

1 **..Title**

2 **Annual City Budget Submission Dates** – For the purpose of amending the date for
3 submission of the proposed annual operating budget; amending the date for submission of
4 the proposed capital budget; amending the date for submission of collective bargaining
5 agreements; and matters generally relating to the submission of the annual city budget.

6 **..Body**

7
8 **CITY COUNCIL OF THE**
9 **City of Annapolis**

10
11 **Ordinance 3-17**

12
13 **Introduced by: Alderwoman Finlayson and Alderman Arnett**

14
15 **Referred to**

16 Finance Committee

17 Financial Advisory Board

18 Rules and City Government

19
20 **AN ORDINANCE** concerning

21
22 **Annual City Budget Submission Dates**

23
24 **FOR** the purpose of amending the date for submission of the proposed annual operating
25 budget; amending the date for submission of the proposed capital budget;
26 amending the date for submission of collective bargaining agreements; and
27 matters generally relating to submission of the annual city budget.

28
29 **BY** repealing and re-enacting with amendments the following portions of the Code of
30 the City of Annapolis, 2016 Edition

31 3.32.060

32 6.16.010

33 6.16.030

34
35 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**
36 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as
37 follows:

38
39 **TITLE 3 – HUMAN RESOURCES**

40 **Chapter 3.32 – EMPLOYEE-MANAGEMENT RELATIONS**

41 **Section 3.32.060 - Negotiations.**

42
43 A. Upon recognition of an employee organization as the exclusive
44 representative of the employees in an appropriate unit, the employer and the employee
45 organization shall have the duty, through appropriate officials or their representatives, to
46 negotiate collectively and in good faith with respect to the terms and conditions of

1 employment of employees in the unit. To negotiate with each other in good faith shall
2 mean that each party shall keep the other informed on all matters within the scope of the
3 representation and give reasonable written notice of any action proposed to be taken.

4
5 B. Negotiations with an employee organization which has been accorded
6 exclusive recognition may be conducted during the duty hours of the employee
7 organization representatives involved in the negotiations, if they are employees within the
8 appropriate unit, provided their attendance does not interfere seriously with the normal
9 operations of the City and upon notice to their supervisor.

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11 C. The City Manager shall act as the City's primary representative for the
12 purpose of conducting any negotiations or other relationships between any recognized
13 employee organization and the City government.

14
15 D. The parties shall begin negotiations not later than October prior to the
16 beginning of the effective fiscal year. When the parties reach agreement, they shall
17 prepare a written memorandum of such agreement and submit it to the City Council for
18 its ratification or rejection. To have the results of any agreement considered by the City
19 Council, that agreement must conform to the City's fiscal year or years and be submitted
20 to the Mayor by the LATER OF THE first Monday in ~~February~~ APRIL OR ONE WEEK
21 AFTER THE DATE THAT THE COMPTROLLER OF MARYLAND PROVIDES THE
22 CITY WITH ANTICIPATED PROPERTY TAX REVENUES FOR THE UPCOMING
23 CITY FISCAL YEAR ~~prior to the beginning of the effective fiscal year~~ so as to allow the
24 financial impact of any negotiations to be included in the Mayor's annual budget
25 submission under Section 6.16.010. However, any agreement governing the relationship
26 between the City and any recognized employee organization shall be entered into
27 consistent with provisions of this section and all other applicable laws or ordinances of
28 the City. In the event of any conflict or inconsistency between a collective bargaining
29 agreement entered into between the City and a recognized employee organization and any
30 Federal, State or City law, the provisions of the Federal, State or City law shall prevail.

31
32 **TITLE 6 – REVENUE AND FINANCE**

33 **Chapter 6.16 – BUDGET**

34 **Section 6.16.010 - Annual City budget.**

35
36 A. The Mayor shall submit the proposed annual operating budget, including
37 the impact of any labor negotiations that are ready for City Council review under Section
38 3.32.060, to the City Council UPON THE LATER OF THE DATE THE
39 COMPTROLLER OF MARYLAND PROVIDES THE CITY WITH ANTICIPATED
40 PROPERTY TAX REVENUES FOR THE UPCOMING CITY FISCAL YEAR OR ~~no~~
41 ~~later than~~ the second Monday in ~~March~~ APRIL of each year. Upon introduction, the
42 budget shall be referred to the Finance Committee, which shall review and may make
43 recommendations with regard to the budget and shall submit the budget, together with
44 any recommendations, to the City Council not later than the second Monday in May of
45 each year; and to the Financial Advisory Commission to provide a recommendation to
46 the City Council on the annual operating budget.

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2 B. The annual operating budget adopted by the City Council shall provide a
3 complete financial plan for the fiscal year and shall contain estimates of anticipated
4 revenues and proposed expenditures. The budget shall be divided into the following fund
5 groups: general fund, off-street parking fund, dock fund, market house fund,
6 transportation fund, storm water management fund and refuse collection fund group, and
7 water fund and sewer fund group. The total of the anticipated revenues and any estimated
8 fund balance or retained earnings available for expenditure during the fiscal year within
9 each of the aforesaid categories shall equal or exceed the total of the proposed
10 expenditures within the category. Within each of the aforesaid categories, a portion of the
11 estimated fund equity equivalent to five percent of the associated operation budget shall
12 not be appropriated. Furthermore, unless authorized by the City Council, a portion
13 equivalent to an additional five percent of the associated operating budget shall be
14 comprised of cash or cash equivalents and shall not be appropriated. The budget within
15 each category will be a line-item budget. In addition, under the line items of special
16 projects and contract services there will be an itemization of the expenses to be budgeted.
17 The budget shall be a public record in the office of the Director of Finance, open to
18 public inspection during normal business hours.

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20 **Section 6.16.030 - Capital improvement program and budget.**

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22 A. The Mayor shall submit a proposed capital budget for the ensuing fiscal
23 year and a capital improvement program for the ensuing five fiscal years to the City
24 Council and the Planning Commission UPON THE LATER OF THE DATE THE
25 COMPTROLLER OF MARYLAND PROVIDES THE CITY WITH ANTICIPATED
26 PROPERTY TAX REVENUES FOR THE UPCOMING CITY FISCAL YEAR OR ~~no~~
27 ~~later than~~ the second Monday in ~~March~~ APRIL of each year.

28
29 B. The proposed capital improvement program and budget shall be reviewed
30 by the Finance Committee and a recommendation made to the City Council by the second
31 Monday in May of each year. Upon introduction, the budget shall also be referred to the
32 Financial Advisory Commission to provide a recommendation to the City Council on the
33 capital improvement program and budget.

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35 C. The proposed capital improvement program and budget shall be placed
36 upon the agenda of the Planning Commission at its regular monthly meeting or at a
37 special meeting. The agenda shall be published in a newspaper of general circulation in
38 the City seven days prior to the meeting. At this meeting, the commission may accept
39 evidence and testimony as it may judge to be relevant to the proper consideration of the
40 budget and program.

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42 D. The Planning Commission shall review the proposed capital improvement
43 program and budget and submit its recommendations to the City Council no later than the
44 second Monday in May of each year.

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1 E. On or before June 30th, the City Council shall approve a capital budget for
2 the ensuing fiscal year and a capital improvement program for the five fiscal years
3 following the fiscal year.

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5 F. No obligations of the City shall be authorized in any fiscal year for or on
6 account of any capital project not included in the capital budget.

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8 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY**
9 **THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from the date
10 of its passage.

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14 **EXPLANATION**

15 CAPITAL LETTERS indicate matter added to existing law.

16 ~~Strikethrough~~ indicates matter stricken from existing law.

17 Underlining indicates amendments
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