

Management and Budget Summary

	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Management and Budget Administration	\$299,364	\$248,190	\$248,820	\$255,240	2.84%	2.58%
Budget	709,548	608,780	588,590	601,820	-1.14%	2.25%
Grants Office	168,786	160,260	159,760	171,390	6.94%	7.28%
Risk Management	1,815,949	2,382,710	2,365,250	2,416,840	1.43%	2.18%
Total Management and Budget	\$2,993,648	\$3,399,940	\$3,362,420	\$3,445,290	1.33%	2.46%
Total Without Benefits	\$1,637,793	\$3,065,630	\$3,030,780	\$3,112,310	1.52%	2.69%

Mission and Goals

To plan for and facilitate the provision of services, facilities, and infrastructure in a way that protects the County's long-term fiscal position.

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
- Minimize losses due to accidents and damage to County employees and property
- Provide asset management through effective safety, insurance, and building inspection programs

Highlights, Changes, and Useful Information

- The Department of Management and Budget supports County Government operations and outside agencies at varying levels.
- Risk Management administers the County's insurance program that provides services such as Workers Compensation and property insurance to the Courts, State's Attorney, Sheriff Services, Carroll Community College, Carroll County Public Library, and many others.
- Grants Management provides grant writing assistance to many outside agencies, particularly the local non-profits.
- The current FY 18 Adopted Operating and Capital Budgets are available on the Carroll County Government website. Prior year budgets are available on the website.
- Grants statistical information:

	FY 15	FY 16	FY 17
Grant Applications	89	101	108
Grants Awarded	78	88	86
Grants Denied	11	13	18
Grants Pending	0	0	4
Award Dollars	\$12,910,554	\$13,525,303	\$13,126,816

Budget Changes

- The overall decrease from FY 18 Original to Adjusted is due to employee turnover.
- Grants increases due to the biennial Indirect Cost Study and replacement furniture.
- Risk increases due to Environmental, Property, and Comprehensive Collision insurance costs.

Management and Budget Administration

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$211,146	\$188,700	\$189,290	\$194,930	3.30%	2.98%
Benefits	79,788	49,540	49,580	50,360	1.66%	1.57%
Operating	8,430	9,950	9,950	9,950	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
Total	\$299,364	\$248,190	\$248,820	\$255,240	2.84%	2.58%
Total Without Benefits	\$219,576	\$198,650	\$199,240	\$204,880	3.14%	2.83%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: Actuals include a health and fringe allocation and other operating expenditures. Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Ted Zaleski, Director (410) 386-2082
 Judy Flickinger, Senior Budget Analyst (410) 386-2082
<http://ccgoverment.carr.org/ccg/mangbud/>

Budget Changes

A 3.0% salary increase is included in FY 19.

Mission

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:

- Accurately project the availability of resources without exceeding actual collections
- Provide information and analysis to the Board of County Commissioners
- Help agencies to provide services, facilities, and infrastructure
- Monitor revenues and expenditures to assure a fiscally appropriate year-end position
- Communicate information about the budget, six-year budget plans, and the fiscal position to elected officials, service providers, and the public

Description

The Department of Management and Budget includes Management and Budget Administration, the Bureau of Budget, Risk Management, and Grants Management. 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, local, 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

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$434,644	\$453,810	\$435,060	\$448,290	-1.22%	3.04%
Benefits	253,516	140,790	139,350	139,530	-0.89%	0.13%
Operating	3,508	13,960	13,960	14,000	0.29%	0.29%
Capital	17,880	220	220	0	-100.00%	-100.00%
Total	\$709,548	\$608,780	\$588,590	\$601,820	-1.14%	2.25%
Total Without Benefits	\$456,033	\$467,990	\$449,240	\$462,290	-1.22%	2.90%
Employees FTE	7.15	7.15	7.15	7.15	-----	-----

Note: Actuals include a health and fringe allocation and other operating expenditures. Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Deborah Effingham, Bureau Chief (410) 386-2082
Judy Flickinger, Senior Budget Analyst (410) 386-2082
<http://ccgovernment.carr.org/ccg/budget/>

Mission

Through an ongoing process of identifying, allocating, and monitoring resources, Budget helps to turn the Commissioners' vision, goals, and priorities into services and facilities, monitors the use of resources and the provision of services and facilities, and builds strategies to protect the Commissioners' ability to provide planned services and facilities, and avoid over-commitment of resources.

Goals include:

- Accurately project the availability of resources without exceeding actual collections
- Provide information and analysis to the Board of County Commissioners
- Help agencies provide services, facilities, and infrastructure
- Monitor revenues and expenditures to assure a fiscally appropriate year-end position
- Communicate information about the budget, six-year plans, and our fiscal position to elected officials, service providers, and the public

Description

The annual adoption of the County's capital and operating budgets allocates the County's resources to the 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, and is responsible for forecasting and monitoring all revenues. Staff assists County agencies in the preparation of their budget requests, reviews those requests, and makes recommendations to the County Commissioners for a balanced budget.

Throughout the year, Budget staff review 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 the Board of County Commissioners.

Program Highlights

The current FY 18 Adopted Operating and Capital Budgets are available on the Carroll County Government website. The Recommended, Proposed, and Adopted Capital and Operating Budgets for FY 19 become available on the website as each are completed.

FY 18 marks the 11th consecutive year the Adopted Budget Books received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

Budget Changes

- The decrease from FY 18 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase is included in FY 19.
- Capital decreases due to one-time furniture replacement in FY 18.

Grants Office

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$104,746	\$114,810	\$114,340	\$117,740	2.55%	2.97%
Benefits	52,929	37,380	37,350	38,220	2.25%	2.33%
Operating	11,111	8,070	8,070	14,930	85.01%	85.01%
Capital	0	0	0	500	100.00%	100.00%
Total	\$168,786	\$160,260	\$159,760	\$171,390	6.94%	7.28%
Total Without Benefits	\$115,857	\$122,880	\$122,410	\$133,170	8.37%	8.79%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: Actuals include a health and fringe allocation and other operating expenditures. Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Deborah Standiford, Grants Manager (410) 386-2082
 Judy Flickinger, Senior Budget Analyst (410) 386-2082
<http://ccgovernment.carr.org/ccg/grants/>

Mission and Goals

Grants Management is dedicated to enhancing Carroll County through advocating, seeking, developing, securing, and managing grant funding.

Goals include:

- Help service providers make successful grant applications
- Focus on grant opportunities with the greatest impact on the Commissioners' goals
- Maintain a process that promotes successful compliance

Description

Grants Management assists County agencies, County-related agencies, municipalities, and 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, which are becoming more stringent. Grants may also be selected for monitoring at random to assure sufficiency of record keeping in preparation for audit.

Grantsline, a monthly newsletter published by Grants Management, contains current Federal, State, and philanthropic grant opportunities.

Program Highlights

	FY 15	FY 16	FY 17
Grant Applications	89	101	108
Grants Awarded	78	88	86
Grants Denied	11	13	18
Grants Pending	0	0	4
Award Dollars	\$12,910,554	\$13,525,303	\$13,126,816

Budget Changes

- Operating increases due to the biennial Indirect Cost Study.
- Capital increases due to one-time furniture replacement in FY 19.

Risk Management

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$227,785	\$233,850	\$217,630	\$224,160	-4.14%	3.00%
Benefits	969,623	106,600	105,360	104,870	-1.62%	-0.47%
Operating	618,541	2,039,260	2,039,260	2,084,810	2.23%	2.23%
Capital	0	3,000	3,000	3,000	0.00%	0.00%
Total	\$1,815,949	\$2,382,710	\$2,365,250	\$2,416,840	1.43%	2.18%
Total Without Benefits	\$846,326	\$2,276,110	\$2,259,890	\$2,311,970	1.58%	2.30%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: Actuals include a health and fringe allocation and other operating expenditures. Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Cecelia Devilbiss, Risk Manager (410) 386-2082
 Judy Flickinger, Senior Budget Analyst (410) 386-2082
<http://ccgovernance.carr.org/ccg/riskman/>

Mission and Goals

Risk Management works to prevent adverse events and to control the costs of events that affect County personnel or property. The office helps to build and promote a zero-accident culture while seeking an accident-free work environment.

Goals include:

- Identify and address all sources of workplace risk
- Assess the impact of various risks on the County
- Work with departments to reduce risks and costs, and to ensure compliance with laws and regulations

Description

Risk Management protects the assets of Carroll County and administers the County's safety and insurance programs. The office 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.

Risk Management maintains and works to improve the internal procedures to reduce loss exposure. The office 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 alcohol testing for employees driving County vehicles.

Budget Changes

- The decrease from FY 18 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase is included in FY 19.
- Operating increases due to Environmental, Property, and Comprehensive Collision insurance costs, as well as additional funding for Workers Compensation associated with new positions.