



City of Annapolis

160 Duke of Gloucester Street
Annapolis, Maryland 21401



Signature Copy

O-17-23

..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.

- B. ~~With the exception of referrals to the Planning Commission, all ordinances, resolutions and charter amendments shall be discharged without the necessity of a motion from any committee or commission to which it has been referred ninety days after first reading. The ordinance or charter amendment shall thereafter be placed on the agenda of the next regular City Council meeting and all subsequent Council meetings until the Council votes to postpone consideration for a specific amount of time not to exceed ninety days, or votes to adopt or defeat the legislation. All legislation referred to the Planning Commission shall be by way of the Department of Planning and Zoning which shall complete its review, make recommendations, and place the legislation on the agenda of the Planning Commission meeting that is to take place within sixty days of the first reading by the City Council. An ordinance that proposes to amend the zoning of any piece of property shall be referred to the Planning Commission and may not be placed upon a City Council agenda until the findings and recommendations of the Planning Commission have been received consistent with Chapter 21.34. Other legislation referred to the Planning Commission shall be discharged without the necessity of a motion from the Planning Commission one hundred eighty days after first reading by the City Council. The legislation shall thereafter be placed on the agenda of the next meeting and all subsequent regular meetings until the City Council votes to postpone consideration for a specific amount of time not to exceed ninety days, or votes to adopt or defeat the legislation.~~

Standing Committee and Planning Commission Reviews.

1. Standing Committees.

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

2. Planning Commission.

- a. All legislation referred to the Planning Commission shall be by way of first be reviewed by the Department of Planning and Zoning which shall complete its review, make recommendations, and place the legislation on the agenda of the Planning Commission meeting that is to take place within sixty days of the first reading by the City Council for its review and comment, at the Commission's next meeting and in no case later than 60 days from initial introduction of the legislation.
- b. An ordinance that proposes to amend the zoning of any piece of property shall be referred to the Planning Commission and may not be placed upon a City Council agenda until the findings and recommendations of the Planning Commission have been received consistent with Chapter Title 21 § 34.
- c. Other legislation referred to the Planning Commission for review and comment shall be discharged without the necessity of a motion from the Planning Commission if no action has been taken within one hundred eighty 180 days after first reading by the City Council the legislation's introduction on First Reader.
- d. Upon expiration of the 180 days period referenced in Subsection C above, the legislation shall thereafter be placed on the agenda of the next City Council meeting and all subsequent regular meetings until the City Council votes to postpone consideration for a specific amount of time not to exceed ninety 90 days, or votes to adopt or defeat the legislation.

2.16.090(E)

- E. A fiscal impact note shall be submitted by the Finance Director on every ordinance, charter amendment, and resolution no later than the date such ordinance, charter amendment, or resolution is to be heard at public hearing. Any ordinance or resolution waiving or reducing City fees shall be referred to the Finance Committee and then lie on the table after which shall be read the second time and final action taken.
1. **Fiscal Impact Note.** The Finance Director shall submit a fiscal impact note on every ordinance, charter amendment, and resolution no later than the date of the legislation's introduction on First Reader.
 2. **Staffing Impact Report.** The City Manager shall submit a staffing impact report on every ordinance, charter amendment, and resolution no later than the date of the legislation's introduction on First Reader.
 3. If the fiscal impact note or staffing impact report are not ready by the date the legislation is set for First Reader, the legislation shall be held until the next City Council meeting agenda.

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

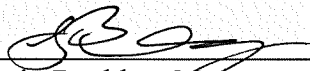
SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL that this ordinance shall take effect immediately upon passage.

ADOPTED this 26th day of September 2023.

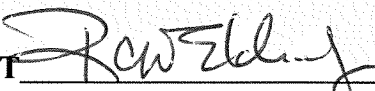
Aye: 7 Alderwoman O'Neill, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Schandelmeier, Alderman Gay, Alderman Savidge and Alderman Arnett

Absent: 2 Mayor Buckley, Alderwoman Tierney

**THE ANNAPOLIS CITY
COUNCIL**


Gavin Buckley, Mayor

Date: 10/10/23

ATTEST 
Regina Watkins-Eldridge, MMC,
City Clerk

Date: 10/10/23