

1 **Compensation of the Mayor, Aldermen/Alderwomen and City Manager** - For the
2 purpose of specifying compensation and allowances to be paid to the Mayor and
3 Aldermen/Alderwomen for the term of office commencing on the first Monday in
4 December, 2017; and for specifying compensation and allowances to be paid to the City
5 Manager.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-12-17

Sponsor: Mayor Pantelides

Referred to:

Finance Committee

Rules and City Government Committee

AN ORDINANCE concerning

Compensation of the Mayor, Aldermen/Alderwomen and City Manager

FOR the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2017; and for specifying compensation and allowances to be paid to the City Manager.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2016 Edition:

Section 3.08.030

WHEREAS, on December 12, 2016, in accordance with the provisions of Article II, Section IV of the Annapolis City Charter, the City Council appointed a Council Compensation Commission via R-29-16 to review the compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen during the terms of office commencing on the first Monday in December 2017, and compensation and allowances to be paid to the City Manager; and

WHEREAS, on January 9, 2017 pursuant to the Annapolis City Charter, Article II, Section 4(b)(2), the Council Compensation Commission submitted its report containing recommendations on compensation for the Mayor, Aldermen/Alderwomen and the City Manager; and

**5 SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS
6 CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as
7 follows:

Title 3 – HUMAN RESOURCES

CHAPTER 3.08 – EXEMPT SERVICE

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 Manager	A18
Director of Transportation	A20
Director of Office of Environmental Policy	A20
Director of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
Director of Finance	A20
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

1

2. The salary of the Mayor for the term of office commencing on the first Monday
3 in December, 20132017, shall be an annual salary of ninety-eight thousand
4 dollars and an entitlement to the benefits afforded to the City's exempt service
5 employees.

6

7. The salary of each Alderman and Alderwoman for the term of office
8 commencing on the first Monday in December, 20132017, shall be an annual
9 salary of ~~thirteen thousand five hundred~~FIFTEEN THOUSAND dollars. Each
10 Alderman and Alderwoman shall be afforded an annual allowance of one
11 thousand five hundred dollars TO BE USED EXCLUSIVELY FOR ~~expenses~~
12 ~~related to executing the duties associated with their office; such expenses shall~~
13 ~~include the cost of cell phones, postage, correspondence, office supplies, and~~
14 education and training. Aldermen and Alderwomen shall participate in the
15 Maryland State Retirement and Pension System.

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

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19. i. Salary and Performance Reviews. A base salary for the City Manager
20 ranging from ~~one hundred twenty thousand~~ ONE HUNDRED FORTY
21 THOUSAND dollars to one hundred eighty thousand dollars per year, with
22 incremental increases based upon annual performance reviews conducted by
23 the Mayor. The initial base salary shall be fixed within the provided range
24 based upon the City Manager's education and employment experience. The
25 annual performance review shall be based upon criteria established in
26 advance by the Mayor in consultation with the Manager of Human
27 Resources. The base salary and increments shall be subject to cost of living
28 increases (COLAS) every two years, based upon COLAS awarded to other
29 City exempt service employees during the two-year period. The City
30 Manager's compensation shall be subject to reduction to the same extent as
31 other City exempt service employees, including reductions based upon
32 furloughs or similar actions.

33. ii. Benefits. The City Manager is entitled to receive the same benefits as other
34 City exempt service employees, including but not limited to inclusion in the
35 City's health care and retirement plans, in which the City and the employee
36 contribute in the same proportion as other City exempt service employees.

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

40. iv. Severance Pay. Three months' severance pay of salary if a City Manager has
41 been removed from the position without cause, but there shall be no
42 severance pay if the removal is for cause. Grounds for removal that

1 constitute cause shall be 1) conviction of a felony or a crime of moral
2 turpitude; or 2) malfeasance or misfeasance in office.

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

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6 1. Shall be justified by a performance evaluation by the City Manager or the
7 Mayor, whichever is the Appointing Authority, that exceeds the minimum
8 requirements for the position and shall be entirely at the City Manager or the
9 Mayor's discretion, with the exception of those positions listed in Subsection
10 (B)(2) of this Section;

11
12 2. Shall be justified by a performance evaluation by the Department Director that
13 exceeds the minimum requirements for the position for the following positions:

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15 i. Deputy Fire Chiefs,
16 ii. Police Captains,
17 iii. Police Major,
18 iv. Recruitment/Employee Relations Administrator,
19 v. Assistant City Attorney,
20 vi. Public Information Officer and Quartermaster.

21
22 3. Shall not be awarded to an individual more frequently than once per year;
23
24 4. Shall not be for an amount exceeding one pay step in the grade range for the
25 position as set in Subsection (A)(1) of this Section;
26
27 5. Shall not cause an individual's salary to exceed the maximum salary of the
28 assigned grade.

29
30 C. Longevity salary increases awarded to civil service employees shall not be a benefit
31 of the exempt service.

32
33 D. A City employee appointed to a position specified in Subsection (A)(1) of this
34 Section shall be assigned to a salary in the new pay grade which is at a minimum five
35 percent higher than the employee's salary prior to promotion or shall be assigned to
36 the minimum of the new grade, whichever is higher. In no case shall the new salary
37 exceed the maximum salary of the new grade.

38
39 E. For positions other than those specified in Subsection (B)(2) of this Section, the
40 Mayor or City Manager, whichever is the Appointing Authority, may make an initial
41 appointment at a salary greater than the first step of the assigned grade. The
42 appointment and initial salary is subject to confirmation by the City Council. For
43 those positions specified in Subsection (B)(2) of this Section, appointments made by
44 Department Director do not require City Council approval and initial appointments
45 may be made at a salary greater than the first step of the assigned grade subject to the
46 availability of funding.

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

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7 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED**
8 **BY THE ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect July 1,
9 2017.

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EXPLANATION

14 CAPITAL LETTERS indicate matter added to existing law.

15 [brackets] indicate matter stricken from existing law.

16 Underlining indicates amendments