CITY OF ANNAPOLIS
CITY MANAGER

Monthly Report to the City Council
September 2019

HUMAN RESOURCES DIVISION

FY2020 Goals and Objectives

Met with Evolve Medical Clinic and representative from Insurance Solutions, our medical broker to discuss medical cost savings utilizing Direct Primary Care approach to medical services.

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

Worked with Assistant City Attorney and with outside counsel to resolve taxability of job related disability pensions for Police and Fire retirement recipients.

Investigated 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.

Assisted with Civic Plus workforce planning development for budget development.

Worked with Finance, Risk Management and MIT representatives on worker's compensation processes to address processing of temporary total portion of full pay for police and fire employees. Addressed issues with awards after payment of short-term disability.

Met with Police Chief and members of Police Union regarding their concerns about depiction of Police Officers in artwork displayed in City Hall.

Worked 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	SEPTEMBER
YEAR	2019
FISCAL YEAR	FY2020

VACANCIES FILLED	CANDIDATES APPLIED IN SEPTEMBER	NEW EMPLOYEE ORIENTATIONS CONDUCTED BY HR	EMPLOYEES ENROLLED IN BENEFI	RETIREES ENROLLED IN BENEFITS	RETIREMENTS PROCESSE	TERMINATIONS PROCESSED	EXIT INTERVIEWS CONDUCTED	AVERAGE NUMBER OF WORKING DAYS TO COMPLETE EXTERNAL RECRUITMENT
5	284	3	6	2	2	3	4	159

Vacancies Filled in Septem	Male	Female
White	0	0
Black	1	3
Hispanic	0	1
Asian	0	0
Two or More	0	0
Other	0	0
Unidentified	0	0
	1	4

Applicants during September	Male	Female	Unidentifie	TOTAL
	31	31	2	64
	63	28	2	93
	7	6	0	13
	0	0	0	0
	4	3	2	9
	0	0	0	0
	2	0	103	105
	107	68	109	284

MANAGEMENT INFORMATION TECHNOLOGY DIVISION

Replace core data/telephone network switches at the Police Department and Office of Emergency Management. 9/19/2019- Completed the walkthrough of 199 Taylor Ave. 9/26/2019- Obtained initial quote.

PC and laptop replacements and upgrades:
Laptop maintenance: 5
Laptop Windows 10 upgrades: 3
Rugged laptops deployed to APD: 8

Received 293 IT-related requests
Resolved 237 IT-related requests
47 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: Kick-off Email sent Sept. 5, 2019, 63% of employees have completed the first lesson. Reminder emails were sent on 9/19/2019 and 9/26/2019.

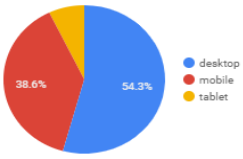
Endpoint protection upgrade scheduled for September: Phase I complete. Phase II scheduled for October.

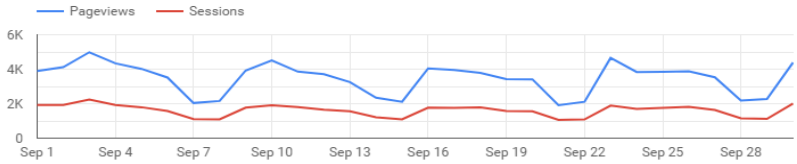
The server for Tyler Detect has been ordered. Once we receive a ship notification from the vendor we can schedule the implementation date.

Completed the final rate change implementation for the Utility Billing rate study.

Analytics for www.annapolis.gov

Pageviews	Unique Pageviews	Sessions
104.0K	83.1K	48.2K





	Page Title	Page	Pageviews
1.	Annapolis, MD | Official Website	/	12,721
2.	Bus Routes & Schedules | Annapolis, MD	/185/Bus-Routes-Schedules	4,328
3.	Jobs with the City | Annapolis, MD	/237/Jobs-with-the-City	2,945
4.	Annapolis, MD	/Search	2,343
5.	Annapolis, MD	/list.aspx?PRVMSG=253 (Daily Police Activity Reports)	2,175
6.	City of Annapolis Recreation & Parks | Ann...	/189/Recreation-Parks	2,003
7.	Online Bill Pay | Annapolis, MD	/802/Online-Bill-Pay	1,745
8.	Residential Collection Services | Annapolis...	/746/Residential-Collection-Services	1,617
9.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,329
10.	Harbormaster | Annapolis, MD	/165/Harbormaster	1,300

Annapolis.gov updates

- 175 items (Agendas and Minutes) posted to the CivicPlus Agenda Center
- 283 events (event date, time, location, description) entered into the City Website Calendar
- 839 documents (PDF) posted to the Document Center
- 4 new form submissions added in the Form Center
- 62 notifications to the public sent
- 440 pages updated

GIS

Ongoing

- Address Assignments
- Centerline Management
- Fire Dashboard maintenance
- OD Free and Substance Use Disorder bed finder support

- General data maintenance

Projects
- 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 of stormwater rate development
- Data creation for the new CAD system
- Information gathering for a GeoEvent Server for Police
- Investigate new fire map format

Other Requests
- Completed the bike lane project for Baltimore Metropolitan Council
- Presented to the Department of Health Secretary the SUD Bedfnder Application

DEPARTMENT OF FINANCE

Function	Goals & Objectives	Steps & Measures for Success FY 2020	September 2019
Audits & Special Projects	Maintain strong internal controls over City's financial assets	- Conduct Risk Assessments of City departments - Conduct 1-2 reviews of Finance internal controls - Conduct 1-2 review of departmental internal controls	- Assisted Audit Committee's audit of Rec & Parks internal controls over cash processing. Draft reported expected soon. - Staff is preparing the general ledger accounts for the annual audit for FY2019. - Staff is preparing schedules requested by our auditors for the upcoming annual audit. - We are CAFR preparation with staff preparation of fund financial statements.
Administration & Operations	Provide timely payments of City obligations Maintain accurate and timely payroll processes and reporting Identify cost saving measures for disbursement processes	Establish goals for timely payments and track compliance Reduce necessity of payroll adjustments Investigate opportunities for enhanced banking services and	- Taking initial steps to outsource check printing & distribution. - Working with vendor outsource payroll disbursements and tax compliance. - With HR and MIT, initiated electronic paycheck stubs for those with direct deposit. - Clearing out records in accordance with records retention policy. - Promoted two employees and reviewing applications for

Function	Goals & Objectives	Steps & Measures for Success FY 2020	September 2019
		outsourcing	remaining open positions.
Cash, Debt, CIP, & Grants	Efficient use of City cash & investments Provide for efficient debt management Produce accurate and timely financial reports for Capital Projects Ensure City-wide compliance with Grant budgets	- 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	- Considering overnight investment options of idle operating cash. - Continue regular drawdowns of bond proceeds. Drawdown planned October 2019. - Council passed legislation to transfer and consolidate unspent bond proceeds. - Council passed Annual bond. - Analyzing CIP to standardize accounting within the capital projects. - Preparing for fall/winter bond sale. Drafting the Preliminary Official Statement for the Bond Sale. Bond sale is scheduled for December 2019.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	September 2019
General Ledger & Financial Reporting	Produce accurate and timely financial reports Ensure City-wide budgetary compliance	- 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	- Staff preparing fund statements for CAFR. Planned issuance of CAFR Dec. 2019. - Filled AP Clerk positon. - Finished Operating budget book for posting on website. - Continuing OpenGov implementation, including Budget Builder and Workforce Planning - Almost complete drafting the quarterly budget to actual
Billings & Collections	Standardize and consistently apply payment and adjustment policies Provide citizens with timely, consistent , well-informed, and cordial service	- 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	- Interviewed candidates and hired two new cashiers. - Rerunning ad for Billing Clerk
Risk Management	Reduce risk of workplace injuries	- Increase safety of City work environments through inspections and safety training at each department - Conduct periodic evaluations of department progress in reducing risk and	- Filled Risk Administrator position. Mr. Bradley has been to some sites and conducted site reviews. - Established revised workers comp tracking process.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	September 2019
		occurrences	
Purchasing	Standardize procurement practices Provide for greater speed and efficiency in procurement process Assure adequate MBE participation in City contracts	- 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	- Council approved procurement policies. - Check request module in MUNIS is in testing. Training to follow. - MUNIS P-card functionality is in testing. Training to follow. - MUNIS has conducted an Investment Assessment and will identify ways we can more efficiently use MUNIS. - Continuing research on MBE participation.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	September 2019
		- Expand outreach	

CENTRAL PURCHASING

Current Procurements – Status

RFP 19-11 DPW Standard Specifications and Details Update
- One proposal received. Under review.

RFP 19-27 CDBG Consolidated Plan
- Awarded to Urban Design Ventures. Contract in process.

RFQ 20-03 Design-Build-Finance-Operate-Maintain Services for Redevelopment of Parking Facilities and Resilience Infrastructure
- Statement of Qualifications due 11/7.

IFB 20-04 Construction Services - Truxtun Park Tennis Court Renovations
- Three Bids received. Under review.

Completed Procurements – Status

RFP 14-14 DPW Maintenance Facilities – Design/Build Services
- Awarded to Gardiner & Gardiner. Project on hold. Referred to task force.

RFP 15-23 Upper West Street Sector Study
- Awarded to AECOM. Study completed. City Council presentation pending.

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.

IFB 19-13 Jefferson Water Tank – Repair/Repaint Interior and Exterior
- Awarded to NOSTOS. Project scheduled for August 2019 completion.

IFB 19-15 Elevated Water Storage Tank Improvements
- Awarded to Johnston Construction. Project scheduled for October 2019 completion

RFP 19-17 Performance Audit – Recreation and Parks
- Awarded to Zelkofske Axelrod. Project scheduled for September 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 September 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.

IFB 20-01 Water Treatment Chemicals
- Multiple awards for annual contracts.

IFB 20-02 Roadway Supplies
- Multiple awards for annual contracts.

<u>Pending Procurements</u>

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.

FY20 Performance Measures

- Procurement Code ADOPTED by City Council

- Check request module in MUNIS is in testing. Training to follow.

- MUNIS P-card functionality is in testing. Training to follow.

- MUNIS Investment Assessment scheduled for Fall 2019.

- Compiling data and research on MBE participation.

OFFICE OF ENVIRONMENTAL POLICY

*****Highlights asterisked**
Goals and Objectives
Meet City's Chesapeake Bay Total Maximum Daily Load (TMDL) requirements
Nothing new to report.
Ensure compliance with MS4 permit:

- City staff continue to work with GreenVest to finalize plans for projects to treat stormwater in the Back Creek watershed.
- The first meeting between a restoration project contractor and city staff pursuant to the revised workflow for projects was held for the project led by the Annapolis Maritime Museum at Ellen O. Moyer Park at Back Creek. These meetings are designed to eliminate repetitive rounds of comments and responses to comments and thereby promote clarity and efficiency. Additional recommendations for the workflow developed at this meeting to incorporate steps when other site design requirements are triggered.

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.
Nothing new to report.
Develop other environmental initiatives and provide legislative support/research to support Mayor, City Manager, City Council, standing committees, boards, and commissions.
*** The "Plastic Free Annapolis" campaign wrapped up September 20. Forty-five businesses participated in this month long education and behavior change campaign pledging to reduce their use of single use plastics and using alternative products. (The goal was to engage at least 30 businesses.) Businesses went to no straws or alternative material straws, changed from plastic cups and carry out containers to paper or cornstarch, and/or did not provide plastic cutlery. Business owners and residents could

also sign a pledge to "refuse, reduce, recycle" single use plastic products. The reception from business owners was overwhelmingly positive and the number of businesses wishing to learn more and change their use of plastics continues to grow. The city's contractor for this project, Annapolis Green, will continue the campaign as one of their regular programs. The campaign was funded by a grant from DNR through NOAA.

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

No new issues to report.

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.

DNR reviewed city staff comments and sent the MOU to its legal department for review.

Establish No Discharge Zone (NDZ) for Annapolis

Final revisions were made to the application. Next step: The application will be submitted to DNR for its recommendation to EPA Region 3 for consideration. If EPA approves the application, a notice and comment period will run, comments are considered, and then a final determination is made. The process usually takes six to nine months, but a lawsuit filed over the Puget Sound NDZ will likely stretch this process to two years.

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 began working with the Environmental Commission to update the City's greenhouse gas (GHG) inventories – one for the city's carbon footprint and one for the city at large. The inventories need updating since the last inventory was performed in FY2006.

- Staff continue to gather information on the cost of electric vehicles for the city fleet and related information. The City presented Annapolis Green with a citation for its work in educating residents and the city on electric vehicles and holding the seventh EV car show on September 14.

- The City of Annapolis is working with Maryland Environmental Service (MES) and Wood Environment and Infrastructure Solutions, Inc. (Wood) on an application to FEMA for the Community Rating System (CRS) program. This project is funded through a grant from the Maryland Department of Natural Resources (DNR). The semiannual report covering April 1, 2019 – September 30, 2019 was submitted to DNR to fulfill reporting requirements of the grant.

- OEP is organizing a Program for Public Information (PPI) Committee, which is part of the requirement for CRS Activity 330. The committee will be composed of three City of Annapolis employees and three residents or business owners of Annapolis. The purpose of the PPI Committee is to make suggestions to the City regarding valuable flood outreach material to provide to property owners and residents within the Special Flood

Hazard Area and throughout the City. The letters requesting participation on the Committee will be sent to potential committee members.

- The City completed its recertification application for Sustainable Maryland. It is due every three years and there was much to add in this update. The City received its unofficial notice of recertification in September. The award will be presented during the Maryland Municipal League conference in October.

Other

- ***Brewer Hill Cemetery:** PW provided comments to Hyatt Commercial on its design to handle stormwater from the pipe under West Street and address erosion from the pipe's outfall. Staff met with an archaeology consultant and the Chief Archaeologist from the Department of Transportation to gather information about procedures to follow when remains are encountered, gravesite identification processes, and resources available from the state. Staff agreed to seek state resources to ensure that remains are handled according to state law and that the remedial project design accounts for legal requirements and respectful handling of remains.

- OEP began the process of updating the Environmental Stewardship program. This program is for area households and businesses, which include restaurants, lodging, retail stores, office buildings, schools, places of worship, and automotive establishments. Certified businesses will receive a certificate and window stickers to show their commitment to the environment. In the past, businesses in the Stewardship program also received recognition on the Downtown Annapolis Partnership and Annapolis and Anne Arundel County Conference and Visitor's Bureau websites. OEP will reach out to the above mentioned organizations, since they were sponsors of the program in the past.

- The Conservancy Board heard a request from residents wishing to move a fence they erected along their driveway on to a city conservation easement. Their purpose is to prevent Kingsport residents from parking on the adjacent driveway, which blocks use of the driveway. Previously, the property owners and the Kingsport HOA went to court after they could not resolve their differences regarding the post and chain fence, including a lock, blocking access to the conservation easement for maintenance purposes. The judge ordered the property owner to remove the fence. Planning and Zoning issued a permit for the fence not realizing that a conservation easement existed that prevented the erection of "structures', which included fences. Subsequently, OEP and PZ met to ensure that PZ checks for conservation easements before issuing permits.

Urban Forestry (a supporting activity to Performance Standards)

A detailed report was provided to the Chief of Historic Preservation regarding the removal of a Willow oak in front of 195 Prince George Street. The tree was deemed a hazard by a consultant in 2016, but the city forester tried to prolong the life of the tree through pruning. In 2019, resident complaints about dropping tree limbs led to reexamination of the tree by the city forester who concluded that the tree posed an imminent danger to persons and property and required immediate removal. The entire top of the tree was dead and there was decay in the main trunk of the tree and many of the branches. Fungi, which are an indicator of wood rot, were present in sections of the tree. The city forester submitted an after the fact application for removal to HPC after learning that city trees require removal applications.

FIRE DEPARTMENT

Monthly/ YTD Response Statistics

- The Department responded to 976 calls for service in September and a total of 9062 calls for 2019 with the following monthly breakdown:

    - EMS - 640 or 64%
    - Fire – 259 or 28%
    - Service – 57 or 6%
    - Rescue – 7 or 1%
    - Hazmat –13 or 1%

Other Events/Activities

- EMS Hospital Transports – 470 - The EMS Division conducted 0 citizen CPR courses and 3 Your Life matters events.
- SAFE Station Referrals – 8
- Cardiac Arrest Survival Rate is 6.5% - National Average is 7.1%.
- Overdose Responses – 23 with 15 suspected Opioid with 19 Narcan administrations.
- EMS Billing income for September - $119,403
- Completed 114 new fire safety building inspections and 61 re-inspections (includes inspections conducted by station personnel).

Our personnel installed 1 Smoke detector(s) and 0 CO alarm(s).
The Fire Marshal's Staff conducted 55 Fire Permit/Plan and 9 Building Permit Reviews.
This month's Fire Prevention Message – "Back to School – Watch for Kids, Buses and Speeding".
The Fire and Explosive Services Unit responded to 14 suspicious package incidents and 2 Bomb Threats.
The Fire and Explosive Services Unit responded to 6 request for explosive detection K-9's.
The Fire and Explosive Services Unit investigated 2 Arson Fires with 1 juvenile referred to the Juvenile Fire-setter Program.
Nine (9) new recruit firefighters/paramedics graduated from the Anne Arundel County Fire Academy.
Fire Code Violations at the Asian Buffet of 2019A West Street caused a temporary business closure. Business remains closed at this time.
Annapolis Professional Firefighters participated in the MDA National Softball Championship to raise funds for MDA.
Department held a Line of Duty Memorial Service for Volunteer Firefighter John Schwallenberg who died in a structure fire on September 7, 1964.

Significant Incidents

9/2/19 Water Rescue – Herring Bay
9/3/19 Water Rescue – Carvell Beach
9/3/19 Suspicious Package – Cathedral Street
9/4/19 Structure Fire – Dorsey Drive
9/8/19 Water Rescue – Chesapeake Bay
9/8/19 Stabbing – Tyler Avenue
9/9/19 Vehicle Collision with Rescue – Annapolis Street
9/14/19 Bomb Squad/Haz-Mat/Fire/EMS Support – Navy Stadium
9/15/19 Structure Fire – Bens Drive
9/18/19 Structure Fire – Severn Avenue
9/21/19 Water Rescue – Severn River Waterway

9/24/19 Structure Fire – Madison Street
9/24/19 Structure Fire – South Villa Avenue
9/25/19 Suspicious Package – Harry S. Truman Parkway

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 September - 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 September – 1:36 (Minutes:Seconds)
   Average Response Time for September – 3:34 (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. Chief Remaley 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.

   Four minor claims in September – Possible exposure (no symptoms), Bicep strain lifting monitor, foot injury on treadmill and stress due to station change.

One lost time claim in September – Back strain due to training with SCBA.

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.

Four minor issues with vehicles in September –
1 – Training vehicle struck in mirror by other vehicle
1 – Investigator vehicle struck by other vehicle
1 – PM35 struck while medics inside working on patient
1 – E361 damaged from rotor wash when helicopter airlifting patient from landing zone

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 – 1,866

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 ten of these personnel – four not assigned to their normal duties and six out on long-term sick leave. In addition, we have seven opening firefighter positions. This is 17 positions not staffed, as they should be.

The result of this is Overtime usage, which totaled $46,471.19 for the month of September, which is 7.75% of our total Overtime annual budget.

This took our total FY2020 Overtime usage to $251,998.52, which is 42.0% of our total Overtime annual budget.

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

In September, we had six promotions. Two personnel were given new expectations with their new positions of Battalion Chief and Captain.

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 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?

September Public Education Events - 14
September Fire Loss - $48,950
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?

Completed Recruit School training at the Anne Arundel County Fire Academy
Conducted joint Dive Recue Training with the Anne Arundel County Fire Department
Conducted joint fire training with the Naval District Washington Fire Department

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 September, our average was 9.6 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

This goal was met in September since all rental inspections are scheduled ahead of time and, if required, rescheduled ahead of time.

• Initiate review of all applications within three days of receipt

--For permit review, our average time was 4.6 days.
--Total of 14 projects for September with an average time of 5.3 days

• Complete four policy/program initiatives

o Comprehensive Plan Update

The consultant team has continued to work, and has started to draft introductory chapters of the plan. A market and demographic analysis has been posted online.

o Chesapeake Bay Critical Area Buffer Mapping update

The ordinance went to Planning Commission on September 5, 2019 and the PC recommended approval. The ordinance will go to City Council for a public hearing in October.

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.

Economic Development
Contact and provide business assistance to 25 businesses per month:
3 Ribbon Cuttings
2 Grease Trip Assistance
2 Location Assistance
5 Site Visits
3 Permitting Assistance
3 Zoning Assistance
1 Workforce Info. Assistance
2 Parking Assistance
5 Informational Meetings
1 Lease Assistance
1 Distribution Assistance
1 Procurement Assistance

Other Planning and Zoning Department Noteworthy Activities
Historic Preservation Division
Administrative Applications - 25 - Value $262,230.50
Public Hearing Application - 6 - Value $660,200.00
Tax Credit Application - 1 - Value $13,440.00

Public Hearing applications included the smooth and successful review by the Historic Preservation Commission to install multi-vehicle parking kiosks in Market Space.

Staff worked with DPW, Office of Environmental Programs and Anne Arundel County (Janice Hayes-Williams) to design a solution for storm water issues at Brewer Hill Cemetery.

Staff conducted research to more accurately define the location of the Shorter Graveyard, original location of the Smith Price remains.

Staff worked with the Heritage Commission to approve the concept of two types of markers at City Dock: the first is a replacement for the Chesapeake Gateways Network (NPS and Chesapeake Conservancy); the second is the Middle Passage Port Markers project to honor slaves destined for the port of Annapolis.

The property owner of 32 Maryland Avenue received a Preservation Award at the Historic Annapolis annual meeting for one of the more complicated roofing projects we have ever approved to replace a highly ornate standing seam metal roof containing 1100 metal pans and restore the decorative roof trim and dormers.

Initial meetings took place to seek funding for a web-based story map to honor the City's African American heritage.

Economic Development Division
Attend Caucus of African American Leaders Meeting
Attend Downtown Annapolis Partnership Board Meeting
Attend City Dock Action Committee Presentation
Attend Maritime Advisory Board Meeting
Attend South Forest Drive Business Assn. Meeting
Participate in Community Engagement Outreach (CEO) of Newtowne Corridor
Attend Visit Annapolis Annual Meeting

Community Development Division
♣ Staff completed final Consolidated Annual Performance and Evaluation Report (CAPER) and submitted the report to HUD on 9/24. The CAPER is a U.S. Department of Housing and Urban Development (HUD) mandated report for all communities receiving Community Development Block Grant (CDBG) funding. The CAPER reports the City of Annapolis success in meeting the housing and community development goals and objectives contained in its Five-year Consolidated Housing and Community Development Plan and FY 2019 Annual Action Plan.
♣ Continued circulating for signatures the HUD/CDBG grant agreement for FY 2019 funds and set up PO's for the executed agreements.
♣ Processed HUD CDBG Grant Agreement. Set up all FY 2020 projects in the HUD Integrated Disbursement and Information System (IDIS). Completed the environmental review process for remaining CDBG projects.
♣ Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019. The group is preparing releasing a RFP to hire a consultant to prepare a Fair Housing Assessment for the region. This group meets monthly to work on Fair Housing issues in the Baltimore region which includes Baltimore, Baltimore County, Howard County, Anne Arundel County, City of Annapolis and Harford County.
♣ Completed other program financial disbursements and administrative activities.
♣ Completed draft of CDBG FY 2021 application. Began work with Urban Design Ventures on the Five-Year Consolidated Housing and Community Development Plan. Completed stakeholders email list and briefed the Housing and Community Development Committee in the plan process.

MPDU Program
♣ Worked with Housing and Community Development Committee on changes to the MPDU Law

POLICE DEPARTMENT

The Police Department reports the following statistics and activities of interest for the months of July:

	2019	2018
Homicide	0	0
Rape	0	1
Armed Robbery	2	0
U/A Robbery	2	1
Agg Assault	11	12
Res Burglary	6	11
Non-res Burglary	0	1
Larceny	66	74
M/V Theft	6	6
Total	93	106

CALL CENTER ACTIVITY

Call Center Activity:

The communications section processed 3501 calls for police service. This is an average of 117 calls per day. (Note that 366 cfs were Frequent Checks) The prior month of August totaled 3317 service calls for an average of 106 calls per day.
The communications section processed 6883 telephone calls through the center totaling 9,177 talk minutes. Average number of telephone calls per day was 229. Emergency 9-1-1 calls totaled 819. Telephone calls for the prior month of August 2019 totaled 7340 for an average of 236 per day. 911 calls for August totaled 853.

Special NOTE: Calls for Service listed here, separate frequent checks from all other calls for service. There are 3862 frequent checks to date for 2019

* NOTE: Calls for Service listed here, separate frequent checks from all other calls for service. There are 3496 frequent checks to date for 2019.

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					
October	2813 +615 fc	3142 + 302 fc	2983 + 388 fc					
November	2502 +616 fc	2978 + 692 fc	2656 + 413 fc					
December	2579 + 608 fc	2888 + 491fc						
Totals	**37,181** ***(33,604w/o fc)***	**41,684** **(35,879 w/o** ***fc)***	**36,156** ***(31,671 w/o fc)***	29,619 (*25,758 w/o fc*)				
Avg. CFS	101.6/Day	114.2 /Day	108.2 /Day	108.4 / Day				

Community Service

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	7
DJS home visits	0		Victim's contacted	7
DJS school visits	0		Residential Survey	0
MCIN meetings	2		Commercial Survey	0
Hispanic Liason	Total		Neighborhood Safety Training	0
Translator Contacts	15		Community requests	11
Victim Contacts	4		McGruff Appearances	0
Total Contacts	19		Watch Your Car	Total
Court Hours	2		Auto Theft reports	6
School Visits	18		Theft from Auto reports	23
Officer Activity	Total		Vehicles Registered	0
Meetings	32		Scooters Registered	0
Total School visits including Hispanic Liason	67		TFA/ Auto Theft Initiative Letters Sent	29
Calls for Service	9		J.O.I.N.S.	Total
Reports	3		Juveniles currently in JOINS	0
Foot Patrol Hours	33		Unsupervised juveniles	0
Business Checks	110		90 day supervision juveniles	0
Bank Checks	12		Home visits	0
Traffic Stops	0		School visits	0
Traffic Citations	0		Juveniles arrested	5
Traffic Warning	0		Juveniles that didn't qualify	3
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	N/A
On View Arrests	0		Interested Explorers	N/A
Traffic Arrests	0		Explorer Post Training days	N/A
Summons	1		Community Events Attended	N/A
Juvenile Citations	0			
Total Arrests	1		Cadets	Total
			Current Cadets	5
CSS Events and Activities	72		Community Events	22

Accomplishments:

- (1) Media interviews
- Planning upcoming PSA's and video from APD to the Latino Community of Annapolis

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

- City Council Meeting (2)
- CSS Unit Meeting (2)
- APD Scholarship Meeting
- MCIN meeting
- Character Does Matter-Travis Manion Foundation Meeting
- Meeting with Joe Hudson and Anna Maria Phillips
- ASAP Coalition Meeting
- Explorer meeting involving officers
- Boy Scouts of America and Explorer representatives meeting to restart the 199th Explorer Squadron.
- Bay Ridge Gardens Community Meeting (2)
- Annapolis Police Foundation
- Citizens Advisor Board
- GOCCP Meetings (2)
- Chiefs meeting with GOCCP Executives regarding funding
- Meeting with Boys and Girls Club ref. Movie night and PAL
- Annapolis Police Foundation meeting with Whole Foods (Cook w/ a Cop)
- Annapolis Police Foundation meeting with Fleet Feet
- Annapolis Homeless Meeting
- City Hall Artwork meeting
- "Meet Your Public Safety Team"- LGBTQ Community
- Meeting with AAMC to discuss start up of Latino Domestic Survivors group.
- Mental Health in the schools Board of Education Task Force
- Pam Brown coalition meeting.
- Meeting with Health Department
- Meeting with Swank Productions
- Special Operations Meeting
- APD Strategic Planning Meeting

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

- Homework Club (26)
- Character Counts (1)
- Food Friday w/OEM (3)
- Welcome Back to school: All Schools (14)
- Kickball and Cookout-Woodside Gardens
- Back to School Night- All schools- Elementary, Middle, HS, and alternative schools (14)
- Cub Scout Station Tour
- Woodside Gardens Basketball Court Ribbon Cutting
- Movie Night-Annapolis Walk- Approx 200 people

- Movie Night Woodside Gardens- Approx. 25 people
- ASAP-8th Annual Recovery Walk
- Coffee with a Cop Bay Ridge Gardens
- Kunta Kinte Festival
- City Council presentation "Mayor's Award" to Jazzlyn Adams
- Neighborhood walk through Newtown Dr.
- Calvary United Methodist Church Preschool visit
- Spirit Dinner Cruise for LGBTQ Chamber of Commerce
- 9-11 Heroes Run
- ALERT Handouts were dispersed all over Lower Eastport in Reference to Thefts from Autos.

Community Service Section participated in the following training: (9)

- Safety Planning for Victims of Child Abuse Webinar
- Child Abuse Awareness Training at the Blue Ribbon Project
- ICS100.C – Introduction to Incident Command
- ICS-200.C – Basic Incident Command System for Initial Response
- IS-247.a – Integrated Public Alert and Warning System (IPAWS)
- IS-700 – NIMS, An Introduction
- IS-800.C – National Response Framework, An Introduction
- IS-29 – Public Information Officer Awareness
- Security Mentor – You are the key to security

Cadet Program

Events the Cadets attended: 22

Liquor Board Hearing (2 hearing dates)
Back to School Nights (5)
Food Friday's w/OEM (3 days)
Homework Clubs
Movie Nights-Annapolis Walk and Woodside Gardens
Alert Flyers handed out in lower Eastport, President's Hill, and Youngs Farm Rd area
Teen Court
Coffee w/Cop (2 locations)
Alcohol Compliance Check
Trip to O.C.M.E.
Kunte Kinte Festival
ASAP Coalition Meeting
Annual Recovery Walk
Kickball-Woodside Gardens

PUBLIC WORKS

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

- Demolition of the old pool began, with construction of the new pool scheduled to start in October.
- Extensive infrastructure work, including street resurfacing, sidewalk replacement, waterline replacement, and sewer line re-lining, was ongoing throughout the city.
- Support of and assistance to the Public Works Maintenance Facility Task Force continued through September. This has been a tremendous work effort for PW staff.
- The Brumidi statue and pedestal installation were completed through a joint effort of Domenic Petrucci Building Supplies & Contractor and Public Works.
- Request for Qualifications (RFQ) 20-03 for Hillman Garage Replacement and City Dock Improvements was issued, and the pre-proposal meeting with interested parties was held on September 4.

Following are updates for the active Capital Improvement Projects:

1. **CIP 72006 – Sewer Rehabilitation and CIP 71003 – Water Distribution Rehabilitation**
   - Sewer Rehabilitation (72006) – Cured-in-place pipe (CIPP) lining work began on Clay Street and Bladen Street. Work will recommence on Clay, Bladen, Calvert, and St. Johns streets at the conclusion of the Boat Shows. Sewer lining will also be done in the Homewood/Germantown area.
   - Homewood/Germantown Water Main Replacement (71003) – Design/build water main replacement for Glen Ave between West and Maple has been completed, including disinfection and testing. Glen Ave water service installations will begin in mid-October. Sixteen water service connections have been completed on South Cherry Grove Avenue (Phase 1). Service connection installations will continue in October.
   - Tucker, Tolson & Giddings Water Main Replacement (71003) – Design/build water main installation has been completed. Work to install service connections will begin in October once all test results have been received.

2. **CIP 71002 – Water Tank Rehabilitation**
   - Jefferson Tank rehabilitation project is nearly complete. Work to begin on the Bembe Tank in October.

3. **CIP 20013 – City Facility Improvements**
   - Mechanical renovation work is underway. New water service has been installed to accommodate sprinkler and domestic water supply. Interior finishes (ceiling grid, painting, flooring) are also underway.
   - Taylor Avenue Fire Station roof replacement is nearly complete. Punch list items remain.

4. **CIP 10001 – Landfill Gas Mitigation**
   - The required BGE meter has been installed. All gas collection wells on Gomoljak Landfill have been completed. Lateral trenches are ongoing.

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.
   - Project bidding is expected later this year.

6. **CIP 77006 – Dorsey Avenue**
   - The contractor has begun mobilizing materials. Residents have been notified of the start of the project.

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

- Century Engineering has provided several concepts for improvements and will be updating engineering cost estimates for each concept. A traffic study of the area will begin in September.

8. CIP 40016 – Road Resurfacing

- Final paving for Dogwood, Evergreen, Alder, and Basswood has been completed. Milling, base patching, and concrete work has been completed on Frederick Douglas and Royal Street (off Copeland Street).

9. CIP 40017 – Sidewalk Restoration

- Contractor has completed work in Murray Hill area and has mobilized to Legion Avenue, Edgewood Avenue, and Virginia Avenue for repairs in commercial area.

10. CIP 50005 - City Dock Flood Mitigation

- Awaiting award of $3M FEMA grant based on results of the archaeological investigations scheduled to begin after the Boat Shows. Investigation results will be submitted to Maryland Historical Trust for review and approval.
- The 95% design submittal and cost estimate was received on August 30 and is under review.

11. CIP 50008 – Truxtun Park Pool

- The grounding breaking ceremony was held on September 10.
- Installation of the site erosion and sediment control measures and grading activities began, after the grading permit was issued on September 18.
- The demolition permit was issued on September 27 and demolition started. Demolition is scheduled to be completed in mid-October.
- The retaining wall building permit application was submitted on October 9.
- The revised building permit application is scheduled to be submitted in early October.

12. CIP 83002 – Truxtun Park Tennis Courts

- The construction contract with Urban Zink is being finalized. The pre-construction meeting will occur during the week of October 14.

13. CIP 77008, 77009, 77016 – MS4 Permit

- Finalized FY20 programmatic scope and issued the notice-to-proceed with the work.
- The draft Back Creek design and permitting scope will be submitted in early October.

	FY2019 Performance Measures												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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

- Annapolis REACH program open house held Sept 27 – VERY successful – we have filled up the current openings
- School started – we have 7 before an aftercare programs. All going well.
- Met with Maryland Theater Ballet Company for potential partnership to boost our youth dance programs
- Hosted successful Trash to Treasures Rummage Sale – 9/14
- Began 4 Youth Dance Classes
- Hosted successful Kids Day In – 9/30

Number of Participants (if applicable)

- Current REACH numbers – 15 (current max cap) – we have a wait list

- Current Child Care Numbers - 255

Number of Rentals Including Revenue (PMRC)
- Total Revenue for Latchkey, Youth Dance, & Special Events - $43,315.75

Upcoming Programs / Events (SC & PMRC Recreation)
- Kids Day In – 10/9, 15 & 16
- Preparation for Winter/ Spring Programming (Jan-May 2020)
- Summer Camp debrief and meeting in Oct.

Athletics
- I sent emails to all former participants of the 3 programs that I was concerned about.
- I also sent emails to Summer Camp participants.
- In an effort to really get the word out about the Fall programming, I worked with Dana to push the programs in question via all social media platforms.

Budget Concerns

- None at this time.

Accomplishments

- Successful start of Co-ed Volleyball Fall Season September 16.
- Only one Youth Fall program had to be cancelled, Karate, due to low enrollment.
- Working with Dana to begin our Sponsorship for Scholarship banner opportunity program.
-

Number of Participants (if applicable)

- Volleyball currently has 7 teams competing in the Fall League
- Fencing has more participants than before, attributing this to email push (25).
- Boxing also had more participants than before (15).

Number of Rentals Including Revenue (PMRC)

- 8 total rentals with revenue of $3217.50

Upcoming Programs / Events (SC & PMRC Recreation)

- Registration currently underway for Winter Youth Basketball.

Upcoming Facility Maintenance Projects (PMRC, Parks & SC)

- None, as of this report.

Fitness

- New Audio Equipment came in for TV's in Cardio Room, Woody replaced all equipment.
- Audio for the Fitness room have arrived, Woody is putting them together to put up in fitness studios
- Pip Moyer Recreation Center Fitness classes 1,869
- Pip Moyer Recreation Center Personal Training 58 Hours

Aquatics

- Demolition of the current KRD Municipal Pool has begun

Parks

- Staff installed mums at the Market House.
- The summer grass cutting crews did great with cutting all of the parks.
- Silt fence installed at the Collison field control the runoff.
- Weekend trash collection is over until next year.

Member Services

- Work in progress and Accomplishments
- Working on Breakfast with Santa donations
- Sign-ups for Breakfast with Santa Started October 1st
- Firmed up donation with Adams Chrysler, Jeep and Ram of Annapolis for Breakfast with Santa
- Number of Participants
- 3,156 members September 1 thru September 30
- Revenue for memberships for the Month of September - $56,501
- Facility usage from September1 thru September 30 – 9,572 scans (check-in)
- Number of Meetings & Events (PMRC)
- Attended the NRPA conference 2019
- Met with Wholefood in reference to donation for Breakfast with Santa.
- Rental Revenue (PMRC)
- PMRC Rental Revenue of $18,734 for September 2019

Pip Moyer Recreation Center (PMRC) Facility

- Re painted pillars in Aux Gym

Stanton Community Center (SCC) Facility

- Fire Inspection passed

- Historical Class Room ceiling leaking
- Acoustic tile in gymnasium will be painted in the near future
- Leaking pipe in kitchen sink replaced

SCC Events

- True Church..... ...Sunday 1,8,15,22 & 29
- Birthday Party.....Saturday 7
- 1St Sunday Feeding.....Sunday 8
- AA County .....Saturday 21
- Birthday Party ..... Saturday 28
- Repast .....Tuesday 24

SCC Meetings

- Stanton Center Bible Study.....Tuesday 3,10,17 & 24
- Tough Love NA Meeting (GYM) .....Tuesday 3,10,17 & 24
- 4th Ward Meetings .....Thursday 5,12,19 &26
- Local Organization Committee (LCR) .....Thursday 5,12,19 &26
- GED Preparation (CPL) .....Saturday 7,14,21 & 28
- Mayor Transition .....Tuesday 3,10,17 & 24
- Street Angels .....Monday 9,16,23 & 30
- Band Rehearsal.....Wednesday4 11,18& 25

SCC Attendance Totals

- Tough love NA Meeting .....70 seating requested
- 1st Sunday .....100 seating requested
- Local Organization Committee.....15 seating requested
- True Church. .....85 seating requested
- Stanton Center Bible Study.....10 seating requested
- Birthday Party .....50 seating requested
- Repass .....150 seating requested
- 4th Ward Meeting .....6 seating requested
- Mayor Transition .....10 seating requested
- Street Angels .....5 seating requested
- Band Rehearsal .....l.8 seating requested

SCC Receation

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

Marketing

Accomplishments (all reports)

- New prompt added to CivicRec to qualify new members – "How did you hear about us?" – with answers such as member referral, social media, advertisement, program guide, website, etc.
- Facebook Live interview with Chesapeake Family Life magazine about new Annapolis REACH program and Rummage Sale 9/5
- PMRC fitness classes promoted through *a designated e-newsletter* sent to all What's Up? Annapolis subscribers 9/9
- New pool groundbreaking press release sent on event date 9/10 (by Mitchelle)
- Facebook ad campaign with The Capital for fall programs through 9/19
- Modell's fall Team Weeks fundraiser continues through 10/17 (total of 8 weeks)
- Annapolis REACH (new after school youth rec program) inserts distributed for Open House 9/27 (program started 9/30)
- ARPD 16"x20" info posters for PMRC/Hilltop Lane bus shelters – 2 in English, 2 in Spanish
- Researched giveaway items (mugs/tumblers) for annual PMRC memberships purchased this fall (quotes/samples from 4imprint and Minuteman Press)
- AIPPC fall concerts/events promoted added Sep/Oct dates
- Fall Program Guide distribution to (Discoveries at the Annapolis Mall, senior center, Boys & Girls Club, HACA, Annapolis-Eastport Neck library (second distribution)
- ARPD September newsletter created
- Submitted September and October ads for Idle Time Advertising (IDA)
- Global Communications & Public Affairs (South River High's Signature Program) committee meeting at SRHS 9/17
- Career & College Readiness workshop at PMRC schedule for Sat Oct 19 planning meeting 9/17
- Ordered more Annapolis REACH program inserts due to popularity in distribution 9/17
- MRPA "Emotional Intelligence" workshop 9/18
- Fence Banner "Sponsorship for Scholarship" initiative continued; discussion meeting held 9/20
- NRPA conference in Baltimore and earned Marketing Certificate Program 9/23 9/26

- Drone pictures (part of 7-8 cataloging project) taken of Truxtun Park and existing (old) pool with OEM 9/24
- E-News sent on 9/4 9/11 9/18 9/25 to approximately 5,500 e-mail subscribers each time
- Updates to ARPD web pages and calendar
    - **To note, www.annapolis.gov/recreation was #6 of 4,123 pages on the www.annapolis.gov web site →** 2,003 pages views 9/1/19-9/30/19
        - Harbormaster page was #10 with 1,300 views
        - PMRC page was #19 with 163 views
        - Fitness Center Features page was #22 with 159 views
        - Art in Public Places Commission page was #24 with 154 views
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign throughout the month
- Facebook 9/3-9/30: 3 actions on the page, 353 page views (up 24%), 29 page previews (up 32%), 43 new page likes, 32,200 post reaches (up 78%), 1 recommendation, 3,546 post engagements (up 200%), 6,236 three-second video views (up 10,652%!), 49 page followers,
- Twitter 9/1-9/30: 22 Tweets (up 57.1%), 9,363 Tweet impressions (up 33%), 119 profile visits, (up 27%), 3,413 followers (34 news), 1 mention, top tweet (577 impressions) was promoting the ARPD boxing program, top new follower was Joe Cinosky, top media Tweet earned 402 impressions promoting Hip Hop & Rhythm class, top mention with 7 engagements was by MD Senior Olympics on 9/4

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

- New Pool Groundbreaking ceremony 9/10
- Rummage Sale 9/14
- Promotion of Chesapeake Family Life Magazine's STEAM Fair at PMRC 9/21
- AIPPC/APD Movie Night at Annapolis Walk Community Center 9/25
- Annapolis REACH Open House at PMRC 9/27
- AIPPC Community Square Dance at PMRC 9/28

Environmental/Wildlife

- No Updates

Funding

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

Pop Up Camps

- Fall sailing trips scheduled

Harbor Master

- Harbormaster is seeking point of sale marina platform to increase efficiency and become paperless. Currently looking at two different solutions with MIT help.
- Harbor staff are working on draft recommendations on Title 15 and are meeting with the Office of Law.

Budget Concerns (all reports)

- No particular budget concerns at this time.
- Starting to cut back on staff to stay on budget for next spring.

Accomplishments (all reports)

- **Profits for the first quarter of FY 2020 are 22% higher than this time last year—about $53,000. This is due to three things; longer boat shifts, longer office hours and new acquired dock space along Susan Campbell Park.**
- The Harbormaster's Office has just registered as a partner of the Safe Boating Council. This program provides free resources to better enable us to educate boaters, including the WEAR IT program to encourage boaters to wear their lifejackets.

OFFICE OF EMERGENCY MANAGEMENT

Incidents and Events

- September 2, 8, 13-14, 18, 27, and 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.
- September 3rd - Hurricane Dorian
    - OEM sent out four Emergency Management Alerts to inform key officials, employees, and surrounding partners about tropical storm activity in the Atlantic that had the potential of impacting Annapolis. Messages were also shared on our social media pages for these events. On September 3rd – 6th, OEM participated in the Maryland Emergency Management Agency's (MEMA) Statewide Emergency Management calls in coordination with the National Weather Service to update storm conditions.
- September 6th - Planned Road Closures
    - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the planned road closures for the Lynching Memorial and Dedication Ceremony that took place at Whitmore Park.

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 September, OEM attended two working sessions with Anne Arundel County OEM focused on developing the FIC Plan.
- On September 9th, OEM met with Lt. Della from the Annapolis Police Department to discuss potential Active Assailant Full Scale Exercise locations.
- On September 10th, OEM hosted the first Active Assailant Exercise Initial Planning Team Meeting in the EOC with partners from Police, Fire, Crisis Response, Department of Health, and the Department of Social Services.
- On September 12th, OEM met with Crisis Response and the Health Department to discuss FIC Technical Issues and formulate a plan for victim accountability.
- On September 23rd, OEM toured Mt. Moriah and John Wesley Church as well as Maryland Hall in preparation for the December 11th Full Scale Exercise.
- On September 25th, OEM met with Anne Arundel Crisis Response and the Department of Health to develop exercise objectives for the December Full Scale.

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 continued to review and audit City specific Substance Use Disorder data for Overdose Free (ODFree) Annapolis Dashboard.
- On September 3rd, met with ODFree's Community Prevention Advocate.
- On September 3rd, Emergency Management participated in the monthly conference call of Maryland's local emergency managers.
- On September 5th, OEM participated in the operations briefing of the United States Boat Shows.
- On September 5th, an OEM planner attended the Local Emergency Planning Committee meeting at the Anne Arundel County Office of Emergency Management.
- On September 9th, OEM attended the Navy Football Operations Meeting for the East Carolina University game.

- On September 10th, Emergency Management participated in the Central Region WebEOC Users meeting.
- On September 12th, the Annapolis OIT met to discuss Annapolis specific data, programs and initiatives relating to Substance Use Disorder.
- On September 16th, OEM attended the meeting of the Public Safety Committee of the City Council.
- On September 17th, OEM attended the monthly Annapolis homeless meeting.
- On September 17th, OEM participated in the UASI General Meeting via conference call.
- On September 19th, OEM held a meeting with the GIS coordinator to discuss the dashboard she designed for the SHA Road Closure Reporter.
- On September 20th, OEM attended the THIRA/SPR meeting with regional partners in Harford County.
- On September 20th, OEM participated in the first Congestion Management Process meeting at the Baltimore Metropolitan Council.
- On September 24th, OEM planners participated in the BUASI Emergency Management Committee Meeting via conference call.
- On September 24th, OEM planners met internally with the Deputy Director and Director to discuss winter preparations and review the Snow Plan.
- On September 24th, Emergency Management participated in a Connected Communities meeting with BGE to discuss the proposed locations and capabilities of new sensors.
- On September 25th, OEM attended the retreat for local emergency managers at the Maryland Emergency Management Agency.
- On September 25th, OEM and the Naval Academy had a meeting to discuss the potential of a midshipman interning at OEM in the summer of 2020.
- On September 25th, participated in a discussion on the security plan for City Hall and other City buildings.

Training/Exercise

- On September 9th and 10th, OEM planner attended the G205 Recovery from Disaster: The Local Government Role course at the Maryland Emergency Management Agency.
- On September 4th, OEM hosted a mini-Hurricane TTX exercise with ADOT, DOH, Rec and Parks, the American Red Cross, and the Salvation Army.
- On September 10th and 11th, OEM staff attended a training on FEMA's new Benefit Cost Analysis Tool at the Maryland Emergency Management Agency.
- On September 5th, OEM staff attended training for Leadership, Team-Building and Coaching Skills for Managers and Supervisors in Frederick, MD.
- On September 18th, OEM met with Suzy Keenan to review the new Prepare Me Annapolis app mockup.
- On September 18th, OEM presented the Flood Outreach Pamphlet to the Environmental Matters Committee of the City Council. Emergency Management plans to distribute this information to all properties in the Special Flood Hazard Area.
- On September 20th, OEM met with St. Phillip's Episcopal Church to take a tour of the facility and review their security threats.
- On September 20th, OEM met with Spike Mueller to discuss the Protecting Houses of Worship Grant.
- From September 30th - October 4th, OEM planners attended the MD-IMT's EOC Support Academy at the Police and Correctional Training Commissions in Sykesville, MD.
- Throughout the month of September, OEM hosted two trainings for the First Presbyterian Church of Annapolis. These trainings covered topics such as Active Shooter preparedness, fire safety, and severe weather response.

Outreach

- OEM has increased its total Facebook page "likes" to 3,491 and has a total of 3,710 followers.
- OEM has increased its Twitter followers to 2,323.
- OEM has reached over 5,000 City residents through NextDoor.
- OEM continued the Food Friday initiative this month and provided food to a total of 66 families, which included 322 individuals.
- On September 3rd, OEM staff participated in the Back to School Walk Along and joined other the Annapolis Police in greeting Elementary and Middle School students on their first day of school for the 2019-2020 year.

- On September 5th, OEM hosted the new leadership of the Salvation Army in the Emergency Operations Center.
- On September 7th, OEM attended the ceremony for the new Lynching Memorial on Calvert Street.
- On September 17th, OEM assisted our Department of Health to conduct the Community Assessment for Public Health Emergency Response (CASPER) survey.
- On September 21st, OEM staff participated in the Anne Arundel County Office of Emergency Management Expo at Marley Station Mall in Glen Burnie.
- On September 22nd, OEM staff participated in the Annapolis Recovery Walk at Whitmore Park.
- On September 24th, OEM partnered with the Department of Recreation and Parks to begin the Truxtun Park Pool Drone Project.
- On September 24th, OEM and the Fire Department spoke to the Cuyahoga County Office of Emergency Management in Ohio about our drone program.
- On September 25th, OEM traveled to Laurel, MD to lead a Technical Talk on Drones for EBA Engineering.
- On September 26th, OEM traveled to Joint Base Anacostia Bolling for their Defense Intelligence National Preparedness Day event.
- On September 28th, OEM attended the Kunta Kinte Heritage Festival as well as hosted a keyword for this event in order to provide real time event updates to attendees.

Grants Management

- Emergency Management encumbered funds in September for fiscal year 2017/2018 Urban Area Security Initiative Program and FY 2017 State Homeland Security Program for the Annapolis Hazmat team, Baltimore County/City Bomb squad team and Annapolis Police Department.

September 2019	
FY 2018 UASI Law Enforcement	$17,640.00
	$5,000.00
FY 2018 UASI Hazmat	$1,427.68
FY 2017 SHSP Law Enforcement	$6,738.43
FY 2017 UASI CCTV	$9,485.29
TOTAL September Grant Expenditures	**$40,291.40**

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 the Food Friday initiative during the month of September, serving 66 families and 322 individuals this month. OEM began this initiative to provide food from the Anne Arundel County Food Bank to families in need in Annapolis.

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

Highlighted Event
OEM has toured several houses of worship this month to both provide training and advise on security upgrades that are eligible under the State's Protecting Religious Institutions Grant.

Are they forward thinking, planning for long term problems?

Highlighted Event
OEM as already begun planning for the winter season, and is working with Public Works to update the Snow Emergency Response Plan and present it to the Red and Blue teams.

Are we ahead of the curve, or behind?

Highlighted Event
OEM's drone program is becoming a model around the region and beyond. This month the drone team spoke at a Technical Talk in Laurel and provided advice to emergency managers in Ohio on how to build a program.

Special Focus: Annapolis Overdose Report

OD FREE ANNAPOLIS
Bi-monthly Overdose Report

All Information Provided by the Annapolis City Police Department

This Week 09/30/19 - 10/04/19

Total Overdoses -	5
Fatal Overdoses -	0
Pending Overdoses -	1
Narcan Used -	5

SAFE STATIONS

Safe Stations Used This Week - **0**

Safe Stations Used YTD - **88**

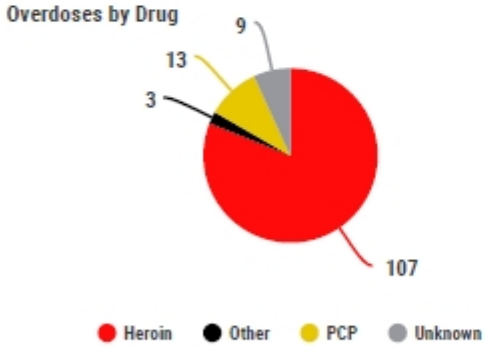
2019 Year to Date

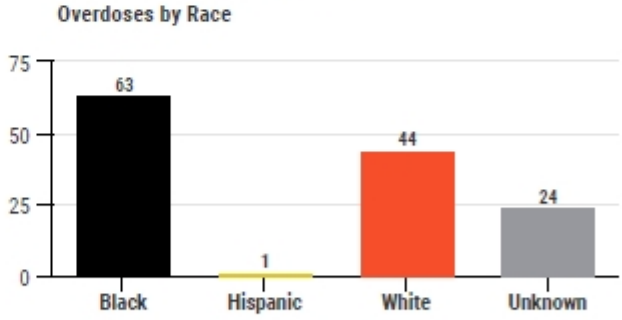
Total Overdoses -	132
Fatal Overdoses -	10
Pending Overdoses -	1
Narcan Used -	98

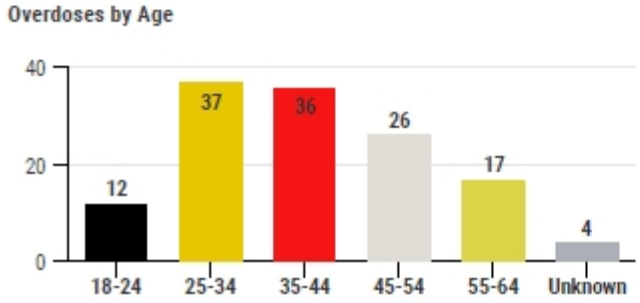
2018 Year to Date

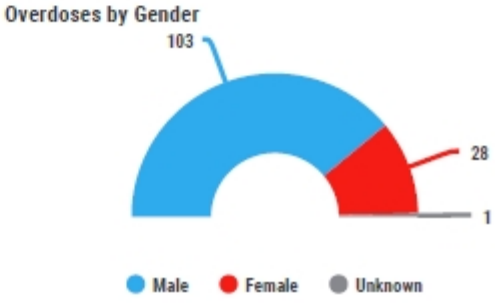
Total Overdoses -	134
Fatal Overdoses -	9
Narcan Used -	87

2019 Year to Date Overdose Demographics





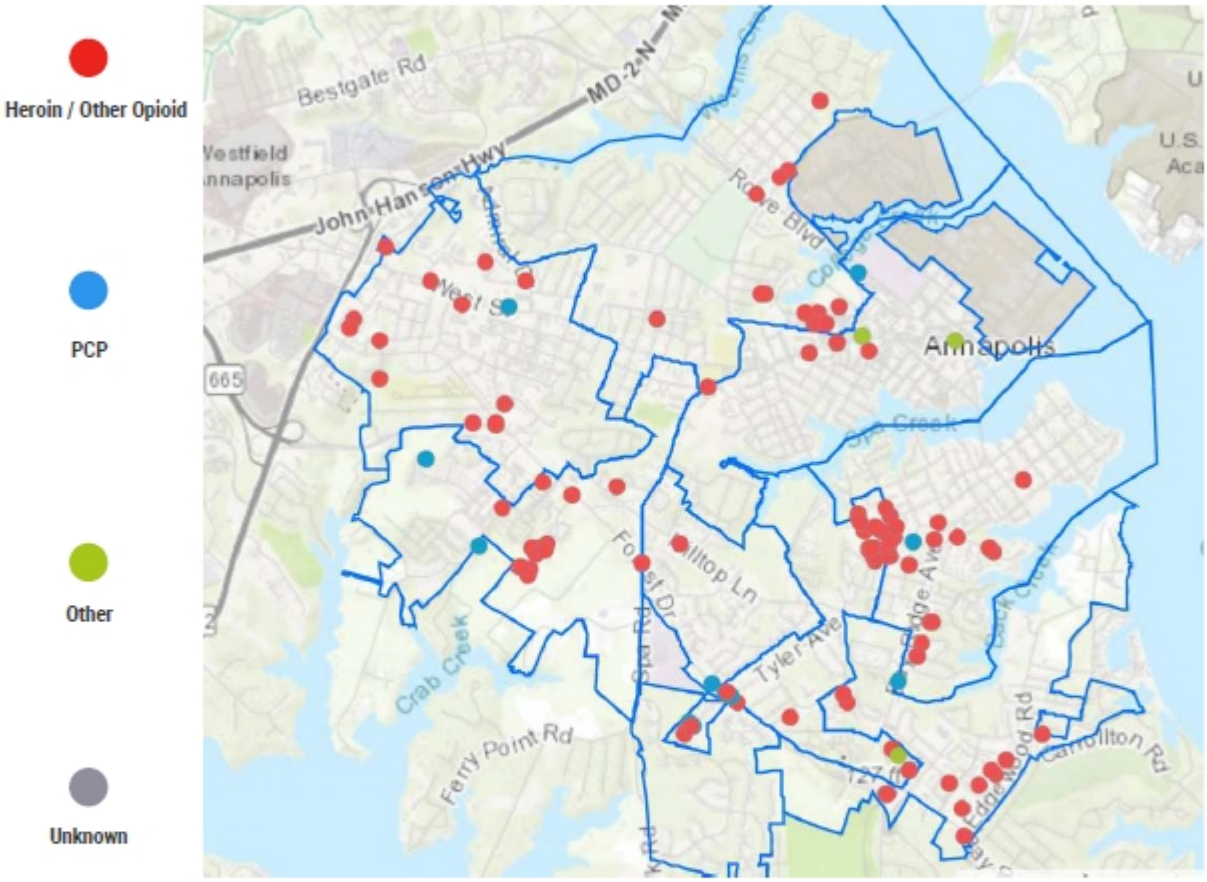




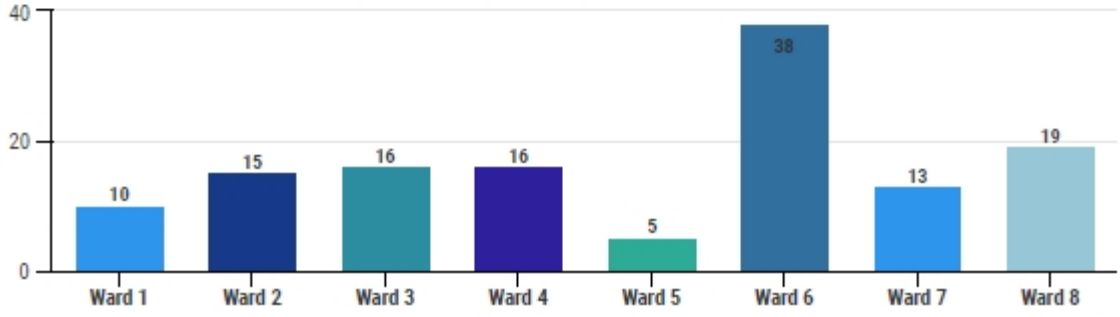
OD FREE ANNAPOLIS
Bi-monthly Overdose Report

All Information Provided by the Annapolis City Police Department

City of Annapolis Overdose Map



2019 YTD Ward Overdoses



Our Challenges:

The City of Annapolis rate of drug overdoses has remained steady. Comparing year to date 2019 data with year to date 2018 data, there have been two fewer overdoses in 2019 compared to 2018. However, the rate of overdose fatalities is concerning. In 2018, there were 11 overdose fatalities for the whole year. As of the date of this report, there have been 10 overdose deaths in 2019. There is one death in Annapolis that is under evaluation by the Office of the Chief Medical Examiner. More than likely when we receive the results, it will be the 11th overdose death for 2019. With over 70 days left in the year, Annapolis is on course to surpass the number of overdose deaths that occurred in 2018.

Ward 6:

Ward 6 has the highest rate of drug overdose cases. At 38 year to date overdoses, Ward 6 has double the overdose cases than the next highest ward, which is Ward 8. Alderman Dejuan Gay and I have met to discuss strategies to slow the overdose rate in Ward 6.

The Health Department has a pilot program called "AA Power." AA Power, under the leadership of Claudia Jackson, has the ability to bring resource materials and harm reduction apparatus to a targeted community. AA Power, OEM, and Alderman Gay identified four "hot spots" where AA Power would set up a resource table to distribute Narcan, fentanyl testing strips, resource materials etc. The "hot spots" are:

- The Robinwood Community Center
- Madison Street near the "Goodie Bus" location
- Frederick Douglass @ Medgar Evers Street
- Bay Ridge Gardens at building #23 and 24

The AA Power program starts in those communities on Monday, October 21, 2019.

Dispatching the Maryland Mobile Wellness Initiative to Ward 6:

The Maryland Mobile Wellness Initiative, known as the Wellness Mobile, is a needed resource that can deliver critical Substance Use Disorder services in an easily accessible location. The Wellness Mobile, if committed to Annapolis at least once a week, could decrease overdoses in Ward 6 by providing on the spot treatment thus guiding individuals on a path to recovery.

The Wellness Mobile is an RV that comes complete with a client intake area and two treatment rooms. Wellness Mobile staffed are trained to conduct immediate assessments of clients, assess the level of needed treatment and can diagnose what recovery meds would be appropriate. On the initial visit, a client can receive the drug Buprenorphine. Buprenorphine blocks the opioid receptors in the brain, which stops the psychological craving for opioids. In short, Buprenorphine can take the edge off an addicted person and keeps them from getting "dope sick."

We need to engage the new Health Officer in assisting us with orchestrating the best strategies to alleviate the substance use disorder problem in Annapolis to include funding for the Maryland Mobile Wellness Initiative.

OFFICE OF LAW

OPEN LITIGATION:

Case Name	Dept	Comments
Holland on Behalf of M.T. v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-000428 (L5-18)	APD	Plaintiff filed suit claiming state/constitutional law torts; Trial completed 7/24/19, awaiting judge's decision

Granados v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-002254 (L40-18)	APD	Plaintiff filed suit, claiming state/constitutional law torts; judge's decision on motion for summary judgment pending
Bailey v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-002768 (L59-18)	APD	Plaintiff filed suit, claiming state/constitutional law torts; judge's decision on motion for summary judgment pending
Homick – PJR (Board of Appeals) A.A. Circuit Court Case No. C-02-CV-18-003353 (L60-18)	P&Z	Petitioner filed appeal to CSA seeking to overturn Circuit Court decision to affirm BOA's grant of variances; participated in court-ordered mediation; briefs and oral arguments pending
Rokke – PJR (Fire Marshal's Office) A.A. Circuit Court Case No. C-02-CV-19-000574 (L1-19)	AFD	City FMO requested judicial review of BBOA decision overturning FMO decision to deny fire permit due to lack of sprinkler system; Circuit Court affirmed BBOA decision. CLOSED.
COA v. Purdue Pharm, LP, et al. (opioids litigation) A.A. Circuit Court Case No. C-02-CV-19-000594 (L18-19)	Mayor	City filed suit against opioid manufacturers and distributors; motions pending
White, et al. v. COA and HACA U.S. District Court Case No. 1:14-CV-01442-CCB (L33-19)	P&Z	Plaintiffs filed suit alleging failure to comply w/City Code provisions for rental licensing/inspection in HACA properties; motions hearing pending; discovery ongoing
King Properties, Ltd. v. COA A.A. Circuit Court Case No. C-02-CV-19-002292 (L47-19)	Law	Plaintiff filed suit for alleged MPIA violation; answer to Complaint filed
Mackall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-19-001401 (L48-19)	APD	Plaintiff filed suit claiming state/constitutional law torts; discovery ongoing
Workers' Compensation Appeals to Circuit Court:		
COA v. Snyder A.A. Circuit Court Case No. C-02-CV-18-000416	AFD	City appealed WCC finding of occupational disease; trial scheduled for 12/19
COA v. Dalton A.A. Circuit Court Case No. C-02-CV-19-000784	AFD	City appealed WCC finding of occupational disease; court-ordered mediation occurred w/out settlement; discovery ongoing
Francois v. COA A.A. Circuit Court Case No. C-02-CV-19-001560	AFD	Claimant appealed WCC finding denying occupational disease claim; discovery ongoing
COA v. Murphy A.A. Circuit Court Case No. C-02-CV-19-001819	APD	City appealed WCC decision finding causality; discovery ongoing
COA v. Owen A.A. Circuit Court Case No. C-02-CV-19-002384	APD	City appealed WCC finding relating surgery causality to 2013 claim
COA v. Ferracane A.A. Circuit Court Case No. C-02-CV-19-003319	APD	City appealed WCC finding of compensability; discovery ongoing

ADOPTED LEGISLATION:

Legislation adopted on 9/23/19:

O-25-19 - Watershed Restoration Fund - For the purpose of modifying the functions of the Watershed Restoration Fund.

O-29-19 - Purchasing and Procurement - For the purpose of establishing and enacting purchasing and procurement laws for the City of Annapolis.

O-30-19 - Sidewalk Signs - For the purpose of authorizing the Director of Planning and Zoning to revoke or suspend a sign permit approval in certain circumstances; and providing for a delayed effective date of the sidewalk sign permit fee.

O-32-19 - Issuance of General Obligation Bonds and Bond Anticipation Notes - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, (i) one or more series of its general obligation bonds in the aggregate principal amount not to exceed $17,375,072 (the "Bonds"), pursuant to Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended (the "Charter"), (ii) one or more series of its general obligation bond anticipation notes in anticipation of the issuance of the Bonds in the maximum aggregate principal amount equal to the maximum aggregate principal amount of the Bonds (the "Notes"), pursuant to Sections 19-211 through 19-221, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended and the Charter and (iii) one or more series of its general obligation bonds to refund specified bonds previously issued by the City in the aggregate principal amount not to exceed 120% of the principal amount of bonds to be refunded (the "Refunding Bonds"), pursuant to Section 19-207 and Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and the Charter; providing that the Bonds, Notes and Refunding Bonds shall be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; prescribing the form and tenor of the Bonds, Notes and Refunding Bonds; providing for the method of sale of the Bonds, Notes and Refunding Bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of the Bonds, Notes and Refunding Bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on the Bonds, Notes and Refunding Bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds, Notes and Refunding Bonds.

O-33-19 - Modification of use of unexpended proceeds of certain of the general obligation bonds of the City of Annapolis - For the purpose of modifying the use of unexpended proceeds of the City's Public Improvements and Refunding Bonds, 2012 Series, the City's Public Improvements Bonds, 2013 Series, the City's Public Improvements Bonds, 2015 Series A, and the City's Public Improvements Bonds, 2016 Series A (Tax-Exempt).

DEPUTY CITY CLERK:

Number of One Day beverage licenses issued in September: 27.

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

OFFICE OF LAW
GOALS & OBJECTIVES – FY2020

1. Manage and implement Office of Law workflow, efficiency, on-going communication and collaboration between City Attorney, City Clerk, and related positions.
   STATUS: Ongoing, with no significant updates in September

2. Maximize utilization of Electronic Tools
   a. Obtain Work Management System ("WMS")
   b. Utiize "OneDrive," Office 365, Google/g-mail platform, VPN, or other electronic systems
   c. Westlaw Research Tools; Microsoft Word Suite; Granicus (Legislation); MuniCode
   STATUS: WMS purchased, with no significant updates in September.

3. Provide user-friendly legal services efficiently and effectively
   a. Designate specific Office of Law personnel to handle specific issues
   b. Respond to City Council, departmental, and appropriate citizen inquiries in a timely manner
   STATUS: No significant updates/changes to current procedures in September

4. Implement and clarify Self-Insurance Fund ('SIF") procedures, with Finance Director and City Manager, to identify, allocate, and pay claims and internal and external costs from reserves
   STATUS: No significant updates/changes to current procedures in September

5. City-wide Coordination: Collaborate and communicate with, and educate, Mayor, City Manager,

Aldermen/Alderwomen, and department directors on City needs, cases and legislation
STATUS: No significant updates/changes to current procedures in September – went into closed session with the City Council twice to provide updates on the opioid and HACA lawsuits, respectively.

6. Procurement Law: Review procurement policies and coordinate with Finance (incl. Central Purchasing) and
City Manager to develop, introduce and implement new City procurement law
STATUS: Procurement legislation (O-29-19) passed on September 23, 2019.

7. Zoning Code
   a. Review City Zoning Code to identify and develop new or amended zoning provisions
   b. Meet with City Council members, Department of Planning & Zoning, Planning Commission, and Board of Appeals to identify and discuss possible changes to Zoning Code

   STATUS: Draft legislation updating Title 17, specifically the references in Chapter 17.12 to the International
   Building Code, being reviewed

8. Enhance City Code Electronic Updates and Hard Copy Version
   a. Confirm funding for City Code each fiscal year
   b. Convert to loose-leaf printed version, and negotiate preferential pricing, to reduce expense

   STATUS: No significant updates/changes to current procedures in September

9. Virtual Private Network ("VPN")
   a. Establish and implement VPN connections to and from remote work locations
   b. Integrate VPN and Work Management System (when obtained)

   STATUS: No significant updates/changes to current procedures in September

10. Determine Board, Committee and Commission assignments and meeting/hearing needs
    STATUS: No significant updates/changes to current procedures in September

11. Resolution of City Code Violations
    a. Review municipal infraction citations with all issuing departments and inspectors
    b. Communicate with alleged violator and attempt to resolve before court trial date
    c. Follow-up and collect fines for violations, and seek or enter abatement orders/agreements

    STATUS: In September,
    Negotiated payment/abatement for 6 MI citations prior to court trials
    Received negotiated settlement payments prior to court trials totaling $1,740
    Appeared at court 9/3/19 for trials on 7 MI citations

12. Negotiate with Vendors Providing Legal Resources
    a. Review current contracts with vendors who provide legal resources, such as Thomson-West Reuters, Lexis Nexis, MuniCode, Granicus, WMS
    b. Negotiate contract services, delivery and rates , as needed, for high performance and low cost
    c. Discuss with other jurisdictions their use of legal resources and vendors who supply them

    STATUS: Negotiated and executed new contract with Granicus; otherwise, no significant updates/changes to current procedures in September

13. Provide Audit Committee with updates on law, Open Litigation status, and City-wide risk
    STATUS: No requests from the Audit Committee during the month of September

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DEPARTMENT OF TRANSPORTATION

Updated Reduced Fare Program
The department updated its reduced fare program description and application form to prevent people from using this application form for ADA paratransit complementary service. Reduced fare program is for qualified individuals who board any regularly scheduled fixed route bus at a BUS STOP. These individuals may ride for one-half of the regular fare on a fixed route bus. People who may qualify for reduced fares include people with disabilities, senior citizens (age 60+), Medicare cardholders and students who live within the transit service area but outside the city limits. Recall that effective September 2018, students (K – 12) who live within the City of Annapolis ride the bus free during school months.

Administrative Matters
Staff participated in the following meetings and events:

- BRTB technical committee meeting
- OEM conference call – hurricane prep/awareness
- Boat Show Meeting
- Ground breaking ceremony Truxton Park Pool
- SP+ Parking workgroup session
- Central Maryland Regional Transit Plan Meeting
- Annapolis Green Electric Vehicle (EV) car show
- TAM annual conference
- MDOT evacuation planning workshop
- Neighborhood walk – Newtown Drive and Skippers Lane area
- Historic Preservation Commission Public Hearing

Activity Report
Transit Operations

A. September 2019 Ridership

Route	September 2019	September 2018	% Change
Red	4,523	5,024	-9.97%
Green	8,932	6,947	28.57%
Orange	1,557	1,691	-7.92%
Brown	5,713	7,179	-20.42%
Purple	2,355	1,610	46.27%
Circulator	4,466	6,985	-36.06%
State Shuttle	5,755	1,740	230.75%
Paratransit	224	101	121.78%
Total	**33,525**	**31,277**	7.19%

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

K-12: 520 free rides

MTA Transfers:	384 free rides
City Employee:	190 free rides
Under 6	171 free rides
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Total free rides:	1,265 ***free riders***

B. September 2019 Farebox Revenue

Route	September 2019	September 2018	% Change
Red	$4,950	$5,633	-12.12%
Green	$9,108	$7,821	16.46%
Orange	$2,000	$2,329	-14.13%
Brown	$6,368	$8,202	-22.36%
Purple	$2,568	$1,622	58.32%
Circulator	$0	$0	0.00%
State Shuttle**	$242	$82	195.12%
Paratransit	$546	$285	91.58%
Total	**$25,782**	**$25,974**	-0.74%

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

B. Service Hours/Miles

Total Service Hours: 4,587
Total Service Miles: 38,650

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 100%. There were 21 cancellations and two (2) no shows. All pickups were on time.

Fixed routes OTP was 87.5% based on 80 observations.

Parking Activities, September 2019

Parking Garages/Lots

Garage/Lot	Revenues	Vehicles Parked
Gotts	$149,886	18,089
Hillman	$181,057	19,972
Knighton	$41,456	6,524
Park Place++	$98,963	9,415
South Street Lot	$17,668	1,940
Larkin Street Lot	$9,030	239
City Dock Lot**	$550	3
Total	**$498,610**	**56,182**

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

On Street Parking

Activity	Transactions	Revenue
Citations	1,594	$116,240
Parking Meters	56,559	$159,082
Total	**58,153**	**$275,322**

Overtime and Leave (sick, vacation personal, etc.) Hours
For the Period September 5 – October 2, 2019

Division	**Overtime**	**Leave (sick, vacation and personal, etc)**
Parking Enforcement Officers & Parking Meter Technicians	0	100
Transit Vehicle Operations – Bus Operators only	305	739
Transit Supervision	66.5	145
Vehicle Maintenance	27.5	75.5
Total	**399**	**1059.5**

Leave without Pay	320