

# Zoning and Administrative Hearings

## MISSION STATEMENT

The mission of the Office of Zoning and Administrative Hearings is to provide a hearing process for land use and other administrative matters that protects the due process rights of the participants as well as the public interest.

## BUDGET OVERVIEW

The total approved FY07 Operating Budget for the Office of Zoning and Administrative Hearings is \$453,560, a decrease of \$16,740 or 3.6 percent from the FY06 Approved Budget of \$470,300. Personnel Costs comprise 79.1 percent of the budget for three full-time positions and one part-time position for 3.8 workyears. Operating Expenses account for the remaining 20.9 percent of the FY07 budget.

## HIGHLIGHTS

### ❖ Productivity Enhancements

*-Purchased a scanner for use by administrative employees, to reduce attorney time used for administrative tasks.*

*-Created a computerized spreadsheet to track case status and improve record-keeping.*

*-Created a procedures manual describing the duties of the senior administrative position, which allowed the department to transition from an incumbent to a new employee with little disruption.*

*-Cross-trained administrative staff to minimize any disruption in service delivery.*

## PROGRAM CONTACTS

Contact Francoise Carrier of the Office of Zoning and Administrative Hearings at 240.777.6660 or Alexandra Shabelski of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

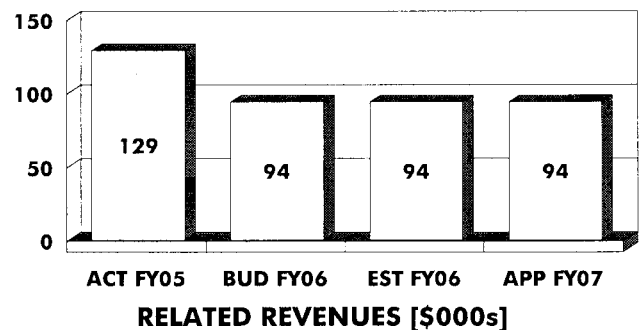
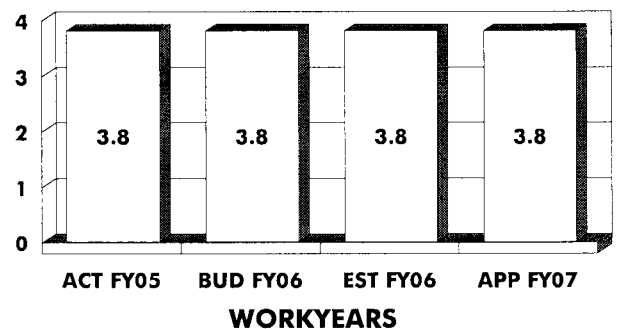
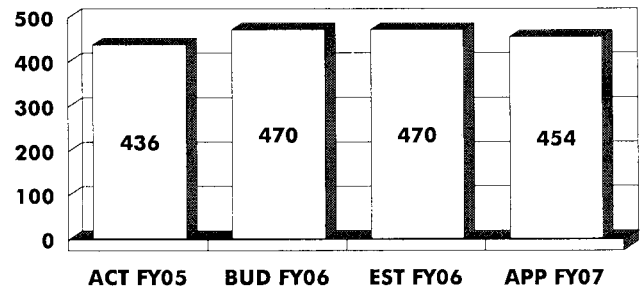
### Zoning and Administrative Hearings

The Hearing Examiner receives applications for certain zoning matters decided by the County Council; schedules and conducts public hearings; prepares and issues reports and recommendations for County Council action; hears and decides certain special exception cases; schedules and conducts referral hearings from other departments; maintains administrative records for public inspection; collects fees; responds to public inquiries; and works with other County agencies in the preparation, revision, and review of procedural rules, fee

## Program Summary

	Expenditures	WYs
Zoning and Administrative Hearings	453,560	3.8
<b>Totals</b>	<b>453,560</b>	<b>3.8</b>

## Trends



schedules, and zoning text amendments. Administrative support involves preparing advertising and other forms of notice; providing court reporter services; printing and mailing; and general office services.

**FY07 Changes**

	Expenditures	WYs
<b>FY06 Approved</b>	<b>470,300</b>	<b>3.8</b>
<b>FY07 Approved</b>	<b>453,560</b>	<b>3.8</b>

**BUDGET SUMMARY**

	Actual FY05	Budget FY06	Estimated FY06	Approved FY07	% Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	255,936	304,970	304,970	314,470	3.1%
Employee Benefits	46,431	72,620	72,620	44,470	-38.8%
<b>County General Fund Personnel Costs</b>	<b>302,367</b>	<b>377,590</b>	<b>377,590</b>	<b>358,940</b>	<b>-4.9%</b>
Operating Expenses	133,666	92,710	92,710	94,620	2.1%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>436,033</b>	<b>470,300</b>	<b>470,300</b>	<b>453,560</b>	<b>-3.6%</b>
<b>PERSONNEL</b>					
Full-Time	3	3	3	3	—
Part-Time	1	1	1	1	—
Workyears	3.8	3.8	3.8	3.8	—
<b>REVENUES</b>					
Zoning and Administrative Hearing Fees	128,546	93,750	93,750	93,750	—
<b>County General Fund Revenues</b>	<b>128,546</b>	<b>93,750</b>	<b>93,750</b>	<b>93,750</b>	—

**FY07 APPROVED CHANGES**

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY06 ORIGINAL APPROPRIATION</b>	<b>470,300</b>	<b>3.8</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: FY07 Compensation	15,810	0.0
Increase Cost: Advertising Legal Compliance	2,000	0.0
Increase Cost: Records Management	70	0.0
Decrease Cost: Group Insurance Adjustment	-10	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-160	0.0
Decrease Cost: Retirement Adjustment	-340	0.0
Decrease Cost: Annualization of FY06 Personnel Costs	-34,110	0.0
<b>FY07 APPROVED:</b>	<b>453,560</b>	<b>3.8</b>