

Annual Budget Submission Process

Pantelides Proposed Amendment

AMENDMENT #1

Page 1, Line 38, insert:

Title 2 – Administration

Chapter 2.12 - Mayor

Section 2.12.020 - Powers and duties.

In addition to all other duties and powers conferred upon the Mayor pursuant to the Charter and Code, the Mayor has the following additional powers and duties:

- A. Generally. The Mayor has the responsibility for the faithful execution of the ordinances of the City and is the Chief Executive Officer and Administrative Director of the City government.
- B. Reports and Recommendations to Aldermen. The Mayor shall give an annual report to the City Council setting forth the conditions of municipal affairs and making recommendations as the Mayor deems proper for the public good and welfare of the City. The annual report shall be given no later than the date on which the Mayor submits the proposed annual budget for the City to the Finance Committee, as set forth in Subsection C of this section.
- C. In consultation with the Director of Finance and all other department directors, the Mayor shall prepare, or have prepared an annual operating budget and shall submit it to the City Council ~~no later than the second Monday in March of each year~~. The Mayor shall supervise the administration of the budget as adopted by the Council.
- D. Committee Appointments. The Mayor shall recommend to the City Council all appointments to aldermanic standing committees but all appointments shall be confirmed by a majority of the City Council.
- E. Full-time Devotion. The Mayoralty shall be a full-time office. The Mayor shall be available to meet with the general public at all convenient times. The Mayor shall preside over all meetings of the City Council and the Mayor shall have one vote, the same as each Alderman, but shall vote first, and shall perform all of the duties of the chairperson as designated under the current edition of Robert's Rules of Order, Newly Revised.
- F. Meetings with Department Directors. The Mayor shall convene a meeting with all department directors at least once in each week for the purpose of coordinating the operation of the government.
- G. Ombudsman. The Mayor shall be responsible for designating an individual from his/her office to serve as an ombudsman for the City of Annapolis. All citizen complaints shall

be directed to the ombudsman who will arrange to have each complaint reduced to writing and directed to the appropriate department with copies sent to the aldermen.

- H. Special Events Coordinator. Subject to the provisions of Chapter 14.18 of this Code, the Mayor shall designate a Special Events Coordinator to be responsible for assisting those who apply to hold special events in the City of Annapolis by providing a single point of contact for the City of Annapolis, advising of necessary permits, fees and other City requirements, assisting in the development of special event applications and fees where appropriate, and working with businesses and residents to recognize and resolve matters arising from special events.
- I. Workforce Development. The Mayor, or his or her designee, shall be responsible for enhancing employment opportunities for all residents, especially women, minorities, and youth, by serving as a resource for workforce development activities and programs related to the economic vitality of the City of Annapolis.
- J. Small, Minority, and Disadvantaged Business Development. The Mayor, or his or her designee, shall be responsible for facilitating the growth of new and emerging small, minority, and/or disadvantaged businesses in the City of Annapolis. This facilitation shall include, but shall not be limited to, coordinating access to existing Federal, State, County and local initiatives that support new and emerging small, minority and/or disadvantaged businesses, especially with respect to initiatives that expand access to procurement opportunities and/or financial, accounting, legal and marketing support.
- K. The Mayor shall have such other duties as may be prescribed by the Charter and this Code, or as may be required of the Mayor by the City Council, not inconsistent with the Charter and Code.