

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, the guidance of growth and change, and the enforcement of city codes which define the quality, character and maintenance of all properties, buildings and infrastructure.

VALUES

Every task, assignment and project undertaken by the department serves the needs of the public, and it is the goal of this department to serve the needs of the public with professionalism, integrity and courtesy.

Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools for the purpose of obtaining compliance and not as an ends unto itself.

Plan and serve 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.

DEPARTMENT OVERVIEW

The Fiscal Year 2011 -2012 was one of change for the department.

The department spent much of FY 2012 in transition and understaffed, with six positions becoming vacant, and two remaining unfilled at the beginning of the fiscal year. The Assistant Director of Community Development vacated his position and moved to the Department of Public Works early in the fiscal year, and there was a three month period during which both parking enforcement positions were vacant. This resulted in a significant reduction in the issuance of parking citations, and associated loss of fines collected.

Since 2010, the Community Planner position has been essentially vacant, since the individual who occupied that position left full time employment on maternity leave. She continued to work for the department as a non-classified consultant, since she was managing two important capital projects. Until the new full-time planner was hired in September, 2011, the planning staff has been working at reduced capacity for nearly two years.

Administrative workload remains heavy, and appears to be more than the two authorized full time Administrative Associates are able to complete within their work day. It is expected that the implementation of the new Community Development software system will improve their efficiency and ultimately reduce the workload by eliminating tasks

associated with managing multiple data bases (as has been the case). Workload and productivity for the administrative staff will be monitored through the fiscal year to determine the adequacy of staffing to handle these tasks.

One of the benefits of the turnover in staff, and the associated delegation of tasks to other employees, is that it gives us a unique opportunity to self evaluate how we are staffed, how we assign work tasks, and how we could make ourselves a more efficient, more productive staff.

As a result of the departure of the Assistant Director of Community Development, the responsibility for the supervision of the staff and management of the work load was delegated to the Supervisory Inspector, who was already performing these tasks. Much of the Assistant Director's time was spent managing internal capital projects and conducting construction inspection. It is being recommended that a consulting inspector assume duties for construction inspection, which will have no cost to the city (expenses are borne by the project permittee). How



In memory of Code Enforcement Inspector, Willie Davis, pictured at his retirement in 2010.

capital projects should be assigned and managed is a management objective for the coming fiscal year. It is possible that both positions of Assistant Director and Supervisory Inspector are not required, and the positions can be combined into a single position. This question can be addressed during the organizational study. For the interim, it is recommended that the Assistant Director position remain vacant.

Retired Community Development Inspector Willie Davis passed away this year. He worked for the city for over 10 years. He was a dedicated public servant and took to heart his responsibility to help and protect the public. When Empirian Village had the rolling blackouts during the bitter cold holidays of 2009, it was Willie who worked into the night to get the

property owner to relocate those whose units were without power. This was typical for Willie, who did not let the clock dictate his work day. He was a good colleague and good friend.

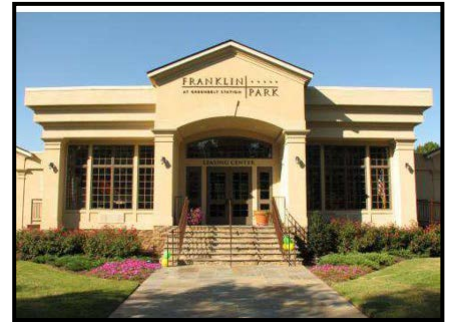
GOALS

Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.

Accomplishments

- ✧ Conducted over 3,500 rental residential property maintenance inspections.
- ✧ Initiated regular meetings with Belle Point, Windsor Green and Greenspring to discuss property maintenance and address code enforcement issues on a proactive basis.
- ✧ Provided smoke detectors to residents upon request or within residential units when detectors were needed, as well as replacing dead or missing batteries in non-functioning smoke detectors.

- ✧ Responded to numerous complaints about snipe signs, removing them when observed, and issuing warnings and fines when the responsible party could be identified. Continued enforcement of handbills (anti-littering), noise complaints, burglar alarm licensing and false alarm reduction.
- ✧ Responded to three (3) hoarding cases.
- ✧ Inspector Adams has created and is maintaining a list of vacant and foreclosed properties for the purpose of monitoring the upkeep of the property. In addition, this list of foreclosures includes the name of the individual(s) responsible for the maintenance of the properties. As necessary, Inspector Adams takes enforcement action to protect against the property(s) falling into disrepair and becoming an eyesore..
- ✧ Obtained a judgment against the Belle Point office park for abandoned construction equipment. This equipment will be impounded and removed from the site, and the cost for such removal will be charged to the property owner.
- ✧ Assisted the Police Department in securing required approvals for placement of a police canine enclosure within the officer's yard.
- ✧ Continued response to property maintenance complaints at Franklin Park. Due to complaints of poor quality in the renovated units, initiated pre-occupancy inspection of renovated units.
- ✧ Continued the annual inspection at Franklin Park, which takes place between 6 and 8 weeks for 3 inspectors to complete. According to the code, an annual license cannot be issued until the annual inspection violation notice is resolved. Franklin Park still has items remaining from the 2010 and 2011 annual property maintenance inspections. Franklin Park has been told that all outstanding code enforcement violations must be addressed in FY 2012. If Fieldstone fails to meet this deadline, stronger action will be taken by the department.
- ✧ Franklin Park has improved its response to the city's violation notices, with most notices being closed within 30 days. This is a significant improvement, and reflects well on Fieldstone's commitment to improve the tenant complaint process.



Issues

Since the city created the Property Maintenance/Code Enforcement program in 1994, compliance with most properties has occurred without problem. Some property owners are less compliant, and on occasion the department has had to resort to issuance of fines and court action to obtain compliance. In general, almost every property maintenance issue or complaint could be resolved given sufficient time and perseverance by the inspection staff.

There are two vacant residential properties that are in a dilapidated and unsafe condition and the owners have failed to respond to notices and orders to repair the vacant properties. These properties not only are unsafe, but the condition of the properties causes blight to neighboring properties. More dramatic enforcement action by the city is

warranted. While it may seem to be an onerous action to take, the city must consider harsher enforcement action, possibly condemnation and demolition of derelict and dilapidated structures, to protect the community.

Franklin Park has not lived up to the promises brought by the new owners. This is not to say that there have not been improvements, or that the owners are not moving the apartment complex in the right direction. Challenges from the past remain challenges. The apartments are aging and infrastructure is breaking down. The owners have not invested in wide scale infrastructure improvements as is necessary. The department still receives complaints from residents, but the management is addressing those complaints within a reasonable time period. However, the management has been negligent in addressing violations from the annual inspection process, and this practice cannot be continued.

The ambitious plan to renovate the apartment units was at first slowed by poor work in the renovations. Complaints from occupants of renovated units were common, and at one time the department started inspecting the renovated units prior to occupancy. Quality control for Franklin Park's improvements should not be the responsibility of the city government. Now Franklin Park has backed off their full-scale unit renovation and has established their "classics" brand, which is simply a turned apartment. This is being done until occupancy at the apartments increases beyond 80%, which has been the occupancy for most of the time Franklin Park has been the owner.

Franklin Park has accomplished some of the more significant changes they had promised. The former Head Start center has been renovated as a state of the art fitness center. The Giant Learning Center is being renovated to accommodate a medical clinic and a laundromat, which will enable them to shut down the problematic 70 plus laundry rooms spread throughout the property. These are very positive improvements which will benefit residents of the property. Franklin Park still needs to come up with a plan to address the poor physical condition of the existing laundry areas and secure them from resident access.

After many months of work by the Forest Preserve Advisory Board, changes to chapter 17 of the City Code were enacted which clarifies definitions of solid waste, littering and dumping, and set forth new regulations which establish heavy fines for dumping in the city. The need for stronger regulations governing dumping comes from the continued incidents of dumping, particularly in the Northway area. Dumping has always been a violation of chapter 17, but the fines were so low (\$25) there was little disincentive to commercial haulers to properly dispose of their waste. The changes to chapter 17 establish significant monetary penalties to those who violate the chapter.

Adoption of these new provisions brought to attention the need for the city to establish procedures and restriction on disposal yard waste in the city yard waste and compost yard. Even though the city provides curb side pickup of yard waste, there are citizens who prefer to take their yard waste to Northway. A permit system is being developed which can be used to give individuals access to take their yard waste to Northway. This system is currently under development.

Action Steps/Management Objectives

- ❖ Review with the City Solicitor code provisions and procedures to declare dilapidated and derelict properties condemned and to undertake lawful destruction of those units.
- ❖ Utilize options to seek and obtain court judgments when necessary to achieve compliance with property maintenance requirements.

- ✧ Develop a formal Hoarding Intervention Team, to be alerted whenever a hoarding case is discovered. A 2008 study conducted by Johns Hopkins found that as much as 4% of the population are hoarders. Assuming that the occurrence of hoarding behavior is distributed equally among all populations, we should expect that between 800 and 1,000 city residents may be hoarders. Since hoarding cases are complicated and involve issues beyond code compliance, a multi-disciplinary approach to these cases should be taken.
- ✧ Continue working with Fieldstone Properties to see improvement to the property conditions of Franklin Park. Increase the number of apartments inspected each year to a target of one-third of all units, which would result in a three year inspection cycle. This is probably the only way the city can truly monitor the condition of the apartment complex.
- ✧ Require completion of annual property maintenance inspection at Franklin Park within a reasonable time frame.

Improve transportation opportunities

Accomplishments

- ✧ Worked with the County and Washington Metropolitan Area Transit Authority to identify and implement bus route modifications to improve transit services in the City including quarterly follow-up meetings.
- ✧ Worked on a City wide bus stop safety and accessibility study.
- ✧ Worked with Public Works on a new bus shelter design.
- ✧ Worked with WMATA to design bus stop improvements at Roosevelt Center.
- ✧ Worked with the Advisory Planning Board to complete a city-wide bicycle and pedestrian plan.
- ✧ Managed the placement and data analysis for the three speed sentry units.
- ✧ Attended Rail-Volution conference in Washington, D.C., which focuses on the integration of rail transit and land use to create livable and walkable communities.
- ✧ Attended Maryland State Bicycle Symposium.
- ✧ Applied for Maryland Bikeshare Program Reimbursable Funding Grant for a feasibility study to establish a bikeshare program in Greenbelt.
- ✧ Held meetings with WMATA to discuss plans to establish a regional bike share program and evaluate options to include Greenbelt.



- ✧ Included in Greenbelt Station South Core revised development agreement requirements that the developer fund a bike share station, conduct a feasibility study to establish a city shuttle system, and work with ZipCar to implement car share in the south core.

Issues



The Speed Sentries have been an invaluable tool in traffic calming and collection of data to use in safety and motorist behavior studies. The department maintains a list of locations where the Sentries will be placed. Often, the locations are chosen at the request of citizens who seek the traffic calming effect associated with the speed display. As the units have aged, have been stolen, and have broken down, the number of surveys we can complete in one year has declined since the units were first placed in service in 2008.

The data recorded can tell us the volume and speed of traffic by direction of travel, by day of the week and by hour in the day. We can use this data to determine if there're are continuing speeding problems on certain streets, if problems may be isolated to a certain day and time, or even that motorists are driving at or below the posted speed limit.

In the 4 plus years that the Speed Sentry units have been in use, they have been placed in over 80 locations. There has been down time with units due to mechanical problems and units were stolen on two occasions, and this reduced the number of placements that could be made.

While the goal was to ultimately place the units on every city street, the plan changed so that priority for placement was given to streets where residents had requested the placement, and/or on streets which had been identified in prior studies as having speed which are generally higher than the posted limit allows. In general, the Speed Sentries have confirmed the conclusions which were made over 15 years ago, when this department prepared its initial Traffic Calming Study. There are certain streets which as a result of the geometrics of the street, experience more speeding and the speeds recorded are at a higher divergence from the posted speed limit than is noticed on other streets.

There has been enough data collected and enough time has elapsed that the original traffic calming study should be updated, with recommendations adjusted based on more recent data, and standards and guidelines reviewed to be consistent with current industry practice.

As noted, these units are aging and they are no longer supported in hardware or technology. As these units break or wear out, they will have to be permanently taken out of service. New Speed Sentry units are much smaller, lighter and have many advantages over the older units, such as desktop control, ability to photograph vehicles, real time display of vehicle speeds, and ability to share data on the city webpage.

In December 2010, the City's Metrobus and Prince George's County TheBus service underwent a major restructuring. The restructuring prompted concerns about the impact the revised routing would have on various parts of the City, and how the timed transfer concept adopted by the Washington Metropolitan Area Transit Authority would operate.

To maintain an open dialogue, and provide opportunities for the City, the operating agencies and Transit Riders United of Greenbelt (TRU-G) to evaluate the success of the route changes, all parties agreed to participate in quarterly transit meetings. The meetings have provided a venue for the operating agencies to share current

ridership/operating data, for the City and TRU-G to share information (positive and negative), ask questions and request assistance with various issues/problems.

The success of the timed transfer remains a concern and warrants continued evaluation. In addition, there are still concerns about lack of Sunday service, span of service, service efficiency and service coverage. All of these will continue to be monitored by City staff, and opportunities to address them will be pursued. While staff believes the quarterly meetings have been beneficial for all, staff believes that after the 18 month initial implementation period, reducing the frequency of the meetings from quarterly to biannually would be appropriate, and would provide the necessary opportunity for dialogue between all interested parties.

In the Department's work program is the management objective to complete a bus stop safety and accessibility study. The study will require a substantial amount of work, and staff is concerned about having the time and resources to complete the study within a year period. Staff is looking at possible grant programs to assist in the completion of the study, such as the Transportation Land Use Connection grant program.

The Advisory Planning Board (APB) continues to work on the Greenbelt Pedestrian and Bicycle master Plan. The next steps include:

- ✧ Combine Toole Design Group's Existing Conditions memo and Project Recommendations memo
- ✧ Incorporate APB's updated Location-Specific Recommendations Matrix into the Project Recommendations
- ✧ Create and updated map with the current Location-Specific Recommendations Matrix
- ✧ Finalize the Introduction
- ✧ Finalize the Education, Encouragement, and Enforcement section
- ✧ Present draft master plan to city Council
- ✧ Finalize and adopt the master plan

The City has applied for a MDOT grant for feasibility study funding for bike share. If the City does not receive the grant, it is clear that the City is interested in the possibility of bike share – particularly as neighboring College Park moves closer to implementation – and staff will continue to pursue grant opportunities. It is very likely that the North and South Cores would be the initial locations for bike sharing stations, and the City has been working on negotiations that enable this, as well as additional bike infrastructure improvements. Staff has also been discussing potential partnerships in the County to move forward on cooperative bike sharing and bike infrastructure projects, including, but not limited to, Anacostia Trails Heritage Area (ATHA), the City of College Park, and the City of Mt. Rainier. One potential funding opportunity is MDOT's Maryland Bikeways Program.

The Safe Routes to School funding for Springhill Lake elementary School has been extended through December 31, 2012. The available funding and timeline are tight, but the City is nearly ready to approve the plans and prepare them for RFP. The improvements are meant to create a safer environment for the students, parents, and staff who walk and/or bicycle to school.

Management Objectives

- ✧ Continue to work with County transit staff, Washington Metropolitan Area Transit Authority and Transit Riders United of Greenbelt to monitor the success of the new bus service, and make modifications as needed.
- ✧ Implement recommendations from the pedestrian and bicycle master plan.

- ✧ Complete a bus stop safety and accessibility study.
- ✧ Install one new bus shelter using new bus shelter design.
- ✧ Update the original traffic calming report to reflect results collected via the Speed Sentrys and to modify recommendations based on current data and any changes to industry standards and practice.
- ✧ If granted a bike share feasibility grant, investigate methods of financing implementation.
- ✧ Upon approval by Council, initiate design for construction of a sidewalk on the west side of Cherrywood Lane to be funded by Greenbelt Station.

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

Accomplishments



- ✧ Oversaw the completion of the Greenhill/Hillside Roads Stream Stabilization project.
- ✧ Submitted and received POS reimbursement for the McDonald Playground Improvement project, Greenbelt Aquatic and Fitness Center Phase I improvements and the Braden Tennis Court Rehabilitation project.
- ✧ Monitored the performance of the Rectangular Rapid Flash Beacon.
- ✧ Filed a grant application to fund conceptual design plans for the greening of Cherrywood Lane.
- ✧ Managed the design of a new gateway sign on Southway.
- ✧ Managed the Safe Routes to School grant for improvements to Springhill Drive. Obtained grant extension to December 31, 2012.
- ✧ Identified a possible funding source for Greenbelt Lake dredge project.
- ✧ Following a final review by the Advisory Planning Board, the Cherrywood Lane roundabout construction project was started in the Spring 2012. This project is funded by the Greenbelt Station developers.
- ✧ Coordinated review of plans for the replacement of PEPCO poles and lines throughout the historic city. Included GHI and Public Works in review process.
- ✧ Reviewed plans to provide County I-net service to the Fire Department and Greenbelt Middle School.

Issues

The department has two very large capital projects which could be brought to construction this fiscal year as funding issues are resolved – Greenbelt Theater and the Greenbelt Lake dredge and dam repair project.

The theater renovation needs to be reduced in scope to create two or more renovation phases to proceed as funding become available. For this to happen, the phases must be independent of other phases, so if there is a delay in future phases, the operation of the theater would not be compromised. One of the major difficulties in proceeding with this project has been determining how to bring sufficient power into the building to supply needs for all the users/tenants of that building, as all are supplied from a common power feed. Engineering for expansion and extension of the upgraded power supply must be completed and then sent to PEPCO for design and installation. This will take several months, and is a necessary component for the project to proceed. However, this scope of work was not included in the original renovation design. It is estimated that the power extension project will cost between \$150,000 and \$200,000.

While the city has proposed to the state that the lake dredge project be joined with the dam improvements required as a result of the dam breach study, the city is well beyond the initial period of compliance imposed by the state. We are in the process of requesting an additional extension for compliance with the dam repairs. However, if the dredge project does not proceed, it may become necessary to proceed with the dam repairs without the dredge project.

There are other projects being managed by the department which are time sensitive due to conditions of grants used to fund the projects. The Safe Route to Schools grant has an extension until December 31, 2012, and therefore must be a priority in the department's work program.

With \$4 million available to the city by virtue of the Greenbelt Station South Core development agreement, other capital projects may be planned and even constructed in the coming year. Since the revised development agreement gives the City Council greater flexibility in determining where funds will be expended, it will be necessary to evaluate need for Greenbelt Station and Greenbelt West. Planning staff will be working on a plan for use of the South Core contributions.

Twenty years ago, the city utilized the services of a consulting engineer to conduct review of street, sidewalk, storm drain and grading plans and to perform construction inspection. As the city went through the period of residential growth and capital facility expansion, the position of construction inspector was brought in-house and the consulting services were limited to plan review. As new development slowed down, the position of construction inspector was absorbed into the property maintenance program, and now we no longer staffed with a street construction inspector. All inspectors have some experience with inspection, and all are certified sediment control inspectors, but the department no longer has the type of expertise in construction inspection necessary to address a large scale development project, such as Greenbelt Station. Further, dedicating a staff position to this type of task when the greater workload is associated with property maintenance duties would be a poor allocation of personnel resources.

Instead, staff has been working with Greenman-Pedersen, Inc. (GPI), to resume inspection duties for the city. The City Code was revised several years ago to make the permittee responsible for a street construction project responsible for the full cost of any plan review or construction inspection services associate with a construction project, so outsourcing these services will have no cost impact on the city. GPI has already been doing some of the construction inspection on the Greenhill stream restoration project, and will be handling construction inspection for the Cherrywood Lane roundabout project.

The other major project which is anticipated to be undertaken in FY 2013 is the PEPCO system improvement project, which will extend throughout the central part of the city. This project will involve this department and the Public Works Department to monitor removal and trimming of trees associated with the work. This is a very large project, involving the replacement of over 200 utility poles and 30,000 lineal feet of wire and cable, and there is going to be disruption as the project proceeds. Staff will be working with PEPCO and GHI to monitor the project for the purpose of minimizing disruption and impacts to trees.

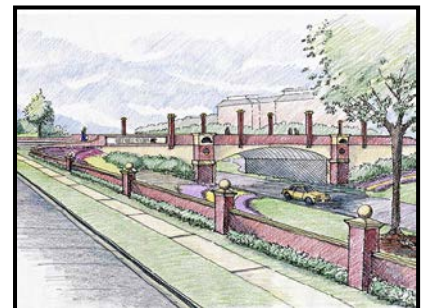
Management Objectives

- ✧ Apply for grant funding to implement environmental site design projects on city property.
- ✧ Develop and complete the educational component of the Greenhill/Hillside Roads Stream Stabilization project.
- ✧ Oversee the installation of a new gateway sign on Southway.
- ✧ Oversee the construction of improvements to Springhill Drive under the Safe Routes to School program.
- ✧ If a grant to develop plans for Cherrywood Lane greening is approved, begin research into possible funding sources.
- ✧ Undertake power supply modification to the Greenbelt Theater. Once the cost of the power supply is known, determine the scope of phase 1 and initiate that portion of the project.
- ✧ Working with the State of Maryland Department of the environment, execute a consent agreement which will define a time frame for the city to undertake required Greenbelt Lake dam repairs. As possible, coordinate this work with dredging of the Greenbelt Lake

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

Accomplishments

- ✧ Participated in preparation of the Greenbelt West/MD Route 193 Sector Plan, which included attending over 60 meetings during FY 2011-2012. Prepared a city preferred land use plan to serve as the framework for the city's review of the Sector Plan.
- ✧ Completed negotiations with Greenbelt Station for a new development agreement for the South Core. Continued negotiations with Greenbelt Station for a new development agreement for the North Core.



- ✧ Held several meetings with representatives for Greenbelt Station North Core to discuss options for bringing the proposed FBI Consolidated Headquarters project to the North Core.
- ✧ Monitored application filed by Greenbelt Station North Core to reroute Narragansett Run.

Issues

Planning and development issues for Greenbelt West have consumed a large portion of the planning staff's time and attention. After several years of inactivity, development interest at Greenbelt Station has renewed, but with new developers and changes in the previously approved development concept and plans. With bankruptcy of the major partner in both the Greenbelt Station North and South Core development teams, the city has been engaged in discussions with new and separate developers – SunTrust as the new owner of the South Core, and Renard for the North Core.

The South Core is proceeding in general accordance with the approved plan, except that it is being proposed by SunTrust to eliminate the previously approved condominium units to be replaced with 16' wide townhouses. If the South Core continues as SunTrust has been discussing, there will be greater variety in unit size and price in the South Core. This will bring greater housing opportunity to the community, which is an objective Council has favored throughout the development process.

SunTrust has expressed concern that the commercial components of the South Core may not be viable because of the very small market area available to it. If the North Core were being developed concurrent with the South Core, there would be thousands of additional vehicle trips along the main road, and access to a much larger market for the South core commercial. Without the North Core, it is doubtful that service commercial would succeed in the South Core. The challenge will be to leave open the option for commercial in the event there is interest, but be prepared in the event that there is no interest in the commercial development.

The revised development agreement for the South Core resulted in the increase of required developer contributions and improvements to over \$4 million, an increase of nearly \$1 million from the original agreement. A significant change in the agreement allows the City to utilize the financial contributions anywhere in Greenbelt West, versus the prior agreement which required that those funds be used at Greenbelt Station. This will allow the City to consider needs within the context of the neighborhood/community of Greenbelt West.

The future of the North Core is still unknown. The market for the type of large, mixed use retail/office/residential is very weak, especially with the significant up front infrastructure costs associated with construction of a WMATA garage and the Beltway off-ramp. As an alternative, Renard is exploring with the General Services Administration and the FBI the possibility of bringing the FBI headquarters project to Greenbelt. Since the development agreement does not allow for a single-tenant large office complex at the North Core, the Council would be asked to revise the development agreement to allow for the FBI, if this becomes a reality. The timing for these discussions is critical because the joint development agreement that the Estate of A.H. Smith has with WMATA expires in 2014, and the city's development agreement for the North Core would expire with the A.H. Smith Estate's joint development agreement with WMATA if no development project has been approved. If the city is to retain its negotiated conditions on the North Core, it is critical that the current development group stay involved in the project.

The Sector Plan process continues at a rapid pace, which is absorbing a significant amount of the planning staff's time. This plan is challenging because a major land use decision (what will happen at the North Core) will probably not be made until after the Sector Plan is approved. If the FBI does select Greenbelt as the site for their headquarters, it will probably result in housing demand. It could prove to be a catalyst for limited redevelopment at Franklin Park, and would have spin off benefits for the office and retail market. These changes would probably occur over a period of 10 years or longer, so for the foreseeable future, the city should anticipate relative stability in the city's existing housing, retail and office stock.

Staff continues to be concerned with the lack of complete site planning associated with past development proposals for Beltway Plaza. We see an opportunity through the sector plan for an integrated, whole site approach to any future development. Another issue to be addressed in the Sector Plan process is the status of the Conceptual Site Plan (CSP) approval for the Springhill Lake redevelopment, which was approved in 2006. The CSP approval remains valid, and carries with it a theoretically approved development of 5,800 dwelling units. Staff believes that any increase in units needs to be tied to significant employment increase in the city, which would be the case if the FBI relocation proposal were to come to fruition. Down zoning of Franklin Park from MUI to R-18 would, for all purposes, strip Franklin Park of the CSP approval, and would force any redevelopment to be reviewed based on future conditions.

Action Steps/Management Objectives

- ✧ Monitor development of Greenbelt Station South Core to ensure compliance with development agreement requirements and timely installation of associated public improvements.
- ✧ Secure the recordation of park land dedicated to the city in the South Core subdivision.
- ✧ Participate in the Greenbelt West/MD Route 193 Sector Plan, ensuring the city's goals and needs are appropriately addressed.
- ✧ Pursue changes to the Development District Overlay Zone (DDOZ) to make clear requirements for mixed use redevelopment/infill at Beltway Plaza which address design conditions of the entire property.
- ✧ Participate in discussions about the possible construction of the FBI headquarters in Greenbelt.
- ✧ Revise the Greenbelt Station North Core Agreement to reflect new division of responsibilities brought about by changes in the South Core agreement.
- ✧ Develop a master plan for and begin implementation of South Core funded public improvements.
- ✧ Continue opposition to any changes in Narragansett Run, such as those being proposed by the North Core.

Preserve and enhance Greenbelt's legacy of a planned community

Accomplishments

- ✧ Received Prince George's County Planning Board approval for the vacation of a portion of Crescent Road between Gardenway and Eastway.
- ✧ Reviewed County zoning legislation including enabling legislation for additional planning and zoning authority.
- ✧ Prepared an application for Sustainable Communities Designation.
- ✧ Reviewed a new sign plan for the CVS at Greenway Shopping Center.

- ✧ Worked with attorney representing Lawrence Apartments in obtaining a certification of non-conforming use to allow for continued occupancy of the apartments.
- ✧ Reviewed further plans for the upgrade to the Parke Crescent apartments as well as certification of a non-conforming use.
- ✧ Worked with the Forest Preserve Advisory Board, in the implementation of objectives set forth in the Maintenance and Management Plan. Projects included design and installation of the first forest preserve identification sign, design and installation of forest preserve regulatory signs, continued oversight of the annual Northway pumpkin walk, development of public information publications about forest preserve and preparation of changes to chapter 17 to address dumping.
- ✧ Completed bi-annual audit and review of Greenbelt's sediment and erosion control delegation, and received the maximum two year permitted delegation.
- ✧ Continued support for the Greenbelt Farmers market.
- ✧ Attended the Roosevelt Center Merchants meeting as requested.
- ✧ Reviewed PEPCO plans for system upgrade which would include removal and replacement of over 200 utility poles and 30,000 lineal feet of wiring, focusing on minimizing impact on trees
- ✧ Assisted the Greenbelt Arts Center in securing permits for their bathroom renovation project.

Issues

During negotiations for the revision to the Greenbelt Station South Core development agreement, a condition was included to require use of new greening techniques for the streets and sidewalks. As there are no standards to detail how these techniques should be designed and constructed, the city should research and develop standards which define how these techniques are to be used.

The city's sediment and erosion control program underwent its biannual audit and review by the State of Maryland Department of the Environment. Once again, the city's program was found to be compliant with state requirements and the maximum two year delegation of sediment and erosion control approved. However, changes have been made to the state sediment and erosion control regulations which the city must adopt within six months. This will be a work objective for the remainder of the current fiscal year as well as the next fiscal year.

The major continuing issues in the historic community relate to the maintenance and upkeep of the housing stock, ensuring that Roosevelt Center is properly maintained, and ensuring the vibrancy of Roosevelt Center through continued occupancy of the commercial area. This year the Greenbelt Arts Center renovated their bathrooms and the department provided support in obtaining county and city permits.

Management Objectives

- ✧ Continue to review all development plans to evaluate potential impacts on the community, infrastructure, public facilities and environment.
- ✧ Monitor State and County planning and zoning legislation to ensure new regulation accomplish desired change.
- ✧ Develop standards for the design and construction of “green” techniques in street, sidewalk and other construction, and revise chapter 18 of the city code to implement new standards and update other provisions of the chapter.
- ✧ Begin enforcement of new provisions of Chapter 17 regarding dumping.
- ✧ Adopt required changes to the city’s sediment and erosion control regulations as defined by the State of Maryland.
- ✧ Review all development plans for impact on the historic community.
- ✧ Continue to address discrepancies between the street right-of-way and GHI yard lines throughout historic Greenbelt
- ✧ Adopt new zoning authority which delegated other “local interest” approvals to the city, such as certification of non-conforming uses, and alternative compliance for landscaping.

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

Accomplishments

- ✧ Registered with the State of Maryland in compliance with requirements for Records Disposal.
- ✧ Oversaw the setup, data conversion and implementation of Utopia, the department’s new community software program.
- ✧ Served as staff liaison to three city boards – Advisory Planning Board, Board of Appeals and Forest Preserve Advisory Board. Staff attended 33 evening meetings in support of these Boards.
- ✧ Attended a broad range of meetings including Baltimore-Washington Parkway Widening Feasibility Study meetings, B-W Rail Intermodal Facility Study meetings, Purple Line, Greenbelt Metro Area/MD Route 193 Sector Plan staff, agency, and community meetings.

Issues

Managing department workload is always an issue, particularly in a small department with responsibility to manage and administer many different enforcement and licensing programs. With the department operating for part of the year with five vacancies, department staff had to work harder and longer to respond to the needs of the community, while taking on duties not normally within their purview. At this time the department still has two vacancies.

When Assistant Director Jim Sterling transferred to the Public works Department, his assistant director position became vacant, and stays so at this time. The turn-over in the staff, combined with the departure of one of the department managers provided a rare opportunity to observe and evaluate department operations with stripped down staffing. As the department's workload was redistributed to make sure critical tasks were completed, and priorities were more closely evaluated to ensure that the department was recognizing and completing the core tasks of the department, conclusions were drawn about department staffing, as it was versus what might be a more efficient organizational model. The following lists several of the observations drawn during this time of department personnel transition:

1. The Administrative Assistants have more work than two full-time support staff can handle. Over the past few years we have been behind in most of our licensing programs. It is difficult for the Administrative Associated to realize ideal production because they are constantly interrupted with phone calls, walk in customers, and requests by other staff for assistance, to name a few. The new Utopia Community Development software system has been in place a few months, so we have not yet realized improvement in efficiency or savings of time. After the Utopia system is in full use, the work load and assignment for the administrative staff can be reevaluated and further changes, if warranted, can be recommended.
2. Staffing for the code enforcement program is currently at two, versus the authorized strength of three inspectors. The vacant Community Development Inspector position should be filled as soon as possible. The department objective of increasing the number of apartment units inspected on an annual basis will require filling the vacant inspector position. As this position is currently authorized, there is no impact to department staffing.
3. Change the one-half time unclassified Animal control Officer to a full-time, classified position (discussion will follow within Animal Control).

As expected, the transition from ACT to Utopia Community Development software has had its challenges. The software is 90% installed, but the system is not fully utilized by staff. There have been some bugs in the program, and staff will continue working with the software designer to get these corrected. One more training session is paid for from the initial contract, and this will be scheduled once staff is more familiar with the program. Overall, the program appears to have the capabilities the department needs to run all programs more efficiently. It will take time for staff to become full trained on the program, and to understand, appreciate and utilize to its fullest capability the new software system.

With these new capabilities, there are opportunities to bring greater efficiency to the department. With minor adjustments to the software, email addresses may be added to a property field giving us the option to provide notices electronically. This would save time, paper and postage and would move us toward a department objective of becoming paperless. Allowing for use of credit card payments would eliminate the need to process incoming payments, and would also reduce or eliminate the preparation of deposits by staff.

With the software capability available, making the system portable for the inspectors is the next step. College Park inspectors are able to enter property maintenance information into a netbook, or similar device, and print notices via a portable printer in the vehicle. Each of these technology enhancements allows staff to do their job with greater speed, involving fewer people, fewer steps, less paper and greater accuracy.

The department has discontinued its past practice of scanning plans into PDF format for electronic storage because there is no good, non-labor intensive way to cross reference the PDF files for ease of indexing for later retrieval. The city possesses thousands of pages of plans that detail the planning and infrastructure plans for development from the first days of the city to now. As the storage median is paper, the records are at risk of damage and destruction from fire, flood and time. As with the PDF electronic storage, there is no reliable way to index, store and track these plans. It is important that a strategy to provide for permanent, non-destructive, identifiable and searchable system for recording the records of the physical development of the city be found and implemented.

Enforcement of anti-littering/anti-snipe sign regulations has become very difficult because many of the businesses using handbills and snipe signs do not provide business addresses, and use cell phones, instead of listed phone lines. This means that department staff cannot track the businesses or individuals who are guilty of violating the code to an address. Unless we can identify an individual or a location, we are not able to impose penalties for the violations. New state regulations allowing local jurisdictions to fine an individual placing snipe signs the amount of \$25 per sign is not being used by staff. The fines approved by Council when the anti-littering regulations were first approved set a minimum fine of \$100. Staff will continue to use the enforcement authority set forth in the city code.

Through the department occupancy licensing program, we gain some knowledge as to the businesses located in the city. Most other jurisdictions require a business license as well as an occupancy license. The business license would be used to track which businesses are operating in the city and this information can be used by the Finance Department in monitoring personal property tax payments. The need for a business license requirement in Greenbelt will be studied in this fiscal year.

Management Objectives

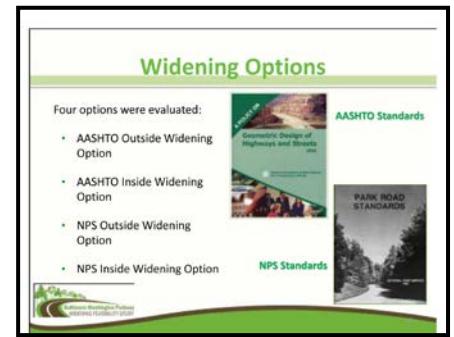
- ✧ Study options and costs for electronic storage of paper plans.
- ✧ Study options for portability of Community Development software to inspectors while in the field.
- ✧ Upgrade GIS platform and add Adobe CSS capabilities for map editing.
- ✧ Evaluate the need/benefit of implementing a business license requirement.

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

Accomplishments

- ✧ Participated in State Planning Directors Roundtable quarterly meeting, Maryland Municipal League Planning Directors meetings and Metropolitan Washington Council of Governments Planning Directors Technical Committee.

- ✧ Monitored the Purple Line, Baltimore-Washington Parkway widening study, WMATA commissioning facility and the CSX Intermodal Facility project.
- ✧ Reviewed and provided comments on the Federal Capital Improvements Program for FY 2012-2017 and the State of Maryland Consolidated Transportation Program for FY 2012-2017.
- ✧ Reviewed and reported on the final Environmental Assessment and FONSI for the proposed expansion of the U.S. District Courthouse.
- ✧ Reviewed Plan Maryland.



Issues

The department has become much more involved in study groups, tasks forces and similar activities to monitor regional activities and plans than in past years. Between these assignments, committee and board liaison duties, Council meetings and works sessions, sector plan meetings and public hearings, the planning staff carries a very heavy meeting schedule. Due to the number of meetings, and the associated work requirements, it has been the practice to assign one planner as having primary responsibility to monitor the project, attend meetings, provide briefings as required, and present the issue/plan/study to council for review.

With the addition of Jaime Fearer to the planning staff, we have a planner who is passionately interested in transit issues, particularly relating to bicycling. As a bicycle commuter herself, she has taken the initiative to seek opportunities to bring resources to the city to support bicycle programs and infrastructure. Her passion for this topic matches a strong interest in the community for multi-modal transportation planning.

Management Objectives

- ✧ Review all proposed county zoning legislation for impact on the city.
- ✧ Work with the Prince George’s County School system on the improvements to Breezewood Drive.
- ✧ Continue to monitor the Purple Line, WMATA commissioning facility and the CSX Intermodal Facility project.

Continue investment in the professional development of the staff. Keep the staff well trained and up to date on professional and technological advances. Encourage professional recognition through designation by accreditation organizations and bodies.

Accomplishments

- ✧ The Planning Director and Assistant Director obtained sufficient hours of training to satisfy continuing education requirements for AICP certification maintenance.

- ✧ The Assistant Planning Director and Community Planner attended the American Planning Association Annual Conference. Training concentrated on expanded use of GIS system, use of Census American Fact Finder for analysis of US Census data, and strategies for developing and improving bicycle infrastructure.
- ✧ Inspection and planning staff obtained State of Maryland “green card” certification for sediment and erosion control.
- ✧ Attended training sponsored by Maryland Municipal League Code Enforcement and Zoning Officials Association (CEZOA) in hoarding identification, intervention and follow-up.
- ✧ Attended training on Maintaining a Respectful Workplace, which was organized by the Human Resources Officer.
- ✧ Administrative Associate Pam Lambird completed her term as President of the Mid-Atlantic Chapter of the False Alarm Reduction Association (FARA), and has become a member of the FARA National Conference Committee. She has also become a moderator in the FARA online forum.
- ✧ Animal Control Officer Susie Hall and Animal Shelter Manager Kim DeAngelis continued training with the Animal Control Officers Association (ACOA). ACO Hall completed the third and final element of ACOA training, maintaining her national certification through ACOA. Shelter Manager DeAngelis earned her certification as an Animal Control Officer. This is the one national organization that trains and certifies animal control officers.
- ✧ Supervisory Inspector Thomas Matthews completed Fire Inspector III training. This multi-year course provides training in all aspects of fire protection, inspection and investigation. With this training, Inspector Matthews could be qualified as a Fire Marshal.



Issues

The involvement of the Administrative Associate as an active member of local, regional and national levels of the False Alarm Reduction Association brings valuable contacts and resources to the city which is available through no other staff member. Her attendance at the National Conference is provided for in the budget, and will allow her to follow through on the commitments of her position.

Both the Director and Assistant Planning Director have earned their certification from the American Institute of Certified Planners (AICP). There is a continuing education requirement for this certification which requires that 32 CEU's of professional development training be obtained every two years. Training can be found at local and regional conferences and training events, the national conference, seminars training videos and webinars. The Community Planner will be eligible to test for her AICP certification in the coming fiscal year. This is a training priority, as it is the one internationally accepted designation of expertise in the field of planning.

Both Animal Control Officer II Susie Hall and Animal Shelter Manager Kim DeAngelis attended Animal Control Officers Association and Ms. DeAngelis joins Ms. Hall as a certified Animal Control Officer. This designation indicates that they have expertise in all facets of animal control and shelter management, including legal issues,

animal care and behavior, proper procedures to secure or trap animals, health care, nutrition needs, disease avoidance, containment and treatment, and disaster preparedness. ACO Lauren Derise has been attending courses and has received training in disaster response, and will be placed in charge of developing and animal control disaster preparedness plan. She should also begin attending ACOA training to earn her accreditation as a certified Animal Control Officer.

Management Objectives

- ✧ Continue to meet AICP certification maintenance requirements.
- ✧ One member of the planning staff will begin the process of earning LEED certification.
- ✧ Inspector Adams to obtain International Property Maintenance Certification.
- ✧ Inspector Matthews is to pursue training to obtain designation as a Master Code Official.
- ✧ Enroll Animal Control Officer Lauren Derise in ACOA training academy for the purpose of having her obtain national certification as an animal control officer.

Operate a model municipal Animal Control program which encourages responsible pet ownership through education events and programs. Continue operation of a no-kill shelter, emphasizing the practices of spay/neuter and adoption of homeless animals and management of free roaming cat populations.



Accomplishments

- ✧ Received training in changes to state law regulating trapping of wild animals.
- ✧ Met with national and state representatives of the Humane Society of the United States (HSUS) to discuss partnership opportunities and legislative initiatives which might be appropriate for consideration by a municipal animal control agency.
- ✧ Responded to two (2) raccoons in residence calls.

- ✧ MPO Gordon Rose was assigned by the Police Department to handle criminal animal control cases. Several years ago, MPO Rose and ACO Derise handled a criminal neglect case which resulted in a felony conviction. This year Ms. Hall and MPO Rose obtained felony charges of abuse on a case involving a family who killed a dog belonging to another family member, and inflicting grievous injuries to another dog in the household.



- ✧ At the request of Greenway Center Petsmart, Animal Control was asked to begin using 6 of 12 cat adoption cages available in the store. This added exposure has increased the number and rate of cat adoptions.
- ✧ Asked by Laurel Petco to hold adoption events in their store. Between Laurel Petco and Greenbelt Petsmart, the department holds at least four sponsored adoption events each month.



- ✧ Continued to sponsor the Pet Expo including the county rabies clinic, Pooch Plunge, Labor Day kissing booth and parade, and Holiday Volunteer Appreciation party.
- ✧ The Greenbelt Volunteer Fire Department sponsored a party/dance to celebrate the Greenbelt Animal Control Facebook reaching 1,000 friends, and as a fundraiser for the Ronin Fund, a special account used to pay extraordinary medical bills for adoptable animals suffering from treatable illness or injury.
- ✧ Several fundraisers were held on behalf of the Ronin Fund, including a Rockathon, Fire Department sponsored dance and Big Daddy birthday bash, bake sales and direct donations. Fund raising and donations for the first three quarters of FY 2012 were over \$25,000.
- ✧ Volunteers continue to provide invaluable assistance to the Animal Control Program, including regular cleaning of the shelter, exercising animals, helping socialize shelter animals, maintaining the Facebook page and staffing adoption events.
- ✧ Concluded the 4th year of our trap-neuter-release (TNR) program, trapping free roaming and feral cats, having the cats spayed or neutered, vaccinated for rabies, and returned to their feral colony. It is estimated that through the city's 4 years of activity in TNR an estimated 40,000 cat births have been avoided. The Humane Society of the United States estimates that it takes seven years of a TNR program to stabilize the feral cat population. The cost of this program is subsidized by Alley Cat Allies.

Issues

Past issues have generally involved cost to operate the program. Cost remains a concern, and will always be a concern. While animal control staff is constantly searching for less costly ways to provide basic care to shelter animals, the variable in total costs which cannot be controlled is the number of animals that come into the shelter. The shelter only takes animals surrendered by Greenbelt residents or found at large in the city. Two years ago we saw the number of animals abandoned and surrendered and brought into the shelter increase by a factor of 2.5, and it was thought that the increase in shelter numbers related to economic conditions. These numbers have leveled out, but as long as the shelter is taking an average of ten dogs and cats into the shelter on a weekly basis, animal care costs will remain at the current level. The staff has searched and negotiated with several animal health providers for reduced cost medical care, but ultimately the total costs for the operation of the shelter are going to reflect the number of animals taken into the shelter. Staff will continue to identify cost savings in this area, which have included performing certain screening tests in-house, administering vaccinations in-house, and purchasing veterinary supplies and medications directly through veterinary pharmaceutical houses.

There have been significant changes in state regulations governing trapping of wild animals. Staff must revise our existing procedures to reflect the changes in state law. The most significant change in the law is that “nuisance” wild animals may no longer be trapped. A wild animal is not considered a nuisance unless it enters the home or poses a direct physical threat to persons or pets. Under previous regulations, wild animals could be trapped and moved if the animal took up residence under a deck, or frequented a property enough to cause concern to the property owner. New state regulations emphasize cohabitation of people and wildlife, noting that wildlife does not recognize private property and views the area where it roams as part of its habitat. Therefore, wild animals previously considered to be a nuisance because they were in someone’s yard can no longer be trapped and relocated.

In conjunction with these changes in the state regulations, animal control will need to take extra effort to educate the public about regulations for trapping, how to respond when one encounters wildlife, and how to distinguish between healthy and unhealthy wildlife. Notions that animals seen during the day are diseased or dangerous are largely inaccurate. Public education about wild animal behavior is required on a continuing basis.

For over five years, the animal control program has operated with staffing of 2 full-time classified and one half-time unclassified animal control officers. With this staffing, the shelter is maintained on a daily basis, open adoption hours are held twice a week, animal control officers are assigned to patrol the city and answer calls for 10 hours Monday thru Friday, for 8 hours on Saturday and 4 hours on Sunday. In addition to these services, there is an animal control officer on-call every hour of every day. Additional duties which exceed those described above include staffing at least two adoption shows each month, taking animals to and from various veterinary clinics where discounted services are provided, and conducting home checks and rechecks for adopters, organizing four public events each year (Pet Expo, Labor Day booth, Pooch Plunge, Labor Day parade), and organizing and attending fundraisers.

For the past two years, overtime costs and extra hours worked by the part-time animal control reflect actual weekly staffing equal to three full-time positions. This is not due to new programs or initiatives, but is in direct response to demand for service by the community. Demand for these services is not declining, but our capacity to provide those services has exceeded the number of personnel hours available to provide those services. Maintaining staffing at the existing level without reducing services is a false economy, as we will pay more for the same hours of work because of overtime and compensatory time expenses. To maintain the level of service at its current level, it is necessary to increase the part-time animal control officer to a full-time position.

Action Steps/Management Objectives

- ✧ Pursue grants through the Snyder Foundation and/or Petsmart for additional support to the city’s trap/neuter/release program.
- ✧ Continue practice of administering prophylactic vaccinations to animals entering the shelter, to reduce possibility of transmission of illness within the shelter.
- ✧ Continue administering medical screening tests which do not require outside lab work.
- ✧ Reevaluate possibility of equipping the shelter with equipment to perform spay/neuter procedures in-house.
- ✧ Work with the Police Department to provide training in the identification of abnormal wildlife behavior.
- ✧ Revise trapping procedures to reflect new state regulations.

- ✧ Work with the Humane Society of the United States on legislation which would criminalize the act of watching animal fights.
- ✧ Develop formal process to recognize contributions by volunteers.

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

Accomplishments

- ✧ Hired new full and part-time parking enforcement officers.
- ✧ Implemented monthly review of Complus activity reports to analyze parking citation activity.

Issues

Following the retirement of both the full and part-time parking enforcement officers late in 2011, the city was without dedicated parking enforcement for the last quarter of 2011.

A review of the Complus monthly reports shows over \$100,000 owed the city in unpaid parking citations and late fees. Some of these fees may not be recoverable because the citations cannot be traced back to specific individuals. However, there are many vehicles with recently issued parking citations. The value of a tag reader is that vehicles with delinquent parking tickets or expired registration are registered with a tone, which alerts the Parking Enforcement Officer of the vehicle in violation. The parking enforcement officer can then determine the appropriate enforcement action based on the reason for the alert - booting, towing and/or ticketing. The use of this technology makes the parking enforcement officer more efficient, and also gives the city a tool to locate vehicles with unpaid tickets. It is estimated that the cost of a \$16,000 tag reader would be recovered within one year, simply through the more efficient and thorough identification of vehicles with infractions.

Action Steps/Management Objectives

- ✧ Pursue “heavy hitter” violators with multiple unpaid parking citations.
- ✧ Purchase a tag reader for use by parking enforcement.
- ✧ Continue pursuit of used car sales in residential areas.

PERSONNEL STAFFING

	Grade	Auth. FY 2011	Auth. FY 2012	Prop. FY 2013	Auth. FY 2013
210 Planning					
Planning & Community					
Development Director	GC-26	1	1	1	1
Assistant Planning Director	GC-22	1	1	1	1
Community Planner I	GC-16	1	1	1	1
Total FTE		3	3	3	3
220 Community Development					
Assistant Community					
Development Director	GC-22	1	1	1	0
Supervisory Inspector	GC-18	1	1	1	1
Community Development	GC-12				
Inspector I & II	& 14	3	3	3	3
Parking Enforcement Officer	GC-9				
I & II	& 10	1.5	1.5	1.5	1.5
Administrative Assistant II	GC-13	2	2	2	2
Total FTE		8.5	8.5	8.5	7.5
330 Animal Control					
Animal Control/Shelter					
Coordinator I & II	GC-11 & 12	2	2	2	2
Animal Control/Shelter					
Coordinator I & II	NC	.5	.5	.5	.5
Total FTE		2.5	2.5	2.5	2.5

PLANNING & COMMUNITY DEVELOPMENT



PLANNING



The Planning Department 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 Advisory Board; preparing special studies addressing particular issues; drafting legislation; and other duties as necessary.

Performance Measures	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Estimated
Advisory Planning Board Meetings	14	14	16	18
Forest Preserve Advisory Board Meetings	11	11	11	11
Other Meetings	-	-	211	250
Grants Administered	6	4	6	6
Full Time Equivalents (FTE)	3	3	3	3

Management Objectives

- ⊠ Implement recommendations from pedestrian-bicycle master plan.
- ⊠ Complete Safe Routes to School project on Springhill Drive.
- ⊠ Manage development review of Greenbelt Station South Core.
- ⊠ Develop standards for “green/complete” streets.
- ⊠ Work on becoming a Sustainable Community through the Maryland Department of Planning.

Budget Comments

- 1) Salaries, line 01, were lower than the norm in FY 2011 due to an extended maternity leave, and a new hire in FY 2012.
- 2) The salary and benefits for the Director of Planning and Community Development are budgeted here, though approximately 50% of her time is spent overseeing the Community Development operation.

PLANNING Acct. No. 210	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$262,011	\$232,325	\$272,800	\$262,800	\$263,800	\$268,600
28 Employee Benefits	80,267	67,916	86,400	80,800	84,900	84,900
Total	\$342,278	\$300,241	\$359,200	\$343,600	\$348,700	\$353,500
OTHER OPERATING EXPENSES						
30 Professional Services	\$206	\$0	\$0	\$0	\$0	\$0
33 Insurance	2,117	1,988	2,500	1,200	1,200	1,200
45 Membership & Training	8,873	8,368	8,900	8,100	9,000	9,000
53 Computer Expenses	400	0	0	0	0	0
55 Office Expenses	557	273	300	300	1,000	1,000
Total	\$12,153	\$10,629	\$11,700	\$9,600	\$11,200	\$11,200
TOTAL PLANNING	\$354,431	\$310,870	\$370,900	\$353,200	\$359,900	\$364,700
REVENUE SOURCES						
Development Review Fees	\$5,000	\$2,100	\$3,000	\$1,000	\$1,000	\$1,000
County Grants	6,500	6,500	6,500	6,500	6,500	6,500
Excess Funded 100% by City	342,931	302,270	361,400	345,700	352,400	357,200
Total	\$354,431	\$310,870	\$370,900	\$353,200	\$359,900	\$364,700

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 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Estimated
Board of Appeals Meetings	2	3	6	4
Residential Inspections	1,987	2,144	1,800	2,100
Apartment Units Inspected	1,154	1,450	1,200	1,500
Construction Permits Issued	6	6	8	8
Building Permits Issued	413	579	500	500
Sediment Control Permits Issued	3	1	1	4
Sediment Control Inspections	106	170	80	208
Noise Ordinance citations	9	25	15	15
Noise Ordinance warnings	176	141	190	170
Noise Ordinance complaints	196	174	200	180
Property Violation Complaints	508	538	447	400
Handbill Violations	24	31	35	25
Burglar Alarm Licenses Issued	189	256	240	250
Day Care Businesses Licensed	10	10	9	9
Alarm Companies registered	51	86	86	86
Non-residential Units licensed	561	572	577	577
Liquor licenses issued	21	20	20	20
Residential false-alarms	122	200	275	250
Non-residential false alarms	240	322	410	400
Police non-response	18	18	21	20
Parking Tickets Issued	3,970	3,330	2,901	4,200
Municipal Infractions Issued	565	557	200	225
Full Time Equivalentents (FTE)	8.5	8.5	8.5	8.5

Management Objectives

- ☒ Establish a process to address dilapidated properties.
- ☒ Evaluate the value of requiring business licenses.
- ☒ Inspect at least 25% of all rental units, so that every unit is inspected at least once every four years.

Budget Comments

- 1) The reduction in Salaries, line 01, is due to turnover in the staffing.
- 2) The Overtime cost, line 27, in FY 2011 has been caused by efforts related to the sewer break at Roosevelt Center and inspections at Franklin Park.
- 3) New radios that communicate with Police dispatch are being purchased for the Parking Officers in Departmental Equipment, line 52, in FY 2012.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$438,588	\$437,503	\$449,400	\$305,300	\$411,500	\$341,500
25 Repair/Maintain Vehicles	10,366	7,367	8,000	7,000	7,000	7,000
27 Overtime	8,223	14,585	6,000	2,000	2,000	2,000
28 Employee Benefits	138,736	133,948	155,200	116,100	151,600	122,600
Total	\$595,913	\$593,403	\$618,600	\$430,400	\$572,100	\$473,100
OTHER OPERATING EXPENSES						
30 Professional Services	\$2,914	\$10,442	\$800	\$16,100	\$800	\$800
33 Insurance	2,782	822	3,500	900	900	900
34 Other Services	3,145	1,047	200	200	200	200
38 Communications	11,568	11,845	11,700	11,600	11,600	11,600
42 Building Rental	24,800	25,500	27,300	26,800	28,100	28,100
45 Membership & Training	2,477	3,999	3,400	1,600	3,400	3,400
48 Uniforms	349	2,139	800	800	800	800
49 Tools	159	222	500	500	500	500
50 Motor Equipment						
Maintenance	10,077	19,194	10,300	11,700	10,600	10,600
Vehicle Fuel	9,782	12,085	13,400	13,400	14,000	14,000
52 Departmental Equipment	1,325	2,289	1,500	13,500	1,500	1,500
53 Computer Expenses	0	0	0	0	8,000	8,000
55 Office Expenses	13,595	17,833	13,800	12,700	13,700	13,700
Total	\$82,973	\$107,417	\$87,200	\$109,800	\$94,100	\$94,100
TOTAL COMMUNITY DEVELOPMENT	\$678,886	\$700,820	\$705,800	\$540,200	\$666,200	\$567,200
REVENUE SOURCES						
Street Permits	\$65,285	\$128,491	\$100,000	\$90,000	\$85,000	\$85,000
Licenses & Permit Fees	665,971	682,698	766,100	806,700	812,700	812,700
Liquor License	8,127	8,814	8,400	9,100	8,800	8,800
Non-Residential Burglar Alarm Fees	27,100	33,675	27,000	30,000	30,000	30,000
Municipal Infractions	63,750	157,451	20,000	10,000	10,000	10,000
False Alarm Fees	57,480	16,208	35,000	15,000	15,000	15,000
Total	\$887,713	\$1,027,337	\$956,500	\$960,800	\$961,500	\$961,500



NOTES...