



City of Annapolis
Office of the City Clerk
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February 14, 2013

To: Mayor and Alderpersons
 City Manager Mallinoff

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

RE: Annual Reports FY2012 pursuant to City Code Sec. 2.60.030 - Copies of reports received attached:
(Boards and Commissions in RED have not been received as of 2/22/13) (Boards and Commissions in green did not meet in 2012)

Board	Staff liaison	Department	Committee
Alcoholic Beverage Control Board	Theresa Bucalo	City Clerk	Economic Matters
Annapolis Conservancy Board	Maria Broadbent	DNEP	Environmental Matters
Annapolis Human Relations Commission	Paul Rensted	Human Resources	Rules and City Government
<i>Art in Public Places Commission</i>	Brian Woodward	Recreation and Parks	Rules and City Government
Board of Appeals	Jane Holschuh	Planning and Zoning	Economic Matters
<i>Board of Supervisors of Elections</i>	Regina Eldridge	Office of Law	Rules and City Government
Building Board of Appeals	Maria Brown	DNEP	Economic Matters
Civil Service Board	Paul Rensted	Human Resources	Rules and City Government
<i>Commission on Aging</i>	Kirby McKinney	Mayors Office	Housing & Human Welfare
Education Commission	Eugene Peterson	Mayors Office	Housing & Human Welfare
Environmental Commission	Rick Kissel	DNEP	Environmental Matters
Ethics Commission	City Attorney	Office of Law	Rules and City Government

Financial Advisory Commission	Shirley Tripodi	Finance	Finance Committee
Historic Markers Commission	Lisa Craig	Planning and Zoning	
Historic Preservation Commission	Shari Phippen	Planning and Zoning	Economic Matters
Housing & Community Development	Theresa Wellman	Planning and Zoning	Housing & Human Welfare
Maritime Advisory Board	Frank Biba	DNEP	Economic Matters
Parking Advisory Commission	Iain Banks	Transportation	Public Safety
Planning Commission	Jane Holschuh	Planning and Zoning	Economic Matters
Plumbing Inspectors Committee	Maria Broadbent	Public Works	Economic Matters
Police and Fire Retirement Plan Commission	Paul Rensted	Human Resources	Public Safety
Port Wardens	Frank Biba	DNEP	Environmental Matters
Public Safety Disability Retirement Board	Paul Rensted	Human Resources	Public Safety
Recreation Advisory Board	Brian Woodward	Recreation and Parks	Economic Matters
Risk Management Committee	Kevin Simmons	EMERGENCY MGT	Public Safety
Transportation Board	Iain Banks	Transportation	Transportation
Yearly Alcohol Report (APD)	SGT Crane	APD	Public Safety



Theresa Bucalo, Deputy City Clerk
 City of Annapolis
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December 31, 2012

MEMORANDUM

TO: Annapolis City Council
 FROM: Leonard Berman, Chair
 Alcoholic Beverage Control Board
 RE: 2012 Annual Report

The Alcoholic Beverage Control Board completed twenty-nine years of operation on December 31, 2012, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2012 is submitted herewith.

License renewals were processed in March and April, 2012. All licensees were in good standing with respect to City fees and State taxes. All licenses, except two, Aqua Terra and Sanky's were renewed.

The Board approved one new sidewalk café request and renewed twenty-nine sidewalk cafe requests for consumption of alcoholic beverages on City property, five sidewalk cafe requests without alcohol, collecting eleven thousand, five hundred and sixty dollars (\$11,560) in license fees.

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

49 West Coffeehouse	\$500
Acme Bar & Grill	\$6,000, plus 14 days suspension
Annapolis Wine & Spirits	\$500
Annapolitan Club	\$500
Annebeth's	\$750
Buddy's Crabs & Ribs	\$750
Café Normandie	\$1,250
Canton Restaurant	\$500
Capital Liquors	\$500
Carlson's Thai Kitchen	\$750
Chart House	\$500
Chick & Ruth's Delly	\$750
Court Of Shanghai	\$1,250
Crush Kitchen & Wine House	\$500
Eastport Democratic Club	\$1,000

Hard Bean Coffee & Booksellers	\$500
India's Restaurant	\$500
Joss Café & Sushi Bar	\$1,000
Ledo Pizza & Pasta	\$1,250
Loews Annapolis Hotel	\$500
Lighthouse Wine & Spirits	\$1,000
Luna Blu	\$750
Matsu Japanese Restaurant	\$500
Mexican Café	\$1,750
Red Red Wine Bar	\$500
Scott Brothers	\$500
The Whiskey	\$500

Fines collected in 2012 for violations of the Alcoholic Beverage Control Board Rules and Regulations were twenty-five thousand, two hundred and fifty dollars (\$25,250).

Also during 2012 the Board heard and acted upon the following matters, collecting four thousand and fifty dollars (\$4,050) in application fees:

- 3 Transfer Applications
- 6 New License Applications
- 1 Expansion Applications
- 8 Substitution of Officers
- 2 Upgrade Applications

One hundred and ninety-one (191) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling twelve thousand, eight hundred and forty-five dollars (\$12,845).

At the end of 2012, One hundred and seven licenses were active, collecting four hundred and thirty-one thousand, seven hundred and sixty dollars (\$431, 760) in license fees.

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

The Alcoholic Beverage Control Board held 15 meetings. Present were Leonard Berman, 15, Lawrence Harris, 15, Catherine Shultz, 14 and Valerie Miller, 15, Mike Miron, 2

Respectfully submitted to the Mayor and City Council by the

ALCOHOLIC BEVERAGE CONTROL BOARD

Chair: Leonard Berman

Vice Chair: Lawrence Harris, Jr.

Members: Catherine Shultz, Valerie Miller, Mike Miron

Annapolis Conservancy Board

2012 Annual Report

Annapolis City Code Chapter 2.50

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

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

(Ord. O-7-88 § 1 (part))

Duties:

Solicit the dedication of properties, real and personal, to the City; administer and manage said properties; review project concept plans to discuss easement possibilities; encourage the preservation of environmentally sensitive land; further implement the goals for improving water quality; provide for the development of additional recreational resources of the City.

Our main activity is to periodically inspect and manage all of the conservation easements located within the city boundaries.

Attendance:

	January	February	March	May	July	September	November
Jay Baldwin, Chair	✓		✓		✓	✓	
Jon Chapman		✓	✓	✓	✓	✓	✓
Gretchen Clift		✓					✓
Joel Dunn, Vice Chair	✓	✓		✓	✓	✓	
David Fogle	✓	✓		✓		✓	
Karen Jennings	✓	✓	✓	✓	✓	✓	✓
Thomas Lippert	✓		✓		✓		✓

Ongoing Activities of the Board:

- Inspection of conservation easements within the City limits and recruitment of volunteers to help with this effort.
- Facilitation of the transfer of the Shubert Property to the City.
- Facilitation of a formalized agreement between the City and County regarding Program Open Space funding for land acquisition.
- Facilitation of a cooperative agreement between the City of Annapolis and the Maryland Environmental Trust.
- Facilitation of a liability agreement to allow public access between McGuckian Street and Smithville Street
- Green infrastructure assessment for the City of Annapolis. This project was recommended by the Environmental Idea Team and will help to identify important natural areas and open space that are valuable for conservation (for example, parcels that provide connections to other greenway corridors, important habitat areas, or natural areas in underserved communities). Having such areas identified will make it easier to direct Program Open Space dollars, or other similar funding, towards acquisition of the most environmentally important areas in Annapolis. The Annapolis Conservancy Board is being assisted by the Chesapeake Conservancy, which is generously donating their labor to this project.

Communications:

- Testimony to the Annapolis City Council in support of the Bicycle Master Plan (2/13/12)
- The Annapolis Conservancy Board has traditionally made comments to the Department of Planning and Zoning on proposed conservation easements associated with proposed developments. Comments were provided to DNEP and DPZ on the following proposed developments:
 - The Reserve at Quiet Waters (2/29/12)
 - Crystal Springs (3/7/12)
 - Hayes Property (Concept provided with annexation documentation; 3/7/12)
- Testimony was provided to the Board of Appeals regarding proposed conservation easements at The Reserve at Quiet Waters
- Easement infraction letters for trash dumping and invasive species management problems to the property owners of the following easements:
 - Harborview (7/9/12)
 - Vytar (7/9/12)
 - August Woods (7/9/12)

Special Activities of the Board in 2012:

- Discussion and review of proposed developments along the Forest Drive corridor in the context of existing conservation easements and forested corridors (Greenways) at the Feb. 9, 2012 meeting.
- Guest speakers at the May 10, 2012 meeting: William and Janet Pearson, property owners of the proposed Crystal Springs development
- The Board was approached to confirm a change of easement location at the Village Greens townhouse development at South Cherry Grove Avenue. The Board confirmed the change in location and requested that any paths through the easement area be made of a permeable substrate (1/12/12).
- Karen Jennings (Chair) and Rob Savidge (staff liaison) met with Gary Elson to discuss ongoing business items of the Board that involve assistance from the City's legal office. (6/11/12)
- Karen Jennings (Chair) attended a joint working meeting of the Annapolis City Council and the Annapolis Maritime Board on June 21, 2012 focused on the importance of the maritime industry to the Annapolis economy.
- Communication with the Kingsport Community Association via the staff liaison regarding illegal dirt bike activity within the conservation easement.
- Investigation of alternative methods to apply conservation easement signs to trees.
- Responded to inquiry regarding tree removal within the Harness Creek Drive easement.

Karen Jennings, Chair

2012 ANNUAL REPORT

Annapolis Human Relations Commission

These are highlights of the activities of the Annapolis Human Relations Commission in 2012 and consistent with its mission to eliminate discrimination and promote equal opportunity:

Distribution of Commission brochures

The Commission's Outreach Committee distributed copies of the English and Spanish language brochures of the Commission and its fair housing publication to the Stanton Center, the Annapolis Senior Center, *Centro de Ayuda*, the community centers at each of the City's public housing facilities, and the libraries that serve the City (West Street and Hillsmere) .

Booth at HACA Conference

The Commission's Outreach Committee had a table at the annual conference of the Housing Authority of the City of Annapolis, which was attended by hundreds of residents of the City's public housing communities.

Distribution of Voter Empowerment Literature

The ACLU of Maryland sought the Commission's assistance with the distribution of brochures in English and Spanish that provided information for voters, including issues such as absentee and provisional ballots and what to do if challenged at the polls. Commissioners distributed several hundred to the Stanton Center, the Annapolis Senior Center, *Centro de Ayuda*, the community centers at each of the City's public housing units, and the Salvation Army.

Television Show

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

- Lucia Martin, school counseling specialist for Anne Arundel County Public Schools, on the subject of bullying
- Fay Mauro and Sarah Lutts of the Volunteer Center for Anne Arundel County
- Yevola Peters, special assistant for minority affairs in the Office of the County Executive, and Barbara Maginley, chair of the Human Relations Commission of Anne Arundel County
- Leslie Saurez about a project to create large posters of role models for students to be placed in county schools
- Enrique Melendez about the proposed legislation in County Council to declare English as the official language of Anne Arundel County
- Craig Sewell, proprietor of The Cook Café, on the subject of the local food movement
- Owen Smith of Equality Maryland and Catherine Hyde of Parents and Friends of Gays and Lesbians, about discrimination against transgender people

- Francis Sullivan, executive director of the Anne Arundel County Mental Health Agency
- Jeff Holland, former director of Annapolis Maritime Museum
- Lisa Vernon, director of Anne Arundel County Literacy Council, and Marguerite Cullman, a tutor at the Council

Other Activities

- The Commission presented its 2012 Dr. Martin Luther King Jr. Award to Deborah Johnson and Humanitarian/Outstanding Student Awards to seniors at Annapolis and St. Mary’s High Schools.
- The Commission received presentations at two of its meetings. Lisa Mottet, director of the transgender civil rights project of the National Gay and Lesbian Task Force, and two colleagues spoke about discrimination experienced by transgender persons in Maryland. Raul Cisneros of the Human Relations Commission of Anne Arundel County discussed the proposal in County Council to make English the official language of the County.
- The Commission’s Complaints Committee fielded complaints by four persons.
- The Commission passed a resolution by a vote of 9 to 1 expressing its opposition to the County Council legislation, which had been tabled, to declare English as the official language of Anne Arundel County.
- Four Commissioners served on a board of the Housing Authority of the City of Annapolis to hear the appeals of residents whose leases were terminated.
- Three Commissioners took part in the Citizens Academy program sponsored by the Annapolis Police Department.

2012 Meeting Attendance Record of Commissioners

	February	April	June	September	November
Keller	X	X	X	X	X
Mitchell	X	X	X		E
Leitch	X	X	X	E	X
Sims	E	X	X		X
Schenck	X	X	X	X	X
Katchmar	E	X	E	X	X
Scott	X	X	X	X	X
Boston	E	X	X		
Doskow	E		X	X	X
Spencer	X		X	X	X
Graham	X	X	X	X	X
Williams	X		X	X	
Kaisler	E	X	E	X	X
Knight	E		X	X	X

Key: X- Attended, E- Excused absence



BOARD OF APPEALS

ANNUAL REPORT

2012

Number of Members and Term

There are five members on the Board of Appeals. Term of office of the members of the board shall be three years. They shall be appointed by the mayor, confirmed by the city council and removable for cause, upon written charges, and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

Criteria for Membership

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

Duties

To hear certain appeals from decisions of the Planning and Zoning Director, certain variances and other planning and zoning matters; to hear appeals relating to licensing of peddlers, taxicab owners and drivers, valet parking, housing matters, wastewater pretreatment regulations and certain Market House appeals; and to hear appeals and other matters as authorized by the City Council.

Relation of Board to Other Government Units

The Board of Appeals is staffed by the Department of Planning and Zoning, which also includes the two other quasi-judicial boards, the Historic Preservation Commission and the Planning Commission. The Director of the Department of Planning and Zoning is appointed by the Mayor and approved by the City Council. Formerly, the Board of Appeals received recommendations from the

Planning Commission on applications for Special Exceptions and Planned Developments. After the passage of O-31-11 on February 13, 2012, the Board of Appeals now hear Special Exception Application (without having to go to the Planning Commission unless specifically referred to the PC by the Director).

Attendance

The Annual Reports lists present members who served during the period of January 1, 2012 – December 31, 2012. There are minutes for thirteen meetings. The minutes were recorded and prepared by the recording secretary to Boards and Commissions, Tami Hook.

Current Members

Christian F. Elkington, Jr., Chair
Sandra D. Latham, Vice Chair
Jamie Gregory
Christian E. Zazzali
Teresa Taylor

Advertisement of Meetings

Public hearings and administrative meetings of the Board of Appeals are advertised in the legal notice section of ***The Capital***, the local newspaper. Meeting agendas are posted in City Hall and on the City's web site under Boards and Commissions. The staff to the Board of Appeals places a legal announcement in ***The Capital*** newspaper fifteen days prior to the regular public hearing. Properties are also posted with a "Notice of Hearing Sign" fifteen days prior to the public hearing.

Meetings

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

Minutes

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

Rules and Procedures

The Rules and Procedures of the Annapolis Board of Appeals are available to the public on the city web site under Boards and Commissions and at the Department of Planning and Zoning.

Board of Appeals Activities for 2012

Included in this Annual Report are the agendas accounting the Board's activities for the year 2012. Minutes are included for:

January 3, 2012
February 7, 2012
April 18, 2012

May 1, 2012
June 5, 2012
June 20, 2012
July 2, 2012
July 18, 2012
August 22, 2012
September 19, 2012
October 2, 2012
November 20, 2012
December 4, 2012

January 24, 2013

MEMORANDUM

To: City Clerk

From: Carl Corse, Chair, Building Board of Appeals

Subj: ***Building Board of Appeals - 2012 Annual Report***

January 24, 2012 - Severn Companies (29 West Washington Street) vs. DNEP

In attendance: Chair-Mark Hall; Vice Chair-Norm Masterson; Board Members- Carl Corse, Jay Schwarz and Shannon Waldron; Board Liaison - Lisa Fowler; Assistant City Attorney Gary Elson; Appellants-Arthur Edwards, Jr., Severn Companies; Stephen Rabbitt, Managing Member of Timothy J. LLC, Owner of Property; Jerome Feldman, Attorney; David Wallace, Professional Engineer; City DNEP Staff members – Property Maintenance Inspectors Bobbie Baker and Mary Emrick; Director Maria Broadbent.

The City had performed an inspection in which 112 violations were noted, and a correction notice was issued to the property manager. Most of the violations were corrected. But the appellant said the replacement of the windows would create an undue hardship. The property was under contract to be sold and the Contract Purchaser had applied for special funding through the State Department of Housing & Community Development to perform an extensive rehabilitation of the building, which would include replacement of the windows.

After discussion among Board members, the vote was 5-0 to deny the appeal. The Board did not believe that the City acted improperly in citing these code violations. In addition, the Board felt that the abatement of these code violations would not present a severe or undue hardship to the appellant. The Board suggested that the City should act prudently in working with the appellant to create a timeline in which to address the code violation issues, with sensitivity to the appellant's pending agreements.

January 31, 2012 - Tracy Zhang vs. DNEP regarding issuance of fence permit for 1129 Short Street (#FEN11-0134)

In attendance: Chair-Mark Hall; Vice Chair-Norm Masterson; Board Members- Carl Corse and Jay Schwarz; Board Liaison – Maria Brown; Assistant City Attorney-Gary Elson; Appellants-Tracy Zhang, Seth Zirkle, Attorney for the Appellant; Jan Ginsky, Owner of 1129 Short Street; Dan Petro, Sales Representative for Long Fence Company; City DNEP Staff members – Building Inspector Steven Andrews. The appellant felt that the issuance of the permit did not meet three criteria under City Code 17.34—(1)type of material being proposed; (2) obstruction of light and air to her property; (3) material did not keep up with the character of the neighborhood. The appellant wanted the issued permit revoked. After discussion among Board members, the vote was 4-0 to deny the appeal. The Board believed that the City had used proper Codes to review and approve the permit.

May 29, 2012 - MariLe, LLC (79 West Street) vs. City of Annapolis

In attendance: Maria Brown-Board Liaison; Chair-Mark Hall; Vice Chair-Norm Masterson; Board Members - Carl Corse, Shannon Waldron, and Jay Schwarz; Assistant City Attorney - Gary Elson; Appellants – Attorney Jerome Feldman, Owners - Marie and Lee Goodman; DNEP Staff members – Plumbing Inspector-John Quigley; Public Works Project Engineer – Thora Burkhardt. The nature of the appeal was to determine whether the charge for the utilities was too high due to the expected increase in use based on the change of use. After some discussion, the Building Board of Appeals voted to continue with this case for 30 days. The BBOA instructed Public Works and DNEP to apply Code Section 17.28.090B as amended, based on new information provided by the Appellant, and determine whether an agreement can be reached between the Appellant and the City. If an agreement cannot be reached, the Appellant would return to the Board with either the same opinion or a new opinion of what those fees should be.

June 26, 2012 - Christopher Howard vs. DNEP (#FEN12-0038 – 394 Ridgely Avenue)

In attendance: Maria Brown-Board Liaison; Chair-Mark Hall; Vice Chair-Norm Masterson; Board Members- Carl Corse, and Shannon Waldron; Assistant City Attorney Gary Elson; Appellant–Chris Howard, 390 Ridgely Avenue; William and Nancy Dalton, Owners, 394 Ridgely Avenue; Susan Ford, Attorney for the Daltons; City DNEP Staff members – Building Inspector Tony Sprissler. The appellant stated that the issuance of the above referenced fence permit blocks his view of the water. After discussion among the Board, it was determined that the application to appeal was not filed in a timely manner per City Code Section 17.34.020(A). A motion was made to dismiss the appeal. The vote was 3-YEAS, 1-NAY and the appeal was dismissed.

June 26, 2012 - Southwoods Homeowner's Association vs. DNEP (#FEN12-0063 – Legion Avenue)

In attendance: Maria Brown-Board Liaison; Chair-Mark Hall; Vice Chair-Norm Masterson; Board Members- Carl Corse, and Shannon Waldron; Assistant City Attorney Gary Elson; Appellant–David Dziok, President-Southwoods HOA; Joe Conte, Secretary, Southwoods HOA; Dan Petro, Sales Manager, Long Fence Company; City DNEP Staff members – Building Inspector Steven Andrews. In 2009 the Board of Directors approved the construction of an 8' wooden privacy fence along the western boundary of the Southwoods community, equaling a total of 825 linear feet. Due to the high cost of completing a project of this scope, it was decided to complete the fence in two phases—phase 1 was to be completed in 2010 and phase two in 2011. Phase Two had to be put off until 2012, however, the City Code had changed and per section 17.34.010.A3, fences could no longer exceed 6' in a residential area. This area is zoned residential. After discussion, the Board agreed that, although it would make sense to allow this 8' fence as a buffer against the industrial community, as well as to match the recently erected fence, the Code does not allow the Board to overrule the 6' height limit, and the appeal was unanimously denied. It was suggested that the appellant may want to consider contacting the alderman for that ward to amend the code to allow for this type of situation.

November 27, 2012 – General Board Meeting

In attendance: Chair-Mark Hall; Board Members- Carl Corse, Jay Schwarz, Shannon Waldron and Matt Evans; Board Liaison – Maria Brown; Attorney Karen Ruff; Interested Party - Ray Sullivan. Administrative matters: By a vote of 4-0, Carl Corse was elected as Chair of the Building Board of Appeals, replacing Mark Hall.

Maria Brown informed the Board that Christopher Howard filed a Petition for Judicial Review (Case #02-C-12-171147 AA) relating to BBOA Case #FEN12-0038 (hearing held 6/26/12). She also informed the Board that a letter was received dated 10/18/12 from the State of Maryland in the case of 7 School Street which determined that a "waiver request is not necessary as the portable ramp has been made available by the current occupants of the designated historic building."

Jay Schwarz made a motion to close the meeting to consult with counsel to obtain legal advice on procedural and legal matters pertaining to several appeals filed relating to The Reserve at Quiet Waters. Board Member Shannon Waldron recused herself and exited the meeting room. At 1:52 p.m., Jay Schwarz, Matt Evans, Carl Corse and Mark Hall voted to close the session. The vote carried 4 – 0, and the session was closed. The closed meeting of the Building Board of Appeals was adjourned at 3:06 pm. The open meeting adjourned at 3:06 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Carl Corse', written in black ink.

Carl Corse, Chair
Building Board of Appeals



City of Annapolis
Office of Human Resources
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 Deaf, hard of hearing or speech disability - use MD Relay or 711

January 2, 2013

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

FROM: Paul M. Rensted
 Director, Human Resources

RE: Annual Report 2012 – Civil Service Board

Duties: to review and make recommendations to the City Council regarding the classification and pay plan of the City, to adopt certain rules governing the Civil Service, to hear certain personnel appeals, and to review requests for promotions and for merit pay increases.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Robert R. Penalzo	NoMtg	NoMtg	NoMtg	NoMtg	Exc	-	NoMtg	Resigned	-	-	-	-
Anthony F. Chrishilf, Chair	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	✓	NoMtg	NoMtg	✓	NoMtg
Roberto Veloso	NoMtg	NoMtg	NoMtg	NoMtg	Resigned		-	-	-	-	-	-
Sherry Yaniga	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	✓	NoMtg	NoMtg	✓	Resigned
Allan Pack	-	-	-		✓	✓	New Mbr	✓	NoMtg	NoMtg	✓	NoMtg

Activities: The Board discussed and reviewed job descriptions; reviewed final draft of Rules and Regulations; held appeal hearings regarding disciplinary actions; and discussed and recommended the process for approving City employee job descriptions.

**Annapolis Education Commission
ANNUAL REPORT FOR 2012**

For six months in 2012, Annapolis Cluster stakeholders (parents, AACPS educators/staff and other members of the Annapolis community) met monthly in place of the Annapolis Education Commission until formal nominations and swearing-in of members could take place. This group focused their efforts to give voice to the City’s public education concerns as part of the Anne Arundel County Public School system. A formal agenda was promulgated before each meeting. All city residents were encouraged to attend and discuss public education concerns regarding the Annapolis Cluster. The meetings rotated between schools and other Annapolis City locations. Guest speakers came to communicate AACPS programs. By the December 2012 meeting, the AEC, in its official capacity as a City Council-sanctioned commission, met to discuss and vote on the top priorities of the coming year.

The AEC is comprised of a voting representative from each ward (Note: Wards 4, 5, and 6 still have vacancies) nominated by the alderman of that ward. These eight members are augmented by four at-large members who reside anywhere in the city, or in those parts of the county that feed into one of the Annapolis cluster of schools. These at-large members are nominated by the mayor. All twelve members are approved by the city council.

The 2012 officers were:

Jeff Macris, Chair
Rani Jenkins, Vice Chair
Enid Collison-Lee, Secretary

2012	Jan	Feb	Mar	Apr	May	Jun	Jul *	Aug *	Sep *	Oct *	Nov *	Dec
Macris, Jeff Chair	X	X	X	X	X	X						X
Jenkins, Rani Vice Chair		X			X							
Collison-Lee, Enid Secy		X			X							X
Kizer Ball, Julie												X
MacIntosh, Heather		X			X	X						X
Bulowski, Pam		X			X							X
Norman, Janet		X			X	X						X
Irvin, Trisha					X							X

X: Indicates present at meeting

*: No meetings were held July-November 2012 due to nomination/swearing-in of new members

January 11, 2012
Annapolis High School

Approximately 120 people were present and no official attendance was taken. The meeting opened with a 25-minute presentation from AHS staff concerning the proposed plan to implement "Honors for All" (also called "Heterogeneous Grouping") in social studies and science for next year's 9th grade class. The balance of the meeting was devoted to a question-and-answer session on the same subject.

February 6, 2012
Bates Middle School

Bates MS principal, Dr. Bragdon gave an overview about population, staff, the Magnet School Audition and how the Performing and Visual Arts (PVA) are integrated throughout the curriculum. The Bates MS and Annapolis HS choral and band instructors also reported about their programs and courses offered.

Presentation by Later High School Start Time (Heather McIntosh and Dr. Terra Snider)
Our high school students' start school too early (7:17am). This is linked to absenteeism, truancy, and depression. At-risk groups suffer twice as much. This is a national issue which is getting support from educational and medical communities. Encouraged group to go to the website and sign the petition.

Public Comment and Discussion

- Disappointment that the PVA would be at Broadneck HS
- Parents need to be advocates for full funding of the superintendent's school budget.
- Concern about the renovation of Annapolis ES and the proposed removal of the parking lot and playground. The PTA has not been part of the discussion. There is concern that the parking lot is used for fund-raising and that this will no longer be available. (Note: Council Member, Sheila Finlayson, responded saying that council members received a proposal from private industry that had been discussed but no further action than that. There needs to be agreements between the Board of Ed., the County and the community.)

March 5, 2012
Annapolis Elementary School

Annapolis ES principal, Susan Myers, gave an overview of the school which included population, community partnerships and tentative renovation changes.

Reports/Discussion:

- *Honors for All* -- Implementation and discipline are issues, as well as, the Summer Bridge program. There have been meetings with Dr. Fish, U. of Maryland, Mr. Lilly and Mr. Truffer to help with the research component. Need parent volunteer to help monitor data.
- *AACPS Budget* --The board passed the superintendents' budget and it now goes to the county executive and the county council. All were urged to email/write to ask for full funding of the budget.
- *Annapolis ES Renovation* --Mayor Josh Cohen presented information from the city's viewpoint about the plans for Annapolis ES and how it fits into the overall revitalization of downtown Annapolis. Several plans were discussed but right now

they are continuing to explore options. Parents expressed concern about safety and about being included in the planning and decision-making process. Annapolis ES PTA president, Chris Stelzig, reported that there is a petition with 1900 signatures opposing the plan on 5 major points:

1. Safety--crime, traffic and parking for parents and teachers;
2. Health--air quality, reduction of play space for students
3. Legally--dedded to children of Annapolis, reinforcement of restrictions
4. Need – does Annapolis need another parking lot?
5. Equity-- parents helped pay for the existing playground

The BoE's primary concerns are school programs and student safety yet they want to maintain a working relationship with the city. A decision must be made within the next 6 months.

- *New code governing the commission has been passed.* If interested in being a member of the commission, send a nomination letter to your alderman by the end of the school year.
- *Later Start Time --* Please go to the website and sign the petition and pass on. They plan to take research and petitions to legislature. Want to pilot the later starting time in some schools to gather data.

April 2, 2012
City Council Chambers

No minutes were taken at this meeting

The following tentative agenda was released to announce the meeting:

- Approval of minutes from March meeting
- Ms. Hilary Raftovich from City of Annapolis: implication of new city code on the staffing of the Annapolis Education Commission
- Presentation on adjusting high school start times: can it help to close the achievement gap and disproportionately assist low-income children?
- Discussion of upcoming budget cycle, especially the capital budget

May 7, 2012
Eastport Elementary

Eastport ES principal, Lynne Evans, gave an overview of the school, its population, programs, resources and community partnerships.

Reports/Discussion:

- *Annapolis ES Parking Lot vs. Playground --* The BoE is in opposition to consider the city parking garage being built at Annapolis ES on the playground and basketball court. Consultants will reconfigure the city dock, from the bridge on. There will be a public hearing next month for input.
- *Honors for All at AHS --* The steering committee has met at least twice. Some members visited a school in New York, where this type of program has been said to be successful,

to observe students and teachers. Some members shared their observations from the visit. Annapolis HS parents, Dr. J. Ralph and Dr. A. Wyndham, who were asked to assist in the independent study to measure the programs' success, were finding communication difficult. They feel that data must be collected now to get a baseline on behavior and performance. It should be determined how success will be defined. Mr. Truffer will speak with the chairperson of the committee to see where we are with this issue. Mr. Webb strongly feels the parents should be on the committee.

- *Budget Hearing* --Everyone is encouraged to attend the budget hearings at the Arundel Center to ask for full funding of the Superintendents' budget. Annapolis area schools have been neglected, yet the County Executive moved several schools down the list for renovations and reconstruction behind Severna Park HS.
- *AEC membership* -- Only a few applications for membership to the Mayors' Ed. Commission have been received.

Public Comment

- A student at West Annapolis ES talked about the need for renovations for that school.
- A parent asked to keep military students in mind as we plan for next year.

June 4, 2012

Pip Moyer Recreation Center

Review of some of the emergent issues that had been examined this year, including the Talent Development program in our elementary schools, "Honors for All"/Heterogeneous Grouping at Annapolis HS, the new Performing and Visual Arts program at Annapolis HS, and the status of the renovations of our cluster schools, and a request from the organizers of "Start School Later" to support their drive to delay the start time of Annapolis HS (and schools throughout the county and country) to 8:00 am or later. Dr. Maureen McMahon, AACPS Assistant Superintendent, Advanced Studies and Programs was the guest speaker.

July –November 2012

No meetings were held due to the expiration of all members of the Commission).

December 3, 2012

Annapolis Middle School

The following are the current membership of the Education Commission:

Julie Kizer Ball, Ward 1
Jeff Macris, Ward 2, Chair
Trisha Irvin, Ward 3
Janet Norman, Ward 7
Jessica Pachler, Ward 8
Rani Jenkins, at large, Vice Chair
Enid Collison-Lee, at large
Heather MacIntosh, at large
Pam Bulowski, at large
Ald. Sheila Finlayson, City Council

This was the AEC's first official meeting as a fully sworn-in group. The evening began with introductions then the Chair opened up the floor to possible priorities for the Commission to focus on in their first year. Topics were identified and discussed. A straw poll of the list was taken. The AEC members voted 5 - 2 to adopt the following top three priorities:

- Outreach to the Public Housing Communities and Hispanic Community
- Strategic Communication (a 2-way dialogue on important issues: AACPS initiatives, parent concerns, High School Start Times, etc.)
- Development within City limits and School Overcrowding

Report/Discussion on MYP Honors (formerly "Honors for All")

- Annapolis HS principal and a teacher reported that the program is going in the right direction. There is still work to do but heading in the right direction. The goal is to increase rigor for all and give all an opportunity to have honor-level classwork.
- Member, Julie Kizer Ball read memo from John Ralph about how the evaluation/research aspect of MYP Honors is going. The study is to look at both qualitative and quantitative variables. The study is not perfect because there is no universal set of standardized tests, curriculum is changing, and no real way to measure academic rigor. We await real outcome data to see if this program is effective.

###

The three top priorities (as defined in the December 2012 meeting review) are an essential guide for our members as we begin our first year as an official commission of the City of Annapolis. The AEC will continue to strive to increase communication to ensure everyone feels welcome to take a seat at the table to work together on public education initiatives that affect the Annapolis Cluster. We will continue to work with AACPS to raise the bar for public education excellence for all the youth of the City of Annapolis. The members of the Annapolis Education Commission offer thanks to the Mayor and City Council for their steadfast support of our public schools. Working together we can help all Annapolis children succeed.

Respectfully Submitted,

Jeff Macris

Member, Chair

Julie L. Kizer Ball

Member, Corresponding Secretary



City of Annapolis

Department of Neighborhood and Environmental Programs
 145 Gorman St
 Annapolis, MD 21401

February 14, 2013

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

FROM: Rick Kissel
 Acting Chair

RE: Annual Report 2012 – Annapolis Environmental Commission

Duties:

To be concerned with the protection and improvement of the natural health and welfare of the environment; to coordinate recycling activities; to identify and study specific environmental problems; and to review matters before other City bodies affecting the environment. The Commission shall make recommendations to the City Council and other City bodies, determine the source of environmental problems, collect information about solutions to these problems, and educate 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:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Diane Butler	X	X	X	X	X	X	X	X	X	X	X	X
Rick Kissel	X	X	X	X	X	X	X	X	X	X	X	X
Bill O'Leary	X	X	X	X	X	X	X	X	X	X	X	X
Christina Pompa	X	X	X	X	X	X	X				N/A	N/A
Suzanne Pogell	X	X		X	X	X		X	X		X	
Rachael Rachfal	X						N/A	N/A	N/A	N/A	N/A	N/A
Kurt Riegel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X
Theodore Weber	X	X	X		X	X	X	X	X	X	X	X
Tom Zolper	N/A	X	X		X	X	X		X	X		X

X Present
 NA Not Applicable
 [blank] Not Present
 [] No Meeting

Activity Summary

- Researched environmental issues pertaining to the proposed Reserve at Quiet Waters, Crystal Spring, and Hayes property developments, participated in relevant Council Working sessions and Working Groups, and recommended priority areas to preserve.
- Submitted testimony to the Board of Appeals regarding the Reserve at Quiet Waters property
- Provided information and advice to the mayor's Forest Conservation Working Group
- Commented on Forest Stand Delineation for Crystal Spring
- Met with the developers of Crystal Spring to help reduce the environmental impact of their proposed site plan
- Supported state environmental legislation (specifically, increasing the Bay Restoration Fund, the Sustainable Growth and Agricultural Preservation Act, the Stormwater Management - Watershed Protection and Restoration Program, the Maryland Offshore Wind Energy Act, the Community Cleanup and Greening Act, and full funding for land protection from the dedicated real estate transfer tax)
- Supported Certified Annapolis Environmental Stewards program
- As with previous years, assisted rain barrel & compost bin sale. 670 Compost Bins & Rain Barrels and 160 composting accessories were sold this year.
- Led rain barrel and compost installation demonstrations
- Performed canvassing and helped install free rain barrels and compost bins to Habitat for Humanity houses in Annapolis
- Assisted installation of rain barrels in Eastport in concert with MAP Clean, Safe, and Green Committee
- Met with city staff about recycling issues
- Wrote letter of support to the Historic Preservation Commission regarding replacement of street trees
- Wrote letters opposing the removal of trash cans from city parks. The city subsequently reconsidered this decision.
- Participated in Annapolis GreenScape
- Supported the Annual Earth, Water and Faith Festival
- Supported efforts to improve water quality in Annapolis waters
- Supported permeable pavers when replacing city sidewalks
- Provided monthly updates to area residents on environmental issues via the AEC newsletter, web site, and Facebook page.
- Participated in several meetings and conference calls with the Mayor during 2012 to discuss development, particularly on meeting requirements of the Forest Conservation Act and preservation of wetlands, as well as other environmental issues.
- Met with the developers of the Crystal Spring development to discuss preserving more forest and the wetlands on the Crystal Spring site.
- Provided written comments during the public comment period for review of the city's draft Criteria for justification of destruction of Priority Forest for retention under the Forest Conservation Act.

- Recommended to the City that portions of the code (Section 17 and 21) be combined into one environmental code section rather than leaving the Forest Conservation Act in one section of the code and review and protection of other natural features in a separate section. The AEC has determined that such bifurcation in application and in the review/appeal process leads to delay and frustration for developers and inhibits adequate enforcement of environmental laws and regulations.
- Participated in two conflict resolution meetings with DNEP in order strengthen the collaborative relationship between DNEP and the AEC in their mutual goal of protecting the environment.

Rick Kissel
Acting Chair
Annapolis Environmental Commission



ETHICS COMMISSION
 c/o CITY OF ANNAPOLIS OFFICE OF LAW
 93 MAIN STREET, SUITE 300
 ANNAPOLIS, MARYLAND 21401

CITY LIAISON:
 Karen M. Hardwick
 City Attorney

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

**Annual Report
 For
 Calendar Year 2012
 January 25, 2013**

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

This Ethics Commission annual report to the City Council is provided in accordance with City Code 2.04.08C. The Commission is comprised of the following five members:

- Jim Dolezal, Chairman
- Jonathan Kagan, Vice Chairman
- Rex Caldwell
- Jerry May
- David Bliden

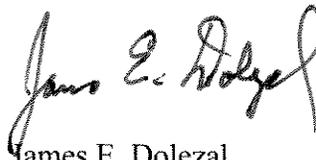
On March 20th Jim Dolezal was elected Chairman and Jonathan Kagan was elected Vice Chairman. During September 2012 Commission member Tom Binebrink resigned and David Bliden was appointed as a new member. Meetings of the Ethics Commission were held on an as needed basis with public notice normally provided 2 weeks in advance. Meeting dates and attendance are shown below:

Date	Dolezal	Kagan	Caldwell	May	Bliden	Binebrink
01/03/2012	X	X	X	X		X
01/31/2012	X	X	X	X		X
02/07/2012	X	X	Recused	X		X
02/14/2012	X		X	X		X
03/16/2012	X	X				X
03/20/2012	X	X	X	X		X
04/10/2012	X	X	X	X		
05/1/2012	X	X		X		X
05/08/2012	X		X	X		X
06/26/2012	X	X	Recused	X		X
09/18/2012	X	X	X	X	X	
09/25/2012	X	X	X	X		

In addition to the above Commission meetings, Chairman Dolezal, Vice Chairman Kagan, and City Attorney Hardwick met with Maryland State Ethics Commission staff on April 20 to discuss State Law ethics requirements, and also met with Mayor Cohen and City Manager Malinoff on September 20 to review the status of the draft Ethics Code. The draft City Ethics Code was provided to the State Ethics Commission on October 3 and they approved it on October 25 for enactment by the City of Annapolis. In approving the draft, the State Ethics Commission advised that all future changes to the City Ethics Code are required to be submitted for review and approval in compliance with Subtitle 8 of the Maryland Public Ethics Law and COMAR 19A.04.

The Commission met 12 times during the calendar year. Our primary activity was to review the City Ethics Code, City Code Chapter 2.08, and prepare an updated draft Ethics Code for consideration by City Council. Ordinance 41-12 was subsequently introduced on November 5 to the City Council by Mayor Cohen. In addition, the Commission reviewed all submitted financial disclosure forms and issued one advisory opinion.

Respectively submitted,



James E. Dolezal
Chairman
Annapolis Ethics Commission

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cc: Karen Hardwick, City Attorney
Ethics Commission Members



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

January 29, 2013

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

FROM: Theresa C. Wellman
 Chief of Community Development

RE: Annual Report 2012 – Housing and Community Development

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

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kenneth Kirby, Chair	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓
Classie Hoyle	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓
Matthew Silverman	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	Resigned
Cynthia Carter	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓
Jonette Hahn	NoMtg	✓	Excused	Excused	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓
Teri Bond	NoMtg	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓
Kate Rollason	NoMtg	Recused	Recused	Recused	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	✓

Activities:

Held three Public Hearings for Community Development Block Grant Program

Made Community Development Block Grant funding recommendations to the City Council

The Committee supported O-28-12 Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units.

Supported the nominations of Julie Kizer Ball, Enid Collison-Lee, Heidi Petras, Trisha Irvin, Janet Norman, Jeffrey Macris, Rani Jenkins, Heather Macintosh and Pamela Bukowski to Education Commission

The committee voted on reappointments of the following:

- Ms. Theresa Von Adelung Bond to the Housing and Community Development Commission
- Ms. Phyliss Gibbs to the Housing Authority of City of Annapolis Board
- Ms. Deborah Johnson to the Housing Authority of City of Annapolis Board
- Ms. Eliza Mae Robinson to the Housing Authority of City of Annapolis Board
- Ms. Pachler to the Education Commission

Heard a Presentation by Timothy House and Gardens Developers on proposed rehabilitation and redevelopment of both properties.



PLANNING COMMISSION

ANNUAL REPORT

2012

Number of Members and Term

There are seven members on the Planning Commission. Term - five years; appointed by the Mayor, confirmed by the Aldermen.

Criteria for Membership

There are no criteria for membership other than being a city resident who has a demonstrated interest with regard to planning policy and land use matters and procedures.

Duties

To review proposed comprehensive plans, proposed zoning code amendments, re-zoning and special exception and planned development applications, major subdivisions and other planning matters and to make recommendations to the to City Council.

Relation of Board to Other Government Units

The Planning Commission is staffed by the Department of Planning and Zoning, which also includes the two other quasi-judicial boards, the Historic Preservation Commission and the Board of Appeals. The Director of the Department of Planning and Zoning is appointed by the Mayor and approved by the City Council. Formerly, the Planning Commission made recommendations to the Board of Appeals on applications for Special Exceptions and Planned Developments. Since the passage by City Council of Ordinance O-31-11 on February 13, 2012, the Commission hears and decides Planned Developments with appeals going to Circuit Court. Special Exception Applications go directly to the Board of Appeals unless specifically referred

to the Planning Commission by the Director. The Planning Commission also makes recommendations to the City Council on zoning map and text amendments, annexations, the Capital Improvement Program and special studies as directed to the Planning Commission by the City Council. Article 66B of the Annotated Code of the State of Maryland charges the Planning Commission with the development of the City's Comprehensive Plan and the oversight of the plan once adopted by the City Council. The Planning Commission has sole approval authority for major subdivisions.

Attendance

This annual report lists present members who served during the period of January, 2012 – December 31, 2012. There are minutes for eleven meetings. The minutes were recorded and prepared by the recording secretary to Boards and Commissions, Tami Hook.

Current Members

Dr. Eleanor M. Harris, Chair
William S. Herald, Vice Chair
David DiQuinzio
Robert H. Waldman
Lois D. Villemaire
Dr. Wilford Scott
David Iams

Advertisement of Meetings

Public hearings and administrative/work session meetings of the Planning Commission are advertised in the legal notice section of ***The Capital***, the local newspaper. Meeting

agendas are posted in City Hall and on the City's web site under Boards and Commissions. The staff to the Planning Commission places a legal announcement in ***The Capital*** newspaper seven days prior to the regular public hearing. Properties are also posted with a "Notice of Hearing" sign seven days prior to the public hearing.

Meetings

The Planning Commission meets in the Council Chamber at 160 Duke of Gloucester Street on the first Thursday of each month at 7:00 p.m., as required.

Minutes

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

Rules and Procedures

The Rules and Procedures of the Annapolis Planning Commission are available to the public on the City's web page under Boards and Commissions at <http://www.annapolis.gov/Government/Boards/Planning/Documents.aspx> and at the Department of Planning and Zoning. This year, the Planning Commission is in the process of updating their Rules and Procedures.

Planning Commission Activities for 2012

Included in this Annual Report are the agendas accounting the Commission's activities for the year 2012. Minutes are included for:

January 5, 2012

February 2, 2012

February 16, 2012

March 1, 2012

April 5, 2012

May 3, 2012

June 7, 2012

July 5, 2012

July 24, 2012, PC and Historic Preservation Commission

September 6, 2012

October 4, 2012

November 1, 2012

December 6, 2012 - cancelled



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January 2, 2013

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

FROM: Paul M. Rensted
 Director, Human Resources

RE: Annual Report 2012 – Police & Fire Retirement Plan Commission

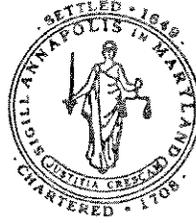
Duties: to review public safety retirement plans and to report and make recommendations to the City Council with regard thereto.

Attendance:

Members	Jan	Feb 2	Feb 10	Feb 22	Mar & Apr	May	Jun, Jul & Aug	Sep	Oct	Nov 30	Dec
Mayor Joshua Cohen	no mtg	-	-	-	no mtg	-	no mtg	-	no mtg	-	no mtg
Scott Baker, Police Capt.	no mtg	✓	✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg
Daniel Grimes, Fire Lt.	no mtg	✓	✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg
Ald. Ross Arnett	no mtg		✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg
Paul Rensted	no mtg	✓	✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg
Bruce Miller	no mtg		✓	✓	no mtg	✓	no mtg		no mtg	✓	no mtg
Joseph Semo, Chair	no mtg	✓	✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg
M. Kathleen Sulick	no mtg	✓	✓	✓	no mtg	✓	no mtg	✓	no mtg	✓	no mtg

Activities: The commission reviewed the performance of the plan's portfolios to discuss the best strategies to obtain the maximum return on investments. The commission reviewed and discussed actuarial data. The commission made and implemented decisions regarding investment of fund assets and selection of vendors.

City of



Annapolis

BOARD OF PORT WARDENS

ANNUAL REPORT OF THE BOARD OF PORT WARDENS
2012

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

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

In 2012, there were seven public hearings and a total of twelve applications reviewed by the Board - eight residential properties and four commercial properties. The Board also reviewed enforcement actions taken by the Harbormaster, annual mooring applications, temporary permits for boat shows and conceptual plans for future hearing applications. Prior to the 2007 economic downturn, the Board typically reviewed thirty to forty applications each year.

City Code Title 15 was adopted by the City Council in February, 1980 and has been amended several times over the years, most notably in 2002 with the addition of Divisions I and II which define the role and authority of the Office of the Harbormaster. Division III defines marine construction regulations, the authority of the Port Wardens, and hearing requirements. Title 15 has become outdated in many respects, in particular regarding consistency between local, state and federal regulations and practices adopted since 1980. These inconsistencies often conflict with staff and board review. The Board recommends that Division III be rewritten with the legal scrutiny that it requires.

Gene Godley (78)
Gene Godley, Chairman



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January 2, 2013

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

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

RE: Annual Report 2012 – Public Safety Disability Retirement Board

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

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adam G. Cohen, Chair	no mtg	√	no mtg									
Albert Kirchner	no mtg	√	no mtg									
Battalion Chief James Seibert	no mtg	√	no mtg									
Vacant												
Vacant												

Activities: The Board met for an orientation for members.

**ANNAPOLIS RECREATION AND PARKS ADVISORY BOARD'S
ANNUAL REPORTS FOR 2012**

2012

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

With the departure of Regan Weaver, Ward 8, in Sept. 2012, there are only 10 Board members and a vacancy now exists. Our current Board members include Taney Hamill, Chair, Ward 2; Dawn Moyer, Vice-Chair, Ward 7, as well as Christina Aist, Ward 4, Abigail Nelson (*formerly Fowlkes*), Ward 5, Craig Harrison, Ward 1, Michael Hughes, Ward 8, Ray Lowman, Ward 6; Frank Montgomery, Ward 6; John Roger Moyer (“Bumper”), Ward 8, and Virginia Rankin (“Ginger”), Ward 2.

2012	Jan	Feb	Mar	Apr	May	Jun	Jul **	Aug **	Sep	Oct	Nov	Dec
Hamill, T. Chair	X	X		X	X	X			X	X	X	X
Aist, C.	X	X		X	X	X			X	X	X	X
Nelson, A. (<i>formerly Fowlkes, A.</i>)	X	X		X	X					X	X	
Harrison, C.	X	X		X	X	X			X	X		X
Hughes, M.	X	X				X			X			
Lowman, R.	X	X	X		X	X			X		X	X
Montgomery, F.	X				X	X			X		X	X
Moyer, D. Vice-Chair	X	X	X		X				X	X		X
Moyer, J.	X	X	X	X	X	X			X		X	X
Rankin, G.	X	X	X	X	X	X			X	X		X
Weaver, R. +	X			X					X			

X – Indicates present at meeting

* – Indicates meeting cancelled

** – No July or August meetings scheduled

+ – Resigned from Board as of Sept. 2012- Regan’s residence moved to A.A. County.

By-Laws: Finalized in 2009 remain the same.

2012 List of Grants Received

See attached Table.

2012 Highlights:

- Annual Open House, January 8, 2012
- Greenscape, April 21, 2012
- Trash to Treasure Rummage Sale, May, 5, 2012
- Gov. O'Malley held press conference at PMRC for "Healthy Maryland", June 2012
- Triathlon Race, June 17, 2012
- Department won 2 awards re: Accessibility Award & Award for the Pathways & Opportunities from HACA, Nov., 2012
- Mighty Miles Event, held Nov., 13, 2012
- Annapolis Half Marathon, Dec. 1, 2012

Conclusion:

On June 13, 2012, Richard B. Callahan, Acting Director, introduced to our Board, Brian Woodward as the new Director of the Annapolis Recreation & Parks Department. Brian has made changes to the Department's structure which will allow the Department to perform more efficiently. In addition, he is focusing on the Department's ROI and budgeting matters. With the choice of Brian Woodward, the Mayor and City Administrator have provided the citizens of Annapolis with a truly competent and experienced leader for the Annapolis Recreation & Parks Department.



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January 4, 2013

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

FROM: Paul M. Rensted
 Director, Human Resources

RE: Annual Report 2012 – Risk Management Committee

Duties:

- Establish policy relating to the safety of City employees while on duty and the preservation and protection of City-owned property;
- Review, evaluate and make recommendations pertaining to departmental personnel and property safety regulations, procedures and activities;
- Report to the City Council by means of committee minutes the activities of the committee. These minutes shall include, but not necessarily be limited to, reports of injury to City employees while on duty, damage to or loss of City-owned equipment and property, and damage or loss claims filed against the City by other personas as a result of accident or injury;
- Perform other duties as may be assigned to it by the City Council.

Attendance:

Risk Management Policy Group:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kevin Simmons, Chair	NoMtg	NoMtg	NoMtg	✓	✓	✓	✓	NoMtg	✓	NoMtg	✓	NoMtg
Karen Steele	NoMtg	NoMtg	NoMtg	✓	✓	✓	✓	NoMtg	✓	NoMtg	✓	NoMtg
Laurie Gardner	NoMtg	NoMtg	NoMtg	✓			✓	NoMtg	✓	NoMtg		NoMtg
Maria Muniz	NoMtg	NoMtg	NoMtg	✓		✓	✓	NoMtg	✓	NoMtg		NoMtg
Jessica Cowles	NoMtg	NoMtg	NoMtg	✓	✓	✓	✓	NoMtg	✓	NoMtg		NoMtg
Cindy Tait	NoMtg	NoMtg	NoMtg	✓	✓		✓	NoMtg		NoMtg	✓	NoMtg
Michelle LeFurge	NoMtg	NoMtg	NoMtg		✓	✓	✓	NoMtg	✓	NoMtg	✓	NoMtg

Risk Management Operation Group:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kevin Simmons, Chair	NoMtg	✓	NoMtg	✓	NoMtg	✓		NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Archie Trader	NoMtg	✓	NoMtg	✓	NoMtg	✓		NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Shelly Parker	NoMtg	✓	NoMtg	✓	NoMtg			NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Joe Krasnodemski	NoMtg	✓	NoMtg	✓	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
John Menessa	NoMtg	✓	NoMtg	✓	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg
Cindy Tait	NoMtg	✓	NoMtg	✓	NoMtg	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	NoMtg

Activities:

Risk Management is striving to identify the risk issues for each department and develop a risk control plan to address those issues. The following is a review of the status of the plan for each department.

Transportation Department

The risk control issues identified are losses related to collisions with emphasis on preventable collisions. A risk control plan has been developed that includes - employee accountability, monitoring, training and reinforcement of training.

Current status -

- A point system is being developed to hold employees accountable for preventable collisions.
- The schedule for Driver Safety training is being developed.
- Cameras to monitor drivers are being installed.
- Posters and driver safety talks are being developed to reinforce training.

Legal Department

The risk control issues identified are related to the assignment of Counsel for workers compensation claims and inclusion of the Legal Department in that process. A plan is being developed to include the Legal Department in the workers compensation process by –

- Copying the department on all correspondence once the employee is represented.
*Having the department assigning Counsel for the cases.
- Including the department in determination of settlement or closing of cases once maximum medical improvement has been determined.

Current status -

- A meeting has been scheduled with the 3rd party claims administrator to set up notification and counsel assignment directives.
- Risk management and the department will monitor claims throughout the claim process to determine strategies for closure.
- The department will work with risk management and other departments to develop recommended best practice for the process.

Recreation and Parks

The risk control issues identified are related to the safety culture in the department. A risk control plan has been developed to include -

- A safety committee. This committee will be organized in February. Its mission is to develop a safety culture.
- Training will be provided for this committee on conducting a root cause analysis of all incidents. Risk Management will provide this training.
- Risk Management will assist the committee in developing initiatives to foster a proactive approach to safety.
- This committee will review losses, identify trends and develop strategies to avoid injuries identified.

Current status -

- The department will organize its safety committee in February. Once organized the Risk Management department will meet with them and arrange for training.

Police Department

The risk control issues identified were losses related to collisions with emphasis on preventable collisions and work related injuries. A plan is being developed that includes –

- Holding employees accountable for preventable collisions.
- Providing Driver Safety training for all employees
- Police Department Management will review collision reports and determine preventability.
- Current workers compensation cases for employee, who are currently out due to injuries, will be reviewed per current policies and procedures.

Current status –

- Driver Safety training is being scheduled.
- Employees are being held accountable for preventable collisions.

- Auto collision incidents are being reviewed and action taken if the collision was deemed preventable.
- Risk Management is reviewing current open claims and developing strategies to bring these to closure.

Fire Department

Risk Management is due to meet with Chief Stokes to develop a plan to meet the needs of the Fire Department.

Current activities –

- A Driver Safety session is scheduled for new employees.

Public Works

Risk Management is scheduled to meet this month with Mr. Jarrell to develop a plan to meet the needs of the Public Works Department.

Risk Management - Other Initiatives

Risk Management is currently reviewing all City policies and procedures to identify opportunities for risk control. Focus has been given to-

- Eliminating preventable collisions
 - employee accountability measures implemented by departments
 - Driver Safety classes for all employees
 - first session completed for new fire fighters
- the workers compensation process and corresponding policies and procedures.
 - resolving current open claims
 - returning or separating service per current policy
 - meeting and training for all department representation on their role in the process and IVOS training for new representatives.
 - review and best practice development.
 - changes to the Code and Personnel policies and procedures
 - recommendations for revisions to the internal process

RISK MANAGEMENT GROUPS

The Risk Management Group was formalized as a committee in the Spring of 2011. This group was tasked with developing and furthering a safety culture in the City of Annapolis. There are two Risk Management Groups; the Risk Management Operations Group (RMOG) and the Risk Management Policy Group (RMPPG)

Risk Management Operations Group (Chaired by Cindy Tait)

- Completely revamp the City's incident reporting forms. The incident forms are now consistent among all Departments. These forms direct the supervisors to determine the root cause of incidents so steps may be taken to correct the problem.
- Investigated four incidents over the last year to determine their root cause. One incident was in the Department of Transportation which involved bus fires on two separate buses. The other three incidents were in the Police Department involving police cruisers.
- The City held their first City wide seminar on Risk Management and Safety.
- We have developed "RITA" a Risk Information Tracking Alert System. This system gives employees a means for reporting potential risks, near misses, equipment failure etc in the work place. This system should be introduced in the next three months to each City Department.
- We have revised the City's Safety Manual and is currently under Departmental review. We plan to have this document ready for council within the next 6 months.

Risk Management Policy Group (Chaired by Karen Steele)

- Review and determine which city involved motor vehicle accidents are preventable.
- Develop a list of preventable accidents for the department heads.
- Review the current worker's compensation cases.
- Make policy recommendations to the City Management when applicable.

POLICE DEPARTMENT



199 Taylor Avenue
Annapolis, Maryland 21401

January 7, 2013

TO: Chief Michael Pristoop

FROM: Sgt Eric Crane #3266

RE: 2012 Yearly Alcohol Compliance Report

--Throughout 2012 members of ISU conducted inspections and compliance checks of various package goods stores and night club establishments throughout the city. During these services detectives were looking for establishments selling Alcohol to underage subjects, underage subjects who were attempting to purchase, persons attempting to buy for underage subjects, and persons loitering and consuming alcohol beverages on premise.

INSPECTIONS:

Restaurants, Night Clubs and Organizations: (125) Inspections

Package Goods Establishments: (55) Inspections

Private Clubs: (7) Inspections

Establishments Cited for Violations: (17 Violations Cited)

9/20/12	Café Normandie
9/20/12	India's Restaurant
9/20/12	Mexican Café
9/20/12	Lighthouse Wine and Spirits
9/20/12	Capital Liquors
9/20/12	Annebeth's
9/20/12	Scott Brothers
10/10/12	Ledo's Pizza and pasta
10/10/12	Chart House
10/10/12	Crush Kitchen and Wine House
10/10/12	Luna Blu
10/10/12	Annapolitan Club
10/10/12	Court of Shanghai
10/10/12	Joss Café and Sushi Bar
10/10/12	Canton
10/10/12	Eastport Democratic Club
10/10/12	Lowe's Hotel



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POLICE DEPARTMENT



199 Taylor Avenue
Annapolis, Maryland 21401

Complaints Investigated:

(35)

One Day Licenses Monitored:

(243)

ID Cards Recovered:

(70)



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