



**FINANCE DEPARTMENT**

<b>Function</b>	<b>Goals &amp; Objectives</b>	<b>Steps &amp; Measures for Success FY 2020</b>	<b>August 2019 – Dec. 2019</b>
Audits & Special Projects	Maintain strong internal controls over City’s financial assets	<ul style="list-style-type: none"> <li>- Conduct Risk Assessments of City departments</li> <li>- Conduct 1-2 reviews of Finance internal controls</li> <li>- Conduct 1-2 review of departmental internal controls</li> </ul>	<ul style="list-style-type: none"> <li>- Audit Committee reviewed draft of Rec &amp; Parks audit.</li> <li>- Drafted the CAFR financial statements and footnotes.</li> </ul>
Administration & Operations	<p>Provide timely payments of City obligations</p> <p>Maintain accurate and timely payroll processes and reporting</p> <p>Identify cost saving measures for disbursement processes</p>	<p>Establish goals for timely payments and track compliance</p> <p>Reduce necessity of payroll adjustments</p> <p>Investigate opportunities for enhanced banking services and outsourcing</p>	<ul style="list-style-type: none"> <li>- Taking initial steps to outsource check printing &amp; distribution.</li> <li>- Contracted with vendor to provide payroll payment and tax compliance services.</li> <li>- Moving to vendor provided paycard system for all manual paychecks.</li> </ul>
Cash, Debt, CIP, & Grants	<p>Efficient use of City cash &amp; investments</p> <p>Provide for efficient debt management</p> <p>Produce accurate and timely financial reports for Capital Projects</p>	<ul style="list-style-type: none"> <li>- Maximize earnings on cash and investments</li> <li>- Reduce number of bank accounts and seek opportunities to reduce bank fees</li> <li>- Quarterly draw down of debt proceeds</li> <li>- Debt issuance based on cash flow requirements</li> <li>- Annual Bond</li> </ul>	<ul style="list-style-type: none"> <li>- Continued regular drawdowns of bond proceeds.</li> <li>- Analyzing CIP to standardize accounting within the capital projects.</li> <li>- Conducted Dec. competitive bond sale.</li> </ul>

<b>Function</b>	<b>Goals &amp; Objectives</b>	<b>Steps &amp; Measures for Success FY 2020</b>	<b>August 2019 – Dec. 2019</b>
	Ensure City-wide compliance with Grant budgets	Ordinance following annual budget <ul style="list-style-type: none"> <li>- Timely preparation and review of quarterly financial reports for each capital project</li> <li>- Record revenue in capital projects on a monthly basis</li> <li>- Conduct quarterly reviews of Grant activity and provide feedback to departments as necessary</li> <li>- Enhance departments' understanding of grant provisions</li> </ul>	

<b>Function</b>	<b>Goals &amp; Objectives</b>	<b>Steps &amp; Measures for Success FY 2020</b>	<b>August 2019 – Dec. 2019</b>
General Ledger & Financial Reporting	<p>Produce accurate and timely financial reports</p> <p>Ensure City-wide budgetary compliance</p>	<ul style="list-style-type: none"> <li>- Timely recording of transactions</li> <li>- Timely and accurate account reconciliations and reduction of reconciling items</li> <li>- Establish deadlines to ensure timeliness</li> <li>- Issue CAFR for FY19 by Dec. 31</li> <li>- Preparation of Monthly Budget to Actual financial reports and communicate with departments of any issues</li> </ul>	<ul style="list-style-type: none"> <li>- Training new employees.</li> <li>- Continuing OpenGov implementation, including Budget Builder and Workforce Planning. Workforce Planning nearly complete. OpenGov preparing draft of FY2020 budget book.</li> </ul>
Billings & Collections	<p>Standardize and consistently apply payment and adjustment policies</p> <p>Provide citizens with timely, consistent, well-informed, and cordial service</p>	<ul style="list-style-type: none"> <li>- Revise City Code provisions regarding utility adjustments and related penalties</li> <li>- Establish and consistently follow Code provisions and internal policies</li> <li>- Monitor number and nature of customer complaints and resolve any related internal issues</li> </ul>	<ul style="list-style-type: none"> <li>- Trained cashier positions.</li> <li>- Hired new Billing clerk.</li> </ul>

<b>Function</b>	<b>Goals &amp; Objectives</b>	<b>Steps &amp; Measures for Success FY 2020</b>	<b>August 2019 – Dec. 2019</b>
Risk Management	Reduce risk of workplace injuries	<ul style="list-style-type: none"> <li>- Increase safety of City work environments through inspections and safety training at each department</li> <li>- Conduct periodic evaluations of department progress in reducing risk and occurrences</li> </ul>	<ul style="list-style-type: none"> <li>- Mr. Bradley continues with site reviews and recommendations for improvements.</li> <li>- Established revised workers comp tracking process.</li> </ul>
Purchasing	<p>Standardize procurement practices</p> <p>Provide for greater speed and efficiency in procurement process</p> <p>Assure adequate MBE participation in City contracts</p>	<ul style="list-style-type: none"> <li>- Codify Procurement Law</li> <li>- Update Procurement policies to reflect code requirements</li> <li>- Expand use of procurement cards to allow departments to initiate purchases</li> <li>- Expand use of existing government contracts, when appropriate</li> <li>- Implement MUNIS module for check requests</li> <li>- Evaluate feasibility of MUNIS P Card, contracts module and project management modules</li> </ul>	<ul style="list-style-type: none"> <li>- Check request module in MUNIS is in testing. Training to follow.</li> <li>- MUNIS P-card functionality is in testing. Training to follow.</li> <li>- Continuing research on MBE participation policy.</li> </ul>

<b>Function</b>	<b>Goals &amp; Objectives</b>	<b>Steps &amp; Measures for Success FY 2020</b>	<b>August 2019 – Dec. 2019</b>
		<ul style="list-style-type: none"> <li>- Identify ways to measure current MBE participation through contractors and subcontractors</li> <li>- Determine benchmarks for MBE as appropriate</li> <li>- Expand outreach</li> </ul>	

## **MANAGEMENT INFORMATION TECHNOLOGY DIVISION**

Replace core data/telephone network switches at the Police Department and Office of Emergency Management - reviewed and refined initial quote, still working with the purchasing department on procurement.

PC and laptop replacements and upgrades: 11/2/2019- 20 PC's  
Laptop Windows 10 upgrades: 27

Received 242 IT-related requests  
Resolved 261 IT-related requests  
44 site visits were required to resolve IT-related requests

Implementation of Munis modules and functionality – continued testing of Munis import file and Wells Fargo export. Did not have much time for this due to end of calendar year tests.

Workforce Cyber Security training: As of 12/31/2019, 79% (513) of employees have activated their account. Lesson #, Passwords, was released on 12/5/2019 and 61% of employees have completed the lesson. Reminder emails were sent on 12/27/2019.

Desktop and laptop patches and endpoint protection updates deployed as scheduled.

Tyler Detect threat detection and monitoring system deployed on November 13th. We are continuing to add and refine services within the system to improve performance.

### **Annapolis.gov Website:**

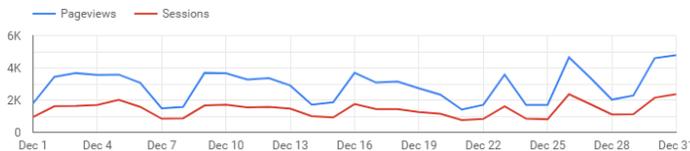
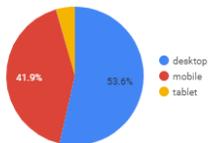


Analytics for  
[www.annapolis.gov](http://www.annapolis.gov)

Pageviews  
**89.5K**

Unique Pageviews  
**72.1K**

Sessions  
**43.8K**



Popular pages

	Page Title	Page	Pageviews ▾
1.	Annapolis, MD   Official Website	/	11,399
2.	Bus Routes & Schedules   Annapolis, MD	/185/Bus-Routes-Schedules	3,944
3.	Annapolis, MD	/Search	2,811
4.	Annapolis, MD	/list.aspx?PRVMSG=253	2,550
5.	Jobs with the City   Annapolis, MD	/237/Jobs-with-the-City	2,336
6.	City of Annapolis Recreation & Parks   Ann...	/189/Recreation-Parks	1,893
7.	Online Bill Pay   Annapolis, MD	/802/Online-Bill-Pay	1,760
8.	Residential Collection Services   Annapolis...	/746/Residential-Collection-Services	1,732
9.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,616
10.	Annapolis, MD	/Calendar.aspx?EID=6100	1,221

- Agendas posted: 107 (Agenda Center)
- Calendar items added: 772 (Calendar)
- Documents posted: 333 (Document Center)
- Information posted: 1 (Info Advanced Module)
- Daily Newsletters sent: 35 (News Flash Module)
- Notifications sent: 17 (Notify Me Module)
- Web pages updated/created: 285
- Staff Directory updated: 7

**20 Top internal search queries: Search Term**

**Page views**

Pip Moyer Recreation Center	39
Waterworks Park	20
Holiday Collection - Recycling, Refuse, Yard Trim	20
Pickleball	20
Parking	11
Forest Conservation Act Process	11
Water bill	11
Michael Lyles - City Attorney	10

Pay Your Utility Bill	10
Refuse Collection	10
jobs	9
fireworks	9
Holiday schedule	9
Ballocity	9
History of Annapolis	9
HPC	8
new years eve	8
Basketball	8
Police	8

Accessibility Services Evaluation is completed. Siteimprove was chosen to serve the website accessibility for the remainder of FY2020 and FY2021 out of the following: Monsido, Siteimprove, and AudioEye.

Web page with the accessibility training material has been set up and the Web Team members notified. The page is updated frequently with training material from multiple sources.

- <https://www.annapolis.gov/1583/Annapolis-Web-Team> or <https://www.annapolis.gov/web>

### **Accessibility Training Preparation:**

- Working with the Web Team members on MS Word files accessibility so when converted into PDF, it stays accessible. This is an ongoing project that will last up to two years.

### **City of Annapolis Web Accessibility Guide is created for the departmental content providers education:**

<https://docs.google.com/presentation/d/1iVFhoUFv5ROpBsfouqETjEuURZT02znidaKFhsSwFuY/edit?usp=sharing>

### **GIS**

Ongoing

- Address Assignments
- Centerline Management
- Fire Dashboard maintenance
- OD Free and Substance Use Disorder bed finder support
- General data maintenance
- General IT and Helpdesk support
- Josh took 26 IT-related phone calls

#### Projects

- Delivered first round of CAD data
- Received positive feedback on CAD data submission
- Added Pictometry and google street view to new Geocortex viewer
- Migration to a new server from two old servers
- Migration of gis.annapolis.gov to the new server
- Open Data web site development
- Migration of Public Works web viewer
- Support for stormwater rate development

#### Other Requests

- Discussed Trakit update potential with Central Square
- Attended a meeting to begin the design of a walking application
- Participated in the first planning session for the GIS-Pro Conference
- Discussed ESRI Goals with a representative for 2020
- Fixed errors in Civic Rec streets
- Made database changes on ODFREE Annapolis
- Supported work on WEE planning
- Completed security mentor training
- Completion of address audit

## **CENTRAL PURCHASING**

### **Current Procurements – Status**

RFP 20-03 Design-Build-Finance-Operate-Maintain Services for Redevelopment of Parking Facilities and Resilience Infrastructure  
- 2 Firms short-listed. Proposals due 2/28.

### **Completed Procurements – Status**

RFP 14-14 DPW Maintenance Facilities – Design/Build Services  
- Awarded to Gardiner & Gardiner. Project on hold. New site evaluation.

RFQ 17-07 Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices  
- Awarded to GreenVest. Multi-year Agreement.

RFP 17-14 Stormwater and Flood Mitigation Design  
- Awarded to AECOM. Detailed design/construction documents scheduled for April 2020 completion. Permitting to follow.

IFB 19-03 Recycling, Yard Trimmings and Refuse Collection Services  
- Awarded to MBG Enterprises. Multi-year Agreement.

IFB 19-05 Sidewalk Replacement Program  
- Awarded to ECM Corporation. Multi-year Agreement.

RFP 19-06 Construction Services - Water/Sewer Tasks  
- Eight firms pre-qualified.

RFQ 19-07 Truxtun Pool Replacement – Design/Build Services  
- Awarded to Lothorian. Project scheduled for May 2020 completion.

IFB 19-09 Lab Services – Analysis and Sample Collection  
- Awarded to ALS Global. Multi-year Agreement.

IFB 19-10 Eastport Fire Station Expansion – Construction Services  
- Awarded to Encon Corporation. Project scheduled for December 2019 completion.

RFP 19-11 DPW Standard Specifications and Details Update  
- Awarded to Gannett Fleming. Project scheduled for November 2020 completion.

RFP 19-18 Comprehensive Plan Update  
- Multiple awards – BAE Urban Economics, Jakubiak & Associates, Stantec Architecture and Smith Planning. Plan scheduled for April 2021 completion.

RFP 19-21 Owner’s Representative Services – Water Main Replacement Projects  
- Awarded to Barton and Loguidice. Project scheduled for November 2020 completion.

IFB 19-24 Paving Program

- Awarded to Reliable Contracting. Multi-year Agreement.  
IFB 19-26 Dorsey Road Improvements
- Awarded to ECM Corporation. Contract in process. Project scheduled for March 2020 completion.

#### RFP 19-27 CDBG Consolidated Plan

- Awarded to Urban Design Ventures. Project scheduled for June 2020 completion.

#### IFB 19-28 Design-Build Services – Homewood/Germantown Water Main Replacement

- Awarded to Schummer, Inc. Project scheduled for November 2020 completion.

#### IFB 20-01 Water Treatment Chemicals

- Multiple awards for annual contracts.

#### IFB 20-02 Roadway Supplies

- Multiple awards for annual contracts.

#### IFB 20-04 Construction Services - Truxtun Park Tennis Court Renovations

- Awarded to Urban Zink. Scheduled for May 2020 completion.

### **Pending Procurements**

#### IFB 20-05 Construction Services – Maynard Burgess House

- Draft in progress. Anticipated release TBD.

#### IFB 20-06 Construction Services – Lafayette Pier

- Draft in progress. Anticipated release TBD.

#### RFP 20-10 Engineering Design Services – Truxtun Heights Storm Drain Study

- Draft in progress. Anticipated release TBD.

#### RFP 20-12 Consulting Services – Short Term Housing Rental Compliance

- Draft in progress. Anticipated release TBD.

#### RFP 20-13 Boat Rental Concession

- Draft in progress. Anticipated release TBD.

#### IFB 20-14 Construction Services – Eastport Fire Station Fire Sprinkler System

- Draft in progress. Anticipated release TBD.

#### IFB 20-15 Engineering Services – Cheston Avenue Street End Park

- Draft in progress. Anticipated release TBD.

#### IFB 20-16 Automated External Defibrillator

- Draft in progress. Anticipated release TBD.

### **FY20 Performance Measures**

- Procurement Code ADOPTED City Council in September

- Check request module in MUNIS testing complete. Implementation scheduled for January.
- MUNIS P-card functionality is in testing.
- MUNIS Investment Assessment in progress.
- Compiling data and research on MBE participation. Policy draft under review.

## **OFFICE OF ENVIRONMENTAL POLICY**

### **Goals and Objectives** NEW ISSUES IN RED

#### **Meet City's Chesapeake Bay Total Maximum Daily Load (TMDL) requirements**

No new information to report.

#### **Ensure compliance with MS4 permit:**

No new information to report.

#### **Coordinate with Planning & Zoning and Public Works with the goal of ensuring the new development projects meet city code requirements and permits include terms that protect sensitive lands and waters.**

No new information to report.

#### **Develop other environmental initiatives and provide legislative support/research to support Mayor, City Manager, City Council, standing committees, boards, and commissions.**

- Participation in biweekly state plastic ban legislation update calls led by MDLCV and Trash Free MD. In January, Delegate Lierman and Senator Augustine will introduce legislation similar to Baltimore bag ban.
- OEP met with the Maryland Bird Conservation Partnership to explore the City's designation as a Bird City. After an initial review, it is possible that City will be eligible for certification as the first "High Flyer" (highest level) city. La Plata is the first city to be certified at the entry level.

#### **Collaboration with Anne Arundel County on issues of mutual concern and shared waters and adjacent lands.**

The Severn River Association (SRA) requested that the City provide \$4,000 to SRA to implement the No Discharge Zone once it passes. SRA, the NDZ applicant on behalf of the City and Anne Arundel County, will develop educational materials in advance of the spring boating season. The County has pledged \$8,000 and the Rotary Club may provide \$4,000.

#### **Establish MOU with Critical Area Commission (CAC) for expanded use of fee in lieu funds (FIL) to include plants other than trees, purchase of properties, and establishment of conservation easements within the critical area, and restoration projects within the critical area. Track use of critical area FIL.**

The Office of Law is reviewing the draft as revised by DNR's legal department. The next step will be a final review by DNR.

#### **Establish No Discharge Zone (NDZ) for Annapolis**

See above.

#### **Provide staff support and technical assistance related to the City's efforts to develop a resilience vision and implementation plan and infrastructure policy development and financing to meet energy needs, reduce the City's carbon footprint, and mitigate and respond to the effects of sea level rise and climate change.**

- OEP coordinated with the Department of Natural Resources to schedule the dates and a location for the Climate Leadership Academy. Tentative dates were

selected for February, March and May.

- OEP began exploring logistics associated with reestablishing a downtown farmers market.
- Inaugural MD National Flood Insurance Program (NFIP) Community Call: The purpose of this call was to give Maryland National Flood Insurance Program (NFIP) community floodplain administrators, and other interested parties, the opportunity to listen in and ask questions about floodplain management issues. City of Annapolis 2nd Program for Public Information (PPI) Meeting. This was the second mandatory meeting of the PPI Committee to fulfill CRS application requirements. Submitted final report to DNR for the CRS application.
- Work on the updated Greenhouse Gas Inventory for the City continues with a revised projected completion date of February/March 2020.
- OEP provided edits and recommendations for the draft Resiliency Work Group recommendations and participated in the Anne Arundel County, Charles County, Queen Anne's County group meeting.
- Requested and was granted additional time from the Maryland Energy Administration (MEA) to complete the lighting project to install LED lights in City pump stations, the police garage, and the top floor of Gotts garage.

### **Other**

**Brewer Hill Cemetery:** Design continues with input from the State Highway Administration's archaeologist. Brewer Hill caretakers participate and are updated as the project proceeds.

### **Urban Forestry** (a supporting activity to Performance Standards)

- The University of Vermont submitted a proposal to conduct the City's Urban Tree Canopy analysis. UV conducted the last analysis in 2010. OEP is working with MIT and Purchasing to move that project forward.
- Approximately 30 trees were ordered and planted, completing the City's fall planting

## **FIRE DEPARTMENT**

### **Monthly/ YTD Response Statistics**

- The Department responded to 1068 calls for service in December and a total of 12,158 calls for 2019 with the following monthly breakdown:
  - EMS - 671 or 64%
  - Fire – 293 or 28%
  - Service – 77 or 6%
  - Rescue – 8 or 1%
  - Hazmat – 19 or 1%

### **Other Events/Activities**

- EMS Hospital Transports – 481 - The EMS Division conducted 0 citizen CPR course(s) and 0 Your Life Matters event(s).
- SAFE Station Referrals – 4
- Cardiac Arrest Survival Rate is 4.3% - National Average is 8.3%.
- Overdose Responses – 28 with 19 - suspected Opioid and 20 Narcan administrations.
- EMS Billing income for October - \$153,420.
- Completed 39 new fire safety building inspections and 25 re-inspections (includes inspections conducted by station personnel).

Our personnel installed 2 Smoke detector(s) and 1 CO alarm(s).

The Fire Marshal's Staff conducted 26 Fire Permit/Plan and Building Permit Reviews.

The Fire Marshal's Office conducted 7 Use and Occupancy Inspections.

This Month's Fire Prevention Message – "Fireplace Safety – Can Your Ashes".

The Fire and Explosive Services Unit responded to 15 suspicious package incidents and 2 Bomb Threats.

The Fire and Explosive Services Unit responded to 6 requests for explosive detection K-9's.

Fire Code Violations at the Asian Buffet of 2019A West Street caused a temporary business closure. Business remains closed at this time.

Firefighters and the Brown Family conducted a Coat Drive collecting coats for over 20 needy families.

Firefighters participated in the annual Annapolis Santa Run – helping over 600 needy families.

Firefighter assisted with the Annapolis Optimist Club – Shop with a Cop.

Firefighter First Class Emory Swink promoted to the rank of Lieutenant.

Firefighter III Bradley Clark promoted to the rank of Firefighter First Class.

Eight Recruit Firefighters attending the Fire Academy.

### **Significant Incidents**

12/3/19 Pedestrian Struck – West Street

12/4/19 Shooting – Skipjack Court

12/6/19 Motor Vehicle Collision with Entrapment – Harbour Center Drive  
12/7/19 Structure Fire – Warren Dive  
12/14/19 Parade of Lights – Support Operations  
12/18/19 Water Rescue – Chesapeake Bay  
12/18/19 Motor Vehicle Collision with Entrapment – Bywater Road  
12/19/19 Structure Fire – Holly Avenue  
12/20/19 Suspicious Package – Third Street  
12/20/19 Suspicious Package – Sixth Street  
12/23/19 Structure Fire – Spruce Lane  
12/25/19 Military Ordnance – Assist Anne Arundel County  
12/27/19 Military Bowl - Bomb Squad/Haz-Mat/Fire/EMS Support – Navy Stadium  
12/27/19 Bomb Squad Support for United States Secret Service – Navy Academy  
12/28/19 Bomb Squad Support for United States Secret Service – Navy Academy  
12/29/19 Shooting – Tyler Avenue

### **Performance Measurements FY2020:**

Performance measurement in the fire service is challenging. For example, it is impossible to determine if our fire prevention program is preventing fires or if we are just lucky. As the Fire Chief, I tend to focus on results instead of statistics. I monitor several key factors to judge how we are doing as an organization. Some of these factors are listed below:

1. Customer Complaints – Do we provide a quality service, are we helpful, understanding and compassionate. Not only on emergency responses, but do we answer citizen inquiries and return phone calls and emails in a timely fashion (24 hours). I view every interaction with the public as an opportunity to meet and exceed their expectations. Are we achieving that goal? We receive very few complaints and many, many letters of appreciation. The Department has received no negative news stories regarding our service or the behavior of our employees.

#### ***Complaints documented in December - 0***

2. Emergency Response times – Response time to emergency incidents is always controversial. The National Fire Protection Association (NFPA) Standard 1710 states that the first unit should arrive on the scene of an emergency within five (5) minutes of dispatch for 90% of our calls. We strive to meet that goal, but I am also concerned with the safety of our firefighters and the public. Taking into account all the factors that impact response times such as driver experience, traffic and weather conditions, narrow city streets, etc., I don't believe racing down the road in a 40,000-pound fire engine trying to meet a five-minute arrival time is always in the best interest of public safety. With that in mind, I consider:

***Average Turnout Time for December – 1:39 (Minutes:Seconds)***

***Average Response Time for December – 3:15 (Minutes:Seconds)***

***Average Response Time for Multiple Units on Scene – 4:11***

***(Minutes:Seconds)***

3. Employees Injuries/ Workers Compensation Claims – Are our safety strategies and programs effective? Employee injuries are costly in terms of medical costs, lost work time, productivity and in the case of public safety overtime to cover vacant positions. Deputy Chief Spriggs and I review all injuries and meet quarterly with the City Risk Manager to review injuries and develop strategies to reduce injuries and get those injured back to work ASAP. Since 2010, we have reduced our injuries by sixty (60%) percent.

***Two minor medical claims in December –  
One had back injury tripping on scene of incident – some lost time  
One had low blood pressure, dizziness – no lost time***

4. Insurance Service Office (ISO) rating – The ISO rating is a great benchmarking tool for several factors, such as response coverage, staffing, training, equipment, etc. Our rating is the highest rating possible at Class 1.

***Continue to be an ISO Class 1 Department.***

5. Departmental Vehicle Accidents – Are our driving programs effective? Our Safety Committee reviews all Departmental Vehicle Accidents and we take appropriate actions (discipline, re-training, annual driver's training, etc.) to prevent future accidents.

***Two minor issues with vehicles in December –  
Damage to Door of Medic unit when struck building  
Damage to Truck (Reserve AACo Unit) when backed into station***

6. Employee Training hours – The role of the fire service is constantly changing and routine training is very important for us to meet future challenges. ISO recommends each firefighter receive twenty hours (20) of training per month. We currently average 17.5 hours.

***Training hours completed – 1,681***

7. Is the Office of Emergency Management meeting the needs of City Government and our citizens? Are they preplanning, educating, informing and preparing the City and its residents? Are they forward thinking, planning for long term problems? Are we ahead of the curve, or behind?

***This performance measure transferred to the new Office of Emergency Management.***

8. Budget - are we operating within our budget? Are we good stewards of the taxpayer's funds? I constantly monitor all expenses, including Overtime.

***Overtime concerns continue due to “soft vacancies” which include; FMLA, Long term***

***Sick leave, Workers Comp, Military Deployments, Short Term Disability, etc.***

***Currently we have seventeen of these personnel – fifteen not assigned to their normal duties and two out on long-term sick leave.***

***The result of this is Overtime usage, which totaled \$47,404.25 for the month of December, which is 7.9% of our total Overtime annual budget. This took our total FY2020 Overtime usage to \$431,979.01, which is 72% of our total Overtime annual budget not including the \$30,000 for new hires process.***

9. I provide the members of our organization with written expectations. Are they meeting my expectations?

***Officers are meeting Department expectations.***

10. Are our vehicles and apparatus clean and well maintained? – Sounds corny, but I take the condition and appearance of our fire apparatus very seriously. The condition of our vehicles reflects the pride in our work and demonstrates that we are protecting the taxpayer's investment in our very expensive fire apparatus.

***Monthly station and vehicle inspections conducted by Station Captains. All Noted Deficiencies were corrected.***

11. Fire Prevention Programs – Are our fire prevention programs effective? I cannot determine or measure how many fire are prevented, but I can monitor the number of fires, the cause and the annual estimated fire loss in dollars. If we have a fire, are we taking steps (public education, inspections, etc) to prevent future fires? Are we meeting the City Code requirements conducting annual fire safety inspections in the Historic District?

***December Public Education Events - 9***

***December Fire Loss - \$180,000***

***2019 Fire Related Deaths – 0 (Last fire related death was 2010)***

12. Are we innovative? Are we staying abreast of the challenges that we face? Medical transport and treatment (bariatric transport) Active Assailant, suspicious packages, weather related events (snow, flooding, etc.). Again, are we prepared to meet the hazards that we face now and in the future?

***Department continues monthly to monitor new innovations and training initiatives throughout the fire service.***

***In addition, the Department continues to find alternate funding for our needs when possible. We are working on the purchase of items with grant funding including; more Active Assailant vests and helmets to protect our personnel, a FLIR to assist***

**with nighttime vision and an outboard motor for the inflatable boat for water rescues.**

**The Fire Chief and Deputy Chief continue to monitor the hospital wait times that effect our ability to respond to other calls for assistance. We continue to meet with Anne Arundel County and area hospital representatives to discuss solutions.**

13. Do we work well with our mutual aid partners to maximize our resources? Anne Arundel County, Naval District Washington Fire Department-Annapolis, APD, DGS, etc. Are we training together, sharing resources, etc?

**Conducted joint Dive Rescue Training with the Anne Arundel County Fire Department.**

**Conducted joint Fire Training with the Anne Arundel County Fire Department.**

**Seven Recruits in Fire School along with three Anne Arundel County Fire Department Recruits**

14. Are we compliant with National Professional Standards that affect the fire service? National Fire Protection Association (NFPA) Standards, OSHA Standards, State of Maryland Medical Protocols, etc.

**Currently in compliance with all necessary standards.**

## **DEPARTMENT OF PLANNING AND ZONING**

Fiscal Year 2020 Performance Management Milestones.

- Investigate reported alleged code violations within 3 days, In December, we achieved that 65% of time (average 9.4 days).
  
- Complete 100% of all scheduled rental inspections  
In December, 100% of scheduled rental inspections were completed.
  
- Initiate review of all applications within three days of receipt  
--For permit review, our average time was 7 days, 63% of those were within 5 days.  
--For Current Planning project review, staff received 6 projects in December and had an average response time of 3.6 days.
  
- Complete four policy/program initiatives for Comprehensive Plan Update
  - o The consultant team has started to draft introductory chapters of the plan, which were presented to the Planning Commission in November. There was a meeting for the Chairs of all the City's Boards and Commissions in Dec. 2 and there will be a meeting for the presidents of civic and neighborhood associations in January.
  - o Chesapeake Bay Critical Area Buffer Mapping update--The ordinance went to Environmental Matters and will go to Rules Committee in December.
  - o Zoning Code Updates--No progress to date
  - o Building Code updates--Law Office has drafted revisions, which are under review by staff
  
- Complete 15 homeowner housing rehabilitation projects per year  
Not applicable. 15 is our five year goal. Our annual goal is 3-4 per year.
  
- Contact and Provide Business Assistance to 25 Businesses per Month
  - 2 Informational Meetings
  - 3 Location Assistance
  - 1 Site Visit
  - 2 Permitting Assistance
  - 2 Information Requests
  - 5 Policy & Other Assistance
  - 1 Ceremonial Assistance
  - 1 Pre-Application Meeting
  - 1 Ribbon Cutting
  - 1 Vacant Property Registration
  - 3 Meeting Requests
  - 1 Business Outreach

Other Planning and Zoning Department Noteworthy Activities

Community Development

--Community Development Block Grant

♣ Received the following CDBG applications for FY 2021 funding:

1. Public Services

Anne Arundel County Community Action Housing- Counseling-\$10,000

Blessed In Tech /SCAR Foundation- "Defeat the Streets"-\$7,500

Boys & Girls Clubs- Club at Bywater-\$9,090

Center of Help- Building lives for new Americans-\$26,000  
Light House Shelter-Case Management- \$15,000  
OHLA-Bridge the Gap-\$3,000  
OIC-Job Preparation Training-\$30,000  
Restoration Community Dev. Corp.-Recovery Clubhouse Music Project- \$20,000  
Public Services Subtotal \$120,590

## 2. Capital Projects

Arundel Lodge Facility Rehab \$23,524  
Housing Authority Rental Rehab - Blum \$75,000  
Housing Authority Facility Rehab - Harbour House - Accessibility \$20,000  
Housing Authority Facility Rehab - Harbour House - Roof \$18,000  
Housing Authority Facility Rehab - Robinwood - Accessibility \$20,000  
Housing Authority Facility Rehab - Robinwood - Retaining Walls \$30,000  
Housing Authority Rental Rehab - Robinwood - Electrical Panels \$45,000  
Housing Authority Rental Rehab - Robinwood - Smoke Detectors \$90,000  
Housing Rehabilitation Construction \$120,000  
Housing Rehabilitation Administration \$80,000  
Light House Security and Repair Projects \$48,075  
Capital Projects Subtotal \$569,599  
GRAND TOTAL \$690,189

The City expects to receive approximately 280,000.

--Completed other program financial disbursements and administrative activities.

--Continued participation in the Regional Fair Housing group meetings

## Historic Preservation Division

1. Undertook the administrative functions for the following applications:

-- Administrative Applications - 14 - Estimated Value of Construction - \$102,603.00

(the 14 apps. include 4 Revisions which had an estimated cost of \$0)

-- Public Hearing Applications - 3 - Estimated Value of Construction - \$402,906.00 (163 Duke of Gloucester Street/Maynard Burgess was included even though "incomplete".

-- Tax Credit Applications - 0

2. Established progress meetings every other week for the Maynard-Burgess renovation project. Architect Michael Dowling is beginning the process of cataloguing artifacts in the building. DPW engineer Donovan Harold is following up on drone investigation, the zoning issues, HPC Public Hearing Application, and code analysis.

3. The Historic Preservation Division now meets monthly to discuss violations and work to process them more efficiently through the system.

4. The project to add restaurant use to 100 Compromise was presented at the December HPC Public Hearing. Staff met several times with the architect to revise the drawings, then presented a 16-page report analyzing the proposal with appropriate Guidelines. The project received a favorable review, but was continued for revision as staff recommended to the January HPC Public Hearing.

5. Staff and consulting archeologist Jeanne Ward both reviewed and commented on the Phase II Archaeological Evaluation Report for the Flood Mitigation project, specifically the Newman Park location.

6. Provided a report from the Historic Preservation Division for Current Planning regarding the proposed renovation and addition to 709 Severn Avenue in Eastport.

#### Economic Development Division

Provided an Economic Development Update to the State Delegation

Attended the Anne Arundel Chamber of Commerce Holiday Party in Davidsonville, MD

Attended Midnight Madness in Downtown Annapolis

Attended the Visit Annapolis Executive Committee Meeting & Holiday Reception

Attended the Anne Arundel County Caucus of African American Leaders Meeting

Attended the Fort Meade Alliance President's Reception in Columbia, MD

Toured the Maryland Innovation Center in Columbia, MD

Attended the Maritime Advisory Board Meeting

Attended the Military Bowl Salute to Heroes Event (Medal of Honor Winners)

Attended the Military Bowl at Navy-Marine Corps Stadium

Found Anne Arundel County Recipient for Clothing Collected by the Annapolis Clothing Partnership for Donation

Participated in Business Walk Around with OEM and Fire Marshal

The Economic Development Newsletter was Sent to 321 Recipients

**POLICE DEPARTMENT**

The Police Department reports the following statistics and activities of interest for the month of December:

	2019	2018
Homicide	1	0
Rape	0	2
Armed Robbery	4	4
U/A Robbery	5	3
Agg Assault	10	24
Res Burglary	8	7
Non-res Burglary	0	2
Larceny	74	65
M/V Theft	5	5
Total	107	112

**Communications Section**

**Call Center Activity:**

The communications section processed 2860 calls for police service. This is an average of 92 calls per day. (Note that 459 cfs were Frequent Checks) The prior month of November totaled 2838 service calls for an average of 95 calls per day.

The communications section processed 7079 telephone calls through the center totaling 9,084 talk minutes. Average number of telephone calls per day was 228. Emergency 9-1-1 calls totaled 791. Telephone calls for the prior month of November 2019 totaled 6876 for an average of 229 per day. 911 calls for November totaled 728.

**( December 2019 Monthly)**

**Community Service**

C-Safe	Total	Victim Services	Total
Parole & Probation home visits	0	Burglary reports	8
DJS home visits	0	Victim’s contacted	8
DJS school visits	0	Residential Survey	0
MCIN meetings	1	Commercial Survey	0
Hispanic Liason	Total	Neighborhood Safety Training	0
Translator Contacts	0	Community Complaints	6
Victim Contacts	0		
Total Contacts	0	Watch Your Car	Total
Court Hours	0	Auto Theft reports	5

School Visits	0	Theft from Auto reports	26
Officer Activity	Total	Vehicles Registered	0
Meetings	32	Scooters Registered	0
Total School visits including Hispanic Liason	38	TFA/ Auto Theft Initiative Letters Sent	31
Calls for Service	8	J.O.I.N.S.	Total
Reports	1	Juveniles currently in JOINS	0
Foot Patrol Hours	42	Unsupervised juveniles	0
Business Checks	110	90 day supervision juveniles	0
Bank Checks	6	Home visits	0
Traffic Stops	0	School visits	0
Traffic Citations	0	Juveniles arrested	15
Traffic Warning	0	Juveniles that didn't qualify	14
FIR	0	Juveniles that qualified	0
Warrant Attempts	0	Teen Court	1
Emergency Evaluation	0	Closed J.O.I.N.S. cases	0
CDS Arrests	0	Explorers	Total
Warrant Arrests	0	Current Explorers	7
On View Arrests	0	Interested Explorers	1
Traffic Arrests	0	Explorer Post Training days	2
Summons	0	Community Events Attended	2
Juvenile Citations	0		
Total Arrests	0	Cadets	Total
		Current Cadets	3
CSS Events and Activities	94	Community Events	20

### **Accomplishments/ Significant events:**

- Assisted Chief with FirstNet interview
- Active Assailant Exercise
- Purchased two live Christmas trees and planted one in Robinwood and one in Harbour House with help from the Cadets and the Community. The Community decorated each tree.
- Lt. Krauss met an 11 yr old female juvenile who challenged him to play basketball in Bay Ridge Gardens in November. The ball the juvenile was playing with was in poor condition. Lt. Krauss purchased the juvenile a new leather basketball and gave it to her for Christmas.
- A child in the community passed away unexpectedly. The Grandmother requested APD to pick the siblings up from school and bring them home so the family could tell the 7 and 10 year old siblings. Additionally, attended the funeral of the 14 month old child on December 13, 2019 to express condolences and provide support.
- The Anne Arundel Food bank provided APD with approx. two van full loads of toys that officers distributed throughout the Community.
- In partnership with the Knights of Columbus from St. Mary's Church in Annapolis, participated in a coat giveaway at the Stanton Center and Bay Ridge

Gardens. The group donated additional coats to APD for use in underserved communities.

- Sent 5 press releases for incidents/events in November.
- Reinstated the 199<sup>th</sup> Charter of the Annapolis Police Department Explorer program.

**Community Service Section attended the following meetings in: (32)**

- CSS Unit Meeting: (2)
- Staff Meeting: (3)
- APD Strategic Plan Meeting: (3)
- CIT Meeting
- Explorer Meeting
- Monarch Every week Lunch Bunch Tyler Heights Every Tuesday (4)
- Meeting with Annapolis High School Panther Pride school club
- Meeting with new cold case investigator
- ASAP Roll Call Training planning meeting
- ASAP meeting
- Handle with Care meeting
- Annapolis Unsheltered Meeting
- Street Corner Ministries Meeting
- Meeting with Arundel Lodge re: OEM grant
- PAL Meeting with Partnership for Children, Youth and Families
- RED/DMC Meeting
- Eastport Civic Association Meeting
- Bay Ridge Gardens Meeting (2)
- Boy Scouts of America Explorer meeting.
- Explorer meeting-Baltimore
- Dave's Trailer meeting
- OEM meeting (Military Bowl)
- HACA Meeting with Boys and Girls Club

**Community Service Section participated in the following events/ activities: (94)**

- Homework Club (15)
- Character Counts (27)
- Food Friday w/OEM (2)
- Teen Court (2)
- Cocoa with a cop during Midnight Madness and one movie night (3)
- Movie Night- Georgetown East (Approx 60 attendees)
- Planted a Christmas tree in Robinwood and Harbour House- Residents came out and decorated the trees.
- Eastport Elementary School Winter Concert
- Eastport Elementary School 3<sup>rd</sup> Grade Walking Field Trip to State House
- Eastport/Annapolis Elementary School visits for Unity Day

- Chocolate Binge Festival
- Food donation deliveries to food pantries (St Martin's Church, Lighthouse Shelter, Asbury Church)
- Shop with a Cop
- Santa Run
- Monarch Holiday Shop
- Pop Up Food Pantry-Tyler Heights
- Toy donation pick up from AACo Food Bank and distribution
- Explorer Christmas Celebration
- Dream Shop at Annapolis Middle School
- Family New Years Eve event
- In Person Media Interview (6)
- Stanton Center Homework Club Holiday Sale
- Smoothies with a Cop (12 kids)
- APD Holiday Dinner
- Holiday Gift Card Giveaway
- Food Pantry at Tyler Heights
- Hood 2 Good Event at Woodside Gardens
- Mentoring student at Tyler Heights-(3)
- Explorers meeting (2)
- Annapolis High Hispanic Family event
- Recruitment for Explorers
- Character Counts Holiday Party-(2)
- Bens Drive Bicycle Give away with the bike unit
- Toy Drive Give away in Robinwood
- Toy Drive Give away on Madison Ct.
- Toy Drive Give away on Bens Drive
- Holiday Party at Annapolis Gardens
- Winter Coat Giveaway through the Knights of Columbus Stanton Center, Bay Ridge Gardens, and Annapolis Gardens-102 jackets were handed out. (3)
- Military Bowl- APD took 12 children to this event.

### **Cadet Program**

1. Ki'Jay Randall #6514 Total hours worked: 122 hrs
2. Jordan Bowdry #6559 Total hours worked: 118.5 hrs
3. Samantha Donahue#6687 Total hours worked: 61.5 hrs

### **Events the Cadets attended: (18)**

- Midnight Madness (3 nights)
- APD Christmas Party
- Teen Court-1 Glen Burnie session, 1 Annapolis session
- ASAP Meeting
- Homework Clubs
- Pop-up Pantry Tyler Heights
- Active Assailant Exercise
- Food Friday w/OEM

- Explorer Christmas Celebration
- Smoothies w/ a Cop
- Character Counts w/ Ms. Patti
- Stanton Center Holiday Sale
- Liquor Board Hearing
- Tobacco Purchase Detail
- Chocolate Binge Festival
- Military Bowl Football Game
- Military Bowl Parade Traffic Assignment
- Food donation deliveries to food pantries (St Martin's Church, Lighthouse Shelter, Asbury Church)

## **PUBLIC WORKS**

Key milestones for the Department of Public Works during the month of December 2019:

- Construction of the new Truxtun Park swimming pool started in October and is ongoing. Completion of construction is expected in May 2020.
- Extensive infrastructure work, including street resurfacing, sidewalk replacement, waterline replacement, and sewer line re-lining, continued throughout the city in December. Sidewalk resurfacing and sidewalk replacement work was completed for the winter, and work will resume in the April-May timeframe.
- Five responses to Request for Qualifications (RFQ) 20-03 for Hillman Garage Replacement and City Dock Improvements were received in November, and two qualified teams were selected in December. The Request for Proposals (RFP) was issued to the two short-listed teams in December.

Following are updates for the active Capital Improvement Projects:

### **1. CIP 72006 – Sewer Rehabilitation and CIP 71003 – Water Distribution Rehabilitation**

- Sewer Rehabilitation (72006) – Installation of cured-in-place pipe (CIPP) liners in sewer mains continued in December. Additional closed circuit television (CCTV) inspection of sewer mains will begin in mid-January.
- Homewood/Germantown Water Main Replacement (71003) – Replacement of water mains and services are ongoing. Work on the northern portion of Glen Avenue began in December.
- Tucker, Tolson & Giddings Water Main Replacement (71003) – Installation about 85% of water service connections are complete.

### **2. CIP 71002 – Water Tank Rehabilitation**

- The Tank Altitude and Bypass Valve project was completed at all four elevated water storage tank sites.

### **3. CIP 20013 – City Facility Improvements**

- Eastport Fire Station renovation work is complete. There remain a few punchlist items to be addressed.

### **4. CIP 10001 – Landfill Gas Mitigation**

- On Gomoljak and Annapolis landfills, the electrical work is ongoing. The contractor anticipates preliminary startup and testing of the new system at the end of January 2020. Sediment and erosion control measures have been installed, and passive flares are operating.

### **5. CIP 20002 – Maynard Burgess House**

- The project design, completed several years ago, is being updated to the current building code.
- Maryland Historical Trust has given grant approval.
- The HPC application had to be revised and will be submitted in January.
- An easement application was submitted to MHT in early December.

**6. CIP 77006 – Dorsey Avenue**

- The contractor has completed water and sewer upgrade work. Portions of the new storm water system have been installed in the intersection of Kirby Lane and Dorsey Avenue.

**7. CIP 40014 – Barbud Lane Street and Stormwater Improvements**

- A community meeting is scheduled during the second week in January to discuss design concepts with residents.

**8. CIP 40016 – Road Resurfacing**

- Paving work was completed on S. Cherry Grove, McGuckian, and Kentwood. Work will re-start in the April-May timeframe.

**9. CIP 40017 – Sidewalk Restoration**

- Sidewalk repairs have been completed on Yawl Road. Several section of Bywater Road will be completed next month. The project will be placed on hold during winter after punch list items are completed. Work will resume in the April-May timeframe.

**10. CIP 50005 - City Dock Flood Mitigation**

- The Phase II Archaeological Report review will be complete by January 4, 2020, at which time comments will be submitted to AECOM for incorporation. Once comments are addressed, a draft report will be submitted to Maryland Historical Trust (MHT) for review and approval. After MHT's approval, we anticipate that the \$3 million FEMA grant funding will be released to the City.
- A 95% design review meeting with AECOM, the design consultant, was held on December 19.

**11. CIP 50008 – Truxtun Park Pool**

- Construction is ongoing: plumbing and shotcrete application for the recreation pool was completed, excavation of the lap pool started, basement of the bathhouse was waterproofed, backfilling of the basement began, and utility work continues.

**12. CIP 83002 – Truxtun Park Tennis Courts**

- Construction continued on project. Courts 9 and 12 were milled and prepped for repaving. Demolition of the other courts was started. The other courts were found to not have any subbase below the paving. Geotech inspections have been completed by the project engineer.

**13. CIP 77008, 77009, 77016 – MS4 Permit**

- The Back Creek design and permitting scope was resubmitted by GreenVest.
- Inspection notification letters have been drafted.

**14. CIP 50022 – Standard Specification and Construction Details**

- Feedback on staff assignments was received.
- Gannett Fleming's comments on existing specifications and details was distributed for comment.

	FY2019 Performance Measures												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>SOLID WASTE</b>													
Refuse Collected (Tons)	706.3	671.2	602.2	674.3	733.2	645.7	734.6	542.2	577.7	677.6	747.9	677.4	7990.2
Recycling Collected (Tons)	313.5	278.6	263.3	278.9	319.5	295.6	291.5	231	244.9	243.1	296.8	223.4	3280.1
Yard Waste Collected (Tons)	91.5	145.6	155	148.2	268.4	166	116.1	68.19	106.4	189.4	249.2	194.6	1898.6
Diversion Rate (%)	36.4%	38.7%	41.0%	38.8%	44.5%	41.7%	35.7%	35.6%	37.8%	39.0%	42.2%	38.2%	
12-Month Rolling Diversion Rate (%)	40.5%	40.4%	40.5%	40.7%	41.1%	40.8%	40.1%	39.8%	39.8%	39.7%	39.8%	39.3%	
<b>UTILITIES</b>													
Water Meters Read (#)	3084	5590	3197	4442	2792	4335	5107	5320	2721	4834	4464	5107	50993
Water Meter Turnoffs (#)	57	196	57	135	102	109	186	162	71	56	11	186	1328
Water Meters Replaced (#)	43	23	18	63	28	36	47	63	155	103	143	47	769
Sewer Trouble Calls (#)	15	33	18	26	13	24	32	30	16	14	35	32	288
Sewer Calls After Hours (#)	6	7	6	8	15	16	17	16	11	11	8	17	138
Sewer Main Cleaning - PM (ft)	4735	24004	23199	0	17451	6550	18914	0	12654	17903	17391	18914	161715
Sewer Main Cleaning - Other (ft)	4167	2900	2050	2950	1550	1400	4000	4600	2070	4400	3265	400	33752
Storm Drain Pipe Cleaning (ft)	525	1350	360	1370	1300	660	660	425	525	625	875	660	9335
Storm Drain Inlet Cleaning (#)	10	45	16	274	18	20	15	23	21	17	16	15	490
<b>STREETS</b>													
Curb Painting (Ft)	372	716	100	1893	1169	40	0	190	404	707	1287	88	6966
Streets Swept (Miles)	701	512	282	494	270	295	275	187	400	734	708	357	5215
Concrete Sidewalks Repaired (SF)	39	80	12	129	84	93	16	40	77	91	50	112	823
Potholes Repaired (#)	65	224	123	132	248	223	107	431	444	268	174	243	2682
Street Resurfacing (miles)	0.05	0.43	0.42	0.49	0.11	0	0	0	0.1	0.4	0.7	0	2.7
<b>FLEET</b>													
PMs Performed (#)	31	32	33	20	32	30	32	32	28	36	35	27	368
Road Calls (#)	17	23	35	25	22	14	22	14	23	36	30	21	282
<b>FACILITIES</b>													
WO Completed (#)	74	54	67	75	74	52	62	58	67	86	73	63	805
<b>WATER TREATMENT PLANT</b>													
Water Produced (Million Gallons)	130.7	122.9	108.9	105.9	91.9	93.0	94.0	85.1	93.7	98.6	108.9	112.5	1246.1
Water Quality Issues (#)	0	0	0	0	0	0	0	0	0	0	0	0	0

	FY2020 Performance Measures												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>SOLID WASTE</b>													
Refuse Collected (Tons)	764.8	678.6	658.6	657.1	615.0	710.5							4084.5
Recycling Collected (Tons)	256.2	176.8	183.4	176.6	237.3	196.8							1227.0
Yard Waste Collected (Tons)	132.4	88.8	96.5	116.3	200.6	275.8							910.3
Diversion Rate (%)	33.7%	28.1%	29.8%	30.8%	41.6%	39.9%							
12-Month Rolling Diversion Rate (%)	39.1%	38.3%	37.5%	36.9%	36.5%	36.3%							
<b>UTILITIES</b>													
Water Meters Read (#)	6191	3492	3096	4572	3442	4448							25241
Water Meter Turnoffs (#)	183	83	70	120	161	128							745
Water Meters Replaced (#)	107	57	99	83	55	57							458
Sewer Trouble Calls (#)	13	22	17	19	13	22							106
Sewer Calls After Hours (#)	9	5	10	9	10	12							55
Sewer Main Cleaning - PM (ft)	22481	0	17098	21700	17391	11212							89882
Sewer Main Cleaning - Other (ft)	3050	1750	2950	2300	2800	1740							14590
Storm Drain Pipe Cleaning (ft)	1455	1200	1500	1250	2600	1000							9005
Storm Drain Inlet Cleaning (#)	23	13	22	23	12	14							107
<b>STREETS</b>													
Curb Painting (Ft)	1531	1615	7011	5595	2950	30							18732
Streets Swept (Miles)	634	614	459	781	547	456							3491
Concrete Sidewalks Repaired (SF)	140	84	88	99	8	15							434
Potholes Repaired (#)	199	82	60	104	141	67							653
<b>PROGRAMS</b>													
Street Resurfacing (miles)	0.6	0.49	0	0.56	0.26	0.48							2.39
Sidewalk Restoration (SF)	8460	0	6915	11391	0	4951							31717
<b>FLEET</b>													
PMs Performed (#)	29	30	26	21	33	44							183
Road Calls (#)	20	11	20	9	10	7							77
<b>FACILITIES</b>													
WO Completed (#)	57	65	52	64	44	65							347
<b>WATER TREATMENT PLANT</b>													
Water Produced (Million Gallons)	129.0	132.1	124.8	116.0	95.0	95.1							692
Water Quality Issues (#)	0	0	0	0	0	0							0

## **RECREATION AND PARKS DEPARTMENT**

### **Director**

- ARPD Division Chief Staff Meeting
- ARPD General Staff Meeting
- ARPD Advisory Board Staff Meeting
- Monthly Pool Construction Meeting
- Street Corner Ministry Meeting
- One : One Meeting w/ Alderwoman Rhonda Pindell Charles
- Pride of Baltimore Meeting
- Caucus of African American Museum Event
- Mayor Holiday Luncheon at PMRC
- R & P Audit Meeting at City Council Chambers
- On-site baseball field walk through w/ R & P Advisory Board Chair and Parks Division Chief and other Parks Division personnel
- Met w/ Pam Jordan, Director of Dept. Aging, AA County Government

### **PMRC Recreation Division**

#### Accomplishments

- Summer Camp preparations
- REACH program preparing for “The Wiz” auditions in January
- Continued education completed for all Child Care employees
- Department budget

#### Number of Participants (if applicable)

- Current Child Care Numbers - 232

#### Number of Rentals Including Revenue (PMRC)

- Total Revenue for Latchkey, Youth Dance, & Special Events - \$38,715.00

#### Upcoming Programs / Events (SC & PMRC Recreation)

- Winter Dance Classes (January)
- Sweetheart Dance (February)
- “The Wiz” Auditions (January)
- CPR class (January)

### **Athletics**

#### Accomplishments

- Successful end to Co-ed Volleyball Season.
- Successful end to all fall programs, Fencing, Boxing, and Rock climbing

#### Number of Participants (if applicable)

- Volleyball had 7 teams competing in the Fall League
- Fencing had 25 participants, Boxing had 15 participants an increase in both programs

#### Number of Rentals Including Revenue (PMRC)

- 15 total rentals with revenue of \$19368.75

#### Upcoming Programs / Events (SC & PMRC Recreation)

- Youth Basketball League play begins January 4, 2020
- 4<sup>th</sup> annual Pass, Pick & Play event
- New Tennis Program begins January 9, 2020
- New Soccer Program begins January 9, 2020

#### Upcoming Facility Maintenance Projects (PMRC, Parks & SC)

- None, as of this report.

### **PMRC Fitness**

#### Accomplishments

- Hosted the MRPA Fall Membership Meeting at PMRC

#### Number of Participants (if applicable)

- Pip Moyer Recreation Center Fitness classes 1,731
- Pip Moyer Recreation Center Personal Training 49 Hours
- 50- Yoga Variations
- 24-Cycle
- 20- Zumba/Dance
- 16-Turn Back The Clock
- 12- Body Shred
- 8-Aerobics
- 8-Warrior Sculpt
- 8- Pilates
- 8- Cardio Kick Boxing
- 8- HIIT Fusion
- 8- Barre
- 8- Barbell Strength
- 8 -PilatesTotal Body Work Out/ Work your Core
- 8- Movement for Motion
- 8- Pickel Ball Conditioning
- 4 - Body Workout 40+

Upcoming Projects (Recreation)  
Walk Annapolis & New Pool

Number of Meetings & Events (SC)

- 2 Staff meetings in the Maintenance Department
- 3 meetings throughout the month.

Number of Rentals Including Revenue (PMRC)

- 1 Pavilion Rentals
- 8 Annapolis Walks Rentals

Upcoming Programs / Events (SC & PMRC Recreation)

- Kickball
- Fall softball
- Fall soccer

Pool Construction

- At this time pool construction is on schedule

Tennis Court Construction

- Is behind schedule and over budget approximately \$100,000

### **Parks Division**

- Did a leaf removal throughout all the parks.
- We sent the Kubota tractor out to get a plastic enclosure on it.
- All trash removal and doggy bags went great.

Upcoming Projects (Parks)

- Repair and clean the gutters at the trailer at Truxtun.
- Renovate the Collison building

### **Member Services**

Accomplishments

- Breakfast with Santa was again a success we had 160 kids registered and 121 kids and family in attendance.
- Front Desk Staff planned Holiday Party/Staff Meeting for January 3<sup>rd</sup>.
- Staff that is in need of CPR certifications will attend class on January 20<sup>th</sup>.

Number of Participants

- 3,268 members from December 1 thru December 31
- Revenue for memberships for the Month of December - \$67,844
- Facility usage from December 1 thru December 31–12,963 scans (check-in)

## **Pip Moyer Recreation Center (PMRC) Facility**

### Accomplishments

- Painted conference room 2 and 3
- Painted the weight room
- Engaged in deep cleaning in both the cardio and weight room.
- Changed the feel of the entrance and lobby by sprucing up the planters and adding lights.
- Shampooed the office area.
- Shampooed the kid zone.
- Instituted a “weights back” policy in the weight room.
- Started the process of fixing the screen in conference room 3
- Instituted a work review board that my crew must sign off on every shift every day.
- Met with a representative of Foxwell Flooring to discuss proper care of the various surface and start the process of repairing various floor tiles.
- Painted the room behind the front desk.
- Installed plant hangers throughout the center in preparation of beautification of the PMRC.

## **Stanton Community Center**

### EVENTS

- True Church.....Sundays
- Memorial Service.....Friday 1
- Repast ..... Saturday 2
- 1<sup>st</sup> Sunday Feeding.....Sunday 3
- Baby Shower..... Saturday 9
- Birthday Party ..... Saturday 16
- We Care & Friends Dinner.....Monday 25
- Naptown Raiders ..... Friday 29
- AAWDC.....Thursday 21

### MEETINGS

- Stanton Center Bible Study..... Tuesday 5, 12,19 & 20
- Tough Love NA Meeting (GYM) .....Tuesday 5, 12,19 &20
- Local Organization Committee (LCR) ..... Thursday 7,14,21 & 29
- GED Preparation (CPL) ..... Saturday 2,9,16,23 & 30
- Mayor Transition ..... Tuesday 5,12,19 & 20
- Street Angels ..... Monday 4,18&25

### SCC Recreation Programs

- S.T.A.I.R Starting The Adventure In Reading
- Get Smart Homework Club
- Cosmetology Class
- Girl Scouts
- ZSYBL

## **Marketing**

### Accomplishments

- *The Capital's* Facebook ads (two) promoting winter program registration activated 12/5 for four weeks
  - Successful campaign – 10 leads showed coming through by the 10<sup>th</sup> of the month
- Trained on how to administer NARCAN® by Capt. Aaron Edwards (COA EMS) 12/5
- Suggested edit “approved” to COA website... a “new look” to the social media accounts for all City department’s social media pages 12/3
- Stats of Spanish speaking users on the City site noted at 2,800 year to date through 12/8
- Working with Inna/Web team on new guidelines for ADA approved PDFs and JPEGs for website and social media platforms (have to update Adobe on Dana’s computer)
- Sold 75 PMRC Punch Cards as gifts and close to that number for members for two week holiday promotion (12/13-12/31) – on the low end, brought in more than \$15,000 with this promot!
- Membership Promo finished (new annual members received tumbler mug through 12/31):
  - \*waiting on Front Desk Supervisor to return from medical leave to provide number of Annual Memberships purchased 11/5 to 12/31 (to calculate number of mugs given out)\*
- Winter 2020 program guide disseminated
- ARPD December newsletter created
- Breakfast with Santa “donations sought” poster and “seeking donors” requests – continued promotion thereof
- Modell’s fall Team Weeks fundraiser through 12/26 (waiting to see how much we earned)
  - Winter Program Guide distribution to three libraries, City Hall, HACA, Visitors Bureau and other Annapolis businesses
  - Submitted December ad for Idle Time Advertising (IDA)

- E-News sent on 12/4 12/11 12/18 12/26 to 5,474+ e-mail and calendar subscribers each time
- Updates to ARPD web pages and calendar:
  - www.annapolis.gov/recreation was # 6 of 3,364 pages on the www.annapolis.gov web site → 1,893 pages views 12/1/19-12/31/19
    - PMRC page was #13 with 994 views
    - Open Gym was #20 with 125 views
  - ***The number one Internal Search Term was “Pip” Moyer Recreation Center (35 times)!***
    - The number two Internal Search Term was Waterworks Park (20 times)
    - The number four Internal Search Term was Pickleball (16 times)
  - Additional to note:
    - 49.2% used Chrome
    - 34.9% used Safari
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign throughout the month
- Facebook 12/1-12/31 (**ARPD** page): 1 action on the page, 376 page views (up 87%), 31 page previews (up 158%), 26 new page likes (up 73%), 21,255 post reaches (up 182%), 1 recommendation, 1,383 post engagements (up 112%), 31 videos (up 35%), 28 page followers (up 75%)
- Facebook 12/1-12/31 (**PMRC** page): 4 actions on the page (up 100%), 335 page views, 52 page previews, 17 new page likes, 621 post reaches, 8 recommendations, 881 post engagements, 18 videos (up 125%), 20 page followers
- Twitter 12/1-12/31: 17 Tweets, 8,500 Tweet impressions, 55 profile visits, 3 new followers (3,433 total followers now), top tweet (507 impressions) was promoting the tree work to be done at Turner Parks by the Parks Dept on Dec 4, top media tweet with 463 impressions was promoting the PMRC Punch Card Sale 12/13-12/31

## **Harbor Master**

- Negotiations are in progress to make provisions for the Pride of Baltimore to dock in March, April and May
- The Eastport Lights Parade was a safe, successful event.
- The Harbormaster’s staff participated in the Military Bowl Parade by towing our Patrol Boat #1. We handed out candy and boating safety materials. The federal boating safety mascot (Dog with lifejacket) rode inside the boat.

- The Harbormaster's team planned and executed New Year's Eve fireworks. The team had to tow and secure the barge, maintain a safety zone and support the men that put on the display.
- American Constitution visited our harbor and tied up at the Charter Dock. Constitution is a 267-foot cruise ship with 195 passengers.

## **OFFICE OF EMERGENCY MANAGEMENT**

### **Incidents and Events**

- December 1, 4, 15, 30, 31 – Coastal Flooding
  - OEM sent multiple Emergency Management Alerts on these dates to inform key officials, employees, and surrounding partners about severe weather and/or coastal flooding expected to impact the Annapolis area.
- December 23: Power Outage at St. John’s College
  - Emergency Management Alerts on these dates to inform key officials, employees, and surrounding partners about the power outage at St. John’s College. Emergency Management was in communication with St. John’s College Public Safety officials and coordinated with our local BGE governmental liaison.
- December 27<sup>th</sup> - Military Bowl 2019
  - Emergency Management hosted the Operational Briefing for the Military Bowl on December 19<sup>th</sup>. The briefing included representatives from City Departments, the Military Bowl, Navy Stadium, Parade Marshals, and others. Emergency Management drafted the Incident Action Plan for the Military Bowl and presented it at the Briefing.
  - OEM staff also attended the Stadium’s Operational Briefing held at the Navy Marine-Corps Memorial Stadium.
  - The Emergency Operations Center served as command post for the Military Bowl on December 27<sup>st</sup>. Police, Fire, and Emergency Management staffed the EOC and monitored the parade and the football game. OEM staff joined other public safety personnel in the activation of the Navy-Marine Corps Stadium Operations Center.
  - OEM staff also helped chaperone APD’s initiative to send thirteen children from Annapolis to the game.
  - OEM sent out one Emergency Management Alert to inform key officials, employees, and surrounding partners about changes in City services and temporary road closures due to the Military Bowl. OEM also sent out a push notification using the Prepare Me Annapolis app to notify residents of anticipated traffic detours and congestion.
- Winter Relief Program
  - During the month of December, the Stanton Center was activated 6 times and had 28 referrals.

### **Family Information Center Initiative**

- The Office of Emergency Management is coordinating with a number of partners to develop and exercise a Family Information Center Plan. This initiative encompasses planning, training, exercise, and outreach functions.
- Partners include the Anne Arundel County Crisis Response System, the Anne Arundel County Office of Emergency Management, Anne Arundel County Police, Anne Arundel County Fire, Annapolis Police, Annapolis Fire, the Department of

Social Services, the Anne Arundel County Health Department, Anne Arundel Medical Center, and Baltimore Washington Medical Center.

- Throughout the month of December, OEM hosted four Active Assailant Exercise Planning Team Meetings in the EOC with partners from Police, Fire, Crisis Response, Health, and the Department of Social Services.
- From December 4<sup>th</sup>-6<sup>th</sup>, OEM hosted 6 meetings to coordinate with Active Assailant Volunteer Coordinators, Evaluators, and observers.
- On December 11<sup>th</sup>, OEM hosted its 10<sup>th</sup> Annual Citywide Preparedness Exercise in partnership with the Anne Arundel County Crisis Response System, the Anne Arundel County Office of Emergency Management, Anne Arundel County Police, Anne Arundel County Fire, Annapolis Police, Annapolis Fire, the Department of Social Services, and the Anne Arundel County Health Department. This exercise included an Active Shooter at John Wesley Church and tested the newly formed Family Information Center (FIC) plan. Over 100 volunteers participated in this exercise.

## **Planning**

- OEM staff participated in weekly weather calls from the National Weather Service.
- OEM planners reviewed the Emergency Operations Plan and its Annexes for finalization.
- OEM planners updated the Emergency Operations Plan training presentation for finalization.
- OEM continued to review and audit City specific Substance Use Disorder data for the Overdose Free (ODFree) Annapolis Dashboard.
- On December 3<sup>rd</sup>, OEM staff attended the combined retreat in Cambridge of the Maryland Voluntary Organizations Active in Disaster and the Maryland Emergency Management Agency.
- On December 4<sup>th</sup>, OEM staff and Anne Arundel County Emergency Management staff collaborated on a list of updates needed for the Baltimore Regional Evacuation Coordination Supplement.
- On December 5<sup>th</sup>, OEM participated in the Maryland Incident Management Team (MD-IMT) monthly membership call.
- On December 9<sup>th</sup>, OEM participated in a Resiliency Working Group meeting at City Hall.
- On December 9<sup>th</sup>, OEM attended a planning and safety meeting for the Eastport Yacht Club's annual Parade of Lights event.
- On December 10<sup>th</sup>, OEM hosted a call with our Health Department Prevention Program Manager.
- On December 11<sup>th</sup>, OEM planners participated in the Baltimore Urban Area Security Initiative Recovery Committee Meeting via Conference Call.
- On December 12<sup>th</sup>, OEM attended the Hazard Mitigation Working Group meeting to discuss the new requirement under State law that jurisdictions affected by coastal flooding must file a coastal flooding plan with the State by Oct. 1, 2020, among other agenda items.
- On December 16<sup>th</sup>, OEM met with Finance and MIT to discuss multiple OEM grants.
- On December 17<sup>th</sup>, OEM met with officials from the Housing Authority of the City of Annapolis (HACA) to discuss preparedness and emergency response related to HACA properties.

- On December 17th, OEM participated in the Baltimore Urban Area Security Initiative Emergency Management Committee Meeting via Conference Call.

### **Training/Exercise**

- OEM delivered refresher training to Annapolis Call Center members on December 6<sup>th</sup> in the Emergency Operations Center.
- On December 10th, OEM hosted a Parade Marshal Training for all new Annapolis Community Emergency Response Team (CERT) Members.
- OEM Staff attended Type 3 All Hazards Incident Management Team training (O-305) that was hosted at the Maryland Emergency Management Agency (MEMA).

### **Outreach**

- OEM has increased its total Facebook page “likes” to 3,549 and has a total of 3,782 followers.
- OEM has increased its Twitter followers to 2,373.
- OEM has reached over 4,000 City residents through NextDoor.
- In December 5<sup>th</sup>, OEM conducted the Annual Business Outreach Tour in conjunction with the Fire Marshal’s Office and Economic Development. Staff made contact with about 300 businesses to share messages of holiday fire safety and how to stay informed this winter.
- On December 9<sup>th</sup>, OEM presented to Historic Annapolis staff on the role of Emergency Management, how to prepare for disasters and what to expect when a disaster occurs.
- On December 15<sup>th</sup> and 17<sup>th</sup>, OEM participated in the Fire Department’s Santa Run. OEM staff participated in the toy collection run through Annapolis neighborhoods as well as the toy drop off to many Annapolis schools.
- On December 17<sup>th</sup>, OEM presented on emergency preparedness to the Annapolis Family Support Center.
- On December 23<sup>rd</sup>, OEM staffed a table at the “Early New Year’s Eve” event at the Bates Athletic Complex.
- OEM continued the Food Friday initiative this month and provided food to a total of 52 families, which included 201 individuals.
- Throughout the month of December, OEM taught students Character Counts Curricula twice at Mills Parole Elementary School.
- Throughout the month of December, OEM distributed two Know While You Go Flyers.

### **Grants Management**

- On December 20<sup>th</sup>, OEM met with the Mayor’s Office staff to discuss FY20 OCCC/OIT grant funded applications.
- Emergency Management encumbered funds in December for fiscal year 2018 Urban Area Security Initiative Program (UASI) for the Office of Emergency Management, Hazmat team and the Annapolis Police Department.

<b>December 2019</b>	
FY 2018 UASI Emergency Notification	\$54,500.00
FY 2018 UASI Hazmat	\$620.80
FY 2018 UASI LETPA	\$2,475.00
<b>TOTAL December Grant Expenditures</b>	<b>\$57,595.80</b>

## **Annual Goals Update**

- Several 2019 goals have been advanced. These include:
  - The Associate IV position has been upgraded to Emergency Management Specialist.
  - OEM pursued and received an extra \$60,000 of homeland security funding this summer for the HazMat team.
  - Flood mitigation efforts are underway. The Hazard Mitigation Group meets regularly. Emergency Management is also taking final steps to receive the \$3M FEMA grant.
  - A survey related to Emergency Action Planning for houses of worship has been developed.
  - Substance Abuse prevention and harm reduction efforts are underway.
  - The finalizing of the Emergency Operations Plan continues.

## **Performance Measurement Milestones**

Prior to the establishment of OEM as a cabinet level position, The Office of Emergency Management (OEM) was a section within the Annapolis Fire Department. During that time, the Annapolis Fire Department submitted performance standards that was approved by the Council resolution. The fire department submitted 14 performance measures. Of the 14, one performance measure pertained to the Office of Emergency Management. Performance measurement #7 states:

Is the Office of Emergency Management meeting the needs of City Government and our citizens? Are they preplanning, educating, informing and preparing the City and its residents? Are they forward thinking, planning for long term problems? Are we ahead of the curve, or behind?

I'll address each question in question # 7.

**Is the Office of Emergency Management meeting the needs of City Government and our Citizens?**

*Highlighted Event*

OEM continued two major initiatives in December that support the most basic needs of Annapolitans. The overnight warming center at the Stanton Center provides a meal and a warm place to sleep for those seeking refuge from cold winter temperatures. Food Friday brings food from the Anne Arundel County Food Bank to local families that benefit from this service. OEM will continue making every effort to provide assistance to local residents where it is most needed.

**Are they preplanning, educating, informing and preparing the City and its residents?**

*Highlighted Event*

OEM was privileged to deliver a presentation this month to the staff of Historic Annapolis. Historic Annapolis operates several historic buildings around Annapolis and manages important collections. Emergency Management reiterated the best practices of preparedness and staying informed, and explained the support that OEM provides Historic Annapolis in its critical mission.

**Are they forward thinking, planning for long term problems?**

*Highlighted Event*

OEM facilitated a meeting of the Hazard Mitigation Working Group on December 12<sup>th</sup>. The Group is thinking ahead about comprehensive and coordinated strategies to manage and reduce the threat of coastal flooding in Annapolis. This month the Group received a presentation from the Maryland Department of Commerce on working with the Dutch on flood controls, began planning for the October 2020 nuisance flooding planning requirement, and discussed the plan to pursue additional grants to fund flood mitigation protection efforts downtown.

**Are we ahead of the curve, or behind?**

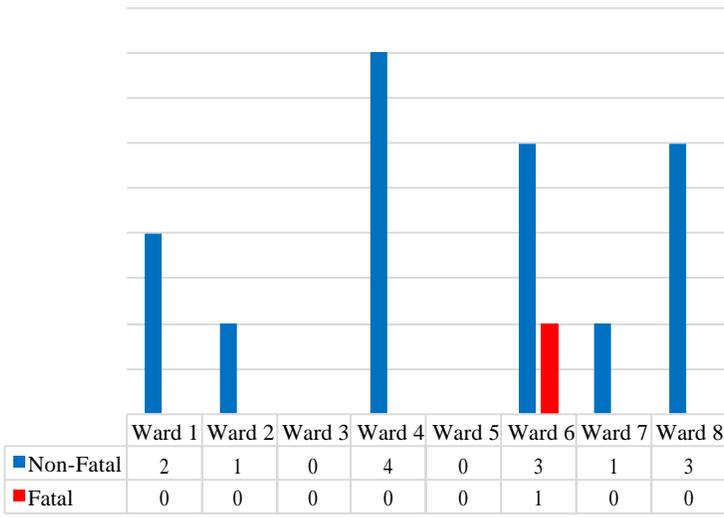
*Highlighted Event*

On December 11<sup>th</sup>, the Office of Emergency Management conducted a full scale active assailant exercise that involved multiple locations around the City. The exercise served as the culmination of a four year long initiative to establish and test the City's capacity to respond to an active assailant threat. The exercise also tested the groundbreaking Family Information Center Plan, which brings together a range of agencies to provide citizens with critical services after a traumatizing incident. The Office of Emergency Management will continue to pursue the highest readiness for all potential threats.

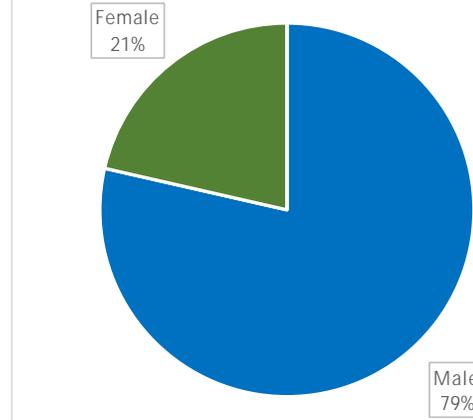
**Substance Use Disorder**

*December Monthly Report. (Note: January's monthly report will provide a 2019 annual SUD summary)*

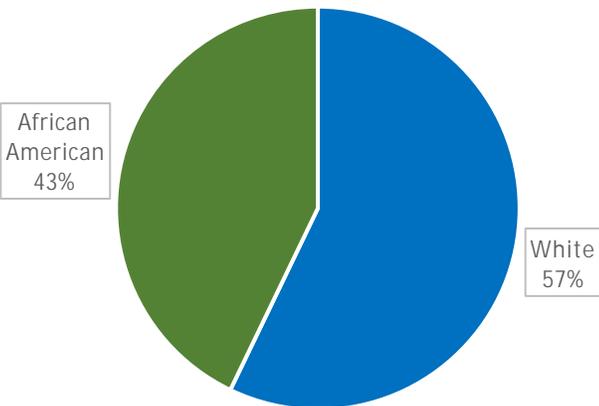
**OD by Ward**



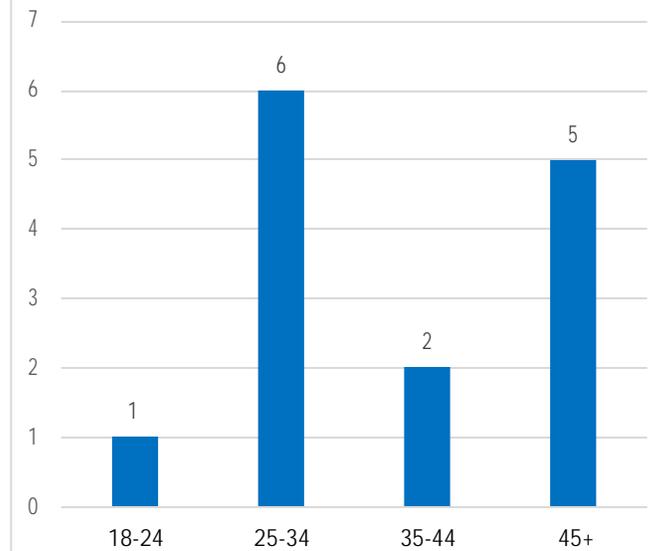
**OD by Gender**



**OD by Race**



**OD by Age Range**



## **DEPARTMENT OF TRANSPORTATION**

### **Monthly News**

#### *(1) New Hire*

Ms. Amanda Davis joined the ADOT team as an Account Associate 1 effective December 5, 2019. Prior to her coming to ADOT, she worked in the city's Finance Office.

#### *(2) Safety Meeting*

The safety meeting was held on Thursday December 5, 2019. Topics included: Annual review of driving records, uniform compliance, upcoming special events in the City, driver bids and meet the new ADOT maintenance manager

### **Administrative Matters**

Staff participated in the following meetings and events:

- Parking workgroup meetings
- Downtown development proposal review meetings
- OEM exercise planning session
- Transportation Association of Maryland (TAM) board meeting
- Baltimore Regional Transportation Board Meeting
- Mayor's holiday luncheon
- Active shooter exercise – ADOT provided two shuttle buses
- Winterfest – West Annapolis
- Military Bowl operations briefing at OEM
- Military Bowl Parade
- Provided warming bus and Circulator service for New Year's Eve events.

### **Activity Report**

#### ***Transit Operations***

##### A. December 2019 Ridership

<b>Route</b>	<b>December 2019</b>	<b>December 2018</b>	<b>% Change</b>
Red	4,574	3,905	17.13%
Green	8,142	7,215	12.85%
Orange	1,182	919	28.62%
Brown	5,611	7,170	-21.74%
Purple	1,837	1,893	-2.96%
Circulator	3,320	3,750	-11.47%
State Shuttle	5,105	2,981	71.25%
Paratransit	158	174	-9.20%
<b>Total</b>	<b>29,929</b>	<b>28,007</b>	<b>6.86%</b>

The ridership data includes the following free rides that generated no revenue:

K-12:	555 free rides
MTA Transfers:	261 free rides
City Employee:	135 free rides
Under 6	129 free rides
-----	
Total free rides:	1,080 <b>free riders</b>

B. December 2019 Farebox Revenue

<b>Route</b>	<b>December 2019</b>	<b>December 2018</b>	<b>% Change</b>
Red	\$4,716	\$4,499	4.82%
Green	\$8,037	\$7,788	3.20%
Orange	\$1,517	\$1,472	3.06%
Brown	\$5,739	\$8,274	-30.64%
Purple	\$2,205	\$2,192	0.59%
Circulator*	\$0	\$0	0.00%
State Shuttle**	\$213	\$206	3.40%
Paratransit	\$465	\$380	22.37%
<b>Total</b>	<b>\$22,892</b>	<b>\$24,811</b>	<b>-7.73%</b>

\*The Circulator is free. \*\*Excludes fares from state employees, an average of \$22,083.

B. Service Hours/Miles

Total Service Hours: 4,706

Total Service Miles: 39,971

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 100%. There were 14 cancellations and three (3) no show. All pickups were on time.

Fixed routes OTP was 91% based on 41 observations.

Maintenance

- Fifteen (15) preventive maintenance inspections were completed.
- Gillig bus recalls are being scheduled for repair
- Several campaigns are underway to repair and replace worn vehicle parts:

**Parking Activities, December 2019**

Parking Garages/Lots

Garage/Lot	Revenues	Vehicles Parked
Gotts	\$160,897.00	20,313
Hillman	\$212,559.00	22,823
Knighton	\$39,520.00	6,054
Park Place++	\$83,672.35	11,985
South Street Lot	\$4,775.00	1,260
Larkin Street Lot	\$8,752.00	200
City Dock Lot**	\$450.00	2
<b>Total</b>	<b>\$510,625.35</b>	<b>62,637</b>

++Not managed by SP Plus      \*\* Monthly program only

On Street Parking

Activity	Transactions	Revenue
Citations	585	\$43,685
Parking Meters	13,607	\$24,284
<b>Total</b>	<b>14,192</b>	<b>\$67,969</b>

**Overtime and Leave (sick, vacation personal, etc.) Hours**

For the December 2019

<b>Division</b>	<b>Overtime</b>	<b>Leave (sick, vacation and personal, etc.)</b>
Parking Enforcement Officers & Parking Meter Technicians	0	0
Transit Vehicle Operations – Bus Operators only	231.5	642
Transit Supervision	88	80
Vehicle Maintenance	35	72
<b>Total</b>	<b>354.5</b>	<b>794</b>

Leave without Pay 293.5