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..Title
Administration - Requiring the City Manager to Provide Staffing Impact Statements on Pending Legislation – For the purpose of requiring staffing reports on charter amendments, ordinances, and resolutions that include the impact of the legislation on staffing levels and duties; changing when staff reports regarding legislation must be submitted to the Council; making clarifying changes to the impacted subsections; and generally related to City Council procedure.

..Body

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance 17-23

**Introduced by: Alderwoman Finlayson
Co-Sponsored by: Ald. Arnett**

Referred to
Rules and City Government Committee

AN ORDINANCE concerning

Administration - Requiring the City Manager to Provide Staffing Impact Statements on Pending Legislation

FOR the purpose of requiring staffing reports on charter amendments, ordinances, and resolutions that include the impact of the legislation on staffing levels and duties; changing when staff reports regarding legislation must be submitted to the Council; making clarifying changes to the impacted subsections; and generally related to City Council procedure.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2022 Edition
2.16.090

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 2.16 - City Council
Article 1 - Rules of Procedure
Section 2.16.090 - Reading, amendment and passage of ordinances, etc.**

Explanation:

~~Strikethrough~~ indicates matter stricken from existing law.
Underlining indicates copyediting or reformatting of existing law
Underlining & red indicate new matter added to the code.

1 **2.16.090(B)**

2
3 **B. Standing Committee and Planning Commission Reviews.**

4 **1. Standing Committees.**

- 5 a. Any ordinance or resolution waiving or reducing city fees shall be
6 referred to the Finance Committee at the meeting of its
7 introduction.
- 8 b. With the exception of referrals to the Planning Commission, all
9 ordinances, resolutions and charter amendments shall be
10 discharged without the necessity of a motion from any committee
11 or commission to which it has been referred ~~ninety~~90 days after
12 first reading.
- 13 c. The ordinance or charter amendment shall thereafter be placed on
14 the agenda of the next regular City Council meeting and all
15 subsequent Council meetings until the Council votes to postpone
16 consideration for a specific amount of time not to exceed ~~ninety~~90
17 days, or votes to adopt or defeat the legislation.

18 **2. Planning Commission.**

- 19 a. All legislation referred to the Planning Commission shall ~~be by~~
20 ~~way of~~first be reviewed by the Department of Planning and Zoning
21 which shall complete its review, make recommendations, and place
22 the legislation on the agenda of the Planning Commission ~~meeting~~
23 ~~that is to take place within sixty days of the first reading by the~~
24 ~~City Council~~for its review and comment, at the Commission's next
25 meeting and in no case later than 60 days from initial introduction
26 of the legislation.
- 27 b. An ordinance that proposes to amend the zoning of any piece of
28 property shall be referred to the Planning Commission and may not
29 be placed upon a City Council agenda until the findings and
30 recommendations of the Planning Commission have been received
31 consistent with ~~Chapter~~Title 21 § 34.
- 32 c. ~~Other~~Legislation referred to the Planning Commission for review
33 and comment shall be discharged without the necessity of a motion
34 from the Planning Commission if no action has been taken within
35 ~~one hundred eighty~~180 days after ~~first reading by the City~~
36 ~~Council~~the legislation's introduction on First Reader.
- 37 d. Upon expiration of the 180 days period referenced in Subsection C
38 above, ~~t~~The legislation shall thereafter be placed on the agenda of
39 the next City Council meeting and all subsequent regular meetings
40 until the City Council votes to postpone consideration for a

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1 specific amount of time not to exceed ~~ninety~~90 days, or votes to
2 adopt or defeat the legislation.

3
4 **2.16.090(E)**

5 E. **Staff Reports.** ~~A fiscal impact note shall be submitted by the Finance Director on~~
6 ~~every ordinance, charter amendment, and resolution no later than the date such~~
7 ~~ordinance, charter amendment, or resolution is to be heard at public hearing. Any~~
8 ~~ordinance or resolution waiving or reducing City fees shall be referred to the~~
9 ~~Finance Committee and then lie on the table after which shall be read the second~~
10 ~~time and final action taken.~~

11 1. The Finance Director shall submit a fiscal impact note on every ordinance,
12 charter amendment, and resolution no later than the date of the
13 legislation's **introduction on First Reader.**

14 2. The City Manager shall submit a staffing impact report on every
15 ordinance, charter amendment, and resolution no later than the
16 legislation's **introduction on First Reader.**

17
18 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY**
19 **THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect immediately
20 upon passage.

Explanation:

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