



MEMORANDUM

DATE: February 19, 2025

TO: Annapolis City Council

FROM: Mayor Gavin Buckley *m.v.m. JB*
City Manager Michael Mallinoff

RE: Confirmation of Exempt Level Appointment

Pursuant to City of Annapolis Code, Section 3.08.030, we are seeking confirmation by the City Council of my appointment to the following Exempt Service position:

Brittany Moran –Director of Finance - A20/step 13, \$179,772

A copy of Ms. Moran's resume is attached for your review and consideration.

Ms. Moran is the Town Treasurer for the Town of Chesapeake Beach which gives her a very broad background in the management of public finances. Her experience in handling the town's moneys, bonds, loans, and both short and long term investments make her uniquely qualified for the role of Director of Finance at the City of Annapolis. She has day to day experience managing payroll, reconciling accounts, accounts payable and accounts receivable, collecting of taxes, fees, revenues and billing processes to address fixed and variable costs to the town. Ms. Moran is experienced with financial reporting to include the annual audit process required by the State of Maryland. She has responsibility for the preparation of the operational and capital improvement budgets and presenting them to council as part of the Mayor's budget.

During Ms. Moran's employment with Queen Anne's County Government she worked as a Budget Analyst directly involved in developing operating and capital budgets along with considerable experience in working with funds to include utility, solid waste and recycling, sewer and water, fleet maintenance, and facility maintenance. She has experience with rate schedules, cost/benefit analysis, and the preparation of budget

reports including the use of budget software. She has worked for the U.S. Department of Labor performing financial statement auditing and coordinating audit teams focusing on financial and programmatic auditing of DOL functions.

Ms. Moran has a bachelor's degree from Salisbury University and is a Certified Public Accountant with the Maryland CPA Board.

Accordingly, we trust that you will find the education, training and experience of Ms. Moran to exceed the minimum qualifications required for the position. Ms. Moran will be present for confirmation at the City Council meeting scheduled for Monday, February 24, 2025.