

# Management and Budget Summary

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	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Proposed Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Management and Budget Admin	\$227,714	\$239,320	\$180,445	\$189,450	-20.84%	4.99%
Budget	359,389	384,000	430,540	462,900	20.55%	7.52%
Grants Management	112,106	112,630	112,630	118,600	5.30%	5.30%
Risk Management	1,790,836	2,320,970	2,319,666	2,262,080	-2.54%	-2.48%
<b>Total Management and Budget</b>	<b>\$2,490,045</b>	<b>\$3,056,920</b>	<b>\$3,043,281</b>	<b>\$3,033,030</b>	<b>-0.78%</b>	<b>-0.34%</b>

## Mission and Goals

Provide efficient and effective management of the County's financial resources and insured investments.

### Goals Include:

- Provide asset management through effective safety, insurance and building inspection programs.
- 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.
- Minimize losses due to accidents and damage to County employees and property to benefit the citizens of Carroll County.

## Budget Changes

- The 20.84% decrease in Management and Budget Admin and the 20.55% increase in Budget is due to the transfer of a Project Coordinator position.
- The 2.48% decrease in Risk Management is primarily due to lower Workers' Compensation claims.

## Highlights, Changes and Useful Information

- The current FY 08 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 09 are available on the website as each are completed. For more information or to view the budgets on the web, please refer to: <http://ccgovernment.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 and how the accident could have been prevented.
- Grants statistical information:

	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07
Grant Applications	73	60	51	58	62	70	93
Grants Awarded	61	53	45	47	50	58	81
Grants Denied	7	5	2	3	2	5	12
Grants Pending	5	2	4	8	10	7	12
Award Dollars	\$3,415,151	\$7,204,635	\$4,387,324	\$6,112,219	\$5,774,572	\$8,468,005	\$7,075,119

# Management and Budget Administration

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Proposed Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$219,327	\$230,360	\$171,485	\$180,050	-21.84%	4.99%
Operating	8,387	8,960	8,960	9,400	4.91%	4.91%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$227,714	\$239,320	\$180,445	\$189,450	-20.84%	4.99%
Employees FTE	4.00	4.00	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  
Cecilia Devilbiss, 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>		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. It 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 08 Original Budget and the FY 08 Adjusted Budget in personnel expense is the result of the transfer of a Project Coordinator position to the Budget department.
- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level.

# Budget

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Proposed Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$353,742	\$371,400	\$417,940	\$439,510	18.34%	5.16%
Operating	5,647	12,600	12,600	14,290	13.41%	13.41%
Capital Outlay	0	0	0	9,100	100.00%	100.00%
<b>Total</b>	<b>\$359,389</b>	<b>\$384,000</b>	<b>\$430,540</b>	<b>\$462,900</b>	<b>20.55%</b>	<b>7.52%</b>
Employees FTE	7.00	7.00	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.

## Contact

**Robert Sandlass, 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 08 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://ccgovernment.carr.org/ccg/budget/08-abudget/default.asp> In FY 07, the FY 08 Adopted Budget Book received the GFOA "Distinguished budget Presentation Award".

## Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget in personnel expenses is the result of the transfer of a Project Coordinator position from Management & Budget Administration.

- Generally, salary expenses were planned to grow 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level.
- The 13.41% increase in operating expenses is primarily due to GFOA Budget training.
- The 100% increase in Capital Outlay in FY 09 is for the purchase of workstations.

## Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	4.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Budget Technician</i>	Full-time	1.00
<i>Project Coordinator</i>	Full-time	2.00
<b>Total</b>		<b>8.00</b>

# Grants Management

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Proposed Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$98,826	\$103,770	\$103,770	\$108,970	5.01%	5.01%
Operating	13,280	8,860	8,860	9,630	8.69%	8.69%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$112,106</b>	<b>\$112,630</b>	<b>\$112,630</b>	<b>\$118,600</b>	<b>5.30%</b>	<b>5.30%</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**  
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## Mission and Goals

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

### Goals include:

- Promote grants as an opportunity for growth and enhancement of Commissioner goals.
- Establish grants in the County's financial accounting system to assure that match requirements are met and to make random checks to assure that expenditures are allowable and within budget.
- Secure funding alternatives for programs that face state funding cuts.
- Provide training on grant management to County agencies, municipalities and non-profits.
- Review and edit grant applications to assure high quality submissions that are competitive.

## 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 ensure 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://ccgovernments.carr.org/ccg/grants/grantsline/default.asp>

## Program Highlights

	FY 05	FY 06	FY 07
Grant Applications	62	70	93
Grants Awarded	50	58	81
Grants Denied	2	5	12
Grants Pending	10	7	12
Award Dollars	\$5,774,572	\$8,468,005	\$7,075,119

## Budget Changes

- Generally, salary expenses were planned to grow 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level.
- The 8.63% increase in operating in FY 09 is due to travel expense for Grant Professional certification training.

## Positions

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

# Risk Management

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Proposed Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$221,234	\$232,840	\$231,536	\$242,210	4.02%	4.61%
Operating	1,568,396	2,084,630	2,084,630	2,016,370	-3.27%	-3.27%
Capital Outlay	1,206	3,500	3,500	3,500	0.00%	0.00%
<b>Total</b>	<b>\$1,790,836</b>	<b>\$2,320,970</b>	<b>\$2,319,666</b>	<b>\$2,262,080</b>	<b>-2.54%</b>	<b>-2.48%</b>
Employees FTE	5.00	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

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following claims procedures & promoting awareness of liability risk and reducing potential claims.

- There was a 6% reduction in claims processed in FY 07.

## 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.

## Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget is primarily due to salary adjustments.
- Generally, salary expenses were planned to grow 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level.
- The 3.27% decrease in operating in FY 09 is due to the decrease in Workers' Compensation claims.

## 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.

## 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>

The Bureau operates many programs to help reduce the number of insurance claims it has each year. Risk Management maintains and works to improve the 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 Risk Management Office received the "Claims Services Award" from Local Government Insurance Trust (LGIT) for consistently demonstrating excellence in