





*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinquapin Round Road, Annapolis, Maryland 21401

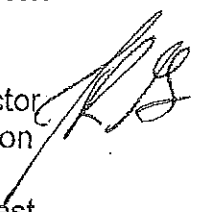
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J. RICK GORDON, DIRECTOR

**MEMORANDUM**

DATE: June 15, 2015

TO: Mr. Bruce Miller, Director  
Office of Finance

FROM: J. Rick Gordon, Director  
Office of Transportation 

RE: Budget revision request

Please accept the attached budget revision request to transfer funds from the Parking Operations account to the Vehicle Maintenance account. This fund transfer will support the retention of two Fleet Maintenance Mechanics that are needed to support evening and weekend vehicle maintenance as part of transit operations. To date there has been minimal maintenance staff to support evening transit operations and none on weekends. As we move into the summer tourist season it is imperative that we have maintenance support in order to maintain appropriate levels of transit service and to ensure that we have sufficient vehicles for pull-out at the start of the week. Retaining these mechanics will provide the necessary maintenance support needed to minimize service disruptions.

If you have questions about this request, please do not hesitate to contact me.

cc: Thomas Andrews, City Manager