

# County Attorney Summary

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	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Orig. FY 05	% Change From Adj. FY 05
<b>County Attorney</b>	\$835,599	\$725,165	\$705,565	\$740,060	2.05%	4.89%
<b>Board of License Commissioners</b>	85,556	92,570	93,935	92,220	-0.38%	-1.83%
<b>Board of Zoning Appeals</b>	89,303	84,720	84,365	86,730	2.37%	2.80%
<b>Total County Attorney</b>	<b>\$1,010,458</b>	<b>\$902,455</b>	<b>\$883,865</b>	<b>\$919,010</b>	<b>1.83%</b>	<b>3.98%</b>

## Budget Changes

- Differences between the FY 05 Original Budget, the FY 05 Adjusted Budget and the FY 06 Budget for the County Attorney are the result of changes to one attorney position that is funded through the State and provides legal services to the Department of Social Service. In FY 05, the hours were reduced due to State funding cuts and in FY 06 the position will be eliminated due to additional anticipated cuts. In FY 06, increased hours for an Office Associate and an upgrade from Office Associate to Paralegal have been added to the budget.
- The 1.83% decrease in the FY 06 Budget in the Board of License Commissioners is the result of a reduction in vehicles mileage reimbursement. The inspectors will now use County vehicles rather than their personal vehicles to perform routine liquor license inspections.

## Highlights, Changes and Useful Information

- Between FY 98 and FY 04 the County Attorney's Office collected more than \$4 million in delinquent accounts related to unpaid taxes and fees, medical expenses for inmates, reimbursements for accidents and bad checks.

FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04
\$419,684	\$442,965	\$419,133	\$867,001	\$716,139	\$979,379	\$416,689

- The Board of License Commissioners collects fees for applications for new or transferred liquor licenses, and license violations. Below is a history of liquor license revenues.

FY 00	FY 01	FY 02	FY 03	FY 04
\$174,317	\$169,712	\$177,145	\$186,405	\$181,272

# County Attorney

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$525,083	\$604,695	\$585,095	\$605,860	0.19%	3.55%
Operating	310,332	119,870	119,870	133,600	11.45%	11.45%
Capital Outlay	185	600	600	600	0.00%	0.00%
<b>Total</b>	<b>\$835,599</b>	<b>\$725,165</b>	<b>\$705,565</b>	<b>\$740,060</b>	<b>2.05%</b>	<b>4.89%</b>
Employees FTE	14.00	14.00	13.50	13.00	-----	-----

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 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 cases for the local Department of Social Services and represents Carroll Community College, Carroll County Public Library, Humane Society and the Sheriff's Office.

## Program Highlights

Between FY 98 and FY 04, the County Attorney's Office collected more than \$4 million in delinquent accounts related to unpaid taxes and fees, medical expenses for inmates, reimbursements for accidents and bad checks.

## Budget Changes

- Differences between the FY 05 Original Budget, the FY 05 Adjusted Budget and the FY 06 Budget are the result of changes to one attorney position that is funded through the State and provides legal services to the Department of Social Service. In FY 05, the hours were reduced due to State funding cuts and in FY 06 the position will be eliminated due to additional anticipated cuts. In FY 06, increased hours for an Office Associate and an upgrade from Office Associate to Paralegal have been added to the Budget.
- The 11.45% increase in operating is the result of anticipated legal fees for the Hampstead Waste Water Treatment Plant.

## Positions

Title	Type	FTE
<i>Admin. Office Associate II</i>	Full-time	1.00
<i>Assistant County Attorney I</i>	Full-time	1.00
<i>County Attorney</i>	Full-time	1.00
<i>Legal Secretary</i>	Full-time	4.00
<i>Office Associate</i>	Full-time	2.00
<i>Office Manager</i>	Full-time	1.00
<i>Paralegal</i>	Full-time	1.00
<i>Senior Assistant County Attorney</i>	<i>Full-time</i>	<i>2.00</i>
<b>Total</b>		<b>13.00</b>

# Board of License Commissioners

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$76,019	\$81,545	\$82,910	\$86,700	6.32%	4.57%
Operating	9,537	11,025	11,025	5,520	-49.93%	-49.93%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$85,556</b>	<b>\$92,570</b>	<b>\$93,935</b>	<b>\$92,220</b>	<b>-0.38%</b>	<b>-1.83%</b>
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

## 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 Carroll County Commissioners 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. The Board consists of a Chairman and two members who sit as administrative judges meeting one day each month to hear requests for applications and cases on violations that have been filed. The three board members are appointed by the Commissioners and are not county employees.

## Program Highlights

The Board of License Commissioners collects fees for applications for new or transferred liquor licenses, and license violations. Below is a history of liquor license revenues.

FY 00	FY 01	FY 02	FY 03	FY 04
\$174,317	\$169,712	\$177,145	\$186,405	\$181,272

## Budget Changes

The 49.93% decrease in operating is due to a reduction in vehicles mileage reimbursement because the inspectors will be using county instead of private vehicles.

## Positions

Title	Type	FTE
Inspector	Full-time	1.00
Inspector	Part-time	0.63
Office Associate III	Full-time	1.00
<b>Total</b>		<b>2.63</b>

# Board of Zoning Appeals

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$50,693	\$52,075	\$51,720	\$54,000	3.70%	4.41%
Operating	38,610	32,645	32,645	32,730	0.26%	0.26%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$89,303	\$84,720	\$84,365	\$86,730	2.37%	2.80%
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. Their 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 appointed by the Commissioners and are not county employees.

## Budget Changes

Generally, salary expenses were planned to grow at 5% and operating expenses at 3% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.

## Positions

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