

Management and Budget Summary

	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Management and Budget Administration	\$279,540	\$247,740	\$248,250	\$254,840	2.87%	2.65%
Budget	647,609	572,820	574,690	614,190	7.22%	6.87%
Grants Office	142,048	131,540	132,440	142,990	8.70%	7.97%
Risk Management	1,898,280	2,219,850	2,220,420	2,241,920	0.99%	0.97%
Total Management and Budget	\$2,967,477	\$3,171,950	\$3,175,800	\$3,253,940	2.58%	2.46%

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, to benefit the citizens of Carroll County
- Provide asset management through effective safety, insurance and building inspection programs

Highlights, Changes, and Useful Information

- The Department of Management and Budget supports not only County Government operations but also 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 17 Adopted Operating and Capital Budgets are available on the Carroll County Government website. The prior year Budgets are available on the website.
- Grants statistical information:

	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Applications	103	90	92	83	58	95	89
Awarded	83	68	70	61	50	67	76
Denied	9	11	8	12	5	17	8
Pending	11	11	14	0	0	0	3
Edit Only	N/A	N/A	N/A	N/A	3	11	2
Award Dollars	\$9,810,046	\$7,949,309	\$7,291,227	\$8,685,519	\$6,228,910	\$8,279,665	\$11,718,946

Budget Changes

- Budget increases due to a one-time purchase of workstations.
- Grants Management increases due to the biennial Indirect Cost Study.

Management and Budget Administration

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$194,098	\$192,610	\$193,080	\$198,870	3.25%	3.00%
Benefits	78,441	45,700	45,740	46,310	1.33%	1.25%
Operating	7,001	9,430	9,430	9,660	2.44%	2.44%
Capital	0	0	0	0	0.00%	0.00%
Total	\$279,540	\$247,740	\$248,250	\$254,840	2.87%	2.65%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: FY 15 Actuals include a health and fringe allocation and other operating expenditures. The 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

Evan Cook, Budget Analyst (410) 386-2082

<http://ccgovernments.carr.org/ccg/mangbud/>

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
- Help 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, plans and our fiscal position to elected officials, service providers and the public in a useful manner

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 Changes

A 3.0% salary increase is included in FY 17.

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 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$414,120	\$435,970	\$437,700	\$450,910	3.43%	3.02%
Benefits	222,527	122,750	122,890	124,400	1.34%	1.23%
Operating	10,784	13,800	13,800	13,880	0.58%	0.58%
Capital	177	300	300	25,000	8233.33%	8233.33%
Total	\$647,609	\$572,820	\$574,690	\$614,190	7.22%	6.87%
Employees FTE	7.15	7.15	7.15	7.15	-----	-----

Note: FY 15 Actuals include a health and fringe allocation and other operating expenditures. The 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

Evan Cook, Budget Analyst (410) 386-2082

<http://ccgovernments.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
- Help the Board of County Commissioners achieve their goals within fiscal constraints
- Help agencies provide services, facilities and infrastructure
- Monitor revenues and expenditures to assure a fiscally appropriate year-end position
- Communicate information about the budget, plans, and our fiscal position, in useful ways, 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 16 Adopted Operating and Capital Budgets are available on the Carroll County Government website. The Recommended, Proposed, and Adopted Capital and Operating Budgets for FY 17 are available on the website as each are completed.

FY 16 marks the eighth year in a row the Adopted Budget Books received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

Budget Changes

- A 3.0% salary increase is included in FY 17.
- Capital increases due to a one-time purchase of workstations.

Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	2.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Intern</i>	Contractual	0.15
<i>Project Coordinator</i>	Full-time	2.00
<i>Senior Budget Analyst</i>	Full-time	2.00
Total		7.15

Grants Office

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$97,045	\$100,600	\$101,440	\$104,440	3.82%	2.96%
Benefits	39,683	23,530	23,590	23,840	1.32%	1.06%
Operating	5,319	7,410	7,410	14,710	98.52%	98.52%
Capital	0	0	0	0	0.00%	0.00%
Total	\$142,048	\$131,540	\$132,440	\$142,990	8.70%	7.97%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: FY 15 Actuals include a health and fringe allocation and other operating expenditures. The 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
 Evan Cook, 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

	FY13	FY14	FY15
Grant Applications	58	95	89
Grants Awarded	50	67	76
Grants Denied	5	17	8
Grants Pending	0	0	3
Grants Edit Only	3	11	2
Award Dollars	\$6,228,910	\$8,279,665	\$11,718,946

Budget Changes

- A 3.0% salary increase is included in FY 17.
- Operating increases due to the biennial Indirect Cost Study.

Positions

Title	Type	FTE
Grants Analyst	Full-time	1.00
Grants Manager	Full-time	1.00
Total		2.00

Risk Management

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$211,945	\$215,730	\$216,260	\$222,740	3.25%	3.00%
Benefits	1,193,929	95,080	95,120	95,860	0.82%	0.78%
Operating	492,407	1,906,040	1,906,040	1,920,320	0.75%	0.75%
Capital	0	3,000	3,000	3,000	0.00%	0.00%
Total	\$1,898,280	\$2,219,850	\$2,220,420	\$2,241,920	0.99%	0.97%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: FY 15 Actuals include a health and fringe allocation and other operating expenditures. The 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
 Evan Cook, Budget Analyst (410) 386-2082
<http://ccgovernment.carr.org/ccg/riskman/>

Mission and Goals

Risk Management works to prevent adverse events and to control the costs of events that occur which 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 works with all of Carroll County Government to administer 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

A 3.0% salary increase is included in FY 17.

Positions

Title	Type	FTE
<i>Risk Management Specialist</i>	Full-time	1.00
<i>Risk Management Technician</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