



Chartered 1708

Michael D. Mallinoff, City Manager
City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

To: Mayor and City Council
From: Michael D. Mallinoff, Esq., ICMA-CM
Re: Manager's Monthly Memo for the period ending November 30, 2013
Date: December 16, 2013

Please find the following 38th edition of the Manager's Monthly Memo for the period ending November 30, 2013.

In this month's memo we include the Quarterly Report by Ms. Consuella Caudill, the Small/Minority Business Enterprise Coordinator for the City of Annapolis. Annapolis is a City made up of primarily small businesses, and it is a primary goal of the City to support and recruit small and minority businesses through the efforts of the SMBE coordinator and the Annapolis Economic Development Corporation. Ms. Caudill's results for the previous quarter include, but were not limited to:

- Organized a day long workshop for community based organizations and financial institutions highlighting the Community Reinvestment Act and best practices for securing capital and operating funds. Had over 65 attendees from across the state.
- Developed a brochure to assist Spanish speaking home owners and contractors navigate the permitting process.
- Published weekly online newsletter for entrepreneur community.
- Added two new pages to website including a "Request a Business Visit" form.
- Presented at Senior Outreach Forum; community college business class; civic groups.
- Utilized local print media to market and promote business opportunities for MBEs and WBEs.
- Developed an Employer Services brochure to help businesses utilize local resources for hiring staff.
- Developed a flyer promoting the City's Capital Facilities payment program.
- Attended Minority Business Vendor Fair in Timonium, MD. Met with over 100 minority firms about what services/products they offer and how to do business with the City of Annapolis.
- Mailed welcome letter to new businesses. Letter invited businesses to participate in a one-to-one meeting to discuss business needs, city process, etc. Scheduled and participated in 2 meetings.
- Cultivate relationships in the community by attending individual and community meetings.

December brings us to the end of 2013. I would like to give thanks to the community and the Mayor and City Council for this opportunity to serve this beautiful community. I would like to extend great appreciation to the hard working department directors and employees of the City. Without you, the tremendous quality of life this community enjoys would not be possible. Have a great holiday season and a wonderful 2014!

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Small/Minority Business Enterprise

This report gives the public and governing body a comprehensive look at significant activities and performance measures for the SMBE office. This report is compiled on a quarterly basis and separates activities by focus area.

- The report gives a high-level look at the significant issues impacting the mission of the office overall.
- Significant Department/Focus Area Actions and Results: the primary activities the department focused on in the previous months and the results and progress made in those areas.
- Key performance data: select data the department tracks as part of its performance measures.

Component

Program: Outreach

Significant Departmental Actions and Results:

- Organized a day long workshop for community based organizations and financial institutions highlighting the Community Reinvestment Act and best practices for securing capital and operating funds. Had over 65 attendees from across the state.
- Developed a brochure to assist Spanish speaking home owners and contractors navigate the permitting process.
- Published weekly online newsletter for entrepreneur community. See attached.
- Continued to promote website and social media outlets. Added two new pages to website including a “Request a Business Visit” form.
- Presented at Senior Outreach Forum; community college business class; civic groups.
- Utilized local print media to market and promote business opportunities for MBEs and WBEs.
- Developed an Employer Services brochure to help businesses utilize local resources for hiring staff.
- Developed a flyer promoting the City’s Capital Facilities payment program.
- Attended Minority Business Vendor Fair in Timonium, MD. Met with over 100 minority firms about what services/products they offer and how to do business with the City of Annapolis.

- Mailed welcome letter to new businesses. Letter invited businesses to participate in a one-to-one meeting to discuss business needs, city process, etc. Scheduled and participated in 2 meetings.
- Cultivate relationships in the community by attending individual and community meetings.
 - Hispanic Chamber of Commerce Mixer
 - Entrepreneurs Exchange Annual Meeting
 - Foot Soldiers Memorial Dedication
 - Caucus of African American Leaders Meeting
 - Senior Forum
 - Meet the Primes Contracting Forum
 - Maryland Judiciary Procurement Fair

Pending Items:

- Coordinated with AEDC to sponsor a series of workshops related to workforce development and employment.
- Coordinating Anne Arundel County Workforce Development program for local businesses
- Organizing a small business forum for entrepreneurs with FDIC -- The purpose of the event is to provide current and future small business owners and entrepreneurs the information on access to capital and tools needed to become successful business owners. This forum will focus on lending opportunities in the greater Annapolis area.
- Organizing with Public Works and Central Purchasing Small/Minority Business Outreach workshop for work related to Water Treatment Procurement Opportunities.

Key Performance Data

Public Education	
Small/Minority Business website	2 pages
Contacts from print media	2
Distribution of flyers, brochures, mailings	30

Structured Learning	
Trainings planned	1
Trainings conducted	1
Informational and documentary materials developed	2

Component

Program: Policy

Significant Departmental Actions and Results:

- Created a “Forecast Opportunity” report of upcoming procurement in the city for MBE utilization. Forwarded to Central Purchasing for review, edits, etc.
- Prepared utilization report of MBE/WBE/DBEs in city procurements for FY 11 and FY 12.
- Attended Operation Pledge to Vets Conference. Learned how to assist businesses in becoming adopt more “military-friendly” recruiting practices.

Pending Items:

- Planning “Bridging the Gap” MBE/WBE initiative with city businesses and city procurement department and other divisions

Key Performance Data

Networking and Development	
Meetings with community/government agencies	111
Meetings with prospects	5
Number of media interviews or off-site speaking engagements	3

Component

Program: Legislative

Significant Departmental Actions and Results:

- Drafted the application and lien agreement for the Capital Facilities Payment Deferral Program. Given to the Legal Department to review and approve.

Pending Items:

- Application and lien agreement for the Capital Facilities Payment Deferral Program.

Component

Program: Business Development/Assistance

Significant Departmental Actions and Results:

- Participated in Business Appreciation Week business visits with Annapolis EDC and Anne Arundel County EDC. Visited two Annapolis based businesses.
- Conducted site visits with new small and minority owned businesses in the City of Annapolis.

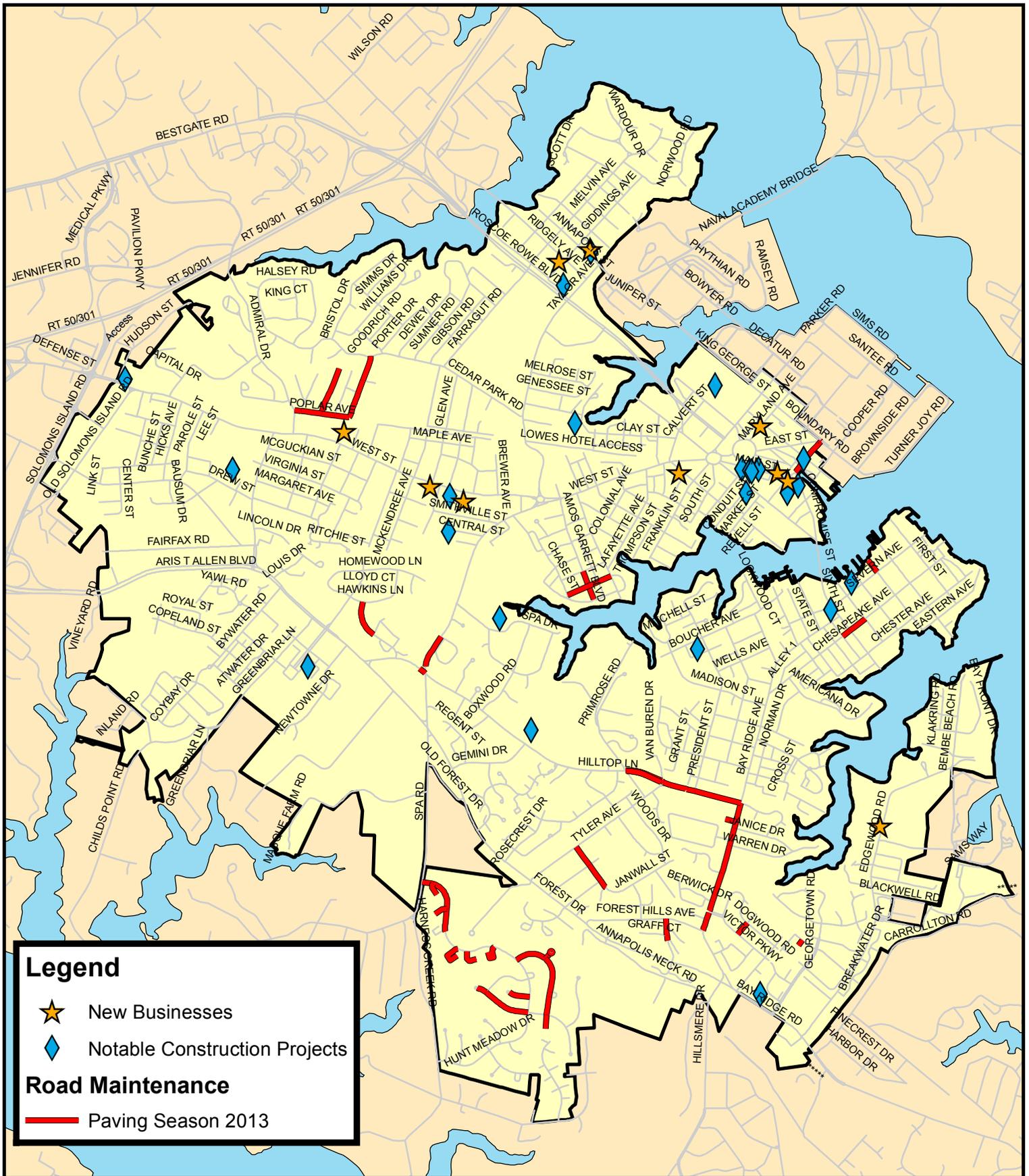
Pending Items:

- Continue with business site visits

- Planning a small business seminar for Annapolis employers on the value of a veteran as well as resources that may assist them in the recruitment and retention of veterans.
- Draft and conduct business survey

Key Performance Data:

Procurement Promotion	
Notifications of Bids, RFPs, etc.	10
Participation in Bids, RFPs, etc.	0
Meetings with businesses/entrepreneurs	56
Referrals offered	1
Number of businesses in database	430



	Notable Projects and New Businesses	Map Created By: Shawn Wampler / Josh Sturgill	Monthly Memo
		11/2013	City of Annapolis MIT GIS

By acceptance of this map material, you agree as follows: This map material (the "material") is made available by Annapolis, Maryland (the "City") as a public service. The material is for reference purposes only, and the City makes no representations, warranties, or guarantees of the accuracy of the material. THE CITY MAKES NO AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES RELATING TO THE MATERIAL, INCLUDING WARRANTIES OF MERCHANTABILITY, INTEGRATION, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE. You release the City, its agents, servants, and employees, from any and all liability related to the material or any of it, including its accuracy, availability, use, and misuse. In no event shall the City be liable for any direct, indirect, incidental, consequential, or other damages, including savings, profits, fees, costs, loss of data, or business interruption, related in any way to the material or any of it, including its accuracy, availability, use, and misuse. The material is in the public domain and may be copied without permission. Citation to the source is requested. Any errors or omissions in the material should be reported to the City of Annapolis Management of Information Technology.

Manager Monthly Report - November 2013

Notable Construction Projects Currently Underway

- A. **Annapolis Elementary (180 Green Street - #BLD12-0160)** – Job is progressing with regular inspections. Last inspection was a framing inspection held 11/14/13.
- B. **Anne Arundel County (1740 Forest Drive – #GRD11-0031)** Anne Arundel County – Grading for step pool storm conveyance to be constructed as part of widening of Forest Drive - Permit issued 11/14/13.
- C. **Boucher Place (23-30B –#BLD13-0172-BLD13-0180)** 9 New Townhomes – Job is progressing. Foundation plans submitted for 3 new single family homes in November.
- D. **Boys & Girls Club (121 S. Villa Avenue - #BLD13-0577)** – Permit Finaled 11/14/13 for alterations to clubhouse. (#GRD13-0020) – Grading permit issued 10/02/13 for new turf field. No inspections lately.
- E. **Chesapeake Children’s Museum (25 Silopanna Road - #BLD13-0436)** Exterior repairs permit issued 6/26/13. Ceiling close-in inspection passed 12/2/2013.
- F. **Dry 85 (193-B Main Street –#BLD13-0263)** Permit issued 7/1/13 for new bar & lounge. Should be open 2nd week of December.
- G. **Eastport Fire Station (914 Bay Ridge Avenue - #BLD13-0645)** Permit issued 10/25/2013 for new accessory structure. Slab and footing inspections passed. (#GRD12-0013) Grading Permit issued 10/17/2013 for new accessory structure. Inspections done.
- H. **First Annapolis Consulting (3 Park Place, 2nd Floor – #BLD13-0779)** – Tenant fit-out permit issued 11/15/13. First occupancy for this floor of the building since construction.
- I. **Fox’s Den (179 Main Street - #BLD12-0511)** - New Restaurant permit issued 6/3/13. No recent activity.
- J. **Horizon Wellness (1908 Forest Drive, Unit H/I - #BLD13-0724)** – Permit finaled 11/14/13 for tenant fit-out.
- K. **Keith Campbell Foundation (410 Severn Avenue, #210-#BLD13-0441)** Tenant fit-out permit issued 6/21/13. Inspections done thus far have failed. No recent activity.
- L. **Kenwood Kitchens – (1415 Forest Drive – #BLD13-0802)** – Tenant fit-out permit issued 11/21/2013.
- M. **Koons of Annapolis (1107 West Street - #BLD13-0051)** –Permit issued 9/16/13 got alterations to main sales building. Partial slab inspection done.
- N. **Kosmo Nail Bar (40 Randall Street - #BLD13-0597)** Tenant fit-out permit finaled 11/27/13.
- O. **Mercedes Benz of Annapolis (1920 Forest Drive - #BLD13-0720)** – Permit issued 10/11/13 for interior alterations to offices & waiting area. No recent activity.
- P. **Mills-Parole Elementary School (103 Chinquapin Round Road - #BLD12-0844)** – Addition/alterations permit issued 5/22/13. Insulation inspections being done.
- Q. **Osteria (177 Main Street – #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Framing inspection of 11/7/13 failed.
- R. **Rockfish Restaurant (400 Sixth Street – #BLD13-0134)** Add rooftop dining area permit issued 6/19/13. No inspections to date. Revisions ready for issue.
- S. **Summer Garden Theatre (143 Compromise Street - #BLD13-0398)** – Permit issued 5/20/13 for updates to catwalk and lighting. Job is progressing.
- T. **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** – Permits issued for 5 more townhouses. Job progressing. Framing inspection scheduled for 11/4/13.
- U. **Wrabyn Clothing Store (12 Annapolis Street - #BLD13-0691)** Permit issued 9/25/2013 for tenant Fit-Out.
- V. **WSSC (7 State Circle, #102 - #BLD13-0846)** Tenant fit-out permit issued 11/18/13.

New Businesses

5 Use and Occupancy/Life Safety permits, were issued:

- 1. 2016 West Street – **Johnson Fiat of Annapolis**
- 2. 915 Bay Ridge Avenue – **Thrive**
- 3. 36 Lee Street – **Gibson Construction Services**
- 4. 45 West Street – **Cleave The Boutique**
- 5. 1127 West Street – **DaVita Dialysis**



City of Annapolis

DEPARTMENT OF NEIGHBORHOOD AND ENVIRONMENTAL PROGRAMS

145 Gorman Street, Third Floor, Annapolis Maryland 21401

Annapolis (410) 263-7946 Fax (410) 263-9158 TDD (410) 263-7943

www.annapolis.gov

December 3, 2013

MEMORANDUM

To: Michael D. Mallinoff, City Manager
From: Maria T. Broadbent, Director, DNEP
Subj: *Monthly Manager Report for November 2013*

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, and construction trades. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, Urban Forestry, wastewater pretreatment, sediment and erosion control, environmental stewardship and sustainability programs. The current staff consists of 22 full-time, 3 contractual, and 1 temporary employee.

II. ENVIRONMENTAL PROGRAMS

- Performed 82 sediment control inspections, investigated 2 sediment control complaints and attended 3 pre-construction meetings.
- Reviewed 4 Stormwater credit applications.
- Issued 3 Wastewater Discharge Permits and 2 Grease Hauler licenses
- Issued: 8 tree permits
- Submitted Draft CIP budget for DNEP Environmental Programs
- Staffed Maritime Advisory Board 11/19
- Met with various contractors/applicants for port wardens hearing and staffed 11/26 hearing.

III. NEIGHBORHOOD PROJECTS

- A. Annapolis Elementary (180 Green Street - #BLD12-0160) – Job is progressing with regular inspections. Last inspection was a framing inspection held 11/14/13.
- B. Anne Arundel County (1740 Forest Drive – #GRD11-0031) Anne Arundel County – Grading for step pool storm conveyance to be constructed as part of widening of Forest Drive - Permit issued 11/14/13.
- C. Boucher Place (23-30B –#BLD13-0172-BLD13-0180) 9 New Townhomes – Job is progressing. Foundation plans submitted for 3 new single family homes in November.
- D. Boys & Girls Club (121 S. Villa Avenue - #BLD13-0577) – Permit Finaled 11/14/13 for alterations to clubhouse.
- E. Boys & Girls Club (121 S. Villa Avenue - #GRD13-0020) – Grading permit issued 10/02/13 for new turf field. No inspections lately.
- F. Chesapeake Children’s Museum (25 Silopanna Road - #BLD13-0436) Exterior repairs permit issued 6/26/13. Ceiling close-in inspection passed 12/2/2013.
- G. City Hall (160 Duke of Gloucester Street - #BLD13-0123) Permit issued 7/26/13 for exterior repairs. Partial framing inspection done.

NEIGHBORHOOD PROJECTS (cont'd)

- H. Dry 85 (193-B Main Street –#BLD13-0263) Permit issued 7/1/13 for new bar & lounge. Should be open 2nd week of December.
- I. Eastport Fire Station (914 Bay Ridge Avenue - #BLD13-0645) Permit issued 10/25/2013 for new accessory structure. Slab and footing inspections passed.
- J. Eastport Fire Station (914 Bay Ridge Avenue - #GRD12-0013) Grading Permit issued 10/17/2013 for new accessory structure. Inspections done.
- K. First Annapolis Consulting (3 Park Place, 2nd Floor – #BLD13-0779) – Tenant fit-out permit issued 11/15/13. First occupancy for this floor of the building since construction.
- L. First Presbyterian Church (144 Conduit Street #BLD13-0583) Add Columbarium – Permit issued 8/13/13. Footing inspections done. No inspections since September.
- M. Fox's Den (179 Main Street - #BLD12-0511) - New Restaurant permit issued 6/3/13. No recent activity.
- N. Graul's Market (607 Taylor Avenue - #BLD13-0201) –Permit issued 9/6/2013 for interior alterations. Progress inspection done. No recent activity.
- O. Horizon Wellness (1908 Forest Drive, Unit H/I - #BLD13-0724) – Permit finalized 11/14/13 for tenant fit-out.
- P. Keith Campbell Foundation (410 Severn Avenue, #210-#BLD13-0441) Tenant fit-out permit issued 6/21/13. Inspections done thus far have failed. No recent activity.
- Q. Kenwood Kitchens – (1415 Forest Drive – #BLD13-0802) – Tenant fit-out permit issued 11/21/2013.
- R. Koons of Annapolis (1107 West Street - #BLD13-0051) –Permit issued 9/16/13 got alterations to main sales building. Partial slab inspection done.
- S. Kosmo Nail Bar (40 Randall Street - #BLD13-0597) Tenant fit-out permit finalized 11/27/13.
- T. Mercedes Benz of Annapolis (1920 Forest Drive - #BLD13-0720) – Permit issued 10/11/13 for interior alterations to offices & waiting area. No recent activity.
- U. Mills-Parole Elementary School (103 Chinquapin Round Road - #BLD12-0844) – Addition/alterations permit issued 5/22/13. Insulation inspections being done.
- V. Osteria (177 Main Street – #BLD12-0932) Permit issued 4/10/13 to add seating in basement. Framing inspection of 11/7/13 failed.
- W. Rockfish Restaurant (400 Sixth Street – #BLD13-0134) Add rooftop dining area permit issued 6/19/13. No inspections to date. Revisions ready for issue.
- X. Stanton Center (90-92 W. Washington Street - #BLD13-0102) Exterior repairs permit issued 6/21/13. No inspections to date.
- Y. St. John's College (60 College Avenue - #BLD13-0593) Interior alterations to Pinkney Hall - Permit issued 8/15/13. Framing inspections done.
- Z. Summer Garden Theatre (143 Compromise Street - #BLD13-0398) – Permit issued 5/20/13 for updates to catwalk and lighting. Job is progressing.
- AA. USNA Stadium (511 Taylor Avenue – #BLD13-0227) - Alterations to Blue Concourse issued 6/10/13. Ceilings close-ins
NEIGHBORHOOD PROJECTS (cont'd)

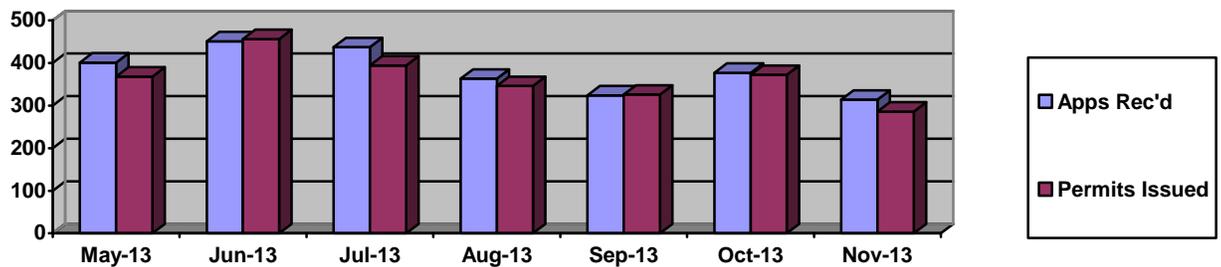
- BB. USNA Marine Corps Stadium (511 Taylor Avenue - #BLD13-0226) – Alterations to locker room permit issued 5/16/13. Ceiling close-in done.
- CC. Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) – Permits issued for 5 more townhouses. Job progressing. Framing inspection scheduled for 11/4/13.
- DD. Wrabyn Clothing Store (12 Annapolis Street - #BLD13-0691) Permit issued 9/25/2013 for tenant Fit-Out.
- EE. WSSC (7 State Circle, #102 - #BLD13-0846) Tenant fit-out permit issued 11/18/13.

IV. NEW BUSINESSES

► 5 Use and Occupancy/Life Safety permits, were issued:

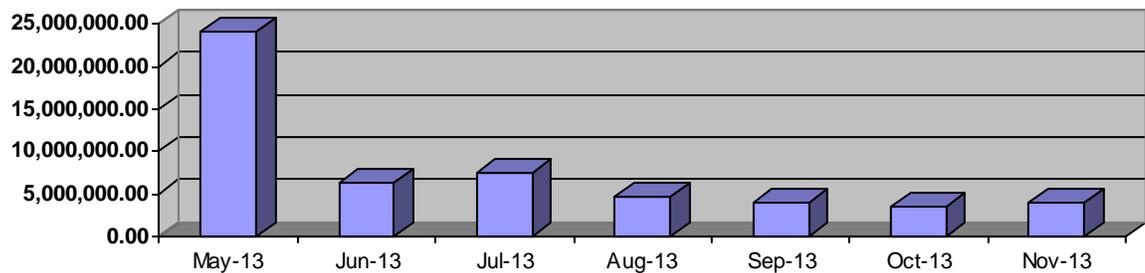
1. 2016 West Street – Johnson Fiat of Annapolis
2. 915 Bay Ridge Avenue – Thrive
3. 36 Lee Street – Gibson Construction Services
4. 45 West Street – Cleave The Boutique
5. 1127 West Street – DaVita Dialysis

V. *PERMIT STATISTICS – (A complete list of permits issued is available on-line at www.annapolis.gov, under Department of Neighborhood and Environmental Programs.)*

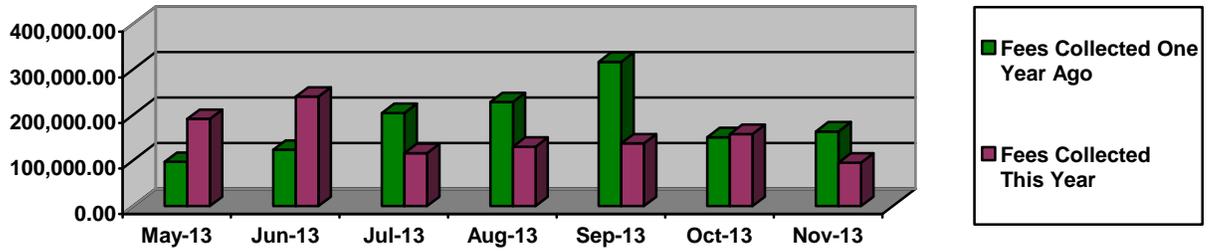


314 permit applications were received.
 286 permits were issued.
 The value of the work for which permits were issued \$3,890,344.55.

VI. VALUE OF CONSTRUCTION

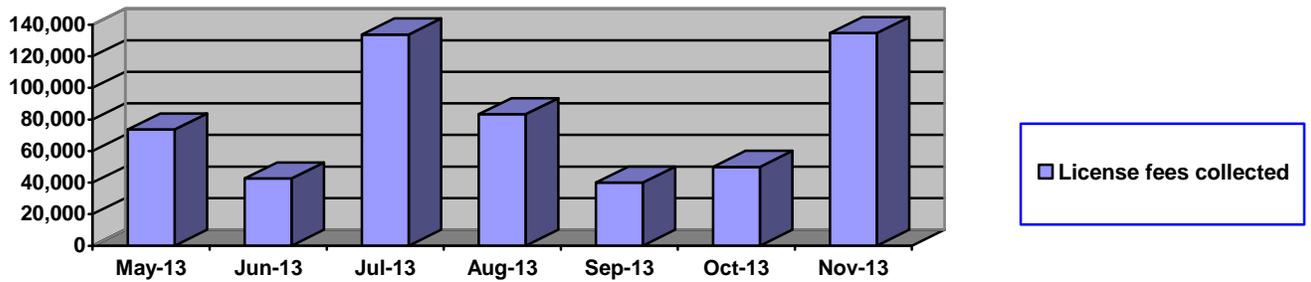


VII. PERMIT FEES COLLECTED



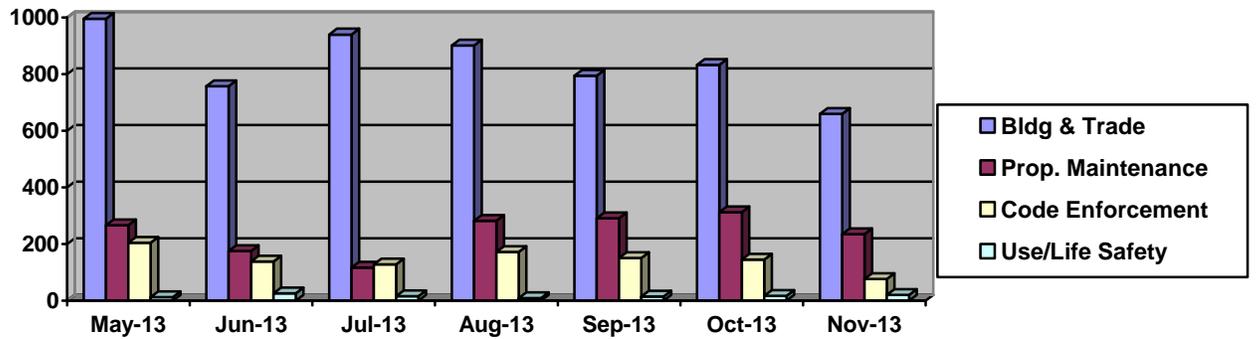
\$158,130.31 in permit fees collected.

VIII. LICENSE FEES COLLECTED (USE/LIFE SAFETY, CONTRACTORS, WASTEWATER DISCHARGE, PEDDLERS, & RENTALS)



\$49,940.00 in license fees collected.

IX. INSPECTIONS PERFORMED



660 Building and Trade Inspections
 235 Property Maintenance Inspections
 76 Code Enforcement Inspections
 20 Use/Life Safety

X. DNEP EXPENDITURES

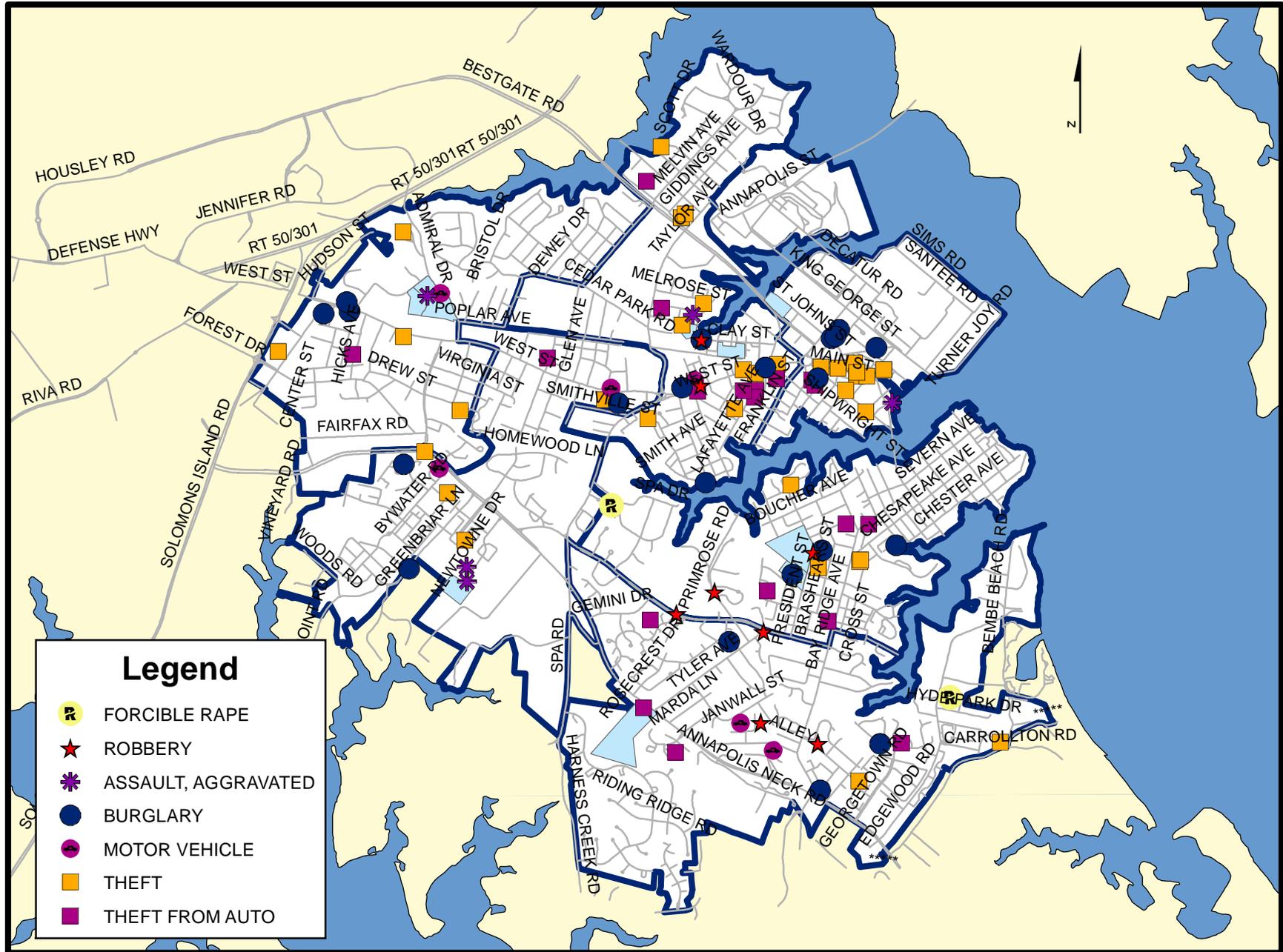
	MAY 2013	JUNE 2013	JULY 2013	AUG 2013	SEPT 2013	OCT 2013	NOV 2013
EXPENDITURES	12567.15	19,427.15	1,053.01	10,501.95	12,804.45	7,342.99	\$10,572.13

XI. PROPERTY MAINTENANCE ISSUES

- Received 21 reports from citizens about possible violations. All were inspected and Notices of Violation were issued as appropriate.
- Inspected the following multi-family units: Annapolis Gardens and Bates Senior Complex. Notices of Violations were issued as appropriate.



City of Annapolis Reported Part One Crime Nov 1 - Nov 30, 2013



Legend

- FORCIBLE RAPE
- ROBBERY
- ASSAULT, AGGRAVATED
- BURGLARY
- MOTOR VEHICLE
- THEFT
- THEFT FROM AUTO



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

November, 2013

Monthly News

- **COMPREHENSIVE PLANNING**
- Wayfinding Master Plan implementation
- Coordinating with DPW to begin construction drawings/permit application
- US50 Overflow Analysis/West Annapolis Circulation Study
- 11/8: Met with West Annapolis residents to discuss possible locations for recreational areas
- Prepared for public workshop 12/4
- Zoning map update
- Draft maps on P&Z webpage
- Sustainable Communities
- 11/4: Met with DNR to discuss review comments
- Capital Projects Work Group
- 11/14 and 11/21: Met to discuss proposed Capital Projects
- Proposal review/interviews/selection for Transportation Management Services--Regional Transit Agency
- Housing Authority pre-bid for Newtowne 20 rehabilitation

- **CURRENT PLANNING**
- Site Design Review (SDP2013-038) for John Courtney to replace 65 lf of an existing retaining wall within the critical area buffer, located at 7049-51 Bay Front Dr.,
- Admin Interpretation (ADM2013-010) for Yard, LLC (Chart House) for minor modification to an existing special exception—both interior and exterior modifications, located at 300 Second St.,
- Admin Interpretation (ADM2013-011) for Charles Earnest for a buildable lot determination relative to contiguous lots, located at 401 Melvin Ave.,
- Variance (VAR2013-014) for Hartcorn Holdings, LLC to reduce the front and side setbacks in order to construct a one-story storage warehouse addition, located at 98 Edgewood Ave.,
- Variance (VAR2013-0115) for Sandy & Bill Brock to reduce the front yard setback to reestablish a front porch, located at 31 Eastern Ave.,

- **HISTORIC PRESERVATION**
- **Historic Preservation Commission – Staff: Lisa Craig & Shari Pippin**
- HPC Administrative Approvals & Public Hearings – Total estimated work of approved applications \$135,392
- Administrative Certificates of Approval – staff reviewed and approved 12;

- HPC Public Hearing Certificates of Approval – HPC reviewed and approved 3;
- Historic Tax Credit (HTC) applications for 2015 Tax Year
 - 1 new application received for \$ \$14,195 of work in qualifying expenditures, pending approval.
 - Current pending applications -- 29 with estimated \$739,384 pending property improvements which translate to appx. \$73,938 in anticipated tax credits for the 2015 tax year.

Hazard Mitigation Planning for Historic District – Staff: Lisa Craig and Karen Brown

- Core team (P&Z, DNEP, DPW, MIT, EPARM, MEMA, WORA, MAP, FEMA, DNR) meeting held, included ULI for proposed technical assistance panel
- Survey team met to start assessment of prototypical properties in City Dock area. (MHT/National Trust/Preservation Maryland Grant Funded program)

HPC Education/Outreach – Staff: Lisa Craig

- Served on Baltimore Sun Historic Homes Jury
- Elected to National Alliance of Preservation Commissions Board
- Work with Eastport Conservation District Steering Committee to develop Conservation Landmarks Program

HPC Enforcement – Staff: Lisa Craig, Shari Pippen

- Working with DNEP and Office of Law to address poorly maintained properties in the Historic District. Staff is currently tracking 27 reported violations in the Historic District. These include:
 - 2 Maryland Ave. - Citation issued by HPC for unpermitted vinyl window replacement. Citations were issued for "Replacement of wood windows with vinyl windows without obtaining a Historic Preservation Commission Certificate of Approval" & "Removal and replacement of windows without obtaining a Historic Preservation Commission Certificate of Approval".
 - UPDATE: Court ordered property owner to abate which requires only that SPAW, LLC submit a Certificate of Approval Public Hearing application. SPAW, LLC has now filed a second appeal, this time to Circuit Court. No hearing date as yet scheduled.
 - 18 Cathedral, 91 Cathedral, 7 College, 11 College, 34 East St., 67 Franklin, 71-75 Franklin, 219 Hanover, 257 Hanover, 44-46 Maryland Ave., 48 Maryland Ave., 124 Prince George St., 17 Shaw St., 150 South St., 20 Southgate, 5 Wagner St. – All property owners reported as having vinyl windows. Notification letters sent to all requesting proof of issuance of a COA for replacement windows. 2nd Letter sent out requesting all to submit for “after-the-fact” review through either Public Hearing if they do not intend to replace with wood windows OR through Administrative Review if they do intend to replace with wood windows.
 - 5 College, 18 College, 12 Cornhill, 28 College, 55 Franklin, 214 King George St, 24 Market Space, 28 Market Space – all have been reported for violations, possibly vinyl window replacement without a COA. Staff issuing letters to request either proof of an issued COA or “after-the-fact” review though Public hearing or Administrative Review (as outlined above)
 - UPDATE: Along with City Assistant Attorney, met with 4 property owners / legal representatives to determine necessary application materials and scheduling for HPC public hearing.

HPC Regulations/Guidelines – Staff: Lisa Craig

- HPC staff working on revised draft procedures for Historic Tax Credit program.
- HPC staff working with Commission and Office of Law on Procedures for contested cases

City Property Activities - Staff: Lisa Craig

- Working with DPW on design for exhibit space for Chambers Council Chambers
- Working with DPW to finalize MHT grant agreement for funding Maynard Burgess House weatherization

Heritage Commission: Staff – Lisa Craig

- Members met with DPW to discuss future interpretation and stewardship of Maynard Burgess House. Historic Annapolis, MD Commission on African-American History and Culture to work jointly with City to advocate for State support of property.

Main Street Program: Staff – Lisa Craig / Part-time Contract Staff - Karen Theimer Brown

- Staffing to MAP Design, Promotion, Business Enhancement and Tug Committees with following activities this month
 - Annapolis Tug-O-War held with appx. 500 in attendance on Annapolis side
 - Post-Tug Trophy Turn-over Event held at Rams Head realized over 150 attendees

- Banners and programming of Pocket Park.
- Design Committee Co-Chair & MAP Staff serving on West Annapolis Sector Study committee.
- Partnering with West Annapolis Heritage Partnership to produce a "Walk Annapolis" Scavenger Hunt for West Annapolis
- Producing "Business-2-Business" e-blasts to over 550 partners
- Participating in Business Organization Leaders monthly roundtable group
- Working on Economic Incentives brochure for MainStreets / Historic District.

FINANCIAL ACTIVITY REPORT

HPD funding request as approved/expended to date for 2014 includes:

- \$15,000 for HPD Consulting Services with current balance at \$5,591.32
- \$5,000 for the Heritage Commission with current balance at 2,653.56
- \$25,000 for Arts & Entertainment District (pending invoice from Arts Council)
- \$12,500 for MainStreets Annapolis Partnership (MAP) (pending receipt of invoice from MAP)

Grant Awards include:

- \$1,000 (in-kind only match grant) from MAHDC to support continuing education programs for members of the Annapolis Historic Preservation Commission.
- \$2,158 (in-kind only match grant) from MAHDC to fund scholarships for members of the Annapolis Historic Preservation Commission and staff for the 2014 NACP Conference.
- \$1,733.48 (non-match funding) – From Maryland Association of Historic District for Rehab Right: Maintaining and Restoring Buildings in Maryland's Historic Districts: A Workshop held on September 28, 2013.
- *Grant Agreements in review & awaiting final signatures:* \$25,000.00 – From Maryland Historical Trust – For Cultural Resources Hazard Mitigation Plan. \$4,000.00 – Preservation Maryland – For Cultural Resources Hazard Mitigation Plan.

• COMMUNITY DEVELOPMENT

• CDBG

- Processed CDBG requests for payment and completed CDBG drawdowns.
- Continued participating in several meetings of the Anne Arundel County and Annapolis Coalition to End Homelessness. The group is working on finding homes for the chronically homeless that are the most vulnerable.
- Made updates to the CDBG Environment Processes Manual.

• Community Legacy

- Processed requests for payment for Stanton Center and revised POs.
- Closed out with DHCD two Community Legacy projects (Town Pines Court and the Public Safety Project).

• Emergency Solutions Grant

- Submitted Final Report for Homeless Prevention funds

• HOME

- DHCD completed an onsite monitoring of the City's \$250,000 HOME grant which paid for settlement expenses for the 11 Clay Street Habitat homeowners

• Stanton Center

- Approved invoices for work on the windows, masonry, and roof. Public Works staff is overseeing the construction. Expect contractors to complete the work by February.

• Community Grants

- Staff processed requests for payment for the first quarter. Helped University of Maryland with revision of its grant agreement.

• Rental Allowance Program

- Provided information on RAP program to Anne Arundel County Community Action

• MPDU

- Still have one unit at Sailors Quay (2nd floor, 2 Bedrooms, 1 bath). Spoke to the developer regarding alternatives. Suggested that he meet with his Alderman as the City Code specifies requirements and any changes to the program mean a change in the city code. Staff has already submitted legislation to expand the program; however,

the changes were not accepted by the city council.

- Made a site visit to the Boucher Landing MPDUs. Two are under construction and have 2 bedrooms and 1 bath and a one-car garage.
- **HACA**
- Attended meeting on the redevelopment of Newtowne 20 regarding zoning issues. Provided technical assistance on the CDBG program and application and found funding source for weatherization for Robinwood.

December/January

Comprehensive Planning

- 12/4: West Annapolis Sector Study Public Workshop
- 12/6: Planners meetings at MML
- 1/16 and 1/23: Capital Projects Work Group meeting
- 12/20 Meet with SHA re: Work program for Admiral West Street intersection analysis
- Work with ADT/Howard County on MOU for participating in Regional Transit Agency
- New AA County Library site selection input

Community Development

- Update Community Development Division web page and Community Grants page.
- Update all HUD required plans Fair Housing Displacement, Relocation, and Citizen Participation Plans.
- Continue work on the Stanton Community Center improvement project.
- Update Housing Rehabilitation Guide Book.

Current Planning

- Enclave at Spa planned development Planning Commission hearing January 16
- Board of Appeals, December 3, 2013:
 - Public Hearings and Deliberations:
 1. Variance (VAR2013-012) by Maria T. Candamil to reduce the rear yard setback to construct a sunroom over an existing open deck, located at 63 Windwhisper Ln.,
 2. Variance (VAR2013-014) by Hartcorn, LLC to reduce the front and side yard setbacks to construct a one-story storage/warehouse addition, located at 98 Edgewood Ave.,
 3. Variance (VAR2013-015) by Sandy & Bill Brock to the front yard setback in order to reestablish a front porch, located at 31 Eastern Ave.



Manager's Monthly Report
November 2013

Public Works Performance Measures

1. Condition index for streets
 - Total length of City streets – approximately 90 miles of roadway that are City maintained.
 - Weighted average “Remaining Surface Life” of City streets – 8.1 years
 - Paving work completed on Hunting Wood Road, Hampton Court, Cambridge Court, Heathfield Lane and Carriage Run Ct. Final striping of Bay Ridge Avenue and Tyler Avenue and Randall Street completed. Paving work started on Thom Drive and Janwal Street.
 - City road and sidewalk condition assessments have been completed.
 - Year-to-date paving (lineal feet) – 10,241 feet
2. Diversion rate of solid waste from disposal at a landfill
 - October diversion rate – 41.4%
 - Year-to-date (January-October) diversion rate – 36.6%
3. Water quality testing results
 - There were no water quality issues with the November water samples.
 - There have been no water quality issues with water samples taken in 2013.
4. Water Treatment Plant Update
 - A meeting was held on November 14 to assess the results of the biological filtration pilot study and life cycle cost analysis. Though the pilot study showed that biological filtration is a technically acceptable alternative, the modifications made during the pilot study increased both the capital and O&M costs such that, from a life cycle cost perspective, the alternative is not cost effective. It was decided to proceed with design of a conventional treatment plant.
 - Design Status – Design of the conventional treatment plant is underway, with a formal design kickoff meeting scheduled on December 5.
 - Permitting – The Preliminary Plan submittal to Anne Arundel County is complete and review comments have been received. The Grading Permit submittal preparation is underway.

Monthly News/New Projects

The Department of Public Works has reported the following progress during the month of November on Capital Improvement Projects.

Please also visit the interactive map which provides information on each capital project, each use and occupancy permit, and the neighborhood projects: [Online Map: CIP, Neighborhood Projects, Use and Occupancy Permits \(New Businesses\)](#)

1. **CIP 72002 – Pump Station Replacement/Rehabilitation**
 - The generator installation at the Belmont pump station is complete. The Spa Road central facility portable generator is on order.
 - Pump Replacements – Work on pump and valve replacement at the Smith Avenue pump station is complete, but not tested. Pumps for Hanover pump station are on order.
2. **CIP 72004 – Sewer Rehabilitation**
 - The final revised change order has been issued to AM-Liner East.

- Emergency repair work has been initiated on the 16-inch force main from the Smith Avenue pump station, and plans to line the pipe are underway. Flow is being diverted around the pump station, which is out of service due to scheduled pump replacement.
3. **CIP 72010 – Pump Station Supervisory, Control and Data Acquisition (SCADA) System Upgrade**
 - At the conclusion of the recent Siemens site visit, approximately eight sewage pump station SCADA systems have been started up and switched over to the new system. Panel installations continue in preparation for the remaining sewage facilities to be switched over to the new SCADA system.
 4. **CIP 71001 – Water Treatment Plant (WTP)**
 - WTP Design/Build (D/B) – At the November 14 meeting, it was decided to proceed with a conventional treatment plant due to an increase in life cycle cost attributable to modifications made during the pilot study.
 - WTP Financing – The City is awaiting the third invoice from the Design/Builder.
 - Permitting – AACo. Grading Permit submittal preparation is ongoing.
 - MDE Coordination – The City has informed the MDE Project Manager of its decision to move forward with a conventional water treatment plant.
 5. **CIP 71002 – Water Distribution**
 - The installation and MUNIS coordination of a sample meter for the Automated Meter Reading project in the Hunt Meadows service area was covered on November 19. The meters have been received, but new meter covers are needed prior to installation.
 - Coordination with MIT continues to set up MUNIS for the installation and start-up of the approximately 430 services.
 6. **CIP 477 – Road Reconstruction**
 - Paving work completed on Hunting Wood Road, Hampton Court, Cambridge Court, Heathfield Lane and Carriage Run Ct. Final striping of Bay Ridge Avenue, Tyler Avenue and Randall Street was completed. Thom Drive and Janwal Street resurfacing work has begun.
 7. **CIP 592 – Dam Repair at Waterworks Park**
 - Received the draft Final Feasibility Study report from URS, the City's consultant. Reviewed report and provided URS with comments. Expect report to be completed and submitted by mid-December.
 8. **CIP 2005 – City Hall Restoration and Office Relocation**
 - Masonry re-pointing ongoing. Approved change orders to rebuild deteriorated west gable wall and roof structure for gutters.
 - Carpeting 95% complete.
 - Patio demolition ongoing to investigate drainage issues, as well as basement concrete spalling.
 - Lobby tile to be delivered on December 12. Front door and Finance Dept. door are scheduled for delivery in January.
 - All remaining work to be completed by December 28.
 9. **CIP 10001 – Landfill Gas Mitigation**
 - In November, we received MDE's comments on the Nature and Extent study, which was submitted in May 2013. A formal response to these comments is due by March 2014, and may require additional investigation, sampling and analysis. Sampling work continues for semi-annual monitoring reports.
 10. **CIP 20003 – Eastport Fire Station Storage Building**
 - Building erected. Concrete floor slab will be placed in December.
 - Landscaping complete.
 - Meeting with BGE representative scheduled on December 3 to determine new incoming electrical service.
 11. **CIP 20009 – Stanton Center Windows and Roof**
 - The Stanton Center window replacement and roof contracts are underway. Exterior repairs and window replacements have been completed. Storm windows are installed. After roof repairs are complete, minor interior repairs will be completed. Roofing contract underway, with approximately 95% percent of the roof replacement complete. Work included in the original contract is expected to be complete in mid-December.

12. CIP 77002 – Stormwater Management Retrofit

- Construction has been completed at the 163 Williams Drive and 151/153 Williams Drive outfalls. The design has been completed for the outfall on Halsey Drive, with construction expected to start in mid-January.

13. Maynard Burgess House

- Working with contractor to re-scope the project in accordance with the project budget.
- Proposal received from contractor to “weatherize” the structure through removal of the exterior siding, installation of plywood sheathing, and reinstallation of the exterior siding material.

14. Wayfinding Sign Program

- Coordinated with SHA to determine their requirements for the Wayfinding program, especially for signs that will be in State right-of-way. Submitted sign package and management plan for their review.
- Merje is preparing package for submittal to Maryland Historic Trust (MHT) and Annapolis Historic Preservation Commission (HPC).

• **Solid Waste Collection**

- Monitoring contract progress by the contractor, Bates Trucking.
- Continue to have monthly meetings with the contractor to discuss issues that occurred within the monthly, and to follow-up on previous issues.
- Working on Addendum 2 to update totals and changes to program.
- Neal Street is being serviced by Anne Arundel County with the exception of 6 Neal St.
- The three residents at the end of Fairfax Road have met the requirements in City Code for out-of-area refuse collection.
- Letters have been mailed to Carrs Rd and Turner Rd to bring them into compliance with City Code for out-of-area collection.
- Sent out the 4th Quarter Holiday and Code Change public education post card to all residents.

• **Traffic:**

- Admiral Dr. and Poplar Ave. – Severe back-ups were reported at this intersection. State Highway Administration (SHA) was contacted since the back-ups start at the intersection of West St. and Admiral Dr., a state-controlled signalized intersection. SHA conducted a field review. They confirmed that the timing is optimized and operating at an acceptable level for all times except Friday peaks. Queues were observed at Russell that impacted West St. all the way back to Admiral Dr. Additional green time was added to the mainline (West St.) at Russell to flush more cars through, but it is only a single lane road.
- West Annapolis Sector Study – Continuing to work with Planning & Zoning Department and their consultants, Environmental Resources Management and Sabra Wang Associates (SWA), to study issues impacting West Annapolis traffic. SWA presented the results of their traffic study and a draft Final Report was prepared. A second public workshop is scheduled for December.
- Safe Routes to School - Requested grant extension since the two target schools are under construction or renovation design which have significantly changed the school layouts and impacted the proposed SRTS infrastructure projects. Implemented new arrival and dismissal plan as there have been many complaints regarding traffic safety during these periods. No complaints have since been received.

• **Citizen Traffic Requests:**

- Fairwinds Condos – Received a request from the property manager to install “No Parking” signs and paint red curbs at a couple of intersections where vehicles were parking in the intersection and blocking sight lines for motorists exiting on the side street. The signs were installed and curbs painted.
- Tyler Heights Elementary School – Received a request from the AACPS Transportation Specialist to install “No Parking” signs and paint red curbs at the two entrances to the school as parents are parking their vehicles such that they encroach on the entrances, creating a dangerous situation. The signs were installed and curbs painted.
- Bladen and Calvert traffic signal – Received a request from Department of General Services to remove overhead wires and install pedestal signals to enhance the view of the State Building as motorists approach on Rowe Blvd. Met with SHA to discuss the request. Right-of-way is being evaluated and data on the existing condition is being collected. SHA will handle the re-design if the request moves forward.

- Commercial Recycling:
 - Commercial Recycling has a total of 63 customers. Continue to renew contracts.
- E cycling:
 - No collection in November.
- IWORQs:
 - An updated road and sidewalk condition assessment has been completed; reviewing data from the IWORQs.
 - Continue to follow-up with IWORQs regarding the sewer pipe asset database.
 - Continue to respond to citizen requests and forward requests to departments when needed.
 - Worked with Water Plant on setting up equipment inventory.
- Hydrant Connection Permits:
 - Issued five fire flow permits.
- Sidewalk CIP Project:
 - Completed sidewalk repairs on Charles Street from Anne Street to Cathedral Street.
 - Developing a multi-year plan for sidewalk repair and replacement locations.
- Street Lights:
 - Developing street light standard conditions to be issued with permits.
 - Worked on street light project list to track new street light installations.
- Street Banners:
 - Completed the development of standard procedures for permitting and installing pole banners.
 - Developed a database to track the permitting and installation process.
 - Working on SOP for approval and installation of new banner locations.
- Utilities:
 - 3,995 Water Meters were read from Cycles 5,6, & 7
 - 305 Water meter turn-off's
 - 18 Water meters were replaced
 - 6 "New" water meters installed
 - 4 After hours turn-ons
 - 14 water bill protests
 - 2 Fire hydrants flushed
 - 23 Fire hydrants painted
 - 7 Special Readings
 - 204 blue door hangers left
 - 6 Water valves exercised
 - 4 Emergency water turn off
 - 3 Domestic pressure tests
 - 2 Water services renewed
 - 3 Water Service upgrades
 - 1 Water Service repaired
 - 3 Water mains repaired
 - 563 Utility locates
 - 32 Emergency Utility locates
 - 3 After hours utility locates
 - 39 Loads of dirt to landfill
 - Received 14 sewer related calls
 - Received 15 sewer calls after hours
 - 1 sewer overflow
 - 6 sewer main stoppages
 - Cleaned 10 sewer laterals for preventive maintenance
 - Cleaned 11,350 ft of sewer mains for preventive maintenance
 - Cleaned 3,325 ft of sewer mains for "other" reasons
 - Cleaned 15,300 ft of yearly sewer mains
 - 3 sewer laterals renewed
 - TV'ed 9 sewer laterals
 - Located 7 property clean outs
 - Left 15 "green" door hangers
 - Cleaned 8 wetwells
 - Cleaned 25 stormwater inlets
 - Cleaned 480 ft of stormwater inlets
 - Cut the grass at sewer lift stations and storm drain outfalls
 - Repairing outfall on Williams Drive
 - Pumps were set up on the new system at the Whitton Court and Bristol Drive SLS. Both Vaccons were used for pump arounds.
 - Used both Vaccons for the bypass to set up the new controls at the Parole SLS
 - New controls set up at the Harness Creek SLS
 - Temporary flow meter was set up at Prince George Street and Navy Gate 1
 - All inlet tops were cleaned
 - Snow equipment was put on, tested, and removed
 - Inspection of utilities at Up Towne Murray Hill

- Water Plant:
 - Anthracite filter media was added to all six filters. Added approximately 650 cubic feet of media.
 - Repairs to #6 well are in progress. Repairs include swabbing the well screen, replacing the cast iron couplings with stainless steel, rewinding the 75 Hp motor and reworking the 5-stage bronze bowl assembly.
 - The control board for #3 and #4 low lift pump failed. The board is being rebuilt, and a loaner board has been installed. We expect to have the repaired board by the end of December.

- Refuse, Yard Waste, and Recycling Collection:

2013 MONTHLY REFUSE REPORT	
TASKS	TONS OF REFUSE COLLECTED
January	721.97
February	597.55
March	632.17
April	735.93
May	790.40
June	688.61
July	719.38
August	700.85
September	630.01
October	645.50
November	586.08
TOTAL	7448.45

2013 MONTHLY YARD WASTE REPORT	
TASKS	TONS OF YARD WASTE COLLECTED
January	89.51
February	21.85
March	63.66
April	172.0
May	214.01
June	126.69
July	160.04
August	107.83
September	80.05
October	133.2
November	145.0
TOTAL	1314.29

2013 MONTHLY RECYCLING REPORT		
TASKS	TONS OF RECYCLING COLLECTED	REBATE
January	283.01	\$3,492.35
February	229.79	\$2,835.66
March	245.51	\$4,016.54

April	283.49	\$5,128.33
May	292.93	\$4,232.88
June	272.33	\$3,728.21
July	281.72	\$4,127.17
August	268.61	\$2,930.54
September	247.11	\$2,473.57
October	308.91	\$3,048.95
November	268.25	\$2,403.54
TOTAL	2981.66	\$38,417.74

- Streets Division Monthly Report:

Streets Cleaned	Sweeper Daily: Downtown Historical
	Sweeper: Wards 1 through 8
	Total Sweeper Miles: 931
Mason Crew	Total Feet of Curbs Repaired : 94
	Concrete Sidewalks Repaired: 87 sq. feet
	Brick Sidewalks Repaired: 22 bricks reset
Asphalt	Pot Holes: 84
	Pavement Replaced: 4991 sq. feet
	Asphalt Applied: 118.13 tons
Special Projects	
Yard Waste Recycling hauled to Millersville Landfill – 9.86 tons	
Checked all 26 pieces of snow removal equipment	
Training on backhoe, large dump truck, and skid loader operations; plow and salt spreader installation; snow removal routes; and customer service.	

- Traffic Control & Maintenance:

Traffic Signals:

- Replace lamps/lenses – 1
- Preventive maintenance – 6
- Repairs – 3

Signs:

- Fabricated or modified – 17
- Installed or repaired sign – 42
- Installed or repaired pole – 23
- Removed sign – 3
- Removed pole – 1
- Trimmed trees – 26
- Removed Graffiti – 11

Markings:

- Painted curbs – 2,235 feet of red.
- Thermo markings – 80 feet of white parking L's and 1 Stop and 144 feet 12 inch white crosswalk lines.
- Removed – 120 feet of 12 inch crosswalk lines.
- Paint Striping – 110 feet of 4 inch blue and 570 feet of white parking lot lines.

Banners/Flags

- Installed 20 Opera banners.
- Fixed 4 banners.
- Installed and removed 40 Navy flags.

- Installed and remove 20 US flags.
- Replaced the State and City flag on Stanton Center flag pole.

FLEET MAINTENANCE CENTER													
TASKS / MATERIALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Batteries Recycled	3	4	1	5	3	1	3	5	6	5	4		40
Body Repair /Decals /Steps	0	1	3	4	6	0	3	0	0	2	4		23
Brakes	3	3	7	7	5	2	6	5	3	3	4		48
Sweeper Repairs /Brooms	12	5	13	18	12	9	10	7	11	7	10		114
Cooling /Air Condition	3	2	1	6	9	10	16	4	1	0	1		53
Electrical	17	9	11	7	6	8	11	15	14	12	13		123
Engine	4	4	3	2	1	2	5	8	3	2	4		38
Exhaust	0	0	0	2	3	0	3	1	1	2	4		16
Gallons of Anti-Freeze Recycled	8	4	3	5	0	2	7	0	0	3	0		32
Gallons of Oil Recycled	25.75	42.75	44.25	46	14.75	32.75	20.75	15	29.25	49.5	30.25		351
Hydraulic	7	5	4	6	1	6	2	1	0	2	0		34
Miscellaneous /Special Request	78	67	66	55	58	57	63	54	51	52	89		690
Power Train	0	0	0	0	1	0	1	1	0	0	0		3
Preventive Maintenance	13	16	18	19	10	14	11	7	13	22	9		152
Small Equipment	11	13	16	17	27	12	19	39	10	19	7		190
Suspension /Steering	1	1	2	2	1	0	2	2	2	1	0		14
Tires	20	24	17	24	14	4	25	20	10	19	8		185
Road Calls	19	7	2	8	7	8	10	13	6	13	5		98

FACILITIES WORK ORDERS													
TASKS / MATERIALS - WORK ORDERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
HVAC	12	8	10	12	18	20	20	9	11	22	16		158
Electrical	8	0	2	1	3	4	7	6	1	9	9		50
Elevators	1	1	4	0	3	2	1	4	2	2	2		22
Lights	12	6	5	7	7	5	5	10	10	14	9		90
Carpet	0	1	1	0	0	0	2	0	1	1	0		6
Tile	0	0	1	0	0	0	1	0	1	2	2		7
Doors /Locks	14	4	2	9	8	4	6	7	5	9	6		74
Roofs /Gutters	1	0	4	1	3	1	8	0	0	2	0		20
Sprinklers /Standpipes /Extinguishers /Fire Alarms	0	1	3	1	2	2	3	1	3	7	0		23
Plumbing	3	5	5	14	7	2	11	13	4	6	11		81
General Carpentry	9	5	7	15	6	8	9	13	7	10	8		97
Furniture Installation or Removal	1	0	0	0	0	1	2	1	5	2	2		14

CO Alarms /Odors	2	1	0	0	1	0	0	0	2	0	0	6
Pest Control	0	1	1	2	3	4	0	0	3	0	1	15
Painting	0	0	1	0	0	0	3	1	2	1	1	9
Generator	0	0	0	0	2	0	1	0	1	0	1	5
Total Tasks from Work Orders	63	33	46	62	63	53	79	65	58	87	68	677

TASKS /MATERIALS - WORKS ORDERS REQUEST	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
City Hall – 160 Duke of Gloucester Street	7	3	4	12	5	2	12	8	5	12	14		84
MIT /Purchasing – 161 Duke of Gloucester Street	4	1	0	1	2	1	2	3	3	3	0		20
Law Offices /City Clerks Offices – 93 Main Street	1	0	0	0	1	2	7	0	0	0	0		11
Police – 199 Taylor Avenue	4	6	11	13	15	7	13	5	12	12	9		107
Fire – 1790 Forest Drive	3	3	0	6	3	5	7	3	8	9	5		52
Fire – 620 Taylor Avenue	3	1	2	1	1	3	4	5	1	3	1		25
Fire – 914 Bay Ridge Avenue	2	3	1	1	1	0	1	7	1	6	4		27
Old Recreation Center – 9 St. Mary's Street	1	0	0	1	0	0	0	1	1	0	2		6
New Recreation Center – 273 Hilltop Lane	2	0	4	0	5	3	0	0	1	3	1		19
Stanton Center – 92 W. Washington Street	3	3	3	7	5	8	8	7	3	6	7		60
Parks - Other	0	0	0	0	0	1	1	0	0	0	0		2
PW Services – 935 Spa Road	2	0	1	2	2	1	3	2	0	0	2		15
PW FMC – 932 Spa Road	4	0	1	1	0	0	2	0	0	2	2		12
Water Plant – 260 Defense Highway	1	2	0	0	0	0	0	0	2	0	2		7
Market House – 25 Market Space	3	1	1	2	4	5	6	8	11	8	7		56
City Offices – 145 Gorman Street	6	5	8	7	9	10	7	7	7	11	1		78
Harbormaster – Offices /Storage	1	1	2	1	5	2	0	1	1	1	1		16
Harbormaster – Restrooms	0	1	2	3	0	0	1	2	1	3	2		15
Harbormaster – Visitor Center	0	0	0	1	0	0	0	0	0	0	0		1
Hillman Garage – 150 Gorman Street	0	0	0	0	0	0	0	1	0	1	1		3
Knighton Garage – 1A Colonial Avenue	0	1	1	0	0	0	0	1	0	0	2		5
Gott's Garage – 25 Northwest Street	2	1	1	0	2	2	1	1	0	4	2		16
Transportation – 308 Chinquapin Round Road	0	0	2	3	3	1	4	3	1	3	3		23
Total Work Order Request	49	32	44	62	63	53	79	65	58	87	68		660



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 2013

FIRE DEPARTMENT

Monthly News/New Projects

- There were no departmental vehicle accident(s) reported in November 2013.
- The Department responded to 739 calls for service in November 2013.
- Completed 66 new fire safety building inspections and 86 re-inspections (includes inspections conducted by station personnel)
- Completed 10 public education event(s)
- Training hours completed – 1050
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 1 suspicious packages and 8 Explosive K-9 requests in November and completed 15 fire safety inspections.
- Attend a review of our Business Plan with Virginia Burke and Deputy Chief Simmons. Based on recommendations, the plan was edited and returned to Virginia Burke.
- The Department has prepared all vehicles and stations for winter weather. All snow plows and snow chains have been inspected and repaired as needed. Station gutters have been cleaned and sand/salt has been added to each vehicle.
- Received one citizen complaint regarding a fire marshal vehicle parked in front of a fire hydrant. Issue was addressed with the driver.
- Over 100 flu shots issued to Public Safety Employees.
- The Department required all battalion chiefs to attend a 40 hour Maryland Fire & Rescue Institute Safety Officer training program.
- The Eastport Fire Station was featured as Home of the Week as part of the Annual Santa Run.
- The EMS billing contract issues seem to be almost resolved- the contract with the old vendor was cancelled and a new billing company (Intermedix) is under contract. The Medicaid Certification issue has been resolved.
- The Department is conducting annual OSHA compliance training (Hazmat, lock-out/tag-out, SCBA.)
- Chief Stokes provided an overview and other documents of AFD to Mayor Elect Pantelides team.
- The Spa Creek Conservancy has submitted a letter of intent to the Department of Natural Resources to apply for a grant to install rainwater harvesting and reuse systems in City Fire Stations.
- A concern has been raised by the Law Office regarding the insurance the City provides to apparatus owned by the Eastport Volunteer Fire Department. The question is can the City legally insure the apparatus through the self insurance fund. The matter is still under review.
- The Department is conducting annual turn-out gear (firefighting gear) inspections as recommended by NFPA.
- All businesses in the historic district have had an initial fire safety inspection - several had violations that required a re-inspection. To date there are 22 follow-up inspections pending.
- The Department promoted the change your clock; change your battery smoke detector campaign.
- The Construction of the Eastport Storage building has finally underway has caused some concerns with residents. Met with Alderman Arnett, Virginia Burke, David Jarrell, etc. and developed plan to install additional planting to soften the impact of the building.
- The diesel generator on the fire boat needs replacing – estimate cost of repairs is \$11-13,000. We were able to obtain permission to use our DNR 50/50 matching grant to offset the cost. The generator is out on bid, bids are due back 12-19-13.

- The new phone system installation is still not complete – This has been going on since July 2013.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$37,500)
- For the month of November 2013 the Department used 598.75 hours of overtime at a cost of \$29,762.45 this represents a usage of 6.61% of our total annual budget available for overtime. Our YTD overtime expenditures are \$178,610.60 or 39.69% of our annual OT budget.
- The Department is working with the National Fallen Firefighters Association to secure a donation of \$10,000 in smoke detectors and CO monitors from BGE.
- Submitted annual MIEMSS grant for paramedic training reimbursement

Major Planned Actions

- Review the City's Adequate Facilities section of the City Code.
- Conduct "bail-out" training at the County's Training Academy. Bail out training is the rapid exiting of a structure fire through a window during flashover or other dangerous event.
- December is our Department's annual Santa Run where firefighters collect toys for needy children.
- Spanish speaking CPR/First Aid class scheduled for January.
- Prepare for Mayor Pantelides transition team.
- Continue work on FY15 budget

EMERGENCY PREPARANESS AND RISK MANAGEMENT

RISK MANAGEMENT

Incidents and Events

November 25, 2013-Severe Weather

Planning

- EPARM monitored severe weather with the potential to impact Annapolis on November 25. Staff disseminated an Emergency Management Alert for this event.
- EPARM continued planning a draft Disaster Recovery Plan for Annapolis. EPARM staff scheduled the second meeting for the "Disaster Housing Working Group" to take place on Tuesday, December 3, 2013. James Ginther from the Small Business Administration will be giving a presentation to the group on disaster loans for individuals and businesses. EPARM staff also met with Anne Arundel County OEM on Tuesday, November 26, 2013 to comment on the Shelter Plan. EPARM staff continues to collaborate with Anne Arundel County OEM on a Volunteer & Donations Management plan.
- EPARM and the Annapolis Police Department met with the Governor's Director of Homeland Security and the Maryland FiRST Project Manager on Monday, November 4, 2013. The City of Annapolis is exploring the possible transition from our current 800 MHz system to the State's proposed 700 MHz system, called Maryland FiRST (Maryland First Responders Interoperable Radio System Team). The State wants to cover the entire state under this program by 2016. Our office has a copy of the State's presentation, as well as the Memorandum of Understanding (MOU) with Kent County, who is the first County in the State to participate with Maryland FiRST.
- EPARM staff attended the 100K Homes/Anne Arundel County & Annapolis Coalition to End Homelessness Registry Week Findings meeting at the Pip Moyer Recreation Center on Friday, November 22, 2013.
- EPARM staff worked with City personnel from Fire, Police, Public Works, MIT, and DNEP to complete Annapolis worksheets for the Baltimore UASI Threat and Hazard Identification and Risk Assessment Capabilities Estimation (THIRA).
- EPARM staff prepared a presentation for Mayor Mike Pantelides on emergency operations and attended the briefing on November 30.
- EPARM staff coordinated with City Departments to review their responsibilities in the event of winter season Emergency Operations Center activations.
- EPARM staff developed training for the Annapolis Call Center that addresses emergency calls, shelter information, and crisis communications. The goal is to enhance the knowledge and ability of staff members in the Annapolis Call Center who take calls from the public during an emergency.
- EPARM staff drafted an opt out form for the CodeRED community notification system and forwarded it to the Office of Law for final approval.
- EPARM staff followed up with FEMA on the approval status of the Environmental and Historical Preservation

Review of the City Hall backup generator project.

Training/Exercise

- EPARM held the monthly Emergency Management Readiness Team training which included a CPR/AED class held at the Taylor Avenue Fire Station.
- EPARM completed the After Action Report for the 4th Annual Citywide Preparedness Exercise.
- EPARM staff participated in and supported the facilitation of the AFD Lieutenants Development Training from November 12-14.
- EPARM attended the first Baltimore UASI Exercise and Training working group in Harford County.
- EPARM staff attended Customer Service Training hosted by Annapolis HR Department.
- EPARM staff attended training on the Emergency Management Assistance Compact at the Emergency Management Institute from November 4-8.

Outreach

- EPARM staff, in conjunction with other public safety departments, gave a presentation to Mayor-elect Michael Pantelides, his staff, and a few member of the local media.
- EPARM staff gave a presentation to Anne Arundel County Community College students who are in the Homeland Security and Emergency Management focus. This was held in the EOC.
- EPARM staff appeared on the WNAV's 1430 Connection radio program along with Ald. Finlayson to discuss the CodeRED community notification system and the transition to the winter season.
- EPARM staff attended the pre-planning meeting for the Senior Safety Expo which will be held in conjunction with multiple agencies in the spring at Anne Arundel Community College.
- EPARM staff gave a tour of the Emergency Operations Center (EOC) to the Annapolis Boys and Girls Club.
- EPARM made adjustments to the City website to include the Risk Management aspect of the office. The 'Preparedness Focus' has also been changed for the Winter Weather.
- EPARM has increased their Twitter followers to 168.

Grants Management

EPARM continues to encumber funds in the FY 2011/FY 2012 Urban Area Security Initiative (UASI).

Total Grant Expenditures: \$106,758.87

- ❖ Urban Area Security Initiative FY 11 Total Expenditures: **\$54,937.87**
 - UASI FY 11 (LETPA Equipment & Training): \$19,505.92
 - UASI FY 11 (CCTV): \$6,894.00
 - UASI FY 11 (Tech Training): \$2,898.00
 - UASI FY 11 (HAZMAT): \$25,639.95

- ❖ Urban Area Security Initiative FY 12 Total Expenditures: **\$51,821.00**
 - UASI FY 12 (LETPA Equipment & Training): \$25,749.00
 - UASI FY 12 (CCTV): \$26,072.00

A Grant Adjustment Notice for Urban Area Security Initiative funds for fiscal year (2013) was sent. The total of grant funding for UASI FY 13 is \$534,375.00.

A Grant Adjustment Notice for Emergency Management Performance Grant (EMPG) funds for fiscal year (2013) was released for approval. The total of grant funding for EMPG FY 13 is \$69,623.00.

RISK MANAGEMENT

Proactive

- One of the responsibilities of Risk Management (RM) is to provide best practice recommendations and options such as insurance, self insurance or a combination of both, to protect the City's exposures to loss.
- Coverage for underlying General Liability, Law Enforcement Liability, Public Officials, Auto Physical Damage coverages are being reviewed for limits of retention. The review has been completed. A report was submitted to the Finance Department for consideration. Additionally, the cost and process of property, auto and liability claims are being reviewed. A best practice model is being developed.
- As part of the information provided to the Finance Department, RM offered suggestions for additional coverage options – include coverage for high value vehicles/ equipment and boats onto the LGIT policy. An endorsement to the LGIT policy has been requested for eligible vehicles/equipment and boats. Hull coverage for one high value boat will have to be insured on a separate policy. Endorsements and quote for Hull coverage are still pending. Quote for Excess Liability for Workers Compensation program has been received. As expected, the premium has increased from \$73,000 to \$85,000. This is due to the market and the lack of risk controls required by the Carrier.
- Received and reviewed update loss information from SISCO. As expected, the City's experience is trending badly. The '12-'13 year is currently at \$999,000 for the first 6 months of the year. This figure is on track to reach the \$2,000,000 by years end.
- Application for the renewal of our Self Insured Fleet with the Maryland Motor Vehicle Administration has been received. The renewal application was sent to SISCO for information required on the application. The information has been received and the required City documentation is in being gathered.
- Currently Risk Management is checking MVRs for new employees and monitoring changes in records for existing employees. Departments are notified if a change occurs that would impact their driving privileges. Changes should be made to the proposed Safety Manual to include the outline of Driver Selection and criteria for acceptable MVRs that is in the 2003 version of the Manual.

Training

- Driver's Safety training is being scheduled for Wednesday, December 5th at 7:00 am for the Recreation and Parks Maintenance Division.
- Chief Stokes has identified an excellent Winter Driving Safety video that Risk Management would like to have all employees view.
- Remedial Driver's Safety self study training materials will be offered to departments to provide remedial training for any driver who has received the initial safety training.
- The Police department has utilized this session to update their employees, as needed.
- Sessions on the new Hazard Communication standard will be offered to any department identified as non-compliant.
- Public Works/Service Division will receive training on the importance of Personal Protective Equipment.
- Risk Management will be working with Departments to determine their training needs and develop strategies to address those needs.
- The Transportation Department has developed a No Preventable Collisions campaign. As part of this campaign, signs marking the number of days with no preventable accidents will be posted in the break room. If there have been no preventable accidents in a month's month period drivers and staff will be treated to lunch. On a quarterly basis, drivers who have not had a preventable collision will be eligible for a drawing for a gift.
- Twice a month drivers will be given a brief training session on a driver safety topic. This time may also be used to provide updates on changes in MVA regulations.
- Although these changes have been suggested, the construct at the facility will make training difficult. This program will be revisited after the construction is completed.

General Safety

- A Risk Control Plan is being implemented for the Parks Administration division to include developing a system for maintaining Safety Data Sheets, accountability for using appropriate PPE and following safety guidelines, regular safety tool box talks and monitoring first aids supplies to insure each vehicle has what it needs in the event of an emergency. This is on-going. To date, new SDS binders have been purchased and the process of updating the current SDS is in process.
- Safety inspections of all City locations have been completed. Results of the inspections have been forwarded to Department Directors for action.

Policies and Procedures

- Changes to the current workers compensation policy and procedures have been finalized.

Reactive

- Workers Compensation claims are monitored to ensure that employees are returned to work (either full or modified duty) when released by their physician.
- Workers Compensation claims that are currently in the hearing process are being monitored to resolution. RM provides information on the current status of open claims to Departments, as requested.
- RM provides assistance to the Human Resource Department, as requested. This assistance includes updates on workers compensation claims, suggestions for doctors to use for Independent Medical Exams and claim process, for example.
- A status review is an excellent way to identify exposures and to correct the root causes.
- A status review of all open claims for the Fire Department is being conducted on a quarterly basis. A review of the Police Department is in the process of being scheduled.
- Follow-up on the safety issues noted in the inspection reports is being conducted to insure that issues have been corrected.



City of Annapolis
 Director's Office
**Recreation and Parks Department
 & Harbormaster Office**



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Manager's Monthly Report

December 9, 2013

Reporting Period November, 2013

The Annapolis Recreation and Parks Department is pleased to share with you a summary and accounting of programs, topics of interest, as well as the harbormaster's activities for the month of November 2013.

Recreation, Administration, Stanton and "Pip" Moyer

- We just received word that Annapolis has not only been recognized as one of the top eighteen communities participating the *Let's Move* Cities, Towns and Counties (LMCTC), But is now ranked #3 overall among the 394 cities, towns and counties that are participating in LMCTC! Kudos to Jennifer Jennings for her hard work propelling us to the very top.
- The final Teen Mindful Health Workshop was held, this was our initial program to address nutrition and exercise for teen girls in cooperation with Whole Foods Groceries and Annapolis Pediatrics;
- The Recreation Advisory Board held a public meeting to ask residents to comment on what they want for Recreation and Parks in the future. The meeting attracted many residents who gave their thoughts. The R&P Advisory Board will be compiling those comments for a presentation later;
- The final Friday Night Splash was managed by the Stanton Center Recreation staff, who also initiated the First Annual Winning In Sports and Education Basketball Skills Challenge (WISE); and the After School Homework Club has more students than ever, averaging about 30-35 per week.
- The window and screens project at Stanton was completed with a final walkthrough;
- Staff met with Consuella Caudill to discuss Culinary Job Training at the Stanton Kitchen

Comparative Revenues:

	PMRC Membership	PMRC Rental	PMRC Programs	Latchkey	Total Revenue
November 2013	\$ 68,039	\$ 22,252	\$ 32,446	\$ 35,119	\$ 171,260
November 2012	\$ 60,240	\$ 14,175	\$ 36,470	\$ 32,287	\$ 158,819
November 2011	\$ 58,289	\$ 14,109	\$ 40,152	\$ 30,193	\$ 154,828
FYTD 2013	\$274,381	\$ 80,805	\$ 81,697	\$ 117,901	\$ 715,472
FYTD 2012	\$229,568	\$ 61,672	\$ 76,838	\$ 103,824	\$ 608,836
FYTD 2011	\$234,634	\$ 49,093	\$ 91,066	\$ 112,506	\$ 630,049

Park and Recreation C.I.P and Grant Status Report

1. **Waterworks Park Trail restoration** -
Status: Grant money to be used to purchase trail maintenance equipment.
2. **Kingsport Farm Park Design** -
Status: Concept Design completed, grant application submitted
3. **Truxtun Park Pool** -
4. **Truxtun Park Natural Surface Trails** -
Status: Trail mapping complete, evaluation ongoing.
5. **Truxtun Park Athletic Fields** -
Status: DPW to select engineering firm to do grading plan for permits.
6. **Davis Street End Park Surface** -
Status: working with DPW to obtain permits for project.
7. **3rd and Chester Playground** -
Status:
8. **Skate Park Planning** -

Status: Met with interested skaters who are trying to form citizen committee to help with design.

9. **Harbormaster Building -**

Status: Roof and Upstairs showers are in dire need of repair, now that CDMP is complete, we want to move these two things forward quickly.

Park/Horticulture/Environmental

- Performed horticultural evaluation of shrubs at Amos Garrett Park;
- Delivered and spread mulch and wood chips at picnic area at EOMNP;
- Worked out kinks that were troubling the new light control systems were installed at Collison, Truxtun and Bates fields. ;
- Met with Friends of Whitmore Park about maintenance issues;
- Received a presentation from vendor about a Ropes Course at Truxtun Park
- Met with City Police and residents concerning safety concerns at Truxtun Park trail;
- Newman Street Park – working with HPC on getting approval for gate at entrance to playground;
- Working with MIT on a new Park Map application for computer and smart phone;

Harbormaster's Office

November marks a major transition in Harbor activities each year. The water gets colder, boating activity slows down, our summer help return to school; and our winter waterways patrols and pumpout boat operators are cocooned in their anti-exposure “Gumby” suits. As usual we implemented our “Spend the Winter On City Dock” program on November 1st with 24 boats thus far, and room for about six more. New this year, for the first year ever, we have introduced a winter pumpout boat program, made possible by the quick re-winterization design of our Hybrid diesel-electric-solar converted pumpout boat and finally having our boat operations base at Truxtun park completed and fully operational. The pumpout boat *DAHLGREN* runs every Saturday. The office maintains a call-back list throughout the week. This program has become instantly popular with the boating public. We went from servicing under a dozen boats the first weekend of the program to over two dozen by the third weekend.

In response to hundreds of suggestions over the years; Our long-awaited NEW and IMPROVED Harbormaster Web-Page went active on 19 November. Our goal was to try to provide for the digital-media public almost all the answers before they even thought up the question... the practical answers to what do all those rules and policies in Title 15 mean and when and where can we get a pumpout? In general, the public response has been pretty good, and we are fixing and improving it day-by-day as we receive comments from the boating public.

HARBORMASTER DIVISION Performance Statistics for the Month of November, 2013

Accidents / Injuries involving City Employees:	None
Accidents involving City Boats, City Vehicles, or Other City Property:	None
Incidents Reported / Handled by Harbormaster's Office during the Month	None
Oil Pollution Incidents Reported to US Coast Guard National Spill Response Center	1
Warnings Issued:	2
Warnings Cured:	7
Warnings Remaining Open at the End of the Month:	None
Open Warning Pending Appeal Hearing before Board of Port Wardens	None
Collection Notices Issued:	2
Collection Notices Paid:	2
Collection Notices Remaining Open at then End of the Month	None
Civil Citations Issued:	None
Civil Citations Reported to State Court:	None
Civil Citations Remaining Open at the End of the Month	None
Boats Impounded during Month:	1
Boats Reclaimed by Owners during the Month	None
Boats Sent to Destructive Disposal during the Month:	None
Boats remaining in Impound at the End of the Month:	2
Dinghies Impounded during Month:	1
Dinghies Reclaimed by Owners during the Month	None
Dinghies Sent to Destructive Disposal during the Month:	None
Dinghies remaining in Impound at the End of the Month:	10
Overtime Expended This Month:	None
Overtime Expended Year To Date:	None

REVENUES

Fiscal Year FY14 to Date (01 July, 2013 to 30 Nov., 2013 (Non-Boat Show)	\$349,453
Same Period Previous Fiscal Year (FY13 - Non-Boat Show)	<u>\$324,371</u>
Increase / (decrease):	\$ 25,082
Percent Increase:	7.73%
Twelve Months Running Revenues Dec., 2012 to Nov., 2013 (Non-Boat Show)	\$590,082
Same Period Previous Year 12 Months Running Revenues (Non-Boat Show)	<u>\$549,438</u>
Increase / (decrease):	\$ 40,644
Percent Increase:	7.40%
Monthly Revenues:	
October, 2013	\$ 37,237
October, 2012	<u>\$ 36,391</u>
Increase / (decrease):	\$ 846
Percent Increase:	2.32%
Nov., 2013	\$ 24,217
Nov., 2012	<u>\$ 21,674</u>
Increase / (decrease):	\$ 2,543
Percent Increase:	11.32%



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City Manager's Monthly Report

November 2013

Activity Report

Transit Operations

Total transit farebox revenue for November 2013 was \$37,475. Total passenger trips on all routes, including the circulator were 53,605. Total revenue miles driven were 66,845. Table 1 below shows ridership in November 2013 and 2012 for individual routes and the entire transit system.

Overall, ridership was up by 2.01% in November 2013 as compared to November 2012. The ridership data for the Green and Circulator Routes reflect the "inter-route" competition between these two routes since portion of the Green Route overlaps the Circulator Route. No fare is charged on the Circulator route but fare is required on the Green Route.

Table 1. Passenger Trips

Route	November 2013	November 2012	% Change
Red	6,618	7,841	-15.60
Yellow	2,485	2,216	12.14
Green	7,239	11,096	-34.76
Orange	1,550	1,651	-6.12
Gold	4,921	4,099	20.05
Brown	8,908	9,900	-10.02
Purple	3,137	2,336	34.29
Circulator (city side)	14,280	9,295	53.63
State Shuttle	4,227	3,850	9.79
Paratransit	240	267	-10.11
Total (system-wide)	53,605	52,551	2.01

This inter-route competition also impacted farebox revenue which was down by 22% compared to the same month in 2012 (Table 2). The ridership and farebox revenue data are an indication of a need to redesign our routes.

Table 2. Farebox Revenue

Route	November 2013	November 2012	% Change
Red	6,775	9,995	-32.22
Yellow	1,441	1,783	-19.18
Green	7,128	11,666	-38.90
Orange	2,237	2,810	-20.39
Gold	5,118	4,263	20.06
Brown	9,171	13,357	-31.34
Purple	4,115	2,800	46.96
Circulator*	0	0	0.00
State Shuttle**	1,065	968	10.02
Paratransit	424	414	2.42
Total (system-wide)	37,474	48,056	-22.02

***Fares from State Shuttle excludes fares from state employees*

**Circulator is free.*

Parking

November 2013 Total Vehicles parked in all City Garages

Vehicles parked: 38,358 compared to 43,233 in November 2012 (down by 11,26%);
Revenue: \$349,532 compared to \$331,388 in November 2012 (up by 5.48%)

November 2013 Parking Meter Data

Meter Transactions: 74,923 (55,915 cash/19,008 credit)
Meter Revenue: \$99,385 (48% cash/52% credit)

Kiosk Transactions: 5,724 (1,060 cash/4664 credit)
Kiosk Revenue: \$16,486 (11% cash/89% credit)

September 2013 On-Street Parking

Citations: 2,010 (Up 24% over September 2012)
Revenue: \$66,645 (Up 36% over September 2012)

October 2013 On-Street Parking

Citations: 1,782 (Up 1.08% over October 2012)

Revenue: \$57,520 (Down 17% over October 2012)

November Park Place Hospitality Count

Transactions (coupons sold): 2,275

Validation Coupons Redeemed (coupons used): 1,889

Total Parking Amount Validated (cost without the coupon): \$15,022.00



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Manager's Monthly Report November, 2013

On target/completed

Delayed/warning

Needs to be addressed

Informational

Monthly News/New Projects

- **MUNIS Phase I software Financial Management Information System (FMIS – Phase I)** project: Fixed Asset (FA) data conversion is still underway.
- Planned Phase I activities for December include: Fixed Asset GO LIVE, Department budget entry refresher training.
- **MUNIS Phase II human resources and payroll software application system (HRIS- Phase II)**. Preparation for hiring actions/Applicant tracking/Position Control for Managers/Supervisors training, fully enable online job applications
- Planned MUNIS Phase II HRIS activities for December include: 1% retro pay and January COLA preparation.
- **MUNIS Phase III Utility Billing, accounts receivable and cashiering system (UBCIS – Phase III)** The MUNIS UBCIS project will “go live” date of no later than April 1, 2014. **General Billing (GB) and Cashiering (TC) will GO LIVE as originally scheduled in early December** and Personal Property Taxes (PPT) in February/March 2014..
- MUNIS Phase III UBCIS activities for November included continued “hands on” training on master account, billing processes; collections, delinquent billing process using the sixth pass of data conversion and Tyler Forms review of the printed utility bill (regular, delinquent and turn off notice).
- **Utility Billing printing and mailing vendor has been selected – Level One of Malvern, PA**
- Planned MUNIS Phase III UBCIS activities for December include: continued training on master account, billing processes; collections, delinquent billing process using data conversion pass 7, and Tyler forms review,
- MUNIS PPT Activities for November include 2nd data conversion pass. Planned activities for December include 3rd data conversion pass, second pass on forms review
- MUNIS AR/GB/TC. Change in “go live” data back to December 2, 2013. Activities for November included end user training and forms review. Planned activities for December – GO LIVE.
- **MUNIS Upgrades**
 - MUNIS TEST environment upgrade to version 10.4FF on December 13, 2013.
 - MUNIS LIVE environment upgrade to version 10.4ff is planned for January 11, 2013.
- ARRA BTOP One Maryland: Inter-County Broadband Network (ICBN) fiber consortium. Stanton Center connection is completed and turned on. Digital phones for Stanton Center have been received. Existing PBX will no longer be needed and turned over to Anne Arundel Medical Center for clinic used at the Stanton Center. Work will begin on Spa Creek crossing and Market St to Spa Creek line in early 2014.
- **MIT Manager**
 - With the Web Master, assisted City Clerk on posting election results on City web site and PEG TV channel.
- **MIT Operations Group**
 - A review of department inventory and laptop replacement begun in August..
 - Telephone Call manager and Voice mail system will be replaced with a dual redundant virtual system in early 2014. This is in preparation of integrated and unified email and voice mail. This will allow voice mail sound files to be attached to existing email notification of incoming voice mail.
 - MIT management is working with Spyglass for telecommunications carrier services (telephone) audit. This is a cost neutral audit. Fifty percent of the first year's savings will be the cost of the audit.
 - MIT is working with AFD in providing guidance and assistance with technology application planning to

support various efforts to streamline AFD business operations, functions and services including fire run reports and scheduling reports with the AACo Tiburon system. A technology group has been formed to move this effort forward but no meetings were held since June 2012. AACo has a new IT Director and the Tiburon system review is a high priority issue.

- **GIS group**
 - The GIS Coordinator has drafted a plan for formalization of street addressing rules, regulations and procedures. This will need to be codified in the City Code. This has major impact on E911 emergency response to the correct address as well as all city-wide location based services and functions. The Assistant City Manager is now coordinating this effort.
 - Has now taken over the responsibility for address validation for new developments from DNEP but coordination is lacking in the project planning and permitting process. Addresses should be validated before developers submit their plats to the County for recordation. In several recent instances, this has not happened. A meeting of DNEP, P&Z and GIS was scheduled to be held in May to discuss these issues.
- **MIT Web Services group**
 - Updating web site for new Mayor and City Council.
- MIT is working with the Office of Law concerning litigation holds on electronic information, electronic data preservation and e-discovery issues. This can be quite expensive and labor intensive to resolve but is dictated and mandated by the courts. MIT is working on a plan to limit costs, time and effort but still meet legal and judicial requirements

Financial and Activity Report

- Operating – no significant variances
- Capital \$250,000 budget, \$18,191.12 expenditures, \$65,682.70 encumbrances.

Major Planned Actions

- MUNIS Project Phase I (FMIS) – Fixed Asset data GO LIVE
- MUNIS Project Phase II (HR and Payroll) 1% COLA retro pay and COLA increase for January 2014 preparation
- MUNIS Project Phase III (UR and AR) – UBCIS – Continued “hands on” training on master account, billing processes; collections, delinquent billing process using the 7th pass of data conversion. Seventh draft of data conversion and Tyler forms review. General Billing and Cashiering GO LIVE 12/2/13.
- Server hardware refresh and network operating system upgrade continues
- Laptop hardware refresh – Inventory complete and 70 laptops will be replaced during early 2014.

Other



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Manager's Monthly Report

December 10, 2013 (Date Sent)
November, 2013 (Reporting Date)

- **New Hires**

Fire:
Office Associate III

Police:
Police Officer

DNEP:
Deputy Property Maintenance Inv.
Architectural Plans Reviewer

- **Promotions/Internal Vacancies Filled**

Fire:
Lt to Captain
Capt to Battalion Chief
FF 1/C-ALS to Lt
FFIII-EMT to FF 1/C-ALS
FFII to FFIII-EMTB

Police:
Police Officer to Police Officer 1/C

- **Retirements:**

None

- **Outstanding Performance Reviews (due by November 1, 2013)**

DEPARTMENT OF LAW – 5
PLANNING & ZONING – 5
TRANSPORTATION – 12
FINANCE – 4
MIT – 6
POLICE – 5
PURCHASING – 1
DNEP – 2



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Manager's Monthly Report
November 2013

OFFICE OF LAW

Open Litigation:

Case Name	Dept	Hearing	Comments
James E. Bailey v. APD, et al. District Court Case No. CV-0702-13630-2011 (L67-11)	APD		trial judge's decision pending
Joseph Manriquez v. COA, et al. Circuit Court Case No. C-2011-162336 (L47-11)	APD		Oral arguments 12/6/13; CSA decision pending
Fairwinds of Annapolis Condominiums PJR Circuit Court Case No. C-2011-163122 (L49-11)	BOA		Remanded to BOA, which stayed remand proceedings due to litigation between applicant (tenant) and property owner (LL)
Cleveland Sellers, Jr. v. COA, et al. Circuit Court Case No. C-2012-171451 MT (L55-12)	DOT		Jury Trial 2/20/14 to 2/21/14
James Armstead, et ux. V. APD, et al. District Court Case No. CV-0702-7980-2012 (L56-12)	APD		Appeal to Circuit Court of District Court grant of City Motion to Dismiss; trial date pending
Sheena Matthews Downs v. COA, et al. Circuit Court Case No. C-2012-172508 (L79-12)	DOT		2 nd Pre Trial 1/23/14
Crown & Anchor PJR #1 Circuit Court Case No. C-2013-175868 (L14-13)	ABCB		Circuit Court affirmed Alcoholic Beverages Control Board
QW Properties' PJR Circuit Court Case No. C-2013-176246 (L16-13)	BOA		Circuit Court overturned Board of Appeals' Decision, appeal to CSA; City not participating
WFC Flagship v. COA Circuit Court Case No. C-2013-176755 RP (L19-13)	PW		Hearing on Motion for Summary Judgment 1/2/14
Thalenberg PJR Circuit Court Case No. C-2013-177928 (L20-13)	BPW		Petitioner voluntarily dismissed Petition for Judicial; Review
Shelley White, et al. v. COA U.S. District Court Case No. CV-01130-JFM (L21-13)	APD		Title VII action; referred to outside counsel
Clinique Verable v. COA District Court Case No. CV-12173-2012 (L22-13)	DOT		Trial 1/30/14
Crown & Anchor PJR #2 Circuit Court Case No. C-2013-178199 (L23-13)	ABCB		Petitioner voluntarily dismissed Petition for Judicial Review
Moe's Southwest Grill PJR Circuit Court Case No. C-2013-178391 (L39-13)	BOA		Circuit Court granted Motion to Dismiss Petition for Judicial Review
Jane Duvall v. City of Annapolis, et al. District Court Case No. CV-8562-13 (L41-13)	DOT		trial date pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) District Court Case No. 3z36100886, 5z36100888 (L1-13)	HPC		Appeal to Circuit Court of District Court's finding of Municipal infraction; trial date pending

Addison v. City	PW		discovery ongoing
Matter of Crystal Springs PJR	DNEP		Petition for Judicial Review to Circuit court of BBOA decision denying appeal of DNEP consideration of Forest Stand Delineation
Erie Insurance Exchange v. City	APD		Response filed to Petition to Open Case for Purpose of Perpetuating Evidence; Motion to Rescind Order filed
EEOC Cases: (all pending decisions by EEOC)			
Stansbury	DPW		EEOC decision pending
McGarrie	R&P		EEOC decision pending
Belk	DOT		EEOC decision pending
Johnson	R&P		EEOC issued Right to Sue Notice
Workers' Compensation Appeals to Circuit Court:			
Liebross v. City	APD		
McCrae v. City	Fire		
Alvarado v. City	PW		
Angyelof v. City	Fire		
Timmons v. City	Fire		
Van Houten v. City	APD		
Williams v. City	?		
City v. S.White	APD		
K.White v. City	PW		
Disability Retirement Review Board Appeals:			
Angyelof v. City	Fire		
Keys v. City	APD		

ADOPTED LEGISLATION:

(No adopted legislation in November.)

ALCOHOLIC BEVERAGE CONTROL BOARD:

DISCIPLINARY HEARING

- **SAKURA CAFÉ**

Infraction Citation No. 0186, After Hours, Closing Time

PUBLIC HEARING

- **LIPITA'S RESTAURANT – New**

Application for a new alcoholic beverage license, Class B-2 Restaurant, beer and light wine, only with meals, six a.m. to twelve midnight, seven days per week (special Sunday license) by Veronica Quintanilla for the premises known as Quintanilla Corporation, t/a LUPITA'S RESTAURANT, 1313 Forest Drive, Annapolis, Maryland 21403

BUSINESS AND MISCELLANEOUS

- **ANNAPOLIS RUNNING CLASSIC – November 23, 2013**

Request for a Special Class C, One Day Liquor License to include a hospitality tent with live music during the Road Running Event from 8:30 a.m. to 3:00 p.m. at Navy-Marine Corps Memorial Stadium

- **AMERICAN LEGION COOK-PINKNEY POST 141 – November 23, 2013**

Request for a Club event open to the general public during a Pre-Thanksgiving Dance from 8:00 p.m. to 12 Midnight on November 23, 2013

- **AMERICAN LEGION COOK-PINKNEY POST 141 – Private Rental Party**

Request for a Special Class, C One Day Liquor License, Beer Only, private rental party to Reyes Rojas Valente from 4:00 p.m. to 12:00 a.m. on November 30, 2013

- **NAVAL ACADEMY ATHLETIC ASSOCIATION – December 27, 2013**

Request for a Special Class C, One Day Liquor License, Beer Only, during Military Bowl Football Game from 12:00 noon to 5:00 p.m. on December 27, 2013 at Navy-Marine Corps Stadium

- **STANTON COMMUNITY CENTER – December 14, 2013**

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City property for Ancient City Elks Lodge Annual Anniversary Event on December 14, 2013

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN NOVEMBER = 16**

CITY CLERK:

(The City Clerk reports 'no activity' during the month of November.)

BOARD OF SUPERVISORS OF ELECTION:

(The City Clerk reports 'no activity' during the month of November.)

Current Procurements – Status – December 2013

RFP 13-27 Maynard Burgess House Renovation

- On hold during transition review
- Revised pricing for reduced scope of work received - \$283,992
- DPW plan to use existing funds – approx \$278k (\$100k grant funds)

RFP 14-05 Stream Restoration Design – Admiral Farragut Stream

- Contract being executed – Hazen and Sawyer - \$100,360

RFP 14-06 – Sale/Lease of 9 St. Mary’s Street Property

- Proposal due extended - 2/4/14

IFB 14-07 Utility Billing – Printing and Mailing Service

- Contract in progress – Level One, LLC

RFP 14-09 Parking Services – Pay by Cell Phone System

- 5 Proposals received. Review meeting to be scheduled. Potential no cost to City.

IFB 14-10 City Hall Generator Installation and Data Center Upgrade

- Pre bid meeting 12/4
- Bids due 1/6

IFB 14-11 – Dell Desktop Computers

- Bids due 11/26 – Award to Frank Parsons Company

RFP 14-12 – City Dock Projects 30% Design and Bridging Documents

- Pre-proposal meeting 11/13
- Proposals due 12/17
- Includes bulkhead, traffic study and flood mitigation concept design

RFP 14-13 – Fire Boat – Generator Replacement

- Pre-bid meeting 12/3
- Proposals due 12/19

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Pre-proposal meeting 12/11
- Statement of Qualifications due 1/8/14

IFB 14-15 Halsey Road Outfall Repairs

- Pre-bid meeting 12/4
- Bids due 12/11

Pending Procurements – Status

RFP 14-16 Artist Designed Downtown Bicycle Racks

- Draft in ADOT

RFP 14-17 – Electronic Fare Box Collection System

- Draft in Purchasing

TBD – Bundled Construction Projects – ADOT

- Draft in ADOT

TBD – Downtown Parking Analysis

- Draft in P & Z

Grant Awards

October-November 2013

Dept	Project	Grantor	Amount	Finance Committee review date & tracking number	Notes
ADOT	Annual Transportation Plan FY2014	Maryland Transit Administration (MTA)	\$ 1,238,625	10/15/2013 GA-21-14	Local match of \$81,222 for 4 "capital" awards not appropriated via this transaction. Will need separate appropriation via FY15 budget process.
Fire	AED Monitor Grant - FY14 MIEMSS Marching Grant	MD Institute for Emergency Medical Services Systems (MIEMSS)	\$ 6,233	10/24/2013 GA-22-14	
DPW	City Hall Capital Project Grant	State Bond Bill 2003-G044	\$ 250,000	pending Law review with DPW	
Police	Law Enforcement Grant (Highway Safety Operations)	MD Highway Safety Office/MVA	\$ 46,950	10/24/2013 GA-24-14	
P&Z	Educational Set-Aside Grant FFY2013	MD Historical Trust/ MD Dept of Planning	\$ 1,000	11/20/2013 GA-25-14	
P&Z	Natl Alliance of Preserv Commissions Forum Scholarship	MD Historical Trust/ MD Dept of Planning	\$ 1,816	11/20/2013 GA-26-14	

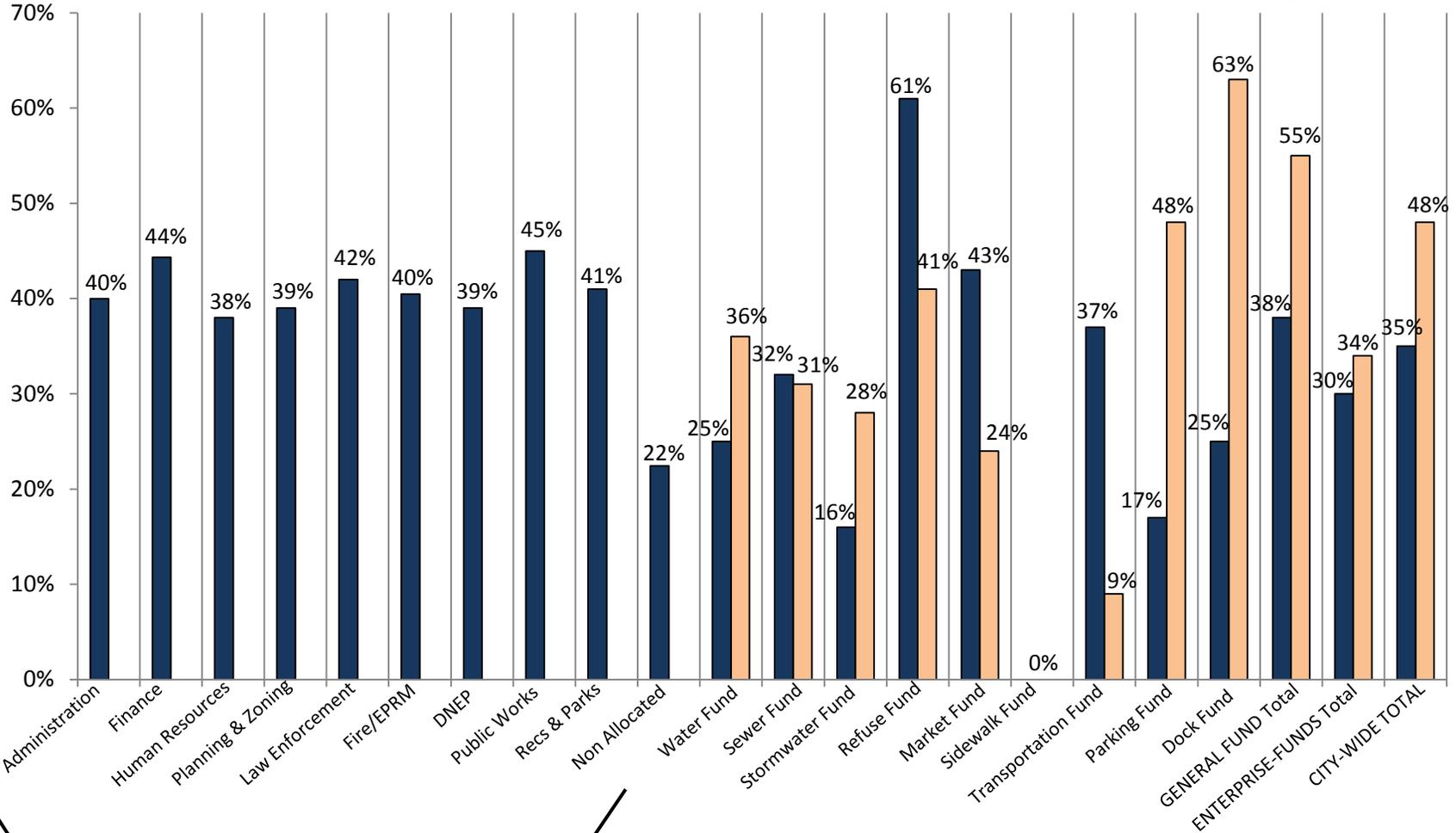
FIVE months into fiscal year

YTD Percentages: Expenditure and Revenue

Target YTD Expense & Revenue Percentage = 42%

■ % Expended YTD

■ % Received YTD



General Fund Depts/Accounts: Associated revenues are not accounted by department but are reflected in General Fund Total.

FY 2014 Summary of Revenues as of November 30, 2013

	FY14 Appropriations	11/1/13 Begin Funds	11/1 - 11/30 Period Total Transactions	11/30/13 Receipts	Remaining Balance (Yet to Receive)	Budget	Actual	Over Under
General Fund								
<u>Taxes</u>								
Real	\$ 36,958,705	\$ 495,416	\$ 27,590,885	\$ 28,086,301	\$ 8,872,404	42%	76%	34%
Park Place TIF	(600,000)	0	0	0	0	42%	0%	-42%
Personal-Unincorp Business	27,000	0	17,897	17,897	9,103	42%	66%	24%
Personal-Public Utilities	1,100,000	0	666,811	666,811	433,189	42%	61%	19%
Personal-Corporations	1,500,000	(901)	833,411	832,510	667,490	42%	56%	14%
Penalties & Interest	166,000	1,890	10,889	12,779	153,221	42%	8%	-34%
<u>Licenses & Permits</u>								
Street Use	353,000	123,330	74,363	197,693	155,307	42%	56%	14%
Business	657,060	29,027	146,419	175,446	481,614	42%	27%	-15%
Building	800,000	49,937	225,791	275,728	524,272	42%	34%	-8%
Occupancy & Use	14,000	330	3,690	4,020	9,980	42%	29%	-13%
Cable TV	700,000	216,417	1,088	217,505	482,495	42%	31%	-11%
Other Permits	135,000	4,420	33,398	37,817	97,183	42%	28%	-14%
<u>Intergovernmental</u>								
Federal Revenue	0	0	0	0	0	42%	N/A	N/A
State Shared Revenues	6,669,000	248,226	1,587,388	1,835,614	4,833,386	42%	28%	-14%
State PILOT	367,000	367,000	0	367,000	0	42%	100%	58%
County Operating	304,545	0	0	0	304,545	42%	0%	-42%
County Shared Revenues	2,318,000	0	970,267	970,267	1,347,733	42%	42%	0%
<u>Charges for Services</u>								
Zoning & Subdiv Fees	51,000	1,880	14,485	16,365	34,635	42%	32%	-10%
Public Safety	1,610,000	88,033	308,770	396,802	1,213,198	42%	25%	-17%
Culture - Recreation	2,000,000	125,483	834,090	959,573	1,040,427	42%	48%	6%

FY 2014 Summary of Revenues as of November 30, 2013

	FY14 Appropriations	11/1/13 Begin Funds	11/1 - 11/30 Period Total Transactions	11/30/13 Receipts	Remaining Balance (Yet to Receive)	Budget	Actual	Over Under
Fines & Forfeitures								
Other Fines & Forfeitures ¹	131,500	1,348	8,444	9,791	121,709	42%	7%	-35%
Red-Light Camera	135,000	14,025	29,851	43,876	91,124	42%	33%	-9%
Speed Camera	200,000	0	63,849	63,849	136,151	42%	32%	-10%
Money & Property								
Interest Earnings & Invest.	68,000	684	3,832	4,516	63,484	42%	7%	-35%
Rents & Concessions	200,000	3,247	11,593	14,840	185,160	42%	7%	-35%
Pmts in Lieu of Taxes	141,000	124,123	36,827	160,951	0	42%	114%	72%
Gifts and Donations	50,000	0	0	0	50,000	42%	0%	-42%
Non-Taxable Sales	12,000	1,964	6,594	8,558	3,442	42%	71%	29%
Pmts for Police & Fire Svcs	276,000	3,504	142,374	145,878	130,122	42%	53%	11%
Miscellaneous	160,000	13,308	170,141	183,448	0	42%	115%	73%
Ret. Check Fee & File Fee	9,100	1,645	3,545	5,190	3,910	42%	57%	15%
Judgements & Settlements	0	0	4,012	4,012	0	42%	N/A	N/A
Sprinkler Loan Payment	0	0	0	0	0	42%	N/A	N/A
Other Financing Sources								
Tranfers In	9,516,100	0	1,422,529	1,422,529	8,093,571	42%	15%	-27%
Transfer f/ Reserves	1,000,000	0	0	0	1,000,000	42%	0%	-42%
Bank Loans	0	0	0	0	0	42%	N/A	N/A
Bond Issuance Costs 2011	0	0	0	0	0	42%	N/A	N/A
Bond Issuance Costs 2012	0	0	(3,000)	(3,000)	3,000	42%	N/A	N/A
Total General Fund	\$ 67,029,010	\$ 1,914,336	\$ 35,220,232	\$ 37,134,569	\$ 29,894,442	42%	55%	13%

¹ Includes Police and U.S. Justice Forfeiture funds that are kept in revolving accounts separate from the General Fund.

FY 2014 Summary of Revenues as of November 30, 2013

	FY14 Appropriations	11/1/13 Begin Funds	11/1 - 11/30 Period Total Transactions	11/30/13 Receipts	Remaining Balance (Yet to Receive)	Budget	Actual	Over Under
Water Fund								
<u>Charges for Services</u>								
Water Charges	7,001,000	93,006	2,436,846	2,529,852	4,471,148	42%	36%	-6%
<u>Money and Property</u>								
Rental Income	100,000	4,770	19,081	23,851	76,149	42%	24%	-18%
Interest Earnings	0	0	59	59	0	42%	N/A	N/A
<u>Other Financing Sources</u>								
Capital Facilities	400,000	28,209	100,988	129,197	270,803	42%	32%	-10%
Bank Loans	0	0	0	0	0	42%	N/A	N/A
Total Water Fund	\$ 7,501,000	\$ 125,985	\$ 2,556,974	\$ 2,682,959	\$ 4,818,099	42%	36%	-6%
Sewer Fund								
<u>Licenses & Permits</u>								
Wstewtr Discharge PreTx	84,000	5,630	23,521	29,151	54,849	42%	35%	-7%
<u>Charges for Services</u>								
Sewer Charges	7,177,148	130,148	2,183,122	2,313,270	4,863,878	42%	32%	-10%
<u>Other Financing Sources</u>								
Interest Earnings	0	0	0	0	0	42%	N/A	N/A
Capital Facilities	400,000	3,134	603	3,737	396,263	42%	1%	-41%
Bank Loans	0	0	0	0	0	42%	N/A	N/A
Total Sewer Fund	\$ 7,661,148	\$ 138,912	\$ 2,207,246	\$ 2,346,158	\$ 5,314,990	42%	31%	-11%
Stormwater Management Fund								
<u>Charges for Services</u>								
Stormwater Charges	934,000	6,275	254,830	261,105	672,895	42%	28%	-14%
<u>Money and Property</u>								
Interest Earnings	0	0	0	0	0	42%	N/A	N/A
Total Stomwater Mgmt	\$ 934,000	\$ 6,275	\$ 254,830	\$ 261,105	\$ 672,895	42%	28%	-14%

FY 2014 Summary of Revenues as of November 30, 2013

	FY14 Appropriations	11/1/13 Begin Funds	11/1 - 11/30 Period Total Transactions	11/30/13 Receipts	Remaining Balance (Yet to Receive)	Budget	Actual	Over Under
<i>Refuse Fund</i>								
<u>Charges for Services</u>								
Refuse Charges/Licenses	3,487,500	398,358	1,043,632	1,441,990	2,045,510	42%	41%	-1%
Comm Refuse Recycling	7,500	2,739	2,860	5,599	1,902	42%	75%	33%
<u>Other Financing Sources</u>								
Interest Earnings	0	0	0	0	0	42%	N/A	N/A
Total Refuse Fund	\$ 3,495,000	\$ 401,097	\$ 1,046,492	\$ 1,447,589	\$ 2,047,411	42%	41%	-1%
<i>Market Fund</i>								
<u>Charges for Services</u>								
Rent	174,540	3,083	42,957	46,040	128,500	42%	26%	-16%
<u>Other Financing Sources</u>								
Transfers in	20,331	0	0	0	20,331	42%	0%	-42%
Interest Earnings	0	0	6	6	0	42%	N/A	N/A
Total Market Operating	\$ 194,871	\$ 3,083	\$ 42,963	\$ 46,046	\$ 148,825	42%	24%	-18%
<i>Transportation Fund</i>								
<u>Charges for Services</u>								
Transportation Charges	939,000	275,313	263,063	538,376	400,624	42%	57%	15%
<u>Money and Property</u>								
Greyhound Revenue	5,000	499	1,141	1,640	3,360	42%	33%	-9%
<u>Other Financing Sources</u>								
Contribution - AACo.	180,568	0	110,068	110,068	70,500	42%	61%	19%
Bank Loans	216,000	216,000	(432,000)	(216,000)	432,000	42%	-100%	-142%
Transfers In	3,736,731	0	0	0	3,736,731	42%	0%	-42%
Total Trans. Operation	\$ 5,077,299	\$ 491,812	\$ (57,728)	\$ 434,083	\$ 4,643,215	42%	9%	-33%

FY 2014 Summary of Revenues as of November 30, 2013

	FY14 Appropriations	11/1/13 Begin Funds	11/1 - 11/30 Period Total Transactions	11/30/13 Receipts	Remaining Balance (Yet to Receive)	Budget	Actual	Over Under
<i>Parking Fund</i>								
<u>Charges for Services</u>								
Off-Street Pking Charges	3,610,000	448,199	1,633,374	2,081,574	1,528,426	42%	58%	16%
Parking Meters (On-Street)	1,604,011	61,982	593,714	655,696	948,315	42%	41%	-1%
Parking Citations ¹	825,000	51,915	233,240	285,155	539,845	42%	35%	-7%
<u>Money and Property</u>								
Bank Loans	300,000	0	0	0	300,000	42%	0%	-42%
Interest Earnings	0	0	3	3	0	42%	N/A	N/A
Total Parking Fund	\$ 6,339,011	\$ 562,097	\$ 2,460,331	\$ 3,022,428	\$ 3,316,583	42%	48%	6%
<i>Dock Fund</i>								
<u>Charges for Services</u>								
Dock Charges	1,022,000	96,912	542,324	639,237	382,763	42%	63%	21%
<u>Money and Property</u>								
Interest Earnings	0	0	0	0	0	42%	N/A	N/A
<u>Other Financing Sources</u>								
Bank Loans	0	0	0	0	0	42%	N/A	N/A
Total Dock Operating	\$ 1,022,000	\$ 96,912	\$ 542,324	\$ 639,237	\$ 382,763	42%	63%	21%
Total General Fund	67,029,010	\$ 1,914,336	\$ 35,220,232	\$ 37,134,569	\$ 29,894,442	42%	55%	13%
Total Enterprise Funds	32,224,329	\$ 1,826,173	\$ 9,053,433	\$ 10,879,606	\$ 21,344,723	42%	34%	-8%
CITY TOTAL	\$ 99,253,339	\$ 3,740,509	\$ 44,273,665	\$ 48,014,174	\$ 51,239,165	42%	48%	6%

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
General Fund										
Mayor's Office	\$ 1,240,941	\$ 140,807	\$ 325,290	\$ 21,068	\$ 487,165	\$ 466,097	\$ 753,776	42%	39%	3%
City Manager	33,000	6,831	889	10,000	17,720	7,720	15,280	42%	54%	-12%
City Council	-	-	-	-	-	-	-	42%	N/A	N/A
Public Information	231,391	16,208	37,572	1,600	55,381	53,781	176,011	42%	24%	18%
Finance	2,026,228	311,922	593,220	22,412	927,553	905,142	1,098,675	42%	46%	-4%
Central Purchasing	396,356	41,946	92,257	5,121	139,325	134,203	257,032	42%	35%	7%
Mgmt Information Technology	1,631,523	176,013	327,473	226,580	730,066	503,486	901,457	42%	45%	-3%
City Attorney	1,127,949	95,665	249,016	109,470	454,150	344,681	673,798	42%	40%	2%
Elections	237,945	17,086	160,721	11,958	189,765	177,807	48,179	42%	80%	-38%
Human Resources	861,883	78,291	213,195	37,355	328,842	291,486	533,041	42%	38%	4%
Planning & Zoning	1,484,269	149,610	384,872	45,587	580,069	534,482	904,200	42%	39%	3%
Economic Development	450,000	112,500	112,500	0	225,000	225,000	225,000	42%	50%	-8%
Boards and Commissions	107,377	11,879	29,070	0	40,949	40,949	66,428	42%	38%	4%
Law Enforcement	14,621,989	1,727,281	4,032,400	312,503	6,072,184	5,759,681	8,549,805	42%	42%	0%
Fire	13,833,840	1,647,484	3,660,778	289,497	5,597,760	5,308,262	8,236,081	42%	40%	2%
Office of Emergency Mgmt	186,879	7,631	65,286	5,355	78,272	72,917	108,606	42%	42%	0%
Neighborhood & Environment	2,469,094	269,303	633,004	70,628	972,935	902,307	1,496,159	42%	39%	3%
Public Works		0								
Administration	860,232	81,514	176,609	3,201	261,324	258,123	598,908	42%	30%	12%
Engineering & Construction	811,406	77,024	195,840	15,752	288,615	272,863	522,790	42%	36%	6%
Streets	3,374,535	399,777	902,142	130,639	1,432,558	1,301,919	1,941,977	42%	42%	0%
Traffic Control and Maint.	286,140	32,000	71,426	11,279	114,705	103,426	171,435	42%	40%	2%
Snow & Ice Removal	87,613	(1,684)	0	21,200	19,516	(1,684)	68,097	42%	22%	20%
General Govt Buildings	1,582,247	151,204	446,853	505,788	1,103,845	598,057	478,402	42%	70%	-28%
Fleet Maintenance Center	511,438	46,687	105,065	10,358	162,110	151,753	349,327	42%	32%	10%
<i>Public Works Total</i>	7,513,610	786,521	1,897,935	698,218	3,382,673	2,684,456	4,130,937	42%	45%	-3%

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
Recreation & Parks										
Recreation	4,042,445	531,869	933,958	193,884	1,659,711	1,465,827	2,382,733	42%	41%	1%
<i>Recs & Parks Total</i>	4,042,445	531,869	933,958	193,884	1,659,711	1,465,827	2,382,733	42%	41%	1%
<u>Non-Allocated Expenses</u>										
Debt Principal	2,248,102	1,458,210	(52,759)	0	1,405,451	1,405,451	842,651	42%	63%	-21%
Debt Interest										
Bond Interest	963,076	897,581	(584,091)	0	313,490	313,490	649,586	42%	33%	9%
Other Debt Interest	345,274	3,252	5,488	0	8,740	8,740	336,534	42%	3%	39%
Bond Issuance Costs	0	69,568	2,234	0	71,802	71,802	(71,802)	42%	N/A	N/A
Community Grants	415,446	625	99,494	0	100,119	100,119	315,327	42%	24%	18%
Police & Fire Pension	1,575,000	245,218	457,259	0	702,477	702,477	872,523	42%	45%	-3%
Other Employee Benefits	0	2,765	15,529	0	18,294	18,294	(18,294)	42%	N/A	N/A
Other Post-Employment Benefits	800,000	0	0	0	0	0	800,000	42%	0%	42%
Judgements & Settlements	0	0	0	0	0	0	0	42%	N/A	N/A
Insurance + Risk Management	891,500	16,411	19,700	0	36,111	36,111	855,389	42%	4%	38%
Contingency Funds ¹	400,000	0	0	0	0	0	400,000	42%	0%	42%
Vehicles	0	0	0	0	0	0	0	42%	N/A	N/A
Fleet Replacement	0	0	0	0	0	0	0	42%	N/A	N/A
Furlough Abolishment ²	0	0	0	0	0	0	0	42%	N/A	N/A
Intergovernmental Expenditures	0	6,638	(6,638)	87,153	87,153	0	(87,153)	42%	N/A	N/A
Transfers Out to Other Funds	4,039,144	0	55,086	0	55,086	55,086	3,984,059	42%	1%	41%
Internal Administrative Accts.	800,000	0	0	0	0	0	800,000	42%	0%	42%
Total Gen Fund Expend.	64,974,261	8,829,114	13,760,741	2,148,389	24,738,244	22,589,855	40,236,017	42%	38%	4%

¹ Charges to the Contingency Fund are reflected as budget revisions, not expenditures. Hence, the original Contingency appropriation of \$400,000 has decreased as funds have been transferred to other budgets, but these transfers are not reflected as expenditures in the Contingency Fund. The Furlough Abolishment budget, Transfers Out budget, City Attorney budget, Human Res. budget, Planning & Zoning budget, and Pub. Works (Streets) budget reflect increases according to funds transferred from the Contingency budget.

² Furlough abolishment costs are charged to departmental salary accounts.

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
Water Fund										
Water Supply & Treatment	2,184,097	172,079	352,509	229,209	753,796	524,587	1,430,301	42%	35%	7%
Water Distribution	1,522,703	137,130	333,372	84,092	554,594	470,502	968,108	42%	36%	6%
New Vehicles	50,600	0	0	0	0	0	50,600	42%	0%	42%
Fleet Replacement	95,000	0	0	0	0	0	95,000	42%	0%	42%
Debt Principal	372,209	312,056	(2,515)	0	309,541	309,541	62,668	42%	83%	-41%
Debt Interest	530,351	215,684	(72,447)	0	143,237	143,237	387,114	42%	27%	15%
Furlough Abolishment*	0	0	0	0	0	0	0	42%	N/A	N/A
General Liability Insurance	276,695	0	0	0	0	0	276,695	42%	0%	42%
Transfers Out	1,800,500	0	366,875	0	366,875	366,875	1,433,625	42%	20%	22%
Depreciation	565,117	(312,056)	2,515	0	(309,541)	(309,541)	874,658	42%	-55%	97%
Total Water Fund Exp	7,397,272	524,893	980,309	313,301	1,818,502	1,505,201	5,578,770	42%	25%	17%
Sewer Fund										
Water Reclamation Facility	3,100,000	0	1,335,175	0	1,335,175	1,335,175	1,764,825	42%	43%	-1%
Wastewater Collection	1,132,870	138,552	254,631	107,844	501,027	393,183	631,843	42%	44%	-2%
New Vehicles	0	0	0	0	0	0	0	42%	N/A	N/A
Fleet Replacement	77,500	0	0	0	0	0	77,500	42%	0%	42%
Debt Principal										
Bond Principal	258,357	160,488	0	0	160,488	160,488	97,869	42%	62%	-20%
Other Debt Principal	133,548	2,515	(2,515)	0	0	0	133,548	42%	0%	42%
Debt Interest										
Bond Interest	251,123	116,630	(54,986)	0	61,644	61,644	189,479	42%	25%	17%
Other Debt Interest	8,786	147	(2,172)	0	(2,025)	(2,025)	10,811	42%	-23%	65%
Debt Administration Charges	5,500	0	0	0	0	0	5,500	42%	0%	42%
Furlough Abolishment*	0	0	0	0	0	0	0	42%	N/A	N/A
General Liability Insurance	254,898	0	0	0	0	0	254,898	42%	0%	42%
Transfers Out	1,230,000	0	387,500	0	387,500	387,500	842,500	42%	32%	10%
Depreciation	632,919	(163,003)	2,515	0	(160,488)	(160,488)	793,407	42%	-25%	67%
Total Sewer Fund Exp	7,085,501	255,328	1,920,148	107,844	2,283,320	2,175,476	4,802,181	42%	32%	10%

* Furlough abolishment costs are charged to salary accounts.
 Manager Monthly Report - November 2013

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
Stormwater Management Fund										
Stormwater Management	264,850	14,728	61,902	41,919	118,548	76,630	146,302	42%	45%	-3%
Bond Principal	1,330	5,444	0	0	5,444	5,444	(4,114)	42%	409%	-367%
Bond Interest	9,495	3,153	(820)	0	2,333	2,333	7,162	42%	25%	17%
General Liability Insurance	4,100	0	0	0	0	0	4,100	42%	0%	42%
Transfers Out	647,600	0	24,000	0	24,000	24,000	623,600	42%	4%	38%
Depreciation and Adjustments	1,629	(3,792)	0	0	(3,792)	(3,792)	5,420	42%	-233%	275%
Total Stormwtr Mgmt Exp	929,004	19,533	85,082	41,919	146,533	104,615	782,471	42%	16%	26%
Refuse Fund										
Residential Refuse	1,482,416	2,683	298,892	938,718	1,240,294	301,575	242,122	42%	84%	-42%
Curbside Recycling	312,567	(2,982)	62,384	224,161	283,563	59,402	29,003	42%	91%	-49%
Fleet Replacement	0	0	0	0	0	0	0	42%	N/A	N/A
Bond Principal	232	0	0	0	0	0	232	42%	0%	42%
Bond Interest	9,704	0	4,073	0	4,073	4,073	5,631	42%	42%	0%
General Liability Insurance	86,055	0	0	0	0	0	86,055	42%	0%	42%
Transfers Out	890,000	0	183,333	0	183,333	183,333	706,667	42%	21%	21%
Depreciation	35,813	0	0	0	0	0	35,813	42%	0%	42%
Total Refuse Fund Exp	2,816,786	(298)	548,683	1,162,879	1,711,263	548,384	1,105,523	42%	61%	-19%
Market Fund										
Market House	129,731	6,626	42,229	42,298	91,152	48,854	38,579	42%	70%	-28%
Bond Principal	1,384	13,834	0	0	13,834	13,834	(12,450)	42%	1000%	-958%
Bond Interest	26,073	11,548	(18,781)	0	(7,233)	(7,233)	33,306	42%	-28%	70%
General Liability Insurance	12,791	0	0	0	0	0	12,791	42%	0%	42%
Transfers Out	0	0	0	0	0	0	0	42%	0%	42%
Depreciation	24,892	(13,834)	0	0	(13,834)	(13,834)	38,726	42%	-56%	98%
Total Market Fund Exp	194,871	18,174	23,448	42,298	83,920	41,622	110,952	42%	43%	-1%
Transportation Fund										
Administration	750,158	86,269	201,666	4,310	292,245	287,935	457,913	42%	39%	3%
Vehicle Operations	1,447,152	359,932	455,724	17,393	833,049	815,656	614,104	42%	58%	-16%

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
Maintenance	511,638	(17,432)	181,893	74,598	239,059	164,461	272,579	42%	47%	-5%
Parking Operations	867,739	49,711	147,303	32,817	229,831	197,014	637,908	42%	26%	16%
Fleet Replacement / Vehicles	0	0	0	0	0	0	0	42%	N/A	N/A
Bond Principal	11,406	1,213	(465)	0	748	748	10,658	42%	7%	35%
Bond Interest	2,016	645	5,276	0	5,921	5,921	(3,905)	42%	294%	-252%
Furlough Abolishment*	0	0	0	0	0	0	0	42%	N/A	N/A
General Liability Insurance	325,076	0	0	0	0	0	325,076	42%	0%	42%
Transfers Out	673,000	0	280,417	0	280,417	280,417	392,583	42%	42%	0%
Depreciation and Adjustments	489,114	(2,865)	465	0	(2,400)	(2,400)	491,514	42%	0%	42%
Total Transportation Fd Exp	5,077,299	477,472	1,272,278	129,118	1,878,868	1,749,750	3,198,430	42%	37%	5%

* Furlough abolishment costs are charged to salary accounts.

FY 2014 Summary of Expenditures by Department / Division as of November 30, 2013

	FY 2014 Appropriations	11/1/2013 Beginning Expenditures	11/1-11/30/2013 Period Transactions	Encumbrances	11/30/2013 Ending Expend. WITH Encumbrance	11/30/2013 Ending Expend. WITHOUT Encumbrance	Remaining Available Balance	Spending Percentages		
								Budget	Actual	(Over) Under
Parking Fund										
Hillman Garage	808,345	328,570	144,881	2,053	475,504	473,451	332,841	42%	59%	-17%
Gott's Court Garage	495,364	74,978	150,745	14,952	240,676	225,724	254,688	42%	49%	-7%
Knighton Garage	334,120	39,973	102,717	2,772	145,462	142,690	188,658	42%	44%	-2%
Park Place Garage	65,000	11,807	(11,485)	0	322	322	64,678	42%	0%	42%
Parking Lots	150,929	12,684	42,006	0	54,690	54,690	96,239	42%	36%	6%
Bond Principal	94,825	159,444	0	0	159,444	159,444	(64,619)	42%	168%	-126%
Bond Interest	430,255	129,928	(109,068)	0	20,859	20,859	3,941	42%	5%	37%
General Liability Insurance	333,619	0	0	0	0	0	333,619	42%	0%	42%
Transfers Out	3,210,000	0	129,167	0	129,167	129,167	3,080,833	42%	4%	38%
Depreciation	416,553	(159,444)	0	0	(159,444)	(159,444)	575,997	42%	-38%	80%
Total Parking Fund Exp	6,339,010	597,940	448,963	19,777	1,066,680	1,046,903	5,272,331	42%	17%	25%
Dock Fund										
Dock	491,072	80,655	141,366	37,706	259,727	222,021	231,345	42%	53%	-11%
Fleet Replacement	11,905	0	0	0	0	0	11,905	42%	0%	42%
Bond Principal	54,762	170,254	(204)	0	170,050	170,050	(115,288)	42%	311%	-269%
Bond Interest	112,146	59,943	(61,606)	0	(1,664)	(1,664)	113,810	42%	-1%	43%
Furlough Abolishment*	0	0	0	0	0	0	0	42%	N/A	N/A
General Liability Insurance	40,000	0	0	0	0	0	40,000	42%	0%	42%
Transfers Out	50,000	50,000	(50,000)	0	0	0	50,000	42%	0%	42%
Depreciation	261,661	(170,254)	204	0	(170,050)	(170,050)	431,711	42%	-65%	107%
Total Dock Fund Exp	1,021,546	190,597	29,760	37,706	258,064	220,357	763,483	42%	25%	17%
<i>* Furlough abolishment costs are charged to salary accounts.</i>										
Total Gen Fund Expenditures	64,974,261	8,829,114	13,760,741	2,148,389	24,738,244	22,589,855	40,236,017	42%	38%	4%
Total Enterprise Fund Exp	30,861,291	2,083,639	5,308,670	1,854,842	9,247,150	7,392,308	21,614,140	42%	30%	12%
TOTAL	95,835,552	10,912,753	19,069,411	4,003,231	33,985,395	29,982,164	61,850,157	42%	35%	7%

Monthly OVERTIME Report: Fiscal Year 2014

Department	Annual Budgeted	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
Elections														
Budget	7,847.00	654	654	654	654	654	654	654	654	654	654	654	654	7,847.00
Actual	2,518.20	0	0	623	420	1,475								2,518.20
(Over)Under Budget	5,328.80	654	654	31	234	(821)	654	654	654	654	654	654	654	5,328.80
% Monthly Budget Spent		0.0%	0.0%	7.9%	5.4%	18.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	32.1%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Police														
Budget	940,000.00	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	940,000.00
Actual	451,446.13	45,188	71,211	62,584	114,085	158,378								451,446.13
(Over)Under Budget	488,553.87	33,145	7,122	15,749	(35,752)	(80,044)	78,333	78,333	78,333	78,333	78,333	78,333	78,333	488,553.87
% Monthly Budget Spent		4.8%	7.6%	6.7%	12.1%	16.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0%	0%	48.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Fire														
Budget	450,000.00	37,500	37,500	37,500	37,500	37,500	37,500	37,500	37,500	37,500	37,500	37,500	37,500	450,000.00
Actual	170,368.41	29,665	21,204	17,001	40,729	61,770								170,368.41
(Over)Under Budget	279,631.59	7,835	16,296	20,499	(3,229)	(24,270)	37,500	37,500	37,500	37,500	37,500	37,500	37,500	279,631.59
% Monthly Budget Spent		6.6%	4.7%	3.8%	9.1%	13.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	37.9%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
DNEP														
Budget	5,000.00	417	417	417	417	417	417	417	417	417	417	417	417	5,000.00
Actual	0.00	0	0	0	0	0								0.00
(Over)Under Budget	5,000.00	417	417	417	417	417	417	417	417	417	417	417	417	5,000.00
% Monthly Budget Spent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
PW - Streets														
Budget	25,920.00	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	25,920.00
Actual	23,415.11	4,849	2,825	5,405	3,251	7,085								23,415.11
(Over)Under Budget	2,504.89	(2,689)	(665)	(3,245)	(1,091)	(4,925)	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,504.89
% Monthly Budget Spent		18.7%	10.9%	20.9%	12.5%	27.3%	0.0%	0.0%	15.4%	0.0%	0.0%	0.0%	0.0%	90.3%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
PW - Traffic Control														
Budget	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Actual	90.45	0	0	18	(0)	73								90.45
(Over)Under Budget	(90.45)	0	0	(18)	0	(73)	0	0	0	0	0	0	0	(90.45)
% Monthly Budget Spent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
PW - Snow and Ice														
Budget	38,350.00	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	38,350.00
Actual	0.00	0	0	0	0	0								0.00
(Over)Under Budget	38,350.00	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	3,196	38,350.00
% Monthly Budget Spent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%

Monthly OVERTIME Report: Fiscal Year 2014

Department	Annual Budgeted	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
PW - Fleet Maintenance														
Budget	15,360.00	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	1,280	15,360.00
Actual	2,502.63	332	432	571	522	645								2,502.63
(Over)Under Budget	12,857.37	948	848	709	758	635	1,280	1,280	1,280	1,280	1,280	1,280	1,280	12,857.37
% Monthly Budget Spent		2.2%	2.8%	3.7%	3.4%	4.2%	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	16.3%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Water Plant														
Budget	84,000.00	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	84,000.00
Actual	18,278.14	2,673	3,556	4,213	3,421	4,416								18,278.14
(Over)Under Budget	65,721.86	4,327	3,444	2,787	3,579	2,584	7,000	7,000	7,000	7,000	7,000	7,000	7,000	65,721.86
% Monthly Budget Spent		3.2%	4.2%	5.0%	4.1%	5.3%	0.0%	0.0%	3.5%	0.0%	0.0%	0.0%	0.0%	21.8%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Water Distribution														
Budget	50,376.00	4,198	4,198	4,198	4,198	4,198	4,198	4,198	4,198	4,198	4,198	4,198	4,198	50,376.00
Actual	21,036.72	3,345	2,883	3,910	6,062	4,837								21,036.72
(Over)Under Budget	29,339.28	853	1,315	288	(1,864)	(639)	4,198	4,198	4,198	4,198	4,198	4,198	4,198	29,339.28
% Monthly Budget Spent		6.6%	5.7%	7.8%	12.0%	9.6%	0.0%	0.0%	19.8%	0.0%	0.0%	0.0%	0.0%	41.8%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Wastewater Collection														
Budget	35,200.00	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	35,200.00
Actual	14,065.37	993	2,417	2,749	3,429	4,477								14,065.37
(Over)Under Budget	21,134.63	1,940	516	184	(496)	(1,544)	2,933	2,933	2,933	2,933	2,933	2,933	2,933	21,134.63
% Monthly Budget Spent		2.8%	6.9%	7.8%	9.7%	12.7%	0.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	40.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Stormwater														
Budget	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Actual	1,065.66	0	0	0	561	505								1,065.66
(Over)Under Budget	(1,065.66)	0	0	0	(561)	(505)	0	0	0	0	0	0	0	(1,065.66)
% Monthly Budget Spent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Refuse - Residential														
Budget	2,000.00	167	167	167	167	167	167	167	167	167	167	167	167	2,000.00
Actual	1,379.83	276	552	552	(0)	0								1,379.83
(Over)Under Budget	620.17	(109)	(385)	(385)	167	167	167	167	167	167	167	167	167	620.17
% Monthly Budget Spent		13.8%	27.6%	27.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	69.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Recreation														
Budget	20,000.00	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000.00
Actual	2,107.88	439	142	139	160	1,228								2,107.88
(Over)Under Budget	17,892.12	1,227	1,525	1,528	1,507	439	1,667	1,667	1,667	1,667	1,667	1,667	1,667	17,892.12
% Monthly Budget Spent		2.2%	0.7%	0.7%	0.8%	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.5%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%

Monthly OVERTIME Report: Fiscal Year 2014

Department	Annual Budgeted	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
Transit - Vehicle Ops.														
Budget	46,350.00	3,863	3,863	3,863	3,863	3,863	3,863	3,863	3,863	3,863	3,863	3,863	3,863	46,350.00
Actual	21,298.84	7,649	6,926	5,680	2,614	(1,570)								21,298.84
(Over)Under Budget	25,051.16	(3,786)	(3,064)	(1,818)	1,248	5,433	3,863	3,863	3,863	3,863	3,863	3,863	3,863	25,051.16
% Monthly Budget Spent		16.5%	14.9%	12.3%	5.6%	-3.4%	0.0%	0.0%	66.9%	0.0%	0.0%	0.0%	0.0%	46.0%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Transit - Maintenance														
Budget	32,074.20	2,673	2,673	2,673	2,673	2,673	2,673	2,673	2,673	2,673	2,673	2,673	2,673	32,074.20
Actual	1,198.45	46	89	0	561	503								1,198.45
(Over)Under Budget	30,875.75	2,627	2,584	2,673	2,112	2,170	2,673	2,673	2,673	2,673	2,673	2,673	2,673	30,875.75
% Monthly Budget Spent		0.1%	0.3%	0.0%	1.7%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.7%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Parking Operations														
Budget	15,000.00	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000.00
Actual	333.18	0	90	0	243	0								333.18
(Over)Under Budget	14,666.82	1,250	1,160	1,250	1,007	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	14,666.82
% Monthly Budget Spent		0.0%	0.6%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%
Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%
Total Citywide														
Budget	1,767,477.20	147,290	147,290	147,290	142,899	147,290	147,290	147,290	147,290	147,290	147,290	147,290	147,290	1,767,477.20
Actual	731,105.00	95,455	112,327	103,445	176,057	243,821	0	0	0	0	0	0	0	731,105.00
(Over)Under Budget	1,037,437.86	51,834	34,963	43,845	(33,158)	(96,531)	147,290	147,290	147,290	147,290	147,290	147,290	147,290	1,036,372.20
% Annual OT Budget Spent		5.4%	6.4%	5.9%	10.0%	13.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	41.4%
YTD Target %		8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	41.7%

¹Includes doubletime expenses

% over/under budget: 0.3% UNDER