



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

RCEldridge@annapolis.gov · 410-263-7942 · Fax 410-280-1853 · TDD 410-263-7943 · www.annapolis.gov

February 20, 2018

To: Mayor and Alderpersons
 City Manager Andrews

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

RE: **Annual Reports FY2017 pursuant to City Code Sec. 2.04.080** – May be viewed by selecting the link below:

<https://www.annapolis.gov/518/Annual-Reports>

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

Financial Advisory Commission	Melissa Leaman	Finance	Finance Committee
Heritage Commission	Roberta Laynor	Planning and Zoning	Economic Matters
Historic Preservation Commission	Shari Pippen	Planning and Zoning	Economic Matters
Housing & Community Development	Theresa Wellman	Planning and Zoning	Housing & Human Welfare
Human Relations Commission	Trish Hopkins	Human Resources	Housing & Human Welfare
Maritime Advisory Board	Hollis Minor	Planning and Zoning	Economic Matters
Planning Commission	Jacquelyn Rouse	Planning and Zoning	Rules and City Government
Police and Fire Retirement Plan Commission	Melissa Leaman	Finance	Public Safety
Port Wardens	Kevin Scott	Planning and Zoning	Environmental Matters
Public Safety Disability Retirement Board	Trish Hopkins	Human Resources	Public Safety
Recreation Advisory Board	Archie Trader	Recreation and Parks	Economic Matters
Risk Management Committee	Mary O'Brien	Finance	Public Safety
Transportation Board	Transportation	Transportation	Transportation

**Green indicates Board, Commission or Committee that did not submit an annual report.*

** Newly created – they did not meet in 2017**



Cynthia Gaines, Deputy City Clerk
City of Annapolis
 Office of the City Clerk
 145 Gorman Street, 3rd Fl
 Annapolis, MD 21401-2535

Phone: 410-263-7942 / Fax: 410-280-1853 / TDD-TTY Relay: 711 / E-mail: cgaines@annapolis.gov

February 21, 2018

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

FROM: Cynthia Gaines
 Deputy City Clerk

RE: Annual Report 2017 – Alcoholic Beverage Control Board

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

Attendance:

Members	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 5	Aug 2	Sep 6	Oct 4	Nov 1	Dec 6
Leonard Berman, Chair	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
Lawrence Harris Jr., Vice Chair *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
James Praley	✓	✓	✓	x	✓	x	✓	✓	✓	✓	✓	✓
Matthew Zagwodzki	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓

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

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

License renewals were processed in March and April, 2017. All licensees were in good standing with respect to City fees and State taxes. One hundred and sixteen licenses were renewed.

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

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

Acme Bar & Grill.....\$500
Armadillo's.....\$750
Sakura.....7Day Suspension

Fines collected in 2017 for violations of the Alcoholic Beverage Control Board Rules and Regulations were one thousand two hundred and fifty dollars (\$1,250.00). There were no compliance checks in the 2017 calendar year.

Also during 2017 the Board heard and acted upon the following matters, collecting three thousand three hundred and seventy-five dollars (\$3,375.00) in fees:

5 Transfer Application \$1,125.00
3 New License Applications..... \$675.00
17 Substitution of Officers.....\$1,575.00

(268) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling nineteen thousand six hundred and seventy-five (\$19,675.00).

In August of 2017, One hundred and sixteen licenses were renewed, collecting four hundred and fifty-five thousand, six hundred and fifty dollars (\$455,650.00) in license fees.

The election of officers was held on August 2, 2017. Lawrence Harris, Jr. was re-elected Chairman and Leonard Berman was re-elected Vice-Chair. There is one vacancy on the board the seat has been vacant since 2014.

Respectfully submitted to the Mayor and City Council by the

ALCOHOLIC BEVERAGE CONTROL BOARD


Chair: Lawrence Harris, Jr.

Date: January 23, 2018

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

From: Joanna Ogburn
Chair, Annapolis Conservancy Board

Subject: Annual Report 2017 - Annapolis Conservancy Board

Overview

The Annapolis Conservancy Board continued to inspect conservation easements within the City to ensure that the easements are being properly enforced. The Board especially would like to thank the Office of Environmental Policy (OEP) for its assistance in this regard. OEP made progress in resolving a perennial problem, i.e., identification of the precise boundaries and easement terms for properties on which the Board currently holds a conservation easement. An OEP summer intern researched deeds and plats for the properties and posted them to the Board's website. Having access to these documents should greatly facilitate the Board's efforts to respond to property owners' queries in the future.

In 2017, the City also purchased 22 platted and recorded lots from the proposed Parkeside Preserve development to create and permanently preserve a 39-acre passive recreational nature area. This nature area will come under the purview of the Annapolis Conservancy Board and adds a significant contribution to the amount of forest and greenspace protected.

The Board continued to build on its work in 2016 to explore ways to expand interest in creating conservation easements in the City. The Board worked with City departments and with the Maryland Environmental Trust, devised criteria for potential easements, and reviewed a draft informational brochure.

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

2017 Activities and Projects

- Inspected easements within the City to ensure that they are being properly managed by the property owners. No significant infringements were discovered.

- Established criteria to be used in identifying and acquiring property to be placed into conservation easements. While each property will be judged individually, these criteria include the presence of forested or other natural habitat or open space; proximity to already protected lands; proximity to streams or water bodies; presence of rare or unique habitats; connection to existing or planned City or County recreational areas, such bike or hiking trails; aesthetic value; and benefit to the community.
- Worked with Maryland Environmental Trust (MET) staff to develop a way to place easements on City-owned properties that should be preserved in perpetuity. (Because the Conservancy Board is part of City government, and not an independent entity, it may not legally hold easements on City-owned property.) MET is now willing to hold easements on small urban properties as well as much larger rural ones. MET agreed to discuss holding easements on Truxtun Park, the Back Creek Nature Park, and the Schubert property.
- Supported the City's application for a grant for a stream restoration project on the Schubert property, which is being acquired by the City and contains the outfall source for College Creek. The Office of Environmental Policy and MET are working on an agreement for MET to take over the easement, which is currently administered by the Conservancy Board.
- Met with the City's Chief of Comprehensive Planning regarding the Eastport Sector Study to ensure that the Office of Planning and Zoning is aware of the Conservancy Board's interest in potential easements in that area and the criteria the Board has adopted.
- Approved removal of two trees at the request of the Kingsport Homeowners Association, and agreed to consider other changes to the easement when the Association is ready to present a formal request to the Board.
- Met with Spa Creek Conservancy representatives to discuss stream restoration plans for the Hawkins Cove easement, which the Board supports, and ways to construct a hiking trail and footbridge in that area.
- Identified two properties as test cases for soliciting the donation of conservation easements by property owners. Unfortunately, after further investigation, these properties turned out not to be viable test cases.
- Completed draft Bylaws for the Conservancy Board, as required by City code, that will be presented to the Council for approval in 2018.

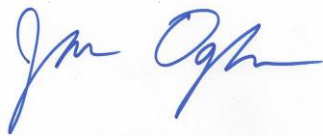
2018 Goals

In addition to improving communication between the Board and owners of properties covered by conservation easements, the Conservancy Board intends to pursue the following projects in 2018:

- Continue to enhance cooperation with City departments, particularly the Offices of Environmental Policy and Planning and Zoning, to ensure that the need to protect natural areas through a conservation easement is considered early in the planning process.
- Identify potential properties for new conservation easements using the City's GIS system and the criteria the Board adopted in 2017.
- Finalize and publish the draft information packet for homeowners prepared in 2017.
- Work with City staff to advance the creation of at least one conservation easement to be held by MET on city-owned property, as described above.
- Begin discussions with at least one landowner regarding the creation of a new conservation easement on privately-owned property.

Challenges

We would welcome the assistance of the City Council in ensuring that the importance of conservation easements is factored into the City's long-term planning and into the day-to-day permitting process. We would also welcome the Council's support for use of Program Open Space funds that the City may obtain for the purchase of conservation easements on properties of particular value to City residents.



Joanna B. Ogburn, Chair

Attachments:

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

Attachment A

Chapter 2.50 - ANNAPOLIS CONSERVANCY BOARD

Sections:

2.50.010 - Established.

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

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

(Ord. O-7-88 § 1 (part))

2.50.020 - Membership.

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

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

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

(Ord. O-7-88 § 1 (part))

2.50.030 - Rules of procedure.

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

(Ord. O-7-88 § 1 (part))

2.50.040 - Powers and duties.

The Conservancy Board shall have the following powers and duties:

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

(Ord. O-7-88 § 1 (part))

Attachment B

Conservancy Board Meetings and Attendance

Attendance Records for January 2017 through December 2017

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

All absences were excused.

The Conservancy Board meets every other month.

2017 ANNUAL REPORT

Annapolis Human Relations Commission

These are highlights of the activities of the Annapolis Human Relations Commission in 2017 and consistent with its mission to eliminate discrimination and promote equal opportunity:

Open House and Candidate Forum

The Commission sponsored its third quadrennial “open house”. The candidates for Mayor and City Council had a chance to make a five-minute statement outlining their vision of how Annapolis could be a model for other cities in the promotion of good human relations. A majority of the candidates seeking office attended or sent a representative. Information also was presented about the programs, services and initiatives of the Commission. About 30 persons attended the “open house”, which was held at St. Luke’s Episcopal Church, and had a chance to chat with the candidates and members of the Commission

Complaints

The Commission received and handled five complaints. The first complaint involved an allegation of discrimination in housing on the basis of race and disability by a home operated by a religious denomination in the City. The complaint was resolved by negotiations between the parties. The second complaint alleged discrimination in housing-related accommodations on the basis of physical disability by an apartment complex in the City. The complaint was resolved through discussions between the two parties. The third complaint charged discrimination in employment on the basis of race by a private employer in the City. The complaint was withdrawn when the complainant decided to pursue the matter in court. The fourth complaint claimed rude treatment by an employee of a store in Annapolis. The complaint was resolved when the owner of the established offered a verbal and written apology. The fifth complaint alleged discrimination on the basis of gender by an employee of a restaurant in Annapolis. Both parties agreed to try to settle the dispute by mediation, which is pending.

Notification of Annapolis Residents about Responding to Acts of Hate

At the request of the Commission, the City’s public information officer posted a message on the City’s Facebook page explaining what residents should do if they are a victim of a hate crime or hate incident. The information included the contact phone numbers for the Commission and the Annapolis Police, as well as the “hot line” established by the Maryland Attorney General.

Immigration Status Ordinance

The Commission endorsed a proposed City Council ordinance by Alderman Jared Littman to prohibit City officials from asking residents about their immigration status unless required by law. The Commission chair testified in support of the ordinance at a City Council public hearing and sent his statement in a follow-up email message to the Mayor and members of City Council.

Equal Protection Commission

The Commission worked with Alderwoman Rhonda Pindell Charles in her development of a City Council resolution to establish a Commission that would prepare regular reports about the status of the immigrant community in Annapolis. The Commission chair responded to questions about the proposed resolution at a meeting of the City Government Committee of City Council.

Hate Free Zone

The Commission endorsed a City Council resolution introduced by the Mayor that would declare Annapolis a “hate free zone”, condemning groups operating in the United States that use hate as their motivation. The Commission chair testified in support of the resolution at a City Council public hearing.

Commissioner Testimonials

Videotaped statements by Commissioners about why they choose to serve on the Annapolis Human Relations Commission were posted at the Commission’s page at the City web site.

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:

- “Colie” and Grant Young, Citizens’ Climate Education
- Tammy Bresnhan, AARP Maryland
- Amy Davies and Amber Yates, Best Buddies Maryland
- Terry Berg and Jamie Kizer, The Chrysalis House
- Cheryl Antlitz and Shannon Majoros, RISE for Autism
- Annapolis Police Chief Scott Baker
- Christine Shea, Amnesty International
- Kay Hunter and Kelly Sullivan, Wellness House of Annapolis
- Skip Auld and Christine Feldman, Anne Arundel County Public Library
- Melissa Merritt and C.J. Meushaw, Showing Up for Racial Justice
- Bob and Katherine Rude, Rude Ranch Animal Rescue

Other Activities

The Commission presented its 2017 Dr. Martin Luther King Jr. Award to Karen Biagiotti for her work with the Men’s Winter Relief Program of Arundel House of Hope. The Commission also presented awards to graduating seniors at the annual programs of Annapolis and St. Mary’s High Schools. The Commission received a presentation by Richard W. Allen, director of equal opportunity and ADA coordinator for the Maryland Department of Natural Resources, about civil rights issues related to the work of his agency. The Commission had representation at the Human Rights Day program of the Maryland Association of Human Rights/Relations Agencies.

2017 Meeting Attendance Record of Commissioners

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

Key: X- Attended, E- Excused absence



City of Annapolis

Recreation and Parks Department

273 Hilltop Lane

Annapolis, MD 21403-1542

RecPark@annapolis.gov • 410-263-7958 • Fax 410-626-9731 • TDD use MD Relay or 711 • www.annapolis.gov

Art in Public Places Commission 2017 Annual Report

This year for Art in Public Places was both rewarding for the City and frustrating for commission members.

The Four Rivers Heritage Commission recognized Aippc with an award for the publication of the Art in Annapolis Catalogue. The city's art was also featured on the Visitors Center and the City of Annapolis web sites and distributed to visitors in key places throughout the city. Catalogues were available to the public at The Mitchell Gallery, USNA Visitors center, AA Visitors center, City B&B, Art Galleries, 49 West , City Hall, and the Rec. Center . One walking trail featuring city art was filmed for the city cable station.

Continuing our cooperation with St Johns College, the commission contracted with a student graduate to research the programs and methods of funding in towns in the State of Maryland. This is the first and only collection of this information to our knowledge. The research was designed to inform the Aippc on processes we might incorporate to improve our own way of work. Naively the commission hoped to present the report to the City Council and engage in a substantive discussion. In fact there was no discussion and little interest in the findings that Annapolis was at the bottom of the list for funding art programs.

Funding was in fact our major frustration. No money was budgeted in the Recreation and Parks Department budget that houses the Aippc and the Mayor did not commit dollars until late In the season making it difficult to formulate program for the summer season.

Nevertheless we were able to produce our first Spring forum on the Arts at St Johns College in cooperation with the Anne Arundel Cultural Arts. Chris Nelson , President of St Johns was recognized for his support of Aippc. A Concert by Peacherine, local art exhibitors and a reception were featured.

During the year the approximately 10 local artists were commissioned to exhibit their art at City Hall. A new gallery was opened at the Harbor Masters building . And plans were secured for a third city Gallery at the PMRC with a first exhibit scheduled in January, 2018.

Once again Tango was a featured attraction on five Friday evenings on City Dock
10 local musician groups were commissioned to perform on Thursday evenings on City Dock attended by 100 citizens and seniors bussed in from Manresa.
The First public art In 8 years was completed in a mosaic on a wall In Front of the Fleet Reserve on Compromise St. About 100 people attended the reception sponsored by the Fleet Reserve to honor the occasion. Interest In extending the Project Down Compromise Street attracted the financial support of the US Boat Shows. The Commission is continuing support for extending the mosaic wall. During the year Aippc secured \$8000 in grants.
\$5000 was received from the Maryland State Arts Council for the mosaic Mural, \$1000 was received from the County Arts Council to support the Spring Arts Forum at St Johns and \$2000 was received from the Cultural Arts Council to support the Tango Program on City Dock.

The commission ends the year 2017 with limited resources committed to commissioning the work of local artists for the public .

Respectfully submitted,
Ellen Moyer, Chair, 2017



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

410-263-7961 • Fax 410-263-1129 • www.annapolis.gov
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January 15, 2018

TO: Regina C. Watkins-Eldridge, MAC, City Clerk
FROM: Derek Meyers, Chair
RE: Annual Report 2017 – Board of Appeals

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

The criteria for membership include the following:

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

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

1. To hear and decide appeals, pursuant to the provisions of Zoning Code Chapter 21.30 where it is alleged there is error in any order, requirement, decision or determination made by an administrative official or body in the enforcement of: (a) this Zoning Code; or (b) any ordinance adopted pursuant to this Zoning Code.
2. To hear and decide applications for special exceptions pursuant to Chapter 21.26 of this Zoning Code.
3. To hear and decide applications for variances from the terms of this Zoning Code, pursuant to the provisions of Chapter 21.28 and from the terms of Title 20 - Subdivisions, pursuant to the provisions of Chapter 20.32.
4. To hear and decide applications for zoning district boundary adjustments pursuant to the provisions of Zoning Code Chapter 21.20.
5. To hear and decide applications for physical alteration of a nonconforming use pursuant to the provisions of Chapter 21.68.
6. To hear and decide all matters referred to it or upon which it is required to decide by this Zoning Code, and as prescribed by the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.
7. The Board of Appeals shall provide written findings for every application decision under this title. The application shall be approved only if the majority of the members of the Board of Appeals each find that all of the necessary review criteria have been met.
8. For applications under Section 21.08.040(E)2.—4. of this title, the Board of Appeals shall grant or

deny applications based on whether they satisfy all the standards imposed by this Code. The Board may consider each standard individually but shall only vote on the application as a whole.

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

During 2017, the Board reviewed eight variance requests regarding these items:

- 1 Stewart Avenue
- 628 Bay Ridge Avenue
- 908 Ridgewood Street
- 607 Creek View
- 29 Franklin
- 106 Montecello
- 38 & 40 Munroe
- Claude Street, Lot 3
- 26 Lafayette

Special Exceptions for the following projects were reviewed:

- Annapolis Regional Library
- 935 Spa Road City of Annapolis Public Works
- 137 Prince George Street, TenTen Cuisine
- 26 Lafayette - Non Conforming Dwelling

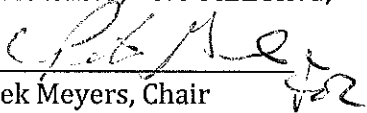
Appeal Cases for the following projects were reviewed:

- 405 S. Cherry Grove - Minor Site Plan Approval (SDP2017-001)
- 915 Chesapeake Avenue (Motion to deny on Lofts at Eastport Landing)
- 424 -428 Fourth Street - Shared Parking provisions

The Board held thirteen meetings in 2017. Attendance at the meeting was as follows:

	JAN	FEB*	MAR	MAR	APR*	MAY	JUN	JUL	AUG*	SEPT	SEPT	OCT	NOV	NOV	DEC
Derek Meyers, Chair	X		X	X		X	X	X		X	X	X	X	X	X
Christian Zazzali, Vice-Chair	X		X			X				X	X		X		X
Robert Gallagher	X		X			X	X	X			X	X	X	X	
Charlie Matorana	X			X		X	X	X		X	X	X	X	X	
Andrew Burnett**			X	X			X	X		X			X	X	
Michael Walsh ** (alternate)			X							X	X	X		X	X

X - PRESENT; * NO MEETING; ** Appointed in February


 Derek Meyers, Chair



City of Annapolis

Board of Supervisors of Elections
 c/o Regina C. Watkins-Eldridge, MMC., City Clerk
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2535

Elections@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

February 15, 2018

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

FROM: Eileen G. Leahy, Chair

RE: Annual Report 2017 – City of Annapolis Board of Supervisors of Election

Members: Eileen Leahy, Chair
 Cliff Myers
 Arnold Smith

Meetings: Third Thursday of each month in the City Council Chambers

The City of Annapolis conducted a Primary Election on Tuesday, September 19, 2017 and a General Election on Tuesday, November 7, 2017. The City of Annapolis Board of Supervisors of Elections (BOSE) is pleased with the manner in which they were conducted and are satisfied that they were administered according to the Charter and Code of the City of Annapolis.

The 2017 municipal election cycle was different in that it was conducted with the administrative assistance of the Anne Arundel County Board of Elections (AACBOE) according to a Memorandum of Understanding that was signed in September 2016. Many changes were made to forms and procedures for compliance and consistency with City Code along with increased Election Judge training and resources. Communications with the two groups along with the Office of the City Clerk and Office of Law were ongoing and considered very good by all parties. The BOSE also communicated frequently with the City Manager and other City offices such as MIT and Finance. On two occasions the BOSE had work sessions with the City Council to discuss elections.

Following both elections and canvasses, the BOSE and AACBOE met to review the processes used and to make recommendations for the future. Summaries of these meetings are attached. Overall this partnership worked well and greatly contributed to the smooth operation of the elections and canvasses. The recommendation of the Board of Supervisors of Elections to the City of Annapolis City Council is to continue this relationship for the 2021 Municipal Elections.

Over the course of this BOSE 4-year term several changes were made to the City Code. Recommendations for changes came from the BOSE's review of City Code done in conjunction with the City Clerk and City Attorney along with those made in 2013 BOSE Annual Report and several put forth by the Ad Hoc Committee on Elections that was formed by the City Council to review the 2013 Election. Moving forward, the BOSE has identified additional areas needing review and proposals for changes in City Code and Election procedures. A summary of all topics is attached. The top 5 priorities identified are: campaign fund reporting, absentee ballot

procedures, challenger and watchers, research on early voting, partisan vs. non-partisan elections, election cost, and the election cycle, along with community outreach.

ANNAPOLIS BOARD OF SUPERVISORS OF ELECTIONS

TOPICS FOR REVIEW IN 2018 –UPDATED

1. Memorandum of Understanding between the City of Annapolis and the Anne Arundel County State Board of Elections – *Recommendation made by Anne Arundel County Board of Elections to discuss after the 2018 Elections/early 2019.*
 - a. Review 2017 City of Annapolis Elections including financial impact
 - b. Make recommendation(s) for 2021 City of Annapolis Elections
2. Review of Annapolis City Code – Title 4: Elections - Consistency with State and County Election Codes – including, but not limited to the following:
 - a. **Campaign Fund Reports - priority**
 - Application and procedure review
 - Campaign reporting and payment (e.g. credit cards & processing fees, PayPal)
 - State reporting system
 - Deadlines for submission, posting and analysis
 - Late/delinquent campaign fund reports – communication, fees & enforcement
 - Political action committees - review
 - Definition
 - Enforcement of reports and fees
 - b. **Absentee Ballot Procedure - priority**
 - Application and mailing of ballots
 - Staffing to process applications on last 2 days before deadline
 - Deadlines for receipt of regular absentee ballots / postmarked
 - c. **Challenger and Watchers - priority**
 - d. Write-in Candidates
 - e. Election Calendar
 - f. Voter Registration List request – state deadline for primary and general elections
3. City of Annapolis Election Office Staffing and Funding
4. Electronic requests and submissions – e.g. applications, campaign fund reports
5. **Research and Evaluate the following: - priority**
 - a. Partisan vs. Non-partisan Elections
 - b. Election Cycle
 - c. Election Cost
 - d. Early Voting
6. **Outreach to the Annapolis Community to encourage voting - priority**
7. Communications to Voters and Candidates – e.g. website, social media, press
8. Discussion and formulation of an Emergency Action Plan for Election Days
9. Additional items added per 1/18/18 City Council Work Session
 - a. Create an Election Handbook for Candidates and include an orientation session
 - b. Create a procedure for use in the event of a tied vote.

Summary by Canvass
OFFICIAL RESULTS

Mayoral General Election

City of Annapolis
November 7, 2017

Run Date:11/14/17 12:50 PM
Report EL45A Page 001

	TOTAL VOTES	%	ED	AB	PROV
WARDS COUNTED (OF 18)	18	100.00			
REGISTERED VOTERS - TOTAL	25,512				
BALLOTS CAST - TOTAL	9,523		8,852	575	96
BALLOTS CAST - BLANK	4	.04	2	0	2
VOTER TURNOUT - TOTAL		37.33			
VOTER TURNOUT - BLANK		.02			

Mayor

(VOTE FOR) 1
(WITH 18 OF 18 WARDS COUNTED)

Mike Pantelides (REP)	3,671	38.73	3,354	291	26
Gavin Buckley (DEM)	5,787	61.06	5,439	281	67
WRITE-IN	20	.21	20	0	0
Total	9,478		8,813	572	93
Over Votes	2		1	0	1
Under Votes	43		38	3	2

Alderman Ward 1

(VOTE FOR) 1
(WITH 4 OF 4 WARDS COUNTED)

Larry Claussen (REP)	655	35.54	594	59	2
Eleanor M. Tierney (DEM)	1,108	60.12	1,028	70	10
WRITE-IN	80	4.34	70	10	0
Total	1,843		1,692	139	12
Over Votes	0		0	0	0
Under Votes	86		71	11	4

Alderman Ward 2

(VOTE FOR) 1
(WITH 4 OF 4 WARDS COUNTED)

Frederick M. Paone (REP)	842	51.28	780	52	10
Kurt Riegel (DEM)	800	48.72	762	36	2
WRITE-IN	0		0	0	0
Total	1,642		1,542	88	12
Over Votes	2		1	0	1
Under Votes	24		21	0	3

Alderman Ward 3

(VOTE FOR) 1
(WITH 4 OF 4 WARDS COUNTED)

Rhonda Pindell Charles (DEM)	681	96.19	648	32	1
WRITE-IN	27	3.81	23	4	0
Total	708		671	36	1
Over Votes	0		0	0	0
Under Votes	95		89	4	2

Alderman Ward 4

(VOTE FOR) 1
(WITH 4 OF 4 WARDS COUNTED)

Sheila M. Finlayson (DEM)	392	71.93	380	10	2
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1/18/2018

Annapolis Summary Report

WRITE-IN.	153	28.07	148	2	3
Total	545		528	12	5
Over Votes	0		0	0	0
Under Votes	111		97	6	8

Summary by Canvass
OFFICIAL RESULTS

Mayoral General Election

City of Annapolis
September 7, 2017

Run Date:11/14/17 12:50 PM
Report EL45A Page 002

	TOTAL VOTES	%	ED	AB	PROV
Alderman Ward 5 (VOTE FOR) 1 (WITH 4 OF 4 WARDS COUNTED)					
James P. Appel (REP).	419	38.87	389	26	4
Marc Rodriguez (DEM).	659	61.13	610	43	6
WRITE-IN.	0		0	0	0
Total	1,078		999	69	10
Over Votes	1		1	0	0
Under Votes	13		8	0	5
Alderman Ward 6 (VOTE FOR) 1 (WITH 4 OF 4 WARDS COUNTED)					
Shaneka Henson (DEM).	438	95.01	426	10	2
WRITE-IN.	23	4.99	21	1	1
Total	461		447	11	3
Over Votes	0		0	0	0
Under Votes	80		70	3	7
Alderman Ward 7 (VOTE FOR) 1 (WITH 4 OF 4 WARDS COUNTED)					
David Frankel (REP)	381	37.76	339	41	1
Rob Savidge (DEM).	623	61.74	592	29	2
WRITE-IN.	5	.50	4	1	0
Total	1,009		935	71	3
Over Votes	1		0	1	0
Under Votes	30		23	3	4
Alderman Ward 8 (VOTE FOR) 1 (WITH 4 OF 4 WARDS COUNTED)					
Julie Mussog (REP)	853	48.16	792	54	7
Ross Arnett (DEM).	916	51.72	846	66	4
WRITE-IN.	2	.11	2	0	0
Total	1,771		1,640	120	11
Over Votes	2		2	0	0
Under Votes	21		15	1	5

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
City of Annapolis
September 19, 2017
STATISTICS

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 001

	TOTAL VOTES	%	ED	AB	Prov
PRECINCTS COUNTED (OF 18)	18	100.00			
REGISTERED VOTERS - TOTAL	20,191				
BALLOTS CAST - TOTAL	5,308		5,027	198	83
BALLOTS CAST - Republican	1,227	23.12	1,173	41	13
BALLOTS CAST - Democratic	4,081	76.88	3,854	157	70
BALLOTS CAST - NONPARTISAN	0		0	0	0
BALLOTS CAST - BLANK	9	.17	8	0	1
VOTER TURNOUT - TOTAL		26.29			
VOTER TURNOUT - BLANK		.04			

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
 City of Annapolis
 September 19, 2017
 Republican

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 002

	TOTAL VOTES	%	ED	AB	Prov
Mayor					
(VOTE FOR) 1					
(WITH 18 OF 18 PRECINCTS COUNTED)					
Mike Pantelides	1,066	87.66	1,016	37	13
Nevin L. Young	150	12.34	146	4	0
Total	1,216		1,162	41	13
Over Votes	0		0	0	0
Under Votes	11		11	0	0
Alderman Ward 1					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Larry Claussen	217	100.00	201	13	3
Total	217		201	13	3
Over Votes	0		0	0	0
Under Votes	49		43	4	2
Alderman Ward 2					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Frederick M. Paone	198	100.00	190	8	0
Total	198		190	8	0
Over Votes	0		0	0	0
Under Votes	32		31	0	1
Alderman Ward 5					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
James P. Appel	131	100.00	125	6	0
Total	131		125	6	0
Over Votes	0		0	0	0
Under Votes	20		18	2	0
Alderman Ward 7					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
David Frankel	128	100.00	125	3	0
Total	128		125	3	0
Over Votes	0		0	0	0
Under Votes	33		31	1	1
Alderman Ward 8					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Julie Mussog	218	100.00	212	3	3
Total	218		212	3	3
Over Votes	0		0	0	0
Under Votes	53		50	1	2

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
City of Annapolis
September 19, 2017
Republican

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 003

	TOTAL VOTES	%	ED	AB	Prov
Republican Central Committee Ward 3 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
Michael Dye	54	100.00	54	0	0
Total	54		54	0	0
Over Votes	0		0	0	0
Under Votes	8		7	0	1

Republican Central Committee Ward 7 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
Patrick J. Allison	145	100.00	141	4	0
Total	145		141	4	0
Over Votes	0		0	0	0
Under Votes	16		15	0	1

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
 City of Annapolis
 September 19, 2017
 Democratic

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 004

	TOTAL VOTES	%	ED	AB	Prov
Mayor					
(VOTE FOR) 1					
(WITH 18 OF 18 PRECINCTS COUNTED)					
John Astle	1,536	38.02	1,455	68	13
Gavin Buckley	2,504	61.98	2,362	88	54
Total	4,040		3,817	156	67
Over Votes	0		0	0	0
Under Votes	41		37	1	3
Alderman Ward 1					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Joe Budge	246	27.86	224	22	0
Eleanor M. Tierney	637	72.14	596	34	7
Total	883		820	56	7
Over Votes	0		0	0	0
Under Votes	18		16	0	2
Alderman Ward 2					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Kurt Riegel.	482	100.00	462	15	5
Total	482		462	15	5
Over Votes	0		0	0	0
Under Votes	123		115	4	4
Alderman Ward 3					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Rhonda Pindel Charles	312	100.00	303	8	1
Total	312		303	8	1
Over Votes	0		0	0	0
Under Votes	39		28	0	11
Alderman Ward 4					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Sheila M. Finlayson	176	52.54	172	3	1
Toni Strong Pratt.	159	47.46	153	2	4
Total	335		325	5	5
Over Votes	0		0	0	0
Under Votes	12		5	0	7
Alderman Ward 5					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Marc Rodriguez.	317	100.00	301	15	1
Total	317		301	15	1
Over Votes	0		0	0	0
Under Votes	48		40	4	4

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
 City of Annapolis
 September 19, 2017
 Democratic

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 005

	TOTAL VOTES	%	ED	AB	Prov
Alderman Ward 6					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
DaJuan Gay	108	32.24	103	2	3
Shaneka Henson.	227	67.76	221	6	0
Total	335		324	8	3
Over Votes	0		0	0	0
Under Votes	7		2	0	5
Alderman Ward 7					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Rob Savidge.	267	65.76	258	5	4
Alexus Viegas.	139	34.24	136	2	1
Total	406		394	7	5
Over Votes	0		0	0	0
Under Votes	12		9	0	3
Alderman Ward 8					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Ross Arnett.	439	59.65	412	23	4
John Rodger Moyer.	297	40.35	282	12	3
Total	736		694	35	7
Over Votes	0		0	0	0
Under Votes	16		16	0	0
Democratic Central Committee At-Large					
(VOTE FOR) 1					
(WITH 18 OF 18 PRECINCTS COUNTED)					
Carol Kelly.	3,095	100.00	2,945	114	36
Total	3,095		2,945	114	36
Over Votes	0		0	0	0
Under Votes	986		909	43	34
Democratic Central Committee Ward 1					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Tom McCarthy	686	100.00	643	38	5
Total	686		643	38	5
Over Votes	0		0	0	0
Under Votes	215		193	18	4
Democratic Central Committee Ward 2					
(VOTE FOR) 1					
(WITH 4 OF 4 PRECINCTS COUNTED)					
Phebe McPherson	478	100.00	454	18	6
Total	478		454	18	6
Over Votes	0		0	0	0
Under Votes	127		123	1	3

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SUMMARY REPT-GROUP DETAIL

Mayoral Primary Election
 City of Annapolis
 September 19, 2017
 Democratic

OFFICIAL RESULTS

Run Date:09/26/17 01:15 PM

Report EL45A Page 006

	TOTAL VOTES	%	ED	AB	Prov
Democratic Central Committee Ward 3 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
N.T. Sharps, II	266	100.00	258	7	1
Total	266		258	7	1
Over Votes	0		0	0	0
Under Votes	85		73	1	11
Democratic Central Committee Ward 5 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
Johnny R. Calhoun.	293	100.00	279	13	1
Total	293		279	13	1
Over Votes	0		0	0	0
Under Votes	72		62	6	4
Democratic Central Committee Ward 6 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
Yiannes Kacyianni	221	100.00	215	4	2
Total	221		215	4	2
Over Votes	0		0	0	0
Under Votes	121		111	4	6
Democratic Central Committee Ward 8 (VOTE FOR) 1 (WITH 4 OF 4 PRECINCTS COUNTED)					
Sari Kiraly.	571	100.00	542	23	6
Total	571		542	23	6
Over Votes	0		0	0	0
Under Votes	181		168	12	1

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Building Board of Appeals (BBOA)
2017 Annual Report

Board Membership

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

Board Highlights

February 28, 2017 – Hearing held in the matter of Anne (Nancy) Randall vs. City of Annapolis Planning & Zoning for issuing a fence permit to 21 Munroe Court. Ms. Randall felt that the City should not have approved the fence permit application because it was not a clear picture of intent. She had documents that showed that a retaining wall was being built in order to get a driveway in but the fence permit only shows a fence being built and does not show the grading. The Chair reminded that the Board does not have jurisdiction to hear property line disputes and that is what the appeal paperwork suggested that she was appealing. After discussion, a motion was made to deny the appeal because it does not have merit based on the information given to the Board. The vote passed unanimously to dismiss the appeal.

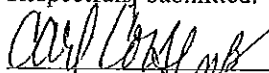
March 28, 2017 –Hearing held in the matter of Ross Young (248 Prince George St) vs. Planning & Zoning for rescinding a stop work order at 246 Prince George Street. Mr. Young claims that: (1) the original plans submitted under BLD16-0323 for 246 Prince George Street were incomplete and there were no details or information provided regarding the work to be done on the wall of 248 Prince George Street; and (2) The owners of 248 Prince George Street have not given permission for work to be done on the wall. He contests that the determination by City staff is that the wall of 248 Prince George Street is a party wall. After review and discussion, the Board unanimously voted to uphold the appeal for the exterior work only and that the Stop Work Order should be posted until details are worked out between the two parties.

2016	Jan**	Feb**	Mar**	Apr**	May**	June**	Jul	Aug**	Sep**	Oct**	Nov	Dec**
Carl Corse, Chair		X	X									
Jay Schwarz		X	X									
Matthew Evans		X	X									
Bob Hruby		X	X									

- X – Indicates present at meeting
- * - Indicates meeting cancelled
- **and shading indicates no meeting scheduled

Goals: *(A closing paragraph discussing the goals of the Board for the upcoming year. This is a good place to discuss any changes you would like to see in the board and select some focus areas for the upcoming year.)*

Respectfully submitted:



Carl Corse, Chair



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

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

January 3, 2018

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

FROM: Tricia Hopkins
 Human Resources *Tricia Hopkins*

RE: Annual Report 2017 – 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
Jennifer Garland Beard	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg
Samuel Callahan	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg
Herbert Sacks	NoMtg	Exc	Resigned	-	-	-	-	-	-	-	-	-
Marc Wirig	NoMtg	Resigned	-	-	-	-	-	-	-	-	-	-

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



City of Annapolis

Office of Regina C. Watkins-Eldridge, MMC, City Clerk
Office of the City Clerk
160 Duke of Gloucester Street
Annapolis, MD 21401

January 26, 2018

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

FROM: Tricia Irvin
Chair, Annapolis Education Commission

RE: Annual Report 2017 – 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.

Attendance: Brianna Becker joined the Education Commission in June to fill the Ward 1 vacancy. Vacancies remain in Ward Four (due to Ms. Parker’s graduation from Annapolis High School), Ward Six as well as one At-Large seat on the commission. It has been recommended that an At-Large seat be occupied by a student at Annapolis High School.

V= Vacancy
Exc. = Excused Absence
A= Absent

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Brianna Becker Ward 1 (Term began 6/2017)	V		V	V	V	√	No Mtg.	No Mtg.	√	√	√	√
Jeff Macris Ward 2	√	√	√	√	√	√	No Mtg.	No Mtg.	Exc	√	Exc	√

Tricia Irvin Ward 3, Chair	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Raegan Parker Ward 4 (Term expired 6/2017)	√	Exc	Exc	A	A	Exc	No Mtg.	No Mtg.	√	√	√	√
Judi Gorski Ward 5	√	√	√	√	√	√	No Mtg.	No Mtg.	Exc	√	√	√
Vacant Ward 6	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Janet Norman Ward 7	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Jessica Pachler Ward 8	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Pamela Bukowski, Secretary At-Large Member	Exc	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	Exc
Enid Collison- Lee, Vice Chair At-Large Member	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Alice Johnson- Cain At-Large Member	√	√	√	√	√	√	No Mtg.	No Mtg.	√	Exc	Exc	√
Vacancy At-Large Member	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Sheila Finlayson City Council Liaison	√	√	√	Exc	√	Exc	No Mtg.	No Mtg.	Exc	√	√	Exc

Activities, Speakers & Discussions:

January Activities and Meeting, Pip Moyer Recreation Center:

January 3rd Meeting:

- This was a working group meeting to prepare for the upcoming Board of Education budget public hearings as well as the County Council budget process.
- Our priority topics were reviewed and our commissioners voted unanimously to target transportation improvements for our upcoming advocacy. “The Annapolis Education Commission’s priority focus for the 2016-2017 school year is transportation improvement, which impacts the achievement gap, healthy start times, international families and public housing community involvement, among other concerns.”

Activities:

- AEC Chair, Trish Irvin met with Assistant Regional Superintendent, Jolyn Davis on January 17th to discuss budget advocacy, redistricting as well as the upcoming February AEC meeting.
- Commissioner Jeff Macris and Commissioner Jessica Pachler continued participation in the redistricting process for the Annapolis Cluster at the January 17th meeting at Germantown Elementary.
- January 9th, Commissioner Alice Johnson-Cain attended the Kirwan Commission on Innovation and Excellence in Education all-day session on education funding in the state senate
- January 23rd, Commissioner Alice Johnson-Cain testified before the City Council in support of Jared Littman's nondiscrimination ordinance.
- January 30th, Commissioner Alice Johnson-Cain attended Children's Defense Fund national meeting/training on advocacy in 2017
- January 30th, Commissioner Alice Johnson-Cain Published an [op-ed in the Capital Gazette](#) on in support of Jared Littman's non-discrimination ordinance.

February Activities and Meeting, Tyler Heights Elementary School:

February 6th Meeting:

- The meeting shared updates for the opening of the Monarch Academy, Annapolis Cluster redistricting as well as the upcoming budget hearings. The monthly meeting also included a panel discussion on “The importance of proactive community outreach and outreach in response to crisis as it relates to our schools.” Participants on the panel were:



- A representative from the AACo. Mental Health Agency and member of the Anne Arundel County CRS (Crisis Response Team);
- Corporal Amy Miguez, Community Services and PIO with the Annapolis Police Department;
- Officer Joe Hudson, Hispanic Liaison with the Annapolis Police Department;
- Kyle Tibbs, Mayor’s Community Liaison;
- Darin Ford, President of Men of Courage International and minister at Annapolis Church of Christ;
- Roxana Rodriguez, City of Annapolis Hispanic Community Services Liaison

Activities:

- AEC Chair, Trish Irvin and AEC Vice-Chair, Enid Collison-Lee attended a meeting called by Councilman Chris Trumbauer. The meeting was to discuss advocacy for after school programming and mentoring with GAIN (Greater Annapolis Interfaith Network) as well as other community stakeholders.
- February 23rd, Commissioner Alice Johnson-Cain published an [op-ed in the Huffington Post](#) on how to be an effective advocate for kids.

March Activities and Meeting, Bates Middle School:

March 6th Meeting:

- The meeting shared updates for the opening of the Monarch Academy, the approved Annapolis Cluster redistricting proposal that was heading to public hearing in April, upcoming budget hearings, a transportation routing software update and a review of the Anne Arundel Delegation education legislation briefing.

- The commission voted and passed the following request:
 “The Annapolis Education Commission requests that the AACPS and the Board of Education create a specialty program at Georgetown East that offers enhancements for the existing school and program.”

Activities:

- Commissioners Trish Irvin, Jeff Macris and Alice Johnson-Cain met on March 17th with an Annapolis High School Teacher to discuss the continued loss of “Challenge Pay.”
- Several Commissioners attended the Redistricting meeting at the BOE on March 21st.
- AEC Chair, Trish Irvin had a phone call with Assistant Regional Superintendent Jolyn Davis on March 28th to discuss the upcoming April AEC meeting.
- Vice-Chair, Enid Collison-Lee attended the “Call to Action” meeting at Georgetown East on March 29th. This was a follow up to the meeting called by County Councilman, Chris Trumbauer in February.

April Activities and Meeting, Annapolis Middle School:

April 4th Meeting:

- The monthly meeting centered around a presentation by Sharon Moesel: “Disparity in Teacher Experience across Anne Arundel County due to Poor Teacher Retention at High Poverty Schools such as Annapolis High School.” The meeting also included an update on the Monarch Academy, a review of the redistricting plan that was discussed at the public hearing. The AEC passed a recommendation that the BOE also consider Germantown and Monarch Academy students for automatic MYP admission in order to maintain continuity of programming for PYP/MYP/IP.

Activities:

- Several Commissioners attended the Redistricting Public Hearing at Annapolis High School on April 3rd.
- AEC Chair, Trish Irvin attended the Community foundation Community Impact Series at Studio 39 on April 6th entitled “Educational Opportunity: A Conversation About Education and Community Partnerships.” Guest speakers included Dr. Arlotto as well as representatives from AACPS programs which highlighted the business and community partners.

- AEC Chair, Trish Irvin had a phone call with Assistant Regional Superintendent Jolyn Davis on May 18th to discuss the upcoming June AEC meeting and summer plans for redistricting implementation.
- Several Commissioners attended the “Not My Child” Symposium at Annapolis High School on April 18th
- Commissioner Alice Johnson-Cain Attended Maryland State Board of Education stakeholder meeting planning for school accountability and funding decisions on April 27th.

May Activities and Meeting, Hillsmere Elementary School:

May 1st Meeting:

- Presentation by Mr. Les Douglas, AACPS Supervisor of Transportation and Ms. Tina Acker, AACPS Transportation Specialist. Darin Ford also spoke about “Strengthening Families” through the AACo. Department of Health.

Activities:

- AEC Chair, Trish Irvin testified at the County Council Budget Public Hearing at North County High School on May 8th.
- Commissioner Judi Gorski testified at the County Council Budget Public Hearing at Maryland Hall for the Creative Arts on May 8th.
- May 11th, AEC Chair, Trish Irvin met with Dr. Nelson Goodman from Governor Hogan’s Maryland representative to the National WWI Commission to discuss AACPS curriculum for WWI. She forwarded the concerns to the Michele Betten, Assistant Superintendent of Curriculum and Instruction to address the concerns.

June Activities and Meeting, Pip Moyer Recreation Center:

June 21st Meeting:

Budget advocacy discussion as well as goal/reflection and wrap up of the year. Planning for 2016/2017 school year by the commission. Commissioners approved appointments of Trish Irvin as Chair, Enid Collison-Lee as Vice-Chair, Judi Gorski as Recording Secretary and Jess Pachler as Communications/Social Media

July Activities

- July 5th, AEC Chair Trish Irvin met with Assistant Regional Superintendent, Jolyn Davis about redistricting plan of action and outreach to families, Monarch updates and plans for the September AEC meeting.
- Commissioner Jessica Pachler met with and communicated with AACPS and various schools regarding redistricting implementation.

August Activities

- Commissioner Jessica Pachler conducted a City-wide pedestrian and cyclist safety survey in advance of, and in relation to, the upcoming school year. Followed up with City officials about the results of the survey.
- August 21st, Commissioner Alice Johnson-Cain Met with David Hornbeck and Joe Francaviglia of Strong Schools Maryland, which led to their September presentation to the full AEC.

September Activities and Meeting, Eastport Elementary

September 21st Meeting:

- AACPS and City of Annapolis Redistricting Updates: Jolyn Davis -Annapolis Cluster Regional Asst. Superintendent - Points of interest:
 - 400 kids in new locations and less than 5 were at the wrong school when the school year began.
 - All K thru 5 at Tyler Heights are no located either in the main building or the annex. All K thru 5 at Hillsmere are located in the main building.
 - Our schools are now at historic lows with smallest class sizes in the county.
 - Transportation challenges remaining are due to start times+redistricting+new Monarch
 - Concern raised about loss of breakfast at Bates due to reduction in numbers
- Title 1 Funding Updates: Anthony Alston –North County/Chesapeake Cluster Regional Asst. Superintended and former Director of the Office of Equity and Student Achievement- and Dr. Maisha Gillens – recently appointed Director of Office of Equity and Student Achievement.
 - Factors at the federal level caused a reduction in Title 1 funding to AACPS by \$1.2 million. As a result, our Title 1 schools may have been impacted by reduction of

Per Pupil Allocation, reduction of Materials Of Instruction (MOI), loss of funding for some trips, reduction of special PD's for staff, reduction in extra resource staffing, reduction in extended learning opportunities. Reduction at the federal level leads to reduction at state and then Local Education Agency (LEA).

- Joe Francaviglia, Director of Partnerships and former Maryland schools Superintendent David W. Hornbeck spoke on Strong Schools Maryland.

Discussion points:

- Maryland is behind in math and reading because of barriers that arise out of poverty. However, we can be number one and all of our children can be successful learners in a first class public education environment in the state of Maryland.
- Strong Schools Maryland is a grassroots movement to ensure the Governor and the General Assembly prioritize Maryland's children and pass comprehensive reforms we know work for all kids.
- We need to raise voices to see change unfold, so that we turn around the absence of public will and political resolve that has prevented Maryland from making better opportunities available to all of our children. This is our chance to identify how we should change funding and education practices and share it with the Kirwan Commission as well as our local and state politicians.
- Strong Schools Maryland has three primary goals for the students in our state—that they will graduate with knowledge and skills to succeed:
 - ...in post-secondary education without need for remediation
 - ...in a satisfying career with which one can earn a living wage
 - ...to be an effective citizen.

Activities:

- Commissioner Brianna Becker met with Annapolis Elementary School Principal, Bobbie Kesecker and Bates Middle School Principal, Paul DeRoo about advocacy.
- Commissioner Jessica Pachler met with Annapolis CAC and PIAC representatives as well as Ward 6 and Ward 8 residents and City representatives regarding school transportation issues and education concerns. Additionally worked to gain resources from nonprofits for Eastport Elementary.
- September 26th - AEC Chair, Trish Irvin met with AACPS Director of School Performance, Lisa Leitholf about facilitation of the “Equity of Voice” activity for the October AEC meeting.

October Activities and Meeting, Monarch Academy

October 2nd Meeting:

- Principal Sue Myers presented an overview of how the first month of the new school was progressing. The demographics of the school are as follows: 40% African-American, 20%, Latino-American and 30% other/Caucasian. 54% of the student body is FARMS. A PTA is beginning to form. Before and After care is being provided by the Y. Approximately 20 students have returned to their home schools but the usual attrition rate for a new school is about 30% and they are currently much lower. There have been some issues with pick up and drop off but they have worked through them.
- Corey Childs, Commissioner of the Annapolis Soccer Club, gave a presentation on Goals for Growth. The program started at Annapolis Middle School in 2016 and was 54 students for fall 2016. There is a curriculum and it provides a safe place for students and runs over a 10 week period in fall and spring. Corey needs volunteers and would like to grow the program.
- Lisa Leitholf, Director of School Performance led a brainstorming/advocacy discussion and exercise. Her brief discussion focused on the “Why” of advocacy and what commonalities may exist and synergies. The group provided answers as to “Why did I choose to become involved in education and with the AEC?”, “What do I believe to be the purpose of the AEC?”, and “What are some realistic, measurable goals/outcomes for AEC advocacy”. The written comments to each question are below:

Why did I choose to become involved in education and with the AEC?

- I teach at AHigh
- The love for my children led me here. The time I can spend impacting and supporting their learning means I need to advocate for their interests and my neighbors
- Wanted to the best public education for my child – now for all children/teachers. The children are our future.
- All community members, not just parents/children suffer if community has a subpar school system. Good schools providing a good education to all students is vital for our social and fiscal health. **
- I was mad that suburban schools had more clubs/academic opportunities than my ES.
- To advocate for bilingual/immersion programs in AACPS and Annapolis.*
- To advocate for the voices that are unseen and unheard. *
- To learn more about the future of Annapolis and to promote/advocate for a better future through our children for Annapolis.*****

- I have seen a significant lack in equity of educational opportunity and wanted to help advocate for ALL kids. ***
- As the educator on the council, it was a perfect fit for me to share my experiences with the AEC. I have been a longstanding advocate of education and educators. **
- Education is limitless and the AEC supports our youth/future potential. *
- To be informed. Advocate for families in my neighborhood to choose our public schools. *****
- Education is your forever but only if the opportunities are available to you. The opportunity gaps have existed in Annapolis as long as my kids were in the system (and before and after). I want to close those gaps and bring equity to our Annapolis schools.**
- My husband and I both had excellent public school educations and experiences in other states. We want to make sure our girls have the same.*
- After participating in the first failed redistricting three years ago and seeing the disparities between the Annapolis cluster and rest of county – hoping to help facilitate positive change.
- I didn't want to settle for mediocre schools when I knew we could do better with support and advocacy.*
- Because the problems in our schools got personal and overwhelming.
- I want to help make changes/provide a voice for underrepresented students. *
- To advocate for at risk kids whose parents are not engaged in the usual channels that push for rest of us.**
- I became increasingly aware of the role the inequity in education plays in the greater aspects of our community and wanted to work to help find resources to address and solve the problem. Also to give my kids the best opportunities and their fellow students as well. *
- I attended great out of state schools (public) and have seen what we could achieve. *
- I went to a great, very diverse elementary school and I saw what quality education looks like for ALL students.

What do I believe is/should be the purpose of AEC?

- To get informed about and advocate for the diverse and specific needs of our Annapolis City students and families.**
- What is best for the students of Annapolis

- Provide a solution to the lack of a school for the advanced. One that won't have the "hold back factor". Answer...Magnet.
- To transmit info to/for the community related to Annapolis schooling objectives. *
- To be the body of concerned individuals advocating what is best for ALL children. ***
- To advocate for what is best of our kids – keep the politics honest. ****
- To help schools effortlessly move into the 21st century. *
- To set priorities for student curricula in addition to advocacy. To hold BOE accountable as a representative for our kids.*
- To speak for parents/students who can't advocate for themselves. ****
- Without a topnotch school system Annapolis will lose its fan base
- To provide a place for students/parents/schools in Annapolis cluster to voice concerns and congrats so that we can advocate and share
- Be a loud united voice for all of our kids;*
- Ensure access to quality public education.**
- Connect all the dots. *
- Provide feedback/reality check from outside the professional educator/Riva Rd mindset.
- To listen to the community and share what we hear with BOE, AACPS, etc.
- To ensure a more fair experience throughout the AACPS system...not haves and have nots.
- To tap into all of the resources & supports this community has to offer. ***
- Communication/collaboration.
- To keep AACPS accountable. ****
- To be a voice to benefit the diverse and underserved kids in Annapolis cluster. ****
- Advocate for equal education for all children and opportunity. ****
- Be the voice for those who believe they have none...and then empower them to find their own voice so we can speak with one voice. ****
- Be a voice for teachers and children.
- To advocate for all schools, staffs, within the Annapolis feeder. To NOT take the role of the PTA/PTSA. *

What are some realistic, measurable goals/outcomes for AEC advocacy?

- Visits to all schools during school hours throughout the year. ***
- Multicultural leadership. *
- To have our priorities set by our needs & vision, not by transportation limitations or weaknesses
- Build advocacy group for more county funding for our schools
- Equity/parity of teacher experience at Annapolis cluster schools compared with Severna Park (for example). **
- To have high schoolers learn when their brains are willing, not exhausted zombies with early starts.
- Create opportunities for students activities and growth
- To keep our talented teachers from leaving for Montgomery County.
- Closing the achievement and opportunity gaps *****
- To advocate for better school/classroom curricula
- To see the outcomes of our advocacy, ie budget items, school construction, programming. If our efforts are put into an area of need, there should be a record of our success.
- Later school start times.*
- To advocate for FULL funding of school construction. **
- To help make and support measurable change (transportation, safety, school scores) by supporting the cluster principals and teachers
- To gain a better understanding of who different each school population is and advocate for ALL students (policies/initiatives that support all)
- Reduce curricula changes and textbook manufacturer changes so that consistency and progress can be measured by cohorts over time. *
- To have the same % of highly qualified teachers as the Arnold Elementaries of the system
- Attract and retain high qualified teachers who want to be here
- Improve communication between school system and families*
- To provide a clear list of needs for the school board to address periodically
- Equitable access to preparation programs for magnet programs (PVA).**

- To provide parents/community information about academic programs/services for all children in the area**
- Getting more city parents (higher %) to consider and choose public schools **
- Youth involvement
- Ensure that all students in the cluster have knowledge of and access to resources, during and after school: help spread the information about what is available, make sure AACPS/BOE is held accountable for ensuring equity, reach out to all schools and become a network for schools/students/parents who need access to and help with resources
- To assure that schools in Annapolis have the same resources, educational opportunities that other schools in the county have**
- Keep focus on achievement gap and gap in school readiness**
- Continue to build parent capacity for advocacy especially for schools with higher needs
- Involve more groups (specifically parents/families). Know what's going on throughout the county/community with regards to education.* November Activities and Meeting, Annapolis High School

Activities:

- October 5th - AEC Chair Trish Irvin and Alderwoman Sheila Finlayson met with Regional Assistant Superintendent Jolyn Davis and AACPS Communications Director Bob Mosier to follow up on the input from the "Equity of Voice" activity and AEC meeting.
- October 10th - AEC Chair Trish Irvin attended the Monarch Annapolis ribbon cutting ceremony and open house.
- October 17th - AEC Chair Trish Irvin met with AACPS Transportation Specialist Tina Acker, Regional Assistant Superintendent Jolyn Davis and AACPS Communications Director Bob Mosier to discuss transportation concerns in the Annapolis Cluster. Ms. Acker shared how AACPS is responding to concerns and how the school system is moving forward with improvements and evaluations on a regular basis.
- October 25th, Commissioner Alice Johnson-Cain testified before the Kirwan Commission about the need for equitable funding for MD schools at Largo High School Public Forum.

November Activities and Meeting, Annapolis High School:

November 6th Meeting:

- Principal Chittim gave a brief overview of AHS and the new Panther Hour Initiative. The Panther Hour is one block split between blue and maroon that allows students the opportunity to pick areas for incentives (if they have earned them) or assistance in a course (if they have not earned an incentive area or if they choose to go for assistance).



- Annapolis High School student advocate, Mr. Taricio Simms. was issued a City Council Citation as a result of his actions from September 27 in identifying a student with what he thought was a handgun, taking expedited measures (under extraordinary circumstances) in summoning administrators and police and preventing what had the potential to be a tragic situation.
- The remainder of the meeting focused on effective advocacy with a presentation by Pam Bukowski, as well as discussion with AACPS Chief Communications Officer, Bob Mosier. The updated list of Contacts is listed below.

National, State and Local Officials

President Donald J. Trump
The White House
Washington, DC 20500
<https://www.whitehouse.gov/>

US Congress

Senator Benjamin L. Cardin
Off: 410-962-4436 (Baltimore Office) Fax: 410-962-4156
<https://www.cardin.senate.gov/>

Senator Chris Van Hollen, Jr.
Off: 202-224-4654 Fax: 202-228-0629
<https://www.vanhollen.senate.gov/>

Representative John P. Sarbanes, 3rd Cong. Dist.
Off: 202-225-4016 Fax: 202-225-9219
<https://sarbanes.house.gov/>

Congressional Information: 202-224-3121

State Officials

The State House
Annapolis, MD 21404
Governor Larry Hogan

Lt. Governor Boyd Rutherford
Attorney General Brian E. Frosh
Comptroller Peter Franchot
State Legislative Information: 1-800-492-7122
410-946-5400

State Senate District 30:

Senator John Astle:

Off: 410-841-3578 Fax: 410-841-3156

House of Delegates District 30A:

Delegate Michael E. Busch (House Speaker):

Off: 410-841-3800 Fax: 410-841-3880

michael.busch@house.state.md.us

Delegate Herb McMillan:

Off: 410-841-3211 Fax: 410-841-3386

herb.mcmillan@house.state.md.us

County Officials

The Arundel Center

44 Calvert Street, Annapolis MD 21404

Off: 410-222-1401 Fax: 410-222-1755

County Executive Steve Schuh: exschu00@aacounty.org

Off: 410-222-1821 Fax: 410-222-1155

County Council members:

Off: 410-222-1401 Glen Burnie Off: 410-222-6890

Peter Smith peter.smith@aacounty.org;

John Grasso john.grasso@aacounty.org;

Derek Fink dfink@aacounty.org;

Andrew Pruski ccprus00@aacounty.org;

Michael Peroutka ccpero33@aacounty.org;

Christopher Trumbauer ctrumbauer@aacounty.org;

Jerry Walker jerry.walker@aacounty.org

Board of Education Representatives

Board of Education President, Julie Hummer (At Large Member): julie.Hummer@aacps.org

Board of Education Vice President, Terry Gilliland (District 31 Member): terry.Gilleland@aacps.org

District 21 Member Stacy Korbela: stacy.Korbela@aacps.org

District 30 Member (Annapolis), Maria Sasso: maria.Sasso@aacps.org

At Large Member, Patricia Nalley: patricia.Nalley@aacps.org

District 32 Member, vacant

District 33 Member, Eric Grannon: eric.Grannon@aacps.org

At Large Member, Colin Reinhard: creinhard@aacps.org

Student Member, Lusia Cole: lusia.cole@aacps.org
Executive Assistant, Molly Connolly: mconnolly@aacps.org
Off: 410-222-5311 Fax: 410-222-5629

Annapolis City Council (After 12/4):

Mayor Gavin Buckley: mayor@annapolis.gov
Ward I, Eleanor Tierney: aldtierney@annapolis.gov
Ward II, Frederick M. Paone: aldpaone@annapolis.gov
Ward III, Rhonda Pindell Charles: aldpindellcharles@annapolis.gov
Ward IV, Sheila M. Finlayson: aldfinlayson@annapolis.gov
Ward V, Marc Rodriguez: aldrodriguez@annapolis.gov
Ward VI, Shaneka Henson: aldhenson@annapolis.gov
Ward VII,: Rob Savidge: aldsavidge@annapolis.gov
Ward VIII, Ross H. Arnett, III: aldarnett@annapolis.gov

Activities

- November 2nd - AEC Chair Trish Irvin met with new Capital education reporter, Rachel Pacella to give an overview of the AEC as well as extend an invitation to future meetings.
- November 6th, Commissioner Alice Johnson-Cain presented Guest Lecture on education policy and advocacy for former U.S. Secretary of Education (for President Obama) John King's public policy class at University of Maryland
- November 7th - Trish Irvin spoke with an Annapolis Middle School grandparent that was unable to attend the AEC meeting. She had serious concerns about Annapolis Middle School loss of bus transportation. Outreach was made to the commissioners and a call was made to Councilman Chris Trumbauer.
- November 14th Alderwoman Sheila Finlayson facilitated and Commissioner Judi Gorski and Commissioner Alice Johnson-Cain attended a community meeting at Woodside Gardens about the loss of bus transportation for Annapolis Middle School students. AACPS officials were in attendance as well as 75 concerned parents and community stakeholders. Both commissioners followed up by emailing all attendees to ask them to testify the following night
- November 15th - Commissioners attended and testified before the BOE to show support for the appeal being filed against the loss of bus transportation to AMS students.
- November 17th - Alderwoman Sheila Finlayson walked with community members along the same route on Forest Drive that AMS students will be expected to walk at the beginning of the next school year.

- November 28th - AEC Chair Trish Irvin met with Regional Assistant Superintendent Jolyn Davis for a monthly update.

December Activities and Meeting, Georgetown East Elementary School:

December 13th Meeting:

- Principal Andre Dillard gave an overview of the school which included a successful PBIS initiative as well as current school demographics.
- Commissioner Alice Johnson-Cain gave a Strong Schools Maryland and Kirwin Commission update.
- Commissioner Janet Norman informed the group of the need for AHS laptops for instruction.

Activities:

- December 1st, Commissioner Alice Johnson-Cain published an op-ed in the Capital Gazette about the AMS busing issue
- December 16th - Commissioners Irvin, Gorski, Johnson-Cain and Norman met with AMS parents about concerns following the AEC meeting on 12/13.
- December 21st - AEC Chair Trish Irvin met with Regional Assistant Superintendent Jolyn Davis for a monthly update meeting.

Respectfully submitted,

Tricia Irvin, Chair

Staff Liaison



Annapolis Environmental Commission 2017 Annual Report

Date: December 28, 2017

To: Regina C. Watkins-Eldridge
City Clerk

From: Diane Butler
Chair, Annapolis Environmental Commission

RE: Annual Report 2017

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

2017 Accomplishments:

- Filled the board vacancy. In February, John Turgeon joined the AEC bringing over 15 years of experience in land conservation
- Regularly attended meetings of the City Council Environmental Matters Committee to provide input on matters before the committee
- Maintained AEC Facebook page to promote events and news related to the environment
- Presented testimony in support of the No Net Loss City Ordinance, #O-38-16 at the hearings
- Tracked the status of multiple development projects under review by the city
- Provided comments recommending improvements to the stormwater management practices at 39 Hudson Street
- Toured Spa Creek with the Spa Creek Conservancy president and others
- Recommended improvements to the salt storage facility on Spa Road, which is leaking into Spa Creek

- Drafted comments requesting Forest Stand Delineation and archaeology monitoring be performed for the Crystal Spring property (formerly known as the Katherine Property and now known as Providence Point)
- Supported the city resolution acknowledging the Paris Climate Agreement
- Initiated work to return stormwater fee funds intended for restoration projects to its intended purpose
- Met with representatives of the Village at Providence Point proposed development to explore environmental impacts of project
- Met with Anne Arundel County Department of Parks and Recreation to discuss incorporating city greenways and parks into the county's new 5 year plan

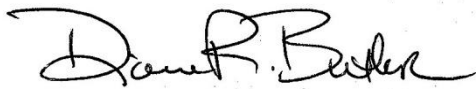
Guests and/or special presentations at AEC monthly meetings included:

- Cassandra Pallai – Geospatial Project Manager, Chesapeake Conservancy
- David Barker – President, Back Creek Conservancy
- Dr. Kurt Riegel – Board Member, Severn River Association
- Dajuan Gay – Aldermanic Candidate, Ward 6
- Larry Bradshaw – President and CEO, National Lutheran Communities & Services and associates and team
- Gerald Winegrad and Lauren Gibbs – Stop Crystal Spring
- Rob Savidge – Aldermanic Candidate, Ward 7
- Anastasia Hopkinson – Vice President, Annapolis Neck Peninsula Federation
- Anna Kramer and Karl Schrass – Co-Founders, Annapolis Compost
- Andrew Beall (Landscape) and Joe Sanchez (Marketing Director) – Capital Solutions Corporation
- Elly Tierney – President, Ward One Resident Association
- Chris Kamenoff and Marie Rinaldi – Local residents and Truxton Park tennis players
- Brian Adams – Urban Forester, City of Annapolis

Annapolis Environmental Commission

Attendance Record: January 2017 - December 2017

Member	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Baker-Bohanan	X	X		X	X	X				X	X	X
Butler	X	X	X		X	X	X	X	X	X	X	X
Buchheister	X	X	X	X	X			X	X	X	X	X
Kissel	X	X	X		X	X	X				X	X
Murphy	X	X	X	X					X	X	X	X
O'Leary	X	X	X			X	X		X	X	X	X
Powell				X	X	X	X	X	X	X	X	
Turgeon	*	X	X	X		X	X		X	X	X	X
Weber	X	X	X	X	X			X		X		X
*Mr. Turgeon joined in February												



Diane Butler, Chair



City of

Annapolis

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

CITY LIAISON:
City Attorney

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

**Annual Report
for
Calendar Year 2017**

January 25, 2018

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

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

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

On February 22, 2017, Jim Dolezal and Kevin Chase were elected Chairman and Vice Chairman of the Commission. Meetings of the Ethics Commission were held on an as needed basis with public notice normally provided 1 to 2 weeks in advance. Meeting dates and attendance are shown below:


Date	Dolezal	Chase	Bliden
02/22/2017	X	X	X
04/05/2017	X	X	X
09/12/2017	X	X	X
11/16/2017	X	X	X
12/20/2017	X	X	X

The Ethics Law, City Code 2.08, was approved by City Council on June 10, 2013, with an effective date of January 1, 2014, and was last amended by Ordinance 23-14 on July 28, 2014. The last approval of the City Ethics Law by the State Ethics Commission was made on September 18, 2014. In compliance with State Law, the required 2017 Local Government Ethics Law Certification was filed with the State Ethics Commission on November 9, 2017. In accordance with Open Meetings Act requirements, Commissioner Chase completed closed session training.

The Commission met five times and no complaints were received for adjudication during the calendar year. The primary business of the Commission was to review Calendar Year 2016 Financial Disclosure Statements, provide assistance to HR in preparing an Ethics Guide for Employees and Officials, issue one subpoena for financial disclosure information, and issue seven advisory opinions regarding interpretation of the Ethics Code. In addition, Ethics Code legislative amendments were drafted to update and clarify certain provisions of the code and to implement Maryland State required Ethics Code changes. Most recently 2017 Financial Disclosure Forms were prepared for distribution to City officials and employees in December 2017.

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

Respectively submitted,



James E. Dolezal
Chairman

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cc: Kevin Chase, Vice Chairman
David Bliden, Commission Member
Gary Elson, Acting City Attorney
Ashley Leonard, Assistant City Attorney



City of Annapolis

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

January 11, 2018

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

FROM: Frederick C. Sussman, Chair

RE: Annual Report 2017 – 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	May	May*	Jun	July	Aug	Sep	Oct	Nov	Dec
Frederick C. Sussman, Chair	•	A	No Mtg	No Mtg	•	•	•	•	No Mtg	•	No Mtg	No Mtg	•
Lee Finney, Vice Chair	•	•	No Mtg	No Mtg	•	•	•	•	No Mtg	•	No Mtg	No Mtg	•
Ross Dierdorff	•	•	No Mtg	No Mtg	•	•	•	•	No Mtg	•	No Mtg	No Mtg	•
Bob Burdon	A	•	No Mtg	No Mtg	•	•	•	•	No Mtg	•	No Mtg	No Mtg	A
Frank Brown	•	A	No Mtg	No Mtg	•	•	•	•	No Mtg	A	No Mtg	No Mtg	A
Faye Currie	•	•	No Mtg	No Mtg	A	•	•	A	No Mtg	•	No Mtg	No Mtg	•
Nancy Williamson	•	•	No Mtg	No Mtg	•	•	•	•	No Mtg	A	No Mtg	No Mtg	A

*Special Meeting

Activities: See attachment

Respectfully,

Frederick C. Sussman

Frederick C. Sussman, Chair

Annual Report 2017 – Financial Advisory Commission (ATTACHMENT)

<u>Meeting Date</u>	<u>Attendees</u>	<u>Absentees</u>	<u>Discussion Points / Meeting Purpose</u>	<u>Votes/Outcomes</u>
<p>January 12, 2017 7:33 AM to 8:25 AM 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"> ● Finance Department Update ● Annual Report 2016 ● Negotiations Update 	<p>The 2016 Annual Report was motioned and approved for submission to the City Council.</p>
<p>February 2, 2017 7:33 AM to 7:53 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Nancy Williamson; Bob Burdon</p>	<p>Fred Sussman, Chair; Frank Brown</p>	<ul style="list-style-type: none"> ● Finance Department Update ● O-3-17: Annual City Budget Submission Dates 	<p>Motion and approval of O-3-17 to the full City Council.</p>
<p>May 4, 2017 7:33 AM to 9:34 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Nancy Williamson; Bob Burdon; Frank Brown</p>	<p>Faye Currie</p>	<ul style="list-style-type: none"> ● Finance Department Update ● O-22-17 and R-16-17: Capital Improvement Program ● O-21-17: Annual Operating Budget ● Discussions regarding Pension and actuarial assumptions; Self-Insurance Fund and DROP Program 	<p>Motion and approval of O-22-17 and R-16-17 to the full City Council. Motion and approval with amendments of O-21-17: removal of ½ penny tax decrease, money to fund pay-go.</p>
<p>May 11, 2017 7:37 AM to 8:44 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; Frank Brown</p>		<ul style="list-style-type: none"> ● Approval of Letter to City Council for O-21-17 Annual Operating Budget FY 2018 ● R-15-17: Position Classification and Pay Plan ● R-17-17: Fee Schedule ● R-18-17: Fine Schedule 	<p>Motion and approval of the FAC letter to the full City Council. Motion and approval of R-15-17, with a vote 3-2-2, to the full City Council. Motion and approval of R-17-17 and R-18-17 to the full City Council.</p>
<p>June 8, 2017</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross</p>		<ul style="list-style-type: none"> ● Finance Department Update ● Davenport Presentation 	<p>Motion and approval of O-25-17 to the full City Council.</p>

Annual Report 2017 – Financial Advisory Commission (ATTACHMENT)

<p>7:33 AM to 8:17 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Dierdorff; Nancy Williamson; Frank Brown; Faye Currie</p>		<ul style="list-style-type: none"> ● O-25-17: Issuance of General Obligation Bonds and Bond Anticipation Notes 	
<p>July 13, 2017 7:31 AM to 8:55 AM Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Frank Brown; Bob Burdon; Nancy Williamson</p>	<p>Faye Currie</p>	<ul style="list-style-type: none"> ● Election of Chair/Vice Chair ● Finance Department Update ● Compensation and Classification Study ● Balance Sheet/CAFR Discussion ● Change in Meeting 	<p>Motion and approval for the continued service of Fred Sussman as Chair and Lee Finney as Vice Chair. No change in FAC meeting schedule.</p>
<p>September 14, 2017 7:48 AM to 8:16 AM City Hall, 2nd Floor Conference Room.</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Bob Burdon</p>	<p>Nancy Williamson; Frank Brown</p>	<ul style="list-style-type: none"> ● Finance Department Update ● Sub-Committee Update ● R-30-17: Amendment to the FY 2018 Capital Improvement Budget and Capital Improvement Program (2018-2023) ● R-32-17: City of Annapolis Investment Policy ● CA-2-17 Office of Law and City Clerk/O-47-17 Office of Law and City Clerk 	<p>Motion and approval of R-30-17 to the full City Council. Motion and approval of R-32-17 with amendments to the full City Council. It was motioned and approved that the FAC take “no action” on CA-2-17 and O-47-17.</p>
<p>December 14, 2017 7:44 AM to 8:56 AM City Hall, 2nd Floor Conference Room.</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie</p>	<p>Frank Brown; Nancy Williamson; Bob Burdon</p>	<ul style="list-style-type: none"> ● Finance Department Update ● Sub-Committee Report 	

**ANNAPOLIS HERITAGE COMMISSION
ANNUAL REPORT FOR 2017**

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

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

AHC Membership Criteria

There are currently two vacancies 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

2017	Jan. 25	July 26	Sept. 6	Nov. 8
Robert Clark	X	X	X	X
Alma H. Cropper	X	X	X	
Karen Engelke	X	X	X	
Constance Werner Ramirez	X	X		X
William Jeffrey Holland, Vice Chairman	X	X	X	X
Theodore Mack, Chairman			X	X
Linnell R. Bowen	X		X	
Robert Worden	X		X	X
Wayne Speight	X	X	X	
Marcie Taylor Thoma	X	X		X

X – Attended

January 25, 2017

Review of Resolution R-6-17 Concerning Naming the Parking Lot at Newman and Compromise Streets, Parcels #1248 and #1256.

Update on the 2017 Eastport Scavenger Hunt.

Discussion on the City Dock Archaeology of Last Year.

July 26, 2017

Proposed Charles Carroll House Plaque.

Discussion of Proposed Regular Meeting Schedule.

Election of Officers. (Postponed to Sept. Meeting)

Eastport Scavenger Hunt Update.

Community Parole Health Center Plaque Installation Ceremony.

Discussion on the City Dock Archaeology Issue Update

September 6, 2017

Election of Officers.
Reprinting of Scavenger Hunt Brochures.
Maryland World War I Centennial Commission Liaison.
Keeping History above Water Conference.
Meeting Change.
City Dock Archaeology Monitoring.
Naval Academy Alumni Update.

November 8, 2017

Scavenger Hunt Brochures Update and Revisions.
World War I Centennial Commission -- Update on Participation.
Archaeological Monitoring on Projects -- Update on Contractor Responsibility.
USNA Proposed Alumni Headquarters Update.

Roberta Laynor, Preservation Coordinator, served as Historic Preservation Division staff representative for the 2017 meetings.

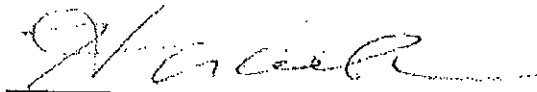
The Commission voted in September to hold bi-monthly meetings.

Following the Commission's unanimous recommendation, City Council enacted Resolution # 6-17 in February to name the parking lot at Newman and Compromise Streets the "Basil Lot."

Jeff Holland and Wayne Speight led the effort to research, design, edit, print, and distribute a new Scavenger Hunt brochure, this time for Eastport. Connie Ramirez led the effort to update the existing West Annapolis Scavenger Hunt. The Commission authorized the printing and distribution for 300 scavenger hunt brochures for both Eastport and West Annapolis.

In July the Commission approved an interpretive plaque for the Charles Carroll House to explain the evolution of the historic porch and the rationale for construction of a new entrance porch.

To complete the Commission's endorsement of the City's first local landmark, a commemorative plaque was installed in June at the Community Health Center at Parole.



Theodore Mack, Chairman
Annapolis Heritage Commission

**ANNAPOLIS HISTORIC PRESERVATION COMMISSION (HPC)
ANNUAL REPORT FOR 2017**

During 2017 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.

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.

Bobbi Collins brings 20 years of management and oversight of historic resources thru her work for USNAA

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. (resigned September 2017)

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.

HPC Membership Criteria

There is currently one vacancy on the Commission. However, 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." In 1998 the City Code was amended requiring that all Commission members must be City residents, reversing a 1996 change that permitted two non-resident members. Any future vacancies on the Commission should 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

2017	Jan 10 **	Feb 23 **	Mar 14& 23	Apr 11&27	May 9&25	Jun 13 &22	Jul 27 **	Sep 12&28	Oct 10&26	Nov 14 **	Dec 12 **
Sharon Kennedy	0	1	1	2	2	2	1	2	2	1	1
Tim Leahy	1	1	1	2	2	1	1	1	2	1	1
Pat Zeno	1	1	1	0	0	0	0	1	2	1	1
Kim Finch	1	0	1	2	1	2	2	1	1	1	1
Kabriel/ Collins	1	1	1	2	2	1	1	2	2	1	1
Sara Phillips	1	1	1	2	1	2	2	2	1	1	1

1- Indicates present at one of the two regularly scheduled meetings or at the single meeting held

2- Indicates present at both of the regularly scheduled meetings

** – No Administrative meetings held or due to scheduling meetings were combined.

Historic Preservation Commission

The Historic Preservation Commission reviewed and approved through public hearing 30 Certificates of Approval (COA) representing \$3,771,702 in property reinvestment while HPD Staff reviewed and administratively approved 223 COAs for properties in Historic District worth \$1,807,595. In combination these approvals reveal a total of over 5 ½ million dollars.

During the upcoming year, beyond its standard responsibilities of project review of Certificates of Approval in the Landmark Annapolis Historic District, the Commission will update its Rules of Procedure for consideration of contested cases. HPC will also review administrative delegation guidelines. The HPC in co-ordination with other parts of municipal government will attempt to fund through grants a process to re-write the Design Guidelines and participate in the preparation of a citywide Preservation Plan as part of the 2019 Comprehensive Plan.

Historic Property Tax Credit

For FY2018 HPC Staff completed review and certified over 46 properties for historic tax credit benefits totaling \$150,000 in credits for the sensitive rehabilitation of historic commercial and residential properties in the Annapolis Historic District. This is the first year the tax credit hit its regulatory cap of \$150k and three properties were postponed into FY19 for credits.

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

Preservation Planning

28 local/state/federal public agencies and non-profit/private sector partners engaged with the Office of Planning Historic Preservation Division and completed development of: *Weather It Together*, the City's Cultural Resource Adaptation and Hazard Mitigation Plan – the first such FEMA-based comprehensive planning effort in the State of Maryland. In addition to the Plan, the development of the Weather It Together Story Map hosted on the City website was an innovative and exciting method of communication with the citizens of Annapolis and the general public for this important initiative.

Education & Community Engagement

Parole

- Installation of the bronze marker signifying the **Community Health Center at Parole** designation as the **first local landmark property** outside of the boundaries of the Colonial Annapolis Landmark District.

Historic District


- Hosted the second *Keeping History Above Water* conference. Entitled *KHAWII: Annapolis: Alternatives for Coastal Communities*. Attended by over 240 national and international leaders in the fields of scientific inquiry into the causes and effects of sea level rise, preservation planning, urban vitality, resiliency planning and related disciplines. Acquired over \$100,000 in grant and sponsorship funding for the conference resulting in a no-cost event to the City.

Legal & Enforcement

Successfully concluded the case against 51-53 West Street for unauthorized installation of a mural on the building. Ruling by District Court in favor of the City on all counts. Property owners filed for a COA that was approved by the HPC. Successfully concluded litigation

regarding 2 Maryland Avenue for unauthorized replacement of numerous historic wood windows with vinyl units. Case heard at the District Court, Circuit Court, Court of Special Appeals and Court of Appeals. All levels of review resulted in opinions in support of the position(s) of the City. Pending receipt of a completed application from property owner so HPC can hear the case. Successfully encouraged owners of 94 East Street to engage professional assistance in order to rehabilitate the deteriorated resource. Numerous other enforcement actions that resulted in compliance.

Respectfully Submitted,



Sharon A. Kennedy, Chair
Annapolis Historic Preservation Commission



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

January 6, 2018

TO: Regina Eldridge Watkins
 FROM: Theresa C. Wellman
 RE: Annual Report 2017 – 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	NoMtg	NoMtg
Ald. Joe Budge	NoMtg	✓		✓	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Ald. Jared Littmann	NoMtg		✓		NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Jacqueline Wells	NoMtg	recused	recused	recused	NoMtg			NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Jonette Hahn	NoMtg		✓	resigned								
Teri Bond	NoMtg		✓		NoMtg			NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Kate Rollason	NoMtg			retired	NoMtg							
Colby Peters									Confirmed	NoMtg	NoMtg	NoMtg

Activities:

Community Development Block Grant Program

The Housing and Community Development Committee (HCDC) approved the Annapolis Community Development Block Grant (CDBG) Program Annual Action Plan FY 2018. The City of Annapolis is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) CDBG Program and is required to submit these plans to receive an annual allocation of approximately \$230,000 in CDBG funds.

This annual plan strategic plan for implementing the City's CDBG Program for housing, community, and economic development activities for FY 2018. The plan outlines the specific initiatives the City will undertake to address its needs and objectives by promoting:

- the rehabilitation and construction of affordable, decent, safe, accessible, and sound housing;
- homeownership, homeless prevention, rapid rehousing, operations and support services;
- creating a suitable living environment; public and community facility improvements;
- infrastructure;
- public safety;
- revitalization;
- promoting fair housing;
- improving public services;
- expanding economic opportunities; and
- principally benefitting low-and moderate-income persons.

The HCDC reviewed and evaluated projects for CDBG FY 2018 funding. Local nonprofit organizations which provide

services to the city's low and moderate income residents submitted these projects for CDBG funding. The committee recommended projects to the City Council for approval and these projects were incorporated into the CDBG FY 2017 Annual Action Plan.

As a part of that process, the HCDC held three 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 2018 CDBG Action Plan, which outlines how the City intends to spend its CDBG funds and the third hearing was held to solicit ideas on needs for the FY 2017 CDBG Annual Action Plan.

The committee approved the annual Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is a U.S. Department of Housing and Urban Development (HUD) mandated report for all communities receiving Community Development Block Grant (CDBG) funding. The CAPER reports the City of Annapolis' success in meeting the housing and community development goals and objectives contained in its Five-year Consolidated Housing and Community Development Plan and Federal Fiscal Year (FFY) 2016 Annual Action Plan. The Consolidated Plan is a five-year planning document which: 1) identifies housing needs and problems; 2) analyzes market conditions and resources; 3) sets priorities and adopts strategies; 4) allocates resources; and, 5) contains an annual action plan.

The Committee approved the new CDBG Citizen Participation Plan which was required by HUD to meet the new Fair Housing Requirements.

Committee approved Certificate of Satisfaction for 40 Clay St. which was part of the City's Urban Renewal Project.

Committee voted to approve recommended changes to MPDU program which were necessary to clarify MPDU policies.



MARITIME ADVISORY BOARD
THE CITY OF ANNAPOLIS

January 11, 2017

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

Regina C. Watkins-Eldridge, MMC, City Clerk
City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: 2017 Annual Statement

Dear Ms. Watkins-Eldridge:

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 2018 calendar 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”.
- Continue study and recommendations regarding a “no-discharge zone” for the City of Annapolis and Anne Arundel County.
- Seek the expansion of community boating opportunities available to City residents.

January 11, 2017

- Work with City staff to finalize updates to City harbor lines.
- Work with City staff for the implementation of the recommendations of the Maritime Study by the University of Maryland.

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.
- Implement long-term management of the City waterways.
- Implement recommendations of the 2016 Maritime Study by the University of Maryland

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 2017 the MAB has:

- Reviewed and made recommendations on Ordinance O-24-17 (Boat Launch Enforcement Authority).
- Received a presentation by Paul Bollinger, Executive Director of the Chesapeake Regional Accessible Boating (CRAB) Program, regarding the need for ADA compliant accessibility to the water. Provided recommendations to the Mayor regarding the same,
- Received a presentation by Mike Wood, Executive Director of the Valhalla Sailing Project, regarding the projects mission, objectives and programs.

January 11, 2017

- Received a presentation by John Brice and Chris Dickey from the Service Corps of Retired Executives (SCORE) regarding services of SCORE available to maritime businesses.
- Received a presentation by Jeremy Parks and Deb Albert regarding programs to provide preparation for careers in the maritime industry.
- Received the report and recommendations of the Maritime Study conducted by the University of Maryland.
- Reviewed and made recommendations to the Board of Port Wardens, Maryland Department of the Environment and the U.S. Army Corps of Engineers for the renovation of the fuel dock at Annapolis Landing Marina.
- Continued to review proposals and comments regarding the creation of a “no-discharge” zone for the City of Annapolis and Anne Arundel County, and to make findings and recommendations in connection therewith.
- Continued to pursue the status of a lease for the dock space utilized by the National Sailing Hall of Fame.
- Worked with the City Harbormaster on education/enforcement for stand-up paddleboards, canoes and kayaks.
- Received an updated presentation by David Barker regarding the activities of the Back Creek Conservancy regarding the Back Creek watershed.
- Reviewed street end access usage.
- Provided comments to Planning Commission on South Annapolis Yachting Center.

The MAB has fully complied with and adhered to the performance standards 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.

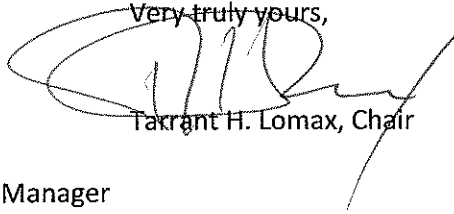
Regina Watkins-Eldridge, MMC, City Clerk

Page 4

January 11, 2017

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

Very truly yours,

A handwritten signature in black ink, appearing to read "Tarrant H. Lomax", written over the typed name below.

Tarrant H. Lomax, Chair

cc: MAB Members
Hollis Minor, Economic Development Manager
Elizabeth Bellis, Harbormaster

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

410-263-7961 • Fax 410-263-1129 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

January 6, 2018

TO: Regina C. Watkins-Eldridge, MMC, City Clerk
FROM: David Iams, Chair
RE: Annual Report 2017 – Planning Commission

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

The criteria for membership include the following:

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

In January, 2017, David Iams was elected as chair of the Planning Commission and Bob Waldman was elected vice-chair.

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

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

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



City of Annapolis

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

January 9, 2018

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

FROM: Joseph Semo
Chair

RE: Annual Report 2017 – Police & Fire Retirement Plan Commission

Duties: The Police & Fire Retirement Commission is composed of the City Manager, Finance Director, Human Resources Manager, 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.

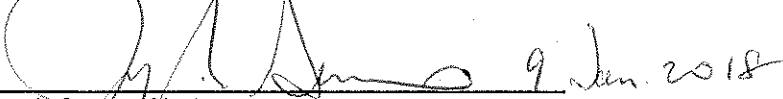
Attendance:

Members	Jan	Feb (23)	Mar (23)	Apr (21)	May	Jun (2)	Jul (18)	Aug	Sep (7)	Oct	Nov (29)	Dec (13)
Joseph Semo, Chair	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Ross Arnett, Alderman	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
David Stokes, Fire Chief	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	-	No Mtg	✓	No Mtg
Patricia Hopkins, Human Resource Manager	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	-	No Mtg
Mary Kathleen Sulick ¹	No Mtg	✓	✓	-	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Scott Baker, Police Chief ²	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	-	No Mtg	-	No Mtg
Bruce Miller, Finance Director	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Thomas Andrews, City Manager	No Mtg	-	✓	-	No Mtg	-	-	No Mtg	✓	No Mtg	✓	No Mtg

¹Expired; remains in session until a successor is appointed.

²Police Major Scott Baker was appointed Police Chief effective 06/19/2017.

Activities: During 2017, the Police & Fire Retirement Plan Commission held meetings every other month to discuss the performance of the Police & Fire Retirement Plan investment fund and Asset Managers. See attached report from AndCo Consulting. In addition, other areas of interest included the following: a review of the City's Pension Valuation; continued discussions of City contributions to the Pension Fund; a review of the Plan's asset allocation; and an Investment Consultant bid award to AndCo Consulting.



Joseph Semo, Chair



City of Annapolis

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

January 9, 2018

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

FROM: Joseph Semo
Chair

RE: Annual Report 2017 – Police & Fire Retirement Plan Commission


Duties: The Police & Fire Retirement Commission is composed of the City Manager, Finance Director, Human Resources Manager, 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	Feb (23)	Mar (23)	Apr (21)	May	Jun (2)	Jul (18)	Aug	Sep (7)	Oct	Nov (29)	Dec (13)
Joseph Semo, Chair	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Ross Arnett, Alderman	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
David Stokes, Fire Chief	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	-	No Mtg	✓	No Mtg
Patricia Hopkins, Human Resource Manager	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	-	No Mtg
Mary Kathleen Sulick ¹	No Mtg	✓	✓	-	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Scott Baker, Police Chief ²	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	-	No Mtg	-	No Mtg
Bruce Miller, Finance Director	No Mtg	✓	✓	✓	No Mtg	✓	✓	No Mtg	✓	No Mtg	✓	No Mtg
Thomas Andrews, City Manager	No Mtg	-	✓	-	No Mtg	-	-	No Mtg	✓	No Mtg	✓	No Mtg

¹Expired; remains in session until a successor is appointed.
²Police Major Scott Baker was appointed Police Chief effective 06/19/2017.

Activities: During 2017, the Police & Fire Retirement Plan Commission held meetings every other month to discuss the performance of the Police & Fire Retirement Plan investment fund and Asset Managers. See attached report from AndCo Consulting. In addition, other areas of interest included the following: a review of the City's Pension Valuation; continued discussions of City contributions to the Pension Fund; a review of the Plan's asset allocation; and an Investment Consultant bid award to AndCo Consulting.


Joseph Semo, Chair

Putting clients first.



City of Annapolis Police and Fire Retirement Plan

Financial Highlights: Year to Date Report as of September 30, 2017

Strategy and Allocation:

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

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

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

The Plan’s asset allocation structure as of September 30, 2017, was as follows:

Asset Class	Actual as of September 30, 2017	Policy Target	Policy Range
Domestic Equities	34.1%	36.0%	26% - 46%
Global / Emerging Markets Equities	20.2%	18.0%	13% - 23%
Fixed Income	17.0%	20.0%	15% - 25%
Real Estate	5.6%	6.0%	4% - 8%
Alternatives*	18.8%	18.0%	13% - 26%
Cash	4.3%	2.0%	0% - 4%
Total	100.0%	100.0%	

*Hedge funds, private market and opportunistic investment strategies.

Investment Market Performance:

Returns were positive for the major equity and fixed income markets for the year-to-date period and 12 months ending September 30, 2017. Broad domestic and international equity market performance was largely fueled by continued improvement in corporate earnings and favorable macroeconomic data worldwide. Despite headwinds from increasing tension between the U.S. and North Korea, several major

weather events and ongoing political concerns related to the Trump administration, investor optimism in the U.S. remained high and many major domestic equity indices have hit record levels. Small cap equities outperformed large cap for the trailing 12 months with the Russell 2000 Index returning 20.7% versus a 18.6% return for the S&P 500 Index.

International equity market benchmarks outpaced the U.S. markets over the past year as both the developed and emerging markets benefited from continued strength in global macroeconomic data, a weakening U.S. Dollar (USD), rising commodity prices and ongoing accommodative global central bank policies. Emerging markets produced the best results with the MSCI Emerging Market Index returning 22.5% for the 1-year period while the developed market MSCI EAFE Index returned 19.1%. The Plan's relative overweight to equities contributed to performance over the past year.

In the fixed income markets, interest rates have risen over the past 12 months resulting in flat returns from investment grade U.S. bonds as reflected by the Bloomberg Barclays U.S. Aggregate Index which returned 0.1% during the period. In the investment grade space, corporate credit has been the best performer with the Bloomberg Barclays U.S. Corporate Investment Grade Index returning 2.2% over the past year. U.S. high-yield bonds posted the best overall results with the Bloomberg Barclays High Yield Index returning 8.9% for the trailing 12 months.

Plan Performance:

The Plan ended the 3rd quarter of 2017 at \$ 171.7 million in assets compared to \$161.8 million as of December 31, 2016. The Plan returned 10.9% for the trailing 12 months vs. 10.4% for the custom policy benchmark (which reflects the Plan's asset allocation policy). For the seven-year period the Plan returned 8.1% vs. the policy benchmark at 7.6% -- with the largest contribution coming from the rebound in U.S. public equities after the 2008 financial crisis. The Plan's ten-year return of 4.9% still reflects the impact of the 2008 financial crisis. Over the last year, the Plan has benefited from an overweight to U.S. and international equities, an underweight to fixed income and its allocations to opportunistic investments in the private investment space.

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

Annualized Returns as of September 30, 2017								
	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years	10 Years	15 Years
Total Plan	10.86	9.74	6.41	7.15	8.26	8.09	4.93	7.41
Policy Benchmark	10.41	9.76	6.06	6.84	7.21	7.55	4.80	7.27

Calendar Year Returns										
	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Total Plan	5.85	1.17	5.85	17.99	9.94	0.78	11.76	18.00	-24.54	5.52
Policy Benchmark	7.42	-0.52	6.64	13.25	9.97	1.31	11.64	17.12	-22.04	7.55



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

410-260-2200 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

January 4, 2018

To: Regina C. Watkins-Eldridge, MMC, City Clerk
From: Gene Godley, Chair
Re: Annual Report 2017 – Board of Port Wardens

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

The Board of Port Wardens of the City of Annapolis is a volunteer group of citizens selected by the Mayor with approval of the City Council. There are five members for a full Board of Port Wardens, each serving for a term of three years. However, there are currently only four active members. There continues to be one vacancy as of July 2016. During 2017, there were two regular meetings that had to be cancelled due to a lack of quorum.

Regular public meetings are held on the fourth Tuesday of each month, exclusive of December, and special meetings held as needed. Applications for marine construction are reviewed by staff for regulatory compliance and placed on a hearing agenda for the Board’s review. During 2017, the Board of Port Wardens conducted public hearings regarding 30 applications as follows:

- PORT2016-014: 523 Horn Point Drive, *Severn River* – Approved
- PORT2016-015: 525 Horn Point Drive, *Severn River* – Approved
- PORT2016-016: 938 King James Landing Road, *Back Creek* – Approved
- PORT2016-025: 14 Spa view Circle, *Spa Creek* – Approved
- PORT2016-026: 519 Horn Point Drive, *Severn River* – Withdrawn
- PORT2016-027: 105 Eastern Avenue, *Back Creek* – Approved
- PORT2017-001: 980 Awald Road, *Back Creek* – Approved
- PORT2017-002: 409 Chester Avenue, *Back Creek* – Approved
- PORT2017-003: 34 Williams Drive, *Weems Creek* – Approved
- PORT2017-004: 129 Lafayette Avenue, *Spa Creek* – Approved

- PORT2017-006: 310 Third Street, *Back Creek* – Approved
- PORT2017-007: 1 Severn Avenue, *Severn River* – Approved
- PORT2017-008: 11 Southgate Avenue, *Spa Creek* – Approved
- PORT2017-009: 703 Arundel Place, *Weems Creek* – Approved
- PORT2017-010: 198 Acton Road, *Spa Creek* – Approved
- PORT2017-011: 225 Wardour Drive, *Severn Avenue* – Approved
- PORT2017-012: 7 Southgate Court, *Spa Creek* – Approved
- PORT2017-013: 1 Walton Lane, *Spa Creek* – Withdrawn
- PORT2017-015: 655 Americana Drive, *Back Creek* – Approved
- PORT2017-016: 940 Creek Drive, *Spa Creek* – Approved
- PORT2017-017: 311 Chester Avenue, *Back Creek* – Approved
- PORT2017-018: 2 Thompson Street, *Spa Creek* – Approved
- PORT2017-019: 519 Horn Point Drive, *Severn River* – Approved
- PORT2017-020: 660 Americana Drive, *Back Creek* – Approved
- PORT2017-021: 2 Compromise Street, *Spa Creek* – Approved
- PORT2017-022: 174 Acton Road, *Spa Creek* – Approved
- PORT2017-023: 920 Creek Drive, *Spa Creek* – Approved
- PORT2017-024: 1 Walton Lane, *Spa Creek* – Continued until January 2018
- PORT2017-025: Springdale Ave, *Back Creek* – Approved
- PORT2017-026: 24 Chesapeake Landing, *Severn River* – Approved

Attendance at hearings in 2017 was as follows:

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

- ✓ - Member Present
- Blank - Member Absent
- Shaded - Position Vacant
- No Mtg - No Regular Meeting Scheduled
- * - Special Meeting for Closed Session
- ** - Special Meeting for Regular Business
- *** - No Quorum Meeting Cancelled



Gene Godley, Chair



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

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

January 3, 2018

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

FROM: Tricia Hopkins
 Human Resources Manager

RE: Annual Report 2017 – Public Safety Disability Retirement Board

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

Attendance:

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

Activities: None.



City of Annapolis

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

February 21, 2018

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

FROM: Mary O'Brien
Risk Analyst

RE: Annual Report 2017 – 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)
Tricia Hopkins (HR)
Cindy Tate (Public Works)
John Menassa (Planning & Zoning)
Karen Steele (Law)

Activities

Meetings are held on an as needed basis.

The Committee completed an update of the 2003 Safety Manual. The updated manual was sent to the City Manager and was adopted by City Council in May of 2015. This manual includes all the policies pertaining to safe working practices for all employees. Adherence to these work practices is the responsibility of each department.

Workplace Violence assessments of all City facilities were done in 2014. Panic buttons were installed in many of the City's offices including Office of Law, Mayor's office and the Public Works administration office, for example. Door key pads were also installed in the Finance and City Manager's office. The Police Department continues to participate in numerous Active Shooter Drills.

Workers Compensation claims from the Fire Department are reviewed with the Fire Chief on a quarterly basis. Claim reviews for all other departments are done on an as needed or requested basis.

Safety Training provided as needed or when requested by departments.

All auto, general liability and workers compensation claims are investigated for root cause and are discussed with the appropriate City personnel for action.

All claims are reviewed on a monthly basis. The following is a summary of the number and net cost of claims reported during 2017 calendar year.

Workers Compensation - 101 with a total incurred loss of \$387,139.00
Auto - 84 (includes Comprehensive, Bodily Injury, Property Damage and Collision claims) with a total net incurred of \$86,708.23
General Liability - 19 (includes Property Damage, Bodily Injury, and Indemnity) with a total net incurred of \$5,545.71.



January 7, 2018

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

RE: Annual Report 2017 – Annapolis Transportation Board

Transportation Board Duties and Responsibilities

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:

- Study, review, and make recommendations with respect to all transportation and traffic matters;
- Advise the City Council on the implementation of the transportation master plan and improvement of City transportation and traffic conditions;
- 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;
- 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
- Participate in activities with Anne Arundel County and the State of Maryland intended to further the transportation concerns of the City.

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.

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.

Attendance

Meeting Date	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	At-large	St. John's	Naval Academy
2017	Jones	Pline	Irvin	Vacant	Giannetti	Kelly	Vacant	Vacant	Aiken	Dolezal	Eades	Pachler	West-Miser	Widener	van Arjan	Burnett	Kelm
1/25/2017	x	x			x	x			x	x		x			x		
2/22/2017		x				x			x	x		x		x	x		x
3/22/2017	x				x	x				x				x	x		x
3/29/2017		x				x				x		x		x			x
4/26/2017	x	x										x		x	x	x	x
6/28/2017		x				x			x	x		x		x	x		x
7/26/2017	x	x				x			x			x					x

Activities

Board meetings are held on the fourth Wednesday of every month in the Annapolis City Council Conference Room. When warranted, public hearings are held on the fifth Wednesday as available.

January 25, 2017

1. Presentation: City Bike Racks by Bicycle Advocates for Annapolis and Anne Arundel County

Proposal for City Bike Racks by Bicycle Advocates for Annapolis and Anne Arundel County, Jon Korin Carolyn Marquis from Chesapeake Brewing Company accompanied Mr. Korin to the presentation. Her businesses include restaurants in Salisbury, Maryland, where the community is highly supportive of bike activities, and businesses have benefited greatly. She reached out to Bike AAA recently to offer her support and assistance in installing bike racks near her business on West Street. Bike AAA would like to contribute a match donation to install 10 bike racks in the city, as well as upgrade the bike rack at Market House.

Mr. Giannetti recommended that Bike AAA offer plaques to acknowledge businesses that sponsor a rack, or contribute. Ald Budge noted that the Department of Public Works has sufficient discretionary funds to install the racks if the City of Annapolis is in support of the initiative. The labor to install would be the only cost to the City under Bike AAA proposal.

The Chair offered a motion that the Transportation Board support Bike AAAs plan for placement of a bike repair and pump station near Market Square in Annapolis, and Bike AAAs plan for placement of additional bike racks throughout the City was presented. It was unanimously supported, with Chairman Pline abstaining from vote, as he also serves on the Board of Bike AAA.

2. Petition for removal of Smith Avenue from Special Residential Parking District 3.

The residents of both Smith Avenue and Archwood Avenue have requested that they be removed from the Residential Parking District 3. They have long balked at purchasing the stickers, but were not being ticketed for parking illegally because prior to SP+, there was no enforcement on

their blocks. The residents contend that they do not have any issues with parking and would prefer not to be subjected to the City of Annapolis parking enforcement. Mr. Pline noted that the process to reverse the decision may be long and arduous if the residents change their mind. Ms. Jones expressed concern that the streets were in an area that is experiencing an influx of commercial and residential growth, and that several of the neighboring streets have begun to experience parking issues as a result of visitors to the City, as well as staff at the businesses. The representative for the petition was insistent that he and his neighbors were not subject to these same stressors, and asked that we proceed in support of his petition. Col Aiken presented a motion to support the petitions. The Transportation Board voted in support 7-1 (Mr. Pachler was not in support).

The garage located at 275 West Street is privately owned, and the City of Annapolis cannot compel them to provide free services for residents during weather events. However, the Board and Ald Budge recommended that residents approach the owner themselves to work out an agreement.

3. Residential Parking Stickers

Ms. Dolezal noted that she has had a difficult time with people on her street having residential parking permits, but not displaying stickers. It is difficult to ensure that enforcement is occurring without the visual. Ald Budge cited the city code that allows for alternative methods, specifically, that if a database exists that allows parking enforcement to confirm eligibility, stickers were not necessary. SP+ and the City of Annapolis have not socialized the move away from stickers, and the Board discussed other ways to use technology to assure residents that parking enforcement was being efficiently enforced. One suggestion is a heatmap of streets that indicate how recently they have been checked, driven by the GPS data in enforcement vehicles. Another suggestion was an online portal where residents can provide license plates of vehicles that they believe are parked illegally. If the license plate is not found in the database, the system can automatically dispatch an enforcement officer. All technology solutions would require cooperation from SP+. No formal recommendations were made.

Ms. Jones is concerned that visitors use the stickers as a visual clue that they've parking in a restricted zone, and without the stickers, the City and SP+ would need to supplement the street signs with other marketing materials.

February 22, 2017

Presentation: SP+ Draft Parking Utilization Study by SP+ Staff

Jason Prola, John Kemp, and Roamy Valera of the SP+ staff presented an overview of the findings in the draft study (<http://annapolisparking.com/sp-completes-draft-study-to-improve-annapolis-parking/>) followed by questions and comments by the Transportation Board and general public including Dave Brashers, Chris Ledoux, Carl Larkin, Peter Miller, Rock Toews, Larry Claussen, Marles McDevitt, Curtis Stephano, Elly Tierney. The proceedings were recorded on the closed-circuit TV and are available on demand:

http://annapolismd.granicus.com/MediaPlayer.php?view_id=1&clip_id=448

March 22, 2017

1. Presentation on the Annapolis-New Carrollton Connector

Mr. Bill Young from the Young Transportation Services addressed the board regarding his Annapolis-New Carrollton Connector which he runs 7 days a week. He provided a current Schedule for the Board. He mentioned that he wants to keep a good relationship with the Annapolis Government and that he is looking for our ideas and feedback on how he can provide better service to the people of Annapolis. He needs support from the City of Annapolis and the State Governments. He charges \$10/person for service from Annapolis to New Carrollton and provides transportation to about 120 people (60 each way) on a daily basis. This number changes from day to day. He is trying to increase his advertisement to get the word out regarding his service and wants to be a resource for the community. Discussion of the possibility of providing service to Eastport was conducted.

A motion was made by Amy Jones for the board to write a letter to the Transportation Department recommending that Young's Transportation Services be able to both pick up and drop off customers/riders within the City Limits (which is currently not allowed in the agreement), and that Young's Transportation Services be allowed to advertise on the SP+ Parking Website. Ms. Elizabeth Dolezal seconded the motion. A voice vote was conducted which passed without dissent.

2. Presentation on Annapolis Transit and FTA Sandbox Program

Mr. Arjan Van Andel provided a presentation on the Annapolis Transit and FTA Sandbox Program. The presentation showed that the City of Annapolis transportation budget consists of approximately \$3.7M annually for nine bus routes. There has been a 50% reduction in ridership in the past two years. The hardest hit was the Annapolis Circulator which has shown a decline in boarding from 40/hr to about 10/hr.

The FTA Sandbox Program is a way of obtaining grants for studies and projects for transportation improvement and the FTA requires a 20% cost sharing by the local community for any projects approved. This program has been utilized by large cities, but to date no small communities have taken advantage of this program. This may be a great opportunity if the City of Annapolis has some good projects to propose.

A motion was made by Ms. Elizabeth Dolezal to authorize the board to go forward to work with the Annapolis Department of Transportation to develop concepts for a potential project submission for a grant from the FTA. The motion was seconded and approved by unanimous voice vote.

Additional note: There was discussion of potential projects and one idea proposed for consideration was to work with Naval Academy Athletic Association for additional parking at Navy Marine Corps Memorial Stadium.

3. R-8-17 - Filing of Grant Application with the Maryland Transit Administration

A motion was made by Ms. Carol Kelly for the board to endorse R-8-17 Filing of Grant Application with the Maryland Transit Administration - For the purpose of authorizing the filing of an application with the Maryland Transit Administration of the Maryland Department of Transportation for a Sections 5303, 5304, 5307, 5309, 5310, 5311, 5316, and/or 5317 grant(s) under the Federal Transit Act for a total amount of \$2,661,028 (\$1,870,162 for fixed route transit operations; \$247,776 for ADA complementary paratransit services; \$315,000 capital grant for transit vehicle maintenance; \$12,878 capital grant for maintenance equipment, and \$215,212 capital assistance for transit vehicle replacement). The motion was seconded by Mr. John Giannetti and a voice vote unanimously approved the motion.

March 29, 2017

1. R-6-17, Naming the Parking Lot at Newman and Compromise Streets.

A motion was made by Brian Kelm to name the small parking lot in the area of the New Main Street and the Fleet Reserve Parking Lot after Mr. Basil, and the motion was seconded by Ms. Dolezal. The motion was voted and passed by unanimous voice vote.

2. Continued Discussion of SP+ Draft Parking Utilization Analysis

The majority of the meeting was focused on the meeting the night before, Tuesday 28 March 2017, of the 1st Ward with SP+ regarding their recommendations for improvements to parking in the Ward and Annapolis.

Ms. Elly Tierney, a member of Ward 1, spoke to the Transportation Board and mentioned that there were about 100 comments regarding the circulator, signage and safety at the meeting, as well as recommendations as to how to drive vehicles to park in the garages vice street parking for longer periods. She mentioned that there were over 100 people at the meeting.

As part of the discussions of incentives to have longer term parkers utilize the garages, Ms. Anne Widener, requested that she would like to know how many parking permits are issued to one address within the City and is there a limit. There was concern that single family homes are being partitioned into multiple apartments which is causing additional parking permits to be issued.

Other recommendations discussed included:

- Meters, meters should not be utilized in the early morning
- There should be incentives to park in the parking garage and financial incentives are most effective. The parking rates for street parking and for the garages should encourage short term parking, (1-2 hours) on the street and anything longer should be incentivized to use the garages which are currently not fully utilized.
- Parking garages should be cheap and long-term parking on the street should be expensive.

- Mr. Pine mentioned that "Way Finding" should be a priority as many people (visitors) do not even know about the garages.

Ms. Anne Widener mentioned that we need further discussions with the Bar and Restaurant Industry in Annapolis and addressed the increased use of NMCMS which is owned by NAAA.

Alderman Budge wanted to know how we intend to provide these thoughts to SP+ and Chairman Pline said that he will collect thoughts and draft a letter.

April 26, 2017

1. Welcome Molly Burnett (St. Johns representative)

Mr. Pline introduced Ms. Burnett. She is an employee at St. John's and will serve as their representative. Ms. Burnett will need to be added to the Transportation Board's shared document drive.

2. Forest Drive Sector Study

A Sector Study will begin soon, and will include Eastport. Ms. Nash has offered to brief the board at our next monthly meeting.

3. Baltimore Regional Transportation Board's Public Action Committee is hosting a presentation by AA County Transit Officer Raymond Robinson on May 8, location TBD

A consultant has requested that they interview the board. A public advisory group is being stood up, and the City's grant application has been submitted. The award letter will provide information on finding levels - currently unknown. Smart fare boxes are being installed in buses.

4. Bike to School Day, May 11 (<http://www.walkbiketoschool.org/>)

A Bike to School Day is being used as an opportunity to bring awareness to alternative transportation. The committee has had good cooperation and engagement from local schools. In conjunction with the decision to redistrict AA Co schools based on communities, the Board of Education also endorsed a measure to support sidewalks to and from schools in communities that do not currently have any.

5. Bike to Work Day, May 19 (<http://www.baltometro.org/>)

Mr. Pline advised there was also a Bike to Work Day coming.

6. Transportation Funding Priorities

Mr. Pline advised the Board of the Input to the 2018 County Priority Letter (currently in draft) and that it could incorporate a Board List. Board members will review the current draft plan in preparation for a discussion next month.

7. Young's Transportation Services

Charter carriers must be licensed by the Public Commission Services Systems. Mr. Young has not responded to a request from the City of Annapolis to identify his license number and permit information - his permit may be held under a different business entity name. Because of MTA and City of Annapolis procurement rules, Mr. Young must compete for contracts to be eligible for subsidized routes. Mr. Kwaku Agyemang-Duah has reached out via email and phone, and will await a response from Young Transportation.

June 28, 2017

1. Bike rack as proposed in an earlier (January 2017) presentation by Jon Korin/BikeAAA

The bike rack was installed at Market Square just before Bike to Work day. Mr. Pline asked for suggestions for where to place subsequent racks. Suggestions were next to Green St Playground and Annapolis Maritime Museum.

2. Transit Development Plan

Transportation Director Gordon discussed the start of the Transit Development Plan activity. Letters have been sent to stakeholders requesting interviews and confirming membership on the Advisory Committee. In addition to himself, Mr. Pline requested that Carol Kelly and Arjan Van Anandel be added to the Advisory Committee as they both have expressed interest in transit issues. Additionally, the ideas Mr. Van Anandel has proposed for innovative transit projects via the FTA "sandbox" program can be included here since the FTA program has not been, nor is likely to be funded for 2017. Mr. Gordon indicated the Transit Development Plan activities would conclude towards the end of 2017.

3. O-28-17 Removing City Employee Parking from Hillman Garage

Mr. Pline asked Mr. Budge where this legislation was in the process and he indicated that after hearings in the City Council and Transportation Committee and meetings with Employees, there are likely to be changes that would come before Transportation Board. As a result, no additional action was taken.

4. O-27-17 Special Parking Permits for Transport and Contractors

The board deferred this pending clarification from Mr. Budge. Mr. Budge explained the intent of the present law allows for contracts and moving companies to get daily reserved spots in residential and commercial areas. However, in practice the definition of a "Contractor" has become very loose with little scrutiny. As a result, this is being utilized beyond the original intent. This ordinance more tightly defines a "Contractor" as someone in the "Building Trades". It defines a new category that can apply "Transport Shuttle Service" for loading/unloading passengers at a specific location. There are also limits to the numbers and locations of spaces

covered by the legislation without permission by the City Manager. Subsequent to this clarification, the board voted unanimously to endorse this legislation.

5. Reserved spots for Chesapeake Bay License Plate Holders in City Garages

Mr. Aiken requested Mr. Gordon research the background of the program and whether it was legal and appropriate. The following day, Mr. Gordon provided a summary of the program: “In response to the inquiry made at Wednesday's Transportation Board meeting regarding priority parking for holders of Chesapeake Bay license plates, I have looked into the matter and found that the City of Annapolis is one of numerous participants in the Chesapeake Bay Trust Plate Perks Program. No one is sure when the program was initiated, but it permits holders of Chesapeake Bay license plates preferred parking at two parking spaces in each of the city's three parking garages (Hillman, Gotts, Knighton). I spoke with SP+ reps about it and was told that the spaces are used by Chesapeake Bay plate holders on a regular basis and there have been no issues with the city's participation in the program. On Thursday, I observed the two spaces at Hillman garage and found that they were both occupied by Chesapeake Bay plate holders (see photos). Even on occasion when a non-plate holder used the parking space there have been no issues/complaints. Given that the program works pretty much as it should, I see no need to make changes. “

July 26, 2017

1. Anne Arundel County Transportation Commission

New group is being stood up by County Executive Steve Schuh. Mr. Pline will participate in Commission, and Ms. Jones has been asked to serve as representative for Annapolis residents.

2. August 30th Joint Meeting with the Anne Arundel County Bicycle Commission

Ms. Kelly requested that information on meeting be published through the City website and advertised to the public.

3. Transportation Department Staff Report

The Transportation Department provided a staff report stating that automated fare boxes were installed in the City buses. Training went well, and pre-launch planning ensured that the roll-out went smoothly. The City has seen an anecdotal reduction in the use of coins to pay fares, likely because the new system is able to count the coins to ensure the full fare has been paid. The new system was funded by grant, with the City's 10% share equal to ~\$50,000. The fares have not been changed.

SP+ has formed the Public Advisory Committee to support future decision making. Several members of the Annapolis Transportation Board have been invited to join.

Residential parking permits were reissued for FY18, which began July 1. The grace period for renewals, cars which were registered in the City last year but have not completed required steps

for FY18, expires August 1, 2017. Permits issued for FY18 ~ 250-300< than FY17, which is typical for this time of year. The online permit system is working again after being offline on July 1.

The final SP+ Parking Utilization Analysis was submitted to Mr. Tom Andrews, City Manager. Mr. Andrews is out of the office, so public release may be delayed until he returns and is able to review. The data in the report was updated, and some recommendations from the review period were captured. Any translation from recommendations to legislation that fits the City of Annapolis' needs is still a big lift.

4. Board Elections

The Board charter defines annual election cycle, in January timeframe. No elections were held in January 2017; Board members unanimously voted to reelect the current officers (Chairman: Mr. Alex Pline; Vice Chairman: Col Chris Aiken; Mike Pachler, and Amy Jones) for terms through January 2018. The Board will hold a vote at the December 2016 meeting to elect officers for the 2018 calendar year. Mr. Pline has expressed intent to step down as Chairman.

5. O-36-17 Wheel Immobilization Devices – Prohibited

Ald Budge clarified that legislation was required for even administrative changes if there is an associated fine, because fines must be imposed by code. O-36-17 was introduced by the Mayor's office. Private lots are enforcing parking violations with boots, or wheel immobilization devices. Private owners have few alternative options to enforce parking regulations: towing or installing gated access. Towing companies in Annapolis are not currently accepting new customers, thus limiting further property owner's ability to enforce regulations in private lots. The Board voted unanimously in opposition of O-36-17.

The Board recommends that private owners be able to determine the most appropriate enforcement action for their lots, within the bounds of current State and local law. The Board recommends further that the City of Annapolis ensure that proper signage is posted in lots to inform violators who to contact if their vehicle is towed or booted, and that companies who provide these services are adequately responsive to individuals who have had their cars towed or booted. Note: Current City of Annapolis code on parking enforcement in public lots does not include wheel immobilization devices; by omission, the current status quo is that they are allowed on private lots, but they are not available as an enforcement mechanism on public lots. To further clarify, the Transportation Board recommends that the status quo is maintained.

6. R-23-17 Wheel Immobilization Device – Fine

See above (New Business, 2. O-36-17 Wheel Immobilization Devices - Prohibited). Do not support.

7. O-37-17 Parking Places and Parking Lots

The Transportation Board voted in favor of O-37-17, deregulation of private parking lots (Ms. Kelly abstained from vote, those in favor: Mr. Pline, Colonel Aiken, Mr. Kelm, Mr. Pachler, and Ms. Jones. All private lots will still be required to comply with other applicable State and local laws.

8. O-24-17 Parking Places and Parking Lots – Fine

See above (New Business, 2. O-37-17 Parking Places and Parking Lots). Support.

9. Mandatory Stickers for Parking Districts 1 & 2

SP+ does not intend to enforce via stickers. The license plate scanning technology will still be the primary method for tracking violations, though tickets could be written for cars which are legally parked in their residential district, but do not display a valid sticker. SP+ does not currently maintain a database of all license plates scanned, and therefore cannot concurrently scan for violations and collect statistics using the technology. When they have run the scanner in ‘statistics gathering’ mode, there has been evidence of shifts in behavior and less violators. The Transportation Board is concerned that data is not being preserved for current and future analysis, and will request information from SP+ through Mr. Kwaku.

Board members expressed concern that the number of complaints from citizens ‘self-policing’ may slow enforcement and distract officers from routes. Ald Budge noted that the City of Annapolis has loaned several more City owned cars to SP+ so that those equipped with license plate scanning technology can continue planned routes while other enforcement officers follow up on calls from citizens, etc.

Ald Budge believes that providing residents of District 1 and 2 visual confirmation of residency for cars parked in the district will change perception. Currently, many residents do not believe that SP+ is consistently and efficiently enforcing on their streets. The Board delayed vote on the proposed legislation until August - Ald Budge intends to introduce it formally to City Council at the next meeting.

10. Walking Infrastructure to Annapolis Cluster Schools

Ms. Jessica Pachler serves on the Annapolis Education Commission. Through recent redistricting, the Annapolis Cluster has become significantly more walkable, with less children riding the bus for the 2017-18 school year. Despite recommendations from the Annapolis Education Commission, the Anne Arundel County Board of Education has not taken significant steps to ensure the safety of new walkers. Ms. Pachler is appealing to the City and the community to work together. New crossing guards, crosswalks, and sidewalks may be necessary. There may be an opportunity for a Fall 2017 bike to school collaboration with local PTOs.

August 23, 2017 – Cancelled by Chair due to members’ schedules for a quorum.

Items for review:

1. Transportation Department Update
2. August 30th Joint Meeting with the Anne Arundel County Bicycle Commission
3. O-42-17 - Certificate of Adequate Public Facilities - Timing of Certification
4. O-47-17 Mandatory Stickers for Parking Districts 1&2

September 27, 2017

No minutes or attendance report except for the following notes by the Chair.

1. SP+ Year-end KPI Evaluation – deferred to future meeting.
2. SP+ Final Parking Utilization Analysis – deferred to future meeting.
3. O-42-17 - Certificate of Adequate Public Facilities - Timing of Certification

The Board unanimously supports the legislation. The board agrees that a statute of limitations on Adequate Public Facilities (APF), especially those related to transportation is required. Given the rate of growth in the Annapolis area, significant changes can occur in a 5-year period. Therefore, it is prudent to require recertification. This time period provides more than enough time for even large projects to implement the requirements in any APF agreement.

4. O-37-17 and O-33-17, “Parking Places and Parking Lots – Fine”

The Board unanimously supports the amended legislation. The amendments are consistent with our prior recommendation on O-36-17: “The board believes that the use of use of wheel immobilization devices by private operators in their private lots is a matter between two private parties and that as long the area is appropriately marked as such including contact information”. The requirements in the proposed amendments are not onerous for lot operators and provide sufficient opportunity for violators to extricate their vehicles in a timely manner.

5. O-47-17 Mandatory Stickers for Parking Districts 1&2

The Board unanimously supports the legislation. While we have been supportive of the SP+ parking activities over the past year, we are still concerned that the enforcement efforts, and equally important, the public perception of those efforts, have fallen short of the goal of changing behavior of parkers who overstay the two-hour limit in these residential zones. Anecdotally, residents have indicated there are significant violations and that they are not able to determine whether vehicles parked on the street have permits or not given the lack of stickers since enforcement is via the License Plate Reader equipment. As a result, they are not easily able to report violators to SP+ for ticketing. This results in many calls to SP+ about illegally parked vehicles that may or may not be accurate and these calls can be a significant distraction to the

other enforcement activities. Requiring stickers will help residents more easily determine whether a vehicle is legally parked. It is unfortunate that residents feel they must take this action, but until the enforcement effort can be objectively shown to be sufficient, we must support their ability to identify illegally parked vehicles as they are a significant detriment to their daily lives.

October – no meeting due to members’ schedules and lack of quorum.

November – no meeting due to holidays and members’ schedules.

December – no meeting due to holidays and members’ schedules.

Conclusion

In conclusion, this report only provides resulting actions from meetings that had a quorum representation. All other meetings consisting of possible actions or decisions were deferred to future meetings until such time a quorum was present to allow for decision by vote, if necessary.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. P. Aiken', written in a cursive style.

Christopher P. Aiken
Vice Chair