

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

..Title
Aldermanic Annual Allowance - For the purpose of specifying types of appropriate expenditures for use of the aldermanic annual allowance.

..Body

CITY COUNCIL OF THE
City of Annapolis

Ordinance No. O-43-20

Sponsor: Alderman Savidge

Co-sponsor: Alderman Gay

Referred to:
Rules and City Government Committee
90-day Rule_____

AN ORDINANCE concerning

Aldermanic Annual Allowance

FOR the purpose of specifying types of appropriate expenditures for use of the aldermanic annual allowance.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2016 Edition:
Section 3.08.030

SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that the Code of the City of Annapolis shall be amended to read as follows:

Title 3 – HUMAN RESOURCES
CHAPTER 3.08 – EXEMPT SERVICE

Section 3.08.030 - Salary.

A. 1. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the City's pay plan as indicated:

Position	Grade
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A15

Deputy Fire Chief	F18
Human Resources Manager	A19
Director of Transportation	A20
Director of Office of Environmental Policy	A20
Director of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
Attorney I	A14
Attorney II	A16
Director of Finance	A20
Director of Planning and Zoning	A20
Constituent Services Officer	A14
Community Services Specialist	A10
Community Engagement Administrator	A14
Administrative Assistant	A8
Assistant City Manager	A14
Public Information Officer and Quartermaster	A12
Fire Chief	F20
Police Chief	P20
Police Major	P18
Police Captain	P17
Director of Public Works	A20
Economic Development Manager	A17
Development/Events Specialist	A12
Chief of Staff	A16
Director of the Office of Emergency Management	A20
Management Information Technology Manager	A19

1
2
3
4
5
6
7

2. The salary of the Mayor for the term of office commencing on the first Monday in December, 2017, shall be an annual salary of ninety-eight thousand dollars and an entitlement to the benefits afforded to the City's exempt service employees.
3. The salary of each Alderman and Alderwoman for the term of office commencing on the first Monday in December, 2017, shall be an annual salary of fifteen thousand dollars. Each Alderman and Alderwoman shall be afforded an annual

1 allowance of one thousand five hundred dollars to be used exclusively for
2 EXPENSES RELATED TO THE PERFORMANCE OF USUAL AND
3 CUSTOMARY CONSTITUENT SERVICES; SUCH EXPENSES MAY
4 INCLUDE SUPPLIES FOR TOWN HALLS AND CONSTITUENT
5 OUTREACH, education, and training. Aldermen and Alderwomen shall
6 participate in the Maryland State Retirement and Pension System.

7 4. The salary of the City Manager shall be:

- 8 i. Salary and Performance Reviews. A base salary for the City Manager ranging
9 from one hundred thirty thousand dollars to one hundred eighty thousand
10 dollars per year, with incremental increases based upon annual performance
11 reviews conducted by the Mayor. The initial base salary shall be fixed within
12 the provided range based upon the City Manager's education and employment
13 experience. The annual performance review shall be based upon criteria
14 established in advance by the Mayor in consultation with the Manager of
15 Human Resources. The base salary and increments shall be subject to cost of
16 living increases (COLAS) every two years, based upon COLAS awarded to
17 other City exempt service employees during the two-year period. The City
18 Manager's compensation shall be subject to reduction to the same extent as
19 other City exempt service employees, including reductions based upon
20 furloughs or similar actions.
- 21 ii. Benefits. The City Manager is entitled to receive the same benefits as other
22 City exempt service employees, including but not limited to inclusion in the
23 City's health care and retirement plans, in which the City and the employee
24 contribute in the same proportion as other City exempt service employees.
- 25 iii. Allowances. The City shall provide the City Manager with a City vehicle, or
26 additional compensation to reimburse the use of a personally-owned vehicle.
- 27 iv. Severance Pay. Three months' severance pay of salary if a City Manager has
28 been removed from the position without cause, but there shall be no
29 severance pay if the removal is for cause. Grounds for removal that constitute
30 cause shall be 1) conviction of a felony or a crime of moral turpitude; or 2)
31 malfeasance or misfeasance in office.

32 B. Salary raises for the list of positions included in the table in Section 3.08.030A.1:

- 33 1. Shall be justified by a performance evaluation by the City Manager or the Mayor,
34 whichever is the Appointing Authority, that exceeds the minimum requirements
35 for the position and shall be entirely at the discretion of the City Manager or the
36 Mayor, with the exception of those positions listed in Subsection (B)(2) of this
37 Section;
- 38 2. Shall be justified for the following positions by a performance evaluation by the
39 Department Director that exceeds the minimum requirements for the position:
- 40 i. Deputy Fire Chiefs
41 ii. Police Captains
42 iii. Police Major
43 iv. Recruitment/Employee Relations Administrator
44 v. Assistant City Attorney
45 vi. Attorney I
46 vii. Attorney II

- 1 viii. Public Information Officer and Quartermaster
- 2 ix. Economic Development Manager.
- 3 3. May not be awarded to an individual more frequently than once per year;
- 4 4. May not be for an amount exceeding one pay step in the grade range for the
- 5 position as set in Subsection (A)(1) of this Section;
- 6 5. May not cause an individual's salary to exceed the maximum salary of the
- 7 assigned grade.
- 8 C. Longevity salary increases awarded to civil service employees shall not be a benefit
- 9 of the exempt service.
- 10 D. A City employee appointed to a position specified in Subsection (A)(1) of this Section
- 11 shall be provided pay as follows:
- 12 1. If the employee is appointed to a position in a higher grade, the salary shall be at
- 13 a rate in the new pay grade which is at a minimum five percent higher than the
- 14 employee's salary prior to promotion or shall be assigned to the minimum of the
- 15 new grade, whichever is higher.
- 16 2. If the employee is appointed to a position in a lower grade or if the position is
- 17 reclassified to a classification in a lower grade or if the employee's classification
- 18 is reallocated to a lower grade, the employee's new pay shall be at a level within
- 19 the new grade that is closest to and not lower than the level at which the employee
- 20 was paid in the former grade. If the level at which the employee was paid in the
- 21 former grade is more than the maximum pay for the new grade, the employee's
- 22 new pay shall remain the same as the employee's pay in the former grade and the
- 23 employee is not eligible for any form of pay increase unless or until the maximum
- 24 pay in the new grade is increased to a level that exceeds the employee's pay.
- 25 E. The Mayor, City Manager, or Department Director, whichever is the Appointing
- 26 Authority, may make an initial appointment at a salary greater than the first step of the
- 27 assigned grade for positions that report to them. Appointments to the following
- 28 positions do not require City Council approval and initial appointments may be made
- 29 at a salary greater than the first step of the assigned grade subject to the availability of
- 30 funding:
- 31 1. i. Administrative Assistant
- 32 ii. Assistant City Manager
- 33 iii. Executive Office Associate
- 34 iv. Chief of Staff
- 35 v. Communications Officer
- 36 vi. Constituent Services Officer
- 37 vii. Community Engagement Administrator
- 38 viii. Community Services Specialist
- 39 ix. Development/Events Specialist
- 40 x. Deputy Fire Chiefs
- 41 xi. Police Captains
- 42 xii. Police Major
- 43 xiii. Recruitment/Employee Relations Administrator
- 44 xiv. Assistant City Attorney
- 45 xv. Attorney I
- 46 xvi. Attorney II

- 1 xvii. Public Information Officer and Quartermaster
- 2 xviii. Economic Development Manager
- 3 F. The appointment and initial salary for the following positions is subject to
- 4 confirmation by the City Council:
- 5 1. i. City Manager
- 6 ii. City Attorney
- 7 iii. Police Chief
- 8 iv. Fire Chief
- 9 v. Director of Transportation
- 10 vi. Director of Recreation and Parks
- 11 vii. Director of Finance
- 12 viii. Director of Planning and Zoning
- 13 ix. Director of Public Works
- 14 x. Director of the Office of Emergency Management
- 15 xi. Director of the Office of Environmental Policy
- 16 xii. Human Resources Manager
- 17 xiii. Management Information Technology Manager

18

19

20 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**

21 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect upon the date of its

22 passage.

23

24

25

26 **EXPLANATION**

27 CAPITAL LETTERS indicate matter added to existing law.

28 [brackets] indicate matter stricken from existing law.

29 Underlining indicates amendments