



## Legislation Text

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**File #:** CA-1-24, **Version:** 1

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**Department of Central Services** - For the purpose of reconstituting the Department of Central Services in the City Charter; moving public purchasing duties from the Finance Department to the Department of Central Services, and moving facilities management, fleet operations, and fleet replacement duties from the Department of Public Works to the Department of Central Services; and generally related to Department of Central Services responsibilities.

### **CITY COUNCIL OF THE City of Annapolis**

#### **Charter Amendment 1-24**

**Introduced by:** Mayor Buckley

**Co-sponsored by:**

**Referred to**

Rules and City Government Committee

**A CHARTER AMENDMENT** Resolution concerning

#### **Department of Central Services**

**FOR** the purpose of reconstituting the Department of Central Services in the City Charter; moving public purchasing duties from the Finance Department to the Department of Central Services, and moving facilities management, fleet operations, and fleet replacement duties from the Department of Public Works to the Department of Central Services; and generally related to Department of Central Services responsibilities.

**BY** enacting the following portions of the City Charter:  
**Article IV, Section 12 - Department of central services**

**BY** repealing and reenacting the following portions of the City Charter:  
**Article IV, Section 3 Finance Department**  
**Article IV, Section 10 - Deparmtent of public works**

**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**

##### **Section 12 - Department of central services**

- (a) The department of central services shall be administered by a director of the department of central services. The director shall be appointed based on their knowledge and experience, including having obtained at least a bachelor's degree and at least 5 years of progressively responsible experience in procurement, fleet management, or facility management, with at least three of those years having served in a managerial role.
- (b) The department of central services shall have the following powers and duties:
- 1) To administer city purchasing services;
  - 2) To administer maintenance and oversight of all city work and office spaces, governmental buildings and city-owned or leased real properties;
  - 3) To administer space management and planning;
  - 4) To maintain inventory records for real property, fixtures, and furniture;
  - 5) To administer maintenance and oversight of all city vehicles; and
  - 6) To administer the City of Annapolis television studio.

## THE CHARTER

### Article IV - OPERATIONS

#### Sec. 3. Finance department.

- (a) The finance department shall be administered by the finance director. The director shall be appointed on the basis of his knowledge and experience in governmental accounting and budgeting and in public financial administration, of which three (3) years shall have been in an executive or supervisory capacity. The finance director is responsible for the powers and duties of the department as set forth in paragraph (b) of this section.
- (b) The finance department shall have the following powers and duties:
- (1) To collect city taxes, fees, charges, and certain state and county taxes imposed in the city.
  - (2) To administer the financial affairs of the city, the receipt of all revenues, the custody of all funds and securities, the disbursement of all funds, and the keeping of all accounts.
  - (3) To assist in the formulation of operating and capital budgets.
  - (4) ~~To administer city purchasing services.~~
  - (5) To administer the risk management functions in the City of Annapolis.

## THE CHARTER

### Article IV - OPERATIONS

#### Sec. 10. - Department of public works.

- (a) The department of public works shall be administered by the director of public works. The director of public works shall be appointed on the basis of his knowledge and experience in civil and sanitary

engineering works of which at least five (5) years shall have been in an executive or supervisory capacity. The director shall have a degree in civil, mechanical or sanitary engineering and shall be a registered professional engineer in the State of Maryland or shall, at the time of appointment, be a registered professional engineer in another state of the United States and, within eighteen (18) months of the date of appointment, become a registered professional engineer in the State of Maryland.

(b) The department of public works shall have the following powers and duties:

- (1) To be responsible for surveys, reports, maps, drawings, specifications and estimates related to public works and utilities.
- (2) To be the custodian of maps, plans and plats of public improvements.
- (3) To construct or to administer contracts for the construction of capital projects.
- (4) To construct and maintain roadways, bridges, storm drains and other public improvements.
- (5) To construct, maintain and operate a water production and distribution system.
- (6) To construct, maintain and operate a sanitary sewerage collection and disposal system.
- (7) To operate a refuse collection and disposal system.
- (8) ~~To administer maintenance and oversight of all city offices, governmental buildings and city-owned or leased properties.~~
- (9) ~~To administer space management and planning.~~
- (10) ~~To maintain inventory records for real property, fixtures, and furniture.~~
- (11) To enforce rules and regulations governing sewer pretreatment and stormwater management in the city.

**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 .

**SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the date of adoption of this Resolution is \_\_\_\_, 2024, and the amendments of the Charter of the City of Annapolis, hereby enacted shall become effective on \_\_\_\_, 2024, 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 \_\_\_\_, 2024, 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, \_\_\_\_, 2023, \_\_\_\_, 2024, \_\_\_\_, 2024, and \_\_\_\_, 2024.

**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 \_\_\_\_, 2024, 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 \_\_\_\_\_, 2024; \_\_\_\_\_ voting in the affirmative, \_\_\_\_\_ voting in the negative, \_\_\_\_\_ abstaining and \_\_\_\_\_ absent and the said Resolution becomes effective in accordance with law on the \_\_\_ day of \_\_\_\_\_ 2024.