

Management and Budget Summary

	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Orig. FY 03	% Change From Adj. FY 03
Management and Budget Admin.	\$177,440	\$147,085	\$133,840	\$138,950	-5.53%	3.82%
Budget	302,835	354,050	351,465	362,900	2.50%	3.25%
Grants Management	77,800	88,920	87,550	84,790	-4.64%	-3.15%
Risk Management	930,070	1,034,590	1,036,270	1,404,325	35.74%	35.52%
Total Management and Budget	\$1,488,145	\$1,624,645	\$1,609,125	\$1,990,965	22.55%	23.73%

Budget Changes

- Differences between the FY 03 Original Budgets and the FY 03 Adjusted Budgets are the result of employee turnover, which caused changes in salaries.
- The 23.73% increase in the department budget is due to the 35.52% increase in the Risk Management budget in FY 04 that is mainly due to Workers Compensation increasing \$150,000 and insurance premiums increasing \$157,930.
- The 3.15% decrease in the Grants budget in FY 04 is largely due to the Indirect Cost Study expense of \$6,600 that was paid in FY 03 and is completed only every other year.

Highlights, Changes and Useful Information

- Risk Management is currently in the process of an extensive building inspection program to check all buildings for safety issues.
- In calendar year 2002, sixty grant applications for operating funds were processed. Fifty-three grants were awarded for a total of \$7,204,635 in calendar year 2002, which is a 7% increase over 2001. Five grants of the original sixty were denied.

Management and Budget Administration

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$167,630	\$140,585	\$127,340	\$130,630	-7.08%	2.58%
Operating	9,810	6,500	6,500	8,320	28.00%	28.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$177,440	\$147,085	\$133,840	\$138,950	-5.53%	3.82%
Employees FTE	3.00	3.00	3.00	3.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Ted Zaleski, Director of Management and Budget
(410) 386-2082
Brigitte Miller, Budget Analyst (410) 386-2082

Positions

Title	Type	FTE
<i>Administrative Office Associate</i>	Full-time	1.00
<i>Director</i>	Full-time	1.00
<i>Office Associate</i>	Full-time	1.00
Total		3.00

Mission and Goals

The Department of Management and Budget is a team of dedicated professionals committed to excellence in customer service and the efficient and effective management of the county's financial resources and insured investments.

Goals include:

- Ensure budget compliance and the most cost effective use of the County's financial resources.
- Leverage resources by securing as much grant revenue as possible.
- Protect the County's fiscal position.
- Provide asset management through effective safety, insurance and building inspection programs.

Description

The Department of Management and Budget includes Management and Budget Administration, the Bureau of Budget, the Office of Risk Management and the Grants Office. Through these agencies, the Department organizes and provides detailed fiscal analysis and management information to assist the Board of County Commissioners and County agencies in making informed management decisions.

The Department of Management and Budget seeks to develop funding strategies that provide a mix of funds from Federal, State, foundation and corporate sources. The Department of Management and Budget also oversees many of the County's insurance programs while working to reduce insurance losses through various risk management programs.

Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is due to the Director being replaced at a lower salary.
- Generally, operating and salary expenses were planned to grow 3% between FY 03 and FY 04. Most budgets, including this one, were held at or near that level.

Budget

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$297,540	\$344,075	\$341,490	\$351,665	2.21%	2.98%
Operating	5,295	9,975	9,975	11,235	12.63%	12.63%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$302,835	\$354,050	\$351,465	\$362,900	2.50%	3.25%
Employees FTE	6.00	8.00	8.00	8.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

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Mission

The actions and efforts of the Bureau of Budget are devoted to implementing the Board of County Commissioners' vision for Carroll County and its citizens through the identification, allocation and monitoring of the County's resources.

Description

The annual adoption of the County's capital and operating budgets allocates the County's resources to those services the Commissioners believe best serve the needs of the citizens of the County. The Bureau of Budget facilitates the operating and capital budget processes. Budget is responsible for forecasting and monitoring all revenues. Budget Analysts assist County agencies in the preparation of their budget requests, review those requests and make recommendations to the County Commissioners for a balanced budget.

Throughout the year, Budget staff reviews agency expenditure requests for conformance to the approved budget and resolves any issues that arise. Staff performs analyses of County agencies with respect to efficiency, methods, procedures and organization as instructed by the Director of Management and Budget and Board of County Commissioners.

Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is due to employee turnover.
- Generally, operating and salary expenses were planned to grow 3% between FY 03 and FY 04. Most budgets, including this one, were held at or near that level.
- The 12.63% growth in operating costs in FY 04 is due to additional travel expenses related to a management training seminar for four new staff members.

Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	5.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Office Associate</i>	Full-time	1.00
<i>Senior Budget Analyst</i>	Full-time	1.00
Total		8.00

Grants Management

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$74,010	\$75,530	\$74,160	\$76,385	1.13%	3.00%
Operating	3,790	13,390	13,390	8,405	-37.23%	-37.23%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$77,800	\$88,920	\$87,550	\$84,790	-4.64%	-3.15%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

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Mission and Goals

The Grants Office is dedicated to enhancing the goals of the Carroll County Commissioners through assisting County government agencies, local non-profits and municipalities with seeking, securing and managing grants as alternative funding sources.

Goals include:

- Promote grants as an opportunity for growth and enhancement of the Commissioner's programs and goals.
- Identify grant opportunities to fund new programs and organizational objectives.
- Encourage grant seeking to fund long-range agency plans.
- Facilitate grant proposal development teams.
- Review grants to assure quality and sufficiency of grant applications submitted by County agencies.
- Evaluate grant application requirements to assure County compliance with laws and regulations.
- Review grant awards to assure that the necessary policies are in place to comply with grant requirements.
- Assist with implementation of financial and statistical mechanisms necessary to operate a grant program.
- Ensure program evaluation tools are developed and monitored as required.
- Monitor grant programs to review compliance with grant requirements and prepare for audits.
- Promote interest in foundation and corporate grant offerings.

Description

The Grants Office assists County agencies, County-related agencies, municipalities, non-profits and individuals to identify, develop, write and manage grants. Grants are sought from federal, state, foundation and corporate sources. Research provides grant opportunities that closely fit agency needs. Assistance with grant development and writing are provided as priorities allow. Every grant is reviewed to assure quality of writing and accuracy of budget information. Application requirements are reviewed to assure that the application sufficiently covers information requested so that the grant

receives the best evaluation possible from the granting agency. Grant award conditions are reviewed and assistance is provided to grantees to assure compliance with grant requirements. Grants may also be selected for monitoring at random to assure sufficiency of record keeping in preparation for audit.

The *Grantsline*, an improved and expanded monthly newsletter published by the Grants Office, contains current Federal, State and philanthropic grant opportunities. The Grants Office, with help from ITS, established a website that offers current month and archived *Grantsline* newsletters.

Program Highlights

In calendar year 2002, sixty grant applications for operating funds were processed. Calendar 2002 results:

- Awards totaled \$7,204,635.
- Fifty-three grants were awarded in calendar year 2002 that is a 7% increase from 2001.
- State capital funds of \$608,874 were awarded for the Safe Haven Shelter and \$168,375 was awarded for North Carroll Senior Center.
- Five grants were denied.

Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is due to a promotion and employee turnover netting a reduction to salaries.
- The 3.15% decrease in the Grants budget in FY 04 is largely due to the Indirect Cost Study expense of \$6,600 that was paid in FY 03 and is completed only every other year.

Positions

Title	Type	FTE
<i>Grants Analyst</i>	Full-time	1.00
<i>Senior Grants Analyst</i>	Full-time	1.00
Total		2.00

Risk Management

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$124,770	\$142,400	\$144,080	\$148,390	4.21%	2.99%
Operating	803,700	882,190	882,190	1,247,935	41.46%	41.46%
Capital Outlay	1,600	10,000	10,000	8,000	-20.00%	-20.00%
Total	\$930,070	\$1,034,590	\$1,036,270	\$1,404,325	35.74%	35.52%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

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Mission and Goals

To prevent or minimize losses that would affect County personnel or property.

Goal includes:

- Achieve a safe work environment for all employees.
- Minimize the losses due to accidents and damage to County employees and property. Risk Management strives to benefit the citizens of Carroll County by minimizing these losses.

Description

The Bureau of Risk Management works with all of Carroll County Government to administer the County's safety and insurance programs. The Bureau contracts with insurance companies for a variety of insurance coverage including casualty, comprehensive, general liability, umbrella, environmental impairment and employee bonding. Risk Management monitors all of its programs to ensure the County is receiving the best rates and maintains other current cost saving measures such as self-insurance.

The Bureau has many programs it operates to help reduce the number of insurance claims it has each year. They maintain and work to improve the system of internal procedures to reduce loss exposure. An annual "Safety Month" has been implemented to remind all employees of the importance of a safe work environment. Risk Management also follows guidelines set forth by the Department of Transportation, which include physicals and drug and alcohol testing for employees driving County vehicles.

Program Highlights

- The Bureau is currently in the second year of an extensive building inspection program to check all buildings for safety issues.
- Risk Management is establishing a Safety Committee to review and maintain safety programs to minimize employee accidents and promote safety throughout the County facilities and its employees.

Budget Changes

- Differences between FY 03 Original Budget and FY 03 Adjusted Budget is the result of employee turnover.
- The 41.46% increase in operating expenses in FY 04 is primarily due to Worker's Compensation costs increasing \$150,000 for rising premium and medical expenses and insurance premiums that are projected to grow \$157,930.

Positions

Title	Type	FTE
<i>Insurance Technician</i>	Full-time	1.00
<i>Risk Management Specialist</i>	Full-time	1.00
<i>Risk Manager</i>	Full-time	1.00
<i>Safety and Training Coordinator</i>	Full-time	1.00
Total		4.00