



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

[RCEldridge@annapolis.gov](mailto:RCEldridge@annapolis.gov) · 410-263-7942 · Fax 410-280-1853 · TDD 410-263-7943 · [www.annapolis.gov](http://www.annapolis.gov)

February 17, 2016

To: Mayor and Alderpersons  
 City Manager Andrews

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

RE: Annual Reports FY2015 pursuant to City Code Sec. 2.60.030 - Copies of reports received attached:  
*(Boards and Commissions in RED have not been received as of 2/12/16)*  
*(Boards and Commissions in green are not required to report in 2015)*

<b><u>Board</u></b>	<b><u>Staff liaison</u></b>	<b><u>Department</u></b>	<b><u>Committee</u></b>
Alcoholic Beverage Control Board	Hilary Raftovich	City Clerk	Economic Matters
<i>Annapolis Conservancy Board</i>	<i>Maria Broadbent</i>	<i>DNEP</i>	<i>Environmental Matters</i>
<i>Annapolis Environmental Commission</i>	<i>Maria Broadbent</i>	<i>DNEP</i>	<i>Environmental Matters</i>
Annapolis Heritage Commission	Lisa Craig	Planning and Zoning	Economic Matters
Art in Public Places Commission	Marisa Wittlinger	Recreation and Parks	Rules and City Government
Board of Appeals	Jacquelyn Rouse	Planning and Zoning	Economic Matters
Board of Supervisors of Elections	Regina Eldridge	Office of Law	Rules and City Government
Building Board of Appeals	Maria Brown	DNEP	Economic Matters
Civil Service Board	Tricia Hopkins	Human Resources	Rules and City Government
<i>Commission on Aging</i>	<i>Jacalyn Bierman</i>	<i>Mayors Office</i>	<i>Housing &amp; Human Welfare</i>
Education Commission	Jacalyn Bierman	Mayors Office	Housing & Human Welfare
Ethics Commission	City Attorney	Office of Law	Rules and City Government

Financial Advisory Commission	Melissa Leaman	Finance	Finance Committee
Historic Preservation Commission	Shari Pippen	Planning and Zoning	Economic Matters
Housing & Community Development	Theresa Wellman	Planning and Zoning	Housing & Human Welfare
Human Relations Commission	Trish Hopkins	Human Resources	Rules and City Government
Maritime Advisory Board	Frank Biba	DNEP	Economic Matters
Planning Commission	Jacquelyn Rouse	Planning and Zoning	Economic Matters
Plumbing Inspectors Committee	Maria Broadbent	DNEP	Economic Matters
Police and Fire Retirement Plan Commission	Melissa Leaman	Finance	Public Safety
Port Wardens	Frank Biba	DNEP	Environmental Matters
Public Safety Disability Retirement Board	Tricia Hopkins	Human Resources	Public Safety
Recreation Advisory Board	Michael Morris	Recreation and Parks	Economic Matters
Risk Management Committee	Mary O'Brian	Finance	Public Safety
Transportation Board	Transportation	Transportation	Transportation



**City of Annapolis**  
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**Annapolis, MD 21401**

February 10, 2016

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

FROM: Hilary Roggio Raftovich  
 Deputy City Clerk

RE: Annual Report 2015 – Alcoholic Beverage Control Board

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

**Attendance:**

Members	Feb 4	Mar 4	Apr 1	April 22	May 6	Jun 3	Aug 5	Sep 2	Oct 7	Nov 4	Dec 3
Leonard Berman, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lawrence Harris Jr., Vice Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Michael Miron	X	✓	✓	✓	✓	X	X	E	-	-	-
Valerie Miller	✓	✓	✓	X	X	✓	R	-	-	-	-
James Praley	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Matthew Zagwodski									A	✓	✓

✓ Present      X Absent      E Term expired  
 R Resigned    A Appointed

The Alcoholic Beverage Control Board completed thirty two years of operation on December 31, 2015, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2015 is submitted herewith.

License renewals were processed in March and April, 2015. All licensees were in good standing with respect to City fees and State taxes. All licenses, except one, Regina’s Continental Deli, were renewed.

The Board issued thirty-one sidewalk cafe licenses for consumption of alcoholic beverages on City property, and seven sidewalk cafe licenses without alcohol, collecting, twelve thousand, nine hundred and twenty dollars (\$12,920) in license fees.

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

Mills Wine & Spirits.....	\$500
Main Street Mini Mart .....	\$500
Ruby Tuesday .....	\$500
Crush.....	\$750
Sakura .....	3 day suspension
Maryland inn.....	\$500
Joss cafe .....	\$750
Middletons .....	\$500
Main Ingredient.....	\$500
O'Brian's.....	\$500

Fines collected in 2015 for violations of the Alcoholic Beverage Control Board Rules and Regulations were three thousand dollars (\$6000.00).

Also during 2014 the Board heard and acted upon the following matters, collecting eleven thousand nine hundred and forty-five dollars (\$11,945.00) in fees:

2	Transfer Application .....	\$1,000.00
5	New License Applications.....	\$7,470.00
13	Substitution of Officers.....	\$2,925.00
1	Upgrade Applications.....	\$550.00
1	Downgrade Applications .....	\$0

Two hundred and four (204) Special Class C, One Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling fourteen thousand, seven hundred and twenty-five dollars (\$14,725.00).

In April of 2015, One hundred and ten licenses were renewed, collecting four hundred and forty five thousand, four hundred and seventy dollars (\$445,470.00) in license fees.

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

The Alcoholic Beverage Control Board held 11 meetings. Present were Leonard Berman, 11; Lawrence Harris, 11, Valerie Miller, 4 (Ms. Miller resigned in August); Mike Miron, 4 (Mr. Miron left the board in September), James Praley III, 10 (Mr. Praley was appointed in January) and Matthew Zagwodski 2 (Mr. Zagwodski was appointed in September).

*Respectfully submitted to the Mayor and City Council by the*

**ALCOHOLIC BEVERAGE CONTROL BOARD**

Chair: Leonard Berman  
Vice Chair: Lawrence Harris, Jr.  
Members: James Praley III & Matthew Zagwodski

**ABCB board Actions 2015**

month	sdwk cafe W/ alcohol	sdwk cafe w/o	disciplinary hearings	fines	transfer	new	annual fee	expa nsion	upgrad e	change in annual fee	downgrade	change in annual fee	substitution	extension of premises	Cons. on city property	renewals	deletions	one days Beer	one days BWL
Jan totals				\$0.00	0	0		0	0	\$0.00	0	\$0.00		0	0	0	0	0	0
					Miss Shirleys								Ruby Tuesday	Rams Head					
Feb totals				\$0.00	1	0	\$0.00	0	0	\$0.00	0	\$0.00	1	1	0	0	0	1	12
													Annapolis Waterfront Hotel	Galway Bay  Boatyard Bar & Grill	Galway Bay				
March totals				\$0.00	0	0		0	0	\$0.00	0	\$0.00	1	2	1	0	0	0	11
			Sakura Cafe	\$1,000.00									Davis' Pub	Rams Head Tavern	West Street Business associatio n				
	renewal s	renewal s											Mangia	Stan And Joes x2	Great Frogs	renewals	deletion		
													Osteria 177	49 West	CRAB				
													Nano	Tsunami	West Annapolis Business Affiliation x2				
													Bay Woods	El Toro Bravo					
														Luna Blu					

**ABCB board Actions 2015**

month	sdwk cafe W/ alcohol	sdwk cafe w/o	disciplinary hearings	fines	transfer	new	annual fee	expansion	upgrade	change in annual fee	downgrade	change in annual fee	substitution	extension of premises	Cons. on city property	renewals	deletions	one days Beer	one days BWL
														NA Alumni Association					
April Totals	31	5	1	\$1,000.00	0	0		0	0	\$0.00	0	\$0.00	5	8	5	110	1	3	22
					Phillips - Harbor grill	Wine and Design	\$2,300.00							Eastport Democratic Club X 3					
may totals				\$0.00	1	1	\$2,300.00	0	0	\$0.00	0	\$0.00	0	3	0	0	0	3	13
													Mills Wine & Spirits		Back Creek Benefits				
													Main Street Mini Mart		Maritime Museum x10				
															City of Annapolis				
June totals				\$0.00	0	0		0	0	\$0.00	0	\$0.00	2	0	12	0	0	7	16
July Totals				\$0.00	0	0	\$0.00	0	0	\$0.00	0	\$0.00	0	0	0	0	0	3	13
		Tutti Fruitti				Eastport Kitchen	\$1,470.00				Main Ingredient	\$1,330.00		Back Creek Cafe					
						Soul	\$2,230.00												
Aug totals		1		\$0.00	0	2	\$3,700.00	0	0	\$0.00	1	\$1,330.00	0	1	0	0	0	1	11
						Cha Cha Chicken	\$1,470.00						Loews	Harbor Grill	CRAB x 2				
						Flamant	active in 2016							Fleet Reserve	Maritime Museum				
														Annapolis Marriott					
														Stan & Joes					
Sept totals	0	0	0	\$0.00	0	2	\$1,470.00	0	0	\$0.00	0	\$0.00	1	4	3	0	0	3	24
													Chris's Charcoal Pit		Tug of War				



Annapolis Heritage Commission (AHC)  
Annual Report for 2015

Composition: The commission consists of seven residents and up to five at large members who have a demonstrated interest in the history and culture of Annapolis.

City Code Section: 2.48.360

Duties: The Commission shall advise on and facilitate the development of programs and activities that increases public awareness, appreciation and preservation of the cultural heritage of the City of Annapolis. The Commission shall have discretion to develop programs and projects in partnership with the Historic Preservation Commission and other heritage related agencies and organizations that keeps the cultural heritage alive in our memory as a part of what helped shape us as a people, nation, and culture. This can include commemorative events, publications, monuments, markers, awards, and other educational activities.

Meetings: at the Call of the Chair.

AHC Members

Robert Clark	1/28/2013		6/30/2016
Alma H. Cropper	11/28/2011	2/8/2016	6/30/2019
Karen Engelke	11/28/2011	2/8/2016	6/30/2019
David W. Haight	11/28/2011	9/23/2013	RESIGNED 2015
Constance Werner Ramirez	11/28/2011	2/8/2016	6/30/2019
Janice Hayes-Williams	11/28/2011		RESIGNED 2015
William Jeffrey Holland	11/28/2011	2/8/2016	6/30/2019
Theodore Mack, Chair	11/28/2011	2/8/2016	6/30/2019
Jane Wilson McWilliams	11/28/2011	9/23/2013	RESIGNED 2015
Linnell R. Bowen	11/28/2011	9/23/2013	6/30/2016
Robert Worden	11/28/2011	9/23/2013	6/30/2016
Wayne Speight (approved by city council on Oct 28)	10/26/15		6/30/2018
Marcie Taylor Thoma (approved by City Council on October 28)	10/26/15		6/30/2018

The Commission consists of seven residents and up to five at large members who have a demonstrated knowledge and interest in the history and culture of Annapolis. Four of the ten positions may include, by way of example, representatives from Historic Annapolis Foundation, Maryland State Archives, Four Rivers Heritage Area of Annapolis, London Town, and South County and the Annapolis History Consortium. The members shall be appointed by the Mayor subject to confirmation by the Council.

AHC Commission Membership & Attendance 2015

2013	March 11	May 6	July 1	Sept. 2	Nov. 4
Theodore Mack Chairman	X	X		X	X
Alma Cropper		X	X	X	
Karen Engelke	X	X	X	X	
David Haight	X	X	X		
Constance Ramirez	X		X	X	X
Jeff Holland		X			X
Linnell Bowen		X	X		
Robert Worden	X	X	X	X	
Robert Clark	X	X			
Wayne Speight (approved by city council on Oct 28)					X
Marcie Taylor Thoma (approved by City Council on October 28)					

X – Indicates present at meeting

March 11, 2015:

- Staff soliciting estimates for replacement of Annapolis 300 commemorative markers.

- Members contributing to production of weekly “J-notes” on Annapolis history and historic places for MainStreets Annapolis Partnership e-newsletter
- Completing third publication for Walk Annapolis featuring business heritage and artifacts in Historic District.
- AHC providing support for City’s Maryland Day program by assisting with West Annapolis festivities and the development of Walk Annapolis scavenger hunt for History. This year’s scavenger hunt showcased 26 properties in Annapolis Historic District with emphasis on promoting downtown business community.
- Commissioners reviewed and commented on the Bike Rack interpretative plaques. 11 racks are being installed in 6 locations within the historic district. Text was prepared by USNA historian with review and editing coordinated with two AHC consulting historians.

May 6, 2015

- Subcommittee formed to assist with “Discovering Our School Community Project” with AACPS.
- Supported HPD 50 year anniversary celebration of the National Historic Landmark District Designation.
- Reviewed historic marker plaques in Annapolis.

JULY 1, 2015

- Proposed candidate to office of Mayor as qualified for appointment to heritage commission
- Maynard Burgess: Chairman Mack represented the Heritage Commission in various tours of the property prior to and during the restoration.

SEPTEMBER 2, 2015

- Provided comments on HPC signage application on Mann’s Tavern
- Forwarded recommendation to P and Z director regarding name change for Rogers Heights road to Weems Way. AHC voted against the recommendation to change the name which has been associated with the land for the past 75 years.
- HPC staff, interns, and AHC commissioners working with Alderwoman Pindell Charles on development of a heritage scavenger hunt for Parole community.

NOVEMBER 4, 2015

- Continue supporting Maryland day scavenger hunt program/brochure – 4<sup>th</sup> in the walk Annapolis series.
- Living landmarks Awards program planning development with additional nominees discussed.



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Theodore Mack, Chair  
Annapolis Heritage Commission

**ART IN PUBLIC PLACES COMMISSION (AIPPC)  
ANNUAL REPORT FOR 2015**

2015	Jan	Feb	Mar	Apr	May	Jun *	Jul *	Aug *	Sep	Oct	Nov	Dec **
David Arthur	X		X						X	X	X	
Terry Averill			X	X	X					X	X	
Leonard Koscianski	X	X	X		X				X			
Michael Matthews	X	X									Resigned	
Ellen Moyer	X	X	X	X	X				X	X	X	
Anne Palumbo				X					X	X	X	
Barbara Torreon	new member		X	X					X	X	X	
Cynthia Towles-Krewson	X		X		X				X	X	X	
Terry Peterson	X	X							X			

X - Present at meeting  
\* - No meeting scheduled  
\*\* - Meeting canceled

**January**

Ms. Theirmer-Brown from Planning and Zoning presented the proposal for installation of artistic bike racks within the historic district. Mr. Johnson of Creative Paradox presented his project about creating a sculpture playground at the Chesapeake Children’s Museum. Chair Moyer met with Delegate Busch regarding possible amendments to the State law that would permit tax money to go to the AIPPC instead of the County Arts Council.

**February**

Ms. Theimer-Brown from Planning and Zoning followed up with the board regarding the installation of six artistic bike racks throughout Annapolis. The board voted to support the project. Arlene Berlin presented the City Hall art exhibits for 2015. The “Thursday Night with the Stars” was booked for the summer of 2015. Terry Peterson is working with City staff to update the AIPPC art book and have it placed on the City website.

**March**

Barbara Torreon joined the commission. The Commission will participate under the Annapolis Community Foundation in the Great Give Program. A Music Fest will be held on September 4 to continue with the “Thursday Night with the Stars”. The Commission has expanded their marketing for their “Art in the Parks” project.

**April**

The Commission produced post cards to help promote their visibility in the Great Give program. The Law office created contracts for the “Thursday Night with the Stars” performers. Chair Moyer met with the City Manager and City Attorney to discuss the possibility of the Commission creating televised art programs on the City’s cable network. They also discussed budget funding. Chair Moyer helped raise funds for the replacement of the West Street historic

information signs. The Commission also created a project list for the next fiscal year.

**May**

Gavin Buckley presented his ideas to beautify four vacant parcels on West Street by converting them into parks. He also discussed his West Street Vintage Flea Market project. The board members will distribute flyers for the “Thursday Night with the Stars” concerts.

**June**

No meeting

**July**

No meeting

**August**

No meeting

**September**

Ms. Rita Siprak-Weill and Ms. Erin Olexia, Design District board members, presented details about the Design District’s fundraising street festival event. They also discussed the five murals that will be created in the Design District. Ms. Kennedy, the HPC Chair, discussed the proposed updates/changes to the HPC ordinance. She asked the Commission to provide the HPC with their input on definitions in the ordinance. The Commission summarized the “Thursday Night with the Stars” as a success.

**October**

Mr. Bo Simmons, a Tango dancer, presented to the board the possibility of Tango event at City Dock every other Friday during the summer of 2016. His organization requested funding from the AIPPC. The Commission will support the Tango events in 2016. The Commission submitted definitions to the HPC for the proposed amendments. The board discussed the possibility of installing a bronze horse sculpture that was donated to the Commission. The updated art book was printed and delivered to various organizations for distribution throughout the City. The art book was also included on the City’s website. The Commission held an art book launch party at 49 West Street. The Mayor asked the Finance Committee if they would sponsor legislation to allow the AIPPC to receive one percent under the Department of Neighborhood and Environmental Programs permitting process. Chair Moyer met with the County Executive to discuss public art on County property. The board is starting to organize performers for their summer concert series in 2016.

**November**

The Commission continued discussions about the bronze horse sculpture, the HPC amendments, their summer concert series, and next year’s budget. The commission brainstormed fundraising ideas.

**December**

Meeting canceled

2015 was a busy year for members of the Art in Public Places Commission. Members devoted mega hours of volunteer time to represent the Commissions work on the City web site and in the field supervising the summer concert series and photographing city art. Based on the success of the City Dock Thursday Night with the Stars concert the commission agreed to continue the series in July and August. In accordance with our mission a variety of local musicians were commissioned to perform. An all day concert event was added on the Friday before Labor Day to accommodate new artists requests and one rain out. Crowds at the dock varied in size but averaged about 175 per performance including kayakers and boats that stopped to listen.

At the Mayors request , we began a series of art exhibits by local artists on the first floor of city hall. Public works staff outfitted the walls for hanging art. The exhibits are booked for 2016 under the coordination of Arlene Berlin.

While originally intended for opening in March the city Web featuring maps for Art Tours was completed in the Fall. 5000 copies of the city's updated publication on Art in the City ,including the new map tours , was released at a ceremony at 49 West attended by the Mayor in October. The catalogue has been well received, linked to the Visitors bureau and other art sites. A second printing will need to be done to meet demand for summer visitors. We are beginning a search for sponsors.

The commission at the request of HPC reviewed and approved design and placement of new bicycle racks made possible with a grant from MDot. We also reviewed a design for playground equipment from the Chesapeake Childrens Museum and west street art and entertainment district. In September we offered to HPC amended language for a definition of Object in their new code update. Issues on jurisdiction and public view were offered as in need of clarification but generally ignored by the HPC.

The badly deteriorated historic signs on west street were finally redone and installed in October. The Inner West Street Association contributed 50% of the cost. Signage is not under the Commissions purview. However we asked that historic signage, if on Public property , be amended to the Aippc Law.

Funding for art in public places remains elusive. Aippc commissions artists to bring new works to the City. Sculptures and murals are beyond our capability to commission at the present tune. A number of recommendations have been made to increase our funding. The funding sources used by Rockville, 1% on Capital improvements dedicated to art, is a formula used all around the USA, but has received little interest by the administration to date.

Several Private contributions were received in an ACF non-profit account through efforts on the Great Give. Unfortunately the mail requesting support was delayed beyond the give date.

In September the Commission received an offer of a gift of a bronze sculpture horse. Public works staff has been helpful in finding an appropriate public space. In December the Commission voted 5 -2-1 to accept the gift. This decision authorizes us to accept but more has to be done before the installation becomes final.

In all ,the commission completed the final year of our facilitated mission 3 year plan that set a goal to increase our visibility and creditability. There have been numerous articles In The Capital and What's Up Magazine and blog of the Commissions work. The next years budget and program priorities are attached.

Ellen Moyer, Chair  
December, 2015

#### **Art in Public Places Commission Budget request for 2016**

##### Continuing Programs

The following continue programs initiated by Aippc in support of local artists that are increasing in public popularity.

##### 1. Thursday Night with the Stars

Commissions the areas muscians for music on the City Dock on Thursday Evenings from 6:30-8. Contracts for artists are in place for the summer season June 30-Sept 1

Compensation to performers vary depending on size of the group.

Contracts. \$7000

##### 2. Back by popular Demand

All day performances on A holiday weekend Friday on the City Dock to showcase new groups that are interested in the City.

Friday July 1 and Sept 2 have been

Set aside for this event of 4 performance groups per event

Contract. \$5000

##### 3. Annapolis Tango

This group was well received and featured in the Capital News for dance routines that engaged the public at twilight time on city dock. They are under contract for five performances on the second Friday from May through September

Contract \$3000

##### 4. Sound and tech support for performances at the dock

Required for excellence in sound that is not supplied by artists.

16 events. \$12000

( These events are consistent with the City Comprehensive Plan, section 6 of the Dock Plan that recommends use of the Dock for performing arts)

##### 5. City Hall Local Art Exhibits

At the request of the Mayor and with support from Public Works, Aippc commissions artists for the gallery on the first floor of City Hall. Commissions are in place for 2016.

Aippc will Partner with String of Pearls artists to paint the areas In the city reserved for conservation under the Annapolis Conservancy for an exhibit and commemorative ceremony in December 2016.

Contract for Coordinator of exhibits. \$1000

Stipend to artists to cover minimal costs

Involved in transporting and hanging

Show is requested at \$100 per artist. \$600

( future consideration ... Upstairs gallery of art work purchased that depict scenes of the City....)

##### 6. Art in the Parks

The Commission advertised for artists for 3 small public parks through the Rec and Parks newsletter. We had marginal interest but no final proposals.

The Commission selected one of the public park areas for this years budget as the forlorn and neglected strip park on Compromise Street In front of the Fleet Reserve. In the Spring we will issue a call for artists through the Maryland Arts Council for our first Art in the Park program

Contract. \$5000

7. Art in Annapolis Catalogue Reprint

This popular edition is being requested by a variety of businesses in the City. We are not able to meet the demand. The Commission feels this is now an economic development tool and is Requesting funds from economic development to cover new printing and updates of new Art. Currently an interested volunteer is sharing the book with area hotels and obtaining numbers of interest for patrons.

Econ Dev fund request                 \$10000

8. USNA King George Street Mural

Concept and support of USNA Supt is In place. Waiting on letter before a call for artists. This a USNA project that Aippc will manage. Anticipated Value \$250,000. Major sponsorship anticipated

9. West gate Circle. ( future )

Call for artists is requested for future Budget. The current piece "Shoals" contract is expiring. Relocation, costs and new art competition is out of our budget capacity for the coming year.

10. Outdoor Art Murals ( future)

Though designed for three years their lifetime has been extended since there is currently no capacity to replace them with something fresh. Removing them would leave barren walls. Replacing them with new art is a challenge beyond our fiscal capacity to address.

NEW INITIATIVE'S ( and into the future)

1. Public art on Public spaces

This is a new program suggested in part by Ald Budge that would commission art posters for city bus shelters.

Theme "a world without art is'eh"

To be coordinated with Transportation Dept and Md Hall for an exhibit by all artists.

Winning poster would be printed for display in Bus shelters

Costs ...award to artist.                 \$1000

Printing.                                     \$1500

Coordinator                                 \$1200

2. Design District

Continues the work of street artist for 8

More murals. The commission would support the artist with materials \$5000

3. Gift of Bronze Horse Sculpture

Value between \$50000-\$80000 to be installed on Public property in art and entertainment District along West Street Divider Park.

Public Works has explored area and identified a site. Costs for engineering undetermined.

( future ... Request for artists of sculptures for City Mini Parks in a/e District ...will require major fund raising)

4. Arts Council Shared Project

Discussions are beginning. Program and cost not yet determined. Arts Council gives grants to non-profits. Aippc is not considered a non-profit though we have an account under the ACF non-profit umbrella and will push for a grant to support public art

5. Art-o-matic( future program )

This concept of sharing performing, crafts and visual art in a vacant building is being explored by 2 commissioners. This year us a Shakespeare anniversary year.

6. Piano bars (future program)

A weekend showcasing the piano artists In The area in a weekend series of classical night club oldies.

7. The Carrs Beach Mural

Is still in search of a home since the City and Giant Corporation could not agree on liability issues.

8. County Public Property in the City offers an opportunity for new art work with schools, sculpture gardens at the new library, outdoor art upgrades at the County seat office building. The new economic development partnership with the County opens doors for interesting cooperative programs.

The goal for the last 3 years has been to create awareness of the Aippc and the City as an art destination. The Goal for the next three years is to bring new art In public places to the City. This will increase the need for new funds. Sculpture and mosaics and art objects are far more expensive than the programs we sponsor now but Is Essential to creating the critical mass for an art destination.

Total program support	\$48,300
Plus	\$10,000 from Econ development
Incidentals unknown	\$10,000
Total Request.	\$68,300

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Member, Chair



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

February 10, 2016

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

FROM: C. Pete Gutwald  
Director Planning and Zoning

RE: Annual Report 2015 – Board of Appeals

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**Duties:**

1. To hear and decide appeals, pursuant to the provisions of Zoning Code Chapter 21.30 where it is alleged there is error in any order, requirement, decision or determination made by an administrative official or body in the enforcement of: (a) this Zoning Code; or (b) any ordinance adopted pursuant to this Zoning Code.
2. To hear and decide applications for special exceptions pursuant to Chapter 21.26 of this Zoning Code.
3. To hear and decide applications for variances from the terms of this Zoning Code, pursuant to the provisions of Chapter 21.28 and from the terms of Title 20 - Subdivisions, pursuant to the provisions of Chapter 20.32
4. To hear and decide applications for zoning district boundary adjustments pursuant to the provisions of Zoning Code Chapter 21.20
5. To hear and decide applications for physical alteration of a nonconforming use pursuant to the provisions of Chapter 21.68
6. To hear and decide all matters referred to it or upon which it is required to decide by this Zoning Code, and as prescribed by the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.

**Highlights:**

The Board of Appeals heard and made decisions on 12 Variances, 7 Special Exceptions and 2 Appeals. Most notable projects heard and decisions made include:

- S.E. 2013-007 Royal Farms Store
- S.E. 2014-004 Criswell Audi
- S.E. 2015-001 Taco Bell
- S.E. 2015-002 1401 Forest Drive (car wash)
- S.E. 2015-003 Chick-Fil-A
- S.E. 2015-004 Mission BBQ
- S.E. 2015-005 Iron Rooster expansion

**Membership:**

There is currently one vacancy and one vacant alternate position. The Board elected Derek Meyers as Chair and Mr. Zazzali as Vice Chair.

**Attendance:**

Members	Jan	Feb	Mar *	Mar 3/3	Mar 3/18	Apr	May	Jun	Jul	Aug *	Sep	Oct	Nov *	Dec
Christian Zazzali,	X	X		X	X		X	X	X		X	X		X
Robert P. Gallagher	X			X	X	X	X	X	X			X		X
Derek Meyers Chair	X	X		X	X	X	X	X	X		X	X		X
Victoria Reyes Garcia		X			X	X	X	X	X		X	X		X

X – Indicates Present at Meeting

\* – Indicates Meeting Cancelled

\*\* – Indicates No Meeting Scheduled

**Criteria for Membership:**

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

**Advertisement of Meetings:**

Public hearings and administrative meetings of the Board of Appeals are advertised in the legal notice section of *The Capital*. Meeting agendas are posted on the City’s web site [www.annapolis.gov](http://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.



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

February 17, 2016

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

FROM: Clifford O. Myers  
 Chair, BOSE

RE: Annual Report 2015 Board of Supervisors of Elections (BOSE)

**Duties:** The board shall have charge of and make provisions for all municipal elections to be held in the City, or any part of the City, including every general, primary and special election. The board shall have power to make all necessary rules and regulations, not inconsistent with this chapter, with reference to the registration of voters and the conduct of elections, including special elections. The board shall have power to summon judges and any witnesses involved and to require their appearance before them, and to administer oaths and record testimony from such judges and witnesses.

**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
Eileen Leahy, Member	✓	✓	✓	✓	✓	✓	✓	NoMtg	✓	✓	✓	✓
Cliff Myers, Member, Chair (Aug-Dec)	✓	✓	✓	✓	✓	✓	✓	NoMtg	✓	✓	✓	✓
Arnold Smith, Member, Chair (Jan-July)	✓	✓	✓	✓	✓	✓	✓	NoMtg	✓	✓	✓	Exc

**Activities:** The BOSE decided early on to conduct a full line by line review of all sections of the Charter and City Code that pertain to elections. We agreed it was of obvious import to the members of the BOSE and necessary should we identify any areas of the Charter or Code where changes might better align Annapolis Code with the County or the State or, where other important clarifications could add to the successful conduct of Annapolis elections. That process continues and is expected to be completed within the 1<sup>st</sup> quarter of 2016. A special thank you is directed to the City Clerk and Attorney's office in recognition of the effort required to extract not only the relevant Charter and Code sections for review but also the companion sections of County/State code for comparison purposes.

In concert with the above review, we also reached out to the County Board of Elections. The relationship between Annapolis and the County is paramount for the successful conduct of Annapolis elections. The BOSE Chair attended one of the County Board meetings and the City Attorney and City Administrator as well as the Mayor have reached out in preparation for the mutual efforts necessary for the conduct of our 2017 election cycle. This outreach and partnership continues in 2016.

Additionally, the BOSE asked the County to conduct a training session covering the new polling equipment for an open meeting of the BOSE. The County was happy to do so and several other people did attend. BOSE members may also participate in 2016 statewide elections as judges so that we can be as familiar as possible with the process and equipment – this is the same equipment the city will be using in 2017.

During the year, BOSE members attended several of the Ad-Hoc Election Review Committee meetings. There is a symbiotic relationship between the duties charged to the Ad-Hoc Committee and the duties the BOSE accepts. As was appropriate, members of the BOSE were removed as voting members of the Ad-Hoc Committee but remained as interested participants. The Co-Chairs of the Ad-Hoc Committee attended one of the BOSE meetings at our invitation to present an update on the Ad-Hoc committee discussions.

The BOSE also engaged in preliminary discussion of polling locations. While this topic rests behind the timeline to complete our Charter and Code review, we recognize that certain locations may not be available for use in 2017.

Pursuant to the above, it is quite likely the BOSE will recommend to the City Council certain changes to the Charter and/or Annapolis Code with a goal of so doing in late 1<sup>st</sup> quarter or early 2<sup>nd</sup> quarter, 2016.

Respectfully submitted,

Clifford O. Myers  
Chair, BOSE

Building Board of Appeals (BBOA)  
2015 Annual Report

Board Membership

Board Members consist of: Carl Corse, Chair; Jay Schwarz; Matthew Evans. Mark Hall resigned on 10/01/2015. There are currently two vacancies on the board. A search has begun to fill those vacancies and to include someone who has experience with the Forest Conservation Act. As this is an active Board, it is imperative that the two vacant seats are filled expeditiously.

Board Highlights

**February 10, 2015** - BBOA met to review O-32-14 and O-36-14. Introduced by Aldermen Littmann and Arnett, along with Mayor Pantelides, O-32-14 concerns Forest Conservation requirements and standards in the City. After review of the legislation, the BBOA recommended: (1) that an FSD is appealable within 30 days of certification by DNEP for correctness to the BBOA and if that process is appealed, it does not stay the legal process; (2) deleting all references related to the City's Environmentalist. All final decisions should be made by the Director of DNEP; (3) should consider a schedule for preparation, review, and approval of a City Technical Manual for the preparation and review of an FSD and FCP; (4) addressing the lack of specificity in the State technical manual. DNEP should be given accurate and specific tools to do a complete and proper FSD that is more specific. These specifics should be included in the City Technical Manual; (5) The planning commission should be required to refer technical aspects of the environmental review to the BBOA for a technical review recommendation; (6) the term "Natural Resources Inventory" shall be interchangeable with "Forest Stand Delineation"; and (7) applicant must allow the City access to the property for inspection purposes.

With regard to O-36-14, which requires that at least one BBOA member have working knowledge of both Forest Conservation and Environmental Matters, the BBOA recommended that the word "licensed" be added to the "engineer", "architect", and "building contractor" current requirements and add "someone who has technical or scientific experience in the field of Forest Conservation and Environmental Matters".

**May 12, 2015** -Hearing was held in the matter of Andrejs Fraifelds et al, and the South River Federation vs. DNEP, both appealing the approval of the Forest Conservation Plan for the Aris T. Allen development known as Rocky Gorge. Both were represented by the same counsel. A Motion to Dismiss was filed by the attorney representing the developer. The BBOA voted unanimously to grant the motion to dismiss the appeal based on the fact that the requested updates were not a requirement of the Forest Conservation Act and the deadlines for the appeal have long passed. There is no basis in the law for a subsequent approval and this is not appealable.

**May 26, 2015** - Hearing held in the matter of Mary Anita Conway (212-B King George St) vs. DNEP regarding the issue of permits FEN15-0031 and FEN14-0095 at 212-A King George Street. After discussion, the Board voted to continue the appeal until the final inspection of the fence was conducted. Once the inspection was finalized, the Board referred the case to the Historic Preservation Commission (HPC) as the appellant claimed that the application approved by HPC had false information and that there was no original fence at that location to replace.

**May 26, 2015** - Hearing held in the matter of Charles Walsh vs. DNEP regarding the cancellation of permits for 1503 Forest Drive (#BLD08-0379 &GRD08-0027) by DNEP on 01/07/15 for inactivity. After testimony and review, the BBOA rescinded the cancellation of these permits, making the permits valid until 12/31/2016. The owner is required to pay any fees for Soil Conservation District (SCD) that may be required due to the expiration of SCD approvals.

**June 23, 2015** - A hearing was held, with continuations of the hearing held on July 20, 2015 and August 6, 2015 in the matter of Beechwood Hill Homeowners Association, Brian Toomey and Mary E. Mulvihill vs. DNEP regarding DNEP's approval of the Forest Conservation Plan for Parkeside Preserve. The BBOA denied the appeal because they found that DNEP applied both the letter of the law and the intent of the FCA when it authorized the removal of priority forest land. In addition, the Appellants did not produce sufficient evidence to show that the sequencing of the submittals and the review thereof was incorrect.

**July 28, 2015** - A hearing was held in the matter of Tracy McGranaghan vs. DNEP for approval of Forest Conservation Plan for development known as Primrose Hill (a.k.a. Milkshake Lane). The BBOA denied the appeal because DNEP acted appropriately in its review and approval of the FCP and properly applied the FCA to all of the elements of the FCP, including the variance for the trees.

**August 25, 2015** - A hearing was held to review the requirements to install smoke detectors at a rental property located at 1303 President Street. After testimony and review, The BBOA denied the appeal because the smoke detectors required by DNEP are in compliance with both the City Code and the International Property Maintenance Code.

**October 27, 2015** – Hearing held in the matter of Eyo E. Ita (191 Green Street) vs. DNEP regarding issue of a permit for a gate to be installed at 193 Green Street thereby blocking access to his easement. After reviewing the matter, the BBOA found that the appellant had not met the burden of proof confirming that the easement belonged to him and they denied the appeal.

2015	Jan**	Feb	Mar**	Apr**	May	June	July	Aug	Sept**	Oct	Nov**	Dec**
Carl Corse, Chair		X			X	X	X	X		X		
Jay Schwarz		X			X		X			X		
Mark Hall		X			X	X		X		Resigned		
Matthew Evans		X			X	X	X	X		X		

X – Indicates present at meeting  
 \* - Indicates meeting cancelled  
 \*\* - No meeting scheduled

**Goals:**

The Board will be looking to add two new members in early 2016, with interviews being scheduled for January with two prospective members recommended by the mayor’s office. The Board will continue hearings as requested and seek to assist the Council and concerned citizens in the clarification of Code items and the improvement of communication and interface between the public and the DNEP.

Respectfully submitted:



Carl Corse, Chair



**City of Annapolis**  
 Office of Human Resources  
 145 Gorman Street, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2535

[HumanRes@annapolis.gov](mailto:HumanRes@annapolis.gov) • 410-263-7998 • Fax 410-295-7999 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

January 13, 2016

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

FROM: Tricia Hopkins  
 Acting Director, Human Resources

RE: Annual Report 2015 – Civil Service Board

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

**Attendance:**

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anthony F. Chrishilf, Chair	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Jennifer Garland Beard	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Samuel Callahan	NoMtg	NoMtg	NoMtg	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Allan Pack	NoMtg	NoMtg	NoMtg	NoMtg	Exc	NoMtg	Exc	NoMtg	-	-	-	-
Herbert Sacks	-	-	-	-	-	-	✓ New Mbr	NoMtg	✓	NoMtg	NoMtg	NoMtg

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

January 15th, 2016

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

FROM: Tricia Irvin  
 Chair, Annapolis Education Commission

RE: Annual Report 2015 – 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:** Heather Macintosh resigned in March in order to focus on personal matters and Julie Kizer-Ball gave notice in March to resign from the commission in July as her youngest child was graduating from Annapolis High School in June. Numerous unsuccessful attempts were made to contact Rani Jenkins, resulting in the recommendation of her removal from the commission. Therefore, there are vacancies in Ward One as well as two At-Large seats on the commission.

V= Vacancy

Exc. = Excused Absence

A= Absent

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Julie Kizer Ball Ward 1	√	Exc.	No Mtg.	√	√	√	No Mtg.	No Mtg.-	V	V	V	V
Jeff Macris Ward 2	√	Exc.	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	Exc.	√	√
Tricia Irvin Ward 3, Chair	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	√	√	√

Raegan Parker Ward 4	Exc.	√	No Mtg.	√	Exc	Exc	No Mtg.	No Mtg.	√	√	√	√
Judi Gorski Ward 5	Exc	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	Exc	√	√	√
Kim Sharps Ward 6	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	Exc	Exc.	√	√
Janet Norman Ward 7	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Jessica Pachler Ward 8	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Pamela Bukowski At-Large Member	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	√	√	√
Enid Collison- Lee, Vice Chair At-Large Member	Exc	√	No Mtg.	√	√	Exc	No Mtg.	No Mtg.	√	√	√	√
Heather Macintosh At-Large Member	Exc	Exc.	No Mtg.	V	V	V	No Mtg.	No Mtg.	V	V	V	V
Rani Jenkins At-Large Member	A	A	No Mtg.	A	A	A	No Mtg.	No Mtg.	V	V	V	V
Sheila Finlayson City Council Liaison	√	√	No Mtg.	√	√	√	No Mtg.	No Mtg.	√	√	√	√

## Activities, Speakers & Discussions:

### January Meeting/Events, Eastport Elementary School:

- This was a working group meeting to prepare for the upcoming budget public hearings. Redistricting was discussed and a motion was moved, seconded and passed: “The Annapolis Education Commission unanimously opposes any plan that does not bring immediate relief in August of 2015 to Tyler Heights Elementary School.” Board member Solon Webb was present and offered his support to advocate for Tyler Heights and he would share our concerns with the other Board Members.
- Alderwoman Sheila Finlayson and AEC Chair Trish Irvin testified before the Board of Education to get this stance of the AEC publicly on record. Commissioner Jessica Pachler also testified before the board to present the “Pachler Option for Redistricting” which placed an emphasis on the configuration of walkable neighborhood schools. Commissioner Janet Norman testified to follow up on the Pachler Option as well as to share her experience as a member of the Redistricting Committee.

### **February Meeting, J. Alberts Academy:**

- Christopher Truffer, Regional Superintendent, Annapolis Cluster of Schools spoke with The Commission about the renovations and merging of J. Alberts Academy. The Academy will be merging with the Mary Moss Academy beginning in August of 2015.
- The Program Enhancement Budget Requests & Implications for 2015 Priority Topics were discussed.

### **March Meeting:**

- Cancelled due to inclement weather - the school system was closed; therefore, the meeting could not take place at Annapolis High School.

### **April Meeting, Annapolis High School Library:**

- JAVA presentation from Annapolis High School Technology
- Alderwoman Sheila Finlayson discussed the Summer Job Workforce Training for High School Students. Job training will take place in April, the Job Fair will take place on May 2nd. Students will be interviewed for summer employment throughout the city.
- There was a panel discussion for effective before and after school programming. Panelists included: Rebecca Haas from AACPL, Bria Barker from EverFi, Lisa Mondoro from the Boys & Girls Club, Deborah Burgess from Girl Scouts of Central Maryland and Sarah Krizek from the Annapolis Maritime Museum. Principal Evans from Eastport Elementary also shared their Enrichment Program which takes place on Friday afternoons so all students may participate.
- Follow up discussions about the Grant Program offered free through AACPL. Also the AACPS Grant Proposal process was discussed.
- AEC Chair, Trish Irvin met with Stacy Korbek to discuss the redistricting process and moving forward.

### **May Meeting, Studio 39:**

- Annapolis High School Principal, Sue Chittim shared how **Studio 39** is being

utilized as extended studio space for currently enrolled PVA students at AHS and Broadneck.

- County Councilman, Chris Trumbauer spoke about the upcoming budget hearings. Those in attendance were able to share their concerns with Councilman Trumbauer. Councilman Trumbauer shared suggestions for advocacy.
- Stacy Korbelak, President AACPS BoE shared the reasoning behind the recent vote of the BoE to not follow any of the redistricting options that were presented to the BoE by the redistricting committee. Dr. Arlotto will be presenting a plan to the BoE to offer relief to Tyler Heights for the 2015-2016 school year. The BoE heard the concerns of the AEC and they are willing to collaborate in order to work on out of the box solutions (i.e. - Children's Guild Contract School).
- The MGT study was discussed. The CE is currently including \$1 million in the budget for feasibility studies for two specific schools. Commissioners agreed to advocate for the CE to consider allotting the \$1 million for the top two schools from the updated MGT results which will be revealed in August. The hope is that Tyler Heights Elementary School is one of the top two schools.
- A brief discussion after the conclusion of the meeting as far as talking points at the budget hearings resulted in consensus to testify that...
  - 1- The capacity in the Annapolis cluster has reached an untenable point. We need immediate capacity relief to the schools in the cluster.
  - 2- Tyler Heights is the top priority of that immediate relief.
  - 3- While we are encouraged by the County Executive's inclusion of \$1,000,000 worth of feasibility studies in the budget. We would request that the money for those studies not be earmarked for specific schools. Once the MGT results are released in August, if the top two schools (that have not already begun feasibility studies nor already been in receipt of feasibility funding) from that study could be in receipt of that funding in order to begin the feasibility study process - this would maintain the relevance of the MGT process.
- Several Commissioners testified before the County Council during the budget hearings.
- Chair Trish Irvin met with Duane Arbogast, COO of The Children's Guild.

- AEC Special Meeting, May 14th - Mayor John T. Chambers, Jr. Council Chambers. Leadership from The Children's Guild, Delegate Busch's Office, the County Executive's Office, the Mayor's Office, Annapolis City Council, the County Board of Education as well as AEC Commissioners were in attendance to discuss the Contract School options for Annapolis.

**June Meeting, Pip Moyer Recreation Center:**

- Skip Auld, CEO of AACPL and Amalie Brandenburg, Education Advisor to the County Executive's Office were in attendance to answer questions from the Commissioners about the plans for the construction of the Annapolis Regional Library.
- The Superintendent's Plan for Tyler Heights was discussed.
- Goal wrap up of the year by the commission.

**September Meeting, Mayor John T. Chambers, Jr. Council Chambers:**

- Chris Truffer, Regional Assistant Superintendent, Annapolis Cluster discussed the results of the MGT study. Tyler Heights was listed as #2 on the MGT study results.
- O-36-15, Adequate Public Facilities, Initial Review - City has ordinances with respect to adequate facilities within legislation, but it does not include schools. However, consideration would be given to capacity of schools within city limits and development would not be approved if schools had reached capacity. County Council has introduced a resolution for new school utilizations (ref. adequate public facilities). For example, Annapolis HS is now closed to out-of-cluster students, having reached capacity.
- It was moved and seconded that the following priority items be the focus of the AEC for the 2015-16 school year...

Resource Advocacy  
 Annapolis Cluster Schools Advocacy  
 Eliminating the Achievement Gap  
 Outreach to International Families  
 Outreach to Public Housing Communities

Start School Later/Wellness Advocacy

- Several commissioners testified before the Board of Education.

### **October Meeting, Mills-Parole Elementary:**

- Susan Myers, Principal Mills-Parole Elementary. Newly renovated, the capacity for Mills-Parole is 675 students. The new addition to the building yielded 11 classrooms, 2 resource rooms, 3 Special Education Resource Rooms, Music room, Student Services space, Gym and Cafeteria. In 2011, the school housed 527 students. Currently, there are 635. The group breakdowns are: FARMS at 89%; ELL at 50%; African American at 37%; Hispanic at 59%; White at 2%. The school is proud to be a Kids at Hope School, has engaged in many community connections to forge partnerships.
- Jason Dykstra, AACPS Director of Accountability and Testing presented Annapolis High School Data Review.
  - First time test takers across AACPS averaged a 4% drop in scores. First time test takers at AHS averaged a 2% drop in scores.
  - African American students across AACPS averaged a 5% decrease in scores. At AHS, averaged a 9% decrease. (Only Southern, Northeast, and Old Mill demonstrated an increase in scores.
  - Trends: 24 LEA (i.e. school districts) showed a decrease in scores.
  - Special Education students demonstrated a 10% drop across the county. However, those at AHS improved by 5%.
  - ELL students demonstrated a 11% drop across AACPS, and a 13% drop at AHS.
  - Hispanic students demonstrated a 10% drop across AACPS, but a 3% increase at AHS.
  - Non-ELL Hispanic students demonstrated an 8% drop countywide, but a 9% increase at AHS.
  - White students across the county demonstrated a 3% drop. AHS was the only high school to show an increase.

- There was a 2% increase in Advanced both at the county level and at Annapolis High.
- Stacy Korbela, President, BoE, MGT Study Discussion Points:
  - Within 10 years, 5 schools will move to the top of the MGT study: Tyler Heights, Hillsmere, Bates MS, J Albert Adams/Mary Moss, Eastport.
  - There is not enough space to house Tyler Heights and Hillsmere together or singularly at Annapolis Middle School.
  - There is hope that there will be a Monarch contract School in the Annapolis area. The Board of Ed expects a proposal soon. The school would pull from the Annapolis elementary schools in a way similar to Monarch Global Academy in Laurel which was designed to relieve overcrowding at Jessup, Maryland City and Brock Bridge. Earliest planned opening would be Fall 2017.
  - Projects that looking ahead, the Old Mill complex would be addressed before Bates, and then following would be Rippling Woods and Quarterfield.
  - Pre-K from Tyler Heights was relocated at Georgetown East. Seems to be working.
  - Continued advocacy is encouraged.
- Commissioner Jeff Macris and Commissioner Trish Irvin met with Amalie Brandenburg, Educational Advisor to the CE and PTSA leadership to discuss the elimination of incentive pay for challenge schools.
- Commissioner Jeff Macris met with TAAC leadership to discuss the elimination of incentive pay for challenge schools.
- Commissioners testified before the Board of Education advocating for incentive pay for challenge schools, later start times and progress on closing the achievement gap.

**November Meeting, NSA Annapolis Youth Center:**

- Captain Jones, Commanding Officer of Naval Support and Carol Chobani, School Liaison Officer for Naval Families both gave an overview of the services of the recently opened NSA Annapolis Youth Center.

- There was a panel discussion of the proposed City of Annapolis ordinance O-36-15, Adequate Public Facilities for Schools. Panelists included: Alderman Ross Arnett, Ward 8 - Co-Sponsor of O-36-15, Alderman Jared Littman, Ward 7 - Co-Sponsor of O-36-15, Dr. Sally Nash - City of Annapolis Chief of Comprehensive Planning, Larry Alberts, AACPS Senior Manager Planning & Design and Bob Burdon, President-CEO of Annapolis & Anne Arundel Chamber of Commerce.
- There was a discussion about the negotiated agreement between AACPS BoE and the TAAC that eliminated the incentive pay for challenge schools. A motion was passed: “The Annapolis Education Commission supports the immediate restoration of incentive pays for county teachers who work in high poverty schools.”
- As a follow up to the meeting, a letter was sent to the BoE President, Stacy Korbela, TAAC leadership as well as Superintendent Arlotto to share a suggested solution from funding that the County Auditor located in the budget in order to restore the incentive pay for challenge schools. The letter was sent by AEC Chair Trish Irvin, AHS PTSA President Craven Engels and County Councilman Chris Trumbauer.
- Commissioners testified before the Board of Ed about the loss of incentive pay for challenge schools.

**December Meeting, Tyler Heights Elementary:**

- Julia Walsh, Principal at Tyler Heights gave an overview of the school and how the school community has evolved since the redistricting discussions. PK students have been moved to Georgetown East, the relocatables have been reassigned so more homeroom classrooms are now in the building. Values/Initiatives for the school include—Guided Reading, PBIS, and Positive School Culture. Assemblies are scheduled school-wide every other Friday to focus on Character Education.
- Four students from the 4<sup>th</sup> grade presented examples of legends they had written as part of the reading/writing focus for the Folk Tale section of the curriculum.
- Lindsey Parsons from the advocacy group, Healthy School Food Maryland shared the efforts statewide of their group to promote healthy eating in our school cafeterias. She presented their legislative agenda for the upcoming session.

- Duane Arbogast, Chief Operating Officer and Vice President of Educational Services for the Children's Guild
  - The Children's Guild has proposed a K-5 Contact School in the space formerly occupied by the Annapolis Capital/Maryland Gazette Newspaper at 2000 Capital Drive, Annapolis, 21401, off of West Street.
  - The school is meant to be an option for students who attend a school in the Annapolis feeder system. However, unlike the Monarch Contract school recently opened in Laurel, which draws from students who reside in the boundaries of Brock Bridge ES, Maryland City ES and Jessup ES, this school would open up to the county (through a lottery) if capacity is not reached drawing from the Annapolis cluster. If more applications are received than space allowed from the Annapolis cluster residents, a lottery will also be used to select those students who will attend. The goal is to have a student body population reflective of the diversity in our Annapolis communities.
  - Initial plan would be to accept 550 students, eventually increasing to accommodate 800.
  - Tentative time line: Begin recruiting in Fall of 2016; Lottery held in early November 2016; Notifications in February 2017; School opens August 2017.
  - The school proposed for Annapolis will provide fully enriched environments with the integrations of Transformation Education, PYP, and Arts Integration.
  - Arts Integration is an approach to teaching that integrates the fine and performing arts as primary pathways to learning.
  - Funding will be per pupil allotment through AACPS; staff will be employees of AACPS.
  - Collaborative effort including The Children's Guild, AACPS, Communities will be essential.
  - Questions were asked regarding transportation, leadership, targeted school communities, recruiting, but could not be answered at this time.

**Goals:**

September 2014-June 2015

1. Resource Advocacy
2. Annapolis High School Advocacy
3. Eliminating the Achievement Gap
4. Start School Later
5. Wellness Advocacy
6. Outreach International Families
7. Outreach to Public Housing Communities

September 2015- June 2016

1. Resource Advocacy
2. Annapolis Feeder Schools Advocacy
3. Eliminating the Achievement Gap
4. Later Start Times/Wellness Advocacy
5. Outreach International Families
6. Outreach to Public Housing Communities

Respectfully submitted,

Tricia Irvin

Member, Chair

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Staff Liaison

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

CITY LIAISON:  
 Michael G. Leahy  
 City Attorney

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

**Annual Report  
 for  
 Calendar Year 2015**

January 7, 2016

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 five members:

- a. James E, Dolezal, Chairman
- b. David Bliden, Acting Vice Chairman
- c. Rex S. Caldwell III
- d. Jerome T. May
- e. Kevin A. Chase

On March 3, 2015, Jim Dolezal and Rex Caldwell were elected Chairman and Vice Chairman of the Commission. Mr. Chase was appointed to the Commission on April 27, 2015, to fill the vacancy resulting from the December 1, 2013, resignation of Jonathan Kagan. On February 24, 2015, Mr. Caldwell was granted a leave of absence for medical reasons and on June 2 David Bliden was elected as Acting Vice Chairman due to Mr. Caldwell's extended leave of absence. The July 27, 2015, expiration of the appointments of Messrs. Dolezal, Caldwell, May and Bliden remains a concern of the Commission.

Meetings of the Ethics Commission were held on an as needed basis with public notice normally provided 1 to 2 weeks in advance. Meeting dates and attendance are shown below:

Date	Dolezal	Caldwell	May	Bliden	Chase
02/24/2015	X		X	X	
03/03/2015	X		X	X	
03/10/2015	X		X	X	
03/24/2015	X		X	X	
04/21/2015	X		X	X	
05/26/2015	X		X	X	X

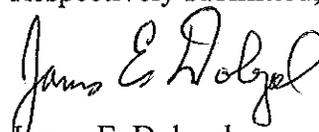
06/02/2015	X		X	X	X
07/07/2015	X		X		X
08/17/2015			X	X	X
08/24/2015			X	X	X
08/31/2015			X	X	X
09/17/2015	X			X	X
10/21/2015	X		X	X	X
10/28/2015	X		X	X	X
11/10/2015	X		X	X	X
11/20/2015	X			X	X
12/16/2015	X		X	X	X
12/22/2015	X			X	X

The Ethics Law, City Code 2.08, was approved by City Council on June 10, 2013, with an effective date of January 1, 2014, and was amended by Ordinance 23-14 on July 24, 2014. The last approval of the City Ethics Law by the State Ethics Commission was made on September 18, 2014. The required 2015 Local Government Ethics Law Certification was filed with the State Ethics Commission on September 21, 2015.

The Commission met eighteen times during the calendar year. CY 2014 Financial Disclosure Statements were reviewed, three advisory opinions were issued, and guidance and Ethics Code clarification letters were sent. A determination was made in April that elected members of the Democratic and Republican City Central Committees were not required by Code to submit financial disclosure statements and their submitted statements were returned. Commission Operating Procedures were developed and approved on June 17, 2015. Recommendations were made in July for the removal of City commission and board members who did not sign required ethics Statements of Compliance. In response to suggestions and to provide clarifications to sections of the Ethics Law, recommended changes were developed by the Commission and forwarded to the Mayor for consideration by City Council. Updated 2015 Financial Disclosure Forms were prepared for distribution in December 2015. An unresolved issue with the Office of Law relates to inconsistencies between the Maryland Public Information Act and the City Ethics Law regarding what information can be publically released from annual financial disclosure statements filed with the Ethics Commission.

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

Respectively submitted,



James E. Dolezal  
Chairman

H:\WPDATA\ETHICS\AnnualReport-2015.doc

cc: David Bliden, Acting Vice Chairman  
Jerry May, Commission Member  
Kevin Chase, Commission Member  
Rex Caldwell, Commission Member  
Michael Leahy, City Attorney



# City of Annapolis

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

February 10, 2016

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

FROM: Frederick C. Sussman, Chair

RE: Annual Report 2015 – Financial Advisory Commission

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

**Attendance:**

Members	Jan	Feb	Mar	Mar*	Apr	Apr*	May	Jun	Jul	Jul*	Aug	Sep	Oct	Nov	Dec
Frederick C. Sussman, Chair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg.	✓	Abs.	✓	No Mtg.
Lee Finney, Vice Chair	✓	✓	✓	✓	✓	✓	Abs.	✓	✓	✓	No Mtg.	✓	✓	✓	No Mtg.
Ross Dierdorf	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg.	Abs.	✓	✓	No Mtg.
Bob Burdon	✓	Abs.	✓	✓	✓	✓	✓	✓	✓	✓	No Mtg.	✓	✓	✓	No Mtg.
Frank Brown	✓	✓	Abs.	Abs.	✓	Abs.	Abs.	✓	Abs.	Abs.	No Mtg.	Abs.	✓	Abs.	No Mtg.
Faye Currie	✓	✓	✓	✓	✓	✓	✓	Abs.	✓	Abs.	No Mtg.	Abs.	✓	Abs.	No Mtg.
Nancy Williamson	✓	✓	Abs.	✓	✓	✓	✓	✓	✓	✓	No Mtg.	✓	✓	✓	No Mtg.

\*Special Meeting

**Activities:** See attachment

Respectfully,

//Frederick C. Sussman//

Frederick C. Sussman, Chair

**Annual Report 2015 – Financial Advisory Commission (ATTACHMENT)**

<u><b>Meeting Date</b></u>	<u><b>Attendees</b></u>	<u><b>Absentees</b></u>	<u><b>Discussion Points / Meeting Purpose</b></u>	<u><b>Votes/Outcomes</b></u>
<p>January 9, 2015 7:35 AM to 9:11 AM  Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Frank Brown; Nancy Williamson</p>	<p>NONE</p>	<ul style="list-style-type: none"> <li>• Finance Department Update</li> <li>• Audit Status Update</li> <li>• Budget Status Update</li> <li>• Financial Management Transition Team</li> </ul>	
<p>February 12, 2015 7:34 AM to 9:00 AM  145 Gorman Street, 3<sup>rd</sup> Floor Conference Room</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Frank Brown; Nancy Williamson</p>	<p>Bob Burdon</p>	<ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• IBB Status Update</li> <li>• 2014 Annual Report</li> <li>• Budget Status Update</li> <li>• CAFR Status Update</li> <li>• Financial Year in Review</li> </ul>	<p>The 2014 Annual Report was motioned and approved for submission to the City Council.</p>
<p>March 16, 2015 7:35 AM to 9:40 AM  Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Bob Burdon</p>	<p>Frank Brown; Nancy Williamson</p>	<ul style="list-style-type: none"> <li>• CAFR Status Update</li> <li>• Budget Status Update</li> <li>• Audit Status Update</li> </ul>	
<p>March 31, 2015 7:35 AM to 10:26 AM  145 Gorman Street, 3<sup>rd</sup> Floor Conference Room</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• Distribution of 2014 CAFR</li> <li>• FY2016 Budget Presentation</li> <li>• Legislative Review: O-17-15: Issuance of GO Refunding Bonds; O-16-15: Issuance of GO Bonds</li> </ul>	
<p>April 9, 2015</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross</p>	<p>NONE</p>	<ul style="list-style-type: none"> <li>• Legislative Review: R-9-15: City Debt &amp; Financial Administration Policies; O-16-</li> </ul>	<p>R-9-15, O-16-15 and O-17-15 were motioned and approved</p>

<p>7:37 AM to 9:18 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Dierdorff; Faye Currie; Nancy Williamson; Frank Brown</p>		<p>15: Issuance of GO Bonds; O-17-15: Issuance of GO Refunding Bonds; O-15-15: FY 2016 Capital Program</p> <ul style="list-style-type: none"> <li>• FY 2016 - 2021 Capital Improvement Plan Review</li> </ul>	<p>for recommendation to the City Council.</p> <p>O-15-15 was motioned and approved for submission to the City Council with the following commentary: 1. Modify scoring criteria and switch to formal rankings within each Fund, 2. Amend Capital Program Policy to encourage switch to Pay-Go for customary expenditures.</p>
<p>April 23, 2015</p> <p>7:33 AM to 10:55 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Faye Currie; Bob Burdon; Nancy Williamson</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• Budget Status Update</li> <li>• Legislative Review: R-11-15: FY2016-2021 Capital Program; O-18-15: Police &amp; Fire Retirement Plan Adjustments; R-8-15: Positions Classification &amp; Pay Plan; R-10-15: Annual Fee Schedule; R-12-15: Annual Fine Schedule; O-19-15: Pooled OPEB Trust; O-14-15: Annual Operating Budget</li> </ul>	<p>R-11-15, O-18-15, R-8-15, R-10-15, R-12-15, and O-19-15 were motioned and approved for recommendation to the City Council.</p> <p>O-14-15 was motioned and approved for unfavorable recommendation to the City Council.</p>
<p>May 14, 2015</p> <p>7:34 AM to 8:32 AM</p> <p>145 Gorman Street, 3<sup>rd</sup> Floor Conference Room</p>	<p>Fred Sussman, Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Lee Finney, Vice Chair; Frank Brown</p>	<ul style="list-style-type: none"> <li>• FY 2016 Budget Follow-up</li> <li>• FAC Future Areas of Interest</li> </ul>	
<p>June 11, 2015</p> <p>7:32 AM to 9:06 AM</p> <p>Pip Moyer Recreation Center, 237 Hilltop Lane</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Ross Dierdorff; Bob Burdon; Frank Brown; Nancy Williamson</p>	<p>Faye Currie</p>	<ul style="list-style-type: none"> <li>• Finance Department Update</li> <li>• FY 2016 Budget Follow-up</li> <li>• City Revenues</li> </ul>	
<p>July 9, 2015</p> <p>7:35 AM to 8:57 AM</p>	<p>Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson</p>	<p>Frank Brown</p>	<ul style="list-style-type: none"> <li>• Finance Department Update</li> <li>• City Revenues</li> </ul>	

Pip Moyer Recreation Center, 237 Hilltop Lane				
July 20, 2015 7:30 AM  145 Gorman Street, 3 <sup>rd</sup> Floor Conference Room	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Nancy Williamson, Ross Dierdorff	Frank Brown; Faye Currie	<ul style="list-style-type: none"> <li>Disposition of City Assets</li> </ul>	Letter was motioned and approved to send to City Council regarding disposition of old Rec Center
September 10, 2015 7:37 AM to 9:21 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Nancy Williamson	Frank Brown; Faye Currie; Ross Dierdorff	<ul style="list-style-type: none"> <li>Finance Department Update</li> <li>IBB Status Update</li> <li>City Revenues</li> </ul>	
October 8, 2015 7:37 AM to 9:09 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Faye Currie; Nancy Williamson; Frank Brown	Fred Sussman, Chair	<ul style="list-style-type: none"> <li>Finance Department Update</li> <li>IBB Status Update</li> <li>Davenport Presentation</li> <li>Legislative Review: CA-1-15 Revenue Bonds</li> </ul>	CA-1-15 was motioned and approved for recommendation to the City Council.
November 12, 2015 7:35 AM to 8:45 AM  Pip Moyer Recreation Center, 237 Hilltop Lane	Fred Sussman, Chair; Lee Finney, Vice Chair; Bob Burdon; Ross Dierdorff; Nancy Williamson	Frank Brown; Faye Currie	<ul style="list-style-type: none"> <li>Finance Department Update</li> <li>IBB Status Update</li> <li>Davenport Presentation</li> <li>Legislative Review: O-51-15 Revenue Bonds for Water &amp; Sewer</li> </ul>	O-51-15 was motioned and approved for recommendation to the City Council.

## ANNAPOLIS HISTORIC PRESERVATION COMMISSION (HPC)

### ANNUAL REPORT FOR 2015

During 2015, the Historic Preservation Commission was successful with a number of project and policy accomplishments in support of their goal to preserve the National Landmark Colonial Annapolis Historic District.

#### HPC Members:

- 1) Sharon Kennedy serves as Chair of the HPC. She is past president of Historic Annapolis Foundation and a homeowner in the Historic District.
- 2) Tim Leahy serves as Vice Chair. He has a degree in architecture from University of Virginia and experience in construction management.
- 3) Kim Finch is a landscape architect with over 30 years of experience, who possesses a certificate in historic preservation at Goucher College.
- 4) Jay Kabriel possesses a degree in architecture from Columbia and teaches the topic at Catholic University.
- 5) Sara Phillips serves as Architect of the Naval Academy with extensive experience in architectural design and construction management.
- 6) Rock Toews is a historian, small business owner and Eastport resident (resigned fall 2015).
- 7) Pat Zeno is a long time resident of the City and homeowner in the District.

#### HPC Membership Criteria

There is currently one vacancy on the Commission with the resignation of Rock Toews in fall 2015. 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." Vacancies on the Commission must 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 Meetings and Attendance:

The HPC held 11 Public Hearing meetings, one each on the Second Tuesday of the Month with the exception of August. The HPC held 7 Administrative meetings, one each on the Fourth Thursday of every month with the exceptions of May, June, September, November and December when there was no business to address. Commissioners Kennedy, Leahy and Phillip attended all meetings. Commissioner Finch missed 2 public hearings and one administrative meeting. Commissioner Kabriel missed one administrative meeting. Commissioner Toews missed two administrative meetings. Commissioner Zeno missed three administrative meetings.

At no time was there an issue with a quorum call since members regularly communicate travel schedules and availability well in advance.

#### Certificates of Approval:

The Commission reviewed and issued 241 Certificates of Approval for improvements in the Landmark Colonial Annapolis Historic District in 2015. 37 of the applications were the subject of a public hearing with the remainder being administratively approved. The stated value of the work undertaken was in excess of \$4,000,000 in both the private and public sectors.

#### Historic Tax Credits:

The HPD accepted, approved and distributed \$120,515 in property tax credits in fiscal 2014-15 (i.e. as of July 1, 2015). This program is capped at \$150,000 per fiscal year. In the last six months of 2015, the HPD received an additional 6 applications representing \$59,260 in tax relief to property owners in the District.

#### Major Initiatives:

1. *Hazard Mitigation Planning for Cultural Resources:* Building on work in prior years, the HPD continued its' leadership role in the development and execution of this FEMA modeled long range planning tool. Funding sources secured by the HPD for the program included:
  - a. National Trust for Historic Preservation planning grant: \$25,000 completed
  - b. Preservation Maryland logo and tagline development: \$4,000 completed
  - c. Maryland Historical Trust survey grant: \$25,000 completed
  - d. Department Natural Resources planning grant: \$46,388 completed
  - e. Army Corps of Engineers in kind grant: \$120,000 completed
  - f. Urban Land Institute via Baltimore Chapter outreach and education grant: \$20,000 in process
  - g. FEMA/MEMA implementation grant \$106,000 just announced, 3 year program
2. Presentations to interested parties include City and County Councils, Southern Maryland Municipal League and local residents/property owners in conjunction with Office of Emergency Management.
3. *MainStreets Annapolis Partnership (MAP):* HPD successfully led the effort to merge the 2 most prominent 501(c) 3 organizations with similar missions of supporting the local business community. A new Executive Director was recruited to spearhead the new Annapolis Partnership. Additionally, HPD staff participated in the implementation and hand off to the new Economic Development Officer for the City. In the future, HPD staff will provide support for these 2 new positions but no longer have primary responsibility for either and will relinquish oversight of the Annapolis in Bloom flower program (\$20,000 in city money plus \$17,000 in private funds).
4. Co-sponsored a legislative reception with Historic Annapolis. Over 100 business members, legislators, and property owners attended a reception at the James Brice house on January 27th to showcase local businesses.

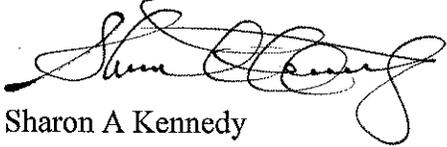
5. Participated in Maryland Day activities, March 20-22, which included a stay open late promotion and a scavenger hunt for history program.
6. Hosted fourth annual business legacy event on May 26. Over 90 people supported 10 long standing businesses who have contributed to the Main Street economy and economic vitality of our traditional business districts. Two individuals were given awards for their personal contributions to the business community and 5 businesses and individuals who recently retired were also given recognition.
7. Fifth annual Navy Birthday breakfast was held on October 13 to celebrate the relationship between the USNA and the local business community. Hosted over 100 elected officials, business owners, Navy and Marine Corps representatives.
8. *Cultural Landscape Survey*: HPD staff managed the development and execution of the agreement between the City and the National Park Service for a GIS based mapping tool for the planning department. Primarily focused on the Nicholson Plan of the Historic District resources, phase one of the project was completed in December 2015. The new tool will allow for multiple development scenarios to be evaluated against specific design and community criteria for compliance and approval. The City funding for the project was \$100,000. Phase 1 cost \$64,493. It is estimated that phase 2, the Cultural Landscape Report will cost about \$55,000.
9. *Eastport Conservation District*: HPD staff continued to work with Eastport residents and businesses on the development of guidelines and standards to assess properties. Staff assisted in the development of criteria for use in the landmark process.
10. *Bike Racks in the City*: HPD became the lead city agency to execute a \$25,000 grant from the Maryland Department of Transportation to develop, manufacture and install 6 nautically themed and historically educational bike racks in the City. Working with the Art in Public Places Commission, the HPC approved design and locations.
11. *Education and Outreach*: HPD staff worked throughout the year on both the local and national level to improve stakeholder understanding of various initiatives. Local projects included a Scavenger Hunt for the Parole area, a Town Hall for Hazard Mitigation, 3 public input sessions on the revised ordinance language, participating in What's Your View roundtables held by Historic Annapolis, Historic By-Ways workshop as well as numerous small stakeholders meetings. Nationally, staff presented at various forums hosted by the National Trust, Kaplan Foundation, Union of Concerned Scientists, National Adaptation Forum, California Preservation Conference, National Main Street Conference, National Alliance of Preservation Commissions and conducted a sold out tour for the National Trust Conference held in DC.
12. *50th Anniversary Activities*: Funded by \$35,000 in the FY 15-16 budget, HPD planned and implemented a number of items to mark the passage of half a century of preservation in Annapolis. These included developing and presenting the Preservation Pioneers awards to 12 members of the community who assisted in the 1965 push to designate Annapolis as a National Historic Landmark.
13. *Maynard Burgess House*: In coordination with DPW, HPD staff recommended an approach to the stabilization and restoration of this important African-American resource. HPC approved the plans and work was completed on all exterior elements in 2015.
14. *Ordinance Update*: Beginning in April, HPD staff along with key community stakeholders, internal staff and the legal department began reviewing existing code and

possible updates. The public was invited to provide feedback in August, September and December.

On going Operations:

1. Survey: Completed 51 intensive level resource evaluations
2. Inspections & Enforcement: Continued to work to intervene as early as possible to reduce compliance costs to property owners and increase resource protection. One court case (2 Maryland Ave) still pending appeal at the Court of Special Appeals. Completed a case for economic hardship for property owner compliance. In discussion with owner of culturally significant Upton Scott House to resolve violation(s). Also working with property owners of 51 West Street to submit to courts for declaratory judgment related to mural installation.

Respectfully Submitted,



Sharon A Kennedy

HPC Chair



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

January 6, 2016

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

FROM: Alderman Kenneth Kirby  
 Chair

RE: Annual Report 2015 – Housing and Community Development Committee

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

**Attendance:**

Members	Jan	Mar	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ald. Kenneth Kirby, Chair	✓	✓	✓	✓	NoMtg	✓	NoMtg	NoMtg	✓	✓	✓	NoMtg
Ald. Joe Budge	✓	✓	✓	✓	NoMtg	✓	NoMtg	NoMtg	✓		✓	NoMtg
Ald. Jared Littmann	✓	✓	✓		NoMtg	✓	NoMtg	NoMtg		✓	✓	NoMtg
Jeffrey Henderson					NoMtg		NoMtg	NoMtg		Appointed		NoMtg
Sandra Chapman		✓			NoMtg		NoMtg	NoMtg	Resigned			NoMtg
Jonette Hahn		✓		✓	NoMtg		NoMtg	NoMtg		✓	✓	NoMtg
Teri Bond	✓	✓	✓		NoMtg		NoMtg	NoMtg			✓	NoMtg
Kate Rollason				✓	NoMtg		NoMtg	NoMtg		✓		NoMtg

**Activities:**

**Community Development Block Grant Program**

The Housing and Community Development Committee (HCDC) approved the city's Five Year Consolidated Housing and Community Development Plan (FY 2016- FY 2016) and the Annual Action Plan FY 2016. The City of Annapolis is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) Program and is required to submit these plans to receive an annual allocation of approximately \$250,000 in CDBG funds.

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

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

The HCDC reviewed and evaluated projects for CDBG FY 2016 funding. Local nonprofit organizations which provide

services to the city's low and moderate income residents submitted these projects for CDBG funding. The committee recommended projects to the City Council for approval and these projects were incorporated into the CDBG FY 2016 Annual Action Plan.

As a part of that process, the HCDC held three required Public Hearings on the CDBG program. The purpose of the first hearing was to hear descriptions of the projects submitted from organizations that serve the city's low and moderate-income populations. The second hearing was on the FY 2016 CDBG Action Plan, which outlines how the City intends to spend its CDBG funds and the third hearing was held to solicit ideas on needs for the FY 2017 CDBG Annual Action Plan.

In addition, as an entitlement community under HUD's CDBG program, the city must "affirmatively further fair housing." To "affirmatively further fair housing," each entitlement community must conduct a Fair Housing Analysis which identifies any impediments to fair housing choice. The Committee recommended for adoption by the City Council, the City's Analysis of Impediments to Fair Housing Choice.

## **2015 ANNUAL REPORT**

### **Annapolis Human Relations Commission**

These are highlights of the activities of the Annapolis Human Relations Commission in 2015 and consistent with its mission to eliminate discrimination and promote equal opportunity:

#### Relations Between Annapolis Police and Racial/Ethnic Minorities

The Commission partnered with the Annapolis Police Department and the Community Relations Service of the U.S. Department of Justice to hold a Community Engagement Forum on the relations between the police and racial/ethnic minorities. Approximately 60 residents and an additional dozen law enforcement personnel attended the dialogue program.

The Commission also received a request from the Caucus of African American Leaders to conduct a study with recommendations relating to the U.S. Department of Justice report about Ferguson, MO and how it might relate to law enforcement in Annapolis. Commissioners held a lengthy conversation about the report and its applicability to Annapolis. There was consensus that the Ferguson Police Department did not resemble the Annapolis Department. The Commission agreed to prepare a report and base it on several sources: the results of the Community Engagement Forum, other “town hall” meetings that relate to community/police relations, conversations between Commissioners and representatives of the Caucus and the Annapolis Police, and statistical information by race to be requested from the police related to stops, searches and arrests and to personnel.

The Commission met in November with Carl Snowden, the convener of the Caucus of African American Leaders, and the Commission has received that organization’s recommendations. The Commission met in December with Annapolis Police Chief Michael Pristoop and several members of his staff, and the Commission has received the requested data. The Commission plans to complete its report and recommendations by February 2016 and to share it with the Mayor and City Council.

#### Meeting with City Manager

City Manager Thomas Andrews participated in a discussion with Commissioners about the recommendation of the mayor’s transition team for boards and commissions “to create a plan to expand the Commission’s mission to include programs for defusing the escalation of community disputes”. All concluded that police/community relations appeared to be the area of greatest concern in terms of dealing with conflicts in the City.

#### Meeting with City Public Information Officer

Rhonda Wardlaw took part in a conversation with members of the Commission’s Outreach Committee about the recommendation of the mayor’s transition team for boards and commissions “to develop a communications plan to raise awareness of the Commission’s

services to the City”. Three ideas emerged which the Outreach Committee will be pursuing in 2016: 1) the preparation of a video of Commission activities to be posted on its web page and used in outreach activities, 2) greater visibility of the Commission on social media to include Facebook, Twitter and LinkedIn, and 3) the inclusion of a statement about the Commission’s work in the bulletins of local houses of worship on special days related to human relations that denominations observe.

### Dealing with Impediments to Fair Housing in Annapolis

Theresa C. Wellman, community development administrator for the City, asked the Commission to take the lead with respect to three of the recommended activities and strategies associated with impediments to fair housing choice in Annapolis as identified in a five-year plan prepared by the City as required for it to receive federal community development grants. These involve promoting fair housing awareness through the media, distributing literature in English and Spanish concerning fair housing issues, and improving the information on the City’s web site about whom to contact and how to file a fair housing complaint. The Commission has assumed responsibility for, and has taken steps to achieve, all three strategies/activities.

The Commission chair made a presentation about the City’s fair housing ordinance, with emphasis on the provision outlawing discrimination based on source of income, at an annual meeting which the Housing Authority of the City of Annapolis holds with area landlords. Several of the landlords present said that they had been asked by realtors whether or not they accepted tenants offering Section 8 housing vouchers. This is illegal in the City. Further actions need to be taken to educate realtors about the City ordinance.

### Addition of “Gender Identity” to City Code as Protected Category

The Commission worked with Alderman Ross Arnett and the City Office of Law to amend the fair housing ordinance of the City of Annapolis to include transgender and bisexual persons as a protected class. That brought the ordinance into consistency with Maryland law.

### Participation at Community Events

The Commission’s Outreach Committee had tables at the Parole and Probation Celebration and at the Hispanic Festival.

### Complaints

The Commission received and handled two complaints. The first involved a landlord/tenant issue that did not involve discrimination on the basis of one of the protected classes in City Code. The Commission encouraged the complainant to contact the “hot line” of Baltimore Neighborhoods, Inc., which has expertise in this area. The second complaint stemmed from an incident in which a disabled individual was not accommodated with respect to the kneeling and ramp feature on Annapolis Transit buses. The chair of the Complaints Committee arranged for a conversation between the complainant and the director of the Department of Transportation.

## 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:

- Robert Clark, executive director of Historic Annapolis
- Shannon Leap, field organizer for Food and Water Watch
- Darin Ford, founder of Men of Courage International
- Nick Berry, founder of The Foreign Policy Forum, who discussed the Iran nuclear deal.
- Rod Corbin, director of operations, and Megan Orzechowski, director of development, for Opportunity Builders
- Vincent DeMarco, president of the Maryland Citizens' Health Initiative
- Janet Hogan and Ellen Moran of Annapolis Quilts for Kids
- Mike Drummond, executive director of Arundel Lodge
- Jennifer Bevan-Dangel, executive director of Common Cause Maryland
- Chauncey A. Hall, program director for Arundel Community Development Services
- Susan Burger, program director, and Maureen Rodgers, assistant program director, for Hearts and Homes for Youth
- Phil Favero and Will Candler of Climate Stewards of Greater Annapolis

## Other Activities

- The Commission presented its 2015 Dr. Martin Luther King Jr. Award to Bailey Barcome, a local student who participated in a mission trip to Honduras with the Episcopal diocese this past summer and who traveled with church members to Texas to help with the influx of undocumented children coming across the border. The Commission also presented awards to graduating seniors at the annual programs of Annapolis and St. Mary's High Schools.
- Two Commissioners attended the annual training of the Maryland Association for Human Rights/Relations Agencies (MAHRA), and two Commissioners took part in MAHRA's annual Human Rights Day program. One Commissioner attended a workshop on fair housing sponsored by Baltimore Neighborhoods, Inc.

2015 Meeting Attendance Record of Commissioners

	February	March	April	May	June	September	November	December
Keller	X	X	X	X	X	X	X	X
Mitchell	X	X		X	X		E	E
Leitch	X	E	X	X	X	X	X	X
Sims	X	X		X	X		X	X
Schenck	X	X	X	X	X	X	X	X
Katchmar	X	X	E	E	E	E	E	E
Scott	X	X	X	X	X	X	X	X
Doskow		X	X	X	X	Did Not Seek Reappointment		
Graham	X	X	E	X	X	X	X	X
Knight		X		X		X	X	X
Smith	X	X	X	X	X	X	X	X
Hurley	Not Yet Appointed					X	X	X
MacMullan	Not Yet Appointed						X	
O'Neill	Not Yet Appointed					X	E	E

Key: X- Attended, E- Excused absence



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

February 10, 2016

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

FROM: C. Pete Gutwald  
Director Planning and Zoning

RE: Annual Report 2015 – Planning Commission

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**Duties:**

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

**Attendance:**

<b>Members</b>	Jan	Feb	Mar * 3/5	Mar 3/18	Apr 4/2	Apr 4/15	May	Jun	Jul 7/2	Jul 7/15	Aug **	Sep	Oct 10/1	Oct 10/21	Nov	Dec *
<b>Dr. Eleanor Harris</b>		X		X	X	X	X	X	X	X		X	X		X	
<b>William Herald, Chair</b>	X	X		X	X	X		X	X	X		X	X	X	X	
<b>David Iams, Vice Chair</b>	X	X		X	X	X	X	X	X	X		X	X	X	X	
<b>Robert Waldman</b>	X	X		X	X	X	X	X	X	X		X	X	X	X	
<b>David DiQuinzio</b>	X	X		X	X	X	X	X	X			X	X	X	X	
<b>Benjamin Sale</b>	X	X		X	X	X	X		X	X		X	X	X	X	
<b>George Matthews</b>	New Member Effective Oct.												X	X		

X – Indicates Present at Meeting

\* – Indicates Meeting Cancelled

\*\* – Indicates No Meeting Scheduled

**Activities:**

Projects approved include:

The Maryland Hall for the Creative Arts, sky loft expansion  
Eastport Sail Loft, a planned development of 11 townhouses and 4 commercial space  
Primrose Hill, a residential planned development of 6 single family and 19 townhouses  
Thomas Woods, a residential planned development of 8 townhouses and 2 single family  
Annapolis Townes@Neal Farm, a residential planned development of 50 townhouses

Legislation reviewed with recommendations includes:

O-32-14 Forest Conservation Act  
R-33-14 Vehicular Access to Aris T. Allen  
R-34-14 Revised and updated West Annapolis Sector Study  
O-23-15 Zoning Text amendments for Physical Health facilities  
O-36-15 Adequate Public Facilities inclusion of public schools  
O-40-15 Waterfront Maritime Conservation District text amendments

**Membership:**

In January of 2015, William Herald was re-elected as chair of the Planning Commission and David Iams was re-elected vice-chair. A new member, George Matthews, was made effective in November.

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

The criteria for membership include the following:

- Must be a resident of the City of Annapolis,
- Must attend monthly meetings and other assemblage as needed,
- Must 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.

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



# City of Annapolis

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

January 8, 2016

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

FROM: Joseph Semo  
Chair

RE: Annual Report 2015 – 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 and the reports of the consulting actuary with respect to the long-term funding adequacy of the retirement plan, and to oversee the investments made for the retirement plan. The Commission issues reports to the City Council upon request and with respect to such matters as it deems appropriate.

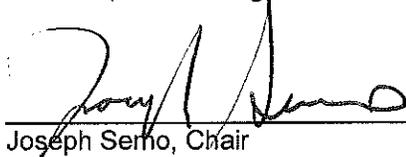
**Attendance:**

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Joseph Semo, Chair <sup>1</sup>	No Mtg	No Mtg	✓	No Mtg	✓	No Mtg	No Mtg	✓	No Mtg	✓	No Mtg	✓
Ross Arnett, Alderman	No Mtg	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	✓	No Mtg	✓
Paul Rensted, Human Resource Director <sup>2</sup>	No Mtg	No Mtg	✓	No Mtg	-	No Mtg	No Mtg	-	No Mtg	✓	No Mtg	✓
Mary Kathleen Sulick <sup>1</sup>	No Mtg	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	✓	No Mtg	✓
Bruce Miller, Finance Director	No Mtg	No Mtg	✓	No Mtg	✓	No Mtg	No Mtg	✓	No Mtg	✓	No Mtg	✓
Michael Pantelides, Mayor	No Mtg	No Mtg	-	No Mtg	-	No Mtg	No Mtg	✓	No Mtg	-	No Mtg	-

<sup>1</sup>Expired; remains in session until a successor is appointed.

<sup>2</sup>Paul Rensted, Human Resources Director was replaced by Tricia Hopkins, Acting Human Resources Director effective 8/29/15.

**Activities:** During 2015, the Police & Fire Retirement Plan Commission held quarterly meetings and conference calls as needed to discuss the performance of the Police & Fire Retirement Plan investment fund and Asset Managers. See attached report from Gallagher Fiduciary Advisors. In addition, other areas of interest included the following: City contributions to the Pension Fund; a Request for Proposal for Emerging Managers and Legal Services; and training for the Commission.

  
\_\_\_\_\_  
Joseph Semo, Chair



## City of Annapolis Police and Fire Retirement Plan Financial Highlights as of September 30, 2015

### Strategy and Allocation

The City of Annapolis Police and Fire Retirement Plan provides a reliable income stream to 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, 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 optimizing orientation.

In order to maximize long-term expected returns within acceptable levels of risk and liquidity, the 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 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 and the actual allocations at September 30, 2015 are as follows:

Figure 1: Policy Allocation Targets and September 30, 2015 Allocations

	Asset Allocation		
	Actual as of September 30, 2015	Current Policy Target	Current Policy Range
Domestic Equities	32%	28 %	14 – 44%
Global / Emerging Markets Equities	18%	16 %	6 – 26%
Fixed Income	19%	29 %	15 - 40 %
Real Estate	6 %	6 %	0 - 10 %
Alternatives*	24 %	19 %	8 - 30 %
Cash	1 %	2 %	0 - 20%
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

\*Alternatives included hedge funds and commodities



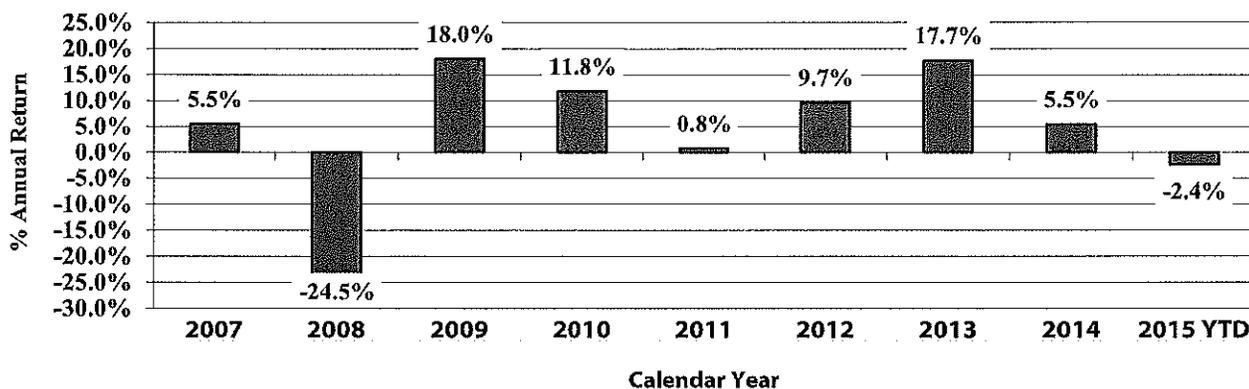
## Investment Performance

Returns from equity investments were negative during 2015 (through September) amidst rising concerns over global economic growth, specifically in China, due to continued disappointing economic reports. The U.S. economy continued to decouple from the rest of the developed world, with stronger economic growth, which rebounded from poor readings in the first quarter. U.S. large cap and developed international equities led the way (U.S. dollar adjusted), both down -5.3%. Small cap and emerging market equities were laggards, down -7.7% and -15.5% respectively. The portfolio's relative overweight to equities detracted from performance year to date.

Fixed income markets were largely positive year to date, despite anticipation from investors that the Federal Reserve was going to raise short-term rates. Intermediate and core fixed-income bonds were the best performing segments of the bond market, gaining 1.1% and 1.7% respectively. The fund continued to maintain its allocation to a strategic, absolute-return oriented bond strategy it funded in July 2013. While performance has lagged in the short term, long term the fund continues to have strong returns. The portfolio remained underweight fixed income in favor of equities and alternatives given the prospect of rising rates and muted returns.

The City of Annapolis Police and Fire Retirement plan's portfolio generated performance that outperformed the portfolio's custom benchmark (which is based on asset allocation). The portfolio's net investment return was -2.4% versus the benchmark -3.2% year to date. The portfolio has outperformed the benchmark 6.9% versus 5.5% over a trailing three-year period (through September 30, 2015). This followed a net investment return of 5.5% for 2014, 17.7% for 2013, and 9.7% for 2012. **The portfolio's 2015 year-to-date return ranks in the top 23% of its peer universe (public funds with less than \$1 billion).** This performance was obtained even as the Plan's overall risk ranks in the bottom quartile (less risk) of its peer universe over trailing one-, three- and five-year periods. 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 0.02, which ranks in the top 40% 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**





**City of Annapolis**  
**Office of Human Resources**  
 145 Gorman Street, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2535

[HumanRes@annapolis.gov](mailto:HumanRes@annapolis.gov) • 410-263-7998 • Fax 410-295-7999 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

January 13, 2016

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

FROM: Tricia Hopkins  
 Acting Director, Human Resources

RE: Annual Report 2015 – Public Safety Disability Retirement Board

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

**Attendance:**

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

**Activities:** An orientation for members was held; Board also held appeal hearing for retirement.

**ANNAPOLIS RECREATION AND PARKS ADVISORY BOARD'S  
ANNUAL REPORTS FOR 2015**

**2015**

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.

We have a full Board—11 Board members. As of December 31, 2015, our current Board members include **Taney Hamill, Chair**, Ward 2; **Dawn Moyer, Vice-Chair**, Ward 7, in addition to: Cathy Jones, Ward 3, Christina Aist, Ward 4, Abigail Nelson, 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.

2015	Jan	Feb	Mar *	Apr	May	Jun	Jul Special Mtg	Aug **	Sep	Oct	Nov *	Dec
Hamill, T. Chair	X	X		X			X		X	X		
Aist, C.	X	X		X	X	X	X		X	X		X
Nelson, A. (formally Fowlkes)	X			X						X		X
Harrison, C.	X			X					X	X		
Hughes, M.	X	X			X				X	X		
Jones, Cathy	X			X	X		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
Moyer, J.		X		X								
Rankin, G.	X			X			X		X	X		

X – Indicates present at meeting

\* – Indicates meeting cancelled (*November mtg cancelled due to City holiday*)

\*\* – Special meeting in July and no August meeting was scheduled

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

**Table of Department Grants – 2015** (Attachment reflects a total of \$2,153,000 in grant funds received.)

2015 has been a year of tremendous leadership change for the Annapolis Recreation & Parks Department. Overall, the Department has experienced an increase use of all of its services and \$ 2,153,000 in grants funds. The Board has remained committed and intact for 2015.

Mike Morris was approved by the Mayor and City Council on Monday, November 10, 2014. He began officially as Director of the Annapolis Recreation & Parks Department on Dec. 22, 2014. Mr. Morris has been outstanding in his new role as the Director of the Department. The responsibilities he has assumed have made his transition seem effortless. Mr. Morris effectively manages all aspects of his responsibilities. He is well-liked and respected by our Board.

### **January**

Monthly summary: First meeting with newly appointed Director for the Annapolis Recreation & Parks Department. Mr. Morris gave us his report, which included a department financials update as well as a discussion of revenues generated by the Pip Moyer Recreation Center. Also discussed was Mr. Wilson Phipps, Head of Mayor's Transition Team, was unable, due to sickness, to present the report to the City Council. Ms. Hamill said she and Mr. Phipps would make a presentation before the City Council at a later date. Ms. Hamill announced that former Mayor Pip Moyer passed away with his funeral scheduled for the following week. The Board agreed to make a donation to the Annapolis Community Foundation in honor of Mayor Pip Moyer. Old business consisted of placing the pool and community foundation back on the agenda for the February meeting.

### **February**

Director Mike Morris presented his monthly report and provided the trending report that showed decreases in membership revenues. The Board asked about development of a new marketing plan to be provided at the next meeting. Mr. Morris also briefly discussed the status of the capital projects that were underway, specifically Truxtun Park, Bywater Park, Softball field, Skate Park and items at City Dock. The Board also briefly discussed plans for the formation of a community foundation and plans to revisit this issue at the next meeting. Chair Hamill also spoke about presentation made by the Mayor's Transition Head, Wilson Phipps, and Ms. Hamill before the City Council.

### **March**

No meeting was held in March due to bad weather.

### **April**

Director Mike Morris distributed his Director's monthly report. The meeting was turned over to Dana Strotman, Marketing Director for the Annapolis Recreation & Parks Department, who discussed the details for the Department's new marketing plan. In addition, Chair Hamill also asked that the Recreation Board member names be listed online and in the program guide. Mr. Morris reported that the Truxtun Park Pool will be opening this year on Saturday, May 23, 2015. Other items included a discussion of the April 30, 2015 "Art on Clay Stanton Fundraiser". Board members were encouraged to register for membership to the NPRA online. Board Member Craig Harrison expressed an interest in hosting a 15K race that could be used as a

fundraiser for the proposed future Annapolis Recreation Foundation. In conclusion, the Board discussed the details for forming a nonprofit community foundation.

### **May**

As part of the new market plans, Ms. Jennings, Fitness and Aquatics Supervisor, discussed her responsibilities that included the pool operation, camps and maintenance. Ms. Jennings indicated that approximately 1,500 participants frequent the classes as well as 60 hours of personal training. She also discussed some of the events associated with health and wealth programs, specifically the Youth Triathlon that the Department has been sponsoring for many years. Most notably, the Department was asked to represent the Annapolis program at the White House on April 15, 2015, which included participation in a filming interview by a Japanese television. Ms. Jennings also discussed the Scholarship Program. In his Director's report, Mr. Morris spoke about a funding donation to complete the skate park. Other items he spoke about involved the Greenscape program, held on April 25, 2015 and the raised funds for the Stanton Center children's program as a result of the "Art on Clay Stanton Fundraiser". The meeting concluded with discussion about the status of talks concerning the continued leasing of the Eisenhower Golf Course by the Anne Arundel County Recreation & Parks Department. The current lease ends December 31, 2015.

### **June**

The highlight of our June meeting was the presentation made by Marissa Wittlinger, Greenscape Coordinator. She described her responsibilities, which also include her role as the liaison to the Art in Public Places Commission that oversees all the artwork placed on City property. In addition, she supervises the landscape contractor who works to maintain landscaping projects in the City. Mr. Morris reported that the budget was passed with an increase in fees for rental rates, latch key program, along with summer camps.

### **July**

Special meeting: Mr. Barker, of the Back Creek Conservancy Presentation, made a presentation to our Board. He discussed its history and that this organization is under the fiscal management of the Annapolis Community Foundation. Mr. Barker suggested that the REC join Maryland Non-Profit Community Foundation (at a cost of \$99). The existing Master Plan is 12 years old, so the BCC welcomes new volunteers to participate in the process.

### **August**

(Note: We have no scheduled meetings in August).

### **September**

In his report, Mr. Morris talked about skate park funded by Kip, the Country singer, under the Kips Kids Foundation. He briefly spoke about the highlights of the Department's accomplishments and goals. The Bywater Park contract is about to be let for the designer to complete the construction drawings for the park. The Truxtun Park pool assessment is underway and when completed will be shared with the Board. Regarding the Eisenhower Golf Course, Chair Hamill suggested a public meeting to solicit feedback from the public on their thought on whether the Eisenhower Golf Course should be kept or let go. Mr. Morris explained

that the Annapolis Maritime Museum would like to expand their educational programs so they are looking to use one of the buildings so there may be an opportunity for partnership if the building is available. Under Old Business, Chair Hamill and Mr. Morris met regarding moving forward in their effort to create a new Annapolis Recreation Foundation, i.e., what organization would manage the foundation, who would serve on the Board, and discussion about whether REC Board members can also serve on the Foundation Board.

### **October**

Mr. Morris gave his monthly Director's Report. He stated that they are working hard to complete maintenance repairs on the PMRC. He attended the National Recreation and Parks Conference in Las Vegas. There were further discussions about the future of the Eisenhower Golf Course as no decision has been made regarding the possible options: (1) City managing the golf course, or (2) the County negotiating to give a percentage of earnings to City and (3) lastly selling the golf course to the County. Regarding the Department's revenues, Mr. Morris said they were down approximately 2%-3%.

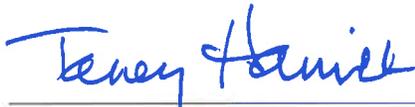
### **November**

Meeting cancelled — City Holiday.

### **December**

Mr. Morris spoke about the celebration regarding the rededication of the skate park as well as the ribbon cutting ceremony held in November. There was a skateboarding competition and they raised money. Mr. Morris also spoke about the grant money award to replace old mooring and that work hopefully will be completed before the Spring boat race. He also discussed the completion by the Department of minor maintenance and repair work to the Recreation Center. Mr. Morris is in the process of developing the FY17 budget due at the end of December for Mayor/Council review.

In conclusion, our Advisory Board is looking forward to another great year for the City's Recreation and Parks Department for the benefit all residents of the City of Annapolis. Our new goal for the upcoming 2016 year is to assist in the creation of the Annapolis Recreation Foundation.

  
Member, Chair Taney Hamill

**Annapolis Parks & Recreation Department Grants – 2015 Status**  
*(dated 12/15/15)*

	<b>Name</b>	<b>Description</b>	<b>Amount</b>
(1)	State Highway Grant for Waterworks Trails	Trail Maintenance Vehicle has been ordered - awaiting delivery.	\$ 24,000
(2)	P.O.S. Community Parks and Playgrounds (CP&P) for Third and Chester Playground Replacement	On hold awaiting land ownership issue to be resolved between County and City. Status: Joint Use Agreement in Law Dept.	\$ 56,000
(3)	P.O.S. CP&P Grant for Renovation of Davis Park	Received Grading Permit and work being put out for bid.	\$ 26,000
(4)	P.O.S. CP&P Grant for Truxtun Athletic Field Renovation	Design undergoing permit review.	\$ 102,000
(5)	P.O.S. CP&P Grant for Artificial Turf fields at Bates Heritage (Cal Ripkin)	Project completed – Joint Use Agreement being developed with County - Legal Dept. handling.	\$ 100,000
(7)	P.O.S. Grant for development of Bywater Park (Kingsport)	Grant awarded; Design contract awarded.	\$ 230,000
(8)	Department of Interior and DNR Grant to Harbormaster	Pumpout Boat Operating Grant	\$ 60,000
(9)	Dept. of the Interior and DNR	Boating Infrastructure Grant Tier 1 – Rebuild transient boating facilities on City Dock. In design.	\$ 1,500,000
(10)	Waterways Improvement Fund	Citywide Improvements FY 2015	\$ 50,000
(11)	Baltimore Ravens Foundation	“Mighty Milers” Elementary School Age Kids-Running (exercise) to fight childhood obesity.	\$ 5,000
	<b>TOTAL</b>		<b>\$ 2,153,000</b>



# City of Annapolis

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

February 10, 2016

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

FROM: Mary O'Brien  
Risk Analyst

RE: Annual Report 2015 – Risk Management Committee

**Duties:** Establish policy relating to the safety of City employees while on duty and the preservation and protection of City-owned property; Review, evaluate and make recommendations pertaining to departmental personnel and property safety regulations, procedures and activities. Perform other duties as may be assigned to it by the City Council.

MEMBERSHIP
Mary O'Brien (Finance), Chair
Lt. Brian Antal (Police)
Batl. Chief Tim McDowell (Fire)
Archie Trader (Recreation and Parks - Stanton Center)
Tricia Hopkins (HR)
Cindy Tate (Public Works)
John Menassa (DNEP)
Karen Steele (Law)

Meetings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015 Meets on an "as needed" basis.	29th	2nd	No Mtg	4th								

## Activities

The Committee completed an update of the 2003 Safety Manual. This update has been sent to the Council for adoption.

The Committee also discussed several safety initiatives including a safety quiz, posters and safety slogan campaign. To be identified. Ultimately each member was asked to choose a safety talk from the Risk Management portal and post it in their areas.

Workplace Violence assessments were done in 2014. In December of 2015 panic buttons were installed in many of the City's offices including Finance, Office of Law, Mayor's office and Public Works administration office for example. Brian Antal and Mary O'Brien provided Active Shooter Response training for employees of City Hall and Gorman Street.