

1 **..Title**
2 **Deputy City Manager for Resilience and Sustainability** – For the purpose of
3 establishing the position of Deputy City Manager for Resilience and Sustainability;
4 defining qualifications and responsibilities, providing for certain terms of employment and
5 compensation, providing for a line of authority, updating the powers and duties of the City
6 Manager, and generally related to the Deputy City Manager.

7 **..Body**

8 **CITY COUNCIL OF THE**
9 **City of Annapolis**

10 **Charter Amendment 1-20**

11 **Introduced by: Mayor Buckley**

12 **Co-sponsored by: Alderman Savidge, Alderman Rodriguez,**
13 **Alderman Pindell Charles, and Alderman Arnett**

14 **Referred to**
15 **Rules and City Government Committee**
16 **90 day Rule: 7/27/20**

17 **A CHARTER AMENDMENT** Resolution concerning

18 **Deputy City Manager**
19 **for Resilience and Sustainability**

20 **FOR** the purpose of establishing the position of Deputy City Manager for Resilience and
21 Sustainability; defining qualifications and responsibilities, providing for certain
22 terms of employment and compensation, providing for a line of authority, updating
23 the powers and duties of the City Manager, and generally related to the Deputy City
24 Manager.

25 **BY** repealing and reenacting the following portions of the Annapolis City Charter:
26 Article VI, Section 2B

27 **BY:** adding the following portion to the Annapolis City Charter:
28 Article VI, Section 2A

29 **SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the
30 Charter of the City of Annapolis shall be amended to read as follows:

31 **THE CHARTER**
32 **Article VI - OPERATIONS**

1 **Sec. 2A – Reserved DEPUTY CITY MANAGER FOR RESILIENCE AND**
2 **SUSTAINABILITY.**

3
4 (A) THERE SHALL BE A DEPUTY CITY MANAGER FOR RESILIENCE AND
5 SUSTAINABILITY IN THE OFFICE OF THE MAYOR. THE DEPUTY CITY
6 MANAGER SHALL BE THE DIRECT SUBORDINATE OF THE CITY
7 MANAGER.

8 (B) THE DEPUTY CITY MANAGER SHALL BE APPOINTED BY THE CITY
9 MANAGER WITH THE APPROVAL OF THE MAYOR AND SHALL BE
10 CONFIRMED BY THE CITY COUNCIL. IN REFERRING AN APPOINTEE
11 FOR CONFIRMATION, THE CITY MANAGER SHALL DESCRIBE THE
12 MANNER IN WHICH THE APPOINTEE FULFILLS THE QUALIFICATIONS
13 FOR THE POSITION AS ENUMERATED IN THIS ARTICLE AND AS MAY
14 BE ESTABLISHED BY ORDINANCE. THE DEPUTY CITY MANAGER
15 MAY BE REMOVED FROM OFFICE BY THE CITY MANAGER WITH THE
16 APPROVAL OF THE MAYOR.

17 (C) THE COMPENSATION OF THE DEPUTY CITY MANAGER SHALL BE
18 FIXED BY THE CITY MANAGER WITH THE APPROVAL OF THE MAYOR
19 ACCORDING TO THE PROVISIONS OF AN EXECUTIVE PAY PLAN
20 ADOPTED BY ORDINANCE.

21 (D) THE DEPUTY CITY MANAGER SHALL DEVOTE FULL TIME TO THE
22 DUTIES OF THE OFFICE.

23 (E) IN THE EVENT THE DEPUTY CITY MANAGER POSITION BECOMES
24 VACANT, THE CITY MANAGER WITH THE APPROVAL OF THE MAYOR
25 SHALL PROMPTLY DESIGNATE A QUALIFIED PERSON TO SERVE AS
26 ACTING DEPUTY CITY MANAGER. AN ACTING DEPUTY CITY
27 MANAGER MAY EXERCISE ALL THE POWERS OF THE DEPUTY CITY
28 MANAGER AND ENJOY THE IMMUNITY ACCORDED TO THE DEPUTY
29 CITY MANAGER. THE ACTING DEPUTY CITY MANAGER SHALL
30 RECEIVE SUCH COMPENSATION AS DETERMINED BY THE CITY
31 MANAGER WITH THE APPROVAL OF THE MAYOR. HOWEVER, IF THE
32 DEPUTY CITY MANAGER POSITION REMAINS VACANT FOR SIX
33 MONTHS, NO COMPENSATION MAY BE PAID TO THE ACTING DEPUTY
34 CITY MANAGER WITHOUT THE EXPRESS CONSENT OF THE COUNCIL.
35 IF THE DEPUTY CITY MANAGER POSITION REMAINS VACANT FOR AN
36 ADDITIONAL PERIOD OF SIX MONTHS OR LONGER, FURTHER
37 COMPENSATION FOR THE ACTING DEPUTY CITY MANAGER MUST BE
38 APPROVED BY THE COUNCIL AT EVERY SIX-MONTH INTERVAL.

39 (F) THE DEPUTY CITY MANAGER SHALL HAVE THE FOLLOWING
40 ADDITIONAL POWERS AND DUTIES:

- 41
42 (1) DEVELOPS SUSTAINABILITY, RESILIENCE AND LAND
43 CONSERVATION PLANS AND WORKS WITH CITY OFFICES AND
44 DEPARTMENTS TO IMPLEMENT PROGRAMS AND INITIATIVES TO
45 FURTHER THOSE PLANS, INCLUDING THOSE RELATED TO
46 ENVIRONMENTAL QUALITY, CLIMATE CHANGE, SEA LEVEL RISE,

- 1 ENERGY EFFICIENCY, COMPOSTING, LITTER REDUCTION, SOLAR
2 AND WIND POWER, ELECTRIC VEHICLES, LOCAL BUSINESSES
3 AND EMPLOYMENT, TRANSPORTATION, PUBLIC HEALTH AND
4 SAFETY, AND SOCIAL EQUITY.
- 5 (2) ADVISES THE CITY MANAGER, MAYOR, AND CITY COUNCIL ON
6 RESILIENCE AND SUSTAINABILITY ALTERNATIVES AND
7 OPPORTUNITIES, AND PROVIDES INPUT AND GUIDANCE ON
8 RELATED PROGRAMS AND INITIATIVES.
- 9 (3) SERVES AS THE CITY'S POINT PERSON FOR ALL GROUPS AND
10 ISSUES INVOLVED IN SUSTAINABILITY, RESILIENCE AND
11 ENVIRONMENTAL COMPLIANCE.
- 12 (4) ENSURES THAT ALL PUBLIC EDUCATION AND OUTREACH
13 REQUIREMENTS OF THE CITY'S MS4 PERMIT ARE MET.
- 14 (5) **At the direction of the city manager,** INTERFACES WITH VARIOUS
15 ENVIRONMENTAL AND NON-PROFIT ORGANIZATIONS TO
16 SHEPHERD WATERSHED RESTORATION PROJECTS THROUGH THE
17 CITY'S REVIEW AND PERMITTING PROCESS.
- 18 (6) WORKS COLLABORATIVELY WITH OTHER CITY OFFICES AND
19 DEPARTMENTS AND A BROAD RANGE OF STAKEHOLDERS TO
20 DEVELOP AND IMPLEMENT RESILIENCE AND SUSTAINABILITY
21 INITIATIVES.
- 22 (7) ENSURES THAT SUSTAINABILITY, RESILIENCE, AND
23 ENVIRONMENTAL POLICIES ADOPTED BY THE MAYOR, CITY
24 COUNCIL, AND CITY MANAGER ARE IMPLEMENTED IN THE
25 APPROPRIATE DEPARTMENT(S) OR OFFICE(S).
- 26 (8) REVIEWS SELECT DEVELOPMENT PROJECTS TO ENSURE THE
27 CITY'S ENVIRONMENTAL REGULATIONS ARE BEING FULLY
28 UTILIZED TO MEET ITS GOALS, TO IDENTIFY POTENTIAL
29 REVISIONS TO ENSURE RESILIENCE, SUSTAINABILITY, AND
30 SOCIAL EQUITY GOALS ARE INTEGRATED. SUCH DEVELOPMENT
31 PROJECTS WOULD INCLUDE LARGE SCALE PROJECTS, AS WELL
32 AS THOSE THAT MAY IMPACT SENSITIVE NATURAL RESOURCES.
- 33 (9) COORDINATES DEPARTMENT EFFORTS TO PREPARE THE CITY
34 FOR THE IMPACTS OF SEA LEVEL RISE AND CLIMATE CHANGE,
35 INCLUDING ENVIRONMENTAL, ECONOMIC, AND SOCIAL
36 IMPACTS.
- 37 (10) COORDINATES THE CITY'S PUBLIC EDUCATION AND GRANT
38 WRITING EFFORTS RELATED TO RESILIENCE AND
39 SUSTAINABILITY.
- 40 (11) **At the direction of the city manager,** MEETS WITH, MAKES
41 PRESENTATIONS TO, AND DEVELOPS RESILIENCE AND
42 SUSTAINABILITY MATERIALS FOR CITY STAFF, CITY COUNCIL,
43 COMMITTEES, BOARDS AND COMMISSIONS, NON-PROFIT
44 ORGANIZATIONS, AND THE PUBLIC.
- 45 (12) STAFFS THE CITY'S ENVIRONMENTAL MATTERS COMMITTEE,
46 ENVIRONMENTAL COMMISSION, AND WATERWAYS CABINET.

- 1 (13) SUPERVISES THE WORK OF THE ENVIRONMENTAL PROGRAMS
2 COORDINATOR, INCLUDING INITIATIVES RELATED TO
3 ENVIRONMENTAL EDUCATION, STORMWATER MANAGEMENT,
4 SUSTAINABILITY CERTIFICATIONS, AND PROMOTION OF CITY
5 RESILIENCE AND SUSTAINABILITY INITIATIVES.
6 (14) SEEKS GRANTS FOR SUSTAINABILITY, RESILIENCE AND
7 ENVIRONMENTAL INITIATIVES.
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10 **Sec. 2B. - City manager.**
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- 12 (a) There shall be a city manager in the office of the mayor who shall be the chief
13 administrative officer of the city. The city manager shall be the direct subordinate of
14 the mayor and shall have supervisory authority over the DEPUTY CITY MANAGER
15 FOR RESILIENCE AND SUSTAINABILITY AND department directors as provided
16 for by the City's organizational chart that is prepared by the mayor and accepted by
17 the City Council.
18 (b) The city manager shall be appointed by the mayor and confirmed by the city council
19 based solely on his or her experience and credentials as a city manager. The city
20 manager may be removed from office by the mayor or by the City Council. The city
21 manager shall have had, prior to appointment, an advanced degree in business or
22 public administration from an accredited college or university and at least eight years'
23 experience in local government management at the executive level. The city manager
24 shall be thoroughly familiar with contemporary budgeting and accounting practices.
25 (c) The city manager shall devote full time to the duties of the office.
26 (d) The compensation of the city manager shall be fixed by the mayor according to the
27 provisions of an executive pay plan formulated by the Council Compensation
28 Commission and adopted by ordinance. If the city manager is hired during an interim
29 year, the mayor and council shall determine the compensation based upon the
30 recommendations from the Finance Committee.
31 (e) The city manager shall have the following additional powers and duties:
32 (1) To administer the day-to-day operations of the municipal government and
33 oversee the delivery of municipal services;
34 (2) To exercise supervisory authority over the DEPUTY CITY MANAGER FOR
35 RESILIENCE AND SUSTAINABILITY AND department directors, as
36 provided for by the City's organizational chart that is prepared by the mayor
37 and accepted by the City Council;
38 (3) To direct the operations of the city government;
39 (4) To supervise the preparation of the city budget;
40 (5) To advise the mayor and City Council in the formation of policy and the
41 implementation of plans to address demands for municipal services, enhance
42 the quality of life, and strengthen the economic vitality of the city;
43 (5) To perform such duties not inconsistent with this Charter as may be delegated
44 by the mayor from time to time;
45 (7) To provide a monthly status report summarizing recent noteworthy activities
46 of city operation including department and office updates, performance

- 1 management milestones, and activities of the mayor's office. The monthly city
2 manager's report shall be posted on the city's website and available to the
3 public; and sequentially renumber the subsequent paragraphs accordingly;
- 4 (8) To adjust parking rates in City-owned parking garages and parking lots to the
5 extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of
6 Annapolis. The City Manager may appoint a designee to determine any such
7 adjustments to parking rates in City-owned parking garages and parking lots;
- 8 (9) To supervise the daily operations of the office of management information
9 technology;
- 10 (10) To supervise the daily operations of the office of environmental policy; and
- 11 (11) To supervise the daily operations of the human resources office of the city,
12 including:
- 13 (i) Administering a civil service system;
- 14 (ii) Conducting investigations and examinations for appointment or promotion
15 in the civil service; and
- 16 (iii) Administering certain other activities related to the payment, benefits,
17 training, discipline, and retirement of city officials and employees.
- 18 (f) In the event of a vacancy in the position of city manager, the mayor shall promptly
19 appoint a qualified person to serve as acting city manager. The acting city manager
20 may exercise all the powers of the city manager and enjoys the same immunity
21 accorded the city manager. The acting city manager shall receive such compensation
22 as determined by the mayor that is consistent with the executive pay plan. However,
23 if the position of city manager remains vacant for more than six months, no
24 compensation may be paid to an acting city manager without the approval of the
25 Council at every six-month interval.

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28 **SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
29 **COUNCIL** that a notice of public hearing was published on the proposed charter
30 amendment, at least 21 days in advance of the public hearing that was held on _____
31 _____.

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33 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
34 **COUNCIL** that the date of adoption of this Resolution is _____, 20____, and the
35 amendments of the Charter of the City of Annapolis, hereby enacted shall become effective
36 on _____, 20____, unless a proper petition for referendum hereon shall be filed as permitted
37 by law within 40 days of adoption, provided a complete and exact copy of this Resolution
38 shall be continuously posted on the bulletin board in the City Hall until _____, 20____, and
39 provided further that a copy of the title of this Resolution shall be published in "The
40 Capital," a newspaper of general circulation in the City of Annapolis, or in any other
41 newspaper of such general circulation, once in each of the weeks on, _____, 20____,
42 _____, 20____, _____, 20____, and _____, 20____.

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45 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
46 **COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions

1 of Section II hereof, and, as evidence of such compliance, the Mayor shall cause to be
2 maintained appropriate certificates of publication of the newspaper or newspapers in which
3 the title of the Resolution shall have been published and if a favorable referendum is held
4 on the Charter change, shall declare the Charter change hereby enacted to be effective on
5 _____, 20__, by affixing his signature hereto in the space provided on the effective date of
6 change.

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9 **SECTION V: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
10 **COUNCIL** that as soon as the Charter Amendment hereby enacted shall become effective,
11 either as provided herein or following a referendum, the Mayor shall send to the Maryland
12 Department of Legislative Services a copy of this Resolution showing the number of
13 Aldermen and Alderwomen voting for and against it and a report on the votes cast for or
14 against the amendment hereby enacted at any referendum thereon and the date of such
15 referendum.

16
17 The above Charter Amendment was enacted by the foregoing Resolution which was passed
18 at a Meeting of the Annapolis City Council on _____, 20__; _____ voting in the
19 affirmative, _____ voting in the negative, _____ abstaining and _____ absent and the said
20 Resolution becomes effective in accordance with law on the __ day of _____ 20__.

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23 **EXPLANATION**

24 UPPERCASE indicates matter added to existing law.

25 [~~Strikethrough~~] indicates matter stricken from existing law.

26 Underlining indicates amendments.