



MONTHLY DIRECTORS' REPORTS

September 2010



City of Annapolis



September Monthly Reports

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Finance - Expenditures

FY2011 Summary of Expenditures by Department / Division as of September 30, 2010

	FY to Date Transactions	Encumbrances	Total Transactions	Appropriations	Balance	Spending Percentage	
						Actual	Projected
General Fund							
Boards and Commissions	\$10,012	\$17,309	\$27,321	\$86,950	\$59,629	31%	25%
Mayor's Office	272,235	37,152	309,387	1,153,600	844,213	27%	25%
Economic Affairs	91,151	325,000	416,151	565,880	149,729	74%	25%
Finance	435,413	47,520	482,933	1,829,270	1,346,337	26%	25%
Management Information Technology	180,970	180,355	361,325	1,584,400	1,223,075	23%	25%
City Attorney	121,706	29,333	151,039	1,070,980	919,941	14%	25%
Human Resources	124,572	55,266	179,838	800,670	620,832	22%	25%
Planning & Zoning	219,307	34,423	253,730	1,459,110	1,205,380	17%	25%
Central Services Admin	12,773	0	12,773	238,420	225,647	5%	25%
Central Purchasing	51,317	3,834	55,151	314,570	259,419	18%	25%
General Govt Buildings	243,941	201,867	445,808	1,426,760	980,952	31%	25%
Law Enforcement	2,545,597	293,705	2,839,302	15,835,790	12,996,488	18%	25%
Parking Operations	77,178	18,746	95,924	536,900	440,976	18%	25%
Fire	1,947,884	241,235	2,189,119	12,460,280	10,271,161	18%	25%
Office of Emergency Mgmt	146,981	123,748	270,729	1,834,560	1,563,831	15%	25%
Neighborhood & Environment	320,740	95,518	416,258	2,145,190	1,728,932	19%	25%

Public Works							
Administration	84,518	6,610	91,128	652,020	560,892	14%	25%
Engineering & Construction	137,086	15,268	152,354	677,020	524,666	23%	25%
Roadways	314,238	125,960	440,198	2,098,480	1,658,282	21%	25%
Traffic Control and Maint.	31,493	51,858	83,351	250,720	167,369	33%	25%
Snow & Ice Removal	986	27,700	28,686	88,150	59,464	33%	25%
Streetscape Maint & Beautification	96,982	41,097	138,079	730,880	592,801	19%	25%
Fleet Maintenance Center	65,025	14,955	79,980	498,890	418,910	16%	25%
Recreation & Parks	732,902	185,813	918,715	4,216,360	3,297,645	22%	25%
Water Fund							
Water Supply & Treatment	290,385	244,658	535,043	1,896,450	1,361,407	28%	25%
Water Distribution	148,194	57,665	205,859	1,316,770	1,110,911	16%	25%
Sewer Fund							
Water Reclamation Facility	0	0	0	3,100,000	3,100,000	0%	25%
Wastewater Collection	160,007	64,907	224,914	1,030,710	805,796	22%	25%
Off Street Parking Fund							
Hillman Garage	136,953	2,099	139,052	467,710	328,658	30%	25%
Gott's Court Garage	128,923	5,578	134,501	399,930	265,429	34%	25%
Knighton Garage	90,540	5,463	96,003	312,210	216,207	31%	25%
Parking Lots	18,876	0	18,876	56,130	37,254	34%	25%
Dock Fund							
Dock	110,727	51,198	161,925	703,590	541,665	23%	25%
Market Fund							

Market House	5,650	1,710	7,360	9,300	1,940	79%	25%
Transportation Fund							
Administration	62,475	10,541	73,016	668,810	595,794	11%	25%
Transit	460,934	185,727	646,661	2,405,520	1,758,859	27%	25%
Maintenance	55,209	16,174	71,383	717,300	645,917	10%	25%
Stormwater Management Fund							
Stormwater Management	30,881	8,428	39,309	245,410	206,101	16%	25%
Refuse Fund							
Residential Refuse	196,006	579,254	775,260	1,548,370	773,110	50%	25%
Yard Waste Recycling	67,430	24,927	92,357	465,150	372,793	20%	25%
Curbside Recycling	22,054	232,894	254,948	269,360	14,412	95%	25%
	<u>10,250,251</u>	<u>3,665,495</u>	<u>13,915,746</u>	<u>68,168,570</u>	<u>54,252,824</u>	<u>20%</u>	<u>25%</u>

Finance – OT Report

City of Annapolis
Monthly Overtime Report

Sep-10

<u>Department</u>		<u>Annual</u>	<u>* July</u>	<u>* August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Central Services -	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gen Gov't Bldg	Actual		168	-	-										168
	(Over)Under Budget		(168)	-	-										
	% Spent Monthly		N/A	N/A	N/A										
	% Spent YTD		N/A	N/A	N/A										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Police	Budget	793,970	66,164	66,164	66,164	66,164	66,164	66,164	66,164	66,164	66,164	66,164	66,164	66,164	793,970
	Actual		29,317	50,686	49,759										129,761
	(Over)Under Budget		36,847	15,479	16,406										
	% Spent Monthly		44%	77%	75%										
	% Spent YTD		4%	10%	16%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Parking Operations	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual		123	-	640										763
	(Over)Under Budget		(123)	-	(640)										
	% Spent Monthly		N/A	N/A	N/A										
	% Spent YTD		N/A	N/A	N/A										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Fire	Budget				37,578		37,578	37,578							

		450,940	37,578	37,578		37,578		37,578	37,578	37,578	37,578	37,578	37,578	37,578	450,940
	Actual		15,097	12,883	18,448										46,428
	(Over)Under Budget		22,481	24,695	19,130										
	% Spent Monthly		40%	34%	49%										
	% Spent YTD		3%	6%	10%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
DNEP	Budget	5,000	417	417	417	417	417	417	417	417	417	417	417	417	5,000
	Actual		-	-	-										-
	(Over)Under Budget		417	417	417										
	% Spent Monthly		0%	0%	0%										
	% Spent YTD		0%	0%	0%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
PW - Roadways	Budget	25,920	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	25,920
	Actual		431	845	344										1,621
	(Over)Under Budget		1,729	1,315	1,816										
	% Spent Monthly		20%	39%	16%										
	% Spent YTD		2%	5%	6%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
PW - Traffic Control	Budget	2,810	234	234	234	234	234	234	234	234	234	234	234	234	2,810
	Actual		30	-	-										30
	(Over)Under Budget		204	234	234										
	% Spent Monthly		13%	0%	0%										
	% Spent YTD		1%	1%	1%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	

PW - Snow and Ice	Budget	38,350	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	38,350
	Actual		-	-	-										-
	(Over)Under Budget		3,196	3,196	3,196										
	% Spent Monthly		0%	0%	0%										
	% Spent YTD		0%	0%	0%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
PW - Street Maintenance	Budget	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
	Actual		1,139	1,384	1,218										3,740
	(Over)Under Budget		3,028	2,783	2,949										
	% Spent Monthly		27%	33%	29%										
	% Spent YTD		2%	5%	7%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
PW - Fleet Maintenance	Budget	24,380	2,032	2,032	2,032	2,032	2,032	2,032	2,032	2,032	2,032	2,032	2,032	2,032	24,380
	Actual		160	246	284										690
	(Over)Under Budget		1,872	1,785	1,748										
	% Spent Monthly		8%	12%	14%										
	% Spent YTD		1%	2%	3%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Recreation	Budget	24,970	2,081	2,081	2,081	2,081	2,081	2,081	2,081	2,081	2,081	2,081	2,081	2,081	24,970
	Actual		1,541	2,337	-										3,878
	(Over)Under Budget		540	(256)	2,081										
	% Spent Monthly		74%	112%	0%										
	% Spent YTD		6%	16%	16%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	

Water Plant	Budget	82,660	6,888	6,888	6,888	6,888	6,888	6,888	6,888	6,888	6,888	6,888	6,888	6,888	82,660
	Actual		5,832	10,313	12,390										28,535
	(Over)Under Budget		1,056	(3,424)	(5,502)										
	% Spent Monthly		85%	150%	180%										
	% Spent YTD		7%	20%	35%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Water Distribution	Budget	22,060	1,838	1,838	1,838	1,838	1,838	1,838	1,838	1,838	1,838	1,838	1,838	1,838	22,060
	Actual		2,001	3,360	3,135										8,496
	(Over)Under Budget		(163)	(1,522)	(1,297)										
	% Spent Monthly		109%	183%	171%										
	% Spent YTD		9%	24%	39%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Wastewater Collection	Budget	31,730	2,644	2,644	2,644	2,644	2,644	2,644	2,644	2,644	2,644	2,644	2,644	2,644	31,730
	Actual		1,655	2,938	1,599										6,192
	(Over)Under Budget		989	(294)	1,046										
	% Spent Monthly		63%	111%	60%										
	% Spent YTD		5%	14%	20%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Dock	Budget	6,000	500	500	500	500	500	500	500	500	500	500	500	500	6,000
	Actual		-	-	-										-
	(Over)Under Budget		500	500	500										
	% Spent Monthly		0%	0%	0%										
	% Spent YTD		0%	0%	0%										

	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Transit - Vehicle Operations															
Budget	152,780	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	12,732	152,780
Actual		16,549	23,344	24,506											64,399
(Over)Under Budget		(3,817)	(10,612)	(11,774)											
% Spent Monthly		130%	183%	192%											
% Spent YTD		11%	26%	42%											
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Transit - Maintenance															
Budget	34,600	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	2,883	34,600
Actual		3,099	3,993	5,691											12,783
(Over)Under Budget		(216)	(1,110)	(2,808)											
% Spent Monthly		107%	138%	197%											
% Spent YTD		9%	20%	37%											
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Stormwater Management															
Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Actual		-	125	189											314
(Over)Under Budget		-	(125)	(189)											
% Spent Monthly		N/A	N/A	N/A											
% Spent YTD		N/A	N/A	N/A											
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Refuse - Residential															
Budget	33,060	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	2,755	33,060
Actual		35	-	-											35
(Over)Under Budget		2,720	2,755	2,755											
% Spent Monthly		1%	0%	0%											

			0%	0%	0%										
	% Spent YTD		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
	YTD Target %														
Refuse - Yard Waste	Budget	16,770	1,398	1,398	1,398	1,398	1,398	1,398	1,398	1,398	1,398	1,398	1,398	1,398	16,770
	Actual		163	141	-										304
	(Over)Under Budget		1,235	1,256	1,398										
	% Spent Monthly		12%	10%	0%										
	% Spent YTD		1%	2%	2%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Total Citywide	Budget	1,796,000	149,667	149,667	149,667	149,667	149,667	149,667	149,667	149,667	149,667	149,667	149,667	149,667	1,796,000
	Actual		77,340	112,595	118,203										308,138
	(Over)Under Budget		72,327	37,072	31,464										
	% Spent Monthly		52%	75%	79%										
	% Spent YTD		4%	11%	17%										
	YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	

* Adjusted prior periods for actual overtime expenditures not previously reported



City of Annapolis
Fire Department
1790 Forest Drive
Annapolis, MD 21401-4206



Fire@annapolis.gov • 410-263-7975 • Fax 410-268-1846 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

October 1, 2010
September 2010

Monthly News/New Projects

- OEM prepared for Flood Plan Exercise which was scheduled for 9/30/10
- Prepared for Hurricane Earl
- New wall mounted and ceiling
- The City received an additional \$22,896 for road repair from the February snow storm.
- OEM submitted for reimbursement from MEMA in the amount of \$27,918 for FY09 Emergency Management Performance Grant.
- Completed documentation to re-hire Ivan Candelaria as a part time contract fire protection engineer.
- OEM hosted regional UASI Planners Sub-committee meeting on 9/23.
- Continued training on new SCBA purchased with grant funding.
- Worked on obtaining estimates to construct vehicle storage building behind Eastport Fire Station using grant money or City CIP.
- Volunteers at Eastport paid to have hall, bathroom and office area painted in the building.
- The Vehicle Maintenance shop continues to reduce the back log of repairs and DOT inspections.
- All personnel notified advised of the new cell phone law that begins October 1, 2010.
- The department handled 791 calls for service (EMS-556, Fire -121, Rescue -18, Hazmat -8 and other -88)
- Fire crews distributed OEM emergency pamphlets to Flood Prone area of the city.
- Fire Department provided support for the Navy football game.

Financial and Activity Report

- **OVERTIME COSTS: (Note: Budgeted monthly average \$37,500)**
For the month of September 2010, the Department used 517 hours of overtime at a cost of \$23,221. This represents a usage of 5.16 of our total annual budget available for overtime. (YTD Overtime \$61,140 or 13.59% of our annual OT budget). * Overtime amounts for 9/30/10 were not available in time for this report.
- Vehicle maintenance costs are still above average due to the backlog of repairs.

Major Planned Actions

- October is Fire Prevention Month – A Fire Expo will be held on October 2nd at the City dock other related activities are planned through-out the month.
- Planning for Annual Boat Show
- Working with IT on new Finance System.

Others

- The Department has four (4) personnel off on extended (non-work related) sick leave. We also have three (3) personnel on light duty due to job related injuries. All are expected to be out at least six to eight weeks. **(All positions impact overtime)**
- A Labor Day picnic was held at the Taylor Ave. Fire Station.
- Tony Spencer will be joining the fire department to serve as PIO and Pub Education coordinator.



City of Annapolis
Harbor Master's Office
 1 Dock Street
 Annapolis, MD 21401-2535

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Manager's Monthly Report

04 October, 2010 (reporting date)

Month of September, 2010 (reporting period)

Accidents / Injuries involving City Employees:	None
Accidents involving City Boats or City Vehicles:	None
Boater Collisions / Accidents Observed and Reported by City Employees	4
Incidents Reported / Handled by Harbormaster's Office	19
Warnings Issued / Warnings Cured / Warnings Remaining Open End of Month	5 / 6 / 0
*Open Warning Pending Appeal Hearing before Board of Port Wardens	
Collection Notices Issued / Collection Notes PAID / Collection Notes Remaining Open at EOM	6 / 9 / 0
Civil Citations Issued / Citations Reported to State Court / Citations Open at EOM	0 / 0 / 0
Boats Impounded during September:	None
Dinghies Impounded during September:	None

REVENUES

Year-To-Date Revenues January thru Sep., 2009	\$449,713.	
Year-To-Date Revenues January thru Sep., 2010	\$525,328.	
Increase:	\$ 75,615.	
Percent Increase:		16.82%
Monthly Revenues:		
Aug., 2009	\$ 57,686.	
Aug., 2010	\$100,122.	
Increase:	\$ 42,436.	
Percent Increase:		73.56%
Sept., 2009	\$100,758.	
Aug., 2010	\$100,462.	
Increase:	\$ 296.	
Percent Increase:		00.29%

Last year, September of 2009 was the first month in the history of the Harbormaster Division that we had operating revenue in excess of one hundred thousand dollars within one month. This year, September of 2010 was the third month this year with operating revenues in excess of one hundred thousand dollars..!! As you can see we are almost seventeen percent above last year in total non-boat show / non—grant related revenues.

Significant Events for SEPTEMBER, 2010:

- No change in status regarding the donation to the City of the US Navy Barge. This is still pending release of Federal floating assets by National Incident Commander at BP Oil Spill in Gulf of Mexico. We anticipate resumption of the process as soon as the Oil Spill Incident Command releases un-needed assets.
- Grant Agreement Documents were executed providing \$160,000 dollars of Federal money from EPA / MARAMA to re-power *ANNAPOLIS PATROL BOAT ONE* under the National Clean Diesel program with hybrid diesel-electric jet propulsion systems. The design and engineering has been approved by the EPA / MARAMA technical managers. Finance and Procurement will be completing the budget, purchase order and reimbursement set-up in the near future. The boat will depart Annapolis for return to the manufacturer at the end of October. The plans for Pumpout Boat *DAHLGREN* are progressing well and approx \$105,000 in Federal funds have been allocated for the second boat.
- We are continuing to clean-up floating debris, trash and litter (flotsam/jetsam) three days a week. This does require consumption of extra fuel and additional man hours and may result in a need to reduce hours of fee collections next Spring. We have requested a budget revision to reflect the anticipated budgetary impact.
- Harbormaster Division staff was heavily involved in preparations for and incident management of Tropical Storm Nicole. We did experience some damages as a consequence of the storm. All the damages were immediately corrected in order to be able to turn the dock over to the Boat Shows on Sunday 03 October, 2010 in good working order as is required by our lease agreement. Acting Harbormaster Walters is pursuing reimbursement of these costs under a Maryland Department of Natural Resources Grant. Total cost of the damages is not yet known. This item will be updated in the October Report.
- It has been discovered that the new pipe hangers installed less than three years ago for the fresh water system on City Dock are deteriorating at an extremely accelerated rate. Public Works/Engineering is investigating potential for warranty claims against contractor, designers and /or engineers.
- Acting Harbormaster attended a meeting with several local merchants and City Manager regarding safety matters and economic impact if Blue Angels Air Shows are held on Memorial Day Holiday Weekend, or not at all beginning in 2012.
- Maryland Department of Natural Resources in conjunction with Severn River Conservancy installed 64 new oyster spat cages along City Dock. As most will know, oysters are natural water cleansing filters.
- Harbormaster Division assisted US Customs and Boarder Patrol several times during the month of September to visit foreign boats at anchor in Annapolis City Waters
- The Acting Harbormaster took the new Emergency Manager Kevin Simmons on a full harbor patrol for waterfront familiarization. All City Officials and employees (with approval of their department heads) are welcome to join us for a harbor patrol.
- The Chesapeake Bay Yacht Racing Association "CBYRA Race Week" celebration and events held in Susan C. Campbell Park and City Dock generally went well and without significant incident from the perspective of the Harbormaster's Division.
- Boat US Published a very nice article about Annapolis as a maritime tourist destination (Copy attached).

Dinghies Impounded during August:

None.

One previously impounded dinghy was returned to Eric Leiningen of 6 Murray Avenue. Owners had not noticed it missing for over six weeks.

Boats Impounded: None

There have been no new Impound boat activities under the Maryland Department of Natural Resources Derelict and Debris Grant in September; although there are three potential impounds pending as we prepare the Harbor for the annual Boat Shows. Final Impound decisions will be made on 04 October.

The July Impounds remain in custody. Owners of record have been notified by regular and certified mail.

1. "Planet Hope," P.O. Box 550 Deale, Md. 20751;
PURSUIT (MD 3182 L) 25' Sloop.
2. Rudolph George Quade, 35 Eastern Avenue, Annapolis, Md. 21403
NO NAME (MD 5429 S) 1973 Marquis 21 open with outboard motor.
3. John F McDonnough & Deborah E. McKinnon, 114 Martha Road, Glen Burnie, Md. 21060
NO NAME (MD 1648 CA) 1967 Rainbow 22' Sloop.

Other Enforcement Activities during September:

None.

James P. O'Hare, 140 Lafayette Street, Annapolis, Md. 21401 has withdrawn his Appeal to the Board of Port Wardens.

Respectfully submitted;

J. P. "Flip" Walters,
Acting Harbormaster



City of Annapolis

Office of Human Resources

145 Gorman Street, 2nd Fl

Annapolis, MD 21401-2535

HumanRes@annapolis.gov • 410-263-7998 • Fax 410-295-7999 • www.annapolis.gov

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Manager's Monthly Report

October 1, 2010 Date Sent
September, 2010 Reporting Date

Monthly News/New Projects

- Finalizing selection for the Transportation and Public Works Director
- Second interviews occurring for the Finance Director – selection to be completed by end of October
- Transportation Drug Testing Policy – will be finalized at next City Council meeting
- Working to schedule training for Mayor's Cabinet in December
- Recruitment:
 - Legislative and Policy Analyst – Law
 - Assistant City Attorney – Law
 - Finance Director – Finance
 - Public Works Director – Public Works
 - Lateral Police Officer – Police
- New Hires:
 - Police – 1 Full Time
 - DNEP – 1 Contractual
 - PW – Water Plant – 1 Full Time
 - Recreation – 4 Part Time
- Training
 - Drug and Alcohol Awareness Training for Public Works CDL holders and supervisors, October 1, 2010
 - Emergency Management Readiness Training
 - Emergency Management Flood Plan Exercise
 - Fire Department and SISCO to provide CPR and driver safety training
 - Conflict Resolution training session
- Benefits
 - Retirements – Parking Enforcement (1) & Recreation & Parks (1)
 - Benefits Focus Group – City employees should consider the services offered by InforMed Medical Management Services (IMMS) regarding medical management and disease management

Financial and Activity Report

- Business as usual
- No unexpected expenditures

Major Planned Actions

- **New software – Munis – January 2011**

Other

- **Planning stage for upcoming United Way Campaign**
- **Police promotional written examinations and oral interviews**
- **Issuance of City ID's for all employees**



City of Annapolis

Office of Law

145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

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Manager's Monthly Report OFFICE OF LAW & CITY CLERK October 1, 2010

CITY COUNCIL REFERRAL:

- ORDINANCE 0-27-10 and RESOLUTION R-25-10

Concerning Tavern Wine Tasting on Premises and Amending Fee Schedule for Class D Liquor License

APPROVED LEGISLATION:

SEPTEMBER 13, 2010 City Council Meeting -

O-17-10	Conveyance of Property to Charles Fleming
O-26-10	Stormwater Management

SEPTEMBER 27, 2010 City Council Meeting -

O-25-10 Amended - For the purpose of establishing a Bond Fund.

HACA LITIGATION:

- Settled out of court Esther Sharps, et al. v. City of Annapolis litigation initiated by ACLU against the City of Annapolis and Housing Authority of the City of Annapolis over HACA's banning policy applicable to public housing developments within the City

MARKET HOUSE:

- The City of Annapolis has signed a Memorandum of Understanding with Lehr Jackson, the managing member of Baltimore-based Gone to Market. Negotiations are continuing with respect to the management and operation of the Market House.

SUBPOENAS ISSUED FOR COMMITTEE ON HOUSING & HUMAN WELFARE MEETING:

- Alderman Kenneth Kirby, Chair of the HHW Committee, conducted a hearing on October 4, 2010 at which Landex Corporation produced subpoenaed documents and at which testimony was taken from Landex Corporation, the City's Department of Planning & Zoning and members of the public.

ALCOHOLIC BEVERAGE CONTROL BOARD:

PUBLIC HEARING:

- MATSU JAPANESE RESTAURANT – MATSU & SUSHI

Application for a transfer of a Class B-2, Restaurant, beer and light wine, only with meals, six a.m. to twelve midnight, seven days a week (special Sunday License) by Da Xiang Zhang, Xiu Ping Jiang and Brian Konik, k/a Matsus, Inc. (formerly Cha Ya Annapolis, LLC) t/a Matsu Japanese Restaurant–Matsu & Sushi, 509 South Cherry Grove Avenue, Annapolis, Maryland 21401

SHOW CAUSE HEARING:

- HARD BEAN COFFEE BOOKSELLERS

Failure to Respond to Board Request for Information

BUSINESS AND MISCELLANEOUS:

Special Class C, One Day Liquor Licenses Issued in September = **33**, including, but not limited to:

- ANNAPOLIS MARRIOTT WATERFRONT HOTEL – 2010 Boat Show

Request for Extension of Licensed Premises with Storage & Dispensing Beer Truck on Premises

- FLEET RESERVE CLUB OF ANNAPOLIS – 2010 Boat Show

Request for Extension of Licensed Premises, Open to the Public with Storage Truck on Premises

- EASTPORT YACHT CLUB – 4th Annual Boat Show Bash

Request Club Event Open to the General Public during a Special Event

- ANNAPOLIS MARITIME MUSEUM – Boatyard Bash



City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

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Manager's Monthly Report

October 1, 2010 (reporting date)

October, 2010 (reporting period)

Advisor to the Mayor for Development/ Doug Smith

Monthly News/New Projects

- Market House
 - Memorandum of Understanding finalized and executed by Gone to Market LLC and City of Annapolis
 - Pre-development services agreement now at draft stage

- Energy Park
 - Discussions with Sea Seas LLC and with Heffner and Weber have been re-started to further define economics of the project and deal structure
 - Environmental / regulatory issues are being identified in cooperation with DNEP, Dept of Public Works, and Department of Law.
 -
- Annapolis Department Of Transportation
 - Planning and preparation work continued for conversion from pulse to arterial system
 - Weekly meetings with MTA executives to review new timetable for arterial routes, signage changes, driver training, new literature, etc.
 - MTA maintenance consultants from Booz Allen are documenting and recommending improvements in the ADOT maintenance process
 - Target date for switch over, originally set for Oct 2, has been postponed for 1 month
- Parking
 - Feedback received from Transportation Board has been incorporated into the RFP for Parking Garage Management.
 - Review of the Park Place TIF agreements indicates the City can modify the parking rate structure to increase incremental revenue from the facility. Enabling legislation will be required such that City Council will not have to approve individual rate changes.

Financial and Activity Report

- Market House cost estimates are being developed by Gone to Market re-modeling and HVAC enhancements
- Energy Park economics and revenue benefits to the City are being re-evaluated
- ADOT is under financial pressure which can be helped if we increase the base fare, eliminate the free fare zone, eliminate the Navy Blue Shuttle or cut the cost of that service by 40-60% through the use of e-cruisers. This option will be presented in October. Additional maintenance resources are needed to improve bus maintenance. It is my understanding that ADOT is auditing cash collection to compare cash collected with ridership by route.

Major Planned Actions

- Market House – continue to push forward on definitive agreements with Gone to Market, Pre-development work to design interior layout and to determine proper path for HVAC improvements.
- Energy Park – resolve economic and environmental questions leading to an MOU with an energy park development project.
- ADOT- continue to support planning and implementation of arterial route, evaluate other cost savings or revenue improvement options.



Gail Smith, Director of Services and ADA Coordinator

Provides oversight of the Mayor's Office Services Team (Office of Youth and Community Affairs and Coordinators for the Mayor's Boards and Commissions, Grants and Development/Special Events) and the administrative staff in the Office of the Mayor; serves as a member of the Mayor's senior management team.

Monthly News/New Projects

- Mayor's Office participated in the first activation of the Emergency Operation Center with the Public Information Center (public inquiry/call center);
- Employee Picnic/Mayor's Meeting rescheduled for October;
- Dedication of the Annapolis Gardens Community Center in honor of Carolyn Butler, Raynaldo Brown Room and plaque honoring Reverend Bowman, October 26th;
- Sharon Cyrus Employee of the Month for October: unanimous nomination by Employee Recognition Committee.

Activity Report

- Weekly Meetings
 - Mayor's Core Team
 - Mayor's Office Services Team Update
- Monthly Meetings
 - Housing Authority City of Annapolis (HACA) Board of Commissioners
 - Mayor's representative/Liaison to the County Commission on Disability Issues
 - Mayor's Cabinet
 - Department of Neighborhood and Environment Review Meeting (bi-weekly)
 - Employee Recognition Committee
- Organized and facilitated meeting with HACA and City staff and community leaders to address support and expansion of HACA's Homework and Tutoring Program in public housing;
- Provide support, guidance and assistance to Services Team members throughout the month;
- Office of Emergency Management Operational briefing;
- Attended and represented Mayor at Leadership Anne Arundel reception for new members;
- Meeting at request of Karen Dowell of Viridian (energy provider) with Maria Broadbent;
- Submitted nomination of Sharon Cyrus for October Employee of the Month; (unanimous approval);
- Planning Committee for the Employee Picnic/Mayor's Meeting @ Recreation Center;
- Worked with Patrick McAllister and Barbara Fay to expand EOCWeb to capture increased data for constituent request for assistance;
- City Hall Security update meeting;
- Assisted in presentation of the Martha Wood Leadership Award to Robert Eades at September City Council meeting;
- Represented the Mayor at Therapeutic Treatment Services, Inc., Open House;
- Attended the "Together We Can Poverty Symposium" hosted by Community Action Agency;
- Attended the Kunte Kinte Festival at City Dock;

Director of Services Activity Report (continued)

- Represented the Mayor at Asbury UMC: guest preacher Judge Alexander Williams and luncheon honoring Judge Williams following service;
- In-house staff meeting regarding Annapolis Waterworks Park;
- Accompanied Mayor in meeting with Reverend Wright of Calvary UMC;
- Constituent issue addressed at meeting with Clay Street residents and Jim Turner, Stanton Center;
- Members of the Mayor's Services Team participated in the activation of the Emergency Operation Center from 9 a.m.-Midnight Thursday, September 30th, with Public Information/Inquiry Center (constituent call center);
- Briefing by Chief Simmons and deactivation of the Emergency Operation Center;

Major Planned Actions

- Participate in a planning meeting to address a mentoring initiative as a follow up to the Mayor and Speaker Busch's Youth Summit earlier in 2010;
- Work with Human Resources Director to finalize Services Team job descriptions for proposed Exempt positions to go before the City Council for approval;
- Finalize plans for the Employee Picnic/Mayor's Meeting in October;
- Coordinate and participate in review of the Idea Team recommendations with City Manager, PIO and staff to report and update Mayor;

Office of Youth and Community Affairs

Tony J. Spencer, Director OYCA

Direct, plan, coordinate, implement, and supervise the activities and programming of the Office of Youth and Community Affairs' initiatives, designed to address constituent needs and perform special projects within the Annapolis community, at the direction of the Director of Services. I also act as a liaison for the Mayor to community groups and as the Mayoral representative at national, state and local levels of government.

Activity Report

- Participated in the Severe Weather Planning meeting with the City's director of OEM, AA County, Recs. and Parks director, and Sarah's house: A. A. County Dept. of Social Services will continue to take lead: City will serve as back-up only,
- Assisted in National Preparedness Month with OEM: delivered magazines to key stakeholders throughout city,
- Solicited funds for Kids at Hope' City of Hope Month: received confirmation that Bank Annapolis would be lead sponsor; provided names to Bank Annapolis of KAH partners for banner and other advertisements; confirmed plans to attend the Annual Kids at Hope Conference in Chicago,
- Directed the Sherwin Williams Home-work Paint Training Program: 14 graduates received training and Lead Certification Certificate,
- Assisted Jenelle Murph with preparation for the September 11th ceremony at the Firefighter's memorial,
- Represented Mayor Cohen at the Luncheon for former Bates High School Teachers, at the Annapolis Senior Center,
- Arranged for Mayor Cohen to be guest speaker with the Annapolis Rotary Club: Mayor provided an update on the status of the city government,

Director of OYCA Activity Report (continued)

- Engaged a meeting with Dr. Morgo and Marty Gotzmann, founders of the Social Integration and Community Development Association. Their purpose is to connect the Nigerian and African American Communities in dialogue,
- Attended a meeting with Alderwoman Finlayson, Hilary Raftovich and Jeff Macris to discuss Education Commission status: better communication was the issue,
- Attended the monthly Education Commission meeting: informed them that I would be transferring to the Annapolis Fire Department. The chair is advised that G. Smith will provide a replacement,
- Attended the Boys and Girls monthly board meeting,
- Served as the facilitator for the Annual Senior Forum,

Major Planned Actions

- Started a project with two South River students to explore the viability of creating a Maritime School in Annapolis. The students will report to Phil McGowan and Spencer in one month,
- Facilitated a meeting between Eric Elston, Signature Program Coordinator, Anne Arundel County Public Schools and Bob Burdon, CEO and President of the Annapolis and Anne Arundel County Chamber of Commerce, to introduce the school system's Signature Programs and request assistance from the Chamber to connect with businesses in the area. A Signature Program is a theme, chosen by a school and its surrounding community, to connect classroom discussion and real-world situations. Bob Burdon will assist Eric Elston in recruiting businesses to take part in the Signature Program,
- Met with Fire Chief Stokes and Deputy Chief Simmons to discuss transferring from the Mayor's office to the Annapolis Fire Department as the PIO on October 4, 2010.

Kirby J. McKinney, Community Service Specialist, OYCA

Activity Report

- Participated in the Mayoral Community Recognition Award Program, "Martha Wood Leadership Award." September's award: Mr. Robert, well-known community activist.
- Coordinated and recruited students for the first 'How To Start and Own Your Business' class facilitated by Midgett S. Parker at the Roger "Pip" Moyer recreation center.
- Hosted City's T.V. show on September 15, 2010 at City Hall with HACA staff and Residents Council. This is part of the plan to recruit more residents to get involved on councils and to have people to come more familiar with staff.
- Hosted City's T.V. show on September 22, 2010, with HACA administrative staff and Presidents of Residents Councils for recruiting of community members and for people to become more familiar with services.
- Planned and helped organize the 2010 Senior Forum at the Senior Center: approximately 150 people and 8 vendors.
- Attended and participated in the Dedication Committee meeting for naming of the Annapolis Gardens Community Center to Carolyn Butler Community Center. A room in the center will be named in honor of Raynaldo Brown. Their also will be a Memorial Plaque dedicated to Rev. Leroy Bownan. The event will be Tuesday, October 26, 2010.
- Sherwin Williams Paint class Graduation was this month. We graduated 14 students.
- Talked with Felicia Wallace, President of Annapolis Gardens Residents Council about her leaving and the impact it will have on the Community.

Community Services Specialist Activity Report (continued)

- Attended Bloomsbury Residents Council Board meeting and Residents Council to gather information for training.
- Staff support: answer phones at the Mayor's Office
- Attended weekly staff meetings
- Attended Annapolis Gardens Tenant Council Meeting
- Attended Senior Commission meeting to finalize Senior Forum.
- Attended HACA Board meeting at Robinwood Recreation Center.
- Met with Mary Ellen of HACA to discuss tenant councils
- Attended Dedication Committee meeting.
- Attended Bloomsbury Square Board meeting
- Conversation with Vice President of Bloomsbury to discuss issues and concerns about the resignation of secretary and the lack of participation of members in the community.
- Attended Harbour House and Eastport Terrace Tenant Council meeting.
- Met with Chief Johnson Acting Director of HACA and regarding concerns about the Tenant Councils and requested resources to support training (Roberts Rules of Order)
- Attended Asbury Church and represented the Mayor's Office.

Major Planned Actions

- Start preparing for the Mayor's Holiday Senior Luncheon
- Continue working with HACA Dedication Committee and Martha Wood Committee

Jenelle Murph, Special Projects Coordinator

Performs a wide variety of responsible functions in the Office of the Mayor planning and implementing special events, approving special event applications for citizen events, and other special projects.

Monthly News/New Projects

- A successful September 11th Commemoration event was held on September 11, 2010 at the Fireman's Memorial
- The City served as a sponsor for the 2010 Elks Labor Day parade.
- A The City will be hosting the 2010 New Year's Eve celebration
- Former President Jimmy Carter will visit Annapolis on October 5, 2010
- The City and its departments are making preparations for the annual Boat Shows which begin on October 7, 2010.

Activity Report

- Designed a program to commemorate September 11th at the Fireman's Memorial. This event included APD, AFD, City youth, the USNA Band, as well as representation from the Muslim community.
- Served as the liaison between the Mayor's office and the Elk's Lodge to plan the 2010 Labor Day Parade. This included handling logistics with APD and staging the parade on September 5th.
- Submitted a proposal to Habitat for Humanity of the Chesapeake, for \$20,000, to serve as the New Year's Eve title sponsor.
- Secured What's Up? Magazine as the media sponsor for New Year's Eve. Working their staff to determine what they will contribute in that role.

Special Projects Coordinator Activity Report (continued)

- Confirmed graphic design services from ARINC as an in-kind contribution for New Year's Eve. These services will include a logo and other marketing materials for the event.
- Worked with City's web developer, Inna Young, to begin designing the web page for New Year's Eve
- Planning closely with Habitat for Humanity of the Chesapeake, HACA, APD, OEM, and Public Works for the visit from Former President Jimmy Carter. This includes a neighborhood spruce up, street closures, parking plans, emergency evacuations, crowd control, invitations to elected officials and other special guests, and a welcome banner for the event.
- Served as the guest speaker for the Commission on Aging Senior Forum at the Bates Senior Center.
- Held an operational meeting with Boat Show organizers, Public Works, DNEP and the Harbormaster's office to discuss and plan for any logistical concerns for this year's Boat Shows.
- Participated in a public safety meeting with OEM Chief Kevin Simmons, including Boat Show organizers, APD and AFD to discuss emergency planning, parking, traffic control and security measures for this year's Boat Shows.
- Processing applications for and working with organizers for several large events in the City such as the MRE Tug of War and the Eastport Yacht Club Parade of Lights.
- Working with Homestead Gardens, Annapolis Business Association, and the Jaycee's to plan for holiday decorations for Downtown Annapolis. This year the tree will be lit one week earlier than in past years, to extend the shopping season for downtown businesses.

Major Planned Actions

- Launch full fundraising campaign for New Year's Eve
- Launch fundraising campaign for the 2011 Legislative Reception
- Complete planning for the 2010 City Hall Open House

Hilary Roggio Raftovich, Boards and Commissions Coordinator & City Council Administrator
Performs a wide variety of administrative functions in the Office of the Mayor involving City Boards and Commissions and provides assistance to the City Council.

Activity Report

WEEK 1

- Update legislation tracker;
- Set up committee meeting packets (Transportation & Environmental Matters) with agendas, resumes for review and other supporting materials and distribute to committee members. Post agenda's online and in City Hall;
- Post monthly Committee Meeting schedule;
- Produce draft agenda's (Economic Matters, Public Safety, Finance) and email to Chairs.

WEEK 2

- Update legislation tracker;
- Once approved email meeting schedule and agendas to Alderman, Mayor, City Manager, PIO, Director of Services and Department Heads and post online and in City Hall;

Boards and Commissions Coordinator & City Council Administrator (WEEK 2 continued)

- Set up committee meeting packets (Economic Matters, Public Safety, Finance) with agendas, resumes for review and other supporting materials and distribute to committee members. Post agendas online and in City Hall;
- Notify staff and others for relevant committee meetings as requested by Alderpersons.

WEEK 3

- Update legislation tracker;
- Produce minutes for committee meetings;
- Produce draft agendas (Housing) and email to Chair.

WEEK 4

- Update legislation tracker;
- Produce draft minutes packets, email to Aldermen and print for distribution (do Alderpersons want packets of all minutes in box or distributed at the committee meetings?)
- Set up committee meeting packets (Housing) with agendas, resumes for review and other supporting materials and distribute to committee members;
- Produce draft agendas (Transportation & Environmental Matters) and email to Chairs.

Lyn Farrow, Grants Coordinator

The Grants Coordinator is responsible for identifying funding opportunities; acts as the City's liaison to government and private funding sources; and provides oversight for grant writing and management operations throughout City government.

The Grants Coordinator plans, directs and manages all aspects of the grant cycle for incoming and outgoing funding streams. The Grants Coordinator also serves as the Chair of the City's Grants Committee, which includes grant writers and managers in each City department.

Monthly News/New Projects

- Worked with Linda Kline in Finance to submit Payment Requests for FY2010 MTA Preventive Maintenance and ARRA Preventive Maintenance – totaling \$170,000 – in the future this task will be completed on a quarterly basis as required in the grant agreement;
- Attended first meeting with Susan Borden, Director of Advancement at St. John's College – to discuss collaborative opportunities;
 - She will arrange an introduction to their new Director of Volunteerism;
- Worked with the Law Department to update the Grant Agreement for the Community Grants Program – the new agreement will include a commitment to goals, objectives and performance measures – this will improve efficiencies for and hold accountable projects/programs we fund;
- Worked with Theresa Wellman to submit HACA nomination for ABCD Network Award;

Activity Report

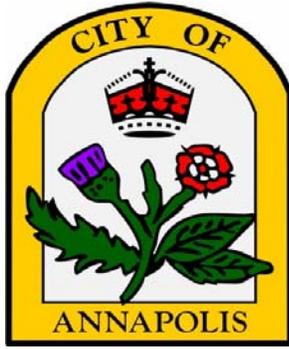
- 9/1 attended meeting with Bowman Community Development Corporation to discuss the rehabilitation of the Bowman Building;
- 9/9 facilitated monthly Grants Committee meeting;
- 9/20 attended Mobility Matters follow up/Fiscal Sustainability – Quality Control Action Team Session;

Grants Coordinator Activity Report (continued)

- Working to get approval to use TEP funding from State Highway Administration for another City project already underway \$90K.

Major Planned Actions

- Continue planning for Youth Summit follow up meeting with community stakeholders – event to be held on October 18th;
- Follow up with St. John's College staff and continue to develop relationship to access funding and volunteers for Annapolis youth programs;
- Continue to follow leads on funding for Market House and City Dock;
 - Constellation Energy, Surdna, Ford and Kellogg Foundations;
- Work with the Governor's Grants Office to develop workshop(s) for Annapolis nonprofits;



GRANTS COMMITTEE

MONTHLY STATUS REPORT
 REPORTING PERIOD: SEPT
 DATE: 09/13/2010
 COMPILED BY: LHMARTIN

Mayor – Grants Committee

NEW REPORT	NO CHANGES	NOTHING TO REPORT		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CENTRAL SERVICES	MARCELLE LEE, CO-CHAIR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNEP	FRANK BIBA, CO-CHAIR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNEP	MARIA BROADBENT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ECONOMIC AFFAIRS	-----
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FINANCE	LINDA KLINE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE	JEANNE COUGHLIN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GRANT COORDINATOR	LYN FARROW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HARBOR MASTER	FLIP WALTERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HARBOR MASTER	LINDA MOWATT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HUMAN RESOURCES	TIRA KIMBO
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MIT	LISA MARTIN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAYOR'S OFFICE	GAIL SMITH
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEM	JAMEKICA MACKALL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEM	KEVIN SIMMONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P & Z	THERESA WELLMAN
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICE	BETH HART
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICE	DEBRA HUGHES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PUBLIC WORKS	LILY OPENSHAW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PUBLIC WORKS	MARCIA PATRICK
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REC & PARKS	ARCHIE TRADER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REC & PARKS	JENNIFER BISTRACK
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRANSPORTATION	IAIN BANKS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YOUTH & COMMUNITY	-----

REPORTS FOR EACH DEPARTMENT ARE COMBINED IN THIS DOCUMENT. PLEASE CONTACT THE RESPECTIVE GRANT COMMITTEE MEMBER WITH ANY SPECIFIC QUESTIONS.

APD Current Grant Summary

Grant	Total Amount	Allocated YTD	Balance	Grant End Date	Project Manager
FY11 Governor's Office of Crime Control and Prevention CCSS	\$295,855.00	\$33,221.03	\$262,633.97	6/30/2011	Beth Hart
Crime Analyst	\$60,000.00	\$5,232.50	\$54,767.50		
Community Prosecutor	\$70,000.00				
Coordinator	\$29,120.00	\$3,781.00	\$25,339.00		
Bikes & Bicycle Equipment	\$10,000.00	\$9,696.00	\$304.00		
Law Enforcement Overtime	\$61,735.00	\$3,911.53	\$57,823.47		
CCTV	\$50,000.00				
Project Management	\$15,000.00	\$10,600.00	\$4,400.00		
FY11 Governor's Office of Crime Control and Prevention School Bus Safety	\$10,000.00		\$10,000.00	6/30/2011	Officer Richard Mioduszewski
FY10 Governor's Office of Crime Control and Prevention Community Crime Prevention	\$5,000.00			6/30/2011	Beth Hart
Overtime for Officers for Explorers Program	\$5,000.00	174.78	\$4,825.22		
FY08 Urban Area Security Initiative CCTV	\$185,535.00	\$107,873.86	\$77,661.14	2011	Beth Hart
FY09 Urban Area Security Initiative CCTV	\$200,000.00		\$200,000.00	2012	Beth Hart
FY08 Urban Area Security Initiative License Plate Recognition Equipment	\$25,000.00	\$0.00	\$25,000.00	2011	Beth Hart
FY08 Urban Area Security Initiative (Tactical Equipment & Training)	\$103,142.00	\$103,142.00	\$0.00	2011	Lieutenant John Freeman

FY09 Urban Area Security Initiative	\$142,389.00	\$29,605.00	\$112,784.00	2012	Lieutenant John Freeman
Tactical Equipment	\$50,000.00				
Tactical Medical	\$15,000.00				
K9	\$14,000.00	\$14,000.00	\$0.00		Beth Hart
Intelligence Equipment	\$63,389.00	\$15,605.00	\$47,784.00		
FY08 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program	\$101,190.00			2011	Beth Hart
Rugged Laptops	\$59,577.00	\$59,577.00	\$0.00		
Bio Key MDT License	\$35,780.00	\$35,780.00	\$0.00		
Training for Bio Key	\$5,500.00	\$5,500.00	\$0.00		
Balance	\$333.00	\$0.00	\$333.00		
FY09 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program	\$96,800.00	\$4,482.00	\$92,318.00		Beth Hart
Equipment	\$86,800.00				
Training	\$10,000.00	\$4,482.00	\$5,518.00		
FY 07 Edward Byrne Memorial Justice Assistance Grant - Balance	\$29,790.00	\$26,764.62	\$3,025.38	9/30/2010	Beth Hart
Youth Prevention Project					
Salary	\$14,320.00	\$13,070.62	\$1,249.38		
Equipment	\$10,470.00	\$8,694.00	\$1,776.00		
Travel	\$5,000.00	\$5,000.00	\$0.00		
FY 08 Edward Byrne Memorial Justice Assistance Grant	\$16,140.00		\$16,140.00	9/30/2011	Beth Hart
Youth Prevention Project					
Salary	\$16,110.00		.		

FY 09 Edward Byrne Memorial Justice Allocation Grant (stimulus)	\$230,340.00	\$178,823.78	\$51,516.22	2/28/2013	Beth Hart
ESRI Enterprise Software	\$60,000.00	\$40,000.00	\$20,000.00		
<i>Total Station Accident Reconstruction</i>	<i>\$17,540.00</i>		<i>\$17,540.00</i>		
In Pursuit Field Base Reporting	\$102,805.00	\$96,700.78	\$6,104.22		
CVSA	\$9,195.00	\$9,195.00			
Police Academy Training	\$32,800.00	\$31,928.00	\$872.00		
Crime Scene Training	\$8,000.00	\$1,000.00	\$7,000.00		
FY 09 Edward Byrne Memorial Justice Assistance Grant	\$55,688.00	\$10,568.00	\$45,120.00	9/30/2012	Beth Hart
Upgrades for Mobile Communication	\$37,000.00	\$10,293.00	\$26,707.00		
<i>Training for Bio Key</i>	<i>\$5,500.00</i>				
<i>Officer Anti - Gang Training</i>	<i>\$13,188.00</i>				
FY 10 Edward Byrne Memorial Justice Assistance Grant	\$48,350.00	\$0.00	\$48,350.00		
Training	\$40,000.00				
Community Services Coordinator (Supplement)	\$8,350.00				
2009 Port Security Grant Program	\$315,138.00	\$0.00	\$55,719.00	8/14/2012	Lieutenant John Freeman
27 ft Sea Ark , Trailer, Hooking and Climbing System includes 2 250 hp motors and other accessories	\$248,419.00	\$248,419.00	\$0.00		
Scan Pacific Hooking & Climbing system	\$11,000.00	\$11,000.00	\$0.00		
1 Ton Crew Cab Towing Vehicle	\$55,719.00		\$55,719.00		

Blue denotes possible Grant Modification

Pending Grant Applications				
Grant	Total Amount	Submitted	Awarded	Period
FY2009 Port Security Grant Program	\$47,209.64	YES	6/1/2010	9/1-/0 to ?
tactical equipment for maritime security operations				
NIJ Solving Cold Cases With DNA	\$221,176.83	Yes	10/1/2010	10/1/10-3/31/12
Investigator position	\$131,657.70			
Investigative Overtime	\$68,519.13			
Travel	\$3,500.00			
Training	\$1,500.00			
Contract Services	\$16,000.00			
FY11 Governor's Office of Crime Control and Prevention BJAG				
Cellphone Interceptor Technology	\$184,965.00	YES	10-Sep	10/1/10-9/30/11

Allocated Grants		
Grant	Total Amount	Project Manager
LGIT Law Enforcement Memorial Training Grant	\$2,805.00	Sgt. Pam Johnson
To assist with costs related to travel, lodging, course fees, and training materials for "Street Survival Seminar."		
FY10 Governor's Office of Crime Control and Prevention Law Enforcement Training (CALEA Conference)	\$3,344.00	Major Scott Baker
FY07 Urban Area Security Initiative CCTV	\$341,600.00	Beth Hart
FY07 Law Enforcement Terrorism Prevention Program (Balance)	\$101,190.00	Beth Hart
Rugged Laptops	\$36,063.00	
Bio Key MDT License	\$795.00	
Water Treatment Fence	\$64,332.00	
FY10 Governor's Office of Crime Control and Prevention Law Enforcement Training (Results Driven Policing Conference)	\$4,207.00	Beth Hart
FY10 Governor's Office of Crime Control and Prevention Violence Prevention Initiative	\$114,120.00	Beth Hart
Crime Analyst	\$54,000.00	
Deobligation - Crime Analyst	-\$5,000.00	
Coordinator	\$29,120.00	
Community Prosecutor	\$35,000.00	
Advertising for Crime Analyst	\$1,000.00	
FY10 Governor's Office of Crime Control and Prevention Capital City Safe Streets	\$171,735.00	Beth Hart
Law Enforcement Overtime	\$101,025.00	
Project Management	\$21,700.00	
A/V Equipment	\$10,000.00	
CCTV Cameras and Service	\$10,010.00	
Community Prosecutor	\$27,900.00	
Crime Lab Hood	\$1,100.00	
FY10 Governor's Office of Crime Control and Prevention Recovery Funds Phase 1 (stimulus)	\$117,570.00	Beth Hart

8 Rugged Laptops with Installation	\$44,488.00	
15 MS Software Licenses	\$3,467.00	
15 F8 Semi Rugged Laptops	\$35,250.00	
18 Bio Key MDC Software	\$14,310.00	
5 Harness Type ETIX Hardware	\$6,125.00	
5 Arm Rest ETIX Hardware	\$3,945.00	
5 Blue Check Automatic Fingerprinting	\$9,985.00	
FY10 Governor's Office of Crime Control and Prevention School Bus Safety	\$10,000.00	Officer Richard Mioduszewski

FY08 Urban Area Security Initiative CCTV (3/31/11)			
Date	Amount	Balance	Comments
		\$185,535.00	
3/29/2010	\$568.22	\$184,966.78	Server Licenses
3/29/2010	\$32,997.62	\$151,969.16	Camera Install
3/26/2010	\$22,532.02	\$129,437.14	Project Management
4/9/2010	\$8,554.00	\$120,883.14	Work Stations
4/15/2010	\$10,241.00	\$110,642.14	Monitors
4/16/2010	\$992.00	\$109,650.14	Firewall
4/21/2010	\$3,410.00	\$106,240.14	Fiber Install
4/28/2010	\$3,960.00	\$102,280.14	Switch for Fusion Center
5/16/2010	\$23,810.00	\$78,470.14	Forensic Software - balance \$5509.79 in FY 07
5/16/2010	\$809.00	\$77,661.14	46" Monitor ?????
8/3/2010	\$32,997.62	\$44,663.52	Allocated Installation
	\$58,600.00	(\$13,936.48)	Fiber Install West Street
	\$199,471.48		

	\$25,000.00	
4/8/2010	\$7,130.24	\$17,869.76
5/8/2010	\$2,703.49	\$15,166.27
6/8/2010	\$1,780.99	\$13,385.28
7/9/2010	\$647.46	\$12,737.82
7/9/2010	\$647.46	\$12,090.36

FY09 Urban Area Security Initiative CCTV (3/31/12)			
Date	Amount	Balance	Comments
		\$200,000.00	
	\$13,936.48	\$186,063.52	Fiber Install West Street
	\$28,602.00	\$157,461.52	Maintenance
			Change Orders

ANNAPOLIS FIRE DEPARTMENT GRANT RECAP

GRANT NAME	YEAR	AMOUNT
STATE OF MD FUNDING		
MIEMSS		
AED	2001 to 2002	\$ 1,223.00
	2002 to 2003	\$ 7,335.00
	2003 to 2004	\$ 7,500.00
	2005 to 2006	\$ 5,985.00
LP12 Upgrade	2006 to 2007	\$ 14,360.00
LP 15 Purchase	2008 to 2009	\$ 19,701.00
Total AED/Monitors		\$ 56,104.00
		\$
Bioterrorism	2004 to 2005	\$ 16,711.00
	2005 to 2006	\$ 19,867.00
	2007 to 2008	\$ 25,006.00
Total Bioterrorism		\$ 61,584.00
Education		
ALS Education Grant	2008 to 2009	\$ 7,590.00
ALS Education Grant	2009 to 2010	\$ 7,590.00
Total Education		\$ 15,180.00
		\$
TOTAL MIEMSS		\$ 132,868.00
Eastport Fire Station		
Capital Project	2004 to 2006	\$ 250,000.00
		\$
DNR Waterway Improvement	2001	\$ 50,000.00
	2002	\$ 50,000.00
	2005	\$ 50,000.00
	2006	\$ 50,000.00
	2007	\$ 50,000.00

Total DNR		\$ 250,000.00
Anne Arundel County Assistance to Fire Boat Purchase thru additional		
Transfer DNR Funding	2005 to 2006	\$ 33,921.65
TOTAL STATE FUNDS		\$ 666,789.65
FEDERAL FUNDING		
FEMA - Physical Fitness	2002	\$ 51,344.00
USFA - Fire Prevention	2004	\$ 58,194.00
AFG - Fire Boat	2004	\$ 225,000.00
AFG - Building Modifications	2005	\$ 118,990.00
AFG - Defibrillator/Monitors	2007	\$ 108,000.00
AFG - PPE/Thermal Imagers	2008	\$ 302,661.00
TOTAL FEDERAL FUNDS		\$ 864,189.00
TOTAL FUNDING SECURED		\$ 1,530,978.65
GRANTS WRITTEN AND SUBMITTED BUT PENDING DECISION		
AFG - FEMA - Aerial Unit	2010	\$ 980,368.00

GRANTS PROJECTED TO BE AVAILABLE FOR APPLICATION

MIEMSS - Bioterrorism	2010
MIEMSS - Matching AED	2011
DNR Waterway Improvement	2010
AFG - FEMA	2011
USFA - Fire Prevention	2010
ARRA - SCG	2010
MIEMSS - ALS Training	2010

Jeanne S. Coughlin

8/9/2010

**OEM Grants Received to Date:
Prepared by: AI Posey / JM**

Grant	Total Amount	Allocated YTD	Balance	Deadline
SHSGP FY2007	458,825			3/31/2010
State Homeland Security Program FY2007	208,954	208,954	0	
EM Planner	80,000	80,000	0	
Law Enforcement	169,871	169,871	0	
UASI FY 2007	554,298			3/31/2010
Incident Management Training (IMT)	14,000	13,979.72	20.28	
CCTV-Annapolis	341,600	341,590	10	
Command Vehicle Maintenance	31,725	31,725.00	0	
HAZMAT Support	166,973	166,945	28	
Regional Emergency Health Preparedness & Response	50,000	50,000	0	
SHSGP FY2008	404,763			3/31/2011
Law Enforcement	101,190	101,190	0	
State Homeland Security	215,573	0	215,573	
EM Planner	80,000	80,000.00	0.00	
UASI FY 2008	1,251,231			3/31/2011
License Plate Reader	25,000	0	25,000	
Bomb Squad Enhancements	560,000	560,000	0	
Tactical Team Equipment & Training	103,142	101,696.75	1,445.25	
CCTV-Annapolis	185,535	121,623.86	63,911	
IMT/ Leadership Training	50,715	0	50,715	
MCCV Maintenance	50,000	19,487.00	30,513	
CBRNE Detection & Response	32,339	1,800.00	30,539	
UASI Conference	8,500	200	8,300	
WebEOC Maintenance	26,000	10,922.10	15,077.90	
Exercise & Training	65,000	22,266.29	42,733.71	
Consultant	65,000	41,761.50	23,239	
SPARS	80,000	68,750.00	11,250	
EMPG FY 2009	63,336			6/30/2010
Salaries	35,000	35,000	0.00	
Consultant	28,000	28,000.00	0	
Supplies	25,000	25,000.00	0.00	
Training	10,000	10,000.00	0.00	
SHSP FY 2009	391,278.00			
EM Planner	88,000	9,868.47	78,132	
Law Enforcement	96,800	2,105.58	94,694	
Critical Infrastructure Protection	92,400	0.00	92,400	
CBNRE Equipment	114,078.00		114,078	
UASI FY 2009	629,488.00			

K-9 Training	14,285.00	0.00	14,285	
Intelligence Equipment	63,389.00	0.00	63,389	
Quick Response Training	15,000.00	0.00	15,000	
Tactical Equipment	50,000	0.00	50,000	
CCTV	200,000	0.00	200,000	
HaZMat	87,428.00	0.00	87,428	
Incident Management Team	7,000.00	0.00	7,000	
Mobile Command & Communication Vehicle	25,000.00	0.00	25,000	
EM Planners	140,000.00	0.00	140,000	
EMNet Upgrade	2,200.00	0.00	2,200	
EAS/EMNet Software	2,105.00	0.00	2,105	
Tech Training / WebEOC Dialogic	4,589.00	0.00	4,589	
WebEOC Software Upgrades	10,992.00	0.00	10,992	
ENS/Reverse 911/Geocoding	2,500.00	0.00	2,500	
SQL Server Purchase	5,000.00	0.00	5,000	
EMPG FY 2010	68,050.00			
Salaries				
Consulant	30,000.00		30,000	
Supplies	30,000.00		30,000	
Training	8,050.00		8,050	
TOTAL	3,821,269.00			



City of Annapolis

Office of MIT

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

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Manager's Monthly Report

October 1, 2010

For Month of September 2010

Monthly News/New Projects

- New MUNIS financial software application system project held a “kickoff” meeting on September 21, 2010 with “go live” date of July 2011. The MUNIS system is from Tyler Technologies. Initial discussion also performed on existing and future general ledger chart of accounts. Hardware for new application, database and web servers have been ordered. Five (5) year leasing agreement nearing completion. Tyler will return on October 18-21 to interview large departments (AFD/OEM, APD, APW/R&P/P&Z) and Finance on project and grant accounting. Change Management workshop has been scheduled for afternoon of November 17th in the Council Chambers for MUNIS project functional leaders and super users. A City “Change Agent” needs to be determined. The Mayor’s Office has been asked to issue an executive mandate memorandum for this project. A SharePoint web site will be available soon to provide MUNIS project information and status.
- The City has been awarded a \$300,000 ARRA BTOP grant as part of the One Maryland consortium for completion of the City’s Institution Network (I-Net) fiber ring. The City is a participant of the One Maryland state and local government and non-profit rural broadband consortium.
- The AACo – CoA Memoranda of Agreement (MOA) for Institution Network (I-Net) fiber is now moving forward and is nearing completion.
- The underground BGE power cable by 161 Duke of Gloucester that failed on August 5, 2010 has not been permanently or even scheduled to be replaced/ repaired. Clint Pratt of DNEP is monitoring the situation and has expressed our dismay with BGE.
- Security alarm for 161 Duke of Gloucester was found to be not monitored due to lack of service contract. Alarm testing for City Hall computer room and 161 DoG is now scheduled every month on or about the 15th.
- Cabling work for security guard in City Hall foyer location is complete.
- OEM has indicated that a backup power transfer switch for City owned mobile generator is a high priority for the computer room in City Hall.
- Emergency Operations Center (EOC) audio/visual touch panel control for overhead speakers/intercom, overhead LCD projectors, VHS/DVD playback system and CATV is in operation and installation is complete except for some very minor changes. Verizon Wireless cellular service in the EOC will be implemented in the next 90 days.
- Working with Webmaster, HR, PIO and Law on Social Media Policy. The policy is in final review. The Policy must be in force before the City launches any social media functions.
- No progress to report on re-establishment of city-wide IT governance decision making body in the form of the Information Technology Executive Committee (ITEC).
- City Council presentation of IT Strategic Plan not scheduled yet. City Manager will determine presentation date.
- No progress to report on GIS Coordinator efforts on plan for formalization of street addressing rules, regulations and procedures. This has major impact on E911 emergency response to the correct address as well as all city-wide location based services and functions.

Financial and Activity Report

- All expenditures MTD (\$67,622.00) and YTD (\$181,264.86) are below budget (\$93,540.00 – 28% and \$280,620.00 – 35%).
- No expenditures posted in G/L for employee benefits.
- Only 2% (\$3,327.13) remains in available balance for contracted services due to pre-encumbrance year long service contracts. This account will need to be reviewed for a budget transfer in from repair and maintenance

equipment account in a few months.

Major Planned Actions

- MUNIS Project - October 18-21 to interview large departments (AFD/OEM, APD, APW/R&P/P&Z) and Finance on project and grant accounting
- MUNIS Project - November 16-17 Change Management workshop
- IT Strategic Plan presentation – TBD
- Information Technology Executive Committee (ITEC) formation - TBD

Others

- MIT Manager, Paul Thorn will be on leave October 1 – 11.



City of Annapolis

DEPARTMENT OF NEIGHBORHOOD AND ENVIRONMENTAL PROGRAMS

160 Duke of Gloucester Street, Room 202, Annapolis Maryland 21401
Annapolis (410) 263-7946 Fax (410) 263-9158 TDD (410) 263-7943
www.annapolis.gov

October 1, 2010

MEMORANDUM

To: Michael D. Mallinoff, City Manager
From: Maria R. Brown, Acting Director, DNEP
Subj: ***Monthly Manager Report for September 2010***

I. DEPARTMENT IDENTIFICATION

The Department of Neighborhood & Environmental Programs (DNEP), the quality of life department, is made up of two divisions—Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting, and performing inspections related to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades and waste water pretreatment. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, Urban Forestry, “Clean Air Initiatives”, “Keep It Clean” campaign, and environmental regulatory programs. Current staff consists of 20 full-time; 4 contractual.

II. ENVIRONMENTAL MATTERS

- ▶ The draft of the Sustainable Annapolis Scorecard is being reviewed.
- ▶ The City of Annapolis is a finalist in two categories for the LivCom Awards to be held in Chicago. This program is the only worldwide competition which focuses on environmental practices and creating livable communities. We have been chosen to participate in the category of Environmentally Sustainable Projects for Acton’s Landing, as well as the Whole City Award Section.
- ▶ Approximately 42 trees and 24 shrubs will be planted throughout the City in October, 2010. These plantings will be paid for by part of the \$40,000 grant given to the City by Alliance for the Chesapeake Bay.

III. NEIGHBORHOOD PROJECTS

- ▶ **Admiral Oaks** – Almost all repairs completed. Only 2-3 units left to be done.
- ▶ **Annapolis Gardens (Bowman Ct. and Croll Drive)** – Last tenant has been re-located. Some units have already been finished. There are issues with street lighting and the lights are to be re-adjusted. Contractor installing underground utilities along Admiral Drive.
- ▶ **Bay Ridge Gardens** – Permits ready to issue for renovation of 200 apartment units.

III. NEIGHBORHOOD PROJECTS (cont'd)

▶ **CVS (Bay Village Dr. & Edgewood Road)** – Mexican Café currently closed for business. Contractor allowing time for equipment to be completely removed before demolition. Should be demolished within next few days.

▶ **China Buffet (2019 West Street)** – Progressing very slowly, partly due to communication barriers with owner.

▶ **Germantown Elementary** – Construction going well. Contractor is complying with City requests and concerns.

▶ **Habitat – (Clay & Pleasant Streets)** - Foundation work is complete. Framing on first floor 90% complete. President Carter scheduled to work on this project October 5, 2010. Expected completion date of project February, 2011.

▶ **Lighthouse Shelter (Hudson Street)** – Taking care of a few minor issues before obtaining final inspection. Anticipating phasing in occupancy, allowing administrative staff to move in and get settled before obtaining approval for housing guests.

▶ **Mexican Café (Formerly Northwoods – 609 Melvin Avenue)** – Permit currently being reviewed; multiple issues including electrical, pre-treatment, and building. Still awaiting comments from Fire, Health and P&Z.

▶ **Sailor’s Quay** – It was determined that the existing house will remain and will be restored, instead of being demolished.

▶ **USNA Stadium** – Everything completed, except the alarm system which needs to be adjusted.

▶ **401 First Street** – Awaiting decision from Office of Law as to whether or not house can be demolished. Current status of building is unsafe.

IV. NEW BUSINESSES

▶ Six Use and Occupancy permits were issued in the month of September, 2010 for:

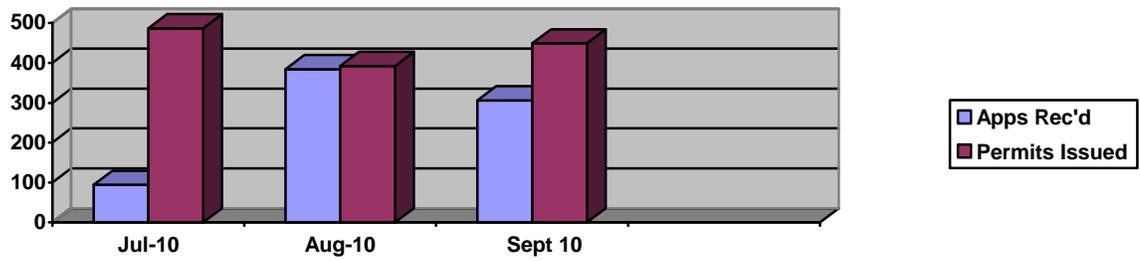
One Melvin Avenue – Offices for Cherry Yachts, Inc.
55-59 Maryland Avenue – Blue Crab Antiques, Inc. Retail Goods Store
1928 Lincoln Drive, Unit H – Autobahn Motors, LLC
1 Park Place, #200 – Towne Park Offices
104 Forbes Street, #101 – Medical office for R. J. Aufderheide
101 Ridgely Avenue, #21 – Medical Office for Drs. Walzer, Sullivan & Hlousek

V. SMALL & MINORITY BUSINESS ENTERPRISE DEVELOPMENT (SMBE)

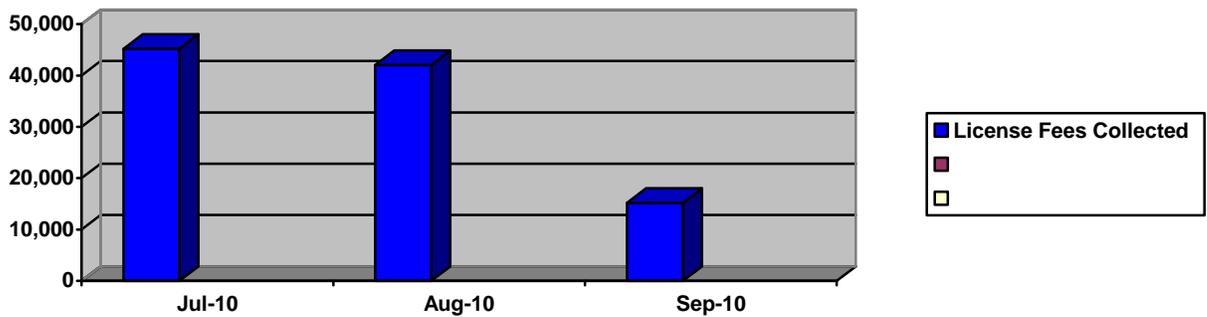
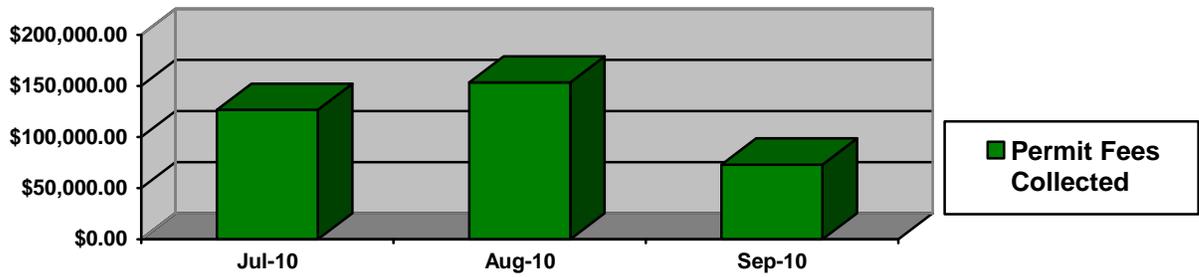
▶ The Kunta Kinte Festival was held on Saturday, September 25, 2010 from 10:00 AM to 7:00 PM at the City Dock. The event was a huge success, well attended, and contributed to the economic development of Annapolis. Most of the entertainers were local, as were many of the vendors. One of the Black Watermen of the Chesapeake, Captain Meredith, participated as a food vendor. He owns a Seafood Restaurant in Grasonville.

▶ The City was represented at the Regional Diversity Procurement Expo held September 16, 2010 in Towson, MD. It was well attended as well as informative.

VI. PERMITS



VII. FINANCIAL



	JULY 2010	AUGUST 2010	SEPT 2010
DNEP EXPENDITURES	18,365.51	3,471.60	26,254.54



City of Annapolis

Planning & Zoning Department
145 Gorman Street, 3rd Fl
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Manager's Monthly Report

October 1, 2010 (reporting date)
September 2010 (reporting period)

- **On October 5, President Jimmy Carter will be in the Clay Street neighborhood at an event sponsored by Habitat for Humanity of the Chesapeake. Habitat is building 10 homeownership units where 12 units of College Creek Terrace once stood. Community Development staff secured a \$175,000 grant from the state Community Legacy program to demolish the public housing units and \$55,000 in funds for mortgage write-downs for the 10 new homeowners. The units are under construction and Habitat expects to have them completed in December. All ten will be occupied by public housing residents.**
- **Patricia Blick, Chief of Historic Preservation, will be resigning her position effective October 1, 2010**

Monthly News/New Projects

- Residential Planned Development application (PD2010-004) to establish 158 dwelling units, known as Quiet Waters Preserve, located off of Annapolis Neck Road,
- Site Design Plan Review application (SDP2010-031) to demolish an existing 2 story residence and construct a 4 story mixed use building, located at 51 Spa Road,
- Special Exception application (SE2010-014) to establish a gasoline fuel station within the Giant Shopping Center parking lot, located on Bay Ridge Avenue,
- Site Design Plan Review application (SDP2010-033) to expand an existing surface parking lot, located at 17 Solomons Island Road,
- Special Exception application (SE2010-016) to allow live dinner music within the interior of the Carpaccio Tuscan Grille, located at 1 Park Place,
- Residential Planned Development application (PD2010-003) to redevelop College Creek Terrace/Obery Court Phases II & III for 124 new public housing units, located on Obery Court and New Vernon Street,
- Site Design Plan Review application (SDP2010-032) to remove 3 existing residential structures and expand the existing Eastport Yacht Club clubhouse from 4,140 sq.ft. to 8,565 sq.ft., located at 317 First Street,
- Special Exception application (SE2010-017) for Sly Fox Pub to extend hours of operation from 8:00 a.m. to 12:00 midnight, seven days per week to 8:00 a.m. to 2:00 a.m., seven days per week.
- CCRABL Implementation: attended Finance Committee meeting and met with City Manager. A Council Work Session with City departments potentially affected by the CCRABL recommendations is being planned.
- City Dock Design Plan:
 - Accepting letters of interest (until October 8) for a City Dock Advisory Committee. The Committee's work is expected to begin in late October and conclude in summer or fall of 2011.
 - Preparing for an Urban Land Institute Technical Advisory Panel (to be conducted in November).
 - Evaluated six consultant proposals and conducted four interviews for the 'Bicycle, Automotive, and Pedestrian Safety Study' of the downtown area. Submitted request to BRTB for financial support via the UPWP.
- Capital Improvement Program (CIP): Preparing for an alternate format and presentation of long-range capital needs for the FY12 Budget process. Working with City Manager, formed Staff CIP Committee and attended Finance Committee meetings.
- Zoning Maps update process: ongoing work with MIT.
- Critical Area Maps: ongoing work on digitizing maps, together with MIT, Critical Area Commission, and DNR.
- Requested bids for a Traffic Impact Study for "Quiet Waters Preserve" Development (Old Annapolis Neck

- Annexation Area).
- Historic Preservation Commission met for a Public Hearing on Tuesday, September 14, 2010
 - 14 applications were heard and approved, 1 application withdrawn for modification, 1 postponed and one permanently withdrawn.
- Historic Preservation Commission met for an Administrative Meeting on Thursday, September 23, 2010
 - 2 Pre-applications were held with property owners
-
- Consolidated Annual Performance and Evaluation Report (CAPER): Submitted final CAPER to HUD. This 148-page report is due annually to HUD and covers all housing and community development activities, outputs, and outcomes for FY 2010.
- Bay Ridge Gardens Rehabilitation and Refinancing: DHCD closed on the CDA Loan to Landex Corporation for \$17M in New Issue Bond Program (NIBP) financing from DHCD to renovate Bay Ridge Gardens, a 198 unit low income housing development in Eastport. The City will receive approximately \$67,000 in CDBG funds paid back from a HUD 108 loan from 1996.

Financial and Activity Report

- The City received its CDBG money (\$371,000+) in the form of a line of credit in the HUD Integrated Disbursement and Information System (IDIS). Staff uploaded all projects and completed PO's for all CDBG projects. As CDBG recipients submit invoices, staff draws down the funds, which the City receives in less than 72 hours from IDIS.
- As mentioned above, the City will receive an additional \$67,000 in CDBG program income. All program income must be spent on CDBG eligible activities.
- Completed 1st Quarter CDBG Draw for FY 2011 funds, \$30,562 which includes program administration and the 1st payment to OIC for operating expenses.
- Application fees into account # 110-34130-3403 for September: \$39,573

Major Planned Actions

- Planning Commission, October 7, 2010:
 - Public Hearings:
 1. Special Exception (SE2010-013) for Castlebay Irish Pub to extend hours of operation from 12 midnight To 2:00 a.m., located at 193A Main Street,
 2. Special Exception (SE2010-015) for Jimmy John's Gourmet Sandwiches to operate a standard restaurant/food service/delicatessen, located at 139 Main Street,
 3. Special Exception (SE2010-001) for 7-Eleven to remodel the existing gasoline services station with fuel sales to a 7-Eleven convenience store with fuel sales, located at 101 West Street,
 - Work Session:
 1. Quiet Waters Preserve a proposed development of 158 new dwelling units located off of Annapolis Neck Road, (POSTPONED)
- Planning Commission, October 21, 2010:
 - Public Hearings:
 1. Ordinance O-24-10 for the purpose of restricting the hours a convenience store may be open to the public when the store abuts a residential zoning district,
 - Work Session:
 1. Transportation Board
- Board of Appeals, October 5, 2010:
 - Public Hearings:
 1. Special Exception (SE2010-007) for Red Red Wine Bar to operate a wine café and restaurant, located at 189B Main Street,
- Announce launch of City Dock Advisory Committee.
- Public Information regarding City Dock ULI event (tentatively scheduled for Nov. 9 & 10).
- Initiate work with consultant on Downtown Bicycle, Automotive, and Pedestrian Safety Study.
- Council Work Session regarding implementing CCRABL recommendations.
- HPC will meet for a public hearing on Tuesday, October 12, 2010
 - 6 applications on the agenda, 2 old business, 4 new business
- HPC will meet for an Administrative Meeting on Thursday, October 28, 2010
 - Green Street Elementary School Work Session

- Staff will mail out Community Development Block Grant Applications for FY 2012 funds, which will be available July 1, 2011 to over 60 potential applicants. Because of all the HUD regulations and requirements, this process begins in October and ends with the submission of the City's Housing and Community Development Action Plan in May 2011. The CDBG application will also be available on the City's web site. This year the City received approximately \$371,000 for housing and community development projects.
- Staff has been asked by both HACA and Headstart to find financing to renovate the Head Start Center in Annapolis Gardens. Project will start when Head Start provides a list of repairs needed and estimated costs.
- Staff continues to pursue acquisition of three derelict Clay Street properties owned by Wells Fargo Bank. Once properties are acquired, two will be demolished and one renovated. Funds for this project can come from Community Legacy.

POLICE DEPARTMENT



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Manager's Monthly Report

October 1, 2010
September, 2010 Report

Monthly News/New Projects

During the month, we had 2 press releases concerning major crimes. The first was for an aggravated assault by shooting which occurred in the 1100 block of Madison Street on September 25th. An arrest was made in the case. The second release was issued on September 30th concerning a stabbing with 2 victims. The incident occurred in the 400 block of Fourth St. Preliminary investigation indicates the 2 victims stabbed one another.

Tasers were purchased and are now being deployed. We continue to train officers in the use and responsibilities of the Taser.

Field Based Reporting (FBR) is now under going limited field testing. We have determined that APD computers cannot handle the database due to a lack of memory. We are working on upgrading the memory instead of upgrading the computers.

The APD was awarded a grant for the investigation of cold cases. There are approximately 900 pieces of evidence, stored at the APD, that need to be evaluated, prioritized and analyzed. The award of \$210,000 includes the salary and benefits for an investigator as well as testing fees.

Financial and Activity Report

A written promotional exam was given for the ranks of Officer First Class, Corporal, Sergeant and Lieutenant. The oral portion of the exam will be held in October.

An internal job posting was announced for police officers. Currently, there are 5 open police officer positions.

ACCOUNT BALANCES AS OF 09/24/2010

Beginning Balances	ACCOUNT	BALANCE
188,560.00	Materials & Supplies	131,173.66
168,750.00	Clothing	90,489.87
89,400.00	Fuels	50,795.61
18,330.00	Prof Services	16,895.84
42,100.00	Training	36,809.06
8,000.00	R & M Building	4,700.00
183,720.00	R & M Equipment	98,548.34
10,000.00	Programs & Activities(Sp Ops)	6,500.00
17,500.00	Programs & Activities (Towing)	500.00
39,600.00	Rents & Leases	-10,220.13
198,770.00	Contract Services	32,892.07
95,000.00	Telephone	55,817.09

Major Actions

1. The APD conducted two alcohol compliance checks during the month. The focus of both inspections was service to minors. The following locations were not in compliance:

Crush Wine House	Carpaccio Tuscan Grille	Ruth's Chris Steak House
Aqua Terra of Annapolis	Carrol's Creek Café	Joss Cafe & Sushi Bar
Ristorante Piccola Roma	Galaway Bay	John Barry Restaurant and Bar
Luna Blu	Main Street Mini Mart	Rams Head Tavern
Armadillo's	Chris' Charcoal Pit House	Jack's Fortune
Paul's Homewood Café	Philly Flash	Restaurant Serrano
Ruby Tuesday's		

2. A prostitution initiative was conducted which focused on the customers. The sting was conducted along West Street and resulted in the arrest of five men.

3. On September 22nd officers attempted to serve 94 arrest warrants which resulted in 10 arrests for outstanding warrants and 2 narcotic arrests.

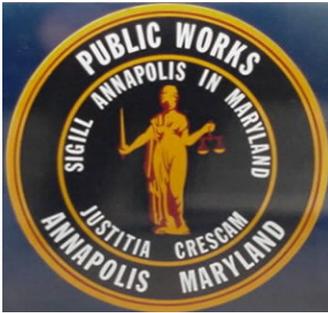
4. A search and seizure warrant was executed at 728 Melrose St. Detectives made 7 arrests, seized \$10,172.00, 22 grams of marijuana, 11 grams of cocaine, various prescription pills, 2 loaded shotguns, and 2 vehicles.

Other News

1. Citizen's Academy begins Monday, October, 4 2010 and will run 7 consecutive weeks.

2. JOINS Program (Alternative Juvenile Justice) is ongoing. APD has accepted over a dozen juveniles into the program. Preliminary results are positive.

3. APD is seeking Auxiliary Officers and other volunteers to assist our administrative personnel and provide valuable services.



PUBLIC WORKS MONTHLY REPORT

SEPTEMBER 2010

Acting Director Marcia Patrick, P.E.

MONTHLY NEWS / NEW PROJECTS

- CIP 514 – Rec Center:
 - A meeting is being planned between Rec Center management, Scheibel (Construction Manager), Blue Dot (Mechanical Subcontractor, Trane (HVAC supplier) and Central Services to discuss ongoing HVAC issues that have been recurring during the Warranty period.
 - During the heavy rain event on Thursday (9/30) and Friday (10/1), many leaks developed around doors, skylights and under carpeted areas. Scheibel (CM) responded as well as various subcontractors. We are awaiting Scheibel's recommendations for the repairs.
- CIP 525 – Forest Drive Fire Station Roof Replacement:
 - A second Progress Meeting was held on Wednesday 9/29/10. The cap sheet has been installed on the entire roof. Perimeter coping/flushing is approximately 50% complete. West side metal roof is 95% complete while the east side metal roof has yet to be installed. There is an estimated of four days of work to complete the job once the weather improves. A final walk through will be scheduled at this time to develop a punchlist.
- CIP 724 - Water Treatment Plant:
 - Water Wells – The final Progress Meeting for Well #12 and #14 was held and punch list discussed. Completion of the O&M Manual is the last punch list item that needs to be done before Final Payment is made.
 - Clear Wells – Engineer-provided a portion of the as-built drawings to the City for review of compatibility with City software.
- CIP 729 - Gotts Court Renovation
 - Construction completed 9/24/10
 - 2 CALE Pay n Display meters live on 9/20/10
 - MDE final site inspection by M. Kanowitz, MDE Grant Manager on 9/22/10
 - Submitted final grant report for Four Rivers mini-grant for sign
 - Dedication ceremony conducted on September 30th
 - MDE grant compliance meeting held on October 1st
- New CIP Comprehensive City Sidewalk Management Plan
 - Evaluating data from eight year sidewalk repairs litigation reports from Law
 - Developing hybrid sidewalk management program to present to City manager/ Council
- Actons Landing—Legal Descriptions of Roadway Right of Ways and Easements submitted by Developers Engineer for review and incorporation into the Instruments to transfer right of way this calendar year.

- Kingsport---Developer has started work on punch list to close project. It is anticipated that the punch list will be completed and the Instruments executed to transfer the road rights of way and easements. The goal is that these instruments be executed prior to December 1, 2010.
- Traffic
 - Traffic Circulation Study: The 10 weeks of data collection was completed on September 28th. The data is being reviewed and collated. The City's data collection effort is to supplement the Safety Study referred to below.
 - A Request for Proposals was released requesting Traffic Engineering Services to conduct a Bicycle, Automotive and Pedestrian Safety Study (BAPSE) in the downtown area.
 - On Thursday September 30th, three interviews were conducted for the short-listed respondents for the BAPSE Study. One interview remains as it was cancelled due to the severe flooding experienced on Friday, October 1st.
 - Addressed citizens' complaints/concerns/requests regarding: speeding in various neighborhoods, request to install traffic calming at Cedar Park/Sampson/Porter, requests to freshen up red paint on curbs in Eastport and requests to install crosswalks at Compromise and Duke of Gloucester.
 - Attended meeting with P&Z and Ken Schmid (Traffic Concepts) to kick-off Traffic Impact Study for Katherine property.
- Ramshead Clean Air Project
 - Developing scope of work for various project P.O.s: Victor Stanley, General Sitework, and Site Electrical.
- Knighton Garage Clean Air Project
 - Developing scopes of work for various project P.O.s.
- Newsrack Legislation Implementation Project
 - Developing details for site map to use for newsrack location management.
- New City Dock Project Task Force
 - Reviewing draft flood study report for recommendations.
 - Reviewing hydrogeological study for Fleet & Cornhill Street Reconstruction CIP to determine similar construction issues related to shallow groundwater and foundation.
 - Developing SOW for preliminary hydrogeologic investigation of construction site.
- Comprehensive City Signage Plan
 - Developing cost estimate/SOW for full interactive parking map development.
 - Mounted new Parking signage inset in Garage Entrance soffits.
- Knighton Garage Clean Air Project
 - Developing scopes of work for various project P.O.s
- New City Dock Project Task Force
 - Reviewing draft flood study report for recommendations
 - Reviewing hydrogeological study for Fleet & Cornhill Street Reconstruction CIP to determine similar construction issues related to shallow groundwater and foundation.
 - Developing SOW for preliminary hydrogeologic investigation of construction site
- Grants Management
 - Researching potential environmental and energy grants for landfill mitigation projects researching potential Four Rivers Mini-grant for artifacts display at Gotts.
 - Attended SHA grant application seminar for next grant application round.
- Safe Routes to School

- Presentation to SHA grant managers on September 23rd to inspect new grant funded Safe Routes to School interactive computer game at the Chesapeake Children's Museum. This computer game is the first one developed under the Safe Routes to School program in the country.
- Hanover Street / Maryland Avenue / Gate 3 intersection
 - Sent email (memo) to explain improvements to R. Hillman.
- The Water and Sewer Rate Study RFP/Scope of Work has been distributed to three qualified firms. Pre-Proposal Meeting is 9/30/10.
- Annapolis Ten-Year Water/Sewer Plan and 3-yr update to AACO Master Plan for W/S systems
 - A meeting with GIS Coordinator was held to identify needed maps.
- Emergency Water Connection w/ AACO
 - A meeting was held with Anne Arundel County on September 16th identifying two action tracks – interim multi-location emergency water connection implementation and long-term major emergency water connection planning.
- Water Tank Cell Antennas:
 - Jefferson Tank: Cricket installed stealth panels around antennas.
 - Bembe Tank - PW is working with the Law Office to finalize Lease with likely presentation to Council on October 11th.
 - Janwal Tank - LightSquared Communications Co. information review is ongoing.
- Sewer Model
 - PW is reviewing additional information request from model consultant and upon submittal will follow-up completion of the model.
- Annapolis Water Reclamation Facility (AWRF) Flow Metering
 - Reviewed August AWRF Influent and Effluent Flow data provided by AACO and continue to coordinate with AACo. to verify flow data used for billing to the City.
 - Reviewed FY 2010 Final Billing from AACo. and discovered discrepancy in County/City flow-based share that would have resulted in overbilling for year end.
- AWRF Enhanced Nutrient Removal (ENR) project
 - Bid Opening is scheduled for September 28, 2010. Coordination with AACo. project manager continues.
- AWRF Joint Operating and Use Agreement
 - DPW has drafted additional language in the agreement to assure that the City's interest is protected and that cost sharing is appropriate. Upon review by the Law Office, the draft will be provided to AACo.
- Reciprocal Sewer Service w/ AACO
 - An MOU is to be executed concurrent with a developer/City Agreement.
- Annapolis Ten-Year Water/Sewer Plan and 3-yr update to AACO Master Plan for W/S systems
 - See write-up for Water above.
- PACC Meetings
 - Annapolis Elementary School
 - Phoenix Center
- Fleet Management Program – Iworqs
 - Retrieved past maintenance from Dossier System up through April 2010. Placed in Excel Database.

- Verifying Vehicle gas Key Chips between Iworqs and Petroven.
 - Discussed monthly inventory reports with Finance. Developed report.
 - Continue to support Fire Department in the development of their Fleet Maintenance program through training, setting up passwords for employees, sharing of information.
 - Finance uses to cross-reference asset and vehicle number.
 - Spoke with Brian Snyder about having access to Fleet Maintenance to review dependability prior to purchasing new equipment and vehicles. Will be setting up in the near future.
- Iworqs Development/ Training
 - Iworqs moved from .com to .net to increase security.
 - Needed to change all links and short cuts to reflect .net.
 - Adding street classification (primary, secondary, residential) to Pavement Assets in order to prioritize repair based on classification and severity.
 - Continue to train and familiarize staff with the programs.
 - Continue to update Hydrant Asset Management.
- Calendar
 - Developed Public and Emergency Services Calendar. Providing citizen with DPW collection schedule as well as information on emergencies, etc. This would be a joint effort between OEM and DPW through OEM grant.
 - Total Cost \$9,120.00.
- Commercial Refuse Hauler Permits - Collect Refuse in the City
 - 10 out of 12 Commercial Refuse Haulers have completed an application to work in the City.
 - DPW Services has conducted 2 truck inspections.
- Commercial Refuse Complaints
 - 1000 Madison. Changed collection days from Mon, Wed, Fri to Mon, Thurs, Sat. This made an improvement last week with the dumpster. Continue to submit updates to Gail Smith in the Mayor's Office.
- Commercial Recycling
 - Added 2 more business to the program.
 - Sent out 2 bills to business to join the program.
- Fire Flow Permits/ Hydrant Usage Permit
 - Issued 1 Fire Flow Permits
- Permits issued:
 - Right of way obstructions:
 - ❖ 49 Franklin Street – retaining wall, public sidewalk
 - ❖ Int. Third Street and Chesapeake Ave. – dumpster for demoed materials
 - ❖ 710 Americana Drive – POD in street for a move
 - ❖ 14 Thompson Street – POD in street for a move
 - ❖ 236 Main Street – complete scaffolding of building for roof and fascia work
 - ❖ 196 Duke of Gloucester Street – cherry picker in street and sidewalk for roof work
 - ❖ 34 Cornhill Street – ladders extending into street for siding/painting
 - ❖ 194 Main Street – renewed dumpster permit
 - Street Openings, BG&E:
 - ❖ 200 Winsor Ave. – pole renewal with directional bore
 - ❖ 293 Halsey Road – gas service
 - ❖ 420 Chester Ave. – electric service

- ❖ 65 Silopanna Road – electric service
 - ❖ 4 Dock Street – abandon gas service
 - ❖ 164 Conduit Street – renewed electric service
 - ❖ Cherry Grove Road and Corey Lane – pole renewal
 - ❖ 805 Parkwood Ave. – electric service
- Inspections
 - 222 West Street (facing Ellington Alley): New owner complained that car was bottoming out as he entered his garage from the alley. Site was inspected and email exchanges were researched that were recalled from January of 2007 between Engineering, DNEP and Planning and Zoning during construction. At that time, Engineering surveyed the site and shot the grade of the finished floor. It was reported that actual F.F. was one foot higher than what was shown on the approved plans. Documentation will be kept handy pending possible owner action against builder/City. Owner has not been informed that we have documentation.
 - Ambridge: Re: Frontage on Bay Ridge Ave. BG&E needed to prune trees adjacent to power lines for access. Property information was provided to distinguish private vs. public so that City and H.O.A. of Ambridge could determine the extent of pruning/removal. Jan Van Zutphen, of DNEP, was involved regarding possible required replacement of trees.
 - Germantown Elementary School inspections were provided for the beginning of SWM installations on site.
 - Sailors Quay – Bay Ridge Ave.: Inspected curb and gutter installation, public sidewalk restoration and proof roll for base paving. Entrance from the President Street side of the project will be City Standard R.3 or R.4 (concrete apron) however base paving was carried all the way to the existing edge of pavement for the construction phase of the project. Base asphalt will be saw cut and removed near the completion of the project and concrete apron will be installed then to minimize wear and tear.
 - 1023 Hyde Park Road – investigated reported damage to City curb from dumpster during renovations to the house.
 - 218 - 220 Gross Ave. – inspected site and reviewed requirements for curb cuts, driveway and public sidewalk installation with builder.
 - Lonergan Property – pre-construction meeting to discuss the phases of the project that will affect the public right of way.
 - UTILITIES:
 - Replaced meter settings at 668 & 670 Greenbriar Lane.
 - Replaced and billed for payment the hydrant at 77 Main St. that was struck by a vehicle.
 - Replaced 48 meters throughout the City.
 - Completed 22 protests.
 - Completed 8 special readings.
 - Completed 5 pressure tests
 - 5400 Meters were read from Cycles 7, 8, 9 and 1.
 - Exercised and painted 52 hydrants.
 - Removed valve and pipe in the Second St. sewer lift station.
 - Installed a new control panel at the Whiton Ct. sewer lift station.
 - Sewer problem at 24 Market Space was corrected on 09/27/2010.
 - In preparation for the annual boat show we will be inspecting and cleaning all storm drain inlets.

- Continued work with the Office of Emergency Management on the City's Snow Emergency Plan
- Leaf collection vehicles were prepared for collection to begin in Nov.

Yardwaste Report 2010			
January	168	0.00	Picked up and processed 76 tons of yard trimmings on collection routes, 75 tons from leaf collection, 13 tons from Spa Road and 4 tons from bulk collection.
February	48	4.82	Picked up and processed 33 tons of yard trimmings on collection routes and 15 tons from Spa Road.
March	239.5	5.39	Picked up and processed 229.5 tons of yard trimmings on collection routes and 10 tons from Spa Road
April	257	9.86	Picked up and processed 231 tons of yard trimmings on collection routes, 10 tons from bulk pickup and 16 tons from Spa Road.
May	170.1	8.85	Picked up and processed 162.1 tons of yard trimmings on collection routes and 8 tons from Spa Road.
June	133.2	4.56	Picked up and processed 116.2 tons of yard trimmings on collection routes and 17 tons from Spa Road.
July	101.4	5.00	Picked up and processed 86.4 tons of yard trimmings on collection routes, 5 tons from bulk pickup, and 10 tons from storm damaged.
August	135.5	4.73	Picked up and processed 120.5 tons of yard trimmings on collection routes, 15 tons from Spa Road, and 5 tons from storm damaged trees. Made 14 sets of barricade legs and 8 crossbars from recycled lumber, cut and removed 2 large trees on Nimitz Drive and 4 large branches from storm damaged trees.
September	98		Picked up and processed 98 tons of yard trimmings on collection routes. Cut up tree branches on P.G. St., Chester Ave. and Monterey St., and worked on tree wells on Duke of Gloucester St. Started welding broken sides and tailgate on the wood truck – 4909.
YTD			

- WATER PLANT:
 - Completed replacement of nets on all sedimentation basins to keep leaves and debris out of the basins.
 - Installed a catch basin and piping in front of the new wall that was installed during the clearwell project to control the runoff that was eroding the topsoil next to the end of the wall.
 - Dawson Electric installed a new 120 volt feeder for the clearwell controls so that the controls will operate when the plant generators are in operation.
 - Repairs to the Water Plant entry gate, that was damaged by a vehicle, have been completed. Allstate, the insurance company for the vehicle, has sent a check for \$3,325 to the Finance Department.
 - Maryland Department of the Environment conducted a Class I Sanitary Survey of the Water Plant. Two small items were noted and have been remedied.
- WEBSITE:
 - Updated all (8) refuse schedules and refuse information pages to reflect furlough day services / non-services.

- Created furlough day announcements / news articles and posted on home page and Public Works home page.
- New pages and links created for website:
 - ❖ Recycling List of Acceptable Collectables
 - ❖ Snow – What to Know
 - ❖ Snow Map
 - ❖ Snow Emergency Routes
 - ❖ Snow Connector Routes
 - ❖ Photo section of 2003 snow
 - ❖ Updated Gott's Court Parking Lot CIP and added completion articles.
- Created, posted and updated the flooding and sandbag emergency announcements.
- Created photo storyboards (4) for grand opening / dedication ceremony of Gott's Parking Lot.
- Responded to 37 web requests for service or information..
- Attended 2-day training for Dialogic Communicator NXT and Geo Cast Software (Emergency Operations – E-mail and Phone notifications to City staff and citizens) at the Baltimore County Courthouse in Towson.

2010 MONTHLY REPORT Fleet Maintenance Center										
TASKS/MATERIALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD
Electrical	11	9	4	3	1	5	3	26	8	70
Hydraulic	1	9	3	0	1	1	1	4	9	29
Exhaust	1	0	0	0	0	2	0	4	0	7
Brakes	2	1	2	2	4	1	3	7	3	25
Engine	9	3	1	0	0	3	0	3	2	21
Power Train	1	0	0	1	0	3	1	1	1	8
Suspension	0	0	0	1	2	1	2	0	0	6
Tires	17	7	13	7	5	7	8	11	7	82
BROOMS					4	3	3	3	0	13
Cooling/Air Condition	2	2	1	4	0	1	10	2	4	26
Body Repair / Decals / Steps	0	0	0	0	0	1	1	4	5	11
Small Equip. (saws, mowers, pumps, etc.)	0	0	4	6	3	1	7	6	4	31
Preventive Maintenance	12	7	11	13	2	19	7	8	9	88
Gallons of Anti-Freeze Recycled	0	0	0	0	0	0	0	0	0	0
Gallons of Oil Recycled	110	22	31	38	32	48.5	35.5	25.25	12.25	354.5
Batteries Recycled	3	7	6	5	1	3	6	5	0	36
Miscellaneous/Special Request	27	53	23	11	9	25	23	27	10	208
SEPTEMBER REMARKS: Five Leaf Vehicles serviced and operable. Separated old inventory.										

FINANCIAL REPORT

- CIP 733 - Eastport Sewer Rehabilitation: Invoice 3 has been submitted and approved.

- 40 reviews: Various Grading Permit, Building Permit, and P&Z reviews (see attached Traklt report).
- Worked with developers, design engineers, and City Law Office to generate Grading Performance Bonds in conjunction with City Grading Permits.
- Worked with developers, design engineers, and Gary Elson to generate Stormwater Management Maintenance Agreements in conjunction with City Grading Permits.
- Facilitated the bond release process for various projects.
- Collected \$1,890.00 in Commercial Refuse Hauler Fees.
- Received new vouchers for Engineering and Construction from Palmer Printing. P.O. will be for \$155.00.

2010 MONTHLY REFUSE REPORT		
TASKS	TONS OF REFUSE COLLECTED	NOTES
January	609.18	
February	488.04	
March	691.46	
April	654.90	
May	630.07	
June	734.54	Phil Scrivener became Acting Supervisor
July	690.94	
August	702.51	
September	638.86	
October		
November		
December		
YTD	5,840.50	

- Awaiting funding to replace four water valves that are malfunctioning in the Hanover Street area.
- Awaiting funding to rebuild the pumps at the Belmont and Smith Ave sewer lift stations.
- Awaiting funding to repair a collapsed Stormdrain at Southgate and Franklin.
- Training of the newly hired Water Plant Operator, Adrian Turner, is progressing nicely. We expect he will be able to operate the plant on his own by the end of October, which will reduce the amount of overtime we are currently spending.
- Marcia Patrick, Acting Director of Public Works, and Brian D. Snyder, Purchasing Agent, Central Services Department, negotiated a revision to the solid waste agreement with Anne Arundel County. The City stands to save approximately \$55,000 for FY 2011 due to these revisions, which will lower the minimum contractual obligation for waste tonnage.

MAJOR PLANNED ACTIONS

- CIP 541 – Annapolis Dam:

- A meeting is planned for the first week of October between MDE, DPW and SCS Engineers (on site) to review the recent rain event, document the current condition of the dam; discuss proposed repairs; confirm design requirements for the permit application; and agree on an acceptable approach.
- CIP 705 – Back Creek Force Main:
 - Oversaw work near the Second Street Pump Station as part of the Back Creek Force Main CIP. Coordinated between COA staff, Contractor, Design Engineer, Inspector, and local businesses and residents including the Maritime Museum.
 - Construction items outside of the pump station and on Bembe Beach Rd were completed during September.
 - Minor tasks inside the pump station will be completed soon.
- CIP 706 – Pump Station Replacement: Bywater P.S. Replacement design is ready for construction and upon Administration approval, will move forward with the bid.
- CIP 724 - Water Treatment Plant:
 - WTP Upgrade – Financing and Delivery options are under review.
 - Fluoride Feed System - The Fluoride Feed System Design Engineer reviewed and approved the bulk storage tank site on 9/14/10.
- CIP 733 - Eastport Sewer Rehabilitation:
 - Upon submittal of final closeout documents from Contractor, the final invoice to release retainage will be processed.
- The Bid Opening for water and sewer Rate Study proposals is scheduled for 10/21/10.
- Obtain approval to purchase hydrant swivel diffuser for fire flow tests used in calibrating water model.
- Work on Annapolis Ten-Year Water/Sewer Plan text and provided identified maps to GIS Coordinator.
- Paving is on hold due to funding issues. At this date, paving season may be over prior to availability of construction crews. However, if funding is available, we should complete the pavement marking on Bay Ridge Avenue and Hilltop Lane and Moreland Parkway and pave Taylor Avenue from Cedar Park Road to Poplar Trail and provide a temporary asphalt sidewalk. Taylor Avenue is scheduled for reconstruction by Capital Project. MSHA is planning to resurface the State's Portion of Taylor Avenue between Annapolis Street/King George Street and Cedar Park Road this fall.
- Jefferson Tank: Final touch-up painting to be completed upon final acceptance of Cricket work.
- Plan to develop street light inventory and crosswalk inventory in Iworqs.
- Repairing an outfall at Weems Creek and Rogers Heights.
- Required testing and inspection of the Water Plant substation (by Baltimore Gas & Electric) will be conducted on October 18, 2010.

OTHER

- Kingsport:

- Residents have issues related to items not on the punch list. These issues may not be resolvable at this time.
- Legal interest in the relief road was given to the HOA by the Developer. That interest was to be conveyed to the City. It was the City's intention to keep the field areas mowed as fields so that, if it is used as a relief road, we will not have to face the issue, and cost, of Forest Preservation or tree replacement. The relief road right-of-way will now have to be conveyed by both the HOA and Developer to use.
- Acton Road—Spa Creek Trail:
 - A survey indicates that a portion of the trail running from Spa Creek up to Acton Road is constructed on the adjacent property. The Office of Law and Public Works are working with the owner to develop a plan to correct this.
 - Worked with Recreation & Parks to find a solution to erosion issues at the end of Northwest St.
 - Worked with other City departments in preparation of President Carter's visit.

Public Works - Trakit

Record #	Description	Site Address	Status	Returned
BLD10-0875	STORAGE TRAILER	13 COLLEGE CREEK TER	APPROVED	09/09/2010
BLD10-0889	HANDICAP ACCESSIBILITY RAMP & DECK	501 FIRST ST	APPROVED	09/16/2010
BLD10-0873	STORAGE TRAILER	55 PLEASANT STREET	APPROVED	09/09/2010
BLD10-0928	SCREENED-IN PORCH	133 SILOPANNA RD	APPROVED	09/27/2010
BLD10-0895	RETAINING WALL	8 STEWART AVE	REVISIONS REQUIRED	09/17/2010
BLD10-0887	PATIO WITH STEPS & PLANTERS	305 CANTERFIELD RD	APPROVED	09/16/2010
BLD10-0897	INGROUND POOL	218 NORWOOD RD	APPROVED	09/22/2010
BLD10-0881	NEW SINGLE FAMILY DWELLING	818 Bay Ridge Ave	APPROVED	09/23/2010
BLD10-0798	NEW SINGLE FAMILY DWELLING	204 WARDOUR DR	APPROVED	09/02/2010
BLD10-0916	PORCH & SECOND FLOOR ADDITION	136 PORTER DR	APPROVED	09/23/2010
BLD10-0910	DECK	527 ANNAPOLITAN LN	APPROVED	09/22/2010
BLD10-0902	ADDITION/ALTERATIONS	195 ACTON RD	APPROVED	09/22/2010
BLD10-0883	NEW SINGLE FAMILY DWELLING	814 Bay Ridge Ave	APPROVED	09/23/2010
GRD10-0018	GRADING FOR NEW COURTYARD	60 COLLEGE AVE	APPROVED	09/01/2010
BLD10-0878	HADICAPPED ACCESSIBLE RAMP	108 CLAUDE ST	APPROVED	09/10/2010
BLD10-0874	STORAGE TRAILER	55 PLEASANT STREET	APPROVED	09/09/2010
BLD10-0911	GARAGE	3 SILOPANNA CT	APPROVED	09/22/2010
BLD10-0860	10'X10' DECK	109 SIMMS DR	APPROVED	09/09/2010
BLD10-0739	Renov. Quad/Create New Courtyard	60 COLLEGE AVE	APPROVED	09/01/2010
BLD10-0852	ALTERATIONS	396 RIDGELY AVE	APPROVED	09/09/2010
BLD10-0884	DEMO AND REBUILD PORCH	685 GENESSEE ST	APPROVED	09/16/2010

BLD10-0757	2 Story Rear Addition to duplex	416 FIRST ST	APPROVED	09/10/2010
BLD10-0896	REPLACEMENT SHED	14 N HOMELAND AVE	APPROVED	09/16/2010
BLD10-0880	NEW SINGLE FAMILY DWELLING	820 Bay Ridge Ave	APPROVED	09/23/2010
BLD10-0931	2 CAR GARAGE	1208 BAY RIDGE AVE	APPROVED	09/27/2010
BLD10-0888	PATIO COVER	8 STEWART AVE	APPROVED	09/16/2010
BLD10-0882	NEW SINGLE FAMILY DWELLING	816 Bay Ridge Ave	APPROVED	09/23/2010
BLD10-0476	RETAINING WALL	BAY VILLAGE DR & EDGEWOOD ROAD	APPROVED	09/09/2010
BLD10-0755	NEW SINGLE FAMILY DWELLING	824 BAY RIDGE AVENUE	APPROVED	09/09/2010
GRD10-0017	GRADING FOR NSFD	1359 S COREY LN	APPROVED	09/13/2010
BLD10-0841	NEW MPDU	410&412 WASHINGTON STREET	APPROVED	09/23/2010
GRD09-0022	TOTAL LOT	135 MONTICELLO AVE	APPROVED	09/13/2010
BLD10-0869	GARAGE	1301 WEST ST	APPROVED	09/09/2010
BLD10-0879	PORCH	717 WARREN DR	APPROVED	09/10/2010
BLD10-0926	WHEELCHAIR ACCESS	501 FOURTH ST	APPROVED	09/27/2010
BLD10-0865	EXTERIOR ALTERATIONS 03.	702 PEARSON POINT PLACE	APPROVED	09/09/2010
SE2010-013	Extend hours from 12 midnight to 2 am.	193A MAIN ST	APPROVED	09/08/2010
SDP2010-029	Minor modifications to s.e.	609 MELVIN AVE	APPROVED	09/17/2010
SE2010-005	Office of Prof Person in C1	58 CORNHILL ST	NEED ADDITIONAL INFO	09/08/2010
SE2010-015	Delicatessen	139 MAIN ST	APPROVED w/Comments	09/08/2010

SYSTEM NAME: City of Annapolis
 ADDRESS: 260 Defense Highway, Annapolis, MD 21401
 PWSID: 002-0001
 COUNTY: Anne Arundel County

OPERATOR: James M. FitzGerald
 CERTIFICATION #: 331
 MONTH, YEAR: September, 2010

Maryland Department of the Environment
 Water Supply Program
 1800 Washington Boulevard, Suite 450
 Baltimore, MD 21230-1708

GENERAL			RAW WATER			CHEMICALS					CHLORINE				FINISHED WATER					PUMPAGE			DISTRIBUTION			REMARKS		
Date	Weather	Rainfall	Alkalinity (mg/L)	Hardness (mg/L)	Total Flow (MGD)	Alum		Lime		Fluoride		Pre		Post		Alkalinity (mg/L)	Hardness (mg/L)	pH	Iron (mg/L)	Free Chlorine (mg/L)	Wash Water		Flow (MGD)	pH	Iron (mg/L)	Free Chlorine (mg/L)	*Average of 11	
						(lbs per day)	(mg/L)	(lbs per day)	(mg/L)	(gals per day)	(mg/L)	(lbs per day)	(mg/L)	(lbs per day)	(mg/L)						Flow (MGD)	Percent						
1	clr	0			4.95	900	22	1,700	41	16	0.96	105	2.5	7	0.2			9.0	0.02	1.1	0.082	2	4.89					
2	clr	0	18.1	19.5	5.52	2,150	47	1,850	40	16	0.80	113	2.5	9	0.2	44	67	9.0	0.02	1.1	0.115	2	5.43					
3	cld	0			5.00	300	7	1,550	37	14	0.91	70	1.7	6	0.2			9.0	0.02	1.2	0.081	2	4.73					
4	clr	0			4.41	600	16	1,050	29	16	0.98	60	1.6	6	0.2			9.0	0.02	1.1	0.078	2	4.64					
5	clr	0			4.81	700	18	1,500	38	17	1.07	71	1.8	7	0.2			9.0	0.01	1.1	0.085	2	4.64					
6	cld	0			4.80	350	9	1,450	36	16	0.96	73	1.8	9	0.2			9.0	0.01	1.1	0.077	2	5.00					
7	cld	0			5.30	400	9	650	15	17	1.00	76	1.7	11	0.3			9.0	0.01	1.1	0.085	2	4.82	8.8	0.02	1.1	*	
8	cld	0			4.90	700	17	1,500	37	15	1.00	76	1.9	10	0.2			8.9	0.02	1.0	0.080	2	5.30					
9	clr	0	20.3	21.2	4.54	1,500	39	1,650	43	18	1.02	85	2.2	12	0.3	66	83	9.1	0.02	1.1	0.084	2	4.70					
10	clr	0			4.94	1,200	29	1,250	42	17	1.00	73	2.2	11	0.3			8.9	0.01	1.1	0.085	2	4.73					
11	clr	0			4.89	850	21	1,550	39	17	1.00	76	1.9	11	0.3			9.0	0.02	1.0	0.084	2	5.01					
12	cld	1.06			4.64	450	12	1,500	39	16	0.96	77	1.9	12	0.3			9.0	0.01	1.1	0.078	2	4.39					
13	clr	0			4.12	450	13	1,100	32	15	1.07	55	1.6	11	0.3			8.9	0.02	1.0	0.080	2	4.28					
14	clr	0			4.11	650	19	1,800	53	14	1.03	81	2.4	6	0.2			9.0	0.01	0.9	0.088	2	4.03	8.7	0.01	0.9	*	
15	clr	0			4.44	300	8	1,650	45	16	1.04	102	2.8	0	0.0			9.0	0.01	1.1	0.081	2	4.46					
16	cld	0.05			4.28	450	13	1,500	42	16	0.92	98	2.7	0	0.0			9.0	0.02	1.3	0.079	2	4.29					
17	clr	0			3.82	1,900	59	1,550	48	15	0.98	93	2.9	11	0.3			8.9	0.03	1.0	0.078	2	4.00					
18	clr	0			4.40	450	12	1,450	40	18	0.98	80	2.2	12	0.3			8.9	0.01	1.1	0.083	2	4.56					
19	cld	0			4.13	400	12	700	20	16	0.97	89	2.6	11	0.3			8.9	0.01	1.1	0.080	2	4.31					
20	clr	0			4.87	1,500	37	600	15	19	0.99	99	2.4	12	0.3			8.9	0.01	1.1	0.086	2	4.81					
21	cld	0			4.46	700	19	2,200	59	17	0.98	90	2.4	12	0.3			8.9	0.01	1.0	0.081	2	4.34	8.7	0.02	1.0	*	
22	cld	0.44			4.69	500	13	1,900	49	18	1.01	119	3.0	18	0.4			8.9	0.01	1.2	0.080	2	4.86					
23	clr	0	28.3	13.2	2.97	450	18	1,200	48	16	0.99	63	2.5	8	0.3	52	56	9.0	0.01	1.2	0.083	3	3.13					
24	clr	0			4.11	700	20	1,250	36	17	1.04	103	3.0	12	0.3			8.9	0.01	1.1	0.075	2	4.56					
25	cld	0			5.75	750	16	1,700	35	17	1.02	111	2.3	11	0.2			9.0	0.01	1.2	0.085	1	5.66					
26	cld	0.09			4.64	600	16	1,550	40	19	0.97	99	2.6	14	0.4			9.0	0.02	1.2	0.127	3	4.41					
27	cld	0.67			3.68	750	24	1,200	39	16	1.01	77	2.5	8	0.3			8.8	0.02	1.2	0.123	3	3.83					
28	cld	0.09			3.96	300	15	1,300	39	15	1.01	91	2.8	6	0.2			8.9	0.02	1.1	0.105	3	4.02	8.5	0.02	1.0	*	
29	cld	0.06			3.92	800	24	1,450	44	15	0.98	91	2.8	9	0.3			8.9	0.01	1.1	0.111	3	4.08					
30	cld	6.14			3.44	650	23	1,150	40	14	0.95	74	2.6	5	0.2			9.1	0.02	1.1	0.075	2	3.53					
31																												
TOTAL					134.49	22,400		42,450		488		2,570		277							2.614		135.44					
AVERAGE			22.233	17.967	4.48	747	20	1,415	39	16.3	0.99	86	2.3	9	0.3	54	69	9.0	0.02	1.1	0.087	2.1333	4.51	8.7	0.02	1.0		



Manager's Monthly Report

September 30, 2010
 Reporting Period: **September 1 – 30, 2010**

The Annapolis Recreation and Parks Department is pleased to share with you a summary and accounting of programs and topics of interest for the month of September 2010.

Administration

Partnerships - Met with Stanton Center staff and HACA Rec Leader – Leron Fischer to provide fall programming and PMRC center use to the children in his programs. Met with AACPS to discuss Germantown/Phoenix Center field renovations. Continued partnership with Annapolis Baseball Club. Met with new AACo. Rec and Parks Director, Rick Anthony. Hosted LMB Studio youth play.

Grants – Received \$61,000 grant for Chambers Park playground renovation project.

Staffing/Personnel - Athletic/Sports Supervisor position - vacant.

Special Projects - Sent out RFP for concessions at PMRC and various park locations (revenue stream).

Over Time

2 total hours from the Department for the month of September 2010.

In lieu of an overtime schedule, we have adjusted the park laborer hours to have a crew (2 workers) take Friday off and work 4 hours on Saturday and 4 hours on Sunday. This allows us to have service on the weekend (trash pick-up, field maintenance, pavilion clean-up) without the over time expense.

Parks

The following labor-hours were performed on the following tasks for the month of September.

Flower bed maintenance	28 hours
Tree maintenance	19
Support for non-Dept events	3
Support for Dept events	3
Playground Equipment maintenance	28
Sign Maintenance	4
Equipment maintenance	22
Facility maintenance (bldg)	21
Court maintenance	62
Building maintenance/cleaning	115
Ball field maintenance	131
Mowing	772
Trash removal	396
Staff Training	14

The Parks Division continues to work on the following special projects:

Misc. repairs at PMRC – Ballocity room

Playground Safety Inspections
Northwest St End Park - undermining of brick pad/surface

Pip Moyer Recreation Center (PMRC)

Staff is working on incentive programs to keep membership renewal rates high. Drop in use has declined significantly during the summer and into the fall (nice weather) so far.

Total PMRC revenue Fiscal YTD:	\$ 443,737
PMRC – Sept revenue	\$ 50,742
September Members pass sales	117
Current Members	4387

Recreation/Aquatics

Fall 2010 Program Session

Enrollment to date: 460	Program revenue to date: \$37,149
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Facility Rentals – September 2010; Hours of paid rental time

Annapolis Walk	24 hours
Pip Moyer Rec Center	175
Stanton Community Center	17

Stanton Community Center

Recreation Section - Started fall programming schedule, attended Nationals baseball game in partnership with HACA, will begin Friday nights at the PMRC in mid-October. Starting new martial arts after school program, establishing older adult table tennis program.

Facility Section - Staff met with adjacent property neighbors to address parking issues on private property. The Center continues to have structural/HVAC issues (leaking roof, broken AC, deteriorating window frames, etc.)



City of Annapolis
Transportation Department
308 Chinquapin Round Road
Annapolis, MD 21401-4007



Transit@annapolis.gov • 410-263-7964 • 410-269-0674 • Fax 410-269-5989 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

September 2010

Monthly News

New Director for Annapolis Department of Transportation

Mayor Joshua J. Cohen has announced the appointment of Mr. Richard A. Newell, the Director of Bus Operations at the Maryland Transit Administration to serve as the City's Transportation Director.

Implementation of Arterial Route Structure Delayed

The change from the existing pulse system to an arterial system was supposed to occur on October 2, 2010. Due to shortage of buses, the change has been postponed to November 6, 2010.

Shortage of dependable buses

The current daily level of service calls for a minimum of 14 buses. However, the average number of buses available on daily basis is 10.

Activity Report

Monthly Ridership Activity for August

Unlinked passenger trips: 121,038

Vehicle revenue Hours: 4,393

Vehicle revenue miles: 52,006

Number of regular service days excluding weekends and holidays: 22

Overtime

Total overtime due to shortage in manpower, scheduled and unscheduled leave from September 2 - 29 for transit operations was 1,013 hours, which is about 18.5% of total straight time hours. Based on the current weekly total service hours, the minimum overtime hours needed for transit operations (excluding maintenance) is about 422 hours without variable overtime for scheduled (e.g. annual leave) and unscheduled leave (e.g. sick leave)

Overtime hours for maintenance were about 147.4 hours, a 30.7% of total straight time hours in the same time period (September 2-29).

Annapolis Bus Management and Operational Support Services

The Maryland Transit Administration (MTA) provides funding and oversight for Annapolis Transit. As part of MTA's continue support for Annapolis Transit, MTA, at its expense, has brought in a Consultant with intimate knowledge and experience in bus maintenance and inventory management to support the day-to-day maintenance and inventory operations of Annapolis Transit's bus fleet for a period of about 12 weeks.

The consulting services include an assessment of current preventive and corrective maintenance and inventory practices, work order documentation, and planned maintenance activities to establish a baseline. As part of the baseline the Consultant will conduct an inventory audit. The Consultant will develop templates and forms for maintenance and inventory documentation utilizing industry standards and best practices. Maintenance and inventory practices will be developed, reviewed, and implemented. Performance assessment tools will be established to map progress against baselines.

Actions taken to date by MTA, the Consultant and the Department:

1. Developed maintenance workorder and work codes, reviewed with maintenance personnel and signed off by ADOT staff.
2. Validated, reviewed and confirmed with all ADOT personnel and leadership the new work order templates.
3. Interviewed, developed and validated five business processes with ADOT for the baseline evaluation.
4. Implemented the new workorder templates and daily activity report

Carbon Dioxide Emission Reductions by the use of Annapolis Transit services

This analysis is based on above ridership data for the month of August. Utilizing emissions factors published by the Environmental Information Administration (EIA), Table 1 shows the City of Annapolis transit emissions in carbon dioxide equivalents comparing August 2010 with the previous months.

Table 1: Monthly Carbon Dioxide Emissions

Emission Factor	June, 2010	July, 2010	August, 2010
<i>CO² (metric tons)</i>	111.09	122.65	103.42
<i>CO² Eq. N₂O (metric tons)</i>	0.10	0.09	0.08
<i>CO² Eq. CH₄ (metric tons)</i>	0.007	0.006	0.006
<i>Total Emissions (metric tons)</i>	111.19	122.74	103.50

The emissions of Annapolis Transit can also be viewed relative to passenger car emissions and the how much net CO² is saved by the use of the City’s public transportation services. Table 2 below presents a summary of the calculations determining the total CO² emissions savings for August, 2010.

Table 2: Monthly Carbon Dioxide Emissions

Emissions	Metric Tons
<i>1. CO² from personal vehicles if no transit service*.</i>	183.85
<i>2. CO² from public transportation.</i>	103.50
<i>3. Net CO² saved from public transportation.</i>	86.28

* Using transit data related to passenger trip distance and EIA personal vehicle emission factors.

It is further noted that in addition to the 86.28 metric tons saved by utilizing the public transportation system, emissions are also reduced by the fuel savings of personal vehicles resulting from the congestion reduction created from transit service.

Meetings

Baltimore Regional Transportation Board

Staff participated in the monthly meeting of the Technical Committee of the Baltimore Regional Transportation Board (BRTB), the metropolitan planning organization responsible for regional transportation planning in the Baltimore region which includes the City of Annapolis. The city is a member of the BRTB.

Meetings with MTA

The department and MTA continue to meet weekly. These weekly meetings have so far focused primarily on the successful implementation of the arterial route structure. The department will have its second quarterly meeting with MTA on October 13th to discuss primarily funding and compliance issues.

Public Information

This function oversees and coordinates all external communications across all platforms – print, Web, audio, video and social media – for the City of Annapolis; handles all media inquiries into the City; runs City TV; and responds to constituent inquiries.

With a staff of two full-time staff and two part-time cameramen/editors, the Public Information function contributed the following:

Broadcasts/videos:

- City Council meetings on Sept. 13 and 27 for television and Internet
- City Council work session on Sept. 16 for television and Internet
- Public Safety committee on Sept. 20 for television
- Economic Matters committee for Sept. 27 for television
- Annapolis City Digest, newsmagazine for internet, television and wide distribution to media, department heads, City Council and media
- Market House briefing on Sept. 16 at City Hall for television and Internet
- Senior Expo PSA - produced for Internet, television and wide distribution to Maryland Seafood Fest
- Annapolis Transit – It’s time to Ride! PSA for Internet and television
- English Radio PSA Annapolis Transit – It’s time to Ride! PSA
- Spanish Radio PSA Annapolis Transit – It’s time to Ride! PSA
- Elizamae Robinson Community Center Dedication produced for Internet and television
- Jogging Joe Memorial Run PSA – produced for Internet and television
- Broadcast of Fred Kent presentation on Market House and City Dock Revitalization for television and Internet
- Mayor’s weekly video update for television and internet
- City TV Storm Coverage-Sept. 30 crawl on lower-third with up-to-date information
- Video shot of storm with updated info over video aired for 12 hours

Documentary scripts and video:

- Developing LivCom video on Acton’s Landing for Environmental Project
- Developing LivCom video on City of Annapolis for Whole City Selection

Marketing campaigns:

- School safety – (Currently working with DPW and the Police Department to facilitate Marketing plan that includes: Education, Engineering and Enforcement)
- Navy sports to air on City TV (Working with both Eric Ruden for Varsity sports and Bob Dunn for club sports. Will air sports and create “Coaches Corner” programming for air. They will run on their internet as well with cross promotion to City TV)
- Annapolis Transit – It’s Time to Ride (new bus route schedule in both English and Spanish)

Press Releases (14):

- Interim Finance Director
- Safe Routes to School Program
- City's preparation for Hurricane Earl
- Promotion of the City's 9/11 event
- Announcement of Market House status update at City Hall
- Invitations to join the City Dock Advisory Committee
- LivCom Awards
- BRTB Committee – Mayor urges residents to sign up
- Annapolis Transit – It's Time to Ride
- Mike Mallinoff Confirmed
- September 30th storm
 1. Warning for heavy winds and rain
 2. City preparation
 3. Warning to stay away from flooded areas
 4. More sandbags available downtown and in Eastport

Internet:

- Oversaw the production and editing of Web content on the home page and other sections, including:
 - Storm Coverage – Sept. 30
 - Other news stories: Hurricane Earl, Safe Route to School Program, Annapolis Transit, Revitalization of City Dock, Market House Briefing, City to Form Citizens Committee on City Dock Redevelopment, Reminder for this evening: Mayor Cohen will offer a progress report on the status of the Market House negotiations with Gone to Market LLC.
- Post all press releases and advisories
- Post information on Twitter and LinkedIn
- Post documents to the "Reports" section, including:
 - Bond refinancing presentation
 - City presentation on Market House negotiations
 - City Manager Monthly Memo
 - City cash-flow estimate

Other contributions include:

- Handle all media requests (TV, radio, print, Internet)
- Wrote City column for the Capital (9-1, 9-8, 9-15, 9-22, 9-30)
- Wrote language for several citations and proclamations
- Worked with MIT and Office of Law to finalize the Social Media Policy
- Providing language for external correspondence for the Mayor's Office
 - Mayor memo on performing no political work while in the office
 - Fannie Lou Hamer letter for award booklet at St. John's College
- Handle between 20 to 30 constituent phone calls a week