



**Boards and Commissions
Combined Annual Report
2013**

Boards and Commissions

Alcoholic Beverage Control Board

Annapolis Conservancy Board

Annapolis Environmental Commission

Art in Public Places Commission

Board of Appeals

Building Board of Appeals

Board of Supervisors of Elections

Civil Service Board

Commission on Aging

Education Commission

Ethics Commission

Financial Advisory Commission

Heritage Commission

Historic Preservation Commission

Housing and Community Development Committee

Human Relations Commission

Maritime Advisory Board

Planning Commission

Police and Fire Retirement Plan Commission

Port Wardens

Public Safety Disability Retirement Board

Recreation Advisory Board

Risk Management Committee

Transportation Board



Theresa Bucalo, Deputy City Clerk
 City of Annapolis
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December 31, 2013

MEMORANDUM

TO: Annapolis City Council
 FROM: Leonard Berman, Chair
 Alcoholic Beverage Control Board
 RE: 2013 Annual Report

The Alcoholic Beverage Control Board completed thirty years of operation on December 31, 2013, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2013 is submitted herewith.

License renewals were processed in March and April, 2013. All licensees were in good standing with respect to City fees and State taxes. All licenses, except three, Seafarers Yacht Club, The Whiskey and The Wild Orchid Cafe were renewed.

The Board issued one new sidewalk café request and renewed twenty-nine sidewalk cafe requests for consumption of alcoholic beverages on City property, six sidewalk cafe requests without alcohol, collecting, ten thousand, two hundred dollars (\$10,200) in license fees.

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

Crown and Anchor	\$250
Sakura Café	\$700

Fines collected in 2013 for violations of the Alcoholic Beverage Control Board Rules and Regulations were nine hundred and fifty dollars.

Also during 2013 the Board heard and acted upon the following matters, collecting five thousand and five hundred dollars (\$5,500) in application fees:

- 2 Transfer Applications
- 4 New License Applications
- 4 Expansion Applications
- 9 Substitution of Officers

3 Upgrade Applications

One hundred and eighty-six (186) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling twelve thousand, five hundred and fifty-five dollars (\$12,555).

At the end of 2013, One hundred and six licenses were active, collecting four hundred and twenty-five thousand, nine hundred and eighty dollars (\$425,980) in license fees.

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

The Alcoholic Beverage Control Board held 13 meetings. Present were Leonard Berman, 13; Lawrence Harris, 11; Catherine Shultz, 11; Valerie Miller, 11; Mike Miron, 10

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 ANNUAL REPORT FOR 2013

Annapolis City Code Chapter 2.50

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

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

(Ord. O-7-88 § 1 (part))

The Annapolis Conservancy Board continued to provide easement inspections and consultation for the City in 2013. In addition to those duties, they pursued grant funding for park improvements and have sought to close out some long-standing legal business that has been before the Board.

The current members bring a significant amount of experience to the Board. They have a founding member of the Board who has served for over 20 years, an environmental consultant/stream restoration specialist, a Maryland Environmental Trust employee, a former professor, and others that possess an in-depth knowledge of the community and conservation.

Joel Dunn, executive director of the Chesapeake Conservancy, left the Board in July to pursue other interests. There is one vacancy on the Board. The ACB would like to have some representation from different City wards, especially someone with real estate legal expertise. Currently, the Board has representation from wards 2, 5, 7 and 8. They also seek someone who is energetic and motivated to assist with easement inspections and identifying priorities for conservation.

The Annapolis Conservancy Board meets every other month.

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Karen Jennings, Chair			X		X		X		X		X	
Joel Dunn, Vice chair	X		X				X	Resigned from Board				
Jay Baldwin	X											
Jon Chapman	X		X		X				X		X	
Gretchen Clift	X		X		X		X		X		X	
David Fogle	X				X						X	
Thomas Lippert	X		X		X		X		X		X	

X – Indicates present at meeting

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 Schubert 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 will help to identify important natural areas and open spaces that are valuable for conservation (for example, parcels that provide connections to other greenway corridors, important habitat areas, or natural areas in underserved communities). 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.

Communications:

- The Annapolis Conservancy Board has traditionally made comments to the Department of Planning and Zoning on proposed conservation easements associated with proposed developments.
- Communicated with Planning & Zoning in regards to the Village Greens project, stating that the Board will not oppose the installation of a fence in a strip easement on this property. However, the Board does not approve of the installation of structures or fences in easements, and does not approve of the creation of a narrow, isolated, “strip easement.”

Special Activities of the Board in 2013:

- The Board worked with former Mayor Ellen Moyer and the Rec & Parks department to apply for a Maryland Environmental Trust grant that would help pay for plantings and habitat creation.
- The Board was approached to review a request to dissolve an isolated easement at the Village Greens townhouse development at South Cherry Grove Avenue. They gave their approval under the condition that the law office reviews the legality of expunging the easement, that the County tax records are updated, and that the trees are replaced at a 2to1 ratio that will increase the existing canopy by 150%.
- Held a discussion about future easement allocation at the Crystal Springs property with a representative from the Annapolis Environmental Commission.
- Received comments from a concerned resident about tree removal on Milkshake Lane, and investigated these claims with DNEP’s assistance.

2014 goals:

Over the course of the new year the Conservancy Board would like to focus on closing out some long-standing issues it has been working on with the law office, and foster more owner/HOA participation in the easement inspection process to help build their relationship with the Board. They would also like to set the following goals for 2014:

- More timely easement inspections
- Reproduction of Board outreach materials.
- Establish a relationship of cooperation and good communication with the new Planning & Zoning director.


Member, Chair



City of Annapolis

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

January 12, 2014

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

FROM: Ted Weber
 Chair, Annapolis Environmental Commission

RE: Annual Report 2013 – Annapolis Environmental Commission

Duties:

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

Attendance:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Diane Butler	X	X	X	X	X	X	X		X	X		X
Bill O'Leary	X	X	X	X	X	X	X		X	X	X	X
Rick Kissel	X	X	X	X	X	X	X		X	X	X	X
Sari Kiraly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X
Chris Patrick	N/A	X	X	X		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Suzanne Pogell		X	X			X	X			X	X	
Kurt Riegel		X	X	X	X	X	X		X	X	X	X
Theodore Weber		X	X	X	X	X	X	X	X	X	X	X
Tom Zolper	X		X			X	X	X	X	X		X
Unfilled Vacancy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

X Present
 N/A Not Applicable (not on the commission)
 [blank] Not Present
 [] No Meeting

Activity Summary

- Provided comments to the city and public on the City Dock Master Plan.
- Attended meetings of the Environmental Matters Committee of the City Council (EMC) and provided feedback on legislation and other matters.
- Met with local businesses about recycling.
- Met with solar panel businesses to discuss feasibility of solar panels on city structures and properties.
- Researched environmental issues pertaining to various developments.
- With permission from the land manager, examined wetlands on the Crystal Spring site, noting wetland extents, hydrologic connections, and buffer conditions. We took soil cores, some area measurements, and photos.
- Identified ways the city could meet the goals of its Sustainable Annapolis Community Action Plan to reduce its carbon emissions.
- Examined and commented on city stormwater management fund.
- Provided information and advice to the mayor's Forest Conservation Working Group.
- Commented on Forest Stand Delineations (FSDs), the Preliminary Forest Conservation Plan (FCP) report, Preliminary Grading and SWM Concepts Plan, Priority Forest Clearing Justification, and variance requests for the proposed Crystal Spring development.
- Commented on Forest Conservation Plan submittal for proposed Thomas Woods development.
- Supported Certified Annapolis Environmental Stewards program.
- Supported the Watershed Steward Academy program where residents are asked to clean up the leaves from their impermeable surfaces such as streets, sidewalks and gutters.
- As with previous years, assisted rain barrel & compost bin sale. 399 compost bins & rain barrels and 142 trash or recycling totes were sold this year.
- Led rain barrel and compost installation demonstrations.
- Inventoried recycle bins and bicycle racks on City Dock, and requested that the city install more bike racks and recycling bins there.
- Organized "Environmental Breakfast Meetings" with the Mayor, EMC Chair, staff, the South River Federation, and the Spa Creek Conservancy.
- Discussed water quality issues with staff (e.g., meeting TMDL goals, reducing pollutant runoff, and developing a Watershed Implementation Plan).
- Discussed stream restoration project with staff.
- Discussed general environmental issues with the mayor and staff, and suggested focusing on implementation, and making past goals and commitments a greater priority.
- Participated in Annapolis GreenScape.
- Provided monthly updates to area residents on environmental issues via the AEC newsletter, web site, and Facebook page.
- A member (Riegel) served the informal function of liaison to Anne Arundel County's Severn River Commission (SRC) by virtue of his membership on both commissions.

Ted Weber
Chair
Annapolis Environmental Commission



The Vision

Make Annapolis A More Vibrant
Arts Destination To Enhance Its
Cultural and Economic Viability

Art in Public Places Commission
Report to the Mayor and Aldermen for 2013

In 2009, The Arts and Humanities Task Force chaired by the President of St Johns College, Chris Nelson, determined that "Annapolis has the potential to become a City recognized as a National Arts destination, based on the quantity, quality and diversity of its arts". The report also recognized a conservative economic impact of the Arts within Annapolis at \$45,000,000 (in 2007 dollars)

Despite this economic impact and the cities long history as a cultural center and the Athens of Colonial America, the Task Force identified impediments to achieving an arts strategy as:

1. "a perception that the City Council is not supportive of Arts in the City" and
2. a lack of coordination and collaboration between city departments and arts organizations. This general disinterest impeded branding and promotion for the Capital City for the Arts.

In 2013, The Art in Public Places Commission found that the perceived barriers to public art had increased. Despite a strong law passed unanimously by the Mayor and Aldermen in 2000, decisions related to public art required by law increasingly by passed the Commission. Funding, increasingly reduced, made it difficult to do much more on behalf of the arts than provide maintenance for the cities public art installed after 2004.

Surprisingly, the City Dock plan released in January and now appended to the Comprehensive Land Use Plan, recognized the value of Art to the Cities quality of life. Section 6 identified AIPPC as the manager of art and street scapes and for carrying a lead role in convening "a community of artists "to work with landscape and urban design teams on City plans". The challenge posed by Section 6 added a new dimension to the role of the volunteer Commission. It precipitated a facilitated retreat in June, July and August to address the challenges, new and old, facing the Commission. The Law, 6.24, establishing the authority and funding for the Commission was scrutinized and clarified.

Outlined by the law, the Dock Plan and the 2009 Task Force report, the retreat established a new sense of direction for the Commission In October, a panel of City residents met with the City Council to restore the Lee Boynton paintings commissioned in 1995 as a permanent legacy to City Hall. Alderman Ross Arnett moved to return the art work to the Council Chambers based on section 6.24.060 B of the City code that was ignored in the decision to remove the public art from the Council Chambers. Alderwoman Finlayson agreed and asked the Commission to recommend sites for additional Portraits removed from the Chamber. Tentative suggestions have been made but coordination with the Department of Public Works and the Administration is incomplete.

In October and November the Commission retained Charles Zug, a St Johns student as an intern to catalogue all the public and private art in the city assessable to the public. This

will provide information important to moving the City toward the goal as a National Arts Destination. Commission member David Arthur is volunteering his time to correct information and upgrade the web site assigned to the commission. Commission members have updated our history, begun a list of potential sites and programs suitable for public art, and recommended language to insure engagement of the AIPPC in P.Z., P.W. and DNEP in permitting processes to avoid the calamities contra the law experienced in 2013. The Commission planned its first small public reception celebrating the City Art Works.

The Commission has also experienced one major set-back. Art work designed for the Giant Building along Edgewood Road, the first major art piece for Ward 7, has been stymied due to a failure of the City Legal Department and the Giant Corporation to agree on Liability language.

Participation with city agencies and organizations in 2013:

Commission members met with or submitted reports to the following often more than once.

HPC...Market House Art proposal
Historic Annapolis President Robert Clark...
Planning Commission...City Dock Plan
City Council, work session... returns of Boynton Art to the Council Chambers
Anne Arundel Cultural Arts Executive, April Nyman...to establish partnership, grants
Arts and Entertainment District staff, Martha Blaxall...to coordinate plans
Friends of the Parks, Jim Martin...Design for Whitmore Park
Md. Arts Council Staff, Lucas Cowen...State Law concerning public art in Public buildings
Art Walk...Chuck Walsh and Sally Comport
Annapolis Community Foundation, Jennifer Navabi...Grants
Coastal Culture Preservation Project, Wendy Marxen...proposal for environmental art
Recreation and Parks...Greenscape plantings for West Circle
Bates School...ribbon cutting for student fence art
Mayor Cohen
Director of Public Works and staff...care and restoration of City owned Art
Director of DNEP...process for permits
Director of Historic Preservation...artworks coordination
Director of St Johns Mitchell Gallery, Heidi Schaller...Intern support
Intern...Charles Zug
Former Commission Chair, McShane Glover...History
The Chase Lloyd Home, Carol Kelly...interest in artwork on significant women
Arts Alliance, Art showings and Gallery events...attendance

Some Commission Actions by Month:

January – March, Chair Fridrich

The Commission discussed the City Dock plan and prepared an outline for comment. Repairs for the mural at the Stanton Center were approved. Greenscape plants were ordered to meet design requirements for “Shoal”, the art added to West Circle in 2012.

April -- Chair Fridrich

The Commission approved expenditure for the Artwork on Carr’s Beach proposed for the Giant Shopping Center in Ward 7. The Market House Art proposal, described in the Capital Newspaper, was discussed. A meeting with the Mayor was requested. Signage recommended and commissioned 2 years ago to identify city art was noted as unfinished business

May – Chair Fridrich

The Commission met with Chuck Walsh and Sally Comport to discuss Art Walk, The Market House proposal and the Bates Fence program. On the Market House, the Commission sent a letter and a representative to the HPC concluding that the decision for the roof design was the province of the Historic District Commission in the context of the Law. The concept for interior art to enliven the market house as well as street furniture was supported but no art was presented as recommended by the Public Works Director who was funding the MH project.

June – August

The Commission met as a committee of the whole in all day meetings in facilitated discussions to develop a plan of action to meet the direction of the law and challenges posed by the City Dock Plan and the 2009 Task Force.

September -- Chair Moyer

The Commission met with Public Works Director David Jarrell and Historic Preservation Director Lisa Craig, Anna Greenberg, and Linnell Bowen, Chairs of the 1995 Centennial Celebration that commissioned the art work as a permanent legacy, to discuss the process and decisions related to the removal of public art from the City Council Chambers. It was unanimously agreed to request restoration of the Boynton Art Work. The Commission also approved removal of 7 other pieces of art but with the understanding that they would be displayed elsewhere in City facilities. David Arthur agreed to update the city AIPPC website currently rife with errors.

October- Chair Moyer

The Commission met with Director of DNEP, Maria Broadbent, to explore processes for including AIPPC in the variety of permit processes to avoid issues of circumventing AIPPC as experienced in 2013. Terry Averill agreed to draft language for consideration. Hoping to find a resolution to the Ward 7 artwork, the Commission asked for an explanation from the legal staff on the liability issue but no answer has been forthcoming. Mr. Arthur outlined a site map for the web page and asked the commission members for brief bios, pictures and stories. . Anne Palumbo drafted a history of the work of the Commission for the web. The final retreat report was received.

November, December – Chair Moyer

The Commission was introduced to intern Charles Zug. The Lee Boynton art work was repaired and is being reinstalled before December 2. The Capital News article written by Elisha Sauers on City Hall art was reviewed. A list of potential sites or programs for art was submitted by E. Moyer. Several ideas were adopted by commission members who agreed to research each for discussion at the January meeting. Since the next scheduled meeting would be Christmas Eve, Commissioners suggested holding a Holiday party on December 18 to celebrate the return of the Boynton paintings to City Hall. The Annual Report will be prepared by the Chair in December and a press release prepared for the Capital on Charles Zug, intern. Members committed to continue contact with Aldermen on issues of Commission concerns.

Attachments:

Attendance report
City Law
Executive summary from retreat
Section 6 draft of the Dock Plan
7 Key Task Force Recommendations, 2009 Report



Submitted by
Ellen Moyer, Chair of Art in Public Places
December 9, 2013

Art in Public Places Commission

Attendance Records for January 2013 through December 2013

Member	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Arthur				X	X		X		X	X	X	
Averill			X		X	X	X		X	X		
Fridrich	X		X	X		X	X		X	X		
Koscianski			X	X	X		X		X	X	X	
Matthews	X		X	X	X	X	X			X	X	
Moyer			X	X	X		X		X	X	X	
Palumbo				X	X	X	X		X	X	X	
Towle-Krewson	X		X	X	X	X	X		X	X	X	
No February or August Meetings												

Annapolis, Maryland, Code of Ordinances >> Title 6 - REVENUE AND FINANCE >> Chapter 6.24 ART IN PUBLIC PLACES >>

Chapter 6.24 ART IN PUBLIC PLACES

Sections:

6.24.010 Definitions.

6.24.020 Arts fund established.

6.24.030 Arts Commission—Established—Duties.

6.24.040 Guidelines and procedures.

6.24.050 Selection and display standards.

6.24.060 Display of art in public places.

6.24.070 Ownership.

6.24.080 Exemptions.

6.24.090 Performing arts.

6.24.010 Definitions.

For purposes of this chapter, the following words and phrases shall have the meanings set forth below:

- A. "Art in public places" means any visual work of art displayed in an open city-owned area, on the exterior of any city-owned facility, inside any city-owned facility in areas designated as public areas, or on non-city property if the work of art is installed or financed wholly or in part with city funds or grants procured by the City.
- B. "Commission" means the Arts in Public Places Commission as created in this chapter.
- C. "Fund" means the arts fund established by this chapter.
- D. "Performing artist" means a person who is schooled in and practices one of the performing arts.
- E. "Performing arts" includes the following art forms: music, dance, film, video, theater, visual arts, voice and writing.
- F. "Work of art" includes, but is not limited to, visual arts such as a sculpture, monument, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving and stained glass and art forms in music, dance, film, video, theater, voice and writing. Work of art does not include paving, architectural ornamentation or signs, except where signs are needed to describe or locate work(s) of art.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

(Ord. No. O-03-10, § 1, 5-24-2010)

6.24.020 Arts fund established.

- A. There is established a fund for the purpose of collecting and retaining funds from public and private sources for the display of art in public places in the City of Annapolis, for the production of performing arts and for the advancement of works of art in general to be known as the arts fund. Subject to the appropriation of funds by the City Council, said fund may be

credited with one-tenth of one percent of the general fund revenues and all funds received by the City for the arts, including visual art in public places, the performing arts and works of art, whether contributed, earned, secured through grants or otherwise obtained. Monies credited to such account shall be expended for acquisition of works of art, maintenance and repair of works of art, production of the performing arts, support of works of art and expenses of administration of this chapter.

- B. The fund is a continuing, nonlapsing fund to be maintained and administered by the Director of the Department of Recreation and Parks. The Director of the Department of Finance shall hold and account for the fund.
- C. If cash is received as consideration for the disposition of a capital asset purchased with monies from this fund, that cash shall be applied to the fund.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.030 Arts Commission—Established—Duties.

- A. The Art in Public Places Commission shall administer the provisions of this chapter relating to the acquisition and display of works of art and production of performing arts.
- B. Composition.
 1. The commission shall consist of nine members, one from each ward and one appointed at large, who shall be appointed by the Mayor and confirmed by the City Council for a term of three years, commencing on July 1st of the year in which appointed. Residency in the City is required only at the time of appointment, and a member may continue to serve so long as the member resides in Anne Arundel County. The appointment shall designate the term of each member of the commission so that the terms of not more than three members of the commission shall expire in any one year.
 2. If a ward-specific position on the commission vacated on June 30 of any year is not filled on October 1 of the same year or is vacated after a term has commenced and the position is not filled after being vacant for three months, the mayor and council shall no longer be required to adhere to the ward requirement stated in Sec. 6.24.030 (B)(1). The position may then be filled by a city resident living in any ward and be considered an at-large member. The new at-large member shall serve for the duration of the term. When the position is vacated, it shall be return to being ward-specific.
 3. The commission shall annually select, from among its duly appointed members, officers of at least a chairperson, vice chairperson, and a secretary, whose authority shall be that prescribed in the current edition of Robert's Rules of Order, Newly Revised.
 4. The director of recreation and parks, or his/her designee, shall be an ex officio, nonvoting member of the commission. The Mayor may designate additional city officials or individuals to participate in an ex officio, nonvoting capacity.
- C. The commission shall submit, not later than January 15th of each year, a report of its activities for the prior calendar year. Additionally, the Director of Finance shall submit, not later than January 15th of each year, a report on the financial status of the fund during the preceding year.
- D. The City may apply for and accept any funds or grants from any Federal, State, county or other source, for credit to the fund, that might assist with the acquisition and display of works of art in public places within the City and the production of performing arts. In addition, the City may contract for, purchase, lease, rent, and borrow, by any method, any item that

relates to the display of works of art in public places. The proceeds from exhibits and performances supported by this fund shall be credited to the fund. The City shall also maintain and repair, from the fund, all artwork displayed as part of this program.

(Ord. O-37-08 § 1, 2008; Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

(Ord. No. O-01-10, § 1, 4-12-2010)

6.24.040 Guidelines and procedures.

- A. The commission shall adopt guidelines and procedures which:
1. Identify suitable art objects for City property;
 2. Facilitate the preservation of art objects and artifacts that may be displayed in public places;
 3. Prescribe a method for competitive selection of art objects for display;
 4. Prescribe procedures for the selection, acquisition and display of art in public places;
 5. Prescribe procedures for awarding monies from the fund to groups and organizations which promote or practice the performing arts to support the direct costs of performances which are open to the public;
 6. Establish other matters appropriate to the administration of this chapter.
- B. Each guideline and procedure shall become effective not less than sixty days following its promulgation by the commission, unless an objection to the guidelines and procedures or any portion, is registered by the City Council prior to the effective date of the guidelines and procedures.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.050 Selection and display standards.

In performing its duties with respect to art in public places, the commission shall give special attention to the following matters:

- A. Conceptual compatibility of the design with the immediate environment of the site;
- B. Appropriateness of the design to the function of the site;
- C. Compatibility of the design and location with a unified design character or historical character of the site;
- D. Creation of an internal sense of order and a desirable environment for the general community by the design and location of the work of art;
- E. Preservation and integration of natural features for the project;
- F. Appropriateness of the materials, textures, colors and design to the expression of the design concept; and
- G. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a variety of style, design and media throughout the community.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.060 Display of art in public places.

- A. Works of art selected and displayed pursuant to this chapter may be placed in, on or about any public place or, by agreement with the owner thereof, any private property with substantial public exposure in the City. Works of art owned by the City may also be loaned

for exhibition elsewhere, upon such terms and conditions as deemed necessary by the commission. City officials and employees responsible for the design and construction of public improvements in the City shall make appropriate space available for the placement of works of art, in consultation with the Department Of Recreation and Parks (the "department") and the commission. The commission shall advise the department responsible for the particular public improvement of the commission's decision regarding the design, execution and placement of work of art in connection with such project. For any proposed work of art requiring an extraordinary operation or maintenance expense, the commission shall obtain prior written approval of the City before approving the same.

- B. All art in public places shall receive the prior review and approval of the commission. None shall be removed, altered or changed without the prior review and approval of the commission.
- C. No work of art financed or installed either wholly or in part with City funds or with grants procured by the City shall be installed on privately-owned property without a written agreement between the City and the owner specifying the proprietary interests in the artwork and specifying other provisions deemed necessary or desirable by the City Attorney. In addition, such written agreements shall specify that the private property owner shall assure that:
 - 1. The installation of the work of art will be done in a manner which will protect the work of art and the public;
 - 2. The work of art will be maintained in good condition; and
 - 3. Insurance and indemnification will be provided as is appropriate.
- D. The Director of the Department Of Recreation and Parks shall maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artists and names of architects. The director shall attempt to give appropriate recognition to the artists and publicity and promotion regarding art in public places.
- E. Installation, maintenance, alteration, refinishing and moving of art in public places shall be done in consultation with the artist whenever feasible.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.070 Ownership.

All works of art acquired pursuant to this chapter shall be acquired in the name of the City of Annapolis, and title shall be held by the City.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.080 Exemptions.

All works of art on display in private City offices or other areas of City-owned facilities which are not generally frequented by the public are exempt from the provisions of this chapter.

(Ord. O-22-02 § 1 (part); Ord. O-5-2000 § 1 (part))

6.24.090 Performing arts.

The City may provide money to performing artists and groups and organizations which promote or practice the performing arts. Monies may be used to support the direct costs of performances which are open to the public.

Art In Public Places Commission

Inception

The Art in Public Places Commission (AIPPC) was established by the Annapolis City Council in 2006 to address a growing need for a centralized body to oversee the selection, display and maintenance of visual art, and the production of performing arts in public spaces in the city of Annapolis. (*City Code sections 6.24.010 – 6.24.090*) The AIPPC is a volunteer group consisting of ten members, one from each of the ~~the~~ wards, and one appointed by the Mayor, who each serve three-year terms.

Specifically, the AIPPC is mandated to:

- Establish procedures for the selection, acquisition and display of art in public places in the city of Annapolis
- Identify suitable art objects for City property
- Prescribe a method for competitive selection of art objects for display
- Assure appropriateness of design and materials, compatibility with selected sites, and preservation and integration of natural features
- Assure representation of a broad variety of tastes and a balanced inventory of public art within the community

In addition, the City established an Arts Fund for the acquisition, maintenance and repair of works of art, production of performing arts, and administration of the Commission. Grants and funds from Federal, State, county or other sources, as well as an annual appropriation of one-tenth of one percent of general fund revenues may be allocated to the Arts Fund by the City Council. The Fund is administered by Director of the Department of Recreation and Parks.

Successful Projects

After its inception, the AIPPC was active in soliciting and funding proposals for several initiatives in downtown Annapolis, including the 2006 ArtWalk mural display, funding for the Annapolis Symphony Orchestra's Young Composers Competition, and the original sculpture "Shaping a City" in Newman Park. Additionally, the Commission identified a need for improved signage at sites throughout the city, and engaged a local artist to design directional and informational signage providing details on the artists, the concept of the work, and the funding for each project.

In more recent years, as a result of the 2008 economic downturn and ensuing recession, and a changing focus within City government, appropriation to the Arts Fund declined significantly, thereby reducing the ability of the AIPPC to pursue local projects. In addition, several volunteers rotated off the Commission at the end of their terms, and those ward-specific slots proved difficult to fill. This year the Commission is again fully staffed, and committed to reenergizing and maximizing the potential intended by the original legislation.

Economic Benefit for Annapolis

A key factor in any successful plan for growth and development in the city of Annapolis is to make the city place where people desire to live and raise their families and where those who live elsewhere want to visit. Numerous studies over the past fifteen years demonstrate that cities with vibrant Arts communities attract a more educated workforce, more tourism, and more investment than other municipalities.

The comprehensive *Arts and Economic Prosperity* study published in 2012 estimated that in the United States, the non-profit Arts industry generates \$22.3 billion in revenue to local, state and federal governments, and provides 4.1 million full-time jobs. National survey data also indicate that in addition to local participation, 32% of Arts patrons reside outside the county in which Arts events take place, and that even in the face of recession in recent years, public Arts expenditure and participation continued to grow nationwide.

Clearly, Annapolis can realize significant economic benefit from maximizing municipal support for public art. As the lead agent for attracting and funding visual and performing Arts projects for public spaces in Annapolis, the AIPPC is poised to assume a leading role in the community. To this end, the group met last summer in an intensive retreat format to generate a unified vision and a dynamic action plan for 2013-2014.

AIPPC Vision 2013

- Take a leading role in support of the Arts in the city of Annapolis
- Demonstrate the economic and cultural benefit that full funding of the Arts Fund will bring to Annapolis
- Build a base of support within the City government, the Annapolis community and other Arts organizations
- Attain adequate levels and stable sources of funding necessary to accomplish tasks mandated by City legislation

AIPPC Action Plan 2013

- 1) Review existing documentation and develop streamlined protocols for soliciting proposals and selecting art for public sites in Annapolis
- 2) Update the inventory of current City-owned public art
- 3) Identify potential locations for future public art projects
- 4) Create and implement an outreach plan for more effective communication with City Aldermen, staff members and the Mayor
- 5) Develop a plan for pursuing funding through grants and contributions, and for soliciting the maximum appropriation to the Arts Fund

***Sources:**

Americans for the Arts. (2012) Arts and Economic Prosperity.

J. Becker. (2004) Public Art: An Essential Component of Creating Communities. Monograph, Americans for the Arts. 2004.

J. Guetzkow. (2002) How the Arts Impacts Communities. Center for Arts and Cultural Policy, Princeton University. 2002

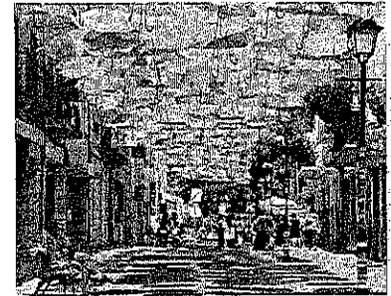
Public Art Network Council. (2001) Green Paper.

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E. Public Art – Nurturing the Uniqueness of Place

A City can declare what is possible, perhaps best through its Public Art. Possibility has the power to transform in the here and now; it does not require a long wait. A man once said, “my daughter loves to declares what is possible; she will be a great pianist, she says”. “And in every moment she fills our house with the sound of her music, her possibility is alive. And so I know, it is her future that shapes her today. She is alive in her possibility”. The same is true for Annapolis when it declares what is possible for City Dock.

The job of Public Art is to provide for the preservation and interpretation of culture and to reveal the great possibilities of a place. Public Art is about engaging people at the level where they can experience, participate in, and create in an ongoing way the heritage of their place. Public Art should challenge, inspire, inform, reveal, and celebrate. Public Art can be a permanent installation or etched into the very fabric of a place. It can be temporary or ephemeral. It can be performance-based and staged or it can be more spontaneous. It can be informative, interpretative, and evocative. Public Art is free to the public, made available to every one. Of course it is not free though and funding for Public Art must be part of the design and construction of improvements on City Dock, with contributions made by both the public and private sectors. This Plan embraces Public Art as basic to the improvement of City Dock and encourages the City to consider including a public art component in all City Dock capital projects.



The Space and Infrastructure for Public Art

The Master Plan envisions new public spaces at key locations connected by enhanced pedestrian ways and to the surroundings by sight lines and views. Since the big ideas have been largely “worked out” in the Master Plan, it would be easy to conclude that Public Art is simply about what sculpture should be installed within a certain public space, but that would be too narrow a view. Public Art, as conceived here, is more than the carving out of a space for a future installation. The spaces themselves, indeed the entirety of City Dock, is in fact the canvas or stage set for Public Art. As the City moves from this Master Plan stage to more detailed stages of design and building, the spaces and the elements themselves must be seen as Public Art. For example, the seawall, which is fundamental to protecting the built heritage of City Dock, should be Public Art. Each of the public spaces, their edges, the seating that surrounds them, the buildings that frame them, and the views contained within them—each element of thoughtful place making--holds the potential for Public Art. Therefore, artists should be integral members of the design teams that would shape and improve City Dock over the years.

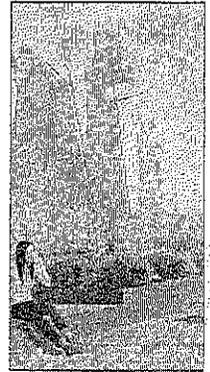
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Where Public Art involves a formal installation, it is essential that architecture and the built and natural environment support that art. Placement is critical. For example, as City Dock adapts to sea level rise and the increasing frequency of flooding, there will be potential to provide prominent space and an improved context for the Kunte Kinte - Alex Haley Memorial sculpture group, compass rose, and story wall. New opportunities for pedestrian circulation and open spaces will be realized under the Master Plan and all improvements must be thoughtfully integrated with these essential existing contributions to the City's Public Art.

The proposed market square is at an important crossroads, especially for pedestrians. It is a transition zone between historic Main Street and the water and between residences and the waterfront. It is an obvious location for Public Art in many of its forms and the design of this space must embrace this potential. Market square and the Donner Lot are also sized for outdoor performances that can draw 90 to 150 people, which is perfect for year round community based performances. The larger "flexible" parking area near Susan Campbell Park also holds great possibility for Public Art, while retaining its necessary functions as flexible parking area, tour bus turnaround, Boat Show exhibiter space, and entry plaza to the Sailing Hall of Fame. Here the space might call for something more ephemeral that could be seen from afar and draw people and boaters to it, that could cast a shadow, shape a view, or light up the evening sky above City Dock. By contrast, the Plan's connecting zone between the Newman Street playground and the water's edge at City Dock provides a great place for the City's children and families and Public Art could reinforce that connection with fixed installations built into the sidewalks, walls, and plazas. The promenade running the length of bulkhead might well tell the story of the Chesapeake's seafood industry, the City's maritime culture, and the waterman of Annapolis.

There are possibilities in the design of key elements on City Dock to advance important ideas and values. City Dock can accelerate the transition to sustainability, for example, by focusing on ecology. A new stormwater system, which can be incorporated into the proposed seawall, could tell a story about how civic design itself can improve local water quality. Places can be found along the edges of the bulkhead, perhaps at the foot of Newman Street, for a public oyster-raising program. The pumping station, which would protect City Dock from recurring tidal and stormwater flooding, will be a significant civil engineering project on City Dock and therefore might be designed in such a way as to be visible to passersby offering a tangible lesson about resiliency and how things work.

The Plan recommends that the Old Recreation Center at St. Mary's and Compromise Street retain a public or semi-public use. The second floor of the building, the location for the public meetings on this very Plan, holds promise as a dance studio or other performance space. The first floor of the building too could house activities that are central to the culture of Annapolis, whether maritime, artistic, educational, or recreational. Each of the proposed new or redeveloped buildings on City Dock, either at the former Fawcett's site or along outer Dock Street, and the spaces that surround them should enrich the authentic experiences of daily life on City Dock for the Annapolis residents.



The Community of Artists

The Annapolis Arts in Public Spaces Commission would have the lead role in convening and leading a "community of artists" in a thoughtful process of shaping and guiding the selection of art on City Dock. Artistic expression on City Dock should challenge and open the community to appreciating City Dock as a living, breathing place of local culture; a place that is on an arc of continual transition and change. Themes derived from the culture of Annapolis, in all its layers, could help shape the work of the community as it engages in the design of the

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open spaces. The Arts in Public Spaces Commission as manager of Public Art on City Dock could be especially instrumental in working with landscape and urban design teams, in commissioning works of art, and in assigning subject area experts to advise and guide the community in the selection of projects, especially of permanent art.

A “community of artists” is a term meant to include any person desiring that an authentic culture of Annapolis be retained on City Dock. The community should be engaged in community-based approaches to decision making about design on City Dock. Bringing art to City Dock especially in its temporary and performance-based forms sooner rather than later can help facilitate this. This Plan envisions that City Dock would immediately become a venue for theater, music, and dance. This Plan is an invitation to the Annapolis theatre companies and the community’s ballet, choral, opera and symphony artists, among other artists and musicians to act now to help the broader Annapolis community shape the possibility for Public Art on City Dock. The performing Public Arts are a way to enliven public spaces, but in the context of this Master Plan, they are also a way to help reclaim those spaces, for the public, in the first place.

7 Key Task Force Recommendations

- Better Branding, Promotion & Signage
- Create a Closer Collaboration Between Arts & Hospitality Industry to Promote Cultural Tourism
- Develop a Comprehensive, Consistent Database
- Expand the Cultural Arts District
- Establish an Arts & Culture Liaison in City Hall
- Create a City Cultural Arts Calendar
- Fund a Professional Economic Impact Study



BOARD OF APPEALS

ANNUAL REPORT

2013

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 Applications (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, 2013 – December 31, 2013. There are minutes for ten meetings. The minutes were recorded and prepared by the recording secretary to Boards and Commissions, Tami Hook.

Current Members

Christian F. Elkington, Jr., Vice Chair
Sandra D. Latham, resigned
Robert P. Gallagher
Christian E. Zazzali, Chair
Victoria Reyes Garcia
Derek Meyers
Teresa Taylor, alternate member

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 on the City's web site www.annapolis.gov, under Boards and Commissions. The staff to the Board of Appeals places a legal announcement in ***The Capital*** newspaper fifteen days prior to the regular public hearing. Properties are also

posted with a “Notice of Hearing Sign” fifteen days prior to the public hearing.

Meetings

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

Minutes

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

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 2013

Included in this Annual Report are the agendas accounting the Board’s activities for the year 2013. Minutes are included for:

January 16, 2013
February 5, 2013
March 5, 2013
April 2, 2013
April 11, 2013
May 7, 2013
June 4, 2013
July 2, 2013
November 5, 2013
December 3, 2013



City of Annapolis

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

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

January 6, 2014

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

FROM: Michael R. Parmele, Chairman

RE: Annual Report 2013 – Board of Supervisors of Election

Duties: 4.08.070 Powers and duties generally.

A.

The board shall have charge of and make provisions for all municipal elections to be held in the City, or any part of the City, including every general, primary and special election. The board, by a unanimous vote, shall have authority to reschedule an election to a day within one week of the day prescribed by Article II, Section 5 of the Charter in the event of severe weather or the observance of a religious holiday. The board shall notify the public of any change in the election schedule. In the case of severe weather, the board must act prior to the opening of the polls. The board shall also have charge of and make provisions for all elections in which persons residing outside of the boundaries of the City are to vote on a proposed municipal annexation of land.

B.

The board shall have power to make all necessary rules and regulations, not inconsistent with this chapter, with reference to the registration of voters and the conduct of elections, including special elections. Unless otherwise expressly provided in this chapter, all questions arising with reference to the rules and regulations as to the registration of voters and the conduct of elections shall be decided by a majority of the board.

C.

The board shall have power to summon judges and any witnesses involved and to require their appearance before them, and to administer oaths and record testimony from such judges and witnesses.

Attendance: (please note if any member begins or ends their term during the calendar year)

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Michael R. Parmele, Chair	x	-	x	x	x	x	x	x	X	x	x	x
Peter M. Wirig	x	-	x	-	x	-	x	x	x	x	x	x
Pamela Johnson	x	-	-	x	-	x	x	x	x	x	x	x

The City of Annapolis conducted its municipal election cycle, culminating in the General Election on November 5th, 2013. Generally, the Board of Supervisors of Elections is pleased with the manner in which they were conducted and are satisfied that they were free, fair, and free of substantive error. The Board notes that the election for Mayor was especially close and, therefore, generated additional attention and scrutiny from interested parties and the citizens of Annapolis. The Board welcomed this attention and scrutiny. The Board would like to note that it conducted its supervision and canvassing of the election in the same manner as it has other, less contentious elections.

- Broken Machine (Unit #2; Ward 7; Precinct 17)
 - The Board received a call from the election judges that they were unable to print the results report on election night. Upon notification of the issue, an ES&S technician was dispatched to the precinct in an attempt to assist the election judges with the technical issue and, hopefully, to be able to print the results from Machine #2. However, upon arrival, the technician discovered that the election judges had completed their closing procedures, sealing all election units in the precinct. Learning of this outcome, the Board discussed how best to secure the machine and decided to allow the machine to be collected along with all other machines in the normal course of business. It was decided that the machine should remain sealed and opened during the public canvass. Nathan Robinson was able, at that time, to retrieve the results from that machine and they were added to the count.
- Absentee ballot issues
 - Hand delivered ballots were returned and not time stamped in the election office. The Board determined that this was a clerical oversight and should NOT have happened. However, there appearing no evidence of tampering or impropriety, the Board determined that a clerical oversight did not outweigh the right of a voter to have his/her ballot counted. These ballots were reviewed and, unless some other blatant defect was discovered, added to the count.
 - The Board discovered that tape had been added on many absentee ballots in order to more completely secure them. Testimony before the Board indicated that City election officials applied this tape in some circumstances and that no other alteration was done. In other instances, it is likely that the absentee voter applied this tape as an added security measure, since the adhesive on the ballot envelopes could be unreliable. There being no evidence of tampering or impropriety presented to the Board, absent some other blatant defect, these ballots were accepted and added to the count.
 - It was discovered by the Board after the close of the polls, that the record keeping required by the Code concerning absentee ballot applications was incomplete. This should not have happened. It is the recommendation of the Board that care is taken by election office staff to eliminate this error in the future.
- Provisional Ballot issues
 - There were a number of provisional ballot applications submitted where the election judge did NOT complete the back side, indicating the reason a provisional was issued, the ward and precinct where the provisional was issued, and indicating the initials of the provisional election judge accepting the provisional application/ballot. The City Code requires that a provisional application be fully completed by the voter-applicant, however, there is no language indicating a

clerical error as a fatal defect to the provisional application. Again, in the opinion of the Board, a failure of an election staff member to complete clerical or administrative duties did not outweigh the right of a voter to have his/her ballot counted. Barring some other blatant defect in the provisional ballot application, the Board unanimously voted to accept the provisional application and ballot and add those ballots to the count. It is the recommendation of the Board that the City conduct more extensive training of Election Judges in future elections; including, but not limited to: holding more training sessions, allowing smaller groups of judges at each training session.

- There were a number of provisional ballot applications the Board discovered were submitted by individuals who were not residents of the City of Annapolis. It is the opinion of the Board that this is most likely a result of confusion on the citizens' part. It is possible, due to the boundaries of the City, for a citizen to have a mailing address of "Annapolis, MD" and NOT be a resident of the City. In some instances, this is a matter of on what side of a street someone lives. In the event an application was received from a voter who lived outside of the city limits, the application was unanimously rejected by the Board, in accordance with the City Code.
- There were a number of provisional ballot applications the Board discovered were submitted by citizens who were not registered to vote by the deadline for voter registration. The Board feels that this is, most likely, a result of confusion between the State election law allowing same day registration and the City Code, which does not allow same day registration. After the close of the polls on Election Day and consistent with the normal operations of the City Election office, the names of provisional applicants were submitted to the County Department of Elections, who maintains the voter registration information on behalf of the City, for registration verification. The Board of Canvassers compared the applications to the report generated by the County Department of Elections in order to determine an applicant's eligibility to vote in the 2013 City elections. Those applicants who were not registered by the City's voter registration deadline were not eligible to cast a ballot in the 2013 election and their provisional ballot applications were unanimously rejected by the Board of Canvassers, in accordance with the City Code.
- Campaign Fund Reports
 - There continues to be issues with candidates filing late financial reports and/or financial reports with one or more deficiencies.
 - There was also one instance in which notice of deficiencies in a candidate's financial reports was not given, under the language of the code. While anecdotal evidence suggests that the candidate was made aware of the deficiencies in his report, the Code defines "notice" as "written notice to the candidate AND candidate's treasurer." The Board is pleased that the City Council has instituted monetary fines for late filing of financial reports. The Board is unable, at this time, to suggest additional amendment to the City Code governing campaign finance reports which it feels will have any additional effect without becoming overly punitive to minor, inadvertent, oversights or mistakes. Failing additional amendment to the City Code regarding campaign finance reports, the Board would like to unequivocally demand that all citizens choosing to stand for public office comply with the spirit of campaign finance disclosures, namely, that the People of the City of Annapolis have a right to a candidate's financial support as they consider for whom to cast their ballot.

Since the certification of the election results, the Board of Supervisors of Elections received an email from the Democratic Central Committee, asking the Board's input on the following points. Please find the Board's comments beneath the points.

- Procedures for notifying voters of their correct precinct and polling place, particularly after new districts are drawn.
 - The City sent cards, via First Class post, informing registered voters of their proper voting precincts. The Board approved this mailing in open session and was informed by the City Election Administrator that it was completed.
- Procedures for training election judges on their responsibilities for cooperating with poll watchers representing candidates and campaigns.
 - The City Code explicitly states that election judges have no responsibility to “assist” poll watchers in the performance of their duties. Members of the Board of Supervisors, on more than one occasion, went to polling precincts to ensure that accredited poll watchers were in a position to perform their duties.
- Procedures for training election judges on their responsibility to provide provisional ballots to voters who show up at polling places believing they are registered to vote but aren't listed on the voter rolls.
 - Election judges are informed in training to provide provisional ballots to voters claiming to be eligible to vote but not listed in the voter rolls. To any extent voters were not provided provisional ballots for this reason, the Board feels this was an error on the part of the Election Judges and should not have happened. The Board recommends that this be addressed and emphasized in future judges training.
- Procedures for allowing election judges to vote at the precinct where they work.
 - Not all election judges are placed in the precinct in which they vote. Judges are informed of the necessity to vote by absentee ballot should they not be placed in the precinct in which they vote. To allow election judges to vote in the precinct in which they work could, conceivably, be allowing them to vote in aldermanic races in which they are not entitled to vote. The Board feels that the current procedure, having election judge’s vote via absentee ballot, is satisfactory. The Board would also note that, both during the Primary and General Elections, at-large judges were sent to voting precincts to allow election judges to cast ballots because the election judges had failed to request absentee ballots. Every accommodation was made to ensure that eligible election judges were able to cast their ballots.
- Procedures governing poll watchers, including their training and responsibilities to work with election judges.
 - Neither the City nor the Board of Supervisors has any control over poll watchers or their training. Poll watchers are required by the City Code to present certificates to election judges. The responsibility to train poll watchers rests solely with the candidate, campaign, or party employing them as such. Poll watchers are obligated to follow any lawful order given them by election judges, law enforcement, and/or the Board of Supervisors of Elections.
- Procedures for notifying the public of the deadlines for registering to vote for both the primary and general elections.

- The entire election calendar is available online and City Election staff is always available during business hours to answer any questions the public may have regarding the calendar or any other issue relating to the election.
- Procedures for notifying voters that they are ineligible to vote if they register after the deadline.
 - It would seem to the Board to be intuitive that a voter is ineligible to vote if they register after the voter registration deadline. If a voter was able to vote, having registered after the voter registration deadline, that would seem to nullify having the voter registration deadline in the first place. If the City Council wishes to do away with voter registration deadlines, the Council should address this with relevant legislation.
- Procedures for notifying voters of the deadlines for requesting an absentee ballot, and for returning the ballot.
 - The entire election calendar is available online and City Election staff is always available during business hours to answer any questions the public may have regarding the calendar or any other issue relating to the election.
- Procedures for informing voters that once they receive an absentee ballot they cannot vote at the polls, even if they don't return the absentee ballot.
 - The Annapolis City Code makes this fact clear. It is the responsibility of the citizens of the city to know the Code under which they live and the Board feels that no further procedure is necessary.
- Procedures for documenting receipt of provisional ballots.
 - Provisional ballots are kept in the custody of election judges in the precinct, sealed at the close of the polls, and returned to the Board of Supervisors by the Election Judges. They are never out of the custody of City Election Staff.
- Procedures for disqualifying absentee and provisional ballots.
 - No absentee or provisional ballot may be disqualified except by a unanimous vote of the Board of Canvassers. The absentee and provisional ballots rejected in this election clearly did not conform to the requirements of the City Code. Every effort was made by the Board to accept all ballots cast, unless such blatant defect occurred.
- Procedures for informing voters of their right to vote by provisional ballot if they show up to vote and aren't listed on the voter rolls.
 - The circumstances for receiving a provisional ballot are included and available in the City Code of the City, therefore, it appears to the Board that no procedure of informing voters is necessary. As addressed above, the issuance of provisional ballots should be emphasized in future judges training such that no voter claiming eligibility is turned away from the polls without, at least, being allowed to vote provisionally.

January 7, 2014

MEMORANDUM

To: Regina C. Watkins- Eldridge, MMC, City Clerk
From: Maria R. Brown, Assistant to the Director/Staff Liaison to BBOA
Subj: ***Building Board of Appeals Annual Report for 2013***

The Building Board of Appeals was established in order to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of Chapter 17 of the City of Annapolis Charter and Code.

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Carl Corse, Chair	X	X							X		X	
Mark Hall	X	X							X		X	
Jay Schwarz	X	X							X		X	
Shannon Waldron	**	X	Resigned from Board April 4, 2013									
Matthew Evans	X	X							X		X	

- X Indicates present at meeting
- * Indicates meeting cancelled
- ** Recused from meeting

The Building Board of Appeals consists of five members: Chairman Carl Corse; Mark Hall of Realistic Builders; Jay Schwarz of Alt Breeding Schwarz Architects; Shannon Waldron, Hyatt & Weber P.A.; and Matthew Evans, Law Offices of Matthew Evans. Shannon Waldron served as a member until her resignation April 4, 2013, so there is currently one vacant position on the Board.

Five hearings were held in 2013:

January 22, 2013 – Reserve at Quiet Waters: Board members present - Carl Corse, Jay Schwarz, Mark Hall, and Matt Evans. Member Shannon Waldron recused herself from this hearing. There were three cases before the Board that were all applied for and paid for separately, but they all related to the same issue, the Reserve at Quiet Waters' alleged violation of the Forest Conservation Act. The cases were: case #ENV1204-004–Rev. Harold & Donna Truax; Case #ENV1205-002-Hunt Meadow Homeowner Asso., Inc.; Case #ENV1205-001-Toni Thalenberg et al. The Board concluded that the April 2012 document signed by Frank Biba was not a final determination that is appealable to the Board, and therefore it would serve no purpose

January 22, 2013 – Reserve at Quiet Waters (cont'd)

to “stay” the Appeals. Staying the Appeals as requested would not help to ensure the appellants’ involvement in any future development matters relating to the property. The Board voted 3-1 to dismiss all three cases.

February 26, 2013 – 130 Severn Avenue: Board members present – Chair Carl Corse; Mark Hall, Jay Schwarz, Shannon Waldron, and Matt Evans. Ms. Donegan was concerned about the impact that the recent removal of trees had on 130 Severn Avenue. She stated that the trees had an aesthetic effect and that the homes depended on them for shade. Citations were issued to developer for removal of trees that were supposed to remain and the developer was required to submit revised plans. After discussion amongst the Board, it was agreed that this matter would remain open until the developer had a chance to submit the required revised plans and Ms. Donegan had a chance to review them. The matter has not yet been formally closed out.

September 10, 2013 – Crystal Spring Farm: Board members present - Chair-Carl Corse; Mark Hall and Matt Evans. Board Member Jay Schwarz recused himself from the hearing. This case involves an appeal of the Crystal Spring Farm Forest Stand Delineation Plan approved March 21, 2013 by the Chief of Environmental Programs. However, the attorney for Crystal Spring Development filed a Motion to Dismiss. After discussion, the Board approved the motion to dismiss based on the fact that the Forest Conservation Act does not lay out any guidelines to allow for appeal of the Forest Stand Delineation, but it does allow for appeal of the Forest Conservation Plan, and that the Forest Stand Delineation is an element of the Forest Conservation Plan.

September 24, 2013 – Milkshake Lane: Board members present - Chair Carl Corse, Matt Evans and Jay Schwarz. Mark Hall recused himself from this hearing. This case involves an appeal of the Milkshake Lane Forest Stand Delineation Plan approved March 21, 2013 by the Chief of Environmental Programs. The Board concluded that the 03/21/13 document was not a final determination that is appealable to the Board, and the case was dismissed.

November 26, 2013 – 521 Fifth Street: Board members present - Chair Carl Corse, Matt Evans, Jay Schwarz, and Mark Hall. The appeal regarded the review of building permit #BLD13-0755, and the Plans Reviewer’s determination that the proposed work required compliance with green building. After review and discussion, the Board’s vote was split 2-2 as to whether the City properly interpreted the Code in this matter. Since the burden of proof lies with the appellant and a majority vote is needed, the appeal was denied.

Respectfully Submitted,

Carl Corse, Chairman

Date



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

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

January 6, 2014

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

FROM: Paul M. Rensted
Director, Human Resources

RE: Annual Report 2013 – Civil Service Board

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

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anthony F. Chrishilf, Acting Chair	✓	✓	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg
Jennifer Garland Beard	-	-	-	-	-	-	New Mbr	-	✓	✓	NoMtg	NoMtg
Samuel Callahan	-	-	-	New Mbr	✓	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg
Cutter Matlock	✓	✓	NoMtg	NoMtg	✓	Resigned	-	-	-	-	-	-
Allan Pack	✓	✓	NoMtg	NoMtg	✓	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg
Sherry Yaniga	-	-	NoMtg	NoMtg	-	-	Resigned	-	-	-	-	-

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



City of Annapolis
Office of The Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401

January 30, 2014

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

FROM: Kirby J. McKinney
Staff Liaison

RE: Annual Report 2013 – Commission on Aging

Duties: The Commission shall be concerned with the problems of the aging. The Commission shall study those areas affecting the aged which are financial, social, educational and organizational and their situation with regard to employment, housing, health services, transportation, nutrition, recreational facilities and activities and discrimination because of age. It shall have other and further duties and powers as may from time to time be conferred upon it. The Commission shall make recommendations, from time to time, to the City Council, after determining specific problems which need solutions; determining the source of these problems and collecting information about solutions of the problems; educating the public (and individuals or organizations who are the source of particular problems) concerning their relations to the problems and their relation to the solutions.

Attendance: (please note if any member begins or ends their term during the calendar year)

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Catherine Stavelly, Chair	No Mtg	No Mtg	No Mtg	✓	Exc	No Mtg	No Mtg	Exc	No Mtg	No Mtg	No Mtg	No Mtg
Judith Branham, Sec	No Mtg	No Mtg	No Mtg	✓	✓	No Mtg	No Mtg	✓	No Mtg	No Mtg	No Mtg	No Mtg
Clara S McClure	No Mtg	No Mtg	No Mtg	Exc	Exc	No Mtg	No Mtg	Resigned	-	-	-	-
Eileen K Cochran	No Mtg	No Mtg	No Mtg	✓	✓	No Mtg	No Mtg	✓	No Mtg	No Mtg	No Mtg	No Mtg
Mary Rose Brummel	No Mtg	No Mtg	No Mtg	Exc	✓	No Mtg	No Mtg	Exc	No Mtg	No Mtg	No Mtg	Resigned
Joanna Hanes-Lahr	No Mtg	No Mtg	No Mtg	Exc	✓	No Mtg	No Mtg	✓	No Mtg	No Mtg	No Mtg	No Mtg

Activities:

This year the Commission continued to provide the seniors with the Seniors Forum Event. The following topics were discussed at the Forum: crime, health, and banking. A great lunch was provided to the participants. Approx. 80 persons attended this event. The Commission also helped plan and execute the Mayor’s Holiday Luncheon at the Senior Center. We had 16 restaurants donate different types of foods and deserts. Approx. 300 persons attended this event. This year the Commission also participated in Emergency Management Month by visiting the Emergency Operations Center.

Kirby J. McKinney, Staff Liaison



City of Annapolis

Office of Jacalyn Bierman, Constituent/Community Services Liaison
 Office of the Mayor
 160 Duke of Gloucester Street
 Annapolis, MD 21401

January 22, 2014

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

FROM: Tricia Irvin
 Chair, Annapolis Education Commission

RE: Annual Report 2013 – Annapolis Education Commission

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

Attendance: Wards 4, 5 and 6 remain unrepresented on the commission. The commission has reached out to the communities as well as the alderpersons to maintain representation for these wards within the city. Jeff Macris stepped down as chair in June. Tricia Irvin was appointed by then Mayor Cohen to chair the commission.

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tricia Irvin, Chair	√	√	√		√	√	No Mtg.	No Mtg.	√	√	√	√
Enid Collison-Lee, Vice Chair	√		√	√	√	√	No Mtg.	No Mtg.	√	√	√	
Julie Kizer Ball	√	√	√	√	√	√	No Mtg.	No Mtg.-	√	√	√	√
Jeff Macris	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Janet Norman	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Jess Pachler	-√	√	-√	-√	√	√	No Mtg.	No Mtg.	√		√	√
Rani Jenkins Vice Chair 1/13-8/13	√						No Mtg.	No Mtg.	√		√	
At-Large Member Heather Macintosh	√	√	√	√	√	√	No Mtg.	No Mtg.	√	√	√	√
At-Large Member Pamela Bukowski	√		√	√		√	No Mtg.	No Mtg.	√	Excused	√	√
At-Large Member Sheila Finlayson City Council Liaison	√	√	√	√	√	√	No Mtg.	No Mtg.	Excused	√	√	Excused
Ward 4 Rep Eugene Peterson Office of the Mayor Liaison	√	√	√	√	√	√	No Mtg.	No Mtg.	√			√

Goals:

September 2012 – June 2013:

- Outreach to the Annapolis Public Housing Communities and the 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
- Budget Advocacy

September 2013 – June 2014

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

Activities, Speakers & Discussions:

January Meeting:

- Mr. Alex Szachnowicz, AACPS Chief Operating Officer spoke about the capital budget issues.

February Meeting:

- Walter Reap, Principal, Germantown Elementary. Spoke about the school's growth and the changing demographics since the opening of the new Germantown facility in August, 2011.
- Panel discussion on Outreach to Hispanic Community: Teresa Tudor & Ellen Olsen. AACPS Office of School & Family Partnerships; Loise Novachadlo, Executive Director, Centro de Ayuda & Patricia Omana, Board President, Centro de Ayuda

March Meeting:

- Sheila Finlayson, Alderwoman Ward 4 spoke about the Impact Fees in the county and the city ordinance that will attempt to link development projects in the city with the impact on school facilities.
- Dr. Kyla Wahlstrom, Director, Center for Applied Research & School Improvement. Spoke about lessons learned by school systems in changing to later start times.

April:

- Jon Arason, Planning and Zoning Director, City of Annapolis - spoke to the topic of the School Capacity Ordinance.
- Jared Littman, Alderman City of Annapolis, spoke about the School Capacity Ordinance.
- Lisa Pline, Annapolis High School PTSA President, spoke about the school climate at Annapolis High School.

May Meeting:

- Karen Walkinshaw-Garris, Principal, Tyler Heights Elementary; welcomed everyone to Tyler Heights and spoke about the facility and diverse school population.

- Vince Leggett, Director, Housing Authority of the City of Annapolis; spoke of his role and how families benefit from the HACA. Mr. Leggett also offered suggestions for outreach to the housing authority communities in Annapolis.
- County Budget Update: County Council Member Chris Trumbauer;
- Update on Honors for All Data: Dr. Kubic, Executive Director, Instructional Data Division, AACPS

June Meeting:

- Margaret Scott, AACPS Leadership Institute – spoke about the outreach project their group has been working on and how to prepare all children for school entry.
- Goal wrap up of the year by the commission. Also, discussion about the process of appointing a new chair for the commission.

September Meeting:

- Sue Chittim, Principal, Annapolis High School – welcome and introduction of herself and her goals as the new principal of Annapolis High School.
- Dr. Kubic, Executive Director, Instructional Data Division, AACPS. Follow up presentation of summary data from the first year of MYP/Honors for All.

October Meeting:

- John Thompson, Principal, The Phoenix Academy; welcome and introduction to their new facility. The Phoenix Academy opened August 2013. Following the meeting, he gave a tour of the new school.
- Panel discussion about the “community suites” at The Phoenix Academy and how these community partnerships will enhance the outreach opportunities for the HACA families and the Hispanic/Latino families in the city of Annapolis. Loise Novachadlo, Executive Director, Centro de Ayuda; Helena Hunter, Board President, Seeds for Success

November Meeting:

- Andre Dillard, Principal, Georgetown East Elementary – introduction of the school and spoke of the diversity of the school. Performance by Josiah Fisher, Georgetown East 5th grader.
- Alex Szachnowicz, Chief Operating Officer AACPS – discussion about the budget process, what to expect and the role that citizens play in advocating for improvements to the facilities as well as the culture of education in Anne Arundel County.

December Meeting:

- Paul DeRoo, Principal, Bates Middle School. Introduction and explanation of the PVA program at Bates. There was a PVA performance given by the Bates strings students.
- Working groups focusing on the goals gave reports on advocacy topics and activities. Commissioners offered testimony in support of later start times at the Board of Ed meeting. Budget hearings are coming up and we discussed how to advocate for the AEC goals in the upcoming budget process.

Staff Liaison



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

CITY LIAISON:
 City Attorney

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

**Annual Report
 For
 Calendar Year 2013
 January 7, 2014**

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

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

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

On January 22nd Jim Dolezal and Jonathan Kagan were re-elected Chairman and Vice Chairman of the Commission, and on December 1st Jonathan Kagan resigned from the Commission. Consequently there is currently one Ethics Commission vacancy which needs to be filled.

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
01/22/2013	X	X	X	X	X
03/12/2013		X	X	X	X
05/14/2013		X	X	X	X
07/09/2013	X	X	X	X	X
08/13/2013*			X	X	
09/10/2013	X	X			X
11/12/2013	X		X	X	X

* A quorum was not present for this scheduled meeting where financial disclosure forms of candidates for elected office were reviewed.

In addition to the above Commission meetings, Chairman Dolezal and Vice Chairman Kagan met with the City Council Rules Committee on January 8 and May 23 where they presented the

changes being proposed to the City Ethics Law by Ordinance O-41-12 and answered questions regarding the proposed ordinance. City Council passed the ordinance on June 10 with an effective date of January 1, 2014. The new Ethics Law was subsequently approved by the State Ethics Commission on September 19, 2013. In their approval they requested two additional changes be enacted the next time the City makes any additional amendments to its local ethics law. These included the requirement for an annual certification to the State Ethics Commission and the removal of exemption language for local elected officials from conflict of interest and financial disclosure provisions of the local law. On October 17, 2013, we provided the required annual certification that the Annapolis City ethics law is in compliance with paragraph 15-803(b) of the Maryland Public Ethics Law.

The Commission met seven times during the calendar year. Financial disclosure forms were reviewed, one ethics complaint was investigated, and three advisory opinions were issued. An ethics complaint procedure was also developed and posted on the City web site.

Respectively submitted,



James E. Dolezal
Chairman

cc: Timothy D. Murnane, Acting City Attorney
Rex Caldwell, Commission Member
Jerry May, Commission Member
David Bliden, Commission Member

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION
c/o Frederick C. Sussman, Esq., Chair
P.O. Box 2289
Annapolis, Maryland 21404-2289
(410) 268-6600
fsussman@cbknlaw.com

January 9, 2014

Mayor and City Council of the City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: Financial Advisory Commission Annual Report

Dear Mayor Pantelides and Members of the City Council:

I would like to submit to the City Council the enclosed Financial Advisory Commission 2013 Annual Report. This Report provides an overview of the proceedings of the Commission in 2013 which are contained in greater detail as part of the Commission's meeting minutes. Furthermore, this report does not reflect the ongoing attendance and support provided on a regular basis over the past year by City staff, including Bruce Miller, Finance Director, and Shirley Tripodi, Assistant Finance Director, Melissa Lehman, Senior Accountant, and Nicole Pletzer, Finance Office Associate.

Thank you for allowing us to be of service. Please let us know if you have any questions.

Sincerely,



Frederick C. Sussman, Chair

cc: Commission Members (By e-mail)
Michael Mallinoff, City Manager (By e-mail)
Bruce Miller, Finance Director (By e-mail)
Melissa Lehman, Senior Accountant (By e-mail)
Hilary Raftovich, Boards and Commissions Coordinator (By e-Mail)
Regina C. Watkins-Eldridge, City Clerk (By e-mail)



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

January 5, 2014

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

FROM: Frederick C. Sussman, Chair

RE: Annual Report 2013 – Financial Advisory Commission

Duties: The Financial Advisory Commission is composed of seven members with demonstrated knowledge of public finance, appointed by the Mayor and confirmed by a majority vote of the City Council. Each member serves a term of four years, commensurate with the term of the Mayor and City Council, or until the member's successor is confirmed. The purpose of the Financial Advisory Commission is to advise the Mayor and aldermen/alderwomen on financial issues. These issues shall include, but not be limited to, the review of collective bargaining agreements prior to execution and an annual report on the amount of public debt the City may incur without jeopardizing its bond rating.

Attendance:

Members	Jan	Feb	Mar	Apr	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Frederick C. Sussman, Chair	✓	✓	✓	✓	✓	✓	✓	✓	NoMtg	NoMtg	✓	✓	NoMtg
Lee Finney, Vice Chair	✓	-	✓	✓	✓	✓	✓	✓	NoMtg	NoMtg	✓	✓	NoMtg
Frank Brown	✓	✓	✓	-	✓	✓	✓	✓	NoMtg	NoMtg	✓	✓	NoMtg
Bob Burdon	✓	✓	✓	✓	-	✓	✓	-	NoMtg	NoMtg	✓	✓	NoMtg
Ross Dierdorff	✓	✓	✓	✓	✓	✓	-	✓	NoMtg	NoMtg	✓	✓	NoMtg
Dave Gallitano	✓	✓	✓	-	-	Resigned	-	-	-	-	-	-	-
Scott Bowling	-	✓	✓	✓	✓	✓	-	Resigned	-	-	-	-	-
Faye Currie	-	-	-	-	-	-	-	-	-	NewMbr	-	✓	NoMtg

*Special Meeting

Activities: See Attachment

Respectfully,



Frederick C. Sussman, Chair

Annual Report 2013 – Financial Advisory Commission (ATTACHMENT)

<u>Meeting Date</u>	<u>Attendees</u>	<u>Absentees</u>	<u>Discussion Points / Meeting Purpose</u>	<u>Votes/Outcomes</u>
January 10, 2013 7:35 AM to 9:07 AM Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Dave Gallitano; Frank Brown	Scott Bowling	<ul style="list-style-type: none"> • Pension Task Force from Lee Finney • Capital Programming Committee update • Status of Audit Completion • Budget Status; staff and/or programmatic analysis and reductions • Treasury Services update • Commission's Plan of Work Draft 	
February 14, 2013 7:33 AM to 8:55 AM 145 Gorman Street; 3rd Floor Conference Room	Fred Sussman, Chair; Scott Bowling; Frank Brown; Bob Burdon; Ross Dierdorff; Dave Gallitano	Lee Finney, Vice Chair	<ul style="list-style-type: none"> • City Attorney's Office discussion of additional Assistant City Attorney • Audit Completion • Budget Status • Pension Task Force/Interest Based Bargaining update • Capital Programming Committee update 	
March 21, 2013 7:45 AM to 9:35 AM Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Scott Bowling; Frank Brown; Bob Burdon; Ross Dierdorff; Dave Gallitano	NONE	<ul style="list-style-type: none"> • Pension Task Force/Interest Based Bargaining update • Ordinance 17-13; Issuance of Bonds • Refinancing of Park Place Garage TIF 	
April 18, 2013 7:40 AM to 11:45 AM Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Scott Bowling; Ross Dierdorff	Frank Brown and Dave Gallitano	<ul style="list-style-type: none"> • Presentation of the Capital Budget Process by Virginia Burke, Assistant City Manager • Resolution 17-13; A Revision of the Capital Improvement Budget and Program • Presentation of the FY 2012 CAFR by Bruce Miller, Finance Director • Bond Rating Agency Visit update 	Motion was approved to support Resolution 17-13.

			<ul style="list-style-type: none"> • Cash Flow Projections • Pension Task Force/Interest Based Bargaining update • Refinancing of Park Place Garage TIF presented by Davenport & Company 	
<p>April 30, 2013 7:40 AM to 11:05 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Scott Bowling; Frank Brown; Ross Dierdorff</p>	<p>Bob Burdon and Dave Gallitano</p>	<ul style="list-style-type: none"> • Ordinance 8-13; FY 2014 Annual Operating Budget • Resolution 13-13; FY 2014 Proposed Fee Schedule 	<p>Submission of Commissions budget recommendations will be forthcoming.</p>
<p>May 9, 2013 7:35 AM to 9:35 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Scott Bowling; Frank Brown; Ross Dierdorff</p>	<p>Dave Gallitano</p> <p>NOTE: Resignation of member Dave Gallitano</p>	<ul style="list-style-type: none"> • Bond Rating Agencies update • Pension Task Force/Interest Based Bargaining update • Resolution 13-13; FY 2013 Proposed Fee Schedule • Ordinance 8-13; FY 2014 Annual Operating Budget • Ordinance 9-13; FY 2014 Capital Improvement Budget • Resolution 12-13; FY 2014 – FY 2019 Capital Improvement Program 	<p>Motion was approved to support Resolution 13-13.</p> <p>Submission of Commissions budget recommendations will be forthcoming.</p>
<p>June 13, 2013 7:45 AM to 9:45 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Frank Brown</p>	<p>Ross Dierdorff and Scott Bowling</p>	<ul style="list-style-type: none"> • FY 2014 Adopted Budget Report • FY 2013 YTD Expenditure & Revenue Report • Pension Task Force/Interest Based Bargaining update • Police & Fire Retirement Fund update by Gallagher Fiduciary Advisors 	
<p>July 11, 2013 7:40 AM to 9:00 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Frank Brown; Ross Dierdorff; Scott Bowling</p>	<p>Bob Burdon</p> <p>NOTE: Resignation of member Scott Bowling</p>	<ul style="list-style-type: none"> • Pension Task Force/Interest Base Bargaining update • Pension Plan update by Fiona Liston, Cheiron Actuarial • Presentation on the Park Place Garage TIF Refunding by Davenport & Company 	<p>Motion to recommend approval of the refinancing of Park Place TIF.</p>

Lane			<ul style="list-style-type: none"> and Miles & Stockbridge • Other Post Employment Benefits Trust update • Update on the close of FY 2013 and the upcoming Audit • Scott Bowling - Resignation 	
<p>October 17, 2013 7:38 AM to 9:11 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Frank Brown; Ross Dierdorff; Bob Burdon</p>	<p>Faye Currie</p> <p>NOTE: Appointment of Faye Currie</p>	<ul style="list-style-type: none"> • FY 2013 Audit update • Ordinance 35-13; Issuance of Bonds and Bond Anticipation Notes • Interest Based Bargaining Agreement 	<p>Motion was approved to support Ordinance 35-13 with clarifying language.</p> <p>Motion to approve the collective bargaining Memorandum of Understanding and move it towards implementation.</p>
<p>November 14, 2013 7:37 AM to 8:20 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Frank Brown; Ross Dierdorff; Faye Currie</p>		<ul style="list-style-type: none"> • Terms of Service Review • FY 2013 Audit update • Banking Transition update • Finance Department staffing update • MIT/MUNIS update • FY 2015 Budget and Capital Programming Process • FAC Program of Work 	<p>Motion to approve the FAC Program of Work with revisions.</p>

**ANNAPOLIS HISTORIC PRESERVATION COMMISSION (HPC)
ANNUAL REPORT FOR 2013**

During 2013 the Historic Preservation Commission, was successful with a number of project and policy accomplishments in support of their goal to preserve the National Landmark Colonial Annapolis Historic District. The Commission reviewed and issued 206 Certificates of Approval for improvements in the Landmark Annapolis Historic District for 2013.

HPC Officers & Members

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

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

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

Bronte Jones served as Treasurer at St. John’s College. Her responsibilities for the past 10 years have included the maintenance, upkeep and renovation of historic buildings in both Annapolis, Maryland and Austin, Texas. She resigned from the Commission in June of 2013.

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

Rock Toews is a historian, small business owner and Eastport resident and recently served on the Heritage Commission.

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

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

HPC Membership Criteria

There are currently no vacancies on the Commission. However, HPC membership reflects the professional requirements of the State of Maryland Land Use Article as well as the local ordinance which states “Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines.” In 1998 the City Code was amended requiring that all Commission members must be City residents, reversing a 1996 change which permitted two non-resident members. Any future vacancies on the Commission should be filled with residents who have expertise in the specified fields, and with an eye towards filling any professional shortfalls in the overall composition of the HPC. .

HPC Commission Membership & Attendance

2013	Jan 8&24	Feb 12&28	Mar 12&28	Apr 9&25	May 14&23	June 11&27	Jul 9&25	Sep 10&27	Oct 8&24	Nov 12 **	Dec 10 **
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Sharon Kennedy Chair	2	2	2	2	2	2	2	2	2	1	1
Tim Leahy Vice Chair	2	2	2	2	2	2	2	2	2	1	1
Pat Zeno	2	1	2	2	1	2	2	2	2	1	1
Kim Finch	2	1	2	2	2	1	1	2	2	1	1
Bronte Jones	1	1	1	2	1	1	Member Resigned				
Rock Toews	2	2	2	1	2	2	2	2	1	1	-
Jay Kabriel	2	2	2	2	2	2	2	2	2	1	-
Sara Phillips	New Member as of 12/2013										1

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

2- Indicates present at both of the regularly scheduled meetings

** - No administrative meeting scheduled

No Meetings were held in August

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

- Convened a core team to support development of a **Hazard Mitigation Plan for the Historic District**. Working with P&Z, DNEP, DPW, EPARM, MEMA, MAP and WORA as core members. In partnership with MainStreets Annapolis Partnership, secured grants from the National Trust for Historic Preservation (\$25,000) and Preservation Maryland (\$4,000) to fund planning and survey phase of project. Certified Local Government grant application approved by Maryland Historical Trust for an additional \$25,000 matched for previously awarded grants. HPD consulting funds provided addition \$6,000 in required matching funds.
- HPC Education:
 - Developed a program of trainings/publications to assist property owners & tenants interested in learning about responsibilities and resources available for preserving properties in the Annapolis Historic District and National Register District.
 - HPD Staff conducted 3 Realtor Training workshops attended by a total of approximately 100 realtors and property owners. These workshops continue to be available on an as requested basis.
 - HPD Staff developed a “Walk Annapolis” History Scavenger Hunt Maryland Day program in partnership with Heritage Commission and MainStreets Annapolis Partnership. Program participation included residents/visitors to Annapolis, many with children. Brochure produced

and provided to CVB, local businesses and available online showcasing the historic and architectural artifacts around the Annapolis Historic District.

- HPC partnered with MAP to host a workshop presentation by the National Park Service on development of a Cultural Landscape Survey and Management Plan. This workshop was attended by approximately 45 preservationists and residents in anticipation of the release of the Draft City Dock Master Plan.
 - HPC hosted “Rehab Right” a workshop on materials and methods for the sensitive stewardship of historic properties attended by almost 50 property owners and tradespeople.
- HPC Policies & Procedures
 - Working with HPC Staff, commission members reviewed national standards for Economic Hardship and drafted and approved an Economic Hardship policy & procedures for use in the Annapolis Historic District.
 - HPC reviewed draft Enforcement Policy during a public meeting, supported changes and moved for acceptance pending final review by Office of Law.
 - HPC staff drafted procedures for Historic Tax Credit program which were approved by the HPC and implemented.
 - HPC supported revision to the Historic Tax Credit program enhancing the tax credit to 25% for commercial properties, for restoration projects, for life safety and hazard mitigation improvements.
 - Banner Procedures, Placement and Approvals: HPC worked with special events staff to develop clear criteria for the use and placement of banners in the Historic District. HPC worked with DPW to streamline processes and make installation both efficient and consistent.
 - Survey and Inventory
 - P&Z Intern completed inventory and condition assessment of existing news racks and portable signage in Historic District. Enforcement delayed due to lack of staff resources to move forward.
 - Inspections & Enforcement

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

 - All Sidewalk Café permit holders sent a notice letter and, as applicable, an administrative COA regarding approval status of existing Sidewalk Café furniture.
 - Legislative Referral and Review

Throughout 2013 the HPC reviewed legislation referred from the City Council and developed and communicated feedback on several initiatives. Primary amongst them was the City Dock Master Plan. The HPC held public hearings on the CDMP and crafted 2 sets of comments for use by the Council in their deliberations.

January

- The Commission issued 20 Certificates of Approval (COA) with 17 reviewed administratively and 3 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff reviewed 1 new Historic Tax Credit application and certified \$32,000 of work in qualifying expenditures, pending approval. Pending applications – 27 with estimated \$656,499.98 pending property improvements which translates to \$65,649 in anticipated tax credits for the 2014 tax year.
- Staff tracking 10 violations with either DNEP or HPD Notice of Violations, citations or stop work orders.

February

- The Commission issued 13 Certificates of Approval (COA) with 12 reviewed administratively and 1 through public hearing.
- HPC conducted 2 pre-application meetings.
- Historic Tax Credit (HTC) applications - Pending applications – 27 with estimated \$656,499.98 pending property improvements which translates to \$65,649 in anticipated tax credits for the 2014 tax year.

March

- The Commission issued 11 Certificates of Approval (COA) with 10 reviewed administratively and 1 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 6 new Historic Tax Credit applications for \$117,843 of work in qualifying expenditures, pending approval. Pending applications – 33 with estimated \$744,343 pending property improvements which translates to \$74,434 in anticipated tax credits for the 2014 tax year.
- Staff is currently tracking 13 violations in the Historic District with either DNEP or HPD Notice of Violations, citations or stop works issued.

April

- The Commission issued 17 Certificates of Approval (COA) with 13 reviewed administratively and 4 through public hearing.
- HPC conducted 1 pre-application meeting.
- Commission staff received 2 new Historic Tax Credit applications for \$45,750.00 of work in qualifying expenditures, pending approval. Pending applications – 35 with estimated \$820,092.98 pending property improvements which translates to \$82,009 in anticipated tax credits for the 2014 tax year.
- HPD co-sponsored with Historic Annapolis a Preservation Month lecture on Saturday, May 11 at City Hall. Speaker was Gordon Bock, former editor of Old House Journal speaking on renovation of the Vintage House.

May

- The Commission issued 33 Certificates of Approval (COA) with 30 reviewed administratively and 3 through public hearing.
- HPC conducted a Closed Session on May 14, 2013, in accordance with Maryland State Government Article Section: 10-508(a) (7) to consult with counsel to discuss a recent

court decision.

- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$29,194.70 of work in qualifying expenditures, pending approval.

June

- The Commission issued 3 Certificates of Approval (COA) with 1 reviewed administratively and 2 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$25,280 of work in qualifying expenditures, pending approval. Pending applications – 37 with estimated \$845,913 pending property improvements which translates to \$84,591 in anticipated tax credits for the 2014 tax year.
- Staff is currently tracking 19 reported violations in the Historic District that directly resulted from a Maryland Public Information Act request from SPAW, LLC. These violations are for replacement vinyl windows without an HPC Certificate of Approval.
- HPD co-sponsored with MainStreets Annapolis Partnership and Four Rivers Heritage a workshop on Cultural Landscape Assessments for Historic Districts on June 26 at the Charles Carroll House. Speakers from the National Park Service spoke to a crowd of appx. 50 design, preservation, planning and heritage professionals.
- HPC completed reviewed and adopted at June Administrative Hearing criteria and Rules of Procedure for consideration of Economic Hardship exclusively for use in the Annapolis Historic District.

July

- The Commission issued 23 Certificates of Approval (COA) with 20 reviewed administratively and 3 through public hearing.
- Commission staff received 1 new Historic Tax Credit application for \$35,325 of work in qualifying expenditures, pending approval. 13 projects completed, certified by HPC and approved by Finance for 2014 Historic Property Tax Credit. Total work certified = \$ 258,494.15 which translates to \$25,849 in qualified tax credits. 12 applications pending certification and approval for 2014 tax year = \$259,002.47 in qualified work.
- Staff participated in a District Court hearing on 2 Maryland Avenue placement of vinyl windows without HPC Certificate of Approval. Court continued to find in favor of HPC and supported abatement request to file an application with the HPC. Defendant has filed an appeal.

August

- The Commission issued 23 Certificates of Approval (COA) with no public hearings.
- Commission staff received 1 new Historic Tax Credit application for \$29,000 of work in qualifying expenditures, pending approval.

September

- The Commission issued 16 Certificates of Approval (COA) with 12 reviewed administratively and 4 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 1 new Historic Tax Credit application for \$16,380 of work in qualifying expenditures, pending approval. Pending applications -- 25 with estimated \$631,322 pending property improvements which translates to appx. \$63,132 in

anticipated tax credits for the 2015 tax year.

- Staff is currently tracking 27 reported violations in the Historic District.
 - HPD Staff met with Baltimore Regional National Association of Remodelers Industry on September 25th.
 - HPD Staff partnered with the West Annapolis Heritage Partnership and Historic Annapolis for an informal no-host roundtable lunch for preservationists and historic site owners on September 25th.
 - HPD Staff met with Coldwell Banker Realtors on September 19th to review Historic Tax Credit / Easement programs
 - HPD hosted a Rehab Right training for residents and MD HPCs on the use of appropriate materials/methods of repair to properties in Historic Districts on September 28th.

October

- The Commission issued 23 Certificates of Approval (COA) with 20 reviewed administratively and 3 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$32,818 of work in qualifying expenditures, pending approval.
- Staff is currently tracking 27 reported violations in the Historic District.
- Chief of Historic Preservation presented at Eastern Shore Planning Conference on Hazard Mitigation Planning for Annapolis Historic District, served on Historic Rehab Awards Jury for National Housing Rehabilitation Association and was elected to National Alliance of Preservation Commissions Board

November

- The Commission issued 15 Certificates of Approval (COA) with 12 reviewed administratively and 3 through public hearing.
- Historic Tax Credit (HTC) application - 1 new application received for \$14,194.80 of work in qualifying expenditures, pending approval.

December

- The Commission issued 9 Certificates of Approval (COA) with 8 reviewed administratively and 1 through public hearing.
- HPC conducted 1 pre-application meeting.
- Chief of Historic Preservation provided guidance and recommendations to DNEP and P&Z regarding historic setting of Primrose Hill, a site identified for housing development outside of the Historic District which contains a Colonial-era Manor House notable for its extant historic integrity AND its association with noted colonial artists, John Husselius and Charles Wilson Peale

During the upcoming year, beyond its standard responsibilities of project review of Certificates of Approval in the Landmark Annapolis Historic District, the Commission will update its Rules of Procedure for consideration of contested cases. In addition, the Commission will continue to work with the Office of Emergency Preparedness & Risk Management and other key agencies to develop the Hazard Mitigation and Response Plan for the Landmark Annapolis Historic District.

Sharon Kennedy, Chair

Annapolis Historic Preservation Commission



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

January 7, 2014

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

FROM: Alderman Kenneth Kirby *KKP/TW*
 Chair

RE: Annual Report 2013 – 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	Oct	Nov	Dec
Kenneth Kirby, Chair	✓			✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg
Classie Hoyle	✓	✓		✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓	✓	NoMtg	NoMtg
Jared Littmann		✓	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg		✓	NoMtg	NoMtg
Cynthia Carter	✓	✓	✓	Recused	Recused	NoMtg	NoMtg	NoMtg	NoMtg	✓		NoMtg	NoMtg
Jonette Hahn	Excused	✓	✓	Excused	Excused	NoMtg	NoMtg	NoMtg	NoMtg	Excused	Excused	NoMtg	NoMtg
Teri Bond	✓	✓	✓	✓	✓	NoMtg	NoMtg	NoMtg	NoMtg	✓		NoMtg	NoMtg
Kate Rollason	✓	Recused	Recused	Recused	Recused	NoMtg	NoMtg	NoMtg	NoMtg			NoMtg	NoMtg

Activities:

The HCDC reviewed and evaluated projects that were submitted to the city for Community Development Block Grant Program (CDBG) FY 2014 funding. This program is funded by the U.S Department of Housing and Urban Development annually.

The HCDC held two required Public Hearings on the CDBG program. The purpose of the first hearing was to hear descriptions of the projects submitted from organizations that serve the city's low and moderate-income populations. The second hearing was on the FY 2014 CDBG Action Plan, which outlines how the City intends to spend its CDBG funds.

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

HCDC approved the FY 2014 CDBG Action Plan, which is required by HUD and was due May 15, 2013.

HCDC approved an amendment to FY 2014 CDBG Action Plan to provide \$5,000 to BNI for tenant-landlord counseling. BNI is the only organization in the area which provides tenant-landlord counseling and fair housing assistance. The recommendation to fund this activity came from the city's Human Relations Committee, which receives calls from city residents who need help in these areas.

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

2013 ANNUAL REPORT

Annapolis Human Relations Commission

These are highlights of the activities of the Annapolis Human Relations Commission in 2013 and consistent with its mission to eliminate discrimination and promote equal opportunity:

Open House and Candidate Forum

The Commission sponsored its second quadrennial “open house”, featuring the first candidate forum in the Annapolis general election cycle. The candidates for Mayor and City Council had a chance to make a five-minute statement outlining their vision for equal opportunity and human relations. Both Mayoral candidates attended, as did all of those seeking office in the contested City Council races (Wards 1, 2, 6 and 7). The candidate in Ward 3, who ran unopposed, sent a representative. Information also was presented about the programs, services and initiatives of the Commission. About 60 persons attended the “open house”, which was held at the Roger “Pip” Moyer Recreation Center, and had a chance to chat with the candidates and members of the Commission.

Tenant/Landlord Services

The Commission intervened to ensure that the tenant/landlord hotline of Baltimore Neighborhoods Inc. would continue to be available to Annapolis residents. BNI lost county funding for this program. But part of a federal housing grant received by the City was used to cover the \$5,000 expense to allow those living in the City to access the hotline. The Commission worked with BNI, the City’s housing staff, and the Housing and Human Welfare Committee of City Council in this endeavor.

Participation at Community Events

The Commission’s Outreach Committee had a table at the Pathways to Opportunities Conference sponsored by Housing Authority of the City of Annapolis, designed to provide residents of the City’s public housing communities with information about resources offered in the City. The Outreach Committee also had a table at the Unity Day program organized by HACA and the Eastport Civic Association.

Distribution of Commission Brochures

The Commission’s Outreach Committee conducted its annual distribution of copies of the English and Spanish language brochures of the Commission and its fair housing publication to numerous locations around the community, including 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).

Television Program

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

- David Prosten, Sierra Club president, and Diane Butler, member of the City's Environmental Commission
- Deborah Wood, director of the Chesapeake Children's Museum
- Pamela Jordan, director of the Anne Arundel County Department of Aging and Disabilities, and Karla Schaffer, public information officer in that agency
- Jeanne Allert, founder and executive director of The Samaritan Women
- Mario Berninzoni, executive director of Arundel House of Hope, and Karen Biagiotti, director of its Winter Relief Emergency Shelter
- Michael Robinson, program director of Baltimore Neighborhoods, Inc.
- Michael Cohen, executive director of Maryland Network Against Domestic Violence
- John Palinski and Karen Feldman, respectively executive director and director of community partnerships for Seeds4Success
- Former Annapolis alderwoman Cynthia Carter, who was interviewed about the verdict in the George Zimmerman trial
- Cathy L. Bird, executive director of Food Link
- Lisa Spicknall, program manager for Mothers Against Drunk Driving
- Shanita Medlin, volunteer manager for Habitat for Humanity of the Chesapeake, and Wanda Mitchell, vice chair of the Annapolis Human Relations Commission and a participant in the Habitat program

Speakers at Commission Meetings

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

- Mikael Smith, imam of the Islamic Society of Annapolis
- Sandy Solomon, Liz Vanden Heuvel and Dianne Crews of the Greater Annapolis Interfaith Network
- Annette Breiling and Sergio Espana of the Health Care in a Human Rights Campaign in Maryland
- Robert Strupp, executive director, of Baltimore Neighborhoods, Inc., which seeks to promote justice in housing for Maryland residents through fair housing, tenant-landlord programs and public information activities
- Diversity and inclusion teacher Nancy Rosenshine, who spoke about her work experience in academia and government
- Nick Weikel and Chris Atkins of Rescue and Restore Coalition, which works to eliminate human trafficking
- Annapolis Police Chief Michael Pristoop, who responded to questions about the drug enforcement policies of his department, the impact of these policies on minority communities in the City, and diversity training in his department

- Anne Arundel County Circuit Court Judge Philip Caroom, who spoke about how the “War on Drugs” impacts his work

Other Activities

- The Commission presented its 2013 Dr. Martin Luther King Jr. Award to Mohan Grover and Humanitarian/Outstanding Student Awards to seniors at Annapolis and St. Mary’s High Schools.
- The Commission passed unanimously a resolution supporting the proposal of the Human Relations Commission of Anne Arundel County that it be recognized as an official entity in county law and be granted investigative authority. The Commission’s vice chair presented this statement at a meeting of the Anne Arundel County Council.
- The Commission passed unanimously a resolution expressing its objection to proposed changes to bus schedules of Annapolis Transit, notably on Saturday, because of the impact on low income and disabled riders. The Commission’s statement was submitted to the City’s Transportation Board.

2013 Meeting Attendance Record of Commissioners

	February	March	April	May	June	September	November	December
Keller	X	X	X	X	X	X	X	X
Mitchell	X	E		X	X	X		X
Leitch	X	X	X	X	X	E	X	X
Sims	X	E	X	X	X	X	X	E
Schenck	X	X	X	X	X	X	X	X
Katchmar	X	E	E	X	E	X	X	E
Scott	X	X	X	X	X	X	E	X
Boston	X	E			X			
Doskow	X	E	E	X	X	E	X	E
Spencer	E	X	E	X		X	Resigned	
Graham		X	X	E	X	X	X	X
Williams	E			X	X	E	X	
Kaisler	X	E	E	E		E	X	
Knight	X	E	E		E	X		E
Smith	Not Yet Appointed						E	X

Key: X- Attended, E- Excused absence



MARITIME ADVISORY BOARD
THE CITY OF ANNAPOLIS

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

January 22, 2014

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

Re: 2013 Annual Statement

Dear Hilary:

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

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

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

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

The MAB has established the following goals and objectives to be met during the 2014 fiscal year:

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

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

- Seek the expansion of community boating opportunities available to City residents.
- Review and make recommendations with respect to the City Dock Master Plan.

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

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

Inasmuch as the MAB is an advisory Board, and the amount and subject matter of the input and advice to a particular "decision-making body, agency, board, commission or official" varies from year-to-year, the annual performance standard of necessity is whether the MAB has satisfactorily provided such input, assistance, analysis and recommendations on matters relating to the marine industry and pleasure boating in the City. To that end in 2013 the MAB has:

- Provided extensive review of the City Dock Master Plan, the "Budge Amendments thereto", the development of the "Fawcett" property, and the various proposed legislation affecting the CDMP, including a report and recommendations to the Planning Commission and City Council.

- Provided formal Referral Action Report for proposed ordinance O-17-13.
- Coordinated the implementation of a "Commercial Vessel Spectator Zone" for performances of the Blue Angels.
- Provided final comments to proposed ordinance O-25-11 regarding duplexes in maritime zones.
- Provided review and comments to the proposed City Dock events legislation
- Provided review and comments regarding the designation Annapolis Harbor and Back Creek as a "no-discharge zone".
- Vice-Chair Buchheister was interviewed on the role of the MAB as part of the "Boat Show" program on radio station WNAV.
- Instituted review of street-end dock facilities and plan for repairs.

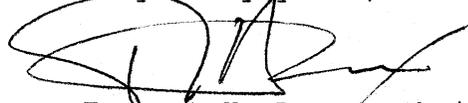
The MAB has fully complied with and adhered to the performance standard established for the preceding year.

A matrix of attendance is attached hereto.

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

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

Very truly yours,



Tarrant H. Lomax, Chair

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

**MARITIME ADVISORY BOARD
2013 Attendance Report**

Members (Expiration of Term)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tarrant Lomax* (09/2015)	X	X	X	Exc	Exc	X	X	No Mtg	No Mtg	X	X	X
Chris Buchheister** (09/2014)	X	Exc	X	X	X	X		No Mtg	No Mtg	X	X	X
Scott Allan (09/2015)	Exc	X	X	X	Exc	X	X	No Mtg	No Mtg	X	X	X
Andy Fegley (Ward 1 - 11/2013)	X	X	X	X	Exc	X	X	No Mtg	No Mtg	X	X	Exc
Rick Franke (09/2015)	X	X	X	X	X	X	X	No Mtg	No Mtg	X	X	Exc
Debbie Gosselin (09/2015)	X	X	X	X	Exc	Exc	X	No Mtg	No Mtg		X	Exc
Duncan Hood (Ward 7 - 11/2013)	Exc	X	X	Exc	X	Exc	X	No Mtg	No Mtg	X	X	X
Russell Outtrim (Ward 8 - 11/2013)	Exc	X	X	X	Exc	X	Resigned due to work conflict					
Dick Pettingill (09/2015)	X	X	X	X	X	X	Exc	No Mtg	No Mtg	X	X	X
Bill Woodward (09/2015)	Exc	X	Exc	X	Exc	X	Exc	No Mtg	No Mtg	X	Exc	X
* Chair												
** Vice Chair												



PLANNING COMMISSION

ANNUAL REPORT

2013

Included in this Report:

- . Introduction (with requested information)**
- . Summary of Activities**
- . Attendance Record**

ANNAPOLIS PLANNING COMMISSION REPORT

The Planning Commission has enjoyed a productive year with much activity as detailed in the activities section of this report. However, the Planning Commission remains concerned that the Commission is still short two members of the required seven members Commission. As described in the directions outlined by the City for the preparation of this report, we are asked to offer suggested names for potential Commission members. Ms. Annie Hilary, a resident of Annapolis and a professional planner, has expressed an interest in serving on the commission and the Commission hope that this resident will be given consideration.

The Planning Commission of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are seven members serving from different areas of the City. Each member serves a five year term.

The criteria for membership include the following:

- Must be a resident of the City of Annapolis,
- Must attend monthly meetings and other assemblage as needed,
- Must review and submit to the City Council, proposals such as comprehensive plans, zoning code amendments, rezonings, planned developments, and other matters.
- Must commit the time needed to review, share with the public and deliberate for submission to the Council.

This report lists the present Commission members including those who served for some portion of the 2013 work year.

- Dr. Eleanor M. Harris, Chair
- Mr. William S. Herald, Vice Chair
- Mr. Robert Waldman
- Mr. David DiQuinzio
- Mr. David Iams
- Dr. Wilford Scott (Resigned after 28 years of service, September 2013)
- Mrs. Lois Villemaire (Resigned March 2013)

The Planning Commission refers to **state and local guidelines** regarding planning and zoning requirements. With the assistance from the Office of Law during the 2013 work year, the Planning Commission completed meeting guidelines titled, “Rules of Procedures” for the operation of the Commission on a monthly basis to enhance the quality and effectiveness of the Commission and its work.

Monthly Commission meetings are advertised.

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

The success and quality of the Commission’s work is due to the unwavering support of the Planning and Zoning and the Office of Law. They are always available to assist us with information and preparation that has helped us as a team to make sound informed decisions for the City. Their availability at the meetings and work sessions provide the necessary support as needed.

Planning and Zoning Staff:

- **Jon Arason, Director of Planning and Zoning**
- **Jane C. Holschuh, Assistant to the Director**
- **Tami Hook, Recording Secretary**
- **Dr. Sally Nash, Chief of Comprehensive Planning**
- **E. Thomas Smith, Chief of Current Planning**
- **Jacquelyn Rouse, Planning Administrator**
- **Kevin Scott, Senior Land Use and Development Planner**
- **Cynthia Gudenius, Land Use and Development Planner**

Office of Law Staff:

- **Karen Hardwick, City Attorney**
- **Gary Elson, Assistant City Attorney**

**Meeting Summaries
Planning Commission Activities
January – December 2013**

January 3, 2013

Action Items:

Minutes

Order of agenda

Public Hearing and Deliberations

1. Master Plan for Wayfinding and Signage. Public testimony yielded 8 citizens all in favor of the way finding proposal. Following deliberation by commissioners, the proposal passed 7-0.

2. Ordinance 0-25-11 presented to correct changes made outside of the original 0-25-11 Ordinance. (See minutes for details).

3- Discussion: Rules of Procedure (see minutes for details).

4- City Dock Advisory Committee (CDAC) Master Plan, discussion prior to upcoming presentation for Feb. 7, 2013.

Election of officers

Current officers were reelected for 2013.

January 17, 2013

Action Items:

Minutes

Findings

Agenda

Public Hearing (none)

Old Business:

Rules of Procedure Discussion

Alderman Arnett provided comments and suggestions

Protocol for Feb. 7th meeting was discussed (see minutes for details).

February 7, 2013

This meeting included the voting on the Planning Commission draft Rules of Procedures, opinions and meeting minutes.

February 21, 2013

Action Items:

Minutes

Findings

Agenda

Public Hearing & Deliberations

1. Plan development application by Timothy Jr., LLC and Timothy G., and Timothy N.

There were 6 testimonies for the proposed application. Exhibits were accepted for the record. This item was postponed for action until the March meeting (see minutes for details).

2. Rules of Procedure (Planning Commission guidelines) discussed and approved for Implementation.

3. Miscellaneous: The Planning Commission Chair is serving on the Capital Budget Committee, and the John T. Chambers, Jr. Advisory Committee.

March 7, 2013

Action Items:

Minutes

Findings

Agenda

Public Hearing & Deliberations

1. Ordinance O-25-11, language clarification of code definition for two family dwellings

2. Timothy Gardens Residential Planned Development #PD2012-002

3. Ordinance O-3-13 to change the lot size and width requirements. No one from the public spoke at the hearing. The proposal passed in a vote of 6-0.

4. Ordinance O-47-11 proposes to amend the code to keep the fence construction in Title 17 of the code and move the design aspects to Title 21. No one from the public spoke at the hearing. The recommendation was approved in a vote of 6-0.

5. Chair Harris updated the commissioners on the status of the Capital Budget and City Council subcommittees.

March 21. 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

City Dock Master Plan discussed by Director J. Arason and Consultant Mr. Jakubiak.

There were 24 City residents that spoke on the plan at the public hearing. (See minutes for details).

April18, 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

Staff presented the Capital Improvement Program (CIP) for fiscal years 2014-2019.

There were three City residents that spoke on this matter at the public hearing. (See minutes for details).

May 16, 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

1. City Dock Master Plan findings approved by commissioners
2. Ordinance O-36-12 memorandum to the City Council (See minutes for details).

June 6, 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

Ordinance O-7-13 which is the original proposed to establish a new zone known as Water Front City Dock Zone. There were 10 City residents that spoke on the matter at the public hearing. The ordinance was approved by the Planning Commission to move forward to the City Council for action.

July 18, 2013

Action Items:

Agenda

Minutes

Public Hearing+ Deliberations

1. Ordinance O-24-13, this amendment is for removing the hardship criteria from demolition applications in neighborhood conservation districts. (See minutes for details). One citizen spoke on this item during the public hearing.
2. Ordinance O-25-13 permitted use of office or studio in the C2 zoning district. One resident spoke for the proposal.
3. Ordinance O-26-13, proposed to include pet grooming facilities as a use subject to review in all commercial zoning districts. Three citizens spoke in favor of the ordinance.
4. Ordinance O-21-13, proposes to amend titles 17 & 21 for implementation of the State of Maryland Forest Conservation Act. There were two City residents that spoke in favor of the ordinance.

Dr. Wilford Scott announced his resignation from the Planning Commission with his last meeting being in September 2013.

August 2013 - No meeting scheduled

September 5, 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

1. Ordinance O-19-13, proposed to be established for the purpose of adding the projected school capacity for the Annapolis High School feeder system to the list of development review criteria. Six citizens spoke during the public hearing. (See minutes for details)
2. 2010, 2011, 2012, jurisdictional annual report - measures and indicators for Annapolis.
3. Ordinance O-28-13, proposes to update the language in Title 21 from Article 66B to land use. No one spoke during the public hearing.
4. Ordinance O-21-13, proposes to implement the State's Forest Conservation Act. (Review the minutes for details).

September 19, 2013

The two agenda items scheduled for this meeting were rescheduled due to lack of a quorum.

October 3, 2013

Action Items:

Agenda

Minutes

Public Hearing & Deliberations

1. Ordinance O-30-11 proposes to amend section 21-04-020. (See minutes for details). Three citizens spoke in favor of this amendment.
2. Ven, LLC Design Plan Review Non-conforming properties. No one from the public spoke on this matter at the public hearing.

November 7, 2013 and December 5, 2013 -No meeting

Planning Commission 2013 Attendance Record

Member	Jan 3	Jan 17	Feb 7	Feb 21	Mar 7	Mar 21	Apr 18	May 16	Jun 6	Jul 18	Aug	Sep 5	Oct 3	Nov	Dec
DiQuinzio	X	X	X	X	X	X	X	X		X		X	X		
Harris	X	X	X	X	X	X	X	X	X	X		X	X		
Herald	X	X	X	X	X	X	X	X	X	X		X	X		
Iams	X	X	X	X	X	X	X	X	X	X		X	X		
Scott	X	X	X	X	X	X	X	X		X		X	Resigned		
Waldman	X	X	X			X	X	X	X	X		X	X		
Villemaire	X				X	Resigned									

Legend:

X= Present

Gray Shading=No meeting



City of Annapolis

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

January 13, 2014

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

FROM: Joseph Semo
Chair

RE: Annual Report 2013 – Police & Fire Retirement Plan Commission

Duties: The Police & Fire Retirement Commission is composed of the Mayor, Finance Director, Human Resources Director, Chair of Finance Committee, representative of Police and Fire Departments, a local banking representative appointed by the Mayor, and a representative jointly designated by certified bargaining units for police and fire. Each member has a term of three years or until a successor is appointed. The purpose of the Police & Fire Retirement Commission is to review the funding of the retirement plan, the reports of any actuary administering to the plan, and the investments supporting the funding of the plan, and based thereon, shall issue a report to the City Council with respect to such matters as it deems appropriate.

Attendance:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul ¹	Aug	Sep	Oct ¹	Nov	Dec
Joseph Semo, Chair	Exp ²	No Mtg	✓	No Mtg	No Mtg	✓	✓	No Mtg	✓	✓	✓	No Mtg
Sheila Finlayson, Alderwoman	No Mtg	No Mtg	✓	No Mtg	No Mtg	-	-	No Mtg	-	-	-	No Mtg
Daniel Grimes, Lieutenant	No Mtg	No Mtg	✓	No Mtg	No Mtg	✓	✓	No Mtg	✓	✓	✓	No Mtg
Paul Rensted, Human Resource Director	No Mtg	No Mtg	-	No Mtg	No Mtg	-	✓	No Mtg	✓	✓	✓	No Mtg
Mary Kathleen Sulick	No Mtg	No Mtg	✓	No Mtg	No Mtg	✓	✓	No Mtg	✓	✓	✓	No Mtg
Scott Baker, Major	No Mtg	No Mtg	-	No Mtg	No Mtg	✓	✓	No Mtg	-	✓	-	No Mtg
Bruce Miller, Finance Director	No Mtg	No Mtg	✓	No Mtg	No Mtg	✓	✓	No Mtg	✓	✓	✓	No Mtg
Mayor	No Mtg	No Mtg	-	No Mtg	No Mtg	-	-	No Mtg	-	-	-	No Mtg

¹Police & Fire Retirement Plan Commission Work Session.

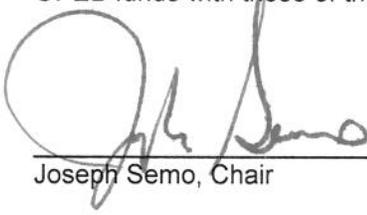
²Expired; remains in session until a successor is appointed.

Activities: During 2013, the Police & Fire Retirement Plan Commission held quarterly meetings and conference calls as needed to discuss the performance of the Police & Fire Retirement Plan Trust ("Trust") and its Asset Managers. See attached report from Gallagher Fiduciary Advisors. In addition, other subjects of discussion included the following: City contributions to the Trust; undertaking investment responsibility for Other Post Employment Benefit ("OPEB") funds; a Request for Proposal for Consultant Services; and training opportunities for the Commission.

During the Council's recent consideration of the City budget, the Commission recommended that the City increase its scheduled contributions to the Trust. As previously explained to the Council, the current funding circumstance reflects three elements: (1) the City lost the challenge to its position with respect to claims that certain retirees were due a cost-of-living increase (this increased liabilities by an estimated \$6.2 million); (2) the City offered early retirement incentives to certain members who were at or near retirement age (this increased liabilities by an estimated \$2.1 million more than anticipated); and (3) the City chose not to make significant

employer contributions in recent years (even as it bargained lower employee contributions), deliberately living off of the Plan's reserves. While City a commitment to make contributions was part of the most recently approved budget, the contribution level is significantly less than the actuary has recommended and that the Commission has recommended. While the ultimate decision rests with the Council, the Commission respectfully suggests that the council increase the planned contributions to the Trust.

Future business of the Commission may include consideration of the feasibility and appropriateness of combining OPEB funds with those of the Trust for investment purposes.

A handwritten signature in dark ink, appearing to read "Joseph Semo", is written over a horizontal line. The signature is fluid and cursive, with a large initial "J" and "S".

Joseph Semo, Chair



Gallagher Fiduciary Advisors, LLC
a Subsidiary of Gallagher Benefit Services, Inc.

City of Annapolis Police and Fire Retirement Plan Financial Highlights as of September 30, 2013

Strategy and Allocation

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

In order to maximize long-term expected returns within acceptable levels of risk and liquidity, City of Annapolis Police and Fire Retirement Plan's policy asset allocation is structured using a combination of academic theory, quantitative analysis, and informed market judgment. The Retirement Plan's long-term allocation strategy has included a shift from traditional, publicly held investments to one with new allocations to non-traditional and/or alternative investments. This shift in targets has resulted in changes to the actual allocation starting in 2011, when the first commitment to a private investment fund was made. This shift to alternative assets creates a more globally, diversified portfolio that is positioned to pursue market inefficiencies with reduced volatility. The current asset allocation targets, which were most recently amended in September 2013, and the actual allocations at September 30, 2013 are as follows:

Figure 1: Policy Allocation Targets and September 30, 2013 Allocations

	Asset Allocation	
	Current Policy Target	Actual as of September 30, 2013
Domestic Equities	28 %	31 %
Global / Emerging Markets Equities	13 %	14 %
Fixed Income	22 %	21 %
Tactical	10 %	12 %
Real Estate	6 %	5 %
Alternatives*	19 %	15 %
Cash	2 %	2 %
Total	100 %	100 %

*Alternatives target was increased to 19% with additional funding to happen in late Q4 2013.

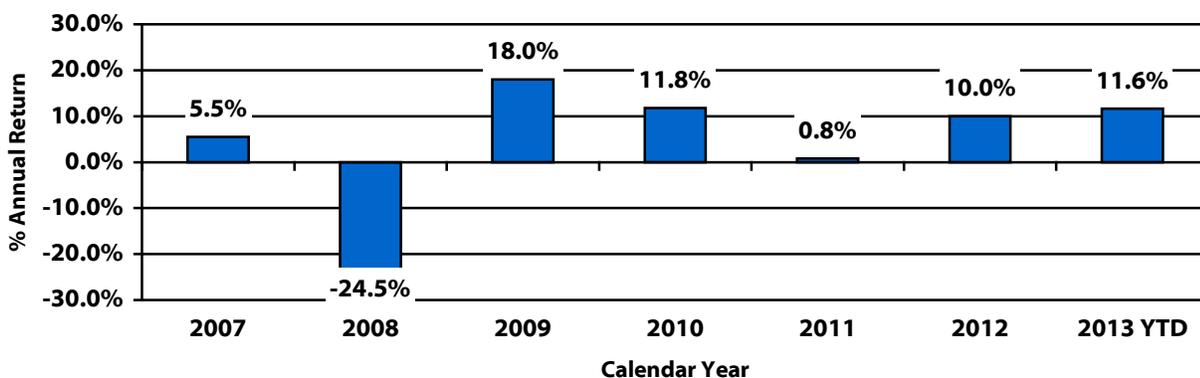
Investment Performance

Returns from equity investments were strong during 2013 as quantitative easing by the Federal Reserve and improving economic data continued to drive gains. Early in 2013, the global stock market performance became increasingly divergent, as U.S. markets gained 19.7%, developed international markets rose 16.1%, and emerging market indices were down -4.4% through September 30, 2013. The portfolio's relative overweight to domestic equities added to performance year to date.

In marked contrast to steep equity market gains, fixed income markets fell sharply during the first half of 2013 on fears of an end to Federal Reserve's bond buying programs and an eventual rise in interest rates. Given Gallagher Fiduciary Advisors' anticipation of a rate increase at some point in the future and adverse expected return asymmetry (meaning, holding bonds would more likely expose the portfolio to losses than further gains), the plan reduced its allocation to traditional fixed income managers in July 2013. The balance was used to fund a strategic, absolute return oriented bond strategy to reduce the potential exposure to rising interest rates.

The City of Annapolis Police and Fire Retirement plan's portfolio generated performance that exceeded the portfolio's custom benchmark (which is based on asset allocation). The portfolio's net investment return was 11.6% versus the benchmark 8.3% year to date and outperformed the benchmark 9.3% versus 8.6% over a trailing three-year period (through September 30, 2013). This followed a net investment return of 10.0% for 2012, and 0.8% for 2011. The portfolio's 2013 year-to-date return ranks in the top 35% of its peer universe (public funds with less than \$1 billion). As importantly, the Plan achieved the above median return with less risk than the median fund. Over the last year, the portfolio has been able to generate a Sharpe Ratio (measures risk adjusted returns, the higher the number the higher the return per unit of risk) of 2.69, which ranks in the top 35% of the peer universe and indicates a better risk-adjusted performance than the median public fund in the universe.

Figure 2: **Portfolio Annual Investment Return**



ANNUAL REPORT OF THE BOARD OF PORT WARDENS 2013

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 2013, there were 8 public hearings and a total of 19 applications reviewed by the Board (7 hearings and 12 applications in 2012) – 17 residential properties and 2 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, Chairman



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January 6, 2014

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

FROM: Paul M. Rensted
Director, Human Resources

RE: Annual Report 2013 – 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: None

**ANNAPOLIS RECREATION AND PARKS ADVISORY BOARD'S
ANNUAL REPORTS FOR 2013**

2013

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.

As of September 2013, Cathy Jones, Ward 3, became our new member after a vacancy occurred with the departure of Regan Weaver⁺ in September 2012. We now have a full Board--11 Board members. Other current Board members include **Taney Hamill, Chair**, Ward 2; **Dawn Moyer, Vice-Chair**, Ward 7, in addition to: Christina Aist, Ward 4, Abigail Nelson (*formerly Fowlkes*), Ward 5, Craig Harrison, Ward 1, Michael Hughes, Ward 8, Ray Lowman, Ward 6; Frank Montgomery, Ward 6; John Roger Moyer (“Bumper”), Ward 8, and Virginia Rankin (“Ginger”), Ward 2.

2013	Jan	Feb	Mar	Apr	May	Jun	Jul **	Aug **	Sep	Oct	Nov	Dec
Hamill, T. Chair	X		X	X	X	X			X	X	X	
Aist, C.	X	X	X		X				X	X	X	X
Nelson, A. (formally Fowlkes)	X	X		X	X	X			X		X	X
Harrison, C.	X			X					X			X
Hughes, M.		X	X		X	X				X		X
Jones, Cathy									X	X		X
Lowman, R.	X	X	X	X	X				X		X	
Montgomery, F.		X							X			X
Moyer, D. Vice-Chair		X		X	X	X			X		X	X
Moyer, J.		X	X	X	X	X			X			X
Rankin, G.		X	X	X	X	X			X	X		X

X – Indicates present at meeting

* – Indicates meeting cancelled

** – No July or August meetings scheduled

+ – Resigned from Board as of Sept. 2012- Ms. Weaver moved to A.A. County.

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

Table of Department Grants – 2013 (Attachment reflects a total of \$2,246,800 in grant funds received)

2013 – Some Highlights:

- “Weight of the Nation Event” at PMRC, January 11, 2013
- Work for CIP projects continues throughout the year, such as: Davis Park, Turner Playground, Truxtun Pool, Truxtun ball fields, and Kingsport Park design
- Re-location of Harbormaster boat operations to Truxtun Park
- Memorial Tree and Bench Program, March 2013
- GreenScape, April 20, 2013
- Greensleeves – work on spring landscaping throughout the City (Memorial Circle, Market House, Westgate Circle, Newman Street Park, and Acton’s Landing Cove)
- Received National Wildlife Federation Community Habitat Certification: for work with NWF on their “Great Give” program – 24-hour fundraiser with proceeds going towards the City’s Community Habitat certification efforts
- Archie Trader made several presentations throughout the year regarding African American History presentations at DAFINA
- Stanton Center hosted the After School Homework Club Awards and Banquet, May 11, 2013
- Held Skate Park volunteer work day with close to 75 participants, May 11, 2013
- Lee Boyton completed the restoration and preservation of the Stanton mural, June 2013
- Met with Annapolis Community Boating about business plan for the Annapolis Sailing School, June 2013
- Met with Chesapeake Children’s Museum about their new lease, and grant-funded repairs to the building, June 2013
- Recreation & Parks staffed a booth at the City Fair and Bike to Work Day, June 2013
- Held the Truxtun Park Youth Triathlon at Truxtun Park on Father’s Day, June 15, 2013
- Teen Mindful Health Workshop (in cooperation with Whole Foods Groceries)
- Park staff worked to prepare Whitmore Park for Fightsoldiers Memorial, Sept. 2013
- Work with the Hispanic Center for Help (Centro de Ayuda) re: Hispanic Festival at Truxtun Park, Oct. 13, 2013
- Recreation & Parks Advisory Board’s first public meeting requesting comments from residents to comment on what they want for Recreation & Parks in the future, Nov. 20, 2013
- Annapolis Half Marathon & 10K Event, November 23, 2013

Conclusion remarks: The Annapolis Recreation & Parks Advisory Board believes that the 2013 year has been the most successful ever in part due to the efforts of our new Recreation and Parks Director, Brian Woodward. One example may be found in Mr. Woodward’s Jan. 8, 2014 Manager’s Monthly Report, specifically in regard to financial records of the PMRC, in which the “Total Revenue” FYTD for 2013 was \$838,914 as compared to the previous 2012 year’s FYTD total of \$740,217.

We are pleased with the many achievements accomplished this year—some of these include: restructuring the Operating Budget, setting goals and objectives for cost-based fees, reorganization of the Department to create accountable managers, align budget authority with

program responsibility, created a customer service orientation among all staff, building communication bridges with the Hispanic community and elderly patrons; partnered with many diverse user groups, created a support mechanism for staff at the Stanton Center for both recreation functions as well as the needs of the facility. In addition, the Harbor Master staff and parks have been brought together to inspect, evaluate and create a plan of action to address the deficiencies at all of our street-end parks, docks and piers. And most important, the Department has strengthened the Community Wellness initiative by partnering with the “Healthy Anne Arundel Program”, expanding the “Prescription for Wellness” grant program, along with fostering educational outreach for nutrition, fitness, wellness for youth at risk, etc.

We look forward to working with Mayor Pantelides and the Office of the Mayor to further enhance these goals and achievements of our Recreation Department as well as moving forward ultimately for the benefit of all the residents of the City of Annapolis.

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January 9, 2014

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

FROM: Deputy Chief Kevin J. Simmons, Fire
Chairperson

RE: Annual Report 2013 – Risk Management Committee

Committee Members:

Deputy Chief Kevin J. Simmons, Fire Department – Committee Chairperson
Mary O'Brien, Office of Emergency Preparedness and Risk Management
Cindy Tate, Public Works
Michelle LeFurge, Mayors Office
John Menassa, Department of Neighborhoods and Environmental Programs
Joe Krasnodemski, Department of Neighborhoods and Environmental Programs
Maria Muniz, Finance
Archie Trader, Recreation and Parks
Calvin Collins, Recreation and Parks
Tony Spencer, Transportation
Jessica Cowles, Office of Law
Karen Steele, Office of Law
Laurie Gardner, Human Resources

Meeting Dates

January 8, 2013
April 18, 2013
October 22, 2013
November 20, 2013

Activity

To develop Risk Management Best Practice models. To develop defined duties for a Safety Committee that promotes safety for the City of Annapolis. Safety Committees play a vital role in identifying hazards, inspections, communicating with employees and promoting a safety culture.

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 have been two Risk Management Groups; the Risk Management Operations Group (RMOG) and the Risk Management Policy Group (RMPG)

Risk Management Operations Group (Chaired by Cindy Tait)

- Reviews, develops and recommends risk controls and operational best practices

Risk Management Policy Group (Chaired by Karen Steele)

- Make policy recommendations to the City Management when applicable.

In the 2012 Risk Management Committee Report, the Committee focused on the following objectives:

1. Establish policies relating to the safety of City employees while on duty and the preservation and protection of City-owned property;
2. Review, evaluate and make recommendations pertaining to departmental personnel and property safety regulations, procedures and activities;
3. *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 persons as a result of accident or injury;*
4. Perform other duties as may be assigned to it by the City Council.

During fiscal year 2012, the City Council approved the hire of a Risk Analyst. This position would be charged with:

Encompassing activities pertaining to risk prevention, the purchase and monitoring of insurance coverage, and with regard to self insured risk, the analysis and settlement of claims alleging damages or injuries with aim of reducing the city's risk expense. The Risk Analyst reports to the Director of the Office of Emergency Preparedness and Risk Management. And coordinates with employees, supervisors, department directors, and external stakeholders such as doctors and attorneys. The Risk Analyst monitors all risk related investigations, provides progress reports and statistical summaries, and completes any other duties as assigned.

With the exception of the Committee's objective #3 listed above, the duties of the Risk Management Committees were included in the Risk Analyst's job description.

Currently the Risk Management Committees have been downsized to one committee. This Committee supports the initiatives of the Risk Management Office and assists in developing programs and projects to promote a City-wide safety culture.