CITY MANAGER'S UPDATE

Monthly report to the City of Annapolis City Council MARCH 2015

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Performance Measures

Police Calls and Service Times

Month	2012	2013	2014	2015	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	3153	2596	2894	2571	**1:30 Minutes**	**12 = 1:20**	**3 = 1:31**	**19 = 1:41**
February	2725	2399	2714	2422	**2:09 Minutes**	**9 = 2:18**	**2 = 1:15**	**6 = 2:55**
March	3217	3117	2885	2714	**1:06 Minutes**	**13 = 1:07**	**9 = 1:18**	**3 = 0:55**
April	2997	2931	3005					
May	3259	3145	3197					
June	3100	3051	3161					
July	3123	3176	3515					
August	3033	2995	3280					
September	3180	3342	3129					
October	3239	3269	3158					
November	2748	3472	2763					
December	2667	2670	2551					
Totals	**36163**	**36252**	**36252**	**4993**				
Avg Per Day	**106.1 cfs**	**99.5 cfs**	**98.5 cfs**	**84.6 cfs**				

Crime

Crime	Murder	Rape	ob Arm	ob NWU	g Aslt	Burg-Res	Burg-Com	Larceny	V Theft	Total
Mar 15	0	3	1	1	3	5	2	52	2	69
Mar 14	0	0	3	2	6	12	1	36	2	62
Diff +/-	0	3	-2	-1	-3	-7	1	16	0	7
Diff % +/-	0.00%	100.00%	66.66	50.00%	50.00	58.33	100.00	44.44%	.00%	1.29%
				Monthly	Total				onthly	Total
	Violent Crime Diff +/-			-3	7.27%	Property Crime Diff+/-			10	9.60%

Crime is up 4 incidents for the month as compared to last year for the same time period. This is increase is the result of 16 more thefts. Most of the thefts are occurring in retail stores. As a result, APD is placing resources in those areas. For the first quarter crime is down 16% overall.

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- Total paving in 2014: 2.96 miles. Total paving in 2013: 2.25 miles. The 2015 paving season will start with the resurfacing of Spa Road, from Westgate Circle to the traffic signal near the Public Works yard, during the last half of April.

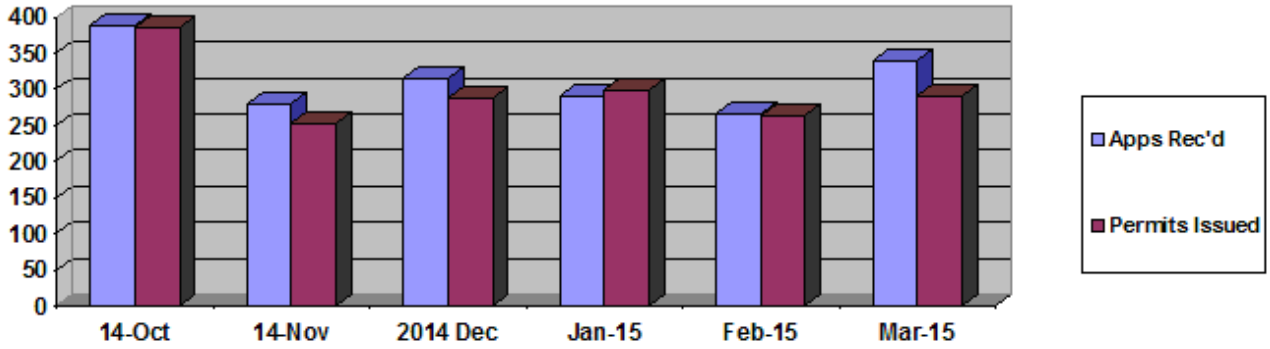
Diversion Rate of Solid Waste from Disposal at a Landfill

- March diversion rate – 38.0%
- 12-month (April 2014 – March 2015) diversion rate – 43.4%

Water Quality Testing Results

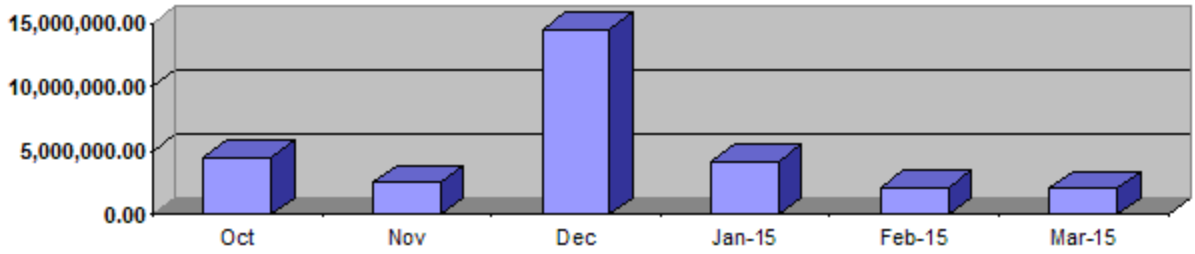
- There were no water quality issues with the March water samples.
- There have been no water quality issues with water samples taken in 2015.

Permits

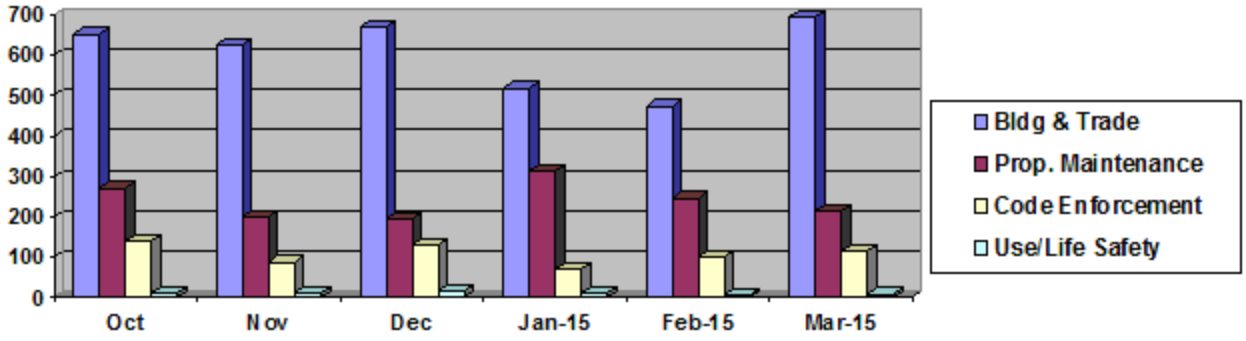


Permit applications received - 340
Permits issued - 291

Value of Private Construction - $2,089,850.98

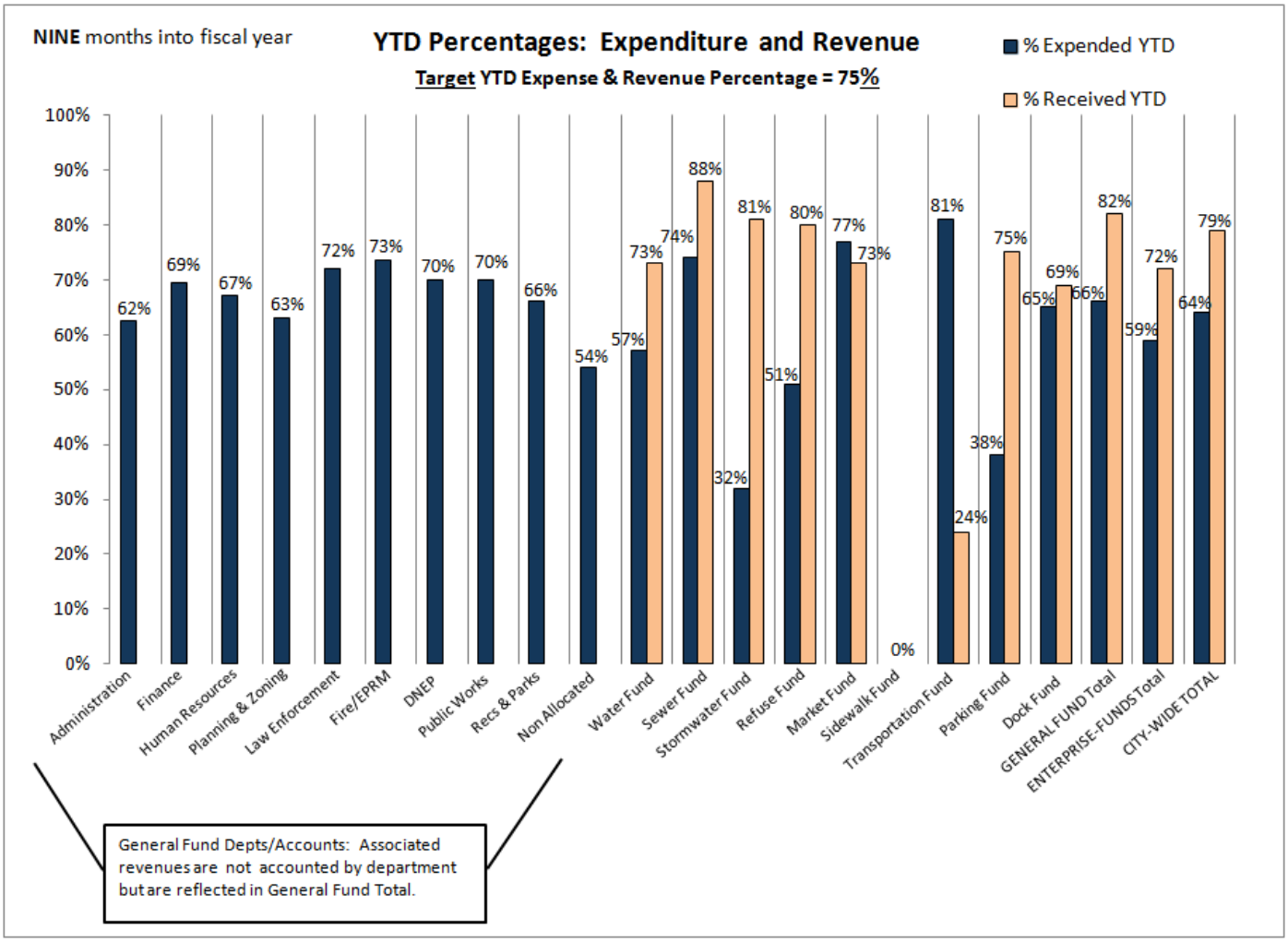


Private Construction Inspections Performed



Building and Trade Inspections	475
Property Maintenance Inspections	246
Code Enforcement Inspections	99
Use/Life Safety Inspections	9

Budget Status



Central Purchasing

Current Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services
- Awarded to Gardiner & Gardiner. Contract in process.

IFB 15-05 Janwal II Water Tank Painting
- 4 Bids received. Under review.

RFP 15-08– Electronic Fare Box Collection System
-MTA Award concurrence received 3/13. Awarded to SPX Genfare. Contract in process.

RFP 15-09 – Truxtun Pool Assessment
- Awarded to SEI Architects. Contract in process.

RFP 15-07 – APD Indoor Firing Range
- 2 proposals received – over budget. Bids rejected. Revise scope of work and rebid.

RFP 15-11 – Integrated Parking Operations and Management Services
- 5 SOQ's received. Under review. RFP to be released in April.

RFP 15-12 Annapolis Renewable Energy Park
-5 Proposals received. Under review.

RFP 15-14 – Sale/Lease of 9 St. Mary's Street Property
– Proposals due 4/2.

RFP 15-15– Bus Shelters
- Revised bid package sent to MTA for concurrence. April release expected.

RFP 15-18 – Historic Preservation Consultants
- Qualification statements due 4/1.

IFB 15-17 – Annapolis Dam Repairs
- Bids due 4/30.

RFP 15-20 – Eastport Traffic Study
- Proposals due 4/15.

IFB 15-24 – Truxtun Pool Painting Services
-Bids due 4/7.

Completed Procurements

RFP 13-27 Maynard Burgess House Renovation
- Awarded to Lewis Contractors. Project scheduled for May 2015 completion.

RFP 14-12 – City Dock Bulkhead Replacement - Design
- Awarded to EBA Engineering. Project scheduled for March 2015 completion.

IFB 14-20 Bywater Road Pump Station
- Awarded to JJID. Project scheduled for May 2015 completion.

RFP 14-21 Flume Evaluation
- Awarded to GHD. Project scheduled for August 2015 completion.

RFP 14-22 Water and Sewer Buried Asset Evaluation
- Awarded to GHD. Project scheduled for June 2015 completion.

RFP 14-23 – Main Street Reconstruction Design Services
- Awarded to EBA Engineering. Project scheduled for March 2015 completion.

RFP 15-03 – Consulting Services – CDBG Program Consolidated Plan
-Awarded to Urban Design Ventures. Plan scheduled for May 2015 completion.

RFP 15-04 – Bundled Construction Projects – ADOT
-Awarded to Albrecht Construction. Project scheduled for August 2015 completion.

RFP 15-10 – Storm Water Management Inventory and Watershed Improvement Plan
-Awarded to URS. Project scheduled for December 2015 completion.

Pending Procurements

RFP 15-13 Transit Bus Advertising Program
-Draft at MTA. Waiting for concurrence to release RFP.

RFP 15-19 – Energy Performance Contracting
- Draft in progress. Release TBD.

RFP 15-21 – APD Indoor Firing Range Replacement
- Draft in progress. Anticipated release in April.

RFP 15-22 – APD Firing Range Ventilation System Replacement
- Draft in progress. Anticipated release in April.

RFP 15-23 – Upper West Street Sector Study
- Draft in progress. Anticipated release in April/May.

IFB 15-25 – City Dock Bulkhead Replacement – Steel Sheet Piles
- Draft in progress. Anticipated release in April.

RFP 15-26 – City Hall HVAC Replacement – Design/Build Services
- Draft in progress. Anticipated release in April/May.

Capital Projects

Pump Station Replacement/Rehabilitation

Pump Replacements – An Invitation for Bids (IFB) for the bypass of the Second St. pump station and repair of the wetwell, in conjunction with installation of a new pump and rehabilitation of the motor control center, is nearly ready to be issued. Bywater Pump Station Rehabilitation – Construction work continued. Demolition of the old facilities was completed. The bottom section of the existing drywell was filled in and a new valve vault was installed. Wetwell repair work and pipe installation has commenced.

Sewer Rehabilitation

USNA Flowmeter – The City acquired a new flowmeter for the Navy 2 location for installation within the next month. Once the flowmeter is installed, data collection for evaluation of the existing flumes will be completed and the kickoff meeting will be scheduled. Buried Asset Evaluation – A meeting was conducted by Consultant to determine the City's acceptable risk as it relates to utility consequence of failure assessment.

Wastewater System Supervisory, Control and Data Acquisition (SCADA) System Upgrade

Final payment for equipment is pending final acceptance.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work continues, including submittal reviews, concrete slab and wall pours, concrete form and rebar work, and installation of the raw water main, Anne Arundel County – City of Annapolis water main interconnection and sanitary sewer main.

AWRF (County-managed) Projects

Influent Pump Station – Awaiting award of a contract by the County Purchasing Department for engineering work to address hydraulic issues at AWRF Influent Pump Station (for City flow). Flow Measurement Improvements – Awaiting next design submittal for the Mayo force main project, which will include AWRF City and County flow measurement improvements.

Road Reconstruction

Paving will resume in April 2015 with the resurfacing of inner Spa Road from Westgate Circle to the traffic signal near the Public Works yard. Street restriping work will continue as weather permits. Duke of Gloucester Street wall repair is expected to be done in early April to coincide with St. Mary's School Spring Break.

Dam Repair at Waterworks Park

Final plans and specs were re-submitted to MDE for permit. The bid package was released on March 25. A Pre-bid Meeting was held on April 1. Bids are due back April 30.

City Hall Restoration

The Request for Qualifications for a design-build project for replacement of the City Hall HVAC system will be issued in May.

Landfill Gas Mitigation

A revised Nature and Extent Study (NES) was submitted to MDE on January 16, 2015. MDE's response to the revised report is expected in late spring or early summer. Sampling work continues for the semi-annual monitoring events.

Maintenance Facilities

Project options are currently being evaluated.

Stormwater Management Retrofit

A pipe repair project is planned at 806 Tyler Avenue, additional repair projects have been identified and inspected in the field.

Maynard Burgess House

Contractor has completed the restoration of the siding on the south and east elevations. Contractor is currently working on documentation of the siding on the north and west elevations

Main Street Reconstruction

Main Street design is underway, with completion in May-June 2015 timeframe. An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections.

City Dock Bulkhead Replacement, Phase 2

Received the 85% Design Plans and Specs, which are currently under review. Received the HPC permit. Waiting on the Port Warden's Permit which is conditioned upon the receipt of a navigation plan to be submitted by the Harbormaster. An Invitation For Bids (IFB) is being prepared for the purchase of the steel sheet pile by the City as it has a significant lead time (4+ months) and a Contractor will not be on board in time to order the steel for the October 2015 start date. A Request For Qualifications (RFQ) is being prepared to pre-qualify contractors for the bulkhead project.

Personnel Update

New Hires

Transportation - Director

Promotions/Internal Vacancies Filled

Public Works - Equipment Operator II

Law Office Report

Open Litigation

Case Name	Dept	Comments
White, et al. v. COA U.S. District Court Case No. CV-01130-JFM (L21-13)	APD	Motions pending
Moe's Southwest Grill PJR Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Circuit Court granted Motion to Dismiss Petition for Judicial Review; appealed to Court of Special Appeals; oral argument 10/2/14; results pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) District Court Case No. 3z36100886, 5z36100888 (L1-13)	HPC	Appeal to Circuit Court of District Court's finding of Municipal infraction; trial 12/17/14 - continuing 5/28/15.
Travis v. City US District Court Case No. 1:14-CV-00424-ELH (L4-14)	APD	Trial 8/17/15
McShane Glover – PJR Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed
MCCR / EEOC Cases:		
MCCR / APD	APD	Fact-finding conference heard on 4/15/15; decision pending
Trial Board Cases #1	APD	Hearing on 4/22/15
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15 and 6/12/15
Woolfolk v. City		Case resolved by agreement; appeal DISMISSED.
White, S. v. City		Trial scheduled for 3/12/15 and 3/13/15. Jury returned verdict finding that, while Claimant sustained a compensable hypertension,

		Claimant did not sustain disability. WCC claim will be disallowed.
McRae, Jr. v. City (11/24/13)		Trial scheduled for 3/26/15.
Chandler v. City		Pretrial conference scheduled for 4/15/15
Cook v. City		Pretrial conference scheduled for 4/15/15
Disability Retirement Review Board Appeals:		
Keys v. City	APD	Hearing pending
Aaron v. City	AFD	Hearing pending
Union Grievances:		
Bishop v. City	PW	Hearing pending

Adopted Legislation

Adopted on 3/23/15

- **O-2-15 Lease of City Dock Space to Chesapeake Marine Tours** – For the purpose of authorizing for fiscal year 2021 the lease of certain municipal property located at the City Dock to Chesapeake Marine Tours, Inc. for the docking and mooring of certain boats.
- **O-8-15 Keeping or Maintaining Chickens Within the City of Annapolis –** For the purpose of eliminating the sunset provision set forth in Ordinance 53-11 Amended pertaining to keeping or maintaining chickens within the City of Annapolis.
- **R-5-15 Itinerant Merchant Sales in the Historic District - 2015** – For the purpose of authorizing hawker, peddler, and itinerant merchant sales in the Historic District in conjunction with certain special events during calendar year 2015.
- **R-6-15 Filing of Grant Application with the Maryland Transit Administration** – For the purpose of authorizing the filing of an application with the Maryland Transit Administration of the Maryland Department of Transportation for a Sections 5303, 5304, 5307, 5309, 5310, 5311, 5316, and/or 5317 grants under the Federal Transit Act for a total amount of $1,617,093 ($1,103,711 for transit operations; $315,000 capital grant for transit vehicle maintenance; and $198,382 for paratransit operating assistance).

Adopted on 4/13/15

- **O-9-15 Transportation Board Quorum** – For the purpose of establishing a quorum of the Transportation Board as a simple majority of the sworn members.
- **O-16-15 Issuance of General Obligation Bonds** – For the purpose of authorizing and empowering the City of Annapolis (the “City”) to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Eleven Million Five Hundred Fifty

Thousand Dollars ($11,550,000), pursuant to Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as the "Public Improvements Bonds, 2015 Series" and said bonds to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.

- **O-17-15 Issuance of General Obligation Refunding Bonds** – For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Twenty-Five Million Two Hundred Five Thousand Dollars ($25,205,000), pursuant to Sections 19-207 and 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as the "Public Improvements Refunding Bonds, 2015 Series", and said bonds to be issued and sold for the public purpose of refunding all or a portion of certain outstanding general obligation bonds of the City, as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.

Alcoholic Beverage Control Board

BUSINESS AND MISCELLANEOUS

GALWAY BAY – Special Events, April 26, June 14 and September 20, 2015
Request for an extension of licensed premises with consumption of alcoholic beverages on City property during the Spring, Irish and Fall festivals on April 26, June 14 and September 20, 2015

ST. JOHN'S COLLEGE – Special Event, April 18, 2015
Request for Special Class C, One Day Liquor License for the Annual SJC & USNA Croquet Match on Saturday, April 18, 2015, (rain date, April 19, 2015) from 12:00 noon to 5:00 p.m.

ANNAPOLIS MARITIME MUSEUM – Special Event, March 21, 2015
Request for a Special Class C, One Day Liquor License for an outdoor festival event with live music during the Annual Festival & Fundraiser on March 21, 2015

FADO'S IRISH PUB – Special Event, March 17, 2015
Request permission for one day temporary portable bar on the patio portion of licensed premises during a special event on March 17, 2015 from 9:00 a.m. to 9:00 p.m.

BOATYARD BAR & GRILL – Special Events, April 17 and April 18, 2015
Request for an extension of licensed premises to include the adjacent parking lot with live music during the 13th Annual Spring Fishing Tournament Charity event on April 17 and April 18, 2015

ANNAPOLIS WATERFRONT HOTEL/MARRIOTT – Substitution of Officer

Amy K. Snyder *to replace* Jonathan Brianas and Kimberly A. Gauthier *to replace* Colleen Huther

SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN MARCH = 11

City Clerk

- 8 – Fully Executed Contracts
- 20 – Request for information via Citizen's completed
- 7 – Requests for information Maritime Transition Team
- 10 – Renewal Applications mailed
  - 2- Towing
  - 1- Fortuneteller
  - 4- Amusement Devices
  - 3- Pawnbrokers
- 16 - Special Event Application Reviewed
- Meetings/ Conference Calls
  - 2 - City Council
  - 1 - Agenda Review
  - 1 – World Bank Conference
- 2- Finance Committee
- 3 – Solicitors Application Approved
- 1 – City Council Meeting Minutes in "DRAFT" pending Approval at the Regular Meeting 4/7/14
- 106 – Reviewed Renewal Application for Liquor Licenses

Board of Supervisors of Election

(No activity)

Public Safety Update

Fire Department

Monthly News/New Projects

- The Department responded to 760 calls for service in March and a total of 2390 calls for 2015 with the following breakdown:
- EMS-571 or 72%
- Fire – 130 or 18%
- Service – 44 or 8%
- Rescue – 7 or 1%
- Hazmat –8 or 1%
- Notable Incidents –

1. 3/9/15 - Malicious False Alarm - Bates Middle School (2 arrests)
2. 3/16/15 – Kitchen Fire - Tyler Avenue
3. 3/17/15 - Vehicle Accident with Fire and Rescue - Rowe Boulevard
4. 3/17/15 – Kitchen Fire – Bens Drive (Sprinkler Activation)
5. 3/18/15 - Suspicious Package - Baltimore Washington Medical Center
6. 3/18/15 - Suspicious Package - West Street
7. 3/20/15 - Vehicle Accident with Rescue - Chinquapin Round Road
8. 3/29/15 - Child Burned - 10 Hudson Street

- Completed 95 new fire safety building inspections and 16 re-inspections (includes inspections conducted by station personnel)
- Training hours completed –1607
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 4 Explosive Services Requests and 9 K-9 requests and completed 16 fire safety inspections. They also conducted six (6) fire investigations with two arrests.
- The Department participated in the March 8th Annual St. Patrick's Parade.
- Chief Stokes and Fire Marshal staff attended the Public Safety Committee meeting and gave a presentation of how the Department is using technology to improve safety and productivity in the Fire Department.
- The Department is in the middle of our annual promotional process. Oral interviews are scheduled for April.
- Chief Simmons found $34367 in grant funding to use toward replacing the station generator at the Taylor Fire Station. The total cost is 41,000. Note: with the installation of this generator, all three fire stations in the City will have new, modern, reliable station generators. The total cost of the generators is about $125,000 of which approximately $100K was grant funds.
- Presented FY16 Budget to Finance Committee.
- The Department conducted Photovoltaic familiarity Training (Solar panels) and annual CPR Training re-certification.
- The Department developed a Social Media Policy which as of April 8th is still being reviewed by the Law Office.
- Mutual Aid Agreement between AFD and the USNA Fire Department is at long last executed by the City. Waiting for the USNA to sign.
- This month's Fire Prevention Message banner is "STAY live, Don't Text and Drive".
- Stations along with the FMO continued to conducted smoke detector inspections throughout various communities in the City. During March they installed seven (7) smoke alarms and two (2) CO alarms. The inspections are conducted on the 2nd Saturday of each month weather permitting.
- The Fire Marshal staff served on a panel for a Youth Symposium sponsored by the Anne Arundel County Chapter of Sigma Gamma RHO Sorority Inc.
- A pressure test of the City Dock Standpipe system failed the leak test again. I have asked that the repairs be completed before the Spring Boat Shows.
- On April 1, 2015 Lt. Clarence Johnson retired from the Annapolis Fire Department with over 43 years of service. On April 9, 2015 Firefighter First Class Bud Zapata will be promoted to Lieutenant, he is the first Hispanic Officer in the Department's history.

- The Department has been experiencing a delay at AAMC transferring patients from our stretchers to a hospital bed. Sometimes units are waiting over an hour to transfer patients. The County Fire Department is experiencing the same issue. We have joined forces to conduct a 60 day study to record actual patient transfer times. The data will be used to meet with the AAMC staff.

- Our Fire Boat is back in-service after being out of service for 6 weeks during the winter for routine hull upkeep and other maintenance items.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average $35,833.00)
- For the month of March the Department used 362 hours of overtime at a cost of $20,087.28 this represents a usage of 4.67% of our total annual budget available for overtime. Our YTD overtime expenditures are $307,279.33 or 71.46**%** of our annual OT budget**.**
- We currently have three (3) personnel out on long term medical or other issues and five (5) vacancies which are impacting our overtime budget.
- Applied for Federal Grant ($500K) to replace all of our fire department radios.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- This year (2015) marks the 40th anniversary of paramedic service in the City of Annapolis. The Department has started plans to recognize this event.
- The National Fallen Firefighters Foundation will be holding their annual Survivors Meeting in Annapolis this year. The event is planned for the last week in June 2015 at the Weston Hotel.
- Harassment & Discrimination Training for all Personnel.
- Attend Opioid Misuse and overdose Symposium on April 15, 2015. The event is sponsored by the County Health Department.
- Memorial Day Parade
- Effective April 1st, the Department will transition responsibility for Fleet Maintenance to the City's Fleet Manager.

EMERGENCY MANAGEMENT

Incidents and Events

- The Warming Center established at the Stanton Center has sheltered a total of **472** referrals this winter season, with **130** referrals in January, **199** referrals in February, and **108** referrals in the first two weeks of March. The Warming Center was active each night between January 5th and March 13th, after which it will be open on a case by case basis dependent upon weather conditions.
- March 3, 2015 – Winter Weather Advisory
- OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about a Winter Weather Advisory that was related to freezing rain and sleet in Annapolis.
- March 5, 2015 - Winter Weather
- OEM sent five Emergency Management Alerts to inform key officials, employees, and surrounding partners the region would be experiencing an excess of snow over two days and to provide updates concerning the response efforts and operating status of the City of Annapolis. The City received approximately 5-6 inches of snow. The Emergency Operations Center was activated on a 24 hour basis throughout the storm and convened daily conference calls with City leaders to provide status updates. City government offices were closed on March 5th and opened at 10:30 a.m. on March 6th.

- March 19, 2015 – Winter Weather
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners the region would be experiencing minimal snowfall with a mix of rain and to use caution.
- March 21, 2015 –Route 50 Fatal Accident
- OEM sent one push notification to inform citizens about the Route 50 road closure due to a fatal motor vehicle accident.

Planning

- The Office of Emergency Management participated in the Public Safety Committee on March 16th to present a recap of the Stanton Center's Warming Center Program for the 2014-2015 winter season.
- OEM coordinated with the Maryland Emergency Management Agency and the State Highway Administration to successfully procure salt for Public Works for the remainder of the winter.
- OEM began discussing a new project with Mike Dunaway related to enhanced geographic mapping during an evacuation, the results of which will support the creation of a virtual business emergency operations center.
- OEM staff hosted a planning meeting on March 3rd for the upcoming Drive Through Flu Clinic in which participants from the Health Department and Anne Arundel County Office of Emergency Management toured the Annapolis Mobile Command and Communications Vehicle and discussed the Organizational Chart for the event.
- OEM is contributing planning support to Public Works' efforts to attain accreditation with the American Public Works Association. Staff from Public Works and OEM have met regularly to draft plan sections and gather information in order to succeed in this initiative.
- OEM hosted a meeting on March 24th with the Director and Deputy Director of Anne Arundel County Office of Emergency Management to discuss shared interests and initiatives.
- OEM staff held a meeting to discuss an outreach program for National Animal Disaster Preparedness Day.
- OEM staff met on March 26th to discuss the draft Anne Arundel County Emergency Shelter Plan. Annapolis OEM staff shared changes and suggestions related to the potential opening of a shelter in Annapolis to the County for revisions.
- OEM staff participated in the G0271 Hazardous Weather & Flooding Preparedness course, a two day course presented in the Annapolis EOC by MEMA.
- OEM staff attended the “Knowing What to Do and When to Do It: Emergency Preparedness for People with Sensory Disabilities” panel discussion, presented by the Baltimore UASI group on March 27th, at Towson University.
- OEM staff attended the Baltimore Regional Incident Management Team (BRMIT) Leadership meeting on March 12th which was held at Anne Arundel County Fire Headquarters.
- OEM staff delivered a presentation at the Bywater Mutual Community Association on fire safety and the Emergency Management app.
- OEM staff attended General Meeting and Executive Session of the Baltimore Urban Area Security Initiative on March 17th in Carroll County.
- OEM staff attended a meeting of the UASI Emergency Management Subcommittee on March 31st. This meeting was used to focus on Evacuation Technical Assistance, Mass Care Services Workbook, and FY15 Investment Justification for sheltering/mass care.
- OEM staff attended a meeting of the UASI Recovery Subcommittee on March 31st.

- OEM met with the City Clerk's Office on March 16th to review the development of the Office of Emergency Management's Records Retention Schedule and to update the Continuity of Government Plan.
- OEM attended the Cultural Resource Hazard Mitigation Planning Meeting on March 19th at the City Council Chambers.
- OEM staff participated in an Emergency Operations Plan (EOP) revision meeting on March 19th and continues to update the EOP.
- OEM hosted an After Action Review Meeting on March 20th in which local and state participants addressed strengths as well as areas for improvement regarding the Gubernatorial Inauguration.
- OEM attended the Ready Chesapeake Meeting held on March 25th.
- OEM Staff attended the National Weather Service's Coastal Flood Users Group on March 26th at the National Weather Service's Weather Forecasting Office in Sterling, Virginia. Participants discussed the latest technology that the National Weather Service is planning in order to support local emergency management professionals.

Training/Exercise

- OEM staff drafted a training and exercise schedule for 2015 to include a Hurricane Tabletop Exercise, the Drive Through Flu Clinic, a Winter Storm Workshop, as well as numerous training opportunities.
- OEM staff participated in a UASI Executive Education Workshop on March 26th in which the Center for Homeland Defense & Security raised scenarios for discussion in order to test regional coordination and response.
- OEM staff attended the UASI Training and Exercise Committee meeting on March 31st in Howard County.
- OEM staff held a phone call with a Subject Matter Expert (SME) from the Ferguson, MO area to discuss the training program for the City Council to be delivered on June 11th and 12th. This training will enhance elected officials' awareness and decision-making on public safety issues that have the potential to impact Annapolis.
- OEM staff attended the Division/Group Supervisor Course for the IMT on March 23rd-25th at Anne Arundel County Fire Headquarters.
- OEM staff coordinated with Intermedix to successfully review and test the new Seating Chart/Sign In board for WebEOC. OEM staff had a final meeting/WebEX with Intermedix on March 3rd and the Final Seating Chart/Sign In board has been implemented.
- OEM staff began planning a training for Smartboard users to be held in May in coordination with Fire and MIT.

Outreach

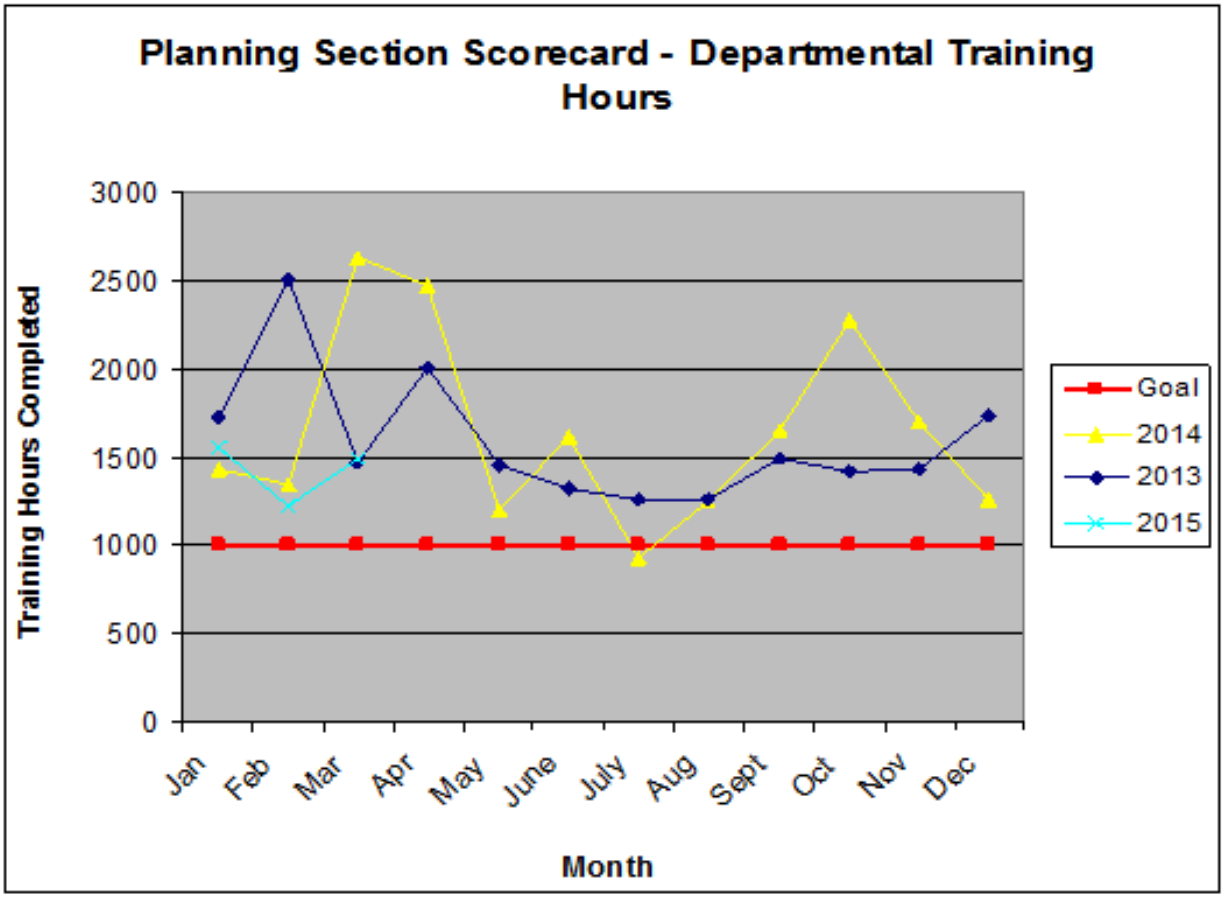
- Downloads of the new emergency management free mobile app "Prepare Me Annapolis" reached 1,151 as of February 6th.
- OEM has increased their Twitter followers to 729.
- OEM has increased their Facebook 'likes' to 812.
- OEM staff wrote an article for the Ward One Residential Association Newsletter, which advised residents how to stay informed and be prepared for emergency situations.

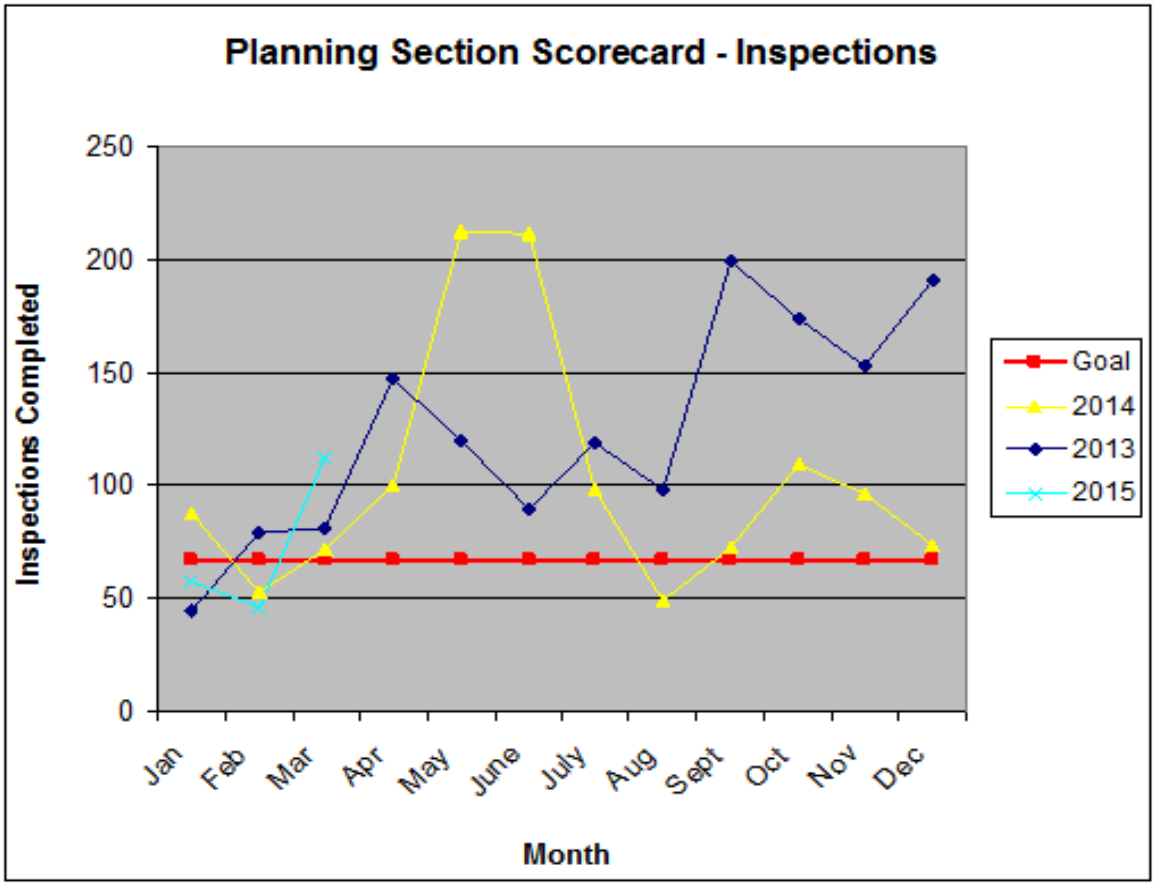
Grants Management

- OEM continues to encumber funds in the FY 2013 and FY 2014 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs.
- OEM received a grant adjustment notice (GAN) that will increase the Emergency Management Performance Grant (EMPG) for grant fiscal year by $1,000.00 in order to send one OEM personnel to the 2015 National Hurricane Conference in Austin, Texas. It is currently being processed downtown for approval.

March Total Grant Expenditures: $24,927.41

MARCH	
UASI FY 2013 HAZMAT	$2,298.79
	$4,121.14
	$1,282.81
UASI FY 2013 MCCV	$1,200.00
	$453.80
UASI FY 2013 Shelter Supplies	$3,380.00
TOTAL UASI FY 2013 Expenditures	**$12,736.54**
UASI FY 2014 CCTV	$7,199.88
UASI FY 2014 LETPA	$1,995.99
	$2,995.00
TOTAL UASI FY 2014 Expenditures	**$12,190.87**
March Total Grant Expenditures	**$24,927.41**


Planning Section Scorecard - Departmental Training Hours
Training Hours Completed
3000
2500
2000
1500
1000
500
0
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec
Month
Goal
2014
2013
2015


Planning Section Scorecard - Inspections
Inspections Completed
250
200
150
100
50
0
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec
Month
Goal
2014
2013
2015

Police Department

1. Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total	
Current	105	25	6	4	11	5	157	
Vacant	6	3	1	1	1	0	12	
Total Allocated	109	28	8	5	12	5	169	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
6	Sworn	Officers			Captain	3	3	0
1	Full Civilian	Community Services			Lieutenant	5	5	0
1	Full Civilian	Records Specialist			Sergeant	13	12	1-Pos Only
1	Contractual	Major Crimes Invest			Corporal	14	13	1-Pos only
1	Cont Part	CCTV Monitor			Off 1st Class	51	49	2-Posi. Only
1	Temporary	Crossing Guards			Officer	26	21	5 Vacant to
1	Full Civilian	Crime Analysis		W- Chief/Maj		114	108	Fill w/ hire

2. Community Relations

JOINS:

Officers reviewed 11 reports for the 14 juveniles arrested during this period. Of these cases, one met the JOINS Criteria. Officer Smikle held 1 JOINS hearing in March. There are currently 7 youth in the program. A total of 15 home visits were made and 10 school visits.

Hispanic Liaison:

Mr. Hudson was out on medical leave for almost two weeks. He has been assisting patrol with a series of assault cases involving Hispanic juveniles.

ALERT Grant:

Mrs. Hartlove conducted weekly unlocked vehicle checks in various locations in Annapolis.

Explorers POST 199:

The Annapolis Police Explorers had 5 meetings in March. We currently have 14 full member Explorers. They volunteered on March 28th to help direct traffic during the Naptown Trot event. They also completed a tour to the U.S. Secret Service academy on March 31st. Officers Olin and Ferracane have become advisors to the group.

Summer Camps

Officer Thiel is working on a basic youth academy, advanced youth academy, and safety camp for this summer. Officer Smikle is organizing the APD Fishing Camp. The tentative schedule for the camps is:

June 22-26	Basic Youth Academy
June 30-July 2	Fish Camp
July 21-22	Safety Camp
August 3-7	Advanced Youth Academy

Community Services Section attended the following meetings/ events

- Special Olympics LETR Kick-Off
- UASI Executive Education Seminar
- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (5)
- P&P Visits
- DJS Visits
- Honor Guard Training
- Stanton Center Girls Club
- Most Wanted Taping
- UASI PIO Meeting
- Assisted w patrol (4 days)
- Oral Interviews (2)
- College Creek Bridge Homeless Meeting
- Bilingual Facilitators Education
- International Parent & Community Leadership Academy
- Clay St Public Safety Meeting
- Inservice
- Meeting Red Cross about Blood Drive
- Meeting with Annapolis Gardens management
- Beechwood Hill Homeowners Assoc Meeting
- Tyler Heights Elementary School Read Across America
- Community Conversation EUMC
- Coffee with a Cop
- Sigma Gamma Rho Youth Symposium
- Safe Streets Summit

Upcoming Events:

- Clay St Public Safety Team
- Explorers
- Stanton Center Girls Club
- Cub Scout Visit
- UASI PIO Meeting
- Most Wanted
- Coffee with a Cop
- HEAT Meeting
- International Parent & Community Leadership Academy
- Key School drug and alcohol presentation
- Parole Neighborhood Meeting?
- NW Meeting
- Destination Day – Annapolis Elementary

3. Special Events

MARCH MEETINGS AND EVENTS 2015				
Date	**Event / Meeting**	**Location**	**# Officers**	**Costs**
03-01	Cancer rally	Lawyers Mall		
03-03	Climate ActionRally	Lawyers Mall		
03-04	MD Catholic Rally	Lawyers Mall		
03-08	St Patrick's Parade	Downtown	17 Officers	$3,648.79
03-09	March for Life Rally	Downtown	6 Officers	$729.90
03-16	AFSCME Rally	Lawyers Mall		
03-17	Across the Bay Meeting	Bay Bridge	Gibbs	
03-17	Rams Head St Patricks	West St		
03-18	OEM Meeting	City Hall	Gibbs	
03-19	Clean Air rally	Lawyers Mall		
03-20	Inauguration Meeting	APD	Gibbs	
03-21	Oyster Roast	2nd St		
03-23	AFL-CIO rally	Lawyers Mall		
03-26	Annapolis Film Fest	West St		

03-26	BayHawks Meeting	NAAA	Gibbs	
03-26	HOBO Film Shoot	Downtown		
03-28	Naptown 5K	Downtown	16 Officers	None
03-29	Beer & Bands	37 West St		
03-30	ABATE	Lawyers mall		
Total				**$4,378.69**

4. Notable Events

15-1194 - DUI / Recovered Stolen Gun – West St & Chinquapin Round Rd Officers responded to the area of West St and Chinquapin Round Rd for a report of a vehicle collision. Upon officers arrival they determined that one of the operators was intoxicated. A search of the vehicle incident to arrest revealed a loaded .25 auto pistol. The gun was checked through NCIC and came back stolen out of Calvert County. Based upon information revealed during the suspect interview, Intel was notified. Intel executed a search warrant on the suspects' residence and recovered more than 350 grams of cocaine.

15-1256- Handgun Recovery/ CDS Arrests- 1910 Copeland St. Officers were dispatched to the area of 1900 block of Copeland St for a report of a banned person in the area. Officers arrived on scene and made contact with 4 subjects on the stoop of 1910 C Copeland St. Two of the subjects were in possession of handguns. One subject, Rodell Ford 11/2/96 was in possession of a 22 revolver as well as 4.6 grams of heroin. Calik Smith 4/25/97 was in possession of a Beretta 9mm. The Beretta was not listed in NCIC as stolen however may have been taken in a B&E in 2012, pending info from MSP.

15-1031-Handgun Recovery- Ofc. Shreves was flagged down by a subject in the area of 20 Parole St. The subject was suffering from a mental illness condition at the time and was placed into protective custody. A search of the person's vehicle resulted in the recovery of a Smith & Wesson 6 shot revolver. The gun had 3 bullets in the cylinder.

15-0867- CDS Search Warrant – 4 Cypress Rd. Officers responded to 4 Cypress to assist a landlord with an inspection of the home after he had been threatened by a tenant. While the landlord was in the home he located CDS paraphernalia and alerted the officers on scene. The home was secured and a search warrant was obtained. A total of 5 arrests were made. 40.8 grams of marijuana was recovered along with CDS packaging paraphernalia was seized.

Building Activity

►**Annapolis Marriott Hotel (80 Compromise Street – #BLD14-0798)** Permit issued 12/30/14 to replace waterside porch enclosure. (See BLD15-0037) The bar reconstruction permit to be placed inside the enclosure is currently under review.

►**Annapolis Marriott Hotel (80 Compromise Street – #BLD14-0554)** Permit issued 12/30/14 for interior alterations which include ADA room conversion, generator, etc. Work is progressing. Framing inspections done 4/9/15.

►**Annapolis Summer Garden Theater (143 Compromise Street –#BLD14-0201)** Permit issued 5/21/14 for exterior repairs. Progress inspection failed 2/25/15.

►**Anne Arundel County (1740 Forest Drive – #GRD11-0031)** Anne Arundel County – Grading for step pool storm conveyance to be constructed as part of widening of Forest Drive - Permit issued 11/14/13. No inspections since May 2014. Inspector waiting until Spring to inspect plantings and site stabilization.

►**Boucher Place (23-30B –#BLD13-0180 et al)** Mechanical final passed at the last of the townhouses under construction 11/21/14. Unit has not been sold and the contractor is waiting.

►**Boys & Girls Club (121 S. Villa Avenue - #GRD13-0020)** – Grading permit issued 10/02/13 for new turf field. Job is complete, but there has been no request for bond reduction.

►**Celebree Learning Center** – (**504 S. Cherry Grove Avenue –#GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspection of 1/16/15 failed as plantings were not installed.

►**Chambers Park (Hicks Avenue - #BLD14-0549) –** Permit issued 9/16/14 for stormwater education display. The parking lot concrete work is done, but shed has not been installed. No new work yet.

►**Chance's Jewelry Store (108-110 Main Street - #BLD14-0531)** – Permit issued for window repair and interior repairs. Progress inspection passed 12/16/14. Awaiting required roof certification. Separate roof permit BLD14-0603.

►**Chart House Restaurant (300 Second Street #BLD14-0311)** – Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Framing inspection passed 3/17/15.

►**Chart House Restaurant (300 Second Street #BLD14-0312)** – A portion of the kitchen is all that remains to be completed along with an engineering certification of a roof deck designed to support the mechanical equipment.

►**Chesapeake Children's Museum (25 Silopanna Road - #BLD13-0436)** Exterior repairs permit issued 6/26/13. Job is progressing. Sheetrock inspection passed 4/9/15.

►**City Hall (160 Duke of Gloucester Street - #BLD13-0123)** Permit issued 7/26/13 for exterior repairs. Water line above chambers caused damage. Permit finaled 2/24/15.

►**Dr. Dan Sandel (104 Ridgely Avenue, #201 - #BLD14-0691)** Permit issued 12/09/14 for tenant fit-out. Permit finaled 3/9/15.

►**Eastport Fire Station (914 Bay Ridge Avenue - #GRD12-0013)** Grading permit issued 10/17/2013 for new accessory structure. Final inspection is anticipated at the end of March.

►**El Habanero (958 Bay Ridge Rd - #BLD15-0039)** - Permit issued 3/23/15 for tenant fit-out for new restaurant.

►**Fox's Den (179 Main Street** - **#BLD12-0511)** - New Restaurant permit issued 6/3/13. Job is progressing. Building owner preparing to modify electrical service to provide power within next 2 weeks. Progress inspection passed 2/24/15.

►**Graul's Market (607 Taylor Avenue - #BLD13-0201)** –Permit issued 9/6/2013 for interior alterations. The job is almost done. The only item left is the final inspection on the generator. Generator inspection done 3/3/15. There is a punchlist.

►**Hillsmere Exxon (1000 Forest Drive (#GRD14-0009)** – Permit issued 2/10/15 for trenching for vapor collection system as required by MDE.

►**Hillsmere Laundromat (108 Hillsmere Drive (BLD15-0021)** – Permit issued 2/18/15 for repairs due to fire damage. Permit final inspection passed 2/27/15.

►**Islamic Society of Annapolis (13 & 15 Solomons Island Road – #BLD14-0246)** Permit issued 5/30/14 for tenant fit-out. Ceiling close-in passed 11/13/14. Progress inspection performed 1/15/15. Permit finaled 2/5/15.

►**Kohl's (260 Solomons Island Road (#BLD14-0633)** – Permit issued 2/18/15 for minor alterations to the beauty department.

►**Maynard Burgess House (163 Duke of Gloucester St - # BLD13-0538) –** Permit issued for exterior repairs 11/12/14. Work progressing.

►**Mercedes Benz of Annapolis (324 Sixth Street - #BLD14-0802) –** Permit issued 1/20/15 for interior alterations. Revised plans for additional work were issued 3/2/15.

►**Mills-Parole Elementary School (103 Chinquapin Round Road - #BLD12-0844)** – Addition/alterations permit issued 5/22/13. Phases 1 & 2 are complete. Work is progressing on Phases 3, 4 and 5.

►**Osteria (177 Main Street – #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. Building and Plumbing Inspectors have met with the plumber. Owner notified that permit expires 4/10/15. Progress inspection passed 1/12/15.

►**Preserve Restaurant (164 Main Street - #BLD14-0073**) Permit issued 5/13/14 for alterations for new restaurant. Use and Occupancy inspection passed 3/18/15

►**Ren Vision (1907 West Street -#BLD14-0763) –** Permit issued 12/19/14 for tenant fit-out. Ceiling close in passed 4/10/15.

►**Rocky Gorge (Aris T. Allen Blvd - #GRD14-0006)** – Grading permit issued for new development. No recent activity.

►**Rocky Gorge (Aris T. Allen Blvd - #BLD14-0252)** – Permit issued 6/25/14 for 1st single family dwelling in development. Permit on hold pending redesign of site access.

►**Dr. Ryan Shakley (844 West Street, #100 - #BLD15-0005)** – Permit issued 1/27/15 to upgrade office space. Permit finaled 2/20/15.

►**Spa Gate Development –(701-711 Shelton Avenue- #BLD12-0502-BLD12-0507)** New Townhomes – The last six permits were issued 2/27/14. Job is progressing. Owner wants all six remaining units done for "Spring sale".

►**Stanton Center (90-92 W. Washington Street - #BLD13-0102)** Exterior repairs permit issued 6/21/13. Window contractor working on the punch list that had numerous items left to be completed. No action since 04/08/14. John Menassa to contact Donavan Harold to get final inspection scheduled.

►**Strategic Media Partners (111 Chinquapin Round Rd - #BLD15-0083)** – Permit issued 3/23/15 for tenant fit-out.

►**Tate (1730 West Street, #106 - #BLD14-0728)** - Permit issued 12/18/14 for tenant fit-out. Partial ceiling close-in inspection passed 2/13/15. Permit was finaled 3/11/15.

►**Tutti Fruiti Yogurt Shop (133 Main Street, #BLD14-0623)** Permit issued 12/19/14 for alterations to include a frozen yogurt stop on first floor and two upstairs apartment units. Working on greasetrap and sprinkler issues.

►**USNA Stadium (511 Taylor Avenue - #GRD14-0022)** – Grading for next construction phase. No recent activity.

►**USNA Stadium (511 Taylor Avenue - #BLD14-0253)** – Permit issued for foundations, stair towers, etc. Progress inspection passed 2/24/15.

►**USNA Stadium (511 Taylor Avenue - #BLD14-0552 & BLD14-0553)** – Permit issued 9/22/14 for Phase II work to include new north end club room & suite; replace existing seating; add elevator and stair tower Phase II & III on hold until emergency generator installed, tested and approved.

►**U.S. Postal Service (60 West Street, Unit 101 #BLD14-0489)** – Permit issued for tenant fit-out. Building Final passed 3/9/14.

►**Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** – Job progressing. Townhouses are under construction. Some of the buildings have been finaled. Building permit applications have been submitted for next 4 units.

►**West Annapolis Elementary School (210 Annapolis Street - #BLD14-0293)** – Permit issued 12/12/14 for addition and alterations. Partial footing inspection passed 3/2/15.

►**West Annapolis Elementary School (210 Annapolis Street - #GRD14-0016)** – Permit issued 12/12/14 for grading for addition. Partial progress inspection passed 2/23/15.

►**Bywater Rd & Belle Drive (#BLD14-0169)** – Permit issued 10/09/14 for rehab of existing City of Annapolis pumping station. Progress inspection of 1/13/15 failed. Bypass pumps installed, job progressing.

►**503–507-B Oaklawn Avenue** – (**#BLD14-0076 – BLD14-0079**) Small Subdivision –3 of the 4 permits for new single family modular homes have been issued. Job is progressing. Revisions have been approved.

►**505 Oaklawn Avenue – (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. No inspections to date.

►**1803 West Street – Formerly The Whiskey - #GRD13-0030)** Permit issued 3/11/14 for grading for the demolition. SEC inspection finaled 5/30/14. No request for bond reduction yet.

Planning Activity

Comprehensive Planning

- Mar. 9 attended meeting at AACO. on Partnership for Action Learning in Sustainability (PALS)
- Zoning map update
- Ordinance to be introduced in May
- Mar. 10: Rules Committee to discuss B1 parking ordinance. Revisions needed
- Eastport Traffic Study RFP is out for bid, pre-bid meeting held Mar. 17
- Mar. 24 attended monthly BRTB meeting
- Mar. 30: Finance Committee to discuss FY16 budget

Current Planning

1. Monthly News/New Projects

- Administrative Adjustment (ADJ2015-006) for James MacDonald to allow a parallel expansion within the 100 ft. Critical Area Buffer for a screened porch over a previously approved deck, located at 234 Westwood Rd.,
- Administrative Adjustment (ADJ2015-008) for Tracie and Craig Leonard for a 12’ x 29’ at-grade deck, located at 186 Acton Rd.,
- Site Design Plan Review (SDP2015-014) for Diane Archangeli to construct a rear second floor addition, located at 407 Third St.,
- Site Design Plan Review (SDP2015-015) for Thomas Giunta to construct a 22’ x 14’ single-car detached garage, located at 508 State St.,

2. Major Planned Actions

Planning Commission, April 2, 2015:

Public Hearings and Deliberations:

- Special Mixed Planned Development (PD2014-001) by Hopkins Investment Co., Inc. & Chesapeake 406 Joint Venture, LLC, owners and Eastport Sail Loft, LLC contract purchaser, to demolish the existing, vacant structures and redevelop the site with a mixed project consisting of 11 residential

units and 4 retail/commercial units with detached garage and surface parking, located at 400 & 406 Chesapeake Ave.,
- Unfinished Business Items:
- Ordinance O-32-14 – for the purpose of adopting requirements and standards for forest conservation in the City of Annapolis; providing forest stand delineation and forest conservation plan requirements; providing exceptions to Chapter 17.13 of the City Code & providing variance procedures, CONTUNUED,
- New Business Items:
- Final Record Plat (PD2010-004) approval for Parkside Preserve In Annapolis, formerly Reserve at Quite Waters to establish 152 lots on 39.67 acres off of Annapolis Neck Road,

Board of Appeals, March 3, 2015:

Public Hearings and Deliberations:

- Variance (VAR2015-002) by Megan Davis for a reduction in the required rear yard setback and for disturbance of slopes greater than 15% in the LDA Critical Area for renovations to the existing dwelling, located at 405 Sumner Rd.,
- Appeal (APL2015-001) by Ronald B. & Rochelle Hollander from the Planning Department's decision to approve Site Design Plan Review and Buffer Management Plan, located at 24 Spa View Circle,

Community Development

1. Community Development Block Grant

Completed the final draft of the 5-year CDBG Housing and Community Development Consolidated Plan, Annual CDBG Action Plan and Analysis to Impediments to Fair Housing. Posted a legal ad informing the public of the 30 day comment period and location of the plans if interested in reading and commenting. Also met with the county housing and community development agency regarding coordination and HACA to update information in the draft.
Revised the CDBG webpage to provide information to the public regarding the three HUD required Plans.

Completed final review and CDBG recommendations for FY 2016 Action Plan to the Housing and Community Development Committee. Recommendations go to the City Council on April 13 for approval.

2. Miscellaneous

Update Community Development Division web page.Update all HUD required plans Fair Housing Displacement, Relocation, and Citizen Participation Plans.

Historic Preservation

Historic Preservation Commission –

- 14 Administrative Certificates of Approval issued by Chief of Historic Preservation
- Total estimated value of approved applications - Private - $184,010
- 2 Public Hearing Certificates of Approval issued by HPC
- Total estimated value of approved applications - Private - $759,500
- 4 Historic Tax Credit (HTC) new applications for 2016 Tax Year - $100,690 in qualifying expenditures
- 32 total with estimated $1,184,771 in pending property improvements for 2016 tax year. Program capped annually at $150,000 in applied credit. Credits totaled $91,138 in 2015.
- Hazard Mitigation Planning for Historic District – Staff: Lisa Craig and Karen Brown (part-time contract)
- US Army Corps of Engineers is requesting in 2016 Corps budget request to continue work with Annapolis as follow-on to recommendations in the *Nonstructural Mitigation Assessment for the City of Annapolis Historic District*, specifically for assessment work in Eastport AND model treatments for properties in Historic District.
- Working with local communications firm on development of a tagline and public information campaign in partnership with MainStreets Annapolis Partnership under a $5000 grant award made by the National Trust for Historic Preservation.
- Chief of Historic Preservation to speak on physical and economic impacts of tidal flooding and storm events at a strategic convening for a national agenda on preserving cultural heritage in a changing climate, hosted by National Trust for Historic Preservation, JM Kaplan Foundation and Union of Concerned Scientists.
- Presentation on January 15 by Michael Baker, Inc. on Hazard Mitigation planning for New York's Wall Street district and presentation by USACE on assessment report. Appx. 30 attendees including representatives from City Council, DPW, US Naval Academy, National Park Service, OEM, MainStreets, MEMA, DNR, MHT. MEMA and MHT recommending City request funding for next phase of mitigation planning for Historic District. Eastport identified as an additional area of need for assessment.

Cultural Landscape Survey / Report –

- Established Steering Committee composed of WORA, Ward One Alderman, HPC, MAP, USNA, NPS, Law Office, MIT, MHT, Carroll House, and Historic Annapolis.
- Two meetings conducted with last resulting in agreement to develop Memorandum of Understanding with NPS.

- On-call RFQ finalized with Finance and Office of Law for issuance to request professional services in key areas of need for completion of historic survey and Cultural Landscape Report

- Letter of intent submitted to Maryland Heritage Areas Authority for $25,000 in matching grant funds for professional services for completion of Cultural Landscape Report.

- Finalizing total budget for CLS/R services to include: NPS survey, mapping and modeling, HPC On-Call architectural survey and historic research, development of final recommendations & report. Total $100,000.

HPC Education/Outreach –

- Participating in planning committee for Historic Byways workshop at Charles Carroll House Jan.12, 2015

- Continued working with Eastport Conservation District Steering Committee to develop Conservation Landmarks Program and drafting of code revisions for R2NC district.

- Hosted meeting with new Executive Director of Preservation Maryland to discuss heritage priorities in Annapolis.

HPC Enforcement –

- Working with Office of Law to address poorly maintained properties in the Historic District. Staff is currently tracking 32 reported violations in the Historic District. 27 of these violations involve vinyl windows report by SPAH, LLC through the MPIA process. Of the 27 properties, 3 owners have applied for and received approval for replacement of vinyl with wood windows through the administrative approval process, 1 was approved under economic hardship for partial vinyl window replacement (150 South St.). The remainder of the property owners are being addressed on a case-by-case basis in consultation with the Office of Law and the Mayor's Office

- 2 Maryland Ave. - Citation issued by HPC for unpermitted vinyl window replacement. Citations were issued for "Replacement of wood windows with vinyl windows without obtaining a Historic Preservation Commission Certificate of Approval" & "Removal and replacement of windows without obtaining a Historic Preservation Commission Certificate of Approval".

- UPDATE: Circuit Court hearing continued to March, 2015. HPD Chief of Historic Preservation and expert witness testimony required. Hearing on appeal from District Court which ordered property owner to abate. Requires only that SPAW, LLC submit a Certificate of Approval Public Hearing application.

HPC Regulations/Guidelines –

- HPC is planning on revisions to Historic District Ordinance and Design Guidelines in anticipation of the 50th anniversary of the National Historic Landmark designation. Public engagement process under discussion with HPC.

- HPC Chair and City staff attending a February Preservation Law conference in DC to inform updates to Historic District Ordinance.

City Property Activities -

- Working with DPW on City Dock Bulkhead design, Cornhill St. curb replacement and Duke of Gloucester retaining wall repair

Heritage Commission -

- Staff soliciting estimates for replacement of Annapolis 300 commemorative markers.

- Members contributing to production of weekly "J-Notes" on Annapolis history and historic places for MainStreets Annapolis Partnership eblast

- Completing a 3rd publication for "Walk Annapolis" featuring business heritage and artifacts in Historic District.

Main Street Program -

- Staffing to MAP Design, Business Enhancement and Tug Committees

- Staffing and project management of artistic bike rack project; procurement, design and development responsibilities assumed from ADOT to execute MDOT grant ($25,000)

- Assumed management of Downtown Flower program. Working with MAP Board and volunteers secured $37,000 to fully fund this year's program. Fundraising continues to build towards next year.

- Producing weekly "Business-2-Business" e-blasts to over 800 partners

- Facilitating Merger meetings with ABA / MAP / and A&E District. Have crafted mission and goals for combined organization. Budget and board development underway.

- Regular coordination with AAEDC and SMBE on business needs and issues, facilitating outreach to Forest Drive, Design District and West Annapolis business organizations.

- Provided recommendations to City Manager for use of economic development funds to benefit existing business.

1. **Financial and Activity Report**

- HPD funding from City as approved/expended to date for 2014/2015 ($45,000)
- $15,000 for HPD Consulting Services with $2,079.50 remaining
- $5,000 for the Heritage Commission with $1,092.12 remaining
- $25,000 for Preservation Coordinator Contract Services with $4,693.56 remaining
- $2,500 for Preservation Coordinator Contract Services for MDOT grant with $475.00 remaining
- P&Z pass-through funding ($37,500)
- $25,000 for Arts & Entertainment District with $0 balance
- $12,500 for MainStreets Annapolis Partnership (MAP) with $0 balance

Grants

- $1,000.00 – From Maryland Historical Trust – Certified Local Government Educational Set Aside - To support continuing education programs for members of the Annapolis Historic Preservation Commission. Remaining balance of $1,000.00
- $1,886.50.00 – National Alliance of Preservation Commissions & Maryland Association of Historic District Commissions – To fund scholarships for members of the Annapolis Historic Preservation Commission and staff. Remaining balance of $751.26
- $25,000.00 – From Maryland Historical Trust – For Cultural Resources Hazard Mitigation Plan. Remaining balance of $170.00
- $25,000.00 – National Trust for Historic Preservation – For Cultural Resources Hazard Mitigation Plan. Remaining balance of $0
- $4,000.00 – Preservation Maryland – For Cultural Resources Hazard Mitigation Planning Project. Remaining balance of $0
- $46,388.00 – Dept. of Natural Resources – For Designing a Cultural Resource Resiliency Plan. (Encumbered $22,000.00 for Architectural Consultation, $9,188.00 for Contract Employee Salary, $7,500.00 for Dues & Memberships.) Remaining balance of $7,700.00
- $25,000.00 – Transit Grant – Downtown Annapolis Bike Rack Program – Remaining balance of $9,359.60

Recreation and Boating

Recreation

- Adult Easter Egg Hunt was highly successful with close to 350 participants on March 28, 2015 to benefit Recreation and Parks Youth Scholarship Program.
- "Let's Move" – Japanese television program filmed Annapolis Elementary School lunch program and recess with Mighty Miler participants. Aired on Japanese television when Michelle Obama went to Japan in early March. Invitation to the White House for Jennifer Jennings to represent City for Let's Move Program - April 15th
- Start of Youth Baseball Season, Second Session of youth classes, pre-school and youth programming.
- Planning and hiring underway for summer camps and Truxton pool – programs run May 23 – August 21.
- Art on Clay Past and Future Fundraiser for Stanton Center- April 30th.
- Developing a "Docs in the Park" – event with USNA, which focuses on educating City children and families on exercise and nutrition.
- Adult Softball Leagues and Adult Kickball Leagues begin in mid-April.
- Planning underway for the Youth Triathlon in June.
- Stanton Center - Hook A Kid on Golf Tee Level Clinic and Program has begun at Eisenhower Golf Club & Nighthawk Golf Center.

Parks

- Memorial Tree and Bench Program- two new memorial trees were planted this month, one along the NAAA trail and the other at Annapolis Walk. Two new memorial leaves will also be placed on the memorial tree plaque inside the Rec Center.
- The crews de-winterized all the park and athletic buildings and water fountains. Minor repairs made in the bathrooms and cleaned all the buildings.
- A new flag pole was installed at the PMRC.
- GreenScape - Saturday April 25 - conducted final meetings with groups, everything has been organized and ready to go.
- Arts In Public Places Commission
    - The commission has its first set of artwork displayed in City Hall.
      Opening night is April 13 at 5:30.
    - The AIPPC is preparing for and encourages gifts through the "Great Give" which takes place on May 5-6.
    - Summer Concert Series at City Dock will take place every Thursday night starting July 2nd and running through Sept 4th.
    - Commission approved design and location of Artistic Bike Racks to be installed in the Historic District.

- Books showcasing the Public Art of Annapolis were printed and are available.
- An Art Walking trail and maps are being developed.

Boating

- Annual Permit Moorings renewals completed for approximately 70% of Permit Holders.
- Training Committee completed revising/developing training manuals for 2015.
- Re-roofing for Johnson Harbormaster Building is now unlikely to begin until after Fall Boat Shows; awaiting C.I.P. program.
- Process of hiring and training summer staff for the harbor Master Office has begun.

Transportation

Monthly News

1. Capital Projects – Progress Report

Revised Request for Proposal (RFP) for Bus Stop Shelters
Last month, we reported that requests for concurrence to approve the goal for Disadvantage Business Enterprise (DBE) participation and to advertise the revised RFP for the procurement of bus stop shelters were sent to Maryland Transit Administration (MTA). The DBE goal has been approved by Maryland Department of Transportation's Procurement Review Group. We are waiting for MTA's concurrence for the entire RFP before it can be advertised.

Bundled Projects – Progress Report
The bundled projects - the replacement of HVAC system, bus wash facility upgrade, construction of tire storage facility and operations command center, and installation of facility lighting and surveillance system – are on track as scheduled. These projects are now in the design phase. Expected completion date is Fall 2015.

New Electronic Farebox System (EFS)
This project has been awarded to SPX Genfare after receiving concurrence from the Maryland Transit Administration. A kick-off meeting will be held soon to finalize time schedule and address any other logistical needs to ensure the on-time completion of the project by this Fall.

2. Vehicular Accident Reduction Program

Annapolis Transit has realized a significant reduction in preventable and non-preventable collisions over the past several months with a collision-free streak of 54 days. This is largely due to the safety culture that is being developed through monthly safety meetings and training, both classroom and

behind-the-wheel, as well as operator accountability and retraining following preventable collisions. Incentive programs are also in place as a reward and recognition for meeting safety goals.

3. Complimentary Services

Transit – The department provided free trolley services for the Annapolis Film Festival held from March 26 through 29, 2015. In all, there were 526 free rides and 49 hours in overtime for the event.

4. Overtime

There was no overtime in administration and parking enforcement in March 2015 based on pay periods from February 26 through April 8, 2015. Table 1 contains the overtime and time off hours in transit vehicle operations during th
is period. In transit vehicle operations, total overtime hours were 710.25 hours. However, total time off hours due to vacation, personal days, sick and administrative leave were 1,139 hours.

In transit vehicle operations where transportation services are still provided even when a driver is off, it is expected that time off hours will be close to overtime hours. This, however, was not the case because of the effective overtime management strategies that are in place, resulting in overtime reduction of 428.75 hours given the time off hours. At an average overtime rate of $22.50/hour for a full-time driver, this was a savings of $9,646.87.

Table 1. Overtime and Time off in Transit Vehicle Operations, Pay Period 2/26 - 4/8, 2015

Pay Period	***Overtime (hours)***	***Time Off (hours)++***
February. 26 - March 11	251.50	461.50
March 12 - March 25	179.00	436.50
March 26 - April 8	279.75**	241.00
Total	**710.25**	**1,139.00**
++Includes vacation, personal days, sick and administrative leave		
*** Includes 49 hours of overtime during the Annapolis Film Festival*		

Activity Report

1. Transit Operations

System-wide, year-to-date ridership was 130,400, down by 22.95%. Total ridership in March 2015 was 47,352 down by 20.02% compared to March 2014 (Table 2). In particular, ridership on the Circulator and the Gold routes was down by 72.25% and 40.00% respectively. This is the third consecutive month

of significant reductions in ridership system-wide, and in particular, on the Brown, Circulator and the Gold routes since the full implementation of service reduction on these routes and fare increase on the Circulator. Ridership on the Circulator declined by 68% and 71% in January and February respectively. The Gold route experienced 31% and 45% reduction in ridership also in January and February.

Total farebox revenue in March 2015 was up by 6.61% compared to the same month in 2014 (Table 3). The farebox revenue excludes fares from state employees which is an average of $18,750 a month. Revenue Sale of passes such as weekly and monthly passes is not included in the farebox revenue. The Circulator brought in $3,382 but there was a 24% decrease in revenue on the Gold route. The Brown route also had significant reduction in ridership and farebox revenue, 24.27% and 20.08% respectively.

Table 2. March 2015 Unlinked Passenger Trips

Route	March 2015	March 2014	% Change
Red	5,761	6,344	-9.19%
Yellow	2,876	2,645	8.73%
Green	7,821	8,090	-3.33%
Orange	2,037	1,567	29.99%
Gold	2,699	4,498	-40.00%
Brown	6,681	8,822	-24.27%
Purple	2,890	2,988	-3.28%
Circulator (city side)	4,576	16,491	-72.25%
State Shuttle	11,593	7,350	57.73%
Paratransit	418	409	2.20%
Total (system-wide)	**47,352**	**59,204**	**-20.02%**

Table 3. March 2015 Farebox Revenue

Route	March 2015	March 2014	% Change
Red	$7,598	$7,384	2.90%
Yellow	$1,588	$1,429	11.13%
Green	$10,375	$8,857	17.14%
Orange	$2,537	$2,269	11.81%
Gold	$3,385	$4,455	-24.02%
Brown	$8,434	$10,553	-20.08%
Purple	$2,964	$2,822	5.03%
Circulator	$3,382	0	0.00%
State Shuttle**	$2,009	$1,874	7.20%
Paratransit	$664	$631	5.23%
Total (system-wide)	**$42,936**	**$40,274**	**6.61%**

***Fares from State Shuttle includes fares from state employees which is an average of $18,750 a month*

2. Parking

<u>On-Street Parking</u>
February 2015
Citations Issued = 1,977
Revenue = $60,875.00

March 2015
Citations Issued = 2,429
Revenue = $56,445.50

<u>Parking Garages/Lots</u>
(Park Place, Gotts, Knighton & Hillman garages; Larkin St. & South St. lots)
March 2015:
Total Revenue - $545,248
Total vehicles parked – 56,540.