

County Attorney Summary

	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Orig. FY 03	% Change From Adj. FY 03
County Attorney	\$699,000	\$585,220	\$679,565	\$695,695	18.88%	2.37%
Board of License Commissioners	75,610	85,150	85,485	87,755	3.06%	2.66%
Board of Zoning Appeals	64,590	68,135	74,955	76,415	12.15%	1.95%
Total County Attorney	\$839,200	\$738,505	\$840,005	\$859,865	16.43%	2.36%

Budget Changes

- The 18.88% increase between the Original FY 03 Budget and the FY 04 Adopted budget is due to the movement of \$65,000 from the Reserve for Contingencies (for anticipated legal expenses when outside counsel is used) back to the County Attorney's budget and attorney upgrades and promotions.
- The 12.15% increase between the Board of Zoning Appeal's Original FY Budget and the FY 04 Adopted Budget is due to adding two additional Board members during FY 03 bringing the total Board size to five members.

Highlights, Changes and Useful Information

- The County Attorney's Office provided in-house training seminars for the Ethics Commission, the Planning Commission, the Board of Zoning Appeals, the Department of Social Services and all employees of County government.
- The County Attorney's Office continues to work closely with the Planning Department to implement the Rural Legacy Program in Carroll County that enables Carroll County to preserve farmland.
- Liquor license revenues collected during FY 02 was \$177,145 including applications fees for twenty-eight new or transferred licenses, and twenty license violations.
- In FY 02, the Board of Zoning Appeals heard seventy-seven appeals during twenty-four days of hearings and held administrative meetings on twelve of those days. All Board Members make monthly site visits to each upcoming case prior to public hearings.

County Attorney

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$568,690	\$531,650	\$560,995	\$576,725	8.48%	2.80%
Operating	129,710	52,970	117,970	118,370	123.47%	0.34%
Capital Outlay	600	600	600	600	0.00%	0.00%
Total	\$699,000	\$585,220	\$679,565	\$695,695	18.88%	2.37%
Employees FTE	14.94	13.75	13.75	13.75	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Kimberly A. Millender, County Attorney (410) 386-2030
Bremen Trail, Budget Analyst (410) 386-2082

Mission and Goals

The Department of the County Attorney provides legal representation and advice to the Carroll County Commissioners and their boards, commissions, officers and employees regarding matters affecting the County. The Department also provides advice and representation to other government agencies funded by the Board of County Commissioners.

Goals include:

- Protect the legal interests and integrity of Carroll County Government with preventive and remedial measures.
- Aid in the prompt, cost-efficient resolution of disputes.
- Ensure fair and equal treatment of citizens and employees.
- Assure that County ordinances, contracts, legal documents and policies are of the highest quality.

Description

This Department was created by State law to serve as in-house counsel to the County Commissioners and all of the departments, bureaus, agencies, offices, quasi-judicial boards, commissions and other organizations that receive operating funds from the County.

In addition to furnishing legal advice and representation, the office handles real estate settlements, collections of delinquent accounts, zoning and building code violations, preparation of legal documents for subdivisions and codification of County laws. It also handles all cases for the local Department of Social Services and represents the Carroll Community College, the Carroll County Public Library, the Humane Society and the Sheriff's Office.

While the Department cannot give legal advice to individuals, they are a resource for general questions about County government and County and State laws.

Program Highlights

- The Department updated the Code of Public Local Laws and Ordinances as recommended by the various Batch Committees resulting in a new supplement.
- Provided in-house training seminars for the Ethics Commission, the Planning Commission, the Board of Zoning Appeals, the Department of Social Services and all employees of County government.
- Worked closely with the Planning Department to implement the Rural Legacy Program in Carroll County that enables Carroll County to preserve farmland.
- Collected \$716,000 from delinquent accounts.

Budget Changes

- The difference between the Original FY 03 Budget and the FY 04 Adopted Budget is due to attorney upgrades and promotions and the movement of \$65,000 from the Reserve for Contingencies (for anticipated legal expenses when outside counsel is used) back to the County Attorney's budget.
- Generally, salary and operating expenses were planned to grow 3% between FY 03 and FY 04. Most budgets, including this one, were held at or near that level.

Positions

Title	Type	FTE
<i>Admin. Office Associate II</i>	Full-time	1.00
<i>Assistant County Attorney I</i>	Full-time	2.00
<i>Assistant County Attorney II</i>	Full-time	3.00
<i>County Attorney</i>	Full-time	1.00
<i>Legal Secretary</i>	Full-time	3.00
<i>Legal Secretary</i>	Part-time	.75
<i>Office Associate</i>	Full-time	2.00
<i>Office Manager</i>	Full-time	1.00
Total		13.75

Board of License Commissioners

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$67,240	\$74,495	\$74,830	\$76,875	3.19%	2.73%
Operating	8,370	10,655	10,655	10,880	2.11%	2.11%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$75,610	\$85,150	\$85,485	\$87,755	3.06%	2.66%
Employees FTE	2.25	2.63	2.63	2.63	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Nancy David, Office Manager (410) 386-2094

Dan Study, Budget Analyst (410) 386-2082

Positions

Title	Type	FTE
Inspector	Full-time	1.00
Inspector	Part-time	.63
Office Associate III	Full-time	1.00
Total		2.63

Mission and Goals

To assure the sales of alcoholic beverages are in compliance with the regulations of Article 2B of The Laws and Regulations of the State of Maryland.

Description

The Board of License Commissioners is a three-member board mandated by State law. They are appointed by the County Commissioners of Carroll County to accept, hear and approve applications for County liquor licenses. The Board is responsible for the annual renewal of all existing liquor licenses, issuance of special and temporary liquor licenses and the enforcement of the State alcoholic beverage laws as well as local rules and regulations, and affixes appropriate penalties when violations are cited. The Board consists of a Chairman and two members who sit as administrative judges meeting one day each month to hear applications and cases that have been filed and scheduled. The three board members are not included in the positions summary.

Program Highlights

License fee revenue collected during FY 02 was \$177,145 including applications fees for twenty-eight new or transferred licenses, and twenty license violations. Two inspectors investigated 151 licensed establishments that sell alcoholic beverages in Carroll County. A Maryland State Police Cadet works with the inspectors to perform age compliance investigations. The inspectors also check on the status of the State required Trader's License and the federal required Special Tax Stamp that is necessary to sell any type of alcoholic beverage.

Budget Changes

Generally, operating and salary expenses were planned to grow 3% between FY 03 and FY 04. Most budgets, including this one, were held at or near that level.

Board of Zoning Appeals

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$46,180	\$47,990	\$47,990	\$49,405	2.95%	2.95%
Operating	18,410	20,145	26,625	27,010	34.08%	1.45%
Capital Outlay	0	0	340	0	0.00%	-100.00%
Total	\$64,590	\$68,135	\$74,955	\$76,415	12.15%	1.95%
Employees FTE	1.00	1.00	1.00	1.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Nancy David, Office Manager (410) 386-2094

Dan Study, Budget Analyst (410) 386-2082

Mission and Goals

To make non-biased and accurate decisions on matters pertaining to the Zoning Section of the Code of Public Local Laws and Ordinances of Carroll County and to provide guidance to constituents wanting to make changes/modifications regarding the use of their property or property being considered for purchase.

Description

The Board of Zoning Appeals is a five-member board appointed by the County Commissioners to serve a three year term whose purpose is to hear citizen appeals for zoning violation citations and for special exceptions and variances to zoning ordinance regulations and specifications. The Board consists of a chairman and four members who sit as administrative judges two to three days each month, depending upon the number of cases filed and scheduled. The Board is paid for meetings worked and are not in the position summary.

Program Highlights

In FY 02, the Board of Zoning Appeals heard seventy-seven appeals during twenty-four days of hearings and held administrative meetings on twelve of those days. All Board members make monthly site visits to each upcoming case prior to public hearings.

Budget Changes

Generally, salary and operating expenses were planned to grow at 3% between FY 03 and FY 04. Most budgets, including this one, were held at or near that level.

Positions

<i>Title</i>	<i>Type</i>	<i>FTE</i>
Office Manager	Full-time	1.00
Total		1.00