

# Management and Budget Summary

	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Budget FY 08	% Change From Orig. FY 07	% Change From Adj. FY 07
Management and Budget Admin	\$195,242	\$228,080	\$228,080	\$239,320	4.93%	4.93%
Budget	302,367	367,540	366,040	384,000	4.48%	4.91%
Grants Management	100,841	113,390	113,410	112,630	-0.67%	-0.69%
Risk Management	1,480,292	2,296,860	2,292,940	2,320,970	1.05%	1.22%
<b>Total Management and Budget</b>	<b>\$2,078,742</b>	<b>\$3,005,870</b>	<b>\$3,000,470</b>	<b>\$3,056,920</b>	<b>1.70%</b>	<b>1.88%</b>

## Budget Changes

- The difference between the FY 07 Original Budgets and the FY 07 Adjusted Budgets are the result of salary adjustments.
- The .69% decrease in the Grants budget in FY 08 is primarily due to an Indirect Cost Allocation Study completed in FY 07.
- The 1.22% increase in Risk Management in FY 08 is primarily due to the net effect of lower Workers' Compensation claims and an increase in insurance premiums and coverage.

## Highlights, Changes and Useful Information

- The current FY 07 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 08 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 Casualty Loss Review Prevention Committee to analyze all accidents that occur throughout the County facilities and determine if/how the accident could be prevented.
- Grants statistical information:

	FY 01	FY 02	FY 03	FY 04	FY 05	FY06
<b>Grant Applications</b>	73	60	51	58	62	70
<b>Grants Awarded</b>	61	53	45	47	50	58
<b>Grants Denied</b>	7	5	2	3	2	5
<b>Grants Pending</b>	5	2	4	8	10	7
<b>Award Dollars</b>	\$3,415,161	\$7,204,635	\$4,387,324	\$6,112,219	\$5,774,572	\$8,468,005

# Management and Budget Administration

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Budget FY 08	% Change From Orig. FY 07	% Change From Adj. FY 07
Personnel	\$186,929	\$219,400	\$219,400	\$230,360	5.00%	5.00%
Operating	8,313	8,680	8,680	8,960	3.23%	3.23%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$195,242	\$228,080	\$228,080	\$239,320	4.93%	4.93%
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

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

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

## Budget Changes

Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 07 and FY 08. Most budgets, including this one, were held at or near that level.

## 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>

# Budget

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Budget FY 08	% Change From Orig. FY 07	% Change From Adj. FY 07
Personnel	\$297,544	\$355,300	\$353,800	\$371,400	4.53%	4.97%
Operating	4,822	12,240	12,240	12,600	2.94%	2.94%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$302,367</b>	<b>\$367,540</b>	<b>\$366,040</b>	<b>\$384,000</b>	<b>4.48%</b>	<b>4.91%</b>
Employees FTE	7.00	7.00	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

Cecilia Devilbiss, 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 analysis 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 07 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 08 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% and operating expenses at 3% between FY 07 and FY 08. Most budgets, including this one, were held at or near that level.

## 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 06	Original Budget FY 07	Adjusted Budget FY 07	Budget FY 08	% Change From Orig. FY 07	% Change From Adj. FY 07
Personnel	\$93,302	\$98,810	\$98,830	\$103,770	5.02%	5.00%
Operating	7,540	14,580	14,580	8,860	-39.23%	-39.23%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$100,841	\$113,390	\$113,410	\$112,630	-0.67%	-0.69%
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**  
**Cecilia Devilbiss, Budget Analyst (410) 386-2082**

## Mission and Goals

The Grants Office is dedicated to enhancing Carroll County through advocating, seeking, developing, securing and managing grant programs.

### Goals include:

- Provide assistance with grant research that result in projects that enhance the goals of the County Commissioners.
- Assist agencies with developing strategies to improve their capability to compete for grants.
- Research and develop federal, state, foundation and corporate grants to reduce the impact of federal and state cuts to existing programs.
- Assist county agencies, municipalities and non-profits with grant development, editing, fact-checking and writing grants.
- Attend training to enhance staff competence with planning, developing, writing, editing and evaluating grants.
- Improve analysis of data generated by Community Service Point to support grant planning, development and evaluation.

## Description

The Grants Office assists County agencies, County-related agencies, municipalities, non-profits to identify, develop, write, manage and evaluate grants. Grants are sought from Federal, State, foundation and corporate sources. Research provides grant opportunities that closely fit agency needs. 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*, a 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 04	FY 05	FY 06
<b>Grant Applications</b>	58	62	70
<b>Grants Awarded</b>	47	50	58
<b>Grants Denied</b>	3	2	5
<b>Grants Pending</b>	8	10	7
<b>Award Dollars</b>	\$6,112,219	\$5,774,572	\$8,468,005

## Budget Changes

- Generally, salary expenses were planned to grow 5% between FY 07 and FY 08. Most budgets, including this one, were held at or near that level.
- The 39.23% decrease in operating budget in FY 08 is due to a biennial Indirect Cost Allocation Study. This cost study will be budgeted in Performance Audit in FY 11.

## Positions

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

# Risk Management

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Budget FY 08	% Change From Orig. FY 07	% Change From Adj. FY 07
Personnel	\$210,770	\$225,690	\$221,770	\$232,840	3.17%	4.99%
Operating	1,268,399	2,068,170	2,068,170	2,084,630	0.80%	0.80%
Capital Outlay	1,124	3,000	3,000	3,500	16.67%	16.67%
<b>Total</b>	<b>\$1,480,292</b>	<b>\$2,296,860</b>	<b>\$2,292,940</b>	<b>\$2,320,970</b>	<b>1.05%</b>	<b>1.22%</b>
Employees FTE	4.50	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**  
**Cecilia Devilbiss, Budget Analyst (410) 386-2082**

## Mission and Goals

To prevent or minimize losses that would affect County personnel or property. The Risk Management mission is to build and promote a zero-accident culture in order to achieve an accident-free work environment.

### 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, crime, environmental impairment, workers' compensation 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 has implemented regular safety inspections of all County owned rental properties.
- Risk Management has established a Safety Committee to review and maintain safety programs to minimize

employee accidents and promote safety throughout County facilities.

- Safety & Health manual for the Risk Management office is now on the County Intranet for all employees to view.

## Budget Changes

- The difference between the FY 07 Original Budget, the FY 07 Adjusted Budget and the FY 08 Recommended Budget is primarily due to salary adjustments.
- The .80% increase in operating is due to the decrease in workers' compensation claims offset by an increase in insurance premiums and coverage.

## Positions

Title	Type	FTE
<i>Compliance Specialist</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>