

City of Annapolis

*160 Duke Of Gloucester Street
Annapolis, MD 21401*



Standing Committee Minutes

Monday, April 24, 2017

2:00 PM

Budget Deliberation

**Mayor John T. Chambers, Jr.
City Council Chambers**

Finance Committee

1. Call To Order

Chairman Pfeiffer called the meeting to order at 2:08 p.m.

Roll Call

Present: 3 - Alderman Pfeiffer, Alderman Arnett and Alderman Paone

3. General Discussion

[ID-175-17](#)**Mayor's Office- Overhead Department Review**

City Manager Andrews, Chief Communications Officer Wardlaw, Ombudsman Haragdon & Special Events Coordinator Nolan, gave a joint presentation of the discussion topic and spoke on contract services for a studio assistant, permitted events in the city and answered questions from the committee.

Operations Manager Pletzer & Assistant Finance Director Leaman were available to answer questions from the committee.

This Informational Item was presented

Alderman Finlayson was present and spoke on a breakdown of salaries for the Office of the Mayor.

[ID-176-17](#)**Office of Law- Overhead Department Review**

Acting City Attorney Leonard gave a brief overview of the discussion topic and spoke on Office of Law salary changes, the elections process, the Public Information Act (PIA) request, the status of litigation cases, subscription services for legal research, legal services and answered questions from the committee.

City Manager Andrews was available to answer questions from the committee.

Operations Manager Pletzer was available to answer questions from the committee.

This Informational Item was presented

Alderman Finlayson was present and spoke on the salary line for the Office of Law.

[ID-177-17](#)**Office of Environmental Policy- Overhead Department Review**

Office of Environmental Policy Director Broadbent gave a brief overview of the discussion topic and spoke on the new stormwater management permit, the operational budget for the Office of Environmental Policy, the Urban Forester position, permit compliance reporting, the Environmental Protection Agency (EPA) review, the Municipal Separate Storm Sewer System (MS4) permit, conservation easements and answered questions from the committee.

City Manager Andrews was available to answer questions from the committee.

This Informational Item was presented

Alderman Budge was present and spoke on Green Bonds, funding analysis

estimates.

Alderwoman Finlayson was present and spoke on salaries for staff in the Office of Environmental Policy, the annual collection of stormwater fees, the incremental increase of stormwater fees.

ID-178-17

Human Resources- Overhead Department Review

Human Resources Manager Hopkins gave a brief overview of the discussion topic and spoke on the completion of collective bargaining, the ratified agreements for police and fire, the American Federation of State and County Municipal Employees' (AFSCME) union, the Classification and Compensation study, stepping away from the MUNIS Software on-line application process for a more interactive and established process and answered questions from the committee.

Operations Manager Pletzer & Assistant Finance Director Leaman were available to answer questions from the committee.

This Informational Item was presented

Alderman Budge was present and spoke on the budgetary cost of new on-line application, Management Information Technology (MIT's) review of the new on-line application system,

Alderman Kirby was present and spoke on the expense line items for Human Resources.

Alderwoman Finlayson was present and spoke on the conversion of contract employees to permanent positions and director positions that have changed to management positions.

ID-179-17

MIT- Overhead Department Review

Acting Management Information Technology Manager (MIT) Smith & Geographic Information Systems (GIS) Coordinator Wampler gave a brief overview of the discussion topic and spoke on the city's new web-site, interactive maps, networks and servers, the upgrade anti-virus, implemented services that allow remote connection to city Personal Computers (PC's) and re-drawing of the harbor lines and answered questions from the committee.

This Informational Item was presented

Alderman Budge was present and spoke on the importance of coordination between departments and our Management Information Technology (MIT) division when considering new software.

ID-181-17

Purchasing- Overhead Department Review

Procurement Officer Snyder gave a brief overview of the discussion topic and spoke on the 2017 purchasing procurements, bridged contracts, the contractor list, the status of purchase orders, using Gov Deals for auctions and answered questions from the committee.

This Informational Item was presented

ID-180-17

Finance- Overhead Department Review

Assistant Finance Director Leaman and Operations Manager Pletzer gave a joint presentation on the discussion topic and spoke on the departments budget, the Open Government budget platform, the Budget Officer position and answered questions from the committee.

This Informational Item was presented

3. Adjournment

Upon motion duly made, seconded and adopted, the meeting was adjourned at 4:18 p.m.

**Cyndi Gaines
City Council Associate**