

1 **..Title**  
 2 **Management Information Technology office name change** – For the purpose of  
 3 changing the name of the City of Annapolis “Management Information Technology” (MIT)  
 4 office to “Office of Integrated Technology Solutions” (OITS); and generally related to the  
 5 City Manager’s duties.

6 **..Body**

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

9 **Charter Amendment 2-23**

10 **Introduced by: Mayor Buckley**  
 11 **Co-sponsored by:**

12 **Referred to**  
 13 Rules and City Government Committee

14 **A CHARTER AMENDMENT** Resolution concerning

15 **Management Information Technology office name change**

16 **FOR** the purpose of changing the name of the City of Annapolis “Management  
 17 Information Technology” (MIT) office to “Office of Integrated Technology  
 18 Solutions” (OITS); and generally related to the City Manager’s duties.

19 **BY** repealing and reenacting the following portions of the City Charter:  
 20 **Article IV – OPERATIONS - Section 2 – Department Directors -**  
 21 **Subsection 2B - City manager.**

22 **SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
 23 Charter of the City of Annapolis shall be amended to read as follows:

24 **CHARTER AMENDMENT**  
 25 **Article IV – OPERATIONS**  
 26 **Section 2 – Department Directors**  
 27 **Subsection 2B - City manager.**

- 28 (a) There shall be a city manager in the office of the mayor who shall be the chief  
 29 administrative officer of the city. The city manager shall be the direct subordinate of  
 30 the mayor and shall have supervisory authority over the deputy city manager for  
 31 resilience and sustainability and department directors as provided for by the City's  
 32 organizational chart that is prepared by the mayor and accepted by the City Council.

33 **Explanation:**

34 ~~Strikethrough~~ indicates matter stricken from existing law.  
 35 Underlining & black indicate copyediting or reformatting of existing law  
 36 Underlining & red indicate new matter added to code.

- 1 (b) The city manager shall be appointed by the mayor and confirmed by the city council  
 2 based solely on his or her experience and credentials as a city manager. The city  
 3 manager may be removed from office by the mayor or by the City Council. The city  
 4 manager shall have had, prior to appointment, an advanced degree in business or  
 5 public administration from an accredited college or university and at least eight  
 6 years' experience in local government management at the executive level. The city  
 7 manager shall be thoroughly familiar with contemporary budgeting and accounting  
 8 practices.
- 9 (c) The city manager shall devote full time to the duties of the office.
- 10 (d) The compensation of the city manager shall be fixed by the mayor according to the  
 11 provisions of an executive pay plan formulated by the Council Compensation  
 12 Commission and adopted by ordinance. If the city manager is hired during an  
 13 interim year, the mayor and council shall determine the compensation based upon  
 14 the recommendations from the Finance Committee.
- 15 (e) The city manager shall have the following additional powers and duties:
- 16 (1) To administer the day-to-day operations of the municipal government and  
 17 oversee the delivery of municipal services;
- 18 (2) To exercise supervisory authority over the deputy city manager for resilience  
 19 and sustainability and department directors, as provided for by the City's  
 20 organizational chart that is prepared by the mayor and accepted by the City  
 21 Council;
- 22 (3) To direct the operations of the city government;
- 23 (4) To supervise the preparation of the city budget;
- 24 (5) To advise the mayor and City Council in the formation of policy and the  
 25 implementation of plans to address demands for municipal services, enhance  
 26 the quality of life, and strengthen the economic vitality of the city;
- 27 (5) To perform such duties not inconsistent with this Charter as may be delegated  
 28 by the mayor from time to time;
- 29 (7) To provide a monthly status report summarizing recent noteworthy activities of  
 30 city operation including department and office updates, performance  
 31 management milestones, and activities of the mayor's office. The monthly city  
 32 manager's report shall be posted on the city's website and available to the  
 33 public; and sequentially renumber the subsequent paragraphs accordingly;
- 34 (8) To adjust parking rates in City-owned parking garages and parking lots to the  
 35 extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of  
 36 Annapolis. The City Manager may appoint a designee to determine any such  
 37 adjustments to parking rates in City-owned parking garages and parking lots;
- 38 (9) To supervise the daily operations of the ~~e~~Office of management information  
 39 technology Integrated Technology Solutions; and

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1 (10) To supervise the daily operations of the human resources office of the city,  
2 including:

3 (i) Administering a civil service system;

4 (ii) Conducting investigations and examinations for appointment or promotion in  
5 the civil service; and

6 (iii) Administering certain other activities related to the payment, benefits, training,  
7 discipline, and retirement of city officials and employees.

8 (f) In the event of a vacancy in the position of city manager, the mayor shall promptly  
9 appoint a qualified person to serve as acting city manager. The acting city manager  
10 may exercise all the powers of the city manager and enjoys the same immunity  
11 accorded the city manager. The acting city manager shall receive such compensation  
12 as determined by the mayor that is consistent with the executive pay plan. However,  
13 if the position of city manager remains vacant for more than six months, no  
14 compensation may be paid to an acting city manager without the approval of the  
15 Council at every six-month interval.

16  
17 **SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
18 **COUNCIL** that a notice of public hearing was published on the proposed charter  
19 amendment, at least 21 days in advance of the public hearing that was held on \_\_\_\_\_  
20 \_\_\_\_\_.

21  
22 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
23 **COUNCIL** that the date of adoption of this Resolution is \_\_\_\_\_, 2023, and the  
24 amendments of the Charter of the City of Annapolis, hereby enacted shall become effective  
25 on \_\_\_\_\_, 2023, unless a proper petition for referendum hereon shall be filed as permitted  
26 by law within 40 days of adoption, provided a complete and exact copy of this Resolution  
27 shall be continuously posted on the bulletin board in the City Hall until \_\_\_\_\_, 2023, and  
28 provided further that a copy of the title of this Resolution shall be published in "The  
29 Capital," a newspaper of general circulation in the City of Annapolis, or in any other  
30 newspaper of such general circulation, once in each of the weeks on, \_\_\_\_\_, 2023,  
31 \_\_\_\_\_, 2023, \_\_\_\_\_, 2023, and \_\_\_\_\_, 2023.

32  
33 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
34 **COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions  
35 of Section II hereof, and, as evidence of such compliance, the Mayor shall cause to be  
36 maintained appropriate certificates of publication of the newspaper or newspapers in which  
37 the title of the Resolution shall have been published and if a favorable referendum is held  
38 on the Charter change, shall declare the Charter change hereby enacted to be effective on  
39 \_\_\_\_\_, 2023, by affixing his signature hereto in the space provided on the effective date of  
40 change.

41  
42 **SECTION V: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
43 **COUNCIL** that as soon as the Charter Amendment hereby enacted shall become effective,

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1 either as provided herein or following a referendum, the Mayor shall send to the Maryland  
2 Department of Legislative Services a copy of this Resolution showing the number of  
3 Aldermen and Alderwomen voting for and against it and a report on the votes cast for or  
4 against the amendment hereby enacted at any referendum thereon and the date of such  
5 referendum.

6  
7 The above Charter Amendment was enacted by the foregoing Resolution which was passed  
8 at a Meeting of the Annapolis City Council on \_\_\_\_\_, 2023; \_\_\_\_\_ voting in the  
9 affirmative, \_\_\_\_\_ voting in the negative, \_\_\_\_\_ abstaining and \_\_\_\_\_ absent and the said  
10 Resolution becomes effective in accordance with law on the \_\_ day of \_\_\_\_\_ 2023.

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