

**FISCAL YEAR 2021
PROPOSED ANNUAL OPERATING
BUDGET SUPPORT**



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	DaJuan Gay
7	Robert Savidge
8	Ross H. Arnett, III

MANAGEMENT TEAM

City Manager	David Jarrell, P. E.
City Attorney	Michael Lyles, Esq.
Finance Director	Jodee Dickinson, CPA
Acting Director of Public Works	Marcia Patrick, P.E.
Director of Planning and Zoning	Sally Nash, AICP, Ph.D.
Chief of Police	Edward C. Jackson
Fire Chief	Douglas Remaley
Director of Office of Emergency Management	Kevin J. Simmons
Director of Transportation	J. Rick Gordon
Director of Recreation and Parks	Archie Trader

City Officials and Management

CITY COUNCIL STANDING COMMITTEES

Economic Matters Committee

Marc Rodriguez, Chair
Sheila M. Finlayson
Robert Savidge

Environmental Matters Committee

Robert Savidge, Chair
Ross H. Arnett, III
Eleanor Tierney

Finance Committee

Ross H. Arnett, III, Chair
Sheila M. Finlayson
Frederick M. Paone

Housing & Human Welfare Committee

DaJuan Gay, Chair
Marc Rodriguez
Eleanor Tierney

Public Safety Committee

Rhonda Pindell Charles, Chair
DaJuan Gay
Frederick M. Paone

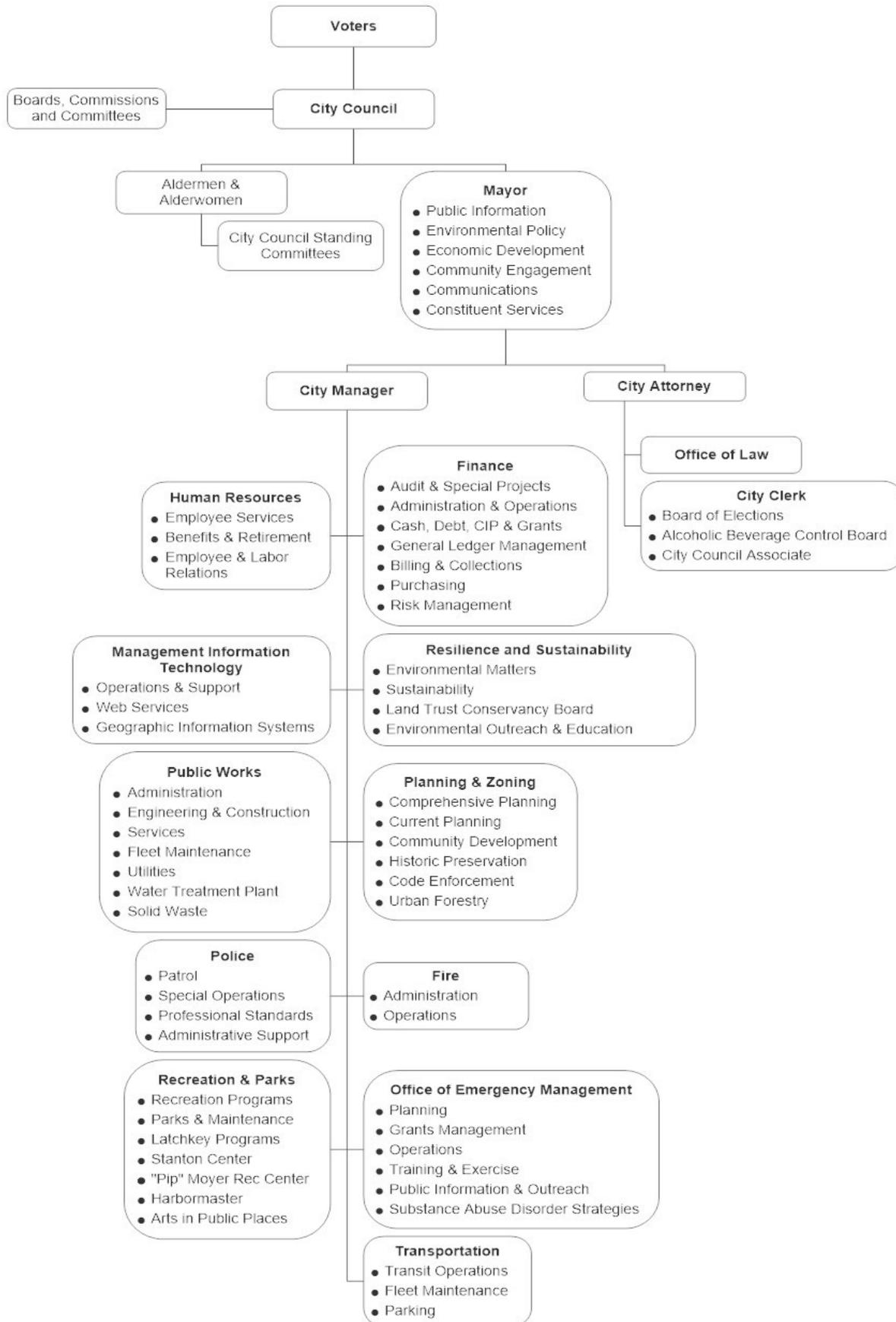
Rules and City Government Committee

Sheila M. Finlayson, Chair
Ross H. Arnett, III
Robert Savidge

Transportation Committee

Eleanor Tierney, Chair
Rhonda Pindell Charles
Marc Rodriguez

City Organizational Chart



City Organizational Chart

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About Annapolis

COMMUNITY PROFILE

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

The City covers an area of approximately seven square miles with a population of approximately 40,000, excluding the Naval Academy population of approximately 5,500. The Naval Academy constitutes a federal enclave that is not within the corporate limits of Annapolis.

The City is dominated by the handsome buildings of historic Annapolis, including the State House of Maryland and the Naval Academy. Additionally, there are a number of contemporary state and county office buildings that have been designed in keeping with the prevailing Georgian architecture of the community. Because of the number of residential structures of significant historic and architectural value for which Annapolis is famous, private and public groups have joined together to retain the historic atmosphere of the community in keeping with modern urban requirements.

Three major highways, U.S. Routes 50/301, Maryland Route 2, and Interstate 97, connect Annapolis with the Chesapeake Bay Bridge, which is immediately northeast of the City. Washington D.C. is 27 miles to the west, and Baltimore is 27 miles to the north.

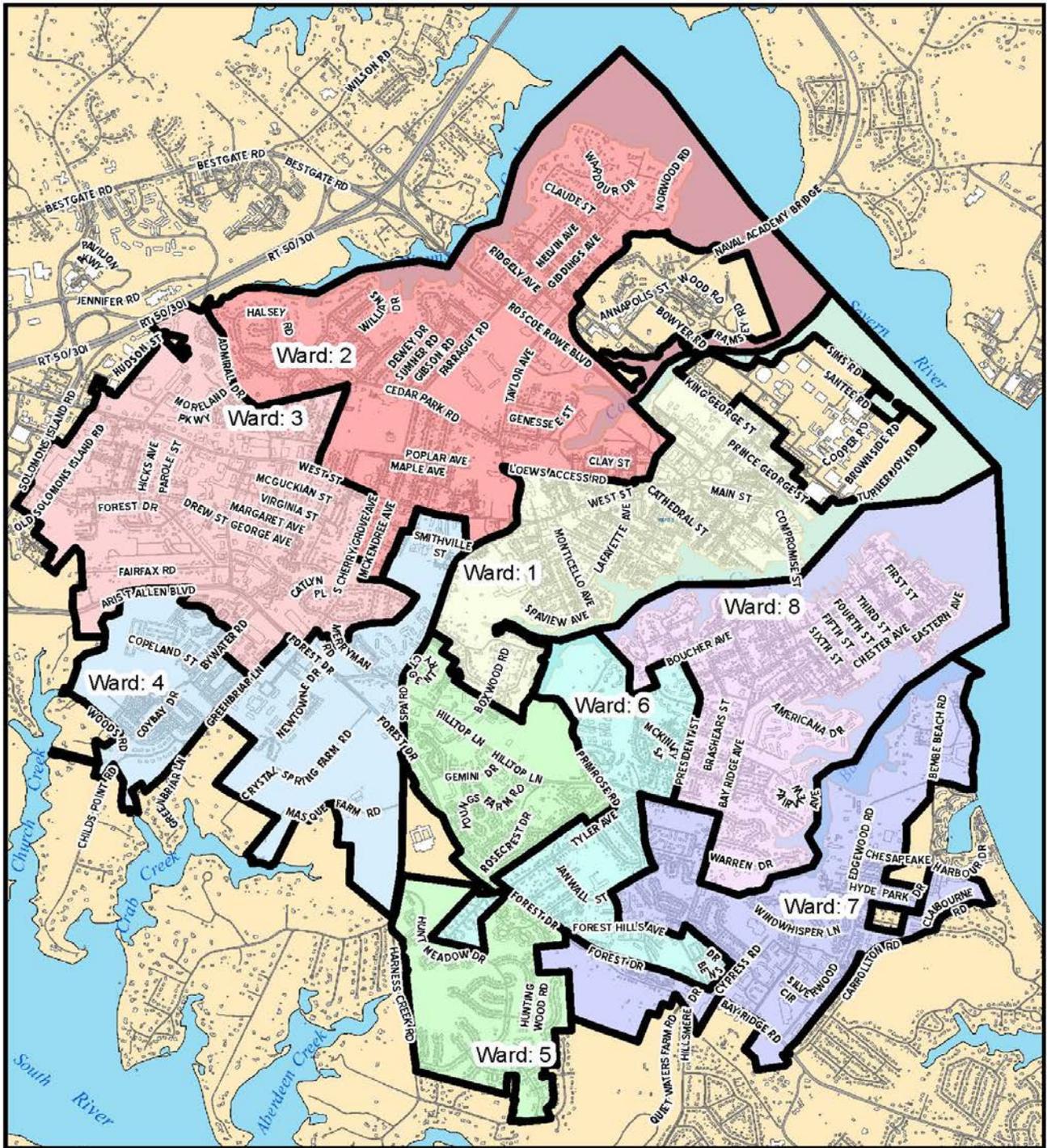
The City is governed by a City Council that comprises the Mayor and eight Alderpersons. The Mayor is elected citywide and may serve no more than two consecutive terms. The Alderpersons are elected by ward and have no term limits. Elections are held in the year following the presidential election year. The City Council has seven standing committees: Economic Matters, Environmental Matters, Finance, Housing and Human Welfare, Public Safety, Rules and City Government, and Transportation. The Mayor and Alderpersons each have one vote on legislation, which may pass by a simple majority.

The City has independent jurisdiction over streets, street lighting, refuse collection, police, recreation and parks, harbor, parking, public transportation, fire suppression and emergency services, planning and zoning, water production and distribution, and sewage collection.

About Annapolis

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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 representations, 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 or 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	Genevieve Torri
Audit Committee	Alderman Fredrick M. Paone
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	Roberto Veloso
Commission on Aging	Wayne Taylor
Education Commission	Jeff Macris
Environmental Commission	Bevin Buchheister
Ethics Commission	James E. Dolezal
Financial Advisory Commission	Frederick C. Sussman
Heritage Commission	Theodore Mack
Historic Preservation Commission	Timothy P. Leahy
Housing & Community Development Committee	Alderman DaJuan Gay
Housing Authority	Jacquelyn Wells
Human Relations Commission	Michael J. Keller
Maritime Advisory Board	Tarrant H. Lomax
Planning Commission	Ben Sale
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, the City Manager 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

Katie Connolly, Senior Accountant

Carrie Kramer, MIT Analyst

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.

The City Council may amend the Mayor's proposed budget by increasing or decreasing proposed appropriations in the budget ordinance. The City Council may also modify the proposed fees and fines that are adopted by resolution. The City Council is then required to adopt a property tax rate by ordinance that ensures sufficient revenue to fund the approved appropriations 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 described in the FY 2021 – FY 2026 Capital Budget and Capital Improvement Program book. Under this process, members of the City Council and departments submit their capital project requests to the Capital Steering Committee for its review and evaluation.

The Capital Steering Committee (comprising the City Manager and Directors of Finance, Public Works, and Planning and Zoning) considers the City's revenue projections, debt affordability, and any legal or regulatory requirements applicable to individual projects requested. Additionally, the Capital Steering Committee evaluates each project using the following criteria: health and safety; quality of life and community welfare; resilience, 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 projects, including the sequencing of projects; and the availability of non-City funding sources. The Capital Steering Committee then recommends a capital budget and capital improvement program to the Mayor for the Mayor's 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 and Transfers

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. The City Council must approve any supplemental appropriations from revenue not anticipated in the adopted budget.

The City Manager has the authority to 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.

The Finance Committee must review, and the City Council must approve, transfers from one fund to another, transfers greater than \$25,000 within the same fund, transfers from appropriations set aside for contingency, and additional appropriations from unanticipated revenues or surplus funds. Supplemental appropriations from surplus funds require a two-thirds vote of the City Council.

Fiscal Policies

Debt and Financial Administration Policies

The City's Debt and Financial Administration 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 percentages are the absolute maximum ratios that the City administration shall permit.

The City's key debt ratios are as follows:

- *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.

- *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.

- *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

- *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.

- *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.

- *Capital Reserve Fund*

The City recognizes that continued 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

Fiscal Policies

recognizes that capital maintenance and capital improvements should have an annual, on-going funding mechanism in addition to the use of one-time monies and prudent use of long-term borrowing to fund capital expenditures.

As such, the City shall establish a Capital Reserve Fund funded as follows:

- 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.
- 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 BSF is fully funded at 3% of the sum of budgeted revenues in the General Fund, Parking Fund, and Transportation Fund.
- Monies in the Capital Reserve Fund may only be appropriated as pay-as-you-go funding for capital improvements.
- *Quarterly Budget Monitoring and Reporting*

The Finance Director shall prepare a quarterly 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.

- *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.

Special Revenue Funds – Special Revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The City's special revenue funds include the Public, Educational, Governmental Access fund (PEG), and the Reforestation, Sprinkler Assistance, Homeownership Assistance Trust, Forfeiture Asset and Seizure, Community Legacy, Arts in Public Places, Grants, and Community Development Block Grant funds.

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 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.

Internal Service Funds - Internal Service Funds are used to report any activity that provides goods or services to other funds, department, or agencies of the City. The City uses internal service funds for its Health Insurance, Self-Insurance, Fleet Operations, and Fleet Replacement activities. The internal service funds receive transfers from the participating City funds.

All Funds Summary

SUMMARY OF REVENUES AND EXPENDITURES BY FUND

FY 2021 Totals by Fund	FY 2021 Revenues	FY 2021 Expenditures	Revenues in Excess of / (Less Than) Expenditures	
General Fund	\$ 82,759,800	\$ 86,267,450	\$ (3,507,650)	①
<i>Other Funds:</i>	-			
Arts in Public Places	40,000	68,000	(28,000)	②
Community Development Block Grant	325,000	325,000	-	
Grants	6,051,211	6,306,206	(254,995)	②
Community Legacy	-	160,000	(160,000)	②
Forfeiture Asset and Seizure	-	183,000	(183,000)	②
Sprinkler Assistance Revolving	-	340,600	(340,600)	②
Reforestation	-	70,700	(70,700)	②
PEG	72,000	442,400	(370,400)	②
Homeownership Assistance Trust	-	794,000	(794,000)	②
<i>Enterprise Funds:</i>				
Sewer Fund	8,424,000	6,799,300	1,624,700	
Water Fund	8,439,400	9,220,700	(781,300)	③
Parking Fund	7,178,400	7,178,400	-	
Transportation Fund	5,426,684	5,426,684	-	
Watershed Restoration Fund	1,606,500	2,075,600	(469,100)	④
Refuse Fund	2,591,800	3,272,400	(680,600)	⑤
<i>Internal Service Funds:</i>				
Self Insurance	2,015,500	2,315,500	(300,000)	⑥
Health Insurance	11,952,900	11,952,800	100	
Fleet Operations	2,521,600	2,369,200	152,400	
Fleet Replacement	1,160,000	1,372,000	(212,000)	⑦
Total All Funds	\$ 140,564,795	\$ 146,939,940	\$ (6,375,145)	

See Explanations of ① through ⑦ on next page.

All Funds Summary

SUPPLEMENTARY EXPLANATIONS USE OF FUND BALANCES IN FY2020 ADOPTED BUDGET

① Use of General Fund balance in FY2021 Budget	
<i>Uses for nonrecurring expenses:</i>	
Use of Capital Reserve Fund to pay-go fund capital projects	
City Harbor Flood Mitigation	\$ 35,000
Fitness Equipment Replacement	50,000
General Roadways	1,500,000
Maynard Burgess House	110,000
Standard Specifications	(103,250)
Trail Connections	111,100
Waterway Improvements	5,000
Use of General Fund Balance in excess of targeted Budget Stabilization Fund for one-time expenditures	
Consulting Services for Hillman Garage Project	50,000
CAD/RMS - third year installment payment	156,000
Fire Department - Self Contained Breathing Apparatus	900,000
Planning & Zoning - Comprehensive Plan Implementation	220,000
<i>Uses for recurring expenses:</i>	
Use of Budget Stabilization Reserves:	
Transfer to Transportation Fund	240,800
General Fund appropriations	233,000
Total use of General Fund balance for nonrecurring expenses in FY2021	<u>\$3,507,650</u>
Use of Restricted Fund Balance for Restricted Purposes	
② Arts in Public Places	\$ 28,000
Grants	254,995
Community Legacy Fund	160,000
Forfeiture Asset and Seizure Fund	183,000
Sprinkler Assistance Revolving Fund	340,600
Reforestation Fund (Critical Area Fees in Lieu of Planting)	70,700
PEG Fund	370,400
Homeownership Assistance Trust Fund	794,000
<i>If the fund balances in these restricted funds are not appropriated for their restricted purposes, the City would not be able to spend the monies for their intended purposes, and the moneys would simply remain unspent in fund balance.</i>	
③ Use of Water Fund balance for nonrecurring expenses in FY2021 Budget	
Use of fund balance to pay-go fund capital project	
Stormwater MS4 Permit Compliance	\$ 781,300
<i>This is the appropriate use of fund balance to pay-go fund capital projects.</i>	
④ Use of Watershed Restoration Fund balance for nonrecurring expenses in FY2021 Budget	
Use of fund balance to pay-go fund capital project	
Stormwater MS4 Permit Compliance	\$ 469,100
<i>This is the appropriate use of fund balance to pay-go fund capital projects.</i>	
⑤ Planned use of Refuse Fund balance for in FY2021 Budget	
Use of fund balance to pay-go fund capital project	
Stormwater MS4 Permit Compliance	\$ 680,600
<i>This is the appropriate use of fund balance to pay-go fund capital projects.</i>	
⑥ Use of Self Insurance Fund balance to pay expenses for which the fund balance was accumulated	
Use of Self Insurance Fund balance to pay expenses for which the fund balance was accumulated	\$ 300,000
<i>Each year the City contributes cash to the Self Insurance Fund to pay claims against the City. This is the appropriation of that cash for its intended purpose of paying claims incurred.</i>	
⑦ Use of Fleet Operations Fund Balance to pay expenses for which the fund balance was accumulated	
<i>The Fleet Operations Fund has accumulated excess fund balance in the past two fiscal years. This represents the planned use of that excess balance.</i>	
	\$ 212,000

All Funds Summary

COMPLIANCE WITH CITY CODE

FY 2021 Anticipated Revenues, Use of Fund Balance, and Proposed Expenditures Totals by Fund	FY 2021				
	Revenues	Use of Available Fund Balance	Total Revenues & Use of Fund Balance	Expenditures	Revenues and Use of Fund Balance in Excess of Expenditures
General Fund	\$ 82,759,800	\$ 3,507,650	\$ 86,267,450	\$ 86,267,450	\$ -
<i>Other Funds:</i>					
Arts in Public Places	40,000	28,000	68,000	68,000	-
Community Development Block Grant	325,000	-	325,000	325,000	-
Grants	6,051,211	254,995	6,306,206	6,306,206	-
Community Legacy	-	160,000	160,000	160,000	-
Forfeiture Asset and Seizure	-	183,000	183,000	183,000	-
Sprinkler Assistance Revolving	-	340,600	340,600	340,600	-
Reforestation	-	70,700	70,700	70,700	-
PEG	72,000	370,400	442,400	442,400	-
Homeownership Assistance Trust	-	794,000	794,000	794,000	-
<i>Enterprise Funds:</i>	-				-
Sewer Fund	8,424,000	-	8,424,000	6,799,300	1,624,700
Water Fund	8,439,400	781,300	9,220,700	9,220,700	-
Parking Fund	7,178,400	-	7,178,400	7,178,400	-
Transportation Fund	5,426,684	-	5,426,684	5,426,684	-
Watershed Restoration Fund	1,606,500	469,100	2,075,600	2,075,600	-
Refuse Fund	2,591,800	680,600	3,272,400	3,272,400	-
<i>Internal Service Funds:</i>					
Self Insurance	2,015,500	300,000	2,315,500	2,315,500	-
Health Insurance	11,952,900	-	11,952,900	11,952,800	100
Fleet Operations	2,521,600	-	2,521,600	2,369,200	152,400
Fleet Replacement	1,160,000	212,000	1,372,000	1,372,000	-
Total All Funds	\$ 140,564,795	\$ 8,152,345	\$ 148,717,140	\$ 146,939,940	\$ 1,777,200
<p>Note: City Code Section: 6.16.010: The total of anticipated revenues and any estimated Fund Balance or retained earnings available for expenditures during the fiscal year shall equal or exceed the total of proposed expenditures within the category.</p>					

All Funds Summary

TOTAL REVENUES BY FUND

Revenue Totals by Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
General Fund	\$ 78,896,844	\$ 80,848,100	\$ 80,851,069	\$ 80,633,313	\$ 82,759,800
<i>Other Funds</i>					
Arts in Public Places	64,300	40,000	40,000	40,000	40,000
Community Development Block Grant	323,364	284,361	284,361	146,319	325,000
Grants	3,939,899	4,557,026	5,494,636	3,938,125	6,051,211
Community Legacy	223,806	200,000	-	-	-
Forfeiture Asset and Seizure	448,639	-	-	122,487	-
Sprinkler Assistance Revolving	1,251,403	-	-	-	-
Reforestation	82,484	-	-	4,400	-
PEG	572,577	60,000	60,000	76,300	72,000
Homeownership Assistance Trust	880,754	-	-	-	-
<i>Enterprise Funds</i>					
Sewer Fund	8,249,891	8,376,000	8,376,000	8,393,410	8,424,000
Water Fund	8,115,583	8,371,000	8,371,000	9,068,672	8,439,400
Parking Fund	8,390,470	9,110,000	9,110,000	6,613,333	7,178,400
Transportation Fund	5,188,472	5,633,025	5,633,025	3,723,375	5,426,684
Watershed Restoration Fund	1,458,203	1,660,000	1,660,000	1,565,678	1,606,500
Refuse Fund	1,974,637	2,716,100	2,716,100	2,277,000	2,591,800
<i>Internal Service Funds</i>					
Self Insurance	2,727,279	2,144,000	2,144,000	2,144,000	2,015,500
Health Insurance	11,676,791	11,960,000	11,960,000	8,832,200	11,952,900
Fleet Operations	1,903,212	2,309,320	2,309,320	2,300,840	2,521,600
Fleet Replacement	1,091,563	1,077,000	1,077,000	1,063,000	1,160,000
Total All Funds	\$ 137,460,171	\$ 139,345,932	\$ 140,086,511	\$ 130,942,452	\$ 140,564,795

All Funds Summary

TOTAL EXPENDITURES BY FUND

Expenditure Total by Fund	FY 2019 Actual Expenditures	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
General Fund	\$ 84,096,450	\$ 82,968,000	\$ 83,675,569	\$ 81,392,020	\$ 86,267,450
<i>Other Funds</i>					
Arts in Public Places	20,924	40,000	40,000	11,232	68,000
Community Development Block Grant	429,199	463,490	463,490	236,471	325,000
Grants	3,834,311	4,602,283	5,193,964	3,382,458	6,306,206
Community Legacy	5,940	200,000	200,000	31,660	160,000
Forfeiture Asset and Seizure	180,692	216,000	376,700	310,700	183,000
Sprinkler Assistance Revolving	-	333,100	331,000	29,400	340,600
Reforestation	12,301	77,800	77,800	11,000	70,700
PEG	180,637	137,000	137,000	57,500	442,400
Homeownership Assistance Trust	51,762	728,298	728,298	148,000	794,000
<i>Enterprise Funds</i>					
Sewer Fund	8,154,253	8,062,650	8,062,650	7,911,174	6,799,300
Water Fund	6,952,087	7,829,420	7,829,420	8,280,343	9,220,700
Parking Fund	6,869,476	8,395,900	8,395,900	6,579,300	7,178,400
Transportation Fund	5,071,910	5,633,025	5,487,025	5,054,500	5,426,684
Watershed Restoration Fund	1,441,402	1,883,390	2,124,390	2,115,650	2,075,600
Refuse Fund	2,134,021	3,885,860	3,885,860	3,083,250	3,272,400
<i>Internal Service Funds</i>					
Self Insurance	3,350,017	4,084,380	4,084,380	1,771,100	2,315,500
Health Insurance	6,939,609	11,960,000	11,960,000	10,975,700	11,952,800
Fleet Operations	2,874,184	2,599,320	2,599,320	2,139,900	2,369,200
Fleet Replacement	228,763	1,077,000	1,077,000	1,394,708	1,372,000
Grand Total	\$ 132,827,937	\$ 145,176,916	\$ 146,729,766	\$ 134,916,066	\$ 146,939,940

Funds Balances Summary

Fund Balances Summary	FY 2019 Fund Balances Available to Appropriate	Projected FY 2020 Revenue	Projected FY 2020 Expenditures	Projected FY 2020 Fund Balance	FY 2021 Revenue	FY 2021 Appropriations	Projected FY 2021 Fund Balance
General Fund:							
General Fund	\$ 14,260,809	\$ 80,633,313	\$ 78,450,161	\$ 16,443,961	\$ 82,759,800	\$ 82,759,800	\$ 16,443,961
Budget Stabilization	3,071,439	-	-	3,071,439	-	473,800	2,597,639
Capital Reserve	4,686,903	-	2,343,000	2,343,903	-	1,707,850	636,053
Assigned for One-time Uses	2,383,539	-	521,000	1,862,539	-	1,326,000	536,539
Keeping History	25,373	-	25,373	-	-	-	-
Gifts and Donations	52,486	-	52,486	-	-	-	-
Total General Fund	24,480,549	80,633,313	81,392,020	23,721,842	82,759,800	86,267,450	20,214,192
Other Funds:							
AIPPC	9,808	40,000	11,232	38,576	40,000	68,000	10,576
CDBG	90,565	146,319	236,471	413	325,000	325,000	413
Grants	838,287	3,938,125	3,382,458	1,393,954	6,051,211	6,306,206	1,138,959
Community Legacy	203,806	-	31,660	172,146	-	160,000	12,146
Police Forfeiture	371,569	122,487	310,700	183,356	-	183,000	356
Sprinkler Loan	370,649	-	29,400	341,249	-	340,600	649
Reforestation	77,483	4,400	11,000	70,883	-	70,700	183
PEG	391,940	76,300	57,500	410,740	72,000	442,400	40,340
Housing Assistance	988,182	-	148,000	840,182	-	794,000	46,182
Enterprise Funds:							
Sewer	10,523,242	8,393,410	7,911,174	11,005,478	8,424,000	6,799,300	12,630,178
Water	5,050,302	9,068,672	8,280,343	5,838,631	8,439,400	9,220,700	5,057,331
Parking	-	6,613,333	6,579,300	34,033	7,178,400	7,178,400	34,033
Transportation	-	3,723,375	5,054,500	(1,331,125)	5,426,684	5,426,684	(1,331,125)
Watershed Restoration	4,152,216	1,565,678	2,115,650	3,602,244	1,606,500	2,075,600	3,133,144
Refuse	1,718,721	2,277,000	3,083,250	912,471	2,591,800	3,272,400	231,871
Internal Service Funds:							
Self Insurance	4,897,912	2,144,000	1,771,100	5,270,812	2,015,500	2,315,500	4,970,812
Health Insurance	3,908,468	8,832,200	10,975,700	1,764,968	11,952,900	11,952,800	1,765,068
Fleet Operations	73,640	2,300,840	2,139,900	234,580	2,521,600	2,369,200	386,980
Fleet Replacement	5,077,469	1,063,000	1,394,708	4,745,761	1,160,000	1,372,000	4,533,761
Total All Funds	\$ 63,224,808	\$ 130,942,452	\$ 134,916,066	\$ 59,251,194	\$ 140,564,795	\$ 146,939,940	\$ 52,876,049

Funds Balances Summary

Compliance With Fund Balance Policy	FY 2019 Fund Balance Using FY 2020 Revenue	FY 2020 Fund Balance Using FY 2021 Revenue
General Fund Balance Compliance:		
General Fund Budgeted Revenue	\$ 80,633,313	\$ 82,759,800
Parking Fund Budgeted Revenue	6,613,333	7,178,400
Transportation Fund Budgeted Revenue	3,723,375	5,426,684
Total	90,970,021	95,364,884
Applicable Fund Balance Requirement	15%	15%
Required Fund Balance Reserve	13,645,503	14,304,733
Actual Fund Balance	14,260,809	16,443,961
Projected Fund Balance in Excess of Requirement	\$ 615,306	\$ 2,139,228

General Fund Summary

GENERAL FUND REVENUE DETAIL

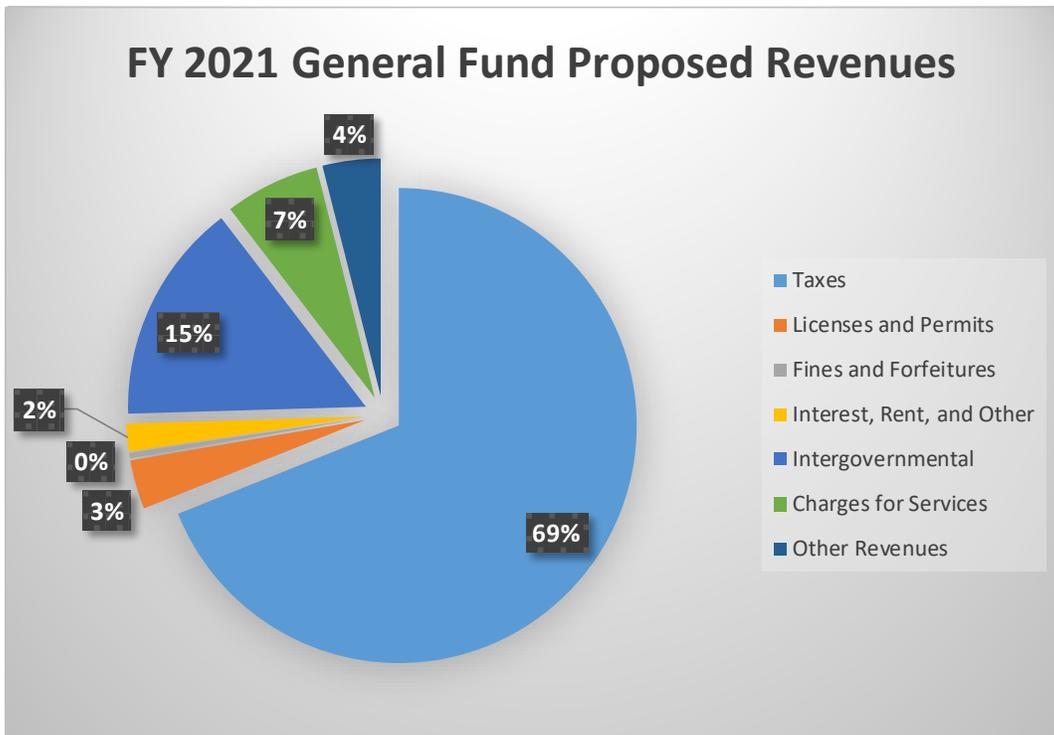
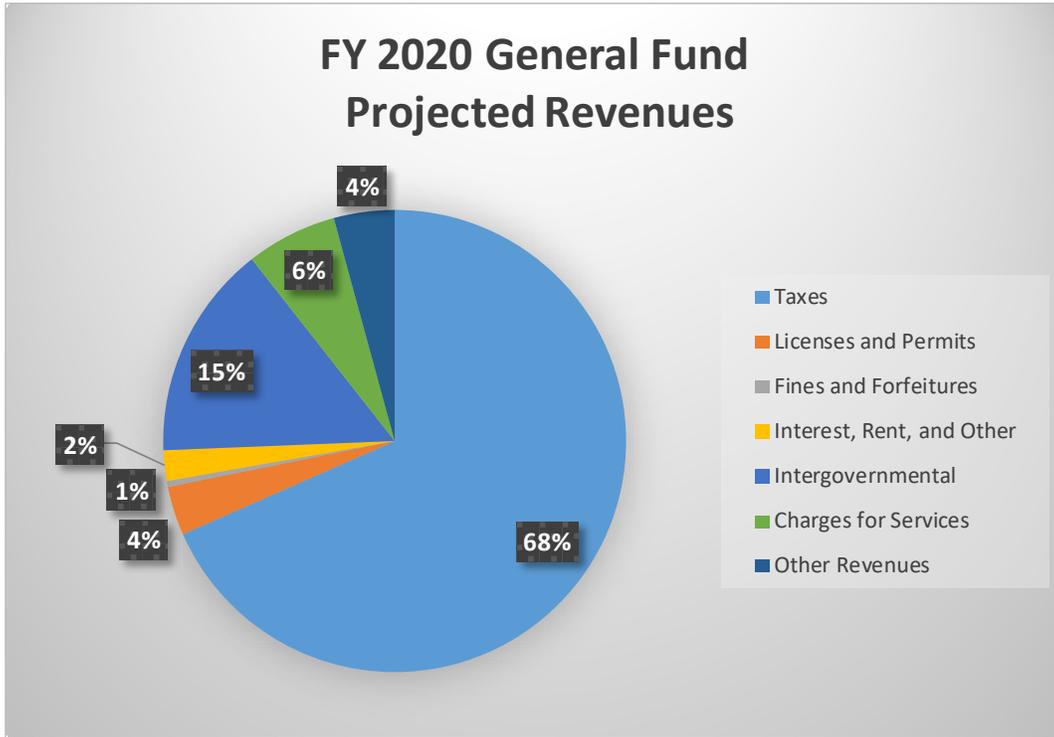
General Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Taxes:					
<i>Real and personal property</i>					
Real property	\$ 50,457,045	\$ 51,884,000	\$ 51,884,000	\$ 52,573,275	\$ 54,518,000
Personal	2,989,277	2,950,000	2,950,000	2,543,113	2,435,000
<i>Total Real and personal property</i>	53,446,322	54,834,000	54,834,000	55,116,388	56,953,000
Penalties and interest	199,991	149,800	149,800	30,000	100,000
Total Taxes	53,646,313	54,983,800	54,983,800	55,146,388	57,053,000
Licenses and Permits:					
<i>Street use</i>					
Street privileges	205,586	220,000	220,000	33,000	200,000
Sidewalk	13,620	14,000	14,000	-	14,000
<i>Total Street use</i>	219,206	234,000	234,000	33,000	214,000
<i>Business</i>					
Alcoholic beverages	466,512	450,000	450,000	448,077	403,000
Traders	67,856	79,000	79,000	40,984	41,000
Vendors	74,420	85,000	85,000	129,111	75,000
Towing	235	5,000	5,000	283	1,000
<i>Total Business</i>	609,023	619,000	619,000	618,455	520,000
<i>Other</i>					
Building	1,069,220	1,050,000	1,050,000	900,000	903,500
Certificate of occupancy	21,750	25,000	25,000	20,000	19,600
Real Property Transfer Fee	79,200	85,000	85,000	83,728	67,000
Use permits	69,204	65,000	65,000	50,000	45,000
Cable television franchise fees	867,264	825,000	825,000	835,000	800,000
Other	170,820	353,300	353,300	217,357	195,500
<i>Total Other</i>	2,277,458	2,403,300	2,403,300	2,106,085	2,030,600
Total Licenses and Permits	3,105,687	3,256,300	3,256,300	2,757,540	2,764,600
Fines and Forfeitures:					
Municipal Infractions	53,310	50,000	50,000	50,400	50,000
Speed enforcement program	135,112	200,000	200,000	154,616	130,000
Auto Traffic Signal	156,248	175,000	175,000	110,000	110,000
Other	11,478	10,000	10,000	15,000	10,000
Total Fines and Forfeitures	356,148	435,000	435,000	330,016	300,000

Continued

General Fund Summary

General Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Interest, Rent, and Other:					
Interest, dividends, and other	\$ 1,110,597	\$ 1,000,000	\$ 1,000,000	\$ 1,127,127	1,017,000
Rents and concessions	203,840	288,000	288,000	257,000	266,000
Payments in lieu of taxes	228,431	261,000	261,000	343,591	285,000
<i>Total Interest, Rent, and Other</i>	1,542,868	1,549,000	1,549,000	1,727,718	1,568,000
Intergovernmental:					
State Payment in Lieu of Taxes	367,000	-	-	-	750,000
Utility tax	444,466	560,000	560,000	486,630	423,000
Hotel/motel tax	2,026,853	2,100,000	2,100,000	1,450,000	1,500,000
Admissions	1,041,541	1,000,000	1,000,000	700,000	750,000
Income	6,173,728	6,343,000	6,343,000	7,884,000	7,400,000
Highway	1,278,131	1,562,000	1,562,000	1,613,788	1,646,000
Fuel	1,362	-	-	2,410	2,000
<i>Total Intergovernmental</i>	11,333,081	11,565,000	11,565,000	12,136,828	12,471,000
Charges for Services:					
Ambulance Fees	1,771,768	1,700,000	1,700,000	1,700,000	1,700,000
Recreation Fees	1,615,105	1,583,000	1,583,000	1,174,917	1,547,000
Filing Fees	153,662	155,000	155,000	54,865	66,000
Rental Fees	837,250	950,000	950,000	888,661	837,000
Dock Charges & Boat Show Fees	1,146,876	1,155,000	1,155,000	1,205,822	1,104,800
Other	77,039	104,500	104,500	90,157	86,200
<i>Total Charges for Services</i>	5,601,700	5,647,500	5,647,500	5,114,422	5,341,000
Other Revenues:					
Administrative reimbursements	2,106,612	2,999,000	2,999,000	2,999,000	2,915,200
Other miscellaneous	1,204,435	412,500	415,469	421,401	347,000
<i>Total Other Revenues</i>	3,311,047	3,411,500	3,414,469	3,420,401	3,262,200
Total General Fund Revenues	\$ 78,896,844	\$ 80,848,100	\$ 80,851,069	\$ 80,633,313	\$ 82,759,800

General Fund Summary



Other Funds Summary

EXPENDITURE DETAIL BY DEPARTMENT

Expenditure Detail by Department	FY 2019 Actual Expenditures	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
General Fund:					
<i>City Council and Office of the Mayor</i>					
City Council	\$ 135,504	\$ 143,764	\$ 143,764	\$ 147,300	\$ 147,800
Mayor's Office	1,352,773	1,377,236	1,377,236	1,287,500	1,139,100
Office of Law	1,199,725	1,286,500	1,286,500	1,261,700	1,410,800
City Manager	4,604	347,500	347,500	371,900	799,700
<i>Human Resources</i>	835,454	971,700	971,700	931,390	995,100
<i>Management Information Technology</i>	1,806,057	2,013,000	2,014,500	1,837,105	2,031,200
<i>Finance</i>					
Operations	2,103,058	2,529,200	2,532,169	2,232,170	2,472,000
Purchasing	422,368	439,300	439,300	318,500	427,900
Nonallocated	22,594,480	16,971,780	17,694,780	17,921,405	15,460,150
<i>Planning & Zoning</i>	3,775,566	4,139,350	4,109,500	3,847,500	4,344,400
<i>Office of Environmental Policy</i>	390,305	362,100	391,950	450,200	-
<i>Police Department</i>	19,102,614	19,620,830	19,619,330	19,699,600	21,853,200
<i>Fire Department</i>	16,696,525	19,286,270	19,316,270	18,076,770	20,899,500
<i>Office of Emergency Management</i>	195,704	417,520	417,520	425,720	463,800
<i>Public Works</i>					
Administration	744,979	718,350	718,350	730,650	770,800
Engineering & Construction	976,427	1,338,800	1,329,800	1,178,500	1,405,600
Streets	3,514,857	3,563,600	3,563,600	3,328,600	3,645,500
Traffic Control & Maintenance	298,989	321,000	321,000	317,200	315,600
Snow	137,966	161,700	161,700	6,700	150,000
Facilities	1,824,371	1,781,800	1,733,800	1,686,200	1,922,700
Fleet Maintenance	1,132,942	-	-	-	-
<i>Recreation & Parks</i>					
Pip Moyer Facility	502,433	474,100	484,100	554,700	528,800
Front Desk	218,269	227,400	227,400	261,800	268,500
Parks	1,256,680	1,266,740	1,266,740	1,229,340	1,267,300
Administration	546,306	601,700	601,700	606,950	629,400
Latchkey	306,716	314,250	314,250	449,900	513,400
Stanton Recreation	403,757	448,100	448,100	409,260	365,500
Sports	315,995	320,000	320,000	320,600	316,000
Camps & Classes	486,950	602,900	602,900	633,400	621,300
Health & Fitness	250,597	245,500	244,100	267,600	269,900
Pool	100,501	139,800	139,800	134,600	279,200
Harbormaster	462,978	536,210	536,210	467,260	553,300
Total General Fund	\$ 84,096,450	\$ 82,968,000	\$ 83,675,569	\$ 81,392,020	\$ 86,267,450

Continued

Other Funds Summary

Expenditure Detail by Department	FY 2019 Actual Expenditures	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Other Funds:					
Arts In Public Places	\$ 20,924	\$ 40,000	\$ 40,000	\$ 11,232	\$ 68,000
Community Development Block Grant <i>Grants Fund</i>	429,199	463,490	463,490	236,471	325,000
Federal	1,863,233	2,346,883	2,538,622	1,099,085	3,577,912
State	1,899,948	2,165,400	2,527,538	2,177,053	2,524,809
County	46,159	70,000	123,269	101,784	203,485
Other	24,971	20,000	4,535	4,535	-
Total Grants Fund	3,834,311	4,602,283	5,193,964	3,382,458	6,306,206
Community Legacy	5,940	200,000	200,000	31,660	160,000
Forfeiture Asset and Seizure	180,692	216,000	376,700	310,700	183,000
Sprinkler Assistance Revolving	-	333,100	331,000	29,400	340,600
Reforestation	12,301	77,800	77,800	11,000	70,700
PEG	180,637	137,000	137,000	57,500	442,400
Homeownership Assistance Trust	51,762	728,298	728,298	148,000	794,000
Enterprise Funds:					
Sewer	8,154,253	8,062,650	8,062,650	7,911,174	6,799,300
Water Fund:					
Water Supply & Treatment Facility	1,879,429	1,805,000	1,795,000	1,778,400	1,946,700
Water Distribution	5,072,658	6,024,420	6,034,420	6,501,943	7,274,000
Total Water Fund	6,952,087	7,829,420	7,829,420	8,280,343	9,220,700
Parking	6,869,476	8,395,900	8,395,900	6,579,300	7,178,400
Transportation	5,071,910	5,633,025	5,487,025	5,054,500	5,426,684
Watershed Restoration	1,441,402	1,883,390	2,124,390	2,115,650	2,075,600
Refuse	2,134,021	3,885,860	3,885,860	3,083,250	3,272,400
Internal Service Funds:					
Self Insurance	3,350,017	4,084,380	4,084,380	1,771,100	2,315,500
Health Insurance	6,939,609	11,960,000	11,960,000	10,975,700	11,952,800
Fleet Operations	2,874,184	2,599,320	2,599,320	2,139,900	2,369,200
Fleet Replacement	228,763	1,077,000	1,077,000	1,394,708	1,372,000
Grand Total	\$ 132,827,937	\$ 145,176,916	\$ 146,729,766	\$ 134,916,066	\$ 146,939,940

Grant Funds Summary

GRANT FUND REVENUE DETAIL

Federal Grants - Revenues	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Bryne Justice Assistance Program	-	50,283	32,096	18,187	15,000	33,187
State Homeland Security Grant	45,930	169,023	98,426	70,597	50,000	120,597
Urban Area Security Initiative Grant	34,106	271,989	169,867	102,122	112,500	214,622
<i>Total Police Department</i>	80,036	491,295	300,389	190,906	177,500	368,406
Fire Department						
Assistance to Firefighters	-	114,361	61,640	52,721	900,000	952,721
Federal Emergency Management - Exhaust System	-	3,589	3,589	-	-	-
Fire Prevention	19,491	-	-	-	-	-
Staffing for Adequate Fire and Emergency Response	818,019	-	-	-	-	-
State Homeland Security Grant	11,104	9,420	9,420	-	25,000	25,000
<i>Total Fire Department</i>	848,614	127,370	74,649	52,721	925,000	977,721
Office of Emergency Management						
Emergency Management Performance Grant	72,997	72,758	-	72,758	80,000	152,758
Hazardous Materials Emergency Preparedness	12,940	24,159	13,959	10,200	25,000	35,200
Hazard Mitigation Plan	2,000	3,644	3,644	-	-	-
State Homeland Security Grant	93,404	421,574	252,189	169,385	95,000	264,385
Urban Area Security Initiative Grant	660,223	1,701,916	994,469	707,447	787,500	1,494,947
<i>Total Office of Emergency Management</i>	841,564	2,224,051	1,264,261	959,790	987,500	1,947,290
Recreation and Parks						
Pumpout Boat	42,028	75,516	51,329	24,187	48,375	72,562
<i>Total Recreation and Parks</i>	42,028	75,516	51,329	24,187	48,375	72,562
Total Federal Grant Revenues	\$ 1,812,242	\$ 2,918,233	\$ 1,690,628	\$ 1,227,604	\$ 2,138,375	\$ 3,365,979

Grant Funds Summary

	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
State Grants - Revenues						
Planning & Zoning						
Ambridge Pond Retrofit	-	19,628	19,628	-	-	-
Census Outreach	-	19,000	19,000	-	-	-
Certified Local Government Education & Training	1,013	2,400	2,400	-	-	-
Critical Area	6,000	3,000	3,000	-	-	-
Community Resiliency	-	40,100	40,100	-	-	-
Maryland Department of Housing & Community Development	100,000	-	-	-	-	-
Lighthouse Emergency Shelter	46,216	-	-	-	-	-
Green Program	15,000	-	-	-	-	-
Maryland Smart Energy	-	55,000	55,000	-	-	-
Maryland Historical Trust - Keeping History Above Water	15,000	-	-	-	-	-
Reduce Plastics in Annapolis	-	10,000	10,000	-	-	-
<i>Total Planning and Zoning</i>	183,229	149,128	149,128	-	-	-
Police Department						
Anne Arundel County 911 Funds	301,676	300,000	300,000	-	300,000	300,000
Auto Larceny Education Reduces Theft (ALERT)	20,936	21,000	21,000	-	21,000	21,000
Governors Office of Crime Control Prevention - Body Armor	-	7,250	7,250	-	-	-
Community Outreach	18,810	8,383	8,383	-	15,000	15,000
Highway Safety Operations	15,498	26,070	23,711	2,359	10,000	12,359
Internal Affairs Conference & Certification	1,756	-	-	-	-	-
Law Enforcement Training Scholarship Program	-	3,000	3,000	-	3,000	3,000
Maryland Criminal Intelligence Network	283,933	285,000	285,000	-	278,000	278,000
Neighborhood Enhancement Team	-	-	-	-	-	-
State Aid for Police Protection (SAPP)	1,045,934	1,137,898	1,137,898	-	1,100,000	1,100,000
<i>Total Police Department</i>	1,688,543	1,788,601	1,786,242	2,359	1,727,000	1,729,359
Fire Department						
Department of Natural Resources - Fire Rescue Boat	-	2,000	2,000	-	-	-
Maryland Institute for Emergency Medical Services Systems - Cardiac Devices	-	11,407	11,407	-	-	-
Maryland Institute for Emergency Medical Services Systems - Continuing Education	6,494	7,487	7,487	-	13,000	13,000
Maryland Institute for Emergency Medical Services Systems - Monitor Defibrillator	-	-	-	-	40,000	40,000
Senator Amoss 508 Funds	89,499	95,520	95,520	-	100,000	100,000
Stop the Bleed Program	2,500	-	-	-	-	-
Department of Natural Resources - Waterway	-	-	-	-	3,200	3,200
<i>Total Fire Department</i>	98,493	114,414	114,414	-	156,200	156,200
Recreation and Parks						
Department of Natural Resources - Debris & Derelict	25,000	25,000	25,000	-	25,000	25,000
Department of Natural Resources - Pumpout Boat	14,009	25,172	17,110	8,063	16,125	24,188
Department of Natural Resources - Waterway Improvement	-	390,082	93,082	297,000	250,000	547,000
<i>Total Recreation and Parks</i>	39,009	440,254	135,191	305,063	291,125	596,188
Total State Grant Revenues	\$ 2,009,275	\$ 2,492,397	\$ 2,184,975	\$ 307,422	\$ 2,174,325	\$ 2,481,747

Grant Funds Summary

County Grants - Revenues	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Alcohol Sales Compliance	14,406	10,000	10,000	-	10,000	10,000
Partnership for Children, Youth and Family	-	25,000	3,515	21,485	-	21,485
Tobacco Sales Compliance	5,403	10,000	10,000	-	10,000	10,000
<i>Total Police Department</i>	19,809	45,000	23,515	21,485	20,000	41,485
Office of Emergency Management						
Naptown Anti-Dope Movement	21,950	-	-	-	-	-
Overdose Free Annapolis	27,642	15,000	15,000	-	42,000	42,000
Substance Use Disorder	-	20,000	20,000	-	90,000	90,000
Your Life Matters	23,481	-	-	-	30,000	30,000
<i>Total Office of Emergency Management</i>	73,073	35,000	35,000	-	162,000	162,000
Total County Grant Revenues	\$ 92,882	\$ 80,000	\$ 58,515	\$ 21,485	\$ 182,000	\$ 203,485

Other Grants - Revenues	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Tactical Ballistic Vest	-	4,006	4,006	-	-	-
<i>Total Police Department</i>	-	4,006	4,006	-	-	-
Fire Department						
Stop the Bleed - ATS	2,500	-	-	-	-	-
<i>Total Fire Department</i>	2,500	-	-	-	-	-
Department of Public Works						
Downtown Annapolis Bike Lane Sharow	20,000	-	-	-	-	-
Recycling Cans City Dock Area	3,000	-	-	-	-	-
<i>Total Department of Public Works</i>	23,000	-	-	-	-	-
Total Other Grant Revenues	\$ 25,500	\$ 4,006	\$ 4,006	\$ -	\$ -	\$ -

Grant Funds Summary

GRANT FUND EXPENDITURE DETAIL

Federal Grants - Expenditures	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Bryne Justice Assistance Program	17,085	33,198	29,562	3,636	15,000	18,636
State Homeland Security Grant	55,287	126,770	48,415	78,355	50,000	128,355
Urban Area Security Initiative Grant	92,509	192,418	80,296	112,122	112,500	224,622
<i>Total Police Department</i>	164,881	352,386	158,273	194,113	177,500	371,613
Fire Department						
Assistance to Firefighters	-	114,361	61,640	52,721	900,000	952,721
Federal Emergency Management - Exhaust System	-	3,987	3,987	-	-	-
Fire Prevention	19,491	-	-	-	-	-
Staffing for Adequate Fire and Emergency Response	817,802	-	-	-	-	-
State Homeland Security Grant	11,104	9,420	9,420	-	25,000	25,000
<i>Total Fire Department</i>	848,397	127,768	75,047	52,721	925,000	977,721
Office of Emergency Management						
Emergency Management Performance Grant	46,198	165,666	92,908	72,758	80,000	152,758
Hazardous Materials Emergency Preparedness	15,776	21,323	11,123	10,200	25,000	35,200
Hazard Mitigation Plan	2,000	3,644	3,644	-	-	-
State Homeland Security Grant	113,455	355,267	131,406	223,861	95,000	318,861
Urban Area Security Initiative Grant	628,854	1,437,053	575,356	861,697	787,500	1,649,197
<i>Total Office of Emergency Management</i>	806,283	1,982,953	814,437	1,168,516	987,500	2,156,016
Recreation and Parks						
Pumpout Boat	43,672	75,516	51,329	24,187	48,375	72,562
<i>Total Recreation and Parks</i>	43,672	75,516	51,329	24,187	48,375	72,562
Total Federal Grant Expenditures	\$ 1,863,233	\$ 2,538,622	\$ 1,099,085	\$ 1,439,537	\$ 2,138,375	\$ 3,577,912

Grant Funds Summary

State Grants - Expenditures	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Planning & Zoning						
Ambridge Pond Retrofit	-	19,628	19,628	-	-	-
Census Outreach	-	19,000	19,000	-	-	-
Certified Local Government Education & Training	1,278	2,135	2,135	-	-	-
Critical Area	6,000	3,000	3,000	-	-	-
Community Resiliency	-	40,100	40,100	-	-	-
Maryland Department of Housing & Community Development	100,000	-	-	-	-	-
Lighthouse Emergency Shelter	46,216	-	-	-	-	-
Green Program	15,000	-	-	-	-	-
Maryland Smart Energy	-	55,000	55,000	-	-	-
Maryland Historical Trust - Keeping History Above Water	-	-	-	-	-	-
Reduce Plastics in Annapolis	-	10,000	10,000	-	-	-
<i>Total Planning and Zoning</i>	168,494	148,863	148,863	-	-	-
Police Department						
Anne Arundel County 911 Funds	228,939	300,000	300,000	-	300,000	300,000
Auto Larceny Education Reduces Theft (ALERT)	21,060	21,000	21,000	-	21,000	21,000
Governors Office of Crime Control Prevention - Body Armor	-	7,250	7,250	-	-	-
Community Outreach	18,810	8,383	8,383	-	15,000	15,000
Highway Safety Operations	9,658	26,070	23,711	2,359	10,000	12,359
Internal Affairs Conference & Certification	1,756	-	-	-	-	-
Law Enforcement Training Scholarship Program	-	3,000	3,000	-	3,000	3,000
Maryland Criminal Intelligence Network	283,933	285,000	285,000	-	278,000	278,000
Neighborhood Enhancement Team	10,938	-	-	-	-	-
State Aid for Police Protection (SAPP)	1,046,822	1,137,898	1,137,898	-	1,100,000	1,100,000
<i>Total Police Department</i>	1,621,916	1,788,602	1,786,243	2,359	1,727,000	1,729,359
Fire Department						
Department of Natural Resources - Fire Rescue Boat	-	2,000	2,000	-	-	-
Maryland Institute for Emergency Medical Services Systems - Cardiac Devices	-	11,407	11,407	-	-	-
Maryland Institute for Emergency Medical Services Systems - Continuing Education	6,494	7,487	7,487	-	13,000	13,000
Maryland Institute for Emergency Medical Services Systems - Monitor Defibrillator	-	-	-	-	40,000	40,000
Senator Amoss 508 Funds	67,216	137,844	102,844	35,000	100,000	135,000
Stop the Bleed Program	2,500	-	-	-	-	-
Department of Natural Resources - Waterway	-	-	-	-	3,200	3,200
<i>Total Fire Department</i>	76,210	156,738	121,738	35,000	156,200	191,200
Recreation and Parks						
Department of Natural Resources - Debris & Derelict	24,780	25,000	25,000	-	25,000	25,000
Department of Natural Resources - Pumpout Boat	1,630	25,172	9,047	16,125	16,125	32,250
Department of Natural Resources - Waterway Improvement	6,918	383,163	86,163	297,000	250,000	547,000
<i>Total Recreation and Parks</i>	33,328	433,335	120,210	313,125	291,125	604,250
Total State Grant Expenditures	\$ 1,899,948	\$ 2,527,538	\$ 2,177,053	\$ 350,484	\$ 2,174,325	\$ 2,524,809

Grant Funds Summary

County Grants - Expenditures	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Alcohol Sales Compliance	11,073	10,000	10,000	-	10,000	10,000
Partnership for Children, Youth and Family	-	25,000	3,515	21,485	-	21,485
Tobacco Sales Compliance	5,282	10,000	10,000	-	10,000	10,000
<i>Total Police Department</i>	16,355	45,000	23,515	21,485	20,000	41,485
Office of Emergency Management						
Naptown Anti-Dope Movement	9,298	2,934	2,934	-	-	-
Overdose Free Annapolis	7,606	48,918	48,918	-	42,000	42,000
Substance Use Disorder	-	20,000	20,000	-	90,000	90,000
Your Life Matters	12,900	6,417	6,417	-	30,000	30,000
<i>Total Office of Emergency Management</i>	29,804	78,269	78,269	-	162,000	162,000
Total Other Grant Expenditures	\$ 46,159	\$ 123,269	\$ 101,784	\$ 21,485	\$ 182,000	\$ 203,485

Other Grants - Expenditures	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projected	FY 2020 Carry Forward	FY 2021 Additional Grant	FY 2021 Proposed
Police Department						
Tactical Ballistic Vest	-	4,006	4,006	-	-	-
<i>Total Police Department</i>	-	4,006	4,006	-	-	-
Fire Department						
Stop the Bleed - ATS	2,500	-	-	-	-	-
<i>Total Fire Department</i>	2,500	-	-	-	-	-
Department of Public Works						
Downtown Annapolis Bike Lane Sharow	19,471	529	529	-	-	-
Recycling Cans City Dock Area	3,000	-	-	-	-	-
<i>Total Department of Public Works</i>	22,471	529	529	-	-	-
Total Other Grant Expenditures	\$ 24,971	\$ 4,535	\$ 4,535	\$ -	\$ -	\$ -

Grant Funds Summary

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Unduplicated Appropriations

Schedule of Unduplicated Appropriations - Comparison of Total All-Funds Budget FY2018 - FY2021	FY2018 Final Budget	FY2019 Final Budget	FY2020 Budget as of 03/12/2020	FY2021 Budget as Proposed	Note
General Fund	\$ 77,386,946	\$ 86,560,313	\$ 82,968,000	\$ 86,267,450	
Other Governmental Funds					
Arts in Public Places Fund (AIPPC)	-	27,853	40,000	68,000	Note 1
Community Development Block Grant (CDBG) Fund	-	431,719	463,490	325,000	Note 3
Grants Fund	-	5,326,280	4,602,283	6,306,206	Note 4
Community Legacy Fund	-	223,806	200,000	160,000	Note 5
Police Forfeiture and Asset and Seizure Fund	-	175,000	216,000	183,000	Note 2
Sprinkler Assistance Revolving Fund	-	259,219	333,100	340,600	Note 8
Reforestation Fund	-	105,156	77,800	70,700	Note 6
PEG Fund	-	533,431	137,000	442,400	Note 7
Homeownership Assistance Trust Fund	-	808,877	728,298	794,000	Note 9
Sidewalk Fund	240,000	-	-	-	Note 10
Internal Service funds					
Self Insurance Fund	-	4,690,207	4,084,380	2,315,500	Note 11
Health Insurance Fund	-	12,294,333	11,960,000	11,952,800	Note 11
Fleet Operating Fund	-	2,001,294	2,599,320	2,369,200	Note 12
Fleet Replacement Fund	-	1,280,375	1,077,000	1,372,000	Note 13
Enterprise Funds					
Sewer	8,709,000	8,349,786	8,062,650	6,799,300	
Water	7,743,600	8,341,189	7,829,420	9,220,700	
Parking	7,841,000	7,470,789	8,395,900	7,178,400	
Transportation	3,878,349	5,624,121	5,633,025	5,426,684	
Watershed Restoration	1,500,000	1,532,635	1,883,390	2,075,600	
Refuse	2,149,400	2,775,938	3,885,860	3,272,400	
Grant Total - All Funds	109,448,295	148,812,321	145,176,916	146,939,940	
Less Duplicate Appropriations					
Parking Fund Contribution Transportation Fund	-	(2,100,000)	(2,747,000)	(2,588,900)	
Parking Fund Contribution to the General Fund	(2,400,000)	-	-	-	
General Fund Contribution to Transportation Fund	(2,400,000)	-	-	(240,800)	
General Fund Transfer to Sidewalk Fund	(240,000)	-	-	-	
General Fund Transfer to PEG Fund	-	(472,162)	-	-	
General Fund Transfer to Reforestation Fund	-	(82,484)	-	-	
General Fund Transfer to Sprinkler Assistance Revolving Fund	-	(259,219)	-	-	
General Fund Transfer to Homeownership Assistance Trust Fund	-	(652,877)	-	-	
General Fund Transfer to Forfeiture Asset and Seizure Fund	-	(579,537)	-	-	
General Fund Transfer to Arts in Public Places Fund	(15,300)	(27,853)	(40,000)	(40,000)	
Community Development Block Grant Fund Transfer to Community Legacy Fund	-	(223,806)	-	-	
Internal Service Funds					
Self Insurance Fund	-	(2,747,500)	(2,144,000)	(2,015,500)	
Health Insurance Fund	-	(10,049,517)	(9,920,000)	(9,054,900)	
Fleet Operating Fund	-	(1,801,294)	(2,599,320)	(2,521,600)	
Fleet Replacement Fund	-	(1,088,195)	(1,077,000)	(1,110,000)	
Interfund Reimbursements					
Refuse Fund to General Fund	(546,359)	(223,019)	(269,000)	(319,400)	
Sewer Fund to General Fund	(1,913,381)	(621,208)	(546,000)	(460,300)	
Water Fund to General Fund	(1,360,508)	(422,815)	(677,000)	(627,900)	
Stormwater Fund to General Fund	(144,077)	(55,682)	(104,000)	(95,200)	
Parking Fund to General Fund	(678,191)	(263,172)	(165,000)	(167,300)	
Transportation Fund to General Fund	(855,918)	(371,641)	(688,000)	(695,100)	
Subtotal before Adjustments for Unbudgeted Funds	98,894,561	126,770,340	124,200,596	127,003,040	

Unduplicated Appropriations

Schedule of Unduplicated Appropriations - Comparison of Total All Funds Budget FY2018 - FY2021	FY2018 Final Budget	FY2019 Final Budget	FY2020 Budget as of 03/12/2020	FY2021 Budget as Proposed	Note
<i>Adjustments for Unbudgeted Funds</i>					
PEG	523,231	-	-	-	
Forfeiture and Asset Seizures	599,709	-	-	-	
Grants	4,989,657	-	-	-	
CDBG	218,120	-	-	-	
Community Legacy	223,806	-	-	-	
Sprinkler Assistance	259,219	-	-	-	
Homeownership Assistance	880,754	-	-	-	
Revolving Funds	339,202	-	-	-	
Gifts and Donations	52,000	-	-	-	
Self Insurance Fund	2,547,500	-	-	-	
Health Insurance Fund	8,629,052	-	-	-	
General Fund Expenditures in Excess of Budget	61,222	18,506	-	-	
Unduplicated Appropriations	\$ 118,218,033	\$ 126,788,846	\$ 124,200,596	\$ 127,003,040	
Increase/(Decrease) - All Funds		\$ 8,570,813	\$ (2,588,250)	\$ 2,802,444	
Percent Increase/(Decrease) - All Funds		7%	-2%	2%	
<i>Reasons for increase from FY2018 to FY2019:</i>					
Enterprise Funds	\$ 2,573,100		Incr. in Unduplicated Enterprise Funds' expend.		
General Fund	300,000		Incr. in OPEB funding		
General Fund	490,000		Incr. in Pension to fully fund required contributions		
General Fund	1,994,000		Debt Service-April 2018 refunding pushed debt into FY2019		
General Fund	420,000		Mandatory step increases		
General Fund	1,014,000		Health insurance increases		
General Fund	938,400		Union negotiations		
General Fund	481,600		New positions		
All Governmental Funds	359,713		Incr. in Governmental Funds' expenditures other than debt, salaries and benefits, and new positions		
	\$ 8,570,813				

Unduplicated Appropriations

<p>Note 1: In FY2018, the prior administration did not seek legal budget appropriations for AIPPC expenditures. Actual expenditures were recorded in unbudgeted "revolving funds." For comparison purposes, actual expenditures as recorded in Munis are included above in the FY2018 "Adjustments for Unbudgeted Funds" in the "Revolving Funds" line.</p>
<p>Note 2: In FY2018, the prior administration did not seek legal budget appropriations for Police Forfeiture Fund expenditures. For comparison purposes, FY2018 revenues plus the 6/30/2017 fund balance available to appropriate as recorded in Munis are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 3: In FY2018, CDBG was combined with Community Legacy, and the prior administration did not seek legal budget appropriations for either purpose. For comparison purposes, the 6/30/2017 fund balance available to appropriate is shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 4: In FY2018, the prior administration did not seek legal budget appropriations for Grants Fund expenditures. For comparison purposes, FY2018 revenues plus the 6/30/2017 fund balance available to appropriate as recorded in Munis are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 5: In FY2018, CDBG was combined with Community Legacy, and the prior administration did not seek legal budget appropriations for either purpose. For comparison purposes, the 6/30/2017 fund balance available to appropriate is shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 6: In FY2018, the prior administration did not seek legal budget appropriations for Reforestation expenditures. Actual expenditures were recorded in unbudgeted "revolving funds." For comparison purposes, actual expenditures as recorded in Munis are included above in the FY2018 "Adjustments for Unbudgeted Funds" in the "Revolving Funds" line.</p>
<p>Note 7: In FY2018, the prior administration did not seek legal budget appropriations for PEG expenditures. For comparison purposes, FY2018 revenues plus the 6/30/2017 fund balance available to appropriate as recorded in Munis are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 8: In FY2018, the Sprinkler Loan Revolving Fund was combined with the Homeownership Assistance Trust Fund in Munis, and the prior administration did not see legal budget appropriations for either purpose. For comparison purposes, the 6/30/2017 fund balance available to appropriate is shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 9: In FY2018, the Sprinkler Loan Revolving Fund was combined with the Homeownership Assistance Trust Fund in Munis, and the prior administration did not see legal budget appropriations for either purpose. Munis records show there was no fund balance available to appropriate at the end of FY2017. For comparison purposes, actual expenditures from this fund are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 10: This fund was eliminated in FY2019.</p>
<p>Note 11: In FY2018, Self Insurance and Health Insurance were combined in one special revenue fund called the "Self Insurance Fund." The prior administration did not seek legal budget appropriations for this fund or for either purpose. For comparison purposes, actual revenues are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>
<p>Note 12: This internal service fund was established in FY2019 to allow for more accurate accounting of fleet operating expenses. In FY2018, fleet operating expenses were included in the General Fund and Enterprise Fund budgets by department.</p>
<p>Note 13: This internal service fund was newly established in FY2019. In FY2018, Fleet Replacement expenses were paid from "revolving funds" for which the prior administration did not seek legal budget appropriations. For comparison purposes, actual expenditures for fleet replacements are shown above in the FY2018 column as "Adjustments for Unbudgeted Funds."</p>

Unduplicated Appropriations

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Staffing Summary – Position Count

Fund	Elected	Exempt	Civil Service	Contract	Total
General Fund					
Mayor and City Council	9	7	-	1	17
City Manager	-	4	1	-	5
Office of Law	-	4	5	-	9
Human Resources	-	2	5	-	7
Management Information Technology	-	1	9	-	10
Finance (including Purchasing)	-	1	21	-	22
Planning and Zoning	-	2	28	2	32
Police	-	5	150	19	174
Fire	-	2	140	-	142
Office of Emergency Management	-	1	3	4	8
Public Works	-	1	56	-	57
Recreation and Parks		1	23	9	33
Enterprise & Internal Service Funds					
Fleet Maintenance	-	-	7	2	9
Water Fund	-	-	28	-	28
Sewer Fund	-	-	6	-	6
Watershed Restoration	-	-	5	-	5
Refuse	-	-	4	-	4
Transportation	-	1	41	3	45
Total All Funds	9	32	532	40	613

Note: This is the count of full-time and part-time positions included in the Fiscal Year 2021 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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Performance Measures

RESILIENCE AND SUSTAINABILITY			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Improve water quality of Annapolis waterways	Complete projects that earn pollution reduction credits	Meet Municipal Separate Storm Sewer System (MS4) permit requirements	Number of MS4 permit requirements met
	Implement projects identified by GreenVest for Back Creek watershed and Spa Creek watershed		
	Seek input from the Waterways Cabinet	Hold three annual meetings of full membership and quarterly meetings of City membership	Number of meetings held with Waterways Cabinet and issues addressed
	Create City/County agreement to address transboundary pollution, particularly stormwater problems	Execute all agreements to address transboundary pollution	Agreements completed and implementation procedures in place
	Provide information to supporters to use for comments on proposed designation during comment period after EPA review	Implement No Discharge Zone (NDZ)	NDZ approved and implementation education materials and signs prepared and distributed or erected
Reduce litter within City limits, including waterways, and reduce litter from reaching landfill	Permit broader use of Critical Area Fee In Lieu (FIL) funds	Complete Memorandum of Understanding (MOU) with Critical Area Commission	MOU completed; number and types of activities undertaken with FIL funds
	Implement plastic bag ban	Provide input and support to City and State ban efforts	City ban passed
Protect humans, pollinators, and pollinator habitats from pesticides	Educate businesses and residents about pollution from single use plastic and how to reduce plastic litter	Build on the 2019 "Plastic Free Annapolis" campaign to educate more businesses and add greater focus on consumer education	Number of businesses and residents reached with materials; number of businesses and residents that take the plastic-free pledge to reduce use of single use plastics
	Update the City Integrated Pest Management (IPM) Policy per new science and necessary methods of protection	Complete revisions to IPM Policy	IPM Policy completed
	Educate City staff and residents regarding new IPM Policy; implement policy among city departments	Prepare educational materials and communication pieces to city staff and residents	Materials disseminated and IPM implemented in Public Works and Recreation and Parks

Performance Measures

RESILIENCE AND SUSTAINABILITY			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
Increase City Urban Tree Canopy	Develop a ordinance banning the use of pesticides containing glyphosate and chlorpyrifos and the use of neonicotinoids within city limits	Proposed ordinance and supporting information prepared	Ordinance passes and information provided to public per ordinance requirements
	Plant sufficient trees to meet Urban Tree Canopy (UTC) goal of 50% by 2036; draft UTC plan	Plant sufficient trees to meet Tree City USA requirements and be on track for UTC goal plan	Number of trees planted; written plan complete
	Add trees to City capital improvement projects	Incorporate trees into design of city projects and add project sites as available tree mitigation sites	Number of trees planted on city project sites
Reduce food waste	Explore joint initiative with Anne Arundel County, including a food waste ordinance	Develop a city food waste ordinance and identify alternative food use	City Council passes ordinance
	Educate businesses and residents about food waste issues and alternatives	Develop education campaign	Education campaign implemented
Improve City air quality	Add Electric Vehicle (EV) cars to city fleet and install EV charging stations	Evaluate whether the City should buy EV cars in FY22 budget and continue work with BGE to install EV chargers throughout City	Amount of funds appropriated, number of EV or alternative fuel vehicles purchased, number of EV chargers installed
	Determine baseline emissions and actions taken	Complete update to Greenhouse Gas Inventories (GGI) for city and residents/businesses	GGI's complete with baseline, recommendations, and needed actions
	Reduce pollution and energy use through energy efficiency projects	Complete energy efficiency projects in pump houses, top floor of Gotts Garage, and police station; explore other opportunities for energy efficiency	Energy efficiency projects complete per grant from Maryland Energy Administration; number of other projects identified

Performance Measures

FINANCE DEPARTMENT			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Maintain timely and accurate accounting records; strengthen, maintain, and monitor internal controls	Develop reconciliation calendar for all accounts	100% reconciliation and analysis calendar deadlines	Percentage of reconciliations calendar deadlines met
	Standardize the fund accounting in MUNIS, including the capital projects accounts	Record 100% of revenue/expenditures in the correct funds and projects	Percentage of revenue/expenditures recorded in the correct funds and projects
	Conduct risk assessments audits of department controls	Site visits, risk assessment audits conducted with 100% of City departments	Percentage of City departments with completed site visits and risk assessment audits
Provide accurate and timely financial information to City departments; improve reporting capability of MUNIS	<ul style="list-style-type: none"> • Quarterly internal development of financial statements • Timely preparation and review of quarterly financial reports for each capital project 	100% of Budget vs Actual reports (including capital projects) submitted to departments by 15th of each month	Percentage of departments receiving Budget vs Actual reports (including capital projects) by 15th of each month
	<ul style="list-style-type: none"> • Develop, maintain, and evaluate long-term financial projections • Produce 5-year projections and disseminate to departments, Finance Committee, Audit Committee, and Financial Advisory Commission 	100% of quarterly updates of long-term projections submitted to departments, Finance Committee, Audit Committee, and Financial Advisory Commission by the end of the month following each quarter	Percentage of updates submitted to departments, Finance Committee, Audit Committee, and Financial Advisory Commission by end month following each quarter
	Implement Open Gov Software	Successful implementation of one Open Gov software module each quarter	Number of Open Gov software modules implemented each quarter
Provide accurate and timely billings for utility, CFA, and general billings	Standardize and consistently apply payment and adjustment policies	Determine number of updated City Code provisions needed to standardize application of utility adjustments and related penalties	Number of policy and code changes implemented to standardize application of utility adjustments and related penalties
	Provide residents with timely, consistent, well-informed, and cordial service	25% fewer customer complaints compared to previous year	Number of customer complaints

Performance Measures

FINANCE DEPARTMENT			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
Protect City deposits and maximize related earnings	Maintain collateral balances	Maintain collateralization on 100% of deposits in accordance with policy	Percentage of deposits collateralized in accordance with policy
	Maintain responsible and efficient banking relationships	Issuance of RFP for banking relationships and consideration of proposals	New banking relationships implemented
	Reduce number of bank accounts	Determine number of bank accounts needed and close unneeded accounts	Number of unneeded accounts closed
Improve efficiency of Finance Office operations	Update and implement financial policies and procedures and related manual; introduce any needed legislative changes	Update and disseminate manual	Updated manual disseminated
	Maintain accurate and timely payroll processes and reporting	Reduce number of payroll adjustment or reissues by 20% per pay period	Number of payroll adjustment or reissues needed per pay period
	Increase office efficiency	Reduce cost of operations by 10% by reducing time need to complete tasks	Percentage of operating costs saved
Efficient management of City debt	Minimize amounts borrowed and ensure effective interest rates	Implement just in time borrowing; use competitive bidding for department issuances	Competitive bidding for debt issuances and just in time borrowing implemented
	Timely reimbursement of capital expenditures	Quarterly drawdown of debt proceeds to reimburse City cash	Frequency of drawdowns from bond proceeds
Produce accurate and timely reporting of grants activity; atandardize grants management	Conduct quarterly reviews of grant activity and provide feedback to departments as necessary	Conduct one training using outside grants specialist and one internally facilitated training on City policies	Number of grant management training sessions conducted
Minimize risk for City employees and City property	Increase safety of City work environments through inspections and safety training at each department	Conduct quarterly evaluations of department progress in reducing risk and occurrences	Number of evaluations of department risk occurrences at City work locations
Increase efficiency of City spending; maximize use of Women and Minority Business Enterprise (W/MBE) vendors	Increase W/MBE participation	Implement W/MBE goals and procurement outreach plan by or before July 1, 2021	W/MBE goals and procurement outreach plan implemented
Expand use and enhance accountability over procurement card use	Update procurement card policy to allow cards to be issued by name	Update Procurement Card Policy in FY2021	Timeliness of Procurement Card Policy update

Performance Measures

FIRE DEPARTMENT			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
To provide a safe environment for the community	To minimize the impact of fire and injury through education, quality service, preparedness, and culture of safety	To reduce the amount of loss due to fires and injuries in our jurisdiction	Tracking of turnout time and response time
			Amount of time units are at the hospital waiting to turn patient over
			Track the number of complaints and thank yous received from citizens
			Maintain our ISO 1 rating
Increase minimum staffing of operations of department	To have 25 personnel per operations platoon including a minimum of 12 ALS personnel	To have a fully staffed fire department with trained ALS providers	Number of personnel working on their assigned duties
Reduce the number of cancer cases in the department	Continue to educate AFD personnel in ways to prevent cancer through the Cancer Awareness and Prevention project	Zero cases of personnel with presumptive cancers believed to be caused by their job	Track the number of cases of cancer experienced in Fire Department personnel
Ensure Advanced Life Support (ALS) providers maintain and enhance their skills and proficiency	Continue the ALS Providers Skills Enhancement Rotation program	To have all ALS providers in Operations receive time off the ambulances for skills enhancement	Track the number of ALS providers who have time off the ambulances
			Track the number of hours of training and areas the training covers
Provide community outreach programs	Through public education, reach more of the city residents in fire prevention and EMS skills	To have cardiopulmonary resuscitation (CPR), Emergency Medical Services (EMS) skills, Fire Prevention, and substance abuse intervention taught to all city residents who are interested	Number of public education classes taught; Include the number of citizens trained and the type of training received as well as whether it was in English or Spanish
Begin Mobile Integrative Health program	To find alternatives to traditional emergency room transports and treatments for our citizens	To have a trial interagency team to target high utilization/high risk citizens with telehealth protocol and alternate destination for Medicare patients	Complete the legal and medical steps needed to allow for this alternative team
			Number of patients in the program and their outcomes

Performance Measures

TRANSPORTATION DEPARTMENT - TRANSPORTATION OPERATIONS			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Improve the reliability, convenience and customer service of bus transit service	Improve transit service reliability	Achieve an 85% on-time performance of transit vehicles	Percentage of on-time performance of transit vehicles (fixed routes only)
		100% of scheduled annual service hours (excluding shutdowns due to uncontrollable events , e.g. snow storm)	Percentage of Transit Service Delivery
	Improve customer satisfaction	No more than 10 valid customer complaints per 100,000 boarding trips	Number of valid customer complaints per 100,000 boarding trips
	Implement a cost-neutral, pilot feeder connection on weekdays	Improve transit ridership experience by connecting underserved transit dependent neighborhoods with the core routes	Successful conversion of the current Orange route
Improve operational safety and security	Reduce FTA reportable accidents	No more than 0.1 accidents per 100,000 vehicle revenue miles	Bus accident rate per 100,000 vehicle revenue miles
	Maintain a safe and reliable transit fleet that is 100% wheelchair accessible	100% adherence to wheelchair access and ramp requirements	Accurate and comprehensive daily pre-trip inspections including wheelchairs/ramps
		100% adherence to preventative maintenance program requirements	Adhere to preventive maintenance program
	Make transit buses a safe and secure environment for customers and bus operators	Installation and maintenance of video surveillance cameras on all transit buses	Total number of transit buses with functioning video camera surveillance
Compliance with all applicable Federal Transit Administration (FTA) and/or Maryland Transit Administration (MTA) requirements	Comply with quarterly reporting requirements	100% adherence	On-time preparation and submission of compliance reports and requests for reimbursement
	Comply with National Transit Database (NTD) reporting	100% adherence	Accurate preparation, submission of reports and acceptance by FTA
Maximize use of all funding sources	Increase passenger fare revenue through elimination of fare evasion and enforcement of fare policy	Maintain a system-wide farebox recovery ratio of 20%	Annual farebox recovery ratio (% of direct operating costs recovered through passenger fare revenue and other non-fare revenues , e.g. advertising)
	Optimize transit operations expenses including transit vehicle maintenance expenses	\$65 per hour (consistent with MTA requirement)	Direct operating cost per hour (excluding administrative and overhead charges)

Performance Measures

TRANSPORTATION DEPARTMENT - PARKING OPERATIONS			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Ensure on-street parking regulations are enforced equitably and consistently	Effectively enforce on-street parking regulations equitably and consistently	85% of residential parking district area covered by daily	Percent of residential parking district area covered by daily
		95% parking meters compliance and working order	Percent parking meters compliance and working order
Support economic viability by balancing competing demands for limited parking spaces	Ensure on-time resolution of customer complaints	Response to 95% of all valid customer complaints within two days	Management response to all valid customer complaints within two days as a percentage of all valid complaints
Improve operational efficiency of parking management	Improve safety and enhance residential quality of life	Towing 100% of abandoned vehicles	Percentage of abandoned vehicles towed
	Improve collection and clearance rates of issued parking violations	85% collection rate on issued violations	Collection rate of fines from issued violations
		90% clearance of issued violations collected	Clearance rate of issued violations collected

Performance Measures

HUMAN RESOURCES OFFICE			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Ensure that the City workforce is highly qualified and diverse	Identify sources to guide outreach to reach qualified and diverse candidates, including professional associations and alumni associations	Increase number of outreach organizations engaged by 10%	Number of organizations engaged through outreach
	Include social media outlets in recruitment efforts	Implement a process for creating social media posts to market open opportunities	Social media program implemented
	Increase access to City jobs via electronic platforms	Increase number of on-line applicants vs. hard copy applications by 10%	Number of applicants using on-line vs. hard copy applications to evaluate progress
Recruit, retain and engage employees through competitive and comprehensive benefits programs	Use quarterly meetings to evaluate cost data and reevaluate vendor support for each provider	Use quarterly meetings to evaluate cost data and reevaluate vendor support	Quarterly meetings used to evaluate cost data and reevaluate vendor support
	Compare benefit offerings to those of competing jurisdictions and new trends	Work with insurance broker to complete evaluation of benefit services and extract benefit survey information from Local Government Professional Association survey	Complete evaluation of benefit services
Ensure employees and retirees are satisfied with access to benefits	Track all inquiries for service from employees and retirees that are error-based, including date received and date resolved	Resolve 98% of complaints from employees within 48 hours.	% of complains resolved in 48 hours
Ensure the city workforce is well-trained in best practices and latest technology.	Evaluate current offerings for compliance requirements, look for low-cost or free sources of education, and utilize new Navigator program to inform employees	Increase access and registration to free training by 30%, and increase annual training by two courses	% of employees accessing free training and participating in at least two courses

Performance Measures

MANAGEMENT INFORMATION TECHNOLOGY OFFICE			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Increase productivity in City agencies by reducing manual processes using automation	Meet with departments to discuss their needs and prioritize software module rollouts	Using agency input, develop and schedule software module rollouts for three City departments or offices	Number of departments deploying new software modules
	Complete implementation of unused Munis modules, eliminating manual processes	Implement four Munis modules as identified by City departments or offices	Number of Munis modules implemented by City departments or offices
Improve public access to GIS data	Work with City agencies to allow to open data web portal and allow public access to maps of City services	Implement 10 layers and applications of open data web portal and make available to the public	Number of layers and applications of open data web portal made public available
	Work with Public Information Officer to engage the public in use of GIS data through social media platforms	Increase percentage of website hits to access GIS data by 20%	Number of/percent increase of website hits to access GIS data
Improve efficiency and reliability of Information Technology (IT) data center	Use server virtualization to increase efficiency and reduce carbon footprint	Plan and implement virtualization for five servers	Number of servers virtualized
Develop plan to make city technology available to all citizens.	Ensure that City website, documents, forms, videos, online programs, and services are Americans with Disabilities Act (ADA) compliant	5,000 pages and documents fixed and made compliant	Number of pages and documents fixed and made compliant
	Train City content providers to produce ADA compliant documents	100% of new content posted to website is ADA compliant	Percentage of new content posted to website that is ADA compliant
Keep the City IT environment safe from ransomware and other data breaches	Stay abreast of constantly changing IT security landscape via training and education	50 hours training and education completed	Amount of training and education hours completed
	Improve password and group policy enforcement for all servers and PCs	350 PCs and 12 servers joined to the domain	Number of PCs and servers joined to the domain

Performance Measures

OFFICE OF LAW			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Provide timely legal advice and counsel to City officials, departments, and agencies	Respond to requests for legal opinions within 48 hours	95% initial responses within 48 hours	Average number of hours it takes to respond to initial request for service
	Provide well-reasoned and researched legal memoranda and opinions to City officials, departments, and agencies within two weeks of any request	100 % completion within two weeks	Average number of days it takes for staff attorneys to respond with final product
Prepare legally supportable legislation	Prepare legislative proposals, including substantive corrective revisions to City Code	Staff attorneys shall prepare 100% of all legislation requested by City Council members	Number of hours worked by contract legislative counsel
Successfully represent the City and its officials and employees in court and in other quasi-judicial and administrative proceedings	Prepare defense of civil actions against the City, including workers compensation cases, and prepare claims for municipal infractions	Office of Law shall prevail in at least 90% of matters brought against the City and at least 90% of municipal infractions brought by the Office of Law	Percent of cases where the Office of Law prevails in cases brought against the City
Prepare and provide safe custody of all legislative records and documents in hard-copy and in cloud-based storage and review applications	Prepare, record, and publish City Council agenda and meeting records for each council meeting, worksession, and standing committee meeting	100% of City Council and standing committee action recorded, published and preserved for public information	Percent of City Council and standing committee meetings and actions published for public information
Provide legal counsel and executive staff support to various City boards, commissions, and standing committees of the City Council	Provide advice and counsel and in some cases staff support to City boards, commissions, and council standing committees	No complaints from clients	Number of complaints received from clients upon issuance and review of survey results
Staff and manage a trusted, problem-free citywide election in 2021	Prepare, staff, and manage citywide election in 2021	No complaints regarding hosting a municipal election	Number of complaints received from voters, volunteers, or state and county officials
Respond timely to public information requests	Process all Public Information Act requests within the time period mandated by City Code and State law	90% on-time response to all Annapolis Public Information Act (APIA) requests.	Average number of days it takes for an APIA request to be completed

Performance Measures

POLICE DEPARTMENT			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Create security conditions that make Annapolis residents and visitors feel safe and enable a strong and cohesive community	Deter and prevent crime, especially serious offenses	Use in-house crime data and Uniform Crime Reporting (UCR) and National Incident-Based Reporting System (NIBRS) statistics to reduce crime to levels lower than FY2020 statistics	Rates of all crime in FY2021
Strengthen department efforts to earn public trust and cooperation	Increase community outreach events sponsored by the department	Host or attend at least one outreach event in each City Council ward each month	Number of events hosted or attended in each ward each month
Achieve and sustain organizational excellence	Stay ready for all internal and external compliance and certification inspections	100% compliance on internal inspection criteria	Percentage of compliance on internal inspection criteria
Strengthen our workforce and optimize resource management	Recruit and retain the best and brightest, recognizing the power of diversity	Host three recruitment events	Number of recruitment events hosted
	Ensure efficient utilization of existing funding, personnel, equipment, and infrastructure	Effectiveness of personnel, equipment, and infrastructure compared to resources spent	Demonstrated return on investment in personnel, equipment, and infrastructure expenditures

Performance Measures

DEPARTMENT OF PUBLIC WORKS			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
STREETS AND CITY BUILDINGS			
Maintain clean, servicable streets	Ensure streets are free of potholes	2,500 potholes repaired	Number of potholes repaired
	Ensure streets are clean	7,500 miles of street sweeping	Number of miles of streets swept with mechanical street sweeper
Provide functional City buildings in a cost effective manner	Ensure upkeep and maintenance in City buildings	750 work orders completed on City buildings	Number of work orders completed
ENGINEERING			
Recapitalize City infrastructure assets (streets, sidewalks, utilities) in an effective and cost efficient manner	Implement a pavement management system to achieve a 20-year service life for all City streets	4.5 miles of streets resurfaced	Miles of streets resurfaced
	Implement an effective sidewalk replacement program	15,000 square feet of sidewalks replaced	Square fee of sidewalks replaced
	Ensure sewer collection system recapitalization	5,000 feet of waterlines replaced	Waterlines replaced (feet)
	Ensure sewer collection system recapitalization	6,000 feet of sewer mains relined or replaced	Linear feet of sewer mains relined or replaced
Complete capital projects on time and within budget	Ensure key capital projects are completed timely: - Truxtun Park swimming pool - Truxtun Park tennis/pickleball courts - PW maintenance facility	All projects completed on time	Number of projects completed by scheduled completion date
	Ensure key capital projects within budget: - Truxtun Park swimming pool - Truxtun Park tennis/pickleball courts - PW maintenance facility	All projects completed within budget	Actual project costs compared to project budget

Performance Measures

DEPARTMENT OF PUBLIC WORKS			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
UTILITIES			
Provide high quality, safe drinking water to all customers	Implement an effective asset management system for the water distribution system	5,000 feet of water lines scanned for leaks	Linear feet of water mains scanned for leaks
		300 water valves exercised, tested and inspected	Number of water valves exercised, tested, and inspected
		5,000 feet of waterlines replaced	Linear feet of waterlines replaced
Provide worry-free utilities services to all customers	Implement an effective asset management system for the sewer collection system	20,000 feet of sewer mains inspected via Closed Circuit Television (CCTV)	Linear feet of sewer mains inspected
		100 sewer manhole inspections	Number of sewer manhole inspections
		6,000 feet of sewer mains relined or replaced	Linear feet of sewer mains relined or replaced
Practice highly effective asset management on the utility systems	Maximize the preventive maintenance of sewer lines	200,000 feet of sewers checked and cleaned	Linear feet of sewer mains maintained
	Inspect fire hydrants annually	100% of fire hydrants (1,300) inspected	Number of fire hydrants inspected
	Maximize the preventive maintenance of storm drains	12,500 feet of storm drain pipes checked and cleaned	Linear feet of storm drains maintained
	Produce high quality drinking water	No water quality issues annually	Number of water quality issues found
SOLID WASTE			
Provide high quality, environmentally friendly solid waste service to residents	Maximize customer service provided to residents (minimize validated complaints received from customers)	No more than 10 validated customer complaints each month	Number of validated customer complaints
	Maximize the collection of recyclable materials	3,500 tons of recycling	Tons of recycling collected
	Maximize the collection of yard trim	1,500 tons of yard trim	Tons of yard trim collected
	Maximize the diversion rate of materials from going to a landfill	12-month rolling diversion rate greater than 45%	12-month rolling diversion rate (%)
FLEET MANAGEMENT			
Provide reliable, serviceable fleet assets to internal City customers in a cost effective manner	Optimize the average age of the fleet for the Fire Department, Police Department, and all other departments	Optimal Average Age of Fleets: Fire Department - 7 years Police Department - 7 years All other departments - 8 years	Average age of Fire Department, Police Department, and all other departments' fleets
	Maximize the number of Preventive Maintenance (PM) orders performed	400 PMs performed	Number of PMs performed
	Minimize the number of emergency road calls that have to be made	No more than 250 road calls	Number of emergency road calls

Performance Measures

DEPARTMENT OF PLANNING AND ZONING			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
COMPREHENSIVE PLANNING			
Ensure land use plans that shape the appearance of the community balance private and community interests and protect public investment and valued resources	Use community collaboration and visioning to update the 2009 Comprehensive Plan	Adoption of updated plan by City Council following collaboration with residents from all City Council wards	Number of City Council wards represented during collaboration in the updated comprehensive planning process
Ensure zoning code requirements are clear, accessible, and easy to understand	Improve information available online by adding "how to" videos to the City's Planning and Zoning website	Post one video per month	Number of videos posted each month
	Clarify and simplify the the zoning code with public input and monitoring of success	One new piece of legislation clarified every two months	Number of ordinances introduced each month that make clarifying amendments to the zoning code
Ensure the Capital Improvement Program (CIP) is consistent with City land use plans	Include a statement in the CIP for each project that indicates the land use plans with which the project is consistent	100% of capital projects identify the related land use plans	Percentage of capital projects that identify the related land use plans
	Participate in Capital Steering Committee budget review meetings	100% attendance by standing committee members at CIP meetings	Number of CIP meetings attended by standing committee members
CURRENT PLANNING AND DEVELOPMENT REVIEW			
Ensure quality design and development review	Update forms and guidelines to ensure greater public access to the development review process	Update two forms and sets of guidelines per month	The number of forms and guidelines updated each month
Support technical assistance for neighborhood revitalization	Maintain adequate staff having necessary and diverse skills	Staff from each division participates in one training activity per division per month	The number of training opportunities attended per month by staff in each division
Ensure application for a development project is complete in a timely fashion so the applicant can make deadlines for public hearings and agency review	Improve monitoring, tracking and reporting for major developments	Review 100% of project applications for completeness within three days of receipt	Percentage of project applications reviewed for completeness within three days of receipt

Performance Measures

DEPARTMENT OF PLANNING AND ZONING			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
COMMUNITY DEVELOPMENT			
Improve the quality of existing homeowner housing	Provide financial assistance to low- and moderate-income homeowners to rehabilitate their existing owner-occupied housing	Six units of owner-occupied housing units rehabilitated	The number of owner-occupied homes rehabilitated
Improve quality of existing affordable rental units	Provide support to affordable housing developers/owners and public housing authorities to rehabilitate housing units rented to low and moderate income tenants	154 rental housing units rehabilitated	Number of rental housing units rehabilitated
Increase homeownership opportunities for low- to moderate-income households	Provide funds to acquire and rehabilitate vacant buildings for homeownership for low- and moderate-income households	Funds provided to support rehabilitation of one vacant housing unit	Number of vacant housing units rehabilitated
	Provide settlement expense assistance to eligible households to purchase a home	Provided direct financial assistance to cover settlement costs for ten low- to moderate-households	Number of low- and moderate-income households provided with direct financial assistance for settlement costs to purchase a new home
Maintain financial support for employment training programs	Support and encourage job training opportunities, including GED preparation, computer skills training, job search, and career pathways	Funding provided to support training for 50 persons	Number of persons supported through funded workforce training programs
Increase awareness of the Moderately Priced Dwelling Unit (MPDU) Program	Work with the City's Public Information Officer to develop and implement a public awareness campaign for the MPDU program	Develop and implement a public awareness campaign	Public awareness campaign implemented
	Revise and update <i>Policies and Procedures Manual</i> and City website	Updated <i>Policies and Procedures Manual</i> and City website	<i>Policies and Procedures Manual</i> and City website are updated

Performance Measures

DEPARTMENT OF PLANNING AND ZONING			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
ECONOMIC DEVELOPMENT			
Facilitate a positive business climate for the recruitment of businesses to Annapolis	Establish an Annapolis Ambassadors Program	Recruit 5-10 business owners or executives to serve as Ambassadors when businesses are considering relocating to the city	Number of business owners and executives that have signed up for the Ambassador program
Raise the profile of Annapolis for the recruitment of businesses to the City	Enhance the image of Annapolis as a great place to launch or grow a business	Complete four business recruitment missions per year	Number of business recruitment missions completed
Facilitate a positive business climate for the retention of Annapolis businesses	Retain existing businesses and jobs while heading off potential vacancies	Complete five site visits to existing businesses per month to offer support and stay abreast of any potential challenges	Number of site visits completed per month
Serve as a resource and conduit to City government for the Annapolis business community	Assist the various needs of the local business community to help facilitate their success	Provide business assistance to 20 businesses per month	Number of businesses assisted per month
HISTORIC PRESERVATION			
Ensure preservation of Historic District	Make the Historic Preservation Commission public hearing process informative and understandable by ensuring applicants understand the review process	90% of public hearing applications are approved each month	Percentage of public hearing applications approved each month
	Communicate with the applicant/property owner to resolve violations quickly	100% of violations resolved or enforced within 90 days	Percentage of violations resolved or forwarded to the Office of Law for enforcement within 90 days
	Provide technical assistance resources for property owners and contractors on the HPC web page	Add six new informative links about historic preservation issues to the web per year	Number of new links added to the HPC web page

Performance Measures

DEPARTMENT OF RECREATION AND PARKS			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
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Promote healthy lifestyles by delivering quality, inclusive programming at the City's parks, pools, and recreation facilities	Increase competitive programs, partner with sports organizations, and encourage tournaments	Increase recreational player use of facilities by 20%	Percentage increase of use by recreational players
	Create marketing plan for diverse audiences	15% increase in the number of newsletter subscribers and social media followers	Percentage increase in newsletter subscribers and social media followers
	Offer athletic programs and classes attractive to diverse audiences	100% registration in 90% of classes and programs	Percentage of registration in 90% of classes and programs
	Maximize participation of youth summer camp, after school, and out of school programming	100% enrollment in youth programming	Enrollment percentages in youth programs
Maintain and improve the health of the City of Annapolis parks and trails for the benefit of present and future generations	Increase capacity and use of Waterworks Park	Complete feasibility study for the renovation of Waterworks historic building	Percentage completion of feasibility study for the renovation of Waterworks historic building
	Increase utilization of parks and trails	30 social posts from parks and trails users each month on Recs and Parks pages	Number of social posts from parks and trails users each month on Recs and Parks pages
	Increase quality of experience at recreational facilities	100% implementation of a facilities improvement program for the Stanton Center	Stanton Center facilities improvement program implemented
Deliver parks and recreation services in a cost-efficient manner	Automate membership services and class reservations systems	Implement 100% of applicable modules of Civic Plus Software System	Percentage of applicable modules of Civic Plus Software System implemented

Performance Measures

OFFICE OF EMERGENCY MANAGEMENT			
FY2021 PERFORMANCE MEASURES			
Goals	Objectives	Benchmarks	Performance Measures
<i>Goals are brief, clear statements of an outcome to be reached. A goal is a broad, general, tangible, and descriptive statement.</i>	<i>An objective is a specific, measurable, actionable, realistic strategy used to accomplish a specific goal.</i>	<i>A benchmark is the standard to be met to successfully reach the goal.</i>	<i>Performance measures are the specific measurements that will be used to determine whether the benchmark has been reached.</i>
Build a robust level of preparedness to ensure the City's ability to adapt to changing conditions and to withstand disruptions in the aftermath of a catastrophic incident.	Maintain capacity to respond and coordinate quickly and effectively to any situation with or without notice	Ten programs facilitated citywide	Number of facilitated training, exercises, and outreach programs citywide
	Support City offices and departments in their efforts to increase their emergency support function capabilities	Five programs supported by grant funds	Number of preparedness and response related programs supported by grant funds
		Three plans completed	Number plans completed based upon the breadth, range, and complexity of the plan
Mitigate the loss of life and property by floods, hurricanes, and snowstorms.	Lessen the impact of future disasters and protect citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive	Five mitigation actions	Number of mitigation actions
Support the reduction of the impacts from Substance Use Disorders (SUD)	Continue Opioid Intervention Team (OIT) and related programs; monitor the effectiveness of SUD programs	Less than 25 overdoses per month; two SUD programs initiated	Number of fatal and non fatal overdoses. Number of SUD prevention, enforcement, and treatment programs initiated
Provide a system of prevention measures that make a terrorist attack difficult.	Maintain capacity to respond and coordinate quickly and effectively to any situation with or without notice	Three terrorist-related training and prevention measures initiated	Number of terrorist related training and prevention measures initiated

Revenue Detail by Fund

General Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Taxes:					
<i>Real and personal property</i>					
Real property	\$ 50,457,045	\$ 51,884,000	\$ 51,884,000	\$ 52,573,275	\$ 54,518,000
Personal	2,989,277	2,950,000	2,950,000	2,543,113	2,435,000
<i>Total Real and personal property</i>	53,446,322	54,834,000	54,834,000	55,116,388	56,953,000
Penalties and interest	199,991	149,800	149,800	30,000	100,000
Total Taxes	53,646,313	54,983,800	54,983,800	55,146,388	57,053,000
Licenses and Permits:					
<i>Street use</i>					
Street privileges	205,586	220,000	220,000	33,000	200,000
Sidewalk	13,620	14,000	14,000	-	14,000
<i>Total Street use</i>	219,206	234,000	234,000	33,000	214,000
<i>Business</i>					
Alcoholic beverages	466,512	450,000	450,000	448,077	403,000
Traders	67,856	79,000	79,000	40,984	41,000
Vendors	74,420	85,000	85,000	129,111	75,000
Towing	235	5,000	5,000	283	1,000
<i>Total Business</i>	609,023	619,000	619,000	618,455	520,000
<i>Other</i>					
Building	1,069,220	1,050,000	1,050,000	900,000	903,500
Certificate of occupancy	21,750	25,000	25,000	20,000	19,600
Real Property Transfer Fee	79,200	85,000	85,000	83,728	67,000
Use permits	69,204	65,000	65,000	50,000	45,000
Cable television franchise fees	867,264	825,000	825,000	835,000	800,000
Other	170,820	353,300	353,300	217,357	195,500
<i>Total Other</i>	2,277,458	2,403,300	2,403,300	2,106,085	2,030,600
Total Licenses and Permits	3,105,687	3,256,300	3,256,300	2,757,540	2,764,600
Fines and Forfeitures:					
Municipal Infractions	53,310	50,000	50,000	50,400	50,000
Speed enforcement program	135,112	200,000	200,000	154,616	130,000
Auto Traffic Signal	156,248	175,000	175,000	110,000	110,000
Other	11,478	10,000	10,000	15,000	10,000
Total Fines and Forfeitures	356,148	435,000	435,000	330,016	300,000

Continued

Revenue Detail by Fund

General Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Interest, Rent, and Other:					
Interest, dividends, and other	\$ 1,110,597	\$ 1,000,000	\$ 1,000,000	\$ 1,127,127	1,017,000
Rents and concessions	203,840	288,000	288,000	257,000	266,000
Payments in lieu of taxes	228,431	261,000	261,000	343,591	285,000
Total Interest, Rent, and Other	1,542,868	1,549,000	1,549,000	1,727,718	1,568,000
Intergovernmental:					
State Payment in Lieu of Taxes	367,000	-	-	-	750,000
Utility tax	444,466	560,000	560,000	486,630	423,000
Hotel/motel tax	2,026,853	2,100,000	2,100,000	1,450,000	1,500,000
Admissions	1,041,541	1,000,000	1,000,000	700,000	750,000
Income	6,173,728	6,343,000	6,343,000	7,884,000	7,400,000
Highway	1,278,131	1,562,000	1,562,000	1,613,788	1,646,000
Fuel	1,362	-	-	2,410	2,000
Total Intergovernmental	11,333,081	11,565,000	11,565,000	12,136,828	12,471,000
Charges for Services:					
Ambulance Fees	1,771,768	1,700,000	1,700,000	1,700,000	1,700,000
Recreation Fees	1,615,105	1,583,000	1,583,000	1,174,917	1,547,000
Filing Fees	153,662	155,000	155,000	54,865	66,000
Rental Fees	837,250	950,000	950,000	888,661	837,000
Dock Charges & Boat Show Fees	1,146,876	1,155,000	1,155,000	1,205,822	1,104,800
Other	77,039	104,500	104,500	90,157	86,200
Total Charges for Services	5,601,700	5,647,500	5,647,500	5,114,422	5,341,000
Other Revenues:					
Administrative reimbursements	2,106,612	2,999,000	2,999,000	2,999,000	2,915,200
Other miscellaneous	1,204,435	412,500	415,469	421,401	347,000
Total Other Revenues	3,311,047	3,411,500	3,414,469	3,420,401	3,262,200
Total General Fund Revenues	\$ 78,896,844	\$ 80,848,100	\$ 80,851,069	\$ 80,633,313	\$ 82,759,800

Revenue Detail by Fund

Other Funds

AIPPC	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund	64,300	40,000	40,000	40,000	40,000
Total Revenues	\$ 64,300	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000

Community Development Block Grant	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other	323,364	284,361	284,361	146,319	325,000
Total Revenues	\$ 323,364	\$ 284,361	\$ 284,361	\$ 146,319	\$ 325,000

Community Legacy Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Other	223,806	-	-	-	-
Total Revenues	\$ 223,806	\$ 200,000	\$ -	\$ -	\$ -

Forfeiture Asset and Seizure Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other	448,639	-	-	122,487	-
Total Revenues	\$ 448,639	\$ -	\$ -	\$ 122,487	\$ -

Sprinkler Assistance Revolving Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other	1,251,403	-	-	-	-
Total Revenues	\$ 1,251,403	\$ -	\$ -	\$ -	\$ -

Revenue Detail by Fund

Reforestation Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ -	\$ -	\$ -	\$ 4,400	\$ -
Other	82,484	-	-	-	-
Total Revenues	\$ 82,484	\$ -	\$ -	\$ 4,400	\$ -

PEG Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ 79,601	\$ 60,000	\$ 60,000	\$ 76,300	\$ 72,000
Other	492,976	-	-	-	-
Total Revenues	\$ 572,577	\$ 60,000	\$ 60,000	\$ 76,300	\$ 72,000

Homeownership Assistance Trust Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ 232,931	\$ -	\$ -	\$ -	\$ -
Other	880,754	-	-	-	-
Total Revenues	\$ 880,754	\$ -	\$ -	\$ -	\$ -

Enterprise Funds

Sewer Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Licenses and Permits	\$ 74,282	\$ 99,500	\$ 99,500	\$ 95,407	\$ 99,000
Sewer Charges	7,721,033	7,879,000	7,879,000	7,561,992	7,879,000
Capital Facilities	105,902	219,300	219,300	338,455	218,200
Other	348,674	178,200	178,200	397,556	227,800
Total Revenues	\$ 8,249,891	\$ 8,376,000	\$ 8,376,000	\$ 8,393,410	\$ 8,424,000

Revenue Detail by Fund

Water Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for Services	\$ 7,296,611	\$ 7,516,000	\$ 7,516,000	\$ 7,617,972	\$ 7,784,000
Capital Facilities	405,947	551,000	551,000	555,000	327,000
Other	413,025	304,000	304,000	895,700	328,400
Total Revenues	\$ 8,115,583	\$ 8,371,000	\$ 8,371,000	\$ 9,068,672	\$ 8,439,400

Parking Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Street Parking Charges	\$ 2,969,453	\$ 3,160,000	\$ 3,160,000	\$ 1,837,890	\$ 1,949,600
Off Street Parking Charges	5,420,775	5,950,000	5,950,000	4,775,443	5,228,800
Other	242	-	-	-	-
Total Revenues	\$ 8,390,470	\$ 9,110,000	\$ 9,110,000	\$ 6,613,333	\$ 7,178,400

Transportation Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Transportation Charges	\$ 473,029	\$ 572,000	\$ 572,000	\$ 362,750	\$ 415,200
Other Financing Sources	2,100,000	2,747,400	2,747,400	1,047,000	2,829,700
Intergovernmental	2,517,847	2,313,625	2,313,625	2,313,625	2,181,784
Other	97,596	-	-	-	-
Total Revenues	\$ 5,188,472	\$ 5,633,025	\$ 5,633,025	\$ 3,723,375	\$ 5,426,684

Watershed Restoration Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Charges for services	\$ 1,458,203	\$ 1,660,000	\$ 1,660,000	\$ 1,565,678	\$ 1,606,500
Total Revenues	\$ 1,458,203	\$ 1,660,000	\$ 1,660,000	\$ 1,565,678	\$ 1,606,500

Revenue Detail by Fund

Refuse Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Refuse Collection Charges	\$ 1,945,699	\$ 2,700,100	\$ 2,700,100	\$ 2,261,000	\$ 2,575,800
Commercial Refuse Recycling	28,938	16,000	16,000	16,000	16,000
Total Revenues	\$ 1,974,637	\$ 2,716,100	\$ 2,716,100	\$ 2,277,000	\$ 2,591,800

Internal Service Funds

Self Insurance	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Contribution for Workers Compensation	\$ 1,450,000	\$ 1,209,000	\$ 1,209,000	\$ 1,209,000	\$ 1,262,000
Contribution for General Liability	997,500	935,000	935,000	935,000	753,500
Unemployment	150,000	-	-	-	-
Other	129,779	-	-	-	-
Total Revenues	\$ 2,727,279	\$ 2,144,000	\$ 2,144,000	\$ 2,144,000	\$ 2,015,500

Health Insurance	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Employer Contributions	\$ 8,258,266	\$ 8,100,000	\$ 8,100,000	\$ 5,913,000	\$ 7,854,900
Employee Premiums	2,069,744	2,040,000	2,040,000	1,489,200	2,618,300
Other	1,348,781	1,820,000	1,820,000	1,430,000	1,479,700
Total Revenues	\$ 11,676,791	\$ 11,960,000	\$ 11,960,000	\$ 8,832,200	\$ 11,952,900

Fleet Operations	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Transfer from General Fund	\$ 1,789,403	\$ 2,165,620	\$ 2,165,620	\$ 2,157,140	\$ 1,977,800
Transfer from Other Funds	\$ 88,800	\$ 143,700	\$ 143,700	\$ 143,700	\$ 543,800
Other	25,009	-	-	-	-
Total Revenues	\$ 1,903,212	\$ 2,309,320	\$ 2,309,320	\$ 2,300,840	\$ 2,521,600

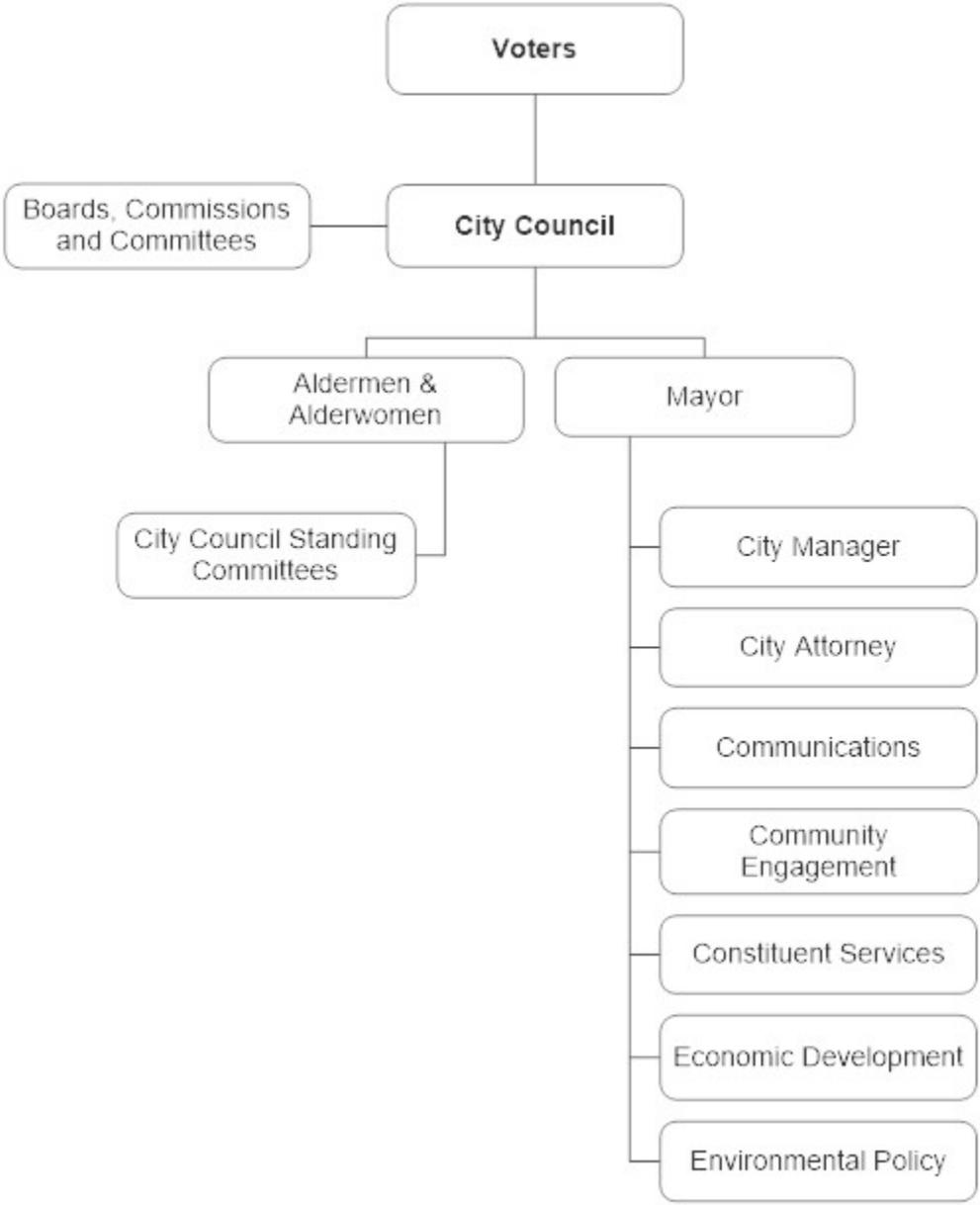
Revenue Detail by Fund

Fleet Replacement	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Transfer from General Fund	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,067,000
Transfer from Other Funds	27,000	27,000	27,000	43,000	43,000
Other	64,563	50,000	50,000	20,000	50,000
Total Revenues	\$ 1,091,563	\$ 1,077,000	\$ 1,077,000	\$ 1,063,000	\$ 1,160,000

Revenue Detail by Fund

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Mayor's Office



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.

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

Mayor's Office

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. The Mayor is the direct supervisor of the City Attorney and of the City Manager, who is the supervisor of the department directors. The Mayor's staff oversees boards and commissions, community engagement, communications, and constituent services.

The Mayor's budget includes funding for the One Annapolis initiatives, including public engagement activities, African American community engagement activities, and Hispanic community engagement activities.

The PEG (Public, Education, and Government) Fund is shown in the Mayor's Office because the fund is administered by the Communications Officer.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
<i>Mayor and Council</i>							
Aldermen & Alderwomen	X					8	8
Mayor	X					1	1
Chief of Staff		X			A16	1	1
Communications Officer		X			A15	1	1
Administrative Assistant		X			A08	1	1
Arts & Veterans Liaison				X		1	0
Community Services Specialist		X			A10	2	2
Economic Policy Analyst				X		1	1
Constituent Services Officer		X			A14	1	1
Community Engagement Administrator		X			A14	1	1
<i>Special Events</i>							
Development/Events Specialist		X			A12	1	0
Total						19	17

Mayor's Office

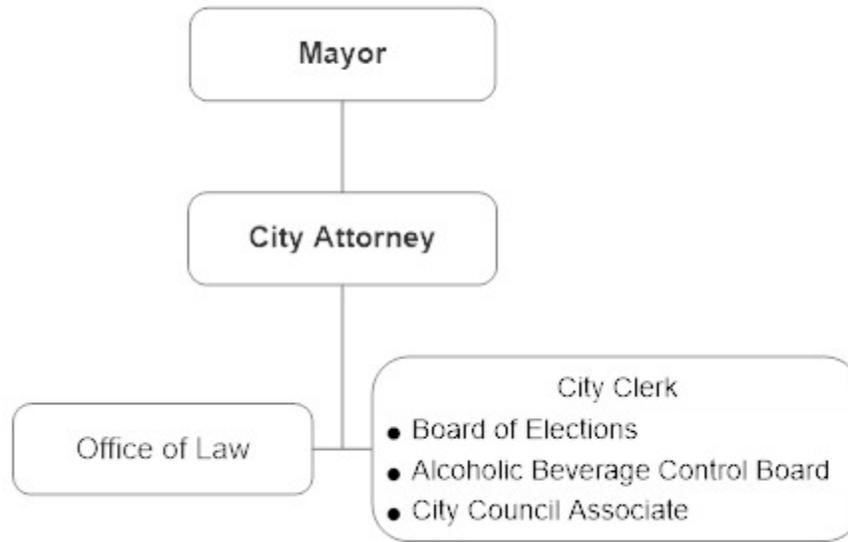
BUDGET SUMMARY

City Council	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 129,180	\$ 131,764	\$ 131,764	\$ 135,300	\$ 135,800
Contractual Services	-	-	-	-	-
Supplies and Other	6,324	12,000	12,000	12,000	12,000
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 135,504	\$ 143,764	\$ 143,764	\$ 147,300	\$ 147,800

Office of the Mayor	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,187,247	\$ 1,135,236	\$ 1,135,236	\$ 1,062,100	\$ 939,600
Contractual Services	94,011	112,000	112,000	109,200	110,000
Supplies and Other	71,515	130,000	130,000	116,200	89,500
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 1,352,773	\$ 1,377,236	\$ 1,377,236	\$ 1,287,500	\$ 1,139,100

PEG Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	-	-	-	-
Capital Outlay	180,637	137,000	137,000	57,500	442,400
Total Expenditures	\$ 180,637	\$ 137,000	\$ 137,000	\$ 57,500	\$ 442,400

Office of Law



DESCRIPTION

The Office of Law manages all legal matters of the City. The duties, powers, and responsibilities of the City Attorney include:

- 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 contracts and agreements 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

Office of Law

Open Meetings Act matters, Historic Preservation matters, alcoholic beverages matters, and municipal infractions.

The City Attorney also supervises the City Clerk’s operations. 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.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
City Attorney		X			A20	1	1
Assistant City Attorney		X			A18	3	3
Legislative & Policy Analyst			X		A14	1	1
Legal Assistant			X		A10	1	1
City Clerk			X		A16	1	1
Deputy City Clerk			X		A10	1	1
City Council Associate			X		A10	1	1
Total						9	9

Office of Law

BUDGET SUMMARY

Office of Law	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,126,168	\$ 1,147,700	\$ 1,124,400	\$ 1,107,400	\$ 1,208,000
Contractual Services	45,477	87,200	110,500	111,700	148,200
Supplies and Other	28,080	51,600	51,600	42,600	54,600
Capital Outlay	-	-	-	-	-
<i>Total Expenditures</i>	\$ 1,199,725	\$ 1,286,500	\$ 1,286,500	\$ 1,261,700	\$ 1,410,800

City Manager



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. 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 offices report to the City Manager. In addition to these departments and offices, three staff positions report directly to the City Manager – Deputy City Manager for Resilience and Sustainability, the Assistant City Manager, the Development/Events Specialists (Special Events Coordinator), and the Environmental Programs Coordinator.

In FY2021, the Office of Environmental Policy is reorganized. The Director of the Office of Environmental Policy position (grade A20) is eliminated, and a new Deputy City Manager for Resilience and Sustainability (grade A20) is created at no additional cost. The reorganization also moves the Environmental Programs Coordinator (grade A12) under the City Manager. This position was fully funded in the Watershed Restoration Fund in FY2020, but half of the cost, approximately \$39,800, will be paid from the General Fund in FY2021 as some of the position’s duties do not meet the restricted purposes of the Watershed Restoration Fund.

The Development/Events Specialist position is moved from the Mayor’s Office to the City Manager’s office in FY2021 because the position coordinates special events across City departments that report directly to the City Manager.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
City Manager		X			N/A	1	1
Deputy City Manager for Resilience and Sustainability		X			A20	0	1
Assistant City Manager		X			A14	1	1
Environmental Programs Coordinator			X		A12	0	1
Development/Events Specialist		X			A12	0	1
Total						2	5

City Manager

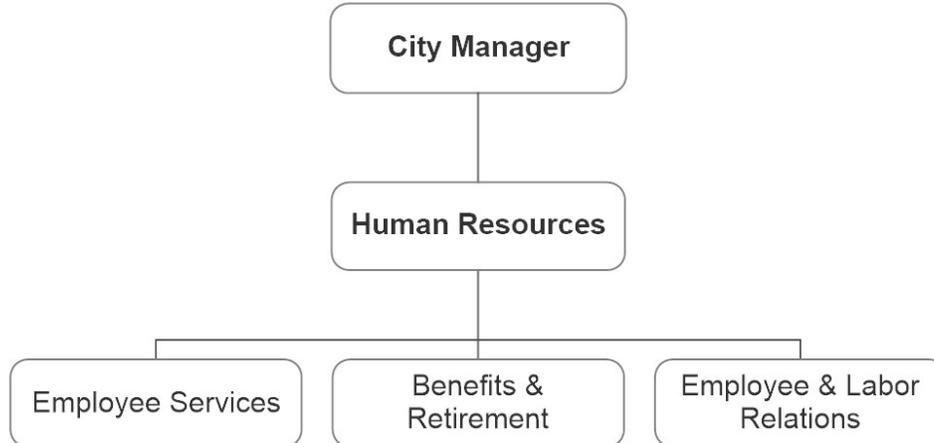
BUDGET SUMMARY

City Manager	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ 341,000	\$ 341,000	\$ 367,400	\$ 685,200
Contractual Services	-	-	-	-	-
Supplies and Other	4,604	6,500	6,500	4,500	114,500
Capital Outlay	-	-	-	-	-
<i>Total Expenditures</i>	\$ 4,604	\$ 347,500	\$ 347,500	\$ 371,900	\$ 799,700

City Manager

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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.

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 list of applicants to appointing authorities for authorized City positions.
- Administers entrance and promotional exams and prepares lists of persons eligible for hiring and promotion.
- Develops and maintains the City's 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, deferred compensation, pension and retirement programs, medical and dependent care flexible spending accounts, fitness for duty, credit union, and leave (annual, sick, personal).

Human Resources Division

- 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 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		FY20	FY21
Human Resources Manager		X			A19	1	1
Human Resources Administrator			X		A16	1	1
Benefits Administrator			X		A15	1	1
Office Administrator			X		A10	1	1
Recruitment & Employee Relations Administrator		X			A15	1	1
Human Resources Associate I			X		A08	1	1
Office Associate I			X		A02	1	1
Total						7	7

Human Resources Division

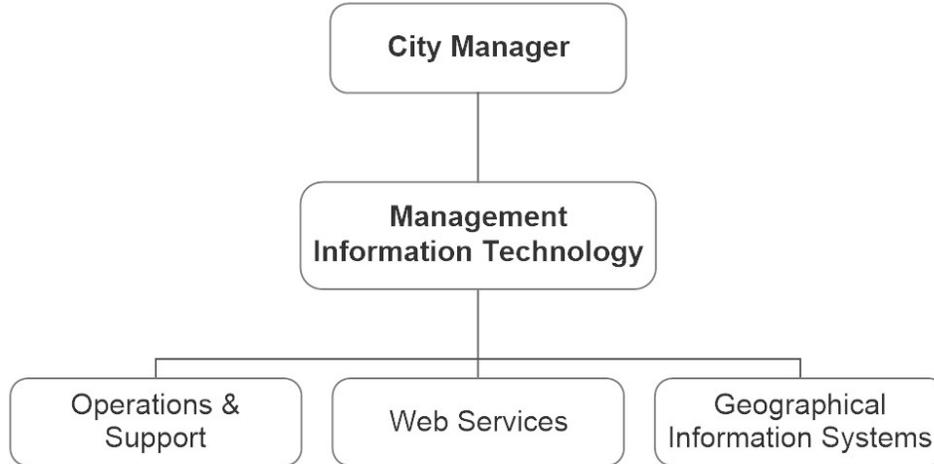
BUDGET SUMMARY

Human Resources Division	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 779,512	\$ 872,000	\$ 872,000	\$ 857,700	\$ 921,900
Contractual Services	44,448	74,700	74,700	58,360	54,200
Supplies and Other	11,494	25,000	25,000	15,330	19,000
Capital Outlay	-	-	-	-	-
<i>Total Expenditures</i>	\$ 835,454	\$ 971,700	\$ 971,700	\$ 931,390	\$ 995,100

Human Resources Division

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Management Information Technology Division



DESCRIPTION

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

The 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. 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.

Management Information Technology Division

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
MIT Manager		X			A19	1	1
MIT Network Engineer			X		A15	1	1
MIT Analyst			X		A16	2	2
MIT Specialist			X		A12	2	2
MIT Web Developer			X		A13	1	1
GIS Coordinator			X		A15	1	1
GIS Technician			X		A11	1	1
MIT Admin Support Analyst			X		A10	1	1
Total						10	10

BUDGET SUMMARY

Management Information Technology	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,096,632	\$ 1,197,000	\$ 1,197,000	\$ 1,021,000	\$ 1,250,400
Contractual Services	481,209	526,200	521,800	523,800	507,500
Supplies and Other	6,809	14,800	20,495	17,100	22,300
Capital Outlay	221,407	275,000	275,205	275,205	251,000
Total Expenditures	\$ 1,806,057	\$ 2,013,000	\$ 2,014,500	\$ 1,837,105	\$ 2,031,200

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 workplace conditions, coordinates safety 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 appropriations for costs that are not allocated to the City's departments, such as debt service, transfers from the General Fund to other funds, and contributions for retiree health care (OPEB).

Finance Department

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
<i>Finance</i>							
Finance Director		X			A20	1	1
Senior Accountant			X		A15	3	3
Accountant			X		A13	4	4
Finance Office Manager			X		A13	1	1
Accounting Associate III			X		A09	3	3
Accounting Associate II			X		A08	2	2
Accounting Associate I			X		A07	4	4
Risk Management Administrator			X		A14	1	1
<i>Purchasing</i>							
Procurement Officer			X		A18	1	1
Senior Buyer			X		A13	1	1
Buyer			X		A09	2	1
Total						22	22

BUDGET SUMMARIES – GENERAL FUND

FINANCE OPERATIONS

Finance - Operation	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,642,739	\$ 1,997,000	\$ 1,997,000	\$ 1,699,500	\$ 1,916,600
Contractual Services	415,411	486,700	471,700	471,000	469,200
Supplies and Other	44,908	45,500	51,469	49,670	86,200
Capital Outlay	-	-	12,000	12,000	-
Total Expenditures	\$ 2,103,058	\$ 2,529,200	\$ 2,532,169	\$ 2,232,170	\$ 2,472,000

Finance Department

PURCHASING

Finance - Purchasing	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 415,982	\$ 430,000	\$ 430,000	\$ 310,800	\$ 418,600
Contractual Services	3,050	4,500	4,500	4,500	4,400
Supplies and Other	3,336	4,800	4,800	3,200	4,900
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 422,368	\$ 439,300	\$ 439,300	\$ 318,500	\$ 427,900

FINANCE NONALLOCATED

Finance - Nonallocated	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Debt Service	\$ 7,748,225	\$ 7,947,000	\$ 7,947,000	\$ 8,630,005	\$ 7,860,000
Community Grants	329,200	429,700	429,700	429,700	429,700
Contributions to Pensions	490,000	-	-	-	-
Contributions to OPEB	1,559,295	1,650,000	1,650,000	1,650,000	1,309,300
Contributions to Self Ins	2,447,500	2,144,000	2,144,000	2,144,000	2,015,500
Contingency	-	469,380	439,380	-	410,000
Interfund Transfers	9,727,006	3,946,700	4,699,700	4,699,700	3,055,650
Other	293,254	385,000	385,000	368,000	380,000
Total Expenditures	\$22,594,480	\$16,971,780	\$17,694,780	\$17,921,405	\$15,460,150

OFFICE OF FINANCE – NONALLOCATED

Debt Service: The \$7,860,000 appropriated for Debt Service comprises \$5,515,000 of principal and \$2,245,000 of interest on bonds previously issued and \$100,000 for bond issuance fees.

Community Grants: The City awards grants to support various nonprofit community organizations. Additionally, \$71,500 is included 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.

Contributions to OPEB: In FY2021, the \$1,309,300 contribution to OPEB represents \$934,300 for current retirees' health insurance and \$375,000 towards the City's unfunded OPEB obligations, an increase of \$25,000 over FY2020.

Finance Department

Contributions to the Self Insurance Fund: The amount \$2,105,500 appropriated for contributions to the Self Insurance Fund represents the amount required to ensure the reserves accumulated at June 30, 2021, are sufficient to pay the claims incurred as of that date based on the City actuary’s analysis.

Contingency: The proposed amount to set aside in contingency in FY2021 is \$410,000.

Interfund Transfers: The \$3,055,650 appropriated for interfund transfers comprises:

- Transfer to Capital Projects Fund for pay-go \$1,707,850
- Transfer to Fleet Replacement Fund \$1,067,000
- Transfer to Transportation Fund \$240,800
- Transfer to Arts in Public Places Fund \$40,000

In FY2020, the appropriations in Office of Finance – Nonallocated included a \$1,053,700 transfer to the Fleet Operations Fund, which is an internal service fund. In FY2021, all amounts to be transferred to the Fleet Operations Fund are appropriated in the departments that use the fund for vehicle operations, maintenance, and repairs.

Other: The \$380,000 appropriated for “Other” comprises:

- “VEBA Chop” \$100,000
- Ambulance transport fees \$98,000
- Traffic signal fees \$82,000
- Judgments and settlements \$50,000
- Unemployment insurance \$50,000

BUDGET SUMMARY - SELF INSURANCE FUND

Self Insurance Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	3,350,017	4,084,380	4,084,380	1,771,100	2,315,500
Supplies and Other	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 3,350,017	\$ 4,084,380	\$ 4,084,380	\$ 1,771,100	\$ 2,315,500

The amount appropriated in FY2021 is based on the actuary’s analysis.

Finance Department

BUDGET SUMMARY - HEALTH INSURANCE FUND

Health Insurance Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	6,939,609	11,960,000	11,960,000	10,975,700	11,952,800
Supplies and Other	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 6,939,609	\$11,960,000	\$11,960,000	\$10,975,700	\$11,952,800

The amount appropriated is based on analysis by the City's health insurance consultants who are estimating no increase in health insurance expenses in FY2021.

BUDGET SUMMARY - SPRINKLER ASSISTANCE FUND

Sprinkler Assistance Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	333,100	331,000	29,400	340,600
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ -	\$ 333,100	\$ 331,000	\$ 29,400	\$ 340,600

The amount appropriated represents the estimated fund balance available to appropriate at the end of FY2021.

Finance Department

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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. Additionally, 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. In FY2021, the Planning and Zoning assumes supervision of the City's urban forestry programs, including oversight of the critical and non-critical area tree funds.

Transparency in decision-making is ensured through the boards and commissions we support, which 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, the Department of Planning and Zoning coordinates with Anne Arundel County and various Maryland state agencies regarding the impact of land use decision-making.

Department of Planning and Zoning

The Department also represents Annapolis on the Baltimore Regional Transportation Board, the region's Metropolitan Planning Organization.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
Planning Director		X			A20	1	1
Chief of Current Planning			X		A18	1	1
Chief of Historic Preservation			X		A17	1	1
Chief Comprehensive Planning			X		A17	1	1
Senior Planner			X		A15	2	2
Planner			X		A13	2	2
Assistant Chief of Preservation				X		1	1
Historic Preservation Assistant			X		A11	1	1
Community Development Administrator			X		A17	1	1
Assistant to Planning Director			X		A15	1	1
Chief of Code Enforcement			X		A17	1	1
Senior Property Maintenance Inspector			X		A12	1	1
Property Maintenance Inspector			X		A09	3	3
Building Inspector			X		A10	2	2
Plumbing/Utility Inspector			X		A12	1	1
Combination Inspector			X		A13	1	1
Electrical Inspector			X		A12	1	1
Permits Administrator			X		A10	1	1
Permits Associate			X		A07	1	1
Mechanical/Life Safety Inspector			X		A12	1	1
Architectural Plans Reviewer			X		A15	1	1
Zoning Enforcement Officer			X		A13	1	1
Administrative Office Associate			X		A09	1	1
Contractual Office Associate				X		1	1
Economic Development Manager		X			A17	1	1
Small and Minority Business Enterprise Liaison			X		A14	1	1

Department of Planning and Zoning

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
Environmentalist			X		A12	0	1
Total						31	32

FY2021 staffing includes the transfer of the Environmentalist (Forester) position transfers from the Office of Environmental Policy to the Department of Planning and Zoning. The position remains a grade A12, so there is no fiscal impact of this transfer.

Temporary Positions

Planning & Zoning has four temporary, part-time positions: one Clerical Assistant, two Inspectors, and a Census Coordinator.

BUDGET SUMMARY – GENERAL FUND

Planning & Zoning	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 3,449,790	\$ 3,642,000	\$ 3,642,000	\$ 3,381,700	\$ 3,851,400
Contractual Services	182,990	177,300	175,800	176,400	174,800
Supplies and Other	142,786	320,050	291,700	289,400	318,200
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 3,775,566	\$ 4,139,350	\$ 4,109,500	\$ 3,847,500	\$ 4,344,400

BUDGET SUMMARY – REFORESTATION FUND

Reforestation Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	12,301	77,800	77,800	11,000	70,700
Supplies and Other	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 12,301	\$ 77,800	\$ 77,800	\$ 11,000	\$ 70,700

Department of Planning and Zoning

BUDGET SUMMARY – HOMEOWNERSHIP ASSISTANCE TRUST FUND

Homeownership Assistance Trust Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	-	-	-	-
Other	51,762	728,298	728,298	148,000	794,000
Total Expenditures	\$ 51,762	\$ 728,298	\$ 728,298	\$ 148,000	\$ 794,000

The amount budgeted in FY2021 represents the fund balance available to appropriate at the end of FY2020. This fund will not recognize any additional revenue because the fee in lieu of constructing moderately priced dwelling units.

BUDGET SUMMARY – COMMUNITY LEGACY FUND

The amount budgeted represents the fund balance available to appropriate at the end of FY2020.

Community Legacy Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	-	-	-	-
Other	5,940	200,000	200,000	31,660	160,000
Total Expenditures	\$ 5,940	\$ 200,000	\$ 200,000	\$ 31,660	\$ 160,000

Department of Planning and Zoning

BUDGET SUMMARY – COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The amount budgeted represents the grant anticipated to be received in FY2021 and the fund balance available to appropriate at the end of FY2020.

Community Development Block Grant Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	-	-	-	-
Other	429,199	463,490	463,490	236,471	325,000
<i>Total Expenditures</i>	\$ 429,199	\$ 463,490	\$ 463,490	\$ 236,471	\$ 325,000

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Police Department



DESCRIPTION

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

Police Department

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
Police Chief		X			P20	1	1
Police Major		X			P18	1	1
Police Captain		X			P17	3	3
Police Lieutenant			X		P15	6	6
Police Sergeant			X		P13	13	13
Police Corporal			X		P12	13	13
Police Officer 1/C			X		P11	53	53
Police Officer			X		P10	36	36
Police Communications Operator II			X		A11	3	3
Police Communications Operator I			X		A09	9	9
Police Property Coordinator			X		A10	1	1
Police Planning Analyst			X		A10	1	1
Police Identification Specialist			X		A08	2	2
Crime Analyst			X		A12	1	1
Forensic Services Supervisor			X		A08	1	1
Warrant Control Records Supervisor			X		A10	1	1
Hispanic Community Liaison			X		A12	1	1
Community Services Specialist			X		A10	1	1
Police Administrative Clerk			X		A09	1	1
Police Records Specialist			X		A06	5	5
Administrative Office Associate			X		A09	1	1
Office Associate III			X		A06	1	1
Cold Case Investigator				X		1	1
Administrative & Accreditation Specialist				X		1	1
Camera Monitor				X		1	1
Communications Director				X		1	1
Crime Lab Supervisor				X		1	1
Crossing Guard Supervisor				X		1	1
Latent Print Examiner				X		1	1
ALERT Grant Coordinator				X		1	1
Crossing Guard Supervisor				X		1	1
Grant Coordinator				X		1	1
IT Project Manager				X		1	1
Investigation Support Analyst				X		1	1

Police Department

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
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						174	174

Temporary Positions

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

BUDGET SUMMARY – GENERAL FUND

Police Department	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 16,985,516	\$ 17,162,000	\$ 17,162,000	\$ 17,404,700	\$ 18,943,000
Contractual Services	1,268,370	1,878,530	1,878,530	1,776,750	2,454,700
Supplies and Other	784,566	580,300	578,800	518,150	455,500
Capital Outlay	64,162	-	-	-	-
Total Expenditures	\$ 19,102,614	\$ 19,620,830	\$ 19,619,330	\$ 19,699,600	\$ 21,853,200

Contractual services include the following amounts:

- \$911,400 for fuel, repairs, and maintenance of department vehicles.
- \$60,800 for repairs and maintenance to equipment and buildings.
- \$40,000 for rents and leases.
- \$125,000 for electricity.
- \$127,500 for telephones.
- \$25,900 for State and FBI fingerprinting services and other professional services.
- \$156,000 for the third payment on the CAD/RMS purchase. The system is being 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 Stabilization

Police Department

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

- \$110,000 for the Anne Arundel County Mobile Crisis Response Team.
- \$68,600 for prisoner transport services.
- \$93,200 for wireless connectivity.
- \$68,300 for camera connectivity.
- \$58,000 for police radio connectivity.
- \$60,900 for the maintenance agreement on the old RMS system. The City will continue to incur this expense until the new CAD/RMS is fully operational.
- \$76,275 for the maintenance agreement on the new CAD/RMS system.
- \$150,000 for Amazon Web Services (AWS).
- \$155,000 for Tasers, cartridges, batteries, and storage space for digital evidence. This amount was budgeted in Supplies and Other in FY2020.

BUDGET SUMMARY – FORFEITURE AND ASSET SEIZURE FUND

Forfeiture and Asset Seizure Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	137,096	176,000	176,000	110,000	80,000
Capital Outlay	43,596	40,000	200,700	200,700	103,000
Total Expenditures	\$ 180,692	\$ 216,000	\$ 376,700	\$ 310,700	\$ 183,000

The FY2021 budget is based on the estimated fund balance available to appropriate in this Special Revenue Fund at the end of FY2020.

Fire Department



DESCRIPTION

The Annapolis Fire Department (AFD) provides essential fire, rescue, and emergency medical services. AFD strives 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 following core strategies that serve to guide the daily operations of the Annapolis Fire Department:

- **Firefighter Safety:** Firefighter safety is always the department's number one goal. AFD develops strategies and implements training programs to enhance firefighter safety and survival. Supervisors and employees take an active role in their personal safety and the safety of their crews.
- **Fiscal Responsibility:** The leadership of the Annapolis Fire Department will be good stewards of the taxpayer's funds. AFD strives to be fiscally responsible with City funding and make prudent financial decisions.
- **Education and Training:** A well-trained and educated workforce is essential to an effective fire department. AFD values education and training and encourages and provides training opportunities to our members.
- **Wellness and Fitness:** AFD provides its firefighters and professionals with knowledge, support, and opportunities to improve their physical health, wellness, and fitness to enhance job performance and an overall healthy personal lifestyle.
- **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,

Fire Department

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.

- Outstanding Service: AFD strives to meet and exceed our citizens and customers' expectations in the services that we provide.
- Fire and Injury Prevention: AFD enhances 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		FY20	FY21
Fire Chief		X			F20	1	1
Deputy Fire Chief		X			F18	1	1
Fire Battalion Chief			X		F17	6	6
Fire Captain			X		F16	7	7
Fire Lieutenant			X		F15	23	23
Firefighter 1/C			X		F13 - F14	33	33
Firefighter I/II/III			X		F10 - F13	65	65
Fire Administrative Specialist			X		A12	1	1
Fire Administrative Support Analyst			X		A10	1	1
Fire Safety Inspector			X		A09	2	2
Office Associate IV			X		A07	1	1
Office Associate III			X		A06	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.

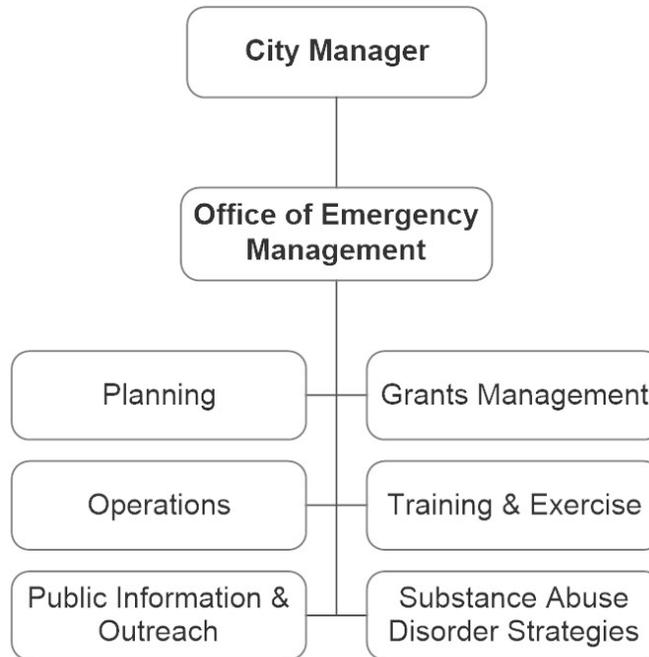
Fire Department

BUDGET SUMMARY

Fire Department	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 15,860,444	\$ 17,905,900	\$ 17,935,900	\$ 16,744,300	\$ 18,559,200
Contractual Services	304,595	733,370	733,370	738,370	994,200
Supplies and Other	475,486	432,000	432,000	379,100	390,100
Capital Outlay	56,000	215,000	215,000	215,000	956,000
<i>Total Expenditures</i>	\$ 16,696,525	\$ 19,286,270	\$ 19,316,270	\$ 18,076,770	\$ 20,899,500

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Office of Emergency Management



DESCRIPTION

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. The Office of Emergency Management:

- 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.

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.

Office of Emergency Management

STAFFING SUMMARY

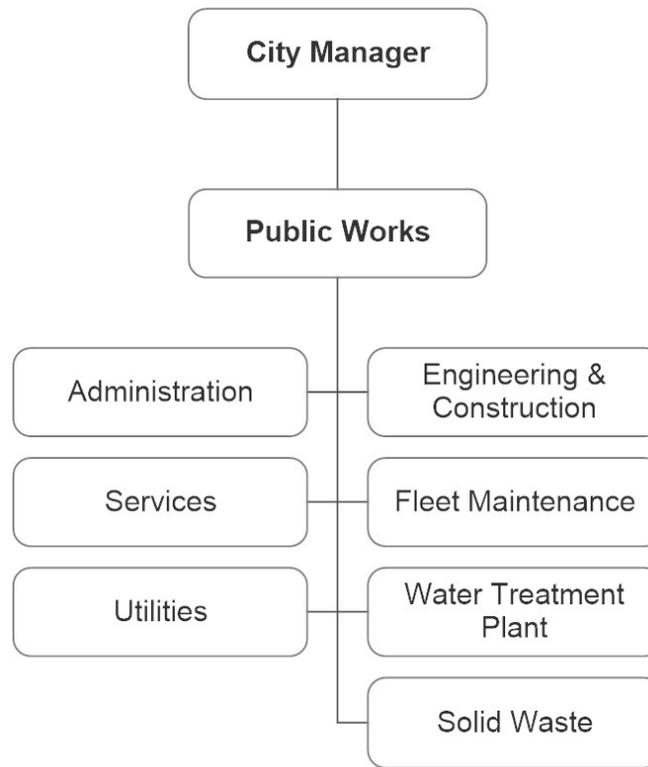
Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
Director of OEM		X			A20	1	1
Deputy Director of Emergency Management			X		A14	1	1
Emergency Management Grants Specialist			X		A08	1	1
Emergency Management Planner			X		A13	1	1
Emergency Management Planner				X		1	0
Training & Outreach Coordinator				X		1	1
BRIM Team Coordinator				X		1	1
Assistant Project Coordinator				X		0	1
Total						7	8

Note: The Emergency Management Planner, Training and Outreach Coordinator, BRIM Team Coordinator, and Assistant Project Coordinator positions are funded in the Grants Fund.

BUDGET SUMMARY

Office of Emergency Management	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 188,388	\$ 392,000	\$ 392,000	\$ 400,500	\$ 432,700
Contractual Services	5,158	19,020	12,775	17,720	25,500
Supplies and Other	2,158	6,500	12,745	7,500	5,600
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 195,704	\$ 417,520	\$ 417,520	\$ 425,720	\$ 463,800

Department of Public Works



DESCRIPTION

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 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 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 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 Maintenance 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.

DPW strives 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. Its core values are superior customer service, responsiveness, resourcefulness, and a proactive approach.

Department of Public Works

STAFFING SUMMARY – GENERAL FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Administration</i>							
Director of Public Works		X			A20	1	1
Assistant Director of Public Works			X		A18	1	1
Public Works Analyst			X		A15	1	1
Administrative Office Associate			X		A09	1	1
Accounting Associate II			X		A08	1	1
<i>Bureau of Engineering and Construction</i>							
DPW Bureau Chief – Engineering			X		A18	1	1
Civil Engineer II			X		A15	6	6
Traffic Engineer			X		A15	1	1
CAD Technician			X		A11	1	1
Public Works Inspector			X		A10	2	2
Stormwater Management Engineer			X		A15	1	1
Environmental Compliance Inspector			X		A15	1	1
<i>Streets</i>							
Superintendent - Public Works Services			X		A16	1	1
Public Works Supervisor			X		A12	1	1
Equipment Operator III			X		A08	2	2
Equipment Operator II			X		A07	3	3
Equipment Operator I			X		A06	14	14
Mason II			X		A08	1	1
Mason I			X		A07	1	1
Public Works Communications Operator			X		A07	1	1
Office Associate IV			X		A07	1	1
Public Works Maintenance Worker I			X		A04	6	6
<i>Traffic Control and Maintenance</i>							
Traffic Technician II			X		A08	1	1
Traffic Technician I			X		A06	1	1
Public Works Maintenance Worker II			X		A05	1	1

Department of Public Works

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Facilities / General Government Buildings</i>							
Facilities Maintenance Supervisor			X		A13	1	1
Facility Maintenance Engineer II			X		A12	1	2
Facility Maintenance Engineer I			X		A11	1	1
Facility Maintenance Technician			X		A07	2	2
Total General Fund						57	57

Note: The cost of one Civil Engineer II position in the Bureau of Engineering and Construction is allocated 50% to the General Fund, 25% to the Sewer Fund, and 25% to the Water Fund, based on the duties performed. The cost of a second Civil Engineer II position is allocated 50% to the Sewer Fund and 50% to the Water Fund, based on the duties performed. Both positions are included in the General Fund position summary because the Bureau of Engineering and Construction is primarily a General Fund activity.

STAFFING SUMMARY – SEWER FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Wastewater Collection</i>							
Utility Supervisor			X		A12	1	1
Utility Mechanic III			X		A10	1	1
Utility Mechanic II			X		A09	1	1
Equipment Operator III			X		A08	1	1
Equipment Operator II			X		A07	1	1
Equipment Operator I			X		A06	1	1
Total Sewer Fund						6	6

Note: The cost of the Utility Supervisor position is allocated 70% to the Sewer Fund and 30% to the Watershed Restoration Fund, based on the duties performed.

Department of Public Works

STAFFING SUMMARY – WATER FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Water Supply and Treatment Facility</i>							
Water Plant Superintendent			X		A16	1	1
Assistant Utility Superintendent			X		A14	1	1
Water Plant Operator IV			X		A11	5	5
Instrument Technician			X		A10	1	1
Utilities Mechanic II			X		A09	1	1
Equipment Operator II			X		A07	1	1
PW Maintenance Worker I			X		A04	1	1
<i>Water Distribution</i>							
Superintendent - Public Works Utilities			X		A16	1	1
Assistant Utilities Superintendent			X		A14	1	1
Utility Supervisor			X		A12	2	2
Utility Mechanic III			X		A10	1	1
Equipment Operator III			X		A08	1	1
Equipment Operator II			X		A07	4	4
Equipment Operator I			X		A06	2	2
Meter Technician II			X		A07	2	2
Meter Technician I			X		A06	1	1
Underground Utility Locator I			X		A07	1	1
Office Associate IV			X		A07	1	1
Total Water Fund						28	28

Note: The cost of the following positions are allocated 50% to the Water Fund and 50% to the Sewer Fund, based on the duties performed.

- Utility Supervisor
- Equipment Operator I
- Equipment Operator III
- Utility Mechanic III
- Underground Utility Locator I
- Utility Mechanic III

Department of Public Works

The cost of the following positions are allocated 40% to the Sewer Fund, 40% to the Water Fund, and 20% to the Watershed Restoration Fund, based on the duties performed.

- Assistant Utility Superintendent
- Office Support Assistant IV
- Superintendent - Public Works Utilities

STAFFING SUMMARY – WATERSHED RESTORATION FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Watershed Restoration</i>							
Stormwater Management Engineer			X		A15	1	1
Environment Programs Coordinator			X		A12	1	0
Equipment Operator III			X		A08	1	1
Equipment Operator I			X		A06	1	1
Office Associate III			X		A06	1	1
PW Maintenance Worker I			X		A04	1	1
Total						6	5

Note: In FY2021, Environmental Programs Coordinator position is listed in the Staffing Summary for the City Manager. The cost of the position is allocated 50% to the General Fund and 50% to the Watershed Restoration Fund, based on the duties performed. In FY2020, the position was part of the Office of Environmental Policy and funded 100% in the Watershed Restoration Fund.

STAFFING SUMMARY – REFUSE FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Solid Waste</i>							
Solid Waste Contract Administrator			X		A12	1	1
Office Associate IV			X		A07	1	1
Equipment Operator II			X		A07	1	1
Equipment Operator I			X		A06	1	1
Total						4	4

Department of Public Works

STAFFING SUMMARY – FLEET MAINTENANCE FUND

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil service	Contract		FY20	FY21
<i>Fleet Maintenance</i>							
Fleet Manager			X		A16	1	1
Fleet Maintenance Technician III			X		A12	1	1
Facility Maintenance Technician II			X		A11	4	4
Fleet Maintenance Technician I				X		1	1
Public Works Service Worker			X		A04	1	1
Contractual Mechanic Part-Time				X		1	1
Total						9	9

Temporary Positions

The Public Works Department has various temporary labor positions.

Department of Public Works

BUDGET SUMMARY – GENERAL FUND

Administration	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 693,229	\$ 662,000	\$ 662,000	\$ 674,100	\$ 725,900
Contractual Services	43,902	48,350	46,250	48,350	37,800
Supplies and Other	7,848	8,000	10,100	8,200	7,100
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 744,979	\$ 718,350	\$ 718,350	\$ 730,650	\$ 770,800

Engineering & Construction	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 933,086	\$ 1,272,000	\$ 1,272,000	\$ 1,122,300	\$ 1,338,100
Contractual Services	17,550	54,300	45,300	45,700	56,700
Supplies and Other	25,791	12,500	12,500	10,500	10,800
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 976,427	\$ 1,338,800	\$ 1,329,800	\$ 1,178,500	\$ 1,405,600

Streets	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 2,650,758	\$ 2,671,000	\$ 2,671,000	\$ 2,475,900	\$ 2,709,000
Contractual Services	686,402	806,100	806,100	789,600	865,200
Supplies and Other	177,697	86,500	86,500	63,100	71,300
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 3,514,857	\$ 3,563,600	\$ 3,563,600	\$ 3,328,600	\$ 3,645,500

Traffic Control & Maintenance	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 246,781	\$ 254,000	\$ 254,000	\$ 250,500	\$ 254,500
Contractual Services	23,828	42,000	42,000	41,700	44,300
Supplies and Other	28,380	25,000	25,000	25,000	16,800
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 298,989	\$ 321,000	\$ 321,000	\$ 317,200	\$ 315,600

Department of Public Works

Snow	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 36,572	\$ 65,000	\$ 65,000	\$ -	\$ 41,500
Contractual Services	46,353	56,700	56,700	-	55,500
Supplies and Other	55,041	40,000	40,000	6,700	53,000
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 137,966	\$ 161,700	\$ 161,700	\$ 6,700	\$ 150,000

Facilities	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 478,598	\$ 575,000	\$ 575,000	\$ 408,100	\$ 592,500
Contractual Services	1,332,331	1,191,800	1,143,800	1,269,700	1,324,200
Supplies and Other	13,442	15,000	15,000	8,400	6,000
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 1,824,371	\$ 1,781,800	\$ 1,733,800	\$ 1,686,200	\$ 1,922,700

BUDGET SUMMARY – SEWER FUND

Sewer Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 975,888	\$ 1,009,000	\$ 1,009,000	\$ 923,000	\$ 1,138,100
Contractual Services	4,489,975	4,824,865	4,824,865	4,789,365	4,264,400
Supplies and Other	71,334	55,600	55,600	55,600	58,000
Capital Outlay	10,000	-	-	-	-
Debt Service	604,167	769,000	769,000	764,800	831,000
Transfers	1,259,608	670,880	670,880	660,880	507,800
Depreciation	743,281	733,305	733,305	717,529	-
Total Expenditures	\$ 8,154,253	\$ 8,062,650	\$ 8,062,650	\$ 7,911,174	\$ 6,799,300

Department of Public Works

BUDGET SUMMARY – WATER FUND

Water Fund - Water Supply & Treatment Facility	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,242,362	\$ 1,147,000	\$ 1,147,000	\$ 1,115,700	\$ 1,231,000
Contractual Services	466,495	476,000	466,000	480,700	523,700
Supplies and Other	170,572	182,000	182,000	182,000	192,000
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 1,879,429	\$ 1,805,000	\$ 1,795,000	\$ 1,778,400	\$ 1,946,700

Water Fund - Water Distribution	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,027,110	\$ 1,274,000	\$ 1,274,000	\$ 1,038,500	\$ 1,420,300
Contractual Services	466,481	588,910	598,910	591,410	689,300
Supplies and Other	106,933	85,600	85,600	85,600	95,000
Capital Outlay	-	-	-	-	-
Debt Service	1,459,498	2,927,000	2,927,000	2,951,200	3,190,000
Transfers	1,524,065	719,120	719,120	707,120	1,879,400
Depreciation	488,571	429,790	429,790	1,128,113	-
Total Expenditures	\$ 5,072,658	\$ 6,024,420	\$ 6,034,420	\$ 6,501,943	\$ 7,274,000

BUDGET SUMMARY – WATERSHED RESTORATION FUND

Watershed Restoration Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 450,078	\$ 508,200	\$ 508,200	\$ 540,900	\$ 594,200
Contractual Services	52,426	65,050	108,050	105,750	113,200
Supplies and Other	50,073	50,500	50,500	20,400	56,000
Capital Outlay	-	-	-	-	-
Debt Service	505	33,000	33,000	32,000	62,000
Transfers	870,682	1,209,000	1,407,000	1,407,000	1,250,200
Depreciation	17,638	17,640	17,640	9,600	-
Total Expenditures	\$ 1,441,402	\$ 1,883,390	\$ 2,124,390	\$ 2,115,650	\$ 2,075,600

Department of Public Works

BUDGET SUMMARY – REFUSE FUND

Refuse Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ (13,013)	\$ 1,009,000	\$ 1,009,000	\$ 356,600	\$ 414,900
Contractual Services	1,389,724	2,361,200	2,361,200	2,238,900	2,400,900
Supplies and Other	80,509	110,150	110,150	58,550	95,200
Capital Outlay	-	-	-	-	-
Debt Service	8,473	36,000	36,000	34,600	30,000
Transfers	603,019	306,700	306,700	301,700	331,400
Depreciation	65,309	62,810	62,810	92,900	-
Total Expenditures	\$ 2,134,021	\$ 3,885,860	\$ 3,885,860	\$ 3,083,250	\$ 3,272,400

BUDGET SUMMARY – FLEET MAINTENANCE FUND

Fleet Operations Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,956,057	\$ 932,000	\$ 932,000	\$ 897,600	\$ 923,500
Contractual Services	420,385	727,320	722,320	646,800	773,200
Supplies and Other	497,742	940,000	945,000	595,500	672,500
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 2,874,184	\$ 2,599,320	\$ 2,599,320	\$ 2,139,900	\$ 2,369,200

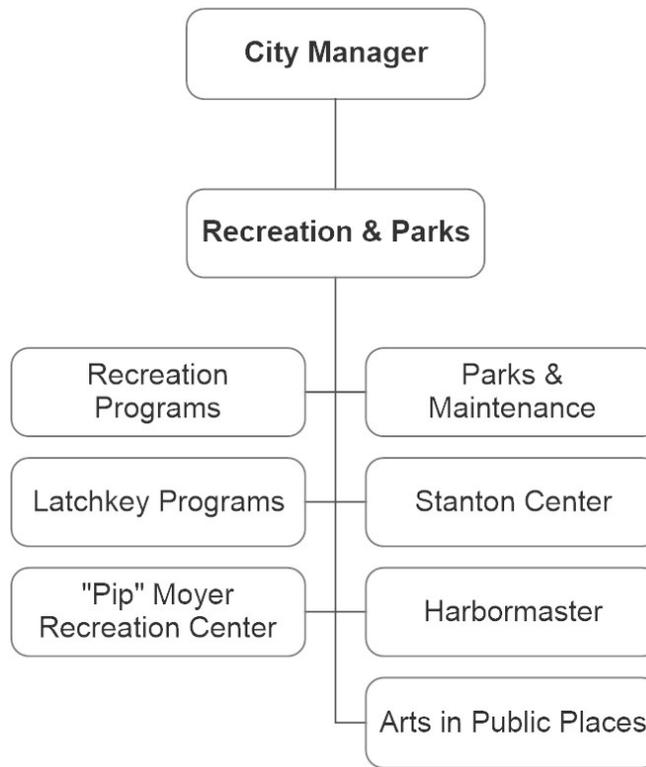
BUDGET SUMMARY – FLEET REPLACEMENT FUND

Fleet Replacement Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Supplies and Other	-	-	-	-	-
Capital Outlay	171,892	278,900	278,900	250,000	200,000
Debt Service	34,500	785,000	785,000	781,008	1,172,000
Depreciation	22,371	13,100	13,100	363,700	-
Total Expenditures	\$ 228,763	\$ 1,077,000	\$ 1,077,000	\$ 1,394,708	\$ 1,372,000

Department of Public Works

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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		FY20	FY21
<i>Recreation & Parks</i>							
Community Center Manager			X		A13	1	1
Facility Supervisor			X		A12	1	1
Parks Maintenance Worker Crew Leader			X		A07	2	2
Parks Maintenance Worker II			X		A06	5	5
Parks Maintenance Worker I			X		A05	1	1
Recreation Leader I			X		A07	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			A20	1	1
Parks Division Chief			X		A16	1	1
Recreation Division Chief			X		A16	1	1
Community Health & Aquatics Supervisor			X		A12	1	1
Front Desk Supervisor			X		A12	1	1
Recreation Sports Supervisor			X		A12	1	1
Marketing Coordinator			X		A11	1	1
Recreation Office Administrator			X		A10	1	1
Recreation Leader II			X		A08	1	1
Office Associate				X		1	1
<i>Harbormaster</i>							
Harbormaster			X		A18	1	1
Deputy Harbormaster			X		A13	1	1
Total						33	33

Temporary Positions

The Recreation and Parks Department has numerous temporary positions. These positions consist primarily of general clerical positions, recreation assistants, custodial workers, class instructors, Recreation and Parks general temps, Latchkey general temps, and seasonal dock assistants and assistant Harbormasters.

Recreation and Parks Department

BUDGET SUMMARY – GENERAL FUND

PIP MOYER RECREATION CENTER

Pip Moyer Facility	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 288,738	\$ 266,000	\$ 266,000	\$ 295,100	\$ 287,100
Contractual Services	189,226	179,000	189,000	228,900	210,600
Supplies and Other	24,469	29,100	29,100	30,700	31,100
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 502,433	\$ 474,100	\$ 484,100	\$ 554,700	\$ 528,800

FRONT DESK

Front Desk	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 208,242	\$ 217,000	\$ 217,000	\$ 251,400	\$ 258,100
Contractual Services	5,460	6,000	6,000	6,000	6,000
Supplies and Other	4,567	4,400	4,400	4,400	4,400
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 218,269	\$ 227,400	\$ 227,400	\$ 261,800	\$ 268,500

PARKS

Parks	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 928,080	\$ 911,000	\$ 911,000	\$ 915,700	\$ 914,700
Contractual Services	232,028	284,740	284,740	254,940	285,600
Supplies and Other	53,689	70,000	70,000	57,700	66,000
Capital Outlay	42,883	1,000	1,000	1,000	1,000
Total Expenditures	\$ 1,256,680	\$ 1,266,740	\$ 1,266,740	\$ 1,229,340	\$ 1,267,300

Recreation and Parks Department

ADMINISTRATION

Administration	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 408,046	\$ 459,000	\$ 459,000	\$ 467,800	\$ 480,600
Contractual Services	100,486	111,300	111,300	108,850	117,300
Supplies and Other	11,861	14,400	14,400	13,300	13,500
Capital Outlay	25,913	17,000	17,000	17,000	18,000
Total	\$ 546,306	\$ 601,700	\$ 601,700	\$ 606,950	\$ 629,400

LATCHKEY

Latchkey	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 268,688	\$ 260,350	\$ 260,350	\$ 403,500	\$ 459,500
Contractual Services	25,204	35,300	35,300	31,900	35,300
Supplies and Other	12,824	18,600	18,600	14,500	18,600
Capital Outlay	-	-	-	-	-
Total	\$ 306,716	\$ 314,250	\$ 314,250	\$ 449,900	\$ 513,400

STANTON CENTER

Stanton Recreation	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salary and Benefits	\$ 338,316	\$ 392,000	\$ 392,000	\$ 353,200	\$ 304,900
Contractual Services	47,196	44,000	44,000	44,960	48,000
Supplies and Other	18,245	12,100	12,100	11,100	12,600
Capital Outlay	-	-	-	-	-
Total	\$ 403,757	\$ 448,100	\$ 448,100	\$ 409,260	\$ 365,500

Recreation and Parks Department

SPORTS

Sports	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 196,550	\$ 192,500	\$ 192,500	\$ 201,700	\$ 202,500
Contractual Services	110,453	117,000	117,000	109,300	106,000
Supplies and Other	8,992	10,500	10,500	9,600	7,500
Capital Outlay	-	-	-	-	-
Total	\$ 315,995	\$ 320,000	\$ 320,000	\$ 320,600	\$ 316,000

CAMPS AND CLASSES

Camps & Classes	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 464,214	\$ 544,500	\$ 544,500	\$ 581,000	\$ 562,900
Contractual Services	19,371	47,300	41,000	35,600	41,000
Supplies and Other	3,365	11,100	17,400	16,800	17,400
Capital Outlay	-	-	-	-	-
Total	\$ 486,950	\$ 602,900	\$ 602,900	\$ 633,400	\$ 621,300

HEALTH AND FITNESS

Health & Fitness and Wellness	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 216,176	\$ 203,000	\$ 203,000	\$ 235,500	\$ 239,300
Contractual Services	19,326	23,900	22,500	22,000	22,500
Supplies and Other	15,095	18,600	18,600	10,100	8,100
Capital Outlay	-	-	-	-	-
Total	\$ 250,597	\$ 245,500	\$ 244,100	\$ 267,600	\$ 269,900

Recreation and Parks Department

POOL

Pool	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 78,042	\$ 109,000	\$ 109,000	\$ 109,000	\$ 211,900
Contractual Services	21,383	29,300	29,300	24,100	61,300
Supplies and Other	1,076	1,500	1,500	1,500	6,000
Capital Outlay	-	-	-	-	-
Total	\$ 100,501	\$ 139,800	\$ 139,800	\$ 134,600	\$ 279,200

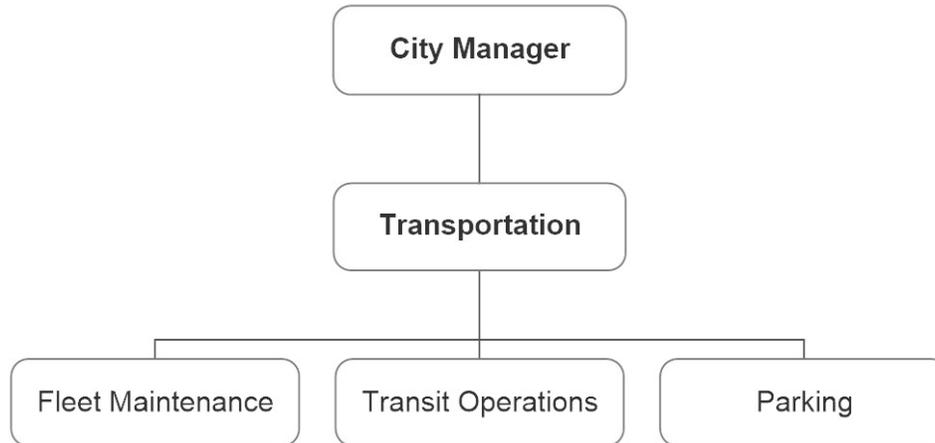
HARBORMASTER

Harbormaster	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 343,645	\$ 398,500	\$ 398,500	\$ 329,000	\$ 397,000
Contractual Services	79,094	107,710	115,410	122,560	120,600
Supplies and Other	18,096	30,000	22,300	15,700	35,700
Capital Outlay	22,143	-	-	-	-
Total	\$ 462,978	\$ 536,210	\$ 536,210	\$ 467,260	\$ 553,300

BUDGET SUMMARY – ARTS IN PUBLIC PLACES FUND

AIPPC Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salary and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	20,924	40,000	40,000	11,232	68,000
Supplies and Other	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total	\$ 20,924	\$ 40,000	\$ 40,000	\$ 11,232	\$ 68,000

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 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:

- Transportation planning with a two-fold focus:
 - To provide technical support to the management and administration of public transportation and municipal and private parking programs
 - 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

Department of Transportation

- Regulating the operation and maintenance of taxicabs and other public conveyances as designated by the City Council.

STAFFING SUMMARY

Position	Type of Position				Grade	Number of Positions	
	Elected	Exempt	Civil Service	Contract		FY20	FY21
<i>Administration</i>							
Director of Transportation		X			A20	1	1
Deputy Director of Transportation			X		A18	1	1
Transportation Coordinator			X		A10	1	1
Accounting Associate II			X		A08	1	1
Accounting Associate I			X		A07	1	1
<i>Operations</i>							
Transportation Superintendent			X		A14	1	1
Transportation Supervisor			X		A10	3	3
Fleet Maintenance Supervisor				X		1	1
Fleet Maintenance Technician II			X		A11	1	1
Fleet Maintenance Technician I			X		A10	1	1
Fleet Maintenance Technician I				X		2	2
Fleet Parts Specialist			X		A09	1	1
Bus Driver II			X		A07	14	14
Bus Driver I			X		A05	15	15
<i>Parking Management</i>							
Parking Enforcement Officer I			X		A04	1	1
Total						45	45

Note: The Parking Enforcement Officer position is funded in the Parking Fund. The remaining position are funded in the Transportation Fund.

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 – TRANSPORTATION FUND

Administration	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 932,493	\$ 706,000	\$ 706,000	\$ 608,400	\$ 655,700
Contractual Services	46,255	37,000	37,000	37,500	45,800
Supplies and Other	6,779	29,500	29,500	9,200	12,700
Capital Outlay	-	-	-	1,400	-
Total Expenditures	\$ 985,527	\$ 772,500	\$ 772,500	\$ 656,500	\$ 714,200

Operations	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,494,719	\$ 1,615,000	\$ 1,615,000	\$ 1,383,400	\$ 2,074,500
Contractual Services	-	26,000	26,000	-	-
Supplies and Other	144,411	28,500	304,500	190,100	14,100
Capital Outlay	23,770	-	-	-	-
Total Expenditures	\$ 1,662,900	\$ 1,669,500	\$ 1,945,500	\$ 1,573,500	\$ 2,088,600

Maintenance	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 172,294	\$ 324,000	\$ 324,000	\$ 205,925	\$ 399,700
Contractual Services	21,787	25,000	25,000	25,000	25,000
Supplies and Other	117,214	70,500	110,500	148,300	34,300
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 311,295	\$ 419,500	\$ 459,500	\$ 379,225	\$ 459,000

Transportation Other	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Debt Service	\$ 1,677	\$ 3,000	\$ 3,000	\$ 1,850	\$ 3,000
Transfers	317,641	978,000	688,000	688,000	695,100
Depreciation	194,245	191,900	19,900	156,800	-
Total Expenditures	\$ 513,563	\$ 1,172,900	\$ 710,900	\$ 846,650	\$ 698,100

Department of Transportation

Transportation Grants	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 1,334,267	\$ 1,334,397	\$ 1,334,397	\$ 1,334,397	\$ 831,456
Contractual Services	180,653	179,864	179,864	179,864	250,274
Supplies and Other	83,705	84,364	84,364	84,364	385,054
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 1,598,625	\$ 1,598,625	\$ 1,598,625	\$ 1,598,625	\$ 1,466,784

BUDGET SUMMARY – PARKING FUND

Parking Fund	FY 2019 Actual	FY 2020 Original Budget	FY 2020 Adjusted Budget	FY 2020 Projected	FY 2021 Proposed
Salaries and Benefits	\$ 55,719	\$ 64,000	\$ 64,000	\$ 61,600	\$ 66,500
Contractual Services	2,903,956	3,010,900	3,010,900	2,906,400	3,084,500
Supplies and Other	4,116	1,000	1,000	500	7,200
Capital Outlay	-	25,000	25,000	25,000	-
Debt Service	596,449	1,432,500	1,432,500	1,424,500	1,260,000
Transfers	2,363,172	2,916,400	2,916,400	1,216,000	2,760,200
Depreciation	946,064	946,100	946,100	945,300	-
Total Expenditures	\$ 6,869,476	\$ 8,395,900	\$ 8,395,900	\$ 6,579,300	\$ 7,178,400