

1 **..Title**

2 **FY 2025 City of Annapolis Departmental Reorganization** – For the purpose of recreating the  
3 Department of Human Resources; creating the Department of Integrated Technology Solutions;  
4 reassigning certain duties; and all matters generally related to such departmental reorganization.

5 **..Body**

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

9  
10 **Charter Amendment 2-24**

11  
12 **Introduced by: Mayor Buckley**

13  
14 **Referred to:**

15 Rules and City Government Committee

16  
17 **A CHARTER AMENDMENT** concerning

18  
19 **FY 2025 City of Annapolis Departmental Reorganization**

20  
21 **FOR** the purpose of recreating the Department of Human Resources; creating the Department of  
22 Information Technology Services; reassigning certain duties; and all matters generally related to  
23 such departmental reorganization.

24  
25 **BY** repealing and reenacting with amendments, the following portions of the City Charter

26 **Article VI, Section 2B**

27 **Article VI, Section 5**

28 **Article VI, Section 6**

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30 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
31 **COUNCIL** that the Charter of the City of Annapolis shall be amended to read as follows:

32  
33 **THE CHARTER**

34 **Article VI - OPERATIONS**

35 **Section 2B. City Manager.**

- 36 (a) There shall be a eCity ~~m~~Manager in the office of the ~~m~~Mayor who shall be the chief  
37 administrative officer of the city. The eCity ~~m~~Manager shall be the direct subordinate of  
38 the ~~m~~Mayor and shall have supervisory authority over the deputy eCity ~~m~~Manager for  
39 resilience and sustainability and department directors as provided by the City's  
40 organizational chart that is prepared by the ~~m~~Mayor and accepted by the City Council.

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

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1 ~~(9) To supervise the daily operations of the Office of Integrated Technology~~  
2 ~~Solutions; and~~

3 ~~(10) To supervise the daily operations of the human resources office of the city,~~  
4 ~~including:~~

5 ~~(i) Administering a civil service system;~~

6 ~~(ii) Conducting investigations and examinations for appointment or promotion~~  
7 ~~in the civil service; and~~

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

10 (f) In the event of a vacancy in the position of eCity mManager, the Mayor shall promptly  
11 appoint a qualified person to serve as acting eCity mManager.

12 (1) The acting eCity mManager may exercise all the powers of the eCity mManager  
13 and enjoys the same immunity accorded the eCity mManager.

14 (2) The acting eCity mManager shall receive such compensation as determined by  
15 the mMayor consistent with the executive pay plan.

16 (3) However, if the position of eCity mManager remains vacant for more than six  
17 months, no compensation may be paid to an acting city manager without the  
18 approval of the Council at every six-month interval.

19  
20 **THE CHARTER**

21 **Article VI - OPERATIONS**

22 **Section 5. Department of Law Department of Integrated Technology Solutions**  
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24 (a) The Director of Integrated Technology Solutions shall administer the Department of  
25 Integrated Technology Solutions. The Director of Integrated Technology Solutions shall  
26 be appointed based on his/her knowledge and experience in the field of information  
27 technology, of which at least three years shall have been in an executive or supervisory  
28 position.

29 (b) The Department of Integrated Technology Solutions shall have the following powers and  
30 duties:

31 (1) Overseeing the operation and maintenance of all City software, computer  
32 hardware, and network control activities;

33 (2) Planning, acquiring, and ensuring the effectiveness of information technology,  
34 including telephones, radios, computer equipment, networks and their  
35 interconnections, geographic information systems; and

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1                   (3) Overseeing cybersecurity implementation.

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4 **THE CHARTER**

5 **Article VI - OPERATIONS**

6 **Section 6. Department of Human Resources ~~(Repealed)~~.**

7                   (a) A Director of Human Resources shall administer the Department of Human Resources.  
8                   The Director of Human Resources shall be appointed based on his/her knowledge and  
9                   experience in human resources and public personnel administration, of which at least  
10                   three years shall have been in an executive or supervisory position.

11                   (b) The Department of Human Resources shall have the following powers and duties:

12                   (1) Administering a civil service system;

13                   (2) Conducting investigations and examinations for appointment or promotion in the  
14                   civil service; and

15                   (3) Administering certain other activities related to city officials and employees'  
16                   payment, benefits, training, discipline, and retirement.

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20 **SECTION II: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
21 following state requirements are met:

- 22                   1. A public hearing notice for the proposed charter amendment shall be published at least  
23                   21 days before the hearing which was held on \_\_\_\_\_;
- 24                   2. After City Council adoption, a copy of the title and purpose of this Resolution shall be  
25                   published in a newspaper of general circulation in the City of Annapolis once a week for  
26                   four weeks and were published on \_\_\_\_\_, \_\_\_\_\_,  
27                   \_\_\_\_\_, and \_\_\_\_\_;
- 28                   3. The charter amendment hereby enacted shall become effective on \_\_\_\_\_, unless a  
29                   proper petition for a referendum as permitted by law is filed within 40 days of adoption;
- 30                   4. A complete and exact copy of this Resolution shall be continuously posted in the City  
31                   Hall until \_\_\_\_\_;

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33 **SECTION III: BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL**  
34 that the Mayor is hereby specifically commanded to carry out the provisions of Section II hereof,  
35 and, as evidence of such compliance:

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- 1 1. The Mayor shall cause to be maintained appropriate certificates of publication of the  
2 newspaper or newspapers in which the title of the Resolution shall have been published;  
3 and
- 4 2. If a favorable referendum is held on the Charter change, the Mayor shall declare the  
5 Charter change hereby enacted to be effective on \_\_\_\_\_, by affixing his  
6 signature hereto in the space provided on the effective date of change.

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8 **SECTION IV: BE IT FINALLY RESOLVED BY THE ANNAPOLIS CITY COUNCIL**  
9 that as soon as the Charter Amendment hereby enacted becomes effective, either as provided  
10 herein or following a referendum, the Mayor shall send to the Maryland Department of  
11 Legislative Services a copy of this Resolution certifying the following:

- 12 1. The above Charter Amendment was adopted by the Annapolis City Council on  
13 \_\_\_\_\_;
- 14 2. The number of aldermen and alderwomen votes cast, \_\_\_\_\_ voting in the affirmative,  
15 \_\_\_\_\_ voting in the negative, \_\_\_\_\_ abstaining, and \_\_\_\_\_ absent; and
- 16 3. The effective date of the said resolution in accordance with law on the \_\_\_th day of  
17 \_\_\_\_\_ 2024.

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