



## MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads

Re: City Administrative Officer's Report

Date: November 17, 2014

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### **Administration**

- The Assistant City Administrative Officer and I attend the 2014 Governor's Grant Conference. This annual conference provides a day long in-depth look at Federal and State grants, and a chance to talk with many of the key agencies and grant administrators.
- The City's ball fields were closed this month for the winter. This is done on an annual basis to prevent damage to the grass.
- Tomorrow, the City will hold its Grand-Opening Ribbon Cutting Ceremony for the new City dog park located on West Field.

### **Finance and Accounting**

- The City received its Certificate of Achievement for Excellence in Financial Reporting, from the Government Finance Officers Association (GFOA). This marks the 18th straight year the City received this recognition.
- Monthly Budget Report: Attached is the October 31st Year-to-Date Budget Report. Attachment 1

### **Code Enforcement**

- Attached is the report from Code Enforcement for the month of October. Attachment 2

### **City Clerk**

- No report at this time

## **Human Resources**

- The Wellness Clinic held on Monday, October 20<sup>th</sup> was a great success. Many employees participated and received the flu vaccination, wellness screening and completed a health assessment. Employees met with reps from Retro Fitness regarding gym memberships, took posture assessments with Effective Chiropractic and engaged in physical activity playing the Wii. To increase participation, the Health Assessment campaign was extended until Monday, November 4th. Once we receive the final number of participants from Cigna, a drawing will be held for the wonderful prizes.
- The Department Heads and Human Resources meet with employees in the first employee meeting to discuss proposed changes to the City's Personnel Policy. The meeting was well attended and many questions were asked and answered.
- The Administration has been conducting interviews for the open positions of Economic Development Coordinator and Director of Finance and Accounting. It is hopeful that both these positions will be filled soon, but both require individuals with a specialized skill set.



**Statement of Activity - MTD and YTD by Department  
October 31, 2014**

	<u>Budget</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Pct Exp</u>	<u>Remaining Balance</u>
<b>INCOME STATEMENT</b>					
<u>REVENUES/OTHER SOURCES</u>					
<b>REAL PROPERTY TAXES</b>					
01-1000-30100- REAL PROPERTY	4,356,132.00	(2,784.07)	299,455.69	(0.07)	4,056,676.31
01-1000-30150- BUS. REAL PROPERTY - PUBLIC SAFETY	265,000.00	0.00	276,086.01	(1.04)	(11,086.01)
<b>REAL PROPERTY TAXES</b>	4,621,132.00	(2,784.07)	575,541.70	(0.12)	4,045,590.30
<b>PERSONAL PROPERTY TAXES</b>					
01-1000-30200- PERSONAL PROPERTY BUSINESS	310,000.00	77,403.20	106,696.37	(0.34)	203,303.63
01-1000-30250- PERSONAL PROPERTY-PUBLIC SAFETY	40,000.00	11,605.16	15,764.96	(0.39)	24,235.04
01-1000-30300- PERSONAL PROPERTY-RAILROAD & UTILITY	47,000.00	0.00	23,267.20	(0.50)	23,732.80
<b>TOTAL PERSONAL PROPERTY TAXES</b>	397,000.00	89,008.36	145,728.53	(0.37)	251,271.47
<b>PENALTIES &amp; INTEREST</b>					
01-1000-30510- PENALTIES/INTEREST	9,370.00	35.00	42.66	0.00	9,327.34
<b>TOTAL PENALTIES &amp; INTEREST</b>	9,370.00	35.00	42.66	0.00	9,327.34
<b>STATE SHARED TAXES</b>					
01-1000-30650- ADMISSION & AMUSEMENT	1,500.00	0.00	0.00	0.00	1,500.00
01-1000-31610- HIGHWAY USER & MOTOR VEHICLE	130,000.00	0.00	153,381.43	(1.18)	(23,381.43)
01-1000-31620- STATE INCOME TAX REVENUE	816,562.00	0.00	7,969.62	(0.01)	808,592.38
<b>TOTAL STATE SHARED TAXES</b>	948,062.00	0.00	161,351.05	(0.17)	786,710.95
<b>COUNTY SHARED TAXES</b>					
01-1000-31630- P.G. COUNTY DISPOSAL FEE REBATE	33,467.00	0.00	0.00	0.00	33,467.00
01-1000-31650- HOTEL / MOTEL TAXES	74,000.00	0.00	0.00	0.00	74,000.00
01-1000-31700- PAYMENT IN LIEU OF BANK STOCKS	20.00	0.00	0.00	0.00	20.00
<b>TOTAL COUNTY SHARED TAXES</b>	107,487.00	0.00	0.00	0.00	107,487.00

LICENSE & PERMITS					
01-1000-32100- STATE TRADERS & PEDDLERS	10,500.00	110.13	235.62	(0.02)	10,264.38
01-1000-32150- CITY BUSINESS LICENSE	10,100.00	110.00	11,970.00	(1.19)	(1,870.00)
01-1000-32200- COMCAST CABLE FRANCHISE FEES	86,000.00	25,915.69	25,915.69	(0.30)	60,084.31
01-1000-32210- VERIZON CABLE FRANCHISE FEES	77,000.00	0.00	0.00	0.00	77,000.00
01-1000-32310- VERIZON PROPERTY LEASE	7,200.00	690.00	3,450.00	(0.48)	3,750.00
01-1000-32320- CRICKET COMMUNICATION FRANCHISE FEES	4,800.00	400.00	1,600.00	(0.33)	3,200.00
01-1000-32400- BUILDING PERMIT FEES	1,750.00	720.00	2,430.01	(1.39)	(680.01)
<b>TOTAL LICENSE &amp; PERMITS</b>	<b>197,350.00</b>	<b>27,945.82</b>	<b>45,601.32</b>	<b>(0.23)</b>	<b>151,748.68</b>
INTERGOVT GRANTS					
01-1000-33700- STATE AID FOR POLICE PROTECTION	136,500.00	0.00	34,227.75	(0.25)	102,272.25
01-1000-33710- CRIME CONTROL & PREVENTION GRANT	0.00	0.00	607.00	0.00	(607.00)
01-1000-33720- COMMUNITY POLICING SERVICE GRANTS	0.00	16,271.66	16,271.66	0.00	(16,271.66)
01-1000-35310- SCHOOL BUS GRANT	4,000.00	0.00	0.00	0.00	4,000.00
<b>TOTAL INTERGOVT GRANTS</b>	<b>140,500.00</b>	<b>16,271.66</b>	<b>51,106.41</b>	<b>(0.36)</b>	<b>89,393.59</b>
REVENUES FROM OTHER AGENCIES					
01-1000-35600- CABLE TV EQUI. SUPPORT GRANT-COMCAST	49,000.00	15,549.42	15,549.42	(0.32)	33,450.58
01-1000-35620- CABLE TV EQUIP.GRANT-VERIZON	48,000.00	0.00	0.00	0.00	48,000.00
<b>TOTAL REVENUES FROM OTHER AGENCIES</b>	<b>97,000.00</b>	<b>15,549.42</b>	<b>15,549.42</b>	<b>(0.16)</b>	<b>81,450.58</b>
CURRENT SERVICE CHARGES					
01-1000-35810- ADVERTISING FEES	3,500.00	19.35	73.53	(0.02)	3,426.47
01-1000-35820- MUNICIPAL CENTER ROOM RENT	2,300.00	485.00	1,035.00	(0.45)	1,265.00
01-1000-35845- BOARD OF APPEALS FEES	800.00	0.00	460.00	(0.58)	340.00
01-1000-35850- FINGERPRINT FEES	450.00	0.00	0.00	0.00	450.00
01-1000-35860- SPECIAL POLICE SERVICES	27,500.00	2,120.00	10,843.00	(0.39)	16,657.00
01-1000-35910- RENTAL PROPERTY INSPECTIONS	195,200.00	4,700.00	259,450.00	(1.33)	(64,250.00)
01-1000-35920- PROPERTY CLEAN UP & LIENS	21,100.00	0.00	702.00	(0.03)	20,398.00
01-1000-36000- TRASH PICK UP SERVICE FEES	322,900.00	0.00	0.00	0.00	322,900.00

<b>01-1000-36010- RECYCLING FEES</b>	42,600.00	0.00	0.00	0.00	42,600.00
<b>TOTAL CURRENT SERVICE CHARGES</b>	616,350.00	7,324.35	272,563.53	(0.44)	343,786.47
<b>FINES &amp; FORFEITURES</b>					
<b>01-1000-36110- MUNICIPAL INFRACTIONS</b>	1,600.00	0.00	900.00	(0.56)	700.00
<b>01-1000-36155- SPEED CAMERA REVENUE</b>	96,000.00	0.00	27,575.30	(0.29)	68,424.70
<b>01-1000-36160- VEHICLE CONTROL FINES &amp; TOWING</b>	380,000.00	25,497.00	113,631.88	(0.30)	266,368.12
<b>TOTAL FINES &amp; FORFEITURES</b>	477,600.00	25,497.00	142,107.18	(0.30)	335,492.82
<b>INTEREST &amp; DIVIDENDS</b>					
<b>01-1000-36260- INTEREST EARNED ON INVESTMENTS</b>	6,200.00	0.00	1,175.97	(0.19)	5,024.03
<b>01-1000-36300- SCRAP METAL &amp; PAPER</b>	2,500.00	431.92	1,529.37	(0.61)	970.63
<b>01-1000-36320- SEIZED REVENUES</b>	500.00	0.00	0.00	0.00	500.00
<b>01-1000-36350- RIGHT-OF-WAY FEES</b>	16,000.00	0.00	16,140.00	(1.01)	(140.00)
<b>01-1000-36360- HEALTH INSURANCE PROCEEDS</b>	102,400.00	0.00	30,121.50	(0.29)	72,278.50
<b>01-1000-36370- PENSION REBATE</b>	41,000.00	0.00	0.00	0.00	41,000.00
<b>01-1000-36400- MISCELLANEOUS REVENUES</b>	45,000.00	56.38	247.52	(0.01)	44,752.48
<b>TOTAL INTEREST &amp; DIVIDENDS</b>	213,600.00	488.30	49,214.36	(0.23)	164,385.64
<b>WEINBACH SCHOLARSHIP GRANT</b>					
<b>01-1000-36600- WEINBACH SCHOLARSHIP GRANT REVENUE</b>	500.00	0.00	500.00	(1.00)	0.00
<b>TOTAL WEINBACH SCHOLARSHIP GRANT</b>	500.00	0.00	500.00	(1.00)	0.00
<b>OTHER FINANCING SOURCES</b>					
<b>APPROPRIATED SURPLUSES</b>					
<b>01-1000-36840- CONTINGENCY RESERVE</b>	130,000.00	0.00	0.00	0.00	130,000.00
<b>01-1000-36850- UNDESIGNATED PRIOR YEAR SURPLUS</b>	347,980.00	0.00	0.00	0.00	347,980.00
<b>01-1000-36900- OPERATING RESERVE CARRYOVER</b>	250,000.00	0.00	0.00	0.00	250,000.00
<b>TOTAL APPROPRIATED SURPLUSES</b>	727,980.00	0.00	0.00	0.00	727,980.00
<b>TOTAL REVENUES/OTHER SOURCES</b>	8,553,931.00	179,335.84	1,459,306.16	(0.17)	7,094,624.84

**EXPENDITURES**

<b>Mayor and City Council</b>					
Personnel	38,619.00	2,824.24	11,271.62	0.29	(27,347.38)
Operating	31,970.00	720.71	2,824.03	0.09	(29,145.97)
<b>Total Mayor and City Council</b>	<b>70,589.00</b>	<b>3,544.95</b>	<b>14,095.65</b>	<b>0.20</b>	<b>(56,493.35)</b>
<b>G.G. Administration</b>					
Personnel	676,930.00	37,972.80	164,915.70	0.24	(512,014.30)
Operating	559,710.00	52,503.31	183,689.03	0.33	(376,020.97)
Capital Expenditures	0.00	0.00	6,587.35	0.00	6,587.35
<b>Total G.G. Administration</b>	<b>1,236,640.00</b>	<b>90,476.11</b>	<b>355,192.08</b>	<b>0.29</b>	<b>(881,447.92)</b>
<b>Financial Administration</b>					
Personnel	263,117.00	14,533.73	66,526.63	0.25	(196,590.37)
Operating	46,650.00	10,619.57	14,083.46	0.30	(32,566.54)
<b>Total Financial Administration</b>	<b>309,767.00</b>	<b>25,153.30</b>	<b>80,610.09</b>	<b>0.26</b>	<b>(229,156.91)</b>
<b>P.H. Code Enforcement</b>					
Personnel	447,143.00	22,734.15	114,223.98	0.26	(332,919.02)
Operating	96,450.00	3,154.99	9,750.88	0.10	(86,699.12)
<b>Total P.H. Code Enforcement</b>	<b>543,593.00</b>	<b>25,889.14</b>	<b>123,974.86</b>	<b>0.23</b>	<b>(419,618.14)</b>
<b>P.S. Police Administration</b>					

<b>Personnel</b>	561,028.00	29,801.46	127,241.10	0.23	(433,786.90)
<b>Operating</b>	162,750.00	11,645.73	81,649.72	0.50	(81,100.28)
<b>Capital Expenditures</b>	0.00	119.99	119.99	0.00	119.99
<b>Total P.S. Police Administration</b>	723,778.00	41,567.18	209,010.81	0.29	(514,767.19)
<b>P.S. Police Technical Services</b>					
<b>P.S. Police Special Operation</b>					
<b>Personnel</b>	77,807.00	10,402.43	54,924.00	0.71	(22,883.00)
<b>Operating</b>	20,700.00	1,099.34	2,207.68	0.11	(18,492.32)
<b>Total P.S. Police Special Operation</b>	98,507.00	11,501.77	57,131.68	0.58	(41,375.32)
<b>P.S. Police Patrol</b>					
<b>Personnel</b>	1,200,669.00	67,966.63	327,091.73	0.27	(873,577.27)
<b>Operating</b>	170,300.00	15,423.85	30,943.68	0.18	(139,356.32)
<b>Capital Expenditures</b>	0.00	1,211.89	1,331.88	0.00	1,331.88
<b>Total P.S. Police Patrol</b>	1,370,969.00	84,602.37	359,367.29	0.26	(1,011,601.71)
<b>P.S. Parking Enforcement</b>					
<b>Personnel</b>	221,006.00	10,732.38	56,452.87	0.26	(164,553.13)
<b>Operating</b>	34,000.00	2,533.49	5,185.31	0.15	(28,814.69)
<b>Total P.S. Parking Enforcement</b>	255,006.00	13,265.87	61,638.18	0.24	(193,367.82)
<b>P.W. Administration</b>					
<b>Personnel</b>	471,136.00	27,597.71	129,173.98	0.27	(341,962.02)

<b>Operating</b>	180,200.00	13,030.93	58,305.23	0.32	(121,894.77)
<b>Capital Expenditures</b>	0.00	3,616.25	7,232.50	0.00	7,232.50
<b>Total P.W. Administration</b>	651,336.00	44,244.89	194,711.71	0.30	(456,624.29)
<b>P.W. Highway</b>					
<b>Personnel</b>	287,120.00	12,853.53	79,243.13	0.28	(207,876.87)
<b>Operating</b>	242,750.00	16,488.54	61,981.50	0.26	(180,768.50)
<b>Capital Expenditures</b>	0.00	0.00	14,209.99	0.00	14,209.99
<b>Total P.W. Highway</b>	529,870.00	29,342.07	155,434.62	0.29	(374,435.38)
<b>P.W. Sanitation</b>					
<b>Personnel</b>	675,095.00	29,781.68	163,246.05	0.24	(511,848.95)
<b>Operating</b>	493,000.00	36,105.46	132,001.01	0.27	(360,998.99)
<b>Total P.W. Sanitation</b>	1,168,095.00	65,887.14	295,247.06	0.25	(872,847.94)
<b>P.W. Parks &amp; Recreation</b>					
<b>Personnel</b>	501,453.00	22,985.22	118,139.13	0.24	(383,313.87)
<b>Operating</b>	139,250.00	18,378.58	37,437.77	0.27	(101,812.23)
<b>Capital Expenditures</b>	0.00	16,885.00	16,885.00	0.00	16,885.00
<b>Total P.W. Parks &amp; Recreation</b>	640,703.00	58,248.80	172,461.90	0.27	(468,241.10)
<b>Debt Principal &amp; Interest</b>					
<b>Debt Services/Other</b>	339,785.00	35,342.38	102,408.02	0.30	(237,376.98)
<b>Total Debt Principal &amp; Interest</b>	339,785.00	35,342.38	102,408.02	0.30	(237,376.98)

<b>Miscellaneous</b>					
<b>Debt Services/Other</b>	610,793.00	0.00	0.00	0.00	(610,793.00)
<b>Total Miscellaneous</b>	610,793.00	0.00	0.00	0.00	(610,793.00)
<b>Weinberg Scholarship</b>					
<b>Debt Services/Other</b>	4,500.00	0.00	500.00	0.11	(4,000.00)
<b>Total Weinberg Scholarship</b>	4,500.00	0.00	500.00	0.11	(4,000.00)
TOTAL EXPENDITURES	8,553,931.00	529,065.97	2,181,783.95	0.26	(6,372,147.05)
REVENUE OVER(UNDER)	0.00	(349,730.13)	(722,477.79)	0.00	722,477.79

Attachment\_2\_C.E. Report

# Department of Code Enforcement

## Monthly Activity Report

October, 2014

Building Permits - Issuance of 6 new permits

Tall grass, weeds, and overgrown conditions violations totaled 5

Dead trees and stump removals amounted to 13 for the month

Sanitation violations: 13 for the month, including trash cans, storage containers, dumpsters, litter, garbage, rubbish and solid waste,

In addition to the above, there were 9 single family rental inspections at the following properties:

- |                               |                       |
|-------------------------------|-----------------------|
| 1. 6106 87 <sup>th</sup> Ave. | 6. 8505 Nicholson St. |
| 2. 6410 Fairborn Terr.        | 7. 8315 Oliver St.    |
| 3. 6404 Kaslo St.             | 8. 8607 Preston St.   |
| 4. 6118 Lamont Dr.            | 9. 8330 Quentin St.   |
| 5. 8105 Legation Rd.          |                       |

The multi-family inspections totaled 14 for the month including those rented in either of the condominium communities, Frenchmen's Creek and Carrollan Gardens units, as well as those in any of the four rental apartments: Cambridge Crossing, Lenox Court, Sutton Walk and Carrollan Manor Apartments.