safe and efficient operations of those building systems.
- Coordinate major repairs of all facilities and work under the CIP affecting the garages and lots.
- Coordinate other off-street parking programs and events with management staff.
- Perform long term planning to meet forecasted growth and to coordinate with transportation efforts.
- Patrol metered spaces in the downtown area and enforce violations.
- Patrol and enforce residential parking restrictions
- Collect parking meter revenue
- Assist in planning and control of parking for special events.
- Customer service

Department of Transportation

Division: Parking

Goals:

- Promote utilization and cost-effectiveness of parking facilities.
- Enforce municipal parking contract and regulations.
- Enhance efficacy and usefulness of financial reporting and patron data management.
- Help coordinate on-street parking payment and collections methods.
- Enforce all municipal parking codes.
- Safeguard municipal receipts.

BUDGET SUMMARY:

<u>Budget Summary</u>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% of Total (FY 17)
Personnel	\$ 504,581	\$ 484,661	\$ 513,355	\$ 678,129	\$ 703,960	26.37%
Operating	1,771,913	1,867,740	1,934,280	1,904,598	1,965,944	73.63%
Capital Outlay (Garages)	-	-		-	-	0%
Total	\$ 2,276,494	\$ 2,352,401	\$ 2,447,635	\$ 2,582,727	\$ 2,669,904	100%
% Change from Prior Year		3.33%	4.05%	5.52%	3.38%	



**FY 2017 Budget Report of
The Finance Committee
of the Annapolis City Council
May 9, 2016**

Finance Committee Members
Alderman Ian Pfeiffer, Ward 7, Chairman
Alderman Ross Arnett III, Ward 8
Alderman Fred Paone, Ward 2

Table of Contents

Executive Summary 3

Amendment to R-11-16 Capital Improvement Program 5

Amendment(s) to R-12-16 FY 2017 Fee Schedule 6

Amendment(s) to O-13-16 Annual Operating Budget 8

Budget Hearing Process 9

Budgetary Recommendations 12

Long Term Recommendations 14

Appendix

Financial Advisory Commission letter dated May 5, 2016 A-1

10 Year Projection Analysis by Alderman Arnett B-1

Fee Schedule with Amendments C-1

Executive Summary

The Finance Committee for the City of Annapolis commits to an annual task of analyzing the Mayor's proposed operating budget. As stewards of City Finances, it is the committee's responsibility to ensure that a legally balanced budget is presented which meets voter expectations for programs, services and taxes. This in-depth budget analysis is performed through a series of weekly and twice weekly meetings, spanning over the course of a few months, with contributions from the City Manager, the City Finance Director and City Department Heads.

For the prior fiscal year, the City made a budgetary switch to Programmatic Budgeting. The City continued to move forward with Programmatic Budgeting for the proposed fiscal year 2017. This process of budgeting showcases individual programs or services and provides direct and indirect costs associated with each program. This increased level of transparency will enable Committee members and taxpayers to better identify essential or core services and the budgetary necessity to support those services. This process will prove beneficial in the coming years when difficult decisions will need to occur.

During the frequent meetings, the Finance Committee focused on all aspects of the proposed FY 2017 budget and accompanying legislation. However, the Finance Committee is not limited to that arena. The Committee is responsible for continuous surveillance of the City's budget. The policy decisions that can affect the budget are as important as the individual monetary allocations.

There were several policy decisions presented in the Mayor's budget; the elimination of fleet replacement/pay-as-you-go financing, the elimination of a contribution to fund balance, the funding of sidewalk repairs with fund balance reserves, the static level of Police overtime, and the funding reductions to the Community Grants program. These policy decisions represent a regression to the budgetary/financial progress that the City has made in recent years. It is in response to these changes that the Finance Committee offers its recommendations for the FY 2017 Budget.

The Finance Committee is taking a more global look at City finances. The coming years are projected to be increasingly difficult. Personnel cost increases year to year exceed the annual increase in property tax revenues.ⁱ The City needs to establish core services versus discretionary services and use said criteria to establish which programs/services should be eliminated in order to correct a structural deficit. Aggressive steps need to occur to address the static revenue stream of the City. With many properties registered as tax exempt and a limited supply of alternative

ⁱ Financial Advisory Commission letter dated May 4, 2016

revenues to real estate tax, the City will soon reach a point where it cannot sustain itself.ⁱⁱ As the Finance Committee moves forward, these items will be revisited and explored further. It is going to require a delicate balance to address fiscal restrictions while providing the necessities that taxpayers have come to associate with Annapolis. The next few budgetary cycles will require significant changes in an effort to remain sustainable.

ⁱⁱ Analysis of the 10 Year Projections

**Finance Committee Proposed Amendment to R-11-16 Capital Improvement
Program**

Amendment #1

Fund Sidewalk Repairs for FY2017 in the amount of \$250,000.

Finance Committee Proposed Amendments to R-12-16

Amendment #1

On page 9, Section 7.42.010, Strike "\$340.00" and insert "(per chair) \$24.00"

Amendment #2

On page 9, Section 10.16.160, strike "\$275.00" and insert "\$261.25"

Amendment #3

On page 24, Section 17.10.180.B, strike "\$10.02" and insert "\$10.22", strike "\$38.25" and insert "\$39.02", strike "\$76.50" and insert "\$78.03", strike "\$127.50" and insert "\$130.05"

Amendment #4

On page 25, section: 17.12.026, strike "10,000 square feet or less \$350.00, Over 10,000 square feet \$550.00, 50,000 square feet or greater \$2,000.00" insert "0-900 SQUARE FEET \$0.325/PER SQ. FT., 901-1,800 SQUARE FEET \$300, 1,801-2,700 SQUARE FEET \$325, 2,701-3,600 SQUARE FEET \$350, 3,601-5,000 SQUARE FEET \$375, 5,001-10,000 SQUARE FEET \$400, 10,001-25,000 0.05/PER SQ. FT. 25,001+ \$0.04/PER SQ. FT."

Amendment #5

On page 38, add Section "21 ZONING CERTIFICATE \$35.00"

Amendment #6

On page 38, Section 21.22, after "Preliminary, major (per acre or portion thereof) \$280.00" add "SITE DESIGN PLAN REVIEW, MINOR \$500.00/ MAJOR \$1,000.00"

Amendment #7

On page 39, Section 21.24 under "Planned Unit Development- Preliminary Review" strike "For 1 to 9 units" insert "FOR BUILDINGS OVER 45 FEET IN

HEIGHT"; strike "-Plus an amount per acre or portion thereof \$280.00"; under "Planned Unit Development – Final review" strike "For 1 to 9 units" insert "FOR BUILDINGS OVER 45 FEET IN HEIGHT"; strike "Plus an amount per acre or portion thereof \$280"; under "Planned Unit Development – Revision" strike "For 1 to 9 units" insert "FOR BUILDINGS OVER 45 FEET IN HEIGHT"; strike "Plus an amount per acre or portion thereof \$280.00"

Amendment #8

On page 46, for "Truxton Picnic Pavillion/All Day" for residents strike "\$80.00" and insert "\$150.00", for non-residents strike "\$110.00" and insert "\$180.00"

Amendment #9

On page 46, for "Picnic Pavillion Rental/day" for residents strike "\$75.00" and insert "\$100.00" and for non-residents strike "\$125.00" and insert "\$130.00"

Amendment #10

On page 50, after "Adult Individual Pass" insert "POOL PARTY \$250.00 PER TWO HOURS" and "SUMMER SPLASH CAMPS" R "\$139.00" NR "\$169.00"

**Finance Committee Proposed Amendments to O-13-16 Annual Operating
Budget**

Amendment #1

Return the funding for Fleet Purchasing in the amount of \$465,675.

Amendment #2

Increase the Police Overtime Budget by 350,000.

Amendment #3

Increase the Community Grants to \$400,000

Budget Hearing Process

On March 14, 2016, Mayor Pantelides gave his State of the City address and presented his budget for fiscal year 2017. After introduction, the budget is referred to the Finance Committee for review and recommendations.

The Finance Committee began deliberations on March 15, 2016. Over a span of 10 meetings, the Finance Committee reviewed the budget documents; discussed appropriate level of fund balance; strategies regarding pay-go; the Capital Program; Fees and Fines; Community Grants; and heard directly from Department Heads regarding changes to programs from year to year.

The Programmatic Budget Sheets provided a wealth of information on each program offered by the City. Being the second year this process was used, the program sheets still required some additional refinement and clarification. Overall, with the thorough descriptions of the services provided, the Finance Committee was able to target more specific questions to each department head.

For Programmatic Budgeting, the departments of the City are divided between service providing departments and administrative departments. The departments that are classified as service providing were asked to appear before the Finance Committee. In addition, Human Resources was asked to present due to the departmental reorganization that is pending legislatively.

Department of Public Works

Director Jarrell, Assistant Director Patrick and City Manager Andrews spoke regarding the Department of Public Works. When questioned regarding the elimination of the fleet replacement funding, it was mentioned that the City is exploring options with Zip Car. This initiative is still being researched, but the administration is hopeful that it will lead to cost savings for the City by reducing the need to purchase vehicles and eliminating maintenance costs.

When the City's aging utility infrastructure was mentioned, West Street and Duke of Gloucester Street were highlighted as some of the City's most critical areas. Director Jarrell offered to return at a later date with a presentation to the full City Council of the recently concluded Asset Management Study.

Director Jarrell also addressed concerns regarding Sea Level Rise with the creation of a new grant funded program that will concentrate on that topic and how it impacts Annapolis.

Recreation & Parks

Director Morris and City Manager Andrews spoke regarding the Recreation & Parks Department. Highlights from Director Morris included comment that the Harbor operations could potentially be outsourced to a third-party vendor, continued procurement work regarding Pool Operations outsourcing and the lease status for Eisenhower Golf Course. Due to increasing budget constraints, departments have been encouraged to find alternative means of providing services, preferably at a cost savings to the City. Director Morris provided some increases to the Fee Schedule. In the ongoing review of the Adequate Public Facilities code language, Director Morris indicated that Annapolis is operating at half on the National average on the park acreage to population ratio.

Planning & Zoning

Director Gutwald and Chief of Comprehensive Planning Dr. Nash spoke regarding the Planning & Zoning Department. Director Gutwald and members of the City Council discussed at length the impact the Adequate Public Facilities code language is having on various City departments. Director Gutwald also tried to identify a source for the formula used to determine the appropriate number of resources per population. Fee changes were provided by Director Gutwald. Economic Development Manager Hollis Minor also provided fee changes for Sidewalk Café Permits and Use & Occupancy Permits.

Department of Neighborhood and Environmental Programs (DNEP)

Director Broadbent and City Manager Andrews spoke regarding DNEP. Director Broadbent spoke to unfunded mandates that the City is held responsible. To meet some mandated requirements, the City requires the use of an outside vendor. Director Broadbent mentioned the difficulty in identifying a vendor that adequately complies with regulations and is capable of performing the work. With legislation pending, DNEP is also facing a potential reorganization in the near future.

Annapolis Police Department (APD)

Chief Pristoop and Captain Amoia spoke regarding the APD budget. The main topic of discussion was the recent uptick in crime in Eastport. This was the backbone behind discussions of overtime being funded at appropriate levels and the Police Department meeting the Adequate Public Facilities requirements. There were also discussions regarding Special Events, reimbursement for special events details and the potential for a special account for these revenues.

Annapolis Fire Department (AFD)

Chief Stokes was on hand to answer questions regarding the AFD budget. The Chief also addressed Fire Special Events details and the revenues they receive. Deputy Chief Simmons provided confirmation that the City will be receiving storm relief funds from FEMA for the winter snow storm. Deputy Chief Simmons also requested the inclusion of overtime for Office of Emergency Management employees. Adequate Public Facility regulations were addressed in regards to Fire personnel staffing.

Transportation and Parking

Director Gordon and City Manager Andrews provided budgetary highlights from Transportation and Parking. The City has recently implemented a comprehensive parking plan that outsources all parking operations, including garage management, to SP+. The City is hopeful that this change will result in increased revenues and decreased operating costs. It was suggested that Transportation research alternative methods of providing ADA service, such as smaller buses or a voucher program.

Human Resources

Acting Director Hopkins presented the Human Resources budget. The majority of the discussion centered around the City's recent IBB negotiations. A cost reduction from the Human Resources budget was identified as the elimination of the Director position.

Budgetary Recommendations

“A budget that is balanced does not necessarily represent a healthy spending plan. At the most basic level a sustainable operating budget is one where normally occurring and recurring revenues exceed normally occurring and recurring expenses.” That is the sentiment expressed in the Financial Advisory Commission’s letter to the Mayor and City Council regarding the FY 2017 Operating Budget. It is that same opinion that drives the Finance Committee’s budgetary recommendations.

Operating Budget/Capital Improvement Plan

Amendment #1

Fund Sidewalk Repairs out of current revenue at \$677,600. Amend the CIP to include \$260,000 as “Other Sources” for FY 2017.

Rationale: Using Fund Balance or “prior years’ unapplied surplus” for current year expenses is not a sustainable solution. The City has made significant effort to increase Fund Balance over the past few years. It should not be used for anticipated, recurring expenses.

Amendment #2

Fund General Fund Fleet Replacement out of current revenue at \$465,675

Rationale: Pay-Go for vehicles is necessary for the replacement of vehicles and maintenance of a successful fleet without borrowing funding. This funding will enable Police, Fire, DNEP, Public Works and Recreation & Parks to continue in the cycle of replacing and retiring vehicles that have exceeded useful life expectancy. Eliminating this expense from the budget does not make it unnecessary.

Amendment #3

Increase Annapolis Police Department Overtime budget to \$1,070,000

Rationale: This line item is continually funded at 75%. This increase would bring the overtime budget in line with the expense and address the need for additional coverage in areas of Annapolis.

Amendment #4

Increase the Community Grants Allocation to \$400,000.

Rationale: There has been a recent uptick in crime. Citizens are calling for a holistic approach to addressing the violence and crime. Many of these organizations provide services to deter youth from participating in criminal activities and provide life skills to enable professional development.

These amendments will need to be supported with a raise in the property tax rate, unless the City Council as a whole can recommend off-setting cuts in expenditures.

The Operating Budget was recommended as amended.

The CIP was recommended as amended.

Fee Schedule:

The Fee Schedule was recommended as amended. (see attached) This included a decrease to the Use & Occupancy Permit Fee, a cost neutral change to the Sidewalk Café Permits, some changes to Planning & Zoning fees, a few increases in Recreation & Parks, a 5% reduction to Solid Waste fees, and a 2% increase to Stormwater fees (as dictated by City Code.)

Fine Schedule

The Fine Schedule was recommended as presented. There is pending legislation to add a fine for vehicles left in snow lanes after an emergency status has been issued.

With the recommendations provided by the Finance Committee, the operating budget now represents an accurate depiction of the revenues and expenditures necessary for the operation of the City.

Community Grant Allocations

The Community Grant Committee presented funding recommendations to the Finance Committee. With the recommendation of an additional \$195,000 in grant funding, the Committee has been asked to redistribute the funding at the higher level with the following stipulations. The three “line-item” organizations receive an additional \$25,000 each. The remaining \$120,000 should be distributed among the applicants, with a portion of that funding going to Arts in Public Places Commission and the Kunta-Kinte/Alex Haley Foundation.

Long Term Recommendations

Throughout the budgetary process, other items have been identified by the Finance Committee that will require additional attention or action on the part of the Council. Those items are outlined below.

- Identification of Core Services versus Discretionary Services
- Appropriate level of Fund Balance (Report from Financial Advisors)
- Additional funding to Sidewalks to pay for new Sidewalks, not just repairs
- Inclusion of City Council priorities in the Capital Improvement Program planning process
- Union negotiations for FY 2018
- 10 year projections and impact on City operations today
- Transportation Fund; ongoing cost overruns and potential to be folded into General Fund
- Impact of Adequate Public Facilities on existing services and personnel levels
- Capital City Expenses and the need for PILOT's (new or increased)

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION
c/o Frederick C. Sussman, Esq., Chair
125 West Street, 4th Floor
Annapolis, Maryland 21401
(410) 268-6600
fsussman@councilbaradel.com

May 4, 2016

BY E-MAIL

Mayor and City Council of the City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: Ordinance 13-16 (City's FY 2017 Operating Budget)

Dear Mayor Pantelides and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission" or "FAC") to explain the Commission's concerns regarding Ordinance 13 -16 (City's FY 2017 Operating Budget). The City Council referred Ordinance 13-16 to the FAC for review and recommendation. At this point, all that was available to the FAC for consideration was the Mayor's proposed budget. The FAC discussed the Mayor's proposed lean budget with the Finance Director and City Manager.

A budget that is balanced does not necessarily represent a healthy spending plan. At the most basic level a sustainable operating budget is one where normally occurring and recurring revenues exceed normally occurring and recurring expenses. It is also necessary to establish adequate reserves to "pay as you go" to replace operating equipment and vehicles as they become obsolete and to improve capital assets without borrowing. Lastly, unassigned surpluses need to be saved up for future revenue shortfalls, unexpected contingencies, or emergency expenses. It is imperative that the City Council begin seriously evaluating budget priorities now. These decisions become exponentially more difficult every year that they are put off. Briefly the primary issues that must be addressed this year are as follows:

1. The proposed year over year increase for employee payroll and benefit expenses is nearly three times the estimated year over year increase in property tax revenues. The FAC is very concerned by the loss of fiscal discipline that draws down fund balance to fill this gap. City revenues continue to remain relatively flat while expenses continue to increase, particularly personnel costs. With an aversion to increasing the property tax rate, particularly with City elections looming next year, the City Council now should begin to prioritize essential core services and begin making difficult expenditure and service reduction decisions now unless new reliable revenue sources are found. Putting this discussion off will only make the discussion more painful when faced with a genuine fiscal crisis. The performance-based budgeting process introduced last year was intended to give the City Council the tools to make well-informed

decisions about what services are essential and which could be eliminated, but to date the City Council has not wrestled with these understandably difficult decisions.

2. For several years the FAC has advocated annually growing the unrestricted fund balance to have enough unrestricted funds to address unanticipated revenue shortfalls. The Mayor's proposed FY 2017 operating budget proposes to use approximately \$670,000 from unrestricted General Fund balance to fund current operating expenses, and forecasts a razor thin projected FY 2017 year-end contribution to fund balance for the General Fund of less than \$2,000. This leaves very little room for error in assumptions or non-performance in the General Fund, or in the Enterprise Funds that may need to draw on the General Fund if they go into deficit, as has historically been the case. The City has made great strides increasing its fund balance over the past few years, and the FAC does not believe that it is appropriate for the City to have to draw down on fund balance to meet current obligations that should be anticipated and planned for. The accumulated fund balance exists for the purpose of addressing significant financial stress caused by an economic downturn or consequential unanticipated financial emergencies. Neither of these two conditions exist to warrant drawing down the unrestricted fund balance. The direction and trend of the City's fund balance will doubtless be noted by the bond rating agencies and will be likely to affect the City's bond rating in the future and thus the City's ability to borrow money for necessary capital investments.

3. As a corollary, the FAC recommends that the City Council not add any new expenditures or program funding in the FY 2017 budget. Specifically, the FAC recommends that the City Council not fund employee cost-of-living adjustments that have been requested as part of the IBB process.

The FAC thanks you for the opportunity to weigh in on the proposed FY 2017 operating budget. The FAC stands ready to review and comment on further iterations of the FY 2017 operating budget as it progresses through the legislative process.

Sincerely,



Frederick C. Sussman, Chair

cc: Commission Members (By e-mail)
Bruce Miller, Finance Director (By e-mail)
Thomas Andrews, City Manager (By e-mail)
Jacalyn Bierman, Boards and Commissions Coordinator (By e-mail)
Jacquelyn Lee, Legislative and Policy Analyst (By e-mail)
Regina Watkins-Eldridge, City Clerk (By e-mail)

Analysis of the 10 Year Budget Projections

By Ross Arnett, Alderman, Ward 8, Annapolis¹

No matter how one slices it, the latest set of 10 year projections point the way to financial disaster.² The newest projections (Table 1) show modest improvement over the projections of two years ago (Table 2). What's more disturbing are the General Fund numbers (Table 3). Because the Enterprise Funds can control their revenue stream to cover costs and maintain proper reserves, most, especially the larger funds, are much healthier and cover some of what is happening in the General Fund. The ability to raise fees as opposed to taxes also makes the Enterprise Funds more easily managed.

The choices facing the City are not attractive. To cover each year's deficit, either property taxes, the only discretionary revenue tool available to the budget, must be increased at an increasing rate; or services must be reduced or eliminated. Because of the compounding growth in expenditures over revenue growth, even a mix of tax increases and program cuts quickly becomes untenable.³ And it seems that there is no white knight riding in from outside with a new revenue source, such as a larger PILOT, or a share of sales tax or more of a share of personal income tax.

All budgets are "forecasts" ... even one year budgets. They are a mix of past experience, professional judgment and political wishes. However, budgets that make sense in the context of one year often carry consequences for future years that are not always obvious. This is the case with the Operating Budget and even more so for the Capital Improvements Budget – commitments made in one year almost always have an impact on future spending ... often much larger than the initial amount obligated to the project because of compound interest charges. Employee benefits carry a compounding effect every time a COLA is given. This then is the impetus for making long-range projections.

What follows is an analysis of a specific set of policy assumptions that are meant to illustrate impact of two things: a constant level and set of services provided by the City, and no tax or fee increases. The Council hears it "loud and clear" when we raise water rates or real estate taxes, or when we contemplate raising Recreation Center fees or eliminate of the Circulator Bus. So, the projection analyzed is the "business as usual" projections. It follows the discipline that in each year a balanced budget must be achieved by either raising revenue to cover costs or cutting expenses to meet the revenue available.

¹ These projections are based on data provided by Bruce Miller, Director City Finance Department. Nicole Pletzer provided the graphs.

² The projections model developed by the Finance Department includes both the General Fund and all nine Enterprise Funds (e.g., Water, Sewer, Parking, etc.) It has 22 policy parameters that can be changed; that is, variable assumptions about rates of growth. For example, one can assume no increase in the property tax levy, or no increase in cost of living adjustments (COLA's). Rates can be changed in any given future year. Most of the variables are for cost items that are fairly stable over time, such as phone and utility costs, or rents or leases. Some items can vary quite a bit: worker health care or worker compensation costs come to mind. (See Table 4)

³ It should be noted that static projections cannot fully portray reality because they can't account for such things as unanticipated new revenue or cost increases due new unfunded mandates or changes in cost sharing. Nor can projections capture dynamic factors such as management decisions or policy changes to head off fiscal problems. This is a static model.

There is actually a third alternative to balancing the Budget, which is to draw down the Fund Balance, the accumulation of budget surpluses (offset by any deficits) over time. This is a very perilous course and sends up red flags of warning about the health of the City's finances. Nevertheless, Charts One (All Funds) and Two (General Fund) show the effect of using fund balance to pay for current expenses. Almost immediately the Fund Balance is reduced to below the point where it is useful in bridging the uneven flow of revenues and cause rather large short-term borrowing as was done in 2010. In the mid-term the draw down violates City Code to maintain certain levels of required reserves. In the long-run, the City becomes insolvent. So, for many reasons, using Fund Balance to finance current expenses is not a prudent course of action.

Specifically, these projections are based on the Mayor's proposed budget for FY 2017, the budget currently under consideration by the Council. It starts with the current tax rate of \$.65 per \$100 dollars of assessed taxable property, assumes no change to the Personal Property Tax for businesses; and the retention of the current array of services provided by the current staffing level. It also assumes that no new bonds will be issued that add to debt service.

Four scenarios are evaluated, as shown in the accompany tables.

Scenario One: shows the impact of business as usual with no changes to taxes and fees. This policy leads quickly to huge budget deficits reaching a deficit of more than \$19 million in ten years for all funds and almost \$15 million for the general fund alone.

Scenario Two: depicts a policy of continuing business as usual but increasing real estate tax to cover the deficits. The real estate tax rate would rise from the current 65 cents per hundred dollars of assessed value by more than 315% to \$2.04 per hundred. *(For example, if you currently pay \$5,000 per year in Real Estate Taxes, it could grow to more almost \$16,000 by 2027.)* Similar patterns are shown in Table 3 for the General Fund

Scenario Three: shows the opposite course of action. That is, reduce staff to eliminate the deficits. By the end of the ten year period 262 staff out of an existing workforce of 632 fulltime equivalents would be gone ... a 41% reduction in personnel. That would clearly no longer be "business as usual". Holding police and fire staff at current authorized levels of 272, only 98 staff would be left to fill all other jobs. Again, similar patterns are shown in Table 3 for the General

Scenario Four: shows a more balanced, but equally drastic approach of covering projected deficits with a "50/50" combination of staff cuts and tax increases. In many ways this is the worst scenario of all because it shows unacceptably large tax increases accompanied by likely large service reductions.

A review of the Tables shows that the most recent projection show marked improvement in the projected future over the initial set of ten year projections. This improvement is due, in part, to improvement in the near-term financial health of the Enterprise Funds, where fees were raised to more fully cover costs and maintain a proper level of reserves. However, in the out years Enterprise Fund fees do not keep pace with raising costs and start to show deficits, albeit not on the same scale as the General Fund. In a similar vein, the General Fund has absorbed two Enterprise Funds

that perpetually run at a loss, making it in weaker than in the initial projections⁴. While the comparison shows an improved financial picture, it is still not a survivable outlook.

So, what are the takeaways from this exercise? The bottom line is that we have a structural imbalance in our City finances, expenses will continue to grow faster than revenue. Structural changes must be made to correct the situation.

The Council should have long ago been looking at changes in services the City provides – we just cannot tax our way out of trouble. Analysis of service change should start with completing the work to establish core services versus discretionary services and using that set of policy decisions to make program reductions with the attendant staff reductions. This policy making work has been forestalled for far too long. It is too late for the FY 2017 Budget currently before the Council, but the Council, or at least the Finance Committee, need to be looking for ways to cut costs. The sooner this works begins, the easier it will be to address the long-range financial condition shown by any of the three Tables.

But even those actions likely will not be enough to sustain the City and assure our long-term financial health. For instance, we cannot continue to have approximately 20% of City property exempt from paying real estate taxes. As it is now, the City receives no real estate taxes from federal, state and county property. The same applies to schools and churches, public housing, and all 501C3 entities that own their own buildings and land. If we fail to get that taxing authority, we must have a dramatic increase the PILOT (payment in lieu of taxes) we get from the State and County and start getting a PILOT from the other groups. Another important option would be to be given power to collect revenue from nonresidents who use or visit the City, either as a share of sales taxes or some other taxing authority. Still another option would be to get a fairer share of the personal income tax revenue.

I realize that none of these are new ideas and that they are fraught with political difficulties, but Annapolis is in serious trouble without some help from outside. Raising property taxes and/or cutting services can go only so far, after that we essentially become a City in name only.

We are finally at the point where the outcome is predictable and easily less than ten years away.

⁴ Data for the General Fund projections in 2014 not available.

Table 1. TEN YEAR BUDGET PROJECTION SCENARIOS
 Fiscal 2017 Estimates – ALL FUNDS

	<u>SCENARIO ONE</u>		<u>SCENARIO TWO</u>			
	Projected Annual Deficit		Tax increase (cents/100)	Base Tax Rate \$.65 Cumulative Tax Rate		
2018	\$	1,863,371	2.9	\$.679		
2019	\$	3,595,601	5.5	\$.734		
2020	\$	5,338,593	8.0	\$.814		
2021	\$	7,436,968	10.8	\$.992		
2022	\$	9,146,232	13.0	\$1.052		
2023	\$	11,162,168	15.4	\$1.206		
2024	\$	13,034,792	17.6	\$1.382		
2025	\$	15,071,661	19.9	\$1.581		
2026	\$	17,318,675	22.3	\$1.803		
2027	\$	19,182,144	24.0	\$2.044		
	<u>SCENARIO THREE</u>		<u>SCENARIO FOUR</u>			
	<u>Staff reductions out of 632 FTE's</u>		<u>Half Staff Cuts and Half Tax Increase</u>			
	FTE's	Cumulative Staff Cuts	Staff reduction FTE's	Culm.	Tax increase Increase Rate/100	
2018	18	14	9	9	1.5	\$.665
2019	33	51	17	26	2.7	\$.692
2020	48	81	24	41	4.0	\$.732
2011	65	112	32	56	5.4	\$.786
2022	77	141	38	71	6.5	\$.851
2023	90	167	45	84	7.7	\$.928
2024	102	192	51	96	8.8	\$1.016
2025	114	216	57	108	9.9	\$1.115
2026	127	240	63	120	11.1	\$1.227
2027	135	262	68	131	12.0	\$1.347

SCENARIO ONE: No Tax Increase AND Business As Usual

Outcome: large and growing deficits- unsustainable

SCENARIO TWO: Tax to Cover Spending AND Business as Usual

Outcome: huge tax increases, but no deficit

SCENARIO THREE: No Tax Increase AND Reductions in Services (less staff)

Outcome: dramatic reduction in services

SCENARIO FOUR: Tax to Cover Spending AND Reductions in Services (less staff)

Outcome: balanced approach, but ultimately unsustainable as are all other scenarios

These numbers assume no increase in new debt issuance over the ten years. No out sourcing is assumed, nor any change in the 35 hour work week. Finally, the numbers do not address the structural deficit spending by transportation.

Table 2. TEN YEAR BUDGET PROJECTION SCENARIOS
Fiscal 2015 Estimates – ALL FUNDS

	<u>SCENARIO ONE</u>		<u>SCENARIO TWO</u>			
	Projected Annual Deficit		Tax increase (cents/100)	Base Tax Rate \$.65 Cumulative Tax Rate		
2016	\$ 1,302,184		2.2	\$.672		
2017	\$ 5,003,116		8.1	\$.753		
2018	\$ 7,715,634		12.2	\$.875		
2019	\$10,739,562		16.6	\$1.041		
2020	\$13,949,196		21.0	\$1.252		
2021	\$17,271,721		25.4	\$1.506		
2022	\$20,680,936		29.7	\$1.803		
2023	\$24,279,986		34.0	\$2.143		
2024	\$27,445,563		37.5	\$2.518		
2025	\$30,974,250		41.3	\$2.931		
	<u>SCENARIO THREE</u>		<u>SCENARIO FOUR</u>			
	Staff reductions out of 599 FTE's. FTE's Cumulative Staff Cuts		Half Staff Cuts and Half Tax Increase			
	Staff reduction FTE's	Cumm.	Staff reduction FTE's	Culm.	Tax increase Increase Rate/100	
2016	14	14	7	7	1.1	\$.661
2017	41	51	26	33	4.1	\$.701
2018	30	76	38	64	6.1	\$.763
2019	33	103	51	90	8.3	\$.846
2020	35	129	64	116	10.5	\$.951
2021	36	154	77	142	12.7	\$1.078
2022	37	178	89	166	14.8	\$1.226
2023	40	202	101	190	17.0	\$1.396
2024	35	221	110	212	18.8	\$1.584
2025	39	241	120	231	20.6	\$1.790

SCENARIO ONE: No Tax Increase AND Business As Usual

Outcome: large and growing deficits- unsustainable

SCENARIO TWO: Tax to Cover Spending AND Business as Usual

Outcome: huge tax increases, but no deficit

SCENARIO THREE: No Tax Increase AND Reductions in Services (less staff)

Outcome: dramatic reduction in services

SCENARIO FOUR: Tax to Cover Spending AND Reductions in Services (less staff)

Outcome: balanced approach, but ultimately unsustainable as are all other scenarios

These numbers assume no increase in new debt issuance over the ten years. No out sourcing is assumed, nor any change in the 35 hour work week. Finally, the numbers do not address the structural deficit spending by transportation.

Table 3. TEN YEAR BUDGET PROJECTION SCENARIOS
 Fiscal 2017 Estimates – **GENERAL FUND ONLY**

	<u>SCENARIO ONE</u>		<u>SCENARIO TWO</u>			
	Projected Annual Deficit		Tax increase (cents/100)	Base Tax Rate \$.65 Cumulative Tax Rate		
2018	\$	2,582,971	4.0	\$.690		
2019	\$	3,666,613	5.6	\$.746		
2020	\$	4,947,953	7.4	\$.820		
2021	\$	6,525,887	9.5	\$.915		
2022	\$	7,715,915	10.9	\$1.025		
2023	\$	9,137,525	12.6	\$1.151		
2024	\$	10,232,283	13.8	\$1.289		
2025	\$	11,832,956	15.6	\$1.445		
2026	\$	13,585,825	17.5	\$1.620		
2027	\$	14,893,389	18.7	\$1.806		
	<u>SCENARIO THREE</u>		<u>SCENARIO FOUR</u>			
	<u>Staff reductions out of 632 FTE's</u>		<u>Half Staff Cuts and Half Tax Increase</u>			
	FTE's	Cumulative Staff Cuts	Staff reduction FTE's	Culm.	Tax increase Increase Rate/100	
2018	25	25	12	12	2.0	\$.665
2019	34	59	17	29	2.8	\$.692
2020	44	79	22	39	3.7	\$.732
2011	57	101	28	51	4.7	\$.786
2022	65	121	32	61	5.5	\$.851
2023	74	139	37	69	6.3	\$.928
2024	80	154	40	77	6.9	\$1.016
2025	89	170	45	85	7.8	\$1.115
2026	99	189	50	94	8.7	\$1.227
2027	105	204	53	102	9.3	\$1.347

SCENARIO ONE: No Tax Increase AND Business As Usual

Outcome: large and growing deficits- unsustainable

SCENARIO TWO: Tax to Cover Spending AND Business as Usual

Outcome: huge tax increases, but no deficit

SCENARIO THREE: No Tax Increase AND Reductions in Services (less staff)

Outcome: dramatic reduction in services

SCENARIO FOUR: Tax to Cover Spending AND Reductions in Services (less staff)

Outcome: balanced approach, but ultimately unsustainable as are all other scenarios

These numbers assume no increase in new debt issuance over the ten years. No out sourcing is assumed, nor any change in the 35 hour work week. Finally, the numbers do not address the structural deficit spending by transportation.

Table 4. 10 Year Projection Assumptions

Fiscal Years	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Growth Assumptions:										
Taxes	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025
Personal Property / Utility	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Local Receipts	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005
Fines	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005
Money and Property	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Charges for Services	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005
Intergovernmental	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Salaries	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035
Benefits	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050
Police and Fire Pension / OPEB	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035	1.035
Supplies	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010
Telephone	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010
Training and Education	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005	1.005
Fuel	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010
Utilities	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010	1.010
Contract and Professional Services	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020
Rents and Leases	1.015	1.015	1.015	1.015	1.015	1.015	1.015	1.015	1.015	1.015
Gen Liability Insurance	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050
Workers Compensation	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050	1.050
Unemployment	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020	1.020
Indirect Charges	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Constant	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000

Chart 1. General Fund by Fiscal Year (Fund Balance Compounding)

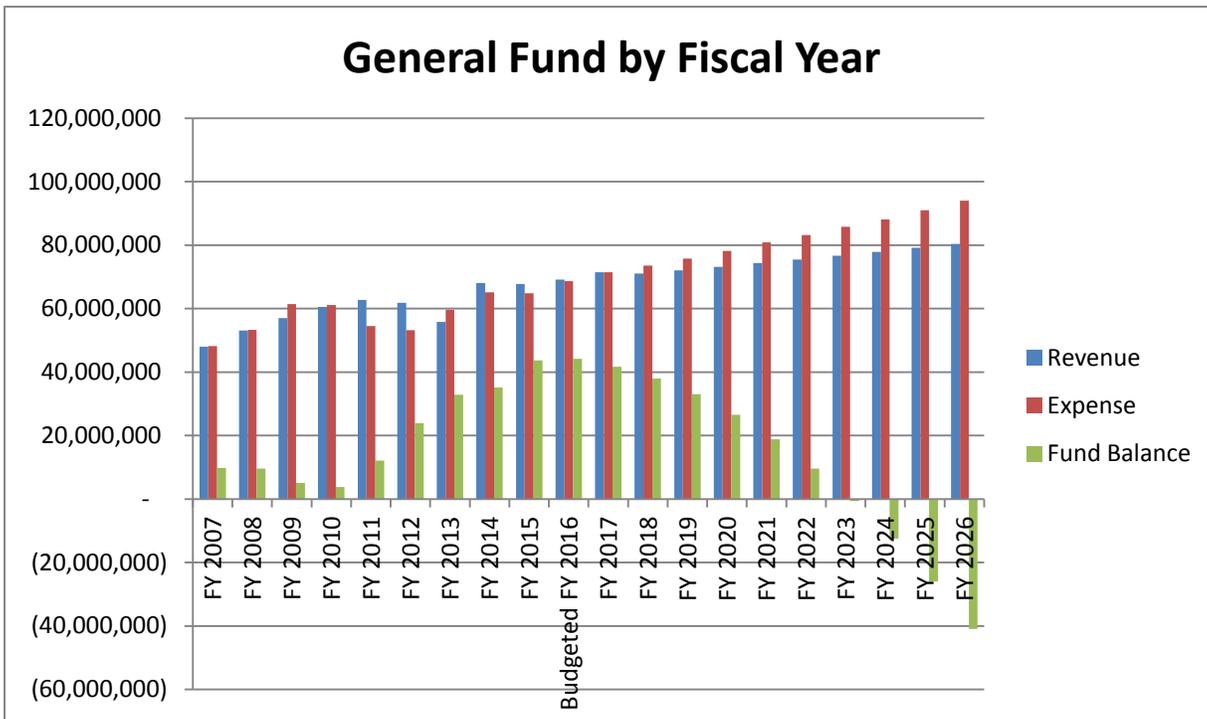


Chart 2. All Funds by Fiscal Year (Fund Balance Compounding)

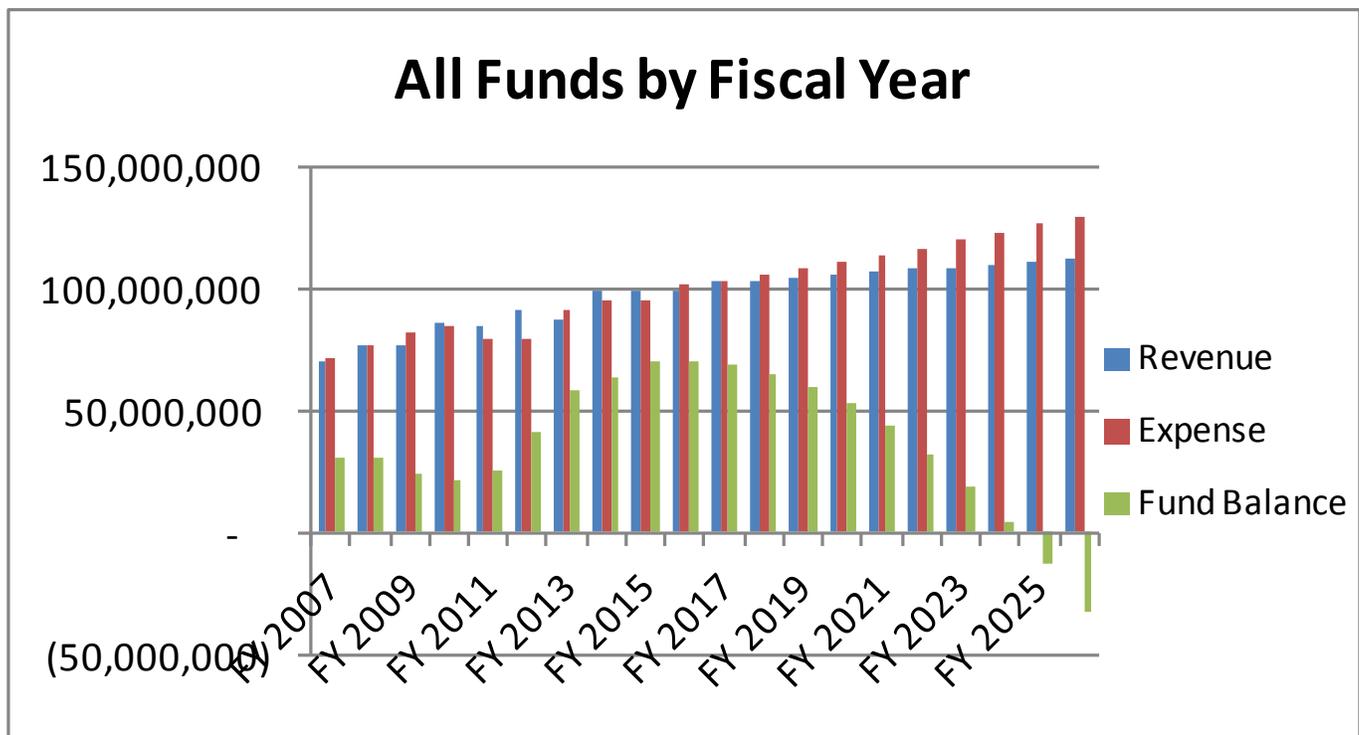


Chart 3. 10 Year History: 10 Year Projections Revenues – All Funds

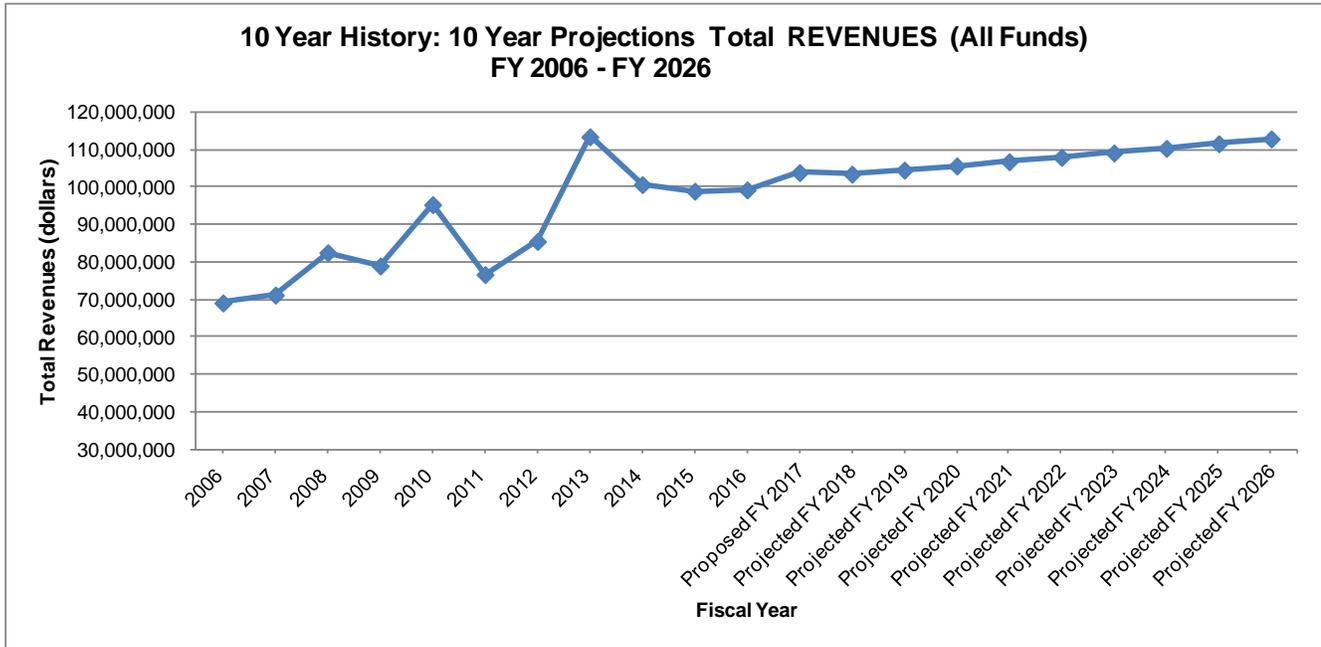


Chart 4. 10 Year History: 10 Year Projections Expenditures – All Funds

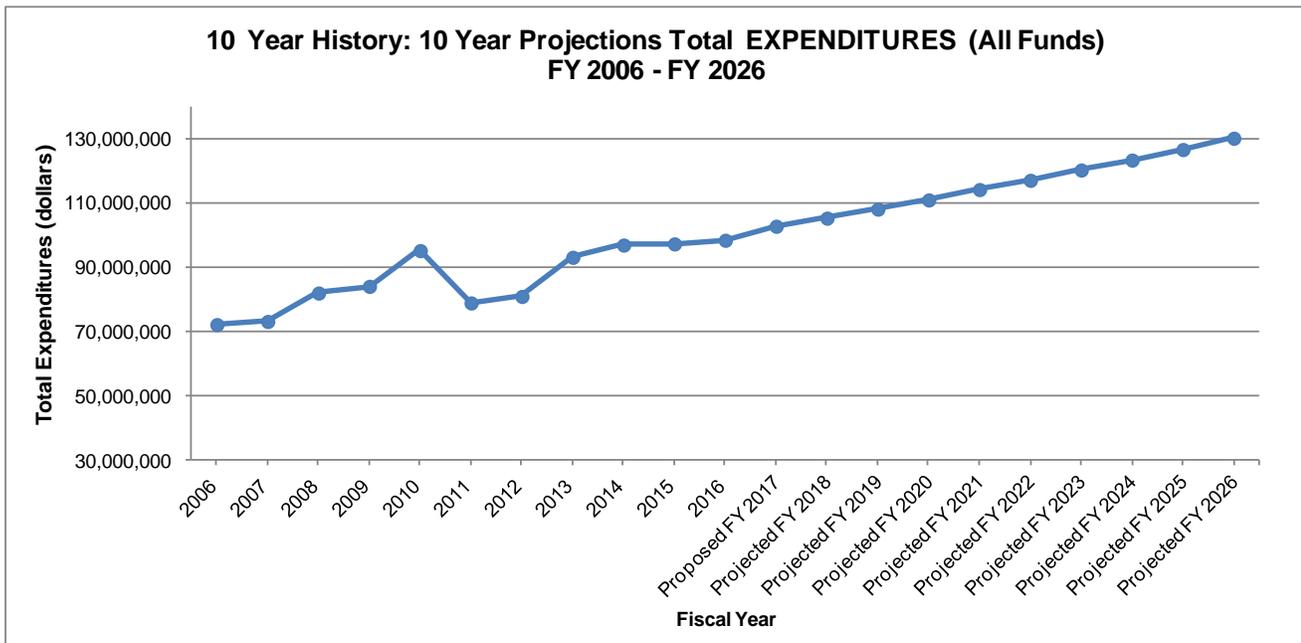


Chart 5. 10 Year History: 10 Year Projections Revenues & Expenditures – All Funds

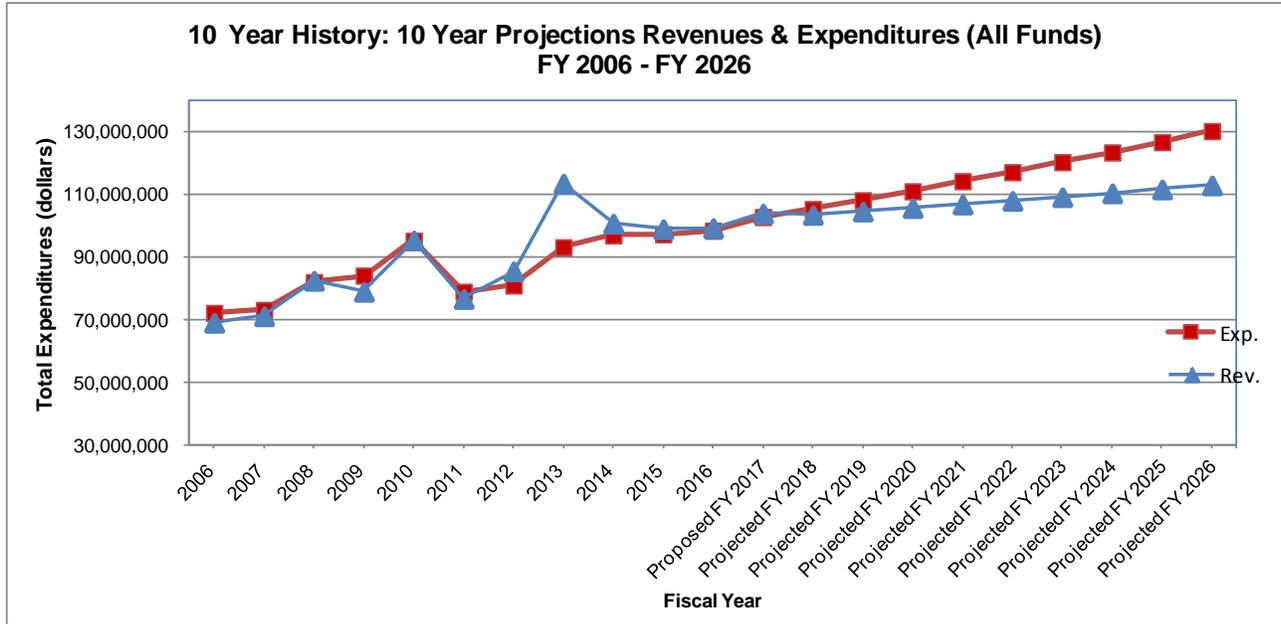
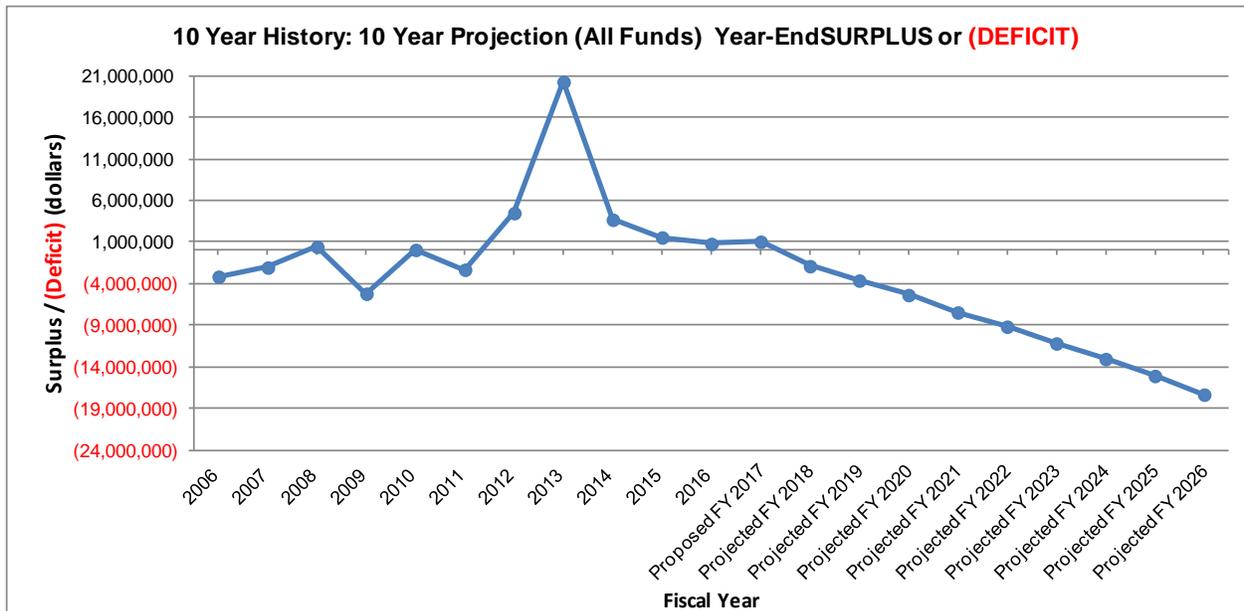


Chart 6. 10 Year History: 10 Year Projections Year-End Surplus or (Deficit) – All Funds



Section	Type of Fee	Amount of Fee FY 2016
2.48.100	Fee for application, appeal, or other action to Board of Appeals	\$250.00
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	\$50.00
6.04.140	Lien certificate	\$50.00
6.28.020	Covered Emergency Medical Services	
	BLS Transport	\$700.00
	ALS Transport	\$700.00
	ALSII Transport	\$750.00
6.04.210	Fee for bounced checks, City-wide standard	\$50.00
	Non-covered Emergency Medical Services	\$500.00
	Merchant service charge for all electronic payments	2% of total transaction cost
	Credit collection pass-through	\$55.00
7.04.030	Fee for transfer of license of alcoholic beverage	
	½ of the annual fee not to exceed	\$500.00
7.08.010	Fee for each license	\$50.00
7.08.020	Billposters per year	\$50.00
7.08.030	Bowling alleys per year	\$50.00
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$50.00
7.08.050	Each pole, per year	\$100.00
7.08.060	Theater, per year	\$50.00
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	
	Refillable container license for holders of A, B and D classes of alcoholic beverage licenses	With current off-sale privilege. Plus \$50.00 Without current off-sale privilege, plus \$500.00
	A, off sale, package goods:	
	-1 Six a.m. to twelve midnight, Monday through Saturday	
	Beer	\$730.00

	Beer and light wine	\$1,810.00
	Beer, wine and liquor	\$3,280.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	-2 Six a.m. to midnight, seven days per week (special Sunday license)	
	Beer	\$880.00
	Beer and light wine	\$2,320.00
	Beer, wine and liquor	\$4,140.00
	.b Plus beer and wine tasting	plus \$480.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	B, restaurants:	
	-1 Only with meals, six a.m. to midnight, Monday through Saturday	
	Beer	\$510.00
	Beer and light wine	\$1,190.00
	Beer, wine and liquor	\$1,890.00
	-2 Only with meals, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$760.00
	Beer and light wine	\$1,470.00
	Beer, wine and liquor	\$2,230.00
	-3 On sale, six a.m. to midnight, Monday through Saturday	
	Beer	\$680.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,940.00
	-4 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,190.00
	Beer and light wine	\$2,410.00
	Beer, wine and liquor	\$3,800.00
	.x In addition, sales as authorized from midnight to two a.m.	
	Beer	plus \$410.00
	Beer and light wine	plus \$1,020.00
	Beer, wine and liquor	plus \$1,360.00
	a. In addition, off-sale Monday through Saturday during hours	
	Beer	plus \$210.00

	Beer and light wine	plus \$410.00
	Beer, wine and liquor	plus \$920.00
	b. In addition, off-sale Sunday during authorized hours (Special Sunday license)	
	Beer	\$110.00
	Beer and light wine	\$160.00
	Beer, wine and liquor	\$410.00
	C, clubs:	
	On sale, six a.m. to two a.m., seven days per week	
	Beer	\$1,130.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,260.00
	D, taverns:	
	-1 On sale, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$1,130.00
	Beer and light wine	\$2,070.00
	Beer, wine and liquor	\$3,090.00
	a. In addition, off-sale, Monday through Saturday during authorized hours	
	Beer	\$560.00
	Beer and light wine	\$680.00
	Beer, wine and liquor	\$1,070.00
	b. In addition, off-sale Sunday during authorized hours	
	(Special Sunday license)	
	Beer	\$160.00
	Beer and light wine	\$250.00
	Beer, wine and liquor	\$420.00
	E, hotels:	
	-1 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,020.00
	Beer and light wine	\$2,410.00
	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)	\$50.00
	One-day beer, wine and liquor (per day)	\$75.00
7.16.020	Application for a carnival or circus license	\$55.00
7.16.030	Fee for carnival or circus license	
	Class A licenses: carnivals (excluding carnivals operated by fraternal, religious or charitable organizations or volunteer fire companies)	
	From 1 to 10 concessions (per week)	\$120.00
	From 1 to 20 concessions (per week)	\$225.00
	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	\$50.00
	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	\$50.00
7.28.030	Space for sale of Christmas trees: 15 days or any portion of 15 days for each 10 feet	\$50.00
7.32.030	Nonrefundable application fee for massage parlor license	\$50.00
7.32.050	License fee for massage parlor per year	\$1,120.00
7.36.040	License fee for pawnbroker per year	\$50.00
7.40.040	Nonrefundable application fee for peddlers and hawkers license	\$50.00
7.40.070	Fee for peddlers and hawkers	
	20 days or less (per day)	\$50.00
	20 days or more	\$340.00
7.42.010	Annual fee for a sidewalk café permit (<i>per seat</i>)	\$340.00 \$24.00
7.44.020	Licensing fee for solicitor (amount per person regardless of number of people in a group)	\$50.00
7.48.350	Fee for replacement of lost taxicab license card or badge	\$50.00
7.48.440	Fee for each taxicab registered shall	
	New license	\$400.00
	Renewal	\$200.00
7.48.500	Nonrefundable application fee for a taxicab driver's license	\$50.00
7.48.530	Registration fee for taxicab driver's license	\$60.00

7.52.040	Towing license fee	
	Nonrefundable filing fee	\$50.00
	License	\$50.00
	Renewal	\$50.00
7.56.020	Annual fee for permit to provide valet parking service	\$50.00
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	\$275.00 \$261.25
10.16.200	Annual fee for each private trash collector permit	
	Refuse hauler permit (1-5 vehicles)	\$210.00
	Re-inspection fee	\$50.00
	Refuse hauler permit (6-10 vehicles)	\$260.00
	Re-inspection fee	\$50.00
	(Refuse hauler permit (11 or more vehicles)	\$310.00
	Re-inspection fee	\$50.00
10.18.055	Commercial Recycling	
	Cost per container	\$15.00
	Cost of collection, 1 st container	\$104.00
	Cost of collection, per each additional	\$50.00
	Administrative cost	\$50.00
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	\$50.00
	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.	\$35.00
12.20.230	Special parking permit for transport and contractors, daily fee per space	\$35.00
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	\$35.00
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$35.00
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	\$55.00
	Per annum for a second vehicle	\$75.00

	Per annum for each vehicle thereafter	\$100.00
	At an address with off-street parking	
	Per annum for one vehicle	\$75.00
	Per annum for each vehicle thereafter	\$100.00
	Districts No. 3 and 4, per annum	\$55.00
	District No. 5	\$55.00
12.32.140A	Multiple-day or single-day temporary residential parking permit <i>(for 10 permits)</i>	\$35.00
12.32.140B	Multiple-day or single-day temporary residential parking permit for medical personnel	\$10.00
12.54.010	Nonstandard Vehicle Permit	
	New	\$110.00
	Renewal	\$55.00
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$35.00
12.54.020	Nonstandard Vehicle Operator Permit, per year	\$35.00
14.04.020	Permit for installation of any sidewalk or any new section of sidewalk	\$50.00
14.04.080	Inspection of installed sidewalk	\$50.00
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$35.00
14.12.095	Permit for tree removal	
	Application fee	\$50.00
	Permit fee	\$100.00
14.18.060	Special Event permit fee	\$100.00
14.20.010	Permit to obstruct public streets, lanes, alleys, sidewalks or footways	
	Nonrefundable permit fee	\$50.00
	Obstruction permit reinspection fee	\$50.00
	For each extension or change to the original permit	\$50.00
14.20.030	Fee for permit to dig up, relay or obstruct street	
	Streets and/or sidewalk openings:	
	50 square feet or less	\$60.00
	Reinspection fee	\$50.00
	51 to 200 square feet	\$75.00
	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 at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) City Public Moorings Dinghies to 17 feet. Must demonstrably be in use as tender to larger vessel to obtain permission to dock.	no charge
15.10.020	Fees—No Prorating (checkout 12 noon or upon departure, whichever comes first). 3 hour minimum after 5:00 p.m.	
	Docking Fee	
	Hourly	
	Up to 3 hours, up to 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 5:00 p.m.	Daily fee or balance thereof
	Daily (over 3 hours or after 5:00 p.m.) Includes showers, per foot LOA, minimum \$40	\$2.25
	Reserved Dockage- (west side only) per foot per day	\$3.25
	Paid in advance	
	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:	
	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 4 th 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.	

	Docking Fees: weekend premium adjustments. A weekend surcharge of fifty cents (\$0.50) per foot will be added to all transient docking rates during Fridays and Saturdays beginning each year the Friday following Memorial Day and ending after the first Saturday in October. The weekend surcharge will not be added to docking rates on days when the holiday surcharge applies.	
	Dock Utilities	
	Transient:	
	Each 20 Amp Outlet (per day)	\$5.00
	Each 30 Amp Outlet (per day)	\$8.00
	Each 50 Amp Outlet (per day)	\$15.00
	Winter Weekly:	
	Each 20 Amp Outlet (per Week)	\$20.00
	Each 30 Amp Outlet (per Week)	\$30.00
	Each 50 Amp Outlet (per Week)	\$56.00
	Moorings in Main Mooring Field - Moorings numbered 1—40 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$35.00
	Daily	\$35.00
	Weekly	\$210.00
	Moorings in St. Mary's Cove - Moorings numbered 41—60 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$25.00
	Daily	\$25.00
	Weekly	\$150.00
	Public Mooring Fee - All Others - Moorings numbered 61—76 (inclusive) (includes showers).	
	Hourly	\$30.00
	Daily	\$30.00
	Weekly	\$180.00
	Winter Weekly Docking Fees (A Week is defined as Monday through Sunday).	
	Winter Waiting List Application Fee (will be credited to winter docking rent upon first arrival or after November 1 st).	\$50.00
	Winter Docking Fees (Arrival and departure weeks will be prorated. Other weeks may be prorated at Harbormaster's Option)	
	Storage per Week, per foot LOD	\$2.00

	Fees—Vessels up to 17 LOA, at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) 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 (Kunta Kinte Park) and all public street endings and park docks per day	no charge
	At any City public mooring, see Summer and Winter Public Mooring Fees, above	
	Storage (more than 48 hours consecutive docking)	
	Dinghies up to 12 feet at all public street endings, bulkheads, and park docks per foot per year in advance for sticker (included in private mooring fee)	no charge
	Fees—Commercial Operations—Year Round	
	Passenger Carrying—Charter Dock Space may be reserved in advance, moorings shall not be used:	
	Leased operations	Per lease
	Occasional charter, subject to terms of Charter Policy, per foot LOD per 90-Minute round-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 week, moorings shall not be used	\$20.00
	Buyboat actively engaged with certificate, current receipts, and current DNR number, per week, moorings shall not be used	\$30.00
	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	\$1,000.00
	Private mooring permit fee, non-resident, per year	\$1,800.00
	Private mooring permit fee, commercial per year	\$1,920.00
	Street end dinghy permit (available only on medical hardship), annual	\$50.00
	Fees—Miscellaneous Services:	
	FAX incoming, first page	\$2.00
	FAX incoming, after first page	\$1.00
	FAX Outgoing, first page	\$3.00
	FAX Outgoing, after first page	\$2.00
	FAX international surcharge in addition to above fees	\$5.00
	Copies per page	\$0.25

	Showers for anchored boaters per person (Not provided for non-boaters)	\$1.00
	Holding Tank Pumpouts, up to first 50 gallons	\$5.00
	Holding Tank Pumpouts, after 50 gallons, per gallon	\$0.10
	Doubled Fees for vessels found in violation of Title 15 of the City Code, other delinquency fees	
	In addition to prescribed fines, and applicable towing/storage fees, any accrued fees named herein shall be doubled for any vessel found in violation of any provision of Title 15	accrued fees doubled
	Late payment of winter storage fees (after Thursday of each week)	\$15.00
	Late payment of private mooring fees (after April 15th)	\$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	\$8.00
	Annual pass, valid May 1 st through April 30 th each year (to conform all annual permits with Section 15.20.110)	\$75.00
	Tucker St. Annual Boat Trailer Permit, Valid May 1st through April 30th each year (to conform all annual permits with Section 15.20.110)	\$25.00
15.16.040	Port Wardens hearing application fee	\$200.00
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	\$500.00
	2 For appeals for other facilities, including marinas, yacht clubs, commercial piers or private piers with 5 or more slips	\$750.00
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	
15.20.110	Mooring permit see 15.10.020	
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
	Conditional upon adoption of O-14-13	
16.04.060	For job values over \$25,000, the Utility Contractor inspection fee is 4.5 percent of estimated construction cost	
	For job values of \$25,000 or less, the utility contractor inspection fee is greater of ½ of 1 percent of contract	
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 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	\$385.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$385.00
	Class 4	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 5	

	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Food handling permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$360.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$260.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Funeral home permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Furniture stripping	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Laundry Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$330.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	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
	Expiration	3 years
	Annual fee	\$220.00
	Pest Control Permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Photo Processing Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 year
	Annual fee	\$270.00
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 \$2,000	\$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	\$1,250.00
17.10.180.B.	Stormwater utility	
	\$10.02 \$10.22 per unit per quarter for residential properties	

	\$38.25 <u>\$39.02</u> per quarter for all commercial, industrial and exempt properties with impervious coverage of up to 5,000 square feet	
	\$76.50 <u>\$78.03</u> per quarter for all commercial, industrial and exempt properties with impervious coverage between 5,001 and 10,000 square feet	
	\$127.50 <u>\$130.05</u> 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	\$250.00
17.12.024	Nonrefundable inspection fee for the use and occupancy permit per each residential unit	
	Each residential unit	\$250.00
	Commercial	
	<u>10,000 square feet or less</u>	<u>\$350.00</u>
	<u>Over 10,000 square feet</u>	<u>\$550.00</u>
	<u>50,000 square feet or greater</u>	<u>\$2,000.00</u>
	900 square feet or less	\$0.325 per sq. ft
	901 to 1,800 square feet	\$300
	1,801 to 2,700 square feet	\$325
	2,701 to 3,600 square feet	\$350
	3,601 to 5,000 square feet	\$375
	5,001 to 10,000 square feet	\$400
	10,001 to 25,000 square feet	\$0.05 per sq. ft
	25,001 square feet or greater	\$0.04 per sq. ft
17.12.052	Fee to submit new or revised construction drawings and submittals for review (based on cost of construction)	
	0 to \$10,000	\$100.00
	\$10,001 to \$15,000	\$150.00
	\$15,001 to \$25,000	\$200.00
	\$25,001 to \$100,000	\$350.00
	\$100,001 and over is 0.1% of the total cost over \$100,000 plus	\$350.00
	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.)	\$150.00
17.12.056	Building permit fee based on estimated value of the work	
	Nonrefundable application fee:	
	\$500.00 to 25,000	\$100.00
	\$25,001 to 50,000	\$150.00

	\$50,001 to 75,000	\$200.00
	\$75,001 and over is 0.25% of cost	
	Permit Fees (to be paid at time of permit pick-up)	
	\$500 to 3,000	\$100.00
	\$3,001 to 5,000	\$125.00
	\$5,001 to 10,000	\$150.00
	\$10,001 and over is 0.8 percent of cost over \$10,000	\$200.00
	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 oversized load.	
	Residential properties	\$100.00
	Commercial properties	\$150.00
	Reinspection Fee	\$100.00 - \$250.00
17.12.130	Nonrefundable fee to appeal to the building board of appeals	\$250.00
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	\$150.00
	-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	\$150.00
	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	\$175.00
	-More than 200 but no more than 300 ampere service equipment	\$225.00
	-More than 300 but not more than 400 ampere service equipment	\$250.00
	-For service equipment of more than 400 amperes and not more than 1,200 amperes	\$250.00
	Plus this amount for each ampere in excess of 400 amperes	\$0.75
	-For service equipment of more than 1,200 amperes	\$1,250.00
	Plus this amount for each ampere in excess of 1,200	\$2.50
	B. Additions, alterations or repairs to existing structures or services:	
	Rough Wiring. All switches, lighting and receptacles to be counted as outlets:	
	- 1 to 10 outlets	\$25.00

	- 11 to 40 outlets	\$50.00
	- 41 to 75 outlets	\$75.00
	- For each additional 25 outlets or fraction thereof	\$10.00
	Fixtures. For rough wiring of fixtures:	
	- 1 to 10 fixtures	\$25.00
	- 11 to 40 fixtures	\$50.00
	- 41 to 75 fixtures	\$75.00
	- For additional 25 fixtures or fraction thereof	\$10.00
	Heating, cooking equipment and similar appliances except that for dwellings these items are included in items A and B:	
	- First unit or outlet	\$30.00
	- Each additional unit or outlet	\$5.00
	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	\$75.00
	- Each additional 10 kilowatts or each fraction of 10 kilowatts	\$30.00
	Solar photovoltaic systems (PV)	\$10.00 per module
	Service Equipment and Feeders:	
	- Not over 400 ampere	\$75.00
	- Over 400 ampere	\$75.00
	Swimming Pools:	
	- Inground-Bonding	\$100.00
	- Inground, lighting, fixtures, pumps and filters	\$50.00
	- Above ground	\$45.00
	Protective Signaling Systems:	
	- First 10 devices	\$80.00
	- Each additional multiple of 10 devices or part thereof	\$10.00
	Modular home or prefabricated structures must bear a sticker of approval from the U.S. federal government, the state, a national testing facility, or other recognized inspection bureau. When this sticker is in evidence, a flat rate of:	\$80.00
	Transformers, vaults-Outdoor enclosures, outdoor substations:	
	- Not over 200 KVA	\$80.00
	- Over 200 to 500 KVA	\$125.00
	- Over 500 KVA	\$130.00

	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	\$80.00
	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:	\$80.00
	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	\$75.00
	- Radio and television receiving installation	\$50.00
	- Reinspection Fee	\$100.00 - \$250.00
	- Failure to Notify	\$50.00
	- Investigation Fee	\$75.00
17.16.106	Fee for preventative maintenance electrical permit	\$125.00
17.16.130	Fee for biannual electrical contractors license	\$200.00
17.18.070	Fees for mechanical work permits based on estimated value of work:	
	Permit Fee:	
	\$ 0 to \$ 7,000	\$125.00
	\$ 7,001 to 10,000	\$150.00
	Over 10,000 is 0.6% of estimated value plus	\$100.00
	Reinspection Fee	\$100.00 - \$250.00
	Failure to notify the department within the prescribed time that the work authorized by a validly issued mechanical permit is complete.	\$50.00
	Investigation Fee	\$75.00
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	\$50.00
	\$ 2,001 to 5,000	\$75.00
	\$ 5,001 to 7,000	\$100.00
	\$ 7,001 to 10,000	\$150.00
	Over \$10,000 is .006 times total cost plus	\$80.00
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)	\$125.00
	Class B (301 to 1,000)	\$100.00
	Class C (50 to 300)	\$75.00
	Educational Occupancies	
	Elementary School	\$100.00
	Middle or Junior High School	\$150.00
	Senior High School	\$150.00
	Family or Group Day-Care Home	\$75.00
	Nursery or Day-Care Center	\$100.00
	Health Care Occupancies	
	Ambulatory Health Care Centers per 3,000 square feet or portion thereof	\$75.00
	Hospitals, Nursing Homes, Limited Care Facilities per building plus \$2.00 per patient bed	\$75.00
	Detention and Correctional Occupancies	
	Per building \$1.00 per bed plus	\$75.00
	Residential Occupancies	
	Hotels and Motels per building plus \$1.00 per guest room	\$50.00
	Dormitories \$1.00 per bed, minimum per building	\$50.00
	Apartments \$1.00 per apartment, minimum per building	\$50.00
	Lodging or Rooming House	\$75.00
	Single and Two-Family Dwellings	\$50.00
	Board and Care	
	4—16 residents	\$75.00
	Over 16 residents	\$125.00
	Mercantile Occupancies	
	Class A (over 30,000 square feet)	\$125.00
	Class B (over 3,000 square feet)	\$75.00
	Class C (under 3,000 square feet)	\$50.00
	Business Occupancies per 3,000 square feet or portion thereof	\$50.00
	Industrial or Storage Occupancies (per 5,000 square feet or portion thereof)	

	Low or Ordinary Hazard	\$50.00
	High Hazard	\$75.00
	Common Areas of Multi-tenant Occupancies (i.e. shopping centers, high-rise buildings, etc.) per 10,000 square feet or portion thereof	\$75.00
	Trailer Parks and Campgrounds \$1.00 per site, minimum per facility	\$50.00
	Outside Storage of Combustible Material	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks)(scrap tires, tree stumps, lumber, etc.) per acre	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks) per 5,000 square feet or portion thereof	\$75.00
	Reinspection fee	\$125.00
17.22.030	Fee for permit to perform any work on petroleum storage tank based on estimated value	
	\$0 to 2,000	\$100.00
	2,001 to 5,000	\$125.00
	5,001 to 7,000	\$200.00
	7,001 to 10,000	\$250.00
	Over \$10,000 is 0.6% of estimated value plus	\$200.00
17.24.070	Fee for license to do work as a master or restricted gasfitter or as a journeyman or restricted journeyman gasfitter	
	Master or restricted gasfitter license, per year	\$75.00
	Master plumber and gasfitter license, per year.	\$75.00
	Journeyman or restricted journeyman gasfitter license, per year	\$50.00
	Journeyman plumber and gasfitter license, per year	\$50.00
17.24.080	Fee for gasfitter license renewal plus a delinquency penalty	\$50.00
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:	
	2½ or less	\$50.00
	3	\$60.00
	4	\$70.00
	6	\$125.00
	8	\$250.00
	10	\$350.00
	12	\$500.00

	Each fixture in addition to the first fixture	\$10.00
17.28.050	Annual fee for license for a master plumber and journeyman plumber.	
	Master plumber (annual fee)	\$80.00
	Journeyman plumber (annual fee)	\$50.00
17.28.090	The charges for issuance of plumbing permits are the sum of a connection charge, a capital facility charge, a capital facility assessment charge and an installation charge.	
	Connection Charges:	
	Sewer	
	City-installed 4-inch public sewer connection	\$5,000.00
	Water, including cost of meter:	
	City-installed 1 inch public water connection	\$3,600.00
	Capital facility charge:	
	Sewer (per Equivalent Dwelling Unit)	\$1,600.00
	Water (per Equivalent Dwelling Unit)	\$4,900.00
	*Note: An Equivalent Dwelling Unit is 250 gallons per day.	
	Capital facility assessment charge per Code prior to adoption of ordinance O-37-11:	
	Sewer:	
	Per year, per residential unit, for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Water:	
	Per year, per residential unit for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Installation Charges:	
	First fixture installation charge:	
	Residential	\$60.00
	Commercial	\$80.00
	Each fixture in excess of the first one (if connected to public sewer)	\$15.00
	Each fixture, if connected to private sewer	\$30.00
	Each fixture omitted from original permit (if connected to public sewer)	\$20.00

	Each fixture omitted from original permit (if connected to private sewer)	\$40.00
	Special fixture charge:	
	Each grease trap	\$100.00
	Each oil interceptor	\$100.00
	Each water conditioning unit (single installation)	\$50.00
	Each gas hot water heater (single installation)	\$40.00
	Inspection charge:	
	Water installation	\$100.00
	Sewer installation	\$100.00
	Reconstruct private sewer	\$50.00
	Air-conditioning with water or drain connection	\$60.00
	Reinspection Fee	\$100.00 - \$300.00
	Additional gas connection for gas hot water heaters	\$10.00
	(Master plumbers who currently are registered in the city and who also are registered master gasfitters in the City; otherwise, the gas connection for gas hot water heaters must be made by a registered master gasfitter at the regular rates)	
17.30.010	Annual, nonrefundable fee for utility contractor license	\$100.00
17.30.050	Nonrefundable fee for utility permit	
	Reinspection Fee	\$100.00 - \$300.00
	Failure to Notify the Department of Public Works (work authorized by a validly issued utility permit is complete)	\$75.00
	Investigation Fee	\$75.00
17.44.010	Short Term rental license	Base rental license fee plus \$100.00
17.44.040	Fee for operating license for rental unit and roominghouse	\$100.00
17.44.060	Initial or renewed two year rental operating licenses for operator of multi-family dwellings consisting of fifty or more units that employs a full-time on-site maintenance staff of three or more employees if renewal filed within 30 days prior to expiration. Fee covers two year license.	\$200.00
	Initial or renewed rental operating license for all other applicants if renewal is filed less than 30 days prior to expiration. Fee covers one year license.	\$100.00
	Late fee	
	First 30 days late, per rental unit	\$25.00
	Each additional 30 days late, per rental unit	\$25.00

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	Conditional approval of a preliminary plat of a subdivision	
	Nonrefundable application fee	
	5 lots or less (per lot)	\$340.00
	6 lots or more (per lot)	\$620.00
	<i>Record plat for special exception or planned unit development (This fee is in addition to any fees required under Title 21</i>	\$500.00
	Record Plat Amendment	\$500.00
21	<u>Zoning Certificate</u>	\$35.00
21.16.030	Administrative Interpretations	\$420.00
21.18.020	Administrative Adjustments	\$110.00
21.20.020	Zoning District Boundary Adjustment	\$390.00
21.22	Site Design Plan Review (nonrefundable):	
	Preliminary, minor	\$200.00
	Preliminary, major (per acre or portion thereof)	\$280.00
	Final, minor	\$1,000.00
	Final, major	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Critical area – Buffer management plan	\$200
	Critical area – Simplified buffer management plan	\$60.00
	Neighborhood conservation	\$200.00
	Site Design Plan Review - Revisions	
	lots mMinor	\$500.00

	others mMajor	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.24	Planned Unit Development – Preliminary Review	
	For 1 to 9 units-For buildings over 45 feet in height and/or far over 2.0 only	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development-Final Review	
	FOR 1 TO 9 UNITS-For buildings over 45 feet in height and/or far over 2.0 only	\$1,120.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$11,200.00
	- Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development - Revision	
	For 1 to 9 units-For buildings over 45 feet in height and/or far over 2.0 only	\$500.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.26	Special Exceptions	
	Special exception with no site design	\$1,000.00
	Special exception with site design	\$1,000.00
	-Plus Applicable site design plan review fees	
21.28	Variances	
	- Single-family dwelling	\$225.00
	- All Other Variances	\$390.00
21.30.020	Appeal from an administrative decision to the Board of Appeals	\$250.00
21.34.020	Zoning Map Amendment	\$1,000.00
21.56.040	Application fee (based on cost of work) for a certificate of approval from the historic preservation commission	
	Certificate of Approval - Public Hearing Application (Based on 1% of estimated cost)	Min.\$35.00— Max.\$1,000.00
	Certificate of Approval - Administrative Application	Min. \$35.00—

	(Based on 1% of estimated cost)	Max. \$500.00
	Certificate of Approval - "After the Fact" Public Hearing Application (Based on 1% of estimated cost)	Min. \$50.00— Max. \$2,000.00
21.56.270	Newsrack certificate of approval/reinspection (per newsrack)	\$35.00
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

Parking Garage Rates and Fees

	Fee
HILLMAN GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$3.00
Maximum daily charge	\$20.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$190.00
Unrestricted Monthly Pass	\$225.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$4.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$20.00
GOTTS GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.50
Maximum daily charge	\$12.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$160.00
Unrestricted Monthly Pass	\$190.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Visitor's Center	One hour free w/ coupon
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount

Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
KNIGHTON GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.00
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$100.00
Unrestricted Monthly Pass	\$125.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$2.00
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
PARK PLACE GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.25
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$125.00
Unrestricted Monthly Pass	\$150.00
Monthly reserved space pass	\$175.00
Monthly Evening (3:00 pm to 1:00 am)	\$80.00
Monthly Evening (Weekends only, 3:00 pm to 1:00 am)	\$40.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
LARKIN	
Monthly Rates:	
Monthly unrestricted pass	\$170.00
Overnight parking 6:00 pm to 6 am (Mon-Thur)	No charge
Weekend parking Friday, 6:00 pm to Monday 6:00 am	No charge
SOUTH STREET	
Daily Rate:	
Hourly	\$2.50
Monthly Rate:	
Unrestricted Monthly Pass	\$175.00

Transit Fares

	Fee
--	------------

Article VI, Section 9(b) of Charter of the City of Annapolis	
Base cash fare	\$2.00
Senior/Disabled/Student	\$1.00
Summer Youth Pass	\$35.00
ADA Service Cash Fare	\$4.00
Day Pass: For Multiple Trips	\$4.00
Day Pass (Senior/Disabled/Student)	\$2.00
Weekly Pass	\$20.00
Monthly Pass	\$80.00
Quarterly Pass	\$200.00
Annual Pass	\$500.00
Tokens in bulk per 100	\$150.00

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
Truxton Picnic Pavilion/All Day	\$80.00 \$150.00	\$110.00 \$180.00
Waterworks Permit:		
Monthly	\$10.00	\$15.00
Quarterly	\$30.00	\$45.00
Annual	\$100.00	\$125.00
Picnic Pavilion Rental / day	\$75.00 \$100.00	\$125.00 \$130.00
Downtown Recreation Center / per hour	\$0.00	\$0.00
Annapolis Walk	\$30.00	\$35.00
Field Rental (with lights and lines)	\$80.00	\$95.00
Tennis Courts	\$15.00	\$20.00
Basketball Courts	\$15.00	\$20.00
Snack Bar	\$0.00	\$0.00
Park Rental for Wedding	\$500.00	\$600.00

Latchkey Program

Before School Care \$110.00 per month
 After School Care \$215.00 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
Individual	\$39.00	\$45.00
Family	\$65.00	\$75.00
Corporate	\$1,750.00	\$2,013.00

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		Daily/Drop In	
	Res	Non Res	Res	Non Res
Adult	\$290.00	\$331.00	\$8.00	\$10.00
Senior/Youth	\$233.00	\$267.00	\$7.00	\$8.00
Daily Youth			\$6.00	\$7.00
Family of 4*	\$643.00	\$738.00	n/a	n/a
Adult/Spouse	\$513.00	\$587.00	n/a	n/a
Add. Child*	\$110.00	\$127.00	n/a	n/a

	30-DAY ACCESS PASS		90-DAY ACCESS PASS	
	Res	Non Res	Res	Non Res
Adult	\$36.00	\$41.00	\$95.00	\$115.00
Senior/Youth	\$28.00	\$33.00	\$78.00	\$91.00
Family of 4*	\$80.00	\$91.00	\$225.00	\$250.00
Adult/Spouse	\$62.00	\$71.00	\$175.00	\$205.00
Add. Child*	\$14.00	\$16.00	\$40.00	\$45.00

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.

Babysitting Services		
Hourly Rate	\$3.00 first child	\$2.00 additional children
10 hr Punch Card	\$25.00 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	\$37.00	\$45.00
After Hours Meeting Room	\$50.00	\$50.00
Full Meeting Space	\$110.00	\$132.00
Kitchenette	\$13.00	\$16.00
Single Court	\$60.00	\$75.00
After Hours Meeting Room	\$75.00	\$75.00
Full Gymnasium*	\$180.00	\$225.00
Aux. Gym	\$75.00	\$90.00

* Limited availability

	City Resident	Non Resident	Program Member Res / Non Resident (\$5.00 discount)	Full Member Res / Non Resident (\$10.00 discount)
SUMMER PROGRAMS				
Summer Playground—6 wks	\$152.00	\$173.00	R \$130.00 / NR \$150.00	R \$125.00 / NR \$145.00
Summer Playground—Extended Hrs (8:00 a.m.—5:00 p.m.), 6 weeks	\$193.00	\$222.00		
Preschool Playground—6 wks (4 days a week)	\$110.00	\$127.00		
Day Camp (Truxtun & Kids Camp)—2 wk session	\$230.00	\$264.00	R \$205.00 / NR \$237.00	R \$200.00 / NR \$232.00
SWIMMING POOL				
Adult	\$5.00	\$5.00		
Child (12 and under) and Seniors (62 +)	\$4.00	\$4.00		
Family Pass (4, add members \$15.00 each)	\$160.00	\$185.00		
Youth Individual Pass	\$55.00	\$65.00		
Adult Individual Pass	\$65.00	\$75.00		
<u>Pool Party</u>	<u>\$250.00 (per two hours)</u>			
<u>Summer Splash Camps</u>	<u>\$139</u>	<u>\$169</u>		
<u>Summer Splash Camp Extended Hours (additional)</u>	<u>\$30</u>	<u>\$40</u>		

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION
c/o Frederick C. Sussman, Esq., Chair
125 West Street, 4th Floor
Annapolis, Maryland 21401
(410) 268-6600
fsussman@councilbaradel.com

May 4, 2016

BY E-MAIL

Mayor and City Council of the City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: Ordinance 13-16 (City's FY 2017 Operating Budget)

Dear Mayor Pantelides and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission" or "FAC") to explain the Commission's concerns regarding Ordinance 13 -16 (City's FY 2017 Operating Budget). The City Council referred Ordinance 13-16 to the FAC for review and recommendation. At this point, all that was available to the FAC for consideration was the Mayor's proposed budget. The FAC discussed the Mayor's proposed lean budget with the Finance Director and City Manager.

A budget that is balanced does not necessarily represent a healthy spending plan. At the most basic level a sustainable operating budget is one where normally occurring and recurring revenues exceed normally occurring and recurring expenses. It is also necessary to establish adequate reserves to "pay as you go" to replace operating equipment and vehicles as they become obsolete and to improve capital assets without borrowing. Lastly, unassigned surpluses need to be saved up for future revenue shortfalls, unexpected contingencies, or emergency expenses. It is imperative that the City Council begin seriously evaluating budget priorities now. These decisions become exponentially more difficult every year that they are put off. Briefly the primary issues that must be addressed this year are as follows:

1. The proposed year over year increase for employee payroll and benefit expenses is nearly three times the estimated year over year increase in property tax revenues. The FAC is very concerned by the loss of fiscal discipline that draws down fund balance to fill this gap. City revenues continue to remain relatively flat while expenses continue to increase, particularly personnel costs. With an aversion to increasing the property tax rate, particularly with City elections looming next year, the City Council now should begin to prioritize essential core services and begin making difficult expenditure and service reduction decisions now unless new reliable revenue sources are found. Putting this discussion off will only make the discussion more painful when faced with a genuine fiscal crisis. The performance-based budgeting process introduced last year was intended to give the City Council the tools to make well-informed

decisions about what services are essential and which could be eliminated, but to date the City Council has not wrestled with these understandably difficult decisions.

2. For several years the FAC has advocated annually growing the unrestricted fund balance to have enough unrestricted funds to address unanticipated revenue shortfalls. The Mayor's proposed FY 2017 operating budget proposes to use approximately \$670,000 from unrestricted General Fund balance to fund current operating expenses, and forecasts a razor thin projected FY 2017 year-end contribution to fund balance for the General Fund of less than \$2,000. This leaves very little room for error in assumptions or non-performance in the General Fund, or in the Enterprise Funds that may need to draw on the General Fund if they go into deficit, as has historically been the case. The City has made great strides increasing its fund balance over the past few years, and the FAC does not believe that it is appropriate for the City to have to draw down on fund balance to meet current obligations that should be anticipated and planned for. The accumulated fund balance exists for the purpose of addressing significant financial stress caused by an economic downturn or consequential unanticipated financial emergencies. Neither of these two conditions exist to warrant drawing down the unrestricted fund balance. The direction and trend of the City's fund balance will doubtless be noted by the bond rating agencies and will be likely to affect the City's bond rating in the future and thus the City's ability to borrow money for necessary capital investments.

3. As a corollary, the FAC recommends that the City Council not add any new expenditures or program funding in the FY 2017 budget. Specifically, the FAC recommends that the City Council not fund employee cost-of-living adjustments that have been requested as part of the IBB process.

The FAC thanks you for the opportunity to weigh in on the proposed FY 2017 operating budget. The FAC stands ready to review and comment on further iterations of the FY 2017 operating budget as it progresses through the legislative process.

Sincerely,



Frederick C. Sussman, Chair

cc: Commission Members (By e-mail)
Bruce Miller, Finance Director (By e-mail)
Thomas Andrews, City Manager (By e-mail)
Jacalyn Bierman, Boards and Commissions Coordinator (By e-mail)
Jacquelyn Lee, Legislative and Policy Analyst (By e-mail)
Regina Watkins-Eldridge, City Clerk (By e-mail)



City of Annapolis

Signature Copy

Ordinance: O-13-16

160 Duke Of
Gloucester Street
Annapolis, MD 21401

File Number: O-13-16

Annual Operating Budget: Fiscal Year 2017 - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2017; appropriating funds for expenditures for Fiscal Year 2017; 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.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance 13-16

Introduced by: Mayor Pantelides

**Referred to
Financial Advisory Commission
Finance Committee**

AN ORDINANCE concerning

Annual Operating Budget: Fiscal Year 2017

FOR the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2017; appropriating funds for expenditures for Fiscal Year 2017; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue-property taxes.

WHEREAS, pursuant to Section 6.16.010 of the Annapolis City Code, on March 14, 2016, the Mayor submitted to the City Council the proposed annual operating budget for Fiscal Year 2017; and

WHEREAS, on March 21, 2016 the Annapolis City Council held a public hearing on the operating budget for the City of Annapolis for Fiscal Year 2017 and the constant yield tax rate; and

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 2017 budget; and

NOW THEREFORE:

SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that a tax rate of (\$0.649) on each one hundred dollars (\$100.00) of assessable property in the City of Annapolis be and the same is hereby imposed on all assessable property for the fiscal year ending June 30, 2017, to be collected pursuant to the provisions contained in Article VII of the Charter of the City of Annapolis and all other provisions pertaining to tax levies in said Charter, the said tax rate of (\$0.649) on each one hundred dollars (\$100) shall be used for the operation of the General Fund of the City of Annapolis.

SECTION II: AND BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that a tax rate of One Dollar Ninety-Four Cents (\$1.94) on each one hundred dollars (\$100.00) of personal and operating property in the City of Annapolis be and the same is hereby imposed on all personal and operating property for the fiscal year ending June 30, 2017, to be collected pursuant to the provisions contained in Article VII of the Charter of the City of Annapolis and all other provisions pertaining to tax levies in said Charter, the said tax rate of One Dollar Ninety-Four Cents (\$1.94) on each one hundred dollars (\$100) shall be used for the operation of the General Fund of the City of Annapolis.

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

SECTION IV: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that taxes levied by this Ordinance remaining unpaid on October 1, 2017, except for taxpayers who elect to make a partial payment before October 1 with the balance due later as allowed by State law, shall be overdue, and from and after that date shall bear interest, to be collected with said taxes, at the rate of one and one-half percent (1.5%) per month until paid.

SECTION V: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the annual operating budget for Fiscal Year 2017 available at <http://www.annapolis.gov/government/city-departments/finance/budgets-proposed-and-adopted> is hereby approved and finally adopted for such fiscal year; and funds for all expenditures for the purposes specified in the budget for Fiscal Year 2017 are hereby appropriated in the amounts therein specified and will be used by the City in the sums itemized in said budget hereby adopted for the principal objectives and purposes thereof, and the total sum of funds herein provided for the respective departments and major operating units thereof, boards, commissions and agencies.

SECTION VI: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that this Ordinance shall take effect on July 1, 2016.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

~~Strikethrough~~ indicates matter stricken from existing law.
Underlining indicates amendments.

ADOPTED this 20th day of June, 2016.

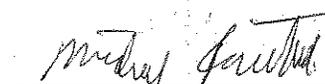
Aye: 5 Mayor Pantelides, Alderman Budge, Alderman Paone,
Aldерwoman Pindell Charles and Aldерwoman Finlayson

Nay: 2 Alderman Littmann and Alderman Arnett

Absent: 1 Alderman Pfeiffer

Abstain: 1 Alderman Kirby

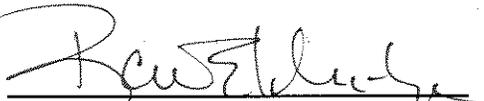
THE ANNAPOLIS
CITY COUNCIL



Michael J. Pantelides

Date 6-26-2016

ATTEST



Regina C. Watkins-Eldridge, MMC

Date 6/26/16



City of Annapolis
Signature Copy
Ordinance: O-14-16

160 Duke Of
Gloucester Street
Annapolis, MD 21401

File Number: O-14-16

Capital Budget Fiscal Year 2017 - For the purpose of adopting a capital budget for Fiscal Year 2017; and appropriating funds for expenditures for the Fiscal Year 2017 capital budget.

CITY COUNCIL OF THE
City of Annapolis

Ordinance 14-16

Introduced by: Mayor Pantelides

Referred to
Planning Commission
Financial Advisory Commission
Finance Committee

AN ORDINANCE concerning

Capital Budget Fiscal Year 2017

FOR the purpose of adopting a capital budget for Fiscal Year 2017; and appropriating funds for expenditures for the Fiscal Year 2017 capital budget.

WHEREAS, pursuant to Section 6.16.030, of the Annapolis City Code, on March 14, 2016, the Mayor submitted to the City Council a capital budget for the ensuing fiscal year and a capital improvement program for the ensuing five fiscal years; and

WHEREAS, O-14-16 was referred to the Planning Commission, which held a meeting after proper public notice, to receive evidence and testimony as it judged to be relevant to the consideration of the capital budget and capital improvement program; and

WHEREAS, on May 9, 2016, the Annapolis City Council held a public hearing on the capital budget for the City of Annapolis for Fiscal Year 2017; and

WHEREAS, the attached capital improvement budget for Fiscal Year 2017 is submitted to the Annapolis City Council for its consideration and approval.

NOW, THEREFORE:

SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that pursuant to Section 6.16.030 of the Annapolis City Code, the capital budget for Fiscal Year 2017, attached to this ordinance and made a part hereof, be and the same is hereby adopted and approved.

SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that funds for all expenditures for the purposes specified in the capital budget for Fiscal Year 2017 are hereby appropriated in the amounts therein specified and will be used by the City in the sums itemized in said budget hereby adopted for the principal objectives and purposes thereof, and the total sum of funds herein provided for the respective departments and major operating units thereof, boards, commissions and agencies.

SECTION III: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that this Ordinance shall take effect on July 1, 2016.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates amendments.

ADOPTED this 20th day of June, 2016.

Aye: 7 Mayor Pantelides, Alderman Budge, Alderman Paone, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Kirby and Alderman Arnett

Nay: 1 Alderman Littmann

Absent: 1 Alderman Pfeiffer

THE ANNAPOLIS
CITY COUNCIL



Michael J. Pantelides

Date 7-6-2016

ATTEST



Regina C. Watkins-Eldridge MMC

Date 7/6/16

General Fund			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
Project #	Project	Score		Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
-	City-Wide Radio Replacement	85	1,700,000	1,700,000	-	1,700,000	-	800,000	-	2,500,000
NEW	Main Street Rebricking	82	-	-	-	-	2,100,000	-	-	2,100,000
40006	General Roadways	62	2,000,000	2,000,000	-	2,000,000	2,000,000	4,000,000	4,000,000	12,000,000
50005	City Harbor Flood Mitigation	61	1,000,000	-	1,000,000	1,000,000	-	4,000,000	4,000,000	9,000,000
	Cornhill Street Curb and Sidewalk Repair	52	635,000	-	635,000	635,000	-	-	-	635,000
NEW	Energy Performance Audit Recommendations	0	5,000,000	-	5,000,000	5,000,000	-	-	-	5,000,000
-	City Facility Improvements	0	800,000	800,000	-	800,000	-	700,000	700,000	2,200,000
Total General Fund:			11,135,000	4,500,000	6,635,000	11,135,000	4,100,000	9,500,000	8,700,000	33,435,000
Stormwater Fund (Pay-Go)			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
Project #	Project	Score		Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
77005	Watershed Management Plan	80	250,000	-	250,000	250,000	-	-	-	250,000
77004	Stream Restoration	51	101,000	-	101,000	101,000	-	305,000	-	406,000
77002	Stormwater Management Retrofit Projects	45	100,000	-	100,000	100,000	100,000	200,000	200,000	600,000
77006	Dorsey Avenue Storm Drain	37	246,275	-	246,275	246,275	-	-	-	246,275
Total Stormwater Fund:			697,275	-	697,275	697,275	100,000	505,000	200,000	1,502,275
Water Fund			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
Project #	Project	Score		Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
71003	Water Distribution Rehabilitation	75	2,050,000	2,050,000	-	2,050,000	2,110,000	4,340,000	4,340,000	12,840,000
71002	Water Tank Rehabilitation (Painting)	0	680,000	680,000	-	680,000	1,048,000	1,185,500	1,500,000	4,413,500
Total Water Fund:			2,730,000	2,730,000	-	2,730,000	3,158,000	5,525,500	5,840,000	17,253,500
Sewer Fund			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
Project #	Project	Score		Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
72006	Sewer Rehabilitation and Improvements	74	2,530,000	2,530,000	-	2,530,000	2,600,000	5,360,000	5,360,000	15,850,000
Total Sewer Fund:			2,530,000	2,530,000	-	2,530,000	2,600,000	5,360,000	5,360,000	15,850,000
Sidewalk Revolving Fund			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
Project #	Project	Score		Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
40007	General Sidewalks	62	250,000	-	250,000	250,000	-	1,200,000	1,200,000	2,650,000
Total Sidewalk Revolving Fund:			250,000	-	677,600	250,000	-	1,200,000	1,200,000	2,650,000
Enterprise Funds Total			Adopted FY17	FY17 Proposed Funding			5-Year Capital Plan			Total Proposed
				Bonds	Other	Total	FY18	FY19-FY20	FY21-FY22	
Total Enterprise Funds:			6,207,275	5,260,000	1,374,875	6,207,275	5,858,000	12,590,500	12,600,000	37,255,775



City of Annapolis

Signature Copy

Resolution: R-12-16

160 Duke Of
Gloucester Street
Annapolis, MD 21401

File Number: R-12-16

FY 2017 Fees Schedule Effective July 1, 2016 - For the purpose of specifying fees that will be charged for the use of City services for FY 2017.

**CITY COUNCIL OF THE
City of Annapolis**

Resolution 12-16 Amended

Introduced by: Mayor Pantelides

**Referred to
Financial Advisory Commission
Finance Committee**

A RESOLUTION concerning

FY 2017 Fees Schedule Effective July 1, 2016

FOR the purpose of specifying fees that will be charged for the use of City services for FY 2017.

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 2017 Fees Schedule shall be as attached.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2017 Fees Schedule shall take effect on July 1, 2016, or on the date of adoption, whichever date is later.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates amendments.

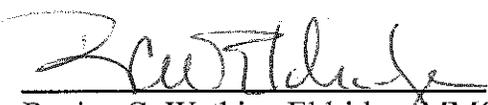
ADOPTED this 20th day of June, 2016.

Aye: 8 Mayor Pantelides, Alderman Budge, Alderman Paone,
Alderwoman Pindell Charles, Alderwoman Finlayson,
Alderman Littmann, Alderman Kirby and Alderman Arnett

Absent: 1 Alderman Pfeiffer

THE ANNAPOLIS 
CITY COUNCIL Michael J. Pantelides

Date 7-4-2016

ATTEST 
Regina C. Watkins-Eldridge MMC

Date 7/5/16

FY 2017 Proposed Fees Schedule

Section	Type of Fee	Amount of Fee FY 2016
2.48.100	Fee for application, appeal, or other action to Board of Appeals	\$250.00
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	\$50.00
6.04.140	Lien certificate	\$50.00
6.28.020	Covered Emergency Medical Services	
	BLS Transport	\$700.00
	ALS Transport	\$700.00
	ALSII Transport	\$750.00
6.04.210	Fee for bounced checks, City-wide standard	\$50.00
	Non-covered Emergency Medical Services	\$500.00
	Merchant service charge for all electronic payments	2% of total transaction cost
	Credit collection pass-through	\$55.00
7.04.030	Fee for transfer of license of alcoholic beverage	
	½ of the annual fee not to exceed	\$500.00
7.08.010	Fee for each license	\$50.00
7.08.020	Billposters per year	\$50.00
7.08.030	Bowling alleys per year	\$50.00
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$50.00
7.08.050	Each pole, per year	\$100.00
7.08.060	Theater, per year	\$50.00
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	
	Refillable container license for holders of A, B and D classes of alcoholic beverage licenses	With current off-sale privilege. Plus \$50.00 Without current off-sale privilege, plus \$500.00
	A, off sale, package goods:	
	-1 Six a.m. to twelve midnight, Monday through Saturday	
	Beer	\$730.00

	Beer and light wine	\$1,810.00
	Beer, wine and liquor	\$3,280.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	-2 Six a.m. to midnight, seven days per week (special Sunday license)	
	Beer	\$880.00
	Beer and light wine	\$2,320.00
	Beer, wine and liquor	\$4,140.00
	.b Plus beer and wine tasting	plus \$480.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	B, restaurants:	
	-1 Only with meals, six a.m. to midnight, Monday through Saturday	
	Beer	\$510.00
	Beer and light wine	\$1,190.00
	Beer, wine and liquor	\$1,890.00
	-2 Only with meals, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$760.00
	Beer and light wine	\$1,470.00
	Beer, wine and liquor	\$2,230.00
	-3 On sale, six a.m. to midnight, Monday through Saturday	
	Beer	\$680.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,940.00
	-4 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,190.00
	Beer and light wine	\$2,410.00
	Beer, wine and liquor	\$3,800.00
	.x In addition, sales as authorized from midnight to two a.m.	
	Beer	plus \$410.00
	Beer and light wine	plus \$1,020.00
	Beer, wine and liquor	plus \$1,360.00
	a. In addition, off-sale Monday through Saturday during hours	
	Beer	plus \$210.00

	Beer and light wine	plus \$410.00
	Beer, wine and liquor	plus \$920.00
	b. In addition, off-sale Sunday during authorized hours (Special Sunday license)	
	Beer	\$110.00
	Beer and light wine	\$160.00
	Beer, wine and liquor	\$410.00
	C, clubs:	
	On sale, six a.m. to two a.m., seven days per week	
	Beer	\$1,130.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,260.00
	D, taverns:	
	-1 On sale, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$1,130.00
	Beer and light wine	\$2,070.00
	Beer, wine and liquor	\$3,090.00
	a. In addition, off-sale, Monday through Saturday during authorized hours	
	Beer	\$560.00
	Beer and light wine	\$680.00
	Beer, wine and liquor	\$1,070.00
	b. In addition, off-sale Sunday during authorized hours	
	(Special Sunday license)	
	Beer	\$160.00
	Beer and light wine	\$250.00
	Beer, wine and liquor	\$420.00
	E, hotels:	
	-1 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,020.00
	Beer and light wine	\$2,410.00
	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)	\$50.00
	One-day beer, wine and liquor (per day)	\$75.00
7.16.020	Application for a carnival or circus license	\$55.00
7.16.030	Fee for carnival or circus license	
	Class A licenses: carnivals (excluding carnivals operated by fraternal, religious or charitable organizations or volunteer fire companies)	
	From 1 to 10 concessions (per week)	\$120.00
	From 1 to 20 concessions (per week)	\$225.00
	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	\$50.00
	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	\$50.00
7.28.030	Space for sale of Christmas trees: 15 days or any portion of 15 days for each 10 feet	\$50.00
7.32.030	Nonrefundable application fee for massage parlor license	\$50.00
7.32.050	License fee for massage parlor per year	\$1,120.00
7.36.040	License fee for pawnbroker per year	\$50.00
7.40.040	Nonrefundable application fee for peddlers' and hawkers license	\$50.00
7.40.070	Fee for peddlers and hawkers	
	20 days or less (per day)	\$50.00
	20 days or more	\$340.00
7.42.010	Annual fee for a sidewalk café permit (<i>per seat</i>)	\$340.00 <u>\$24.00</u>
7.44.020	Licensing fee for solicitor (amount per person regardless of number of people in a group)	\$50.00
7.48.350	Fee for replacement of lost taxicab license card or badge	\$50.00
7.48.440	Fee for each taxicab registered shall	
	New license	\$400.00
	Renewal	\$200.00
7.48.500	Nonrefundable application fee for a taxicab driver's license	\$50.00
7.48.530	Registration fee for taxicab driver's license	\$60.00

7.48.610	TRANSPORTATION NETWORK FEE	\$0.25
7.52.040	Towing license fee	
	Nonrefundable filing fee	\$50.00
	License	\$50.00
	Renewal	\$50.00
7.56.020	Annual fee for permit to provide valet parking service	\$50.00
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	\$275.00 \$261.25
10.16.200	Annual fee for each private trash collector permit	
	Refuse hauler permit (1-5 vehicles)	\$210.00
	Re-inspection fee	\$50.00
	Refuse hauler permit (6-10 vehicles)	\$260.00
	Re-inspection fee	\$50.00
	(Refuse hauler permit (11 or more vehicles)	\$310.00
	Re-inspection fee	\$50.00
10.18.055	Commercial Recycling	
	Cost per container	\$15.00
	Cost of collection, 1 st container	\$104.00
	Cost of collection, per each additional	\$50.00
	Administrative cost	\$50.00
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	\$50.00
	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.	\$35.00
12.20.230	Special parking permit for transport and contractors, daily fee per space	\$35.00
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	\$35.00
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$35.00
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	\$55.00

	Per annum for a second vehicle	\$75.00
	Per annum for each vehicle thereafter	\$100.00
	At an address with off-street parking	
	Per annum for one vehicle	\$75.00
	Per annum for each vehicle thereafter	\$100.00
	Districts No. 3 and 4, per annum	\$55.00
	District No. 5	\$55.00
12.32.140A	Multiple-day or single-day temporary residential parking permit <i>(for 10 permits)</i>	\$35.00
12.32.140B	Multiple-day or single-day temporary residential parking permit for medical personnel	\$10.00
12.54.010	Nonstandard Vehicle Permit	
	New	\$110.00
	Renewal	\$55.00
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$35.00
12.54.020	Nonstandard Vehicle Operator Permit, per year	\$35.00
14.04.020	Permit for installation of any sidewalk or any new section of sidewalk	\$50.00
14.04.080	Inspection of installed sidewalk	\$50.00
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$35.00
14.12.095	Permit for tree removal	
	Application fee	\$50.00
	Permit fee	\$100.00
14.18.060	Special Event permit fee	\$100.00
14.20.010	Permit to obstruct public streets, lanes, alleys, sidewalks or footways	
	Nonrefundable permit fee	\$50.00
	Obstruction permit reinspection fee	\$50.00
	For each extension or change to the original permit	\$50.00
14.20.030	Fee for permit to dig up, relay or obstruct street	
	Streets and/or sidewalk openings:	
	50 square feet or less	\$60.00
	Reinspection fee	\$50.00
	51 to 200 square feet	\$75.00
	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 at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) City Public Moorings Dinghies to 17 feet. Must demonstrably be in use as tender to larger vessel to obtain permission to dock.	no charge
15.10.020	Fees—No Prorating (checkout 12 noon or upon departure, whichever comes first). 3 hour minimum after 5:00 p.m.	
	Docking Fee	
	Hourly	
	Up to 3 hours, up to 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 5:00 p.m.	Daily fee or balance thereof
	Daily (over 3 hours or after 5:00 p.m.) Includes showers, per foot LOA, minimum \$40	\$2.25
	Reserved Dockage- (west side only) per foot per day	\$3.25
	Paid in advance	
	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:	
	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 4 th 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.	

	Docking Fees: weekend premium adjustments. A weekend surcharge of fifty cents (\$0.50) per foot will be added to all transient docking rates during Fridays and Saturdays beginning each year the Friday following Memorial Day and ending after the first Saturday in October. The weekend surcharge will not be added to docking rates on days when the holiday surcharge applies.	
	Dock Utilities	
	Transient:	
	Each 20 Amp Outlet (per day)	\$5.00
	Each 30 Amp Outlet (per day)	\$8.00
	Each 50 Amp Outlet (per day)	\$15.00
	Winter Weekly:	
	Each 20 Amp Outlet (per Week)	\$20.00
	Each 30 Amp Outlet (per Week)	\$30.00
	Each 50 Amp Outlet (per Week)	\$56.00
	Moorings in Main Mooring Field - Moorings numbered 1—40 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$35.00
	Daily	\$35.00
	Weekly	\$210.00
	Moorings in St. Mary's Cove - Moorings numbered 41—60 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$25.00
	Daily	\$25.00
	Weekly	\$150.00
	Public Mooring Fee - All Others - Moorings numbered 61—76 (inclusive) (includes showers).	
	Hourly	\$30.00
	Daily	\$30.00
	Weekly	\$180.00
	Winter Weekly Docking Fees (A Week is defined as Monday through Sunday).	
	Winter Waiting List Application Fee (will be credited to winter docking rent upon first arrival or after November 1 st).	\$50.00
	Winter Docking Fees (Arrival and departure weeks will be prorated. Other weeks may be prorated at Harbormaster's Option)	
	Storage per Week, per foot LOD	\$2.00

	Fees—Vessels up to 17 LOA, at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) 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 (Kunta Kinte Park) and all public street endings and park docks per day	no charge
	At any City public mooring, see Summer and Winter Public Mooring Fees, above	
	Storage (more than 48 hours consecutive docking)	
	Dinghies up to 12 feet at all public street endings, bulkheads, and park docks per foot per year in advance for sticker (included in private mooring fee)	no charge
	Fees—Commercial Operations—Year Round	
	Passenger Carrying—Charter Dock Space may be reserved in advance, moorings shall not be used:	
	Leased operations	Per lease
	Occasional charter, subject to terms of Charter Policy, per foot LOD per 90-Minute round-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 week, moorings shall not be used	\$20.00
	Buyboat actively engaged with certificate, current receipts, and current DNR number, per week, moorings shall not be used	\$30.00
	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	\$1,000.00
	Private mooring permit fee, non-resident, per year	\$1,800.00
	Private mooring permit fee, commercial per year	\$1,920.00
	Street end dinghy permit (available only on medical hardship), annual	\$50.00
	Fees—Miscellaneous Services:	
	FAX incoming, first page	\$2.00
	FAX incoming, after first page	\$1.00
	FAX Outgoing, first page	\$3.00
	FAX Outgoing, after first page	\$2.00
	FAX international surcharge in addition to above fees	\$5.00
	Copies per page	\$0.25

	Showers for anchored boaters per person (Not provided for non-boaters)	\$1.00
	Holding Tank Pumpouts, up to first 50 gallons	\$5.00
	Holding Tank Pumpouts, after 50 gallons, per gallon	\$0.10
	Doubled Fees for vessels found in violation of Title 15 of the City Code, other delinquency fees	
	In addition to prescribed fines, and applicable towing/storage fees, any accrued fees named herein shall be doubled for any vessel found in violation of any provision of Title 15	accrued fees doubled
	Late payment of winter storage fees (after Thursday of each week)	\$15.00
	Late payment of private mooring fees (after April 15th)	\$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	\$8.00
	Annual pass, valid May 1 st through April 30 th each year (to conform all annual permits with Section 15.20.110)	\$75.00
	Tucker St. Annual Boat Trailer Permit, Valid May 1st through April 30th each year (to conform all annual permits with Section 15.20.110)	\$25.00
15.16.040	Port Wardens hearing application fee	\$200.00
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	\$500.00
	2 For appeals for other facilities, including marinas, yacht clubs, commercial piers or private piers with 5 or more slips	\$750.00
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	
15.20.110	Mooring permit see 15.10.020	
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
	Conditional upon adoption of O-14-13	
16.04.060	For job values over \$25,000, the Utility Contractor inspection fee is 4.5 percent of estimated construction cost	
	For job values of \$25,000 or less, the utility contractor inspection fee is greater of ½ of 1 percent of contract	
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 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	\$385.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$385.00
	Class 4	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 5	

	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Food handling permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$360.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$260.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Funeral home permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Furniture stripping	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Laundry Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$330.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	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
	Expiration	3 years
	Annual fee	\$220.00
	Pest Control Permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Photo Processing Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 year
	Annual fee	\$270.00
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 \$2,000	\$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	\$1,250.00
17.10.180.B.	Stormwater utility	
	\$10.20 <u>\$10.22</u> per unit per quarter for residential properties	

	\$38.25 \$39.02 per quarter for all commercial, industrial and exempt properties with impervious coverage of up to 5,000 square feet	
	\$76.50 \$78.03 per quarter for all commercial, industrial and exempt properties with impervious coverage between 5,001 and 10,000 square feet	
	\$127.50 \$130.05 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	\$250.00
17.12.024	Nonrefundable inspection fee for the use and occupancy permit per each residential unit	
	Each residential unit	\$250.00
	Commercial	
	10,000 square feet or less	\$350.00
	Over 10,000 square feet	\$550.00
	50,000 square feet or greater	\$2,000.00
	900 square feet or less	\$0.325 per sq. ft
	901 to 1,800 square feet	\$300
	1,801 to 2,700 square feet	\$325
	2,701 to 3,600 square feet	\$350
	3,601 to 5,000 square feet	\$375
	5,001 to 10,000 square feet	\$400
	10,001 to 25,000 square feet	\$0.05 per sq. ft
	25,001 square feet or greater	\$0.04 per sq. ft
17.12.052	Fee to submit new or revised construction drawings and submittals for review (based on cost of construction)	
	0 to \$10,000	\$100.00
	\$10,001 to \$15,000	\$150.00
	\$15,001 to \$25,000	\$200.00
	\$25,001 to \$100,000	\$350.00
	\$100,001 and over is 0.1% of the total cost over \$100,000 plus	\$350.00
	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.)	\$150.00
17.12.056	Building permit fee based on estimated value of the work	
	Nonrefundable application fee:	
	\$500.00 to 25,000	\$100.00
	\$25,001 to 50,000	\$150.00

	\$50,001 to 75,000	\$200.00
	\$75,001 and over is 0.25% of cost	
	Permit Fees (to be paid at time of permit pick-up)	
	\$500 to 3,000	\$100.00
	\$3,001 to 5,000	\$125.00
	\$5,001 to 10,000	\$150.00
	\$10,001 and over is 0.8 percent of cost over \$10,000	\$200.00
	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	\$100.00
	Commercial properties	\$150.00
	Reinspection Fee	\$100.00 - \$250.00
17.12.130	Nonrefundable fee to appeal to the building board of appeals	\$250.00
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	\$150.00
	-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	\$150.00
	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	\$175.00
	-More than 200 but no more than 300 ampere service equipment	\$225.00
	-More than 300 but not more than 400 ampere service equipment	\$250.00
	-For service equipment of more than 400 amperes and not more than 1,200 amperes	\$250.00
	Plus this amount for each ampere in excess of 400 amperes	\$0.75
	-For service equipment of more than 1,200 amperes	\$1,250.00
	Plus this amount for each ampere in excess of 1,200	\$2.50
	B. Additions, alterations or repairs to existing structures or services:	
	Rough Wiring. All switches, lighting and receptacles to be counted as outlets:	
	- 1 to 10 outlets	\$25.00

	- 11 to 40 outlets	\$50.00
	- 41 to 75 outlets	\$75.00
	- For each additional 25 outlets or fraction thereof	\$10.00
	Fixtures. For rough wiring of fixtures:	
	- 1 to 10 fixtures	\$25.00
	- 11 to 40 fixtures	\$50.00
	- 41 to 75 fixtures	\$75.00
	- For additional 25 fixtures, or fraction thereof	\$10.00
	Heating, cooking equipment and similar appliances except that for dwellings these items are included in items A and B:	
	- First unit or outlet	\$30.00
	- Each additional unit or outlet	\$5.00
	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	\$75.00
	- Each additional 10 kilowatts or each fraction of 10 kilowatts	\$30.00
	Solar photovoltaic systems (PV)	\$10.00 per module
	Service Equipment and Feeders:	
	- Not over 400 ampere	\$75.00
	- Over 400 ampere	\$75.00
	Swimming Pools:	
	- Inground-Bonding	\$100.00
	- Inground, lighting, fixtures, pumps and filters	\$50.00
	- Above ground	\$45.00
	Protective Signaling Systems:	
	- First 10 devices	\$80.00
	- Each additional multiple of 10 devices or part thereof	\$10.00
	Modular home or prefabricated structures must bear a sticker of approval from the U.S. federal government, the state, a national testing facility, or other recognized inspection bureau. When this sticker is in evidence, a flat rate of:	\$80.00
	Transformers, vaults-Outdoor enclosures, outdoor substations:	
	- Not over 200 KVA	\$80.00
	- Over 200 to 500 KVA	\$125.00
	- Over 500 KVA	\$130.00

	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	\$80.00
	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:	\$80.00
	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	\$75.00
	- Radio and television receiving installation	\$50.00
	- Reinspection Fee	\$100.00 - \$250.00
	- Failure to Notify	\$50.00
	- Investigation Fee	\$75.00
17.16.106	Fee for preventative maintenance electrical permit	\$125.00
17.16.130	Fee for biannual electrical contractors license	\$200.00
17.18.070	Fees for mechanical work permits based on estimated value of work:	
	Permit Fee:	
	\$ 0 to \$ 7,000	\$125.00
	\$ 7,001 to 10,000	\$150.00
	Over 10,000 is 0.6% of estimated value plus	\$100.00
	Reinspection Fee	\$100.00 - \$250.00
	Failure to notify the department within the prescribed time that the work authorized by a validly issued mechanical permit is complete.	\$50.00
	Investigation Fee	\$75.00
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	\$50.00
	\$ 2,001 to 5,000	\$75.00
	\$ 5,001 to 7,000	\$100.00
	\$ 7,001 to 10,000	\$150.00
	Over \$10,000 is .006 times total cost plus	\$80.00
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)	\$125.00
	Class B (301 to 1,000)	\$100.00
	Class C (50 to 300)	\$75.00
	Educational Occupancies	
	Elementary School	\$100.00
	Middle or Junior High School	\$150.00
	Senior High School	\$150.00
	Family or Group Day-Care Home	\$75.00
	Nursery or Day-Care Center	\$100.00
	Health Care Occupancies	
	Ambulatory Health Care Centers per 3,000 square feet or portion thereof	\$75.00
	Hospitals, Nursing Homes, Limited Care Facilities per building plus \$2.00 per patient bed	\$75.00
	Detention and Correctional Occupancies	
	Per building \$1.00 per bed plus	\$75.00
	Residential Occupancies	
	Hotels and Motels per building plus \$1.00 per guest room	\$50.00
	Dormitories \$1.00 per bed, minimum per building	\$50.00
	Apartments \$1.00 per apartment, minimum per building	\$50.00
	Lodging or Rooming House	\$75.00
	Single and Two-Family Dwellings	\$50.00
	Board and Care	
	4—16 residents	\$75.00
	Over 16 residents	\$125.00
	Mercantile Occupancies	
	Class A (over 30,000 square feet)	\$125.00
	Class B (over 3,000 square feet)	\$75.00
	Class C (under 3,000 square feet)	\$50.00
	Business Occupancies per 3,000 square feet or portion thereof	\$50.00
	Industrial or Storage Occupancies (per 5,000 square feet or portion thereof)	

	Low or Ordinary Hazard	\$50.00
	High Hazard	\$75.00
	Common Areas of Multi-tenant Occupancies (i.e. shopping centers, high-rise buildings, etc.) per 10,000 square feet or portion thereof	\$75.00
	Trailer Parks and Campgrounds \$1.00 per site, minimum per facility	\$50.00
	Outside Storage of Combustible Material	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks)(scrap tires, tree stumps, lumber, etc.) per acre	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks) per 5,000 square feet or portion thereof	\$75.00
	Reinspection fee	\$125.00
17.22.030	Fee for permit to perform any work on petroleum storage tank based on estimated value	
	\$0 to 2,000	\$100.00
	2,001 to 5,000	\$125.00
	5,001 to 7,000	\$200.00
	7,001 to 10,000	\$250.00
	Over \$10,000 is 0.6% of estimated value plus	\$200.00
17.24.070	Fee for license to do work as a master or restricted gasfitter or as a journeyman or restricted journeyman gasfitter	
	Master or restricted gasfitter license, per year	\$75.00
	Master plumber and gasfitter license, per year.	\$75.00
	Journeyman or restricted journeyman gasfitter license, per year	\$50.00
	Journeyman plumber and gasfitter license, per year	\$50.00
17.24.080	Fee for gasfitter license renewal plus a delinquency penalty	\$50.00
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:	
	2½ or less	\$50.00
	3	\$60.00
	4	\$70.00
	6	\$125.00
	8	\$250.00
	10	\$350.00
	12	\$500.00

	Each fixture in addition to the first fixture	\$10.00
17.28.050	Annual fee for license for a master plumber and journeyman plumber.	
	Master plumber (annual fee)	\$80.00
	Journeyman plumber (annual fee)	\$50.00
17.28.090	The charges for issuance of plumbing permits are the sum of a connection charge, a capital facility charge, a capital facility assessment charge and an installation charge.	
	Connection Charges:	
	Sewer	
	City-installed 4-inch public sewer connection	\$5,000.00
	Water, including cost of meter:	
	City-installed 1 inch public water connection	\$3,600.00
	Capital facility charge:	
	Sewer (per Equivalent Dwelling Unit)	\$1,600.00
	Water (per Equivalent Dwelling Unit)	\$4,900.00
	*Note: An Equivalent Dwelling Unit is 250 gallons per day.	
	Capital facility assessment charge per Code prior to adoption of ordinance O-37-11:	
	Sewer:	
	Per year, per residential unit, for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Water:	
	Per year, per residential unit for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Installation Charges:	
	First fixture installation charge:	
	Residential	\$60.00
	Commercial	\$80.00
	Each fixture in excess of the first one (if connected to public sewer)	\$15.00
	Each fixture, if connected to private sewer	\$30.00
	Each fixture omitted from original permit (if connected to public sewer)	\$20.00

	Each fixture omitted from original permit (if connected to private sewer)	\$40.00
	Special fixture charge:	
	Each grease trap	\$100.00
	Each oil interceptor	\$100.00
	Each water conditioning unit (single installation)	\$50.00
	Each gas hot water heater (single installation)	\$40.00
	Inspection charge:	
	Water installation	\$100.00
	Sewer installation	\$100.00
	Reconstruct private sewer	\$50.00
	Air-conditioning with water or drain connection	\$60.00
	Reinspection Fee	\$100.00 - \$300.00
	Additional gas connection for gas hot water heaters	\$10.00
	(Master plumbers who currently are registered in the city and who also are registered master gasfitters in the City; otherwise, the gas connection for gas hot water heaters must be made by a registered master gasfitter at the regular rates)	
17.30.010	Annual, nonrefundable fee for utility contractor license	\$100.00
17.30.050	Nonrefundable fee for utility permit	
	Reinspection Fee	\$100.00 - \$300.00
	Failure to Notify the Department of Public Works (work authorized by a validly issued utility permit is complete)	\$75.00
	Investigation Fee	\$75.00
17.44.010	Short Term rental license	Base rental license fee plus \$100.00
17.44.040	Fee for operating license for rental unit and roominghouse	\$100.00
17.44.060	Initial or renewed two year rental operating licenses for operator of multi-family dwellings consisting of fifty or more units that employs a full-time on-site maintenance staff of three or more employees if renewal filed within 30 days prior to expiration. Fee covers two year license.	\$200.00
	Initial or renewed rental operating license for all other applicants if renewal is filed less than 30 days prior to expiration. Fee covers one year license.	\$100.00
	Late fee	
	First 30 days late, per rental unit	\$25.00
	Each additional 30 days late, per rental unit	\$25.00

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	Conditional approval of a preliminary plat of a subdivision	
	Nonrefundable application fee	
	5 lots or less (per lot)	\$340.00
	6 lots or more (per lot)	\$620.00
	<i>Record plat for special exception or planned unit development (This fee is in addition to any fees required under Title 21)</i>	<i>\$500.00</i>
	Record Plat Amendment	\$500.00
<u>21</u>	<u>ZONING CERTIFICATE</u>	<u>\$35.00</u>
21.16.030	Administrative Interpretations	\$420.00
21.18.020	Administrative Adjustments	\$110.00
21.20.020	Zoning District Boundary Adjustment	\$390.00
21.22	Site Design Plan Review (nonrefundable):	
	Preliminary, minor	\$200.00
	Preliminary, major (per acre or portion thereof)	\$280.00
	Final, minor	\$1,000.00
	Final, major	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Critical area – Buffer management plan	\$200
	Critical area – Simplified buffer management plan	\$60.00
	Neighborhood conservation	\$200.00
	Site Design Plan Review - Revisions	
	lots mMinor	\$500.00

	others mMajor	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.24	Planned Unit Development – Preliminary Review	
	For 1 to 9 units <u>FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development-Final Review	
	<u>FOR 1 TO 9 UNITS FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$1,120.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$11,200.00
	- Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development - Revision	
	For 1 to 9 units <u>FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$500.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.26	Special Exceptions	
	Special exception with no site design	\$1,000.00
	Special exception with site design	\$1,000.00
	-Plus Applicable site design plan review fees	
21.28	Variances	
	- Single-family dwelling	\$225.00
	- All Other Variances	\$390.00
21.30.020	Appeal from an administrative decision to the Board of Appeals	\$250.00
21.34.020	Zoning Map Amendment	\$1,000.00
21.56.040	Application fee (based on cost of work) for a certificate of approval from the historic preservation commission	
	Certificate of Approval - Public Hearing Application (Based on 1% of estimated cost)	Min.\$35.00— Max.\$1,000.00
	Certificate of Approval - Administrative Application (Based on 1% of estimated cost)	Min. \$35.00— Max. \$500.00

	Certificate of Approval - "After the Fact" Public Hearing Application (Based on 1% of estimated cost)	Min. \$50.00— Max. \$2,000.00
21.56.270	Newsrack certificate of approval/reinspection (per newsrack)	\$35.00
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

Parking Garage Rates and Fees

	Fee
HILLMAN GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$3.00
Maximum daily charge	\$20.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$190.00
Unrestricted Monthly Pass	\$225.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$4.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$20.00
GOTTS GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.50
Maximum daily charge	\$12.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$160.00
Unrestricted Monthly Pass	\$190.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Visitor's Center	One hour free w/ coupon
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount

Special Event Parking	\$10.00
KNIGHTON GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.00
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$100.00
Unrestricted Monthly Pass	\$125.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$2.00
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
PARK PLACE GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.25
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$125.00
Unrestricted Monthly Pass	\$150.00
Monthly reserved space pass	\$175.00
Monthly Evening (3:00 pm to 1:00 am)	\$80.00
Monthly Evening (Weekends only, 3:00 pm to 1:00 am)	\$40.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
LARKIN	
Monthly Rates:	
Monthly unrestricted pass	\$170.00
Overnight parking 6:00 pm to 6 am (Mon-Thur)	No charge
Weekend parking Friday, 6:00 pm to Monday 6:00 am	No charge
SOUTH STREET	
Daily Rate:	
Hourly	\$2.50
Monthly Rate:	
Unrestricted Monthly Pass	\$175.00

Transit Fares

	Fee
Article VI, Section 9(b) of Charter of the City of Annapolis	
Base cash fare	\$2.00

Senior/Disabled/Student	\$1.00
Summer Youth Pass	\$35.00
ADA Service Cash Fare	\$4.00
Day Pass: For Multiple Trips	\$4.00
Day Pass (Senior/Disabled/Student)	\$2.00
Weekly Pass	\$20.00
Monthly Pass	\$80.00
Quarterly Pass	\$200.00
Annual Pass	\$500.00
Tokens in bulk per 100	\$150.00

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
Truxton Picnic Pavilion/All Day	\$80.00 <u>\$150.00</u>	\$110.00 <u>\$180.00</u>
Waterworks Permit:		
Monthly	\$10.00	\$15.00
Quarterly	\$30.00	\$45.00
Annual	\$100.00	\$125.00
Picnic Pavilion Rental / day	\$75.00 <u>\$100.00</u>	\$125.00 <u>\$130.00</u>
Downtown Recreation Center / per hour	\$0.00	\$0.00
Annapolis Walk	\$30.00	\$35.00
Field Rental (with lights and lines)	\$80.00	\$95.00
Tennis Courts	\$15.00	\$20.00
Basketball Courts	\$15.00	\$20.00
Snack Bar	\$0.00	\$0.00
Park Rental for Wedding	\$500.00	\$600.00

Latchkey Program

Before School Care \$110.00 per month

After School Care \$215.00 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
Individual	\$39.00	\$45.00
Family	\$65.00	\$75.00
Corporate	\$1,750.00	\$2,013.00

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		Daily/Drop In	
	Res	Non Res	Res	Non Res
Adult	\$290.00	\$331.00	\$8.00	\$10.00
Senior/Youth	\$233.00	\$267.00	\$7.00	\$8.00
Daily Youth			\$6.00	\$7.00
Family of 4*	\$643.00	\$738.00	n/a	n/a
Adult/Spouse	\$513.00	\$587.00	n/a	n/a
Add. Child*	\$110.00	\$127.00	n/a	n/a

	30-DAY ACCESS PASS		90-DAY ACCESS PASS	
	Res	Non Res	Res	Non Res
Adult	\$36.00	\$41.00	\$95.00	\$115.00
Senior/Youth	\$28.00	\$33.00	\$78.00	\$91.00
Family of 4*	\$80.00	\$91.00	\$225.00	\$250.00
Adult/Spouse	\$62.00	\$71.00	\$175.00	\$205.00
Add. Child*	\$14.00	\$16.00	\$40.00	\$45.00

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.

Babysitting Services		
Hourly Rate	\$3.00 first child	\$2.00 additional children
10 hr Punch Card	\$25.00 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	\$37.00	\$45.00
After Hours Meeting Room	\$50.00	\$50.00
Full Meeting Space	\$110.00	\$132.00
Kitchenette	\$13.00	\$16.00
Single Court	\$60.00	\$75.00
After Hours Meeting Room	\$75.00	\$75.00
Full Gymnasium*	\$180.00	\$225.00
Aux. Gym	\$75.00	\$90.00

* Limited availability

	City Resident	Non Resident	Program Member Res / Non Resident (\$5.00 discount)	Full Member Res / Non Resident (\$10.00 discount)
SUMMER PROGRAMS				
Summer Playground—6 wks	\$152.00	\$173.00	R \$130.00 / NR \$150.00	R \$125.00 / NR \$145.00
Summer Playground—Extended Hrs (8:00 a.m.—5:00 p.m.), 6 weeks	\$193.00	\$222.00		
Preschool Playground—6 wks (4 days a week)	\$110.00	\$127.00		
Day Camp (Truxtun & Kids Camp)—2 wk session	\$230.00	\$264.00	R \$205.00 / NR \$237.00	R \$200.00 / NR \$232.00
SWIMMING POOL				
Adult	\$5.00	\$5.00		
Child (12 and under) and Seniors (62 +)	\$4.00	\$4.00		
Family Pass (4, add members \$15.00 each)	\$160.00	\$185.00		
Youth Individual Pass	\$55.00	\$65.00		
Adult Individual Pass	\$65.00	\$75.00		
<u>POOL PARTY</u>	<u>\$250.00 (per two hours)</u>			
<u>SUMMER SPLASH CAMPS</u>	<u>\$139</u>	<u>\$169</u>		
<u>SUMMER SPLASH CAMP EXTENDED HOURS (ADDITIONAL)</u>	<u>\$30</u>	<u>\$40</u>		

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.
 Strikethrough indicates matter stricken from existing law.
 Underlining indicates amendments.

FY 2017 Proposed Fees Schedule

Section	Type of Fee	Amount of Fee FY 2016
2.48.100	Fee for application, appeal, or other action to Board of Appeals	\$250.00
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	\$50.00
6.04.140	Lien certificate	\$50.00
6.28.020	Covered Emergency Medical Services	
	BLS Transport	\$700.00
	ALS Transport	\$700.00
	ALSII Transport	\$750.00
6.04.210	Fee for bounced checks: City-wide standard	\$50.00
	Non-covered Emergency Medical Services	\$500.00
	Merchant service charge for all electronic payments	2% of total transaction cost
	Credit collection pass-through	\$55.00
7.04.030	Fee for transfer of license of alcoholic beverage	
	½ of the annual fee not to exceed	\$500.00
7.08.010	Fee for each license	\$50.00
7.08.020	Billposters per year	\$50.00
7.08.030	Bowling alleys per year	\$50.00
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$50.00
7.08.050	Each pole, per year	\$100.00
7.08.060	Theater, per year	\$50.00
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	
	Refillable container license for holders of A, B and D classes of alcoholic beverage licenses	With current off-sale privilege. Plus \$50.00 Without current off-sale privilege, plus \$500.00
	A, off sale, package goods:	
	-1 Six a.m. to twelve midnight, Monday through Saturday	
	Beer	\$730.00

	Beer and light wine	\$1,810.00
	Beer, wine and liquor	\$3,280.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	-2 Six a.m. to midnight, seven days per week (special Sunday license)	
	Beer	\$880.00
	Beer and light wine	\$2,320.00
	Beer, wine and liquor	\$4,140.00
	.b Plus beer and wine tasting	plus \$480.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	B, restaurants:	
	-1 Only with meals, six a.m. to midnight, Monday through Saturday	
	Beer	\$510.00
	Beer and light wine	\$1,190.00
	Beer, wine and liquor	\$1,890.00
	-2 Only with meals, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$760.00
	Beer and light wine	\$1,470.00
	Beer, wine and liquor	\$2,230.00
	-3 On sale, six a.m. to midnight, Monday through Saturday	
	Beer	\$680.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,940.00
	-4 On sale, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$1,190.00
	Beer and light wine	\$2,410.00
	Beer, wine and liquor	\$3,800.00
	.x In addition, sales as authorized from midnight to two a.m.	
	Beer	plus \$410.00
	Beer and light wine	plus \$1,020.00
	Beer, wine and liquor	plus \$1,360.00
	a. In addition, off-sale Monday through Saturday during hours	
	Beer	plus \$210.00

	Beer and light wine	plus \$410.00
	Beer, wine and liquor	plus \$920.00
	b. In addition, off-sale Sunday during authorized hours (Special Sunday license)	
	Beer	\$110.00
	Beer and light wine	\$160.00
	Beer, wine and liquor	\$410.00
	C, clubs:	
	On sale, six a.m. to two a.m., seven days per week	
	Beer	\$1,130.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,260.00
	D, taverns:	
	-1 On sale, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$1,130.00
	Beer and light wine	\$2,070.00
	Beer, wine and liquor	\$3,090.00
	a. In addition, off-sale, Monday through Saturday during authorized hours	
	Beer	\$560.00
	Beer and light wine	\$680.00
	Beer, wine and liquor	\$1,070.00
	b. In addition, off-sale Sunday during authorized hours	
	(Special Sunday license)	
	Beer	\$160.00
	Beer and light wine	\$250.00
	Beer, wine and liquor	\$420.00
	E, hotels:	
	-1 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,020.00
	Beer and light wine	\$2,410.00
	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)	\$50.00
	One-day beer, wine and liquor (per day)	\$75.00
7.16.020	Application for a carnival or circus license	\$55.00
7.16.030	Fee for carnival or circus license	
	Class A licenses: carnivals (excluding carnivals operated by fraternal, religious or charitable organizations or volunteer fire companies)	
	From 1 to 10 concessions (per week)	\$120.00
	From 1 to 20 concessions (per week)	\$225.00
	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	\$50.00
	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	\$50.00
7.28.030	Space for sale of Christmas trees: 15 days or any portion of 15 days for each 10 feet	\$50.00
7.32.030	Nonrefundable application fee for massage parlor license	\$50.00
7.32.050	License fee for massage parlor per year	\$1,120.00
7.36.040	License fee for pawnbroker per year	\$50.00
7.40.040	Nonrefundable application fee for peddlers and hawkers license	\$50.00
7.40.070	Fee for peddlers and hawkers	
	20 days or less (per day)	\$50.00
	20 days or more	\$340.00
7.42.010	Annual fee for a sidewalk café permit (<i>per seat</i>)	\$340.00 <u>\$24.00</u>
7.44.020	Licensing fee for solicitor (amount per person regardless of number of people in a group)	\$50.00
7.48.350	Fee for replacement of lost taxicab license card or badge	\$50.00
7.48.440	Fee for each taxicab registered shall	
	New license	\$400.00
	Renewal	\$200.00
7.48.500	Nonrefundable application fee for a taxicab driver's license	\$50.00
7.48.530	Registration fee for taxicab driver's license	\$60.00

7.48.610	TRANSPORTATION NETWORK FEE	\$0.25
7.52.040	Towing license fee	
	Nonrefundable filing fee	\$50.00
	License	\$50.00
	Renewal	\$50.00
7.56.020	Annual fee for permit to provide valet parking service	\$50.00
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	\$275.00 -\$261.25
10.16.200	Annual fee for each private trash collector permit	
	Refuse hauler permit (1-5 vehicles)	\$210.00
	Re-inspection fee	\$50.00
	Refuse hauler permit (6-10 vehicles)	\$260.00
	Re-inspection fee	\$50.00
	(Refuse hauler permit (11 or more vehicles)	\$310.00
	Re-inspection fee	\$50.00
10.18.055	Commercial Recycling	
	Cost per container	\$15.00
	Cost of collection, 1 st container	\$104.00
	Cost of collection, per each additional	\$50.00
	Administrative cost	\$50.00
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	\$50.00
	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.	\$35.00
12.20.230	Special parking permit for transport and contractors, daily fee per space	\$35.00
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	\$35.00
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$35.00
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	\$55.00

	Per annum for a second vehicle	\$75.00
	Per annum for each vehicle thereafter	\$100.00
	At an address with off-street parking	
	Per annum for one vehicle	\$75.00
	Per annum for each vehicle thereafter	\$100.00
	Districts No. 3 and 4, per annum	\$55.00
	District No. 5	\$55.00
12.32.140A	Multiple-day or single-day temporary residential parking permit <i>(for 10 permits)</i>	\$35.00
12.32.140B	Multiple-day or single-day temporary residential parking permit for medical personnel	\$10.00
12.54.010	Nonstandard Vehicle Permit	
	New	\$110.00
	Renewal	\$55.00
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$35.00
12.54.020	Nonstandard Vehicle Operator Permit, per year	\$35.00
14.04.020	Permit for installation of any sidewalk or any new section of sidewalk	\$50.00
14.04.080	Inspection of installed sidewalk	\$50.00
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$35.00
14.12.095	Permit for tree removal	
	Application fee	\$50.00
	Permit fee	\$100.00
14.18.060	Special Event permit fee	\$100.00
14.20.010	Permit to obstruct public streets, lanes, alleys, sidewalks or footways	
	Nonrefundable permit fee	\$50.00
	Obstruction permit reinspection fee	\$50.00
	For each extension or change to the original permit	\$50.00
14.20.030	Fee for permit to dig up, relay or obstruct street	
	Streets and/or sidewalk openings:	
	50 square feet or less	\$60.00
	Reinspection fee	\$50.00
	51 to 200 square feet	\$75.00
	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 at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) City Public Moorings Dinghies to 17 feet. Must demonstrably be in use as tender to larger vessel to obtain permission to dock.	no charge
15.10.020	Fees—No Prorating (checkout 12 noon or upon departure, whichever comes first). 3 hour minimum after 5:00 p.m.	
	Docking Fee	
	Hourly	
	Up to 3 hours, up to 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 5:00 p.m.	Daily fee or balance thereof
	Daily (over 3 hours or after 5:00 p.m.) Includes showers, per foot LOA, minimum \$40	\$2.25
	Reserved Dockage- (west side only) per foot per day	\$3.25
	Paid in advance	
	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:	
	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 4 th 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.	

	Docking Fees: weekend premium adjustments. A weekend surcharge of fifty cents (\$0.50) per foot will be added to all transient docking rates during Fridays and Saturdays beginning each year the Friday following Memorial Day and ending after the first Saturday in October. The weekend surcharge will not be added to docking rates on days when the holiday surcharge applies.	
	Dock Utilities	
	Transient:	
	Each 20 Amp Outlet (per day)	\$5.00
	Each 30 Amp Outlet (per day)	\$8.00
	Each 50 Amp Outlet (per day)	\$15.00
	Winter Weekly:	
	Each 20 Amp Outlet (per Week)	\$20.00
	Each 30 Amp Outlet (per Week)	\$30.00
	Each 50 Amp Outlet (per Week)	\$56.00
	Moorings in Main Mooring Field - Moorings numbered 1—40 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$35.00
	Daily	\$35.00
	Weekly	\$210.00
	Moorings in St. Mary's Cove - Moorings numbered 41—60 (inclusive) Public Mooring Fee (includes showers).	
	Hourly	\$25.00
	Daily	\$25.00
	Weekly	\$150.00
	Public Mooring Fee - All Others - Moorings numbered 61—76 (inclusive) (includes showers).	
	Hourly	\$30.00
	Daily	\$30.00
	Weekly	\$180.00
	Winter Weekly Docking Fees (A Week is defined as Monday through Sunday).	
	Winter Waiting List Application Fee (will be credited to winter docking rent upon first arrival or after November 1 st).	\$50.00
	Winter Docking Fees (Arrival and departure weeks will be prorated. Other weeks may be prorated at Harbormaster's Option)	
	Storage per Week, per foot LOD	\$2.00

	Fees—Vessels up to 17 LOA, at all public City Facilities except (1) City Dock slips and bulkheads, (2) Street-end Parks and, (3) 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 (Kunta Kinte Park) and all public street endings and park docks per day	no charge
	At any City public mooring, see Summer and Winter Public Mooring Fees, above	
	Storage (more than 48 hours consecutive docking)	
	Dinghies up to 12 feet at all public street endings, bulkheads, and park docks per foot per year in advance for sticker (included in private mooring fee)	no charge
	Fees—Commercial Operations—Year Round	
	Passenger Carrying—Charter Dock Space may be reserved in advance, moorings shall not be used:	
	Leased operations	Per lease
	Occasional charter, subject to terms of Charter Policy, per foot LOD per 90-Minute round-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 week, moorings shall not be used	\$20.00
	Buyboat actively engaged with certificate, current receipts, and current DNR number, per week, moorings shall not be used	\$30.00
	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	\$1,000.00
	Private mooring permit fee, non-resident, per year	\$1,800.00
	Private mooring permit fee, commercial per year	\$1,920.00
	Street end dinghy permit (available only on medical hardship), annual	\$50.00
	Fees—Miscellaneous Services:	
	FAX incoming, first page	\$2.00
	FAX incoming, after first page	\$1.00
	FAX Outgoing, first page	\$3.00
	FAX Outgoing, after first page	\$2.00
	FAX international surcharge in addition to above fees	\$5.00
	Copies per page	\$0.25

	Showers for anchored boaters per person (Not provided for non-boaters)	\$1.00
	Holding Tank Pumpouts, up to first 50 gallons	\$5.00
	Holding Tank Pumpouts, after 50 gallons, per gallon	\$0.10
	Doubled Fees for vessels found in violation of Title 15 of the City Code, other delinquency fees	
	In addition to prescribed fines, and applicable towing/storage fees, any accrued fees named herein shall be doubled for any vessel found in violation of any provision of Title 15	accrued fees doubled
	Late payment of winter storage fees (after Thursday of each week)	\$15.00
	Late payment of private mooring fees (after April 15th)	\$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	\$8.00
	Annual pass, valid May 1 st through April 30 th each year (to conform all annual permits with Section 15.20.110)	\$75.00
	Tucker St. Annual Boat Trailer Permit, Valid May 1st through April 30th each year (to conform all annual permits with Section 15.20.110)	\$25.00
15.16.040	Port Wardens hearing application fee	\$200.00
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	\$500.00
	2 For appeals for other facilities, including marinas, yacht clubs, commercial piers or private piers with 5 or more slips	\$750.00
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	
15.20.110	Mooring permit see 15.10.020	
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
	Conditional upon adoption of O-14-13	
16.04.060	For job values over \$25,000, the Utility Contractor inspection fee is 4.5 percent of estimated construction cost	
	For job values of \$25,000 or less, the utility contractor inspection fee is greater of ½ of 1 percent of contract	
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 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	\$385.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$385.00
	Class 4	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 5	

	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Food handling permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$360.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$260.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Funeral home permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Furniture stripping	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Laundry Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$330.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	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
	Expiration	3 years
	Annual fee	\$220.00
	Pest Control Permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Photo Processing Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$220.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 year
	Annual fee	\$270.00
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 \$2,000	\$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	\$1,250.00
17.10.180.B.	Stormwater utility	
	\$10.20 <u>\$10.22</u> per unit per quarter for residential properties	

	\$38.25 \$39.02 per quarter for all commercial, industrial and exempt properties with impervious coverage of up to 5,000 square feet	
	\$76.50 \$78.03 per quarter for all commercial, industrial and exempt properties with impervious coverage between 5,001 and 10,000 square feet	
	\$127.50 \$130.05 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	\$250.00
17.12.024	Nonrefundable inspection fee for the use and occupancy permit per each residential unit	
	Each residential unit	\$250.00
	Commercial	
	40,000 square feet or less	\$350.00
	Over 40,000 square feet	\$550.00
	50,000 square feet or greater	\$2,000.00
	900 square feet or less	\$0.325 per sq. ft
	901 to 1,800 square feet	\$300
	1,801 to 2,700 square feet	\$325
	2,701 to 3,600 square feet	\$350
	3,601 to 5,000 square feet	\$375
	5,001 to 10,000 square feet	\$400
	10,001 to 25,000 square feet	\$0.05 per sq. ft
	25,001 square feet or greater	\$0.04 per sq. ft
17.12.052	Fee to submit new or revised construction drawings and submittals for review (based on cost of construction)	
	0 to \$10,000	\$100.00
	\$10,001 to \$15,000	\$150.00
	\$15,001 to \$25,000	\$200.00
	\$25,001 to \$100,000	\$350.00
	\$100,001 and over is 0.1% of the total cost over \$100,000 plus	\$350.00
	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.)	\$150.00
17.12.056	Building permit fee based on estimated value of the work	
	Nonrefundable application fee:	
	\$500.00 to 25,000	\$100.00
	\$25,001 to 50,000	\$150.00

	\$50,001 to 75,000	\$200.00
	\$75,001 and over is 0.25% of cost	
	Permit Fees (to be paid at time of permit pick-up)	
	\$500 to 3,000	\$100.00
	\$3,001 to 5,000	\$125.00
	\$5,001 to 10,000	\$150.00
	\$10,001 and over is 0.8 percent of cost over \$10,000	\$200.00
	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	\$100.00
	Commercial properties	\$150.00
	Reinspection Fee	\$100.00 - \$250.00
17.12.130	Nonrefundable fee to appeal to the building board of appeals	\$250.00
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	\$150.00
	-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	\$150.00
	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	\$175.00
	-More than 200 but no more than 300 ampere service equipment	\$225.00
	-More than 300 but not more than 400 ampere service equipment	\$250.00
	-For service equipment of more than 400 amperes and not more than 1,200 amperes	\$250.00
	Plus this amount for each ampere in excess of 400 amperes	\$0.75
	-For service equipment of more than 1,200 amperes	\$1,250.00
	Plus this amount for each ampere in excess of 1,200	\$2.50
	B. Additions, alterations or repairs to existing structures or services:	
	Rough Wiring. All switches, lighting and receptacles to be counted as outlets:	
	- 1 to 10 outlets	\$25.00

	- 11 to 40 outlets	\$50.00
	- 41 to 75 outlets	\$75.00
	- For each additional 25 outlets or fraction thereof	\$10.00
	Fixtures. For rough wiring of fixtures:	
	- 1 to 10 fixtures	\$25.00
	- 11 to 40 fixtures	\$50.00
	- 41 to 75 fixtures	\$75.00
	- For additional 25 fixtures or fraction thereof	\$10.00
	Heating, cooking equipment and similar appliances except that for dwellings these items are included in items A and B:	
	- First unit or outlet	\$30.00
	- Each additional unit or outlet	\$5.00
	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	\$75.00
	- Each additional 10 kilowatts or each fraction of 10 kilowatts	\$30.00
	Solar photovoltaic systems (PV):	\$10.00 per module
	Service Equipment and Feeders:	
	- Not over 400 ampere:	\$75.00
	- Over 400 ampere	\$75.00
	Swimming Pools:	
	- Inground-Bonding	\$100.00
	- Inground, lighting, fixtures, pumps and filters	\$50.00
	- Above ground	\$45.00
	Protective Signaling Systems:	
	- First 10 devices	\$80.00
	- Each additional multiple of 10 devices or part thereof	\$10.00
	Modular home or prefabricated structures must bear a sticker of approval from the U.S. federal government, the state, a national testing facility, or other recognized inspection bureau. When this sticker is in evidence, a flat rate of:	\$80.00
	Transformers, vaults-Outdoor enclosures, outdoor substations:	
	- Not over 200 KVA	\$80.00
	- Over 200 to 500 KVA	\$125.00
	- Over 500 KVA	\$130.00

	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	\$80.00
	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:	\$80.00
	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	\$75.00
	- Radio and television receiving installation	\$50.00
	- Reinspection Fee	\$100.00 - \$250.00
	- Failure to Notify	\$50.00
	- Investigation Fee	\$75.00
17.16.106	Fee for preventative maintenance electrical permit	\$125.00
17.16.130	Fee for biannual electrical contractors license	\$200.00
17.18.070	Fees for mechanical work permits based on estimated value of work:	
	Permit Fee:	
	\$ 0 to \$ 7,000	\$125.00
	\$ 7,001 to 10,000	\$150.00
	Over 10,000 is 0.6% of estimated value plus	\$100.00
	Reinspection Fee	\$100.00 - \$250.00
	Failure to notify the department within the prescribed time that the work authorized by a validly issued mechanical permit is complete.	\$50.00
	Investigation Fee	\$75.00
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	\$50.00
	\$ 2,001 to 5,000	\$75.00
	\$ 5,001 to 7,000	\$100.00
	\$ 7,001 to 10,000	\$150.00
	Over \$10,000 is .006 times total cost plus	\$80.00
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)	\$125.00
	Class B (301 to 1,000)	\$100.00
	Class C (50 to 300)	\$75.00
	Educational Occupancies	
	Elementary School	\$100.00
	Middle or Junior High School	\$150.00
	Senior High School	\$150.00
	Family or Group Day-Care Home	\$75.00
	Nursery or Day-Care Center	\$100.00
	Health Care Occupancies	
	Ambulatory Health Care Centers per 3,000 square feet or portion thereof	\$75.00
	Hospitals, Nursing Homes, Limited Care Facilities per building plus \$2.00 per patient bed	\$75.00
	Detention and Correctional Occupancies	
	Per building \$1.00 per bed plus	\$75.00
	Residential Occupancies	
	Hotels and Motels per building plus \$1.00 per guest room	\$50.00
	Dormitories \$1.00 per bed, minimum per building	\$50.00
	Apartments \$1.00 per apartment, minimum per building	\$50.00
	Lodging or Rooming House	\$75.00
	Single and Two-Family Dwellings	\$50.00
	Board and Care	
	4—16 residents	\$75.00
	Over 16 residents	\$125.00
	Mercantile Occupancies	
	Class A (over 30,000 square feet)	\$125.00
	Class B (over 3,000 square feet)	\$75.00
	Class C (under 3,000 square feet)	\$50.00
	Business Occupancies per 3,000 square feet or portion thereof	\$50.00
	Industrial or Storage Occupancies (per 5,000 square feet or portion thereof)	

	Low or Ordinary Hazard	\$50.00
	High Hazard	\$75.00
	Common Areas of Multi-tenant Occupancies (i.e. shopping centers, high-rise buildings, etc.) per 10,000 square feet or portion thereof	\$75.00
	Trailer Parks and Campgrounds \$1.00 per site, minimum per facility	\$50.00
	Outside Storage of Combustible Material	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks)(scrap tires, tree stumps, lumber, etc.) per acre	\$50.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks) per 5,000 square feet or portion thereof	\$75.00
	Reinspection fee	\$125.00
17.22.030	Fee for permit to perform any work on petroleum storage tank based on estimated value	
	\$0 to 2,000	\$100.00
	2,001 to 5,000	\$125.00
	5,001 to 7,000	\$200.00
	7,001 to 10,000	\$250.00
	Over \$10,000 is 0.6% of estimated value plus	\$200.00
17.24.070	Fee for license to do work as a master or restricted gasfitter or as a journeyman or restricted journeyman gasfitter	
	Master or restricted gasfitter license, per year	\$75.00
	Master plumber and gasfitter license, per year.	\$75.00
	Journeyman or restricted journeyman gasfitter license, per year	\$50.00
	Journeyman plumber and gasfitter license, per year	\$50.00
17.24.080	Fee for gasfitter license renewal plus a delinquency penalty	\$50.00
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:	
	2½ or less	\$50.00
	3	\$60.00
	4	\$70.00
	6	\$125.00
	8	\$250.00
	10	\$350.00
	12	\$500.00

	Each fixture in addition to the first fixture	\$10.00
17.28.050	Annual fee for license for a master plumber and journeyman plumber.	
	Master plumber (annual fee)	\$80.00
	Journeyman plumber (annual fee)	\$50.00
17.28.090	The charges for issuance of plumbing permits are the sum of a connection charge, a capital facility charge, a capital facility assessment charge and an installation charge.	
	Connection Charges:	
	Sewer	
	City-installed 4-inch public sewer connection	\$5,000.00
	Water, including cost of meter:	
	City-installed 1 inch public water connection	\$3,600.00
	Capital facility charge:	
	Sewer (per Equivalent Dwelling Unit)	\$1,600.00
	Water (per Equivalent Dwelling Unit)	\$4,900.00
	*Note: An Equivalent Dwelling Unit is 250 gallons per day.	
	Capital facility assessment charge per Code prior to adoption of ordinance O-37-11:	
	Sewer:	
	Per year, per residential unit, for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Water:	
	Per year, per residential unit for 30 years (on construction after October 11, 1977)	\$50.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$75.00
	Installation Charges:	
	First fixture installation charge:	
	Residential	\$60.00
	Commercial	\$80.00
	Each fixture in excess of the first one (if connected to public sewer)	\$15.00
	Each fixture, if connected to private sewer	\$30.00
	Each fixture omitted from original permit (if connected to public sewer)	\$20.00

	Each fixture omitted from original permit (if connected to private sewer)	\$40.00
	Special fixture charge:	
	Each grease trap	\$100.00
	Each oil interceptor	\$100.00
	Each water conditioning unit (single installation)	\$50.00
	Each gas hot water heater (single installation)	\$40.00
	Inspection charge:	
	Water installation	\$100.00
	Sewer installation	\$100.00
	Reconstruct private sewer	\$50.00
	Air-conditioning with water or drain connection	\$60.00
	Reinspection Fee	\$100.00 - \$300.00
	Additional gas connection for gas hot water heaters	\$10.00
	(Master plumbers who currently are registered in the city and who also are registered master gasfitters in the City; otherwise, the gas connection for gas hot water heaters must be made by a registered master gasfitter at the regular rates)	
17.30.010	Annual, nonrefundable fee for utility contractor license	\$100.00
17.30.050	Nonrefundable fee for utility permit	
	Reinspection Fee	\$100.00 - \$300.00
	Failure to Notify the Department of Public Works (work authorized by a validly issued utility permit is complete)	\$75.00
	Investigation Fee	\$75.00
17.44.010	Short Term rental license	Base rental license fee plus \$100.00
17.44.040	Fee for operating license for rental unit and roominghouse	\$100.00
17.44.060	Initial or renewed two year rental operating licenses for operator of multi-family dwellings consisting of fifty or more units that employs a full-time on-site maintenance staff of three or more employees if renewal filed within 30 days prior to expiration. Fee covers two year license.	\$200.00
	Initial or renewed rental operating license for all other applicants if renewal is filed less than 30 days prior to expiration. Fee covers one year license.	\$100.00
	Late fee	
	First 30 days late, per rental unit	\$25.00
	Each additional 30 days late, per rental unit	\$25.00

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	Conditional approval of a preliminary plat of a subdivision	
	Nonrefundable application fee	
	5 lots or less (per lot)	\$340.00
	6 lots or more (per lot)	\$620.00
	<i>Record plat for special exception or planned unit development (This fee is in addition to any fees required under Title 21</i>	\$500.00
	Record Plat Amendment	\$500.00
<u>21</u>	<u>ZONING CERTIFICATE</u>	<u>\$35.00</u>
21.16.030	Administrative Interpretations	\$420.00
21.18.020	Administrative Adjustments	\$110.00
21.20.020	Zoning District Boundary Adjustment	\$390.00
21.22	Site Design Plan Review (nonrefundable):	
	Preliminary, minor	\$200.00
	Preliminary, major (per acre or portion thereof)	\$280.00
	Final, minor	\$1,000.00
	Final, major	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Critical area – Buffer management plan	\$200
	Critical area – Simplified buffer management plan	\$60.00
	Neighborhood conservation	\$200.00
	Site Design Plan Review - Revisions	
	lots mMinor	\$500.00

	others mMajor	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.24	Planned Unit Development – Preliminary Review	
	For 1 to 9 units <u>FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$2,000.00
	-Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development-Final Review	
	FOR 1 TO 9 UNITS <u>FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$1,120.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$11,200.00
	- Plus an amount per acre or portion thereof	\$280.00
	Planned Unit Development - Revision	
	For 1 to 9 units <u>FOR BUILDINGS OVER 45 FEET IN HEIGHT</u>	\$500.00
	-Plus an amount per acre or portion thereof	\$280.00
	For all others	\$1,000.00
	-Plus an amount per acre or portion thereof	\$280.00
21.26	Special Exceptions	
	Special exception with no site design	\$1,000.00
	Special exception with site design	\$1,000.00
	-Plus Applicable site design plan review fees	
21.28	Variances	
	- Single-family dwelling	\$225.00
	- All Other Variances	\$390.00
21.30.020	Appeal from an administrative decision to the Board of Appeals	\$250.00
21.34.020	Zoning Map Amendment	\$1,000.00
21.56.040	Application fee (based on cost of work) for a certificate of approval from the historic preservation commission	
	Certificate of Approval - Public Hearing Application (Based on 1% of estimated cost)	Min. \$35.00— Max. \$1,000.00
	Certificate of Approval - Administrative Application (Based on 1% of estimated cost)	Min. \$35.00— Max. \$500.00

	Certificate of Approval - "After the Fact" Public Hearing Application (Based on 1% of estimated cost)	Min. \$50.00— Max. \$2,000.00
21.56.270	Newsrack certificate of approval/reinspection (per newsrack)	\$35.00
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

Parking Garage Rates and Fees

	Fee
HILLMAN GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$3.00
Maximum daily charge	\$20.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$190.00
Unrestricted Monthly Pass	\$225.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$4.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association.	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$20.00
GOTTS GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.50
Maximum daily charge	\$12.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$160.00
Unrestricted Monthly Pass	\$190.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Visitor's Center	One hour free w/ coupon
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount

Special Event Parking	\$10.00
KNIGHTON GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.00
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$100.00
Unrestricted Monthly Pass	\$125.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$2.00
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
PARK PLACE GARAGE	
Daily Rates:	
First two hours for residents	No charge
Hourly rate	\$2.25
Maximum daily charge	\$5.00
Monthly Rates:	
Restricted "Weekday" Pass (Monday to Friday, 7 am to 7 pm)	\$125.00
Unrestricted Monthly Pass	\$150.00
Monthly reserved space pass	\$175.00
Monthly Evening (3:00 pm to 1:00 am)	\$80.00
Monthly Evening (Weekends only, 3:00 pm to 1:00 am)	\$40.00
Special Rates:	
8:00 pm to 6:00 am (flat rate)	\$3.00
Sunday morning 6 am to 1 pm	Free/no pass
Park and Shop Coupons:	
8:00 am to 6:00 pm (4 coupons maximum)	1 coupon = 1 hour discount
6:00 pm to 8 am (2 coupons maximum)	1 coupon = 1 hour discount
Park and shop coupon fee for Annapolis Business Association	\$0.50/coupon
Bed and Breakfast Coupon	50% discount
Special Event Parking	\$10.00
LARKIN	
Monthly Rates:	
Monthly unrestricted pass	\$170.00
Overnight parking 6:00 pm to 6 am (Mon-Thur)	No charge
Weekend parking Friday, 6:00 pm to Monday 6:00 am	No charge
SOUTH STREET	
Daily Rate:	
Hourly	\$2.50
Monthly Rate:	
Unrestricted Monthly Pass	\$175.00

Transit Fares

	Fee
Article VI, Section 9(b) of Charter of the City of Annapolis	
Base cash fare	\$2.00

Senior/Disabled/Student	\$1.00
Summer Youth Pass	\$35.00
ADA Service Cash Fare	\$4.00
Day Pass: For Multiple Trips	\$4.00
Day Pass (Senior/Disabled/Student)	\$2.00
Weekly Pass	\$20.00
Monthly Pass	\$80.00
Quarterly Pass	\$200.00
Annual Pass	\$500.00
Tokens in bulk per 100	\$150.00

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
Truxton Picnic Pavilion/All Day	\$80.00 <u>\$150.00</u>	\$140.00 <u>\$180.00</u>
Waterworks Permit:		
Monthly	\$10.00	\$15.00
Quarterly	\$30.00	\$45.00
Annual	\$100.00	\$125.00
Picnic Pavilion Rental / day	\$75.00 <u>\$100.00</u>	\$125.00 <u>\$130.00</u>
Downtown Recreation Center / per hour	\$0.00	\$0.00
Annapolis Walk	\$30.00	\$35.00
Field Rental (with lights and lines)	\$80.00	\$95.00
Tennis Courts	\$15.00	\$20.00
Basketball Courts	\$15.00	\$20.00
Snack Bar	\$0.00	\$0.00
Park Rental for Wedding	\$500.00	\$600.00

Latchkey Program

Before School Care \$110.00 per month

After School Care \$215.00 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
Individual	\$39.00	\$45.00
Family	\$65.00	\$75.00
Corporate	\$1,750.00	\$2,013.00

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		Daily/Drop In	
	Res	Non Res	Res	Non Res
Adult	\$290.00	\$331.00	\$8.00	\$10.00
Senior/Youth	\$233.00	\$267.00	\$7.00	\$8.00
Daily Youth			\$6.00	\$7.00
Family of 4*	\$643.00	\$738.00	n/a	n/a
Adult/Spouse	\$513.00	\$587.00	n/a	n/a
Add. Child*	\$110.00	\$127.00	n/a	n/a

	30-DAY ACCESS PASS		90-DAY ACCESS PASS	
	Res	Non Res	Res	Non Res
Adult	\$36.00	\$41.00	\$95.00	\$115.00
Senior/Youth	\$28.00	\$33.00	\$78.00	\$91.00
Family of 4*	\$80.00	\$91.00	\$225.00	\$250.00
Adult/Spouse	\$62.00	\$71.00	\$175.00	\$205.00
Add. Child*	\$14.00	\$16.00	\$40.00	\$45.00

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.

Babysitting Services		
Hourly Rate	\$3.00 first child	\$2.00 additional children
10 hr Punch Card	\$25.00 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	\$37.00	\$45.00
After Hours Meeting Room	\$50.00	\$50.00
Full Meeting Space	\$110.00	\$132.00
Kitchenette	\$13.00	\$16.00
Single Court	\$60.00	\$75.00
After Hours Meeting Room	\$75.00	\$75.00
Full Gymnasium*	\$180.00	\$225.00
Aux. Gym	\$75.00	\$90.00

* Limited availability

	City Resident	Non Resident	Program Member Res / Non Resident (\$5.00 discount)	Full Member Res / Non Resident (\$10.00 discount)
SUMMER PROGRAMS				
Summer Playground—6 wks	\$152.00	\$173.00	R \$130.00 / NR \$150.00	R \$125.00 / NR \$145.00
Summer Playground—Extended Hrs (8:00 a.m.—5:00 p.m.), 6 weeks	\$193.00	\$222.00		
Preschool Playground—6 wks (4 days a week)	\$110.00	\$127.00		
Day Camp (Truxtun & Kids Camp)—2 wk session	\$230.00	\$264.00	R \$205.00 / NR \$237.00	R \$200.00 / NR \$232.00
SWIMMING POOL				
Adult	\$5.00	\$5.00		
Child (12 and under) and Seniors (62 +)	\$4.00	\$4.00		
Family Pass (4, add members \$15.00 each)	\$160.00	\$185.00		
Youth Individual Pass	\$55.00	\$65.00		
Adult Individual Pass	\$65.00	\$75.00		
<u>POOL PARTY</u>	<u>\$250.00 (per two hours)</u>			
<u>SUMMER SPLASH CAMPS</u>	<u>\$139</u>	<u>\$169</u>		
<u>SUMMER SPLASH CAMP EXTENDED HOURS (ADDITIONAL)</u>	<u>\$30</u>	<u>\$40</u>		

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.
 Strikethrough indicates matter stricken from existing law.
Underlining indicates amendments.



City of Annapolis

Signature Copy

Resolution: R-13-16

160 Duke Of
Gloucester Street
Annapolis, MD 21401

File Number: R-13-16

FY 2017 Fines Schedule Effective July 1, 2016 - For the purpose of specifying fines that will be charged for FY 2017.

**CITY COUNCIL OF THE
City of Annapolis**

Resolution 13-16 Amended

Introduced by: Mayor Pantelides

**Referred to
Financial Advisory Commission
Finance Committee**

A RESOLUTION concerning

FY 2017 Fines Schedule Effective July 1, 2016

FOR the purpose of specifying fines that will be charged for FY 2017.

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 2017 Fines Schedule shall be as attached.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the FY 2017 Fines Schedule shall take effect on July 1, 2016, or on the date of adoption, whichever date is later.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates amendments.

ADOPTED this 20th day of June, 2016.

THE ANNAPOLIS
CITY COUNCIL



Michael J. Pantelides

Date 7-4-2016

ATTEST



Regina C. Watkins-Eldridge, MMC

Date 7/5/16

FINES SCHEDULE FY2017 - Effective July 1, 2016

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 subsequent conviction under this section in any twelve-month period.
7.48.060	Taxicab violation.	Not to exceed \$150 per violation per day	Not to exceed \$150 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	\$100 per violation per day	\$100 per violation per day

	accumulation.		
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
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
11.12.050	Parades and assemblies—Permit required	\$100	\$100
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 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
11.36.110.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.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.20.040.B	Parking with left side to curb.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.20.050.B	Backing vehicle to curb.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.20.060.C	Angle parking.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
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.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee

12.20.075.B	Blocking driveway entrances to fire stations.	\$250	\$250
12.20.080.B	Leaving motor vehicle unattended.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
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
12.20.115.C	Parking of motor homes on city streets.	\$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
12.20.180.B	Eight-hour parking on King George Street between Wagner Street and the King George Street Bridge.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.20.190.B	Two-hour parking on State Circle.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.20.200.D	Removal of vehicle parked for longer than forty-eight hours or in prohibited area.	\$100	\$100
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	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.	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.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.24.090.B	Depositing slugs.	\$50 plus damages	\$50 plus damages
12.24.130	Parking at expired meter.	Fine is equal to two times the daily maximum garage fee	Fine is equal to two times the daily maximum garage fee
12.32.190.A.	Violation—Penalty.	Fine is equal to two times the daily maximum garage fee	\$70 for second violation in a one year period, \$105 for a third violation in a one year period, and \$140 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
12.40.040.B	Depositing snow on cleared street.	\$50 per violation per day	\$50 per violation per day
12.40.060.B	AUTHORITY TO REMOVE STALLED VEHICLES - PENALTIES	\$100.00	\$250.00
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.	\$500 per violation per day	\$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.	\$200 per violation per day	\$200 per violation per day
14.16.020.D	Parking during scheduled street cleaning.	\$50	\$50
14.18.160.D	Opening streets in Historic District after mass participation sports event	\$500 (per half-hour)	\$1,000 (per half-hour)
14.18.180	Special Event violations	\$300	\$500
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
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—	\$1,000 plus damages	\$1,000 plus damages

	Turning water on or off.		
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.	\$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
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
17.12.064	Building Code Violation	\$200 per violation per day	\$500 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
17.20.090120.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	\$1,000 per violation per day	\$1,000 per violation per day

	of water service.		
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
17.44.010.B	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
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	\$200 per violation per day

Accounting System - The total structure of records and procedures which identify, record, classify, summarize, and report information on the financial positions and results of operations of a government.

Accrual Basis of Accounting - The method of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

ADA - See Americans With Disabilities Act.

Americans with Disabilities Act (ADA) - This federal act gives civil rights protections to individuals with disabilities, similar to those provided to individuals on the basis of race, sex, national origin, and religion.

Annexation - The incorporation of additional territory within the domain of the City.

Appropriation - An authorization made by the Mayor and Council that permits City departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Assessable Base - The total value of all real and personal property in the City which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assessed Valuation - The current market value of real estate as determined by the Department of Assessments and Taxation.

Balanced Budget - A budget in which revenues equal expenditures.

Bond - A written promise to pay a designated sum of money (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the Operating Budget, these payments are identified as debt service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Anticipation Notes - Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bonds Issued - Bonds sold.

Bond Rating - A rating from a schedule of grades indicating the probability of timely repayment of principal and interest on bond issued.

Budget - A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

Budget Year - The fiscal year for which the budget is being considered, that is, the fiscal year following the current year.

CAFR - See Comprehensive Annual Financial Report.

Capital Budget - The annual adoption by the Mayor and Council of project appropriations. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years' planned expenditures may be required.

Capital Facilities Assessment (CFA) - Refers to the benefits that accrue to properties that are adjacent to public improvements. For example, if water mains are installed for the use of a neighborhood, the individual properties that are then connected to the water mains are receiving a "front-foot benefit", for which they will pay a one-time connection charge, and an annual assessment for thirty (30) years.

Capital Outlay - Expenditures which result in the acquisition of, or addition to, fixed assets. Any item with an expected life of more than a year and a value of more than \$5,000, such as an automobile, truck or furniture, is considered a capital outlay.

Capital Improvements Program (CIP) - The annual updated plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, source of funding, and timing of work over a six-year period. For financial planning and general management, the capital improvements program is a plan of work and expenditures, and is the basis for annual appropriations and bond issues.

Capital Project - A governmental effort involving expenditures and funding for the creation of usually permanent facilities and other public assets having a relatively long life. Certain planning studies, consultant fees, City staff charges, and major equipment, furniture, and fixtures necessary to make facilities operational may also be considered part of capital projects.

CDBG - See Community Development Block Grant.

Chart of Accounts - A uniform listing of accounts that standardizes City accounting and supports the preparation of standard external reports. It assists in providing control over all financial transactions and resource balances.

CIP - See Capital Improvements Program.

Client-Server - A computing platform where desktop PCs, known as clients, access large pools of information stored on high speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. Information storage is managed by the server. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

COBRA - See Consolidated Omnibus Budget Reconciliation Act.

Commingle - Refers to materials included in the City's recycling program, specifically glass jars and bottles, aluminum and steel cans, and plastic containers.

Community Development Block Grant (CDBG) - A general purpose federal grant primarily used to facilitate the production and preservation of low and moderate income housing.

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government.

Consolidated Omnibus Budget Reconciliation Act (COBRA) - The legal requirement of an employer to offer eligible employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

Constant Yield - The tax rate that maintains the revenue from property taxes at the same level as the prior year. This rate is computed by the State Department of Assessments and Taxation each year on the basis of the new, adjusted assessable base for each jurisdiction. New Property appearing on the rolls for the first time is excluded from the calculation.

Contingency - Contingency funding represents monies budgeted for use in unforeseen circumstances.

Current Resources - Resources to which recourse can be had to meet current obligations and expenditures. Examples are current assets, estimated revenues of a particular period not yet realized, transfers from other funds authorized but not received, and in the case of certain funds, bonds authorized and unissued.

Current Year - The fiscal year immediately preceding the fiscal year for which the budget is being prepared.

Debt Issuance - Sale or issuance of any type of debt instrument, such as bond.

Debt Ratios - Ratios which provide measures of assessing debt load and ability to repay debt which play a part in the determination of credit ratings. They are also used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service - The payment of interest on and repayment of principal on borrowed funds. The term may also be used to refer to payment of interest alone.

Deficit - The amount by which a government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Department - A major administrative unit of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Disbursement - The expenditure of monies from an account.

Distinguished Budget Presentation Award Program - A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division - A categorization of organizational unit, indicating management responsibility for an operation or a group of related operations within a functional area, subordinate to the department level of organizational unit.

Empowerment - A managerial style which places emphasis on decentralized problem-solving in an effort to allow employees and citizens who are affected by policy decisions to participate extensively in the decision-making process.

Encumbrance - A firm commitment to pay for future goods and services, formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency's appropriation.

Enterprise Fund - A fund established to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's enterprise funds include the Water, Sewer, Dock, Market House, Transportation, Off Street Parking, Stormwater Management, and Refuse funds.

Expenditure - The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate an obligation. Where accounts are kept on an accrual or modified accrual basis, expenditures are recognized whether or not cash payments have been made. Where accounts are kept on a cash basis, they are recognized only when cash payments have been made.

Expense - The outflow of assets or the incurring of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities.

Fees and Credits - Income from any billing for services or sale made by the City; for example, athletic program registration fees, building permit fees, and animal licenses.

Fiscal Policy - The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides a set of principles for the planning and programming of government budgets and their funding.

Fiscal Year - Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year; it is designated by the calendar year in which it ends. For example, the fiscal year 1996 begins on July 1, 1995 and ends on June 30, 1996.

Fixed Assets - Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Fringe Benefits - For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health, dental and life insurance.

Front-Foot Benefit - See Capital Facilities Assessment.

FTE - See Full-Time Equivalent.

Full Faith and Credit - A pledge of the City's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) - A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations, and constituting an independent fiscal and accounting entity.

Fund Balance - The cumulative difference between revenues and expenditures over the life of a fund. A negative fund balance is usually referred to as a deficit.

FY - See Fiscal Year.

GAAP - See Generally Accepted Accounting Principles.

GASB - See Governmental Accounting Standards Board.

General Obligation Bonds - Bonds that are backed by the full faith and credit of the issuing government.

General Fund - The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard-setting bodies.

GFOA - An abbreviation for Government Finance Officers Association.

Goal - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Governmental Accounting Standards Board (GASB) - This organization was established as an arm of the Financial Accounting Foundation in April, 1984, to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

Grant - A county, state, or federal financial assistance award making payment in cash or in kind for a specified program.

Gross Bonded Debt - The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

HVAC - An abbreviation for heating, ventilation and air conditioning equipment.

ICMA - An abbreviation for International City Manager's Association.

Infrastructure - The physical assets of a city (streets, water, sewer, public buildings, parks), upon which the continuance and growth of a community depend.

Interfund Operating Transfers - Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlement, shared revenues, or payments in-lieu-of-taxes.

Investments - Securities, bonds, and real property (land and buildings) held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets as used in the normal course of governmental operations.

Levy - (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) The total amount of taxes or special assessments imposed by a government.

Liabilities - Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Long-Term Debt - Debt with a maturity of more than one year after the date of issuance.

Management Indicators - Specific quantitative and qualitative measures of work performed as an objective of a department.

Matured Bonds Payable - A liability account reflecting unpaid bonds which have reached or passed their maturity date.

Measurement Focus - The accounting convention which determines (1) which assets and liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

Modified Accrual Basis of Accounting - The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Net Bonded Debt - Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Non-Departmental Operating Expenditures - Operating expenditures which are not charged directly to specific departments, but are a cost to the City as a whole, such as debt service payments and general liability insurance.

Object Expense Code - As used in expenditure classification, this term applies to the article purchased or the service obtained.

Objective - Desired output-oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the objective advances an organization toward a corresponding goal.

Obligations - Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Budget - See Budget.

Operating Expenditures - Costs other than expenditures for personnel directly employed by the City (salaries, wages, and fringe benefits) and capital outlays. Examples of operating expenditures include office supplies, telephone expense, consulting or professional services, and travel expenses.

Ordinance - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be enacted by ordinance and those which may be enacted by resolution.

Other Charges - In a summary analysis of expense types, this refers to all expenses not included within specifically defined categorizations. For example, within the City's general fund, this category consists primarily of funding to Outside Agencies and transfers to/from other funds.

Outside Agency - An independent non-profit community organization working on behalf of the community that requests funding contributions from the City.

Overlapping Debt - The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government which must be borne by property within each government.

Pay-As-You-Go - Capital expenditures included in the Capital Improvements Program which are funded by a contribution from an operating fund.

Per Capita - Per unit of population; by or for each person.

Performance Measurements - See Management Indicators.

Permanent Employee - An employee who is hired to fill a position anticipated to have a continuous service duration of longer than one year, whose compensation is derived from the City's Administrative, Police, or Union classification tables, and whose position is established by the Position Control System.

Personnel (Costs) - Expenditures which include salary costs for full-time, part-time, hourly, and contract employees, overtime expenses, and all associated fringe benefits.

Previously Authorized Projects - Projects listed in the CIP section that were funded in prior years, but which have not been completed and formally closed.

Prior Year(s) - The fiscal year(s) immediately preceding the current year.

Program Area - A group of activities and/or work programs based primarily upon measurable performance.

Projections - Estimates of budget authority, outlays, receipts, or other budget amounts extending several years into the future. Projections are generally intended to indicate the budgetary implications of existing or proposed programs.

Property Tax - A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation. The power to impose and collect property taxes is given to the Mayor and Council.

Purchase Order - A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of charge for them.

Reappropriation - Statutory action to continue the availability, whether for the same or different purposes, of all or part of the unobligated portion of a budget into the next fiscal year.

Reappropriation Ordinance - Changes made to the appropriation ordinance during the fiscal year to reflect encumbered amounts added to the current budget from the prior fiscal year.

Receipts - Collections from the public, based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Reimbursement - A sum (1) that is received by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

Repurchase Agreement - An agreement in which a governmental entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Retained Earnings - The accumulated gains and losses of an enterprise fund to date, reduced by amounts transferred to permanent capital accounts.

Revenue - Monies received or collected by the City as income, including such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

Revenue Anticipation Notes - Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings from an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain mortgages on Enterprise Fund property.

Revision - Shifting of all or part of the budget authority in one appropriation or fund account to another, as specifically authorized by law.

Self-Insurance - Refers to the City's participation in a self insurance fund. Self-insurance allows an organization to closely realize its actual claim experience, as well as pool its insurance buying power with other participating agencies.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Stormwater Management (SWM) - A means of controlling the quantity and quality of storm water runoff flowing downstream. SWM can refer to structural practices such as underground storage facilities, dams for retention and detention facilities, or it can refer to non-structural practices such as lower density of development and wider stream buffers.

Surplus - The amount by which the City's budget receipts exceed its budget outlays for a given period, usually a fiscal year.

Tax Anticipation Notes - Notes, sometimes called warrants, issued in anticipation of collection of taxes, retired from tax collections, and frequently from the proceeds of the tax levy whose collection they anticipate.

Tax Base - All forms of wealth under the City's jurisdiction that are taxable.

Tax Duplication - A state of affairs whereby both County and City levy property taxes on citizens to pay for services rendered by the City.

Tax Rate - The amount levied per \$100 of assessed property value, as determined by the State Assessor, on property within the City. The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

Temporary Employee - An employee who is hired to fill a position anticipated to have a continuous service duration of less than one year, whose compensation is not derived from the City's Administrative, Police, or Union classification tables, and whose position is not established in the Position Control System.

Transfer - See Revision.

Undesignated Fund Balance - Funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Unreserved Fund Balance - That portion of a fund balance for which no binding commitments have been made.

User Fees - Payments for direct receipt of a public service by the party benefitting from the service. Also known as user charges.

Zoning - The partitioning of a city, borough, or township by ordinance into sections reserved for different purposes (i.e., residential, offices, manufacturing).