



# City of Annapolis

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

## Regular Agenda - Final City Council

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Monday, February 8, 2016

7:00 PM

Mayor John T. Chambers, Jr.  
City Council Chambers

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Call to Order

*Mayor Pantelides*

Invocation

*Alderwoman Pindell Charles*

Pledge of Allegiance

*Mayor Pantelides*

Roll Call

*City Clerk Watkins-Eldridge*

Approval of Agenda

### **Approval of Journal of Proceedings**

[CCM011116](#) **Approval of Regular Meeting Minutes**

*Attachments:* [January 11, 2016 R.pdf](#)

### **Ceremonial Item**

[ID-55-16](#) **Mission Barbecue**

*Attachments:* [ID-55-16 Mission BBQ citation.doc](#)

[ID-57-16](#) **City Council Citation - Midshipmen Action Group (MAG)  
Blizzard of January 2016**

*Attachments:* [ID-57-16 citation.docx](#)

[ID-61-16](#) **City Council Citation - City of Annapolis Department of Public Works  
Blizzard of January 2016**

*Attachments:* [ID-61-16 citation.docx](#)

[ID-62-16](#) **City Council Citation - City of Annapolis Office of Emergency Management  
Blizzard of January 2016**

*Attachments:* [ID-62-16 citation.docx](#)

[ID-65-16](#) City Council Citation - City of Annapolis Fire Department  
Blizzard of January 2016

*Attachments:* [ID-65-16 citation.docx](#)

[ID-66-16](#) City Council Citation - City of Annapolis Police Department  
Blizzard of January 2016

*Attachments:* [ID-66-16 citation.docx](#)

### **Martha Wood Leadership Award**

[ID-56-16](#) Martha Wood Leadership Award - "Annapolis Lions Club"

*Attachments:* [ID-56-16 Recommendation.docx](#)

[ID-56-16 citation.docx](#)

### **Petitions, Reports and Communications**

#### **A. HACA Quarterly Report**

[ID-53-16](#)

*Attachments:* [ID-53-16 HACA.PDF](#)

#### **B. Reports by Committee**

#### **C. Comments by the General Public**

### **Reappointment of Acting Director of Human Resources**

*Annapolis Charter, Art. VI, Sec. 2.*

### **Reappointments**

[AP-01-16](#) The Reappointment of Constance Werner Ramirez to the Heritage- Historic  
Markers Commission

*Attachments:* [AP-01-16 Appointment Letter/Bio/ Resume/Application](#)

[AP-01-16signed](#)

*Legislative History*

1/14/16 Economic Matters Committee recommend favorably

[AP-02-16](#) The Reappointment of Theodore Mack to the Heritage- Historic Markers  
Commission

*Attachments:* [AP-02-16 Appointment Letter/Resume/Bio/Application](#)

[AP-02-16signed](#)

*Legislative History*

1/14/16 Economic Matters Committee recommend favorably

[AP-03-16](#)

**The Reappointment of William Jeffery Holland to the Heritage- Historic Markers Commission**

Attachments: [AP-03-16 Appointment Letter/ Resume/Bio/Application](#)

[AP-03-16signed](#)

Legislative History

1/14/16 Economic Matters Committee recommend favorably

[AP-04-16](#)

**The Reappointment of Karen Wilcox Engelke to the Heritage- Historic Markers Commission**

Attachments: [AP-04-16 Appointment Letter/Resume/ Bio/Application](#)

[AP-04-16signed](#)

Legislative History

1/14/16 Economic Matters Committee recommend favorably

[AP-05-16](#)

**The Reappointment of Alma Cropper to the Heritage- Historic Markers Commission**

Attachments: [AP-05-16 Appointment Letter/Resume/Bio/ Application](#)

[AP-05-16signed](#)

Legislative History

1/14/16 Economic Matters Committee recommend favorably

[AP-06-16](#)

**The Reappointment of Carol Kelly to the Transportation Board**

Attachments: [AP-06-16 Appointment Letter/Resume/Application](#)

[AP-06-16 signed](#)

Legislative History

1/19/16 Transportation Committee recommend favorably

[AP-07-16](#)

**The Reappointment of Robert Eades to the Transportation Board**

Attachments: [AP-07-16 Appointment Letter/Resume/Bio/Application](#)

[AP-07-16 signed](#)

Legislative History

1/19/16 Transportation Committee recommend favorably

[AP-08-16](#)

**The Reappointment of Christopher Aiken to the Transportation Board**

Attachments: [AP\\_08-16 Appointment Letter/ Resume/ Bio/ Application](#)

[AP-08-16 signed](#)

Legislative History

1/19/16 Transportation Committee recommend favorably

**Business and Miscellaneous****GT-09-16      Transfer from Roof Repair Program Transfer to Indoor Firing Range- APD**

**Attachments:**      [GT-09-16 Memo](#)  
[GT 9-16.pdf](#)

**Legislative History**

1/19/16      Finance Committee      recommend favorably

**GT-10-16      Transfer from Community Grants Unallocated Transfer to We Care Winter Relief**

**Attachments:**      [GT 10-16.pdf](#)

**Legislative History**

1/19/16      Finance Committee      recommend favorably

**GT-11-16      Transfer From CDBG Program Income Transfer To Light House Permanent Supportive Housing, Stanton Center Rehabilitation, Funding for Public Services, and Administration**

**Attachments:**      [GT-11-16.pdf](#)

**Legislative History**

2/2/16      Finance Committee      recommend favorably

**GT-12-16      Transfer from Parking Meter Replacement Transfer to City Dock Infrastructure**

**Attachments:**      [GT-12-16](#)

**Legislative History**

2/2/16      Finance Committee      recommend favorably

**Public Hearings****O-01-16      Amendment No. 1 to Annapolis Maritime Museum, Inc. Lease Agreement - For the purpose of approving an Amendment No. 1 to the Lease for certain City-owned property to the Annapolis Maritime Museum, Inc.; and matters generally relating to said lease.**

**Sponsors:**      Pantelides, Finlayson and Arnett

**Attachments:**      [O-1-16 Maritime Museum Lease Amendment.doc](#)  
[O-1-16 Staff Report.docx](#)  
[O-1-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16      City Council      adopted on first reader

1/11/16      City Council      refer to the Rules & City Government Committee

1/11/16      City Council      refer to the Finance Committee

[O-02-16](#)**Amending the Composition of the Maritime Advisory Board - For the purpose of replacing the Chair of the Annapolis Conservancy Board with a representative of the maritime industry to serve on the Maritime Advisory Board.**

**Sponsors:** Budge, Arnett and Pfeiffer

**Attachments:** [O-2-16 Amending Composition of Maritime Advisory Board v1.docx](#)

[O-2-16 Staff Report.docx](#)

[O-2-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Rules & City Government Committee
1/11/16	City Council	refer to the Environmental Matters Committee
1/11/16	City Council	refer to the Maritime Advisory Board
1/11/16	City Council	refer to the Annapolis Conservancy Board

[O-03-16](#)**Stevens, Incorporated Lease of 142 Dock Street - For the purpose of approving the lease for certain City-owned property located at 142 Dock Street; and matters generally relating to said lease.**

**Sponsors:** Pantelides

**Attachments:** [O-3-16 StevensInc-142Randall-RenewalLease-2015-12-07.docx](#)

[O-3-16 Staff Report.docx](#)

[O-3-16 Lease 1821-11-01.pdf](#)

[O-3-16 RenewalLease 1920-11-20.pdf](#)

[O-3-16 ConfirmLease 1925-02-25.pdf](#)

[O-3-16 Summary of Stevens Lease History.docx](#)

[O-3-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Finance Committee
1/11/16	City Council	refer to the Rules & City Government Committee
1/11/16	City Council	refer to the Economic Matters Committee

[O-04-16](#)**Lease of City Property: Spring 2017 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2017, to conduct boat shows.**

**Sponsors:** Pantelides and Budge

**Attachments:** [O-4-16 Boat Show Spring 2017 Ordinance and Lease.docx](#)  
[EX A Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[EX A Supplement Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[O-4-16 Staff Report.docx](#)  
[O-4-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Economic Matters Committee
1/11/16	City Council	refer to the Finance Committee
1/11/16	City Council	refer to the Environmental Matters Committee

**O-05-16**

**Lease of City Property: Spring 2018 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2018, to conduct boat shows.**

**Sponsors:** Pantelides and Budge

**Attachments:** [O-5-16 Boat Show Spring 2018 Ordinance and Lease.docx](#)  
[EX A Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[EX A Supplement Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[O-5-16 Staff Report.docx](#)  
[O-5-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Economic Matters Committee
1/11/16	City Council	refer to the Finance Committee
1/11/16	City Council	refer to the Environmental Matters Committee

**O-06-16**

**Lease of City Property: Spring 2019 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2019, to conduct boat shows.**

**Sponsors:** Pantelides and Budge

**Attachments:** [O-6-16 Boat Show Spring 2019 Ordinance and Lease.docx](#)  
[EX A Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[EX A Supplement Spring 2017-2019 Boat Show \(ver.11-6-15\).pdf](#)  
[O-6-16 Staff Report.docx](#)  
[O-6-16 Fiscal Impact.pdf](#)

**Legislative History**

1/11/16	City Council	adopted on first reader
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1/11/16	City Council	refer to the Economic Matters Committee
1/11/16	City Council	refer to the Finance Committee
1/11/16	City Council	refer to the Environmental Matters Committee

O-09-16

**Removing Members of Boards and Commissions - For the purpose of providing a formal process for the removal of appointed members of City boards and commissions for cause.**

Sponsors: Budge and Arnett

Attachments: [O-9-16 Removing Members of Boards and Commissions.docx](#)

[O-9-16 Staff Report.docx](#)

[O-9-16 Fiscal Impact.pdf](#)

Legislative History

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Rules & City Government Committee

O-10-16

**Water Service Billing Adjustments - For the purpose of clarifying the procedures for requesting an adjustment to water or sewer service billing, and matters generally relating to water or sewer service billing adjustments.**

Sponsors: Pantelides

Attachments: [O-10-16 Water Billing Adjustments.docx](#)

[O-10-16 Staff Report.pdf](#)

[O-10-16 Fiscal Impact.pdf](#)

Legislative History

1/11/16	City Council	adopted on first reader
1/11/16	City Council	refer to the Environmental Matters Committee
1/11/16	City Council	refer to the Finance Committee

### Legislative Action

**Note: Pursuant to 2.16.090.B of the City Code, the City Council shall propose a motion to postpone to date certain not to exceed 90 days, or vote to adopt or defeat the following pieces of legislation: O-32-14 and R-38-14.**

O-32-14

**Forest Conservation Requirements and Standards in the City of Annapolis - For the purpose of adopting requirements and standards for forest conservation in the City of Annapolis; providing forest stand delineation and forest conservation plan requirements; providing exceptions to Chapter 17.13 of the City Code; providing for variance procedures; and all other matters generally relating to forest conservation in the City of Annapolis.**

Sponsors: Littmann, Arnett and Pantelides

**Attachments:**

[O-32-14 FCA.docx](#)  
[O-32-14 DNEP Staff Report.docx](#)  
[O-32-14 Staff Reports DNEP and P&Z.pdf](#)  
[O-32-14 Fiscal Impact.pdf](#)  
[O-32-14 PC Findings.pdf](#)  
[O-32-14 FCA PC Amendments Clean Copy.docx](#)  
[O-32-14 FCA PC Trackchanges of Amended First Reader.docx](#)  
[O-32-14 Supplemental Materials Submitted by DNEP - FCA Model Ordinance.pdf](#)  
[O-32-14 Supplemental Materials Submitted by DNEP - Comparison of FCA Ordinance](#)

**Legislative History**

11/10/14	City Council	adopted on first reader
11/24/14	City Council	Refer to Planning Commission
5/11/15	City Council	postpone
5/21/15	Economic Matters Committee	postpone
6/2/15	Finance Committee	postpone
6/9/15	Rules & City Government Committee	postpone
6/18/15	Environmental Matters Committee	postpone
10/26/15	City Council	postpone

**R-38-14****Forest Conservation Act Fees and Fines - For the purpose of setting fees and fines associated with the City's Forest Conservation Act set forth in Chapter 17.13 of the City Code****Sponsors:**

Littmann and Arnett

**Attachments:**

[R-38-14 FCA Fees and Fines.docx](#)  
[R-38-14 FCA Attach Fee Schedule Comparison.docx](#)  
[R-38-14 PC Findings.pdf](#)

**Legislative History**

11/10/14	City Council	adopted on first reader
5/11/15	City Council	postpone
5/21/15	Economic Matters Committee	postpone
6/2/15	Finance Committee	postpone
6/9/15	Rules & City Government Committee	postpone
6/18/15	Environmental Matters Committee	postpone
10/26/15	City Council	postpone

**Note: Pursuant to 2.16.090.B of the City Code, the City Council shall propose a motion to postpone to date certain not to exceed 90 days, or vote to adopt or defeat O-27-15.**

[O-27-15](#)

**City of Annapolis Forest Conservation Act - For the purpose of prohibiting certain development projects from cutting or clearing certain forests within the City of Annapolis (the “City”) unless a forest stand delineation and a forest conservation plan associated with such projects are in effect.**

***Sponsors:*** Finlayson

***Attachments:*** [O-27-15.docx](#)

***Legislative History***

5/21/15	City Council	adopted on first reader
5/21/15	City Council	refer to the Planning Commission
5/21/15	City Council	refer to the Economic Matters Committee
5/21/15	City Council	refer to the Environmental Matters Committee
5/21/15	City Council	refer to the Rules & City Government Committee
5/21/15	City Council	refer to the Finance Committee

**Note: Pursuant to 2.16.090.B of the City Code, the City Council shall propose a motion to postpone to date certain not to exceed 90 days, or vote to adopt or defeat O-49-15.**

[O-49-15](#)

**The Conveyance of the Right of Way Containing Cobblestone Court - For the purpose of conveying by deed the right, title, and interest of the City of Annapolis in the right of way containing Cobblestone Court to Annapolis Overlook Condominiums Association, Inc., and matters generally relating to said conveyance.**

***Sponsors:*** Littmann

***Attachments:*** [O-49-15 Cobblestone Court.doc](#)  
[O-49-15 Exhibit 1.pdf](#)  
[O-49-15 Staff Report.docx](#)  
[O-49-15 Fiscal Impact.pdf](#)  
[O-49-15 Littmann Proposed Amendment.docx](#)

***Legislative History***

10/26/15	City Council	adopted on first reader
10/26/15	City Council	refer to the Economic Matters Committee
10/26/15	City Council	refer to the Finance Committee
11/9/15	City Council	declared the public hearing closed
11/16/15	Economic Matters Committee	recommend unfavorably
11/17/15	Finance Committee	postpone

**Note: Pursuant to 2.16.090.B of the City Code, the City Council shall propose a motion to postpone to date certain not to exceed 90 days, or vote to adopt or defeat , R-17-15.**

**R-17-15**

**Personnel Rules and Regulations - For the purpose of approving updated and modified Rules and Regulations of the Personnel System.**

**Sponsors:**

Pantelides

**Attachments:**

[R-17-15 Resolution.docx](#)

[R-17-15 Personnel Rules and Regs Clean Revised Version.pdf](#)

[R-17-15 List of Appendices.docx](#)

[R-17-15 Staff Report.docx](#)

[R-17-15 Appendix-A Transit Drug Alcohol Policy.docx](#)

[R-17-15 Appendix-B FMCSA Drug and Alcohol Testing Policy.docx](#)

[R-17-15 Appendix-C Non DOT Drug and Alcohol Testing Policy.docx](#)

[R-17-15 Appendix-D Drug Alcohol Policy Assignment by Classification.xls](#)

[R-17-15 Appendix-E Employee Benefits Center.pdf](#)

[R-17-15 Appendix-F Employee Recognition and Reward Program.docx](#)

[R-17-15 Appendix-G Employment Non-Discrimination Policy.docx](#)

[R-17-15 Appendix-H Equal Employment Opportunity.pdf](#)

[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for Ee's Serious Hlth](#)

[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for Family Member'](#)

[R-17-15 Appendix-I FMLA - Designation Notice.pdf](#)

[R-17-15 Appendix-I FMLA -Employee Rights & Repsonsibilities.pdf](#)

[R-17-15 Appendix-J Fact Sheet The Health Insurance Portability and Accountability Ac](#)

[R-17-15 Appendix-K MIT - Electronic Mail Policy.docx](#)

[R-17-15 Appendix-L MIT - Electronic Use Policy.docx](#)

[R-17-15 Appendix-M MIT - Social Media Policy.docx](#)

[R-17-15 Appendix-N MIT - Software and Data Code of Ethics.docx](#)

[R-17-15 Appendix-O Notice to Employees Regarding Rules and Regulations.docx](#)

[R-17-15 Appendix-P Safety Manual.docx](#)

[R-17-15 Appendix-Q WC BROCHURE \(2012-10-23\).xls](#)

[R-17-15 Appendix-R Workplace Violence Policy.docx](#)

[Strikeout Version Rules and Regulations1992.doc](#)

[Appendix-A.Transit Drug Alcohol Policy \(Amended\).doc](#)

[Appendix-M.MIT - Social Media Policy\(Amended\).doc](#)

**Legislative History**

6/17/15	City Council	adopted on first reader
6/17/15	City Council	refer to the Rules & City Government Committee
6/17/15	City Council	refer to the Civil Service Board

9/8/15	Rules & City Government Committee	postpone
9/14/15	Rules & City Government Committee	recommend with amendments
10/7/15	Rules & City Government Committee	consider

## A. Second Readers

### R-25-15

#### **Waiving Certain Residential Parking Fees - For the purpose of waiving parking fees in Special Residential Parking Districts for residents of housing owned by the Housing Authority of the City of Annapolis and residents of Section 8 Housing.**

**Sponsors:**

Budge, Paone, Pindell Charles, Kirby and Finlayson

**Attachments:**

[R-25-15 Waiving Certain Residential Parking Fees.pdf](#)

[R-25-15 Staff Report.doc](#)

[R-25-15 Fiscal Impact.pdf](#)

[R-25-15 Revised Fiscal Impact.pdf](#)

[R-25-15 Parking District 4 Public Housing Map.pdf](#)

[R-25-15 Budge Amendment.docx](#)

**Legislative History**

9/21/15	City Council	adopted on first reader
9/21/15	City Council	refer to the Finance Committee
9/21/15	City Council	refer to the Housing and Human Welfare / Housing and Community Development
9/21/15	City Council	refer to the Transportation Committee
9/21/15	City Council	refer to the Transportation Board
9/23/15	Transportation Committee	postpone
9/28/15	City Council	declared the public hearing closed
10/8/15	Finance Committee	postpone
10/20/15	Housing and Human Welfare / Housing and Community Development	postpone
10/20/15	Finance Committee	postpone
10/28/15	Transportation Board	postpone
11/3/15	Finance Committee	postpone
11/17/15	Housing and Human Welfare / Housing and Community Development	recommend with amendments
11/17/15	Transportation Committee	recommend with amendments
11/17/15	Finance Committee	postpone
11/17/15	Transportation Committee	recommend favorably

11/17/15	Housing and Human Welfare / Housing and Community Development	recommend favorably
12/1/15	Finance Committee	recommend with amendments
1/11/16	City Council	postpone

[O-53-15](#)

**City Council Consent Calendar - For the purpose of amending the Rules of Procedure to permit certain agenda items to be voted upon as a single group under a Consent Calendar category of the City Council Meeting Agenda.**

Sponsors:

Budge, Arnett and Pantelides

Attachments:[O-53-15 Consent Calendar.docx](#)[O-53-15 Staff Report.docx](#)[O-53-15 Fiscal Impact.pdf](#)[O-53-15 Proposed Amendments.docx](#)Legislative History

11/23/15	City Council	adopted on first reader
11/23/15	City Council	refer to the Rules & City Government Committee
12/7/15	City Council	declared the public hearing closed
1/12/16	Rules & City Government Committee	recommend with amendments
1/12/16	Rules & City Government Committee	recommend with amendments
1/12/16	Rules & City Government Committee	recommend with amendments
1/12/16	Rules & City Government Committee	recommend with amendments
1/12/16	Rules & City Government Committee	recommend with amendments
1/12/16	Rules & City Government Committee	recommend favorably

**B. First Readers**[O-11-16](#)

**Transportation Network Services - For the purpose of imposing an assessment on Transportation Network Services for trips that originate in the City of Annapolis in accordance with the ANN. CODE OF MD., PUBLIC UTILITIES ARTICLE, Section 10-406.**

Sponsors:

Pantelides

Attachments:[O-11-16 TNS Assessment Ordinance.docx](#)[O-11-16 Staff Report.docx](#)

**Note: Proposal to Suspend the Rules and Adopt R-03-16**

[R-03-16](#) **AMENDED AGREEMENT Street Rights-of-Way in the Thomas Woods Planned Development - For the purpose of amending the Agreement for the privatization of street rights-of-way in the Thomas Woods Planned Development.**

**Sponsors:** Kirby and Pfeiffer

**Attachments:** [R-3-16 Thomas Woods Amended Ordinance and Agreement.docx](#)

[R-3-16 Book 339 Page 41 Plat 17517.tif](#)

[R-3-16 Book 339 Page 42 Plat 17518.tif](#)

[R-3-16 HyattLtr ThomasWoodsAmdt.pdf](#)

[R-3-16 Staff Report.docx](#)

[R-3-16 Request to Suspend the Rules.pdf](#)

[R-04-16](#) **Public Approval - For the purpose of providing public approval pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, in connection with the issuance and sale by the by the Public Finance Authority (the "Authority"), a commission created pursuant to Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, of its Public Finance Authority Revenue Bonds (St. John's College Project) Series 2016 in one or more series (the "Series 2016 Bonds"), in a principal amount not to exceed \$30,000,000 with respect to St. John's College Annapolis Facilities.**

**Sponsors:** Pantelides

**Attachments:** [R-4-16 StJohnsCollege Revenue Bonds.docx](#)

[R-4-16 Notice of Public Hearing StJohnsCollege.docx](#)

[R-4-16 Staff Report.pdf](#)

**For the Good of the Order**

*Referrals of O-7-16*

**Adjournment**

*Anyone needing reasonable accommodation to be able to participate in a public meeting held by the City of Annapolis should contact Regina Watkins-Eldridge at 410.263.7942, by MD Relay (711), or by email at [cityclerk@annapolis.gov](mailto:cityclerk@annapolis.gov) at least five days prior to the meeting date to request assistance.*

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