



## STAFF REPORT ON PROPOSED LEGISLATION

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To: Mayor Jared Littmann

From: Victoria Buckland, Acting City Manager

Date: December 16, 2025

Subject: O-41-25: FY 2026 Changes in Exempt Service Job Classification

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### **Purpose of legislation**

The purpose of this legislation is to update the classification grades for City employees in exempt service positions; and generally related to City employee salaries for exempt service positions.

### **Impact of legislation on operations**

The Deputy Chief of Staff serves as an extension of the Chief of Staff, with primary responsibility for executing and managing the Mayor's policy and operations within the Mayor's Office Team. The Chief of Staff operates at a strategic, citywide level advising the Mayor and City Manager, setting priorities, and managing the overall flow of information and implementation of the priorities citywide.

The Deputy Chief of Staff will oversee key policy initiatives, ensure alignment across departments, and drive implementation and follow-through of legislation. The Deputy Chief of Staff acts as the primary liaison to the City Council, coordinating legislative strategy, facilitating communication, and supporting council-related policy initiatives. Also, the Deputy Chief of Staff will troubleshoot stalled or complex projects, coordinate policy, and manage day-to-day operations of the Mayor's Office Team. The Deputy Chief of Staff enables the Chief of Staff to remain focused on high-level strategy, leadership, and decision-making.

**Impact of legislation on staffing**

This change will enable the new administration to fully engage with the City Council and other jurisdictions and levels of government by providing a dedicated position to act as a policy liaison. This will help ensure that the Council stays abreast of developments and has a clear point of contact for addressing questions and priorities. It will also help keep the City of Annapolis aligned with close partners such as Anne Arundel County and the State. Having someone dedicated to this purpose will also free up time for the Mayor and Chief of Staff to focus on high-level strategy, leadership, and decision-making.

*Prepared by Victoria Buckland, Acting City Manager, and Neilye Garrity, Chief of Staff*