

City of Annapolis

160 Duke Of Gloucester Street
Annapolis, MD 21401



Standing Committee Meeting Minutes - Draft

Wednesday, December 11, 2024

10:30 AM

Special Meeting

Mayor John T. Chambers, Jr.
City Council Chambers

Finance Committee

Call To Order

Alderman Huntley called the Special Meeting to order at 10:32 am

Roll Call

Present: 3 - Alderwoman Finlayson, Alderwoman O'Neill and Alderman Huntley

Approval of Agenda (any changes to the agenda should be made here)

Alderwoman Finlayson moved to adopt as amended to add Administrative Session. Seconded. CARRIED on voice vote.

Meeting went into Recess at 10:33 am

Meeting Reconvened at 10:44 am.

Administrative Session

[ID-4-25](#)

The committee went into an administrative session on December 11, 2024 at 10:30 a.m., with Owner and CEO Brooke Toomey representing Ti Executives, to discuss Creating Inclusive Workplaces, Transiton Support, Education & Training and Leadership Advising.

Business and Miscellaneous

Approval of Minutes

[FC 11.6.24](#) Regular Meeting Minutes

Attachments: [FC 11.6.24](#)

Alderwoman O'Neill moved to approve FC 11.6.24. Seconded. CARRIED on voice vote.

Fund Transfers

[FT-5-25](#)

General - Police Department - Supplies&Other/Capital Outlay

Attachments: [FT-5-25](#)

Captain of Administrative Services Miguez and Police Administrative Manager Medley were present to answer questions from the committee.

Alderwoman Finlayson moved to recommend FT-5-25 favorably. Seconded. CARRIED on voice vote.

Supplemental Appropriations

[SA-16-25](#) Grant - Planning & Zoning/CDBG - Community Development Block Grant-HUD

Attachments: [SA-16-25](#)

Director of Planning and Zoning Jakubiak, Affordable Housing Specialist Ruffin, and Theresa Wellman were present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-16-25 favorably. Seconded. CARRIED on voice vote.

[SA-18-25](#) Affordable Housing Trust - Department of Planning & Zoning - FY2024 Affordable Housing Trust Fund Balance

Attachments: [SA-18-25](#)

Assistant City Manager Buckland, Finance Director Dickinson, Director of Planning and Zoning Jakubiak, Affordable Housing Specialist Ruffin, and Theresa Wellman were present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-18-25 favorably. Seconded. CARRIED on voice vote.

[SA-19-25](#) Grant - OEM - US Department of Homeland Security - Federal Grant Revenue

Attachments: [SA-19-25](#)

Office of Emergency Management Director Simmons was present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-19-25 favorably. Seconded. CARRIED on voice vote.

[SA-20-25](#) Grant - APD - State of Maryland through the Office of Justice Programs - Federal Grant Revenue

Attachments: [SA-20-25](#)

Captain of Administrative Services Miguez and Police Administrative Manager Medley were present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-20-25 favorably. Seconded. CARRIED on voice vote.

[SA-21-25](#) Grant - Harbor Master - Maryland Department of Natural Resources

Attachments: [SA-21-25](#)

Harbor Master Bellis was present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-21-25 favorably. Seconded. CARRIED on voice vote.

[SA-22-25](#) Grant - Transportation - Maryland Department of Transportation - State Grant Revenue

Attachments: [SA-22-25](#)

Transportation Director Moore and Finance Director Dickinson were present to answer questions from the committee.

Alderwoman Finlayson moved to recommend SA-22-25 favorably. Seconded. CARRIED on voice vote.

Legislation

[R-53-24](#) **FY 2025 Changes to Executive Pay Ranges** - For the purpose of updating the Fiscal Year 2025 annual position classifications and grades; and specifying an effective date.

Sponsors: Buckley

Attachments: [R-53-24 First Reader](#)

[R-53-24 Staff Report](#)

[R-53-24 Fiscal Impact Note](#)

City Manager Buckland and Human Resource Manager Hopkins were present to answer questions from the committee.

Alderwoman Finlayson requested during "Budget Hearings", department directors should include how urgent the open positions in their departments need to be filled.

Alderwoman Finlayson moved to postpone R-53-24 until the next meeting December 18th, 2024. Seconded. CARRIED on voice vote.

[R-54-24](#) **FY 2025 Changes in the Position Classifications and Pay Plan** - For the purpose of updating the Fiscal Year 2025 annual position classifications and grades; and specifying an effective date.

Sponsors: Buckley

Attachments: [R-54-24 First Reader](#)

[R-54-24 Staff Report with table](#)

[R-54-24 Fiscal Impact Note](#)

[R-56-24 Amendment 1 - Savidge](#)

[R-55-24 Signed \(color\)](#)

[R-55-24 Signed \(b&w\)](#)

City Manager Buckland and Human Resource Manager Hopkins were present to answer questions from the committee.

Alderwoman O'Neill moved to postpone R-54-24 until the next meeting on December 18th, 2024. Seconded. CARRIED on voice vote.

General Discussion

[ID-14-24](#) Finance Department Update

Attachments: [Finance Committee Report 11.6](#)
[FD Report to Fin Comm 12-11-24](#)

Finance Director Dickinson was present to answer questions from the committee.

Adjournment

Upon motion duly made, seconded and adopted, the Regular Meeting was adjourned at 12:32 pm.

**Kalyn Jackson
City Council Associate**

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