

1 **..Title**

2 **Exempt Service - Positions Included** – For the purpose of including the positions of
3 Attorney 1 and Attorney 2 to the Exempt Service set forth in Chapter 3.08 of the Code of
4 the City of Annapolis; and all other matters generally relating to positions included in the
5 exempt service.

6 **..Body**

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

10
11 **Ordinance 30-15**

12
13 **Sponsored by: Mayor Pantelides**

14
15 **Referred to**

16 Finance Committee
17 Rules and City Government

18
19 **AN ORDINANCE** concerning

20
21 **Exempt Service – Positions Included**

22
23 **FOR** the purpose of including the positions of Attorney 1 and Attorney 2 to the Exempt
24 Service set forth in Chapter 3.08 of the Code of the City of Annapolis; and all other
25 matters generally relating to positions included in the exempt service.

26
27 **BY** repealing and re-enacting with amendments the following portions of the Code of
28 the City of Annapolis, 2013 Edition
29 Section 3.08.010
30 Section 3.08.030

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32
33 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE**
34 **ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be
35 amended to read as follows:

36
37 **CHAPTER 3.08 – Exempt Service**

38
39 **Section 3.08.010 – Positions included.**

40
41 The Exempt Service Includes:

- 42
43 1. All the Elected Officials;
44 2. All Department Directors;
45 3. City Manager;
46 4. Communications Officer;

- 1 5. City Attorney;
- 2 6. Assistant City Attorney;
- 3 7. ATTORNEY 1
- 4 8. ATTORNEY 2
- 5 79. Community Relations Specialist;
- 6 810. Human Services Officer and Ombudsman;
- 7 911. Administrative Assistant;
- 8 1012. Assistant City Manager;
- 9 1113. Public Information Officer and Quartermaster
- 10 1214. Executive Office Associate;
- 11 1315. Recruitment/Employee Relations Administrator;
- 12 1416. Deputy Fire Chiefs; and
- 13 1517. Police Major and Captains.

3.08.030 - SALARY.

A. 1. For purposes of setting annual salaries, the following positions in the exempt service are assigned grades in the city's pay plan as indicated:

Position	Grade
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A18
Deputy Fire Chief	F18
Human Resources Director	A20
Director Of Transportation	A20
Director Of Neighborhood and Environmental Programs	A20
Director Of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
ATTORNEY 1	A14
ATTORNEY 2	A16
Director Of Finance	A20

Position	Grade
Director Of Planning and Zoning	A20
Human Services Officer and Ombudsman	A18
Community Relations Specialist	A12
Administrative Assistant	A8
Assistant City Manager	A14
Public Information Officer and Quartermaster	A12
Fire Chief	F20
Police Chief	P20
Police Major	P18
Police Captain	P17
Director of Public Works	A20

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2 2. The salary of the Mayor for the term of office commencing on the first
3 Monday in December, 2013, shall be an annual salary of ninety-eight thousand dollars
4 and an entitlement to the benefits afforded to the City's exempt service employees.

5
6 3. The salary of each Alderman and Alderwoman for the term of office
7 commencing on the first Monday in December, 2013, shall be an annual salary of thirteen
8 thousand five hundred dollars. Each Alderman and Alderwoman shall be afforded an
9 annual allowance of one thousand five hundred dollars for expenses related to executing
10 the duties associated with their office; such expenses shall include the cost of cell phones,
11 postage, correspondence, office supplies, and education and training. Aldermen and
12 Alderwomen shall participate in the Maryland State Retirement and Pension System.

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14 4. The salary of the City Manager shall be:

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16 i. Salary and Performance Reviews. A base salary for the City Manager ranging
17 from one hundred twenty thousand dollars to one hundred eighty thousand dollars per
18 year, with incremental increases based upon annual performance reviews conducted by
19 the Mayor. The initial base salary shall be fixed within the provided range based upon
20 the City Manager's education and employment experience. The annual performance
21 review shall be based upon criteria established in advance by the Mayor in consultation
22 with the Director of Human Resources. The base salary and increments shall be subject
23 to cost of living increases (COLAS) every two years, based upon COLAS awarded to

1 other City exempt service employees during the two-year period. The City Manager's
 2 compensation shall be subject to reduction to the same extent as other City exempt
 3 service employees, including reductions based upon furloughs or similar actions.

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 5 ii. Benefits. The City Manager is entitled to receive the same benefits as other
 6 City exempt service employees, such as inclusion in the City's health care and retirement
 7 plans, in which the City and the employee contribute in the same proportion as other City
 8 exempt service employees.

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 10 iii. Allowances. The City shall provide the City Manager with a City vehicle, or
 11 additional compensation to reimburse the use of a personally-owned vehicle.

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 13 iv. Severance Pay. Three months' severance pay of salary only for a City
 14 Manager who has been removed from the position without cause and no severance if the
 15 removal is for cause. Grounds for removal that constitute cause shall be 1) conviction of
 16 a felony or a crime of moral turpitude; or 2) malfeasance or misfeasance in office.

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 18 B. Salary raises for the list of positions included in the table in Section
 19 3.08.030A.1:

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 21 1. Shall be justified by either satisfactory or above satisfactory performance
 22 reviews by the Mayor and shall be entirely at the Mayor's discretion, with the exception
 23 of those positions listed in subsection (B)(2) of this Section;

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 25 2. Shall be at the discretion of the Department Director for the following
 26 positions:

- 27
 28 i. Deputy Fire Chiefs,
 29 ii. Police Captains,
 30 iii. Police Major,
 31 iv. Recruitment/Employee Relations Administrator,
 32 v. Assistant City Attorney,
 33 vi. ATTORNEY 1,
 34 vii. ATTORNEY 2,
 35 ~~viii.~~ Executive Office Associate,
 36 ~~ix.~~ Communications Officer,
 37 ~~x.~~ Human Services Officer and Ombudsman,
 38 ~~xi.~~ Community Relations Specialist,
 39 ~~xii.~~ Administrative Assistant,
 40 ~~xiii.~~ Assistant City Manager,
 41 ~~xiv.~~ Public Information Officer and Quartermaster.

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 43 3. Shall not be awarded to an individual more frequently than once a year;

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 45 4. Shall not be for an amount exceeding one pay step in the grade range for the
 46 position as set in Subsection (A)(1) of this Section;

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5. Shall not cause an individual's salary to exceed the maximum salary of the assigned grade.

C. Longevity salary increases awarded to civil service employees shall not be a benefit of the exempt service.

D. A City employee appointed to a position specified in subsection (A)(1) of this Section shall be assigned to a salary in the new pay grade which is at a minimum five percent higher than the employee's salary prior to promotion or shall be assigned to the minimum of the new grade, whichever is higher. In no case shall the new salary exceed the maximum salary of the new grade.

E. For positions other than those specified in Subsection (B)(2) of this Section, the Mayor may make an initial appointment at a salary greater than the first step of the assigned grade. The appointment and initial salary is subject to confirmation by the City Council. For those positions specified in Subsection (B)(2) of this Section, appointments made by Department Director do not require City Council approval and initial appointments may be made at a salary greater than the first step of the assigned grade subject to the availability of funding.

F. The Mayor shall report to the City Council on an annual basis the salaries of all positions listed in Subsection A of this Section, and all increases in salary awarded since the prior report.

SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL THAT THIS ORDINANCE SHALL TAKE EFFECT FROM THE DATE OF ITS PASSAGE.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.
~~Strikethrough~~ indicates matter stricken from existing law.
Underlining indicates amendments