



# City of Annapolis

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

## Standing Committee Minutes - Final Finance Committee

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Tuesday, April 15, 2014

5:00 PM

Mayor John T. Chambers, Jr.  
City Council Chambers

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### 1. Call To Order

The Chair called the Meeting to order at 5:01 p.m. Alderman Paone arrived at 5:29 pm

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

### 2. General Discussion

#### Law Office Budget

*Acting City Attorney Murnane spoke on the Law Office Budget. Mr. Murnane reviewed his budget questions (attached). Mr. Murnane stated that the primary change in the budget is a decrease in the use of outside council. Mr. Murnane also discussed workers compensation policy.*

#### Mayors Office Budget

*Acting City Manager Woodward discussed the Mayors Office Budget. Mr. Woodward answered the Finance Committee questions (attached). Mr. Woodward stated that there are reductions in the supply and project budgets in the Mayor's Office and an increase in the salary and benefits budget that reflects the city wide increase in salaries.*

*Alderman Arnett requested more information on the office structure and job descriptions in the Mayors Office.*

#### Management Information Technology Budget

*Director of Information Technology Thorn discussed his departments budget. Mr. Thorn answered the Finance Committee questions (attached). Mr. Thorn stated that there are reductions in materials and supplies, training and education, and repair and maintenance. Contract services are proposed to be increased in FY 2015. Mr. Thorn suggested raising revenues by charging convenience fees for various online services or at least payment transaction services. The committee discussed the conversion to Google Apps and ongoing costs related to MUNIS.*

*Mr. Miller commented on the fees related to MUNIS and Google Apps.*

#### Purchasing

*Purchasing Officer Snyder discussed his departments budget. Mr. Snyder answered the Finance Committee questions (attached).*

*Mr. Snyder stated that the Mayors budget has a projected increase of 5.23% in Salaries and benefits and an operating account decrease of 74.4% due to the removal of a onetime expense of \$40,000 for consulting services to review the efficiency of the Purchasing Department by consultants from the National Institute of Governmental*

*Purchasing (NIGP).*

*Mr. Miller discussed the draft Transportation Budget. (attached). Alderman Budge requested a version of the spreadsheet with all the costs and revenue filled in before the next budget hearing.*

### **3. Adjournment**

**Upon motion duly made, seconded and adopted, the meeting was adjourned at**

**7:05 p.m.**