



MANAGERS' MONTHLY MEMO

November 8, 2010
Reporting Period: October 2010



To: Mayor Cohen and City Council

From: Michael D. Mallinoff, City Manager

Re: Manager's Monthly Memo

Date: November 8, 2010

Please find the fourth edition of the Manager's Monthly Memo. A primary goal of a City Manager is to provide the Mayor and City Council a complete picture of the operations of the city government. This document will give each of you the same information and will assist in the challenging decisions you must make in order to inform your constituents about the operations of City government. Please feel free to provide comments and suggestions as to current and future content.

The past month has been very busy in moving our City forward. We have hired new directors of Public Works, Finance and Transportation. All three of these hires bring a wealth of on-point experience that meets this City's current and future needs. The Director of Transportation, Richard A. Newell, started early last month, and has quickly gotten the fleet up and operating to meet the needs of the new arterial route system that commenced on November 6, 2010. We took possession of the eight trolleys from the Town of Ocean City, Md. Now the City has the uncommon good fortune of more coaches than it needs. It is nice to have a reserve from which to draw. In the near future, we will be moving the supervision of parking enforcement, parking lots and meters back to Transportation. With the soon-to-be-issued RFPs for lots and meters, the City will have a fully integrated Department of Transportation.

In Finance, Mr. Bruce Miller started his employment on October 25, 2010. Like Mr. Newell in ADOT, he is confronting major challenges that have been facing the department and offering solutions to longstanding problems such as: reporting; completing the audit and the Comprehensive Annual Financial Report (CAFR); the need to restructure debt; and the sufficiency of our existing Line of Credit (LOC) as we perform the necessary due diligence in pursuing a restructuring of existing debt. Mr. David Jarrell, the Director of Public Works, will be starting on December 1, 2010.

Finances continued to be our most pressing issue. An update on cash flow and YTD expenses and revenues will be presented at the November 18, 2010, work session. To illustrate the City's financial condition, I have attached a report by the Maryland Department of Legislative Services. In the report, released on September 2010, it shows that in FY2009 the City had an operating deficit of \$14,009,658. The City's 2010 audit and CAFR should be completed by December 2010, three months earlier than last year. I believe the FY10 audit will also illustrate the challenges of the city's budget. The State report also discusses the condition of the Police-Fire Pension. The report is dated and shows the pension funding at 114 percent. Based on July 2008 reporting, an over-funded

pension is desirable and reflected the City's commitment to funding the plan. However, recent changes to the benefits have changed the pension liability and funding projections. We just received an updated actuarial report that addresses the changes to the benefits. Although staff has not had time to review and meet with the actuaries, it does reflect downward pressure on the funding balance and a need to add more City funding to meet future obligates. More specific information will be forwarded to the Mayor and Council after meeting with the actuaries. At the November work session, the administration will be presenting proposals on reorganizing departments and a solid waste program. In addition, we will be discussing the need to restructure existing debt and possibly extending the existing LOC. We will also continue to further refine the five-year Capital Improvement Program and the vehicle depreciation and replacement schedule.

We must plan for the future. To meet that goal, the administration will be holding a three-day planning event in December to chart the operational goals for the coming budget and beyond. Team building, developing goals and objectives as well as implementing a balanced scorecard approach to budgeting will be the focus. In January 2011, the administration will schedule a similar exercise with the City Council, to develop goals in concert with the policymakers for the upcoming budget cycles.

On a professional note, I recently received the Credentialed Manager designation from the International City/County Management Association (ICMA), the premier local government leadership and management organization. I am one of 1,200 local government management professionals currently credentialed. I also received an ICMA certificate for 20 years in local government service. I am honored to be credentialed in a profession that I both enjoy and respect. With the credentialing comes a continued duty and responsibility to meet the goals of the ICMA Code of Ethics and educational and professional growth.

City of Annapolis



October Monthly Reports

Fire.....	8
Harbor Master.....	10
Human Resources.....	13
Law.....	15
Mayor – Development.....	17
Mayor – PIO.....	19
Management Information Technology (MIT).....	21
Neighborhood and Environmental Programs.....	23
Planning & Zoning.....	27
Police.....	30
Public Works.....	32
Public Works – Trakit.....	43
Public Works – Water Plant.....	44
Recreation and Parks.....	45
Transportation.....	47
Mayor–Services.....	50
Mayor – Facilities Mgmt.....	57
Grants Committee.....	58
Finance-Budget-OT-OT Critical Area.....	67



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

November 1, 2010
October 2010

FIRE DEPARTMENT

Monthly News/New Projects

- Forward status of Idea Team Recommendations for the Fire Department to Mayor's Office.
- A Fire Expo was held on October 2nd at the City dock.
- The Department provided the fire watch for the annual Boat Show.
- Tony Spencer joined the fire department to serve as PIO and Pub Education coordinator.
- Eastport Volunteer's held an open house on October 23rd to dedicate their new ladder truck.
- New Self-contained breathing apparatus (SCBA) placed in-service on October 18, 2010.
- Chief Stokes and Simmons presented after action report on Tropical Storm Nicole to Public Safety Committee on October 18th.
- The department handled XXX calls for service (EMS-XXX, Fire -XXX, Rescue -XX, Hazmat -X and other -XX)
- The Eastport and Taylor Ave. Stations distributed OEM emergency pamphlets to Flood Prone areas of the city.
- Fire Department provided support for the Navy football game.
- The Capital Newspaper will feature the Taylor Ave. Fire Station as the Home of the Week in November. The feature will promote our annual Holiday Toy Drive.
- Food Drive – The fire department participated in the Mayor's Harvest for the Hungry Campaign.
- Max, one of the Department's retired Explosive Detection K9's died on October 22, 2010.
- Part Time Fire Protection Engineer (Ivan) started in October – all is going well.
- The Department had one departmental vehicle accident – no damage to our vehicle or the civilian's vehicle.
- Met with Rhonda Wardlaw regarding enhancements to the Fire Department Web Site.

Financial and Activity Report

- **OVERTIME COSTS: (Note: Budgeted monthly average \$37,500)**
For the month of October 2010, the Department used 928 hours of overtime at a cost of \$44,991.51. This represents a usage of 9.98% of our total annual budget available for overtime. (YTD Overtime \$116,008 or 25.78% of our annual OT budget).
NOTE: \$24,182 of the overtime used in October is eligible for reimbursement. (Boat Shows and Navy Football Game)
- The overtime costs to provide the fire watch for both Boat Shows was \$18,798.64
- The overtime costs for Tropical Storm Nicole was \$12,411.00
- Vehicle Maintenance budget is 50% spent, with many other repairs needed.
- Submitted \$250,000 Capital Project for construction of vehicle storage building behind Eastport.

Major Planned Actions

- October is Fire Prevention Month –Planning for Annual Boat Show
- Working with IT on new Finance System.

Others

- The Department has three (3) personnel off on extended (non-work related) sick leave. One is expected to return to duty the week of November 1st. 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. **(Five of the positions impact overtime)**

OFFICE OF EMERGENCY MANAGEMENT

Monthly News/New Projects

- One planner collected and reviewed strategic planning from nearby jurisdictions, reviewed existing OEM goals, objectives and initiatives and drafted revised and augmented goals, objectives and initiatives for the OEM Strategic Plan.
- One planner developed existing Snow Removal Plan Power Point presentation and prepared for and participated in two plan revision meetings. The second planner attended the meetings.
- Finalized EOP and created second binder, which the Office of Law is now reviewing.
- Attended a meeting at Annapolis Dam #135 to tour the dam and review the dam's EAP and prepared a list of potential revisions. Staff developed projects for new college intern including grant and Riskwatch data entry and arranged for attendance at ICS/EOC Interface course
- Staff developed projects for new college intern including grant and Riskwatch data entry and arranged for attendance at ICS/EOC Interface course

Financial and Activity Report

Reimbursements for the month of October: Total \$ 127,713.00

- FY08 UASI \$87,487.28
- FY09 UASI \$15,637.00
- FY09 SHSP \$16,945.99
- EMPG \$7,643.73

Requisitions for the month of October: Total \$31,031.05

- Tactical Equipment \$ 12,395.32
- WebEOC Upgrades \$10,992.00

Travel for Training Requests for the month of October: Total \$6,447.44

- CBRNE Detection & Response Check Request & Travel Form \$4,539.98
- IMT Leadership Training Check Request and Travel Forms \$1,907.46



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

JPWalters@annapolis.gov • 410-263-7973 • Fax 410-295-7999 • www.annapolis.gov
 Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

05 November, 2010 (reporting date)

Month of October, 2010 (reporting period)

Accidents / Injuries involving City Employees:	None
Accidents involving City Boats or City Vehicles:	One
Boater Collisions / Accidents Observed and Reported by City Employees	3
Incidents Reported / Handled by Harbormaster's Office	8
Warnings Issued / Warnings Cured / Warnings Remaining Open End of Month	11 / 4 / 7
*Open Warning Pending Appeal Hearing before Board of Port Wardens	
Collection Notices Issued / Collection Notes PAID / Collection Notes Remaining Open at EOM	0 / 0 / 0
Civil Citations Issued / Citations Reported to State Court / Citations Open at EOM	0 / 0 / 0
Boats Impounded during October:	One
Dinghies Impounded during October:	Three

REVENUES

Year-To-Date Revenues January thru Oct., 2009	\$478,278.	
Year-To-Date Revenues January thru Oct., 2010	\$567,069.	
Increase:	\$ 88,791.	
Percent Increase:		19.00%
Monthly Revenues:		
Sept., 2009	\$100,758.	
Sept., 2010	\$100,462.	
Increase:	\$ 296.	
Percent Increase:		00.29%
Non-Boat Show		
Oct., 2009	\$ 28,564.	
Oct., 2010	\$ 41,711.	
Increase:	\$ 13,147.	
Percent Increase:		46.00%
Boat Show		
Total for 2009	\$403,760.	
Preliminary Payment	\$375,950. Billed To Date	
	Gate-Take Yet To Come	

Overtime Expended This Month: ZERO

Overtime Expended Year To Date: ZERO

Significant Events for OCTOBER, 2010:

- The annual boat shows were well attended, the weather was nearly perfect (except a rainy VIP Day for the Power Boat Show).
- National Incident Commander at BP Oil Spill in Gulf of Mexico is partially demobilized; and Naval Support Activity Command has resumed the process to donate the Navy Barge to the City for future Fireworks activities. The process will not be completed in time for New Years Eve activities this year. We have made arrangements once again to borrow the Hartman barge.
- *ANNAPOLIS PATROL BOAT ONE* has gone north for the winter, returning to the manufacturer (Metalcraft Marine) to be re-powered with a hybrid diesel-electric jet propulsion system. This has been funded (\$160,620) by EPA / MARAMA under the National Clean Diesel program.
- The plans to re-power Pumpout Boat *DAHLGREN* with an identical hybrid system 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). This does require 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.
- As previously reported the 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. Alternatively we may be able to repair these under a Maryland Department of Natural Resources Grant.
- We continue to work the back channels 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.
- Harbormaster Division assisted US Customs and Boarder Patrol several times during the month of October to visit foreign boats at anchor in Annapolis City Waters

Dinghies Impounded during October: Three
Dinghies Reclaimed by Owners: None

Boats Impounded during October: One

1. William Lakish, 73 G Fischer Road, Oliverbridge, NY 12461
INVICTUS (MD 9774 AD) 1978 S2 24' Sloop.
Owner has advised his intention to pay the expenses and reclaim the boat.

The July Impounds remain in custody. Owners of record have been notified by regular and certified mail. To Date we have not received any acknowledgement from registered owners. Ultimately (February) these boats will be disposed under the Maryland Department of Natural Resources Derelict and Debris Grant Program.

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 October:

The Office of Law has engaged a Process Server to deliver Notice of fines and costs to Ernest and/or Tracey Burdette 1022 Weirs Road, Edgewater, Md. 21037. One certified mail was apparently received by a family relative; three subsequent certified mail notices have been returned rejected.

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

Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

October 27, 2010 (Date Sent)
October, 2010 (Reporting Date)

Monthly News/New Projects

- Confirmation of Transportation Director, Public Works Director, and Finance Director
- Civil Service Board began review and analysis of city-wide contract policy, will continue at next meeting (11/15/10) with requested data and recommendation
- Transportation Drug Testing Policy was approved by the City Council on 10/11/10
- Working to schedule training for Mayor's Cabinet in December
- First meetings started with city unions
- Language changes to several job descriptions presented to City Council
- Drafted and/or updated HR policies and procedures, including recruiting, orientation, benefits administration, evaluations and terminations
- Worked with union representative on several outstanding grievances
- Updated employment-related policies for employees on City's Intranet site
- Researched contractual employment policies and practices with various jurisdictions
- Worked with Office of Law and Human Relations Commission on Fair Housing legal issues
- Worked with Planning and Zoning on Fair Housing for individuals with limited English proficiency

- Recruitment:
 - Legislative and Policy Analyst – Law
 - Assistant City Attorney – Law
 - Lateral Police Officer – Police
 - Auxiliary Officer Program – Police
 - Accounting Associate I – Finance
 - Accounting Associate II – Finance
 - External Affairs Officer – Police
 - DNA – Cold Case Investigator – Police
 - Pre-School Movement Teacher – Recreation & Parks
 - Teacher/Child Care – Recreation & Parks
 - Recreations Sports Supervisor – Recreation & Parks

- New Hires
 - Transportation – 1 Full Time
 - PW – 1 Full Time
 - Recreation – Seasonal – 1

- Training
 - Police and Fire promotions:
 - Gathered information from promotion test companies
 - Met with Police administration and union representatives to open post challenge scores and to discuss the promotion process
 - Conducted written Police promotional examinations and managed testing appeal process

- **Closed Fire promotion application process and orders written promotion examinations for the ranks of firefighter first call, fire lieutenant and fire captain Provide and attend Drug and Alcohol Awareness Training for Public Works CDL holders and their supervisors;
Emergency Management Readiness Training;
Printed revised transit policy and other related documents for distribution to affected employees;**
- **Benefits**
 - **Police & Fire Pension Plan:**
 - **Completed update of employee and retiree information which was submitted to actuaries for completion of the Annual Valuation for the Police and Fire Pension Plan**
 - **Processed 1.06% Consumer Price Index increase for retirees in the New and New Revised Plans**
 - **Retirements –Recreation & Parks (2);
Benefits Focus Group – topics discussed included new Information ID cards from CareFirst Administrators; new ID cards from Vision Service Plan; upcoming changes to benefit plans as a result of Healthcare Reform Act; and dependent eligibility audit for next year’s open enrollment (July 1, 2011)
Participated in a webinar given by Segal Seminars on the topic of the Healthcare Reform Act**

Financial and Activity Report

- **Business as usual**
- **No unexpected expenditures**

Major Planned Actions

- **Commencement of installation of new HRIS - Munis – January 2011**
- **Senior Management Training – off site for December 3, 10, 17, 2010**

Other

- **Planning stage for upcoming United Way Campaign**
- **Organized and sponsored Blood Drive with AAMC for City employees**
- **Issuance of City ID’s for all employees**



City of Annapolis

Office of Law

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

CityAtty@annapolis.gov • 410-263-7954 • Fax 410-268-3916 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

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

ADOPTED LEGISLATION:

OCTOBER 11, 2010

- O-19-10 Technical Corrections to Zoning Code
- R-31-10 Annapolis Transit Drug and Alcohol Testing Policy

OCTOBER 25, 2010

- O-27-10 Tavern Liquor Licensure – Wine Tasting on Premises
- O-32-10 Repeal of the Alcoholic Beverage Prohibition at the Market House
- R-25-10 Amending Fees Schedule for Class D Liquor Licenses
- R-30-10 Amending Fines Schedule for Violation of Alcoholic Beverage Laws
- R-41-10 Honoring the Late Morris Blum

ALCOHOLIC BEVERAGE CONTROL BOARD:

DISCIPLINARY HEARING:

- CASTLEBAY IRISH PUB

Infraction Citation No. 062, Removal of Open Containers from Premises

PUBLIC HEARING:

- ANNAPOLIS GRILL

Application for a new alcoholic beverage license Class B-4.x, Beer, Wine and Liquor, on sale, six a.m. to twelve midnight seven days per week (Special Sunday License); In addition, sales as authorized from twelve midnight to two a.m. by Colin M. Robertson, III, Alan Chadsey, Thomas Edward Lester for the premises known as Boathouse of Old Town, LLC t/a ANNAPOLIS GRILL 100 Westgate Circle, Annapolis, Maryland 21401

BUSINESS:

- LOEWS ANNAPOLIS HOTEL – Substitution of Officer

Marian N. Hrab to replace Valerie Ferguson

- RESTAURANT SERRANO – Substitution of Officer

Zoila A. Romero to replace none (adding only)

- HARD BEAN COFFEE & BOOKSELLERS – Substitution of Officer

Julia Draper Corder to replace Rockford E. Toews

- BAY RIDGE WINE & SPIRITS – Oktoberfest, October 23

Request Extension of Licensed Premises during a Special Event

- MARITIME REPUBLIC OF EASTPORT – Tug of War/Street Festival

Special Class C, One Day Liquor License with Consumption of Alcoholic on City Property, including Live Music

- OSTERIA 177 – Fashion Show, October 20, 2010

Request Extension of Licensed Premises and Operating Hours, including Music

- GRITZ LIQUORS

Request for an additional extension of License, pending renovations

- ORDINANCE 0-32-10

Concerning the Repeal of the Alcoholic Beverage Prohibition at the Market House

- ORDINANCE 0-31-10

Concerning Restaurants in the C2 and C2A Zoning Districts

- RESOLUTION R-30-10

Amending Fine Schedule for Violation of Alcoholic Beverage Laws

Special Class C, One Day Liquor Licenses Issued in October = 18



City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • www.annapolis.gov

Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

November 1, 2010 (reporting date)

November, 2010 (reporting period)

Advisor to the Mayor for Development/ Doug Smith

Monthly News/New Projects

• Market House

- Pre-development services agreement with Gone To Market has gone through multiple versions; agreement is still under review by Purchasing, Law Dept, and Mayor's staff.
- Gone to Market would be under contract to the City during 'Pre-development phase' to oversee the work of architectural and engineering firms (A+E Work) to prepare design documents for any exterior changes, interior tenant layout, and HVAC loading. Engineering work would finalize design of the HVAC upgrade.
- There is urgency to prepare architectural drawings to submit to HPC [Historic Preservation Commission] by Nov 16, and if engineering changes will change any exterior elements, those exterior changes also have to be submitted to HPC for review and approval.
- GTM is incurring financial obligations for this architectural work.
- An informal meeting with HPC was conducted on Oct 12. Gone to Market and RSA (Architectural firm) presented preliminary concepts. Suggestions from HPC are being incorporated in the next version of exterior drawings.
- Briefings for the Economic Matters Committee and the full City council have been set for Nov 8 and Nov 15. Public presentations of Market House plans, at the Market House, are set to follow the Council briefings, beginning at 6:00 pm and 7:00 pm respectively on Nov 8 and Nov 15.
- Overall scope of services expanded from Pre-Development phase (Oct 1, 2010 thru approx Dec 31, 2010) to include follow-on phase of Project management (Jan 1, 2011 thru approx March 31, 2011).
- Project management would be the responsibility of Gone to Market on a for-fee basis.
- Discussions have been held with Atwater's, Vacarro's, and BankAnnapolis to keep current tenants informed of tentative remodeling timeline.
- With regard to construction and remodeling, the earliest start date for construction is most likely Jan 1 2011.
- A CIP (Capital Improvement Project) has been established for Market House work. The proposed CIP budget has been presented to Finance committee and is under review.
- A funds transfer of \$25,000 was approved by Finance committee to cover the initial piece of A+E work and management oversight by Gone to Market

• Energy Park

- Parallel discussions continue with Sea Seas LLC and with Heffner and Weber (AREG) regarding project financials, composition of potential developer teams, project timelines.
- Both organizations have indicated they wish to pursue the opportunity as separate entities. Neither organization has found valid business reasons to merge their efforts.
- Working group has been established and we are meeting on a regular basis (DNEP, Public Works, Procurement, and Law Dept.)
- Discussions with County and Maryland regulatory agencies have identified the permitting and regulatory approvals that will be required.
- In addition, certain aspects of the land fill site are under review by Maryland Department of the Environment regarding maintenance of the landfill and maintenance of the dam on the property. These related issues will have to be worked in concert with permitting of the Energy Park.

- Through Procurement office and participation in BRCPA (Balt. Regional Cooperative Purchasing Committee) we have the benefit of expert advice from EnerNOC, Mr. Noel Chesser.
 - City water plant energy consumption approximated at \$350,000 per year. Solar panels could satisfy 40-50% of this requirement – we would have to pay for the energy, but the objective would be to pay at a lower rate.
 - Our current purchase price is \$0.77 per kilowatt hour (average price over the year).
 - Energy produced in excess of what the water plant can consume would have to be sold to the grid (to the PJM (PA – New Jersey- Maryland) power consortium, transmitted through BG+E distribution.
 - ON-site consumption is easiest from a regulatory stand point; sale to the grid is more complex.
 - Biomass energy production will require largest capital investment and most complex regulatory approvals.
 - Energy provided to the grid would be sold at market rates.
 - Logical phases for Energy Park will be
 - Phase I: Solar panel installation with energy consumed on site at the Water plant;
 - Phase II: Solar panel expansion with energy sold to the grid;
 - Phase II: BioMass waste-to-energy incineration with energy sold to the grid.
- **Annapolis Department Of Transportation**
 - Richard Newell has joined as Director of Annapolis Dept. of Transportation.
 - Provided background briefing to new Director and continued participation in department planning meetings.
 - Implementation of the Arterial route system was delayed until Nov 6 due to maintenance issues on bus fleet. Additional loaner buses from Ocean City will increase size of operable buses.
 - Weekly meetings of ADOT & MTA executives continue, now working toward Nov 6 switch over to arterial.
 - MTA maintenance consultants from Booz Allen are documenting and recommending improvements in the ADOT maintenance process
 - **Parking**
 - Feedback received from Transportation Board has been incorporated into the RFP for Parking Garage Management. Parking and Transportation issues are closely linked as parking revenue is a major funding source for ADOT.
 - Annapolis Economic Development Corporation sees PARKING as a key issue effecting City's ability attract, retain and grow businesses. AEDC will provide suggestions for the parking RFQ / RFP.
 - Park Place TIF agreements permit modification of parking rates. AEDC counsel is drafting enabling legislation to allow garage management to change rates in response to supply/ demand to increase incremental revenue to the City.
 - **Annapolis Economic Development**
 - Continuing to work with AEDC with regard to funding sources for AEDC; web site development, regulatory improvements to move toward business-friendly culture; and development of strategic plan for AEDC Corporation.

Financial and Activity Report

- Gone to Market is developing cost estimates for architectural work to re-design Market House interior.
- City will publish RFP's for HVAC engineering and capacity expansion
- Energy Park development efforts will focus on project economics and cost benefit to the City.
- ADOT operating economics are under review with Richard Newell.
- Anne Arundel County and ADOT will discuss AA County grant dollars to help fund ADOT operating expenses, reflecting the routes serviced by the City that extend into AA County (such as service to the shopping malls, services from Edgewater to AA Community College.)

Major Planned Actions

- Market House – continue to push forward with Gone to Market to finalize pre-development, project management contracts, and Market House lease agreement. (Lease agreement requires review and approval by City council.)
- Energy Park – provide developer selection recommendations to Mayor, City Manager and Council.
- ADOT- clarify operating economics and potential grants available from County and State.

// Doug Smith



City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

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:

- President Carters visit - Oct 5 for television and Internet
- Press conference – Opening of Gotts surface parking lot – Oct 8 for television and Internet
- City Council and HACA meeting – Oct 11 for television and Internet
- Public Safety Meeting – Oct 18 for television and Internet
- Finance Committee – Oct 20 for television and Internet
- City Council Oct. 25 for television and Internet
- Community Center Dedication for Carolyn Butler, Ranaldo and the late Rev. Bowman for television and Internet
- Finalized documentary video for LivCom awards - Acton's Landing Project
- Press Conference – October 27 Announcement of committee and members for television and Internet
- Annapolis City Digest

Internet:

Oversaw the production and editing of Web content on the home page and other sections, including:

- Create new Fire Department page. Worked on content.
- Posted all news releases and advisories
- Posted all video's including:
 1. Press conference
 2. President Carters visit
 3. City dock presentation
 4. Meetings
- Post information on Twitter and LinkedIn
- Post documents to the "Reports" section

Press Releases (13):

- Mayor Taps MTA Senior Official as Transportation Director
- Waterworks park damn

- Milburn elected to national post
- MOU on Market House
- Public Works director
- Utility Work Will Restrict Parking Access at Hillman Garage
- Mayor Announces Public Meetings on Market House
- Media Advisory – Gotts Parking garage
- Gotts parking garage open
- Security improvements at City Hall
- Mayor Nominates Providence, R.I., Official for Finance Director
- Mayor Encourages Donations for ‘Harvest for the Hungry’
- Media Advisory- HACA Community center

Marketing campaigns:

- Worked with Mobility Outreach Committee (MOC) on communication/marketing ideas.
- Met with Chair of MOC Scott Bogren and Transportation Director Richard Newell about outreach avenues for mobility.
- Met with Richard and his team to discuss marketing Annapolis Transit. (separate from the roll out of the new service to include dedicated phone lines, outreach in English and Spanish, placement of updated info on the web, video support for promotion)
- Started securing Spanish media outlets and personnel to help us with this campaign in the future.
- Follow up meeting set for November 2.

Other contributions include:

- Letters to include:
 1. Bio for Rotary
 2. Greeting letter for Mayor - John Wesley United Methodist Church
 3. Kenny Kirby to celebrate an anniversary of the Elks Lodge in Annapolis
- Handle all media requests (TV, radio, print, Internet)
- Wrote City column for the Capital (10-6, 10-13, 10-20, 10-27)
- Wrote language for several citations and proclamations including:
 1. 182 citations for Stanton Center Dr. & Dentist for volunteering their services
 2. 3 citations for Carolyn Butler community center, Ranaldo computer room and the late Rev. Bowman
 3. Proclamation for the opening of the new Lighthouse Shelter
 4. Proclamation for National Federation of the Blind of Maryland
 5. Proclamation for John Lennon Day
- Providing language for external correspondence for the Mayor’s Office
- Handle between 30 to 40 constituent phone calls a week



City of Annapolis

Office of MIT

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

HelpDesk@annapolis.gov • 410-263-7945 • Fax 410-263-7963 • www.annapolis.gov

Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

November 3, 2010
For Month of October 2010

Monthly News/New Projects

- New MUNIS financial software application system project is progressing on schedule for "go live" date of July 1, 2011. Activities this month include "as is" and "to be" analytical sessions with the large departments for General Ledger, Project and General Accounting, The server hardware for new application, database and web servers has arrived and has been installed. The baseline MUNIS software will be installed in early November. Once the software is installed, it will be available in a "test" or "sand box" environment for City users. The five (5) year leasing agreement has "final" approval from the leasing company but legal contract terms differences remain. Several invoices for payment to Tyler and the hardware vendor are due but cannot be paid until the lease agreement is completed. Tyler will return on November 1-4 for "as is" and "to be" analytical sessions for purchasing, bids and contracts. A MUNIS project Change Management workshop has been scheduled for afternoon of November 17th in the Council Chambers for MUNIS project functional leaders and super users. On November 30 – December 2, "as is" and "to be" analysis sessions for budget, and accounts payable will be held. Finance Director, Bruce Miller, has been nominated as the City MUNIS project "Change Agent". The Mayor's Office issued an executive mandate memorandum for the MUNIS project. A SharePoint web site is now available to provide MUNIS project information and status.
- Of note is the reassignment of the Finance Department's budget functional leader for the MUNIS project to other duties. Hopefully this is short term or another functional leader is assigned to the project before the budget analysis session in late November/early December. If this does not occur, then the project schedule must be modified.
- A MUNIS Work Order, facilities and fleet management system demonstration has been schedule for November 8, 1 PM in the third floor conference room at 145 Gorman St.
- A MUNIS customer relations management CRM/311 demonstration will be scheduled later this year or early next year.
- Due to the building condemnation at Spa Road, MIT is working with Public Works Utilities on possible relocation of office space to old recreation center on 9 St Mary's street. City I-Net fiber is in place in building but not connected to the building network. This will allow telephone and data connection to the City network backbone. Of major concern is the relocation of the telephone demarcation panel in the condemned building for the wastewater SCADA monitoring and control unit telephone connections.
- The City has begun a lengthy process with the \$300,000 ARRA BTOP grant award with 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 waiting for the technical exhibits to be finalized between the County and City.
- Work to replace the underground BGE power cable by 161 Duke of Gloucester that failed on August 5, 2010 has been scheduled for November 1 – 12 with cut-over on November 12. Clint Pratt and Roger McAllister of DNEP have coordinating activities between the City and BGE. Clint will be setting up a City owned backup generator near City Hall in case of a power outage to the replacement work. This is an excellent example of pro-active work and foresight and great way to test the logistics in case of a real power emergency during a disaster.
- Security alarm for 160 Duke of Gloucester, basement computer room, was found to have "problems" during monthly testing and will be corrected.
- 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.

- Participated with GIS Coordinator, Shawn Wampler in ICS/EOC training on October 26. This brought into focus the different roles, duties and responsibilities between the two functions.
- Working with Webmaster, HR, PIO and Law on Social Media Policy. The policy is in final draft. 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 will be presented on November 18 during the City Council afternoon work session.
- 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 (\$70,808.00) and YTD (\$252,072.86 are below budget (\$93,540.00 – 25% and \$374,160.00 – 33%).
- 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 is in process for a budget transfer in from repair and maintenance equipment account.

Major Planned Actions

- MUNIS Project – November 1-4 “as is” and “to be” analysis of purchasing, bid and contract management.
- MUNIS Work Order, facilities and fleet management system demonstration has been schedule for November 8, 1 PM in the third floor conference room at 145 Gorman St.
- MUNIS Project - November 16-17 Change Management workshop
- IT Strategic Plan presentation – November 18
- MUNIS Project – November 30 – December 2 “as is” and “to be” analysis of budget and accounts payable.
- Information Technology Executive Committee (ITEC) formation - TBD

Others

- MIT Manager is scheduled to be on out-of-town leave between December 18th and 26th.



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 29, 2010

MEMORANDUM

To: Michael D. Mallinoff, City Manager
From: Maria R. Brown, Acting Director, DNEP
Subj: ***Monthly Manager Report for October 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; 5 contractual.

II. ENVIRONMENTAL MATTERS

- ▶ The draft of the Sustainable Annapolis Scorecard is being reviewed.
- ▶ The Annapolis Environmental Commission hosted a workshop on the proposed Chesapeake Bay Total Maximum Daily Loading and the Watershed Improvement Plans. Presentations were given by Frank Biba, Chief of Environmental Programs, and Irene Hantman from the Lower Western Shore Tributary Team.
- ▶ Maria Broadbent, Environmental Programs Coordinator, gave a presentation on the Environmental Stewardship Certification Program to the Chamber of Commerce Environmental Committee and other Chamber members.

III. CODE ENFORCEMENT MATTERS

Tom Swontek, Chief of Code Enforcement and Maria Broadbent, Environmental Programs Coordinator met with the Environmental Matters Committee about O-21-10, the proposed updates to the Building Code. Members of the community interested in the ordinance also attended to provide feedback on the proposed changes. This ordinance will come before the City Council in early November.

IV. **NEIGHBORHOOD PROJECTS**

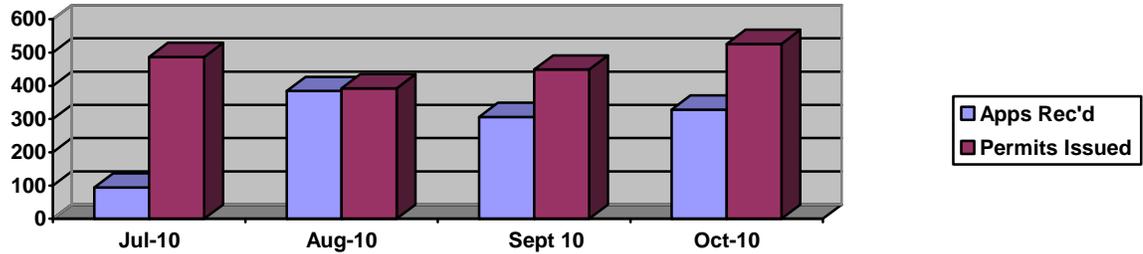
- ▶ **Admiral Oaks** – Almost all repairs completed. Only 2-3 units left to be done.
- ▶ **AAMC Medical Clinic (1419 Forest Drive)** – Permit issued 10/21/2010.
- ▶ **Annapolis Gardens (Bowman Ct. and Croll Drive)** – There are issues with street lighting and the lights are to be re-adjusted. Contractor installing underground utilities along Admiral Drive. Tom Swontek, Maria Broadbent and Gail Smith from the Mayor's Office, met with staff from Annapolis Gardens, Annapolis Head Start, and building contractors about renovations to be done to their building. Head Start will temporarily move into the Annapolis Gardens Community Center while the renovations are completed. DNEP will work with the contractors so that the project can be completed as smoothly as possible in the short timeframe necessary for the projects grant funding.
- ▶ **Bay Ridge Gardens** – Permits issued 10/14/2010 for renovation of 200 apartment units.
- ▶ **CVS (975 Bay Ridge Road)** – Construction permit ready for issue.
- ▶ **Asian Buffet (2019 West Street)** – Progressing very slowly.
- ▶ **Eastport Shell Station – (512 Severn Avenue)** – Total interior and exterior renovation permit under review.
- ▶ **Factor's Row (26 Market Space)** – Interior demolition has begun.
- ▶ **Germantown Elementary** – Construction going well. Estimate to be under roof by December, 2010.
- ▶ **Habitat – (Clay & Pleasant Streets)** - Progressing. Expected completion date of project February, 2011.
- ▶ **Lighthouse Shelter (Hudson Street)** – Final inspection completed. Occupancy being phased in.
- ▶ **Mexican Café (Formerly Northwoods – 609 Melvin Avenue)** – Demolition permit issued 10/25/2010.
- ▶ **Sailor's Quay** – It was determined that the existing house will remain and will be restored, instead of being demolished. Construction permits ready for issue.
- ▶ **St. John's College - (New Bldg. Hodson House)** – Under review.
- ▶ **401 First Street** – Law Office to notify owner to demolish structure. Current status of building is unsafe.
- ▶ **937 Spa Road – City Utility Operations Bldg** – Building determined to be unsafe and has been posted by Chief Code Official. Trident Engineering is looking at structure for the City.

V. NEW BUSINESSES

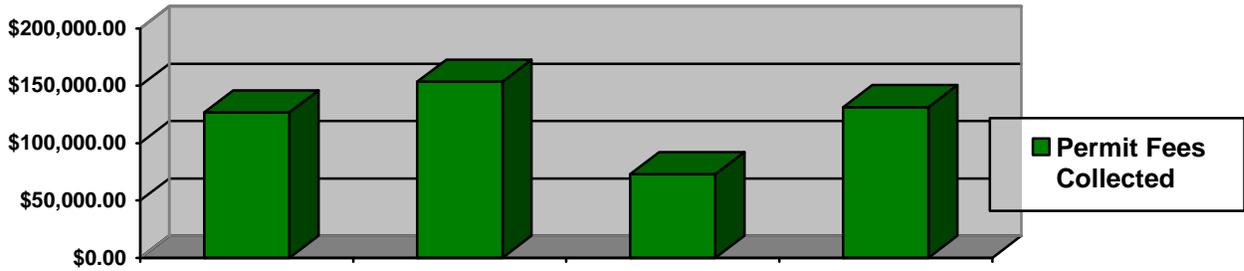
► Four Use and Occupancy permits were issued in the month of October, 2010 for:

- 216-B Main Street – Jimmy and Sook Retail Goods Store
- 55 West Street – The Annapolis Collection Gallery
- 1798 Margaret Avenue – Severn Auto Body
- 10 Hudson Street – The Lighthouse Shelter

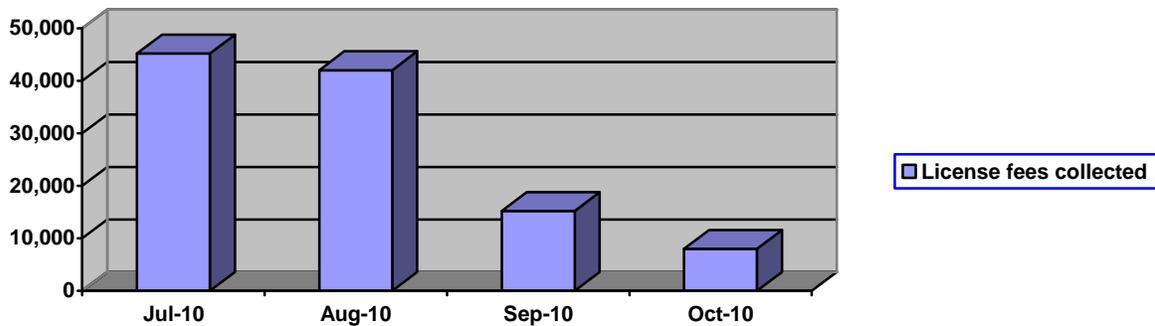
VI. PERMITS



VII. FINANCIAL



VIII. LICENSE FEES COLLECTED



VIV. DNEP EXPENDITURES

	JULY 2010	AUGUST 2010	SEPT 2010	OCT 2010
DNEP EXPENDITURES	18,365.51	3,471.60	26,254.54	30,629.06



City of Annapolis

Planning & Zoning Department
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • www.annapolis.gov

Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report

October, 2010

Monthly News/New Projects

Current Planning

- Residential Planned Development application (PD2010-004) to establish 158 dwelling units, known as Quiet Waters Preserve, located off of Annapolis Neck Road,
- Administrative Adjustment (ADM2010-010) to determine that existing on-site parking is adequate to support a 50 seat restaurant,
- Site Design Plan Review (SPD2010-037) for invasive species removal in the critical area,
- Special Exception (SE2010-018) to establish a standard restaurant with bar and live entertainment, hours of operation until 2:00 a.m., located at 26 Market Space,
- Special Exception (SE2010-019) to expand the hours of operation from 12 midnight to 2:00 a.m., located at 177 Main Street,
- Zoning Text Amendment (ZTA2010-007) for the purpose of temporarily tolling expiration dates of certain zoning approvals,
- Zoning Text Amendment (ZTA2010-008) for additional uses within WMC maritime zoning district,

Historic Preservation

- The Historic Preservation Office approved 16 Administrative Approval requests.
- The Historic Preservation Commission met for a Public Hearing on Tuesday, October 12, 2010.
 - 6 Applications were heard and approved, 1 application was withdrawn for modification
 - A Work Session was held regarding the Market House
- The Historic Preservation Commission met for an Administrative Meeting on Thursday, October 28, 2010.
 - 2 Applications were heard and approved
 - 2 Pre-application conferences were held
 - Commissioners reviewed Ordinance O-33-10

Community Development

- The Community Legacy Application submitted in September was approved for a \$225,000 bridge loan to help the Housing Authority of the City of Annapolis (HACA) fund the demolition of the 123 remaining units of College Creek Terrace (CCT) and Obery Court.. Demolishing these units will free up land needed to construct Phase II (63 units) and Phase III (61 units) and will address health and safety hazards posed by the properties being vacant. The loan will be paid by HACA when it receives the funding for Phase III from CDA
- Community Development Administrator submitted and application to DHCD for \$300,000 in HOME funding to support the Clay Street Habitat Homeownership program. This program consists of mortgage write down assistance and closing cost assistance to 11 homebuyers participating in Habitat for Humanity of the Chesapeake (Habitat) Homeownership Program in the City of Annapolis' Clay Street community. On October 5, President Jimmy Carter was in the Clay Street neighborhood at an event sponsored by Habitat for Humanity of the Chesapeake for these 10 homes. The City will provide \$55,000 in funds for mortgage settlement expenses 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.
- Staff mailed out over 60 CDBG applications to stakeholders. Copies were also given to City Council members and

are on the City's website.

- Provided information and recommendations to Mayor's Office on Idea Team Recommendations from Housing and Community Services Idea Team. Met with Kirby McKinney and Gail Smith to discuss recommendations and make suggestions on how they could be implemented.

Comprehensive Planning

- City Dock planning:
 - City Dock Advisory Committee launched, Chaired by Mr. Kurt Schmoke. The Committee will work with P&Z over the next 12 months to produce a plan for the City Dock area.
 - 'Bicycle, Automotive, and Pedestrian Safety Study' of the downtown area: contract awarded to transportation planning firm, Sabra Wang & Associates. Data collection began.
 - Prepared for 2-day Urban Land Institute Technical Advisory Panel visit on November 9 & 10. Background material assembled with assistance of staff from DPW, DNEP, ADT, Harbormaster, Mayor's Office. This event will begin the public dialogue about the City Dock area, to be followed by more public events in the upcoming 12 month process.
- Capital Improvement Program (CIP): priority CIP projects requiring funding this fiscal year reviewed with Finance Committee at 10/7, 10/13, and 10/20 meetings.
- CCRABL Implementation: discussed City departments' assessment of the CCRABL recommendations at a Council Work Session on 10/28.
- Critical Area Maps: ongoing work on digitizing maps, together with MIT, Critical Area Commission, and DNR. There will be about 100 acres of new land in the Critical Area: this may become controversial. A public information session will be hosted by the Critical Area Commission, most likely in early 2011.
- Traffic Impact Study for "Quiet Waters Preserve" Development (Old Annapolis Neck Annexation Area): received bids from consulting firms to conduct the study. Coordinated with County.
- Bicycle Master Plan: commented on draft scope of work written by ADT staff.
- County Transportation Master Plan: attended kick-off meeting for this 18-month planning process. The County expects to host a public "Listening Session" in the Annapolis area in January, 2011.
- MDOT's annual presentation on the Consolidated Transportation Program (October 4).
- EPA public meeting regarding the TMDLs and Watershed Implementation Plans (October 13).
- CTAA work group meeting regarding regional transit (October 14).
- Maryland APA monthly conference call.
- Joint work session of Planning Commission and Transportation Board (October 21).

Financial and Activity Report

- The CDBG Program received \$67,000 in CDBG program income from the Bay Ridge Gardens loan closing and \$28,000 in program income from the property rehabilitation program. All program income must be spent on CDBG eligible activities. The \$28,000 goes back into the property rehabilitation program.
- Completed CDBG Draw for FY 2011 funds amounting to \$51,762.

Major Planned Actions

Current Planning

- Planning Commission, November 4, 2010:
 - Public Hearings:
 1. Ordinance O-33-10 (ZTA2010-007) for the purpose of temporarily tolling expiration dates of zoning approvals,
 2. Special Exception (SE2010-014) for Stop and Shop Supermarket Co., LLC to establish a service station with fuel sales, located at 948 Bay Ridge Road,
 3. Special Exception (SE2010-016) for Carpaccio Tuscan Grill, Inc. to allow live dinner music, Thursday through Saturday between 6:00 p.m. and 1:00 a.m. (interior only), located at 1 Park Place, Suite 10,
 4. Special Exception (SE2010-018) for 26 Market Space, LLC & Factors Row, LLC to operate a standard restaurant and bar with live entertainment until 2:00 a.m., located at 26 Market Space,
 - Work Session:
 1. Quiet Waters Preserve a proposed development of 158 new dwelling units located off of Annapolis Neck Road,

- Planning Commission, November 18, 2010:
Public Hearings:
 1. Special Exception (SE2010-017) for Reynold's Tavern, LLC/Sly Fox Pub to extend the hours of operation from 12 midnight to 2:00 a.m., located at 7 Church Circle,
 2. Planned Development (PD2010-003) for Penrose Properties and Housing Authority of the City of Annapolis to redevelop 124 public housing units as Phase II & III of Obery Court and College Creek Terrace
- Board of Appeals, November 10, 2010:
Public Hearings:
 1. Special Exception (SE2010-008) for William E. Wiedefeld & Elizabeth Bloor to construct a 1-story addition, located at 128 Duke of Gloucester Street,
 2. Variance (VAR2010-004) for James W. Hawkins to vary the corner side yard setback, located at 713 Severn Ave.,
 3. Special Exception (SE2010-010) for The Latin Quarter to establish live entertainment from 9:00 p.m. to 1:30 a.m. with limited acoustic rooftop music and dance lessons, located at 169 West St.,
 4. Special Exception (SE2010-011) for Joseph and Jane Jiau to expand their existing restaurant and allow liquor sales, located at 195 Main Street,
- Board of Appeals, November 30, 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,

Historic Preservation

The Historic Preservation Commission will meet for a public hearing on Tuesday, November 9, 2010.

- a. 5 applications have been placed on the agenda

Six applicants were interviewed for the position of Chief of Historic Preservation.

Community Development

- Staff will begin updating MPDU applicant files in anticipation of MPDUs becoming available.
- 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.

Comprehensive Planning

- November 3: first meeting of City Dock Advisory Committee: 7:00 – 8:30 pm at Truxtun Park Rec Center.
- November 9 & 10: two public events associated with Urban Land Institute assessment of City Dock planning opportunities: November 9, 5:30 – 6:30 pm and November 10, 5:00 – 6:15 pm. Both are in City Council Chambers.

POLICE DEPARTMENT



199 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

(410) 268-9000
(410) 269-6963
FAX (410) 268-9472

Manager's Monthly Report

November 4, 2010
October 2010 Report

Monthly News/New Projects

During the month we issued suspect and safety information concerning robberies and a number of indecent exposures. A number of robbery arrests have been made but we continue to operate a robbery initiative which includes the deployment of plain-clothes officers during prime hours.

A 17 year old was arrested for indecent exposure after he exposed himself to several women over a week's time. The juvenile was charged in 2 incidents.

Promotional testing continued with an oral examination. Perspective lieutenants, sergeants and corporals interviewed during the last week of October. Overall, results should be posted by the middle of November.

A written entry level test was administered for five City employees/volunteers. We continue to process one entry level applicant and several lateral applicants.

A meeting was held with the management company of Woodside Gardens, Alpha Management. The meeting was used as a forum to express our concern that Woodside Gardens was using an inordinate amount of APD resources due to the volume of calls for service, drug dealing and violent incidents. Alpha was presented with a number of suggestions to reduce the need for police service which included cameras, more security, fences and evictions for lease violations. They were also informed, by the City Attorney, that the City will seek a remedy through the City Code if compliance and cooperation was not forthcoming.

Financial and Activity Report

ACCOUNT BALANCES AS OF 10/22/2010

Beginning Balances	ACCOUNT	BALANCE
188,560.00	Materials & Supplies	90,145.24
168,750.00	Clothing	88,654.35
89,400.00	Fuels	37,477.14
18,330.00	Prof Services	16,895.84
42,100.00	Training	35,109.09
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	279.87
198,770.00	Contract Services	6,127.07
95,000.00	Telephone	46,613.66

Major Actions

1. A sex offender detail took place on October 31, 2010. In conjunction with the Anne Arundel County Police Department, officers checked the homes of known sex offenders. Offenders who were home were in compliance with existing guidelines.
2. Brian Moulden was charged with multiple robberies in the Thom Drive area. A search of his home revealed property belonging to the victims. He is currently held on a \$2 million bond.
3. A search and seizure warrant was executed at 1000 Spa Road. Three people were arrested. Detectives seized 160 grams of marijuana, \$500 and a 2008 BMW.

Other News

Over the last several months we have worked very hard to keep our overtime down. During the two pay periods in October approximately \$142,000 was spent for non-grant related overtime. Approximately \$82,000 was special event related. The events included the boat show and Navy football games.



PUBLIC WORKS MONTHLY REPORT

OCTOBER 2010

Acting Director Marcia Patrick, P.E.

MONTHLY NEWS / NEW PROJECTS

- CIP 122 – Annapolis Landfill
 - Prepared City Council and Finance Committee presentations
 - Set up the Progress Review and Work Session with MDE
- CIP 514 – Rec Center:
 - A meeting was held to discuss ongoing HVAC issues that have been recurring during the Warranty period. A plan was developed to return HVAC set points to initial levels and observe. Condensation was not expected due to lower humidity levels in the outside air. The HVAC system has a multi-year warranty and condensation issues will be addressed next summer.
 - A separate meeting was held to discuss outstanding Warranty issues and various leaks that developed during the heavy rain event on Thursday (9/30) and Friday (10/1) prior to the warranty expiration in December 2010. Scheibel plans to follow up with various subcontractors to address each of the deficiencies.
 - Roof and gutter repairs were completed by Scheibel and inspected.
- CIP 525 – Forest Drive Fire Station Roof Replacement:
 - The roof replacement was completed and a Final Inspection was conducted on Tuesday, October 26th. A final punchlist was developed and is expected to be completed by the end of the month.
- CIP 724 - Water Treatment Plant:
 - Water Wells – The final Progress Meeting for Well #12 and #14 was held and punch list discussed. The O&M Manual is complete and approved. A Request for Final Payment will be submitted.
 - Clear Wells – Engineer- the as-built drawings to the City. The Request for Final Payment was approved on 10/12/10.
- CIP 729 - Gotts Court Renovation
 - Received 2010 Heritage Award from Four Rivers Heritage Area. Award ceremony will held on November 10th at Londonton Gardens.
 - Revised and approved CALE warranty for new Pay n Display meters
 - Completed Davis Bacon wage rate review of all payrolls – ARRA requirement
 - Completing Buy American Act certificates from all manufacturers on project – ARRA requirement
 - Reviewed and approved Invoice #9 and final change orders
- 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. Revising concept of primary route.

- Traffic
 - Attended a general membership meeting and follow up meeting of the Admiral Heights Improvement Association to present and answer questions related to a traffic calming median concept for Cedar Park and Sampson/Porter intersection. A lively discussion occurred and the concept was voted on to move forward.
 - Held meeting with West Annapolis Elementary School officials, concerned residents and police to discuss safety issues for children walking to school and parking issues for teachers. Proposed installing School Zone Speed Limit signs with flashing beacons and providing reserved parking during school hours on Monterey Avenue adjacent to the tennis courts (school property).
 - Held meeting with AACO Board of Education Transportation Specialist to address bus departure issues (Bates MS) at Greenfield and Spa Roads.
 - Attended quarterly meeting of Maryland Traffic Engineers Council.

- Ramshead Clean Air Project
 - Developing scope of work for various project P.O.s: Victor Stanley, General Sitework, and Site Electrical.
 - Conducted field inspection with Jerry Skalka, Victor Stanley and Clint Pratt, DNEP to review design and manufacture of new pedestal guard

- 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.

- Comprehensive City Signage Plan
 - Developing cost estimate/SOW for full interactive parking map development.

- New City Dock Project Task Force
 - A final interview was conducted for the short-listed respondents for the Bicycle, Auto, Pedestrian Safety Evaluation (BAPSE) Study. This traffic/safety study will document the existing circulation conditions and safety issues that exist in the downtown area.
 - Sabra, Wang & Associates was the firm selected to conduct the BAPSE study. A Kick-off Meeting was held on October 18, 2010. They began data collection on Saturday 10/23/10 promptly after the Boat Show ended. The study will be conducted over the next 4-5 months.
 - The Project Task Force met to make final preparations for the upcoming Urban Land Institute Technical Assistance Panel (ULI TAP). Stakeholders including the Boat Show, WaterMark and Sailing Hall of Fame were requested to provide information about their operations to include in a Briefing Book that will be provided to the panel members prior to their visit to Annapolis.

- Grants Management
 - Submitted Four Rivers Heritage Area mini-grant for public interpretation of archeological artifacts discovered during Gotts Court construction
 - Submitted SRTS Grant Year E proposal to SHA
 - Researching potential environmental and energy grants for landfill mitigation projects
 - Assigned to REACH grant proposal team

- Safe Routes to School
 - Submitted SRTS Grant Year E proposal to SHA
 - West Annapolis and Mills-Parole Elementary Schools are the target schools for this Safe Routes to School Grant Year program.

- Water and Sewer Rate Study Pre-Proposal Meeting was 9/30/10 and proposals were received on 10/21/10. Proposal Rating Matrix has been completed by Public Works and is awaiting other reviews to allow the award to be made and the study to proceed.

- Annapolis Ten-Year Water/Sewer Plan and 3-yr update to AACo. Master Plan for W/S systems
 - Continued efforts to complete the two plans.

- Emergency Water Connection w/ AACo.
 - A purchase requisition has been completed in order to pursue completion of one of the interim emergency water connection locations identified by AACo. and the City.

- Water Tank Cell Antennas:
 - Jefferson Tank: Cricket installed stealth panels around antennas.
 - Bembe Tank - PW is working with the Law Office & the Lessee to finalize Lease with likely presentation to Council on November 8th.
 - Janwal Tank – A site meeting with LightSquared Communications Co. was held on October 19th to review site specifics.

- Sewer Model
 - PW is working with model consultant to finalize wet weather flow calibration of the model.

- Annapolis Water Reclamation Facility (AWRF) Flow Metering
 - Reviewed September AWRF Influent and Effluent Flow data provided by AACO and exchanged 9/30/10 storm data that shows more metering problems.
 - Received letter from AACo. questioning the City's practices with regards to Inflow/Infiltration (I/I) reduction as a result of the 9/30/10 storm. Responded with a letter requesting a meeting to discuss I/I issues for both the City and AACo. in conjunction with a flow metering verification program that we have repeatedly requested.
 - Reviewed proposed FY 2011 Estimated Billing from AACo. and succeeded in getting AACo. to reduce the monthly billing by about \$40,000 based on our questions regarding estimates as compared to FY 2010 actual expenditures.

- AWRF Enhanced Nutrient Removal (ENR) project
 - Bid Opening was September 28, 2010. The low bid was about \$14M, \$7M less than the engineer's estimate of \$21M. With MDE funding, the City's contribution is about \$1M. .

- AWRF Joint Operating and Use Agreement
 - DPW is in the process of reviewing drafted additional language in the agreement to assure that the City's interest is protected and that cost sharing is appropriate. We will wait for the new Director of PW to review prior to review by the Law Office and subsequently to AACo.

- Reciprocal Sewer Service w/ AACo.
 - The City/AACo. MOU was executed concurrent with the BRIG/City Agreement requiring BRIG contribution of approximately \$30,000 for pump station upgrade projects.

- Annapolis Ten-Year Water/Sewer Plan and 3-yr update to AACo. Master Plan for W/S systems
 - See write-up for Water above.
- Fleet Management Program – Iworqs
 - Retrieved past maintenance from Dossier System up through July 2010 (end of usage). Placed in Excel Database.
 - Continue to support Fire Department in the development of their Fleet Maintenance program through training, setting up passwords for employees, sharing of information.
 - Began added fuel usage to Fleet Maintenance Fire.
 - Continue to support DPW Mechanics on Fleet Maintenance training.
 - 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
 - Added street classification (primary, secondary, residential) to Pavement Assets in order to prioritize repair based on classification and severity.
 - Established a list of roads with 0-4 RSL (road surface life)
 - Continue to train and familiarize staff with the programs.
 - Plan to develop street light inventory and crosswalk inventory.
 - 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. On Hold Pending Refuse/ Bulk changes.
- Commercial Refuse Hauler Permits - Collect Refuse in the City
 - 12 out of 12 Commercial Refuse Haulers have completed an application to work in the City.
 - DPW Services has conducted 1 truck inspection.
- Commercial Refuse Complaints
 - 1000 Madison. Continue to work with John Hodgson on removing a tree and installing the dumpster enclosure.
 - Continue to work with Waste Management on complaints of early morning dumpster dumping.
- Commercial Recycling
 - Added 2 more business to the program.
 - Sent out 3 bills to business to join the program.
 - Receiving a number of inquiries about the program.
- Proposed Project Meetings
 - Met with various developers, contractors, and design engineers including Terrain, Sigma Engineering, and McHale Landscape Design.
- Fire Flow Permits/ Hydrant Usage Permit
 - Issued 3 Fire Flow Permits
- Eycling

- CDM (our current recycling contractor) has also offered free collection. Central Services will be sending confirmation of their proposal.
- Residential Recycling
 - Total amount recycling collected in Sept was 226.47 tons (\$3,863.59 revenue) and Oct was 251.94 tons (\$4,298.10 revenue). Total amount recycling collected for 2010 (to date) is 2220.71 tons. Total revenue for 2010 (to date) is \$37,334.20.
- Permits issued:
 - Right of way obstructions:
 - ❖ 071-10 – 513 Horn Point Road – pod
 - ❖ 072-10 – 26 Market Space – dumpster
 - ❖ 073-10 – 16 Market Space – scaffolding/ladders
 - ❖ 074-10 – 30 Morris Street – dumpster
 - ❖ 075-10 – 185 Prince George Street – painting, ladders
 - ❖ 076-10 – 216 Main Street – scaffolding, roof work
 - ❖ 077-10 – 416 First Street - pod
 - Street Openings, BG&E:
 - ❖ 080-10 – 1292-1294 Virginia Street – two gas services
 - ❖ 081-10 – 2007 Fairfax Road – overhead work and u.g. electric service
 - ❖ 082-10 – 161 Duke of Gloucester Street – City Hall/ MIT work – u.g. electric
 - ❖ 083-10 – 210 Melvin Ave. – electric riser install 084-10 – Bywater Road (adj. to Royal Street) – electric service
 - ❖ 084-10 – Bywater Road (adj. to Royal Street) – electric service
 - ❖ 085-10 – 324 Burnside Street – electric riser install
 - ❖ 086-10 – 119 Chesapeake Ave. – gas service
- Inspections
 - Monday Oct. 4th – Began review of BGE road cut and traffic control for utility work in Duke of Gloucester street and the Hillman Garage entrance, for City Hall and MIT, with Steve Kaiser and Brian Baublitz of BGE.
 - Continued inspections of the SWM basins at the Germantown School. Basin #1 completed Oct. 26th. Basin #2 began Thursday the 28th and is close to completion.
 - BGE completed replacement of four sets of metal vault doors in public sidewalks downtown. Two at the top of Main Street at Church Circle, one near Joss Sushi and on State Circle adjacent to Calvert House.
 - Inspected the concrete ramps and block walls at the chemical storage shed at the Water Plant. The concrete slabs and the block walls were cracked. It was determined that the foundation footings for the walls and the walls themselves had no reinforcement. The concrete slabs had minimal rebar and it was not tied into the walls.
 - Inspected the grass area at the end of Rosemary Street adjacent to the Bates School/ Senior Center. No utility problems were discovered. It was determined that the heavy rain events of the preceding week Rosemary Street caused the end of the road to wash out. It was recommended to P.W. Services that the sunken areas be filled, seeded and strawed and a stone rip-rap be installed at the foot of the road.
- UTILITIES:
 - Continued work with the Office of Emergency Management on the City's Snow Emergency Plan
 - Replaced 27 meters throughout the City.
 - Completed 13 protests.

- Completed 12 special readings.
 - Completed 1 pressure tests
 - 1326 Meters were read from Cycles 2, 3, and 4.
 - Exercised and painted 30 hydrants.
 - Replaced sewer lateral at 104 Forbes St.
 - Replaced sewer main and lateral at 1300 & 1301 Homewood Lane.
 - Repairing an outfall at Weems Creek and Rogers Heights.
 - Outfall repairs on Homewood Lane have been repaired.
 - Awaiting funding to repair a collapsed Stormdrain at Southgate and Franklin.
 - Relocation of Public Works Utilities to 9 St. Mary's Street
 - Awaiting funding to rebuild the pumps at the Belmont and Smith Ave sewer lift stations.
 - Awaiting funding to replace four water valves that are malfunctioning in the Hanover St. area.
- SERVICES:
 - Continued work with the Office of Emergency Management on the City's Snow Emergency Plan
 - Began leaf collection
 - Provided services to the Boat Show
 - Provided support to APD for Navy football games
 - SMB collected 28.20 tons of debris/trash from City-owned dumpsters and trash receptacles
 - Mechanically swept 35 miles of City roads
 - Mowed City ROW grass in all Wards as was needed
 - Continued working with DNEP with the reconstruction of sidewalks around tree wells that trees removed
- WATER PLANT:
 - The 15 horsepower motor for number 1 wetwell pump has a short between phases. Because the motor is 1180 RPM's, as opposed to the more common 1760, it is less expensive to rewind than to buy a new one. We should have it back in service in about 2 weeks.
 - Repairs/reconstruction of roadway to recycle tanks to be performed due to total failure of roadway surface and base.
- WEBSITE:
 - Updated CIP project pages with current status (7)
 - Created Bulk Pickup, Veterans' Day, and Thanksgiving Day - Furlough announcements / news articles and posted on home page and Public Works home page.
 - Responded to 42 web requests for service or information.
 - Attended EOM – Web Team training for:
 - ❖ Posting emergency notices and new home page announcements.
 - ❖ Determination of who can tweet on the City Account, what the tweets should be like and how to shorten a URL when you point to the City Site from your tweet.
 - ❖ All known issues with the new system and how to work around them.
 - ❖ The importance of images optimization for the web.
 - ❖ How to read webstats for the pages you maintain.
 - ❖ How to promote pages and assist site visitors with easier navigation.
 - ❖ Font usage on pages.

- Worked with the Maryland State Archives to correct City of Annapolis contact information on their website. Updated Mayor Cohen's correct FAX #; updated Department Director Names and contact information and had them remove outdated personnel.

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 took over as Acting Supervisor
July	690.94	
August	702.51	
September	625.19	
October	629.43	Assisted with Bulk Pickup
November		
December		
YTD	6,456.26	

2010 MONTHLY REPORT Fleet Maintenance Center											
TASKS/MATERIALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	YTD
Electrical	11	9	4	3	1	5	3	26	8	12	82
Hydraulic	1	9	3	0	1	1	1	4	9	6	35
Exhaust	1	0	0	0	0	2	0	4	0	3	10
Brakes	2	1	2	2	4	1	3	7	3	10	35
Engine	9	3	1	0	0	3	0	3	2	2	23
Power Train	1	0	0	1	0	3	1	1	1	0	8
Suspension	0	0	0	1	2	1	2	0	0	4	10
Tires	17	7	13	7	5	7	8	11	7	11	93
BROOMS					4	3	3	3	0	1	14
Cooling/Air Condition	2	2	1	4	0	1	10	2	4	2	28

Body Repair / Decals / Steps	0	0	0	0	0	1	1	4	5	3	14
Small Equip. (saws, mowers, pumps, etc.)	0	0	4	6	3	1	7	6	4	6	37
Preventive Maintenance	12	7	11	13	2	19	7	8	9	9	97
Gallons of Anti-Freeze Recycled	0	0	0	0	0	0	0	0	0	0	0
Gallons of Oil Recycled	110	22	31	38	32	48.	35.	25.	12.	30.	385.25
Batteries Recycled	3	7	6	5	1	3	6	5	0	4	40
Miscellaneous/Special Requests	27	53	23	11	9	25	23	27	10	45	253

FINANCIAL REPORT

- CIP 706 – Pump Station Replacement: Awaiting funding for Bywater P.S. Replacement construction & Whitton Ct. P.S. Design.
- AWRP ACo.estimated FY'11 billing was reduced by about \$40,000 per month after DPW review. Invoices for July, August and September totaling about \$715,000 are expected soon..
- 39 reviews: Various Grading Permit, Building Permit, and P&Z reviews (see attached Traklt report).
- Collected \$1,890.00 in Commercial Refuse Hauler Fees.
- Water Plant Operator, Adrian Turner is now operating the Water Plant on his own, which will greatly reduce the amount of overtime we have been spending.
- 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.

MAJOR PLANNED ACTIONS

- CIP 541 – Annapolis Dam:
 - A meeting was held 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.
 - The signed Consent Order was forwarded to MDE's Dam Safety Division for full execution.
- 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. Final construction and stabilization tasks were completed.
 - Met with Siemens tech at Pump Station for instrument calibration.
- 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 90 % Design documents were submitted to the City on 10/22/10 for review.

- CIP 733 - Eastport Sewer Rehabilitation:
 - Still awaiting final closeout documents from Contractor, after which the final invoice to release retainage will be processed.
- Award of the Water and Sewer Rate Study contract is expected to occur in November.
- Public Works and OEM will be making a presentation of the City's snow plan at the Public Safety Committee meeting on Monday, November 15.
- 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.
 - Developer is working to complete the punch list. It is anticipated that it will be complete by end of November with the goal that the City accept title to the roadways and easements by the end of November.
 - Developer has agreed to make modifications to the outfall between the Storm Water Management Pond and Crab Creek. These modifications are above and beyond what he was required to provide in the development. **THESE MODIFICATIONS DO NOT INCLUDE CHANGES TO THE ACTUAL OUTFALL PIPE AT CRAB CREEK.**
 - Recent test pits have re-confirmed that BGE placed their electrical cable in Banneker Lane within feet of the water main proposed to be taken over by the City. BGE currently evaluating their possible options.

- 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. It is hoped that the City and the Property Owner can make a land swap with easement (with future relocation of part of the trail) to resolve this issue.
 - 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.

- Boucher Place
 - Preconstruction Conference held

- CIP 456: Greenfield Street Relocation (Carraway Subdivision); preconstruction conference held ; source of City Funding for City's Share must be established.

- OEM – State Homeland Security Grant (2008)
 - A meeting was held between OEM and various City Department representatives to discuss and prioritize various projects that will be funded by the 2008 State Homeland Security Grant. The City's Public Safety Grant Committee reviewed the remaining 2008 Grant funding and approved the following Public Works projects: Generator for the Spa Road PW Building (\$100,000), Traffic Signal Battery Back-up for 7 selected intersections (\$30,600) and a Variable Message Sign (\$20,000).

- PW Analyst attended ICS/ EOC Training on October 27th

- Working with other Landex Development concerning a street lighting issue at Annapolis Gardens

- DATA UPDATES AND CITIZEN REQUESTS
 - Updated the Public Works Employee Listing for the new Director of Public Works
 - Worked with 2 county citizens with assistance for water hookup from outside the city.
 - Worked with Director of Recreation and Parks and Public Works Engineer and updated the Public Places / Public Spaces list; reposted it to our Intranet.
 - Created and processed 19 employee performance reviews.
 - Trained engineering staff in the use of Word software formatting.
 - Updated Traffic Signal List and distributed to appropriate Public Works personnel.

Record #	Description	Site Address	Returned
BLD10-0985	EXTERIOR ALTERATIONS	517 STATE ST	10/18/2010
BLD10-0942	ADD 14' X 21.3' BEDROOM ADDITION	3 HICKS AVE	10/05/2010
BLD10-0952	RETAINING WALL	14 SPINDRIFT WAY 14	10/18/2010
BLD10-0952	RETAINING WALL	14 SPINDRIFT WAY 14	10/18/2010
BLD10-0989	SHED	605 FIRST ST	10/18/2010
BLD10-0971	NEW HOME	1 SHILEY ST	10/04/2010
BLD10-0941	ACCESSORY & ALTERATIONS	539 SECOND ST	10/05/2010
BLD10-0960	REPAIR STEPS	207 MCKENDREE AVE	10/18/2010
BLD10-0960	REPAIR STEPS	207 MCKENDREE AVE	10/18/2010
GRD10-0020	CRUSHER RUN AND # 7 AGGREGATE	EDGEWOOD RD	10/04/2010
BLD10-0974	TO REPLACE THE 2 EXISTING DETIORS	25 RANDALL ST	10/18/2010
BLD10-0909	NEW SFD	112 GRANADA AVE	10/15/2010
BLD10-0996	RETAINING WALLS	1317 HOMEWOOD LN	10/18/2010
BLD10-0953	ADDITION/ALTERATIONS	223 SUMNER RD	10/18/2010
BLD10-0809	NEW HOME CONSTRUCTION (MPDU)	BOUCHER AVENUE LOT 15-A	10/04/2010
GRD09-0018	ANNAPOLIS GARDENS/BOWMAN COUR	ADMIRAL DR	10/20/2010
BLD10-0806	NEW SINGLE FAMILY DWELLING	304 PRESIDENT STREET LOT	10/04/2010
BLD10-0984	PORCH RENOVATION	16 FRANKLIN ST	10/18/2010
BLD10-0860	10'X10' DECK	109 SIMMS DR	10/20/2010
BLD10-0949	TOOL SHED	1301 WEST ST	10/20/2010
BLD10-0975	RETAINING WALL & ELEVATED PATIO	600 STATE ST	10/26/2010
GRD08-0051	NEW SUBDIVISION	1109 BOUCHER AVE	10/18/2010
GRD10-0019	GRADING FOR NEW SFD	112 GRANADA AVE	10/15/2010
BLD09-0229	ENCLOSE EXISTING SCREEN PORCH	16 EASTERN AVE	10/05/2010
BLD10-0808	NEW SINGLE FAMILY DWELLING	1113 BOUCHER AVENUE LOT	10/04/2010
BLD10-0986	ARBOR	10 HUDSON ST	10/18/2010
BLD10-0895	RETAINING WALL	8 STEWART AVE	10/18/2010
BLD10-0895	RETAINING WALL	8 STEWART AVE	10/05/2010
BLD10-0948	ATTACHED TWO LEVEL ADDITION	1984 FAIRFAX RD	10/18/2010
BLD10-0807	NEW TOWNHOME	BOUCHER AVENUE LOT 36	10/04/2010
BLD10-1019	CONSTRUCT REAR ADDITION	152 PRINCE GEORGE ST	10/20/2010
BLD10-0924	2ND FLOOR RENOVATIONS	513 HORN POINT DR	10/13/2010
SE2010-014	Gasoline fueling station	BAY RIDGE RD	10/12/2010
SDP2010-033	Parking lot expansion	17 SOLOMONS ISLAND RD	10/18/2010
SE2010-018	SE to establish a standard restaurant an	26 MARKET SPACE	10/20/2010
SDP2010-036	Annapolis Grill - Temp Parking Lot	SPA RD @West St & Westgate	10/18/2010
SE2010-016	Add Live Music	1 Park Place St 10	10/05/2010
PD2010-003	College Creek/Obery Court Phase II & III	CLAY ST	10/22/2010
VAR2010-004	Construct a masonry stone fireplace	713 SEVERN AVE	10/20/2010

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: Oct., 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		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					Flow (MGD)	
1	cld	0.5			4.10	400	12	1,450	42	15	0.96	91	2.7	6	0.2			8.9	0.02	1.0	0.070	2	4.02					
2	clr	0			3.92	850	26	1,300	40	16	1.01	91	2.8	7	0.2			8.9	0.02	1.1	0.077	2	4.14					
3	cld	0.6			4.08	400	12	1,300	38	16	1.02	93	2.7	8	0.2			8.8	0.02	1.1	0.079	2	3.95					
4	cld	0			3.66	1,150	38	1,300	43	16	0.99	99	3.3	10	0.3			8.9	0.02	1.0	0.078	2	3.69					
5	cld	0			3.44	720	26	1,300	45	15	1.12	82	2.8	6	0.2			9.0	0.02	1.2	0.068	2	3.75	8.8	0.02	1.2	*	
6	cld	0			3.94	750	23	1,050	32	17	1.10	70	2.1	11	0.4			9.0	0.01	1.2	0.083	2	3.82					
7	clr	0	19.6	14.1	4.35	300	8	950	21	15	1.05	70	1.6	4	0.1	45	66	9.0	0.02	1.2	0.083	2	4.10					
8	clr	0			3.97	650	20	950	29	15	0.99	59	1.8	3	0.1			8.7	0.03	1.1	0.082	2	4.15					
9	clr	0			4.37	250	7	1,000	27	15	1.02	70	1.9	4	0.1			8.8	0.02	1.1	0.080	2	3.95					
10	clr	0			3.97	850	26	950	29	14	0.97	60	1.8	3	0.1			8.8	0.02	1.1	0.074	2	3.98					
11	cld	0			4.00	600	18	800	24	14	1.00	59	1.8	6	0.2			8.7	0.02	1.1	0.083	2	4.22					
12	cld	0			5.06	600	14	950	23	16	1.00	79	1.9	11	0.3			8.9	0.02	1.2	0.083	2	4.38	8.6	0.01	1.1	*	
13	cld	0			3.96	600	18	1,050	32	14	1.02	66	2.0	8	0.2			8.9	0.02	1.0	0.086	2	4.16					
14	cld	1	19.8	15	3.76	600	19	1,050	33	13	0.99	59	1.9	7	0.2	46	65	9.0	0.02	1.1	0.112	3	3.70					
15	clr	0			4.15	750	22	1,150	33	15	0.95	70	2.0	10	0.3			9.0	0.02	1.1	0.037	1	3.97					
16	clr	0			4.12	300	9	1,100	32	15	1.01	66	1.9	8	0.2			8.9	0.02	1.0	0.075	2	4.12					
17	clr	0			4.12	300	3	1,200	35	15	1.00	59	1.7	13	0.4			8.9	0.02	1.1	0.078	2	4.15					
18	clr	0			4.00	850	26	1,050	32	15	1.02	27	0.8	11	0.3			8.8	0.02	1.1	0.080	2	4.08					
19	clr	0			3.94	450	14	900	27	15	1.01	60	1.8	10	0.3			8.9	0.02	1.1	0.080	2	3.84	8.6	0.02	1.0	*	
20	cld	0			3.81	550	17	1,000	32	15	1.00	59	1.9	8	0.3			9.1	0.02	1.1	0.080	2	3.84					
21	cld	0			3.86	550	17	1,000	31	15	1.03	60	1.9	7	0.2			8.8	0.02	1.1	0.080	2	3.75					
22	clr	0	14.4	20.4	3.92	550	17	950	29	15	1.01	62	1.9	10	0.3	54	60	8.9	0.02	1.1	0.076	2	3.93					
23	cld	0			3.92	450	14	1,050	32	15	1.05	56	1.7	9	0.3			8.8	0.02	1.1	0.080	2	4.09					
24	cld	0			3.90	500	15	1,200	37	15	1.06	62	1.9	8	0.2			8.9	0.02	1.1	0.082	2	3.91					
25	cld	0			3.95	1,750	53	1,250	38	14	1.05	59	1.8	9	0.3			8.8	0.02	1.1	0.086	2	3.98					
26	cld	0			4.37	200	5	1,200	33	14	1.04	66	1.8	7	0.2			8.7	0.02	1.2	0.111	3	3.80	8.7	0.02	1.1	*	
27	cld	0.6			4.13	500	15	950	28	14	0.96	68	2.0	7	0.2			8.8	0.03	1.2	0.075	2	4.01					
28	clr	0			1.92	250	16	400	25	10	1.01	46	2.9	7	0.3			8.7	0.04	1.1	0.032	2	2.63					
29	clr	0	17.6	21.6	5.18	700	16	1,500	35	12	0.96	53	1.2	7	0.2	60	58	9.0	0.02	1.0	0.109	3	4.24					
30	cld	0			4.53	850	23	1,200	32	16	0.95	66	1.8	8	0.2			9.0	0.03	1.1	0.084	2	4.52					
31	clr	0			3.97	700	21	950	29	14	0.99	62	1.9	10	0.3			9.0	0.02	1.2	0.080	2	3.80					
TOTAL					124.37	18,920		33,450		455		2,048		242							2.463		122.67					
AVERAGE			17.85	17.78	4.01	610	18	1,079	32	15	1.01	66	2.0	8	0.2	51	62	8.9	0.02	1.1	0.079	2.065	3.96	8.7	0.02	1.1		



City of Annapolis
Recreation and Parks Department
 273 Hilltop Lane
 Annapolis, MD 21403-1542



RecPark@annapolis.gov • 410-263-7958 • Fax 410-626-9731 • www.annapolis.gov/recreation
 Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager’s Monthly Report

November 3, 2010
 Reporting Period: **October 1 - 31, 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 October 2010.

Administration

Partnerships - Continued meeting with Annapolis Baseball Club for spring league; Met with owner of Annapolis Athletic Club; Conducted final walk-thru with architect/contractor at PMRC; Attended AAMC Docs and Nurses Recognition; Hosted AACPS Health/Wellness Fair at PMRC; Hosted MD Special Olympics tennis tourney at Truxtun Park – over 150 special needs athletes competed; Met with Grow Annapolis about future partnerships.

Grants – Staff is preparing a Center for Disease Control/National Recreation and Parks Association health grant – ACHIEVE - \$40,000

Staffing/Personnel - Sally Bean, Stanton Center Recreation Leader, retired Nov 1st after 20+ years with the City. Will begin interviews for the Sports Supervisor position in November.

Special Projects – MOU with AACPS for “Learning Lab” at Stanton Center. The City will provide the space and 12 new computer (grant) and AACPS will provide the mentor/staff person; Raised over \$3000 for scholarship program at PMRC from boat show parking revenue. New scholarship process in place for a Jan 1 2011 award period.

Over Time

55 hours of OT from the Department for the month of October 2010. This is due to an emergency job to replace the safety surfacing at the Newman Street Playground boat show weekend.

Parks

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

Flower bed maintenance	2 hours
Tree maintenance	30
Support for non-Dept events	7
Support for Dept events	27
Playground Equipment maintenance	161
Playground Safety Inspections	9
Sign Maintenance	1
Facility maintenance (bldg)	37
Court maintenance	58
Building maintenance/cleaning	142

Ball field maintenance	132
Mowing	253
Trash removal	618
Staff Training	0

Truxtun Park Boat Launch - October permits \$960

The Parks Division is focusing on the following special projects:

- Playground safety inspections
- Winterization of irrigation and facilities
- Field overseeding; misc turf repair

Pip Moyer Recreation Center (PMRC)

Staff is working on incentive programs to keep membership renewal rates high. Drop in use has declined. In the past few weeks as the cold weather sets in, we have seen an increase in rentals and participation.

Total PMRC revenue Fiscal YTD:	\$ 498,120
PMRC – Oct revenue	\$ 54,383
October Members pass sales	147
Current Members	4389

Recreation/Aquatics

Fall 2010 Program Session

Enrollment to date: 638 Program revenue to date: \$47,189

Facility Rentals – October 2010; Hours of paid rental time

Annapolis Walk	23 ½ hours
Pip Moyer Rec Center	323 ½
Stanton Community Center	16

Stanton Community Center

Recreation Section - Ms Sally Bean retired on Nov 1st. Held small “recognition event” in October; Beginning Friday nights at the PMRC – tennis lessons; continuing after school homework club; Kids of Honor and other enrichment programs.

Facility Section – Misc. facility repairs including meeting room floor tile, HVAC, and furniture replacement. Assisting with AACPS MOU regarding the Learning Lab (computer lab).



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

October 2010

Monthly News

Confirmation of New Director for Annapolis Department of Transportation

On October 11, 2010, Annapolis City Council unanimously confirmed Mr. Richard A. Newell as the new director for the Department of Transportation.

Launching of a new Arterial Route Structure on November 6, 2010

On Saturday, November 6, 2010, Annapolis Transit will say "goodbye" to a single-transfer point of the existing pulse system and say "hello" to a new, arterial bus system that will run eight (8) routes on individual schedules. The new arterial system allows for transfers between routes at numerous locations. The new arterial system will be reliable, punctual and convenient with one standard fare.

As part of the changes on November 6, 2010, the Brown Route will no longer deviate to pick up ADA riders. Instead, Annapolis Transit will provide a new paratransit, door-to-door service with a dedicated lift-equipped bus.

Trolleys from Ocean City

On Saturday, October 30, 2010, the department took delivery of eight (8) trolleys from Ocean City. These trolleys were leased from Ocean City for a short period of time until the arrival of six (6) new buses in April 2011. The trolleys will soon be put into service.

New Communication System for Transit Service Updates

A new communication system will soon be in place to give customers hourly updates of service conditions. This hourly update on service conditions will be in both English and Spanish languages in all media markets including e-mails on Annapolis Transit listserv, a dedicated phone line for people to call in, City website, and twitter page and transportation department's webpage.

Activity Report

Monthly Ridership Activity for August

Unlinked passenger trips: 119,865

Vehicle revenue Hours: 4,184

Vehicle revenue miles: 49,565

Number of regular service days excluding weekends and holidays: 21

Vehicle maintenance

With the help of Maryland Transit Administration, preventive maintenance for all vehicles is up to date. The new work order system that was developed and put in place helps track down all needed repair works, repair works completed, hours of labor used and cost of parts used. Last month, we reported that 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.

Overtime

There was a total of 633 hours of overtime due to shortage in manpower, scheduled and unscheduled leave in October. The bulk of the overtime hours, about 76% occurred in transit operations.

Others

Carbon Dioxide Emission Reductions by the use of Annapolis Transit services

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

Table 1: Monthly Carbon Dioxide Emissions

Emission Factor	July, 2010	August, 2010	September, 2010
<i>CO² (metric tons)</i>	122.65	103.42	92.06
<i>CO² Eq. N₂ O (metric tons)</i>	0.09	0.08	0.07
<i>CO² Eq. CH₄ (metric tons)</i>	0.006	0.006	0.005
<i>Total Emissions (metric tons)</i>	122.74	103.50	92.17

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 September, 2010.

Table 2: Monthly Carbon Dioxide Emissions

Emissions	Metric Tons
<i>1. CO² from personal vehicles if no transit service*.</i>	187.94
<i>2. CO² from public transportation.</i>	92.17
<i>3. Net CO² saved from public transportation.</i>	95.77

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

It is further noted that in addition to the 95.77 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.

Revolution Kids Youth Program

October saw the start of the Revolution Kids youth program. The Box of Rain Organization in partnership with the City of Annapolis Police Department, Department of Transportation and Recreation and Parks Department started the program for at-risk Annapolis Area youth. The after-school program provides an outlet where youth can learn the skill of bike repair while they do community service and earn a bike for themselves along the way.

The program strives to engage youth with a constructive activity that leads to skill development, positive social engagement and community service. The vehicle to engage the youth is through learning bicycle mechanic skills, repairing old bikes, and through sweat-equity, earning a bike for themselves.

Program funds from the Governor's Office of Crime Control and Prevention have provided the start-up costs but have not provided for complete funding of bicycle parts or adult supervisory positions. As such, the program is on the constant search for donated bicycles and bicycle equipment. If you have any unwanted bicycles or bicycle equipment that you would like to donate please contact Craig Medley or Iain Banks: cemedley@annapolis.gov ibanks@annapolis.gov

Meetings

Baltimore Regional Transportation Board

Staff participated in the monthly meetings of the Technical and Bicycle/Pedestrian Advisory committees 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. The department submitted its first quarterly report and invoice to the BRTB for work done under the Unified Planning Work Program.

Maryland Department of Natural Resources – Trails Summit

Staff participated in the inaugural Maryland Trails Summit. This historic event brought together more than 200 enthusiastic trail users and stake-holders from all over Maryland and the neighboring states to discuss a vision for the future of trails in Maryland.

Technical Assistance from Maryland Transit Administration (MTA)

The department and MTA continue to meet weekly. The purpose of these meetings is to provide technical assistance in the implementation of the new arterial route structure. The department had its second quarterly meeting with MTA on October 13th to discuss funding and compliance issues.



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.

Ensures that 1) all citizens in the community and members of City of Annapolis workforce have an opportunity to participate in the programs, activities and services offered in a full and meaningful way; 2) ADA violations do not occur or are remedied if they do; 3) and serve as a primary point of contact for ADA compliance for members of the community.

Monthly News/New Projects

- Mayor's Employee Meeting will include Employee Recognition Committee's Employee of the Year Award presently scheduled for December;

Activity Report

- Weekly Meetings
 - Mayor's Core Team
 - Mayor's Office Services Team Update
- Monthly/Quarterly 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
 - HACA Quarterly meeting with the Mayor and City Council
 - Mayor and City Council Work Session
- Constituent Services:
 - Participated in Mayor's meeting with Alderman Fred Paone, Public Works and Police staff, West Annapolis Elementary School staff and parents to address safety issues for student walkers;
 - Participated in a meeting with the Mayor at the request of AACo School Superintendent Maxwell to discuss the closing of the Clay Street Computer Learning Center;
 - Attended the Admiral Heights Improvement Association meeting with Mayor Cohen;
 - Follow up meeting with AACPS, Recreation and Parks re Clay Street Computer Learning Center;
 - Ward 6 resident concerned about reduced public housing units;
 - President of the Kingsport Community Center meeting with Pubic Works;
 - Eastport community leader met to discuss community resources;
 - Eastport Madison Street constituent site visit with Sam Brice (Pubic Works) and Maria Broadbent (DNEP);
 - Ward 1 constituent meeting with Maria Broadbent (DNE) and Jon Arason (P&Z) regarding King George Street;
 - Woodside Gardens community issues;

Director of Services Activity Report (continued)

- Event Participation
 - Habitat for Humanity of the Chesapeake Clay Street Project with President Jimmy Carter;
 - Dedication of the Annapolis Gardens Community Center in honor of Carolyn Butler, Raynaldo Brown Room and plaque honoring Reverend Bowman;
 - Martha Wood Leadership Award by Mayor to Shirley Brown of Eastport Terrace at the October City Council meeting;
 - County Executive's Disability Awareness Day at Annapolis Mall (Annapolis table promoting DOT route changes);
- Planning Meetings:
 - Grants Coordinator to plan for 10/18/10 Mentoring Stakeholders meeting;
 - Annapolis Senior Center staff for Mayor's December Holiday Luncheon;
 - Review of Mayor Cohen Idea Team Committee Recommendations;
 - HACA Dedication of Glenwood Senior Apartments in honor of Morris Blum;
- Provided support, guidance and assistance to Services Team members throughout the month;
- Other Meetings
 - Annapolis Education Advisory Commission re Bates Middle School issue;
 - Housing and Human Welfare Committee with Landex/Annapolis Gardens;
 - Transportation Mobility Matters Fiscal Sustainability/Quality Control Action Team;
 - Head Start renovation with Community Action Agency, Landex, contractors and DNEP staff;
 - Transportation Mobility Matters/Coordinating Human Services Action Team;
- Training
 - WebEOC data entry training at the Emergency Operation Center as part of the Joint Information Center (constituent call center);
 - ICS/EOC Interface Course @ Emergency Operation Center;

Major Planned Actions

- Finalize plans for the Mayor's Employee Meeting and Recognition of Employee of the Year in December;
- Review of the Idea Team recommendations with City Manager, PIO and staff to update Mayor;

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

- Council Assistance
 - Clerked nine Standing Committee meetings
 - Prepared minutes for those meetings
 - Prepared agendas for committee meetings

- Council Assistance (continued)
 - Advertised (on website and in City Hall) all committee meetings
 - Prepared packets for committee members
 - Performed research for Alderpersons
 - Obtained and copied materials for Alderpersons

- Boards and Commissions
 - Prepared appointment letters for 8 appointees
 - 8 appointees approved by committee
 - 8 appointees approved by full council
 - Posted agendas/minutes for 13 Boards/Commissions
 - Attended Board/Commission meetings
 - Ethics
 - Building Board of Appeals

Special Projects

- Council Assistance
 - Posted legislation tracking spreadsheet on intranet
 - Developed an agenda distribution list for all committee meetings. Agendas (and changes) are now distributed to all Alderpersons, Mayor, City Manager, all department heads and others at request of the chair (interested residents, business owners, commissioners etc)

- Boards and Commissions
 - Continued to reply individually to surveys as they come in
 - Began compiling information on the status of Idea Team recommendations
 - Attended monthly Web Team meeting
 - Working with Webmaster Inna Young to redesign the website calendar

Kirby J. McKinney, Community Service Specialist
Office of Youth and Community Affairs

Provides constituent service, acting as the liaison between the government and the citizens, businesses, nonprofit organizations, faith-based groups and service clubs. The office also works directly with the Housing Authority of the City of Annapolis and City's Commission on Aging and the Education Commission to support mayoral initiatives.

Activity Report

- Member of the Housing Authority City of Annapolis Martha Wood Leadership Award Committee to review and select an honoree monthly to be recognized by Mayor Cohen and City Council at the first City Council meeting in November (honorees are those who have contributed in a positive way to the public housing community – honorees may be residents of public housing or others outside of the public housing community);
- Member of the HACA/Annapolis Gardens Planning Committee and participated in the event dedicating the Carolyn Butler Community Center and computer room dedicated in honor of Raynaldo Brown. In addition, a Memorial Plaque was dedicated to Rev. Leroy Bowman;
- Met with Sherwin Wells, President of Help America Inc., to discuss finding a location for his business and hiring opportunities. He was referred to the Community Action Agency;
- Participated in WebEoc training at Emergency Operation Center for future emergency work in the Joint Information Center (call center);
- Guest Speaker at Sojourner Douglas College for a High School boys group;
- Planning work for future training of HACA Residents Councils, including Robert's Rules; training to begin in November;
- Delivered Roberts Rules books to all officers of the Resident Councils;
- Planning Meeting with Annapolis Senior Center staff and Mayor's Director of Services for the Mayor's Annual Seniors Holiday Luncheon on Wednesday, December 8th;
- Met with Theresa Wellman and Gail Smith to review Idea Team Housing and Community Services Final Report;
- Attended Eastport /Harbour House HACA Tenant Council meeting (includes all Presidents of the Residents Councils);
- Attended Annapolis Gardens Residents Council meeting at Eastport Terrace Rec. Center;
- Met with Diane Butler (community leader in Eastport) and Gail Smith to share information and resources with Ms. Butler;
- Attended MSBE Oversight Committee meeting at AACO Board of Education;
- Meeting with Holly McGowan Vice President of Bloomsbury Square Residents Council to discuss community and constituent concerns;
- On going communication with Sharon Brown, HACA Community Engagement Specialist and Miranda Wingate, Director of Operations, regarding community issues and concerns;
- Attended weekly Services Team Staff meetings to update team members on activities and opportunities for collaboration and coordination;
- Provided staff support for Mayor's Office front office;
- Represented the Mayor at the monthly Commission on Aging meeting. Discussion included plans for the Mayor's Holiday Luncheon in December;
- Attended Robinwood Tenant Council meeting;

Kirby J. McKinney, Community Service Specialist (continued)

Major Planned Actions

- Planning and preparation for the Mayor's Holiday Senior Luncheon in coordination with Annapolis Senior Center staff;
- Begin training of HACA Resident Council officers in November;

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

- The City participated in the Anne Arundel County Public School System Harvest for the Hungry Food drive. Utilizing City Hall, the Pip Moyer Recreation Center, all Fire Stations, and the Police Department, we were able to collect a modest donation for the effort.
- The City will be hosting the 2010 New Year's Eve celebration

Financial and Activity Report

- Submitted proposals to over 100 businesses for New Year's Eve.
- Secured What's Up? Magazine as the media sponsor for New Year's Eve. We were able to confirm a full page ad in the December issue of both their Annapolis and Eastern Shore magazines. Their in house graphic artist designed the ad for print.
- Began to work with Richard Newell and the Department of Transportation to craft the transportation plans necessary for New Year's Eve.
- Began to work with Bay Ridge Wine and Liquor and the Department of Transportation to develop the City's first Safe Ride program for New Year's Eve. This program would provide free cab rides home to citizens who have been drinking and need a ride home.
- Secured WRNR as a media sponsor for New Year's Eve. They will be providing promotion for the event as well as on air interviews.
- Secured the Chesapeake Children's Museum to provide children's programming for New Year's Eve.
- Worked closely with the graphic designer from Arinc to design the New Year's Eve logo. Arinc is providing this service as an in-kind contribution for New Year's Eve. These services will also include other marketing materials for the event.
- Worked with City's web developer, Inna Young, to design and update the web page for New Year's Eve. This included providing content and uploading images. The website is Newyear.annapolis.gov
- Worked closely with the organizers of the annual Tug of War organizers to coordinate logistics for both the Eastport and City Dock events.
- Consulted with the Competitor Group for a potential triathlon in the City in 2011.
- 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.

Special Projects Coordinator (continued)

Major Planned Actions

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

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

- Attended the grant workshop for JARC/New Freedom funding from MTA
- Connected Crystal Ebert, the St. John's College, Director of Volunteerism with LeRon Fisher, HACA
- Worked with Pam Brown, AACPCYF and Janice Hayes-Williams to develop goals and objectives for the youth initiative facilitated work session as follow up to the Mayor and Speaker's Youth Summit
- Planned the facilitated work session for community stakeholders as part of the development process for the youth initiative
- Submitted a proposal to the Community Foundation of Anne Arundel County Ladders for Success program – to fund program development for the mentoring/tutoring volunteer recruitment phase of the youth initiative
- Completed revised transit budget for submission to MTA
- Worked with the Grants Committee to develop priorities for 2011 earmark requests
 - The Committee decided that we will use the CIP priorities as a guide for developing the earmark requests
 - Colin Welenkamp from the Washington Linkage Group will attend our November meeting to help us strengthen our proposals and to discuss other ways to identify and secure Federal funding

Activity Report

- Attended the Promise Neighborhoods Data Collection meeting at the Partnership for Children, Youth and Families
- Attended training on the Foundation Center Directories now available at the AA County Public Library on West Street
- Facilitated Grants Committee Meeting
- Attended weekly ADOT meetings with MTA

Lyn Farrow, Grants Coordinator (continued)

Major Planned Actions

- Continue planning for Youth Summit Follow -- next meeting Monday, November 8
- Continue to develop leads for 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
- Develop proposals for a State budget line item and Bond Bill request

Grants Committee Monthly Status Report for October 2010 attached



City of Annapolis
Central Services Department
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2535

CentServ@annapolis.gov • 410-263-7944 • Fax 410-263-8120 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

Manager's Monthly Report Facilities Management

November 4, 2010
October, 2010 (reporting period)

Monthly News/New Projects

- DPW building at 937 Spa Rd. posted as uninhabitable by DNEP
- Had structural engineer do a site visit 10/22/2010 and this opinion was concurred
- Began process of moving DPW utilities staff to Recreation Center on St. Mary's Street
- October 4, 2010 began using security guard in City Hall
- Installed electric hand dryers in Harbormaster facilities. Total elimination of paper towels in these rest rooms
- Supplied containers to non-profits at boat show for gray water and grease
- Annual boiler inspections done on all sites
- New cleaning schedule for city buildings began on Oct 1, 2010
- Met with HVAC engineering reps regarding systems at TPRC

Financial and Activity Report

- Need to provide awnings for City Hall
- Added expense for security guard
- Reduced expenses for cleaning of city buildings and reduction of paper
- Expenses for move to recreation center held in check by DPW doing most of the work
- Will incur expense in November for new awnings over city hall entrances

Major Planned Actions

- Continued operations of moving DPW
- Continued operations of getting U&O for DOT building
- Awning installation for city hall
- Primary feeder replacement by BGE outside City Hall
- Carpet cleaning for city building will be completed first week of November
- Resolution of punch list items for 161 Duke of Gloucester and Maynard Burgess House

Others

- Need to look at parking lot responsibilities and projects
- Need to look at situation with Hillman Garage stairways
- Compilation of deferred maintenance list
- No major complaints in readjustment of cleaning services



Grants Committee
 Monthly Status Report
 Reporting Period: Nov
 Date: 11/08/2010
 Compiled by: LHMartin

New report	No Changes	Nothing to report		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central Services	-----
<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEM	Jamekica Mackall
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEM	Kevin Simmons
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Works	Lily Openshaw
<input checked="" 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"/>	Yourth & 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	\$79,237.85	\$216,617.15	6/30/2011	Beth Hart
Crime Analyst	\$57,000.00	\$14,332.50	\$42,667.50		
Community Prosecutor	\$70,000.00	\$16,354.54	\$53,645.46		
Coordinator	\$29,120.00	\$8,576.00	\$20,544.00		
Bikes & Bicycle Equipment	\$10,000.00	\$9,696.00	\$304.00		
Law Enforcement Overtime	\$61,735.00	\$12,278.81	\$49,456.19		
CCTV	\$50,000.00	\$0.00	\$50,000.00		
Project Management	\$18,000.00	\$18,000.00	\$0.00		
FY11 Governor's Office of Crime Control and Prevention School Bus Safety	\$10,000.00	\$2,124.05	\$7,875.95	6/30/2011	Officer Richard Mioduszewski
FY10 Governor's Office of Crime Control and Prevention Community Crime Prevention	\$5,000.00		\$4,334.22	6/30/2011	Beth Hart
Overtime for Officers for Explorers Program	\$5,000.00	\$665.78	\$4,334.22		
FY11 Governor's Office of Crime Control and Prevention BJAG				9/30/2011	Beth Hart
Cellphone Interceptor Technology	\$184,965.00	\$0.00	\$184,965.00		
FY08 Urban Area Security Initiative CCTV	\$185,535.00	\$117,460.09	\$68,074.91	3/31/2011	Beth Hart
FY09 Urban Area Security Initiative CCTV	\$200,000.00		\$200,000.00	3/31/2012	Beth Hart
FY08 Urban Area Security Initiative License Plate Recognition Equipment	\$25,000.00	\$25,000.00	\$0.00	3/31/2011	Beth Hart
FY09 Urban Area Security Initiative	\$142,389.00	\$42,637.00	\$99,752.00	3/31/2012	Lieutenant John Freeman
Tactical Equipment	\$50,000.00	\$13,000.00	\$37,000.00		
Tactical Medical	\$15,000.00				

K9	\$14,000.00	\$14,000.00	\$0.00		
Intelligence Equipment	\$63,389.00	\$15,637.00	\$47,752.00		Beth Hart
FY09 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program	\$102,850.00	\$13,209.00	\$89,641.00	3/31/2012	Beth Hart
Equipment	\$84,123.00				
I2 Analyst Notebook Maintenance	\$2,677.00	\$2,677.00			
LPR Equipment	\$6,050.00	\$6,050.00			
Training	\$10,000.00	\$4,482.00	\$5,518.00		
FY 08 Edward Byrne Memorial Justice Assistance Grant	\$16,140.00	\$3,125.76	\$13,014.24	9/30/2011	Beth Hart
Youth Prevention Project					
Salary	\$16,140.00	\$3,125.76	\$13,014.24		
FY 09 Edward Byrne Memorial Justice Allocation Grant (stimulus)	\$230,340.00	\$180,632.00	\$49,708.00	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	\$97,519.00	\$5,286.00		
CVSA	\$9,195.00	\$9,195.00			
Police Academy Training	\$32,800.00	\$31,928.00	\$872.00		
Crime Scene Training	\$8,000.00	\$1,990.00	\$6,010.00		
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	\$10,568.00	\$26,432.00		
<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	9/30/2013	Beth Hart
Training	\$40,000.00				
Community Services Coordinator (Supplement)	\$8,350.00				
2009 Port Security Grant Program	\$315,138.00	\$0.00		8/14/2012	Lieutenant John

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	Freeman
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	
NIJ Solving Cold Cases With DNA	\$221,176.83	\$0.00	\$221,176.83	3/31/2012 Lieutenant Mark Seidel????
Investigator position	\$131,657.70			
Investigative Overtime	\$68,519.13			
Travel	\$3,500.00			
Training	\$1,500.00			
Contract Services	\$16,000.00			
BJA FY10 Congressionally Selected	\$200,000.00	\$19,561.81	\$180,438.19	6/30/2013 Beth Hart
IT Project Management Salary	\$68,650.00	\$4,175.00	\$64,475.00	
IT Project Management Fringe (9.26%)	\$6,357.00	\$386.81	\$5,970.19	
Law Enforcement Overtime	\$86,932.00		\$86,932.00	
Law Enforcement Overtime Fringe (9.26%)	\$8,050.00		\$8,050.00	
Community Events	\$15,011.00		\$15,011.00	
Computers for Stanton Center	\$15,000.00	\$15,000.00	\$0.00	

Blue Denotes possible grant modification

Pending Grants

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				

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
MIEMSS ALS Training	2010 to 2011	\$ 7,590.00
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	2011
SAFER Grant	2011

Jeanne S. Coughlin

8/9/2010

Public Works Department:

11/8/2010

<u>FY</u>	<u>Grant Title</u>	<u>Grant Number</u>	<u>Project Manager</u>	<u>Grant Description</u>	<u>Status</u>	<u>Source/Agency</u>	<u>Amount</u>	<u>Expiration Date</u>	<u>Administrator</u>
1 10	Urban Watershed Surface Recovery	WQSGG 08-458-02L	L. Openshaw	Gotts Court Surface Lot Reconstruction	completed work - applying for reimbursements	MDE Wtr Mgmt Admin	\$562,237* \$160,000 potential add	11/24/2011	M. Kanowitz
2 10	Gott's Entrance Sign	no number	L. Openshaw	Gott's Parking Facility entrance sign	completed	Four Rivers Heritage Agency	\$2,500	10-Dec	C. Benson
3 11	Gotts Court Archeological Display	no number	L. Openshaw	Public Interpretation of Archeological Display	proposal submitted	Four Rivers Heritage Agency	\$2,500	FY 11	C. Benson
4 10	E-Cycling Program		C. Tait	Electronic Recycling for Citizes	Program operating for second year Waiting for MDE to reopen for applications	MDE / WAS	\$18,912	30-Jun	D. Mrgich

Planning and Zoning Department
 Community Development Division
 November 3, 2010

Grants	Type	Agency	Requested	Approved	Uses
Community Development Block Grant (CDBG)	Entitlement	U.S. Department of Housing and Urban Development	\$ 371,811	\$ 371,811	Housing, Community Development and public services
Emergency Shelter Grant (ESG)	Competitive	Maryland Department of Housing and Community Development	\$ 50,000		Operating expenses for Light House Shelter
Community Legacy	Competitive	Maryland Department of Housing and Community Development	\$462,400	\$225,000	Demolition Funds for College Creek Terrace and Obery Court
HOME Initiatives Program	Competitive	Maryland Department of Housing and Community Development	\$ 300,000		Mortgage Write Downs for 11 Habitat Families on Clay and Pleasant Streets
Rental Allowance Program (RAP)	Entitlement	Maryland Department of Housing and Community Development	\$ 17,762	\$ 17,762	Assistance with rent to prevent homelessness
			\$ 1,201,973	\$ 614,573	

City of Annapolis
 FY 2011 Summary of Expenditures
 by Department / Division
 As of October 31, 2010

	FY to Date Expenditures	Encumbrances	Total Expenditures	Approved Appropriation
General Fund				
Boards and Commissions	\$13,491	\$15,731	\$29,222	\$86,950
Mayor's Office	358,032	32,739	390,771	1,153,600
Economic Affairs	197,246	225,000	422,246	565,880
Finance	544,602	46,480	591,082	1,829,270
Management Information Technology	251,848	159,848	411,696	1,584,400
City Attorney	164,026	25,492	189,518	1,070,980
Human Resources	167,535	56,764	224,299	800,670
Planning & Zoning	301,957	34,307	336,264	1,459,110
Central Services Admin	18,577	0	18,577	238,420
Central Purchasing	70,452	3,298	73,750	314,570
General Govt Buildings	369,475	172,833	542,308	1,426,760
Law Enforcement	3,547,092	281,338	3,828,430	16,279,500
Parking Operations	109,256	15,996	125,252	536,900
Fire	2,665,289	264,644	2,929,933	12,498,980
Office of Emergency Mgmt	262,875	78,768	341,643	1,834,560
Neighborhood & Environment	450,822	80,388	531,210	2,145,190
Public Works				
Administration	115,382	6,475	121,857	652,020
Engineering & Construction	177,179	14,961	192,140	677,020
Roadways	435,061	126,361	561,422	2,098,480
Traffic Control and Maint.	43,132	51,540	94,672	250,720
Snow & Ice Removal	986	27,700	28,686	88,150
Streetscape Maint & Beautification	133,926	40,148	174,074	730,880
Fleet Maintenance Center	89,709	14,355	104,064	498,890
Recreation & Parks	950,046	210,473	1,160,519	4,292,360
Water Fund				
Water Supply & Treatment	401,797	224,519	626,316	1,896,450
Water Distribution	197,370	51,830	249,200	1,316,770
Sewer Fund				
Water Reclamation Facility	0	0	0	3,100,000
Wastewater Collection	229,715	73,382	303,097	1,030,710
Off Street Parking Fund				
Hillman Garage	172,354	2,099	174,453	467,710
Gott's Court Garage	163,931	4,078	168,009	399,930
Knighton Garage	114,692	4,113	118,805	312,210
Parking Lots	24,106	0	24,106	56,130
Dock Fund				
Dock	152,914	220,387	373,301	864,210
Market Fund				
Market House	7,968	1,260	9,228	9,300
Transportation Fund				
Administration	84,748	14,297	99,045	668,810
Transit	637,355	166,498	803,853	2,405,520
Maintenance	81,956	90,419	172,375	717,300
Stormwater Management Fund				
Stormwater Management	41,454	22,381	63,835	245,410
Refuse Fund				
Residential Refuse	296,271	477,150	773,421	1,548,370
Yard Waste Recycling	94,129	22,982	117,111	465,150
Curbside Recycling	62,655	192,585	255,240	269,360
	14,201,411	3,553,619	17,755,030	68,887,600

City of Annapolis
 FY 2011 Summary of Expenditures
 by Department / Division
 As of October 31, 2010

	Remaining Balance	Spending Percentage	
		Actual	Projected
General Fund			
Boards and Commissions	\$57,728	34%	33%
Mayor's Office	762,829	34%	33%
Economic Affairs	143,634	75%	33%
Finance	1,238,188	32%	33%
Management Information Technology	1,172,704	26%	33%
City Attorney	881,462	18%	33%
Human Resources	576,371	28%	33%
Planning & Zoning	1,122,846	23%	33%
Central Services Admin	219,843	8%	33%
Central Purchasing	240,820	23%	33%
General Govt Buildings	884,452	38%	33%
Law Enforcement	12,451,070	24%	33%
Parking Operations	411,648	23%	33%
Fire	9,569,047	23%	33%
Office of Emergency Mgmt	1,492,917	19%	33%
Neighborhood & Environment	1,613,980	25%	33%
Public Works			
Administration	530,163	19%	33%
Engineering & Construction	484,880	28%	33%
Roadways	1,537,058	27%	33%
Traffic Control and Maint.	156,048	38%	33%
Snow & Ice Removal	59,464	33%	33%
Streetscape Maint & Beautification	556,806	24%	33%
Fleet Maintenance Center	394,826	21%	33%
Recreation & Parks	3,131,841	27%	33%
Water Fund			
Water Supply & Treatment	1,270,134	33%	33%
Water Distribution	1,067,570	19%	33%
Sewer Fund			
Water Reclamation Facility	3,100,000	0%	33%
Wastewater Collection	727,613	29%	33%
Off Street Parking Fund			
Hillman Garage	293,257	37%	33%
Gott's Court Garage	231,921	42%	33%
Knighton Garage	193,405	38%	33%
Parking Lots	32,024	43%	33%
Dock Fund			
Dock	490,909	43%	33%
Market Fund			
Market House	72	99%	33%
Transportation Fund			
Administration	569,765	15%	33%
Transit	1,601,667	33%	33%
Maintenance	544,925	24%	33%
Stormwater Management Fund			
Stormwater Management	181,575	26%	33%
Refuse Fund			
Residential Refuse	774,949	50%	33%
Yard Waste Recycling	348,039	25%	33%
Curbside Recycling	14,120	95%	33%
	<u>51,132,570</u>	<u>26%</u>	<u>33%</u>

City of Annapolis
 FY 2011 Summary of Expenditures -Critical and Unfavorable Departments
 As of October 31, 2010

	FY to Date Expenditures	Encumbrances	Total Expenditures	Approved Appropriation	Remaining Balance	Spending Percentage Actual	Projected
<u>Critical</u>							
Economic Affairs	197,246	225,000	422,246	565,880	143,634	75%	33%
Market House	7,968	1,260	9,228	9,300	72	99%	33%
Residential Refuse	296,271	477,150	773,421	1,548,370	774,949	50%	33%
Curbside Recycling	62,655	192,585	255,240	269,360	14,120	95%	33%
Excluding Encumbrances	564,140	895,995	1,460,135	2,392,910	932,775	61%	33%

Unfavorable

General Govt Buildings	369,475	172,833	542,308	1,426,760	884,452	38%	33%
Traffic Control and Maint.	43,132	51,540	94,672	250,720	156,048	38%	33%
Gott's Court Garage	163,931	4,078	168,009	399,930	231,921	42%	33%
Knighton Garage	114,692	4,113	118,805	312,210	193,405	38%	33%
Parking Lots	24,106	0	24,106	56,130	32,024	43%	33%
Dock Fund							
Dock	152,914	220,387	373,301	864,210	490,909	43%	33%
Excluding Encumbrances	868,250	452,951	1,321,201	3,309,960	1,988,759	40%	33%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
<u>Central Services - Gen Gov't Bldg</u>						
Budget	0	0	0	0	0	0
Actual		168	0	0	0	
(Over)Under Budget		-168	0	0	0	
% Spent Monthly	N/A	N/A	N/A	N/A	N/A	
% Spent YTD	N/A	N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Police</u>						
Budget	793,970	66,164	66,164	66,164	66,164	66,164
Actual		29,317	50,686	49,759	85,271	
(Over)Under Budget		36,847	15,479	16,406	-19,107	
% Spent Monthly		44%	77%	75%	129%	
% Spent YTD		4%	10%	16%	27%	
YTD Target %		8%	17%	25%	33%	42%
<u>Parking Operations</u>						
Budget	0	0	0	0	0	0
Actual		123	0	640	2,869	
(Over)Under Budget		-123	0	-640	-2,869	
% Spent Monthly	N/A	N/A	N/A	N/A	N/A	
% Spent YTD	N/A	N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Fire</u>						
Budget	450,940	37,578	37,578	37,578	37,578	37,578
Actual		15,097	12,883	18,448	34,533	
(Over)Under Budget		22,481	24,695	19,130	3,045	
% Spent Monthly		40%	34%	49%	92%	
% Spent YTD		3%	6%	10%	18%	
YTD Target %		8%	17%	25%	33%	42%
<u>DNEP</u>						
Budget	5,000	417	417	417	417	417
Actual		0	0	0	0	
(Over)Under Budget		417	417	417	417	
% Spent Monthly		0%	0%	0%	0%	
% Spent YTD		0%	0%	0%	0%	
YTD Target %		8%	17%	25%	33%	42%
<u>PW - Roadways</u>						
Budget	25,920	2,160	2,160	2,160	2,160	2,160
Actual		431	845	344	3,024	
(Over)Under Budget		1,729	1,315	1,816	-864	
% Spent Monthly		20%	39%	16%	140%	
% Spent YTD		2%	5%	6%	18%	
YTD Target %		8%	17%	25%	33%	42%
<u>PW - Traffic Control</u>						
Budget	2,810	234	234	234	234	234
Actual		30	0	0	0	
(Over)Under Budget		204	234	234	234	
% Spent Monthly		13%	0%	0%	0%	
% Spent YTD		1%	1%	1%	1%	
YTD Target %		8%	17%	25%	33%	42%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
<u>Central Services - Gen Gov't Bldg</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Police</u>						
Budget	66,164	66,164	66,164	66,164	66,164	66,164
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Parking Operations</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Fire</u>						
Budget	37,578	37,578	37,578	37,578	37,578	37,578
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>DNEP</u>						
Budget	417	417	417	417	417	417
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>PW - Roadways</u>						
Budget	2,160	2,160	2,160	2,160	2,160	2,160
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>PW - Traffic Control</u>						
Budget	234	234	234	234	234	234
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
<u>Central Services - Gen Gov't Bldg</u>			
Budget	0	0	
Actual		168	
(Over)Under Budget		-168	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Police</u>			
Budget	66,164	264,656	
Actual		215,033	
(Over)Under Budget		49,623	
% Spent Monthly			
% Spent YTD		81.25%	27.08%
YTD Target %	100%		
<u>Parking Operations</u>			
Budget	0	0	
Actual		3,632	
(Over)Under Budget		-3,632	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Fire</u>			
Budget	37,578	150,312	
Actual		80,961	
(Over)Under Budget		69,351	
% Spent Monthly			
% Spent YTD		53.86%	17.95%
YTD Target %	100%		
<u>DNEP</u>			
Budget	417	1,668	
Actual		0	
(Over)Under Budget		1,668	
% Spent Monthly			
% Spent YTD		0.00%	0.00%
YTD Target %	100%		
<u>PW - Roadways</u>			
Budget	2,160	8,640	
Actual		4,644	
(Over)Under Budget		3,996	
% Spent Monthly			
% Spent YTD		53.75%	17.92%
YTD Target %	100%		
<u>PW - Traffic Control</u>			
Budget	234	936	
Actual		30	
(Over)Under Budget		906	
% Spent Monthly			
% Spent YTD		3.21%	1.07%
YTD Target %	100%		

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Comments
<u>Central Services - Gen Gov't Bldg</u>	
Budget	
Actual	
(Over)Under Budget	Absorbed via attrition?
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Police</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Parking Operations</u>	
Budget	
Actual	Absorbed via attrition or increased revenue?
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Fire</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>DNEP</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>PW - Roadways</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>PW - Traffic Control</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
<u>PW - Snow and Ice</u>						
Budget	38,350	3,196	3,196	3,196	3,196	3,196
Actual		0	0	0	0	
(Over)Under Budget		3,196	3,196	3,196	3,196	
% Spent Monthly		0%	0%	0%	0%	
% Spent YTD		0%	0%	0%	0%	
YTD Target %		8%	17%	25%	33%	42%
<u>PW - Street Maintenance</u>						
Budget	50,000	4,167	4,167	4,167	4,167	4,167
Actual		1,139	1,384	1,218	1,206	
(Over)Under Budget		3,028	2,783	2,949	2,961	
% Spent Monthly		27%	33%	29%	29%	
% Spent YTD		2%	5%	7%	10%	
YTD Target %		8%	17%	25%	33%	42%
<u>PW - Fleet Maintenance</u>						
Budget	24,380	2,032	2,032	2,032	2,032	2,032
Actual		160	246	284	246	
(Over)Under Budget		1,872	1,785	1,748	1,786	
% Spent Monthly		8%	12%	14%	12%	
% Spent YTD		1%	2%	3%	4%	
YTD Target %		8%	17%	25%	33%	42%
<u>Recreation</u>						
Budget	24,970	2,081	2,081	2,081	2,081	2,081
Actual		1,541	2,337	0	94	
(Over)Under Budget		540	-256	2,081	1,987	
% Spent Monthly		74%	112%	0%	5%	
% Spent YTD		6%	16%	16%	16%	
YTD Target %		8%	17%	25%	33%	42%
<u>Water Plant</u>						
Budget	82,660	6,888	6,888	6,888	6,888	6,888
Actual		5,832	10,313	12,390	9,661	
(Over)Under Budget		1,056	-3,424	-5,502	-2,773	
% Spent Monthly		85%	150%	180%	140%	
% Spent YTD		7%	20%	35%	46%	
YTD Target %		8%	17%	25%	33%	42%
<u>Water Distribution</u>						
Budget	22,060	1,838	1,838	1,838	1,838	1,838
Actual		2,001	3,360	3,135	4,243	
(Over)Under Budget		-163	-1,522	-1,297	-2,405	
% Spent Monthly		109%	183%	171%	231%	
% Spent YTD		9%	24%	39%	58%	
YTD Target %		8%	17%	25%	33%	42%
<u>Wastewater Collection</u>						
Budget	31,730	2,644	2,644	2,644	2,644	2,644
Actual		1,655	2,938	1,599	3,415	
(Over)Under Budget		989	-294	1,046	-771	
% Spent Monthly		63%	111%	60%	129%	
% Spent YTD		5%	14%	20%	30%	
YTD Target %		8%	17%	25%	33%	42%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
<u>PW - Snow and Ice</u>						
Budget	3,196	3,196	3,196	3,196	3,196	3,196
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>PW - Street Maintenance</u>						
Budget	4,167	4,167	4,167	4,167	4,167	4,167
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>PW - Fleet Maintenance</u>						
Budget	2,032	2,032	2,032	2,032	2,032	2,032
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Recreation</u>						
Budget	2,081	2,081	2,081	2,081	2,081	2,081
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Water Plant</u>						
Budget	6,888	6,888	6,888	6,888	6,888	6,888
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Water Distribution</u>						
Budget	1,838	1,838	1,838	1,838	1,838	1,838
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Wastewater Collection</u>						
Budget	2,644	2,644	2,644	2,644	2,644	2,644
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
<u>PW - Snow and Ice</u>			
Budget	3,196	12,784	
Actual		0	
(Over)Under Budget		12,784	
% Spent Monthly			
% Spent YTD		0.00%	0.00%
YTD Target %	100%		
<u>PW - Street Maintenance</u>			
Budget	4,167	16,668	
Actual		4,947	
(Over)Under Budget		11,721	
% Spent Monthly			
% Spent YTD		29.68%	9.89%
YTD Target %	100%		
<u>PW - Fleet Maintenance</u>			
Budget	2,032	8,128	
Actual		936	
(Over)Under Budget		7,192	
% Spent Monthly			
% Spent YTD		11.52%	3.84%
YTD Target %	100%		
<u>Recreation</u>			
Budget	2,081	8,324	
Actual		3,972	
(Over)Under Budget		4,352	
% Spent Monthly			
% Spent YTD		47.72%	15.91%
YTD Target %	100%		
<u>Water Plant</u>			
Budget	6,888	27,552	
Actual		38,196	
(Over)Under Budget		-10,644	
% Spent Monthly			
% Spent YTD		138.63%	46.21%
YTD Target %	100%		
<u>Water Distribution</u>			
Budget	1,838	7,352	
Actual		12,739	
(Over)Under Budget		-5,387	
% Spent Monthly			
% Spent YTD		173.27%	57.75%
YTD Target %	100%		
<u>Wastewater Collection</u>			
Budget	2,644	10,576	
Actual		9,607	
(Over)Under Budget		969	
% Spent Monthly			
% Spent YTD		90.84%	30.28%
YTD Target %	100%		

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Comments
<u>PW - Snow and Ice</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>PW - Street Maintenance</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>PW - Fleet Maintenance</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Recreation</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Water Plant</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Water Distribution</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Wastewater Collection</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
<u>Dock</u>						
Budget	6,000	500	500	500	500	500
Actual		0	0	0	0	
(Over)Under Budget		500	500	500	500	
% Spent Monthly		0%	0%	0%	0%	
% Spent YTD		0%	0%	0%	0%	
YTD Target %		8%	17%	25%	33%	42%
<u>Transit - Vehicle Operations</u>						
Budget	152,780	12,732	12,732	12,732	12,732	12,732
Actual		16,549	23,344	24,506	23,626	
(Over)Under Budget		-3,817	-10,612	-11,774	-10,894	
% Spent Monthly		130%	183%	192%	186%	
% Spent YTD		11%	26%	42%	58%	
YTD Target %		8%	17%	25%	33%	42%
<u>Transit - Maintenance</u>						
Budget	34,600	2,883	2,883	2,883	2,883	2,883
Actual		3,099	3,993	5,691	11,177	
(Over)Under Budget		-216	-1,110	-2,808	-8,294	
% Spent Monthly		107%	138%	197%	388%	
% Spent YTD		9%	20%	37%	69%	
YTD Target %		8%	17%	25%	33%	42%
<u>Stormwater Management</u>						
Budget	0	0	0	0	0	0
Actual		0	125	189	99	
(Over)Under Budget		0	-125	-189	-99	
% Spent Monthly		N/A	N/A	N/A	N/A	
% Spent YTD		N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Refuse - Residential</u>						
Budget	33,060	2,755	2,755	2,755	2,755	2,755
Actual		35	0	0	0	
(Over)Under Budget		2,720	2,755	2,755	2,755	
% Spent Monthly		1%	0%	0%	0%	
% Spent YTD		0%	0%	0%	0%	
YTD Target %		8%	17%	25%	33%	42%
<u>Refuse - Yard Waste</u>						
Budget	16,770	1,398	1,398	1,398	1,398	1,398
Actual		163	141	0	206	
(Over)Under Budget		1,235	1,256	1,398	1,192	
% Spent Monthly		12%	10%	0%	15%	
% Spent YTD		1%	2%	2%	3%	
YTD Target %		8%	17%	25%	33%	42%
<u>Total Citywide</u>						
Budget	1,796,000	149,667	149,667	149,667	149,667	149,667
Actual		77,340	112,595	118,203	179,670	
(Over)Under Budget		72,327	37,072	31,464	-30,003	
% Spent Monthly		52%	75%	79%	120%	
% Spent YTD		4%	11%	17%	27%	
YTD Target %		8%	17%	25%	33%	42%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
<u>Dock</u>						
Budget	500	500	500	500	500	500
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Transit - Vehicle Operations</u>						
Budget	12,732	12,732	12,732	12,732	12,732	12,732
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Transit - Maintenance</u>						
Budget	2,883	2,883	2,883	2,883	2,883	2,883
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Stormwater Management</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Refuse - Residential</u>						
Budget	2,755	2,755	2,755	2,755	2,755	2,755
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Refuse - Yard Waste</u>						
Budget	1,398	1,398	1,398	1,398	1,398	1,398
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Total Citywide</u>						
Budget	149,667	149,667	149,667	149,667	149,667	149,667
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
<u>Dock</u>			
Budget	500	2,000	
Actual		0	
(Over)Under Budget		2,000	
% Spent Monthly			
% Spent YTD		0.00%	0.00%
YTD Target %	100%		
<u>Transit - Vehicle Operations</u>			
Budget	12,732	50,928	
Actual		88,025	
(Over)Under Budget		-37,097	
% Spent Monthly			
% Spent YTD		172.84%	57.62%
YTD Target %	100%		
<u>Transit - Maintenance</u>			
Budget	2,883	11,532	
Actual		23,960	
(Over)Under Budget		-12,428	
% Spent Monthly			
% Spent YTD		207.77%	69.25%
YTD Target %	100%		
<u>Stormwater Management</u>			
Budget	0	0	
Actual		413	
(Over)Under Budget		-413	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Refuse - Residential</u>			
Budget	2,755	11,020	
Actual		35	
(Over)Under Budget		10,985	
% Spent Monthly			
% Spent YTD		0.32%	0.11%
YTD Target %	100%		
<u>Refuse - Yard Waste</u>			
Budget	1,398	5,592	
Actual		510	
(Over)Under Budget		5,082	
% Spent Monthly			
% Spent YTD		9.12%	3.04%
YTD Target %	100%		
<u>Total Citywide</u>			
Budget	149,667	598,668	
Actual		487,808	
(Over)Under Budget		110,860	
% Spent Monthly			
% Spent YTD		81.48%	27.16%
YTD Target %	100%		

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 by Department / Division
 As of October 31, 2010

Department	Comments
<u>Dock</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Transit - Vehicle Operations</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Transit - Maintenance</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Stormwater Management</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Refuse - Residential</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Refuse - Yard Waste</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Total Citywide</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	

City of Annapolis
FY 2011 Summary of Overtime Expenditures
by Department / Division
As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
------------	--------	-------	-------	-----	-----	-----

* Adjusted prior periods for actual overtime expenditures not previously reported

City of Annapolis
FY 2011 Summary of Overtime Expenditures
by Department / Division
As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
------------	-----	-----	-----	-----	-----	-----

* Adjusted prior periods for actual over

City of Annapolis
FY 2011 Summary of Overtime Expenditures
by Department / Division
As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
* Adjusted prior periods for actual over			

City of Annapolis
FY 2011 Summary of Overtime Expenditures
by Department / Division
As of October 31, 2010

Department	Comments
* Adjusted prior periods for actual ov	

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
<u>Critical</u>						
<u>Water Plant</u>						
Budget	82,660	6,888	6,888	6,888	6,888	6,888
Actual		5,832	10,313	12,390	9,661	
(Over)Under Budget		1,056	-3,424	-5,502	-2,773	
% Spent Monthly		85%	150%	180%	140%	
% Spent YTD		7%	20%	35%	46%	
YTD Target %		8%	17%	25%	33%	42%
<u>Water Distribution</u>						
Budget	22,060	1,838	1,838	1,838	1,838	1,838
Actual		2,001	3,360	3,135	4,243	
(Over)Under Budget		-163	-1,522	-1,297	-2,405	
% Spent Monthly		109%	183%	171%	231%	
% Spent YTD		9%	24%	39%	58%	
YTD Target %		8%	17%	25%	33%	42%
<u>Transit - Vehicle Operations</u>						
Budget	152,780	12,732	12,732	12,732	12,732	12,732
Actual		16,549	23,344	24,506	23,626	
(Over)Under Budget		-3,817	-10,612	-11,774	-10,894	
% Spent Monthly		130%	183%	192%	186%	
% Spent YTD		11%	26%	42%	58%	
YTD Target %		8%	17%	25%	33%	42%
<u>Transit - Maintenance</u>						
Budget	34,600	2,883	2,883	2,883	2,883	2,883
Actual		3,099	3,993	5,691	11,177	
(Over)Under Budget		-216	-1,110	-2,808	-8,294	
% Spent Monthly		107%	138%	197%	388%	
% Spent YTD		9%	20%	37%	69%	
YTD Target %		8%	17%	25%	33%	42%
<u>Total Critical Departments</u>						
Budget	292,100	24,341	24,341	24,341	24,341	24,341
Actual		27,481	41,010	45,722	48,707	0
(Over)Under Budget		-3,140	-16,668	-21,381	-24,366	0
% Spent Monthly		113%	168%	188%	200%	0%
% Spent YTD		9%	14%	16%	17%	0%
YTD Target %		8%	17%	25%	33%	42%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
<u>Critical</u>						
<u>Water Plant</u>						
Budget	6,888	6,888	6,888	6,888	6,888	6,888
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Water Distribution</u>						
Budget	1,838	1,838	1,838	1,838	1,838	1,838
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Transit - Vehicle Operations</u>						
Budget	12,732	12,732	12,732	12,732	12,732	12,732
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Transit - Maintenance</u>						
Budget	2,883	2,883	2,883	2,883	2,883	2,883
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Total Critical Departments</u>						
Budget	24,341	24,341	24,341	24,341	24,341	24,341
Actual	0	0	0	0	0	0
(Over)Under Budget	0	0	0	0	0	0
% Spent Monthly	0%	0%	0%	0%	0%	0%
% Spent YTD	0%	0%	0%	0%	0%	0%
YTD Target %	50%	58%	67%	75%	83%	92%

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
<u>Critical</u>			
<u>Water Plant</u>			
Budget	6,888	27,552	
Actual		38,196	
(Over)Under Budget		-10,644	
% Spent Monthly			
% Spent YTD		138.63%	46.21%
YTD Target %	100%		
<u>Water Distribution</u>			
Budget	1,838	7,352	
Actual		12,739	
(Over)Under Budget		-5,387	
% Spent Monthly			
% Spent YTD		173.27%	57.75%
YTD Target %	100%		
<u>Transit - Vehicle Operations</u>			
Budget	12,732	50,928	
Actual		88,025	
(Over)Under Budget		-37,097	
% Spent Monthly			
% Spent YTD		172.84%	57.62%
YTD Target %	100%		
<u>Transit - Maintenance</u>			
Budget	2,883	11,532	
Actual		23,960	
(Over)Under Budget		-12,428	
% Spent Monthly			
% Spent YTD		207.77%	69.25%
YTD Target %	100%		
<u>Total Critical Departments</u>			
Budget	24,341	97,364	
Actual	0	162,920	
(Over)Under Budget	0	-65,556	
% Spent Monthly	0%		
% Spent YTD	0%	167.33%	55.78%
YTD Target %	100%		

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Comments
<u>Critical</u>	
<u>Water Plant</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Water Distribution</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Transit - Vehicle Operations</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Transit - Maintenance</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Total Critical Departments</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Annual	* Jul	* Aug	Sep	Oct	Nov
<u>Unfavorable</u>						
<u>Stormwater Management</u>						
Budget	0	0	0	0	0	0
Actual		0	125	189	99	
(Over)Under Budget		0	-125	-189	-99	
% Spent Monthly	N/A	N/A	N/A	N/A	N/A	
% Spent YTD	N/A	N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Central Services - Gen Gov't Bldg</u>						
Budget	0	0	0	0	0	0
Actual		168	0	0	0	
(Over)Under Budget		-168	0	0	0	
% Spent Monthly	N/A	N/A	N/A	N/A	N/A	
% Spent YTD	N/A	N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Parking Operations</u>						
Budget	0	0	0	0	0	0
Actual		123	0	640	2,869	
(Over)Under Budget		-123	0	-640	-2,869	
% Spent Monthly	N/A	N/A	N/A	N/A	N/A	
% Spent YTD	N/A	N/A	N/A	N/A	N/A	
YTD Target %		8%	17%	25%	33%	42%
<u>Total Unfavorable Departments</u>						
Budget	0	0	0	0	0	0
Actual		291	125	829	2,968	0
(Over)Under Budget		-291	-125	-829	-2,968	0
% Spent Monthly		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% Spent YTD		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD Target %		8%	17%	25%	33%	42%
<u>Total Watched Departments</u>						
Budget	292,100	24,341	24,341	24,341	24,341	24,341
Actual		27,772	41,135	46,551	51,675	0
(Over)Under Budget		-3,431	-16,793	-22,210	-27,334	0
% Spent Monthly		114%	169%	191%	212%	0%
% Spent YTD		10%	14%	16%	18%	0%
YTD Target %		8%	17%	25%	33%	42%

* Adjusted prior periods for actual overtime expenditures not previously reported

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Dec	Jan	Feb	Mar	Apr	May
<u>Unfavorable</u>						
<u>Stormwater Management</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Central Services - Gen Gov't Bldg</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Parking Operations</u>						
Budget	0	0	0	0	0	0
Actual						
(Over)Under Budget						
% Spent Monthly						
% Spent YTD						
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Total Unfavorable Departments</u>						
Budget	0	0	0	0	0	0
Actual	0	0	0	0	0	0
(Over)Under Budget	0	0	0	0	0	0
% Spent Monthly	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% Spent YTD	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD Target %	50%	58%	67%	75%	83%	92%
<u>Total Watched Departments</u>						
Budget	24,341	24,341	24,341	24,341	24,341	24,341
Actual	0	0	0	0	0	0
(Over)Under Budget	0	0	0	0	0	0
% Spent Monthly	0%	0%	0%	0%	0%	0%
% Spent YTD	0%	0%	0%	0%	0%	0%
YTD Target %	50%	58%	67%	75%	83%	92%

* Adjusted prior periods for actual ov

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Jun	YTD Total	YTD Over Annual Appropriation
<u>Unfavorable</u>			
<u>Stormwater Management</u>			
Budget	0	0	
Actual		413	
(Over)Under Budget		-413	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Central Services - Gen Gov't Bldg</u>			
Budget	0	0	
Actual		168	
(Over)Under Budget		-168	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Parking Operations</u>			
Budget	0	0	
Actual		3,632	
(Over)Under Budget		-3,632	
% Spent Monthly			
% Spent YTD		#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Total Unfavorable Departments</u>			
Budget	0	0	
Actual	0	4,213	
(Over)Under Budget	0	-4,213	
% Spent Monthly	#DIV/0!		
% Spent YTD	#DIV/0!	#DIV/0!	#DIV/0!
YTD Target %	100%		
<u>Total Watched Departments</u>			
Budget	24,341	97,364	
Actual	0	167,133	
(Over)Under Budget	0	-69,769	
% Spent Monthly	0%		
% Spent YTD	0%	171.66%	57.22%
YTD Target %	100%		

* Adjusted prior periods for actual ov

City of Annapolis
 FY 2011 Summary of Overtime Expenditures
 Critical and Unfavorable Departments
 As of October 31, 2010

Department	Comments
<u>Unfavorable</u>	
<u>Stormwater Management</u>	
Budget	Absorbed via attrition?
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Central Services - Gen Gov't Bldg</u>	
Budget	Absorbed via attrition?
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Parking Operations</u>	
Budget	Absorbed via attrition or increased revenue?
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Total Unfavorable Departments</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	
<u>Total Watched Departments</u>	
Budget	
Actual	
(Over)Under Budget	
% Spent Monthly	
% Spent YTD	
YTD Target %	

* Adjusted prior periods for actual ov