

# County Attorney Summary

---

	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Orig. FY 06	% Change From Adj. FY 06
<b>County Attorney</b>	\$749,418	\$740,060	\$770,808	\$804,320	8.68%	4.35%
<b>Board of License Commissioners</b>	83,449	92,220	91,993	96,050	4.15%	4.41%
<b>Board of Zoning Appeals</b>	87,352	86,730	86,730	90,600	4.46%	4.46%
<b>Total County Attorney</b>	<b>\$920,219</b>	<b>\$919,010</b>	<b>\$949,531</b>	<b>\$990,970</b>	<b>7.83%</b>	<b>4.36%</b>

## Budget Changes

Differences between the FY 06 Original Budget, the FY 06 Adjusted Budget and the FY 07 Budget for the County Attorney are the result of changes in State funding that provides legal services to the Department of Social Services. In FY 05, legal services were reduced due to State funding cuts. In the FY 06 Original Budget an Attorney's position was eliminated due to additional anticipated cuts. In the FY 06 Adjusted Budget the position was added back as the State funding was later approved and is planned in the FY 07 Budget. An upgrade from Legal Secretary I to Legal Secretary II has been added to the FY 07 Budget.

## Highlights, Changes and Useful Information

- Between FY 99 and FY 05 the County Attorney's Office collected more than \$4.5 million in delinquent accounts related to unpaid taxes and fees, medical expenses for inmates, reimbursements for accidents and bad checks.

FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05
\$442,965	\$419,133	\$867,001	\$716,139	\$979,379	\$416,689	\$846,967

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

FY 00	FY 01	FY 02	FY 03	FY 04	FY 05
\$174,317	\$169,712	\$177,145	\$186,405	\$181,272	\$195,430

# County Attorney

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$534,874	\$605,860	\$636,108	\$666,275	9.97%	4.74%
Operating	213,990	133,600	134,100	137,445	2.88%	2.49%
Capital Outlay	555	600	600	600	0.00%	0.00%
<b>Total</b>	<b>\$749,418</b>	<b>\$740,060</b>	<b>\$770,808</b>	<b>\$804,320</b>	<b>8.68%</b>	<b>4.35%</b>
Employees FTE	13.50	13.00	13.63	13.63	-----	-----

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**  
**Larry Brown, Senior 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 99 and FY 05, the County Attorney's Office collected more than \$4.5 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 06 Original Budget, the FY 06 Adjusted Budget and the FY 07 Budget are primarily the result of changes in State funding that provides legal services to the Department of Social Services. In FY 05, legal services were reduced due to State funding cuts and in FY 06 an Attorney's position was eliminated due to additional anticipated cuts. In the FY 06 Adjusted Budget the position was added back as State funding was later approved and is planned in the FY 07 budget. An upgrade from Legal Secretary I to Legal Secretary II has been added to the FY 07 budget.
- Generally, salary expenses were planned to grow at 5% and operating at 3% between FY 06 and FY 07. Most budgets, including this one, were held at or near this 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>County Attorney</i>	Full-time	1.00
<i>Deputy County Attorney</i>	Full-time	1.00
<i>Legal Secretary</i>	Full-time	3.00
<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>	Full-time	1.00
<i>Professionals</i>	Contractual	.63
<b>Total</b>		<b>13.63</b>

# Board of License Commissioners

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$77,885	\$86,700	\$86,473	\$90,500	4.38%	4.66%
Operating	5,564	5,520	5,520	5,550	0.54%	0.54%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$83,449</b>	<b>\$92,220</b>	<b>\$91,993</b>	<b>\$96,050</b>	<b>4.15%</b>	<b>4.41%</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  
 Larry Brown, Senior Budget Analyst (410) 386-2082

## 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>

## 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

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

FY 01	FY 02	FY 03	FY 04	FY 05
\$169,712	\$177,145	\$186,405	\$181,272	\$195,430

## Budget Changes

Generally, salary expenses were planned to grow at 5% between FY 06 and FY 07. Most budgets, including this one, were held at or near this level.

# Board of Zoning Appeals

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$50,913	\$54,000	\$54,000	\$54,660	1.22%	1.22%
Operating	36,439	32,730	32,730	35,940	9.81%	9.81%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$87,352</b>	<b>\$86,730</b>	<b>\$86,730</b>	<b>\$90,600</b>	<b>4.46%</b>	<b>4.46%</b>
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

Larry Brown, Senior 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% between FY 06 and FY 07. Most budgets, including this one, were held at or near this level.
- The 9.81% increase in operating is primarily due to, for administrative purposes, moving the Ethics Committee Chairman's budget to the Board of Zoning Appeals from the County Attorney's budget.

## Positions

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