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..Title
Exempt Service – Economic Development Manager – For the purpose of including the position of Economic Development Manager to the Exempt Service set forth in Chapter 3.08 of the Code of the City of Annapolis; and correcting re-codification omissions to Chapter 3.08.

..Body

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance 44-17

Introduced by: Mayor Pantelides

Referred to
Finance Committee
Rules and City Government Committee

AN ORDINANCE concerning

Exempt Service - Economic Development Manager

FOR the purpose of including the position of Economic Development Manager to the Exempt Service set forth in Chapter 3.08 of the Code of the City of Annapolis; and correcting re-codification omissions to Chapter 3.08.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2017 Edition
3.08.010
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 3.08.010 - Positions included.

The exempt service includes:

- 1. All the elected officials;

- 1 2. All department directors;
- 2 3. City Manager;
- 3 4. Communications Officer;
- 4 5. City Attorney;
- 5 6. Assistant City Attorney;
- 6 7. Attorney 4I;
- 7 8. Attorney 2II;
- 8 9. Community Relations Specialist;
- 9 10. Human Services Officer and Ombudsman;
- 10 11. Administrative Assistant;
- 11 12. Assistant City Manager;
- 12 13. Public Information Officer and Quartermaster;
- 13 14. Executive Office Associate;
- 14 15. Recruitment/Employee Relations Administrator;
- 15 16. Deputy Fire Chiefs;
- 16 17. Police Major and Captains;
- 17 18. Human Resources Manager; and
- 18 19. Director of Office of Environmental Policy.; AND
- 19 20. ECONOMIC DEVELOPMENT MANAGER.

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	A18
Deputy Fire Chief	F18
Human Resources Manager	A18
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 4I	A14
ATTORNEY 2II	A16
Director of Finance	A20
Director of Planning and Zoning	A20

Human Services Officer and Ombudsman	A18
Community Relations Specialist	A12
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

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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, shall be an annual salary of fifteen thousand dollars. Each Alderman and Alderwoman shall be afforded an annual allowance of one thousand five hundred dollars to be used exclusively for 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 Human Resources. The base salary and increments shall be subject to cost of living increases (COLAS) every two years, based upon COLAS awarded to other City exempt service employees during the two-year period. The City Manager's compensation shall be subject to reduction to the same extent as other City exempt service employees, including reductions based upon furloughs or similar actions.
 - ii. Benefits. The City Manager is entitled to receive the same benefits as other City exempt service employees, including but not limited to inclusion in the City's health care and retirement plans, in which the City and the employee contribute in the same proportion as other City exempt service employees.

- 1 iii. Allowances. The City shall provide the City Manager with a City vehicle,
2 or additional compensation to reimburse the use of a personally-owned
3 vehicle.
4 iv. Severance Pay. Three months' severance pay of salary if a City Manager has
5 been removed from the position without cause, but there shall be no
6 severance pay if the removal is for cause. Grounds for removal that
7 constitute cause shall be 1) conviction of a felony or a crime of moral
8 turpitude; or 2) malfeasance or misfeasance in office.
9

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

- 11
12 1. Shall be justified by a performance evaluation by the City Manager or the
13 Mayor, whichever is the Appointing Authority, that exceeds the minimum
14 requirements for the position and shall be entirely at the City Manager or the
15 Mayor's discretion, with the exception of those positions listed in Subsection
16 (B)(2) of this Section;
17 2. Shall be justified by a performance evaluation by the Department Director that
18 exceeds the minimum requirements for the position for the following positions:
19 i. Deputy Fire Chiefs,
20 ii. Police Captains,
21 iii. Police Major,
22 iv. Recruitment/Employee Relations Administrator,
23 v. Assistant City Attorney,
24 vi. ATTORNEY HI,
25 VII. ATTORNEY 2II,
26 VIII. Public Information Officer and Quartermaster,
27 IX. ECONOMIC DEVELOPMENT MANAGER.
28 3. Shall not be awarded to an individual more frequently than once per year;
29 4. Shall not be for an amount exceeding one pay step in the grade range for the
30 position as set in Subsection (A)(1) of this Section;
31 5. Shall not cause an individual's salary to exceed the maximum salary of the
32 assigned grade.
33

34 C. Longevity salary increases awarded to civil service employees shall not be a benefit
35 of the exempt service.
36

37 D. A City employee appointed to a position specified in Subsection (A)(1) of this
38 Section shall be assigned to a salary in the new pay grade which is at a minimum five
39 percent higher than the employee's salary prior to promotion or shall be assigned to
40 the minimum of the new grade, whichever is higher. In no case shall the new salary
41 exceed the maximum salary of the new grade.
42

43 E. For positions other than those specified in Subsection (B)(2) of this Section, the
44 Mayor or City Manager, whichever is the Appointing Authority, may make an initial
45 appointment at a salary greater than the first step of the assigned grade. The
46 appointment and initial salary is subject to confirmation by the City Council. For

1 those positions specified in Subsection (B)(2) of this Section, appointments made by
2 Department Director do not require City Council approval and initial appointments
3 may be made at a salary greater than the first step of the assigned grade subject to the
4 availability of funding.

5
6 F. The Mayor shall report to the City Council on an annual basis the salaries of all
7 positions listed in Subsection A of this Section, and all increases in salary awarded
8 since the prior report.

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

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EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.
~~Strikethrough~~ indicates matter stricken from existing law.
Underlining indicates amendments