



# LEGISLATIVE SUMMARY

O-17-23

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

This summary was prepared by the City of Annapolis Office of Law for use by members of the Annapolis City Council during consideration of the legislation.

---

### BILL SUMMARY

O-17-23 requires the City Manager to submit a staffing report when legislation is introduced before the City Council. The report would include the impact the legislation has on staffing levels and staff workloads.

It also changes when staffing and financial impact reports must be submitted to the Council; and makes clarifying and copyediting changes to those city code sections, Title 2 § 16.090 subsections B and E.

#### Details:

- 1) The City Manager must submit reports to the City Council on how the proposed legislation would impact City staffing, including whether more staff are needed or if existing staff can handle any new duties.
- 2) The City Manager must submit the staffing report, and the Finance Director must submit the already-required Fiscal Impact Note, to the City Council when the legislation is introduced on First Reader.  
  
Currently, the Finance Director has until what's generally the second step of the legislative process, the public hearing.
- 3) The existing requirement for legislation waiving city fees to be referred to the Finance Committee moves from subsection E to the code section covering requirements for Standing Committees (B). That section also includes Planning Commission legislative review requirements. [see 2.16.090(B)(1)(a)]
- 4) Copyediting changes:
  - Subsections B and E - subtitles have been added, and the copy is split into paragraphs for easier reading
  - Both Subsections B and E - edited for clarification and to comply with the Maryland Legislative Drafting Manual.