



# LEGISLATIVE SUMMARY

## CA-1-24 & O-8-24

### Department of Central Services

This summary was prepared by the City of Annapolis Office of Law for use by members of the Annapolis City Council during consideration of the legislation.

## **BILL SUMMARY**

CA-1-24 and O-8-24 bring back the Department of Central Services (DCS) to handle the city's procurement, facilities management, and general fleet operations. Those duties are currently split between two departments (Finance and Public Works).

CA-1-24 is a Charter Amendment that inserts the creation and implementation of the DCS into the City Charter.

O-8-24 is an ordinance that sets the duties under the Department of Central Services and removes references to those duties from the Finance and Public Works departments.

DCS will provide the following support services for city departments and agencies:

- Building maintenance, utilities and custodial services;
- Management of the City's cars, trucks, and buses;
- Procurement and purchasing; and
- Oversight of the City's television studio.

The DCS director will report to the City Manager.

CA-1-24 is companion legislation to O-8-24.



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## Background

The Department of Central Services was removed from the City Charter on July 11, 2011 through Charter Amendment CA-05-10.

At that time, Central Services handled maintenance and oversight of all city offices, governmental building and city-owned or city-leased properties; maintenance of city communications systems and facilities, including but not limited to telephones, facsimile making and photocopiers; procurement and purchasing for the City; property inventory; space management and planning; city furniture and fixtures; mail distribution; the City Harbor, as well as management of the market house property next to Ego Alley.

The Annapolis Harbormaster and regulation of all the waterways were moved (O-13-99) from the Public Works department to under the DCS in 1999.

In 2012, the Department of Central Services duties were split (O-17-12) among the Finance Department, the Department of Transportation, and Public Works Department.

Transportation was given oversight of City parking. Finance got purchasing and procurement, mail distribution. Public Works received oversight of city buildings and Market House.

With recreation of DCS, City parking remains under the Department of Transportation. The Harbormaster's office is currently under the City Manager. That remains unchanged.

The reasons for those previous changes to DCS are not in current city records.