

PREFACE

The *Maryland Manual, 1994-1995* highlights the General Assembly. As well as providing new legislative material, this *Manual* also better defines the Executive and Judicial Branches of State government and offers new data on local and federal agencies in Maryland.

In the Legislative Branch section, for the first time, the *Manual* begins to set forth the institutional history and structure of the State Senate (p. 51) and the House of Delegates (p. 71), and their standing committees. New legislative election districts also are noted (p. 123).

New to this edition are retrospective budget and personnel summaries covering the past three years for State government agencies. Under each Constitutional officer and the Secretary of each principal executive Department are named the many boards and commissions on which they are required to serve by virtue of their office. Also in the Executive Branch, thanks to Ann J. Baker, this *Manual* includes expanded histories of the Department of Juvenile Services (p. 374), and the Department of Public Safety and Correctional Services (p. 443).

For the Judicial Branch, historical background has been added on the courts, and new sections cover the Conference of Circuit Judges, the District Court Administrative Judges Committee, and committees of the Maryland Judicial Conference (p. 607).

When considering Maryland government, we generally think of State government and, indeed, most of this book describes the State level of government. Yet, Maryland government is the interaction of federal, State and local governments. In many areas of concern—education, health, and transportation, for example—public policy decisions are made at all three levels of government and daily affect each of us. To understand State government we need to know its relation to federal and local governments.

Federal agencies are found not just within the District of Columbia, but in Maryland as well. For this reason, the *Maryland Manual, 1994-1995* encompasses more federal offices in the section on Maryland and the Federal Government. These include the U.S. Bankruptcy Court, U.S. Magistrate Judges, and the U.S. Marshal for the District of Maryland (p. 803). Added also is a listing, by county, of Federal Agencies in Maryland (p. 805) on which Ray F. Lynch labored, and a description of new Congressional election districts (p. 796).

This *Manual* edition defines key elements of local government. For the governments of each county and Baltimore City, organizational charts now appear along with budget and personnel summaries for the past three years and personnel, addresses, and phones for Administrative Offices, Community Services, Education, Elections, Health, Judicial Offices, Legal Offices, Liquor Licensing, Planning, and Public Safety (p. 675). Text notes whether officials or boards are elected or appointed and to whom they are accountable. The organizational charts, introduced with this edition, highlight four key areas of local government: administration; community resources; land use and environment; and public safety. Regardless of organizational structure, these areas of responsibility are common to each county and Baltimore City. The improved text on local government is the work of Elizabeth W. Newell and Patricia S. Shaffer.

In State government, we are grateful for the assistance of John R. Stierhoff, Counsel to the President of the Senate, in making this *Manual* possible. We also thank those agencies and conscientious public servants who shared their knowledge and insight for this edition: Patricia E. Joyce, Penny MacAdams, and Jennifer Mayhew of the Governor's Appointments Office; the staff of the Speaker of the House of Delegates; Lynda C. Davis, Department of Legislative Reference; the Department of Fiscal Services; Anna Sakers and Ginger Lambros, General Assembly Mail Room; Alexander L. Cummings, Clerk of the Court of Appeals; Leslie D. Gradet, Clerk of the Court of Special Appeals; Betty L. Thompson of the District Court of Maryland; Roxanne P. McKagan, Administrative Office of the Courts; John J. Pirro, Jr., Department of Budget and Fiscal Planning; Steve Cassard, Department of General Services; Michael T. Borkowski, State Administrative Board of Election Laws; and Michel A. Lettre, Office of Planning.

At the State Archives, we appreciate the guidance of State Archivist Edward C. Papenfuse and the help we received from Lynne MacAdam; Donna R. Hill; Diane Elizabeth (Betsy) Steele; Shirley A. Bodziak; Teresa M. Fountain; James S. Heffelfinger; Oscar J. Dufrene; Shashi P. Thapar; James T. Bricker; Theresa Boston; Wilder F. Stewart; and Cecelia C. Smith. Special thanks also go to David M. Williams.