

Management and Budget Summary

| | Actual FY 16 | Original Budget FY 17 | Adjusted Budget FY 17 | Budget FY 18 | % Change From Orig. FY 17 | % Change From Adj. FY 17 |
|--------------------------------------|--------------------|-----------------------------|-----------------------------|--------------------|---------------------------------|--------------------------------|
| Management and Budget Administration | \$281,924 | \$254,840 | \$241,300 | \$248,190 | -2.61% | 2.86% |
| Budget | 683,374 | 614,190 | 614,610 | 608,780 | -0.88% | -0.95% |
| Grants Office | 150,000 | 142,990 | 154,220 | 160,260 | 12.08% | 3.92% |
| Risk Management | 1,724,893 | 2,241,920 | 2,253,180 | 2,382,710 | 6.28% | 5.75% |
| Total Management and Budget | \$2,840,192 | \$3,253,940 | \$3,263,310 | \$3,399,940 | 4.49% | 4.19% |
| Total Without Benefits | \$1,490,202 | \$2,963,530 | \$2,941,760 | \$3,065,630 | 3.45% | 4.21% |

FY 17 Adjusted Budget reflects a change in OPEB allocations.

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 14 | FY 15 | FY 16 |
|----------------------|--------------------|---------------------|---------------------|
| Grant Applications | 95 | 89 | 101 |
| Grants Awarded | 71 | 78 | 88 |
| Grants Denied | 24 | 11 | 13 |
| Award Dollars | \$9,460,908 | \$12,910,554 | \$13,525,303 |

Budget Changes

- Management and Budget Administration decreases from FY 17 Original to Adjusted due to employee turnover.
- Budget decreases due to removal of a one-time purchase of workstations in FY 17.
- Risk increases due to Comprehensive General Liability insurance costs and Workers Compensation Internal Service Fund (ISF) contribution.

Management and Budget Administration

| Description | Actual FY 16 | Original Budget FY 17 | Adjusted Budget FY 17 | Budget FY 18 | % Change From Orig. FY 17 | % Change From Adj. FY 17 |
|-------------------------------|-----------------|-----------------------------|-----------------------------|-----------------|---------------------------------|--------------------------------|
| Personnel | \$194,447 | \$198,870 | \$183,200 | \$188,700 | -5.11% | 3.00% |
| Benefits | 81,698 | 46,310 | 48,440 | 49,540 | 6.97% | 2.27% |
| Operating | 5,779 | 9,660 | 9,660 | 9,950 | 3.00% | 3.00% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$281,924 | \$254,840 | \$241,300 | \$248,190 | -2.61% | 2.86% |
| Total Without Benefits | \$200,226 | \$208,530 | \$192,860 | \$198,650 | -4.74% | 3.00% |
| 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. FY 17 Adjusted Benefits reflects a change in OPEB allocations. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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

Budget Changes

- The decrease from FY 17 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase is included in FY 18.

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

| Description | Actual FY 16 | Original Budget FY 17 | Adjusted Budget FY 17 | Budget FY 18 | % Change From Orig. FY 17 | % Change From Adj. FY 17 |
|-------------------------------|------------------|-----------------------------|-----------------------------|------------------|---------------------------------|--------------------------------|
| Personnel | \$429,970 | \$450,910 | \$440,520 | \$453,810 | 0.64% | 3.02% |
| Benefits | 246,184 | 124,400 | 135,210 | 140,790 | 13.18% | 4.13% |
| Operating | 6,986 | 13,880 | 13,880 | 13,960 | 0.58% | 0.58% |
| Capital | 235 | 25,000 | 25,000 | 220 | -99.12% | -99.12% |
| Total | \$683,374 | \$614,190 | \$614,610 | \$608,780 | -0.88% | -0.95% |
| Total Without Benefits | \$437,191 | \$489,790 | \$479,400 | \$467,990 | -4.45% | -2.38% |
| 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. FY 17 Adjusted Benefits reflects a change in OPEB allocations. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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

FY 17 marks the tenth year in a row the Adopted Budget Books received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

Budget Changes

- The decrease from FY 17 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase is included in FY 18.
- Capital decreases due to one-time furniture replacement in FY 17.

Grants Office

| Description | Actual FY 16 | Original Budget FY 17 | Adjusted Budget FY 17 | Budget FY 18 | % Change From Orig. FY 17 | % Change From Adj. FY 17 |
|-------------------------------|------------------|-----------------------------|-----------------------------|------------------|---------------------------------|--------------------------------|
| Personnel | \$101,956 | \$104,440 | \$104,430 | \$114,810 | 9.93% | 9.94% |
| Benefits | 42,040 | 23,840 | 35,080 | 37,380 | 56.80% | 6.56% |
| Operating | 6,005 | 14,710 | 14,710 | 8,070 | -45.14% | -45.14% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$150,000 | \$142,990 | \$154,220 | \$160,260 | 12.08% | 3.92% |
| Total Without Benefits | \$107,961 | \$119,150 | \$119,140 | \$122,880 | 3.13% | 3.14% |
| 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. FY 17 Adjusted Benefits reflects a change in OPEB allocations. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Deborah Standiford, Grants Manager (410) 386-2082

Judy Flickinger, Budget Analyst (410) 386-2082

<http://ccggovernment.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 14 | FY 15 | FY 16 |
|----------------------|--------------------|---------------------|---------------------|
| Grant Applications | 95 | 89 | 101 |
| Grants Awarded | 71 | 78 | 88 |
| Grants Denied | 24 | 11 | 13 |
| Grants Pending | 0 | 0 | 0 |
| Award Dollars | \$9,460,908 | \$12,910,554 | \$13,525,303 |

Budget Changes

- Personnel increase due to a 3.0% salary adjustment and reclassifications.
- Operating decreases due to removing the biennial Indirect Cost Study.

Risk Management

| Description | Actual FY 16 | Original Budget FY 17 | Adjusted Budget FY 17 | Budget FY 18 | % Change From Orig. FY 17 | % Change From Adj. FY 17 |
|-------------------------------|--------------------|-----------------------------|-----------------------------|--------------------|---------------------------------|--------------------------------|
| Personnel | \$217,896 | \$222,740 | \$227,040 | \$233,850 | 4.99% | 3.00% |
| Benefits | 980,068 | 95,860 | 102,820 | 106,600 | 11.20% | 3.68% |
| Operating | 526,928 | 1,920,320 | 1,920,320 | 2,039,260 | 6.19% | 6.19% |
| Capital | 0 | 3,000 | 3,000 | 3,000 | 0.00% | 0.00% |
| Total | \$1,724,893 | \$2,241,920 | \$2,253,180 | \$2,382,710 | 6.28% | 5.75% |
| Total Without Benefits | \$744,825 | \$2,146,060 | \$2,150,360 | \$2,276,110 | 6.06% | 5.85% |
| 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. FY 17 Adjusted Benefits reflects a change in OPEB allocations. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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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 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 17 Original to Adjusted is due to a reclassification.
- A 3.0% salary increase is included in FY 18.
- Operating increases due to increase in Comprehensive General Liability insurance costs and Workers Compensation ISF funding.