

Management and Budget Summary

	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Budget FY 06	% Change From Orig. FY 05	% Change From Adj. FY 05
Management and Budget Administration	\$140,216	\$157,300	\$206,795	\$218,080	38.64%	5.46%
Budget	315,029	387,425	338,800	355,380	-8.27%	4.89%
Grants Management	82,978	100,145	100,052	97,810	-2.33%	-2.24%
Risk Management	1,532,049	1,594,300	1,641,415	1,780,380	11.67%	8.47%
Total Management and Budget	\$2,070,272	\$2,239,170	\$2,287,062	\$2,451,650	9.49%	7.20%

Budget Changes

- Differences between the FY 05 Original Budgets, the FY 05 Adjusted Budgets and the FY 06 Budgets are the result of salary adjustments, position transfers between departments and the addition of a Compliance Engineer.
- The 2.24% decrease in the Grants budget in FY 06 is largely due to an Indirect Cost Allocation Study that is completed every other year.
- The 8.47% increase in Risk Management in FY 06 is primarily due to an increase in insurance premiums.

Highlights, Changes and Useful Information

- The current FY 05 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 06 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 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	FY 04
Grant Applications	73	60	51	58
Grants Awarded	61	53	45	47
Grants Denied	7	5	2	3
Grants Pending	5	2	4	8
Award Dollars	\$3,415,161	\$7,204,635	\$4,387,324	\$6,112,219

Management and Budget Administration

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$134,048	\$149,145	\$198,640	\$209,680	40.59%	5.56%
Operating	6,168	8,155	8,155	8,400	3.00%	3.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$140,216	\$157,300	\$206,795	\$218,080	38.64%	5.46%
Employees FTE	3.00	3.00	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

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

Larry Brown, Senior Budget Analyst (410) 386-2082

- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.

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.

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
<i>Project Manager</i>	Full-time	1.00
Total		4.00

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. It also oversees many of the County's insurance programs while working to reduce insurance losses through various risk management programs.

Budget Changes

- The differences between personnel expenses in the FY 05 Original Budget, the FY 05 Adjusted Budget and the FY 06 Budget are due to salary adjustments and a transfer of personnel from Budget to Management and Budget Administration.

Budget

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$308,103	\$373,745	\$325,120	\$341,380	-8.66%	5.00%
Operating	6,926	13,680	13,680	14,000	2.34%	2.34%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$315,029	\$387,425	\$338,800	\$355,380	-8.27%	4.89%
Employees FTE	8.00	8.00	7.00	7.00	-----	-----

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

Contact

Jeffrey Topper, Bureau Chief, Budget
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Larry Brown, Senior Budget Analyst (410) 386-2082

- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.

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.

Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	5.00
<i>Budget Technician</i>	Full-time	1.00
<i>Bureau Chief</i>	Full-time	1.00
Total		7.00

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 05 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 06 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 05 Original Budget, the FY 05 Adjusted Budget and the FY 06 Budget in personnel expenses are the result of salary adjustments and the transfer of a position from Budget department to Management and Budget Administration.

Grants Management

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$78,900	\$86,400	\$86,307	\$90,620	4.88%	5.00%
Operating	4,078	13,745	13,745	7,190	-47.69%	-47.69%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$82,978	\$100,145	\$100,052	\$97,810	-2.33%	-2.24%
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.

Contact

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

Larry Brown, Senior Budget Analyst (410) 386-2082

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 02	FY 03	FY 04
Grant Applications	60	51	58
Grants Awarded	53	45	47
Grants Denied	5	2	3
Grants Pending	2	4	8
Award Dollars	\$7,204,635	\$4,387,324	\$6,112,219

Budget Changes

- Generally, salary expenses were planned to grow 5% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.
- The 47.69% decrease in operating budget is due to an Indirect Cost Allocation Study that was completed in FY 05.

Positions

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

Risk Management

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$140,020	\$162,435	\$174,770	\$214,300	31.93%	22.62%
Operating	1,391,081	1,425,865	1,458,945	1,563,080	9.62%	7.14%
Capital Outlay	949	6,000	7,700	3,000	-50.00%	-61.04%
Total	\$1,532,049	\$1,594,300	\$1,641,415	\$1,780,380	11.67%	8.47%
Employees FTE	4.00	4.00	4.50	5.00	-----	-----

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
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Larry Brown, Senior Budget Analyst (410) 386-2082

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

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is primarily due to salary adjustments.
- The difference between the FY 05 Original Budget and the FY 06 Budget in personnel is the result of the addition of a Compliance Engineer. A Compliance Engineer is tasked with ensuring Maryland Occupational Health and Safety Administration (MOSHA) standards are met throughout the County's operations and facilities.
- The 7.14% increase in operating expenses in FY 06 is due to an increase in insurance premiums.

Positions

Title	Type	FTE
<i>Compliance Engineer</i>	Contractual	1.00
<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		5.00