

Management and Budget Summary

	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Management and Budget Administration	\$276,994	\$255,240	\$256,240	\$247,050	-3.21%	-3.59%
Budget	705,872	601,820	606,740	552,030	-8.27%	-9.02%
Grants Office	174,890	171,390	180,220	157,330	-8.20%	-12.70%
Risk Management	1,831,195	2,416,840	2,420,340	2,302,650	-4.72%	-4.86%
Total Management and Budget	\$2,988,951	\$3,445,290	\$3,463,540	\$3,259,060	-5.41%	-5.90%
Total Without Benefits	\$1,621,641	\$3,112,310	\$3,129,260	\$3,067,550	-1.44%	-1.97%

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's Office, Carroll Community College, Carroll County Public Library, and many others.
- Grants Office provides grant writing assistance to many outside agencies, particularly the local non-profits.
- The current FY 19 Adopted Operating and Capital Budgets, as well as prior year budgets, are available on the Carroll County Government website.
- Grants statistical information:

	FY 15	FY 16	FY 17	FY 18
Grant Applications	89	101	113	98
Grants Awarded	78	88	91	87
Grants Denied	11	13	22	9
Grants Pending	0	0	0	2
Award Dollars	\$12,910,554	\$13,525,303	\$12,314,137	\$12,846,237

Budget Changes

- The overall increase from FY 19 Original to Adjusted is due to salary adjustments.
- FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.
- Risk decreases due to a reduction in the transfer to the Workers Compensation Internal Service Fund (ISF).

Management and Budget Administration

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$189,086	\$194,930	\$195,870	\$201,740	3.49%	3.00%
Benefits	79,437	50,360	50,420	31,570	-37.31%	-37.39%
Operating	8,470	9,950	9,950	13,740	38.09%	38.09%
Capital	0	0	0	0	0.00%	0.00%
Total	\$276,994	\$255,240	\$256,240	\$247,050	-3.21%	-3.59%
Total Without Benefits	\$197,557	\$204,880	\$205,820	\$215,480	5.17%	4.69%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

Contact

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<https://www.carrollcountymd.gov/government/directory/management-budget/>

Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments.
- A 3% salary increase is included in FY 20.
- Operating increases due to the consolidation of office and computer supplies in Management and Budget Administration.

Mission

To manage the County's financial resources and insured investments efficiently and effectively.

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 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, 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 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$460,616	\$448,290	\$452,850	\$467,530	4.29%	3.24%
Benefits	238,232	139,530	139,890	73,080	-47.62%	-47.76%
Operating	4,591	14,000	14,000	11,420	-18.43%	-18.43%
Capital	2,434	0	0	0	0.00%	0.00%
Total	\$705,872	\$601,820	\$606,740	\$552,030	-8.27%	-9.02%
Total Without Benefits	\$467,640	\$462,290	\$466,850	\$478,950	3.60%	2.59%
Employees FTE	7.15	7.15	7.15	7.15	-----	-----

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

Contact

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Mission

To turn the Commissioners' vision, goals, and priorities into services and facilities through the allocation of resources. The Bureau of Budget facilitates the County Budget process, and is responsible for forecasting and monitoring all revenues and expenditures.

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 Bureau of Budget facilitates the County Budget process, 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 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 the Board of County Commissioners.

Program Highlights

The current FY 19 Adopted Operating and Capital Budgets are available on the Carroll County Government website. The Recommended, Proposed, and Adopted Capital and Operating Budgets for FY 20 become available on the website as each are completed.

FY 19 marks the 12th consecutive year the Adopted Budget Books received the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award".

Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments.
- A 3% salary increase is included in FY 20.
- Operating decreases due to the consolidation of office and computer supplies in Management and Budget Administration.

Grants Office

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$115,528	\$117,740	\$125,940	\$129,680	10.14%	2.97%
Benefits	53,326	38,220	38,850	20,200	-47.15%	-48.01%
Operating	6,036	14,930	14,930	7,450	-50.10%	-50.10%
Capital	0	500	500	0	-100.00%	-100.00%
Total	\$174,890	\$171,390	\$180,220	\$157,330	-8.20%	-12.70%
Total Without Benefits	\$121,564	\$133,170	\$141,370	\$137,130	2.97%	-3.00%
Employees FTE	2.00	2.00	2.00	2.00	-----	-----

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

Contact

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Mission and Goals

To enhance Carroll County by 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 Office 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 Office, contains current Federal, State, and philanthropic grant opportunities.

Program Highlights

	FY 16	FY 17	FY 18
Grant Applications	101	113	98
Grants Awarded	88	91	87
Grants Denied	13	22	9
Grants Pending	0	0	2
Award Dollars	\$13,525,303	\$12,314,137	\$12,846,237

Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments.
- A 3% salary increase is included in FY 20.
- Operating decreases due to the biennial Indirect Cost Study in FY 19.
- Capital decreases due to one-time furniture replacement in FY 19.

Risk Management

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$227,172	\$224,160	\$227,410	\$234,230	4.49%	3.00%
Benefits	996,315	104,870	105,120	66,660	-36.44%	-36.59%
Operating	607,391	2,084,810	2,084,810	1,998,760	-4.13%	-4.13%
Capital	317	3,000	3,000	3,000	0.00%	0.00%
Total	\$1,831,195	\$2,416,840	\$2,420,340	\$2,302,650	-4.72%	-4.86%
Total Without Benefits	\$834,880	\$2,311,970	\$2,315,220	\$2,235,990	-3.29%	-3.42%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: Actuals include allocations for health and fringe and OPEB while some operating expenditures were allocated to individual budgets. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 reflects a change in benefit allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

Contact

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Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments.
- A 3% salary increase is included in FY 20.
- Operating decreases due to a reduction in the ISF Transfer, partially offset by additional funding for Comprehensive Collision insurance associated with new positions.

Mission and Goals

To prevent adverse events and 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.