

1 **..Title**

2 **City Manager – Powers and Duties** – For the purpose of removing the Office of  
3 Environmental Policy from the supervision of the City Manager; and placing supervision  
4 of the Human Resources Office under the City Manager.

5 **..Body**

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

8  
9 **Charter Amendment 2-19**

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11 **Introduced by: Mayor Buckley and Alderwoman Finlayson**

12  
13 **Referred to**

14 **Rules and City Government Committee**

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16  
17 **A CHARTER AMENDMENT** Resolution concerning

18  
19 **City Manager – Powers and Duties**

20  
21 **FOR** the purpose of removing the Office of Environmental Policy from the supervision  
22 of the City Manager; and placing supervision of the Human Resources Office under  
23 the City Manager.

24  
25 **BY** repealing and reenacting the following portions of the City Charter:  
26 Article VI, Section 2B

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28  
29 **SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
30 Charter of the City of Annapolis shall be amended to read as follows:

31  
32 **THE CHARTER**

33 **Article VI - OPERATIONS**

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

- 36  
37 (a) There shall be a city manager in the office of the mayor who shall be the chief  
38 administrative officer of the city. The city manager shall be the direct subordinate of  
39 the mayor and shall have supervisory authority over the department directors as  
40 provided for by the City's organizational chart that is prepared by the mayor and  
41 accepted by the City Council.
- 42 (b) The city manager shall be appointed by the mayor and confirmed by the city council  
43 based solely on his or her experience and credentials as a city manager. The city  
44 manager may be removed from office by the mayor or by the City Council. The city  
45 manager shall have had, prior to appointment, an advanced degree in business or  
46 public administration from an accredited college or university and at least eight (8)

1 years' experience in local government management. The city manager shall be  
2 thoroughly familiar with contemporary budgeting and accounting practices.

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

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

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

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11 (1) To administer the day-to-day operations of the municipal government and  
12 oversee the delivery of municipal services;

13 (2) To exercise supervisory authority over the department directors, as provided  
14 for by the City's organizational chart that is prepared by the mayor and  
15 accepted by the City Council;

16 (3) To direct the operations of the city government;

17 (4) To supervise the preparation of the city budget;

18 (5) To advise the mayor in the formation of policy and the implementation of plans  
19 to address demands for municipal services, enhance the quality of life, and  
20 strengthen the economic vitality of the city;

21 (6) To perform such duties not inconsistent with this Charter as may be delegated  
22 by the mayor from time to time;

23 (7) To adjust parking rates in City-owned parking garages and parking lots to the  
24 extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of  
25 Annapolis. The City Manager may appoint a designee to determine any such  
26 adjustments to parking rates in City-owned parking garages and parking lots;

27 (8) To supervise the daily operations of the office of management information  
28 technology; AND

29 ~~(9) To supervise the daily operations of the office of environmental policy; and~~

30 ~~(10) TO SUPERVISE THE DAILY OPERATIONS OF THE~~ administer the human  
31 resources OFFICE affairs of the city, including, but not limited to:

32 (i) Administering a civil service system;

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

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

37  
38 (f) In the event of a vacancy in the position of city manager, the mayor shall promptly  
39 appoint a qualified person to serve as acting city manager. The acting city manager  
40 may exercise all the powers of the city manager and enjoys the same immunity  
41 accorded the city manager. The acting city manager shall receive such compensation  
42 as determined by the mayor that is consistent with the executive pay plan. However,  
43 if the position of city manager remains vacant for more than six (6) months, no  
44 compensation may be paid to an acting city manager without the approval of the  
45 Council at every six-month interval.

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

5  
 6 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
 7 **COUNCIL** that the date of adoption of this Resolution is \_\_\_\_\_, 20\_\_\_\_, and the  
 8 amendments of the Charter of the City of Annapolis, hereby enacted shall become effective  
 9 on \_\_\_\_\_, 20\_\_\_\_, unless a proper petition for referendum hereon shall be filed as permitted  
 10 by law within 40 days of adoption, provided a complete and exact copy of this Resolution  
 11 shall be continuously posted on the bulletin board in the City Hall until \_\_\_\_\_, 20\_\_\_\_, and  
 12 provided further that a copy of the title of this Resolution shall be published in "The  
 13 Capital," a newspaper of general circulation in the City of Annapolis, or in any other  
 14 newspaper of such general circulation, once in each of the weeks on, \_\_\_\_\_, 20\_\_\_\_,  
 15 \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, and \_\_\_\_\_, 20\_\_\_\_.

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 18 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS**  
 19 **CITY COUNCIL** that the Mayor is hereby specifically commanded to carry out the  
 20 provisions of Section II hereof, and, as evidence of such compliance, the Mayor shall cause  
 21 to be maintained appropriate certificates of publication of the newspaper or newspapers in  
 22 which the title of the Resolution shall have been published and if a favorable referendum  
 23 is held on the Charter change, shall declare the Charter change hereby enacted to be  
 24 effective on \_\_\_\_\_, 20\_\_\_\_, by affixing his signature hereto in the space provided on the  
 25 effective date of change.

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 27  
 28 **SECTION V: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS**  
 29 **CITY COUNCIL** that as soon as the Charter Amendment hereby enacted shall become  
 30 effective, either as provided herein or following a referendum, the Mayor shall send to the  
 31 Maryland Department of Legislative Services a copy of this Resolution showing the  
 32 number of Aldermen and Alderwomen voting for and against it and a report on the votes  
 33 cast for or against the amendment hereby enacted at any referendum thereon and the date  
 34 of such referendum.

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

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 42 **EXPLANATION**

43 UPPERCASE indicates matter added to existing law.

44 [~~Strikethrough~~] indicates matter stricken from existing law.

45 Underlining indicates amendments.