



**City of Annapolis**  
**Office of the City Clerk**  
 160 Duke of Gloucester Street  
 Annapolis, MD 21401-2535

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February 1, 2015

To: Mayor and Alderpersons  
 City Manager Andrews

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

RE: Annual Reports FY2014 pursuant to City Code Sec. 2.60.030 - Copies of reports received attached:  
*(Boards and Commissions in RED have not been received as of 2/1/15)*  
*(Boards and Commissions in green are not required to report in 2014)*

<b><u>Board</u></b>	<b><u>Staff liaison</u></b>	<b><u>Department</u></b>	<b><u>Committee</u></b>
Alcoholic Beverage Control Board	Hilary Raftovich	City Clerk	Economic Matters
Annapolis Conservancy Board	Rob Savidge	DNEP	Environmental Matters
Annapolis Environmental Commission	Maria Broadbent	DNEP	Environmental Matters
Annapolis Heritage Commission	Lisa Craig	Planning and Zoning	Economic Matters
Art in Public Places Commission	Marisa Wittlinger	Recreation and Parks	Rules and City Government
Board of Appeals	Jacquelyn Rouse	Planning and Zoning	Economic Matters
<i>Board of Supervisors of Elections</i>	Regina Eldridge	Office of Law	Rules and City Government
Building Board of Appeals	Maria Brown	DNEP	Economic Matters
Civil Service Board	Paul Rensted	Human Resources	Rules and City Government
<i>Commission on Aging</i>	Jacalyn Bierman	Mayors Office	Housing & Human Welfare
Education Commission	Jacalyn Bierman	Mayors Office	Housing & Human Welfare
Ethics Commission	City Attorney	Office of Law	Rules and City Government

Financial Advisory Commission	Melissa Leaman	Finance	Finance Committee
Historic Preservation Commission	Shari Pippen	Planning and Zoning	Economic Matters
Housing & Community Development	Theresa Wellman	Planning and Zoning	Housing & Human Welfare
Human Relations Commission	Trish Hopkins	Human Resources	Rules and City Government
Maritime Advisory Board	Frank Biba	DNEP	Economic Matters
Planning Commission	Jacquelyn Rouse	Planning and Zoning	Economic Matters
Plumbing Inspectors Committee	Maria Broadbent	DNEP	Economic Matters
Police and Fire Retirement Plan Commission	Melissa Leaman	Finance	Public Safety
Port Wardens	Frank Biba	DNEP	Environmental Matters
Public Safety Disability Retirement Board	Paul Rensted	Human Resources	Public Safety
Recreation Advisory Board	Michael Morris	Recreation and Parks	Economic Matters
Risk Management Committee	Mary O'Brian	Finance	Public Safety
Transportation Board	Transportation	Transportation	Transportation



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

January 22, 2015

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

FROM: Hilary Roggio Raftovich  
 Deputy City Clerk

RE: Annual Report 2014 – Alcoholic Beverage Control Board

**Duties:** To act on applications regarding alcoholic beverage licenses; to adopt, administer and enforce rules; and to discipline a licensee who violates the rules or other laws.

**Attendance:**

Members	Jan 8	Feb 5	Mar 5	Apr 2	April 4	May 7	Jun 4	Jul 2	Aug 6	Sep 3	Oct 1	Nov 5	Dec 3
Leonard Berman, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lawrence Harris Jr., Vice Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Michael Miron	✓	X	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
Valerie Miller	✓	X	✓	✓	X	✓	X	✓	✓	✓	X	✓	X
Catherine Shultz	✓	✓	✓	X	X	R	-	-	-	-	-	-	-

✓ Present      X Absent  
 R Resigned    A Appointed

The Alcoholic Beverage Control Board completed thirty one years of operation on December 31, 2014, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2014 is submitted herewith.

License renewals were processed in March and April, 2014. All licensees were in good standing with respect to City fees and State taxes. All licenses, except one, Piccolo Roma, were renewed.

The Board issued thirty-one sidewalk cafe licenses for consumption of alcoholic beverages on City property, and six sidewalk cafe licenses without alcohol, collecting, twelve thousand, five hundred and eighty dollars (\$12,580) in license fees.

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

Back Creek Cafe .....	\$500
Loews Annapolis .....	\$750
Metropolitan.....	\$500
Portside Mart.....	\$500
Luna Blu.....	\$750

Fines collected in 2014 for violations of the Alcoholic Beverage Control Board Rules and Regulations were three thousand dollars (\$3000.00).

Also during 2014 the Board heard and acted upon the following matters, collecting four thousand seven hundred and fifty dollars (\$4,750) in fees:

1	Transfer Application .....	\$500.00
3	New License Applications.....	\$675.00
11	Substitution of Officers.....	\$2,475.00
2	Upgrade Applications.....	\$550.00
2	Downgrade Applications .....	\$550.00

One hundred and seventy seven (177) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling twelve thousand, three hundred and fifteen dollars (\$12,315.00).

At the end of 2014, One hundred and nine licenses were active, collecting four hundred and forty two thousand, five hundred and forty dollars (\$442,540.00) in license fees.

The election of officers was held in August. Leonard Berman was elected Chairman and Lawrence Harris, Jr. was elected Vice-Chair.

The Alcoholic Beverage Control Board held 13 meetings. Present were Leonard Berman, 13; Lawrence Harris, 13; Valerie Miller, 8; Mike Miron, 11 and Catherine Shultz, 3 (Ms. Shultz resigned from the board)

*Respectfully submitted to the Mayor and City Council by the*

**ALCOHOLIC BEVERAGE CONTROL BOARD**

Chair: Leonard Berman  
Vice Chair: Lawrence Harris, Jr.  
Members: Valerie Miller & Mike Miron

ABCB board Actions 2014																			
month	sdwk cafe W/ alcohol	sdwk cafe w/o	disciplinary hearings	fines	transfer	new	annual fee	expa nsion	upgrad e	change in annual fee	downgrade	change in annual fee	substitution	extension of premises	Cons. on city property	renewals	deletions	one days Beer	one days BWL
			Back creek cafe	\$500.00									Fleet Reserve						
			Loews Annapolis	\$750.00															
			metropolita n	\$500.00															
			portside mart	\$500.00															
Jan totals	0	0	4	\$2,250.00	0	0	0	0	0	\$0.00	0	\$0.00	1	0	0	0	0	0	1
						Preserve	\$6,490.00												
											Lemongrass	-\$1,570.00	Miss Shirleys	Rams Head Tavern					
											Metropolitan	-\$250.00	Loews Annapolis armadillos						
Feb totals	0	0	0	\$0.00	0	1	\$6,490.00	0	0	\$0.00	2	-\$1,820.00	3	1	0	0	0	0	7
														Galway					
														Eastport Democratic					
														Boatyard					
														Fado					
														Stan & Joes					
March totals	0	0	0	\$0.00	0	0	0	0	0	\$0.00	0	\$0.00	0	4	0	0	0	0	12
			Luna Blu	\$750.00															
														O'Callaghan					
														Factors Row					
April Totals	29	6	1	\$750.00	0	0	0	0	0	\$0.00	0	\$0.00	2	0	0	107	1	1	20
						Cafe Windward	\$2,980.00								Eastport Democratic			Presidents hill	
may totals	0	0	0	\$0.00	0	1	\$2,980.00	0	0	\$0.00	0	\$0.00	0	1	1	0	0	3	13
June totals	0	0	0	\$0.00	0	0	0	0	0	\$0.00	0	\$0.00	0	0	0	0	0	0	5
						Vida Taco	\$3,560.0								dean street				
July Totals	0	0	0	\$0.00	0	1	\$3,560.00	0	0	\$0.00	0	\$0.00	0	0	1	0	0	3	14
														lupita's parole liqours	Eastport Democratic				
Aug totals	0	0	0	\$0.00	0	0	0	0	0	\$0.00	0	\$0.00	2	1	0	0	0	0	5
															regina's				
														Marriott					
Sept totals	0	0	0	\$0.00	0	0	0	0	0	\$0.00	0	\$0.00	0	2	0	0	0	0	6
						Iron Rooster													
														Reuben Restaurant	Stan & Joes				







# One day Liquor Licenses 2014

	1st time	name of club	name of event	# ppl	Beer or BWL	time	location	contact person	contact number	music Y/N	needs ABCB approval	On City Property	APD	AFD	monthly total	
July 17		Annapolis Maritime Museum			BWL											
July 19		Howard University Alumni Association			BWL											
July 19		Connected Warrior Foundation			BWL											
July 24		Annapolis Maritime Museum			BWL											
July 24		Mid-Atlantic Marine Education Association			BWL											
July 26		St. Mary's			BWL											
July 26		Annapolis Yacht Club			BWL											
July 26		Annapolis Community Boating			Beer											
July 31		NAAA			Beer											
July 31		Annapolis Maritime Museum			BWL											
<b>July total</b>																<b>17</b>
August 1		Rotary Club of Annapolis			BWL											
August 2		Seafarers Yacht Club			BWL											
August 4		NAAA			beer											
August 7		Annapolis Maritime Museum			BWL											
August 9		NAAA			beer											
August 14		Maryland Hall			BWL											
August 16		NAAA			Beer											
August 17		Annapolis Yacht Club			beer											
August 22		St Mary's			BWL											
August 24		Annapolis Striders			beer											
August 30		Annapolis Yacht Club			BWL											
<b>August Totals</b>																<b>11</b>
September 5		Maryland Hall			BWL											
September 6		Annapolis Yacht Club			Beer											
September 7		Travis Manion Foundation			Beer											
September 12		Annapolis Yacht Club			Beer											
September 13		Annapolis Yacht Club			Beer											
September 14		Annapolis Yacht Club			Beer											
September 13		St Johns College			BWL											
September 13		Arts Council of Anne Arundel County			beer											
September 20		Hospice Cup			BWL											
September 20		Annapolis Maritime Museum			BWL											
September 20		USNA Alumni Association			BWL											
September 20		NAAA			BWL											
September 20		USNA Class of 2009			BWL											
September 21		West Annapolis Business Association			BWL											
September 27		NAAA			BWL											
September 27		USNA Alumni Association			BWL											
<b>September Total</b>																<b>16</b>
October 2	x	Waterkeepers Chesapeake	Film Festival	120	BWL	6:30-9:30pm	723 2nd street	Betsy Nicholas	202-423-0504	N						
October 3		Maryland Hall	Young Patrons Wine Tasting	100	BWL	7-9 pm	801 Chase st	Dennis Coughlin	410-991-5730	N						
October 4		AYCC	Fall Series	100	BWL	5:30-8pm	310 1/2 Sixth Street	Linda Ambrose	443-994-4235	N						
October 7		Historic Annapolis	Fundraiser/Reception	400	BWL	5-9 pm	186 Prince George St.	Carrie Kiewitt	410-269-7619	N						







## City of Annapolis

### Department of Neighborhood & Environmental Programs

145 Gorman Street, 3<sup>rd</sup> Floor  
Annapolis, MD 21401

January 15, 2015

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

FROM: Karen Jennings  
Annapolis Conservancy Board Chair

RE: Annual Report 2014 – **Annapolis Conservancy Board**

## Duties

The **Annapolis Conservancy Board** continued to provide easement inspections and consultation for the City in 2014, ensuring that the easements within the City are being properly enforced. In addition to those duties, they participated in efforts to restore streams and update the City's Site Design Manual.

The largest challenge facing the board is unfilled vacancies in board membership. We started the year with one vacancy, and during the year one person resigned because he moved outside the City limits, and another had to resign due to a conflict with his professional work with the Maryland Environmental Trust. A founding member and long-time chair of the Board, Jay Baldwin, passed away last year as well, and his loss has deeply impacted the Board. The Board seeks new members who are energetic and motivated to assist with easement inspections and identifying priorities for conservation.

#### Annapolis City Code Chapter 2.50

*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))*

**The Annapolis Conservancy Board meets every other month.**

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Karen Jennings, Chair	X		X		X		X		X		X	
Jay Baldwin												
Jon Chapman	X		X				X					
Gretchen Clift	X		X		X							
David Fogle												
Thomas Lippert	X		X						X		X	
<b>Vacancy</b>												

X – Indicates present at meeting

**Ongoing Activities of the Board:**

- Inspection of conservation easements within the City limits to ensure they are being properly managed by the easement owners.
- Respond to questions and concerns from property owners about easements.
- Facilitation of the transfer of the Schubert Property to the City. This is a parcel located at the headwaters of College Creek – an ideal location for water quality improvements. The property owner has offered to transfer the parcel to the City at no cost.
- Facilitation of a formalized agreement between the City and County regarding Program Open Space funding for land acquisition.
- Coordination with the Spa Creek Conservancy and their consultants regarding stream restoration projects planned in or adjacent to conservation easements – Hawkins Cove and Spa Creek headwaters.
- Pursuing formalization of existing recreational trails within the Vytar easement as a community connection to Truxtun Park.

**Special Activities of the Board in 2014:**

- Facilitated a signed cooperative agreement between the City of Annapolis and the Maryland Environmental Trust (MET).
- Gave a short presentation to the MET Board about the Annapolis Conservancy Board, who we are and what we do.
- The Board was approached to review a request to dissolve an isolated easement at the Village Greens townhouse development at South Cherry Grove Avenue. The Board gave their approval under the condition that the City Law Office review the legality of

expunging the easement, that the County tax records are updated, and that the trees are replaced at a 2to1 ratio that will increase the existing canopy by 150%. The Board followed up with DNEP to ensure the conditions were met.

- Received a briefing on the Spa Creek headwaters stream restoration from the Spa Creek Conservancy and their consultant. The project will impact three conservation easements along the project corridor. The project goals for the Spa Creek Restoration Project are to reduce in-stream erosion; improve aquatic wetlands; improve water quality; minimize impact from restoration construction; and improve conditions for adjacent homeowners. The Board solicited input from the Scenic Rivers Land Trust, who owns one of the three easements to be impacted.
- Provided recommended wording to update the Planning & Zoning department's Site Design Manual related to conservation easements.
- Recruited new members to fill Board vacancies.

### Challenges:

- Board vacancies – Member resignation and long lag times to fill existing vacancies have impacted our abilities to conduct easement inspections. Filling these vacancies with new, energetic members will help us complete those inspections and make progress on our other projects.
- Conservation easement consideration not a clear part of the development review process. Conservation easements should be located, and adjusted to better meet conservation targets, during the early phases of the development review process, often during the Forest Conservation Act review stage. Historically, the Board has worked with Planning and Zoning to accomplish this. More recently, our City liaison with DNEP (Robert Savidge) was ensuring that Board interests were being brought up early in the process, as he was involved with early plan reviews. However, now that our liaison is no longer involved with the early review process, we are concerned that our interests regarding easement creation and easement standards are not being adequately addressed by the City. We would like someone from either DNEP or P&Z to regularly communicate with us about conservation easement in the development review process.
- Staff changes – Ongoing staff changes in the City's Law Office, Department of Planning and Zoning, and Department of Parks and Recreation have created a discontinuity that has made it difficult for us to complete some of our long-term projects.

## 2015 goals:

Over the course of the new year the Conservancy Board would like to increase the number of easement inspections performed and foster more owner/HOA participation in the easement inspection process to help build their relationship with the Board. They would also like to set the following goals for 2015:

- Green infrastructure assessment for the City of Annapolis. This project will help to identify important natural areas and open spaces that are valuable for conservation (for example, parcels that provide connections to other greenway corridors, important habitat areas, or natural areas in underserved communities). We would like to reach out to County and City planning officials to put together this assessment. Having such areas identified will make it easier to direct Program Open Space dollars, or other similar funding, towards acquisition of the most environmentally important areas in Annapolis.
- Production and reproduction of Board outreach materials.
- Establish a relationship of cooperation and good communication with the new Planning and Zoning director.



Karen L. Jennings, Chair

## **Annapolis Environmental Commission (AEC)**

### **ANNUAL REPORT FOR 2014**

#### **Highlights**

During the year members of the AEC have included Dr. Kurt Riegel (Chairman), Fred (Rick) Kissel (Vice Chairman), Diane Butler, Bill O’Leary, Ted Weber, Paul Murphy, Sari Kiraly, Suzanne Pogell, Lon Powell, Bevin Buchheister, and Tom Zolper.

Annapolis employees who attended regularly to support the AEC were Maria Broadbent, Frank Biba, Matt Waters. The Commission notes the excellent work by Tami Hook in recording the proceedings of AEC monthly meetings and expresses its gratitude.

At our regular monthly meetings guests and/or special presentations during the year featured: David Jarrell (Director DPW), Darrick Sparks, Philip Favero, Paul Murphy, Prof. Ralph Dubaya, R. Anthony & D. Thomas (AACO Recreation and Parks), C. Carrier (AACO Planning and Zoning), Suzanne Weber, Ray Sullivan, Rick Leader (Scenic River Land Trust), B. Bateman, Karen Jennings, Alex Pline, D. Barker, Corinne and William Irwin, T. McGranigan, Phil Favero, Wilfred Candler, Mike Haberman, Anne Bastian, Liz Vanden Heuvel, Michael Leahy (City Attorney)

#### **Topics considered by Committees**

*Development.* Projects planned or in process at the following locations were discussed during the year: Thomas Woods, Reserve at Quiet Waters, Crystal Spring, Milkshake Lane. Rodgers Property (Bembe Beach Road), the Enclave at Spa Road, Hayes Annexation Property, Rocky Gorge, Griscom Square, Annapolis Neck Annexation of Samaras Property.

*Water Quality.* Concerns over whether expenditures of stormwater fee revenues were proper were transmitted to the City Council. The AEC considered and passed a resolution recommending that the city adopt several measures aimed at improving marine water quality by improving public information and pumpout infrastructure, making pumpout free for small vessels to encourage use, and applying for designation as a federal No Discharge Zone.

*Energy.* Opportunities for city installation of solar generating capacity were discussed, as were other possibilities for shifting city reliance toward renewable forms of energy.

*Outreach.* Bill O’Leary designed and maintained many features of the AEC web site and helped greatly with information technology challenges.

The AEC is fully populated with members currently, and interested members of the public are always encouraged to attend especially if they might have an interest in future participation as an official member.

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kurt Riegel, Chairman	X	X	X	X	X	X	X	X	X	X	X	X
Rick Kissel, Vice Chairman	X	X	X	O	X	X	X	X	X	X	X	X
Ted Weber	X	X	X	X	X	O	X	X	X	O	X	X
Bill O'Leary	O	X	X	X	O	X	X	X	X	X	X	O
Diane Butler	X	X	X	X	X	X	X	X	X	X	X	X
Suzanne Pogell	X	X	O	X	O	X	X	X	O	X	X	X
Sari Kiraly	X	X	X	X	O	O	X	X	X	X	O	X
Tom Zolper	O	O	O	O								
Paul Murphy						X	X	X	X	X	X	X
Bevin Buchheister						X	X	X	X	X	O	X
Lon Powell												

- X – Indicates present at meeting
- O – Indicates absent
- blank – Indicates not a member
- \* – Indicates meeting cancelled

### January

Mr. David Jarrell, Director DPW, presented on recycling announcing new wheeled toters, solar and renewable energy opportunities, and stormwater. Topics for discussion at a prospective breakfast meeting with the new Mayor were discussed.

### February

No Discharge Zone was discussed and city staff estimated it would take \$5000 to launch. DNEP presented information on the status of backyard chicken ordinance implementation.

### March

Completed work on resolution regarding proper uses of stormwater revenues for the city council.

### April

Climate change and Cove point were discussed with respect to their significance for Annapolis. An upcoming tree giveaway event was announced by DNEP.

## **May**

Dr. Ralph Dubaya of the University of Maryland presented his work on measuring tree canopy cover and biomass using LIDAR (Light Detection Air and Ranging) imagery.

## **June**

AEC completed formal comments on the proposed Crystal Spring development Preliminary Forest Conservation Plan, and published an OpEd piece in the Capital-Gazette on this subject.

## **July**

Heard and discussed presentations by Karen Jennings on a pilot project to replace sidewalks with pervious structures, and by Alex Pline on “Complete Streets”

## **August**

Continued discussions of marine water quality, renewable energy, and reducing the city’s carbon footprint.

## **September**

Discussed a marine No Discharge Zone and a number of other water quality recommendations, for a future AEC resolution.

## **October**

Power Point presentation and intense discussion of a marine No Discharge Zone and a number of other water quality recommendations, with decision to circulate draft resolution.

## **November**

Presentation by Climate Stewards of Greater Annapolis (CSGA) featuring Phil Favero and Wilfred Candler on global climate change and policy options to address it.

## **December**

Discussed Annapolis planning and progress toward meeting Total Maximum Daily Load (TMDL) requirements of the Clean Water Act, and city plans for an Energy Park. Transmitted AEC resolution concerning marine water quality to the City Council.

/s/

Kurt W. Riegel, PhD  
Chairman (2014) Annapolis Environmental Commission

**ANNAPOLIS HERITAGE COMMISSION  
ANNUAL REPORT FOR 2014**

**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 Officers & Members**

Robert Clark	1/28/2013		6/30/2016
Alma H. Cropper	11/28/2011		6/30/2014
Karen Engelke	11/28/2011		6/30/2014
David W. Haight	11/28/2011	9/23/2013	6/30/2016
Constance Werner Ramirez	11/28/2011		6/30/2015
Janice Hayes-Williams	11/28/2011		6/30/2015
William Jeffrey Holland	11/28/2011		6/30/2015
Theodore Mack, Chair	11/28/2011		6/30/2015
Jane Wilson McWilliams	11/28/2011	9/23/2013	6/30/2016
Linnell R. Bowen	11/28/2011	9/23/2013	6/30/2016
Robert Worden	11/28/2011	9/23/2013	6/30/2016
VACANT			

**AHC Membership Criteria**

There is currently one vacancy on the Commission. 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**

<b>2014</b>	<b>Feb 19</b>	<b>April 9</b>	<b>June 4</b>	<b>Sept. 8</b>	<b>Dec. 3</b>
Robert Clark		X			
Alma H. Cropper	X				
Karen Engelke			X	X	
David W. Haight	X	X	X	X	X
Constance Werner Ramirez	X	X	X		
Janice Hayes-Williams				X	X
William Jeffrey Holland	X	X		X	X
Theodore Mack, Chair	X				X
Jane Wilson McWilliams	X	X	X	X	X
Linnell R. Bowen			X	X	
Robert Worden	X	X	X	X	X

X – Attended

**February 19, 2014**

Review of Site Design Standards (Section 21.62.060)  
 Review of Primrose Hill – Preliminary Forest Conservation Plan  
 Update of Eastport Conservation Landmark Committee  
 Discussion on Living Landmarks Nominees for 2014  
 Review of the Art in Public Places Committee Annual Report  
 Ad-hoc Commission Support  
 Charter 300 Sign

**April 9, 2014**

Review, ideas and feedback for the 6 Wayfinding System kiosk panels

**June 4, 2014**

Discussion on the 400<sup>th</sup> anniversary of the death of Queen Anne

Update on Living Landmarks Awards  
Replacing the West Street Historic Markers  
Update on the Primrose Farm development  
Presentation by Annapolis 1864 – request/approval for markers celebrating the 150<sup>th</sup> anniversary  
Discussion on Oral History project  
Presentation by Lisa Craig on the Cultural Resource Hazard Mitigation Plan

**September 8, 2014**

Newman Park kiosks  
History posted on City web site

**December 3, 2014**

Emancipation Day recap  
Lincoln Walk 150<sup>th</sup> Anniversary (1865)

During the 2014 year, the Heritage Commission supported the following activities through volunteer and financial support:

- Historic research related to the Hazard Mitigation plan for the Annapolis Historic District
- Design and printing of the Walk West Annapolis Scavenger Hunt in partnership with the West Annapolis Heritage Partnership
- Drafting of the Freedom Park City Council Resolution
- Support for the Maryland Day 2014 activities of the Commission on Maryland' Constitution and the Abolition of Slavery

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Theodore Mack, Chair  
Annapolis Heritage Commission

## ANNUAL REPORT, ART IN PUBLIC PLACES COMMISSION, 2014

Commission members volunteered their time and talent to accomplish a number of activities related to the goals defined in the commissions' 2013 strategic plan

After successfully reinstalling the Boynton paintings of Annapolis to the City Council Chambers, at the request of the City Council, the Commission found homes for the other art works that had been removed from City Hall. The Chase LLOYD House accepted on loan, the three paintings of famous Maryland women: Anne Catherine Green, editor of the "Maryland Gazette," Harriet Tubman of Underground Railroad fame, and Anne St. Clair Wright, preservationist and leader of Historic Annapolis. Commission member Leonard Koscianski was instrumental in the transport and hanging of the paintings. A reception and unveiling in the historic house was sponsored by the Commission in March. Historic Annapolis accepted the Marion Warren photo reproductions of four paintings of Maryland signers of the Declaration of Independence, all Annapolitans.

In November, Mayor Pantiledes agreed to continue local artists' exhibits in City Hall. Several meetings have been held with city staff regarding a plan to outfit the building for the hanging of art works and a coordinator retained to commission exhibits beginning in spring 2015.

Consonant with the City Dock Plan, which recommends utilizing the City Dock stage for the performing arts, the Commission launched the first performing art series with its "Thursday Evenings with the Stars" in July and August. In compliance with the City regulations, Commission member Cynthia Towle-Krewson represented the AIPPC at each performance, which are free and open to the public. Flyers announcing the series were distributed in coffee shops around town. A concert performed by students of local music teachers attracted the largest crowd numbering 250. Other performers included the Army Jazz band and local groups as Jazz Mosaic and Colonial Players; also appearing on the dock stage was vocalist Tony Spencer. Residents of Ginger Cove were among those who enjoyed the performances. The Commission has agreed to continue the series with professional local artists and to secure funds to pay professional artists. Efforts to secure a coordinator, solicit performers, and obtain sponsors are underway.

In the spring, the Commission met with representatives of the United States Naval Academy to discuss a partnership to develop a plan to treat the wall that encloses the Academy along King George Street as a site for art. On receiving support from the Superintendent, the Commission arranged a meeting with the USNA Alumni Association, which agreed to reach out to its membership requesting support. The new Superintendent is currently reviewing the proposal.

Considerable time was spent reviewing a proposal from the Housing Authority of the City of Annapolis that called for a mosaic mural to be created for the Harbor House community pool and a mural for the Robinwood community. As the official responsible for the projected program is no longer with HACA, the proposal has been put on hold. Also on hold is the Carr's Beach photomural designed for the wall of the Giant Foods store in Ward 7 owing to the lack of agreement concerning liability issues between the City and the Giant Foods Corporation.

Other Commission activities included: (1) representation in the planning process for a redesign of the Whitmore Park being pursued by Friends of the Park with the assistance of a University of Maryland urban-planner intern; (2) working in cooperation with the Office of Public Works to place a sculpture gifted to the Commission by Annapolis resident Clarence Goldberg; (3) planning an art sale, "Art from the Attic", to raise funds to help support the Commission's work for which an account with the Annapolis Community Foundation has been secured; (4) soliciting artwork for 3 small public properties; and (5) Commission member Terry Peterson's working with city staff to upgrade the AIPPC web site. In June Commission members participated in a goal setting and financial strategy retreat.

The Commission's biggest challenge in 2014 was to fulfill its promise to create a record of the public art in Annapolis. St. Johns student Charles Zug was retained to inventory the City's publicly accessible artwork. The City Council acknowledged his work with a resolution of appreciation. Members of the Commission Moyer, Palumbo and Peterson cooperated in researching, photographing, and writing text for the catalog that became the City's first publication "Art in the City of Annapolis, an art gallery without Walls", published and launched on December 7, 2014 at a reception at St John's College. Concurrently, "What's Up Magazine" published a cover story detailing the City's major art offerings in its December issue. Additionally "Outlook by the Bay Magazine" included an article on the United States Naval Academy Chapel Art works authored by AIPPC Chair Ellen Moyer. These publications help promote the city as an art destination, attracting tourists and boosting the local economy. In furtherance of this initiative, the Commission has launched a new program for mapping an art-walking trail (similar to one initiated in Charleston, SC) that is scheduled to appear on the city's website in February 2015.

As the year ends, the City Art publication is already being reprinted to meet the demand from hospitality outreach centers as the USNA, city hotels, Bed and Breakfasts, and Historic Annapolis. The AIPPC recognizes Art as a City economic asset. It is our mission to enhance the public art environment of the City and to encourage national recognition of Annapolis as one of the nation's top cities for the Arts. Funding and a coordinated approach as defined in the City Law, (6:24 establishing AIPPC) are essential to this achievement.

Approved by the Art in Public Places Commission, December 16, 2014

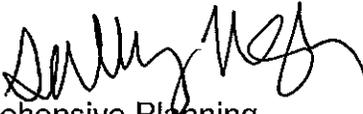
Ellen Moyer, Chair



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

January 7, 2015

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

FROM: Sally Nash   
Chief of Comprehensive Planning

RE: Annual Report 2014 – Board of Appeals

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**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.

**Highlights:**

Projects heard included a case to allow a Royal Farms as a delicatessen on Dock Street. An appeal for a demolition denial was also heard along with other variances and special exceptions.

**Membership:**

There is currently one vacancy and one vacant alternate position.

**Attendance:**

Members	Jan	Feb	Mar 3/4	Mar 3/19	Apr	May	Jun	Jul *	Aug **	Sep 9/2	Sep 9/17	Oct	Nov	Dec 2	Dec 17
Christian Zazzali, Chair	X	X	X				X			X	X	X	X	X	X
Robert P. Gallagher	X	X	X		X	X	X			X	X	X	X	X	X
Derek Meyers	X	X	X	X	X	X	X			X	X	X	X	X	X
Victoria Reyes Garcia	X		X	X	X	X	X					X		X	X
Christian Elkington	X	X	X	X	X	X	X		Resigned						

- X – Indicates Present at Meeting
- \* – Indicates Meeting Cancelled
- \*\* – Indicates No Meeting Scheduled

**Criteria for Membership:**

The criteria for membership of the Board of Appeals shall be residents and registered voters of the City.

**Advertisement of Meetings:**

Public hearings and administrative meetings of the Board of Appeals are advertised in the legal notice section of *The Capital*. Meeting agendas are posted on the City’s web site [www.annapolis.gov](http://www.annapolis.gov) under “Boards and Commissions.” The staff to the Board of Appeals places a legal announcement in *The Capital* newspaper fifteen days prior to the regular public hearing. Properties are also posted with a “Notice of Hearing Sign” fifteen days prior to the public hearing.

**Meetings:**

The Board of Appeals meets in the Council Chamber at 160 Duke of Gloucester Street on the first Tuesday of each month at 7:00 p.m. A second meeting date of the second Wednesday of each month is reserved for the Board of Appeals should the need arise.

**Minutes:**

Minutes are recorded on a DVD system currently used in the Council Chamber. All minutes are reviewed by the Board and the approval takes place during the public hearing. The final approved minutes are marked and filed in the minute book in the Department of Planning and Zoning. Copies of the approved minutes are distributed to the Board of Appeals, Mayor, City and the public upon request.

Building Board of Appeals

Board Membership

Board Members consist of: Carl Corse, Chair; Jay Schwarz; Mark Hall; Matthew Evans. There is currently one vacancy on the board. A search has begun to fill that vacancy with someone who has experience with the Forest Conservation Act.

Board Highlights

A hearing was held 10/28/14, Tim Nugent vs. City of Annapolis. The case regarded results of inspections of two rental properties owned by Mr. Nugent at 800 Chesapeake Avenue, Apt. 2 and 101 Roosevelt Court, which required Mr. Nugent to install hard-wired interconnected smoke alarms throughout both properties. The Board upheld the decision of the Department of Neighborhood and Environmental Programs (DNEP) because DNEP applied the code in a proper manner.

DNEP received a request for a hearing from Andrejs Fraifelds et al, and one from the South River Federation, both appealing the approval of the Forest Conservation Plan for the Aris T. Allen development known as Rocky Gorge. Both were to be represented by the same counsel. A Motion to Dismiss was filed by the attorney representing the developer. The developer met with the Appellants and he believes that they may be able to settle the matter. All attorneys agreed to continue the matter until a settlement can be reached.

2014	Jan**	Feb**	Mar**	Apr**	May**	June**	July**	Aug**	Sept**	Oct	Nov**	Dec*
Carl Corse, Chair										X		
Jay Schwarz										X		
Mark Hall										X		
Matthew Evans										X		

- X – Indicates present at meeting
- \* - Indicates meeting cancelled
- \*\* - No meeting scheduled

Goals

The Board will continue to hear appeal cases in a timely manner as submitted. The Board hopes to add a fifth member in 2015. The Board will also review and provide input for the City Council on any new legislation that is adopted or seeks to amend pursuant to Section 17 of the Code of which the Board has jurisdiction.

Respectfully submitted:



Carl R. Corse, P.E., Chair



**City of Annapolis**  
 Office of Human Resources  
 145 Gorman Street, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2535

[HumanRes@annapolis.gov](mailto:HumanRes@annapolis.gov) • 410-263-7998 • Fax 410-295-7999 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

January 7, 2015

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

FROM: Paul M. Rensted  
 Director, Human Resources

RE: Annual Report 2014 – 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 requests for promotions and for merit pay increases.

**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	✓
Allan Pack	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓

**Activities:** The Board discussed and reviewed job descriptions; reviewed final draft of Rules and Regulations; and held appeal hearings regarding disciplinary actions.

# Annual Report 2014

## Annapolis Education Commission

**Duties:** The purpose of the Education Commission shall be to make recommendations to the Anne Arundel County Board of Education and the Superintendent and to the State Boards of Education concerning the Annapolis School feeder system, serve as the primary liaison between City and the County Board of Education and elected officials, and work with other governmental, private, and non-governmental organizations to obtain educational opportunities, resources and facilities for the citizens of Annapolis.

**Meetings:** First Monday of the month, 5:30-7pm, based on AACPS calendar year (no meetings July/August) with rotating locations and guest speakers

**Attendance:**

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tricia Irvin, Ward 3, Chair	✓	No Mtg	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	✓	✓	Exc
Enid Collision-Lee, at large, Vice Chair	✓	No Mtg	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	Exc	✓	✓
Julie Kizer Ball, Ward 1	✓	No Mtg	NoMtg	Exc	✓	Exc	NoMtg	NoMtg	✓	✓	✓	Exc
Jeffrey Macris, Ward 2	✓	No Mtg	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	Exc	✓	✓
Raegan Parker, Ward 4	Vac	No Mtg	No Mtg	Vac	Vac	Vac	No Mtg	NoMtg	Vac	✓	✓ App on 11/24/14	✓
Sheryl Menendez, Ward 5	Vac	NoMtg	NoMtg	✓	✓		NoMtg	NoMtg				
Judi Gorski, Ward 5	Vac	NoMtg	NoMtg	-	-		NoMtg	NoMtg	-	-	✓	✓ App on 12/22/14
Kim Sharps, Ward 6	Vac	App on 2/10/14	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	Exc	✓	✓
Janet Norman, Ward 7	Exc	No Mtg	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	✓	✓	✓
Jessica Pachler, Ward 8	✓	No Mtg	NoMtg	Exc	✓	Exc	NoMtg	NoMtg	Exc	✓	✓	✓
Rani Jenkins, at large	✓	No Mtg	NoMtg	✓			NoMtg	NoMtg				
Heather Macintosh, at large	✓	No Mtg	NoMtg	✓	Exc	✓	NoMtg	NoMtg	Exc	Exc	Exc	Exc
Pamela Bukowski, at large	✓	No Mtg	NoMtg	✓	Exc	✓	NoMtg	NoMtg	✓	✓	✓	✓
Ald. Sheila Finlayson, City Council	✓	No Mtg	NoMtg	✓	✓	✓	NoMtg	NoMtg	✓	✓	✓	✓

✓ (present)    Exc (excused)    NoMtg (no meeting)    Vac (vacant)

## **Working Groups based on Commission Goals (redefined each school year)**

*Jan 2014-June 2014:*

Budget Advocacy; Annapolis High School; Hispanic Outreach; Housing Authority Outreach; Start School Later Advocacy

*September 2014-June 2015:*

Resource Advocacy; Annapolis High School Advocacy; Eliminating the Achievement Gap; Wellness Advocacy; Start School Later Advocacy; Outreach to International Families/Outreach to HACA Community

### **Activities, Speakers & Discussions**

January 2014, Rosalie Mitchell Community Center

- December 2013 minutes approved
- Presentation: Rosalie Mitchell Community Center by Vince Leggett
- Speaker: Larry Alberts, AACPS Supervisor Planning, Design and Construction and Lisa Seaman-Crawford, AACPS Director of Facilities
- Discussion: School State-Rated capacity, redistricting not just more seats, Capital Budget; Class size
- Motions: None

February 2014 – meeting canceled due to weather

March 2014 – meeting canceled due to weather

April 2014, Annapolis Middle School

- January 2014 minutes approved
- Presentation: Principal Kelly
- Discussion: Budget Advocacy for Annapolis Cluster and MGT Study, Update on Superintendent search; School Start Time/AACPS Task Force updates; Office of Civil Rights (OCR) Agreement; Seed for Success; Summer science opportunities for cluster
- Motions: None

May 2014, Hillsmere Elementary

- April 2014 minutes approved
- Presentation: Principal Mateosky, Building the Fever for Writing
- Speaker: Alderman Fred Paone, O-15-14 Bulk Regulations for Educational Institutions for the purpose of amending the bulk regulations for educational institutions to all for a flexible design-oriented approach to the development or redevelopment of schools
- Discussion: Annapolis Feeder redistricting; how keep green space in Annapolis; need for increase in bilingual teachers; increase enrollment at AHS
- Motions: None

June 2014, Rosalie Mitchell Community Center

- May 2014 minutes approved
- Presentation: Robinwood Robotics Club demonstration with club sponsors from Northrup Grumman.
- Speaker: Anthony Alston, Instructional Data Division, AACPS with Overview of the Summary Data for MYP Honors for All
- Discussion: Continuing questions over the effectiveness of the Honors for All program. AACPS will have better data in the fall with the HSA scores (important for commission to have up-to-date data in reference to State-Rated Capacity for the Annapolis Feeder System)
- Motion: The A Ed. C requests AACPS Planning to provide the most accurate construction and capacity information, guided by the AA County budget 6 year plans, in their annual Educational Facilities Master Plan central to the City of Annapolis Planning & Zoning decisions.

July/August – no scheduled meetings

September 2014, Tyler Heights Elementary School

- June 2014 minutes not approved – waived reading since secretary not present
- Presentation: Principal Karen Walkinshaw-Garris – Putting all the Pieces Together at Tyler Heights Elementary (603 students with grades 3-5 outside in portables since capacity = 325 students)
- Speaker: Mr. Hammond, Pres. of the Germantown-Homewood Community (West Street Library)

- Discussion: Capacity in Annapolis Cluster Elementary schools; AACPS Redistricting Committee formed; Education Commission goals for new school year; Gold route city bus cuts
- Approved Motions: Table commission goals until October 2014 mtg and 2014-15 meeting schedule

October 2014, Annapolis Elementary

- September 2014 minutes approved
- Presentation: Principal Julia Walsh and Janice Hayes-Williams (150<sup>th</sup> anniversary of Maryland Emancipation)
- Speaker: Jason Dykstra, Acting Executive Director of the Instructional Data Division - Annapolis High Data
- Discussion: Annapolis High School Data; Redistricting; tour of newly renovated Annapolis Elementary
- Motions Approved: Goals for 2014-15

November 2014, Germantown Elementary

- October 2014 minutes approved
- Presentation: Germantown students present PYP projects (historical wax museum)
- Speaker: Skip Auld, CEO AACPS Library
- Discussion: World Languages path disparity – elementary to middle to high (ie., French and Italian); Redistricting Committee recommendation review; City sidewalks; STEM option for Annapolis cluster
- Motions: None

December 2014, Rosalie Mitchell Community Center

- November 2014 minutes approved
- Presentation:
- Speaker: John Palinski (seed for Success); Theresa Gregory (AACPS Office of Equity and Accelerated Student Achievement); Laura Gardner (AACPS ELL Family/Community Outreach Manager)
- Discussion: Stemming from presentations - Resource Advocacy; Annapolis High School; Eliminating the Achievement Gap
- Motions: None

Respectfully Submitted By:

Julie L. Kizer Ball, Corresponding Secretary  
January 14, 2015



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

CITY LIAISON:  
Michael G. Leahy, City Attorney

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

**Annual Report  
For  
Calendar Year 2014**

January 20, 2015

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 2.04.08C. The Ethics Commission is comprised of the following four members:

- a. Jim Dolezal, Chairman
- b. Rex Caldwell, Vice Chairman
- c. Jerry May
- d. David Bliden

On January 22nd Jim Dolezal and Rex Caldwell were elected Chairman and Vice Chairman of the Commission. A vacancy on the five member Commission remains unfilled since December 1, 2013, when Jonathan Kagan resigned from the Commission.

Meetings of the Ethics Commission were held on an as needed basis with public notice normally provided 2 weeks in advance. Meeting dates and attendance are shown below:

<b>Date</b>	<b>Dolezal</b>	<b>Caldwell</b>	<b>May</b>	<b>Bliden</b>
<b>02/11/2014</b>	X	X	X	
<b>02/25/2014</b>	X	X	X	X
<b>06/03/2014</b>	X		X	X
<b>06/17/2014</b>	X	X	X	X
<b>09/18/2014</b>	X	X	X	X
<b>11/20/2014</b>	X	X	X	X
<b>12/03/2014</b>	X		X	X

January 20, 2015

Page 2

An updated City Ethics Law, City Code 2.08, approved by City Council on June 10, 2013, was effective on January 1, 2014. On July 24, 2014, City Council approved Ordinance 23-14 which amended the Ethics Law to require newly appointed employees and appointed officials to file financial disclosure forms within 15 days after their appointment and made two additional changes required by the State Ethics Commission. These changes to the Ethics Law were approved by the State Ethics Commission on September 18, 2014. The required Local Government Ethics Law Annual Certification was filed with the State Ethics Commission on September 29, 2014.

The Commission met seven times during the calendar year. CY 2013 Financial Disclosure Statements were reviewed, two advisory opinions were issued with summaries posted on the City Web Site, Commission Operating Procedures were drafted, and 2014 Financial Disclosure Forms were prepared.

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

Respectively submitted,

James E. Dolezal  
Chairman

H:\WPDATA\ETHICS\AnnualReport-2014.doc

cc: Michael Leahy, City Attorney  
Rex Caldwell, Vice Chairman  
Jerry May, Commission Member  
David Bliden, Commission Member



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

February 4, 2015

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

FROM: Frederick C. Sussman, Chair

RE: Annual Report 2014 – 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/Alderswomen 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	Apr*	Apr*	May*	May	May*	Jun	Jul	Aug	Sep*	Sep	Oct	Nov*	Nov	Dec
Frederick C. Sussman, Chair	✓	No Mtg	✓	✓	-	✓	✓	✓	✓	✓	No Mtg	✓	✓	✓	✓	✓	✓	✓	No Mtg
Lee Finney, Vice Chair	✓	No Mtg	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg	-	✓	✓	-	✓	✓	✓	No Mtg
Ross Dierdorf	✓	No Mtg	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg	✓	✓	✓	✓	✓	✓	✓	No Mtg
Bob Burdon	✓	No Mtg	✓	-	✓	✓	-	✓	-	✓	No Mtg	-	-	-	✓	✓	✓	✓	No Mtg
Frank Brown	✓	No Mtg	✓	✓	✓	-	✓	✓	-	-	No Mtg	-	✓	-	-	-	✓	-	No Mtg
Faye Currie	✓	No Mtg	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg	✓	✓	✓	-	✓	✓	✓	No Mtg
Nancy Williamson	-	-	-	-	-	-	-	-	-	-	-	New Member	✓	-	✓	✓	✓	✓	No Mtg

\*Special Meeting

**Activities:** See attachment

Respectfully,

Frederick C. Sussman, Chair

**Annual Report 2014 – Financial Advisory Commission (ATTACHMENT)**

<u><b>Meeting Date</b></u>	<u><b>Attendees</b></u>	<u><b>Absentees</b></u>	<u><b>Discussion Points / Meeting Purpose</b></u>	<u><b>Votes/Outcomes</b></u>
January 9, 2014 7:30 AM to 9:07 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown	NONE	<ul style="list-style-type: none"> <li>• Annual Report for 2013</li> <li>• Audit Status Update</li> <li>• Budget Status Update</li> <li>• Financial Management Transition Team</li> </ul>	Motion was approved to submit the Annual Report for 2013 as drafted.
March 13, 2014 7:34 AM to 9:32 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown	NONE	<ul style="list-style-type: none"> <li>• Proposed CIP Review FY2015-2020</li> <li>• CAFR Status Update</li> <li>• Budget Status Update</li> </ul>	
April 3, 2014 7:38 AM to 9:25 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Frank Brown	Bob Burdon	<ul style="list-style-type: none"> <li>• CAFR Status Update</li> <li>• Budget Status Update</li> <li>• Audit Status Update</li> </ul>	
April 10, 2014 7:35 AM to 10:09 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown	Fred Sussman, Chair	<ul style="list-style-type: none"> <li>• Budget Status Update</li> <li>• Finance Committee Report</li> </ul>	

<p>April 17, 2014</p> <p>7:37 AM to 9:18 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• Finance Committee Report</li> <li>• FAC Budget Report</li> </ul>	
<p>April 24, 2014</p> <p>7:30 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Frank Brown</p>	<p>Bob Burdon</p>	<ul style="list-style-type: none"> <li>• Budget Status Update</li> <li>• Presentation by Chief Stokes on proposed FY15 Budget</li> <li>• Finance Committee Updates</li> </ul>	
<p>May 1, 2014</p> <p>7:35 AM to 10:17 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown</p>	<p>NONE</p>	<ul style="list-style-type: none"> <li>• Finance Committee Update</li> <li>• Budget Status Update</li> </ul>	
<p>May 15, 2014</p> <p>7:30 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie</p>	<p>Bob Burdon; Frank Brown</p>	<ul style="list-style-type: none"> <li>• Fitch Financial Outlook Rating</li> <li>• Budget Status Update</li> <li>• Finance Committee Update</li> </ul>	
<p>May 22, 2014</p> <p>7:30 AM to 9:12 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• FAC Budget Report</li> <li>• FAC Future Activities</li> </ul>	<p>FAC Recommendations regarding O-8-14 (Annual Operating Budget); O-9-14 (CIP Budget); R-10-14 (Fee Schedule); R-12-14 (CIP FY2015-FY2020) distributed to Mayor and City Council 5/23/14.</p>

<p>July 10, 2014</p> <p>7:30 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Lee Finney, Vice Chair; Frank Brown</p>	<ul style="list-style-type: none"> <li>• FY2015 Budget Recap</li> <li>• FAC Future Activities</li> </ul>	<p>New Commission member Nancy Williamson was confirmed at the City Council meeting held on June 16, 2014.</p>
<p>August 14, 2014</p> <p>7:40 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Frank Brown; Nancy Williamson</p>	<p>Bob Burdon</p>	<ul style="list-style-type: none"> <li>• FAC Future Activities</li> <li>• Audit Status Update</li> </ul>	
<p>September 4, 2014</p> <p>7:42 AM to 9:00 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie;</p>	<p>Bob Burdon; Frank Brown; Nancy Williamson</p>	<ul style="list-style-type: none"> <li>• Priority Program Based Budgeting</li> </ul>	
<p>September 11, 2014</p> <p>7:32 AM to 9:08 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Bob Burdon; Ross Dierdorff; Nancy Williamson</p>	<p>Lee Finney, Vice Chair; Faye Currie; Frank Brown</p>	<ul style="list-style-type: none"> <li>• Priority Program Based Budgeting</li> </ul>	<p>FAC Recommendations as outlined in the "Collective Stewardship" Letter dated 11/15/13 and Budget Process reforms to a Priority Program Based Budget Process: distributed to the Mayor and City Council on 9/18/14.</p>
<p>October 9, 2014</p> <p>7:37 AM to 9:09 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• FAC Letter: "Improvements to City's Budget Process"</li> <li>• Priority Program Based Budgeting</li> <li>• City Staffing Changes</li> </ul>	

<p>November 4, 2014 7:33 AM to 8:38 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown; Nancy Williamson</p>	<p>NONE</p>	<ul style="list-style-type: none"> <li>• Presentation by Bob Agee on Priority Program Based Budgeting</li> </ul>	
<p>November 13, 2014 7:30 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• Finance Department Update</li> <li>• Financial Management Transition Committee Report</li> </ul>	

**ANNAPOLIS HISTORIC PRESERVATION COMMISSION (HPC)  
ANNUAL REPORT FOR 2014**

During 2014 the Historic Preservation Commission, was successful with a number of project and policy accomplishments in support of their goal to preserve the National Landmark Colonial Annapolis Historic District. The Commission reviewed and issued 233 Certificates of Approval for improvements in the Landmark Annapolis Historic District for 2014.

**HPC Officers & Members**

**Sharon Kennedy** serves as Chair of the HPC. She is past president of Historic Annapolis Foundation and a homeowner in the Historic District.

**Tim Leahy** serves as Vice Chair. He has a degree in architecture from University of Virginia and experience in construction management.

**Kim Finch** is a landscape architect with over 30 years of experience, who possesses a certificate in historic preservation at Goucher College.

**Jay Kabriel** possesses a degree in architecture from Columbia and teaches the topic at Catholic University.

**Rock Toews** is a historian, small business owner and Eastport resident.

**Pat Zeno** is a long time resident of the City and homeowner in the District.

**Sara Phillips** serves as Architect of the Naval Academy with extensive experience in architectural design and construction management. She was appointed to the Commission in December of 2013.

**HPC Membership Criteria**

There are currently no vacancies on the Commission. HPC membership reflects the professional requirements of the State of Maryland Land Use Article as well as the local ordinance which states “Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines.” Vacancies on the Commission must be filled with residents who have expertise in the specified fields, and with an eye towards filling any professional shortfalls in the overall composition of the HPC.

**HPC Commission Membership & Attendance**

2014	Jan 14&23	Feb 11&27	Mar 11&27	Apr 8&24	May 13&22	Jun 26	Jul 24	Sep 9&25	Oct 14&23	Nov 11 **	Dec 9&17 **
Sharon Kennedy Chair	2	1	2	2	2	1	-	1	2	1	2
Tim Leahy Vice Chair	2	1	2	2	2	1	1	2	1	1	2
Pat Zeno	1	2	2	1	1	1	1	2	-	1	2
Kim Finch	2	1	2	2	2	1	1	1	2	1	2

Rock Toews	2	2	2	1	2	1	1	2	2	1	2
Jay Kabriel	2	2	1	2	2	1	1	2	2	1	2
Sara Phillips	2	2	2	2	2	1	1	2	1	1	2

1– Indicates present at one of the two regularly scheduled meetings

2- Indicates present at both of the regularly scheduled meetings

\*\* – No administrative meeting scheduled

No Meetings were held in August

A Special Hearing was held on December 17, 2014.

A Closed Session was held in March & December.

On-going, non-property specific activities undertaken by the HPC:

- Continuing representation on the Historic Preservation Division core team to support development of a **Hazard Mitigation Plan for the Historic District**.
  - Engaged with local, state and federal agencies, non-profit grant-making entities and private sector firms to develop a Cultural Resource Hazard Mitigation Plan.
  - In partnership with MainStreets Annapolis Partnership, secured grants from the National Trust for Historic Preservation (\$25,000) and Preservation Maryland (\$4,000) to fund planning and survey phase of project. Certified Local Government grant received from Maryland Historical Trust for \$25,000. Coast Smart Communities grant received from Maryland Department of Natural Resources for \$46,388.
  - Completed intensive level survey of 50 properties in the City Dock area of the Annapolis Historic District.
  - Secured in-kind support from US Army Corps of Engineers which issued a report, *Nonstructural Mitigation Assessment for the City of Annapolis Historic District*, which included building elevation surveys (147 buildings), cultural resource surveys (70 buildings) and flood proofing evaluation for 16 buildings in the area of flood impact.
  - Public outreach strategy and branding campaign currently under development in partnership with MainStreets Annapolis Partnership under a \$5000 grant award made to MAP by the National Trust for Historic Preservation to implement the outreach strategy.
  - Grant request submitted for \$40,000 to the National Center for Preservation Technology and Training for 3-D digital documentation of 100 year flood plain area as a tool for hazard preparedness planning
  - HPD Staff represented the Annapolis Historic Preservation Commission on the Hazard Mitigation planning effort at the DE/MD APA Conference in Delaware, the National Preservation Conference in Savannah, the National Alliance of Preservation Commissions Forum in Philadelphia and at a Union of Concerned Scientists Press Conference in Washington, DC.
  
- Initiation of the **Cultural Landscape Survey** project, a City funded (\$100,000) program to identify that will result in a Cultural Landscape Report, the principle treatment document for the Historic District and the primary tool for long-term management of key areas of the Historic District, specifically the City Dock area. The content of the CLR

provides the basis for making sound decisions about management, treatment, and use and will guide preservation, rehabilitation and development projects proposed for the Annapolis Historic District.

- Convened an advisory committee including representatives from the Annapolis Historic Preservation Commission, Ward One Residents Association, Ward One Alderman, MainStreets Annapolis Partnership, Historic Annapolis, USNA, the Maryland Historical Trust and the National Park Service.
- Drafted an RFQ for professional services
- **HPC represented on the Historic Preservation Division’s Eastport Conservation District Landmark Committee.**
  - Participated as trainers and volunteers in surveying properties in Eastport for potential conservation landmark designation.
  - Developed criteria for land-marking properties and structures in Eastport Conservation Overlay area.
- **HPC Education**
  - Developed a program of trainings/publications to assist property owners & tenants interested in learning about responsibilities and resources available for preserving properties in the Annapolis Historic District and National Register District.
    - HPD Staff partnered with West Annapolis Heritage Partnership to develop and produce a “Walk Annapolis West Annapolis” History Scavenger Hunt brochure showcasing the historic architectural and natural resources of West Annapolis.
    - HPD Staff presented to approximately 60 Watermark guides on the character defining features of the Annapolis Historic District
- **HPC Polices & Procedures**
  - Working with HPC Staff, commission members reviewed national standards for Economic Hardship and drafted and approved an Economic Hardship policy & procedures for use in the Annapolis Historic District.
  - The HPC made technical changes to the HPC Rules of Procedure. Presented at public hearing and approved by the Commission.
- **Survey and Inventory**
  - HPD Staff, interns, local historians and HPC consulting architect worked on completion of Intensive Level Surveys for 73 properties in the Annapolis Historic District
- **Inspections & Enforcement**

HPD Staff works with commission to address poorly maintained properties in the Historic District. Monthly reporting is now standard at HPC hearings. Staff tracks violations in the Historic District working with DNEP on issuance of Notice of Violations, citations or stop work orders.

  - All Sidewalk Café permit holders brought into compliance.
  - Newsracks reported as abandoned, misplaced or broken and debris filled were reported and removed by DPW or the rack provider.
  - HPC Staff is working with the Office of Law on one open appeal for 2

Maryland Avenue. Two District Court and one Circuit Court hearing held to-date. Trial is continued to March, 2015.

- Staff tracked, issued notices of violation and, where appropriate, citations for 32 reported violations in the Historic District

### **January**

- The Commission issued 15 Certificates of Approval (COA) with 13 reviewed administratively and 2 through public hearing.
- HPC conducted 2 pre-application meeting.

### **February**

- The Commission issued 11 Certificates of Approval (COA) with 9 reviewed administratively and 2 through public hearing.
- Commission staff received 2 new Historic Tax Credit (HTC) applications for \$176,920.00 of work in qualifying expenditures, pending approval. Current pending applications – 41 with estimated \$1,142,665 in pending property improvements which translates to approximately \$114,266 in anticipated tax credits for the 2015 tax year.

### **March**

- The Commission issued 21 Certificates of Approval (COA) with 17 reviewed administratively and 4 through public hearing.
- HPC conducted 1 pre-application meeting.
- Commission staff received 5 new Historic Tax Credit applications for \$37,539 of work in qualifying expenditures, pending approval. Pending applications – 46 with estimated \$1,180,204 pending property improvements which translates to \$118,020 in anticipated tax credits for the 2015 tax year.
- HPC conducted a “Closed Session” on March 27, 2014 in accordance with Maryland State Government Article Section: 10-508(a) (7) to obtain advice of counsel regarding Historic Preservation Commission procedural rules.

### **April**

- The Commission issued 24 Certificates of Approval (COA) with 21 reviewed administratively and 3 through public hearing.
- Commission staff received 2 new Historic Tax Credit applications for \$51,167 of work in qualifying expenditures, pending approval. Pending applications – 48 with estimated \$1,234,371 pending property improvements which translates to \$123,437 in anticipated tax credits for the 2015 tax year.

### **May**

- The Commission issued 41 Certificates of Approval (COA) with 35 reviewed administratively and 6 through public hearing.
- HPC conducted 1 pre-application meeting.
- Commission staff received 3 new Historic Tax Credit applications for \$132,526.50 of work in qualifying expenditures, pending approval. Pending applications – 51 with estimated \$1,366,898 pending property improvements which translates to \$136,689 in anticipated tax credits for the 2015 tax year.

### **June**

- The Commission issued 13 Certificates of Approval (COA) all of which were reviewed

administratively.

### **July**

- The Commission issued 15 Certificates of Approval (COA) with 14 reviewed administratively and 1 through public hearing.
- HPC conducted 7 pre-application meetings.

### **August**

- The Commission issued 25 Certificates of Approval (COA) with no public hearings.

### **September**

- The Commission issued 18 Certificates of Approval (COA) with 14 reviewed administratively and 4 through public hearing.
- HPC conducted 3 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$51,167 of work in qualifying expenditures, pending approval. Pending applications -- 25 with estimated \$631,322 of pending property improvements which translates to appx. \$63,132 in anticipated tax credits for the 2015 tax year.
- 24 projects totaling \$611,738 in investment were certified for tax credits towards 2015 property tax billings for a total of \$91,137.69. Final notification to County on total property tax credits was completed on September 16.

### **October**

- The Commission issued 20 Certificates of Approval (COA) with 18 reviewed administratively and 2 through public hearing.
- HPC conducted 1 pre-application meeting.
- Commission staff received 1 new Historic Tax Credit applications for \$26,000 of work in qualifying expenditures, pending approval.

### **November**

- The Commission issued 16 Certificates of Approval (COA) with 12 reviewed administratively and 4 through public hearing.
- HPC conducted 1 pre-application meeting.
- Historic Tax Credit (HTC) application - 2 new applications received for \$28,945.66 of work in qualifying expenditures, pending approval.

### **December**

- The Commission issued 14 Certificates of Approval (COA) with 9 reviewed administratively and 5 through public hearing.
- HPC conducted 5 pre-application meetings.
- HPC conducted a "Closed Session" on December 9, 2014 in accordance with Maryland State Government Article Section: 10-508(a) (7) to obtain advice of counsel regarding Historic Preservation Commission procedural rules.
- HPC conducted a "Special Hearing" on December 17 for the Cornhill St. curb replacement project.

During the upcoming year, beyond its standard responsibilities of project review of Certificates of Approval in the Landmark Annapolis Historic District, the Commission will continue to work with the Office of Emergency Preparedness & Risk Management and other key agencies to

develop the Hazard Mitigation and Response Plan for the Landmark Annapolis Historic District. Additionally, the management of the Cultural Landscape Survey and execution of the Cultural Landscape Report is anticipated for completion in 2016 through a partnerships with the National Park Service. Finally, the HPC will plan and execute on activities related to the 50<sup>th</sup> anniversary of the designation of the Landmark District. These will include drafting legislation to update the existing ordinance to achieve greater clarity and implement best practices from the historic preservation community relating to maintenance and enforcement of the law, revising through a public process the guidelines the HPC utilizes to determine compliance and community outreach to continue to build awareness and appreciation for the economic impact of preservation in the fragile historic core of the City.

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Sharon A. Kennedy, Chair  
Annapolis Historic Preservation Commission



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

December 29, 2014

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

FROM: Alderman Kenneth Kirby  
 Chair

RE: Annual Report 2014 – 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. Kenneth Kirby, Chair	NoMtg	✓	✓	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	✓	✓
Ald. Joe Budge	NoMtg	✓	✓	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	✓	✓
Ald. Jared Littmann	NoMtg	✓	✓	NoMtg	✓	✓	Absent	NoMtg	NoMtg	NoMtg	✓	Absent
Cynthia Carter	NoMtg	Absent	Absent	NoMtg	Absent	Absent	Absent	NoMtg	NoMtg	NoMtg	Absent	Replaced
Sandra Chapman												✓
Jonette Hahn	NoMtg	Absent	✓	NoMtg	Absent	Absent	Absent	NoMtg	NoMtg	NoMtg	Absent	✓
Teri Bond	NoMtg	✓	✓	NoMtg	Absent	✓	Absent	NoMtg	NoMtg	NoMtg	✓	✓
Kate Rollason	NoMtg	Absent	✓	NoMtg	Absent	Absent	Absent	NoMtg	NoMtg	NoMtg	Absent	Absent

**Activities:**

The HCDC reviewed and evaluated projects that were submitted to the city for Community Development Block Grant Program (CDBG) FY 2015 funding. This program is funded by the U.S Department of Housing and Urban Development annually.

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 2015 CDBG Action Plan, which outlines how the City intends to spend its CDBG funds.

The HCDC made its recommendations to the City Council on the organizations to be funded with CDBG funds and the amount of funding each organization was to receive.

HCDC approved the FY 2015 CDBG Action Plan, which is required by HUD and was due May 15, 2014.

The committee received a briefing from the National Foundation for Affordable Housing Solutions on the Timothy House and Timothy Gardens rehabilitation and redevelopment project. The organization was seeking support for the project from the city so that it could get financing from the Maryland Department of Housing and Community Development.

The Committee received a briefing from Urban Design Ventures, the consult hired to prepare the city’s Five-Year Housing and Community Development Consolidated Plan and the City’s Analysis of Impediments to Fair Housing. Both documents are required by HUD for the city to receive CDBG funding.

Ms. Sandra Chapman replaced Cynthia Carter as the representative of the Housing Authority Board of Commissioners.

## **2014 ANNUAL REPORT**

### **Annapolis Human Relations Commission**

These are highlights of the activities of the Annapolis Human Relations Commission in 2014 and consistent with its mission to eliminate discrimination and promote equal opportunity:

#### Presentations and Interviews

The Commission chair was interviewed about the Commission's roles and activities in the area of fair housing by a consultant hired by the City to conduct a review of impediments to fair housing choice in Annapolis. The Commission chair and the chair of the Commission's Complaints Committee also had interviews with a member of the Mayor's transition team on boards and commissions. The Commission chair made a presentation about the City's fair housing ordinance, and specifically the provision outlawing discrimination against persons holding Section 8 housing vouchers, at a meeting of local landlords sponsored by the Housing Authority of the City of Annapolis. The Commission chair also gave a talk to the Human Relations Commission of Anne Arundel County regarding the identification of hate crimes and bias incidents.

#### Participation at Community Events

The Commission's Outreach Committee had a table at Homeless Resource Day, at which a variety of social service organizations provided information to approximately 600 individuals lacking housing.

#### 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:

- Audra Harrison, director of community relations for the Providence Center
- Kathy Thorp and Larry Spivak of Operation Welcome Home Maryland, which greets returning military personnel at BWI Thurgood Marshall Airport
- Tina Marine and Dinah Little of Friends of Quiet Waters Park
- Tracy Lynett, development director of Bello Machre
- Reginald Broddie, president and CEO of Annapolis and Anne Arundel County Scholarship Trust, and Charles Butler, a rising senior at Seton Hall College
- Greg Meade and Kyle Hines of Special Olympics Maryland
- Officer Ryan Thiel of the Annapolis Police Department, who spoke about the heroin problem in the City
- Barbara Huston and Linda Dennis of Partners In Care
- Carolyn Finney, director of programs for The Family Tree
- Linda Barbour, executive director of Start the Adventure in Reading (STAIR)

- Patience Schenck and Barbara Thomas, members of the Maryland Alliance for Justice Reform
- Deb Guzik, president of Cuz We Care

### Speakers at Commission Meetings

The Commission received presentations at all of its meetings. Appearing this year:

- Robert Strupp, executive director of Baltimore Neighborhoods, Inc., who spoke about fair housing issues as they relate to discrimination against recipients of Section 8 housing vouchers in Maryland.
- Charles E. Phillips of the Community Relations Service of the U.S. Department of Justice discussed the work of his organization which he likened to a federal human relations commission that interacts with local groups.
- Vincent O. Leggett, executive director of the Housing Authority of the City of Annapolis, provided a sketch of the demographics of public housing residents, an overview of several redevelopment projects and partnerships underway, and a description of the challenges of his job.
- Cherron Robinson and Richard Honeyblue spoke from personal experience about how criminal infractions can inhibit individuals (and notably African American men) from recovering and succeeding in life in terms of obtaining employment, educational financial aid, loans, and housing. Debbie Johnson, a HACA Commissioner, accompanied the two men.
- Chauncey A. Hall, program director for Arundel Community Development Services, discussed the work of his organization to expand affordable housing in the county and its programs to promote home ownership and prevent foreclosures.

### Other Activities

- The Commission presented its 2014 Dr. Martin Luther King Jr. Award to Lisa Vernon, program director of the Anne Arundel County Literacy Council and Humanitarian/Outstanding Student Awards to seniors at Annapolis and St. Mary's High Schools.
- The Commission passed unanimously a resolution expressing its objection to any elimination or reduction in service on the City's "rainbow" bus routes to meet cuts in the budget of the Department of Transportation, at least before alternatives were considered. The Commission chair presented the resolution at a City Council hearing on the subject.
- The Commission chair and the chair of the Commission's Outreach Committee attended the annual Human Rights Day program of the Maryland Association of Human Rights Agencies where the topic was the Civil Rights Act of 1964.
- The Commission chair attended a "community dialogue" sponsored by the Human Relations Commission of Anne Arundel County to identify the human relations issues that are most important in the county and the activities that could be taken to address them.

Action Requiring Attention

The fair housing ordinance of the City of Annapolis needs to be amended to include transgender and bisexual persons as a protected class. That would bring the ordinance into consistency with Maryland law. The City Office of Law has drafted proposed legislation to make this technical change, and the City Attorney should work with the Mayor to bring it to City Council.

2014 Meeting Attendance Record of Commissioners

	April	May	September	October	December
Keller	X	X	X	X	X
Mitchell		X	E	X	X
Leitch	X	X	X	X	X
Sims	X		X	X	
Schenck	X	X	E	X	X
Katchmar	X	E	X	E	
Scott	X	X	X	X	X
Boston	E	E			
Doskow	X	X	X	E	X
Graham	X	E	E	X	X
Williams		X	Resigned		
Kaisler		Resigned			
Knight	X		X	E	
Smith	X	X	X	E	X

Key: X- Attended, E- Excused absence



MARITIME ADVISORY BOARD  
THE CITY OF ANNAPOLIS

MUNICIPAL BUILDING  
ANNAPOLIS, MARYLAND 21401  
(410) 263-7940

January 21, 2015

Hilary Roggio Raftovich  
Boards and Commissions Coordinator  
Office of the Mayor  
City of Annapolis  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401

Re: 2013 Annual Statement

Dear Hilary:

The Maritime Advisory Board (MAB) was created in 1988 "[t]o provide input and assistance to appropriate city officials, boards and commissions based upon positions and viewpoints espoused by the maritime industry and trade." The Board's duties include:

Provide expert and informed analysis, based upon marine industry and trade positions and viewpoints, of the facts relating to the marine industry and pleasure boating in the City on relevant matters pending before the City Council, or any city agency, board or commission, including the advantages and disadvantages of any particular action;

Make such recommendations to any decision-making body, agency, board, commission or official of the City on matters relating to the marine industry and pleasure boating in the City as the council deems appropriate;

The full text of the City Code pertaining to the MAB is set forth at Section 2.28.230 *et seq.*

The MAB has established the following goals and objectives to be met during the 2015 fiscal year:

- Continue to provide input, assistance, analysis and recommendations on relevant matters pending before the City Council and any city agency, board or commission.
- Continue to make recommendations on matters relating to the marine industry and pleasure boating in the City as the City Council deems appropriate.
- Consistent with the 2009 "Annapolis Comprehensive Plan", encourage the City to commence implementation of the recommendations of the July 31, 2009, "Maritime

Industry Preservation Analysis" and of the 2009 "Annapolis Comprehensive Plan".

- Seek the expansion of community boating opportunities available to City residents.
- Consistent with the Report to the Mayor and City Council, encourage the City to implement the recommendations from the Maritime Economic Development Transition Team.

The MAB has established the following goals and objectives proposed to be met during each of the next four ensuing fiscal years:

- Consistent with the 2009 "Annapolis Comprehensive Plan", continue and expand implementation of the recommendations of the July 31, 2009 "Maritime Industry Preservation Analysis" and the 2009 "Annapolis Comprehensive Plan" as relates to the maritime recommendations.
- Consistent with the 2009 "Annapolis Comprehensive Plan" and the 2004 "Waterways and Harbor Plan", continue the review of current maritime zoning, rules and regulations, and make recommendations to the appropriate agency and City Council.
- Continue to encourage the attraction of national and international yachting events to the City including proactive approach with local yacht clubs on timing and coordination of upcoming events and the City's role in those events.
- Establish and promote the City as a "one-stop shopping" community for maritime products and services.
- Continue to provide review and recommendations on the implementation of the recommendations from the Maritime Economic Development Transition Team

Inasmuch as the MAB is an advisory Board, and the amount and subject matter of the input and advice to a particular "decision-making body, agency, board, commission or official" varies from year-to-year, the annual performance standard of necessity is whether the MAB has satisfactorily provided such input, assistance, analysis and recommendations on matters relating to the marine industry and pleasure boating in the City. To that end in 2014 the MAB has:

- Continued to provide extensive review of the proposed purchase and/or development of the "Fawcett" property, and the proposed legislation affecting the property.

- Provided formal Referral Action Reports for proposed ordinances O-4-14, O-29-15, and the proposed increase in dockage fees, the proposed increase in mooring fees, and the Capital Improvement Budget.
- Coordinated the implementation of a "Commercial Vessel Spectator Zone" for the 2014 performance of the United States Navy "Blue Angels" flight demonstration team.
- Reviewed the City's plan for repairs to street-end access points.
- Recommended approval of the use of moorings on Back Creek by Annapolis Community Boating with a waiver of fees.
- Reviewed proposals and comments regarding the City pump-out vessel and the creation of a "no-discharge" zone.
- Provided review and comments regarding the proposed expansion and reconfiguration of the Annapolis Sailing School property on Back Creek.
- Met on-site for a presentation on the proposed renovations to the South Annapolis Yachting Centre (former Sarles and Petrini boat yards).
- Met on-site for a presentation on the proposed development of the Annapolis Yacht Club Eastport properties.

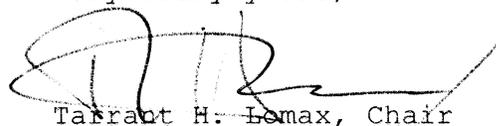
The MAB has fully complied with and adhered to the performance standard established for the preceding year.

A matrix of attendance is attached hereto.

In closing, the MAB notes that it is incumbent upon the Council, and each city official, board and commission considering a matter relating to the marine industry and pleasure boating in the City to bring that matter to the attention of the MAB. The Council and each such city official, board and commission should be reminded to bring such matters to the attention of the MAB.

If you or members of the Council have any questions, please do not hesitate to contact me.

Very truly yours,



Tarrant H. Lomax, Chair

cc: MAB Members  
Frank Biba, Chief of Environmental Programs  
Flip Walters, Harbormaster



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

January 7, 2015

TO: Regina C. Watkins-Eldridge, MMC  
 City Clerk  
 FROM: Sally Nash *Sally Nash*  
 Chief of Comprehensive Planning  
 RE: Annual Report 2014 – Planning Commission

**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.

**Attendance:**

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug **	Sep	Oct	Nov	Dec
Dr. Eleanor Harris	X	X	X		X	X	X		X	X	X	X
William Herald, Chair	X	X	X	X	X	X	X		X	X	X	X
David Iams, Vice Chair	X	X	X	X	X	X	X		X	X	X	X
Robert Waldman	X	X	X	X		X	X			X	X	X
David DiQuinzio	X	X	X		X	X	X		X		X	X
Benjamin Sale	New Member Effective Nov.										X	X

X – Indicates Present at Meeting  
 \* – Indicates Meeting Cancelled  
 \*\* – Indicates No Meeting Scheduled

**Activities:**

Projects approved include the Enclave on Spa, a residential planned development of 36 attached townhouses. Legislation recommended for approval includes Seasonal Outdoor Sales and revisions of the bulk regulations for educational institutions.

**Membership:**

In January of 2014, William Herald was elected as chair of the Planning Commission and David Iams was elected vice-chair. A new member, Benjamin Sale, was made effective in November. There remains one vacancy.

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 review and submit to the City Council, proposals such as comprehensive plans, zoning code amendments, rezonings, planned developments, and other matters.
- Must commit the time needed to review, share with the public and deliberate for submission to the Council.

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



# City of Annapolis

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

January 23, 2015

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

FROM: Joseph Semo  
Chair

RE: Annual Report 2014 – Police & Fire Retirement Plan Commission

**Duties:** The Police & Fire Retirement Commission is composed of the Mayor, Finance Director, Human Resources Director, Chair of 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 and fire. Each member has a term of three years or until a successor is appointed. The purpose of the Police & Fire Retirement 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 <sup>1</sup>	Feb	Mar	Apr	May	Jun <sup>1</sup>	Jul	Aug <sup>1</sup>	Sep <sup>1</sup>	Oct	Nov	Dec <sup>1</sup>
Joseph Semo, Chair <sup>2</sup>	-	No Mtg	✓	No Mtg	✓	✓	✓	✓	✓	No Mtg	✓	✓
Ross Arnett, Alderman	-	No Mtg	✓	No Mtg	✓	-	✓	✓	✓	No Mtg	✓	✓
Daniel Grimes, Lieutenant	✓	No Mtg	-	No Mtg	-	✓	✓	✓	✓	No Mtg	✓	✓
Paul Rensted, Human Resource Director	✓	No Mtg	-	No Mtg	✓	✓	✓	✓	✓	No Mtg	✓	✓
Mary Kathleen Sulick <sup>2</sup>	✓	No Mtg	✓	No Mtg	✓	✓	✓	✓	✓	No Mtg	✓	✓
Scott Baker, Major	✓	No Mtg	-	No Mtg	-	✓	✓	✓	✓	No Mtg	✓	✓
Bruce Miller, Finance Director	✓	No Mtg	✓	No Mtg	✓	✓	✓	✓	✓	No Mtg	✓	✓
Michael Pantelides, Mayor	-	No Mtg	-	No Mtg	-	-	✓	-	-	No Mtg	-	✓

<sup>1</sup>Police & Fire Retirement Plan Commission Work Session.  
<sup>2</sup>Expired; remains in session until a successor is appointed.

**Activities:** During 2014, the Police & Fire Retirement Plan Commission held quarterly meetings and conference calls as needed to discuss the performance of the Police & Fire Retirement Plan investment fund and Asset Managers. See attached report from Gallagher Fiduciary Advisors. In addition, other areas of interest included the following: City contributions to the Pension Fund; a Request for Proposal for Emerging Managers; and training for the Commission.

  
\_\_\_\_\_  
Joseph Semo, Chair



## City of Annapolis Police and Fire Retirement Plan Financial Highlights as of September 30, 2014

### Strategy and Allocation

The City of Annapolis Police and Fire Retirement Plan provides a stable, reliable income stream to retired beneficiaries. The retirement plan is expected to provide retirees with perpetual benefits that grow to combat inflation. Accordingly, the Retirement Plan portfolio is managed with a long-term, growth-oriented perspective and evaluated by its effectiveness in achieving, over time, two objectives: (1) generating investment results that meet the Plan’s assumed actuarial rate and protect the plan from any erosion of purchasing power; and (2) position the portfolio with a long-term risk/return orientation.

In order to maximize long-term expected returns within acceptable levels of risk and liquidity, City of Annapolis Police and Fire Retirement Plan’s policy asset allocation is structured using a combination of academic theory, quantitative analysis, and informed market judgment. The Retirement Plan’s long-term allocation strategy has included a shift from traditional, publicly held investments to one with new allocations to non-traditional and/or alternative investments. This shift in targets has resulted in changes to the actual allocation starting in 2011, when the first commitment to a private investment fund was made. This shift to alternative assets creates a more globally, diversified portfolio that is positioned to pursue market inefficiencies with reduced volatility. The current asset allocation targets, which were most recently amended in June 2014 to remove an allocation to tactical managers, and the actual allocations at September 30, 2014, are as follows:

Figure 1: **Policy Allocation Targets and September 30, 2014 Allocations**

	Asset Allocation		
	Actual as of September 30, 2014	Current Policy Target	Current Policy Range
Domestic Equities	35 %	28 %	15 – 43%
Global / Emerging Markets Equities	15 %	16 %	6 – 28%
Fixed Income	19 %	29 %	15 - 40 %
Real Estate	5 %	6 %	0 - 10 %
Alternatives*	24 %	19 %	8 - 30 %
Cash	2 %	2 %	0 - 20%
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

\*Alternatives included hedge funds and commodities

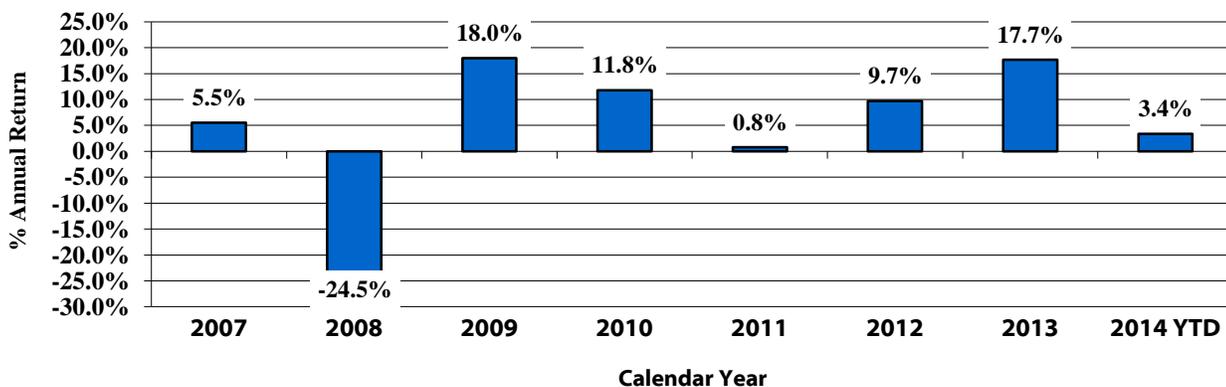
## Investment Performance

Returns from equity investments were mixed during 2014 as concerns over global economic growth rose amid continued disappointing economic report. The U.S. economy continued to decouple from the rest of the world, with strong economic growth, which rebounded from weather-induced poor readings in the first quarter. U.S. large cap lead the way as markets gained 8.3%, outperforming small cap down -4.4%. Developed international markets were down -1.4% as a declining euro weighed on returns, while emerging market indices continued to show strength up 2.6% through September 30, 2014. The portfolios relative overweight to domestic equities added to performance year to date.

Fixed income markets reversed course from last year, posting gains during the first half of 2014. Short-term rates rose in anticipation of the Federal Reserve continuing to wind down their bond buying programs. Long-duration bonds were the best performing segment of the bond market, gaining 13.0%. The fund continued to maintain its allocation to a strategic, absolute return oriented bond strategy it funded in July 2013. The fund has generated strong returns over the trailing year, outperforming the index by 1.1%. The portfolio continued to remain underweight fixed income in favor of equities and alternatives given the prospect of muted returns.

The City of Annapolis Police and Fire Retirement plan's portfolio generated performance that trailed the portfolio's custom benchmark (which is based on asset allocation). The portfolio's net investment return was 3.3% versus the benchmark 4.4% year to date, but has outperformed the benchmark 12.1% versus 11.2% over a trailing three-year period (through September 30, 2014). This followed a net investment return of 17.7% for 2013, and 9.7% for 2012. The portfolio's 2014 year-to-date return ranks in the top 74% of its peer universe (public funds with less than \$1 billion). The Plan's overall risk ranks in the bottom quartile (less risk) of its peer universe over a trailing one-, three- and five-year period. Over the last year, the portfolio has been able to generate a Sharpe Ratio (measures risk adjusted returns, the higher the number the higher the return per unit of risk) of 1.97, which ranks in the top 49% of the peer universe and indicates a better risk- adjusted performance than the median public fund in the universe.

Figure 2: **Portfolio Annual Investment Return**





Chartered 1708

*City of Annapolis*

DEPARTMENT OF NEIGHBORHOOD & ENVIRONMENTAL  
PROGRAMS

160 DUKE OF GLOUCESTER STREET, ROOM 202, ANNAPOLIS, MARYLAND 21401  
ANNAPOLIS (410) 263-7946 • FAX (410) 263-9158 • Deaf, hard of hearing or speech disability - Use MD relay @r 711 • www.annapolis.gov

**ANNUAL REPORT OF THE BOARD OF PORT WARDENS  
2014**

The authority of the Board of Port Wardens is established by City Code, Title 15, "The Harbor Master and Harbors and Waterfront Areas": "The Port Wardens shall regulate the placement, erection and construction of structures and other barriers within or on the waters of the city..." (15.16.020). Applications for marine construction are reviewed by staff for regulatory compliance and placed on a hearing agenda for the Board's review. Public hearings are held on the fourth Tuesday of each month if there are applications. Primary staff support is provided by the Chief of Environmental Programs, Dept. of Neighborhood and Environmental Programs with assistance by the Office of the Harbormaster.

There are five port wardens, appointed by the Mayor and confirmed by the City Council for three year terms, with four of the five board members receiving reappointments in 2012. The board members are: Gene Godley (9/24/2012 - , 8/31/2015) Chair; Larry Littig (9/24/2012 - 8/31/15); Willie Sampson (9/24/2012 - 8/31/2015); Randall Adams (9/24/2012 - 8/31/2015); and Scott Bierman (6/20/2011 - 5/31/2016).

In 2014, there were 8 public hearings and a total of 31 applications reviewed by the Board (8 hearings and 19 applications in 2013) representing 31 residential properties and 6 commercial properties. The Board also reviewed enforcement actions taken by the Harbormaster, annual mooring applications, temporary permits for boat shows and conceptual plans for future hearing applications. Prior to the 2007 economic downturn, the Board typically reviewed thirty to forty applications each year.

City Code Title 15 was adopted by the City Council in February, 1980 and has been amended several times over the years, most notably in 2002 with the addition of Divisions I and II which define the role and authority of the Office of the Harbormaster. Division III defines marine construction regulations, the authority of the Port Wardens, and hearing requirements. Title 15 has become outdated in many respects, in particular regarding consistency between local, state and federal regulations and practices adopted since 1980. These inconsistencies often conflict with staff and board review. The Board recommends that Division III be rewritten with the legal scrutiny that it requires. The harbor line, which demarks the limit of water ward construction, was adopted in 1980 from a map drawn in 1979. Given that the developable waterway is an increasingly valuable and diminishing asset, the Board recommends that the harbor line map be accurately rendered as a digital database that will assist the Board in their determinations and can be accessed by the public.

  
Gene Godley, Chairman 



**City of Annapolis**  
**Office of Human Resources**  
 145 Gorman Street, 2<sup>nd</sup> 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

January 7, 2015

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

FROM: Paul M. Rensted  
 Director, Human Resources *Paul M. Rensted*

RE: Annual Report 2014 – 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											
Albert Kirchner	NoMtg											
Battalion Chief James Seibert	NoMtg											
Vacant												
Vacant												

**Activities:** No disputed applications for retirement, therefore Board did not meet.

**COHEN & GREENE, P. A.**

ATTORNEYS AT LAW

156 SOUTH STREET

P. O. BOX 909

ANNAPOLIS, MARYLAND 21404

ALLEN W. COHEN  
JOHN R. GREENE  
ADAM G. COHEN

ANNAPOLIS  
(410) 268-4500  
BALTIMORE  
(410) 269-0464  
WASHINGTON  
(301) 261-1950  
FACSIMILE  
(410) 269-6952

December 3, 2014

City of Annapolis  
Office of the City Clerk  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2535

In re: Annual Report 2014 – Public Safety Disability Retirement Board

Dear Madam Clerk:

Enclosed, please find the 2014 Annual Report for the Public Safety Disability Retirement Board.

If you have any questions or concerns, please feel free to contact me.

Very truly yours,

COHEN & GREENE, P.A.



Adam G. Cohen

AGC:im  
Enclosure



**City of Annapolis**  
**Department of Human Resources**  
 160 Duke of Gloucester Street  
 Annapolis, MD 21401

December 3, 2014

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

**FROM:** Adam G. Cohen  
 Chair

**RE:** Annual Report 2014 – Public Safety Disability Retirement Board

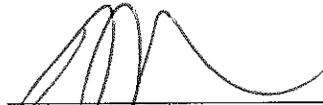
**Duties:** The Public Safety Disability Retirement board shall conduct a hearing on the record to review and decide all appeals from Police and Fire Department Service Connected Disability Retirement Pension decisions made by the Human Resources Director. Appeals from decisions of the Public Safety 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											
James Seibert	NoMtg											
Albert Kirchner	NoMtg											

**Activities:** None

FOR THE BOARD:




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Adam G. Cohen  
 Chairperson

**ANNAPOLIS RECREATION AND PARKS ADVISORY BOARD'S  
ANNUAL REPORTS FOR 2014**

**2014**

The Board has endeavored over the course of the year to continue outreach to the Annapolis community to promote and educate residents of the value of the Recreation & Parks Department.

We now have a full Board—11 Board members. Other current Board members include **Taney Hamill, Chair**, Ward 2; **Dawn Moyer, Vice-Chair**, Ward 7, in addition to: Christina Aist, Ward 4, Abigail Nelson (*formerly Fowlkes*), Ward 5, Craig Harrison, Ward 1, Michael Hughes, Ward 8, Ray Lowman, Ward 6; Frank Montgomery, Ward 6; John Roger Moyer (“Bumper”), Ward 8, and Virginia Rankin (“Ginger”), Ward 2.

<b>2014</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul **</b>	<b>Aug **</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Hamill, T. Chair	X	X				X			X	X	X	
Aist, C.	X	X	X	X	X	X				X	X	
Nelson, A. (formally Fowlkes)	X	X	X		X				X	X	X	X
Harrison, C.	X	X	X	X	X				X	X		
Hughes, M.	X				X	X			X		X	
Jones, Cathy	X	X	X	X	X	X			X	X	X	
Lowman, R.	X	X		X	X				X			
Montgomery, F.	X	X			X					X		
Moyer, D. Vice-Chair			X	X	X				X	X	X	X
Moyer, J.		X	X		X	X				X		
Rankin, G.	X	X	X	X		X			X	X	X	X

- X – Indicates present at meeting
- \* – Indicates meeting cancelled
- \*\* – No July or August meetings scheduled

**By-Laws:** Finalized in 2009 and remain the same.

**Table of Department Grants – 2014** (Attachment reflects a total of \$2,274,000 in grant funds received.)

**Conclusion remarks:**

2014 has been a year of tremendous leadership change for the Annapolis Recreation & Parks Department. The Department has experienced a shooting on one of its property, increase use of all of its services and \$ 2,274,000 in grants funds. The Board has remained committed and in tack for 2014.

Mr. Woodward was appointed as the Acting City Manager on March 25, 2014 leaving his position as Director of the Annapolis Recreation and Parks Department (*since 2012*). Mayor Pantelides appointed, J.P. “Flip” Walters, the City’s Harbor Master, as Acting Director of the Annapolis Recreation & Parks Department. In his 16 months as Director of Recreation and Parks Department, Mr. Woodward demonstrated his outstanding leadership and fiscal management abilities. Mr. Woodward reorganized the department and established professional standards.

Due to health issues in July, 2014, Mr. Woodward stepped down as Acting City Manager as well as Director of Recreation & Parks. While in search of a replacement for Mr. Woodward’s position as Director of our Department, Mr. Walters did an outstanding job as he undertook the many daily responsibilities of managing the Department. Mr. Walters always made himself available to the Board. The Board appreciates the exceptional job Mr. Walters performed in his acting managerial role. The Recreation Advisory Board cannot thank Mr. Walters enough for his service that he performed during this transition period.

Upon Mr. Woodward’s departure, the City’s Human Resources Department immediately organized a search committee team and began a campaign to secure a new Recreation & Parks Director. Chair, Taney Hamill, was a member of the Mayor’s search committee team during the recruitment process for the director’s replacement.

Mike Morris was approved by the Mayor and City Council on Monday, November 10, 2014. He began officially as Director of the Annapolis Recreation & Parks Department on Dec. 22, 2014. Mr. Morris has been the Director of Recreation & Parks for Corpus Cristi, Texas, for the last four year. His credentials include a strong financial background and many years of park and recreation experience. Before Corpus Christi, he was the Director of The Department of Parks, Recreation and Leisure Services in Portsmouth, VA and has served in 2009 as President of the Virginia Recreation & Parks Society. He graduated from Old Dominion University with a Master’s degree in Sports Management.

Ms. Hamill also served on Mayor Pantelides Recreation and Parks Transition Committee. The Transition Committee developed a report of ways to improve the department that will be presented to the Mayor, Aldermen, Alderwomen, and public in 2015.

The Advisory Board looks forward to great year for the Recreation and Parks Department to benefit all residents of the City of Annapolis.

###

**Annapolis Parks & Recreation Department Grants – 2014 Status**  
*(dated 12/10/14)*

	<b>Name</b>	<b>Description</b>	<b>Amount</b>
(1)	State Highway Grant for Waterworks Trails	Purchase Order has been submitted for Trail Maintenance Vehicle. No change-awaiting Finance Dept.	\$ 24,000
(2)	P.O.S. Community Parks and Playgrounds (CP&P) for Third and Chester Playground Replacement	On hold awaiting land ownership issue to be resolved between County and City. Status: Joint Use Agreement in Law Dept.	\$ 56,000
(3)	P.O.S. CP&P Grant for Renovation of Davis Park	Project approved and Ownership. Ownership and legal issues resolved; Public Works in planning.	\$ 26,000
(4)	P.O.S. CP&P Grant for Truxtun Athletic Field Renovation	Design undergoing permit review. Needs more funding—funds will be reprogrammed to other projects.	\$ 102,000
(5)	P.O.S. Grant for Trail Renovation at Truxtun Park Natural Surface Trails	Evaluation of trails completed, next phase will be design. No change.	\$ 66,000
(6)	P.O.S. CP&P Grant for Artificial Turf fields at Bates Heritage (Cal Ripkin)	Grant submitted for review by State. Project completed – Joint Use Agreement in the Legal Dept.	\$ 100,000
(7)	P.O.S. Grant for development of Bywater Park (Kingsport)	Grant awarded; Design contract awarded.	\$ 230,000
(8)	St. Anne’s Church Grant to Stanton Center	Language Arts and Math Coordinator Salaries – Renewed.	\$ 5,000
(9)	Department of Interior and DNR Grant to Harbormaster	Pumpout Boat Operating Grant – 90K FY13+ FY14/60K FY15	\$ 60,000
(11)	Dept. of the Interior and DNR	Boating Infrastructure Grant Tier 1 – Rebuild transient boating facilities on City Dock. In design.	\$ 1,500,000

(12)	Waterways Improvement Fund	Citywide Improvements FY 2014	\$ 25,000
(13)	Waterways Improvement Fund	Citywide Improvements FY 2015	\$ 50,000
(14)	Baltimore Ravens Foundation	“Mighty Milers” Elementary School Age Kids-Running (exercise) to fight childhood obesity.	\$ 5,000
<b>TOTAL</b>			<b>\$ 2,274,000</b>



**City of Annapolis**  
 Office of liaison department  
 Address of liaison department  
 Annapolis, MD 21401

January 2, 2015

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

FROM: Mary O'Brien  
 Risk Analyst

RE: Annual Report 2014 – Risk Management Committee

**Duties:** Establish policy relating to the safety of City employees while on duty and the preservation and protection of City-owned property; Review, evaluate and make recommendations pertaining to departmental personnel and property safety regulations, procedures and activities. Perform other duties as may be assigned to it by the City Council.

MEMBERSHIP
Mary O'Brien (Finance), Chair
Lt. Brian Antal (Police)
Batl. Chief Tim McDowell (Fire)
Archie Trader (Recreation and Parks - Stanton Center)
Dennis Hoyle (Recreation and Parks- Pip Moyer Rec Center)
Tricia Hopkins (HR)
Cindy Tate (Public Works)
John Menassa (DNEP)
David Street (Harbormaster)
Karen Steele (Law)

Meetings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	No Mtg	19th	20th	24th	29th	No Mtg	1st	5th	9th	2nd	No Mtg	4th

**Activities**

The Committee adopted mission statements as follows-

**Workplace Safety Mission**

The mission of the Risk Management Committee is to develop, formulate and disseminate policies, practices and procedures that promote safe working environments, and to eliminate injuries and illnesses for all employees.

**Public Safety Mission**

The mission of the Risk Management Committee is to develop, formulate and disseminate policies, practices and procedures that will promote public safety in City buildings, City transportation operations, City-wide emergencies, Public Works Department operations and Recreation and Parks Department programs and facilities, public events and City – approved events.

**Underlying the Mission**

The mission of the Risk Management Committee is to develop sound policies, reflect best practices and procedures that will promote a culture of workplace safety, while working closely with City government officials,

City Council, Public Safety Committee, Office of Emergency Preparedness & Risk Management, City departmental directors and City departmental staff.

The City has a Workplace Violence policy. This is the first step in developing an effective Workplace Violence Prevention Program. The next step is to conduct threat assessments of all vulnerable areas to identify administrative and engineering controls that will enhance the safety of staff and visitors. Finally, Staff should be trained on how to respond to violent situations.

The Risk Management Committee conducted threat assessments of all departmental areas. The results of these assessments, along with recommended controls, were sent to the City Manager for acceptance and implementation. Although training for staff was discussed with the Human Resources department, no training has been scheduled.

The Committee completed an update of the 2004 Safety Manual. This update has been sent to the City Manager for adoption and implementation.

The Committee also discussed several safety initiatives including a safety quiz, posters and safety slogan campaign but funding for these projects were not available. Ultimately each member was asked to choose a safety talk from the Risk Management portal and post it in their areas.

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



TRANSPORTATION BOARD  
CHAIRMAN: JOHN GIANNETTI JR.  
VICE CHAIRMAN: CHRISTOPHER P. AIKEN  
SECRETARY: CAROL KELLY

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February 13, 2015

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

RE: Annual Report 2014 – Annapolis Transportation Board

**1. Duties:**

1.1 As directed by the Annapolis, Maryland, Code of Ordinances, Title 2 – ADMINISTRATION, Chapter 2.48 - BOARDS, COMMISSIONS AND COMMITTEES, Article X – Transportation Board, there is created a Transportation Board. The duties of the Board are: to provide informed analysis of the facts relating to transportation matters affecting the City and all transportation matters pending before the City Council or before any City agency, board or commission; to recommend to the Mayor and aldermen, a comprehensive transportation master plan for the City; to provide oversight, guidance, and expertise in the planning of comprehensive traffic, and transit policies. In performing its functions, the board shall:

- 1.1.1 Study, review and make recommendations with respect to all transportation and traffic matters;
- 1.1.2 Advise the City Council on the implementation of the transportation master plan and improvement of City transportation and traffic conditions;
- 1.1.3 Provide a forum for citizens and residents to express their views and opinions regarding transportation, traffic policies and procedures and to inform the public with respect to proposals for changes in existing transportation and traffic policies and procedures;
- 1.1.4 Assist the City in the presentation of reports, recommendations, analysis, or policies to other public or quasi-public bodies whose actions may impact transportation conditions within the City; and
- 5. Participate in activities with Anne Arundel County and the State of Maryland intended to further the transportation concerns of the City.

1.2 As further defined in Article X – Transportation Board 2.48.320 B. Composition and Procedures – The Board shall, under its own authority, establish rules of procedure and practice to provide for the carrying out of its duties and responsibilities consistent with the provisions of this chapter (cited above). These procedures establish and document the Transportation Board (hereinafter referred to as “the Board”) rules for implementation of its assigned duties and responsibilities.

1.3 The purpose of these Rules of Procedure is to facilitate the effective management of business that comes before this Board, and to ensure an equal opportunity for all Board members to contribute and participate in conducting the public’s business. All Board meetings shall be characterized by fairness with only one matter at a time being discussed and considered.

**2. Attendance:**

Meeting Dates	1st District	2nd District	3rd District	4th District	5th District	6th District	7th District	8th District	At-large	At-large	At-large	At-large	At-large	At-large
2014	Parry	Pline	West	Torreon	Giannetti	Kelly	Daniels	Pachler	Aiken	Small	Eades	Dolezal	Widener	Kelm
1/8/2014		x	x	x	x	x		x		x	x	x		
3/26/2014					x	x	x	x	x		x	x	x	
4/23/2014	x				x	x	x	x	x	x	x			
6/25/2014		x		x	x	x	x		x		x			
7/23/2014					x	x		x	x	x	x			x
7/30/2014		x			x	x	x	x	x	x	x			x
8/13/2014					x	x		x	x	x				x
8/27/2014		x			x	x		x	x	x			x	x
9/24/2014		x				x	x		x	x		x		x

**3. Activities:**

**January 2014:**

Board meetings are held on the second Wednesday of every month in the Annapolis City Council Conference Room. The meetings in January and July will be held at the Department of Transportation headquarters building.

Update on the annual review of the Board Rules and Procedures, which resulted in two recommendations: seek clarification from the City Council or mayor on the functionality of the Board with its increased membership of 14 people and resolve the questions regarding the Board quorum and ad hoc and ex officio membership. Draft copies of the existing rules and procedures, which will be discussed in February, proposed for change in March, voted on in April, and further adjusted in May and June.

The Hillman Garage Committee will meet on January 14, 2014, at 6:00 PM in the City Council Conference Room. Structural assessment of the building and planning for repairs, a comprehensive parking plan, and the construction of a new garage continue. A Transportation Board public hearing will be held on January 29, 2014, at 7:00 PM in the City Council Chambers. Also on the agenda items will be the Circulator transit, regulation of non-standard vehicles, and policy regarding oversize vehicles in Annapolis.

Minutes for Transportation Board meetings during 2013 have been posted to the Board Google site and sent to the City of Annapolis website. Attendance for 2013 meetings has been updated online.

Election of Officers: Board approved that Giannetti continue as Chair, Aiken as Vice-Chair, and Kelly as Secretary until June, 2014.

The multi-modal transit center planning is in the feasibility study stage. A report to the Department of Transportation on the structural assessment of Hillman Garage from the Department of Public Works is pending. It was noted that 105 city employees are currently permitted to park in Hillman Garage.

The Board recommended to the City Council the passage of legislation to reduce the parking meter rates from \$2 to \$1 in the “off season” with the condition that data be compiled regarding the fiscal and budgetary impacts of the reduction.

**March 2014:**

The City Council passed a resolution to give further consideration to the proposal for Annapolis to join the Regional Transportation Agency rather than approve signing an MOU to join the RTA at the present

time. This will preclude Annapolis from acquiring a call center employing ten people to support the RTA operations. In all other aspects of the RTA arrangement, Annapolis will have the full benefits of membership if it joins in the future. A public hearing will be held before the Council votes on the RTA.

The Transportation Board will meet on the fourth Wednesday of every month. It will use fifth Wednesdays for public hearings.

The Wayfinding Report has been approved by the Historic Preservation Commission.

The Annapolis Department of Transportation staff will be asked to check on the status of the proposal to allow parking in loading zones at designated times of the day.

The Board approved that State Circle residents be included in District One so they can acquire parking permits.

#### **June 2014:**

The Board reported that the FY 2015 City of Annapolis budget has been passed and allocates approximately \$5.4 million to the Department of Transportation. The Transportation Board will discuss holding a public hearing on proposed changes in the bus routes and fares under New Business, scheduled dates for public hearings in 2014 are July 30, October 29, and December 31.

Transportation Board members 'Nita Parry and Ray Torreón advised that they are resigning due to personal reasons.

The position of Director of the Department of Transportation is funded in the new budget.

The consultants studying the proposed multi-modal transit center have completed their work. Possible next steps in the planning for the center are engaging Anne Arundel County in the process or working with the Baltimore Metropolitan Planning Organization.

The Board will recommend a legislative proposal to change the City of Annapolis Code to cover non-standard vehicles using City streets. This will include reviewing licensing to be made a requirement for the operation of vehicles such as the Uber operation in Annapolis.

The Board approved that residents of State Circle be allowed to obtain Ward One parking permits.

The board will conduct a public hearing on July 30, 2014 from 7 to 9 pm in the City Council Chambers on proposed changes in Annapolis bus routes and fares.

#### **July 2014:**

The Transportation Board received a presentation by Jim Mandrin, Katherine Mandrin, and Christopher Buck, all representing Olde Town Marina at 1 Shipwright Street in Annapolis. Mr. Buck explained the physical setting and traditional maritime and vehicular usage of the site. He requested that the Transportation Board advise that the Department of Transportation return to non-enforcement of the 2-hour parking limit up to Lot 7 on Shipwright Street or, alternatively, that the Board place a moratorium on enforcement of parking on lower Shipwright Street pending a revision exempting the Waterfront Maritime District on Shipwright Street from the residential parking scheme, while continuing to provide property owners from Lots 1 – 5 the option of obtaining parking permits.

The Annapolis Transportation Board recommended to the City Council a change in the City Code to terminate the parking district on Shipwright Street at Lot 5. Further, the Board directed a letter to the

Acting Director of the Department of Transportation to request abatement of parking enforcement of the residential district from a point between Lot 5 and Lot 7 on Shipwright Street to allow parking for use at the Olde Town Marina for longer than 2 hours. In addition, the letter will request that the Finance Department issue 30 parking hang tags to the owners and renters of slips at the Olde Town Marina to be used until the Council considers the recommended changes.

The Board was apprised that Young Transportation Service is in discussion with the Mayor's Office regarding its van service between Annapolis and the New Carrollton Metro station.

The Department of Transportation has begun the search process for two funded positions, Parking Coordinator and Operations Manager. Applications are also being accepted for Parking Code Enforcer positions.

The Board requested information from the Annapolis City Manager regarding enforcement of the Cease and Desist order and the effect of the Uber Company's operation on the Annapolis taxi industry.

The Transportation Board also conducted a public hearing concerning the proposed changes with options for bus routes in the Annapolis transit system. Option 1 was to reduce service hours on the Gold and Circulator routes, reduce the frequency of service on the Gold, Circulator, and Brown routes, reduce the route length on the Circulator route, charge a base one-way fare of \$1.00 on the Circulator route, and reduce bus service on holidays. Option 2 was to eliminate the Gold, Yellow, and Circulator routes. The Transportation Department staff explained possible impacts of these changes. The following comments were provided to the Transportation Board members by the members of the public:

- Mr. Isope and Sandy Huberfeld of the Park Place community spoke in favor of retaining the Circulator route. Gail Schumaker is in favor of Option 1. Mike Myers and George Butler, Jr. spoke for the Circulator.
- George Palmer of Urban Adventures proposed modifying the Circulator schedule to reduce its hours of operation. He offered to discuss integration of his e-cruisers with the Circulator operation.
- Barbara Madison of Claiborne Apartments pointed out that the proposals and the status of taxis in Annapolis violated the Title 6 law. Marlene Handler noted that the paratransit system of Annapolis transit often does not provide adequate service. Jane Sinclair said the proposed transit changes would affect the disabled community disproportionately. She described transit as a lifeline for independence for the disabled, and it justifies public and private subsidies.
- Amanda Waterbury, Mays, and Curtis DeStefano are in favor of continuing the Circulator.
- Michael Keller said bus riders should have priority over Circulator riders. Ms. Nelson spoke against continuing the Circulator.
- Michael Scott, a student at Anne Arundel Community College, said the Gold should be kept in service. He suggested cutting the Orange route. Danielle Prebeck indicated willingness to pay an increased fee in order to keep the Gold route.
- Tom Howe spoke for the Circulator and pointed out that it is advertised on social media. Carol Lorenzato asked if the Circulator worked on July Fourth and said it is necessary for people with orthopedic problems. Mary Madsen of the Visitor Center said the Circulator is very important for visitors to Annapolis. Larry Boyd wants the Circulator to continue and noted it promotes visitor use of a larger number of restaurants.
- Sean O'Neill of the Annapolis Business Association spoke for the Circulator, as did John Gebhardt, who suggested that it run to Eastport and be paid for by businesses. Julie Johnson is in favor of the Circulator. Heather Skipper of Watermark reported that 37,000 visitors went on walking tours last year and the Circulator served many of them. The Circulator is an integral part of the Watermark tourism service. It was suggested that the Circulator service be extended to Eastport and West Annapolis.

- Amanda Fegley, president of the Ward One Residents Association, called for greater clarity in the reporting of the financial accounting for the Circulator and urged the use of more signs to inform people about the route.
- It was suggested that a public/private partnership be considered for the operation of the Circulator.
- Kurt Riegal of the Annapolis Environmental Commission recommended that the proposed changes to transit and the Circulator be sent back to the City Council for reconsideration.
- Edward Cohen of the MTA Citizens Advisory Committee for the Disabled said that the illegality of inadequate provision of paratransit services must be recognized.
- Tim McClennan suggested that the City Council impose a one-half cent sales tax to be used for transit. Alderman Pfeiffer pointed out that state law prohibits such a tax.
- Natalie Horquail and Jay Talon of Anne Arundel Community College do not want the Gold bus cut.

### **August 2014:**

The Transportation Board considered recommendations to the City of Annapolis regarding proposed changes in current Annapolis Transit bus routes and fares based on input gathered by the Board at the public hearing held on July 30, 2014. The members agreed to recommend the continuation of the current Circulator bus service and the maintenance of the other bus service currently provided by the Annapolis Department of Transportation. These recommendations were to be conveyed to the Mayor at a meeting on Thursday, August 14, 2014.

Board members, Pachler and Small, discussed their meeting with the mayor. They indicated that the mayor sought input from the Board on the matter of budgetary constraints on the Department of Transportation as addressed at the Board public hearing on July 30, 2014. The mayor expressed interest in moving forward with the guidance of the Transportation Master Plan. The Board will work on the current draft of the Master Plan for presentation to the mayor and then to the public on October 29, 2014 at a public hearing.

The Board received a request by representatives of the Uptown at Murray Hill Community Association who requested a change to Special Residential Parking District No. 3 to give all residents of the community eligibility for a residential parking permit. Representatives of the Murray Hill Residents Association spoke against the change.

The Board also heard from a representative who spoke in favor of the imposition of a tax by the City of Annapolis to be used for only transportation funding.

The Board approved the revised Department of Transportation proposal for bus route and fare changes (revised by the public meeting feedback) for submission to the City Council.

### **September 2014:**

The Board tabled the report of the Work Session on the Transportation Master Plan due to additional work to be accomplished.

The Board received a request from residents of Burnside Street in Eastport who have gathered 30 signatures to request a special parking district designation for their street. The Board decided to postpone any action until the new Annapolis Department of Transportation Parking Coordinator, who will be in the position in November, can review and make recommendations to the Board concerning this matter. Also, the Board requested clarification from the Transportation Department on the parking arrangements made in City of Annapolis garages for special parking spaces for vehicles with *Save the Bay* license plates.

The Transportation Department staff reported that an applicant for the Department of Transportation Transit Operations Manager position has been picked and will begin work in October. Also, the Mayor's Transition Team is considering regionalization options for the Annapolis transit system.

The Transportation Board approved and recommended to the City Council pending Ordinance 26-14 for a Special Residential Parking District 2: Shipwright Street for the purpose of removing the area on Shipwright Street zoned WME and the area adjacent to the WME zone on the southwest side of Shipwright Street from Special Residential Parking District No. 2; and providing that a resident who occupies a dwelling unit in a building located in the WME zone on Shipwright Street shall be eligible for a parking permit in Special Residential Parking District No. 2.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. P. Aiken". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Christopher P. Aiken, Vice Chair