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Manager's Monthly Memorandum

May 15, 2012



Reporting Period: April 2012

City of Annapolis



April 2012 Monthly Reports

Table of Contents:

Special Sections

Manager's Letter.....	Manager's Letter 1 - 2
Synopsis Section.....	Synopsis 1 – Synopsis 4
GIS Maps.....	Map 1 – Maps 7
Finance Reports.....	Finance 1 – Finance 11
Grants Summary.....	Grants 1 – Grants 13

Main Document

Fire/OEM.....	1
Police.....	4
Human Resources.....	6
MIT.....	8
DNEP.....	12
Planning and Zoning.....	18
Recreation and Parks.....	23
Public Works.....	27
Transportation.....	36
Office of the Mayor.....	38
Law.....	41

Appendix

Daily Water Quality.....	A
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To: Mayor Cohen and the City Council
From: Michael D. Mallinoff, City Manager
Re: Period ending April 2012 - Manager's Monthly Memo
Date: May 15, 2012

Please find the nineteenth edition of the Manager's Monthly Memo.

This past month brought the City to the debt rating agencies in New York to discuss the conditions of the City's finances. The Mayor, Finance Director and I visited with three ratings agencies: Fitch, Moody's, and Standard & Poor's. The purpose of the meetings was twofold. The first aim was to follow up on last year's meetings which took place prior to the debt restructuring. The second aim was to receive updated ratings in anticipation of the possible refinancing of some existing debt at a lower interest rate and in anticipation of up to approximately \$7.5 million in new debt to finance approved capital improvement projects. These meetings are generally very interesting but challenging, something like an oral exam in front of some pretty savvy financial professionals. The City team is well prepared for the presentations by the City's financial advisors Davenport. A formal presentation document is submitted and is followed during the course of the two hour plus meetings. Two to three analysts are present from the agencies and ask various questions relating to the overall condition of the budget. This year, the tone of the presentations was generally positive. In sum, we believe the steps taken by the Mayor and Council to hold down costs and raise revenues show definite progress from last year's meetings. The analysts' comments seemed to support our assertions. We should get the updated ratings within the next month and they are good for three months thereafter.

The year-to-date (YTD) financial results show that overtime expenses are trending close to budget. The total OT YTD expenditures are 86.11% against 83% of the year, for a [3.11%] variance. Year-to-date revenues in all the funds are at 74% or [9%] behind projections, largely a product of the timing of grant funds; and overall expenditures are trending positive with overall YTD expenditures at 63% or a positive 20% variance.

The Mayor and City Council are continuing to discuss the FY13 budget. The Finance Committee is made up of Chair Alderman Arnett, Alderwoman Finlayson and Alderman Israel, and they are meeting on an almost daily basis to develop recommendations to the Mayor's budget to Council as a whole. It is anticipated the Finance Committee recommendations should come out by the week of May 21 or 28, 2012. Adoption of the budget by the council has to be completed prior to the new fiscal year on July 1, 2012. It is advisable to get the final budget to the Finance Department one month in advance of the new fiscal year so the accounts, purchase orders and various other budgetary changes can be incorporated into the financial system. The next month is going to be busy for all!

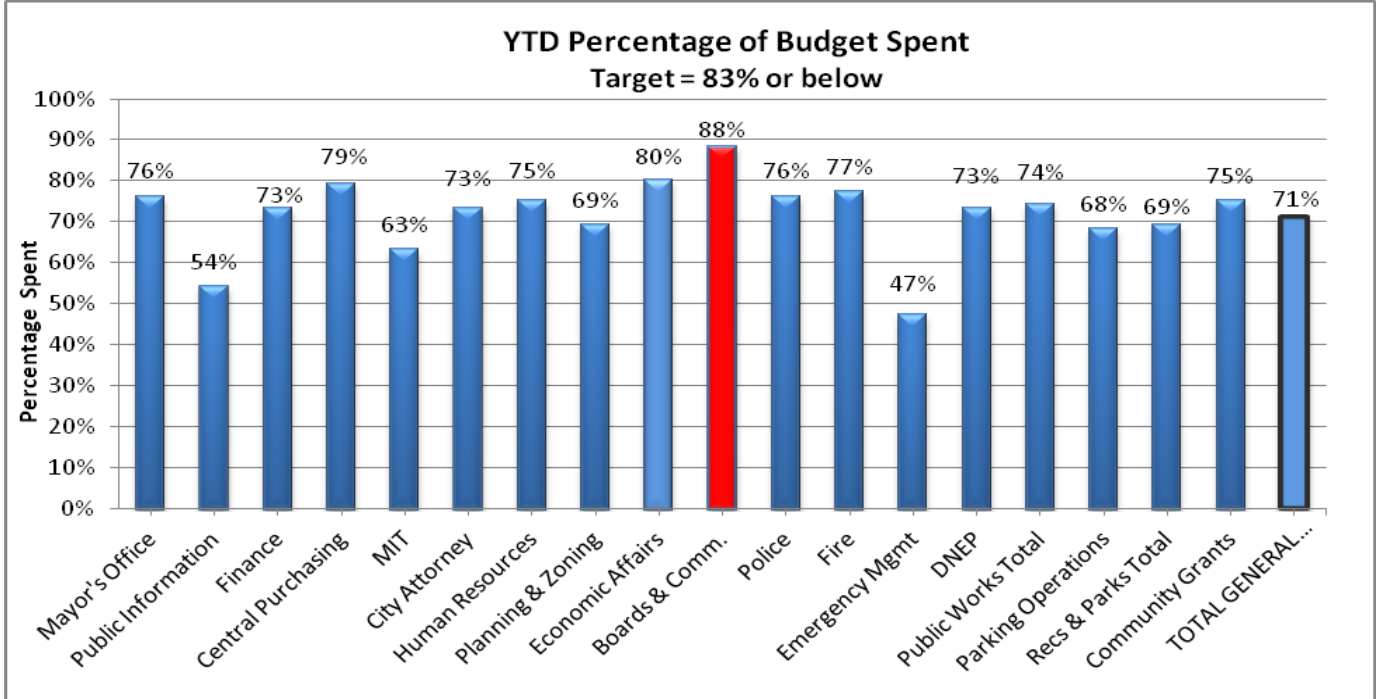


April 2012 Monthly Report

Synopsis:

Grant data is not included in this synopsis. Finance and grant information is detailed in the tables following this synopsis.

FINANCE: YTD Spending Percentages by Department (as of April 30, 2012):



All Grant Revenues Have been Removed from the Revenue Report (Effective April 30, 2012)

REVENUES: Year-to-Date			
Period: July-March 2012	Budgeted	Actual	Variance
Total General Fund	83%	75%	- 8%
Total Water Fund	83%	74%	- 9%
Total Sewer Fund	83%	80%	- 3%
Total Off-Street Parking	83%	76%	- 7%
Total Dock Operating	83%	60%	- 23%
Total Market Operating	83%	31%	- 52%
Total Transportation	83%	25%	- 58%
Total Stormwater Mgt	83%	71%	- 12%
Total Refuse Fund	83%	93%	10%
City TOTAL	83%	74%	- 9%

OVERTIME: Year-to-Date			
Period: July-March 2012	Budgeted	Actual	Variance
Citywide TOTAL	83%	86.11%	- 3.11 %

FIRE DEPARTMENT:

- The Department gave \$5,000 in grant funding to the Eastport VFD to purchase a new pick-up truck equipped with a snow plow. This purchase will save the City approximately \$35,000.
- The Department has requested a review of our ISO (Insurance Services Office) fire protection rating. We are currently a Class 3 Department, we believe with recent enhancements in our training programs and other data collection programs we can improve to a Class 2 Department. This should impact commercial fire insurance rates.
- The Annapolis Lion's Club presented the Department with \$500 to purchase tools for our maintenance shop. Chief Stokes and our two mechanics attended the annual award ceremony on 4-19-12.

OFFICE OF EMERGENCY MANAGEMENT:

- The Risk Management Policy Group reviewed claims and discussed "Risk Information Tracking Accountability (RITA)", a program to track accidents and incidents.
- OEM staff continued developing, and testing the WebEOC system for use in Annapolis. When finalized, WebEOC will enable a transition to higher efficiency paperless EOC operations during an emergency.
- Preparedness presentation provided for Annapolis Senior Forum panel.

POLICE DEPARTMENT:

- Participated in the DEA's National Take Back Initiative – a program designed for citizens to remove prescription narcotics from their medicine cabinets and take them to a local police department for disposal. In October, APD collected 74.6 pounds of prescription drugs and in April collected 81.1 pounds.
- Juveniles currently enrolled in the department's juvenile offenders diversion program (JOINS) completed 16 hours of community service in April. The JOINS officer made 16 school visits and 12 home visits.
- A special prostitution operation resulted in the arrest of seven individuals for solicitation violations.
- Compared to April 2011, total violent crime in April 2012 experienced a 31% decrease, total property crime decreased 17% and total part one crime decreased 20%.
- Please see the [crime map](#) which directly follows this synopsis section. It provides a visual overview of Part One crime which occurred in Annapolis in February. Please also visit the interactive crime map at <http://annacw.annapolis.gov/crimemapping/>

HUMAN RESOURCES:

- Continued working on MUNIS implementation and the troubleshooting of procedures and incomplete processes.
- Conducted public safety labor negotiations
- Worked with vendors on benefits prices for the new fiscal year.

OFFICE OF MIT:

- MIT is focusing on the Employee Self Service (ESS) function in MUNIS. The ESS system with basic employee and paycheck information was completed in early April for all departments and all employees.
- MIT is investigating various vendors for a time and attendance system to be interfaced with the new MUNIS payroll system. If funded, this system is projected to provide a 6-8% reduction in payroll labor costs due to time and attendance errors and abuse.
- MIT management served on the advisory board for this year's MD Digital Government Summit in June. MIT management will also be speaking at the conference about recent experiences with the City Council and iPads.
- MIT has been working with Central Purchasing and an outside digital radio system consultant in examining opportunities to sell the WYRE AM radio tower off of Spa Road to a tower operator while retaining ground rent and future antenna space for City use. The Procurement Officer has received two (2) bids which are currently under final negotiations.
- 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.
- Technology replacement fund. MIT has a budget for technology replacement (e.g. PCs, servers, network equipment in Capital Outlay for FY2012. The first batch of 150+ PCs or \$100,000 worth is about to be ordered along with 6 replacement file servers.

DEPARTMENT OF NEIGHBORHOOD AND ENVIRONMENTAL PROGRAMS:

- The City of Annapolis was presented an award by the Department of Natural Resources for twenty years of participation in the National Arbor Day Foundation's Tree City USA program. The award was presented at an Arbor Day Celebration held at Germantown Elementary School.
- The backyard chicken legislation was approved by the council and permit applications and inspection process have been put on line. One application has been received
- Permit were issued for over \$3,300,000 worth of construction. About 1,000 inspections were conducted.

PLANNING AND ZONING:

- Established City Dock Master Plan Facebook Page: www.facebook.com/CityDockMasterPlan
- Completed and posted the HUD required FY 2013 Action Plan, which contains the 14 projects that the City Council voted on to be funded with its the CDBG \$212,100 entitlement grant. The Housing and Community Development Committee will hold a public hearing on the plan on May 7, 2012. The document is available on the City's website.
- Architect completed plans and specification for Stanton Center project.
- Researched and provided DNEP information on ownership or status of abandoned properties in Clay Street and Parole neighborhoods.
- HPC considering application for proposed demolition of 26 Market Space Fleet St. wall. Secured MD certified structural engineer to develop a historically-sensitive temporary stabilization/shoring plan.
- Meeting with Maryland Historical Trust on scope of work for Maynard-Burgess House with DPW Director; match funding identified in CIP pending review/approval by City Council.

RECREATION AND PARKS DEPARTMENT & HARBOMASTER'S OFFICE

- Our 21st annual Greenscape program was a spectacular success. On Saturday April 21st hundreds of volunteers cleaned up, planted, and beautified 47 public spaces across the city. They included individuals, community groups and neighborhood associations.
- Arranged to partner with Dr. Pamela Brown's 21st Century community learning centers grant for children from Annapolis Middle School to provide physical activities at the Moyer center over the next three years.
- During the last weekend of April, US Yacht Shows conducted a Spring Boat Show at City Dock, combined with a Nautical Flea Market and "Cruiser's University" utilizing Susan C. Campbell Park, the old recreation center on St. Mary's Street and the Sailing Hall Of Fame Basin (in conjunction with the Waterfront Marriott Hotel). Preliminary reports indicate that attendance was more than double the organizers projected break-even point. Better still, in previous years the "Cruiser's University" and the Spring Boat Show had been conducted in Baltimore with less than stellar results. The organizers have already decided to go forward with a second annual Spring Boat Show next year; and have requested dock reservation as of 24 thru 29 April, 2013.

DEPARTMENT OF PUBLIC WORKS:

- Responding to questions and receiving some new private hauling contracts in response to the letters sent to business and churches requiring them to hire a private hauler. City collection will end to these facilities on July 1, 2012. Provided Rev. Calhoun a list of all organizations that received the letter.
- Citizen Traffic Request: Met with Captain New of the Salvation Army regarding concerns about pedestrians crossing Hilltop after one of their clients was struck this month. A traffic study was initiated to look into pedestrian safety infrastructure.
- ~~Waiting for final approval so we can go live with~~ The [online pavingment](#) rating system and pavement schedule ~~online~~ for citizens to use is complete. Please visit: <http://www.annapolis.gov/Government/Departments/PublicWorks/streetpavingschedule.aspx>
- Please see the Maps section of this memo and the interactive online map for information on ongoing Capital Improvement Program projects: [Online Map of CIP Projects](#)

DEPARMENT OF TRANSPORTATION:

- Effective April 30, 2012, the basic one-way cash fare is \$2.00, up from \$1.50. Cost of various transit passes (day, weekly, monthly, annual passes) with unlimited rides also went up. Given the high fuel prices, ADOT does not expect any significant reduction in ridership.
- Total revenue from parking enforcement and transit operations in April 2012 was \$111,744.90. Transit fare collection was \$41,413.90 and revenue from on-street parking operations was \$70,331.
- Circulator services on the city side increased for the fourth consecutive time to 7,604 passenger trips in April.

OFFICE OF THE MAYOR:

- Introductory meeting with new Health Department Officer Dr. Angela Wakhweya and Mayor. The Mayor will be represented on the AACo. Health Improvement Coalition Steering Committee addressing obesity and substance abuse. Launch of this initiative will be held on Wednesday, May 16th, at the Anne Arundel Medical Center.
- County Executive transferred the lease of Whitmore Park to the City of Annapolis where it will remain the site of community events like First Sundays.
- Conducted the second presentation by director's of their proposed departmental budgets. This presentation was held for the public.
- Staff acted as lead organizer for the Commission on Aging's 8th Annual Senior Forum at the Annapolis Bates Senior Center. Approximately 100+ people attended the event which included Public Safety and Health Care Panels and lunch compliments of Larry Griffin of We Care and Friends. The Commission presented a citation of appreciation to Mr. Kirby McKinney.
- City Council passed the Moratorium on events at City, requiring Council approval of "major events" held in the City Dock area. 12 event applications submitted prior to the passage of the resolution will require Council action; many will be on the May 14th Council Agenda.

OFFICE OF LAW

- Adopted Legislation
 - O-2-12: Lease of City Dock Space to Chesapeake Marine Tours
 - O-3-12: Lease of City Property: Boat Shows in 2017
 - O-12-12: Lease of City Property: Spring 2012 Boat.
 - O-53-11: Keeping or Maintaining Chickens Within the City of Annapolis
 - O-29-11: The Length of Time for Filing an Appeal of an Administrative Decision to the Board of Appeals
 - R-47-11: Annexation of Hayes Property
 - O-38-11: Zoning of Annexed Land – Hayes Property
 - O-13-12: Lease of Public Parking Lots to FRESHFARM Markets, Inc.
 - R-3-12: First Sundays Festival 2012
 - R-4-12: Four Rivers Garden Club Flower Mart on April 30
 - R-5-12: Race Across America 2012 - June 21-25, 2012
 - R-6-12: TriRock Annapolis 2012
 - R-14-12: A Moratorium on Administrative Approvals for Special Events at City Dock
 - R-15-12: A Public Parking Garage and Retail Storefronts on Compromise Street - expressing the sense of the Annapolis City Council regarding a parking garage and retail storefronts on Compromise Street.



April 2012 Monthly Report

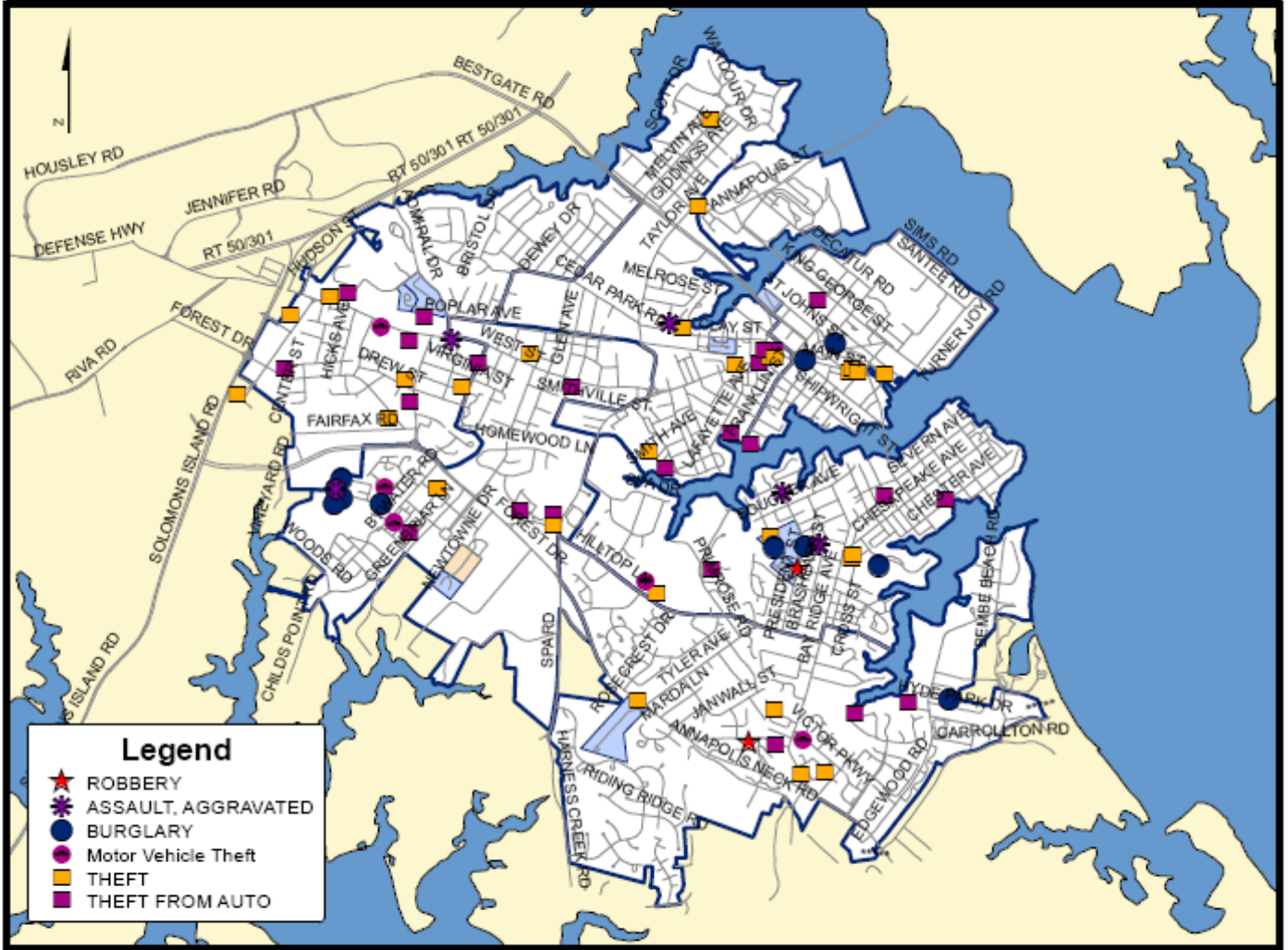
Maps:

The GIS Maps Section follows: Please be advised of the following interactive maps which provide additional information and sharp online displays.

1. Interactive Crime Map: <http://annacw.annapolis.gov/crimemapping/>
2. Interactive map of Capital Improvement Projects, Use and Occupancy Permits / New Businesses, and Neighborhood Projects:
<http://www.arcgis.com/apps/TwoPane/chrome/index.html?appid=e7e89bc0a9724097bd1910f6dda428b2&webmap=1abde986838447edb32455602da5672a>
3. Department of Public Works map of the street resurfacing schedule and condition of the streets:
<http://www.annapolis.gov/Government/Departments/PublicWorks/streetpavingschedule.aspx>



City of Annapolis Reported Part One Crime 1 Apr - 30 Apr, 2012



RMS Data: as of 5/3/2012
Match Rate: 98%
Z:\Chief's Book\Maps\Mar 15_2012.mxd

PART ONE OFFENSES INCLUDE THE FOLLOWING CRIMES:

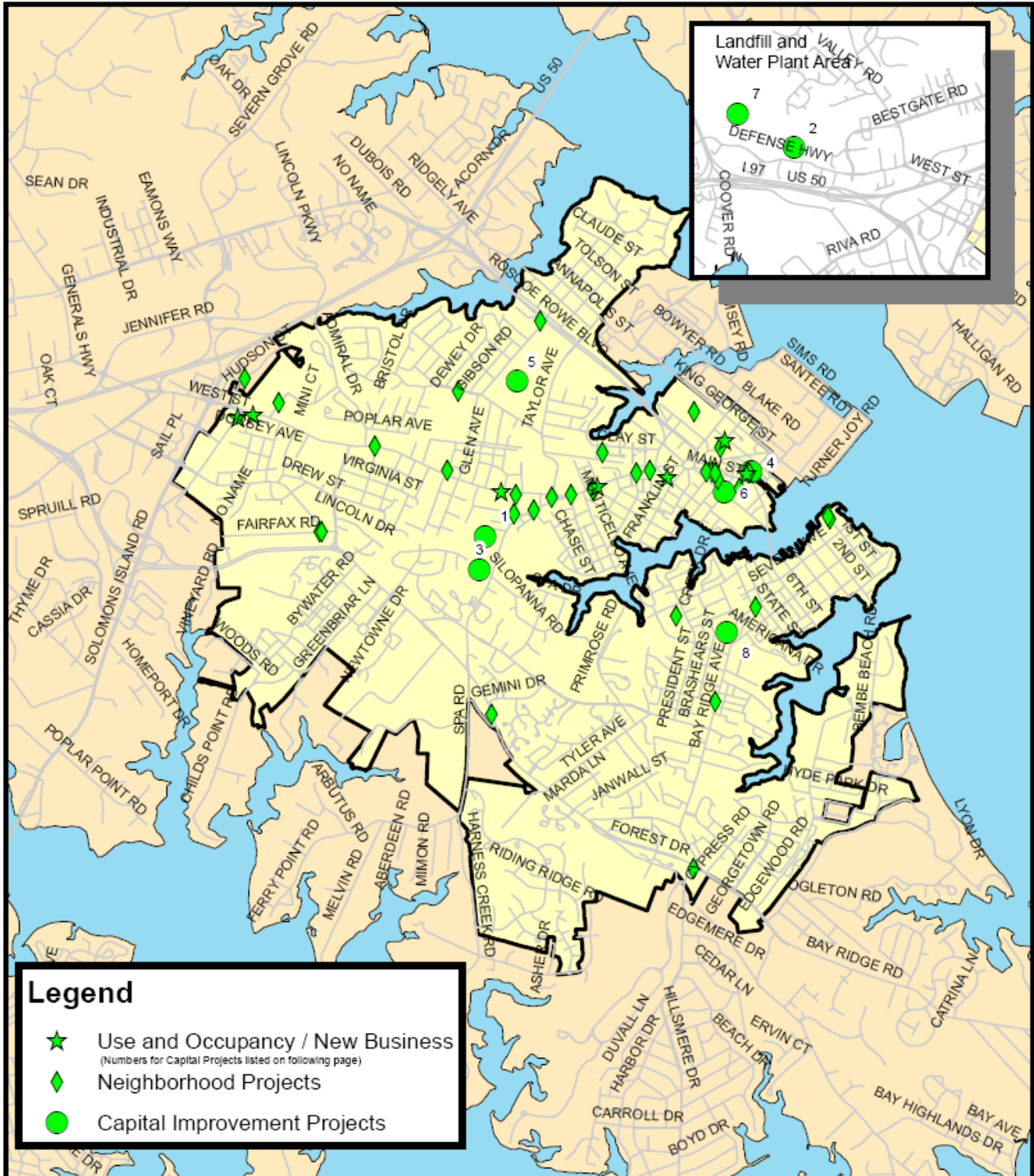
- Murder
- Rape
- Robbery - Armed
- Robbery - Unarmed
- Aggravated Assault
- Larceny (Theft)
- Burglary - Commercial
- Burglary - Residential
- Auto Theft

Interactive Crime Map: <http://annacw.annapolis.gov/crimemapping/>

Capital Projects, Use and Occupancy Permits, and Neighborhood Projects

See following pages for more information about the mapped items or please visit the informative interactive map:

[Online Map: CIP, Neighborhood Projects, Use and Occupancy Permits \(New Businesses\)](#)



	Capital Improvement Projects Neighborhood Projects Use and Occupancy Permits	Map Created By: Shawn Wampler	Monthly Memo
		4/2012	City of Annapolis MIT GIS

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Capital Improvement Program Projects

The Department of Public Works has reported the following progress during the month of April on the following 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/SCADA:**
 - A pump failure at Belmont Pump Station.
 - The SCADA/communications upgrade sequence has been re-evaluated and we are moving forward with upgrade of the Belmont Pump Station.
 - Work on developing the electrical contractor.
2. **CIP 71001- Water Treatment Plant (WTP)**
 - Design/Build (D/B) of (WTP) thirteen statement of qualifications (SOQ) packages for the WTP & D/B project received and review.
 - D/B Request for Proposal (RFP)
 - AA County permit modification application submitted to request modifications.
 - MDE Funding – RFQ and addenda when sent to MDE and coordination of RFP development continues.
 - Fluoride System Improvement all punch Items are complete with the exception of Maintenance Bond all closes out documents submitted to the City.
3. **CIP 477- Road Reconstruction**
 - Work on rain drainage improvements ongoing at Amos Garrett Blvd.
 - Final repairs at Market Space delays due to building issues at intersection of Cornhill and Market Space.
4. **CIP 742- Market House – Building Upgrades and Building Re- Opening**
 - Somerset Wet Drilling completed/Geothermal Project on time and within budget. Storm drain, gutter work and masonry work to re-grade sidewalk behind Market House addressed some long term flooding/ponding issues.
 - Fresh Air Concept is completing punch list items.
 - Paving of Market Street postponed due to instability of side wall on old Riordan's building. Once structural issues are resolved paving will be rescheduled.
 - Design of Interior Renovation project has progressed to 95%/Construction bid process in early May.
 - Bi-weekly progress meetings continued to be held project continues on schedule and within budget.
 - Submittals made to Maryland Historical Trust and Dept. of General Services for reimbursement of expended Funds.
 - The Market house Manager FranPoint Partners, is developing a rent structure, lease document and vendor application.
5. **CIP 72004- Sewer Rehabilitation**
 - CCTV inspections were recently completed on nearly 1,600 linear feet of 8-inch-diameter sewer main between Pychley Run Road and Hunt Meadows pumping station.
6. **CIP 544- City Hall Restoration and Office Relocation**
 - Awarded Design/Build contract for office relocation project. Design of Phase 1 to begin in early May.
7. **CIP 122- Landfill Gas Mitigation**
 - Ongoing testing and reporting. Benthic and WET tests were conducted during April.
8. **CIP 20003- Eastport Fire Station Storage Building**
 - Obtained approval of Administrative Interception Application from P&Z.
 - Grading permit application will be made in May with construction to begin after Grading and Building permits approval.

Neighborhood Projects (DNEP)

DNEP reports on the following Neighborhood Projects for April 2012: The interactive map also provides a clear display of each neighborhood project (as well as each capital project, and the new use and occupancy permits):

[Online Map: CIP, Neighborhood Projects, Use and Occupancy Permits \(New Businesses\)](#)

- A. **Anita's Spanish Grocery Store (1904 Fairfax Road - #BLD12-0145)** – Revised plans under review to expand store into next tenant space.
- B. **Annapolis Elementary School (180 Green Street-#BLD12-0160)** – \$19 million dollar Addition/Alteration under review to connect the Brown building with the school on Green Street. (DNEP was told by the applicant on May 4, 2012 that revised drawings would be submitted for review. Drawings will have to be re-reviewed)
- C. **Annapolis Nursing & Rehabilitation (900 Van Buren Street - #BLD08-0083)** Job is progressing. Revisions to basement storage area under review.
- D. **Boucher Place – (Various permit numbers)** – Ready to final one unit and begin construction on another.
- E. **Capital Gazette (2000 Capital Drive - #BLD0293)** – Permit under review for door replacement; loading dock ramp installation and work to existing asphalt area.
- F. **Department of Juvenile Services (49 Solomons Island Rd., #300, #BLD12-0243)** – Permit under review for \$150,000 in alterations.
- G. **Eastport Yacht Club – (317 First Street - #BLD11-0988)** – Permits issued for an expansion.
- H. **Factor's Row (26 Market Space - #BLD10-1215)** – Owner of building currently preparing to repair damage to exterior brick structure. Access to Market Space via Fleet Street has been restricted to pedestrians only. Water service and grease interceptor were installed before the street is paved. Permit for restaurant still waiting for information from applicant.
- I. **Hillman Parking Garage (150 Gorman Street #BLD12-0248)** - Renovation of parking garage access equipment & associated access control room; installation of public restrooms.
- J. **Hillsmere Smokehouse Restaurant (107 Hillsmere Drive-#BLD12-0181)** – Permit under review for renovations to build 50 seat restaurant. Revisions received 4/26/12.
- K. **H. S. West, LLC (200 Westgate Circle, #402 - #BLD12-0029)** – Permit issued 1/27/12 for interior alterations for new office. Ceiling close-in completed.
- L. **Jo Jo's Cupcakes & Cream (188 Main Street-#BLD12-0193)** – Permit under review for interior alterations. Revisions received 4/24/12.
- M. **Joss' – (197 Main Street - #BLD10-0321)** – Addition/Alteration job is progressing.
- N. **Lighthouse Shelter (10 Hudson Street - #BLD11-0959)** – Permit issued 2/10/12. Footing inspection done.
- O. **Loew's Hotel (126 West Street-#BLD11-0788)** Permit issued 01/24/2012 for interior alterations consisting of re-locating restaurant, bar and other areas. Ceiling close-in inspection done.
- P. **Market House (25 Market Space #BLD12-0287)** – Permit under review for interior alterations to bathrooms and tenant spaces.

- Q. **Mister Pollo (1411 Forest Drive-#BLD12-0303)** – Permit under review for interior alterations for future rotisserie chicken deli.
- R. **Obery Court – (Phase II)** – Moving along well. Building two is in sheetrock stage. Bldgs. 1 & 3 in rough-in phase.
- S. **Phoenix Annapolis Center (1411 Cedar Park Rd - #BLD11-0656)** – Grading and building permits issued for proposed construction of \$14,517,763 in alterations to old Germantown Elementary School, to become new Phoenix Annapolis Center.
- T. **Sailor's Quay** – Construction moving along well. Inspections being done on new SFD being built.
- U. **Severn Sailing School (311 First Street - #BLD11-0956)** – Permit issued 2/23/12 to construct addition. Slab inspection done.
- V. **Spa Gate (100 Carraway Lane - #BLD12-0189)** – Permit application under review for 1st of 19 townhomes to be built.
- W. **St. John's College (Hodson House- #BLD10-1020)** – Permit issued 6/10/11 for new administration building. Revisions received 2/22/12. St. Johns plans to start the work on this project in May 2012, following the close of school for the year.
- X. **St. John's College (Randall Hall-#BLD12-0190)** – Permit issued for repairs to windows and doors.
- Y. **Tailor Shop – Abdoulaye Diallo (180 Main Street – #BLD12-0036)** – permit issued 02/27/12 for new walls, doors, finishes, fixtures. Framing inspection done.
- Z. **Tate Service Building – (1730/1726 West Street #DEM11-0068)** – Permit to demolish building, formerly Coca Cola Bottling Company awaiting Planning Commission meeting of April 18, 2012.
- AA. **ViaGlobal (1 Park Place, #550, #BLD11-0812)**- Interior Alterations valued at \$75,000. Permit issued 10/20/11. No action to date.
- BB. **Village Greens (S. Cherry Grove Avenue, starting with BLD10-1220)** – currently processing permits for 92 townhouses. HOA documents being reviewed and edited through Planning and Zoning department. Utility work being done.
- CC. **Weems Cove (Rogers Heights Rd)** – Performed final demolition inspections on two units. No activity anticipated on this project right away per contractor.
- DD. **1900 Fairfax Road, #5 (#BLD12-0145)** – Permit ready for issue for grocery store expansion.
- EE. **77-79 Maryland Avenue (formerly Johnson's-on-the-Avenue - #BLD11-0700)** –Permit was issued 9/19/11 for interior alterations to implement a change of use from retail space to office space. Chief Code Official visited site to verify condition of rated separation between tenants. Job is progressing.
- FF. **79 West Street (#BLD12-0113)** – Permit issued for interior alterations for new doctor's office. Fees charged for capital facility are being appealed by applicant. Building Board of Appeals meeting scheduled for May 29, 2012.
- GG. **213 West Street (#GRD12-0001)** – Permit ready for issue to grade lot for new town homes.
- HH. **913 West Street (#BLD11-1009)** – Permit issued 3/8/12 for new two story building. Wall pour inspections being performed.
- II. **914 Smithville Street (#DEM12-0016)** – Demolish vacant house. Permit ready for issue.

Use and Occupancy Permits / New Businesses (DNEP)

The interactive map also provides a clear display of each new use and occupancy permit (as well as each capital project, and the neighborhood projects):

[Online Map: CIP, Neighborhood Projects, Use and Occupancy Permits \(New Businesses\)](#)

- 7 Use and Occupancy/Life Safety permits, were issued during the month of April 2012:
 1. *95 Cathedral Street, Suite 100* – Maryland Republican Party
 2. *3 Old Solomons` Island Rd* – McCormick Paints Annapolis
 3. *48 Maryland Avenue* – Audubon and Friends Retail Store
 4. *30 Market Space, Unit B* – Tyler Boe Retail Store
 5. *2006 West Street* – Academy Shell Service Station
 6. *1013 West Street* – Bert Spriggs Motor Sales, Inc.
 7. *208 West Street* – Bozzuto Homes

Department of Finance: YTD EXPENDITURES

FY 2012 Summary of Expenditures by Department / Division as of April 30, 2012												
	Approved Appropriations	Fiscal Year Projected	04/01/2012 Beginning Expenditures	4/01-4/30/12 Period Transactions	Encumbrances	04/30/2012 Ending Expend. w/ encmb'nce	04/30/12 Ending Expend. w/o encmb'nce	4/30/2012 Budgeted Target	Remaining Balance	Spending Percentages		
										Budget	Actual	(Over) Under
General Fund												
Mayor's Office	\$ 1,211,591	\$ 1,116,128	\$ 830,233	\$ 87,153	\$ 12,720	\$ 930,106	\$ 917,386	\$ 1,009,659	\$ 294,205	83%	76%	7%
Public Information	306,680	233,609	153,267.54	11,769	29,638	194,674	165,036	255,567	141,643	83%	54%	29%
Finance	1,915,015	1,775,978	1,252,904.96	143,742	83,335	1,479,982	1,396,647	1,595,846	518,369	83%	73%	10%
Central Purchasing	339,897	333,806	241,703.96	25,472	10,995	278,171	267,176	283,247	72,721	83%	79%	4%
Mgmt Information Technology	1,469,918	1,220,575	847,420.70	71,710	98,015	1,017,146	919,131	1,224,932	550,787	83%	63%	20%
City Attorney	968,558	963,078	638,320.10	69,178	95,067	802,565	707,498	807,132	261,060	83%	73%	10%
Human Resources	727,303	678,318	479,070.81	65,703	20,491	565,265	544,773	606,086	182,530	83%	75%	8%
Planning & Zoning	1,503,516	1,275,784	946,334.62	84,984	31,834	1,063,153	1,031,319	1,252,930	472,197	83%	69%	14%
Economic Affairs	385,000	368,650	307,208.42	0	0	307,208	307,208	320,833	77,792	83%	80%	3%
Boards and Commissions	93,532	101,397	75,286.36	7,339	1,872	84,498	82,625	77,944	10,907	83%	88%	-5%
Law Enforcement	15,479,588	14,354,702	10,627,734.78	1,103,115	231,402	11,962,251	11,730,849	12,899,657	3,748,739	83%	76%	7%
Fire	12,774,207	11,929,041	8,870,586.00	935,685	134,597	9,940,867	9,806,271	10,645,172	2,967,936	83%	77%	6%
Office of Emergency Mgmt	217,514	142,444	87,471.93	13,884	17,347	118,703	101,356	181,261	116,158	83%	47%	36%
Neighborhood & Environment	2,200,903	1,949,638	1,447,735.67	154,520	22,443	1,624,698	1,602,256	1,834,086	598,648	83%	73%	10%
Public Works												
Administration	695,884	638,086	480,083.46	49,126	2,529	531,738	529,209	579,903	166,674	83%	76%	7%
Engineering & Construction	778,713	704,528	516,958.77	49,607	20,540	587,106	566,566	648,928	212,148	83%	73%	10%
Streets	2,719,386	2,592,251	1,849,680.48	186,745	123,783	2,160,209	2,036,426	2,266,155	682,960	83%	75%	8%
Traffic Control and Maint.	326,696	259,486	177,936.16	25,996	12,306	216,238	203,933	272,247	122,764	83%	62%	21%
Snow & Ice Removal	96,694	56,708	30,152.80	4,996	12,108	47,257	35,149	80,578	61,545	83%	36%	47%
General Govt Buildings	1,496,220	1,559,046	997,404.55	63,185	238,616	1,299,205	1,060,589	1,246,850	435,631	83%	71%	12%
Fleet Maintenance Center	392,670	446,437	332,396.11	36,155	3,480	372,031	368,551	327,225	24,119	83%	94%	-11%
<i>Public Works Total</i>	6,506,264	6,256,541	4,384,612.33	415,811	413,361	5,213,784	4,800,423	5,421,887	1,705,841	83%	74%	9%
Parking Operations	618,149	603,154	384,395.09	37,059	81,175	502,628	421,454	515,124	196,695	83%	68%	15%
Recreation & Parks												
Recreation	1,736,293	1,811,029	1,307,502	111,941	89,748	1,509,191	1,419,442	1,446,911	316,851	83%	82%	1%
Recreation Center Ops	2,269,215	1,701,835	1,261,084	97,082	60,030	1,418,196	1,358,167	1,891,012	911,048	83%	60%	23%
<i>Recs & Parks Total</i>	4,005,508	3,512,864	2,568,586	209,023	149,778	2,927,387	2,777,609	3,337,923	1,227,899	83%	69%	14%

Department of Finance: YTD EXPENDITURES

FY 2012 Summary of Expenditures by Department / Division as of April 30, 2012												
	Approved Appropriations	Fiscal Year Projected	04/01/2012 Beginning Expenditures	4/01-4/30/12 Period Transactions	Encumbrances	04/30/2012 Ending Expend. w/ encmb'nce	04/30/12 Ending Expend. w/o encmb'nce	4/30/2012 Budgeted Target	Remaining Balance	Spending Percentages		
										Budget	Actual	(Over) Under
General Fund												
Non Profit Funding	205,000	183,963	104,978	48,325	0	153,303	153,303	170,833	51,697	83%	75%	8%
Debt Principal												
Bond Principal	1,290,692	1,567,120	1,276,578	29,356	0	1,305,934	1,305,934	1,075,577	(15,242)	83%	101%	-18%
Other Debt Principal	376,123	451,348	376,123	0	0	376,123	376,123	313,436	0	83%	100%	-17%
Debt Interest												
Bond Interest	2,535,403	1,504,023	1,265,252	(11,899)	0	1,253,353	1,253,353	2,112,836	1,282,050	83%	49%	34%
Other Debt Interest	79,617	74,925	62,438	0	0	62,438	62,438	66,347	17,179	83%	78%	5%
Pensions & Retirements	0	1,670,014	1,218,717	172,961	0	1,391,678	1,391,678	0	(1,391,678)	83%	NA	NA
Insurance	0	2,192,348	1,331,093	495,864	0	1,826,957	1,826,957	0	(1,826,957)	83%	NA	NA
Unallocated/Contingency Funds	658,123	2,198	0	1,832	104,456	106,288	1,832	548,436	656,291	83%	0%	83%
Intergovernmental Expenditures	4,204,902	0	10,000	(10,000)	0	0	0	3,504,085	4,204,902	83%	0%	83%
Internal Administrative Accts	0	(3,788)	(44,877)	41,721	49,635	46,479	(3,157)	0	3,157	83%	NA	NA
Interfund Transfers & Subsidies	1,930,265	36,000	0	30,000	0	30,000	30,000	1,608,554	1,900,265	83%	2%	81%
Total Gen Fund Expenditures	62,003,269	54,493,860	39,743,175	4,234,306	1,588,161	45,565,642	43,977,481	51,669,391	18,025,788	83%	71%	12%
<i>recon. to source</i>												
Water Fund												
Water Supply & Treatment	1,928,417	1,624,427	1,224,018	129,671	155,828	1,509,518	1,353,690	1,607,014	574,728	83%	70%	13%
Water Distribution	1,506,446	1,202,023	898,942	102,743	76,646	1,078,332	1,001,686	1,255,371	504,760	83%	66%	17%
Bond Principal	365,066	534,527	361,966	83,473	0	445,439	445,439	304,222	(80,373)	83%	122%	-39%
Bond Interest	359,340	366,228	260,184	45,006	0	305,190	305,190	299,450	54,150	83%	85%	-2%
Depreciation and Adjustments	474,010	(503,526)	0	(419,605)	0	(419,605)	(419,605)	395,008	893,615	83%	-89%	172%
Interfund Allocation	516,000	0	(367,066)	367,066	0	0	0	430,000	516,000	83%	0%	83%
Intergovt. Allo. / Interfund Trnsfr	1,869,960	6,000	5,000	0	0	5,000	5,000	1,558,300	1,864,960	83%	0%	83%
Total Water Fund Exp	7,019,239	3,229,679	2,383,045	308,354	232,474	2,923,873	2,691,399	5,849,366	4,327,840	83%	38%	45%
<i>recon. to source</i>												
Sewer Fund												
Water Reclamation Facility	3,100,000	2,548,787	2,500,263	(376,274)	0	2,123,989	2,123,989	2,583,333	976,011	83%	69%	14%
Wastewater Collection	976,889	1,155,625	873,210	89,810	119,116	1,082,137	963,021	814,074	13,868	83%	99%	-16%
Debt Principal												
Bond Principal	359,659	336,977	358,237	(77,422)	0	280,814	280,814	299,715	78,844	83%	78%	5%
Other Debt Principal	147,693	177,232	147,693	0	0	147,693	147,693	123,078	0	83%	100%	-17%

Department of Finance: YTD EXPENDITURES

FY 2012 Summary of Expenditures by Department / Division as of April 30, 2012												
	Approved Appropriations	Fiscal Year Projected	04/01/2012 Beginning Expenditures	4/01-4/30/12 Period Transactions	Encumbrances	04/30/2012 Ending Expend. w/ encmb'nce	04/30/12 Ending Expend. w/o encmb'nce	4/30/2012 Budgeted Target	Remaining Balance	Spending Percentages		
										Budget	Actual	(Over) Under
Debt Interest												
Bond Interest	472,674	94,515	115,100	(36,338)	0	78,762	78,762	393,895	393,912	83%	17%	66%
Other Debt Interest	17,340	9,138	7,615	0	0	7,615	7,615	14,450	9,725	83%	44%	39%
Administrative Fees	5,960	6,278	5,232	0	0	5,232	5,232	4,967	728	83%	88%	-5%
Depreciation and Adjustments	631,970	(514,209)	0	(428,508)	0	(428,508)	(428,508)	526,642	1,060,478	83%	-68%	151%
Interfund Allocation	610,859	0	(505,930)	505,930	0	0	0	509,049	610,859	83%	0%	83%
Intergovernmental Allocation	616,872	0	0	0	0	0	0	514,060	616,872	83%	0%	83%
Total Sewer Fund Exp	6,939,916	3,814,343	3,501,421	(322,802)	119,116	3,297,735	3,178,619	5,783,263	3,761,297	83%	46%	37%
<i>recon. to source</i>												
Off Street Parking Fund												
Hillman Garage	478,510	356,847	286,412	10,961	862	298,234	297,373	398,758	181,137	83%	62%	21%
Gott's Court Garage	394,530	359,201	288,398	10,937	188	299,522	299,334	328,775	95,196	83%	76%	7%
Knighton Garage	306,810	244,983	190,754	13,398	0	204,153	204,153	255,675	102,657	83%	67%	16%
Park Place Garage	0	(11,340)	38,220	(47,670)	0	(9,450)	(9,450)	0	9,450	83%	NA	NA
Parking Lots	54,630	52,444	43,573	131	0	43,703	43,703	45,525	10,927	83%	80%	3%
Bond Principal	179,328	206,879	178,526	(6,126)	0	172,399	172,399	149,440	6,928	83%	96%	-13%
Bond Interest	359,413	195,684	164,233	(1,163)	0	163,070	163,070	299,510	196,342	83%	45%	38%
Depreciation and Adjustments	413,940	(206,879)	0	(172,399)	0	(172,399)	(172,399)	344,950	586,339	83%	-42%	125%
Interfund Allocation	184,882	0	(178,526)	178,526	0	0	0	154,068	184,882	83%	0%	83%
Intergovernmental Allocation	1,240,409	0	0	0	0	0	0	1,033,674	1,240,409	83%	0%	83%
Total OSP Fund Exp	3,612,451	1,197,820	1,011,590	(13,406)	1,050	999,233	998,183	3,010,376	2,614,267	83%	28%	55%
<i>recon. to source</i>												
Dock Fund												
Dock	897,941	817,023	650,674	30,179	110,167	791,020	680,853	748,284	217,088	83%	76%	7%
Bond Principal	75,193	65,640	75,151	(20,450)	0	54,700	54,700	62,660	20,492	83%	73%	10%
Bond Interest	325,990	97,236	74,684	6,346	0	81,030	81,030	271,659	244,960	83%	25%	58%
Depreciation and Adjustments	214,030	(65,640)	0	(54,700)	0	(54,700)	(54,700)	178,358	268,730	83%	-26%	109%
Interfund Allocation	72,165	0	(75,151)	75,151	0	0	0	60,138	72,165	83%	0%	83%
Intergov. Allo./Interfund Trsfr	80,689	24,000	20,000	0	0	20,000	20,000	67,241	60,689	83%	25%	58%
Total Dock Fund Exp	1,666,008	938,259	745,358	36,525	110,167	892,050	781,883	1,388,340	884,125	83%	47%	36%
<i>recon. to source</i>												
Market Fund												
Market House	82,500	88,211	72,206	1,304	7,375	80,884	73,509	68,750	8,991	83%	89%	-6%
Bond Principal	8,558	3,770	8,334	(5,192)	0	3,142	3,142	7,132	5,416	83%	37%	46%
Bond Interest	86,342	22,826	19,563	(541)	0	19,022	19,022	71,952	67,320	83%	22%	61%
Depreciation and Adjustments	24,890	(73,022)	(66,044)	5,192	0	(60,852)	(60,852)	20,742	85,742	83%	-244%	327%
Intergov. Allo./Interfund Trsfr	12,792	0	0	0	0	0	0	10,660	12,792	83%	0%	83%
Total Market Fund Exp	215,082	41,785	34,058	762	7,375	42,196	34,821	179,235	180,261	83%	16%	67%
<i>recon. to source</i>												

Department of Finance: YTD EXPENDITURES

FY 2012 Summary of Expenditures by Department / Division as of April 30, 2012												
	Approved Appropriations	Fiscal Year Projected	04/01/2012 Beginning Expenditures	4/01-4/30/12 Period Transactions	Encumbrances	04/30/2012 Ending Expend. w/ encmb'nce	04/30/12 Ending Expend. w/o encmb'nce	4/30/2012 Budgeted Target	Remaining Balance	Spending Percentages		
										Budget	Actual	(Over) Under
Transportation Fund												
Administration	693,893	689,034	489,728	84,467	9,589	583,784	574,195	578,244	119,698	83%	83%	0%
Transit	2,525,933	3,186,779	2,404,860	250,790	110,104	2,765,753	2,655,649	2,104,944	(129,716)	83%	105%	-22%
Maintenance	643,223	481,930	360,502	41,106	17,485	419,093	401,608	536,019	241,615	83%	62%	21%
Bond Principal	11,624	13,881	11,624	(56)	0	11,568	11,568	9,687	56	83%	100%	-17%
Bond Interest	7,571	1,014	873	(28)	0	845	845	6,309	6,726	83%	11%	72%
Interfund Allocation	607,563	0	0	0	0	0	0	506,303	607,563	83%	0%	83%
Depreciation and Adjustments	335,570	(45,993)	(38,384)	56	0	(38,328)	(38,328)	279,642	373,898	83%	-11%	94%
Intergov. Allo./Interfund Trsfr	112,337	108,000	90,000	0	0	90,000	90,000	93,614	22,337	83%	80%	3%
Total Transportation Fd Exp	4,937,713	4,434,645	3,319,203	376,335	137,179	3,832,716	3,695,537	4,114,761	1,242,175	83%	75%	8%
<i>recon. to source</i>												
Stormwater Management Fund												
Stormwater Management	269,849	228,380	174,752	15,565	15,370	205,687	190,317	224,875	79,533	83%	71%	12%
Bond Principal	4,882	5,995	8,578	(3,582)	0	4,996	4,996	4,068	(114)	83%	102%	-19%
Bond Interest	32,302	(7,782)	(5,103)	(1,382)	0	(6,485)	(6,485)	26,918	38,786	83%	-20%	103%
Interfund Allocation	40,578	0	0	0	0	0	0	33,815	40,578	83%	0%	83%
Depreciation and Adjustments	1,630	(1,204)	(4,586)	3,582	0	(1,004)	(1,004)	1,358	2,634	83%	-62%	145%
Intergov. Allo./Interfund Trsfr	500,000	0	0	0	0	0	0	416,667	500,000	83%	0%	83%
Total Stormwtr Mgmt Fd Exp	849,241	225,389	173,641	14,183	15,370	203,194	187,824	707,700	661,417	83%	22%	61%
<i>recon. to source</i>												
Refuse Fund												
Residential Refuse	2,164,735	1,866,596	1,434,800	120,696	237,679	1,793,176	1,555,497	1,803,946	609,238	83%	72%	11%
Curbside Recycling	269,360	232,354	173,077	20,552	70,095	263,724	193,628	224,467	75,732	83%	72%	11%
Bond Interest	0	11,362	0	9,468	0	9,468	9,468	0	(9,468)	83%	NA	NA
Interfund Allocation	400,674	0	0	0	0	0	0	333,895	400,674	83%	0%	83%
Depreciation and Adjustments	4,000	98,347	0	81,956	0	81,956	81,956	3,333	(77,956)	83%	2049%	-1966%
Intergov. Allo./Interfund Trsfr	550,000	0	0	0	0	0	0	458,333	550,000	83%	0%	83%
Total Refuse Fund Exp	3,388,768	2,208,659	1,607,877	232,672	307,774	2,148,323	1,840,549	2,823,974	1,548,220	83%	54%	29%
<i>recon. to source</i>												
Total Gen Fund Expenditures	62,003,269	54,493,860	39,743,175	4,234,306	1,588,161	45,565,642	43,977,481	51,669,391	18,025,788	83%	71%	12%
Total Enterprise Fund Exp	28,628,416	16,090,578	12,776,192	632,623	930,506	14,339,321	13,408,815	23,857,014	15,219,601	83%	47%	36%
TOTAL	90,631,686	70,584,438	52,519,368	4,866,929	2,518,667	59,904,963	57,386,296	75,526,405	33,245,390	83%	63%	20%

Department of Finance: YTD OVERTIME

City of Annapolis Monthly Overtime Report Fiscal Year 2012														
Department	Annual	* Jul	* Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date Total
Finance														
Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual	2,952.15	0.00	0.00	0.00	657.51	293.53	152.51	1,006.20	842.40	0.00	0.00	0.00	0.00	2,952.15
(Over)Under Budget	(2,952.15)	0.00	0.00	0.00	(657.51)	(293.53)	(152.51)	(1,006.20)	(842.40)	0.00	0.00	0.00	0.00	(2,952.15)
% Spent Monthly		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
% Spent YTD		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Police														
Budget	936,122.00	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	78,010.17	312,040.67
Actual	699,321.53	44,675.89	43,790.09	82,454.97	113,855.03	107,358.47	94,263.97	57,616.68	57,383.86	42,756.32	55,166.25	78,010.17	78,010.17	699,321.53
(Over)Under Budget	236,800.47	33,334.28	34,220.08	(4,444.80)	(35,844.86)	(29,348.30)	(16,253.80)	20,393.49	20,626.31	35,253.85	22,843.92	0.00	0.00	(387,280.86)
% Spent Monthly		0.57	0.56	1.06	1.46	1.38	1.21	0.74	0.74	0.55	0.71	0.00	0.00	74.70%
% Spent YTD		0.14	0.28	0.55	0.91	1.26	1.56	1.74	1.93	2.06	2.24	2.24	2.24	83%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Parking Operations														
Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual	12,864.64	694.33	1,179.58	2,813.47	1,434.47	1,954.22	802.88	1,721.81	254.98	1,176.99	831.91	0.00	0.00	12,864.64
(Over)Under Budget	(12,864.64)	(694.33)	(1,179.58)	(2,813.47)	(1,434.47)	(1,954.22)	(802.88)	(1,721.81)	(254.98)	(1,176.99)	(831.91)	0.00	0.00	(12,864.64)
% Spent Monthly		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
% Spent YTD		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Fire														
Budget	464,433.00	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	38,702.75	154,811.00
Actual	348,201.05	17,536.55	26,867.76	50,241.89	32,902.95	66,792.05	41,788.85	11,044.67	33,412.46	50,516.55	17,097.32	38,702.75	38,702.75	348,201.05
(Over)Under Budget	116,231.95	21,166.20	11,834.99	(11,539.14)	5,799.80	(28,089.30)	(3,086.10)	27,658.08	5,290.29	(11,813.80)	21,605.43	0.00	0.00	(193,390.05)
% Spent Monthly		0.45	0.69	1.30	0.85	1.73	1.08	0.29	0.86	1.31	0.44	0.00	0.00	74.97%
% Spent YTD		0.11	0.29	0.61	0.82	1.26	1.53	1.60	1.81	2.14	2.25	2.25	2.25	83%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
DNEP														
Budget	5,000.00	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	1,666.67
Actual	7,119.06	327.07	0.00	6,497.39	242.75	51.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,119.06
(Over)Under Budget	(2,119.06)	89.60	416.67	(6,080.72)	173.92	364.82	416.67	416.67	416.67	416.67	416.67	416.67	416.67	(5,452.39)
% Spent Monthly		0.78	0.00	15.59	0.58	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.38%
% Spent YTD		0.20	0.20	4.09	4.24	4.27	4.27	4.27	4.27	4.27	4.27	4.27	4.27	83%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
PW - General Government Buildings														
Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual	47.49	0.00	47.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.49
(Over)Under Budget	(47.49)	0.00	(47.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(47.49)
% Spent Monthly		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
% Spent YTD		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%

Department of Finance: YTD OVERTIME

City of Annapolis Monthly Overtime Report Fiscal Year 2012														
Department	Annual	* Jul	* Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date Total
PW - Streets														
Budget	75,920.00	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	6,326.67	25,306.67
Actual	42,464.27	2,898.54	2,985.72	8,405.07	2,742.28	2,673.66	7,099.84	5,221.30	2,854.77	3,689.34	3,893.75			42,464.27
(Over)/Under Budget	33,455.73	3,428.13	3,340.95	(2,078.40)	3,584.39	3,653.01	(773.17)	1,105.37	3,471.90	2,637.33	2,432.92	6,326.67	6,326.67	(17,157.60)
% Spent Monthly		0.46	0.47	1.33	0.43	0.42	1.12	0.83	0.45	0.58	0.62	0.00	0.00	
% Spent YTD		0.11	0.23	0.56	0.67	0.78	1.06	1.27	1.38	1.52	1.68	1.68	1.68	55.93%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
PW - Traffic Control														
Budget	2,810.00	234.17	234.17	234.17	234.17	234.17	234.17	234.17	234.17	234.17	234.17	234.17	234.17	936.67
Actual	756.23	0.00	0.00	610.46	0.00	0.00	0.00	145.77	0.00	0.00	0.00			756.23
(Over)/Under Budget	2,053.77	234.17	234.17	(376.29)	234.17	234.17	234.17	88.40	234.17	234.17	234.17	234.17	234.17	180.44
% Spent Monthly		0.00	0.00	2.61	0.00	0.00	0.00	0.62	0.00	0.00	0.00	0.00	0.00	
% Spent YTD		0.00	0.00	0.65	0.65	0.65	0.65	0.81	0.81	0.81	0.81	0.81	0.81	26.91%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
PW - Snow and Ice														
Budget	38,350.00	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	12,783.33
Actual	4,446.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,446.55	0.00	0.00			4,446.55
(Over)/Under Budget	33,903.45	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	3,195.83	(1,250.72)	3,195.83	3,195.83	3,195.83	3,195.83	8,336.78
% Spent Monthly		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.39	0.00	0.00	0.00	0.00	
% Spent YTD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.35	0.35	0.35	0.35	0.35	11.59%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
PW - Fleet Maintenance														
Budget	15,360.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	1,280.00	5,120.00
Actual	11,649.14	1,597.26	979.91	3,250.38	246.20	732.18	1,238.94	2,472.74	519.99	246.20	365.34			11,649.14
(Over)/Under Budget	3,710.86	(317.26)	300.09	(1,970.38)	1,033.80	547.82	41.06	(1,192.74)	760.01	1,033.80	914.66	1,280.00	1,280.00	(6,529.14)
% Spent Monthly		1.25	0.77	2.54	0.19	0.57	0.97	1.93	0.41	0.19	0.29	0.00	0.00	
% Spent YTD		0.31	0.50	1.14	1.19	1.33	1.57	2.05	2.16	2.20	2.28	2.28	2.28	75.84%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Recreation														
Budget	12,890.00	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	1,074.17	4,296.67
Actual	12,319.07	4,004.85	5,260.64	1,840.35	589.36	160.34	16.88	0.00	0.00	124.65	322.00			12,319.07
(Over)/Under Budget	570.93	(2,930.68)	(4,186.47)	(766.18)	484.81	913.83	1,057.29	1,074.17	1,074.17	949.52	752.17	1,074.17	1,074.17	(8,022.40)
% Spent Monthly		3.73	4.90	1.71	0.55	0.15	0.02	0.00	0.00	0.12	0.30	0.00	0.00	
% Spent YTD		0.93	2.16	2.58	2.72	2.76	2.76	2.76	2.76	2.79	2.87	2.87	2.87	95.57%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Recreation Center														
Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual	1,059.75	5.96	92.62	39.19	901.73	0.00	20.25	0.00	0.00	0.00	0.00			1,059.75
(Over)/Under Budget	(1,059.75)	(5.96)	(92.62)	(39.19)	(901.73)	0.00	(20.25)	0.00	0.00	0.00	0.00	0.00	0.00	(1,059.75)
% Spent Monthly		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
% Spent YTD		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Water Plant														
Budget	84,103.00	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	7,008.58	28,034.33
Actual	48,528.14	4,318.68	3,384.38	5,085.55	3,622.13	3,773.52	6,584.85	6,137.36	3,098.38	4,684.50	7,838.79			48,528.14
(Over)/Under Budget	35,574.86	2,689.90	3,624.20	1,923.03	3,386.45	3,235.06	423.73	871.22	3,910.20	2,324.08	(830.21)	7,008.58	7,008.58	(20,493.81)
% Spent Monthly		0.62	0.48	0.73	0.52	0.54	0.94	0.88	0.44	0.67	1.12	0.00	0.00	
% Spent YTD		0.15	0.27	0.46	0.59	0.72	0.95	1.17	1.28	1.45	1.73	1.73	1.73	57.70%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%

Department of Finance: YTD OVERTIME

City of Annapolis Monthly Overtime Report Fiscal Year 2012														
Department	Annual	* Jul	* Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date Total
Water Distribution														
Budget	24,660.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	2,055.00	8,220.00
Actual	30,173.76	3,954.86	2,304.04	3,367.32	3,967.61	2,608.48	5,493.30	1,678.38	3,043.52	1,556.71	2,199.54			30,173.76
(Over)/Under Budget	(5,513.76)	(1,899.86)	(249.04)	(1,312.32)	(1,912.61)	(553.48)	(3,438.30)	376.62	(988.52)	498.29	(144.54)	2,055.00	2,055.00	(21,953.76)
% Spent Monthly		1.92	1.12	1.64	1.93	1.27	2.67	0.82	1.48	0.76	1.07	0.00	0.00	
% Spent YTD		0.48	0.76	1.17	1.65	1.97	2.64	2.84	3.21	3.40	3.67	3.67	3.67	122.36%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Wastewater Collection														
Budget	31,500.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	10,500.00
Actual	28,962.72	1,186.35	1,984.51	8,074.62	1,539.48	2,797.84	3,537.91	3,483.88	2,201.33	1,739.59	2,417.21			28,962.72
(Over)/Under Budget	2,537.28	1,438.65	640.49	(5,449.62)	1,085.52	(172.84)	(912.91)	(858.88)	423.67	885.41	207.79	2,625.00	2,625.00	(18,462.72)
% Spent Monthly		0.45	0.76	3.08	0.59	1.07	1.35	1.33	0.84	0.66	0.92	0.00	0.00	
% Spent YTD		0.11	0.30	1.07	1.22	1.48	1.82	2.15	2.36	2.53	2.76	2.76	2.76	91.95%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Transit - Vehicle Operations														
Budget	133,287.00	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	11,107.25	44,429.00
Actual	339,486.11	29,520.10	31,844.80	36,824.08	32,569.23	43,850.99	37,436.91	44,865.87	36,137.27	24,273.50	22,163.36			339,486.11
(Over)/Under Budget	(206,199.11)	(18,412.85)	(20,737.55)	(25,716.83)	(21,461.98)	(32,743.74)	(26,329.66)	(33,758.62)	(25,030.02)	(13,166.25)	(11,056.11)	11,107.25	11,107.25	(295,057.11)
% Spent Monthly		2.66	2.87	3.32	2.93	3.95	3.37	4.04	3.25	2.19	2.00	0.00	0.00	
% Spent YTD		0.66	1.38	2.21	2.94	3.93	4.77	5.78	6.60	7.14	7.64	7.64	7.64	254.70%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Transit - Maintenance														
Budget	33,170.00	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	2,764.17	11,056.67
Actual	23,626.30	2,633.99	1,857.54	1,413.82	4,066.69	1,480.84	1,622.98	3,095.04	4,844.22	1,592.32	1,018.86			23,626.30
(Over)/Under Budget	9,543.70	130.18	906.63	1,350.35	(1,302.52)	1,283.33	1,141.19	(330.87)	(2,080.05)	1,171.85	1,745.31	2,764.17	2,764.17	(12,569.63)
% Spent Monthly		0.95	0.67	0.51	1.47	0.54	0.59	1.12	1.75	0.58	0.37	0.00	0.00	
% Spent YTD		0.24	0.41	0.53	0.90	1.04	1.18	1.46	1.90	2.04	2.14	2.14	2.14	71.23%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Stormwater														
Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual	888.58	0.00	0.00	888.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00			888.58
(Over)/Under Budget	(888.58)	0.00	0.00	(888.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(888.58)
% Spent Monthly		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
% Spent YTD		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Refuse - Residential														
Budget	49,830.00	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	4,152.50	16,610.00
Actual	27,708.54	268.00	9,398.41	3,895.50	2,058.64	1,624.52	847.22	2,595.07	1,691.27	5,155.93	173.98			27,708.54
(Over)/Under Budget	22,121.46	3,884.50	(5,245.91)	257.00	2,093.86	2,527.98	3,305.28	1,557.43	2,461.23	(1,003.43)	3,978.52	4,152.50	4,152.50	(11,098.54)
% Spent Monthly		0.06	2.26	0.94	0.50	0.39	0.20	0.62	0.41	1.24	0.04	0.00	0.00	
% Spent YTD		0.02	0.58	0.82	0.94	1.04	1.09	1.25	1.35	1.66	1.67	1.67	1.67	55.61%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
Total Citywide														
Budget	1,907,435.00	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	158,952.92	635,811.67
Actual	1,642,575.08	113,622.43	131,977.49	215,702.64	201,396.06	236,152.49	200,907.29	141,084.77	150,731.00	137,512.60	113,488.31	0.00	0.00	1,642,575.08
(Over)/Under Budget	264,859.92	45,330.49	26,975.43	(56,749.72)	(42,443.14)	(77,199.57)	(41,954.37)	17,868.15	8,221.92	21,440.32	45,464.61	158,952.92	158,952.92	(1,006,763.41)
% Spent Monthly		0.71	0.83	1.36	1.27	1.49	1.26	0.89	0.95	0.87	0.71	0.00	0.00	
% Spent YTD		0.18	0.39	0.73	1.04	1.41	1.73	1.95	2.19	2.40	2.58	2.58	2.58	86.11%
YTD Target %		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	83%
* Adjusted prior periods for actual overtime expenditures not previously reported														

Department of Finance: YTD REVENUE
All grant revenues have been removed from the revenue report

FY 2012 Summary of Revenues as of April 30, 2012										
	Approved Appropriations	Fiscal Year Projected	4/30/12 YTD Total	Period Total Transactions	04/01/12 Balance	04/30/12 Budgeted	Remaining Balance	Budget	Actual	Over Under
General Fund										
<u>Taxes</u>										
Real	\$ 36,421,346	\$ 39,307,588	\$ 32,756,323	\$ 301,999	\$ 32,454,325	\$ 30,351,122	\$ 3,665,023	83%	90%	7%
Personal-Unincorp Business	38,000	31,477	26,231	1,108	\$ 25,123	31,667	11,769	83%	69%	-14%
Personal-Public Utilities	1,000,000	1,157,413	964,511	115	\$ 964,396	833,333	35,489	83%	96%	13%
Personal-Corporations	1,500,000	1,676,074	1,396,729	62,764	\$ 1,333,965	1,250,000	103,271	83%	93%	10%
Penalties & Interest Del Tax	177,000	19,648	16,373	1,138	\$ 15,235	147,500	160,627	83%	9%	-74%
<u>Licenses & Permits</u>										
Street Use	300,000	380,744	317,287	11,913	\$ 305,374	250,000	0	83%	106%	23%
Business	589,000	485,211	404,342	105,359	\$ 298,984	490,833	184,658	83%	69%	-14%
Other Non-Business	1,650,000	1,337,396	1,114,497	177,989	\$ 936,508	1,375,000	535,503	83%	68%	-15%
<u>Intergovernmental</u>										
State Shared Revenues	5,800,000	4,888,685	4,073,904	202,785	\$ 3,871,119	4,833,333	1,726,096	83%	70%	-13%
State PILOT	367,000	440,400	367,000	0	\$ 367,000	305,833	0	83%	100%	17%
County Shared Revenues	2,352,000	1,959,424	1,632,854	203,093	\$ 1,429,761	1,960,000	719,146	83%	69%	-14%
<u>Charges for Services</u>										
Zoning & Subdiv Fees	30,000	30,564	25,470	2,110	\$ 23,360	25,000	4,530	83%	85%	2%
Public Safety	1,430,000	1,645,027	1,370,856	120,695	\$ 1,250,161	1,191,667	59,144	83%	96%	13%
Roadways	825,000	765,736	638,113	64,942	\$ 573,172	687,500	186,887	83%	77%	-6%
Culture - Recreation	1,902,000	1,885,874	1,571,562	125,397	\$ 1,446,165	1,585,000	330,438	83%	83%	0%
<u>Fines & Forfeitures</u>										
Other Fines & Forfeitures	1,003,100	828,393	690,328	74,065	\$ 616,262	835,917	312,772	83%	69%	-14%

Department of Finance: YTD REVENUE
All grant revenues have been removed from the revenue report

FY 2012 Summary of Revenues as of April 30, 2012										
	Approved Appropriations	Fiscal Year Projected	4/30/12 YTD Total	Period Total Transactions	04/01/12 Balance	04/30/12 Budgeted	Remaining Balance	Budget	Actual	Over Under
General Fund										
<u>Money & Property</u>										
Interest Earnings	15,000	16,630	13,858	1,763	\$ 12,096	12,500	1,142	83%	92%	9%
Rents & Concessions	200,000	(55,854)	(46,545)	2,770	\$ (49,315)	166,667	246,545	83%	-23%	-106%
Pmts in Lieu of Taxes	131,700	177,343	147,786	0	\$ 147,786	109,750	0	83%	112%	29%
Miscellaneous Sales	12,000	18,837	15,698	2,039	\$ 13,659	10,000	0	83%	131%	48%
Other	410,421	467,585	389,654	33,639	\$ 356,015	342,018	20,767	83%	95%	12%
<u>Other Financing Sources</u>										
Indirect Charges	3,028,248	108,000	90,000	0	\$ 90,000	2,523,540	2,938,248	83%	3%	-80%
Operating Revenue	4,391,600	0	0	0	\$ -	3,659,667	4,391,600	83%	0%	-83%
Total General Fund	\$ 63,573,415	57,572,196	47,976,830	1,495,681	46,481,149	52,977,846	15,633,656	83%	75%	-8%
<i>recon. to source</i>										
Water Fund										
<u>Charges for Services</u>										
Water Charges	7,345,900	6,380,160	5,316,800	393,602	4,923,198	6,121,583	2,029,100	83%	72%	-11%
<u>Interest</u>	0	491	409	42	367	0	0	83%	n/a	n/a
<u>Money and Property</u>										
Rents & Concessions	55,000	56,893	47,411	4,359	43,052	45,833	7,589	83%	86%	3%
<u>Other Financing Sources</u>										
Capital Facilities	400,000	508,342	423,618	290,881	132,737	333,333	0	83%	106%	23%
Total Water Fund	\$ 7,800,900	6,945,886	5,788,239	688,884	5,099,354	6,500,750	2,036,689	83%	74%	-9%
<i>recon. to source</i>										
Sewer Fund										
<u>Licenses & Permits</u>										
Other Non-Business	0	77,316	64,430	4,240	60,190	0	0	83%	n/a	n/a
<u>Charges for Services</u>										
Sewer Charges	6,607,400	6,122,813	5,102,344	383,712	4,718,632	5,506,167	1,505,056	83%	77%	-6%
<u>Other Financing Sources</u>										
Capital Facilities	400,000	504,842	420,701	261,007	159,694	333,333	0	83%	105%	22%
Total Sewer Fund	\$ 7,007,400	6,704,971	5,587,476	648,959	4,938,516	5,839,500	1,505,056	83%	80%	-3%

Department of Finance: YTD REVENUE
All grant revenues have been removed from the revenue report

FY 2012 Summary of Revenues as of April 30, 2012										
	Approved Appropriations	Fiscal Year Projected	4/30/12 YTD Total	Period Total Transactions	04/01/12 Balance	04/30/12 Budgeted	Remaining Balance	Budget	Actual	Over Under
Off Street Parking Fund										
<u>Charges for Services</u>										
OSP Charges	3,650,000	3,345,578	2,787,982	241,545	2,546,437	3,041,667	862,018	83%	76%	-7%
<u>Money and Property</u>										
Interest Earnings	0	316	263	0	263	0	0	83%	n/a	n/a
Total OSP Fund	\$ 3,650,000	3,345,894	2,788,245	241,545	2,546,699	3,041,667	862,018	83%	76%	-7%
<i>recon. to source</i>										
Dock Fund										
Transfer From General	20,000	24,000	20,000	0	20,000	16,667	0	83%	100%	17%
<u>Charges for Services</u>										
Dock Charges	1,106,660	788,590	657,158	19,522	637,636	922,217	449,502	83%	59%	-24%
Total Dock Operating	\$ 1,126,660	812,590	677,158	19,522	657,636	938,883	449,502	83%	60%	-23%
<i>recon. to source</i>										
Market Fund										
<u>Charges for Services</u>										
Market Charges	62,500	0	57,062	0	57,062	52,083	5,438	83%	91%	8%
<u>Other Financing Sources</u>										
Transfer From General	152,852	12,000	10,000	0	10,000	127,376	142,852	83%	7%	-76%
Total Market Operating	\$ 215,352	12,000	67,062	0	67,062	179,460	148,290	83%	31%	-52%
<i>recon. to source</i>										
Transportation Fund										
<u>Charges for Services</u>										
Transportation Charges	1,488,000	922,459	768,716	44,216	724,500	1,240,000	719,284	83%	52%	-31%
<u>Money and Property</u>										
Miscellaneous Sales	10,000	5,736	4,780	226	4,554	8,333	5,220	83%	48%	-35%
Contribution AA County	0	51,082	42,568	0	42,568	0	0	83%	n/a	n/a
<u>Other Financing Sources</u>										
Oper. Rev/trsf from GF	1,797,684	0	0	0	0	1,498,070	1,797,684	83%	0%	-83%
Total Trans. Operation	\$ 3,295,684	979,277	816,064	44,443	771,622	2,746,403	2,522,187	83%	25%	-58%

Department of Finance: YTD REVENUE
All grant revenues have been removed from the revenue report

FY 2012 Summary of Revenues as of April 30, 2012										
	Approved Appropriations	Fiscal Year Projected	4/30/12 YTD Total	Period Total Transactions	04/01/12 Balance	04/30/12 Budgeted	Remaining Balance	Budget	Actual	Over Under
Stormwater Management Fund										
<u>Charges for Services</u>										
Stormwater Charges	934,000	790,491	658,743	66,328	592,415	778,333	275,257	83%	71%	-12%
Total Stomwater Mgmt	\$ 934,000	790,491	658,743	66,328	592,415	778,333	275,257	83%	71%	-12%
<i>recon. to source</i>										
Refuse Fund										
<u>Charges for Services</u>										
Res Refuse Coll Charges	3,918,200	4,105,496	3,421,247	362,533	3,058,714	3,265,167	496,953	83%	87%	4%
Comm Refuse Recycling	0	6,523	5,436	326	5,110	0	0	83%	n/a	n/a
<u>Other Financing Sources</u>										
Internal Admin Accts	0	0	0	(1,779)	1,779	0	0	83%	n/a	n/a
Operating Revenue	(250,000)	0	0	0	0	(208,333)	0	83%	n/a	n/a
Total Refuse Fund	\$ 3,668,200	\$ 4,112,019	\$ 3,426,682	\$ 361,080	\$ 3,065,602	\$ 3,056,833	496,953	83%	93%	10%
<i>recon. to source</i>										
Total General Fund	63,573,415	57,572,196	47,976,830	1,495,681	46,481,149	52,977,846	15,633,656	83%	75%	-8%
Total Enterprise Funds	27,698,195	23,703,128	19,809,668	2,070,763	17,738,906	23,081,829	8,295,953	83%	72%	-11%
CITY TOTAL	\$ 91,271,610	\$ 81,275,324	\$ 67,786,498	\$ 3,566,444	\$ 64,220,054	\$ 76,059,675	23,929,609	83%	74%	-9%



GRANT REPORTS

Annapolis Fire Department Grant Recap			
Jeanne Coughlin	Page 1 of 2	April 2012	
GRANT NAME	YEAR	AMOUNT	
STATE OF MD FUNDING			
MIEMSS			
AED	2001 to 2002	\$ 1,223.00	
	2002 to 2003	\$ 7,335.00	
	2003 to 2004	\$ 7,500.00	
	2005 to 2006	\$ 5,985.00	
LP12 Upgrade	2006 to 2007	\$ 14,360.00	
LP 15 Purchase	2008 to 2009	\$ 19,701.00	
New AED's	2011 to 2012	\$ 8,155.00	
Total AED/Monitors		\$ 64,259.00	
Bioterrorism	2004 to 2005	\$ 16,711.00	
	2005 to 2006	\$ 19,867.00	
	2007 to 2008	\$ 25,006.00	
Total Bioterrorism		\$ 61,584.00	
Education			
ALS Education Grant	2008 to 2009	\$ 7,590.00	
ALS Education Grant	2009 to 2010	\$ 7,590.00	
ALS Education Grant	2010 to 2011	\$ 7,590.00	
ALS Education Grant	2011 to 2012	\$ 7,640.00	
ALS added Education Grant	2011 to 2012	\$ 10,126.25	
Total Education		\$ 40,536.25	
TOTAL MIEMSS		\$ 166,379.25	
Eastport Fire Station			
Capital Project	2004 to 2006	\$ 250,000.00	
DNR Waterway Improvemnt	2001	\$ 50,000.00	
	2002	\$ 50,000.00	
	2005	\$ 50,000.00	
	2006	\$ 50,000.00	
	2007	\$ 50,000.00	extended for FY13
Total DNR		\$ 250,000.00	
Anne Arundel County			
Assistance to Fire Boat			
Purchase thru additional			
Transfer DNR Funding	2005 to 2006	\$ 33,921.65	
TOTAL STATE FUNDS		\$ 700,300.90	



GRANT REPORTS

Annapolis Fire Department Grant Recap		
Jeanne Coughlin	Page 2 of 2	April 2012
<u>FEDERAL FUNDING</u>		
FEMA - Physical Fitness	2002	\$ 51,344.00
USFA - Fire Prevention	2004	\$ 58,194.00
AFG - Fire Boat	2004	\$ 225,000.00
AFG - Building Modifications	2005	\$ 118,990.00
AFG - Defibrillator/Monitors	2007	\$ 108,000.00
AFG - PPE/Thermal Imagers	2008	\$ 302,661.00
TOTAL FEDERAL FUNDS		\$ 864,189.00
TOTAL FUNDING SECURED		\$ 1,564,489.90
<u>GRANTS WRITTEN AND SUBMITTED BUT PENDING DECISION</u>		
MSFA	6/15/12	861.78
<u>GRANTS PROJECTED TO BE AVAILABLE FOR APPLICATION</u>		
MIEMSS -EMS Radio Upgrade	2011	Waiting on information to complete this request
MIEMSS - Bioterrorism	2011	
DNR Waterway Improvemnt	2012	
AFG - FEMA	2012	
USFA - Fire Prevention	2011	
ARRA - SCG	2011	
MIEMSS - ALS Training	2012 to 2013	
SAFER Grant	2012	
MIEMSS - Matching AED	2012	



GRANT REPORTS

Annapolis Police Department Current Grant Summary

April 2012

Page 1 of 3

Grant	Total Amount	Allocated YTD	Balance	Grant End Date	Project Manager
FY12 Governor's Office of Crime Control and Prevention CCSS	\$297,145.30	\$226,550.42	\$70,594.88	6/30/2012	Beth Hart
Crime Analyst	\$60,060.00	\$48,685.00	\$11,375.00		
Community Prosecutor	\$65,000.00	\$48,445.64	\$16,554.36		
Coordinator	\$36,540.00	\$29,960.00	\$6,580.00		
Law Enforcement Overtime	\$112,122.00	\$89,582.69	\$22,539.31		
CCTV (Sprint 4g network)	\$4,271.00	\$0.00	\$4,271.00		
Volunteer Coordinator	\$16,290.30	\$9,877.09	\$6,413.21		
ETIX Equipment	\$2,461.00		\$2,461.00		
Bike Uniforms	\$401.00		\$401.00		
FY12 Governor's Office of Crime Control and Prevention School Bus Safety	\$10,000.00	\$7,487.84	\$2,512.16	6/30/2012	Officer Richard Mioduszewski
FY12 Governor's Office of Crime Control and Prevention BJAG Forensic Unit Support	\$88,497.00	\$79,020.70	\$9,476.30	6/30/2012	Beth Hart/ Mary Pat Whitely
Digital Archiving System	\$41,325.00	\$41,325.00	\$0.00		
Computers	\$3,447.00	\$2,038.00	\$1,409.00		
Miscellaneous Other Items	\$43,725.00	\$35,657.70	\$8,067.30		
FY12 Governor's Office of Crime Control	\$5,095.00	\$2,815.36	\$2,279.64	9/30/2012	Beth Hart
IACP - LEIM	\$2,853.00	\$2,364.96	\$488.04		
ESRI Users' Conference	\$2,242.00	\$450.40	\$1,791.60		
FY10 Urban Area Security Initiative CCTV	\$75,000.00	\$54,574.77	\$20,425.23	3/31/2013	Beth Hart
FY11 Urban Area Security Initiative	\$60,000.00	\$0.00	\$60,000.00	3/31/2014	Beth Hart
FY10 Urban Area Security Initiative	\$129,685.00		\$123,285.21	3/31/2013	Lieutenant John Freeman
Tactical Equipment	\$50,000.00		\$50,000.00		
QRT Training	\$15,000.00		\$15,000.00		
K9	\$14,879.00		\$14,879.00		
Intelligence Equipment	\$49,787.00	\$6,380.79	\$43,406.21		



GRANT REPORTS

Annapolis Police Department Current Grant Summary

April 2012

Page 2 of 3

Grant	Total Amount	Allocated YTD	Balance	Grant End Date	Project Manager
FY11 Urban Area Security Initiative	\$98,000.00	\$0.00	\$98,000.00		Lieutenant John Freeman
Tactical Equipment					
QRT Training					
K9					
Intelligence Equipment					Beth Hart
FY10 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program	\$104,106.00	\$34,165.00	\$69,941.00	3/31/2013	Beth Hart
Equipment	\$94,160.00	\$34,165.00	\$59,995.00		
Training	\$10,000.00		\$10,000.00		
FY11 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program	\$56,130.00		\$56,130.00		Beth Hart
FY 09 Edward Byrne Memorial Justice Allocation Grant (stimulus) (90004)	\$230,340.00	\$213,470.80	\$16,869.20	2/28/2013	Beth Hart
ESRI Enterprise Software	\$60,000.00	\$50,200.00	\$9,800.00		
InterAct Software Maintenance	\$1,700.00	\$1,676.25	\$23.75		
CCTV Monitor	\$15,840.00	\$8,794.55	\$7,045.45		
In Pursuit Field Base Reporting	\$102,805.00	\$102,805.00	\$0.00		
CVSA	\$9,195.00	\$9,195.00			
Police Academy Training	\$32,800.00	\$31,928.00	\$872.00		
Crime Scene Training	\$8,000.00	\$8,872.00	-\$872.00		
FY 09 Edward Byrne Memorial Justice Assistance Grant (90005)	\$55,688.00	\$55,688.00	\$0.00	9/30/2012	Beth Hart
Upgrades for Mobile Communication	\$52,588.00	\$52,588.00	\$0.00		
Training for Bio Key	\$3,100.00	\$3,100.00	\$0.00		



GRANT REPORTS

Annapolis Police Department Current Grant Summary

April 2012

Page 3 of 3

Grant	Total Amount	Allocated YTD	Balance	Grant End Date	Project Manager
FY 10 Edward Byrne Memorial Justice Assistance Grant (90006)	\$48,350.00	\$24,799.93	\$23,550.07	9/30/2013	Beth Hart
Training	\$40,000.00	\$18,177.56	\$21,822.44		
Community Services Coordinator (Supplement)	\$8,350.00	\$6,622.37	\$1,727.63		
FY 11 Edward Byrne Memorial Justice	\$31,779.00	\$6,066.15	\$25,712.85	9/30/2014	Beth Hart
IT Project Management Salary & Fringe	\$31,779.00	\$6,066.15	\$25,712.85		
2009 Port Security Grant Program	\$315,138.00	\$257,935.78	\$57,202.22	8/14/2012	Lieutenant John Freeman
27 ft Sea Ark , Trailer, Hooking and Climbing System includes 2 250 hp motors and other accessories	\$244,919.00	\$244,919.00	\$0.00		
Scan Pacific Hooking & Climbing system	\$11,000.00	\$11,000.00	\$0.00		
1 Ton Crew Cab Towing Vehicle	\$55,719.00		\$55,719.00		
Travel	\$3,500.00	\$2,016.78	\$1,483.22		
NIJ Solving Cold Cases With DNA	\$221,176.83	\$114,183.38	\$106,993.45	9/30/2013	Tim Hall
Investigator Position (inc Fringe)	\$131,657.70	\$105,838.09	\$25,819.61		
Investigative Overtime	\$68,519.13	\$3,152.29	\$65,366.84		
Travel	\$3,500.00				
Training	\$1,500.00				
Contract Services	\$16,000.00	\$5,193.00	\$10,807.00		
BJA FY10 Congressionally Selected	\$200,000.00	\$140,022.63	\$59,977.37	6/30/2013	Beth Hart
IT Project Management Salary	\$84,400.00	\$84,375.00	\$25.00		
IT Project Management Fringe (9.26%)	\$7,857.00	\$7,817.34	\$39.66		
Law Enforcement Overtime	\$71,182.00	\$24,490.88	\$46,691.12		
Law Enforcement Overtime Fringe (9.26%)	\$6,550.00	\$2,267.86	\$4,282.14		
Community Events	\$15,011.00	\$6,071.55	\$8,939.45		
Computers for Stanton Center	\$15,000.00	\$15,000.00	\$0.00		
COPS Hiring Grant 2011	\$926,350.00	\$0.00	\$926,350.00	8/31/2014	Beth Hart
Salary & Benefits 5 Officers	\$926,350.00				



GRANT REPORTS

OEM Grants Received to Date

Prepared by Al Posey / JM Updated April 2012 Page 1 of 4

Grant	Total Amount	Allocated YTD	Balance	Deadline
SHSGP FY2007	458,825			3/31/2010
State Homeland Security Program FY2007	208,954	208,954	0	
EM Planner	80,000	80,000	0	
Law Enforcement	169,871	169,871	0	
UASI FY 2007	554,298			3/31/2010
Incident Management Training (IMT)	14,000	14,000.00	0.00	
CCTV-Annapolis	341,600	341,590	10	
Command Vehicle Maintenance	31,725	31,725.00	0	
HAZMAT Support	166,973	166,945	28	
Regional Emergency Health Preparedness & Response	50,000	50,000	0	
SHSGP FY2008	404,763			3/31/2011
Law Enforcement	101,190	101,190	0	
State Homeland Security	223,573	223,573.00	0	
EM Planner	80,000	80,000.00	0.00	
UASI FY 2008	1,251,231			3/31/2011
License Plate Reader	25,000	25,000	0	
Bomb Squad Enhancements	560,000	560,000	0	
Tactical Team Equipment & Training	103,142	103,142.00	0.00	
CCTV-Annapolis	185,535	185,535.00	0	
IMT/ Leadership Training	50,715	50,715.00	0	
MCCV Maintenance	50,000	50,000.00	0	
CBRNE Detection & Response	32,339	32,339.00	0	
UASI Conference	8,500	8500	0	
WebEOC Maintenance	26,000	26,000.00	0.00	
Exercise & Training	65,000	65,000.00	0.00	
Consulant	65,000	65,000.00	0	
SPARS	68,750	68,750.00	0	



GRANT REPORTS

OEM Grants Received to Date				
Prepared by AI Posey / JM Updated April 2012 Page 2 of 4				
Grant	Total Amount	Allocated YTD	Balance	Deadline
EMPG FY 2009	63,336			6/30/2010
Salaries	35,000	35,000	0.00	
Consulant	28,000	28,000.00	0	
Supplies	25,000	25,000.00	0.00	
Training	10,000	10,000.00	0.00	
SHSP FY 2009	391,278.00			
EM Planner	88,000	88,000.00	0	
Law Enforcement	96,800	77,312.50	19,488	
Critical Infrastructure Protection	92,400	0.00	92,400	
CBNRE Equipment	114,078.00	655.08	113,423	
UASI FY 2009	629,488.00			6/30/2012
K-9 Training	14,285.00	14,285.00	0	
Intelligence Equipment	63,389.00	63,389.00	0	
Quick Response Training	15,000.00	15,000.00	0	
Tactical Equipment	50,000	49,991.97	8	
CCTV	200,000	200,000.00	0	
HaZMat	87,428.00	87,428.00	0	
Incident Management Team	7,000.00	7,000.00	0	
Mobile Command & Communication Vehicle	25,000.00	25,000.00	0	
EM Planners	140,000.00	140,000.00	0	
EMNet Upgrade	2,200.00	2,200.00	0	
EAS/EMNet Software	2,105.00	2,105.00	0	
Tech Training / WebEOC Dialogic	4,589.00	4,589.00	0	
WebEOC Software Upgrades	10,992.00	10,992.00	0	
ENS/Reverse 911/Geocoding	2,500.00	2,500.00	0	
SQL Server Purchase	5,000.00	5,000.00	0	
EMPG FY 2010	68,050.00			6/30/2011
Salaries			0	
Consulant	30,000.00	30,000.00	0	
Supplies	30,000.00	30,000.00	0	
Training	8,050.00	8,050.00	0	



GRANT REPORTS

OEM Grants Received to Date				
Prepared by AI Posey / JM		Updated April 2012		Page 3 of 4
Grant	Total Amount	Allocated YTD	Balance	Deadline
SHSP FY 2010	371,808.00			6/30/2013
Emergency Management Planner	88,000.00	53,908.69	34,091	
Law Enforcement	104,106.00	14,697.50	89,409	
Critical Infrastructure Protection	100,000.00		100,000	
Full Time Planner	20,000.00	20,000.00	0	
Exercise & Training	10,000.00		10,000	
Maintenance Agreements	8,000.00	498.38	7,502	
Information Technology COOP & VMS	15,000.00		15,000	
Enhance Capabilities to Respond to all-hazards	20,000.00		20,000	
GIS Information Sharing	6,702.00		6,702	
UASI FY 2010	659,776.00			6/30/2013
Incident Management Team	7,000.00	7,000.00	0	
MCCV Maintenance & Upgrade	20,000.00	9,800.00	10,200	
CBRNE Protection & Response	71,622.00	20,734.40	50,888	
Critical Infrastructure Protection/ CCTV	75,000.00	49,574.77	25,425	
Mass Notification System	130,666.00	110,000.00	20,666	
Resource Management & Tech Training	26,225.00	10,992.00	15,233	
Regional Planners	140,000.00	124,150.00	15,850	
LETPA Equipment & Training	179,685.00	17,048.55	162,636	
Conference & Training	9,578.00	0.00	9,578	
PSGP FY 2009	49,200.00			
Port Security Grant	49,200.00	42,214.60	6,985	6/30/2011
PSGP FY 2009	4,762.50	4,762.50	0	6/30/2011
Port Security Grant Expenditure				



GRANT REPORTS

OEM Grants Received to Date				
Prepared by AI Posey / JM Updated April 2012 Page 4 of 4				
Grant	Total Amount	Allocated YTD	Balance	Deadline
EMPG FY 2011	68,501.00		68,501	6/30/2012
Consulant	30,000.00	12,301.37	17,699	
Supplies	30,000.00	9,828.46	20,172	
Training	8,501.00	1,000.00	7,501	
SHSP FY 2011	165,088.54			6/30/2014
Regional Planner	82,500.00		82,500	
Law Enforcement	56,130.10		56,130	
Training & Exercise	10,000.00		10,000	
Interoperable Communication	16,458.44		16,458	
UASI FY 2011	531,746.00			6/30/2014
LETPA	98,000.00		98,000	
CCTV	60,000.00		60,000	
HazMat	60,000.00		60,000	
IMT	7,500.00		7,500	
MCCV	14,058.00		14,058	
Shelting	21,600.00		21,600	
Tech	130,588.00		130,588	
Planner	140,000.00		140,000	
Port Security Grant Program FY 2011	8,000.00			6/30/2014
Port Security Grant Program FY 2011	8,000.00	8,000.00	0	
TOTAL	5,675,388.54			



GRANT REPORTS

Planning and Zoning Department Grant Report

<u>Planning and Zoning Department</u>		<u>Community Development Division</u>			<u>February 2012</u>	
<u>Grants</u>	<u>Type</u>	<u>Agency</u>	<u>Requested</u>	<u>Approved</u>	<u>Uses</u>	<u>Notes</u>
FY 2012						
Community Development Block Grant (CDBG)	Entitlement	U.S. Department of Housing & Urban Development		\$ 212,110	Housing, Community Development and public services FY 2013	30% reduction
Emergency Shelter Grant (ESG)	Competitive	Maryland Department of Housing & Community Development	\$ 50,000	\$ 30,500	Operating expenses for Light House Shelter - Application in 8/1/2011	
Community Legacy	Competitive	Maryland Department of Housing & Community Development	\$88,500	\$80,000	Stanton Center Improvements	
Rental Allowance Program (RAP)	Entitlement	Maryland Department of Housing & Community Development		\$ 25,895	Assistance with rent to prevent homelessness FY 2012	
Technical Assistance Grant	Misc.	Maryland Department of Housing & Community Development	\$ 22,000	\$ 22,000	Technical Assistance - Soft Costs - Stanton Center	
TOTAL			\$ 160,500	\$ 370,505		



GRANT REPORTS

Planning and Zoning Department Grant Report Historic Preservation Division

Updated March 2012

Page 1 of 2

GRANT NAME:	African American Heritage Preservation Program (Maynard-Burgess House)
FUNDING SOURCE(s):	Maryland Historical Trust
AMOUNT OF GRANT(s):	\$100,000.00
APPLICANT TOTAL CONTRIBUTION:	Private fund cash - \$200,000.00 Dept. of Interior – NPS – Save America’s Treasures - \$500,520.00
PROJECT COMPLETION DEADLINE:	June 13, 2013
GRANT REPORTING DEADLINE:	August 1, 2013
STATUS:	IN PROCESS

GRANT NAME:	Continuing Education Programs CLG Set-Aside Grant
FUNDING SOURCE(s):	Maryland Historical Trust
AMOUNT OF GRANT(s):	\$1,000.00
APPLICANT TOTAL CONTRIBUTION:	\$1,000.00 – Match-in-Kind
EXPENDITURE DEADLINE:	June 30, 2012
GRANT REPORTING DEADLINE:	2012
STATUS:	Application to Apply Approved by Mayor’s Office



GRANT REPORTS

Planning and Zoning Department Grant Report **Historic Preservation Division**

Updated March 2012

Page 2 of 2

GRANT NAME:	CLG Scholarship Grant Educational Activities for FY 2012
FUNDING SOURCE(s):	Maryland Historical Trust
AMOUNT OF GRANT(s):	\$3,500.00
APPLICANT TOTAL CONTRIBUTION:	\$3,500.00 – Match-in-Kind
EXPENDITURE DEADLINE	August 31, 2012
GRANT REPORTING DEADLINE:	2012
STATUS:	Application to Apply Approved and sent to Nicole Diehlman @ MHT



GRANT REPORTS



Annapolis Recreation and Parks Department Updated January 2012

Grant Sources	Administrator	Type	Amount	Match	Purpose	Location / Program	Status	Date
AT&T Literacy Grant	Archie Trader	Grant	\$ 15,000.00	\$0	Smart Board, Computers	Stanton Community Center	Received full amt.	2008
Rathmann Foundation	Jenn Bistrack	Foundation	\$ 10,000.00	\$0	Run Program / SPLASH	Afterschool programs	Received full amt.	2008
MRPA - Youth Golf Award	Sherry Whiteford	Grant	\$ 400.00	\$0	Youth Golf program		Rec'd	2006-2008
Rotary	Jenn Bistrack	Grant	\$ 2,500.00	\$0	Splash Program	SPLASH	Rec'd	2009
TCS Donation	Archie Trader	Donation	\$ 10,000.00		Stanton Center Programs	Stanton Community Center	Rec'd	2009
Various Environ. Grants	LeeAnn Plumer	Grant	\$ 644,085.00	\$660,500	BCNP projects	Back Creek Nature Park	Received / Projects completed	2007-2009
Waterway Improvement Fund	LeeAnn Plumer	Grant	\$ 265,360.00	\$0	Truxtun Boat Ramp	Truxtun Park	Project completed	2008-2009
Fed Sport Fisher Funds	LeeAnn Plumer	Grant	\$ 273,310.00	\$25,000	Truxtun Boat Ramp	Truxtun Park	Project completed	2008-2009
TKF Foundation	LeeAnn Plumer	Grant	\$ 7,950.00	\$0	Railing for 4th St End Park	4th St	Project completed	2008
Community Park Playground	LeeAnn Plumer	Grant	\$ 56,000.00	\$3,500	Playground replacement	Third and Chester Park	Awarded / Project pending	2009
Community Park Playground	LeeAnn Plumer	Grant	\$ 27,500.00	\$2,000	Reduce impervious park surface	Davis Park	Awarded / Project pending	2008-2009
POS	LeeAnn Plumer	Grant	\$ 108,570.00	\$36,190	Softball field lighting	Griscom Softball Fields	Project completed	2008-2009
POS	LeeAnn Plumer	Grant	\$ 77,138.00	\$25,712	Pavilion Replacement	Truxtun Park	Project completed	2008-2009
POS	LeeAnn Plumer	Grant	\$ 985,000.00	CIP match	Rec Center Improvements	Truxtun Park	Project completed	2008-2009
POS	LeeAnn Plumer	Grant	\$ 66,000.00	\$133,043	Trail design / restoration	Truxtun Park	Awarded / Project pending	2008-2009
TCS Donation	Archie Trader	Donation	\$ 10,000.00	\$0	Stanton Center Programs	Stanton Center	Rec'd	2010
TCS Donation	LeeAnn Plumer	Donation	\$ 10,000.00	\$0	Scholarships for Rec	Truxtun Park Rec Center	Rec'd	2010
CDBG, City of Annapolis	Jenn Bistrack	Grant	\$ 4,661.00	\$0	Splash Program	Splash swim lessons @ Riva	Rec'd	1-Jul
General Mills, Champions for Healthy Kids	Jenn Bistrack	Grant	\$ 10,000.00	\$0	Mighty Milers Running Program	At public elementary/ middle schools	Denied	Dec, 2009
Dept of Natural Resources	LeeAnn Plumer	Community Parks/ Playgrounds	\$ 118,300.00	0	59,800- tennis courts, \$58,500- playground replacement	Pat's Park in Truxtun	Awarded \$58,000 only	Spr. 2011
Gov. office of Crime Prevention & Control	Jenn Bistrack	Grant	\$ 5,000.00	\$ -	Revolution Kids youth bike shop	Pip Moyer Recreation Center	Rec'd	1-Jul
Community Park Playground	LeeAnn Plumer	Community Parks/ Playgrounds	\$ 61,000.00	\$	Playground replacement	Chambers Park	Project completed	Fall 2010
KaBoom	LeeAnn Plumer	Grant	\$ 10,000.00	-	Apply to Triathlon, Tri It Fest Events	Truxtun Park	Plan to apply, Fall 2010	
AACo Foundation	Archie Trader	Grant	\$ 2,560.00	0	Smart Board Coordinator	Stanton Center	Applied 10/2010	Oct-
CDBG, City of Annapolis	LeeAnn Plumer	Grant	\$ 55,000.00	0	Building Study @ Stanton Center	Stanton Center	Applied 10/2010	
NRPA/CDC	Jenn Bistrack	Grant	\$ 40,000.00	0	ACHIEVE- Health Partnerships	PMRC & Annapolis Community	Applied, 11/10	Feb-11
Saucony, Run for Good	Jenn Bistrack	Grant	\$ 10,000.00	0	Mighty Milers Running Program	public schools	awarded 9/2011	Fall 2011
Rotary	Jenn Bistrack	Donation	\$ 1,000.00	0	Splash swim lesson program	Splash swim lessons @ Riva	awarded 7/2011	Win. 2012
Community Foundation, AACo	Archie Trader	Grant	\$ 10,000.00	0	Math/Reading Coordinator/ Software	Afterschool homework @ Stanton Center	Submitted	Jan-12
U.S. Conference of Mayors	Jenn Bistrack	Award	\$ 25,000 -	0	Childhood Obesity Prevention Efforts	Community-wide	Sumbitted	Dec, 2011
State Highway Admin	LeeAnn Plumer	Grant	\$24,000	8,000	Waterworks Park Trail Rehab	Waterworks Park	Received / project pending	Spr. 2012



**City of Annapolis
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Manager's Monthly Report April, 2012

FIRE DEPARTMENT

Monthly News/New Projects

- Two One (1) Departmental vehicle accident(s) reported in April: PM-35 was struck by a county medic unit while at AAMC, minor damage to our unit.
- The Department had one firefighter terminated and two resigned to take jobs with other Departments.
- The Department gave \$5,000 in grant funding to the Eastport VFD to purchase a new pick-up truck equipped with a snow plow. This purchase will save the City approximately \$35,000.
- The Department has requested a review of our ISO (Insurance Services Office) fire protection rating. We are currently a Class 3 Department, we believe with recent enhancements in our training programs and other data collection programs we can improve to a Class 2 Department. This should impact commercial fire insurance rates.
- The Department is conducting a lateral entry application process to develop a hiring list for firefighter.
- The Annapolis Lion's Club presented the Department with \$500 to purchase tools for our maintenance shop. Chief Stokes and our two mechanics attended the annual award ceremony on 4-19-12.
- Our Fire Boat participated in the arrival of Matt Rutherford's at the City Dock on 4-21-12.
- Chief Stokes presented "Ignite Presentation" at Mayor's forum at Maryland Hall on 4-17-12.
- FF Colt Carter, Station 38 was the City's Employee of the Month for April for his work on our computer programs.
- The Department installed electronic eyes (infra-red) on all overhead station doors that will prevent the door from coming down if any objects are in the path of the door opening.
- Chief Stokes attended a Strategic Planning Session at City Hall on 4-19-12.
- Chief Stokes presented FY13 Budget to Finance Committee on 4-24-12.
- Contract Negotiations with Local 1926, IAFF for FY13 are still on-going.
- Captain Bowes completed HAM radio operator course for his function in the OEM team.
- The Department continues to meet weekly with the County to resolve issues with the County's new Tiburon 911 Dispatch System.
- The Department continues the long process of updating our Operation Procedure Manual. As part of the process we will convert to an electronic version and place the document on-line.
- Finance is close to securing the funding to purchase two new ambulances in the FY12 Capital Budget.
- One AFD firefighter will graduate from the AACO Police Academy on May 10, 2012 and will be assigned to the Bomb Squad.
- The Eastport Fire Station Storage Building is moving forward again. Grading permits should be issued soon.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$38,700)
- For the month of April 2012, the Department used 316 hours of overtime at a cost of \$15,385.86 this represents a usage of 3.31% of our total annual budget available for overtime. Our YTD overtime is \$ 386,685.40 or 83.29% of our annual OT budget. (It should be noted that the Department is scheduled to receive approximately \$51,000 in overtime reimbursement for training covered under a federal grant)

Major Planned Actions

- Plans continue to move Fire Marshal's Office to Gorman Street. Fall 2012 is the projected move date.
- The Department is planning on several activities for the upcoming City Fair on May 5 & 6th.
- AA County Police Graduation – May 5, 2012 for one of our Bomb Technicians.
- Plan for the National Fallen Firefighters Association annual Safety and Health Week June 17-23.
- Plans continue to move Fire Marshal's Office to Gorman Street. Fall 2012 is the projected move date.
- The Department is planning on several activities for the upcoming City Fair.
- The Fire Boat will participate in an event with the National Sailing Hall of Fame's dock on April 14th.

OFFICE OF EMERGENCY MANAGEMENT

Incidents and Events

- None

Planning

- OEM staff attended budget hearing with Finance Director and Mayor.
- OEM staff attended Baltimore Urban Area Working group monthly meeting.
- OEM staff attended monthly Citizen Corps Council meeting.
- OEM staff attended quarterly Local Emergency Planning Committee meeting.
- OEM returned the Agreement for use of the Anne Arundel County 800MHz Radio Network by Police, PW, RP, OEM, and DNEP to Anne Arundel County for their review.
- OEM staff completed delivery of the 800 MHz radio training for Public Works, Recreation and Parks, Harbormaster, Transportation, and Department of Neighborhood and Environmental Programs employees who will be issued 800MHz radios through the 800MHz radio program. The trainings were conducted in cooperation with the Director of Communications for the Annapolis Police. 194 employees were trained on the new radio equipment and communications protocols.
- OEM staff drafted radio SOPs for the Public Works, Recreation and Parks, Harbormaster, Transportation, and Department of Neighborhood and Environmental Programs departments' use of the 800MHz radio system and collected aliases for each radio.
- OEM distributed the balance of the new portable radios to Departments of Transportation, Public Works and Recreation and Parks. There were 80 portable radios distributed.
- OEM staff conducted a Hazard Mitigation Plan Update meeting with City Departments and MEMA to receive comments and finalize the Plan.
- After final comments were received for the Hazard Mitigation Update Plan, staff incorporated completed edits and submitted the Plan for review.
- OEM staff met with local non-profits involved with sheltering in developing the Anne Arundel County Strategic Plan to End Homelessness.
- OEM staff attended the Baltimore UASI Planners' Subcommittee Meeting.
- OEM staff continued developing, and testing the WebEOC system for use in Annapolis by adding new boards and improving existing ones. When finalized, WebEOC will enable a transition to higher efficiency paperless EOC operations during an emergency.
- OEM staff amended and submitted a revised Environmental & Historical Preservation (EHP) package for the firehouse improvement work.

Exercise

- The third planning meeting was held for Capitol City Unified Command Exercise held with partner agencies from City, County and State.
- Unified Command Seminar hosted for multiple agencies participating in the 2012 exercise above.
- The scenario for the City-Wide exercise in August was developed.

Training

- WebEOC training held for Emergency Management Readiness Team.
- ICS Introductory overview provided to AACC Homeland Security seminar students.
- Support for Police Department ICS training audit and needs assessment provided.
- NIMSCAST training webinar attended by training coordinator.
- Assisted with CodeRed webinar for the Fire Department
- Participated in Munis refresher training

Outreach

- Tornado season safety and recent tornado outbreak records developed for website, employee newsletter and All About Annapolis.
- Presentation on OEM activity provided to Ward One Residents Association. EOC tour scheduled for this group.
- EOC orientation provided for City Council Finance Committee.
- Preparedness presentation provided for Annapolis Senior Forum panel.
- Planning initiated for City Fair, May 5-6 with participation from Citizen Corps, Anne Arundel County OEM and Ready Chesapeake

Grants Management and Reimbursement

- Grant Purchases Total: \$43,430.36
- Close Circuit Television FY09: \$667.00
- State Homeland Security FY09: \$2,344
- Law Enforcement FY10: \$19,495
- Close Circuit Television FY10: \$9,813
- Law Enforcement Protection Terrorism Activity FY10: \$465.00
- Emergency Management Performance Grant FY11: \$10,646.36

Risk Management

- The Operations group completed a review of an accident involving an APD police car and is working on revising the City Safety Manual.
- The Policy Group reviewed claims and discussed "Risk Information Tracking Accountability (RITA)", a program to track accidents and incidents.
- The Group discussed claims from the Transportation Department.



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Manager's Monthly Report
April, 2012

Monthly News/New Projects

- The Annapolis Police Department participated in the federal Drug Enforcement Agency's National Take Back Initiative. The initiative is designed for citizens to remove prescription narcotics from their medicine cabinets and take them to a local police department for disposal. The most common form of drug abuse is the improper use of prescribed medications. Six months ago the APD collected 74.6 pounds of prescription drugs and in April collected 81.1 pounds.

Crime

Part One Offenses	April 2011	April 2012	% Change
Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	5	2	-60
Aggravated Assault	11	9	-19
Total Violent	16	11	-31
Burglary	13	11	-15
Theft	71	55	-23
Stolen Autos	2	5	+60
Total Property	86	71	-17
Total Part One	102	82	-20
YTD 11 vs 12	351	324	- 8

Community Relations Activity

- The APD continues to reach out to the community in a variety of ways. JOINS, the APD's juvenile diversion program, accepted 2 individuals during the month of April.
- Those currently enrolled in the diversion program completed 16 hours of community service during the month. The JOINS officer made 16 school visits and 12 home visits.
- Community Affairs officers walked 101 hours of foot patrol and 238 hours of bike patrol. In addition to the JOINS officer, they made an additional 10 school and 14 home visits.

Major Actions

Shots Fired/Malicious Destruction

- APD has responded to three calls for service in Eastport in the last week for discharging of firearms. The incidents occurred on 4/24, 4/27, and 4/30. Unoccupied vehicles were struck by bullets in the first two incidents. On Monday night a projectile broke the front window of an apartment and the bullet was located inside. APD has stepped up enforcement in the area by assigning extra officers to patrol Eastport Terrace and Harbor House. Detectives have been assigned to investigate these incidents and are actively following leads. These incidents do not appear to be random but targeted activity.

Prostitution Detail

- On 04/19 officers from Annapolis Police Department conducted a special operation targeting subjects soliciting prostitutes in the 200 block of West St. Seven people were arrested as a result of the operation. Luis M. Chimborazo, 45, Sameer Raj Guru, 33, Domitelio Lara Ramos, 34, Dionisio Reyes Villa, 27, and Walter Antonio Rodriguez, 36, all of Annapolis, and John G. Savvas, 38, of Holiday, FL were arrested and charged with prostitution by any means and assignation by any means. Savvas was also charged with possession of CDS. With the exception of Savvas, all were released by the Court Commissioner. Savvas was released after posting a \$300 bond. A seventh person was also arrested, but later released after being transported to AAMC for an unrelated medical condition. A criminal summons was issued for him.



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Manager's Monthly Report **April, 2012**

Monthly News/New Projects

- Continued working on Munis implementation and troubleshooting procedures and incomplete processes
- Provided employee relations assistance (counseling, referrals, and dispute resolution) to a number of employees
- Attended Police and Fire Pension Plan board meetings
- Met with Financial Advisory Commission to update them on labor negotiations
- Researched several employment law matters
- Prepared additional revisions to Rules and Regulations as well as two new city-wide policies
- Interviewed potential Counsel
- Met with vendors on benefits pricing and approved benefits cost reductions
- Review and processed several hiring approval requests
- Worked on placement of mandatory training videos on the CityNet; Preventing Workplace Harassment and Discrimination and Employment Law for supervisors
- Researched part-time employee benefits from surrounding jurisdictions
- Conducted interviews for Recreation and Parks Director
- Prepared and presented budget information and discussed FY2013 department goals
- Prepared information related to proposed contractual employee conversions
- Met with Finance Committee on departmental budget request
- Conducted public safety labor negotiations
- Participated in Strategic Planning
- Participated in software design and training efforts with MIT

Recruitment:

- PT Bus Drivers – Transportation
- Auxiliary Police Officer – Police
- Firefighter/Paramedics
- Child Care Teachers – Recreation and Parks
- Accounting Associate II – Finance

Retirement:

- Marta Mangum – Finance

Other Vacated Positions:

- None

New Hires:

- Bureau Chief of Code Enforcement
- Assistant Harbormasters
- Dock Assistants
- Bus Drivers (PT)

Training:

- Scheduled Drug and Alcohol Awareness training for Transit supervisors
- Provided Preventing Workplace Harassment and Discrimination training for employees

Benefits:

- Participated in conference call with InforMed Medical Management Services to discuss current participants utilizing disease and case management services
- Completed monthly reconciliation of the City's benefit programs (Medical, Dental, Vision, RX, Medical and Dependent Care FSA, Basic Life, Voluntary Life, Short-term Disability, Long Term Disability)
- Risk Management Policy Group: attended monthly meeting to discuss claims for workers compensation, auto accidents, and general liability
- Administered benefits as needed
- Attended Munis training for benefits enrollment and Employee Self Service
- Worked with vendors on benefits prices for the new fiscal year
- Coordinated Benefit Fair and open enrollment for active employees

Financial and Activity Report:

- Business as usual
- No unexpected expenditures

Major Planned Action:

- Munis/HRIS implementation/ESS implementation
- Union negotiations



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Manager's Monthly Report April, 2012

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. To date balances were posted from the old Therefore system to the new MUNIS system on April 27, 2012. Daily postings (mostly cash and accounts receivable transactions) are now posted from the old system to the new system. Fixed Assets will be implemented after fixed assets funds and associated General Ledger accounts are established. This has minimal impact on financial operations. A application software application upgrade is planned for mid-July 2012 for testing and placed into LIVE production in mid-August 2012.
- Phase I activities for April included: A/P departmental end user refresher training, Accounts Payable (A/P) workflow and approval chain improvement plan. We are operating at the lowest validation level for 3-way match (PO, receiving and invoice) and will increase the level to validate Purchase quantity and amount received, additional end user A/P training will be provided in April, General Ledger End of Month processing and closing were performed to period 8, G/L default period function is now done via Scheduler. MIT received Tyler Report Services (TRS) training.
- Planned Phase I activities for May include: fixed assets fund creation, preparation of end of FY12 and beginning of FY13.
- MIT along with Purchasing is investigating third party (Mercury Commerce) electronic commerce interfaces with the MUNIS system. This will allow a direct electronic interface between various catalog merchants (Office Depot, CDW-G) and the MUNIS system for procurement and invoices. This saves time and is expected to reduce procurement costs by 3-5%. Also investigated is a purchase card (p-card) interface with the MUNIS purchasing module.
- A disaster recovery plan contract has been signed with Tyler Technologies for the entire MUNIS system. The plan provides for a over night data backup to Maine and remote server access. In case of a disaster the MUNIS system in Maine will be available with City data via the Internet.
- MUNIS Phase II human resources and payroll software application system (HRIS- Phase II). We are working through departmental time entry issues and have determined a way to reduce the number of default pay codes to time keepers.. There is still a problem with the MSRA report and MUNIS programming/development is working on the issue but is not expected to be finished until May. Also the payroll to General Ledger expenditure posting have been reviewed and are being corrected. We are now focusing on the Employee Self Service (ESS) The ESS system with basic employee and paycheck information rollout was completed in early April for all departments and all employees. Training originally scheduled for February and March will be rescheduled or deferred including: Salaries and Benefits Projections (not using for FY13), HR Functions, Case management, Benefits enrollment, Hiring actions/Applicant tracking/Position Control for Managers/Supervisors, Professional Development, Applicant Tracking, and Personnel actions end user.
- MUNIS Phase II HRIS activities for April included: Post Go live activities and Payroll Processing documentation; Employee Self Service (ESS) and Employee Benefits Open Enrollment preparation; formatting benefits Electronic Document Interchange (EDI) format 834 files and a Personnel Actions Review and Audit.

- Planned MUNIS Phase II HRIS activities for May include : MUNIS Employee Benefits Open Enrollment LIVE with the MUNIS ESS system on May 2, 2012. MIT is investigating various vendors (including Kronos) for a time and attendance system to be interfaced with the new MUNIS payroll system. If funded, this system is projected to provide a 6-8% reduction in payroll labor costs due to time and attendance errors and abuse.
- MIT is investigating various vendors to provide kiosk at departmental locations in the City for MUNIS Employee Self Service (ESS) and later Time and Attendance portals for City employees without access to PCs.
- Processed, completed and posted quarterly wage reports to state agencies. There is a format and file layout change that will go into effect in January 2013. A support request on this issue has been done.
- MUNIS Phase III Utility Billing, accounts receivable and cashing system (UBCIS – Phase III) preliminary project planning is underway. **The project new kick off date is July 2012** with a “go live” date no later than July 1, 2013.
- MUNIS customer relations management CRM/311 demonstration will be scheduled for 2012.
- We are having a spate of unexpected and complete failures of UPS (battery backup) systems that supply power to network switches and telephones. MIT is in the process of replacing several units and inspecting others.
- ARRA BTOP One Maryland: Inter-County Broadband Network (ICBN) fiber consortium. We have had several turnovers for Project Managers which has delayed engineering design work. Fiber connection to Eastport Fire Station was completed but network equipment not installed
- MIT Operations Group is continuing research and investigation into “cloud computing” including Google Apps for government, Microsoft Office 365 and Open Office as a future replacement for GroupWise e-mail, Microsoft Office Suite (Word, Excel and Power Point) and data storage. The City is collaborating with AACo IT in this effort. Note: Google App implementation at LAPD (GroupWise to G-mail) has not begun due to security issues.
- MIT is obtaining several proposals for new audio/visual presentation and replacement of PEG TV cameras in the City Council Chambers.
- MIT management participated in a City Council work session on strategic planning
- **MIT management is working with two vendors 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 has been working with Central Purchasing and an outside digital radio system consultant (CTC) in examining opportunities in selling the WYRE AM radio tower off of Spa Road to a tower operator but retaining ground rent and future antenna space for City use. The Procurement Officer has received two (2) bids which are currently under final negotiations.
- MIT management served on the advisory board for this year's MD Digital Government Summit in June. MIT management will also be speaking at the conference about recent experiences with the City Council and iPads.
- MIT management attended the Tyler/MUNIS annual convention April 10-13.
- MIT management attended the quarterly NetworkMaryland advisory board meeting as MML representative.
- MIT management chaired the semi-annual Maryland Municipal Technology Association (MMITA) meeting as President.
- Local Comcast CATV service has been upgraded to all digital requiring City owned analog TV's to have digital to analog converter (DTA) boxes. MIT is in progress of installing the DTA's.
- **MIT and AFD are developing a plan to replace network wiring and install IP telephones in all three fire stations.** The fiber install at Eastport Fire Station is near completion which will facilitate the connection there to the City fiber backbone.
- 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 in July/August. The AACo Tiburon Fire Computer Aided Dispatch (CAD) system went “live” during the first week of December. AACo dispatches for City AFD. Note: **The new Tiburon CAD was “turned off” by AACo in early January due to operating concerns No restart date has been announced.**
- Still of major concern is the **relocation of the telephone demarcation panel in the condemned building for the wastewater SCADA monitoring and control unit telephone connections.** MIT has been assisting Utilities and a contractor on technical issues in moving the communication links from the condemned building to a pole outside of the office trailer. The new system is being ordered now. The new system will be using the City’s fiber backbone for communications with a wireless digital radio system backup.

- No progress to report on re-establishment of city-wide IT governance decision making body in the form of the Information Technology Executive Committee (ITEC). Recommendation to labeling this the Innovation Committee. As part of the FY13 budget review process the Mayor and Finance Director have indicated that this committee should be launched in the near future.
- No progress to report on GIS Coordinator efforts on plan for formalization of street addressing rules, regulations and procedures. This has major impact on E911 emergency response to the correct address as well as all city-wide location based services and functions.
- The MIT GIS group has been providing significant support for GIS and U.S. census data for the ward re-districting as required by City charter.
- The MIT Web Services group
- Web sites:
 - Circulator - <http://www.annapolis.gov/Government/Departments/Transportation/Circulator.aspx>
 - SHA Restoration of West Street Sidewalk in Annapolis - http://www.annapolis.gov/Residents/News/12-03-22/SHA_Begins_Restoration_of_West_Street_Sidewalk_in_Annapolis_on_03_25_2012.aspx
 - Special Events project with the database of pending and approved events.
 - Redesigned City Council web module - now not only the agenda is available, but also an entire legislative packet (the web project has been adopted for the iPad use by the Council members)
 - Fire department project has completely been re-designed with the section for citizen services (Emergency Medical Services, Fire Support, Public Education, etc) and retirees.
 - There is big new section - The APD Community Services Section <http://www.annapolis.gov/Government/Departments/PoliceDepartment/CommunityConnection.aspx> that is featuring multiple services for citizens of Annapolis provided by APD.
 - There are multiple new projects available under the Recr&Parks Department. We have deployed a free software (<http://www.annapolis.gov/Government/Departments/Recreation/Athletics/SportsInfo.aspx>) to provide information for children and adults in interactive way - <http://www.leaguelineup.com/welcome.asp?cmenuid=1&url=annapolisathletics&sid=146135895>
- 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.
- Technology replacement fund. MIT has a budget for technology replacement (e.g. PCs, servers, network equipment in Capital Outlay for FY2012. The first batch of 150+ PCs or \$100,000 worth is about to be ordered along with 6 replacement file servers. Budgeting for information technology systems improvements as identified in the 5 year IT strategic plan also is not addressed in any current City CIP budget plan. The Mayor indicated during the FY13 budget review process that a Technology CIP fund should be created.
- MIT is participating in the City Hall security project.
- MIT with Purchasing is evaluating two vendor proposals in anticipation of the Xerox copier lease expiration this fall and RFP for copier services.
- MIT is working with ADoT on CCTV cameras for City transit busses and City parking garages.
- MIT is working with ADoT on implementation and training of a transit management system based upon an Access database system acquired from the City of Cleveland, OH. ADoT is working with third party consultant.
- MIT is working with the Office of Law in providing a paperless electronic City Council meeting system to City Council members using Apple iPads which were distributed to City Council members, City Manager, City Clerk and support group members and enhancing the City web site with City Council meeting documents. MIT is also working with the Office of Law on providing a Legislative Management system. MIT has attended an overview and demonstration of the Granicus system a candidate vendor that has a Legislative Management system.
- MIT is working with ADPW with the first phase of the City Hall/Gorman Street building renovations which include the relocation of the Office of Law to 93 Main St. MIT will be responsible for providing various data and telephone network services. CATV services are still delayed by the franchise provider.

Financial and Activity Report

- Operating MTD incomplete – Unexpected overages due to matching appropriations for prior year purchase order not transferred.
- Capital \$250,000 budget, \$29,708.74 expenditures.

Major Planned Actions

- MUNIS Project Phase I (FMIS) – Fixed Asset fund creation and data conversion
- MUNIS Project Phase II (HR and Payroll) Employee Self Service and employee benefits Open Enrollment LIVE activities
- MUNIS Project Phase III (UR and AR) – no scheduled activities – kickoff delayed until July 2012
- Innovation Executive Committee (IEC) formation – TBD
- Server hardware refresh and network operating system upgrade
- PC hardware refresh – first \$100,000 batch.

Other

- MIT with Central Purchasing is evaluating two proposals for copier requirements for replacing the Xerox digital copier lease which expires in the fall of 2011.
- MIT with Central Purchasing is evaluating two proposals for WYRE tower ownership change.

On target/completed

Delayed/warning

Needs to be addressed

Informational



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Manager’s Monthly Report
April, 2012

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 21 full-time; 3 contractual employees.

Environmental Programs

- A successful Arbor Day Celebration was held at the Germantown Elementary School in Annapolis. Approximately 40 students participated in the celebration. A red Maple tree was planted.
- Royal Tree Service is currently working on the City’s spring tree pruning and removal list.
- The City received the Community Plant Award for 2012 from the Maryland Urban and Community Forest Committee.
- The City of Annapolis was named a Tree City USA community for its twentieth year and achieved a Growth Award for 2011. The Tree City USA program is sponsored by the National Association of State Foresters and the USDA Forest Service.
- Inspected and verified 21 stormwater credit applications for rain barrel installation.
- Compiled report detailing the Pinchot Institute’s LandServer and BayBank that summarized the way in which we could use the programs and how other jurisdictions are using the services.
- Conducted 74 sediment & erosion control inspections; responded to 5 sediment control complaints, and held 5 pre-construction meetings.
- The backyard chicken legislation was approved by the council and permit applications and inspection process have been put on line. One application has been received.
- Verified Sam’s on the Waterfront as a re-certified environmental steward.
- Attended West Annapolis Civic Association meeting regarding the trash in the neighborhood and gave updates on citations, field correction notices, and inspections.
- Held a Waste Hauler Seminar on 4/19/12. This seminar was mandatory for Waste Haulers in order to re-apply for their hauling license.
- Pretreatment program processed 7 permits and brought in a total of \$4140.00 in fees collected this month. The following table breaks down the permit payment categories:

	New Permits	Annual Permits	Permit Renewals
Number of Permits	2	14	2
Amount Collected	\$370	\$2665	\$1,105

A complete list of permits issued is available on-line at www.annapolis.gov, under Department of Neighborhood and Environmental Programs.

Programs General:

- The Chief of Code Enforcement is currently working on amendments to Title 17 so that it complies with the 2012 International Codes.
- Staff completed a review of fees and send recommendations for approval as part of the budget process.

Neighborhood Projects:

DNEP reports on the following Neighborhood Projects for April 2012. An online interactive map provides a clear display of each neighborhood project (as well as each capital project, and the new use and occupancy permits). The map is accessible online at: [Online Map: CIP, Neighborhood Projects, Use and Occupancy Permits \(New Businesses\)](#)

- A. **Anita's Spanish Grocery Store (1904 Fairfax Road - #BLD12-0145)** – Revised plans under review to expand store into next tenant space.
- B. **Annapolis Elementary School (180 Green Street-#BLD12-0160)** – \$19 million dollar Addition/Alteration under review to connect the Brown building with the school on Green Street. (DNEP was told by the applicant on May 4, 2012 that revised drawings would be submitted for review. Drawings will have to be re-reviewed)
- C. **Annapolis Nursing & Rehabilitation (900 Van Buren Street - #BLD08-0083)** Job is progressing. Revisions to basement storage area under review.
- D. **Boucher Place – (Various permit numbers)** – Ready to final one unit and begin construction on another.
- E. **Capital Gazette (2000 Capital Drive - #BLD0293)** – Permit under review for door replacement; loading dock ramp installation and work to existing asphalt area.
- F. **Department of Juvenile Services (49 Solomons Island Rd., #300, #BLD12-0243)** – Permit under review for \$150,000 in alterations.
- G. **Eastport Yacht Club – (317 First Street - #BLD11-0988)** – Permits issued for an expansion.
- H. **Factor's Row (26 Market Space - #BLD10-1215)** – Owner of building currently preparing to repair damage to exterior brick structure. Access to Market Space via Fleet Street has been restricted to pedestrians only. Water service and grease interceptor were installed before the street is paved. Permit for restaurant still waiting for information from applicant.
- I. **Hillman Parking Garage (150 Gorman Street #BLD12-0248)** - Renovation of parking garage access equipment & associated access control room; installation of public restrooms.
- J. **Hillsmere Smokehouse Restaurant (107 Hillsmere Drive-#BLD12-0181)** – Permit under review for renovations to build 50 seat restaurant. Revisions received 4/26/12.
- K. **H. S. West, LLC (200 Westgate Circle, #402 - #BLD12-0029)** – Permit issued 1/27/12 for interior alterations for new office. Ceiling close-in completed.
- L. **Jo Jo's Cupcakes & Cream (188 Main Street-#BLD12-0193)** – Permit under review for interior alterations. Revisions received 4/24/12.
- M. **Joss' – (197 Main Street - #BLD10-0321)** – Addition/Alteration job is progressing.

- N. **Lighthouse Shelter (10 Hudson Street - #BLD11-0959)** – Permit issued 2/10/12. Footing inspection done.
- O. **Loew's Hotel (126 West Street-BLD11-0788)** Permit issued 01/24/2012 for interior alterations consisting of re-locating restaurant, bar and other areas. Ceiling close-in inspection done.
- P. **Market House (25 Market Space #BLD12-0287)** – Permit under review for interior alterations to bathrooms and tenant spaces.
- Q. **Mister Pollo (1411 Forest Drive-#BLD12-0303)** – Permit under review for interior alterations for future rotisserie chicken deli.
- R. **Obery Court – (Phase II)** – Moving along well. Building two is in sheetrock stage. Bldgs. 1 & 3 in rough-in phase.
- S. **Phoenix Annapolis Center (1411 Cedar Park Rd - #BLD11-0656)** – Grading and building permits issued for proposed construction of \$14,517,763 in alterations to old Germantown Elementary School, to become new Phoenix Annapolis Center.
- T. **Sailor's Quay** – Construction moving along well. Inspections being done on new SFD being built.
- U. **Severn Sailing School (311 First Street - #BLD11-0956)** – Permit issued 2/23/12 to construct addition. Slab inspection done.
- V. **Spa Gate (100 Carraway Lane - #BLD12-0189)** – Permit application under review for 1st of 19 townhomes to be built.
- W. **St. John's College (Hodson House- #BLD10-1020)** – Permit issued 6/10/11 for new administration building. Revisions received 2/22/12. St. Johns plans to start the work on this project in May 2012, following the close of school for the year.
- X. **St. John's College (Randall Hall-#BLD12-0190)** – Permit issued for repairs to windows and doors.
- Y. **Tailor Shop – Abdoulaye Diallo (180 Main Street – #BLD12-0036)** – permit issued 02/27/12 for new walls, doors, finishes, fixtures. Framing inspection done.
- Z. **Tate Service Building – (1730/1726 West Street #DEM11-0068)** – Permit to demolish building, formerly Coca Cola Bottling Company awaiting Planning Commission meeting of April 18, 2012.
- AA. **ViaGlobal (1 Park Place, #550, #BLD11-0812)**- Interior Alterations valued at \$75,000. Permit issued 10/20/11. No action to date.
- BB. **Village Greens (S. Cherry Grove Avenue, starting with BLD10-1220)** – currently processing permits for 92 townhouses. HOA documents being reviewed and edited through Planning and Zoning department. Utility work being done.
- CC. **Weems Cove (Rogers Heights Rd)** – Performed final demolition inspections on two units. No activity anticipated on this project right away per contractor.
- DD. **1900 Fairfax Road, #5 (#BLD12-0145)** – Permit ready for issue for grocery store expansion.

- EE. **77-79 Maryland Avenue (formerly Johnson’s-on-the-Avenue - #BLD11-0700)** –Permit was issued 9/19/11 for interior alterations to implement a change of use from retail space to office space. Chief Code Official visited site to verify condition of rated separation between tenants. Job is progressing.
- FF. **79 West Street (#BLD12-0113)** – Permit issued for interior alterations for new doctor’s office. Fees charged for capital facility are being appealed by applicant. Building Board of Appeals meeting scheduled for May 29, 2012.
- GG. **213 West Street (#GRD12-0001)** – Permit ready for issue to grade lot for new town homes.
- HH. **913 West Street (#BLD11-1009)** – Permit issued 3/8/12 for new two story building. Wall pour inspections being performed.
- II. **914 Smithville Street (#DEM12-0016)** – Demolish vacant house. Permit ready for issue.

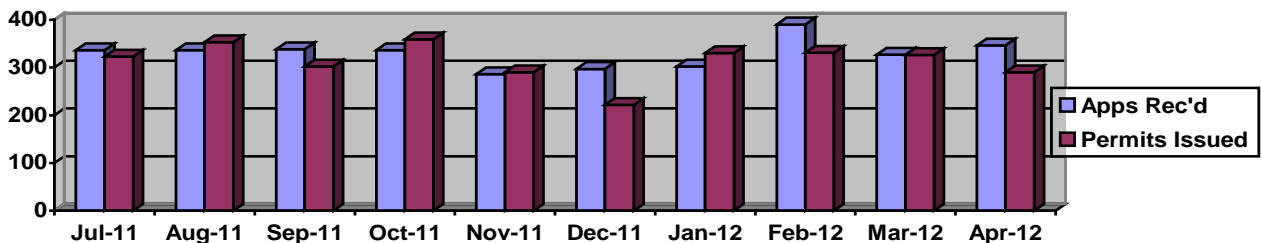
New Businesses:

- 7 Use and Occupancy/Life Safety permits, were issued during the month of April 2012:
 1. 95 Cathedral Street, Suite 100 – Maryland Republican Party
 2. 3 Old Solomons` Island Rd – McCormick Paints Annapolis
 3. 48 Maryland Avenue – Audubon and Friends Retail Store
 4. 30 Market Space, Unit B – Tyler Boe Retail Store
 5. 2006 West Street – Academy Shell Service Station
 6. 1013 West Street – Bert Spriggs Motor Sales, Inc.
 7. 208 West Street – Bozzuto Homes

Permits, Licenses and Inspections:

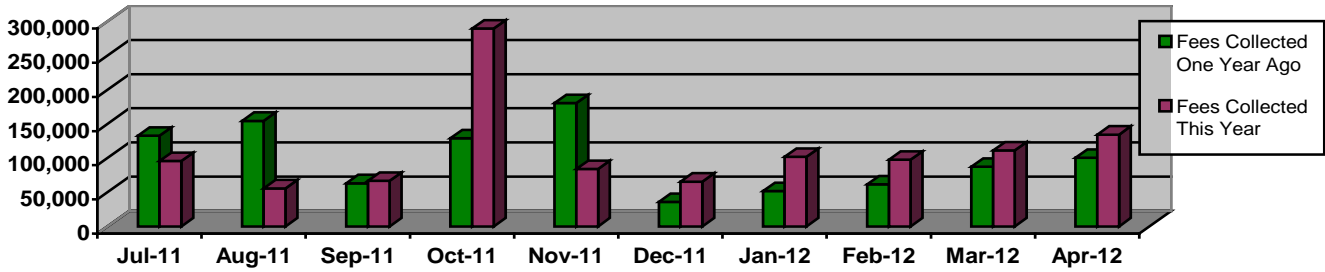
(A complete list of permits issued is available on-line at www.annapolis.gov, under Department of Neighborhood and Environmental Programs.)

Permit Applications Received v. Permits Issued



- 346 permit applications were received.
- 290 permits were issued.
- The value of the work for which permits were issued \$3,337,753.95.

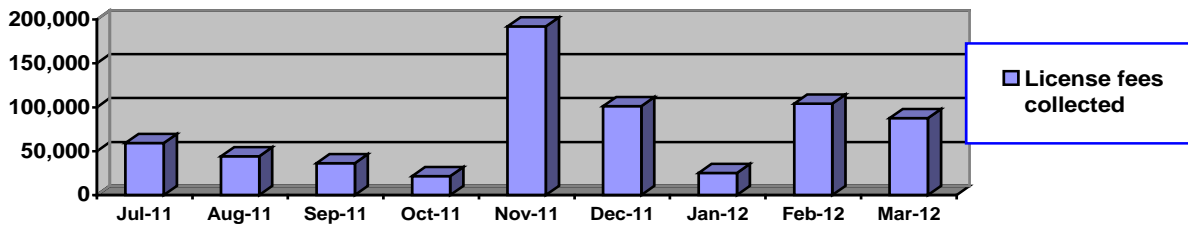
Permits Fees Collected



- \$134,311.33 in permit fees collected in April 2012.

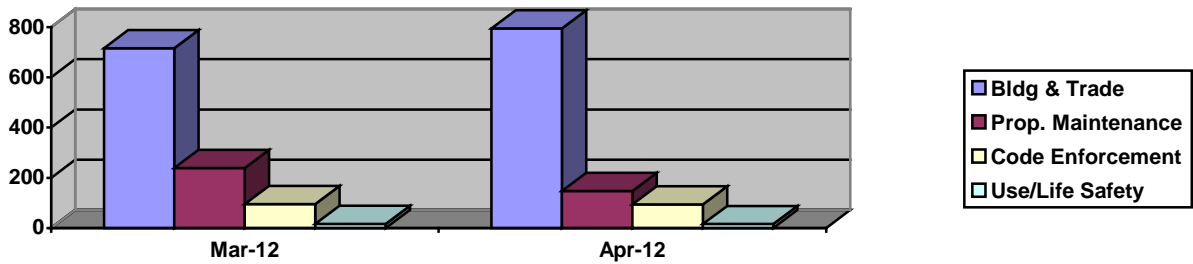
License Fees:

(USE, CONTRACTORS, WASTEWATER DISCHARGE, PEDDLERS, & RENTALS)



- 30,010 in license fees collected in April 2012.

Inspections Performed



- 795 Building and Trade Inspections
- 148 Property Maintenance Inspections
- 94 Code Enforcement Inspections
- 16 Use/Life Safety

Expenditures:

	AUG 2011	SEPT 2011	OCT 2011	NOV 2011	DEC 2011	JAN 2012	FEB 2012	MARCH 2012
EXPENDITURES	11,601.25	6,321.24	6,149.62	1,436.88	4,015.88	6,257.65*	5,719.56	11,592.37

Property Maintenance Issues:

- Received 25 complaints that were responded to;
- Reserve at Quiet Waters apartments were inspected;
- Bay Ridge Gardens apartments were inspected;
- Watergate Village apartments were inspected.
- DNEP staff met with attorney, contractor, and owner of Timothy House; permit is ready to be issued to repair windows where water has been entering and to repair necessary interior drywall. Timothy House representatives will dismiss request for judicial review.

Permit Review Time (in calendar days):

Type of Permit	2010	2010 (# permits incl.)	2011	2011 (# permits incl.)	+/-
Accessory Structures (<i>Includes sheds, garages, gazebos, etc.</i>)	30	107	22	117	- 8
Addition (<i>includes residential & commercial</i>)	42	56	42	29	=
Alteration (<i>includes residential, commercial & tenant fit-outs</i>)	38	593	17	382	-21
Commercial Building (<i>new</i>)	164	5	67	1	-97
Commercial Hood & Duct	34	4	24	7	-10
Demolition (<i>includes exploratory and total demolition</i>)	24	47	21	64	- 3
Electrical	1	1,143	1	1093	=
Fence	12	152	8	148	- 4
Fire Alarm Systems	38	51	29	23	- 9
Fire Protection	25	76	21	90	- 4
Grading	147	18	104	20	-43
Maritime (<i>processed after Port Wardens approval, when applicable</i>)	6	18	8	20	+ 2
Mechanical	1	718	1	686	=
Multi-family dwelling (<i>apartment bldgs.</i>)	N/A	0	237	63	n/a
Plumbing	1	939	1	1,025	=
Pools	61	3	23	4	-38
Repairs	18	78	21	68	+ 3
Replacements	15	121	7	102	- 8
Retaining Walls	31	11	16	7	-15
Roof or Siding	12	176	2	107	-10
Single Family Dwellings (<i>new</i>)	120	24	71	26	-49
Signs	25	85	21	100	- 4
Temporary Structures	11	63	8	77	- 3
Tree Removal	2	28	4	33	+ 2



City of Annapolis
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Manager's Monthly Report **April, 2012**

Monthly News/New Projects

- Phase 2 of the City Dock plan will begin in earnest with the CDAC meeting on May 21 (see comp planning below)

Comprehensive Planning

- City Dock Master Plan
 - Technical briefings and project planning with Consulting Planning Team.
 - Established City Dock Master Plan Facebook Page: www.facebook.com/CityDockMasterPlan
 - Next City Dock Advisory Committee meeting: May 21
 - Public Workshop planned for June 14
- Comprehensive Technical Update of Zoning Maps. Working with Office of Law on ordinance language.
- Wayfinding Master Plan.
 - First meeting by Steering Committee on April 24. Included on Steering Committee: AEDC; AAACVB; Four Rivers Heritage Area; USNA; City departments of: Transportation, Public Works, MIT, Historic Preservation/P&Z, Comprehensive Planning/P&Z. April 24 meeting included representatives from State Highway Administration to discuss the Tourist Area and Corridor (TAC) sign program.
 - Second meeting by Steering Committee on May 1, with consultant team lead by Merje Design.
 - Stakeholder Focus Groups held May 1 and May 2.
 - Open House tentatively planned for June 28. The Open House will be advertised to the public.
 - Participated in Transportation Department's selection of contractor to provide Interactive Digital Information Signs in City Buses and Parking Garage Interiors.
- Sustainable Communities Plan. Received notice that deadline to submit the Plan has been extended to December 2013 per HB 1327.
- Capital Improvement Program (CIP)
 - April 5 Public Hearing held by Planning Commission on FY13-FY18 CIP.
 - April 17 Presentation of Capital Budget at Maryland Hall as part of Mayor's "360 degree view of the City Budget" presentation
 - May 2 Finance Committee approval of GT-50-12 to transfer funds from Maintenance Facilities CIP Project to Maynard Burgess CIP Project. Vote by full Council is pending.
 - May 3 Planning Commission adopted Findings on FY13-FY18 CIP. Findings have been submitted to City Council.
 - Meeting with DNR regarding prospective capital project at Bembe Beach.
- Hazard Mitigation Plan (Draft) (prepared by OEM) - participated in April 19 Planning Team meeting.

Current Planning

- Site Design Plan Review (SDP2012-013) for Columbia Realty Vent. for maintenance replacement planting, located at 650 Americana Drive,
- Variance (VAR2012-006) for George & June Davis to construct a second story to an existing one story structure, within the front and rear yard setback, located at 219 Lockwood Court,
- Administrative Adjustment (ADJ2012-007) for Susan Liedlich to adjust the side yard setback of 6' to 5'-4", located at 308 N. Glen Avenue,

- Administrative Adjustment (ADJ2012-008) for Norm & Chris Poulsen to replace and enlarge an existing rear deck thus reducing the 40' rear setback to 32', located at 20 Wardour Drive,
- Administrative Interpretation (ADM2012-005) for Westwinds Associates to convert an existing tennis court to a surface parking lot with covered parking spaces, located at 1029 Spa Road,

Community Development

- Completed and posted the HUD required FY 2013 Action Plan, which contains the 14 projects that the City Council voted on to be funded with its the CDBG \$212,100 entitlement grant. The Housing and Community Development Committee will hold a public hearing on the plan on May 7, 2012. The document is available on the City's website.
- Requested a release of funds for HACA's Capital and Section 8 funds for FFY 2012. Continued with the City's environmental review i.e. sending letters to MHT, MDE, DNR, completing environmental checklists and review for exempt projects
- Completed HUD-CDBG Davis Bacon Report
- Processed Rehabilitation Agreement for Gross Ave housing rehabilitation
- Architect completed plans and specification for Stanton Center project. Meeting with staff May 3 to review.
- Processed all requests for payment submitted to city from Habitat for the \$250,000 in mortgage interest write-downs for the 11 Habitat families in the Clay St. neighborhood. All funds have been expended and check requests sent to Finance for final processing. Project is closed.
- Prepared and executed Emergency Solutions Grant agreement with Light House Shelter
- Sent letter to tax assessor's office requesting that MPDUs at Sailor Quay be assessed at restricted sales price
- Completed agreement with ACDS to complete eligibility determinations for MPDU applicants. The document is in Office of Law for review and signatures.
- Processed two MPDU applications this month. Both were applicants are eligible.
- Reviewed and updated all files on MPDU applicants that are still active. Sorted out those who are interested in purchasing an MPDU and developed an interest letter that will be sent to solicit interest in the two Sailors Quay MPDU's
- Researched and provided DNEP information on ownership or status of abandoned properties in Clay St. and Parole neighborhoods.
- Initiated text amendment to Zoning Code - BR district to allow BCDC to have six rental units in the Bowman Community Building so that they may make rehabilitating the building financially feasible
- Completed and submitted Grants Report

Historic Preservation

- HPC Administrative Approvals & Public Hearings
 - Staff reviewed and approve 12 Administrative Approval Applications;
 - HPC had 2 Public Hearing Certificates of Approval;
 - Staff reviewed and approved 2 new Historic Tax Credit (HTC);
 - 12 HTC Applications are pending completion, totaling \$279,127.12 in private investment;
 - Staff is currently tracking 4 violations in the Historic District with DNEP citations, stop works or condemnations issued for 25 Cathedral St. (owner now living in property & plans to come in to HPC for approval of porch), 30 Fleet St.(owner did not show for court hearing and abatement now ordered), and 37 Cornhill St. (no update – property secured but no abatement underway), and 2 Maryland Ave. (citation issued by HPC for unpermitted vinyl window replacement), 10 Church Circle (2 HPC citations issued for fines and court appearance) and 161 Conduit St. (Property owner appeared in court, paid \$400 fine and has received from HPC staff contractor information to move forward with abatement.)
 - HPC considering application for proposed demolition of 26 Market Space Fleet St. wall. Secured MD certified structural engineer to develop a historically-sensitive temporary stabilization/shoring plan. Special Meeting of HPC called for May 4 (Note: HPC continued hearing until May 11)
 - HPC currently has two candidates for consideration by City Council, Rock Toews, currently on Annapolis Heritage Commission and Jay Kabriel, Architect and professor of Architecture at Catholic University. Candidates up for consideration at May Economic Matters Committee.

- HPC Regulations/Guidelines
 - HPC reviewed draft Enforcement Policy during a public meeting and supported changes for final consideration and approval by HPC
 - HPC held public meeting on Public Notice Policy and is adopting changes to the policy to save funds by eliminating legal notice and substituting monthly Press Release and publication in City's Capitol Gazette Column.
- Heritage Commission
 - Staff requested through P&Z budget a \$5,000 funding request for Heritage Commission requested inventory of historic markers.
 - Heritage Commission recommended to HPC staff approval of USNA interpretive markers for War of 1812 trail; did not recommend City support for proposed "Founding Fathers" exhibit based on lack of adequate information/documentation and financial support
- Outreach Activities
 - Continued planning for MDE and the Maryland Association of Historic District Commissions workshop to be conducted on May 24 on lead abatement for rental housing in the Historic District.
 - Submitted and notified of acceptance of proposal for presentation at National Preservation Conference on Master Planning for City Dock and addressing Sea-Level Rise in Annapolis Historic District.
 - Planning for participation at City Fair
- City Property Activities
 - Meeting with Maryland Historical Trust on scope of work for Maynard-Burgess House with DPW Director; match funding identified in CIP pending review/approval by City Council. P&Z taking lead on request for special exception.
- Main Street Annapolis
 - Participated in Main Street Managers round table training during National Main Streets Conference in Baltimore
 - Planning for a Sustainable Design and Economic Incentives workshop to be hosted in partnership with the City, MD AIA, and AEDC on May 31, 2012.
 - Coordinating MAP Business Legacy Awards event on May 31, 2012 with Business Enhancement and Promotions Committee
 - Participated in Anne Arundel Arts Council Strategic Planning meeting to address Strategic Planning for Arts & Entertainment District.
 - Planning for June 5 or 6 MainStreets Annual Meeting to be hosted at Rams Head.
 - Overseeing volunteer working to complete a building inventory for Maryland Ave./State Circle & Main Street/Dock St. businesses.
 - New Facebook and Twitter accounts set up for MAP and email blasts now sent out weekly to 325 MAP members
 - Working on economic incentives brochure and MainStreets map.
- Grant funded projects
 - Working on final Grant reports for 4 Rivers Maynard-Burgess House grant
 - Grant awarded of \$2,500 by Four Rivers Heritage to MAP for MainStreets Map and Economic Incentives brochure and website pages.
 - Grant awarded for \$3,200 by National Trust for Historic Preservation for Sustainable Design workshop.
 - Completed grant applications to MHT for 2013 funding for HPC training

Financial Activity:

Comprehensive Planning

- Pending budget revision: received \$1,380 from A&R for contribution to traffic impact study.
- Received notice that City has received Planning Grant from Baltimore Metropolitan Council via the FY13 UPWP: \$70,000 for "US 50 Overflow Analysis and Multi-Modal Circulation Study: for West Annapolis, MD 450, Taylor Ave., and Rowe Blvd/MD 70".

Community Development

- Completed several CDBG requests for payment totaling \$75,607 in CDBG funds that were drawn in this month

Historic Preservation

- HPD staff are implementing the work identified in the 2011 budget enhancement request \$12,100. Current scope remaining includes \$2,500 for a Preservation Economics workshop (slated for May 2012). Funding request for 2013 includes -- \$25,000 for Main Street program, \$16,500 for HPD Consulting Services and \$5,000 for Heritage

Major Planned Actions:

Comprehensive Planning

- May 21: City Dock Advisory Committee Meeting
- May 22: Wayfinding Signage Master Plan: Steering Committee meeting
- June 14: City Dock Public Workshop
- June 28: Wayfinding Signage Master Plan Open House

Current Planning

- Planning Commission, May 3, 2012:
Public Hearings and Deliberations:
 1. NoneFindings:
 1. FY13-FY18 Capital Improvement ProgramWork Session:
 1. Residential Planned Development for 33 units (11 single-family and 22 townhouses) on the property known as The Allen Property (formerly Dr. Landmesser's Property), located off Milkshake Lane (Postponed to June 7, 2012 at the Applicant's request),
- Board of Appeals, May 1, 2012:
Public Hearings and Deliberations:
 1. Special Exception (SE2012-002) for Leaping Gnome, LLC, to add 56 seats, bar and live entertainment to restaurant, located at 107 Hillsmere Drive,
 2. Variance (VAR2012-002) for Anne Arundel County Board of Education to reduce the 50' perimeter setback to allow for building additions to *Mills-Parole Elementary School*, located at 103 Chinquapin Round Road,
 3. Variance (VAR2012-003) for Evan & Margaret Thalenburg to reduce the front yard setback requirement for construction of an accessory garage, located at 211 Lockwood Court,
 4. Variance (VAR2012-004) for Brian & Stephanie Lease to reduce the rear yard setback to allow for a second floor addition, located at 507 Monterey Avenue (Postponed),
 5. Variance (VAR2012-005) for Antonia Pastermack to reduce the rear yard setback to remove an existing one-story porch and construct a two-story porch on the same footprint, located at 145 Prince George Street.

Community Development

- Flow Chart for Community Grants Program
- Enter all data for CDBG for FY 2012 into IDIS
- Close out ARRA project – Annapolis Gardens.

- Complete Environmental Review for City of Annapolis.
- Update Community Legacy web page
- Complete Volunteer Center amendment
- Update all HUD required plans Fair Housing Displacement, Relocation, and Citizen Participation Plans.
- Complete revised Mortgages for CDBG Rehab projects.
- Shred MPDU files for applicants with expired "Certificates of Eligibility".
- Grant Agreement for CDBG Subrecipients
- Grant Agreement for Community Grant recipients
- Continue review of Rehab files to complete Certificates of Satisfaction
- Review and write analysis of HUD's Rental Assistance Demonstration project, which may provide funds for improving public housing by converting properties to long-term rental assistance under Section 8.
- Continue work on the Stanton Community Center improvement project.

Historic Preservation

- Work with HPC to expand Administrative Approval authority for Chief of Historic Preservation -- Completed
- Development of searchable database of HPD and Historic Annapolis Historic District records -- Underway
- Grant funding requests to MHT/MHAA: Cultural Landscape Survey, Preservation Plan, Photo survey of NHL District, Update of NR survey – No matching funds currently identified
- Development of program for education and enforcement in Historic District – Underway
- Project Manage Maynard-Burgess Rehabilitation – Underway

Main Street Program

- Staff MainStreets Annapolis Partnership program
- Sustainable Design and Preservation Economics workshop. HPD staff is coordinating with the National Trust and MAP and has received a grant to host this workshop in May 2011.
- Attending quarterly Main Street Managers meetings and do monthly/quarterly report to State program
- Serve on MAP Board
- Coordinate with City PIO, MIT, AEDC and other relevant City agencies on Main Street related activities
- Serving as representative of City of Annapolis on local advisory committee for National Main Street Conference to be hosted in Baltimore in Spring of 2012 – Completed

Heritage Commission

- Staff Annapolis Heritage Commission
- Sponsor Mayor's Awards of Cultural Heritage "Living Landmarks"
- Represent City of Annapolis on AA County War of 1812 Bicentennial Commission
- Represent City of Annapolis on Four Rivers Heritage Commission Board
- Proposals for presentations at statewide preservation conference and National Trust conference



City of Annapolis
Recreation and Parks Department
& Harbormaster's Office
 273 Hilltop Lane
 Annapolis, MD 21403-1542



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Manager's Monthly Report
April, 2012

The Annapolis Recreation and Parks Department and is pleased to share with you a summary and accounting of programs, topics of interest, and harbormaster's activities for the month of April 2012.

RECREATION AND PARKS

Administration:

- Our 21st annual Greenscape program was a spectacular success. On Saturday April 21st hundreds of volunteers cleaned up, planted, and beautified forty seven public spaces across the city. They included individuals, community groups and neighborhood associations.
- Attended the Fourth Strategic Planning session in the Council chambers.
- Over saw the monthly meeting of the Recreation Advisory Board.
- Presented the Mayor's Recreation Department. budget request by Power Point at Maryland Hall.
- Attended the public hearing of the Mayor's budget at City Hall.
- Attended meetings concerning the field usage situation at Germantown school..
- Arranged to host the national Jump Bunch kids exercise program at the PMRC in June to include children from the Housing Authority, Stanton Center and the Recreation Department summer camp.
- Arranged to partner with Dr. Pamela Brown's 21st Century community learning centers grant for children from Annapolis Middle School to provide physical activities at the PMRC over the next three years.

Parks:

- The following labor-hours were performed on the following tasks for the month of April 2012.
- Park Maintenance also had a total of 5-1/2 hours of Overtime.

○ Equipment maintenance	16.50 hours
○ Tree brush maintenance	12.95 hours
○ Support for non-Dept events	None
○ Support for Dept events	None
○ Playground Equipment maintenance	2.00
○ Playground Safety Inspections	10.90
○ Sign Maintenance	3.00
○ Facility maintenance (bldg)	10.00
○ Facility maintenance (parks)	18.40
○ Court maintenance	27.0
○ Building maintenance/cleaning	183.50
○ Ball field maintenance	230.40
○ Mowing	313.51
○ Turf Maintenance	10.65
○ Irrigation Maintenance	3.45
○ Trash removal	200.15
○ Staff Training	19.55
○ Meetings	1.30
○ Hedge Trimming / Bed Maintenance	4.45

○ Graffiti Removal	None
○ Trail Maintenance	10.60
○ Leaf Removal	21.0
○ Department Events	31.25
○ Non – Department Events	6.50
○ Supplies	4.45

- Truxtun Park Boat Launch –April permit revenue: \$630.00

Department Total Revenues and Pass Sales:

- PMRC & other activities –April revenue \$127,707 (includes \$27,401 for Latchkey)
- March member pass sales 679

Facility Rentals – April 2012 Facility Use:

- Annapolis Walk 9 rentals (\$825)
- Pip Moyer Rec Center 61 rentals (\$9583) - included in Dept. total above)
- Stanton Community Center 4 rentals (\$410)

Stanton Community Center:

- During the month of April: Total clients served in the Center: 2,735
- Total services provided: 582
- Year to date total clients served: 23,365
 - The above numbers reflect the medical/dental outreach clinics, recreation management, Youth Services Bureau, We care and Friends and the Stanton Center's operations.
 - Activities Included: Special events, Birthday parties, Wedding receptions, Repasts, Baby showers, Community meetings.

Overtime Report: Parks and Recreation:

- 4 hours of overtime were reported for the Department during the month of April.

HARBORMASTER'S OFFICE

Accidents/Incidents

- Accidents / Injuries involving City Employees: 0
- Accidents involving City Boats, City Vehicles, or Other City Property: 0
- Boater Collisions / Accidents Observed and Reported by City Employees: 0
- Incidents Reported / Handled by Harbormaster's Office during the Month: 7

Warnings:

- Warnings Issued: 14
- Warnings Cured: 2
- Warnings Remaining Open at the End of the Month: 12
- Open Warning Pending Appeal Hearing before Board of Port Wardens: 0

Collections:

- Collection Notices Issued: 0
- Collection Notices Paid: 0
- Collection Notices Remaining Open at the end of the month: 0

Citations:

- Civil Citations Issued: 0
- Civil Citations Reported to State Court: 0
- Civil Citations Remaining Open at the end of the month: 0

Impoundments:

- Boats Impounded during Month: 0
- Boats Reclaimed by Owners during the Month: 0
- Boats Sent to Destructive Disposal during the Month: 0
- Boats remaining in Impound at the End of the Month: 0
- Dinghies Impounded during Month: 0
- Dinghies Reclaimed by Owners during the Month: 0
- Dinghies Sent to Destructive Disposal during the Month: 0

Harbormaster Revenues/Financial Report:

- Twelve Months Running Revenues May, 2010 through Apr., 2011 (Non-Boat Show) \$619,195
- Twelve Months Running Revenues May, 2011 through Apr., 2012 (Non-Boat Show) \$547,195
- Increase: - (\$72,392) Percent Increase: - (11.68%)

Monthly Revenues:

- Mar., 2011: \$ 13,233
- Mar., 2012: \$ 36,915
- Increase: 23,682, Percent Increase: 178.96%
- Apr., 2011: \$ 45,565
- Apr., 2012: \$ 19,522
- Increase: \$ - (26,043), Percent Increase: - (57.16%)

Overtime:

- Overtime Expended This Month: 0
- Overtime Expended Year To Date: 0

It should be noted that last year was an exceptional year for The Harbormaster Division, having been up twenty three percent over the previous year. When we compare this year to 2009 we are still more than ten percent ahead of all other previous years.

- Twelve Months Running Revenues May, 2009 through Apr., 2010 (Non-Boat Show) \$505,015
- Twelve Months Running Revenues May, 2011 through Apr., 2012 (Non-Boat Show) \$547,195
- Increase: \$42,180 Percent Increase: 8.35%

Significant Events for April 2012:

- During the last weekend of April US Yacht Shows conducted a Spring Boat Show at City Dock, combined with a Nautical Flea Market and "Cruiser's University" utilizing Susan C. Campbell Park, The old recreation Center on St. Mary's Street and the Sailing Hall Of Fame Basin; in conjunction with the Waterfront Marriott Hotel. Preliminary reports indicate that attendance was more than double the organizers projected break-even point. Better still in previous years the "Cruiser's University" and the Spring Boat Show had been conducted in Baltimore with less than stellar results. The organizers have already decided to go forward with a second annual Spring Boat Show next year; and have requested dock reservation as of 24 thru 29 April, 2013.
- The annual winter boats program at City Dock concluded on Monday 23rd of April with a perfect segway into the Spring Boat Show. WE will plan the same transition for next year.
- The project to re-power Pumpout Boat DAHLGREN with a hybrid diesel-electric-solar propulsion system identical to the one installed in ANNAPOLIS PATROL BOAT ONE is nearly complete. DAHLGREN is scheduled to return to Annapolis this coming weekend on Sunday 06 May, 2012. This project is 100% Grant Funded (75% by US EPA / MARAMA and 25% by Canada National Research).

- *PATROL BOAT ONE* departed Annapolis on 16 January, 2012 returning to the manufacturer for a couple months for Warranty correction/improvement work. We anticipate having the boat back in Annapolis in approximately two weeks, on or about 20th of May, 2012.
- The project to re-locate Harbormaster boat operations to Truxtun Park remains approximately ninety percent (90%) completed. The CCTV link to the Annapolis Police Department and Harbormaster's Office are still pending, as is a security fence. The boat lifts that we formerly used on City Dock were removed and those newly available slips at City Dock were rented out to the boating public for the first time ever that same day. Maryland Department of Natural Resources has provided 100% Grant Funding for this project.
- Our new hire seasonal fee collectors for the 2012 Boating Season have been engaged and will begin training on 01 May.
- Our Uniform and Safety Equipment Committee has completed it's work and on April, 12th submitted it's findings and recommendations to the Harbormaster. Their charge was to review uniform and safety equipment policies and evaluate what should be provided to the employees by the City; and what employees should be expected (and required) to supply for themselves. The Harbormaster Division has already implemented all the safety equipment recommendations and will begin implementing most of the uniform recommendations as budgetary considerations permit.
- Harbormaster staff continue to participate in planning for Operation Sail 2012 (and 2013, 2014) for the Star Spangled Banner Bicentennial (A.K.A. *STAR SPANGLED 200*) and the War of 1812 Bicentennial celebrations.
- The Harbormaster Watch Commanders continue to train and work with the Office of Emergency Management and are helping to update and revise various segments of the City Emergency Operations Plans / Manuals. We have previously posted a severe weather link to our City Web Page and are working toward a *CODE RED* (Reverse 911) Opt-In/ Opt-Out Link.
- We continue to participate in the City Dock Advisory Committee Public Meetings. The Harbormaster's office hosted a familiarization meeting of the newly engaged contractor / facilitator for the City Dock Advisory Committee.



City of Annapolis
DEPARTMENT OF PUBLIC WORKS
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Annapolis, MD 21401-2535

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Manager's Monthly Report **April, 2012**

Monthly News/New Projects

The Department of Public Works has reported the following progress during the month of April on the following 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/SCADA:

- A pump failure at Belmont Pump Station.
- The SCADA/communications upgrade sequence has been re-evaluated and we are moving forward with upgrade of the Belmont Pump Station.
- Work on developing the electrical contractor.

2. CIP 71001- Water Treatment Plant (WTP)

- Design/Build (D/B) of (WTP) thirteen statement of qualifications (SOQ) packages for the WTP & D/B project received and review.
- D/B Request for Proposal (RFP)
- AA County permit modification application submitted to request modifications.
- MDE Funding – RFQ and addenda when sent to MDE and coordination of RFP development continues.
- Fluoride System Improvement all punch Items are complete with the exception of Maintenance Bond all closes out documents submitted to the City.

3. CIP 477- Road Reconstruction

- Work on rain drainage improvements ongoing at Amos Garrett Blvd.
- Final repairs at Market Space delays due to building issues at intersection of Cornhill and Market Space.

4. CIP 742- Market House – Building Upgrades and Building Re- Opening

- Somerset Wet Drilling completed/Geothermal Project on time and within budget. Storm drain, gutter work and masonry work to re-grade sidewalk behind Market House addressed some long term flooding/ponding issues.
- Fresh Air Concept is completing punch list items.
- Paving of Market Street postponed due to instability of side wall on old Riordan's building. Once structural issues are resolved paving will be rescheduled.
- Design of Interior Renovation project has progressed to 95%/Construction bid process in early May.
- Bi-weekly progress meetings continued to be held project continues on schedule and within budget.
- Submittals made to Maryland Historical Trust and Dept. of General Services for reimbursement of expended Funds.
- The Market house Manager FranPoint Partners, is developing a rent structure, lease document and vendor application.

5. CIP 72004- Sewer Rehabilitation

- CCTV inspections were recently completed on nearly 1,600 linear feet of 8-inch-diameter sewer main between Pytchley Run Road and Hunt Meadows pumping station.

6. CIP 544- City Hall Restoration and Office Relocation

- Awarded Design/Build contract for office relocation project. Design of Phase 1 to begin in early May.

7. CIP 122- Landfill Gas Mitigation

- Ongoing testing and reporting. Benthic and WET tests were conducted during April.

8. CIP 20003- Eastport Fire Station Storage Building

- Obtained approval of Administrative Interception Application from P&Z.
- Grading permit application will be made in May with construction to begin after Grading and Building permits approval.

- Safe Routes to School:

- Mills Parole ES (MPES) and West Annapolis ES (WAES) are the two schools that are covered under the City's current Safe Routes to School (SRTS) grant. Both of these schools have been identified for modernization by the Anne Arundel County Public School (AACPS) system. Attended Pre-Application Meetings for each of these schools to learn what changes are proposed by AACPS and coordinate the SRTS improvements with the new designs.

- Facilities:

- APD office at 800 West Street was inspected by National Cemetery Organization
- Received an offer for Market House restaurant equipment
- Boat Show used Rec Center at 9 St. Mary's for conference rooms and headquarters.
- Beginning project for maintenance of green roof at APD
- City Hall annual inspection done by APD. Annual elevator inspection was completed.
- Remaining bookcases delivered and installed at 93 Main Street

Grant Report:

GRANT REPORT								11/3/11
Public Works Department:								
-	FY	Grant Title	PM	Status	Source/Agency	Amt	Expiration Date	Administrator
Pending/or Recently Awarded						\$	-	-
1	12	MHAA Capital Grant - Market Space Renovations	LG	Denied	MHT	\$100,000	FY 13	M. Hughes; C. Benson
2	12	SRTS FY 12 - Mills Parole & West Annapolis	LG	AWARDED: received Project Grant Agreements	SHA	\$121,000	FY 13	J. Peliaia
3	12	State Bond Bill - Market House Renovations	LG	AWARDED: waiting for Notification to Proceed	State of MD	\$250,000	FY 14	M. Busch
Grant Project Work in progress								
4	11	Gotts Court Archeological Display		AWARDED	Four Rivers Heritage Agency	\$2500	FY 12	C. Benson

- FY 2013 Budget: The Finance Committee conducted a hearing of the DPW budget.
- MUNIS: Staff continues efforts to learn new financial system, including attending training sessions held in April.
- Civil Engineer II Hiring Process: Process completed, new engineer to start May 7.
- Right-of-way obstructions:
 - Actons Landing – Cathedral Street – moving van
 - 26 Market Space – D.L. Miller utility connections
 - 112 Duke of Gloucester Street – moving van – lane closure
 - Spa Creek Bridge – Atmospheric Corrosion Specialists – gas line work
 - 224 Sumner Road – POD
 - 47 Fleet Street – move
 - 66 Cathedral Street – move
 - 40 Fleet Street – move
 - 216 West Street – painting
 - East Street – old Water Witch site – painting
 - 96 Market Street – Backman - move out
 - 96 Market Street – Lizza - move in
 - Old Riordan's / Factors Row – Cornhill Street side of 26 Market Space – engineers report verified damage to exterior side wall of building indicating possible danger of collapse. City responded immediately providing VMS sign, barricades and fencing from Market House construction area to secure the area and detour traffic. Right of Way Obstruction permit pending for owner to install his own equipment and return City's.
- Street openings, BG&E and other:
 - Copeland Street – abandon then renew gas main.
 - 213 South Southwood Ave. – new gas service
 - 311 First Street – abandon then renew gas main
 - 57 Richards Lane – underground electric work
 - 4 Murray Ave. – new gas service
 - 924 Windsor Ave. - underground electric service
 - 302 Locust Ave. – new riser on pole
 - 914 Smithville Street – abandon gas
 - 1411 Cedar Park Road – new gas service
 - 9 Cathedral Street – new gas service
 - South Southgate Ave. – relocate secondary pole
- Inspections:
 - 8 Union Street - consulted with HPC on standards for brick sidewalk for alley restoration.
 - 411 Halsey Road – heaved sidewalk with utility congestion underneath plus two recently removed “City” trees nearby. Investigating cause of obstruction in the vertical of the sewer cleanout in conjunction with PW Utilities and a private contractor.
 - BGE work on Chesapeake Ave. – contractor instructed to mill in plates in travel lanes.
 - Verizon existing underground main at intersection of Wells Ave. and Windell Ave. is slightly on private property in violation of right of way agreement. Met with contractor of proposed new four-home subdivision, their engineer and Verizon staff to have their main relocated deeper to make room for new utility work and grading for lot improvements.
 - 8 Shiley Street – site visit to assess field conditions on a portion of the street with no curb to advise owner on a specification for a proposed driveway tie-in to the street.
 - Phoenix Center pre-construction meeting to review conditions for right of way improvements and utility work.
 - 248 King George Street – bond release inspection with Matt Sebastian – storm water management.
 - Sailor's Quay – curb and gutter and driveway form and sub-grade inspection of what will be the City owned portion of project.

- Intersection of Hyde Alley and Main Street – exploratory excavations performed to determine cause of brick failures. All failed areas appear to be improperly-compacted utility test pits. DPW staff are investigating ownership, but proximity to gas lines points to B.G.E.
- Traffic:
 - Met with federal and state representatives of Tourist Area Corridor (TAC) sign program and City's Wayfinding Sign program Steering Committee to coordinate development of each program and discuss areas of coverage.
 - Attended general meeting of West Annapolis Civic Association (WACA) to update residents on success of Forbes Street sign replacement and police enforcement. Also, addressed residents' traffic concerns regarding modernization of WAES.
 - Installed Advanced School Warning signs for Germantown Elementary School on Windell and Poplar Avenues. Pedestrian Crossing signs were installed at the pedestrian crosswalk across Windell at Cedar Park.
- Citizen Traffic Requests:
 - Compromise St and Duke of Gloucester – A meeting was held on site with a representative from BGE to discuss lighting upgrades in the area of the intersection. One overhead light at the end of Duke of Gloucester St. will be relocated one pole closer to Compromise St. intersection and placed on a 10' arm. A new light will be installed on a 15' arm on an existing pole on Compromise St. close to the intersection. On the street name pole adjacent to the left turn lane on Duke of Gloucester Street, an additional stop sign and "Turning Traffic Must Yield to Pedestrians" sign were installed.
 - Hilltop and Gemini – Met with Capt. New of the Salvation Army regarding concerns about pedestrians crossing Hilltop after one of their clients was struck this month. A traffic study was initiated to look into pedestrian safety infrastructure.
 - South Street – Received a request to install an additional loading zone due to suppliers having difficulty finding a parking space.
- Water and Sewer Rate Study:
 - DPW & Law office continue correspondence with the Navy Contracts personnel to resolve outstanding issues with the draft contract for the revised USNA sewer rate fee increase provided by the Navy.
- Water and Sewer Model:
 - Coordination between the model consultant, MIT and DPW regarding incorporating GIS updates of the remaining discrepancies between the model and GIS, and modeling issues related to pump station operations.
 - Once resolved, the model consultant will complete the final report.
 - Adequate Public Facilities related modeling continues to compare fire flow test data and water model results, as well as to review sewer model limitations.
- Annapolis Water Reclamation Facility (AWRF) Flow Metering/Billing:
 - Reviewed the March AWRF influent and effluent flow data from Anne Arundel County.
 - At DPW request, AACo. is reviewing the anticipated timing for future MDE reimbursements for ENR project in order to modify proposed FY13 billing schedule.
 - Awaiting Finance Dept. hiring of a consultant to review AACo. labor and administrative overhead costs applied to the current and past AWRF year-end bills.
- AWRF Enhanced Nutrient Removal (ENR) project:
 - Construction progress meeting was held on April 11.
- AWRF Joint Operating and Use Agreement:
 - Awaiting AACo. comment on the revised final draft agreement, along with a side agreement related to a potential City solution to an AWRF influent pump clogging issue.

- Responding to questions and receiving some new private hauling contracts in response to the letters sent to business and churches requiring them to hire a private hauler. City collection will end to these facilities on July 1, 2012. Provided Rev. Calhoun a list of all organizations that received the letter.
- Working on revising the City Code Section 10.16.
- Risk Management Operations Group is working on a City Safety Manual, and on getting worker's comp and accident reporting on-line. Additionally, working on the Risk Information Tracking Accountability (RITA) system.
- Continued to update and improve our IWORQ database. Working with staff to link sidewalk and street permits with pavement and sidewalk segments.
- Getting quotes to expand street can recycling to Market Space and along Dock.
- Completed the City's Annual Water Audit and Conservation Plan. The City has reduced water loss from 21% in 2010 to 14% in 2011. These plans have been submitted to MDE.
- Completed the online pavement rating system and pavement schedule for citizens to use.
- Residential Recycling - Total amount of recycling collected in March was 236.59 tons, with \$7,142.69 in revenue. Total amount of recycling collected in April was 216.56 tons, with \$6,537.95 in revenue.
- E-cycling collected on 3/14/2012 totaled 5,379 lbs.
- Met with BGE about safety lights on Poplar Trail between APD and Poplar Road. This project was deemed private area lightening and turned over to Recreation and Parks Department.
- Issued \$500.00 in citations for refuse violations to Allied Waste for violated the 6:00 A.M. start time in their permit. Issued a \$100.00 citation to CVS for failing to remove their refuse cans off the sidewalk per city code.

- Utilities:

- | | |
|--|--|
| <ul style="list-style-type: none"> ○ Replaced 6- 5/8" meters throughout the City. ○ 3,544 Meters read from Cycles 2, 3, 4, & 5 ○ 80 Water meter turn-off's ○ 46 Water meters were replaced ○ 5 "New" water meters installed ○ 1 After hours turn on ○ 48 Water bill protests ○ 55 Fire hydrants repaired/painted ○ 5 Special readings ○ 35 Blue door hangers left ○ 1 Emergency water turn off's ○ 9 Domestic pressure check ○ 1 Renewed water service ○ 2 Water service upgrades ○ 3 Water services repaired ○ 330 Utility locates ○ 27 Emergency Utility locates ○ 2 Fire hydrants replaced ○ 6 CL-12 water main tap ○ 9 Chlorine test ○ 3 Bacteria test ○ Hauled 4 loads of concrete to Reliable ○ Removed debris across from 610 Taylor Ave ○ Received 17 sewer related calls ○ Received 9 after-hours, sewer-related calls ○ 1 Sewer main stoppages | <ul style="list-style-type: none"> ○ Cleaned 6,260 ft of sewer mains for preventive maintenance ○ Cleaned 32,455 feet as part of the annual sewer main cleaning ○ Repaired 1 sewer lateral ○ Replaced 4 sewer laterals ○ TV'ed 11 sewer laterals ○ Located 1 utility ○ Located 6 property line clean-outs. ○ Received 1 after hours lift station alarm ○ Left 3 "green" door hangers ○ Cleaned 2 wetwells ○ Cleaned 19 inlets ○ Cleaned 685 feet of storm water pipes ○ Re-lined sewer lateral at 613 Monterey Ave., the swimming pool off Porter Rd., 184 Duke of Gloucester St. ○ Inspection of water & sewer line test at Village Green of Annapolis ○ Water Sampling class ○ New generator set in place at the Porter Rd. sewer lift station ○ Graded swale off of Monterey Ave. ○ Manhole frame & cover installed on Forest Dr. & Forest Hills Ave. |
|--|--|

- Met with DSI at Belmont SLS about new pumps.
- Cleaned swale on Spa Rd.
- Storm drain cleaned & pump replaced on Prince George St.
- Outfall cleaned on Taylor Ave. and Hunting Wood Rd.
- Repaired storm drain grate at the Eastport Fire Department
- Removed graffiti from the Truxon Park SLS
- Inspection of new sewer mains at Village Green of Annapolis

- Public Works Services:

2012 MONTHLY REFUSE REPORT		
TASKS	TONS OF REFUSE COLLECTED	NOTES
January	310.08	
February	522.34	
March	584.96	
April	598.93	
May		
June		
July		
August		
September		
October		
November		
December		
TOTAL	2,016.31	

2012 YARD RECYCLING

2012 YARD RECYCLING			
TASKS:	NUMBER OF TONS COLLECTED / PROCESSED	NUMBER OF TONS DELIVERED TO ANNAPOLIS JUNCTION	SPECIAL REQUESTS / NOTES
January	155.5		Picked up and processed 65.5 tons of yard trimmings from collection routes, 50.5 tons from leaf vacuuming and 40 tons from Spa Rd.
February	26.25	4.47	Picked up and processed 26.25 tons of yard trimmings from collection routes. Rented loader.
March	172.85	4.3	Picked up and processed 172.85 tons of yard trimmings from collection routes.
April	187	2.36	Picked up and processed 177 tons of yard trimmings from collection routes, 10 tons from Bulk Pickup.
YTD	541.6	16.57	

- Traffic Control & Maintenance:

- Traffic Signals:*

- Replaced lamps / lenses - 0
 - Preventive maintenance - 0
 - Repairs - 9

- Signs:*

- Fabricated or modified - 19
 - Installed or repaired sign - 89
 - Installed or repaired pole - 15
 - Removed sign - 22
 - Removed pole - 2
 - Trimmed trees - 14
 - Removed Graffiti - 23

- Markings:*

- Painted red curb - 225 feet
 - Thermo Markings - 60 feet
 - Removed – 0
 - Tape Installed – 240 feet
 - Paint Markings – 3458 feet
 - VMS installed on Cornhill Street and on Fleet Street notifying motorists of closed roads and local traffic only.
 - Updated striping on two downtown parking lots. Currently striping parking lot at Harbormaster's.

2012 MONTHLY REPORT													
City of Annapolis Street Division													
TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
PACKER													
Tons Collected	10.95	16.5	29.49	28.63									28.63
SWEEPER													
Number of Curb Miles Swept	351	372	788	408									1919
Cubic Yards Collected	73.8	84	170	91.8									419.60
LEAF COLLECTION													
Cubic Yards of Leaves Collected	135	0	0	0									135
Miscellaneous / Special Requests	8	8	0	5									21
APRIL REMARKS:	No Remarks												

2012 MONTHLY REPORT
FLEET MAINTENANCE CENTER

TASKS / MATERIALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
Electrical	3	3	6	3									15
Hydraulic	6	4	1	3									14
Exhaust	11	4	7	26									48
Brakes	6	3	2	5									16
Engine	2	1	3	4									10
Power Train	15	16	15	11									57
Suspension	4	4	3	1									12
Tires	0	0	2	0									2
Brooms	5	2	1	2									10
Cooling/Air Condition	14.5	18.75	31.25	41.5									106
Body Repair / Decals / Steps	12	4	1	7									24
Small Equip. (saws, mowers, pumps, etc.)	51	57	44	48									200
Preventive Maintenance	2	2	2	0									6
Gallons of Anti-Freeze Recycled	9	11	18	24									62
Gallons of Oil Recycled	2	10	11	10									33
Batteries Recycled	3	0	0	4									7
Miscellaneous/Special Request	10	9	19	41									79
Road Calls	17	11	0	15									60

- Water Plant:
 - #10 well cleaning and repairs have been completed and the well is now operational.
 - Asbestos pipe insulation in the chemical storage area of the main building was removed by Bristol Environmental. We have painted the piping and will re-insulate as necessary.
- Website/Public Information/Facility Assistance:
 - Filled in as webmaster for the City for one week. Updated website as needed, worked with MIT for problem solving of website malfunction.
 - Updated website with holiday notices and notified the press.
 - Added new announcements for Bulk Pickup collections as well as missed collections and the intended makeup of same.
 - Responded to 96 web requests for service or information; the majority were for bulk pickup and missed collections due to holidays/overages.
 - Placed updated paving map on the site.
 - Assisted with emergency utility repair; photographed our crews working at the site (King George Street).

Major Planned Actions:

- CIP 71001 – Water Treatment Plant – Complete review of the 13 SOQ's and meet with reviewers and Owner's Rep. to develop shortlist and then notify proposers. Complete RFP and then issue to shortlisted D/B entities.
- CIP 72002 – Pump Station Replacement/SCADA: Finish work on the Invitation for Bids for an installation contractor based on the Siemens SCADA/radio communication system electrical installation and startup. Work with Purchasing to complete emergency P.O.'s for pump/valve replacement for the Belmont Pump Station.

- CIP 72004 – Sewer Rehabilitation – Review bypass plan and Maintenance of Traffic plan related to cured-in-place pipe (CIPP) lining work on the 24-inch-diameter sewer pipe on Edgewood Road from King James Landing Road to the Annapolis Water Reclamation Facility. The work was delayed to take advantage of bypass operations for the P.S. Rehab. work at Belmont P.S. Continue oversight of sewer service connection rehabilitation work in Admiral Heights.
- Follow-up with AACo. regarding AWRF joint use and side agreement.
- Follow-up with NAVFAC contracts staff to complete City/Navy sewer service contract.
- Follow-up with W/S model consultant to resolve remaining issues and get final report.
- Work on City Water and Sewerage Plan and AACo. Master Water & Sewer Plan.

Other:

- Completed 38 permit and P&Z related reviews:

Description	Site Address	Record #
GRADING FOR SPSC	1740 FOREST DR	GRD11-0031
NEW SFD WITH DETACHED GARAGE	805 BOUCHER AVE	BLD12-0090
NEW 1.5 STORY SFD	1116 MITCHELL STREET LOT 6B	BLD12-0112
NEW 1.5 STORY SINGLE FAMILY HOME	1114 MITCHELL STREET LOT 6A	BLD12-0111
GRADING FOR NEW TOWNHOMES	213 WEST STREET	GRD12-0001
GRADING FOR NEW SFD	1 RIDGE RD	GRD12-0006
EXTERIOR RENOVATIONS	1 THOMPSON STREET	BLD12-0182
GRADING FOR 2 NEW HOMES	1114/1116 MITCHELL ST LOTS 6A/6B	GRD12-0004
REPLACEMENT FOR BLD11-0749	1207 WEST ST	BLD12-0166
GRADING FOR ADDITION	180 GREEN ST	GRD11-0033
CARPORT	1420 BAY RIDGE AVE	BLD12-0195
bld12-INSTALL NEW PARKING AREA	317 FIRST STREET	GRD11-0012
STACK STONE WALLS	8 SHILEY STREET	BLD12-0151
SHED	1222 MADISON ST	BLD12-0210
NEW TOWNHOUSE	100 CARRAWAY LN	BLD12-0189
LEAN-TO SHED	313 N LINDEN AVE	BLD12-0228
INGROUND POOL	216 NORWOOD RD	BLD12-0216
DECK ALTERATIONS	209 LOCKWOOD CT	BLD11-0940
Build a one car detached	211 LOCKWOOD CT	VAR2012-003
two story rear addition	145 PRINCE GEORGE ST	VAR2012-005
BUILD DECK	288 LOCUST AVENUE	BLD12-0235
GRADING FOR NSFD	1351 COREY LANE	GRD12-0007
NEW SFD	7 RIDGE ROAD	BLD12-0215
ADDITION TO REAR OF HOUSE	830 CHESTER AVE	BLD12-0227
(27)	315 ROGERS HEIGHTS ROAD	TREE12-0029
INGROUND POOL	216 NORWOOD RD	BLD12-0216
INGROUND POOL	216 NORWOOD RD	BLD12-0216
ALTERATIONS/DECK	137 SPAVIEW AVE	BLD12-0241
GRADING FOR NEW TOWNHOMES	213 WEST STREET	GRD12-0001



Manager's Monthly Report
April, 2012

Monthly News/New Projects

New Transit Fares

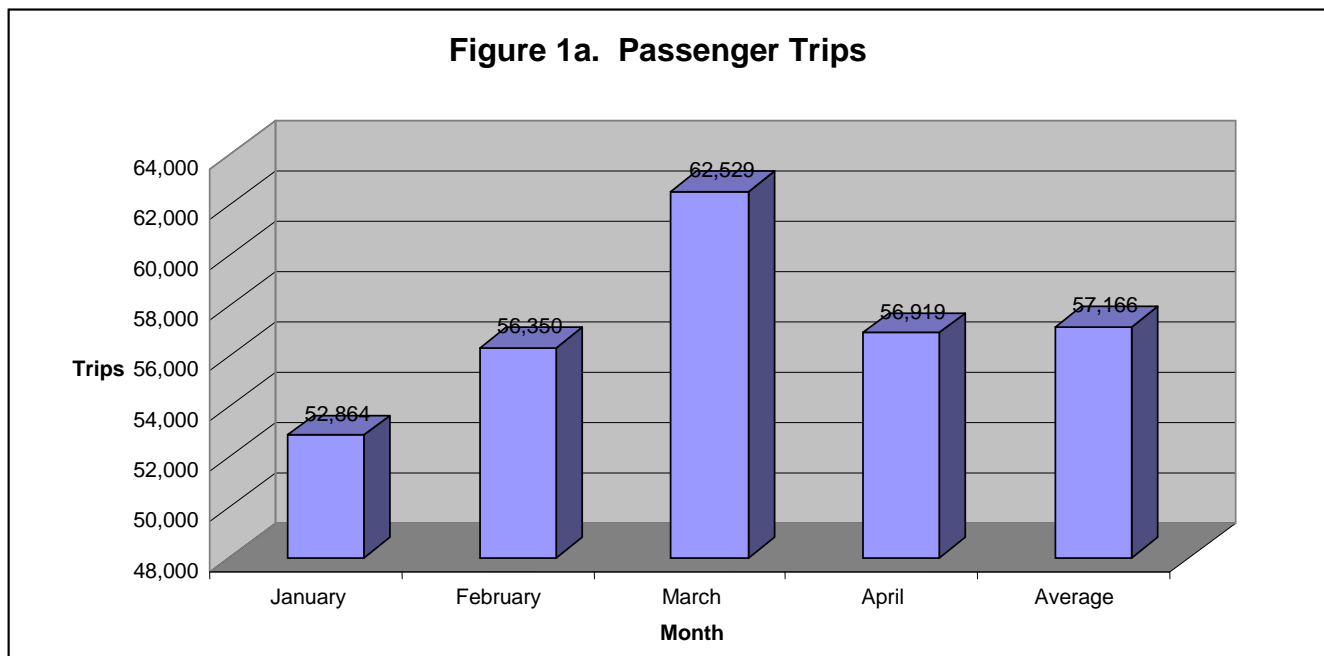
- Effective April 30, 2012, the basic one-way cash fare is \$2.00, up from \$1.50. Cost of various transit passes (day, weekly, monthly, annual passes) with unlimited rides also went up. Given the high fuel prices, ADOT does not expect any significant reduction in ridership.

Activity Report

- Total revenue from parking enforcement and transit operations in April 2012 was \$111,744.90. Transit fare collection was \$41,413.90 and revenue from on-street parking operations was \$70,331.

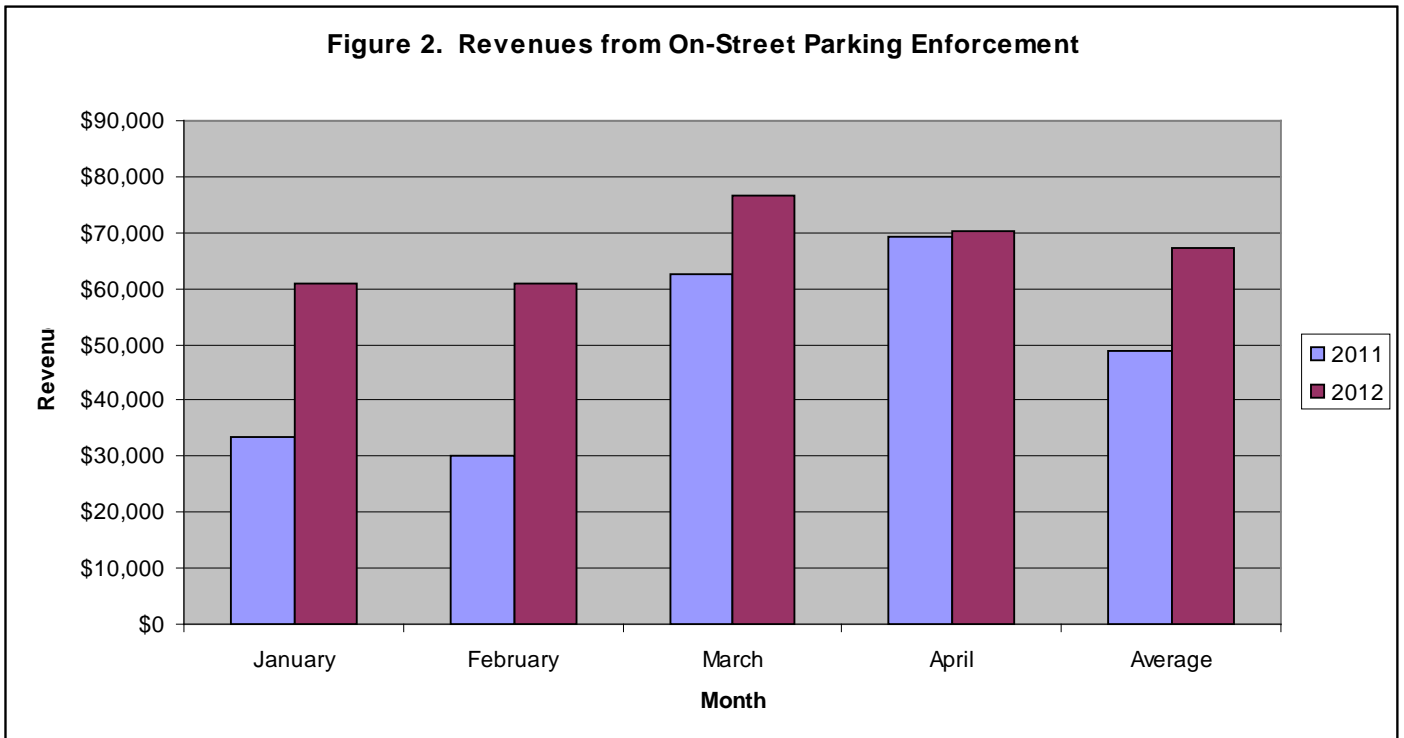
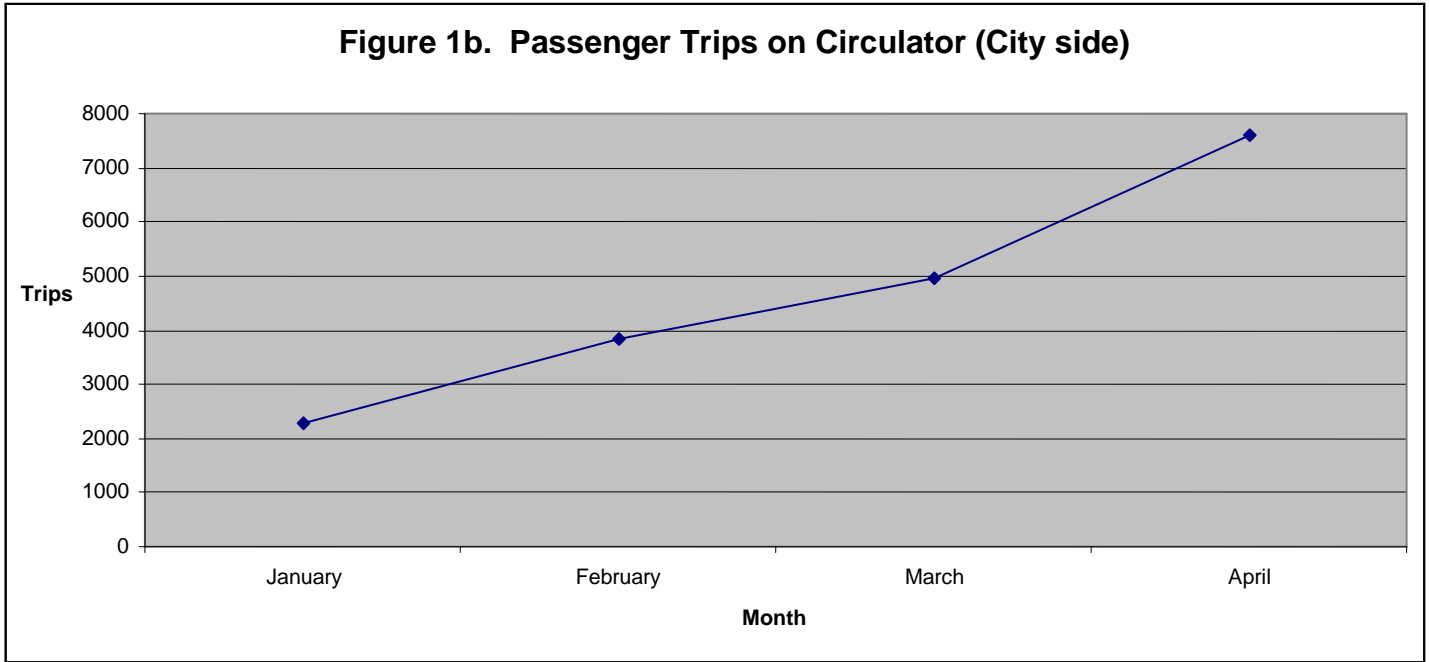
Transit Operations - April 2012

- There were 56,919 passenger trips on all routes, including the circulator after 70,996 miles of travel (Figure 1a). Circulator services on the city side increased for the fourth consecutive time to 7,604 passenger trips (Figure 1b). Figure 1a shows passenger trips on all routes from January 2012 to April 2012.



Parking Enforcement Operations

- Total revenue from parking enforcement operations in April was \$70,331 as compared to \$69,388 in the same month in 2011, an increase of **1.51%**. Monthly revenue from parking for the first four (4) months in 2012 is shown in Figure 2. On the average, revenue increased by 37.19% during this quarter as compared to the same period in 2011.





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Manager's Monthly Report **April, 2012**

HUMAN SERVICES OFFICER

Gail Smith

Provides oversight of the Mayor's Office Services Team (Community Relations Specialists, Coordinators for the Mayor's Boards and Commissions, Grants and Development/Special Events, Small and Minority Business Enterprise) and the administrative staff in the Office of the Mayor; serves as a member of the Mayor's senior management team. Coordinates Joint Information Center Call Center communications function under the Public Information Officer and Office of Emergency Management.

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

- County Executive transferred the lease of Whitmore Park to the City of Annapolis where it will remain the site of community events like First Sundays. Participated in the planning of event with Councilman Trumbauer's Office and Ribbon Cutting on April 21st with Mayor Cohen.
- Worked with Councilman Trumbauer, Harbor Master Flip Walters and residents of the Tucker Street community in readdressing concerns related to the jurisdictional issues for Weems Creek.
- Mayor and City Council Members quarterly meeting with Housing Authority of the City of Annapolis Board of Commissioners. Discussion included Five-Year Consolidated Housing and Community Development Plan, Phase II of College Creek Terrace and Obery Court and community safety.
- Grants Review Committee completed their work per new legislation and recommendations for 25 nonprofit applications requesting community grant funding were presented to the Finance Committee by Planning and Zoning Director Jon Arason.
- Introductory meeting with new Health Department Officer Dr. Angela Wakhweya and Mayor. Representing the Mayor on the Anne Arundel County Health Improvement Coalition Steering Committee addressing obesity and substance abuse. Launch of this initiative will be held on Wednesday, May 16th, at the Anne Arundel Medical Center.
- Mayor Cohen and Alderman Kenny Kirby presented the 22nd recipient of the Martha Wood Leadership Award to Barry Butler of Robinwood for his volunteer community work.

BOARDS AND COMMISSIONS COORDINATOR & CITY COUNCIL LIAISON

Hilary Roggio Raftovich

- Worked with the Finance Committee and City staff as the Budget Hearing Process began.
- Council Assistance:
 - Scheduled and organized the second Ignite presentation for the public
 - Updated the 15 power point presentations in to one timed slideshow and created a PDF version for distribution and posting online
 - Scheduled budget hearings and created materials to track the questions and information requests of the Alderpersons
 - Clerked 10 hours of budget meetings in addition to 4 regular committee meetings
 - Staffed 3 council meetings and one work session
 - Attended training at the OEM
 - Created minutes for those meetings (with the assistance of Ms. Hook)
 - Assisted Alderpersons and staff in use of iPads
 - Assisted Alderman with transportation and communication needs
 - Did research for Alderpersons
 - Assisted with special scheduling for Alderpersons
- Boards and Commissions/ Office of the Mayor:
 - Posted 6 agendas on line
 - Updated minutes paged for boards and commissions
 - Updated Web pages for Boards and Commissions
 - Assisted in Mayors office as needed

COMMUNITY RELATIONS SPECIALISTS

Eugene Peterson: *Serves as Mayor's liaison to civic and community associations, Human Relations Commission and coordinator, Title VI initiatives. Provides assistance in resolving individual and community concerns and addresses Title VI Plans and sees that they are developed, implemented and monitored*

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

Monthly/Quarterly Meeting Participation & Projects:

- April 2, staffed Annapolis Human Relations Commission meeting held at "Pip" Moyer Recreation Center
- Represented the Mayor's Office for Promise Neighborhoods initiative and submission of a planning grant; continue community outreach in the Newtowne Twenty, Woodside Gardens and Bywater communities for resident participation.
- Lead organizer for the Commission on Aging's 8th Annual Senior Forum at the Annapolis Bates Senior Center. Approximately 100+ people attended the event which included Public Safety and Health Care Panels and lunch compliments of Larry Griffin of We Care and Friends. The Commission presented a citation of appreciation to Kirby McKinney.
- Met with James Gordon, new Director of the Young Fathers Program. As one of the original organizers of the program, Mr. Gordon was interested in background and history of the program.
- At the request of Alderwoman Sheila Finlayson, attended a community meeting on Hilltop Lane at the Genesis Center to discuss issues and concerns of the Hilltop Village Condo.

Constituent Services

- Assisted constituent and business owner with concerns regarding abnormally high water bill.

Major planned actions

- Final draft of City of Annapolis Limited English Proficiency (LEP) Plan sent to the Mayor for review/approval
- Community Grant review process matrix developed and sent to Planning & Zoning Department Director Jon Arason for distribution to Council Finance Committee members for discussion/review/action

DEVELOPMENT/SPECIAL PROJECTS COORDINATOR

Michelle LeFurge

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

- April was very busy with special events in the City getting a rousing start. DCA World Championships being held in Annapolis met in Annapolis to finalize plans for September; City Fair was completely booked with nonprofit vendors and has a waiting list!

Permitting

- New EVENTS permits processed: 11 / New FILM permits processed: 3
- EVENTS permits approved: 11 / FILM permits approved: 2
- EVENTS permits pending: 31 /FILM permits pending: 0

Events: 17 events held

- Matt Rutherford hit landfall in his hometown, Annapolis, after a record-making 9-month solo sail around the Americas.
- Seven 1st Amendment and small events this month, including the annual Woo
- Croquet 2012 was permitted as a special event for the first time this year.
- Zooma June 2nd Women's Run held a community meeting for residents and businesses to engage in a dialogue about the Zooma event application currently pending. City Council approval is required under the Moratorium for the event and will be on the March 14th Agenda.
- WRNR 7K turned out to be a very small race with 130 runners instead of the 500 anticipated.

Programs and Projects

- City Council passed the Moratorium on events at City, requiring Council approval of "major events" held in the City Dock area. 12 event applications submitted prior to the passage of the resolution will require Council action; many will be on the March 14th Council Agenda.
- City Fair is completely booked with 43 nonprofit organizations participating on Sat.-Sun. May 5-6.
- Drum Corp Associates brings the World Championship Drum Corps to Annapolis. Plans for the Labor Day Weekend event were discussed in a meeting at BWI. Plans are also moving forward for the Thursday, August 30th will be the Drum Corps Kickoff Event, showcasing our own local Drum Corps, the Annapolis Drum and Bugle Corp!

Event Policies and Procedures

- Drafting of the ordinance defining special events policies and procedures is in the works on the City Council Rules Committee.
-

SMALL & MINORITY BUSINESS ENTERPRISE COORDINATOR

Ruby Singleton Blakeney

Planning, implementing and coordinating the City Government's Small and Minority Business Enterprise (SMBE) recruitment program. Responsible for the recruitment of new businesses, and to develop and nurture existing small & minority owned businesses in the City of Annapolis

- **Position Vacant:** Ms. Blakeney resigned this position 4/17/12



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Manager's Monthly Report April, 2012

OFFICE OF LAW

- Continued to manage the defense of the following litigation:
 1. *Willoner v. City* (personal injury)
 2. *Cleveland v. City* (personal injury)
 3. *T.P. v. City* (personal injury)
 4. *Ledoux v. City* (Maryland Public Information Act claim) - **SETTLED**
 5. *Vaccaro's Italian Pastry Shop, Inc. v. City* (breach of contract and other claims)
 6. *Manriques v. City* (negligence and other claims)
 7. APD Construction Litigation (outside counsel handling)
 8. *Gross v. City* (personal injury)
 9. *M.Parker/Tilghman v. City* (personal injury)
 10. *Federal House v. City* (personal injury)
 11. *James Bailey v. APD Officers* (negligence and other claims)
 12. *Green v. City* (personal injury)
 13. *Garcia v. City* (personal injury)

- Continued to manage the defense of the following Petitions for Judicial Review:
 1. 319 Chester Avenue (Douglas Shaw/Mae Hancock) – hearing 7/30/12
 2. 948 Bay Ridge Road (Fairwinds of Annapolis Condominiums) – hearing 5/7/12
 3. 7 School Street (AFL-CIO) – hearing 5/29/12
 4. 401 First Street (Chris Ledoux) – hearing not scheduled yet
 5. 29 West Washington Street – hearing not scheduled yet
 6. Acme Bar & Grill – hearing not scheduled

- Civil Service Appeals: 3 pending before the Civil Service Board

- Defense of Appeals to Court of Special Appeals:
 1. Goldman v. Board of Appeals
 2. Sakellariou v. Board of Appeals
 3. Charles Carroll House v. Historic Preservation Commission

- Defense of Complaint to Maryland Commission on Civil Rights: Mediation completed; complaint will proceed to investigation

- Management of pending personal injury and property damage claims against Self-Insurance Fund

- Prosecution of Municipal Infraction Citations.

- Negotiation and Preparation of Agreements:
 1. Various Grant Agreements
 2. Various storm water management agreements
 3. Acquisition of dedicated and other rights of way at Park Place Residential Condominium
 4. Chesapeake Children's Museum Lease Renewal
 5. 160 Acton Road property exchange agreement
 6. Watergate Village Apartments Mitigation Agreement
 7. Chesapeake Harbor Condominium Mitigation Agreement
 8. Naval Academy Sewerage Service Agreement
 9. Water Treatment Plant Agreement
 10. Tri-Rock Agreement
 11. Race Across America Agreement
 12. Water Reclamation Facility
 13. Joint Use and Operating Agreement
 14. Utility Easement Agreement for 6 Severn Avenue
 15. Rockfish Landscape Maintenance Agreement
 16. Radio Systems Agreement
 17. Cortes Property Exchange
 18. Speed Cameras Agreement
 19. Kingsport Deed for Streets and Utility Easement Agreement
 20. FranPoint Partners Agreement
 21. Bus Shelter Agreement

- Staffing Boards & Commissions:
 1. Board of Appeals
 2. Building Board of Appeals
 3. Alcoholic Beverage Control Board
 4. Historic Preservation Commission

Adopted Legislation:

1. O-2-12 Lease of City Dock Space to Chesapeake Marine Tours
2. O-3-12 Lease of City Property: Boat Shows in 2017
3. O-12-12 Lease of City Property: Spring 2012 Boat.
4. O-53-11 Keeping or Maintaining Chickens Within the City of Annapolis
5. O-29-11 The Length of Time for Filing an Appeal of an Administrative Decision to the Board of Appeals
6. R-47-11 Annexation of Hayes Property
7. O-38-11 Zoning of Annexed Land – Hayes Property
8. O-13-12 Lease of Public Parking Lots to FRESHFARM Markets, Inc.
9. R-3-12 First Sundays Festival 2012
10. R-4-12 Four Rivers Garden Club Flower Mart on April 30
11. R-5-12 Race Across America 2012 - June 21-25, 2012
12. R-6-12 TriRock Annapolis 2012
13. R-14-12 A Moratorium on Administrative Approvals for Special Events at City Dock
14. R-15-12 A Public Parking Garage and Retail Storefronts on Compromise Street - expressing the sense of the Annapolis City Council regarding a parking garage and retail storefronts on Compromise Street.

Alcoholic Beverage Control Board:

- BUSINESS AND MISCELLANEOUS:
 - **FLEET RESERVE CLUB OF ANNAPOLIS** – Special Event during the Spring Sailboat Show.
 - **ANNAPOLIS TRI CLUB** – Special Event during the TriRock event on May 12, 21012 at City Dock.
 - **GALWAY BAY** – Special Events during Spring, Irish, Fall festival dates of Apr. 22, Jun. 17, Sept. 23
 - **THE WHISKEY** – Special fundraising event to be held in the parking lot on April 28, 2012.
 - **ANNAPOLIS HALF MARATHON** – Special Event at Navy-Marine Corp Stadium on April 21, 2012
 - **STANTON COMMUNITY CENTER** – We Care and Friends.
 - **HELL POINT SEAFOOD** – 2.05 VACATION OF PREMISES; EVICTION; CESSATIONS OF NORMAL OPERATIONS - Request for extension of license expiration, pending sale or reorganization of the business.
 - **SEVERN SAILING ASSOCIATION** – 2.05 VACATION OF PREMISES; EVICTION; CESSATIONS OF NORMAL OPERATIONS - Request for extension of license expiration, pending renovations of premises.
- SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN April = 12

CITY CLERK:

- Processed the following:
- 3 Amusement License Renewals for: Admiral Liquor Consulting, Inc., Fleet Reserve Club of Annapolis, and Capital Amusement Company, Inc
- 1 Fortune Tellers License Renewal for: Valerie Piza, 1600 Forest Drive
- 2 Pawnbroker Renewals for: Annapolis Jewelry and Loan, and Fast Cash Pawnbrokers
- Solicitor's Licenses for: 26 applications for the Annapolis City Fair

BOARD OF SUPERVISORS OF ELECTION:

(no activity this month)

