CITY OF ANNAPOLIS
CITY MANAGER

Monthly Report to the City Council
August 2019

HUMAN RESOURCES DIVISION

We worked with outside counsel to determine the taxability of job related disability pensions and to respond to Maryland State Retirement System audit findings regarding retirement benefits for contractual employees. We have compiled the Police and Fire pension reports and provided them to our actuaries in order to complete the valuation of the fund.

After completion of Open Enrollment using the Employee Navigator software we worked with our insurance broker to improve data capture and interface with vendors before beginning on-boarding. This will reduce paperwork and allow for keeping data in fewer systems and to exchange data electronically rather than through data entry.

We have refined our evaluation process of three vendors to control pharmacy costs through a Pharmacy Benefit Management program. This will be implemented mid-year.

We have worked with MIT and Finance to implement paperless pay stubs for all City Employees effective with August 30 pay date. We have provided recruitment and selection support for Police Chief, Planning and Zoning Director and City Attorney.

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

MONTH	AUGUST
YEAR	2019
FISCAL YEAR	FY2020

VACANCIES FILLED	CANDIDATES APPLIED IN AUGU	NEW EMPLOYEE ORIENTATIONS CONDUCTED BY HR	EMPLOYEES ENROLLED IN BENEFITS	RETIREES ENROLLED IN BENEFITS	RETIREMENTS PROCESSEI	TERMINATIONS PROCESSED	EXIT INTERVIEWS CONDUCTED	AVERAGE NUMBER OF WORKING DAYS TO COMPLETE EXTERNAL RECRUITMENT
10	757	9	4	0	2	4	6	118

Vacancies Filled in Aug	Male	Female
White	3	2
Black	2	3
Hispanic	0	0
Asian	0	0
Two or More	0	0
Other	0	0
Unidentified	0	0
	5	5

Applicants during August	Male	Female	Unidentifiec	TOTAL
	222	95	9	326
	94	73	4	171
	15	9	1	25
	8	7	0	15
	10	7	0	17
	2	0	0	2
	2	0	199	201
	353	191	213	757

MANAGEMENT INFORMATION TECHNOLOGY DIVISION

Replace core data/telephone network switches at Police Department and Office of Emergency Management. Planning meeting scheduled for September.

PC and laptop replacements and upgrades:
Laptop upgrades: 2
Laptop maintenance: 4
Rugged laptops deployed to APD: 20
PCs replaced: 43

Implementation of Munis modules and functionality – Procurement Cards: Meeting scheduled for September 5th with Wells Fargo to set up custom GL/Report template within the CCER program.

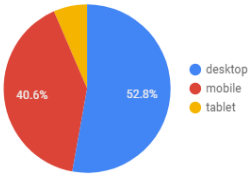
Workforce Cyber Security training: Kick off scheduled for September.

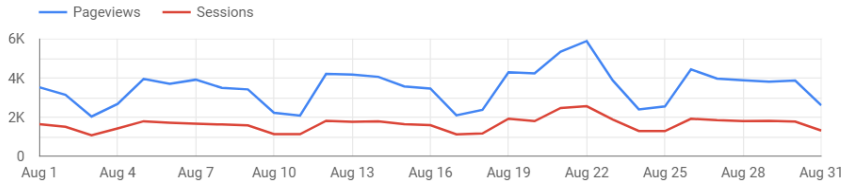
Endpoint protection upgrade scheduled for September.

Phone calls received: 911

Analytics for www.annapolis.gov

Pageviews	Unique Pageviews	Sessions
109.3K	87.9K	50.9K





	Page Title	Page	Pageviews
1.	Annapolis, MD | Official Website	/	14,207
2.	Jobs with the City | Annapolis, MD	/237/Jobs-with-the-City	5,191
3.	Bus Routes & Schedules | Annapolis, MD	/185/Bus-Routes-Schedules	4,310
4.	Annapolis, MD	/list.aspx?PRVMSG=253 (Daily Police Activity Reports)	2,557
5.	City of Annapolis Recreation & Parks | Ann...	/189/Recreation-Parks	2,195
6.	Online Bill Pay | Annapolis, MD	/802/Online-Bill-Pay	1,821
7.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,699
8.	Harbormaster | Annapolis, MD	/165/Harbormaster	1,244
9.	Fire | Annapolis, MD	/190/Fire	1,227
10.	Licenses & Permits | Annapolis, MD	/923/Licenses-Permits	1,222

DEPARTMENT OF FINANCE

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Sept. 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 conducting CAFR preparation with staff including 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 outsourcing	- 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 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	- 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	- Considering overnight investment options of idle operating cash. - Continue regular drawdowns of bond proceeds. Drawdown planning Sept 2019. - Council considering legislation to transfer and consolidate unspent bond proceeds. - Annual bond ordinance to obtain Council authority for addition debt issues. - Analyzing CIP to standardize accounting within the capital projects. - Settled the 2nd borrowing from the equipment capital lease to purchase police, fire and DPW vehicles. Effective interest rate 1.733%.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Sept. 2019
	Ensure City-wide compliance with Grant budgets	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	- Preparing for fall/winter bond sale. Preparing spending projections, bond sale calendar, and other planning tasks.
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	- Staff preparing fund statements for CAFR. Planned issuance of CAFR Mid Dec. 2019. - Filled accountant positon and currently back-filling AP Clerk. - Finalized the Operating and Capital budget approved by Council in the MUNIS System. - Finishing Operating budget book for posting on website. - Continuing OpenGov implementation, including Budget Builder and Workforce Planning - Developing reconciliation from Fleet Management system to Finance to cross reference vehicle records.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Sept. 2019
		issues	
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	- With MIT, we continue to remedy issues from the recent MUNIS upgrade. - Reviewing resumes to fill other billing clerk and cashiers.
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. - Working to resolve the tracking of workers compensation claims and resulting payroll processes.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	August 2019 – Sept. 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 - Expand outreach	- Procurement Code on Council agenda for approval at upcoming meeting. - 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. This will assist Finance and Purchasing to identify whether the MUNIS system is being used to its fullest potential. - Continuing research on MBE participation. - Finance and Purchasing working on liquidation of FY19 and prior purchase orders. - See below-- listing of procurement activity during July.

CENTRAL PURCHASING - MONTHLY REPORT – AUGUST 2019

Current Procurements – Status

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

IFB 19-26 Dorsey Road Improvements
- Awarded to ECM Corporation. Contract in process.

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
- Bids due 8/21.

Completed Procurements – Status

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

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 19-28 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.

OFFICE OF ENVIRONMENTAL POLICY

*****Highlights asterisked**

Goals and Objectives

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

- Final planning stages on city work with GreenVest to meet the City's Municipal Separate Storm Sewer (MS4) permit. Nutrient reductions accomplished with these predominantly green infrastructure projects count towards the City's Watershed Implementation Plan (WIP) to meet pollution reduction goals to meet TMDL requirements.

Ensure compliance with MS4 permit:

- See above.
- Final bond inspections (City Arborist and Public Works) scheduled for the Ambridge stormwater pond. DNR, through the Chesapeake & Atlantic Coastal Bays Trust Fund, awarded the City $175,000 in 2017 to perform work on the Ambridge community pond.
- As part of the City's MS4 compliance and as part of the work in the Back Creek watershed, the City's contractor GreenVest scoped additional work on the Ambridge community pond to fix two outfalls where overflow is contributing to sediment to Back Creek. The GreenVest project will pick up where the first Ambridge pond project left off. Due to limited funds, only the interior of the pond was addressed with DNR grant funds.
- **Implement Expanded Polystyrene Ban ("Foam Ban")**

No new work; several calls from businesses regarding compliance and county and state requirements.

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.

PW and OEP met with Underwood & Associates and conferred with DNR and others that testified before the Environmental Matters Committee criticizing the stream restoration process in the city. Constructive suggestions were made by all on improving communications and the workflow governing project applications and review. The city workflow requirements document will be revised to reflect these suggestions. *Importantly, PW, OEP and other relevant departments (determined by project scope) will meet with applicants during the review and comment process to more efficiently answer questions and relay requirements. This new step will reduce back and forth with comments. In addition, applicants will provide summaries of all field visits and meetings to capture decisions and comments made in the field and during meetings.*

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

- ***Single use plastic reduction education campaign was initiated August 20 and will run through September 20. Galway Bay and The Westin signed on to serve as mentors to

other businesses and businesses were solicited to participate in the campaign with educational materials and signage and agreed to reduce and/or eliminate the use of single-use plastics. A grant was awarded from the National Oceanic Atmospheric Administration (NOAA) via DNR to initiate an education and behavior change campaign to reduce the use of single use plastics. Annapolis Green was selected as the City's contractor to design the campaign, engage businesses to participate, and gather data

- Environmental priorities under development for the remainder for 2019 and 2020-2021.

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.

- Comments and questions exchanged between OEP, PZ and Critical Area Commission. Final MOU expected in September.

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

- Three public meetings were held - one in the city and two in the county. These meetings and their minutes are required by EPA in order to submit the application. Meetings were lightly attended and the public comments were overwhelmingly supportive of the NDZ, including those from the boating community. Two owners of older sailboats complained about the cost to retrofit their boats and that there were no convenient pump out locations near their private docks. It was pointed out that the NDZ applies just to the creeks and rivers and that treated waste may still be discharged in the Bay; therefore, no retrofits are *required* by a NDZ. 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.

- ***Two electric charging stations were installed at the Pip Moyer Recreation Center and are expected to be operational by the end of September when electrical connections are completed. The application for the sites was completed in August and site selection was coordinated with BGE. City staff presented information to the Historical Preservation Commission. The Commission invited submission of a formal application for charging station sites in the historic district. HPC stated that no application is needed to install chargers in Hillman Garage.

- The City Forester reviewed BGE's plans for cable installation along Hilltop Lane and immediately adjacent to a row of young trees. BGE will be boring under the root zones of these trees. This work should not cause any adverse impacts to the trees.
- 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. While we wait for our Community Assistance Visit (CAV) results from FEMA, MES and Wood are moving forward processing the City's CRS application. The results of the CAV will be incorporated into the CRS application.

Other

- ***Brewer Hill Cemetery:** Hyatt Commercial provided a concept plan to PW to address ongoing stormwater erosion in the cemetery. OEP is keeping Brewer Hill representatives and other concerned groups updated.

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

Noteworthy tree work:

- Reviewed and provided comments related to tree removal and/or tree protection on two HPC projects, 102 South St and 15 Maryland Ave, prior to September 10 public hearing.
- Pruning contracted for trees along Forest Hills Ave between Bay Ridge Ave and Forest Drive to achieve 15' clearance standard required by city code.
- $2,000 payment received from owners of 25 College Ave for boundary tree removal completed by the City for $4000. $2000 outstanding from adjacent property owner.
- The safe removal of two large dead and hazardous trees in Eastport, 418 Chesapeake Ave and 522 First St, including grinding of stumps. Replanting will take place this fall.
- Pruning to remove dead branches from an Oak tree on the corner of Severn Ave and First St.
- Pruned multiple trees along Prince George Street to achieve building, sidewalk and street clearances.

FIRE DEPARTMENT

Monthly/ YTD Response Statistics

- The Department responded to 1088 calls for service in August and a total of 8086 calls for 2019 with the following monthly breakdown:

    - EMS - 684 or 64%
    - Fire – 315 or 28%
    - Service – 69 or 6%
    - Rescue – 2 or 1%
    - Hazmat –18 or 1%

Other Events/Activities

- EMS Hospital Transports – 469 - The EMS Division conducted 0 citizen CPR courses and 0 Your Life matters events.
- SAFE Station Referrals – 14
- Cardiac Arrest Survival Rate is 6.5% - National Average is 7.1%.
- Overdose Responses – 25 with 15 suspected Opioid with 19 Narcan administrations.
- Completed 113 new fire safety building inspections and 37 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 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 8 suspicious package incidents.
The Fire and Explosive Services Unit responded to 3 request for explosive detection K-9's.
Nine (9) new recruit firefighters/paramedics continued their 4-week training mentoring program after completing five (5) months of training at the Anne Arundel County Training Academy.
Fire Code Violations at the Asian Buffet of 2019A West Street caused a temporary business closure. Business remains closed at this time.

Significant Incidents

8/1/19 Water Rescue – Chesapeake Bay
8/3/19 Main Street – Suspicious Package
8/3/19 Structure Fire – Colony Drive
8/5/19 Multiple Pedestrians Struck – Norman Drive
8/7/19 Water Rescue – Rhode River
8/10/19 Water Rescue – Chesapeake Bay
8/11/19 Water Rescue – Lake Ogleton
8/14/19 Haz-Mat – Perry Center (USNA)
8/15/19 Suspicious Package – State Circle
8/22/19 Structure Fire – Bay Ridge Avenue
8/22/19 Trailer Fire – State Circle
8/22/19 Structure Fire – Obery Court
8/24/19 Motor Vehicle Collision with Multiple Injures – Tyler Avenue
8/25/19 Water Rescue – Cheston Avenue
8/31/19 Fire/EMS/HazMat/Bomb Squad Support – Navy Stadium

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 August – 3

   - ***Speeding Complaint – non-emergency – Complaint unfounded***
   - ***Waterflow testing monitored improperly – no diffuser on hydrant and water was going into building – Contractor issue - contacted and resolved the situation.***
   - ***Husband Complaint against request of wife – Police involved – Complaint unfounded.***

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 August – 1:36 (Minutes:Seconds)
   Average Response Time for August – 4:13 (Minutes:Seconds)
   Average Response Time for Multiple Units on Scene – 5:14 (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.

   Three minor claims in August – finger laceration, allergies in stations, elbow/groin pain from lifting patient.

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 August –
   1 – MU48 minor damage found during PM Checks
   1 – MU35 damaged
   1 – U35 window broken carrying items
   1 – Departmental vehicle windshield broken

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

   Training hours completed – 2,353

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.

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

   None were given in the month of August.

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.

    Deputy Chief Spriggs conducted station and vehicle inspections in August. 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?

August Public Education Events - 21
August Fire Loss - $38,000
2019 Fire Related Deaths – 0 (Last fire related death was in 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. In August we received a grant from MIEMSS for the purchase of more Active Assailant vests and helmets to protect our personnel and another grant from the DNR for a FLIR to assist with nighttime vision and an outboard motor for the inflatable boat for water rescues.

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

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

Conducted Recruit School training at the Anne Arundel County Fire Academy
Conducted joint Dive Recue Training with the Anne Arundel County Fire Department
Conducted Pre-Fire and Incident Response training to Ren-Fest

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 August, our average was between 6-7 days. However, a new property maintenance inspector will be starting in September.

• Complete 100% of all scheduled rental inspections

This goal was met in August.

• Initiate review of all applications within three days of receipt

For permit review, our average time was seven days.
For project review, our average time was 3.7 days.

• Complete four policy/program initiatives

Comprehensive Plan Update

The consultant team has continued to work, and has started to draft introductory chapters of the plan. Comprehensive Planning staff also met with the Ward One August 29, 2019.

Chesapeake Bay Critical Area Buffer Mapping update

The ordinance has been introduced on first reader and will go to Planning Commission on September 5, 2019.

Zoning Code Updates

No progress to date

Building Code updates

The ordinance has been sent to the Law Office for formatting before introduction.

• 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:

6 site visits
2 site visit requests (scheduled next month)
2 ribbon cutting requests
1 pre-application meeting
2 location assistance
3 informational meetings
6 outreach/information requests
5 city/permitting assistance
6 congratulatory new business letters
307 subscribers received monthly newsletter

Other Planning and Zoning Department Noteworthy Activities

- Participated in Maintenance Facility Task Force

- Participated in Anne Arundel County Bicycle Advisory Commission

- Participated in Mayor's FISH Tank initiative

- Participated with Maryland Historical Trust in beginning stages of an easement that will transfer with the Burtis House once the new owner has been determined.

- Provided comments to the USNA/NAVFAC on proposed Sea Wall Repairs and Restoration, Chapel Dome and Cupola Replacement, Gate 2 Restoration, and the new Alumni Headquarters.

- Participated in meetings with Janice Hayes Williams to ensure proper procedures--with an emphasis on archaeological monitoring--for unanticipated burial remains.

- Assisted SP Plus and Department of Transportation with application for review of Multi-Vehicle Parking Kiosks at an HPC Special Public Hearing.

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	3
Armed Robbery	4	0
U/A Robbery	2	1
Agg Assault	15	10
Res Burglary	8	8
Non-res Burglary	2	15
Larceny	68	86
M/V Theft	13	8
Total	112	131

CALL CENTER ACTIVITY

The communications section processed **3317** calls for police service. This is an average of **106** calls per day. (*Note that 361 cfs were Frequent Checks*) The prior month of July totaled 3247 service calls for an average of 105 calls per day.

The communications section processed **7320** telephone calls through the center totaling 10,004 talk minutes. Average number of telephone calls per day was **236.** Emergency 91-1 calls totaled 853**.** Telephone calls for the prior month of July 2019 totaled 7174 for an average of 231 per day. 911 calls for July totaled 779.

Department Response times were noted for the following Emergency call categories: (52 records) PI Crash- 22= 1:36 Armed Subject- 5 = 0:51 Shots Fired- 25 = 1:29
August Average Emergency Response Time: 1:19

July 3:12 June: 2:12 May: 1:39 Apr: 0:58 Mar: 1:21 Feb: 1:20 Jan: 2:28 **2018-** Dec: 2:05 Nov: 1:51 Oct: 1:48 Sep: 1:38 Aug: 2:04 July: 1:43 June: 1:42

* 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
January	2673	2748 + 723 fc	2763 + 510 fc	2951 + 479 fc
February	2585	2336 + 421 fc	2462 + 513 fc	2361 + 443 fc
March	2884	3557 + 504 fc	2826 + 379 fc	2852 + 483 fc
April	2925	2736 + 462 fc	2922 + 432 fc	2844 + 486 fc
May	3089	3050 + 609 fc	2907 + 329 fc	3035 + 488 fc
June	3096 +630 fc	3067 + 706 fc	2958 + 243 fc	2770 + 382 fc
July	2945 +495 fc	3370 + 328 fc	3113 + 322 fc	2873 + 374 fc
August	2824 + 209 fc	3081 + 251 fc	3160 + 603 fc	2936 + 361 fc
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 + 491 fc	2529 + 442 fc	
TOTAL	37,181 *(33,604w/o fc)* 101.6/ DAY	41,684 (35,879 w/o *fc)* 114.2/ DAY	39,127 *(34,200w/o fc)* 107.2/ DAY	26,118 (*22,623 w/o fc*) 107.5/DAY

Community Service

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	11
DJS home visits	0		Victim's contacted	11

DJS school visits	0		Residential Survey	2
MCIN meetings	2		Commercial Survey	0
Hispanic Liason	Total		Neighborhood Safety Training	0
Translator Contacts	11		Community requests	[illegible]
Victim Contacts	12		McGruff Appearances	0
Total Contacts	23		Watch Your Car	Total
Court Hours	0		Auto Theft reports	13
School Visits	12		Theft from Auto reports	22
Officer Activity	Total		Vehicles Registered	0
Meetings	9		Scooters Registered	0
Total School visits including Hispanic Liason	17		TFA/ Auto Theft Initiative Letters Sent	35
Calls for Service	9		J.O.I.N.S.	Total
Reports	1		Juveniles currently in JOINS	0
Foot Patrol Hours	32		Unsupervised juveniles	0
Business Checks	72		90 day supervision juveniles	0
Bank Checks	17		Home visits	0
Traffic Stops	1		School visits	0
Traffic Citations	0		Juveniles arrested	14
Traffic Warning	1		Juveniles that didn't qualify	12
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	0		Community Events Attended	N/A
Juvenile Citations	0			
Total Arrests	0		Cadets	Total
			Current Cadets	5
CSS Events and Activities	29		Community Events	20

Accomplishments:

- (5) Media interviews
- Community Services received a donation from Rita and Ronald Hollander in the amount of $5,000.00 for Community Outreach with children (Summer Camps, APD Kids Club, etc.). The money will be put into the Annapolis Police Foundation.

Community Service Section participated in the following events/ activities: (29)

- APD Arts Camp-2 days (13 kids)
- APD Family Fun Fishing Adventure-1 day camp (14 kids)
- APD Crabbing Camp at Jonas Green Park-1 day (12 kids)
- APD Fishing Camp-3 days (31 kids)
- Movie Night and cookout at Robinwood-Approx. 100 people attended.
- Movie Night at City dock- Approx. 200 people attended
- Partnership with AA County Public Schools-lunch distribution on Newtowne Drive-(4x/ Days)
- 19th Annual Back to School Backpack Giveaway in Oxford Landing
- Movie Night and cookout in Harbor House- Approx. 150 people
- Admiral Farragut Movie Night Approx. 100 people
- Assisted OEM with Friday Food Deliveries to family in need of food. 28 families. (2 times)
- Bens Drive-Coffee with a cop.
- Coffee with a Cop at Eagle Rock
- National Night Out in 4 locations- Bay Ridge Gardens, Clay St, Croll Dr., Parole. Approx. 1,000 people participated.
- Movie Theater Trip-Angry Birds- 25 kids
- Movie Theater trip- Toy Story 4- 12 kids
- Bens Drive- Your Personal Solution Kids Sign Up program
- Newtowne Cookout and movie night. Movie Night cancelled due to weather, but the cookout was a success. Approx. 150 people. Movie night rescheduled for 9/9.
- APD Kids Club trip to Bowie Baysox game- 20 kids
- Naval Academy Family Day
- Stanton Center Fun Day
- Annapolis Elementary Teacher Meet and Greet
- EUMC Backpack Giveaway
- Mercado at Salvation Army Tyler Heights Sneak a Peek
- Annapolis Middle Sneak a Peek
- Annapolis High Sneak a Peek
- Street Hockey Party Downtown
- Annapolis Recreation Parks and Annual End of Summer Camp Picnic

Community Service Section participated in the following training: (4)

- Youth Mental Health First Aid
- National Information Officers Association Training Conference

- Blue Team
- First aid mental health for juveniles

Cadet Program

Events the Cadets attended:

- Crab Camp
- Arts Camp
- Teen Court Glen Burnie
- National Night Out
- Fish Camp
- Movie night(Woodside, Eastport, Dock St, Admiral Farragut)
- Annapolis Mall Movie (Angry Birds 2)
- Harbor 9 Movie (Toy Story 4)
- Bowie Baysox Game
- School lunch meal delivery
- Navy Family fun day
- Stanton Center family fun day
- OEM food delivery
- School lunch meal delivery in Woodside (week after meal program stopped)
- EUMC Backpack Giveaway
- Street Hockey/Party Downtown

PUBLIC WORKS

Key milestones for Public Works during the month of August 2019:

- Design was completed for the new Truxtun Park Swimming Pool project, and demolition of the old pool and construction of the new pool are scheduled to begin in September.
- Extensive infrastructure work, including street resurfacing, sidewalk replacement, waterline replacement, and sewer line re-lining, was ongoing throughout the city during August.
- The largest capital project in the City's history, the new water treatment plant, was closed, as all requirements have been met.
- Support of and assistance to the Public Works Maintenance Facility Task Force continued through August. This have been a tremendous work effort for PW staff.
- Two long-time City supervisors, Ricky Miller (Facilities Maintenance supervisor) and Phil Scrivener (Solid Waste supervisor), recently retired from the City. Stellar employees such as these two individuals are hard to replace.

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 will begin in mid-September on Clay Street and will recommence on the Bladen Street area in late October after the boat shows.
   - Homewood/Germantown Water Main Replacement (71003) – Design/build water main work for Glen Ave between West and Maple has been installed, disinfected and tested. Connection at West St. and installation of water services is beginning in early September. Water main on South Cherry Grove (Phase 1) is completed and pressure tested and is currently being disinfected.
   - Tucker, Tolson & Giddings Water Main Replacement (71003) – Design/build water main work has begun. Water mains on Giddings and Tucker are about 75% complete and expected to be complete in mid-September, followed by testing and disinfection.

2. **CIP 71002 – Water Tank Rehabilitation**
   - Jefferson Tank rehabilitation project is 99% complete.

3. **CIP 20013 – City Facility Improvements**
   - Contractor has completed the roof replacement of Eastport Fire Station. Additions A & B to the station have been framed with plumbing and electrical rough-ins. Mechanical renovations will follow.
   - Taylor Avenue Fire Station roof replacement is 98% completed. Punch list items remain.

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

- BGE was onsite to complete connections to the new meter and panel during the week of August 26. The contractor has installed a new power pole and panel for this work.

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.

6. **CIP 77006 – Dorsey Avenue**
   - The preconstruction meeting scheduled for September 12. Contractor has begun mobilization. Information flyers will be handed out to all residents.

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. Concrete work has been completed on Frederick Douglas and Royal (off Copeland). Striping contractor will mobilize in September to finish line work.

9. **CIP 40017 – Sidewalk Restoration**
   - Work continues in the Murray Hill neighborhood. Contractor has completed Lafayette Avenue and mobilized to Murray Avenue.

10. **CIP 50005 - City Dock Flood Mitigation**
    - Recently awarded $1M through the State Comprehensive Flood Mitigation Grant Program. Awaiting award of $3M FEMA grant based on results of archaeological investigations and Maryland Historical Trust (MHT) approval.
    - The 95% design submittal was received on August 30.

11. **CIP 50008 – Truxtun Park Pool**
    - Revised grading permit, demo permit, and building permit were submitted on August 30.
    - Phase 2 guaranteed maximum price (GMP) finalized.
    - The grounding breaking ceremony is scheduled for September 10.

12. **CIP 83002 – Truxtun Park Tennis Courts**
    - Construction bids were submitted on August 27. Urban Zink was the low bidder for the project, and the bid was over budget. A meeting will be held on September 10 with the low bidder to value engineer the project.

13. **CIP 77008, 77009 – MS4 Permit**

- Negotiating FY20 programmatic scope and Back Creek design and permitting scope.

	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	231.0	244.9	243.1	296.8	223.4	3280.1
Yard Waste Collected (Tons)	91.5	145.6	155.0	148.2	268.4	166.0	116.1	68.2	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											1443.3
Recycling Collected (Tons)	256.2	176.8											433.0
Yard Waste Collected (Tons)	132.4	88.8											221.2
Diversion Rate (%)	33.7%	28.1%											
12-Month Rolling Diversion Rate (%	39.1%	38.3%											
UTILITIES													
Water Meters Read (#)	6191	3492											9683
Water Meter Turnoffs (#)	183	83											266
Water Meters Replaced (#)	107	57											164
Sewer Trouble Calls (#)	13	22											35
Sewer Calls After Hours (#)	9	5											14
Sewer Main Cleaning - PM (ft)	22481	0											22481
Sewer Main Cleaning - Other (ft)	3050	1750											4800
Storm Drain Pipe Cleaning (ft)	1455	1200											2655
Storm Drain Inlet Cleaning (#)	23	13											36
STREETS													
Curb Painting (Ft)	1531	1615											3146
Streets Swept (Miles)	634	614											1248
Concrete Sidewalks Repaired (SF	140	84											224
Potholes Repaired (#)	199	82											281
PROGRAMS													
Street Resurfacing (miles)	0.6	0.49											1.09
Sidewalk Restoration (SF)	1692	0											1692
FLEET													
PMs Performed (#)	29	30											59
Road Calls (#)	20	11											31
FACILITIES													
WO Completed (#)	57	65											122
WATER TREATMENT PLANT													
Water Produced (Million Gallons)	129.0	132.1											261.1
Water Quality Issues (#)	0	0											0

RECREATION AND PARKS DEPARTMENT

ARPD "Servant Leadership" Approach

"Servant Leadership" is a philosophy that emphasizes increased service to others by encouraging shared decision making and a sense of community involvement.

PMRC Data

- Memberships 2989
- Rental Revenue $43,404.50

Departmental

Ribbon Cutting Ceremony at Bywater Park. Speakers: City Mayor Gavin Buckley, Sheila Fynlason, City Councilwoman, Archie Trader, Recreation and Parks Department Director - August 24th.

Programs

Accomplishments

- Finished summer camps
- Starting new Annapolis REACH after school program
- Finalized enrollment for Before and After School Child Care
- Re-Opened Eastport Elementary Before and After School Program!

Number of Participants (if applicable)

- August Camp numbers – 477
- Current Child Care Numbers - 233

Number of Rentals Including Revenue (PMRC)

- August Camp Revenue = $7,198.00
- August Child Care Revenue = $19,467.35

Upcoming Programs / Events (SC & PMRC Recreation)

- Child Care/Latchkey/REACH
- Trash to Treasures Rummage Sale
- Kids Day In
- Youth Dance Classes

Athletics

Accomplishments

- Purchased needed supplies for the Rock Wall, and for Fencing.

- Purchased 2 complete sets of Volleyball equipment, nets, antennae, stands.
- Complete Volleyball set relocated to the Stanton Center
- Successful start of Men's Softball season
- Successfully completed the Summer Splash camps

Number of Participants (if applicable)

- Softball currently has 7 teams competing in the Fall League

Number of Rentals Including Revenue (PMRC)

- 6 total rentals with revenue of &1947.50

Upcoming Programs / Events (SC & PMRC Recreation)

- Registration currently underway for Fall Volleyball, as of this report currently 8 teams are registered.

Upcoming Facility Maintenance Projects (PMRC, Parks & SC)

- Purchase new equipment for boxing program

Fitness

- Pip Moyer Recreation Center Fitness classes 2,158
- Pip Moyer Recreation Center Personal Training 62 Hours
- 2019 Pool Season Passes were used 558 times with 1,930 adult drop in patrons and 3,682 seniors and children that dropped in to use the pool. 2,959 Campers swam this summer and the total revenue for the 2019 pool season was, 25,680.00

Aquatics

- 2019 Pool Season Passes were used 558 times with 1,930 adult drop in patrons and 3,682 seniors and children that dropped in to use the pool. 2,959 Campers swam this summer and the total revenue for the 2019 pool season was, 25,680.00

Parks

- The pool was successfully cleaned out and ready for demolition.
- The summer grass cutting crews did great with cutting all of the parks.
- Several concerns at the Amos Garrett Park were met, cut a few dead trees down, backfilled an area of erosion and placed rocks to slow down the water and repaired the pier.

Upcoming Projects (Parks)

- Repair the roof at the boat house.
- Renovate the Collison building

Member Services

- 2,989 members August 1 thru August 31
- Revenue for memberships for the Month of August - $41,368
- Facility usage from August 1 thru August 31 – 8,953 scans (check-in)

Number of Meetings & Events (PMRC)

MRPA meeting to be on conference committee in 2020

Pip Moyer Recreation Center (PMRC) Facility

- Auxiliary Gym wall leaks
- Dance Studio B leaks – PWD is involved
- Repainted lower half of beams around indoor track and basketball courts
- 3 second zone areas of each indoor basketball court will be re-painted
- Windows of the entire facility will be cleaned

Stanton Community Center (SCC) Facility

Events

- True Church…… …Sunday 4,11,18 & 2
- 4th Ward Block Party …….. Saturday 17
- Repass …….…….…….…….... Friday 30
- Birthday Party…….. Friday 24
- Christening ... …… Sunday 18
- PTA Meet & Greet ….…….. Thursday 22
- Back Pack give away …… Friday 23

Meetings

- Stanton Center Bible Study……Tuesday 2,9,16,23&30
- Tough Love NA Meeting (GYM) ……Tuesday 2,9,16,23&30
- 4th Ward Meetings ……Wednesday 3,10,17,24&31
- Local Organization Committee (LCR) …….....Thursday 11,18&26
- GED Preparation (CPL) ……Saturday 6,13,20&27
- Mayor Transition ……Tuesday 2,9,16,23&30
- Street Angels ……..Monday 8,15,22&29

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 …….. 100 seating requested
- 4th Ward Meeting …… 10 seating requested
- Mayor Transition …… 25 seating requested
- Street Angels …… 5 seating requested

Recreation

- Camp ended August 9
- Patriot Point Park Field Trip: Military Park in Cambridge, MD dedicated their park to the youth on August 20, 2019. Our youth participated in crabbing, fishing, swimming, kick ball, and other recreational activities.
- Pencils & Pops event held on August 22, 2019. Teacher, parent, student meet and greet.
- Lillian Turner Javey back to school give away was held on August 24, 2019.
  Back to school give away was sponsored by The Priority Group by Lawyers Realty, LLC
- National Museum of African American History and Culture field trip held on August 29, 2019. 20 youth attended.

Marketing

- Finalized Facebook program guide ad campaign with The Capital 8/8
- Finalized Chesapeake Family Life magazine FY2020 advertising 8/9
- Modell's fall Team Weeks fundraiser started 8/23 and goes through 10/17 (8 weeks)
- Annapolis REACH (new after school youth rec program) inserts designed and printed 8/26
- ARPD 11x17 info posters for COA buses – 16 in English, 16 in Spanish – printed and given to Transportation for install 8/27 (bus shelters posters to work on in September)
- new pool groundbreaking media advisory sent 8/26 by Mitchelle
- ARPD ear buds received (promo/sale item) 8/9
- Researched giveaway items (mugs/tumblers) for annual PMRC memberships purchased in fall
- AIPPC summer concerts flyer updated with added 9/22 date
- ARPD "ad" for fall programs in Chesapeake Family Life's special e-newsletter 8/29
- fall program guide distribution to City Hall, libraries (Monarch Academy and Eastport-Annapolis Neck locations), visitors center

- ARPD September newsletter created
- Submitted September ad for Idle Time Advertising (IDA)
- ARPD Events Calendar (Google shared calendar) – items added for upcoming special events
- Fence Banner "Sponsorship for Scholarship" initiative sent to staff for review/to formalize 8/27
- E-News sent on 8/7 8/14 8/21 8/28 to 5,507+ e-mail subscribers each time
- Updates to ARPD web pages and calendar
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign throughout the month
- Facebook 8/7-9/3: 3 actions on page update 200%, 289 page views (up 15%), 23 page previews (up 15%), 46 new page likes (up to 77%), 19,641 post reach (up 394%), 7 recommendations (up 75%), 1,223 post engagements (up 2%), 58 3-second video views, 52 new page followers (up 86%)
- Twitter 8/1-8/31: 19 Tweets, 3,396 total followers, 114 profile visits, 8,274 Tweet impressions, 4 mentions, top tweet (484 impressions) was Bywater Park Playground ribbon cutting on 8/24, top new follower was Anne Arundel Sheriff, top media Tweet (341 impressions) was new Little Free Library

Events

- Playground at Bywater Park Ribbon Cutting and Annapolis Walk Community Center Open House 8/24

Harbor Master

Problem Areas of Concern (all reports)

- Title 15 needs revision

Corrective Measures (all reports)

- Demo of FSM marina software was impressive. We are waiting for MIT to schedule a demo to see if we can move forward.
- Twice monthly meetings have been scheduled to begin draft recommendations to forward to the Office of Law

Budget Concerns (all reports)

- No particular budget concerns at this time

Accomplishments (all reports)

- Profits for FY 2020 are more than 12% higher than this time last year--that's almost 25K
- 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

- On August 18th – 21st OEM activated cooling centers located at Pip Moyer Recreation and American Legion.
- August 7, 16, 25, 26, and 29 – Severe Weather and 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.

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.
- Throughout the month of August, OEM conducted two Family Information Center meetings in partnership with the Anne Arundel County Office of Emergency Management.
- On August 2nd, OEM planners met with GIS to audit the ODFree Dashboard.
- On August 2nd, OEM met with ODFree's Community Prevention Advocate.
- On August 6th, Emergency Management participated in a meeting with BGE and other City personnel to discuss the Connected Communities initiative.
- On August 6th, OEM participated in the monthly local Emergency Manager's conference call.
- On August 6th, OEM attended the Resilience Working Group meeting at City Hall.
- On August 8th, OEM met with the City Manager and MIT on Cybersecurity.
- On August 12th, OEM planners attended the Navy Football Pre-Season Operational Briefing at Navy Marine-Corps Stadium.
- On August 14th, OEM planners met with the Prevention Program Manager to discuss Substance Use Disorder initiatives, programs and data in the City.
- On August 15th, OEM planners met with Alderman Gay and the Prevention Program Manager to do a site visit for potential Substance Use Disorder initiatives.
- On August 16th, OEM and GIS met to discuss the implementation of the Maryland Road Closure Reporter online application.
- On August 19th, OEM planners met with the City's Special Events Coordinator to gather data and information relating to City special events to provide to the Maryland Emergency Management Agency (MEMA).
- On August 20th, OEM participated in a conference call of the Baltimore Urban Area Security Initiative Executive Committee.
- On August 23rd, OEM planner attended the MCAC's threat briefing for National Improvised Explosives tactics and familiarization.
- On August 26th, OEM participated in a conference call with the Federal Emergency Management Agency, Maryland Emergency Management Agency, Maryland Historical Trust, and Public Works to discuss the status of the $3M Hazard Mitigation Grant Program application.
- On August 27th, OEM and Finance held a meeting to discuss the OEM budget in addition to Finance policies and procedures.

- On August 27th, OEM planners participated in the BUASI Emergency Management Committee Meeting via conference call.
- On August 28th, OEM planners attended the Community Planning for Disaster Recovery awareness course taught by the NDPTC.

Training/Exercise

- Throughout the month of August, OEM conducted three test flights with the UAS.
- In the first week of August, OEM staff participated in five HurrEvac trainings.
- On August 3th, OEM toured the First Baptist Church in Annapolis to become familiar with the facility and offer advice on security initiatives.
- August 5th – 9th, OEM staff participated in HURREVAC's online software, HVX.
- On August 7th, OEM participated and spoke at the Anne Arundel County Gun Violence Prevention Task Force Candlelight Vigil.
- On August 15th, OEM staff attended the MEMA Train the Trainer In Service Training.
- On August 16th, OEM attended the Baltimore UASI Training and Exercise Committee Meeting.
- On August 19th-20th, OEM staff attended an Advanced UAS Operator Course in Orikansy, New York with members of the Annapolis Police and Fire Departments.
- On August 27th, OEM toured the First Presbyterian Church in Annapolis to become familiar with the facility and offer advice on security initiatives.
- On August 28th, OEM planners attended Community Planning for Disaster Recovery at the Department of Aging and Disabilities.
- On August 29th, OEM met with ODFree's Community Prevention Advocate.

Outreach

- OEM has increased its total Facebook page "likes" to 3,459 and has a total of 3,675 followers.
- OEM has increased its Twitter followers to 2,312.
- OEM has reached over 4,000 City residents through NextDoor.
- OEM continued the Food Friday initiative this month and provided food to a total of 87 families over five weeks, which included 407 individuals.
- Throughout the month of August, OEM met with five Annapolis area Houses of Worship to discuss their Emergency Action Planning as well as the Governor's Office Protecting Religious Institutions Grant.
- On August 1st and 22nd, OEM participated in the regular CivicReady Check In calls.
- On August 6th, OEM joined Annapolis Police for National Night Out where OEM staff participated in four events throughout the City.
- On August 17th, OEM staff hosted tables and participated in three community events: Naval Support Activity (NSA) Annapolis Family Fun Day, Old 4th Ward Community Resource Day and Robinwood Community Resource Day.
- On August 19th, OEM hosted a coordination call with Anne Arundel County OEM and Crisis Response in preparation for a presentation to the County Executive.
- On August 20th, the Office of Emergency Management and Recreation and Parks partnered with the Military Bowl Foundation which owns and operates Patriot Point. This facility on the Eastern Shore is a retreat for recovering military veterans and their families. On this day, Patriot Point opened its doors at no cost for a field trip of 25

disadvantaged kids from Annapolis. The kids enjoyed a long day of outdoor activities including crabbing, fishing, kayaking, beach volleyball, corn hole, and much more.

- On August 23rd, OEM staff presented the Family Information Plan to the County Executive's Public Safety meeting.
- On August 24th, OEM attended the "Back to School" Community Backpack Event at the Eastport United Methodist Church.
- On August 28th, OEM staff attended the Oxford Landing Backpack event.
- On August 30th, OEM was interviewed by WNAV for Preparedness Month.
- On August 30th, OEM participated in the International OD Awareness Day: Ceremony & Vigil in Glen Burnie, MD.

Grants Management

- Emergency Management encumbered funds in August for fiscal year 2017/2018 Urban Area Security Initiative Program for the Annapolis Hazmat team and the Baltimore County/City Bomb squad team.

August 2019	
FY 2018 UASI Bomb Squad	$2300.74
	$4315.00
FY 2017 UASI Hazmat	$724.00
TOTAL August Grant Expenditures	**$7,339.74**

Annual Goals Update

- Several 2019 goals have been advanced. These include:
  - 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 department, 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?

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

Highlighted Event
During the month of August, OEM issued Emergency Management Alerts alerting, warning and preparing the Annapolis Government and Community about the threat of severe weather and coastal flooding.

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

Highlighted Event
OEM participated in numerous outreach and education events within the community this month such as National Night Out and Robinwood Community Resource Day.

Are they forward thinking, planning for long term problems?

Highlighted Event
OEM continues to coordinate with FEMA, MEMA, and Public Works to fund the flood mitigation construction project of a pumping station neat Compromise Street. Required archeological surveys are currently underway.

Are we ahead if the curve, or behind?

Highlighted Event
Based on lessons learned from the 888 Bestgate incident, OEM is facilitating the development of a Reunification and Family Assistance Center policy that would identify the level of civilian support during the recovery stage of an active assailant threat.

August Focus – Cybersecurity

Cyberattacks have recently crippled dozens of cities in the U.S.and have put other local governments on guard. These hackers can halt routine operations by locking up computers and public records and demanding steep ransoms. Government agencies that fail to keep reliable backups of their data could be forced to choose between paying ransoms or spending more to rebuild lost systems.

Cities of all sizes have been targeted for these attacks including Atlanta, Baltimore, Newark and Savannah. Recovery is expensive. This is especially true with smaller cities whose employees may not be trained on the latest ransomware which often spreads through emails containing malicious links or attachments. Hackers can also entice users to visit a compromised website and then encrypt files stored on a network until payment is made.

In a July 29, 2019 memo, the US Department of Homeland Security, the Cybersecurity and Infrastructure Security Agency, Multi-State Information Sharing and Analysis Center, National Governor's Association and the National Association of State Chief Information Officers recommend the following three steps for resilience against ransomware for state and local partners.

1. Back-Up Your Systems – Now (and Daily)
2. Reinforce Basic Cybersecurity Awareness and Education
3. Revisit and Refine Cyber Incident Response Plans

On August 8, 2019, City Manager Teresa Sutherland, Assistant City Manager Lyn Farrow, Management Information and Technology Manager Barbra Smith, MIT Desk Support Specialist Brian Paquin and OEM Director Kevin Simmons met to discuss and evaluate the City of Annapolis Government's vulnerability to and preparedness for a cybersecurity attack. The degree of readiness was based on the three recommended steps listed above.

1. **Back Up Your Systems – Now (and Daily)** – *Completed Regularly.* MIT Manager Barbra Smith and MIT Desk Support Specialist Brian Paquin detailed their agency's practice of regularly backing up all critical government and system configuration information.

2. **Reinforce Basic Cybersecurity Awareness and Education** – *In Progress*. OEM with MIT's technical assistance, purchased an employee cybersecurity training program called Security Mentor. This training program was purchased with Homeland Security Grant funding. All city network users will receive monthly security awareness lessons, via their computer, for a period of one year. These lessons educate our employees to be aware of email scams, phishing attacks, malicious websites, social engineering, malware and more. Educating our employees to be less vulnerable is one of our best defenses.

3. **Revisit and Refine Cyber Incident Response Plans** – *In Progress.* The City of Annapolis must have a clear plan to address cyberattacks when they occur. As a result of the August 8, 2019 meeting, the City Manager assigned Barbra Smith to develop a Cyber Incident Response Plan. This response plan should include how to request assistance from external cyber first responders. In addition, the Governor's Homeland Security Secretary Pete Landon and the State of Maryland Department of Information Technology should be included as a response resource reference in any plan submitted. It is OEM's recommendation that the Cyber Incident Response Plan be completed within six months.

OFFICE OF LAW

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; motions hearing 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; motions hearing 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; oral arguments pending
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; 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; Answer pending
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. Fabela A.A. Circuit Court Case No. C-02-CV-18-002435	APD	City appealed WCC finding of occupational disease; courtordered mediation and pre-trial conference have occurred w/out settlement; settled at 2nd pre-trial conference; CLOSED
COA v. Dalton A.A. Circuit Court Case No. C-02-CV-19-000784	AFD	City appealed WCC finding of occupational disease; courtordered 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

ADOPTED LEGISLATION:

(No legislation adopted in August - - no City Council meetings)

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 August

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 August and an expected start date 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 August

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 August

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 August

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) introduced and adopted on First Reader July 22, 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 August

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 August

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

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 August,
Negotiated payment/abatement for 4 MI citations prior to court trials
Received negotiated settlement payments prior to court trials totaling $5,750; total received $6,150 Appeared at court 8/6/19 for trials on 13 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: No significant updates/changes to current procedures in August

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 August

DEPARTMENT OF TRANSPORTATION

MTA Compliance Activities

ADOT completed and submitted to the Maryland Transit Administration the following compliance activities as required under Section 5307 Urbanized Area Formula Program (49 U.S.C. 5307):

I. Safety Management System Plan for Annapolis Transit that serves two main goals: help the transit agency manage safety risks and prioritize capital investments through performance-based planning.

II. Transit Asset Management – completed new transit assets inventory forms for transit facilities (at the sub-component level), equipment, and revenue/non-revenue vehicles.

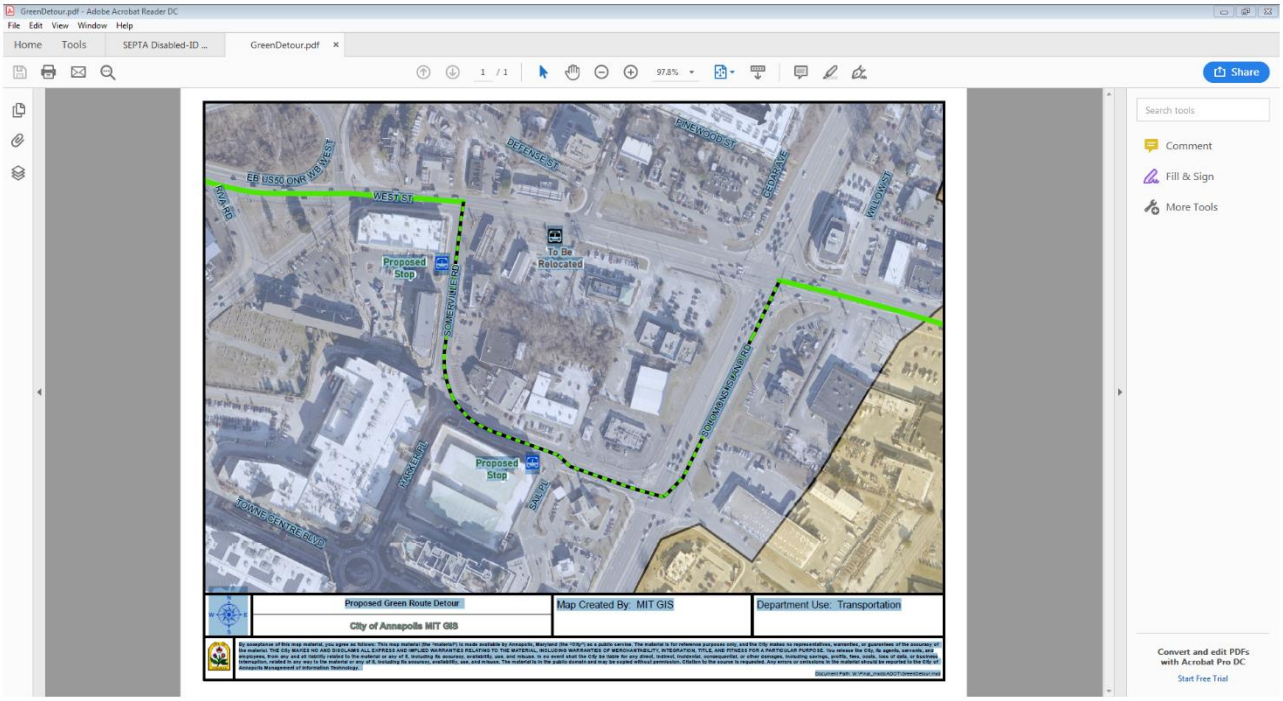
Green Route Adjustments

Based on feedback from businesses and transit riders, ADOT is proposing to make minor changes to the Green Route and Purple North to stop at Annapolis Towne Centre. The change will affect only the eastbound trip from the Annapolis Mall going into Annapolis Downtown.

The proposed change is as follows (see the figure below). Instead of continuing travelling on West Street from the Westfield Mall, the bus will make a right turn onto Somerville Road. At the traffic light at Solomons Island Road, the bus will turn left onto Solomons Island Road and then a slight right turn onto West Street on its way to Annapolis Downtown. We estimate that this change will add up to four (4) minutes to the travel time.

The Green route operates Monday through Saturday. The Purple North is in operation from 7:00 pm - 10:36 pm - Monday - Saturday and 7:05 am - 8:06 pm on Sunday.

The Annapolis Towne Center is a major activity center in the transit service area and therefore we do expect some increase in ridership with the proposed route modification. On the other hand, we do not anticipate any fiscal impacts with regard to increase in operating cost.



<u>Safety/Operations Meeting</u>
The safety meeting was held on 8/22/19. Discussions focused on the following: MUNIS self-serve, bus shelter maintenance, announcement of major stops and transfer points as required under the ADA Act, cleaning buses after shift, pre-trip inspections, seatbelt use, and Anne Arundel County route modifications.

Administrative Matters
Staff participated in the following meetings and events:

- Greater Parole Community Association
- Park Place Garage meeting
- SP+ Parking workgroup meeting
- TAM Board meeting
- Met with Department of Public Works to review bus stops that are missing bus stop signs
- Taxi program meeting (with the Mayor & taxi owners)

Activity Report
Transit Operations

A. August 2019 Ridership

Route	August 2019	August 2018	% Change
Red	4,787	5,584	-14.27%
Green	8,852	7,740	14.37%
Orange	1,616	2,199	-26.51%
Brown	8,336	7,943	4.95%
Purple	2,172	2,176	-0.18%
Circulator	4,782	8,406	-43.11%
State Shuttle	6,190	3,108	99.16%
Paratransit	225	200	12.50%
Total	**36,960**	**37,356**	-1.06%

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

K-12: 45 free rides
MTA Transfers: 396 free rides
City Employee: 137 free rides
Under 6 223 free rides

Total free rides: ***801 free riders***

B. August 2019 Farebox Revenue

Route	August 2019	August 2018	% Change
Red	$5,392	$6,159	-12.44%
Green	$9,264	$8,446	9.68%
Orange	$1,891	$2,579	-26.68%
Brown	$8,634	$9,164	-5.78%
Purple	$2,378	$2,384	-0.26%
Circulator	$0	$0	0.00%
State Shuttle**	$281	$316	-11.00%
Paratransit	$734	$703	4.41%
Total	**$28,574**	**$29,751**	-3.96%

***Excludes fares from state employees. The Circulator is free*

B. Service Hours/Miles

Total Service Hours: 4,940
Total Service Miles: 41,713

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 100%. There were 34 cancellations and three (3) no show. All pickups were on time.

Fixed routes OTP was 87% based on 39 observations.

Parking Activities, August 2019

Parking Garages/Lots

Garage/Lot	Revenues	Vehicles Parked
Gotts	$154,705.00	19,271
Hillman	$212,186.00	23,625
Knighton	$51,237.00	7,351
Park Place++	$96,271.29	11,722
South Street Lot	$18,755.00	2,081
Larkin Street Lot	$10,230.00	260
City Dock Lot	$550.00	3
Total	**$543,934.29**	**64,313**

++Not managed by SP Plus

On Street Parking

Activity	Transactions	Revenue
Citations	2,153	$86,745
Parking Meters	62,759	$169,287
Total	**64,912**	**$256,032**

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

For the Period August 8 – September 4, 2018

Division	**Overtime**	**Leave (sick, vacation and personal, etc.)**
Parking Enforcement Officers & Parking Meter Technicians	0	150
Transit Vehicle Operations – Bus Operators only	382.5	750
Transit Supervision	60	46

Vehicle Maintenance	38	118
Total	**480.5**	**1,064**

Leave without Pay	**400**