

1 **..Title**  
2 **Office of Community Services - Established** – For the purpose of establishing the Office  
3 of Community Services; updating the powers and duties of the City Manager, and generally  
4 relating to the Office of Community Services.

5 **..Body**

6 **CITY COUNCIL OF THE**  
7 **City of Annapolis**

8  
9 **Charter Amendment 1-21**

10  
11 **Introduced by: Mayor Buckley**  
12 **Co-sponsored by:**

13  
14 **Referred to**  
15 **Finance Committee**  
16 **Housing and Human Welfare Committee**  
17 **Public Safety Committee**  
18 **Rules and City Government Committee**  
19 **90 day Rule: \_\_\_\_\_**  
20  
21

22 **A CHARTER AMENDMENT** Resolution concerning

23  
24 **Office of Community Services - Established**

25  
26 **FOR** the purpose of establishing the Office of Community Services; updating the powers  
27 and duties of the City Manager, and generally relating to the Office of Community  
28 Services.  
29

30 **BY** repealing and reenacting with amendments the following portion of the Annapolis  
31 Charter:  
32 Article VI, Section 2B  
33  
34

35 **SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
36 Charter of the City of Annapolis shall be amended to read as follows:  
37

38 **THE CHARTER**  
39 **Article VI – OPERATIONS**

40  
41 **Sec. 2B. City manager.**

42  
43 (a) There shall be a city manager in the office of the mayor who shall be the chief  
44 administrative officer of the city. The city manager shall be the direct subordinate of  
45 the mayor and shall have supervisory authority over the deputy city manager for

1 resilience and sustainability and department directors as provided for by the City's  
2 organizational chart that is prepared by the mayor and accepted by the City Council.

3 (b) The city manager shall be appointed by the mayor and confirmed by the city council  
4 based solely on his or her experience and credentials as a city manager. The city  
5 manager may be removed from office by the mayor or by the City Council. The city  
6 manager shall have had, prior to appointment, an advanced degree in business or  
7 public administration from an accredited college or university and at least eight years'  
8 experience in local government management at the executive level. The city manager  
9 shall be thoroughly familiar with contemporary budgeting and accounting practices.

10 (c) The city manager shall devote full time to the duties of the office.

11 (d) The compensation of the city manager shall be fixed by the mayor according to the  
12 provisions of an executive pay plan formulated by the Council Compensation  
13 Commission and adopted by ordinance. If the city manager is hired during an interim  
14 year, the mayor and council shall determine the compensation based upon the  
15 recommendations from the Finance Committee.

16 (e) The city manager shall have the following additional powers and duties:

17 (1) To administer the day-to-day operations of the municipal government and  
18 oversee the delivery of municipal services;

19 (2) To exercise supervisory authority over the deputy city manager for resilience and  
20 sustainability and department directors, as provided for by the City's  
21 organizational chart that is prepared by the mayor and accepted by the City  
22 Council;

23 (3) To direct the operations of the city government;

24 (4) To supervise the preparation of the city budget;

25 (5) To advise the mayor and City Council in the formation of policy and the  
26 implementation of plans to address demands for municipal services, enhance the  
27 quality of life, and strengthen the economic vitality of the city;

28 (5) To perform such duties not inconsistent with this Charter as may be delegated by  
29 the mayor from time to time;

30 (7) To provide a monthly status report summarizing recent noteworthy activities of  
31 city operation including department and office updates, performance  
32 management milestones, and activities of the mayor's office. The monthly city  
33 manager's report shall be posted on the city's website and available to the public;  
34 and sequentially renumber the subsequent paragraphs accordingly;

35 (8) To adjust parking rates in City-owned parking garages and parking lots to the  
36 extent permitted, pursuant to 12.04.040 A.6. of the Code of the City of  
37 Annapolis. The City Manager may appoint a designee to determine any such  
38 adjustments to parking rates in City-owned parking garages and parking lots;

39 (9) To supervise the daily operations of the office of management information  
40 technology; ~~and~~

41 (10) TO SUPERVISE THE DAILY OPERATIONS OF THE OFFICE OF  
42 COMMUNITY SERVICES; AND

43 (~~1011~~) To supervise the daily operations of the human resources office of the city,  
44 including:

45 (i) Administering a civil service system;

- 1 (ii) Conducting investigations and examinations for appointment or promotion  
2 in the civil service; and  
3 (iii) Administering certain other activities related to the payment, benefits,  
4 training, discipline, and retirement of city officials and employees.
- 5 (f) In the event of a vacancy in the position of city manager, the mayor shall promptly  
6 appoint a qualified person to serve as acting city manager. The acting city manager  
7 may exercise all the powers of the city manager and enjoys the same immunity  
8 accorded the city manager. The acting city manager shall receive such  
9 compensation as determined by the mayor that is consistent with the executive pay  
10 plan. However, if the position of city manager remains vacant for more than six  
11 months, no compensation may be paid to an acting city manager without the  
12 approval of the Council at every six-month interval.  
13  
14

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

19  
20 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
21 **COUNCIL** that the date of adoption of this Resolution is \_\_\_\_\_, 2021, and the  
22 amendments of the Charter of the City of Annapolis, hereby enacted shall become effective  
23 on \_\_\_\_\_, 2021, unless a proper petition for referendum hereon shall be filed as permitted  
24 by law within 40 days of adoption, provided a complete and exact copy of this Resolution  
25 shall be continuously posted on the bulletin board in the City Hall until \_\_\_\_\_, 2021, and  
26 provided further that a copy of the title of this Resolution shall be published in "The  
27 Capital," a newspaper of general circulation in the City of Annapolis, or in any other  
28 newspaper of such general circulation, once in each of the weeks on, \_\_\_\_\_, 2021,  
29 \_\_\_\_\_, 2021, \_\_\_\_\_, 2021, and \_\_\_\_\_, 2021.  
30

31 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
32 **COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions  
33 of Section III hereof, and, as evidence of such compliance, the Mayor shall cause to be  
34 maintained appropriate certificates of publication of the newspaper or newspapers in which  
35 the title of the Resolution shall have been published and if a favorable referendum is held  
36 on the Charter change, shall declare the Charter change hereby enacted to be effective on  
37 \_\_\_\_\_, 2021, by affixing his signature hereto in the space provided on the effective date of  
38 change.  
39

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

1  
2 The above Charter Amendment was enacted by the foregoing Resolution which  
3 was passed at a Meeting of the Annapolis City Council on \_\_\_\_\_, 2021; \_\_\_\_\_ voting in  
4 the affirmative, \_\_\_\_\_ voting in the negative, \_\_\_\_\_ abstaining and \_\_\_\_\_ absent and the  
5 said Resolution becomes effective in accordance with law on the \_\_ day of \_\_\_\_\_ 2021.  
6

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8 **EXPLANATION**

9 UPPERCASE indicates matter added to existing law.

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

11 Underlining indicates amendments.