

County Attorney Summary

	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
County Attorney	\$678,499	\$695,695	\$706,505	\$725,165	4.24%	2.64%
Board of License Commissioners	85,066	87,755	89,090	92,570	5.49%	3.91%
Board of Zoning Appeals	65,090	76,415	76,415	84,720	10.87%	10.87%
Total County Attorney	\$828,656	\$859,865	\$872,010	\$902,455	4.95%	3.49%

Budget Changes

- Differences between the FY 04 Original Budget and the FY 04 Adjusted Budget in the County Attorney and Board of License Commissioners budgets are the result of changes due to the combination of salary adjustments and a position reclassification.
- The 10.87% increase in the Board of Zoning Appeals, is mainly due to the Board holding an additional monthly meeting as a result of an increased number of hearings.

Highlights, Changes and Useful Information

- Due to changes in governmental accounting procedures, an accrual for one day's payroll expense is included in FY 05 in the personnel section of the budgets. For further explanation of payroll accruals, refer to the glossary.
- The County Attorney's Office updates the Code of Public Local Laws and Ordinances. In a joint project with ITS, they recently acquired new software to accomplish updates in-house at a savings of nearly \$20,000 annually.
- The County Attorney's Office coordinated all ordinance revisions and litigation related to the Conditional Uses in Industrial District Deferral and the Residential Development Deferral including thirty appeals to the Board of Zoning Appeals, litigation in Circuit Court and appeals to the Court of Special Appeals.
- Liquor license revenues collected during FY 03 were \$186,405 including applications fees for twenty-six new or transferred licenses, and fifteen license violations.
- In FY 03, the Board of Zoning Appeals heard eighty-seven appeals during thirty-one 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 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$560,292	\$576,725	\$586,035	\$604,695	4.85%	3.18%
Operating	117,653	118,370	119,870	119,870	1.27%	0.00%
Capital Outlay	555	600	600	600	0.00%	0.00%
Total	\$678,499	\$695,695	\$706,505	\$725,165	4.24%	2.64%
Employees FTE	13.75	13.75	13.75	13.38	-----	-----

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
Brigitte Miller, 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 updates the Code of Public Local Laws and Ordinances. In a joint project with ITS, they recently acquired new software to accomplish updates in-house at a savings of nearly \$20,000 annually.

- 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.
- Coordinated all ordinance revisions and litigation related to the deferral including thirty appeals to the Board of Zoning Appeals, multiple lawsuits in Circuit Court and appeals to the Court of Special Appeals.
- Collected \$979,379 in FY 03 and \$716,000 in FY 02 from delinquent accounts.

Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of a combination of a position upgrade, per diem funding for the Ethics Commission Administrator and salary adjustments.
- The 3.18% increase in personnel in FY 05 is due to the net effect of salary adjustments and a reduction in hours for one Assistant County Attorney II. The County is required to provide legal services to the Department of Social Services that are reimbursed to the County through State funding. The funding will be reduced in FY 05 causing a reduction in legal service staffing to a minimum requirement.
- Generally, no growth was planned for operating expenses between FY 04 and FY 05. 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	0.63
<i>County Attorney</i>	Full-time	1.00
<i>Legal Secretary</i>	Full-time	3.00
<i>Legal Secretary</i>	Part-time	0.75
<i>Office Associate</i>	Full-time	2.00
<i>Office Manager</i>	Full-time	1.00
<i>Sr. Asst. County Attorney</i>	Full-time	2.00
Total		13.38

Board of License Commissioners

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$76,244	\$70,525	\$71,860	\$75,170	6.59%	4.61%
Operating	8,821	17,230	17,230	17,400	0.99%	0.99%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$85,066	\$87,755	\$89,090	\$92,570	5.49%	3.91%
Employees FTE	2.63	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
 Brigitte Miller, Budget Analyst (410) 386-2082

- Generally, no growth was planned for operating expenses between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.

Mission and Goals

To assure compliance with the regulations of Article 2B of The Laws and Regulations of the State of Maryland for the sale of alcoholic beverages.

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 County employees and are therefore, not included in the positions summary.

Positions

Title	Type	FTE
Inspector	Full-time	1.00
Inspector	Part-time	0.63
Office Associate III	Full-time	1.00
Total		2.63

Program Highlights

License fee revenue collected during FY 03 was \$186,405 including applications fees for twenty-six new or transferred licenses, and fifteen license violations. Two inspectors investigated 147 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

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of changes due to the combination of salary adjustments and a position reclassification.
- The 4.61% increase in personnel costs in FY 05 is due to salary adjustments.

Board of Zoning Appeals

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$48,505	\$49,405	\$49,405	\$52,075	5.40%	5.40%
Operating	16,246	27,010	27,010	32,645	20.86%	20.86%
Capital Outlay	340	0	0	0	0.00%	0.00%
Total	\$65,090	\$76,415	\$76,415	\$84,720	10.87%	10.87%
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

Brigitte Miller, 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 three to four days each month, depending upon the number of cases filed and scheduled. The five Board members are not County employees and therefore, are not in the positions summary.

Program Highlights

In FY 03, the Board of Zoning Appeals heard eighty-seven appeals during thirty-one 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

- The 5.40% increase in personnel costs in FY 05 is due to salary adjustments.
- Operating expenses increased 20.86% mainly due to the Board now holding an additional monthly meeting as a result of an increased number of hearings.

Positions

Title	Type	FTE
Office Manager	Full-time	1.00
Total		1.00