

County Attorney Summary

| | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|--------------------------------|--------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| County Attorney | \$876,916 | \$926,400 | \$910,669 | \$948,860 | 2.42% | 4.19% |
| Board of License Commissioners | 93,241 | 99,230 | 99,230 | 104,000 | 4.81% | 4.81% |
| Board of Zoning Appeals | 78,793 | 90,480 | 90,480 | 92,250 | 1.96% | 1.96% |
| Total County Attorney | \$1,048,950 | \$1,116,110 | \$1,100,379 | \$1,145,110 | 2.60% | 4.07% |

Mission and Goals

The County Attorney's Office is dedicated to providing the best advice and legal representation to the Carroll County Commissioners and their boards, officers and employees regarding matters affecting the county.

Goals Include:

- Assure county ordinances, contracts, legal documents and policies are adequate.
- Protect the legal interests and integrity of Carroll County Government.
- Ensure fair and equal treatment of citizens and employees of Carroll County.
- Make accurate decisions pertaining to local Zoning Laws and Ordinances.
- Assure compliance of the Laws and Regulations of the State of Maryland for the sale of alcoholic beverages and tobacco tax.

Budget Changes

Differences between the FY 08 Original Budgets, FY 08 Adjusted Budgets, and the FY 09 Budgets are primarily due to salary adjustments.

Highlights, Changes and Useful Information

- Between FY 99 and FY 07 the County Attorney's Office collected more than \$6.2 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 | FY 06 | FY 07 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| \$442,965 | \$419,133 | \$867,001 | \$716,139 | \$979,379 | \$416,689 | \$846,967 | \$794,812 | \$719,733 |

- 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 | FY 06 | FY 07 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| \$174,317 | \$169,712 | \$177,145 | \$186,405 | \$181,272 | \$195,430 | \$204,168 | \$ 203,651 |

County Attorney

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$727,908 | \$780,190 | \$764,459 | \$801,585 | 2.74% | 4.86% |
| Operating | 148,570 | 146,210 | 146,210 | 145,625 | -0.40% | -0.40% |
| Capital Outlay | 438 | 0 | 0 | 1,650 | 100.00% | 100.00% |
| Total | \$876,916 | \$926,400 | \$910,669 | \$948,860 | 2.42% | 4.19% |
| Employees FTE | 13.63 | 13.63 | 14.63 | 14.63 | 7.34% | 0.00% |

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
Cecilia Devilbiss, 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 laws, contracts, legal documents and policies are of the highest legal 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.

The department serves as a resource to the citizens for general questions about county government and County and State Laws.

Program Highlights

Between FY 99 and FY 07, the County Attorney's Office collected more than \$6.2 million in delinquent accounts related

to unpaid taxes and fees, medical expenses for inmates, reimbursements for accidents and bad checks.

Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget is due to salary adjustments.
- Generally, salary expenses were planned to grow at 5%. Most budgets, including this one, were held at or near this level.
- The 0.40% decrease in operating is due to the reduction in print fees.
- FY 09 capital outlay includes chair replacement.

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 III</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>Sr Asst County Atty/Leg Director</i> | Full-time | 1.00 |
| <i>Professionals</i> | Contractual | .63 |
| Total | | 14.63 |

Board of License Commissioners

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$89,315 | \$93,980 | \$93,980 | \$98,340 | 4.64% | 4.64% |
| Operating | 3,926 | 5,250 | 5,250 | 5,660 | 7.81% | 7.81% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$93,241 | \$99,230 | \$99,230 | \$104,000 | 4.81% | 4.81% |
| 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, Admin Hearing Coordinator (410) 386-2094
Cecilia Devilbiss, 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 and tobacco tax.

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 03 | FY 04 | FY 05 | FY 06 | FY 07 |
|-----------|-----------|-----------|-----------|-----------|
| \$186,405 | \$181,272 | \$195,430 | \$204,168 | \$203,651 |

Budget Changes

- Generally, salary expenses were planned to grow at 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near this level.
- The 7.81% increase in operating is due to the addition of a reporter at renewal hearings.

Positions

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

Board of Zoning Appeals

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$49,546 | \$52,520 | \$52,520 | \$55,120 | 4.95% | 4.95% |
| Operating | 29,248 | 37,960 | 37,960 | 37,130 | -2.19% | -2.19% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$78,793 | \$90,480 | \$90,480 | \$92,250 | 1.96% | 1.96% |
| 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, Admin Hearing Coordinator (410) 386-2094
Cecilia Devilbiss, 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 5% between FY 08 and FY 09. Most budgets, including this one were held at or near that level.
- The 2.19% decrease in operating is due to a reduction in print fees.

Positions

| Title | Type | FTE |
|----------------------------|-----------|------|
| Admin Hearings Coordinator | Full-time | 1.00 |
| Total | | 1.00 |