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**..Title**  
**Compensation of the Aldermen, Alderwomen, and City Manager** - For the purpose of adjusting the compensation and allowances to be paid to the Aldermen and Alderwomen for the term of office commencing on the first Monday in December, 2021; and for adjusting the compensation to be paid to the City Manager.

**..Body**

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

**Ordinance No. O-11-21**

**Sponsor: Alderman Gay**  
**Co-sponsored by:**

**Referred to:**  
**Rules and City Government Committee**

**AN ORDINANCE** concerning

**Compensation of the Aldermen, Alderwomen, and City Manager**

**FOR** the purpose of adjusting the compensation and allowances to be paid to the Aldermen and Alderwomen for the term of office commencing on the first Monday in December, 2021; and for adjusting the compensation to be paid to the City Manager.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2021 Edition:  
Section 3.08.030

**WHEREAS,** on October 12, 2020, in accordance with the provisions of Article II, Section 4 of the Annapolis City Charter, the City Council appointed a Council Compensation Commission via the adoption of R-52-20 to review the compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen during the terms of office commencing on the first Monday in December 2021, and compensation and allowances to be paid to the City Manager; and

**WHEREAS,** on February 8, 2021 pursuant to the Annapolis City Charter, Article II, Section 4(b)(2), the Council Compensation Commission submitted its report containing recommendations on compensation for the Mayor, Aldermen/Alderwomen and the City Manager; and

**WHEREAS,** on February 22, 2021, pursuant to the Annapolis City Charter, Article II, Section 4(b)(3), a public hearing was held regarding the Commission’s recommendations; and

1 **WHEREAS**, on March 8, 2021, pursuant to the Annapolis City Charter, Article II,  
2 Section 4(b)(3), the City Council accepted the Commission’s  
3 recommendations.  
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6 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**  
7 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as  
8 follows:  
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10 **Title 3 – HUMAN RESOURCES**

11  
12 **CHAPTER 3.08 – EXEMPT SERVICE**

13 **3.08.030 - Salary.**

14  
15 A. 1. For purposes of setting annual salaries, the following positions in the exempt  
16 service are assigned grades in the City's pay plan as indicated:  
17

<b>Position</b>	<b>Grade</b>
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A15
Deputy Fire Chief	F18
Human Resources Manager	A19
Director of Transportation	A20
Deputy City Manager for Resilience and Sustainability	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

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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~~2021, shall be an annual salary of fifteen thousand dollars INCREASED BY THE PERCENTAGE OF THE CONSUMER PRICE INDEX (CPI), AS CALCULATED FOR THE 12-MONTH AVERAGE ANNUALLY FOR THE WASHINGTON-BALTIMORE METROPOLITAN AREA. IN YEAR TWO OF THEIR TERM, THE ANNUAL SALARY SHALL FIRST INCREASE BY \$1000, THEN INCREASE BY THE CPI RATE AS DESCRIBED IN YEAR ONE. IN YEAR THREE, THE ANNUAL SALARY SHALL FIRST INCREASE BY AN ADDITIONAL \$1000, THEN INCREASE BY THE CPI RATE AS DESCRIBED IN YEAR ONE. IN YEAR FOUR, THE ANNUAL SALARY WILL FIRST INCREASE BY AN ADDITIONAL \$1000, THEN INCREASE BY THE CPI RATE AS DESCRIBED IN YEAR ONE. Each Alderman and Alderwoman shall be afforded an annual allowance of ~~one thousand five hundred dollars~~ \$2,000 to be used exclusively for expenses related to the performance of usual and customary constituent services; such expenses may include supplies for town halls and constituent outreach, education, and training. Aldermen and Alderwomen shall participate in the Maryland State Retirement and Pension System.
4. The salary of the City Manager shall be:
  - i. Salary and Performance Reviews. A base salary for the City Manager ranging from one hundred thirty thousand dollars to one hundred eighty thousand dollars per year, with incremental increases based upon annual performance reviews conducted by the Mayor. The initial base salary shall be fixed within the provided range based upon the City Manager's education and employment experience. The annual performance review shall be based upon criteria established in advance by the Mayor in consultation with the Manager of

- 1 Human Resources. The base salary and increments shall be subject to cost of  
2 living increases (COLAS) ~~every two years, based upon~~ COMMENSURATE  
3 WITH COLAS awarded to other City exempt service employees ~~during the~~  
4 ~~two year period~~. The City Manager's compensation shall be subject to  
5 reduction to the same extent as other City exempt service employees,  
6 including reductions based upon furloughs or similar actions.
- 7 ii. Benefits. The City Manager is entitled to receive the same benefits as other  
8 City exempt service employees, including but not limited to inclusion in the  
9 City's health care and retirement plans, in which the City and the employee  
10 contribute in the same proportion as other City exempt service employees.
- 11 iii. Allowances. The City shall provide the City Manager with a City vehicle, or  
12 additional compensation to reimburse the use of a personally-owned vehicle.
- 13 iv. Severance Pay. Three months' severance pay of salary if a City Manager has  
14 been removed from the position without cause, but there shall be no  
15 severance pay if the removal is for cause. Grounds for removal that constitute  
16 cause shall be 1) conviction of a felony or a crime of moral turpitude; or 2)  
17 malfeasance or misfeasance in office.
- 18 B. Salary raises for the list of positions included in the table in Section 3.08.030A.1:
- 19 1. Shall be justified by a performance evaluation by the City Manager or the Mayor,  
20 whichever is the Appointing Authority, that exceeds the minimum requirements  
21 for the position and shall be entirely at the discretion of the City Manager or the  
22 Mayor, with the exception of those positions listed in Subsection (B)(2) of this  
23 Section;
- 24 2. Shall be justified for the following positions by a performance evaluation by the  
25 Department Director that exceeds the minimum requirements for the position:
- 26 i. Deputy Fire Chiefs  
27 ii. Police Captains  
28 iii. Police Major  
29 iv. Recruitment/Employee Relations Administrator  
30 v. Assistant City Attorney  
31 vi. Attorney I  
32 vii. Attorney II  
33 viii. Public Information Officer and Quartermaster  
34 ix. Economic Development Manager.
- 35 3. May not be awarded to an individual more frequently than once per year;
- 36 4. May not be for an amount exceeding one pay step in the grade range for the  
37 position as set in Subsection (A)(1) of this Section;
- 38 5. May not cause an individual's salary to exceed the maximum salary of the  
39 assigned grade.
- 40 C. Longevity salary increases awarded to civil service employees shall not be a benefit  
41 of the exempt service.
- 42 D. A City employee appointed to a position specified in Subsection (A)(1) of this Section  
43 shall be provided pay as follows:
- 44 1. If the employee is appointed to a position in a higher grade, the salary shall be at  
45 a rate in the new pay grade which is at a minimum five percent higher than the

- 1 employee's salary prior to promotion or shall be assigned to the minimum of the  
2 new grade, whichever is higher.
- 3 2. If the employee is appointed to a position in a lower grade or if the position is  
4 reclassified to a classification in a lower grade or if the employee's classification  
5 is reallocated to a lower grade, the employee's new pay shall be at a level within  
6 the new grade that is closest to and not lower than the level at which the employee  
7 was paid in the former grade. If the level at which the employee was paid in the  
8 former grade is more than the maximum pay for the new grade, the employee's  
9 new pay shall remain the same as the employee's pay in the former grade and the  
10 employee is not eligible for any form of pay increase unless or until the maximum  
11 pay in the new grade is increased to a level that exceeds the employee's pay.
- 12 E. The Mayor, City Manager, or Department Director, whichever is the Appointing  
13 Authority, may make an initial appointment at a salary greater than the first step of the  
14 assigned grade for positions that report to them. Appointments to the following  
15 positions do not require City Council approval and initial appointments may be made  
16 at a salary greater than the first step of the assigned grade subject to the availability of  
17 funding:
- 18 1. i. Administrative Assistant  
19 ii. Assistant City Manager  
20 iii. Executive Office Associate  
21 iv. Chief of Staff  
22 v. Communications Officer  
23 vi. Constituent Services Officer  
24 vii. Community Engagement Administrator  
25 viii. Community Services Specialist  
26 ix. Development/Events Specialist  
27 x. Deputy Fire Chiefs  
28 xi. Police Captains  
29 xii. Police Major  
30 xiii. Recruitment/Employee Relations Administrator  
31 xiv. Assistant City Attorney  
32 xv. Attorney I  
33 xvi. Attorney II  
34 xvii. Public Information Officer and Quartermaster  
35 xviii. Economic Development Manager
- 36 F. The appointment and initial salary for the following positions is subject to  
37 confirmation by the City Council:
- 38 1. i. City Manager  
39 ii. City Attorney  
40 iii. Police Chief  
41 iv. Fire Chief  
42 v. Director of Transportation  
43 vi. Director of Recreation and Parks  
44 vii. Director of Finance  
45 viii. Director of Planning and Zoning  
46 ix. Director of Public Works

- 1           x. Director of the Office of Emergency Management
- 2           xi. Deputy City Manager for Resilience and Sustainability
- 3           xii. Human Resources Manager
- 4           xiii. Management Information Technology Manager

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7 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
8 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect at the beginning of  
9 the next City Council term.

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments