



160 Duke of Gloucester Street  
Annapolis, MD 21401

**Signature Copy**  
O-1-20

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**..Title**

**Exempt Service** – For the purpose of correcting certain exempt service position titles.

**..Body**

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 1-20**

**Introduced by: Mayor Buckley**

**Referred to**

**Rules and City Government Committee**

**90 day Rule: 4/13/20**

**AN ORDINANCE** concerning

**Exempt Service**

**FOR** the purpose of correcting certain exempt service position titles.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2020 Edition  
3.08.030

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

**Title 3 – HUMAN RESOURCES**

**Chapter 3.08 – EXEMPT SERVICE**

**Section 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:

<b>Position</b>	<b>Grade</b>
Executive Office Associate	A10
Recruitment/Employee Relations Administrator	A15
Communications Officer	A15
Deputy Fire Chief	F18
Human Resources Manager	A19
Director of Transportation	A20
Director of Office of Environmental Policy	A20
Director of Recreation and Parks	A20
City Attorney	A20
Assistant City Attorney	A18
Attorney I	A14
Attorney II	A16
Director of Finance	A20
Director of Planning and Zoning	A20
Constituent Services Officer	A14
Community Services Specialist	A10
Community Engagement Administrator	A14
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
Economic Development Manager	A17
Development/Events Specialist	A12
Chief of Staff	A16
Director of the Office of Emergency Management	A20
Management Information Technology Manager	A19

2. The salary of the Mayor for the term of office commencing on the first Monday in December, 2017, shall be an annual salary of ninety-eight thousand dollars and an entitlement to the benefits afforded to the City's exempt service employees.
  3. The salary of each Alderman and Alderwoman for the term of office commencing on the first Monday in December, 2017, shall be an annual salary of fifteen thousand dollars. Each Alderman and Alderwoman shall be afforded an annual allowance of one thousand five hundred dollars to be used exclusively for education and training. Aldermen and Alderwomen shall participate in the Maryland State Retirement and Pension System.
  4. The salary of the City Manager shall be:
    - i. Salary and Performance Reviews. A base salary for the City Manager ranging from one hundred thirty thousand dollars to one hundred eighty thousand dollars per year, with incremental increases based upon annual performance reviews conducted by the Mayor. The initial base salary shall be fixed within the provided range based upon the City Manager's education and employment experience. The annual performance review shall be based upon criteria established in advance by the Mayor in consultation with the Manager of Human Resources. The base salary and increments shall be subject to cost of living increases (COLAS) every two years, based upon COLAS awarded to other City exempt service employees during the two-year period. The City Manager's compensation shall be subject to reduction to the same extent as other City exempt service employees, including reductions based upon furloughs or similar actions.
    - ii. Benefits. The City Manager is entitled to receive the same benefits as other City exempt service employees, including but not limited to inclusion in the City's health care and retirement plans, in which the City and the employee contribute in the same proportion as other City exempt service employees.
    - iii. Allowances. The City shall provide the City Manager with a City vehicle, or additional compensation to reimburse the use of a personally-owned vehicle.
    - iv. Severance Pay. Three months' severance pay of salary if a City Manager has been removed from the position without cause, but there shall be no severance pay if the removal is for cause. Grounds for removal that constitute cause shall be 1) conviction of a felony or a crime of moral turpitude; or 2) malfeasance or misfeasance in office.
- B. Salary raises for the list of positions included in the table in Section 3.08.030A.1:
1. Shall be justified by a performance evaluation by the City Manager or the Mayor, whichever is the Appointing Authority, that exceeds the minimum requirements for the position and shall be entirely at the discretion of the City Manager or the Mayor, with the exception of those positions listed in Subsection (B)(2) of this Section;
  2. Shall be justified for the following positions by a performance evaluation by the Department Director that exceeds the minimum requirements for the position:
    - i. Deputy Fire Chiefs
    - ii. Police Captains
    - iii. Police Major
    - iv. Recruitment/Employee Relations Administrator
    - v. Assistant City Attorney
    - vi. Attorney I
    - vii. Attorney II
    - viii. Public Information Officer and Quartermaster

- ix. Economic Development Manager.
  3. May not be awarded to an individual more frequently than once per year;
  4. May not be for an amount exceeding one pay step in the grade range for the position as set in Subsection (A)(1) of this Section;
  5. May 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 provided pay as follows:
1. If the employee is appointed to a position in a higher grade, the salary shall be at a rate 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.
  2. If the employee is appointed to a position in a lower grade or if the position is reclassified to a classification in a lower grade or if the employee's classification is reallocated to a lower grade, the employee's new pay shall be at a level within the new grade that is closest to and not lower than the level at which the employee was paid in the former grade. If the level at which the employee was paid in the former grade is more than the maximum pay for the new grade, the employee's new pay shall remain the same as the employee's pay in the former grade and the employee is not eligible for any form of pay increase unless or until the maximum pay in the new grade is increased to a level that exceeds the employee's pay.
- E. The Mayor, City Manager, or Department Director, whichever is the Appointing Authority, may make an initial appointment at a salary greater than the first step of the assigned grade for positions that report to them. Appointments to the following positions 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:
1.
    - i. Administrative Assistant
    - ii. Assistant City Manager
    - iii. Executive Office Associate
    - iv. Chief of Staff
    - v. Communications Officer
    - vi. Constituent Services Officer
    - vii. Community Engagement Administrator
    - viii. Community Services Specialist
    - ix. Development/Events Specialist
    - x. Deputy Fire Chiefs
    - xi. Police Captains
    - xii. Police Major
    - xiii. Recruitment/Employee Relations Administrator
    - xiv. Assistant City Attorney
    - xv. Attorney I
    - xvi. Attorney II
    - xvii. Public Information Officer and Quartermaster
    - xviii. Economic Development Manager

- F. The appointment and initial salary for the following positions is subject to confirmation by the City Council:
1. i. City Manager
  - ii. City Attorney
  - iii. Police Chief
  - iv. Fire Chief
  - v. Director of Transportation
  - vi. Director of Recreation and Parks
  - vii. Director of Finance
  - viii. Director of Planning and Zoning
  - ix. Director of Public Works
  - x. Director of the Office of Emergency Management
  - xi. Director of the Office of Environmental Policy
  - xii. ~~Director of Human Resources~~ MANAGER
  - xiii. Management Information Technology ~~Director~~MANAGER.

**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:**

UPPERCASE indicates matter added to existing law.  
 Strikethrough indicates matter stricken from existing law.  
Underlining indicates amendments.

ADOPTED this 24<sup>th</sup> day of February, 2020.

Aye: 7 Mayor Buckley, Alderwoman Tierney, Alderman Paone,  
 Alderwoman Pindell Charles, Alderman Gay, Alderman Savidge,  
 and Alderman Arnett

Absent: 2 Alderwoman Finlayson and Alderman Rodriguez

THE ANNAPOLIS CITY  
 COUNCIL

Gavin Buckley Date: 5/26/20  
 Gavin Buckley, Mayor

ATTEST Regina Watkins-Eldridge Date: 5/26/20  
 Regina Watkins-Eldridge, MMC,  
 City Clerk

