

FISCAL YEAR 2024 PROPOSED ANNUAL OPERATING BUDGET SUPPORT



CITY OF ANNAPOLIS, MARYLAND



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Fiscal Year 2024

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City Officials and Management

Fiscal Year 2024

CITY COUNCIL

Gavin Buckley, Mayor

ALDERMEN AND ALDERWOMEN

Eleanor Tierney (Ward 1)

Karma O'Neill (Ward 2)

Rhonda Pindell Charles (Ward 3)

Sheila M. Finlayson (Ward 4)

Brooks Schandelmeier (Ward 5)

DaJuan Gay (Ward 6)

Robert Savidge (Ward 7)

Ross H. Arnett, III (Ward 8)

MANAGEMENT TEAM

City Manager - Michael Mallinoff, J.D.

City Attorney - Michael Lyles, Esq.

Finance Director - Jodee Dickinson, CPA

Director of Public Works - David Jarrell, P.E.

Acting Director of Planning and Zoning - Thomas Smith, RLA.

Police Chief - Edward C. Jackson

Fire Chief - Douglas Remaley

Director of Emergency Management - Kevin J. Simmons

Director of Transportation - Markus Moore

Director of Recreation and Parks - Roslyn Johnson, CPRP.

Human Resources Manager - Tricia Hopkins

Management Information Technology Manager - Brian Paquin



City Council Standing Committees

Fiscal Year 2024

Economic Matters

Brooks Schandelmeier, Chair

DaJuan Gay

Robert Savidge

Finance

Eleanor Tierney, Chair

Sheila M. Finlayson

Karma O'Neill

Public Safety

Rhonda Pindell Charles, Chair

DaJuan Gay

Karma O'Neill

Transportation

Karma O'Neill, Chair

Rhonda Pindell Charles

Robert Savidge

Environmental Matters

Robert Savidge, Chair

Ross H. Arnett, III

Sheila M. Finlayson

Housing & Human Welfare

DaJuan Gay, Chair

Brooks Schandelmeier

Eleanor Tierney

Rules and City Government

Sheila M. Finlayson, Chair

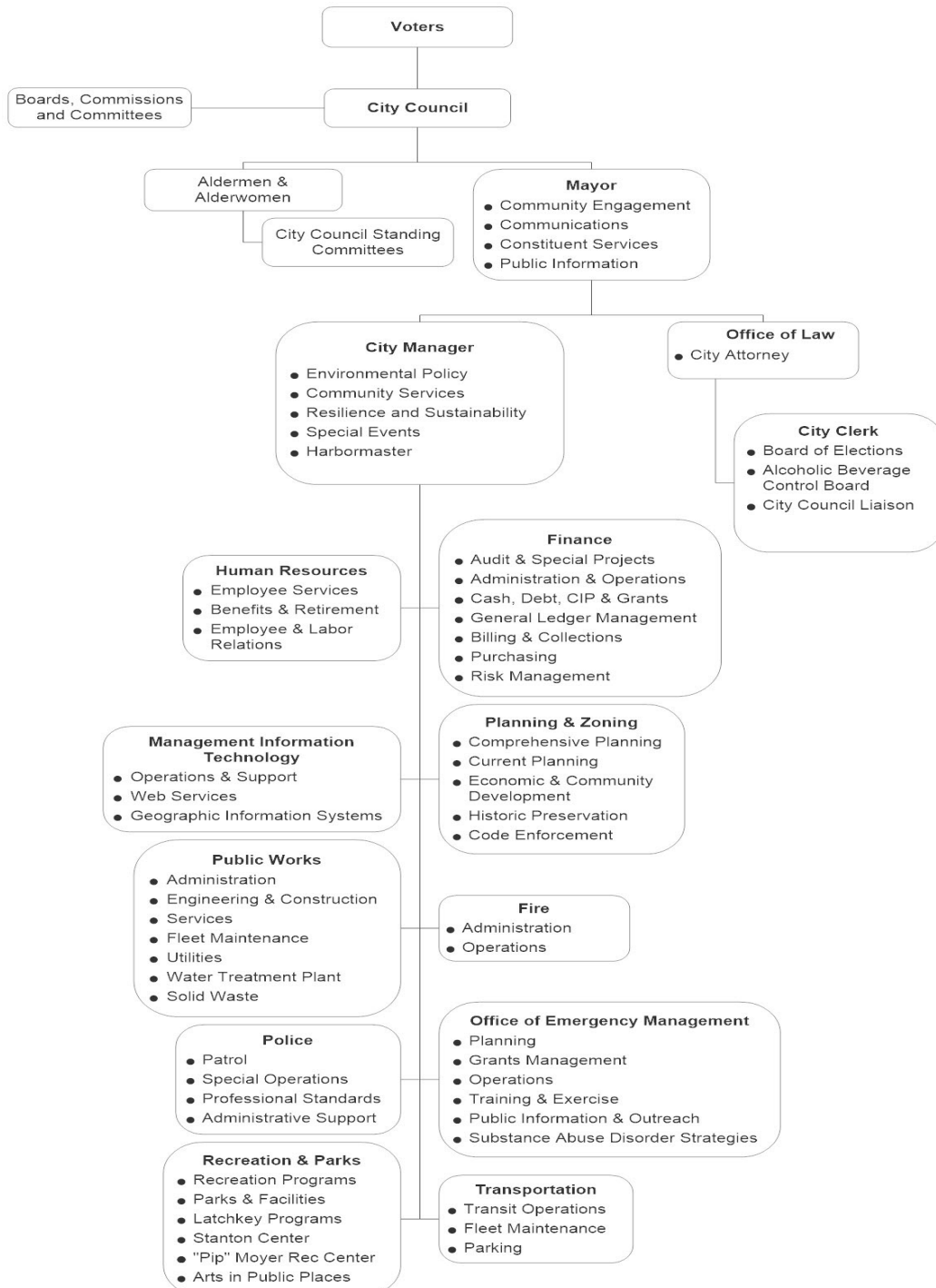
Ross H. Arnett, III

Brooks Schandelmeier



City Organizational Chart

Fiscal Year 2024





About Annapolis

Fiscal Year 2024

Community Profile

Annapolis is a 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 eight square miles (including waterways). The population in 1950 was 10,047, but growth as well as annexation caused that figure to double by 1960 and more than triple by 1980. According to a 2019 US Census Bureau estimate, the population is approximately 40,687, exclusive of the Naval Academy population of approximately 5,500. The Naval Academy constitutes a Federal enclave within the City, but is not within the corporate limits of Annapolis.

The handsome buildings of historic Annapolis, including the Maryland State House and the Naval Academy, dominate the appearance of the City. 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.

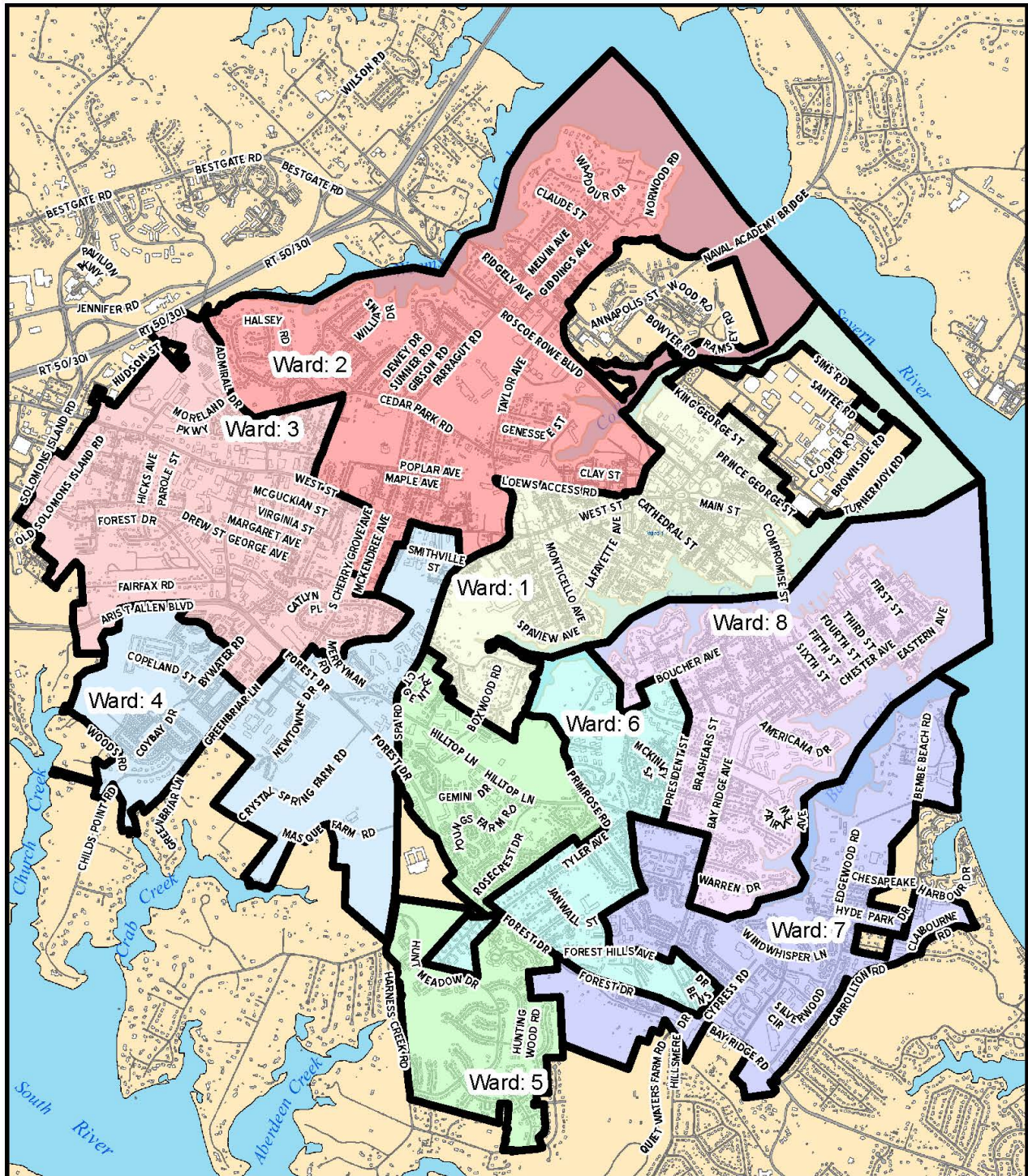
Three major highways, U.S. Routes 50/301, Maryland Route 2, and Interstate 97, connect Annapolis with the Chesapeake Bay Bridge, which is immediately northeast of the City. Washington D.C. is 27 miles to the west, and Baltimore is 27 miles to the north.

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 four-year 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 Aldermen have one vote each. A simple majority is sufficient to pass legislation.

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 wastewater collection.

City of Annapolis Map



| | | | |
|---|----------------------------------|-----------------|-----------------|
|  | Title of Map | Map Created By: | Department Use: |
| | City of Annapolis MIT GIS | | |

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Boards and Commissions

Fiscal Year 2024

Board or Commission

Alcoholic Beverage Control Board

Annapolis Conservancy Board

Arts in Public Places Commission

Audit Committee

Board of Appeals

Board of Supervisors of Elections

Building Board of Appeals

Civil Service Board

Commission on Aging

Education Commission

Environmental Commission

Ethics Commission

Financial Advisory Commission

Heritage Commission

Historic Preservation Commission

Affordable Housing & Community Equity
Development Commission

Housing Authority

Human Relations Commission

Chairperson

James Praley III

Joanna Bounds Ogburn

Genevieve Torri

Alderman Ross Arnett

Robert P. Gallagher

Eileen Leahy

Carl Richard Corse, P.E.

Vacant

Wayne Taylor

Laura Graham Booth

Randy Rowel

James E. Dolezal

Frederick C. Sussman

Marcie Taylor-Thoma

Timothy P. Leahy

Kathy Ebner

Jacquelyn Wells

Michael J. Keller



Boards and Commissions (Continued)

Fiscal Year 2024

| Board or Commission | Chairperson |
|---|--------------------|
| Maritime Advisory Board | Tarrant H. Lomax |
| Planning Commission | Alex Pine |
| Police & Fire Retirement Plan Commission | Joseph Semo |
| Port Wardens | Gene Edwin Godley |
| Public Safety Disability Retirement Board | Vacant |
| Recreation Advisory Board | Craig Harrison |
| Risk Management Committee | Vacant |
| Transportation Board | Kurt Riegel |



Acknowledgements

Fiscal Year 2024

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 management team. 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.

Jodee Dickinson, Finance Director

Katie Connolly, Budget Manager

Kapri' Turner, Budget Analyst



Budget Development

Fiscal Year 2024

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, except that depreciation expense is not budgeted.

The City's Debt and Financial Administration Policies, adopted by Resolution R-31-18, are located on page 11.

The City Manager, Finance Director, and Senior Budget staff 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

(Continued)

Capital Budget and Capital Improvement Program

The City meets its current and long-term needs with a sound 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 residents 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 FY2024 – FY2029 Capital Budget and Capital Improvement Program book.

The Mayor makes 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.

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

Fiscal Year 2024

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.

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 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 recognizes that capital maintenance and capital improvements should have an annual, ongoing 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 improvement

- 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

Fiscal Year 2024

Overview

The accounts of the City are organized on the basis of funds 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, deferred outflows, liabilities, deferred inflows, net assets, 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.

Other Funds – Other 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 Other funds include Arts in Public Places, Community Development Block Grant, Grants, Community Legacy, Forfeiture Asset and Seizure, Sprinkler Assistance, Reforestation, Public, Educational, Governmental Access fund (PEG), and Affordable Housing Assistance.

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.

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 Sewer, Water, 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 Self-Insurance, Health Insurance, Fleet Replacement, and Fleet Operations activities. The internal service funds receive transfers from the participating City funds.

SUMMARY OF REVENUES AND EXPENDITURES BY FUND

The table below presents total revenues and expenditures by fund. The third column shows the use or addition of fund balances. Notes on the following page explain the uses of fund balance.

| FY 2024 Totals by Fund | FY 2024 Revenues | FY 2024 Expenditures | Revenues in Excess of / (Less Than) Expenditures |
|-----------------------------------|-----------------------------|---------------------------------|---|
| General Fund | \$ 104,167,400 | \$ 109,558,000 | \$ (5,390,600) ① |
| <i>Other Funds:</i> | | | |
| Arts in Public Places | 141,900 | 156,562 | (14,662) ② |
| Community Development Block Grant | 506,780 | 369,203 | 137,577 |
| Grants | 7,758,760 | 7,190,789 | 567,971 |
| Community Legacy | - | - | - |
| Forfeiture Asset and Seizure | 74,300 | 500,000 | (425,700) ② |
| Sprinkler Assistance Program | 25,000 | 368,701 | (343,701) ② |
| Reforestation | 17,000 | 69,043 | (52,043) ② |
| PEG | 52,000 | 198,706 | (146,706) ② |
| Affordable Housing Trust Fund | 141,900 | 701,798 | (559,898) ② |
| <i>Enterprise Funds:</i> | | | |
| Sewer Fund | 8,083,800 | 8,145,300 | (61,500) ③ |
| Water Fund | 9,114,600 | 10,647,500 | (1,532,900) ③ |
| Parking Fund | 7,288,400 | 8,043,100 | (754,700) ③ |
| Transportation Fund | 7,905,104 | 7,905,104 | - |
| Watershed Restoration Fund | 3,069,000 | 1,593,500 | 1,475,500 |
| Refuse Fund | 3,397,300 | 4,027,900 | (630,600) ③ |
| <i>Internal Service Funds:</i> | | | |
| Self Insurance | 2,680,900 | 3,061,000 | (380,100) ④ |
| Health Insurance | 12,506,300 | 12,506,300 | - |
| Fleet Replacement | 4,649,300 | 4,649,300 | - |
| Fleet Operations | 2,622,700 | 2,641,700 | (19,000) ④ |
| Total All Funds | \$ 174,202,444 | \$ 182,333,506 | \$ (8,131,062) |

See Explanations of ① through ④ on next page.

SUPPLEMENTARY EXPLANATIONS USE OF FUND BALANCES IN FY2024 PROPOSED BUDGET

① Use of General Fund balance in FY2024 Budget

Uses for nonrecurring expenses:

Use of Capital Reserve Fund to pay-go fund capital projects

| | |
|---|------------------|
| Acton Cove Waterfront Park | \$ 5,000 |
| Annapolis Gateway Park | 55,000 |
| Annapolis Solar Park Pollinator Garden | 52,500 |
| Citywide Public Water Access Improvements | 46,200 |
| College Creek Connector Trail | 78,750 |
| Fitness Equipment Replacement | 52,500 |
| General Roadways | 1,500,000 |
| General Sidewalks | 300,000 |
| General Existing Waterfront Access Infrastructure | 84,000 |
| Gibraltar Avenue | 6,300 |
| Hawkins Cove Restoration | 9,000 |
| Pickleball Court Lights | (95,000) |
| Traffic Safety Improvements | 131,250 |
| Truxtun Park Improvements | 31,400 |
| Underground Service Historic District | 12,500 |
| Waterway Improvement Project -6th Street | 33,000 |
| Waterway Improvement Project - Amos Garrett Blvd | 22,500 |
| Waterway Improvement Project - Thompson Street | 52,500 |
| Waterworks Buildings and Parking Improvements | 262,500 |
| | <u>2,639,900</u> |

Budget Stabilization Fund for one-time expenditures

| | |
|---|--------------------|
| Repl. | 90,000 |
| Police- Radio System Replacement | 65,100 |
| Police- Rifle Replacement | 25,000 |
| Fire- Radio Replacement | 12,000 |
| Recreation and Parks- Pool Vaccums | 9,000 |
| Citywide Bonuses | 1,208,600 |
| Police- Gun Range HVAC System | 290,000 |
| Police - Carport for Vehicles | 100,000 |
| Police - Security Upgrades | 5,000 |
| Fire- Audit Services | 35,000 |
| Recreation and Parks- Capital Items | 80,000 |
| Department of Public Works- Capital Items | 190,000 |
| Department of Public Works- Skippers Lane | 279,000 |
| Department of Public Works- Brine Production | 70,000 |
| Human Resources- Consultant Services | 75,000 |
| Mayor's Office- Butler Statue | 10,000 |
| Mayor's Office- No Harm | 80,000 |
| Mayor's Office- Annapolis United | 100,000 |
| Office of Emergency Management- Food Fridays | 27,000 |
| Total use of General Fund balance for nonrecurring expenses in FY2023 | <u>\$2,750,700</u> |

② Use of Restricted Fund Balance for Restricted Purposes

| | |
|---|-----------|
| AIPPC | \$ 14,662 |
| Forfeiture Asset and Seizure Fund | 425,700 |
| Sprinkler Assistance Program | 343,701 |
| Reforestation Fund (Critical Area Fees) | 52,043 |
| PEG Fund | 146,706 |
| Affordable Housing Trust Fund | 559,898 |

If the fund balances in these restricted funds are not appropriated for the funds' restricted purposes, the City would not be able to spend the monies for the intended fund balance.

③ Planned use of accumulated Enterprise Fund balances in FY2024 budget

| | |
|--------------|-----------|
| Sewer Fund | 61,500 |
| Water Fund | 1,532,900 |
| Parking Fund | 754,700 |
| Refuse Fund | 630,600 |

This is the planned use of fund balance for recurring expenses in accordance with the Stantec rate studies.

④ Planned use of accumulated Internal Service Fund balances in FY2024 budget

| | |
|-----------------------|---------|
| Self Insurance Fund | 380,100 |
| Fleet Operations Fund | 19,000 |

COMPLIANCE WITH CITY CODE

The table below shows the budget complies with 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.

| FY 2024 Anticipated Revenues, Use of Fund Balance, and Adopted Expenditures - Totals by Fund | FY 2024 | | | | |
|---|----------------------|------------------------|---|----------------------|--|
| | Revenues | Use of Fund Balance | Total Revenues & Use of Fund Balance | Expenditures | Revenues and Use of Fund Balance in Excess of Expenditures |
| General Fund | \$104,167,400 | \$ 5,390,600 | \$109,558,000 | \$109,558,000 | \$ - |
| <i>Other Funds:</i> | | | | | |
| Arts in Public Places | 141,900 | 14,662 | 156,562 | 156,562 | - |
| Community Development Block Grant | 506,780 | - | 506,780 | 369,203 | 137,577 |
| Grants | 7,758,760 | - | 7,758,760 | 7,190,789 | 567,971 |
| Community Legacy | - | - | - | - | - |
| Forfeiture Asset and Seizure | 74,300 | 425,700 | 500,000 | 500,000 | - |
| Sprinkler Assistance Program | 25,000 | 343,701 | 368,701 | 368,701 | - |
| Reforestation | 17,000 | 52,043 | 69,043 | 69,043 | - |
| PEG | 52,000 | 146,706 | 198,706 | 198,706 | - |
| Affordable Housing Trust Fund | 141,900 | 559,898 | 701,798 | 701,798 | - |
| <i>Enterprise Funds:</i> | | | | | |
| Sewer Fund | 8,083,800 | 61,500 | 8,145,300 | 8,145,300 | - |
| Water Fund | 9,114,600 | 1,532,900 | 10,647,500 | 10,647,500 | - |
| Parking Fund | 7,288,400 | 754,700 | 8,043,100 | 8,043,100 | - |
| Transportation Fund | 7,905,104 | - | 7,905,104 | 7,905,104 | - |
| Watershed Restoration Fund | 3,069,000 | - | 3,069,000 | 1,593,500 | 1,475,500 |
| Refuse Fund | 3,397,300 | 630,600 | 4,027,900 | 4,027,900 | - |
| <i>Internal Service Funds:</i> | | | | | |
| Self Insurance | 2,680,900 | 380,100 | 3,061,000 | 3,061,000 | - |
| Health Insurance | 12,506,300 | - | 12,506,300 | 12,506,300 | - |
| Fleet Replacement | 4,649,300 | - | 4,649,300 | 4,649,300 | - |
| Fleet Operations | 2,622,700 | 19,000 | 2,641,700 | 2,641,700 | - |
| Total All Funds | \$174,202,444 | \$ 10,312,110 | \$184,514,554 | \$182,333,506 | \$ 2,181,048 |

TOTAL REVENUES BY FUND

The table below shows revenue totals by fund.

| Revenue Totals by Fund | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|-----------------------------------|---------------------------|--|--|------------------------------|-----------------------------|
| General Fund | \$ 91,647,275 | \$ 96,351,200 | \$ 96,367,200 | \$ 98,308,100 | \$104,167,400 |
| <i>Other Funds</i> | | | | | |
| Arts in Public Places | 119,637 | 120,000 | 120,000 | 133,000 | 141,900 |
| Community Development Block Grant | 939,101 | 288,200 | 348,400 | 164,766 | 506,780 |
| Grants | 4,167,286 | 8,152,183 | 7,052,176 | 3,193,815 | 7,758,760 |
| Community Legacy | 200,000 | 50,500 | 50,500 | 50,500 | - |
| Forfeiture Asset and Seizure | 45,395 | 20,000 | 20,000 | 500,000 | 74,300 |
| Sprinkler Assistance Program | 8,814 | 60,000 | 60,000 | 70,360 | 25,000 |
| Reforestation | 18,658 | 20,000 | 20,000 | 7,000 | 17,000 |
| PEG | 61,683 | 60,000 | 60,000 | 56,400 | 52,000 |
| Affordable Housing Trust Fund | 119,637 | 120,000 | 120,000 | 133,000 | 141,900 |
| <i>Enterprise Funds</i> | | | | | |
| Sewer Fund | 7,748,910 | 7,802,000 | 7,802,000 | 7,645,000 | 8,083,800 |
| Water Fund | 8,443,302 | 8,458,900 | 8,458,900 | 8,657,900 | 9,114,600 |
| Parking Fund | 7,541,568 | 7,430,000 | 8,280,000 | 8,193,200 | 7,288,400 |
| Transportation Fund | 4,451,190 | 8,288,600 | 8,468,526 | 7,733,926 | 7,905,104 |
| Watershed Restoration Fund | 1,644,442 | 1,789,900 | 1,789,900 | 1,781,900 | 3,069,000 |
| Refuse Fund | 2,885,428 | 3,069,600 | 3,069,600 | 3,139,200 | 3,397,300 |
| <i>Internal Service Funds</i> | | | | | |
| Self Insurance | 2,880,594 | 2,328,550 | 2,328,550 | 2,351,400 | 2,680,900 |
| Health Insurance | 8,124,371 | 12,501,000 | 12,501,000 | 12,342,600 | 12,506,300 |
| Fleet Replacement | 1,538,393 | 2,657,000 | 3,715,500 | 3,417,000 | 4,649,300 |
| Fleet Operations | 2,383,500 | 2,433,400 | 2,433,400 | 2,433,400 | 2,622,700 |
| Total All Funds | \$144,969,182 | \$162,001,033 | \$163,065,652 | \$160,312,467 | \$174,202,444 |

TOTAL EXPENDITURES BY FUND

The table below shows expenditure totals by fund.

| Expenditure Total by Fund | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|-----------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|-----------------------|
| General Fund | \$ 85,494,305 | \$ 103,111,350 | \$ 105,429,582 | \$ 100,345,550 | \$ 109,558,000 |
| <i>Other Funds</i> | | | | | |
| Arts in Public Places | 64,801 | 223,900 | 223,900 | 222,000 | 156,562 |
| Community Development Block Grant | 586,012 | 552,800 | 583,000 | 520,500 | 369,203 |
| Grants | 4,302,410 | 7,495,214 | 6,719,766 | 3,429,377 | 7,190,789 |
| Community Legacy | 37,841 | 50,500 | 50,500 | 50,500 | - |
| Forfeiture Asset and Seizure | 100,814 | 154,000 | 154,000 | 136,400 | 500,000 |
| Sprinkler Assistance Program | 45,900 | 400,000 | 400,000 | 30,000 | 368,701 |
| Reforestation | 36,875 | 83,000 | 83,000 | 21,000 | 69,043 |
| PEG | 327,548 | 145,000 | 145,000 | 26,000 | 198,706 |
| Affordable Housing Trust Fund | 23,272 | 682,000 | 682,000 | 440,000 | 701,798 |
| <i>Enterprise Funds</i> | | | | | |
| Sewer Fund | 5,188,490 | 8,554,600 | 8,554,600 | 8,302,500 | 8,145,300 |
| Water Fund | 6,803,518 | 9,951,900 | 9,951,900 | 9,672,000 | 10,647,500 |
| Parking Fund | 4,809,893 | 7,273,600 | 8,123,600 | 7,435,000 | 8,043,100 |
| Transportation Fund | 4,073,294 | 8,288,600 | 8,468,600 | 7,733,926 | 7,905,104 |
| Watershed Restoration Fund | 2,124,691 | 2,840,400 | 2,840,400 | 2,632,100 | 1,593,500 |
| Refuse Fund | 3,188,296 | 3,747,500 | 3,747,500 | 3,638,400 | 4,027,900 |
| <i>Internal Service Funds</i> | | | | | |
| Self Insurance | 3,328,521 | 2,518,350 | 2,518,350 | 2,786,200 | 3,061,000 |
| Health Insurance | 9,893,016 | 12,501,000 | 12,501,000 | 12,373,300 | 12,506,300 |
| Fleet Replacement | 350,686 | 2,657,000 | 3,457,000 | 3,457,000 | 4,649,300 |
| Fleet Operations | 2,097,948 | 2,462,400 | 2,462,400 | 2,339,300 | 2,641,700 |
| Grand Total | \$ 132,878,130 | \$ 173,693,114 | \$ 177,096,098 | \$ 165,591,053 | \$ 182,333,506 |



Fund Balance Summary

Fiscal Year 2024

FUND BALANCE SUMMARY

The table below presents the impact of each fund's revenues and expenditures on fund balance for FY 2022 through FY 2024.

| Fund Balances Summary | FY 2022 Fund Balances Available to Appropriate | Projected FY 2023 Revenue | Projected FY 2023 Expenditures | Projected FY 2023 Fund Balance | Transfer of Excess to Reserves | Projected FY 2023 Fund Balance After Transfer of Reserves | FY 2024 Revenue | FY 2024 Appropriations | Projected FY 2024 Fund Balance |
|--|--|---------------------------|--------------------------------|--------------------------------|--------------------------------|---|-----------------------|------------------------|--------------------------------|
| General Fund: | | | | | | | | | |
| General Fund | \$ 16,829,697 | \$ 98,308,100 | \$ 91,461,200 | \$ 23,676,597 | \$ (5,772,461) | \$ 17,904,136 | \$ 104,167,400 | \$ 104,167,400 | \$ 17,904,136 |
| Budget Stabilization | 3,362,094 | - | - | 3,362,094 | 218,733 | 3,580,827 | - | - | 3,580,827 |
| Capital Reserve | 8,334,747 | - | 4,461,450 | 3,873,297 | 2,886,231 | 6,759,528 | - | 2,639,900 | 4,119,628 |
| Assigned for One-time Uses | 9,370,113 | - | 4,422,900 | 4,947,213 | 2,667,497 | 7,614,710 | - | 2,750,700 | 4,864,010 |
| Total General Fund | \$ 37,896,651 | \$ 98,308,100 | \$ 100,345,550 | \$ 35,859,201 | \$ - | \$ 35,859,201 | \$ 104,167,400 | \$ 109,558,000 | \$ 30,468,601 |
| Other Funds: | | | | | | | | | |
| AIPPC | \$ 103,662 | \$ 133,000 | \$ 222,000 | \$ 14,662 | \$ - | \$ 14,662 | \$ 141,900 | \$ 156,562 | \$ - |
| CDBG | 218,157 | 164,766 | 520,500 | (137,577) | - | (137,577) | 506,780 | 369,203 | - |
| Grants | | | | | | | | | |
| Federal | (161,441) | 526,936 | 812,989 | (447,494) | - | (447,494) | 4,679,394 | 4,060,932 | 170,968 |
| State | 1,184,648 | 2,236,850 | 2,236,850 | 1,184,648 | - | 1,184,648 | 2,566,000 | 2,566,000 | 1,184,648 |
| County | (399,911) | 388,529 | 338,038 | (349,420) | - | (349,420) | 513,366 | 563,857 | (399,911) |
| Other | 1,099 | 41,500 | 41,500 | 1,099 | - | 1,099 | - | - | 1,099 |
| | 624,395 | 3,193,815 | 3,429,377 | 388,833 | - | 388,833 | 7,758,760 | 7,190,789 | 956,804 |
| Community Legacy | 36,696 | 50,500 | 50,500 | 36,696 | - | 36,696 | - | - | 36,696 |
| Police Forfeiture | 186,527 | 500,000 | 136,400 | 550,127 | - | 550,127 | 74,300 | 500,000 | 124,427 |
| Sprinkler Loan | 303,341 | 70,360 | 30,000 | 343,701 | - | 343,701 | 25,000 | 368,701 | - |
| Reforestation | 66,043 | 7,000 | 21,000 | 52,043 | - | 52,043 | 17,000 | 69,043 | - |
| PEG | 145,306 | 56,400 | 26,000 | 175,706 | - | 175,706 | 52,000 | 198,706 | 29,000 |
| Affordable Housing Trust (Rental Assistance) | 119,637 | 133,000 | 240,000 | 12,637 | - | 12,637 | 141,900 | 154,537 | - |
| Affordable Housing Trust (Homeownership) | 747,261 | - | 200,000 | 547,261 | - | 547,261 | - | 547,261 | - |
| Enterprise Funds: | | | | | | | | | |
| Sewer | 11,933,306 | 7,645,000 | 8,302,500 | 11,275,806 | - | 11,275,806 | 8,083,800 | 8,145,300 | 11,214,306 |
| Water | 11,571,783 | 8,657,900 | 9,672,000 | 10,557,683 | - | 10,557,683 | 9,114,600 | 10,647,500 | 9,024,783 |
| Parking | 965,573 | 8,193,200 | 7,435,000 | 1,723,773 | - | 1,723,773 | 7,288,400 | 8,043,100 | 969,073 |
| Transportation | - | 7,733,926 | 7,733,926 | - | - | - | 7,905,104 | 7,905,104 | - |
| Watershed Restoration | - | 1,781,900 | 2,632,100 | (850,200) | - | (850,200) | 3,069,000 | 1,593,300 | 625,300 |
| Refuse | 2,640,343 | 3,139,200 | 3,638,400 | 2,141,143 | - | 2,141,143 | 3,397,300 | 4,027,900 | 1,510,543 |
| Internal Service Funds: | | | | | | | | | |
| Self Insurance | 5,224,143 | 2,351,400 | 2,786,200 | 4,789,343 | - | 4,789,343 | 2,680,900 | 3,061,000 | 4,409,243 |
| Health Insurance | 2,014,436 | 12,342,600 | 12,373,300 | 1,983,736 | - | 1,983,736 | 12,506,300 | 12,506,300 | 1,983,736 |
| Fleet Replacement | - | 3,417,000 | 3,457,000 | (40,000) | - | (40,000) | 4,649,300 | 4,649,300 | (40,000) |
| Fleet Operations | 917,620 | 2,433,400 | 2,339,300 | 1,011,720 | - | 1,011,720 | 2,622,700 | 2,641,700 | 992,720 |
| Total All Funds | \$ 75,714,880 | \$ 160,312,467 | \$ 165,591,053 | \$ 70,436,294 | \$ - | \$ 70,436,294 | \$ 174,202,444 | \$ 182,333,506 | \$ 62,305,232 |

COMPLIANCE WITH FUND BALANCE POLICY

The table below shows that the anticipated FY 2023 General Fund balance complies with the Fund balance policy that requires a minimum undesignated fund balance equal to 15% of the revenues in the General, Parking, and Transportation funds.

| Compliance With Fund Balance Policy | FY 2023 Unassigned Fund Balance Using FY 2024 Revenue |
|--|--|
| General Fund Balance Compliance: | |
| General Fund Budgeted Revenue | \$ 104,167,400 |
| Parking Fund Budgeted Revenue | 7,288,400 |
| Transportation Fund Budgeted Revenue | 7,905,104 |
| Total | 119,360,904 |
| Applicable Fund Balance Requirement | 15% |
| Required Fund Balance Reserve | 17,904,136 |
| Projected Unassigned Fund Balance | 17,904,136 |
| Projected Fund Balance in Excess of Requirement | \$ - |



General Fund Summary

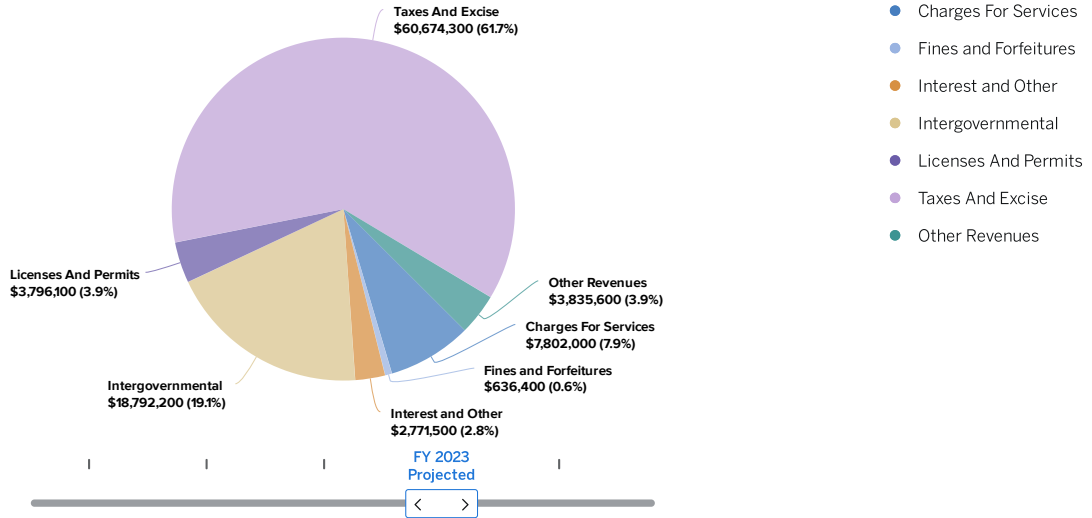
Fiscal Year 2024

GENERAL FUND REVENUE DETAIL

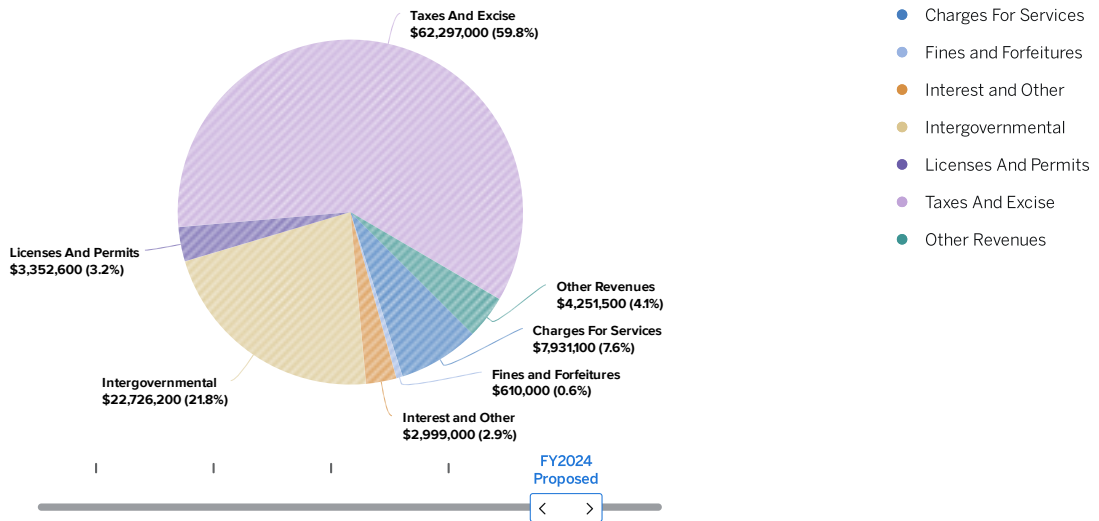
| Revenue Detail General Fund | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|---|-------------------|-------------------------------|-------------------------------|----------------------|---------------------|
| Taxes | | | | | |
| <i>Real and personal property</i> | | | | | |
| Real property | \$ 55,721,845 | \$58,977,000 | \$58,977,000 | \$56,708,200 | \$ 58,400,000 |
| Personal | 3,394,812 | 3,240,000 | 3,240,000 | 3,739,400 | 3,670,000 |
| <i>Total Real and personal property</i> | 59,116,657 | 62,217,000 | 62,217,000 | 60,447,600 | 62,070,000 |
| Penalties and interest | 236,440 | 172,000 | 172,000 | 226,700 | 227,000 |
| Total Taxes | 59,353,097 | 62,389,000 | 62,389,000 | 60,674,300 | 62,297,000 |
| Licenses and Permits | | | | | |
| <i>Street Use</i> | | | | | |
| Street privileges | 185,483 | 250,000 | 250,000 | 240,200 | 240,000 |
| Sidewalk | 13,680 | 14,000 | 14,000 | 11,700 | 14,000 |
| <i>Total street use</i> | 199,163 | 264,000 | 264,000 | 251,900 | 254,000 |
| <i>Business</i> | | | | | |
| Alcoholic beverages | 477,495 | 480,000 | 480,000 | 479,300 | 480,000 |
| Traders | 68,044 | 64,000 | 64,000 | 63,800 | 64,000 |
| Vendors | 94,215 | 100,000 | 100,000 | 57,600 | 60,000 |
| Towing | 750 | 600 | 600 | 400 | 600 |
| <i>Total Business</i> | 640,504 | 644,600 | 644,600 | 601,100 | 604,600 |
| <i>Other</i> | | | | | |
| Building | 1,450,043 | 1,100,000 | 1,125,000 | 1,947,000 | 1,510,000 |
| Certificate of occupancy | 13,469 | 22,000 | 22,000 | 21,400 | 22,000 |
| Real Property Transfer Fee | 107,850 | 100,000 | 100,000 | 66,500 | 60,000 |
| Use permits | 44,509 | 50,000 | 50,000 | 46,400 | 50,000 |
| Cable television franchise fees | 750,944 | 740,000 | 740,000 | 726,400 | 700,000 |
| Other | 188,307 | 279,000 | 254,000 | 135,400 | 152,000 |
| <i>Total Other</i> | 2,555,122 | 2,291,000 | 2,291,000 | 2,943,100 | 2,494,000 |
| Total Licenses and Permits | 3,394,789 | 3,199,600 | 3,199,600 | 3,796,100 | 3,352,600 |

| Revenue Detail General Fund | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|---|----------------------|-------------------------------|-------------------------------|----------------------|-----------------------|
| <i>Fines and Forfeitures</i> | | | | | |
| Municipal Infractions | 28,235 | 40,000 | 40,000 | 48,500 | 50,000 |
| Speed enforcement program | 212,723 | 125,000 | 125,000 | 323,000 | 300,000 |
| Auto Traffic Signal | 234,835 | 250,000 | 250,000 | 242,700 | 250,000 |
| Other | 3,098 | 8,000 | 8,000 | 22,200 | 10,000 |
| Total Fines and Forfeitures | 478,890 | 423,000 | 423,000 | 636,400 | 610,000 |
| <i>Interest, Rent, and Other</i> | | | | | |
| Interest, dividends, and other | 99,084 | 55,000 | 55,000 | 2,173,500 | 2,220,000 |
| Rents and concessions | 179,608 | 320,000 | 320,000 | 320,000 | 328,000 |
| Payments in lieu of taxes | 444,896 | 303,000 | 303,000 | 278,000 | 451,000 |
| Total Interest, Rent, and Other | 723,588 | 678,000 | 678,000 | 2,771,500 | 2,999,000 |
| <i>Intergovernmental</i> | | | | | |
| American Recovery Plan Funds | - | 2,427,300 | 2,427,300 | - | 2,820,900 |
| Utility tax | 360,677 | 380,000 | 380,000 | 332,900 | 332,800 |
| Hotel/motel tax | 2,771,190 | 3,000,000 | 3,000,000 | 3,300,000 | 3,500,000 |
| Admissions | 1,388,907 | 1,000,000 | 1,000,000 | 1,600,000 | 1,600,000 |
| Income | 10,809,332 | 9,200,000 | 9,200,000 | 11,310,000 | 11,650,000 |
| Highway | 1,710,878 | 1,688,000 | 1,688,000 | 2,248,300 | 2,821,500 |
| Fuel | 1,687 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Intergovernmental | 17,042,671 | 17,696,300 | 17,696,300 | 18,792,200 | 22,726,200 |
| <i>Charges for Services</i> | | | | | |
| Ambulance Fees | 2,951,742 | 3,000,000 | 3,000,000 | 2,847,000 | 3,000,000 |
| Recreation Fees | 1,318,403 | 1,712,500 | 1,712,500 | 1,729,600 | 1,673,000 |
| Filing Fees | 131,121 | 110,000 | 110,000 | 130,000 | 130,000 |
| Rental Fees | 743,670 | 840,000 | 840,000 | 803,000 | 800,000 |
| Dock Charges & Boat Show Fees | 1,005,840 | 1,495,000 | 1,495,000 | 1,357,000 | 1,354,000 |
| Other | 900,970 | 926,800 | 926,800 | 935,400 | 974,100 |
| Total Charges for Services | 7,051,747 | 8,084,300 | 8,084,300 | 7,802,000 | 7,931,100 |
| <i>Other Revenues</i> | | | | | |
| Administrative reimbursements | 3,192,928 | 3,594,000 | 3,594,000 | 3,484,000 | 3,924,000 |
| Other miscellaneous | 409,565 | 287,000 | 303,000 | 351,600 | 327,500 |
| Total Other Revenues | 3,602,493 | 3,881,000 | 3,897,000 | 3,835,600 | 4,251,500 |
| Total Revenues | \$ 91,647,275 | \$96,351,200 | \$96,367,200 | \$98,308,100 | \$ 104,167,400 |

2023 GENERAL FUND PROJECTED REVENUES



FY2024 GENERAL FUND PROPOSED REVENUES



EXPENDITURE DETAIL BY DEPARTMENT

| Expenditure Detail by Department | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|---|----------------------|-------------------------------|-------------------------------|-----------------------|-----------------------|
| General Fund: | | | | | |
| <i>City Council and Office of the Mayor</i> | | | | | |
| City Council | \$ 145,430 | \$ 164,000 | \$ 164,000 | \$ 150,500 | \$ 178,500 |
| Mayor's Office | 1,247,126 | 1,576,200 | 1,652,000 | 1,800,200 | 1,657,700 |
| Office of Law | 1,560,263 | 1,755,200 | 1,845,032 | 1,728,300 | 1,783,800 |
| Elections | 204,478 | - | - | - | 61,100 |
| City Manager | 880,823 | 1,086,900 | 1,141,800 | 1,068,400 | 1,212,700 |
| Office of Community Services | 154,046 | 734,200 | 739,900 | 666,800 | 342,800 |
| Harbormaster | 622,177 | 736,700 | 736,700 | 767,300 | 846,000 |
| Human Resources | 998,153 | 1,068,700 | 1,111,500 | 1,108,800 | 1,338,600 |
| Management Information Technology | 2,013,631 | 2,100,500 | 2,177,400 | 2,197,400 | 2,607,300 |
| Finance | | | | | |
| Operations | 2,378,915 | 3,053,300 | 3,129,000 | 2,580,700 | 3,217,100 |
| Purchasing | 450,360 | 443,500 | 462,500 | 315,000 | 472,100 |
| Nonallocated | 16,571,077 | 22,423,050 | 19,570,050 | 19,181,550 | 19,678,700 |
| Planning & Zoning | 4,443,061 | 4,912,500 | 5,078,700 | 4,720,200 | 5,135,100 |
| Police Department | 20,351,842 | 24,664,900 | 27,358,100 | 25,254,600 | 28,550,400 |
| Fire Department | 20,976,241 | 23,632,100 | 24,927,800 | 24,124,400 | 26,060,500 |
| Office of Emergency Management | 493,540 | 516,900 | 548,700 | 556,000 | 609,900 |
| Public Works | | | | | |
| Administration | 793,196 | 841,600 | 878,400 | 847,900 | 1,012,400 |
| Engineering & Construction | 1,242,445 | 1,379,700 | 1,492,400 | 1,439,100 | 1,492,600 |
| Streets | 3,463,216 | 3,816,600 | 3,980,700 | 3,888,400 | 4,372,100 |
| Traffic Control & Maintenance | 271,225 | 324,400 | 311,600 | 252,900 | 340,900 |
| Snow | 91,668 | 200,000 | 200,000 | 47,000 | 130,000 |
| Facilities | 1,403,952 | 2,073,900 | 2,143,500 | 1,924,500 | 2,368,600 |
| Recreation & Parks | | | | | |
| Pip Moyer Facility & Front Desk | 758,724 | 805,000 | 821,500 | 916,900 | 966,200 |
| Parks | 1,290,927 | 1,419,400 | 1,471,700 | 1,434,800 | 1,529,600 |
| Administration | 629,460 | 681,000 | 708,600 | 711,000 | 862,900 |
| Latchkey | 381,542 | 457,300 | 468,100 | 447,000 | 450,800 |
| Stanton Recreation | 433,350 | 441,100 | 457,900 | 488,600 | 495,400 |
| Sports | 233,090 | 320,600 | 323,900 | 328,300 | 332,100 |
| Camps & Classes | 486,726 | 780,700 | 807,600 | 787,300 | 746,100 |
| Health & Fitness | 192,584 | 262,600 | 271,300 | 223,800 | 268,100 |
| Pool | 331,039 | 438,800 | 449,200 | 387,900 | 437,900 |
| Total General Fund | \$ 85,494,305 | \$ 103,111,350 | \$ 105,429,582 | \$ 100,345,550 | \$ 109,558,000 |

EXPENDITURE DETAIL BY DEPARTMENT (Continued)

| Expenditure Detail by Department | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|-----------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|-----------------------|
| Other Funds: | | | | | |
| Arts In Public Places | \$ 64,801 | \$ 223,900 | \$ 223,900 | \$ 222,000 | \$ 156,562 |
| Community Development Block Grant | 586,012 | 552,800 | 583,000 | 520,500 | 369,203 |
| <i>Grants Fund</i> | | | | | |
| Federal | 1,335,299 | 3,991,702 | 3,715,521 | 812,989 | 4,060,932 |
| State | 1,441,010 | 2,306,617 | 2,510,850 | 2,236,850 | 2,566,000 |
| County | 1,463,928 | 1,196,895 | 451,895 | 338,038 | 563,857 |
| Other | 62,173 | - | 41,500 | 41,500 | - |
| Total Grants Fund | 4,302,410 | 7,495,214 | 6,719,766 | 3,429,377 | 7,190,789 |
| Community Legacy | 37,841 | 50,500 | 50,500 | 50,500 | - |
| Forfeiture Asset and Seizure | 100,814 | 154,000 | 154,000 | 136,400 | 500,000 |
| Sprinkler Assistance Program | 45,900 | 400,000 | 400,000 | 30,000 | 368,701 |
| Reforestation | 36,875 | 83,000 | 83,000 | 21,000 | 69,043 |
| PEG | 327,548 | 145,000 | 145,000 | 26,000 | 198,706 |
| Affordable Housing Trust Fund | 23,272 | 682,000 | 682,000 | 440,000 | 701,798 |
| Enterprise Funds: | | | | | |
| Sewer | 5,188,490 | 8,554,600 | 8,554,600 | 8,302,500 | 8,145,300 |
| Water Fund | 6,803,518 | 9,951,900 | 9,951,900 | 9,672,000 | 10,647,500 |
| Parking | 4,809,893 | 7,273,600 | 8,123,600 | 7,435,000 | 8,043,100 |
| Transportation | 4,073,294 | 8,288,600 | 8,468,600 | 7,733,926 | 7,905,104 |
| Watershed Restoration | 2,124,691 | 2,840,400 | 2,840,400 | 2,632,100 | 1,593,500 |
| Refuse | 3,188,296 | 3,747,500 | 3,747,500 | 3,638,400 | 4,027,900 |
| Internal Service Funds: | | | | | |
| Self Insurance | 3,328,521 | 2,518,350 | 2,518,350 | 2,786,200 | 3,061,000 |
| Health Insurance | 9,893,016 | 12,501,000 | 12,501,000 | 12,373,300 | 12,506,300 |
| Fleet Replacement | 350,686 | 2,657,000 | 3,457,000 | 3,457,000 | 4,649,300 |
| Fleet Operations | 2,097,948 | 2,462,400 | 2,462,400 | 2,339,300 | 2,641,700 |
| Grand Total | \$ 132,878,130 | \$ 173,693,114 | \$ 177,096,098 | \$ 165,591,053 | \$ 182,333,506 |



Grants Funds Summary

Fiscal Year 2024

GRANT FUND DETAIL

| Federal Grants - Revenues | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|---------------------|------------------------------|----------------------|-----------------------------|--------------------------------|---------------------|
| Police Department | | | | | | |
| Cops De-Escalation | - | \$ 69,117 | \$ 66,546 | \$ 2,571 | \$ 69,400 | \$ 71,971 |
| <i>Total Police Department</i> | - | 69,117 | 66,546 | 2,571 | 69,400 | 71,971 |
| Fire Department | | | | | | - |
| Assistance to Firefighters - FPS | 7,727 | - | - | - | - | - |
| <i>Total Fire Department</i> | 7,727 | - | - | - | - | - |
| Office of Emergency Management | | | | | | - |
| BRIC | - | 37,500 | 37,500 | - | - | - |
| EMPG Program | 93,512 | 178,979 | - | 178,979 | 100,000 | 278,979 |
| Flood Mitigation Assistance | | 23,438 | 22,800 | 638 | - | 638 |
| HMEP Hazardous Materials Emergency Preparedness | 3,176 | 48,596 | - | 48,596 | 30,000 | 78,596 |
| SHSG State Homeland Security Grant | 327,435 | 817,552 | - | 817,552 | 208,000 | 1,025,552 |
| UASI Urban Security Initiative | 573,629 | 2,517,482 | 44,823 | 2,472,658 | 685,000 | 3,157,658 |
| <i>Total Office of Emergency Management</i> | 997,752 | 3,623,547 | 105,123 | 3,518,423 | 1,023,000 | 4,541,423 |
| Recreation and Parks | | | | | | |
| Pumpout Boat | 52,776 | 48,750 | 48,750 | - | 66,000 | 66,000 |
| <i>Total Recreation and Parks</i> | 52,776 | 48,750 | 48,750 | - | 66,000 | 66,000 |
| Planning & Zoning | | | | | | |
| Military Installation Resiliency | 180,803 | 306,517 | 306,517 | - | - | - |
| <i>Total Planning & Zoning</i> | 180,803 | 306,517 | 306,517 | - | - | - |
| Total Federal Grants - Revenues | \$ 1,239,058 | \$ 4,047,931 | \$ 526,936 | \$ 3,520,994 | \$ 1,158,400 | \$ 4,679,394 |

GRANT FUND DETAIL (CONTINUED)

| Federal Grants - Expenditures | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|---------------------|------------------------|-------------------|-----------------------|--------------------------|---------------------|
| Police Department | | | | | | |
| Cops De-Escalation | - | \$ 69,117 | \$ 66,546 | \$ 2,571 | \$ 69,400 | 71,971 |
| <i>Total Police Department</i> | - | 69,117 | 66,546 | 2,571 | 69,400 | 71,971 |
| Fire Department | | | | | | |
| Assistance to Firefighters - FPS | - | - | - | - | - | - |
| <i>Total Fire Department</i> | - | - | - | - | - | - |
| Office of Emergency Management | | | | | | |
| BRIC | - | 37,500 | 37,500 | - | - | - |
| EMPG Program | 119,750 | 176,979 | 15,866 | 161,113 | 100,000 | 261,113 |
| Flood Mitigation Assistance | 20,520 | 2,918 | 2,280 | 638 | - | 638 |
| HMEP Hazardous Materials Emergency Preparedness | 16,851 | 45,825 | - | 45,825 | 30,000 | 75,825 |
| SHSG State Homeland Security Grant | 344,928 | 748,757 | 55,510 | 693,247 | 208,000 | 901,247 |
| UASI Urban Security Initiative | 590,377 | 2,279,158 | 280,020 | 1,999,138 | 685,000 | 2,684,138 |
| <i>Total Office of Emergency Management</i> | 1,092,426 | 3,291,137 | 391,176 | 2,899,961 | 1,023,000 | 3,922,961 |
| Recreation and Parks | | | | | | |
| Pumpout Boat | 62,070 | 48,750 | 48,750 | - | 66,000 | 66,000 |
| <i>Total Recreation and Parks</i> | 62,070 | 48,750 | 48,750 | - | 66,000 | 66,000 |
| Planning & Zoning | | | | | | |
| Military Installation Resiliency | 180,803 | 306,517 | 306,517 | - | - | - |
| <i>Total Planning & Zoning</i> | 180,803 | 306,517 | 306,517 | - | - | - |
| Total Federal Grants - Expenditures | \$ 1,335,299 | \$ 3,715,521 | \$ 812,989 | \$ 2,902,532 | \$ 1,158,400 | \$ 4,060,932 |

GRANT FUND DETAIL (CONTINUED)

| State Grants - Revenues | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|--|---------------------|------------------------|---------------------|-----------------------|--------------------------|---------------------|
| Police Department | | | | | | |
| Auto Larceny Education Reduces Theft | \$ 12,152 | \$ 22,000 | 22,000 | \$ - | \$ 22,000 | \$ 22,000 |
| GOCCP Lets Program | 26,062 | - | - | - | - | - |
| GOCCP BJAG | - | 28,411 | 28,411 | - | - | - |
| Gun Violence Reduction Act | - | 25,000 | 25,000 | - | 25,000 | 25,000 |
| Highway Safety Operations | 2,286 | - | - | - | - | - |
| Maryland Criminal Intelligence Network | 137,047 | 5,000 | 5,000 | - | 10,000 | 10,000 |
| Police Accountability Community & Transparency | - | 262,858 | 262,858 | - | 380,000 | 380,000 |
| Police Recruitment & Retention | 38,097 | 111,000 | 111,000 | - | 50,000 | 50,000 |
| State Aid for Police Protection | 1,022,247 | 1,527,921 | 1,527,921 | - | 1,500,000 | 1,500,000 |
| <i>Total Police Department</i> | 1,237,892 | 1,982,190 | 1,982,190 | - | 1,987,000 | 1,987,000 |
| Fire Department | | | | | | |
| MIEMSS - ALS Continuing Education | 6,939 | 13,000 | 13,000 | - | 13,000 | 13,000 |
| MIEMSS - Monitor Defib | - | - | - | - | 30,000 | 30,000 |
| Waterway DNR | 55,339 | - | - | - | - | - |
| <i>Total Fire Department</i> | 62,278 | 13,000 | 13,000 | - | 43,000 | 43,000 |
| Office of Emergency Management | | | | | | |
| OIT - APD Substance Use Disorder | - | 34,500 | 34,500 | - | 47,500 | 47,500 |
| OIT - Mayor | - | 54,084 | 54,084 | - | 61,500 | 61,500 |
| OIT - Overdose Free Annapolis | - | 44,888 | 44,888 | - | 48,000 | 48,000 |
| OIT - Your Life Matters | - | 55,588 | 55,588 | - | 58,000 | 58,000 |
| <i>Total Office of Emergency Management</i> | - | 189,060 | 189,060 | - | 215,000 | 215,000 |
| Recreation and Parks | | | | | | |
| Debris & Derelict | 10,202 | 25,000 | 21,000 | 4,000 | 25,000 | 29,000 |
| Pumpout Boat | 17,592 | 16,250 | 16,250 | - | 22,000 | 22,000 |
| R&P Open Space Master Plan | - | 270,000 | - | 270,000 | - | 270,000 |
| <i>Total Recreation and Parks</i> | 27,794 | 311,250 | 37,250 | 274,000 | 47,000 | 321,000 |
| Planning & Zoning | | | | | | |
| Technical Assistance | 15,350 | 15,350 | 15,350 | - | - | - |
| 2020 Census Outreach | (8,378) | - | - | - | - | - |
| <i>Total Planning & Zoning</i> | 6,972 | 15,350 | 15,350 | - | - | - |
| Mayor's Office | | | | | | |
| Lead Annapolis - COAP | 21,317 | - | - | - | - | - |
| Maryland Latinos Unidos | 51,333 | - | - | - | - | - |
| <i>Total Mayor's Office</i> | 72,650 | - | - | - | - | - |
| Total State Grants - Revenues | \$ 1,407,586 | \$ 2,510,850 | \$ 2,236,850 | \$ 274,000 | \$ 2,292,000 | \$ 2,566,000 |

GRANT FUND DETAIL (CONTINUED)

| State Grants - Expenditures | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|--|---------------------|------------------------------|----------------------|--------------------------|--------------------------------|---------------------|
| Police Department | | | | | | |
| Auto Larceny Education Reduces Theft | \$ 17,936 | \$ 22,000 | \$ 22,000 | \$ - | \$ 22,000 | \$ 22,000 |
| GOCCP Lets Program | 26,862 | - | - | - | - | - |
| GOCCP BJAG | | 28,411 | 28,411 | - | - | - |
| Gun Violence Reduction Act | | 25,000 | 25,000 | - | 25,000 | 25,000 |
| Highway Safety Operations | 1,192 | - | - | - | - | - |
| Maryland Criminal Intelligence Network | 144,753 | 5,000 | 5,000 | - | 10,000 | 10,000 |
| Police Accountability Community & Transparency | | 262,858 | 262,858 | - | 380,000 | 380,000 |
| Police Recruitment & Retention | 38,809 | 111,000 | 111,000 | - | 50,000 | 50,000 |
| State Aid for Police Protection | 1,022,247 | 1,527,921 | 1,527,921 | - | 1,500,000 | 1,500,000 |
| <i>Total Police Department</i> | 1,251,799 | 1,982,190 | 1,982,190 | - | 1,987,000 | 1,987,000 |
| Fire Department | | | | | | |
| MIEMSS - ALS Continuing Education | 5,964 | 13,000 | 13,000 | - | 13,000 | 13,000 |
| MIEMSS - Monitor Defib | 14,259 | - | - | - | 30,000 | 30,000 |
| Waterway DNR | 48,698 | - | - | - | - | - |
| <i>Total Fire Department</i> | 68,921 | 13,000 | 13,000 | - | 43,000 | 43,000 |
| Office of Emergency Management | | | | | | |
| OIT - APD Substance Use Disorder | | 34,500 | 34,500 | - | 47,500 | 47,500 |
| OIT - Mayor | | 54,084 | 54,084 | - | 61,500 | 61,500 |
| OIT - Overdose Free Annapolis | | 44,888 | 44,888 | - | 48,000 | 48,000 |
| OIT - Your Life Matters | | 55,588 | 55,588 | - | 58,000 | 58,000 |
| <i>Total Office of Emergency Management</i> | - | 189,060 | 189,060 | - | 215,000 | 215,000 |
| Recreation and Parks | | | | | | |
| Debris & Derelict | 10,203 | 25,000 | 21,000 | 4,000 | 25,000 | 29,000 |
| Dinghy Dock Maintenance | 4,615 | - | - | - | - | - |
| Pumpout Boat | 1,047 | 16,250 | 16,250 | - | 22,000 | 22,000 |
| R&P Open Space Master Plan | - | 270,000 | - | 270,000 | - | 270,000 |
| <i>Total Recreation and Parks</i> | 15,866 | 311,250 | 37,250 | 274,000 | 47,000 | 321,000 |
| Planning & Zoning | | | | | | |
| Technical Assistance | 30,000 | 15,350 | 15,350 | - | - | - |
| <i>Total Planning & Zoning</i> | 30,000 | 15,350 | 15,350 | - | - | - |
| Mayor's Office | | | | | | |
| Lead Annapolis - COAP | 23,091 | - | - | - | - | - |
| Maryland Latinos Unidos | 51,333 | - | - | - | - | - |
| <i>Total Mayor's Office</i> | 74,424 | - | - | - | - | - |
| Total State Grants - Expenditures | \$ 1,441,010 | \$ 2,510,850 | \$ 2,236,850 | \$ 274,000 | \$ 2,292,000 | \$ 2,566,000 |

GRANT FUND DETAIL (CONTINUED)

| County Grants - Revenues | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|--------------------|------------------------------|----------------------|-----------------------------|--------------------------------|---------------------|
| Police Department | | | | | | |
| AA County 911 Funds | \$ 490,776 | \$ 300,000 | 300,000 | \$ - | \$300,000 | \$ 300,000 |
| Alcohol Sales Compliance | 5,000 | 10,000 | 10,000 | - | 10,000 | 10,000 |
| Tobacco Sales Compliance | 10,000 | 10,000 | 10,000 | - | 10,000 | 10,000 |
| <i>Total Police Department</i> | 505,776 | 320,000 | 320,000 | - | 320,000 | 320,000 |
| Fire Department | | | | | | |
| Senator Amiss 508 Funds | 47,865 | 131,895 | 68,529 | 63,366 | 95,000 | 158,366 |
| <i>Total Fire Department</i> | 47,865 | 131,895 | 68,529 | 63,366 | 95,000 | 158,366 |
| Office of Emergency Management | | | | | | |
| OIT - APD Substance Substance Use Disorder | 10,000 | - | - | - | 8,750 | 8,750 |
| OIT - Mayor | 6,000 | - | - | - | 8,750 | 8,750 |
| OIT - Naptown Anti-Dope Movement | 6,000 | - | - | - | - | - |
| OIT - Overdose Free Annapolis | 11,500 | - | - | - | 8,750 | 8,750 |
| OIT - Your Life Matters | 7,500 | - | - | - | 8,750 | 8,750 |
| <i>Total Office of Emergency Management</i> | 41,000 | - | - | - | 35,000 | 35,000 |
| Mayor's Office | | | | | | |
| CARES ACT | 540,231 | - | - | - | - | - |
| HACA CIP ARPA | 320,770 | - | - | - | - | - |
| No Harm VIP | - | - | - | - | - | - |
| <i>Total Mayor's Office</i> | 861,001 | - | - | - | - | - |
| Total County Grants - Revenues | \$1,455,642 | \$ 451,895 | \$ 388,529 | \$ 63,366 | \$450,000 | 513,366 |

GRANT FUND DETAIL (CONTINUED)

| County Grants - Expenditures | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|--------------------|------------------------------|----------------------|-----------------------------|--------------------------------|---------------------|
| Police Department | | | | | | |
| AA County 911 Funds | \$ 490,860 | \$ 300,000 | 300,000 | \$ - | \$300,000 | \$ 300,000 |
| Alcohol Sales Compliance | 5,000 | 10,000 | 10,000 | - | 10,000 | 10,000 |
| Tobacco Sales Compliance | 10,000 | 10,000 | 10,000 | - | 10,000 | 10,000 |
| <i>Total Police Department</i> | 505,860 | 320,000 | 320,000 | - | 320,000 | 320,000 |
| Fire Department | | | | | | |
| Senator Amons 508 Funds | 60,414 | 131,895 | 18,038 | 113,857 | 95,000 | 208,857 |
| <i>Total Fire Department</i> | 60,414 | 131,895 | 18,038 | 113,857 | 95,000 | 208,857 |
| Office of Emergency Management | | | | | | |
| OIT - APD Substance Use Disorder | 10,015 | - | - | - | 8,750 | 8,750 |
| OIT - Mayor | 6,000 | - | - | - | 8,750 | 8,750 |
| OIT - Overdose Free Annapolis | 11,500 | - | - | - | 8,750 | 8,750 |
| OIT - Your Life Matters | 6,535 | - | - | - | 8,750 | 8,750 |
| <i>Total Office of Emergency Management</i> | 34,050 | - | - | - | 35,000 | 35,000 |
| Mayor's Office | | | | | | |
| CARES ACT | 542,834 | - | - | - | - | - |
| HACA CIP ARPA | 320,770 | - | - | - | - | - |
| No Harm VIP | - | - | - | - | - | - |
| <i>Total Mayor's Office</i> | 863,604 | - | - | - | - | - |
| Total County Grants - Expenditures | \$1,463,928 | \$ 451,895 | \$ 338,038 | \$113,857 | \$450,000 | 563,857 |

GRANT FUND DETAIL (CONTINUED)

| Other Grants - Revenues | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|-------------------|------------------------------|----------------------|-----------------------------|--------------------------------|---------------------|
| Office of Community Service | | | | | | |
| ABIM - Bilingual Health Education | \$ - | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - |
| <i>Total Office of Community Service</i> | - | 30,000 | 30,000 | - | - | - |
| Office of Emergency Management | | | | | | |
| NAM | 19,000 | - | - | - | - | - |
| FY22 OIT OD Free - COA | 46,000 | - | - | - | - | - |
| <i>Total Office of Emergency Management</i> | 65,000 | - | - | - | - | - |
| Police Department | | | | | | |
| Firehouse Subs | - | 2,500 | 2,500 | - | - | - |
| Local Government Insurance Trust | - | 2,000 | 2,000 | - | - | - |
| Roethlisberger Foundation | - | 7,000 | 7,000 | - | - | - |
| <i>Total Police Department</i> | - | 11,500 | 11,500 | - | - | - |
| Total Other Grants - Revenues | \$ 65,000 | \$ 41,500 | \$ 41,500 | \$ - | \$ - | \$ - |

| Other Grants - Expenditures | FY 2022 Actual | FY 2023 Revised Budget | FY 2023 Projected | FY 2023 Carry Forward | FY 2024 Additional Grant | FY 2024 Proposed |
|---|-------------------|------------------------------|----------------------|-----------------------------|--------------------------------|---------------------|
| Office of Community Service | | | | | | |
| ABIM - Bilingual Health Education | \$ - | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - |
| <i>Total Office of Community Service</i> | - | 30,000 | 30,000 | - | - | - |
| Office of Emergency Management | | | | | | |
| NAM | 19,000 | - | - | - | - | - |
| FY22 OIT OD Free - COA | 43,173 | - | - | - | - | - |
| <i>Total Office of Emergency Management</i> | 62,173 | - | - | - | - | - |
| Police Department | | | | | | |
| Firehouse Subs | - | 2,500 | 2,500 | - | - | - |
| Local Government Insurance Trust | - | 2,000 | 2,000 | - | - | - |
| Roethlisberger Foundation | - | 7,000 | 7,000 | - | - | - |
| <i>Total Police Department</i> | - | 11,500 | 11,500 | - | - | - |
| Total Other Grants - Expenditures | \$ 62,173 | \$ 41,500 | \$ 41,500 | \$ - | \$ - | \$ - |



Unduplicated Appropriations

Fiscal Year 2024

| Schedule of Unduplicated Appropriations - Comparison of Total All-Funds Budget FY2018 - FY2024 | FY2018 Final Budget | FY2019 Final Budget | FY2020 Final Budget | FY2021 Final Budget | FY2022 Final Budget | FY2023 Adjusted Budget | FY2024 Proposed Budget |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|------------------------|
| General Fund | \$ 77,386,946 | \$ 86,560,313 | \$ 84,076,594 | \$ 86,978,393 | \$ 90,823,888 | \$ 100,345,550 | \$ 109,558,000 |
| Other Governmental Funds | | | | | | | |
| Arts in Public Places Fund (AIPPC) | - | 27,853 | 40,000 | 68,000 | 119,276 | 222,000 | 156,562 |
| Community Development Block Grant (CDBG) Fund | - | 431,719 | 846,077 | 1,210,350 | 968,477 | 520,500 | 369,203 |
| Grants Fund | - | 5,326,280 | 7,221,599 | 8,808,600 | 6,640,818 | 6,719,766 | 7,190,789 |
| Community Legacy Fund | - | 223,806 | 200,000 | 324,520 | 330,000 | 50,500 | - |
| Police Forfeiture and Asset and Seizure Fund | - | 175,000 | 376,700 | 183,000 | 160,000 | 136,400 | 500,000 |
| Sprinkler Assistance Revolving Fund | - | 259,219 | 333,100 | 340,600 | 340,000 | 30,000 | 368,701 |
| Reforestation Fund | - | 105,156 | 77,800 | 70,700 | 71,000 | 21,000 | 69,043 |
| PEG Fund | - | 533,431 | 137,000 | 442,400 | 418,682 | 26,000 | 198,706 |
| Affordable Housing Trust Fund | - | 808,877 | 728,298 | 592,334 | 685,609 | 440,000 | 701,798 |
| Sidewalk Fund | 240,000 | - | - | - | - | - | - |
| Internal Service funds | | | | | | | |
| Self Insurance Fund | - | 4,690,207 | 4,084,380 | 2,315,500 | 2,852,000 | 2,786,200 | 3,061,000 |
| Health Insurance Fund | - | 12,294,333 | 11,960,000 | 11,952,800 | 11,973,200 | 12,373,300 | 12,506,300 |
| Fleet Replacement | - | 2,001,294 | 2,599,320 | 2,381,600 | 1,517,000 | 3,457,000 | 4,649,300 |
| Fleet Operations | - | 1,280,375 | 1,229,171 | 1,372,000 | 2,284,000 | 2,339,300 | 2,641,700 |
| Enterprise Funds | | | | | | | |
| Sewer | 8,709,000 | 8,349,786 | 8,062,650 | 6,799,300 | 7,079,700 | 8,302,500 | 8,145,300 |
| Water | 7,743,600 | 8,341,189 | 7,829,420 | 9,220,700 | 9,730,300 | 9,672,000 | 10,647,500 |
| Parking | 7,841,000 | 7,470,789 | 8,395,900 | 7,178,400 | 6,268,200 | 7,435,000 | 8,043,100 |
| Transportation | 3,878,349 | 5,624,121 | 5,633,025 | 9,384,783 | 6,651,615 | 7,733,926 | 7,905,104 |
| Watershed Restoration | 1,500,000 | 1,532,635 | 2,124,390 | 2,075,600 | 2,229,400 | 2,632,100 | 1,593,500 |
| Refuse | 2,149,400 | 2,775,938 | 3,885,860 | 3,277,000 | 3,449,300 | 3,638,400 | 4,027,900 |
| Grant Total - All Funds | 109,448,295 | 148,812,321 | 149,841,284 | 154,976,580 | 154,592,465 | 168,881,442 | 182,333,506 |
| Less Duplicate Appropriations | | | | | | | |
| Parking Fund Contribution Transportation Fund | - | (2,100,000) | (2,747,000) | (2,588,900) | (860,900) | (1,404,700) | (1,430,000) |
| Parking Fund Contribution to the General Fund | (2,400,000) | - | - | - | - | - | - |
| General Fund Contribution to Transportation Fund | (2,400,000) | - | - | (25,000) | - | - | - |
| General Fund Transfer to Sidewalk Fund | (240,000) | - | - | - | - | - | - |
| General Fund Transfer to AIPPC Fund | (15,300) | (27,853) | (40,000) | (40,000) | (67,500) | - | - |
| 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) | - | - | (67,500) | - | - |
| General Fund Transfer to Forfeiture Asset and Seizure Fund | - | (579,537) | - | - | - | - | - |
| 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) | (2,867,000) | (2,325,800) | (2,649,900) |
| Health Insurance Fund | - | (10,049,517) | (9,920,000) | (9,054,900) | (9,054,900) | (8,501,000) | (8,759,000) |
| Fleet Replacement Fund | - | (1,088,195) | (1,077,000) | (1,110,000) | (1,467,000) | (2,607,000) | (3,156,000) |
| Fleet Operating Fund | - | (1,801,294) | (2,599,320) | (2,521,600) | (2,323,500) | (2,433,400) | (2,329,200) |
| Interfund Reimbursements | | | | | | | |
| Grant & CIP Funds to General Fund | - | - | - | - | - | (640,000) | (640,000) |
| Refuse Fund to General Fund | (546,359) | (223,019) | (269,000) | (319,400) | (269,000) | (313,000) | (364,000) |
| Sewer Fund to General Fund | (1,913,381) | (621,208) | (546,000) | (460,300) | (455,000) | (503,000) | (599,000) |
| Water Fund to General Fund | (1,360,508) | (422,815) | (677,000) | (627,900) | (684,000) | (528,000) | (654,000) |
| Watershed Restoration Fund to General Fund | (144,077) | (55,682) | (104,000) | (95,200) | (99,000) | (128,000) | (189,000) |
| Parking Fund to General Fund | (678,191) | (263,172) | (165,000) | (167,300) | (251,000) | (192,000) | (190,000) |
| Transportation Fund to General Fund | (855,918) | (371,641) | (688,000) | (695,100) | (746,000) | (1,180,000) | (1,288,000) |
| Subtotal before Adjustments for Unbudgeted Funds | 98,894,561 | 126,770,340 | 128,864,964 | 135,255,480 | 135,380,165 | 148,125,542 | 160,085,406 |

Unduplicated Appropriations (continued)

| | | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Adjustments for Unbudgeted Funds | | | | | | | |
| 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 | 63,151 | - | - | - | - |
| Unduplicated Appropriations | \$ 118,218,033 | \$ 126,788,846 | \$ 128,928,115 | \$ 135,255,480 | \$ 135,380,165 | \$ 148,125,542 | \$ 160,085,406 |
| Increase/(Decrease) - All Funds | | \$ 8,570,813 | \$ 2,139,269 | \$ 6,327,365 | \$ 124,685 | \$ 12,745,377 | \$ 11,959,864 |
| Percent Increase/(Decrease) - All Funds | | 7.25% | 1.69% | 4.91% | 0.09% | 9.41% | 8.83% |
| Reasons for increase from FY2018 to FY2019 & rom FY2023 to FY2024: | | | | | | | |
| Increase in Unduplicated Enterprise Funds' expenditures | \$ 2,573,100 | | | | | \$ 948,478 | |
| Increase in Unduplicated Internal Service Funds' expenditures | - | | | | | 1,902,500 | |
| Increase in Unduplicated Other Funds' expenditures | - | | | | | 4,679,025 | |
| Increase in OPEB funding | 300,000 | | | | | 25,000 | |
| Increase in Pension to fully fund required contributions | 490,000 | | | | | - | |
| Debt Service-April 2018 refunding pushed debt into FY2019 | 1,994,000 | | | | | - | |
| Impact of ongoing mandatory step increases | 420,000 | | | | | 561,900 | |
| Impact of 2.5% COLA | - | | | | | 1,291,800 | |
| Bonuses | - | | | | | 1,156,200 | |
| Health insurance increases | 1,014,000 | | | | | - | |
| Union negotiations - General Fund | 938,400 | | | | | - | |
| New positions and conversions | 481,600 | | | | | 788,400 | |
| Noncompensation increases to Police & Fire Budgets | - | | | | | 171,400 | |
| Increase in General Fund expenditures other than items above, including inflation, and new programs funded by the reserve for one-time uses. | | 359,713 | | | | 435,161 | |
| | | \$ 8,570,813 | | | | \$ 11,959,864 | |



Staffing Summary

Fiscal Year 2024

STAFFING SUMMARY POSITION COUNT

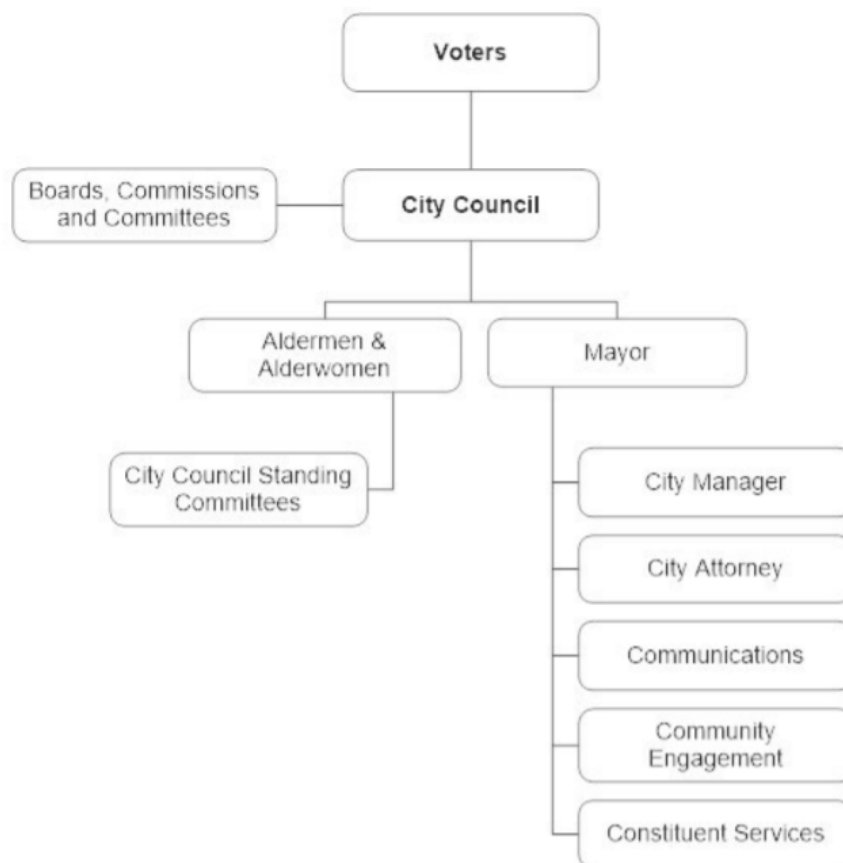
| Position Summary for FY2024 | | | | | | | |
|--|---------|--------|---------------|----------|-------|-----------|-----------|
| Fund | Elected | Exempt | Civil Service | Contract | Total | Full Time | Part Time |
| General & Grant Funds | | | | | | | |
| Mayor and City Council | 9 | 7 | 0 | 0 | 16 | 16 | 0 |
| City Manager | 0 | 4 | 7 | 2 | 13 | 13 | 0 |
| Office of Law | 0 | 5 | 5 | 0 | 10 | 10 | 0 |
| Human Resources | 0 | 2 | 5 | 0 | 7 | 7 | 0 |
| Management Information Technology | 0 | 1 | 10 | 0 | 11 | 11 | 0 |
| Finance (including Purchasing) | 0 | 1 | 24 | 0 | 25 | 25 | 0 |
| Planning and Zoning | 0 | 2 | 33 | 1 | 36 | 36 | 0 |
| Police | 0 | 5 | 149 | 15 | 169 | 164 | 5 |
| Fire | 0 | 2 | 144 | 0 | 146 | 146 | 0 |
| Office of Emergency Management | 0 | 1 | 5 | 3 | 9 | 7 | 2 |
| Public Works | 0 | 1 | 57 | 0 | 58 | 58 | 0 |
| Recreation and Parks | 0 | 1 | 20 | 9 | 30 | 25 | 8 |
| Enterprise & Internal Service Funds | | | | | | | |
| Sewer Fund | 0 | 0 | 6 | 0 | 6 | 6 | 0 |
| Water Fund | 0 | 0 | 28 | 0 | 28 | 28 | 0 |
| Transportation | 0 | 1 | 41 | 4 | 46 | 45 | 1 |
| Watershed Restoration | 0 | 0 | 6 | 0 | 6 | 6 | 0 |
| Refuse | 0 | 0 | 4 | 0 | 4 | 4 | 0 |
| Fleet Maintenance | 0 | 0 | 9 | 0 | 9 | 9 | 0 |
| Total All Funds | 9 | 33 | 553 | 34 | 629 | 616 | 16 |



City Council and Office of the Mayor

Fiscal Year 2024

Organizational Chart



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

The Mayor of the City of Annapolis is the chief executive of the City. The Mayor is elected by the voters to a four-year term and may only serve two consecutive terms. The Mayor is a voting member and presides over City Council meetings, which consist of eight Alderpersons, one from each ward.

The Mayor is responsible for the delivery of municipal services by departments, boards, commissions, and committees. The Mayor is the direct supervisor of the City Attorney and the City Manager, who is, in turn, the direct supervisor of department directors.

The Mayor’s office consists of Chief of Staff, Constituent Services, Communications Office, Community Engagement, African American and Hispanic Liaison staff, Special Projects and LGBTQ, Arts and Veterans Liaisons.

The Chief of Staff oversees the Mayor’s office staff.

Constituent Services deals directly with residents and acts as Ombudsman to City Departments to resolve constituent problems and issues. The Constituent Services Officer vets potential board or commission members and oversees special projects as directed by the Mayor.

The Communications Office directs communications on behalf of the City, including the Mayor’s office and City departments, and oversees the City of Annapolis television studio, including oversight of PEG (Public, Education, and Government) Fund.

The One Annapolis staff consists of a senior advisor to the Mayor, an African American community outreach specialist, and a Hispanic outreach specialist. The One Annapolis mission is to be inclusive in City services and outreach and to reach untapped potential in traditionally underserved communities.

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|------------------------------------|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| <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 |
| Community Services Specialist | | X | | | A10 | 2 | 1 |
| Special Projects/Arts Coordinator | | X | | | TBD | 1 | 1 |
| Constituent Services Officer | | X | | | A14 | 1 | 1 |
| Community Engagement Administrator | | X | | | A14 | 1 | 1 |
| Total | | | | | | 17 | 16 |

City Council Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$137,302 | \$147,000 | \$147,000 | \$147,000 | \$161,700 |
| Contractual Services | \$0 | \$0 | \$0 | \$0 | \$800 |
| Supplies and Other | \$8,127 | \$17,000 | \$17,000 | \$3,500 | \$16,000 |
| TOTAL | \$145,430 | \$164,000 | \$164,000 | \$150,500 | \$178,500 |

Office of the Mayor

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$1,023,365 | \$871,000 | \$939,100 | \$1,104,400 | \$1,050,300 |
| Contractual Services | \$151,138 | \$316,700 | \$316,700 | \$295,000 | \$299,300 |
| Supplies and Other | \$72,623 | \$380,200 | \$396,200 | \$392,500 | \$302,100 |
| Capital Outlay | \$0 | \$8,300 | \$0 | \$8,300 | \$6,000 |
| TOTAL | \$1,247,126 | \$1,576,200 | \$1,652,000 | \$1,800,200 | \$1,657,700 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$500 - Miscellaneous contracts as needed
- \$2,200 - Gmail
- \$216,000 - TV Studio Services
- \$30,000 - Contractual Assistant for Public Information Office

FY2024 Special Projects Breakdown

Within special projects the department has requested funding for the following services:

- \$190,00 - Butler Statue
- \$10,000 - No Harm
- \$100,000 - Annapolis United

PEG Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Revenues | \$61,683 | \$60,000 | \$60,000 | \$56,400 | \$52,000 |
| Expenses | \$327,548 | \$145,000 | \$145,000 | \$26,000 | \$198,706 |
| REVENUES LESS EXPENSES | -\$265,866 | -\$85,000 | -\$85,000 | \$30,400 | -\$146,706 |

FY 2024 Budget Highlights

- Includes funding for an Assistant Ombudsman.
- Includes funding for a part-time contractual position to assist the Public Information Officer.
- Includes funding for the Butler Statue, No Harm, and Annapolis United.



Office of Law

Fiscal Year 2024

Organizational Chart



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 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.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|--|
| Average number of hours it takes to respond to initial request for service | Provide timely legal advice and counsel to Agencies and City Officials |
| Average number of days it takes for staff attorneys to respond with final product | Provide timely legal advice and counsel to Agencies and City Officials |
| All legislative requests fulfilled error free and legally sufficient prepared within 30 days | Prepare legally sufficient and well drafted and error free legislation in accordance with Maryland Legislative Drafting Manual |
| Percent of cases and appeals where the City has prevailed | Successfully represent the City and its officials and employees in court and before other quasi-judicial tribunals |
| Percentage of records and materials published without error | Properly prepare and maintain legal, legislative and election records and documents in a variety of formats for public use and historical purposes |
| Number of meetings where staff and counsel were not present if requested or required | Provide on-time staff support and well reasoned legal counsel to all city boards and commissions and standing committees of the City Council. |
| Error-free elections or special elections (if needed) with no complaints from the public regarding timeliness of election site operations and publishing of election results | Staff and manage trusted, problem-free elections or special elections (if needed) |
| Average number of days response was delivered beyond the mandated time period | Respond timely to public information requests |

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|------------------------------------|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| City Attorney | | X | | | A20 | 1 | 1 |
| Assistant City Attorney | | X | | | A18 | 3 | 4 |
| 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 |
| Elections Administration Assistant | | | | X | | 1 | 0 |
| Total | | | | | | 10 | 10 |

Office of Law Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$1,279,810 | \$1,561,000 | \$1,624,300 | \$1,532,000 | \$1,552,700 |
| Contractual Services | \$225,610 | \$136,900 | \$136,900 | \$137,500 | \$170,400 |
| Supplies and Other | \$52,898 | \$57,300 | \$82,300 | \$57,300 | \$60,700 |
| Capital Outlay | \$1,944 | \$0 | \$1,532 | \$1,500 | \$0 |
| TOTAL | \$1,560,263 | \$1,755,200 | \$1,845,032 | \$1,728,300 | \$1,783,800 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$3,000 Gmail

Elections Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|-----------------|
| Salaries and benefits | \$16,022 | \$0 | \$0 | \$0 | \$24,800 |
| Contractual Services | \$146,098 | \$0 | \$0 | \$0 | \$29,500 |
| Supplies and Other | \$42,359 | \$0 | \$0 | \$0 | \$6,800 |
| TOTAL | \$204,478 | \$0 | \$0 | \$0 | \$61,100 |

FY 2023 Accomplishments

Legal Advice and Legal Defense:

- Successfully Assisted APD and City's implementation team on police reform policies at the APD level and legislation coordination at the County level to adhere to State deadlines for implementation of the Maryland Police Accountability Act of 2021. – In Process
- Successfully drafted 9 policies/revisions of policies and 1 Executive Order related to COVID 19.
- Successfully defended the City's mail-in election process against a suit for TRO and Preliminary Injunction by Gallagher and McMillan at the Circuit Court and on appeal to the Court of Special Appeals and a denial by the Court of Appeal for review.
- Successfully defended the City and won a directed verdict in Bozarth v. Rams Head at Circuit Court where Plaintiff demanded \$800,000 in damages.
- Successfully prosecuted the City's Appeal of the State Pension and Retirement Agency's demand for \$750,000 in alleged back taxes and penalties owed for contractual employees and settled the matter for \$144,000 saving the City over \$600,000 in damages.
- Successfully defended the City in a challenge to the City's mail-in voting.
- Successfully defended the City in a challenge to end the Recovery Zones.
- Provided top-notch legal support to Labor Negotiation Team – In Process, TBD May/June 2022.
- Successfully defended two challenges to Board of Appeal Decisions in Circuit Court

Legal Transactions Completed:

- Reviewed 49 P&Z permit documents.
- Legal Review and preparation of 30 intergovernmental documents.
- Legal Review of 42 procurements.
- Reviewed for legal sufficiency 11 leases.
- Legal Reviewed 32 community development documents.
- Legal Drafted 35 City grants to third parties.
- Legal sufficiency review of 4 finance/bond documents.
- Legal research and processing of 42 MPIA requests.
- Successfully prepared and finalized 109 employment and independent contractor agreements.
- Successfully completed the Burtis House and Dock Transfer from State to City.
- Provided legal support to closing the City Dock Public Private Partnership Agreements.

City Clerk and Legal Administration:

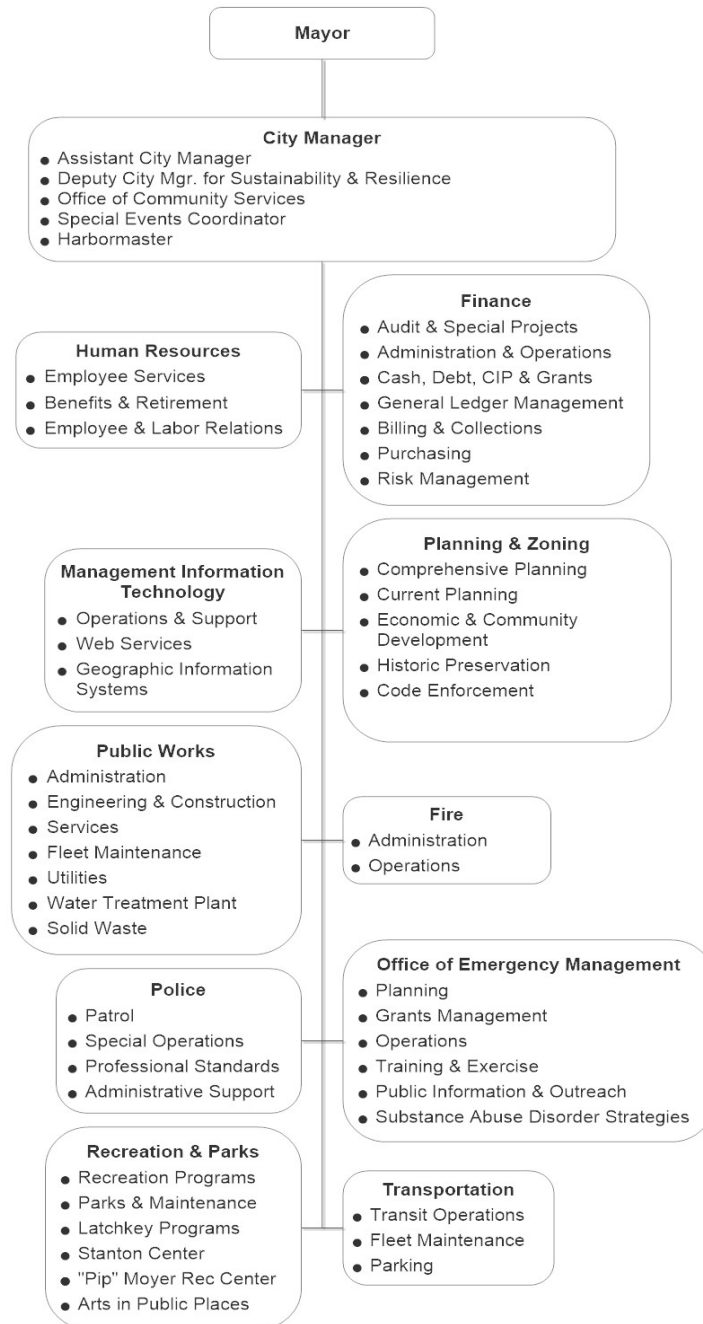
- Processed 153 municipal infraction citations to AA District Court.
- Successfully processed over 100 municipal infractions related to HACA violations.
- Managed and executed a successful election featuring mail-in ballots, ballot drop boxes with no errors or complaints, on time and well under budget.
- Successfully processed all Alcoholic Beverage License applications resulting in revenue of approximately \$474,300.00 in 2021.
- Assisted in getting alcoholic beverage applications adapted to a new fully automated web site process.
- Produced 1 Charter Amendment.
- Produced 59 Ordinances.
- Produced 55 Resolutions.
- Produced 24 City Council Agendas.



City Manager

Fiscal Year 2024

Organizational Chart



Description

The City Manager reports directly to the Mayor and serves as the chief administrative officer of the City with supervisory authority for the department directors. The City Manager provides supervision to the Departments of Finance, Fire, Planning and Zoning, Police, Public Works, Recreation and Parks, Transportation, and Emergency Management. Additionally, the Human Resources and Management Information Technology offices, the Assistant City Manager, Development/Events Specialist, and the Deputy City Manager for Resilience and Sustainability report directly to the City Manager.

The Development Events Specialist position coordinates special events across City departments that report directly to the City Manager. The City Council created the Deputy City Manager for Resilience and Sustainability position in FY2021. This position is responsible for ensuring that every department seeks and implements environmental initiatives. It also ensures that all decision-making includes a lens for sustainability and resilience.

The Office of Community Services was created in FY20 to improve the connection of City residents to much needed services available through the State of Maryland, Anne Arundel County government and nonprofit resources. The Office acts as an advocate for city residents and a liaison to a variety of agencies that provide services to the community, including those that enhance access to food, housing, employment, and mental health and medical care. The Office also coordinates programming with a variety of agencies that provide services to the community. The Office has opened two Community Resource Centers, one in Eastport and one in Robinwood. The Office coordinates with local agencies to bring the resources directly to the residents of both neighborhoods.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|---|
| Number of MS4 permit requirements met; progress identified in reducing impervious surface by 20%; TMDL progress identified; number of projects initiated by the City and non-profits/HOA's | Improve water quality of Annapolis waterways |
| Number of meetings held with Cabinet and issues identified and addressed | Improve water quality of Annapolis waterways |
| City Council passes ordinances revising the stormwater and sediment and erosion control sections of City Code | Improve water quality of Annapolis waterways |
| Education materials and signs prepared and distributed/erected; public notified | Improve water quality of Annapolis waterways |
| Rates of recycling participation and compliance increased; elimination of single use plastic from City buildings and public campaigns implemented | Reduce waste to landfill, reduce litter, increase recycling and composting, reduce food waste |
| Curbside pick up program designed/initiated | Reduce waste to landfill, reduce litter, increase recycling and composting, reduce food waste |
| Pollinator plan for solar park designed/implemented | Protect and enhance biodiversity and overall environmental quality |
| IPM Policy communicated to City departments; any necessary revisions to procurement policies are made | Protect and enhance biodiversity and health and safety |
| City Dock improvements maximize green infrastructure and coordinate with USNA on sea level rise protection | Mitigate the impacts of and create resilience to climate change |
| Number of trees planted; strategy complete and being implemented | Mitigate the impacts of and create resilience to climate change |
| Funds are secured through Resilience Authority for City Dock and other resilience projects and the Authority has developed a list of priority projects | Mitigate the impacts of and create resilience to climate change |
| Shoreline and wetland projects in design/construction; conservation easements placed on properties | Mitigate the impacts of and create resilience to climate change |
| Amount of funds appropriated, number of EV or alternative fuel vehicles purchased, number of EV chargers installed; EV kiosks installed; bike paths designed and built | Reduce City's Greenhouse Gas Emissions/Improve Air Quality |
| Ordinance revisions require resilience in building code requirements, including solar and other energy efficient features for City government buildings | Reduce City's Greenhouse Gas Emissions/Improve Air Quality |
| Reduction goals and needed actions are identified and incorporated into Resilience Plan | Reduce City's Greenhouse Gas Emissions/Improve Air Quality |

Performance Measures (Continued)

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|--|
| Make use of certified boat instructors for all new boat operators | Standardize and improve staff's boating skills. |
| Design and implement scenario-based practical boat training for all boat operators | Standardize and improve staff's boating skills. |
| Include for upgraded facilities for boaters in the City Dock Redevelopment (laundry, showers etc.) | Increase customer satisfaction |
| Automate launch permit purchases for Truxtun and Tucker Street via Park Mobile | Increase customer satisfaction |
| Enhance training for all staff in federal and state requirements for recreational vessels | Provide safer waterways |
| Staff attend two boating safety classes in the City and educate students on the role and mission of the Harbormaster | Provide safer waterways |
| Partner with Anne Arundel County Schools and host STEM activities at the Burtis Dock | Provide more educational opportunities to the public |
| Seek lease of docks at 110 Compromise Street | Increase opportunities for commercial docking |
| Revise Title 15 to allow commercial boats to dock and do business at the Burtis Dock | Increase opportunities for commercial docking |
| Advertise the Charter Dock to attract new business | Increase opportunities for commercial docking |
| Obtain Waterway Improvement Grant to enhance public access at Shipwright Street | Increase public access to City Waters |
| Obtain Waterway Improvement Grant to enhance public access at 4th Street | Increase public access to City Waters |
| Seek funding for dredging and redevelopment at Hawkins Cove | Increase public access to City Waters |
| Plan for space and route and charging access for an electric ferry | Increase public access to City Waters |
| Obtain a grant for a new dock adjacent to St. Mary's on Spa Creek | Increase public access to City Waters |

Staffing Summary

The Harbormaster has numerous temporary positions. These positions consist primarily of seasonal dock assistants.

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| City Manager | | X | | | N/A | 1 | 1 |
| Assistant City Manager | | X | | | A14 | 1 | 1 |
| Deputy City Manager | | X | | | A20 | 1 | 1 |
| Administrative Assistant | | X | | | A08 | 1 | 1 |
| Development/Events Specialist | | | X | | A12 | 1 | 1 |
| Environmental Program Coordinator | | | X | | A12 | 1 | 1 |
| Social Worker Care Coordinator | | | X | | A10 | 1 | 1 |
| Community Engagement Administrator | | | X | | A14 | 1 | 1 |
| Administrative Assistant for Community Services | | | | X | | 1 | 1 |
| Harbormaster | | | | | | | |
| Harbormaster | | | X | | A18 | 0 | 1 |
| Deputy Harbormaster | | | X | | A13 | 0 | 1 |
| Watch Commander | | | X | X | TBD | 0 | 2 |
| Total | | | | | | 9 | 13 |

City Manager Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$741,363 | \$795,000 | \$849,900 | \$775,900 | \$1,036,700 |
| Contractual Services | \$6,134 | \$87,900 | \$87,900 | \$87,000 | \$57,500 |
| Supplies and Other | \$133,326 | \$204,000 | \$204,000 | \$205,500 | \$118,500 |
| TOTAL | \$880,823 | \$1,086,900 | \$1,141,800 | \$1,068,400 | \$1,212,700 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$50,000 - Resilience Consultant

FY2024 Special Projects Breakdown

Within the special projects total shown above the department has requested funding for the following services:

- \$25,000 - Audit Committee Initiatives and Special Events

Harbormaster Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$446,289 | \$555,500 | \$555,500 | \$597,300 | \$634,500 |
| Contractual Services | \$122,673 | \$149,800 | \$149,800 | \$140,600 | \$173,100 |
| Supplies and Other | \$28,921 | \$31,400 | \$31,400 | \$29,400 | \$38,400 |
| Capital Outlay | \$24,294 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$622,177 | \$736,700 | \$736,700 | \$767,300 | \$846,000 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$11,100 - Miscellaneous Contract Services

Office of Community Services Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$122,763 | \$244,000 | \$249,700 | \$228,600 | \$279,600 |
| Contractual Services | \$26,999 | \$33,700 | \$33,700 | \$33,700 | \$47,200 |
| Supplies and Other | \$4,284 | \$456,500 | \$456,500 | \$404,500 | \$16,000 |
| TOTAL | \$154,046 | \$734,200 | \$739,900 | \$666,800 | \$342,800 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$20,000 - Social Services Grant
- \$11,500 - Translation Services
- \$6,000 - Miscellaneous Contract Services

FY2024 Special Projects Breakdown

Within the special projects the department has requested funding for the following services:

- \$7,000 - Community Events & Activities

FY 2023 Accomplishments

City Manager's Office

- Holding Leadership Team Retreat.
- Holding Mayor and City Council Retreat.
- Hiring Assistant City Manager.

Office of Community Services

- Assisted over 200 residents with continued case management services.
- Provided rental assistance to over 100 families.
- Helped two homeless families find stable housing.
- Participated in numerous outreach events such as resource days, rental assistance sign ups, and giveaways during at the start of the school semesters, during the holiday season, etc.
- Organized a toy drive and gave out over 400 toys to Annapolis children in partnership with Toys 4 Tots.
- Created a resource map for residents that lives on the City Website.
- Partnered with the Food Fridays, a program that delivers fresh food boxes to Annapolis residents who need food assistance, providing extra hands for boxing and delivering throughout the year and referring families to the program itself.
- Partnered with our P&Z department to translate for Hispanic families in Admiral Oaks and continue to provide case management services and follow up with families in that community.

- Organized 8 health fairs in Annapolis neighborhoods.
- Provided space for churches and nonprofits to meet, provide tutoring, peer to peer support, and other services to Annapolis youth.
- Published “Around Each Corner, Vol II” a collection of youth poetry from over 50 Annapolis youth.
- Provided \$450,000.00 in grants in two one time fund cycles for “Children and Family Success” and “Adopting Communities”.
- Presented in panels for various organizations, including The Community Foundation of Anne Arundel, Anne Arundel Women Giving Together Circle, The Maryland Commission for Human Rights, The COVID-19 TaskForce on Health Equity for the Maryland Department of Health, etc.
- Organized events for the Hispanic community in partnership with the Mayor’s Office, including art galleries, jersey sponsorships for the Latino soccer league, Hispanic business breakfasts, festivals, providing over 90 translations of documents for various departments, and the Latino Social Justice Forum, which became the framework for the discussions and decisions on what legislation to support for the Maryland Latino Legislative Caucus.
- Received grant funding from the CDC Foundation (\$100,000) and ABIMF (\$30,000) to provide health education to Latino residents of Annapolis.
- Hosted 9 interns through the City internship program and through the Anne Arundel Workforce Development Center throughout the year.

FY 2024 Budget Highlights

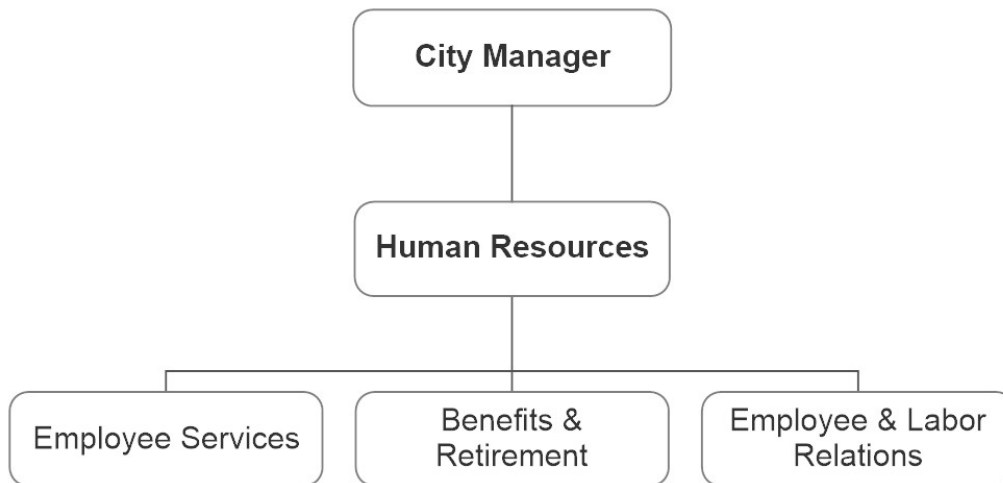
- Includes funding for an Administrative Office Assistant to support City Manager and Mayor's Office, temporary housing funds, translation services, and converts a contractual Watch Commander to civil service.



Human Resources Division

Fiscal Year 2024

Organizational Chart



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).
- 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.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|--|
| Number of organizations engaged through outreach | Ensure that the city workforce is highly qualified and diverse |
| Social media program implemented | Ensure that the city workforce is highly qualified and diverse |
| Number of applicants using on-line vs. hard copy applications to evaluate progress. | Ensure that the city workforce is highly qualified and diverse |
| Quarterly meetings used to evaluate cost data and reevaluate vendor support | Recruit, retain and engage employees through competitive and comprehensive benefits programs |
| Complete evaluation of benefit services | Recruit, retain and engage employees through competitive and comprehensive benefits programs |
| % of complains resolved in 48 hours | Ensure employees and retirees are satisfied with access to benefits |
| % of employeess accessing free training and participating in at least 2 courses | Ensure the city workforce is well-trained in best practices and latest technology. |

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|--|------------------|--------|---------------|----------|-------|---------------------|----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| 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 | | | X | | A02 | 1 | 1 |
| Total | | | | | | 7 | 7 |

Human Resources Division Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$965,345 | \$1,007,000 | \$1,049,800 | \$1,066,900 | \$1,098,100 |
| Contractual Services | \$22,357 | \$40,600 | \$40,600 | \$26,100 | \$128,700 |
| Supplies and Other | \$10,452 | \$21,100 | \$21,100 | \$15,800 | \$111,800 |
| TOTAL | \$998,153 | \$1,068,700 | \$1,111,500 | \$1,108,800 | \$1,338,600 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$12,000 - Public Safety Promotional Exams
- \$8,500 - Public Safety Entry Level Exams
- \$3,300 - CDL License Renewal Reimbursement
- \$1,250 - Affordable Care Act Mailing
- \$850 - Miscellaneous (Certified Postage, Special Mailing, etc.)
- \$800 - Gmail

FY2024 Special Projects Breakdown

Within special projects the department has requested funding for the following services:

- \$95,500 - Intern Program

Fiscal Year 2023 Accomplishments

- In the initial phases of implementing new Applicant Tracking system to replace system that has had continuous operational issues.
- Researching and securing cost estimates for City-wide Classification and Compensation study to include pay scale review and total compensation considerations.

- Coordinated all day Executive Leadership Retreat for City Manager's staff reports in Effective Leadership. Follow up half day training to be completed in this fiscal year.
- Implemented technical skills training with Anne Arundel Community College in Microsoft Word and Excel.
- Preparing for Open Enrollment of Health Benefits and creating expanded campaign to increase utilization of EAP, TeleHealth, and regular/annual health screenings to ensure early intervention.
- Planning Wellness initiatives to create greater awareness of personal health needs and lifestyle support.
- Participated in quarterly and ad-hoc meetings to ensure maximum savings via prescription benefit management plan (PBM) to reduce the rising costs of Rx expenses in our health plans which previously accounted for 36% of benefit costs.
- Evaluated the Over 65 Health Plan offering for stability and cost containment implementing a slight increase with same provider which prevented disruption of service.
- Participated in the Maryland State Police Reform working group to insure implementation of key components, particularly those impacting sworn employees.
- Helped to arrange for trauma response training for all sworn members of the Police Department and participated in their in-service session with ITR.
- Completing review of health benefits to ensure trauma response services are provided as mental health services for City employees.
- Continued support via virtual platform for Civil Service Board, Human Relations Commission, and Police and Fire Pension Commission.
- Reviewing, with members of Police and Fire Pension Commission, City's investments in light of recent bank failures and exam City investments in non-renewable power.
- Implemented the provisions of collective bargaining agreements for FY23 and soon to implement provisions of FY24 to comply with union contracts for all four labor unions.
- Assisted with information requests, contract review, data analysis to include salary and benefit assessment, and began joint management and union meetings.
- Administered police and fire promotional exams in accordance with General Orders and CBAs for both unions while overseeing appeal processes for each phase of examination process.
- Assisted Department of Public Works with development of Career Ladders for professional, support, labor, and trades employees.
- Conducted career fairs in partnership with local agencies including Workforce Development.
- Issued 1095 statements regarding health insurance enrollment and health insurance offered to employees during calendar year 2022 for compliance with IRS regulations for the Affordable Care Act.

FY2024 Budget Highlights

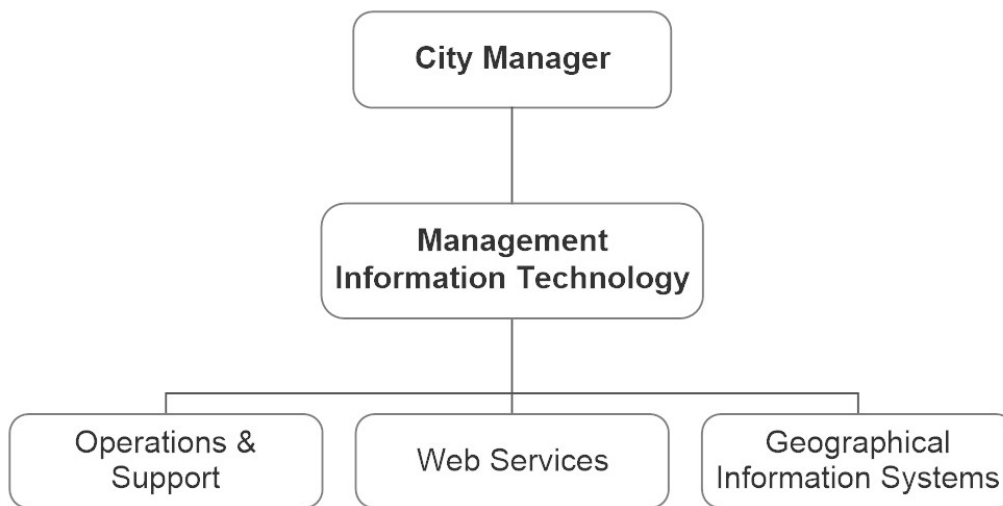
- Includes funding for consultant services
- Includes funding for an Intern program



Management & Information Technology Division

Fiscal Year 2024

Organizational Chart



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.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|--|
| Number of departments deploying new software modules | Increase productivity in city agencies by reducing manual processes using automation |
| Number of Munis modules implemented by City departments or offices | Increase productivity in city agencies by reducing manual processes using automation |
| Number of layers and applications of open data web portal made public available | Improve public access to GIS data |
| Number of/percent increase of website hits to access GIS data | Improve public access to GIS data |
| Number of servers virtualized | Improve efficiency and reliability of IT data center. |
| Number of pages and documents fixed and made compliant | Develop plan to make city technology available to all citizens. |
| Percentage of new content posted to website that is ADA compliant | Develop plan to make city technology available to all citizens. |
| Amount of training and education hours completed | Keep the City Information Technology (IT) environment safe from ransomware and other data breaches |
| Number of PCs and servers joined to the domain | Keep the City Information Technology (IT) environment safe from ransomware and other data breaches |

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|---------------------------|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| MIT Manager | | X | | | A19 | 1 | 1 |
| MIT Network Engineer | | | X | | A15 | 1 | 1 |
| MIT Analyst | | | X | | A16 | 2 | 3 |
| 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 | 11 |

Management Information Technology Division Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$1,212,059 | \$1,275,000 | \$1,344,380 | \$1,364,400 | \$1,585,000 |
| Contractual Services | \$533,915 | \$557,100 | \$557,100 | \$557,100 | \$697,200 |
| Supplies and Other | \$12,225 | \$26,400 | \$26,400 | \$26,400 | \$31,100 |
| Capital Outlay | \$255,432 | \$242,000 | \$249,520 | \$249,500 | \$294,000 |
| TOTAL | \$2,013,631 | \$2,100,500 | \$2,177,400 | \$2,197,400 | \$2,607,300 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above following services:

- \$3,700 - Backup Internet Service
- \$1,400 - City Code Hosting and Support Service
- \$4,450 - City Hall Internet Service
- \$4,020 - APD Internet Service
- \$28,350 - Maintenance & Support
- \$590 - NIGP Annual Code Renewal
- \$2,500 - Oblique Imagery License
- \$3,600 - Gmail
- \$800 - .Gov Domains
- \$300 - Domain Hosting
- \$500 - Mgmt Hosting & Maintenance
- \$2,000 - Miscellaneous Software Maintenance & Support
- \$38,500 - GIS Enterprise License
- \$18,000 - Endpoint Protection
- \$12,000 - Cloud Backup
- \$1,500 - Ad Console
- \$2,000 - Shred Services
- \$11,000 - VMWare Support & Maintenance
- \$9,870 - Webiste ADA Compliance
- \$9,500 - Parcel Viewer License Maintenance and Support
- \$1,000 - My Org Back Up
- \$6,000 - Arc GIS Hub Maintenance Fee
- \$250 - Amazon Prime
- \$8,500 - City Website Hosting and Maintenance
- \$6,170 - Bluebeam Maintenance and Support
- \$1,390 - Remote Access for Virtual Workspaces
- \$6,100 - Subscription to Assign MIT Tickets
- \$600 - Adobe Creative Cloud
- \$53,000 - Virtual Workspaces
- \$2,300 - Cloud Service for Remote Authentication
- \$110 - Webhook for Covid Survey Notifications
- \$1,350 - Active Directory Migrating Tool
- \$2,000 - Urban Plan Development Virtualization
- \$2,250 - Redistricting
- \$10,000 - GIS Consultant
- \$300,000 - Application Maintenance and Support
- \$14,500 - Pace 15
- \$23,000 - Eset Licenses
- \$2,000 - Ecycling
- \$2,300 - Electronic Signatures
- \$500 - Arc Gis Admin Tools
- \$19,000 - Applicant Tracking, Onboarding, and E-Forms
- \$17,000 - APD Time, Attendance, and Scheduling Software

Fiscal Year 2023 Accomplishments

- EnerGov went live on January 10, 2023 and the public seems pleased with the improved convenience
- Ongoing data center consolidation - leveraging virtual machines to reduce carbon footprint.
- Released our GIS open data portal making a plethora of geographic and demographic information available to the public.
- Continuously working to improve and modernize the City camera and security systems to assist law enforcement and firstresponders.
- Implemented new endpoint management system to improve security and have the ability to remotely assist staff.
- New applicant tracking system will be in place by June.
- New timekeeping/scheduling software for police and fire is now live.
- Finance can now email utility bills to customers.
- Assisted APD in developing the new crime statistic and gun violence site.

Fiscal Year 2024 Budget Highlights

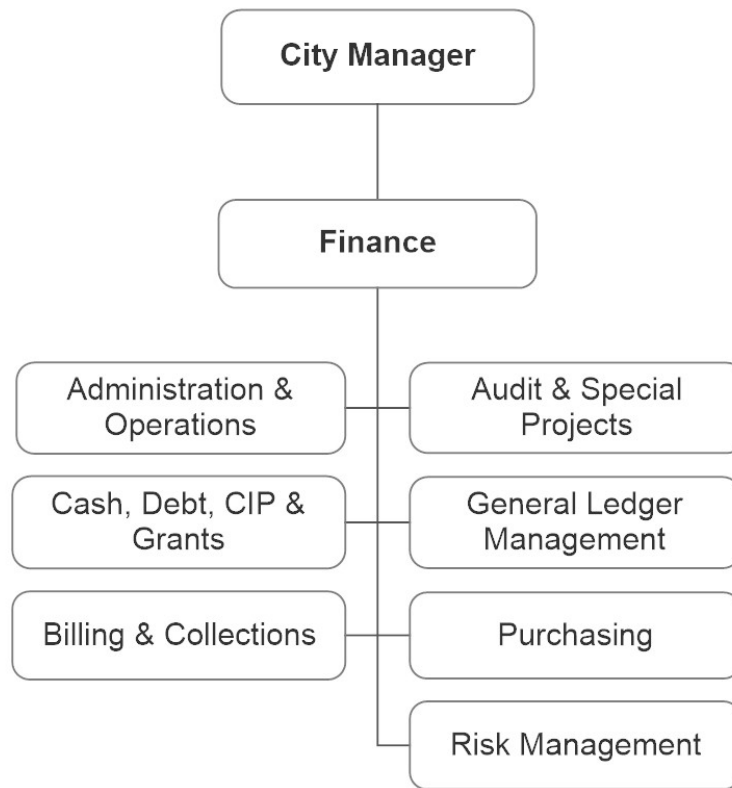
- Includes funding for an MIT Analyst position.



Finance Department

Fiscal Year 2024

Organizational Chart



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 Annual Comprehensive 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 assesses 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).

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|--|
| Percentage of reconciliations calendar deadlines met | Maintain timely and accurate accounting records; Strengthen, maintain, and monitor internal controls |
| Percentage of revenue/expenditures recorded in the correct funds and projects | Maintain timely and accurate accounting records; Strengthen, maintain, and monitor internal controls |
| Percentage of City departments with completed site visits and risk assessment audits | Maintain timely and accurate accounting records; Strengthen, maintain, and monitor internal controls |
| Percentage of departments receiving Budget vs Actual reports (including capital projects) by 15th of each month | Provide accurate and timely financial information to City departments; Improve reporting capability of MUNIS |
| Percentage of updates submitted to relevant departments by end month following each quarter | Provide accurate and timely financial information to City departments; Improve reporting capability of MUNIS |
| Number of Open Gov software modules implemented each quarter | Provide accurate and timely financial information to City departments; Improve reporting capability of MUNIS |
| Number of policy and code changes implemented to standardize application of utility adjustments and related penalties | Provide accurate and timely billings for Utility, CFA, and General Billings |
| Number of customer complaints | Provide accurate and timely billings for Utility, CFA, and General Billings |
| Percentage of deposits maintained in accordance with policy | Protect City deposits and maximize related earnings |
| New banking relationships implemented | Protect City deposits and maximize related earnings |
| Number of any unneeded account(s) closed | Protect City deposits and maximize related earnings |
| Updated manual disseminated | Improve efficiency of Finance Office operations |
| Number of payroll adjustments or reissues needed per pay period | Improve efficiency of Finance Office operations |
| Percentage of operating costs saved | Improve efficiency of Finance Office operations |
| Competitive bidding for debt issuances and just in time borrowing implemented | Efficient management of City debt |
| Frequency of drawdowns from Bond Proceeds | Efficient management of City debt |
| Number of grant management training sessions conducted | Produce accurate and timely reporting of grants activity; Standardize grants management |
| Number of evaluations of department risk occurrences at City work locations | Minimize risk for City employees and City property |
| W/MBE goals and procurement outreach plan implemented | Increase efficiency of City spending; Maximize use of Women and Minority Business Enterprise (W/MBE) vendors |
| Timeliness of Procurement Card Policy update | Expand use and enhance accountability Procurement Card |

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|-------------------------------|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Finance | | | | | | | |
| Finance Director | | X | | | A20 | 1 | 1 |
| Assistant Finance Director | | | X | | A18 | 1 | 1 |
| Accounting Manager | | | X | | A17 | 1 | 1 |
| Budget Manager | | | X | | A17 | 1 | 1 |
| Senior Accountant | | | X | | A15 | 1 | 2 |
| Accountant | | | X | | A13 | 4 | 4 |
| Budget Analyst | | | X | | A13 | 1 | 1 |
| Grant Administrator | | | X | | TBD | 1 | 1 |
| Finance Office Manager | | | X | | A13 | 1 | 1 |
| Accounting Associate III | | | X | | A09 | 2 | 2 |
| Accounting Associate II | | | X | | A08 | 3 | 3 |
| Accounting Associate I | | | X | | A07 | 3 | 3 |
| Risk Management Administrator | | | X | | A14 | 1 | 1 |
| Purchasing | | | | | | | |
| Procurement Officer | | | X | | A18 | 1 | 1 |
| Senior Buyer | | | X | | A13 | 1 | 1 |
| Buyer | | | X | | A09 | 1 | 1 |
| Total | | | | | | 24 | 25 |

Operations Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$1,896,853 | \$2,405,000 | \$2,457,400 | \$2,046,900 | \$2,624,700 |
| Contractual Services | \$412,833 | \$567,800 | \$591,100 | \$468,500 | \$516,300 |
| Supplies and Other | \$63,866 | \$75,500 | \$75,500 | \$61,300 | \$73,100 |
| Capital Outlay | \$5,363 | \$5,000 | \$5,000 | \$4,000 | \$3,000 |
| TOTAL | \$2,378,915 | \$3,053,300 | \$3,129,000 | \$2,580,700 | \$3,217,100 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$27,200 - Brinks
- \$1,300 - Shred-It
- \$14,400 - Level One
- \$21,000 - ADP
- \$50,000 - Consultant
- \$2,100 - Gmail
- \$500 - SAM Renewal

Purchasing Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$444,615 | \$434,000 | \$443,000 | \$297,100 | \$461,800 |
| Contractual Services | \$3,223 | \$4,700 | \$14,700 | \$14,200 | \$5,400 |
| Supplies and Other | \$2,522 | \$4,800 | \$4,800 | \$3,700 | \$4,900 |
| TOTAL | \$450,360 | \$443,500 | \$462,500 | \$315,000 | \$472,100 |

FY2024 Contract Services Breakdown

- \$300 - Gmail

NonAllocated Budget Summary

| Finance - Nonallocated | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY 2024 Proposed |
|---------------------------|----------------------|-------------------------|-------------------------|----------------------|----------------------|
| Debt Service | \$ 7,692,189 | \$ 7,973,000 | \$ 7,973,000 | \$ 8,094,500 | \$ 8,223,000 |
| Community Grants | 324,313 | 348,000 | 348,000 | 348,000 | 348,000 |
| Contributions to OPEB | 1,651,665 | 1,476,000 | 1,476,000 | 1,476,000 | 1,406,900 |
| Contributions to Self Ins | 2,867,000 | 2,325,800 | 2,325,800 | 2,325,800 | 2,649,900 |
| Contingency | - | 410,000 | 410,000 | - | 400,000 |
| Interfund Transfers | 3,729,000 | 4,380,250 | 6,627,250 | 6,627,250 | 5,795,900 |
| Compensation Contingency | - | 5,100,000 | - | - | - |
| Other | 306,910 | 410,000 | 410,000 | 310,000 | 855,000 |
| Total Expenditures | \$ 16,571,077 | \$ 22,423,050 | \$ 19,570,050 | \$ 19,181,550 | \$ 19,678,700 |

Finance Nonallocated Budget Summary

Debt Service: The \$8,223,000 appropriated for Debt Service comprises \$5,724,000 of principal, \$2,449,000 of interest on bonds previously issued, and \$50,000 of bond issuance fees.

Community Grants: The City awards grants to support various community nonprofit organizations.

Contributions to OPEB: In FY2024, the \$1,406,900 contribution to OPEB represents \$956,900 for current retirees' health insurance and \$450,000 towards the City's unfunded OPEB obligations, an increase of \$25,000 over FY2023.

Contributions to the Self Insurance Fund: The amount \$2,649,900 appropriated for contributions to the Self Insurance Fund represents the amount required to ensure the reserves accumulated at June 30, 2023, are sufficient to pay the claims incurred as of that date based on the City actuary's analysis.

Contingency: The amount to set aside in contingency in FY2024 is \$400,000.

Interfund Transfers: The \$5,795,900 appropriated for interfund transfers comprises:

- Transfer to Capital Projects Fund for pay-go \$2,639,900
- Transfer to Fleet Replacement Fund \$3,156,000

Other: The \$605,000 appropriated for "Other" comprises:

- "VEBA Chop" \$75,000
- Ambulance transport fees \$300,000
- Traffic signal fees \$110,000
- Unemployment insurance \$40,000
- Grant to HACA for payment of housing inspections \$80,000
- Classification and Compensation study \$250,000

Health Insurance Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|---------------------|-------------------------|-------------------------|-------------------|-----------------|
| Revenues | \$8,124,371 | \$12,501,000 | \$12,501,000 | \$12,342,600 | \$12,506,300 |
| Expenses | \$9,893,016 | \$12,501,000 | \$12,501,000 | \$12,373,300 | \$12,506,300 |
| REVENUES LESS EXPENSES | -\$1,768,645 | \$0 | \$0 | -\$30,700 | \$0 |

The amount appropriated is based on analysis by the City's health insurance consultants and the City's current health care premiums. Budgeted amounts include revenues and expenses related to retirees and employees. Actual results include only employees as retiree related revenue and expense are transferred to the OPEB Fund at year end.

Self Insurance Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-------------------|-------------------------|-------------------------|-------------------|-------------------|
| Revenues | \$2,880,594 | \$2,328,550 | \$2,328,550 | \$2,351,400 | \$2,680,900 |
| Expenses | \$3,328,521 | \$2,518,350 | \$2,518,350 | \$2,786,200 | \$3,061,000 |
| REVENUES LESS EXPENSES | -\$447,927 | -\$189,800 | -\$189,800 | -\$434,800 | -\$380,100 |

The amount appropriated in FY2023 is based on the actuary's analysis.

FY2024 Contract Services Breakdown

Within the contractual services total shown above the Fund has requested funding for the following services:

\$50,000 - Consulting services

Sprinkler Assistance Fund Balance

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|-------------------|
| Revenues | \$8,814 | \$60,000 | \$60,000 | \$70,360 | \$25,000 |
| Expenses | \$45,900 | \$400,000 | \$400,000 | \$30,000 | \$368,701 |
| REVENUES LESS EXPENSES | -\$37,086 | -\$340,000 | -\$340,000 | \$40,360 | -\$343,701 |

The amount appropriated represents the estimated fund balance available to appropriate through end of FY2024.

Fiscal Year 2023 Accomplishments

- Staff in Finance and Purchasing maintained the department's workload in a year of significant turnover and competitive recruiting that left several vacancies open for months. This effort required all to work diligently and productively to keep up with critical tasks. Recent successes in recruitment is expected to alleviate this issue.
- Issued the Annual Comprehensive Financial Report for FY2022, inclusive of the Single Audit earlier than previous years. Results show maintenance of spending within the budgetary limits, strong growth in General Fund Balance reserves, stronger than expected revenues, and vacancy savings. Enterprise Funds remain strong with Parking and Transportation Funds both improving their net positions.
- Purchasing staff continued to support the City's competitive solicitation process and other purchasing efforts despite one of three positions remaining vacant.
- Implemented Debt Book's Lease accounting module and implemented Governmental Accounting Standards Board Statement No. 87 regarding Leases. This endeavor required an inventory of all City lease arrangements, review of terms to determine nature of the leases, and update to accounting and reporting to reflect the long term nature of the agreements.
- Currently implementing ACH payments feature to replace physical checks.
- Implementing an optional email feature for utility invoices with assistance from MIT staff.
- Improved the City's budget process by training department staff to use OpenGov for budget entry. Through multiple trainings and guidance, the Budget Manager saved significant time in preparing the budget materials for presentation.
- Worked with City management, Transportation, DPW, and outside consultants to complete the public private partnership (P3) with AMRP providing funding for the new Hillman Parking Garage and the City Dock Resilience project. The effort required hundreds of Finance staff hours in negotiations, analyses, and banking support. AMRP issued bonds through the Maryland Economic Development Corporation September 2022, including senior bonds and subordinate debt.
- In December 2022 the City issued \$34.425 million of tax exempt and \$8.26 million of taxable bonds in order to fund numerous capital projects, including City Dock, and to refinance the subordinate debt from the P3 deal with City debt. The refunding saved tens of millions of dollars in debt service costs over the term of the debt.
- Met with Moody's, Fitch Group, and S&P Global Ratings to demonstrate the City's strong management, financial health, and stability. Maintained all three of the City's rating at just one-step below AAA.
- The City's Risk Manager continues to work with department personnel to increase safety for employees, minimize losses from workers compensation and other liability claims, and enhance building security. The Risk Manager works with employee groups to improve workplace policies and procedures, performs regular site inspections, with follow through on any noted potential hazards. Risk Manager has noted several risk elements during the year allowing City to proactively address potential loss.

Fiscal Year 2024 Budget Highlights

- Includes funding for a Senior Accountant to manage Accounts Receivable with an equivalent offset to turnover.
- Audit committee funding moved to City Manager.



Department of Planning and Zoning

Fiscal Year 2024

Organizational Chart



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.

Transparency in decision-making is ensured through the support of boards and commissions, including 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. The Department also represents Annapolis on the Baltimore Regional Transportation Board, the region's Metropolitan Planning Organization.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|---|
| The number of owner-occupied homes rehabilitated | Improve the quality of existing homeowner housing |
| Number of rental housing units rehabilitated | Improve quality of existing affordable rental units |
| Number of vacant housing units rehabilitated | Increase homeownership opportunities for low to moderate-income households |
| Number of low-moderate households that are provided with direct financial assistance for settlement costs to purchase a new home | Increase homeownership opportunities for low to moderate-income households |
| Number of persons supported through funded workforce training programs | Maintain financial support for employment training program |
| Public awareness campaign implemented | Increase awareness of the Moderately Priced Dwelling Unit (MPDU) Program |
| <i>Policies and Procedures Manual</i> and City website are updated | Increase awareness of the Moderately Priced Dwelling Unit (MPDU) Program |
| Number City Council Wards represented during collaboration in the updated comprehensive planning process | Ensure land use plans that shape the appearance of the community balance private and community interests and protect public investment and valued resources |
| Number of videos posted each month | Ensure zoning code requirements are clear, accessible, and easy to understand |
| Number of ordinances introduced each month that make clarifying amendments to the zoning code | Ensure zoning code requirements are clear, accessible, and easy to understand |
| Percentage of capital projects that identify the related land use plans | Ensure the Capital Improvement Program (CIP) is consistent with City land use plans |
| Number of CIP meetings attended by standing committee members | Ensure the Capital Improvement Program (CIP) is consistent with City land use plans |
| The number of forms and guidelines updated each month | Ensure quality design and development review |
| The number of training opportunities attended per month by staff in each division | Support technical assistance for neighborhood revitalization |
| Percentage of project applications reviewed for completeness within three days of receipt | Ensure application for a development project is complete in a timely fashion so the applicant can make deadlines for public hearings and agency review |
| Increase tree canopy by .54% a year | Increase City Urban Tree Canopy |
| Number of business owners and executives that have signed up for the Ambassador program | Facilitate a positive business climate for the recruitment of businesses to Annapolis. |
| Number of business recruitment missions completed | Raise the profile of Annapolis for the recruitment of businesses to the city. |
| Number of site visits completed per month | Facilitate a positive business climate for the retention of Annapolis businesses |
| Number of businesses assisted per month | Serve as a resource and as a conduit to City Government for the Annapolis business community. |
| Percentage of public hearing applications approved each month | Ensure preservation of historic district |
| Percentage of violations resolved or forwarded to the Office of Law for enforcement within 90 days | Ensure preservation of historic district |
| Number of new links added to the HPC web page | Ensure preservation of historic district |
| Percentage of application reviews initiated within 3 days of receipt | Ensure customer satisfaction with review process |
| Percentage of reported alleged code violations investigated within three days of being reported | Ensure safe, sanitary rental housing conditions |

Staffing Summary

Planning and Zoning has three temporary, part-time positions: one Clerical Assistant and two Inspectors.

| Position | Type of Position | | | | Grade | Number of Positions | |
|--|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| 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 | 3 |
| 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 |
| Housing Affordability Specialist | | | 41 | | A10 | 1 | 1 |
| Mechanical/Life Safety Inspector | | | X | | A12 | 1 | 1 |
| Architectural Plans Reviewer | | | X | | A15 | 1 | 1 |
| Zoning Enforcement Officer | | | X | | A13 | 1 | 1 |
| Zoning Compliance Officer | | | X | | TBD | 1 | 1 |
| Administrative Office Associate | | | X | | A09 | 2 | 3 |
| Economic Development Manager | | X | | | A17 | 1 | 1 |
| Small and Minority Business Enterprise Liaison | | | X | | A14 | 1 | 1 |
| Environmentalist | | | X | | A12 | 1 | 1 |
| Total | | | | | | 34 | 36 |

General Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$3,804,319 | \$4,324,000 | \$4,515,200 | \$4,169,100 | \$4,607,200 |
| Contractual Services | \$245,403 | \$204,800 | \$204,800 | \$197,400 | \$214,700 |
| Supplies and Other | \$325,218 | \$383,700 | \$332,700 | \$327,700 | \$308,200 |
| Capital Outlay | \$68,122 | \$0 | \$26,000 | \$26,000 | \$5,000 |
| TOTAL | \$4,443,061 | \$4,912,500 | \$5,078,700 | \$4,720,200 | \$5,135,100 |

FY2024 Contractual Services Breakdown

Within the contractual services total shown above, the department has requested funding for the following services:

- \$17,000 - HPC Consultants
- \$3,000 - Heritage Commission
- \$15,000 - Arts & Entertainment District Pass-through
- \$50,000 - Downtown Annapolis Partnership Program
- \$20,000 - Downtown Annapolis Partnership Annapolis in Bloom
- \$5,980 - Other consultants as needed
- \$3,320 - Gmail

FY2024 Special Projects Breakdown

Within special projects the department has requested funding for the following services:

- \$15,000 - Economic Development: Sponsorships & Special Events

Affordable Housing Trust Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-----------------|-------------------------|-------------------------|-------------------|-------------------|
| Revenues | \$119,637 | \$120,000 | \$120,000 | \$133,000 | \$141,900 |
| Expenses | \$23,272 | \$682,000 | \$682,000 | \$440,000 | \$701,798 |
| REVENUES LESS EXPENSES | \$96,366 | -\$562,000 | -\$562,000 | -\$307,000 | -\$559,898 |

The amount budgeted in FY2024 represents the fund balance available to appropriate at the end of FY2023.

Community Legacy Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|-----------------|
| Revenues | \$200,000 | \$50,500 | \$50,500 | \$50,500 | \$0 |
| Expenses | \$37,841 | \$50,500 | \$50,500 | \$50,500 | \$0 |
| REVENUES LESS EXPENSES | \$162,159 | \$0 | \$0 | \$0 | \$0 |

Community Development Block Grant Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Revenues | \$939,101 | \$288,200 | \$348,400 | \$164,766 | \$506,780 |
| Expenses | \$586,012 | \$522,800 | \$583,000 | \$520,500 | \$369,203 |
| REVENUES LESS EXPENSES | \$353,089 | -\$234,600 | -\$234,600 | -\$355,734 | \$137,577 |

The amount budgeted represents the grant anticipated to be received in FY2024 and the fund balance available to appropriate at the end of FY2023.

Reforestation Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Revenues | \$18,658 | \$20,000 | \$20,000 | \$7,000 | \$17,000 |
| Expenses | \$36,875 | \$83,000 | \$83,000 | \$21,000 | \$69,043 |
| REVENUES LESS EXPENSES | -\$18,218 | -\$63,000 | -\$63,000 | -\$14,000 | -\$52,043 |

The amount budgeted represents the fund balance available to appropriate at the end of FY2023.

Fiscal Year 2023 Accomplishments

- Building Permits Issued - 794 (Value of Construction-\$87,672,963)
- Trade Permits Issued - 2,541
- Rental Licenses Issued - 1,667 (5,110 units)
- Short-term Rental Licenses Issued - 519

Planning and Development Review

- CRAB - The center will feature a state of the art learning center and floating docks with boarding equipment that will allow CRAB volunteers to board guests with any disability.
- Park Place Annapolis Hospitality Hotel - A new 134 room hotel addition to the Park Place planned development.

- The Village at Providence Point - A Continuing Care Retirement Community. The approval includes the City's largest, permanent forest conservation easement to date, with 124 acres.
- Bay Village Suites - A Independent Senior Living Facility located within the Bay Village mixed-use village center Community Development.
- Universal Lodge - The work involves restoring the exterior of an historic Clay Street building, on the National Register of Historic Places.
- Robert Eades Park - The work involves demolishing the existing park and constructing a new waterfront park with plantings, benches and public water access.
- HUD Grants - The City was awarded \$582,902 in HUD Community Development Block Grant (CDBG) funds to 12 local organizations that provide services to the city's low- and moderate-income residents. The City continued work with HACA through the Choice Neighborhoods Initiative.
- MPDU. Sales began on Annapolis' Moderately Priced Dwelling Unit Program (MPDUs). The goal is to sell 25 MPDUs in the next two to three years. Sales price of units is \$312,665 for a four-bedroom townhome.

Comprehensive Planning:

Mobility

- \$5.13 Million awarded from Federal and State partners for Annapolis trail projects including the West East Express, College Creek Connector, and Bay Ridge Ave/Chesapeake Ave corridor; This funding includes \$2.2 Million from the Federal Recreation Trails Program and \$2.75 Million from the Federal Transportation Alternatives Program (this is the Congressional Earmark). These are by far the largest amounts of funding the City has ever received for trail projects.
- \$3 Million awarded for the Electric Ferry project from new Federal Transit Administration's program "Low or No Emitting Ferry Pilot Program"; Annapolis was one of only seven awards nationally for this innovative program.
- Perforated panels over grate on Spa Creek Bridge: worked with MDOT/SHA to finally complete this small but very important safety project to make cycling over the Spa Creek Bridge less dangerous
- Bike Infrastructure Standards: we were awarded \$80k to update our 2011 Bike Master Plan with a bikeway standards manual that will clarify when and how to include bikeway improvements within our roadways, particularly when dealing with constraints.
- Working with State and County partners we finally have dedicated funding to design and build the "missing link" that will connect the B&A Trail into Annapolis.

Parks

- \$5.16 Million (does not include total State contribution for Elktonia or NPS contribution for Public Water Access Plan) awarded to the City from State, County, and Federal partners which includes investment in Elktonia/Carr's Beach, Robert H. Eades Park, Hawkins Cove, Truxtun Park, and Acton Cove Park.
- Robert H. Eades Park and Hawkins Cove Park in particular are important for their investment in historically disadvantaged communities and in coordination with other community investments.
- Preservation of Elktonia/Carr's Beach – I'm sure this is covered already. I would highlight that among other opportunities with this, we have the potential for a unique creek-to-bay greenway.
- Kicked off the City's first ever Public Water Access Plan with funding provided by the National Park Service. This was a major recommendation of the 2021 Maritime Task Force.

Eastport CNI

- Through a \$500k major planning grant HUD's Choice Neighborhood Initiative, and in partnership with HACA, we kicked off an historic community-led revitalization initiative to re-imagine the future of affordable housing at the City's largest public housing community. During this process we have engaged hundreds of community residents including both HACA and non-HACA residents.

Military Installation Resilience Response Study

- Through a \$500k major planning grant from the Department of Defense's Office of Local Defense Community Cooperation, the City has been able to partner with NSA-Annapolis, Anne Arundel County, and the State of Maryland on a regional plan that addresses all of our critical infrastructure assets at risk from climate change events. The plan will also help ensure the continued presence of the Navy in Annapolis as many of its properties are the most vulnerable to coastal hazards. The draft of this plan was recently completed and is currently under review.

Micromobility

- The City launched its Micromobility Program in partnership with Bird and has seen tremendous use of the program throughout the city. The program's electric bikes and scooters are helping to reduce automobile use and thereby reducing vehicle emissions and traffic. They are also providing an effective mobility solution for residents and visitors who don't have a car or who are using transit. In comparison with Alexandria which has five times the number of e-bikes and e-scooters, Annapolis is posting more than half as many rides.

Annapolis Ahead 2040

- After persevering through a slowdown during the Covid pandemic, the City's Comprehensive Plan update, which happens every ten years, is getting close to a draft that will be released for public comment in the early summer. The plan, which is called Annapolis Ahead 2040 will provide guidance on all facets of the city to City leaders, staff, residents, businesses, and anyone looking to invest in the city through the year 2040.

Fiscal Year 2024 Budget Highlights

- Includes funding for an Office Associate and a Planner.
- Adds \$15,000 to Economic Development for special programs.
- Includes additional funding for tree maintenance.



Police Department

Fiscal Year 2024

Organizational Chart



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.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|--|
| Number of events, hosted or attended, in each Ward each month | Create security conditions which make Annapolis residents and visitors feel safe and enable a strong and cohesive community. |
| Percentage of compliance on internal inspection criteria | Strengthen our efforts to earn public trust and cooperation. |
| Number of recruitment events, hosted | Achieve and sustain organizational excellence. |
| Demonstrated return on investment in personnel, equipment and infrastructure expenditures | Strengthen our workforce. Optimize Resource Management. |

Staffing Summary

The Police Department has temporary positions for 15 seasonal Crossing Guards and 6 Cadets.

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|-------|---------------------|------------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| 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 | 50 | 50 |
| Police Officer | | | X | | P10 | 37 | 37 |
| 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 | 1 | 1 |
| Crime Analyst | | | X | | A12 | 1 | 1 |
| Forensic Services Supervisor | | | X | | A08 | 0 | 0 |
| Forensic Services Unit Supervisor | | | X | | A13 | 1 | 1 |
| Warrant Control Records Supervisor | | | X | | A10 | 1 | 1 |
| Hispanic Community Liaison | | | X | | A12 | 1 | 1 |
| Police Administrative Manager | | | X | | A15 | 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 |
| Crime Scene Investigator | | | X | | A09 | 1 | 1 |
| Cold Case Investigator | | | | X | | 1 | 1 |
| Administrative & Accreditation Specialist | | | X | | TBD | 1 | 1 |
| Camera Monitor | | | X | | TBD | 1 | 1 |
| Communications Director | | | | X | | 1 | 1 |
| Crime Lab Supervisor | | | | X | | 0 | 0 |
| Crossing Guard Supervisor | | | | X | | 1 | 1 |
| Latent Print Examiner | | | | X | | 1 | 1 |
| ALERT Grant Coordinator | | | | X | | 1 | 1 |
| Grant Coordinator | | | | X | | 1 | 1 |
| IT Project Manager | | | | X | | 1 | 1 |
| Investigation Support Analyst | | | X | | TBD | 1 | 1 |
| MCAC Intelligence Analyst | | | | X | | 1 | 1 |
| MCIN Grant Coordinator | | | | X | | 0 | 0 |
| Police Acct Equipment Administrator | | | | X | | 1 | 1 |
| Police Recruiter | | | | X | | 0 | 0 |
| Professional Standards Director | | | | X | | 1 | 1 |
| Projects Coordinator/ MCIN Manager | | | | X | | 1 | 1 |
| Special Events Coordinator | | | X | | TBD | 1 | 1 |
| Total | | | | | | 169 | 169 |

General Fund Police Department Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|---------------------|-------------------------|-------------------------|---------------------|---------------------|
| Salaries and benefits | \$17,356,694 | \$21,065,000 | \$23,758,200 | \$21,641,300 | \$24,307,200 |
| Contractual Services | \$1,942,600 | \$2,119,100 | \$2,119,100 | \$2,109,200 | \$2,289,900 |
| Supplies and Other | \$605,719 | \$1,067,200 | \$1,067,200 | \$1,090,500 | \$1,277,100 |
| Capital Outlay | \$446,828 | \$413,600 | \$413,600 | \$413,600 | \$676,200 |
| TOTAL | \$20,351,842 | \$24,664,900 | \$27,358,100 | \$25,254,600 | \$28,550,400 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$275,000 - Virtual Desktops
- \$57,000 - Radio Frequency
- \$600 - Mobility for Stationary License Plate Readers
- \$5,600 - AT&T Cellphone Tracking Service
- \$3,000 - Public Communication
- \$85,000 - CCTV cameras
- \$600 - Tracking Unit Service
- \$1,200 - Mobile Command Service
- \$500 - Credit Checks
- \$2,000 - Focal Forensics
- \$4,400 - Crime Scene Processing
- \$9,300 - Record Storage & Retrieval Service
- \$17,000 - Towing Service
- \$10,000 - Intterpreting Service
- \$6,000 - Polygraphs
- \$24,440 - Radio Room Console & Server Room Maintenance
- \$11,400 - Gunshot Residue Analysis
- \$400 - Alarm System
- \$2,500 - Sprint Cellphone Tracking Service
- \$1,500 - Radar/Lidar Calibration Service
- \$11,000 - TMobile Cellphone Tracking Service
- \$1,100 - Verizon Cellphone Tracking Service
- \$4,100 - Building Internet Service
- \$23,500 - Portable Radio Maintenance
- \$2,000 - Upfitting of Unmarked Vehicles
- \$3,000 - Investigative Transcriptions
- \$3,000 - Cell block Cleaning
- \$30,100 - Gmail
- \$2,000 - Trash Burn Service
- \$30,000 - Accountability Board
- \$16,100 - CAD Export
- \$23,000 - Mental Health Evaluations
- \$4,000 - Recruiting Vehicle Wrap

Forfeiture and Asset Seizure Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|-------------------|
| Revenues | | | | | |
| FASF | \$45,395 | \$20,000 | \$20,000 | \$500,000 | \$74,300 |
| REVENUES TOTAL | \$45,395 | \$20,000 | \$20,000 | \$500,000 | \$74,300 |
| Expenses | | | | | |
| Contractual Services | \$79,977 | \$122,000 | \$122,000 | \$115,000 | \$50,000 |
| Supplies and Other | \$18,953 | \$30,000 | \$30,000 | \$21,400 | \$400,000 |
| Capital Outlay | \$1,884 | \$2,000 | \$2,000 | \$0 | \$50,000 |
| EXPENSES TOTAL | \$100,814 | \$154,000 | \$154,000 | \$136,400 | \$500,000 |
| REVENUES LESS EXPENSES | -\$55,419 | -\$134,000 | -\$134,000 | \$363,600 | -\$425,700 |

The FY2023 budget is based on the estimated fund balance available to appropriate in this Special Revenue Fund at the end of FY2022.

Fiscal Year 2023 Accomplishments

The Annapolis Police Department (APD) continues to exceed its goals in reducing overall incidents of crime in the city for the current budget.

- The City has saw two homicides compared to recent years of five or more homicide events.
- APD cleared one of the two current homicide cases this budget cycle and is close to closing the second.
- APD's homicide clearance rate for the second year leads allied agencies in the region.
- APD's investigation of homicide remains exceptional with the conviction of Angelo Herrod for the murder of Michelle Cummings. The detectives with the APD Criminal Investigations Division should be commended for their work ethics.
- The APD Reentry Program graduated eight at risk members of Annapolis and surrounding communities, whom all are currently employed with partners of the Reentry Program and also assisted six people to enroll in a partner drug treatment program. The efforts of the program continue in building stronger ties with the public while providing opportunities for the disadvantaged.
- APD sought and was awarded over 1.6 million dollars of state and federal grant funding to assist with crime and community initiatives, improve technology, purchase equipment, and hire personnel. Grant awards continue to be pivotal in decreasing budget requests, engaging the community, and creating a safe environment for Annapolis residents.
- APD strengthened its collaboration with state and federal law enforcement agencies through new MOU's yielding significant benefits in minimizing sale of illegal narcotics in Annapolis by seizing large quantities of drugs and monies.
- APD is in full compliance with the Police Accountability Act of 2021.
- APD utilized grants to hire a Civilian Advocate, Internal Investigator, and create a Body-worn Camera & Video Surveillance Recovery Unit.
- Additionally, APD utilized grant funding to provide all officers which Trauma Response Training addressing post-traumatic stress that officers may be experiencing.
- APD hired ten police officers and 13 civilian employees during the budget cycle and continues to maximize limited resources to recruit new officers.

Fiscal Year 2024 Budget Highlights

- Converts four contractual positions to civil service.
- Upgrades the PCO I position to a PCO II
- Provides funding for an HVAC system within the Firing Range, a carport for vehicles, and security upgrades.



Fire Department

Fiscal Year 2024

Organizational Chart



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, 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.

Performance Measures

| FY24 Performance Measure | FY24 Performance Measure Goal |
|--|--|
| Number of Hours of Training of Personnel | Firefighter Safety - Enhance Firefighters health, safety and survival. |
| Cancer Awareness and Prevention - Number of active cases of cancer in current fire personnel. | Firefighter Safety - Enhance Firefighters health, safety and survival. |
| Number of Vehicular Accidents while driving City owned vehicles | Firefighter Safety - Enhance Firefighters health, safety and survival. |
| Number of Worker's Compensation Claims | Firefighter Safety - Enhance Firefighters health, safety and survival. |
| Maintain our ISO 1 National Rating | Provide a safe environment for the community |
| Number of complaints and thank yous received from citizens | Provide a safe environment for the community |
| Time for 1st Arriving Unit on Scene (NFPA Standard is 4:00 minutes) | Provide a safe environment for the community |
| Time for ALS on Scene (NFPA Standard is 8:00 minutes) | Provide a safe environment for the community |
| Time for 1st Alarm Assignment on Scene (15 personnel) (NFPA Standard is 8:00 minutes) | Provide a safe environment for the community |
| Number of personnel not working assigned duties. "Soft Openings". | Maintain minimum staffing of Operations of Fire Department |
| Number of ALS personnel on four operations shifts. | Maintain minimum staffing of Operations of Fire Department |
| Number of Public Education classes taught. Include the number of citizens trained, the type of training and if it was in English or Spanish. | Provide Community Outreach Programs |
| Number of patients transported to alternate destinations. | Continue to Develop Mobile Health Integrative Program |
| Number of patients treated with telehealth. | Continue to Develop Mobile Health Integrative Program |

Staffing Summary

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

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|---------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| 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 | 9 |
| Fire Lieutenant | | | X | | F15 | 24 | 23 |
| Firefighter 1/C | | | X | | F13-F14 | 33 | 33 |
| Firefighter I/II/III | | | X | | F10-F13 | 63 | 63 |
| Fire Administrative Specialist | | | X | | A12 | 1 | 1 |
| Fire Administrative Support Analyst | | | X | | A10 | 1 | 1 |
| Fire Protection Engineer | | | X | | A15 | 1 | 1 |
| Quality Assurance Officer (Fire Lieutenant) | | | X | | F15 | 1 | 1 |
| Fire Safety Inspector | | | X | | A09 | 2 | 2 |
| Office Associate IV | | | X | | A07 | 1 | 1 |
| Office Associate III | | | X | | A06 | 1 | 1 |
| Total | | | | | | 143 | 144 |

Fire Department Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|---------------------|-------------------------|-------------------------|---------------------|---------------------|
| Salaries and benefits | \$19,414,448 | \$21,335,700 | \$22,606,400 | \$21,815,100 | \$24,236,000 |
| Contractual Services | \$968,389 | \$1,075,900 | \$1,100,900 | \$1,092,800 | \$1,247,400 |
| Supplies and Other | \$435,659 | \$789,500 | \$789,500 | \$785,500 | \$509,100 |
| Capital Outlay | \$157,744 | \$431,000 | \$431,000 | \$431,000 | \$68,000 |
| TOTAL | \$20,976,241 | \$23,632,100 | \$24,927,800 | \$24,124,400 | \$26,060,500 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$50,000 - Medical Director
- \$13,500 - K9 Veterinary Services
- \$14,000 - Magne Grip Exhaust Contract
- \$41,900 - Special Services
- \$48,100 - Stryker Contracts (LUCAS, Stretchers, LifePaks, Stairchairs)
- \$18,000 - Radio Contracts
- \$7,500 - Annual Hose Testing
- \$50,000 - Training Software
- \$13,700 - Gmail

Fiscal Year 2023 Accomplishments

- No fire fatalities in the past 13 years.
- Overall travel time from dispatch was 2:47 - below the national NFPA Standard of 4:00.
- The first ALS unit is on scene in 4:19 - half the national NFPA Standard of 8:00.
- The initial alarm assignment is on location in 6:19 - well below the national NFPA Standard of 8:00.
- Promoted one of the ALS personnel to the rank of Lieutenant and assigned as the Quality Assurance/Quality Improvement Officer.
- Purchased new gas monitors for the units to ensure the safety of our personnel while responding to calls.
- The new HazMat monitor has been placed in service allowing the observation of response areas to alert personnel of potential hazardous situations.
- New gym equipment has been purchased and will be installed for personnel to stay conditioned for the rigors of their jobs.
- Purchasing new PPE (Personal Protective Equipment) that are free of the chemicals recently found to possibly cause cancer and other health issues.
- Firefighter First Class Dwayne Hunt was the 2022 recipient of the Chief Charles H. Steele Public Safety Award for his work with the youth of Annapolis.
- Continuing to hire lateral firefighters to fill openings of separated and retired personnel allowing huge cost savings.

Fiscal Year 2024 Budget Highlights

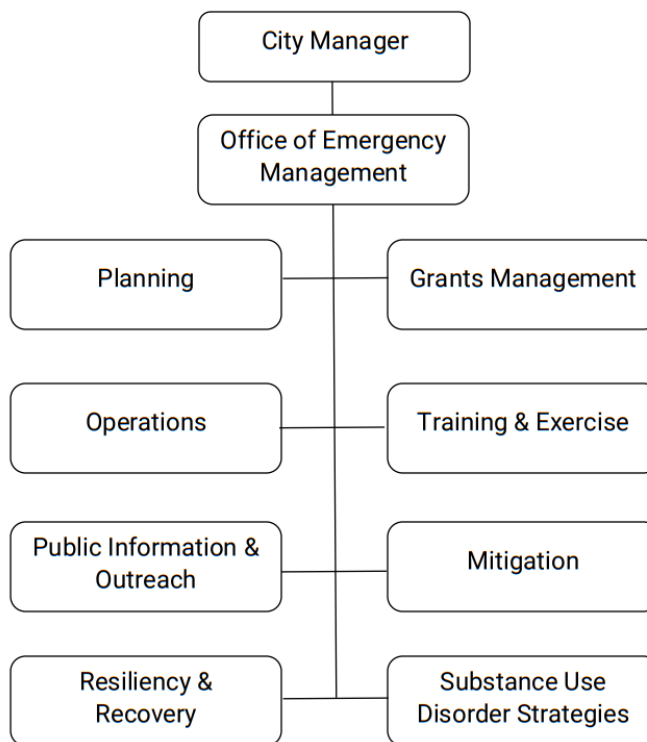
- Includes funding for an EMS Training Captain
- Includes funding for an EMS Audit
- Includes funding for additional training



Office of Emergency Management

Fiscal Year 2024

Organizational Chart



Description

The City of Annapolis Office of Emergency Management 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.

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|--|
| Number of facilitated training, exercises and outreach programs citywide. | Build a robust level of preparedness and recovery to ensure the City's ability to adapt to changing conditions and to withstand disruptions in the aftermath of a catastrophic incident. |
| Number of preparedness and response related programs supported by secured grant funds. | Build a robust level of preparedness and recovery to ensure the City's ability to adapt to changing conditions and to withstand disruptions in the aftermath of a catastrophic incident. |
| Number plans completed based upon the breadth, range and complexity of the plan. | Build a robust level of preparedness and recovery to ensure the City's ability to adapt to changing conditions and to withstand disruptions in the aftermath of a catastrophic incident. |
| Number of mitigation actions | Mitigate the loss of life and property by floods, hurricanes, snowstorms, and other environmental emergencies. |
| Number of fatal and non fatal overdoses. Number of SUD prevention, enforcement and treatment programs initiated. | Support the reduction of the impacts from Substance Use Disorders (SUD) |
| Number of terrorist related training and prevention measures initiated. | Provide a system of prevention measures that make a terrorist attack difficult. |

Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Director of Emergency Management | | 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 | 2 | 2 |
| Training & Outreach Coordinator | | | X | | A12 | 1 | 1 |
| BRIM Team Coordinator | | | | X | | 1 | 1 |
| Assistant Project Coordinator | | | | X | | 1 | 1 |
| COVID Logistics Officer | | | | X | | 1 | 1 |
| Total | | | | | | 9 | 9 |

Note: The Emergency Management Planners, Training and Outreach Coordinator, Assistant Project Coordinator, and the COVID Logistics Officer positions are funded in the Grants Fund.

Office of Emergency Management Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$453,494 | \$458,000 | \$477,800 | \$485,100 | \$517,100 |
| Contractual Services | \$32,671 | \$51,800 | \$51,800 | \$51,800 | \$58,500 |
| Supplies and Other | \$7,374 | \$7,100 | \$19,100 | \$19,100 | \$34,300 |
| TOTAL | \$493,540 | \$516,900 | \$548,700 | \$556,000 | \$609,900 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$16,680 - Winter Relief services
- \$3,100 - Comcast cable
- \$1,020 - Gmail

Fiscal Year 2023 Accomplishments

- The Annapolis Office of Emergency Management Co-Chaired with Anne Arundel County Office of Emergency Management, a Summer Study Work Group, to make recommendations for the implementation of a disaster recovery fund for the State of Maryland. The group was formed as a result of Senate Bill 310 and House Bill 490 of 2022. The charge of the group is to research and recommend to the general assembly the establishment of a disaster relief fund based on national best practices and lessons learned. The fund would focus on the recovery of the most vulnerable and underserved communities.
- Continued providing case management support to the remaining victims of the 2021 tornado. This includes help with grant submissions and liaising assistance between the victimized families and the Department of Housing and Community Development (Grantor).
- OEM staff facilitated the annual Citywide Preparedness Exercise to test the ability of City of Annapolis Departments to adequately perform their emergency support functions.
- OEM staff deployed to Baltimore City to assist with Emergency Operations for the mass drinking water contamination event and to assist management with the memorial service for three fallen firefighters as members of the Maryland Incident Management Team.
- OEM staff supported the Food Friday program. On average the program serves 615 food insecure Annapolis residents per week within each ward in the City.
- Continued to monitor and respond to the effects of COVID-19 and other infectious diseases to the Annapolis community through outreach, testing, and vaccinations.
- Primary planners and operational managers for the 2023 inauguration of Governor Wes Moore.
- Participated in the Baltimore Region THIRA and SPR workgroup and completed the THIRA/SPR document for FEMA. This process identifies gaps in regional homeland security capacity and provides the basis for future homeland security funding.
- Collaborated with Anne Arundel County OEM to create a joint Family Information Center plan. This plan identifies how to reunify families during an emergency, disaster, or crisis (i.e.: active assailant, etc).
- OEM now has three staff members who are certified with an Associate Emergency Manager or Certified Emergency Manager designation as recognized by the International Association of Emergency Managers.
- Enhanced contingency planning for the City’s major special events such as:
 - Annapolis Family Day
 - Kunta Kinte Festival
 - Annapolis United Events
 - Arc of Voters Justice Tour (Votercade)
 - Carr’s Beach Ceremony
 - Military Bowl

- OEM was awarded over \$705,345.27 in Homeland Security grants, \$3,191,200 in Mitigation grants, and \$189,060.00 in Substance Use Disorder grants for a total of \$4,085,605.27 in FY23.
- OEM supports the City's resiliency efforts and submitted FEMA grant applications for City Dock construction as well as four stormwater projects.
- The Office of Emergency Management organized and planned the October 2022 visit of the Netherlands delegation to address resiliency.
- Maintained operations for the Winter Relief Program at the Stanton Center, which provides a warming center of last resort to ensure no one dies from exposure on the streets of Annapolis.
- OEM in coordination with Annapolis Police, Annapolis Recreation & Parks, and the Military Bowl Foundation sponsored a day at Patriot Point for children in the Annapolis community.
- OEM continues to manage Substance Use Disorders programs with proven results focusing on prevention, education, enforcement, treatment, harm reduction, recovery, and quality of life issues within the City.
- OEM continued to update the EOCs audio-video conferencing and broadcasting studio systems to enhance the City's public broadcasting capability during any incident and event.

Fiscal Year 2024 Budget Highlights

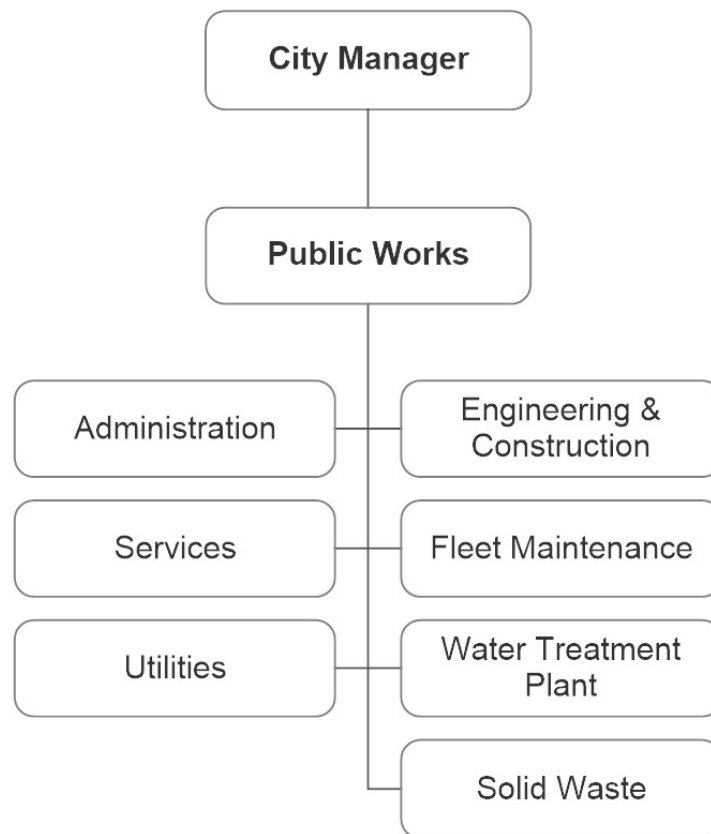
- Provides \$14,600 in additional Winter Relief funding.
- Provides \$27,000 in additional Food Fridays funding.



Department of Public Works

Fiscal Year 2024

Organizational Chart



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.
- 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 systems, services, and skilled employees necessary to sustain this mission. Its core values are superior customer service, responsiveness, resourcefulness, and a proactive approach.

Utility Rates - Impact of Rate Studies on Quarterly Utility Bills

| City of Annapolis Utility Rates | | | | |
|---|---|-----------------|-------------|----------|
| Impact of Rate Studies on Quarterly Utility Bills | | | | |
| Service | Type of Rate | | Fiscal Year | |
| | | | 2023 | 2024 |
| Water | Base rate | 1 in or less | \$13.15 | \$13.78 |
| | Base rate | 1 1/2 | \$65.72 | \$68.87 |
| | Base rate | 2 | \$105.17 | \$110.21 |
| | Base rate | 3 | \$210.34 | \$220.41 |
| | Base rate | 4 | \$328.64 | \$344.39 |
| | Base rate | 6 | \$657.29 | \$688.78 |
| Water | Residential Consumption Tier 1 | 1 - 7,000 | \$4.15 | \$4.34 |
| | Residential Consumption Tier 2 | 7,001 - 20,000 | \$8.31 | \$8.71 |
| | Residential Consumption Tier 3 | 20,001+ | \$12.45 | \$13.04 |
| Water | Non-Residential Consumption | ALL | \$6.18 | \$6.47 |
| Sewer | Base rate | 1 in or less | \$13.44 | \$13.84 |
| | Base rate | 1 1/2 | \$67.19 | \$69.22 |
| | Base rate | 2 | \$107.50 | \$110.75 |
| | Base rate | 3 | \$215.00 | \$221.49 |
| | Base rate | 4 | \$335.94 | \$346.08 |
| | Base rate | 6 | \$671.94 | \$692.16 |
| Sewer | Residential | ALL | \$5.91 | \$6.09 |
| Sewer | Non-Residential Consumption | ALL | \$5.91 | \$6.09 |
| Refuse | Quarterly | | \$81.01 | \$89.12 |
| Watershed Restoration | Based on Impervious Surfaces | | | |
| | Residential | | \$21.35 | \$22.84 |
| | Multiple Family Dwelling | MFD | \$10.67 | \$11.42 |
| | Commercial Tier 1 | 0-5,000 | \$21.35 | \$22.84 |
| | Commercial Tier 2 | 5,001 - 25,000 | \$105.61 | \$113.00 |
| | Commercial Tier 3 | 25,001 - 80,000 | \$446.03 | \$477.25 |
| Commercial Tier 4 | Over 80,000 | \$1,379.66 | \$1,476.24 | |
| Sample Quarterly Bill: | | | | |
| | Residential (5/8" Meter 10,000 gallons - Inside City) | | \$242.03 | \$256.99 |
| | \$ Change | | | \$14.96 |
| | % Change | | | 6.2% |

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|--|
| Public Works Services | |
| Number of potholes repaired | Maintain clean, servicable streets |
| Number of miles of streets swept with mechanical street sweeper | Maintain clean, servicable streets |
| Number of work orders completed | Provide functional City buildings in a cost effective manner. |
| Public Works Utilities | |
| Linear feet of water mains scanned for leaks | Provide high quality, safe drinking water to all customers. |
| Number of water valves exercised, tested, and inspected | Provide high quality, safe drinking water to all customers. |
| Linear feet of waterlines replaced | Provide high quality, safe drinking water to all customers. |
| Linear feet of sewer mains inspected | Provide worry-free utilities services to all customers. |
| Number of sewer manhole inspections | Provide worry-free utilities services to all customers. |
| Linear feet of sewer mains relined or replaced | Provide worry-free utilities services to all customers. |
| Linear feet of sewer mains maintained | Practice highly effective asset management on the utility systems. |
| # of fire hydrants inspected | Practice highly effective asset management on the utility systems. |
| Linear feet of storm drains maintained | Practice highly effective asset management on the utility systems. |
| Number of water quality issues found | Practice highly effective asset management on the utility systems. |

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|--|
| Public Works Solid Waste Management | |
| Number of validated customer complaints | Provide high quality, environmentally friendly solid waste service to residents. |
| Tons of recycling collected | Provide high quality, environmentally friendly solid waste service to residents. |
| Tons of yard trim collected | Provide high quality, environmentally friendly solid waste service to residents. |
| 12-month rolling diversion rate (%) | Provide high quality, environmentally friendly solid waste service to residents. |
| Public Works Fleet Management | |
| Average age of Fire Department, Police Department, and All Other Dept Fleets | Provide reliable, serviceable fleet assets to internal City customers in a cost effective manner. |
| Number of PMs performed | Provide reliable, serviceable fleet assets to internal City customers in a cost effective manner. |
| Number of emergency road calls | Provide reliable, serviceable fleet assets to internal City customers in a cost effective manner. |
| Public Works Engineering | |
| Miles of streets resurfaced | Recapitalize City infrastructure assets (streets, sidewalks, utilities) in an effective and cost efficient manner. |
| Square feet of sidewalks replaced | Recapitalize City infrastructure assets (streets, sidewalks, utilities) in an effective and cost efficient manner. |
| Linear feet of waterlines replaced | Recapitalize City infrastructure assets (streets, sidewalks, utilities) in an effective and cost efficient manner. |
| Linear feet of sewer mains relined or replaced | Recapitalize City infrastructure assets (streets, sidewalks, utilities) in an effective and cost efficient manner. |
| Number of projects completed by scheduled completion date | Complete capital projects on time and within budget. |
| Actual project costs compared to project budget | Complete capital projects on time and within budget. |

General Fund Staffing Summary

Note: The cost of two Civil Engineer II positions are allocated between the Sewer Fund and 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. The Stormwater Management Engineer and Environmental Compliance Inspector positions are allocated to between the General Fund and to the Watershed Restoration Fund, based on duties performed.

| Position | Type of Position | | | | Grade | Number of Positions | |
|--|------------------|--------|---------------|----------|-------|---------------------|-----------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Administration | | | | | | | |
| 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 |
| Bureau of Engineering and Construction | | | | | | | |
| 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 |
| Streets | | | | | | | |
| 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 |
| Traffic Control and Maintenance | | | | | | | |
| Traffic Technician II | | | X | | A08 | 1 | 1 |
| Traffic Technician I | | | X | | A06 | 1 | 1 |
| Public Works Maintenance Worker II | | | X | | A05 | 1 | 1 |
| Facilities/General Government Buildings | | | | | | | |
| Facilities Maintenance Supervisor | | | X | | A13 | 1 | 1 |
| Facility Maintenance Engineer II | | | X | | A12 | 2 | 2 |
| Facility Maintenance Engineer I | | | X | | A11 | 1 | 1 |
| Facility Maintenance Technician | | | X | | A07 | 2 | 2 |
| Total | | | | | | 58 | 58 |

Sewer Fund Staffing Summary

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

| Position | Type of Position | | | | Grade | Number of Positions | |
|------------------------------|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Wastewater Collection | | | | | | | |
| 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 | | | | | | 6 | 6 |

Watershed Restoration Fund Staffing Summary

Note: In FY2022, the Office Associate III position was upgraded to the Street Sweeping Pre-Treatment Coordinator. The position is allocated 50% to the Sewer Fund and 50% to the Watershed Restoration Fund, based on the duties performed.

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Watershed Restoration | | | | | | | |
| Stormwater Management Engineer | | | X | | A15 | 1 | 1 |
| Equipment Operator III | | | X | | A08 | 1 | 1 |
| Equipment Operator I | | | X | | A06 | 1 | 1 |
| Office Associate III | | | X | | A06 | 0 | 0 |
| Street Sweeping Pre-Treatment Coordinator | | | X | | A10 | 1 | 0 |
| Stormwater Manager | | | X | | TBD | 0 | 1 |
| Environmental Compliance Inspector | | | X | | TBD | 0 | 1 |
| PW Maintenance Worker I | | | X | | A04 | 1 | 1 |
| Total | | | | | | 5 | 6 |

Water Fund Staffing Summary

Note: The cost of the Office Associate IV, Assistant Utility Superintendent, and Superintendent of Public Utilities are allocated 43% to both the Water and Sewer Funds, and 14% to the Watershed Restoration Fund, based on the duties performed.

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

| Position | Type of Position | | | | Grade | Number of Positions | |
|---|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| <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 | | | | | | 28 | 28 |

Refuse Fund Staffing Summary

| Position | Type of Position | | | | Grade | Number of Positions | |
|------------------------------------|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| <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 |

Fleet Maintenance Fund Staffing Summary

The Public Works Department has various temporary labor positions.

| Position | Type of Position | | | | Grade | Number of Positions | |
|----------------------------------|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| <i>Fleet Maintenance</i> | | | | | | | |
| Fleet Manager | | | X | | | 1 | 1 |
| Fleet Maintenance Technician III | | | X | | | 1 | 1 |
| Fleet Maintenance Technician II | | | X | | | 4 | 4 |
| Fleet Maintenance Technician I | | | X | | | 1 | 2 |
| Public Works Service Worker | | | X | | | 1 | 1 |
| Contractual Mechanic Part-time | | | | X | | 1 | 0 |
| Total | | | | | | 9 | 9 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$2,200 - Radio Fee to Anne Arundel County
- \$600 - Newspaper
- \$3,200 - Work Order & Asset Management System
- \$10,400 - American Public Works Association Accrediation
- \$8,500 - Miscellaneous projects
- \$6,700 - Amazon and Gmail
- \$7,600 - Storage Fees
- \$125,000 - City Dock Consultant

General Fund: Administration Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|------------------|-------------------------|-------------------------|-------------------|--------------------|
| Salaries and benefits | \$762,430 | \$791,000 | \$827,800 | \$806,500 | \$836,000 |
| Contractual Services | \$25,083 | \$42,000 | \$42,000 | \$32,800 | \$167,600 |
| Supplies and Other | \$5,683 | \$8,600 | \$8,600 | \$8,600 | \$8,800 |
| TOTAL | \$793,196 | \$841,600 | \$878,400 | \$847,900 | \$1,012,400 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$57,000 - Traffic Engineering Services
- \$32,000 - Traffic Studies
- \$8,500 - Kunta Kinte Memorial Maintenance
- \$2,600 - Work Order and Asset Management System
- \$9,000 - Surveying and other Engineering Services
- \$41,000 - New construction inspection services
- \$72,200 - Traffic Consulting Service

General Fund: Engineering & Construction Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$1,145,276 | \$1,196,000 | \$1,226,700 | \$1,176,200 | \$1,212,300 |
| Contractual Services | \$85,758 | \$113,500 | \$188,500 | \$187,700 | \$261,600 |
| Supplies and Other | \$11,411 | \$70,200 | \$77,200 | \$75,200 | \$18,700 |
| TOTAL | \$1,242,445 | \$1,379,700 | \$1,492,400 | \$1,439,100 | \$1,492,600 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$14,400 - Maintenance and Uniform replacements
- \$279,000 - Skippers Lane

General Fund: Streets Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$2,595,804 | \$2,891,000 | \$3,055,100 | \$2,972,400 | \$3,060,700 |
| Contractual Services | \$799,247 | \$847,800 | \$847,800 | \$842,200 | \$1,160,500 |
| Supplies and Other | \$68,165 | \$77,800 | \$77,800 | \$73,800 | \$80,900 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$70,000 |
| TOTAL | \$3,463,216 | \$3,816,600 | \$3,980,700 | \$3,888,400 | \$4,372,100 |

General Fund: Traffic Control & Maintenance Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$201,942 | \$251,200 | \$238,400 | \$180,300 | \$261,200 |
| Contractual Services | \$51,596 | \$55,300 | \$55,300 | \$55,300 | \$51,000 |
| Supplies and Other | \$17,687 | \$17,900 | \$17,900 | \$17,300 | \$28,700 |
| TOTAL | \$271,225 | \$324,400 | \$311,600 | \$252,900 | \$340,900 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$6,000 - Weather Data Service
- \$2,300 - Uniforms and Maintenance

General Fund: Snow Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|-----------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$44,964 | \$41,500 | \$41,500 | \$2,300 | \$41,500 |
| Contractual Services | \$48,942 | \$105,500 | \$105,500 | \$42,200 | \$35,500 |
| Supplies and Other | -\$2,238 | \$53,000 | \$53,000 | \$2,500 | \$53,000 |
| TOTAL | \$91,668 | \$200,000 | \$200,000 | \$47,000 | \$130,000 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$30,000 - Snow Removal Contractors

General Fund: Facilities Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$494,916 | \$657,600 | \$625,100 | \$406,900 | \$644,500 |
| Contractual Services | \$903,625 | \$1,409,300 | \$1,508,400 | \$1,508,400 | \$1,526,800 |
| Supplies and Other | \$5,412 | \$7,000 | \$10,000 | \$9,200 | \$7,300 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$190,000 |
| TOTAL | \$1,403,952 | \$2,073,900 | \$2,143,500 | \$1,924,500 | \$2,368,600 |

FY2024 Contract Services Breakdown

Within the contractual services totals shown above the Division has requested funding for the following services:

- \$2,100 - Pest Control
- \$2,080 - Cable Service
- \$5,200 - Mold Remediation
- \$15,600 - Landscaping
- \$15,600 - Generators
- \$9,360 - Uniforms and Maintenance
- \$35,160 - Security at City Hall
- \$289,900 - Building Maintenance Service
- \$3,080 - Trailer Rental
- \$2,080 - Fire Extinguisher Service
- \$1,000 - Sprinkler Service
- \$14,560 - Monitoring Service
- \$34,900 - Elevator Inspection
- \$13,280 - Miscellaneous Services
- \$10,000 - Additional Cleaning Services
- \$24,500 - Armed Guard

Sewer Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Capital Facilities | \$155,086 | \$217,300 | \$217,300 | \$239,700 | \$239,700 |
| Charges For Services | \$7,290,195 | \$7,365,000 | \$7,365,000 | \$7,150,200 | \$7,589,000 |
| Interest and Other | \$128,421 | \$41,700 | \$41,700 | \$75,800 | \$75,800 |
| Licenses And Permits | \$99,877 | \$99,000 | \$99,000 | \$99,000 | \$99,000 |
| Other Revenues | \$75,332 | \$79,000 | \$79,000 | \$80,300 | \$80,300 |
| TOTAL | \$7,748,910 | \$7,802,000 | \$7,802,000 | \$7,645,000 | \$8,083,800 |

Sewer Fund Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$599,465 | \$1,254,500 | \$1,254,500 | \$978,100 | \$1,232,600 |
| Contractual Services | \$3,738,825 | \$4,434,100 | \$4,434,100 | \$4,385,900 | \$4,419,400 |
| Supplies and Other | \$39,469 | \$62,000 | \$62,000 | \$62,000 | \$65,100 |
| Debt Service | \$341,914 | \$868,000 | \$868,000 | \$861,500 | \$1,216,000 |
| Interfund Transfers | \$468,817 | \$1,936,000 | \$1,936,000 | \$2,015,000 | \$1,212,200 |
| TOTAL | \$5,188,490 | \$8,554,600 | \$8,554,600 | \$8,302,500 | \$8,145,300 |

FY2023 Contract Services Breakdown

Within the contractual services totals shown above the Fund has requested funding for the following services:

- \$180,000 - Replacement of sewer laterals, and repair of sewer mains and pumps at sewer lift stations
- \$25,000 - Laboratory analysis
- \$2,800 - Sea container rental
- \$3,000 - IWORQ work order management
- \$4,700 - Rate Study
- \$300 - Gmail
- \$3,700,000 - Wastewater Treatment Plant operations.

Water Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Capital Facilities | \$449,961 | \$325,300 | \$325,300 | \$609,000 | \$609,000 |
| Charges For Services | \$7,716,504 | \$7,914,000 | \$7,914,000 | \$7,808,300 | \$8,265,000 |
| Interest and Other | \$186,339 | \$130,500 | \$130,500 | \$150,400 | \$150,400 |
| Other Revenues | \$90,498 | \$89,100 | \$89,100 | \$90,200 | \$90,200 |
| TOTAL | \$8,443,302 | \$8,458,900 | \$8,458,900 | \$8,657,900 | \$9,114,600 |

Water Fund Budget Summary - Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$2,215,199 | \$2,714,500 | \$2,714,500 | \$2,497,100 | \$2,710,700 |
| Contractual Services | \$1,069,796 | \$1,329,800 | \$1,329,800 | \$1,275,700 | \$1,343,800 |
| Supplies and Other | \$247,086 | \$340,600 | \$340,600 | \$328,600 | \$409,900 |
| Debt Service | \$1,093,861 | \$3,252,000 | \$3,252,000 | \$3,249,200 | \$3,645,000 |
| Interfund Transfers | \$2,177,575 | \$2,315,000 | \$2,315,000 | \$2,321,400 | \$2,538,100 |
| TOTAL | \$6,803,518 | \$9,951,900 | \$9,951,900 | \$9,672,000 | \$10,647,500 |

FY2023 Contract Services Breakdown

Within the contractual services totals shown above the Fund has requested funding for the following services:

- \$226,000 - Contractors for emergency repairs to the water distribution system
- \$60,000 - New Water Booster Station testing
- \$1,500 - Gmail

Watershed Restoration Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Charges For Services | \$1,644,442 | \$1,789,900 | \$1,789,900 | \$1,781,900 | \$1,919,000 |
| Other Revenues | \$0 | \$0 | \$0 | \$0 | \$1,150,000 |
| TOTAL | \$1,644,442 | \$1,789,900 | \$1,789,900 | \$1,781,900 | \$3,069,000 |

Watershed Restoration Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$730,185 | \$986,600 | \$986,600 | \$854,200 | \$945,000 |
| Contractual Services | \$101,816 | \$169,800 | \$169,800 | \$109,200 | \$291,600 |
| Supplies and Other | \$28,654 | \$59,000 | \$59,000 | \$42,300 | \$71,900 |
| Debt Service | \$10,036 | \$62,000 | \$62,000 | \$63,400 | \$96,000 |
| Interfund Transfers | \$1,254,000 | \$1,563,000 | \$1,563,000 | \$1,563,000 | \$189,000 |
| TOTAL | \$2,124,691 | \$2,840,400 | \$2,840,400 | \$2,632,100 | \$1,593,500 |

FY2023 Contract Services Breakdown

Within the contractual services totals shown above the Fund has requested funding for the following services:

- \$96,000 - Contractors to repair storm inlets
- \$400 - Gmail
- \$50,000 - MS4 Training

Refuse Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Charges For Services | \$2,881,948 | \$3,066,100 | \$3,066,100 | \$3,134,900 | \$3,393,000 |
| Licenses And Permits | \$3,480 | \$3,500 | \$3,500 | \$4,300 | \$4,300 |
| TOTAL | \$2,885,428 | \$3,069,600 | \$3,069,600 | \$3,139,200 | \$3,397,300 |

Refuse Fund Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$412,204 | \$492,000 | \$492,000 | \$467,800 | \$504,100 |
| Contractual Services | \$1,771,122 | \$1,948,400 | \$1,948,400 | \$1,892,100 | \$2,154,400 |
| Supplies and Other | \$720,166 | \$940,100 | \$940,100 | \$911,500 | \$971,400 |
| Debt Service | \$3,804 | \$37,000 | \$37,000 | \$37,000 | \$17,000 |
| Interfund Transfers | \$281,000 | \$330,000 | \$330,000 | \$330,000 | \$381,000 |
| TOTAL | \$3,188,296 | \$3,747,500 | \$3,747,500 | \$3,638,400 | \$4,027,900 |

FY2023 Contract Services Breakdown

Within the contractual services totals shown above the Fund has requested funding for the following services:

- \$1,045,000 - Trash and yard trim collection
- \$75,000 - Groundwater monitoring at closed landfill
- \$47,000 - Laboratory analysis of groundwater
- \$12,000 - Mowing services required for monitoring wells
- \$65,000 - Solid waste consultant
- \$37,000 - Operation and maintenance of flare system
- \$5,000 - Work order and asset management system
- \$1,500 - Wireless field entry expenses
- \$35,000 - Rolloff services
- \$31,000 - Customer education consultant and materials
- \$1,500 - Uniform costs
- \$535,000 - Recycling collection services
- \$300 - Gmail

Fleet Replacement Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Revenues | \$71,393 | \$50,000 | \$50,000 | \$10,000 | \$50,000 |
| Other Revenues | \$1,467,000 | \$2,607,000 | \$3,665,500 | \$3,407,000 | \$4,599,300 |
| TOTAL | \$1,538,393 | \$2,657,000 | \$3,715,500 | \$3,417,000 | \$4,649,300 |

Fleet Replacement Fund Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Capital Outlay | \$193,910 | \$1,500,000 | \$2,300,000 | \$2,300,000 | \$3,392,300 |
| Debt Service | \$156,776 | \$1,157,000 | \$1,157,000 | \$1,157,000 | \$1,257,000 |
| TOTAL | \$350,686 | \$2,657,000 | \$3,457,000 | \$3,457,000 | \$4,649,300 |

Fleet Operations Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Other Revenues | \$2,383,500 | \$2,433,400 | \$2,433,400 | \$2,433,400 | \$2,622,700 |
| TOTAL | \$2,383,500 | \$2,433,400 | \$2,433,400 | \$2,433,400 | \$2,622,700 |

Fleet Operations Fund Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$688,108 | \$974,500 | \$974,500 | \$917,400 | \$970,500 |
| Contractual Services | \$682,742 | \$717,950 | \$717,950 | \$691,900 | \$774,300 |
| Supplies and Other | \$727,097 | \$769,950 | \$769,950 | \$730,000 | \$896,900 |
| TOTAL | \$2,097,948 | \$2,462,400 | \$2,462,400 | \$2,339,300 | \$2,641,700 |

FY2023 Contract Services Breakdown

Within the contractual services totals shown above the Fund has requested funding for the following services:

- \$9,000 - Miscellaneous services

Fiscal Year 2023 Accomplishments

- The Hillman Garage development agreement was completed, financing by the developer was finalized, and reconstruction started in May with completion expected in the Summer of 2023.
- Design and permitting of the City Dock Resilience and Revitalization project is ongoing, with extensive public outreach and input.
- Continued construction of new Public Works Maintenance Facility on Hudson Street, completion expected Spring 2023.
- Coordinated downtown projects, including water main replacement, Hillman Garage reconstruction, and the State's Legislative Services Building Construction.
- The City's MS4 Annual Report was submitted to Maryland Department of the Environment, including an updated stormwater infrastructure map, BMP inspection information, a Restoration Plan, and Stormwater Pollution Prevention Plans for all City Departments.
- Purchased the following vehicles for City operations: two (2) electric buses, two (2) electric passenger vehicles, five (5) hybrid police cruisers, three (3) half-ton pickup trucks, one (1) hazmat vehicle, one (1) utility body truck, three (3) sport utility vehicles, one (1) street sweeper, one (1) lawn mower, two (2) cargo vans, and one (1) fire pumper.
- Completed redesign of the Public Works Solid Waste webpage and began redesign of other Public Works webpages.
- Continued social media campaign for solid waste and recycling customer education.
- Finalized design for the Church Circle traffic signal replacement project and began construction.
- New water pressure zone completed as part of the Parkeside Preserve project.
- Created new Stormwater division and added two new positions; Stormwater Program Manager and an additional Environmental Compliance Inspector.
- Lined 1,000 linear feet of wastewater mains.
- Televised 2,300 linear feet of wastewater mains to inspect for future maintenance.
- Installed new water mains on School Street, Church Circle, and College Avenue.
- Contract awarded for General Sidewalks capital project for sidewalk reconstruction.
- Undertook repairs to Gotts Court Parking Garage.
- Resurfaced approximately two miles of roadway.
- Installed a fire suppression and alarm system at Eastport Fire Station.
- Repaired manhole and replaced damaged sidewalk at Knighton Garage.
- The scope of work for a stormwater outfall risk assessment scope was developed with work anticipated to begin in Spring 2023.
- Procedures for grading permits and erosion & sediment controls were enhanced and coordinated with implementation of Energov.
- Truxtun Heights Stormwater Management capital project survey and design work undertaken and community outreach ongoing.

Fiscal Year 2024 Budget Highlights

- Included funding for capital purchases.
- Provides funding for a Brine Production Machine and two spreaders.
- City contribution for Skippers Lane improvements.



Department of Recreation and Parks

Fiscal Year 2024

Organizational Chart



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.

Performance Measures

| FY 24 PERFORMANCE MEASURES | FY 24 Performance Measure Goal |
|--|---|
| Percentage increase of use by recreational players | Promote healthy lifestyles by delivery quality, inclusive programming at the City’s parks, pool and recreation facilities |
| Percentage increase in newsletter subscribers and social media followers | Promote healthy lifestyles by delivering quality, inclusive programming at the City’s parks, pool and recreational facilities |
| Percentage of registration in 90% of classes and programs | Promote healthy lifestyles by delivering quality, inclusive programming at the City’s park, pool and recreational facilities |
| Percentage of registration 95% in each camp and latchkey programs | Promote healthy lifestyles by delivering quality, inclusive programming at the City’s park, pool and recreational facilities |
| Percentage completion of feasibility study for the renovation of Water Works historic building | Maintain and improve the health of the City of Annapolis parks and trails for the benefit of present and future generations |
| Increase number from 4 to 6 of social media posts about parks and trails each month | Maintain and improve the awareness of City of Annapolis parks and trails for the benefit of present and future generations |
| Stanton Center facilities improvement program implemented | Maintain and improve the health of the City of Annapolis for the benefit of present and future generations |
| Percentage of applicable modules of Civic Rec Software System implemented | Deliver parks and recreation services in a cost efficient manner |
| Upgrade software to allow customers to conduct business online | Deliver parks and recreation services in a cost efficient manner |
| Percentage increase in new program offerings | Promote healthy lifestyles by delivering quality, inclusive programming at the City’s park, pool and recreational facilities |

Staffing Summary

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, and Latchkey general temps.

| Position | Type of Position | | | | Grade | Number of Positions | |
|--|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Recreation and Parks | | | | | | | |
| 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 | | 6 | 6 |
| Pip Moyer Rec Center | | | | | | | |
| 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 |
| Total | | | | | | 30 | 30 |

PIP Moyer Recreation Center Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$559,231 | \$554,600 | \$571,100 | \$674,100 | \$716,400 |
| Contractual Services | \$171,491 | \$197,100 | \$197,100 | \$192,500 | \$205,200 |
| Supplies and Other | \$28,002 | \$43,300 | \$43,300 | \$40,300 | \$44,600 |
| Capital Outlay | \$0 | \$10,000 | \$10,000 | \$10,000 | \$0 |
| TOTAL | \$758,724 | \$805,000 | \$821,500 | \$916,900 | \$966,200 |

Parks Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$944,985 | \$1,009,600 | \$1,061,900 | \$1,047,700 | \$1,091,600 |
| Contractual Services | \$268,466 | \$307,200 | \$307,200 | \$293,000 | \$334,000 |
| Supplies and Other | \$76,821 | \$101,600 | \$101,600 | \$93,100 | \$102,900 |
| Capital Outlay | \$656 | \$1,000 | \$1,000 | \$1,000 | \$1,100 |
| TOTAL | \$1,290,927 | \$1,419,400 | \$1,471,700 | \$1,434,800 | \$1,529,600 |

Administration Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$501,735 | \$517,000 | \$544,600 | \$552,400 | \$581,400 |
| Contractual Services | \$99,778 | \$118,300 | \$118,300 | \$112,800 | \$145,100 |
| Supplies and Other | \$10,947 | \$27,700 | \$27,700 | \$28,800 | \$37,700 |
| Capital Outlay | \$17,000 | \$18,000 | \$18,000 | \$17,000 | \$98,700 |
| TOTAL | \$629,460 | \$681,000 | \$708,600 | \$711,000 | \$862,900 |

Latchkey Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$337,878 | \$403,500 | \$415,200 | \$398,100 | \$393,400 |
| Contractual Services | \$31,756 | \$35,300 | \$34,400 | \$32,400 | \$31,900 |
| Supplies and Other | \$11,908 | \$18,500 | \$18,500 | \$16,500 | \$25,500 |
| TOTAL | \$381,542 | \$457,300 | \$468,100 | \$447,000 | \$450,800 |

Stanton Center Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|-----------------------|--------------------------------|--------------------------------|--------------------------|------------------------|
| Salaries and benefits | \$376,746 | \$382,400 | \$398,300 | \$429,000 | \$423,700 |
| Contractual Services | \$47,202 | \$48,000 | \$48,900 | \$48,900 | \$55,000 |
| Supplies and Other | \$9,403 | \$10,700 | \$10,700 | \$10,700 | \$16,700 |
| TOTAL | \$433,350 | \$441,100 | \$457,900 | \$488,600 | \$495,400 |

Sports Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$138,825 | \$212,300 | \$213,515 | \$218,500 | \$209,100 |
| Contractual Services | \$86,988 | \$101,000 | \$101,000 | \$101,000 | \$112,000 |
| Supplies and Other | \$7,277 | \$7,300 | \$9,385 | \$8,800 | \$11,000 |
| TOTAL | \$233,090 | \$320,600 | \$323,900 | \$328,300 | \$332,100 |

Camps and Classes Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$447,410 | \$518,500 | \$545,400 | \$538,100 | \$664,800 |
| Contractual Services | \$27,990 | \$58,000 | \$58,000 | \$50,000 | \$61,200 |
| Supplies and Other | \$11,326 | \$204,200 | \$204,200 | \$199,200 | \$20,100 |
| TOTAL | \$486,726 | \$780,700 | \$807,600 | \$787,300 | \$746,100 |

Health and Fitness Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$165,944 | \$233,000 | \$241,700 | \$195,000 | \$231,300 |
| Contractual Services | \$11,886 | \$17,800 | \$17,800 | \$17,000 | \$20,100 |
| Supplies and Other | \$14,754 | \$11,800 | \$11,800 | \$11,800 | \$16,700 |
| TOTAL | \$192,584 | \$262,600 | \$271,300 | \$223,800 | \$268,100 |

Pool Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|------------------|-------------------------|-------------------------|-------------------|------------------|
| Salaries and benefits | \$249,994 | \$320,000 | \$330,400 | \$270,600 | \$298,200 |
| Contractual Services | \$70,870 | \$102,300 | \$102,300 | \$102,300 | \$110,200 |
| Supplies and Other | \$10,174 | \$16,500 | \$16,500 | \$15,000 | \$29,500 |
| TOTAL | \$331,039 | \$438,800 | \$449,200 | \$387,900 | \$437,900 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$26,000 - Pool Security Guard

Arts in Public Places (AIPPC) Fund Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-----------------|-------------------------|-------------------------|-------------------|------------------|
| Revenues | \$119,637 | \$120,000 | \$120,000 | \$133,000 | \$141,900 |
| Expenses | | | | | |
| Contractual Services | \$64,801 | \$223,900 | \$223,900 | \$222,000 | \$156,562 |
| EXPENSES TOTAL | \$64,801 | \$223,900 | \$223,900 | \$222,000 | \$156,562 |
| REVENUES LESS EXPENSES | \$54,836 | -\$103,900 | -\$103,900 | -\$89,000 | -\$14,662 |

FY2024 Contract Services Breakdown

Within the contractual services total shown above the department has requested funding for the following services:

- \$156,562 - Performers

Fiscal Year 2023 Accomplishments

Recreation Divison

- Enrolled 175 children in aftercare at six different schools.
- Enrolled 80 youth in Youth Dance.
- Started Tiny Tots Gymnastics.

Sports Divison

- 264 Youth Basketball League participants.
- Hosted four blood drives.
- 35 participants in the Youth Basketball clinic.
- Introduced youth and adult Pickleball program with 28 participants.
- Hosted two Pickleball tournaments.

Fitness & Aquatics Divison

- Held swim lessons at the new pool for infants & adults – 399 participants.
- Held Lifeguard Training classes while pool was open to the public.
- Group Fitness classes went from 30/40 classes a week.
- Eight new pieces of cardiovascular equipment were purchased.
- Purchased 15 Matrix Spin bikes.
- Total number of pool attendees was 25,214.
- Total revenue for the pool was \$240,734.

Stanton Center Divison

- Over 3000 visitors to the Stanton Center.
- Hosted three Community Health Fairs.
- 120 participants for Youth Basketball.
- Installed new AED's.

Parks & Facilities Divison

- Park Maintenance teamed up with OEM to establish a cut and toss team to clear road ways throughout the city of Annapolis allowing emergency vehicles to pass through during emergencies as well as clear the streets for normal traffic.
- Removed over 42 trees throughout one snow event

- Park Maintenance removed over 22 trees that fell throughout the parks of Annapolis.
- All playgrounds received playground surfacing, two playground inspections, and weekly attention; such as litter picking, trash removal, graffiti removal, and minor repairs.
- All baseball fields received infield ballfield mix (dirt) per field, totaling 66 tons over all.
- Park Maintenance setup, broke down, and worked all major events such as Juneteenth, Family Day, and many more.
- The Downtown Hanging Flower Pots program went great considering the drought in August, the flowers lasted up until mid-October.
- Park Maintenance's day to day maintenance went according to plan; i.e. trash removal, grass cutting, litter picking, pruning, and mulching.
- Greenscape staff and volunteers completed 62 projects to beautify City of Annapolis with materials purchased by the department.

PMRC Facility

- Increased facility memberships by 1217.
- Increased Personal Training Memberships by 40.
- Facility Membership revenue to date: \$330,659.
- Facility Rental revenue to date: \$132,185.

Fiscal Year 2024 Budget Highlights

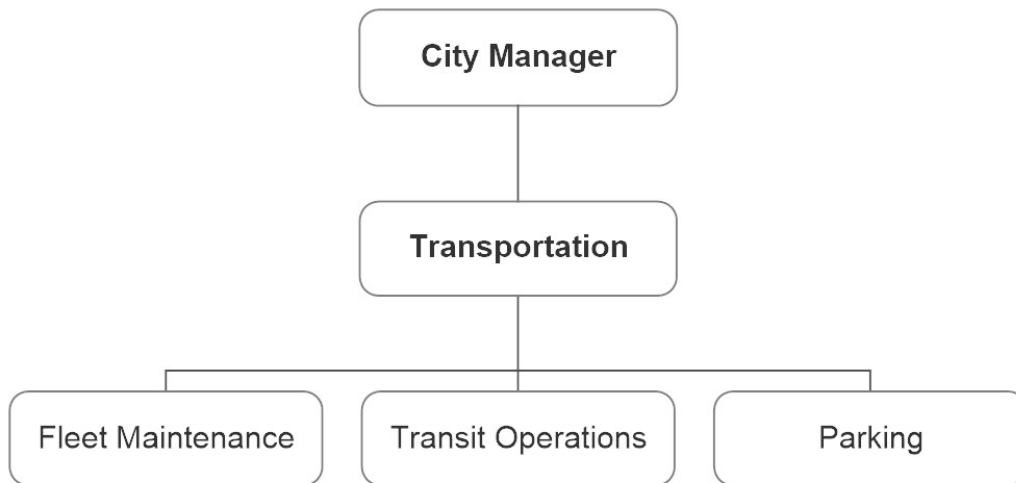
- Includes funding for capital purchases.
- Includes additional funds for training.



Department of Transportation

Fiscal Year 2024

Organizational Chart



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

Performance Measures

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|---|---|
| Percentage of on-time performance of transit vehicles (fixed routes only) | Improve the reliability, convenience, and customer service of bus transit service |
| Percentage of Transit Service Delivery | Improve the reliability, convenience, and customer service of bus transit service |
| Number of valid customer complaints per 100,000 boarding trips | Improve the reliability, convenience, and customer service of bus transit service |
| Successful conversion of the current Orange route | Improve the reliability, convenience, and customer service of bus transit service |
| Bus accident rate per 100,000 vehicle revenue miles | Improve operational safety and security |
| Accurate and comprehensive daily pre-trip inspections including wheelchairs/ramps | Improve operational safety and security |
| Adhere to preventive maintenance program, including decontamination of buses | Improve operational safety and security |
| Total number of transit buses with functioning video camera surveillance | Improve operational safety and security |
| On-time preparation and submission of compliance reports and requests for reimbursement | Compliance with all applicable Federal Transit Administration (FTA) and/or Maryland Transit Administration (MTA) requirements |
| Accurate preparation, submission of reports and acceptance by FTA | Compliance with all applicable Federal Transit Administration (FTA) and/or Maryland Transit Administration (MTA) requirements |
| Annual farebox recovery ratio (% of direct operating costs recovered through passenger fare revenue and other non-fare revenues , e.g. advertising) | Maximize use of all funding sources |
| Direct operating cost per hour (excluding administrative and city overhead charges) | Maximize use of all funding sources |

| FY 24 Performance Measure | FY 24 Performance Measure Goal |
|--|--|
| Percent of residential parking district area covered by daily enforcement | Ensure on-street parking regulations are enforced equitably and consistently |
| Percent parking meters compliance and working order | Ensure on-street parking regulations are enforced equitably and consistently |
| Management response to all valid customer complaints within 2 days as a percentage of all valid complaints | Support economic viability by balancing competing demands for limited parking spaces |
| 85% collection rate on issued violations | Improve collection and clearance rates of issued parking violations |
| 90% Clearance of issued violations collected | Improve collection and clearance rates of issued parking violations |

Staffing Summary

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

| Position | Type of Position | | | | Grade | Number of Positions | |
|-----------------------------------|------------------|--------|---------------|----------|-------|---------------------|------|
| | Elected | Exempt | Civil Service | Contract | | FY23 | FY24 |
| Administration | | | | | | | |
| 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 |
| Operations | | | | | | | |
| Transportation Superintendent | | | X | | A14 | 1 | 1 |
| Transportation Supervisor | | | X | | A10 | 3 | 3 |
| Transit Supervisor | | | | X | | 0 | 1 |
| Fleet Maintenance Supervisor | | | | X | | 1 | 1 |
| Fleet Maintenance Technician II | | | X | | A11 | 1 | 1 |
| Fleet Maintenance Specialist | | | X | | A11 | 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 |
| Parking Management | | | | | | | |
| Parking Enforcement Officer I | | | X | | A04 | 1 | 1 |
| Total | | | | | | 45 | 46 |

FY2024 Contractual Services Breakdown

Within the contractual services total shown above, the department has requested funding for the following services:

- \$49,100 - Radio System, Bus Video Surveillance System, and Fare System Service
- \$10,500 - Transit Development Plan
- \$9,100 - Independent Contract Services
- \$1,100 - Gmail

FY2024 Special Projects Breakdown

Within special projects the department has requested funding for the following services:

- \$20,800 - Bus Shelter Repairs, Banners for Special Events, etc.

Transportation Fund: Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|--------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Revenues | \$65,015 | \$64,000 | \$64,000 | \$64,000 | \$64,000 |
| Grants | \$2,528,463 | \$5,237,300 | \$5,417,226 | \$5,305,226 | \$2,353,204 |
| Transportation | \$546,812 | \$630,000 | \$630,000 | \$610,000 | \$610,000 |
| Intergovernmental | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$3,447,900 |
| Other Revenues | \$960,900 | \$2,007,300 | \$2,007,300 | \$1,404,700 | \$1,430,000 |
| TOTAL | \$4,451,190 | \$8,288,600 | \$8,468,526 | \$7,733,926 | \$7,905,104 |

Transportation Fund: Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$2,607,055 | \$4,582,156 | \$4,582,156 | \$3,883,556 | \$4,583,321 |
| Contractual Services | \$338,892 | \$459,009 | \$459,009 | \$459,635 | \$494,651 |
| Supplies and Other | \$380,659 | \$404,435 | \$516,435 | \$479,735 | \$436,600 |
| Capital Outlay | \$0 | \$1,660,000 | \$1,728,000 | \$1,728,000 | \$1,085,532 |
| Debt Service | \$688 | \$3,000 | \$3,000 | \$3,000 | \$17,000 |
| Interfund Transfers | \$746,000 | \$1,180,000 | \$1,180,000 | \$1,180,000 | \$1,288,000 |
| TOTAL | \$4,073,294 | \$8,288,600 | \$8,468,600 | \$7,733,926 | \$7,905,104 |

Transportation Fund: Administration Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|------------------|-------------------------|-------------------------|-------------------|-------------------|
| Expenses | | | | | |
| Salaries and benefits | -\$26,036 | \$672,000 | \$875,000 | \$526,500 | \$874,800 |
| Contractual Services | \$35,091 | \$43,000 | \$43,000 | \$39,100 | \$53,900 |
| Supplies and Other | \$4,807 | \$50,400 | \$50,400 | \$13,700 | \$47,400 |
| EXPENSES TOTAL | \$13,862 | \$765,400 | \$968,400 | \$579,300 | \$976,100 |
| REVENUES LESS EXPENSES | -\$13,862 | -\$765,400 | -\$968,400 | -\$579,300 | -\$976,100 |

Transportation Fund: Operations Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-------------------|-------------------------|-------------------------|-------------------|---------------------|
| Expenses | | | | | |
| Salaries and benefits | \$603,928 | \$465,300 | \$465,300 | \$682,200 | \$2,469,900 |
| Contractual Services | \$15,264 | \$0 | \$0 | \$4,600 | \$26,600 |
| Supplies and Other | \$230,344 | \$10,100 | \$10,100 | \$10,100 | \$194,300 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$98,400 |
| EXPENSES TOTAL | \$849,536 | \$475,400 | \$475,400 | \$696,900 | \$2,789,200 |
| REVENUES LESS EXPENSES | -\$849,536 | -\$475,400 | -\$475,400 | -\$696,900 | -\$2,789,200 |

Transportation Fund: Maintenance Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|-------------------|-------------------------|-------------------------|-------------------|-------------------|
| Expenses | \$238,986 | \$424,500 | \$424,500 | -\$30,500 | \$481,600 |
| REVENUES LESS EXPENSES | -\$238,986 | -\$424,500 | -\$424,500 | \$30,500 | -\$481,600 |

Transportation Fund: Other Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|------------------------------|------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | \$0 | \$203,000 | \$0 | \$0 | \$0 |
| Debt Service | \$688 | \$3,000 | \$3,000 | \$3,000 | \$17,000 |
| Interfund Transfers | \$746,000 | \$1,180,000 | \$1,180,000 | \$1,180,000 | \$1,288,000 |
| TOTAL | \$746,688 | \$1,386,000 | \$1,183,000 | \$1,183,000 | \$1,305,000 |

Transportation Fund: Grants Budget Summary

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-------------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Revenues | | | | | |
| Grants | \$2,528,463 | \$5,237,300 | \$5,417,226 | \$5,305,226 | \$2,353,204 |
| REVENUES TOTAL | \$2,528,463 | \$5,237,300 | \$5,417,226 | \$5,305,226 | \$2,353,204 |
| Expenses | | | | | |
| Salaries and benefits | \$2,193,761 | \$2,858,356 | \$2,858,356 | \$2,746,356 | \$860,321 |
| Contractual Services | \$194,553 | \$375,009 | \$375,009 | \$374,935 | \$351,851 |
| Supplies and Other | \$138,149 | \$343,935 | \$455,935 | \$455,935 | \$153,900 |
| Capital Outlay | \$0 | \$1,660,000 | \$1,728,000 | \$1,728,000 | \$987,132 |
| EXPENSES TOTAL | \$2,526,463 | \$5,237,300 | \$5,417,300 | \$5,305,226 | \$2,353,204 |
| REVENUES LESS EXPENSES | \$2,000 | \$0 | -\$74 | \$0 | \$0 |

Parking Fund Budget Summary- Revenues

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Revenues | \$118,668 | \$162,000 | \$162,000 | \$162,000 | \$160,000 |
| Parking | \$7,422,899 | \$5,917,000 | \$5,917,000 | \$5,746,400 | \$4,180,000 |
| Licenses And Permits | \$0 | \$0 | \$0 | \$1,000,000 | \$43,000 |
| Other Revenues | \$0 | \$1,351,000 | \$2,201,000 | \$1,284,800 | \$2,905,400 |
| TOTAL | \$7,541,568 | \$7,430,000 | \$8,280,000 | \$8,193,200 | \$7,288,400 |

Parking Fund Budget Summary- Expenses

| | FY 2022 Actual | FY 2023 Original Budget | FY 2023 Adjusted Budget | FY 2023 Projected | FY2024 Proposed |
|-----------------------|--------------------|-------------------------|-------------------------|--------------------|--------------------|
| Salaries and benefits | -\$18,363 | \$73,000 | \$73,000 | \$0 | \$0 |
| Contractual Services | \$3,151,257 | \$3,016,700 | \$3,866,700 | \$3,874,300 | \$2,963,600 |
| Supplies and Other | \$99 | \$7,600 | \$7,600 | \$0 | \$0 |
| Debt Service | \$561,000 | \$1,993,000 | \$1,993,000 | \$1,960,000 | \$3,344,000 |
| Interfund Transfers | \$1,115,900 | \$2,183,300 | \$2,183,300 | \$1,600,700 | \$1,735,500 |
| TOTAL | \$4,809,893 | \$7,273,600 | \$8,123,600 | \$7,435,000 | \$8,043,100 |

Fiscal Year 2023 Accomplishments

- Total Federal and State Grants awarded - \$4,900,384; consisting of \$3,261,888 for Operating and \$1,638,496 for Capital.
- Awarded Federal Transit Administration (FTA) Electric Ferry Pilot Program Grant of \$2,975,000; a joined effort with Department of Planning & Zoning.
- Transit Bus Replacements: ordered two (2) battery electric buses with federal, state, county, and local funds.
- Acquired two (2) GEM electric carts for the 10-minute trolley service as a part of the mobility plan.
- Safe transit vehicle operations with no reportable FTA incident.
- FY2022 Transit Service Data: 205,613 unlinked passenger trips; 44,041 service hours.
- Completed and submitted all required FTA/MTA reports on time.
- Updated Annapolis Transit Safety Plan to meet new requirements set forth in the 2021 Bipartisan Infrastructure Law (P.L. 117-58).
- Downtown Shuttle (as known as Magenta Shuttle): realigned route to reduce wait times; installed real-time Automatic Vehicle Location System on Magenta buses.
- Realigned the bus stops on Newtown Drive to accommodate the new Wilborne Estates public housing.

Transit:

- 100% adherence to preventive maintenance requirements for transit vehicles.
- 96% of on-time performance in transit service delivery.
- Delivered 100% of scheduled transit services.
- No reportable FTA incident.

Parking:

- 100% of daily enforcement in residential parking districts.
- Parking meters worked 99% of the time.
- Management responded to all valid customer complaints on time.
- Collection rate of fines from issued violation was 76%.

Fiscal Year 2024 Budget Highlights

- Includes funding for a part-time Transit Supervisor.
- Provides additional funding for Drivers minimum hourly rates.