

Management and Budget Summary

| | Actual FY 09 | Original Budget FY 10 | Adjusted Budget FY 10 | Proposed Budget FY 11 | % Change From Orig. FY 10 | % Change From Adj. FY 10 |
|---|--------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Management and Budget Administration | \$160,478 | \$161,800 | \$161,800 | \$161,550 | -0.15% | -0.15% |
| Budget | 498,960 | 486,090 | 452,690 | 452,690 | -6.87% | 0.00% |
| Grants Management | 113,636 | 118,300 | 118,300 | 117,320 | -0.83% | -0.83% |
| Risk Management | 2,210,991 | 2,094,000 | 2,043,940 | 3,960,420 | 89.13% | 93.76% |
| Total Management and Budget | \$2,984,066 | \$2,860,190 | \$2,776,730 | \$4,691,980 | 64.04% | 68.98% |

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.

Highlights, Changes and Useful Information

- Staff in the Department of Management and Budget has been reduced by almost 12% since FY 09.
- The Department of Management and Budget supports not just County Government operations but also outside agencies at varying levels. Risk Management administers the County's insurance program that provides services such as worker's compensation and property insurance to the Courts, the State's Attorney Office, Sheriff Services, the Detention Center, the College, the Library, and many others. The Grants Office provides grant writing assistance to many outside agencies, particularly the local nonprofits.
- The current [FY 10 Adopted Operating and Capital Budget](#) is available on the Carroll County Government website. The [Recommended](#), [Proposed](#), and Adopted Operating and Capital Budgets for FY 11 will be available on the website as each are completed.
- Grants statistical information:

| | FY 03 | FY 04 | FY 05 | FY 06 | FY 07 | FY 08 | FY 09 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Grant Applications | 51 | 58 | 62 | 77 | 93 | 104 | 103 |
| Grants Awarded | 45 | 47 | 50 | 65 | 69 | 65 | 83 |
| Grants Denied | 2 | 3 | 2 | 5 | 12 | 15 | 9 |
| Grants Pending | 4 | 8 | 10 | 7 | 12 | 24 | 11 |
| Award Dollars | \$4,387,324 | \$6,112,219 | \$5,774,572 | \$8,468,005 | \$7,075,119 | \$6,513,594 | \$9,810,046 |

Budget Changes

- The increase in the Department's budget is due to the rebalancing of the Internal Service Fund. There is a surplus in the Health Fund and a deficit in the Risk Fund. Without this, the budget would be decreasing, primarily due to the elimination of the Budget Technician position in the Bureau of the Budget and the Compliance Specialist position in the Risk Management Office.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

Management and Budget Administration

| Description | Actual FY 09 | Original Budget FY 10 | Adjusted Budget FY 10 | Proposed Budget FY 11 | % Change From Orig. FY 10 | % Change From Adj. FY 10 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$154,641 | \$152,400 | \$152,400 | \$152,400 | 0.00% | 0.00% |
| Operating | 5,838 | 9,400 | 9,400 | 9,150 | -2.66% | -2.66% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$160,478 | \$161,800 | \$161,800 | \$161,550 | -0.15% | -0.15% |
| Employees FTE | 3.00 | 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

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Cecilia Devilbiss, Budget Analyst (410) 386-2082
<http://ccgoverment.carr.org/ccg/mangbud/default.asp>

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

In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

Positions

| Title | Type | FTE |
|--|-----------|-------------|
| <i>Administrative Office Associate</i> | Full-time | 1.00 |
| <i>Director</i> | Full-time | 1.00 |
| Total | | 2.00 |

Budget

| Description | Actual FY 09 | Original Budget FY 10 | Adjusted Budget FY 10 | Proposed Budget FY 11 | % Change From Orig. FY 10 | % Change From Adj. FY 10 |
|----------------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$493,660 | \$471,800 | \$438,400 | \$438,400 | -7.08% | 0.00% |
| Operating | 5,300 | 14,290 | 14,290 | 14,290 | 0.00% | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$498,960 | \$486,090 | \$452,690 | \$452,690 | -6.87% | 0.00% |
| Employees FTE | 8.00 | 9.00 | 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

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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 10 Adopted Operating Budget](#) is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 11 are available on the website as each are completed.

FY 10 marks the third year in a row the Adopted Budget Books received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

Budget Changes

- The decrease in Personnel and FTE's from the FY 10 Original Budget to the Adjusted is due to the elimination of a Budget Technician position.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

Positions

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

Grants Management

| Description | Actual FY 09 | Original Budget FY 10 | Adjusted Budget FY 10 | Proposed Budget FY 11 | % Change From Orig. FY 10 | % Change From Adj. FY 10 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$110,642 | \$108,970 | \$108,970 | \$108,970 | 0.00% | 0.00% |
| Operating | 2,994 | 9,330 | 9,330 | 8,350 | -10.50% | -10.50% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$113,636 | \$118,300 | \$118,300 | \$117,320 | -0.83% | -0.83% |
| 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

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

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 lost funding in state budget 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. Grants staff provides support to grantees through dissemination of American Recovery and Reinvestment Act (ARRA) opportunities. 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.

Program Highlights

| | FY 07 | FY 08 | FY 09 |
|---------------------------|-------------|-------------|-------------|
| Grant Applications | 93 | 104 | 103 |
| Grants Awarded | 69 | 65 | 83 |
| Grants Denied | 12 | 15 | 9 |
| Grants Pending | 12 | 24 | 11 |
| Award Dollars | \$7,075,119 | \$6,513,594 | \$9,810,046 |

Budget Changes

- There are no salary increases in FY 11.
- The 10.50% decrease in Operating is primarily due to a reduction in subscriptions because of online availability.

Positions

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

Risk Management

| Description | Actual FY 09 | Original Budget FY 10 | Adjusted Budget FY 10 | Proposed Budget FY 11 | % Change From Orig. FY 10 | % Change From Adj. FY 10 |
|----------------|--------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$240,910 | \$242,210 | \$192,150 | \$191,800 | -20.81% | -0.18% |
| Operating | 1,968,591 | 1,848,790 | 1,848,790 | 3,765,620 | 103.68% | 103.68% |
| Capital Outlay | 1,490 | 3,000 | 3,000 | 3,000 | 0.00% | 0.00% |
| Total | \$2,210,991 | \$2,094,000 | \$2,043,940 | \$3,960,420 | 89.13% | 93.76% |
| Employees FTE | 5.00 | 5.00 | 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

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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.
- Monitor expenditures for Worker's Compensation, regulated insurance, and employee safety.
- Implement records management system for efficient and effective file management.

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 accidents and insurance claims it has. 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 11.
- The decrease in Personnel and FTE's from the FY 10 Original Budget to the Adjusted is due to the elimination of a Compliance Specialist position.
- The 103.68% increase in Operating is primarily due to the rebalancing of the Internal Service Fund.

Positions

| Title | Type | FTE |
|--|-----------|-------------|
| <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 | | 4.00 |