



Boards and Commissions Combined Annual Report 2023

Affordable Housing and Community Equitable Development Commission

Alcoholic Beverage Control Board

Annapolis Conservancy Board

Annapolis Environmental Commission

Art in Public Places Commission

Audit Committee

Board of Appeals

Building Board of Appeals

Board of Supervisors of Elections

Civil Service Board

Commission on Aging

Education Commission

Ethics Commission

Financial Advisory Commission

Heritage Commission

Historic Preservation Commission

Human Relations Commission

Maritime Advisory Board

Planning Commission

Police and Fire Retirement Plan Commission

Port Wardens

Public Safety Disability Retirement Board

Recreation Advisory Board

Transportation Board

Red -missing

Green - did not meet in 2023

black – submitted



Affordable Housing and Community Equity Development Commission 2023 Annual Report

January 12, 2024

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

FROM: Theresa Wellman
Community Development Administrator

RE: Annual Report 2023 – Affordable Housing and Community Equity Development

Duties: To review and provide comments as necessary on the housing and community development projects initiated by the City, study and advise the City Council on strategies to improve the housing stock in the City, and recommend policy initiatives and changes in law and regulation to accomplish the objectives of the City Council in affirmatively furthering fair housing.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nancy Libson, Chair	√	NoMtg	NoMtg	√	NoMtg	√	√	NoMtg	√	√	√	NoMtg
Rick Halverson	√	NoMtg	NoMtg	√	NoMtg	√	√	NoMtg	√		√	NoMtg
Pat Sheridan	√	NoMtg	NoMtg	√	NoMtg	√	√	NoMtg	√		√	NoMtg
Elisha Harig-Blaine		NoMtg	NoMtg		NoMtg	√	√	NoMtg			√	NoMtg
Theresa Bond	√	NoMtg	NoMtg	√	NoMtg		√	NoMtg	√	√	√	NoMtg
Karen Britton	√	NoMtg	NoMtg	√	NoMtg		√	NoMtg	√		√	NoMtg
Vacant	-	-										

Activities:

O-40-22 WORKFORCE HOUSING LEGISLATION

The AHCEDC continued its work on the affordable housing legislation, which had a hearing before the Planning Commission and the City Council. Members of the Commission testified at the hearings. The Housing and Welfare Committee had a follow-up meeting on January 17, 2023

when they approved most of the recommendations made by staff and the commissions. Complicating passage of the legislation was resolution R-1-23, designed to halt movement on the Workforce Housing legislation, requiring the finalization of the Comprehensive Plan before passage.

Given approval of the Resolution, the Commissioners agreed that the best plan would be to wait until after the Comprehensive Plan is complete next year.

COMMUNITY DEVELOPMENT BLOCK GRANT

Staff presented an overview of the Community Development Block Grant program for the new Commission members and a description of this year's budget and projects. Commission members reviewed the CDBG applications and had an opportunity to hear presentations from most of the applicants. The Commission supported the staff recommendation for allocating the CDBG to the various organizations that applied. The Commission members also reviewed the CDBG Action Plan and the Annual Report to HUD and held the two required public hearings for the program.

Both documents may be found on the Office of Community Development website.

THE WILLOWS

Commissioners supported the Willows project and the PILOT Agreement and testified in support of the Willows before the Planning Commission and the City Council.

MODERATELY PRICED DWELLING UNIT PROGRAM (MPDU)

Staff kept the Commissioners current on the MPDU program activity regarding the Parkeside Development. All of the 19 MPDU townhomes that were available sold by the end of December.

COMPREHENSIVE PLAN

Staff presented the draft Annapolis Comprehensive Plan 2040, emphasizing the Land Use and Housing chapters most relevant to the AHCEDC.

RENTAL REHABILITATION PROGRAM

Alderman Gay reported that the City Council allocated \$500k for a rental rehabilitation program. The program was based on his work with the Maryland General Assembly. The Commissioners engaged in lengthy discussions about the program's details and next steps with Alderman Gay

and among themselves and Staff. Based on those initial discussions, Staff drafted policies and procedures. Commissioners reviewed and edited the draft policies and procedures for the Director of Planning and Zoning's final review and edit. The document was then sent to Alderman Gay for discussion and review by the Housing and Human Welfare Committee.

ROLE OF THE COMMISSION

The members agreed that in the coming year, the Commission should:

- Examine the City's Adequate Public Facilities requirements and make recommendations about that for the furtherance of workforce housing;
- Conduct a review of the zoning code impediments to fair housing;
- Consider Spa Rd. development and the applicability of land trusts to Annapolis and future development;
- Consider revisions to and reintroduction of Workforce Housing legislation taking into account the new Comprehensive Plan to be finalized;
- Research ways to incentivize developers, including forgiving up to \$6,500 in capital connection, installation, and other charges; and
- Gather ideas and suggestions in anticipation of the draft of new legislation next year.



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

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

January 16, 2024

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

FROM: Cynthia Gaines
 Deputy City Clerk

RE: Annual Report FY 2023 – Alcoholic Beverage Control Board

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

Attendance:

Members	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 5	Aug 2	Sep 6	Oct 4	Nov 1	Dec 6
James Praley III, Chairman	√	√	√	√	√	√	√	√	√	√	√	√
Kia Baskerville, Vice Chairman	√	√	√	√	√	√	×	√	R			
Dick Peterson	√	√	√	√	√	√	√	√	√	√	√	√
Clare Conger	√	×	×	√	√	√	√	√	√	√	×	√
C. Ryan Chitwood	√	√	√	√	√	√	√	√	√	√	√	√

✓ Present X Absent E Term expired
 R Resigned A Appointed

The Alcoholic Beverage Control Board completed Forty years of operation on December 30, 2023, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2023 is submitted herewith.

License renewals were processed in March and April 2023. All licensees were in good standing with respect to City fees and State taxes. One Hundred and Seventeen (117) licenses were renewed.

The Board issued forty-one sidewalk cafe licenses for consumption of alcoholic beverages on City property, and seven sidewalk cafe licenses without alcohol, collecting, eleven thousand four hundred eighty dollars (\$11,480) in license fees.

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

<i>Name of Establishment</i>	<i>Amount of Fine</i>
Annapolis Wine & Spirits	\$500.00
Bay Ridge Wine & Spirits	\$500.00
Davis' Pub	\$500.00
Dry 85	\$500.00
Eastport Kitchen	\$500.00
Federal House Bar & Grill	\$500.00
Graduate Annapolis	\$500.00
Latitude 38	\$500.00
Mi Lindo Cancun	\$500.00
Mills Fine Wine & Spirits	\$500.00
Parole Liquors	\$500.00
Picante	\$500.00
Rams Head Tavern	\$500.00
Red Red Wine Bar	\$750.00
Sabor Latino Restaurant	\$500.00
Tequila Sunrise	\$500.00
Westin Annapolis	\$500.00

Fines collected in 2023 for violations of the Alcoholic Beverage Control Board Rules and Regulations was eight thousand seven hundred and fifty dollars. (\$8,750.00)

The Board heard and acted upon the following matters, collecting two thousand eight hundred and fifty dollars (\$2,850.00) in application fees:

<i>Number of Applications</i>	<i>Type of Application</i>	<i>Application Fee Collected</i>
1	Transfer License	\$225.00
6	New License	\$1,350.00
6	Substitution	\$1,350.00

Two hundred and sixty six (266) Special Class C, One-Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling nineteen thousand five hundred seventy-five (\$19,575.00).

In August of 2023, One hundred and seventeen licenses were renewed, collecting four hundred sixty-one thousand, one hundred and thirty dollars (\$461,130.00) in license fees.

The election of officers were held in August 2023. James Praley III. was re-elected Chairman and Clare Conger was elected Vice-Chair.

The Alcoholic Beverage Control Board held 12 meetings in 2023

Respectfully submitted to the Mayor and City Council by the

ALCOHOLIC BEVERAGE CONTROL BOARD



James Praley III, Chairman

Date: 16 January 2024

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

From: Jack Turner
Chair, Annapolis Conservancy Board

Subject: Annual Report 2023 - Annapolis Conservancy Board

Overview

The Annapolis Conservancy Board (ACB) was established in 1988, 35 years ago as one of the pioneer urban conservancy organizations. Throughout 2023, the Board continued its work with a variety of activities to carry out its mission. The ACB had several significant accomplishments, and enthusiasm about the work it accomplished at its six meetings, five of which were conducted via zoom and one was in-person.

In 2023, the ACB had six of its seven member positions filled with no new members joining the board. Attendance of the members was good, and all Board members are committed to the work of the Commission and actively participated. In 2023, Jack Turner served as Chair of the Board and Lynda Frost continued to serve as Vice Chair. The ACB received excellent staff support from the City and is most appreciative of their active participation and contributions to the work of the ACB.

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.

2023 Accomplishments of ACB

The key function of the ACB is the management and annual inspection of conservation easements within Annapolis and the Board carries out these duties faithfully, inspecting and resolving any issues with the easement areas under its control. The Board has also worked diligently to expand its activities and innovate with new ideas, worked to clarify its procedures, identified possible new easement areas, improved coordination with City and County agencies and boards, and had its conservation goals included as part of the City's draft Comprehensive Plan. These various 2023 activities are described in more detail below.

Management of the Conservation Easement Areas

Easement areas were inspected, and one safety issue was identified by a Board member at the Rider's Glen easement on Newtowne Drive, where fencing was damaged and presented a hazard. The issue was brought to the Board Chair's attention, who coordinated with the Board, the property owner, and the City to rectify. The Board uses a refined procedure for easement monitoring, and utilizes an easement monitoring checklist to aid board members in the annual easement monitoring process.

Updating Easement Information

Utilizing a Google drive set up by City staff, ACB has been working to ensure all available easement documents and other related materials on existing easements are ready and available online to ACB. During 2023, a Board member performed an audit of the existing documents related to conservation easements including deeds, plats, and maps. This work is ongoing and the ACB will continue to work closely with the City to identify data gaps in easement documentation and rectify any issues.

Development of Rules of Procedure

ACB members drafted and approved Rules of Procedure, which have been finalized following the City's approval process for adoption and implementation in 2023.

MOU with Critical Areas Commission

An MOU between the City and the Critical Area Commission is in place that allows ACB to use mitigation funds for surveys and other easement expenses. This was an extremely important agreement which allows the ACB to further its mission and ensure we have complete information about easement areas.

MOU with County for Program Open Space Funding

An MOU was developed to establish how the City and the County will use and allocate Program Open Space Funding in the future. The City staff completed its review and is waiting on input from the County Parks and Recreation Department. Achievement of the agreement has been a goal of ACB for many years and could provide the City and ACB the opportunity to pursue significant properties to achieve greenway and other open space goals. During 2023, the ACB requested information on the status of the MOU with the County, and this initiative is ongoing. ACB is hopeful that this MOU will advance in 2024 by gaining input from the County, and will continue to coordinate with the City Liaison to the ACB and the City's Office of Law.

Potential Future Easements

ACB worked diligently with City staff to furnish information on 'Potential New Easement Areas' that were included in the City's Comprehensive Plan update. The ACB established a new subcommittee (New Easement Subcommittee) to evaluate and rank potential new easement areas and pursue at least one new easement opportunity with consensus from the City. The ACB worked with City GIS staff to map potential new easement areas and this work is ongoing.

City Comprehensive Plan Update

ACB provided comments to City staff regarding the conservation-related components of the draft City Comprehensive Plan update during the public comment period. The ACB values the strong relationship with City Planning staff and is anticipating additional coordination in 2024 to ensure that conservation-related goals included in the Comprehensive Plan update are tangible, impactful, and achievable.

Greenway Map

ACB continues to look forward to development of the City's greenway plan and intends to use the map to identify future easement opportunities. There is overlap between the Potential Future Easements, Comprehensive Plan update, and the Greenway Map and the ACB is conscious of the need to integrate these separate but related initiatives while carrying out the duties and mission of the Board.

2024 Work Goals

The ACB's goals for 2024 are as follows:

Management of Existing Conservation Easements

Continue to refine and obtain complete information for all existing conservation areas including maps and boundaries of the easement areas and deed terms for each area. This material should be readily and easily available online for the Board members for their inspections and for managing any easement issues that arise. Use the procedures and checklists developed and implemented in 2021 for the inspection reports. Ensure that all conservation areas are inspected consistent with the standards established and reported to the City in a timely fashion. Follow-up on any problems or issues with the conservation areas. Work to better inform and engage the property owners in the knowledge and care of their land under easements, including communication when they have been inspected and highlighting concerns identified.

Coordination of the City and ACB Relative to New Easements

Continue to enhance cooperation with City departments, particularly Planning and Zoning, to 1) better understand when new developments require an easement and the Forest Conservation Act's requirements for new developments; and 2) ensure that the need to protect natural areas through a conservation easement is considered early in the planning process and the ACB is given the opportunity to review development proposals in areas adjacent to or with existing easements. The ACB has also set a goal to identify at least one new easement area and begin an outreach process to solicit the dedication of an easement to the City.

Continue to Improve and Implement ACB Procedures and Practices

Implement the Rules of Procedure adopted by the City to provide a consistent process for addressing easement complaints and other issues. Continue to identify any other processes and procedures that need more definition.

Continue Involvement in Developing and Implementing City Planning efforts relative to ACB mission

Continue to support the finalization of Annapolis Greenway Map and ensure its use by the ACB and City in decision-making. Help implement the City's updated Comprehensive Plan once approved, relative to the urban conservation mission of ACB.

Pursuit of New Easements

Continue to work with the City to develop an easement for city-owned land near Hawkins Cove. Use the Greenway Map and the Potential New Easements GIS layer to identify and pursue new easements.

Involvement in Project Specific Activities and Areas

Engage in long range plans for the Hawkins Cove and Truxton Park area. Look for public access and recreational trail opportunities on these properties and other properties monitored by the ACB. This includes working to make connections around Hawkins Cove and Truxton Park.

Membership

At present, the Board has six (6) members and one vacant board slot. The ACB will work to fill the vacancy on the Board in 2024 by soliciting new Board members, and this process is underway.

Challenges

ACB needs the assistance of the City to ensure that conservation easements are considered and their importance is recognized in long-term planning activities. The ACB is encouraged by the progress made on the Comprehensive Plan update and a strong working relationship with Planning & Zoning and this relationship is needed to ensure that the ACB is well informed of pending developments during the development review and permitting process to have adequate time to evaluate and provide recommendations on issues pertaining to conservation on new or redevelopment projects. The Board has indicated they should be notified when easement owners request a permit to work in easement areas in order to provide recommendations and feedback to property owners.

The ACB continues to urge the Council's support for use of Program Open Space funds the City may obtain for planning purposes or for the purchase of conservation easements, property, and/or trail or recreational easements of value to City residents. To this end, the ACB continues to urge the finalization of an MOU with the County to accomplish this goal.

Additionally, the ACB anticipates a need for City assistance on ensuring that all relevant easement documentation is compiled and accessible. Easement maps, deeds, and plats are important in ensuring responsible monitoring and enforcement of easement areas and the Board needs accurate information to locate easement areas and assess their condition.

The ACB recognizes that working closely with the City and continuing to develop and strengthen existing professional relationships is key to achieving success in the duties and mission of the Board and the City alike. We look forward to continuing our work in 2024 and the progress made through 2023.

A handwritten signature in black ink, appearing to read "Jack Turner". The signature is fluid and cursive, with a large initial "J" and "T".

Jack Turner, Chair

Attachments:

- A. Annapolis City Code Title 2, Chapter 2.50
- B. Conservancy 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 2023 through December 2023

Member	January	March	May	July	September	November
Jack Turner, Chair	X	X	X	X	X	X
Lynda Frost, Vice Chair	X	Excused	Excused	X	X	X
Karen Jennings	X	X	X	X	X	Excused
Patrick Browning	X	X	X	Excused	X	Excused
Thomas Lippert	X	Excused	X	X	X	X
Trudy McFall	X	X	X	X	X	X

In January 2024, Mr. Turner remained as Chair and Ms. Frost as Vice Chair. The Board will hold a vote at the March meeting to determine if officers will continue in their roles or if new officers will be recognized.

The ACB received staff assistance from Ms. Guild, Ms. Hodo, Mr. Leshinsky, Ms. Leonard (Counsel to ACB), Mr. Fulton (Counsel to ACB), Ms. Wampler, and other staff members, and greatly appreciates their help.



Annapolis Environmental Commission

2023 Annual Report

January 16, 2024

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

FROM: Jeremy Hanson
Chair, Annapolis Environmental Commission

RE: Annual Report 2023 – Annapolis Environmental Commission

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.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun
Randy Rowel, past Chair (ended June)	x	absent	absent	x	absent	x
Allison Colden, past Vice Chair (ended June)	x	x	x	absent	x	x
Bill O’Leary	x	x	absent	x	absent	x
Paul Murphy	x	x	x	x	absent	absent
Jeremy Hanson, Chair, elected July 2023	x	x	x	x	x	absent
Jenny Janis, Vice-Chair, elected July 2023 (appointed Jan 2023)	—	x	x	x	x	x
Linda Mathieu (appointed Nov. 2022)	x	x	absent	absent	x	x
Mary Ann Marbury (appointed Nov. 2022)	x	absent	x	x	x	x
Sarah Oliver (appointed Oct 2023)	—	—	—	—	—	—
Catherin Welker (appointed Oct 2023)	—	—	—	—	—	—
Alycia Roberson (appointed Oct 2023)	—	—	—	—	—	—

Members	Jul	Aug	Sep	Oct	Nov	Dec
Randy Rowel, past Chair	—	—	—	—	—	—
Allison Colden, past Vice Chair	—	—	—	—	—	—
Bill O’Leary	NoMtg	NoMtg	x	x	x	NoMtg
Paul Murphy	NoMtg	NoMtg	absent	x	absent	NoMtg
Jeremy Hanson, Chair, elected Sep. 2023	NoMtg	NoMtg	x	x	x	NoMtg
Jenny Janis, Vice-Chair, elected Sep. 2023 (appointed Jan 2023)	NoMtg	NoMtg	x	x	absent	NoMtg
Linda Mathieu (appointed Nov. 2022)	NoMtg	NoMtg	x	x	x	NoMtg
Mary Ann Marbury (appointed Nov. 2022)	NoMtg	NoMtg	x	x	x	NoMtg
Sarah Oliver (appointed Oct 2023)	—	—	—	—	x	NoMtg
Catherin Welker (appointed Oct 2023)	—	—	—	—	x	NoMtg
Alycia Roberson (appointed Oct 2023)	—	—	—	—	x	NoMtg

Activities: The Annapolis Environmental Commission continued our ongoing work to review and comment on development projects, proposed legislation, and concerns of City residents. The AEC underwent a lot of transition in 2023. The appointment of new members has raised the membership to its full cohort of nine members for the first time in recent years. Additionally, both the Chair and Vice-Chair positions were vacated when those two members stepped down from their volunteer roles on the Commission, and then filled at July’s meeting. Given this large amount of turnover the Commission focused its efforts in the latter part of the year on updates and planning for the new year, while staying apprised on City business, and is positioned to reaffirm its priorities and play a positive advisory role in the new year.



Member, Chair



ANNAPOLIS HERITAGE COMMISSION ANNUAL REPORT FOR 2023

CITY CODE SECTION 2.48.360

DUTIES

The Commission shall advise on and facilitate the development of programs and activities that increase 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. The Commission shall consider as a primary component of program and project development the educational value and public benefit associated with the Commissions proposed activities.

MEETINGS

At the Call of the Chair.

MEMBERSHIP CRITERIA AND STATUS

Membership Criteria

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 twelve 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.

Membership Status

Marcie Taylor-Thoma is Chairman and Robert Worden is the Vice Chairman. There are currently five vacancies on the Commission. Samuel Biddle resigned mid-year. John Tower, Chief of Historic Preservation, served as the staff representative. Kim Consoli, Recording Secretary, and Shari Pippen, Historic Preservation Assistant, performed administrative functions for the Commission.

Membership Status

<u>COMMISSIONER</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
Marcie Taylor-Thoma, Chair	10-26-15	5-13-19	6-30-25
Robert L. Worden, Vice Chair	10-13-11	6-28-21	7-31-24
Alma H. Cropper	10-31-11	6-28-21	6-30-24
Karen Theimer-Brown	1-27-20	7-10-23	7-1-26
David Haight	9-14-20		6-30-23
Samuel Biddle	9-14-20		6-30-23
Todd Powell	10-11-21		6-30-24
Reid Bowman	2-28-22		6-30-25

Membership Attendance X = Attended

<u>2023</u>	<u>Jan. 4</u>	<u>March 1</u>	<u>May 3</u>	<u>Nov. 1</u>
Marcie Taylor-Thoma, Chair	x	x	x	x
Robert L. Worden, Vice Chair	x	x	x	x
Alma H. Cropper		x	x	
Karen Theimer-Brown	x	x	x	x
David Haight	x	x	x	
Samuel Biddle	x	x		
Todd Powell	x	x	x	x
Reid Bowman	x		x	x

MEETING TOPICS

January 4, 2023

Planning an Oral History Project for the Parole Community – Robin Gower & Mary-Angela Hardwick

The People's Park Project – Janice Hayes Williams

The Annapolis Friends of Lafayette – Robert Worden & David Haight

Connecting with the Art in Public Places Commission – Marcie Taylor-Thoma

Parole Project (Cecil Memorial Church) – Todd Powell

WR3 Signage Removal – John Tower

March 1, 2023

Discussion on planning and filming oral history projects in Parole, Eastport, and the Old Fourth Ward – Todd Powell & Eric Elston

The People's Park Project – Janice Hayes Williams

The Annapolis Friends of Lafayette Update – David Haight

Connecting with the Art in Public Places Commission – Marcie Taylor-Thoma

Parole Project (Cecil Memorial Church) – Todd Powell

WR3 Signage Removal – John Tower

May 3, 2023

Hillman Garage Plaque

Oral history in Parole – Todd Powell & Alma Cropper & Eric Elston & Alderman Rhonda Pindell Charles

November 1, 2023

Proposed signs for Lafayette

Proposed sign at the Paca House by DAR

Hillman Garage Signage

W3R Signage

Dr. Marcie Taylor-Thoma

Marcie Taylor-Thoma, Chairman
Annapolis Heritage Commission

Report prepared 1/3/24
John J. Tower
Shari L. Pippen



Chartered 1708

City of Annapolis

Office of Finance
160 Duke of Gloucester Street
Annapolis, MD 21401
410-263-7952
finance@annapolis.gov

January 16, 2024

TO: Regina C. Watkins-Eldridge, MMC
City Clerk
(emailed to Boards@annapolis.gov)

FROM: Ward 8 Alderman Ross H. Arnett III
Chair, Audit Committee (AC)

RE: Annual Report 2023 – AC

Duties: The Audit Committee (AC) is composed of three Alderpersons, three volunteer civilians, and one member of the Financial Advisory Commission (FAC). Collectively, members' experience includes demonstrated knowledge of financial reporting, audit committees, and/or auditing. Members have equal voting rights.

The purpose of the AC is to provide independent review and oversight of the City's financial reporting processes, internal controls, external/internal auditors, and City internal audit services, if any.

Currently, there are two civilian AC positions available.

Acknowledgment: The work and accomplishments of the AC would not have been possible without the outstanding guidance and support from the City Manager and Finance Director.

Zoom Meeting Attendance: See attachment.

Activities: See attachment.

Respectfully,

Ross H. Arnett III
Chair, Financial Advisory Commission
(by email)



Chartered 1708

City of Annapolis

ATTACHMENT Calendar Year 2023 Annual Report – Audit Committee (AC) – Activities

<i>Meeting Date</i>	<i>Attendees</i>	<i>Absentees</i>	<i>Discussion Points/ Meeting Purpose</i>	<i>Votes/Outcomes</i>
February 21, 2023 8:00 a.m. Zoom Videoconference	Chair Ward 8 Alderman Ross H. Arnett III, Ward 3 Alderwoman Rhonda Pindell-Charles, Ward 1 Alderwoman Eleanor “Elly” Tierney, Anne Marie Baker, James A. Cardillo; City Manager Michael D. Mallinoff, City Finance Director Jodee Dickinson, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)	None	<ul style="list-style-type: none"> • AC officer election • Finance Department report • Performance Measures/Strategic Plan 	<ul style="list-style-type: none"> • Ald. Arnett unanimously reappointed as AC Chair • Ms. Baker welcomed as new AC member
March 20, 2023 8:00 a.m. Zoom Informal Videoconference, i.e., no official business conducted	Acting Chair Alderwoman Eleanor “Elly” Tierney, Anne Marie Baker, James A. Cardillo; City Finance Director Jodee Dickinson, City Attorney D. Michael Lyles, Assistant Finance Director Julie Donnelly, Accountant Kim Ellen Maronski, Madeleine Horrell (COATV) and UHY LLP audit partner Jack Reagan	Chair Ward 8 Alderman Ross H. Arnett III, and Ward 3 Alderwoman Rhonda Pindell-Charles	<ul style="list-style-type: none"> • FY 2022 ACFR presentation by UHY LLP audit partner Jack Reagan 	<ul style="list-style-type: none"> • None
April 17, 2023 8:00 a.m. Zoom Videoconference	Acting Chair Ward 3 Alderwoman Rhonda Pindell-Charles, Ward 1 Alderwoman Eleanor “Elly” Tierney, Anne Marie Baker, James A. Cardillo; City Finance Director Jodee	Chair Ward 8 Alderman Ross H. Arnett III	<ul style="list-style-type: none"> • AC vacancies and quorum • Finance Department report • FY 2022 external audit reports • FY 2023 external audit firm selection • Performance Measures/Strategic Plan 	<ul style="list-style-type: none"> • Accepted UHY LLC FY 2022 audit reports • Concluded AC quorum is four members

	Dickinson, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)		<ul style="list-style-type: none"> ● Risk Assessment 	<ul style="list-style-type: none"> ● Retained UHY LLC as FY 2023 auditor
July 17, 2023 8:00 a.m. Zoom Videoconference	Chair Ward 8 Alderman Ross H. Arnett III, Ward 3 Alderwoman Rhonda Pindell-Charles, Ward 1 Alderwoman Eleanor “Elly” Tierney, Anne Marie Baker, James A. Cardillo; City Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, Accountant Kim Ellen Maronski, and Mark Hildebrand (COATV)	None	<ul style="list-style-type: none"> ● AC vacancies and quorum ● Finance Department report ● Fraud and abuse hotline ● Performance Measures/Strategic Plan ● Risk assessment 	<ul style="list-style-type: none"> ● AC acknowledged that Market House lessee had not provided required financial data ● Concerning the Market House lease term extension/renewal, AC considered the Market House lease term extension to be in accordance with pre-existing written agreements
October 16, 2023 8:00 a.m. Zoom Videoconference	Acting Chair Ward 3 Alderwoman Rhonda Pindell-Charles, Ward 1 Alderwoman Eleanor “Elly” Tierney, Anne Marie Baker, James A. Cardillo; City Manager Michael D. Mallinoff, City Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, Accountant Kim Ellen Maronski, Madeleine Horrell (COATV) and UHY LLP financial statement audit engagement principal Jason Ostroski	Chair Ward 8 Alderman Ross H. Arnett III	<ul style="list-style-type: none"> ● 2024 AC meeting calendar ● AC vacancies ● Finance Department report ● Performance Measures ● Presentation on audit standards and correspondence by UHY LLP financial statement audit engagement principal (Jason Ostroski) 	<ul style="list-style-type: none"> ● 2024 AC meeting calendar approved
November 20, 2023 8:00 a.m. Open & closed sessions Zoom Videoconference	Chair Ward 8 Alderman Ross H. Arnett III, Ward 3 Alderwoman Rhonda Pindell-Charles, Anne Marie Baker, James A. Cardillo; City Finance Director Jodee Dickinson, City Attorney D. Michael Lyles, Assistant City Manager Victoria J. Buckland, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)	Ward 1 Alderwoman Eleanor “Elly” Tierney	<ul style="list-style-type: none"> ● AC vacancies ● Audit of Arts in Public Places Commission ● Finance Department report ● Fraud and abuse hotline ● Performance Measures/Strategic Plan 	<ul style="list-style-type: none"> ● Concerning the Market House lease term extension/renewal, AC acknowledged that not all rental payments were current and that this was in the process of being remedied ● “Fraud” and “abuse” not defined in City Code

<p>December 18, 2023 8:00 a.m. Zoom Videoconference</p>	<p>Chair Ward 8 Alderman Ross H. Arnett III, Ward 3 Alderwoman Rhonda Pindell-Charles, Anne Marie Baker, James A. Cardillo; City Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>Ward 1 Alderwoman Eleanor “Elly” Tierney</p>	<ul style="list-style-type: none"> ● Audit Committee vacancies ● Audit of Arts in Public Places Commission ● Finance Department report ● Fraud and abuse hotline ● Performance Measures/Strategic Plan 	<ul style="list-style-type: none"> ● None
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Building Board of Appeals 2023 Annual Report

January 30, 2024

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

FROM: Jay Schwarz
Chair

RE: Annual Report 2023 – Building Board of Appeals

Duties: The Building 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 serving from different areas of the City.

Board Members are: Jay Schwarz, Chair, Robert Hruby, Vice Chair, Matthew Evans, Tyson Dorman and Ryan Webb (who was appointed in January 2024).

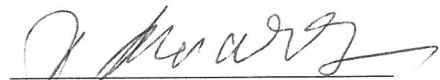
The agendas and minutes of all meetings are recorded, filed and available on the City website. No in-person meetings were held. The Building Board of Appeals continued with the virtual meeting format that was implemented in conjunction with Governor Hogan’s State of Emergency.

Attendance:

Members	5/31/23
Jay Schwarz, Chair	X
Robert Hruby, Vice Chair	X
Tyson Dorman	X
Matthew Evans	X
Ryan Webb	N/A (not yet appointed)

X indicates present

Activities: During 2023, the Board held one meeting for the appeal BLD23-0016, 3 Wagner Street wherein the Appellant and City Architectural Plan Reviewer disagreed on interpretations of the International Residential Code and the International Code Council. In addition, there was ambiguity about the distinction of the work area and whether or not a doorway and wall are part of the involved area. City staff and the Appellant agreed that an updated set of drawings would resolve the dispute. The Board upheld the Appeal based on agreement between the parties by a vote of 4-0.



Jay Schwarz, Chair



Board of Supervisors of Elections - 2023 Annual Report

January 18, 2024

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

FROM: Keanuú Smith-Brown
Chair

RE: Annual Report 2023 – Board of Supervisors of Elections

The board shall have charge of and make provisions for all municipal elections to be held in the City, or any part of the City, including every general, primary, and special election. The board shall have power to make all necessary rules and regulations, inconsistent with this chapter, with reference to the registration of voters and the conduct of elections, including special elections. The board shall have power to summon judges and any witnesses involved and to require their appearance before them, and to administer oaths and record testimony from such judges and witnesses.

Composition:

Three residents and voters of the City, at least two of whom shall be members of the leading political parties of the State.

Term - Four Years Selected by the City Council from lists provided by party Central Committees.

Attendance and Meeting Dates: Regular monthly meeting held every third (3rd) Thursday at 7:00 PM. Chair Smith-Brown, Member Leahy, and Member Yatsuk were active at every attended Board meeting.

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Chair Smith-Brown	X	-	X	X	X	X	X	-	X	X	X	X
Member Leahy	X	X	X	X	X	X	X	-	X	X	X	X
Member Yatsuk	X	X	X	X	X	X	X	-	X	X	X	X

ACTIVITIES FOR 2023

January

January 19, 2023: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. In accordance with adopted resolution, [R-52-22](#), the Board moved to approve by voice vote five (5) nominees to the Annapolis Task Force to Study Municipal Elections Laws: Faye Gaskin, Scott Gibson, John Gudger, Andrew Miller, and Ian Pfeiffer. The Board reviewed and discussed outstanding amended Campaign Finance reports: Campaign Fund Report Analysis - July 1, 2022. The Board of Supervisors of Elections 2022 Annual Report was submitted on Thursday, January 17, 2023.

February

February 16, 2023: Regular Monthly Meeting

Members Present: Member Leahy and Member Yatsuk. Chair Smith-Brown was absent, as he was an awardee at/of the 'Few of the Many' Award(s). The Board reviewed and discussed outstanding amended Campaign Finance reports: Campaign Fund Report Analysis - July 1, 2022. Notices were sent to the remaining campaigns with outstanding issues; included was the deadline to resubmit required campaign report updates and a copy of the updated analysis.

March

March 16, 2023: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board reviewed and discussed outstanding amended Campaign Finance reports: Campaign Fund Report Analysis - July 1, 2022. The Board discussed updates on the Task Force to Study Municipal Elections Laws, following Mayor Buckley's appointment of its members on February 13, 2023 ([AP-4-23](#)). Letters were scheduled to be sent from the Board to all the Task Force applicants who were not selected. Following updates on ordinance, [O-3-23](#), the Board discussed 2023 Redistricting and Revised 'Election Wards' Boundaries and asked questions. The Board Appointed Member Smith-Brown as chair for a second annual term, beginning on March 16, 2023, through March 21, 2024.

April

April 20, 2023: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board reviewed and discussed outstanding amended Campaign Finance reports: Campaign Fund Report Analysis - July 1, 2022. The Board moved to have campaigns send amended reports according to and by their required deadlines. The Board discussed updates on the Task Force to Study Municipal Elections Laws. The Board discussed updates on ordinance, [O-3-23](#) 2023 Redistricting and Revised 'Election Wards' Boundaries and asked questions.

May

May 23, 2023: Special Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board reviewed and accepted final outstanding Campaign Finance reports: Campaign Fund Report Analysis - July 1, 2022. The Board accepted the Final Campaign Fund Report Analysis for the period covering November 3, 2021, to June 26, 2022. The Board discussed updates on the Task Force to Study Municipal Elections Laws.

June

June 15, 2023: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board postponed the approval of the May 23, 2023, meeting minutes until their next meeting. The Board discussed updates on the Task Force to Study Municipal Elections Laws. The Board discussed focus/priorities leading up to the Task Force's recommendations and the 2025 Elections. The Board requested that a copy of the Draft 2025 City of Annapolis Municipal Election Calendar be sent to its members and Director Garreis, Anne Arundel County Board of Elections (AACO).

July

July 20, 2022: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board discussed updates on the Task Force to Study Municipal Elections Laws. The Board reviewed and discussed Campaign Finance reports received by July 5, 2023, due date: Campaign Fund Reports/Analysis covering the period from July 1, 2022 - June 30, 2023. The Board discussed items relating to the 2025 election: Type of Elections, Mail-In Ballots & Ballot Questions, Proposed Code Changes, the Primary Election Date, the 2025 Memorandum of Understanding with AACO Board of Elections, and Campaign Contributions and Distributions. The Board requested that a copy of the Draft 2025 City of Annapolis Municipal Election Calendar be sent to its members and Director Garreis, Anne Arundel County Board of Elections (AACO).

August

August 17, 2023: No Regular Meeting Scheduled

September

September 21, 2023: Regular Monthly Meeting.

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board discussed updates on the Task Force to Study Municipal Elections Laws: their meetings, work sessions, and questionnaire, titled [Election Task Force Citizen's Feedback](#). The Board reviewed and discussed amended Campaign Finance reports and accepted the Final Campaign Fund Analysis covering the period from July 1, 2022 - June 30, 2023. The Board discussed items relating to the 2025 election: Type of Elections, Mail-

In Ballots & Ballot Questions, Proposed Code Changes, the Primary Election Date, the 2025 Memorandum of Understanding with AACO Board of Elections, and Campaign Contributions and Distributions. The Board carried by voice vote the approval of the 2025 City of Annapolis Municipal Election Calendar. The Board carried by voice vote that the Primary Election will remain in September 2025 with the two available voting options: in-person voting or absentee balloting (no mail-in ballots will be sent to voters automatically). The Board carried by voice vote that for the 2025 City of Annapolis Municipal Elections a 2025 Elections Communication Plan be formalized, with communications sent to all residents highlighting the changes between the 2021 and 2025 Annapolis City Elections processes, which shall include automatically sending absentee ballots requests. The Board invited to their meeting scheduled for Thursday, October 19, 2023: Director Garreis from the Anne Arundel County Board of Elections, State Administrator of Elections DeMarinis from the Maryland State Board of Elections, and Annapolis Assistant City Attorney Leonard. The Board requested legislation be created regarding ballot questions and the communication plan for the 2025 elections.

October

October 19, 2023: Regular Monthly Meeting.

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. Director Garreis from the Anne Arundel County Board of Elections presented to the Board and answered questions. The Board discussed updates on the Task Force to Study Municipal Elections Laws and asked questions, including the status of their final report/recommendations. The Board reviewed and discussed amended Campaign Finance reports. The Board discussed focus/priorities leading up to the 2025 Elections and focus/priorities following the Task Force's report/recommendations and the 2025 Elections.

November

November 30, 2023: Special Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board carried by voice vote that resolution, [R-59-23](#) Delegation of Authority for Administrating Elections, be accepted as presented for the City Council to adopt. The Board discussed updates on the Task Force to Study Municipal Elections Laws and their final report/recommendations. The Board accepted amended Campaign Finance reports. The Board discussed focus/priorities leading up to the 2025 Elections and focus/priorities following the Task Force's report/recommendations and the 2025 Elections. The Board carried by voice vote: shortening the deadlines for election year amended reports, late penalties remaining the same, not allowing campaign funds to be used to pay penalties, allowing a waiver process for late fees, adding a disposition of surplus fund to charities located in the City of Annapolis (providing that documentation of gifts and charitable status be provided), defining that a candidate is considered to be when the candidate committee is open, negative balances are present, there are due reports, late fees are owed, and/or there are any outstanding obligations (the board must receive confirmation of closed obligations), and that all contributions, transfers, campaign expenditures, and giving be included in Campaign Finance reports.

December

December 21, 2023: Regular Monthly Meeting

Members Present: Chair Smith-Brown, Member Leahy, and Member Yatsuk. The Board discussed updates on the Task Force to Study Municipal Elections Laws and the status of their final report/recommendations. The Board reviewed and discussed amended Campaign Finance reports. The Board discussed focus/priorities leading up to the 2025 Elections and focus/priorities following the Task Force's report/recommendations and the 2025 Elections: formalizing additional research on focuses/priorities and working with the City's Office of Law to draft legislation accordingly. The Board discussed having a final draft of the Board of Supervisors of Elections 2023 Annual Report by its next meeting for submission after Board approval, according to the [City Code Section 2.04.080](#) - Officers—Bylaws—Annual report. The Board confirmed by voice vote its 2024 meeting schedule: meetings shall take place in person and on the third Thursday of every month at 7:00 PM.

Keanuú Smith-Brown, Chair

Signature:

A handwritten signature in black ink, appearing to read "Keanuú Smith-Brown". The signature is written in a cursive style with a large, looping initial "K".

Date: **1/16/24**



City of Annapolis

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

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

FROM: Tricia Hopkins on behalf of the Chair, Civil Service Board

CC: Alvin Collins, Jennifer Beard, Leona Tartasky, Tricia Hopkins, Demetria Creek

RE: Annual Report 2023– Civil Service Board

DATE: January 31, 2024

Duties: Hearing certain personnel appeals as outlined in the City Code or the rules and regulations of the Personnel System, and making recommendations to the appointing authorities and the City Council to promote the morale and training of the civil service employees.

Membership: Alvin Collins, Jennifer Beard, and Leona Tartasky during course of CY 2023

Vacancies: 2

Activities:

- September 19, 2023
Virtual meeting to review Civil Service Job Descriptions for the Department of Office of Emergency Management and Office of Integrated Technology Division.
Board Members Present: Jennifer Beard, Alvin Collins, Leona Tartasky.
- Requested and supported legislation O-35-23 to amend the duties of the Civil Service Board such that the responsibility of reviewing job descriptions for Civil Service positions was removed. The legislation adopted on December 11, 2023.



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City of Annapolis

Office of Finance
160 Duke of Gloucester Street
Annapolis, MD 21401
410-263-7952
finance@annapolis.gov

January 11, 2024

TO: Regina C. Watkins-Eldridge, MMC City Clerk
(by email to Boards@annapolis.gov)

FROM: Frederick C. Sussman, Esquire
Chair

RE: Annual Report 2023 – Financial Advisory Commission (FAC)

Duties: The Financial Advisory Commission (FAC) 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 FAC is to advise the Mayor and the Aldermen/Alderwomen on financial issues at a high level.

These issues may include, but are not limited to, the review of collective bargaining agreements prior to execution and annual reports on the amount of public debt the City may incur without jeopardizing its bond rating.

Vice Chair Bob Burdon retired from the FAC at its May 8, 2023 special meeting.

Zoom Meeting Attendance: See attachment.

Activities: See attachment.

Respectfully,

Frederick C. Sussman, Esquire
Chair, Financial Advisory Commission



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City of Annapolis Financial Advisory Commission Zoom Meeting Attendance - Calendar Year 2023

		<i>R</i>		<i>R</i>		<i>R</i>	<i>S</i>	<i>S</i>			<i>R</i>			<i>R</i>
	Member	12-Jan	Feb	9-Mar	13-Apr	20-Apr	8-May	Jun	Jul	Aug	14-Sep	Oct	Nov	14-Dec
<i>Chair</i>	Atty. Frederick C. Sussman	*	0	*	*	*	*	0	0	0	*	0	0	*
<i>Vice Chair</i>	Bob Burdon	*	0	*	*	*	*	NA	NA	NA	NA	NA	NA	NA
	Patrick Bannon	*	0	*	*	A	*	0	0	0	*	0	0	*
	Frank A. Brown	*	0	A	*	*	A	0	0	0	*	0	0	*
	James A. Cardillo	*	0	*	A	*	A	0	0	0	*	0	0	*
	N. Perry Hepworth	*	0	*	A	A	*	0	0	0	*	0	0	*
	Edward Meehan	*	0	*	*	A	*	0	0	0	*	0	0	*

* *Attended*

0 *No Meeting*

A *Absent*

NA *Not Applicable*

R *Regular Meeting*

S *Special Meeting*



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City of Annapolis

ATTACHMENT Calendar Year 2023 Annual Report – Financial Advisory Commission (FAC) – Activities

<u>Meeting Date</u>	<u>Attendees</u>	<u>Absentees</u>	<u>Discussion Points/ Meeting Purpose</u>	<u>Votes/Outcomes</u>
January 12, 2023 8:00 a.m. Zoom Videoconference	Chair Frederick C. Sussman, Vice Chair Bob Burdon, Patrick Bannon, Frank A. Brown, James A. Cardillo, N. Perry Hepworth, and Edward J. Meehan; Ward One Alderwoman Eleanor “Elly” Tierney, Ward Eight Alderman Ross H. Arnett III, City Manager Michael D. Mallinoff, City Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Human Resources Manager Tricia Hopkins, Assistant City Atty. Kerry Berger, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)	None	<ul style="list-style-type: none"> • Audit Committee report • City Manager report • Collective Bargaining presentation • FAC Annual Report – CY 2022 • FAC officer election – CY 2023 • Finance Department report • Spending Affordability 	<ul style="list-style-type: none"> • Approved CY 2022 FAC Annual Report • Reappointed FAC Chair and Vice Chair
March 9, 2023 8:00 a.m. Zoom Videoconference	Chair Frederick C. Sussman, Vice Chair Bob Burdon, Patrick Bannon, James A. Cardillo, N. Perry Hepworth, and Edward J. Meehan; Ward One Alderwoman Eleanor “Elly” Tierney, Ward Eight Alderman Ross H. Arnett III, City Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Human Resources Manager Tricia Hopkins, Assistant City Atty.	Frank A. Brown	<ul style="list-style-type: none"> • Audit Committee report • Collective Bargaining • Finance Department report • FY 2022 annual audit results • O-2-23 Budget Target Dates and Financial Impact of Labor Negotiations • Spending Affordability 	<ul style="list-style-type: none"> • None

	Kerry Berger, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)			
April 13, 2023 8:00 a.m. Zoom Videoconference	Chair Frederick C. Sussman, Vice Chair Bob Burdon, Patrick Bannon, Frank A. Brown, and Edward J. Meehan; Ward One Alderwoman Eleanor “Elly” Tierney, Ward Eight Alderman Ross H. Arnett III, City Manager Michael D. Mallinoff, City Finance Director Jodee Dickinson, Budget Manager Katie Connolly, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)	James A. Cardillo, and N. Perry Hepworth	<ul style="list-style-type: none"> • Audit Committee report • City Budget – FY 2024 • City Manager report • Finance Department report 	<ul style="list-style-type: none"> • None
Special Meeting April 20, 2023 2:30 p.m. Zoom Videoconference	Chair Frederick C. Sussman, Vice Chair Bob Burdon, Frank A. Brown, and James A. Cardillo; Ward One Alderwoman Eleanor “Elly” Tierney, Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, Budget Manager Katie Connolly, Accountant Kim Ellen Maronski, and Mark Hildebrand (COATV)	Patrick Bannon, N. Perry Hepworth, and Edward J. Meehan	<ul style="list-style-type: none"> • City Budget – FY 2024 • Debt Capacity update 	<ul style="list-style-type: none"> • None
Special Meeting May 8, 2023 8:00 a.m. Zoom Videoconference	Chair Frederick C. Sussman, Vice Chair Bob Burdon, Patrick Bannon, N. Perry Hepworth, and Edward J. Meehan; Assistant City Manager Victoria J. Buckland, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)	Frank A. Brown, and James A. Cardillo	<ul style="list-style-type: none"> • City Budget – FY 2024 	<ul style="list-style-type: none"> • Approved FAC correspondence to be sent to City Council

<p>September 14, 2023 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Patrick Bannon, Frank A. Brown, James A. Cardillo, N. Perry Hepworth, and Edward J. Meehan; City Manager Michael D. Mallinoff, City Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, Assistant City Atty. Joel Braithwaite, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>None</p>	<ul style="list-style-type: none"> ● Audit Committee report ● Bond Ordinance O-24-23 (amended) ● City Manager report ● Finance Department report ● Spending Affordability 	<ul style="list-style-type: none"> ● Recommended City Council approve O-24-23 (amended)
<p>December 14, 2023 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Patrick Bannon, Frank A. Brown, James A. Cardillo, N. Perry Hepworth, and Edward J. Meehan; Ward Eight Alderman Ross H. Arnett III, City Finance Director Jodee Dickinson, Assistant City Manager Victoria J. Buckland, City Atty. D. Michael Lyles, Assistant City Atty. Joel Braithwaite, Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>None</p>	<ul style="list-style-type: none"> ● Assistant City Manager report ● Audit Committee report ● Community Survey ● Council/Directors Leadership Retreat ● Finance Department report 	<ul style="list-style-type: none"> ● Approved CY 2024 meeting schedule



ANNAPOLIS HERITAGE COMMISSION ANNUAL REPORT FOR 2023

CITY CODE SECTION 2.48.360

DUTIES

The Commission shall advise on and facilitate the development of programs and activities that increase 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. The Commission shall consider as a primary component of program and project development the educational value and public benefit associated with the Commissions proposed activities.

MEETINGS

At the Call of the Chair.

MEMBERSHIP CRITERIA AND STATUS

Membership Criteria

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 twelve 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.

Membership Status

Marcie Taylor-Thoma is Chairman and Robert Worden is the Vice Chairman. There are currently five vacancies on the Commission. Samuel Biddle resigned mid-year. John Tower, Chief of Historic Preservation, served as the staff representative. Kim Consoli, Recording Secretary, and Shari Pippen, Historic Preservation Assistant, performed administrative functions for the Commission.

Membership Status

<u>COMMISSIONER</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
Marcie Taylor-Thoma, Chair	10-26-15	5-13-19	6-30-25
Robert L. Worden, Vice Chair	10-13-11	6-28-21	7-31-24
Alma H. Cropper	10-31-11	6-28-21	6-30-24
Karen Theimer-Brown	1-27-20	7-10-23	7-1-26
David Haight	9-14-20		6-30-23
Samuel Biddle	9-14-20		6-30-23
Todd Powell	10-11-21		6-30-24
Reid Bowman	2-28-22		6-30-25

Membership Attendance X = Attended

<u>2023</u>	<u>Jan. 4</u>	<u>March 1</u>	<u>May 3</u>	<u>Nov. 1</u>
Marcie Taylor-Thoma, Chair	x	x	x	x
Robert L. Worden, Vice Chair	x	x	x	x
Alma H. Cropper		x	x	
Karen Theimer-Brown	x	x	x	x
David Haight	x	x	x	
Samuel Biddle	x	x		
Todd Powell	x	x	x	x
Reid Bowman	x		x	x

MEETING TOPICS

January 4, 2023

Planning an Oral History Project for the Parole Community – Robin Gower & Mary-Angela Hardwick

The People's Park Project – Janice Hayes Williams

The Annapolis Friends of Lafayette – Robert Worden & David Haight

Connecting with the Art in Public Places Commission – Marcie Taylor-Thoma

Parole Project (Cecil Memorial Church) – Todd Powell

WR3 Signage Removal – John Tower

March 1, 2023

Discussion on planning and filming oral history projects in Parole, Eastport, and the Old Fourth Ward – Todd Powell & Eric Elston

The People's Park Project – Janice Hayes Williams

The Annapolis Friends of Lafayette Update – David Haight

Connecting with the Art in Public Places Commission – Marcie Taylor-Thoma

Parole Project (Cecil Memorial Church) – Todd Powell

WR3 Signage Removal – John Tower

May 3, 2023

Hillman Garage Plaque

Oral history in Parole – Todd Powell & Alma Cropper & Eric Elston & Alderman Rhonda Pindell Charles

November 1, 2023

Proposed signs for Lafayette

Proposed sign at the Paca House by DAR

Hillman Garage Signage

W3R Signage

Dr. Marcie Taylor-Thoma

Marcie Taylor-Thoma, Chairman
Annapolis Heritage Commission

Report prepared 1/3/24
John J. Tower
Shari L. Pippen



HISTORIC PRESERVATION COMMISSION ANNUAL REPORT FOR 2023

CITY CODE SECTION 21.08.060

DUTIES per City Code 21.08.060(E)

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

MEETINGS per Rules of Procedure 3.3, 3.4, and 5.1

Public Hearings are held on the second Tuesday of the month at 7 pm. Administrative Meetings are held on the fourth Thursday of the month at 7 pm. No Public Hearings or Administrative Meetings take place in August. No Administrative meetings take place in November or December. The minutes of all meetings are recorded, filed, and available in the Planning & Zoning Department as well as on the City’s website.

MEMBERSHIP CRITERIA AND STATUS per City Code 21.08.060(B)

At least two members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36. C.F.R. Part 61.

The criteria for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one or more of the fields listed in Subsection (B) of this section or active membership in a preservation-related organization. The requirement for membership under the category of specific knowledge may be satisfied by formal post-secondary education, employment or practical experience in one or more of the above-listed fields. The requirement for Commission membership under the category of professional or academic training may be satisfied by, at a minimum, two years' experience as a professional or a bachelor's degree in one or more of the above-listed fields.

Membership Status

COMMISSIONER	APPOINTED	REAPPOINTED	EXPIRES
Timothy Leahy, Chairman	10/13/2008	1/20/2020	7/31/2023
Kim Finch	9/28/2007	6/28/2021	7/31/2024
Roberta “Bobbi” Collins, Vice Chair	9/25/2017	9/14/2020	7/31/2023
Dr. Wilford Scott	7/23/2018	6/28/2021	7/31/2024
William W. Williams, RA	9/23/2019		6/30/2025
Kevin Smith	10/18/2021		7/31/2024
Leslie Xavier	9/31/2021		7/31/2024
Kimberly Golder	8/1/2023		8/1/2026

Membership Attendance X - Attended

2023	Jan 10&26	Feb 14&23	Mar 14&23	April 11&27	May 9&25	June 13&22	July 11&27	Sept 12&28	Oct 10&26	Nov 14	Dec 13
Tim Leahy, Chairman	XX	XX	XX	XX	XX	XX	XX	XX	NOT REAPPOINTED		
Kim Finch	X	XX	X	XX	XX	XX	X	X	XX	X	X
Bobbi Collins, Vice Chair	XX	XX	XX	XX	X	XX	XX	XX	XX	X	X

Wil Scott	XX	XX	XX	XX	XX	XX	XX	X	XX	X	X
Bill Williams	XX	XX	X	X	XX	X	XX	X	XX	X	X
Kevin Smith	XX	X	X	X	X	X	XX	XX	XX	X	X
Leslie Xavier	X	X	X	XX	X	X	X	-	XX	X	-
Kimberly Golder	NEW COMMISSIONER APPOINTED AUGUST 1, 2023								X	X	-

Staff Participation

The Chief of Historic Preservation John Tower served as the staff representative for the 2023 meetings and Historic Preservation Assistant Shari Pippen performed administrative functions for the Commission.

Application Statistics

Public Hearing Approvals

22 applications were reviewed and approved at Public Hearing with a value of construction of \$4,519,112.00.

One application was withdrawn.

Administrative Approvals

287 applications were reviewed and approved administratively with a value of construction of \$8,832,437.50.

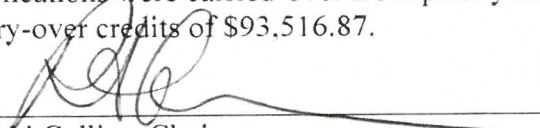
One application was withdrawn, one application was denied and 20 applications were received and deemed incomplete and additional information was requested or the application is pending revisions.

Revisions to Certificates of Approval

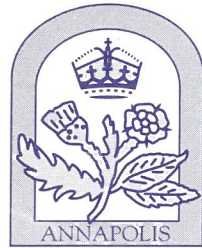
21 revised Certificates of Approval were issued with a value of construction of \$645,709.00.

Historic Preservation Tax Credits

26 new applications were approved for FY24 tax credits in the amount of \$183,726.84 and six applications were carried-over from prior year(s). FY24 total credits of \$135,124.00 were given with carry-over credits of \$93,516.87.


 Bobbi Collins, Chair
 Historic Preservation Commission

City of



Annapolis

HUMAN RELATIONS COMMISSION

145 GORMAN STREET • 2nd FLOOR

ANNAPOLIS, MARYLAND 21401

MEMORANDUM

DATE: January 12, 2024

TO: Regina C. Watkins-Eldridge

FROM: Michael J. Keller
Commission Chair

*Claudia Barber
for
Michael
Keller*

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



2023 ANNUAL REPORT

Annapolis Human Relations Commission

These are highlights of the activities of the Annapolis Human Relations Commission in 2023 and consistent with its mission to eliminate discrimination and promote equal opportunity:

Comprehensive Plan

The Commission prepared a set of goals and strategies for *Annapolis Ahead: 2040 Comprehensive Plan* and met with Eric Leshinski, chief of comprehensive planning for the City to receive his perspective about the Commission's recommendations. Mr. Leshinsky applauded the Commission for offering more suggestions than any other Board in the City and stated that the Commission's ideas are reflected in the draft of the plan in some respect.

Workforce Housing

The Commission received presentations from Alderman Brooks Schandelmeier and Alderman Rob Savidge on issue of workforce housing. Alderman Schandelmeier spoke in support of O-40-22, a bill designed to address the problem that many residents of the City who work in the public sector cannot afford the cost of housing in Annapolis. He argued that the City cannot wait until the completion of the Comprehensive Plan to tackle this problem. Alderman Savidge spoke in support of R-1-23, which would tie the workforce housing issue, and notably any changes to the City's housing code and zoning districts, to the development of the Comprehensive Plan. Following these presentations, which were made at different meetings of the Commission, the following motion was approved unanimously: "Resolved, that the Commission supports action by City Council to provide more affordable housing at the earliest possible date".

Reparations Committee

The co-chairs of a newly formed CAAL Reparations Committee (Argo Duenas and Cynthia Carter) briefed the Commission about the initiative which will focus on providing a form of restorative justice to residents of the Old Fourth Ward in Annapolis in which a thriving African American community was displaced and relocated to the outskirts of the City. Upon request from the co-chairs, the Commission voted unanimously to 1) pursue a resolution urging the Mayor and City Council to endorse the initiative, 2) volunteer to support the work of the Reparations Committee, and 3) organize town hall meetings or educational sessions as needed. Two members of the Commission will serve as liaisons to the Committee.

Annapolis Police Issues

Two employees of the Annapolis Police Department addressed the Commission on subjects of interest to members. Ronda McCoy, professional standards manager, addressed use of force, traffic stops, body camera policy, and citizen feedback about complaints. She reported that (Ar officers receive classes about biased behavior, gender and cultural diversity, and responses to

trauma. Ms. McCoy resisted calls that City Council codify use of force practices, saying that the Department's policies more than satisfy state law. She insisted that officers who do not follow the Department's policies do not stay employed here.

Captain Amy Miguez, outreach commander, discussed how the Commission can work with the Department in responding to hate crimes and bias incidents in the City. Captain Miguez said that victims of these activities might be wary of being contacted by Commissioners in some situations. The police would be receptive to sharing literature produced by the Commission. The Commission chair said that a one-page document explaining how the Commission can assist affected individuals and communities has already been prepared.

Latino Issues

The Commission heard from Gabriel Rodriguez, executive director of Centro de Ayuda, regarding the programs offered by his organization and the challenges of the Spanish-speaking community in Annapolis. Mr. Rodriguez said that its mission was to serve *all* immigrants. Focus is on three activities: family, education (notably English as a Second Language) and health/mental health services. Commissioners asked about the literacy rate of Latinos, how the Human Relations Commission and the City could support Centro de Ayuda, an upcoming Legal Advice Day, the biggest challenges for the local immigrant population, and Spanish versions of the Comprehensive Plan.

Complaint

The Commission fielded one complaint during the year. Handled by the Commission's staff liaison, it dealt with issues outside of the scope of the Commission and involved the Annapolis Department of Transportation.

Other Activities

The Commission presented awards virtually to graduating seniors at the annual programs of Annapolis and St. Mary's High Schools. The Commission presented its annual award at the Dr. Martin Luther King Jr. Memorial Breakfast to Freedom Fighters LLC, which seeks to help formerly incarcerated individuals with transition. The Commission chair participated in a one-on-one Zoom meeting with the newly appointed director of equity and human rights for Anne Arundel County government. Commissioners held a social get-together at a local restaurant.

2023 Meeting Attendance Record of Commissioners

	February	March	April	May	September	October	December
Keller	X	X	X	X	X	X	X
Hatch		X	X		X	X	E
Leitch	X	X	X	X	X	X	X
Sims		X	X		X		
Katchmar	X	X	X	X	X	X	X
Graham	X	X	X	X	X	E	
Knight					X		
Hurley	X	X	X	X	X	X	X
Williams	X	X	X	E	X	X	X
Moody	X	X	X	X			
Mundy	X	X	X	X	X	X	X

Key: X- Attended, E- Excused absence

January 16, 2024

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

Re: 2022 Annual Performance Statement

Dear Ms. Watkins-Eldridge:

At the regular meeting of the City of Annapolis Maritime Advisory Board (MAB) held on January 16, 2024, the MAB approved the following annual report and performance statement.

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 2023 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 maritime industry and pleasure boating in the City as the City Council and City Departments and agencies deem appropriate.

- Consistent with the to-be adopted “Annapolis Comprehensive Plan 2040”, encourage the City to commence implementation of the recommendations of that Plan as will relate to the maritime industry.
- Seek the expansion of public water access and community boating opportunities available to City residents.
- Continue to work with City staff regarding the recommendations of the City Dock Action Committee.
- Continue review of maritime zoning for opportunities for properties unaffected by O-25-21.

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

- Commence, continue and expand implementation of the recommendations of the to-be-adopted “Annapolis Comprehensive Plan 2040”.
- Work with City staff on the implementation of the recommendations of the City Dock Action Committee.
- Continue periodic review of current maritime zoning, rules and regulations, and make recommendations to the appropriate agency and City Council to ensure the fair utilization of and safety on City waterways.
- 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.
- Periodically review long-term management of the City waterways.

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 2023 the MAB has:

- Continued to review and make recommendations for the Charter Dock policy.
- Continued to review and made recommendations on improvement of street-end access points and public access areas.
- Continued to review and make recommendations regarding the long-range plan for Susan Campbell Park and the City Dock, including bus parking and visiting boater facilities.
- Received staff report on the Electric Mobility Plan.
- Received monthly staff reports on economic development and the Economic Gardening Program.
- Received and reviewed the summary of the first annual report required by the Maritime Task Force legislation.
- Continued a working subcommittee to explore an Annapolis Maritime Hall of Fame.
- Received staff report and updates on stray electric current issues at Truxtun Park.
- Reviewed and made recommendations on O-20-23 (Chesapeake Nautical Cruises, LLC Lease).
- Reviewed and provided comments to draft changes to Title 15.
- Provided tour of Annapolis waterways to Janssen Evelyn, Deputy Chief Administrative Officer for Anne Arundel County and Amy Gowan, President, Anne Arundel Economic Development.
- Provided on-going interface with the Anne Arundel County Maritime Industry Advisory Board.
- Received presentation from Steve Vahsen on the USNA resiliency plan.

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

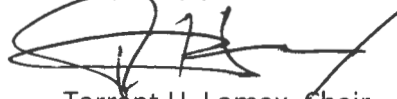
A matrix of attendance is attached hereto.

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 maritime industry, City waters and recreational and commercial 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.

January 16, 2024

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

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. Lomax', written over a horizontal line.

Tarrant H. Lomax, Chair

cc: MAB Members
Christopher N. Jakubiak, AICP, Director, Planning & Zoning
Stephen Rice, Economic Development Manager
Hope Stewart, SMBE

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

January 12, 2024

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

FROM: Joseph Semo
 Chair

RE: Annual Report 2023 – 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 (8)	Mar	Apr	May (3)	June	Jul (20)	Aug	Sep (13)	Oct (6)	Nov (14)	Dec
Joseph Semo, Chair	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg
Ald. Elly Tierney	NoMtg	✓	NoMtg	NoMtg	-	NoMtg	✓	NoMtg	-	NoMtg	-	NoMtg
Jodee Dickinson, Finance Director	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg
Patricia Hopkins, Human Resource Manager	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg
Mary Kathleen Sulick ¹	NoMtg	-	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg
Michael Mallinoff, City Manager	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg	-	NoMtg	✓	NoMtg	-	NoMtg
John Wardell II	NoMtg	-	NoMtg	NoMtg	-	NoMtg	✓	NoMtg	-	NoMtg	✓	NoMtg
John Ortlieb	NoMtg	-	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg
Amy Miguez	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	-	NoMtg	✓	NoMtg
Edward Jackson, Police Chief	NoMtg	-	NoMtg	NoMtg	-	NoMtg	-	NoMtg	-	NoMtg	-	NoMtg
Douglas Remaley, Fire Chief	NoMtg	-	NoMtg	NoMtg	-	NoMtg	-	NoMtg	-	NoMtg	-	NoMtg

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

Activities: During 2023, the Police & Fire 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 the City contributions to the Pension Fund; a review of the Plan's asset allocation.

Joseph Semo, Chair

Clients first.



**City of Annapolis Police and Fire Retirement Plan
Financial Highlights: Fiscal Year Ending June 30, 2023**

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 allocation 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; 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 global financial crisis.

Returns since early 2009 have been strong. However, significant equity market corrections in 2007/2009, February & March of 2020 and calendar year 2022 have made it difficult for the Retirement Plan to achieve its actuarial return goal over the last 15 years. Longer-term, results have been solid as the Plan has produced an annualized return of 8.36% since October of 1982.

Looking forward, the Commission will continue to focus on a combination of traditional and alternative investments to build the most productive portfolio possible. The Retirement Plan’s asset allocation structure as of June 30, 2023, was as follows:

Asset Class	Actual as of 6/30/2023	Policy Target	Policy Range
Domestic Equities	36.1%	36.00%	26% - 46%
Global/International Equities	12.7%	13.00%	8% - 18%
Fixed Income	9.8%	10.00%	5% - 15%
Global Tactical Asset Allocation	8.6%	9.00%	6% - 12%
Real Estate	6.9%	8.00%	5% - 11%
Infrastructure	2.7%	3.00%	1% - 5%
Alternatives*	20.1%	19.00%	11% - 27%
Cash	3.1%	2.00%	0% - 4%
Total	100.00%	100.00%	

**Hedge funds, private market and opportunistic investment strategies.*

Investment Market Performance:

After experiencing losses in 2022 due to widespread inflationary pressures and higher interest rates, the broad U.S and global equity markets produced robust gains during the first six months of 2023. U.S. equities represented by the S&P 500 Index were up 16.9% during the first half of 2023 and gained

19.6% during the Retirement Plan’s fiscal year ending June 30, 2023. U.S. small and mid-cap equities as well as international developed and emerging market equities produced smaller gains over the fiscal year period. The equity market’s strong performance has been largely driven by outsized gains tied to a handful of technology companies linked to the development of artificial intelligence platforms. In addition, the U.S. Federal Reserve’s indication that it may pause its aggressive rate hiking campaign also helped support the market’s advance, along with better-than-expected economic growth in the U.S., Japan and India.

The Bloomberg U.S. Aggregate Bond index, which is representative of the broad, investment grade (high quality) U.S. bond market had improved performance for the second half of the Retirement Plan’s fiscal year (January – June 2023) with a positive return of 2.1. However, performance for the entire fiscal year proved to be more challenging as the index produced a return of -0.9% due to a general rising interest rate environment. Looking forward, the expectation is that fixed income market returns will be more attractive due to the Fed’s potential pause with additional interest rate hikes as inflationary pressures have started to moderate. Such enhanced performance potential is reflected in the yield-to-maturity of the US Aggregate Index at the end of the second quarter 2023 which was 4.8%, which is the highest level since 2008.

The following summarizes the equity and fixed income capital market returns for the six months and fiscal year periods ending June 30, 2023.

Capital Market Returns as of June 30, 2023		
Equities	Year-to-date	1 Year
U.S. Large Cap (S&P 500)	16.9%	19.6%
U.S. Mid Cap (Russell Mid Cap)	9.0%	14.9%
U.S. Small Cap (Russell 2000)	8.1%	12.3%
Intl Developed (MSCI EAFE)	11.7%	18.8%
Intl Emerging (MSCI EM)	4.9%	1.8%
Fixed Income		
Investment Grade (BB US Agg)	2.1%	-0.9%
High Yield (BB US Corp HY)	5.4%	9.1%
Global (BB Global Agg)	1.4%	-1.3%

Plan Performance:

After a disappointing fiscal year loss of -9.9% for the period ending June 2022, the Retirement Plan ended the current fiscal year with a gain of 9.0% and an ending market value of \$196.4 million vs. \$184.9 as of June 30, 2022. For the ten-year period as of June 30, 2023, the Plan returned 6.8%.

A summary of the Plan’s annualized and fiscal year performance for periods ending June 30 is as follows:

Annualized Returns as of June 30, 2023										
	1 YR	2 YR	3 YR	4 YR	5 YR	7 YR	10 YR	15 YR		
Total Plan	9.0%	-0.9%	8.1%	6.2%	6.0%	7.0%	6.8%	6.0%		
Policy Benchmark	9.7%	-0.9%	7.5%	6.6%	6.6%	7.3%	6.9%	6.1%		
Fiscal Years Ending										
	6/30/23	6/30/22	6/30/21	6/30/20	6/30/19	6/30/18	6/30/17	6/30/16	6/30/15	6/30/14
Total Plan	9.0%	-9.9%	28.5%	0.6%	5.4%	7.1%	11.6%	0.4%	4.2%	15.4%
Policy Benchmark	9.7%	-10.5%	26.4%	4.7%	6.7%	8.2%	9.9%	1.1%	3.1%	14.4%



Recreation Advisory Board 2023 Annual Report

January 16, 2024

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

FROM: Francesca King, Chair

RE: Annual Report 2023 – Recreation Advisory Board

Duties: To act in an advisory capacity to the Department and to make recommendations concerning the Department's budget, activities, programs, facilities and public relations.

Attendance:

No Quorum in months shaded red

X - attended

Y - attended, but not yet sworn in as an official member
 NM - no meeting

2023 Attendance	Jan	Feb virtual	March	April virtual	May	June	July	Aug	Sept virtual	Oct	Nov	Dec
Christina Aist - Ward 4	X		X	X			NM	NM		NM	X	X
Cory Childs Asked to resign in January due to attendance							NM	NM		NM		
Craig Harrison - Ward 1	X		X	X	X	X	NM	NM	X	NM		X
Francesca King - Ward 6	X	X		X	X	X	NM	NM	X	NM	X	X
Jacob Lipp - Ward 7 (appointed and began attending 10/22, sworn in 3/23, resigned 5/23)	Y	Y	X				NM	NM		NM		
Dawn Moyer - Ward 7	X	X	X	X	X	X	NM	NM	X	NM	X	
Emily Tomasini - Ward 8	X	X	X	X	X	X	NM	NM	X	NM	X	X
Roger Ward - Ward 7	X	X	X	X	X	X	NM	NM	X	NM	X	X
Katrina Williams - Ward 4	X	X	X	X			NM	NM	X	NM	X	
Stanford Womack - Ward 1 (appointed and began attending 3/23. Sworn in 6/23)			Y	Y		X	NM	NM	X	NM	X	X
VACANCY							NM	NM		NM		
VACANCY							NM	NM		NM		
VACANCY							NM	NM		NM		
Director Archie Trader (left 1/25/23)	X						NM	NM		NM		
Director Roslyn Johnson (began 3/15/23)				X	X	X	NM	NM	X	NM		

The Recreation Advisory Board significantly increased member attendance and participation this year, achieving a quorum for all but one meeting. Three vacant positions remain. This committed group of Annapolitans aims to apply our expertise and improve recreation opportunities for all in the city. We prioritize:

1. An easy, accessible online registration system for City residents, and improved data collection, including demographics, to capture who does and does not participate in the City's recreation offerings and what programs are and are not utilized.
2. Addressing the lack of fields and facilities, including access and maintenance (athletic fields are a high need especially for youth sports).

3. Equitable and affordable childcare for all City of Annapolis Residents, including latchkey at all Annapolis cluster elementary schools (or transportation to a location with a program if not possible to offer at a school).
4. Programs and activities that serve most city audiences, including youth and active older adults.

The RAB continues to try to fulfill its duties to provide recommendations, but is limited by a lack of engagement and shared data, without which the RAB cannot adequately advise on the Department's budget, activities, programs, facilities and public relations. The board remains focused on gaining information and advocating for data collection to successfully fulfill our duty.

January

The Board unanimously voted to elect a new chair, Francesca King, and to retain the Vice Chair, Dawn Moyer. The board voted to begin holding virtual meetings 3 times a year in an effort to increase meeting participation and frequency of having a quorum. Director Trader informed the board of the new youth fitness and mentoring program initiative, Cut Different Boxing. Several members attended the ribbon cutting at PMRC. Chair Francesca King attended the Robert Eades Park open forum at First Baptist Church. The new board chair asked the City of Annapolis to update the website with missing meeting minutes, as they had not been updated since November 2021. In late January it was announced that Director Trader was leaving his position with ARPD.

February

Virtual

The board discussed the duties as defined in the bylaws and identified a need for a new member orientation that would provide clarity and direction for members of our board. We attempted to define our roles and responsibilities and ways to increase meaningful engagement for members. The board requested information on the programs being offered by ARPD. City staff at the February meeting shared that enrollment is an ongoing issue for ARPD programs. The board discussed ways to improve this such as sharing program opportunities and getting input from constituents in our wards. The board requested information on enrollment and programs in order to guide our efforts and advisory role.

Members of the board began to focus on the possibility of developing a swim pipeline that could support equitable access to swimming and provide a path from swimming lessons to employment as a lifeguard for city youth. Last year, many pools experienced difficulties filling lifeguard vacancies.

The board agreed to continue to support the Annapolis United Initiative, a combined effort across city agencies to provide resources and recreation for the youth in our city. Members continue to support the Planning & Zoning Department's efforts to increase water access. The board awaited news on a new Director. City staff announced two new RAB members are expected to join soon.

March

The board continued attempts to clarify role and methods to carry out responsibilities. The board sought to develop member orientation materials including a tour of ARPD facilities.

In an attempt to carry out the role of the board to “act in an advisory capacity to the Department and to make recommendations concerning the Department's activities, programs, and public relations”, member Emily Tomasini has been leading an “RAB initiative” to convene community stakeholders to establish a “Swim Pipeline”. At the last Swim Pipeline meeting a discussion was held regarding AACPS drown proofing and the benefits of offering it before 5th grade. Eastport Elementary School PTA will use grant funds for students in grade 3-5 to take part in eight weeks of after school swimming lessons at the Arundel Olympic Swim Center beginning in April. This is the first in a pilot program coordinated by those involved in the Swim Pipeline effort and the hope is to expand it to other elementary schools in the Annapolis cluster. This long term solution would help the city with the issue of filling lifeguard vacancies, particularly in underserved neighborhoods.

April

Virtual meeting

The board was notified that new Director Rosyln Johnson would be attending to introduce herself at the April meeting, and would have an ARPD report at the May meeting. The board continued to try to identify ways to fulfill our duties. A Resolution was referred to the board (see below for expanded notes, including links to both the resolution and discussion notes).

1. **[R-24-23](#) Support for Penguins Swim Team Practices and Meets at Kenneth R. Dunn Municipal Swimming Pool was referred to RAB:**

- **4/10/23** - R-24-23 referred to RAB during City Council meeting
- **4/11/23** Chair emailed RAB to share Resolution and that it would be added to 4/13 agenda
- **4/13/23** - RAB meeting, Chair Francesca King invited representative from Penguins to share information and perspective to give RAB context so we could provide an opinion on R-24-23. The meeting went about 30 minutes long, but there was not enough time come to a vote. Board Chair Francesca King announced intention to schedule a work session for further discussion for anyone on the board interested.
- **4/19/23** - Chair shared documents and this note with RAB : “Please note- The majority of the documents are from the Penguins swim team, but please remember to also consider the departments perspective when thinking about suggested paths forward.
- **4/19/23** - Held discussion with 3 RAB members and 2 Pool representatives
This was not an official work session. Due to the compressed time period, an agenda was not posted and only 3 RAB members attended.
- **4/22/23** - Board Chair Shared [discussion notes](#) and this note with City Council:
“Thank you for referring [R-24-23](#) to the Recreation Advisory Board.

We discussed the resolution at length, requested additional information, and opted to schedule a work session. It is my understanding that in order to make a formal recommendation as a board we would need to schedule a meeting for a vote, and the meeting would have to be published on the city website to allow for members of the public to attend.

Due to the condensed window of time between when it was referred to us (4/10) and when our meeting was (4/12), the work session (4/19), I did not feel it was possible to accommodate a vote and provide a formal recommendation by the 4/24 City Council Meeting.

Because we were not able to vote on a formal recommendation, I felt the best path forward was to provide you with the notes from our work session for reference. Please find them attached. “

May

Highlights from May Meeting Minutes:

Francesca King raised the R-24-23, Truxton Park Penguins situation. Discussion was held on how the circumstances unfolded, the tight timeline of the referral on April 12 and the RAB meeting on April 14, communication between the department and the RAB, and what the RAB’s role was in the matter. Rules about work sessions were clarified, including that they must be on the city calendar in advance and open to the public. Director Johnson and the RAB discussed best practices to work together going forward.

City Staff Hilary Raftovich discussed the fact that the RAB had an unusual request from the City Council for a piece of legislation that got referred to the RAB. The advisory boards generally work together with the department to make suggestions and support the department and improve recreation for the city. The RAB requested guidance from the city for any future referrals from City Council.

The RAB discussed their purpose and how best to fulfill their duty to advise and support the Department, including improved communication and guidance.

Hilary discussed a training session on Roberts Rules of Orders and Open Meetings acts that is now online at boards and commissions/training. Hilary explained ethics and recusals, and in what circumstances recusal is appropriate.

Chair Francesca King requested clarification of the duties of the RAB and rules laid out. Vice Chair asked if a monthly report with numbers could be given to the RAB, as it had in the past.

Director Roslyn Johnson gave the department update:

- A Prom at PMRC was discussed, request for RAB to get community input.
- Summer camps are not full yet but the program guide was not put out early.
- July 15 will be a free day at PMRC and the pool for Recreation & Parks month
- July 21 is Recreation & Parks professional day and the RAB was asked to come to PMRC to participate.
- Data at PMRC is not collected for all people coming through the door. The new system will be able to give better data.

June

The board reviewed materials on the Planning & Zoning 2040 Comprehensive Plan, with a goal to provide feedback. The board continued to seek clarification on their role and how to best fulfill their duties. The board discussed the City budget process and requested clarification on how the RAB should submit input on the R&P Budget in January 2024.

July

NM

August

NM

September

Virtual meeting

ARPD held a Sports Symposium. At our September meeting we discussed with Director Johnson how the Sports Symposium came about and what will be discussed. The Director said part of the reason was to get a plan for fields and get public input, create a Player's Bill of Rights, and convene partners. RAB Members were supportive of the Symposium and two members were able to attend it the next day. The RAB provided [feedback on the 2040 Comprehensive Plan](#). Chair Francesca King asked the Director to give direction on how the board could advise on the budget. The Director will talk with the City Manager and come up with a plan for RAB input.

October

NM

No quorum, canceled

November

City Staff Attorney Ashley Leonard provided the RAB with guidance on how and when to proceed with providing budget recommendations, and advised us to provide our priorities in January.

The RAB requested results and conclusions of the Sports Symposium, including the live poll. A second Sports Symposium was scheduled by ARPD to be held on December 5.

The RAB continues to advocate for collecting and sharing information on programs, registration, and participation with the RAB so we can develop informed opinions and recommendations and fulfill our duty to advise. The board was able to locate and discuss some programmatic data after finding it in FY2024 budget documents.

The RAB was asked by ARPD staff to consider coordinating a memorial tree and bench for the City.

December

The board explored the possibility of coordinating the memorial tree and bench program and requested additional information from the Director about the specific role of RAB in this program in order to come to a conclusion.

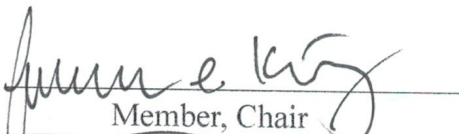
The board requested a summary of the past two years of any programs and participation but was told ARPD does not collect that data. The board continues to advocate for and prioritize a registration system

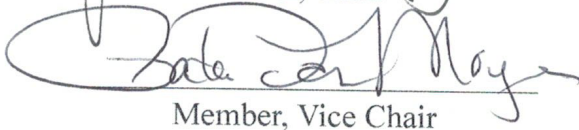
The board requested a summary of the past two years of any programs and participation but was told ARPD does not collect that data. The board continues to advocate for and prioritize a registration system that captures adequate information about programs and participation, as well as one that enables easy and accessible online registration. The board awaits results from the Sports Symposium I (September) and II (December).

Conclusion

In our 2022 Annual Report, the board declared plans to support ARPD and recreation in the City of Annapolis by focusing on the below four initiatives. We remain committed to these ideals, but need data and engagement from the City of Annapolis to follow through. In 2024 we will continue to focus on increased participation and engagement of all members of the board and City Staff with a goal of improving recreation for residents of the City of Annapolis.

- Continue to support the **Annapolis United Initiative**. Annapolis United is a combined effort across city agencies to provide resources and recreation for the youth in our city. Director Trader obtained an important budget amendment which helped create an after school tutoring and recreation program for students at the Pip Moyer and served over 400 children through field trips and enrichment over the summer.
- Create and implement an orientation for new members of the Board. This is an important step to attract and keep new members to the RAB to address the lack of quorum brought about by vacancies on the board.
Led by Katrina Williams.
- Facilitate engagement with the public on the city's water access initiatives. This is an important step to help the board accomplish the responsibility of informing the public as to the availability of the department's facilities and programs as stated in our bylaws.
Led by Francesca King
- Making recommendations for new classes at the Pip Moyer that are no longer available at other recreation centers in our community. Researching what might be lacking in terms of recreational opportunities in our city and bringing it to the attention of ARPD staff.
Led by Craig Harrison
- Create a strong partnership between schools in the Annapolis Cluster and ARPD to include marketing opportunities, provide accessibility and increase enrollment in existing programs.
Led by Emily Tomasini


Member, Chair


Member, Vice Chair