



**CITY OF ANNAPOLIS
CITY MANAGER**

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

HUMAN RESOURCES DIVISION

We got a good head start on our Implicit Bias Training by conducting City wide training in June of this year. We reached a large majority of City employees who were actively working during those sessions and will be scheduling quarterly trainings to reach any new employees or those that were unavailable during the June sessions. Also, the Human Resources Office provided in-service training to Police Officers in the revised APD General Order regarding discrimination along with implicit bias training with each employee required to complete in-service training.

We have expanded our out-reach resources for diversity organizations. We research and include those that are specific to the focus of the position, especially for high profile positions including department heads.

We have successfully completed Open Enrollment using the Employee Navigator software that will enhance our health vendor interfaces and ultimately lead to new employee on-boarding via the software. This will reduce paperwork and allow for keeping data in fewer systems and to exchange data electronically rather than through data entry.

We are evaluating a few vendors to control pharmacy costs through a pharmacy benefit management program. We will be implementing this mid-year.

We have worked with MIT to implement paperless pay stubs.

We have completed the Civil Service Board review of the majority of the job descriptions updated through the Evergreen Solutions consultant study.

Below are some statistics for the Month of July:

- 7 vacancies have been filled
- 7 new employee orientations have been provided
- 6 employees and retirees have been enrolled in benefits
- 4 retirements have been processed
- 3 terminations have been processed
- 2 exit interviews have been conducted

MANAGEMENT INFORMATION TECHNOLOGY DIVISION

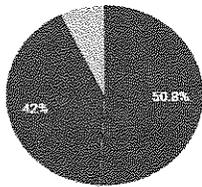
PCs issued: 1
 Tablets issued: 3
 Laptops upgraded: 7

Implementation of Munis modules and functionality – Procurement Cards: On 07/30/2019 a conference call was conducted with Wells Fargo regarding how to create custom templates in CCER (commercial card expense reporting). A sampling of PCard expense information exported from Wells Fargo and imported into Munis. The next step is creating the template and testing the statement import in the training environment.

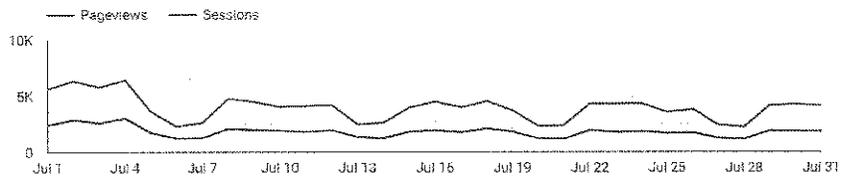


Analytics for
 www.annapolis.gov

Pageviews 122.9K Unique Pageviews 98.3K Sessions 56.9K



● desktop
 ● mobile
 ● tablet



Popular pages

	Page Title	Page	Pageviews
1.	Annapolis, MD Official Website	/	15,848
2.	Bus Routes & Schedules Annapolis, MD	/185/Bus-Routes-Schedules	4,069
3.	Jobs with the City Annapolis, MD	/237/Jobs-with-the-City	3,276
4.	Annapolis, MD	/list.aspx?PRVMSG=253	2,709
5.	City of Annapolis Recreation & Parks Ann...	/189/Recreation-Parks	2,474
6.	Residential Collection Services Annapolis...	/746/Residential-Collection-Services	2,167
7.	Online Bill Pay Annapolis, MD	/802/Online-Bill-Pay	1,992
8.	Swimming Pool (Truxtun Park) Annapolis,...	/1081/Swimming-Pool-Truxtun-Park	1,931
9.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,464
10.	Licenses & Permits Annapolis, MD	/923/Licenses-Permits	1,341

DEPARTMENT OF FINANCE

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 – August 2019
Audits & Special Projects	Maintain strong internal controls over City's financial assets	<ul style="list-style-type: none"> - Conduct Risk Assessments of City departments - Conduct 1-2 reviews of Finance internal controls - Conduct 1-2 review of departmental internal controls 	<ul style="list-style-type: none"> - Assisted Audit Committee's audit of Rec & Parks internal controls over cash processing. Audit is in fieldwork stage. - 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. - Developing process and timeline to create the CAFR document in-house.
Administration & Operations	<p>Provide timely payments of City obligations</p> <p>Maintain accurate and timely payroll processes and reporting</p> <p>Identify cost saving measures for disbursement processes</p>	<p>Establish goals for timely payments and track compliance</p> <p>Reduce necessity of payroll adjustments</p> <p>Investigate opportunities for enhanced banking services and outsourcing</p>	<ul style="list-style-type: none"> - Taking initial steps to outsource check printing & distribution. - Taking initial steps to outsource payroll disbursements and tax compliance. - With HR and MIT, progressed on paperless payroll stubs. - Reviewed new FY2020 contracts. - Clearing out records in accordance with records retention

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 - August 2019
			<p>policy.</p> <ul style="list-style-type: none"> - With HR and MIT implemented mid-cycle pay increases.
Cash, Debt, CIP, & Grants	<p>Efficient use of City cash & investments</p> <p>Provide for efficient debt management</p> <p>Produce accurate and timely financial reports for Capital Projects</p> <p>Ensure City-wide compliance with Grant budgets</p>	<ul style="list-style-type: none"> - Maximize earnings on cash and investments - Reduce number of bank accounts and seek opportunities to reduce bank fees - Quarterly draw down of debt proceeds - Debt issuance based on cash flow requirements - Annual Bond Ordinance following annual budget - Timely preparation and review of quarterly financial reports for each capital project - Record revenue in 	<ul style="list-style-type: none"> - Looking for overnight investment options of idle operating cash. - Continue regular drawdowns of bond proceeds. Balances reduced by \$3 million in July 2019. - Closed bank accounts that no longer needed. - Drafted legislation to transfer and consolidate unspent bond proceeds. - Drafted the annual bond ordinance to obtain Council authority for addition debt issues. - Analyzing CIP to standardize accounting within the capital projects. - Planning the 2nd tranche (borrowing) from the equipment line of credit to purchase additional police, fire and DPW vehicles.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 – August 2019
		<ul style="list-style-type: none"> 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 	
<p>General Ledger & Financial Reporting</p>	<p>Produce accurate and timely financial reports</p> <p>Ensure City-wide budgetary compliance</p>	<ul style="list-style-type: none"> - Timely recording of transactions - Timely and accurate account reconciliations and reduction of reconciling items - Establish deadlines to ensure timeliness - Issue CAFR for FY19 by Dec. 31 - Preparation of Monthly Budget to Actual financial 	<ul style="list-style-type: none"> - Established deadlines for accounting entries and fund statement preparation. Planned issuance of CAFR Mid Dec. 2019. - Filled Senior Accountant position and currently back-filling internal accountant position. - Finalized the Operating and Capital budget approved by Council in the MUNIS System. - Provided Final CIP budget book on website.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 – August 2019
		<p>reports and communicate with departments of any issues</p>	<ul style="list-style-type: none"> - Updating Operating budget book for posting on website. - Revised budget transfer forms using new terminology. - Continuing OpenGov implementation, including Budget Builder and Workforce Planning - Developing reconciliation from Fleet Management system to Finance to cross reference vehicle records.
<p>Billings & Collections</p>	<p>Standardize and consistently apply payment and adjustment policies</p> <p>Provide citizens with timely, consistent, well-informed, and cordial service</p>	<ul style="list-style-type: none"> - Revise City Code provisions regarding utility adjustments and related penalties - Establish and consistently follow Code provisions and internal policies - Monitor number and nature of customer complaints and resolve any related 	<ul style="list-style-type: none"> - With MIT, we continue to remedy issues from the recent MUNIS upgrade. - Implemented new utility, solid waste, and stormwater rates. - Filled billing clerk position and now back-filling cashiers and one additional billing clerk.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 - August 2019
Risk Management	Reduce risk of workplace injuries	<ul style="list-style-type: none"> - internal issues - Increase safety of City work environments through inspections and safety training at each department - Conduct periodic evaluations of department progress in reducing risk and occurrences 	<ul style="list-style-type: none"> - Filled Risk Administrator position. Mr. Bradley has been through on board training and is planning department visits to assess risk for employees.
Purchasing	<p>Standardize procurement practices</p> <p>Provide for greater speed and efficiency in procurement process</p> <p>Assure adequate MBE participation in City contracts</p>	<ul style="list-style-type: none"> - Codify Procurement Law - Update Procurement policies to reflect code requirements - Expand use of procurement cards to allow departments to initiate purchases - Expand use of existing government contracts, when appropriate - Implement 	<ul style="list-style-type: none"> - Procurement Code legislation introduced to 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. This will assist Finance and Purchasing to identify whether the MUNIS system is being used to its fullest potential. - Compiling data and research on MBE participation. - Finance and Purchasing working on liquidation of FY19 and prior purchase orders. - See attached listing of procurement activity during July.

Function	Goals & Objectives	Steps & Measures for Success FY 2020	July 2019 - August 2019
		<p>MUNIS module for check requests</p> <ul style="list-style-type: none"> - Evaluate feasibility of MUNIS P Card, contracts module and project management modules - Identify ways to measure current participation through contractors and subcontractors - Determine benchmarks as appropriate - Expand outreach 	

OFFICE OF ENVIRONMENTAL POLICY

Goals and Objectives

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

- The work underway to meet the City's Municipal Separate Storm Sewer (MS4) permit (summarized below) count's towards the City's Watershed Implementation Plan (WIP) to meet pollution reduction goals to meet TMDL requirements. OEP and PW met with the Spa Creek Conservancy to evaluate a project on Hawkins Cove that will advance TMDL reductions and worked with the Annapolis Maritime Museum to advance permit application for a restoration and stormwater control project at Ellen Moyer Park at Back Creek, which will generate additional pollution reduction credits.
- Planning continued with GreenVest to develop a scope of work for the Back Creek and Spa Creek watersheds that will reduce pollution.
- Final meeting with Maryland Department of Natural Resources, Severn River Association, and Anne Arundel County to make revisions to the No Discharge Zone application and plan public meetings required by the Environmental Protection Agency (EPA). EPA is considering "in water" improvements for credit towards TMDL requirements.

Ensure compliance with MS4 permit (OEP portion of work)

GreenVest verified that the credits generated by the planned Back Creek and Spa Creek restoration and stormwater control projects will meet all requirements under the current permit and will generate extra credits to bank against the next permit.

- Identified activities to meet permit requirements and cure deficiencies noted by EPA audit. Further developed scope of work for GreenVest work in Back Creek and Spa Creek watersheds and presentation for August Waterways Cabinet meeting. Previously, much information was missing and staff was unaware of status of compliance activities. Data was located and developed over the past several months and a clear plan for producing data and reports is in place with responsibilities assigned clearly between OEP and PW staff. Previously, interdepartmental coordination was sporadic at best.
- OEP is serving as an ombudsman to foster good relations between the city and organizations and businesses and create solutions on stream restoration and stormwater control projects.

Implement Expanded Polystyrene Ban ("Foam Ban")

- To ensure that all affected businesses and schools are prepared for the effective date of September 1, reminder press releases and updates to the city website were prepared in collaboration with the City PIO.

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.

- Providing staff support to the Public Works site Task Force on environmental issues including remediation requirements and stormwater treatment.
- On future applications, Planning & Zoning will check for conservation easements on land proposed for development per meeting between the Annapolis Conservancy Board, PZ, and OEP.

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

***Bag Ban. Information gathered on bag bans in other jurisdictions, including Baltimore's currently debated bag bill. Issues to consider include whether to charge a fee for alternative bags, how that fee is distributed (retailer/city split, designation of a receiving fund), and whether to ban paper as well as plastic bags.

***Glyphosate (Round Up) and other pesticides. Information gathered on the effects of glyphosates and other pesticides and laws in other jurisdictions. A briefing was held with the Mayor and his staff.

***Balloon Ban. The Mayor was briefed on information gathered on the harmful effects of balloon debris; an education campaign for fall 2019 was discussed.

Single use plastic reduction education campaign. 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.

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

- Explored simultaneous bans or other initiatives to reduce pollution from pesticides, plastic bag ban and other single use plastics, including balloons.
- Continued work on a joint No Discharge Zone application.

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.

- Provided comments to the CAC on a draft MOU, awaiting comments from CAC before finalizing MOU.

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

- The NDZ application was finalized per meetings with DNR and Anne Arundel County. Scheduled three required public meetings for August – one in the city and two in the county. Minutes of meetings are required attachments to the application.

Press releases announcing meetings and information for website was developed. 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 be implemented, 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.

- Participate on Resiliency Task Force, with contributions focused on environmental issues.
- *****Two electric charging stations** will be installed in August at the Pip Moyer Recreation Center. Collaborated with BGE and worked with Public Works and Parks and Recreation to select sites. Prepared application and coordinated with BGE on site selection. Applications for other sites in Annapolis were discussed. The Historic Preservation (HPC) Commission invited OEP and PW to submit a full proposal for charging station sites in the historic district and stated that an application to HPC is not necessary for charging stations in Hillman Garage.
- *****A Community Assistance Visit (CAV)** for the Community Rating System (CRS) was conducted during week of July 15 by staff from the Federal Emergency Management Agency and the Maryland Department of the Environment. A CAV report, providing a CRS ranking and recommendations for improvement, is expected shortly. OEP and PZ partnered to prepare for the CAV.
- Sustainable Maryland designation recertification information submitted. The process revealed significant progress was made during the past three years by the City against goals of the program.

Other

- *****Brewer Hill Cemetery**: Hyatt Commercial agreed to provide a concept plan to PW to address ongoing stormwater erosion in the cemetery. A meeting and site visit was held with PW and OEP staff, Hyatt Commercial, Bay Engineering, the State Highway Administration, and representatives of Brewer Hill Cemetery. The concept plan discussed on site included an above ground piping system from the outfall on West Street to a fortified plunge pool or other engineered solution. (A concept plan was submitted in August and is under review by PW.) OEP is keeping Brewer Hill representatives and other concerned groups updated.
- *****Urban Forestry** (a supporting activity to Performance Standards) Procedure for Review of Tree Removal and Replacement in the Historic District- OEP and PZ developed a written procedure to ensure that all current and future city staff are following the same steps concerning trees in the historic district. The procedure is a concise explanation of requirements of the current city code, the city Historic

District Design Manual, State law, and the Secretary of the Interior's Standards for the Treatment of Historic Properties; *no new requirements were created*. The City's Environmentalist (City Arborist) will submit tree removal and replanting applications to the Chief of Historic Preservation. He may mark hazardous tree applications as "RUSH" and may submit an after-the-fact application when a tree poses an imminent danger to person or property. The Chief of Historic Preservation has 45 days to act on a complete application after which the Environmentalist may remove the tree in question.

Overdue tree maintenance and removal contracts awarded with FY2020 funding.

Noteworthy tree work:

- *Eastport Fire Station* - Three dead ash trees removed
- *College Ave* – hazardous oak on private property removed. Boundary tree (straddling two properties) where one property owner refused to pay for removal. A city contractor removed the tree and the city billed the two property owners for their half of the cost of removal per the city code. \$4,000 total used from OEP budget for removal.
- *195 Prince George Street* – very large, mostly dead, oak tree removed from sidewalk. BGE removed limbs between power lines per state requirements and city contractor removed trunk. PW will repair the sidewalk when the stump is removed.
- *Memorial Tree at Gorman* – treated for soil deficiency (chlorosis).

*****Highlights**

FIRE DEPARTMENT

Monthly/ YTD Response Statistics

The Department responded to 1081 calls for service in July and a total of 6998 calls for 2019 with the following breakdown:

- EMS - 663 or 62%
- Fire - 319 or 29%
- Service - 75 or 7%
- Rescue - 8 or 1%
- Hazmat -16 or 1%

Other Events/Activities

- The EMS Division conducted 4 citizen CPR courses and 6 Your Life matters events.
- SAFE Station Referrals - 13
- Cardiac Arrest Survival Rate is 8.3% - National Average is 6.8%
- Overdose Responses - 21 with 13 suspected Opioid with 17 Narcan administrations
- Completed 99 new fire safety building inspections and 43 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 0 Smoke detector(s) and 0 CO alarm(s) and conducted 11 public education events.
- The Fire Marshal's Staff conducted 20 Fire Permit/Plan and Building Permit Reviews.
- The Fire Marshal's Office conducted 2 Youth Fire-setter programs
- Training hours completed - 2,771
- This month's Fire Prevention Message - "Grill Safe - 15 Feet From Your House"
- The Fire and Explosive Services Unit responded to 13 suspicious package incidents.
- Nine (9) new recruit firefighters/paramedics started their 4-week training mentoring program after completing five 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.

Financial Activity Report

OVERTIME COSTS:

For the month of July, the Department used 1477 hours of overtime at a cost of \$90,263.89, which represents a usage of 15.04% of our total annual budget available for overtime. This leaves a balance of \$509,736 for the remainder of the fiscal year.

We have 23 soft vacancies which include nine (9) firefighter recruits, three (3) employees on extended disability leave, three (3) on modified duty, two (2) FMLA, one (1) Military and a total of five (5) firefighter vacancies.

Significant Incidents

- 7/1/19 Shooting – Fredrick Douglass Street
- 7/3/19 Structure Fire – Crow’s Nest Court
- 7/3/19 Water Rescue – Jet Ski Accident South River
- 7/4/19 Annapolis July Forth Event – Support Activities
- 7/4/19 HazMat Response – West Street
- 7/16/19 Water Rescue – Chesapeake Bay
- 7/18/19 Suspicious Package – Georgetown Road
- 7/22/19 Structure Fire – Duke of Gloucester Street
- 7/23/19 Bomb Threat – Greenbrier Lane
- 7/25/19 Multi-Alarm Fire – Greenock Road (Assist AACo.)
- 7/25/19 Motor Vehicle Collison with Rescue – Edgewood Road
- 7/27/19 Annapolis Triathlon – Support Activities
- 7/29/19 Water Rescue – Drowning

DEPARTMENT OF PLANNING AND ZONING

Fiscal Year 2020 Goals and Objectives

- ***Investigate reported alleged code violations within 3 days,***

In July, our average was between 5-6 days. However, a new property maintenance inspector will be starting in September.

- ***Complete 100% of all scheduled rental inspections***

This goal was met in July.

- ***Initiate review of all applications within three days of receipt***

For permit review, our average time was four days.

For project review, our average time was three days.

- ***Complete four policy/program initiatives***

- ***Comprehensive Plan Update***

- The consultant team has continued to work, including a team meeting on July 9, 2019. Comprehensive Planning staff also met with the Maritime Advisory Board July 16, 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.

- ***Contact and provide assistance to 25 business per month***

- Sent congratulatory new business letters to 5 businesses
- Sent congratulatory 2-year anniversary letters to 2 businesses
- Sent Vacant Property Registration letters to 17 property owners
- Sent monthly newsletter to 301 subscribers
- Assisted 7 businesses with permitting/zoning/city questions
- Attended 1 pre-application meeting
- Co-hosted African American Business Roundtable with 23 participants
- Attended SoFo membership meeting
- Attended Downtown Annapolis Partnership membership meeting
- Attended ribbon cutting/one-year anniversary event for RASA Juice Shop
- Attended Bay Village sales office ribbon cutting

Other Planning and Zoning Department Activities

Historic Preservation Tax Credits

41 projects qualified for tax credits and were sent to Anne Arundel County for processing with 2020 real estate tax bills.. Due to the \$150,000 limit, 22 applicants will receive a partial credit on their tax bill and 17 applicants did not receive any credit in the upcoming tax year. The credits owed to applicants will roll over to the next tax year. In addition to the \$150,000 cap, tax credits are limited to the tax liability of the property owner.

Other activities

- Participated in commenting on the State's upcoming disposal of the Burtis House.
- Participated in meetings of HPC concern regarding tree removals on City property and concrete sidewalks in the Historic District.
- Continued to address issues related to ongoing violations at 101 East Street, 102 South Street, 94 East Street, and 2 Maryland Avenue.
- Ordered supplies to begin the process of improving archaeological storage conditions.
- Participated in the BGE Connected Communities Initiative with focus on LED lighting and Electronic Vehicle Charging Stations in the Historic District. Also continued to work with BGE to resolve issues of gas connections and vault doors in the Historic District.
- Assisted the Heritage Commission in their review of the lynching memorial at Whitmore Park and also the proposed Larking Street memorial (withdrawn by Ald. Tierney).
- Worked with the contractor and architect for 308 State Street to ensure preservation of the original dwelling during renovations.
- Participated with the initiative of Janice Hayes-Williams to move the Smith Price remains from state storage to St. Anne's Cemetery.

POLICE DEPARTMENT

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

UCR Part One Offenses

Crime Stats for July 2019				
Jul-19		Jul-18		
Homicide	1	Homicide	0	
Rape	1	Rape	2	
A/Robbery	6	A/Robbery	1	
Un/Robbery	2	Un/Robbery	1	
Agg Assault	12	Agg Assault	10	
Res B&E	6	Res/B&E	5	
Non/Res	2	Non/Res	12	
Larceny	61	Larceny	82	
M/V Theft	14	M/V Theft	9	
Total	105	Total	122	

Call Center Activity

July Average Emergency Response Time: 3:12

The communications section processed 3247 calls for police service. This is an average of 105 calls per day. (Note that 374 cfs were Frequent Checks) The prior month of June totaled 3152 service calls for an average of 106 calls per day. The communications section processed 7174 telephone calls through the center totaling 9685 talk minutes. Average number of telephone calls per day was 231. Emergency 9-1-1 calls totaled 779. Telephone calls for the prior month of June 2019 totaled 7167 for an average of 239 per day. 911 calls for June totaled 826.

Department Response times were noted for the following Emergency call categories:
(24records) PI Crash- 14= 3:48 Armed Subject- 5 = 3:50 Shots Fired- 5 = 1:59

*** NOTE:** Calls for Service listed here, separate frequent checks from all other calls for service. There are 3135 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	
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 (33,604 w/o fc) 101.6/ DAY	41,684 (35,879 w/o fc) 114.2/ DAY	39,127 (34,200 w/o fc) 107.2/ DAY	22,821 (19,687 w/o fc) 107.6/ DAY

Staffing

Sworn Police Authorized: 124

Sworn Police Actual: 119

Community Service

C-Safe	Total	Victim Services	Total
Parole & Probation home visits	0	Burglary reports	8
DJS home visits	0	Victim's contacted	8
DJS school visits	0	Residential Survey	0
MCIN meetings	2	Commercial Survey	0
Hispanic Liason	Total	Neighborhood Safety Training	0
Translator Contacts	15	Community requests	13
Victim Contacts	8	McGruff Appearances	0
Total Contacts	23	Watch Your Car	Total
Court Hours	0	Auto Theft reports	14
School Visits	8	Theft from Auto reports	16

Officer Activity	Total	Vehicles Registered	2
Meetings	14	Scooters Registered	0
Total School visits including Hispanic Liason	21	TFA/ Auto Theft Initiative Letters Sent	30
Calls for Service	6	J.O.I.N.S.	Total
Reports	1	Juveniles currently in JOINS	0
Foot Patrol Hours	27	Unsupervised juveniles	0
Business Checks	62	90 day supervision juveniles	0
Bank Checks	5	Home visits	0
Traffic Stops	2	School visits	0
Traffic Citations	2	Juveniles arrested	8
Traffic Warning	1	Juveniles that didn't qualify	6
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	1	Explorer Post Training days	N/A
Summons	0	Community Events Attended	N/A
Juvenile Citations	1		
Total Arrests	2	Cadets	Total
		Current Cadets	5
CSS Events and Activities	24	Community Events	15

Accomplishments

- Announce the 9 Scholarship winners publicly at the city council meeting.
- Seven were for \$1,000.00 and two were \$500.00.
- Shop with a cop for back to school supplies sponsored by Target and the Annapolis Police Foundation. (20 kids attended and they were each given \$100.00+ gift cards).

Community Service Section participated in the following events/ activities: (24)

- Crime Scene Investigation Camp (25 kids)
- DARE Camp (13)
- STAIR Camp Robinwood (27)
- STAIR Camp Eastport (25)
- Xi Camp
- Joven Noble Camp
- July Fourth Parade
- West Annapolis July 4th Bike Parade
- Admiral Heights July 4th Bike Parade
- Eastport July 4th Bike Parade
- Scholarship Awards at City Council Meeting
- Bay Ridge Gardens Movie night and cookout (Approx. 100 people)
- Shop with a Cop Back to School Event (20) kids
- Eastport working together
- Teen Court
- Quiet Waters Cookout with AACoPD
- Quiet Waters Movie Night
- Eastport Elementary Annapolis Parks and Recs Summer Camp Safety Presentation
- Mills-Parole Elementary Annapolis Parks and Recs Summer Camp Safety Presentation
- Georgetown East Elementary Annapolis Parks and Recs Summer Camp Safety Presentation
- Stanton Center Annapolis Parks and Recs Summer Camp Safety Presentation
- Baywoods Meeting
- Georgetown East Elementary Summer School (Assist)
- Community Party at Back Creek

Cadet Program

Events the Cadets attended:

- CSI Camp
- 4th of July parade/fireworks
- DARE Camp
- Stair Camp training
- Stair Camp Eastport and Robinwood
- Movie Night at Bay Ridge Gardens
- Joven Noble/Xinatchli
- Shop with a Cop
- Golf Cart Flyers handed out in Kingsport
- ALERT flyers handed out in Admiral Heights
- Teen Court in Annapolis and Glen Burnie
- Quiet Waters Cookout with AACoPD
- Quiet Waters Movie Night
- Handed out flyers in Harbor House and Eastport Terrace

Notable Incidents

(Report calls) see example below

INITIATIVES or TARGETED ENFORCEMENT CONDUCTED			
Date	Meeting/ Incident/ Enforcement	Location/s	Action taken/ Attendance
07/01/2019	Maintenance	APD	Cleaned and organized bike garage.
07/01/2019	Enforcement	Eastport	Patrol in HH/EPT for 72 hour report
07/02/2019	Enforcement	Main St	Assisted employees from P.E.P in locating subject who were attempting to get him placed into a shelter.
07/02/2019	Enforcement	Clay Street	While patrolling Clay Street, located on view overdose.
07/03/2019	Enforcement	West Street	High visibly and checks for Dinner Under the Stars, first block of West Street
07/06/2019	Assist Patrol	City	Heavy call volume, patrol short, Multiple reports
07/06/2019	Enforcement	Clay Street	Assist 12 car with Overdose

07/07/2019	Enforcement	West Street	Frequent checks for First Sunday Arts Festival
07/08/2019	Meeting	City Hall	City Council Meeting
07/09/2019	Enforcement	Church Cir and Dock Street	Pooling required a lot of supervision today and large crowd for Navy band at dock
07/14/2019	Arrest	Main Street	Arrest for open container on Main Street
07/15/2019	Arrest	West Street	Arrest for open container on West Street,.
07/16/2019	Meeting	APD	Attended downtown homeless meeting 3 rd floor conference room
07/17/2019	Arrest	609 Taylor Ave	While on patrol, located 10-99 subject, arrested and transported to commissioners.
07/17/2019	Enforcement	West Street	High visibly and checks for Dinner Under the Stars, first block of West Street
07/20/2019	Enforcement	Dock Street	Extreme heat. Motorized patrol and minor bar crowd issues.
07/21/2019	Enforcement	Main Street	Extreme heat. Motorized patrol
07/22/2019	Meeting	City Hall	Extreme heat, motorized patrol. Attended City Council Meeting
07/23/2019	Enforcement	West Street	Homeless lady got evicted from The Lighthouse Shelter. All available options to house her and her 12 bags for the night were exhausted. I bought her a hotel room out in the county

PUBLIC WORKS

The Department of Public Works has reported the following progress on Capital Improvement Projects.

1. CIP 72006 – Sewer Pump Station Rehabilitation

- Whiton Court PS Rehab – Draft RFP for the upgrade to the pump station is being finalized.

2. CIP 72006 – Sewer Rehabilitation and CIP 71003 – Water Distribution Rehabilitation

- Sewer Rehabilitation (72006) – Necessary point repairs and closed circuit television (CCTV) work continues ahead of cured-in-place pipe (CIPP) lining, which will resume in September.
- Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues, as well as the prioritization and repair/replacement of large meters, as resources and funding allow.
- Central Ave. Water Main Replacement (71003) – Project complete. Awaiting final as-builts for closeout.
- Homewood/Germantown Water Main Replacement (71003) – Design/build water main work has begun. Water main on Glen Ave between West and Maple has been installed and is currently being disinfected. Once testing and disinfection are complete, installation of water services will begin. Water main on South Cherry Grove (Phase 1) is being constructed, with completion in mid-August, followed by testing and disinfection. Remaining Phase 2 work is under design.
- Tucker, Tolson & Giddings Water Main Replacement (71003) – Design/build water main work has begun. Water main on Giddings is being constructed and is expected to be complete in mid-September, followed by testing and disinfection.
- Other water main replacements (71003) - RFQ for contractor-only water main work is being finalized with Purchasing for subsequent bidding.

3. CIP 71002 – Water Tank Rehabilitation

- Jefferson Tank rehabilitation project is nearing completion, and moving toward final closeout.

4. CIP 71001 – Water Treatment Plant (WTP)

- WTP Design/Build (D/B) – Final closeout tasks are ongoing. Planning of ancillary projects in ongoing.

5. **CIP 20004 – Public Works Maintenance Facility**

- Task Force formed to examine existing and alternative site locations. The Task Force met on July 23 and August 13, and will host a public hearing on September 3.
- Jones of Annapolis continues to perform erosion and sediment control maintenance services.
- The test results from the subsurface soil evaluation at Weems Whalen Field have been received.
- Surface soil testing at Weems Whalen Field will be performed.

6. **CIP 20013 – City Facility Improvements**

- Contractor has completed 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. Manufacturer certification is scheduled on August 21.

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

- BGE will be onsite to complete power 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.
- Sampling work continues for semi-annual monitoring events.

8. **CIP 20002 – Maynard Burgess House**

- The project design, completed several years ago, is being brought up to current coding.
- Maryland Historical Trust has given grant approval.

9. **CIP 40011 – Main Street Reconstruction**

- The re-bricking of Main Street is on hold.

10. **CIP 77006 – Dorsey Avenue**

- Work is projected to begin in September after the contract agreement has been completed.

11. CIP 40016 – Road Resurfacing

- Paving has been completed on Tyler Avenue. Final paving for Dogwood, Evergreen, Alder, and Basswood will begin next week. Concrete work has been completed on Frederick Douglas and Royal (off of Copeland)

12. CIP 40017 – Sidewalk Restoration

- Work continues in Murray Hill on Lafayette Avenue. The Contractor has been issued a punch list for completed work to date and has begun restoration and correction of punch list items.

13. CIP 74050 - City Dock Bulkhead Replacement, Phase 2

- The stormwater management (SWM) design and construction associated with the bulkhead replacement project is being completed as part of the Tennis Court Renovations project (CIP 83002), which is out for bids.

14. CIP 50005 - City Dock Flood Mitigation

- Recently awarded \$1M through the State Comprehensive Flood Mitigation Grant Program. Awaiting award of \$3M FEMA grant.
- The 95% design submittal is due on August 30.
- HPC Application will be scheduled once Maryland Historical Trust (MHT) and Critical Area Commission
- (CAC) reviews are completed and approved.

15. CIP 50008 – Truxtun Park Pool

- Revised grading permit package was submitted on August 6, and comments were received on August 14. Re-submittal is anticipated by September 1.
- Discussion of the construction guaranteed maximum price (GMP) is ongoing, and is anticipated to be finalized by September 1.
- The building permit package will be submitted by August 23.
- The grounding breaking ceremony is scheduled on September 10.

16. CIP 83002 – Truxtun Park Tennis Courts

- The project design engineer, Century Engineering, provided updated plan, cost estimate and specifications for the construction bid package for the project on August 15. The plans are under review.
- Construction bids are due on August 27.

- A revision to the grading permit will be submitted after the review and acceptance of the construction bid package.
- 17. CIP 77008, 77009 – MS4 Permit**
- Finalizing FY19 programmatic work
 - Negotiating FY20 programmatic scope and Back Creek design and permitting scope.
 - The Back Creek comprehensive plan was presented at Waterways Cabinet meeting on July 31.
- 18. CIP 50022 – Standard Specification and Construction Details**
- Piggybacking on Anne Arundel County's procurement process, utilizing the same contractor.
 - Met with Gannett Fleming, the County's contractor, during July.
 - Developing scope of work and contract.

Traffic Requests

- Ongoing review of traffic control plans for all special event permits.
- Intersection of College and Bladen – Working with State DGS to address ongoing pedestrian concerns at this Intersection. Waiting to install Rectangular Rapidly Flashing Beacons (RRFB) as they are on hold due to emergency steam line repairs on Bladen Street and College Avenue.
- Tucker Street – Received resident request to review existing parking restrictions (signs and pavement markings) and upgrade as necessary.
- Newtowne Drive – Ald. Finlayson requested the review of existing parking restrictions and crosswalk(s) including signs and pavement markings.
- Locust Avenue – Received resident complaint regarding speeding. Traffic study conducted and results indicated that 95% of traffic is traveling below posted speed limit.
- Cathedral and South Streets – Received resident complaint regarding speeding and recent crash. Traffic Study has been scheduled.

	FY2019 Performance Measures												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
SOLID WASTE													
Refuse Collected (Tons)	706.3	671.2	602.2	674.3	733.2	645.7	734.6	542.2	577.7	677.6	747.9	677.4	7990.0
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	3280.0
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	1898.0
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	50990
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	16171
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

ANNAPOLIS 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.

Programs

- All Summer Camps up and running
- Registration completed for Fall Child Care Programs
- Took 300 children and 50 staff members to Chesapeake Beach Water Park, successfully, on July 24 – ages 4-15
- Started planning for our new free after school program (middle school & high school) – Annapolis REACH (Recreation, Education, Achievement, Community, Health)
- Finalized Fall Programs (Sept-Dec)

Number of Participants (if applicable)

- July Camp numbers – 605
- Current Child Care Numbers - 176

Number of Rentals Including Revenue (PMRC)

- July Camp Revenue = \$11,035 (only reflects registrations from 7/1-7/31)

Upcoming Programs / Events (SC & PMRC Recreation)

- Fall Child Care in the Schools

Upcoming Facility Maintenance Projects (PMRC, Parks & SC)

- No progress to date

Athletics

- Purchased needed supplies for the rock wall
- Purchased shirts and trophies for the conclusion of the Men Summer League games
- Concluded softball
- New summer splash camps offered

Number of Participants

- Over 100 in attendance at each Friday night Men Summer League Game
- Most splash camps completely filled

Number of Rentals Including Revenue (PMRC)

- System down unable to provide numbers

Upcoming Programs / Events (SC & PMRC Recreation)

- Championship game for Men Summer League

Upcoming Facility Maintenance Projects (PMRC, Parks & SC)

- Purchase new equipment for boxing and volleyball

Fitness

- Pip Moyer Recreation Center Fitness classes 1,986
- Pip Moyer Recreation Center Personal Training 59 Hours
- 269 Pool passes used
- 2008 drop in pool participants
- 1.915 camp pool participants
- 10,056 revenue

Aquatics

- No maintenance problems with existing pool
- 269 Pool passes used
- 2008 drop in pool participants
- 1.915 camp pool participants
- 10,056 revenue
- Ground Breaking Ceremony for new pool scheduled for September 10th, 2019

Parks

- Lighting in Chamber's Park need to be repaired
- Sinkhole at Chamber's Park
- Siding Need to be repaired at Annapolis Walk
- Make repairs at Amos Garret
- Grass cutting and landscaping at all parks are on schedule
- 13 pavilion rentals
- 7 Annapolis Walk rentals

Member Services

- Civic Rec does not provide online services
- Need additional Kids Zone staff
- Hired one additional Front Desk staff person
- 3,074 Members [July]
- Revenue for month of July 47,802
- 13,416 scans by the public
- Rental revenue 10,694
- Boat House roof need repair
- Renovate Collison Baseball Field Concession Facility

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
- Changed batteries in all fire extinguisher housings
- 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

SCC Events

- True Church..... Sunday 7,14,21&28
- 1st SundaySunday 14
- Deliverance Church.....Sunday 7,14,21&28
- Birthday PartySaturday 12
- RepastFriday 19
- Birthday party.....Friday 26
- Wedding ReceptionSunday 28

SCC Meetings

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

SCC Attendance Totals

- Tough love NA Meeting 70 seating requested
- 1st Sunday100 seating requested
- Local Organization Committee.....15 seating requested
- True Church.85 seating requested
- Deliverance Church.....12 seating requested
- Stanton Center Bible Study.....10 seating requested

- Birthday Party150 seating requested
- Birthday Party150 seating requested
- Repast100 seating requested
- 4th Ward Meeting10 seating requested
- Mayor Transition25 seating requested
- Street Angels5 seating requested

SCC Reception

- Skate Zone field trip
- Get Air Trampoline Park field trip 2x
- Lion King 3 movie field trip
- Baysox game field trip
- Chesapeake Water Park
- Universoul Circus (Sponsored by Erik Evans)
- Ferris Wheel (Sponsored by Erik Evans)
- Girl Scouts Car Wash Fundraiser
- Future History Now Mural

Marketing

- FY2020 contract set up with Luke Thompson for event photography 7/2
- Production of the Fall 2019 Program Guide
- Luke Thompson FY2020 photography contract set up
 - Pictures of camps taken during the month
- Business Cards ordered for varying staff 7/12
- Flyer created, started promotion of August 24 ribbon cutting/open house at Bywater Park playground and Annapolis Walk, respectively 7/10
- Macaroni Kid summer advertising featuring spring programs (MD Safe Boating Course, Truxtun Park Pool, summer camps)
- Macaroni Kid's "Mega Summer Fun Guide" promotion (ARPD is the sponsor)
- Modell's fall Team Weeks fundraiser set for 8/23-10/17 (8 weeks)

- submitted updated ARPD description and 9 photos for CFM website/online presence
- field trip with Camp Annapolis Explorers to Hyper Kidz for photography 7/19
- attended Penguins silver meet 7/20
- new pool groundbreaking meeting 7/26
- Flyer created for August Water Aerobics at the pool
- MRPA summer GMM 7/31
- Playground Buddy app – updated all City playgrounds to app with information and pictures
- ARPD logo visors (150) distributed to summer staff
- Modell’s fall Team Weeks fundraiser planning with store GM
- Finalizing 11x17 ARPD info posters (English and Spanish) for all City buses (shelter posters to come next)
- AIPPC summer concerts flyer – 75 copies printed for Cynthia Krewson 7/15
- ARPD August newsletter created
- Submitted August ad for Idle Time Advertising (IDA)
- ARPD Events Calendar (Google shared calendar) – items added for upcoming special events
- Fence Banner Sponsorship project continued
- August’s PMRC 10th Anniversary poster produced highlighting Ald. Gay (Ward 6)
- E-News sent on 7/2 7/10 7/17 7/24 7/31 to 5,516+ 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 7/4-7/31: 248 page views (up 7%), 26 page followers (up 100%), 3 recommendations, 2,510 post reaches (up 18%), 1,491 post engagements (up 57%), 21 page previews, 24 new page likes (up to 118%), 249 video views (up 52%)
- Twitter 7/1-7/31: 17 Tweets (up 81.8%), 3,379 followers (up 16%), 19 new followers (gained 15 new), 203 profile visits (up 9.3%), 8,631 Tweet impressions (up 38.3%), 3 mentions (up 200%!), top tweet (447 impressions) was sharing Capital Gazette article to be safe on waterways this summer, top new follower was Maryland Sports, top mention was by Paul Gillespie (Capital photographer) on 7/18 covering the men’s summer basketball league

Events

- Food Pantry 7/2
 - Write up, interview, e-news and pictures on social media 7/2
- Penguins Swim Team Silver Meet 7/20
 - Interview with write up for e-news and pictures on social media 7/2
- Playground at Bywater Park Ribbon Cutting and Annapolis Walk Community Center Open House 8/24
- New Pool Groundbreaking ceremony 9/10

Environmental/Wildlife

- Bike Trails continue to be constructed at Water Works Park
- Wildlife continues to flourish at Water Works Park and Truxtun Park
- May 18th, 2019, at the “Kids to Park Day”, at Truxtun Park, the Raptor’s Eye organization gave a bird demonstration / exhibit with live birds, such as, falcons, ravens and owls

Funding

Friends of the SCC Youth Programs raised funds to allow over 50 youth to attend Annapolis Recreation and Parks Summer Camps

Pop Up Camps

The objective of Pop Up Summer Camps is to provide enriching and innovative summer programming experiences for those children, youth and teenagers who reside in low income or subsidized neighborhoods in the City of Annapolis.

These various types of Pop Up camps, will take place at several locations throughout the city.

1. **[GOAL 1] Provide Free Pop Up Summer Camp programs to low income and subsidized youth in the City of Annapolis**
2. **[GOAL 2] Develop partnerships with innovative youth centered program vendors**
3. **[GOAL 3] Collect data on Pop Up Summer Camp participation and reach**
4. **[GOAL 4] Increase community participation in ARPD events and programs**

Drone Pop UP: STEM/Tech Career Exploration

This innovative workshop involves a brief introduction into the mechanics and science of flight. This hands-on experience will engage students on multiple levels, providing them with a foundation and proven path to drum up excitement about STEM and flying drones, as well as the many career opportunities emerging in drone industry. Provided will be drone kits, tools, and educational materials as well as an FAA certified instructor to guide students through the course material. By the end of the program, students will be flying



drones and educating their friends.

Stanton Center and Pip Moyer Recreation Center

Photography Pop Up: Art/Entrepreneurship



One Annapolis Photography Pop Up will teach middle and high school youth, the art and business of photography in this innovative pop Up Camp.
Stanton Center and Pip Moyer Recreation Center

Sailing Pop Up: Sports

The Annapolis Waterfront & Sailing Center will host a series of four Sailing Pop Up workshops. Youth will learn basic of sailing and Annapolis's maritime heritage.
City Dock Annapolis

Harbor Master

- Our current database management system, Paradox, is beginning to malfunction, and is no longer supported.
- Title 15 needs revision
- We will watch a demo of FSM Marina Management Software and continue our search for a replacement for Paradox.
- 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)

- Bid awarded for design of floating pier at Lafayette Avenue. Design expected by 9/30/2019
- Harbormaster gave a presentation at the Eastport Democratic Club—well received.
- Submitted two applications for Waterway Improvement Grants—one for new piers at Burtis basin, and one for 5 street end landing rebuilds with floating docks
- Harbormaster designed and taught an Incident Response class to harbor employees after kayak drowning in Severn River

OFFICE OF EMERGENCY MANAGEMENT

Incidents and Events

- July 8th – Coastal Flooding
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the Coastal Flood Advisory and coastal flooding forecasted around City Dock and Compromise St. Annapolis was expected to experience water levels around 2.7 ft. (MLLW).
- July 11th – Severe Weather and Flash Flood Watch
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the predicted severe thunderstorms with damaging winds and large hail that was expected to impact the Annapolis area.
- July 22nd – Severe Weather and Flash Flood Watch
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the predicted severe thunderstorms with damaging winds and large hail that was expected to impact the Annapolis area.
- July 4th - Annapolis festivities
 - Emergency Management activated the Emergency Operations Center for the City's July 4th festivities, which included a parade and fireworks. Representatives from Fire, Police, and Emergency Management staffed the EOC. The Emergency Operations Center hosted an operational briefing on July 1st to review and coordinate planning with City Departments and partners.
- Cooling Center Activations – The Office of Emergency Management activated the cooling center at the Pip Moyer Recreation Center on July 3-6, 16-22, and 30. Emergency Management coordinated with the American Legion on Forest Drive to open this facility as a cooling center when needed starting with the activation on July 17.

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.
- On July 2nd, OEM participated in the monthly local Emergency Manager's conference call.
- On July 3rd and 17th, OEM attended the meetings of the Finance Committee of the City Council at City Hall.

- On July 3rd, Annapolis OEM met with Anne Arundel County OEM to plan for the upcoming Opioid Intervention Team (OIT) Senior Policy Group meeting and the OCCC visit.
- On July 8th and 22nd, OEM attended City Council meetings.
- On July 8th, OEM had their bi-weekly meeting with their Community Prevention Advocate to discuss the ODFree program.
- On July 8th, Annapolis and Anne Arundel County OEMs met with the OIT Senior Policy Group and finalized planning and logistics for the upcoming OCCC visit.
- On July 10th, OEM and other City Departments conducted a meeting with the organizers of the Kunta Kinte Festival to discuss logistics.
- On July 11th, OEM participated in the UASI Emergency Management Committee meeting via conference call.
- On July 11th, OEM participated in a Statewide Weather Briefing conducted by the Maryland Emergency Management Agency (MEMA) and the National Weather Service to discuss an upcoming severe weather system and flash flood threat that was approaching the area.
- On July 12th, OEM participated in a meeting with Military Bowl organizers.
- On July 15th, OEM participated in FEMA's Community Assistance Visit to Annapolis along with several City Departments.
- On July 16th, OEM attended a meeting of the Urban Area Security Initiative in Anne Arundel County.
- On July 19th, OEM met with the City's Fleet Manager to discuss maintenance and policies relating to OEM pool vehicles.
- On July 19th, OEM met with the Prevention Program Manager from the Health Department's Behavioral Health Bureau to discuss prevention program under the ODFree umbrella.
- On July 24th, OEM planners participated in the UASI Recovery Committee meeting via conference call.
- On July 25th, OEM planners participated in the Hurricane Evacuation Study – Annapolis City Meeting via WebEx and conference call.
- On July 26th, OEM co-hosted the Opioid Operational Command Center visit, which was located at our Health Department.
- On July 31st, OEM attended the Maryland Risk Reduction Consultation meeting in Baltimore.

Training/Exercise

- On July 9th, OEM hosted a Reunification/Family Information Center (FIC) workshop

in partnership with the Anne Arundel County Office of Emergency Management, the Anne Arundel County Department of Health, the Anne Arundel County Department of Social Services, and the Anne Arundel County and Annapolis Police and Fire Departments as a part of the Reunification planning process.

- On July 10th, OEM met with CivicReady for our monthly check in.
- On July 16th, OEM met with the Anne Arundel County OEM, Anne Arundel County Crisis Response, and Anne Arundel County Police on potential software usage for the Reunification Plan.
- On July 17th, OEM hosted a conference call with Anne Arundel County OEM to discuss Reunification planning.
- On July 17th, OEM staff attended CivicReady training.
- On July 18th, OEM participated in Virtual Drone training with the Fire Marshal's Office.
- On July 18th, OEM attended the 2019 Sailors Triathlon planning meeting.
- On July 19th, OEM met with the Calvary Methodist Church to discuss their Emergency Operations Plan.
- From July 23rd – July 26th, OEM Exercise, Training, and Outreach Coordinator attended the International Critical Incident Stress Foundation training.
- On July 25th, OEM met with the Reunification Planning Group.

Outreach

- OEM has increased its total Facebook page "likes" to 3,451 and has a total of 3,666 followers.
- OEM has increased its Twitter followers to 2,307.
- OEM has reached over 5,000 City residents through NextDoor.
- OEM distributed two Know While You Go flyers with important preparedness information to City restrooms around Annapolis in July.
- Throughout the month of July, OEM met with Suzy Keenan to discuss the App Rebuild.
- On July 15th, OEM Exercise, Training, and Outreach Coordinator took and passed the Part 107 pilot exam which provides FAA certification to fly the OEM unmanned aerial vehicle.
- On July 15th, OEM met with MIT to receive training on ArcGIS products to complement ODFree programs.
- On July 17th, OEM met with SHA and Annapolis MIT to discuss Road Closure Software integration into the Prepare Me Annapolis App.

- On July 20th, OEM participated and hosted a table at Bloomsbury Square Unity Day.
- On July 29th, OEM staff helped facilitate the public safety team forum, hosted by the Mayor’s Office. This forum introduced the candidates chosen by the City Manager for OEM Director (Kevin J. Simmons), Fire Chief (Deputy Chief Douglas Remaley) and Police Chief (Edward Jackson).
- On July 31st, OEM met with the new Executive Director of Southern Maryland chapter of the American Red Cross to introduce her to OEM’s staff and the City’s Emergency Operations Center.
- On July 31st, OEM staff attended the Special Meeting of the City Council to support the confirmations of the City’s new public safety team. Kevin J. Simmons was confirmed unanimously by the City Council and was sworn in as the new Director of the Office of Emergency Management (OEM) Department.
- OEM continued the Food Friday initiative this month and provided food to a total of 39 families over three weeks, which included 188 individuals.

Grants Management

- Emergency Management encumbered funds in July for fiscal year 2017/2018 Urban Area Security Incentive Program, 2017 State Homeland Program and, 2019 Opioid grant awarded by the health department.

July 2019	
FY 2017 UASI Bomb Squad	\$11,154.35
FY 2018 UASI Bomb Squad	\$73,893.22
FY 2018 UASI LE	\$1,500.00
FY 2019 Opioid Grant (YLM)	\$1,193.37
	\$1,148.25
FY 2017 SHSP LE	\$2,550.00
TOTAL July Grant Expenditures	\$91,439.19

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 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?

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

Highlighted Events

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

When the combination of heat and humidity (heat index) reaches a dangerous threshold, OEM will open cooling centers for citizens who need this service. During July, cooling centers at Pip Moyer Recreation Center and the American Legion were opened on the following dates: 7/3, 7/4, 7/5, 7/6, 7/16, 7/17, 7/18, 7/19, 7/20, 7/22 and 7/30.

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

Highlighted Events

OEM developed the July 4th Incident Action Plan (IAP) and coordinated the activities of all city departments that have a role, responsibility or public safety task in ensuring the life safety of the 40,000+ attendees.

OEM participated in numerous outreach and education events within the community. Most notably, the multiple Unity Days, Know While you Go flyers and social media driven engagements.

Are they forward thinking, planning for long term problems?

Highlighted Event

OEM met with the Health Department, the Annapolis Community Substance Use Disorder Prevention Advocate and the Opioid Intervention Team Senior Policy Group to expand strategies to combat the increasing overdose fatalities in Annapolis

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.

OFFICE OF LAW

Open Litigation:

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; CSA denied Glover's Motion for Reconsideration and affirmed Circuit Court decision. CLOSED.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery resumed; City's Motion for Summary Judgment denied; City's Motion for Reconsideration denied; plaintiff withdrew request for jury trial; Trial scheduled for 7/17-7/20
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court; owner filed Motion; 3/6/18 hearing was postponed to 8/7/18
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending; Jury trial occurred 5/21/18-6/6/18; jury verdict for City.
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Public Safety Disability Retirement Board decision affirming HR director's decision to deny disability retirement application; Circuit Court affirmed PSDRB; Thomas appealed to the Court of Special Appeals; oral arguments pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16) Court of Special Appeals Case No. 0329, Sept. 2017	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals, which affirmed Circuit Court's decision to affirm the Civil Service Board. CLOSED.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing;
COA v. Paul Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial occurred 8/1/17, 10/3/17, 2/7/18, 3/13/18, 4/13/18 and 4/23/18; continued to 8/2/18
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination City re-filed Motion for Summary Judgment; decision pending
Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)	APD	Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; open motions pending; trial scheduled for 6/26/18-6/28/18.
Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)	APD	Complaint filed alleging false arrest, negligence; City filed Answer; Plaintiff filed 4 th Amended Complaint; City filed a Motion to Dismiss and Plaintiff filed a response; motion granted in part and denied in part
RL BB ACQII-MD RGD, LLC – PJR ("Rocky Gorge") A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)	P&Z	Appeal of a denial by Planning Commission of application for major modification of a planned development; Circuit Court affirmed Planning Commission's decision; matter appealed to Court of Special Appeals
Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)	DOT	Plaintiff filed suit alleging personal injury resulting from a City accident; City filed answer; District Court entered judgment for the City at trial. CLOSED.
Hall v. COA, et al. A.A. District Court Case No. D-07-CV-17-007695 (L44-17)	APD	Plaintiff filed suit alleging APD wrongfully possessing property seized pursuant to a valid warrant; hearing occurred 11/21/18; Judge ordered City to release some items seized and to release other items no later than 12/22/17; City filed Motion for Reconsideration and Plaintiff filed Motion to Alter or Amend Judgments; rulings rendered moot when City noted an appeal to Circuit Court

		which stayed the District Court's decision upon motion of the City and denied Plaintiff's Motion to Dismiss Appeal; trial scheduled for 7/12/18
McCall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-17-003302 (L43-17)	DOT	Plaintiff filed Complaint alleging personal injury resulting from a vehicle accident with an uninsured driver and is seeking damages against the City under the State uninsured motorist laws; City filed answer; discovery ongoing
Spry v. City of Annapolis A.A. Circuit Court Case No. C-02-CV-17-003107 (L2-18)	PW	Plaintiff filed suit alleging personal injury resulting from an uncovered utility hole in street; City filed answer and Third-Party Complaint; discovery ongoing
Solstice Partners, LLC, et al. v. City of Annapolis, et al. A.A. Circuit Court Case No. C-02-CV-18-000091 (L4-18)	P&Z	Petition for Temporary Restraining Order, Preliminary Injunction, Permanent Injunction and Declaratory Judgment filed re: Ordinance O-35-17; 1/30/18 Circuit Court ordered Temporary Restraining Order; 2/9/18 Consent Order entered for preliminary injunction and other terms; parties working on settlement
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 based on APD's arrest of a minor; City filed an Answer and a Motion to Dismiss; hearing scheduled for 7/11/18
Cherry-Bey v. APD, et al. A.A. Circuit Court Case No. C-02-CV-17-003220 (L6-18)	APD	Plaintiff filed suit based on an alleged unwarranted arrest/detention and seizure of personal property; City filed Answer; discovery ongoing
Butler v. COA, et al. A.A. District Court Case No. D-07-CV-18-004843 (L24-18)	DOT	Plaintiff (driver) filed suit based on a bus accident; City filed Answer; discovery ongoing
Washington, et al. v. COA, et al. A.A. District Court Case No. D-07-CV-18-004911 (L25-18)	DOT	Plaintiff (passenger) filed suit based on a bus accident; City filed Answer; discovery ongoing
O'Malley, et al. v. COA, et al. A.A. District Court Case No. D-07-CV-18-005521 (L28-18)	PW	Plaintiff tripped/fell on sidewalk by King George Street bridge, which is owned by the State; City filed Answer; discovery ongoing
MCCR / EEOC Cases:		
Spearman v. COA	APD	Complaint and Answer filed; fact-finding conference occurred 5/17; Amended Complaint filed 8/4/17
Howard v. COA	APD	Notice of race, sex and color discrimination received; charge of discrimination not yet received
Administrative Hearings:		
Pristoop v. COA	APD	Appeal of denial of pension vesting status to Civil Service Board; hearing occurred; Civil Service Board affirmed; written decision pending
Solstice Partners, LLC, et al. v. COA	P&Z	Appeal to the Board of Appeals from determination of P&Z director; City participated in mediation with the parties; presently negotiating written agreement
Workers' Compensation Appeals to Circuit Court:		
COA v. Ferracane	APD	City appealed the WCC permanent partial disability finding on 8/23/17; court-ordered mediation scheduled for 4/18/18 but Claimant's attorney did not appear; pretrial conference occurred 6/7/18; case scheduled for trial
COA v. Donahue	AFD	City appealed WCC finding allowing a "worsening" of condition on 3/13/17. Mediation occurred 10/16/17 without settlement reached; trial rescheduled from 4/5/18 to July 5-6, 2018 due to Judge's availability; Claimant's counsel filed a Motion for Remand and the opposed it; Claimant's Motion for Remand was denied on 4/26/18; Claimant filed a Motion to Implead the SIF and the City opposed it; Court's ruling on same is pending
COA v. Blair	PW	City appealed WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant's need for treatment is causally related to the accidental

		injury; discovery ongoing; pretrial conference scheduled for 8/23/18
COA v. Rice	APD	City WCC finding of serious disability; discovery ongoing; Court ordered mediation to occur; discovery deposition of Claimant's expert scheduled for 5/23/18; mediation scheduled for 6/15/18; pretrial settlement conference scheduled for 8/22/18
COA v. McNeil	APD	City appealed WCC finding of occupational disease; discovery ongoing; Court-ordered mediation to occur; pretrial settlement conference scheduled for 8/9/18; working on scheduling mediation and discovery deposition of Claimant's experts
COA v. Snyder	AFD	City appealed WCC finding of occupational disease; discovery ongoing; discovery deposition of Claimant's experts scheduled for 5/17/18 and 5/21/18; pretrial conference scheduled for 10/11/18
COA v. Davis	AFD	City appealed WCC finding of causation of right shoulder; discovery ongoing; discovery deposition of Claimant's expert scheduled for 6/13/18; mediation conference scheduled for 6/25/18; pretrial conference scheduled for 7/25/18
COA v. Ferracane (2018)	APD	City appealed WCC finding of permanent partial disability awaiting Court's scheduling order
Grooms v. COA	AFD	Claimant appealed the Commissioner's decision to affirm prior order; City is preparing a Motion to Dismiss, as it is believed Claimant's attorney did not properly file its Request for Rehearing
Union Grievances:		
(none currently)		

ADOPTED LEGISLATION:

Legislation adopted on 5/14/18

R-8-18 - Amendments to Title 15 of the FY 2018 Fees Schedule - For the purpose of establishing a timeframe for when Workboat and Buyboat watermen may request temporary docking; repealing annual street end dinghy permit on medical hardship availability; and clarifying criteria for permissible docking of dinghies.

Legislation adopted on 5/21/18

O-24-18 - Fee Refunds and Waivers - For the purpose of establishing a procedure whereby certain permit or license fees may be waived by resolution of the City Council for a project constructed by or on behalf of Anne Arundel County Public Schools.

R-17-18 - Weather It Together: Cultural Resources Hazard Mitigation Plan - For the purpose of adopting the Weather It Together: Cultural Resources Hazard Mitigation Plan for the City of Annapolis, as an amendment to the Natural Hazard Mitigation Plan to document vulnerable cultural and historic resources in the City.

R-18-18 - Equal Protection Task Force - For the purpose of establishing a temporary advisory Task Force commissioned to provide the Mayor and City Council with a public forum for studying and preparing reports about the issues of foreign-born residents of the City of Annapolis; and matters generally relating to said Task Force.

R-27-18 - Tyler Heights Elementary School Renovation and Expansion Project - Waiver of Permitting Fees - For the purpose of waiving City permitting fees for the Tyler Heights Elementary School renovation and expansion project.

CITY CLERK:

FULLY EXECUTED CONTRACTS/AGREEMENTS:

5/1/18 Historic Preservation on Call Consultant Agreement –Mahood LLC trading as Heritage Preservation Services, city clerk

5/3/18 Independent Contractor Agreement –Thorn, MOU – BMC City Council, HR – City Employee Benefits Documents (FY2019)

5/11/18 Race Across America 2018 Agreement, Landscape Maintenance Agreement- 916 Creek Drive,

5/18/18Bike Sharing Program- Zagster, Inc Agreement, Amendment #7 Heery (CBRE HEERY) WTP Owners Representative, AIPP Concert Summer “18” Eastport Oyster Boys,

5/29/18Independent Contractor Agreement- State of Maryland Carrie Kramer, Employment Contract FY2019 – Felicia Nolan, Agreement between Eastport Plaza and City of Annapolis RE: proposed Plans for Planned Development, Anne Arundel Workforce Development Dev. Corp. Lease of Stanton Center, Utz Enterprises, 1114 Hoover Street, Stormwater Management Agreement, Part – Time Employee J. O'Brien (APD Crossing Guard Supervisor,

5/30/18FY19 CFA Renewal Group Enrollment and Benefits Summary, Stormwater Management Agreement- 1603 McGuckian Street (Gregory), MPDU Documents Rocky

Gorge, (Karen Ruff) Amendment #1 to Brennan McKenna Mitchil- Consultant Agreement, Anne Arundel Workforce Dev. Corp Lease of the Stanton Center, ADOT Fare Box System Trip Spark / Trapeze Software Group, Inc. - Amendment #3,
6 - SPECIAL EVENT APPLICATION REVIEWED
2 - PAYROLL PROCESSED
23 - Citizen Request for assistance – Forwarded to Departments
3 - Work Session Agenda Created –
6 - Sets City Council Meeting Minutes
Council Member Assistance – Continuing
TRAININGS/ MEETING ATTENDANCE: Anne Arundel County Board of Elections – Judges Training

BOARD OF SUPERVISORS OF ELECTION:

APPROVAL OF THE MINUTES – JANUARY 18, 2018

Member Leahy moved to defer the approval of the meeting minutes of January 18, 2018 until the Thursday, June 21, 2018. Seconded. CARRIED on voice vote. The board requested the meeting minutes for the meeting held on Thursday, February 17, 2018 be provided to them at the Thursday, June 21, 2018 meeting for review and approval.

ANNUAL ELECTION OF THE CHAIR

Pursuant to the Charter and Code of the City of Annapolis, Article II - ELECTION OF MAYOR AND ALDERMEN, Sec. (6) Board of Supervisors of Elections. Member Leahy moved to nominate Member Myers as the Chair of the Board of Supervisors Elections for the term beginning on Thursday, May 17, 2018 and ending on Thursday, May 16, 2019. Seconded. CARRIED on voice vote.

UPDATE CAMPAIGN FUND REPORTS

City Clerk Watkins-Eldridge reported letters pursuant to City Code Section 4.44.080 Election Reports Required will be mailed to Mayor, Alderpersons, Central Committees, Continuing Committees and Treasurers before the end of May. The Campaign Fund Reports are due in the City Clerk's Office by Close of Business on Monday, July 2, 2018.

DISCUSSION – QUESTION FROM JAMES E. DOLEZAL, ETHICS COMMISSION CHAIR

The Board requested that Mr. Dolezal attend the Thursday, July 19, 2018 meeting of the Board of Supervisors of Election to discuss the Financial Disclosure Forms and the Ethic Code Sections.

CITY COUNCIL ASSOCIATE

Standing Committee Meeting Dates/Times:

FINANCE COMMITTEE

May 1, 2018 at 9:00 a.m.
May 2, 2018 at 10:00 a.m.
May 3, 2018 at 9:00 a.m.
May 4, 2018 at 10:00 a.m.
May 7, 2018 at 10:00 a.m.
May 8, 2018 at 10:00 a.m.
May 9, 2018 at 10:00 a.m.
May 10, 2018 at 9:30 a.m.
May 11, 2018 at 10:00 a.m.
May 14, 2018 at 10:00 a.m.
May 30, 2018 at 7:00 p.m.

PUBLIC SAFETY COMMITTEE

May 7, 2018 at 6:00 p.m.

RULES AND CITY GOVERNMENT COMMITTEE

May 8, 2018 at 4:00 p.m.

ENVIRONMENTAL MATTERS COMMITTEE

May 16, 2018 at 3:00 p.m.

DEPUTY CITY CLERK

Count of One Day Applications: 241 Beer, Wine & Liquor / 11 Beer Only

Currently Working on: file retention; Clean- up after renewals; Preparing for July Board Meeting.

Violations: None

Additional Applications Approved: An application for Galway Bay for Maryland Avenue State Festival April 22, 2018.

Number of Active Alcoholic Beverage and Sidewalk Café Licenses: 113 Alcoholic Beverages and 42 Sidewalk Café

ALCOHOLIC BEVERAGE CONTROL BOARD MINUTES MAY 2, 2018

- Transfer- Reads, Inc. t/a Rite Aid to Walgreens Annapolis, LLC t/a Walgreens

Member Praley moved to approve the application for a Class A-2.b contingent upon the satisfaction of the hold with the Comptroller of Annapolis.....Seconded. CARRIED on voice vote.

- NEW LICENSE - NEW MARKET HOUSE, LLC T/A MARKET HOUSE

Member Zagwodzki moved to approve the application for a new, Class B-4.a.b.g. Seconded. CARRIED on voice vote.

- RETURN OF AN ALCOHOLIC BEVERAGE LICENSE FROM ITS TEMPORARY LOCATION- Annapolis Yacht Club 2 Compromise Street, Annapolis, Maryland 21401

Member Zagwodzki moved to conditionally approve the return of the Alcoholic Beverage License from its temporary location of 12 Dock Street, (Harbor Side Grill) Annapolis, Maryland 21401 to 2 Compromise Street, Annapolis, Maryland 21401 pending the issuance of the Use and Occupancy Permit and written notice at least 3 weeks prior to resuming operations....Seconded. CARRIED on voice vote.

- EXTENSION OF THE PICK-UP DATE OF AN ALCOHOLIC BEVERAGE LICENSE- Tequila Sunrise

Member Praley moved to approve the request of an extension of an Alcoholic Beverage License pickup date to December 5, 2018 for the premises known as Tequila Sunrise, LLC t/a Tequila Sunrise locate at 1975 West Street, Annapolis, Maryland 21401. Seconded. CARRIED on voice vote.

- SUBSTITUTION OF OFFICER- Harbor Side Grill, LLC t/a Harbor Side Grill

Kristin Kohlmann to *replace* Robin Bailey

Member Praley moved to approve the substitution of Kristin Kohlman as an officer on the alcoholic beverage license of The Harbor Side Grill, LLC. t/a Harbor Side Grill Seconded. CARRIED on voice vote.

SPECIAL CLASS C, ONE DAY LIQUOR LICENSE – Back on My Feet

Member Praley moved to approve the application for a Special Class C, One Day License for Beer, Wine and Liquor (including live music) to Back on My Feet from 6:30 a.m. to 11:00 a.m., on Saturday, June 2, 2018. Seconded. CARRIED on voice vote.

APPROVAL OF THE PROPOSED AMENDMENT TO THE ALCOHOLIC BEVERAGE CONTROL BOARD RULES AND REGULATIONS CHAPTER 3.01 RULES AND PROHIBITED PRACTICES APPLICABLE TO ALL LICENSEES- MANAGEMENT AGREEMENT

Member Praley moved to approve the Proposed Amendment to the Alcoholic Beverage Control Board Rules and Regulations Chapter 3.01 Rules and Prohibited Practices Applicable to all Licensees- Management Agreement Seconded. CARRIED on voice vote.

H:\WPDATA\Documents - KHS\MonthlyMemos-LAW\MM-MemoMay18.DOC

DEPARTMENT OF TRANSPORTATION

Summary of Accomplishments

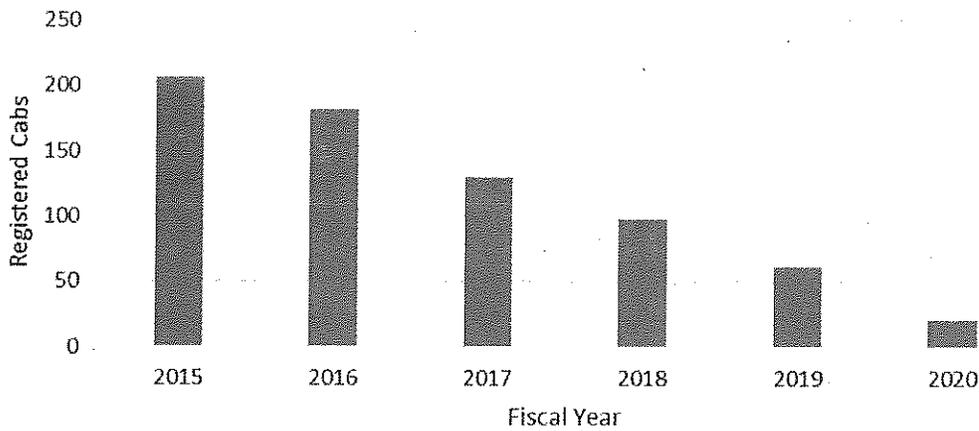
- Completed the replacement of Oil Water Filtration system this spring. This is the original system installed during the construction of the ADOT facility. ADOT secured funding from the State for its replacement.
- Completed the Five-Year Transit Development Plan this. The Transit Development Plan (TDP) is a planning tool used to analyze the need for transit in a defined area, evaluate the services that are provided, and develop strategies to match the service to the identified transit needs. The TDP provides a vision of how the public transportation system should adapt to address the demand for transportation services within a five-year horizon. We are currently waiting Annapolis City Council to approve the TDP before implementation of any of its recommendations.
- Transitioned the Yellow and Gold Routes to Anne Arundel County without major disruptions to service.
- Reduced headways on the Brown Route from 45 minutes to 30 minutes by adding one additional bus. This has improved ridership and the customer experience on this route.
- Procured three (3) new cutaway transit buses to replace three (3) buses that reached the end of their useful life.
- Implemented free K – 12 students fare program. ADOT transported 3,867 K-12 students since the introduction of the program.

Taxi Administration

Table 1. Taxi Registration Trends, FY2015 - 2020

Fiscal Year	Registered Cabs	Percent Change
2015	206	
2016	182	-12%
2017	131	-28%
2018	98	-25%
2019	62	-37%
2020	21	-66%
2015 to 2020	-185	-90%

Figure 1. Number of Registered Cabs, FY 2015 - FY 2020



Transit Operations

Trends in Ridership and Fare Revenue

Note: ADOT stopped operating the Gold and Yellow route at the end of July 2018. For purpose of comparison, the ridership and revenue data for the Gold and Yellow routes were excluded.

The revenue data excludes the Circulator since fare collection on this route was stopped effective July 1, 2017. Fares from State employees are included (based on State Shuttle Agreement between the City and Maryland Department of General Services)

Figure 2. Ridership Trends: FY 2017, 2018 & 2019 Compared

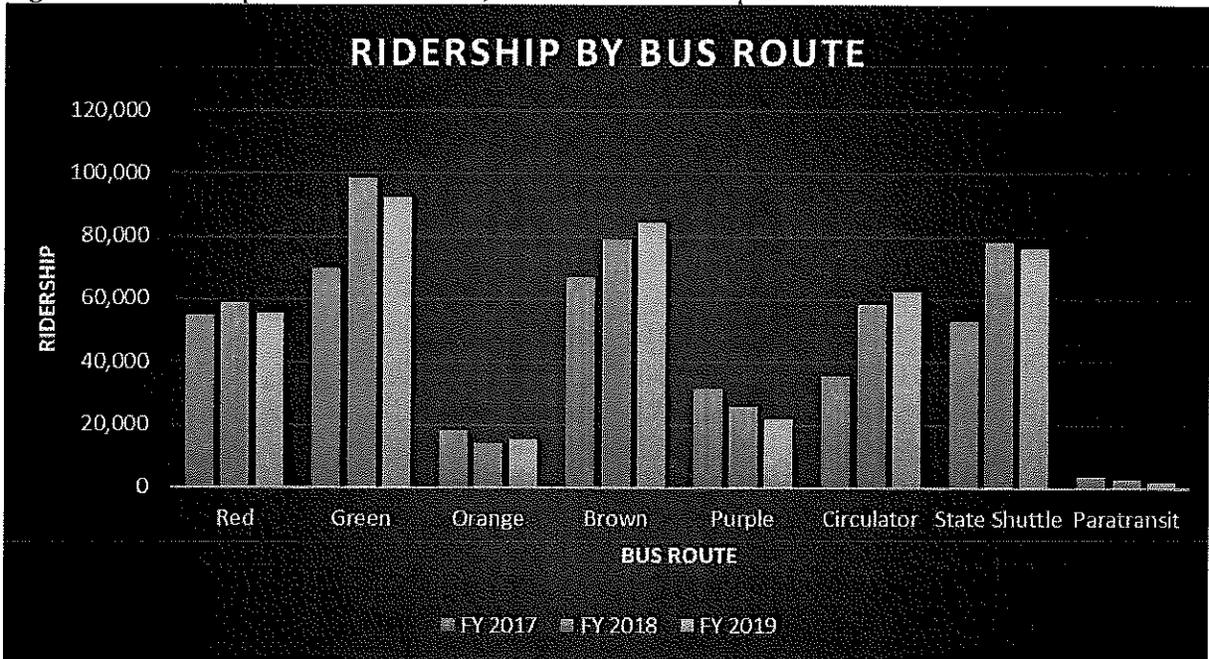


Figure 3. Fare Revenue: FY 2017, 2018 & 2019 Compared

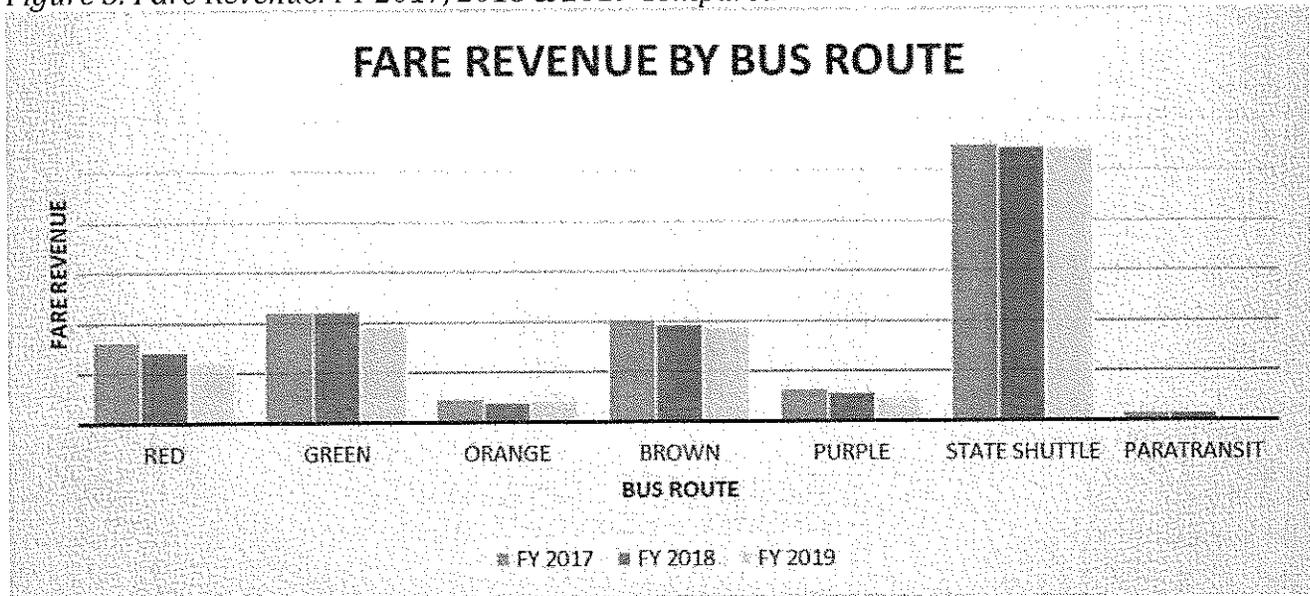


Table 2. Percentage Change in Ridership

Route	FY 2019	FY 2018	% Change
Red	55,672	58,647	-5.07%
Green	92,486	98,524	-6.13%
Orange	15,287	14,163	7.94%
Brown	84,348	79,058	6.69%
Purple	21,649	26,018	-16.79%
Circulator	62,442	58,172	7.34%
State Shuttle	76,272	78,111	-2.35%
Paratransit	1,796	2,748	-34.64%
Total	409,952	415,441	-1.32%

Table 3. Percentage Change in Revenue

Route	FY 2019	FY 2018	% Change
Red	\$61,741	\$71,888	-14.11%
Green	\$96,832	\$111,528	-13.18%
Orange	\$21,579	\$20,352	6.03%
Brown	\$94,907	\$96,888	-2.05%
Purple	\$24,486	\$29,117	-15.91%
State Shuttle	\$273,191	\$273,150	0.01%
Paratransit	\$5,239	\$8,282	-36.74%
Total	\$577,974	\$611,205	-5.44%

Table 4. Free Rides in FY 2019

Month	K-12	MTA Transfer	City Employees	TOTAL
Sept. 2018	163	305	169	637
October 2018	292	291	189	772
November 2018	376	270	120	766
December 2018	314	313	154	781
January 2019	294	299	95	688
February 2019	372	313	132	817
March 2019	569	270	122	961
April 2019	629	222	173	1,024
May 2019	563	190	175	928
June 2019	295	262	143	700
TOTAL	3,867	2,735	1,472	8,074

Table 5. FY 2019 Summary of Overtime and Leave Hours

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers	69.0	208.0
Transit Vehicle Operations – Bus Operators	3,289.8	7,128.5
Transit Supervision	666.5	817.0
Vehicle Maintenance	219.2	1,029.3
Total	4,244.5	9,182.7
Leave without Pay		1,483.5

FY 2019 PARKING ACTIVITIES SUMMARY

Table 6a. Garages/Lots

Garage/Lot	Vehicles Parked	Revenue
Gotts	215,262	\$1,975,279
Hillman	248,252	\$2,326,384
Knighton	80,930	\$528,391
Park Place++	82,851	\$1,340,416
South Street Lot	20,715	\$192,492
Larkin Street Lot	2,155	\$107,749
City Dock Lot**	50	\$8,180

<i>Sub-total</i>	650,215	\$6,478,890
------------------	---------	-------------

Table 6b. On-Street Parking:

Citation Issued/Revenue Meter	20,246	\$738,172
Transactions/Revenue	660,300	\$1,414,526
<i>Sub-total</i>		\$2,152,698
TOTAL		\$8,631,588.02

++Not managed by SP Plus

**Monthly parking only

Table 7. Percent Change in Parking Revenue, FY 2019 and FY 2018

Revenue Source	FY 2019	FY 2018	% Change
Gotts	\$1,975,279	\$2,013,937	-1.92%
Hillman	\$2,326,384	\$2,391,505	-2.72%
Knighton	\$528,391	\$461,840	14.41%
Park Place**	\$1,340,416	\$1,100,775	21.77%
South Street Lot	\$192,492	\$159,272	20.86%
Larkin Street Lot	\$107,749	\$143,050	-24.68%
City Dock Lot	\$8,180	\$6,325	29.33%
Citation	\$738,172	\$613,350.00	20.35%
Parking Meters	\$1,414,526	\$1,707,739.43	-17.17%
TOTAL	\$8,631,588	\$8,597,792	0.39%

Monthly Activities

Conversion of Contractual Operations Manager's Position

After four (4) years of being a temporary, contractual position, the operations manager's position was converted into a merit position as transportation superintendent.

Administrative Matters

Staff participated in the following meetings and events:

- Operation/planning session at OEM in preparation for the July 4 festivities.
- July 4th operations included complimentary shuttle bus service from Stadium to Lawyer's Mall from 4:00PM – Midnight. Provided cooling bus at City Dock from 5:00PM – 8:00PM
- Transportation Association of Maryland (TAM) Board Meeting
- Grant request submitted to OEM for safety/security funds

- Central Maryland Regional Transit Study meeting
- Board of Appeals' hearing on APF certification for LOFTS of Eastport, a proposed mixed-use development.
- Parking Meter Rates meeting
- City Dock Walking meeting
- Bus Procurement meeting

July 2019 Overtime & Leave (Sick, Vacation Personal, Etc.) Hours

Table 8. June 27, 2019 to July 20, 2019

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers	0	4
Transit Vehicle Operations – Bus Operators	446	730
Transit Supervision	47	74.5
Vehicle Maintenance	25	180.25
Total	518	988.75
Leave without Pay		340

July 2019 Transit Operations

Table 9a. July 2019 Ridership

Route	July 2019	July 2018	% Change
Red	4,114	4,367	-5.79%
Green	8,696	7,692	13.05%
Orange	1,711	974	75.67%
Brown	7,676	5,878	30.59%
Purple	2,120	2,184	-2.93%
State Shuttle	5,275	4,237	24.50%
Paratransit	160	173	-7.51%
Total	29,752	25,505	16.65%

Table 9b. Free Rides (already included in Table 2a)

K-12:	57 free rides
MTA Transfers:	354 free rides
City Employee:	158 free rides
Children Under 6	191 free rides

Total free rides: 760 free riders

Table 9c July 2019 Fare Revenue

Route	July 2019	July 2018	% Change
Red	\$4,611	\$4,908	-6.06%
Green	\$8,899	\$8,354	6.52%
Orange	\$2,051	\$1,530	34.02%
Brown	\$7,962	\$6,962	14.37%
Purple	\$2,243	\$2,471	-9.24%
State Shuttle**	\$324	\$417	-22.24%
Paratransit	\$545	\$546	-0.16%
Total	\$26,634	\$25,188	5.74%

**Excludes fares from State Employees

C. Service Hours/Miles

Total Service Hours: 4,705.5

Total Service Miles: 38,443

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 100%. All pickups were on time.

Fixed routes OTP was 91% based on 89 observations.

D. Preventive Maintenance

- Seven (7) scheduled preventive maintenance services (PMs) were completed. Six PMs were done on time and one was late due to shortage of staff in the vehicle maintenance division
- There were five (5) road calls.

July 2019 Parking Operations

Table 10a. July 2019 Parking Activities in Garages/Lots

Garage/Lot	Revenues	Vehicles Parked
Gotts	\$144,404.00	15,870
Hillman	\$203,625.00	23,472
Knighton	\$34,399.00	6,206
Park Place++	\$97,978.73	6,804
South Street Lot	\$19,574.00	2,169

Larkin Street Lot	\$9,855.00	219
City Dock Lot**	\$550.00	3
Total	\$510,385.73	54,743

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

Table 10b. On-Street Parking

Activity	Transactions	Revenue
Citations	1,391	\$98,885
Parking Meters	63,590	\$165,771
Total	64,981	\$264,656

