



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

April 16, 2018

The Honorable Members of the County Council
The Honorable County Executive Steven R. Schuh
Philip R. Hager, Planning and Zoning Officer
Anne Arundel County
44 Calvert Street
Annapolis, Maryland 21401

Dear Members, Mr. Schuh, and Mr. Hager:

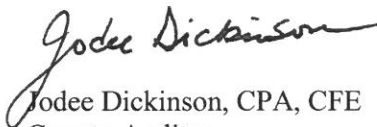
Under § 311 of the County Charter, I am calling to your attention and taking exception to the following improper procedure. The Office of Planning and Zoning (OPZ) failed to provide the annual report of development as required by § 17-5-504 of the County Code.

This report supports the annual determination of adequate school facilities. The report must include a description of the number and type of dwellings for which OPZ has given approval and the number and type of dwelling units that are on the waiting list. The Code requires OPZ to distribute the report to the Board of Education, County Executive, County Council, and the Planning Advisory Board.

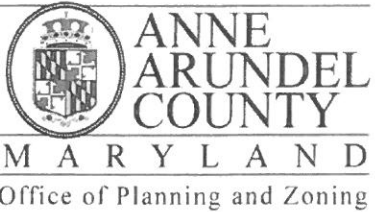
According to the Planning and Zoning Officer, OPZ has not filed the Development Activity Impact on School Facilities report since fiscal year 2014 due to staff shortages. OPZ is working on the 2017 report and will include development activity for the 2015 and 2016 years. We confirmed that the 2014 report is available on the County's website. We have attached OPZ's formal response to this letter.

Please call if you have any questions.

Sincerely,


Jodee Dickinson, CPA, CFE
County Auditor

J:\DATASHARED\AUDITOR\Other Investigations\311 reports not affiliated with audit project\OPZ Non Preparation of Annual Report\Sec 17-5-504 Report.docx



2664 Riva Road, P.O. Box 6675
Annapolis, MD 21401
410-222-7450

Philip R. Hager
Planning and Zoning Officer

April 13, 2018

Ms. Jodee Dickinson, County Auditor
44 Calvert Street
Annapolis, MD 21401

Re: Development Activity Impact on School Facilities Report

Dear Ms. Dickinson

Thank you for bringing this matter to my attention. I first became aware of this issue in December. I was particularly uncomfortable to find that not only were we late in getting started on this year's report but that the report had not been prepared for the previous two years. I directed staff to reprioritize all other activities in order to focus on the delivery of this product as soon as possible. I also directed staff to include data for the prior two years to address the fact that reports for those two years had not been prepared as mandated by Code.

This year's report as well as addenda for the prior two years is complete. It is at the printer and we are expecting to pick it up today. The document will be transmitted to the Council and all other required parties, as set forth in the Code, on Monday. In light of the actions that were taken over the last several months I believe my staff is appropriately aware of the need for the required timelines for delivery of this report. I do not foresee this being an issue which is likely to be repeated anytime in the future.

Again, thank you for bringing this to my attention. Please feel free to reach out to me should you have any other concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Hager", written over a horizontal line.

Philip R. Hager
Planning and Zoning Officer