

1 **..Title**

2 **Department of Central Services** – For the purpose of reconstituting the Department of
3 Central Services in the City Charter; moving public purchasing duties from the Finance
4 Department to the Department of Central Services, and moving facilities
5 management, fleet operations, and fleet replacement duties from the Department of Public
6 Works to the Department of Central Services; and generally related to Department of
7 Central Services responsibilities.

8 **..Body**

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

11
12 **Charter Amendment 1-24**

13
14 **Introduced by: Mayor Buckley**
15 **Co-sponsored by:**

16
17 **Referred to**

18 Rules and City Government Committee

19
20 **A CHARTER AMENDMENT** Resolution concerning

21
22 **Department of Central Services**

23
24 **FOR** the purpose of reconstituting the Department of Central Services in the City
25 Charter; moving public purchasing duties from the Finance Department to the
26 Department of Central Services, and moving facilities management, fleet
27 operations, and fleet replacement duties from the Department of Public Works to
28 the Department of Central Services; and generally related to Department of
29 Central Services responsibilities.

30
31 **BY** enacting the following portions of the City Charter:

32 **Article IV, Section 12 – Department of central services**

33
34 **BY** repealing and reenacting the following portions of the City Charter:

35 **Article IV, Section 3 Finance Department**

36 **Article IV, Section 10 - Department of public works**

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

41
42 **THE CHARTER**

43 **Article VI – OPERATIONS**

Explanation: ~~Strikethrough~~ indicates matter stricken from existing law.
Underlining indicates a change to the City Code.
Underlining & black - copyediting or reformatting of existing Code section
Underlining & red - new matter added to the code.

1 **Section 12 – Department of central services**

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3 (a) The department of central services shall be administered by a director of the
4 department of central services. The director shall be appointed based on their
5 knowledge and experience, including having obtained at least a bachelor's
6 degree and at least 5 years of progressively responsible experience in
7 procurement, fleet management, or facility management, with at least three of
8 those years having served in a managerial role.

9
10 (b) The department of central services shall have the following powers and duties:

- 11 1) To administer city purchasing services;
12 2) To administer maintenance and oversight of all city work and office spaces,
13 governmental buildings and city-owned or leased real properties;
14 3) To administer space management and planning;
15 4) To maintain inventory records for real property, fixtures, and furniture;
16 5) To administer maintenance and oversight of all city vehicles; and
17 6) To administer the City of Annapolis television studio.

18 **THE CHARTER**

19 **Article IV – OPERATIONS**

20 **Sec. 3. Finance department.**

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22
23 (a) The finance department shall be administered by the finance director. The director
24 shall be appointed on the basis of his knowledge and experience in governmental
25 accounting and budgeting and in public financial administration, of which three (3)
26 years shall have been in an executive or supervisory capacity. The finance director is
27 responsible for the powers and duties of the department as set forth in paragraph (b)
28 of this section.

29 (b) The finance department shall have the following powers and duties:

- 30 (1) To collect city taxes, fees, charges, and certain state and county taxes imposed
31 in the city.
32 (2) To administer the financial affairs of the city, the receipt of all revenues, the
33 custody of all funds and securities, the disbursement of all funds, and the
34 keeping of all accounts.
35 (3) To assist in the formulation of operating and capital budgets.
36 (4) ~~To administer city purchasing services.~~
37 (5) ~~To administer the risk management functions in the City of Annapolis.~~

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THE CHARTER

Article IV – OPERATIONS

Sec. 10. - Department of public works.

- (a) The department of public works shall be administered by the director of public works. The director of public works shall be appointed on the basis of his knowledge and experience in civil and sanitary engineering works of which at least five (5) years shall have been in an executive or supervisory capacity. The director shall have a degree in civil, mechanical or sanitary engineering and shall be a registered professional engineer in the State of Maryland or shall, at the time of appointment, be a registered professional engineer in another state of the United States and, within eighteen (18) months of the date of appointment, become a registered professional engineer in the State of Maryland.
- (b) The department of public works shall have the following powers and duties:
 - (1) To be responsible for surveys, reports, maps, drawings, specifications and estimates related to public works and utilities.
 - (2) To be the custodian of maps, plans and plats of public improvements.
 - (3) To construct or to administer contracts for the construction of capital projects.
 - (4) To construct and maintain roadways, bridges, storm drains and other public improvements.
 - (5) To construct, maintain and operate a water production and distribution system.
 - (6) To construct, maintain and operate a sanitary sewerage collection and disposal system.
 - (7) To operate a refuse collection and disposal system.
 - (8) ~~To administer maintenance and oversight of all city offices, governmental buildings and city owned or leased properties.~~
 - (9) ~~To administer space management and planning.~~
 - (10) ~~To maintain inventory records for real property, fixtures, and furniture.~~
 - (11) ~~To enforce rules and regulations governing sewer pretreatment and stormwater management in the city.~~

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

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1 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
2 **COUNCIL** that the date of adoption of this Resolution is _____, 2024, and the
3 amendments of the Charter of the City of Annapolis, hereby enacted shall become effective
4 on _____, 2024, unless a proper petition for referendum hereon shall be filed as permitted
5 by law within 40 days of adoption, provided a complete and exact copy of this Resolution
6 shall be continuously posted on the bulletin board in the City Hall until _____, 2024, and
7 provided further that a copy of the title of this Resolution shall be published in "The
8 Capital," a newspaper of general circulation in the City of Annapolis, or in any other
9 newspaper of such general circulation, once in each of the weeks on, _____, 2023,
10 _____, 2024, _____, 2024, and _____, 2024.

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12 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**
13 **COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions
14 of Section II hereof, and, as evidence of such compliance, the Mayor shall cause to be
15 maintained appropriate certificates of publication of the newspaper or newspapers in which
16 the title of the Resolution shall have been published and if a favorable referendum is held
17 on the Charter change, shall declare the Charter change hereby enacted to be effective on
18 _____, 2024, by affixing his signature hereto in the space provided on the effective date of
19 change.

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

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29 The above Charter Amendment was enacted by the foregoing Resolution which was passed
30 at a Meeting of the Annapolis City Council on _____, 2024; _____ voting in the
31 affirmative, _____ voting in the negative, _____ abstaining and _____ absent and the said
32 Resolution becomes effective in accordance with law on the __ day of _____ 2024.

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