



City of Annapolis  
Signature Copy  
Charter Amendment: CA-2-19

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

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**File Number: CA-2-19**

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

CITY COUNCIL OF THE  
**City of Annapolis**

Charter Amendment 2-19

Introduced by: Mayor Buckley

Referred to  
Rules and City Government Committee

A CHARTER AMENDMENT Resolution concerning

**City Manager - Powers and Duties**

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

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

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

**THE CHARTER**  
**Article VI - OPERATIONS**

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

- (a) There shall be a city manager in the office of the mayor who shall be the chief administrative officer of the city. The city manager shall be the direct subordinate of the mayor and shall have supervisory authority over the department directors as provided for by the City's organizational chart that is

prepared by the mayor and accepted by the City Council.

- (b) The city manager shall be appointed by the mayor and confirmed by the city council based solely on his or her experience and credentials as a city manager. The city manager may be removed from office by the mayor or by the City Council. The city manager shall have had, prior to appointment, an advanced degree in business or public administration from an accredited college or university and at least eight ~~(8)~~ years' experience in local government management AT THE EXECUTIVE LEVEL. The city manager shall be thoroughly familiar with contemporary budgeting and accounting practices.
- (c) The city manager shall devote full time to the duties of the office.
- (d) The compensation of the city manager shall be fixed by the mayor according to the provisions of an executive pay plan formulated by the Council Compensation Commission and adopted by ordinance. If the city manager is hired during an interim year, the mayor and council shall determine the compensation based upon the recommendations from the Finance Committee.
- (e) The city manager shall have the following additional powers and duties:
  - (1) To administer the day-to-day operations of the municipal government and oversee the delivery of municipal services;
  - (2) To exercise supervisory authority over the department directors, as provided for by the City's organizational chart that is prepared by the mayor and accepted by the City Council;
  - (3) To direct the operations of the city government;
  - (4) To supervise the preparation of the city budget;
  - (5) To advise the mayor AND CITY COUNCIL in the formation of policy and the implementation of plans to address demands for municipal services, enhance the quality of life, and strengthen the economic vitality of the city;
  - (6) To perform such duties not inconsistent with this Charter as may be delegated by the mayor from time to time;
  - (7) TO PROVIDE A MONTHLY STATUS REPORT SUMMARIZING RECENT NOTEWORTHY ACTIVITIES OF CITY OPERATION INCLUDING DEPARTMENT AND OFFICE UPDATES, PERFORMANCE MANAGEMENT MILESTONES, AND ACTIVITIES OF THE MAYOR'S OFFICE. THE MONTHLY CITY MANAGER'S REPORT SHALL BE POSTED ON THE CITY'S WEBSITE AND AVAILABLE TO THE PUBLIC;" AND SEQUENTIALLY RENUMBER THE SUBSEQUENT PARAGRAPHS ACCORDINGLY;
  - ~~(78)~~ To adjust parking rates in City-owned parking garages and parking lots to the extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of Annapolis. The City Manager may appoint a designee to determine any such adjustments to parking rates in City-owned parking garages and parking lots;
  - ~~(89)~~ To supervise the daily operations of the office of management information technology; AND
  - ~~(910)~~ To supervise the daily operations of the office of environmental policy; and
  - ~~(1011)~~ TO SUPERVISE THE DAILY OPERATIONS OF ~~administer~~ the human resources ~~OFFICE~~ affairs of the city, including, ~~but not limited to:~~
    - (i) Administering a civil service system;
    - (ii) Conducting investigations and examinations for appointment or promotion in the civil service; and
    - (iii) Administering certain other activities related to the payment, benefits, training, discipline, and retirement of city officials and employees.

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

**SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that a notice of public hearing was published on the proposed charter amendment, at least 21 days in advance of the public hearing that was held on June 3, 2019.

**SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the date of adoption of this Resolution is June 10, 2019, and the amendments of the Charter of the City of Annapolis, hereby enacted shall become effective on July 30, 2019, unless a proper petition for referendum hereon shall be filed as permitted by law within 40 days of adoption, provided a complete and exact copy of this Resolution shall be continuously posted on the bulletin board in the City Hall until July 22, 2019, and provided further that a copy of the title of this Resolution shall be published in "The Capital," a newspaper of general circulation in the City of Annapolis, or in any other newspaper of such general circulation, once in each of the weeks on, June 28, 2019, July 5, 2019, July 12, 2019, and July 19, 2019.

**SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions of Section II hereof, and, as evidence of such compliance, the Mayor shall cause to be maintained appropriate certificates of publication of the newspaper or newspapers in which the title of the Resolution shall have been published and if a favorable referendum is held on the Charter change, shall declare the Charter change hereby enacted to be effective on July 30, 2019, by affixing his signature hereto in the space provided on the effective date of change.

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

The above Charter Amendment was enacted by the foregoing Resolution which was passed at a Meeting of the Annapolis City Council on June 10, 2019; 7 voting in the affirmative, 1 voting in the negative, 0 abstaining and 0 absent and the said Resolution becomes effective in accordance with law on the 30th day of July, 2019.

**EXPLANATION**

UPPERCASE indicates matter added to existing law.

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

Underlining indicates amendments.


ADOPTED this 10th day of June, 2019.

THE ANNAPOLIS  
CITY COUNCIL

  
\_\_\_\_\_  
Gavin Buckley

Date 7/8/19

ATTEST

  
\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC

Date 7/8/19