



**CITY OF ANNAPOLIS
CITY MANAGER**

**Monthly Report to the City Council
November 2019**

HUMAN RESOURCES DIVISION

FY2020 Goals and Objectives

Continued work with City Manager and outside counsel to address issue of contractual employees and Maryland State Retirement system membership resulting from state audit.

Assisted City Manager and outside counsel in review of 401(a) criteria. Provided information on current and past participants.

Resolved taxability of job related disability pensions for Police and Fire retirement recipients with Assistant City Attorney and with outside counsel. Communicated with union representatives and affected retirees.

Continued investigation into Police union claim that employees with military orders were not required to make up pension or benefit contributions. Reviewed benefit arrears related to military deployments and Police and Fire pension plan requirements of employee contributions.

Continuing to assist with Civic Plus workforce planning system module for budget development.

Met with Police union representatives and Police Management to review Police promotional process prior to next process. This was the initial meeting with follow up meetings expected.

Held initial meeting with Police Chief, members of Police Management, Assistant City Manager, representatives of Human Relations and members of African American Caucus to collaborate on police recruitment concerns expressed by the caucus.

Ensured terminally ill Fire Department employee received maximum benefits for his family prior to his passing.

Reviewed civil service job descriptions with department representatives in preparation for Civil Service Board meetings.

Continued to work with Sgt. Truitt regarding secure access to Gorman Street facility and handled distribution of keys to secured stairwell in building. Reviewed security measures during installation of cameras and handicapped access points.

Please see chart below for information on turnover, benefit enrollment and applicant data.

MONTH	NOVEMBER							
YEAR	2019							
FISCAL YEAR	FY2020							
VACANCIES FILLED	CANDIDATES APPLIED IN NOVEMBER	NEW EMPLOYEE ORIENTATIONS CONDUCTED BY HR	EMPLOYEES ENROLLED IN BENEFIT	RETIRES ENROLLED IN BENEFITS	RETIREMENTS PROCESSED	TERMINATIONS PROCESSED	EXIT INTERVIEWS CONDUCTED	AVERAGE NUMBER OF WORKING DAYS TO COMPLETE EXTERNAL RECRUITMENT
12	91	12	4	2	3	1	3	54
				Applicants during November				
Vacancies Filled in Novem	Male	Female		Male	Female	Unidentified	TOTAL	
White	4	3		17	8	0	25	
Black	2	2		26	9	0	35	
Hispanic	0	1		3	0	0	3	
Asian	0	0		2	0	0	2	
Two or More	0	0		0	0	0	0	
Other	0	0		0	0	0	0	
Unidentified	0	0		0	0	26	26	
	6	6		48	17	26	91	

FINANCE DEPARTMENT

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Nov. 2019
Audits & Special Projects	Maintain strong internal controls over City's financial assets	<ul style="list-style-type: none"> - Conduct Risk Assessments of City departments - Conduct 1-2 reviews of Finance internal controls - Conduct 1-2 review of departmental internal controls 	<ul style="list-style-type: none"> - Reviewed draft of the Audit Committee's audit of Rec & Parks internal controls over cash processing. - Staff prepared the fund statements for FY2019 CAFR audit. - Staff prepared schedules requested by our auditors for the upcoming annual audit. - Drafted the CAFR financial statements and footnotes.
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</p>	<p>Establish goals for timely payments and track compliance</p> <p>Reduce necessity of payroll adjustments</p> <p>Investigate opportunities for enhanced banking</p>	<ul style="list-style-type: none"> - Taking initial steps to outsource check printing & distribution. - Contracted with vendor to provide payroll payment and tax compliance services. - Moving to vendor provided paycard system for all manual paychecks.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Nov. 2019
	disbursement processes	services and outsourcing	
Cash, Debt, CIP, & Grants	<p>Efficient use of City cash & investments</p> <p>Provide for efficient debt management</p> <p>Produce accurate and timely financial reports for Capital Projects</p> <p>Ensure City-wide compliance with Grant budgets</p>	<ul style="list-style-type: none"> - Maximize earnings on cash and investments - Reduce number of bank accounts and seek opportunities to reduce bank fees - Quarterly draw down of debt proceeds - Debt issuance based on cash flow requirements - Annual Bond Ordinance following annual budget - Timely preparation and review of quarterly financial reports for each capital project - Record revenue in capital projects on a monthly basis - Conduct quarterly reviews of Grant activity and provide feedback to departments as necessary - Enhance departments' understanding of grant provisions 	<ul style="list-style-type: none"> - Continued regular drawdowns of bond proceeds. - Analyzing CIP to standardize accounting within the capital projects. - Prepared for Dec. bond sale providing funding for capital projects and refunding 2011 bonds for interest savings. - Prepared and distributed 1st quarter budget vs actual reports to Council, management, and all departments.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Nov. 2019
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"> - Timely recording of transactions - Timely and accurate account reconciliations and reduction of reconciling items - Establish deadlines to ensure timeliness - Issue CAFR for FY19 by Dec. 31 - Preparation of Monthly Budget to Actual financial reports and communicate with departments of any issues 	<ul style="list-style-type: none"> - Staff prepared fund statements for CAFR. Planned issuance of CAFR January 31, 2020. - Filled all open positions. - Continuing OpenGov implementation, including Budget Builder and Workforce Planning. Workforce Planning nearly complete. OpenGov preparing draft of FY2020 budget book. - Completed preparation and dissemination of quarterly budget to actual report.
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"> - Revise City Code provisions regarding utility adjustments and related penalties - Establish and consistently follow Code provisions and internal policies - Monitor number and nature of customer complaints and resolve any related internal issues 	<ul style="list-style-type: none"> - Filled cashier positions. - Interviewed and offered for Billing clerk.
Risk Management	Reduce risk of workplace injuries	<ul style="list-style-type: none"> - Increase safety of City work environments through inspections and safety training at each department - Conduct periodic evaluations of department progress in reducing risk and occurrences 	<ul style="list-style-type: none"> - Mr. Bradley continues with site reviews and recommendations for improvements. - Established revised workers comp tracking process.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Nov. 2019
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"> - Codify Procurement Law - Update Procurement policies to reflect code requirements - Expand use of procurement cards to allow departments to initiate purchases - Expand use of existing government contracts, when appropriate - Implement MUNIS module for check requests - Evaluate feasibility of MUNIS P Card, contracts module and project management modules - Identify ways to measure current MBE participation through contractors and subcontractors - Determine benchmarks for MBE as appropriate - Expand outreach 	<ul style="list-style-type: none"> - Check request module in MUNIS is in testing. Training to follow. - MUNIS P-card functionality is in testing. Training to follow. - Continuing research on MBE participation policy.

MANAGEMENT INFORMATION TECHNOLOGY DIVISION

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

PC and laptop replacements and upgrades: 11/2/2019- 20 PC's

Laptop maintenance: 1

Laptop Windows 10 upgrades: 10

Received 249 IT-related requests
Resolved 253 IT-related requests
38 site visits were required to resolve IT-related requests

Implementation of Munis modules and functionality – Procurement Cards: Met with Wells Fargo on September 5th to create the first draft of the custom GL/Report template within the CCER program. We pulled the test statements with the new custom report and tested them. Edited the custom report and re-testing in Munis.

Workforce Cyber Security training: As of 11/30/2019, 78% (512) of employees have activated their account. Lesson #3, Office Security was released on 11/7/2019 and 56% of employees have completed the lesson. Reminder emails were sent on 11/24/2019.

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.

Deployed Virtru email encryption software to select staff in MIT, Finance, HR, Mayor’s Office, and Fire Department to help protect sensitive information.

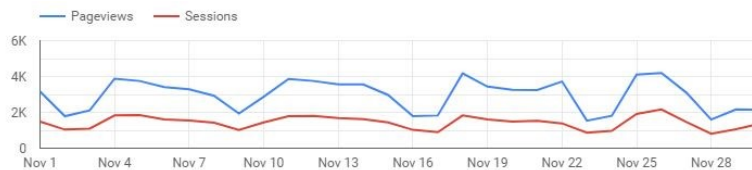
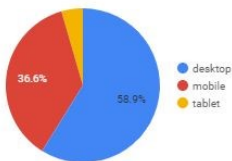


Analytics for
www.annapolis.gov

Pageviews
88.9K

Unique Pageviews
72.0K

Sessions
43.0K



Popular pages

	Page Title	Page	Pageviews ▾
1.	Annapolis, MD Official Website	/	10,176
2.	Bus Routes & Schedules Annapolis, MD	/185/Bus-Routes-Schedules	3,729
3.	Annapolis, MD	/Search	2,937
4.	Annapolis, MD	/list.aspx?PRVMSG=253	2,093
5.	Jobs with the City Annapolis, MD	/237/Jobs-with-the-City	2,083
6.	City of Annapolis Recreation & Parks Ann...	/189/Recreation-Parks	2,000
7.	Residential Collection Services Annapolis...	/746/Residential-Collection-Services	1,826
8.	Online Bill Pay Annapolis, MD	/802/Online-Bill-Pay	1,598
9.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,181
10.	Pip Moyer Recreation Center Annapolis, ...	/412/Pip-Moyer-Recreation-Center	1,064

Annapolis.gov Website:

- Agendas posted: 121 (Agenda Center)
- Alerts posted: 8 (Alert Center)
- Items archived: 2 (Archive Center)
- Events posted: 491 (Website Calendar)
- Documents posted: 902 (Document Center)
- Information posted: 2 (Info Advanced Module)
- Daily Newsletters sent: 57 (News Flash Module)
- Notifications sent: 123 (Notify Me Module)
- Web pages updated: 376
- Redirects created: 3 (Redirect Module)
- Staff Directory updated: 60
- User Administrators updated: 3 (User Administration)

Web page with the accessibility training material has been set up and the Web Team

members notified: • <https://www.annapolis.gov/1583/Annapolis-Web-Team>

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 may last up to two years.

CENTRAL PURCHASING

Current Procurements – Status

RFQ 20-03 Design-Build-Finance-Operate-Maintain Services for Redevelopment of Parking Facilities and Resilience Infrastructure

- 5 Statement of Qualifications received. Review in progress.

Completed Procurements – Status

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

- Awarded to Gardiner & Gardiner. Project on hold. Referred to task force.

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 December 2019 completion.

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.

IFB 19-15 Elevated Water Storage Tank Improvements

- Awarded to Johnston Construction. Project scheduled for December 2019 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 19-25 APD Call Center Furniture

- Awarded to Xybix Systems. Project scheduled for December 2019 completion.

IFB 19-26 Dorsey Road Improvements

- Awarded to ECM Corporation. Contract in process. Project scheduled for December 2019 completion.

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

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

RFP 19-27 CDBG Consolidated Plan

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

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

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.

- ***A report on bag bans and fees (plastic, paper, etc.) was completed, including recommendations for potential legislation. The Baltimore City bag ban was passed by the City Council on November 19 and awaits the Mayor's signature. Effective one year from signing. Bans plastic bags thinner than 4/1000 of an inch and imposes a 5 cent fee on all other bags, with 4 cents to retailer, 1 cent to the City's general fund.
- Revisions commenced on the City's Integrated Pest Management Policy and research performed to inform decisions on a potential ban on the use of particular pesticides.
- ***Research commenced on requirements, challenges, opportunities for City farmers markets.
- Research commenced on energy savings opportunities.
- ****Research was performed to develop a report on the potential use of electric vehicles in the city fleet, including police vehicles.

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

*** The City/County No Discharge Zone (NDZ) application process is moving more quickly than anticipated. It has been recommended for approval by both DNR and MDE and now is under review by EPA. A final designation may take until May 2021 to allow for reviews, a notice and comment period, response to comments, and final drafting of the designation. The NDZ will prohibit vessel discharges of both treated and untreated waste in the designated waterways.

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.

Waiting for DNR approval of latest draft before moving the MOU through the execution process.

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.

- Work on the updated Greenhouse Gas Inventory for the City continues with a projected completion date of January/February 2020.
- OEP and members of the Environmental Commission and Conservancy Board serve on the Resiliency Work Group, which made further revisions to prioritization of activities and began working on a communications strategy.
- On November 14, the Office of Environmental Policy (OEP) held the first of two Program for Public Information (PPI) Committee meetings. The PPI Committee is part of the requirement for the FEMA CRS Application (Activity 330). The committee has three City of Annapolis employees and three residents/business owners of Annapolis. The purpose of the PPI Committee is to make suggestions to the City regarding valuable flood outreach material to property owners and residents within the Special Flood Hazard Area and throughout the City. Those in attendance included: Raycine Hodo (OEP) and John Menassa (PZ) – the City's floodplain administrators- and Michelle Stephenson (PIO), Cardie Templeton, property owner and property manager in Annapolis, Jason Brand, Senior Vice President of Governmental Affairs with the Anne Arundel County Association of Realtors, Jen Sparenberg with Maryland Environmental Services (MES), and David Stroud from Wood Environmental. The next meeting of the PPI Committee is scheduled for December 17, 2019 at 10:30 AM.

Other

Brewer Hill Cemetery: The Secretary of the Maryland Department of Transportation responded to the Mayor's request for 1)archaeological assistance and equipment from the State Highway Administration to perform a survey for gravesites and remains and 2)their expertise in handling community and other state required communications. The Secretary agreed to the second part of the request as well as general guidance from the SHA archaeologist. City staff met with the SHA archaeologist and discussed further revisions to the site plan under design by Hyatt Commercial to address the stormwater erosion at the cemetery from the West Street outfall.

Urban Forestry (a supporting activity to Performance Standards)

Annual Tree Planting. OEP worked with Purchasing to secure contracts with nurseries and landscaping companies to plant approximately 30 trees, which completed the City's Fall planting. There will be more focus on Spring planting since planting started late this fall.

Updating Urban Tree Canopy. OEP selected University of Vermont to update the City's outdated Urban Tree Canopy analysis and OEP is working with MIT and Purchasing to move that project forward.Vermont performed the original analysis.

The Annapolis Conservancy Board. The Kingsport fence continues to be an issue. This fall, a court ordered removal of the fence erected by a property owner that prevents easy access to the Kingsport HOA conservation easement for routine maintenance. The homeowner's attorney attended the November Board meeting to present his client's request that the Board support moving the fence into the easement area so that Kingsport residents will not park on the property owner's driveway. Legal has not yet weighed in on whether that support is an appropriate action by the Board since the City does own the land at issue.

FIRE DEPARTMENT

Monthly/ YTD Response Statistics

- The Department responded to 930 calls for service in November and a total of 11,090 calls for 2019 with the following monthly breakdown:
 - EMS - 609 or 64%
 - Fire - 234 or 28%
 - Service - 61 or 6%
 - Rescue - 4 or 1%
 - Hazmat - 22 or 1%

Other Events/Activities

- EMS Hospital Transports - 375 - The EMS Division conducted 0 citizen CPR course(s) and 0 Your Life Matters event(s).
- SAFE Station Referrals - 9
- Cardiac Arrest Survival Rate is 4.7% - National Average is 8%.
- Overdose Responses - 20 with 17-suspected Opioid and 24 Narcan administrations.
- EMS Billing income for October - \$195,117.
- Completed 73 new fire safety building inspections and 54 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 41 Fire Permit/Plan and 11 Building Permit Reviews.

The Fire Marshal's Office conducted 0 Use and Occupancy Inspections.

This Month's Fire Prevention Message - "Prevent Kitchen Fires - Never Leave Cooking Unattended".

The Fire and Explosive Services Unit responded to 10 suspicious package incidents and 0 Bomb Threats.

The Fire and Explosive Services Unit responded to 8 requests for explosive detection K-9's.

The Fire and Explosive Services Unit investigated 1 Arson fire.

The Fire and Explosive Services Unit conducted 2 background investigations for the upcoming Recruit Fire Academy Class.

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

Significant Incidents

11/2/19 Gas Leak - Market Street

11/2/19 Annapolis Tug of War - EMS Standby

11/3/19 Shooting - Tyler Avenue

11/13/19 Vehicle into a Structure - Admiral Drive

11/16/19 EMS/Bomb Squad Support – Navy Stadium
11/16/19 Funeral for Lt. Joshua Snyder who succumbed to cancer
11/16/19 Anne Arundel and Naval Academy Fire Departments filled all Annapolis Stations so that the duty crew could attend Lt. Snyder’s Funeral
11/18/19 Military Ordinance Recovered – Brice Road – Assist Anne Arundel County
11/18/19 Brush Fire with Exposures – McKendree Avenue
11/22/19 Structure Fire – Gross Avenue
11/23/19 Bomb Squad/Haz-Mat/Fire/EMS Support – Navy Stadium
11/23/19 Stabbing – 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 November – 3

- o ***1 for parking concerns possibly blocking emergency vehicle access – was investigated.***
 - o ***1 questioning hospital patient transported to – was verified correct based on what was known at that time.***
 - o ***1 for fence damaged during firefighting activities on working fire – was turned over to Risk Manager to have repairs completed.***
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 November – 1:37 (Minutes:Seconds)

Average Response Time for November – 3:02 (Minutes:Seconds)

Average Response Time for Multiple Units on Scene – 4:03 (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.

Five minor medical claims in November -

- ***One had blood/body fluid exposure on working medical incident - no lost time***
- ***One had muscle aches from working on hoses - Dr. believed medical reasons - no lost time***
- ***One had shoulder pop out when lifting medical monitor - no lost time***
- ***One was struck in the head by falling plaster on a working fire - no lost time***
- ***One had their shoulder give out carrying ladder - 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.

Three minor issues with vehicles in November -

- ***Tire popped and had to be replaced when struck curb attempting to pass vehicle parked on road***
- ***Damage to side mirror of vehicle while parked and unattended - repaired in-house***
- ***Damage to windshield while driving on highway - repaired***

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 - 2,033

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 \$57,283.70 for the month of November, which is 9.55% of our total Overtime annual budget. This took our total FY2020 Overtime usage to \$384,574.76, which is 64.10% 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 deficiencies noted were corrected.

11. Fire Prevention Programs - Are our fire prevention programs effective? I cannot determine or measure how many fires 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?

November Public Education Events - 17

November Fire Loss - \$2,337,600

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 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.*
 - *Eight Recruits in Fire School along with three Anne Arundel County Fire Department Recruits*
 - *One Firefighter attended Paramedic School with multiple jurisdictions*
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 November, our average was 4 days. Code violations are handled by all inspectors, not just Property Maintenance depending on the type of violation.

Complete 100% of all scheduled rental inspections

In November, 99% of scheduled rental inspections were completed.

Initiate review of all applications within three days of receipt

--For permit review, our average time was 5 days.

Complete four policy/program initiatives for Comprehensive Plan Update

The consultant team has started to draft introductory chapters of the plan, which were presented to the Planning Commission in November. There will be a meeting for the Chairs of all the City's Boards and Commissions on Dec. 2 and a meeting for the presidents of civic and neighborhood associations in January.

Chesapeake Bay Critical Area Buffer Mapping update

The ordinance went to Environmental Matters and will go to Rules Committee in December.

Zoning Code Updates

No progress to date

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
- 2 Site Visits
- 3 Permitting Assistance
- 1 Parking Assistance
- 2 Information Requests
- 7 Policy & Other Assistance
- 1 Code Enforcement Assistance
- 1 Ceremonial Assistance
- 2 Pre-Application Meetings
- 1 Ribbon Cutting

Other Noteworthy Planning and Zoning Department Activities

Community Development Block Grant

--As part of the requirements for the city's Five Year Consolidated Housing and Community Development Plan, the city held seven round table discussions with its stakeholders. Staff and consultants met with representative from HACA, APD, Planning, Recreation and Parks and held roundtable discussions with approximately 38 representatives of organizations that provide services to the city's low and moderate-income residents. The purpose of the meetings was to determine the city's primary housing and community development needs.

--Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019. Prepared the final list of impediments to fair housing, strategies for addressing those impediments, metrics and milestones and responsible parties. The Housing and Community Development Committee will hold a public hearing on those strategies in December.

--Completed other program financial disbursements and administrative activities.

Community Legacy

Maryland Department of Housing and Community Development notified us that the division's application to repair and restore the exterior of the Universal Lodge #14 was awarded \$200,000.

Historic Preservation Division

Administrative Applications - 11 - Estimated Value of Construction - \$130,132.00

Public Hearing Applications - 1 - Estimated Value of Construction - \$400,000.00

Tax Credit Applications - 2 - Estimated Value of Const. \$16,000.00 - 1 @ 25% = \$2,500.00 & 1 @ 10% = \$600.00 - Total - \$3,100.00

On November 6, staff made a presentation to local realtors about the Historic Preservation Division and current issues in Planning & Zoning. Staff answered numerous questions clarifying zoning and preservation regulations.

Staff and Alderwoman Rhonda Pindell Charles met on November 13 to discuss construction details and the schedule for a proposed elevator at the Community Health Center at Parole (a City Local Landmark) with representatives from Anne Arundel County and the Board of the Center.

Staff worked with the owners of both the building at 196 Duke of Gloucester Street that suffered a devastating fire on Monday November 25 and the building next door at 200 Duke of Gloucester Street that also suffered damage. Staff will continue to assist the property owners through the engineering, application, and tax credit processes.

Staff are working with DPW and the Maryland Historical Trust on details of the proposed renovations for the Maynard-Burgess House.

Staff and archaeology consultant Jeanne Ward worked with DPW engineer to monitor Phase II archaeological investigations at the Flood Mitigation project, determine responsibility for the curation of more than 3000 artifacts to date, and plan for a full Phase

III investigation.

Staff had several meetings with the architect for 110 Compromise Street to revise drawings for a proposed restaurant to meet Historic Preservation Code and Guidelines.

Economic Development Division

Attended DC 5G Conference in Pentagon City, VA
Attended Founder Trac Demo Day
Attended Wilson Center Economic Development Conference in Washington, DC
Attended Hispanic Taxpayer Summit
Attended AAEDC Stakeholders Meeting
Attended Caucus of African-American Leaders Meeting (Anne Arundel)
Attended Maryland Avenue - State Circle Membership Meeting
Attended Governor's Multi-Chamber (Anne Arundel County) Luncheon
Attended Downtown Annapolis Partnership Board Meeting
Attended South Forest Drive Business Association Meeting
Attended the Atlantic Future Forum Reception on the HMS Queen Elizabeth
Kicked-Off the Love Annapolis - Shop Annapolis (Shop Local) Campaign with a Mayoral Press Conference

POLICE DEPARTMENT

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

	2019	2018
Homicide	0	0
Rape	0	2
Armed Robbery	4	2
U/A Robbery	5	4
Agg Assault	19	10
Res Burglary	3	15
Non-res Burglary	0	3
Larceny	53	61
M/V Theft	7	3
Total	91	100

Communications Section

CALL CENTER ACTIVITY

The communications section processed 3501 calls for police service. This is an average of 106 calls per day. (Note that 371 cfs were Frequent Checks) The prior month of September totaled 3401 service calls for an average of 117 calls per day. The communications section processed 7453 telephone calls through the center totaling 10,151 talk minutes. Average number of telephone calls per day was 240. Emergency 9-1-1 calls totaled 836. Telephone calls for the prior month of September 2019 totaled 6883 for an average of 229 per day. 911 calls for September totaled 819.

Month	2016	2017	2018	2019	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2673	2748 + 723 fc	2763 + 510 fc	2951 + 479 fc	2:28 minutes	8 = 3:43	3 = 1:40	14 = 2:04
February	2585	2336 + 421 fc	2462 + 513 fc	2361 + 443 fc	1:20 Minutes			
March	2884	3557 + 504 fc	2826 + 379 fc	2852 + 483 fc	1:21 Minutes			
April	2925	2736 + 462 fc	2922 + 432 fc	2844 + 486 fc	0:58 Minutes	18 = 1:06	2 = 1:23	7 = 0:26
May	3089	3050 + 609 fc	2907 + 329 fc	3035 + 488 fc	1:39 Minutes			
June	3096 +630 fc	3067 + 706 fc	2958 + 243 fc	2770 + 382 fc	2:12 Minutes			
July	2945 +495 fc	3370 + 328 fc	3113 + 322 fc	2873 + 374 fc	3:12 Minutes			
August	2824 +209 fc	3081 + 251 fc	3160 + 603 fc	2936 + 361 fc	1:19 Minutes	21 = 2:00	8 = 1:43	8 = 1:29
September	2689 +404 fc	2926 + 316 fc	2921 + 353 fc	2930 + 371 fc	1:33 Minutes	15 = 1:54	5 = 0:44	6 = 2:13
October	2813 +615 fc	3142 + 302 fc	2983 + 388 fc	2813 + 615 fc				
November	2502 +616 fc	2978 + 692 fc	2656 + 413 fc	2504+334 fc				
December	2579 + 608 fc	2888 + 491fc						
Totals	37,181 <i>(33,604w/o fc)</i>	41,684 <i>(35,879 w/o fc)</i>	39,127 <i>(31,671 w/o fc)</i>	35,7589 <i>(31,1492 w/o fc)</i>				
Avg. CFS	101.6/Day	114.2/Day	107.2/Day	107.0 / Day				

Community Service

C-Safe	Total	Victim Services	Total
Parole & Probation home visits	0	Burglary reports	3
DJS home visits	0	Victim's contacted	3
DJS school visits	0	Residential Survey	0
MCIN meetings	2	Commercial Survey	0
Hispanic Liason	Total	Neighborhood Safety Training	0
Translator Contacts	9	Community requests	5
Victim Contacts	5		
Total Contacts	14	Watch Your Car	Total
Court Hours	6	Auto Theft reports	6
School Visits	22	Theft from Auto reports	14
Officer Activity	Total	Vehicles Registered	0
Meetings	49	Scooters Registered	0
Total School visits including Hispanic Liason	61	TFA/ Auto Theft Initiative Letters Sent	20
Calls for Service	7	J.O.I.N.S.	Total
Reports	4	Juveniles currently in JOINS	0
Foot Patrol Hours	42	Unsupervised juveniles	0
Business Checks	106	90 day supervision juveniles	0
Bank Checks	7	Home visits	0
Traffic Stops	1	School visits	0
Traffic Citations	0	Juveniles arrested	12
Traffic Warning	1	Juveniles that didn't qualify	10

FIR	0	Juveniles that qualified	0
Warrant Attempts	0	Teen Court	2
Emergency Evaluation	0	Closed J.O.I.N.S. cases	0
CDS Arrests	0	Explorers	Total
Warrant Arrests	0	Current Explorers	6
On View Arrests	1	Interested Explorers	1
Traffic Arrests	0	Explorer Post Training days	2
Summons	0	Community Events Attended	1
Juvenile Citations	0		
Total Arrests	1	Cadets	Total
		Current Cadets	5
CSS Events and Activities	120	Community Events	23

Accomplishments:

- Sent 2 press releases for incidents/events in November
- **Annapolis Cares Project Lifesaver** was launched this month and 1 client has been enrolled.
- Conducted an interview and filming with WMAR for Annapolis Cares Project Lifesaver
- Conducted an interview and filming with WBAL for Annapolis Cares Project Lifesaver
- Filming PSA for Annapolis Cares Project Lifesaver
- Assisted Chief with Annapolis Mosaics appearance on City TV
- Coordinated and organized the MCIN Repeat Offender List for the State's Attorney's Office. The list includes approximately 50 subjects. MCIN monthly conference call. Prepared monthly statistics for GOCCP. Additionally, solicited pricing for surveillance/recorder from vendor to initiate GAN.

Community Service Section attended the following meetings in:

- CSS Unit Meeting: (2)
- Staff Meeting: (3)
- APD Strategic Plan Meeting: (3)
- Maryland DARE Officers Association meeting
- Greater Parole Community Association Quarterly Membership meeting
- Meeting with Toni Pratt about the Harriet Tubman movie trip
- Meeting about adequate public facilities
- Meeting with Bates Middle School Gay Straight Alliance after school club
- Community Development Roundtable Discussion
- Woodside Gardens Concerns meeting with Chief
- Newtowne 20 Rebuild Meeting
- Annapolis Unsheltered Meeting
- Police Athletic League informational meeting (2)
- VIPP Advisory Council
- Community Development Roundtable Discussion for HUD funding

- Meeting with “We care and Friends” in reference to Stanton Center Thanksgiving dinner (3)
- Hunt Meadows Community Meeting
- Fairwinds meeting
- HACA meeting (3)
- Eastport Civic Association Quarterly Meeting
- Explorer Meeting
- Meeting with the Community Manager at Bowman Place.
- Bloomsbury Square Community Meeting
- Obery Ct. resident Counsel Meeting
- Meeting with Katie from Paladar
- Meeting with the Chinese Delegation
- Meeting with Woodside Gardens
- Redevelopment of Newtown 20
- Teen Court intakes (6)
- Mental Health Task Force Board Of Education
- AHS Round Table with Chief
- MD Hall Round Table with Chief
- Student Crisis Intervention AACPS Ryan V
- Global Communities AACPS Dr. McMahon
- Cara Y Corazon Family Training Tyler Heights Every Monday (4)
- Joven Noble Jr. 2 Classes Mills Parole (8)
- Monarch Every week Lunch Bunch Tyler Heights Every Tuesday (4)
- Community Meeting at Bens Drive for Homicide Victim(2)
- PFLAG Meeting – LGBTQ Community
- Meeting with HACA Security about Training
- Meeting with Ward One residents about ongoing neighborhood problem
- New Park Place Hotel Public Works Meeting
- Organizational meeting with We Care and Friends re: Thanksgiving Feast at Stanton Center
- Meeting with Partnership for Children, Youth and Families re: community conferencing
- PAL meeting with Mark Piccirilli
- Student Crisis Intervention AACPS Ryan V.
- Global Communities AACPS Dr. McMahon
- Teen Court Intakes (3)
- Meeting with Dave’s Trailers
- Meeting with Salvation Army
- OEM active shooter meeting
- Conference call with the Military Bowl representatives.
- APD Foundation Meeting
- Meeting with Darin Ford (Adolescent and Family Services)

Community Service Section participated in the following events/ activities: (72)

- Homework Club (32)
- Character Counts (31)
- Food Friday w/OEM (3)
- Movie Night- Bates Middle School
- Cooking with a Cop- Whole Foods-Police Foundation- (12 kids attended)
- Interview and filming with WMAR for Annapolis Cares Project Lifesaver
- Teen Court (2 sessions)
- Interview and filming with WBAL for Annapolis Cares Project Lifesaver
- Truancy Court-Annapolis District Court
- Filming PSA for Annapolis Cares Project Lifesaver
- APD Annual Thanksgiving Dinner (cooking and serving)
- Community Food Pantry at Tyler Heights Elementary (2)
- Stanton Center Annual Thanksgiving Dinner (cooking and serving) (Over 400 people attended)
- Delivering Thanksgiving Baskets (26 in total were delivered)
- Eastport United Methodist Church Winter Relief Dinner
- Extra food from food drive delivered to Tyler Heights Elementary and Mills-Parole Elementary
- Robinwood Playground build
- Explorer Meeting (2)
- Mentoring at Tyler Heights Elementary
- Field of Dreams Baseball at Monarch Academy
- Station Tour for Providence Center
- Harriet Tubman Movie Trip
- Bay Ridge Gardens Cookout
- Reading to Pre-K at Mills-Parole Elementary
- Reading to Pre-K at Georgetown East Elementary
- Community Food Pantry-Woodside and Newtowne 20
- Community Food Pantry- Clay St Area
- Community Food Pantry- 1000 Madison St.
- Eastport Elementary Kickball Games
- Annapolis Mighty Milers End of Season Event at Annapolis High
- Mills-Parole Elementary 3rd Grade Skate Zone Field Trip
- HEART Summit (Harm reduction, Empowerment, Addiction, Recovery and Treatment)
- Coffee with a Cop at Eagle Rock Apartments
- Mentoring student at Tyler Height-3x
- Eastport Tug a war
- Day of the Dead Parade
- Rededication of the H2O club in Robinwood
- Cara Y Corazon Family Training Tyler Heights Every Monday (4)
- Joven Noble Jr. 2 Classes Mills Parole (8)
- Monarch Every week Lunch Bunch Tyler Heights Every Tuesday (4)

Cadet Program

Events the Cadets attended: (24)

- Stanton Center Annual Thanksgiving meal
- APD Thanksgiving meal
- Eastport United Methodist Church Winter Relief Dinner
- Teen court
- Character Counts classes
- Records work
- Front Desk coverage
- Food Friday W/ OEM
- Bates Middle School Movie Night
- Delivering Thanksgiving baskets
- Robinwood Playground build
- Explorer Meeting
- Mentoring w/Ofc Watson at Tyler Heights Elementary
- Homework Clubs
- Field of Dreams Baseball at Monarch Academy
- Station Tour for Providence Center
- Front Desk covering for Trudy
- Harriet Tubman Movie Trip
- Bay Ridge Gardens Cookout
- Food Pantry at Tyler Heights Elementary
- Reading to Pre-K at Mills-Parole Elementary
- Restock Little Free Libraries around the City
- Community Food Pantry-Woodside and Newtowne 20

PUBLIC WORKS

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

- Construction of the new Truxtun Park swimming pool started in October. A Community Planting Day occurred on November 23, with many volunteers participating. 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 November.
- Water tank altitude and bypass valve replacement project was completed during November.
- Responses to Request for Qualifications (RFQ) 20-03 for Hillman Garage Replacement and City Dock Improvements were received in November. The Request for Proposals (RFP) will be issued to all short-listed teams in early December.
- The project to update DPW's Standard Specifications and Construction Details started in November.

Following are updates for the active Capital Improvement Projects:

- 1. CIP 72006 – Sewer Rehabilitation and CIP 71003 – Water Distribution Rehabilitation**
 - Sewer Rehabilitation (72006) – Contractor installed 2,500 feet of cured-in-place pipe (CIPP) liners in sewer mains in October. Additional closed circuit television (CCTV) inspection of sewer mains will begin in late December.
 - Homewood/Germantown Water Main Replacement (71003) – Replacement of water mains and services are ongoing. The North Linden Street water main construction work began in November.
 - Tucker, Tolson & Giddings Water Main Replacement (71003) – Installation about 75% of water service connections are complete.
- 2. CIP 71002 – Water Tank Rehabilitation**
 - Tank Altitude and Bypass Valve Work is complete at all four elevated water storage tank sites.
- 3. CIP 20013 – City Facility Improvements**
 - Eastport Fire Station mechanical installation is complete. BGE will relocate the facility's gas meter in early December. Plumbing and bathroom fixtures will be installed in early December. The project is scheduled to be wrapped up, including punchlist items, by the end of December.
- 4. CIP 10001 – Landfill Gas Mitigation**
 - On Gomoljak Landfill, lateral methane collection lines were completed, and the new flare has been installed. New flares have also been installed at the Annapolis landfill. Electrical work is scheduled to begin on both landfills.
- 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 was submitted on November 27.
 - An easement application will be submitted to MHT in early December.
- 6. CIP 77006 – Dorsey Avenue**
 - The contractor began work on the new sewer and waterlines on Dorsey Avenue.
- 7. CIP 40014 – Barbud Lane Road and Stormwater Improvements**
 - The traffic study was completed, with the draft report expected this month. Concept plans will be provided to the Fire Marshal and Police for approval, then will be presented to the community.

8. CIP 40016 – Road Resurfacing

- Paving was completed on Beech Street and on Glen Avenue between West Street and Beech Street. Milling was completed on S. Cherry Grove from West Street to the end.

9. CIP 40017 – Sidewalk Restoration

- Sidewalk repairs have been completed on Newtowne Drive.

10. CIP 50005 - City Dock Flood Mitigation

- The Phase II Archaeological Report was received November 27, and is under review. Once the review is complete, the 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.
- Review comments on the 95% design documents were provided to AECOM, the design consultant, on November 27.

11. CIP 50008 – Truxtun Park Pool

- The first phase of landscaping activities were completed in November. A community planting day occurred on November 23, with many volunteers participating.
- The work on the foundation and plumbing for the bathhouse is ongoing, the sewer line installation was completed, and plumbing for the leisure pool was completed.

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.

13. CIP 77008, 77009, 77016 – MS4 Permit

- The Back Creek design and permitting scope is being revised.
- Inspection forms for the stormwater management practices are under development.
- GPS units are being researched for purchase, and will be used for locating stormwater infrastructure.

14. CIP 50022 – Standard Specification and Construction Details

The kick-off meeting was held and staff assignments were discussed.

	FY2019 Performance Measures												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
SOLID WASTE													
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%	
UTILITIES													
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
STREETS													
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
FLEET													
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
FACILITIES													
WO Completed (#)	74	54	67	75	74	52	62	58	67	86	73	63	805
WATER TREATMENT PLANT													
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	
SOLID WASTE													
Refuse Collected (Tons)	764.8	678.6	658.6										2101.9
Recycling Collected (Tons)	256.2	176.8	183.4										616.37
Yard Waste Collected (Tons)	132.4	88.84	96.46										317.65
Diversion Rate (%)	33.7%	28.1%	29.8%										
12-Month Rolling Diversion Rate (%)	39.1%	38.3%	37.5%										
UTILITIES													
Water Meters Read (#)	6191	3492	3096										12779
Water Meter Turnoffs (#)	183	83	70										336
Water Meters Replaced (#)	107	57	99										263
Sewer Trouble Calls (#)	13	22	17										52
Sewer Calls After Hours (#)	9	5	10										24
Sewer Main Cleaning - PM (ft)	22481	0	17098										39579
Sewer Main Cleaning - Other (ft)	3050	1750	2950										7750
Storm Drain Pipe Cleaning (ft)	1455	1200	1500										4155
Storm Drain Inlet Cleaning (#)	23	13	22										58
STREETS													
Curb Painting (Ft)	1531	1615	7011										10157
Streets Swept (Miles)	634	614	459										1707
Concrete Sidewalks Repaired (SF)	140	84	88										312
Potholes Repaired (#)	199	82	60										341
PROGRAMS													
Street Resurfacing (miles)	0.6	0.49	0										1.09
Sidewalk Restoration (SF)	8460	0	6915										15375
FLEET													
PMs Performed (#)	29	30	26										85
Road Calls (#)	20	11	20										51
FACILITIES													
WO Completed (#)	57	65	52										174
WATER TREATMENT PLANT													
Water Produced (Million Gallons)	129.0	132.1	124.8										385.9
Water Quality Issues (#)	0	0	0										0

RECREATION AND PARKS DEPARTMENT

Accomplishments

- Successful Fall Festival Event with REACH program (Nov 7)
- Held Latchkey meeting to discuss new employee Policy & Procedure Manual
- Re-licensed for Hillsmere & Mills Parole Elementary Schools (Anniversary months)

Number of Participants

- Current Child Care Numbers - 290

Number of Rentals Including Revenue (PMRC)

- Total Revenue for Latchkey, Youth Dance, & Special Events - \$34,810.50

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)

- 12 total rentals with revenue of \$7,300.00

Upcoming Programs / Events (SC & PMRC Recreation)

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

PMRC Fitness

Accomplishments

• Mighty Milers Track Meet:
3rd – 5th grade children have trained to run a mile 2 times a week for 6 weeks at their individual schools. Midshipmen came and guest coached at each school.

- 12 Elementary Schools
- 370 Participants

- 75 Midshipmen Volunteers
- All children received a MM tee shirt, and a medal for accomplishing the race and program.

.Number of Participants (if applicable)

- Pip Moyer Recreation Center Fitness classes 1,868
- Pip Moyer Recreation Center Personal Training 58 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- Pickleball Ball Conditioning
- 4 - Body Workout 40+

Aquatics

Pool Construction

- Pool construction ongoing

Parks

Accomplishments (all reports)

- The little library was installed at the Stanton Center
- New gutters was installed at the Annapolis Walk Center.
- All concerts and events setups and break downs went great.

Number of Participants (if applicable)

- 1 Wiseman Park needed leaf removal
- Vandalism at the Bates track

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

Member Services

Accomplishments

- Continue working on Breakfast with Santa donations
- Sign-ups for Breakfast with Santa has been cut off early
- We have 150 Kids Signed up
- Firmed up donation with Koons Toyota of Annapolis for Breakfast with Santa

Number of Participants

- 2,964 members October 1 thru October 31
- Revenue for memberships for the Month of October - \$66,473
- Facility usage from October 1 thru October 31-11,427 scans (check-in)
- Meet with Civic Rec onsite
- Met with Christian Fellowship Church Seeds of Change Ministry in reference to donation for Breakfast with Santa.

Rental Revenue (PMRC)

- PMRC Rental Revenue of **\$32,881.50**

Pip Moyer Recreation Center (PMRC) Facility

Accomplishments (all reports)

- New Handy Capped push button installed at entrance of building
- Repainted walls around left half of Gym courts
- Repainted Main office restroom
- Put up new shower curtains in Men's Locker room

Stanton Community Center

EVENTS

- True Church.....Sunday 3,10,17 &24
- Memorial Service.....Friday 1
- Repast Saturday 2
- 1st Sunday Feeding.....Sunday 3
- Baby Shower.....Saturday 9
- Birthday Party Saturday 16
- We Care & Friends Dinner.....Monday 25
- Naptown RaidersFriday 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 TransitionTuesday 5,12,19 & 20
- Street AngelsMonday 4,18&25

Heads Up:

Total Count of Sign-in Visitors: 120

Zumba/Yoga Class Mondays and Wednesdays

SCC Recreation

Girl Scouts sold cookies in front of Shoppers Food Warehouse on 11/9/19 and 11/30/2019.

Girl Scouts: Auntie Anne's history on how the business got started.
Also backed Pretzels

Girl Scouts: Learning how to count money.

Girl Scout went to see "Why the Grinch stole Christmas on ICE at the Gaylord National Convention Center on 11/17/2019.

Bayside Community Church donated shoes to our youth on 11/26/2019.

Christmas Math Mall was held on 12/3/19.

Christmas Arts and Crafts 11/27/19

Heads Up

Zastro Simms Youth Basketball League starts on 12/11/2019.

We Care & Friends Thanksgiving Dinner was held on 11/25/19.

Anne Arundel Workforce Development Corporation held a Job Fair on 11/21/19.

SCC Recreation Programs

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

Marketing

Accomplishments (all reports)

- Winter 2020 program guide production finalized
 - ad on *The Capital* website 11/18-11/24 promoting 11/24 distribution
 - working on Facebook ads for four weeks promotion of upcoming winter programs
- ARPD ad for November *Capital Style* magazine
- ARPD November newsletter created
- Breakfast with Santa “donations sought” poster created and continuation of “seeking donors” requests
- New member promo – an ARPD tumbler mug – received and promo started on 11/6 to go through end of year (all NEW annual memberships to PMRC will receive the tumbler mug)
- Staff Meeting 11/7
- Promotion of “The Need for Memory Care” seminar to be held 11/16
 - Radio interview WNAV 11/8
 - AACo Dept of Aging & Disabilities planned to attend with info table but did not; sent info instead
- EV Charging Stations info meeting 11/12 (promotion of)
- Mighty Milers track meet 11/12
 - Luke Thompson photographer with pictures received (disc and online)

- The Need for Memory Care” seminar held 11/16 (continued promotion of) – had a great turnout
- Truxtun Park Planting Day 11/23
 - Article in *The Capital* highlighting this effort!
- “Sponsorship for Scholarship” fence banner program finalized with the agreement for public dissemination and an internal Google Sheet created with pictures to track sponsors
- Modell’s fall Team Weeks fundraiser started 11/29 to go through 12/26
- GCPA committee at South River High School
 - Will be participating in Global Summit in December
- AIPPC Salsa Night 11/24 and art exhibits promoted
- Winter Program Guide distribution to three libraries, City Hall, HACA, Visitors Bureau and other Annapolis businesses
- Submitted November ads for Idle Time Advertising (IDA)
- E-News sent on 11/6 11/13 11/20 11/27 to 5,480 e-mail and calendar subscribers each time
- Updates to ARPD web pages and calendar:
 - www.annapolis.gov/recreation was # 6 of 3,417 pages on the www.annapolis.gov web site → 2,000 pages views 11/1/19-11/30/19
 - PMRC page was #10 with 1,064 views
 - Rock Climbing Wall #19 with 119 views
 - Docking and Mooring page was #21 with 118 views
 - ***The number one Search Term was “Pip” Moyer Recreation Center (29 times)!***
 - The number three Search Term was Pickleball (16 times)
 - The number 10 Search Term was Waterworks Park (11 times)
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign throughout the month
- Facebook 11/1-11/30 (**ARPD** page): 2 actions on the page (up 100%), 203 page views, 11 page previews, 15 new page likes, 212 post reaches, 1 recommendation, 464 post engagements, 27 videos, 15 page followers
- Facebook 11/1-11/30 (**PMRC** page): 2 actions on the page, 389 page views (up 36%), 71 page previews, 19 new page likes (up 27%), 881 post reaches (up 137%), 7 recommendations, 955 post engagements (up 77%), 14 videos, 9 page followers

- Twitter 11/1-11/30: 25 Tweets, 12,300 Tweet impressions, 84 profile visits, 3 mentions, 3,432 followers (up 5), top tweet (3,057 impressions) was promoting the Sat Nov 23 Truxtun Park Planting Day project, top media Tweet earned 416 impressions promoting the Sat Nov 23 Truxtun Park Planting Day project, top follower was Christa Kennedy-Brown (she's followed by 243 people)

Events (ARPD Events Calendar Google shared calendar) – noted upcoming special events:

- COA Holiday Party 12/13 (Dana to represent ARPD during Department vs. Department “Family Feud” game)
- Breakfast with Santa 12/21

Environmental/Wildlife

- Environmental Education Meeting scheduled for January 28th.

Funding

- Friends of the SCC Youth Programs continues to raise funds for youth programs at the SCC

Pop Up Camps

- No updates

Harbor Master

- Winter Storage customers moved in
- The Maritime Republic of Eastport Tug of War was a safe, successful event.
- Harbor employee Max Shapiro has ramped up his boating safety education campaign. The Federal Park Service is sending their Boating Safety materials and mascot to ride on the Harbormaster's boat for the Military Bowl.

OFFICE OF EMERGENCY MANAGEMENT

Incidents and Events

- November 4, 10, 17, 27, 30 – 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.
- November 12 – 16: Lt. Snyder Memorial
OEM's Senior Emergency Management Planner and Training, Exercise and Outreach Coordinator deployed on the Maryland Incident Management Team (MD-IMT) to support the Annapolis Fire Department for Lt. Snyder's Memorial.
- November 16th – Annapolis Running Classic
Annapolis OEM supported the Running Classic and staffed the Incident Command Post. This annual event had an estimated attendance of 2,000-3,000 participants. The EOC was in use all week to support IMT activity and personnel.
- November 25th – Fire Department Activity and Road Closures
A two-alarm fire was reported on the 100 block of Duke of Gloucester prior to rush hour. Areas of downtown Annapolis were closed for an extended period of time while Police and Fire conducted their operations. OEM staff were on scene coordinating with Fire and Police to manage the incident.

OEM sent a Citywide Alert Annapolis message, Prepare Me Annapolis messages, multiple EM Alerts and updated social media accounts to notify elected officials, city employees, key partners and residents.

- Winter Relief Program
During the month of November, the Stanton Center was activated 4 times and had 19 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 November, OEM hosted two Active Assailant Exercise Planning Team Meetings in the EOC with partners from Police, Fire, Crisis Response, Health, and the Department of Social Services.
- On November 25th, OEM met with Maryland Hall representatives to discuss the December 11th Full Scale Exercise.

- On November 26th, OEM trained the Department of Social Services on Family Information Center Operations with Crisis Response and the Anne Arundel County Department of Health.

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.
- On November 1st, OEM attended a meeting with Police, Fire and Public Works to discuss traffic congestion.
- On November 4th, OEM met with Cocaine, Meth and Stimulant Summit attendees to review travel policies and general guidelines. OEM grant funds were used to send 2 employees to this Summit.
- OEM staff participated in Resilience Working Group meetings on November 5th and 14th.
- On November 6th, OEM attended the Finance Committee meeting to support OEM Supplemental Appropriations that were on the agenda.
- On November 6th, OEM staff participated in a planning meeting for the special event, Winterfest, that was hosted by the City's Special Event Coordinator.
- On November 7th, OEM staff participated on a conference call for the Maryland Incident Management Team (MD-IMT).
- On November 13th, OEM participated in the THIRA meeting via conference call.
- On November 18th, OEM staff met with Crisis Response System (CRS) to tour two of Serenity Sistas's recovery houses in Annapolis.
- On November 19th, OEM attended a meeting with BGE and a contractor and toured downtown to discuss placing weather sensors in Annapolis.
- On November 20th, OEM participated on a conference call hosted by our Behavioral Health Bureau to discuss first responder needs and insights regarding Substance Use Disorder.
- On November 22nd, OEM participated in the monthly meeting of the Anne Arundel County Administrative Core Group.
- On November 22nd, OEM Director opened the H.E.A.R.T. Summit with a presentation reviewing Substance Use Disorder in Annapolis. OEM staff also attended the Summit.
- On November 25th, OEM and the Fire Department met with researchers from Johns Hopkins to discuss Substance Use Disorder in Annapolis.
- On November 26th, OEM planners participated in the Baltimore Urban Area Security Initiative Emergency Management Committee Meeting via Conference Call.

Training/Exercise

- On November 4th and 5th, the OEM Training and Exercise Coordinator attended G-141 Instructor training at the Maryland Emergency Management Agency (MEMA).
- An OEM Planner attended the International Association of Emergency Managers (IAEM) Annual Conference in Savannah, GA from November 17th – November 21st

Outreach

- OEM has increased its total Facebook page “likes” to 3,533 and has a total of 3,761 followers.
- OEM has increased its Twitter followers to 2,359.
- OEM has reached over 5,000 City residents through NextDoor.
- On November 6th, OEM attended the Anne Arundel County Developmental Disability Nonprofit Organization Emergency Preparedness Seminar hosted by the Anne Arundel County Office of Emergency Management.
- On November 6th, Emergency Management hosted a delegation of Chinese officials in the Emergency Operations Center and the Water Plant.
- On November 8th, OEM met with Spike Mueller from the Calvary United Methodist Church in Annapolis to discuss an application for the Protecting Against Hate Crimes Grant.
- OEM staff attended the November 12th meeting of the Caucus of African American leaders to promote the Dec. 11th active assailant exercise and the Protecting Against Hate Crimes Grant Program.
- On November 13th, OEM met with Public Works to discuss the potential use of OEM’s CivicReady system in regards to water main break notification.
- On November 18th, OEM met with Bishop Carroll to discuss his congregation’s Emergency Action Plan (EAP).
- On November 20th, OEM attended the annual meeting of the Annapolis & Anne Arundel CERT Team.
- On November 25th, OEM supported the Stanton Center Thanksgiving celebration.
- On November 26th, OEM met with Inna Young to discuss Website changes in 2020.
- OEM continued the Food Friday initiative this month and provided food to a total of 98 families, which included 398 individuals.

Grants Management

- Emergency Management encumbered funds in November for fiscal year 2018 Urban Area Security Initiative Program (UASI) and FY 2020 Community Grants for purchases for the Baltimore City Bomb Squad team and OEM Winter Relief program.

November 2019	
FY 2018 UASI Bomb Squad	\$550.00
	\$4,710.00
FY 2020 Community Grants	\$5000.00
TOTAL November Grant Expenditures	\$10,260.00

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 \$248,886.31 of homeland security funding this year for public safety personnel.
 - 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 responded to the November 25th fire on Duke of Gloucester Street, sending early morning notifications via Prepare Me Annapolis, Alert Annapolis, and Emergency Management Alert to elected officials, City employees, residents, and the public. The Fire Department successfully confined the fire to the affected building and evacuated nearby residents.

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

Highlighted Event

OEM worked with houses of worship and local groups at multiple meetings this month to share the message of preparedness and to promote the upcoming active assailant exercise.

Are they forward thinking, planning for long term problems?

Highlighted Event

OEM has been working closely with BGE, City personnel, and other partners on the Connected Communities Program. This pilot program will bring smart traffic sensors to Eastport and is evaluating weather sensor technology suitable for the downtown area.

Are we ahead of the curve, or behind?

Highlighted Event

OEM opened the overnight warming center at the Stanton Center early this year due to a cold snap in November. OEM is partnering with Blessed In Tech Ministries this year, a non-profit that will provide referrals with additional opportunities and services this winter. The overnight warming center was operational on November 12,13,15 and 16.

Active Assailant Citywide Exercise 2019

The Annapolis Public Safety team, along with our Anne Arundel County partners, will hold a full-scale exercise involving a simulated active assailant assault on a local house of worship on December 11th. This exercise is the fourth and final installment of active assailant training that began in 2016. The training has included full-scale active assault exercises on St. John's College, St. Mary's High School and the J. Albert Adams Academy.

During the training, we will implement Advanced Law Enforcement Rapid Response Training, Rescue Taskforce Training and advanced Incident Command System concepts. The ultimate objective is to:

- Immediately engage and neutralize a shooter.
- Deliver medical treatment as quickly as possible to minimize civilian injury and death.

Throughout the months of November, the Office of Emergency Management has hosted two planning team meetings and participated in several other subcommittee meetings in relation to this exercise.

FY2019 Grant Funding Status

- Emergency Management pursued and received higher than normal levels of homeland security grant funding this year. The full list of grants received and the projects funded are listed below.

FY 2019 Urban Area Security Initiative

Grant	Department	Project	Amount
FY 19 UASI	City of Annapolis Fire Department	City of Annapolis Bomb Squad	\$86,667.00
FY 19 UASI	City of Annapolis Fire Department	Baltimore City Bomb Squad	\$86,666.00
FY 19 UASI	City of Annapolis Fire Department	Baltimore County Bomb Squad	\$86,667.00
FY 19 UASI	City of Annapolis Police Department	Closed Circuit TV	\$70,000.00
FY 19 UASI	City of Annapolis Emergency Management	Emergency Notification System	\$72,500.00
FY 19 UASI	City of Annapolis Fire Department	Hazmat	\$35,714.00
FY 19 UASI	Incident Management Team	IMT Education	\$25,000.00
FY 19 UASI	Incident Management Team	IMT Coordinator	\$40,000.00
FY 19 UASI	City of Annapolis Police Department	Law Enforcement Training & Education	\$7,500.00
FY 19 UASI	City of Annapolis Police Department	Law Enforcement Equipment	\$100,715.00
FY 19 UASI	City of Annapolis Police Department	Mobile Command Vehicle	\$16,500.00
FY 19 UASI	City of Annapolis Emergency Management	Regional Planning	\$210,000.00
Total: \$837,929.00			

Grant	Department	Project	Amount
FY 19 SHSP	City of Annapolis Emergency Management	Emergency Operations Center	\$21,139.98
FY 19 SHSP	City of Annapolis Public Works	Evacuation Messaging (VMS Signage)	\$20,000.00
FY 19 SHSP	City of Annapolis Police Department	Critical Infrastructure (City Hall Security Upgrades)	\$37,060.31
FY 19 SHSP	City of Annapolis Police Department	Law Enforcement Equipment	\$40,000.00
FY 19 SHSP	City of Annapolis Police Department	Law Enforcement Training & Education	\$10,000.00
FY 19 SHSP	City of Annapolis Emergency Management	Outreach	\$3,027.83
FY 19 SHSP	City of Annapolis Emergency Management	OEM Planner Salary	\$30,000.00
FY 19 SHSP	City of Annapolis Emergency Management	OEM Training & Education	\$10,000.00
FY 19 SHSP	City of Annapolis Police Department	Radio Communication	\$15,000.00
FY 19 SHSP	City of Annapolis Transportation	Transportation Equipment (Bus Cameras)	\$20,000.00
Total: \$206,228.12			

FY 2019 State Homeland Security Program

FY 2019 Hazard Material Emergency Program

Grant	Department	Project	Amount
FY 19 HMEP	City of Annapolis Fire Department	Hazard Mitigation	\$10,200.00
Total: \$10,200.00			

FY 2019 Emergency Management Program Grant

Grant	Department	Project	Amount
FY 19 EMPG	City of Annapolis Emergency Management	Overtime	\$6,000.00
FY 19 EMPG	City of Annapolis Emergency Management	Supplies	\$15,000.00
FY 19 EMPG	City of Annapolis Emergency Management	Training & Education	\$15,000.00
FY 19 EMPG	City of Annapolis Emergency Management	Equipment	\$36,757.97
Total: \$72,757.97			

FY 2019 Opioid “Your Life Matters” Grant

Grant	Department	Project	Amount
FY 19 Your Life Matters	City of Annapolis Emergency Management	Overtime	\$21,440.00
FY 19 Your Life Matters	City of Annapolis Emergency Management	Supplies	\$3,500.00
FY 19 Your Life Matters	City of Annapolis Emergency Management	Training & Education	\$3,541.00
Total: \$28,481.00			

FY 2019 Opioid “Overdose Free” Grant

Grant	Department	Project	Amount
FY 19 Overdose Free	City of Annapolis Emergency Management	Contract Services	\$9,442.00
FY 19 Overdose Free	City of Annapolis Emergency Management	Supplies	\$1,000.00
FY 19 Overdose Free	City of Annapolis Emergency Management	Training & Education	\$2,200.00
Total: \$12,642.00			

FY 2019 Opioid “Naptown Anti- Dope” Grant

Grant	Department	Project	Amount
FY 19 Naptown Anti-Dope	City of Annapolis Emergency Management	Contract Services	\$9,442.00
FY 19 Naptown Anti-Dope	City of Annapolis Emergency Management	Supplies	\$3,900.00
Total: \$13,342.00			

Total Combined Grant Funding OEM Received in 2019 -
\$1,181,580.09

Substance Use Disorder

November Monthly Report

-
- Surpassed 2018 fatalities; 2017, 2018 and 2019 YTD all have 1 fatal
- Narcan was used in all ODs
- Drug type: No reported cases of PCP; 3 cases of Heroin/Other Opioid; 2 cases were other; 2 cases were unknown

AA POWER – November Report

Outreach location	How many individuals provided HR materials/ education?	How many Narcan kits distributed?	How many Fentanyl strips distributed?	How many identify as using drugs?
Eastport/Harbor House	25	33	30	17
Stanton Center	53	44	105	33
Robinwood	14	14	25	8
Bay Ridge Gardens	13	17	40	4
Newtowne 20	3	26	26	12
November Totals	108	134	226	74

OFFICE OF LAW

OPEN LITIGATION:

Case Name	Dept
Holland on Behalf of M.T. v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-000428 (L5-18)	APD
Granados v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-002254 (L40-18)	APD
Bailey v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-002768 (L59-18)	APD
Homick – PJR (Board of Appeals) A.A. Circuit Court Case No. C-02-CV-18-003353 (L60-18)	P&Z
COA v. Purdue Pharm, LP, et al. (opioids litigation) A.A. Circuit Court Case No. C-02-CV-19-000594 (L18-19)	Mayor
White, et al. v. COA and HACA U.S. District Court Case No. 1:14-CV-01442-CCB (L33-19)	P&Z
King Properties, Ltd. v. COA A.A. Circuit Court Case No. C-02-CV-19-002292 (L47-19)	Law
Mackall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-19-001401 (L48-19)	APD
Bozarth v. COA, et al. A.A. Circuit Court Case No. C-02-CV-19-003172 (L49-19)	PW
Purnell v. COA A.A. Circuit Court Case No. C-02-CV-19-002850 (L50-19)	PW
Hager v. COA, et al. A.A. Circuit Court Case No. C-02-CV-19-003647 (L51-19)	PW
Simms/Bias v. COA, et al. A.A. District Court Case No. D-07-CV-19-020183 (L52-19)	DOT
Workers' Compensation Appeals to Circuit Court:	
COA v. Snyder A.A. Circuit Court Case No. C-02-CV-18-000416	AFD
COA v. Dalton A.A. Circuit Court Case No. C-02-CV-19-000784	AFD
Francois v. COA A.A. Circuit Court Case No. C-02-CV-19-001560	AFD
COA v. Murphy A.A. Circuit Court Case No. C-02-CV-19-001819	APD
COA v. Owen A.A. Circuit Court Case No. C-02-CV-19-002384	APD
COA v. Ferracane A.A. Circuit Court Case No. C-02-CV-19-003319	APD
COA v. Rice A.A. Circuit Court Case No. C-02-CV-19-003662	APD

ADOPTED LEGISLATION:

Legislation adopted on 11/18/19:

R-47-19 - Slavery - 1619 - The Beginning of America's Unforgettable Sin - For the purpose of recognizing the beginning of an excruciatingly horrendous period in the history of America and in the history of the City of Annapolis that began exactly 400 years ago in 1619; recognizing the unbelievable pain that continues; and pledging to chart a path moving forward.

R-46-19 - Compensation of Acting Department Director Nash - For the purpose of expressly consenting to compensate an acting director when a directorship remains vacant for six-months; and setting an effective date.

DEPUTY CITY CLERK:

Number of One-Day beverage licenses issued in November: **17**

Note: A list of active alcoholic beverage licenses is posted on the City's Alcoholic Beverage Control Board website.

DEPARTMENT OF TRANSPORTATION

Administrative Matters

Staff participated in the following meetings and events:

- Active assailant planning session
- Public safety committee meeting
- TAM training committee meeting
- Winterfest planning meeting
- City Manager’s meeting
- Truxton Heights Community Assoc. Meeting
- Transportation Association of Maryland (TAM) board meeting
- Baltimore Regional Transportation Board Meeting
- Bay Ridge Gardens walking tour with the Mayor
- Transportation Committee Meeting

Activity Report

Transit Operations

A. November 2019 Ridership

Route	November 2019	November 2018	% Change
Red	4,470	4,205	6.30%
Green	8,281	7,739	7.00%
Orange	1,388	1,039	33.59%
Brown	6,831	6,561	4.12%
Purple	1,928	1,296	48.77%
Circulator	3,511	3,865	-9.16%
State Shuttle	5,675	3,422	65.84%
Paratransit	171	62	175.81%
Total	32,255	28,189	14.42%

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

K-12:	913 free rides
MTA Transfers:	266 free rides
City Employee:	125 free rides
Under 6	176 free rides

Total free rides:	1,480 free riders

B. November 2019 Farebox Revenue

Route	November 2019	November 2018	% Change
Red	\$4,650	\$5,184	-10.31%
Green	\$8,527	\$8,019	6.33%

Orange	\$1,801	\$1,634	10.21%
Brown	\$7,216	\$7,522	-4.07%
Purple	\$2,310	\$1,464	57.79%
Circulator	\$0	\$0	0.00%
State Shuttle**	\$226	\$210	7.62%
Paratransit	\$570	\$168	239.29%
Total	\$25,300	\$24,202	4.54%

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

B. Service Hours/Miles

Total Service Hours: 4,449
Total Service Miles: 37,593

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 100%. There were 18 cancellations and four (4) no show. All pickups were on time.

Fixed routes OTP was 84% based on 50 observations. Two (2) factors had a significant impact on OTP: (a) high tides that led to road closures and detours and (b) significantly traffic congestion due to the boat shows

Maintenance

- Fifteen (15) preventive maintenance inspections were completed.
- There was one (1) road call.
- Gillig bus recalls are being scheduled for repair
- Several campaigns are underway to repair and replace worn parts including worn suspension bushes on the (Gillig), torque replacement (Gillig), etc.

Parking Activities, November 2019

Parking Garages/Lots

Garage/Lots

Garage/Lot	Revenues	Vehicles Parked
Gotts	\$133,615.50	20,136
Hillman	\$161,568.00	18,493
Knighton	\$38,424.70	6,357
Park Place++	\$92,061.72	11,719
South Street Lot	\$12,863.00	1,562
Larkin Street Lot	\$8,630.00	152
City Dock Lot**	\$550.00	3
Total	\$447,712.92	58,422

++Not managed by SP Plus

** Monthly program only

On Street Parking

Activity	Transactions	Revenue
Citations	1,497	\$70,477
Parking Meters	44,749	\$108,274
Total	46,246	\$178,751

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

For the Period October 31, 2019 - November 27, 2019

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	10	27
Transit Vehicle Operations – Bus Operators only	213	492
Transit Supervision	51	72
Vehicle Maintenance	17.5	83
Total	291.5	674
Leave without Pay		160