



STAFFING IMPACT REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Victoria Buckland, Acting City Manager

Date: August 29, 2025

Subject: O-37-25: Payment Plan Change for Capital Facilities Charges

Purpose of legislation

The purpose of this legislation is to allow applicants of development of six or fewer dwelling units to defer the payment of capital facilities charges for sewer and water and generally related to the Plumbing Code. These fees are currently collected when the building permit for the dwelling unit is issued. The proposed legislation would allow a developer or property owner to delay the payment of the capital facility fees until the issuance of the use and occupancy permit. A use and occupancy permit is issued only after the building and site have been built and found to be in compliance with approved plan and building permits. The current capital facility fees are \$1,700.00 for sewer and \$3,200.00 for water for a total of \$4,900.00 per dwelling unit. Capital facility fees are used to fund the costs of public facilities and infrastructure that are necessary for the increased demand. The proposed legislation would also add a fine if the property were occupied prior to the payment of the capital facility fee.

Impact of legislation on staffing

The City of Annapolis does not anticipate a large increase in requests for payment plans. The City does not anticipate a meaningful increase in the staffing needs of the City.

Prepared by Lisa Minker, Code Enforcement Officer