

Public Works 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 |
|-------------------------------------|---------------------|-----------------------------|-----------------------------|---------------------|---------------------------------|--------------------------------|
| Public Works Administration | \$661,479 | \$743,560 | \$808,310 | \$921,010 | 23.86% | 13.94% |
| Building Construction | 215,825 | 189,150 | 189,550 | 250,050 | 32.20% | 31.92% |
| Engineering Administration | 302,802 | 299,050 | 377,990 | 396,470 | 32.58% | 4.89% |
| Engineering Construction Inspection | 459,123 | 365,240 | 354,800 | 364,320 | -0.25% | 2.68% |
| Engineering Design | 479,684 | 451,900 | 381,330 | 382,520 | -15.35% | 0.31% |
| Engineering Survey | 372,189 | 277,610 | 278,110 | 285,190 | 2.73% | 2.55% |
| Facilities | 6,850,248 | 9,526,840 | 9,483,340 | 10,220,200 | 7.28% | 7.77% |
| Fleet Management | 3,019,543 | 7,408,510 | 7,400,530 | 7,243,040 | -2.23% | -2.13% |
| Permits and Inspections | 1,777,014 | 1,391,220 | 1,433,470 | 1,523,970 | 9.54% | 6.31% |
| Roads Operations | 11,239,755 | 7,642,120 | 7,633,990 | 7,946,060 | 3.98% | 4.09% |
| Storm Emergencies | 3,529,739 | 2,244,170 | 2,244,170 | 2,072,600 | -7.65% | -7.65% |
| Traffic Control | 346,695 | 334,420 | 334,420 | 389,820 | 16.57% | 16.57% |
| Total Public Works | \$29,254,096 | \$30,873,790 | \$30,920,010 | \$31,995,250 | 3.63% | 3.48% |

Mission and Goals

The Department of Public Works is dedicated to timely client service to accomplish the tasks necessary for building and maintaining a sound infrastructure to serve the public needs. This infrastructure consists of the airport, buildings, roads, bridges, water and sewer systems, and landfills.

Goals include:

- Ensure and protect the health, safety, convenience, and enjoyment of the citizens using County facilities
- Provide safe and reliable facilities, equipment, and transportation to all County agencies and other agencies in a cost-effective manner
- Continue to maintain the network of County roads
- Focus on preventive maintenance efforts to extend the life of County-owned buildings, vehicles, and equipment
- Provide and maintain adequate water, sanitary, and solid waste systems to serve the citizens of Carroll County

Highlights, Changes, and Useful Information

The Department of Public Works supports not only County Government operations but a host of outside agencies at varying levels.

Budget Changes

- The increase from FY 16 Original to Adjusted in Public Works Administration is due to personnel allocation changes.
- Engineering Administration increases from FY 16 Original to Adjusted due to the transfer of a position offset by a reduction in Engineering Design.
- Facilities decreases from FY 16 Original to Adjusted due to employee turnover partially offset by the addition of a Maintenance Technician position.
- Fleet decreases due to one-time funding in FY 16 for costs associated with the Drug Enforcement Support Program and an anticipated decrease in fuel prices.
- Roads Operations decreases from FY 16 Original to Adjusted due to employee turnover offset by the addition of a Road Equipment Operator position.
- Storm Emergencies decreases for locked-in salt prices and one-time funding of \$200,000 for salt replenishment in FY 16.
- Traffic Control increases due to the cost of paint and the one-time purchase of an attenuator trailer and a message/arrow board.
- Five additional positions are included in Public Works in FY 17.

Public Works 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 | \$293,216 | \$400,460 | \$437,390 | \$474,610 | 18.52% | 8.51% |
| Benefits | 347,608 | 331,840 | 334,660 | 358,240 | 7.96% | 7.05% |
| Operating | 20,393 | 11,260 | 36,260 | 88,160 | 682.95% | 143.13% |
| Capital | 261 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$661,479 | \$743,560 | \$808,310 | \$921,010 | 23.86% | 13.94% |
| Employees FTE | 6.74 | 5.74 | 6.60 | 7.10 | ----- | ----- |

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

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Mission and Goals

The Department of Public Works is dedicated to timely client service and projects proceeding on schedule and completed on time with cost-effective service delivery.

Goals include:

- Ensure a safe, secure, and viable Airport facility
- Provide and maintain the building infrastructure necessary for government functions
- Provide dependable and economic fleet maintenance for the County's vehicle fleet
- Provide staff to review, issue, and inspect all permitting activity in a timely manner
- Plan for public utility systems' systemic repairs and ensure dependable continuity of service
- Explore the long-range alternatives for the collection and disposal of solid waste
- Maintain the network of County roads to high standards
- Provide dependable and affordable transit services to County residents

Description

The Director of Public Works oversees the following bureaus:

- Airport
- Building Construction
- Engineering
- Facilities
- Fleet Management
- Permits and Inspections
- Roads
- Solid Waste
- Transit
- Utilities

Budget Changes

- The increase from FY 16 Original to Adjusted is due to personnel allocation changes.
- Personnel increases due to a 3.0% salary adjustment and a new part-time Land Acquisition Specialist.
- Benefits increase due to OPEB allocations associated with the Airport, Solid Waste, and Utilities Enterprise Funds.
- Operating increases primarily for the transfer of the Veterans Services shuttle from Citizen Services Administration.

Positions

| Title | Type | FTE |
|--|-------------|-------------|
| <i>Administrative Office Associate</i> | Full-time | 1.50 |
| <i>Deputy Director</i> | Full-time | 2.25 |
| <i>Director</i> | Full-time | 0.85 |
| <i>Land Acquisition Specialist</i> | Part-time | 0.50 |
| <i>Project Specialist</i> | Full-time | 1.00 |
| <i>Security Staff</i> | Contractual | 1.00 |
| Total | | 7.10 |

5% of the Director, 25% of a Deputy Director, and 40% of an Administrative Assistant are charged to the Solid Waste Enterprise Fund. In addition, 5% of the Director, 25% of a Deputy Director, and 5% of an Administrative Assistant are charged to the Utilities Enterprise Fund. The remaining 5% of the Director, 25% of a Deputy Director, and 5% of an Administrative Assistant are charged to the Airport Enterprise Fund.

Building Construction

| 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 | \$137,751 | \$140,690 | \$141,050 | \$193,680 | 37.66% | 37.31% |
| Benefits | 69,069 | 36,350 | 36,390 | 40,640 | 11.80% | 11.68% |
| Operating | 9,004 | 12,110 | 12,110 | 15,730 | 29.89% | 29.89% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$215,825 | \$189,150 | \$189,550 | \$250,050 | 32.20% | 31.92% |
| Employees FTE | 2.00 | 2.00 | 2.00 | 3.00 | ----- | ----- |

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.

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Positions

| Title | Type | FTE |
|-----------------|-----------|-------------|
| Bureau Chief | Full-time | 1.00 |
| Project Manager | Full-time | 2.00 |
| Total | | 3.00 |

Mission and Goals

The mission of Building Construction is to design and construct buildings that are economical to maintain over time and serve the needs of County user agencies and citizens.

Goals include:

- Develop and implement the Community Investment Plan for all agencies served by County government
- Manage projects from design through construction and to the end of the one year warranty period to assure an efficient and effective facility

Description

The Bureau of Building Construction oversees the design, construction, and contracts for many Carroll County capital construction projects. This Bureau is responsible for the complete oversight of various capital construction projects from conception, programming, and budgeting through design, construction, and monitoring through the warranty period. Building Construction acts on behalf of the County and serves as the point of contact between the County, user agencies, professional design services, and contractors.

Program Highlights

Recent construction management projects include:

- Circuit Court – Courtroom #10
- Krimgold and Leister Parks
- Piney Run Dam Repairs
- Public Safety Training Center
- Union Mills Homestead Restoration

Budget Changes

- Personnel increases due to a 3.0% salary adjustment and a new Project Manager position.
- Operating decreases for costs associated with the new Project Manager position.

Engineering 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 | \$195,397 | \$224,550 | \$297,880 | \$306,810 | 36.63% | 3.00% |
| Benefits | 98,461 | 55,620 | 61,230 | 75,870 | 36.41% | 23.91% |
| Operating | 8,944 | 8,880 | 8,880 | 11,990 | 35.02% | 35.02% |
| Capital | 0 | 10,000 | 10,000 | 1,800 | -82.00% | -82.00% |
| Total | \$302,802 | \$299,050 | \$377,990 | \$396,470 | 32.58% | 4.89% |
| Employees FTE | 2.80 | 3.75 | 4.75 | 4.75 | ----- | ----- |

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.

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Mission and Goals

To provide responsible, efficient, and effective direction to the various Engineering Divisions within the Bureau to accomplish the tasks necessary for building a sound infrastructure consisting of roads, bridges, storm drains, water and sewer systems, and landfills.

Goals include:

- Maintain accurate accounting of spending for operating and capital budgets
- Provide pre-qualification of contractors to ensure compliance with industry construction standards
- Review and process pre-qualification applications in twenty days 90% of the time
- Update GIS layers with data collected in the field or gathered in another fashion within five days

Description

Engineering Administration directs the operations of the following divisions:

- Construction Inspection
- Design
- Survey

These divisions collectively provide engineering services and fund tracking for capital improvement projects and payments to contractors for:

- Bridges
- Roads
- Storm drains

Program Highlights

- During 2015, the Bureau administered 11 engineering consultant contracts, four roadway and pipe culvert construction projects, the cleaning and painting of five Federal Aid bridges, and a millrace rehabilitation project.
- Review and processing time for 75 prequalification certificates was within the 20-day goal.

Budget Changes

- The increase from FY 16 Original to Adjusted is due to the transfer of a Traffic Engineer position from Engineering Design.
- A 3.0% salary increase is included in FY 17.
- Operating increases primarily due to the transfer of expenses from Engineering Design.
- Capital decreases for the one-time purchase of a handheld GPS device in FY 16 partially offset by the purchase of furniture in FY 17.

Positions

| Title | Type | FTE |
|---------------------------------------|-----------|-------------|
| <i>Bureau Chief</i> | Full-time | 1.00 |
| <i>Capital Improvement Specialist</i> | Full-time | 1.00 |
| <i>GIS Analyst</i> | Full-time | 0.75 |
| <i>GIS Technician</i> | Full-time | 1.00 |
| <i>Traffic Engineer</i> | Full-time | 1.00 |
| Total | | 4.75 |

25% of the GIS Analyst is charged to the Utilities Enterprise Fund.

Engineering Construction Inspection

| 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 | \$267,521 | \$279,670 | \$269,980 | \$285,590 | 2.12% | 5.78% |
| Benefits | 157,444 | 80,980 | 80,230 | 73,910 | -8.73% | -7.88% |
| Operating | 34,159 | 4,590 | 4,590 | 4,820 | 5.01% | 5.01% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$459,123 | \$365,240 | \$354,800 | \$364,320 | -0.25% | 2.68% |
| Employees FTE | 5.00 | 5.00 | 5.00 | 5.00 | ----- | ----- |

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.

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Mission and Goals

The mission of Engineering Construction Inspection is to provide quality inspection services for the construction and upgrade of roads, storm drains, and hot mix asphalt overlays planned in the Community Investment Plan and to complete projects with the budgets allocated in a timely manner.

Goals include:

- Conduct 100% of the inspections of every major work category
- Manage capital projects to within 10% of the overall contract price to avoid potential cost overruns of unit pay items where payment to the contractor is based on measured quantities
- Return initial contact within 48 hours and complete all field modifications within 30 days 90% of the time

Description

The primary function of Engineering Construction Inspection is to ensure that community investment and neighborhood projects are constructed as specified using approved materials and built to proposed dimensions. The division also controls the measurement and quantities of materials used, as well as the collection of payments from the contractors.

Engineering Construction Inspection works closely with Development Review on development projects, keeping them informed of discrepancies between the approved plans and field conditions.

Program Highlights

This division inspected the following projects in 2015:

- Cleaning and painting of five bridge structures
- Overlay projects on twenty-six roads
- Eleven mainline road maintenance projects
- Thirty-one pipe culvert crossings

This division also inspects the construction of private development roads and infrastructure throughout the County. Developments inspected include:

- Candle Light
- Carroll Woods Estates
- Eldersburg Commons
- Hewitt's Landing
- Pooledale Farm
- Stafford Estates
- The Estates of Liberty Reservoir
- Vangaline Acres
- Vista Green
- Wasmere Acres
- Waters Edge

Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase and an adjustment in hours for the Construction Inspector positions are included in FY 17.

Positions

| Title | Type | FTE |
|---------------------------------------|-----------|-------------|
| <i>Construction Inspector</i> | Full-time | 4.00 |
| <i>Manager/Construction Inspector</i> | Full-time | 1.00 |
| Total | | 5.00 |

Engineering Design

| 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 | \$304,844 | \$348,610 | \$283,050 | \$291,540 | -16.37% | 3.00% |
| Benefits | 170,154 | 93,680 | 88,670 | 84,550 | -9.75% | -4.65% |
| Operating | 4,686 | 9,610 | 9,610 | 6,430 | -33.09% | -33.09% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$479,684 | \$451,900 | \$381,330 | \$382,520 | -15.35% | 0.31% |
| Employees FTE | 6.00 | 6.00 | 5.00 | 5.00 | ----- | ----- |

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.

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Mission and Goals

The mission of Engineering Design is to provide high-quality engineering and project management for building a sound infrastructure of roads, bridges, and drainage systems.

Goals include:

- Prepare accurate buildable construction drawings, specifications, and cost estimates
- Maintain the roadway network pavement condition index (PCI) within a satisfactory state
- Decrease the number of bridge structures with a sufficiency rating (BSR) less than 60 in the County's biennial bridge inspection program

Description

The primary function of Engineering Design is to administer the following types of capital projects:

- Road maintenance
- Road construction
- Bridge rehabilitation/replacement
- Drainage systems

The division designs in-house projects and reviews designs of outside contractors. The use of Computer-Aided Design (CAD) and drafting system allows the division to do more in-house design projects including:

- Grading studies
- Parking lots
- Boundary plats
- Road design
- Highway safety improvements
- Drainage, slip-lining, and culvert design

After the division approves the design and completes the construction documents, the project is advertised to initiate the bid process and award of contract.

Program Highlights

- During 2015, the bureau designed and advertised three road network and one pipe culvert preservation projects.
- During 2015, approximately 40 miles of roads were resurfaced, 56 pipe culverts were repaired or replaced and 13 small structure projects were designed and permitted for construction.
- Between 2011 and 2015, 290 miles of County roads, approximately 32% of the road network mileage, were treated through the pavement management and preservation program, keeping the PCI steady at a satisfactory rating of 77 in 2015.

Budget Changes

- The decrease from FY 16 Original to Adjusted is due to the transfer of a Traffic Engineer position to Engineering Administration.
- A 3.0% salary increase is included in FY 17.
- Operating decreases primarily due to the transfer of expenses to Engineering Administration.

Positions

| Title | Type | FTE |
|-------------------------------|-----------|-------------|
| <i>Civil Engineer Manager</i> | Full-time | 1.00 |
| <i>Engineering Technician</i> | Full-time | 3.00 |
| <i>Project Engineer</i> | Full-time | 1.00 |
| Total | | 5.00 |

Engineering Survey

| 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 | \$195,500 | \$199,840 | \$200,310 | \$206,320 | 3.24% | 3.00% |
| Benefits | 151,368 | 69,070 | 69,100 | 69,960 | 1.29% | 1.24% |
| Operating | 12,831 | 8,700 | 8,700 | 8,910 | 2.41% | 2.41% |
| Capital | 12,490 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$372,189 | \$277,610 | \$278,110 | \$285,190 | 2.73% | 2.55% |
| Employees FTE | 5.00 | 5.00 | 5.00 | 5.00 | ----- | ----- |

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.

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Mission and Goals

The mission of Engineering Survey is to provide responsible, efficient, and effective surveys, survey control, and global positioning system points.

Goals include:

- Provide accurate, efficient, and comprehensive surveys for County projects
- Provide County-wide survey control established by global positioning system

Description

The division is responsible for all survey related functions performed for the County, including survey of County owned property and property intended to be purchased by the County. Services include topographic surveys for proposed roads, bridges culverts, and buildings.

This division maintains the County Survey Control Network. The network is a series of geographical survey points used as reference points for surveys. All projects requiring County review must be based on one of these survey control points.

Program Highlights

In FY 15, Engineering Survey performed 387 surveys, a 70% increase from the prior year. The Bureaus of Resource Management, Engineering, and Roads Operations account for the majority of the workload.

Budget Changes

A 3.0% salary increase is included in FY 17.

Positions

| Title | Type | FTE |
|--------------------------------------|-----------|-------------|
| <i>County Surveyor</i> | Full-time | 1.00 |
| <i>GPS Technician</i> | Full-time | 1.00 |
| <i>Survey Helper</i> | Full-time | 1.00 |
| <i>Survey Party Chief</i> | Full-time | 1.00 |
| <i>Surveying Instrument Operator</i> | Full-time | 1.00 |
| Total | | 5.00 |

Facilities

| 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 | \$2,269,348 | \$2,316,850 | \$2,276,430 | \$2,374,390 | 2.48% | 4.30% |
| Benefits | 1,452,825 | 696,280 | 693,200 | 701,120 | 0.70% | 1.14% |
| Operating | 2,760,527 | 6,477,860 | 6,477,860 | 7,114,760 | 9.83% | 9.83% |
| Capital | 367,548 | 35,850 | 35,850 | 29,930 | -16.51% | -16.51% |
| Total | \$6,850,248 | \$9,526,840 | \$9,483,340 | \$10,220,200 | 7.28% | 7.77% |
| Employees FTE | 51.50 | 51.50 | 52.50 | 53.50 | ----- | ----- |

Note: FY 15 Actuals include a health and fringe allocation 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.

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Mission and Goals

The Bureau of Facilities' mission is to maintain a clean, orderly, and attractive appearance of grounds, structures, and facilities.

Goals include:

- Provide an efficient and effective maintenance program that emphasizes proactive maintenance
- Deliver a timely and professional response to reactive maintenance service calls
- Provide immediate response to emergency maintenance requests

Description

The Bureau of Facilities provides maintenance, repairs and renovations for buildings at 45 locations, with multiple buildings at several sites, throughout Carroll County. Full service maintenance is provided for air conditioning, heating, ventilating, plumbing, and electrical systems, and all other aspects involving the maintenance of building structures and equipment. Emphasis is placed on preventative maintenance efforts to reduce emergency calls and extend the useful life of buildings and equipment.

Facilities maintain and manage all of the grounds at County buildings, parks, and other County properties including those purchased for future use. This includes:

- Turf and landscape
- Woodlands and wildlife
- Storm water and recreational ponds
- Snow removal
- Rental management
- Construction and remodeling
- Athletic fields

Program Highlights

Recent projects include:

- Replacement of the Courthouse Annex elevators
- Oversight of Johnson Controls Phase 3 implementation
- Replacement of the boiler at the Historic Courthouse

Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover partially offset by the addition of a Maintenance Technician position.
- Personnel increases due to a 3.0% salary adjustment and a new Maintenance Technician position.
- Operating increases due to additional funding for maintenance of the three planned school closures.

Positions

| Title | Type | FTE |
|--|-------------|--------------|
| <i>Administrative Office Associate</i> | Full-time | 1.00 |
| <i>Bureau Chief</i> | Full-time | 1.00 |
| <i>Custodian</i> | Contractual | 0.40 |
| <i>Custodian</i> | Full-time | 3.00 |
| <i>Custodian</i> | Part-time | 0.60 |
| <i>Electrician</i> | Full-time | 3.00 |
| <i>Facilities Manager</i> | Full-time | 2.00 |
| <i>Facilities Supervisor</i> | Full-time | 5.00 |
| <i>HVAC Mechanic</i> | Full-time | 4.00 |
| <i>Maintenance Technician</i> | Full-time | 25.00 |
| <i>Service/Maintenance</i> | Contractual | 0.50 |
| <i>Technical Support Coordinator</i> | Full-time | 1.00 |
| <i>Trades Specialist</i> | Full-time | 7.00 |
| Total | | 53.50 |

Fleet 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 | \$1,000,603 | \$1,034,550 | \$1,027,140 | \$1,058,720 | 2.34% | 3.07% |
| Benefits | 689,746 | 320,760 | 320,190 | 331,170 | 3.25% | 3.43% |
| Operating | 1,460,397 | 3,916,700 | 3,916,700 | 3,821,450 | -2.43% | -2.43% |
| Capital | (131,203) | 2,136,500 | 2,136,500 | 2,031,700 | -4.91% | -4.91% |
| Total | \$3,019,543 | \$7,408,510 | \$7,400,530 | \$7,243,040 | -2.23% | -2.13% |
| Employees FTE | 24.00 | 24.00 | 24.00 | 24.00 | ----- | ----- |

Note: FY 15 Actuals include a health and fringe allocation while some operating and capital outlay 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.

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Mission and Goals

Provide safe and reliable transportation and equipment through efficient maintenance to all County agencies and other agencies in a cost-effective manner.

Goals include:

- Maintain vehicles through assertive preventative maintenance
- Provide guidance and information to agencies seeking new and replacement vehicles

Description

Fleet Management provides preventative maintenance services for County vehicles and equipment and associated agencies such as the Board of Education, Carroll Transit System, and the Carroll County Sheriff's Office. These vehicles and equipment range from heavy equipment, such as dump trucks, to lawn mowers and patrol vehicles.

Program Highlights

Below is a history of the Fleet revenue received from outside agencies for maintenance services provided and fuel dispensed:

| FY 12 | FY 13 | FY 14 | FY 15 |
|-------------|-------------|-------------|-------------|
| \$1,283,910 | \$1,226,197 | \$1,354,962 | \$1,228,561 |

Budget Changes

- A 3.0% salary increase is included in FY 17.
- Operating decreases due to an anticipated decrease in fuel prices.
- Capital decreases due to one-time funding in FY 16 for costs associated with the Drug Enforcement Support Program.

- Included in the Capital portion of the budget are the following replacement vehicles and equipment:

| Replacement Type | Number | Amount |
|---------------------------|--------|-------------|
| Car | 2 | 37,000 |
| Dump Truck | 4 | 706,000 |
| Gator | 1 | 19,000 |
| Mowers/Tractors | 3 | 156,000 |
| Patrol Car | 12 | 328,500 |
| SUV | 13 | 432,200 |
| Truck | 13 | 415,000 |
| Van | 2 | 75,000 |
| Wet Systems - Dump Trucks | 4 | 20,000 |
| Total | 54 | \$2,188,700 |

- Included in the Capital portion of the budget are the following additional vehicles and equipment:

| Additional Type | Number | Amount |
|-----------------|--------|-----------|
| Mini-Excavator | 1 | 62,000 |
| SUV | 2 | 57,000 |
| Trailer | 1 | 9,000 |
| Truck | 1 | 25,000 |
| Total | 5 | \$153,000 |

Positions

| Title | Type | FTE |
|-------------------------------|-----------|-------|
| Bureau Chief | Full-time | 1.00 |
| Fiscal Specialist | Full-time | 1.00 |
| Fleet Specialist | Full-time | 1.00 |
| Foreman | Full-time | 2.00 |
| Information System Specialist | Full-time | 1.00 |
| Mechanic | Full-time | 12.00 |
| Office Associate | Full-time | 1.00 |
| Parts Clerk | Full-time | 2.00 |
| Service Worker | Full-time | 1.00 |
| Service Writer | Full-time | 1.00 |
| Warehouse Technician | Full-time | 1.00 |
| Total | | 24.00 |

Permits and Inspections

| 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 | \$1,021,251 | \$1,038,050 | \$1,076,370 | \$1,146,200 | 10.42% | 6.49% |
| Benefits | 696,882 | 333,220 | 336,160 | 353,700 | 6.15% | 5.22% |
| Operating | 58,881 | 19,950 | 20,940 | 24,070 | 20.65% | 14.95% |
| Capital | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$1,777,014 | \$1,391,220 | \$1,433,470 | \$1,523,970 | 9.54% | 6.31% |
| Employees FTE | 22.00 | 22.00 | 23.00 | 24.00 | ----- | ----- |

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

Jeffrey D. Castonguay, Director (410) 386-2248
 Heidi K. Pepin, Senior Budget Analyst (410) 386-2082
<http://ccgovernments.carr.org/ccg/permits/>

Mission and Goals

The Bureau of Permits and Inspections provides efficient, effective, and courteous service to the citizens of Carroll County while complying with all laws and ordinances.

Goals include:

- Perform quality plan reviews and inspections within 24 hours of the request
- Accurately and consistently enforce minimum building codes
- Provide a simple, streamlined permit and review process to the public while maintaining an effective system

Description

The Bureau of Permits and Inspections is responsible for enforcing building, mechanical, electrical, plumbing, handicap, energy, livability, and life safety codes adopted through local ordinances and/or Maryland State law. The bureau accepts, processes, and issues all building, plumbing and electrical permits as well as licensing electricians, plumbers, gas fitters, and utility contractors. The Permits and Inspections staff ensures buildings are safe for occupancy and work in coordination with public safety personnel to protect the health and safety of the citizens of Carroll County.

Program Highlights

Over the past four years, 90% of permits applications were processed on the first day and 99% were processed within ten days.

| Inspections | 2012 | 2013 | 2014 | 2015 |
|---------------|---------------|---------------|---------------|---------------|
| Building | 14,378 | 15,185 | 15,151 | 15,135 |
| Electrical | 10,807 | 10,838 | 12,116 | 12,627 |
| Plumbing/Site | 10,799 | 11,431 | 12,296 | 11,382 |
| Total | 35,984 | 37,454 | 39,563 | 39,144 |

Budget Changes

- The increase from FY 16 Original to Adjusted is due to the addition of a new Building Inspector position.
- Personnel increases due to a 3.0% salary adjustment and a new Fire Inspector position.
- Benefits increase due to OPEB allocations.
- Operating increases for professional development.

Positions

| Title | Type | FTE |
|--|-----------|--------------|
| <i>Building Inspector</i> | Full-time | 3.00 |
| <i>Bureau Chief</i> | Full-time | 1.00 |
| <i>Chief Building Inspector</i> | Full-time | 1.00 |
| <i>Chief Electrical Inspector</i> | Full-time | 1.00 |
| <i>Chief Plumbing Inspector</i> | Full-time | 1.00 |
| <i>Deputy Code Official</i> | Full-time | 1.00 |
| <i>Electrical Inspector</i> | Full-time | 2.00 |
| <i>Fire Inspector</i> | Full-time | 1.00 |
| <i>Minimum Livability Code Coordinator/Inspector</i> | Full-time | 1.00 |
| <i>Office Manager</i> | Full-time | 1.00 |
| <i>Plans Examiner</i> | Full-time | 1.00 |
| <i>Plans/Permits Processors</i> | Full-time | 7.00 |
| <i>Plumbing Inspector</i> | Full-time | 3.00 |
| Total | | 24.00 |

Roads Operations

| 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 | \$3,754,336 | \$3,975,160 | \$3,968,170 | \$4,117,800 | 3.59% | 3.77% |
| Benefits | 2,909,112 | 1,367,980 | 1,366,840 | 1,396,180 | 2.06% | 2.15% |
| Operating | 3,451,907 | 2,287,805 | 2,287,805 | 2,379,165 | 3.99% | 3.99% |
| Capital | 1,124,401 | 11,175 | 11,175 | 52,915 | 373.51% | 373.51% |
| Total | \$11,239,755 | \$7,642,120 | \$7,633,990 | \$7,946,060 | 3.98% | 4.09% |
| Employees FTE | 105.90 | 105.90 | 106.90 | 107.90 | ----- | ----- |

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

Jeffrey D. Castonguay, Director (410) 386-2248
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Mission and Goals

To provide a local road system that is in good condition by using the most economical means available and to provide timely citizen service.

Goals include:

- Maintain the condition of County gravel roads
- Manage roadside growth
- Maintain centerline and edgeline road markings
- Provide ongoing road maintenance

Description

The bureau of Roads Operations maintains approximately 150 bridges and more than 980 miles of roads. Road maintenance tasks include:

- Paving and patching
- Crack sealing
- Road shoulder restoration
- Ditch installation and reconditioning
- Inlet repair and rebuilding
- Pipe maintenance and replacement
- Roadside mowing
- Tree trimming and removal
- Litter and debris removal
- Roadway evaluations

Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover offset by the addition of a Road Equipment Operator position.
- Personnel increases due to a 3.0% salary adjustment and a new Road Equipment Operator position.
- Operating increases for employee training, stone, and major road repairs.
- Capital increases for the one-time purchase of an additional tank and skid steer attachment.

Positions

| Title | Type | FTE |
|--|-------------|---------------|
| <i>Area Roads Chief</i> | Full-time | 5.00 |
| <i>Bureau Chief</i> | Full-time | 1.00 |
| <i>Equipment Mechanic/Tool Room</i> | Full-time | 1.00 |
| <i>Foreman, Bridge Crew</i> | Full-time | 1.00 |
| <i>Foreman, Roads</i> | Full-time | 7.00 |
| <i>Foreman, Surface Crew</i> | Full-time | 1.00 |
| <i>Foreman, Traffic Control</i> | Full-time | 1.00 |
| <i>Mower Operator</i> | Contractual | 2.00 |
| <i>Office Associate</i> | Full-time | 3.00 |
| <i>Office Associate</i> | Part-time | 0.50 |
| <i>Office Manager</i> | Full-time | 1.00 |
| <i>Paver Operator</i> | Full-time | 1.00 |
| <i>Public Works Inspector</i> | Full-time | 2.00 |
| <i>Road Equipment Operator</i> | Full-time | 67.00 |
| <i>Road Maintenance Worker</i> | Full-time | 12.00 |
| <i>Roads Administrative Supervisor</i> | Full-time | 1.00 |
| <i>Technician</i> | Contractual | 0.40 |
| <i>Tree Trimming Inspector</i> | Full-time | 1.00 |
| Total | | 107.90 |

Storm Emergencies

| 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 | \$666,767 | \$459,100 | \$459,100 | \$470,580 | 2.50% | 2.50% |
| Benefits | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Operating | 2,853,394 | 1,783,920 | 1,783,920 | 1,557,870 | -12.67% | -12.67% |
| Capital | 9,578 | 1,150 | 1,150 | 44,150 | 3739.13% | 3739.13% |
| Total | \$3,529,739 | \$2,244,170 | \$2,244,170 | \$2,072,600 | -7.65% | -7.65% |
| Employees FTE | 0.00 | 0.00 | 0.00 | 0.00 | ----- | ----- |

Note: The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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Mission

To provide effective responses to emergencies involving the County's highway system.

Description

The funds allocated to this budget are to cover the costs of snow removal operations and emergency response to damage from:

- Flooding
- Down trees
- Cave-ins
- Vehicles accidents
- Other hazards

The staff who perform this function are included in the Bureau of Roads Operations and no regular hours for employees are charged to this budget. The personnel expenses are for overtime hours logged by Roads Operations responding to snow or other emergency situations.

For snow removal operations, there are 63 snow plow routes. Fifty of these routes are covered by County owned equipment while the other 13 routes are contracted.

Budget Changes

- Operating decreases for locked-in salt prices and one-time funding of \$200,000 for salt replenishment in FY 16.
- Capital increases due to the first of three planned replacement bunk trailers in FY 17-19.

Traffic Control

| 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 | \$0 | \$0 | \$0 | \$0 | 0.00% | 0.00% |
| Benefits | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Operating | 346,117 | 333,020 | 333,020 | 361,120 | 8.44% | 8.44% |
| Capital | 578 | 1,400 | 1,400 | 28,700 | 1950.00% | 1950.00% |
| Total | \$346,695 | \$334,420 | \$334,420 | \$389,820 | 16.57% | 16.57% |
| Employees FTE | 0.00 | 0.00 | 0.00 | 0.00 | ----- | ----- |

Note: The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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Mission and Goals

To keep all signs and highway markings in good repair and in compliance with the Uniform Traffic Control Devices manual.

Goals include:

To minimize the amount of time that signs are down or missing and to have reasonable schedule of re-striping and replacing road markings.

Description

The staff who perform the Traffic Control function are included in the Bureau of Roads Operations. They are responsible for using their paint truck to maintain and place all highway markings such as:

- Centerlines
- Edge lines
- Crosswalks
- Stop bars
- Turn lanes
- Rail crossing

In addition, this division has the following responsibilities connected with traffic control and road name signs:

- Replacement
- Repair
- Cleaning
- Creating
- Installation

The need for new signs is determined through routine inspection and investigation, citizen requests, and laws and regulations.

Budget Changes

- Operating increases due to the cost of paint.
- Capital increases primarily for the purchase of an attenuator trailer and a message/arrow board.