

City of Annapolis FY 2016
Program Listing Summary
Quadrants Rated by Mayor Pantelides

Department	Program Name	Program Cost	Allocation Cost	Total Cost	Accounting Fund	FTE's	Mayor Quadrants	
							Ratings	
Quadrant 1								
ADOT	Bus Service - Fixed Routes	1,693,047.25	508,175.29	2,201,222.54	Transportion Fund	46.90	1	
ADOT	Vehicle Maintenance	321,781.26	72,080.87	393,862.13	Transportion Fund	4.50	1	
DNEP	Stormwater Management	217,681.33	29,382.96	247,064.29	Stormwater Fund	2.06	1	
DNEP	Stormwater Quality Management	77,963.74	10,561.35	88,525.09	Stormwater Fund	0.74	1	
DNEP	Wastewater Pretreatment	133,539.44	20,624.38	154,163.82	Wastewater Fund	1.03	1	
DPW	Capital Project Management	482,550.72	59,422.72	541,973.44	General Fund	3.70	1	
DPW	Residential Refuse & Yard Waste	1,533,026.71	352,329.68	1,885,356.39	Solid Waste Fund	2.11	1	
DPW	Sewer Collection	1,208,483.17	215,099.90	1,423,583.07	Sewer Fund	6.34	1	
DPW	Snow & Ice Removal	79,608.00	12,612.73	92,220.73	General Fund	0.00	1	
DPW	Storm Drain Maintenance & Repair	269,942.98	47,902.41	317,845.39	Stormwater Fund	3.17	1	
DPW	Street Repair	1,028,607.16	185,956.15	1,214,563.31	General Fund	10.20	1	
DPW	Utilities Engineering	72,193.88	9,368.34	81,562.22	General Fund	0.53	1	
DPW	Water Distribution	1,977,506.02	304,338.52	2,281,844.54	Water Fund	14.80	1	
DPW	Water Production	2,123,904.38	342,421.90	2,466,326.28	Water Fund	11.63	1	
DPW	Water Reclamation Facility	3,800,000.00	920,314.41	4,720,314.41	Sewer Fund	0.00	1	
Fire	Emergency Medical Services (EMS)	9,195,629.04	1,196,447.59	10,392,076.63	General Fund	81.21	1	
Fire	Fire Suppression	3,214,919.65	462,475.23	3,677,394.88	General Fund	24.47	1	
Planning & Zoning	Building Permit Processing	467,106.73	52,238.49	519,345.22	General Fund	3.31	1	
Planning & Zoning	Comprehensive Planning	108,242.43	13,530.25	121,772.68	General Fund	0.64	1	
Planning & Zoning	Development Review	365,917.05	40,309.53	406,226.58	General Fund	2.45	1	
Police	Drug Enforcement Unit	799,852.20	113,082.44	912,934.64	General Fund	7.35	1	
Police	Intelligence	559,345.23	88,201.33	647,546.56	General Fund	5.76	1	
Police	Investigations	1,187,004.09	176,973.34	1,363,977.43	General Fund	11.53	1	
Police	Patrol	5,524,861.18	881,588.01	6,406,449.19	General Fund	57.60	1	
Recreation & Parks	City Dock	292,692.79	73,647.38	366,340.17	General Fund	4.63	1	
Recreation & Parks	City Waters	103,426.92	26,121.29	129,548.21	General Fund	1.61	1	
Recreation & Parks	Parks Maintenance	1,453,152.00	274,571.22	1,727,723.22	General Fund	15.94	1	
Recreation & Parks	Pip Moyer - Facility Operations	599,760.39	151,854.73	751,615.12	General Fund	8.22	1	
Recreation & Parks	Pip Moyer - Member Services	228,709.91	68,925.02	297,634.93	General Fund	5.96	1	
Recreation & Parks	Stanton Center	480,077.02	119,412.05	599,489.07	General Fund	9.40	1	
Recreation & Parks	Wellness Program	44,466.91	10,615.12	55,082.03	Self-Insurance Fund	0.50	1	
Program Totals for Quadrant 1		\$ 39,644,999.58	\$ 6,840,584.63	\$ 46,485,584.21		348.29	31	
Quadrant 2								
ADOT	ADA Complementary Paratransit	117,477.31	29,017.47	146,494.78	Transportion Fund	2.50	2	
ADOT	Meter Collections & Maintenance	163,559.64	27,258.64	190,818.28	Parking Fund	2.00	2	
ADOT	Parking Operations	649,644.39	130,008.58	779,652.97	Parking Fund	9.00	2	
ADOT	Taxi Management	105,584.23	17,408.87	122,993.10	Transportion Fund	1.50	2	
DNEP	Commerical Permit Management	126,254.84	17,153.74	143,408.58	General Fund	1.18	2	
DNEP	Inspections	835,637.17	113,648.59	949,285.76	General Fund	7.80	2	
DNEP	Plan Review	389,489.43	52,579.79	442,069.22	General Fund	3.67	2	
DNEP	Urban Forestry	180,561.81	28,144.80	208,706.61	General Fund	1.37	2	
DPW	Building Maintenance	1,770,896.34	340,707.38	2,111,603.72	General Fund	4.86	2	
DPW	Fleet Maintenance	1,127,636.09	184,543.90	1,312,179.99	General Fund	8.40	2	
DPW	Market House	156,585.00	37,923.01	194,508.01	Market Fund	0.00	2	
DPW	Traffic Control & Maintenance	461,984.33	51,271.11	513,255.44	General Fund	3.85	2	
DPW	Traffic Engineering	70,847.62	9,276.35	80,123.97	General Fund	0.53	2	
Fire	Emergency Management	199,192.54	51,024.33	250,216.87	General Fund	3.80	2	
Fire	Plans Review	101,984.03	14,335.77	116,319.80	General Fund	0.50	2	

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Program Listing Summary
Quadrants Rated by Mayor Pantelides

Fire	Special Operations	1,365,716.26	173,745.64	1,539,461.90	General Fund	10.67	2
Mayor's Office	Special Projects	414,219.42	93,170.29	507,389.71	General Fund	1.00	2
Planning & Zoning	Community Programs	126,936.12	14,303.64	141,239.76	General Fund	0.80	2
Planning & Zoning	Historic Preservation	208,373.91	39,782.89	248,156.80	General Fund	0.73	2
Planning & Zoning	Sector Studies	99,744.30	20,013.82	119,758.12	General Fund	0.20	2
Planning & Zoning	Transportation Planning	44,344.32	6,596.60	50,940.92	General Fund	0.20	2
Police	Communications	1,191,016.37	207,596.32	1,398,612.69	General Fund	13.61	2
Police	Special Operations	2,600,755.01	378,182.47	2,978,937.48	General Fund	26.93	2
Police	Support Services	2,244,370.23	338,432.23	2,582,802.46	General Fund	22.06	2
Recreation & Parks	Boat Ramps	36,827.61	9,252.05	46,079.66	General Fund	0.76	2
Program Totals for Quadrant 2		\$ 14,789,638.32	\$ 2,385,378.28	\$ 17,175,016.60		127.92	25

Quadrant 3

ADOT	Grants Management & Administration	71,777.52	15,885.04	87,662.56	Transportion Fund	1.50	3
ADOT	Parking Garages/Lots Management	1,769,523.00	432,656.72	2,202,179.72	Parking Fund	0.50	3
DNEP	Private Property Enforcement	192,692.96	27,328.74	220,021.70	General Fund	1.70	3
DNEP	Rental Licensing	390,324.43	53,220.99	443,545.42	General Fund	3.64	3
DPW	Curbside Recycling	312,570.00	75,700.70	388,270.70	Solid Waste Fund	0.00	3
DPW	Inspections	132,045.97	16,333.07	148,379.04	General Fund	1.06	3
DPW	Sidewalk Repair	582,496.35	100,038.63	682,534.98	General Fund	5.60	3
Fire	Code Enforcement	1,237,059.34	158,571.24	1,395,630.58	General Fund	11.05	3
Fire	Vehicle Maintenance	160,000.00	38,750.08	198,750.08	General Fund	0.00	3
Planning & Zoning	Affordable Housing	34,831.54	4,326.09	39,157.63	General Fund	0.20	3
Planning & Zoning	Main Streets	102,266.69	17,034.61	119,301.30	General Fund	1.00	3
Police	Community Relations	756,807.34	118,699.80	875,507.14	General Fund	7.75	3
Police	Crime Scene Services	475,565.80	67,234.09	542,799.89	General Fund	4.37	3
Police	Maintenance	226,140.53	33,230.03	259,370.56	General Fund	2.00	3
Recreation & Parks	Camps & Classes	518,088.15	100,470.10	618,558.25	General Fund	7.60	3
Recreation & Parks	Chandler Dock	80,794.18	19,995.45	100,789.63	General Fund	0.81	3
Recreation & Parks	Fitness & Wellness	217,270.92	48,878.24	266,149.16	General Fund	3.17	3
Recreation & Parks	Latckey	282,358.92	86,084.24	368,443.16	General Fund	7.47	3
Recreation & Parks	Sports	292,411.86	61,533.10	353,944.96	General Fund	2.60	3
Program Totals for Quadrant 3		\$ 7,835,025.50	\$ 1,475,970.96	\$ 9,310,996.46		62.02	19

Quadrant 4

DNEP	ABC Inspections	25,253.14	3,483.46	28,736.60	General Fund	0.24	4
DNEP	Port Wardens	23,037.86	3,076.78	26,114.64	General Fund	0.22	4
DNEP	Sustainability	38,997.72	5,072.41	44,070.13	General Fund	0.35	4
DPW	Maps and Records	204,323.16	25,362.52	229,685.68	General Fund	1.59	4
DPW	Streetscape Maintenance	1,950,850.31	352,545.57	2,303,395.88	General Fund	19.40	4
Fire	Public Education/Community Relations	37,071.80	5,078.19	42,149.99	General Fund	0.30	4
Recreation & Parks	Pumpout Boat	3,221.68	8,442.14	11,663.82	R&P Grants	0.73	4
Recreation & Parks	Truxton Park Pool	104,033.26	35,337.99	139,371.25	General Fund	2.82	4
Program Totals for Quadrant 4		\$ 2,386,788.93	\$ 438,399.06	\$ 2,825,187.99		25.65	8

Quadrant Summary

Quadrant	Program Cost	Allocation Cost	Total Cost	FTE's	Program Count
Quadrant 1	\$ 39,644,999.58	\$ 6,840,584.63	\$ 46,485,584.21	348.29	31
Quadrant 2	\$ 14,789,638.32	\$ 2,385,378.28	\$ 17,175,016.60	127.92	25
Quadrant 3	\$ 7,835,025.50	\$ 1,475,970.96	\$ 9,310,996.46	62.02	19
Quadrant 4	\$ 2,386,788.93	\$ 438,399.06	\$ 2,825,187.99	25.65	8
Grand Total	\$ 64,656,452.33	\$ 11,140,332.93	\$ 75,796,785.26	563.88	83

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$	868,463.09
Bus Service - Fixed Route										1	Program Cost	\$	2,864,691.89
Net Operating Revenue(Deficit)											\$	(1,996,228.80)	
Program Description											Grants	\$	1,171,644.64
<p>This program focuses on the efficient operation of reliable, safe, affordable, convenient and accessible bus transportation services to effectively meet the primary, alternative and multi-modal mobility needs of people who live, work and visit Annapolis and its immediate county surroundings. It is essential to the economic and social quality of life of all citizens in Annapolis. The program provides critical response in emergencies. City-wide, the bus transportation service helps minimize traffic congestion, and reduce air pollution. The bus serve helps everyone - commuters, families, students, senior citizens, persons with disabilities - live the American dream. Average daily ridership is over 2,300 riders, On annual bases, more than 74,00 service hours are provided and over 841,000 miles are traveled.</p>											Administrative Overhead	\$	461,199.57
											Capital Overhead	\$	46,975.72
											DPW Admin	\$	-
											Net Income	\$	(1,332,759.45)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service		Program Cost	\$	1,693,047.25
Fed	Y		Internal	Y	City employees	All	N	Yes	None		Administrative Overhead	\$	461,199.57
State	Y		External	Y	General Public	750,000					Capital Overhead	\$	46,975.72
County	N										DPW Admin	\$	-
Charter	N										Total Program Cost	\$	2,201,222.54
Code	Y												
Grant	Y										Program FTE's		46.9
Discretion	N												
Outsource (Y/N)										Outsource (Additional Information)			
Possible													
Cost Recovery (Y/N)										Cost Recovery (Additional Information)			
Y													
Other Additional Information													
FY 2014 Revenues include fare of \$784,684 (cash - \$539,129; tokens - \$20,555 and state shuttle agreement - \$225,000) and advertising (\$83,778).													
FY 2014 Cost Per Route: Red, \$421,405; Yellow, \$266,137; Green, \$371,958; Orange, \$208,350; Gold, \$948,983; Brown, \$746,168; Purple, \$280,675; Circulator, \$403,129; State Shuttle, \$174,886; Paratransit, \$166,869													
Cost of Adding back Cut Routes: Gold, \$948,983; Brown, \$746,168; Circulator, \$403,129													
Annual Ridership: 752,585; daily average 2,328													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)										Enhancement (Additional Information)			

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$
Vehicle Maintenance										1	Program Cost	\$
Program Description This involves the maintenance and repairs of eighteen (18) heavy duty diesel buses, one (1) heavy duty hybrid diesel trolley, three (3) cutoaways, eleven (11) cars, vans and pick-up truck including four (4) vehicles for parking operations; and equipment such as forklift, tire changers and wheel balancers. This is a very highly skilled work involving responsibility for efficient performance of a variety of automotive repairs and machinists. These tasks require a thorough knowledge of vehicle preventive maintenance, motor overhaul, and repair, and purchasing practices. Other aspects of the work are planning and scheduling so that all fleet motor equipment remain in proper operating condition and meet State vehicle operating requirements. About 68% of the transit buses are halfway through their useful life. The average age of the transit buses is now 6 years. As the fleet ages, so is the increase in frequency of maintenance.										Net Operating Revenue(Deficit)	\$	(539,579.41)
										Grants	\$	217,798.15
										Administrative Overhead	\$	56,223.79
										Capital Overhead	\$	15,857.07
										DPW Admin	\$	-
										Net Income	\$	(393,862.12)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	Y	Transit Act, MAP-21	Internal	Y	Transit	33 vehicles	Public Works	Yes	No			
State	Y	MTA's ATP	External			equipment						
County												
Charter												
Code												
Grant	Y	Transit Act, MAP-21										
Discretion												
										Program Cost	\$	321,781.26
										Administrative Overhead	\$	56,223.79
										Capital Overhead	\$	15,857.07
										DPW Admin	\$	-
										Total Program Cost	\$	393,862.12
										Program FTE's		4.5
Outsource (Y/N)		Outsource (Additional Information)										
Possible		In 2009, the Department proposed to outsource vehicle maintenance. However, further investigations revealed that cost overruns are very common problems with such outsourcing.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
In FY 2014, the Department received a capital grant of \$162,000 for preventive maintenance. In FY 2016, the Department is requesting \$315,000 in grant fund for maintenance.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	116,625.00
										1	Program Cost	\$	217,681.33
Stormwater Management Permits & Inspections											Net Operating Revenue	\$	(101,056.33)
Program Description										Grants			
Review of proposed development activates and inspection of construction sites for compliance with City Code 17.10, Stormwater Management, and consistency with City Code 17.08, Grading, Erosion and Sediment Control.										Administrative Overhead	\$	24,322.55	
										Capital Overhead	\$	5,060.41	
										DPW Admin	\$	-	
										Net Income	\$	(130,439.29)	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	217,681.33
	Fed	Y		Internal		Applicants for	FY14: 51	DPW	DNEP	Anne Arundel	Administrative Overhead	\$	24,322.55
	State	Y		External	Y	grading permits.	FY15 to date: 14			County Soil	Capital Overhead	\$	5,060.41
	County	Y				Residents	Grading Permits			Conservation District	DPW Admin	\$	-
	Charter					Businesses					Total Program Cost	\$	247,064.29
	Code	Y	Chapters 17.10 & 17.08								Program FTE's		2.06
	Grant	N											
	Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)											
y		If privatized or taken over by the county.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
y		FY14: \$116,625 FY15 to date: \$24,144 Grading Permit Fees (01023-443060)											
Other Additional Information													
Salaries/Benefits: \$211,925.82 Operating: \$5,755.51													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

<p style="text-align: center;">Neighborhood & Environmental Programs</p> <p style="text-align: center;">Stormwater Quality Management</p>										Quadrant	Revenue												
										1	Program Cost	\$ 77,963.74											
Program Description Compliance with requirements of the EPA's National Pollution Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) programs and the City's Watershed Improvement Plan in response to the EPA mandated stormwater nutrient reduction goals.										Net Operating Revenue	\$ (77,963.74)												
										Grants													
										Administrative Overhead	\$ 8,735.11												
										Capital Overhead	\$ 1,826.24												
										DPW Admin	\$ -												
										Net Income	\$ (88,525.09)												
										<table border="1" style="width: 100%;"> <tr> <td>Program Cost</td> <td style="text-align: right;">\$ 77,963.74</td> </tr> <tr> <td>Administrative Overhead</td> <td style="text-align: right;">\$ 8,735.11</td> </tr> <tr> <td>Capital Overhead</td> <td style="text-align: right;">\$ 1,826.24</td> </tr> <tr> <td>DPW Admin</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Total Program Cost</td> <td style="text-align: right;">\$ 88,525.09</td> </tr> <tr> <td>Program FTE's</td> <td style="text-align: right;">0.74</td> </tr> </table>		Program Cost	\$ 77,963.74	Administrative Overhead	\$ 8,735.11	Capital Overhead	\$ 1,826.24	DPW Admin	\$ -	Total Program Cost	\$ 88,525.09	Program FTE's	0.74
Program Cost	\$ 77,963.74																						
Administrative Overhead	\$ 8,735.11																						
Capital Overhead	\$ 1,826.24																						
DPW Admin	\$ -																						
Total Program Cost	\$ 88,525.09																						
Program FTE's	0.74																						
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service														
Fed	Y		Internal	N	City Residents		DPW	DNEP	None														
State	Y		External	Y																			
County	Y																						
Charter																							
Code	Y																						
Grant	N																						
Discretion	N																						
Outsource (Y/N)		Outsource (Additional Information)																					
N																							
Cost Recovery (Y/N)		Cost Recovery (Additional Information)																					
N																							
Other Additional Information																							
Salaries/Benefits: \$75,798.95 Operating: \$2,164.79																							
FOR ADMINISTRATION USE ONLY:																							
Enhancement (Y/N)		Enhancement (Additional Information)																					

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	62,436.00
										1	Program Cost	\$	133,539.44
Wastewater/ Pretreatment											Net Operating Revenue	\$	(71,103.44)
Program Description										Grants			
Review proposed commercial permits and continuous monitoring of sewer users for high strength and/or prohibited discharges for compliance with City Code 16.16, Sewer Service, and the EPA's Clean Water Act. Staff actively monitors, permits and bills of 350 commercial accounts including the Naval Academy.										Administrative Overhead	\$	14,341.53	
										Capital Overhead	\$	6,282.85	
										DPW Admin	\$	-	
										Net Income	\$	(91,727.82)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	133,539.44	
Fed	Y		Internal	N	Certain Businesses	350	None	DNEP	The City hires a contractor to perform the sampling and testing	Administrative Overhead	\$	14,341.53	
State	Y		External	Y				Capital Overhead		\$	6,282.85		
County	Y							DPW Admin		\$	-		
Charter	Y	Chapter 16.16						Total Program Cost		\$	154,163.82		
Code	Y							Program FTE's			1.03		
Grant	N												
Discretion	N												
Outsource (Y/N)										Outsource (Additional Information)			
y										Yes, if privatized. Cost would likely be higher. Currently the City hires a contractor to perform the sampling and testing.			
Cost Recovery (Y/N)										Cost Recovery (Additional Information)			
y										FY14: \$62,436 FY15 to date: \$38,625 Wastewater/ Pretreatment Permits (61044-443050)			
Other Additional Information										Salaries/Benefits: \$106,220.20 Operating:\$27319.23			
FOR ADMINISTRATION USE ONLY:										Enhancement (Y/N)			
										Enhancement (Additional Information)			

Public Works										Quadrant	Revenue	\$
Capital Project Management										1	Program Cost	\$
Program Description This program provides for the management of the City's annual capital improvement program. Project managers/engineers oversee the work of design consultants and construction contractors in the implementation of capital projects. The object is to carry out the capital program a safe, timely and cost effective manner.										Net Operating Revenue	\$	(446,823.59)
										Grants	\$	-
										Administrative Overhead	\$	45,444.69
										Capital Overhead	\$	13,978.03
										DPW Admin	\$	35,727.13
										Net Income	\$	(541,973.44)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed State County Charter Code Grant Discretion	N N N Y N N	Art. VI, Sect. 10b	Internal External	Yes Yes	Residents, visitors, State and County agencies, City departments	All users of City infrastructure, including streets, sidewalks, utilities and buildings.	No	DPW	Engineering firms manage capital projects for private customers			
										Program Cost	\$	446,823.59
										Administrative Overhead	\$	45,444.69
										Capital Overhead	\$	13,978.03
										DPW Admin	\$	35,727.13
										Total Program Cost	\$	541,973.44
										Program FTE's		3.7
Outsource (Y/N)		Outsource (Additional Information)										
No		Although it is possible to outsource this function to an engineering firm, there would be a significant loss in the indepth knowledge and familiarity that the City's engineers have with the City's infrastructure and buildings.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		A portion of the project management (salaries) cost for this program is recovered from the capital project funding. The project management cost can be up to 5% of the total project cost.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$	
Residential Refuse and Yard Waste Collections and Disposal										1	Program Cost	\$	1,511,725.98
Program Description										Net Operating Revenue		\$	(1,511,725.98)
This program provides collection and disposal of residential refuse and yard waste. All residences in the City receive collection of refuse and yard waste once a week. The collection and disposal services are outsourced to Bates Trucking Company. The City manages and oversees the collection services and performs all customer service functions. The objective of the program is to provide solid waste services in a safe and high quality manner, in accordance with all Federal, State and local government regulations.										Grants		\$	-
										Administrative Overhead		\$	141,891.59
										Capital Overhead		\$	210,438.09
										DPW Admin		\$	21,300.73
										Net Income		\$	(1,885,356.39)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost		\$	1,511,725.98
Fed	Y	40CFR243,60.1440	Internal	No	City residents	8800 residences	No	DPW	Waste hauling companies	Administrative Overhead		\$	141,891.59
State	Y	COMAR 26.03	External	Yes						Capital Overhead		\$	210,438.09
County	N									DPW Admin		\$	21,300.73
Charter	Y	Art. VI, Sect. 10b								Total Program Cost		\$	1,885,356.39
Code	Y	10.16								Program FTE's			2.11
Grant	N												
Discretion													
Outsource (Y/N)		Outsource (Additional Information)											
Yes		Service is outsourced.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Cost Recovery via Solid Waste Enterprise Funds.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Public Works Sewer Collection										Quadrant	Revenue	\$
										1		
Program Description This program collects and transports sanitary sewage from customers throughout the City. This involves operations and maintenance of the City's sewage collection system consisting of a network of sewer pipes, pump stations and other associated equipment. The objective of the program is to collect and transport all sewage produced in the City (including the Naval Academy) in accordance with all applicable Federal, State and local regulations.										Program Cost	\$	1,142,644.55
										Net Operating Revenue	\$	(1,142,644.55)
										Grants	\$	-
										Administrative Overhead	\$	117,384.50
										Capital Overhead	\$	97,715.40
										DPW Admin	\$	65,838.62
										Net Income	\$	(1,423,583.07)
										Program Cost	\$	1,142,644.55
										Administrative Overhead	\$	117,384.50
										Capital Overhead	\$	97,715.40
										DPW Admin	\$	65,838.62
										Total Program Cost	\$	1,423,583.07
										Program FTE's		6.34
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	Y	40CFR122-125,NPDES	Internal	Yes	Residents and	Millions	No	DPW	Other Govt			
State	Y	COMAR 26.03,26.04, 26.08	External	Yes	commercial				agencies (State			
County	N				businesses,				and County),			
Charter	Y	Art. VI, Sect. 10b			visitors, USNA and				private utility			
Code	Y	2.40.30			City buildings.				companies			
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
No		Many government agencies across the country have outsourced or privatized their sewer collection systems. It is a decision that should not be made lightly, but it has proven to be successful for some agencies, and problematic for others. Additionally, many areas of the country have independent water and/or sewer authorities that serve broad geographical areas that may include multiple governmental jurisdictions.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Cost Recovery via Sewer Enterprise funds.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$
Snow & Ice Removal										1	Program Cost	79,608.00
<p>Program Description</p> <p>This program provides for the removal of snow and ice from City streets, plus sidewalks at City buildings and facilities. The budget includes materials (salt), equipment and overtime wages; snow removal performed during working hours is charged to the division to which the employee is assigned. During snow events, there is no more critical function for City crews. The objective of the program is to keep the streets and assigned sidewalks in a safe condition.</p>										Net Operating Revenue	(79,608.00)	
										Grants	-	
										Administrative Overhead	5,351.54	
										Capital Overhead	7,261.19	
										DPW Admin	-	
										Net Income	(92,220.73)	
										Program Cost	79,608.00	
										Administrative Overhead	5,351.54	
										Capital Overhead	7,261.19	
										DPW Admin	-	
										Total Program Cost	92,220.73	
										Program FTE's	0	
Outsource (Y/N)		Outsource (Additional Information)										
No		Possible but not recommended. This work is performed by City crews that are assigned other tasks during normal weather conditions. The crews are supplemented by contractors during heavy snow events.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$	
Storm Drain Maintenance and Repair										1	Program Cost	\$	237,023.67
Program Description										Net Operating Revenue		\$	(237,023.67)
This program operates and maintains all aspects of the City's storm drain system. This involves the City's stormwater system consisting of a network of storm drain pipes, inlets, outfalls, water quality features, and other associated equipment. The objective of the program is to operate and maintain the City's municipal separate storm sewer system (MS4) in accordance with all applicable Federal, State and local regulations.										Grants		\$	-
										Administrative Overhead		\$	35,824.74
										Capital Overhead		\$	12,077.67
										DPW Admin		\$	32,919.31
										Net Income		\$	(317,845.39)
										Program Cost		\$	237,023.67
										Administrative Overhead		\$	35,824.74
										Capital Overhead		\$	12,077.67
										DPW Admin		\$	32,919.31
										Total Program Cost		\$	317,845.39
										Program FTE's			3.17
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	Y	40CFR122.32, NDPEs	Internal	Yes	Residents and	Millions	No	DPW	Contractors, other				
State	Y	COMAR 26.03,26.17	External	Yes	commercial				Government				
County	N				businesses,				agencies.				
Charter	Y	Art. VI, Sec. 10b			visitors and City								
Code	Y	2.40.30			buildings								
Grant	N												
Discretion													
Outsource (Y/N)		Outsource (Additional Information)											
Yes		The management of the City's growing inventory of stormwater facilities (including maintenance and operations) could be contracted to a firm with expertise in the hydrology, hydraulics, flora and other aspects of the stormwater quality and conveyance systems.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Cost Recovery via the Stormwater Funds.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Public Works Street Repair										Quadrant	Revenue	\$
										1		
Program Description										Grants	\$	-
This program provides for the maintenance and repair of the City's streets. Work includes pothole repair, cut out and repair of deteriorated areas, and any other work required to keep the streets in a safe and operable condition.										Administrative Overhead	\$	129,280.17
										Capital Overhead	\$	56,675.98
										DPW Admin	\$	24,147.28
										Net Income	\$	(1,214,563.31)
										Program Cost	\$	1,004,459.88
										Administrative Overhead	\$	129,280.17
										Capital Overhead	\$	56,675.98
										DPW Admin	\$	24,147.28
										Total Program Cost	\$	1,214,563.31
										Program FTE's		10.2
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	No	Residents, visitors,	All users of the City's	No	DPW	Contractors, other			
State	N		External	Yes	State and County	street system.			Government			
County	N				agencies, people				agencies.			
Charter	Y	Art. VI, Sec. 10b			working in							
Code	Y	2.40.30			Annapolis							
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
No		The major repair of streets, including pavement resurfacing, is already outsourced to contractors. The City's street crew provides timely and responsive repairs of minor street issues such as potholes and cutouts.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

<div style="text-align: center;"> Public Works Utilities Engineering </div>										Quadrant	Revenue	\$	
										1			
Program Description This program provides utilities engineering to resolve difficult and complex water and sewer system issues that arise throughout the City. Water and sewer studies are performed and engineering solutions are developed to improve the operations of utilities in the City. The object is to keep the utilities, with all their associated equipment and systems, in a safe and operable condition.										Grants	\$	-	
										Administrative Overhead	\$	6,872.14	
										Capital Overhead	\$	2,496.20	
										DPW Admin	\$	7,939.36	
										Net Income	\$	(81,562.22)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	64,254.52	
Fed	Y	40 CFR	Internal	No	Residents, visitors,	All utilities users	No	DPW	Other Govt	Administrative Overhead	\$	6,872.14	
State	Y	COMAR 26.03	External	Yes	State and County	in the City.			agencies (State &	Capital Overhead	\$	2,496.20	
County	N				agencies, people				County),	DPW Admin	\$	7,939.36	
Charter	Y	Art. VI, Sec. 10b			working in Annapolis				engineering firms	Total Program Cost	\$	81,562.22	
Code	Y	2.40.30								Program FTE's		0.53	
Grant	N												
Discretion													
Outsource (Y/N)		Outsource (Additional Information)											
No		Although it is possible to outsource this function to an engineering firm, there would be a significant loss in the indepth knowledge and familiarity that the City's utilities engineer has with the complex water and sewer systems.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Costs are recovered via the Enterprise Funds for water and sewer.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Public Works Water Distribution										Quadrant	Revenue	\$	
										1			
Program Description											Grants	\$	-
This program distributes potable water throughout the City. This involves operations and maintenance of the City's water distribution system consisting of a network of pipes, valves and other associated equipment. The objective of the program is to distribute safe, high quality drinking water in accordance with all applicable Federal, State and local regulations.											Administrative Overhead	\$	200,468.72
											Capital Overhead	\$	103,869.80
											DPW Admin	\$	154,914.39
											Net Income	\$	(2,281,844.54)
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
	Fed	Y	40 CFR 141	Internal	Yes	Residents and	Millions	No	DPW	Other Govt			
	State	Y	COMAR 26	External	Yes	commercial				agencies (State			
	County	N				businesses,				and County),			
	Charter	Y	Art. VI, Sec. 10b			visitors, and City				private water			
	Code	Y	2.40.30			buildings.				companies			
	Grant	N											
	Discretion												
											Program Cost	\$	1,822,591.63
											Administrative Overhead	\$	200,468.72
											Capital Overhead	\$	103,869.80
											DPW Admin	\$	154,914.39
											Total Program Cost	\$	2,281,844.54
											Program FTE's		14.8
Outsource (Y/N)										Outsource (Additional Information)			
Yes										Many government agencies across the country have outsourced or privatized their water systems. It is a decision that should not be made lightly, but it has proven to be successful for some agencies, and problematic for others. Additionally, many areas of the country have independent water and/or sewer authorities that serve broad geographical areas that may include multiple governmental jurisdictions.			
Cost Recovery (Y/N)										Cost Recovery (Additional Information)			
Yes										Cost Recovery via Enterprise funds.			
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)										Enhancement (Additional Information)			

Public Works Water Production										Quadrant	Revenue	\$
										1		
Program Description										Grants	\$	-
This program produces potable water for the City. This involves operations and maintenance of the City's groundwater well, water treatment plant, and elevated storage tanks. The objective of the program is to produce safe, high quality drinking water that meets all applicable Federal, State and local regulations.										Administrative Overhead	\$	198,549.31
										Capital Overhead	\$	143,872.59
										DPW Admin	\$	121,995.08
										Net Income	\$	(2,466,326.28)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	2,001,909.30
Fed	Y	40 CFR 141	Internal	Yes	Residents and	Millions	No	DPW	Other Govt	Administrative Overhead	\$	198,549.31
State	Y	COMAR 26	External	Yes	commercial				agencies (State	Capital Overhead	\$	143,872.59
County	N				businesses,				and County),	DPW Admin	\$	121,995.08
Charter	Y	Art. VI, Sec. 10b			visitors, and City				private water	Total Program Cost	\$	2,466,326.28
Code	Y	2.40.30			buildings.				companies	Program FTE's		11.63
Grant	N											
Discretion												
Outsource (Y/N)										Outsource (Additional Information)		
Yes										Many government agencies across the country have outsourced or privatized their water treatment plants. It is a decision that should not be made lightly, but it has proven to be successful for some agencies, and problematic for others. Additionally, many areas of the country have independent water and/or sewer authorities that serve broad geographical areas that may include multiple governmental jurisdictions.		
Cost Recovery (Y/N)										Cost Recovery (Additional Information)		
Yes										Cost Recovery via Enterprise funds.		
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)										Enhancement (Additional Information)		

Public Works										Quadrant	Revenue	\$
Water Reclamation Facility										1	Program Cost	3,800,000.00
Program Description										Net Operating Revenue	\$	(3,800,000.00)
This program provides funding to Anne Arundel County Public Works for the operations and maintenance of Annapolis Water Reclamation Facility, a sewage treatment plant co-owned by the City and County. The objective of the program is to treat all sewage produced in the City (including the Naval Academy) in accordance with all applicable Federal, State and local regulations.										Grants	\$	-
										Administrative Overhead	\$	337,666.66
										Capital Overhead	\$	582,647.75
										DPW Admin	\$	-
										Net Income	\$	(4,720,314.41)
Program Cost	\$	3,800,000.00										
Administrative Overhead	\$	337,666.66										
Capital Overhead	\$	582,647.75										
DPW Admin	\$	-										
Total Program Cost										\$	4,720,314.41	
Program FTE's											0	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	Y	40 CFR , NPDES	Internal	Yes	Residents and	Millions	No	Anne Arundel	Operations &			
State	Y	COMAR 26	External	Yes	commercial			County DPW	maintenance is			
County	Y	By Agreement			businesses,				performed by			
Charter	Y	Art. VI, Sec. 10b			visitors, USNA and				AACo Public			
Code	N				City buildings.				Works			
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
No		The Annapolis Water Reclamation Facility is operated by the County.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Cost Recovery via Sewer Enterprise funds.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Department Name - Fire Program Name - Emergency Medical Services (EMS)										Quadrant	Revenue	\$	1,400,000.00
										1	Program Cost	\$	9,195,629.04
Program Description											Net Operating Revenue	\$	(7,795,629.04)
Funding needed to provide all aspects of ALS (Advanced Life Support) and BLS (Basic Life Support) Ambulance/Paramedic Services.											Grants	\$	-
											Administrative Overhead	\$	973,214.05
											Capital Overhead	\$	223,233.54
											DPW Admin	\$	-
											Net Income	\$	(8,992,076.63)
											Program Cost	\$	9,195,629.04
											Administrative Overhead	\$	973,214.05
											Capital Overhead	\$	223,233.54
										DPW Admin	\$	-	
										Total Program Cost	\$	10,392,076.63	
										Program FTE's		81.21	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y	Public	7,487	No	Fire	Private Company may				
State	N		External	Y					AACo may				
County	N												
Charter	Y	Art 6 Sect 4											
Code	Y	Chap 2 Sect 2.32.010											
Grant	N												
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Possible		Potential to privatize EMS transport, but this may increase response times, decrease the level of service and there is the potential for the vendor going out of business leaving the City without any EMS services for our citizens and visitors. Outsourcing to AACo would result in reduced services and increased response times.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Anticipated collections of EMS Billing fees in FY2015 of \$1.4 million. Department has suggested increasing our Ambulance Transport fees (\$700 BLS and \$750 ALS) to match those recently adopted by Anne Arundel County. This should increase our revenue collections by approximately \$105,000 for FY2016. Have submitted Revenue Enhancements for CPR Training (approximately \$3,600) and Fire/EMS records/reports fees (approximately \$250). Historically we have received a share of funds from MIEMSS to assist in 50% purchase of replacement AED/Monitors - amount unknown annually. Historically we have received a share of funds from MIEMSS to assist in ALS Training Reimbursements - amount unknown annually.											
Other Additional Information													
Increased VEBA needed to cover added benefits costs. Increased revenues from EMS Billing collections requires increased budget to pay out Ambulance Billing fees.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department Name - Fire Program Name - Suppression										Quadrant	Revenue	
										1	Program Cost	\$ 3,214,919.65
Program Description										Net Operating Revenue	\$	(3,214,919.65)
Services required to extinguish fires.										Grants	\$	-
										Administrative Overhead	\$	331,265.24
										Capital Overhead	\$	131,209.99
										DPW Admin	\$	-
										Net Income	\$	(3,677,394.88)
										Program Cost	\$	3,214,919.65
										Administrative Overhead	\$	331,265.24
										Capital Overhead	\$	131,209.99
										DPW Admin	\$	-
										Total Program Cost	\$	3,677,394.88
										Program FTE's		24.47
Outsource (Y/N)		Outsource (Additional Information)										
Possible		Outsourcing to AACo would result in reduced services, increased response times and lower ISO rating which could raise insurance costs, etc.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
Increased VEBA needed to cover added benefits costs.												
Actual dollar fire loss for the citizens of Annapolis was less than half a million dollars.												
Actual minimum staffing assigned to fire suppression is 3 personnel on each Fire Engine and Ladder Truck.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Planning and Zoning Building Permit Processing										Quadrant	Revenue																																																																																	
										1	Program Cost	\$ 467,106.73																																																																																
Program Description										Net Operating Revenue	\$	(467,106.73)																																																																																
Building Permit Processing and Ensuring Compliance of All Development with Zoning and Subdivision Ordinances and Adequacy of Facilities of the City As Well As State Laws That Are Implemented Locally										Grants																																																																																		
										Administrative Overhead	\$	42,521.32																																																																																
										Capital Overhead	\$	9,717.17																																																																																
										DPW Admin	\$	-																																																																																
										Net Income	\$	(414,868.24)																																																																																
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Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service																																																																																			
Fed	N		Internal	N	City Residents	1200	DNEP	DNEP	No																																																																																			
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										DPW Admin	\$	-																																																																																
										Total Program Cost	\$	519,345.22																																																																																
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Enhancement (Y/N)	Enhancement (Additional Information)																																																																																											

Planning and Zoning Comprehensive Planning

	Quadrant	Revenue	
	1	Program Cost	\$ 108,242.43
		Net Operating Revenue	\$ (108,242.43)
		Grants	
		Administrative Overhead	\$ 9,528.32
		Capital Overhead	\$ 4,001.93
		DPW Admin	\$ -
		Net Income	\$ (94,712.18)
		Program Cost	\$ 108,242.43
		Administrative Overhead	\$ 9,528.32
		Capital Overhead	\$ 4,001.93
		DPW Admin	\$ -
		Total Program Cost	\$ 121,772.68
		Program FTE's	0.64

Program Description									
Comprehensive/Long-Range Planning to Coordinate Future Land Use and Transportation while Upholding Community Character									
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	N		Internal	N	City residents	38,000	No	Yes	No
State	Y	Land Use Article	External	Y	City businesses				
County	N								
Charter	N								
Code	Y	See below							
Grant	N								
Discretion	N								

Outsource (Y/N)	Outsource (Additional Information)
N	

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
N	

Other Additional Information

The planning work is typically outsourced but managed and coordinated by in-house staff. City Code requirements are located in Titles 21 and 22

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Planning and Zoning Development Review	Quadrant	Revenue	\$ 51,744.00
	1	Program Cost	\$ 365,917.05
		Net Operating Revenue	\$ (314,173.05)

Program Description
 Development Review Including Design Review, Critical Area and Environmental Review, Neighborhood Conservation

Grants	
Administrative Overhead	\$ 32,463.78
Capital Overhead	\$ 7,845.75
DPW Admin	\$ -
Net Income	\$ (273,863.52)

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	N		Internal	N	City residents	38,000	DNEP	Yes	No
State	Y	Land Use Article	External	Y	City businesses		DPW		
County	N						ADOT		
Charter	N						Law		
Code	Y	See below					Rec. Parks		
Grant	N						Fire		
Discretion	N						Police		
							Health Dept.		
							DNR		

Program Cost	\$ 365,917.05
Administrative Overhead	\$ 32,463.78
Capital Overhead	\$ 7,845.75
DPW Admin	\$ -
Total Program Cost	\$ 406,226.58
Program FTE's	2.45

Outsource (Y/N)	Outsource (Additional Information)
N	

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Y	Cost recovery via application fees.

Other Additional Information

Applicable City Code is located in Title 21 in Divisions III, IV, and V

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Annapolis Police Department Drug Enforcement Unit

	Quadrant	Revenue	
	1	Program Cost	\$ 806,377.77
		Net Operating Revenue	\$ (806,377.77)
		Grants	\$ 6,525.57
		Administrative Overhead	\$ 89,388.85
		Capital Overhead	\$ 23,693.59
		DPW Admin	\$ -
		Net Income	\$ (912,934.64)
		Program Cost	\$ 799,852.20
		Administrative Overhead	\$ 89,388.85
		Capital Overhead	\$ 23,693.59
		DPW Admin	\$ -
		Total Program Cost	\$ 912,934.64
		Program FTE's	7.35

Program Description: Drug Enforcement
 Conducts all major drug investigations throughout the City. Conducts all drug related investigations weather major, minor, long term or short term to combat drug related criminal activities. Assists Criminal Investigations with information gathering and parallel case cooperation and assistance. Assists other agencies with parallel drug investigations and investigations that are incorporated within the City. Provides cooperations with other agencies upon request. works in conjunction with state and federal forfeiture programs. Monies obtained through seizures are placed into police specific funds only to be used for additional enforement efforts, NOT GENERAL USE SPENDING.

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/Ord	Internal		* Citizens/ all	Investigated more than 126+ major and some minor drug related offences	No	POLICE	Yes
State	Y	Laws/Ord	External	Y	general public				
County	Y	Laws/Ord							
Charter	Y	Laws/Ord							
Code	Y	Laws/Ord							
Grant	Y	Laws/Ord							
Discretion	Y	Laws/Ord							

Outsource (Y/N)	Outsource (Additional Information)
Yes	Outsourcing this program could occur but would not be reasonable and prudent for the effectiveness of community and Annapolis specific to drug and related criminal investigations.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	Grants: 1) (6525.57) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.

Other Additional Information
 The Drug Enforcement Section of the Police Department conducts all longer-term drug investigations, interdictions and all drug related investigations within the City and negiboring jurisdictions that affect the City of Annapolis

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Annapolis Police Department Intelligence

Quadrant

1

Revenue

Program Cost	\$	631,959.14
Net Operating Revenue	\$	(631,959.14)
Grants	\$	72,613.91
Administrative Overhead	\$	70,051.67
Capital Overhead	\$	18,149.66
DPW Admin	\$	-
Net Income	\$	(647,546.56)

Program Description: INTELLIGENCE

Provides vital information of ongoing threats community activities, involved in special investigations and information gathering to better prepare for enforcement and deployment efforts. Conducts all threatgroup investigations, gang investigations, crime related to aforementioned groups. Assist in certain internal investigations upon request of departments. Provides real time intelligence updates and threat awareness and preparedness. Assists in criminal investigations, fugitive tracking and apprehension, cellular tracking and all other intelligence gathering. Video retrievals, cell phone and Computer information retrieval. Assit in criminal and drug investigations. Assists in alcohol enforcement and compliance efforts for the City.

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/Ord	Internal	Y	* Citizens/ all	Investigation of	No	POLICE	Yes
State	Y	Laws/Ord	External	Y	general public	more than 800+			
County	Y	Laws/Ord			* Assists in	criminal , gang ,			
Charter	Y	Laws/Ord			internal inquiries	alcohol, threat			
Code	Y	Laws/Ord			* Judicial system	groups., etc.			
Grant	Y	Laws/Ord							
Discretion	Y								

Program Cost	\$	559,345.23
Administrative Overhead	\$	70,051.67
Capital Overhead	\$	18,149.66
DPW Admin	\$	-
Total Program Cost	\$	647,546.56
Program FTE's		5.76

Outsource (Y/N) Outsource (Additional Information)

Yes	Not Recommended
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Cost Recovery (Y/N) Cost Recovery (Additional Information)

Yes Grants: 1) SAPP- This grant provides salary and benefit funding for (1) Detective (67,500). 2) (5113.91) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.

Other Additional Information

The Intelligence Section of the Police Department investigates and assists in the investigation of more than 800+ reported crimes, special investigations, threat group investigations, etc., annually, Further, the Intelligence Section is the main unit that conducts major fugitive apprehension, cellular tracking for all investigations, all investigative technical and video retrieval assistance. (2014 general numbers include -- arrest: 91 / warrant: 98 / camera install/maintenance: 121 / video request: 1359 / cell tracks: 523 / phone dumps: 128 / subpoenas: 3600/ Infrastructure Repair/Update PD & Citywide: 590 / also 3 federal cases // 2 Gang cases 23 Deports // 1- gang trial Deport)

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N) Enhancement (Additional Information)

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Annapolis Police Department Investigations										Quadrant	Revenue	
										1	Program Cost	\$ 1,264,740.80
Program Description: INVESTIGATIONS										Net Operating Revenue	\$	(1,264,740.80)
Departments Criminal Investigations of all major reported crimes such as Murder, Rapes, Robberies, Burglaries, Thefts, serious assaults, all other crimes deemed worthy of specific investigative continuance, Assist with certain city and department internal investigations when requested. Assists other agencies in partnership and parallel investigations										Grants	\$	77,736.71
										Administrative Overhead	\$	140,224.97
										Capital Overhead	\$	36,748.37
										DPW Admin	\$	-
										Net Income	\$	(1,363,977.43)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	1,187,004.09
Fed	Y	Laws/Ord	Internal		Citizens/ all	Investigation of	No	POLICE	Yes	Administrative Overhead	\$	140,224.97
State	Y	Laws/Ord	External	Y	general public	more than 400+				Capital Overhead	\$	36,748.37
County	Y	Laws/Ord				criminal offences				DPW Admin	\$	-
Charter	Y	Laws/Ord				annually				Total Program Cost	\$	1,363,977.43
Code	Y	Laws/Ord								Program FTE's 11.53		
Grant	Y	Laws/Ord										
Discretion	N											
Outsource (Y/N)										Outsource (Additional Information)		
Yes										Outsourcing this program could occur but would not be reasonable and prudent for effective police investigation. Local police and detectives have area/community and people-based knowledge that cannot be supplanted through outsourcing. Same can be said if we set out to use another Police Department to handle routine criminal investigations. The absence of community knowledge and criminal intelligence would likely hinder results.		
Cost Recovery (Y/N)										Cost Recovery (Additional Information)		
Yes										Grants: 1) GOCCP Grant- (67,500) This program has (1) detective salary/benefits that is paid from this grant. 2) (10236.71) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.		
Other Additional Information										The criminal investigation section of the Police Department investigate more than 400+ reported crime annually, with the remaining less serious reported offences being investigated with the intial reporting/responding officers.		
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)										Enhancement (Additional Information)		

Annapolis Police Department										Quadrant	Revenue	\$	472,500.00
										1	Program Cost	\$	6,318,500.37
Patrol										Net Operating Revenue	\$	(5,846,000.37)	
										Grants	\$	793,639.19	
Program Description: PATROL First line of police service, response for police request and calls for service, enforcement of criminal and traffic laws, pedestrian crossing and all other related police responses.										Administrative Overhead	\$	700,516.73	
										Capital Overhead	\$	181,071.28	
										DPW Admin	\$	-	
										Net Income	\$	(5,933,949.19)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	5,524,861.18	
Fed	Y	Laws/Ord	Internal	N	Citizens/ all	100+ Calls for	Yes	POLICE	No	Administrative Overhead	\$	700,516.73	
State	Y	Laws/Ord	External	Y	general public	Service Avg per				Capital Overhead	\$	181,071.28	
County	Y	Laws/Ord				day				DPW Admin	\$	-	
Charter	Y	Laws/Ord				** Additional				Total Program Cost	\$	6,406,449.19	
Code	Y	Laws/Ord				sheet w/ totals				Program FTE's		57.6	
Grant	Y	Laws/Ord											
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
NO													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Grants: 1) COPS Grants- This grant provides funding for (5) full time officers to include salaries and benefits (270,000) 2) SAPP Grant- This grant provides funding towards salary and benefits for (7) officers in this program (472,500) 3) School Bus Safety (5402.03) and State Highway (16926.35) Overtime- Used for target specific enforcement efforts NOT INTENDED FOR GENERAL PURPOSE USE OVERTIME 4) (28810.81) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment. Additional: 1) SPEAD CAMERAS/RED LIGHT CAMERAS- Speed cameras have generated \$188,000 in the first six months of FY15 with the anticipated revenue generated at \$378,000 by years end. The red light cameras will conservatively generate and additional \$55,000 with a total generated revenue of \$433,000.											
Other Additional Information													
Five of these FTE's are funded fully by COPS Grants (\$270000) / Approximately Seven officers (FTE) positions partially funded by GOCCP Grant funding (\$472500) / This Program encompasses the Patrol, Crossing , traffic, Aux Police, Honor Guard units / This program is the first line response to the public and deployment efforts / respond to and average of 100+ calls for service daily for an annual call for service last year of 36,236 calls (this includes all call responses and self initiated events)													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department of Recreation And Parks; Harbormaster Division										Quadrant	Revenue	\$	304,108.00
										1	Program Cost	\$	292,692.79
OPERATE CITY DOCK (Rev.5.b)											Net Operating Revenue	\$	11,415.21
Program Description											Grants		
The Harbormaster Division is staffed primarily with seasonal employees (retirees, high school and college kids)										Administrative Overhead	\$	54,027.66	
These part-time seasonal employees meet and greet boaters arriving at City Dock; assist them in arriving and tying-up their boats, answer their questions, collect fees, answer telephone and radio calls including walk-in tourists; and perform minor repairs within limited capabilities. They also enforce City Code, issue Warnings, Civil Citations and impound boats when appropriate and ordered. A reasonable PARTIAL analogy would be "Parking Enforcement" for Boats on City Dock.										Capital Overhead	\$	19,619.72	
										DPW Admin	\$	-	
										Net Income	\$	85,062.59	
										Program Cost	\$	292,692.79	
										Administrative Overhead	\$	54,027.66	
										Capital Overhead	\$	19,619.72	
										DPW Admin	\$	-	
										Total Program Cost	\$	366,340.17	
										Program FTE's		4.63	
Mandated		Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	Y					Harbormaster	49 Private Marinas			
State	N		External	Y	Boaters & Tourists	8,000 Boat Transactions							
County	N												
Charter	Y												
Code	Y	Title 15											
Grant	Y	See Other Information											
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Y		While outsourcing is theoretically possible, it is unlikely that commercial for profit enterprises would accept the terms and conditions under Grant Covenants Many Public facilities produce no return (i.e. Public Restrooms), or non-compensative returns (i.e. Boaters Showers and Boater's Laundry Facilities); and it is equally unlikely that very many commercial for profit enterprises would be acceptable to Grantor Authorities for substitution of responsible parties obligations under the Grant Covenants											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		Docking Fees and fees for boaters to use electric power In fact at present the boaters are paying the electric bill for the street lights and parking lot lighting on Dock Street, Kunta Kinte Park and along the Story Wall on Compomise Strent In 2014 this Program produced \$304,108.00 in Fee Revenue. The Actual Number of Boaters serviced by City Dock is unknown at this time; but estimated to be over 48,000 per year; In addition to many thousand of tourists and residents..											
Other Additional Information													
In this Program; the Grants provide capital construction assistance only, no annual operating funds... i.e. Once it is built it's ours In 2008 Part of City Dock was rebuilt with Approximately \$5M combined Federal and State Grant funding and approximately \$3.5M in City Funds Under the Grant Covenants we are obligated to provide a minimum of 20 slips for transient boats (Tourists and residents alike) for 20 years (until April 2028) or to repay the Grant Funds.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department of Recreation And Parks; Harbormaster Division										Quadrant	Revenue	\$	228,224.00
										1	Program Cost	\$	103,426.92
OPERATE and SUPERVISE CITY WATERS (Rev.5.b)											Net Operating Revenue	\$	124,797.08
Program Description										Grants			
The Harbormaster Division is staffed primarily with seasonal employees (retirees, high school and college kids). These part-time seasonal employees meet and greet boaters arriving on City rental moorings; answer their questions, collect fees; and perform minor mooring repairs within limited capabilities. They also enforce City Code, issue Warnings, Civil Citations and impound boats when appropriate and ordered. A reasonable PARTIAL analogy would be Parking Enforcement for Boats at anchor or on moorings in the Harbor.										Administrative Overhead	\$	18,965.31	
										Capital Overhead	\$	7,155.98	
										DPW Admin	\$	-	
										Net Income	\$	150,918.37	
										Program Cost	\$	103,426.92	
										Administrative Overhead	\$	18,965.31	
										Capital Overhead	\$	7,155.98	
										DPW Admin	\$	-	
										Total Program Cost	\$	129,548.21	
										Program FTE's		1.61	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y				Harbormaster	No				
State	N		External	Y	Boaters & Tourists	6,000 Boat Transactions							
County	N												
Charter	Y												
Code	Y	Title 15											
Grant	Y	See Other Information											
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Y		While outsourcing is theoretically possible, it is unlikely that commercial for profit enterprises would accept the terms and conditions under Grant Covenants. Many Public facilities produce no return (i.e. Public Restrooms), or non-compensative returns (i.e. Boaters Showers and Boater's Laundry Facilities); and it is equally unlikely that very many commercial for profit enterprises would be acceptable to Grantor Authorities for substitution of responsible parties obligations under the Grant Covenants.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		Mooring Fees and fees for boaters to use electric power. In 2014 this Program produced \$228,224.00 in Fee Revenue. The Actual Number of Boaters serviced by our moorings is unknown at this time; but estimated to be over 36,000 per year.											
Other Additional Information													
In this Program; the Grants provide capital construction assistance only, no annual operating funds... i.e. Once it is built it's ours... However, subject to the grant covenants, we keep 100% of the Revenues. Pror to 2014 all City Rental Moorings were funded entirely by Federal and State Grants. The most recent grant will cover 28 mooring renewals (out of total 76) for the next 20 years. This grant will require 12.5% match (approximately \$20K- appropriated last June in the CIP plan) to 87.5% Federal and State Grant funds (approximately \$120K)... Under the Grant Covenants we are obligated to maintain and operate the grant funded moorings for varying terms depending upon the date of the grant; with the ultimate end date in 2035, or to repay the Grant Funds.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Recreation and Parks Park Maintenance										Quadrant	Revenue	\$	90,000.00
										1	Program Cost	\$	1,453,152.00
Program Description											Net Operating Revenue	\$	(1,363,152.00)
Maintenance of Parks and Athletic Fields to include, trash removal, mowing and minor repairs to amenities.											Grants		
											Administrative Overhead	\$	198,043.16
											Capital Overhead	\$	76,528.06
											DPW Admin	\$	-
											Net Income	\$	(1,088,580.78)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service		Program Cost	\$	1,453,152.00
Fed	N		Internal	N	Citizens	86%	None	Rec & Parks	Portions		Administrative Overhead	\$	198,043.16
State	N		External	Y							Capital Overhead	\$	76,528.06
County	N										DPW Admin	\$	-
Charter	N										Total Program Cost	\$	1,727,723.22
Code	N												
Grant	N										Program FTE's		15.94
Discretion	Y												
Outsource (Y/N)		Outsource (Additional Information)											
Possibly		Some landscape maintenance. Possibility to contract some additional landscape maintenance. Not practical to contract maintenance of athletic fields due to the flexibility and control needed for the programming involved.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Generates approximately \$90,000 in Park and Athletic Field Rentals.											
Other Additional Information													
Numbers - the last Citizen Survey indicated 86% of citizens use a City Park.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

<p style="text-align: center;">Recreation and Parks Pip Moyer Facility Operations</p>										Quadrant	Revenue	\$	1,000,000.00	
										1	Program Cost	\$	599,760.39	
Program Description										Net Operating Revenue	\$	400,239.61		
Custodial Staffing and Supplies, Facility Monitoring/Supervision, Minor Repairs to the Building										Grants				
										Administrative Overhead	\$	103,677.15		
										Capital Overhead	\$	48,177.58		
										DPW Admin	\$	-		
										Net Income	\$	552,094.34		
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	599,760.39	
	Fed	N		Internal	N	Citizens	118,064	None	Rec & Parks	Portions	Administrative Overhead	\$	103,677.15	
	State	N		External	Y						Capital Overhead	\$	48,177.58	
	County	N									DPW Admin	\$	-	
	Charter	N									Total Program Cost	\$	751,615.12	
	Code	N									Program FTE's		8.22	
	Grant	N												
	Discretion	Y												
Outsource (Y/N)		Outsource (Additional Information)												
Possibly		Custodial services are a candidate for outsourcing - Bids/RFP would need to be done to determine if outsourcing custodial services is cost effective.												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)												
Yes		Pip Moyer generates approximately \$1,000,000 in revenue. Of this total \$450,000 comes from Memberships and \$550,000 comes from Rentals. The revenue generated by the Pip Moyer Recreation Center is reflected in this program, but it is associated with this program, Pip Moyer Rec Center Member Services and the Fitness/Wellness Program												
Numbers Served - the 118,064 is the total number of visits to the Recreation Center by Members - it does not include the number of people who attend a meeting or are involved in a facility rental.														
Other Additional Information														
PMRC Revenue = \$1,000,000 PMRC Total Cost is \$1,355,690.18 and includes: PMRC Facility Operations Program = \$774,889.71 PMRC Member Services Program = \$307,550.45 Fitness/Wellness Program = \$273,250.02														
FOR ADMINISTRATION USE ONLY:														
Enhancement (Y/N)		Enhancement (Additional Information)												

Recreation and Parks Pip Moyer Member Services										Quadrant	Revenue	
										1	Program Cost	\$ 228,709.91
Program Description										Net Operating Revenue	\$	(228,709.91)
Front Desk Customer Service Staff - responsible for collecting membership fees and registering customers for activities, classes and rentals. Provides general information to customers and guests.										Grants		
										Administrative Overhead	\$	59,330.00
										Capital Overhead	\$	9,595.02
										DPW Admin	\$	-
										Net Income	\$	(159,784.89)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	228,709.91
Fed	N		Internal	N	Citizens	118,064	None	Rec & Parks	Portions	Administrative Overhead	\$	59,330.00
State	N		External	Y						Capital Overhead	\$	9,595.02
County	N									DPW Admin	\$	-
Charter	N									Total Program Cost	\$	297,634.93
Code	N									Program FTE's 5.96		
Grant	N											
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
No												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Pip Moyer generates approximately \$1,000,000 in revenue. Of this total \$450,000 comes from Memberships and \$550,000 comes from Rentals. The revenue generated by the Pip Moyer Recreation Center is reflected in the PMRC Facility Operations Program, but it is also associated with this program and the Fitness/Wellness Program										
Numbers Served - the 118,064 is the total number of visits to the Recreation Center by Members - it does not include the number of people who attend a meeting or are involved in a facility rental.												
Other Additional Information												
PMRC Revenue = \$1,000,000 PMRC Total Cost is \$1,355,690.18 and includes: PMRC Facility Operations Program = \$774,889.71 PMRC Member Services Program = \$307,550.45 Fitness/Wellness Program = \$273,250.02												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Recreation and Parks Stanton Center Operations										Quadrant	Revenue	\$	6,000.00	
										1	Program Cost	\$	480,077.02	
Program Description										Net Operating Revenue	\$	(474,077.02)		
Provide recreational activities and supervision of activities; custodial services and minor repairs to the building; Coordinate Non-Profit partnerships with Community Organizations that use the building.										Grants				
										Administrative Overhead	\$	98,558.57		
										Capital Overhead	\$	20,853.48		
										DPW Admin	\$	-		
										Net Income	\$	(354,664.97)		
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	480,077.02	
	Fed	N		Internal	N	Citizens	31,095	None	Rec & Parks	Portions	Administrative Overhead	\$	98,558.57	
	State	N		External	Y						Capital Overhead	\$	20,853.48	
	County	N									DPW Admin	\$	-	
	Charter	N									Total Program Cost	\$	599,489.07	
	Code	N												
	Grant	N									Program FTE's		9.4	
	Discretion	Y												
Outsource (Y/N)		Outsource (Additional Information)												
No		Many non-profits provide needed community services through the use of the building - We Care and Friends, Narcotics Anonymous, Youth Bureau Services, Anne Arundel Medical Center Dental Clinic												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)												
Yes		Generates \$6,000 in revenue through rentals. Services meet community needs, but are unable to generate revenue.												
Other Additional Information														
FOR ADMINISTRATION USE ONLY:														
Enhancement (Y/N)		Enhancement (Additional Information)												

Recreation and Parks Employee Wellness Program										Quadrant	Revenue	
										1	Program Cost	\$ 44,466.91
Program Description										Net Operating Revenue	\$	(44,466.91)
Provide Wellness Programs and promote awareness to employees										Grants		
										Administrative Overhead	\$	6,951.93
										Capital Overhead	\$	3,663.19
										DPW Admin	\$	-
										Net Income	\$	(33,851.79)
										Program Cost	\$	44,466.91
										Administrative Overhead	\$	6,951.93
										Capital Overhead	\$	3,663.19
										DPW Admin	\$	-
										Total Program Cost	\$	55,082.03
										Program FTE's		0.5
Mandated		Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service		
Fed		N		Internal	Y	Employees			Rec & Parks			
State		N		External	N							
County		N										
Charter		N										
Code		N										
Grant		N										
Discretion		Y										
Outsource (Y/N)		Outsource (Additional Information)										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Other Additional Information												
This program is funded through the Self-Insurance Fund												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$	4,170.00
										2	Program Cost	\$	192,720.42
ADA Complementary Paratransit										Net Operating Revenue(Deficit)	\$	(188,550.42)	
Program Description										Grants	\$	75,243.11	
The federal Americans with Disabilities Act of 1990 (ADA) is a civil rights law that, among other things, requires equal access to public transportation for persons with disabilities. The ADA also requires curb-to curb "paratransit" service for persons whose disabilities prevent them from using accessible non-commuter fixed route bus service. The ADA complementary paratransit offers a comparable level of service to that provided by regular bus service. The paratransit service provided by Annapolis Transit is origin-to-destination service for people with disabilities who are not able to ride fixed route bus transportation, including lift-equipped buses. The service is curb-to-curb within 3/4 of a mile of any fixed route service. The service is for any trip purpose.										Administrative Overhead	\$	25,755.44	
										Capital Overhead	\$	3,262.02	
										DPW Admin	\$	-	
										Net Income	\$	(142,324.77)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	117,477.31	
Fed	Y	ADA of 1990	Internal	Y	General Public with disabilities	4,715	No	Yes	No	Administrative Overhead	\$	25,755.44	
State	Y		External	Y		Capital Overhead	\$	3,262.02					
County	N					DPW Admin	\$	-					
Charter	N					Total Program Cost	\$	146,494.77					
Code	Y					Program FTE's		2.5					
Grant	Y												
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Possible													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y													
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$
										2	Program Cost	\$
Parking Meter Collections & Maintenance										Net Operating Revenue(Deficit)	\$	(163,559.64)
Program Description										Grants	\$	-
Collects and deposit cash receipts from various locations; collects, sorts and deposits monies from parking meters and transit fare cans. The other focus of this program is the repairs and maintenance of parking meters. There are 400 parking meters and five (5) parking kiosks. On the average, up to 12 parking meters/kiosks are repaired daily due to credit card and other foreign objects getting stuck into the meters. Employees in this program also respond to customer complaints in reference to parking meter malfunctions.										Administrative Overhead	\$	22,233.24
										Capital Overhead	\$	5,025.40
										DPW Admin	\$	-
										Net Income	\$	(190,818.28)
										Program Cost	\$	163,559.64
										Administrative Overhead	\$	22,233.24
										Capital Overhead	\$	5,025.40
										DPW Admin	\$	-
										Total Program Cost	\$	190,818.28
										Program FTE's		2
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	Y	Other depts.	26399*		Yes	No			
State	N		External	Y	Residents							
County	N				Businesses							
Charter	N				Workers							
Code	N				Visitors							
Grant	N											
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
Possible												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
* There are 400 parking meters and 5 parking kiosks in this program												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	
Parking Operations										2		
Program Description										Program Cost		\$ 649,644.39
Program involves planning, developing and managing parking activities within the City. The enforcement of parking code for on-street parking and residential parking are the main activities of the program. During special events, the parking enforcement officers help with control of parking. The administrative component focuses on responding to customers' concerns about parking, parking citation adjustments and defending the city in courts when a legal challenge is brought against parking citations issued.										Net Operating Revenue(Deficit)		\$ (649,644.39)
										Grants		\$ -
										Administrative Overhead		\$ 101,291.17
										Capital Overhead		\$ 28,717.41
										DPW Admin		\$ -
										Net Income		\$ (779,652.97)
										Program Cost		\$ 649,644.39
										Administrative Overhead		\$ 101,291.17
										Capital Overhead		\$ 28,717.41
										DPW Admin		\$ -
										Total Program Cost		\$ 779,652.97
										Program FTE's		9
Mandated		Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service		
Fed	N			Internal	Y		26,399	Police	Yes	No		
State	N			External	Y							
County	N					Residents						
Charter	N					Businesses						
Code	Y	Title 12				Workers						
Grant	N					Visitors						
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
Possible												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Y												
Other Additional Information												
FY 2014 parking citations: 26,399												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$	86,000.00
										2	Program Cost	\$	106,982.96
Taxi Management											Net Operating Revenue(Deficit)	\$	(20,982.96)
Program Description										Grants	\$	1,398.73	
This is inspection and enforcement work covering ground transportation services operating within the City of Annapolis. The program is to ensure that all taxicabs owners and drivers, their vehicles and operations comply with all City and State laws and ordinances. Inspections of taxicabs for cleanliness, mechanical safety is also a function in this program. The taxi manager or inspector performs inspections on a pre-notice or random basis and also investigates complaints										Administrative Overhead	\$	15,353.77	
										Capital Overhead	\$	2,055.10	
										DPW Admin	\$	-	
										Net Income	\$	(36,993.10)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	105,584.23	
Fed	N		Internal	N		250	No	Yes	No	Administrative Overhead	\$	15,353.77	
State	N		External	Y	taxicab drivers and owners					Capital Overhead	\$	2,055.10	
County	N									DPW Admin	\$	-	
Charter	N									Total Program Cost	\$	122,993.10	
Code	Y	City Code 7.48								Program FTE's		1.5	
Grant	N												
Discretion	N												
Outsource (Y/N)										Outsource (Additional Information)			
Possible													
Cost Recovery (Y/N)										Cost Recovery (Additional Information)			
Y										Estimated Revenue of \$86,000			
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)										Enhancement (Additional Information)			

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	5,880.00
										2	Program Cost	\$	126,254.84
Commercial Permit Management											Net Operating Revenue	\$	(120,374.84)
Program Description										Grants			
Conducts inspections and document review for Zoning requirements & enforcement, administers use and occupancy (U&O) inspections and issues licenses. Works as an ombudsman for commercial permit applicants focusing on small business ventures, providing them personal direction and information sharing regarding each step of business development from prospective site review, permit application to use and occupancy.										Administrative Overhead	\$	14,054.70	
										Capital Overhead	\$	3,099.04	
										DPW Admin	\$	-	
										Net Income	\$	(137,528.58)	
										Program Cost	\$	126,254.84	
										Administrative Overhead	\$	14,054.70	
										Capital Overhead	\$	3,099.04	
										DPW Admin	\$	-	
										Total Program Cost	\$	143,408.58	
										Program FTE's		1.18	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	N	Businesses	FY14: 141	FMO participates	DNEP	None				
State	Y		External	Y		FY15 to date: 81	in the U & O						
County	Y					Businesses	inspections.						
Charter	Y	Title 17 & 21				Issued	P&Z participates						
Code	Y					U & O	in the review of						
Grant	N						some permits						
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
N		THE CITY HAS THE MOST INTEREST IN SEEING THAT WE HELP OUR BUSINESSES GET OPEN BY HELP THEM THROUGH OUR PERMIT PROCESS											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		FY14: \$5,880 FY15 TO DATE: \$5,210 FEES COLLECTED FOR USE PERMITS (01023-443020)											
Other Additional Information													
Salaries/Benefits: \$121,689.16 Operating: \$4,565.68													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	668,775.00
										2	Program Cost	\$	835,637.17
Inspections											Net Operating Revenue	\$	(166,862.17)
Program Description										Grants	\$	-	
Inspects for code compliance to include the Building, Electrical, Plumbing, Mechanical and Life Safety Codes. DNEP determines the fitness for occupancy of buildings following structural damage caused by water, fire or falling trees.										Administrative Overhead	\$	92,999.16	
										Capital Overhead	\$	20,649.44	
										DPW Admin	\$	-	
										Net Income	\$	(280,510.77)	
										Program Cost	\$	835,637.17	
Administrative Overhead	\$	92,999.16											
Capital Overhead	\$	20,649.44											
DPW Admin	\$	-											
Total Program Cost		\$	949,285.77										
Program FTE's		7.8											
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	N	Businesses &	FY14: 9,756	No	DNEP	None				
State	Y	2015 IBC	External	Y	Residents	FY15 to date: 3599							
County	Y					Inspections							
Charter	Y	TITLE 17											
Code	N												
Grant	N												
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Y													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		FY14: \$469,990	FY15: \$341,567	[67% of Building Permit Fees (1023-443000), Sign Permits (01021-441000), & Fence& Temp Structure (01023-443060)]									
		FY14:\$ 11,085	FY15: \$3,350	Occupancy Inspection (01023-443010)									
		FY14: \$87,680	FY15: \$11,330	Plumbing & Electrical Contractor Licenses									
		FY:14: \$668,755	FY15: \$356,247										
Other Additional Information													
Benefits/ Salaries: \$804,385.99 Operating: \$31251.18													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Neighborhood & Environmental Programs	Quadrant	Revenue	\$ 231,488.00
Plans Review	2	Program Cost	\$ 389,489.43
		Net Operating Revenue	\$ (158,001.43)

Program Description
 Receives permit applications, completes permit review, issues permits for construction for code compliance to include the Building, Electrical, Plumbing, Mechanical and Life Safety Codes.

Grants	
Administrative Overhead	\$ 43,429.53
Capital Overhead	\$ 9,150.26
DPW Admin	\$ -
Net Income	\$ (210,581.22)

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service
Fed	N		Internal	N	Businesses	FY14: 3,628	P&Z, FMO, DPW	DNEP	None
State	Y		External	Y	Residence	FY15 to date: 2,120			
County	Y					Permits			
Charter									
Code	Y	Title 17							
Grant	N								
Discretion	N								

Program Cost	\$ 389,489.43
Administrative Overhead	\$ 43,429.53
Capital Overhead	\$ 9,150.26
DPW Admin	\$ -
Total Program Cost	\$ 442,069.22
Program FTE's	3.67

Outsource (Y/N)	Outsource (Additional Information)
Y	In the Past some of the permits were reviewed by a their party reviewed. Cost were higher and not available up front. Reviews also took longer.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Y	FY14: 231,488 FY15 to date: \$168,235 [33% of Building Permit Fees (1023-443000), Sign Permits (01021-441000), & Fence& Temp Structure (01023-443060)]

Other Additional Information
 Salaries/Benefits: \$378,473.92 Operational: \$11,015.50

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	22,955.00
										2	Program Cost	\$	180,561.81
Urban Forestry											Net Operating Revenue	\$	(157,606.81)
Program Description										Grants			
Care, maintenance and planting of trees on city properties, most notably those in city right of ways, pursuant with City Code 14.12 Trees. Review of all proposed development activities for compliance with City Code 17.09, Trees in Development Areas, and the Forest Conservation Act.										Administrative Overhead	\$	19,337.00	
										Capital Overhead	\$	8,807.80	
										DPW Admin	\$	-	
										Net Income	\$	(185,751.61)	
										Program Cost	\$	180,561.81	
										Administrative Overhead	\$	19,337.00	
										Capital Overhead	\$	8,807.80	
										DPW Admin	\$	-	
										Total Program Cost	\$	208,706.61	
										Program FTE's		1.37	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y	Projects under FCA	48: Tree Permits	P&Z	DNEP					
State	Y		External	Y	review, tree removal								
County	N				permits, trees								
Charter					pruned/								
Code	Y	14.12 & 17.09			planted/hazard/								
Grant	N				removed.								
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
N													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		FY14: \$5,660	FY15 to date: \$7,470	Tree Permits & Fee in Lieu (25271-483010 & 25271-474500)									
		FY14: \$17,295	FY15 to date: \$39,025	Critical Area Trees (25272-483010)									
		\$22,955	\$=46,495										
Other Additional Information													
Salaries/Benefits \$141283.19 Operating: \$39,278.62													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Public Works										Quadrant	Revenue																																																																																	
Building Maintenance										2	Program Cost		\$ 1,604,363.37																																																																															
Program Description This program provides for the maintenance and repair of all City buildings and facilities. The object is to keep the buildings in a safe and operable condition.										Net Operating Revenue		\$ (1,604,363.37)																																																																																
										Grants		\$ -																																																																																
										Administrative Overhead		\$ 150,647.20																																																																																
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										DPW Admin		\$ 166,532.97																																																																																
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Public Works										Quadrant	Revenue	
Fleet Management and Maintenance										2		
Program Description										Program Cost		\$ 1,050,178.89
This program provides for the management, maintenance and repair of all City vehicles. The object is to keep the vehicles in a safe and operable condition.										Net Operating Revenue		\$ (1,050,178.89)
										Grants		
										Administrative Overhead		\$ 118,547.28
										Capital Overhead		\$ 65,996.62
										DPW Admin		\$ 77,457.20
										Net Income		\$ (1,312,179.99)
										Program Cost		\$ 1,050,178.89
										Administrative Overhead		\$ 118,547.28
										Capital Overhead		\$ 65,996.62
										DPW Admin		\$ 77,457.20
										Total Program Cost		\$ 1,312,179.99
										Program FTE's		8.4
Mandated		Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service		
Fed	N		Internal	Yes	City staff	625 FTE	No	DPW	Private garages,			
State	N		External	No					Government			
County	N								agencies (State and			
Charter	N								County)			
Code	Y	2.40.30										
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
Yes		Functions such as parts management are recommended for outsourcing after fleet consolidation is completed.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
Public Works: 5.4 FTE, \$570,413.52												
Police: 1 FTE, \$174,967.45												
Fire: 2.0 FTE, \$304,797.93												
ADOT Fleet will be managed by this program, but Budget will remain within the ADOT Department: ADOT: 4 FTE, \$321,781.26												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works Market House										Quadrant	Revenue	\$
										2	Program Cost	\$
Program Description This program provides management, common area operations and maintenance, and repair of Market House. This involves functions such as utilities, custodial services, refuse and recycling collection, manager, and building maintenance and repair. The Market House vendors reimburse the City for all operating expenses. The objective of the program is to operate and maintain Market House in a safe and high quality manner.										Net Operating Revenue	\$	(156,585.00)
										Grants	\$	-
										Administrative Overhead	\$	13,914.09
										Capital Overhead	\$	24,008.92
										DPW Admin	\$	-
										Net Income	\$	(194,508.01)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	No	Residents and	Market House	No	DPW	Most services are already provided by external companies	Program Cost	\$	156,585.00
State	N		External	Yes	visitors	customers				Administrative Overhead	\$	13,914.09
County	N									Capital Overhead	\$	24,008.92
Charter	N									DPW Admin	\$	-
Code	Y	7.28.020								Total Program Cost	\$	194,508.01
Grant	N									Program FTE's		0
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
Yes		Most of the functions in Market House have been outsourced. Management, custodial services, trash collection, and most repair works is performed by contractors.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Cost Recovery via operating expense payments from the vendors.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$		
Traffic Control & Maintenance										2	Program Cost	\$	297,387.79	
											Net Operating Revenue	\$	(297,387.79)	
Program Description This program provides a wide variety of services including maintenance and repair of street signs, signals, traffic markings, painted curbs, and downtown flags. The object is to keep the streets and all associated equipment and markings in a safe and operable condition.											Grants	\$	-	
											Administrative Overhead	\$	37,115.69	
											Capital Overhead	\$	14,155.42	
											DPW Admin	\$	164,596.54	
											Net Income	\$	(513,255.44)	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service				
	Fed	Y	23 CFR 655	Internal	No	Residents, visitors,	All drivers in the	No	DPW	Other Govt		Program Cost	\$	297,387.79
	State	Y	COMAR 11.04.14	External	Yes	State and County	City.			agencies (State		Administrative Overhead	\$	37,115.69
	County	N				agencies, people				and County)		Capital Overhead	\$	14,155.42
	Charter	Y	Art. VI, Sec. 10b			working in Annapolis						DPW Admin	\$	164,596.54
	Code	Y	12.0804									Total Program Cost	\$	513,255.44
	Grant	N												
	Discretion													
											Program FTE's		3.85	
Outsource (Y/N)		Outsource (Additional Information)												
No		This work is sensitive in that it involves maintenance, repair and operations of the City's traffic signals, street signs and traffic markings. This type of work is best performed by City employees.												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)												
No														
Other Additional Information														
FOR ADMINISTRATION USE ONLY:														
Enhancement (Y/N)		Enhancement (Additional Information)												

<div style="text-align: center;"> Public Works Traffic Engineering </div>										Quadrant	Revenue	\$	
										2	Program Cost	\$	62,908.26
Program Description This program provides traffic engineering to resolve difficult and complex traffic issues that arise throughout the City. Traffic studies are performed and engineering solutions are developed to improve traffic in the City. The object is to keep the streets and all associated equipment and markings in a safe and operable condition.										Net Operating Revenue	\$	(62,908.26)	
										Grants	\$	-	
										Administrative Overhead	\$	6,812.97	
										Capital Overhead	\$	2,463.38	
										DPW Admin	\$	7,939.36	
										Net Income	\$	(80,123.97)	
										Program Cost		\$	62,908.26
										Administrative Overhead		\$	6,812.97
										Capital Overhead		\$	2,463.38
										DPW Admin		\$	7,939.36
										Total Program Cost		\$	80,123.97
										Program FTE's		0.53	
Outsource (Y/N)		Outsource (Additional Information)											
No		Although it is possible to outsource this function to an engineering firm, there would be a significant loss in the indepth knowledge and familiarity that the traffic engineer has with the City's unique streets system, traffic control, and parking.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
No													
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department Name - Fire										Quadrant	Revenue		
Program Name - Emergency Management										2			
Program Description											Program Cost	\$ 694,488.54	
Plans and mitigates manmade and natural emergencies including recovery.											Net Operating Revenue	\$ (694,488.54)	
											Grants	\$ 495,296.00	
											Administrative Overhead	\$ 43,750.26	
											Capital Overhead	\$ 7,274.07	
											DPW Admin	\$ -	
											Net Income	\$ (250,216.87)	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service			
	Fed	N		Internal	Y	Public	40,000	All City Depts	Fire	AACo may		Program Cost	
	State	N		External	Y							\$ 199,192.54	
	County	N										Administrative Overhead	
	Charter	Y	Art VI Sect 4									\$ 43,750.26	
	Code	Y	Chap 11.48									Capital Overhead	
	Grant	Y	Fed & State									\$ 7,274.07	
	Discretion	N										DPW Admin	
												\$ -	
												Total Program Cost	
												\$ 250,216.87	
												Program FTE's	
												3.8	
Outsource (Y/N)												Outsource (Additional Information)	
Possible												Outsourcing could result in loss of city grant funding and a reduction in services to the City.	
Cost Recovery (Y/N)												Cost Recovery (Additional Information)	
Yes												Grant funding received from Federal and State grants.	
Other Additional Information													
Increased VEBA needed to cover added benefits costs.													
During activation of the EOC (Emergency Operations Center) the OEM staff is supported by numerous employees of the City of Annapolis.													
City of Annapolis EOC works in conjunction with Anne Arundel County EOC.													
Actual total grants received by OEM is \$755,510 of which \$194,500 goes to the Police Department and \$65,714 goes to Special Operations Program in the Fire Department.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)												Enhancement (Additional Information)	

Department Name - Fire Program Name - Plans Review										Quadrant	Revenue	\$	34,970.00
										2	Program Cost	\$	101,984.03
Program Description										Net Operating Revenue	\$	(67,014.03)	
Review of plans submitted for new and modified building in the City of Annapolis.										Grants	\$	-	
										Administrative Overhead	\$	8,816.18	
										Capital Overhead	\$	5,519.59	
										DPW Admin	\$	-	
										Net Income	\$	(81,349.80)	
										Program Cost	\$	101,984.03	
										Administrative Overhead	\$	8,816.18	
										Capital Overhead	\$	5,519.59	
										DPW Admin	\$	-	
										Total Program Cost	\$	116,319.80	
										Program FTE's		0.5	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y	Public	552	DNEP	Fire	Engineering Company				
State	Y	MD 29.06.01	External	Y			P & Z						
County	N												
Charter	N												
Code	Y	Chap 2 - 2.32.040											
Grant	N												
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
Possible		Outsourcing could result in higher costs, delays in completion and lack of quality.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Citizens pay for Plans Reviewer through their permit fees.											
Other Additional Information													
Increased VEBA needed to cover added benefits costs.													
As more plans are reviewed, the Fire Department budget needs to be increased to add the additional Plans Reviewer fees to pay out.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department Name - Fire Program Name - Special Operations										Quadrant	Revenue																																																																															
										2	Program Cost \$ 1,431,430.26 Net Operating Revenue \$ (1,431,430.26)																																																																															
Program Description Services to include: HazMat (responds to chemical, biological, radiological, nuclear and explosive incidents), FESU (responds to suspicious packages and bomb squad services, conducts investigations of fires as required by NFPA and ISO), Marine (Operation of Fireboat to provide firefighting services for all marine and structural fires in support of non-hydrant areas, provides EMS services to marine based calls for assistance), Bike Medics (responds during congested traffic special events for EMS services), Tactical Medics (responds with Annapolis Police Department for EMS support of their SWAT Team).										Grants \$ 65,714.00 Administrative Overhead \$ 135,897.68 Capital Overhead \$ 37,847.96 DPW Admin \$ - Net Income \$ (1,539,461.90)																																																																																
<table border="1"> <thead> <tr> <th>Mandated</th> <th>Y/N</th> <th>Reference</th> <th>Customer Type</th> <th>Y/N</th> <th>Program Users</th> <th>Numbers Serviced</th> <th>Other Dept's Provide Service</th> <th>Lead</th> <th>External Providers of Service</th> </tr> </thead> <tbody> <tr> <td>Fed</td> <td>N</td> <td></td> <td>Internal</td> <td>Y</td> <td>Public</td> <td>857</td> <td>No</td> <td>Fire</td> <td>AACo may</td> </tr> <tr> <td>State</td> <td>N</td> <td></td> <td>External</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>County</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Charter</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Code</td> <td>Y</td> <td>Art 6 Sect 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grant</td> <td>Y</td> <td>Chap 2 Sect 2.32.010</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Discretion</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service	Fed	N		Internal	Y	Public	857	No	Fire	AACo may	State	N		External	Y						County	N									Charter	N									Code	Y	Art 6 Sect 4								Grant	Y	Chap 2 Sect 2.32.010								Discretion	N									Program Cost \$ 1,365,716.26 Administrative Overhead \$ 135,897.68 Capital Overhead \$ 37,847.96 DPW Admin \$ - Total Program Cost \$ 1,539,461.90 Program FTE's 10.67
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service																																																																																	
Fed	N		Internal	Y	Public	857	No	Fire	AACo may																																																																																	
State	N		External	Y																																																																																						
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Discretion	N																																																																																									
Outsource (Y/N)		Outsource (Additional Information)																																																																																								
Possible		Outsourcing to AACo may result in reduction of services, increased response times and loss of grant funds.																																																																																								
Cost Recovery (Y/N)		Cost Recovery (Additional Information)																																																																																								
Yes		OEM grants of \$40,714 are for HazMat Services and \$25,000 are for Bomb Squad Services																																																																																								
Possible		Submitted Revenue Enhancement for fireworks fees (possible \$2400) and for Fire/EMS records/reports fees (possible \$250)																																																																																								
Other Additional Information																																																																																										
Increased VEBA needed to cover added benefits costs. Bomb Squad receives operating funding through Federal and State Grants. Fireboat was funded through Federal and State Grants.																																																																																										
FOR ADMINISTRATION USE ONLY:																																																																																										
Enhancement (Y/N)		Enhancement (Additional Information)																																																																																								

Mayor's Office Special Projects										Quadrant	Revenue	
										2	Program Cost	\$ 414,219.42
Program Description										Net Operating Revenue	\$	(414,219.42)
Special Projects of the Mayor: Includes 4th of July, New Year's Eve, MLK, Jr Da y Celebrations, Community Grants, etc.										Grants		
										Administrative Overhead	\$	40,381.30
										Capital Overhead	\$	52,789.00
										DPW Admin	\$	-
										Net Income	\$	(321,049.12)
										Program Cost	\$	414,219.42
										Administrative Overhead	\$	40,381.30
										Capital Overhead	\$	52,789.00
										DPW Admin	\$	-
										Total Program Cost	\$	507,389.72
										Program FTE's		1
Outsource (Y/N)		Outsource (Additional Information)										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Other Additional Information												
Management of Special Projects split between Mayor's Office and Finance												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Planning and Zoning										Quadrant	Revenue	
Community Programs and Grant Administration										2	Program Cost	\$ 126,936.12
Community Programs and Grant Administration										Net Operating Revenue	\$ (126,936.12)	
Program Description										Grants		
Community Programs and Grant Administration										Administrative Overhead	\$ 11,157.91	
										Capital Overhead	\$ 3,145.73	
										DPW Admin	\$ -	
										Net Income	\$ (112,632.48)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	N	City residents	4000	No	Yes	No	Program Cost	\$ 126,936.12	
State	N		External	Y	Homeless					Administrative Overhead	\$ 11,157.91	
County	N				LMI neighborhoods					Capital Overhead	\$ 3,145.73	
Charter	N				Children					DPW Admin	\$ -	
Code	N				Disabled					Total Program Cost	\$ 141,239.76	
Grant	Y	See below								Program FTE's	0.8	
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
N												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Y		Cost recovery via grants through staff time match, not cash match. Applicable pass-through grants for this program using FY14 funding: Community Legacy Grant: \$100,000; Emergency Solutions Grant (ESG): \$93,150; Community Development Block Grant: \$247,308. Grant allocation varies each fiscal year.										
Other Additional Information												
The Housing Rehabilitation Program has been outsourced to the Anne Arundel Community Development Services.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Planning and Zoning										Quadrant	Revenue		
Historic Preservation and Cultural Resource Planning										2	Program Cost		\$ 208,373.91
Program Description Historic Preservation and Cultural Resource Planning										Net Operating Revenue		\$ (208,373.91)	
										Grants			
										Administrative Overhead		\$ 19,677.96	
										Capital Overhead		\$ 20,104.93	
										DPW Admin		\$ -	
										Net Income		\$ (168,591.02)	
										Program Cost		\$ 208,373.91	
										Administrative Overhead		\$ 19,677.96	
										Capital Overhead		\$ 20,104.93	
										DPW Admin		\$ -	
										Total Program Cost		\$ 248,156.80	
										Program FTE's		0.73	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	N	City residents	38,000	No	Yes	No				
State	Y	Land Use Article	External	Y	City businesses								
County	N												
Charter	N												
Code	Y	Chapter 21.56											
Grant	N												
Discretion	N												
Outsource (Y/N)		Outsource (Additional Information)											
N													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
N													
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Planning and Zoning Sector Studies										Quadrant	Revenue	
										2	Program Cost	\$ 99,744.30
Program Description										Net Operating Revenue	\$	(99,744.30)
Sector and Small-area Studies to Implement the Comprehensive Plan										Grants		
										Administrative Overhead	\$	8,771.22
										Capital Overhead	\$	11,242.60
										DPW Admin	\$	-
										Net Income	\$	(79,730.48)
										Program Cost	\$	99,744.30
										Administrative Overhead	\$	8,771.22
										Capital Overhead	\$	11,242.60
										DPW Admin	\$	-
										Total Program Cost	\$	119,758.12
										Program FTE's		0.2
Mandated		Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service		
Fed	N			Internal	N	City residents	38000	DPW	Yes	No		
State	Y	Land Use Article	External	Y	City businesses			ADOT				
County	N							Rec. Parks				
Charter	N							DNEP				
Code	Y	Titles 20-22										
Grant	N											
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
N												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
The planning work is outsourced but managed and coordinated by in-house staff.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Planning and Zoning Transportation Planning										Quadrant	Revenue	\$	2,000.00
										2	Program Cost	\$	44,344.32
Program Description										Net Operating Revenue	\$	(42,344.32)	
Transportation and Mobility Planning including Bicycle and Pedestrian Mobility Planning										Grants			
										Administrative Overhead	\$	3,848.39	
										Capital Overhead	\$	2,748.21	
										DPW Admin	\$	-	
										Net Income	\$	(35,747.72)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	N	City residents	38000	DPW	Yes	No				
State	Y	Land Use Article	External	Y	City businesses		ADOT						
County	N												
Charter	N												
Code	Y	Titles 21-22											
Grant	N												
Discretion	N												
										Program Cost	\$	44,344.32	
										Administrative Overhead	\$	3,848.39	
										Capital Overhead	\$	2,748.21	
										DPW Admin	\$	-	
										Total Program Cost	\$	50,940.92	
										Program FTE's		0.2	
Outsource (Y/N)		Outsource (Additional Information)											
N													
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		Cost recovery via 10% administration fee charged with Traffic Impact Studies											
Other Additional Information													
Consultant firms are hired for Traffic Impact Studies													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Annapolis Police Department Communications

Quadrant

2

Revenue

Program Cost	\$	1,493,099.78
Net Operating Revenue	\$	(1,493,099.78)
Grants	\$	302,083.41
Administrative Overhead	\$	165,521.40
Capital Overhead	\$	42,074.92
DPW Admin	\$	-
Net Income	\$	(1,398,612.69)

Program Description: Communications Section

Handles 911 call, citizen call for assistance, dispatch calls to officers for response, complete necessary computer checks though MVA, Courts, National Systems, etc. Dispatches more than 36,200 calls for service annually. Recieves more than (88,141) callls into the call center to include (10288) 911 calls and (78853) general calls, with a total of 88,054 actual talk minutes between staff and the public.

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/ Policy	Internal	N	All City citizens	36236 call for service	Yes	POLICE	Yes
State	Y	Laws/ Policy	External	Y	and general public	annually.			
County	Y	Laws/ Policy				88141 total call into			
Charter	Y	Laws/ Policy				the center			
Code	N					10288- 911 specific calls			
Grant	Y	Laws/ Policy				88054 minutes of actual			
Discretion	N					talk time			

Program Cost	\$	1,191,016.37
Administrative Overhead	\$	165,521.40
Capital Overhead	\$	42,074.92
DPW Admin	\$	-
Total Program Cost	\$	1,398,612.69
Program FTE's		13.61

Outsource (Y/N)	Outsource (Additional Information)
Yes	This program could be outsourced. APD's 911/ Dispatch center processes more than 36,000 call for services annually, providing efficient customer service and call/police response. This program could be outsourced and potentially incorporated into the AACo Communications Center. Some of our cost is offset by 911 fees. We believe \$290,000. On the other hand, the center is staffed by 13 employees whose combined salary exceeds our fee/revenue. There may also be funding offsets that we are not aware of. The City should necessarily determine cost-savings, if any, as well as issues surrounding customer service and efficiency.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	<u>Grants/allocations:</u> 1) (290,000+) County 911 Fees- This funding contributes to approx. half the salary/benefits of (12) communications operators. This funding is provided annually and attributed to 911 fees assessed on monthly phone bills. This funding is provided to APD for being a participant in dipatch/communications program. 2) (12083.41) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.

Other Additional Information

FOR ADMINISTRATION USE ONLY:	
Enhancement (Y/N)	Enhancement (Additional Information)

Annapolis Police Department Special Operations

Quadrant

2

Revenue	\$	29,000.00
Program Cost	\$	2,954,164.35
Net Operating Revenue	\$	(2,925,164.35)
Grants	\$	353,409.34
Administrative Overhead	\$	314,675.68
Capital Overhead	\$	63,506.79
DPW Admin	\$	-
Net Income	\$	(2,949,937.48)

Program Description: Special Operations
Provides all specialized enforcement and deployment efforts that meets department and community needs, Assists other agencies with specialized needs. Provides support to all other programs and sections within the department. Provides targeted enforcement in crime affected areas. Incorporated specialized services of the department, to including, bike units, marine unit, K-9 Unit, SWAT, etc

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/Ord	Internal		* Citizens/ all	36000+ residents	No	POLICE	Yes
State	Y	Laws/Ord	External	Y	general public	of the City			
County	Y	Laws/Ord							
Charter	Y	Laws/Ord							
Code	Y	Laws/Ord							
Grant	Y	Laws/Ord							
Discretion	N								

Program Cost	\$	2,600,755.01
Administrative Overhead	\$	314,675.68
Capital Overhead	\$	63,506.79
DPW Admin	\$	-
Total Program Cost	\$	2,978,937.48
Program FTE's		26.93

Outsource (Y/N)	Outsource (Additional Information)
Yes	Outsourcing can occur for some units but it would not be prutent, efficient or effective for community and agency needs.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	<u>Grants</u> : 1) SAPP- Contributes funding to (2) Officers assigned to this program, covering approximately \$135,000 in salary/benefits. 2) (23909.34) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment. <u>Special Events</u> : Billable Special Events for the City of Annapolis that utilize Police resources are billed at the actual cost of officers salary, plus an additional overhead rate of 12.085% per event. This predetermined overhead rate is standard on all billable events. There are approximately (45+) special events billed and worked annually (not including outside agency officers' payments that work these events). These events that are billed yielded a total revenue return of approximately \$25,167 in FY14. Other outside agency officers were paid for services at this events, compensated from the Police Departments "Professional Services Account" not from the departments overtime funding. The Police Department anticipates generating these revenued fees of more than \$29,000 for FY16

Other Additional Information
Canine- On average the K-9 Unit costs the police department \$25,000-\$30,000 in upkeep, veterernarian, shelter, food, etc. Five dogs unit is efficient staffing. four are narcotic detection, and one explosive/firearm detecting. All dogs help in apprehension of violent criminals as well as their stated specialty. Other than the minimal upkeep, etc., there is cost-neutral use of the animals since they deploy with patrol officers on daily/routine work. In other words, they don't just sit around and wait for a call. They patrol like all other police. Bike Unit- On average the bicycle unit costs the city less than \$3000-5000 annually. Their focus is in the business and public housing areas of Annapolis. This unit is invaluable with community relations, efficient response to calls and effectiveness in specific enforcement efforts. Marine Unit- Only general maintenance of existing equipment at this time. The program is equipped and personnel trained but, due to manpower deficiency, boat patrol has been deprioritized and essentially on hold. Their primary focus was waterway protection and enforcement. SWAT- Special Weapons and Tactics, serves warrants, barricades, high risk situational responses, and civil disturbance responses. FLEX Unit- Costs on average \$3000 annually for specialized enforcement efforts, other than regular deployment operations. This unit, deploys its resources to areas of the City mostly affected by crime and disturbances including bar-zones. Conducts specilized drug and crime enforcment efforts in addition to regular operations and investigations. NET - Dedicated deployment in pre-determined public housing communities to help stabilize and promote public safety.

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Annapolis Police Department Support Services

Quadrant	Revenue	\$ 25,200.00
2	Program Cost	\$ 2,419,955.83
	Net Operating Revenue	\$ (2,394,755.83)
	Grants	\$ 175,585.60
	Administrative Overhead	\$ 268,288.18
	Capital Overhead	\$ 70,144.05
	DPW Admin	\$ -
	Net Income	\$ (2,557,602.46)

Program Description: Support Service
 Provides day to day services for the Department. Support Services includes a variety of units within the department to accomplish these day to day functions. The functions include Fiscal support, Purchasing, Central Records, Warrant Control, Reception, Education and Training, Recruitment, Evidence Control, Information Technology, Crime Analysis, Internal Affairs, Professional Standards, CALEA, MD Safe Streets, Special Projects. This program provides all essential services and fuctions to maintain police services, legal requirements and mandates, professional standards and internal controls, recordkeeping and reporting, mandated staffing support and training, HR support, public and other agency partnerships, customer service

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/ Policy	Internal	Y	Employees	170+ employees	Yes	POLICE	Yes
State	Y	Laws/ Policy	External	Y	Other agencies	700+ warrants			
County	Y	Laws/ Policy			Other city depart.'s	6300+ reports processed			
Charter	Y	Laws/ Policy			All City citizens	114 officers trained /			
Code	Y	Laws/ Policy			and general public	outfitted			
Grant	Y	Laws/ Policy				1148- part 1 crime tracked			
Discretion	Y	Laws/ Policy							

Program Cost	\$ 2,244,370.23
Administrative Overhead	\$ 268,288.18
Capital Overhead	\$ 70,144.05
DPW Admin	\$ -
Total Program Cost	\$ 2,582,802.46
Program FTE's	22.06

Outsource (Y/N)	Outsource (Additional Information)
Yes	IT Manager would be the only outsourcing that could be recommended.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	<u>Grants/allocations:</u> 1) (19585.60) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment. 2) GOCCP- (156,000) Specific grants used to pay for salaries and benefits for two employees. <u>Additional Cost Recovery:</u> 1) Disposable Seized /Abandoned Properties- Items that are disposable/abandoned properties are sold in online auctions and generate approx. \$7000 annually 2) Recovery/Tow Fees- assessed fee for illegal off road vehicle operations, where the vehicle has been towed and stored. Revenue is averaged at \$2300 annually. 3) (\$16000) Records Section general fees collected for requested services such as fingerprinting, reports, photographs, videos and recordings, etc. (2014 collected- 15,619)

Other Additional Information

FOR ADMINISTRATION USE ONLY:	
Enhancement (Y/N)	Enhancement (Additional Information)

Department of Recreation And Parks; Harbormaster Division										Quadrant	Revenue	\$	10,151.00
										2	Program Cost	\$	36,827.61
OPERATE BOAT RAMPS (Rev.5.b)											Net Operating Revenue	\$	(26,676.61)
Program Description										Grants			
The Harbormaster Division operates three boats ramps in the City.										Administrative Overhead	\$	7,837.80	
Two at Truxtun Park that are modern concrete ramps, recently rebuilt with Federal and State Grant Funds, and										Capital Overhead	\$	1,414.26	
One in West Annapolis on Tucker Street, which is a nylon mesh covered gravel ramp rebuilt and operated entirely with City Funds.										DPW Admin	\$	-	
										Net Income	\$	(17,424.55)	
										Program Cost	\$	36,827.61	
										Administrative Overhead	\$	7,837.80	
										Capital Overhead	\$	1,414.26	
										DPW Admin	\$	-	
										Total Program Cost	\$	46,079.67	
										Program FTE's		0.76	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y				Harbormaster	Sandy Point State park				
State	N		External	Y	Boaters & Tourists	1,695 Paid Boat Ramp Transactions			Watergate Village				
County	N								Several Marinas offer Travel-lifts				
Charter	Y								Jabins provides Boatel				
Code	Y	Title 15											
Grant	Y	See Other Information											
Discretion	Y	Tucker Street Only											
Outsource (Y/N)		Outsource (Additional Information)											
Y		While outsourcing is theoretically possible, it is unlikely that commercial for profit enterprises would accept the terms and conditions under Grant Coveaneants Like many Public facilities our boat ramps prodcue very little return; and it is equally unlikely that very many commercial for profit enterprises would be acceptable to Grantor Authorities for substitution of responsible parties obligations under the Grant Covenants											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		Boat Ramp Launch fees produce some revenue; The current payment system is entirely an "Honor" system. In recent times some commercial users have flatly refused to pay the fee. To improve fee revenue an improved ramp access control system is recommended; but this will require some additional capital outlay In 2014 this Program produced \$10,151.00 in Fee Revenue											
Other Additional Information													
In this Program; the Grants provide capital construction assistance only, no annual operating funds... i.e. Once it is built it's ours In 2009 The two boat ramps at Truxtun park were rebuilt with Approximately \$690,000 combined Federal and State Grant funding Under the Grant Coveaneants we are obligated to provide boating access to trailerable boats (Tourists and residents alike) for 30 years (until April 2039) or to repay the Grant Funds.													
The Actual Number of Boaters serviced by our boat ramps is unknown at this time; but estimated to be over 10,000 per year.													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

DEPARTMENT OF TRANSPORTATION Grants Management & Administration										Quadrant	Revenue	
										3		
Program Description											Program Cost	\$ 72,476.89
Federal Transit Act and MAP-21 (federal government legislation for surface transportation) requires that recipients of federal transit grants must have adequate procedures in place to manage the grants including complete and timely reports to MTA. This program involves a wide variety of administrative tasks related to all transportation grants. Tasks include research private and public grant opportunities, preparation of the annual transportation plan and requests for reimbursements, document compliance with federal and state grants and purchasing protocols, collect and analyze socio economic, financial and transportation data to support grants application and federal/state reporting requirements. Current grants include \$1.7m for operating, \$1.75m for capital and \$18,000 for planning.											Net Operating Revenue(Deficit)	\$ (72,476.89)
											Grants	\$ 699.37
											Administrative Overhead	\$ 14,472.36
											Capital Overhead	\$ 1,412.68
											DPW Admin	\$ -
											Net Income	\$ (87,662.56)
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service		
	Fed	Y	Federal Transit Act; MAP-21	Internal	Y	City	N/A	No	Yes	No		Program Cost
	State	Y		External								\$ 71,777.52
	County	N										Administrative Overhead
	Charter	N										\$ 14,472.36
	Code	N										Capital Overhead
	Grant	Y										\$ 1,412.68
	Discretion	N										DPW Admin
												\$ -
												Total Program Cost
												\$ 87,662.56
												Program FTE's
												1.5
Outsource (Y/N)												
Outsource (Additional Information)												
N												
Cost Recovery (Y/N)												
Cost Recovery (Additional Information)												
N												
Other Additional Information												
FY 2014 Grants: State - \$1,400,625 for operating (fixed route, & ADA paratransit), and \$736,000 for capital projects; County - \$177,000; Capital assistance for maintenance - \$162,000; Federal highway - \$18,000 for transportation planning												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)												
Enhancement (Additional Information)												

DEPARTMENT OF TRANSPORTATION										Quadrant	Revenue	\$ 4,911,900.00
Parking Garages & Lots Management										3	Program Cost	\$ 1,769,523.00
Program Description										Net Operating Revenue(Deficit)	\$ 3,142,377.00	
This is a management contract that provides professional services for managing all city-owned parking garages and lots. The parking garages are Hillman (435 spaces), Gotts Court (540 spaces), Knighton (242 spaces) and Park Place (1,140 spaces). The parking lots include Larkin (50 spaces), and South Street (50 spaces) .										Grants	\$ -	
										Administrative Overhead	\$ 161,338.67	
										Capital Overhead	\$ 271,318.05	
										DPW Admin	\$ -	
										Net Income	\$ 2,709,720.28	
Program Cost	\$ 1,769,523.00											
Administrative Overhead	\$ 161,338.67											
Capital Overhead	\$ 271,318.05											
DPW Admin	\$ -											
Total Program Cost	\$ 2,202,179.72											
Program FTE's	0.5											
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	Y	City employees	110	No	Yes	Yes			
State	N		External	Y	Residents	660,290* see below						
County	N				Businesses							
Charter	N				Workers							
Code	Y				Visitors							
Grant	N											
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
Y		Towne Park is the current management company										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Y												
Other Additional Information												
In 2014, 660,290 vehicles were parked in Park Place, Gotts, Knighton, and Hillman parking garages, and Larkin and South Street parking lots. The number of employees parking in the City Garages (mostly Hillman) is 110. For FY15, 140 Hang Tags have been issued.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Neighborhood & Environmental Programs Private Property Enforcement										Quadrant	Revenue	\$	25,800.00
										3	Program Cost	\$	192,692.97
Program Description											Net Operating Revenue	\$	(166,892.97)
											Grants		
										Administrative Overhead	\$	21,208.02	
										Capital Overhead	\$	6,120.73	
										DPW Admin	\$	-	
										Net Income	\$	(194,221.72)	
										Program Cost	\$	192,692.97	
										Administrative Overhead	\$	21,208.02	
										Capital Overhead	\$	6,120.73	
										DPW Admin	\$	-	
										Total Program Cost	\$	220,021.72	
										Program FTE's		1.7	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed State County Charter Code Grant Discretion	N N N Y N Y	Titles 17.40 & 17.48	Internal External	N Y	Residents, visitors, businesses, landlords, & tenants.	FY14: 930 FY15 to date: 504 Code Cases Opened.	None	DNEP	Contractors to cut overgrowth or demolition of vacant home.				
Outsource (Y/N)		Outsource (Additional Information)											
y		Possible to outsourced but not a service readily available.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
y		FY14: \$21,860 FY15 to date: \$19,770. The city only collects fines for this program. A fine is issued if violations are not abated. (01052-435050) FY14: \$ 3,940 FY15 to date:\$1,820. Vendor Licenses (01022-442020) FY 14 Total\$ 25,800 FY15 to date Total: \$21,590											
Other Additional Information													
Salaries/Benefits: \$175,314.90 Operating: \$17378.07													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	868,000.00
Rental Licensing										3	Program Cost	\$	390,324.44
Program Description										Net Operating Revenue	\$	477,675.56	
Licenses and inspects all rental properties as per city code section 17.44										Grants			
										Administrative Overhead	\$	43,460.56	
										Capital Overhead	\$	9,760.43	
										DPW Admin	\$	-	
										Net Income	\$	424,454.57	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	390,324.44
Fed		N		Internal	N	Residents,	7894	None	DNEP	None	Administrative Overhead	\$	43,460.56
State		N		External	Y	Landlords,	Rental Units				Capital Overhead	\$	9,760.43
County		N				Tenants,					DPW Admin	\$	-
Charter						Housing					Total Program Cost	\$	443,545.43
Code		Y	17.44			Authority, &					Program FTE's		3.64
Grant		N				Businesses.							
Discretion		Y											
Outsource (Y/N)		Outsource (Additional Information)											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		FY14: \$868,000 FY15 TO DATE: \$394,725 FEES COLLECTED FOR RENTAL LICENSES (01042-432010)											
Other Additional Information													
Salaries/Benefits: \$374,865.54 Operating: \$15,458.89													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Public Works										Quadrant	Revenue	\$
Curbside Recycling										3	Program Cost	\$
Program Description										Net Operating Revenue	\$	(312,570.00)
<p>This program provides collection and disposal of single stream recyclable materials. All residences in the City receive collection of recyclable materials once a week. The collection and disposal services are outsourced to Bates Trucking Company. The City manages and oversees the collection services and performs all customer service functions. The objective of the program is to provide recycling services in a safe and high quality manner.</p>										Grants	\$	-
										Administrative Overhead	\$	27,774.86
										Capital Overhead	\$	47,925.84
										DPW Admin	\$	-
										Net Income	\$	(388,270.70)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	Y	40CFR246.201.5	Internal	No	City residents	8800 residences	No	DPW	Recycling companies			
State	N		External	Yes								
County	N											
Charter	N											
Code	Y	10.16										
Grant	N											
Discretion												
										Program Cost	\$	312,570.00
										Administrative Overhead	\$	27,774.86
										Capital Overhead	\$	47,925.84
										DPW Admin	\$	-
										Total Program Cost	\$	388,270.70
										Program FTE's		0
Outsource (Y/N)		Outsource (Additional Information)										
Yes		Service is outsourced.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Curbside recycling is part of the solid waste enterprise fund. The refuse fees fund most of the cost of the recycling program. However, the City also gets rebates based on the market value of the recyclable materials. During 2015, the City received \$25,772 in recycling rebates. Furthermore, the recycling program has a large cost avoidance component. Every ton of material recycled reduces the solid waste disposal cost by \$58.16. During 2014, at total of 3426.72 tons were recycled, with a cost avoidance of \$199,298.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$									
Public Works Inspection										3	Program Cost	\$									
Program Description										Net Operating Revenue	\$	(120,136.93)									
This program provides for the permitting, inspection, and code compliance of work being done in the City's public right-of-way by franchise utilities, contractors, property owners and other parties. The objective of the program is to ensure that the City's streets and sidewalks remain in a safe condition.										Grants	\$	-									
										Administrative Overhead	\$	12,417.02									
										Capital Overhead	\$	3,916.05									
										DPW Admin	\$	11,909.04									
										Net Income	\$	(148,379.04)									
Program Cost	\$	120,136.93																			
Administrative Overhead	\$	12,417.02																			
Capital Overhead	\$	3,916.05																			
DPW Admin	\$	11,909.04																			
Total Program Cost										\$	148,379.04										
Program FTE's																				1.06	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service												
Fed	N		Internal	No	Residents and	Hundreds	Yes	DPW	Coordinates												
State	N		External	Yes	commercial				closely with DNEP												
County	N				businesses,				on matters												
Charter	Y	Art. VI, Sect. 10b			franchise utilities.				involving code												
Code	N								compliance.												
Grant	N																				
Discretion																					
Outsource (Y/N)		Outsource (Additional Information)																			
No																					
Cost Recovery (Y/N)		Cost Recovery (Additional Information)																			
Yes		A total of \$1785 was collected during FY-14 for the various right-of-way permits.																			
Other Additional Information																					
FOR ADMINISTRATION USE ONLY:																					
Enhancement (Y/N)		Enhancement (Additional Information)																			

Public Works Sidewalk Repair										Quadrant	Revenue	\$
										3	Program Cost	\$
Program Description										Net Operating Revenue	\$	(569,173.71)
This program provides for the maintenance and repair of the City's sidewalks. Work includes repair of small sidewalk areas that present a potential hazard to pedestrians. Repair/replacement of larger sidewalk areas is completed by the City's sidewalk contractor. The objective of the program is to keep the sidewalks in a safe condition.										Grants	\$	-
										Administrative Overhead	\$	68,403.61
										Capital Overhead	\$	31,635.02
										DPW Admin	\$	13,322.64
										Net Income	\$	(682,534.98)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	569,173.71
Fed	N		Internal	Yes	Residents, visitors,	All pedestrians who	No	DPW	Contractors	Administrative Overhead	\$	68,403.61
State	N		External	Yes	people who work	use City sidewalks.				Capital Overhead	\$	31,635.02
County	N				in Annapolis					DPW Admin	\$	13,322.64
Charter	Y	Art. VI, Sect. 10b								Total Program Cost	\$	682,534.98
Code	Y	14.04.010								Program FTE's 5.6		
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
No		The replacement of large areas (greater than five sidewalk panels) is already outsourced to contractors. Time sensitive repair of small sidewalk areas (trip hazards) is completed by the City crew, and should not be outsourced as quick response is needed for many of the smaller repairs.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Department Name - Fire										Quadrant	Revenue	\$ 22,801.00
Program Name - Code Enforcement										3	Program Cost	\$ 1,237,059.34
Program Description										Net Operating Revenue	\$ (1,214,258.34)	
Services of the Fire Marshal's Office to include; Fire Safety Inspections of new and existing building and Public Information.										Grants	\$ -	
										Administrative Overhead	\$ 130,816.81	
										Capital Overhead	\$ 27,754.43	
										DPW Admin	\$ -	
										Net Income	\$ (1,372,829.58)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$ 1,237,059.34	
Fed	N		Internal	Y	Public	40,000	DNEP	Fire	AACo may	Administrative Overhead	\$ 130,816.81	
State	N		External	Y			P & Z			Capital Overhead	\$ 27,754.43	
County	N									DPW Admin	\$ -	
Charter	N									Total Program Cost	\$ 1,395,630.58	
Code	Y	Chap 2 - 2.32.040								Program FTE's	11.05	
Grant	N											
Discretion	N											
Outsource (Y/N)		Outsource (Additional Information)										
Possible		DNEP or AACo could do inspections. Outsourcing though may result in increased costs, delay in turn around times, loss of efficiency and cause safety issues as we use these regular inspections to familiarize our personnel with hazards of buildings and locations.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Citizens pay for inspections through their permit fees.										
Other Additional Information												
Increased VEBA needed to cover added benefits costs.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Department Name - Fire										Quadrant	Revenue	
Program Name - Vehicle Maintenance										3	Program Cost	\$ 160,000.00
Program Description											Net Operating Revenue	\$ (160,000.00)
Repair and maintenance of all Fire Department vehicles including small equipment.										Grants		
										Administrative Overhead	\$ 14,217.54	
										Capital Overhead	\$ 24,532.54	
										DPW Admin	\$ -	
										Net Income	\$ (198,750.08)	
										Program Cost	\$ 160,000.00	
										Administrative Overhead	\$ 14,217.54	
										Capital Overhead	\$ 24,532.54	
										DPW Admin	\$ -	
										Total Program Cost	\$ 198,750.08	
										Program FTE's	0	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	Y	49 CFR Part 396	Internal	Y	Repairs	558	No	Fire	Private Company			
State	Y	MD DOT 11.14.01	External	N	Vehicles	54						
County	N				Employees	134						
Charter	N											
Code	N											
Grant	N											
Discretion	N											
Outsource (Y/N)	Outsource (Additional Information)											
Possible	Outsourcing could result in increased costs, reduction in quality, increased downtime and lack of quality control.											
Cost Recovery (Y/N)	Cost Recovery (Additional Information)											
No	It should be noted that well maintained vehicles increase reliability for responses and increase the resale value of vehicles.											
Other Additional Information												
Increased VEBA needed to cover added benefits costs.												
One of the FTE is actually a part-time contractual employee with reduced benefits costs.												
This portion of the Fire Department budget is in the process of being turned over to Public Works in FY2016 under the Fleet Manager.												
\$160,000 of the Program cost includes Vehicle Replacement.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)	Enhancement (Additional Information)											

Planning and Zoning Affordable Housing										Quadrant	Revenue	
										3		
Program Description												
Increase Availability of Affordable Permanent Housing (MPDUs)												
										Grants		
										Administrative Overhead	\$	3,064.72
										Capital Overhead	\$	1,261.37
										DPW Admin	\$	-
										Net Income	\$	(30,505.45)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	N	City residents	50	No	Yes	No			
State	N		External	Y								
County	N											
Charter	N											
Code	Y	Title 20										
Grant	N											
Discretion	N											
										Program Cost	\$	34,831.54
										Administrative Overhead	\$	3,064.72
										Capital Overhead	\$	1,261.37
										DPW Admin	\$	-
										Total Program Cost	\$	39,157.63
										Program FTE's		0.2
Outsource (Y/N)		Outsource (Additional Information)										
N												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
A portion of the administration of this program is outsourced to Anne Arundel County Development Services												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Planning and Zoning Main Street Annapolis Partnership										Quadrant	Revenue	
										3	Program Cost	\$ 102,266.69
Program Description										Net Operating Revenue	\$	(102,266.69)
Main Street Annapolis Partnership including the Promotion of Historic Preservation and Cultural Heritage As Integral to Community Revitalization, Economic Development, and Environmental Sustainability										Grants		
										Administrative Overhead	\$	12,701.97
										Capital Overhead	\$	4,332.64
										DPW Admin	\$	-
										Net Income	\$	(85,232.08)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	102,266.69
Fed	N		Internal	N	City residents	10000	No	Yes	No	Administrative Overhead	\$	12,701.97
State	N		External	Y	City businesses					Capital Overhead	\$	4,332.64
County	N									DPW Admin	\$	-
Charter	N									Total Program Cost	\$	119,301.30
Code	N									Program FTE's		1
Grant	N											
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
N												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Annapolis Police Department Community Relations

Quadrant

3

Revenue	
Program Cost	\$ 850,188.06
Net Operating Revenue	\$ (850,188.06)
Grants	\$ 93,380.72
Administrative Overhead	\$ 94,253.55
Capital Overhead	\$ 24,446.25
DPW Admin	\$ -
Net Income	\$ (875,507.14)

Program Description: Community Relations
Community programs and outreach. Public Information and social media outreach. Hispanic relations, community and youth programs. Citizens Police Academy, community watch, other community programs. Auto theft prevention programs

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Laws/ Codes	Internal	N	All City citizens	36000+ citizens of	Yes	POLICE	Yes
State	Y	Laws/ Codes	External	Y	and general public	Annapolis			
County	Y	Laws/ Codes				7 sponsored dept			
Charter	Y	Laws/ Codes				community programs			
Code	Y	Laws/ Codes				Attend more than 180			
Grant	Y	Laws/ Policy				community meetings			
Discretion	Y	Laws/ Policy				and functions			

Program Cost	\$ 756,807.34
Administrative Overhead	\$ 94,253.55
Capital Overhead	\$ 24,446.25
DPW Admin	\$ -
Total Program Cost	\$ 875,507.14
Program FTE's	7.75

Outsource (Y/N)	Outsource (Additional Information)
Yes	This program can be outsourced, although it would be less efficient and likely to affect the quality of community outreach services we provide. Outsourcing might affect public safety and relations. Police employees have greater buy-in with community relations and outreach. By outsourcing this program, APD might be less "personalized," and have other detrimental results.

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	<u>Grants:</u> 1) SAPP- This grant provides salary/benefit for (1) sworn officer in this program. (67,500) 2) ALERT- (19,000) Vehicle Theft Coordinator salary (no benefits) . 3) (6880.72) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.

Other Additional Information

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Annapolis Police Department Crime Scene Service (Crime Lab)										Quadrant	Revenue	
										3	Program Cost	\$ 479,445.63
Program Description: Crime Scene Services (Crime Lab) Responsible for all major crime evidence collections and comparisons. Assists all units with processing of crime scenes, photography, fingerprinting comparisons, prepares evidence for further testing and preparation for court prosecutions. Coordinates laboratory processing of collected items with AACo., MSP, PGCo and outside processing companies for items such as DNA.										Net Operating Revenue	\$	(479,445.63)
										Grants	\$	3,879.83
										Administrative Overhead	\$	53,146.84
										Capital Overhead	\$	14,087.25
										DPW Admin	\$	-
										Net Income	\$	(542,799.89)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	475,565.80
Fed	Y	Laws/Ord	Internal		* Citizens/ all	Processed more	No	POLICE	Yes	Administrative Overhead	\$	53,146.84
State	Y	Laws/Ord	External	Y	general public	than 160 crime				Capital Overhead	\$	14,087.25
County	Y	Laws/Ord				scenes				DPW Admin	\$	-
Charter	Y	Laws/Ord				Processed more				Total Program Cost	\$	542,799.89
Code	Y	Laws/Ord				than 200 pieces				Program FTE's		4.37
Grant	N	Laws/Ord				of evidence						
Discretion	N					Traced 90 weapons						
Outsource (Y/N)		Outsource (Additional Information)										
Yes		We feel that we could outsource some of our crime lab services; however, outsourcing crime lab services may be even more costly. We already outsource some of our services including drug and DNA testing. Officers are cross-trained in APD to provide routine police services and also act as on-scene lab techs. This is not always as efficient as outsourcing, but it is less costly. We currently handle our fingerprinting, and are staffed to do so. Any additional services would likely need to be budgeted and outsourced versus hiring qualified staff.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Grants: (3879.83) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Annapolis Police Department Maintenance

Quadrant

3

Revenue

Program Cost	\$	228,786.27
Net Operating Revenue	\$	(228,786.27)
Grants	\$	2,645.74
Administrative Overhead	\$	25,395.57
Capital Overhead	\$	7,834.46
DPW Admin	\$	-
Net Income	\$	(259,370.56)

Program Description: Maintenance
All building and vehicle maintenance relative to and affecting the Police Department. Some vehicle maintenances are outsourced depending on complexity, time associated with repairs and costs. Continual upkeep of Police department building, cells, offices, detachment of OEM (within the building) etc..

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service
Fed	Y	Regularions/Laws	Internal	Y	Departmental	170+ Employees of	Yes	POLICE	Yes
State	Y	Regularions/Laws	External	N	Employees and	City/ Other visitors			
County	Y	Regularions/Laws			anyone operating	84 Depart. Vehicles			
Charter	Y	Regularions/Laws			depart. Vehicles				
Code	Y	Regularions/Laws			or entering the				
Grant	Y	Regularions/Laws			grounds				
Discretion	N								

Program Cost	\$	226,140.53
Administrative Overhead	\$	25,395.57
Capital Overhead	\$	7,834.46
DPW Admin	\$	-
Total Program Cost	\$	259,370.56
Program FTE's		2

Outsource (Y/N)	Outsource (Additional Information)
Yes	Outsourcing vehicle maintenance is ongoing for the City. Outsourcing building and equipment maintenance could have consequences for security. Also, at present, personnel involved in these functions handle multiple assignments. They can be replaced with other internal workers as the need arises, and they can be held accountable which is something we cannot always guarantee through outsourcing. Building outsource done by DPW as necessary (see their reports)

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Yes	Grants: (2645.74) Grant funding towards enforcement and related efforts, State Prosecutor (city assigned) towards equipment.

Other Additional Information
In FY16 budget, APD's MV Mechanic has been moved in salary and associated cost with supplies and parts to DPW. DPW provides most building mainteance resolutions but outsourcing reflected in their programs. The Police Department has minimal funding for building maintenance to augment services provided by DPW-Building Maintenance Section.

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Recreation and Parks Camps and Classes										Quadrant	Revenue	\$	150,000.00
										3	Program Cost	\$	518,088.15
Program Description										Net Operating Revenue	\$	(368,088.15)	
This program includes Summer Camps, Dance Classes, Enrichment Classes, Martial Arts Classes and other specialty classes.										Grants			
										Administrative Overhead	\$	83,327.40	
										Capital Overhead	\$	17,142.70	
										DPW Admin	\$	-	
										Net Income	\$	(267,618.05)	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	518,088.15
	Fed	N		Internal	N	Citizens	4,233	None	Rec & Parks	Yes	Administrative Overhead	\$	83,327.40
	State	N		External	Y		Registered				Capital Overhead	\$	17,142.70
	County	N									DPW Admin	\$	-
	Charter	N									Total Program Cost	\$	618,558.25
	Code	N											
	Grant	N									Program FTE's		7.6
	Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)											
Possibly		Some activities could possibly be outsourced, however these activities are very popluar and are priced to allow access to all segments of the population. If outsourced the provider would likely want to raise prices significantly to cover costs and thereby reducing availability of the services to moderate and lower invcome families.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Generates \$150,000 in revenue from program fees.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Department of Recreation And Parks; Harbormaster Division OPERATE CHANDLER DOCK (Rev.5.b)										Quadrant	Revenue	\$	86,893.00
										3	Program Cost	\$	80,794.18
Program Description										Net Operating Revenue	\$	6,098.82	
The Chandler Dock is also known as the former "Fawcett's Dock"										Grants			
The Harbormaster Division operates this dock under a management agreement with the property owners.										Administrative Overhead	\$	12,065.70	
The revenue is produced from boaters willing to pay a premium rate to have a reserved docking space available for their convenience immediately adjacent to City Dock, the Naval Academy and Historic Downtown Annapolis										Capital Overhead	\$	7,929.75	
										DPW Admin	\$	-	
										Net Income	\$	26,094.27	
										Program Cost	\$	80,794.18	
										Administrative Overhead	\$	12,065.70	
										Capital Overhead	\$	7,929.75	
										DPW Admin	\$	-	
										Total Program Cost	\$	100,789.63	
										Program FTE's		0.81	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	N		Internal	Y				Harbormaster	49 Private Marinas				
State	N		External	Y	Boaters & Tourists	Approx 200 Boat Transactions per year							
County	N												
Charter	N												
Code	N												
Grant	N												
Discretion	Y	See Other Information											
Outsource (Y/N)		Outsource (Additional Information)											
Y		Once again, we are the "Outsource." We have operated the Chandler Dock for four years under management agreement with the property owners. The City is also the property owner on all both adjacent waterfront sides of this property; consequently we are the only possible outsource for seamless management of the entire waterfront area.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		Docking Fees and fees for boaters to use electric power In fact at present the boaters are paying the electric bill for the street lights and parking lot lighting on Dock Street, Kunta Kinte Park and along the Story Wall on Compomise Strent In 2014 this Program produced \$86,893.00 in Fee Revenue											
Other Additional Information													
Many boaters are willing to pay premium rates for reserved dock space. On the public property we have always maintained a policy of first-come, first-served. Operating the Chandler Dock allows us to serve all groups off the recreational boating community.													
The Actual Number of Boaters serviced by our Chandler Dock Reservation Program is unknown at this time; but estimated to be over 1,200 per year.													
Enhancement (Y/N)		Enhancement (Additional Information)											

Recreation and Parks										Quadrant	Revenue	
										3	Program Cost	\$ 217,270.92
Fitness and Wellness										Net Operating Revenue	\$	(217,270.92)
Program Description										Grants		
Provides Fitness and Wellness Activities and Classes. Coordinates the "Let's Move" Program. Does special events related to fitness and wellness. Coordinates the employee wellness program.										Administrative Overhead	\$	36,689.97
										Capital Overhead	\$	12,188.27
										DPW Admin	\$	-
										Net Income	\$	(168,392.68)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	217,270.92
Fed	N		Internal	N	Citizens	21,958	None	Rec & Parks	Yes	Administrative Overhead	\$	36,689.97
State	N		External	Y		Registered				Capital Overhead	\$	12,188.27
County	N									DPW Admin	\$	-
Charter	N									Total Program Cost	\$	266,149.16
Code	N											
Grant	N									Program FTE's		3.17
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
No		Coordinator is a contractual employee. Outsourcing would be unlikely to change revenue or expenditures of the program. Some instructors are already contracted.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		This program area is included in and contributes to the revenue from membership of Pip Moyer Recreation Center and the revenue is already accounted for in PMRC and not in this program.										
Other Additional Information												
Numbers Served - an individual could sign up for more than one class in a year's time and be a multiple user - this figure represents the total number of individuals who participated in classes.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Recreation and Parks Latchkey										Quadrant	Revenue	\$	340,000.00
										3	Program Cost	\$	282,358.92
Program Description										Net Operating Revenue	\$	57,641.08	
Provide before school and after school child care at Annapolis Elementary Schools.										Grants			
										Administrative Overhead	\$	74,219.10	
										Capital Overhead	\$	11,865.14	
										DPW Admin	\$	-	
										Net Income	\$	143,725.32	
	Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	282,358.92
Fed		N		Internal	N	Citizens	216 children/day	None	Rec & Parks	Yes	Administrative Overhead	\$	74,219.10
State		N		External	Y						Capital Overhead	\$	11,865.14
County		N									DPW Admin	\$	-
Charter		N									Total Program Cost	\$	368,443.16
Code		N											
Grant		N									Program FTE's		7.47
Discretion		Y											
Outsource (Y/N)		Outsource (Additional Information)											
No		Essentially we are the outsource/contractor to provide this service for the elementary schools.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Generates \$340,000 in revenue.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Recreation and Parks Sports										Quadrant	Revenue	
										3	Program Cost	\$ 292,411.86
Program Description Provide Youth and Adult Sports Activities such as basketball, baseball, softball, etc.										Net Operating Revenue	\$	(292,411.86)
										Grants		
										Administrative Overhead	\$	38,247.91
										Capital Overhead	\$	23,285.19
										DPW Admin	\$	-
										Net Income	\$	(230,878.76)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	292,411.86
Fed	N		Internal	N	Citizens	3,893	None	Rec & Parks	Portions	Administrative Overhead	\$	38,247.91
State	N		External	Y		Registered				Capital Overhead	\$	23,285.19
County	N									DPW Admin	\$	-
Charter	N									Total Program Cost	\$	353,944.96
Code	N											
Grant	N									Program FTE's		2.6
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
Possibly		Some activities could possibly be outsourced, however these activities are very popular and are priced to allow access to all segments of the population. If outsourced the provider would likely want to raise prices significantly to cover costs and thereby reducing availability of the services to moderate and lower income families.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
Yes		Generates approximately \$100,000 in revenue through program fees. Also, contributes to Pip Moyer Recreation Center Rentals and Athletic Field rentals - rental revenue is listed in PMRC Revenue and Park Maintenance revenue for these rentals. Attempts were made to increase fees on these activities two years ago. There was large public opposition to increasing these fees, thus they were not increased.										
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Neighborhood & Environmental Programs										Quadrant	Revenue	\$
										4	Program Cost	\$
ABC Inspections										Net Operating Revenue	\$	(25,253.13)
Program Description										Grants		
Inspects businesses that hold Alcoholic Beverage Licenses as per City Code Section 7.12.										Administrative Overhead	\$	2,849.68
										Capital Overhead	\$	633.78
										DPW Admin	\$	-
										Net Income	\$	(28,736.59)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	25,253.13
Fed	N		Internal							Administrative Overhead	\$	2,849.68
State	Y		External							Capital Overhead	\$	633.78
County	N									DPW Admin	\$	-
Charter										Total Program Cost	\$	28,736.59
Code	Y	Chapter 7.12								Program FTE's 0.24		
Grant	N											
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
Y		This possible could be outsourced , but it make sense for the inspection to be done by the City as the authority issuing the license.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N		DNEP does not collect fees for the inspection. However, the City Clerk's office collects a fee for the Alcoholic Beverage Licensing.										
Other Additional Information												
Salaries/Benefits: \$24,235.75 Operating: \$1,017.38												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Neighborhood & Environmental Programs										Quadrant	Revenue	\$	11,003.00
										4	Program Cost	\$	23,037.87
Port Wardens											Net Operating Revenue	\$	(12,034.87)
Program Description										Grants			
Reviews applications, inspects sites, and provided administrative support for the Board of Port Wardens on all proposed construction within the waters of the City of Annapolis consistent with City Code Title 15, Harbors and Waterfront Areas.										Administrative Overhead	\$	2,575.83	
										Capital Overhead	\$	500.94	
										DPW Admin	\$	-	
										Net Income	\$	(15,111.64)	
										Program Cost	\$	23,037.87	
										Administrative Overhead	\$	2,575.83	
										Capital Overhead	\$	500.94	
										DPW Admin	\$	-	
										Total Program Cost	\$	26,114.64	
										Program FTE's		0.22	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service				
Fed	Y		Internal	Y	Businesses,	FY14: 25	P&Z	DNEP					
State	Y		External	Y	Residents, &	FY15 to date:4	Harbor Master						
County	N				City Projects	Port Wardens							
Charter	N					FY14: 19							
Code	Y	Title 15				FY15 to date: 12							
Grant	N					Maritime							
Discretion	Y												
Outsource (Y/N)		Outsource (Additional Information)											
N		Would need to investigate if these can be done by other jurisdiction that is not responsible for City's Compliance.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Y		FY14: \$2,640		FY 15 to date: \$1,610		Port Wardens Applications (01041-431030)							
		FY14: \$8,453		FY 15 to date: \$6,967		Maritime Permits							
		\$11,003		\$8,576									
Other Additional Information													
Salaries/Benefits: \$22,687.81 Operating: \$350.05													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											

Neighborhood & Environmental Programs Sustainability										Quadrant	Revenue	\$
										4		
Program Description												
Monitor energy use of all City properties. Design and propose strategies and programs for energy use and carbon emission reduction and produce related reports.												
										Grants		
										Administrative Overhead	\$	4,190.70
										Capital Overhead	\$	881.70
										DPW Admin	\$	-
										Net Income	\$	(44,070.12)
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	Y	City Departments &	N/A	DPW/ Facilities /	DNEP				
State	N		External	Y	Community		Vehicles / Finance &					
County	N						Purchasing					
Charter	N											
Code	N											
Grant	N											
Discretion	Y											
										Program Cost	\$	38,997.72
										Administrative Overhead	\$	4,190.70
										Capital Overhead	\$	881.70
										DPW Admin	\$	-
										Total Program Cost	\$	44,070.12
										Program FTE's		0.35
Outsource (Y/N)		Outsource (Additional Information)										
Y												
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
N												
Other Additional Information												
Salaries/Benefits: \$38,152.61 Operating: \$845.10												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Public Works										Quadrant	Revenue	\$									
Maps and Records										4	Program Cost	\$	188,444.43								
Program Description This program maintains and provides (on request) the City's property maps and records. The objective of the program is to ensure that the City's critical property documents are maintained and preserved, allowing them to be useful tools for residents, businesses and other entities working in the City.										Net Operating Revenue	\$	(188,444.43)									
										Grants										\$	-
										Administrative Overhead										\$	19,367.84
										Capital Overhead										\$	5,994.68
DPW Admin										\$	15,878.73										
Net Income										\$	(229,685.68)										
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service												
Fed	N		Internal	Yes	Residents and commercial businesses, franchise utilities, City departments	Hundreds	No	DPW	No												
State	N		External	Yes																	
County	N																				
Charter	Y	Art. VI, Sect. 10b																			
Code	N																				
Grant	N																				
Discretion																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Outsource (Y/N)</td> <td>Outsource (Additional Information)</td> </tr> <tr> <td style="text-align: center;">No</td> <td></td> </tr> </table>											Outsource (Y/N)	Outsource (Additional Information)	No								
Outsource (Y/N)	Outsource (Additional Information)																				
No																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Cost Recovery (Y/N)</td> <td>Cost Recovery (Additional Information)</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td>A total of \$655 was collected during FY14 for printing and copying of maps and records.</td> </tr> </table>											Cost Recovery (Y/N)	Cost Recovery (Additional Information)	Yes	A total of \$655 was collected during FY14 for printing and copying of maps and records.							
Cost Recovery (Y/N)	Cost Recovery (Additional Information)																				
Yes	A total of \$655 was collected during FY14 for printing and copying of maps and records.																				
Other Additional Information 																					
FOR ADMINISTRATION USE ONLY:																					
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Enhancement (Y/N)	Enhancement (Additional Information)																				

Program Cost	\$	188,444.43
Administrative Overhead	\$	19,367.84
Capital Overhead	\$	5,994.68
DPW Admin	\$	15,878.73
Total Program Cost	\$	229,685.68
Program FTE's		1.59

Public Works										Quadrant	Revenue	\$
Streetscape Maintenance										4	Program Cost	\$
Program Description										Net Operating Revenue		(1,905,053.74)
This program provides for the maintenance of the high visibility areas of the City, including sweeping, trash and recycling collection, graffiti and sticker removal, weed control, right-of-way mowing, and other duties as required. Downtown areas with focused coverage include Susan Campbell Park, Market House, Main Street, Church and State Circles, and West Street. The objective of the program is to keep the streets and sidewalks within the assigned areas in a clean and safe condition.										Grants		-
										Administrative Overhead		245,055.57
										Capital Overhead		107,490.00
										DPW Admin		45,796.57
										Net Income		(2,303,395.88)
										Program Cost		1,905,053.74
										Administrative Overhead		245,055.57
										Capital Overhead		107,490.00
										DPW Admin		45,796.57
										Total Program Cost		2,303,395.88
										Program FTE's		19.4
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Servced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	No	Residents, visitors	All users of the City's	No	DPW	Contractors			
State	N		External	Yes	(especially	street system.						
County	N				downtown),							
Charter	N				people who work							
Code	Y	2.40.30			in Annapolis							
Grant	N											
Discretion												
Outsource (Y/N)		Outsource (Additional Information)										
No		There are companies that provide similar services to those performed by the streetscape crew. However, the City would lose a tremendous resource that provides immediate response to any possible issue that arises in the City. They are the City's labor force that keeps the downtown area looking good, but also moves furniture and boxes, puts up the City Hall Christmas tree, works during and cleans after special events, and generally provides whatever other services may be required.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No												
Other Additional Information												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Department Name - FIRE										Quadrant	Revenue	
Program Name - Public Education/Community Relations										4	Program Cost	\$ 37,071.80
Program Description											Net Operating Revenue	\$ (37,071.80)
Costs associated with interactions with the public both in the Fire Stations and at events, Juvenile Fire Setters Intervention Program (JFSIP), Smoke alarm/CO (Carbon Monoxide) Monitors.										Grants	\$ -	
										Administrative Overhead	\$ 3,836.99	
										Capital Overhead	\$ 1,241.20	
										DPW Admin		
										Net Income	\$ (42,149.99)	
										Program Cost	\$ 37,071.80	
										Administrative Overhead	\$ 3,836.99	
										Capital Overhead	\$ 1,241.20	
										DPW Admin	\$ -	
										Total Program Cost	\$ 42,149.99	
										Program FTE's	0.3	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Serviced	Other Dept's Provide Service	Lead	External Providers of Service			
Fed	N		Internal	Y	Public	231	No	Fire	Contractual			
State	N		External	Y								
County	N											
Charter	N											
Code	N											
Grant	N											
Discretion	Y											
Outsource (Y/N)		Outsource (Additional Information)										
Possible		This would result in increased costs.										
Cost Recovery (Y/N)		Cost Recovery (Additional Information)										
No		Possible cost recovery with grants and/or donations for smoke alarms/CO Monitors and Public Education materials.										
Other Additional Information												
Increased VEBA needed to cover added benefits costs.												
While no one is assigned full-time to this duty, we currently have the responsibilities shared among the Fire Marshals Office staff and the Fire Department Station staff.												
FOR ADMINISTRATION USE ONLY:												
Enhancement (Y/N)		Enhancement (Additional Information)										

Department of Recreation And Parks; Harbormaster Division
OPERATE and MAINTAIN PUMPOUT BOAT- (100% Grant Funded) (Rev.5.b)

Quadrant	Revenue	\$	14,574.00
4	Program Cost	\$	59,221.68
	Net Operating Revenue	\$	(44,647.68)
	Grants	\$	56,000.00
	Administrative Overhead	\$	7,708.92
	Capital Overhead	\$	733.21
	DPW Admin	\$	-
	Net Income	\$	19,794.45
	Program Cost	\$	3,221.68
	Administrative Overhead	\$	7,708.92
	Capital Overhead	\$	733.21
DPW Admin	\$	-	
Total Program Cost	\$	11,663.81	
Program FTE's		0.73	

Program Description
 All Direct Costs of operating and maintaining the Pumpout Boat are 100% Grant Funded; 75% Federal and 25% State Funding for approximately the last thirty years. And within Grant Coveaneants we get to keep the Revenue.

Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service
Fed	N		Internal	N		Approx. 1,400 Boat Transactions in 2014		Harbormaster	Yes- 14 marinas receive subsidy to also provide pumpout services
State	N		External	Y	Boaters & Tourists				
County	N								
Charter	N								
Code	N								
Grant Discretion	Y	See Other Information							

Outsource (Y/N)	Outsource (Additional Information)
Y	We are already the "Outsource" for 100% grant funded program by the US Dept. of Interior (75%) and the Maryland Dept. of Natural Resources (25%) We are also the owners of a pumpout boat that was purchased with 100% grant funding. The boat was re-powered in 2011 with Hybrid-Diesel-Electric-Solar propulsion machinery. The current grant covenants obligate us to operate the pumpout boat thru 2021

Cost Recovery (Y/N)	Cost Recovery (Additional Information)
Y	Pumpout Fees are set by the Maryland Department of Natural Resources; within covenant guidelines we get to keep the fees collected. In 2014 this Program produced \$14,574.00 in Fee Revenue

Other Additional Information
 We are also the owners of a pumpout boat that was purchased with 100% grant funding.
 The boat was re-powered in 2011 with Hybrid-Diesel-Electric-Solar propulsion machinery; this was also 100% Grant Funded.
 The current grant covenants obligate us to operate the pumpout boat thru 2021

The Actual Number of Boaters serviced by our Pumpout Boat is unknown at this time; but estimated to be over 8,000 per year. Further, all riparian property owners and tenants also benefit.

FOR ADMINISTRATION USE ONLY:

Enhancement (Y/N)	Enhancement (Additional Information)

Recreation and Parks										Quadrant	Revenue	\$	55,000.00
										4	Program Cost	\$	104,033.26
Truxton Pool										Net Operating Revenue	\$	(49,033.26)	
										Grants	\$	-	
Program Description Provides Fitness and Wellness Activities and Classes. Coordinates the "Let's Move" Program. Does special events related to fitness and wellness. Coordinates the employee wellness program.										Administrative Overhead	\$	28,816.34	
										Capital Overhead	\$	6,521.65	
										DPW Admin	\$	-	
										Net Income	\$	(13,695.27)	
Mandated	Y/N	Reference	Customer Type	Y/N	Program Users	Numbers Served	Other Dept's Provide Service	Lead	External Providers of Service	Program Cost	\$	104,033.26	
Fed	N		Internal	N	Citizens	29,786	None	Rec & Parks	Yes	Administrative Overhead	\$	28,816.34	
State	N		External	Y	Total Visits					Capital Overhead	\$	6,521.65	
County	N									DPW Admin	\$	-	
Charter	N									Total Program Cost	\$	139,371.25	
Code	N									Program FTE's		2.82	
Grant	N												
Discretion	Y												
Outsource (Y/N)		Outsource (Additional Information)											
Possibly		The maintenance of the pool is already contracted out - potential exists to contract the entire pool operation. However, if would be a management and operations contract requiring the City to pay the service provider.											
Cost Recovery (Y/N)		Cost Recovery (Additional Information)											
Yes		Pool generates \$55,000 in revenue. The pool is very popular and priced to allow access by all segments of the population. Raising of pool fees has an adverse affect on revenue as it discourages use of the facility.											
Other Additional Information													
FOR ADMINISTRATION USE ONLY:													
Enhancement (Y/N)		Enhancement (Additional Information)											