

# Management and Budget Summary

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	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
<b>Management and Budget Administration</b>	\$142,655	\$138,950	\$147,850	\$157,300	13.21%	6.39%
<b>Budget</b>	325,405	362,900	367,090	387,425	6.76%	5.54%
<b>Grants Management</b>	86,057	84,790	89,380	100,145	18.11%	12.04%
<b>Risk Management</b>	1,174,949	1,404,325	1,407,225	1,594,300	13.53%	13.29%
<b>Total Management and Budget</b>	<b>\$1,729,065</b>	<b>\$1,990,965</b>	<b>\$2,011,545</b>	<b>\$2,239,170</b>	<b>12.47%</b>	<b>11.32%</b>

## Budget Changes

- Differences between the FY 04 Original Budgets, the FY 04 Adjusted Budgets and the FY 05 Proposed Budgets are the result of salary adjustments and position reclassifications.
- The 11.32% increase in the department budget is mainly due to the 13.29% increase in the Risk Management budget in FY 05 that is related to Workers Compensation increasing \$174,500.
- The 12.04% increase in the Grants budget in FY 05 is largely due to an Indirect Cost Allocation Study that is completed every other year.

## Highlights, Changes and Useful Information

- Due to changes in governmental accounting procedures, an accrual for one day's payroll expense is included in FY 05 in the personnel section of the budgets. For further explanation of payroll accruals, refer to the glossary.
- The current FY 04 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 05 are available on the website as each are completed. For more information or to view the budgets on the web, please refer to: <http://ccgov.carr.org/>
- Risk Management is in the third 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.
- Grants statistical information follows:

	FY 01	FY 02	FY 03
<b>Grant Applications</b>	73	60	51
<b>Grants Awarded</b>	61	53	45
<b>Grants Denied</b>	7	5	2
<b>Award Dollars</b>	\$3,415,161	\$7,204,635	\$4,387,324

# Management and Budget Administration

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$137,361	\$130,630	\$139,530	\$149,145	14.17%	6.89%
Operating	5,244	8,320	8,320	8,155	-1.98%	-1.98%
Capital Outlay	50	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$142,655</b>	<b>\$138,950</b>	<b>\$147,850</b>	<b>\$157,300</b>	<b>13.21%</b>	<b>6.39%</b>
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

Rita Zimmerman, Senior 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
<b>Total</b>		<b>3.00</b>

## 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

Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget are the result of changes due to the combination of salary adjustments and employee reclassifications.

# Budget

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$319,971	\$351,665	\$355,855	\$373,745	6.28%	5.03%
Operating	5,249	11,235	11,235	13,680	21.76%	21.76%
Capital Outlay	185	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$325,405</b>	<b>\$362,900</b>	<b>\$367,090</b>	<b>\$387,425</b>	<b>6.76%</b>	<b>5.54%</b>
Employees FTE	8.00	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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- were offset by a reduction in funding budgeted for an intern.

## 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.

## Program Highlights

The current FY 04 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 05 are available on the website as each are completed. For more information or to view the budgets on the web, please refer to: <http://ccgov.carr.org/>

## Budget Changes

- Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget in personnel expenses are the result of salary adjustments and position reclassifications.
- The 21.76% growth in operating costs in FY 05 is due to additional training costs for four new staff members that
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## Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	3.00
<i>Budget Technician</i>	Full-time	1.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Senior Budget Analyst</i>	Full-time	3.00
<b>Total</b>		<b>8.00</b>

# Grants Management

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$71,561	\$76,385	\$80,975	\$86,400	13.11%	6.70%
Operating	12,498	8,405	8,405	13,745	63.53%	63.53%
Capital Outlay	1,997	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$86,057</b>	<b>\$84,790</b>	<b>\$89,380</b>	<b>\$100,145</b>	<b>18.11%</b>	<b>12.04%</b>
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

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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. The website is located at: <http://ccgov.carr.org/grants/grantsline/index.html>

## Program Highlights

	FY 01	FY 02	FY 03
<b>Grant Applications</b>	73	60	51
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## Budget Changes

- Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget in personnel expenses are the result of salary adjustments and an employee promotion.
- The 12.04% increase in the Grants budget in FY 05 is largely due to an Indirect Cost Allocation Study that is completed every other year.

## Positions

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

# Risk Management

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$145,618	\$148,390	\$151,290	\$162,435	9.46%	7.37%
Operating	1,023,729	1,247,935	1,247,935	1,425,865	14.26%	14.26%
Capital Outlay	5,602	8,000	8,000	6,000	-25.00%	-25.00%
<b>Total</b>	<b>\$1,174,949</b>	<b>\$1,404,325</b>	<b>\$1,407,225</b>	<b>\$1,594,300</b>	<b>13.53%</b>	<b>13.29%</b>
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.

## Contact

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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 utilizes 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. June is the annual "Safety Month" and Risk Management sponsors safety activities 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 third 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.

## Budget Changes

- Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget in personnel expenses are the result of salary adjustments.
- The 14.26% increase in operating expenses in FY 05 is primarily due to Worker's Compensation costs increasing \$174,500 from FY 04 as a result of rising premiums and medical expenses.

## 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
<b>Total</b>		<b>4.00</b>