

**CITY OF BALTIMORE  
COUNCIL BILL 22-0087R  
(Resolution)**

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Introduced by: Councilmembers Burnett, Ramos, Conway, Middleton, Porter, Bullock

Introduced and read first time: January 10, 2022

Assigned to: Rules and Legislative Oversight Committee

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REFERRED TO THE FOLLOWING AGENCIES: City Solicitor, City Administrator

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A RESOLUTION ENTITLED

1 A COUNCIL RESOLUTION concerning

2 **Informational Hearing – Office of the Chief Administrative Officer - Annual Review**

3 FOR the purpose of requesting that the Chief Administrative Officer and Deputy Chief  
4 Administrative Officer come before the City Council to initiate the process of annually  
5 reviewing the duties of the Office; requiring the review to include an evaluation of the prior  
6 year’s performance metrics; requesting the Officers and the Council establish goals and  
7 objectives for the upcoming year; and requiring the Officer and the Council to identify  
8 municipal service delivery gaps that need to be addressed.

9 **Recitals**

10 The Baltimore City Council passed a Charter Amendment creating the Office of the Chief  
11 Administrative Officer on July 20, 2020. The voters of Baltimore City approved the amendment  
12 on the November 2020 ballot and the Office was subsequently created.

13 The duties of the Office of the Chief Administrative Officer are performed as outlined in the  
14 City Charter or by ordinance of the Mayor and City Council. The Office is responsible for  
15 administering the day-to-day operations of City government and improving the service delivery  
16 by municipal agencies.

17 Performance management is the systematic process by which a governing body works to  
18 improve organizational effectiveness. This process is conducted by setting expectations and  
19 continuously monitoring performance. Ongoing monitoring provides the opportunity to check  
20 how well an individual or entity is meeting predetermined standards. Continually reviewing an  
21 individual’s or entity’s performance can identify performance issues during the appraisal period  
22 and help to address performance problems, rather than wait until the end of the annual review  
23 cycle.

EXPLANATION: Underlining indicates matter added by amendment.  
~~Strike out~~ indicates matter deleted by amendment.

**Council Bill 22-0087R**

1       **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BALTIMORE**, That the  
2 Baltimore City Council requests that the Chief Administrative Officer and Deputy Chief  
3 Administrative Officer come before the City Council to initiate annual reviews of the Office of  
4 the Chief Administrative Officer that will include an evaluation of the prior year’s performance  
5 metrics, the establishment of goals and objectives for the upcoming year, and identification of  
6 municipal service delivery gaps that need to be addressed.

7       **AND BE IT FURTHER RESOLVED**, That a copy of this Resolution be sent to the Chief  
8 Administrative Officer, the Deputy Chief Administrative Officer, and the Mayor's Legislative  
9 Liaison to the Baltimore City Council.