



City of Annapolis
Office of the City Clerk
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February 4, 2019

MEMORANDUM

To: City Council Members

From: Regina C. Watkins- Eldridge, MMC
 City Clerk

RE: **Annual Reports FY2018 pursuant to City Code Sec. 2.04.080**

Board	Staff liaison	Department	Committee
Alcoholic Beverage Control	Cynthia Gaines	Office of City Clerk	Economic Matters
Annapolis Conservancy Board	Jacqueline Guild	Office of Environmental Policy	Environmental Matters
Annapolis Human Relations	Trish Hopkins	Human Resources	Rules and City Government
Art in Public Places Commission	Archie Trader	Recreation and Parks	Rules and City Government
Audit Committee	Jodee Dickinson	Finance	Finance Committee
Board of Appeals	Jacquelyn Rouse	Planning and Zoning	Rules and City Government
Board of Supervisors of	Regina Eldridge	Office of Law	Rules and City Government
Building Board of Appeals	Maria Brown	Planning and Zoning	Economic Matters
Civil Service Board	Trish Hopkins	Human Resources	Rules and City Government
Commission on Aging	William Rowel	Mayor's Office	Housing & Human Welfare
Education Commission	William Rowel	Mayor's Office	Housing & Human Welfare
Environmental Commission	Pete Gutwald	Planning and Zoning	Environmental Matters
Ethics Commission	City Attorney	Office of Law	Rules and City Government

Financial Advisory Commission	Jodee Dickinson	Finance	Finance Committee
Heritage Commission	Roberta Laynor	Planning and Zoning	Economic Matters
Historic Preservation Commission	Shari Pippen	Planning and Zoning	Economic Matters
Housing & Community Development	Theresa Wellman	Planning and Zoning	Housing & Human Welfare
Maritime Advisory Board	Pete Gutwald	Planning and Zoning	Economic Matters
Planning Commission	Jacquelyn Rouse	Planning and Zoning	Rules and City Government
Police and Fire Retirement Plan Commission	Jodee Dickinson	Finance	Public Safety
Port Wardens	Kevin Scott	Planning and Zoning	Environmental Matters
Public Safety Disability Retirement Board	Trish Hopkins	Human Resources	Public Safety
Recreation Advisory Board	Archie Trader	Recreation and Parks	Economic Matters
Risk Management Committee	Jodee Dickinson	Finance	Public Safety
Transportation Board	Rick Gordon	Transportation	Transportation

***RED indicates Board, Commission or Committee that DID NOT SUBMIT an annual report.**

***PURPLE indicates Board, Commission or Committee that did not MEET.**



Cynthia Gaines, Deputy City Clerk
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December 4, 2018

TO: Regina C. Watkins-Eldridge, MMC
 City Clerk

FROM: Cynthia Gaines
 Deputy City Clerk

RE: Annual Report 2018 – Alcoholic Beverage Control Board

Duties: 7.12.060 - Alcoholic Beverage Control Board—Powers and duties generally.

Attendance:

Members	Jan 3	Feb 7	Mar 7	Apr 4	May 2	Jun 6	Jul 11	Aug 1	Sep 5	Sep 12	Oct 3	Nov 7	Dec 5
Lawrence Harris, Chair *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Leonard Berman	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	R		
James C. Praley III, Vice Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Matthew Zagwodzki	✓	✓	✓	✓	✓	✓	R						
Kia Baskerville								A	X	✓	✓	✓	X
Dick Peterson								A	✓	✓	✓	✓	✓

✓ Present X Absent E Term Expired * Elected Chair on August 3, 2016
 R Resigned A Appointed

The Alcoholic Beverage Control Board completed thirty-five years of operation on December 31, 2017, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2018 is submitted herewith.

License renewals were processed in March and April 2018. All licensees were in good standing with respect to City fees and State taxes. One hundred and fifteen licenses were renewed. Three businesses did not renew their liquor licenses.

The Board issued forty- two sidewalk cafe licenses for consumption of alcoholic beverages on City property, and ten sidewalk cafe licenses without alcohol, collecting, and fourteen thousand two hundred and eighty dollars (\$14,280) in license fees.

The following establishments were fined or suspended for a violation of the Alcoholic Beverage Control Board Rules and Regulations.

Adams Ribs East.....	\$500
Annebeth's.....	\$500
Canton.....	\$500
Eastport Liquors.....	\$500
EL Rincon Latino Bar & Grill.....	\$500
Fado Irish Pub.....	\$500
Lighthouse Wine & Spirits.....	\$500
Main Street Mini Mart.....	\$500
Mexican Café.....	\$500
Sakura Café.....	\$1,800
and 14-Day Suspension.	

Fines collected in 2018 for violations of the Alcoholic Beverage Control Board Rules and Regulations were two thousand seven hundred dollars (\$2,700.00). Additionally, there were two compliance checks in the 2018 calendar year.

Also during 2018, the Board heard and acted upon the following matters, collecting four thousand two hundred seventy-five dollars (\$4,275.00) in fees:

3	Expansion.....	\$675.00
5	New Applications.....	\$1,125.00
6	Substitution of Officers.....	\$1,350.00
5	Transfer Applications.....	\$1,125.00

(385) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling twenty eight thousand eight hundred and seventy-five (\$28,875.00) and (13) Beer Only Liquor Licenses totaling six hundred and fifty dollars (\$650.00). A request for an application-processing fee of \$50.00 for an application for Consumption on City Property was submitted to City Manager Sutherland to be consider in the 2019 budget process.

In August of 2018, One hundred and fourteen licenses were renewed, collecting four hundred and fifty-four thousand, seven hundred and ninety dollars (\$454,790.00) in license fees.

Updates:

Amendments to the Rules and Procedures of the Alcoholic Beverage Control Board:

Chapter 3.01(J) Management Agreements

Chapter 2.4 (D) Hearings

All references to Article 2B throughout the Rules and Regulations of the Alcoholic Beverage Control Board are replaced with Alcoholic Beverages Article.

The election of officers was held on October 3, 2018. Lawrence Harris, Jr. was re-elected chairman and James C. Praley III was elected vice-chair. There is one vacancy on the Board that was created by the resignation of Leonard Berman; the seat has been vacant since October 2018.

Respectfully submitted to the Mayor and City Council by the

ALCOHOLIC BEVERAGE CONTROL BOARD


Chair: Lawrence Harris, Jr.

Date: 15 January 2019

To: Regina C. Watkins-Eldridge, MMC
City Clerk

From: Joanna Ogburn
Chair, Annapolis Conservancy Board

Subject: Annual Report 2018 - Annapolis Conservancy Board

Overview

The Annapolis Conservancy Board was established in 1988, 30 years ago. The Council took note of the Board's contributions and issued a City Council Citation on 8 October 2018.

In 2018, the Conservancy Board, which has seven members, continued to meet regularly to discuss management of conservation easements within the City. Board members inspected each easement to ensure that the easements are being properly enforced. The Board also met with easement property owners at their request and provided recommendations to City departments concerning proposed actions which would have an impact upon the easements. In addition, the Board identified a property as a test case for securing conservation easements outside the development permitting process.

Annapolis City Code Title 2, Chapter 2.50, which created the Conservancy Board, is appended as Attachment A. The Board's responsibilities can be found in Section 2.50.040. Also attached is a chart of Board meetings and attendance.

2018 Activities and Projects

- Inspected easements within the City to ensure that they are being properly managed by the property owners. No significant infringements were discovered, with the exception of the Kingsport easement (see below).
- Supported the Kingsport Homeowners Association (HOA) in its efforts to resolve a dispute with a neighboring property owner that involves the location of and access to a Board-managed conservation easement. The property owner constructed a fence which appears to have infringed upon the easement. The dispute surfaced weaknesses in the City's permitting process that the Board is seeking to resolve with the assistance of City departments.
- Advised the Kingsport HOA and Harborview HOA on stream restoration projects that the communities are interested in pursuing. The Board supports the objectives of both projects, which could improve water quality and would not

have an adverse impact on the easements. The HOAs will submit formal requests for Board approval once planning for these projects has advanced.

- Continued to support the City's application for a grant for a stream restoration project on the Schubert property, which has been acquired by the City and contains the outfall source for College Creek. The Office of Environmental Policy and MET are working on an agreement for MET to take over the easement, which is currently administered by the Conservancy Board.
- Met with the property owner of 47 Silopanna Road, who is interested in placing an easement on his property, which contains an intermittent stream feeding Spa Creek. Because an easement on this single property would not have a significant environmental impact, the Board decided to contact adjacent property owners in 2019 to see whether they would also be interested in placing easements on portions of their properties.
- Wrote and adopted bylaws for management of the Board, as required by City code, that were approved by the City Council.

2019 Goals

In addition to improving communication between the Board and owners of properties covered by conservation easements, the Conservancy Board intends to pursue the following projects in 2019:


- Continue to enhance cooperation with City departments, particularly the Offices of Environmental Policy and Planning and Zoning, to ensure that the need to protect natural areas through a conservation easement is considered early in the planning process.
- Continue to work with City departments to clarify the boundaries of existing conservation easements.
- Work with the owners of properties on a section of Silopanna Road bordering a small Spa Creek tributary to determine whether they would be willing to place a conservation easement on their properties. This area is adjacent to stream restoration projects at Hawkins Cove, and easements on the properties would support those restoration efforts.
- Standardize the timing of easement inspections by the Board and ensure that letters are sent to easement owners concerning the results of the annual inspections.
- Finalize and publish an information packet for homeowners.

Challenges

We would welcome the assistance of the City Council in ensuring that the importance of conservation easements is factored into the City's long-term planning and into the day-to-day permitting process. The Board should be notified whenever an existing easement owner requests a permit for work in the easement.

We would also welcome the Council's support for use of Program Open Space funds that the City may obtain for the purchase of conservation easements on properties of particular value to City residents.

In addition, we encourage the City to find ways to use Critical Area in-lieu-of funds to cover costs (typically, for surveys) incurred by private property owners potentially interested in granting a conservation easement on their properties.



Joanna B. Ogburn, Chair

Attachments:

- A. Annapolis City Code Title 2, Chapter 2.50
- B. Chart of Board meetings and attendance

Attachment A

Chapter 2.50 - ANNAPOLIS CONSERVANCY BOARD

Sections:

2.50.010 - Established.

There is established the Conservancy Board, which shall solicit the dedication of properties, real and personal, to the City, and shall administer and manage, according to their powers and duties as described in this chapter, all properties acquired by the City to further the purposes of this chapter, and all properties previously acquired by the City which may be considered to further the purposes of this chapter. The purposes include, but are not limited to:

- A. The encouragement of the preservation in their natural state of environmentally sensitive lands;
- B. The further implementation of the City's goals for improving water quality;
- C. The providing for the development of additional recreational and open space opportunities within the City;
- D. The preservation of the natural, cultural and recreational resources of the City.

(Ord. O-7-88 § 1 (part))

2.50.020 - Membership.

A. The Conservancy Board shall consist of seven members who are residents of the City. They shall be appointed by the Mayor and confirmed by a majority vote of the City Council. Each member of the Conservancy Board shall serve for a term of five years or until a qualified successor is appointed and confirmed, commencing on July 1st of the year in which appointed. The City Council shall designate the terms of the members of the Conservancy Board so that the terms of not more than two members of the board shall expire in any one year.

B. Each member shall have a demonstrated interest in the preservation and conservation of land and water resources in the City. Each member shall serve without compensation. In the event of a vacancy in an unexpired term on the board, a member shall be appointed in the same manner as the original appointment was made for the duration of the unexpired term.

C. The directors of the Departments of Public Works, Planning and Zoning, and Recreation and Parks shall appoint a staff liaison to the Conservancy Board.

(Ord. O-7-88 § 1 (part))

2.50.030 - Rules of procedure.

The Conservancy Board annually shall elect from its membership a chairman and vice-chairman. The board shall adopt bylaws and rules of procedure defining administrative responsibilities deemed necessary in discharging its duties. The City Council shall approve the bylaws and rules of procedure.

(Ord. O-7-88 § 1 (part))

2.50.040 - Powers and duties.

The Conservancy Board shall have the following powers and duties:

- A. Promote the stated goals and purposes of the Comprehensive Plan, the critical areas plan, and the parks and recreation plan, and shall solicit the dedication of land and water resources and any appurtenances thereon to the City by lease, gift, purchase, devise, bequest or by any other means which are deemed to be for public benefit because of their aesthetic, environmental, scenic, recreational, scientific, educational or cultural significance to the health and welfare of the public;
- B. Make recommendations to appropriate City departments regarding the maintenance and management of properties acquired or held in furtherance of the purposes of this chapter;
- C. Solicit the donation of moneys, assets, property or other things of value in furtherance of the purposes of this chapter;
- D. Monitor the use of any and all donations dedicated to the City for the purpose of assuring that these donations are applied as intended for the furtherance of this chapter;
- E. With the approval of the City Council solicit, receive, manage, expend, and dispose of grants from any political subdivision or private organization in furtherance of the purposes of this chapter;
- F. Submit for approval to the City Council recommendations for the acquisition, by purchase or donation, of any interest in real or personal property and funds deemed necessary for the furtherance of the purposes of this chapter;
- G. Work in cooperation with the Maryland Environmental Trust to achieve the stated purposes of this chapter;
- H. Report annually to the City Council its activities during the preceding year together with any recommendations or requests deemed appropriate to further the purposes of this chapter.

(Ord. O-7-88 § 1 (part))

Attachment B

Conservancy Board Meetings and Attendance

Attendance Records for January 2018 through December 2018

Member	January	March	May	July	September	November
Joanna Ogburn, Chair	X	X	X	X		X
Meg Fynes		X		X		X
Meg Hosmer	X		X	X	X	X
Jason Houser	X		X			X
Karen Jennings	X	X	X	X	X	
Tom Lippert	X	X		X		X
Trudy McFall		X		X		X

All absences were excused.

The Conservancy Board meets every other month.

City of



Annapolis

HUMAN RELATIONS COMMISSION

145 GORMAN STREET • 2nd FLOOR
ANNAPOLIS, MARYLAND 21401

MEMORANDUM

DATE: 1/28/2019

To: Regina C. Watkins-Eldridge

FROM: Michael J. Keller
Commission Chair

MJK/eb

Attached is the annual report of the Annapolis Human Relations Commission as required by Ord. O-44-98 §1.



2018 ANNUAL REPORT

Annapolis Human Relations Commission

These are highlights of the activities of the Annapolis Human Relations Commission in 2018 and consistent with its mission to eliminate discrimination and promote equal opportunity:

Program Celebrating the Fair Housing Act

The Commission marked the 50th anniversary of the passage of the Fair Housing Act with a program that looked at the past, present and future of fair housing locally and nationally. Addressing the past was Janice Hayes Williams, constituent services officer for the City of Annapolis. Discussing the present was Tom Quattlebaum, chief executive officer for the Anne Arundel County Association of Realtors. Examining the future was Robert Strupp, executive director of Baltimore Neighborhoods, Inc. A lively question-and-answer session followed the presentations. The program, which was attended by approximately 50 people, was held at the Wiley H. Bates Legacy Center.

“Walking Tour” of Historical Sites in Annapolis Connected with Civil Rights

The chair of the Commission’s Outreach Committee has been working with City officials and with the principal of Annapolis High School on a project that would result in the preparation of a video or a video “walking tour” ap of Annapolis focusing on key figures and events in the civil rights history of the City. The effort is expected to reach fruition in 2019.

Impediments to Fair Housing Meeting

The Commission chair and another member of the Commission participated in a meeting with a consultant from the Baltimore Metropolitan Council regarding impediments to fair housing and other services in Annapolis. Discussed were the most common obstacles encountered by residents in looking for housing to buy or rent in the City and the most significant historical factors that have contributed to current housing challenges and prevented needs from being addressed. Communities that receive federal funds for community development and housing activities must certify that they will further fair housing choice.

Presentation on “Source of Income” Requirement in City Fair Housing Ordinance

The Commission chair made a presentation to the Housing and Community Development Committee of City Council regarding the provision in the City Code that outlaws discrimination in housing based on “source of income”. This section of the law bars landlords who rent property in Annapolis from refusing to accept Section 8 and certain other vouchers as payment.

Complaint

The Commission received and handled one complaint. It alleged that a local cemetery had engaged in an act of “racial profiling” The Commission is awaiting word from the attorney of the cemetery as to whether it would agree to participate in a mediation with the complainant.

Presentation by LBGQT Liaison of Annapolis Police

Sgt. Amy Miguez of the PIO Community Services of the Annapolis Police Department spoke to the Commission about her part-time role as the liaison to the LBGQT community in the City. Officer education and meetings with people will be her major responsibilities in this area.

Television Program

The Commission continued its half-hour show on City of Annapolis Television. The program, *Annapolis Mosaics*, spotlights people in the community who are involved in activities designed to promote good human relations. This year’s guests:

- Rev. Stephen A. Tillett of the Anne Arundel County branch of the NAACP
- Dot Arida and Alexis Pogonowski of the AVID Tutoring Program at Anne Arundel County Public Schools
- Stuart Rice and Kristina Seidel of Wreaths Across America
- Barbara Kupp of Rebuilding Together Ann Arundel County
- Jo Ann Mattson of Light House
- Film Maker Mark Hildebrand regarding his documentary “Anthem: The Story Behind the Star Spangled Banner”
- Garret Whiteside of National Remember our Troops Campaign
- Kim Naumann and Randy Gast of LMS Compassion Place
- Ron Phipps and Elfie Eberle of Orphan Grain Train
- Angela Wilson of The Angel Wing Project
- Traci Moxson and Kat Olbrich of the American Foundation for Suicide Prevention

Other Activities

The Commission presented its 2018 Dr. Martin Luther King Jr. Award to Dianne Crews for her work with the Greater Annapolis Interfaith Network. The Commission also presented awards to graduating seniors at the annual programs of Annapolis and St. Mary’s High Schools. The Commission chair also had an interview with a member of the Mayor’s transition team for Boards and Commissions. He also provided oversight of an election to select the bargaining unit for the Annapolis police.

2018 Meeting Attendance Record of Commissioners

	February	March	May	June	September	November
Keller	X	X	X	X	X	X
Knight		X	X	X	X	X
Leitch	X	X	X	X	X	X
Sims	X	X	X	X	E	X
Katchmar	E	X	E	E	X	E
Scott	Leave of Absence					
Mitchell					E	X
Graham	X	X	X	X	E	E
Smith	X	E		X	X	X
Hurley	X	E	X	X	X	X
Williams	X	E		X	X	X
Hanauer	E	X	E	E	Resigned	
Cervellon		X		X	X	
Browning	Not Yet Appointed				X	

Key: X- Attended, E- Excused absence

City



of Annapolis

Recreation
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Annapolis,

and Parks Department
Lane
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Art in Public Places Commission Annual Report 2018

The year 2018 proved a challenging one for The Art in Public Places Commission (AiPPC) and the City of Annapolis. The tragedy that occurred on June 28, 2018 changed the psyche of the City forever. It truly was the worst of times and the best of times. AiPPC struggled on, despite budgetary constraints, to fulfill the mandate put forth by the 2013 City Dock Master Plan for performing arts programming at Susan Campbell Park at City Dock. We also participated in the Mayor's Transition Team (Soul of the City) and began implementing their recommendations. It is gratifying to know that we are right on track with the Urban Land Institute Final Report and its suggestions for music programming and place making at Annapolis City Dock, "where the water meets the land".

AiPPC underwent many changes in 2018, at the beginning of the year, there were seven commissioners including Chair Ellen Moyer. During the year, several commissioners resigned and Chair Ellen Moyer announced her retirement effective July 1, 2018, only three commissioners remained to serve out the year. As a result, the remaining commissioners were unable to constitute a quorum. In September, new commissioners were sworn in and Chair Cynthia Towle-Krewson, Vice-Chair David Arthur, and Secretary Barbara Torreon were voted into office at the November meeting. Despite this prolonged transition period and the continued lack of funding for programs, AiPPC was able to accomplish the following:

Art Exhibit Coordinator and Curator, Arlene Berlin, continued to schedule ~ 10 art exhibits/year in the City's Art Galleries including "Capital Photojournalism: Art on a Deadline" by veteran *Capital Gazette* staff photographers Paul W. Gillespie, Joshua McKerrow, and Matthew Cole, at the Pip Moyer Recreation Center in January 2018; and Korean-born artist Sunhee Kim Jung's exhibit, "New Homeland," at the City Hall Art Gallery in April 2018. The Commission recognized her long tenure, hard work and dedication on behalf of the Commission and the Annapolis Arts Community.

The Commission appointed the first Poet Laureate of Annapolis to serve a 2-year term (2018-2020) beginning July 1, 2018. Temple Cone, a Professor of English at the Naval Academy, was appointed by a selection committee process that included an official application with writing samples and an in-person interview with each of the three finalists. The Poet Laureate will receive an annual honorarium of \$500. Additionally, the Poet Laureate may be reimbursed for up to \$300 of expenses in undertaking duties in consultation with the Commission. There will be a Poet Laureate poetry reading to open the Celebration of Maritime Festival in the spring together with Annapolis Middle School students. We arranged for Poet Sarah Arvio to meet with the St. John's College Spanish Literature Club and the Baywoods Retirement Community Spanish Club for an afternoon discussion of Poetry at St. John's and we are planning to continue this collaboration in the future.

In June, new signage documenting the Washington-Rochambeau Trail was placed at the foot of Eastport Bridge near the Lafayette encampment, this was a collaborative effort with the National Park Service, W3R, Four Rivers Heritage Area and Historic Annapolis.

Due to the redevelopment at 110 Compromise Street (Fawsett's), the old Farmers Market Mural had to be removed. We are currently looking for a new venue with the hopes that an actual Farmers Market can be re-established at its base, similar to the City Dock Farmers Market held weekly.

We are continuing the search to find a home for the Carr's Beach Mural, an iconic photograph taken during Carr's Beach heyday. This mural is partially paid for and the Office of Law has promised to pursue negotiations with Giant (Ahold Corp.) to install it facing the old Carr's Beach Road (Edgewood Road).

The Frederick Douglass Mural Project, a collaboration between Future History Now, Banneker-Douglass Museum and the Stanton Center, completed the planning and logistics phase with completion date of Spring of 2019.

Presentation by Richard Niewerth, Anne Arundel Community College faculty, his proposal for the Whitmore Park Sculpture Project was voted on and approved.

AIPPC contracted with a St. John's College student to research and obtain copies of official portraits of former mayors of Annapolis at the Maryland State Archives for a future exhibit on the second floor of City Hall. Due to unforeseen circumstances this project was suspended with plans to restart in summer 2019.

The City Dock Summer Concert Series scheduled 17 local musicians and performing artists for Thursday evenings at Susan Campbell Park. The music series featured a diverse lineup of jazz, rock, soul, and Big Band orchestras with AiPPC providing the sound system. In spite of weather challenges throughout the summer, these performances were well attended by the public. Some of our most regular attendees arrived in handicap vans from Atria Manresa, Baywoods, Ginger Cove and Heritage Harbor. City Dock Tango was again a featured attraction. In an effort to increase diversity, we launched City Dock Salsa, which drew a large crowd on a Sunday afternoon. The Arts Council of Anne Arundel County awarded a \$2,000 grant to help defray the costs of this popular Summer Concert series.

Phase II of the Compromise Street Mosaic Project (Anne-Marie Esson – artist) is currently on-hold after meeting with Lisa Greico and discussing the future pumping station location planned near Newman Park.

Commissioners met with Loni Moyer of the Anne Arundel County Parks and Recreation Department to collaborate on plans for the restoration of the Whitmore Park Summer Concert Series and a Forest Drive Beautification Project working with the South Forest Drive Business Association (SOFO). We also met with Adriana Lee, Hispanic Community Specialist and Adetola Ajayi, African American Community Services Specialist, to discuss future initiatives to work towards the goal of "One Annapolis".

We will continue to pursue our mission providing musical entertainment for the whole family focused on diversity, multiculturalism, and handi-cap accessibility, knowing full well how this impacts the health of the community at large. We hope that the City Code will be fulfilled this coming year with one tenth of one percent of the General Fund dedicated to an AiPPC Art Fund, as originally intended.

Cynthia Towle-Krewson, MPH, Chair Art in Public Places Commission



City of Annapolis
Board of Appeals
Department of Planning & Zoning
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January 10, 2019

TO: Regina C. Watkins-Eldridge, MAC, City Clerk

FROM: Robert Gallagher, Chair

RE: Annual Report 2018 – Board of Appeals

The Board of Appeals of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are five members and one alternate member on a full Board of Appeals, serving from different areas of the City.

The criteria for membership include the following:

- Must be a resident of the City of Annapolis
- Must attend monthly meetings and other assemblage as needed
- Must commit the time needed to review applications and deliberate and decide variances, appeals and special exception requests, as well as other applications as necessary.

Under section 21.08.040 of the City Code, the Board of Appeals is charged with the following duties:

1. To hear and decide appeals, pursuant to the provisions of Zoning Code Chapter 21.30 where it is alleged there is error in any order, requirement, decision or determination made by an administrative official or body in the enforcement of: (a) this Zoning Code; or (b) any ordinance adopted pursuant to this Zoning Code.
2. To hear and decide applications for special exceptions pursuant to Chapter 21.26 of this Zoning Code.
3. To hear and decide applications for variances from the terms of this Zoning Code, pursuant to the provisions of Chapter 21.28 and from the terms of Title 20 - Subdivisions, pursuant to the provisions of Chapter 20.32.
4. To hear and decide applications for zoning district boundary adjustments pursuant to the provisions of Zoning Code Chapter 21.20.
5. To hear and decide applications for physical alteration of a nonconforming use pursuant to the provisions of Chapter 21.68.
6. To hear and decide all matters referred to it or upon which it is required to decide by this Zoning Code, and as prescribed by the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.
7. The Board of Appeals shall provide written findings for every application decision under this title. The application shall be approved only if the majority of the members of the Board of Appeals each find that all of the necessary review criteria have been met.

8. For applications under Section 21.08.040(E)2.—4. of this title, the Board of Appeals shall grant or deny applications based on whether they satisfy all the standards imposed by this Code. The Board may consider each standard individually but shall only vote on the application as a whole.

The minutes of all meetings are recorded, filed and available on the City website.

In January 2018, Robert Gallagher was elected Chair and Charles Martorana was elected Vice-Chair. Derek Meyers resigned as he was moving out of the City. In July, 2018, Michael Walsh who was an alternate member was approved by the City Council

During 2018, the Board reviewed the following:

Variance requests for the Following properties:

- 26 Lafayette Avenue
- 8 Cheston Avenue
- 30 Williams Drive
- 147 Williams Drive
- 153-155 Prince George Street
- 4 N. Acton Place
- 18 Shaw Street
- 16 Southgate Avenue
- 71 Amos Garrett Boulevard
- 320 Halsey Road
- 107 Forbes Street
- 410 Halsey Road
- 418 Fourth Street
- 607 Creek View Avenue
- 676 Genessee Street

Variance extensions were approved for Lot32R Spa Drive and 38-40 Munroe Court

Special Exceptions for the following projects were reviewed:

- 26 Lafayette - Non Conforming Dwelling
- 17 Annapolis Street – Flamant – Standard Restaurant
- 2134 Forest Drive – Mi Lindo Cancun – Standard Restaurant
- 51-53 Franklin Street – Multi-family Residential Building
- 90 Maryland Avenue – Food Service Mart
- 18 Church Circle – Standard Restaurant

A Zoning District Boundary Adjustment for 418 Fourth Street

Appeal Cases for the following projects were reviewed:

- 915 Chesapeake Avenue - Lofts at Eastport Landing Special Mixed Planned Development
- 424 -428 Fourth Street - Shared Parking provisions

The Board held fourteen meetings in 2018. Attendance at the meeting was as follows:

	JAN 2	JAN 17	JAN 30	FEB 6	FEB 21	MAR 6	APR 3	APR 16	MAY 1	JUN 5	AUG 7	SEPT 19	OCT 2	NOV 6
Robert Gallagher, Chair	X				X	X		X	X	X		X	X	X
Charlie Martorana, Vice-Chair	X	X	X	X		X	X		X	X		X		X
Christian Zazzali		X		X	X	X	X	X	X	X	X		X	X
Andrew Burnett			X		X	X			X	X	X	X		X
Michael Walsh ***		X	X	X	X	X	X	X		X	X	X	X	X
Derek Meyers**	X	X	X											

X – PRESENT; **Resigned in January; ***served as alternate until appointed as a regular member in July 2018

Robert Gallagher
Robert Gallagher, Chair



City of Annapolis

Office of City Clerk
160 Duke of Gloucester
Annapolis, MD 21401

2/4/2019

TO: Regina C. Watkins-Eldridge, MMC
City Clerk

FROM: Clifford O. Myers, Chair, Board of Supervisors of Elections (BOSE)

RE: Annual Report 2018 - Board of Supervisors of Elections (BOSE)

Duties: The board shall have charge of and make provisions for all municipal elections to be held in the City, or any part of the City, including every general, primary and special election. The board shall have power to make all necessary rules and regulations, not inconsistent with this chapter, with reference to the registration of voters and the conduct of elections, including special elections. The board shall have power to summon judges and any witnesses involved and to require their appearance before them, and to administer oaths and record testimony from such judges and witnesses.

Attendance: (please note if any member begins or ends their term during the calendar year)

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eileen Leahy, Member (Chair ,Jan- Apr)	✓	✓	✓	✓	✓	✓	✓	NoMtg	✓	✓	✓	✓
Cliff Myers, Chair (member Jan-Apr; Chair May-Dec)	✓	✓	✓	✓	✓	✓	✓	NoMtg	✓	✓	✓	✓
Arnold Smith, Member (term ended)	✓											
Briayna Cuffie. Member,(Term Started, 1 st mtg May)					✓	✓	✓	NoMtg	✓	✓	✓	✓

Activities:

The Board presented a high level review of the 2017 city election cycle to City Council members.

A new Board for the period of 2018-2022, covering the 2021 election cycle was approved by the City Council, with two prior members staying on (Eileen Leahy and Clifford Myers) and a new member (Briayna Cuffie) joined the Board. The first meeting of the newly constituted Board was in May, 2018.

We wish to extend our gratitude to Arnold Smith who served the city on this Board the past four years. This had been his second stint serving on this Board and that perspective was most appreciated. The prior experience and perspective Mr. Smith brought to our discussions factored into the decisions by current members Leahy and Myers to agree to be considered for a 2nd term.

The Board highlighted several key priorities for the ensuing four (4) years. These include, but are not limited to:

- 1) Campaign reporting.
- 2) Clarifying definitions of various campaign oriented entities.
- 3) Continuing to identify areas where Annapolis City campaign code diverges from county and state code and as applicable and appropriate, suggest modifications to Annapolis code.
- 4) Plan and prepare for the 2021 election, particularly as that relates to any decision to again partner with Anne

Arundel County in the operation of that 2021 election.

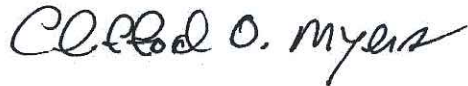
With the above priorities in mind, the Board has had several conversations with our state counterparts in regard to campaign reporting. We also met with a representative of the firm that assists the city with audits of completed campaign reports. The Board then presented to the Annapolis City Rules Committee, in early January 2019, a preliminary overview of campaign reporting options to improve and update how Annapolis City asks for, records, reports and monitors campaign contributions and reports. The goal, to have any modifications in place in time for the 2021 election cycle, is to seek enabling legislation, as needed, prior to the end of 2019 or 1st quarter, 2020, at the latest.

It is also worth noting that the Board has sought advice from counsel on appropriate measures to pursue in regard to entities that fail, upon repeated entreaties, to deliver required campaign reports.

As noted above, an ongoing review of code will continue. One issue underway and discovered by the Ethics Committee is a current city code requirement that existing campaigns for unelected entities (lost in the primary or general election) are also required to submit *ongoing* annual ethics statements. Such a requirement for non-elected persons after an election cycle appears at odds with the practice in the county and the state.

Pursuant to the above, it is quite likely the Board will recommend to the City Council certain changes to the Charter and/or Annapolis Code with a goal of so doing in the 4th quarter of 2019 or early 1st quarter, 2020.

Respectfully submitted,

A handwritten signature in black ink that reads "Clifford O. Myers". The signature is written in a cursive, flowing style.

Clifford O. Myers
Chair, BOSE

Building Board of Appeals (BBOA)
2018 Annual Report

Board Membership

Board Members consist of: Carl Corse, Chair; Jay Schwarz; Matthew Evans, and Robert C. Hruby.

Board Highlights

July 24, 2018 – Hearing held in the matter of Jeffrey and Kristen Durand, 12 German Street vs. City of Annapolis Planning & Zoning for failing a plumbing inspection because of the location of the sewer cleanout. The Plumbing Inspector noted that the cleanout was not “at the property line” like the Code suggests. The cleanout has been there for 30 years and is accessible. There was no prior notification given to the Appellants that the cleanout needed to be re-located during earlier inspections. After discussion and review amongst Board members, a motion was made that the appeal be granted and allow PLU18-0044 to be approved with the current configuration of a single sewer cleanout as currently located. The motion carried and the vote was unanimous.

2018	Jan **	Feb **	Mar **	Apr **	May **	June **	Jul	Aug**	Sep**	Oct**	Nov	Dec**
Carl Corse, Chair							X					
Jay Schwarz												
Matthew Evans							X					
Bob Hruby							X					

X – Indicates present at meeting

* - Indicates meeting cancelled

**and shading indicates no meeting scheduled

Goals: To continue to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of the City Code, in a manner that is fair to both the Appellant and the City.

Respectfully submitted:



Carl Corse, Chair



City of Annapolis
 Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

HumanRes@annapolis.gov • 410-263-7998 • Fax 410-295-7999 • www.annapolis.gov
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January 17, 2019

TO: Regina C. Watkins-Eldridge, MMC
 City Clerk

FROM: Tricia Hopkins *Tricia Hopkins*
 Human Resources

RE: Annual Report 2018 – Civil Service Board

Duties: to review and make recommendations to the City Council regarding the classification and pay plan of the City, to adopt certain rules governing the Civil Service, to hear certain personnel appeals, and to review civil service reclassifications.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anthony F. Chrishilf, Chair	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg
Jennifer Garland Beard	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg
Samuel Callahan	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg

Activities: The Board discussed and reviewed job descriptions and was trained on the Evergreen Solutions classification system.



Annapolis Environmental Commission 2018 Annual Report

Date: January 15, 2019

To: Regina C. Watkins-Eldridge
City Clerk

From: Diane Butler
Chair, Annapolis Environmental Commission

RE: Annual Report 2018

Duties: To be concerned with the protection and improvement of the natural health and welfare of the environment, the land, waters, noise, and air of the City and environs, and the recycling or the reuse of solid wastes. The Commission shall study the pollution of the land, air and waters and make recommendations to the Mayor, City Council and others, determining the source of these problems, collecting information about solutions to these problems, and educating the public (and individuals or organizations who are the source of particular problems) concerning their relations to the problems and their relation to the solutions.

2018 Accomplishments:

- Submitted list of top environmental priorities to the incoming mayor and city council members
- Met with members of the transition team to discuss priorities; reviewed transition team reports and identified recommendations related to the environment
- Presented testimony to support the successful passage of:
 - O-27-18 which amends the city code to protect forests and maintain the City's current tree canopy percentage, to enact a true No Net Loss Forest Law
 - R-47-18 which supports the creation of a No Discharge Zone in and around the waters of Annapolis. The NDZ will prohibit treated and untreated sewage discharges from vessels and reduce pollution entering local waterways
 - O-22-18 which bans expanded polystyrene (EPS) foam and reduces litter

- Researched impacts of sediment and erosion control violations at city construction sites. Met with District 6 County Council member and representatives of Public Works to explore ways to strengthen existing stormwater laws.
- Explored ways to improve city and council collaboration when projects outside of city limits, such as the Key School Athletic Complex, negatively impact city waterways
- Provided input on the location and environmental features of the proposed City Dock stormwater pump project.
- Helped ensure that pump house at City Dock discussion was transparent. Made recommendations and asked questions about the viability of pollution control technology that might enhance the project originally meant to address only nuisance flooding.
- Submitted comments on the draft Forest Drive Sector Study specifically related to stormwater management and protecting tree canopy
- Tracked and commented on various development projects and attended a meeting to educate members of the public and developers on environmental concerns
- Advocated for permeable pavers to be used during the rebricking of Main Street to reduce stormwater runoff.
- Participated in round table discussions with Harbor Masters from New England regarding their experience with the No Discharge Zone.
- Participated in the Eastport Yacht Club's first Annapolis Area Bay Stewardship workshop for environmental leaders in April.
- Participated in the St. Luke's Stream Restoration Celebration and Arbor Day activities.
- Assisted communities with Greenscape activities.
- Met with Annapolis Conservancy Board and the Department of Parks and Recreation to outline steps to complete the first city greenway plan.
- Participated in the annual Spa Creek hike and public educational walk.

Ongoing:

- Regularly attended meetings of the City Council Environmental Matters Committee to provide input on matters before the committee.
- Maintained AEC Facebook page to promote local events and news related to the environment.
- Tracked and provided comments on the status of multiple development projects under review by the city.

Guests and/or special presentations at AEC monthly meetings included:

- Rob Savidge, Ross Arnett, and Elly Tierney – City Council members
- Ahilan Thambinayagam – Coco Garden (local sustainable gardening business)
- Jack Turner – Mayor Gavin Buckley's transition team
- Reverend Johnny Calhoun – Pastor, Mt. Olive AME Church
- Dr. Kurt Riegel – Board Member, Severn River Association
- Anastasia Hopkinson – Vice President, Annapolis Neck Peninsula Federation
- David Barker – President, Back Creek Conservancy
- Tom Zolper – Media Relations, Chesapeake Bay Foundation

- Tracy McGranagan – Ward 5 resident impacted by Primrose Hill development project
- David Jarrell and Lisa Grieco – Department of Public Works
- Chris Trumbauer – Anne Arundel County Council Member, District 6
- Zoe Johnson – Community Planning Liason, USNA
- Calvin Noling – Environmental Engineer, StormwaterRx LLC
- Pete Gutwald and Matt Waters – Department of Planning and Zoning
- Elvia Thompson – President, Annapolis Green
- Linda Dodge – Member, Annapolis Roads Property Owners Association

Annapolis Environmental Commission

Attendance Records for January 2018 through December 2018

Member	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Bohanan	X	X	X	X	X	X			X	X	X	X
Butler	X		X	X	X	X	X		X	X	X	X
Buchheister	X	X	X	X	X	X	X			X	X	X
Kissel	X	X	X	X				Resigned				
Murphy		X	X	X			X		X	X	X	X
O'Leary	X	X	X	X			X		X	X	X	X
Powell		X	X	X					X		X	X
Turgeon	X	X	X	X	X		X		X	X	X	X
Weber	X		X	X	X	X				Resigned		
Stephenson*			X	X	X		X		X	X	X	X
Giblin*			X	X		X			X	X	X	X

*Note: Members listed in blue applied to serve on the AEC, but have not been confirmed as of 12/31/18.

No Meeting

Resigned

ETHICS COMMISSION
 c/o CITY OF ANNAPOLIS OFFICE OF LAW
 160 DUKE OF GLOUCESTER STREET
 ANNAPOLIS, MARYLAND 21401

CITY LIAISON:
 Richard H. Melnick
 City Attorney

Telephone (410) 263-7954
 Facsimile (410) 268-3916

**Annual Report for
 Calendar Year 2018**

January 11, 2019

The Ethics Commission enforces financial disclosure requirements, conducts information programs and disseminates ethical requirements, investigates conflict of interest violations, issues advisory opinions, and maintains certain reports and statements.

This annual report to the City Council is provided in accordance with City Code 2.04.080. The Ethics Commission has two vacancies and is currently comprised of the following three members:

- a. James E. Dolezal, Chairman
- b. Kevin A. Chase, Vice Chairman
- c. David S. Bliden

It is noted that a quorum for Commission meetings is three and we have had only three members since October 26, 2016. On January 30, 2018, Jim Dolezal and Kevin Chase were elected Chairman and Vice Chairman of the Commission. Meetings of the Ethics Commission were held on an as needed basis with public notice normally provided 1 to 2 weeks in advance. Meeting dates and attendance are shown below:

Date	Dolezal	Chase	Bliden
01/30/2018	X	X	X
02/02/2018	X	X	X
03/14/2018	X	X	X
05/09/2018	X	X	X
05/30/2018	X	X	X
06/21/2018	X	X	X
09/17/2018	X	X	X
11/21/2018	X	X	X
12/19/2018	X	X	X

Two Amendments to the Ethics Law, City Code 2.08, were adopted by City Council this year:

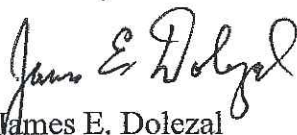
Ordinance 1-18 updated and amended the Ethics Code to be in compliance with State Ethics Law; clarified certain definitions; ensured City officials and employees are aware of their responsibilities pursuant to the Ethics Code; extended conflict of interest provisions to include lobbyists; amended the use of prestige of office restrictions; changed current policy regarding the reviewing and copying of financial disclosure statements by the public; removed the Alcoholic Beverage Control Board members from the City financial disclosure filing requirements in accordance with recently enacted state law; and made minor editorial changes to the Ethics Law.

Ordinance 37-18 clarified certain definitions; in accordance with the request of the State Ethics Commission it changed the policy regarding the examination of financial disclosure statements by the public; added Alcoholic Beverage Control Board members as City Officials who are required to file financial disclosure statements with the State Ethics Commission; and made minor editorial changes to the Ethics Law.

In compliance with State Law, the required 2018 Local Government Ethics Law Annual Certification was filed with the State Ethics Commission on December 20, 2018. The Commission met nine times and, in compliance with the Open Meetings Act, five times in closed session. One complaint was received and dismissed because it did not allege an ethics violation. Six requests for advisory opinions regarding ethics code interpretation were received and responded to. Five informal expedited responses were provided in response to simple or urgent requests. An open issue with the Board of Supervisors of Election regards a requirement for non-successful candidates to file Financial Disclosure statements for the year of the election. A review of 2.08.060, Statement of Compliance, revealed the need to amend it to exclude elected officials who are required to file Financial Disclosure statements. A primary function of the Commission was the review of submitted Calendar Year 2017 Financial Disclosure Statements. In addition, Ethics Code legislative amendments were drafted to update and clarify certain provisions of the code and to implement Maryland State required Ethics Code changes. Most recently 2018 Financial Disclosure Forms were prepared for distribution to City officials and employees in December 2018.

This report has been reviewed and concurred with by the members of the Commission.

Respectively submitted,


James E. Dolezal
Chairman



City of Annapolis
Office of Finance
 160 Duke of Gloucester Street
 Annapolis, MD 21401

January 10, 2019

TO: Regina C. Watkins-Eldridge, MMC
 City Clerk

FROM: Frederick C. Sussman, Chair

RE: Annual Report 2018 – Financial Advisory Commission

Duties: The Financial Advisory Commission is composed of seven members with demonstrated knowledge of public finance, appointed by the Mayor and confirmed by a majority vote of the City Council. Each member serves a term of four years, commensurate with the term of the Mayor and City Council, or until the member's successor is confirmed. The purpose of the Financial Advisory Commission is to advise the Mayor and the Aldermen/Alderwomen on financial issues. These issues shall include, but not limited to, the review of collective bargaining agreements prior to execution and an annual report on the amount of public debt the City may incur without jeopardizing its bond rating.

Attendance:

Members	Jan	Feb	Mar	Apr	Apr*	May	May*	Jun	July	Aug	Sep	Oct	Nov	Dec
Frederick C. Sussman, Chair	•	No Mtg	•	•	•	•	•	No Mtg	•	No Mtg	•	•	No Mtg	No Mtg
Ross Dierdorff	•	No Mtg	•	•	•	•	•	No Mtg	•	No Mtg	•	•	No Mtg	No Mtg
Bob Burdon	•	No Mtg	•	•	•	•	•	No Mtg	•	No Mtg	•	•	No Mtg	No Mtg
Frank Brown	A	No Mtg	A	A	A	A	A	No Mtg	•	No Mtg	A	A	No Mtg	No Mtg
Faye Currie	•	No Mtg	•	•	•	•	•	No Mtg	A	No Mtg	•	A	No Mtg	No Mtg
Nancy Williamson	•	No Mtg	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
James Cardillo	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	•	•	No Mtg	No Mtg
Joe Cater	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A	•	No Mtg	No Mtg

*Special Meeting

Activities: See attachment

Respectfully,

Frederick C. Sussman, Chair

Annual Report 2018 – Financial Advisory Commission (ATTACHMENT)

<u>Meeting Date</u>	<u>Attendees</u>	<u>Absentees</u>	<u>Discussion Points / Meeting Purpose</u>	<u>Votes/Outcomes</u>
January 11, 2018 7:29 AM to 7:51 AM City Hall, 2nd Floor Conference Room	Fred Sussman, Chair;; Ross Dierdorff; Faye Currie; Nancy Williamson; Bob Burdon	Frank Brown	<ul style="list-style-type: none"> ● Finance Department Update ● Annual Report 2017 ● Sub-committee Update ● Resignation of Nancy Williamson 	Motion and approval to table Sub-Committee work until release of Financial Transition Report. The 2016 Annual Report was motioned and approved for submission to the City Council.
March 8, 2018 7:30 AM City Hall, 2nd Floor Conference Room	Fred Sussman, Chair; Ross Dierdorff; Faye Currie; Bob Burdon	Frank Brown	<ul style="list-style-type: none"> ● Finance Department Update ● Sub-committee Update ● Transition Report Response ● Resignation of City Manager, Tom Andrews 	
April 12, 2018 7:35 AM to 9:01 AM City Hall, 2nd Floor Conference Room	Fred Sussman, Chair; Ross Dierdorff; Bob Burdon; Faye Currie	Frank Brown	<ul style="list-style-type: none"> ● Finance Department Update ● R-8-18 Fee Schedule Amendments ● Budget Update 	Motion and approval to offer no recommendation/opinion on R-8-18 to the full City Council.
April 17, 2018 7:35 AM to 9:30 AM City Hall, Council Chambers	Fred Sussman, Chair; Bob Burdon; Ross Dierdorff; Faye Currie	Frank Brown	<ul style="list-style-type: none"> ● FY19 Mayor's Budget: Schedule of Changes 	
May 2, 2018 7:33 AM to 9:09 AM	Fred Sussman, Chair; Bob Burdon; Ross Dierdorff; Faye Currie	Frank Brown	<ul style="list-style-type: none"> ● Continuation of Budget Discussion 	

Annual Report 2017 – Financial Advisory Commission (ATTACHMENT)

City Hall, 2nd Floor Conference Room					
May 16, 2018 7:32 AM to 9:15 AM City Hall, Council Chambers	Fred Sussman, Chair; Ross Dierdorff; Faye Currie; Bob Burdon	Frank Brown	<ul style="list-style-type: none"> Budget Update Capital Budget Review 	Motion and approval for the issuance of a formal opinion on the annual operating budget and capital budget to the full City Council.	
July 12, 2018 7:40 AM to 8:40 AM City Hall, Council Chambers	Fred Sussman, Chair; Ross Dierdorff; Frank Brown; Bob Burdon	Faye Currie	<ul style="list-style-type: none"> Finance Department Update FY 2019 Budget Summary R-31-18 Debt and Financial Administrative Policies Audit Committee 		
September 13, 2018 7:35 AM to 8:34 AM City Hall, Council Chambers	Fred Sussman, Chair; Ross Dierdorff; Faye Currie, Jim Cardillo	Frank Brown; Joe Cater	<ul style="list-style-type: none"> Finance Department Update R-31-18 City Debt and Financial Administration Policies 		
October 11, 2018 7:33 AM to 8:42 AM City Hall, 2nd Floor Conference Room	Fred Sussman, Chair; Ross Dierdorff; Bob Burdon; Joe Cater; Jim Cardillo	Frank Brown, Faye Currie	<ul style="list-style-type: none"> Finance Department Update R-31-18 City Debt and Financial Administration Policies 	Motion and approval to offer favorable recommendation to the full City Council of R-31-18.	

**ANNAPOLIS HERITAGE COMMISSION
ANNUAL REPORT FOR 2018**

COMPOSITION: The Commission consists of seven residents and up to five at large members who have a demonstrated knowledge and interest in the history and culture of Annapolis.

CITY CODE SECTION: 2.48.360

DUTIES: The Commission shall advise on and facilitate the development of programs and activities that increases public awareness, appreciation and preservation of the cultural heritage of the City of Annapolis. The Commission shall have discretion to develop programs and projects in partnership with the Historic Preservation Commission and other heritage-related agencies and organizations that keeps the cultural heritage alive in our memory as a part of what has shaped us as a people, nation, and culture. This can include commemorative events, publications, monuments, markers, awards and other educational activities.

MEETINGS: At the Call of the Chair.

AHC Commissioners

MEMBERSHIP	APPOINTED	REAPPOINTED	EXPIRES
Robert Clark	01/28/2013	09/26/2016	09/26/2019
Alma H. Cropper	11/28/2011	02/08/2016	06/30/2019
Karen Engelke	11/28/2011	02/08/2016	06/30/2019
Constance Werner Ramirez	11/28/2011	02/08/2016	06/30/2019
*William Jeffrey Holland	11/28/2011	02/08/2016	06/30/2019
Theodore Mack, Chair	11/28/2011	02/08/2016	06/30/2019
Linnell R. Bowen	11/28/2011	09/26/2016	09/26/2019
Robert Worden	11/28/2011	10/24/2016	10/24/2019
**Wayne Speight	10/26/2015		06/30/2018
Marcie Taylor Thoma	10/26/2015		06/30/2018
VACANT			
VACANT			

* Commissioner Holland resigned October 2018.

** Commissioner Speight chose not to renew his membership that expired June 2018.

AHC Membership Criteria

There are currently four vacancies on the Commission as of November 2018. The Commission consists of seven residents and up to five at large members who have a demonstrated knowledge and interest in the history and culture of Annapolis. Four of the ten positions may include, by way of example, representatives from Historic Annapolis Foundation, Maryland State Archives, Four Rivers Heritage Area of Annapolis, London Town, and South County and the Annapolis History Consortium. The members shall be appointed by the Mayor subject to confirmation by the Council.

Attendance

2018	Jan. 3	March 7	May 2	June 13	July 11	Sept. 5	Nov. 7
Robert Clark		X	X	X		X	X
Alma H. Cropper		X					X
Karen Engelke						X	X
Constance Werner Ramirez	X		X	X	X	X	X
William Jeffrey Holland, Vice Chairman							
Theodore Mack, Chairman	X	X	X	X	X		X
Linnell R. Bowen	X		X	X			
Robert Worden	X	X	X	X		X	X
Wayne Speight	X	X	X	X			
Marcie Taylor Thoma		X	X	X			X

X – Attended

January 3, 2018

- Review of the purpose of the Heritage Commission. (Connie Ramirez)
- Condition of signs in the Historic District and appropriate action for repair/replacement. (Karen Engelke)
- New locations for scavenger hunts. (Connie Ramirez and Marcie Taylor-Thoma)
- Update of the Downtown Annapolis Scavenger Hunt. (Mr. Mack & Karen Engelke)
- Continuation of the Living Landmarks Program. (desire of Lisa Craig)

March 7, 2018

Resignation/Term Endings/Recommendations to the Mayor.
Scavenger Hunt brochures for Maryland Day.
Plaques in honor of St. Clair Wright and Pip Moyer/Zastrow Simms.
Demolition Permits Update.
Condition of Signs in the Historic District.
New locations for Scavenger Hunts.
Update on revising Downtown Annapolis Scavenger Hunt.

May 2, 2018

Cathedral Street trees.
Update on St. Clair Wright and Pip Moyer/Zastrow plaques. (Marcie Taylor-Thoma)
Revision of "Walk Annapolis". (Robert Warden)
Budget and ordering more scavenger hunt brochures: West Annapolis, Parole, Eastport.
Vacancies.

June 13, 2018

Legislation R-25-18 – Dedication of City Property: Plaque to honor former Mayor Ellen Moyer.

July 11, 2018

Distribution of Scavenger Hunt Brochures - Commissioners are encouraged to bring a cloth bag to the meeting to hold brochures.
Moyer/Zastrow and St. Clair Wright plaque update.
Maynard-Burgess House Grant Application for interior renovation.
Meeting dates for the next 6 months.
Request for directional street signs for the Banneker-Douglas Museum and the Frederick Douglass posting.

September 5, 2018

Rochambeau trail sign for St. John's College.
Moyer/Zastrow and St. Clair Wright plaque.

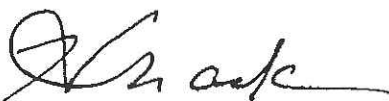
November 7, 2018

Moyer/Zastrow and St. Clair Wright plaques; determine locations and text for plaques.
Rochambeau Trail plaques.
Official letter regarding plaque installed in Eastport.
Walk Annapolis Scavenger Hunt edits.
Election of Officers
Resignation of Jeff Holland.
Reminder of future Meeting Dates.

Roberta Laynor, Chief of Historic Preservation served as the Historic Preservation staff representative for the 2018 meetings.

A project was begun led by Commission member Marci Taylor Thoma for two plaques, one honoring St. Clair Wright and the other honoring Pip Moyer/Zastor Sims, per a bequest in the Will of former Alderman Richard Israel.

An additional 500 brochures for the popular Scavenger Hunts were ordered for each location:
West Annapolis, Parole, and Eastport.



Theodore Mack, Chairman
Annapolis Heritage Commission



City of Annapolis

Historic Preservation Division
Department of Planning & Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

HistPres@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

January 10, 2019

TO: Regina C. Watkins-Eldridge, MMC, City Clerk

FROM: Patricia Zeno, Chair

RE: Annual Report 2018 – Historic Preservation Commission

The Historic Preservation Commission of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are seven members on a full Historic Preservation Commission, serving from different areas of the City.

The criteria for membership include the following:

- At least two members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36. C.F.R. Part 61.
- The criteria for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one or more of the fields listed in Subsection (B) of this section or active membership in a preservation-related organization. The requirement for membership under the category of specific knowledge may be satisfied by formal post secondary education, employment or practical experience in one or more of the above-listed fields. The requirement for Commission membership under the category of professional or academic training may be satisfied by, at a minimum, two years' experience as a professional or a bachelor's degree in one or more of the above-listed fields.
- **Article 66B – Land Use §8.03. (a)** (1) A local jurisdiction may create a “historic district commission” or “historic preservation commission”. (2) (i) A historic district commission or historic preservation commission shall have at least five members. (ii) Each member of a historic district commission or historic preservation commission shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. (iii) A majority of the members of a historic district commission or historic preservation commission shall be residents of the local jurisdiction that created the commission. (iv) Each local jurisdiction that creates a historic district commission or historic preservation commission under this subtitle shall establish and publicly adopt criteria for qualifying as a member of the commission. (3) (i) Each member of a historic district commission or historic preservation commission shall be appointed for a 3-year term. (ii) The terms of the members of the commission shall be staggered. (iii) A member of a historic district commission or historic preservation commission is eligible for reappointment. (iv) The appointing authority shall fill any vacancy on a commission for the unexpired term of the vacant position. (4) Subject to any requirements of the local jurisdiction governing

the acceptance and use of gifts by public officials, a historic district commission or historic preservation commission shall have the right to accept and use gifts as needed to perform its duties.

On June 12, 2018, Patricia Zeno was elected as Chair of the Historic Preservation Commission and Tim Leahy was reelected as the Vice Chair. On July 23, 2018, Carol Kelly and Wilford Scott were appointed to fill vacancies on the Commission.

Under section 21.08.060(E) of the Annapolis City Code, the Historic Preservation Commission is charged with the following duties:

- The Historic Preservation Commission shall hold no fewer than one regular meeting monthly to discharge its duties.
- Consistent with the City's policies and procedures, employees may be assigned to the Commission, and such services and facilities made available as are deemed necessary or appropriate for the proper performance of its duties.
- The Historic Preservation Commission shall annually file a report with the City Council summarizing the Commission's discharge of its responsibilities.
- The Historic Preservation Commission shall decide applications for Certificates of Approval pursuant to the provisions of Chapter 21.56.
- The Historic Preservation Commission may accept and use gifts in the exercise of its functions, subject to any applicable City policies or procedures regarding acceptance or use of gifts by public officials.
- The Historic Preservation Commission may direct studies, reports, and surveys to identify historically, culturally, archaeologically, or architecturally significant landmarks, sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City, State or Nation.
- The Historic Preservation Commission may adopt and utilize in its review of applications rehabilitation and new construction design guidelines and criteria for designated landmarks, sites, structures, and districts which are consistent with the U.S. Secretary of the Interior's standards for rehabilitation. Guidelines may include design characteristics intended to meet the needs of particular types of landmarks, sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature, do not affect historic, cultural, archaeological, or architectural significance, and do not require review by the Commission.
- To adopt sidewalk café furniture guidelines for use by operating establishments located in the historic district, which hold permits issued pursuant to Chapter 7.42 of the Annapolis City Code. In adopting any such guidelines, the Historic Preservation Commission shall consider the requirements of Section 7.42.020(F) of the Annapolis City Code.
- Consistent with the City's Charter, ordinances, resolutions, local public law, policies, and procedures covering the acquisition of easements, to accept historic preservation easements, when deemed appropriate by the Commission, on designated landmarks, structures, or sites and on sites or structures located in, or adjacent to, a designated district, landmark, site, or structure.
- To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this Zoning Code.

The minutes of all meetings are recorded, filed and available in the Planning & Zoning Department as well as online.

Notable Activities

City Dock Stormwater and Flood Mitigation.

At four Pre Application meetings Commissioners and staff reviewed proposed locations of a control building, transformer, and wet wells for the City Dock Flood Mitigation plan that will address nuisance flooding on Compromise Street. The Commission discussed the location of the control building in the Newman Street Park next to the Annapolis Elementary School dumpster as feasible in their December meeting.

Demolition by Neglect

Commissioners and staff commented on revised Demolition by Neglect legislation introduced by Alderwoman Tierney in July of 2018 to provide clarifying language and modify the process for investigative and reviewing reports on structures meeting the definition of demolition by neglect. The legislation awaits City Council Second Reader vote scheduled for January 2019.

ULI Study

Select Commissioners and staff provided input to representatives from the Urban Land Institute as the Institute's Technical Assistance Panel forms recommendations for redevelopment opportunities at City Dock.

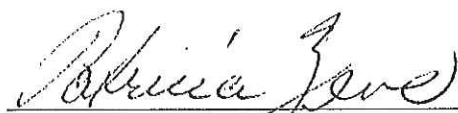
The Historic Preservation Commission reviewed and approved through Public Hearing 35 COA's while HPC Staff reviewed and approved administratively 291 COAs for a total of 326 COA's.

Attendance at meetings in 2018 is as follows:

HPC Commission Membership & Attendance

2018	Jan 9&25	Feb 13	Mar 13&22	Apr 10&26	May 8&24	Jun 12	Jul 10&26	Sep 11&27	Oct 9&25	Nov 13	Dec 11
Sharon Kennedy, Chair	2	1	2	2	2	1					
Tim Leahy, Vice Chair	2		2	2	2	1	2	2	2	1	1
Pat Zeno	2	1	2	1	2	1	2	2	2	1	1
Kim Finch	2	1	2	1	1	1	2	2	2	1	1
Sara Phillips	2	1	2	2	2	1	2	2	2	1	1
Bobbi Collins	1	1	2	2	2	-	2	2	2	1	1
Carol Kelly**						-	2	2	2	1	1
Wilford Scott**							2	2	2	1	1

** Appointed 7-23-18


Patricia Zeno, Chair



City of Annapolis
 Department of Planning and Zoning
 145 Gorman Street
 Annapolis, MD 21401

January 6, 2018

TO: Regina Eldridge Watkins
 FROM: Theresa C. Wellman
 RE: Annual Report 2018 – Housing and Community Development Committee

Duties: To plan and implement housing and community development projects, exercise all of the powers and functions of redevelopment and urban renewal, to manage and improve the housing stock, and to coordinate federal, state, and private resources toward development activities in the City and other duties as assigned.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ald. Shaneka Henson, Chair	NoMtg	✓	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓
Ald. Fred Paone	NoMtg	✓	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg	Resigned	NoMtg		
Ald. Marc Rodriguez	NoMtg	✓	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg	Confirmed	NoMtg	✓	
Ald. Eleanor Tierney	NoMtg	✓	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓
Jacqueline Wells	NoMtg	✓	NoMtg	NoMtg		✓	NoMtg	NoMtg	NoMtg	NoMtg		
Teri Bond	NoMtg	✓	NoMtg	NoMtg		✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓
Colby Peters	NoMtg	✓	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg		

Activities:

Community Development Block Grant Program

The Housing and Community Development Committee (HCDC) approved the Annapolis Community Development Block Grant (CDBG) Program Annual Action Plan FY 2019. The City of Annapolis is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) CDBG Program and is required to submit these plans to receive an annual allocation of approximately \$260,000 in CDBG funds.

The HCDC reviewed and evaluated projects for CDBG FY 2019 funding. Local nonprofit organizations which provide services to the city's low and moderate income residents submitted these projects for CDBG funding. The committee recommended projects to the City Council for approval and these projects were incorporated into the CDBG FY 2018 Annual Action Plan.

As a part of that process, the HCDC held two required Public Hearings on the CDBG program. The purpose of the first hearing was to hear descriptions of the projects submitted from organizations that serve the city's low and moderate-income populations. The second hearing was on the FY 2019 CDBG Action Plan, which outlines how the City intends to spend its CDBG funds.

The committee approved the annual Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is a U.S. Department of Housing and Urban Development (HUD) mandated report for all communities receiving Community Development Block Grant (CDBG) funding.

Staff gave a presentation on Community Development Division Resources. This office oversees the Community Development Block Grant (CDBG) Program, the Moderately Priced Dwelling Unit (MPDU) Program, the Community Legacy Program, and the Homeowner Rehabilitation Program.

Sarah Mickelson, Senior Public Policy Director, National Low Income Housing Coalition, gave a presentation on possible solutions to America's Housing Crisis. Suggested were ways to expand and target housing resources to the lowest income households who the private sector cannot reach.

Michael Keller, Chair, Annapolis Human Relations Committee (HRC) gave a presentation and offered resources on housing discrimination laws that are available to the community. A brochure is available outlining the City of Annapolis, State and Federal laws. The brochure also provides information on how to go through the complaint process through the HRC.

Maritime Advisory Board
2018 Annual Report

Board Membership

Board Members consist of: Tarrant Lomax, Chair; Scott Allan, Andrew Fegley, Richard Franke, Debbie Gosselin, Duncan Hood, Frieda Wildey, William Woodward, Jr., Peter Trogdon, Mike Tomasini

Meetings were held:

February 20, 2018
March 20, 2018 – No Minutes
April 24, 2018 – No Minutes
June 14, 2018
July 17, 2018
November 20, 2018
December 20, 2018 – No Minutes

Board Highlights

January 16, 2018 – REGULAR/OLD BUSINESS: - AACo MIAB Update/NDZ; Board Composition/Update; Report on Stand Up Paddle Boarders (SUP) Education/Enforcement; Status of Harbor Line Update; NDZ Revisited; Spring Tour has been confirmed for April 24, 2018 at 4:00pm-6:00pm; NEW BUSINESS: Hope Stewart – Maritime Development Authority Ms. Stewart will be exploring and potentially implementing some of the recommendations in the 2017 Maritime Study; There is a meeting on Thursday, January 18, 2018 at 3:00pm in Council Chambers to discuss the plan. Joe Evans, Chesapeake Bay Magazine Mr. Evans was offered and accepted the position of Chief Editor of the Chesapeake Bay Magazine; DEFERRED MATTERS: Street End Dock Access; NSHOF Lease Status; Committee Assignments; Annual Report; Upcoming Agenda Items – City Dock Issues (Commercial Activity Interest, Boats being Utilized as an Air B&B, Annual Moorings Issue, Non Residents paying City fees)

February 20, 2018 - REGULAR/OLD BUSINESS - AACo MIAB Update/NDZ Update; Website Update; Status of Harbor Line; NDZ Revisited; Spring Tour; IV. NEW BUSINESS: Maritime AirBNB/Title 15/City Dock Leases/City Moorings; Economic Development Update; DEFERRED MATTERS: A. Street End Dock Access B. NSHOF Lease Status C. Committee Assignments D. Annual Report.

June 14, 2018 - REGULAR/OLD BUSINESS - AACo MIAB Update/NDZ Update; Status of Harbor Line Update; NDZ Update; Maritime AirBNB/Title 15/City Dock Leases/City Moorings AirBNB; Economic Development Update; NEW BUSINESS: A. DNR/Lateral Line Discussion; Deferred Matters Update; DEFERRED MATTERS: A. Street End Dock Access B. NSHOF Lease Status C. Committee Assignments D. Annual Report.

July 17, 2018 - REGULAR/OLD BUSINESS - AACo MIAB Update/NDZ Update; Harbor Line Update; NDZ Update; Maritime AirBNB/Title 15/City Dock Leases/City Moorings AirBNB Harbormaster Bellis reported that the Department had its first guilty finding on the AirBNB. She noted that enforcement has been difficult; Economic Development; NEW BUSINESS: July 4th Debrief Chair Lomax observed a "chaos" of boats retreating into the harbor of the show ended; Boards and Commissions Forms; Street End Dock Access-Harbormaster Bellis reported that the Department is replacing the street end dock at Lafayette Avenue and installing a floating dock at this location; August Meeting Status Chair Lomax reported that the MAB generally does not meet in August so there will be no August meeting; Water Quality Harbormaster Bellis noted that there water quality reading that was very good; DEFERRED MATTERS: A. NSHOF Lease Status B. Committee Assignments C. Annual Report.

November 20, 2018 - REGULAR/OLD BUSINESS - AACo MIAB Update/NDZ Update; Harbor Line Update; No Discharge Zone Application Update; Harbormaster Update/Welcome Bags; Economic Development Update; Transition Team Recommendations/Implementation; Urban Land Institute City Dock Study; NEW BUSINESS: Maritime Historical Archives; Environmental Assessment to Repair and Restore Seawalls; DEFERRED MATTERS: A. Committee Assignments B. Annual Report

2018	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Lomax	X	X				X	X				X	
Allan	X	X										
Fegley		X				X					X	
Franke	X					X					X	
Gosselin	X					X					X	
Hood	X	X				X	X					
Tomasini	X	X					X					
Trogdon						X	X					
Willey											X	
Woodward	X											

X - Indicates present at meeting

* - Indicates meeting cancelled

**and shading indicates no meeting scheduled

Goals:

Respectfully submitted:



C. Pete Gutwald, Director, Planning & Zoning
For Tarrant Lomax, Chair, MAB



City of Annapolis
Planning Commission
Department of Planning & Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

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January 6, 2019

TO: Regina C. Watkins-Eldridge, MMC, City Clerk
FROM: Bob Waldman, Chair
RE: Annual Report 2018 – Planning Commission

The Planning Commission of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are seven members on a full Planning Commission, serving from different areas of the City.

The criteria for membership include the following:

- Must be a resident of the City of Annapolis
- Must attend monthly meetings and other assemblage as needed
- Must have a demonstrated interest with regard to planning policy, land use matters and procedures of the City

In February 2018, Robert Waldman was elected as chair of the Planning Commission and Ben Sale was elected vice-chair. In September, 2018, Alex Pline was appointed to fill a vacancy on the Commission.

Under section 21.08.030 of the City Code, the Planning Commission is charged with the following duties:

1. Review all proposed amendments to this Zoning Code and Zoning Map and to report to the City Council its findings and recommendations in the manner prescribed in this Zoning Code, Chapter 21.32 and Chapter 21.34
2. Receive the Planning and Zoning Director's recommendations related to the effectiveness of this Zoning Code and report its conclusions and recommendations to the City Council not less frequently than once a year.
3. Hear and decide applications on planned developments pursuant to the provisions of Zoning Code Chapter 21.24
4. Execute all powers conferred to Planning Commissions under the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.
5. On referral by the Director of Planning and Zoning of a major site design the Planning Commission shall hold a public hearing and make recommendations.
6. On referral by the Director of Planning and Zoning on structures greater than three thousand two hundred fifty square feet in R2-NC zoning districts the Planning Commission shall hold a public hearing and make recommendations.

The minutes of all meetings are recorded, filed and available in the Planning and Zoning Department as well as online. There are no minutes for work sessions.

During 2018, the Commission reviewed the following legislation and prepared written recommendations which were forwarded to the City Council:

- 0-9-18 : Temporary Signs for Community or Civic projects and Special Events
- 0-17-18: Capital Budget Fiscal Year 2018 and Resolution R-13-18 Capital Improvement Program Fiscal Years 2019-2024
- 0-14-18: Development Review Process Amendments
- 0-27-18: Reforestation requirements to maintain the City's current tree canopy percentage
- 0-34-18: Revising the definition and process related to "demolition by neglect" in the Historic District
- Resolution R-25-18: For the purpose of adopting the Forest Drive/Eastport Sector Study as an Addendum to the 2009 Annapolis Comp Plan

Projects reviewed included:

- Site Design Review for a dwelling greater than 3250 Square feet in the RNC District - 414 First Street
- Modifications to a Special Mixed Planned Development known as Sailors Quay
- Major Subdivision for seven lots and new 40 foot right of way on Taylor Avenue - Terrapin Station
- Residential Planned Development for 45 townhouse on Elliot Road at Hilltop Lane - Central Park

Work Sessions were held on the following projects:

- Forest Drive/Eastport Sector Study
- Village at Providence Point
- Chesapeake Grove

The Planning Commission also reviewed the 2017 Annual Section 1-207 and 1-208 Report to the Maryland Department of Planning on growth activity in the City.

Attendance at meetings in 2018 is as follows:

	JAN	FEB	FEB	MAR	APR	MAY	MAY	JUN	JUL	AUG	SEPT	SEPT	OCT	NOV	DEC
Bob Waldman, Chair		X		X	X	X		X			X	X	X	X	X
Ben Sale, Vice-Chair		X		X		X		X	X		X		X	X	X
David Di Quinzio		X		X	X	X		X	X		X	X		X	X
David Iams				X	X	X		X	X		X	X	X		X
William Herald		X		X	X	X		X	X		X	X	X	X	X
George Matthews		X		X				X	X			X	X		X
Alex Pline**											X	X	X	X	X

**appointed Sept 2018

X - PRESENT; meetings with no attendance shown are work sessions


Robert Waldman, Chair



City of Annapolis
Office of Finance
 160 Duke of Gloucester Street
 Annapolis, MD 21401

January 28, 2019

TO: Regina C. Watkins-Eldridge, MMC, City Clerk
 FROM: Joseph Semo, Chair
 RE: Annual Report 2018 – Police and Fire Retirement Plan Commission

Duties: The Police & Fire Retirement Commission is composed of the City Manager, Finance Director, Human Resources Manager, Chair of the Finance Committee, representative of Police and Fire Departments, a local banking representative appointed by the Mayor, and a representative jointly designated by certified bargaining units for Police & Fire. Each member has a term of three years or until a successor is appointed. The purpose of the Police & Fire Retirement Plan Commission is to review the funding of the retirement plan and the reports of the consulting actuary with respect to the long-term funding adequacy of the retirement plan, and to oversee the investments made for the retirement plan. The Commission issues reports to the City Council upon request and with respect to such matters as it deems appropriate.

Attendance:

Members	Jan 31	Feb	Mar	Apr 10	May	Jun	July 16	Aug	Sep 11	Oct	Nov 9	Dec
Joseph Semo, Chair	•	No Mtg	No Mtg	•	No Mtg	No Mtg	•	No Mtg	•	No Mtg	•	No Mtg
Ross Arnett, Alderman	•	No Mtg	No Mtg	•	No Mtg	No Mtg	•	No Mtg	•	No Mtg	•	No Mtg
David Stokes, Fire Chief	•	No Mtg	No Mtg	•	No Mtg	No Mtg	•	No Mtg	Absent	No Mtg	•	No Mtg
Patricia Hopkins, Human Resources Manager	•	No Mtg	No Mtg	•	No Mtg	No Mtg	•	No Mtg	•	No Mtg	•	No Mtg
Mary Kathleen Sulick	•	No Mtg	No Mtg	•	No Mtg	No Mtg	•	No Mtg	•	No Mtg	•	No Mtg
Scott Baker, Police Chief	•	No Mtg	No Mtg	•	No Mtg	No Mtg	Absent	No Mtg	Absent	No Mtg	Absent	No Mtg
Jodee Dickinson, Finance Director	n/a	No Mtg	No Mtg	n/a	No Mtg	No Mtg	n/a	No Mtg	•	No Mtg	•	No Mtg
Bruce Miller, Finance Director	•	No Mtg	No Mtg	•	No Mtg	No Mtg	n/a	No Mtg	n/a	No Mtg	n/a	No Mtg
Melissa Leaman, Acting Finance Director	n/a	No Mtg	No Mtg	n/a	No Mtg	No Mtg	•	No Mtg	n/a	No Mtg	n/a	No Mtg
Teresa Sutherland, City Manager	n/a	No Mtg	No Mtg	n/a	No Mtg	No Mtg	•	No Mtg	Absent	No Mtg	Absent	No Mtg
Thomas Andrews, City Manager	•	No Mtg	No Mtg	•	No Mtg	No Mtg	n/a	No Mtg	n/a	No Mtg	n/a	No Mtg

Activities: See attachment

Respectfully,

Joseph Semo, Chair

Putting clients first.



City of Annapolis Police and Fire Retirement Plan

Financial Highlights: Year to Date Report as of September 30, 2018

Strategy and Allocation:

The City of Annapolis Police and Fire Retirement Plan (the “Plan”) is expected to provide retirees with benefits as detailed in the Plan’s controlling documents. Accordingly, the Plan’s investment portfolio is managed with a long-term, growth-oriented structure and is evaluated by its effectiveness in achieving the following objectives: (1) generating a long-term investment return that meets the Plan’s actuarial interest rate assumption while protecting the Plan from the impact of inflation; and (2) achieving such investment returns with acceptable levels of risk and illiquidity.

To achieve the Plan’s investment objectives, the Plan has adopted an asset allocation structure that embraces a combination of traditional, publicly held equity and fixed income investments as well as private investments – some of which hedge typical market risk while others seek to capitalize on unique investment opportunities. This asset allocation structure has evolved since 2011 when the first private and opportunistic investment commitment was made to capitalize on dislocations that stemmed from the 2008 financial crisis.

Returns since early 2009 have been strong. However, many in the investment industry believe that capital market returns over the next 10 to 15 years will be less than their long-term historic averages. As such, the Commission will continue to focus on a combination of traditional and alternative investments to build the most productive portfolio possible.

The Plan’s asset allocation structure as of September 30, 2018, was as follows:

Asset Class	Actual as of September 30, 2018	Policy Target	Policy Range
Domestic Equities	36.8%	36.0%	26% - 46%
Global / Emerging Markets Equities	20.5%	18.0%	13% - 23%
Fixed Income & Private Debt	15.3%	21.0%	15% - 25%
Real Estate	5.7%	6.0%	4% - 8%
Alternatives*	17.4%	17.0%	13% - 26%
Cash	4.3%	2.0%	0% - 4%
Total	100.0%	100.0%	

*Hedged and co-investment strategies.

Investment Market Performance:

US equities continued to advance through the third quarter of 2018 and significantly outperformed the international equity markets. US equities have been fueled by robust corporate earnings and solid economic growth, which have overshadowed rising rates in the US, simmering concerns related to the escalating US- China trade war and softening economic growth outside the US. Corporate earnings and the US economy have

continued to benefit from fiscal stimulus tailwinds stemming from the late 2017 tax reform. The US equity market represented by the Russell 3000 Index returned 10.6% and 17.6% for the year-to-date and trailing 12-month periods, respectively, as of September 30, 2018.

International equities have significantly trailed the US markets as investors weighed softer economic data, a strengthening US dollar and geopolitical concerns, especially around global trade relations. Developed international equities as represented by the MSCI EAFE index returned (1.43%) and 2.74% for the year-to-date and trailing 12-month periods, respectively, as of September 30, 2018. Emerging market equities as represented by the MSCI Emerging Market Index struggled to a greater extent -- returning (7.68%) and (0.81%) for the year-to-date and trailing 12-month periods, respectively, as of September 30, 2018.

Returns from the high quality (investment grade) US fixed income market were negative through September as interest rates continued to rise due to the tightening of monetary policy by the Federal Reserve (Fed). The Fed has increased short term interest rates 9 times since December 2015. The broad US fixed income market represented by the Bloomberg Barclays US Aggregate Index returned (1.60) and (1.22) for the year-to-date and trailing 12-month periods, respectively, as of September 30, 2018. Lower quality bonds as represented by the Bloomberg Barclays US Corporate High Yield Index produced the best fixed income results, returning 2.57% and 3.05%, respectively, for the year-to-date and trailing 12-month periods as of September 30, 2018.

Plan Performance:

The Plan ended the 3rd quarter of 2018 at \$177.8 million in assets compared to \$176 million as of December 31, 2017. As of September 30, 2018, the Plan returned 6.7% for the trailing 12 months vs. 8.0% for the custom policy benchmark (which reflects the Plan’s asset allocation policy). During this period, four of the Plan’s active equity managers underperformed their industry benchmark. This was the primary factor why the Plan trailed its custom index and was prevalent across most active equity managers who focus on fundamental investment factors. For the seven-year period the Plan returned 9.0% vs. the policy benchmark at 8.5% -- with the largest contribution coming from the rebound in US public equities after the 2008 financial crisis. The Plan’s fifteen-year return of 6.8% still reflects the impact of the 2008 financial crisis.

A summary of the Plan’s annualized and calendar year performance is as follows:

Annualized Returns as of September 30, 2018								
	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years	10 Years	15 Years
Total Plan	6.66	8.75	8.71	6.47	7.05	8.98	7.08	6.76
Policy Benchmark	8.03	9.19	9.17	6.54	7.07	8.52	6.87	6.60

Calendar Year Returns										
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Total Plan	14.16	5.85	1.17	5.85	17.99	9.94	0.78	11.76	18.00	-24.54
Policy Benchmark	13.53	7.42	-0.52	6.64	13.25	9.97	1.31	11.64	17.12	-22.04



City of Annapolis

Board of Port Wardens
Department of Planning and Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2529

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December 6, 2018

To: Regina C. Watkins-Eldridge, MMC, City Clerk

From: Gene Godley, Chair

Re: Annual Report 2018 – Board of Port Wardens

The authority of the Board of Port Wardens is established by City Code, Title 15, Harbors and Waterfront Areas. Under Section 15.16.020: "The Port Wardens shall regulate the placement, erection and construction of structures and other barriers within or on the waters of the City, including but not limited to, the issuing of licenses to create or build wharves or piers and the issuing of permits for mooring piles, floating wharves, buoys or anchors. The Port Wardens shall regulate the materials and construction and make certain that the placement, erection, or construction of structures or other barriers in City waters do not render navigation too close and confined and are undertaken in a manner and of materials as to be sufficiently substantial and lasting. The Port Wardens also shall make certain that the proposed structure or barrier will not increase materially water pollution or erosion, or materially impair marine life, wildlife or conservation, or have a material impact upon increasing boat congestion."

The Board of Port Wardens of the City of Annapolis is a volunteer group of citizens selected by the Mayor with approval of the City Council. There are five members for a full Board of Port Wardens, each serving for a term of three years. The Board operated with two vacancies during the majority of the first half of the year. As of August 2018, there are currently five active members for a full Board.

Regular public meetings are held on the fourth Tuesday of each month, exclusive of December, and special meetings are held as needed. Applications for marine construction are reviewed by staff for regulatory compliance and placed on a hearing agenda for the Board's review. During 2018, the Board of Port Wardens conducted public hearings regarding 29 applications as follows:


- PORT2017-024: 1 Walton Lane, *Spa Creek* – Approved
- Appeal to the Board of Port Wardens: Re: denial of renewal for Mooring #23 – Appeal Denied
- PORT2017-027: 519 Horn Point Drive, *Severn River* – Approved
- PORT2017-028: 1001 Moss Haven Court, *Spa Creek* – Approved
- PORT2017-029: 8 Little Harbor Way, *Back Creek* – Approved
- PORT2017-030: 405 Monterey Avenue, *Weems Creek* – Approved
- PORT2018-001: 3 Essex Road, *Severn River* – Approved
- PORT2018-002: 938 Creek Drive, *Spa Creek* – Approved
- PORT2018-003: 144, 140, 138 Spa Drive and
200, 198, 186, 182, 174, 164 Acton Road, *Spa Creek* – Approved

- PORT2018-004: 143 and 145 Spa Drive, *Spa Creek* – Approved
- PORT2018-005: 123 and 123A Spa View Avenue, *Spa Creek* – Approved
- PORT2018-006: 711 Warren Drive, *Back Creek* – Approved
- PORT2018-007: 1 Dock Street, *Spa Creek* – Approved
- PORT2018-008: 131 Lafayette Avenue, *Spa Creek* – Approved
- PORT2018-009: 203 President Street, *Spa Creek* – Approved
- PORT2018-010: 306 Annapolis Street, *Weems Creek* – Approved
- PORT2018-011: 145 Williams Drive, *Weems Creek* – Approved
- PORT2018-012: Quarter Landing Road, *Spa Creek* – Approved
- PORT2018-013: 93, 95, and 115 Spa Drive, *Spa Creek* – Approved
- PORT2018-014: 1 Southgate Court, *Spa Creek* – Approved
- PORT2018-015: 70 & 72 Charles Street, *Spa Creek* – Approved
- PORT2018-016: 137, 139, and 141 Spa View Avenue, *Spa Creek* – Approved
- PORT2018-017: 15 Eastern Avenue, *Back Creek* – Approved
- PORT2018-018: 616 Third Street, *Back Creek* – Approved
- PORT2018-019: 146 Spa Drive, *Spa Creek* – Approved
- PORT2018-020: 224 Wardour Drive, *Severn River* – Approved
- PORT2018-021: 3 Kent Road, *Severn River* – Approved
- PORT2018-022: Springdale Avenue, *Back Creek* – Approved
- PORT2018-023: 223 Scott Drive, *Weems Creek* – Approved

Attendance at hearings in 2018 was as follows:

Members	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Gene Edwin Godley, Chair	✓	✓	✓	✓	No Mtg	✓	No Mtg	✓	✓	✓	✓	No Mtg
Randall W. Adams, Vice Chair	✓	✓	✓	✓	No Mtg	✓	No Mtg	✓	✓	✓	✓	No Mtg
Willie Sampson		✓	✓	✓	No Mtg	✓	No Mtg	✓		✓	✓	No Mtg
John R. Butler					No Mtg		No Mtg	✓	✓	✓	✓	No Mtg
Scott Anderson					No Mtg		No Mtg	✓	✓	✓		No Mtg
Eric Pickett, Jr.	✓	✓	Resigned		No Mtg		No Mtg					No Mtg

- ✓ - Member Present
- Blank - Member Absent
- Shaded - Position Vacant
- No Mtg - No Regular Meeting Scheduled



Gene Godley, Chair



City of Annapolis
 Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

HumanRes@annapolis.gov • 410-263-7998 • Fax 410-295-7999 • www.annapolis.gov
 Deaf, hard of hearing or speech disability - use MD Relay or 711

February 5, 2019

TO: Regina C. Watkins-Eldridge, MMC
 City Clerk

FROM: Tricia Hopkins
 Human Resources Manager

RE: Annual Report 2018 – Public Safety Disability Retirement Board

Duties: The Public Safety Disability Retirement Board conducts hearings on the record to review and decide appeals from police and fire Department service connected disability retirement decisions made by the Human Resources Director. Appeals from decisions of the Public Safety Disability Retirement Board may be made to the Circuit Court for Anne Arundel County pursuant to Maryland Rules, Title 7 Chapter 200 or its successors.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adam G. Cohen, Chair	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Vacant												
Vacant												
Vacant												
Vacant												

Activities: No appeals of disability retirement decisions and therefore no activity.

This commission does not have sufficient members to meet the requirements of a quorum and is need of appointments to the Board. One member should come from the Fire Department.





City of Annapolis

DEPARTMENT OF TRANSPORTATION

308 Chinquapin Round Road, Annapolis, Maryland 21401

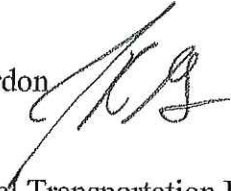
Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: transit@annapolis.gov

J. RICK GORDON, DIRECTOR

MEMORANDUM

DATE: December 17, 2018

TO: Regina C. Watkins-Eldridge, MMC
City Clerk

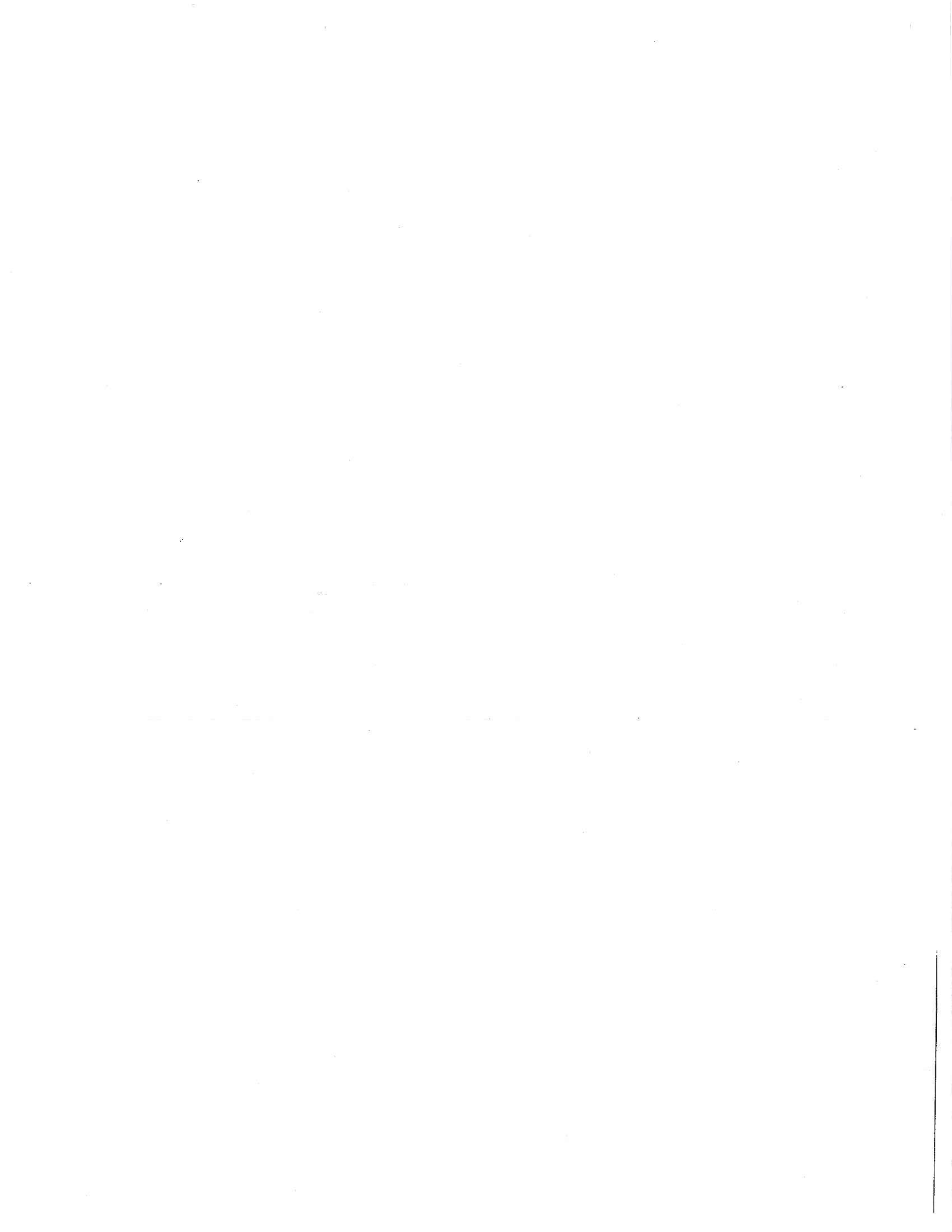
FROM: J. Rick Gordon
Director 

RE: 2018 Annual Transportation Board Report

I have advised the Vice Chairman of the Transportation Board that the 2018 Board Report is due by January 15, 2019. In response, I received a copy of the Vice Chairman's resignation to Mr. Rowell dated November 10, 2018. During the last several months the Transportation Board has not met for several reasons. Over the past year several Board members have resigned and during the past several months when they have attempted to meet, they did not have access to the Council Chambers. On one occasion I had to let them in when I arrived because City Hall was closed. Attached are minutes from the meetings that were conducted over the past year. I have discussed this matter with Mr. Rowell and he is currently seeking new Board members.

If I can be of further assistance, please do not hesitate to contact me.

cc: William F. Rowell, Public Engagement/Community Relations Specialist
Kwaku Duah, Ph.D., Deputy Director



Annapolis Transportation Board Meeting
Wednesday, January 24, 2018

The monthly business meeting of the Transportation Board of the City of Annapolis was held on Wednesday, January 24, 2018 in the Annapolis City Council Chambers at 160 Duke of Gloucester Street in Annapolis, Maryland.

Present: Chairman Alex Pline, Vice Chairman Chris Aiken, Mike Pachler, Beth Dolezal, Alderman Elly Tierney (non-voting), Carol Kelly, Ann Widener, Brian Kelm, Amy Jones

Absent: Robert Eades, Wes Irvin, John Giannetti, Molly Burnett, Arjan Van Andel

Journal of Proceedings: The meeting was brought to order by the Chairman, Mr. Alex Pline at 1830

Approval of Minutes: July 26, 2017 meeting minutes approved unanimously. Mr. Pline will work with new administration to post meeting minutes on City of Annapolis website.

Chairman's Report:

1. The Board has concerns over some long-standing vacancies, and several persistently absent members. The Mayor's transition team includes an analysis on boards and commissions, and will result in recommendations to fully staff vacancies. For those who actively participate regularly, but whose terms have expired, the Board recommends that the new Administration solicit reappointment.
2. County TDP / TFMP Update. Mrs. Jones and Mr. Van Andel have been appointed to lead the newly formed Anne Arundel County Transportation Commission (AACTC). The AACTC is formulating short term planning and long term goals for regional and local transit and transportation, contributing to the County Transit Development Plan (TDP) and Transportation Functional Master Plan (TFMP). Each report will serve as the basis for planning and funding requests for the next several years.
3. Maryland Toward Zero Death Initiative. Representative will present at the 13 February meeting of the AACTC – held at 1830 in the Independence Conference Room, 2664 Riva Road. The presentation will focus on driving transportation related deaths (pedestrian, automotive, etc) to zero, and is part of a larger nationwide initiative.
4. Bike Initiatives sent to the Mayor. Mr. Pline sent a letter outlining short and long-term priorities.
5. Cloud cameras, SP+. SP+ has recommended a pilot program on East Street and Maryland Avenue. The cameras monitor changes in parked car positions over a time lapse, and provide more information than the cameras mounted to the vehicles that are currently used for enforcement. The pilot program would be run to provide data to support a future decision to investment in cloud camera networks in the City's parking districts.

Staff Report:

1. City TDP Update: The City's consultants have provided draft for three technical memos: 1. Outline of existing services; 2. Transit needs; 3. Issues and opportunities (given constraints) – essentially, the gaps between existing and needs. The reports have been given to the advisory committee members for review, and are expected to be provided to Boards next month. They will serve as the basis for recommendations on future transit needs and investment. A fourth memo, on Recommendations for expansion of service, will be drafted after the first set is finalized. Final draft will require a public hearing and Title IX plan. Study has been funded by the MTA.

New Business:

1. Board Elections
Delayed until February 2018 meeting.
2. O-3-18 Abandoned Vehicles and R-1-18 Wrecked or Non operating Vehicles

The Intention of the legislation is to add SP+ as an authorized agent to enforce existing rules about non-operational and abandoned vehicles on public roads and lots. Mr. Pline will draft recommended modifications to the proposed legislation. The Board unanimously approved a motion to support the legislation with minor administrative changes that do not fundamentally alter the intent of the current code.

3. Eastport Parking

The request for special exception at Adam’s Ribs on Fourth Street in Eastport has created significant conflict. Planning and Zoning denied the request for exception, but the Board of Appeals overturned the decision without citizen input. Residents do not support the exception, and are requesting another review. Mr. Pline will invite Alderman Ross Arnett to a future meeting to discuss parking concerns in Eastport.

Old Business:

1. SP+ KPI (2017 Evaluation, 2018 Development)

Dr. Duay did not have information on either 2017 or 2018 KPIs. He will request that Mr. Gordon provide information prior to February 2018 meeting.

2. Final Parking Utilization Study

Minimal changes from the draft provided in July 2017. SP+ may not have gone far enough with graduated parking fee structures on exterior garages. The Board is disappointed that the plan does not include more strategic planning, vs. tactical day to day information. Board members are asked to send Mr. Pline recommendations on improvement of SP+ parking planning and enforcement; he will aggregate and provide to Adlerwoman Tierney.

Next Meeting: February 28, 2018 at 1830 in the Annapolis City Council Chambers at 160 Duke of Gloucester Street, Annapolis, Maryland, 21401.

The meeting was adjourned at 2030.

SUBMITTED BY Alex Pline



BRK
28 FEB 2018

City of Annapolis Transportation Board Minutes

The February 2018 meeting of the Transportation Board was held on 28 February 2018 with the following members present:

Alex Pine, Chairman
Christopher Aiken, Vice Chairman
Amy Jones, Secretary
Brian Kelm
Beth Dolezal
Carol Kelly
Ann Widener
Arjan Vanandel
Alderman Ellie Tierney, Ex-official Member

The following members were not present:

Robert Eades
John Gianetti
Wes Irvin
Mike Pachler
Molly Burnett, St John's College

The meeting was brought to order at 1831. There were no visitors/citizens at the meeting. Mr Rick Gordon and Kwaku Duay from the City of Annapolis Transportation Department were present.

Special Topic-

The meeting began with a presentation by Mr. John Kemp from SP+ and Ms. Danna Klein from CloudParc. They discussed the temporary pilot program to test CloudParc, a camera-based technology that officers the potential of real time monitoring and enforcement of parking rules. Discussion regarding the communications between the City Business Community and SP+ and in particular the Downtown Annapolis Business Partnership. Mr. Kemp mentioned that he wishes to meet with the Maryland Avenue Business leaders as Maryland Avenue is one of the two proposed pilot locations for 90 days. The other proposed location is East Street. The pilot is intended to test two environments, a business (metered) and a residential location. Mr. Kemp stated that this pilot is not intended to be an enforcement test, but a data collection test to determine the utility of the system for an Annapolis deployment. He also mentioned that this program is not intended to be a revenue generator, but there is strong concern by members of the board that this is the case. The members are reflecting the concerns of the community. Concern with the cost of the pilot and how with this be charged to the City. Mr. Kemp stated that there will be no cost to the City for this pilot.

There were discussions regarding the perceived lack of communications between SP+ and the community and that Maryland Avenue residents and businesses are concerned regarding their privacy rights and their concerned that they are being watched.

Additional discussions were conducted on what metrics were expected out of this pilot program. The response was that this is the reason for the pilot, in that the pilot will help determine what capabilities and expectations can be achieved from a system such as the CloudParc system. Due to the concerns expressed by the Maryland Avenue Community it was recommended that the pilot be moved from Maryland Avenue to another metered/business area.

Alex Pine suggested that the Transportation Board should be used as a venue for providing information regarding socialization of this pilot and other initiatives as well as regular meetings given the Citizen's Advisory Committee was never established, that a meeting could be dedicated to this activity.

Chairman's Report

1. As many of the board members are serving past their terms, the Chairman recommended that if members wish to remain they should reapply for membership and new appointment letters from the Mayor. Appointment status of members serving past their terms is as follows:
 - Kelm (appointment date: 3/24/2014)
 - Jones (appointment date:12/22/2014)
 - Widener (appointment date: 4/28/2014)
 - Irvin (appointment date: 9/21/2015)
 - Aiken (last action: 1/19/2016 Recommended by Transportation Committee, never confirmed)
 - Eades (last action: 19/2016 Recommended by Transportation Committee, never confirmed)
 - Kelly (last action: 1/19/2016 Recommended by Transportation Committee, never confirmed)
 - Gianetti (no record, prior to 2013)
 - Pachler (no record, prior to 2013)

Approval of Minutes

1. A motion to approve the January 2018 Meeting Minutes was made by Ann Widener and seconded by Brian Kelm. The motion was approved by voice vote.

New Business

1. The Chairman mentioned board comments regarding the Transportation priority letter to Anne Arundel County. For timely inclusion in the comments from the city to the county, board members need to provide these comments by 4 March 2018.

Old Business

1. Board Elections: The Chairman asked for a motion offering a slate of new officers for the board for 2018. No motion was made and elections deferred to the March meeting.

2. Discussions of the KPI review were deferred to the March meeting, and discussions were moved to Transportation Board member appointments.

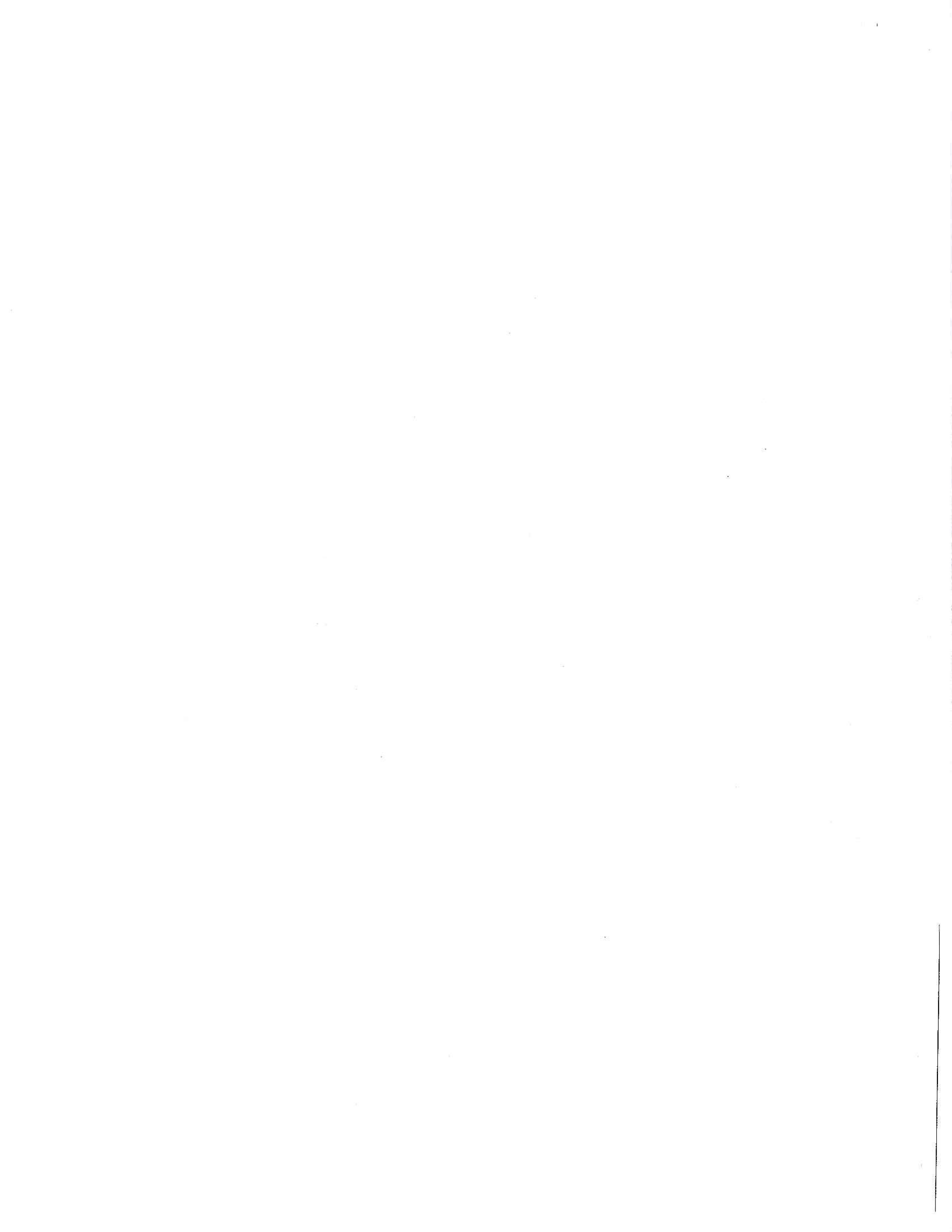
Ann Widener made a motion to adjourn at 2033 and the motion was seconded by Brian Kelm. A voice vote approved the motion.

Respectfully Submitted,

Brian Kelm

Attachments:

1. Agenda for 28 February 2018 Meeting
2. Annapolis Parking Enforcement Pilot Program Handout





BRK
23 May 2018

City of Annapolis Transportation Board Minutes

The May 2018 meeting of the Transportation Board was held on 23 May 2018 with the following members present:

Alex Pine, Chairman
Christopher Aiken, Vice Chairman
Brian Kelm, USNA/NSAA
Carol Kelly
Mike Pachler
Ann Widener
Arjan Vanandel
Molly Burnette, St John's College

The following members were not present:

Amy Jones, Secretary
Beth Dolezal
Robert Eades
John Gianetti
Wes Irvin

The meeting was brought to order at 1841. Dr. Kwaku Agyemang-Duah, City of Annapolis Transportation Planner was present as was Mr. George Palmer from Urban Eventours.

Chairman's Report- Mr. Pine stated that Alderman Ellie Tierney, John Kemp and he are trying to schedule a town hall meeting on Dynamic Parking. The meeting time is still to be determined.

He is also working on a town hall on Bike Share, but the topic is not ready for prime time as of yet.

Ms. Carol Kelly mentioned the potential new traffic pattern near the City Dock and removal of the traffic circle. Additionally, she mentioned the concern of citizens regarding the speed of traffic on Forest Drive near schools.

Mr. Pine mentioned that he has written a letter to the City Manager regarding SP+, asking for a single city point of contact regarding this contract. Ms. Anne Widener requested to know what SP+ was evaluated upon last year and what award was provided to SP+ for their performance.

Staff Report- Dr. Agyemang-Duah provided the staff report from the City of Annapolis Transportation Department. He mentioned that AA County wishes to partner with the City regarding the transit system. He mentioned that these is work underway on a plan for operations, maintenance and acquisition of transit vehicles via a grant.

New Business- Mr. George Palmer from Urban Eventours provided a presentation with enclosed handouts regarding electric on demand vehicle service for Annapolis. He provided information and background on the service his firm provides. He is requesting a pilot program with SP+ on behalf of the City of Annapolis Transportation Department. The board would like a specific proposal to discuss, evaluation and so that a recommendation could be forwarded.

A motion was made seconded and approved to adjourn at 2026 m. A voice vote approved the motion.

Respectfully Submitted,

Brian Kelm

Attachments:

1. Agenda for 23 May 2018 Meeting
2. Business card and handouts provided by Mr. George Palmer

CITY OF ANNAPOLIS
160 DUKE OF GLOUCESTER STREET
ANNAPOLIS, MARYLAND 21401
410-263-7997



TRANSPORTATION BOARD
CHAIRMAN: ALEX PLINE
VICE CHAIRMAN: CHRISTOPHER P. AIKEN
SECRETARY: AMY JONES

AGENDA

6:30 pm Wednesday, May 23, 2018

CALL TO ORDER

NEW BUSINESS

1. Request to add 1 block of Monticello Ave to Residential Parking District 3 by Eric Prager
2. Presentation/Q&A on use of electric on demand vehicles by George Palmer, Urban Eventours

CHAIRMAN'S REPORT

1. What is Dynamic Parking Pricing – Town Hall Meeting, May 30

APPROVAL OF MINUTES

1. March 28, 2018

STAFF REPORT

OLD BUSINESS

1. Board Elections
2. 2018 SP+ KPI Review

George Palmer
443-510-1348 (office)
240-602-7132 (direct)

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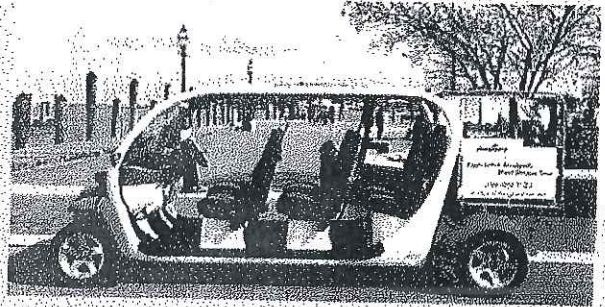
George@UrbanEventours.com
UrbanEventours.com

Urban Eventours, Inc.

443-510-1348

UrbanEventours.com

AnnapoliUrbanAdventures.com



about us

Urban Eventours uses all-electric, 5-passenger vehicles to show you around town. We offer an unique touring option as well as transportation services for weddings, corporate events, reunions and more.

our tour options (see back for details)

Annapolis City View Tour

Explore the Heart of Annapolis Tour

Original Annapolis Seafood Crawl

Original Annapolis Dessert Sprawl

Annapolis at Night

Private Tour

Facebook:

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facebook.com/UrbanEventours



CPA
27 June 2018

City of Annapolis Transportation Board Minutes

The June 2018 meeting of the Transportation Board was held on 27 June 2018 with the following members present:

Christopher Aiken, Vice Chairman
Carol Kelly
Ann Widener
Alderman Ellie Tierney, Ex-official Member

The following members were not present:

Alex Pine, Chairman
Amy Jones, Secretary
Brian Kelm
Beth Dolezer
Arjan Vanandel
Robert Eades
John Gianetti
Wes Irvin
Mike Pachler
Molly Burnett, St John's College

The meeting was brought to order at 1840. There were no visitors/citizens at the meeting. Mr Rick Gordon from the City of Annapolis Transportation Department were present.

Special Topic-

Mr. Kurt Regal attended the meeting and inquired about Transportation Board status and opportunities.

Chairman's Report

None

Approval of Minutes

No quorum.

New Business

Transportation Department Monthly Report - Mr. Rick Gordon

1. Capital Improvements

Mr. Gordon reported that the State provided funding to resolve an outstanding 2014 deficiency of a oil and water separator at ADOT.

2. Ridership

May was higher than previous report except for 4 routes. Overall less riders due to school being out. Planning to procure three smaller buses - plan more smaller vehicles as the new standard. Large buses will be retained for heavy travelled routes. Plan to decommission trolleys as they are high maintenance expenses, not safety compliant (slippery seats), and heating/air conditioning complaints.

3. SP+ Fee Structure

\$63K annual fee per year.

\$34K incentive fee per year (received \$27K for FY17) = 3%

\$100K total profit possible per annum

\$250K monthly operating cost average (\$3M per year)

Old Business

Ann Widener made a motion to adjourn at 2033 and the motion was seconded by Carol Kelly. A voice vote approved the motion.

Respectfully Submitted,

Chris Aiken

Attachments: None