

# Management and Budget Summary

	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Management and Budget Admin	\$182,723	\$189,450	\$161,800	\$161,800	-14.59%	0.00%
Budget	392,667	462,900	511,980	486,090	5.01%	-5.06%
Grants Management	110,544	118,600	118,600	118,300	-0.25%	-0.25%
Risk Management	1,831,011	2,262,080	2,262,080	2,094,000	-7.43%	-7.43%
<b>Total Management and Budget</b>	<b>\$2,516,945</b>	<b>\$3,033,030</b>	<b>\$3,054,460</b>	<b>\$2,860,190</b>	<b>-5.70%</b>	<b>-6.36%</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 14.59% decrease in Management and Budget Administration and the 5.01% increase in Budget from Original Budget FY 09 to Adjusted Budget FY 09 are due to the transfer and reclassification of an Administrative Assistant position.
- The 7.43% decrease in FY 10 in Risk Management is due to a reduction in Workers' Compensation claims and a decline in building insurance due to timing or cancellation of projects in FY 09.

## Highlights, Changes and Useful Information

- The current FY 09 Adopted Operating and Capital Budget are available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 10 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>
- Grants statistical information:

	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08
<b>Grant Applications</b>	60	51	58	62	77	93	104
<b>Grants Awarded</b>	53	45	47	50	65	69	65
<b>Grants Denied</b>	5	2	3	2	5	12	15
<b>Grants Pending</b>	2	4	8	10	7	12	24
<b>Award Dollars</b>	\$7,204,635	\$4,387,324	\$6,112,219	\$5,774,572	\$8,468,005	\$7,075,119	\$6,513,594

# Management and Budget Administration

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$173,890	\$180,050	\$152,400	\$152,400	-15.36%	0.00%
Operating	8,833	9,400	9,400	9,400	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$182,723	\$189,450	\$161,800	\$161,800	-14.59%	0.00%
Employees FTE	4.00	3.00	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

## Positions

Title	Type	FTE
Administrative Office Associate	Full-time	1.00
Director	Full-time	1.00
<b>Total</b>		<b>2.00</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. It also oversees many of the County's insurance programs while working to reduce insurance losses through various Risk Management programs.

## Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The difference in personnel between the FY 09 Budget and the FY 10 Budget is due to the transfer of an Administrative position to Budget.

# Budget

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$384,868	\$439,510	\$488,590	\$471,800	7.35%	-3.44%
Operating	7,799	14,290	14,290	14,290	0.00%	0.00%
Capital Outlay	0	9,100	9,100	0	-100.00%	-100.00%
<b>Total</b>	\$392,667	\$462,900	\$511,980	\$486,090	5.01%	-5.06%
Employees FTE	7.00	8.00	9.00	9.00	-----	-----

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**

- The decrease of 3.44% in personnel between the FY 09 Adjusted Budget and the FY 10 Budget is primarily due to turnover.
- The 100% difference in capital is due to a one-time purchase in FY 09.

## 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.

## 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>Budget Specialist</i>	Full-time	1.00
<i>Project Coordinator</i>	Full-time	2.00
<b>Total</b>		<b>9.00</b>

## Program Highlights

The current FY 09 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/ccg/budget/10-abudget/default.asp>. In FY 08, the FY 09 Adopted Budget Book received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

## Budget Changes

- There are no salary increases in FY 10.
- The difference in personnel between the FY 09 Original Budget and the FY 09 Adjusted Budget is due to the transfer and reclassification of an Administrative Assistant position to a Budget Specialist position.

# Grants Management

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$103,779	\$108,970	\$108,970	\$108,970	0.00%	0.00%
Operating	6,207	9,630	9,630	9,330	-3.12%	-3.12%
Capital Outlay	559	0	0	0	0.00%	0.00%
<b>Total</b>	\$110,544	\$118,600	\$118,600	\$118,300	-0.25%	-0.25%
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:

- Promote grants as an opportunity for growth and enhancement of Commissioner goals.
- Recommend and secure funding alternatives for programs that face state funding cuts.
- 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.
- Provide training on grant management to County agencies, municipalities, and non-profits.
- Assist county agencies with presenting projects to the Commissioners to evaluate and prioritize the project.
- 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 DTS, established a website that offers current month and archived *Grantsline* newsletters. The website is located at:

<http://ccgovernent.carr.org/ccg/grants/grantsline/default.asp>

## Program Highlights

	FY 06	FY 07	FY 08
Grant Applications	70	93	104
Grants Awarded	58	69	65
Grants Denied	5	12	15
Grants Pending	7	12	24
Award Dollars	\$5,774,572	\$8,468,005	\$6,513,594

## Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 3.12% decrease in operating is due to a reduction in subscriptions because of online availability.

## 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 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$227,004	\$242,210	\$242,210	\$242,210	0.00%	0.00%
Operating	1,597,191	2,016,370	2,016,370	1,848,790	-8.31%	-8.31%
Capital Outlay	6,816	3,500	3,500	3,000	-14.29%	-14.29%
<b>Total</b>	<b>\$1,831,011</b>	<b>\$2,262,080</b>	<b>\$2,262,080</b>	<b>\$2,094,000</b>	<b>-7.43%</b>	<b>-7.43%</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

**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.

### Goals include:

- 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.
- Functional Duty testing for pre-employment for more positions to minimize insurance cost.

## 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. 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.

## Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 7.43% decrease in FY 10 is primarily due to the reduction in Workers' Compensation claims and decline in building insurance due to timing or cancellation of projects.

## 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>