

# County Attorney Summary

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	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Proposed Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
County Attorney	\$870,657	\$942,845	\$942,845	\$941,850	-0.11%	-0.11%
Board of License Commissioners	101,125	103,305	50,485	48,580	-52.97%	-3.77%
Board of Zoning Appeals	81,840	91,590	91,590	83,950	-8.34%	-8.34%
<b>Total County Attorney</b>	<b>\$1,053,621</b>	<b>\$1,137,740</b>	<b>\$1,084,920</b>	<b>\$1,074,380</b>	<b>-5.57%</b>	<b>-0.97%</b>

## 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 that affect 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.

## Highlights, Changes and Useful Information

- Staff in the Department of the County Attorney has been reduced by nearly 15% since FY 09. In addition, a new attorney position that was planned to be funded in FY 11 has been removed from the Operating Plan.
- Between FY 02 and FY 09 the County Attorney's Office collected more than \$5.8 million in delinquent accounts related to unpaid taxes and fees, medical expenses for inmates, reimbursements for accidents, and bad checks.

FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09
\$716,139	\$979,379	\$416,689	\$846,967	\$794,812	\$719,733	\$631,772	\$730,000

- 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 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY09
\$177,145	\$186,405	\$181,272	\$195,430	\$204,168	\$ 203,651	\$209,363	\$207,614

## Budget Changes

- The decrease in the Department is primarily due to the elimination of an Inspector and an Office Associate in the Board of License Commissioners budget.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

# County Attorney

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Proposed Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$775,488	\$773,490	\$773,490	\$773,490	0.00%	0.00%
Operating	93,471	169,355	169,355	168,360	-0.59%	-0.59%
Capital Outlay	1,698	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$870,657</b>	<b>\$942,845</b>	<b>\$942,845</b>	<b>\$941,850</b>	<b>-0.11%</b>	<b>-0.11%</b>
Employees FTE	14.63	13.63	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**

**Heidi Pepin, Budget Analyst (410) 386-2082**

<http://ccgovernent.carr.org/ccg/attorney/default.asp>

## 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 of the Board of County Commissioners
- Aid in the prompt resolution of disputes
- Ensure fair and equal treatment of citizens and employees
- Ensure that County laws, contracts, legal documents, and policies are of the highest legal standard

## 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 02 and FY 09, the County Attorney's Office collected more than \$5.8 million in delinquent accounts related to unpaid taxes and fees, medical expenses for inmates, and reimbursements for accidents and bad checks.

## Budget Changes

In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

## 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	1.00
<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
<b>Total</b>		<b>13.63</b>

# Board of License Commissioners

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Proposed Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$99,265	\$97,740	\$44,920	\$45,020	-53.94%	0.22%
Operating	1,860	5,565	5,565	3,560	-36.03%	-36.03%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$101,125	\$103,305	\$50,485	\$48,580	-52.97%	-3.77%
Employees FTE	2.63	2.63	1.00	1.00	-----	-----

## Contact

Nancy David, Admin Hearing Coordinator (410) 386-2094

Heidi Pepin, Budget Analyst (410) 386-2082

<http://ccgovernment.carr.org/ccg/license/default.asp>

## 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 05	FY 06	FY 07	FY 08	FY 09
\$195,430	\$204,168	\$203,651	\$209,363	\$207,614

## Budget Changes

- The decrease in Personnel and FTE's from the FY 10 Original Budget to the Adjusted is due to the elimination of a part-time License Inspector and an Office Associate position.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

## Positions

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

# Board of Zoning Appeals

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Proposed Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$55,461	\$54,620	\$54,620	\$54,620	0.00%	0.00%
Operating	26,379	36,970	36,970	29,330	-20.67%	-20.67%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$81,840</b>	<b>\$91,590</b>	<b>\$91,590</b>	<b>\$83,950</b>	<b>-8.34%</b>	<b>-8.34%</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

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<http://ccgovernments.carr.org/ccg/oah/default.asp>

## 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

In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

## Positions

<i>Title</i>	<i>Type</i>	<i>FTE</i>
<i>Admin Hearings Coordinator</i>	Full-time	1.00
<i>Total</i>		1.00