

# Management and Budget Summary

	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Orig. FY 06	% Change From Adj. FY 06
<b>Management and Budget Administration</b>	\$185,390	\$218,080	\$218,930	\$228,080	4.59%	4.18%
<b>Budget</b>	313,573	355,380	355,380	367,540	3.42%	3.42%
<b>Grants Management</b>	97,165	97,810	101,300	113,390	15.93%	11.93%
<b>Risk Management</b>	1,480,314	1,780,380	1,778,011	2,296,860	29.01%	29.18%
<b>Total Management and Budget</b>	<b>\$2,076,442</b>	<b>\$2,451,650</b>	<b>\$2,453,621</b>	<b>\$3,005,870</b>	<b>22.61%</b>	<b>22.51%</b>

## Budget Changes

- The difference between the FY 06 Original Budgets and the FY 06 Adjusted Budgets are the result of salary adjustments and position upgrades.
- The 11.93% increase in the Grants budget in FY 07 is primarily due to an Indirect Cost Allocation Study that is completed every other year.
- The 29.18% increase in Risk Management in FY 07 is primarily due to an increase in insurance premiums and coverage for potential workers compensation claims.

## Highlights, Changes and Useful Information

- The current FY 06 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 07 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 has established 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	FY 05
<b>Grant Applications</b>	73	60	51	58	62
<b>Grants Awarded</b>	61	53	45	47	50
<b>Grants Denied</b>	7	5	2	3	2
<b>Grants Pending</b>	5	2	4	8	10
<b>Award Dollars</b>	\$3,415,161	\$7,204,635	\$4,387,324	\$6,112,219	\$5,774,572

# Management and Budget Administration

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$179,587	\$209,680	\$210,530	\$219,400	4.64%	4.21%
Operating	5,803	8,400	8,400	8,680	3.33%	3.33%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$185,390</b>	<b>\$218,080</b>	<b>\$218,930</b>	<b>\$228,080</b>	<b>4.59%</b>	<b>4.18%</b>
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

**Deborah Effingham, Senior Budget Analyst (410) 386-2082**

- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 06 and FY 07. 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
<b>Total</b>		<b>4.00</b>

## 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 06 Original Budget, the FY 06 Adjusted Budget and the FY 07 Budget are due to salary adjustments.

# Budget

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$304,659	\$341,380	\$341,380	\$355,300	4.08%	4.08%
Operating	8,515	14,000	14,000	12,240	-12.57%	-12.57%
Capital Outlay	400	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$313,573</b>	<b>\$355,380</b>	<b>\$355,380</b>	<b>\$367,540</b>	<b>3.42%</b>	<b>3.42%</b>
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  
(410) 386-2084

Deborah Effingham, Senior Budget Analyst (410) 386-2082

## 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 06 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 07 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

- Generally, salary expenses were planned to grow 5% between FY 06 and FY 07. Most budgets, including this one, were held at or near that level.
- The 12.57% decrease in operating is due to a decrease in seminar registration fees.

## 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
<b>Total</b>		<b>7.00</b>

# Grants Management

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$86,307	\$90,620	\$94,110	\$98,810	9.04%	4.99%
Operating	10,858	7,190	7,190	14,580	102.78%	102.78%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$97,165</b>	<b>\$97,810</b>	<b>\$101,300</b>	<b>\$113,390</b>	<b>15.93%</b>	<b>11.93%</b>
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**

**Deborah Effingham, 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 for 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 03	FY 04	FY 05
<b>Grant Applications</b>	51	58	62
<b>Grants Awarded</b>	45	47	50
<b>Grants Denied</b>	2	3	2
<b>Grants Pending</b>	4	8	10
<b>Award Dollars</b>	\$4,387,324	\$6,112,219	\$5,774,572

## Budget Changes

- The difference between the FY 06 Original Budget and the FY 06 Adjusted budget is due to a position upgrade.
- Generally, salary expenses were planned to grow 5% between FY 06 and FY 07. Most budgets, including this one, were held at or near that level.
- The 102.78% increase in operating budget is due to a biennial Indirect Cost Allocation Study that will be performed in FY 07.

## Positions

Title	Type	FTE
<i>Senior 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 05	Original Budget FY 06	Adjusted Budget FY 06	Proposed Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$174,624	\$214,300	\$211,931	\$225,690	5.31%	6.49%
Operating	1,303,605	1,563,080	1,563,080	2,068,170	32.31%	32.31%
Capital Outlay	2,084	3,000	3,000	3,000	0.00%	0.00%
<b>Total</b>	<b>\$1,480,314</b>	<b>\$1,780,380</b>	<b>\$1,778,011</b>	<b>\$2,296,860</b>	<b>29.01%</b>	<b>29.18%</b>
Employees FTE	4.00	5.00	5.00	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**  
**(410) 386-2082**

**Deborah Effingham, 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 operates many programs 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 County facilities.

## Budget Changes

- The difference between the FY 06 Original Budget and the FY 06 Adjusted Budget is primarily due to salary adjustments.
- The 6.49% increase in personnel is the result of a planned 5% increase in salaries and the Compliance Engineer transitioning from a contractual to a full-time position in FY 07.
- The 32.31% increase in operating is due to an increase in insurance premiums and coverage of potential workers compensation claims.

## Positions

Title	Type	FTE
<i>Compliance Engineer</i>	Full-time	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
<b>Total</b>		<b>5.00</b>