

# Management and Budget Summary

	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Management and Budget Administration	\$264,593	\$241,610	\$242,580	\$247,740	2.54%	2.13%
Budget	633,812	566,240	567,420	572,820	1.16%	0.95%
Grants Management	143,622	136,480	130,620	131,540	-3.62%	0.70%
Risk Management	1,726,053	2,169,100	2,448,900	2,219,850	2.34%	-9.35%
<b>Total Management and Budget</b>	<b>\$2,768,080</b>	<b>\$3,113,430</b>	<b>\$3,389,520</b>	<b>\$3,171,950</b>	<b>1.88%</b>	<b>-6.42%</b>

## 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:

- 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

- 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 15 Adopted Operating and Capital Budget are available on the Carroll County Government website. The Recommended, Proposed, and Adopted Operating and Capital Budgets for FY 16 will be available on the website as each are completed.
- Grants statistical information:

	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14
<b>Applications</b>	104	103	90	92	72	59	93
<b>Awarded</b>	65	83	68	70	49	52	68
<b>Denied</b>	15	9	11	8	9	2	24
<b>Pending</b>	24	11	11	14	14	5	1
<b>Award Dollars</b>	\$6,513,594	\$9,810,046	\$7,949,309	\$7,291,227	\$8,966,264	\$6,228,910	\$8,279,665

## Budget Changes

- Grants Management decreased from FY 15 Original to Adjusted due to employee turnover.
- Risk Management increased from FY 15 Original to Adjusted due to Workers Compensation.
- A 2.5% salary increase is included in FY 16.

# Management and Budget Administration

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$182,096	\$187,000	\$187,910	\$192,610	3.00%	2.50%
Benefits	77,612	45,180	45,240	45,700	1.15%	1.02%
Operating	4,884	9,430	9,430	9,430	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$264,593</b>	<b>\$241,610</b>	<b>\$242,580</b>	<b>\$247,740</b>	<b>2.54%</b>	<b>2.13%</b>
<b>Employees FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 Actuals include a health and fringe allocation. 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 2.5% salary increase is included in FY 16.

## Positions

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

# Budget

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
<b>Personnel</b>	\$397,055	\$424,450	\$425,500	\$435,970	2.71%	2.46%
<b>Benefits</b>	227,044	121,190	121,320	122,750	1.29%	1.18%
<b>Operating</b>	8,473	20,300	20,300	13,800	-32.02%	-32.02%
<b>Capital</b>	1,240	300	300	300	0.00%	0.00%
<b>Total</b>	\$633,812	\$566,240	\$567,420	\$572,820	1.16%	0.95%
<b>Employees FTE</b>	7.15	7.15	7.15	7.15	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. 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 to 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 15 Adopted Operating Budget is available on the Carroll County Government website. The Recommended, Proposed, and Adopted Capital and Operating Budgets for FY 16 are available on the website as each are completed.

FY 15 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 2.5% salary increase is included in FY 16.
- Operating decreases due to the biennial Indirect Cost Study performed in FY 15.

## Positions

Title	Type	FTE
<i>Budget Analyst</i>	Full-time	3.00
<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	1.00
<b>Total</b>		<b>7.15</b>

# Grants Management

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$99,112	\$104,790	\$99,350	\$100,600	-4.00%	1.26%
Benefits	40,389	24,300	23,880	23,530	-3.17%	-1.47%
Operating	4,121	7,390	7,390	7,410	0.27%	0.27%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$143,622</b>	<b>\$136,480</b>	<b>\$130,620</b>	<b>\$131,540</b>	<b>-3.62%</b>	<b>0.70%</b>
<b>Employees FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 Actuals include a health and fringe allocation. 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.

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

## Program Highlights

	FY 12	FY 13	FY 14
Grant Applications	72	59	93
Grants Awarded	49	52	68
Grants Denied	9	2	24
Grants Pending	14	5	1
Award Dollars	\$8,966,264	\$6,228,910	\$8,279,665

## Budget Changes

- The decrease from FY 15 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 16.

## Positions

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

# Risk Management

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$193,488	\$210,650	\$210,460	\$215,730	2.41%	2.50%
Benefits	696,102	733,230	1,333,220	95,080	-87.03%	-92.87%
Operating	836,463	1,222,220	902,220	1,906,040	55.95%	111.26%
Capital	0	3,000	3,000	3,000	0.00%	0.00%
<b>Total</b>	<b>\$1,726,053</b>	<b>\$2,169,100</b>	<b>\$2,448,900</b>	<b>\$2,219,850</b>	<b>2.34%</b>	<b>-9.35%</b>
<b>Employees FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 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 do 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

- The increase from FY 15 Original to Adjusted is due to Workers Compensation.
- A 2.5% salary increase is included in FY 16.
- Operating increases due to a transfer to the newly established Workers Compensation Internal Service Fund. This is offset by a decrease in Benefits.

## 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
<b>Total</b>		<b>4.00</b>