

Planning & community development

STRATEGIC PLAN

MISSION

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded, for the city and its residents and visitors, through thoughtful planning and guidance of physical growth and change, and the enforcement of city codes which define the quality, character and maintenance of all properties, buildings, and infrastructure in Greenbelt.

VALUES

Every task and project undertaken by the department, whether directly or indirectly, provides service to the community. Accordingly, it is this focus which defines the manner in which the department operates.

Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools to obtain compliance, and not as an ends unto itself.

Plan for all residents of the city – present and future. Represent the interests of all segments of the community, recognizing that everyone is entitled to a safe, healthy and well planned place to live, work, school and recreate.

Respect the opinions of everyone.

GOALS

I. Improve and enhance public safety

Accomplishments

Dedicated additional inspection hours to address resident complaints at Springhill Lake. Assigned inspectors to inspect reconstruction of fire damaged buildings.

Continued special enforcement efforts focused at Northway fields dumping, Roosevelt Center rules and regulations, trash disposal, noise abatement, and handbill violations.

Monitored completion of the reconstruction of the Lakes at Greenbelt Village fire damaged building.

Conducted follow-up inspections of landscaping at the new Post Office and the Hanover Parkway reforestation area.



Inspected all apartment buildings and commercial properties.

Drafted new regulations to address use and location of POD's and dumpsters, and instituted licensing requirements.

Completed State of Maryland sediment and erosion control enforcement authority delegation review and audit, and received maximum delegation of two years.

Continued sediment control and site compliance inspections at new commercial construction sites, such as the Ambulatory Care Center and Belle Point.

Inspected Branchville Road bridge construction at Greenbelt Station for that portion of the bridge within the city.

Obtained an administrative search warrant for inspection and enforcement of an unfit dwelling unit.

Issues

The fundamental function of government is to protect the health, safety and welfare of the public. This can be accomplished through enacting codes, laws and regulations which address issues as diverse as the way buildings are constructed and maintained, to behavior in public places, the way that vehicles may be driven, stopped, parked and stored, and the way sounds and noises may or may not be made. Each of these issues is addressed in the city code. Most are addressed as civil infractions, which are enforced through this department.

All of the enforcement activities undertaken through this department relate to the health, safety and welfare of the public. The most extensive of these regulations address building and property maintenance. Next to criminal activity, the safety of buildings and in particular the places we live, is the most important safety concern of the public. The programs established and directed by the City Council to enforce property maintenance codes reflect the importance of safe and habitable homes.

Recent incidents, both intentional and accidental, at the Springhill Lake Apartments, have heightened the awareness that the quality of this housing complex does not meet the standards or expectations of the city. Poor and untimely response to resident complaints by management at Springhill Lake Apartments has resulted in an increase in the number and seriousness of property maintenance complaints received by the city. By necessity, more inspection staff time is being spent at Springhill Lake, in an effort to improve the day to day maintenance of the property. As staff resources are directed to that property, there is less staff time to invest in other inspection efforts.

Unfortunately, experience indicates that the decline in the quality of the Springhill Lake Apartments is not a short term problem. For there to be an effective and lasting impact on the quality of that property, the city will need to maintain a consistent code enforcement presence at that property. The most effective way to accomplish this would be to increase the inspection staff by one position.

Action Steps/Management Objectives

Continue concentrated inspection and enforcement at Springhill Lake Apartments.

Increase inspection staff by one full-time inspector position, to be assigned to Springhill Lake.

II. Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.

Accomplishments

Conducted contract negotiations and value engineering to engage services of the general contractor for the Public Works expansion and renovation capital project as well as serving as the project manager for the construction and renovation of the facility.

Reviewed and approved final design drawings for the Greenhill/ Hillside Roads outfall stabilization and stream restoration project.

Continued working with GTM Architects to secure a building permit for renovation of the Greenbelt Theater. Developed criteria for qualification of firms to be considered for contract award.

Managed the installation and inspection of the observatory at Northway Fields.

Conducted one year maintenance bond inspection of the skatepark.

Initiated space study for the police station in conjunction with the contribution from Greenbelt Station for future expansion.

Completed evaluation of drainage issues and conditions which contribute to flooding at the Greenbelt Plaza apartments, and arranged for a meeting with County officials to seek participation in the implementation of improvements to the public storm drain system.



Issues

Investment in the city's infrastructure is as important as is the city's enforcement of property maintenance standards for private properties. Equally important is the need to construct capital facilities to meet new needs and demands of a growing and changing population. Capital project and infrastructure improvements take several years to complete, and require the expertise of staff in planning, managing design, obtaining permits and agency approvals, going through the purchasing process, negotiating contracts, and managing construction. All of these responsibilities fall under the expertise of this department.

No matter how simple a capital project may seem, the details of the project are unique and unpredictable. The observatory project, which was initially thought to be a simple matter of taking the building and placing it at the Northway Fields, took several years because of zoning issues. Public Works was delayed for at least three years because of permit issues, and then bidding and contracting took over six months.

No capital project is simple. It is almost impossible to predict how long the process will take. Currently, there are several capital projects all underway at the same time. While department staff treats each as a priority, the combination of unpredictable complications and a heavy work load, could cause delays of all the projects. Nonetheless, all are underway.

Action Steps/Management Objectives

Complete the Public Works expansion/renovation, the Buddy Attick restroom and the Greenbelt Theater renovation projects.

III. Maintain an active, leadership role in planning for development and redevelopment in Greenbelt West.

Accomplishments

Continued review of plans for development of Greenbelt Station.

Reviewed proposed plans, including the traffic impact study, for partial redevelopment of Beltway Plaza as a mixed use center.

Reviewed environmental permits for Greenbelt Station and consulted with ESA as appropriate.

Reviewed a request to vacate a plat of right-of-way for a paper street located within the Greenbelt Station development.

Analyzed details of possible tax increment financing for Greenbelt Station.

Monitored development agreement with Greenbelt Station to ensure compliance. Initiated payments of monetary contributions as set forth in the development agreement.

Conducted construction and sediment and erosion control inspections for new roads at Greenbelt Station.

Issued five construction permits for streets and storm water management for Greenbelt Station.

Coordinated plan review of roads in Greenbelt Station and the Cherrywood Lane roundabout with the city's consulting engineer.

Issues

Over the next 10 years, development at Greenbelt Station is expected to bring over 2 million square feet of commercial floor area, 300 hotel rooms and 2000 dwelling units into Greenbelt. This development must conform to a conceptual site plan and its conditions, a development agreement, and an annexation agreement negotiated with the city. These plans and agreements specify with great detail the character, timing and public improvements required of the project. While the development has been approved in broad details, specific details must be reviewed for every building, road, park, path, bridge, sign, and other element of the project. Once approved, construction will be subject to the same level of review and scrutiny. The responsibility to review, monitor and inspect this project, from plan through construction, is vested with this department.

Action Steps/Management Objectives

Review detailed site plans, landscape plans, storm drain and paving plans, and all other design and construction plans for Greenbelt Station.

Ensure conformance with and implementation of the Greenbelt Station Development Agreement and Annexation Agreement.

Initiate planning for public improvements funded by the developers of Greenbelt Station.

IV. Protect the health, image, identity and integrity of the community through the careful review and management of change created by new development, infill development or redevelopment.

Accomplishments

Reviewed county legislation proposed to allow construction of senior housing on the site of the “Hanover” apartments. Participated in discussions with owners of the “Hanover” addressing possible annexation, senior housing construction, and zoning issues.

Monitored new county regulations intended to address “mansionization”.

Participated in the technical advisory group, and monitored the drafting and review of new county regulations intended to create a new mixed-use zone.

Reviewed revisions to the site plan for the expansion of the Capitol Cadillac showroom.

Reviewed the detailed site plan for the Old Line Bank in the Capitol Office Park.

Monitored renovation plans for the Greenbelt Middle School and coordinated review with the Advisory Planning Board.

Processed three variance applications and one Departure from Parking and Loading Standards application.

Issues

While there are few remaining undeveloped parcels in the city, other than in Greenbelt West, developers search for investment opportunities through infill development or redevelopment of older properties. Redevelopment proposals present both opportunities and challenges. Redevelopment usually reflects an opportunity for investment in aging infrastructure. Such investment is generally consistent with principles of smart growth, and can bring new quality and opportunity into the city. Redevelopment is not without risks and impacts. Often to make redevelopment financially viable, the property subject to infill or redevelopment is proposed to be increased in floor area or dwelling units. New buildings may be larger, taller, and will bring change to the neighborhood. As a further complicating factor, the Prince George’s County Zoning Ordinance is outdated, and the height, setback, bulk, coverage and density requirements which were adopted 30 years ago are no longer suitable when smart growth necessitates that the built environment be more compact and dense. As redevelopment opportunities are presented, the proposals must be evaluated based on the benefits and impacts, and determination on the value of the redevelopment based on its contribution to the community.

Action Steps/Management Objectives

Evaluate the present and future housing needs of the community, to provide context for evaluating new development and redevelopment opportunities for housing growth in the city.

Participate in countywide efforts to update the Prince George's County Zoning Ordinance to address issues such as mixed use development and senior/age restricted housing.

V. Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.

Accomplishments

Began converting archived plans to electronic files.

Issues

Due to the magnitude of the work program, the variety of tasks and responsibilities assigned to the department, and the urgency and time sensitive nature of much of the department's work load, it is necessary to constantly assign and reassign duties to meet all of the demands placed on the office. This necessitates looking for efficiencies in how work is assigned and undertaken.

One of the greatest inefficiencies in the department is the management of project, licensing and enforcement case files. The department uses a discontinued and inflexible data base management system to track all code enforcement files and cases. The various data bases cannot be cross referenced, so inspectors have no way of knowing when they deal with an enforcement case on a select address in the city, if there are active or closed code enforcement cases for that address. Knowing the history of an address will impact the manner in which enforcement activities are handled.

In addition, the time it takes the administrative staff to update each of the data bases consumes time which could be directed to other tasks. The administrative work load which cannot be handled by the office assistants often gets shifted to the technical and professional staff, which then consumes valuable work time which should be invested in other priorities.

One solution to this challenge would be to invest in the appropriate software and technology to allow for the creation of a single, address based data management system, with capabilities for inspectors to electronically create and store case documents. In addition, the need to store and reference plans and documents is also a critical priority for the department. A pilot project to copy plans and store on electronic media was started. Efficiency in data and information management demands that document storage and referencing be undertaken to reduce the volume of file storage, protect important records, and provide for data retrieval.

Action Steps/Management Objectives

Identify a data base program to manage code enforcement case files.

Continue converting plans to electronic media.

VI. Promote the protection of the environment, sensitive areas and the green belt through planning, the enforcement of codes and regulations, and undertaking projects to improve areas of decline and degradation.

Accomplishments

Started planning for dredging of fore bay areas at the Greenbelt Lake.

Received Maryland Board of Public Works approval for two Program Open Space (POS) development projects. Completed and submitted the annual POS program. Applied for reimbursement from POS for the Skatepark project, and the Canning Terrace Playground Improvement project.



Drafted and oversaw the implementation of the city-wide encroachment policy.

Worked with the County on developing strategies to meet National Pollutant Discharge Elimination System (NPDES) II permitting requirements.

Started work with the newly formed Forest Preserve Advisory Board, focusing first efforts on the mapping of trails in the Forest Preserve.

Submitted a grant application to the Maryland Department of the Environment requesting funding for the Greenhill/Hillside Roads Outfall Stabilization and Stream Restoration project.

Issues

As a highly developed area, planning efforts are typically focused at reducing and remediating the negative impacts associated with impervious ground cover, loss of tree canopy, polluted storm water runoff, and erosion of stream channels, and minimization of future loss associated with land development. Greenbelt Lake is the most visible recreation amenity in the city, but it also functions as a storm water management facility, and is therefore subject to the polluting impacts associated with storm water runoff.

Action Steps/Management Objectives

Oversee the completion of the Greenhill/Hillside Roads outfall stabilization and stream restoration project.

Obtain grant funding for the implementation of Greenbelt Lake water quality improvement projects.

Review all development plans to evaluate potential impacts on the environment.

Ensure compliance of Greenbelt Station plans with negotiated agreements and conditions.

VII. Participate in state, county and regional activities to represent and promote city interests.

Accomplishments

Participated in U.S. Census Local Update of Census Addresses (LUCA) program to confirm household addresses in the city.

Reviewed the Subregion I Master Plan and provided comments to the City Council.

Participated in a new Planning Director advisory group organized by MML staff to provide technical advice in municipal planning and zoning issues.

Reviewed the Federal Capital Improvements Program for FY 2008-2013, the State of Maryland Consolidated Transportation Program for FY 2008 – 2013, and the Prince George’s County Department of Public Works and Transportation Transit and Operation plan, and provided comments on all to the City Council.

Participated in the Greener Greenbelt initiative.

Issues

There are many local, regional and statewide planning activities underway which will impact the city. As there are usually many competing interests involved in these activities, it is essential that the city remain involved in discussions to ensure that the city’s interests are represented, and to keep the City Council informed of these projects. Projects of local and regional impact include transportation improvements (Purple line, Kenilworth Avenue widening and extension), nearby development projects (Doctor’s Hospital), statewide legislation, and national legislation (NPDES).

VIII. Protect the historic community and Roosevelt Center.

Accomplishments

Oversaw completion of the Bas Relief and Mother and Child repair and cleaning project.

Evaluated advisory committee reports on the placement of additional bike racks in the Roosevelt Center, and submitted comments to the City Council.

Provided technical assistance on plans for a non-profit group to start up a farmers’ market at the Roosevelt Center.

Submitted final report to the State of Maryland to close-out the grant received for the Roosevelt Center Merchant Revolving Loan Fund.



Issues

Nothing is more important to Greenbelt than it’s historic integrity. Lacking authority to protect the historic community through traditional zoning tools, the city must rely upon other techniques to ensure that the important characteristics of the city are not compromised or lost through thoughtless development or change.

Action Steps/Management Objectives

Review all development plans for impact on the historic community.

IX. Continue to promote pedestrian, cyclist and vehicular safety through programs and projects.

Accomplishments

Completed Greenbelt East traffic calming construction.

Oversaw placement of a *Speed Sentry* data collection and speed display unit and analyzed data.

Issues

After completing the Greenbelt East traffic calming project, efforts are now focused at evaluating and implementing small scale traffic calming and pedestrian improvements on a case by case basis throughout the city. The acquisition and use of the Speed Sentry was a very effective tool in short term traffic calming. In addition, the fact that the Speed Sentry could be placed at a location where citizen concern had been voiced provided very rapid response, when permanent traffic calming solution could take many months to evaluate, design and implement.

Actions Steps/Management Objectives

Replace the stolen Speed Sentry and resume its use throughout the community.

Evaluate other possible funding sources to acquire additional Speed Sentry units.

X. Continue investment in the professional development of the staff, keep the staff well trained current, and encourage professional recognition.

Accomplishments

Obtained national certification of all inspectors. Continued effort of inspectors to obtain professional certifications, through local professional development training, as well as courses offered through Prince George's County Community College, and on-line training.

Completed departure and variance training for the Advisory Planning Board and the Board of Appeals.

Issues

The city has always encouraged the professional development and accreditation of its professional and technical staff. The planners have achieved this accreditation through membership in the American Institute of Certified Planners (AICP). The enforcement/inspection staff have all received certification through the International Code Council. One Animal Control Officer has been trained through the Humane Society of the United States, and has also been certified for animal cruelty investigation.

All of these certifications and accreditations reflect an acquisition and demonstration of expertise in the various professional organizations. However, each of these professional designations requires continued education. This year, the AICP added a requirement that planners obtain 36 continuing education credits every two years to maintain the AICP certification.

Action Steps/Management Objectives

Provide training opportunity for professional and technical staff to expand job knowledge and maintain professional certifications and accreditations.

XI. Operate a model municipal Animal Control program which encourages responsible pet ownership through educational events and programs. Continue operation of a no-kill shelter and seek opportunities for placement of shelter animals.

Accomplishments

Took custody of a pit bull and ten (10) puppies used and intended to be used for fighting. Successfully placed surviving puppies and mother in out-of-state Pit Bull rescue and rehabilitation groups.

Managed outbreak of Parvo virus at the Animal Control shelter. Instituted immediate quarantine and contamination control measures, which limited the spread of the virus.

Expanded adoption outreach efforts by registering with Petfinder, participating in regular adoption events at PetSmart as well as the World of Pets Expo.

Continued hosting various pet oriented activities, such as the Pet Expo and the Pooch Plunge, and added a Howl-i-day event in December.

Responded off-hours to fire locations. Removed animals from fire damaged buildings, and provided temporary shelter until the owners were able to reclaim their pets.

Began using volunteers in shelter cleaning and animal care, saving the city several thousand dollars in equivalent staff time.

Continued operation of a no-kill animal shelter and animal control program, arranging for the adoption of dozens of dogs, cats and pocket pets.



Issues

Animal Control operated for most of the year at partial staffing, due to the pregnancy of one of the animal control officers. Even with the reduced staffing, the department was able to continue sponsoring the annual Pet Expo and Pooch Plunge. In addition, monthly adoption events were held. Adoption efforts were aided due to our affiliation with PetSmart as a recognized PetSmart charity. There are personnel, service and supply expenses associated with the special event sponsored by the department, or during which we participate. The most costly of department sponsored special events is the Pet Expo. Expenses for the Pet Expo include speaker fees, entertainment (music, sketch artist), children activities (moon bounce), equipment rental, and salary. The total cost for the expo is approximately \$2000. This is a relatively low cost for such a popular and heavily attended event, but it is an area where costs could be reduced or eliminated.

Operation of a “no-kill” animal control program brings with it costs and responsibilities which have put a strain on the operating budget. At times we find ourselves in custody of domestic animals which are not highly adoptable, such as older animals and/or animals with health issues. In these cases, these animals can be housed for several months until a placement can be located.

Maintaining custody of animals in the shelter brings with it costs for supplies, food and veterinary care. These costs are in addition to staff time required to care for the animals. Since the animal control program operated for much of the year at reduced staffing, it was necessary to use other department staff and volunteers to care for shelter animals. The shortfall in paid staff was filled through the work of an unpaid student from Eleanor Roosevelt High School. This student worked five days a week, including weekends, and also assisted during special events. If salary had been paid for these hours, the added cost to the city would have been over \$4000. Nonetheless, the work of the unpaid student assistant masked a staffing shortage under which animal control operated for much of the past fiscal year.

An issue which must be addressed is the management of feral/stray cats. In the spring, animal control usually takes custody of several litters of kittens borne by feral cats. Due to the age of the kittens, the mother is also brought into custody. The kittens are usually placed without much effort, but it is often difficult to place the mothers because they are not well socialized. In those cases, the mothers remain in the custody of animal control indefinitely. It is imperative that a policy for dealing with feral cats be developed. Efforts are underway to evaluate no-kill options for addressing the feral cat population, and will be addressed as a management objective in the coming fiscal year.



During the past year, animal control took custody of a female pit bull that had been used for fighting, as well as her ten puppies. Staff was able to place the puppies with out-of-state rescues, and the adult female was placed with a rescue group which specializes in the rehabilitation of pit bulls used in fighting. This is not the first time that pit bulls have been taken into custody, but it is the first experience Greenbelt Animal Control has encountered with pit bulls having been bred for future fighting.

There was also an outbreak of Parvo virus at the shelter over the past year. Unfortunately, Parvo outbreaks at kennels and shelters are not uncommon, and many shelters euthanize all animals in the shelter in order to get the virus under control. In the weeks following the Parvo outbreak at the city shelter, there were reports of similar outbreaks at several other area shelters. The virus can be transmitted from an infected animal brought into a shelter, or it can be brought into a shelter on a person who has come into contact with the virus. The source of the virus is usually not known.

In the hours after the first dog became ill with the virus, the animal control staff instituted full decontamination and quarantine procedures. Sick animals were treated, and all animals were tested for the virus. As a result of staff’s rapid identification of and response to the health crisis, the spread of the virus was contained and most of the animals were saved. Precautionary euthanasia was not required. While the Parvo outbreak was unsettling, the training that staff had received prepared them to react to the situation.

The most urgent and continuous challenge for animal control is to arrange for placements of animals that come into our custody. Many outreach efforts have been established to make the public aware of the adoptable animals at the shelter. Adoption events, association with rescue groups, and web posting are different approaches used to match available animals with new homes. A management objective for the

coming year is to implement an “on the spot” adoption process, so that families and individuals can take animals home the same day of adoption events. Appropriate screening and follow-up procedures must be established to ensure that placements are successful.

Action Steps/Management Objectives

Establish procedures to allow for “same day” animal adoptions.

Establish policies and procedures to deal with the population of feral and stray cats, which create a nuisance in the community and reproduce many litters of homeless cats.

Continue operation of a “no kill” shelter.

Establish a half-time “shelter assistant” position.

XII. Continue enforcement of parking enforcement regulations with an emphasis on violations which create a danger to the public, as well as nuisance violations which adversely impact adjacent properties and neighborhoods.

Accomplishments

Completed first year utilizing handheld ticket writers.

Drafted legislation allowing for use of vehicle immobilization boots to strengthen enforcement of unlicensed and out-of-state registration regulations.

Increased enforcement of inoperable, disabled and unregistered vehicles resulting in 60 vehicle impoundments.

Coordinated with the Motor Vehicle Administration, Prince George’s County and the planning staff to eliminate the operation of curbstoners (home based used car sellers) in residential neighborhoods.

Issues

In Parking Enforcement, a staff resignation and two lengthy health related absences caused a decline in parking enforcement activity. This resulted in lower fines from tickets. Hand held ticket writers were deployed during the past year, and this has made the ticket writing process more efficient.

Parking Enforcement has also been tasked with addressing the problem of used car sales, or “curbstoning”, which is being conducted in several neighborhoods. Parking code changes were implemented to provide more enforcement authority to address this problem, but to a great degree the ultimate enforcement must come through either the state or the county. The most effective enforcement approach to address used car sales in residential zones would be through the zoning ordinance. Our experience in relying upon the county government to consistently and effectively prosecute zoning violations is uneven. The city has the option of seeking the delegation of zoning enforcement authority from the county, but this would increase the work responsibilities of the planning and the code enforcement staff. It is probable that undertaking zoning enforcement by city forces would necessitate the employment of an additional staff person to focus on those duties.

The parking enforcement staff, together with code enforcement staff, continue to make the identification and removal of unregistered and/or inoperable cars, a priority. Several years ago, the city code was changed to allow for such cars to be towed from public and private property. This effort will continue as a priority for parking enforcement.

Action Steps/Management Objectives

Coordinate with the State of Maryland and Prince George's County to eliminate used car sales from residential neighborhoods. If necessary, obtain zoning enforcement authority to provide enforcement mechanism to successfully prosecute such cases.

Schedule off-hours enforcement.

Continue to focus on nuisance parking violations (oversized vehicles, unlicensed, unregistered and inoperable vehicles).

Personnel staffing

	Grade	Auth. FY 2007	Auth. FY 2008	Prop. FY 2009	Auth. FY 2009
210 Planning					
Planning & Community					
Development Director	GC-18	1	1	1	1
Assistant Director, Planning	GC-15	1	1	1	1
Community Planner	GC-11	1	1	1	1
Total FTE		3	3	3	3
220 Community Development					
Assistant Director,					
Community Development	GC-15	1	1	1	1
Supervisory Inspector	GC-13	1	1	1	1
Project Manager/ Construction					
Inspector	GC-13	-	1	1	1
Community Development					
Inspector	GC-8	2.5	2.5	2	3
Parking Enforcement Officer	GC-7	1.5	1.5	1.5	1.5
Administrative Associate II	GC-9	1	1	1	1
Administrative Associate I	GC-8	1	1	1	1
Total FTE		8	9	8.5	9.5
330 Animal Control					
Animal Control Officer	GC-8	1.5	1.5	2	2
Animal Shelter Assistant	NC	-	-	-	.5
Total FTE		1.5	1.5	2	2.5

Planning & community development



planning



The Planning office is responsible for overseeing all physical development in the City. Duties include reviewing development projects for impact on the City; planning, coordinating, and managing capital projects; compiling demographic data and the preparation of population and housing projections; coordination of planning and development activities with other public bodies; planning and coordinating environmental enhancement projects; serving as liaison to the Advisory Planning Board, the Board of Appeals and Forest Preserve Task Force; preparing special studies addressing particular issues; drafting legislation; and other duties as necessary.

Performance Measures	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Advisory Planning Board Meetings Staffed	6	15	12	14
Council Meetings	15	15	15	16
Council work sessions	10	15	20	25
Forest Preserve Task Force	6	10	10	14
Greenbelt West Meetings	95	120	40	80
Staff Level Meetings	90	80	95	85
Other Meetings	86	70	90	80
Development Review Cases	10	7	5	7
Full Time Equivalents (FTE)	3	3	3	3

Management Objectives

- ☐ Oversee the completion of the Greenhill/Hillside Roads Outfall Stabilization and Stream Restoration project.
- ☐ Closely monitor the MD 201 extended project, Purple Line, and Maryland Connector Road project.
- ☐ Oversee the review of the Conceptual Site Plan for the redevelopment of the Beltway Plaza Mall.
- ☐ Complete renovations to the Greenbelt Theater.
- ☐ Complete Buddy Attick restroom project.
- ☐ Obtain grant funding for the implementation of Greenbelt Lake Water Quality Improvement projects.
- ☐ Oversee the construction/completion of the Cherrywood Lane/ Metro Access Drive roundabout.
- ☐ Inventory and map all trails within the Forest Preserve areas.
- ☐ Update the 400 scale city map and convert it to digital format.

Budget Comments

- ❶ The funds in Other Services, line 34, are for the archiving of plans to lessen storage and retrieval problems.
- ❷ The Director and Assistant Director are certified planners (AICP). Beginning in 2008, certified planners are required to earn a minimum of 36 CEU's over a two year period. This will require training courses beyond just attending the national conference. Funds are provided for this purpose.
- ❸ Computer Expenses, line 53, in FY 2007 were for the purchase of computer software geographic information system (GIS), Adobe and Microsoft Publisher.

PLANNING Acct. No. 210	FY 2006 Actual Trans.	FY 2007 Actual Trans.	FY 2008 Adopted Budget	FY 2008 Estimated Trans.	FY 2009 Proposed Budget	FY 2009 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$209,414	\$221,784	\$235,000	\$218,300	\$236,500	\$244,900
28 Employee Benefits	67,609	72,285	78,000	73,000	82,600	79,800
Total	\$277,023	\$294,069	\$313,000	\$291,300	\$319,100	\$324,700
OTHER OPERATING EXPENSES						
30 Professional Services	\$11,060	\$31,000	\$25,000	\$0	\$0	\$0
33 Insurance	2,676	2,502	2,600	2,000	2,100	2,100
34 Other Services	561	1,663	200	1,500	1,500	1,500
45 Membership & Training	5,732	6,243	11,600	9,500	12,000	12,000
53 Computer Expenses	0	0	4,200	4,200	0	0
55 Office Expenses	327	59	800	900	600	600
Total	\$20,356	\$41,859	\$44,400	\$18,100	\$16,200	\$16,200
TOTAL PLANNING	\$297,379	\$335,927	\$357,400	\$309,400	\$335,300	\$340,900

Community development



This office is responsible for activities relating to the protection of the health, safety and welfare of the community through the enforcement of housing, building, sediment control and construction codes. This office is also responsible for burglar alarm licensing, handbill and noise ordinance enforcement, as well as parking enforcement.

Performance Measures	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Estimated
Board of Appeals Meetings	3	4	5	4
Residential Inspections	330	300	330	400
Apartment Units Inspected	650	500	700	750
Construction Permits Issued	8	10	8	5
Building Permits Issued	509	500	500	650
Sediment Control Permits Issued	5	8	4	8
Sediment Control Inspections	193	230	200	260
Noise Ordinance citations	4	5	8	10
Noise Ordinance warnings	84	90	170	110
Noise Ordinance complaints	84	150	170	150
Property Violation Complaints	250	200	300	250
Handbill Violations	17	20	35	30
Burglar Alarm Licenses Issued	55	160	60	160
Smoke detector batteries installed	-	40	40	40
Smoke detectors provided	-	30	35	30
Day Care Businesses Licensed	9	12	9	9
Alarm Companies registered	36	33	35	33
Non-residential Units licensed	580	580	600	600
Liquor licenses issued	20	20	21	21
Residential false-alarms	140	140	120	150
% False Alarm Reduction (residential)	20%	9%	15%	9%
Non-residential false alarms	285	275	260	300
% Non-Residential False Alarm Reduction	20%	7%	15%	7%
Police non-response	28	25	25	30
Nuisance violations issued	10	10	10	10
Parking Tickets Issued	4,263	3,452	3,000	4,000
MDT Associated Tickets	-	756	660	840
Full Time Equivalents (FTE)	8	8	9	8.5

Management Objectives

- ☐ Maintain certifications of Planning and Community Development staff through continuing education.
- ☐ Identify a database program to manage code enforcement case files.
- ☐ Coordinate with State and County to eliminate used car sales from residential neighborhoods.

Budget Comments

- ❶ Funding in Salaries, line 01, and Benefits, line 28, is lower in FY 2008 due to the delay in filling the Capital Projects Manager position. In FY 2009, the cost for funding the position of Capital Projects manager for a full year is provided for, but the cost of one full-time equivalent has been transferred to Animal Control.
- ❷ Office Expenses, line 55, are higher in FY 2008 to provide for a computer and office furniture for the Capital Projects Manager.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2006 Actual Trans.	FY 2007 Actual Trans.	FY 2008 Adopted Budget	FY 2008 Estimated Trans.	FY 2009 Proposed Budget	FY 2009 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$304,651	\$375,438	\$435,900	\$416,000	\$428,100	\$487,700
25 Repair/Maintain Vehicles	4,183	8,201	6,000	8,100	8,100	8,100
27 Overtime	2,668	4,637	3,600	4,200	4,200	4,200
28 Employee Benefits	99,868	119,381	158,400	136,300	142,600	137,700
Total	\$411,370	\$507,658	\$603,900	\$564,600	\$583,000	\$637,700
OTHER OPERATING EXPENSES						
30 Professional Services	\$6,388	\$2,459	\$7,500	\$34,200	\$14,200	\$14,200
33 Insurance	4,119	4,015	5,100	4,100	4,300	4,300
34 Other Services	15,398	563	700	700	700	700
38 Communications	7,053	8,511	10,800	9,400	10,500	10,500
42 Building Rental	20,400	21,400	22,500	22,500	23,600	23,600
45 Membership & Training	4,440	2,500	4,700	4,400	4,300	4,300
48 Uniforms	1,942	1,232	1,900	1,900	1,900	1,900
49 Tools	1,467	0	1,000	500	500	500
50 Motor Equipment Maintenance	6,298	9,123	4,400	4,100	4,100	4,100
Vehicle Fuel	6,853	9,229	8,700	11,000	12,000	12,000
52 Departmental Equipment	341	7,086	3,000	3,000	3,000	3,000
53 Computer Expenses	369	0	0	0	0	0
55 Office Expenses	10,984	16,263	13,900	17,200	13,200	13,200
Total	\$86,052	\$82,381	\$84,200	\$113,000	\$92,300	\$92,300
TOTAL COMMUNITY DEVELOPMENT	\$497,422	\$590,039	\$688,100	\$677,600	\$675,300	\$730,000
REVENUE SOURCES						
Street Permits	\$20,372	\$47,942	\$20,000	\$250,000	\$80,000	\$80,000
Licenses & Permit Fees	497,183	570,881	562,500	562,000	562,000	652,500
Liquor License	6,897	6,831	6,900	9,000	6,900	6,900
Development Review Fees	9,800	22,000	22,000	15,000	15,000	15,000
Non-Residential Burglar Alarm Fees	26,200	12,200	20,000	20,000	20,000	20,000
Municipal Infractions	14,250	67,867	20,000	20,000	20,000	20,000
False Alarm Fees	38,525	18,038	35,000	500	500	500
County Grants	6,500	6,500	6,500	6,500	6,500	6,500
Total	\$619,727	\$752,259	\$692,900	\$883,000	\$710,900	\$801,400

