



**ANNE ARUNDEL COUNTY  
OFFICE OF THE COUNTY AUDITOR**

**To:** Councilmembers, Anne Arundel County Council  
**From:** Michelle Bohlayer, County Auditor  
**Date:** March 1, 2023  
**Subject:** Auditor's Review of Legislation for the March 6, 2023 Council Meeting

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**Bill 3-23:  
Zoning – Small Business  
Districts – Religious  
Facilities (As Amended)**

**Summary of Legislation**

This bill allows religious facilities as a permitted use in Small Business Districts.

We commented on this bill in our letter dated February 16, 2023. At the February 21, 2023 Council meeting, this bill was amended to repeal a prohibition on outside storage as an accessory use in Small Business Districts and allows outside storage as permitted use in Small Business Districts if the outside storage is accessory to a permitted use and is limited to 10% of the allowed lot coverage. We have no further comments on this bill.

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**Bill 6-23:  
Subdivision and  
Development – Zoning –  
Accessory Dwelling Units  
(As Amended)**

**Summary of Legislation**

This bill exempts accessory dwelling units from impact fees; amends the definitions of density and dwelling unit, accessory; repeals certain parking requirements for accessory dwelling units; amends the conditional use requirements for accessory dwelling units; and allows accessory dwelling units in use as of a certain date to be exempt from certain conditional use requirements.

We commented on this bill in our letter dated February 16, 2023. At the February 21, 2023 Council meeting, this bill was amended to strike a conditional use requirement that the principal single-family detached dwelling or the accessory dwelling unit be owner-occupied and that notice of this requirement be recorded in the County land records. We have no further comments on this bill.

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**Bill 7-23:  
Personnel – Positions in  
the Classified Service –  
Position Control**

**Summary of Legislation**

This bill removes the one Secretary III position and adds one Management Assistant II position in the Office of Law (Law). It also decreases one Secretary II and one Office Support Assistant I positions and increases two Office Support Specialist positions in the Police Department (Police). This bill decreases one Correctional Program Specialist II position and adds one Program Manager position in the Department of Detention Facilities (Detention). It also decreases one Office Support Assistant II position and increases one Financial Reporting Manager position in the Office of Finance (Finance). The positions that are being decreased were included in the Fiscal Year 2023 Approved Budget (FY23 Budget).

The Management Assistant II Law position is to provide advanced technical support work to support Law technology issues across a variety of computer platforms. The two Office Support Specialist Police positions are to provide promotional opportunities as well as higher level duties based on the administrative needs of Animal Care and Control. The Program Manager Detention position is for a Training and Correctional Standards Compliance Director to provide a training and compliance program. The Financial Reporting Manager Finance position is for an EMS Administrator to operate the County ambulance billing program.

**Review of Fiscal Impact**

The one vacant Secretary III Law position will be converted to a Management Assistant II position. Annual salary costs for one Management Assistant II position ranges from approximately \$62,100 to \$110,800. This position is new and no funds were included in the FY23 Budget, however, funds for annual salary costs totaling \$52,170 were included in the FY23 Budget for the one vacant Secretary III position. The FY23 fiscal impact of the Management Assistant II position will depend on the hiring date, negotiated salary, and associated benefits. Law intends to fill the position as soon as possible.

The one vacant Secretary II and one vacant Office Support Assistant I Police positions will be converted to two Office Support Specialist positions. Annual salary costs for one Office Support Specialist positions ranges from approximately \$37,900 to \$59,300. These positions are new and no funds were included in the FY23 Budget, however, funds for annual salary costs totaling \$85,869 were included in the FY23 Budget for the two existing positions. The FY23 fiscal impact of the Office Support Specialist positions will depend on the hiring date, negotiated salary, and associated benefits. Police intends to fill the positions as soon as possible.

Also, one of five vacant Correctional Program Specialist II Detention positions will be converted to a Program Manager position. Annual salary costs for one Program Manager position ranges from approximately \$72,000 to \$128,500. This position is new and no funds

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**Bill 7-23 (continued)**

were included in the FY23 Budget, however, funds for annual salary costs totaling \$74,751 were included in the FY23 Budget for the vacant Correctional Program Specialist II position. The FY23 fiscal impact of the Program Manager position will depend on the hiring date, negotiated salary, and associated benefits. Detention intends to fill the position as soon as possible.

One of two vacant Office Support Assistant II Finance positions will be converted to a Financial Reporting Manager position. Annual salary costs for one Financial Reporting Manager position ranges from approximately \$83,500 to \$149,000. This position is new and no funds were included in the FY23 Budget, however, funds for annual salary costs totaling \$45,035 were included in the FY23 Budget for the one vacant Office Support Assistant II position. The FY23 fiscal impact of the Financial Reporting Manager position will depend on the hiring date, negotiated salary, and associated benefits. Finance intends to fill the position as soon as possible.

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**Bill 8-23:  
Personnel – Positions in  
the Classified Service****Summary of Legislation**

This bill amends the pay grade and work week of the Police Fleet Coordinator position, amends the title of the Park Ranger position, and adds a Park Ranger II position. In addition, the bill removes 22 Park Ranger positions in the Department of Recreation and Parks that were included in the FY23 Budget and adds 22 Park Ranger I positions in the FY23 Budget.

**Review of Fiscal Impact**

This bill includes a two-grade increase for the currently occupied Police Fleet Coordinator position based on a job study of the existing position because of added duties and a growing vehicle fleet. The revised pay grade for the Police Fleet Coordinator position reflects a 10% increase in the minimum and maximum salaries. Assuming a 10% increase in the current salary for the Police Fleet Coordinator, the total annual increase is approximately \$8,000. Police advised that there are enough funds to absorb the salary increase in their FY23 Budget.

There is no immediate fiscal impact related to the name change from Park Ranger to Park Ranger I and the creation of the new classification of Park Ranger II, however, the Park Ranger I and II positions are intended to be a proficiency series. If the proficiency series is approved by the Administration, the positions could be reclassified upon evaluation by the Office of Personnel without review or approval by the Council.

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**Bill 9-23:  
Subdivision and  
Development – Adequate  
Public Facilities – Public  
Schools**

**Summary of Legislation**

This bill extends the termination date established by Bill 85-21 for certain provisions related to adequate public facilities and public schools from May 1, 2023 until September 1, 2023.

**Review of Fiscal Impact**

This bill does not have a direct fiscal impact because the extension continues the provisions from Bill 85-21 that are currently in effect. If the date remains as May 1, 2023 and the provisions from Bill 85-21 are no longer in effect, this could result in increased future residential development and could potentially increase the amount of impact and permit fees and taxes collected by the County if certain proposed development projects were no longer placed on the school waiting list.

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**Bill 10-23:  
Floodplain Management,  
Erosion and Sediment  
Control, and Stormwater  
Management –  
Subdivision and  
Development – Water  
Quality Improvement  
Projects**

**Summary of Legislation**

This bill defines water quality improvement project and exempts certain water quality improvement projects from the prohibition against development in natural feature areas.

**Review of Fiscal Impact**

The Office of Planning and Zoning (OPZ) does not expect a fiscal impact from this bill, however, it may reduce workload for both OPZ and permit preparation costs for certain Watershed Protection and Restoration Fund (WPRF) capital projects because modifications would no longer be required for certain water quality improvement projects. This bill may impact WPRF projects and certain non-profit and other private sector water quality projects in the County.

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**Bill 11-23:  
Zoning – Mixed Use  
Districts – Uses Under the  
Optional Method of  
Development**

**Summary of Legislation**

This bill transfers certain permitted uses allowed under the optional method of development in mixed use districts from the retail and service or other categories to the office or industrial categories.

**Review of Fiscal Impact**

This bill has no fiscal impact.

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