



Legislation Text

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**Annual City Budget Submission Dates** - For the purpose of amending the date for submission of the proposed annual operating budget; amending the date for submission of the proposed capital budget; amending the date for submission of collective bargaining agreements; and matters generally relating to the submission of the annual city budget.

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 3-17 Amended**

**Introduced by: Alderwoman Finlayson and Alderman Arnett**

**Referred to**

Finance Committee  
Financial Advisory Board  
Rules and City Government

**AN ORDINANCE** concerning

**Annual City Budget Submission Dates**

**FOR** the purpose of amending the date for submission of the proposed annual operating budget; amending the date for submission of the proposed capital budget; amending the date for submission of collective bargaining agreements; and matters generally relating to submission of the annual city budget.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis,  
2016 Edition

2.12.020  
3.32.060  
6.16.010  
6.16.030

**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 2 - ADMINISTRATION  
Chapter 2.12 - Mayor**

**Section 2.12.020 - Powers and duties.**

In addition to all other duties and powers conferred upon the Mayor pursuant to the Charter and Code, the Mayor has the following additional powers and duties:

- A. Generally. The Mayor has the responsibility for the faithful execution of the ordinances of the City and is the Chief Executive Officer and Administrative Director of the City government.
- B. Reports and Recommendations to Aldermen. The Mayor shall give an annual report to the City Council setting forth the conditions of municipal affairs and making recommendations as the Mayor deems proper for the public good and welfare of the City. The annual report shall be given no later than the date on which the Mayor submits the proposed annual budget for the City to the Finance Committee, as set forth in Subsection C of this section.
- C. In consultation with the Director of Finance and all other department directors, the Mayor shall prepare, or have prepared an annual operating budget and shall submit it to the City Council ~~no later than the~~ second Monday in March of each year. The Mayor shall supervise the administration of the budget as adopted by the Council.
- D. Committee Appointments. The Mayor shall recommend to the City Council all appointments to aldermanic standing committees but all appointments shall be confirmed by a majority of the City Council.
- E. Full-time Devotion. The Mayoralty shall be a full-time office. The Mayor shall be available to meet with the general public at all convenient times. The Mayor shall preside over all meetings of the City Council and the Mayor shall have one vote, the same as each Alderman, but shall vote first, and shall perform all of the duties of the chairperson as designated under the current edition of Robert's Rules of Order, Newly Revised.
- F. Meetings with Department Directors. The Mayor shall convene a meeting with all department directors at least once in each week for the purpose of coordinating the operation of the government.
- G. Ombudsman. The Mayor shall be responsible for designating an individual from his/her office to serve as an ombudsman for the City of Annapolis. All citizen complaints shall be directed to the ombudsman who will arrange to have each complaint reduced to writing and directed to the appropriate department with copies sent to the aldermen.
- H. Special Events Coordinator. Subject to the provisions of Chapter 14.18 of this Code, the Mayor shall designate a Special Events Coordinator to be responsible for assisting those who apply to hold special events in the City of Annapolis by providing a single point of contact for the City of Annapolis, advising of necessary permits, fees and other City requirements, assisting in the development of special event applications and fees where appropriate, and working with businesses and residents to recognize and resolve matters arising from special events.
- I. Workforce Development. The Mayor, or his or her designee, shall be responsible for enhancing employment opportunities for all residents, especially women, minorities, and youth, by serving as a resource for workforce development activities and programs related to the economic vitality of the City of Annapolis.
- J. Small, Minority, and Disadvantaged Business Development. The Mayor, or his or her designee, shall be responsible for facilitating the growth of new and emerging small, minority, and/or disadvantaged businesses in the City of Annapolis. This facilitation shall include, but shall not be limited to, coordinating access to existing Federal, State, County and local initiatives that support new and emerging small, minority and/or disadvantaged businesses, especially with respect to initiatives that expand access to procurement opportunities and/or financial, accounting, legal and marketing support.
- K. The Mayor shall have such other duties as may be prescribed by the Charter and this Code, or as may be required of the Mayor by the City Council, not inconsistent with the Charter and Code.

## TITLE 3 - HUMAN RESOURCES

### Chapter 3.32 - EMPLOYEE-MANAGEMENT RELATIONS

#### Section 3.32.060 - Negotiations.

A. Upon recognition of an employee organization as the exclusive representative of the employees in an appropriate unit, the employer and the employee organization shall have the duty, through appropriate officials or their representatives, to negotiate collectively and in good faith with respect to the terms and conditions of employment of employees in the unit. To negotiate with each other in good faith shall mean that each party shall keep the other informed on all matters within the scope of the representation and give reasonable written notice of any action proposed to be taken.

B. Negotiations with an employee organization which has been accorded exclusive recognition may be conducted during the duty hours of the employee organization representatives involved in the negotiations, if they are employees within the appropriate unit, provided their attendance does not interfere seriously with the normal operations of the City and upon notice to their supervisor.

C. The City Manager shall act as the City's primary representative for the purpose of conducting any negotiations or other relationships between any recognized employee organization and the City government.

D. The parties shall begin negotiations not later than October prior to the beginning of the effective fiscal year. When the parties reach agreement, they shall prepare a written memorandum of such agreement and submit it to the City Council for its ratification or rejection. To have the results of any agreement considered by the City Council, that agreement must conform to the City's fiscal year or years and be submitted to the Mayor by the ~~LATER OF THE first Monday in February~~ APRIL OR ONE WEEK AFTER THE DATE THAT THE COMPTROLLER OF MARYLAND PROVIDES THE CITY WITH ANTICIPATED PROPERTY TAX REVENUES FOR THE UPCOMING CITY FISCAL YEAR prior to the beginning of the effective fiscal year THIRD MONDAY OF MARCH so as to allow the financial impact of any negotiations to be included in the Mayor's annual budget submission under Section 6.16.010. However, any agreement governing the relationship between the City and any recognized employee organization shall be entered into consistent with provisions of this section and all other applicable laws or ordinances of the City. In the event of any conflict or inconsistency between a collective bargaining agreement entered into between the City and a recognized employee organization and any Federal, State or City law, the provisions of the Federal, State or City law shall prevail.

## TITLE 6 - REVENUE AND FINANCE

### Chapter 6.16 - BUDGET

#### Section 6.16.010 - Annual City budget.

A. The Mayor shall submit the proposed annual operating budget, including the impact of any labor negotiations that are ready for City Council review under Section 3.32.060, to the City Council UPON THE LATER OF THE DATE THE COMPTROLLER OF MARYLAND PROVIDES THE CITY WITH ANTICIPATED PROPERTY TAX REVENUES FOR THE UPCOMING CITY FISCAL YEAR OR ~~no later than~~ AT THE FIRST COUNCIL MEETING ~~the second Monday in March~~ IN APRIL of each year. Upon introduction, the budget shall be referred to the Finance Committee, which shall review and may make

recommendations with regard to the budget and shall submit the budget, together with any recommendations, to the City Council not later than the second Monday in May of each year; and to the Financial Advisory Commission to provide a recommendation to the City Council on the annual operating budget.

B. The annual operating budget adopted by the City Council shall provide a complete financial plan for the fiscal year and shall contain estimates of anticipated revenues and proposed expenditures. The budget shall be divided into the following fund groups: general fund, off-street parking fund, dock fund, market house fund, transportation fund, storm water management fund and refuse collection fund group, and water fund and sewer fund group. The total of the anticipated revenues and any estimated fund balance or retained earnings available for expenditure during the fiscal year within each of the aforesaid categories shall equal or exceed the total of the proposed expenditures within the category. Within each of the aforesaid categories, a portion of the estimated fund equity equivalent to five percent of the associated operation budget shall not be appropriated. Furthermore, unless authorized by the City Council, a portion equivalent to an additional five percent of the associated operating budget shall be comprised of cash or cash equivalents and shall not be appropriated. The budget within each category will be a line-item budget. In addition, under the line items of special projects and contract services there will be an itemization of the expenses to be budgeted. The budget shall be a public record in the office of the Director of Finance, open to public inspection during normal business hours.

**Section 6.16.030 - Capital improvement program and budget.**

A. The Mayor shall submit a proposed capital budget for the ensuing fiscal year and a capital improvement program for the ensuing five fiscal years to the City Council and the Planning Commission UPON THE LATER OF THE DATE THE COMPTROLLER OF MARYLAND PROVIDES THE CITY WITH ANTICIPATED PROPERTY TAX REVENUES FOR THE UPCOMING CITY FISCAL YEAR OR ~~no later than~~ AT THE FIRST COUNCIL MEETING ~~the second Monday in March~~ IN APRIL of each year.

B. The proposed capital improvement program and budget shall be reviewed by the Finance Committee and a recommendation made to the City Council by the second Monday in May of each year. Upon introduction, the budget shall also be referred to the Financial Advisory Commission to provide a recommendation to the City Council on the capital improvement program and budget.

C. The proposed capital improvement program and budget shall be placed upon the agenda of the Planning Commission at its regular monthly meeting or at a special meeting. The agenda shall be published in a newspaper of general circulation in the City seven days prior to the meeting. At this meeting, the commission may accept evidence and testimony as it may judge to be relevant to the proper consideration of the budget and program.

D. The Planning Commission shall review the proposed capital improvement program and budget and submit its recommendations to the City Council no later than the second Monday in May of each year.

E. On or before June 30th, the City Council shall approve a capital budget for the ensuing fiscal year and a capital improvement program for the five fiscal years following the fiscal year.

F. No obligations of the City shall be authorized in any fiscal year for or on account of any capital project not included in the capital budget.

**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**

CAPITAL LETTERS indicate matter added to existing law.

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

Underlining indicates amendments