

**FISCAL YEAR 2020
PROPOSED ANNUAL OPERATING
BUDGET**



CITY OF ANNAPOLIS, MARYLAND

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City Officials and Management

CITY COUNCIL

Gavin Buckley, Mayor

WARD	ALDERMEN AND ALDERWOMEN
1	Eleanor Tierney
2	Frederick M. Paone
3	Rhonda Pindell Charles
4	Sheila M. Finlayson
5	Marc Rodriguez
6	Shaneka Henson
7	Robert Savidge
8	Ross H. Arnett, III

MANAGEMENT TEAM

City Manager	Teresa Sutherland, CPA
Director of Finance	Jodee Dickinson, CPA
Director of Public Works	David Jarrell, P. E.
Director of Planning and Zoning	Pete Gutwald, AICP
Chief of Police	Scott Baker
Fire Chief	David L. Stokes, Sr.
Director of Transportation	J. Rick Gordon
Director of Recreation and Parks	Archie Trader
Acting City Attorney	Linda Schuitt, Esq.

City Officials and Management

LEGISLATIVE STANDING COMMITTEE ASSIGNMENTS

Economic Matters Committee

Marc Rodriguez, Chairman
Sheila M. Finlayson, Member
Robert Savidge, Member

Environmental Matters Committee

Robert Savidge, Chairman
Eleanor Tierney, Member
Ross H. Arnett, III, Member

Finance Committee

Ross H. Arnett, III, Chairman
Frederick M. Paone, Member
Sheila M. Finlayson, Member

Housing & Human Welfare Committee

Shaneka Henson, Chairman
Eleanor Tierney, Member
Frederick M. Paone, Member

Public Safety Committee

Rhonda Pindell Charles, Chairman
Frederick M. Paone, Member
Shaneka Henson, Member

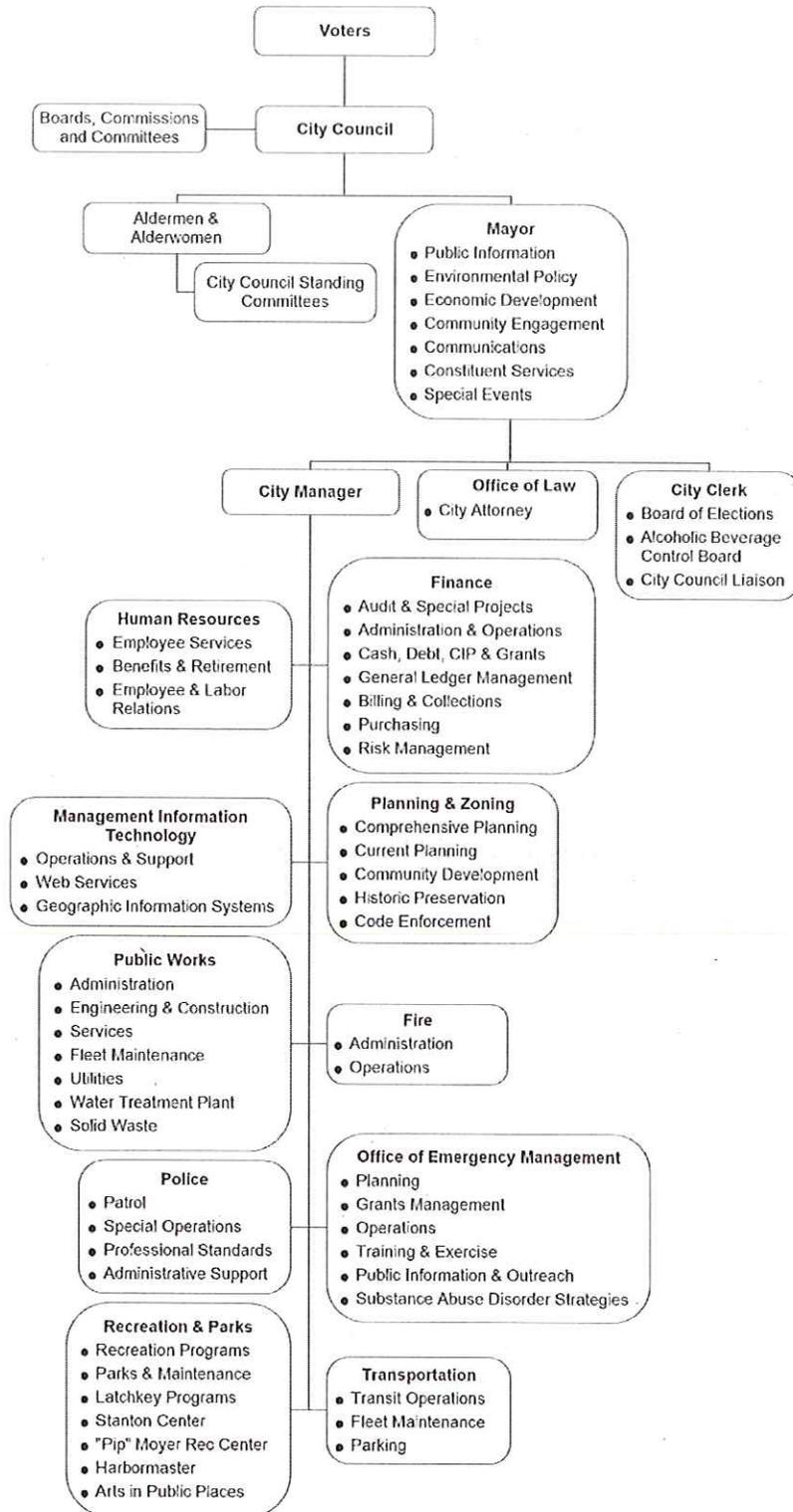
Rules and City Government Committee

Sheila M. Finlayson, Chairman
Robert Savidge, Member
Ross H. Arnett, III, Member

Transportation Committee

Eleanor Tierney, Chairman
Rhonda Pindell Charles, Member
Marc Rodriguez, Member

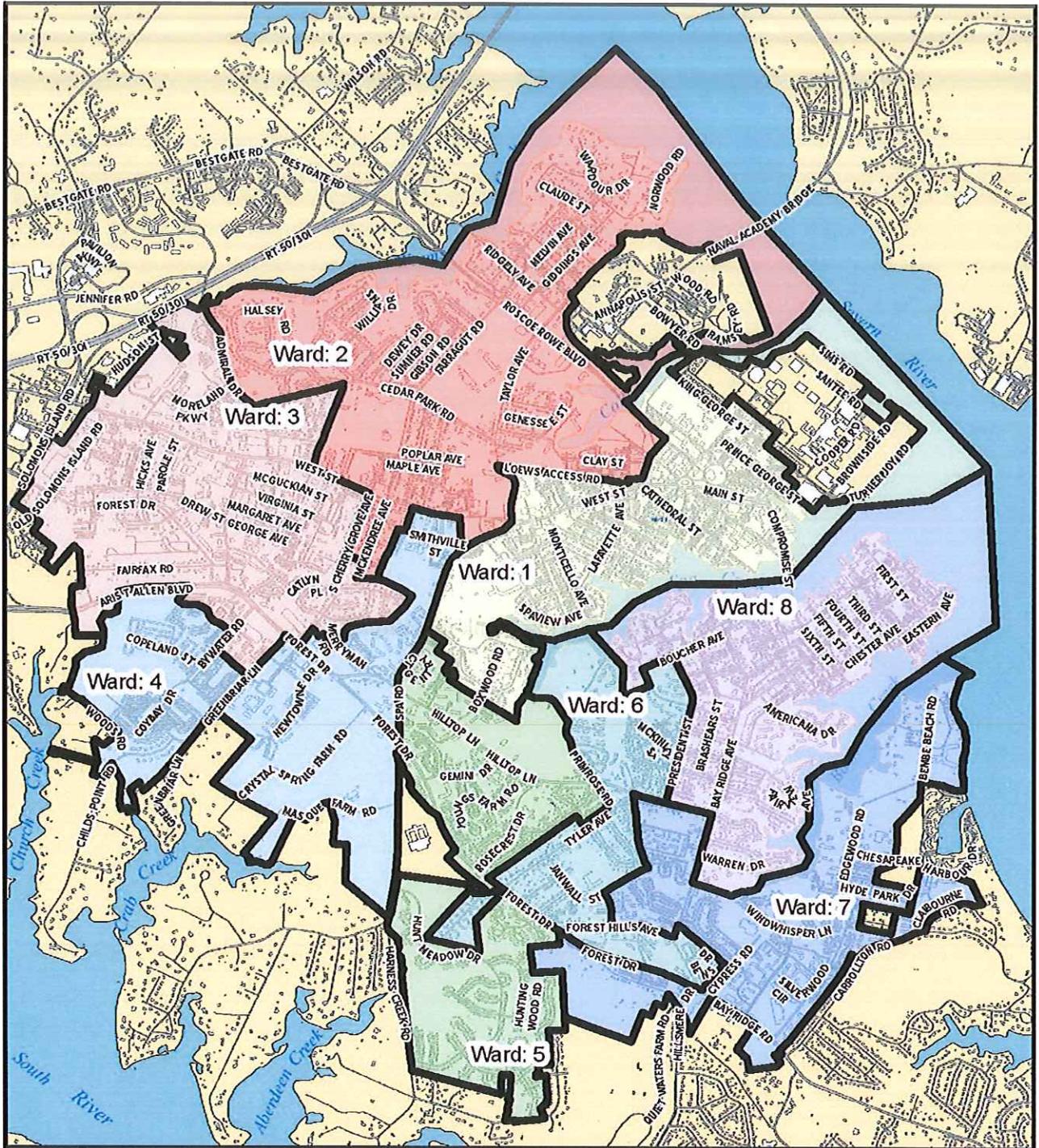
City Organizational Chart



City Organizational Chart

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City of Annapolis Map



	Title of Map	Map Created By	Department Use:
	City of Annapolis MIT GIS		
	<p>By acceptance of this map material, you agree as follows: This map material (the "material") is made available by Annapolis, Maryland (the "City") as a public service. The material is for reference purposes only, and the City makes no representation, warranties, or guarantees of the accuracy of the material. THE CITY MAKES NO AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES RELATING TO THE MATERIAL, INCLUDING WARRANTIES OF MERCHANTABILITY, INTEGRATION, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE. You release the City, its agents, servants, and employees, from any and all liability related to the material for any of it, including its accuracy, availability, use, and misuse. In no event shall the City be liable for any direct, indirect, incidental, consequential, or other damages, including savings, profits, fees, costs, loss of data, or business interruption, related in any way to the material or any of it, including its accuracy, availability, use, and misuse. The material is in the public domain and may be copied without permission. Citation to the source is requested. Any errors or omissions in the material should be reported to the City of Annapolis Management of Information Technology.</p>		

City of Annapolis Map



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Boards and Commissions

Boards and Commissions

<u>Board or Commission</u>	<u>Chairperson</u>
Alcoholic Beverage Control Board	Lawrence L. Harris, Jr.
Annapolis Conservancy Board	Joanna Bounds Ogburn
Arts in Public Places Commission	Cynthia Krewson
Board of Appeals	Robert P. Gallagher
Board of Supervisors of Elections	Cliff Myers
Building Board of Appeals	Carl Richard Corse, P.E.
Civil Service Board	Vacant
Commission on Aging	Wayne Taylor
Education Commission	Jeff Macris
Environmental Commission	Kate Bohanan
Ethics Commission	James E. Dolezal
Financial Advisory Commission	Frederick C. Sussman
Heritage Commission	Theodore Mack
Historic Preservation Commission	Patricia Zeno
Housing & Community Development Committee	Alderwoman Shaneka Henderson
Housing Authority	Sandra Chapman
Human Relations Commission	Michael J. Keller
Maritime Advisory Board	Tarrant H. Lomax
Planning Commission	Robert H. Waldman
Police & Fire Retirement Plan Commission	Joseph Semo
Port Wardens	Gene Edwin Godley
Public Safety Disability Retirement Board	Adam Cohen
Recreation Advisory Board	Craig Harrison
Risk Management Committee	Vacant
Transportation Board	Vacant

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 and to show the citizens the costs of providing services. Department directors and City management staff spent many hours developing goals, objectives, performance measures and establishing the budget proposals that correlate with those measures. The individuals listed below played an integral part in the preparation of this document.

Finance Department

Jodee Dickinson, Finance Director

Nikki Pletzer, Finance Operations Manager

Carrie Kramer, MIT Analyst

Sheri Anderson, Contractor

July 1, 2019

Budget Development

Operating Budget

The annual operating budget provides a complete financial plan for the fiscal year, including estimates of anticipated revenues, fund balances available for appropriation, and proposed appropriations for expenditures by fund.

The budgets of the governmental funds are prepared on a modified accrual basis under which revenues are recorded when susceptible to accrual (i.e., both measurable and available), and expenditures are recorded when the liability is incurred and measurable, except debt service, which is appropriated when due. Interfund transfers are considered the equivalent of revenues and expenditures of the affected funds. The budgets of the proprietary funds are budgeted on a full accrual basis. Revenues are recognized when earned, and expenditures are recognized when the liability is incurred.

The City's Debt and Financial Administration Policies, adopted by Resolution R-31-18, may be found on page 14.

The City Manager and Finance Director work with the department directors to develop the operating budget for the upcoming fiscal year and submit it to the Mayor for the Mayor's review and decisions.

The Mayor submits the proposed operating budget to the City Council at its first meeting in April of each year. Concurrent with the submission of the proposed operating budget, the Mayor submits resolutions to the City Council with the proposed schedule of fees and fines.

The proposed budget and schedules of fees and fines are submitted to the Finance Committee for its review, and the Finance Committee submits its recommendations to the City Council by the second Monday in May. The proposed budget is also submitted to the Financial Advisory Commission, who may review it and submit recommendations to the City Council.

Once the City Council receives the Finance Committee's recommendations, the Council may amend the Mayor's proposed budget by increasing or decreasing proposed appropriations or modifying the proposed fees and fines. The City Council is then required to adopt an ordinance establishing a property tax rate that ensures sufficient revenue to fund the approved appropriations along with resolutions that establish the fees and fines for the upcoming year.

The City Council must adopt the budget, property tax rate ordinance, and fees and fines resolutions no later than June 30 of each year.

Budget Development

Capital Budget and Capital Improvement Program

The City meets its current and long-term needs with a sound long-term capital plan that ensures the continuing investment in capital infrastructure necessary to provide core City services essential to the health, safety, economic development, and quality of life for the citizens of Annapolis. The City considers all forms of public financing for its capital budget and capital improvement program, including pay-as-you-go funding, general obligation bonds, revenue bonds, capital leases, grants, and public-private partnership investments.

The process used by the City to develop the proposed Capital Budget and Capital Improvement Program is found on page 1 of the FY 2020 – FY 2025 Capital Budget and Capital Improvement Program book. Under this process, the City Manager and Finance Director seek the Mayor and Alderpersons requests for capital projects. Those requests and requests from City departments are submitted to the Department of Public Works and the Capital Working Committee (CWC). Departments also develop and submit their capital project proposals to the CWC.

The CWC reviews and ranks all requests using established criteria and weighted ratings for health and safety; quality of life and community welfare; legal and regulatory requirements; improved productivity, efficiencies, and best practices; implications of deferring the project; the degree to which the proposed project furthers the City's strategic goals; how the proposed project is interwoven with the other capital project, including the sequencing of those projects; and the availability of non-City funding sources. The CWC completes its analysis in early March and forwards its recommendations to the Capital Steering Committee.

The Capital Steering Committee (CSC), comprising the City Manager, Director of Finance, Director of Public Works, and the Director of Planning and Zoning, evaluates the capital project requests and CWC recommendation and considers the City's revenue projections and debt capacity and affordability using the parameters established in the City's Debt and Financial Administration Policies. The CWC then submits a recommended capital budget and capital improvement program to the Mayor for his consideration.

The Mayor makes the final decisions on the proposed capital budget and capital improvement program and submits it to the City Council at the first City Council meeting in April. The proposed capital budget and capital improvement program are then submitted to the Finance Committee and the Planning Commission for their review and recommendation.

The Finance Committee and Planning Commission must submit their recommendations to the City Council no later than the second Monday in May. Additionally, the proposed capital budget and capital improvement program are referred to the Financial Advisory Commission, who may provide recommendations to the City Council.

The City Council must adopt the capital budget and capital improvement program no later than June 30 of each year.

Budget Development

Supplemental Appropriations

The City shall not authorize any expenditures or obligations for which there are not sufficient appropriations in the annual operating budget or the capital budget as adopted by the City Council. If supplemental appropriations are required during the fiscal year, the City Manager may transfer no more than \$25,000 from one department to another within the same fund. The City Manager is required to report such transfers to the City Council at its next regular meeting.

If supplemental appropriations greater than \$25,000 are required, the Mayor may submit a request to the City Council to transfer appropriations within a fund. Additionally, the Mayor ask the City Council to approve a transfer of appropriations from amounts appropriated for contingencies, from revenues not anticipated in the budget, or from fund balances available for appropriation.

Monies transferred from bond funds or contingency funds must be reviewed by the Finance Committee before the appropriations may be approved by the City Council, and supplemental appropriations from fund balances available for appropriation require a two-thirds vote of the City Council.

Fiscal Policies

DEBT AND FINANCIAL ADMINISTRATIVE POLICIES

The City's Debt and Financial Administrative Policies adopted by Resolution R-31-18 are as follows:

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 that reflect the type of ratios used by the national credit rating agencies. The target number is the ratio the City intends to achieve through a prudent program of debt management. The ceiling and floor percentages are the absolute maximum and minimum ratios that the City administration shall permit.

The City's key debt ratios are as follows:

1. Debt as a Percentage of Assessed Value

The City shall maintain its tax-supported debt at a level not to exceed a ceiling of 3% of the assessed valuation of taxable property within the City, with a target ratio of 2%. 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 shall maintain its annual tax-supported debt service costs at a ceiling of 12% of the General Fund expenditures, with a target ratio of 10% of General Fund expenditures. The ratio of tax-supported debt to General Fund expenditures is a measure of the City's ability to repay its general obligation debt without hampering other government services. A smaller ratio indicates a lesser burden on the City's operating budget.

3. Debt Payout Ratio

The City shall 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.

Fiscal Policies

FINANCIAL ADMINISTRATION POLICIES

1. Unassigned General Fund Balance as a Percentage of Revenues in the General Fund, Parking Fund, and Transportation Fund:

The City shall maintain an unassigned General Fund balance equal to no less than 15% of the sum of budgeted revenues in the General Fund, Parking Fund, and Transportation Fund. This ratio shall be computed by comparing the unassigned fund balance per the City's annual audited financial statements on June 30 of each fiscal year to the sum of the budgeted revenue in the General Fund, Parking Fund, and Transportation Fund for the ensuing fiscal year.

With the affirmative vote of six members, the City Council may, upon recommendation of the City's Mayor and City Manager, appropriate unassigned General Fund Balance such that the amount would fall below 15% of the sum of the budgeted revenues in the General Fund, Parking Fund, and Transportation Fund.

If the City Council appropriates unassigned General Fund Balance such that the balance would fall below 15% of the sum of the budgeted revenues in the General Fund, Parking Fund, and Transportation Fund, the City Council shall concurrently adopt a reserve replenishment plan approved by the affirmative vote of six members of the City Council to restore the unassigned General Fund Balance to 15% of the sum of the budgeted revenue in the General Fund, Parking Fund, and Transportation Fund within the subsequent three fiscal years. The reserve replenishment plan may include planned revenue increases and expenditure reductions intended to restore the unassigned General Fund balance to its required minimum level.

2. Budget Stabilization Fund

The City shall establish a Budget Stabilization Fund (BSF) within the assigned portion of its General Fund balance. At the close of each fiscal year, the BSF shall receive 50% of the unassigned General Fund balance that is in excess of 15% target. Balances in the BSF, measured as of June 30 of each fiscal year, may accumulate until the balance reaches an amount equal to 3% of the sum of the budgeted revenues in the General Fund, Parking Fund, and Transportation Fund for the ensuing fiscal year. If the BSF reaches the maximum 3% level, any unassigned General Fund Balance that would be assigned to the BSF if it were not at its maximum 3% level may be assigned for contingencies, appropriated for one-time expenditures, or appropriated for unfunded pension or other post-employment benefit liabilities. Balances in the BSF may be appropriated for any purpose of City government by simple majority vote.

3. Capital Reserve Fund

The City recognizes that continued, periodic reinvestment and maintenance of capital infrastructure is critical to maintaining the quality of life for residents and businesses and minimizing the additional cost associated with deferred maintenance. Further, the City recognizes that capital maintenance and capital improvements should have an annual, on-

Fiscal Policies

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 funded as follows:

1. At the close of each fiscal year, the Capital Reserve Fund shall receive 50% of the unassigned General Fund balance in excess of 15% target.
 2. The City may dedicate additional unassigned General Fund balance or other General Fund revenue to the Capital Reserve Fund, provided the unassigned General Fund Balance does not fall below its 15% target and provided the ~~Budget Stabilization Fund~~BSF is fully funded at 3% of the sum of budgeted revenues in the General Fund, Parking Fund, and Transportation Fund.
 3. Monies in the Capital Reserve Fund may only be appropriated as pay-as-you-go funding for capital improvements.
4. Quarterly Budget Monitoring and Reporting

Quarterly the City Finance Director shall prepare a report that compares actual revenues and expenditures for the fiscal year to the budget and to similar points in time for the prior fiscal year. 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 provided to the full City Council at the next scheduled meeting.

4. Multi-year Comprehensive Financial Plan

Annually the City shall prepare a multi-year comprehensive financial plan that is provided to the City Council for its review during the annual budget process. The plan shall integrate the operating and capital budgets such that the incremental operating costs associated with new capital projects are incorporated into the operating budget. 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. The multi-year plan is not intended to and shall not supersede the annual budget adopted by the City Council.

The City shall review these debt and financial administration policies no less frequently than once every four fiscal years at the seating of a new City Council and reaffirm or adjust the policies to reflect evolving City priorities, developments in industry best practices, or changes to rating agency criteria

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 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 that 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 that the City of Annapolis has designated as enterprise funds include Water, Sewer, Parking, Transportation, Watershed Restoration, and Refuse funds. A description of the individual activities of each enterprise fund is given later in this section.

The following tables offer summaries of the proposed budget for all Funds.

All Funds Summary

SUMMARY OF REVENUES AND EXPENDITURES BY FUND

FY 2020 Proposed Totals by Fund	FY 2020 Proposed Revenues	FY 2020 Proposed Expenditures	Revenues in Excess of/(Less Than) Expenditures
General Fund	\$ 80,621,800	\$ 82,507,800	\$ (1,886,000)
<i>Other Funds:</i>	-		
PEG	60,000	137,000	(77,000)
Reforestation	-	77,800	(77,800)
Sprinkler Assistance Revolving	-	370,600	(370,600)
Homeownership Assistance Trust	-	849,388	(849,388)
Forfeiture Asset and Seizure	-	216,000	(216,000)
Community Legacy	-	200,000	(200,000)
Arts in Public Places	40,000	40,000	-
Grants	4,569,024	4,614,283	(45,259)
Community Development Block Grant	670,651	670,651	-
<i>Internal Service Funds:</i>	-		
Self Insurance	2,485,000	4,084,380	(1,599,380)
Health Insurance	11,960,000	11,960,000	-
Fleet Operations	2,599,320	2,599,320	-
Fleet Replacement	1,077,000	1,077,000	-
<i>Enterprise Funds:</i>	-	-	
Water Fund	8,371,000	7,819,420	551,580
Sewer Fund	8,376,000	8,062,650	313,350
Parking Fund	9,110,000	8,370,900	739,100
Transportation Fund	5,633,025	5,633,025	-
Watershed Restoration Fund	1,660,000	2,109,690	(449,690)
Refuse Fund	2,716,000	3,885,860	(1,169,860)
Total All Funds	\$ 139,948,820	\$ 145,285,766	\$ (5,336,947)

All Funds Summary

TOTAL REVENUES BY FUND

Total Revenues by Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
General Fund	\$ 81,266,653	\$ 79,265,296	\$ 79,532,563	\$ 80,621,800
<i>Other Funds</i>				
PEG	-	533,431	533,431	60,000
Reforestation	-	98,556	105,156	-
Sprinkler Assistance Revolving	-	-	-	-
Homeownership Assistance Trust	-	808,877	808,877	-
Forfeiture Asset and Seizure	149,112	579,537	579,537	-
Community Legacy	-	-	223,806	-
Arts in Public Places	17,300	17,300	17,300	40,000
Grants	3,614,458	2,825,288	5,584,987	4,569,024
Community Development Block Grant	274,602	260,857	493,543	670,651
<i>Internal Service Funds</i>				
Self Insurance	2,581,575	2,747,500	2,747,500	2,485,000
Health Insurance	10,599,679	12,049,517	12,049,517	11,960,000
Fleet Operations	-	1,801,294	1,801,294	2,599,320
Fleet Replacement	-	1,173,195	1,173,195	1,077,000
<i>Enterprise Funds</i>				
Water Fund	8,128,571	8,751,500	8,751,500	8,371,000
Sewer Fund	8,023,485	8,556,500	8,556,500	8,376,000
Parking Fund	8,410,453	8,616,000	8,616,000	9,110,000
Transportation Fund	6,009,158	5,832,025	5,593,669	5,633,025
Watershed Restoration Fund	1,420,715	1,500,000	1,500,000	1,660,000
Refuse Fund	1,978,589	2,166,500	2,166,500	2,716,000
Total All Funds	\$ 132,474,350	\$ 137,583,173	\$ 140,834,875	\$ 139,948,820

All Funds Summary

TOTAL EXPENDITURES BY FUND

Expenditure Total by Fund	FY 2018 Actual Expenditures	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
General Fund	\$ 75,646,023	\$ 86,245,589	\$ 86,540,913	\$ 82,507,800
<i>Other Funds</i>				
PEG	\$ -	\$ 533,431	\$ 533,431	137,000
Reforestation	-	98,556	105,156	77,800
Sprinkler Assistance Revolving	-	259,219	259,219	370,600
Homeownership Assistance Trust	-	808,877	808,877	849,388
Forfeiture Asset and Seizure	151,070	175,000	175,000	216,000
Community Legacy	-	-	223,806	200,000
Arts in Public Places	12,068	27,853	27,853	40,000
Grants	3,681,316	5,326,281	3,481,243	4,614,283
Community Development Block Grant	267,459	444,585	493,543	670,651
<i>Internal Service Funds</i>				
Self Insurance	3,350,017	4,690,207	4,690,207	4,084,380
Health Insurance	9,049,592	12,294,333	12,294,333	11,960,000
Fleet Operating	1,132,943	1,801,294	1,801,294	2,599,320
Fleet Replacement	-	1,173,195	1,280,375	1,077,000
<i>Enterprise Funds</i>				
Water	5,381,033	6,920,698	6,920,698	7,819,420
Sewer	7,984,936	8,346,785	8,346,786	8,062,650
Parking	7,323,355	7,470,789	7,470,789	8,370,900
Transportation	6,310,812	3,706,741	5,629,646	5,633,025
Watershed Restoration	1,340,444	1,532,635	1,532,635	2,109,690
Refuse	2,457,813	2,775,938	2,775,938	3,885,860
Grand Total	\$ 124,088,880	\$ 144,632,006	\$ 145,391,741	\$ 145,285,766

All Funds Summary

FUND BALANCES SUMMARY

Fund	Fund Description	Beginning Balance	Additions	Deductions	Ending Balance
100	General Fund	1,200,000	500,000	(200,000)	1,500,000
200	Capital Projects	500,000	100,000	(50,000)	550,000
300	Special Assessments	300,000	150,000	(100,000)	350,000
400	Enterprise Funds	800,000	200,000	(150,000)	850,000
500	Trust Funds	100,000	50,000	(20,000)	130,000
600	Reserve Funds	200,000	100,000	(50,000)	250,000
700	Debt Service	150,000	75,000	(30,000)	195,000
800	Other Funds	50,000	25,000	(10,000)	65,000
Total		3,700,000	1,100,000	(550,000)	4,250,000

General Fund Summary

GENERAL FUND REVENUE DETAIL

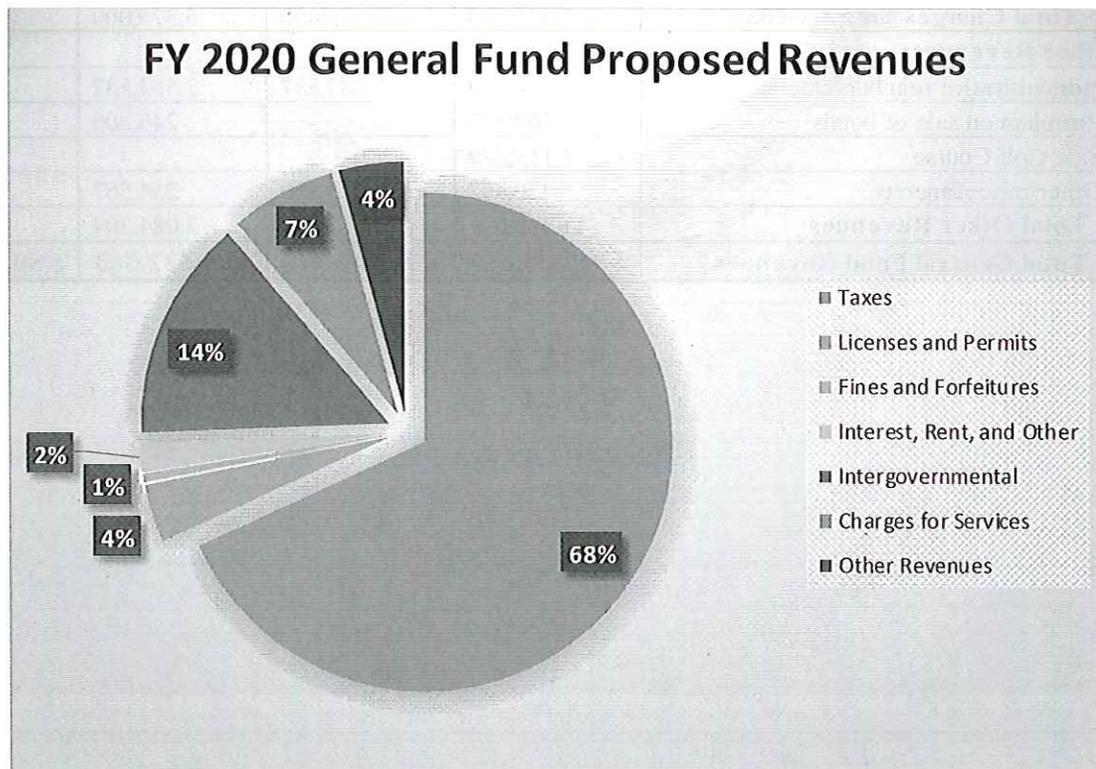
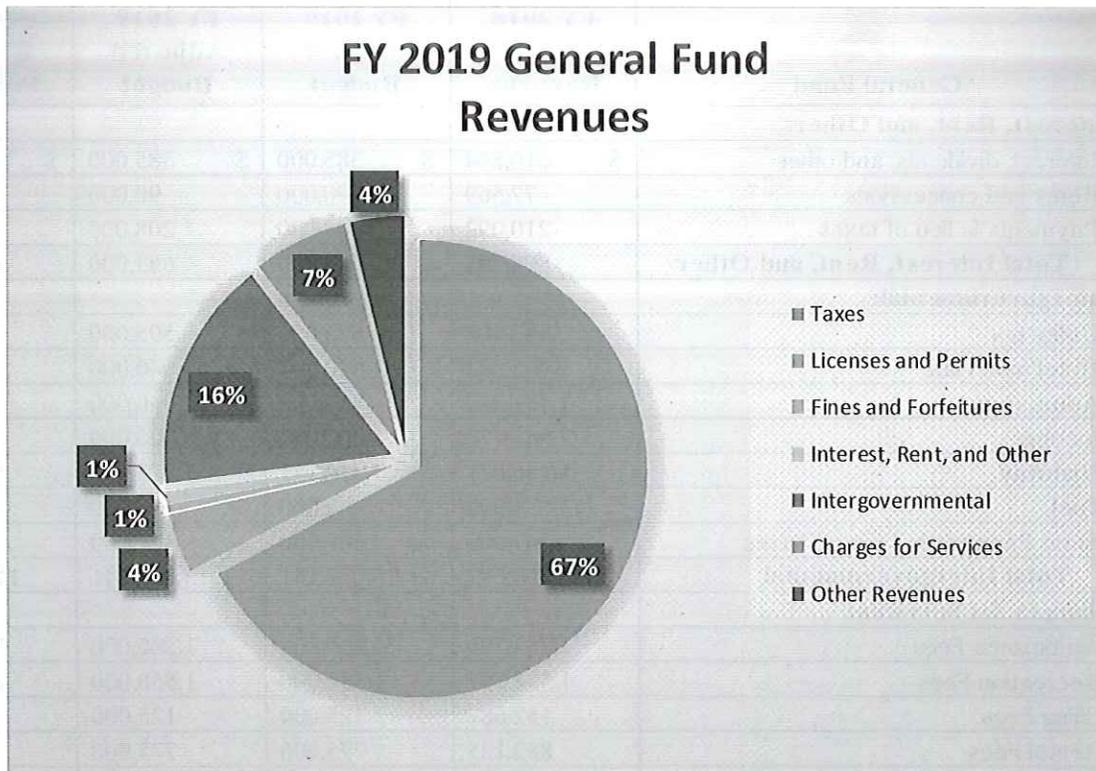
General Fund	FY 2018 Actual Revenue	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Taxes:				
<i>Real and personal property</i>				
Real property	\$ 43,168,896	\$ 50,001,298	\$ 50,001,298	\$ 51,884,000
Personal	3,319,706	3,483,000	3,483,000	2,950,000
<i>Total Real and personal property</i>	46,488,602	53,484,298	53,484,298	54,834,000
Penalties and interest	125,464	136,500	136,500	149,800
Total Taxes	46,614,066	53,620,798	53,620,798	54,983,800
Licenses and Permits:				
<i>Street use</i>				
Street privileges	214,876	200,000	200,000	220,000
Sidewalk	14,280	14,000	14,000	14,000
<i>Total Street use</i>	229,156	214,000	214,000	234,000
<i>Business</i>				
Alcoholic beverages	450,975	475,000	475,000	450,000
Amusements	-	-	-	-
Traders	66,520	71,000	71,000	79,000
Vendors	107,715	82,000	82,000	85,000
Towing	1,070	20,000	20,000	5,000
<i>Total Business</i>	626,280	648,000	648,000	619,000
<i>Other</i>				
Building	1,003,797	1,200,000	1,200,000	1,050,000
Certificate of occupancy	25,300	17,000	17,000	25,000
Real Property Transfer Fee	84,350	85,000	85,000	85,000
Use permits	58,595	50,000	50,000	65,000
Cable television franchise fees	889,394	945,000	945,000	825,000
Other	156,595	152,000	152,000	127,000
<i>Total Other</i>	2,218,031	2,449,000	2,449,000	2,177,000
Total Licenses and Permits	3,073,467	3,311,000	3,311,000	3,030,000
Fines and Forfeitures:				
Municipal Infractions	48,490	32,000	32,000	50,000
Speed enforcement program	291,470	210,120	210,120	200,000
Auto Traffic Signal	94,821	187,400	187,400	175,000
Other	1,975	1,800	1,800	10,000
Total Fines and Forfeitures	\$ 436,756	\$ 431,320	\$ 431,320	\$ 435,000

Continued

General Fund Summary

General Fund	FY 2018 Actual Revenue	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Interest, Rent, and Other:				
Interest, dividends, and other	\$ 610,844	\$ 385,000	\$ 385,000	\$ 1,000,000
Rents and concessions	77,569	90,000	90,000	192,000
Payments in lieu of taxes	210,092	208,000	208,000	357,000
Total Interest, Rent, and Other	898,505	683,000	683,000	1,549,000
Intergovernmental:				
Utility tax	382,408	505,000	505,000	560,000
Hotel/motel tax	1,962,282	1,940,000	1,940,000	2,100,000
Admissions	1,431,349	940,000	940,000	1,000,000
Income	7,964,179	8,000,000	8,000,000	6,343,000
Highway	1,155,071	1,273,141	1,273,141	1,562,000
Fuel	1,990	2,000	2,000	-
State Payment in Lieu of Taxes	367,000	367,000	367,000	-
Total Intergovernmental	13,264,279	13,027,141	13,027,141	11,565,000
Charges for Services:				
Ambulance Fees	1,764,899	1,800,000	1,800,000	1,700,000
Recreation Fees	1,594,197	1,550,000	1,550,000	1,583,000
Filing Fees	152,687	125,000	125,000	155,000
Rental Fees	882,125	775,000	775,000	950,000
Dock Charges & Boat Show Fees	1,151,185	1,100,000	1,100,000	1,155,000
Other	85,857	25,000	25,000	83,500
Total Charges for Services	5,630,950	5,375,000	5,375,000	5,626,500
Other Revenues:				
Administrative reimbursements	7,546,059	2,583,537	2,583,537	2,999,000
Premium on sale of bonds	262,726	-	246,200	-
Sale Golf Course	3,119,479	-	-	-
Other miscellaneous	420,367	233,500	254,567	433,500
Total Other Revenues	11,348,631	2,817,037	3,084,304	3,432,500
Total General Fund Revenues	\$ 81,266,653	\$ 79,265,296	\$ 79,532,563	\$ 80,621,800

General Fund Summary



General Fund Summary

GENERAL FUND EXPENDITURE DETAIL

Expenditure Detail by Department	FY 2018 Actual Expenditures	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
General Fund:				
<i>City Council and Office of the Mayor</i>				
City Council	\$ 137,223	\$ 143,764	\$ 143,764	\$ 143,764
Office of the Mayor	1,282,445	1,315,605	1,308,106	1,770,936
Office of Law	1,223,376	1,295,674	1,295,674	1,286,500
City Manager	4,367	6,500	6,500	347,500
<i>Human Resources</i>	717,752	890,610	906,110	971,700
<i>Management Information Technology</i>	1,831,981	1,838,743	1,838,743	2,013,000
<i>Finance</i>				
Operation	2,144,297	2,230,560	2,206,060	2,529,200
Purchasing	399,981	421,695	421,695	439,300
Unallocated	15,909,605	23,985,608	23,946,030	16,838,780
<i>Planning & Zoning</i>	3,465,592	4,005,293	4,037,766	4,104,550
<i>Office of Environmental Policy</i>	329,772	366,628	371,628	-
<i>Police Department</i>	18,337,072	20,231,534	20,502,234	19,620,830
<i>Fire Department</i>	16,618,203	17,085,578	17,072,728	19,286,270
<i>Office of Emergency Management</i>	202,953	278,342	278,342	417,520
<i>Public Works</i>				
Administration	720,221	737,593	737,593	718,350
Engineering & Construction	982,606	1,008,206	1,008,206	1,007,800
Streets	3,441,998	3,682,973	3,682,973	3,570,600
Traffic Control & Maintenance	306,949	304,060	304,060	321,000
Snow	106,041	167,290	167,290	161,700
Facilities	1,761,886	1,772,247	1,786,247	1,781,800
Fleet Maintenance	1,132,942	-	-	-
<i>Recreation</i>				
Pip Moyer Facility	524,627	379,694	379,694	474,100
Front Desk	226,689	204,847	204,847	227,400
Parks	1,385,857	1,351,169	1,393,247	1,266,740
Administration	44,365	572,685	572,685	601,700
Latchkey	252,429	297,785	297,785	314,250
Stanton Recreation	417,769	269,290	269,290	448,100
Sports	287,760	289,877	289,877	320,000
Camps & Classes	516,442	338,568	338,568	602,900
Health & Fitness	324,456	217,520	192,520	245,500
Pool	101,811	115,845	115,845	139,800
Harbormaster	506,556	439,806	464,806	536,210
Total General Fund	\$ 75,646,023	\$ 86,245,589	\$ 86,540,913	\$ 82,507,800

Continued

General Fund Summary

Expenditure Detail by Department	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Other Funds:				
PEG	\$ -	\$ 533,431	\$ 533,431	\$ 137,000
Reforestation	-	98,556	105,156	77,800
Sprinkler Assistance Revolving	-	259,219	259,219	370,600
Homeownership Assistance Trust	-	808,877	808,877	849,388
Forfeiture Asset and Seizure	151,070	175,000	175,000	216,000
Community Legacy	-	-	223,806	200,000
Arts In Public Places	12,068	27,853	27,853	40,000
Grant Funds:				
Community Development Block Grant	267,459	444,585	493,543	670,651
<i>Grants Fund</i>				
Federal	1,709,755	3,060,520	1,511,365	2,346,883
State	1,961,279	2,183,429	1,907,546	2,177,400
County	10,282	62,332	62,332	70,000
Other	-	20,000	-	20,000
Internal Service Funds:				
Self Insurance	3,350,017	4,690,207	4,690,207	4,084,380
Health Insurance	9,049,592	12,294,333	12,294,333	11,960,000
Fleet Operations	1,132,943	1,801,294	1,801,294	2,599,320
Fleet Replacement	-	1,173,195	1,280,375	1,077,000
Water Fund:				
Water Supply & Treatment Facility	2,165,322	1,912,138	1,912,138	1,795,000
Water Distribution	3,215,711	5,008,560	5,008,560	6,024,420
Sewer Fund:				
Sewer	7,984,936	8,346,785	8,346,786	8,062,650
Watershed Restoration Fund:				
Watershed Restoration	1,340,444	1,532,635	1,532,635	2,109,690
Refuse Fund:				
Refuse	2,457,813	2,775,938	2,775,938	3,885,860
Transportation Fund:				
Transportation	6,310,812	3,706,741	5,629,646	5,633,025
Parking Fund:				
Parking	7,323,355	7,470,789	7,470,789	8,370,900
Grand Total	\$ 124,088,880	\$ 144,632,006	\$ 145,391,741	\$ 145,285,766

Grant Funds Summary

GRANT FUND REVENUE DETAIL

Federal Grants - Revenues	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Police Department						
SHSP-SHSP Law Enforcement	20,524	145,930	65,900	80,030	50,000	130,030
UASI LETPA	61,875	193,652	99,828	93,824	-	93,824
BYRNE JUSTICE - BJAG	15,533	33,078	33,078	-	15,000	15,000
<i>Total Police Department</i>	97,932	372,660	198,806	173,854	65,000	238,854
Fire Department						
Staffing for Adequate Fire and EMG (SAFER)	802,897	818,019	818,019	-	-	-
Fire Prevention and Safety		19,491	19,491	-	-	-
FY18 SHSG MEMA-MIEMSS	5,000	-		-	-	-
<i>Total Fire Department</i>	807,897	837,510	837,510	-	-	-
Office of Emergency Management						
Hazard Mitigation Plan	100,969	5,644	2,000	3,644	-	3,644
Hazardous Materials Emergency Preparedness	9,472	17,700	5,950	11,750	20,000	31,750
UASI - Urban Area Security Initiative	232,352	1,636,652	866,437	770,215	860,000	1,630,215
EMPG Program	73,074	72,997	72,997	-	80,000	80,000
SHSP-SHSG State Homeland Security	147,511	260,073	125,825	134,247	100,000	234,247
<i>Total OEM Department</i>	563,378	1,993,066	1,073,210	919,856	1,060,000	1,979,856
Recreation and Parks						
Pumpout Boat	4,623	100,378	41,725	58,653	33,750	92,403
<i>Total Recreation and Parks</i>	4,623	100,378	41,725	58,653	33,750	92,403
Total Federal Grant Revenues	\$ 1,473,830	\$ 3,303,614	\$ 2,151,251	\$ 1,152,363	\$ 1,158,750	\$ 2,311,113

Grant Funds Summary

State Grants - Revenues	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Planning & Zoning						
Emergency Shelter	\$ 95,984	\$ 58,166	\$ 46,216	\$ -	\$ -	\$ -
Ambridge Community - OEP	155,372	19,628	17,263	-	-	-
Green Program - OEP	-	15,000	15,000	-	-	-
CLG Training & Education	-	2,400	2,400	-	-	-
Critical Area Plan	6,000	6,000	6,000	-	3,000	3,000
Community Resiliency - MDNR	-	40,100	13,300	26,800	-	26,800
Maryland Smart Energy - MEA	-	55,000	43,500	11,500	-	11,500
Green Streets, Green Jobs, Green Town - Chesapeake BT	-	15,000	15,000	-	-	-
<i>Total Planning & Zoning Department</i>	257,356	211,295	158,679	52,615	3,000	41,300
Police Department						
Highway Safety Operations	21,097	42,769	8,500	34,269	22,000	56,269
State Aid for Police Protection (SAPP)	1,082,493	1,067,867	1,067,867	-	900,000	900,000
Maryland Criminal Intelligence Network (MCIN) - Safe Streets	230,000	285,000	285,000	-	285,000	285,000
911 Funds (Stipend)/AA County 911 Fu	306,410	300,000	300,000	-	300,000	300,000
Auto Larceny Education (ALERT) Reduced Theft/Veh Theft Protection	17,540	21,000	21,000	-	21,000	21,000
School Bus Safety	11,304	-	-	-	-	-
LETS - Law Enforcement Training/GOCCP LETS PROGRAM	1,997	-	-	-	3,000	3,000
NET	23,606	-	-	-	-	-
Community Outreach Program/GOCCP Community Outreach Program	-	18,931	18,931	-	15,000	15,000
Internal Affairs Conference	-	1,756	1,756	-	-	-
<i>Total Police Department</i>	1,694,447	1,737,323	1,703,054	34,269	1,546,000	1,580,269
Fire Department						
Senator Amos 508 Funds (through AA County)	89,254	89,498	15,000	74,498	89,500	163,998
Body Armor	3,938	-	-	-	-	-
Emergency Medical Services - MIEMSS	5,928	-	-	-	-	-
AED Units - MIEMS	10,400	-	-	-	-	-
EMS Naloxone	612	-	-	-	-	-
Stop the Bleed	-	2,500	2,500	-	-	-
MIEMSS - ALS Training	-	6,494	6,494	-	-	-
<i>Total Fire Department</i>	110,132	98,492	23,994	74,498	89,500	163,998
Recreation and Parks						
Pump-Out Boat (25% - State)	45,105	27,931	15,000	12,931	11,250	24,181
Debris & Derelict Boat Removal	12,531	25,000	25,000	-	25,000	25,000
Waterway Improvement - CITYWIDE	-	99,000	6,918	92,082	241,082	333,163
<i>Total Recreation and Parks</i>	57,636	151,931	46,918	105,013	277,332	382,345
Total State Grant Revenues	\$ 2,119,571	\$ 2,199,041	\$ 1,932,646	\$ 266,395	\$ 1,915,832	\$ 2,167,911

Grant Funds Summary

County Grants - Revenues	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Police Department						
Tobacco Sales Compliance Check - Tobacco Enforcement	\$ 13,211	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
Alcohol Sales Compliance Check - Alcohol Enforcement	7,846	10,000	10,000	-	10,000	10,000
<i>Total Police Department</i>	21,057	20,000	20,000	-	20,000	20,000
Office of Emergency Management						
OIT - Your Life Matters	-	24,940	24,940	-	50,000	50,000
OIT - Overdose Free Annapolis	-	10,442	10,442	-	-	-
OIT - Naptown Anti-dope Movement	-	6,950	6,950	-	-	-
<i>Total OEM Department</i>	-	42,332	42,332	-	50,000	50,000
Total County Grant Revenues	\$ 21,057	\$ 62,332	\$ 62,332	\$ -	\$ 70,000	\$ 70,000

Other Grants - Revenues	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Public Works Department						
Downtown Annapolis Bike Lane Sharov	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
<i>Total Public Works Department</i>	-	20,000	-	20,000	-	20,000
Total Other Grant Revenues	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000

Grant Funds Summary

GRANT FUND EXPENDITURE DETAIL

Federal Grants - Expenditures	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Police Department						
SHSP-SHSP Law Enforcement	54,955	111,499	61,498	50,001	50,000	100,001
UASI LETPA	64,664	172,484	78,660	93,824	-	93,824
BYRNE JUSTICE - BJAG	15,533	33,078	33,078	-	15,000	15,000
<i>Total Police Department</i>	135,152	317,061	173,236	143,825	65,000	208,825
Fire Department						
Staffing for Adequate Fire and EMG (SAFER)	799,563	821,322	460,300	-	-	-
Fire Prevention and Safety		19,491	19,491	-	-	-
FY18 SHSG MEMA-MIEMSS	5,000	-	-	-	-	-
<i>Total Fire Department</i>	804,563	840,813	479,791	361,022	-	-
Office of Emergency Management						
Hazard Mitigation Plan	40,795	6,735	2,000	4,735	-	4,735
Hazardous Materials Emergency Preparedness	6,600	17,700	5,950	11,750	20,000	31,750
UASI - Urban Area Security Initiative	483,820	1,424,911	617,268	807,642	860,000	1,667,642
EMPG Program	60,555	139,106	85,516	53,590	80,000	133,590
SHSP-SHSG State Homeland Security	163,858	213,817	105,879	107,939	100,000	207,939
<i>Total OEM Department</i>	755,628	1,802,269	816,613	985,656	1,060,000	2,045,656
Recreation and Parks						
Pumpout Boat	14,412	100,377	41,725	58,652	33,750	92,402
<i>Total Recreation and Parks</i>	14,412	100,377	41,725	58,652	33,750	92,402
Total Federal Grant Expenditures	\$ 1,709,755	\$ 3,060,520	\$ 1,511,365	\$ 1,549,155	\$ 1,158,750	\$ 2,346,883

Grant Funds Summary

State Grants - Expenditures	FY2018 Actual	FY2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Planning & Zoning						
Emergency Shelter	\$ 95,984	\$ 58,166	\$ 46,216	\$ -	\$ -	\$ -
MHT CLG KHA W	15,000	-	-	-	-	-
Md Environmental Trust	1,722	-	-	-	-	-
Ambridge Retrofit	-	19,628	17,263	-	-	-
Green Program - OEP	-	15,000	15,000	-	-	-
CLG Training & Education	-	2,400	2,400	-	-	-
Critical Area Plan	6,000	6,000	6,000	-	3,000	3,000
Community Resiliency - MDNR	-	40,100	13,300	26,800	-	26,800
Maryland Smart Energy - MEA	-	55,000	35,000	20,000	-	20,000
<i>Total Planning & Zoning Department</i>	118,706	196,295	135,179	61,115	3,000	49,800
Police Department						
Highway Safety Operations	14,338	42,157	6,900	35,257	22,000	57,257
State Aid for Police Protection (SAPP)	1,083,587	1,067,867	1,067,867	-	900,000	900,000
Maryland Criminal Intelligence Network (MCIN) - Safe Streets	230,000	285,000	285,000	-	285,000	285,000
911 Funds (Stipend)/AA County 911 Funds	306,410	300,000	300,000	-	300,000	300,000
Auto Larceny Education (ALERT) Reduced Theft/Veh Theft Protection	17,540	21,000	21,000	-	21,000	21,000
School Bus Safety	11,304	-	-	-	-	-
LETS - Law Enforcement Training	1,872	-	-	-	3,000	3,000
NET	12,668	-	-	-	-	-
Community Outreach Program	-	18,931	18,931	-	15,000	15,000
Internal Affairs Conference	-	1,756	1,756	-	-	-
<i>Total Police Department</i>	1,677,719	1,736,711	1,701,454	35,257	1,546,000	1,581,257
Fire Department						
Senator Amos 508 Funds (through AA County)	89,254	89,498	15,000	74,498	89,500	163,998
Body Armor	3,938	-	-	-	-	-
Emergency Medical Services - MIEMSS	5,928	-	-	-	-	-
AED Units - MIEMS	10,400	-	-	-	-	-
EMS Naloxone	612	-	-	-	-	-
Stop the Bleed	-	2,500	2,500	-	-	-
MIEMSS - ALS Training	-	6,494	6,494	-	-	-
<i>Total Fire Department</i>	110,132	98,492	23,994	74,498	89,500	163,998
Recreation and Parks						
Pump-Out Boat (25% - State)	42,041	27,931	15,000	12,931	11,250	24,181
Debris & Derelict Boat Removal	12,681	25,000	25,000	-	25,000	25,000
Watervay Improvement - CITIWIDE	-	99,000	6,918	92,082	241,082	333,163
<i>Total Recreation and Parks</i>	54,722	151,931	46,918	105,013	277,332	382,345
Total State Grant Expenditures	\$ 1,961,279	\$ 2,183,429	\$ 1,907,546	\$ 275,883	\$ 1,915,832	\$ 2,177,400

Grant Funds Summary

County Grants - Expenditures	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Police Department						
Tobacco Sales Compliance Check - Tobacco Enforcement	\$ 7,122	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
Alcohol Sales Compliance Check - Alcohol Enforcement	3,160	10,000	10,000	-	10,000	10,000
<i>Total Police Department</i>	10,282	20,000	20,000	-	20,000	20,000
Office of Emergency Management						
OIT - Your Life Matters	-	24,940	24,940	-	50,000	50,000
OIT - Overdose Free Annapolis	-	10,442	10,442	-	-	-
OIT - Naptown Anti-dope Movement	-	6,950	6,950	-	-	-
<i>Total OEM Department</i>	-	42,332	42,332	-	50,000	50,000
Total County Grant Expenditures	\$ 10,282	\$ 62,332	\$ 62,332	\$ -	\$ 70,000	\$ 70,000

Other Grants - Expenditures	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projected	FY 2019 Carry Forward	FY 2020 Additional Grant	FY 2020 Total Budget
Public Works Department						
Downtown Annapolis Bike Lane Sharow	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
<i>Total Public Works Department</i>	-	20,000	-	20,000	-	20,000
Total Other Grant Expenditures	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000

Staffing Summary – Position Count

Fund	Elected	Exempt	Civil Service	Contract	Total
General Fund					
Mayor and City Council	9	10	4	2	25
City Manager		2			2
Human Resources		2	5		7
Management Information Technology		1	9		10
Finance (including Purchasing)		1	21		22
Fire		2	140		142
Office of Emergency Management		1	3	2	6
Planning and Zoning		1	27	2	30
Police		5	157	17	179
Public Works		1	54		55
Recreation and Parks		1	21	12	34
Fleet Maintenance			7	2	9
Water Fund			28		28
Sewer Fund			6		6
Watershed Restoration			8		8
Refuse			4		4
Transportation		1	41	3	45
Total All Funds	9	28	535	40	612

Note: This is the count of full-time and part-time positions included in the Fiscal Year 2020 budget. It does not include the pool of temporary employees, and it does not represent the number of full-time equivalent (FTE) employees.

Staffing Summary – Position Count

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Revenue Detail by Fund

General Fund	FY 2018 Actual Revenue	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Taxes:				
<i>Real and personal property</i>				
Real property	\$ 43,168,896	\$ 50,001,298	\$ 50,001,298	\$ 51,884,000
Personal	3,319,706	3,483,000	3,483,000	2,950,000
<i>Total Real and personal property</i>	46,488,602	53,484,298	53,484,298	54,834,000
Penalties and interest	125,464	136,500	136,500	149,800
Total Taxes	46,614,066	53,620,798	53,620,798	54,983,800
Licenses and Permits:				
<i>Street use</i>				
Street privileges	214,876	200,000	200,000	220,000
Sidewalk	14,280	14,000	14,000	14,000
<i>Total Street use</i>	229,156	214,000	214,000	234,000
<i>Business</i>				
Alcoholic beverages	450,975	475,000	475,000	450,000
Amusements	-	-	-	-
Traders	66,520	71,000	71,000	79,000
Vendors	107,715	82,000	82,000	85,000
Towing	1,070	20,000	20,000	5,000
<i>Total Business</i>	626,280	648,000	648,000	619,000
<i>Other</i>				
Building	1,003,797	1,200,000	1,200,000	1,050,000
Certificate of occupancy	25,300	17,000	17,000	25,000
Real Property Transfer Fee	84,350	85,000	85,000	85,000
Use permits	58,595	50,000	50,000	65,000
Cable television franchise fees	889,394	945,000	945,000	825,000
Other	156,595	152,000	152,000	127,000
<i>Total Other</i>	2,218,031	2,449,000	2,449,000	2,177,000
Total Licenses and Permits	3,073,467	3,311,000	3,311,000	3,030,000
Fines and Forfeitures:				
Municipal Infractions	48,490	32,000	32,000	50,000
Speed enforcement program	291,470	210,120	210,120	200,000
Auto Traffic Signal	94,821	187,400	187,400	175,000
Other	1,975	1,800	1,800	10,000
Total Fines and Forfeitures	\$ 436,756	\$ 431,320	\$ 431,320	\$ 435,000

Continued

Revenue Detail by Fund

General Fund	FY 2018 Actual Revenue	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Interest, Rent, and Other:				
Interest, dividends, and other	\$ 610,844	\$ 385,000	\$ 385,000	\$ 1,000,000
Rents and concessions	77,569	90,000	90,000	192,000
Payments in lieu of taxes	210,092	208,000	208,000	357,000
Total Interest, Rent, and Other	898,505	683,000	683,000	1,549,000
Intergovernmental:				
Utility tax	382,408	505,000	505,000	560,000
Hotel/motel tax	1,962,282	1,940,000	1,940,000	2,100,000
Admissions	1,431,349	940,000	940,000	1,000,000
Income	7,964,179	8,000,000	8,000,000	6,343,000
Highway	1,155,071	1,273,141	1,273,141	1,562,000
Fuel	1,990	2,000	2,000	-
State Payment in Lieu of Taxes	367,000	367,000	367,000	-
Total Intergovernmental	13,264,279	13,027,141	13,027,141	11,565,000
Charges for Services:				
Ambulance Fees	1,764,899	1,800,000	1,800,000	1,700,000
Recreation Fees	1,594,197	1,550,000	1,550,000	1,583,000
Filing Fees	152,687	125,000	125,000	155,000
Rental Fees	882,125	775,000	775,000	950,000
Dock Charges & Boat Show Fees	1,151,185	1,100,000	1,100,000	1,155,000
Other	85,857	25,000	25,000	83,500
Total Charges for Services	5,630,950	5,375,000	5,375,000	5,626,500
Other Revenues:				
Administrative reimbursements	7,546,059	2,583,537	2,583,537	2,999,000
Premium on sale of bonds	262,726	-	246,200	-
Sale Golf Course	3,119,479	-	-	-
Other miscellaneous	420,367	233,500	254,567	433,500
Total Other Revenues	11,348,631	2,817,037	3,084,304	3,432,500
Total General Fund Revenues	\$ 81,266,653	\$ 79,265,296	\$ 79,532,563	\$ 80,621,800

Revenue Detail by Fund

Internal Service Funds

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Self Insurance				
Contribution for Workers Compensation	\$ 1,400,000	\$ 1,450,000	\$ 1,450,000	\$ 1,324,000
Contribution for General Liability	997,500	997,500	997,500	1,061,000
Unemployment	150,000	150,000	150,000	50,000
Other	34,075	150,000	150,000	50,000
Total Revenues	\$ 2,581,575	\$ 2,747,500	\$ 2,747,500	\$ 2,485,000

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Health Insurance				
Employer Contributions	\$ 7,873,103	\$ 8,000,000	\$ 8,000,000	\$ 8,100,000
Employee Premiums	1,970,627	2,000,000	2,000,000	2,040,000
Other	755,949	2,049,517	2,049,517	1,820,000
Total Revenues	\$ 10,599,679	\$ 12,049,517	\$ 12,049,517	\$ 11,960,000

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Fleet Operations				
Transfer from General Fund	\$ -	\$ 1,712,494	\$ 1,712,494	\$ 2,165,620
Transfer from Other Funds	-	88,800	88,800	433,700
Total Revenues	\$ -	\$ 1,801,294	\$ 1,801,294	\$ 2,599,320

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Fleet Replacement				
Transfer from General Fund	\$ -	\$ 1,061,195	\$ 1,061,195	\$ 1,000,000
Transfer from Other Funds	-	27,000	27,000	27,000
Other	-	85,000	85,000	50,000
Total Revenues	\$ -	\$ 1,173,195	\$ 1,173,195	\$ 1,077,000

Revenue Detail by Fund

Other Funds

PEG Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ 61,269	\$ 61,269	\$ 60,000
Other	-	472,162	472,162	-
Total Revenues	\$ -	\$ 533,431	\$ 533,431	\$ 60,000

Reforestation Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ 16,072	\$ 16,072	\$ -
Other	-	82,484	89,084	-
Total Revenues	\$ -	\$ 98,556	\$ 105,156	\$ -

Sprinkler Assistantance Revolving Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -

Homeownership Assistance Trust Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Other	-	808,877	808,877	-
Total Revenues	\$ -	\$ 808,877	\$ 808,877	\$ -

Forfeiture Asset and Seizure Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Other	149,112	579,537	579,537	-
Total Revenues	\$ 149,112	\$ 579,537	\$ 579,537	\$ -

Revenue Detail by Fund

Community Legacy Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Other	-	-	223,806	-
Total Revenues	\$ -	\$ -	\$ 223,806	\$ -

AIPPC	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	17,300	17,300	17,300	40,000
Total Revenues	\$ 17,300	\$ 17,300	\$ 17,300	\$ 40,000

Community Development Block Grant	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -
Other	274,602	260,857	493,543	670,651
Total Revenues	\$ 274,602	\$ 260,857	\$ 493,543	\$ 670,651

Enterprise Funds

Water Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for Services	\$ 7,364,834	\$ 8,187,500	\$ 8,187,500	\$ 7,810,000
Capital Facilities	678,440	554,000	554,000	551,000
Other	85,297	10,000	10,000	10,000
Total Revenues	\$ 8,128,571	\$ 8,751,500	\$ 8,751,500	\$ 8,371,000

Sewer Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Licenses and Permits	\$ 84,912	\$ 100,000	\$ 100,000	\$ 99,500
Sewer Charges	7,642,530	8,226,500	8,226,500	8,048,200
Capital Facilities	235,846	220,000	220,000	219,300
Other	60,197	10,000	10,000	9,000
Total Revenues	\$ 8,023,485	\$ 8,556,500	\$ 8,556,500	\$ 8,376,000

Revenue Detail by Fund

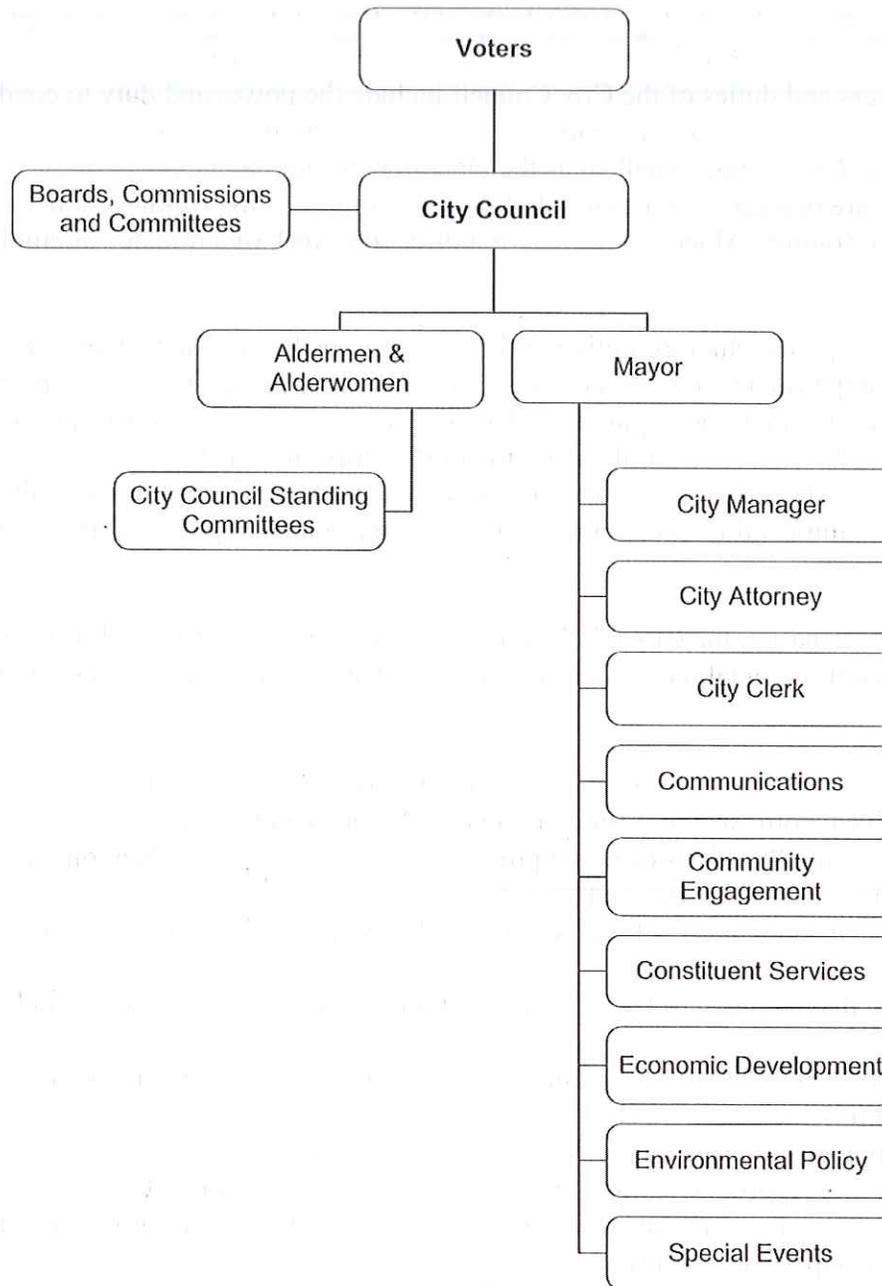
Parking Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Street Parking Charges	\$ 2,647,118	\$ 2,651,000	\$ 2,651,000	\$ 3,160,000
Off Street Parking Charges	5,763,088	5,965,000	5,965,000	5,950,000
Other	247	-	-	-
Total Revenues	\$ 8,410,453	\$ 8,616,000	\$ 8,616,000	\$ 9,110,000

Transportation Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Transportation Charges	\$ 828,168	\$ 854,000	\$ 854,000	\$ 837,000
Other Financing Sources	2,400,000	2,500,000	2,100,000	2,747,400
Intergovernmental	881,808	867,000	867,000	450,000
Grants	1,795,401	1,611,025	1,772,669	1,598,625
Other	103,781	-	-	-
Total Revenues	\$ 6,009,158	\$ 5,832,025	\$ 5,593,669	\$ 5,633,025

Watershed Restoration Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Charges for services	\$ 1,420,715	\$ 1,500,000	\$ 1,500,000	\$ 1,660,000
Total Revenues	\$ 1,420,715	\$ 1,500,000	\$ 1,500,000	\$ 1,660,000

Refuse Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Refuse Collection Charges	\$ 1,961,312	\$ 2,150,500	\$ 2,150,500	\$ 2,700,000
Commercial Refuse Recycling	17,277	16,000	16,000	16,000
Total Revenues	\$ 1,978,589	\$ 2,166,500	\$ 2,166,500	\$ 2,716,000

City Council and Mayor



DESCRIPTION

All municipal legislative powers under the Constitution and Laws of Maryland vest with the City Council. The City Council comprises the Mayor and eight Alderpersons elected by the voters for four-year terms. The Mayor may serve only two consecutive terms; there are no term limits on the Alderpersons. Each Alderperson represents a specific geographic ward whose boundaries are specified in the City Code.

City Council and Mayor

The City Council is the legislative body of the City of Annapolis vested with the power to enact laws for the proper functioning of the government of the city and for enforcement of these laws. The powers and duties of the City Council include the power and duty to conduct oversight of the expenditure of public money and the delivery of municipal services. Additionally, the City Council shall sit as the planning and zoning authority of the city, unless those functions are delegated to the Board of Appeals, the Planning Commission, or the Director of Planning and Zoning. Alderpersons may not direct the work of a director or employee of a department.

The Mayor is the chief executive of the City responsible for the delivery of municipal services by the departments, boards, commissions, and committees. The Mayor presides over the City Council meetings and appoints the City Clerk. The Mayor is the supervisor of the City Manager, who is the supervisor of the department directors, and the City Attorney, who oversees the Office of Law. The Mayor's staff oversees boards and commissions, community engagement, communications, constituent services, environmental policy, and economic development policy.

Under the Charter, the City Clerk is under the Mayor. The City Clerk is the custodian of the City Seal and the official records of the City. The City Clerk's duties and responsibilities include:

- Certifying and attesting to the actions of the City and maintains the City's permanent legislative records in a manner consistent with State and City regulations.
- Administering the City's electoral process and overseeing the application and issuance of 25 types of City licenses and permits.
- Preparing agenda packets for all regular and special meetings of the City Council and its standing committees.
- Affixing the City Seal to City Council charter amendments, ordinances, and resolutions.
- Taking minutes and keeping records of all City Council and standing committee proceedings.
- Certifying and attesting to the documents and actions of the City.
- Maintaining records of annexations approved by the City Council.
- Serving as the liaison to the City Alcoholic Beverage Control Board (ABCB) and the Board of Supervisors of Elections.
- Processing ABCB alcoholic beverage licenses for establishments, groups, individuals, and special events.
- Assisting the Board of Supervisors of Election, including advertising City elections in accordance with applicable law and maintaining and providing City election information upon request.

The fiscal year 2020 budget moves policy initiatives into the Mayor's Office with operations under the City Manager and the departments that report to the City Manager. This is consistent with Article VI, Section 1 of the Charter, which provides that municipal services and internal government operations shall be delivered by the departments and boards and commissions.

City Council and Mayor

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
<i>Mayor and Council</i>							
Aldermen & Alderwomen	X					8	8
Mayor	X					1	1
Chief of Staff		X			A167	1	1
Communications Officer		X			A157	1	1
Administrative Assistant		X			A087	1	1
Arts & Veterans Liaison				X		1	1
Hispanic Community Liaison				X		1	0
African American Liaison				X		1	0
Community Services Specialist		X			A107	0	2
Economic Policy Analyst				X		1	1
Constituent Services Officer		X			A147	1	1
Community Engagement Administrator		X			A147	1	1
Environmental Policy Advisor		X			A177	0	1
<i>Economic Development</i>							
Economic Development Manager		X			A177	0	1
Small and Minority Business Enterprise Liaison			X		A147	0	1
<i>Special Events</i>							
Development/Events Specialist		X			A127	1	1
<i>City Clerk</i>							
City Clerk			X		A167	0	1
Deputy City Clerk			X		A107	0	1
City Council Associate			X		A107	0	1
City Manager		X			N/A	1	0
Total						20	25

The FY2020 budget moves environmental policy and economic development policy into the Mayor's Office. The Director of the Office of Environmental Policy, grade A20, is reclassified to "Environmental Policy Advisor," grade A17. The Environmentalist (City Forester) position in the Office of Environmental Policy is transferred to the Department of Planning and Zoning, the department tasked with forest conservation, critical area forestation, and tree planting regulations in the City Code. The Environmental Program Coordinator is

City Council and Mayor

transferred to the Department of Public Works who is tasked with stormwater regulations and MS4/NPDES compliance.

The Economic Development Division, comprising the Economic Development Manager and Small and Minority Business Liaison, is transferred from the Department of Planning and Zoning to the Mayor's Office, consistent with the "Opportunities" transition team's recommendations.

The contractual Hispanic Community Liaison and African American Community Liaison are converted to exempt Constituent Services Specialists, grade A10.

The City Clerk, Deputy City Clerk, and City Council Associate who were included as part of the Office of Law in the FY2019 budget are included in the Mayor's Office in the FY2020 budget, consistent with Article V, Section 5 of the City Charter.

The City Manager is shown in its own division in the pages that follow. The position was included in the Mayor's Office in FY2019.

BUDGET SUMMARY

City Council	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 131,764	\$ 131,764	\$ 131,764	\$ 131,764
Contractual Services	-	-	-	-
Supplies and Other	5,459	12,000	12,000	12,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 137,223	\$ 143,764	\$ 143,764	\$ 143,764

Office of the Mayor	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,086,464	\$ 1,128,755	\$ 1,128,755	\$ 1,509,236
Contractual Services	110,635	87,950	87,951	112,000
Supplies and Other	85,346	98,900	91,400	149,700
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,282,445	\$ 1,315,605	\$ 1,308,106	\$ 1,770,936

City Council and Mayor

PEG Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Supplies and Other	-	-	-	-
Capital Outlay	-	533,431	533,431	137,000
Total Expenditures	\$ -	\$ 533,431	\$ 533,431	\$ 137,000

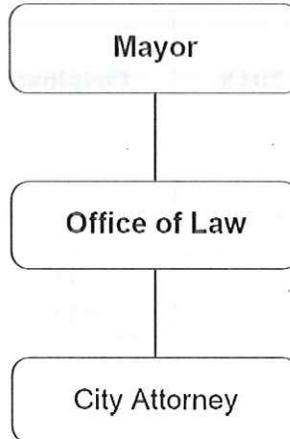
ENHANCEMENTS

The Mayor's budget includes an increase of \$20,000 for the City TV studio and video services contract.

The Mayor's budget also includes enhancements for the following One Annapolis initiatives:

- Summer music series: \$3,000
- Sports Clinics: \$1,500
- Community engagement listening sessions: \$2,000
- Section 3 Workforce Development initiative: \$1,000
- Professional development: \$1,500
- G.E.D. Course: \$1,000
- Day of the Dead: \$3,500
- Flowers Festival: \$3,000
- Hispanic Business Community Breakfasts: \$2,700
- Naptown Anti-Dope Move(meant): \$10,000
- Diaspora: \$4,000
- African American Business Luncheons: \$2,000
- StartUp Annapolis: \$4,000
- Adult Literacy program: \$1,000
- F.I.S.H. Tank: \$7,000

Office of Law



DESCRIPTION

The Office of Law is a division of the Mayor's Office and manages all legal matters of the City. The duties, powers, and responsibilities of the City Attorney include the following:

- Serving as Director of the Office of Law.
- Representing the City and all its departments, agencies, employees, boards, committees and commissions in connection with any litigation in which the City is involved.
- Providing legal opinions and legal advice to the Mayor, Aldermen and Alderwomen, officers, departments, employees, and various boards, committees and commissions.
- Representing the City in a wide range of transactions involving public and private entities
- Preparing and reviewing to which the City is a party for form and legal sufficiency
- Negotiating a wide range of transactions on behalf of the City, including various deeds, procurement contracts, easements, agreements, Memoranda of Understanding, licenses, grants, zoning matters, claims, disputes, municipal infractions, and franchise agreements.
- Drafting, revising, finalizing, and maintaining records for all charter amendments, ordinances, and resolutions adopted by the Annapolis City Council.
- Preparing all employment contracts.
- Serving as liaison and advisor to the City Ethics Commission.
- Managing contracts for specialized legal services provided by private attorneys.
- Serving as legal staff at meetings and hearings of the City boards, committees and commissions and preparing and revising the rules of the various City boards, committees and commissions.
- Assessing, managing, and mitigating risk on behalf of the City and its departments, officials, and employees, including general litigation, workers' compensation, and disability retirement matters, Equal Employment Opportunity Commission and Maryland Human Rights Commission matters, Maryland Public Information Act and Open Meetings Act matters, Historic Preservation matters, alcoholic beverages matters, and municipal infractions.

Office of Law

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
City Attorney		X			A207	1	1
Assistant City Attorney		X			A187	3	3
Legislative & Policy Analyst			X		A147	1	1
Legal Assistant			X		A107	1	1
City Clerk			X		A167	1	0
Deputy City Clerk			X		A107	1	0
City Council Associate			X		A107	1	0
Total						9	6

In FY2020, the City Clerk, Deputy City Clerk, and City Council Associate are shown in the Mayor's Office, consistent with Article V, Section 5 of the City Charter.

BUDGET SUMMARY

Office of Law	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,070,211	\$ 1,210,185	\$ 1,173,726	\$ 1,147,700
Contractual Services	125,121	44,389	80,848	87,200
Supplies and Other	28,044	41,100	41,100	51,600
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,223,376	\$ 1,295,674	\$ 1,295,674	\$ 1,286,500

ENHANCEMENTS

The Office of Law's budget includes \$35,000 to provide outside legal counsel to boards and commission, such as the Board of Appeals and the Building Board of Appeals, in those instances where the Office of Law is legal counsel for City staff.

PERFORMANCE MEASURES

1. Manage and implement Office of Law workflow, efficiency, on-going communication and collaboration between City Attorney, City Clerk, and related positions.
2. Maximize utilization of Electronic Tools
 - a. Obtain Work Management System ("WMS")

Office of Law

- b. Utilize “OneDrive,” Office 365, Google/g-mail platform, VPN, or other electronic systems
 - c. Westlaw Research Tools; Microsoft Word Suite; Granicus (Legislation); MuniCode
3. Provide user-friendly legal services efficiently and effectively
 - a. Designate specific Office of Law personnel to handle specific issues
 - b. Respond to City Council, departmental, and appropriate citizen inquiries in a timely manner
4. Implement and clarify Self-Insurance Fund (“SIF”) procedures, with Finance Director and City Manager, to identify, allocate, and pay claims and internal and external costs from reserves
5. Collaborate and communicate with, and educate, Mayor, City Manager, Aldermen/Alderwomen, and department directors on City needs, cases and legislation
6. Review procurement policies and coordinate with Department of Finance, including Central Purchasing, and the City Manager to develop, introduce and implement new City procurement law.
7. Zoning Code
 - a. Review City Zoning Code to identify and develop new or amended zoning provisions
 - b. Meet with City Council members, Department of Planning & Zoning, Planning Commission, and Board of Appeals to identify and discuss possible changes to Zoning Code
8. Enhance City Code Electronic Updates and Hard Copy Version
 - a. Confirm funding for City Code each fiscal year
 - b. Convert to loose-leaf printed version and negotiate preferential pricing to reduce expense
9. Virtual Private Network (“VPN”)
 - a. Establish and implement VPN connections to and from remote work locations
 - b. Integrate VPN and Work Management System when obtained.
10. Determine Board, Committee and Commission assignments and meeting/hearing needs
11. Resolution of City Code Violations
 - a. Review municipal infraction citations with all issuing departments and inspectors
 - b. Communicate with alleged violator and attempt to resolve before court trial date
 - c. Follow-up and collect fines for violations, and seek or enter abatement orders or agreements
12. Negotiate with Vendors Providing Legal Resources
 - a. Review current contracts with vendors who provide legal resources, such as Thomson-West Reuters, Lexis Nexis, MuniCode, Granicus, WMS

Office of Law

- b. Negotiate contract services, delivery and rates for high performance and low cost
- c. Discuss with other jurisdictions their use of legal resources and vendors who supply them

13. Provide Audit Committee with updates on law, open litigation status, and Citywide risk

Office of City Manager



Office of City Manager

DESCRIPTION

The City Manager, who is the direct subordinate of the Mayor, serves as the chief administrative officer of the City with supervisory authority over the department directors as provided for in an organizational chart prepared by the Mayor and accepted by the City Council. Under the proposed organizational chart submitted to the City Council in this budget book, the departments that fall under the supervision of the City Manager are the Finance, Fire, Office of Emergency Management, Planning and Zoning, Police, Public Works, Recreation and Parks, and Transportation. Additionally, the Human Resources and Management Information Technology divisions report to the City Manager. The City Council Associate is moved under the City Clerk in the Mayor's Office.

The budget also reorganizes the Office of Environmental Policy. The Director of the Office of Environmental Policy is reclassified to Environmental Policy Advisor and moved to the Mayor's Office. The Environmentalist (City Forester) position is transferred to the Department of Planning and Zoning, and the Environmental Program Coordinator is transferred to the Department of Public Works, Watershed Protection Fund.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
City Manager		X			N/A	0	1
Assistant City Manager		X			A147	0	1
<i>Environmental Policy</i>							
Director of the Office of Environmental Policy		X			A207	1	0
Environmental Programs Coordinator			X		A127	1	0
Environmentalist (City Forester)			X		A127	1	0
Total						3	2

In FY 2019, the City Manager was shown as a position in the Mayor's Office. In FY2020, the position is shown in its own division. Also, the FY2020 budget includes a new Assistant City Manager position, grade A14, at a cost of \$117,500.

Office of City Manager

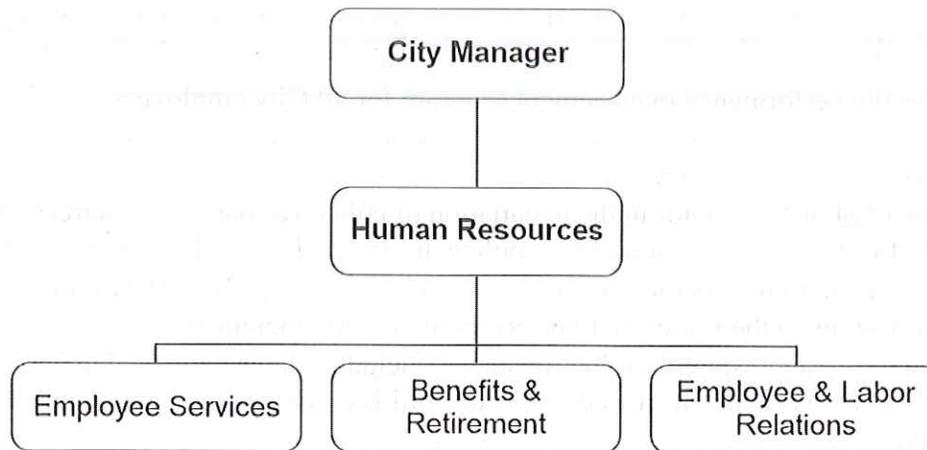
BUDGET SUMMARY

City Manager	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ 341,000
Contractual Services	-	-	-	
Supplies and Other	4,367	6,500	6,500	6,500
Capital Outlay	-	-	-	
Total Expenditures	\$ 4,367	\$ 6,500	\$ 6,500	\$ 347,500

ENHANCMENTS

The City Manager's budget includes an additional position for Assistant City Manager.

Human Resources Division



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 serves as a member of the City's Union negotiating team, the Police and Fire Retirement Plan Commission, and the Risk Management Policy group.

Mission

The Human Resources Division is committed to actively recruiting highly 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.

Services

- Recruits, examines, and provides to appointing authorities applicants for authorized City positions.
- Administers entrance and promotional exams, and prepares lists of persons eligible for hiring and promotion.
- Develops and maintains the City-wide classification and compensation plan.
- Develops and administers employee benefits for employees and retirees including medical, dental, vision, prescription drug, health savings accounts, VEBA and OPEB, Employee Assistance Program (EAP), core and voluntary life, short term and long term disability,

Human Resources Division

- deferred compensation, pension and retirement programs, medical and dependent care flexible spending accounts, fitness for duty, credit union, and leave (annual, sick, personal).
- Coordinates the performance management program for all City employees.
 - Oversees the disciplinary program and subsequent grievance and appeal processes under union or civil service provisions.
 - Assists Chief Labor Negotiator in the negotiation of collective bargaining agreements and is responsible for the administration of fire, police, trades, and clerical union contracts.
 - Coordinates and administers retirement plans for civilian and public safety employees including revisions to the Police and Fire Retirement Plan document.
 - Creates and implements quality of life mandates, including fair labor standards, family medical leave, harassment, substance abuse, disabilities, privacy and equal employment opportunity.
 - Plans, coordinates and delivers City-wide training for employees that fosters administrative goals and objectives.
 - Implements and maintains the Human Resource Information System with regard to personnel related transactions, position control and applicant management modules.
 - Provides staffing and support to Civil Service Board, Public Safety Disability Retirement Board and Human Relations Commission.
 - Serves as member of Police and Fire Retirement Plan Commission, Risk Management Policy group, Employee Benefits Group, Employee Recognition Committee and Employee Feedback Committee.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Human Resources Manager		X			A197	0	1
Human Resources Manager		X			A187	1	0
Human Resources Administrator			X		A167	0	1
Training Program Administrator			X		A157	1	0
Benefits Administrator			X		A157	1	1
Office Administrator			X		A107	1	1
Recruitment & Employee Relations Administrator		X			A157	1	1
Human Resources Associate I			X		A077	1	1
Office Associate I			X		A027	0	1

Human Resources Division

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Intern				X		1	0
Total						7	7

In FY 2020, a part-time intern position is converted to a full-time Office Associate I, grade A2, to provide enhanced administrative support. Also, the budget reclassifies the Human Resources Manager from A18 to A19, and it reclassifies the Training Program Administrator, grade A15, to Human Resources Administrator, grade A16. It also upgrades the Human Resources Associate I position from grade A7 to grade A8. These position reclassifications are consistent with the 2018 classification study.

BUDGET SUMMARY

Human Resources Division	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 683,532	\$ 822,700	\$ 822,700	\$ 872,000
Contractual Services	23,149	45,410	60,910	74,700
Supplies and Other	11,071	22,500	22,500	25,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 717,752	\$ 890,610	\$ 906,110	\$ 971,700

ENHANCEMENTS

The Human Resources Division's budget includes \$15,000 for the Limited English Proficiency (LEP) initiative. Federal regulations require the recipients of federal funds to take reasonable steps to ensure access to their programs and activities by those with limited proficiency in English. The \$15,000 enhancement includes \$5,000 for a language access line subscription and \$10,000 to hire contract services as needed to develop and implement an LEP plan for the City.

PERFORMANCE MEASURES

1. Maximize recruitment efforts.
 - a. Improve and enhance the electronic recruitment process.
 - b. Analyze sources of applications for diverse, quality applicants.
 - c. Continue to actively achieve City-wide diversity hiring initiatives within all departments.

Human Resources Division

- d. Create guidelines for hiring managers on fair employment practices related to application review, examination development, interviewing, and selection processes.
2. Rules and Regulations Development
 - a. Complete review and adoption of revised City of Annapolis Rules and Regulations of the Personnel system.
3. Offer training and resources on
 - a. Implicit Bias Training (Cultural literacy)
 - b. Fair employment practices guidelines on application review, examination development, interviewing, and selection processes.
4. Improve data collection and distribution methods to assist with legislative and administrative decision making.
 - a. Configure state-of-the-art Human Resources Information System (HRIS) in partnership with MIT.
 - b. Utilize the system to effectively improve efficiency of human resource management operations and procedures through data imports and exports.
 - c. Implement electronic onboarding, open enrollment and policy dissemination system.
5. Continue to offer a cost-effective and comprehensive benefits and compensation package to City employees.
 - a. Implement Pharmacy Benefit Management program to help control Rx costs.
6. Continue to educate employees on the City's Medical and Disease Management Program.
7. Reinvigorate the Benefit Focus Group.
 - a. Keep Benefit Focus Group engaged and provide an avenue for soliciting employee feedback in benefit design and utilization.
8. Implement and maintain additional HRIS modules:
 - a. Employee Self-Serve (ESS) module in HRIS
 - b. Applicant tracking
 - c. Training and registration
9. Administrative and Staffing
 - a. Return Human Resources Division to Department level.
 - b. Have part time Intern position upgraded to full time civil service position with benefits.

The Human Resources staff will assess the following inputs and outputs in order to evaluate the services and function of Human Resources.

1. Total number of vacancies filled
2. Total number of new employee orientations provided

Human Resources Division

3. Total number of employees and retirees enrolled in benefits
4. Total number of retirements processed
5. Total number of terminations processed
6. Total number of exit interviews conducted
7. Average number of working days required to complete an external recruitment
8. Equal employment opportunity data for applicants and hires by race/ethnicity and gender

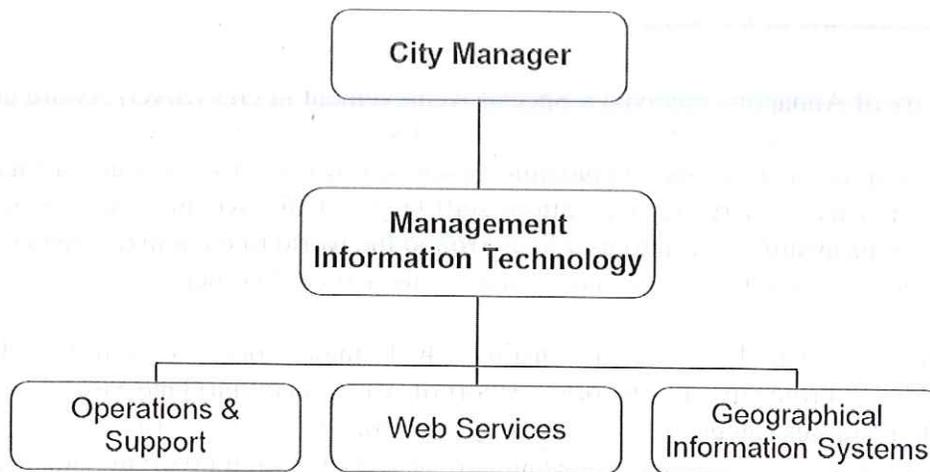
Additional performance measurements, depending on staffing are:

- A. Maximize recruitment efforts (analyze sources of applications and target those sources).
 - Track total number of candidates for vacant position
- 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
- C. Maintain a competitive benefits package and maintain benefits enrollment.
 - Track total number of employees and dependents enrolled in benefits
 - Track total number of retirees and dependents enrolled in benefits
- D. Services: Recruitment and Retention/Separation and Retirement:
 - Track total number of terminations (excluding retirements)
 - Track total number of retirements

Human Resources Division

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Management Information Technology Division



DESCRIPTION

The Management Information Technology Division (under the City Manager) is dedicated to delivering high quality, technology-based services in the most cost-effective manner while providing excellent customer service.

The Management Information Technology (MIT) Division provides information technology (IT) infrastructure and services to all city departments in support of their operations and delivery of services to the public. Services include managing, operating, and supporting the City's IT infrastructure, including data and voice networks, internet, file and application servers, geographic information systems (GIS), city website, financial system, utility billing, payroll, human resources system, office applications, email and over 500 desktop and laptop computers used by over 700 staff. MIT provides help desk services to all City departments and provides secure data and systems through sound information security principles and practices. MIT also procures hardware, software, networks and technical services, and utilizes technology in the automation of business practices.

The overarching goals of MIT are to:

- Provide effective technology support for all City departments
- Provide effective, high-quality, secure technology infrastructure
- Maintain network availability at 99.9%
- Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access

Management Information Technology Division

Special Achievements in FY 2019

The City of Annapolis received a Special Achievement in GIS (SAG) Award at the 2018 ESRI User Conference. This award is directly related to the Substance Use Disorder Bed Finder application to help combat the opioid epidemic developed by our GIS Coordinator Shawn Wampler and the City's Emergency Operations staff Deputy Chief Kevin Simmons and Mary Kate Hudson. This award is given to user sites around the world to recognize outstanding work with GIS technology. The City stood out from more than 100,000 others.

Ms. Wampler was also awarded a Distinguished Single Process System Award for "Landmark at Risk: Protecting the Historic Seaport of Annapolis, Maryland Story Map" by URISA. Systems in this category are outstanding and working examples of applying information system technology to automate a specific single process or operation involving one department or sub-unit of an agency that results in extended and/or improved government services that are more efficient and/or save money.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
MIT Manager		X			A197	0	1
MIT Manager			X		A187	1	0
MIT Engineer			X		A157	1	1
MIT Analyst			X		A167	1	1
MIT Specialist			X		A127	2	2
Web Developer			X		A137	1	1
GIS Coordinator			X		A157	1	1
GIS Technician			X		A117	1	1
MIT Administrative Support			X		A107	1	1
Accounting Associate III			X		A097	1	1
Total						10	10

In FY 2020, the MIT Manager position is reclassified from A18 to A19 and placed in the exempt service, consistent with the 2018 classification study.

Management Information Technology Division

BUDGET SUMMARY

Management Information Technology	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,079,533	\$ 1,108,403	\$ 1,108,403	\$ 1,197,000
Contractual Services	447,343	457,500	482,950	526,200
Supplies and Other	13,651	7,500	7,050	14,800
Capital Outlay	291,454	265,340	240,340	275,000
<i>Total Expenditures</i>	\$ 1,831,981	\$ 1,838,743	\$ 1,838,743	\$ 2,013,000

ENHANCEMENTS

The FY2020 budget enhancements include \$9,800 for GIS consulting services. The GIS team requires these services to deal with task automation, database tuning, and advanced GIS analytical skills to better manage GIS data, maintain system integration, implement new projects, and assist in the implementation of the new CAD/RMS system.

The FY2020 budget also includes \$5,300 for off-site cloud backup for disaster recovery purposes.

PERFORMANCE MEASURES

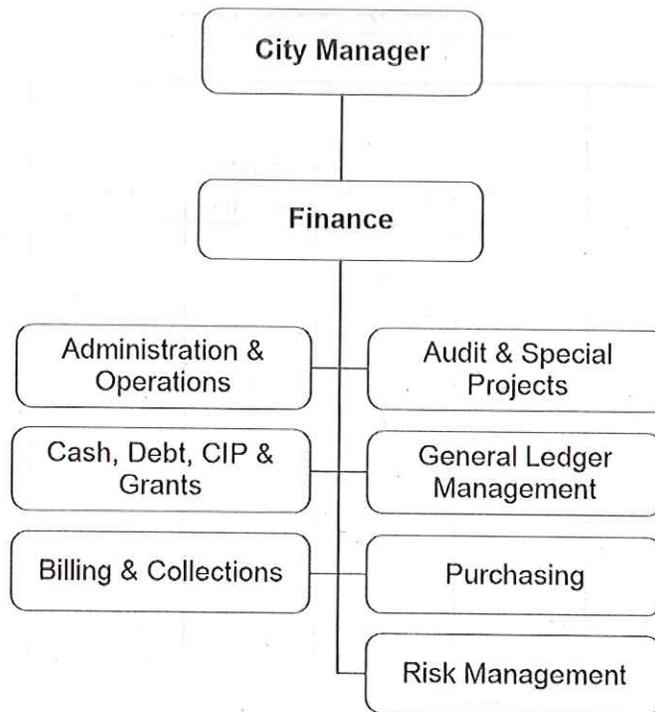
1. Replace core data/telephone network switches at the Police Department and Office of Emergency Management.
2. Continue PC and laptop replacements (approximately 100 each) and upgrade approximately 30 PCs and 20 laptops.
3. Replace servers as needed.
4. Continued implementation of Munis modules: Project Accounting, Contracts, Procurement Cards, and Document Management.
5. Continue FY 2019 Cyber Security training initiative.
6. Implement cloud-based backup for disaster recovery.
7. Update malware protection.

Management Information Technology Division

Item	Description	Quantity	Unit Price	Total
1
2
3
4
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Finance Department



DESCRIPTION

The Finance Department is responsible for the City's financial activities. This division prepares the City operating and capital budgets, monitors department spending, bills and collects tax, utility, and other bills, pays invoices, maintains financial accounts, prepares and processes payroll, borrows and invests funds, oversees the City's internal financial controls, advises management on financial issues, and prepares the Comprehensive Annual Financial Report.

The Finance Department oversees the City's Central Purchasing and Risk Management activities. Central Purchasing ensures compliance with purchasing policies and assists departments with competitive bidding and other purchasing processes to ensure efficient use of City funds. The Risk Manager manages the City's risks by assessing work place conditions and coordinates training, tracks and processes the City's insurance claims, and ensures the City maintains adequate insurance coverage through internal self-insurance and external policies.

The Finance Department is also responsible for preparing, recording, and monitoring unallocated appropriations for expenditures for costs that are not allocated to the City's departments. These unallocated costs include debt service, transfers from the General Fund to other funds, pension and retiree health care.

Finance Department

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
<i>Finance</i>							
Finance Director		X			A207	1	1
Senior Accountant			X		A157	2	3
Accountant			X		A137	4	4
Finance Operations Manager			X		A137	1	1
Accounting Associate III			X		A097	3	3
Accounting Associate II			X		A087	2	2
Accounting Associate I			X		A077	4	4
Risk Analyst/Manager			X		A127	1	1
<i>Purchasing</i>							
Procurement Officer			X		A187	1	1
Buyer			X		A097	2	2
Total						21	22

The FY2020 budget adds a Senior Accountant to provide support for the new OpenGov budget module, monitor departmental and capital project budgets, prepare required quarterly reports, process budget transfers and supplemental appropriations, and analyze the fiscal impact of legislation. The associated cost is \$127,500 for salary and benefits.

BUDGET SUMMARY

Finance - Operation	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,609,197	\$ 1,741,060	\$ 1,741,060	\$ 1,997,000
Contractual Services	491,928	445,500	421,000	486,700
Supplies and Other	43,172	44,000	44,000	45,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 2,144,297	\$ 2,230,560	\$ 2,206,060	\$ 2,529,200

ENHANCEMENTS

The FY2020 budget for contractual services includes \$50,000 for internal or external audit services as determined by the City's Audit Committee.

Finance Department

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Finance - Purchasing				
Salaries and Benefits	\$ 395,680	\$ 412,445	\$ 412,445	\$ 430,000
Contractual Services	1,793	4,750	4,750	4,500
Supplies and Other	2,508	4,500	4,500	4,800
Capital Outlay	-	-	-	-
Total Expenditures	\$ 399,981	\$ 421,695	\$ 421,695	\$ 439,300

	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Finance - Unallocated				
Debt Service	\$ 6,153,486	\$ 7,748,960	\$ 7,748,960	\$ 7,676,000
Community Grants	311,859	319,200	326,700	406,700
Contributions to Pensions	-	490,000	490,000	-
Contributions to OPEB	1,060,000	1,835,000	1,835,000	1,750,000
Contributions to Self Ins	2,397,500	3,795,839	3,790,839	2,884,380
Transfers	5,755,300	9,312,609	9,312,609	3,836,700
Other	231,308	484,000	441,922	285,000
Total Expenditures	\$ 15,909,453	\$ 23,985,608	\$ 23,946,030	\$ 16,838,780

In FY2020, community grants are increased by \$80,000 for a grant to the Housing Authority of the City of Annapolis (HACA) to pay inspection fees to Planning and Zoning for rental property inspections of HACA units. This expense will be offset by an anticipated PILOT payment from redeveloped properties at Annapolis Gardens and Obery Court.

In FY2019, \$490,000 was included in "Contributions to Pensions" for the difference in the 18% of payroll included in the Police and Fire Department budgets and the 20.27% of pay required to make the full actuarially determined contribution to the Police and Fire Retirement Plan of \$3,814,200. The FY2020 actuarially determined contribution is \$4,343,300, which represents 22.13% of pay. This amount is included in the Police and Fire Department budgets for benefits. Approximately 1% point of the increase (\$200,000) is attributable to the benefits negotiated in the FY2019-FY2022 union contracts.

The \$2,884,380 contribution to the Self Insurance Fund in FY2020 is the amount required to ensure the fund has sufficient reserves to pay all claims at the end of the fiscal year per the actuarial evaluation prepared by the City's Self Insurance Fund actuary.

The \$1,750,000 Contributions to OPEB line comprises \$1,300,000 for the employer's contribution for retiree health insurance (a decrease of \$100,000 from FY2019); a \$350,000 contribution towards the City's unfunded OPEB liabilities (an increase of \$50,000 over FY2019); and \$100,000 for the "VEBA Chop" program (a decrease of \$175,000 over FY2019).

Finance Department

The decrease in the Transfers from FY2019 to FY2020 comprises a \$3,472,000 decrease in pay-go and capital reserve funding for capital projects and a decrease of approximately \$2 million of General Fund balance transferred last year to establish individual fund budgets for accounts previously included in “revolving funds.”

Self Insurance Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	3,350,017	4,690,207	4,690,207	4,084,380
Supplies and Other	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	\$ 3,350,017	\$ 4,690,207	\$ 4,690,207	\$ 4,084,380

The decrease in expenses for FY2020 is based on the actuary’s analysis.

Health Insurance Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	9,049,592	12,294,333	12,294,333	11,960,000
Supplies and Other	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	\$ 9,049,592	\$ 12,294,333	\$ 12,294,333	\$ 11,960,000

The City’s health insurance consultants are estimating no increase in health insurance expenses in FY2020.

PERFORMANCE MEASUREMENTS

The Department of Finance’s Goals and Objectives and Performance Measurements are as follows:

1. Audits & Special Projects
 - a. Maintain strong internal controls over City’s financial assets
 - b. Conduct Risk Assessments of City departments
 - c. Conduct 12 reviews of Finance internal controls
 - d. Conduct 12 review of departmental internal controls

2. Administration & Operations
 - a. Provide timely payments of City obligations

Finance Department

- Establish goals for timely payments and track compliance
 - b. Maintain accurate and timely payroll processes and reporting
 - Reduce necessity of payroll adjustments
 - c. Identify cost saving measures for disbursement processes
 - Investigate opportunities for enhanced banking services and outsourcing
3. Cash, Debt, CIP, & Grants
- a. Efficient use of City cash & investments
 - Maximize earnings on cash and investments
 - Reduce number of bank accounts and seek opportunities to reduce bank fees
 - b. Provide for efficient debt management
 - Quarterly draw down of debt proceeds
 - Debt issuance based on cash flow requirements
 - Annual Bond Ordinance following annual budget
 - c. Produce accurate and timely financial reports for Capital Projects
 - Timely preparation and review of quarterly financial reports for each capital project
 - Record revenue in capital projects on a monthly basis
 - d. Ensure Citywide compliance with Grant budgets
 - Conduct quarterly reviews of Grant activity and provide feedback to departments as necessary
 - Enhance departments' understanding of grant provisions
4. General Ledger & Financial Reporting
- a. Produce accurate and timely financial reports
 - Timely recording of transactions
 - Timely and accurate account reconciliations and reduction of reconciling items
 - b. Ensure Citywide budgetary compliance
 - Establish deadlines to ensure timeliness
 - Issue CAFR for FY19 by Dec. 31
 - Preparation of Monthly Budget to Actual financial reports and communicate with departments of any issues
5. Billings & Collections
- a. Standardize and consistently apply payment and adjustment policies
 - Revise City Code provisions regarding utility adjustments and related penalties
 - Establish and consistently follow Code provisions and internal policies
 - b. Provide citizens with timely, consistent, well-informed, and cordial service
 - Monitor number and nature of customer complaints and resolve any related internal issues
6. Risk Management
- a. Reduce risk of workplace injuries

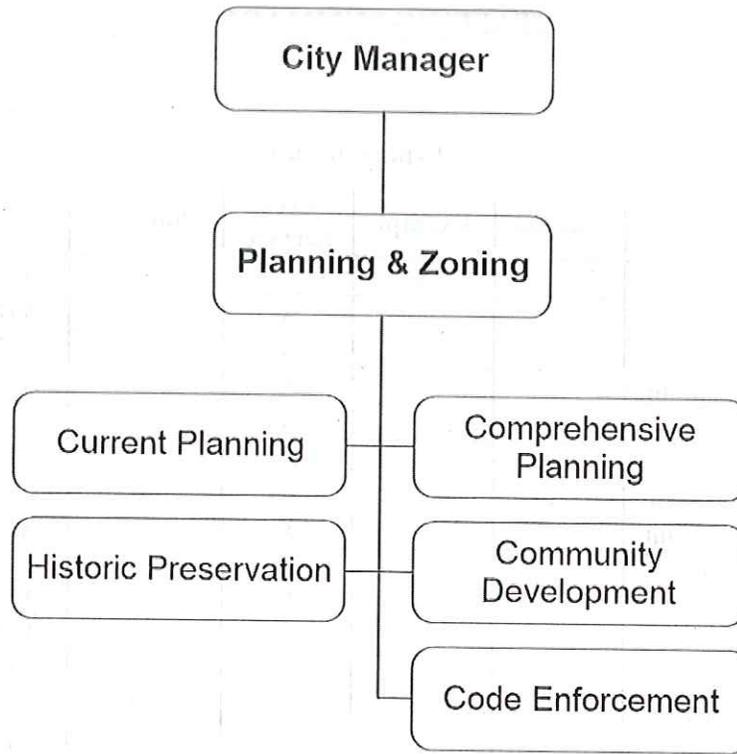
Finance Department

- Increase safety of City work environments through inspections and safety training at each department
- Conduct periodic evaluations of department progress in reducing risk and occurrences

7. Purchasing

- a. Standardize procurement practices
 - Codify Procurement Law
 - Update Procurement policies to reflect code requirements
- b. Provide for greater speed and efficiency in procurement process
 - Expand use of procurement cards to allow departments to initiate purchases
 - Expand use of existing government contracts, when appropriate
 - Implement MUNIS module for check requests
 - Evaluate feasibility of MUNIS P Card, contracts module and project management modules
- c. Assure adequate MBE participation in City contracts
 - Identify ways to measure current participation through contractors and subcontractors
 - Determine benchmarks as appropriate
 - Expand outreach

Department of Planning and Zoning



DESCRIPTION

The Department of Planning and Zoning is a full-service municipal agency responsible for all development review, permitting, inspections, and licensing relating to all facets of City Code. This includes construction, rental housing, zoning, Critical Area compliance, and construction trades. The Department is also responsible for long-range planning, historic preservation, economic development, and community development activities within the City. In addition, the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives and coordinates these departments' review of development activity, plans and policies.

The Department of Planning and Zoning works in a fully transparent environment. Transparency in decision-making is ensured through the boards and commissions we support. These are the Zoning Board of Appeals, the Planning Commission, the Building Board of Appeals, the Historic Preservation Commission, Port Wardens, Maritime Advisory Board, Heritage Commission and the Housing and Community Development Committee.

On a broader level, we coordinate with Anne Arundel County and various Maryland State agencies as necessary regarding the impact of land use decision-making. We also (with the Mayor) represent Annapolis on the Baltimore Regional Transportation Board the regions Metropolitan Planning Organization.

Department of Planning and Zoning

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Planning Director		X			A207	1	1
Chief of Current Planning			X		A187	1	1
Chief of Historic Preservation			X		A177	1	1
Chief Comprehensive Planning			X		A177	1	1
Senior Planner			X		A157	2	2
Planner			X		A137	2	2
Assistant Chief of Preservation				X		1	1
Historic Preservation Assistant			X		A117	1	1
Community Development Administrator			X		A177	1	1
Assistant to the Director			X		A157	1	1
Chief of Code Enforcement			X		A177	1	1
Senior Property Maintenance Inspector			X		A127	1	1
Property Maintenance Inspector			X		A097	2	3
Building Inspector			X		A107	2	2
Plumbing/Utility Inspector			X		A127	1	1
Combination Inspector			X		A137	1	1
Electrical Inspector			X		A127	1	1
Permits Administrator			X		A107	1	1
Permits Associate			X		A077	1	1
Mechanical Inspector			X		A127	1	1
Architectural Plans Reviewer			X		A157	1	1
Zoning Enforcement Officer			X		A137	1	1
Administrative Office Associate			X		A097	1	1
Contractual Office Associate				X		1	1
City Forester			X		A137	0	1
Total						28	30

The FY2020 budget adds a Property Maintenance Inspector, grade A9, to handle planned inspections of HACA properties and short-term rentals. Also, the Environmentalist position, grade A12, is reclassified to City Forester, grade A13, and it is moved from the Office Environmental Policy to Planning and Zoning where the forestry regulations are administered. The position upgrade is based on the Human Resources Division's review of the job duties.

Department of Planning and Zoning

Temporary Positions

Planning & Zoning has three temporary positions: one Clerical Assistant and two Inspectors Pooled.

BUDGET SUMMARY

Planning & Zoning	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 3,295,884	\$ 3,549,793	\$ 3,549,793	\$ 3,568,000
Contractual Services	134,599	314,500	181,473	183,800
Supplies and Other	35,109	141,000	306,500	352,750
Capital Outlay	-	-	-	-
Total Expenditures	\$ 3,465,592	\$ 4,005,293	\$ 4,037,766	\$ 4,104,550

ENHANCEMENTS

The FY2020 budget includes an increase of \$5,000 to update the City's tree canopy plan and an increase of \$48,000 (from \$36,000 to \$84,000) for tree plantings and maintenance. The budget also includes an additional Property Maintenance Inspector I at a cost of approximately \$81,500.

Reforestation Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	98,556	105,156	77,800
Supplies and Other	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ 98,556	\$ 105,156	\$ 77,800

The amount budgeted in FY2020 represents estimated available critical area tree planting funds.

Department of Planning and Zoning

Homeownership Assistance Trust Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Supplies and Other	-			
Other	-	808,877	808,877	849,388
Total Expenditures	\$ -	\$ 808,877	\$ 808,877	\$ 849,388

The amount budgeted in FY2020 represents estimated available funds in the Homeownership Assistance Trust Fund.

Community Legacy Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Supplies and Other	-	-	-	-
Other	-	-	223,806	200,000
Total Expenditures	\$ -	\$ -	\$ 223,806	\$ 200,000

The amount budgeted in FY2020 represents estimated available community legacy funds.

PERFORMANCE MEASURES

1. Investigate reported alleged code violations within 3 days.
2. Complete 100% of all scheduled rental inspections.
3. Initiate review of all applications within three days of receipt.
4. Complete four policy/program initiatives.
 - a. Comprehensive Plan Update
 - b. Chesapeake Bay Critical Area Buffer Mapping update
 - c. Zoning Code Updates
 - d. Building Code updates
5. Complete 15 homeowner housing rehabilitation projects per year.
6. Contact and provide assistance to 25 business per month.

Police Department



DESCRIPTION

The Annapolis Police Department is dedicated to preventing and reducing crime for the community it serves and preserving the quality of life in the city through fair and impartial law enforcement services. The Annapolis Police Department will work tirelessly to provide our state's capital, with a safe and a secure environment for those we serve.

Vision

The men and women of the Annapolis Police Department are highly qualified individuals whose core values are honor, respect, integrity, and service. The Annapolis Police Department will recruit, train, and equip an unrivaled and diverse workforce. We will work diligently to preserve and uphold democracy and the freedoms afforded to all by the Constitution through proactive problem solving and community policing.

Goals

- Improve Community Safety by being innovative in strategy and technology.
- Improve Community Outreach and Communication through partnerships and developing mutual trust.
- Maintain High Professional Standards through transparency and exceptional training.
- Improve Career Development by hiring a diverse workforce that is mentored.

Police Department

Our Core Values

- Honor
- Respect
- Integrity
- Service

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Police Chief		X			P208	1	1
Police Major		X			P188	1	1
Police Captain		X			P178	3	3
Police Lieutenant			X		P158	6	6
Police Sergeant			X		P138	13	13
Police Corporal			X		P128	13	13
Police Officer I/C			X		P118	51	51
Police Officer			X		P108	47	47
Police Communications Operator II			X		A118	3	3
Police Communications Operator I			X		A098	9	9
Police Property Coordinator			X		A107	1	1
Police Planning Analyst			X		A107	1	1
Police Identification Specialist			X		A087	2	2
Warrant Control Records Supervisor			X		A107	1	1
Hispanic Liaison			X		A127	1	1
Police Administrative Clerk			X		A097	1	1
Police Records Specialist			X		A067	5	5
Administrative Office Associate			X		A097	1	1
Office Associate III			X		A067	1	1
Administrative & Accreditation Specialist				X		1	1
Camera Monitor				X		1	1
Communications Director				X		1	1
Community Services Specialist				X	A107	1	1
Crime Analyst			X		A127	1	1
Crime Lab Supervisor				X		0	1
ALERT Coordinator				X		1	1
Crossing Guard Supervisor				X		1	1
Grant Coordinator				X		1	1

Police Department

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
IT Project Manager				X		1	1
Investigation Support Analyst				X		1	1
MCAC Intelligence Analyst				X		1	1
MCIN Grant Coordinator				X		1	1
Police Acct Equipment Administrator				X		1	1
Police Recruiter				X		1	1
Professional Standards Director				X		1	1
Projects Coordinator / MCIN Manager				X		1	1
Special Events Coordinator				X		1	1
Total						178	179

The FY2020 budget adds a contractual Crime Lab Supervisor position to oversee the crime lab's operations.

Temporary Positions

The Police Department has temporary positions for 15 seasonal crossing guards and six Cadets.

BUDGET SUMMARY

Police Department	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 16,585,468	\$ 18,423,609	\$ 18,423,609	\$ 17,162,000
Contractual Services	997,395	955,925	1,226,625	1,878,530
Supplies and Other	754,209	852,000	852,000	580,300
Capital Outlay	-	-	-	-
Total Expenditures	\$18,337,072	\$20,231,534	\$20,502,234	\$19,620,830

In FY2020, contractual services are increased by the following amounts to continue initiatives that began in FY2019:

- \$156,000 for the second payment on the CAD/RMS purchase. The system will be purchased in installment payments over FY2019 – FY2023. Funding for this system comes from the appropriation of one-time monies that would otherwise fall to the Budget

Police Department

Stabilization Fund if it were not at its limit of 3% of General Fund, Parking Fund, and Transportation Fund revenues.

- \$94,500 for monitoring and a maintenance agreement for the new CAD/RMS system when it comes online. In future years, this expense will be offset by a decrease of \$86,600 in monitoring and maintenance fees for the existing CAD/RMS system that is being replaced.
- \$18,500 for Kronos time and attendance and scheduling software.
- \$84,000 for AWS, the pilot program for Amazon Web Services. Using AWS, the City can reduce its MIT capital outlay needs, and MIT's budget for capital outlay is reduced by \$56,500 in FY2020 as the need for replacement computer hardware is reduced in the Police Department.
- The FY2020 budget is reduced by \$75,000 to fund Community Ambassadors for Annapolis schools through the Anne Arundel County Public School System.

Forfeiture and Asset Seizure Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	134,835	-	-	-
Supplies and Other	16,235	175,000	175,000	176,000
Capital Outlay	-	-	-	40,000
Total Expenditures	\$ 151,070	\$ 175,000	\$ 175,000	\$ 216,000

The FY2020 budget is based on anticipated funds available in the Forfeiture and Asset Seizure Fund.

PERFORMANCE MEASURES

1. Reduce Part 1 crime as compared to 3 and 5 year averages.
 - a. Reduce overall crime.
2. Increase foot patrol.
 - a. Minimum documented 5,000 hours.
 - b. Designate foot patrol posts.
3. Increase number of bike certified officers by 3%.
4. Hire Camera Operator.
5. Hire Crime Lab Supervisor.
6. Develop mentoring program.

Police Department

7. Increase community meeting attendance by 3%. Use all members of the agency to attend meetings
8. Appoint African American Liaison.
9. Participate in at least five job fairs at military installations and colleges.
10. Collaborate with other jurisdictions or hire an entity to review bias based policing statistics.
11. Pass Alarm Registration legislation.
12. Pass Extraordinary Service Fee legislation.
13. Purchase breaching tools for officers.
14. Purchase Stop Bleed for Distribution.
15. Provide additional bias/cultural training outside of training commission mandate.
16. Continue active shooter training.
17. Maintain accreditation through Commission on Accreditation for Law Enforcement Agencies.

Police Department

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Fire Department



DESCRIPTION

General Purpose

The Annapolis Fire Department (AFD) 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.

Core Strategies

The Annapolis Fire Department has eight 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 these core strategies, the Department establishes annual goals and objectives to ensure continued improvement.

1. Firefighter Safety - Our number one goal will always be firefighter safety. As an organization, we will develop strategies and implement training programs to enhance 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 fiscal 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 improve their physical health, wellness and fitness in order to enhance job performance and an overall healthy personal lifestyle.

Fire Department

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 personnel. 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 understand each other better. 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 and exceed our citizens and customers' 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.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Fire Chief		X			F208	1	1
Deputy Fire Chief		X			F188	1	1
Fire Battalion Chief			X		F179	4	4
Fire Battalion Chief			X		F178	2	2
Fire Captain			X		F169	2	2
Fire Captain			X		F168	5	5
Fire Lieutenant			X		F159	22	22
Firefighter 1/C ALS			X		F149	14	14
Firefighter 1/C Fire Marshal Investigator			X		F149	1	1
Firefighter 1/C Instructor			X		F148	1	1
Firefighter 1/C			X		F139	16	16
Firefighter 1/C			X		F138	1	1
Firefighter III Fire Marshal Investigator			X		F139	2	2
Firefighter III Technician			X		F129	7	7
Firefighter III Technician			X		F128	1	1
Firefighter III EMT-P			X		F139	9	9
Firefighter I/II EMT-P			X		F129	11	11
Firefighter III			X		F119	4	4
Firefighter II			X		F109	23	23
Firefighter I			X		F109	9	9
Fire Administrative Specialist			X		A127	1	1
Fire Administrative Support Analyst			X		A107	1	1
Fire Safety Inspector			X		A097	2	2

Fire Department

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Office Associate IV			X		A077	1	1
Office Associate III			X		A067	1	1
Total						142	142

Temporary Position

The Fire Department has a temporary, contractual Medical Director that allows the City to operate as an Emergency Medical Services provider.

BUDGET SUMMARY

Fire Department	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 15,586,297	\$ 16,173,668	\$ 16,174,569	\$ 17,905,900
Contractual Services	405,829	358,207	344,207	733,370
Supplies and Other	458,718	497,703	497,952	432,000
Capital Outlay	167,359	56,000	56,000	215,000
Total Expenditures	\$16,618,203	\$17,085,578	\$17,072,728	\$19,286,270

ENHANCEMENTS

The Fire Department's FY2020 budget includes the following enhancements aimed at preventing cancer among the fire service employees. One of the department's FY2019 goals is to educate the Fire Department staff on cancer awareness and policies and programs to aid in the prevention of cancer. Over the past three years, the department has spent approximately \$1.3 million providing medical care and benefits to personnel suffering from cancer. It is hoped that funding for the following initiatives will reduce medical costs, workers compensation costs, and overtime by preventing cancers.

- \$14,000 for a vehicle exhaust removal system maintenance contract. The maintenance contract on the system installed five years ago expires this year. Without a maintenance contract, the department will have to pay for all repairs to the system, which could be costly.
- \$30,700 to fund annual physicals for all uniformed personnel. Studies have shown early cancer detection is key to improving survivability and reducing treatment expenses.
- \$7,500 to purchase Personal Protective Equipment (PPE) turnout gear bags for all personnel to encapsulate their PPE gear and prevent the off-gassing of possible carcinogens.

Fire Department

- \$34,000 to purchase commercial-grade washers and dryers designed for PPE turnout gear for each station. The routine washing of contaminated gear, especially after fighting a fire, is an important step in preventing prolonged exposure to carcinogens. This is the industry standard per NFPA 1500.
- \$25,000 to purchase spare PPE for when personnel have contaminated gear that needs to be cleaned.

Other enhancements include \$50,000 to send five firefighters to paramedic school at Anne Arundel Community College (AACC). The Fire Department was able to negotiate a reduced cost with AACC of \$5,000/employee, approximately \$4,000 less than the full-cost/employee. The department wants firefighter personnel to obtain paramedic licenses as it is becoming more difficult to hire lateral entry paramedics in the current job market.

The department budget also includes \$125,000 of one-time funds to paint the fire boat. The boat is 13 years old and constructed of aluminum. The crew at the Eastport Fire Station has painted the boat several times and maintained the boat to date with limited resources. However, the aluminum is oxidizing, and the entire boat needs to be professionally sealed and painted. The source of funds for this expenditures is one-time moneys that would fall to the Budget Stabilization Fund if it were not at its maximum 3% of General Fund, Parking Fund, and Transportation Fund revenues.

PERFORMANCE MEASURES

Performance measurement in the fire service is challenging. For example, it is impossible to determine whether our fire prevention program is preventing fires or if we are just lucky. As the Fire Chief, I tend to focus on results instead of statistics. I monitor several key factors to judge how we are doing as an organization. Some of these factors are listed below:

1. Customer Complaints - Do we provide a quality service, are we helpful, understanding and compassionate. Not only on emergency responses, but do we answer citizen inquiries and return phone calls and emails in a timely fashion (24 hours). I view every interaction with the public as an opportunity to meet and exceed their expectations. Are we achieving that goal? We receive very few complaints and many, many letters of appreciation. The Department has received no negative news stories regarding our service or the behavior of our employees.
2. Emergency Response times - Response time to emergency incidents is always controversial. The National Fire Protection Association (NFPA) Standard 1710 states that the first unit should arrive on the scene of an emergency within five (5) minutes of dispatch for 90% of our calls. We strive to meet that goal, but I am also concerned with the safety of our firefighters and the public. Taking into account all the factors that impact response times such as driver experience, traffic and weather conditions, narrow city streets, etc., I don't believe racing down the road in a 40,000-pound fire engine trying to meet a five-minute arrival time is always in the best interest of public safety. With that in mind, I consider:
 - a. Do we get on the road quickly (wheels rolling) after dispatch? Our Battalion Chiefs and Deputy Chief closely monitor this factor.

Fire Department

- b. Are we arriving safely on the scene? Are we involved in accidents while responding?
 - c. Are we receiving citizen complaints of reckless driving? Do we compromise the safety of those we are sworn to protect?
 - d. Are we confining fires to the room of origin?
 - e. We meet the 5-minute response standard 75% of the time for most calls, and usually meet the 90% standard for actual "working fires".
 - f. Are we receiving citizen complaints about out extended response times?
3. Employees Injuries/ Workers Compensation Claims - Are our safety strategies and programs effective? Employee injuries are costly in terms of medical costs, lost work time, productivity and in the case of public safety overtime to cover vacant positions. The Deputy Chief and Fire Chief review all injuries and meet quarterly with the City Risk Manager to review injuries and develop strategies to reduce injuries and get those injured back to work ASAP. Since 2010, we have reduced our injuries by 60% percent.
 4. Insurance Service Office (ISO) rating - The ISO rating is a great benchmarking tool for several factors, such as response coverage, staffing, training, equipment, etc. Our rating is the highest rating possible at Class 1.
 5. Departmental Vehicle Accidents - Are our driving programs effective? Our Safety Committee reviews all Departmental Vehicle Accidents and we take appropriate actions (discipline, re-training, annual driver's training, etc.) to prevent future accidents.
 6. Employee Training hours - The role of the fire service is constantly changing and routine training is very important for us to meet future challenges. ISO recommends each firefighter receive 20 hours of training per month. We currently average 17.5 hours.
 7. Budget - are we operating within our budget? Are we good stewards of the taxpayer's funds? I constantly monitor all expenses, including overtime.
 8. I provide the members of our organization with written expectations. Are they meeting my expectations?
 9. Are our vehicles and apparatus clean and well maintained? - Sounds corny, but I take the condition and appearance of our fire apparatus very seriously. The condition of our vehicles reflects the pride in our work and demonstrates that we are protecting the taxpayer's investment in our very expensive fire apparatus.
 10. Fire Prevention Programs - Are our fire prevention programs effective? I cannot determine or measure how many fire are prevented, but I can monitor the number of fires, the cause and the annual estimated fire loss in dollars. If we have a fire, are we taking steps (public education, inspections, etc.) to prevent future fires? Are we meeting the City Code requirements conducting annual fire safety inspections in the Historic District?
 - a. 2018 Annual Fire Loss - \$350k
 - b. 2018 Fire Related Deaths - 0 (Last fire related death was 2010)
 11. Are we innovative? Are we staying abreast of the challenges that we face? Medical transport and treatment (bariatric transport) Active Assailant, suspicious packages,

Fire Department

weather related events (snow, flooding, etc.). Again, are we prepared to meet the hazards that we face now and in the future?

12. Do we work well with our mutual aid partners to maximize our resources? Anne Arundel County, Naval District Washington Fire Department-Annapolis, APD, DGS, etc. Are we training together, sharing resources, etc?
13. Are we compliant with National Professional Standards that affect the fire service? National Fire Protection Association (NFPA) Standards, OSHA Standards, State of Maryland Medical Protocols, etc.

Goals

In December 2017, a Goals Planning Meeting (GPM) was held to develop goals for the Fire Department. Various members of the Department, the Chair of the Public Safety Committee, and representatives from IAFF Local 1926 participated in recommending short and long-term goals for the Department. Goals derived from that meeting are identified below by the letters "GPM."

All personnel should be familiar with the goals and contribute to their success when possible. Division and Station Officers are encouraged to develop their own goals for the upcoming year. Goals are important for our overall direction and organizational growth; they are our road map to organizational success.

Our Fiscal Year 2020 goals, which are designed to support our Core Strategies noted above, are as follows:

1. Firefighter Safety - Our number one goal will always be firefighter safety. We will develop strategies and implement training programs to enhance firefighter health, safety and survival. Safety is both an individual and team responsibility. Supervisors and employees shall take an active role in their personal safety and the safety of their crews.
2. Commission of Fire Accreditation International Certification (GPM) - With the achievement of our ISO Class 1 ranking, some personnel have expressed a desire to obtain Accreditation from the Commission of Fire Accreditation International Certification. In fiscal year 2019, two employees attended a training program sponsored by the Howard County Fire Department to gain a better understanding of the accreditation process. This is a multi-year goal and year we will continue our pursuit of this goal.
3. Summer Day Camp for Children of Public or Low Income Housing - Many children in the City have limited opportunities for summer "vacations." The Department will provide a one-day summer camp for children to educate them on fire and health safety, promote a positive image of the fire service and hopefully spark an interest in pursuing future fire service career opportunities.
4. Cancer Awareness and Prevention Project - There is no question that cancer is on the rise in the fire service. Using Firehouse Magazine's (December 2017) Cancer

Fire Department

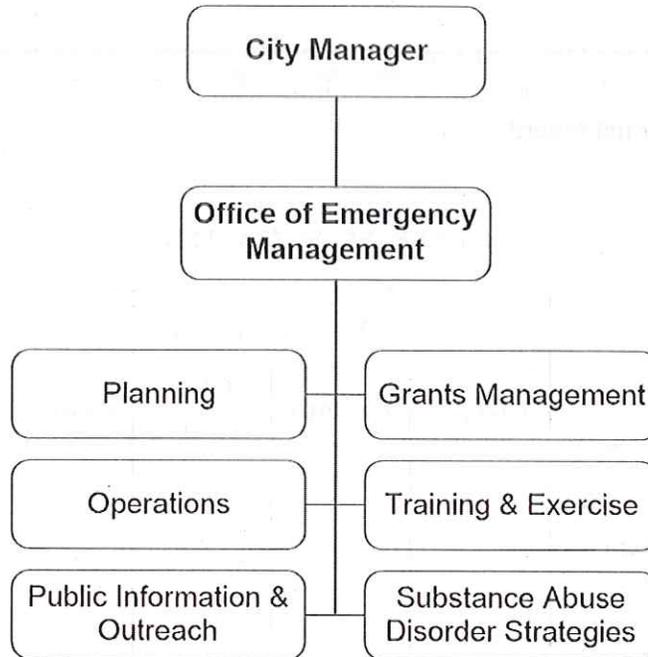
Awareness and Prevention Project as a model, the Department will embark on a yearlong program to educate our personnel on cancer awareness and prevention.

5. Mental Health and Suicide of First Responders - More First Responders died by suicide last year than were killed in the line of duty. The Department's Critical Incident Stress Management (CISM) team and Dr. Maggio will present a suicide awareness and prevention workshop for all personnel.
6. Canvas Fire Safety Inspection/ Hazard Floor Plan Issue - The Canvas program has been beneficial in streamlining and providing an electronic platform for our fire safety inspections and fire hazard surveys. One major shortcoming is the inability to provide professional looking floor plans/drawings. The hand drawn sketches currently in use are an embarrassment and we need to find a better method to address this issue. This is an ongoing goal for the past two years last year that received a lot of research, but we were unable to find an affordable system. We will continue to work toward our goal to obtain a more user-friendly floor plan drawing system.
7. Upgrade Thermal Imaging Cameras (TIC) and Conduct TIC training (GPM) - This is a goal that was started in 2018. Almost half of our Thermal Imaging Cameras (TIC) are over ten years old and in need of upgrade or replacement. In 2018, we replaced the TIC on E-351 and rebuilt the TIC on Truck 36. We will continue our replacement program as funding permits (\$8,000 each).
8. Incident Command System (ICS) certification (300/400) - This multi-year goal has been hampered by overtime constraints. However, we are making progress; only one Captain requires ICS 400 and seven (7) Lieutenants need ICS 300. The Department will continue to work toward having all Officers and Firefighters First Class certified.
9. Wireless Fire Alarm Systems - Many structures in the downtown Historic District do not have monitored fire alarm systems. One obstacle is the installation of hardwired monitored fire alarm systems in older structures can be challenging and expensive. The City Code does not currently permit the use of wireless fire alarm technology. Early warning of fires can reduce property damage and improve firefighter safety. The optimum scenario is to have all commercial buildings in the Historic District protected by sprinkler systems. However, this is an expensive and very political issue. In the meantime, the Department will work to have the City Code amended to allow wireless fire alarm systems in certain applications and require the installation of monitored fire alarm systems in all commercial structures in the City.
10. EMS Paramedic Workgroup - The Department will establish a workgroup to develop a paramedic rotation schedule and recommend improvements to our EMS delivery system.
11. Fire Extinguisher Training - With funds from the Assistance to Firefighters Grant Program (AFG), the Department purchased an advanced fire extinguisher/RACE training prop. Our goal this year is to provide fire extinguisher, Pull Station and Interactive 911-phone training to all City employees and if time permits, all downtown business employees.

Fire Department

12. Complex Coordinated Terrorist Attacks (CCTA) Planning and Training - CCTAs are an evolving and dynamic terrorist threat, shifting from symbolic, highly planned attacks to attacks that could occur anywhere, at any time, with the potential for mass casualties and infrastructure damage. The Operations Section will review the FEMA publication "Planning Considerations: Complex Coordinated Terrorist Attacks with the goal of:
 - a. Identifying training needs including a Chemical Weapons (CBRNE) Training refresher.
 - b. Reviewing existing Department resources and needs.
 - c. Working with the Training Division and OEM to develop possible citywide training.
13. Community Outreach EMS programs (GPM) - This is an ongoing goal that is gaining momentum with our opioid outreach, CPR, stop-the-bleed and other programs. Most of our community outreach currently focuses on fire prevention. We need expand the scope of our outreach to focus on EMS based programs in both English and Spanish.
14. Develop Performance Standard Evolutions (PSE) Based on EMS Skills - All of the Departmental Performance Standard Evaluations (PSE) are Fire/Rescue based. The vast majority of our response are EMS based; the EMS Division will develop PSE's based on our most complex EMS responses.

Office of Emergency Management



DESCRIPTION

The FY2020 budget establishes the Office of Emergency Management as a department that reports to the City Manager. In FY2019, the Office of Emergency Management was a division of the Fire Department.

The City of Annapolis Office of Emergency Management (OEM) provides vision, direction, and subject matter expertise to coordinate the City's all hazards emergency preparedness, response, recovery and mitigation efforts and develop an overall culture of safety. OEM:

- Maintains daily awareness and notification of weather events and other threats that could disrupt normal operations in the City.
- Provides City leadership with timely information necessary to make vital decisions before and during emergencies.
- Initiates emergency operations during emergency events (to include the activation of the Emergency Operations Center and the coordination of all resources.)
- Completes planning initiatives regarding severe weather, emergency operations, mitigations, and other areas to maximize capabilities, coordination and readiness.
- Continually assesses and improves the City's response capabilities, the condition of the City infrastructure and the readiness of staff and the public.
- Provides support to City Departments by supporting planning activities and by distributing acquired grants funds.
- Conducts community outreach to inform residents and businesses on how to prepare for emergencies.

Office of Emergency Management

The Director of the Office of Emergency Management, having been selected by the Mayor and appointed by the Governor, serves along with senior staff as a liaison to the State of Maryland and the National Guard.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
Deputy Fire Chief		X			F188	1	1
Deputy Director of Emergency Management			X		A147	1	1
Emergency Management Grants Specialist			X		A087	0	1
Office Associate IV			X		A077	1	0
Emergency Management Planner			X		A137	0	1
Emergency Management Planner				X		2	1
Training & Outreach Coordinator				X		1	1
Total						6	6

The FY2020 budget converts one contractual Emergency Management Planner position to a grade A13 position in the civil service. It also reclassifies the Office Associate IV, grade A7, to Emergency Management Grants Specialist, grade A8, based on the 2018 classification study.

Office of Emergency Management

BUDGET SUMMARY

Office of Emergency Management	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 178,743	\$ 270,842	\$ 270,842	\$ 392,000
Contractual Services	16,498	5,550	5,550	19,020
Supplies and Other	7,712	1,950	1,950	6,500
Capital Outlay	-	-	-	-
<i>Total Expenditures</i>	\$ 202,953	\$ 278,342	\$ 278,342	\$ 417,520

PERFORMANCE MEASURES

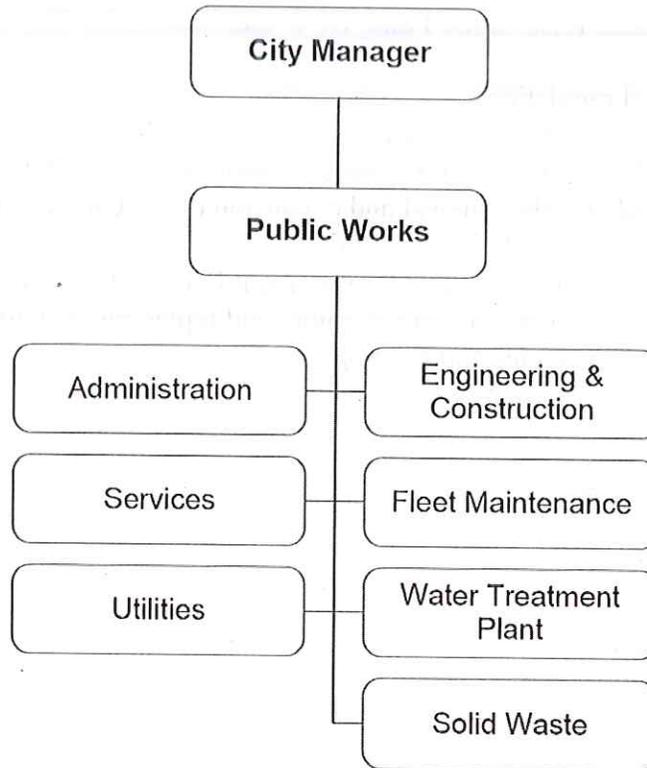
The Office of Emergency Management will provide a comprehensive and integrated emergency management system that coordinates community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our City. OEM's goals for FY2020 include:

1. Revisit Emergency Action Planning for Houses of Worship and Businesses - In 2015, the Office of Emergency Management joined the City and County Fire and Police Departments in an educational outreach program to prepare houses of worship for various threats and identify vulnerabilities. The rise of Active Assailant incidents occurring in Houses of Worship merits a revisit of this goal.
2. Establish a Program for Disaster Recovery and Disaster Cost Recovery - The Office of Emergency Management (OEM) started developing a Disaster Recovery Plan in 2017. OEM will continue to develop this plan, while improving the City's best practices for Disaster Cost Recovery. OEM will develop a Disaster Recovery Program in 2019, which would help establish framework and best practices to ensure efficient recovery operations following an emergency, disaster or crisis.
3. Develop a Training and Exercise Plan - The Office of Emergency Management intends to develop a plan that provides a multi-year roadmap for trainings and exercises. The multi-year training and exercise plan acts as the City's roadmap for prioritizing, accomplishing, and enhancing public safety strategy. This plan will cover the annual citywide exercise, tabletop exercises, drills, trainings, and other educational opportunities.
4. Formalize Office of Emergency Management Operating Procedures - The Office of Emergency Management has been proactive in developing programs that provide benefits to the City, residents, and businesses. OEM will formalize these programs in 2019 by creating and finalizing operating procedures for the following:
 - a. Emergency Operations Center 101 - Revise the EOC Handbooks that would provide department representatives with a comprehensive overview of procedures needed to know during EOC activations.

Office of Emergency Management

- b. Warming Center - The Office of Emergency Management is the administrator of the City of Annapolis Warming Center, with management support from Recreation and Parks and non-profit We Care and Friends. OEM will formalize policies and procedures for this program.
5. OEM Finalize and Revise Plans - The Office of Emergency Management will update their emergency response plans. These plans ensure the efficient response for public safety, and the return of essential functions to citizens.
- a. The Continuity of Government (COG) - The Continuity of Government plan will need updating following the City of Annapolis 2017 Election. The Continuity of Government Plan establishes defined procedures that allow the government to continue its essential operations during emergencies, disasters and crises.
 - b. Continuity of Operations (COOP) - The Office of Emergency Management assisted City of Annapolis Departments with Continuity of Operations Plans in years past. Continuity of Operations plans ensure City Departments are able to conduct and provide essential functions during emergencies, disasters and crises. It is time to revisit these documents and make appropriate changes that reflect current policies, procedures, and technologies. OEM conducted meetings with every Department on Continuity of Operations in 2018. OEM intends to finalize these plans this year.
 - c. Unmanned Aerial Systems - The Office of Emergency Management has begun an Unmanned Aerial Systems (UAS) Program, which follows appropriate regulations and best practices. OEM is in the process of formalizing these procedures and plans to finalize this document in 2019.

Department of Public Works



DESCRIPTION

General Purpose

The American Public Works Association defines “public works” as: *“the combination of physical assets, management practices, policies, and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for its citizens.”*

In the City of Annapolis, the Department of Public Works (DPW) provides infrastructure and related services essential for a modern city.

- In the General Fund, DPW constructs, maintains, and repairs streets, sidewalks and bicycle paths that citizens and visitors use for travel in Annapolis. DPW also maintains and repairs City-owned and occupied buildings and facilities.
- In the Water Fund, DPW produces high quality drinking water at the Annapolis Water Treatment Plant and distributes water to homes and businesses through the water distribution system.
- In the Sewer Fund, DPW collects wastewater and conveys it to the Annapolis Water Reclamation Facility (WRF) where it is treated and released. The WRF is co-owned by the City and Anne Arundel County.
- In the Refuse Fund, DPW collects and disposes of solid waste, including the weekly collection of refuse, recycling, and yard waste.

Department of Public Works

- In the Watershed Restoration Fund, DPW administers the City's watershed restoration and stormwater management programs, ensuring compliance with federal, state, and local regulations.
- In the Capital Projects Fund, DPW manages the design and construction of the City's annual capital budget and capital improvement program (CIP). The capital budget and CIP provide for the renewal and expansion of the City's capital assets that support the quality of life in Annapolis.
- In the Fleet Operating and Fleet Replacement Funds, DPW provides internal support services related to operating, maintaining, and replacing the City's fleet of vehicles, including police vehicles and fire apparatus.

Values

1. Superior customer service
2. Responsiveness
3. Resourcefulness
4. Proactive approach

Mission Statement

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

Service Areas

1. Management of the capital improvement program
2. Operation and maintenance of the water treatment plant, water distribution system, sewer collection system, and storm drains.
3. Oversight of the solid waste system, including refuse, recycling, and yard waste.
4. Maintenance of the right-of-way, including streets, sidewalks, bike paths, signs, traffic signals, and street lights.
5. Maintenance and replacement of fleet vehicles and equipment.
6. Maintenance and repair of City-owned buildings and facilities.

Department of Public Works

STAFFING SUMMARY

General Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Administration</i>							
Director of Public Works		X			A207	1	1
Assistant Director of Public Works			X		A187	1	1
Public Works Analyst			X		A157	1	1
Administrative Office Associate			X		A097	1	1
Accounting Associate II			X		A087	1	1
<i>Bureau of Engineering and Construction</i>							
Bureau Chief			X		A187	1	1
Civil Engineer II			X		A157	5	6
CAD Technician			X		A117	1	1
Public Works Inspector			X		A107	1	2
Capital Project Assistant				X		1	0
Construction Inspector				X		1	0
<i>Streets</i>							
Superintendent - Public Works Services			X		A167	1	1
Public Works Supervisor			X		A128	0	1
Public Works Supervisor			X		A118	1	0
Equipment Operator III			X		A088	2	2
Equipment Operator II			X		A078	3	3
Equipment Operator I			X		A068	14	14
Mason II			X		A088	1	1
Mason I			X		A078	1	1
Public Works Dispatcher			X		A078	1	1
Office Associate IV			X		A077	1	1
Public Works Maintenance Worker I			X		A048	6	6
<i>Traffic Control and Maintenance</i>							
Traffic Technician II			X		A088	1	1
Traffic Technician I			X		A068	1	1
Public Works Maintenance Worker II			X		A058	1	1

Department of Public Works

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Facilities / General Government Buildings</i>							
Facilities Maintenance Supervisor			X		A137	1	1
Facility Maintenance Engineer II			X		A128	1	2
Facility Maintenance Engineer I			X		A118	1	1
Facility Maintenance Technician			X		A078	1	2
Total						53	55

In FY2020, a contractual Capital Project Assistant position is converted to a Civil Engineer II, grade A15, in the civil service. Additionally, a contractual Constructor Inspector position is converted to a Public Works Inspector, grade A10, in the civil service.

The budget also reclassifies a Public Works Supervisor in the Streets Division from grade A11 to grade A12, consistent with the 2018 classification study.

In the Facilities Division, the budget adds an additional Facility Maintenance Mechanic II, grade A12, and a Facility Maintenance Technician, grade A7. These two additional positions will allow DPW to address facility repairs and maintenance needs with City staff, and the cost is offset by a commensurate reduction in contractual services.

Water Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Water Supply and Treatment Facility</i>							
Water Plant Superintendent			X		A167	1	1
Assistant Water Plant Superintendent			X		A147	1	1
Water Plant Operator IV			X		A118	5	5
Instrument Technician			X		A108	1	1
Utilities Mechanic II			X		A098	2	1
Equipment Operator II			X		A078	1	1
PW Maintenance Worker I			X		A048	1	1

Department of Public Works

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Water Distribution</i>							
Superintendent - Public Works Utilities			X		A167	1	1
Assistant Utilities Superintendent			X		A147	0	1
Utility Supervisor			X		A128	2	2
Utility Mechanic III			X		A108	1	1
Equipment Operator III			X		A088	1	1
Equipment Operator II			X		A078	2	4
Equipment Operator I			X		A068	2	2
Meter Technician II			X		A078	2	2
Meter Technician I			X		A068	1	1
Underground Utility Locator I			X		A078	1	1
Office Associate IV			X		A077	1	1
Total						26	28

The FY2020 budget eliminates a vacant Utilities Mechanic II position. It also adds a new Assistant Utilities Superintendent, grade A14, and two additional Equipment Operator II positions to address the needs identified in the new Asset Management System.

Sewer Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Wastewater Collection</i>							
Utility Supervisor			X		A128	1	1
Utility Mechanic III			X		A108	1	1
Utility Mechanic II			X		A098	1	1
Equipment Operator III			X		A088	1	1
Equipment Operator II			X		A078	1	1
Equipment Operator I			X		A068	1	1
Total						6	6

There are no position changes in the Sewer Fund.

Department of Public Works

Watershed Restoration Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Watershed Restoration</i>							
Stormwater Management Engineer			X		A157	1	2
Environment Programs Coordinator			X		A137	0	1
Environmental Compliance Inspector			X		A107	1	1
Equipment Operator III			X		A088	1	1
Equipment Operator I			X		A068	1	1
Office Associate III			X		A067	0	1
PW Maintenance Worker I			X		A048	1	1
Total						5	8

The FY2020 budget includes an additional Stormwater Management Engineer, grade A15, to help address the need for additional staffing for plan reviews, bond inspections, field inspections, and meetings regarding development, drainage issues, MS4 projects, and sediment and erosion control inspections.

The budget also includes an Office Associate III position, grade A6, to provide support for the comprehensive street sweeping plan DPW plans to develop to provide regular curb to curb street sweeping for all streets in Annapolis. Street sweeping will reduce the amount of pollutants discharging into local waterways from the streets and storm drainage system and provide stormwater restoration credits as required by the City's MS4 permit.

The FY2020 budget also transfers the Environmental Programs Coordinator position from the Office of Environmental Policy to DPW and upgrades the position from grade A12 to grade A13. The position upgrade is based on Human Resources' analysis of the duties of the position.

Department of Public Works

Refuse Collection Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Solid Waste</i>							
Solid Waste Contract Administrator			X		A128	0	1
Public Works Supervisor			X		A118	1	0
Office Associate IV			X		A077	1	1
Equipment Operator II			X		A078	0	1
Equipment Operator I			X		A068	0	1
Total						2	4

Fleet Maintenance Fund

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Fleet Maintenance</i>							
Fleet Manager			X		A167	1	1
Fleet Maintenance Technician III			X		A128	1	1
Facility Maintenance Technician II			X		A118	4	4
Public Works Service Worker			X		A048	1	1
Contractual Mechanic Full-Time				X		0	1
Contractual Mechanic Part-Time				X		1	1
Total						8	9

In the Fleet Operating Fund, the FY2020 budget adds a full-time, contractual mechanic to maintain police vehicles. The number of vehicles DPW will have to maintain will increase by approximately 59 vehicles in FY2020 as the City purchases 19 vehicles that are currently leased and 40 vehicles for the police take-home vehicle program. .

Temporary Positions

The Public Works Department has various temporary labor positions.

Department of Public Works

BUDGET SUMMARY

General Fund

Administration	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 664,741	\$ 680,743	\$ 680,743	\$ 662,000
Contractual Services	48,185	48,350	48,350	48,350
Supplies and Other	7,295	8,500	8,500	8,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 720,221	\$ 737,593	\$ 737,593	\$ 718,350

Engineering & Construction	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 938,193	\$ 958,606	\$ 958,606	\$ 941,000
Contractual Services	31,834	35,100	35,100	54,300
Supplies and Other	12,579	14,500	14,500	12,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 982,606	\$ 1,008,206	\$ 1,008,206	\$ 1,007,800

Streets	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 2,556,242	\$ 2,846,033	\$ 2,846,033	\$ 2,671,000
Contractual Services	752,763	707,900	657,900	813,100
Supplies and Other	132,993	129,040	179,040	86,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 3,441,998	\$ 3,682,973	\$ 3,682,973	\$ 3,570,600

Department of Public Works

Traffic Control & Maintenance	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 253,787	\$ 249,760	\$ 249,760	\$ 254,000
Contractual Services	20,938	24,300	24,300	42,000
Supplies and Other	32,224	30,000	30,000	25,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 306,949	\$ 304,060	\$ 304,060	\$ 321,000

Snow	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 26,957	\$ 64,590	\$ 64,590	\$ 65,000
Contractual Services	51,554	56,700	56,700	56,700
Supplies and Other	27,530	46,000	46,000	40,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 106,041	\$ 167,290	\$ 167,290	\$ 161,700

Facilities	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 519,715	\$ 464,247	\$ 464,247	\$ 575,000
Contractual Services	1,231,804	1,293,000	1,307,000	1,191,800
Supplies and Other	10,367	15,000	15,000	15,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,761,886	\$ 1,772,247	\$ 1,786,247	\$ 1,781,800

Water Fund

Water Fund - Water Supply & Treatment Facility	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,505,078	\$ 1,259,138	\$ 1,259,138	\$ 1,147,000
Contractual Services	520,840	466,000	466,000	466,000
Supplies and Other	139,404	187,000	187,000	182,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 2,165,322	\$ 1,912,138	\$ 1,912,138	\$ 1,795,000

Department of Public Works

Water Fund - Water Distribution	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 955,108	\$ 1,106,856	\$ 1,106,856	\$ 1,274,000
Contractual Services	387,083	462,500	462,500	588,910
Supplies and Other	108,593	110,000	110,000	85,600
Capital Outlay	-	-	-	-
Debt Service	346,458	1,377,139	1,377,139	2,927,000
Transfers	935,008	1,512,065	1,512,065	719,120
Depreciation	483,461	440,000	440,000	429,790
Total Expenditures	\$ 3,215,711	\$ 5,008,560	\$ 5,008,560	\$ 6,024,420

Sewer Fund

Sewer Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,088,571	\$ 917,174	\$ 917,175	\$ 1,009,000
Contractual Services	3,692,612	4,562,000	4,562,000	4,824,865
Supplies and Other	74,269	72,500	72,500	55,600
Capital Outlay	-	10,000	10,000	-
Debt Service	428,938	739,503	739,503	769,000
Transfers	1,913,381	1,269,608	1,269,608	670,880
Depreciation & Contingency	787,165	776,000	776,000	733,305
Total Expenditures	\$ 7,984,936	\$ 8,346,785	\$ 8,346,786	\$ 8,062,650

Department of Public Works

Watershed Restoration Fund

Watershed Restoration Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 723,613	\$ 515,000	\$ 515,000	\$ 739,000
Contractual Services	80,849	48,000	48,000	60,050
Supplies and Other	12,586	55,500	55,500	51,000
Capital Outlay	-	-	-	-
Debt Service	9,010	30,143	30,143	33,000
Transfers	500,000	870,682	870,682	1,209,000
Depreciation	14,386	13,310	13,310	17,640
Total Expenditures	\$ 1,340,444	\$ 1,532,635	\$ 1,532,635	\$ 2,109,690

Refuse Fund

Refuse Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 411,774	\$ 215,490	\$ 215,490	\$ 1,009,000
Contractual Services	838,522	1,728,770	1,749,080	2,361,200
Supplies and Other	593,267	113,950	93,640	110,150
Capital Outlay	-	-	-	-
Debt Service	1,162	33,949	33,949	36,000
Transfers	551,359	608,019	608,019	306,700
Depreciation	61,729	75,760	75,760	62,810
Total Expenditures	\$ 2,457,813	\$ 2,775,938	\$ 2,775,938	\$ 3,885,860

Fleet Operating Maintenance Fund

Fleet Operating Fund	FY 2018 Actual (In General Fund)	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 823,130	\$ 889,454	\$ 889,454	\$ 932,000
Contractual Services	294,273	373,400	368,400	727,320
Supplies and Other	15,540	538,440	543,440	940,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,132,943	\$ 1,801,294	\$ 1,801,294	\$ 2,599,320

Department of Public Works

Fleet Replacement Fund

Fleet Replacement Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Supplies and Other	-	-	-	-
Capital Outlay	-	1,173,195	1,280,375	278,900
Debt Service	-	-	-	785,000
Depreciation	-	-	-	13,100
<i>Total Expenditures</i>	\$ -	\$ 1,173,195	\$ 1,280,375	\$ 1,077,000

ENHANCEMENTS

All enhancements in the DPW's budget are personnel enhancements identified above following the position summary tables for each fund administered by DPW.

PERFORMANCE MEASURES

The Public Works Department had a successful year in delivering critical services to Annapolis residents and businesses. Over 1.2 billion gallons of water were distributed to customers. Successful operation of the City's new water treatment plant continued, and the design-build contract for the plant was successfully closed after the settlement of all remaining legal issues. A similar but smaller amount of wastewater was collected and treated. Over 4 miles of streets were repaved during the fiscal year, which included parts of two paving seasons (the last half of 2017 and the first half of 2018). Over 2000 potholes were repaired, with roughly 53% repaired during the two months following the winter months. Over 7,300 tons of refuse, 3,500 tons of recyclables and 1,600 tons of yard waste were collected, generally on time and without incident. The 12-month solid waste diversion rate (percentage of the total solid waste stream that is diverted from going to a landfill) was nearly 40%. During a relatively light snow year, all performance measures were met in the timely removal of snow from City streets. The innovative solar energy park at the closed Annapolis landfill was completed and energy production began.

Capital projects completed during the year included the Cornhill Street Sidewalk and Curb Replacement, Chesapeake Avenue Water Main Replacement, Energy Savings Performance Contract, Bywater Park Construction, and numerous streets were repave and sewer mains were re-lined.

Challenges in FY2019 will include re-solicitation of the 7-year solid waste collection contract that will expire on June 30, 2019; design, permitting and bidding of the City Dock Southside Flood Mitigation project; determination of the future of the Main

Department of Public Works

Street Re-bricking and Public Works Maintenance Facility projects; design and construction of the Tennis Court Replacement project and the Truxtun Park Swimming Pool Replacement project; initiation of the Stormwater MS4 projects required by the new stormwater permit; and continued progress toward unmanned operation of the new water treatment plant during nights and weekends.

During the last couple of years, the department has been undergoing a self-assessment process that is the first step in agency accreditation by the American Public Works Association (APWA). It is expected that this self-assessment will be completed in FY2019, at which time the APWA accreditation visits and assessments will begin. As an accredited agency, DPW will have demonstrated that it has implemented standard operating procedures and best practices across the entire department. The accreditation will be a mark of the quality of the department.

The Department of Public Works is fortunate to have loyal, dedicated employees who do whatever is necessary to provide outstanding service to the City. They steadfastly work in all weather conditions to ensure that the required services are provided to Annapolis residents and businesses.

Goals and Objectives

1. Complete the design and obtain full construction funding for the Compromise Street flood mitigation project.
2. Complete the new swimming pool at Truxtun Park.
3. Move forward with the Public Works Maintenance Facility project.
4. Make a smooth transition to the new solid waste collection contractor.
5. Effectively and efficiently complete \$3 million of street reconstruction/resurfacing work and \$600,000 of sidewalk replacement work.
6. Continue with the planning, design and construction of water and sewer main replacement and rehabilitation work.
7. Continuously improve the department's responsiveness, effectiveness, efficiency and customer service.

Performance Commentary

In FY2019, DPW had a successful year delivering critical services to Annapolis residents and businesses. Over 1.2 billion gallons of water were distributed to customers. Successful operation of the City's new water treatment plant continued, and the design-build contract for the plant was successfully closed after the settlement of all remaining legal issues. A similar but smaller amount of wastewater was collected and treated. Over four miles of streets were repaved during the fiscal year, which included parts of two paving seasons (the last half of 2017 and the first half of 2018). Over 2,000 potholes were repaired, with roughly 53% repaired during the two months following the winter months. Over 7,300

Department of Public Works

tons of refuse, 3,500 tons of recyclables and 1,600 tons of yard waste were collected, generally on time and without incident. The percentage of the total solid waste stream that was diverted from going to a landfill was nearly 40%. During a relatively light snow year, all performance measures were met in the timely removal of snow from City streets. The innovative solar energy park at the closed Annapolis landfill was completed, and energy production began.

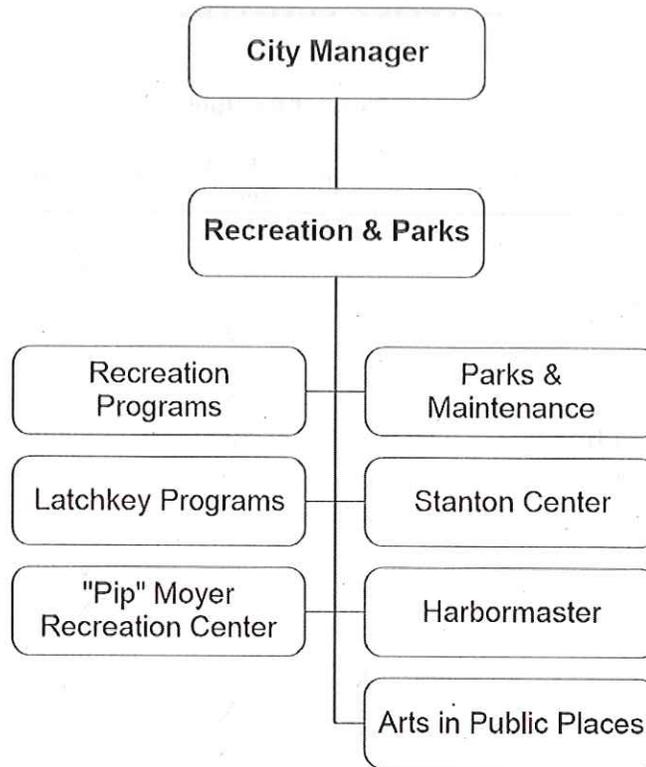
Capital projects completed during the year included the Cornhill Street Sidewalk and Curb Replacement, Chesapeake Avenue Water Main Replacement, Energy Savings Performance Contract, Bywater Park Construction. Additionally, numerous streets were repaved and sewer mains were relined.

Challenges in FY2019 included the resolicitation of the solid waste collection contract that expires on June 30, 2019; design, permitting and bidding of the City Dock Southside Flood Mitigation project; determination of the future of the Main Street re-bricking and Public Works Maintenance Facility projects; design and construction of the Tennis Court Replacement project and the Truxtun Park Swimming Pool Replacement project; initiation of the Stormwater MS4 projects required by the new stormwater permit; and continued progress toward the unstaffed operation of the new water treatment plant during nights and weekends.

During the last couple of years, the department has been undergoing a self-assessment process that is the first step in agency accreditation by the American Public Works Association (APWA). DPW expects to complete this self assessment in FY2019, at which time the APWA accreditation will visit the City and make its assessment. As an accredited agency, DPW will have demonstrated that it has implemented standard operating procedures and best practices across the entire department.

The Department of Public Works is fortunate to have loyal, dedicated employees who do whatever is necessary to provide outstanding service to the City. They steadfastly work in all weather conditions to ensure that the required services are provided to Annapolis residents and businesses.

Recreation and Parks Department



DESCRIPTION

The Department of Recreation and Parks enriches the quality of life for the Annapolis community by providing recreational, educational, and wellness within facilities, parks, and natural open spaces. Through the Harbormaster's Office, the Department provides for the safe and enjoyable use of City waters, including managing public and private moorings, the bulkhead and slips at City Dock, and various park docks and street-end landings.

The Department of Recreation and Parks Department develops and implements quality recreation and leisure programs, activities, and events for all citizens of Annapolis, regardless of financial, economic or educational status. Additionally, the Department maintains and preserves the City's park system, open spaces, and trails.

The Department of Recreation and Parks is driven by a "Servant Leadership" philosophy that emphasizes increased service to others by encouraging shared decision making and a sense of community involvement.

Recreation and Parks Department

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY19	FY20
<i>Recreation & Parks</i>							
Stanton Center Manager				X		1	0
Community Center Manager			X		A137	0	1
Facility Supervisor			X		A127	1	1
Parks Maintenance Worker Crew Leader			X		A078	2	2
Parks Maintenance Worker II			X		A068	5	5
Parks Maintenance Worker I			X		A058	1	1
Recreation Leader I			X		A077	2	2
Horticulturist				X		1	1
Recreation Contractual				X		1	1
Latchkey Contractual				X		7	7
<i>Pip Moyer Rec Center</i>							
Director of Rec and Parks		X			A207	1	1
Parks Division Chief			X		A167	1	1
Recreation Division Chief			X		A167	1	1
Community Health & Aquatics Supervisor			X		A127	1	1
Front Desk Supervisor			X		A127	1	1
Recreation Sports Supervisor			X		A127	1	1
Marketing Coordinator			X		A117	0	1
Marketing/Membership Coordinator			X		A107	1	0
Recreation Office Administrator			X		A107	1	1
Recreation Leader II			X		A087	1	1
Office Associate IV			X		A077	1	1
Office Associate				X		1	1
<i>Harbormaster</i>							
Harbormaster			X		A187	1	1
Deputy Harbormaster			X		A137	1	1
Total						34	34

The FY 2020 budget upgrades the Marketing Coordinator position from A10 to A11, consistent with the 2018 classification study. It also converts the contractual Stanton Center Manager position to civil service, Community Center Manager, grade A13.

Temporary Positions

The Recreation and Parks Department has numerous temporary positions. These positions consist primarily of General Clerical positions, Recreation Assistants, Custodial

Recreation and Parks Department

Workers, Class Instructors, Recreation and Parks General Temps, Latchkey General Temps and seasonal Dock Assistants and Assistant Harbormasters.

BUDGET SUMMARY

Pip Moyer Facility

Pip Moyer Facility	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 335,632	\$ 145,394	\$ 145,394	\$ 266,000
Contractual Services	163,334	209,000	209,000	179,000
Supplies and Other	25,661	25,300	25,300	29,100
Capital Outlay	-	-	-	-
Total Expenditures	\$ 524,627	\$ 379,694	\$ 379,694	\$ 474,100

Front Desk

Front Desk	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 214,250	\$ 194,647	\$ 194,647	\$ 217,000
Contractual Services	8,804	6,000	6,000	6,000
Supplies and Other	3,635	4,200	4,200	4,400
Capital Outlay	-	-	-	-
Total Expenditures	\$ 226,689	\$ 204,847	\$ 204,847	\$ 227,400

Parks

Parks	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,065,069	\$ 990,669	\$ 990,669	\$ 911,000
Contractual Services	247,825	281,500	281,500	284,740
Supplies and Other	72,319	78,000	78,000	70,000
Capital Outlay	644	1,000	43,078	1,000
Total Expenditures	\$ 1,385,857	\$ 1,351,169	\$ 1,393,247	\$ 1,266,740

Recreation and Parks Department

Administration

Administration	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 22,615	\$ 443,475	\$ 443,475	\$ 459,000
Contractual Services	-	85,700	85,700	111,300
Supplies and Other	-	17,510	17,510	14,400
Capital Outlay	21,750	26,000	26,000	17,000
Total	\$ 44,365	\$ 572,685	\$ 572,685	\$ 601,700

Latchkey

Latchkey	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 221,571	\$ 255,085	\$ 255,085	\$ 260,350
Contractual Services	23,075	33,000	33,000	35,300
Supplies and Other	7,783	9,700	9,700	18,600
Capital Outlay	-	-	-	-
Total	\$ 252,429	\$ 297,785	\$ 297,785	\$ 314,250

Stanton Recreation

Stanton Recreation	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salary and Benefits	\$ 362,815	\$ 242,890	\$ 242,890	\$ 392,000
Contractual Services	44,199	15,000	15,000	44,000
Supplies and Other	10,755	11,400	11,400	12,100
Capital Outlay	-	-	-	-
Total	\$ 417,769	\$ 269,290	\$ 269,290	\$ 448,100

Recreation and Parks Department

Sports

Sports	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 173,565	\$ 171,077	\$ 171,077	\$ 192,500
Contractual Services	106,589	110,500	110,500	117,000
Supplies and Other	7,606	8,300	8,300	10,500
Capital Outlay	-	-	-	-
Total	\$ 287,760	\$ 289,877	\$ 289,877	\$ 320,000

Camps and Classes

Camps & Classes	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 492,131	\$ 311,028	\$ 311,028	\$ 544,500
Contractual Services	21,620	23,700	23,700	47,300
Supplies and Other	2,691	3,840	3,840	11,100
Capital Outlay	-	-	-	-
Total	\$ 516,442	\$ 338,568	\$ 338,568	\$ 602,900

Health & Fitness

Health & Fitness and Wellness	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 268,197	\$ 179,220	\$ 154,220	\$ 203,000
Contractual Services	26,941	21,500	21,500	23,900
Supplies and Other	29,318	16,800	16,800	18,600
Capital Outlay	-	-	-	-
Total	\$ 324,456	\$ 217,520	\$ 192,520	\$ 245,500

Recreation and Parks Department

Pool

Harbormaster	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 294,362	\$ 305,856	\$ 330,856	\$ 398,500
Contractual Services	92,596	109,050	102,050	107,710
Supplies and Other	18,511	4,900	31,900	30,000
Capital Outlay	101,087	20,000	-	-
Total	\$ 506,556	\$ 439,806	\$ 464,806	\$ 536,210

Harbormaster

Harbormaster	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 294,362	\$ 305,856	\$ 330,856	\$ 398,500
Contractual Services	92,596	109,050	102,050	107,710
Supplies and Other	18,511	4,900	31,900	30,000
Capital Outlay	101,087	20,000	-	-
Total	\$ 506,556	\$ 439,806	\$ 464,806	\$ 536,210

Arts in Public Places

AIPPC Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salary and Benefits	\$ -	\$ -	\$ -	\$ -
Contractual Services	12,068	27,853	27,853	40,000
Supplies and Other	-	-	-	-
Capital Outlay	-	-	-	-
Total	\$ 12,068	\$ 27,853	\$ 27,853	\$ 40,000

ENHANCEMENTS

The FY2020 budget includes the following enhancements:

- \$25,000 increase in recurring funding for the Arts in Public Places (from \$15,000 to \$40,000). The FY2019 budget was \$27,893, comprising \$15,000 of recurring funds

Recreation and Parks Department

and \$12,873 of fund balance in the AIPPC fund. The fund is unlikely to have any fund balance at the end of FY2019 that could be appropriated for FY2020 expenditures.

- 10,000 for additional lifeguards and \$3,800 for enhanced programming when the new Truxtun pool opens in June 2020.
- \$1,500 increase for pay raises for the swim team coaches, who have not had raises in at least six years.
- \$4,000 for a Pop-up Camp coordinator position (seasonal, 4 hours/day for 12 weeks). Pop-up camps are a One Annapolis initiative designed to give every child in Annapolis at least one summer enrichment activity.
- \$17,200 for instructors and materials for the pop-up camps. Camps that may be offered include Elite Gaming Live, Black Data Processors Association Tech Pop-up Fair and Tech Learn and Earn program; Stanton Coders Basketball and Coding Camp; Hip Hop Math camp; Art of Jewelry Making camp; Ukelele camp; Drone camp; Short Film camp, and Youth Entrepreneurship camp. (Other pop-up camps will be sponsored and run by City departments, such as the Fire Department, Police Department, and Public Works. The costs of those camps are built into the respective department budgets.)
- \$10,585 for the Latchkey Latino Enhancement after school program. As a part of the City's One Annapolis initiatives, staff will provide after school activities for children ages 11 to 16 at the Pip Moyer Rec Center.

PERFORMANCE MEASURES

Programs

Goals and Objectives

1. To increase number of program participants
2. To increase overall number of programs offered
3. To increase the variety of programs offered

Strategies

1. To offer specific environmental, technological, arts and crafts, and after school programs
2. To administer surveys to various age groups to understand their program preferences
3. Seek outside funding and outsourcing possibilities

Athletics

Goals and Objectives

1. Grow adult volleyball league
2. Diversify and grow athletic programming
3. Improve rockwall access and usage

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Strategies

1. Accommodate the individuals who are not affiliated with established volleyball teams with in-house teams
2. Offer noncompetitive introduction to cheerleading as a program for all age groups
3. Increase fencing program availability
4. Partner with local sports clubs to increase offerings
5. Order more equipment such as shoes, holds and harness to preserve and maintain the surface of the rock wall.

Fitness

Goals and Objectives

1. Expand space among weight room equipment
2. Ensure weight lifting and cardiovascular equipment is safe and in good repair

Strategies

1. Rearrange and relocate weight lifting equipment
2. Replace and repair weight lifting and cardiovascular equipment as needed

Aquatics

Goals and Objectives

1. Maintain full existing pool operation for the summer 2019 season
2. Move forward with construction of new state-of-the-art outdoor pool facility at the current Truxtun Park location

Strategies

1. In collaboration with the Department of Public Works and third-party pool contractor, identify and repair leaks, evaluate filtering mechanics, and perform other troubleshooting necessary to keep the existing pool operating through the end of the summer 2019 season.
2. Because of the fragility of the current pool, it is prudent not to add additional programming at this time.
3. Begin construction of new pool immediately after the end of the summer 2019 season.

Parks

Goals and Objectives

1. Ensure parks are clean, safe, well maintained, and attractive
2. Ensure lighting is adequate
3. Ensure signage is adequate

Strategies

1. Change the maintenance schedule as needed
2. Add a third day of trash collection at some parks
3. Install lighting at Amos Garrett Park
4. Restore and update signage throughout all parks
5. Explore ways to make park entrances welcoming

Recreation and Parks Department

Recreation and Community Facilities

Goals and Objectives

1. Ensure the Stanton Center, Annapolis Walk, and Pip Moyer Recreation Center facilities are clean, safe, well-maintained, and attractive.

Strategies

1. Paint the inside of the Annapolis Walk Community Center
2. Strip and wax the floors at the Annapolis Walk Community Center and Stanton Center
3. Replace ceiling tile at the Stanton Center
4. Maintain landscaping beds

Sports Complex Facilities and Fields

Goals and Objectives

1. Ensure safe and attractive sports complex facilities and fields for use by children and adults

Strategies

1. Create better drainage on the baseball fields
2. Do full turf maintenance on all fields and provide a good crop of grass for all sport events
3. Repair all the water fountains
4. Paint the fence at Collison Field.
5. Do full turf maintenance on all fields

Tennis and Pickleball Courts

Goals and Objectives

1. Provide adequate number of safe tennis and pickleball courts for children and adults

Strategies

1. Reconstruct ten tennis courts at Truxtun Park (in current capital budget)
2. Construct six pickleball courts at Truxtun Park (in current capital budget)
3. Replace hitting wall (in current capital budget)
4. Blend four courts with tennis and pickleball lines
5. Blend ten tennis courts with 10 and under lines
6. Seek future funding for 10-U lining of the ten tennis courts at Truxtun Park

Outdoor Fitness Court

Goals and Objectives

1. Build a National Fitness Campaign – Outdoor Fitness Court in the City.

Strategies

1. Pending identification of all costs and available Program Open Space funding, the Outdoor Fitness Court will likely be located along the Poplar Trail in the Homewood community near the Annapolis Gardens, Admiral Oaks, and Admiral Heights

Recreation and Parks Department

communities. The Department of Recreation and Parks has presented the proposed court to the Homewood HOA and at two community forums.

Marketing

Goals and Objectives

1. Increase social media exposure
2. Offer all marketing materials in Spanish
3. Bring Maryland and national Recreation and Parks initiatives to Annapolis

Strategies

1. Schedule and implement each month in the year 2019 to commemorate the 10th anniversary of PMRC
2. Utilize regularly scheduled recreation and parks events and also plan events, activities and programs for other month that have no event / activities scheduled
3. Increase posts to Facebook, Instagram, YouTube, Snapchat, etc.
4. Consider offering punch cards year-round
5. Print program flyers in English and Spanish
6. Participate in National Park and Recreation Month activities such as Healthy Aging in Parks, Walk With Ease, Active Living Every Day, Fit & Strong!, Commit to Health, 10-Minute Walk, National Take a Hike Day, and Kids to Parks Day

Membership Services

Goals and Objectives

1. To increase the number of individual and family memberships

Strategies

1. Initiate inclusive and therapeutic programs for the disabled
2. Continue to provide customer service training to PMRC employees
3. Reinstate themed birthday parties
4. Apply new marketing strategies to increase membership.
5. Implement annual open house events

Harbormaster

General Purpose

The Harbormaster's Office ensures the safe and enjoyable use of City Waters (PDF), including parts of the Severn River, Back Creek, Spa Creek, and Weems Creek. The Harbormaster manages public and private moorings, 1,500 feet of bulkhead, 18 slips at City Dock, more than 17 miles of shoreline, as well as various park docks and street-end landings. The Harbormaster enforces Boating Law and City regulations.

Goals for FY20

1. Install floating pier at Lafayette Avenue

Recreation and Parks Department

2. Transition from carbonized, hand-written receipts to point-of-service technology using a Marina Management Platform. This platform will also provide customers with the ability to pay online, review and sign contracts, and submit reservations.
3. Review and revise at least 3 sections of Title 15 with assistance from Office of Law
4. Ensure all boat operators complete Vessel Verification program
5. Obtain supply of Naloxone HCL in case of opioid overdose in vicinity of Harbormaster Office

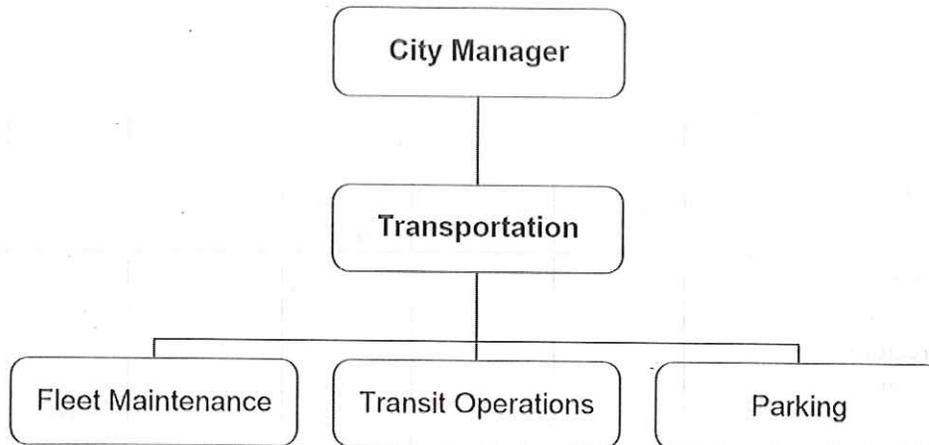
Strategies

1. Install the floating pier at Lafayette Avenue using grant funds that have already been awarded
2. Quantify the cost of implementing a marina management platform and the related budget implications.
3. Have the Harbormaster and Deputy Harbormaster schedule time with boat operators in the spring/summer to complete the already designed Vessel Verification program using materials that have already been prepared.
4. Work with Office of Law as necessary to revise Title 15

Recreation and Parks Department

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Department of Transportation



DESCRIPTION

The Annapolis Department of Transportation (ADOT) provides two core services: (1) public transportation services, and (2) parking management and enforcement services.

The public transportation services are provided through regular fixed route, shuttle, and ADA complementary paratransit services. The department aims to provide the highest possible level of reliable, safe, interconnected, customer-focused, affordable, accessible, and efficient public transportation throughout the Annapolis area to enhance quality of life and support the environment and economic development.

The department plans, develops, and provides all public transportation services for the City. It also establishes schedules, routes, and fares for all transportation services provided by the department, subject to the requirements of the Maryland Public Service Commission, and subject to the approval of the City Council. Additionally, the department establishes policies, procedures, and regulations for the conduct and operation of all transportation services.

The parking management and enforcement services include the enforcement of on-street parking, management of city-owned parking garages, and residential parking programs. This core function strives to provide customer-focused, equitable parking services through the enforcement of the City's parking regulations and management of its parking garages.

Other functions undertaken by the Department include:

1. Transportation planning with a two-fold focus:
 - a. To provide technical support to the management and administration of public transportation and municipal and private parking programs
 - b. To provide comprehensive transportation planning and analysis consistent with the City's land use policies for improved mobility at a satisfactory level of service with minimal community disruption and environmental impact
2. Regulating the operation and maintenance of taxicabs and other public conveyances as designated by the city council.

Department of Transportation

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY19	FY20
<i>Administration</i>							
Director of Transportation		X			A207	1	1
Deputy Director of Transportation			X		A187	1	1
Transportation Coordinator			X		A107	1	1
Accounting Associate II			X		A087	1	1
Accounting Associate I			X		A077	1	1
<i>Operations</i>							
Transportation Superintendent			X		A148	0	1
Transportation Supervisor			X		A108	3	3
Transit Operations Manager				X		1	0
Fleet Maintenance Supervisor				X		1	1
Fleet Maintenance Technician II			X		A118	1	1
Fleet Maintenance Technician I			X		A108	1	1
Fleet Maintenance Technician I				X		2	2
Fleet Parts Specialist			X		A098	1	1
Bus Driver II			X		A078	14	14
Bus Driver I			X		A058	15	15
<i>Parking Management</i>							
Parking Enforcement Officer I			X		A048	1	1
Total						45	45

The FY 2020 budget converts a contractual Transit Operations Manager to Transportation Superintendent, civil service, grade A14.

Temporary Positions

The Department of Transportation has various temporary positions which consist primarily of bus driver trainees, part-time bus drivers, a parking meter collector, and fleet maintenance technicians.

Department of Transportation

BUDGET SUMMARY

Administration	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,143,561	\$ 620,938	\$ 620,938	\$ 706,000
Contractual Services	29,845	35,900	35,900	37,000
Supplies and Other	8,354	11,500	11,800	29,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 1,181,760	\$ 668,338	\$ 668,638	\$ 772,500

Operations	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,383,183	\$ 1,633,861	\$ 1,633,861	\$ 1,615,000
Contractual Services	3,382	-	-	26,000
Supplies and Other	243,432	134,443	134,443	28,500
Capital Outlay	31,445	25,509	130,730	-
Total Expenditures	\$ 1,661,442	\$ 1,793,813	\$ 1,899,034	\$ 1,669,500

Maintenance	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 128,985	\$ 403,691	\$ 403,691	\$ 324,000
Contractual Services	78,426	23,158	23,158	25,000
Supplies and Other	52,854	64,400	64,400	70,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 260,265	\$ 491,249	\$ 491,249	\$ 419,500

Department of Transportation

Transportation Other	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Debt Service	\$ 5,312	\$ 2,200	\$ 2,200	\$ 3,000
Transfers	855,918	317,641	317,641	978,000
Depreciation	437,048	433,500	433,500	191,900
Total Expenditures	\$ 1,298,278	\$ 753,341	\$ 753,341	\$ 1,172,900

Transportation Grants	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 1,414,767	\$ -	\$ 1,212,500	\$ 1,334,397
Contractual Services	85,104	-	267,068	179,864
Supplies and Other	394,776	-	181,212	84,364
Capital Outlay	14,420	-	156,604	-
Total Expenditures	\$ 1,909,067	\$ -	\$ 1,817,384	\$ 1,598,625

Parking Fund	FY 2018 Actual	FY 2019 Original Budget	FY 2019 Adjusted Budget	FY 2020 Proposed
Salaries and Benefits	\$ 55,618	\$ 59,568	\$ 59,568	\$ 64,000
Contractual Services	2,868,437	2,424,074	2,867,974	3,010,900
Supplies and Other	1,520	48,900	5,000	1,000
Capital Outlay	-	-	-	-
Debt Service	375,400	1,231,975	1,231,975	1,432,500
Transfers	3,078,191	2,763,172	2,363,172	2,916,400
Depreciation	944,189	943,100	943,100	946,100
Total Expenditures	\$ 7,323,355	\$ 7,470,789	\$ 7,470,789	\$ 8,370,900