

1 **..Title**  
2 **Departmental Reorganization** - For the purpose of amending the Annapolis Charter  
3 concerning: dissolving the Department of Human Resources and the Department of  
4 Neighborhood and Environmental Programs; and reassigning certain duties and granting  
5 certain authority to the Department of Finance, the Department of Planning and Zoning,  
6 the Department of Public Works and the City Manager.

7 **..Body**

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

10  
11 **Charter Amendment 1-16**

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13 **Introduced by: Mayor Pantelides**

14  
15 **Referred to**

16 Rules and City Government Committee

17  
18  
19 **A CHARTER AMENDMENT** concerning

20  
21 **Departmental Reorganization**

22  
23 **FOR** the purpose of amending the Annapolis Charter concerning: dissolving the  
24 Department of Human Resources and the Department of Neighborhood and  
25 Environmental Programs; reassigning certain duties and granting certain authority  
26 to the Department of Finance, Department of Planning and Zoning, the  
27 Department of Public Works and the City Manager.

28  
29 **BY** repealing in their entirety the following portions of the City Charter:  
30 Article VI, Section 6  
31 Article VI, Section 13

32  
33 **BY** repealing and reenacting the following portions of the City Charter:  
34 Article VI, Section 2B  
35 Article VI, Section 3  
36 Article VI, Section 4  
37 Article VI, Section 7  
38 Article VI, Section 10

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40  
41 **SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL**  
42 that the Charter of the City of Annapolis shall be amended to read as follows:

43  
44 **THE CHARTER**

45 **Article VI - OPERATIONS**

46

1 **Sec. 2B. - City manager.**

2  
3 (a) There shall be a city manager in the office of the mayor who shall be the  
4 chief administrative officer of the city. The city manager shall be the direct subordinate  
5 of the mayor and shall have supervisory authority over the department directors as  
6 provided for by the City's organizational chart that is prepared by the mayor and accepted  
7 by the City Council.

8  
9 (b) The city manager shall be appointed by the mayor and confirmed by the  
10 city council based solely on his or her experience and credentials as a city manager. The  
11 city manager may be removed from office by the mayor or by the City Council. The city  
12 manager shall have had, prior to appointment, an advanced degree in business or public  
13 administration from an accredited college or university and at least eight (8) years'  
14 experience in local government management. The city manager shall be thoroughly  
15 familiar with contemporary budgeting and accounting practices.

16  
17 (c) The city manager shall devote full time to the duties of the office.

18  
19 (d) The compensation of the city manager shall be fixed by the mayor  
20 according to the provisions of an executive pay plan formulated by the Council  
21 Compensation Commission and adopted by ordinance. If the city manager is hired during  
22 an interim year, the mayor and council shall determine the compensation based upon the  
23 recommendations from the Finance Committee.

24  
25 (e) The city manager shall have the following additional powers and duties:

- 26  
27 (1) To administer the day-to-day operations of the municipal government and  
28 oversee the delivery of municipal services;
- 29 (2) To exercise supervisory authority over the department directors, as provided for  
30 by the City's organizational chart that is prepared by the mayor and accepted by  
31 the City Council;
- 32 (3) To direct the operations of the city government;
- 33 (4) To supervise the preparation of the city budget;
- 34 (5) To advise the mayor in the formation of policy and the implementation of plans  
35 to address demands for municipal services, enhance the quality of life and  
36 strengthen the economic vitality of the city;
- 37 (6) To perform such duties not inconsistent with this Charter as may be delegated  
38 by the mayor from time to time; and
- 39 (7) To adjust parking rates in City-owned parking garages and parking lots to the  
40 extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of  
41 Annapolis. The City Manager may appoint a designee to determine any such  
42 adjustments to parking rates in City-owned parking garages and parking lots; ;
- 43  
44 (8) TO SUPERVISE THE DAILY OPERATIONS OF THE OFFICE OF  
45 MANAGEMENT INFORMATION TECHNOLOGY; AND  
46

1 (9) TO SUPERVISE THE DAILY OPERATIONS OF THE OFFICE OF  
2 ENVIRONMENTAL POLICY.  
3

4 (f) In the event of a vacancy in the position of city manager, the mayor shall  
5 promptly appoint a qualified person to serve as acting city manager. The acting city  
6 manager may exercise all the powers of the city manager and enjoys the same immunity  
7 accorded the city manager. The acting city manager shall receive such compensation as  
8 determined by the mayor that is consistent with the executive pay plan. However, if the  
9 position of city manager remains vacant for more than six (6) months, no compensation  
10 may be paid to an acting city manager without the approval of the Council at every six-  
11 month interval.  
12

13  
14 **Sec. 3. - ~~Finance department~~ FINANCE AND ADMINISTRATION.**  
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16 (a) The finance department IN ADDITION TO ALL OTHER  
17 RESPONSIBILITIES SET FORTH UNDER THIS SECTION shall be administered by  
18 the finance director. The director shall be appointed on the basis of his knowledge and  
19 experience in governmental accounting and budgeting and in public financial  
20 administration, of which three (3) years shall have been in an executive or supervisory  
21 capacity.  
22

23 (b) The finance department shall have the following powers and duties:  
24

- 25 (1) To collect city taxes, fees, charges, and certain state and county taxes imposed in  
26 the city.  
27 (2) To administer the financial affairs of the city, the receipt of all revenues, the  
28 custody of all funds and securities, the disbursement of all funds, and the  
29 keeping of all accounts.  
30 (3) To assist in the formulation of OPERATING AND CAPITAL budgets.  
31 (4) To administer city purchasing services.  
32 (5) TO ADMINISTER THE RISK MANAGEMENT FUNCTIONS IN THE CITY  
33 OF ANNAPOLIS.  
34 (6) TO ADMINISTER THE HUMAN RESOURCES AFFAIRS OF THE CITY,  
35 INCLUDING, BUT NOT LIMITED TO:  
36  
37 (i) ADMINISTERING A CIVIL SERVICE SYSTEM;  
38 (ii) CONDUCTING INVESTIGATIONS AND EXAMINATIONS FOR  
39 APPOINTMENT OR PROMOTION IN THE CIVIL SERVICE; AND  
40 (ii) ADMINISTERING CERTAIN OTHER ACTIVITIES RELATED TO THE  
41 PAYMENT, BENEFITS, TRAINING, DISCIPLINE AND RETIREMENT  
42 OF CITY OFFICIALS AND EMPLOYEES.  
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45 **Sec. 4. – Fire department.**  
46

1 (a) The fire department shall be commanded and administered by a director who shall  
2 be known as the fire chief. The fire chief shall be appointed on the basis of his  
3 knowledge and experience in fire prevention and suppression, in emergency  
4 services, and in public safety and administration, at least three (3) years of which  
5 shall have been in an executive or supervisory capacity.

6 (b) The fire department shall have the following powers and duties:

7  
8 (1) To provide fire suppression and emergency services.

9 (2) To engage in programs of fire prevention.

10 (3) To enforce laws related to fire prevention.

11 (4) To be responsible for emergency preparedness ~~and risk management functions~~  
12 in the City of Annapolis.

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15 **~~Sec. 6. - Human resources department.~~**

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17 ~~(a) — The human resources department shall be administered by a human resources~~  
18 ~~director. The human resources director shall be appointed on the basis of his/her~~  
19 ~~knowledge and experience in public personnel administration of which at least three (3)~~  
20 ~~years shall have been in an executive or supervisory capacity.~~

21 ~~(b) — The human resources department shall have the following powers and duties:~~

22 ~~(1) To administer a civil service system;~~

23 ~~(2) To conduct investigations and examinations for appointment or promotion in the~~  
24 ~~civil service;~~

25 ~~(3) To administer certain other activities related to the payment, benefits, training,~~  
26 ~~discipline and retirement of city officials and employees.~~

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29 **Sec. 7. - Planning and zoning department.**

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31 (a) The planning and zoning department shall be administered by the planning  
32 and zoning director. The planning and zoning director shall be appointed on the basis of  
33 his knowledge and experience in the fields of comprehensive planning and of zoning  
34 regulations, of which at least three (3) years shall have been in an executive or  
35 supervisory position. The director shall have an advanced degree in planning.

36  
37 (b) The planning and zoning department shall have the following powers and  
38 duties:

39  
40 (1) To plan for the physical development, redevelopment, and growth of the city.

41 (2) To supervise the adoption or revision of a plan of general development.

42 (3) To prepare and administer a zoning map and zoning rules and regulations  
43 governing the use of land in the city.

44 (4) To regulate the occupancy and use of property.

45 (5) To administer programs of community development, economic development  
46 and housing rehabilitation.

- 1 (6) TO REGULATE THE BUILDING AND REBUILDING OF STRUCTURES  
2 AND OTHER IMPROVEMENTS.
- 3 (7) TO REGULATE THE USE OF CERTAIN STRUCTURES FOR HOUSING.
- 4 (8) TO ENFORCE ACTIVITIES IMPACTING UPON THE ENVIRONMENT,  
5 URBAN FORESTRY AND CRITICAL AREAS.
- 6 (8) TO ENFORCE BUILDING AND HOUSING RULES AND REGULATIONS  
7 GOVERNING THE IMPROVEMENT AND USE OF LAND AND  
8 STRUCTURES IN THE CITY.
- 9 (10) TO ENFORCE RULES AND REGULATIONS GOVERNING THE USE OF  
10 LAND IN THE CITY.
- 11 (11) TO ENFORCE RULES AND REGULATIONS GOVERNING  
12 ENVIRONMENTAL PROTECTION IN THE CITY.
- 13 (12) TO ENFORCE RULES AND REGULATIONS GOVERNING THE  
14 LICENSING AND OPERATION OF CERTAIN CONTRACTORS DOING  
15 BUSINESS IN THE CITY.
- 16 (13) TO EXERCISE ALL OTHER DUTIES AND POWERS DELEGABLE TO A  
17 MUNICIPAL PLANNING STAFF UNDER THE LAWS OF MARYLAND,  
18 EXCEPT THOSE PLANNING POWERS AS MAY BE ASSIGNED TO  
19 OTHER DEPARTMENTS BY THE CITY COUNCIL.

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22 **Sec. 10. - Department of public works.**

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24 (a) The department of public works shall be administered by the director of  
25 public works. The director of public works shall be appointed on the basis of his  
26 knowledge and experience in civil and sanitary engineering works of which at least five  
27 (5) years shall have been in an executive or supervisory capacity. The director shall have  
28 a degree in civil, mechanical or sanitary engineering and shall be a registered professional  
29 engineer in the State of Maryland or shall, at the time of appointment, be a registered  
30 professional engineer in another state of the United States and, within eighteen (18)  
31 months of the date of appointment, become a registered professional engineer in the State  
32 of Maryland.

33  
34 (b) The department of public works shall have the following powers and  
35 duties:

- 36  
37 (1) To be responsible for surveys, reports, maps, drawings, specifications and  
38 estimates related to public works and utilities.
- 39 (2) To be the custodian of maps, plans and plats of public improvements.
- 40 (3) To construct or to administer contracts for the construction of capital projects.
- 41 (4) To construct and maintain roadways, bridges, storm drains and other public  
42 improvements.
- 43 (5) To construct, maintain and operate a water production and distribution system.
- 44 (6) To construct, maintain and operate a sanitary sewerage collection and disposal  
45 system.
- 46 (7) To operate a refuse collection and disposal system.

- 1 (8) To administer maintenance and oversight of all city offices, governmental  
 2 buildings and city-owned or leased properties.  
 3 (9) To administer space management and planning.  
 4 (10) To maintain inventory records for real property, fixtures, and furniture.  
 5 (11) TO ENFORCE RULES AND REGULATIONS GOVERNING SEWER  
 6 PRETREATMENT AND STORMWATER MANAGEMENT IN THE CITY.  
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9 **Sec. 13. ~~Department of neighborhood and environmental programs.~~**

10  
 11 ~~(a) The department of neighborhood and environmental programs shall be~~  
 12 ~~administered by the director of neighborhood and environmental programs. The director~~  
 13 ~~of neighborhood and environmental programs shall be appointed on the basis of his~~  
 14 ~~knowledge and experience of which at least five (5) years shall have been in an executive~~  
 15 ~~or supervisory capacity. The director shall have a degree in planning, earth sciences,~~  
 16 ~~public administration or a related area.~~

17 ~~(b) The department of neighborhood and environmental programs shall have the~~  
 18 ~~following powers and duties:~~

- 19 ~~(1) To regulate the building and rebuilding of structures and other improvements.~~  
 20 ~~(2) To regulate the use of certain structures for housing.~~  
 21 ~~(3) To enforce activities impacting upon the environment, urban forestry, sewer~~  
 22 ~~pretreatment, critical areas and storm water management.~~  
 23 ~~(4) To enforce building and housing rules and regulations governing the improvement~~  
 24 ~~and use of land and structures in the city.~~  
 25 ~~(5) To enforce rules and regulations governing the use of land in the city.~~  
 26 ~~(6) To enforce rules and regulations governing environmental protection, urban forestry,~~  
 27 ~~sewer pretreatment and stormwater management in the city.~~  
 28 ~~(7) To enforce rules and regulations governing the licensing and operation of certain~~  
 29 ~~contractors doing business in the city.~~  
 30 ~~(8) To educate and inform the public concerning environmental protection, urban~~  
 31 ~~forestry, and related subjects.~~  
 32 ~~(9) To perform other duties and responsibilities, as set forth in the city code.~~  
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35 **SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS**  
 36 **CITY COUNCIL** that the date of adoption of this Resolution is \_\_\_\_\_, 2016, and the  
 37 amendments of the Charter of the City of Annapolis, hereby enacted shall become  
 38 effective on \_\_\_\_\_, 2016, unless a proper petition for referendum hereon shall be filed as  
 39 permitted by law within 40 days of adoption, provided a complete and exact copy of this  
 40 Resolution shall be continuously posted on the bulletin board in the City Hall until  
 41 \_\_\_\_\_, 2016, and provided further that a copy of the title of this Resolution shall be  
 42 published in "The Capital," a newspaper of general circulation in the City of Annapolis,  
 43 or in any other newspaper of such general circulation, once in each of the weeks on,  
 44 \_\_\_\_\_, 2016, \_\_\_\_\_, 2016, \_\_\_\_\_, 2016, and \_\_\_\_\_, 2016.  
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1           **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS**  
2 **CITY COUNCIL** that the Mayor is hereby specifically commanded to carry out the  
3 provisions of Section II hereof, and, as evidence of such compliance, the Mayor shall  
4 cause to be maintained appropriate certificates of publication of the newspaper or  
5 newspapers in which the title of the Resolution shall have been published and if a  
6 favorable referendum is held on the Charter change, shall declare the Charter change  
7 hereby enacted to be effective on \_\_\_\_, 2016, by affixing his signature hereto in the  
8 space provided on the effective date of change.

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11           **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS**  
12 **CITY COUNCIL** that as soon as the Charter Amendment hereby enacted shall become  
13 effective, either as provided herein or following a referendum, the Mayor shall send to  
14 the Maryland Department of Legislative Services a copy of this Resolution showing the  
15 number of Aldermen and Alderwomen voting for and against it and a report on the votes  
16 cast for or against the amendment hereby enacted at any referendum thereon and the date  
17 of such referendum.

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19           The above Charter Amendment was enacted by the foregoing Resolution which  
20 was passed at a Meeting of the Annapolis City Council on \_\_\_\_, 2016; \_\_\_\_ voting in  
21 the affirmative, \_\_\_\_ voting in the negative, \_\_\_\_ abstaining and \_\_\_\_ absent and the  
22 said Resolution becomes effective in accordance with law on the \_\_ day of \_\_\_\_ 2016.

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25                                   **EXPLANATION**

26                   **CAPITAL LETTERS** indicate matter added to existing law.

27                   ~~Strikethrough~~ indicates matter stricken from existing law.

28                   Underlining indicates amendments.

29