

**THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND  
BUDGET WORK SESSION  
AGENDA**

**May 2, 2023**

3:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Outside Agency Budget Requests

Richard Keaveney, Executive Director, Animal Care Shelter for Kent County

John Schratwieser, Director, Kent Cultural Alliance

John Carroll, Mayor, Town of Galena

Andy Hollis, Executive Director, Upper Shore Aging, Inc.

Review

Patricia Merritt, Chief Finance Officer, Office of Finance

FY2024 Budget Calendar Review

Summary of Changes

General Fund Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

Overview

Board of Education

Patricia Merritt, Chief Finance Officer, Office of Finance

Operating

Patricia Merritt, Chief Finance Officer, Office of Finance

Allocations

Patricia Merritt, Chief Finance Officer, Office of Finance

Allocation Summary

5 Year Capital Plan

Patricia Merritt, Chief Finance Officer, Office of Finance

Capital Summary

Personnel

Jim Miller, Director, Human Resource Department

Fleet Management

Patricia Merritt, Chief Finance Officer, Office of Finance

Vehicle Leases



## AGENDA ITEM BRIEFING

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**Richard Keaveney, Executive Director, Animal Care Shelter for Kent  
County  
5/2/2023  
Budget Work Session**

**ATTACHMENTS:**

**Description**

Humane Society FY24 Request

05.02.23 Animal Care Shelter Budget Request

THE HUMANE SOCIETY OF KENT COUNTY, INC.  
dba ANIMAL CARE SHELTER FOR KENT COUNTY  
10168 Worton Road  
Chestertown, MD 21620

March 14, 2023

Honorable County Commissioners:

It would be a pleasure to meet with our elected officials and administrative staff to discuss not only our modest FY24 budget request but both the mid-term and long-term opportunities and challenges of the Animal Care Shelter for Kent County.

Now that that our four-year plus planning, construction and fundraising project is nearly completed, I can now focus on the mid-term and long-term future of animal rescue, control, care and sheltering services for our animal loving community.

Meanwhile, ACSKC needs additional funding support of our county government. Last year's reasonable request of \$312,222 was not approved and indeed disappointing. However, we managed to increase our base minimum wage to \$15, improve health insurance coverage, and continued to reduce key staff turnover by accessing capital that was designated for the benefit of employees.

Please note that our request for **\$342,000** to provide animal control services 24 hours, 7 days a week is in no way impacted by our capitalization needs. Our capital campaign still needs to raise about \$800,000 by the end of 2025.

Sixty years ago, a handful of Kent County citizens started the Humane Society of Kent County as a non-profit organization realizing that Kent County was financially challenged and could not provide humane animal control services. Gratefully, the County has generously underwritten an average of 30%-35% of our operating budget without the benefit of a written contract for the past fifteen years or so.

Thank you for your consideration and for your service during these very challenging times for our community.

Richard Keaveney  
Executive Director

|                               |            |      |                      |
|-------------------------------|------------|------|----------------------|
| <b>ANIMAL CARE SHELTER</b>    |            |      |                      |
| <b>FOR KENT COUNTY</b>        |            |      |                      |
| <u>Approved Budget</u>        |            |      | <u>Current Trend</u> |
| <u>for FY2023</u>             |            |      | <u>Feb-23</u>        |
|                               |            |      |                      |
| <b><u>INCOME</u></b>          |            |      |                      |
| Contributions/Donations       | \$ 300,000 |      | \$ 300,000           |
| Corporate Support             | \$ 10,000  |      | \$ 10,000            |
| Grants                        | \$ 75,000  |      | \$ 75,000            |
| County Funding                | \$ 292,000 |      | \$ 292,000           |
| Shelter Services (Fees)       | \$ 75,000  |      | \$ 75,000            |
| Special Events                | \$ 85,000  |      | \$ 85,000            |
| <b>TOTAL INCOME</b>           | \$ 837,000 | \$ - | \$ 837,000           |
|                               |            |      |                      |
|                               |            |      |                      |
| <b><u>EXPENSES</u></b>        |            |      |                      |
| Administrative & Banking      | \$ 17,550  |      | 17,550               |
| Business & Property Insurance | \$ 24,000  |      | 26,500               |
| Development & Fundraising     | \$ 40,000  |      | 25,000               |
| Salaries                      | \$ 526,088 |      | 584,000              |
| P/R Taxes & Benefits          | \$ 82,000  |      | 87,500               |
| Professional Fees             | \$ 20,000  |      | 20,000               |
| Shelter Services              | \$ 75,000  |      | 100,000              |
| Utilities                     | \$ 20,000  |      | 40,000               |
| Repairs & Maintenance         | \$ 7,500   |      | 7,500                |
| Vehicle                       | \$ 9,000   |      | 9,000                |
| Miscellaneous                 | \$ 10,000  |      | 10,000               |
| <b>TOTAL EXPENSES</b>         | \$ 831,138 |      | \$ 927,050           |
|                               |            |      |                      |
| <b>NET OPERATING INCOME</b>   | \$ 5,862   |      | \$ (90,050)          |



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES  | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING | 262800         | 292000         | 292000         | 342,000                     |
| FEDERAL FUNDING     |                |                |                |                             |
| STATE FUNDING       |                |                |                |                             |
| PRIVATE DONATIONS   |                |                |                |                             |
| DUES & FEES         |                |                |                |                             |
| GRANTS              |                |                |                |                             |
|                     |                |                |                |                             |
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|                     |                |                |                |                             |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES          | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------------------|----------------|----------------|----------------|-----------------------------|
| Employee Wages, Taxes, Benefits | 183407         | 194220         | 200222         | 219,000                     |
| Operating Supplies              | 2918           | 3775           | 4500           | 7,500                       |
| Occupancy Expenses              | 8088           | 8088           | 10000          | 12,000                      |
| Animal Care                     | 66353          | 75350          | 66500          | 75000                       |
| Commercial Insurance            | 15046          | 15046          | 15000          | 12500                       |
| Transportation                  | 10000          | 8670           | 8500           | 8500                        |
| Other (Uniforms, Training)      | 7779           | 5500           | 7500           | 7500                        |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
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|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>      | 293,591        | 310,649        | 292,000        | 342,000                     |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

**ANIMAL CARE SHELTER FOR KENT COUNTY**  
**(aka The Humane Society of Kent County)**  
**Presented by Richard Keaveney, Executive Director**  
**Tuesday, May 2, 2023**

1. **Our PLEA for \$342,000** in financial support from Kent County MD will represent between 33% and 35% of what we currently anticipate to be an operating budget of approximately \$950,000
  - Does not include 7% interest payments for secured debt related to the new shelter building
  - Does not include new animal control vehicles
  - Does include an on-call animal control officer 24 hours a day, 7 days a week
  - Includes:
    - **Extended hours for community access** (to 6pm Wednesday thru Friday; Saturday 11-4pm; and by appointment if warranted Sunday through Tuesday)
    - **Only three additional employees** hired for the new shelter facility
      - Volunteer Coordinator (robust volunteer program in motion)
      - 2 Animal Care Technicians (\$15 to \$18 per hour)
    - Flat (or slightly reduced) **property insurance premiums**
    - **Increased utility costs** (water, sewer, and slightly increased electric due to design efficiencies)
    - **High School and Middle School engagement**
    - Adding an early evening “potty break” for all canines, reducing the overnight hours for dogs for waste elimination (less stress, better health)
      - ACSKC is one of the few shelters that provide every dog 3 walks a day (1/4 mile per walk) and 1 enrichment session per day, one on one with an ACT.
      - 4<sup>th</sup> early evening outside potty break establishes a high standard of excellence
      -
2. **ANIMAL CONTROL INCIDENTS** (Calendar Year 2022)

|            |                                                                           |
|------------|---------------------------------------------------------------------------|
| 1          | Major Abuse                                                               |
| 12         | Aggression                                                                |
| 112        | Animal At-Large                                                           |
| 1          | Left in Vehicle                                                           |
| 14         | Bite                                                                      |
| 2          | Dead Animal                                                               |
| 51         | Neglect                                                                   |
| 2          | Noise                                                                     |
| 2          | Hoarding of Animals                                                       |
| 37         | Sick/Insured Animals                                                      |
| 28         | Feral Cats (does not include Trap Neuter Release outreach cats)           |
| <b>262</b> | <b>TOTAL</b> documented incidents <u>(estimate 20%+/- not documented)</u> |

**3. ARE OUR EXPENSES IN-LINE**

**ACSKC** spends \$476 less per year, per animal “intake” than Queen Anne’s County  
**ACSKC** spends \$858 less per year, per animal “adopted” than Queen Anne’s County

**ACSKC adoption rate 60% vs. 58%** in Queen Anne’s County

|                              |                   |  |                      |                    |                     |
|------------------------------|-------------------|--|----------------------|--------------------|---------------------|
| <b>ANIMAL CONTROL COMPS</b>  |                   |  |                      |                    |                     |
| <b>2024 BUDGETED</b>         | <b>ACSKC</b>      |  | <b>QUEEN ANNES</b>   |                    | <b>DIFFERENTIAL</b> |
| Wages, Taxes, Benefits       | \$ 219,000        |  | \$ 298,705           | \$ (79,705)        | -36%                |
| Operasting Supplies          | \$ 7,500          |  | \$ 14,810            | \$ (7,310)         | -97%                |
| Occupany Expenses            | \$ 12,000         |  | \$ -                 | \$ 12,000          | 100%                |
| Animal Care                  | \$ 75,000         |  | \$ 1,900             | \$ 73,100          | 97%                 |
| Commercial Insurance         | \$ 12,250         |  | \$ -                 | \$ 12,250          | 100%                |
| Transportation               | \$ 8,500          |  | \$ 102,606           | \$ (94,106)        | -1107%              |
| Uniforms, Training, Misc.    | \$ 7,500          |  | \$ 17,100            | \$ (9,600)         | -128%               |
|                              | <b>\$ 341,750</b> |  | <b>\$ 435,121</b>    | <b>\$ (93,371)</b> | <b>-27%</b>         |
| <b>ANIMAL SHELTER COMPS</b>  |                   |  |                      |                    |                     |
| <u>thru June 2022 Actual</u> |                   |  |                      |                    |                     |
| Wages, Taxes, Benefits       | \$ 452,500        |  | \$ 812,251           |                    |                     |
| Operating Supplies           | \$ 30,300         |  | \$ 47,300            |                    |                     |
| Occupany Expenses            | \$ 28,000         |  | \$ 81,500            |                    |                     |
| Animal Care                  | \$ 25,000         |  | \$ 241,500           |                    |                     |
| Commercial Insurance         | \$ 26,500         |  | \$ -                 |                    |                     |
| Transportation               | \$ 500            |  | \$ -                 |                    |                     |
| Uniforms, Training, Misc.    | \$ 22,500         |  | \$ 19,001            |                    |                     |
|                              | <b>\$ 585,300</b> |  | <b>\$ 1,201,552</b>  |                    |                     |
|                              |                   |  |                      |                    |                     |
| <b>TOTAL COMBINED BUDGET</b> | <b>\$ 927,050</b> |  | <b>\$ 1,636,673</b>  |                    |                     |
|                              |                   |  |                      |                    |                     |
| <b>ANIMAL STATISTICS</b>     |                   |  |                      |                    |                     |
| Total Shelter Intakes        | 832               |  | 1029                 |                    |                     |
| Total Adoptions              | 497               |  | 601                  |                    |                     |
| <b>Cost Per Intake</b>       | \$ 1,114          |  | \$ 1,591             | \$ (476)           | -43%                |
| <b>Cost Per Adoption</b>     | \$ 1,865          |  | \$ 2,723             | \$ (858)           | -46%                |
|                              |                   |  |                      |                    |                     |
| <b>BASE WAGE COMPARISONS</b> |                   |  |                      |                    |                     |
| Animal Care Techs            | \$15 to \$18      |  | \$16.21 to \$18.45   |                    |                     |
| Animal Control Officer       | \$18.45+          |  | \$23.40 to \$28.10   |                    |                     |
| Coordinators/Managers        | \$37,440-\$44,928 |  | \$38,393 to \$53,098 |                    |                     |
| Directors                    | \$48,672-\$61,000 |  | \$53,098 to \$74,970 |                    |                     |



## **AGENDA ITEM BRIEFING**

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**John Schratwieser, Director, Kent Cultural Alliance**  
**5/2/2023**  
**Budget Work Session**

**ATTACHMENTS:**

Description

Kent Cultural Alliance FY24 Request



Celebrating Creativity.  
Connecting Communities.  
Sharing Conversation.

March 10, 2023

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian, Commissioner Nickerson, and Commissioner Price:

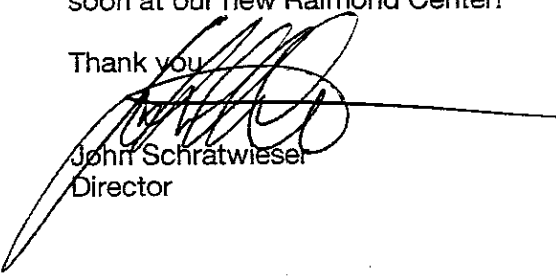
On behalf of the board of directors of the Kent Cultural Alliance, and all of our grantees and constituents, I thank you for your continued support of the work we do for the people of Kent County. From programming and professional development at Kent County Public Schools, to murals created across Kent County, including Galena Dogwood Park, Worton Community Center Park and the Kent Ag Center in Tolchester, the Kent Cultural Alliance is working to raise both economic activity and quality of life in Kent County. Our regranteeing programs, for arts organizations, community organizations and independent artists living and working in Kent County, support jobs, create programs for residents and visitors alike, and reinvest tax-payer dollars from the County, State, and Federal Government in the people and places of Kent County.

In FY 2023, the Commissioners graciously renewed our 2022 level funding of \$12,500 and provided a one time capital grant of \$25,000 to allow us to complete our new building, The Vincent and Leslie Prince Raimond Cultural Center at 101 Spring Avenue in the heart of our County Seat of Chestertown. We are asking that you consider a small increase to our annual grant for organizational support increasing our funding to \$15,000. We are not seeking any additional capital investment.

Funds from Kent County support regranteeing programs for individuals as well as both arts based and other community based organizations. In 2022 and 2023 we provided, with the additional support of the Maryland State Arts Council and the National Endowment for the Arts, more than 100,000 in funding across Kent County. That funding does not include the money we invested in our own programming in support of KCPS and our own free programming.

We hope you will look favorably on our request for FY 2024 and we look forward to seeing you soon at our new Raimond Center!

Thank you

  
John Schratwieser  
Director

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                        | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-------------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                       | 9000           | 12500          | 12500          | 15000                       |
| FEDERAL FUNDING                           |                | 10000          | 25000          | 40000                       |
| STATE FUNDING                             | 150000         | 170000         | 170000         | 180000                      |
| PRIVATE DONATIONS                         | 20000          | 29822          | 30000          | 40000                       |
| DUES & FEES                               |                |                |                |                             |
| OTHER (LIST BY TYPE)                      |                |                |                |                             |
| Maryland State Arts Council Covid Relief  |                | 30000          | 84000          | 40000                       |
| Kent County Covid Relief                  |                | 5000           |                |                             |
| Kent County Capital Grant for Building    |                |                | 25000          |                             |
| Fiscal Sponsor: Worton Point School House |                | 24000          | 11500          |                             |
| Fiscal Sponsor: Busload of Books          |                | 200000         | 90000          |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           | 179000         | 481322         | 448000         | 315000                      |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                    | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Administration                            | 50000          | 65000          | 85000          | 85000                       |
| Re-granting Organizational                | 40000          | 60000          | 65000          | 65000                       |
| Re-granting Individual                    | 35000          | 40000          | 40000          | 45000                       |
| Programming Expenses / Residency          | 15000          | 23000          | 48500          | 75000                       |
| KCPS Programming/Arts Ed                  | 18000          | 17000          | 15000          | 24000                       |
| Mortgage                                  | 12000          | 12000          | 12000          | 12000                       |
| Insurance                                 | 6800           | 12099          | 11000          | 9000                        |
| Fiscal Sponsor: Worton point school House |                | 24000          | 11500          | 0                           |
| Fiscal Sponsor: Busload of Books          |                | 200000         | 90000          | 0                           |
| Debt reduction MSAC grant                 |                |                | 50000          |                             |
| Speical Project - ISAAC                   |                | 15000          | 20000          |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>                | <b>176800</b>  | <b>468099</b>  | <b>448000</b>  | <b>315000</b>               |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.





## **AGENDA ITEM BRIEFING**

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### **John Carroll, Mayor, Town of Galena 5/2/2023 Budget Work Session**

#### **ATTACHMENTS:**

Description

Town of Galena FY24 Request

**John T. Carroll, Jr.**

Mayor

**John W. Duhamell, Jr.**

Council Member

**Sarah E. Merrell**

Council Member

**Justinian M. Dispenza**

Council Member

**Tyler J. Carpenter**

Council Member



**Warren S. Walte**  
Maintenance & Facilities Coordinator

**Caitlyn Smith**

Town Clerk

**Amber Englebach**

Assistant Town Clerk

**Audrey M. Ersche**

Grants & Technology

**Thomas N. Yeager**

Attorney

**Mayor and Council of Galena**

101 S. Main Street, Galena, Maryland 21635

Telephone 410-648-5151

Fax 410-648-6937

Website: [www.townofgalena.com](http://www.townofgalena.com)

E-mail: [info@townofgalena.com](mailto:info@townofgalena.com)

March 28, 2023

The County Commissioners of Kent County

400 High Street

Chestertown, Maryland 21620

Dear Commissioners of Kent County,

The Town of Galena was awarded an MDOT Kim Lamphier Bikeways Network Program Grant of \$160,000 for the preliminary design of a shared-use path along MD 213 to Toal Park. As part of the grant agreement, there is a matching fund contribution of the lesser of \$40,000 or 20% of the project costs. An RFP was published, and one vendor submitted a proposal, which came in well below the grant amount. Upon communication with Jamie Kendrick, Mead & Hunt, Nate Evans, MDOT, and representatives from the Town of Galena it was determined that we could complete the preliminary design for three sections of a shared-use path: MD 213 to Toal Park, MD 290 to the Olivet Hill Community, and Toal Park to Georgetown.

The benefits to both residents of Galena and Kent County will help enhance the quality of life and improve safety. The project will help meet the needs of an underserved community, keep citizens safe and support and encourage economic development and tourism in Upper Kent County. The Town of Galena has pledged up to \$20,000 in grant match, therefore, the Town respectfully requests \$20,000 from Kent County as matching funds for this project.

Sincerely,

John T. Carroll, Jr.

Mayor



## **AGENDA ITEM BRIEFING**

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**Andy Hollis, Executive Director, Upper Shore Aging, Inc.**  
**5/2/2023**  
**Budget Work Session**

**ATTACHMENTS:**

Description

Upper Shore Aging FY24 Request



February 27, 2023

Kent County Office of Finance  
R. Clayton Mitchell Jr. Government Center  
400 High Street  
Chestertown, MD 21620

Dear Kent County Commission Members:

Upper Shore Aging is proud to provide senior services to the residents of Kent County on behalf of Kent County Government. It is an obligation that we take seriously, and we continue to strive to increase our services and programming to the citizens. Enclosed is a funding request that asks for maintenance of current funding, as well as a supplemental request. Specifically, we are requesting an increase of \$ 175,000 to address an on-going operating deficit, a 5% increase for employee wages, and a substantial increase in health insurance costs and related fringe.

The Commissioners have been supportive of Upper Shore Aging's efforts, and we recognize our duty to not only maintain services, but increase them as well. Please consider our request for funding as we continue to be proud partners with the county to serve the senior citizens of Kent County.

Sincerely,

UPPER SHORE AGING, INC.

R. Andrew Hollis, Executive Director

## **About Upper Shore Aging, Inc.**

Upper Shore Aging, Inc. is a non-profit organization that serves as the Area Agency on Aging designated by the State of Maryland, serving the seniors of Kent County. We develop and administer programs and services and are the chief advocate for the seniors we serve. Our programs function cooperatively to maintain and improve the quality of life for seniors, working to help them remain healthy and independent.

The Older Americans Act of 1965, implemented by the Maryland Department of Aging mandates that an Area Agency on aging must function in each Maryland local jurisdiction. Upper Shore Aging, Inc has cost-effectively managed the AAA Function in Kent County in lieu of a dedicated county department for that purpose since 1975. We are proud of our partnership with Kent County and the honor of serving its seniors.

Upper Shore Aging, Inc is probably best known for the meals on wheel program and the Senior Centers located at the Amy Lynn Ferris Senior Center in Chestertown. However, Upper Shore Aging oversees and runs programs and supportive services that help Kent County elders. Unique to Kent County is the Shopping for Seniors program headed by Donna Olsen.

In FY23 we will have 20 different programs in Kent County, including:

- Nutrition and Wellness Educations
- Home Delivered Meals Programs (Also known as Meals on Wheels)
- Senior Care
- Legal Assistance through a contract with ProBono
- Information & Assistance/Maryland Access Point
- Ombudsman
- Public Guardianship
- Amy Lynn Ferris Senior Center (offering recreational, educational and wellness activities)
- Supports Planning for Community First Choice (also known as the Waiver Program)
- Long Term Care Ombudsman
- Elder Abuse prevention
- Congregate & Home Delivered Meals Programs
- Family Caregiver Support
- State Health Insurance Program
- Senior Medicare Patrol
- Senior Assisted Living Subsidy program
- Retired and Senior Volunteer Program (RSVP)
- Health Promotion (an evidence based program)
- MIPPA
- Working with its affiliate, the Upper Shore Aging Housing Corporation, access to elderly housing

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                   | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|--------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                  | 174872         | 179082         | 194082         | 369082                      |
| FEDERAL FUNDING                      | 909742         | 895518         | 1052746        | 957263                      |
| STATE FUNDING                        | 824355         | 816170         | 982103         | 829224                      |
| PRIVATE DONATIONS                    | 49758          | 122693         | 109716         | 246689                      |
| DUES & FEES                          |                |                |                |                             |
| OTHER (LIST BY TYPE)                 |                |                |                |                             |
| MANAGEMENT FEES                      | 100608         | 131204         | 74593          | 36000                       |
| LOSS/GAIN on INVESTMENT              | 2899           | -3613          |                |                             |
| MISC                                 | 18044          | 68657          | 62573          | 62379                       |
| TALBOT & CAROLINE COUNTY             | 591249         | 655766         | 834928         | 902428                      |
| KENT County Shopping for Senior fund | 16861          | 16861          | 16861          | 16861                       |
| TOWN OF EASTON ARP                   |                | 25000          |                |                             |
| DISPARITIES GRANT                    |                |                | 10000          |                             |
| CDBG KENT                            |                | 3128           |                |                             |
| CDBG TALBOT                          |                | 20249          |                |                             |
| KENT ONE TIME/AMY LYNN AC/HEATING    |                | 38000          |                |                             |
| REVENUE Short                        |                |                | 72599          |                             |
|                                      |                |                |                |                             |
| TOTAL                                | 2688388        | 2968715        | 3410201        | 3419926                     |

179082 FY23 allocation  
15000 RSVP  
175000 Ask  
369082 TOTAL REQUEST  
  
16861 Shopping for Seniors

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

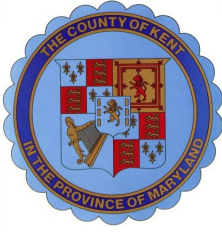
**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES               | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Budget   | 2024<br>Requested<br>Budget |
|--------------------------------------|------------------|------------------|------------------|-----------------------------|
| Salaries and Wages                   | 866124           | 948778           | 1287417          | 1354377 *                   |
| Fringe Benefits                      | 314283           | 307694           | 314,644          | 312928                      |
| Travel, Stipends, MOW drivers, Staff | 135139           | 121721           | 116654           | 112683                      |
| Occupancy Cost                       | 133361           | 147128           | 94807            | 96015                       |
| Communication                        | 66042            | 55980            | 57625            | 58075                       |
| Food                                 | 564693           | 632664           | 631515           | 587850                      |
| Printing and supplies                | 76680            | 65129            | 49490            | 47995                       |
| Equipment purchased                  | 23232            | 18377            | 9900             | 9944                        |
| Contract Services                    | 203428           | 221672           | 373657           | 343209                      |
| Advertising                          | 9108             | 27735            | 19048            | 18548                       |
| Education, Professional Fees         | 58972            | 50277            | 23035            | 23061                       |
| Retirement Plan                      | 26143            | 25011            | 25748            | 40631                       |
| Insurance                            | 23379            | 21148            | 22400            | 22600                       |
| Medical supplies                     | 156587           | 274032           | 183303           | 189297                      |
| Training, Technical assistance       |                  |                  | 9605             | 9653                        |
| Miscellaneous, Board expense,        |                  |                  | 20592            | 17520                       |
| Equip Lease/main repair              | 31317            | 45620            | 105650           | 106032                      |
| Interest                             | 20087            | 17360            | 500              | 510                         |
| Depreciation                         | 61378            | 60611            | 64611            | 64611                       |
|                                      |                  |                  |                  |                             |
| <b>TOTAL EXPENDITURES</b>            | <b>2,769,953</b> | <b>3,040,937</b> | <b>3,410,201</b> | <b>3,415,539</b>            |

**used Function Expenses from Audit**

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## AGENDA ITEM BRIEFING

---

**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**5/2/2023**  
**Budget Work Session**

**Item Summary:**

FY2024 Budget Calendar Review  
Summary of Changes

**ATTACHMENTS:**

**Description**

- 1 - FY24 Budget Calendar-Rev 5.1.23
- 2 - Changes



## FY2024 BUDGET CALENDAR

| ACTIVITY                                                                                                    | DATE      |                |
|-------------------------------------------------------------------------------------------------------------|-----------|----------------|
| Department and agency budget packets distributed.                                                           | Wednesday | 02/08/23       |
| Budget worksheets completed and returned to Finance Office.<br>On line data entry by departments completed. | Monday    | 02/27/23       |
| Personnel requests submitted to Human Resources.                                                            | Monday    | 02/27/23       |
| Income Tax & Property Tax revenue estimates completed.                                                      | Tuesday   | 02/28/23       |
| Capital projects forms given to planning for review.                                                        | Friday    | 03/03/23       |
| Personnel requests reviewed by HR and submitted to Finance                                                  | Wednesday | 03/08/23       |
| Budget printouts (including salary and benefit information) returned to department heads.                   | Friday    | 03/17/23       |
| Revenue projections complete.                                                                               | Monday    | 03/20/23       |
| Department heads review budget requests with County Administrator                                           |           | 3/24 - 3/28/23 |
| "Budget Presentation Day" Department heads present budgets to commissioners.                                | Tuesday   | 04/11/23       |
| Budget workshops with commissioners.                                                                        | Tuesday   | 04/18/23       |
| Budget workshops with commissioners.                                                                        | Tuesday   | 04/25/23       |
| Budget workshops with commissioners.                                                                        | Tuesday   | 05/02/23       |
| Budget workshops with commissioners.                                                                        | Tuesday   | 05/09/23       |
| Budget workshops with commissioners. Final decisions made                                                   | Tuesday   | 05/16/23       |
| Draft budgets prepared and distributed to departments and outside agencies.                                 | Friday    | 05/19/23       |
| Review of public hearing presentation with commissioners.                                                   | Tuesday   | 05/23/23       |
| Public Budget Hearing.                                                                                      | Tuesday   | 06/06/23       |
| Tax rate & budget adopted.                                                                                  | Tuesday   | 06/13/23       |
| Departmental budget schedules distributed.                                                                  | Friday    | 06/23/23       |

## SUMMARY OF CHANGES-FY24

|                  |                                            | <u>REVENUE</u>    | <u>EXPENDITURE</u> |
|------------------|--------------------------------------------|-------------------|--------------------|
|                  | REQUESTED BUDGET                           | 56,822,731        | 66,528,763         |
| Capital          | Finance - hutches/monitors (FY23)          |                   | (3,991)            |
|                  | Roads - paving                             |                   | (200,000)          |
|                  | Roads - surface treatment                  |                   | (115,269)          |
|                  | Roads - Tractor with A-Boom                |                   | (210,000)          |
|                  | Roads - Village of Kville SW & roadway imp |                   | (150,000)          |
|                  | Env Ops - roll off truck w/hoist           |                   | (280,000)          |
|                  | P&R - Concession stand freezer             |                   | (6,000)            |
|                  | P&R - Millington pool furniture (FY23)     |                   | (2,500)            |
|                  | P&R - Community Center pool slide          |                   | (30,000)           |
|                  | Circuit Court - landscaping pavers         |                   | (31,420)           |
|                  | WWS - overall major expenses               |                   | (396,200)          |
|                  | WWS - reserves                             |                   | (8,320)            |
| Capital Projects | KCPS Middle school (\$3,315,000)           |                   | -                  |
|                  | Library - ramp                             |                   | (91,730)           |
| Allocations      | Fire Companies                             |                   | 530,063            |
|                  | Historic Preservation Commission           |                   | 10,000             |
|                  |                                            | -                 | (985,367)          |
|                  | 04/12/21 - Total                           | <u>56,822,731</u> | <u>65,543,396</u>  |
| Capital          | WWS - Fairlee Well redevelopment from FY23 |                   | 37,000             |
|                  | WWS - reserves                             |                   | 777                |
| Personnel        | Paramedic                                  |                   | (103,715)          |
|                  | Paramedic                                  |                   | (103,715)          |
|                  | Paramedic                                  |                   | (103,715)          |
|                  | Prosecutor (.5)                            |                   | (44,681)           |
|                  | Administrative Specialist- Detention Ctr   |                   | (12,764)           |
| Revenue          | Increase 911 fee                           | 194,000           |                    |
|                  | Subtotal                                   | <u>194,000</u>    | <u>(330,814)</u>   |
|                  | 04/26/22 - Total                           | <u>57,016,731</u> | <u>65,212,582</u>  |



## AGENDA ITEM BRIEFING

---

### **Patricia Merritt, Chief Finance Officer, Office of Finance 5/2/2023 Budget Work Session**

#### **Item Summary:**

Overview

#### **ATTACHMENTS:**

Description

Overview 5.2.23

## General Fund - Revenues

|                              | <b>FY23<br/>Projection</b> | <b>FY23<br/>Budget</b> | <b>FY24<br/>Budget</b> | <b>Inc/(Dec)<br/>\$</b> | <b>%</b>    |
|------------------------------|----------------------------|------------------------|------------------------|-------------------------|-------------|
| <b>Property Tax</b>          | 33,453,326                 | 32,658,297             | 33,612,820             | 954,523                 | 2.9%        |
| <b>Income Tax</b>            | 18,150,000                 | 15,000,000             | 17,260,000             | 2,260,000               | 15.1%       |
| <b>Recordation</b>           | 1,400,000                  | 1,884,381              | 1,265,000              | (619,381)               | -32.9%      |
| <b>Property Transfer</b>     | 821,500                    | 1,196,602              | 740,000                | (456,602)               | -38.2%      |
| <b>Intergovernmental</b>     | 846,199                    | 816,245                | 1,225,691              | 409,446                 | 50.2%       |
| <b>Other Taxes</b>           | 354,000                    | 332,000                | 543,000                | 211,000                 | 63.6%       |
| <b>License &amp; Permits</b> | 353,474                    | 367,526                | 343,228                | (24,298)                | -6.6%       |
| <b>Service Charges</b>       | 644,470                    | 621,511                | 630,263                | 8,752                   | 1.4%        |
| <b>Lease Proceeds</b>        | 542,760                    | 472,662                | 735,100                | 262,438                 | 55.5%       |
| <b>Transfers In</b>          | 0                          | 0                      | 0                      | -                       | 0.0%        |
| <b>Other</b>                 | 705,591                    | 227,541                | 661,629                | 434,088                 | 190.8%      |
| <b>Total Revenues</b>        | <b>57,271,320</b>          | <b>53,576,765</b>      | <b>57,016,731</b>      | <b>3,439,966</b>        | <b>6.4%</b> |

## General Fund - Expenditures

|                              | FY23<br>Projection     | FY23<br>Budget         | FY24<br>Budget         | Inc/Dec<br>\$          | %                |
|------------------------------|------------------------|------------------------|------------------------|------------------------|------------------|
| <b>Board of Education</b>    |                        |                        |                        |                        |                  |
| <b>Operating</b>             | 18,559,629             | 18,559,629             | 20,961,168             | 2,401,539              | 12.9%            |
| <b>Non Recurring</b>         | -                      | -                      | -                      | -                      | 0.0%             |
| <b>Debt Service</b>          | 215,747                | 215,747                | 205,581                | (10,166)               | -4.7%            |
|                              | <b>18,775,376</b>      | <b>18,775,376</b>      | <b>21,166,749</b>      | <b>2,391,373</b>       | <b>12.7%</b>     |
| <br><b>Salaries</b>          | <br>12,970,982         | <br>13,510,025         | <br>14,695,692         | <br>1,185,667          | <br>8.8%         |
| <b>Benefits</b>              | 6,352,034              | 7,816,815              | 8,241,457              | 424,642                | 5.4%             |
| <b>Capital</b>               | 2,269,898              | 2,452,026              | 1,496,020              | (956,006)              | -39.0%           |
| <b>Leased Capital</b>        | 625,891                | 552,447                | 833,500                | 281,053                | 50.9%            |
| <b>County Allocations</b>    | 4,038,280              | 4,042,884              | 5,904,713              | 1,861,829              | 46.1%            |
| <b>Operating</b>             | 6,823,014              | 7,213,494              | 7,721,229              | 507,735                | 7.0%             |
| <b>Transfers</b>             | 6,107,517              | 3,711,594              | 3,385,946              | (325,648)              | -8.8%            |
| <b>Contingency</b>           | 500,000                | 500,000                | 500,000                | -                      | 0.0%             |
| <b>Debt Service</b>          | 1,096,248              | 1,120,198              | 1,267,276              | 147,078                | 13.1%            |
| <b>Total Expenditures</b>    | <b>59,559,240</b>      | <b>59,694,859</b>      | <b>65,212,582</b>      | <b>5,517,723</b>       | <b>9.2%</b>      |
| <br><b>Surplus/(Deficit)</b> | <br><b>(2,287,920)</b> | <br><b>(6,118,094)</b> | <br><b>(8,195,851)</b> | <br><b>(2,077,757)</b> | <br><b>34.0%</b> |

## General Fund Balance

|                                   | <b>FY23<br/>Projection</b> | <b>FY23<br/>Budget</b> | <b>FY24<br/>Budget</b> |
|-----------------------------------|----------------------------|------------------------|------------------------|
| <b>Fund Balance:</b>              |                            |                        |                        |
| <b>Beginning</b>                  | 9,253,569                  | 9,253,569              | 6,965,649              |
| <b>Surplus/(Deficit)</b>          | (2,287,920)                | (6,118,094)            | (8,195,851)            |
| <b>Ending</b>                     | <b>6,965,649</b>           | <b>3,135,475</b>       | <b>(1,230,202)</b>     |
|                                   | <b>13.4%</b>               | <b>5.3%</b>            | <b>-1.9%</b>           |
| <b>Target Fund Balance (7.5%)</b> | 3,893,980                  | 4,477,114              | 4,890,944              |
| <b>Available Fund Balance</b>     | <b>3,071,669</b>           | <b>(1,341,639)</b>     | <b>(6,121,146)</b>     |

## General Fund Balance

### Non Recurring Budget Items:

#### Revenues

|                |           |
|----------------|-----------|
| Fund Balance   | 3,071,669 |
| Lease Proceeds | 735,100   |

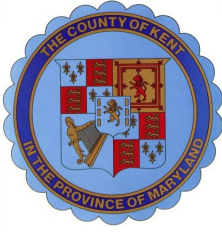
#### Expenses

|                                 |             |
|---------------------------------|-------------|
| WWS Capital                     | (296,000)   |
| CORS                            | (770,510)   |
| Kent Center Housing Renovations | (40,000)    |
| Capital Expenditures            | (1,496,020) |
| Leased Capital Expenditures     | (833,500)   |
| Capital Projects                | (791,730)   |

|                              |                         |
|------------------------------|-------------------------|
| <b>Surplus / (Shortfall)</b> | <b><u>(420,991)</u></b> |
|------------------------------|-------------------------|

### Recurring Budget Items:

|                                                                  |                           |
|------------------------------------------------------------------|---------------------------|
| Revenues                                                         | 56,281,631                |
| Difference in Reserve                                            | 996,964                   |
| Expenditures (Personnel, Operating, Alloc, BOE, Other Transfers) | (60,984,822)              |
| <b>Surplus / (Shortfall)</b>                                     | <b><u>(5,700,155)</u></b> |



## **AGENDA ITEM BRIEFING**

---

**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**5/2/2023**  
**Budget Work Session**

**ATTACHMENTS:**

**Description**

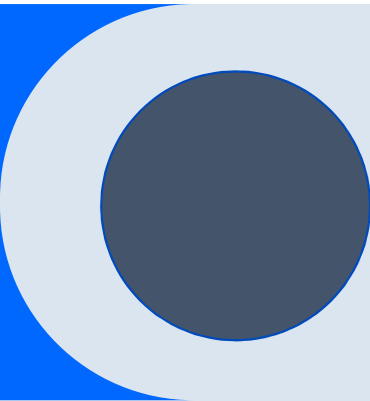
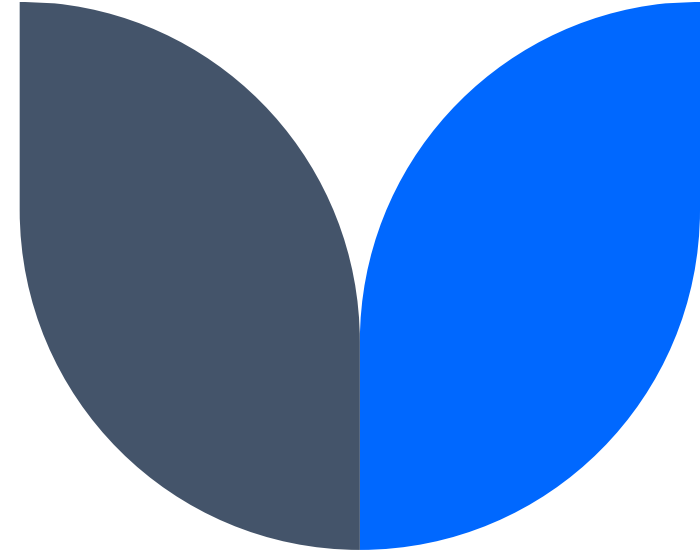
4 -FY 24 Superintendent's Budget 04.25.23

6 - KCPS Kirwan 10 Year #'s





# **FY 24 SUPERINTENDEN T'S BUDGET**



*Presented By: Dr. Karen M. Couch*



# KCPS MISSION/VISION STATEMENTS

**Vision-** All KCPS students will graduate equipped to achieve their highest potential.

**Mission-** KCPS is an anchor organization that creates an environment of academic excellence through a collaborative, equitable, and rigorous learning community

# KCPS STRATEGIC GOALS

**Goal 1-** Support Early Learning to provide a strong foundation for future academic excellence and success.

**Goal 2-** Equitable access to rigorous culturally relevant curriculum & instruction aligned to Maryland College and Career Readiness Standards.

**Goal 3-** Access to an array of professional learning opportunities set within highest employee standards to support optimal student outcomes.

# KCPS STRATEGIC GOALS

**Goal 4-** Create a safe, inclusive culture that meets the social and emotional needs of all students.

**Goal 5-** Ensure families and community partners will be informed, engaged, and supported for students' academic success.

**Goal 6-** State of the art learning spaces and tools that are equitable and inclusive.

# **BLUEPRINT REQUIREMENTS**

## **PILLAR 1: EARLY CHILDHOOD EDUCATION**

- Expand Publicly Funded Full-Day Pre-Kindergarten
- Increase the Number of High-Quality Early Childhood Education Providers and Educators
- Expand Supports for Young Children and Their Families
- Improve Kindergarten Student Readiness

# **BLUEPRINT REQUIREMENTS**

## **PILLAR 2- HIGH QUALITY AND DIVERSE TEACHERS/LEADERS**

- Improve Educator Compensation (Mandatory 10% Increase by June 2024; \$60K Beginning Salary by 2026)
- Increase Rigor of Educator Licensure and Preparation Programs
- Institute New Recruitment Efforts to Create a More Diverse Educator Workforce
- Establish a Career Ladder to Improve Professional Practice and Student Performance- (NBCT)
- Implement Comprehensive In-Service Training and Professional Development

# **BLUEPRINT REQUIREMENTS**

## **PILLAR 3- CAREER AND COLLEGE READINESS**

- Ensure All Students have Equitable Opportunities to Meet the CCR Standards in Reading and Math
- Provide Intervention Services to Keep Students on Track to Meet CCR Standards
- Implement CCR Pathways Including a Support Pathway for Students Who Have Not Met the CCR Standard
- Expand Career Counseling and CTE Offerings

# **BLUEPRINT REQUIREMENTS**

## **PILLAR 4- MORE RESOURCES TO ENSURE ALL STUDENTS ARE SUCCESSFUL**

- Improve the Education of Students Receiving English Learner Services
- Improve Education for Students with Disabilities
- Provide Supports for Students Who Attend Schools with High Concentrations of Poverty
- Enhance Student Health Services



# **BLUEPRINT REQUIREMENTS**

## **PILLAR 5- GOVERNANCE AND ACCOUNTABILITY**

- Create Blueprint Implementation Plans to Demonstrate Fidelity to Maryland Law
- Deploy Expert Review Teams to Monitor Progress in Schools
- Monitor Implementation Progress
- Monitor Fiscal Allocations- 75% Must be Allocated to Schools

# FY 24 REVENUE FORECAST

| County Share Revenues:                       | Fiscal Year 2023     | Fiscal Year 2024     | Increase (Decrease)<br>in Revenue |
|----------------------------------------------|----------------------|----------------------|-----------------------------------|
| Foundation                                   | -                    | 11,913,765.00        | 11,913,765.00                     |
| Comparable Wage Index                        | -                    | -                    | -                                 |
| College Career Readiness                     | -                    | 44,281.00            | 44,281.00                         |
| Compensatory Education                       | -                    | 4,736,970.00         | 4,736,970.00                      |
| <i>Concentration of Poverty</i>              | -                    | 49,359.00            | 49,359.00                         |
| English Learners                             | -                    | 430,372.00           | 430,372.00                        |
| Special Education                            | -                    | 1,206,962.00         | 1,206,962.00                      |
| <i>Transitional Supplemental Instruction</i> | -                    | 169,490.00           | 169,490.00                        |
| Pre-Kindergarten                             | -                    | 714,434.00           | 714,434.00                        |
| National Board Certification                 | -                    | 13,924.00            | 13,924.00                         |
| <b>Total County Share Revenues:</b>          | <b>18,559,629.00</b> | <b>19,060,708.00</b> | <b>501,079.00</b>                 |
| <b>State Share Revenues:</b>                 |                      |                      |                                   |
| Foundation                                   | 3,332,374.00         | 2,941,142.00         | (391,232.00)                      |
| Guaranteed Tax Base                          | -                    | -                    | -                                 |
| Blueprint Transition Grant                   | 1,005,090.00         | 1,005,090.00         | -                                 |
| Comparable Wage Index                        | -                    | -                    | -                                 |
| College and Career Readines                  | 19,264.00            | 18,656.00            | (608.00)                          |
| Transportation                               | 1,868,058.00         | 2,015,583.00         | 147,525.00                        |
| Compensatory Education                       | 2,508,800.00         | 3,157,980.00         | 649,180.00                        |
| <i>Concentration of Poverty</i>              | 519,662.00           | 559,733.00           | 40,071.00                         |
| English Learners                             | 275,892.00           | 286,914.00           | 11,022.00                         |
| Special Eduation                             | 766,158.00           | 804,641.00           | 38,483.00                         |
| Non-Public Placements                        | 100,000.00           | 100,000.00           | -                                 |
| <i>Transitional Supplemental Instruction</i> | 58,659.00            | 61,710.00            | 3,051.00                          |
| Pre-Kindergarten                             | 220,302.00           | 236,274.00           | 15,972.00                         |
| National Board Certification                 | 6,342.00             | 6,076.00             | (266.00)                          |
| Education Effort                             | -                    | -                    | -                                 |
| Regional Cost Differences                    | 137,449.00           | -                    | (137,449.00)                      |
| <b>Total State Share Revenues</b>            | <b>10,239,729.00</b> | <b>10,572,356.00</b> | <b>332,627.00</b>                 |
| <b>Other Local Revenues:</b>                 |                      |                      |                                   |
| <i>Tuition - Out of County</i>               | 35,000.00            | 35,000.00            | -                                 |
| <i>Other</i>                                 | 155,000.00           | 155,000.00           | -                                 |
| <i>MABE Grant</i>                            | 20,000.00            | 20,000.00            | -                                 |
| <i>Aging Schools</i>                         | 38,292.00            | 38,292.00            | -                                 |
| <i>Park &amp; Recreation</i>                 | 10,000.00            | 10,000.00            | -                                 |
| <b>Total Other Local Revenues</b>            | <b>258,292.00</b>    | <b>258,292.00</b>    | <b>-</b>                          |
| <b>Revenue Summary</b>                       |                      |                      |                                   |
| County Funds                                 | 18,559,629.00        | 19,060,708.00        | 501,079.00                        |
| State Funds                                  | 10,239,729.00        | 10,572,356.00        | 332,627.00                        |
| Local Funds                                  | 258,292.00           | 258,292.00           | -                                 |
| <b>Total Revenues</b>                        | <b>29,057,650.00</b> | <b>29,891,356.00</b> | <b>833,706.00</b>                 |

**Total Estimated County Revenue w/Restricted  
Funds= \$719,928,000**

# FY 24 BUDGET FORECAST

|                                      | FY23              | FY24              | Estimated FY24       |
|--------------------------------------|-------------------|-------------------|----------------------|
| Categories                           | Budget            | Budget Reductions | Budget               |
| Administration                       | 1,371,636.00      | -                 | 1,371,636.00         |
| Mid-Level Administration             | 2,034,351.66      | -                 | 2,034,351.66         |
| Instruction                          | 10,268,123.63     | -                 | 10,268,123.63        |
| Instructional Supplies and Materials | 201,354.00        | -                 | 201,354.00           |
| Other Instructional Costs            | 658,970.00        | -                 | 658,970.00           |
| Special Education                    | 3,416,648.00      | (200,000.00)      | 3,216,648.00         |
| Student Services                     | 594,152.61        | -                 | 594,152.61           |
| Student Health                       | 522,287.00        | -                 | 522,287.00           |
| Student Transportation               | 1,917,771.41      | -                 | 1,917,771.41         |
| Operations                           | 1,820,113.82      | -                 | 1,820,113.82         |
| Maintenance                          | 666,304.43        | -                 | 666,304.43           |
| Fixed Charges                        | 7,202,944.91      | (500,000.00)      | 6,702,944.91         |
| Capital Outlay                       | <u>106,257.00</u> | -                 | <u>106,257.00</u>    |
|                                      | 30,780,914.47     | (700,000.00)      | <b>30,080,914.47</b> |

# FACTORS IMPACTING FY 24 BUDGET

- 7% Inflation Increase
- FY 24 Required Budget Enhancements
- Health Insurance- Retiree Increases
- The Blueprint for Maryland's Future Mandates

# DETAILED FY 24 BUDGET EXPENDITURES

|                  |                |                             |
|------------------|----------------|-----------------------------|
| Retirement       | 75,000         |                             |
| Health Insurance | 190,103        |                             |
| Retiree Health   | 28,557         |                             |
| Career Counselor | 106,573        | * mandated in the Blueprint |
| Late Bus         | 70,000         |                             |
| <b>Total</b>     | <b>470,233</b> |                             |

# FY 24 REQUIRED BUDGET ENHANCEMENTS

| Budget Request                              | School/Dept    | Recurring | One-Time | Estimated Cost    | Need | Want | Justification                             |
|---------------------------------------------|----------------|-----------|----------|-------------------|------|------|-------------------------------------------|
| World Language Spanish III Digital Textbook | KCHS           | X         |          | 800.00            | X    |      | Annual Cost                               |
| District required Science Field Experiences | Elem Schools   | X         |          | 12,000.00         | X    |      | Required field experiences                |
| Digital IM Licenses for K- Alg 2            | All            | X         |          | 7,000.00          | X    |      | Purchase seats for digital support        |
| Fine Arts Core Program                      | All            | X         |          | 14,000.00         | X    |      | Continue with Quaver Fine Arts Program    |
| Diagnostic Reading Assessments              | District       | X         |          | 3,000.00          | X    |      | Support progress monitoring               |
| NWEA MAP                                    | District       | X         |          | 1,300.00          | X    |      | Add additional 100 seats                  |
| Replacement Panels for Fine Arts Showcase   | District       |           | X        | 3,000             | X    |      | Replace worn out panels                   |
| World Language Subscription                 | District       | X         |          | 500.00            | X    |      | Continue with Subscription                |
| Increase Legal Budget                       | CO             | X         |          | 45,000.00         | X    |      | Increased demands on the legal budget     |
| Uniform Replacement                         | Athletics      | X         |          | 6,000.00          | X    |      | Need increase to fund uniform replacments |
| Special Needs Bus/Lease Purchase            | Transportation | X         |          | 13,000.00         | X    |      | Bus is out of service in one year         |
| 2 maintenance vans/ Enterprise Lease        | Maintenance    | X         |          | 7,200.00          | X    |      | Vans are 15 years old                     |
|                                             |                |           |          | <b>112,800.00</b> |      |      |                                           |

Total Budget Enhancement Requests=  
\$1.5M

# BUDGET REDUCTIONS NEEDED TO BALANCE FY 24 BUDGET

- The total below does not include FY 24 Salary Enhancement Placeholder
- The amounts noted below are preliminary estimates.

|                                                      |                       |
|------------------------------------------------------|-----------------------|
| <b>Revenues (State and Local)</b>                    | <b>29,633,064.00</b>  |
| Less: Current FY 24 Budget Sustainable Costs         | (30,080,914.47)*      |
| Less: Retirement Increase                            | (75,000.00)           |
| Less: Health Insurance Increase                      | (190,103.00)          |
| Less: Retiree Health Insurance Increase              | (28,557.00)           |
| Less: Career Counselor Costs                         | (106,573.00)          |
| Less: Late Bus Costs                                 | (70,000.00)           |
| Less: FY 24 Budget Enhancements (Required)           | (112,800.00)          |
| <b>Expenditure Reduction Needed for FY 24 Budget</b> | <b>(1,030,883.47)</b> |

\* Includes \$700K FY 24 Reduction

# FY 24 PROPOSED BUDGET REDUCTIONS

5.5 Teachers  
5.0 Instructional Assistants  
1.0 Custodian  
Health Services  
Transportation Efficiencies  
Retirements  
Discovery Education

**ESTIMATED TOTAL SAVINGS \$900,000\***

\* In Addition to \$700K FY 24 Budget Reduction (Total FY 24 Budget Reduction= \$1.6 M)



# FY 24 BUDGET REVENUE REQUEST

|                                                             |                              |
|-------------------------------------------------------------|------------------------------|
| Current FY 24 Budget Sustainable Costs                      | 30,080,914.47 *              |
| Plus: Retirement Increase                                   | 75,000.00                    |
| Plus: Health Insurance Increase                             | 190,103.00                   |
| Plus: Retiree Health Insurance Increase                     | 28,557.00                    |
| Plus: Career Counselor Costs                                | 106,573.00                   |
| Plus: Late Bus Costs                                        | 70,000.00                    |
| Plus: FY 24 Requirements                                    | <u>112,800.00</u>            |
| Total Expenditures Needed for FY 24 w/o Salary Enhancements | 30,663,947.47                |
| Plus: FY 24 Salary Enhancement Placeholder                  | 1,550,727.16                 |
| Less: Estimated Proposed FY 24 Budget Reductions            | (900,000.00)                 |
| <b>Less: Additional Revenue Request for FY 24 Budget</b>    | <b><u>(1,681,610.63)</u></b> |
|                                                             |                              |
|                                                             |                              |
|                                                             |                              |
| Total Estimated Revenue for FY 24 Budget                    | 29,633,064.00                |

includes \$700K FY 24 Budget Reduction

# FY 24 CAPITAL REQUESTS

|                       |             |
|-----------------------|-------------|
| KCHS Roof Replacement | \$ 450,000  |
| KCMS (Design)         | \$3,315,000 |

# Blueprint for Maryland's Future – Chapters 36 and 55 of 2021 Fiscal Effects

## Blueprint Projected Per Pupil Maintenance of Effort (\$ in Millions)

| <u>County</u>   | <u>FY 2023</u>   | <u>FY 2024</u>   | <u>FY 2025</u>   | <u>FY 2026</u>   | <u>FY 2027</u>   | <u>FY 2028</u>   | <u>FY 2029</u>   | <u>FY 2030</u>   | <u>FY 2031</u>   | <u>FY 2032</u>   | <u>FY 2033</u>   | <u>FY 2034</u>   |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Allegany        | \$32.3           | \$32.2           | \$32.3           | \$32.6           | \$32.9           | \$33.1           | \$33.3           | \$33.7           | \$35.8           | \$36.3           | \$37.5           | \$38.4           |
| Anne Arundel    | 799.0            | 807.3            | 821.7            | 836.2            | 847.7            | 859.2            | 872.3            | 912.6            | 969.2            | 1,004.5          | 1,043.6          | 1,096.5          |
| Baltimore City  | 298.5            | 357.4            | 369.7            | 377.8            | 398.9            | 415.0            | 431.7            | 452.9            | 477.6            | 493.6            | 510.4            | 533.7            |
| Baltimore       | 879.5            | 912.4            | 928.2            | 941.3            | 951.1            | 961.5            | 971.3            | 1,011.6          | 1,066.2          | 1,098.2          | 1,130.9          | 1,185.6          |
| Calvert         | 133.9            | 141.3            | 145.4            | 148.9            | 151.9            | 155.8            | 159.9            | 164.8            | 169.0            | 173.6            | 178.0            | 182.7            |
| Caroline        | 16.4             | 17.0             | 17.3             | 17.5             | 18.8             | 19.3             | 20.3             | 21.0             | 22.6             | 23.2             | 24.3             | 25.7             |
| Carroll         | 197.0            | 204.4            | 206.5            | 210.4            | 214.4            | 218.7            | 225.5            | 231.8            | 236.7            | 242.1            | 246.4            | 251.0            |
| Cecil           | 90.6             | 90.4             | 92.0             | 93.4             | 97.8             | 101.8            | 106.2            | 111.7            | 117.8            | 121.7            | 125.7            | 132.8            |
| Charles         | 198.7            | 210.4            | 215.6            | 221.0            | 225.9            | 231.1            | 237.3            | 244.1            | 251.1            | 258.2            | 265.4            | 272.5            |
| Dorchester      | 21.6             | 21.9             | 22.4             | 22.6             | 22.8             | 23.7             | 24.4             | 25.6             | 26.6             | 27.0             | 27.5             | 28.4             |
| Frederick       | 299.9            | 311.5            | 316.8            | 321.7            | 327.2            | 333.1            | 340.9            | 349.8            | 357.9            | 366.5            | 375.3            | 395.8            |
| Garrett         | 29.3             | 29.9             | 30.6             | 31.1             | 32.1             | 34.0             | 35.8             | 37.6             | 40.4             | 42.1             | 43.8             | 45.8             |
| Harford         | 279.3            | 291.8            | 297.7            | 301.4            | 305.5            | 309.8            | 314.6            | 321.6            | 330.1            | 337.5            | 344.7            | 352.4            |
| Howard          | 633.4            | 661.1            | 675.5            | 687.5            | 698.5            | 709.4            | 721.8            | 736.0            | 751.3            | 766.8            | 781.9            | 796.7            |
| Kent            | 18.8             | 19.4             | 20.0             | 20.3             | 21.7             | 23.0             | 24.4             | 25.8             | 27.3             | 28.3             | 29.4             | 30.5             |
| Montgomery      | 1,779.5          | 1,828.4          | 1,845.6          | 1,858.1          | 1,867.1          | 1,876.6          | 1,906.1          | 1,996.1          | 2,108.6          | 2,181.4          | 2,259.9          | 2,355.5          |
| Prince George's | 752.9            | 831.2            | 866.3            | 871.4            | 902.4            | 919.0            | 940.4            | 968.3            | 995.3            | 1,030.9          | 1,068.3          | 1,139.8          |
| Queen Anne's    | 64.0             | 64.2             | 65.6             | 67.2             | 69.0             | 70.3             | 72.2             | 74.9             | 77.0             | 79.3             | 82.4             | 86.4             |
| St. Mary's      | 111.9            | 116.9            | 119.5            | 122.1            | 124.3            | 127.1            | 129.9            | 133.0            | 136.5            | 139.8            | 142.9            | 146.8            |
| Somerset        | 10.7             | 10.6             | 10.6             | 10.8             | 10.9             | 11.0             | 11.0             | 11.6             | 12.3             | 12.6             | 13.0             | 13.1             |
| Talbot          | 44.9             | 49.1             | 50.9             | 52.6             | 55.6             | 58.6             | 61.8             | 65.4             | 69.6             | 72.4             | 75.1             | 78.8             |
| Washington      | 108.8            | 108.5            | 108.6            | 109.1            | 109.6            | 114.7            | 118.8            | 124.6            | 129.9            | 133.6            | 137.8            | 143.8            |
| Wicomico        | 50.6             | 50.7             | 50.9             | 51.1             | 51.7             | 54.4             | 55.6             | 58.3             | 61.1             | 62.5             | 64.4             | 68.5             |
| Worcester       | 99.4             | 100.6            | 102.3            | 104.4            | 106.3            | 108.3            | 110.2            | 112.3            | 114.9            | 118.0            | 120.9            | 123.8            |
| <b>Total</b>    | <b>\$6,950.6</b> | <b>\$7,268.8</b> | <b>\$7,412.0</b> | <b>\$7,510.6</b> | <b>\$7,644.2</b> | <b>\$7,768.2</b> | <b>\$7,925.8</b> | <b>\$8,225.0</b> | <b>\$8,584.7</b> | <b>\$8,850.0</b> | <b>\$9,129.6</b> | <b>\$9,525.2</b> |

Source: Department of Legislative Services, August 2021

*\$11.7m increase  
62% increase*

*.35¢ increase in property tax rate*



## **AGENDA ITEM BRIEFING**

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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**5/2/2023**  
**Budget Work Session**

**ATTACHMENTS:**

Description

7 -Operating

## Budget Summary - Operating

|                                   | <b>FY23<br/>Budget</b> | <b>FY24<br/>Budget</b> | <b>\$<br/>INC/(DEC)</b> | <b>%<br/>INC/(DEC)</b> |
|-----------------------------------|------------------------|------------------------|-------------------------|------------------------|
|                                   |                        |                        | 0                       |                        |
| <b>Detention Center</b>           | 926,758                | 1,268,562              | 341,804                 | 36.9%                  |
| <b>Human Resources</b>            | 77,889                 | 201,302                | 123,413                 | 158.4%                 |
| <b>Information Systems</b>        | 405,303                | 475,883                | 70,580                  | 17.4%                  |
| <b>Sheriff's Office</b>           | 439,347                | 499,463                | 60,116                  | 13.7%                  |
| <b>Environmental Operations</b>   | 542,125                | 599,316                | 57,191                  | 10.5%                  |
| <b>Building Maintenance</b>       | 963,932                | 1,003,544              | 39,612                  | 4.1%                   |
| <b>County Commissioners</b>       | 63,267                 | 86,474                 | 23,207                  | 36.7%                  |
| <b>Circuit Court</b>              | 48,628                 | 64,200                 | 15,572                  | 32.0%                  |
| <b>Health Department</b>          | 154,125                | 165,770                | 11,645                  | 7.6%                   |
| <b>Grounds Maintenance</b>        | 136,834                | 148,281                | 11,447                  | 8.4%                   |
| <b>Office of Finance</b>          | 88,660                 | 96,896                 | 8,236                   | 9.3%                   |
| <b>Highways</b>                   | 1,188,164              | 1,196,317              | 8,153                   | 0.7%                   |
| <b>Communications</b>             | 151,445                | 158,435                | 6,990                   | 4.6%                   |
| <b>Legal Counsel</b>              | 67,590                 | 72,330                 | 4,740                   | 7.0%                   |
| <b>Emergency Medical Services</b> | 155,547                | 159,649                | 4,102                   | 2.6%                   |
| <b>Insurance</b>                  | 296,079                | 299,459                | 3,380                   | 1.1%                   |
| <b>Alcohol Inspector</b>          | 9,426                  | 12,291                 | 2,865                   | 30.4%                  |
| <b>State's Attorney's Office</b>  | 30,114                 | 32,415                 | 2,301                   | 7.6%                   |
| <b>Building Inspection</b>        | 36,655                 | 38,170                 | 1,515                   | 4.1%                   |

## Budget Summary - Operating

|                                           | <b>FY23<br/>Budget</b> | <b>FY24<br/>Budget</b> | <b>\$<br/>INC/(DEC)</b> | <b>%<br/>INC/(DEC)</b> |
|-------------------------------------------|------------------------|------------------------|-------------------------|------------------------|
| <b>Office of Emergency Services</b>       | 23,777                 | 24,177                 | 400                     | 1.7%                   |
| <b>Human Relations Commission</b>         | 0                      | 100                    | 100                     | -100.0%                |
| <b>Commission on Aging</b>                | 3,520                  | 3,550                  | 30                      | 0.9%                   |
| <b>Accountability Office</b>              | 0                      | 0                      | 0                       | 100.0%                 |
| <b>Miscellaneous</b>                      | 5,300                  | 5,300                  | 0                       | 0.0%                   |
| <b>Public Landings</b>                    | 18,919                 | 18,919                 | 0                       | 0.0%                   |
| <b>Orphans Court</b>                      | 1,720                  | 1,720                  | 0                       | 0.0%                   |
| <b>Dept of Social Services</b>            | 39,050                 | 39,050                 | 0                       | 0.0%                   |
| <b>Extension Office</b>                   | 18,245                 | 18,245                 | 0                       | 0.0%                   |
| <b>Humane Society</b>                     | 700                    | 700                    | 0                       | 0.0%                   |
| <b>Public Works Administration</b>        | 17,566                 | 16,761                 | (805)                   | -4.6%                  |
| <b>General Services</b>                   | 244,393                | 241,987                | (2,406)                 | -1.0%                  |
| <b>Economic &amp; Tourism Development</b> | 184,945                | 181,760                | (3,185)                 | -1.7%                  |
| <b>Spousal Abuse</b>                      | 4,000                  | 0                      | (4,000)                 | -100.0%                |
| <b>Planning &amp; Zoning</b>              | 211,160                | 151,270                | (59,890)                | -28.4%                 |
| <b>Recreation</b>                         | 262,506                | 170,095                | (92,411)                | -35.2%                 |
| <b>Election Office</b>                    | 395,805                | 268,838                | (126,967)               | -32.1%                 |
| <b>TOTAL</b>                              | <b>7,213,494</b>       | <b>7,721,229</b>       | <b>507,735</b>          | <b>7.0%</b>            |

## Operating Expenses

**FY2024**

|                                  | <b>Department<br/>Proposed<br/>Budget</b> | <b>Finance<br/>Recommended<br/>Budget</b> | <b>Change</b>   |
|----------------------------------|-------------------------------------------|-------------------------------------------|-----------------|
| <b>Highways</b>                  |                                           |                                           |                 |
| 34-70-Inspections                | 3,300                                     | 2,200                                     | -1,100          |
| 43-54-Fuel Maintenance           | 3,000                                     | 2,000                                     | -1,000          |
| 44-90-Rental Services            | 5,000                                     | 2,500                                     | -2,500          |
| 62-10-Gasoline                   | 36,000                                    | 31,000                                    | -5,000          |
| 62-30-Diesel                     | 450,000                                   | 360,000                                   | -90,000         |
| 65-32-Tires/Tube/Rim             | 20,000                                    | 17,460                                    | -2,540          |
| 68-06-Winter Road Treatment      | 40,000                                    | 26,000                                    | -14,000         |
| 68-20-Gravel                     | 4,000                                     | 1,700                                     | -2,300          |
| 68-30-Signs                      | 30,000                                    | 27,097                                    | -2,903          |
| 68-40-Patching Materials         | 120,000                                   | 97,223                                    | -22,777         |
| 68-65-Sediment Control           | 10,000                                    | 6,678                                     | -3,322          |
| <b>Total</b>                     | <b>721,300</b>                            | <b>573,858</b>                            | <b>-147,442</b> |
| <b>Environmental Operations</b>  |                                           |                                           |                 |
| 62-10-Fuel                       | 15,980                                    | 12,000                                    | -3,980          |
| 62-30-Diesel                     | 71,500                                    | 45,000                                    | -26,500         |
| 65-10-Supply Repairs/Maintenance | 11,100                                    | 6,000                                     | -5,100          |
| 65-30-Supply-Machinery/Equip     | 12,826                                    | 8,700                                     | -4,126          |
| <b>Total</b>                     | <b>111,406</b>                            | <b>71,700</b>                             | <b>-39,706</b>  |
| <b>Building Maintenance</b>      |                                           |                                           |                 |
| 3010-62-15-Electric              | 76,843                                    | 68,021                                    | -8,822          |
| 3075-62-15-Electric              | 38,100                                    | 34,645                                    | -3,455          |
| <b>Total</b>                     | <b>114,943</b>                            | <b>102,666</b>                            | <b>-12,277</b>  |
| <b>Sheriff's Office</b>          |                                           |                                           |                 |
| 4205-57-10-Training-registration | 35,168                                    | 30,987                                    | -4,181          |
| 4205-58-10-Training-travel/meals | 47,792                                    | 23,896                                    | -23,896         |
| 4205-61-15-Ammunition            | 14,583                                    | 11,297                                    | -3,286          |
| 4210-62-10-Fuel                  | 108,000                                   | 96,341                                    | -11,659         |
| <b>Total</b>                     | <b>205,543</b>                            | <b>162,521</b>                            | <b>-43,022</b>  |

**Detention Center**

|                                 |               |               |                |
|---------------------------------|---------------|---------------|----------------|
| 33-90-Professional Services     | 11,115        | 4,200         | -6,915         |
| 34-55-Home Detention Monitoring | 20,000        | 17,000        | -3,000         |
| 43-90-R&M Services              | 22,000        | 18,804        | -3,196         |
| <b>Total</b>                    | <b>53,115</b> | <b>40,004</b> | <b>-13,111</b> |

**Emergency Medical Services**

|                          |               |               |               |
|--------------------------|---------------|---------------|---------------|
| 61-30-Paramedic Supplies | 37,000        | 34,000        | -3,000        |
| 66-05-Uniforms           | 20,000        | 15,000        | -5,000        |
| <b>Total</b>             | <b>57,000</b> | <b>49,000</b> | <b>-8,000</b> |

**Grounds Maintenance**

|              |               |               |               |
|--------------|---------------|---------------|---------------|
| 62-10-Fuel   | 12,680        | 9,000         | -3,680        |
| 62-30-Diesel | 10,000        | 6,222         | -3,778        |
| <b>Total</b> | <b>22,680</b> | <b>15,222</b> | <b>-7,458</b> |

|              |                  |                  |                 |
|--------------|------------------|------------------|-----------------|
| <b>Total</b> | <b>1,285,987</b> | <b>1,014,971</b> | <b>-271,016</b> |
|--------------|------------------|------------------|-----------------|





## **AGENDA ITEM BRIEFING**

---

### **Patricia Merritt, Chief Finance Officer, Office of Finance 5/2/2023 Budget Work Session**

#### **Item Summary:**

Allocation Summary

#### **ATTACHMENTS:**

Description

FY24 Allocations - Public

## Allocations Budget Request

| <u>Page #</u> |                                                  | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|--------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 8-9           | <b>Volunteer Fire Companies</b>                  | 987,331                | 1,558,259              | 570,928                 | 57.8%                 |
| 10-14         | <b>Health Department</b>                         | 569,650                | 1,126,668              | 557,018                 | 97.8%                 |
|               | Funding formula:                                 |                        |                        |                         |                       |
|               | \$2,550,916 State (69.3639%)                     |                        |                        |                         |                       |
|               | \$1,126,668 County (30.6361%)                    |                        |                        |                         |                       |
|               | \$442,105 - County allocation                    |                        |                        |                         |                       |
|               | 107,487 - Mental health                          |                        |                        |                         |                       |
|               | 7,426 - Adult daycare                            |                        |                        |                         |                       |
|               | Option - use these funds for items in operating: |                        |                        |                         |                       |
|               | \$165,770 - Rent                                 |                        |                        |                         |                       |
|               | \$ 40,300 - Mosquito Control                     |                        |                        |                         |                       |
| 15-18         | <b>Upper Shore Aging</b>                         | 179,082                | 369,082                | 190,000                 | 106.1%                |
|               | \$175,000 - On-going operating deficit           |                        |                        |                         |                       |
|               | - 5% COLA                                        |                        |                        |                         |                       |
|               | - Increased health care costs                    |                        |                        |                         |                       |
|               | \$ 15,000 - Retired & Senior Volunteer Program   |                        |                        |                         |                       |
|               | - Funded by contingency in FY23                  |                        |                        |                         |                       |

## Allocations Budget Request

| <u>Page #</u> |                                                                                                                                                                                      | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 19-23         | <b>Public Library</b><br>\$57,826 - Salary (6% increase and<br>two new part-time positions)<br>9,952 - Health<br>4,414 - Other benefits<br>58,370 - Capital<br>51,517 - Fund Balance | 713,899                | 895,978                | 182,079                 | 25.5%                 |
| 24-27         | <b>Rebuilding Together Kent County</b><br>Part-time staff to enable data collection<br>Maintain/increase repair activities                                                           | -                      | 100,000                | 100,000                 | 100.0%                |
| 28-35         | <b>Chesapeake College</b><br>College budget increase 3%<br>Kent County share increased from 6.7% to 7.3%<br>\$58,320 - Operating<br>2,275 - M&R                                      | 477,237                | 537,832                | 60,595                  | 12.7%                 |
| 36-39         | <b>Humane Society</b><br>Increase base minimum wage to \$15/hour<br>Improve health insurance coverage<br>Provide 24 hours, 7 days a week service                                     | 292,000                | 342,000                | 50,000                  | 17.1%                 |

## Allocations Budget Request

| <u>Page #</u> |                                                                                                                                                      | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 40-45         | <b>Extension Office</b><br>\$15,621 - Increase Horticulture Education<br>position from .2 to .5 FTE<br>\$10,986 - COLA (4.5% - 11/1/22, 2% - 7/1/23) | 126,084                | 152,691                | 26,607                  | 21.1%                 |
| 46-54         | <b>WCTR Radio</b><br>Acquire equipment and professional services:<br>- To expand scope coverage<br>- Increase quality of remote broadcasts           | -                      | 24,997                 | 24,997                  | 100.0%                |
| 55-57         | <b>Upper Shore Regional Council</b><br>\$20,000 - Micro AG Program - year 3 of 3<br>Previously funded in Economic & Tourism<br>Development budget    | 12,000                 | 32,000                 | 20,000                  | 166.7%                |
| 58            | <b>Town of Galena</b><br>\$20,000 match for preliminary design of a<br>shared-use path along MD 213 to Toal Park                                     | -                      | 20,000                 | 20,000                  | 100.0%                |

## Allocations Budget Request

| <u>Page #</u> |                                                                                                                                                                                                                                           | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 59-60         | <b>Kent Center</b><br>\$18,567 - Salaries & Benefits and general operations<br>\$40,000 - Earmarked for accessibility and safety                                                                                                          | 79,433                 | 98,000                 | 18,567                  | 23.4%                 |
| 61-62         | <b>Delmarva Community Service</b><br>\$20,667 - (2) Replacement vehicles<br>32,058 - Match for transportation grant SSTAP<br>32,740 - Match for transportation grant #5311<br>10,000 - Match for Mobility Management and One Stop Offices | 81,636                 | 95,465                 | 13,829                  | 16.9%                 |
| 63-69         | <b>Soil Conservation Service</b><br>Salary and benefit increases                                                                                                                                                                          | 200,903                | 213,534                | 12,631                  | 6.3%                  |
| 70-90         | <b>Saint Martins Ministries</b><br>Provide critical services to those experiencing:<br>- Homelessness<br>- Food insecurity                                                                                                                | 10,000                 | 20,000                 | 10,000                  | 100.0%                |
| 91            | <b>Historic Preservation Commission</b><br>Turner's Creek structure assessment                                                                                                                                                            |                        | 10,000                 | 10,000                  | 100.0%                |

## Allocations Budget Request

| <u>Page #</u> |                                                                                                                                                                                         | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 92-97         | <b>YMCA of Chesapeake</b><br>Funding for new Teen Tea Party program                                                                                                                     | -                      | 7,500                  | 7,500                   | 100.0%                |
| 98-103        | <b>Delmarva Craft LLC</b><br>Expand service to 42 hours per week<br>Additional trips between Rock Hall,<br>Chestertown and Tolchester<br>Operating Friday through Sunday (5/25 - 10/15) | 15,000                 | 20,000                 | 5,000                   | 33.3%                 |
| 104-105       | <b>Mosquito Control</b>                                                                                                                                                                 | 36,242                 | 40,300                 | 4,058                   | 11.2%                 |
| 106-108       | <b>Imagination Library</b><br>The Judy Center reduced funding for FY24<br>480 children enrolled @ \$25/child                                                                            | 1,000                  | 5,000                  | 4,000                   | 400.0%                |
| 109-114       | <b>Court Appointed Special Advocates</b><br>\$13,000 - CASA personnel<br>2,000 - program operations and management                                                                      | 14,000                 | 15,000                 | 1,000                   | 7.1%                  |
| N/A           | <b>Payment in Lieu</b>                                                                                                                                                                  | 3,576                  | 3,576                  | -                       | 0.0%                  |

## Allocations Budget Request

| <u>Page #</u> |                                                                                    | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| N/A           | <b>State Department of<br/>Assessment &amp; Taxation</b><br>Estimate based on FY23 | 112,000                | 112,000                | -                       | 0.0%                  |
| 115-116       | <b>Kent Learning Center</b>                                                        | 2,500                  | 2,500                  | -                       | 0.0%                  |
| 117-120       | <b>Social Services</b>                                                             | 26,986                 | 26,986                 | -                       | 0.0%                  |
| 121-122       | <b>Forestry Board</b>                                                              | 1,693                  | 1,693                  | -                       | 0.0%                  |
| 123-132       | <b>Community Mediation Upper Shore</b>                                             | 10,000                 | 10,000                 | -                       | 0.0%                  |
| N/A           | <b>MD Dept of Health &amp; Mental Hygiene</b>                                      | 20,132                 | 20,132                 | -                       | 0.0%                  |
| 133-136       | <b>Stories of the Chesapeake</b>                                                   | 3,000                  | 3,000                  | -                       | 0.0%                  |
| 137-140       | <b>MidShore Regional Council</b>                                                   | 5,000                  | 5,000                  | -                       | 0.0%                  |
| 141-144       | <b>Small Business Development Center</b>                                           | 6,000                  | 6,000                  | -                       | 0.0%                  |
| 145-148       | <b>Waterman's Association</b>                                                      | 8,000                  | 8,000                  | -                       | 0.0%                  |

## Allocations Budget Request

| <u>Page #</u> |                                                                                                                         | <u>FY23<br/>Budget</u> | <u>FY24<br/>Budget</u> | <u>\$<br/>Inc/(Dec)</u> | <u>%<br/>Inc/-Dec</u> |
|---------------|-------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-------------------------|-----------------------|
| 149-151       | <b>Museums of Kent County</b>                                                                                           | 7,000                  | 6,520                  | (480)                   | -6.9%                 |
| N/A           | <b>Kent Goes Purple</b><br>No request received in FY24                                                                  | 1,000                  | -                      | (1,000)                 | -100.0%               |
| 152           | <b>Mid-Shore Council on<br/>Family Violence</b><br>Not applying for funding in FY24                                     | 3,000                  | -                      | (3,000)                 | -100.0%               |
| 153-155       | <b>Kent Cultural Alliance</b><br>\$2,500 - increase for organization support<br>FY23 included \$25,000 one-time project | 37,500                 | 15,000                 | (22,500)                | -60.0%                |
| <b>Total</b>  |                                                                                                                         | <u>4,042,884</u>       | <u>5,904,713</u>       | <u>1,861,829</u>        | <u>46.1%</u>          |



## Kent County Chief's Association

Kent County Commissioners  
400 High Street  
Chestertown, Md 21620

Commissioners;

The Kent County Chief's Association met with all candidates back in October to discuss and explain financial hardships that were facing each Fire and EMS department in Kent County. Now we would like to bring these to your attention as our elected Officials. Attached you will also find current allotments to the departments including LOSAP, Workmans Comp and other budget items.

We understand that changes to the Real Estate tax must go thru the Maryland Legislature. For the short term fix for fiscal year 2024 we would like to ask you to consider an increase in the allotment to each department. As for the Long term we would like to ask for a 50% increase from 0.0322 per \$100 to 0.0488 per \$100 Real Property assessable tax base. There has not been an actual increase in this amount for nearly 30 years.

To also alleviate this again could we ask that every three years there be a 1/10% increase in the percent per \$100 Real Property assessable tax base built into the bill to change this amount periodically.

Just to give you some facts of our cost, a new Fire Engine is 900,000.00, Ambulances are 330,000.00, Firefighter Airpak's are 8,100.00, Turnout Gear are 3,500.00 and all take up to 3 years to order and receive. Also the Rescue Squad's Paid Staff is 275,000.00 + Annually.

Any assistance to the Fire and EMS Departments in the County would be greatly appreciated.

James Price-President

Allan Schaubert - Secretary

**FY24 FIRE COMPANY FUNDING**

|                                              | <u>INITIAL<br/>BILLING</u> | <u>SUPPLEMENTAL<br/>BILLING</u> | <u>SUB<br/>TOTAL</u> | <u>TOTAL</u>     |
|----------------------------------------------|----------------------------|---------------------------------|----------------------|------------------|
| ASSESSABLE BASE                              | 3,190,753,914              | 2,400,000                       | 3,193,153,914        | 3,193,153,914    |
|                                              | /100                       | /100                            |                      |                  |
|                                              | 31,907,539                 | 24,000                          | 31,931,539           | 31,931,539       |
| FUNDING RATE PER \$100 OF<br>ASSESSABLE BASE | 0.0488                     | 0.0488                          |                      |                  |
| <b>TOTAL FIRE COMPANY FUNDING</b>            | <b>1,557,088</b>           | <b>1,171</b>                    | <b>1,558,259</b>     | <b>1,558,259</b> |

**LESS:**

|                         |                |
|-------------------------|----------------|
| RADIO MAINTENANCE       | 10,000         |
| REPAIRS & MAINTENANCE   |                |
| RADIOS                  | 6,000          |
| RECONCILIATION          | 3,000          |
| HEALTH INSURANCE        | 9,000          |
| WORKERS COMP            | 95,000         |
| EMS COUNCIL             | 7,000          |
| FIRE CHIEFS ASSOCIATION | 5,000          |
|                         | <u>135,000</u> |

**FUNDING TO BE DISTRIBUTED**

**1,423,259**



KENT COUNTY  
HEALTH DEPARTMENT



COUNTY OF KENT

WILLIAM WEBB, HEALTH OFFICER  
125 S. LYNCHBURG STREET, CHESTERTOWN, MARYLAND 21620 • PHONE: 410-778-1350

STATE OF MARYLAND

To: Patricia Merritt  
From: Kent County Health Department  
Date: February 17, 2023  
Subject: Fiscal Year 2024 Budget Request

Dear Ms. Merritt,

In submitting our budget request this year, there has been a substantial increase in the core funding provided by the State for FY24 which requires a matching allocation per COMAR 10.04.01 Funding for Core Local Health Services.

On February 8, 2023, the Health Officers were notified of the State allocation of core funding. Kent County's core allocation from the State is \$2,551,229 pending final approval from Governor Moore, which represents 69.3639% of the total core funding. Given this increase, the Kent County government allocation is 30.6361% totalling \$1,126,806, for total core service funding of \$3,678,035. Additionally the County traditionally covers our lease at the 125 S. Lynchburg St. building. The FY24 amount is scheduled to be \$164,400. Our total request for FY24 in the budget documents is \$1,291,206.

We have provided additional information in the Agency Budget Request Forms to show the breakdown of all Health Department programs which currently employ approximately 140 people.

We understand that this substantial increase in funds puts a fiscal hardship on the County because of the projected level funding in FY24 to the County through income and property taxes. We have called to request a meeting with Commissioners during the budget work session to discuss this increase to hopefully offer some relief.

We would like to propose that the County invoice us for the rent payment of \$164,000 for FY24 and for Mosquito Control for FY24, which we will pay for through the increase in core funding. We are open to discussing other options for items, services, or personnel that could offset some of the increase. We look forward to our upcoming discussion.

Respectfully,

Emily McCoy, MBA  
Administrator

### SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

[illegible]

|                   |              |
|-------------------|--------------|
| Mental Health     | \$217,384.00 |
| Adult Daycare     | \$47,634.00  |
| County Allocation | 856,650.00   |
| Health Fair       | 5,000.00     |
| Building Rental   | \$165,770    |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES          | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget  | 2024<br>Requested<br>Budget |
|---------------------------------|----------------|----------------|-----------------|-----------------------------|
| Salaries/Operating Expenditures | 11859114       | 11451532       | \$12,096,324.00 | \$13,663,600 **             |
| ** see next tab for details     |                |                |                 |                             |
|                                 |                |                |                 |                             |
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|                                 |                |                |                 |                             |
|                                 |                |                |                 |                             |
| <b>TOTAL EXPENDITURES*</b>      |                |                |                 |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL \*\*TOTAL REVENUES\* SHOWN ON SCHEDULE OF REVENUES.

| PCA   | Program           | Program Projected Operating Expense |
|-------|-------------------|-------------------------------------|
| E801N | Working           | \$40,000.00                         |
| E811N | Mental Health     | \$217,384.00                        |
| E817N | School Health     | \$684,000.00                        |
| E865N | EH                | \$203,661.00                        |
|       | MADC Core         | \$74,634.00                         |
| E892N | LHIC              |                                     |
| F109N | DDA               | \$220,912.00                        |
| F125N | OIT               | \$88,460.00                         |
| F357N | Af Whitsitt       | \$3,909,518.00                      |
| F401N | Core Admin        | \$2,551,229.00                      |
| F422N | Core - CD         | \$170,554.00                        |
| F465N | Core - EH         | \$67,413.00                         |
| F501N | Infrastructure    | \$84,436.00                         |
| F543N | Special Dental    | \$40,202.00                         |
| F557N | EP                | \$157,950.00                        |
| F636N | Choptank Dental   | \$68,106.00                         |
| F660N | PATCH             | \$15,000.00                         |
| F665N | LHIC B            | \$150,000.00                        |
| F667N | BCCP              | \$34,000.00                         |
| F673N | SYNAR             | \$45,000.00                         |
| F676N | BCCP              | \$44,000.00                         |
| F691N | FP-General        | \$195,000.00                        |
| F696N | Surveillance & QI | \$27,000.00                         |
| F720N | AERS              | \$38,015.00                         |
| F721N | MADC              | \$119,713.00                        |
| F730N | ACCU              | \$145,900.00                        |
| F731N | MCHP              | \$212,950.00                        |
| F738N | MA Trans          | \$617,210.00                        |
| F741N | STD               | \$6,751.00                          |
| F747N | Immunizations     | \$23,700.00                         |
| F752N | START             | \$74,498.00                         |
| F755N | OD2A              | \$68,569.00                         |
| F760N | HIV-State         | \$143,723.00                        |
| F765N | HIV               | \$52,000.00                         |
| F795N | ELC II            | \$196,655.00                        |
| F798N | Prevention SABG   | \$131,014.00                        |
| F804N | BUP               | \$45,966.00                         |
| F807N | HCV-COVID         | \$5,310.00                          |

|       |                 |                        |
|-------|-----------------|------------------------|
| F810N | Harm Reduction  | \$206,333.00           |
| F826N | Rollover BHA    | \$104,055.00           |
| F840N | Substance Abuse | \$213,303.00           |
| F841N | Prevention      | \$120,056.00           |
| F846N | Fed-Addictions  | \$31,995.00            |
| F865N | TCA             | \$62,473.00            |
| F877N | DDA Summer      | \$5,899.00             |
| F882N | Covid testing   | \$376,415.00           |
| F909N | Adm LAA         | \$271,500.00           |
| F915N | Core FP         | \$15,183.00            |
| F919N | Children COVID  | \$104,886.00           |
| F924N | CoAg            | \$236,462.00           |
| F977N | Obesity         | \$60,000.00            |
| F979N | Dispatiries     | \$449,468.00           |
| FC01N | Colorectal      | \$43,132.00            |
| FC02N | Colorectal      | \$80,004.00            |
| FC03N | Colorectal      | \$6,519.00             |
| FT02N | Tobacco         | \$104,298.00           |
| FT06N | Tobacco         | \$7,371.00             |
| F829N | ELC I           | \$38,118.00            |
| F661N | MIECHV          | \$25,000.00            |
| F931N | Tobacco         | \$130,697.00           |
|       |                 | <b>\$13,663,600.00</b> |



February 27, 2023

Kent County Office of Finance  
R. Clayton Mitchell Jr. Government Center  
400 High Street  
Chestertown, MD 21620

Dear Kent County Commission Members:

Upper Shore Aging is proud to provide senior services to the residents of Kent County on behalf of Kent County Government. It is an obligation that we take seriously, and we continue to strive to increase our services and programming to the citizens. Enclosed is a funding request that asks for maintenance of current funding, as well as a supplemental request. Specifically, we are requesting an increase of \$ 175,000 to address an on-going operating deficit, a 5% increase for employee wages, and a substantial increase in health insurance costs and related fringe.

The Commissioners have been supportive of Upper Shore Aging's efforts, and we recognize our duty to not only maintain services, but increase them as well. Please consider our request for funding as we continue to be proud partners with the county to serve the senior citizens of Kent County.

Sincerely,

UPPER SHORE AGING, INC.

R. Andrew Hollis, Executive Director



## **About Upper Shore Aging, Inc.**

Upper Shore Aging, Inc. is a non-profit organization that serves as the Area Agency on Aging designated by the State of Maryland, serving the seniors of Kent County. We develop and administer programs and services and are the chief advocate for the seniors we serve. Our programs function cooperatively to maintain and improve the quality of life for seniors, working to help them remain healthy and independent.

The Older Americans Act of 1965, implemented by the Maryland Department of Aging mandates that an Area Agency on aging must function in each Maryland local jurisdiction. Upper Shore Aging, Inc has cost-effectively managed the AAA Function in Kent County in lieu of a dedicated county department for that purpose since 1975. We are proud of our partnership with Kent County and the honor of serving its seniors.

Upper Shore Aging, Inc is probably best known for the meals on wheel program and the Senior Centers located at the Amy Lynn Ferris Senior Center in Chestertown. However, Upper Shore Aging oversees and runs programs and supportive services that help Kent County elders. Unique to Kent County is the Shopping for Seniors program headed by Donna Olsen.

In FY23 we will have 20 different programs in Kent County, including:

- Nutrition and Wellness Educations
- Home Delivered Meals Programs (Also known as Meals on Wheels)
- Senior Care
- Legal Assistance through a contract with ProBono
- Information & Assistance/Maryland Access Point
- Ombudsman
- Public Guardianship
- Amy Lynn Ferris Senior Center (offering recreational, educational and wellness activities)
- Supports Planning for Community First Choice (also known as the Waiver Program)
- Long Term Care Ombudsman
- Elder Abuse prevention
- Congregate & Home Delivered Meals Programs
- Family Caregiver Support
- State Health Insurance Program
- Senior Medicare Patrol
- Senior Assisted Living Subsidy program
- Retired and Senior Volunteer Program (RSVP)
- Health Promotion (an evidence based program)
- MIPPA
- Working with its affiliate, the Upper Shore Aging Housing Corporation, access to elderly housing

**KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                   | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|--------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                  | 174872         | 179082         | 194082         | 369082                      |
| FEDERAL FUNDING                      | 909742         | 895518         | 1052746        | 957263                      |
| STATE FUNDING                        | 824355         | 816170         | 982103         | 829224                      |
| PRIVATE DONATIONS                    | 49758          | 122693         | 109716         | 246689                      |
| DUES & FEES                          |                |                |                |                             |
| OTHER (LIST BY TYPE)                 |                |                |                |                             |
| MANAGEMENT FEES                      | 100608         | 131204         | 74593          | 36000                       |
| LOSS/GAIN on INVESTMENT              | 2899           | -3613          |                |                             |
| MISC                                 | 18044          | 68657          | 62573          | 62379                       |
| TALBOT & CAROLINE COUNTY             | 591249         | 655766         | 834928         | 902428                      |
| KENT County Shopping for Senior fund | 16861          | 16861          | 16861          | 16861                       |
| TOWN OF EASTON ARP                   |                | 25000          |                |                             |
| DISPARITIES GRANT                    |                |                | 10000          |                             |
| CDBG KENT                            |                | 3128           |                |                             |
| CDBG TALBOT                          |                | 20249          |                |                             |
| KENT ONE TIME/AMY LYNN AC/HEATING    |                | 38000          |                |                             |
| REVENUE Short                        |                |                | 72599          |                             |
|                                      |                |                |                |                             |
| TOTAL                                | 2688388        | 2968715        | 3410201        | 3419926                     |

179082 FY23 allocation

15000 RSVP

175000 Ask

369082 TOTAL REQUEST

16861 Shopping for Seniors

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES               | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Budget   | 2024<br>Requested<br>Budget |
|--------------------------------------|------------------|------------------|------------------|-----------------------------|
| Salaries and Wages                   | 866124           | 948778           | 1287417          | 1354377 *                   |
| Fringe Benefits                      | 314283           | 307694           | 314,644          | 312928                      |
| Travel, Stipends, MOW drivers, Staff | 135139           | 121721           | 116654           | 112683                      |
| Occupancy Cost                       | 133361           | 147128           | 94807            | 96015                       |
| Communication                        | 66042            | 55980            | 57625            | 58075                       |
| Food                                 | 564693           | 632664           | 631515           | 587850                      |
| Printing and supplies                | 76680            | 65129            | 49490            | 47995                       |
| Equipment purchased                  | 23232            | 18377            | 9900             | 9944                        |
| Contract Services                    | 203428           | 221672           | 373657           | 343209                      |
| Advertising                          | 9108             | 27735            | 19048            | 18548                       |
| Education, Professional Fees         | 58972            | 50277            | 23035            | 23061                       |
| Retirement Plan                      | 26143            | 25011            | 25748            | 40631                       |
| Insurance                            | 23379            | 21148            | 22400            | 22600                       |
| Medical supplies                     | 156587           | 274032           | 183303           | 189297                      |
| Training, Technical assistance       |                  |                  | 9605             | 9653                        |
| Miscellaneous, Board expense,        |                  |                  | 20592            | 17520                       |
| Equip Lease/main repair              | 31317            | 45620            | 105650           | 106032                      |
| Interest                             | 20087            | 17360            | 500              | 510                         |
| Depreciation                         | 61378            | 60611            | 64611            | 64611                       |
|                                      |                  |                  |                  |                             |
| <b>TOTAL EXPENDITURES</b>            | <b>2,769,953</b> | <b>3,040,937</b> | <b>3,410,201</b> | <b>3,415,539</b>            |

used Function Expenses from Audit

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

Kent County Public Library's Vision: To broaden connections, expand knowledge, and strengthen community

### **Kent County Public Library FY24 Budget Justification**

KCPL is more than just a place to borrow books; we are a vital community resource that supports education, learning, the local economy, and personal growth. Over the past year, our library has experienced significant growth in usage and programming offerings. In FY22, KCPL saw a 4.4% increase in library card registrations, a 136% increase in program attendance, a 102% increase in programs offered, and circulation numbers nearly four times higher than the total number of 30,887 items in the collection.

Calculated on the amount of public usage of the resources (including books, DVDs, educational kits, magazines, newspapers, research databases, hotspots, on-site Wi-Fi, and other materials and services) that KCPL provides free of charge, the library added a value of over \$10 million to the Kent County community. This is an incredible return on investment for the \$713,899 FY22 funding from the County.

As of February 2023, KCPL has over 10,000 registered users, with 8,093 cardholders actively borrowing items within the past three years. In Rock Hall, we extended operational hours, so the library is open three days (22 hours) a week, a 22% increase over the previous year. Since the North County Branch in Galena has moved into a new and larger building, we have seen an increase of participation of 48% at most programs. At Chestertown, we saw a rise in adolescent involvement with the growing popularity of our monthly Pizza and Make a Thing teen program which is a direct result of hiring a part-time Teen Specialist Library Clerk.

In FY22, KCPL conducted over 265 programs for all ages that 7,663 participants attended. FY23 began with another historic summer reading program, which included outreach events in Betterton and Millington. Throughout the summer, 678 children, teens, and adults participated in 84 events and collectively logged 752,682 minutes of reading! Currently, for FY23, we are on a similar trajectory, with 254 programs offered to date and plans coming together to launch summer reading in June. We are looking to surpass our previous year's number of programs provided.

KCPL's programming and other initiatives are made possible by funding from the County, multiple grants, and partnerships with over 40 local, state, and national organizations. These partnerships enable KCPL to bring resources, including but not limited to books, as well as a wide variety of experiences, to Kent County residents. Our FY23 local partners included: the Kent County Board of Elections; Kent County Family Center; Kent County Health Department; Kent County Judy Center; Kent County Public Schools; League of Women Voters of Kent County; Recovery in Motion; RiverArts; Rock Hall Main Street; Sumner Hall; the University of Maryland Extension; and Washington College. By utilizing local expertise and talent, KCPL can provide more for County

residents at less cost and provide mutually beneficial support to other community organizations.

Over the last three years, KCPL has had to dip into our reserves to cover funding shortfalls. We pride ourselves on being team players and were grateful to be able to utilize that funding. However, the balance in the unrestricted reserve fund has been spent down to \$25,000, and we will not be able to make up the difference if we are flat-funded again this year. With the understanding of the funding role the County plays to many vital organizations, KCPL has procured \$260,700 from state, regional, and local agencies and grant opportunities to assist in limiting our FY24 budget request to what is absolutely necessary to support the mission and the vital operations of the library.

Building on our successes in FY23, we are charting a path into FY24 with enthusiasm and determination.

To continue providing excellent services and programming to our community, we require additional funding to support the following areas:

Programming: We want to continue providing high-quality programs to patrons of all ages. By increasing our budget, we can expand our program offerings to additional locations, including outreach in Millington and Betterton and increasing the number of events at our three locations.

Staffing: Our library staff is dedicated to providing excellent customer service and ensuring our library runs smoothly. Due to increased demand, we need to hire additional staff to maintain the quality of our services and expand our offerings to meet the needs of our community. We are asking for funding to support a 6% salary increase for retention and inflation and for two part-time positions to support the growing demand for services. Even with these approved positions, our staffing is still operating at a manning deficit of 19%.

New technology: It is essential that KCPL keep up with technology trends and tools to provide our patrons with access to the resources they need and ensure compliance with laws related to maintaining the privacy and security of library patrons' records. In FY23, we recorded 43,331 uses of our internet and Wi-Fi by library users. Investing \$30,000 in upgraded and secure technology will allow us to replace our aging public and staff computer systems to meet the growing needs of patrons who rely on the library for access to the internet, provide enhanced access to digital resources, and ensure staff has the technology necessary to do their jobs.

Facility upgrades: Our library locations are hubs for community gatherings and events. To continue to provide a welcoming and safe space, we need to invest \$3,000 in upgrades to our Chestertown facility, including upgrading security systems and improving the outdoor lighting around the building. In addition, as our programs become increasingly popular, the need to dampen sounds from traveling across the building has become more necessary. With a 50% match from the Local Management Board, the Library needs an additional \$7,000 to aid in soundproofing our teen room.

In FY 2023, the library has continued to hold fast to its vision to broaden connections, expand knowledge, and strengthen the community.

We want to do more and be even more present in the community in which we serve. Many of us are in the library profession to serve and help others, but most importantly, to ensure our community can access the information they need. Although technology has evolved what this service looks like, our mission and calling has stayed the same. We are looking to you to support the library's mission and be our champions by providing the monetary resources we need to provide equitable access to information, technology, safe community spaces, and other resources.

In conclusion, KCPL has seen significant growth in the past year, and we need additional funding to continue to provide excellent services and programming to our patrons. By increasing our budget request by 12.7% over last year's request of \$794,899 to \$895,978, we can expand our programming offerings, invest in much-needed facility upgrades, and provide our patrons with the latest technology and resources. Thank you for your consideration as we continue to work together to make Kent County the premiere place to live, work, and play on the Eastern Shore!

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES         | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING        | 616973         | 713899         | 713899         | 895978                      |
| FEDERAL FUNDING            | 0              |                | 0              | 0                           |
| STATE FUNDING              | 111094         | 117210         | 118903         | 123870                      |
| PRIVATE DONATIONS          | 7823           | 6020           | 5500           | 5500                        |
| DUES & FEES                | 2915           | 4160           | 10150          | 10150                       |
| OTHER (LIST BY TYPE)       |                |                |                |                             |
| MUNICIPALITIES             | 2500           | 7500           | 2500           | 7500                        |
| ON BEHALF/STATE RETIREMENT | 82868          | 77642          |                |                             |
| FUND BALANCE               | 91329          | 64119          | 112284         | 25000                       |
| ESRL STATE GRANT           | 84884          | 80000          | 80000          | 80000                       |
| TARGETED DONATIONS         | 28128          | 47811          | 10000          | 45000                       |
| OTHER STATE GRANTS         | 39914          | 30616          | 11900          | 11900                       |
|                            |                |                |                |                             |
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| TOTAL REVENUES             | 1068428        | 1148977        | 1065136        | 1204898                     |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES              | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-------------------------------------|----------------|----------------|----------------|-----------------------------|
| SALARIES                            | 467252         | 601153         | 654174         | 712000                      |
| HEALTH INSURANCE                    | 103022         | 132828         | 138048         | 148000                      |
| HEALTH INSURANCE SURPLUS**          | -63827         | -40101         |                |                             |
| FICA                                | 33391          | 44555          | 50054          | 54468                       |
| UNEMPLOYMENT                        | 824            | 0              | 0              |                             |
| ON BEHALF/STATE RETIREMENT          | 82868          | 77642          | 0              |                             |
| <b>OPERATIONS</b>                   |                |                |                |                             |
| LEGAL                               | 0              | 105            | 500            | 500                         |
| CONSULTANTS                         | 5090           | 247            | 0              | 0                           |
| ACCOUNTING/AUDITOR SERVICES         | 12919          | 13412          | 13900          | 13900                       |
| ADVERTISING                         | 2559           | 297            | 2000           | 2000                        |
| REPAIRS & MAINTENANCE/SECURITY      | 4184           | 7108           | 8760           | 10900                       |
| ELECTRICITY/WATER & SEWER/GAS       | 26607          | 30299          | 37000          | 40500                       |
| SOFTWARE MAINTENANCE                | 3336           | 3206           | 4000           | 4000                        |
| OFFICE RENT                         | 20230          | 34573          | 36000          | 36000                       |
| INSURANCE/PUBLIC OFFICIAL BONDS     | 6831           | 4965           | 6800           | 7000                        |
| TELEPHONE/INTERNET                  | 4688           | 9742           | 10000          | 10000                       |
| MISC/MEMBERSHIP & DUES/BANK CHARGES | 3428           | 2399           | 3500           | 4860                        |
| POSTAGE                             | 1859           | 1791           | 2000           | 2000                        |
| OFFICE SUPPLIES                     | 15778          | 7833           | 6500           | 8500                        |
| CAPITAL EXPENDITURES                | 91766          | 74228          | 5000           | 63370                       |
| LIBRARY PROGRAMMING                 | 27910          | 35494          | 13500          | 18500                       |
| COPIERS                             | 8938           | 10395          | 11500          | 11500                       |
| STAFF DEVELOPMENT & TRAVEL          | 17736          | 33398          | 18900          | 18900                       |
| EQUIPMENT                           | 0              | 0              | 0              | 0                           |
| BOOKS                               | 36015          | 43155          | 28000          | 23000                       |
| PERIODICALS                         | 6832           | 5442           | 7000           | 7000                        |
| AUDIO/VISUAL                        | 10704          | 14811          | 8000           | 8000                        |
|                                     |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>          | <b>930940</b>  | <b>1148977</b> | <b>1065136</b> | <b>1204898</b>              |





February 27, 2023

The Honorable Ronald H. Fithian  
The Honorable Albert Nickerson  
The Honorable John Price  
Kent County Board of Commissioners  
400 High Street  
Chestertown, MD 21620

RE: FY2024 Budget Request

**Kent County recognizes the need for a wide range of housing types meeting the needs of all County residents. The quality of housing affects the County's socioeconomic characteristics and helps determine the County's economic growth. Housing also greatly affects the County's general attractiveness as a place to live and conduct business. Housing diversity in the range of unit types and affordability is a key component for sustainable, healthy and economically vibrant communities. Kent County Comprehensive Plan, April 17, 2018 at p. 89.**

Your vision fortifies our mission. **Rebuilding Together Kent County (RTKC)** is a not-for-profit organization dedicated to repairing homes, revitalizing communities and rebuilding lives. For almost 20 years, **RTKC** has been committed to making our neighbors' homes safer and healthier, with the help of volunteers and local contractors. Among our accomplishments in 2022, we:

- **Completed over 60 repairs at 32 different homes.**
- **Helped area seniors safely age in place; at 22 of these homes, at least one resident was over the age of 63.**
- **Served 100% low-income households; the average household income was \$22,644.**
- **Leveraged nearly 400 hours of volunteer labor on repairs, stretching our grant dollars further!**

The County has proposed to "periodically conduct a housing inventory" to identify housing needs and direct future efforts (Kent County Comprehensive Plan at p. 90). Like you, **RTKC** values data-driven activity. To that end, over the next two years in collaboration with Washington College, we plan to administer a survey to provide a reliable assessment of the housing stock in Kent County. Of course, we will be happy to share the results with the County.

*Repairing homes, revitalizing communities, rebuilding lives.*  
410.708.9936 | P.O. Box 180, Chestertown, Maryland 21620 | [info@rtkc.org](mailto:info@rtkc.org)  
[www.RebuildingTogetherKCMD.org](http://www.RebuildingTogetherKCMD.org)

This is an equal opportunity program. Discrimination is prohibited by Federal Law.

Although **RTKC** has received \$75,000 grants annually from Maryland Affordable Housing Trust for the past three years, that funding is being halved due to increased demand this application cycle. The need among our citizens, however, has not diminished. In furtherance of the vision set forth in the County's comprehensive plan, **RTKC** seeks a contribution of **\$100, 000** to support a part-time staff person, to enable data collection, and to maintain or increase our repair activities. The undersigned would be honored to meet with you to discuss this request, as well as our operations, in further detail.



Vic Pfeiffer  
President, Board of Directors  
[vpfeiffer@rtkc.org](mailto:vpfeiffer@rtkc.org)



Genevieve Croker  
Executive Director  
[gcroker@rtkc.org](mailto:gcroker@rtkc.org)

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                 | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                | \$0            | \$11,000       | \$0            | \$100,000                   |
| FEDERAL FUNDING                    | \$50,000       | \$50,000       | \$70,000       |                             |
| STATE FUNDING                      | \$75,000       | \$75,000       | \$37,500       |                             |
| PRIVATE DONATIONS                  | \$82,940       | \$62,964       | \$89,200       |                             |
| DUES & FEES                        | \$0            | \$0            | \$0            |                             |
| OTHER (LIST BY TYPE)               |                |                |                |                             |
| In-Kind                            | \$12,750       | \$8,000        | \$18,000       |                             |
| Foundation Grants                  | \$52,000       | \$93,300       | \$103,500      |                             |
| PPP Loan Forgiveness               | \$7,400        | \$0            | \$0            |                             |
|                                    | \$280,090      | \$300,264      | \$318,200      |                             |
|                                    |                |                |                |                             |
| Our fiscal year is 1 Jan - 31 Dec. |                |                |                |                             |
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# KENT COUNTY FUNDING REQUEST

## FISCAL YEAR 2024 BUDGET

### SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

#### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                                                       | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget**                                                |
|----------------------------------------------------------------------------------------------|----------------|----------------|----------------|------------------------------------------------------------------------------|
| General Operating                                                                            | \$43,200       | \$33,000       | \$43,273       | \$10,000                                                                     |
| Salaries & Wages*                                                                            | \$82,750       | \$76,800       | \$115,320      | \$15,000                                                                     |
| Program Services                                                                             | \$105,400      | \$140,000      | \$153,925      | \$75,000                                                                     |
| Fundraising                                                                                  | \$3,300        | \$7,200        | \$8,000        |                                                                              |
|                                                                                              | \$234,650      | \$257,000      | \$320,518      | \$100,000                                                                    |
| *Salaries & Wages                                                                            |                |                |                |                                                                              |
| 2021 - One P/T Executive Director, one P/T Dir. of Development, one P/T Construction Manager |                |                |                | **Breakdown of funds from not full 2024 Budget.<br>Our FY is 1 Jan - 31 Dec. |
| 2022 - One F/T Executive Director, one P/T Program Coordinator                               |                |                |                |                                                                              |
| 2023 - One F/T Executive Director, one P/T Program Coordinator, one P/T Admin. Asst.         |                |                |                |                                                                              |
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\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

**Chesapeake College**  
**FY 2024 vs FY 2023 Comparative Summary of Local Funding**

|                                                     |                    |                    |                  |                     |                    |                    |
|-----------------------------------------------------|--------------------|--------------------|------------------|---------------------|--------------------|--------------------|
| <b>Current Unrestricted Fund</b>                    |                    |                    |                  |                     |                    |                    |
| <b>County</b>                                       | <b>Caroline</b>    | <b>Dorchester</b>  | <b>Kent</b>      | <b>Queen Anne's</b> | <b>Talbot</b>      | <b>Total</b>       |
| FY 2023 Contributions (3% increase over FY2022)     | \$1,496,040        | \$1,135,187        | \$450,584        | \$1,961,561         | \$1,685,140        | \$6,728,512        |
| <b>County</b>                                       |                    |                    |                  |                     |                    |                    |
| <b>Shares (FY 2024)</b>                             | 23.0%              | 15.8%              | 7.3%             | 28.8%               | 25.2%              | 100%               |
| FY 2024 Request (4% increase over FY 2023)          | \$1,612,223        | \$1,103,128        | \$508,904        | \$2,012,141         | \$1,761,258        | \$6,997,654        |
| Change in \$\$                                      | \$116,183          | -\$32,059          | \$58,320         | \$50,580            | \$76,118           | \$269,142          |
| <b>Maintenance and Repair</b>                       |                    |                    |                  |                     |                    |                    |
| <b>County</b>                                       | <b>Caroline</b>    | <b>Dorchester</b>  | <b>Kent</b>      | <b>Queen Anne's</b> | <b>Talbot</b>      | <b>Total</b>       |
| FY 2023 Contributions                               | \$88,312           | \$67,228           | \$26,653         | \$116,158           | \$99,450           | \$397,800          |
| <b>Shares (FY 2024)</b>                             | 23.0%              | 15.8%              | 7.3%             | 28.8%               | 25.2%              | 100%               |
| FY 2024 Request                                     | \$91,653           | \$62,709           | \$28,928         | \$114,387           | \$100,122          | \$397,800          |
| Change in \$\$                                      | \$3,342            | -\$4,519           | \$2,275          | -\$1,770            | \$672              | \$0                |
| <b>Bond Payments</b>                                |                    |                    |                  |                     |                    |                    |
| <b>FY 2023</b>                                      |                    |                    |                  |                     |                    |                    |
| Dorchester Building (Final Payment in January 2023) | \$12,088           | \$12,868           |                  | \$16,378            | \$14,038           | \$55,372           |
| Total Bond Payments for FY 2023                     | \$12,088           | \$12,868           | \$0              | \$16,378            | \$14,038           | \$55,372           |
| <b>FY 2024</b>                                      |                    |                    |                  |                     |                    |                    |
| Dorchester Building (Final Payment in January 2023) | \$0                | \$0                |                  | \$0                 | \$0                | \$0                |
| Total Bond Payments for FY 2024                     | \$0                | \$0                | \$0              | \$0                 | \$0                | \$0                |
| Change in \$\$                                      | -\$12,088          | -\$12,868          | \$0              | -\$16,378           | -\$14,038          | -\$55,372          |
| <b>Total FY 2024 Request</b>                        | <b>\$1,703,876</b> | <b>\$1,165,837</b> | <b>\$537,832</b> | <b>\$2,126,528</b>  | <b>\$1,861,380</b> | <b>\$7,395,454</b> |
| Total FY 2023 Actual                                | \$1,596,440        | \$1,215,283        | \$477,237        | \$2,094,097         | \$1,798,628        | \$7,181,684        |
| Change in \$\$ for Total Request                    | \$107,437          | -\$49,446          | \$60,595         | \$32,432            | \$62,752           | \$213,770          |
| Percent Change for Total Request                    | 6.73%              | -4.07%             | 12.70%           | 1.55%               | 3.49%              | 2.98%              |

\*\* Kent County paid off their portion of the bond payments 6/30/15 in the amount of \$133,128.13

**Chesapeake College**  
**Requested Authorizations Support Counties**  
**FY 2024**

**1- FY 2024 Operating Budget by Function**

|                            |                     |
|----------------------------|---------------------|
| Instruction                | \$12,799,017        |
| Community Services         | 13,831              |
| Academic Support           | 1,862,907           |
| Student Services           | 2,610,017           |
| Institutional Support      | 6,810,701           |
| Plant Operations           | 2,480,511           |
| Scholarship                | 88,612              |
| <b>Total Authorization</b> | <b>\$26,665,596</b> |

\*For Operating Budget plan details refer to page 34.

**2 -FY 2024 County Contribution Request - \$6,997,654**

Distribution of County Contribution (per MD. Annotated Code of Maryland 16-203) is listed in the table below.

| County                                     | Caroline    | Dorchester  | Kent      | Queen Anne's | Talbot      | Total       |
|--------------------------------------------|-------------|-------------|-----------|--------------|-------------|-------------|
| Shares (FY 2024)                           | 23.00%      | 15.8%       | 7.3%      | 28.8%        | 25.2%       | 100%        |
| FY 2024 Request (4% increase over FY 2023) | \$1,612,223 | \$1,103,128 | \$508,904 | \$2,012,142  | \$1,761,259 | \$6,997,654 |
| Change in \$\$                             | \$116,183   | -\$32,060   | \$58,320  | \$50,580     | \$76,119    | \$269,142   |

**3 -FY 2024 Maintenance and Repair Fund**

|                                 |           |
|---------------------------------|-----------|
| Annual Project Plan             | \$943,000 |
| County Contribution             | \$397,800 |
| Capital Improvement Fee         | \$ 77,000 |
| Transfer from Unrestricted fund | \$468,200 |

\*For Maintenance and Repair annual plan details refer to page 15.

**4. Fund Balance Request – 2 Projects**

\*Refer to page 19 for project descriptions

**Fund Balance Request from  
Unrestricted Fund Balance  
\$450,000**

### Budget Highlights for FY2024

|                                                                                                                                                                               |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Projected FY 2024 Revenue Increases:</b>                                                                                                                                   |                      |
| <i>(Refer to Page 6 of the FY2024 Budget Proposal for details on projected revenues)</i>                                                                                      |                      |
| <b>Government:</b>                                                                                                                                                            |                      |
| 4.0% projected increase in County Support                                                                                                                                     | \$269,142.00         |
| 4.25% projected increase in State of Maryland Support                                                                                                                         | \$394,815.00         |
| <b>Credit programs projected revenue decrease</b>                                                                                                                             |                      |
| Tuition and Fees (includes FY2024 \$5 per credit hour increased tuition and fees and a budgeted decrease based on FY2023 projected enrollment) (Refer to Page 7 for details). | (\$560,075.00)       |
| <b>Other revenue changes:</b>                                                                                                                                                 |                      |
| Shore Health Systems - Allied Health support flat with actuals FY2023                                                                                                         | \$49,571.00          |
| Online Course Fee incorporated with Consolidated Student Fee                                                                                                                  | \$38,971.00          |
| Non-credit contract training (WIB, Cambridge CDL)                                                                                                                             | \$24,871.00          |
| Interest Income Projected increase                                                                                                                                            | \$116,219.00         |
| <b>Total Other</b>                                                                                                                                                            | <b>\$229,632.00</b>  |
| <b>Net change (Projected Revenue increase)</b>                                                                                                                                | <b>\$333,514.00</b>  |
| <b>Expense changes:</b>                                                                                                                                                       |                      |
| <i>(Refer to Pages 9-10 of the FY2024 Budget Proposal for details on projected expenses)</i>                                                                                  |                      |
| <b>Enrollment Growth/Retention &amp; Student Success Expenses</b>                                                                                                             |                      |
| CTE Navigator Position (25% Matching funds with PERKINS Grant)                                                                                                                | \$17,804.00          |
| CRM Technology software (New Software)                                                                                                                                        | \$81,681.00          |
| Assistant Registrar-Transfer Compliance New Position                                                                                                                          | \$79,839.00          |
| Allied Health-ATI software for student exam course prep                                                                                                                       | \$21,000.00          |
| <b>Enrollment Growth/Retention &amp; Student Success Expenses</b>                                                                                                             | <b>\$200,324.00</b>  |
| <b>Other Human Resources Expenses</b>                                                                                                                                         |                      |
| Insurance Brokerage Employee Benefit Savings                                                                                                                                  | (\$10,500.00)        |
| Voluntary Retirement Incentive Program estimated savings                                                                                                                      | (\$271,629.00)       |
| Faculty/Staff Promotions                                                                                                                                                      | \$18,440.00          |
| Health Insurance expense projected increase                                                                                                                                   | \$114,500.00         |
| Compensation adjustments to FY2023 budget (No Increase in Overall Compensation Currently Budgeted)                                                                            | \$71,878.00          |
| <b>Other Human Resources Expenses</b>                                                                                                                                         | <b>(\$77,311.00)</b> |
| <b>Other Mandatory Expense Increases</b>                                                                                                                                      |                      |
| *Middle States Accreditation Costs Projected for FY2024                                                                                                                       | \$40,000.00          |
| *Nuventive Assessment Software contract change for Enhanced Platform                                                                                                          | \$15,000.00          |
| *Smart Panda Software - Supports transfer compliance legislation                                                                                                              | \$15,000.00          |
| *Credit Card fees increase for Student On Line Payments                                                                                                                       | \$4,669.00           |
| *Annual Software Increases per contracts in place                                                                                                                             | \$40,774.00          |
| *Utility rate increases (fuel and electricity)                                                                                                                                | \$84,574.00          |
| *Property and Liability Insurance Increase                                                                                                                                    | \$24,000.00          |
| *Financial Aid MHEC - State Audit fee Increase                                                                                                                                | \$300.00             |
| FY2024 Voluntary Cost Center Manager Budget expense Savings                                                                                                                   | (\$16,466.00)        |
| Annual Financial Audit Contracted Increase                                                                                                                                    | \$1,400.00           |
| Allied Health accreditation fees Increase                                                                                                                                     | \$1,250.00           |
| <b>Other Mandatory Expense Increases (Cost of Doing Business)</b>                                                                                                             | <b>\$210,501.00</b>  |
| <b>Net Expense Changes</b>                                                                                                                                                    | <b>\$333,514.00</b>  |

\*Mandatory increases related to increase costs of doing business

## Overview of Operating Revenues FY 2024

### Overall – \$333,514 increase 1.27%

Maryland community colleges have four major sources of operating fund revenues: state funding, local county support, tuition and fees, and other (interest income, undesignated continuing education revenue, etc.). Additionally, Chesapeake College identifies the contributions made by Shore Regional Health toward the allied health programs as a fifth source of operating fund revenue. Overall, the college expects the current operating budget to increase by 1.27% over the FY 2023 approved budget.

### State Funding – \$394,815 increase 4.25%

The college budgeted \$9,289,771 in FY 2023 and has budgeted receiving \$9,684,586 in this budget proposal. The college anticipates an increase in the state CADE funding but will update the FY2024 budget when the State funding amounts for Chesapeake are confirmed via the legislative process in late Spring 2023.

### County Support – \$269,142 increase 4%

The college continues to work diligently to find operational efficiencies and expense deferrals that would prevent it from having to request significant funding increases from the counties. The college is requesting a 4% funding increase in the operating fund from the support counties.

| Fiscal Year | Maintenance of Effort | Supplemental Funding | Total Base Support | Percent Increase |
|-------------|-----------------------|----------------------|--------------------|------------------|
| 2018        | \$6,153,385           | **\$125,345          | \$6,278,730        | 2.00%            |
| 2019        | \$6,404,449           |                      | \$6,404,449        | 2.00%            |
| 2020        | \$6,532,536           |                      | \$6,532,536        | 2.00%            |
| 2021        | \$6,532,536           | *\$54,814            | \$6,587,350        | 0.00%            |
| 2022        | \$6,532,536           |                      | \$6,532,536        | 0.00%            |
| 2023        | \$6,728,512           |                      | \$6,728,512        | 3.00%            |
| 2024        | \$6,997,654           |                      | \$6,997,654        | 4.00%            |

\*\*The FY 2018 supplemental funding listed was received from four of the five support counties.

\*The FY 2021 supplemental funding listed was received from one of the five support counties.

By law, the distribution of the local operating support is based on the percentage of FTE generated by each county's residents in the most recent audited fiscal year. For the FY 2024 budget, the most recent audited FTEs are for FY 2022.



During FY 2022 there were some shifts in enrollment, resulting in a share decrease of 2.8% for Dorchester, and increases of 4.5% for Talbot, 7.8% for Caroline, 2.6% for Queen Anne's and 12.9% for Kent.

**Tuition and Fees – \$560,075 decrease (6.91%)**

The FY 2024 tuition and fee budget is based on projected tuition and fees from FY 2023 and per credit hour tuition/fee increases. The projected FY2023 tuition and fee revenue is approximately \$722,000 less than originally budgeted due to enrollment trends not rebounding as expected. A FY 2024 proposed \$5 per credit hour tuition increase (from \$128 to \$133 per credit for a 3.9% increase) combined with the changes in course specific fees (see schedule on pages 19 and 20) will add approximately \$162,000 to FY24 revenues.

The course fee schedule has changes proposed for selected courses. For additional information on course specific fees, see pages 19 and 20.

While enrollment challenges are consistent with national and regional enrollment trends, the college continues to allocate additional resources to explore methods of increasing and sustaining enrollment, with specific focus given to increasing workforce training and continuing education opportunities.

**Other Revenue – \$180,061 increase 11.22%**

The change of the total "Other" revenue increase reflects current experiences in increasing non-credit contract training (CDL and Skilled Trades program) with funding passed through by the WIB (Workforce Investment Board). The award of scholarships by USWIB to students has a major impact on non-credit training at Chesapeake. In addition, the College will be opening sections for the CDL training program in Cambridge during FY2024. Additionally these scholarships may also be used for credit programs in identified areas. Interest Income has seen a rebound during FY2023 and the college has estimated an increase of approximately \$116,000 due to the favorable rates.

**Shore Regional Health Agreement – \$49,571 increase 8.28%**

The college currently is under a contract with Shore Regional Health to jointly sponsor the Nursing Program. This partnership has been a successful model of creating educational programs in direct support of a community need with private and public support. This increase represents the FY2023 actual funding which includes an escalator factor built into the college agreement.

## Overview of Operating Expenses FY 2024

### Overall – \$333,514 increase (1.27 %)

Since collegiate institutions represent a service industry, the majority of the expenses in the operating budget are associated with salaries and benefits. In fact, Chesapeake College has 76.34% of its budget in salaries and benefits. As part of the annual budget planning process, the college asks cost center managers to build their budget from zero and explain all requests for their cost center budgets. During this budget cycle, the college identified approximately \$298,000 in expense savings that could be used for FY 2024 budget priorities. The savings were recognized in compensation and other expense categories. The summary of the operating expenses for FY 2024 are listed below.

### Compensation – \$251,986 increase (1.25 %)

The college has not budgeted an across-the-board salary increase in FY 2024. The college's history of pay increases is summarized in the table below.

| Fiscal Year | Percent Increase | Fiscal Year | Percent Increase |
|-------------|------------------|-------------|------------------|
| 2011        | 0.00%            | 2018        | 2.50%            |
| 2012        | 0.00%            | 2019        | 2.50%            |
| 2013        | 0.00%            | 2020        | 2.00%            |
| 2014        | 2.00%            | 2021        | 0.00%            |
| 2015        | 2.50%            | 2022        | 5.00%            |
| 2016        | 0.00%            | 2023        | 5.00%            |
| 2017        | 2.50%            | *2024       | 0.00%            |

*\*Projected in the FY 2024 budget*

The FY 2024 compensation budget also includes:

\*Two new positions are included in the FY 2024 budget.

- Assistant Registrar – Full time
- Lead CNA Instructor – Part time

The college has self-insured health and dental plans. The college moved to a self-funded health plan in FY 2015. The college continues to monitor the self-insured health plans with regular updates from the college broker.

**FY 2024 One Time Fund Balance Request**  
**Request to Board of Trustees and Support Counties**  
**Summary Project Descriptions**

**Learning Resource Center Furniture Replacement in Public Areas (LRC)**

This project is to replace additional furniture in the public areas of the Learning Resource Center. The college requested \$200,000 for this same purpose in the FY2022 budget. Due to economic conditions, the cost for the furniture dramatically increased by the time it was designed and recommended to the Board for Award of Contract. The college has also had to replace some very large LRC bookshelves due to a collapse that happened while attempting to move them in the summer of 2022.

The LRC was opened in 2002. The LRC serves over 30,000 visitors each year. While great effort has been taken to keep the buildings in good condition, time and high volume use begins to show on walls, carpet, and furniture. Broken chairs in the LRC are an almost every day occurrence. The college is requesting using fund balance to replace the LRC furniture in the public areas because many of the items are now causing safety concerns. Tables and chairs in the public areas are in need of replacement. Tables throughout different parts of the building have been re-glued and screwed back together numerous times but continue to be a source of concern because of their instability.

The Learning Resource Center is for many visitors, the only place on campus they experience. The center is also a hub for many college activities and is widely used by students, faculty and staff. To this end, the LRC needs to not only be an inviting and well-maintained facility but a safe one as well.

*Amount of Request: \$200,000*

**Todd Performing Arts Center Stage Lighting Upgrade/Replacement**

The lighting system in the TPAC is in need of replacement. The light board is over 25 years old (installed 1997) and is in dire need of replacement. It operates (stores show settings) on a 3.5" floppy drive. Modern light systems use LED, rather than incandescent technology. The result is more energy efficiency, better dimming, more lighting options, etc. There is an overall benefit to replacing the lighting system as a unit, rather than a piecemeal replacement. System failure would make the TPAC effectively inoperable, unable to host even minor events. This system replacement would help with the TPAC's movement toward booking national touring acts and save on rentals.

*Amount of Request: \$250,000*

**Total Fund Balance Request \$450,000**

## **FY 2024 New Positions Authorization**

### Assistant Registrar for Transfer Compliance (Full Time)

The college is requesting an additional full time position to oversee, implement, and manage new State legislation regulations. The responsibilities of the Office of Records and Registration continue to evolve and Chesapeake needs to stay compliant with new legislation such as the Transfer with Success Act (COMAR 13b.02.06.12c) and the new articulation system (Quottly/ARTSYS) for the State of Maryland.

### Lead CNA Instructor (Part Time)

The Lead Certified Nursing Assistant (CNA) Instructor is a member of the Workforce Training and Continuing Education staff. The position is the primary instructor for CNA classes, ensuring that the curriculum and process meets the requirements of the Maryland Board of Nursing. Responsible for supporting the temporary CNA course instructors with mentoring and other support.

THE HUMANE SOCIETY OF KENT COUNTY, INC.  
dba ANIMAL CARE SHELTER FOR KENT COUNTY  
10168 Worton Road  
Chestertown, MD 21620

March 14, 2023

Honorable County Commissioners:

It would be a pleasure to meet with our elected officials and administrative staff to discuss not only our modest FY24 budget request but both the mid-term and long-term opportunities and challenges of the Animal Care Shelter for Kent County.

Now that that our four-year plus planning, construction and fundraising project is nearly completed, I can now focus on the mid-term and long-term future of animal rescue, control, care and sheltering services for our animal loving community.

Meanwhile, ACSKC needs additional funding support of our county government. Last year's reasonable request of \$312,222 was not approved and indeed disappointing. However, we managed to increase our base minimum wage to \$15, improve health insurance coverage, and continued to reduce key staff turnover by accessing capital that was designated for the benefit of employees.

Please note that our request for **\$342,000** to provide animal control services 24 hours, 7 days a week is in no way impacted by our capitalization needs. Our capital campaign still needs to raise about \$800,000 by the end of 2025.

Sixty years ago, a handful of Kent County citizens started the Humane Society of Kent County as a non-profit organization realizing that Kent County was financially challenged and could not provide humane animal control services. Gratefully, the County has generously underwritten an average of 30%-35% of our operating budget without the benefit of a written contract for the past fifteen years or so.

Thank you for your consideration and for your service during these very challenging times for our community.

Richard Keaveney  
Executive Director

|                               |            |      |                      |
|-------------------------------|------------|------|----------------------|
| <b>ANIMAL CARE SHELTER</b>    |            |      |                      |
| <b>FOR KENT COUNTY</b>        |            |      |                      |
| <u>Approved Budget</u>        |            |      | <u>Current Trend</u> |
| <u>for FY2023</u>             |            |      | <u>Feb-23</u>        |
|                               |            |      |                      |
| <b><u>INCOME</u></b>          |            |      |                      |
| Contributions/Donations       | \$ 300,000 |      | \$ 300,000           |
| Corporate Support             | \$ 10,000  |      | \$ 10,000            |
| Grants                        | \$ 75,000  |      | \$ 75,000            |
| County Funding                | \$ 292,000 |      | \$ 292,000           |
| Shelter Services (Fees)       | \$ 75,000  |      | \$ 75,000            |
| Special Events                | \$ 85,000  |      | \$ 85,000            |
| <b>TOTAL INCOME</b>           | \$ 837,000 | \$ - | \$ 837,000           |
|                               |            |      |                      |
|                               |            |      |                      |
| <b><u>EXPENSES</u></b>        |            |      |                      |
| Administrative & Banking      | \$ 17,550  |      | 17,550               |
| Business & Property Insurance | \$ 24,000  |      | 26,500               |
| Development & Fundraising     | \$ 40,000  |      | 25,000               |
| Salaries                      | \$ 526,088 |      | 584,000              |
| P/R Taxes & Benefits          | \$ 82,000  |      | 87,500               |
| Professional Fees             | \$ 20,000  |      | 20,000               |
| Shelter Services              | \$ 75,000  |      | 100,000              |
| Utilities                     | \$ 20,000  |      | 40,000               |
| Repairs & Maintenance         | \$ 7,500   |      | 7,500                |
| Vehicle                       | \$ 9,000   |      | 9,000                |
| Miscellaneous                 | \$ 10,000  |      | 10,000               |
| <b>TOTAL EXPENSES</b>         | \$ 831,138 |      | \$ 927,050           |
|                               |            |      |                      |
| <b>NET OPERATING INCOME</b>   | \$ 5,862   |      | \$ (90,050)          |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES  | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING | 262800         | 292000         | 292000         | 342,000                     |
| FEDERAL FUNDING     |                |                |                |                             |
| STATE FUNDING       |                |                |                |                             |
| PRIVATE DONATIONS   |                |                |                |                             |
| DUES & FEES         |                |                |                |                             |
| GRANTS              |                |                |                |                             |
|                     |                |                |                |                             |
|                     |                |                |                |                             |
|                     |                |                |                |                             |
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|                     |                |                |                |                             |
|                     |                |                |                |                             |
|                     |                |                |                |                             |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES          | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------------------|----------------|----------------|----------------|-----------------------------|
| Employee Wages, Taxes, Benefits | 183407         | 194220         | 200222         | 219,000                     |
| Operating Supplies              | 2918           | 3775           | 4500           | 7,500                       |
| Occupancy Expenses              | 8088           | 8088           | 10000          | 12,000                      |
| Animal Care                     | 66353          | 75350          | 66500          | 75000                       |
| Commercial Insurance            | 15046          | 15046          | 15000          | 12500                       |
| Transportation                  | 10000          | 8670           | 8500           | 8500                        |
| Other (Uniforms, Training)      | 7779           | 5500           | 7500           | 7500                        |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
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|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
|                                 |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>      | 293,591        | 310,649        | 292,000        | 342,000                     |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL \*TOTAL REVENUES\* SHOWN ON SCHEDULE OF REVENUES.



# UNIVERSITY OF MARYLAND EXTENSION

Kent County Office  
709 Morgnec Rd  
Chestertown, MD 21620  
TEL 410-779-1661  
[prickett@umd.edu](mailto:prickett@umd.edu)

February 14, 2023

Kent County Commissioners  
Kent County Government  
400 High St  
Chestertown, MD 21620

Dear Commissioners Fithian, Nickerson, and Price:

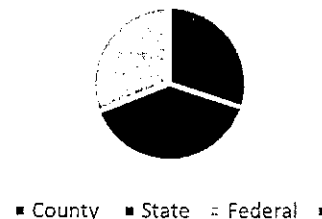
We thank you for the opportunity to present our budget request for University of Maryland Extension - Kent County.

**Our County budget request for Fiscal Year 2024 is \$170,936.**

The total Kent County Extension funding is derived from Federal, State, and County funds. For the Fiscal Year 2024 the total budget request for University of Maryland Extension – Kent County is as follows:

| Funding Source | % of Total Funding | Projected Funding |
|----------------|--------------------|-------------------|
| County         | 30%                | \$170,936         |
| State          | 39%                | \$219,174         |
| Federal        | 31%                | \$177,488         |
| Totals         | 100%               | \$567,596         |

Funding Sources



In our County budget request this year we are requesting an increase to cover the legislated COLAs for some of the Kent Office employees, but only for the fraction of their salaries derived from County funds. This includes a 4.5% increase on Nov 1, 2022 that we are currently covering and a 2% COLA on July 1, 2023. Last year there were also legislated COLAs that were not funded by the county on the county portion of salaries, that totaled \$14,105. We needed to take funds from the .5 FTE horticulture educator position as UME has not option but to pay a legislated COLA increase. This dropped the horticulture position to .2 FTE. We are seeking to recover that to bring the position back to .5 FTE. Please note that we have not requested an increase our travel budget or office operations budget since FY2018 and FY2019 respectively. I have attached memos from the UME Assistant Director of Operations from January and October of 2022 directing me to seek the COLA increases to our county portion of the Kent Office budget for FY23 and FY24.

**Our County capital request for Fiscal Year 2024 is \$0.**

Page Two  
Kent County Commissioners  
February 14, 2023

The budget request supports travel, office operations, and portions of salaries of faculty and staff in the Kent Extension office. Please note in the chart below that several of the faculty and staff are fully supported by state, federal and grant funds. Other faculty and staff are supported by a number of funding streams including county funding. We are grateful for the in-kind contribution of office space that the county provides for use by the Extension office.

For every dollar invested by the County, we able to provide significant leverage (in excess of 3 to 1) in federal, state and dollars. These funds assist in providing an array of educational programming and services to the residents of Kent County. In addition to our ability to leverage state and federal funds, University of Maryland Extension provides additional support at no cost for Extension specialists and other faculty who conduct research which supports county based educational programming and services such as 4-H, Nutrient Management planning, Agriculture, Financial Literacy and Nutrition Education in our schools. The support of these specialists is part of the cooperative nature of the relationship between University of Maryland Extension and county government that was envisioned by the Smith/Lever Act (7 U.S.C. 341 et seq.) that created the Cooperative Extension System in 1914.

| Employee                               | Position                                  | Funding Source          |
|----------------------------------------|-------------------------------------------|-------------------------|
| Dr. Paul R. Rickert, MS, MCJ, EdS, EdD | Area Extension Director – Upper-Shore     | Federal                 |
| Mr. Eric Fitch, BS                     | Educator & Project Leader – SNAP-Ed       | Federal                 |
| Mr. Eric Buehl, AA, BS                 | Regional Watershed Restoration Specialist | State                   |
| Ms. Annie Steele, BA                   | Business Services Specialist              | State & County          |
| Mr. Nevin Dawson, MS                   | Sustainable Agriculture Coordinator       | Federal                 |
| Dr. Dwayne D. Joseph, MS, PhD          | Educator- Agriculture & Natural Resources | Federal, State & County |
| Ms. Darcey Schoeninger, BA             | Horticulture educator (.2FTE)             | County                  |
| Mr. Sam Covington, BS                  | Nutrient Management Advisor               | State                   |
| Ms. Beth Hill, BS                      | Extension Educator, 4-H Youth Development | State & County          |
| Ms. Beverly Jackey, MS, RDN, LDN       | Educator, Family and Consumer Science     | State & Cecil           |

We are proud to partner with Kent County government to continue to meet the existing needs and emerging issues of county residents.

Thank you for your consideration of our budget request. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Dr. Paul Rickert  
Area Extension Director

# UNIVERSITY OF MARYLAND EXTENSION

Office of the Assistant Director of Operations  
1212 Symons Hall  
University of Maryland  
College Park, Maryland 20742  
valenta@umd.edu

January 19, 2022

To: Area Extension Directors

From: Aly Valentine, Assistant Director of Operations



RE: COLA and Merit Raises

Colleagues,

Original guidance from the AGNR fiscal office indicated that we should seek a 4% COLA for FY 23 based on negotiations between the Governor and the Union.

On Monday, January 3, 2022, Governor Hogan announced an additional COLA and merit increase for FY 22 as well as an additional merit increase for FY 23. The schedule is detailed below:

January 2022

- A 1% COLA increase
- A 2.5 Merit increase

July 2022

- A 3% COLA increase
- A 2.5 % Merit increase

Please adjust your budget submissions accordingly. The new request for FY 23 will be a 9% increase.

I have also been advised to recommend that you seek a budget adjustment of 1.3% for the remaining 6 months of this fiscal year to cover the current COLA and merit increases.

(42)

UNIVERSITY OF  
MARYLAND  
EXTENSION

Office of the Assistant Director of Operations  
1212 Symons Hall  
University of Maryland  
College Park, Maryland 20742  
valenta@umd.edu

October 5, 2022

To: Area/City Extension Directors, UME Operations Team

From: Aly Valentine  
Assistant Director of Operations, UME *Aly Valentine*

RE: FY 2024 Budget Requests

All county/city units are requested to prepare a budget that includes a 6.5% increase for fiscal year 2024. Governor Hogan has granted a 4.5% COLA effective November 1, 2022. He has also granted a 2% COLA effective July 1, 2023.

Thank you

(43)

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES   | 2019<br>Actual | 2020<br>Actual | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |        |
|----------------------|----------------|----------------|----------------|----------------|----------------|-----------------------------|--------|
| KENT COUNTY FUNDING  | \$135,018      | \$139,410      | \$127,423      | \$144,329      | \$144,329      | \$170,934                   | 30.1%  |
| FEDERAL FUNDING      | \$11,230       | \$11,230       | \$11,230       | \$11,230       | \$114,488      | \$177,488                   | 31.3%  |
| STATE FUNDING        | \$181,247      | \$187,590      | \$193,218      | \$195,218      | \$216,035      | \$219,174                   | 38.6%  |
| PRIVATE DONATIONS    |                |                |                |                |                |                             |        |
| DUES & FEES          |                |                |                |                |                |                             |        |
| OTHER (LIST BY TYPE) |                |                |                |                |                |                             |        |
|                      |                |                |                |                |                |                             |        |
| TOTAL OFFICE         | \$327,495      | \$338,230      | \$331,871      | \$350,777      | \$474,852      | \$567,596                   | 100.0% |
|                      |                |                |                |                |                |                             |        |
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|                      |                |                |                |                |                |                             |        |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                       | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Budget   | 2024<br>Requested<br>Budget |
|----------------------------------------------|------------------|------------------|------------------|-----------------------------|
| Salaries & Benefits                          | \$83,401         | \$93,554         | \$107,659        | \$118,645                   |
| Labor and Assistance (horticulture educator) | \$18,169         | \$21,850         | \$7,745          | \$23,366                    |
| Travel                                       | \$10,680         | \$10,680         | \$10,680         | \$10,680                    |
| Supply-Other Office Supplies                 | \$5,120          | \$5,120          | \$5,120          | \$4,420                     |
| Rental Services - Office Equipment           | \$5,500          | \$5,500          | \$5,500          | \$8,300                     |
| Supply-Ag Demonstrations                     | \$1,200          | \$1,200          | \$1,200          | \$1,200                     |
| Supply-FCS Demonstrations                    | \$1,200          | \$1,200          | \$1,200          | \$500                       |
| Supply-4-H Demonstrations                    | \$1,200          | \$1,200          | \$1,200          | \$1,200                     |
| Supply-Horticulture Demonstrations           | \$1,000          | \$1,000          | \$1,000          | \$300                       |
| Rental Services - Building Rental            | \$500            | \$500            | \$500            | \$300                       |
| Telecommunications Allocation                | \$960            | \$960            | \$960            | \$960                       |
| Dues/Fees/Licenses                           | \$640            | \$640            | \$640            | \$640                       |
| Seminars/Conferences/Banquets                | \$500            | \$500            | \$500            | \$200                       |
| Supply-Postage                               | \$225            | \$225            | \$225            | \$225                       |
| Services-Clerical                            | \$200            | \$200            | \$200            | \$0                         |
| Supply-Computers                             | \$0              | \$0              | \$0              | \$0                         |
| Copies                                       | \$0              | \$0              | \$0              | \$0                         |
|                                              |                  |                  |                  |                             |
| <b>TOTAL EXPENDITURES*</b>                   | <b>\$130,495</b> | <b>\$144,329</b> | <b>\$144,329</b> | <b>\$170,936</b>            |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

**Pat Merritt**

---

**From:** Shelley Heller  
**Sent:** Friday, January 6, 2023 3:52 PM  
**To:** Pat Merritt  
**Subject:** FW: From Brian Moore at WCTR Radio



**Shelley L. Heller**

County Administrator  
Kent County, Maryland  
400 High Street  
Chestertown, MD 21620  
(410) 778-4600  
[sheller@kentgov.org](mailto:sheller@kentgov.org)

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**From:** Brian Moore <[wctr.brianmoore@gmail.com](mailto:wctr.brianmoore@gmail.com)>  
**Sent:** Thursday, January 5, 2023 11:40 AM  
**To:** Shelley Heller <[sheller@kentgov.org](mailto:sheller@kentgov.org)>  
**Subject:** From Brian Moore at WCTR Radio

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**ATTENTION!**

**This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.**

- KCIT Helpdesk

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Hi Shelley,

I submitted this last year but was told the optimal time for such requests is January/February; therefore please see the info below for relay to the Commissioners and thanks!

Via email and hand delivered

---

County Commissioners of Kent County  
400 High Street  
Chestertown, Maryland 21620  
January 5, 2023

Dear Commissioners,

I am writing this letter to ask your consideration of a county grant for WCTR radio to help us offset technical upgrades that have enabled us to better serve the county.

In June of 2023, WCTR will celebrate 60 years of serving Kent County and the local communities. Since purchasing the station in September of 2015, Leslie Sea and I have put significant time, our own money and old-fashioned hard work to return WCTR to being a quality-programmed, locally based station that reflects what is going on in the community and meets the need of local listeners 24/7.

In an age when large corporations are buying stations en masse, programming them from a corporate location far away from their community of license and turning them into a cookie-cutter "music boxes," WCTR remains one of only 82 (at last count) stand-alone radio stations owned by small, independent operators. Regrettably, unlike a generation or two, most communities now DO NOT have a radio station licensed specifically to them or serving them with programming targeted to the local community. This makes Kent County one of the fortunate few communities in the country that can still turn on a radio and get LOCAL news, weather, sports, and important information that reflects OUR local area from WCTR; not that of a large metropolitan concern being "piped in."

This was especially evident during the pandemic, when WCTR remained the only local station maintaining fulltime local programming. At the time, WCTR shifted into "news and information mode" placing our focus on getting crucial health and welfare information to the community from local experts and news on vaccination locations and mandates. While other stations typically cut back on their resources, staffing and programming costs at this time due to decreasing advertising revenues, WCTR enhanced and increased ours in order to better meet the needs for up to the minute information for listeners required in dealing with COVID and related issues.

We also super-served businesses and organizations at this time, by reaching out and offering them an opportunity to get the word out about the status of their businesses and operations. This was done free of charge to help them weather related business issues resulting from the closings. We felt it was our duty as a community broadcaster to the best we could for our local listeners, as it is our philosophy and commitment that WCTR remain radio made BY the local community FOR the local community.

Since we assumed control of the WCTR broadcast license in September of 2015, we have made constant improvements to the station, its signal, programming, and community outreach. Here are some of those advancements:

1. The migration of WCTR's FM frequency from 102.3Mhz to 106.9Mhz to allow greater coverage
2. The move from 80% network-based, distantly produced shows under previous ownership to roughly 90% local programming originating from the WCTR studios on Flatland Road in Chestertown.
3. The move to a professional and highly listenable format that promotes longer listening and a much more professional sound, matching the standard expected of commercial radio stations in much larger areas however, hyper-focused on the local community.
4. An increase in local sales, programming and engineering staff contributing to the local employment base.
5. The return of local sports reports and sports staff with Andy Malone
6. Exclusive local affiliation with the Maryland News Network, adding statewide news coverage to our full-service line up.
7. The addition of round-the-clock news at the top of every hour.
8. A fully updated, interactive website that compliments all information on air and provides podcasts of community focused shows to the local community.
9. A full schedule of live broadcasts from community events: Tea Party, Pirates and Wenches, Kent County Fair, Fall Fest and Dogwood Festival to name a few.
10. The addition of two live studios to get the station out into the community. One is in the window of the Riverside Unique Store on High Street and the other at the public landing at ramp in Rock Hall next to the Harbor



Shack. The specific purpose of these studios was/is to use them as live venues to host community leaders and event officials.

11. The addition of Washington College Lacrosse and Baltimore Ravens sports broadcasts. Ravens had no previous local affiliate.
12. The installation of streaming equipment allowing WCTR's signal to be heard worldwide and locally (this is important as roughly 70% of people now listen online and table radios are becoming a thing of the past.)

During our watch, WCTR has expanded features to include supporting local youth with our "Student of the Week" program as well as "Tech Talk" with Bill Poore and students from Kent County High School discussing the "maker's space" program, "Pet of the Week" from the live studio highlighting an adoptable pet from the Kent County Animal Care Shelter and donating airtime to the shelter. There is also "Arts Minute Update" with a biweekly update on the Arts Community and its Activities and "Main Street Minute" devoted to Chestertown Main Street and "Kent County Connection" highlighting economic and tourism development efforts in the county. WCTR was also the exclusive local station to cover the DCA and KCHS salute to Seniors with a live, local broadcast on 5/6/22 in both the morning and afternoon shows.

WCTR also airs a weekly program called "My Generation" that functions as a "newsmagazine." It hosts many community newsmakers, politicians, religious leaders, artists, Executive Directors of nonprofit organizations from the community and business leaders. Discussed are programs for seniors, minorities, cultural, political, educational, and social matters that impact OUR community.

Our employees are engaged actively in community involvement. Presently on staff is a Past Assistant Governor of Rotary (who is also past President of the Chestertown Rotary), an incoming Vice President of the Kent County Chamber of Commerce for 2023, an Executive Committee member of the Chestertown Lion's Club and board chair of For All Seasons Crisis Counseling Center.

WCTR has partnered to promote the following local organizations (including by not limited to the following) with airtime, live broadcast, or other assistance over our tenure and to date:

Kent County Fair and 4 H  
Kent County Tourism and Economic Development  
Animal Care Shelter for Kent County  
Kent County Emergency Services  
Kent County Chamber of Commerce  
For All Seasons, Rape and Crisis Center  
Chestertown Mainstreet  
Chestertown Rotary  
Chestertown Lions Club  
Chestertown Tea Party  
Chester Gras  
Camp Fairlee and Easter Seals  
Midshore Veterans Group  
Calvary Chapel Church  
Grace Bible Church  
Hope Community Alliance  
Downtown Chestertown Association  
Kent County Extension Office  
Rock Hall Fall fest  
The Greater Rock Hall Business Association  
Pirates and Wenches Festival  
Rock Hall Parks and Recreation

---

Kent County Behavioral Health  
Kent County Arts and Entertainment  
Chestertown Main Street  
Rock Hall Mainstreet  
Chester River Association  
Upper Shore Regional Council  
Rebuilding Together  
Kent County Health Department  
Kent County Board of Elections  
Kent Cultural Alliance  
Bayside HOYAS  
Minary's Dream Alliance  
Boy Scout Troop 175  
Kent County Parks and Recreation  
Character Counts Kent County  
Chestertown Jazz Festival  
Vietnam Veterans Day  
Legacy Day  
Sumner Hall  
The National Music Festival  
Chestertown River Arts  
Church Hill Theatre  
Kent Goes Purple Campaign  
Midshore Probono  
United Way of Kent County  
Kent Association of Riding Therapy  
Dickens of a Christmas  
Sultana Education Association  
The Mainstay  
Kent County Food Pantry  
Homeports Health Fair  
Kent Attainable Housing  
Kent County Library  
Kent County YMCA

And other organizations, causes, concerns and issues as outlined in WCTR's public file with the Federal Communications Commission at [www.fcc.gov](http://www.fcc.gov)

In October of 2015, the month after purchasing WCTR, Leslie and I (again at our own expense), pulled out the severely outdated and broken studio equipment of the previous ownership and outfitted our control room studios at Flatland Road with a brand new control board, microphones, emergency broadcast (EAS unit), phone hybrid (for interviews), on air broadcast computers and software, monitors, studio signal processors and streaming computers/interfaces, transmitter control equipment and audio switching/routers needed to facilitate broadcasting programming that originates locally. Upgrades were also made to the office building to better accommodate the needs of the increased staffing and provide better energy efficiency.

As a local employer, WCTR added several staff members (in the various departments indicated above) and reinstituted a local sports staff. Of our nine associates, seven are residents and there are two remote contract workers (necessity based on their technical expertise). WCTR's workforce also proportionally reflects minorities representation of the community. These staff members, including Pam Frashure (aka Leslie Sea), are taxpaying members of the community.

Over time, and due to the reduction of advertising volume related thereto (our sole source of income), WCTR is at limit with what we can further provide in terms of personal resources to better serve the public. It is important to note the majority of WCTR's tower processing and transmission equipment dated back the mid-1970s and was likely installed as used equipment even then. WCTR was at the point it could no longer operate with this equipment and the quality of listenability of the signal was rapidly declining. Therefore, Leslie and I once again had to go "out of pocket" to add some new and some "newer" processing gear for both its AM and FM signals, new studio transmitter-link equipment and lines between the studio and transmitter buildings.

Such upgrades mean that the overall signal sound has been vastly improved, and quality increased exponentially. However, such a purchase on the back of two years' declining revenue in a COVID challenged advertising market has strained our budget and now brought us to a conclusion of personal resources that we can personally contribute to operating and maintaining the station. Therefore, we ask for a grant that can offset the costs of these replacements, so we can continue to apply limited income funds to paying our staff and providing the quality local programming as mentioned above.

The inventory of items includes the following:

Inovonics Novia AM processor: \$1,980.00 (New)  
Harris Engineering (studio-transmitter link) transmitter and receiver: \$1,400.00 (Used)  
Orban Optimod 8100A Broadcast Processor: \$2,500 (Used)  
LMR400DB Transmission Cable: \$270.00  
2PC Coax Adaptor: \$9.44

We would also like to purchase the following to enable us to expand the scope, coverage and quality of our remote broadcasts from the various towns around Kent County:

Marti Electronics SRPT40A RPU Transmitter: \$2,790.00  
RPU Base Antenna: \$370.00  
Marti YC150 Yaggi Antenna: \$310.00  
Marti Electronics SR40A RPU Receiver \$4,060.00  
Tieline Gateway 4 Audio Codec" \$5,174.00  
Tieline Via Portable Codec: \$5,173.00  
200 Feet of Cable: \$270.00  
Engineering/Installation Fees: \$700.00

Total Requested: \$24,997.44

As you can see, since 2015, we've backed up our commitment to ensuring WCTR remains a local station through our considerable monetary contributions and efforts to upgrade its studios, programming, staffing and level of local, compelling programming offered 24/7. Such service, as demonstrated above, is not only of benefit to the county but is absolutely essential to its overall welfare.

WCTR, as a local station, helps other local businesses as it provides a place where they can advertise and promote their business, which is especially important to have now that newspapers and print sources are on a sharp decline. The continued success of WCTR is important to the overall economic development of the county and having a local radio station is a rare "selling point" that can be used to help attract other businesses here. Giving the community a fulltime local voice is essential every day but also in challenging times such as the recent pandemic, where the value of real-time public health and safety information was clearly demonstrated.

It is our sincere hope that the county will recognize this value and uniqueness presented by WCTR and support its efforts through the above requested grant.

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We sincerely thank you for your time, effort, and consideration in this matter.

Brian Moore, Owner  
WCTR AM/FM  
1-410-775-9287 (WCTR)



KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET

SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES   | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING  |                |                |                | 24,997.44                   |
| FEDERAL FUNDING      |                |                |                |                             |
| STATE FUNDING        |                |                |                |                             |
| PRIVATE DONATIONS    |                |                |                |                             |
| DUES & FEES          |                |                |                |                             |
| OTHER (LIST BY TYPE) | 154,479.36     | 158,951.62     | 159,600        |                             |
|                      |                |                |                |                             |
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# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES     | 2021<br>Actual  | 2022<br>Actual  | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------|-----------------|-----------------|----------------|-----------------------------|
| Equipment                  | 6857.84         | 282             | 600            | 24997.44                    |
| Office Supplies            | 134             | 230.51          | 300            |                             |
| Taxes                      | 160             | 300             | 300            |                             |
| Programming                | 1468.36         | 462             | 1584           |                             |
| Engineering                | 0               | 2400            | 1800           |                             |
| Member Draw                | 39966.94        | 40051.43        | 31664          |                             |
|                            |                 |                 |                |                             |
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| <b>TOTAL EXPENDITURES*</b> | <b>48587.14</b> | <b>43725.94</b> | <b>36248</b>   |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                         | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Budget | 2024<br>Requested<br>Budget |
|------------------------------------------------|------------------|------------------|----------------|-----------------------------|
| Sales & Marketing                              | 389.43           | 0                | 300            |                             |
| Bank Fees                                      | 45               | 125.59           | 100            |                             |
| Dues & Subscriptions                           | 1402.36          | 2829             | 1800           |                             |
| Talent Fees                                    | 90               | 0                | 120            |                             |
| Computer & Internet (Software,maintenance & re | 2144.01          | 2048.1           | 1200           |                             |
| Cleaning & Maintenance                         | 2287.62          | 3064.04          | 2520           |                             |
| Insurance                                      | 2667             | 2904             | 3120           |                             |
| Interest Expense                               | 3170.48          | 3322.42          | 3600           |                             |
| Licenses & Permits                             | 2050.01          | 3130.29          | 4200           |                             |
| Postage & Delivery                             | 360.31           | 676.2            | 900            |                             |
| Professional Fees                              | 1192.95          | 370.99           | 5340           |                             |
| Program Fees                                   | 66.9             | 433.95           | 0              |                             |
| Sales Discounts & Advertising Donations        | 12099.72         | 12907.9          | 12672          |                             |
| Rent Expense                                   | 16500            | 19500            | 18000          |                             |
| Telephone                                      | 382.03           | 450.49           | 420            |                             |
| Travel & Entertainment                         | 1000.11          | 397.93           | 2400           |                             |
| Utilities                                      | 3835.19          | 4816.47          | 4860           |                             |
| Payroll                                        | 56209.4          | 58248.31         | 61800          |                             |
| <b>TOTAL EXPENDITURES*</b>                     | <b>105892.52</b> | <b>115225.68</b> | <b>123352</b>  |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

410-810-2126    March 23, 2023

**Executive Board**

Ron Fithian  
Chair  
Kent County  
Commissioner

Jackie Gregory  
1st Vice Chair  
Cecil County  
Councilwoman

Jack Wilson  
2nd Vice Chair  
Queen Anne's County  
Commissioner

Albert Nickerson  
3rd Vice Chair  
Kent County  
Commissioner

Chris Cocharino  
Secretary  
Queen Anne's County  
Commissioner

Bob Meffley  
Treasurer  
Cecil County  
Councilman

Stephen S. Hershey  
Senator, District 36  
Maryland General Assembly

Susan O'Neill  
Executive Director  
[soneill@kentgov.org](mailto:soneill@kentgov.org)

Ronald H. Fithian  
President  
Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear Mr. Fithian:

Thank you for your continued financial and administrative support of the Upper Shore Regional Council. I am writing to submit our funding request for Fiscal Year 2024, respectively. Historically, Kent County has supported the USRC with a 12,000 budget allocation. We hope Kent County will be able to continue funding the USRC at the \$12,000 level for FY24.

The purpose of the Upper Shore Regional Council is two-fold. First, it fosters the region's physical, economic, and social development. Second, it is to use effectively the assistance provided to the region by the State. Since our inception 20 years ago, USRC has strived to provide resources and programming to the upper shore region to achieve our purpose.

One example of a successful program is the Upper Shore Student Equipment CTE scholarship. Developed to elevate our regional workforce narrative, this program supports students pursuing vocational or technical programs in Kent, Cecil or Queen Anne's Counties. Designed to reduce the cost of educational materials, this offering helps students succeed in the vocational programs of their choice. By eliminating financial obstacles to achievement, this scholarship equips students with the tools for academic success. During this school year alone, we have provided 11 CTE scholarships to junior and senior students enrolled in Kent County High School.

Again, thank you for your continual support and partnership. If you should need any additional information, please do not hesitate to contact me.

Sincerely,

Susan O'Neill  
Executive Director

cc: Shelley Heller, Kent County Administrator  
Patricia Merritt, Kent County CFO



KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET

SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                                                                                | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------------------------------------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                                                                               | \$10,800       | \$12,000       | \$12,000       | \$12,000                    |
| FEDERAL FUNDING                                                                                   | \$0            | \$0            | \$0            | \$0                         |
| STATE FUNDING                                                                                     | \$180,000      | \$200,000      | \$200,000      | To be<br>determined*        |
| PRIVATE DONATIONS                                                                                 | \$0            | \$0            | \$0            | \$0                         |
| DUES & FEES                                                                                       | \$0            | \$0            | \$0            | \$0                         |
| OTHER (LIST BY TYPE)                                                                              |                |                |                |                             |
| Rural Maryland Prosperity Investment Fund*                                                        | \$390,164      | \$400,000      | \$600,000      | To be<br>determined*        |
| Cecil County                                                                                      | \$12,000       | \$12,000       | \$12,000       | \$12,000                    |
| Queen Anne's County                                                                               | \$12,000       | \$12,000       | \$12,000       | \$12,000                    |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
| <i>*The final amount will not be known until the<br/>passage of Governor Moore's FY24 budget.</i> |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |
|                                                                                                   |                |                |                |                             |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                                     | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget*** | 2024<br>Requested<br>Budget**** |
|----------------------------------------------------------------------------|----------------|----------------|-------------------|---------------------------------|
| Salaries & Wages                                                           | \$145,000      | \$145,000      |                   |                                 |
| Fringe Benefits                                                            | \$47,883       | \$47,883       |                   |                                 |
| Travel                                                                     | \$9,000        | \$6,000        |                   |                                 |
| Equipment                                                                  | \$4,000        | \$4,000        |                   |                                 |
| Office Total                                                               | \$12,500       | \$12,000       |                   |                                 |
| Mtg Expenses Total - Conferences/Registration/Council                      | \$11,031       | \$7,000        |                   |                                 |
| Membership/Sponsorship/Special Events Total                                | \$17,000       | \$22,000       |                   |                                 |
| Professional Dev.                                                          | \$5,000        | \$5,000        |                   |                                 |
| Materials & Supplies                                                       | \$3,000        | \$3,000        |                   |                                 |
| Pubs/Documentation                                                         | \$1,000        | \$1,000        |                   |                                 |
| Consultant Services                                                        | \$12,000       | \$28,000       |                   |                                 |
| Oyster Rotation program                                                    | \$50,000       | \$50,000       |                   |                                 |
| Kent County Hot Desks                                                      | -              | \$0            |                   |                                 |
| DataStory contract                                                         | \$20,000       | \$15,000       |                   |                                 |
| Agriculture Marketing Mini-grants                                          | \$45,000       | \$77,000       |                   |                                 |
| Upper Shore Regional Farm Museum                                           | N/A            | \$0            |                   |                                 |
| Cecil Cares Volunteer program                                              | \$5,000        | \$6,000        |                   |                                 |
| Workforce Development - Kent & Queen Anne's<br>counties/Chesapeake College | \$25,000       | \$50,000       |                   |                                 |
| Workforce Development - Cecil County                                       | \$25,000       | \$10,000       |                   |                                 |
| EMSI data base                                                             | -              | \$14,000       |                   |                                 |
| Workforce Development /Ag. Education: 4-H                                  | \$45,000       |                |                   |                                 |
| Harvest Directory update (micro-breweries/wineries)                        | \$10,500       |                |                   |                                 |

*John T. Carroll, Jr.*  
Mayor  
*John W. Duhamell, Jr.*  
Council Member  
*Sarah E. Merrell*  
Council Member  
*Justinian M. Dispenza.*  
Council Member  
*Tyler J. Carpenter*  
Council Member



*Warren S. Walte*  
Maintenance & Facilities Coordinat  
*Caitlyn Smi*  
Town Cle  
*Amber Englebac*  
Assistant Town Cle  
*Audrey M. Ersche*  
Grants & Technolog  
*Thomas N. Yeagu*  
Attorne

*Mayor and Council of Galena*  
101 S. Main Street, Galena, Maryland 21635  
Telephone 410-648-5151 Fax 410-648-6937  
Website: [www.townofgalena.com](http://www.townofgalena.com) E-mail: [info@townofgalena.com](mailto:info@townofgalena.com)

March 28, 2023

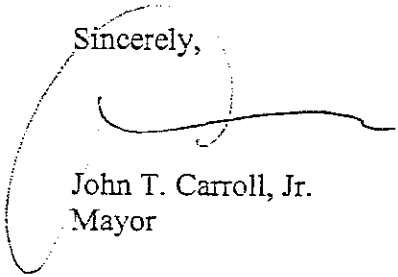
The County Commissioners of Kent County  
400 High Street  
Chestertown, Maryland 21620

Dear Commissioners of Kent County,

The Town of Galena was awarded an MDOT Kim Lamphier Bikeways Network Program Grant of \$160,000 for the preliminary design of a shared-use path along MD 213 to Toal Park. As part of the grant agreement, there is a matching fund contribution of the lesser of \$40,000 or 20% of the project costs. An RFP was published, and one vendor submitted a proposal, which came in well below the grant amount. Upon communication with Jamie Kendrick, Mead & Hunt, Nate Evans, MDOT, and representatives from the Town of Galena it was determined that we could complete the preliminary design for three sections of a shared-use path: MD 213 to Toal Park, MD 290 to the Olivet Hill Community, and Toal Park to Georgetown.

The benefits to both residents of Galena and Kent County will help enhance the quality of life and improve safety. The project will help meet the needs of an underserved community, keep citizens safe and support and encourage economic development and tourism in Upper Kent County. The Town of Galena has pledged up to \$20,000 in grant match, therefore, the Town respectfully requests \$20,000 from Kent County as matching funds for this project.

Sincerely,

  
John T. Carroll, Jr.  
Mayor

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES             | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Requested<br>Budget |
|--------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING            | \$44,868.00    | \$84,868.00    | \$79,433       | \$98,000                    |
| FEDERAL FUNDING                |                |                |                |                             |
| STATE FUNDING                  | \$6,451,844.93 | \$6,582,335.36 | \$6,400,000    | \$6,400,000                 |
| PRIVATE DONATIONS              | \$37,981       | \$22,841.20    | \$40,000       | \$40,000                    |
| DUES & FEES                    |                |                |                |                             |
| OTHER (LIST BY TYPE)           |                |                |                |                             |
| Work Income (Hidden Treasures) | \$218,443      | \$207,009.74   | \$200,000      | \$200,000                   |
| Rental Income                  | \$186,325      | \$198,570.39   | \$180,000      | \$180,000                   |
| Grants                         | \$67,464       | \$0.00         | \$86,267       | \$0                         |
| Interest                       | \$211,891      | -\$14,257.40   | \$300          | \$0                         |
| Miscellaneous                  | \$1,137,603    | \$289,171.65   | \$10,000       | \$10,000                    |
|                                |                |                |                |                             |
|                                |                |                |                |                             |
|                                |                |                |                |                             |
|                                |                |                |                |                             |
|                                |                |                |                |                             |
|                                |                |                |                |                             |
| Total                          | \$8,356,420.64 | \$7,370,538.94 | \$6,995,999.96 | \$6,928,000.00              |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                 | 2021<br>Actual     | 2022<br>Actual     | 2023<br>Budget     | 2024<br>Requested<br>Budget |
|----------------------------------------|--------------------|--------------------|--------------------|-----------------------------|
| Salaries and Benefits                  | \$4,838,583        | \$4,738,671        | \$4,800,000        | \$5,000,000                 |
| Operating Expenditures                 | \$1,604,783        | \$1,807,626        | \$1,750,000        | \$1,800,000                 |
| Admin Expenditures                     | \$243,400          | \$34,307           | \$156,000          | \$156,000                   |
| Accessibility Residential Rennovations |                    |                    | \$125,000          | \$200,000                   |
|                                        |                    |                    |                    |                             |
|                                        |                    |                    |                    |                             |
|                                        |                    |                    |                    |                             |
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|                                        |                    |                    |                    |                             |
|                                        |                    |                    |                    |                             |
|                                        |                    |                    |                    |                             |
|                                        |                    |                    |                    |                             |
| <b>TOTAL EXPENDITURES*</b>             | <b>\$6,686,766</b> | <b>\$6,580,603</b> | <b>\$6,831,000</b> | <b>\$7,156,000</b>          |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL \*TOTAL REVENUES\* SHOWN ON SCHEDULE OF REVENUES.



2450 Cambridge Beltway  
P.O. Box 637  
Cambridge, MD 21613  
Phone: 410-221-1900  
Fax: 410-221-1917

March 13, 2023

Ms. Patricia Merritt  
CFO  
Kent County Office of Finance  
400 High Street  
Chestertown, MD 21620

Dear Ms. Merritt

Thank you for the opportunity to request funding from Kent County for the Fiscal Year 2024. MTA has flat funded our Annual Transportation Plan grant request and has informed us they will include the normal 10% state funding for the 5311 section of the grant.

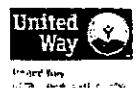
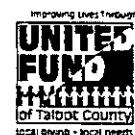
#### **Organization Summary**

Delmarva Community Services, Inc. (DCS) and its division Delmarva Community Transit (DCT) is the primary provider of public transportation in the four-county area of Caroline, Talbot, Kent, and Dorchester Counties. DCS-DCT provides a variety of transportation services to the general public, people with disabilities, senior citizens, and para-transit services to individuals requiring physical assistance. In addition to transportation, DCS provides a variety of services which include, but are not limited to, Residential and Day Habilitation Programs for the Disabled, Respite Care, Adult Day Care, Senior Programs, and Community Action Services.

#### **Local Share Support for the transportation system serving the entire Caroline County area**

DCT and Kent County, along with The Maryland Transit Administration (MTA), are partners in providing transit services to the citizens of Kent County. Matching funds are a necessary requirement under the grant agreements in order to leverage federal and state funding. Federal and State funding provided through the MTA Grant System is used to operate Paratransit and fixed route services with complimentary ADA services. Individuals with developmental disabilities and senior citizens are transported to and from Day Activity Centers, work, shopping, and medical appointments. We also provide a deviated fixed route system to the general public and a variety of vocational and job-related transportation. Our One Stop service offers transportation to Veterans, senior citizens and persons with disabilities who cannot ride other DCT transportation services due to their limitations. Travel Trainers are available to assist individuals with specific transportation needs.

**\$32,740.00** requested for local matching funds for transportation operation grant #5311. The total local share needed is \$98,220.00 We are asking Kent County for 1/3 of this amount. This portion of the grant provides funds for fixed and deviated routes.



**\$32,058.00** requested for local matching funds for transportation operation grant SSTAP The total local share needed is \$96,174.00 We are asking Kent County for 1/3 of this amount. This portion of the grant provides funds for transportation for seniors and person with disabilities.

**\$20,667.00** requested for local matching funds for capital for replacement of 2 vehicles and preventative maintenance funds. These funds are vital to the upkeep and continuing operation of our transit fleet. The local match for these is \$62,000.00 We would ask Kent County for 1/3 of this amount.

**\$10,000.00** requested for local matching funds for Mobility Management and One Stop Offices (OSO) are funded through MTA grants to provide services in Caroline, Kent, and Talbot Counties. At the One Stop Office, citizens of Kent County receive information concerning community transportation options and other community related services.

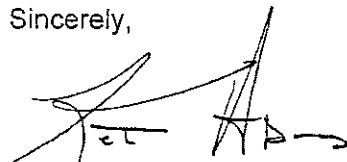
The OSO also extends outreach to the local Hispanic community regarding available transportation and community services and supplements transportation services for the disabled, elderly, and individuals in poverty with the use of small vehicles.

There is a local match required for the MTA Grant for The Mobility Management Office and One Stop Service Centers in the amount of \$30,000.00 We would ask Kent County for 1/3 of this amount.

**\$95,465.00**                      **Total Request to Kent County**

We are expending \$120,217.00 of DCT CARES funds to offset an additional increase request to the county. Please be advised that the total amount being requested represents the amount of funding necessary to continue all the public services detailed above. DCT would like to remain a strong and vibrant partner with Kent County in providing these much-needed services to the citizens of your county.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Adkins', with a stylized flourish extending to the right.

Keith Adkins  
Deputy Director



## KENT SOIL AND WATER CONSERVATION DISTRICT

122 Speer Road, Suite 4, Chestertown, Maryland 21620

Phone 410.778.5150

[kentsoilandwaterconservationdistrict.org](http://kentsoilandwaterconservationdistrict.org)

February 24<sup>th</sup>, 2023

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian and Commissioners Nickerson and Price,

2023 marks our 85<sup>th</sup> year of providing technical and financial assistance to Kent County farmers and landowners to solve soil erosion and water quality related concerns. From our beginning in 1938, Kent County has been one of our original partners and steadfast supporters. We value and appreciate your support and Thank You for all that you do for our District.

Attached is our Budget Request for Fiscal Year 2024, the Budget Request Justification, and a copy of our latest audit report. We have a very good history of being both realistic in our requests and being wise stewards of our budgets. Last year's County budget freeze required us to seek additional one-time funding from the Maryland Department of Agriculture, raise our Erosion and Sediment Control plan review fees and release a contractual employee. It is our hope that you can fully fund our budget request this year.

The most significant portion of our Budget Request is salaries, and we are requesting funding that will provide for a salary adjustment for our 3 County supported positions. The operating portion of the Budget Request reflects a nominal increase adjusting for IRS mileage reimbursement rates and the increased costs of goods and services that we purchase.

As in the past, we look forward to meeting with you to answer any questions you may have about our Budget Request.

On behalf of the Board of Supervisors, our 14 employees, our State and Federal partners and our farmer and landowner cooperators, we thank you for your consideration of this request.

Sincerely,

Charles L. Miller  
Chair

### *Board of Supervisors*

Charles L. Miller  
Chair

Lewis H. McDonald  
Vice Chair

Timothy A. Redman  
Treasurer

W Frank Barnes Jr  
Member

William H. Langenfelder  
Member



**2024 FY COUNTY BUDGET REQUEST JUSTIFICATION**  
**Kent Soil & Water Conservation District**  
**(rounded + or - to whole numbers)**

|                                                                    | Total Budget       | County Request     |
|--------------------------------------------------------------------|--------------------|--------------------|
| <b><u>SPECIAL &amp; TECHNICAL FEES</u></b> - Supervisor's Per Diem |                    |                    |
| 12 Board Meetings x 1 Supervisor's x \$25                          | \$ 300.00          |                    |
| 1 Special Meeting x 1 Supervisors x \$25                           | \$ 25.00           |                    |
| 2 Days MASCD x 1 Supervisors x \$25                                | \$ 50.00           |                    |
| 5 Days NACD x 1 Supervisor x \$25                                  | \$ 125.00          |                    |
| 5 Days NE Area Meeting x 1 Supervisor x \$25                       | \$ 125.00          |                    |
| <b>SPECIAL &amp; TECHNICAL FEES TOTAL</b>                          | <b>\$ 625.00</b>   | <b>\$ -</b>        |
| <b><u>COMMUNICATIONS</u></b>                                       |                    |                    |
| Postage 12 months x \$120                                          | \$ 1,440.00        | \$ 1,440.00        |
| Postage Bulk Mailing                                               | \$ 800.00          | \$ 400.00          |
| <b>COMMUNICATIONS TOTAL</b>                                        | <b>\$ 2,240.00</b> | <b>\$ 1,840.00</b> |
| <b><u>IN-STATE TRAVEL</u></b>                                      |                    |                    |
| <b>Supervisors Routine</b>                                         |                    |                    |
| Langenfelter 16 miles/meeting x .655 = 10.48                       |                    |                    |
| Redman 8 miles/meeting x .655 = 5.24                               |                    |                    |
| McDonald 20 miles/meeting x .655 = 13.10                           |                    |                    |
| Miller 30 miles/meeting x .655 = 19.65                             |                    |                    |
| Barnes 12 miles/meeting x .655 = 7.86                              |                    |                    |
| 12 meetings/year x \$56.33                                         | \$ 676.00          | \$ -               |
| 3 special meeting x \$56.33                                        | \$ 169.00          | \$ 169.00          |
| Subtotal                                                           | \$ 845.00          | \$ 169.00          |
| <b>Supervisor's Conference &amp; Training</b>                      |                    |                    |
| MASCD Meeting (Summer)                                             |                    |                    |
| \$200/room x 2 nights/Supervisor x 5 Supervisors                   | \$ 2,000.00        | \$ 1,000.00        |
| Mileage 130 miles x .655 x 5 Supervisors                           | \$ 426.00          | \$ 223.00          |
| Tolls \$0 x 5 Supervisors                                          | \$ -               | \$ -               |
| Registration x \$340 x 5 Supervisors (includes meals)              | \$ 1,700.00        | \$ -               |
| Subtotal                                                           | \$ 4,126.00        | \$ 1,223.00        |
| MASCD Meeting (Winter)                                             |                    |                    |
| \$140/room x 1 night x 5 Supervisors                               | \$ 700.00          | \$ 350.00          |
| Mileage 130 miles x .655 X 5 Supervisors                           | \$ 426.00          | \$ 223.00          |
| Tolls \$4 x Supervisors                                            | \$ 20.00           | \$ 10.00           |
| Meals = \$100 x 5 Supervisors                                      | \$ 500.00          | \$ 250.00          |
| Registration x \$40 x 1 per District                               | \$ 40.00           | \$ 40.00           |
| Subtotal                                                           | \$ 1,686.00        | \$ 873.00          |
| <b>Employee's Conference &amp; Training</b>                        |                    |                    |
| MASCD Meeting (Summer)                                             |                    |                    |
| \$200/room x 2 nights/1 Employee                                   | \$ 400.00          | \$ 200.00          |
| Mileage 130 miles x .655 x 1 Employee                              | \$ 85.00           | \$ 43.00           |
| Tolls \$0 x 1 Employee                                             |                    |                    |
| Meals = \$230 x 1 Employee                                         | \$ 230.00          | \$ 115.00          |
| Subtotal                                                           | \$ 715.00          | \$ 358.00          |
| MASCD Meeting (Winter)                                             |                    |                    |
| \$140/room x 1 night x 1 Employee                                  | \$ 140.00          | \$ 70.00           |
| Mileage 130 miles x .655 x 1 Employee                              | \$ 85.00           | \$ 43.00           |
| Tolls \$4 x 1 Employee                                             | \$ 4.00            | \$ 2.00            |
| Meals = \$100 x 1 Employee                                         | \$ 100.00          | \$ 50.00           |
| Subtotal                                                           | \$ 329.00          | \$ 165.00          |
| <b>IN-STATE TRAVEL TOTAL</b>                                       | <b>\$ 7,701.00</b> | <b>\$ 2,788.00</b> |

**CONTRACTUAL SERVICES**

**Printing/Reproduction**

|                          |    |        |    |   |
|--------------------------|----|--------|----|---|
| Advertisements \$150 x 2 | \$ | 300.00 | \$ | - |
| Subtotal                 | \$ | 300.00 | \$ | - |

**Equipment Repair or Maintenance**

|                                  |    |          |    |   |
|----------------------------------|----|----------|----|---|
| Copier Maintenance Agreement     | \$ | 1,260.00 | \$ | - |
| Equipment Rental - Postage Meter | \$ | 252.00   | \$ | - |
| Office Equipment Repairs         | \$ | 150.00   | \$ | - |
| Field Equipment Repairs          | \$ | 75.00    | \$ | - |
| Vehicle Maintenance              | \$ | 500.00   |    |   |
| Vehicle Fuel                     | \$ | 1,000.00 |    |   |
| Subtotal                         | \$ | 3,237.00 | \$ | - |

**Fiscal Services**

|          |    |          |    |        |
|----------|----|----------|----|--------|
| Audit    | \$ | 1,650.00 | \$ | 750.00 |
| Subtotal | \$ | 1,650.00 | \$ | 750.00 |

**Payroll Charges**

|                      |    |          |    |          |
|----------------------|----|----------|----|----------|
| ADP Payroll Services | \$ | 4,200.00 | \$ | 2,100.00 |
| Subtotal             | \$ | 4,200.00 | \$ | 2,100.00 |

**Other**

|                               |    |        |    |   |
|-------------------------------|----|--------|----|---|
| Outstanding Cooperator Sign   | \$ | 160.00 | \$ | - |
| Outstanding Cooperator Plaque | \$ | 65.00  | \$ | - |
| Subtotal                      | \$ | 225.00 | \$ | - |

**CONTRACTUAL TOTAL \$ 9,612.00 \$ 2,850.00**

**SUPPLIES & MATERIALS**

**Field**

|                              |    |          |    |        |
|------------------------------|----|----------|----|--------|
| Stakes \$1000 x 2 per year   | \$ | 2,000.00 | \$ | 500.00 |
| Flags 12,000 @ .09           | \$ | 1,080.00 | \$ | 250.00 |
| Miscellaneous Field Supplies | \$ | 200.00   | \$ | 200.00 |
| Subtotal                     | \$ | 3,280.00 | \$ | 950.00 |

**Office**

|                                        |    |          |    |          |
|----------------------------------------|----|----------|----|----------|
| Office Supplies                        | \$ | 2,700.00 | \$ | 1,000.00 |
| Miscellaneous Office Drafting Supplies | \$ | 600.00   | \$ | 300.00   |
| Computer Supplies                      | \$ | 1,000.00 | \$ | 400.00   |
| District Letterhead                    | \$ | 350.00   | \$ | 150.00   |
| Subtotal                               | \$ | 4,650.00 | \$ | 1,850.00 |

**Other**

|                             |    |          |    |          |
|-----------------------------|----|----------|----|----------|
| Outdoor Education Materials | \$ | 200.00   | \$ | 100.00   |
| Eastern Shore Envirothon    | \$ | 1,400.00 | \$ | 1,400.00 |
| Soil & Water Stewardship    | \$ | 200.00   | \$ | 200.00   |
| Subtotal                    | \$ | 1,800.00 | \$ | 1,700.00 |

**SUPPLIES & MATERIALS TOTAL \$ 9,730.00 \$ 4,500.00**

Page 3: Kent SWCD 2022 Budget

**GRANTS & SUBSIDIES**

|                                     |           |                 |           |               |
|-------------------------------------|-----------|-----------------|-----------|---------------|
| Kent County High School Scholarship | \$        | 1,500.00        |           |               |
| Forestry Camp                       | \$        | 300.00          | \$        | 150.00        |
| Maryland Ag Week                    | \$        | 75.00           | \$        | 37.00         |
| MASCD Teacher of the Year           | \$        | 50.00           | \$        | 25.00         |
| Soil Judging (UMD)                  | \$        | 100.00          | \$        | 50.00         |
| Kent County Fair                    | \$        | 75.00           | \$        | 75.00         |
| <b>GRANTS &amp; SUBSIDIES</b>       | <b>\$</b> | <b>2,100.00</b> | <b>\$</b> | <b>337.00</b> |

**FIXED CHARGES**

|                          |           |                  |           |          |
|--------------------------|-----------|------------------|-----------|----------|
| Office Rent              |           |                  |           |          |
| 3240 sq.ft. x \$19/sq.ft | \$        | 61,560.00        | \$        | -        |
| <b>FIXED CHARGES</b>     | <b>\$</b> | <b>61,560.00</b> | <b>\$</b> | <b>-</b> |

**OTHER FIXED CHARGES**

**Insurance**

|                                  |           |                 |           |                 |
|----------------------------------|-----------|-----------------|-----------|-----------------|
| Professional Liability Insurance | \$        | 2,000.00        | \$        | 1,000.00        |
| Bond Insurance                   | \$        | 325.00          | \$        | -               |
| Vehicle Insurance                | \$        | 1,750.00        | \$        | -               |
| <b>Subtotal</b>                  | <b>\$</b> | <b>4,075.00</b> | <b>\$</b> | <b>1,000.00</b> |

**Subscriptions**

|                  |           |               |           |               |
|------------------|-----------|---------------|-----------|---------------|
| Kent County News | \$        | 130.00        | \$        | 130.00        |
| Delmarva Farmer  | \$        | 35.00         | \$        | 35.00         |
| <b>Subtotal</b>  | <b>\$</b> | <b>165.00</b> | <b>\$</b> | <b>165.00</b> |

**Dues**

|                                 |           |                 |           |                 |
|---------------------------------|-----------|-----------------|-----------|-----------------|
| Maryland Envirothon             | \$        | 1,000.00        | \$        | -               |
| NACD                            | \$        | 750.00          | \$        | 250.00          |
| MASCD                           | \$        | 1,750.00        | \$        | 1,050.00        |
| SCSA                            | \$        | 104.00          | \$        | 104.00          |
| Alliance for the Chesapeake Bay | \$        | 50.00           | \$        | 50.00           |
| <b>Subtotal</b>                 | <b>\$</b> | <b>3,654.00</b> | <b>\$</b> | <b>1,454.00</b> |

**OTHER FIXED CHARGES TOTAL \$ 7,894.00 \$ 2,619.00**

**ADMINISTRATIVE SALARY**

|                                                               |    |           |    |           |
|---------------------------------------------------------------|----|-----------|----|-----------|
| District Manager: District Manager                            |    |           |    |           |
| Salary                                                        | \$ | 90,100.00 | \$ | 90,100.00 |
| Insurances                                                    | \$ | 1,620.00  | \$ | 1,620.00  |
| Retirement @ 10% plus \$120                                   | \$ | 9,130.00  | \$ | 9,130.00  |
| Workman's Compensation @ \$0.41/\$100 (+ service charge \$42) | \$ | 412.00    | \$ | 412.00    |
| Employer's Social Security 6.2%                               | \$ | 5,586.00  | \$ | 5,586.00  |
| Medicare 1.45%                                                | \$ | 1,307.00  | \$ | 1,307.00  |
| Unemployment Insurance @ 1.0%                                 | \$ | 901.00    | \$ | 901.00    |

**ADMINISTRATIVE TOTAL \$ 109,056.00 \$ 109,056.00**

**ADMINISTRATIVE ASSISTANT II**

|                                                              |           |                  |           |                  |
|--------------------------------------------------------------|-----------|------------------|-----------|------------------|
| Salary                                                       | \$        | 49,586.00        | \$        | 49,586.00        |
| Insurances                                                   | \$        | 1,368.00         | \$        | 1,368.00         |
| Retirement @ 10% plus \$120                                  | \$        | 5,078.00         | \$        | 5,078.00         |
| Workman's Compensation @ \$0.41/\$100 (+service charge \$42) | \$        | 245.00           | \$        | 245.00           |
| Employer's Social Security 6.2%                              | \$        | 3,074.00         | \$        | 3,074.00         |
| Medicare 1.45%                                               | \$        | 719.00           | \$        | 719.00           |
| Unemployment Insurance @ 1.0%                                | \$        | 496.00           | \$        | 496.00           |
| <b>ADMINISTRATIVE ASSISTANT TOTAL</b>                        | <b>\$</b> | <b>60,566.00</b> | <b>\$</b> | <b>60,566.00</b> |

Page 4: Kent SWCD 2022 Budget

**OFFICE SECTRETARY II**

|                                                              |           |                  |           |                  |
|--------------------------------------------------------------|-----------|------------------|-----------|------------------|
| Salary                                                       | \$        | 36,575.00        | \$        | 18,287.50        |
| Insurances                                                   | \$        | 11,229.00        | \$        | 5,614.50         |
| Retirement @ 10% plus \$120                                  | \$        | 3,796.00         | \$        | 1,898.00         |
| Workman's Compensation @ \$0.41/\$100 (+service charge \$42) | \$        | 192.00           | \$        | 96.00            |
| Employer's Social Security 6.2%                              | \$        | 2,268.00         | \$        | 1,134.00         |
| Medicare 1.45%                                               | \$        | 530.00           | \$        | 265.00           |
| Unemployment Insurance @ 1.0%                                | \$        | 365.00           | \$        | 182.50           |
| <b>OFFICE SECRETARY II TOTAL</b>                             | <b>\$</b> | <b>54,955.00</b> | <b>\$</b> | <b>27,477.50</b> |

**DISTRICT ACTIVITIES**

|                                  |           |                 |           |                 |
|----------------------------------|-----------|-----------------|-----------|-----------------|
| Board Meeting Expenses           | \$        | 1,200.00        | \$        | 600.00          |
| Promotional Materials            | \$        | 800.00          | \$        | 400.00          |
| Cooperators Dinner               | \$        | 1,500.00        | \$        | 500.00          |
| <b>DISTRICT ACTIVITIES TOTAL</b> | <b>\$</b> | <b>3,500.00</b> | <b>\$</b> | <b>1,500.00</b> |

|                         |           |                   |           |                   |
|-------------------------|-----------|-------------------|-----------|-------------------|
| <b>OPERATING BUDGET</b> | <b>\$</b> | <b>43,402.00</b>  | <b>\$</b> | <b>16,434.00</b>  |
| <b>DISTRICT RENT</b>    | <b>\$</b> | <b>61,560.00</b>  | <b>\$</b> | <b>-</b>          |
| <b>SALARIES</b>         | <b>\$</b> | <b>224,577.00</b> | <b>\$</b> | <b>197,099.50</b> |
| <b>TOTAL BUDGET</b>     | <b>\$</b> | <b>329,539.00</b> | <b>\$</b> | <b>213,533.50</b> |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                                        | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-----------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                                       | 173,987        | 200,903        | 200,903        | 213,534                     |
| FEDERAL FUNDING                                           | 500            | 500            | 500            | 500                         |
| STATE FUNDING                                             | 22,160         | 23,924         | 67,290         | 67,290                      |
| PRIVATE DONATIONS                                         | 500            | 500            | 500            | 500                         |
| DUES & FEES (Erosion and Sediment<br>Control Review Fees) | 27,030         | 9,670          | 10,000         | 10000                       |
| OTHER (Grant)                                             | 7,200          | 5,040          | 6,000          | 1000                        |
| FEDERAL IN-KIND (Office Rent , IT and<br>Copiers)         | 61,500         | 61,650         | 73,500         | 75,000                      |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |
|                                                           |                |                |                |                             |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                                    | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|---------------------------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Technical and Special Fees                                                | 625            | 625            | 625            | 625                         |
| Communications (Including total IT expenses and hardware FY 23 and FY 24) | 4220           | 2240           | 31944          | 44617                       |
| In-State Travel                                                           | 6867           | 6923           | 6979           | 7701                        |
| Contractual(inc Contract Employee FY 22, and FY23)                        | 9426           | 23690          | 23940          | 9612                        |
| Supplies and Materials                                                    | 9423           | 9439           | 9439           | 9730                        |
| Grants and Subsidies                                                      | 625            | 600            | 600            | 2100                        |
| Other Fixed Charges                                                       | 3285           | 3903           | 3903           | 7894                        |
| District Activites (includes grant expenses)                              | 1700           | 1700           | 7700           | 3500                        |
| Total Operating Expenses                                                  | 36171          | 49120          | 85130          | 85779                       |
| Rent                                                                      | 61500          | 61500          | 61500          | 61500                       |
| Total Salaries and Benefits                                               | 281220         | 203907         | 212063         | 220545                      |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
|                                                                           |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>                                                |                |                |                |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL \*TOTAL REVENUES\* SHOWN ON SCHEDULE OF REVENUES.



## Kent County Budget Request FY 2024

*Submitted 27 February 2023*

### FY 2024 BUDGET REQUEST

We are requesting \$20,000 from Kent County. Martin's House & Barn (MHB) provides critical services to support the most vulnerable Kent County populations – families experiencing homelessness and food insecurity, low income residents (including elderly and people with health conditions or impairments). For 40 years, Martin's House & Barn has worked with clients facing chronic homelessness, trauma, multi-generational poverty, mental health challenges, and substance misuse issues. Additional support from the county will help MHB to meet increased need and costs.

The funds from Kent County are used for general operating expenses that allow us to provide these services and to support the infrastructure costs associated with Martin's House where Kent County families receive direct services.

An average cost of shelter per person per bednight (one bed, one night, one person), based on our actual expenditures and data from the DC Coalition for the Homeless ([www.dccfh.org](http://www.dccfh.org)), we estimate that 1 bednight costs approximately \$50. We keep the per bednight cost low by accessing and using donated items as often as possible in the shelter. Last fiscal year (8/1/2021-7/31/2022), Martin's House supported Kent County residents for 1,900 bednights which would equal \$95,000 at our \$50 per bednight estimate.

MHB also works to combat food insecurity in the region. While the majority of our food pantry clients are Caroline County residents, we do provide food to Kent County residents on an as needed basis (often in conjunction with emergency shelter)

and have also supported Kent County food pantries by providing bulk food for local distribution.

We are grateful for the past support from Kent County and will continue to work with agencies and organizations throughout the Mid Shore to provide compassionate and comprehensive services to families who are struggling.

As we look forward, we continue to focus on building a network of local, state and federal resources to better support Mid Shore residents in need of these important services. MHB has utilized federal and state funding to enhance our services with the goal of providing better outcomes our neighbors who need assistance with shelter, affordable housing, and food. MHB will continue to advocate for support that is appropriate and useful in addressing rural poverty and its unique challenges.

The staff (9 FTEs), volunteers, and board of Martin's House & Barn are engaged in providing cutting edge programming and services to transform the assumptions about how a human services organization operate in the 21<sup>st</sup> century. While we are one of many organizations addressing poverty on the Eastern Shore of Maryland, we are not insular in our thinking. We are increasingly engaged in implementing national evidence-based best practices that are re-defining strategies to treat poverty and homelessness using restorative rather than punitive approaches.

Martin's House & Barn is putting into actual practice emerging philosophies of how to address chronic homelessness and cycles of poverty.

### **Summary of Agency Role and Services**

At Martin's House & Barn (MHB formerly St. Martin's Ministries), our mission is to help meet each client's basic needs. Our vision is an aspirational goal -- a community without homelessness, hunger, or poverty.

A safe, nurturing, and compassionate environment where our dedicated professional staff does everything possible to assist and support our guests and clients to break the cycles of poverty through connections to services, financial literacy, employment readiness, parenting, life skills, and counseling and coaching. Martin's House & Barn believes each individual is worthy and deserves the best we can give them.

Martin's House & Barn began providing services nearly 40 years ago using an old dairy barn on the Benedictine Sisters Ridgely, Maryland property. The original vision

### **MARTIN'S HOUSE & BARN**

14374 BENEDICTINE LANE | PO BOX 996 | RIDGELY, MD 21660 | 410.634.2537

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of the founding Benedictine Sisters was based on the teachings of St. Martin de Porres, mixed-race Peruvian monk born in 1579 in Lima and known for his deeply held beliefs and values of racial harmony, social justice, humility and “unremitting care and concern for the poor, children, and the sick. The Sisters dedicated their lives and the original facility to the collection and distribution of food and clothing to their Caroline County neighbors in need. A decade later, the founders designed and built a 10,000 square foot transitional residence providing shelter, food, and clothing for up to 12 homeless women and children. Opened in 1992, “The House” along with “The Barn” operations formed a 4-acre, 18,000 square foot complex dedicated to providing a safety net for local families and individuals struggling to keep enough food on the table and a roof over their heads.

Providing an array of services through a single point of entry with a dignified approach to address immediate and long-term needs, Martin’s House & Barn offers a Community Food Pantry, Family Shelter, Homelessness Prevention and Housing Services and a Thrift Shop.

Mission: To help meet basic human needs.

Vision: A community without homelessness, hunger or poverty.

Values: Martin’s House & Barn welcomes all in need of housing, clothing and food and provides help with compassion and respect.

Martin’s House & Barn is registered and in good standing as a Maryland charitable organization. Our 501(c)3 status is not affiliated with the Catholic Church. The organization is governed by a non-denominational independent Board of Directors with representation from all four Mid-Shore counties. The agency’s financial documents submitted as a part of this funding request clearly show that our revenue is derived predominantly from individual donations, grants and fundraising events. Our ability to continue to deliver services requires that we seek funding from all areas of the community that benefit from our work. Local government support is important to help maintain services provided. The specific services and the outcomes and population served for each of the four programs that assist Mid-Shore citizens are detailed in the attached services data for FYE 7/31/2022

## MARTIN’S HOUSE & BARN

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## **PROGRAM AREAS**

**Martin's House:** Offers emergency shelter to homeless families. Martin's House provides living space for up to twelve families. Three years ago, working with state agencies and Mid Shore Roundtable on Homelessness and Continuum of Care (led by Mid Shore Behavioral Health), we expanded our services at the Martin's House to include emergency shelter for all families needing assistance on the Shore including families with fathers and older male children. Individualized case management helps families connect to services and move out of homelessness. Martin's House is one of the few shelters in the Mid Shore region that offers year-round, 24 hour, low barrier shelter to support families with high needs, including severe mental illness, substance abuse, chronic homelessness and criminal records that often makes it difficult for them to find shelter and housing.

On 1 December 2022, Martin's House providing shelter to 11 adults and 15 children at the Martin's House Shelter in Ridgely (operating at half capacity based on HUD & CDC recommendations to allow for adequate and safe social distancing in a congregate living facility).

Intended outcomes are the following:

- Provide families who are experiencing homelessness year-round and quick accessibility to safe, temporary shelter.
- Assist clients in achieving and sustaining self-sufficiency through goal focused case management and service linking.

**Housing Support:** A case manager familiar with the requirements of the various funding sources qualifies clients for financial and rental assistance to help them avoid homelessness or get into their own home quickly. Rapid Rehousing funds support families who are experiencing homelessness with rental and financial assistance. Homelessness prevention funds provide assistance to stop eviction before it happens with rental and utility assistance. Individualized case management helps clients access additional resources and avoid the trauma of homelessness. Much of the housing support funds go back to local landlords and help families maintain residence on the Shore. Intended outcome is the following:

- Prevent eviction and utility disconnection for those at-risk of homelessness by administering and disbursing government funds to provide financial assistance
- Support families with financial support and case management to rapidly move them from shelter or homelessness into their own living space and assist them towards self-sufficiency.

### **MARTIN'S HOUSE & BARN**

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**Emergency Food Distribution:** Martin's House & Barn distributes food received through The Food Assistance Program (TEFAP), a USDA program administered by the Maryland Food Bank. We also collect donated food from various private businesses including Acme in Centreville, Panera in Easton. We partner with St. Vincent de Paul in Easton to accept and distribute foods throughout the Mid Shore region in an effort to ensure that food insecurity is being addressed across the region.

The Resource Center has meeting space and a full kitchen that will allow MHB to offer clients programming, training, health screenings and food demonstrations.

Martin's House & Barn was named as one of 10 strategic partners of the Maryland Food Bank.

Intended outcomes are the following:

- Increase food security and reduce hunger through the distribution of safe and nutritious food to low-income families
- Provide guidance to information and access to critical services for underserved populations

**Thrift Store:** Martin's House & Barn operates a 4,300-square foot thrift store that is open to the public eleven and half hours per week. Clothing, shoes, small household goods and basic furniture are available for purchase by cash or vouchers. All clients for Emergency Food receive a voucher to use in the thrift store. Intended outcome is:

- Operate a thrift store that enables families to meet their basic clothing and household needs through purchase or voucher of quality goods at very low prices

## MARTIN'S HOUSE & BARN

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# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                                  | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-----------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                                 | \$10,000.00    | \$10,000       | \$10,000       | \$20,000                    |
| FEDERAL FUNDING                                     |                |                |                |                             |
| STATE FUNDING                                       |                |                |                |                             |
| PRIVATE DONATIONS                                   | \$193,626      | \$161,881      | \$200,000      |                             |
| DUES & FEES                                         |                |                |                |                             |
| OTHER (LIST BY TYPE)                                |                |                |                |                             |
| FEDERAL/STATE/LOCAL FUNDING                         | \$397,323      | \$367,975      | \$425,000      |                             |
| LOCAL GOVERNMENT FUNDING<br>(excluding Kent County) | \$15,500       | \$12,833       | \$14,500       |                             |
| UNITED WAY FUNDING                                  | \$25,000       | \$20,250       | \$25,000       |                             |
| IN KIND CONTRIBUTIONS                               | \$276,617      | \$264,608      | \$259,000      |                             |
| FOUNDATION GRANTS                                   | \$184,900      | \$110,600      | \$250,000      |                             |
| THRIFT REVENUE                                      | \$13,131       | \$42,373       | \$30,000       |                             |
| EVENT REVENUE                                       | 0              | \$50,487       | \$50,000       |                             |
| MISC                                                | \$5,000        | \$0            |                |                             |
|                                                     |                |                |                |                             |
|                                                     |                |                |                |                             |
|                                                     |                |                |                |                             |
|                                                     |                |                |                |                             |

MARTIN'S  
HOUSE  
& BARN



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SHELTER | FOOD | CLOTHING

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## WHO WE ARE

Founded in 1983 as St. Martin's Barn by the Benedictine Sisters of Ridgely, Maryland, Martin's House & Barn provides a safety net for individuals and families needing special support during difficult times in their lives.

A non-denominational non-profit that has served the poor and homeless on the Eastern Shore for almost 40 years, Martin's House & Barn not only provides essential shelter, food, and clothing to those in need, but also helps clients find resources to help clients find resources to meet their most basic needs of food, shelter and clothing.

## WHAT WE DO

Martin's House & Barn provides an array of services through a single point of entry with a dignified approach to address immediate and long-term needs on a four-acre rural complex.

Offering a Family Shelter, Food Pantry, Thrift Shop, and Homelessness Prevention Services with case management that help clients determine obstacles, make a plan and navigate available resources, Martin's House & Barn has helped to transform thousands of lives.



## MISSION

To help meet basic human needs.

## VISION

A community without homelessness,  
hunger and poverty.

MARTIN'S HOUSE & BARN IS LEADING THE WAY IN 2022

SHELTER

9,582 BEDNIGHTS

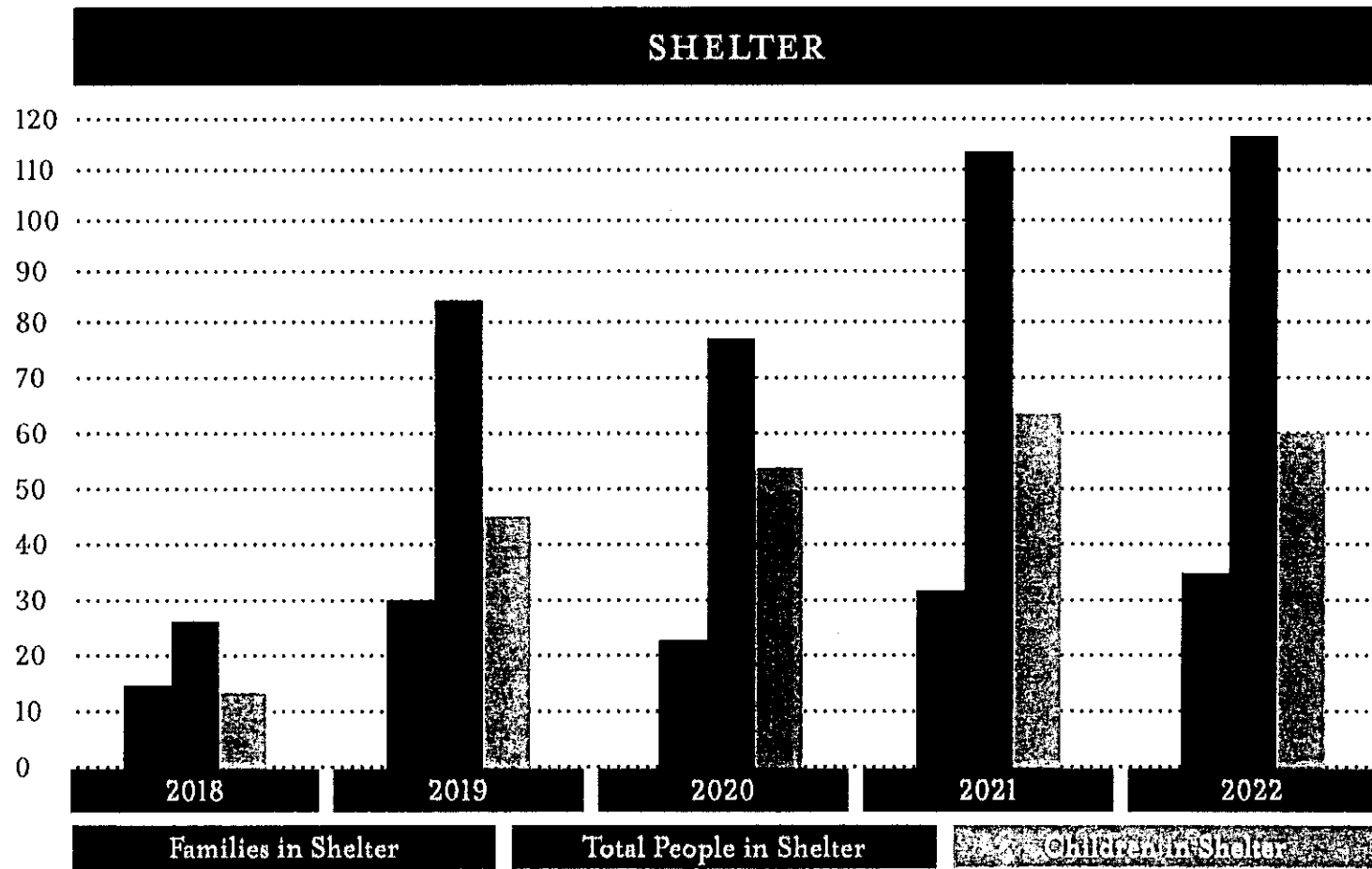
RENTAL ASSISTANCE

\$110,676

FOOD

NEARLY TEN TONS MONTHLY







**RENTAL ASSISTANCE IN 2022**

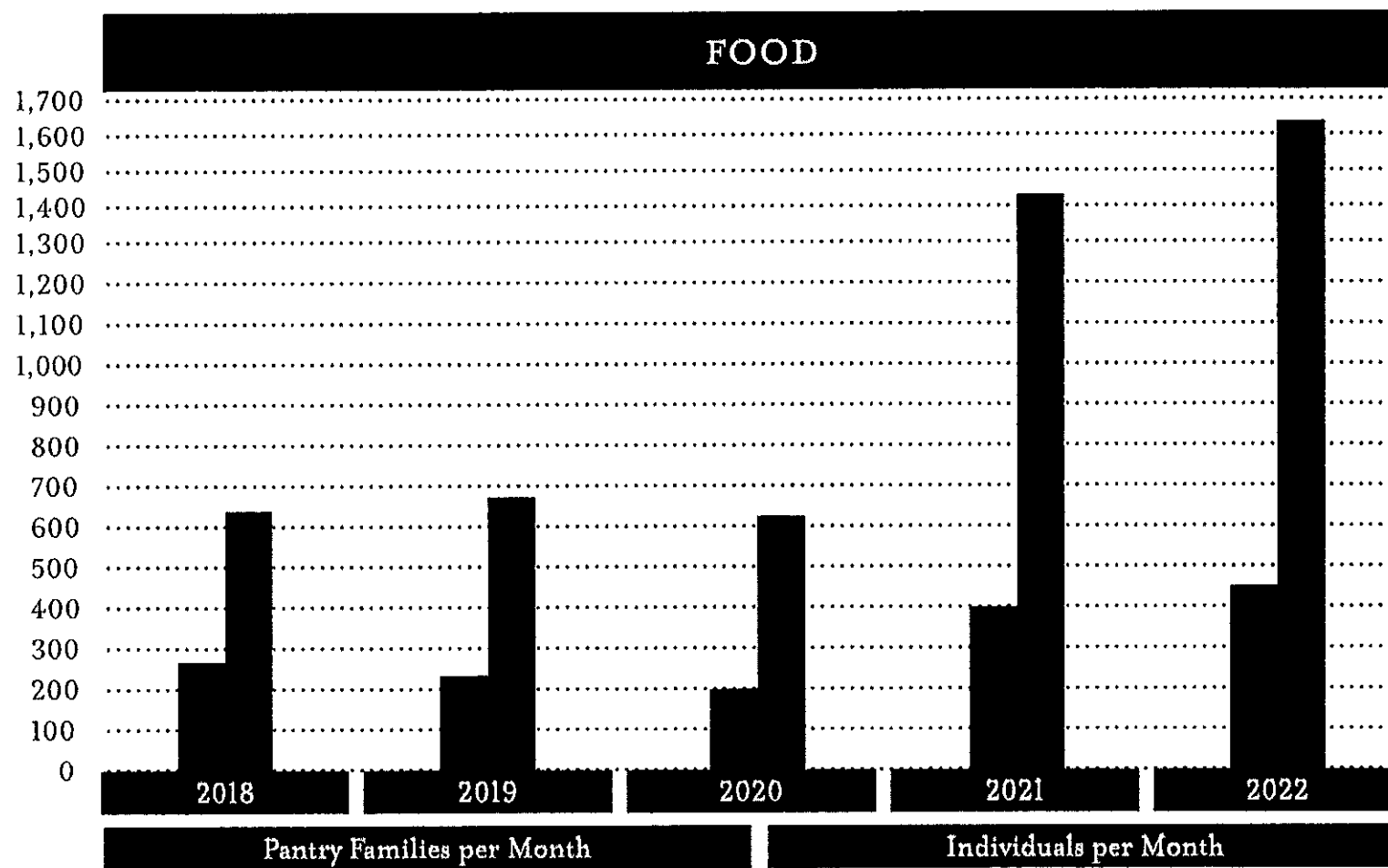
**\$110,676 IN HOMELESSNESS PREVENTION FUNDS**

**39 HOUSEHOLDS SERVED**

**246 INDIVIDUALS SERVED**

**122 ADULTS SERVED**

**124 CHILDREN SERVED**



## FOOD IN 2022

448 FAMILIES SERVED MONTHLY

1,618 INDIVIDUALS SERVED MONTHLY

15,533 MEALS MONTHLY

18,639 POUNDS OF GROCERIES DISTRIBUTED MONTHLY

POVERTY IS NOT A CHOICE



## WAYS TO MAKE YOUR GIFT

Martin's House & Barn invites gifts of checks, cash, by wire or appreciated securities.

Donors may also make gifts online at

[MARTINSHOUSEANDBARN.ORG](http://MARTINSHOUSEANDBARN.ORG)

Checks may be mailed to: Martin's House & Barn, P.O. Box 996, Ridgely, MD 21660.  
For information about making gifts via wire transfer or electronic transfer of appreciated securities, call Deborah Hudson Vornbrock, Executive Director, at 410.634.2537.





*Financial Budget*  
*Fiscal Year Ending 31 July 2023*

|                                           | ACTUAL FYE<br>2022        | BUDGET<br>FYE 2023        |
|-------------------------------------------|---------------------------|---------------------------|
| <b><i>INCOME</i></b>                      |                           |                           |
| · Contributions Inkind                    | \$264,607                 | \$237,000                 |
| · General Donations                       | \$150,281                 | \$175,000                 |
| · Fundraising Campaign Donations          | \$0                       | \$0                       |
| · Event Donations                         | \$19,817                  | \$0                       |
| · Donations & Event w/Donor Restrictions  | \$22,900                  | \$0                       |
| · Foundation/Private Grants/Other         | \$110,600                 | \$200,000                 |
| · United Way/ United Fund Orgs            | \$20,250                  | \$20,000                  |
| · County & City Gov't Support             | \$22,833                  | \$20,000                  |
| · State & Federal Gov't Support           | \$242,927                 | \$250,000                 |
| · Subsidies                               | \$125,048                 | \$153,000                 |
| · Event Revenue                           | \$19,370                  | \$0                       |
| · Thrift Shop/Yard Sales                  | \$42,373                  | \$45,000                  |
| <b><i>TOTAL INCOME</i></b>                | <b><u>\$1,041,007</u></b> | <b><u>\$1,100,000</u></b> |
| <b><i>EXPENSES</i></b>                    |                           |                           |
| · Homeless Solutions                      |                           |                           |
| · Subsidies Housing                       | \$120,224                 | \$140,000                 |
| · OffSite Shelters                        | \$81,085                  | \$13,000                  |
| · Emergency Solutions                     |                           |                           |
| · Resident Support Staffing Costs         | \$141,548                 | \$176,400                 |
| · Shelter Appliances/Furniture            | \$4,173                   | \$5,000                   |
| · Resident Services                       | \$6,465                   | \$2,000                   |
| · General Operating Expenses              | \$50,001                  | \$56,800                  |
| Subtotal - Emergency Solutions            | <u>\$202,187</u>          | <u>\$240,200</u>          |
| · Housing Stabilization Services          |                           |                           |
| · HSS Staffing Costs                      | \$47,181                  | \$24,100                  |
| · General Operating Expenses              | \$9,817                   | \$10,100                  |
| · Community Outreach Services             | \$0                       | \$600                     |
| SubTotal · Housing Stabilization Services | <u>\$56,998</u>           | <u>\$34,800</u>           |

(87)





*Financial Budget*  
*Fiscal Year Ending 31 July 2023*

|                                   | ACTUAL FYE<br>2022        | BUDGET<br>FYE 2023        |
|-----------------------------------|---------------------------|---------------------------|
| · Discretionary Client Services   | \$2,189                   | \$1,500                   |
| Total · Homeless Solutions        | <u>\$462,684</u>          | <u>\$429,500</u>          |
| · Community Resource Center       |                           |                           |
| · Food Pantry                     |                           |                           |
| · Donated Food                    | \$182,251                 | \$155,000                 |
| · Donated Grocery (nonfood)       | \$11,033                  | \$10,000                  |
| · Purchased Food/Transportation   | \$12,529                  | \$15,000                  |
| · Staffing Costs                  | \$124,711                 | \$87,300                  |
| · General Operating Expenses      | \$32,709                  | \$37,950                  |
| Total · Food Pantry               | <u>\$363,233</u>          | <u>\$305,250</u>          |
| · Thrift Shop                     |                           |                           |
| · Clothing/Housewares Distributed | \$31,890                  | \$35,000                  |
| · Staffing Costs                  | \$37,011                  | \$24,600                  |
| · General Operating Expensees     | \$14,622                  | \$15,300                  |
| Total · Thrift Shop               | <u>\$83,522</u>           | <u>\$74,900</u>           |
| Total · Community Resource Center | <u>\$446,756</u>          | <u>\$380,150</u>          |
| · Administration                  |                           |                           |
| · Executive & Staffing Costs      | \$141,549                 | \$149,400                 |
| · Contributed Rent Barn           | \$36,948                  | \$37,000                  |
| · Event Expenses                  | \$19,461                  | \$0                       |
| · General Operating Expensees     | \$47,836                  | \$45,950                  |
| · Professional Services           | \$31,260                  | \$35,000                  |
| · Depreciation                    | \$29,006                  | \$23,000                  |
| · Total - Administration          | <u>\$306,061</u>          | <u>\$290,350</u>          |
| <b>TOTAL EXPENSES</b>             | <u><b>\$1,215,500</b></u> | <u><b>\$1,100,000</b></u> |
| <b>NET INCOME</b>                 | <u><b>-\$174,494</b></u>  | <u><b>\$0</b></u>         |

(88)



SHELTER | FOOD | CLOTHING

*Financial Budget  
Fiscal Year Ending 31*

***INCOME***

|                                          |           |
|------------------------------------------|-----------|
| · Contributions Inkind                   | -\$27,607 |
| · General Donations                      | \$24,719  |
| · Fundraising Campaign Donations         | \$0       |
| · Event Donations                        | -\$19,817 |
| · Donations & Event w/Donor Restrictions | -\$22,900 |
| · Foundation/Private GrantsOther         | \$89,400  |
| · United Way/ United Fund Orgs           | -\$250    |
| · County & City Gov't Support            | -\$2,833  |
| · State & Federal Gov't Support          | \$7,073   |
| · Subsidies                              | \$27,952  |
| · Event Revenue                          | -\$19,370 |
| · Thrift Shop/Yard Sales                 | \$2,627   |

***TOTAL INCOME***

**\$58,993**

***EXPENSES***

|                                           |                  |
|-------------------------------------------|------------------|
| · Homeless Solutions                      |                  |
| · Subsidies Housing                       | \$19,776         |
| · OffSite Shelters                        | -\$68,085        |
| · Emergency Solutions                     |                  |
| · Resident Support Staffing Costs         | \$34,852         |
| · Shelter Appliances/Furniture            | \$827            |
| · Resident Services                       | -\$4,465         |
| · General Operating Expenses              | \$6,799          |
| Subtotal - Emergency Solutions            | <u>\$38,013</u>  |
| · Housing Stabilization Services          |                  |
| · HSS Staffing Costs                      | -\$23,081        |
| · General Operating Expensees             | \$283            |
| · Community Outreach Services             | \$600            |
| SubTotal · Housing Stabilization Services | <u>-\$22,198</u> |

Difference

(68)



*Financial Budg  
Fiscal Year Ending 31*

|                                   | Difference               |
|-----------------------------------|--------------------------|
| · Discretionary Client Services   | -\$689                   |
| Total · Homeless Solutions        | <u>-\$33,184</u>         |
| · Community Resource Center       |                          |
| · Food Pantry                     |                          |
| · Donated Food                    | -\$27,251                |
| · Donated Grocery (nonfood)       | -\$1,033                 |
| · Purchased Food/Transportation   | \$2,471                  |
| · Staffing Costs                  | -\$37,411                |
| · General Operating Expenses      | \$5,241                  |
| Total · Food Pantry               | <u>-\$57,983</u>         |
| · Thrift Shop                     |                          |
| · Clothing/Housewares Distributed | \$3,110                  |
| · Staffing Costs                  | -\$12,411                |
| · General Operating Expensees     | \$678                    |
| Total · Thrift Shop               | <u>-\$8,622</u>          |
| Total · Community Resource Center | <u>-\$66,606</u>         |
| · Administration                  |                          |
| · Executive & Staffing Costs      | \$7,851                  |
| · Contributed Rent Barn           | \$52                     |
| · Event Expenses                  | -\$19,461                |
| · General Operating Expensees     | -\$1,886                 |
| · Professional Services           | \$3,740                  |
| · Depreciation                    | -\$6,006                 |
| · Total - Administration          | <u>-\$15,711</u>         |
| <b>TOTAL EXPENSES</b>             | <u><b>-\$115,500</b></u> |
| <b>NET INCOME</b>                 | <u><b>\$174,494</b></u>  |

(90)

HISTORIC PRESERVATION COMMISSION  
GRANT DOCUMENT TO BE PROVIDED



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

March 16, 2023

Kent County Commissioners Office  
Subject: FY Budget Request Form  
400 High Street  
Chestertown, MD 21620

Dear Gary,

We are deeply appreciative to the support the county has provided to the youth, children and families of Kent County. Please see our enclosed request for \$7500 in FY24 funding for our new Teen Tea Party program to support the community. We hope through our partnership we can to continue providing a safe and enriching program that supports the development of hard skills, instills life lessons, and cultivates our next generation of environmental stewards for youth in Kent County.

Please let me know if there is anything else we can share for your consideration.

Sincerely,

Rachel White  
Grants Administrator  
YMCA of the Chesapeake, Inc.

**KENT COUNTY FAMILY YMCA**  
**A Branch of the YMCA of the Chesapeake**  
200 Scheeler Road, Chestertown, MD 21620  
410 778 3148 [www.ymcachesapeake.org](http://www.ymcachesapeake.org)

**Name of Organization:** Kent County Family YMCA Contact

**Person:** Rachel White, Grants Administrator

**Email:** rwhite@ymcachesapeake.org

**Street Address:** 200 Scheeler Road, Chestertown, MD 21620

### **Executive Summary**

The Y is one of the nation's leading nonprofits and the YMCA of the Chesapeake is the largest Human Service organization on the Eastern Shore; strengthening communities through youth development, healthy living and social responsibility for 165 years. Across the Shore, we engage 45,000 members and their families, regardless of age, income or background, to nurture the potential of children and teens, improve the Shore's health and wellbeing, and provide opportunities to give back and support neighbors. The Kent County Family YMCA, a branch of the YMCA of the Chesapeake, in Chestertown, Maryland opened on January 10, 2022. In this short time the Kent County Family YMCA has grown to serve over 6,000 members (30% of the population); with approximately 25% receiving financial assistance. The growth is nothing less than remarkable and the Y is likely the largest and most diverse representation of the town's population. We are proud to be spreading our mission of working side-by-side with our neighbors to address critical community needs that help kids develop into smart, resilient adults; for people to improve their health and build a sense of community; and for our most vulnerable community members to get the care and support they need throughout Kent County.

### **Program Proposal**

**The YMCA respectfully requests \$7,500 in funding from Kent County to help offset the cost of our new Teen Tea Party raft building program.** The annual Chestertown Tea Party Festival is one of the county's centerpieces and serves as an excellent way to get our local teens connected to their community, take pride in the history of where they live and provide a safe space to connect with peers throughout the school year.

This program will use the Chestertown Tea Party Festival for the culmination of the program. Throughout the school year, teens will work together to build a raft to race at the tea party, participate in water safety/CPR & First Aid courses, learn the history of the town they live in and create an informational booth for the festival. We know our teens need a safe space to gather and we believe through this program the youth will use the art of wooden boatbuilding as a vehicle to strengthening each student's self-confidence while giving them a deeper appreciation for their community.

Throughout the year, this teen program will use the time together to not only prepare for the 2024 festival but also provide enriching activities that facilitate cognitive, social, physical and emotional growth while giving teens a safe space to come together with peers during non-school hours.

The teen program will be accessible to all Kent County students in 9th to 12th grade, including Kent County High School, Chestertown Christian Academy and student's homeschooled. However, we will accept 25 youth to enroll in this inaugural year. Students will apply to join the program and we will use a large range of factors to choose the 25 students to join the program. The program will begin in September and run through May. Program will meet 1-2 times per week and include experiences with other local community organizations to enhance their experience in the program.

At the YMCA, we know through partnerships we can strengthen our reach and impact in the community. We plan to utilize many partnerships to strengthen this program including;

- Washington College-History Department
- Maryland Conflict Resolution- classes for teens
- KCHS- Woodshop
- Kent Forward
- Tea Party Board
- Chestertown Recreation Commission
- Town of Chestertown
- KCPS - 4H /Ag Class of 2024
- Sultana
- Worthmore Equestrian- offsite experiences
- Past Tea Party Festival Raft Winners
- K&B Market-Kennedyville
- Mullin-Ashley/Creative Group – help youth create logo

The teen program will run free to all participants and offer all students enrolled a free membership to the YMCA. This will provide students a safe place to come even outside of program hours. We will work with KCPS to transport enrolled students from school to the Y, eliminating any transportation barriers for students to participate. We will have a strict policy that students are not allowed in program on a day they miss school to help incentivize and support school attendance. The cost to run this program is \$26,083 and funding from the county will help offset this cost.

- **Goals**

The goal of this program is to not only to create a raft and booth for the Chestertown Tea Party Festival, but help our students develop into tomorrow's leaders through activities that support communication skills, team building skills, and socio-emotional development and increase school attendance. Below are specific goals used in planning of program.

1. Through participation students will develop a bond with peers and learn to successfully work in teams.
2. Students in program will learn new trades that can lead to future hobbies or career interests.
3. Students will gain a better appreciation and understanding of the history of the community they live in.
4. Students will develop organizational skills, public speaking skills, critical thinking skills and improved self-confidence.
5. Students will utilize skills learned to improve school academics and attendance.

# Statement Of Operating Activities Report

## YMCA of the Chesapeake

### Kent County Family YMCA

| Account                         | 2023 Budget         | 2022                | 2021              |
|---------------------------------|---------------------|---------------------|-------------------|
| Contributions                   | 50,000.00           | 44,911.25           | 18,006.00         |
| Grants                          | 5,000.00            | 0.00                | 9,500.00          |
| Membership Other Fees           | 50,000.00           | 62,303.41           | 11,962.25         |
| Membership Fees                 | 1,674,881.14        | 1,489,715.03        | 378,188.51        |
| Program Fees                    | 211,605.00          | 129,399.50          | 23,629.00         |
| Sales to the Public             | 0.00                | 0.00                | 4,217.65          |
| Financial Assistance            | (93,196.46)         | (90,227.56)         | (27,608.85)       |
| <b>Total Operating Revenue</b>  | <b>1,898,289.68</b> | <b>1,636,101.63</b> | <b>417,894.56</b> |
| Salaries                        | 742,763.10          | 563,596.22          | 212,325.29        |
| Employee Benefits               | 80,197.56           | 46,828.28           | 24,825.03         |
| Salary Related Expenses         | 78,239.21           | 61,346.11           | 25,949.48         |
| Administrative Expense          | 75,748.00           | 80,019.51           | -383,273.58       |
| Membership & Program Expenses   | 72,550.00           | 60,907.88           | 18,999.84         |
| Utilities                       | 282,680.00          | 272,284.86          | 28,095.89         |
| Occupancy                       | 46,200.00           | 36,519.17           | 8,619.80          |
| Equipment Lease                 | 83,074.88           | 52,462.73           | 0.00              |
| Marketing                       | 1,900.00            | 1,578.66            | 1,476.50          |
| Meetings, Travel & Training     | 10,600.00           | 3,017.28            | 1,275.25          |
| Facility Lease Expense          | 0.00                | 0.00                | 55,236.00         |
| Maintenance Reserve             | 65,000.00           | 32,400.00           | 10,000.00         |
| National YMCA Dues              | 26,195.00           | 6,188.46            | 5,478.12          |
| Insurance                       | 34,671.00           | 17,555.11           | 6,478.89          |
| Allocation                      | 270,424.16          | 260,448.28          | 40,767.24         |
| <b>Total Operating Expenses</b> | <b>1,870,242.91</b> | <b>1,495,152.55</b> | <b>56,253.75</b>  |
| <b>Change in Net Assets</b>     | <b>28,046.77</b>    | <b>140,949.08</b>   | <b>361,640.81</b> |



# KENT COUNTY FUNDING REQUEST

## FISCAL YEAR 2024 BUDGET

### SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

#### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES   | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING  |                |                |                | 7,500                       |
| FEDERAL FUNDING      |                |                |                |                             |
| STATE FUNDING        |                |                |                |                             |
| PRIVATE DONATIONS    | 18,006.00      | 44,911.25      | 50,000         |                             |
| DUES & FEES          | 417,997.41     | 1,681,417.94   | 1,936,486.14   |                             |
| OTHER (LIST BY TYPE) | 9,500.00       |                | 5,000          |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
| TOTAL REVENUE        | 445,503.41     | 1,726,329.19   | 1,991,486      |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |
|                      |                |                |                |                             |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES        | 2021<br>Actual   | 2022<br>Actual      | 2023<br>Budget      | 2024<br>Requested<br>Budget |
|-------------------------------|------------------|---------------------|---------------------|-----------------------------|
| Financial Assistance          | 27,608.85        | 90,227.56           | 93,196.46           |                             |
| Salaries                      | 212325.29        | 563596.22           | 742763.1            |                             |
| Employee Benefits             | 24825.03         | 46828.28            | 80197.56            |                             |
| Salary Related Expenses       | 25949.48         | 61346.11            | 78239.21            |                             |
| Administrative Expense        | -383273.58       | 80019.51            | 75748               |                             |
| Membership & Program Expenses | 18999.84         | 60907.88            | 72550               |                             |
| Utilities                     | 28095.89         | 272284.86           | 282680              |                             |
| Occupancy                     | 8619.8           | 36519.17            | 46200               |                             |
| Equipment Lease               | 0                | 52462.73            | 83074.88            |                             |
| Marketing                     | 1476.5           | 1578.66             | 1900                |                             |
| Meetings, Travel & Training   | 1275.25          | 3017.28             | 10600               |                             |
| Facility Lease Expense        | 55236            | 0                   | 0                   |                             |
| Maintenance Reserve           | 10000            | 32400               | 65000               |                             |
| National YMCA Dues            | 5478.12          | 6188.46             | 26195               |                             |
| Insurance                     | 6478.89          | 17555.11            | 34671               |                             |
| Allocation                    | 40767.24         | 260448.28           | 270424.16           |                             |
|                               |                  |                     |                     |                             |
|                               |                  |                     |                     |                             |
| <b>TOTAL EXPENDITURES*</b>    | <b>83,862.60</b> | <b>1,585,380.11</b> | <b>1,963,439.37</b> |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

# Kent County Maryland - Budget Request FY 2024



Delmarva Craft, LLC. was founded in 2019 with the goal of providing tourism experiences and economic development / marketing services in Rock Hall, Kent County and throughout the Upper Eastern Shore of Maryland. The plan included development of festivals and events, tours to local breweries, wineries, historic sites and events, development of a microbrewery and tavern, provision of audio-visual production and marketing services and provision of technology services.

Notably not included in this plan was a global pandemic that would render the business dormant through 2020, except for some technology consulting services. The pandemic brought with it serious obstacles for hospitality businesses and great uncertainty in the labor market. In 2021, Delmarva Craft continued providing technology consulting and marketing services. We began providing private tours on a limited basis. We also worked on numerous fundraising efforts for local charities to help volunteer fire companies and other organizations that were adversely affected by the pandemic.

During this time we were approached by numerous local businesses and individuals about providing shuttle service in, and around, Rock Hall during the summer tourism season. We did so for several months. It is perceived by local Rock Hall government and businesses that having such transportation available is critical to growing tourism in the town. Delmarva Craft agrees with this assessment. However, This service was not profitable based on operating revenues. Local business support allowed the service to function.

We were approached about providing this service in 2022 and extending it to provide service between Rock Hall and Chestertown on Fridays and Saturdays. We received financial support from local businesses and from Kent County government. In 2022 we provided 30 hours of service per week. We provided a total of 5,361 trips to 2,513 passengers. A summary of the activity for the 2022 summer season is attached.

### **Rock Hall - Chestertown Shuttle Budget Request**

Delmarva Craft would like to expand service to 42 hours per week for 20 weeks, and add more trips between Rock Hall, Chestertown, and Tolchester. This service would operate Friday through Sunday, from May 26, 2023 through October 15. This service has added to a positive visitor experience in Kent County, helping to grow tourism, while also providing an additional transportation option for local residents.

Our service rates are projected to be \$10 for a Day Pass in the Rock Hall Area, \$20 for a Day Pass between Rock Hall, Tolchester and Chestertown. We project our costs to be \$50,950 to provide this service, based on current costs for labor, fuel, insurance and maintenance.

We are soliciting financial support from local businesses. As of February 13, 2023, we have received \$3,000 in commitments.

We propose to raise \$10,000 from local businesses. We are asking Kent County to provide \$20,000 in financial support and we are asking the towns of Rock Hall and Chestertown for \$5,000 each. Delmarva Craft will assume the risk for the balance. These funds will be used to cover the costs of fuel, labor, insurance and vehicle maintenance.

Absent County support, Delmarva Craft will likely be able to provide only 20 hours of service weekly, in Rock Hall, with an occasional excursion to Tolchester or Chestertown.

We see this proposed service as creating a mechanism for travel between 3 key tourist regions in Kent County during the core of our visitor season. Many people access Kent County via boat. Once they arrive they are essentially confined to the area immediately adjacent to their host marina because there is little, or no, available transportation. This expanded mobility will broaden the appeal of Kent County to potential visitors.

With sufficient funding, we can promote more travel between Rock Hall and Chestertown.

We respectfully request the Commissioners of Kent County consider our request and the value it can have in helping Kent County grow its economy.

### **Marketing and Usage Study**

As part of this funding we will provide marketing to promote the service and we will meet with officials in each local municipality in Kent County to solicit their input on the transportation services that are needed.

We will perform a study of ridership during this 20 week period. We will provide these results to the County Commissioners and Kent County Economic Development to assist with their planning for Kent County's future transportation needs.

### **Previous Funding**

To date, Delmarva Craft, LLC. has received \$ 15,000 from Kent County to support the shuttle service during the 2022 tourism season. In addition to this, we received \$14,000 from a Maryland Department of Health Disparities grant in the Autumn of 2022 to extend

transportation service from mid-October until December 23. During this time we provided 24 hours of service per week. We provided a total of 607 trips to 329 passengers.

## Rock Hall-Chester-Tolchester Shuttle

Statistics from May 27 - October 9

| Per Week                                 |      |        |                               |      |        |
|------------------------------------------|------|--------|-------------------------------|------|--------|
| <b>Total Passengers</b>                  | 2513 | 125.65 | <b>Originated</b>             |      |        |
| <b>Total Rides</b>                       | 5361 | 268.05 | Chestertown                   | 229  | 9.11%  |
| <b>Unfilled Requests</b>                 | 263  | 13.15  | Rock Hall                     | 2237 | 89.02% |
|                                          |      |        | Tolchester                    | 47   | 1.87%  |
|                                          |      |        |                               |      |        |
| <b>Destination</b>                       |      |        | <b>Destination Type</b>       |      |        |
| Chestertown                              | 111  | 4.42%  | Restaurant                    | 1123 | 44.69% |
| Rock Hall                                | 2361 | 93.95% | Shopping/Grocery              | 268  | 10.66% |
| Tolchester                               | 22   | 0.88%  | Inn                           | 21   | 0.84%  |
| Other                                    | 19   | 0.76%  | Marina                        | 427  | 16.99% |
|                                          |      |        | Entertainment/Events          | 602  | 23.96% |
|                                          |      |        | Private Residence             | 38   | 1.51%  |
|                                          |      |        | Work                          | 22   | 0.88%  |
|                                          |      |        | Other                         | 12   | 0.48%  |
|                                          |      |        | 2513                          |      |        |
|                                          |      |        |                               |      |        |
| <b>Day of Week</b>                       |      |        | <b>Time of Day</b>            |      |        |
| Monday                                   | 17   | 0.68%  | Before Noon                   | 507  | 20.18% |
| Tuesday                                  | 6    | 0.24%  | Noon-5:00PM                   | 683  | 27.18% |
| Wednesday                                |      |        | After 5:00PM                  | 1323 | 52.65% |
| Thursday                                 | 20   | 0.80%  | 2513                          |      |        |
| Friday                                   | 656  | 26.10% |                               |      |        |
| Saturday                                 | 1523 | 60.60% |                               |      |        |
| Sunday                                   | 291  | 11.58% |                               |      |        |
| 2513                                     |      |        |                               |      |        |
|                                          |      |        |                               |      |        |
| <b>Busiest Initial Pick Up Locations</b> | 570  |        |                               |      |        |
| Haven Harbour North                      | 103  | 18.07% | <b>Total Initial Pick Ups</b> | 570  | 28.5   |
| Haven Harbour South                      | 93   | 16.32% | <b>Total Pick Ups</b>         | 1038 | 51.9   |
| Private Residences                       | 78   | 13.68% |                               |      |        |
| Rock Hall Landing                        | 58   | 10.18% |                               |      |        |
| Osprey Point                             | 50   | 8.77%  |                               |      |        |
| North Point Marina                       | 25   | 4.39%  |                               |      |        |
|                                          |      | 71.40% |                               |      |        |
|                                          |      |        |                               |      |        |
| <b>Busiest Destinations</b>              |      |        | <b>Other</b>                  |      |        |
| Watermans                                | 341  | 13.57% | Rolphs Wharf Road             | 3    |        |
| Harbour Shack                            | 276  | 10.98% | Cambridge                     | 2    |        |
| Blue Heron                               | 262  | 10.43% | Georgetown Yacht Basin        | 2    |        |
| Main Street                              | 245  | 9.75%  | BWI                           | 1    |        |
| Haven Harbor South                       | 235  | 9.35%  |                               |      |        |
| Haven Harbour North                      | 98   | 3.90%  |                               |      |        |
|                                          |      | 57.98% |                               |      |        |
|                                          |      |        |                               |      |        |
| <b>Events</b>                            |      |        |                               |      |        |
| Scrapple Fest                            | 101  |        |                               |      |        |
| Fall Fest                                | 84   |        |                               |      |        |
| July 3 Waterman                          | 59   |        |                               |      |        |



## Economic and Tourism Development Commission

March 9, 2023

Kent County Commissioners  
Ronald H. Fithian, President  
Albert H. Nickerson, Member  
John F. Price, Member  
400 High Street  
Chestertown, Maryland 21620

Dear County Commissioners,

It is with pleasure that the Kent County Economic and Tourism Development Commission (ETDC) writes this letter of support. On March 8, 2023, the Commission voted unanimously to support the seasonal shuttle and the FY2024 funding request of \$20,000 by Delmarva Craft, LLC. Subsequently, the Transportation subcommittee of the ETDC agreed to support the request.

The Commission recognizes that tourism contributes significantly to the economic vitality of Kent County. We view the seasonal shuttle as a key catalyst in our efforts to enable the growth of economic activity within the County and supports our local businesses and workforce. The Commission supports this initiative, for the second year. This service enables the availability of transportation to our tourists and residents during the Tourism season. In addition, the collection of data is invaluable to understanding the gaps and needs regarding transportation in Kent County.

We are pleased that the County Commissioners consider transportation a priority and are exploring innovative ways to expand services that serve citizens and residents generating economic activity. We fully support the FY2024 budget request to enable the 2023 seasonal transportation shuttle and request favorable consideration of the funding request from Delmarva Craft LLC. We look forward to promoting and expanding the reach of this much-needed service.

Sincerely,

D. Aaron Bramble  
Chair





**Maryland  
Department of Agriculture**

*Office of Plant Industries and Pest Management*

Wes Moore, Governor  
Aruna Miller, Lt. Governor  
Kevin M. Atticks, Secretary  
Steven A. Connelly, Deputy Secretary

*Mosquito Control*

Agriculture | Maryland's Leading Industry  
mda.maryland.gov

The Wayne A. Cawley, Jr. Building  
50 Harry S Truman Parkway  
Annapolis, Maryland 21401

410-841-5870 Baltimore/Washington  
410-841-5835 Fax

April 12, 2023

Ronald Fithian, President  
County Commissioners of Kent County  
400 High Street  
Chestertown, Maryland 21620

Dear Mr. Fithian:

Attached is the approved budget for mosquito control for Kent County during the 2023 season.

Thank you for the opportunity to continue working together. Please call me if any problems arise during the course of the mosquito season.

Sincerely,

Brian Prendergast  
Program Manager

BFP/mes  
Enclosure

PROPOSED BUDGET  
KENT COUNTY-MOSQUITO CONTROL  
CALENDAR YEAR 2023  
(FY 2024 SETTLEMENT)

| <u>TEMPORARY WORK</u>                                                   | <u>LOCAL</u> | <u>COUNTY</u> | <u>STATE</u> | <u>TOTAL<br/>WORKING BUDGET</u> |
|-------------------------------------------------------------------------|--------------|---------------|--------------|---------------------------------|
| Integrated Mosquito Management<br>County-wide<br>Surveillance/Larvicide | None         | \$7,800       | \$5,200      | \$13,000                        |
| Adult Mosquito Surveillance and<br>Control                              | \$16,000     | \$16,500      | None         | \$32,500                        |
| Total                                                                   | \$16,000     | \$24,300      | \$5,200      | \$45,500                        |

APPROVED BY COUNTY:

Ronald Fithian, President  
Name/Title

Ronnie Fithian  
Signature

3/29/23  
Date

APPROVED BY STATE:

Kevin Conroy, Assistant Secretary  
Name/Title

[Signature]  
Signature

4/11/23  
Date



## KENT COUNTY LOCAL MANAGEMENT BOARD

400 High Street  
Chestertown, MD 21620  
410-810-2673 | [linktr.ee/kclmb](http://linktr.ee/kclmb)

February 27, 2023

To the Kent County Commissioners

Imagination Library is an early literacy program that mails a free book each month to every child under 5 years old in Kent County.

Families can sign up at: [www.imaginationlibrary.com](http://www.imaginationlibrary.com)

Currently there are 480 children enrolled. This represents 60% of Kent County's under 5 population.

The cost is \$25/child/year – this is paid to Dolly Parton's Imagination Library to cover the cost of the books and shipping. KCLMB coordinates with the Kent Family Center, the Kent County Public Library, and the Judy Center to ensure that this program is sustained for Kent County children.

The Judy Center has been covering most of the annual budget (about \$12,000) and now must reduce their contribution in FY 2024; so, we are increasing our request. **KCLMB requests \$5,000 for FY24.** This is a great way for the Commissioners to show their support and investment in Kent County families with young children.

Donations should be mailed to Mid Shore Community Foundation – Kent Imagination Library Fund at 102 East Dover St. Easton, MD 21601.

Thank you for your support and consideration,

Rosemary Ramsey Granillo, Director  
Kent County Local Management Board



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES   | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING  | \$1,000        | \$1,000        | \$1,000        | \$5,000                     |
| FEDERAL FUNDING      |                |                |                |                             |
| STATE FUNDING        |                |                |                |                             |
| PRIVATE DONATIONS    |                |                |                |                             |
| DUES & FEES          |                |                |                |                             |
| OTHER (LIST BY TYPE) |                |                |                |                             |
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**KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| <b>EXPENDITURE CATEGORIES</b> | <b>2021<br/>Actual</b> | <b>2022<br/>Actual</b> | <b>2023<br/>Budget</b> | <b>2024<br/>Requested<br/>Budget</b> |
|-------------------------------|------------------------|------------------------|------------------------|--------------------------------------|
| Imagination Library Books     | \$1,000                | \$1,000                | \$1,000                | \$5,000                              |
|                               |                        |                        |                        |                                      |
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| <b>TOTAL EXPENDITURES*</b>    |                        |                        |                        |                                      |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## **FY 2024 Grant Request**

### **Kent County**

#### **Narrative**

CASA of the Mid-Shore remains committed to providing a Court Appointed Special Advocate (CASA) to every child under the protection of the Kent County Circuit Court due to abuse, neglect, or abandonment. Funding from the Kent County Commissioners helps us to meet that goal. In Fiscal Year 2022, Kent County children represented 12% of the children served in our 4-county region (Kent, Talbot, Dorchester, & Queen Anne's). We provide a unique and otherwise unmet service to vulnerable Kent County children who have been abused, neglected, or abandoned. Available resources to help child victims of maltreatment are scarce, while risk factors to child-wellbeing continue to grow. Unemployment, substance abuse, mental health needs, substance-exposed newborns, a lack of affordable housing and public transportation, homelessness, truancy, pandemic-related issues, and poverty all contribute to risks to Kent County's children.

Unless interventions to break intergenerational dysfunctional dynamics are put into place, studies confirm that familial patterns repeat. These unhealthy cycles can negatively impact individual and community wellbeing for years. Mistreatment of children often leads to physical and/or mental health issues, developmental delays, delinquency, teen pregnancy, and mistreatment of their own children. The Adverse Childhood Experiences (ACEs) Study shows an alarming correlation between childhood maltreatment and an increased risk in adulthood of heart disease, cancer, and a host of other major illnesses. CASA's work with children and families can help break these intergenerational cycles of abuse and neglect.

There has been moderate success with programs designed to serve keep children with their families even when risky situations exist, yet there are still children in Kent County at such risk that placement in foster care and court protection are warranted. It is with these children that CASA of the Mid-Shore works, advocating for safety, security, services, and permanent placement in loving homes. Working with agency partners and the court while getting to know each child and advocating for his/her best interest to increase positive outcomes, CASA's involvement helps to improve overall health and well-being of the county as a whole.

Children benefit from CASA's services, where goals focus on:

- child safety;

CASA of the Mid-Shore  
Grant Request FY 2024

- physical and emotional well-being;
- connection to family or fictive kin whenever appropriate;
- placement of children in the most appropriate, least restrictive and closest setting to their original home;
- achieving a secure, nurturing, and permanent home for children.

National studies indicate that when CASA is involved, children:

- have their needs identified sooner and receive services to meet their needs more quickly than for children without CASAs;
- experience less behavioral and academic issues than foster children without CASA involvement;
- experience less placement disruptions, are more likely to be placed with their siblings, and are less likely to experience re-abuse/neglect after their case closes; and
- frequently indicate that their CASA volunteers know the most about their situation and care most about what happens to them.

The final bullet listed above is crucial. The value of a CASA program goes well beyond interagency advocacy on behalf of a child and in-depth information provided to judges. In the process of ongoing child advocacy and while aiding the court, a CASA often become one of the most trusted and consistent adults in a child's life. Many of the children we serve have experienced little to no parental support, and they often lack a consistent, positive role model. Additionally, it is not unusual for child victims to blame themselves for whatever maltreatment they experienced, often because their maltreaters have told them they are at fault, stupid, clumsy, and a burden. The self-esteem of children who have been abused and neglected is, understandably, poor. Though they enter the foster care system through no fault of their own, these children typically feel like they are less worthy than their peers who are not in foster care.

However, when CASA enters a child's life, a spark of hope often begins to grow. We see it happen, as do our judges and partners. CASA volunteers, who are trained and supervised by CASA staff, are caring and consistent. They show up when they say they will, attend meetings for and with the child, accompany the child to court, and learn everything possible about the child. This includes getting to know the child by taking time to talk with and *listen* to him or her. CASAs speak up for what each child needs, perhaps for the first time in the child's life. CASA volunteers are honest – they tell the truth in developmentally appropriate ways to children. They identify children's strengths and verbalize those strengths by saying things like: "I can tell you worked hard on that project. You kept trying even though it was tough. I believe in you." Our assessments and recommendations to local judges are based on the comprehensive knowledge gained while working with our appointed children and those involved in the children's lives.

Anecdotally, it is often a CASA who is asked by their appointed child to attend a dance recital, celebrate a high school graduation, read a book, or to show them to carve a pumpkin. CASA volunteers have worked with their appointed children on how to talk about their feelings, sew a button, throw a ball, stick to a budget, complete a job or college application, practice for a job

interview, and register to vote. Over time, the CASA's consistent respect, trustworthiness, compassion, and reliability give children the clear message that they matter.

We have provided the following quote in prior grant applications to the Kent County Commissioners and believe it worthy of repetition. A child served by CASA once said: "To give a child a CASA is to give them a voice. To give them a voice is to give them hope. And to give them hope is to give them the world."

Kent County Circuit Court Judge Harris Murphy frequently includes the following words in letters of support, *"CASA's involvement is integral to this Court's goal of facilitating lasting permanency to children who have great need of stability, constancy, and advocacy. Your CASA volunteers have a unique and profound role. They present important information that helps this Court develop decisions about the best interest of local children, and they provide support to some of the most vulnerable members of Kent County's community. This Court appreciates the depth of knowledge that CASA volunteers have about their appointed children."*

Court Appointed Special Advocate volunteers serve as officers of the court and provide a unique service that would otherwise not be met for children in Kent County. By investing time and seeking whatever is needed to meet the best interest of local children, CASAs fulfill a role in Kent County that is not replicated by another program. Since our expansion into Kent County in July of 2014, we have succeeded in serving all the Kent County Children in Need of Assistance referred to us by the Circuit Court. It is our goal to continue serving all of the Kent County children who need Court Appointed Special Advocates speaking up for their best interest.

### **Expenditures**

As a regional organization, our Operating Budget does not separate expenses among the four counties we serve (Kent, Queen Anne's, Dorchester, and Talbot). For purposes of this application, we have attempted to reflect financial information relative to our service to the Kent County Circuit Court and to Kent County children and their families. The Schedule of Organization's Expenditures is based on an approximation relevant to our services to Kent County children, the Circuit Court, and Court Appointed Special Advocates. Total program financial information is available in the audited Financial Statements for FY 2022 provided with this grant request.

### **Revenues**

Income received specific to Kent County, including funding from the Kent County Commissioners, is designated as Temporarily Restricted and utilized within the designated Fiscal Year for expenditures related to our work with the Kent County Circuit Court, Kent County children, and Court Appointed Special Advocate volunteers who reside in Kent or are appointed to Kent County cases.

Funding from the Kent County Commissioners in FY 2023 was applied to program expenses that included case management of Kent County children's cases, the supervision of CASA volunteers



CASA of the Mid-Shore  
Grant Request FY 2024

who are residents of Kent County or who are appointed to Kent County children's cases, court accompaniment, as well as volunteer screening, training, and support.

If fortunate to receive the requested funding for FY 2023, we will utilize that funding for a small portion of program expenses in the following areas:

| Expense                           | Funding Allocation                                                                                                              | Amount          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|
| CASA Personnel                    | Case management,<br>supervision of Court<br>Appointed Special Advocates,<br>Court Accompaniment,<br>Volunteer Training, Support | \$13,000        |
| Program Operations,<br>Management | Insurance, Accounting<br>Services, Supplies,<br>Community Outreach                                                              | \$2,000         |
| <b>Total</b>                      |                                                                                                                                 | <b>\$15,000</b> |

**Current situation**

Similar to FY 2021, Kent County children represented 12% of our total child caseload in FY 2022. In FY 2022 our annual income from within Kent County, including funding from the Kent County Commissioners, represents only 5% of our total revenue. [Our FY 22 revenue from within Kent County reflects a 3% increase due to what we believe was a one-time-only grant from a local foundation. We will continue to strive to identify more local sources for financial support.]

We want to continue serving every Kent County child who needs our unique services. The generous support of the Kent County Commissioners is very important to our ability to continue serving local children who need CASA by their sides.

Within the next 2 years we hope to increase awareness in Kent County about our program and the needs of children in the foster care system. As mentioned above, it is our goal to increase financial support from within Kent County as well as increasing the number of CASA volunteers who reside in Kent County.

**I am for the child®**

# KENT COUNTY FUNDING REQUEST

## FISCAL YEAR 2024 BUDGET

### SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                 | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                | \$12,600       | \$14,000       | \$14,000       | \$15,000                    |
| FEDERAL FUNDING                    | \$11,300       | \$11,300       | \$15,500       | \$15,500                    |
| STATE FUNDING                      | \$15,000       | \$12,000       | \$12,000       | \$14,000                    |
| PRIVATE DONATIONS                  | \$2,000        | \$9,000        | \$9,000        | \$9,000                     |
| DUES & FEES                        |                |                |                |                             |
| OTHER (LIST BY TYPE)               |                |                |                |                             |
| CASA Mid-Shore Fundraising efforts | \$112,200      | \$108,200      | \$106,000      | \$104,500                   |
|                                    |                |                |                |                             |
| TOTAL                              | \$153,100      | \$154,500      | \$156,500      | \$158,000                   |
|                                    |                |                |                |                             |
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# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                         | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Program                                                        | \$130,650      | \$134,500      | \$137,500      | \$139,000                   |
| Management                                                     | \$20,060       | \$17,000       | \$16,000       | \$16,500                    |
| Fundraising                                                    | \$2,390        | \$3,000        | \$3,000        | \$2,500                     |
|                                                                |                |                |                |                             |
|                                                                |                |                |                |                             |
|                                                                |                |                |                |                             |
| Please refer to attached narrative for additional information. |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>                                     | \$153,100      | \$154,500      | \$156,500      | \$158,000                   |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

### **SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

[illegible]

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                   | 2021<br>Actual  | 2022<br>Actual  | 2023<br>Budget  | 2024<br>Requested<br>Budget |
|------------------------------------------|-----------------|-----------------|-----------------|-----------------------------|
| Marketing and Materials (Website)        | 168.00          | 168.00          | 200.00          | 200.00                      |
| Operations - Supplies, Postage           | 56.00           | 270.54          | 200.00          |                             |
| Operations - Printing, Mentor Gifts      | 0.00            | 500.00          | 500.00          |                             |
| Operations - Student and Training Snacks | 8.47            | 63.54           | 100.00          |                             |
| Insurance                                | 2,095.00        | 1657.00         | 1,800.00        | 1,800.00                    |
| Background Checks                        | 0.00            | 0.00            | 500.00          | 500.00                      |
| Business Professional Orgs               | 180.00          | 180.00          | 200.00          |                             |
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| <b>TOTAL EXPENDITURES*</b>               | <b>2,507.47</b> | <b>2,839.08</b> | <b>3,500.00</b> | <b>2,500.00</b>             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

## **Kent County Funding Request Fiscal Year 2024 Budget**

### **Justification**

---

Kent County Department of Social Services will utilize the Local Emergency Assistance Program (LEAP) to provide assistance to Kent County residents who are not eligible for Federal, State, or other local programs. The program will provide financial assistance to meet needs of emergency shelter, utilities, medical and other miscellaneous needs.

### **Utilization of FY 2022 Funds**

---

|     |                   |
|-----|-------------------|
| 8%  | Utilities         |
| 36% | Rent              |
| 43% | Emergency Shelter |
| 13% | Miscellaneous     |

### **SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                        | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Budget  | 2024<br>Requested<br>Budget |
|-------------------------------------------|------------------|------------------|-----------------|-----------------------------|
| KENT COUNTY FUNDING                       | \$ 27,189.00     | \$ 23,426.00     | \$ 27,636.00    | \$ 27,636.00                |
| FEDERAL FUNDING                           | \$ 7,640,102.00  | \$10,816,818.00  | \$356,377.73    |                             |
| STATE FUNDING                             | \$ 5,178,257.00  | \$5,255,217.00   | \$ 4,197,714.00 |                             |
| PRIVATE DONATIONS                         |                  |                  |                 |                             |
| DUES & FEES                               |                  |                  |                 |                             |
| OTHER (LIST BY TYPE)                      |                  |                  |                 |                             |
| Electric Universal Service Program (EUSP) | \$ 464,550.00    | \$ 690,442.00    |                 |                             |
|                                           |                  |                  |                 |                             |
|                                           |                  |                  |                 |                             |
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|                                           |                  |                  |                 |                             |
|                                           |                  |                  |                 |                             |
| Total                                     | \$ 13,310,098.00 | \$ 16,785,903.00 | \$ 4,581,727.73 | \$ 27,636.00                |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                               | 2021<br>Actual          | 2022<br>Actual          | 2023<br>Budget        | 2024<br>Requested<br>Budget      |
|----------------------------------------------------------------------|-------------------------|-------------------------|-----------------------|----------------------------------|
| Salaries                                                             | \$ 3,476,665.00         | \$ 3,750,307.00         | \$3,255,178.00        |                                  |
| Operating Expenses                                                   | \$ 642,061.00           | \$ 710,749.00           | \$ 584,719.00         |                                  |
| Current Services Budget (CSB) Operating Budget                       |                         |                         |                       | Prepared by Central due to COVID |
| Capital Expenses                                                     |                         |                         |                       |                                  |
| Benefits (all other)                                                 | \$ 470.00               | \$ 4,217.00             |                       |                                  |
| County - Social Services Board Operating                             |                         |                         | \$ 650.00             | \$ 650.00                        |
| County - Local Emergency Assistance Benefits                         | \$ 11,715.00            | \$ 11,587.00            | \$ 26,986.00          | \$ 20,766.00                     |
| County - Summer SNAP Program                                         |                         | \$ 8,518.00             |                       | \$ 6,220.00                      |
| Electric Universal Services Program (EUSP)                           | \$ 464,550.00           | \$ 690,442.00           |                       |                                  |
| Maryland Energy Assistance Program (MEAP)                            | \$ 470,591.00           | \$ 712,465.00           | \$ 166,247.63         |                                  |
| Supplemental Nutritional Assistance Program (SNAP)                   | \$ 6,981,281.00         | \$ 9,349,712.00         |                       |                                  |
| SNAP Bonus & FSET E&T                                                |                         |                         |                       |                                  |
| Low-Income Household Water Assistance Prgm (LIHWAP) - Direct Svc     |                         | \$ 19,199.00            | \$ 19,001.10          |                                  |
| Low-Income Household Water Assistance Prgm (LIHWAP) - Administration |                         |                         |                       |                                  |
| Adult and Child Welfare Assistance                                   | \$ 596,157.00           | \$ 646,856.00           | \$ 266,921.00         |                                  |
| Adoption and Foster Care                                             | \$ 534,905.00           | \$ 729,870.00           |                       |                                  |
| Family Investment Administration Block Grant                         |                         |                         | \$ 129,162.00         |                                  |
| Job Access Reverse and Commute (JARC)                                | \$ 45,000.00            | \$ 45,000.00            | \$ 45,000.00          |                                  |
| Chesapeake College - FS 2 & T                                        | \$ 60,000.00            | \$ 60,000.00            |                       |                                  |
| Adult Services, IHAS and other benefits                              | \$ 26,603.00            | \$ 46,881.00            | \$ 73,795.00          |                                  |
| Emergency, Temporary Housing Services (ETHS)                         |                         |                         |                       |                                  |
| Emergency Assistance to Families with Children (EAFIC)               |                         |                         | \$ 8,542.00           |                                  |
| Eviction Assistance Program (EAP)                                    |                         |                         | \$ 3,589.00           |                                  |
| RAP                                                                  | \$ 100.00               | \$ 100.00               |                       |                                  |
| Misc Non-Allocated Flexible Funds                                    |                         |                         | \$ 1,937.00           |                                  |
|                                                                      |                         |                         |                       |                                  |
|                                                                      |                         |                         |                       |                                  |
| <b>TOTAL EXPENDITURES*</b>                                           | <b>\$ 13,310,098.00</b> | <b>\$ 16,785,903.00</b> | <b>\$4,581,727.73</b> | <b>\$ 27,636.00</b>              |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



PREPARED 02/13/23, 16:28:44  
PROGRAM GX601L  
BDGWKEXP

EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEAR 2024

PAGE: 1

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2021<br>ACTUALS | 2022<br>ACTUALS | 2023<br>6 MOS<br>ACTUAL | FY2023<br>PROJECTION | 2023<br>AMENDED<br>BUDGET | 2024<br>REQUESTED<br>BUDGET | \$<br>INC/<br>(DEC) | %<br>INC/<br>(DEC) |
|----------------------------------|---------------------------|-----------------|-----------------|-------------------------|----------------------|---------------------------|-----------------------------|---------------------|--------------------|
| FUND 101 GENERAL                 |                           |                 |                 |                         |                      |                           |                             |                     |                    |
| DEPT 97 OTHER GOV'T AGENCY/PROG  |                           |                 |                 |                         |                      |                           |                             |                     |                    |
| DIV 15 DEPARTMENT OF SOCIAL SERV |                           |                 |                 |                         |                      |                           |                             |                     |                    |
| OPERATING EXPENDITURES           |                           |                 |                 |                         |                      |                           |                             |                     |                    |
| 9715-444.38-40                   | SOCIAL SERVICES BOARD     | 0               | 0               | 119                     | .....                | 650                       | 650                         | 650-                | 100.00-            |
| **                               | OPERATING EXPENDITURES    | 0               | 0               | 119                     | .....                | 650                       | 650                         | 650-                | 100.00-            |
| COUNTY ALLOCATIONS               |                           |                 |                 |                         |                      |                           |                             |                     |                    |
| 9715-444.91-00                   | COUNTY ALLOCATION         | 18,689          | 20,766          | 10,383                  | .....                | 20,766                    | 20,766                      | 20,766-             | 100.00-            |
| 9715-444.91-44                   | SUMMER SNAP PROGRAM       | 8,500           | 0               | 6,220                   | .....                | 6,220                     | 6,220                       | 6,220-              | 100.00-            |
| 9715-444.91-95                   | CONTINGENCY               | 0               | 2,660           | 0                       | .....                | 0                         | 0                           | 0                   | .00                |
| **                               | COUNTY ALLOCATIONS        | 27,189          | 23,426          | 16,603                  | .....                | 26,986                    | 26,986                      | 26,986-             | 100.00-            |
| ***                              | DEPARTMENT OF SOCIAL SERV | 27,189          | 23,426          | 16,722                  | .....                | 27,636                    | 27,636                      | 27,636-             | 100.00-            |
| ****                             | OTHER GOV'T AGENCY/PROG   | 27,189          | 23,426          | 16,722                  | .....                | 27,636                    | 27,636                      | 27,636-             | 100.00-            |
|                                  |                           | 27,189          | 23,426          | 16,722                  | .....                | 27,636                    | 27,636                      | 27,636-             | 100.00-            |

### **SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

[illegible]

**KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES     | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------|----------------|----------------|----------------|-----------------------------|
| Operating Expenditures     | 1693           | 1693           | 1693           | 1693                        |
|                            |                |                |                |                             |
|                            |                |                |                |                             |
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|                            |                |                |                |                             |
|                            |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b> |                |                |                |                             |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

### Organizational Information

Community Mediation Upper Shore's mission is to build and provide community-based conflict resolution and peace building services at no cost. CMUS is committed to working together for sustainable peace and resilience in our community, where all will have the strategies, skills, and support to resolve conflict. We believe the process of mediation provides families, youth, and the greater community with the strategies, skills, and support they need to resolve conflicts constructively.

We serve people from all walks of life, as conflict affects everyone. From schools, to businesses, to neighborhoods, to families, conflict happens and can be resolved. Mediation is unique in that it values self-determination and collaboration. Rather than make decisions for others, mediation empowers its participants to envision their own solutions that get them closer to the future they wish to have.

Most relationships that experience conflict and can benefit from collaborative planning through mediation include:

- Family (Parenting plans, elder care, family reunification)
- School (On-site mediation for student conflicts; attendance mediation between school administrators, parent/guardians, and students; IEP Facilitations between school staff, parent/guardians, and students)
- Workplace/Business (Colleague conflicts, consumer/ business disputes, large group facilitations)
- Residential/Community (Landlord/ tenant disputes, Neighbors or roommate conflicts, HOA and resident disputes)

### 2022 Recap: CMUS' Services in Kent County

In 2022, CMUS had 33 Kent County cases in family matters alone, involving 84 family members (court orders and self-referred). Across all case types, Kent County residents received free mediation services valuing more than \$27,000.00 in 2022. This does not include the value of conflict resolution workshops/ training provided to local businesses and schools, the value of the mediation training provided free of charge to community members (over \$14,150.00 spent on training mediators to serve Kent County), or the operational costs of the center. This is solely the value of the mediation services provided in approximation had the participants needed to seek a similar paid service. This is made possible through local, state, and donated funds.

### Need for Mediation for Kent County Residents

Family matters are one of the most commonly mediated conflicts in Kent County, around 60% of mediation sessions being family matters. Mediation assists families as they have difficult conversations and make plans to find long-term resolution. A variety of factors heighten family conflict, including housing insecurity, food insecurity, and substance abuse. In mediation, families can address these barriers together. Family conflicts benefitted by mediation include parenting plans between co-parents, elder care plans between elder adults and their loved

ones, and family reunification for when an estranged or distanced relative returns from incarceration, recovery from substance abuse, or other factors leading to time apart.

There are families who use mediation while parents are separating. While private practitioners may help couples divide assets, CMUS is often assisting a separating couple who are addressing shared debt, back rent, a single shared vehicle, parenting disputes, etc. There are mediations in which family members come together after the loss of a loved one, especially to opioid addiction or other sudden losses, to make plans for the orphaned children. CMUS has seen a grandmother and mother of children use mediation to make a plan for the children after the death of their father by overdose. These women, connected in grief over the loss of their son and partner, used the mediation process to heal, reconcile, and collaborate to the benefit of the children. These families need access to conflict resolution services that don't exacerbate their situation with the inaccessibility and financial burden of paid services.

The participants in mediation, those having these challenging discussions for the betterment of their family, are not the only ones benefited by this service. The children and vulnerable adults who are often at the center of the plans made in mediation benefit from having caretakers who are working together towards a shared vision for the family.

Conflict is inevitable *and can be addressed constructively*. Mediation with CMUS is free of charge so that community members can be empowered to resolve conflicts that would otherwise escalate or possibly go before a judge.

In mediation, families, neighbors, co-workers, and other community members are able to come up with plans that meet their needs in a process that emphasizes self-determination. These plans are often creative, significantly tailored to the individuals. When conflict has to fit into a process not equipped for this collaborative resolution, resolution is less likely to be sustainable. Multiple Choice Research studies show decreased recidivism (return to incarceration after release) after participating in mediation. In one study, 31% return to incarceration within three years, while one mediation session prior to release leads to only 21% returning. In another study, the percent who returned to incarceration dropped from 44% to 32% when mediation was used. A 2015 Maryland District Courts study shows that 79% of people who come to agreement through mediation uphold their agreement, while court mandated agreements result in 47% of people returning to court for enforcement. When people can make their own family decisions, they are more likely to follow through on their word than they are to comply with plans imposed upon them and their family.

Mediation helps our families and community members find long-term solutions and reduces recidivism. Offering conflict resolution through mediation without cost encourages earlier action, preventing unnecessary escalation and disruption. Kent county residents need access to mediation services for all stages of conflict, without barriers.

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                                              | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | Requested<br>2024<br>Budget |
|-----------------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Kent County Funding                                             | \$ 14,000.00   | \$ 10,000.00   | \$ 10,000.00   | \$ 10,000.00                |
| Department of Commerce COVID Relief                             | \$ 10,000.00   | \$ -           |                | \$ -                        |
| State Funding                                                   | \$ 89,431.00   | \$ 93,136.00   | \$ 88,200.00   | \$ 89,200.00                |
| Other Local Funding                                             |                | \$ 5,000.00    |                |                             |
| Private Donations & Fundraising                                 | \$ 9,978.29    | \$ 20,405.12   | \$ 17,720.00   | \$ 12,000.00                |
| QA County Funding                                               | \$ 5,000.00    | \$ -           | \$ 10,000.00   | \$ 10,000.00                |
| United Way (Kent and Queen Anne's)                              | \$ 4,517.50    | \$ 10,550.00   | \$ 8,500.00    | \$ 8,500.00                 |
| Community Mediation MD pass thru grants                         | \$ 7,595.00    | \$ 750.00      | \$ 1,350.00    | \$ 600.00                   |
| Feed the Elderly (program now owned by Minaries Dream Alliance) | \$ 158,166.70  |                |                | \$ -                        |
| Interest Income & Cash Back                                     | \$ 561.00      | \$ 151.91      |                | \$ 500.00                   |
| Kent Youth                                                      | \$ 5,000.00    |                |                | \$ 5,000.00                 |
| Kent Cultural Alliance                                          | \$ 540.00      |                | \$ 1,000.00    | \$ -                        |
| Queen Anne's County Public Schools                              | \$ -           | \$ 14,500.00   | \$ 24,999.99   | \$ -                        |
| Mid Shore Community Foundation                                  |                | \$ 4,700.00    | \$ 15,000.00   | \$ 15,000.00                |
| Women & Girls Fund                                              |                |                |                | \$ 2,500.00                 |
| Blaustein Foundation                                            |                |                |                | \$ 5,000.00                 |
| Bank Reinvestment Grants                                        |                |                |                | \$ 10,000.00                |
|                                                                 | \$ 304,789.49  | \$ 159,193.03  | \$ 176,769.99  | \$ 168,300.00               |

FY23 MidShore Community Mediation Funds Pending

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                   | 2021<br>Actual       | 2022<br>Actual       | 2023<br>Budget       | Requested<br>2024<br>Budget |
|------------------------------------------|----------------------|----------------------|----------------------|-----------------------------|
| Computer Expense                         | \$ 2,387.04          | \$ 1,397.45          | \$ 1,500.00          | \$ 800.00                   |
| Dues and fees                            | \$ 191.11            | \$ 160.13            | \$ 550.00            | \$ 475.00                   |
| Insurance                                | \$ 2,905.87          | \$ 2,948.69          | \$ 2,720.00          | \$ 2,720.00                 |
| Office Equipment                         | \$ 1,021.16          | \$ 863.97            | \$ 810.00            | \$ 810.00                   |
| Outreach                                 | \$ 3,333.73          | \$ 2,794.93          | \$ 2,500.00          | \$ 1,200.00                 |
| Payroll                                  | \$ 152,492.50        | \$ 129,466.16        | \$ 111,955.68        | \$ 117,636.71               |
| Postage                                  | \$ 303.75            | \$ 330.00            | \$ 400.00            | \$ 500.00                   |
| Printing                                 | \$ 1,112.40          | \$ 597.15            | \$ 500.00            | \$ 1,000.00                 |
| Professional Fees                        | \$ 43,394.83         | \$ 3,805.98          | \$ 5,250.00          | \$ 5,000.00                 |
| Rent (Office & Mediation Space)          | \$ 24,547.00         | \$ 9,600.00          | \$ 9,600.00          | \$ 9,600.00                 |
| Supplies                                 | \$ 61,540.88         | \$ 3,303.35          | \$ 8,700.00          | \$ 5,850.00                 |
| Telephone/ Internet/ Remote Connectivity | \$ 4,275.20          | \$ 4,221.26          | \$ 1,380.00          | \$ 1,800.00                 |
| Training                                 | \$ 1,387.15          | \$ 6,144.73          | \$ 9,770.00          | \$ 13,770.00                |
| Travel                                   | \$ 3,244.77          | \$ 2,592.48          | \$ 2,100.00          | \$ 2,500.00                 |
| Other Expense                            | \$ 200.00            | \$ 251.86            | \$ -                 | \$ -                        |
| Fundraising                              | \$ 200.00            | \$ 1,688.03          | \$ 2,500.00          | \$ 2,000.00                 |
| Advertising                              | \$ -                 | \$ 40.00             | \$ 500.00            |                             |
|                                          |                      |                      |                      |                             |
| <b>TOTAL EXPENDITURES*</b>               | <b>\$ 302,537.39</b> | <b>\$ 170,206.17</b> | <b>\$ 160,735.68</b> | <b>\$ 165,661.71</b>        |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



United Way  
of Kent County, Inc.

[www.unitedwayofkentcounty.org](http://www.unitedwayofkentcounty.org)

February 24th 2023

To whom it may concern,

We are proud to support Community Mediation Upper Shore (CMUS) in Kent County Maryland and recommend any and all other agencies and or governments to support this highly needed, effective and important organization.

Kent County is very fortunate to have this organization made up of volunteer community mediators who are able to get trained in vital skills such as deep listening. Community Mediators learn to reflect what participants are saying in conflict, how to understand their feelings and what values they maintain in order to allow them to brainstorm and agree on the solutions that work for them.

This takes conflicts out of the court system that don't need to be there, and shows community members that they have the power to resolve conflicts. CMUS has been working to increase referrals before matters escalate and before cases ever get to court. In the last 6 months, CMUS has had 57 referrals for conflicts that had yet to have escalate to court or other potentially adversarial next steps.

They have also been focusing on family matters. In Kent County, they have had 33 cases with 84 family members in calendar year 2022 in family cases alone. Mediation assists families with difficult conversations. A variety of factors heighten family conflict, including housing insecurity, food insecurity, and substance abuse. In mediation, families can address these barriers together. These families need access to conflict resolution services that don't exacerbate their situation with the financial burden of paid services.

While it is fantastic to have so many volunteers doing such great, important work, it does take funds to operate an organization like this efficiently and effectively. Organizations are only as good as the people who run them. Please award CMUS with the funds they request. They wouldn't ask if they didn't need them.

Sincerely,

A handwritten signature in black ink, appearing to read "Hope Clark", written over a horizontal line.

Hope Clark  
Executive Director

**GIVE. ADVOCATE. VOLUNTEER.**

United Way of Kent County P.O. Box 594 Chestertown, Maryland 21620 T: 410.778.3195 [help@unitedwayofkentcounty.org](mailto:help@unitedwayofkentcounty.org)





## DISTRICT COURT OF MARYLAND

District Three

JOHN E. NUNN III

*Judge*

Courthouse  
103 N. Cross Street  
Chestertown, MD 21620  
410-810-3360

February 16, 2023

Ronald H. Fithian, President  
Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

RE: Funding Request Community Mediation Upper Shore (CMUS)

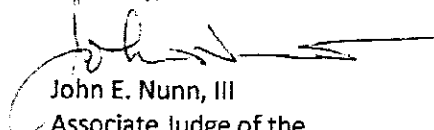
Dear Commissioners:

I am writing in support of a funding request made by CMUS. This organization provides mediation services in Kent County. CMUS has been a valuable resource for this Court over the last several years. This Court, with the help of CMUS, was able to use mediation to combat truancy and help improve overall attendance. The staff at CMUS are professional and all the volunteer mediators are well trained. This organization is local and is a valuable resource for the Court and our community to help the citizens of Kent County resolve their differences in a timely and efficient manner.

Mediation has been shown as an effective tool to resolve disputes. Since 2016, the District Court of Maryland, in conjunction with CMUS, has a program offering volunteer mediation services in all contested civil cases. CMUS also offers mediation in criminal cases, as well.

I would request that favorable consideration be given to this request for funding made by CMUS in your upcoming budget deliberations.

Sincerely,

  
John E. Nunn, III  
Associate Judge of the  
District Court for Kent County

JEN/gi



*The Second Judicial Circuit of Maryland*  
CIRCUIT COURT FOR KENT COUNTY

HARRIS P. MURPHY  
ASSOCIATE JUDGE  
COUNTY ADMINISTRATIVE JUDGE

COURT HOUSE  
103 NORTH CROSS STREET  
CHESTERTOWN, MARYLAND 21620  
(410) 778-7440

February 13, 2023

Mediation and Conflict Resolution Office  
Administrative Office of the Courts  
187 Harry S. Truman Parkway  
Annapolis, MD 21401

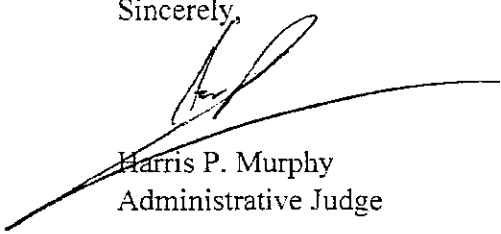
Re: Letter of Support for Community Mediation Upper Shore

To Whom It May Concern:

I am writing in support of Community Mediation Upper Shore's ("CMUS") request for funds to continue its service of providing mediation related to our family law cases. We work very closely with CMUS and believe that their efforts are extremely valuable to our court processes, particularly case management. For instance, over the past year, CMUS has provided services for 33 cases involving 84 family members. We look forward to continuing our partnership with CMUS.

Thank you for your attention to, and consideration of, this matter. If you have any questions, please do not hesitate to contact the court.

Sincerely,

  
Harris P. Murphy  
Administrative Judge

JOHN P. MORRISSEY  
*Chief Judge*

ROBERTA L. WARNKEN  
*Chief Clerk*



**DISTRICT COURT OF MARYLAND**  
**ALTERNATIVE DISPUTE RESOLUTION (ADR) OFFICE**  
Sweeney District Courthouse  
251 Rowe Boulevard, Suite 307  
Annapolis, Maryland 21401  
Phone: 410-260-1676 Fax: 410-260-3536

DIRECTORS:

ROSE DAY  
*Operations*

MAUREEN A. DENIHAN, ESQ.  
*Alternative Dispute Resolution*

AMBER SPENCE  
*Administrative Services*

TIMOTHY D. HAVEN  
*Commissioners*

LAURA JONES  
*Finance*

LISA I. RITTER  
*Engineering & Central Services*

February 21, 2023

Alecia Parker, Budget and Grants Director  
Maryland Mediation and Conflict Resolution Office  
187 Harry S. Truman Parkway, 3<sup>rd</sup> Floor  
Annapolis, MD 21401

RE: Letter of Support: Community Mediation Performance Grant

Dear Ms. Parker,

I am writing in support of the Community Mediation Upper Shore (CMUS) grant application submitted to the Mediation and Conflict Resolution Office (MACRO) for the FY2024 Community Mediation Performance Grant.

The District Court Alternative Dispute Resolution Office has partnered with CMUS since 2015 to provide mediation services for the District Courts for Kent County and Queen Anne's County. As part of the Civil Pre-Trial Mediation Program and as cases are identified by the local court clerk, a letter is mailed to all parties in the case to encourage participation in mediation prior to the trial date and introduces CMUS. Case and party contact information is shared with CMUS and they conduct all aspects of scheduling, intake, mediation and reporting on settlement for this program.

A relatively new expansion to our pre-trial programs is the identification of Plaintiff's who request ADR with the filing of the complaint. This ADR checkbox appears on the latest version of the District Court's civil complaint form. Clerk's offices around the state notify us when such a request is made. CMUS is also mediating those cases, which expands current pre-trial referrals to their center.

In October of 2021, the legislature enacted new laws to protect tenants in Failure to Pay Rent matters. Landlords are now required to give the tenant a 10-day notice before the filing of a complaint, which advises tenants of the right to call our office for ADR services. CMUS also receives these pre-file dispute referrals from the ADR Office after we receive a call from an interested tenant.

We are indebted to the work of our community partner CMUS, without whom we could not run these programs on the Eastern Shore. The District Court fully supports the work of Community Mediation Upper Shore and values the partnership.

Sincerely,  
  
Maureen A. Denihan, Esq.  
Director



## KENT COUNTY LOCAL MANAGEMENT BOARD

400 High Street  
Chestertown, MD 21620  
410-810-2673 | [linktr.ee/kclmb](https://linktr.ee/kclmb)

February 13, 2023

To Whom It May Concern:

I am writing in support of Community Mediation Upper Shore's grant application. The Kent County Local Management Board specializes in coordinating resources and strengthening the quantity and quality of services for children and families in our community. Community Mediation Upper Shore is a vital partner in working to better serve the residents of Kent County.

CMUS has been working to increase referrals, before matters escalate, to avoid court hearings for our families. They've done this by increasing their visibility with community partners, such as the Kent County Public Library, by hosting free staff skill-building workshops on site. By partnering with the Local Management Board, they have become a standing resource for our Local Care Team; which meets every two weeks to problem solve for some of the most complex cases of children and families.

In 2022 CMUS focused on assisting 33 families, totaling 84 family members, with difficult conversations surrounding matters that plague our community and heighten family conflict. This has more recently included housing insecurities, food insecurities, and substance abuse. In mediation with CMUS, they have been able to address the barriers together. The families of Kent County have been able to benefit from not having to seek paid services, which could have the potential to exacerbate their already difficult situation.

We fully support CMUS's application for funding and will continue to partner with CMUS to provide services to this population.

Thank you for your time and consideration in this matter. Please contact me if you need further information.

Sincerely,

Rosemary Ramsey Granillo  
Director, Kent County Local Management Board

PROUDLY SERVING THE COMMUNITY OF



**Kent County**  
MARYLAND

1305 Oyster Cove Drive  
Grasonville, MD 21638

February 15, 2023

To Whom it May Concern:

I'm writing in support of Community Mediation Upper Shore's (CMUS) grant application. It has been my honor to serve as a volunteer mediator at CMUS since 2017.

CMUS provides an essential service to residents and businesses in Queen Anne's and Kent Counties by offering free mediation sessions. In this way, people are able to seek resolution to their conflicts at no cost. It is an effective alternative to litigation, and often results in an agreement between those in conflict.

CMUS volunteers mediate workplace, family, landlord/tenant, roommate and divorce disputes. Mediators also work with co-parents and guardians to resolve conflicts around their parenting plans. In addition, Queen Anne's County schools are using CMUS's services to help resolve conflicts between students before those conflicts escalate.

Since mediation is free to the public, this grant will help CMUS continue to provide this important service to Kent and Queen Anne's Counties residents and businesses.

Mediation works, I've seen it over and over again.

Sincerely,

Laura Connor

## FY2024 Outside Agency Operating Grant Request

**Organization Name:** Eastern Shore Heritage Inc.

**Type of Organization:** 501 C 3

**Address:** P. O. Box 727  
Chestertown, Maryland 21620

**Contact Information:** Gail Webb Owings, Executive Director  
410-778-1460; [info@storiesofthechesapeake.org](mailto:info@storiesofthechesapeake.org)

### Organizational Mission:

Eastern Shore Heritage, Inc. is the managing entity for the Stories of the Chesapeake Heritage Area, a Maryland Certified Heritage Area. Our mission is to preserve, protect, and promote the unique historic, archaeological, scenic, and cultural resources in the region that contribute to its quality of life, scenic values, community character and visitor experience. Our goal is to advocate, support, and enhance regional organizations/partnerships to generate awareness of Maryland's Upper Eastern Shore as a primary travel destination, improve the regional economy by fostering its economic enhancement linked to natural, cultural, and historic resources; and to promote the protection, stewardship, and enjoyment of these resources.

**FY2023 Request Amount:** \$3000

---

How will these funds benefit the citizens and/or businesses in Kent County? Please provide detailed justification for all expenditures. (Use more space as needed to justify expenditures.)

The citizens and/or businesses in Kent County benefit in three general areas

- 1) Promotion of county organizations and events through advertising, websites, brochures, and newsletters developed both by ESHI and in conjunction with its partners:
- 2) Promoting the benefits of the Maryland Heritage Area Programs which include capital grants of up to \$100,000; non-capital /programming grants of up to \$50,000; mini- grants provided by ESHI of \$500 to \$5000 provided to organizations for programming, planning, interpretation, and other non-capital projects; low interest loans /revenue bonds, and the Maryland Heritage Structural Tax Credit Program; and
- 3) Technical support such as grants and grant management workshops.

Last year, we enabled over \$700000 in projects grants. In the Stories of the Chesapeake. Projects funded in Kent County included funding for restoration of the Construction and interpretation at the Sultana's Lawrence Wetlands Center; Sumner Hall – Revealing the Commodore Collection teacher trunks and exhibit; Planning for the restoration of the Coleman Rosenwald School; Washington College Past is Present program; Washington College Chesapeake Heartland project; Chestertown Tea Party Festival, and the Kent Cultural Alliance Artist in Residency program.

ESHI was instrumental in bringing the Smithsonian's Museum on Main Street – Changes in Rural America Exhibit to Kent County and in assisting our museum partners in creating companion exhibits. The Museum on Main Street exhibit will be hosted at the new Kent Cultural Alliance Raimond Building April 22 – May 31, 2023.

In the FY23, ESHI requested \$3000 funding to continue its promotional campaigns and its focus on our natural and culinary treasures. We produced a Washington Post digital advertisement – Get Back to Nature in the Stories of the Chesapeake (total cost - \$5999) and to produce a new set of recipe cards- Kents highlighting the achievement of Henry Highland Garnett (cost - \$1536) Volume 2 of the Maryland's Tastiest Catch is under production with plans for availability by Mother's Day.

For FY24, plans to continue its promotional campaigns and is undertaking a major new initiative – “A Nationally Significant Landscape” – a feasibility study for a National Heritage Area centered on the Counties of the Stories of the Chesapeake Heritage Area. We request funding to continue our promotional campaigns and to support the National Heritage Area Feasibility Study with the following estimated budget

|                                        |          |
|----------------------------------------|----------|
| Consultant                             | \$80,000 |
| Public Outreach/meetings               | \$2,750  |
| Report Printing & public release event | \$5,000  |
| Volunteer Time and Travel              | \$3,500  |

Kent County support for these projects also serves as a part of the required match and required indication of county support the Stories of the Chesapeake programs and for the MHAA ESHI operating grant that allows us to:

- Promote county organizations and events through advertising, websites, brochures, and newsletters developed both by ESHI and in conjunction with its partners;
- Enable the benefits of the Maryland Heritage Area Programs which include capital grants of up to \$100,000; non-capital /programming grants of up to \$50,000.
- Provide mini- grants provided by ESHI of \$500 to \$5000 provided to organizations for programming, planning, interpretation, and other non-capital projects.
- Access to low interest loans /revenue bonds, and the Maryland Heritage Structural Tax Credit Program; and
- Technical support such as grants and grant management workshops

***By signing below, I affirm that these funds will not be used for political purposes and that these funds will be utilized for the direct benefit of Kent County citizens and/or businesses.***

Director Signature and Date:



(135)



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                                                 | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|------------------------------------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Executive Director                                                     | 28350          | 28350          | 28350          | 28350                       |
| Accounting                                                             | 1380           | 800            | 1300           | 1300                        |
| Website/Constant Contact newsletter/Social media                       | 715            | 1418           | 1500           | 1500                        |
| Public Outreach - Events awareness (advertising)                       | 5750           | 6000           | 6000           | 6000                        |
| Mini - Grants                                                          | 25000          | 25000          | 25150          | 25000                       |
| Insurance liability and directors                                      | 1250           | 1045           | 1300           | 1300                        |
| Office Supplies / postage/mailbox                                      | 755            | 625            | 650            | 650                         |
| Telephone                                                              | 672            | 680            | 800            | 1200                        |
| Mileage                                                                | 810            | 745            | 600            | 600                         |
| Printing and Design - Brochures/Exhibits/Display materials             | 4278           | 5584           | 5000           | 5000                        |
| Public Outreach                                                        | 2800           | 2000           | 1000           | 5000                        |
| Computer and software                                                  | 0              |                | 2000           | 2000                        |
| State Fees                                                             | 100            | 100            | 100            | 100                         |
| Event Participation                                                    | 0              | 0              | 800            | 800                         |
| Technical Assistance Workshops                                         | 600            | 0              | 1000           | 1000                        |
| Consultants - 5 year plan/National Heritage Area Feasibility Study (1) | 0              | 0              | 15000          | 85000                       |
| History Day/Museum on Main/special projects                            | 0              | 300            | 10000          | 10000                       |
|                                                                        |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>                                             | 44110          | 44297          | 72200          | 146450                      |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



FY2024 BUDGET REQUEST – M.U.S.T.  
(Maryland Upper Shore Transit)

To: Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties

From: Scott Warner, Executive Director, Mid-Shore Regional Council (MSRC)

Cc: Bruce Hojnacki, Maryland Transit Administration (MTA)

Date: February 1, 2023

Re: MUST FY 2024 Matching Funds Request

- The MUST (Maryland Upper Shore Transit) coordinated fixed route transit system will be requesting \$40,000 from the MTA, the same as last year. MUST received \$40,000 in FY2023.
- MUST is requesting a \$5,000 allocation from each of the five counties (Caroline, Dorchester, Kent, Queen Anne's, and Talbot) served by the program to make a local match of \$25,000.
- This request has remained the same since the program's inception. The MSRC has administered this program since FY2004.
- See attached enclosed MUST activities and responsibilities summary.

## **MID-SHORE REGIONAL COUNCIL**

**(Caroline, Dorchester, and Talbot Counties)**

The Mid-Shore Regional Council (MSRC) operates as a cooperative regional planning and development agency within Caroline, Dorchester, and Talbot Counties to foster physical, economic, and social development. The Council initiates and coordinates plans and projects for the development of human and economic resources.

The MSRC is a federally designated Economic Development District (an economically distressed area) that enables federal funding to the region through the U.S. Department of Commerce's Economic Development Administration.

Scope of Work highlights:

- 1) **Facilitate the Comprehensive Economic Development Strategy (CEDS) for the Mid-Shore Region.**
- 2) **Continue to partner with the Maryland Broadband Cooperative, Inc. (MDBC) and assist with the implementation of the broadband deployment plans for the Eastern Shore.** MDBC's mission is "to provide reliable and competitive digital connectivity solutions supporting our stakeholders in unserved and underserved areas." The MDBC was created by the MSRC and the other four regional councils in the state.
- 3) **Assist/facilitate EDA applications and implementation of CEDS projects**
- 4) **Assist with EDA funding for the Regional Medical Facility.**
- 5) **Continue to partner with the Eastern Shore Entrepreneurship Center (ESEC) in its purpose to stimulate and support entrepreneurship.** ESEC is a MSRC initiative.
- 6) **Provide governance of the regional transit project Maryland Upper Shore Transit (MUST).**
- 7) **Continue to partner with Shore Gourmet, Inc. to promote and assist value-added agriculture and specialty food businesses in the region.** Shore Gourmet is a MSRC initiative.
- 8) **Assist with the Dorchester Regional Incubator (Eastern Shore Innovation Center) as requested.**
- 9) **Further develop the Eastern Shore Regional GIS Cooperative (ESRGC).** The ESRGC is a joint effort between the MSRC, the Tri-County Council for the Lower Eastern Shore (TCCLES), Upper Shore Regional Council, and Salisbury University to provide access to geographic information systems (GIS) technology, data, technical support, and training to the local governments of Maryland's Eastern Shore.
- 10) **Continue to develop the GeoDASH Initiative** – a partnership of the MSRC, TCCLES and Salisbury University to provide technical assistance to community leaders in matters involving the development of state-of-the-art data visualization tools that merge the traditional business intelligence, geographic information, and dynamic modeling to support regional economic development decision making. It is managed by the ESRGC.
- 11) **Assist in the establishment of a study to determine the feasibility of a regional technology school or utilizing Chesapeake College in offering regional technology programs.**
- 12) **Monitor the State of Maryland's Rural Health Collaborative Pilot (created by Senate Bill 1056 during the 2018 General Assembly Session) particularly the stated purpose to "Enhance rural economic development in the mid-shore region."**

### Key

EDA = Economic Development Administration, U.S. Department of Commerce

TCCLES = Tri-County Council for the Lower Eastern Shore of Maryland

Contact information: Mr. Scott Warner  
Executive Director  
Mid-Shore Regional Council  
8737 Brooks Drive, Suite 101  
Easton, MD 21601

410-770-4798 (phone)  
410-770-5398 (fax)  
[swarner@midshore.org](mailto:swarner@midshore.org)

MSRC website: [www.midshore.org](http://www.midshore.org)

## Maryland Upper Shore Transit (MUST)

Maryland Upper Shore Transit (MUST) is a collaborative effort of three Locally Operating Transit Systems (LOTS) to provide coordinated fixed route passenger service to five counties on sixteen routes. The providers are Delmarva Community Transit (DCT) and Queen Anne's County County Ride (QACR). The counties served are Caroline, Dorchester, Kent, Queen Anne's, and Talbot. Funding is provided by the Maryland Transit Administration (MTA) with a local match from the five counties. Overall responsibility for MUST rests with the Mid-Shore Regional Council (MSRC). The MSRC operates as a cooperative regional planning and development agency within Caroline, Dorchester, and Talbot Counties to foster physical, economic, and social development. The MSRC membership includes state, county, and municipal elected officials; minority leaders; private sector/private citizens; representatives of resource-based industries; and private business representatives. The Council initiates and coordinates plans and projects for the development of human and economic resources. The MSRC is the grantee of the MTA grant and provides governance of the MUST program. MUST also takes part in the Delmarva Community Transit's Transportation Advisory Committee (CTAC). CTAC encompasses representatives of five counties (Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties).

MUST is unusual in that it is not a transit provider but a coordinating activity whose success relies primarily on the cooperation of the transit providers. The following are the key elements in the MUST coordinating model and strategy:

- 1) Periodic meetings of the transportation providers, MTA, MSRC, outreach representatives, media specialist, and other key partners. These meetings have a standard agenda designed to address continuing and new coordination issues.
- 2) The MUST meetings are coordinated with the Community Transportation Advisory Committee (CTAC) meetings.
- 3) Quarterly meetings and monthly emailed reports to the MSRC. These meetings and communications assist with intraagency coordination and ensures that elected officials are aware of the needs and progress of MUST.
- 4) A bilingual (English and Spanish) schedule for the coordinated MUST routes.
- 5) A bilingual, mobile friendly website is maintained which includes contact information and schedules.
- 6) MTA approved federal compliance information stated in schedules and website to assure transit providers compliance.
- 7) Outreach to present and promote the availability of public and other transit services.
- 8) Provides MTA approved bus stop signs and kiosks to help promote awareness of the public transit system.
- 9) Provides rider transfers to the transportation providers. Transfers allow riders to transfer during one-way trips within the coordinated system.
- 10) A bi-lingual toll free information line for MUST where customer needs, when required, are coordinated with other transit services in the five county region. This service is a partnership with the Delmarva Community Services mobility management office.
- 11) Bilingual brochures and flyers for the coordinated routes.
- 12) Promotional DVD with information videos that can be played on Public Service Announcements, closed circuit television, during outreach events, and linked to websites.
- 13) MUST representatives participate in the Maryland Coordinating Committee for Human Services Transportation.
- 14) Periodically facilitates a customer survey of the transportation system.
- 15) MUST assists in the coordination of the Upper Eastern Shore Coordinated Public Transit-Human Services Transportation Plan of the Maryland State and Regional Coordinated Transportation Plans for SAFETEA-LU. This plan includes Cecil, Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties.
- 16) MUST is the regional review authority for (1) federal Enhanced Mobility of Seniors and Individuals With Disabilities and (2) Maryland Job Access and Reverse Commute programs for the six counties (Cecil, Caroline, Dorchester, Kent, Queen Anne's, and Talbot) of the Upper Eastern Shore.

Activities 15 and 16 result in grants to local transit providers for capital and operating funding provided by the Federal Transit Administration and MTA. It is critical that local representation and assistance is provided in these review processes.

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES          | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-----------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING         | 4,500.00       | 5,000.00       | 5,000.00       | 5,000.00                    |
| FEDERAL FUNDING             |                |                |                |                             |
| STATE FUNDING               | 40,000.00      | 40,000.00      | 40,000.00      | 40,000.00                   |
| PRIVATE DONATIONS           |                |                |                |                             |
| DUES & FEES                 |                |                |                |                             |
| OTHER (LIST BY TYPE)        |                |                |                |                             |
| CAROLINE COUNTY FUNDING     | 5,000.00       | 5,000.00       | 5,000.00       | 5,000.00                    |
| DORCHESTER COUNTY FUNDING   | 5,000.00       | 5,000.00       | 5,000.00       | 5,000.00                    |
| QUEEN ANNE'S COUNTY FUNDING | 5,000.00       | 5,000.00       | 5,000.00       | 5,000.00                    |
| TALBOT COUNTY FUNDING       | 5,000.00       | 5,000.00       | 5,000.00       | 5,000.00                    |
|                             |                |                |                |                             |
|                             |                |                |                |                             |
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Eastern Region – Salisbury University

February 23, 2023

Gary Stulir  
Accounting Manager/Office of Finance  
Kent County Office of Finance  
400 High Street  
Chestertown, Maryland 21620

Dear Mr. Stulir:

Attached are the budget request forms for the SBDC's 2024 request.

As detailed in my request letter, the funds from Kent County are needed as part of our required match for our state and federal funding. We use the local, state and federal funds to provide business start and expansion assistance to entrepreneurs in Kent County. The funds are used to provide a consultant, travel to Kent County from our office at Wye Mills, and administrative support at Chesapeake College. The Maryland Small Business Development Center, Eastern Region has provided services to 20 clients in Kent County during the last fiscal year. Our region provided 83 in-person and on-line training courses over the past year for 1261 attendees.

The SBDC Program is managed by Salisbury University which is part of the University System of Maryland. Our most recent audit (2020) can be found here:

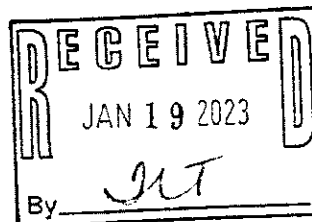
- University System of Maryland (USM) Single Audit Reports with Reports of Independent Auditors  
<http://www.usmd.edu/usm/adminfinance/finafair/sar.html>

The funds provided by Kent County have been used, in conjunction with state and federal funds, to support the salary and fringe of our Consultant, travel to Kent County from Wye Mills, and the salary and fringe for administrative support at Chesapeake College. The funds will continue to support those costs.

As always, I am available to discuss this or any issue affecting businesses in Kent County. If you have any suggestions on how we can better serve the entrepreneurs of our region, please let me know.

Sincerely,

John N. Hickman  
SBDC Grant Project Director  
[inhickman@salisbury.edu](mailto:inhickman@salisbury.edu)



Salisbury  
UNIVERSITY

Eastern Region

Salisbury University  
1101 Camden Ave.  
Salisbury, MD 21801

January 11, 2023

The Honorable Ronald H. Fithian  
President  
County Commissioners of Kent County  
400 High Street  
Chestertown, MD 21620

Dear Mr. Fithian:

Over the past years, the Small Business Development Center at the Perdue School of Business and Chesapeake College has continually provided great service to the citizens of Kent County and the surrounding counties/areas. This year we worked to assist entrepreneurs as they worked through the challenges they faced in emerging from the COVID pandemic. The SBDC worked with our partners to deliver expanded training options and Confidential no fee consulting, through virtual and in-person methods. As you and the rest of the commissioners continue to grow the economic base of Kent County, we hope to partner with you in assisting the business community in your county.

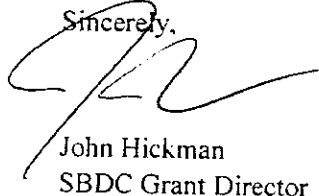
The Small Business Development Center at Salisbury University and Chesapeake College has provided services to 20 clients in Kent County during the last fiscal year. Our region provided 83 training courses (virtual and in-person) over the past year for 1261 attendees. Many success stories have developed from within these groups of clients and attendees.

Again, we are required to develop local match for the state and federal funds we receive. I am again targeting at least \$6,000 from each of the counties that we work with, in order to keep the same level of state and federal funding for our program. Without the proper match, we will lose an equivalent amount of our state and federal grant funding. For that reason, we must seek funding from all of the counties in our region. Without the proper funding, we will be unable to continue our role in the economic development of this area.

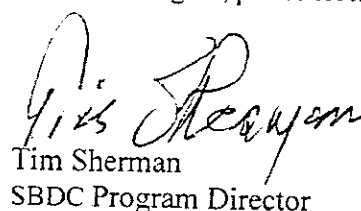
In this year you were able to provide the \$6,000 appropriation we had requested. We used this funding to maintain the upper shore consultant and provide travel funds to allow him to visit client at their place of business in Kent County. This request is to maintain those finds so that we can continue to assist the small businesses of the county.

As always, I am available to discuss this or any issue affecting businesses in Kent County. If you have any suggestions on how we can better serve the entrepreneurs of our region, please let me know.

Sincerely,



John Hickman  
SBDC Grant Director



Tim Sherman  
SBDC Program Director

Cc: Shelley Heller  
Jamie Williams

Accredited to provide technology commercialization assistance.

• Tel: (410) 548-4419 • [www.marylandsbdc.org/eastern](http://www.marylandsbdc.org/eastern) •

(142)

### SCHEDULE OF ORGANIZATIONS TOTAL REVENUES



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES     | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------|----------------|----------------|----------------|-----------------------------|
| Personnel                  | 488993         | 397471         | 420540         | 424540                      |
| Travel (Mileage)           | 735            | 5000           | 6200           | 4200                        |
| Supplies                   | 166            | 63             | 1520           | 1520                        |
| Contractual                | 77089          | 62588          | 69188          | 69188                       |
| Other                      | 3982           | 5186           | 7276           | 7300                        |
| Indirect Costs Collected   | 32686          | 32687          | 32686          | 32686                       |
| Indirect Costs Waived      | 177158         | 121337         | 132181         | 132181                      |
|                            |                |                |                |                             |
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|                            |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b> | <b>780809</b>  | <b>624332</b>  | <b>669591</b>  | <b>671615</b>               |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

gstulir@kentgov.org  
(small)

**KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2024 BUDGET  
CONTACT INFORMATION**

KENT COUNTY WATERMAN'S ASSOCIATION  
ORGANIZATION

6645 ROCK HALL RD.  
ADDRESS (LINE 1)

ROCK HALL, MARYLAND 21661  
ADDRESS (LINE 2)

ANDREA JACQUETTE  
BUDGET REQUEST SUBMITTED BY

SECRETARY  
TITLE

410-639-2176  
TELEPHONE #

nicebluejake@yahoo.com  
EMAIL

### SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



The KCWA is very active in our community. The association budgets \$4500 a year in scholarships (3@ \$1500) to any graduating ~~student~~ senior who has either a family member ~~member~~ associated with the association or that senior is currently working on the water.

We donate to many events held in the local communities benefiting ~~our~~ our local school systems.

In 2021 our commercial watermen harvested 30,000 bushels of oysters on Swan Point Bar. The effort made by the county and the association planted that bar which was a huge success. The dockside value of those 30,000 bushels of harvested oysters according to DNR is \$1.4 million and <sup>the</sup> total economic value was \$4 million.

We are ~~so~~ currently working with DNR and private seed companies to purchase seed to not only plant Swan Point Bar but the Chester River bars as well.

~~The~~ The association is again asking for the budgeted amount of \$8000 <sup>this is to</sup> ~~to~~ ensure funds from the county and the association will allow ~~us~~ us to replant as many oyster bars in Kent County as possible.

# Museums of Kent County

February 17, 2023

Commissioners of Kent County  
400 High Street  
Chestertown, MD 21620

Dear President Frithian, Commissioner Price and Commissioner Nickerson,

We respectfully submit the attached request for funding for the fiscal year 2024

The Museums of Kent County continues to represent, as a committee, the Kent County museums and submits one request for funding instead of individual requests.

The Kent County museums that we currently represent are:-

The Bordley Historical Center  
Sumner GAR Hall  
Kent Museum  
Knock's Folly  
Massey Air Museum  
Betterton Heritage Museum  
Waterman's Museum  
African American School House  
Eastern Neck NWR Lodge

Each museum remains a separate entity with individual budgets. The committee normally meets at least four times a year with a representative of the Tourism Office, Washington College and other heritage organizations to discuss our collective needs. Led by our President Stephanie Gosman of the Bordley Center we find that by working together, co-ordinating events, producing a brochure listing our museums and making a presence now with a travelling kiosk at County events and parades, we can make our visitors more aware of Kent County history, events and locations, and thus have a more positive impact on the County.

The Museums of Kent County enjoy the part we play in making our County a wonderful place to live and visit. We appreciate your consideration of our fiscal needs and look forward to a positive response to our request.

Sincerely,

Donald M Hooker  
Treasurer, Museums of Kent County  
13876 Swantown Creek Road  
Galena, MD 21635

## Museums of Kent County

### Summary of funding requests for FY 24

|                                   |         |                                                                                                                                                                                              |       |
|-----------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Betterton Heritage museum         | \$ 550  | Social medial outreach,<br>Website domain and hosting.                                                                                                                                       | (150) |
| Historical Society of Kent County | \$ 720  | Printing and material costs for<br>three window and museum exhibits.                                                                                                                         |       |
| Kent museum                       | \$ 350  | Interpretive panels for the Medders<br>Store (Still Pond) display.                                                                                                                           |       |
| Museums of Kent                   | \$3,900 | Brochure printing costs for:-<br>Driving Tour, Tea Party, Fair & Fall Fest.<br>Redo of banner at Visitors Center.<br>Museum web site design and maintenance.<br>Additional museum brochures. |       |
| Sumner Hall                       | \$1,000 | Portable displays for the "Commodore<br>Collection."                                                                                                                                         |       |
| Total requested funding           | \$6,520 |                                                                                                                                                                                              |       |

# Museums of Kent County

President      Stephanie Gosman      Treasurer      Don Hooker

## Treasurers Report February 17, 2023

Peoples Bank account balance as of April 11,2022      \$ 2055.57

|         |                                             |         |
|---------|---------------------------------------------|---------|
| Income: | Donations received at Chestertown Tea Party | \$ 102  |
|         | County Fair                                 | \$ 46   |
|         | Fall Fest                                   | \$ 22   |
|         | Kent County Finance                         | \$7,000 |

|               |                                                |           |
|---------------|------------------------------------------------|-----------|
| Expenditures: | DOC Merchandise printing (5 events)            | \$ 882.62 |
|               | Friends of Eastern Neck                        | \$ 600    |
|               | Kent Cultural Alliance(African/Am. School Hs.) | \$1,500   |
|               | Massey Air Museum                              | \$ 350    |
|               | Betterton Heritage Museum                      | \$1,150   |
|               | Sumner Hall                                    | \$2,000   |
|               | Friends of Martinak(Knocks Folly)              | \$ 800    |
|               | Travelling exhibit expenditures                | \$ 167    |

Current balance:      \$1775.95

Planned expenditures: Updated brochures currently in preparation      \$1500.00

Don Hooker, Treasurer  
Museums of Kent County



**Gary Stulir**

---

**From:** Jeanne Yeager <jyeager@mscfv.org>  
**Sent:** Friday, March 10, 2023 2:06 PM  
**To:** Gary Stulir  
**Subject:** RE: Kent County FY2024 Budget

**ATTENTION!**

This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.

- KCIT Helpdesk

---

Hi Gary,  
Thanks for reaching out about this. We decided not to apply this year which is why we have not sent in the Budget request.  
Jeanne

**From:** Gary Stulir <gstulir@kentgov.org>  
**Sent:** Friday, March 10, 2023 1:59 PM  
**To:** Jeanne Yeager <jyeager@mscfv.org>  
**Subject:** FW: Kent County FY2024 Budget

Hi Jeanne,

I wanted to make sure we included Mid-Shore Council on Family Violence FY24 Budget request. I searched my email but didn't see a request. If you could please forward your budget request, so I can include in the FY24 Budget request.

Thanks,  
Gary

**From:** Gary Stulir  
**Sent:** Monday, February 13, 2023 3:52 PM  
**To:** Gary Stulir <gstulir@kentgov.org>  
**Subject:** Kent County FY2024 Budget

Good Afternoon,



Celebrating Creativity.  
Connecting Communities.  
Sharing Conversation.

March 10, 2023

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian, Commissioner Nickerson, and Commissioner Price:

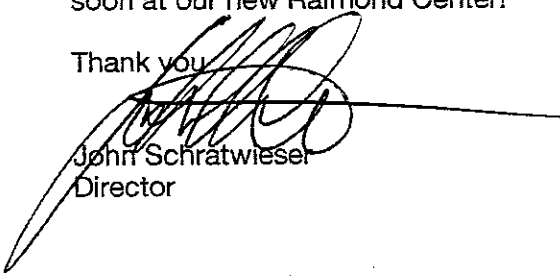
On behalf of the board of directors of the Kent Cultural Alliance, and all of our grantees and constituents, I thank you for your continued support of the work we do for the people of Kent County. From programming and professional development at Kent County Public Schools, to murals created across Kent County, including Galena Dogwood Park, Worton Community Center Park and the Kent Ag Center in Tolchester, the Kent Cultural Alliance is working to raise both economic activity and quality of life in Kent County. Our regranteeing programs, for arts organizations, community organizations and independent artists living and working in Kent County, support jobs, create programs for residents and visitors alike, and reinvest tax-payer dollars from the County, State, and Federal Government in the people and places of Kent County.

In FY 2023, the Commissioners graciously renewed our 2022 level funding of \$12,500 and provided a one time capital grant of \$25,000 to allow us to complete our new building, The Vincent and Leslie Prince Raimond Cultural Center at 101 Spring Avenue in the heart of our County Seat of Chestertown. We are asking that you consider a small increase to our annual grant for organizational support increasing our funding to \$15,000. We are not seeking any additional capital investment.

Funds from Kent County support regranteeing programs for individuals as well as both arts based and other community based organizations. In 2022 and 2023 we provided, with the additional support of the Maryland State Arts Council and the National Endowment for the Arts, more than 100,000 in funding across Kent County. That funding does not include the money we invested in our own programming in support of KCPS and our own free programming.

We hope you will look favorably on our request for FY 2024 and we look forward to seeing you soon at our new Raimond Center!

Thank you



John Schratwieser  
Director

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

| REVENUE CATEGORIES                        | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-------------------------------------------|----------------|----------------|----------------|-----------------------------|
| KENT COUNTY FUNDING                       | 9000           | 12500          | 12500          | 15000                       |
| FEDERAL FUNDING                           |                | 10000          | 25000          | 40000                       |
| STATE FUNDING                             | 150000         | 170000         | 170000         | 180000                      |
| PRIVATE DONATIONS                         | 20000          | 29822          | 30000          | 40000                       |
| DUES & FEES                               |                |                |                |                             |
| OTHER (LIST BY TYPE)                      |                |                |                |                             |
| Maryland State Arts Council Covid Relief  |                | 30000          | 84000          | 40000                       |
| Kent County Covid Relief                  |                | 5000           |                |                             |
| Kent County Capital Grant for Building    |                |                | 25000          |                             |
| Fiscal Sponsor: Worton Point School House |                | 24000          | 11500          |                             |
| Fiscal Sponsor: Busload of Books          |                | 200000         | 90000          |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
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|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           |                |                |                |                             |
|                                           | 179000         | 481322         | 448000         | 315000                      |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES                    | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|-------------------------------------------|----------------|----------------|----------------|-----------------------------|
| Administration                            | 50000          | 65000          | 85000          | 85000                       |
| Re-granting Organizational                | 40000          | 60000          | 65000          | 65000                       |
| Re-granting Individual                    | 35000          | 40000          | 40000          | 45000                       |
| Programming Expenses / Residency          | 15000          | 23000          | 48500          | 75000                       |
| KCPS Programming/Arts Ed                  | 18000          | 17000          | 15000          | 24000                       |
| Mortgage                                  | 12000          | 12000          | 12000          | 12000                       |
| Insurance                                 | 6800           | 12099          | 11000          | 9000                        |
| Fiscal Sponsor: Worton point school House |                | 24000          | 11500          | 0                           |
| Fiscal Sponsor: Busload of Books          |                | 200000         | 90000          | 0                           |
| Debt reduction MSAC grant                 |                |                | 50000          |                             |
| Speical Project - ISAAC                   |                | 15000          | 20000          |                             |
|                                           |                |                |                |                             |
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|                                           |                |                |                |                             |
| <b>TOTAL EXPENDITURES*</b>                | <b>176800</b>  | <b>468099</b>  | <b>448000</b>  | <b>315000</b>               |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## AGENDA ITEM BRIEFING

---

**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**5/2/2023**  
**Budget Work Session**

**Item Summary:**

Capital Summary

**ATTACHMENTS:**

Description

Changes

Capital Summary

## SUMMARY OF CHANGES-FY24

|                  |                                            | <u>REVENUE</u>    | <u>EXPENDITURE</u> |
|------------------|--------------------------------------------|-------------------|--------------------|
|                  | REQUESTED BUDGET                           | 56,822,731        | 66,528,763         |
| Capital          | Finance - hutches/monitors (FY23)          |                   | (3,991)            |
|                  | Roads - paving                             |                   | (200,000)          |
|                  | Roads - surface treatment                  |                   | (115,269)          |
|                  | Roads - Tractor with A-Boom                |                   | (210,000)          |
|                  | Roads - Village of Kville SW & roadway imp |                   | (150,000)          |
|                  | Env Ops - roll off truck w/hoist           |                   | (280,000)          |
|                  | P&R - Concession stand freezer             |                   | (6,000)            |
|                  | P&R - Millington pool furniture (FY23)     |                   | (2,500)            |
|                  | P&R - Community Center pool slide          |                   | (30,000)           |
|                  | Circuit Court - landscaping pavers         |                   | (31,420)           |
|                  | WWS - overall major expenses               |                   | (396,200)          |
|                  | WWS - reserves                             |                   | (8,320)            |
| Capital Projects | KCPS Middle school (\$3,315,000)           |                   | -                  |
|                  | Library - ramp                             |                   | (91,730)           |
| Allocations      | Fire Companies                             |                   | 530,063            |
|                  | Historic Preservation Commission           |                   | 10,000             |
|                  |                                            | -                 | (985,367)          |
|                  | 04/12/21 - Total                           | <u>56,822,731</u> | <u>65,543,396</u>  |
| Capital          | WWS - Fairlee Well redevelopment from FY23 |                   | 37,000             |
|                  | WWS - reserves                             |                   | 777                |
| Personnel        | Paramedic                                  |                   | (103,715)          |
|                  | Paramedic                                  |                   | (103,715)          |
|                  | Paramedic                                  |                   | (103,715)          |
|                  | Prosecutor (.5)                            |                   | (44,681)           |
|                  | Administrative Specialist- Detention Ctr   |                   | (12,764)           |
| Revenue          | Increase 911 fee                           | 194,000           |                    |
|                  | Subtotal                                   | <u>194,000</u>    | <u>(330,814)</u>   |
|                  | 04/26/22 - Total                           | <u>57,016,731</u> | <u>65,212,582</u>  |

**KENT COUNTY, MARYLAND  
5 YEAR CAPITAL PLAN  
SUMMARY  
4/11/2023**

|                                                   | Page # | Projected<br>FY23 | FY24             | FY25             | FY26             | FY27             | FY28             | Total             |
|---------------------------------------------------|--------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Capital Expenditures</b>                       |        |                   |                  |                  |                  |                  |                  |                   |
| County Commissioners                              |        | -                 | -                | -                | -                | -                | -                | -                 |
| County Commissioners Office                       |        | -                 | -                | -                | -                | -                | -                | -                 |
| Human Resources                                   |        | -                 | -                | -                | -                | -                | -                | -                 |
| Alcohol Beverage Inspector                        |        | -                 | -                | -                | -                | -                | -                | -                 |
| Finance                                           | 5      | 5,071             | -                | -                | -                | -                | -                | 5,071             |
| Information Technology                            | 8      | 160               | 85,000           | 30,000           | 166,740          | -                | -                | 281,900           |
| General Services                                  | 13     | 1,125             | -                | -                | -                | -                | -                | 1,125             |
| Public Works Administration                       | 14     | 300               | -                | -                | -                | -                | -                | 300               |
| County Roads                                      | 15     | 1,697,320         | 848,600          | 1,665,000        | 1,194,000        | 965,000          | 885,000          | 7,254,920         |
| Public Landings                                   | 25     | 13,437            | -                | -                | -                | 10,000           | -                | 23,437            |
| Environmental Operations                          | 26     | 151,647           | -                | 298,000          | 74,000           | 46,000           | -                | 569,647           |
| Building Maintenance                              | 31     | 69,659            | 38,250           | 84,250           | 82,500           | 28,500           | 29,500           | 332,659           |
| Planning                                          | 35     | -                 | 1,950            | -                | -                | -                | -                | 1,950             |
| Sheriff                                           | 37     | 19,755            | 44,300           | 5,500            | 16,500           | 5,500            | 3,300            | 94,855            |
| Detention Center                                  | 44     | 15,000            | 88,160           | -                | -                | -                | -                | 103,160           |
| Office of Emergency Services                      | 46     | -                 | -                | -                | -                | -                | -                | -                 |
| Emergency Medical Services                        | 47     | 24,332            | 48,000           | 38,000           | 50,000           | 50,000           | 40,000           | 250,332           |
| Communications                                    | 50     | 12,830            | 16,000           | 16,000           | 16,000           | 16,000           | 16,000           | 92,830            |
| Parks & Recreation                                | 52     | 127,790           | 64,900           | 43,500           | 2,500            | 13,500           | 2,500            | 254,690           |
| Grounds Maintenance                               | 59     | 36,798            | 1,350            | -                | -                | -                | -                | 38,148            |
| Economic Development                              |        | -                 | -                | -                | -                | -                | -                | -                 |
| Tourism                                           |        | -                 | -                | -                | -                | -                | -                | -                 |
| State's Attorney                                  |        | -                 | -                | -                | -                | -                | -                | -                 |
| Circuit Court                                     | 63     | -                 | 165,537          | 31,420           | -                | -                | -                | 196,957           |
| Election Office                                   | 67     | -                 | 28,975           | -                | -                | -                | -                | 28,975            |
| Housing                                           |        | -                 | -                | -                | -                | -                | -                | -                 |
| Public Schools                                    |        | -                 | -                | -                | -                | -                | -                | -                 |
| Library                                           |        | -                 | -                | -                | -                | -                | -                | -                 |
| <b>General Fund Capital Expenditures</b>          |        | <b>2,175,224</b>  | <b>1,431,022</b> | <b>2,211,670</b> | <b>1,602,240</b> | <b>1,134,500</b> | <b>976,300</b>   | <b>9,530,956</b>  |
| <b>Agriculture Preservation</b>                   | 71     | <b>3,661</b>      | <b>22,024</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>25,685</b>     |
| <b>Local Management Board</b>                     | 72     | <b>21,900</b>     | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>21,900</b>     |
| <b>Inmate Welfare Fund</b>                        |        | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Law Library</b>                                |        | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Project Open Space</b>                         | 73     | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>          |
| <b>Kent Family Center</b>                         |        | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Weed Control</b>                               | 80     | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Local Park &amp; Playground Infrastructure</b> | 81     | <b>0</b>          | <b>0</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Water &amp; Wastewater Services</b>            | 88     | <b>198,128</b>    | <b>537,000</b>   | <b>1,040,700</b> | <b>394,000</b>   | <b>78,000</b>    | <b>82,000</b>    | <b>2,329,828</b>  |
| <b>Bayside Landing</b>                            | 101    | <b>-</b>          | <b>1,500</b>     | <b>1,200</b>     | <b>2,700</b>     | <b>-</b>         | <b>1,500</b>     | <b>6,900</b>      |
| <b>Total Capital Expenditures</b>                 |        | <b>2,398,913</b>  | <b>1,991,546</b> | <b>3,253,570</b> | <b>1,998,940</b> | <b>1,212,500</b> | <b>1,059,800</b> | <b>11,915,269</b> |

**KENT COUNTY, MARYLAND  
LEASED VEHICLE  
SUMMARY  
4/11/2023**

|                                        |    | Projected<br>FY23 | FY24           | FY25     | FY26     | FY27     | FY28     | Total            |
|----------------------------------------|----|-------------------|----------------|----------|----------|----------|----------|------------------|
| <b>Leased Vehicles</b>                 |    |                   |                |          |          |          |          |                  |
| County Commissioners Office (1)        | 4  | -                 | 33,226         | -        | -        | -        | -        | 33,226           |
| Human Resources                        |    | -                 | -              | -        | -        | -        | -        | -                |
| Alcohol Beverage Inspector             |    | -                 | -              | -        | -        | -        | -        | -                |
| Information Technology                 |    | -                 | -              | -        | -        | -        | -        | -                |
| Public Works Administration            |    | -                 | -              | -        | -        | -        | -        | -                |
| County Roads (3)                       | 15 | 110,296           | -              | -        | -        | -        | -        | 110,296          |
| Public Landings                        |    | -                 | -              | -        | -        | -        | -        | -                |
| Environmental Operations (2/1)         | 26 | 113,745           | 65,310         | -        | -        | -        | -        | 179,055          |
| Building Maintenance (1/1)             | 31 | 44,106            | 46,476         | -        | -        | -        | -        | 90,582           |
| Planning (1)                           | 35 | -                 | 33,226         | -        | -        | -        | -        | 33,226           |
| Sheriff (3/7)                          | 37 | 181,517           | 506,422        | -        | -        | -        | -        | 687,939          |
| Detention Center (1)                   | 44 | -                 | 33,226         | -        | -        | -        | -        | 33,226           |
| Office of Emergency Services           |    | -                 | -              | -        | -        | -        | -        | -                |
| Emergency Medical Services (2/1)       | 47 | 128,600           | 71,346         | -        | -        | -        | -        | 199,946          |
| Communications                         |    | -                 | -              | -        | -        | -        | -        | -                |
| Parks & Recreation (1)                 | 52 | -                 | 44,268         | -        | -        | -        | -        | 44,268           |
| Grounds Maintenance (1)                | 59 | 47,627            | -              | -        | -        | -        | -        | 47,627           |
| State's Attorney                       |    | -                 | -              | -        | -        | -        | -        | -                |
| <b>General Fund Leased Vehicles</b>    |    | <b>625,891</b>    | <b>833,500</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>1,459,391</b> |
| <b>Local Management Board</b>          |    | <b>-</b>          | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>         |
| <b>Kent Family Center</b>              |    | <b>-</b>          | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>         |
| <b>Weed Control</b>                    | 80 | <b>33,377</b>     | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>33,377</b>    |
| <b>Water &amp; Wastewater Services</b> | 88 | <b>349,591</b>    | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>349,591</b>   |
| <b>Total Leased Vehicles (7/22)</b>    |    | <b>1,008,859</b>  | <b>833,500</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>1,842,359</b> |



**KENT COUNTY, MARYLAND  
5 YEAR CAPITAL PLAN  
SUMMARY  
4/11/2023**

|                                                     |         | Projected<br>FY23 | FY24              | FY25              | FY26              | FY27             | FY28             | Total             |
|-----------------------------------------------------|---------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| <b>Capital Projects</b>                             |         |                   |                   |                   |                   |                  |                  |                   |
| Information Technology computer upgrades            | 12      | 30,000            | 30,000            | 30,000            | 30,000            | 30,000           | 30,000           | 180,000           |
| Public Works design K0015                           | 16      | 60,000            | 20,000            | -                 | -                 | -                | -                | 80,000            |
| Public Works repair K0015                           | 18      | -                 | 200,000           | -                 | -                 | -                | -                | 200,000           |
| Public Works Complex salt storage building          |         | -                 | -                 | 75,000            | -                 | -                | -                | 75,000            |
| Bogles Public Landing pier replacement              |         | -                 | -                 | 180,000           | -                 | -                | -                | 180,000           |
| Nicholson water treatment plant upgrade             | 30      | 0                 | 0                 | -                 | -                 | -                | -                | -                 |
| Public Safety complex design and construction       | 34      | 1,040,365         | 12,440,848        | 12,169,336        | 3,180,461         | -                | -                | 28,831,010        |
| Rock Hall Paramedic office construction             | 46      | 27,042            | -                 | -                 | -                 | -                | -                | 27,042            |
| Worton renovations to existing maintenance facility | 59      | 56,585            | -                 | -                 | -                 | -                | -                | 56,585            |
| Worton maintenance facility parking lot paving      | 59      | 95,000            | -                 | -                 | -                 | -                | -                | 95,000            |
| Worton maintenance facility landscaping             | 59      | 40,000            | -                 | -                 | -                 | -                | -                | 40,000            |
| Chestertown Business Campus Rt 213 entrance         | 62      | -                 | 450,000           | -                 | -                 | -                | -                | 450,000           |
| Galena targeted renovations                         | 84      | 138,291           | -                 | -                 | -                 | -                | -                | 138,291           |
| Kent County High School roof                        | 84      | 3,195,675         | 1,048,725         | -                 | -                 | -                | -                | 4,244,400         |
| Kent County Middle School                           | 84      | -                 | -                 | 3,315,000         | 28,927,000        | -                | -                | 32,242,000        |
| Kent County Public Library - ADA ramp/High St       | 86-87   | -                 | -                 | 91,730            | -                 | -                | -                | 91,730            |
| <b>Capital Project Fund Expenditures</b>            |         | <b>4,682,958</b>  | <b>14,189,573</b> | <b>15,861,066</b> | <b>32,137,461</b> | <b>30,000</b>    | <b>30,000</b>    | <b>66,931,058</b> |
| <b>Project Open Space</b>                           |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     | 74-79   | -                 | 69,588            | 67,800            | 135,000           | 450,000          | -                | 722,388           |
| <b>Local Park &amp; Playground Infrastructure</b>   |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     | 82-83   | 20,000            | 0                 | -                 | -                 | -                | -                | 20,000            |
| <b>Water &amp; Wastewater Services</b>              |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     | 99-100  | -                 | -                 | 296,000           | -                 | -                | -                | 296,000           |
| <b>Bayside Landing</b>                              |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     | 103-104 | 25,450            | 623,000           | -                 | -                 | -                | -                | 648,450           |
| <b>Total Capital Project Expenditures</b>           |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     |         | <b>4,728,408</b>  | <b>14,882,161</b> | <b>16,224,866</b> | <b>32,272,461</b> | <b>480,000</b>   | <b>30,000</b>    | <b>68,617,896</b> |
| <b>Total Expenditures</b>                           |         |                   |                   |                   |                   |                  |                  |                   |
|                                                     |         | <b>8,136,180</b>  | <b>17,707,207</b> | <b>19,478,436</b> | <b>34,271,401</b> | <b>1,692,500</b> | <b>1,089,800</b> | <b>80,533,165</b> |

## 5 YEAR CAPITAL PLAN - COUNTY COMMISSIONERS OFFICE

|                                   | Projected<br>FY23 | FY24   | FY25 | FY26 | FY27 | FY28 | Total  |
|-----------------------------------|-------------------|--------|------|------|------|------|--------|
| <b>Capital Expenditures</b>       |                   |        |      |      |      |      |        |
|                                   | -                 | -      | -    | -    | -    | -    | -      |
| <b>Total Capital Expenditures</b> | -                 | -      | -    | -    | -    | -    | -      |
| <b>Leased Vehicles</b>            |                   |        |      |      |      |      |        |
| 2024 Ford Explorer (or similar)   | -                 | 33,226 | -    | -    | -    | -    | 33,226 |
| <b>Total Leased Vehicles</b>      | -                 | 33,226 | -    | -    | -    | -    | 33,226 |
| <b>Capital Projects</b>           |                   |        |      |      |      |      |        |
|                                   | -                 | -      | -    | -    | -    | -    | -      |
| <b>Total Capital Projects</b>     | -                 | -      | -    | -    | -    | -    | -      |
| <b>Total Expenditures</b>         | -                 | 33,226 | -    | -    | -    | -    | 33,226 |

## 5 YEAR CAPITAL PLAN - OFFICE OF FINANCE

|                                   | Projected    |          |          |          |          |          |              |
|-----------------------------------|--------------|----------|----------|----------|----------|----------|--------------|
|                                   | FY23         | FY24     | FY25     | FY26     | FY27     | FY28     | Total        |
| <b>Capital Expenditures</b>       |              |          |          |          |          |          |              |
| Shredder                          | 600          | -        | -        | -        | -        | -        | 600          |
| Mobile desk/chair                 | 480          | -        | -        | -        | -        | -        | 480          |
| Bookcase hutch (3)                | 1,449        | -        | -        | -        | -        | -        | 1,449        |
| Larger monitors (15)              | 2,542        | -        | -        | -        | -        | -        | 2,542        |
| <b>Total Capital Expenditures</b> | <b>5,071</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>2,542</b> |
| <b>Capital Projects</b>           |              |          |          |          |          |          |              |
|                                   | -            | -        | -        | -        | -        | -        | -            |
| <b>Total Capital Projects</b>     | <b>-</b>     | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>     |
| <b>Total Expenditures</b>         | <b>5,071</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>2,542</b> |

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                            |                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                          | Replacement monitors (15) |
| <b>Department &amp; Division</b>          | 903                                                                                                                                                                                                                                                                                        | Office of Finance         |
| <b>Total Cost</b>                         | \$ 2,542                                                                                                                                                                                                                                                                                   |                           |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                            |                           |
| <b>County Funding</b>                     | \$ 2,542                                                                                                                                                                                                                                                                                   |                           |
| <b>Detailed Justification</b>             | <p>Current staff monitors are 19" - 21". We spend 8 hours or more each day in front of these working on multiple spreadsheet screens, multiple system screens, emails and more. Larger screens would be easier to view and work on and facilitate viewing more documents if necessary.</p> |                           |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                        |                           |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                       |                           |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                            |                           |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                    |          |                    |
|------------------------------------|----------|--------------------|
| <b>Priority Ranking &amp; Item</b> | 2        | Bookcase hutch (3) |
| <b>Department &amp; Division</b>   | 903      | Office of Finance  |
| <b>Total Cost</b>                  | \$ 1,449 |                    |
| <b>Non County Funding</b>          |          |                    |
| <b>County Funding</b>              | \$ 1,449 |                    |

**Detailed Justification**      Last year we purchased several lateral files that have a matching bookcase component that would create storage and utilize empty space over these files.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - INFORMATION TECHNOLOGY

|                                                  | Projected     |                |               |                |               |               |                |
|--------------------------------------------------|---------------|----------------|---------------|----------------|---------------|---------------|----------------|
|                                                  | FY23          | FY24           | FY25          | FY26           | FY27          | FY28          | Total          |
| <b>Capital Expenditures</b>                      |               |                |               |                |               |               |                |
| Office chair                                     | 160           | -              | -             | -              | -             | -             | 160            |
| Virtualization hardware                          | -             | 49,000         | -             | -              | -             | -             | 49,000         |
| Layer 2 switches - (11) replacements             | -             | 25,000         | -             | -              | -             | -             | 25,000         |
| Firewall (x2/upgrade/install/configure/transfer) | -             | 11,000         | -             | -              | -             | -             | 11,000         |
| Back up and recovery system                      | -             | -              | 30,000        | -              | -             | -             | 30,000         |
| Next GEN SIEM cyber security hardware            | -             | -              | -             | 16,740         | -             | -             | 16,740         |
| Upgrade computers (Fund Balance)                 | -             | -              | -             | 150,000        | -             | -             | 150,000        |
| <b>Total Capital Expenditures</b>                | <b>160</b>    | <b>85,000</b>  | <b>30,000</b> | <b>166,740</b> | <b>-</b>      | <b>-</b>      | <b>281,900</b> |
| <b>Capital Projects</b>                          |               |                |               |                |               |               |                |
| Computer replacement funding                     | 30,000        | 30,000         | 30,000        | 30,000         | 30,000        | 30,000        | 180,000        |
| <b>Total Capital Projects</b>                    | <b>30,000</b> | <b>30,000</b>  | <b>30,000</b> | <b>30,000</b>  | <b>30,000</b> | <b>30,000</b> | <b>180,000</b> |
| <b>Total Expenditures</b>                        | <b>30,160</b> | <b>115,000</b> | <b>60,000</b> | <b>196,740</b> | <b>30,000</b> | <b>30,000</b> | <b>461,900</b> |

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                    |                         |                               |
|------------------------------------|-------------------------|-------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>1</u>                | <u>Virtualization</u>         |
| <b>Department &amp; Division</b>   | <u>1000</u>             | <u>Information Technology</u> |
| <b>Total Cost</b>                  | <u>\$ 49,000</u>        |                               |
| <b>Non County Funding</b>          | <u></u>                 | <u></u>                       |
| <b>County Funding</b>              | <u><u>\$ 49,000</u></u> |                               |

**Detailed Justification**

The County currently uses this Virtualization hardware and support. The current product is end of life on 10.31.23. The quote is for a replacement. Software and Support are included within the FY24 Operating Budget and will be prepaid. There is no trade in value for the current equipment. KCIT is looking to move some services to the cloud over the next few years.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                    |           |                        |
|------------------------------------|-----------|------------------------|
| <b>Priority Ranking &amp; Item</b> | 2         | Switches               |
| <b>Department &amp; Division</b>   | 1000      | Information Technology |
| <b>Total Cost</b>                  | \$ 25,000 |                        |
| <b>Non County Funding</b>          |           |                        |
| <b>County Funding</b>              | \$ 25,000 |                        |

**Detailed Justification**      The current Layer 2 switches are end of vendor support which means they will no longer receive security updates. There are 11 switches that will need to be replaced in FY24

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Priority Ranking &amp; Item</b>        | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Firewalls              |
| <b>Department &amp; Division</b>          | 1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Information Technology |
| <b>Total Cost</b>                         | \$ 11,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |
| <b>County Funding</b>                     | \$ 11,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
| <b>Detailed Justification</b>             | <p>The current firewalls are up for support renewal. The County firewalls are end of life in October 2026. However, with the implementation of our Security Information and Event Management (SIEM) solution, KCIT has a need to improve compatibility of the firewalls with our security solution. In order to streamline processes, KCIT is proposing to install new firewalls. The requested firewalls include increased security measures and are on the Department of Defense's approved list of firewalls. (5 yrs of Licensing, Log Retention and Support is included in the operating budget. Remote Services for the migration in FY24 will also be included in the FY24 budget request as a one time expense and is "not to exceed")</p> |                        |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                     |                        |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Priority Ranking &amp; Item</b>        | 4                                                                                                                                                                                                                                   | IT PC Upgrade          |
| <b>Department &amp; Division</b>          | 1000                                                                                                                                                                                                                                | Information Technology |
| <b>Total Cost</b>                         | \$ 30,000                                                                                                                                                                                                                           |                        |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                     |                        |
| <b>County Funding</b>                     | \$ 30,000                                                                                                                                                                                                                           |                        |
| <b>Detailed Justification</b>             | <p>Funding each year is set aside for a PC Refresh. Several years ago KCIT increased the requested amount to \$30,000 per year due to an increase in laptops. Inflation could also be a factor in FY26 when we refresh devices.</p> |                        |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                 |                        |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                |                        |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                     |                        |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - GENERAL SERVICES

|                                   | Projected |      |      |      |      |      |       |
|-----------------------------------|-----------|------|------|------|------|------|-------|
|                                   | FY23      | FY24 | FY25 | FY26 | FY27 | FY28 | Total |
| <b>Capital Expenditures</b>       |           |      |      |      |      |      |       |
| Encrypted swipe devices           | 1,125     | -    | -    | -    | -    | -    | 1,125 |
| <b>Total Capital Expenditures</b> | 1,125     | -    | -    | -    | -    | -    | 1,125 |
| <b>Capital Projects</b>           |           |      |      |      |      |      |       |
|                                   | -         | -    | -    | -    | -    | -    | -     |
| <b>Total Capital Projects</b>     | -         | -    | -    | -    | -    | -    | -     |
| <b>Total Expenditures</b>         | 1,125     | -    | -    | -    | -    | -    | 1,125 |

## 5 YEAR CAPITAL PLAN - PUBLIC WORKS ADMINISTRATION

|                                   | Projected |      |      |      |      |      |       |
|-----------------------------------|-----------|------|------|------|------|------|-------|
|                                   | FY23      | FY24 | FY25 | FY26 | FY27 | FY28 | Total |
| <b>Capital Expenditures</b>       |           |      |      |      |      |      |       |
| Standing desk                     | 300       | -    | -    | -    | -    | -    | 300   |
| <b>Total Capital Expenditures</b> | 300       | -    | -    | -    | -    | -    | 300   |
| <b>Leased Vehicles</b>            |           |      |      |      |      |      |       |
|                                   | -         | -    | -    | -    | -    | -    | -     |
| <b>Total Leased Vehicles</b>      | -         | -    | -    | -    | -    | -    | -     |
| <b>Capital Projects</b>           |           |      |      |      |      |      |       |
|                                   | -         | -    | -    | -    | -    | -    | -     |
| <b>Total Capital Projects</b>     | -         | -    | -    | -    | -    | -    | -     |
| <b>Total Expenditures</b>         | 300       | -    | -    | -    | -    | -    | 300   |

### 5 YEAR CAPITAL PLAN - ROADS

|                                                               | Prior<br>Years | FY23             | FY24             | FY25             | FY26             | FY27           | FY28           | Total            |
|---------------------------------------------------------------|----------------|------------------|------------------|------------------|------------------|----------------|----------------|------------------|
| <b>Capital Expenditures</b>                                   |                |                  |                  |                  |                  |                |                |                  |
| Bridge repairs design K0001 & K0002                           | 45,198         | 450,000          | -                | -                | -                | -              | -              | 495,198          |
| Standard cab dump truck w/plow/sander/spreader** PO#150969    | -              | 175,000          | 180,000          | 370,000          | 185,000          | 185,000        | 185,000        | 1,280,000        |
| Gradall                                                       | -              | 479,100          | -                | -                | -                | -              | -              | 479,100          |
| Clark Rd pipe project                                         | -              | 17,000           | 250,000          | -                | -                | -              | -              | 267,000          |
| Pave Porters Grove Rd/Shadding Reach Rd/Handy Point Rd        | -              | 287,100          | 168,600          | 350,000          | 350,000          | 350,000        | 350,000        | 1,855,700        |
| Surface treatment various roads (\$340,000/\$430,267)***      | -              | 263,019          | 250,000          | 350,000          | 350,000          | 350,000        | 350,000        | 1,913,019        |
| Retroreflectometer (used for signs)                           | -              | 8,889            | -                | -                | -                | -              | -              | 8,889            |
| Tailgate spreader                                             | -              | 4,940            | -                | -                | -                | -              | -              | 4,940            |
| Modis Edge diagnostic equipment                               | -              | 3,868            | -                | -                | -                | -              | -              | 3,868            |
| Gravel Pit soil study                                         | -              | 3,600            | -                | -                | -                | -              | -              | 3,600            |
| Shop tool box                                                 | -              | 3,199            | -                | -                | -                | -              | -              | 3,199            |
| Miscellaneous furniture & tools                               | -              | 1,605            | -                | -                | -                | -              | -              | 1,605            |
| Tractor with A-Boom                                           | -              | -                | -                | 210,000          | -                | -              | -              | 210,000          |
| Village of Kennedyville stormwater & roadway improvements     | -              | -                | -                | 150,000          | -                | -              | -              | 150,000          |
| Ditcher                                                       | -              | -                | -                | 40,000           | -                | -              | -              | 40,000           |
| Entryr 1,000 gallon Pull Behind Distributor                   | -              | -                | -                | 80,000           | -                | -              | -              | 80,000           |
| Mowing tractor w/side and row flail                           | -              | -                | -                | 115,000          | -                | -              | -              | 115,000          |
| Compact excavator                                             | -              | -                | -                | -                | 94,000           | -              | -              | 94,000           |
| Bucket tractor                                                | -              | -                | -                | -                | 135,000          | -              | -              | 135,000          |
| Sand sheds - Massey and Nike Base                             | -              | -                | -                | -                | 80,000           | 80,000         | -              | 160,000          |
| <b>Total Capital Expenditures</b>                             | <b>45,198</b>  | <b>1,697,320</b> | <b>848,600</b>   | <b>1,665,000</b> | <b>1,194,000</b> | <b>965,000</b> | <b>885,000</b> | <b>7,300,118</b> |
| <b>Leased Vehicles</b>                                        |                |                  |                  |                  |                  |                |                |                  |
| Ford F-250 (3) (2 FY22>FY23)                                  | -              | 110,296          | -                | -                | -                | -              | -              | 110,296          |
| <b>Total Leased Vehicles</b>                                  | <b>-</b>       | <b>110,296</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>110,296</b>   |
| <b>Capital Projects</b>                                       |                |                  |                  |                  |                  |                |                |                  |
| Design Lambson Forest Rd bridge K00015 (FY23/FY24 \$400,000)* | -              | 60,000           | 20,000           | -                | -                | -              | -              | 80,000           |
| Repair Lambson Forest Rd bridge K00015 (FY24 \$1,000,000)*    | -              | -                | 200,000          | -                | -                | -              | -              | 200,000          |
| Salt storage building                                         | -              | -                | -                | 75,000           | -                | -              | -              | 75,000           |
| <b>Total Capital Projects</b>                                 | <b>-</b>       | <b>60,000</b>    | <b>220,000</b>   | <b>75,000</b>    | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>355,000</b>   |
| <b>Total Expenditures</b>                                     | <b>45,198</b>  | <b>1,867,616</b> | <b>1,068,600</b> | <b>1,740,000</b> | <b>1,194,000</b> | <b>965,000</b> | <b>885,000</b> | <b>7,765,414</b> |

\*80% State funding available

\*\* FY22's truck will arrive in May/June 2023/PO#150969; FY23's truck was ordered Aug 2022 and will not arrive until FY24, therefore FY24's potential expense will be for 2 trucks

\*\*\* State aid of \$76,981 for FY2023 and \$64,998 for FY2024

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Design Lambson Forest Rd Bridge K0015 |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Public Works Roads Division           |
| <b>Total Cost</b>                         | \$ 100,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
| <b>Non County Funding</b>                 | (\$ 80,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Federal Bridge Replacement Funding    |
| <b>County Funding</b>                     | \$ 20,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| <b>Detailed Justification</b>             | <p>Carryover from FY23 for design services for Lambson Forest Rd. Bridge K0015 pipe structure replacement. The 2020 bridge inspection revealed the pipe arch structure had deteriorated further and needs replacement. It is anticipated that Federal Bridge Replacement Funding is eligible for 80% of the design &amp; construction. FY23 estimated cost was \$400,000. FY24 Estimated Construction \$1,000,000 (\$800,000 Federal Bridge Replacement Funding &amp; \$200,000 County Funding). FY23 Design Funding of \$100,000 must be carried over to FY24 for completion of the design due to permitting delays. FY24 Design is estimated \$100,000 (\$80,000 Federal Bridge Replacement Funding &amp; \$20,000 County Funding).</p> |                                       |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                          |                                                                    |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 2                                                                                                                                                                                                                                        | Standard Cab Dump Truck with plow, sander & spreader FY23 Contract |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                     | Public Works Roads Division                                        |
| <b>Total Cost</b>                         | \$ 180,000                                                                                                                                                                                                                               |                                                                    |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                          |                                                                    |
| <b>County Funding</b>                     | \$ 180,000                                                                                                                                                                                                                               |                                                                    |
| <b>Detailed Justification</b>             | Carryover from FY23. We have a contract with Beltway International Trucks LLC for a 2024 International Dump truck that was approved by the Kent County Commissioners on 08/23/22 for the purchase. The delivery will take place in FY24. |                                                                    |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                      |                                                                    |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                     |                                                                    |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                          |                                                                    |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y       N       N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Replace Lambson Forest Rd Bridge K0015 |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Public Works Roads Division            |
| <b>Total Cost</b>                         | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <b>Non County Funding</b>                 | (\$ 800,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Federal Bridge Replacement Funding     |
| <b>County Funding</b>                     | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| <b>Detailed Justification</b>             | <p>Carryover from FY23 for replacement for Lambson Forest Rd Bridge K0015 pipe structure replacement. The 2020 bridge inspection revealed the pipe arch structure had deteriorated further and needs replacement. It is anticipated that Federal Bridge Replacement Funding is eligible for 80% of the design &amp; replacement. FY 24 Estimated Replacement Cost is \$1,000,000 (\$800,000 Federal Bridge Replacement Funding &amp; \$200,000 County Funding). The design will be 75% completed in FY23 and finished up in FY24. The replacement will begin in FY24.</p> |                                        |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Priority Ranking &amp; Item</b>        | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clark Rd Pipe Project       |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Public Works Roads Division |
| <b>Total Cost</b>                         | \$ 250,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
| <b>County Funding</b>                     | \$ 250,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <b>Detailed Justification</b>             | <p>Carryover from FY23 for pipe project for Clark Rd. to repair drainage issues to prevent flooding. This is a large project that must be completed by a vendor. We do not have the equipment to complete. In preparation the Modified Yard Inlet was purchased in FY22. This includes custom slab, base &amp; grate for the project. In FY23 Davis Moore Shearon and Associates LLC was contracted to provide design services for the culvert site plan. The construction is to be completed in FY24.</p> |                             |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |            |                             |
|------------------------------------|------------|-----------------------------|
| <b>Priority Ranking &amp; Item</b> | 5          | Paving Projects             |
| <b>Department &amp; Division</b>   | 2610       | Public Works Roads Division |
| <b>Total Cost</b>                  | \$ 368,600 |                             |
| <b>Non County Funding</b>          |            |                             |
| <b>County Funding</b>              | \$ 368,600 |                             |

**Detailed Justification**

Request to pave Tolchester Beach Rd, Camp Rd, Daves Hill Rd, Mill Ln and Lee Ave due to deterioration and wear & tear of roadways. The Highway User Revenue for FY23 will be \$532,884.19 and FY24 will be \$639,734.29. There will be an increase of \$106,850 in FY24 Highway User Revenue. This increase will offset the increases in Paving and Surface Treatment Projects.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form: Y N N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                   |                             |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Priority Ranking &amp; Item</b>        | 6                                                                                                                                                                                                                                                                                                                                                                 | Surface Treatment           |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                              | Public Works Roads Division |
| <b>Total Cost</b>                         | \$ 430,267                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>Non County Funding</b>                 | (\$ 64,998)                                                                                                                                                                                                                                                                                                                                                       | State Aid                   |
| <b>County Funding</b>                     | \$ 365,269                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>Detailed Justification</b>             | <p>Surface Treatment for various Kent County Roads due to wear &amp; tear. See Proposed Road List File Attached. The Highway User Revenue for FY23 will be \$532,884.19 and FY24 will be \$639,734.29. There will be an increase of \$106,850 in FY24 Highway User Revenue. This increase will offset the increases in Paving and Surface Treatment Projects.</p> |                             |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                              |                             |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                   |                             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

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|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Priority Ranking &amp; Item</b>        | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Tractor with A-Boom         |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Public Works Roads Division |
| <b>Total Cost</b>                         | \$ 210,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
| <b>County Funding</b>                     | \$ 210,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| <b>Detailed Justification</b>             | <p>Request to purchase an additional Tractor w/A-Boom designed to trim trees, brush, hedges, mow behind guardrails, down embankments &amp; ditches. This tractor enables our division to maintain a safe site distance along Kent County roadways. Having two of these tractors allows one to always be operating in the county. Currently we operate one for these types of operations. Our current 2013 unit requires more shop time for maintenance every 200 hrs and increased repairs. Regular maintenance takes it out of service up to 3 days not including breakdowns. Having a second unit will enable us to continue to maintain the right of ways along Kent County Roads without delays. This tractor is used year round to keep the the right of ways maintained.</p> |                             |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Standard Cab Dump Truck with plow, sander & spreader FY24 |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Public Works Roads Division                               |
| <b>Total Cost</b>                         | \$ 185,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |
| <b>County Funding</b>                     | \$ 185,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| <b>Detailed Justification</b>             | <p>Request to replace the 2002 International Dump Truck Tag#LG64620 (w/270,000 miles and 18,000 hrs). We request to maintain the required 12 trucks for managing snow removal to keep roads operational. It takes an average of 8 hrs to complete one round of Kent County Roads. Maintaining a reliable and dependable fleet is necessary to be prepared for all types of emergency situations including blizzards, hurricanes, etc. The average age of our trucks is 15 yrs. The end of useful life is typically 10,000 engine hrs and/or extensive rust. This truck is unsafe due to the rusted cab and dump body holes and rust. If approved, the contract will be signed in FY24 with payment and delivery occurring in FY25 due to supply chain issues.</p> |                                                           |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                           |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                           |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                  |                                                           |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 9                                                                                                                                                                                                                                                                                | Village of Kennedyville Stormwater & Roadway Improvements |
| <b>Department &amp; Division</b>          | 2610                                                                                                                                                                                                                                                                             | Public Works Roads                                        |
| <b>Total Cost</b>                         | \$ 150,000                                                                                                                                                                                                                                                                       |                                                           |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                  |                                                           |
| <b>County Funding</b>                     | \$ 150,000                                                                                                                                                                                                                                                                       |                                                           |
| <b>Detailed Justification</b>             | Request to implement Storm Water Improvements, roadway repair and maintenance. We are in the legal process of taking over the roadways in this development. This will enable the improvement of storm water drainage, road repairs, improved utilities and right of way repairs. |                                                           |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                              |                                                           |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                             |                                                           |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                  |                                                           |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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## 5 YEAR CAPITAL PLAN - PUBLIC LANDINGS

|                                                 | Projected     |          |                |          |               |          |                |
|-------------------------------------------------|---------------|----------|----------------|----------|---------------|----------|----------------|
|                                                 | FY23          | FY24     | FY25           | FY26     | FY27          | FY28     | Total          |
| <b>Capital Expenditures</b>                     |               |          |                |          |               |          |                |
| Z-trac zero turn mower (after \$2,070 trade in) | 9,762         | -        | -              | -        | 10,000        | -        | 19,762         |
| Single axle utility trailer 6' x 12'            | 3,675         | -        | -              | -        | -             | -        | 3,675          |
| <b>Total Capital Expenditures</b>               | <b>13,437</b> | <b>-</b> | <b>-</b>       | <b>-</b> | <b>10,000</b> | <b>-</b> | <b>23,437</b>  |
| <b>Capital Projects</b>                         |               |          |                |          |               |          |                |
| Bogles Public Landing - pier replacement        | -             | -        | 180,000        | -        | -             | -        | 180,000        |
| <b>Total Capital Projects</b>                   | <b>-</b>      | <b>-</b> | <b>180,000</b> | <b>-</b> | <b>-</b>      | <b>-</b> | <b>180,000</b> |
| <b>Total Expenditures</b>                       | <b>13,437</b> | <b>-</b> | <b>180,000</b> | <b>-</b> | <b>10,000</b> | <b>-</b> | <b>203,437</b> |

## 5 YEAR CAPITAL PLAN - ENVIRONMENTAL OPERATIONS

|                                                    | Projected      |               |                |               |               |          |                |
|----------------------------------------------------|----------------|---------------|----------------|---------------|---------------|----------|----------------|
|                                                    | FY23           | FY24          | FY25           | FY26          | FY27          | FY28     | Total          |
| <b>Capital Expenditures</b>                        |                |               |                |               |               |          |                |
| Load-All boom loader (after \$18,000 trade in)     | 106,304        | -             | -              | -             | -             | -        | 106,304        |
| (2) Shipping/storage containers 8' x 42'           | 14,730         | -             | -              | -             | -             | -        | 14,730         |
| (1) Open top roll off container                    | 12,775         | -             | 18,000         | -             | 18,000        | -        | 48,775         |
| Z-trac zero turn mower (after \$1,930 trade in)    | 9,902          | -             | -              | 24,000        | -             | -        | 33,902         |
| Security cameras - Nicholson/Sharptown/Duck Puddle | 4,336          | -             | -              | -             | -             | -        | 4,336          |
| Surface treat/repair Nicholson Drop-off Center     | 3,400          | -             | -              | -             | -             | -        | 3,400          |
| Safe                                               | 200            | -             | -              | -             | -             | -        | 200            |
| Roll off truck w/hoist system                      | -              | -             | 280,000        | -             | -             | -        | 280,000        |
| Sharptown Drop-off Center bulkhead repair          | -              | -             | -              | 50,000        | -             | -        | 50,000         |
| 38 Yard trash compactor                            | -              | -             | -              | -             | 28,000        | -        | 28,000         |
| <b>Total Capital Expenditures</b>                  | <b>151,647</b> | <b>-</b>      | <b>298,000</b> | <b>74,000</b> | <b>46,000</b> | <b>-</b> | <b>569,647</b> |
| <b>Leased Vehicles</b>                             |                |               |                |               |               |          |                |
| Ford F-350 (2) (FY22>FY23)                         | 113,745        | -             | -              | -             | -             | -        | 113,745        |
| 2024 Ford/Chevy 1 ton pickup                       | -              | 65,310        | -              | -             | -             | -        | 65,310         |
| <b>Total Leased Vehicles</b>                       | <b>113,745</b> | <b>65,310</b> | <b>-</b>       | <b>-</b>      | <b>-</b>      | <b>-</b> | <b>179,055</b> |
| <b>Capital Projects</b>                            |                |               |                |               |               |          |                |
| Nicholson WTP upgrade (\$2,742,000)*               | 0              | 0             | 0              | -             | -             | -        | 0              |
| <b>Total Capital Projects</b>                      | <b>-</b>       | <b>-</b>      | <b>-</b>       | <b>-</b>      | <b>-</b>      | <b>-</b> | <b>-</b>       |
| <b>Total Expenditures</b>                          | <b>265,392</b> | <b>65,310</b> | <b>298,000</b> | <b>74,000</b> | <b>46,000</b> | <b>-</b> | <b>748,702</b> |
| *USDA to fund with loan                            |                |               |                |               |               |          |                |



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                  |                                                |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                | Recycling/Solid Waste Roll-off Truck           |
| <b>Department &amp; Division</b>          | 2805                                                                                                                                                                                             | Public Works/Environmental Operations Division |
| <b>Total Cost</b>                         | \$ 280,000                                                                                                                                                                                       |                                                |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                  |                                                |
| <b>County Funding</b>                     | \$ 280,000                                                                                                                                                                                       |                                                |
| <b>Detailed Justification</b>             | <p>Replace the 2004 Peterbilt Roll-off Truck that currently has over 500,000 Miles. This truck is utilized to haul recyclables and solid waste materials to recycling markets and landfills.</p> |                                                |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                              |                                                |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                             |                                                |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                  |                                                |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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IT Request form:    Y    N    N/A







# CAPITAL FORM

## FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Nicholson Landfill Water Treatment Plant Upgrade |
| <b>Department &amp; Division</b>          | 2815                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Public Works/Environmental Operations Division   |
| <b>Total Cost</b>                         | \$ 2,443,489                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |
| <b>County Funding</b>                     | \$ 2,443,489                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
| <b>Detailed Justification</b>             | <p>A groundwater recovery and treatment plant was constructed to address the off-site movement of dissolved VOC's in the groundwater from the closed Nicholson Landfill. A State of Maryland discharge permit was required to operate and discharge treated groundwater. The water plant/treated groundwater has frequently violated the parameters of the permit and Kent County entered into a Consent Order with Maryland Department of the Environment to correct the problem. Construction of a building and the installation of equipment is needed to control pH levels and remove Iron. The total estimated cost for the overall project is \$2,724,000 with \$280,511 already expended in this and previous years.</p> |                                                  |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
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### 5 YEAR CAPITAL PLAN - BUILDING MAINTENANCE

|                                                               | Prior<br>Years | Projected<br>FY23 | FY24              | FY25              | FY26             | FY27              | FY28          | Total             |
|---------------------------------------------------------------|----------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------|-------------------|
| <b>Capital Expenditures</b>                                   |                |                   |                   |                   |                  |                   |               |                   |
| Court House - asbestos abatement (Contingency)                | 15,588         | 11,291            | -                 | -                 | -                | -                 | -             | 26,879            |
| Government Center replace (2) HVAC units per year (42 total)  |                | 22,796            | 25,500            | 26,500            | 27,500           | 28,500            | 29,500        | 160,296           |
| Court House - replace (2) condensate pumps                    |                | 13,750            | -                 | -                 | -                | -                 | -             | 13,750            |
| (2) Ipads                                                     |                | 622               | -                 | -                 | -                | -                 | -             | 622               |
| Government Center - repair foundation                         |                | 16,200            | -                 | -                 | -                | -                 | -             | 16,200            |
| Hearse House floor repair/insulation                          |                | 5,000             | -                 | -                 | -                | -                 | -             | 5,000             |
| Court House - condensate boiler feed tank replacement         |                | -                 | 12,750            | 12,750            | -                | -                 | -             | 25,500            |
| Government Center - replace carpet                            |                | -                 | -                 | 25,000            | -                | -                 | -             | 25,000            |
| Government Center - interior painting                         |                | -                 | -                 | 20,000            | -                | -                 | -             | 20,000            |
| Government Center/Community Center - crack seal/repave/stripe |                | -                 | -                 | -                 | 35,000           | -                 | -             | 35,000            |
| Public Works Complex - crack seal/repave/stripping            |                | -                 | -                 | -                 | 20,000           | -                 | -             | 20,000            |
| <b>Total Capital Expenditures</b>                             | <b>15,588</b>  | <b>69,659</b>     | <b>38,250</b>     | <b>84,250</b>     | <b>82,500</b>    | <b>28,500</b>     | <b>29,500</b> | <b>348,247</b>    |
| <b>Leased Vehicles</b>                                        |                |                   |                   |                   |                  |                   |               |                   |
| Ford F-250 (FY22>FY23)                                        | -              | 44,106            | -                 | -                 | -                | -                 | -             | 44,106            |
| 2024 Ford/Chevy 1 ton pickup                                  | -              | -                 | 46,476            | -                 | -                | -                 | -             | 46,476            |
| <b>Total Leased Vehicles</b>                                  | <b>-</b>       | <b>44,106</b>     | <b>46,476</b>     | <b>-</b>          | <b>-</b>         | <b>-</b>          | <b>-</b>      | <b>90,582</b>     |
| <b>Capital Projects</b>                                       |                |                   |                   |                   |                  |                   |               |                   |
| Public Safety - Complex design and construction*              | -              | 1,040,365         | 12,440,848        | 12,169,336        | 3,180,461        | -                 | -             | 28,831,010        |
| Court House renovation design services                        | -              | -                 | -                 | -                 | 1,512,000        | 16,700,000        | -             | 18,212,000        |
| <b>Total Capital Projects</b>                                 | <b>-</b>       | <b>1,040,365</b>  | <b>12,440,848</b> | <b>12,169,336</b> | <b>4,692,461</b> | <b>16,700,000</b> | <b>-</b>      | <b>28,831,010</b> |
| <b>Total Expenditures</b>                                     | <b>15,588</b>  | <b>1,154,130</b>  | <b>12,525,574</b> | <b>12,253,586</b> | <b>4,774,961</b> | <b>16,728,500</b> | <b>29,500</b> | <b>29,269,839</b> |

\*Sheriff/911 Feasibility Study \$19,685 to date; KCDC Feasibility Study \$51,828 to date

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 400 High Street - Replace HVAC Units (2) per Year             |
| <b>Department &amp; Division</b>          | 3015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Department of Public Works - Engineering Building Maintenance |
| <b>Total Cost</b>                         | \$ 25,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |
| <b>County Funding</b>                     | \$ 25,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |
| <b>Detailed Justification</b>             | <p>The building renovation at 400 was completed 23 years ago. There are 42 heat pump units through out the building that are showing signs of failure. This is a continuing annual plan to fund replacement of two units per year that are in the worst condition. The replacements will also be significantly more energy efficient. In FY22, the units in the IT server room and Human Resources were replaced. In FY23, the first floor Kitchen and a Planning and Zoning unit will be replaced.</p> |                                                               |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                               |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                 |                                                               |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 2                                                                                                                                                                                               | Courthouse Condensate boiler feed tank replacement            |
| <b>Department &amp; Division</b>          | 3005                                                                                                                                                                                            | Department of Public Works - Engineering Building Maintenance |
| <b>Total Cost</b>                         | \$ 12,750                                                                                                                                                                                       |                                                               |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                 |                                                               |
| <b>County Funding</b>                     | \$ 12,750                                                                                                                                                                                       |                                                               |
| <b>Detailed Justification</b>             | <p>The existing tank is over 40 years old. Corrosion of the tank has resulted in leaks. Previous repairs were made using epoxy. The further deterioration of the tank requires replacement.</p> |                                                               |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                             |                                                               |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                            |                                                               |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                 |                                                               |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
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## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                           |                                                               |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 3                                                                                                                                                                                                                                                                                                                                                         | Public Safety Facility Design                                 |
| <b>Department &amp; Division</b>          | 3011                                                                                                                                                                                                                                                                                                                                                      | Department of Public Works - Engineering Building Maintenance |
| <b>Total Cost</b>                         | \$ 12,440,848                                                                                                                                                                                                                                                                                                                                             |                                                               |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                           |                                                               |
| <b>County Funding</b>                     | \$ 12,440,848                                                                                                                                                                                                                                                                                                                                             |                                                               |
| <b>Detailed Justification</b>             | <p>Funding for design and construction of the Public Safety Facility in FY 24. Costs are based on a compressed construction schedule to reduce project costs by approximately \$2,000,000. Work in FY24 is planned for 50% completion of construction for the Sheriff's Office, EMS, 911 and 35% completion of construction for the Detention Center.</p> |                                                               |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                       |                                                               |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                      |                                                               |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                           |                                                               |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## 5 YEAR CAPITAL PLAN - PLANNING, HOUSING AND ZONING

|                                   | Projected |        |      |      |      |      |        |
|-----------------------------------|-----------|--------|------|------|------|------|--------|
|                                   | FY23      | FY24   | FY25 | FY26 | FY27 | FY28 | Total  |
| <b>Capital Expenditures</b>       |           |        |      |      |      |      |        |
| (3) Laptops for GIS               | -         | 1,950  | -    | -    | -    | -    | 1,950  |
| <b>Total Capital Expenditures</b> | -         | 1,950  | -    | -    | -    | -    | 1,950  |
| <b>Leased Vehicles</b>            |           |        |      |      |      |      |        |
| 2024 Ford Explorer (or similar)   | -         | 33,226 | -    | -    | -    | -    | 33,226 |
| <b>Total Leased Vehicles</b>      | -         | 33,226 | -    | -    | -    | -    | 33,226 |
| <b>Capital Projects</b>           |           |        |      |      |      |      |        |
|                                   | -         | -      | -    | -    | -    | -    | -      |
| <b>Total Capital Projects</b>     | -         | -      | -    | -    | -    | -    | -      |
| <b>Total Expenditures</b>         | -         | 35,176 | -    | -    | -    | -    | 35,176 |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |          |                                                  |
|------------------------------------|----------|--------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 1        | (3) Tablets for Code Enforcement and Inspections |
| <b>Department &amp; Division</b>   | 3501     | Planning and Zoning                              |
| <b>Total Cost</b>                  | \$ 1,950 |                                                  |
| <b>Non County Funding</b>          |          |                                                  |
| <b>County Funding</b>              | \$ 1,950 |                                                  |

**Detailed Justification**

DPHZ is requesting three (3) tablets that are the same/similar to the existing KATE tablet to be used in the field for code enforcement and inspections. An application similar to the KATE inspection tool would be developed internally using GIS so inspectors can use the tablet in the field to take pictures, complete forms and enter data that would then be automatically downloaded on return to the office. Currently inspectors use paper forms completed in the field and the information on these forms must then be manually re-entered into the computer. Automation will greatly increase efficiency and allow for more inspections. DPHZ currently struggles keeping up with inspections.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form: Y    N    N/A

## 5 YEAR CAPITAL PLAN - SHERIFF'S OFFICE

|                                                                        | Projected      |                |              |               |              |              |                |
|------------------------------------------------------------------------|----------------|----------------|--------------|---------------|--------------|--------------|----------------|
|                                                                        | FY23           | FY24           | FY25         | FY26          | FY27         | FY28         | Total          |
| <b>Capital Expenditures</b>                                            |                |                |              |               |              |              |                |
| Protective duty vests                                                  | 3,155          | 4,400          | 5,500        | 16,500        | 5,500        | 3,300        | 38,355         |
| Replacement K9 and training                                            | 14,000         | -              | -            | -             | -            | -            | 14,000         |
| Raptor radar unit                                                      | 2,600          | -              | -            | -             | -            | -            | 2,600          |
| Tactical vest plates (\$5,120)*                                        | 0              | -              | -            | -             | -            | -            | 0              |
| Virtual Reality training system (\$4,829 hardware/\$32,866 software)** | 0              | -              | -            | -             | -            | -            | -              |
| In car cameras (FY23 (2)/\$16,484; FY24 (6)/\$49,452)**                | 0              | 0              | -            | -             | -            | -            | -              |
| Laptop and accessories - newly requested additional deputy             | -              | 5,700          | -            | -             | -            | -            | 5,700          |
| Laptops and mounts for Commercial Motor Vehicle patrol (6)             | -              | 34,200         | -            | -             | -            | -            | 34,200         |
| <b>Total Capital Expenditures</b>                                      | <b>19,755</b>  | <b>44,300</b>  | <b>5,500</b> | <b>16,500</b> | <b>5,500</b> | <b>3,300</b> | <b>94,855</b>  |
| <b>Leased Vehicles</b>                                                 |                |                |              |               |              |              |                |
| Tahoe/Interceptor/Covert vehicle                                       | 158,426        | -              | -            | -             | -            | -            | 158,426        |
| Additional equipment for vehicles                                      | 23,091         | -              | -            | -             | -            | -            | 23,091         |
| (7) Tahoes equipped                                                    | -              | 506,422        | -            | -             | -            | -            | 506,422        |
| <b>Total Leased Vehicles</b>                                           | <b>181,517</b> | <b>506,422</b> | <b>-</b>     | <b>-</b>      | <b>-</b>     | <b>-</b>     | <b>687,939</b> |
| <b>Capital Projects</b>                                                |                |                |              |               |              |              |                |
|                                                                        | -              | -              | -            | -             | -            | -            | -              |
| <b>Total Capital Projects</b>                                          | <b>-</b>       | <b>-</b>       | <b>-</b>     | <b>-</b>      | <b>-</b>     | <b>-</b>     | <b>-</b>       |
| <b>Total Expenditures</b>                                              | <b>201,272</b> | <b>550,722</b> | <b>5,500</b> | <b>16,500</b> | <b>5,500</b> | <b>3,300</b> | <b>782,794</b> |
| *OES SHSP Grant to fully fund                                          |                |                |              |               |              |              |                |
| **Applied for PACT Grant to fully fund                                 |                |                |              |               |              |              |                |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |          |                      |
|------------------------------------|----------|----------------------|
| <b>Priority Ranking &amp; Item</b> | 1        | Protective Vests (4) |
| <b>Department &amp; Division</b>   | 4205     | Sheriff's Office     |
| <b>Total Cost</b>                  | \$ 4,400 |                      |
| <b>Non County Funding</b>          |          |                      |
| <b>County Funding</b>              | \$ 4,400 |                      |

**Detailed Justification**      Protective vests are required for four (4) deputies whose vests will expire during the FY24 budget year. These vests protect our deputies from trauma to the torso.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2024 BUDGET

|                         |           |                     |
|-------------------------|-----------|---------------------|
| Priority Ranking & Item | 2         | Leased Vehicles (6) |
| Department & Division   | 4210      | Sheriff's Office    |
| Total Cost              | \$ 90,000 |                     |
| Non County Funding      |           |                     |
| County Funding          | \$ 90,000 |                     |

|                               |                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Detailed Justification</b> | <p>We are requesting six (6) new Chevrolet Tahoe vehicles. These vehicles are to be used as patrol vehicles. The six new vehicles will replace vehicles with high miles that no longer provide reliability and safety.</p> |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                              |      |
|--------------------------------------------------------------|------|
| Ownership (If not County)                                    | N/A  |
| Revenue/Sale of Equipment/Trade-in to be applied to purchase | \$ 0 |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

| FOR OFFICE OF FINANCE USE |   |   |     |
|---------------------------|---|---|-----|
| IT Request form:          | Y | N | N/A |

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                |                                   |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 3                                                                                                                                                                              | Equipment for (6) Leased Vehicles |
| <b>Department &amp; Division</b>          | 4210                                                                                                                                                                           | Sheriff's Office                  |
| <b>Total Cost</b>                         | \$ 76,554                                                                                                                                                                      |                                   |
| <b>Non County Funding</b>                 |                                                                                                                                                                                |                                   |
| <b>County Funding</b>                     | \$ 76,554                                                                                                                                                                      |                                   |
| <b>Detailed Justification</b>             | Equipment for requested six (6) new leased Chevrolet Tahoe vehicles. 50% of the cost of the equipment is paid up front. The remained is included in the 5 year lease payments. |                                   |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                            |                                   |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                           |                                   |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                |                                   |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                |                    |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Priority Ranking &amp; Item</b>        | 4                                                                                                                              | In car cameras (2) |
| <b>Department &amp; Division</b>          | 4205                                                                                                                           | Sheriff's Office   |
| <b>Total Cost</b>                         | \$ 5,274                                                                                                                       |                    |
| <b>Non County Funding</b>                 |                                                                                                                                |                    |
| <b>County Funding</b>                     | \$ 5,274                                                                                                                       |                    |
| <b>Detailed Justification</b>             | This covers the contract price for two in-car cameras. There is a five year service contract included in the operating budget. |                    |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                            |                    |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                           |                    |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                |                    |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                                      |          |                  |
|------------------------------------------------------|----------|------------------|
| <b>Priority Ranking &amp; Item</b>                   | 5        | Laptop           |
| <b>Department &amp; Division</b>                     | 4205     | Sheriff's Office |
| <b>Total Cost</b>                                    | \$ 5,700 |                  |
| <b>Non County Funding</b>                            |          |                  |
| <b>County Funding</b>                                | \$ 5,700 |                  |
| <b>Detailed Justification</b>                        |          |                  |
| Laptop computer for newly requested Deputy position. |          |                  |

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                                                                                                                                             |           |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>                                                                                                                          | 6         | Commercial Motor Vehicle patrol - Computers (6) |
| <b>Department &amp; Division</b>                                                                                                                            | 4205      | Sheriff's Office                                |
| <b>Total Cost</b>                                                                                                                                           | \$ 34,200 |                                                 |
| <b>Non County Funding</b>                                                                                                                                   |           |                                                 |
| <b>County Funding</b>                                                                                                                                       | \$ 34,200 |                                                 |
| <b>Detailed Justification</b>                                                                                                                               |           |                                                 |
| Six new computers to be used for Commercial Motor Vehicle (CMV) Patrol. These computers will be compatible with the software used by the State of Maryland. |           |                                                 |
|                                                                                                                                                             |           |                                                 |
| <b>Ownership (If not County)</b>                                                                                                                            | N/A       |                                                 |
| <b>Revenue/Sale of Equipment/</b>                                                                                                                           | \$ 0      |                                                 |
| <b>Trade-in to be applied to purchase</b>                                                                                                                   |           |                                                 |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - DETENTION CENTER

|                                   | Projected     |                |          |          |          |          |                |
|-----------------------------------|---------------|----------------|----------|----------|----------|----------|----------------|
|                                   | FY23          | FY24           | FY25     | FY26     | FY27     | FY28     | Total          |
| <b>Capital Expenditures</b>       |               |                |          |          |          |          |                |
| Dishwasher/installation           | 13,819        | -              | -        | -        | -        | -        | 13,819         |
| Desk/hutch                        | 1,181         | -              | -        | -        | -        | -        | 1,181          |
| Jail Management System            | -             | 88,160         | -        | -        | -        | -        | 88,160         |
| <b>Total Capital Expenditures</b> | <b>15,000</b> | <b>88,160</b>  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>103,160</b> |
| <b>Leased Vehicles</b>            |               |                |          |          |          |          |                |
| 2024 Ford Explorer (or similar)   | -             | 33,226         | -        | -        | -        | -        | 33,226         |
| <b>Total Leased Vehicles</b>      | <b>-</b>      | <b>33,226</b>  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>33,226</b>  |
| <b>Capital Projects</b>           |               |                |          |          |          |          |                |
|                                   | -             | -              | -        | -        | -        | -        | -              |
| <b>Total Capital Projects</b>     | <b>-</b>      | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>       |
| <b>Total Expenditures</b>         | <b>15,000</b> | <b>121,386</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>136,386</b> |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Jail Management System       |
| <b>Department &amp; Division</b>          | 4700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Kent County Detention Center |
| <b>Total Cost</b>                         | \$ 88,160                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |
| <b>County Funding</b>                     | \$ 88,160                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |
| <b>Detailed Justification</b>             | <p>Per the Information Technology Dept, the Detention Ctr needs to replace the Jail Management System. The system is used to process inmates into the jail database, keep accurate and lawful records, build State mandated data, and provide daily Inmate information to operate day to day functions. This information includes, but is not limited to, all Court/sentencing information, Inmate personal information and accurate data on legally mandated operations in the jail. The current system is outdated, has frequent issues, and has a high potential of failing and losing all of the data gathered over the past 20 yrs that is needed for accurate record keeping and providing legal information to the State as required by law. Annual maintenance and support of \$14,062 for year 1 of 5, to be included in the operating budget.</p> |                              |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - OFFICE OF EMERGENCY SERVICES

|                                         | <u>Prior<br/>Years</u> | <u>Projected<br/>FY23</u> | <u>FY24</u> | <u>FY25</u> | <u>FY26</u> | <u>FY27</u> | <u>FY28</u> | <u>Total</u>  |
|-----------------------------------------|------------------------|---------------------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>Capital Expenditures</b>             | -                      | -                         | -           | -           | -           | -           | -           | -             |
| <b>Total Capital Expenditures</b>       | -                      | -                         | -           | -           | -           | -           | -           | -             |
| <b>Capital Projects</b>                 |                        |                           |             |             |             |             |             |               |
| Rock Hall paramedic office construction | <u>2,738</u>           | <u>27,042</u>             | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>29,780</u> |
| <b>Total Capital Projects</b>           | <u>2,738</u>           | <u>27,042</u>             | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>29,780</u> |
| <b>Total Expenditures</b>               | <u>2,738</u>           | <u>27,042</u>             | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>-</u>    | <u>29,780</u> |

## 5 YEAR CAPITAL PLAN - EMERGENCY MEDICAL SERVICES

|                                                      | Projected             |                       |                      |                      |                      |                      |                       |
|------------------------------------------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
|                                                      | <u>FY23</u>           | <u>FY24</u>           | <u>FY25</u>          | <u>FY26</u>          | <u>FY27</u>          | <u>FY28</u>          | <u>Total</u>          |
| <b>Capital Expenditures</b>                          |                       |                       |                      |                      |                      |                      |                       |
| LifePak 15 heart monitor/defibrillator (\$81,075/3)* | 17,079                | 38,000                | 38,000               | 40,000               | 40,000               | 40,000               | 213,079               |
| (5) Automatic external defibrillators (\$8,353/5)**  | 7,253                 | 10,000                | -                    | 10,000               | 10,000               | -                    | 37,253                |
| <b>Total Capital Expenditures</b>                    | <b>24,332</b>         | <b>48,000</b>         | <b>38,000</b>        | <b>50,000</b>        | <b>50,000</b>        | <b>40,000</b>        | <b>250,332</b>        |
| <b>Leased Vehicles</b>                               |                       |                       |                      |                      |                      |                      |                       |
| (2) Chevrolet Tahoes equipped                        | 128,600               | -                     | -                    | -                    | -                    | -                    | 128,600               |
| 2024 Chevy Tahoe equipped                            | -                     | 71,346                | -                    | -                    | -                    | -                    | 71,346                |
| <b>Total Leased Vehicles</b>                         | <b>128,600</b>        | <b>71,346</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>199,946</b>        |
| <b>Capital Projects</b>                              |                       |                       |                      |                      |                      |                      |                       |
|                                                      | -                     | -                     | -                    | -                    | -                    | -                    | -                     |
| <b>Total Capital Projects</b>                        | <b>-</b>              | <b>-</b>              | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>              |
| <b>Total Expenditures</b>                            | <b><u>152,932</u></b> | <b><u>119,346</u></b> | <b><u>38,000</u></b> | <b><u>50,000</u></b> | <b><u>50,000</u></b> | <b><u>40,000</u></b> | <b><u>450,278</u></b> |

\*FY23 \$20,000 MIEMSS grant/\$24,496 SHSP grant/\$19,500 trade ins; FY24 potential MIEMSS grant

\*\* \$1,100 trade in (5) Units for FY23

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                    |           |                                      |
|------------------------------------|-----------|--------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 1         | LifePak Heart monitor/Defibrulator   |
| <b>Department &amp; Division</b>   | 5210      | Emergency Medical Services           |
| <b>Total Cost</b>                  | \$ 38,000 |                                      |
| <b>Non County Funding</b>          |           | Potential for partial MIEMSS funding |
| <b>County Funding</b>              | \$ 38,000 |                                      |

**Detailed Justification**

Lifepak 15 heart monitor will replace an older LifePak that is going out of warranty and maintenance. There is potential for grant funding from MIEMSS to assist in the purchase that won't be determined until January 2024.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                         |                                       |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 3                                                                                                                                                                       | Automatic External Defibrillators (5) |
| <b>Department &amp; Division</b>          | 5210                                                                                                                                                                    | Emergency Medical Services            |
| <b>Total Cost</b>                         | \$ 10,000                                                                                                                                                               |                                       |
| <b>Non County Funding</b>                 |                                                                                                                                                                         |                                       |
| <b>County Funding</b>                     | \$ 10,000                                                                                                                                                               |                                       |
| <b>Detailed Justification</b>             | <p>The Office of Emergency Services purchases and maintains AEDs for EMS response and in County buildings. We have units that are aging and in need of replacement.</p> |                                       |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                     |                                       |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                    |                                       |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                         |                                       |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - COMMUNICATIONS DIVISION

|                                                | Projected |        |         |        |        |        |         |
|------------------------------------------------|-----------|--------|---------|--------|--------|--------|---------|
|                                                | FY23      | FY24   | FY25    | FY26   | FY27   | FY28   | Total   |
| <b>Capital Expenditures</b>                    |           |        |         |        |        |        |         |
| Public safety radios batteries and accessories | 12,830    | 16,000 | 16,000  | 16,000 | 16,000 | 16,000 | 92,830  |
| <b>Total Capital Expenditures</b>              | 12,830    | 16,000 | 16,000  | 16,000 | 16,000 | 16,000 | 92,830  |
| <b>Capital Projects</b>                        |           |        |         |        |        |        |         |
| Radio system upgrade                           | -         | -      | 400,000 | -      | -      | -      | 400,000 |
| <b>Total Capital Projects</b>                  | -         | -      | 400,000 | -      | -      | -      | 400,000 |
| <b>Total Expenditures</b>                      | 12,830    | 16,000 | 416,000 | 16,000 | 16,000 | 16,000 | 492,830 |



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                         |                               |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 2                                                                                                       | Public Safety Radio Equipment |
| <b>Department &amp; Division</b>          | 5300                                                                                                    | Communications                |
| <b>Total Cost</b>                         | \$ 16,000                                                                                               |                               |
| <b>Non County Funding</b>                 |                                                                                                         |                               |
| <b>County Funding</b>                     | \$ 16,000                                                                                               |                               |
| <b>Detailed Justification</b>             | Purchase of public safety radio equipment such as batteries and microphones to replace aging equipment. |                               |
| <b>Ownership (If not County)</b>          | N/A                                                                                                     |                               |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                    |                               |
| <b>Trade-in to be applied to purchase</b> |                                                                                                         |                               |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - PARKS & RECREATION

|                                                  | Projection     |                |               |              |               |              |                |
|--------------------------------------------------|----------------|----------------|---------------|--------------|---------------|--------------|----------------|
|                                                  | FY23           | FY24           | FY25          | FY26         | FY27          | FY28         | Total          |
| <b>Capital Expenditures</b>                      |                |                |               |              |               |              |                |
| Community Center pool replaster                  | 12,632         | -              | -             | -            | -             | -            | 12,632         |
| Millington pool re-plaster                       | 91,008         | -              | -             | -            | -             | -            | 91,008         |
| Community Center lobby/computer room furniture   | 7,500          | -              | -             | -            | -             | -            | 7,500          |
| Community Center meeting room tables             | 4,200          | -              | -             | -            | -             | -            | 4,200          |
| Concession Stand commercial upright freezer      | 3,950          | -              | -             | -            | -             | -            | 3,950          |
| Concession Stand commercial undercounter freezer | 6,000          | -              | -             | -            | -             | -            | 6,000          |
| Community Center pool repairs                    | -              | 5,000          | -             | -            | -             | -            | 5,000          |
| Community Center pool replaster shallow end      | -              | 45,000         | -             | -            | -             | -            | 45,000         |
| Community Center wrestling mat                   | -              | 14,900         | -             | -            | -             | -            | 14,900         |
| Millington pool furniture                        | 2,500          | -              | -             | 2,500        | -             | 2,500        | 7,500          |
| Community Center pool replace slide              | -              | -              | 30,000        | -            | -             | -            | 30,000         |
| Commercial grade exercise equipment              | -              | -              | 10,000        | -            | 10,000        | -            | 20,000         |
| Millington pool furniture                        | -              | -              | 3,500         | -            | 3,500         | -            | 7,000          |
| <b>Total Capital Expenditures</b>                | <b>127,790</b> | <b>64,900</b>  | <b>43,500</b> | <b>2,500</b> | <b>13,500</b> | <b>2,500</b> | <b>254,690</b> |
| <b>Leased Vehicles</b>                           |                |                |               |              |               |              |                |
| 2024 Ford Transit 350 van                        | -              | 44,268         | -             | -            | -             | -            | 44,268         |
| <b>Total Leased Vehicles</b>                     | <b>-</b>       | <b>44,268</b>  | <b>-</b>      | <b>-</b>     | <b>-</b>      | <b>-</b>     | <b>44,268</b>  |
| <b>Capital Projects</b>                          |                |                |               |              |               |              |                |
|                                                  | -              | -              | -             | -            | -             | -            | -              |
| <b>Total Capital Projects</b>                    | <b>-</b>       | <b>-</b>       | <b>-</b>      | <b>-</b>     | <b>-</b>      | <b>-</b>     | <b>-</b>       |
| <b>Total Expenditures</b>                        | <b>127,790</b> | <b>109,168</b> | <b>43,500</b> | <b>2,500</b> | <b>13,500</b> | <b>2,500</b> | <b>298,958</b> |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                              |                                                            |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                            | Commercial Grade Undercounter Freezer for Concession Stand |
| <b>Department &amp; Division</b>          | 6353                                                                                                                                                         | Parks and Recreation                                       |
| <b>Total Cost</b>                         | \$ 6,000                                                                                                                                                     |                                                            |
| <b>Non County Funding</b>                 |                                                                                                                                                              |                                                            |
| <b>County Funding</b>                     | \$ 6,000                                                                                                                                                     |                                                            |
| <b>Detailed Justification</b>             | Current freezer is 10 years old and stopped working at the end of last summer. Requip, LLC evaluated the equipment and advised that it needs to be replaced. |                                                            |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                          |                                                            |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                         |                                                            |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                              |                                                            |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                    |                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Priority Ranking &amp; Item</b>        | 2                                                                                                                                                                                                                                                                                                  | KCCC pool repairs    |
| <b>Department &amp; Division</b>          | 6352                                                                                                                                                                                                                                                                                               | Parks and Recreation |
| <b>Total Cost</b>                         | \$ 5,000                                                                                                                                                                                                                                                                                           |                      |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                    |                      |
| <b>County Funding</b>                     | \$ 5,000                                                                                                                                                                                                                                                                                           |                      |
| <b>Detailed Justification</b>             | <p>Pool repairs needed for the KCCC pool: Three areas around the pool gutter are leaking and causing loss of pool water, creating an additional expense. A new chemical pump is needed due to normal wear and tear. New CAT (Chemical Automatic controller) probes are needed every two years.</p> |                      |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                |                      |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                               |                      |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                    |                      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |           |                                     |
|------------------------------------|-----------|-------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 3         | KCCC Re-plaster Shallow End of Pool |
| <b>Department &amp; Division</b>   | 6352      | Parks and Recreation                |
| <b>Total Cost</b>                  | \$ 45,000 |                                     |
| <b>Non County Funding</b>          |           |                                     |
| <b>County Funding</b>              | \$ 45,000 |                                     |

**Detailed Justification**

The shell of a pool deteriorates over time and becomes thin, generally requiring replacement every 10-15 years. In 2022, it was determined that re-plastering the shell at the shallow end of the pool through the 4' slope of the deeper end was needed, but because the cost exceeded the budget, it was not able to be completed.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                        |                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Priority Ranking &amp; Item</b>        | 4                                                                                                                      | Wrestling Mat        |
| <b>Department &amp; Division</b>          | 6313                                                                                                                   | Parks And Recreation |
| <b>Total Cost</b>                         | \$ 14,900                                                                                                              |                      |
| <b>Non County Funding</b>                 |                                                                                                                        |                      |
| <b>County Funding</b>                     | \$ 14,900                                                                                                              |                      |
| <b>Detailed Justification</b>             | The current mat is over 20 years old and is unsafe to use. It has rips, peeled lettering, and is very stiff and rigid. |                      |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                    |                      |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                   |                      |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                        |                      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                     |                           |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Priority Ranking &amp; Item</b>        | 5                                                                                                                                                                                                                   | Millington Pool Furniture |
| <b>Department &amp; Division</b>          | 6320                                                                                                                                                                                                                | Parks and Recreation      |
| <b>Total Cost</b>                         | \$ 2,500                                                                                                                                                                                                            |                           |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                     |                           |
| <b>County Funding</b>                     | \$ 2,500                                                                                                                                                                                                            |                           |
| <b>Detailed Justification</b>             | <p>Required due to regular wear and tear from public use and to maintain adequate amounts of pool deck furniture for patron use. A replacement/replenishment schedule of every other year has been established.</p> |                           |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                 |                           |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                |                           |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                     |                           |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                    |                                        |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 6                                                                                                                                                                                                                                  | KCCC Main Pool Feature - Replace Slide |
| <b>Department &amp; Division</b>          | 6352                                                                                                                                                                                                                               | Parks & Recreation                     |
| <b>Total Cost</b>                         | \$ 30,000                                                                                                                                                                                                                          |                                        |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                    |                                        |
| <b>County Funding</b>                     | \$ 30,000                                                                                                                                                                                                                          |                                        |
| <b>Detailed Justification</b>             | <p>An updated feature will lend to pool users' continued interest by offering something different after twelve years since opening. This request was originally submitted in FY19 but due to other needs has been pushed back.</p> |                                        |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                |                                        |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                               |                                        |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                    |                                        |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## 5 YEAR CAPITAL PLAN - GROUNDS MAINTENANCE

|                                                       | <u>FY23</u>    | <u>FY24</u>  | <u>FY25</u> | <u>FY26</u> | <u>FY27</u> | <u>FY28</u> | <u>Total</u>   |
|-------------------------------------------------------|----------------|--------------|-------------|-------------|-------------|-------------|----------------|
| <b>Capital Expenditures</b>                           |                |              |             |             |             |             |                |
| Grappler bucket for tractor                           | 7,678          | -            | -           | -           | -           | -           | 7,678          |
| Turf tractor w/front loader                           | 29,120         | -            | -           | -           | -           | -           | 29,120         |
| Pallet forks for tractor                              | -              | 1,350        | -           | -           | -           | -           | 1,350          |
| <b>Total Capital Expenditures</b>                     | <b>36,798</b>  | <b>1,350</b> | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>38,148</b>  |
| <b>Leased Vehicles</b>                                |                |              |             |             |             |             |                |
| Ford F-250 (FY22>FY23)                                | 47,627         | -            | -           | -           | -           | -           | 47,627         |
| <b>Total Leased Vehicles</b>                          | <b>47,627</b>  | <b>-</b>     | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>47,627</b>  |
| <b>Capital Projects</b>                               |                |              |             |             |             |             |                |
| Worton - renovations to existing maintenance facility | 56,585         | -            | -           | -           | -           | -           | 56,585         |
| Worton - maintenance facility parking lot paving      | 95,000         | -            | -           | -           | -           | -           | 95,000         |
| Worton - maintenance facility landscaping             | 40,000         | -            | -           | -           | -           | -           | 40,000         |
| <b>Total Capital Projects</b>                         | <b>191,585</b> | <b>-</b>     | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>191,585</b> |
| <b>Total Expenditures</b>                             | <b>276,010</b> | <b>1,350</b> | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>277,360</b> |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                | Pallet Forks for Tractor                         |
| <b>Department &amp; Division</b>          | 6425                                                                                                                                                                                                                                                                                                                                                                                                             | Department of Public Works - Grounds Maintenance |
| <b>Total Cost</b>                         | \$ 1,350                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>County Funding</b>                     | \$ 1,350                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <b>Detailed Justification</b>             | <p>The Department is requesting funding to purchase a set of pallet forks for an existing tractor. The fork are necessary for the loading and unloading of pallets of paper and other materials from delivery trucks. These materials are stored in the Grounds maintenance storage building. The County purchases pallets of paper from the Board of Education in order to piggyback off of their contract.</p> |                                                  |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                             |                                                  |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - ECONOMIC DEVELOPMENT

|                                          | Projected   |             |             |             |             |             |              |
|------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                                          | <u>FY23</u> | <u>FY24</u> | <u>FY25</u> | <u>FY26</u> | <u>FY27</u> | <u>FY28</u> | <u>Total</u> |
| <b>Capital Expenditures</b>              |             |             |             |             |             |             |              |
|                                          | -           | -           | -           | -           | -           | -           | -            |
| <b>Total Capital Expenditures</b>        | -           | -           | -           | -           | -           | -           | -            |
| <b>Capital Projects</b>                  |             |             |             |             |             |             |              |
| KRM entrance contribution (\$1,425,960)* | -           | 450,000     | -           | -           | -           | -           | 450,000      |
| <b>Total Capital Projects</b>            | -           | 450,000     | -           | -           | -           | -           | 450,000      |
| <b>Total Expenditures</b>                | -           | 450,000     | -           | -           | -           | -           | 450,000      |

\*USRC grant \$250,000; KRM contribution \$725,960

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                          |                                                                    |
|------------------------------------|--------------------------|--------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>1</u>                 | <u>MD Rt 213 Entrance to the Chestertown Business Campus</u>       |
| <b>Department &amp; Division</b>   | <u>7401</u>              | <u>Economic and Tourism Development</u>                            |
| <b>Total Cost</b>                  | <u>\$ 1,425,960</u>      |                                                                    |
| <b>Non County Funding</b>          | <u>(\$ 975,960)</u>      | <u>\$250,000 USRC Rural MD ED Fund; \$725,960 KRM Construction</u> |
| <b>County Funding</b>              | <u><u>\$ 450,000</u></u> |                                                                    |

**Detailed Justification**

At the Kent County Commissioners' meeting on August 3, 2022, three Kent County projects were approved for submission within the USRC's full application, totaling \$3,599,000. The Commissioners approved the additional funding needed to support these three projects through Kent County revenues. The three projects were the Worton Service District Water and Sewer Extension, Millington Wastewater Treatment Facility Expansion, and this MD Rt 213 Entrance to the Chestertown Business Campus.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - CIRCUIT COURT

|                                       | Projected |         |        |      |      |      |         |
|---------------------------------------|-----------|---------|--------|------|------|------|---------|
|                                       | FY23      | FY24    | FY25   | FY26 | FY27 | FY28 | Total   |
| <b>Capital Expenditures</b>           |           |         |        |      |      |      |         |
| Lobby expansion design                | -         | 61,237  | -      | -    | -    | -    | 61,237  |
| Elevator replace/reconfigure          | -         | 104,300 | -      | -    | -    | -    | 104,300 |
| Replace landscaping with brick pavers | -         | -       | 31,420 | -    | -    | -    | 31,420  |
| <b>Total Capital Expenditures</b>     | -         | 165,537 | 31,420 | -    | -    | -    | 196,957 |
| <b>Capital Projects</b>               |           |         |        |      |      |      |         |
|                                       | -         | -       | -      | -    | -    | -    | -       |
| <b>Total Capital Projects</b>         | -         | -       | -      | -    | -    | -    | -       |
| <b>Total Expenditures</b>             | -         | 165,537 | 31,420 | -    | -    | -    | 196,957 |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |           |                                                      |
|------------------------------------|-----------|------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 1         | Court House lobby renovation design and construction |
| <b>Department &amp; Division</b>   | 8501      | Circuit Court                                        |
| <b>Total Cost</b>                  | \$ 61,237 |                                                      |
| <b>Non County Funding</b>          |           |                                                      |
| <b>County Funding</b>              | \$ 61,237 |                                                      |

#### Detailed Justification

The lobby area is problematic due to its limited size and multiple uses. The lobby is the only entrance and exit point to the court house. It is the security screening area, district court counter area for filings and other services, and elevator access for both visitors and correction staff escorting prisoners. Thus, this area is quite often congested and presents numerous potential security and safety issues. Design is estimated at \$25,000 (and was approved by the Commissioners in June, 2022 from Contingency funds) and Construction was estimated by KRM at \$36,237.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                          |                                                   |
|------------------------------------|--------------------------|---------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>2</u>                 | <u>Court house - replace/reconfigure elevator</u> |
| <b>Department &amp; Division</b>   | <u>8501</u>              | <u>Circuit Court</u>                              |
| <b>Total Cost</b>                  | <u>\$ 104,300</u>        |                                                   |
| <b>Non County Funding</b>          |                          |                                                   |
| <b>County Funding</b>              | <u><u>\$ 104,300</u></u> |                                                   |

**Detailed Justification**

There are continuing safety concerns with the manner in which prisoners are moved through public areas of the court house. Prisoners are brought in through the back door, are moved through the public stairwell, the first floor lobby, the second floor lobby and the second floor hallway. Replacing/reconfiguring the elevator to include a second service entrance in the stairwell of the first and second floors and adding a new door to the lockup area would allow access to the stairwell to be restricted by security when prisoners were being moved.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |           |                                          |
|------------------------------------|-----------|------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 3         | Court house - address landscaping issues |
| <b>Department &amp; Division</b>   | 8501      | Circuit Court                            |
| <b>Total Cost</b>                  | \$ 31,420 |                                          |
| <b>Non County Funding</b>          |           |                                          |
| <b>County Funding</b>              | \$ 31,420 |                                          |

**Detailed Justification**

It is requested to replace the landscape beds at the entrance of the Court house with brick pavers to eliminate aesthetic and maintenance issues and thereby present the professional and dignified first impression the court house deserves. Pavers are requested in place of new landscaping or laying of sod because the HVAC system vents into this area keeping the planting beds perpetually dry and making this area unsuitable for plants or grass.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## 5 YEAR CAPITAL PLAN - ELECTION OFFICE

|                                   | Projected<br>FY23 | FY24   | FY25 | FY26 | FY27 | FY28 | Total  |
|-----------------------------------|-------------------|--------|------|------|------|------|--------|
| <b>Capital Expenditures</b>       |                   |        |      |      |      |      |        |
| New Pollbooks (50) (to FY24)*     | -                 | 18,375 | -    | -    | -    | -    | 18,375 |
| MD Voters desktop computers (4)   | -                 | 6,000  | -    | -    | -    | -    | 6,000  |
| Document scanner                  | -                 | 3,500  | -    | -    | -    | -    | 3,500  |
| Laserjet printer                  | -                 | 1,100  | -    | -    | -    | -    | 1,100  |
| <b>Total Capital Expenditures</b> | -                 | 28,975 | -    | -    | -    | -    | 28,975 |
| <br><b>Capital Projects</b>       |                   |        |      |      |      |      |        |
|                                   | -                 | -      | -    | -    | -    | -    | -      |
| <b>Total Capital Projects</b>     | -                 | -      | -    | -    | -    | -    | -      |
| <br><b>Total Expenditures</b>     | -                 | 28,975 | -    | -    | -    | -    | 28,975 |
| *County share 50%                 |                   |        |      |      |      |      |        |

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

| EXPENDITURE CATEGORIES           | 2021<br>Actual | 2022<br>Actual | 2023<br>Budget | 2024<br>Requested<br>Budget |
|----------------------------------|----------------|----------------|----------------|-----------------------------|
| cont.                            | \$602,701.00   | \$566,724.00   | \$681,017.00   | \$721,124.00                |
| 62-15 Energy Supply-Electric     | \$2,983.00     | \$3,410.00     | \$3,135.00     | \$3,500.00                  |
| 63-30 Water                      | \$148.00       | \$300.00       | \$300.00       | \$300.00                    |
| 64-20 Postage & Meter Lease      | \$7,721.00     | \$12,500.00    | \$10,000.00    | \$15,000.00                 |
| 64-25 Supply-Paper               | \$0.00         | \$45.00        | \$45.00        | \$45.00                     |
| 64-90 Other Office Supplies      | \$2,977.00     | \$4,500.00     | \$4,200.00     | \$4,200.00                  |
| 65-15 Main. Supply-Janitorial    | \$0.00         | \$250.00       | \$250.00       | \$250.00                    |
| 75-00 Fixed Assests              |                |                |                |                             |
| Firewall                         | \$0.00         | \$0.00         | \$0.00         | \$0.00                      |
| 4 MDVoters PC's @1500 each       | \$4,500.00     | \$0.00         | \$0.00         | \$6,000.00                  |
| 1 Document Scanner @ 3500        | \$0.00         | \$0.00         | \$0.00         | \$3,500.00                  |
| 1 LaserJet Printer @ 1100        | \$0.00         | \$0.00         | \$0.00         | \$1,100.00                  |
| 3 Barcode Scanners               | \$480.00       | \$0.00         | \$0.00         | \$0.00                      |
| Office Security Upgrade          | \$6,000.00     | \$0.00         | \$0.00         | \$0.00                      |
| Additional PC for Security Purpo | \$1,500.00     | \$0.00         | \$0.00         | \$0.00                      |
| New Pollbooks 50 @ 800           | \$0.00         | \$0.00         | \$0.00         | \$40,000.00                 |
| TOTAL EXPENDITURES*              | \$641,490.00   | \$587,729.00   | \$698,947.00   | \$795,019.00                |

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUE

\*See attached email - County pays 50% of \$735 x 50 = \$36,750 / 2 = \$18,375

## Jeanne Edwards

---

**From:** Cheemoandia Blake  
**Sent:** Wednesday, March 15, 2023 8:37 AM  
**To:** Jeanne Edwards  
**Subject:** RE: Budget

Yes use the \$735 x 50 total of \$36,750 so the split would be \$18,375 thanks for reaching out to me Jeanne, I do appreciate it.

Sent from Mail for Windows

---

**From:** Jeanne Edwards  
**Sent:** Tuesday, March 14, 2023 3:35 PM  
**To:** Cheemoandia Blake  
**Subject:** RE: Budget

Should I be using the  $\$735 \times 50 = \$36,750/2 = \$18,375$  that you provided the other day (which is less than the current request of \$19,078) or what? Do you have updated figures from the State? Thanks!



**Jeanne M. Edwards**  
Senior Accountant/Office of Finance  
**Kent County, Maryland**  
400 High Street  
Chestertown, MD 21620  
410-778-3903  
jedwards@kentgov.org

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**From:** Cheemoandia Blake <cblake@kentgov.org>  
**Sent:** Tuesday, March 14, 2023 8:06 AM  
**To:** Jeanne Edwards <jedwards@kentgov.org>  
**Subject:** RE: Budget

Yes this will be a 50/50 split.

Sent from Mail for Windows

---

**From:** Jeanne Edwards  
**Sent:** Monday, March 13, 2023 1:03 PM  
**To:** Cheemoandia Blake  
**Subject:** RE: Budget

Currently there is \$19,078 in your budget for the County's 50% - and I got that cost from the pricing you gave me last year from the State. According to your email  $\$735 \times 50 = \$36,750$  (less) – so is the County still responsible for only 50% so \$18,375? Thanks!!



**Jeanne M. Edwards**

Senior Accountant/Office of Finance  
Kent County, Maryland  
400 High Street  
Chestertown, MD 21620  
410-778-3903  
[jedwards@kentgov.org](mailto:jedwards@kentgov.org)

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**From:** Cheemoandia Blake <[cblake@kentgov.org](mailto:cblake@kentgov.org)>  
**Sent:** Monday, March 13, 2023 9:29 AM  
**To:** Jeanne Edwards <[jedwards@kentgov.org](mailto:jedwards@kentgov.org)>  
**Subject:** RE: Budget

Good Morning,

Thanks for reaching out, the pollbook are going to cost approximately \$735 per tablet. We will be getting 50 pollbooks can you add the following to our budget \$40,000. I also included in line item 75-00 (fixed assets) the following:

4 MdVoters Desktop Computers \$6000  
1 Document Scanner \$3500  
1 Laser Jet Printer \$1000

We are suppose to purchase them every 3 years however I did not purchase either since I believe 2018 or 2019. I will drop off a new request in a few.

Sent from Mail for Windows

---

**From:** Jeanne Edwards  
**Sent:** Friday, March 10, 2023 3:38 PM  
**To:** [Cheemoandia Blake](mailto:Cheemoandia Blake)  
**Subject:** Budget

Cheemoandia,

The County was supposed to be responsible for 50% of the cost of new poll books for FY2023 but I don't see any expense for that in the system – will this happen? And do you have any capital requests for FY2024? Thanks!!



5 YEAR CAPITAL PLAN - AGRICULTURE PRESERVATION FUND

|                            | Projected |        |      |      |      |      |        |
|----------------------------|-----------|--------|------|------|------|------|--------|
|                            | FY23      | FY24   | FY25 | FY26 | FY27 | FY28 | Total  |
| Capital Expenditures       |           |        |      |      |      |      |        |
| Easement                   | 3,661     | 22,024 | -    | -    | -    | -    | 25,685 |
| Total Capital Expenditures | 3,661     | 22,024 | -    | -    | -    | -    | 25,685 |
| Capital Projects           |           |        |      |      |      |      |        |
|                            | -         | -      | -    | -    | -    | -    | -      |
| Total Capital Projects     | -         | -      | -    | -    | -    | -    | -      |
| Total Expenditures         | 3,661     | 22,024 | -    | -    | -    | -    | 25,685 |

## 5 YEAR CAPITAL PLAN - LOCAL MANAGEMENT BOARD

|                                   | Projected |      |      |      |      |      |        |
|-----------------------------------|-----------|------|------|------|------|------|--------|
|                                   | FY23      | FY24 | FY25 | FY26 | FY27 | FY28 | Total  |
| <b>Capital Expenditures</b>       |           |      |      |      |      |      |        |
| Office furniture                  | 21,900    | -    | -    | -    | -    | -    | 21,900 |
| <b>Total Capital Expenditures</b> | 21,900    | -    | -    | -    | -    | -    | 21,900 |
| <br><b>Capital Projects</b>       |           |      |      |      |      |      |        |
|                                   | -         | -    | -    | -    | -    | -    | -      |
| <b>Total Capital Projects</b>     | -         | -    | -    | -    | -    | -    | -      |
| <br><b>Total Expenditures</b>     | 21,900    | -    | -    | -    | -    | -    | 21,900 |

**5 YEAR CAPITAL PLAN - PARKS & RECREATION - PROGRAM OPEN SPACE**

|                                                                                  | <b>Projected</b> |               |               |                |                |             |                |
|----------------------------------------------------------------------------------|------------------|---------------|---------------|----------------|----------------|-------------|----------------|
|                                                                                  | <b>FY23</b>      | <b>FY24</b>   | <b>FY25</b>   | <b>FY26</b>    | <b>FY27</b>    | <b>FY28</b> | <b>Total</b>   |
| <b>Capital Expenditures</b>                                                      |                  |               |               |                |                |             |                |
| Land Preservation, Parks & Recreation plan consultant*                           | 0                | 0             | 0             | 0              | 0              | 0           | 0              |
| <b>Total Capital Expenditures</b>                                                | <b>0</b>         | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>    | <b>0</b>       |
| <b>Capital Projects</b>                                                          |                  |               |               |                |                |             |                |
| Betterton Beach - replace boardwalk (\$31,882) along with LPPI funds (FY23>FY24) | -                | 3,188         | -             | -              | -              | -           | 3,188          |
| Still Pond Park - design services (\$30,000) (FY23>FY24)                         | -                | 3,000         | -             | -              | -              | -           | 3,000          |
| Still Pond Park - pre-engineered pavilion (\$178,000) (FY24>FY25)                | -                | -             | 17,800        | -              | -              | -           | 17,800         |
| Still Pond Park - restroom architectural design services (FY24>FY25)             | -                | -             | 50,000        | -              | -              | -           | 50,000         |
| Still Pond Park - playground (FY25>FY26)                                         | -                | -             | -             | 135,000        | -              | -           | 135,000        |
| Still Pond Park - restroom construction (FY26>FY27)                              | -                | -             | -             | -              | 450,000        | -           | 450,000        |
| Worton - ball field enhancements (\$215,000) (FY23>FY24)                         | -                | 21,500        | -             | -              | -              | -           | 21,500         |
| Toal Park - lower ballfield and park benches (\$39,000) (FY23>FY24)              | -                | 3,900         | -             | -              | -              | -           | 3,900          |
| Toal Park - restroom/pavilion site design services (\$105,000) (FY23>FY24)       | -                | 10,500        | -             | -              | -              | -           | 10,500         |
| Worton - Orem field lighting retrofit (\$275,000) (FY23>FY24)                    | -                | 27,500        | -             | -              | -              | -           | 27,500         |
| <b>Total Capital Projects</b>                                                    | <b>-</b>         | <b>69,588</b> | <b>67,800</b> | <b>135,000</b> | <b>450,000</b> | <b>-</b>    | <b>722,388</b> |
| <b>Total Expenditures</b>                                                        | <b>-</b>         | <b>69,588</b> | <b>67,800</b> | <b>135,000</b> | <b>450,000</b> | <b>-</b>    | <b>722,388</b> |
| *FY23 \$6,000; FY24 \$18,000; \$25,000/yr                                        |                  |               |               |                |                |             |                |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |             |                                                              |
|------------------------------------|-------------|--------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 1           | Betterton Boardwalk Replacement                              |
| <b>Department &amp; Division</b>   | 6325        | Department of Public Works - Engineering Grounds Maintenance |
| <b>Total Cost</b>                  | \$ 31,882   |                                                              |
| <b>Non County Funding</b>          | (\$ 28,694) | Project Open Space (FY22 Approved Funding)                   |
| <b>County Funding</b>              | \$ 3,188    |                                                              |

#### Detailed Justification

With the completion in FY22 of the stairway replacement, there are remaining funds in the amount of \$31,882 to extend the project to include replacement of the boardwalk connection from the stairway to the beach area. The existing boardwalk is composite (Trex) planks laid on wood runners for support. The deteriorated support and settlement has resulted in broken and sagging planks. The composite planks are also hot to the touch in the summer. It is proposed to replace the boardwalk with a 4' wide concrete walkway to improve ADA access. The concrete design would utilize a stamped wood pattern, dyed to a weathered gray to simulate a wooden boardwalk. There would be sufficient funds to completely replace all 560' of boardwalk at this time.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                        |                                                                     |
|------------------------------------|------------------------|---------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>2</u>               | <u>Still Pond Park Concept and Site Plan</u>                        |
| <b>Department &amp; Division</b>   | <u>6335</u>            | <u>Department of Public Works - Engineering Grounds Maintenance</u> |
| <b>Total Cost</b>                  | <u>\$ 30,000</u>       |                                                                     |
| <b>Non County Funding</b>          | <u>(\$ 27,000)</u>     | <u>Program Open Space (POS/FY22 Approved)</u>                       |
| <b>County Funding</b>              | <u><u>\$ 3,000</u></u> |                                                                     |

**Detailed Justification**

The Department is recommending preparation of a concept and site plan for development of Still Pond park. The plan would seek public input on what recreational needs the public would benefit from as well as an orderly schedule for construction of site improvements. A final approved plan is also essential for supporting applications for grant funding. This is a roll over of an FY22 project that was unable to be started due to workload and staffing constraints.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |              |                                                              |
|------------------------------------|--------------|--------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 3            | Worton Park/KCCC Enhancements                                |
| <b>Department &amp; Division</b>   | 6355         | Department of Public Works - Engineering Grounds Maintenance |
| <b>Total Cost</b>                  | \$ 215,000   |                                                              |
| <b>Non County Funding</b>          | (\$ 193,500) | Program Open Space                                           |
| <b>County Funding</b>              | \$ 21,500    |                                                              |

#### Detailed Justification

This project consists of replacing the existing backstops on 4 of 6 ballfields (all but Orem and E Diamond), installing sunshades on 6 backstops, installing fencing for team benches on 4 fields (all but Orem and E Diamond), and replacing sideline fencing on one ballfield (Orem). 6 park benches will be installed along the existing walking path and playground area. Additionally, a digital messaging board to display notices, field assignments and pavilion reservations will be installed providing a more efficient method to provide general information notices and announcements to park users. The combined installation of fencing will enable the offering of increased tournament opportunities.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |             |                                                              |
|------------------------------------|-------------|--------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 4           | Toal Park Lower Ballfield and Park Benches                   |
| <b>Department &amp; Division</b>   | 6345        | Department of Public Works - Engineering Grounds Maintenance |
| <b>Total Cost</b>                  | \$ 39,000   |                                                              |
| <b>Non County Funding</b>          | (\$ 35,100) | Program Open Space                                           |
| <b>County Funding</b>              | \$ 3,900    |                                                              |

#### Detailed Justification

This project consists of replacing the existing backstop on the ballfield, installing a backstop sunshade, installing fencing for team benches, and replacing sideline fencing. Two park benches will also be installed at the playground area. With the improvements, the volume of use of the facility by youth and adult sports leagues will increase. These collective improvements will be welcome changes by park and facility users that aid in keeping patrons safe, protect County resources, and in turn, increase the number of visitors.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |             |                                                              |
|------------------------------------|-------------|--------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 5           | Toal Park Restroom and Architectural Design Services         |
| <b>Department &amp; Division</b>   | 6345        | Department of Public Works - Engineering Grounds Maintenance |
| <b>Total Cost</b>                  | \$ 105,000  |                                                              |
| <b>Non County Funding</b>          | (\$ 94,500) | Program Open Space                                           |
| <b>County Funding</b>              | \$ 10,500   |                                                              |

#### Detailed Justification

With the extension of sewer service from the Town of Galena and proposals to extend bike and pedestrian paths from the Town to the Georgetown waterfront, the demand for increased use of Toal park is expected to increase for recreational use. The park is also seeing an increased use as a picnic and rest stop for traffic along Route 213 possibly due to the 301 tolls. This project is proposing funding for design of a pavilion and restrooms for the Park.

|                                               |      |
|-----------------------------------------------|------|
| <b>Ownership (If not County)</b>              | N/A  |
| <b>Revenue/Sale of Equipment/</b>             | \$ 0 |
| <b>Trade-in to be applied to<br/>purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                         |                                                                     |
|------------------------------------|-------------------------|---------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>6</u>                | <u>Worton Park Orem Field Lighting Retrofit</u>                     |
| <b>Department &amp; Division</b>   | <u>6355</u>             | <u>Department of Public Works - Engineering Grounds Maintenance</u> |
| <b>Total Cost</b>                  | <u>\$ 275,000</u>       |                                                                     |
| <b>Non County Funding</b>          | <u>(\$ 247,500)</u>     | <u>Program Open Space</u>                                           |
| <b>County Funding</b>              | <u><u>\$ 27,500</u></u> |                                                                     |

#### Detailed Justification

The County recently completed replacement of the lighting controls for the Orem field lights. At that time due to the increased interest in nighttime games, inquiries were made to explore retrofitting of the existing lighting with more energy efficient lighting. This project proposes retrofitting with LED lighting which also requires less maintenance for bulb replacement.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## 5 YEAR CAPITAL PLAN - WEED CONTROL

|                                   | Projected<br>FY23 | FY24     | FY25     | FY26     | FY27     | FY28     | Total         |
|-----------------------------------|-------------------|----------|----------|----------|----------|----------|---------------|
| <b>Capital Expenditures</b>       | -                 | -        | -        | -        | -        | -        | -             |
| <b>Total Capital Expenditures</b> | -                 | -        | -        | -        | -        | -        | -             |
| <b>Leased Vehicles</b>            |                   |          |          |          |          |          |               |
| Ford F-250 (FY22>FY23)            | 33,377            | -        | -        | -        | -        | -        | 33,377        |
| <b>Total Leased Vehicles</b>      | 33,377            | -        | -        | -        | -        | -        | 33,377        |
| <b>Capital Projects</b>           | -                 | -        | -        | -        | -        | -        | -             |
| <b>Total Capital Projects</b>     | -                 | -        | -        | -        | -        | -        | -             |
| <b>Total Expenditures</b>         | <u>33,377</u>     | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>33,377</u> |

**5 YEAR CAPITAL PLAN - PARKS & RECREATION - LOCAL PARK & PLAYGROUND INFRASTRUCTURE GRANTS**

|                                                                                  | <b>Projected</b> |             |             |             |             |             |               |
|----------------------------------------------------------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|---------------|
|                                                                                  | <b>FY23</b>      | <b>FY24</b> | <b>FY25</b> | <b>FY26</b> | <b>FY27</b> | <b>FY28</b> | <b>Total</b>  |
| <b>Capital Expenditures</b>                                                      |                  |             |             |             |             |             |               |
| Bayside Landing - bathhouse flooring (\$4,500)                                   | 0                | -           | -           | -           | -           | -           | 0             |
| Edesville Park - swings (\$8,690)                                                | 0                | -           | -           | -           | -           | -           | 0             |
| Betterton Beach pavilion - repair roof (\$20,000)                                | 0                | -           | -           | -           | -           | -           | 0             |
| <b>Total Capital Expenditures</b>                                                | <b>0</b>         | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>0</b>      |
| <br><b>Capital Projects</b>                                                      |                  |             |             |             |             |             |               |
| Worton - athletic field lighting (LPPI \$345,000/Contingency \$20,000)           | 20,000           | -           | -           | -           | -           | -           | 20,000        |
| Worton - facility enhancements (\$164,310)                                       | 0                | -           | -           | -           | -           | -           | 0             |
| Millington - tennis court/parking lot (\$172,000)                                | 0                | -           | -           | -           | -           | -           | 0             |
| Betterton - boardwalk/benches (\$12,750/\$228,250) in conjunction with POS funds | 0                | 0           | -           | -           | -           | -           | 0             |
| Worton - rehab restroom/rpl dugouts & bleachers (\$185,000)                      | -                | 0           | -           | -           | -           | -           | 0             |
| <b>Total Capital Projects</b>                                                    | <b>20,000</b>    | <b>0</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>20,000</b> |
| <br><b>Total Expenditures</b>                                                    | <b>20,000</b>    | <b>0</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>20,000</b> |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |              |                                                                        |
|------------------------------------|--------------|------------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 1            | Betterton Beach - replace boardwalk & benches                          |
| <b>Department &amp; Division</b>   | 6325         | Department of Public Works - Engineering Grounds Maintenance           |
| <b>Total Cost</b>                  | \$ 228,250   |                                                                        |
| <b>Non County Funding</b>          | (\$ 228,250) | Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22) |
| <b>County Funding</b>              | \$ 0         |                                                                        |

**Detailed Justification**

Design to occur in FY2023 (\$12,750). Replacement of boardwalk to occur in FY2024 in conjunction with POS funds in the amount of \$31,882. Plan is to extend the project to include replacement of the boardwalk connection from the stairway to the beach area. The deteriorated support and settlement has resulted in broken and sagging planks. The composite planks are also hot to the touch in the summer. It is proposed to replace the boardwalk with a 4' wide concrete walkway to improve ADA access. The concrete design would utilize a stamped wood pattern, dyed to a weathered gray to simulate a wooden boardwalk. There would be sufficient funds to completely replace all 560' of boardwalk at this time.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form: Y N N/A



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                     |                                                                               |
|------------------------------------|---------------------|-------------------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>2</u>            | <u>Worton Park - Restroom building, dugouts and bleachers</u>                 |
| <b>Department &amp; Division</b>   | <u>6355</u>         | <u>Department of Public Works - Engineering Grounds Maintenance</u>           |
| <b>Total Cost</b>                  | <u>\$ 185,000</u>   |                                                                               |
| <b>Non County Funding</b>          | <u>(\$ 185,000)</u> | <u>Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)</u> |
| <b>County Funding</b>              | <u><u>\$ 0</u></u>  |                                                                               |

**Detailed Justification**

Restroom building to be rehabilitated to update plumbing and fixtures. Existing dugouts get flooded with mud when it rains. New dugouts will also provide for equipment storage. Existing bleachers were in poor shape with no protection for falls from the top row. Currently using temporary portable bleachers which will be needed at the multipurpose field which will see heavier use as a result of the lighting project. New bleachers will be safer and aluminum instead of wood.

|                                               |             |
|-----------------------------------------------|-------------|
| <b>Ownership (If not County)</b>              | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>             | <u>\$ 0</u> |
| <b>Trade-in to be applied to<br/>purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

# 5 YEAR CAPITAL PLAN - PUBLIC SCHOOLS

|                                   | Prior Years<br>Actual | Projected<br>FY23 | FY24             | FY25             | FY26              | FY27     | FY28     | Total             |
|-----------------------------------|-----------------------|-------------------|------------------|------------------|-------------------|----------|----------|-------------------|
| <b>Capital Expenditures</b>       | -                     | -                 | -                | -                | -                 | -        | -        | -                 |
| <b>Total Capital Expenditures</b> | -                     | -                 | -                | -                | -                 | -        | -        | -                 |
| <b>Capital Projects</b>           |                       |                   |                  |                  |                   |          |          |                   |
| Galena targeted renovations*      | 3,058,790             | 138,291           | -                | -                | -                 | -        | -        | 3,197,081         |
| Kent County High School roof**    | 11,500                | 3,195,675         | 1,048,725        | -                | -                 | -        | -        | 4,255,900         |
| Kent County Middle School***      | -                     | -                 | -                | 3,315,000        | 28,927,000        | -        | -        | 32,242,000        |
| <b>Total Capital Projects</b>     | <b>3,070,290</b>      | <b>3,333,966</b>  | <b>1,048,725</b> | <b>3,315,000</b> | <b>28,927,000</b> | <b>-</b> | <b>-</b> | <b>39,694,981</b> |
| <b>Total Expenditures</b>         | <b>3,070,290</b>      | <b>3,333,966</b>  | <b>1,048,725</b> | <b>3,315,000</b> | <b>28,927,000</b> | <b>-</b> | <b>-</b> | <b>39,694,981</b> |

\*Under budget by \$116,554

\*\*Under budget - anticipate only \$450,000 of \$1,048,725 for FY2024

\*\*\*Not updated by BOE to date; Feasibility study in progress, expect updated figures in May, 2023

# 5 YEAR CAPITAL PLAN - KENT COUNTY PUBLIC LIBRARY

|                                                  | Projected |      |        |      |      |      |        |
|--------------------------------------------------|-----------|------|--------|------|------|------|--------|
|                                                  | FY23      | FY24 | FY25   | FY26 | FY27 | FY28 | Total  |
| <b>Capital Expenditures</b>                      |           |      |        |      |      |      |        |
|                                                  | -         | -    | -      | -    | -    | -    | -      |
| <b>Total Capital Expenditures</b>                | -         | -    | -      | -    | -    | -    | -      |
| <b>Capital Projects</b>                          |           |      |        |      |      |      |        |
| Chestertown - accessibility ramp (\$183,460)*    | -         | -    | 91,730 | -    | -    | -    | 91,730 |
| <b>Total Capital Projects</b>                    | -         | -    | 91,730 | -    | -    | -    | 91,730 |
| <b>Total Expenditures</b>                        | -         | -    | 91,730 | -    | -    | -    | 91,730 |
| *Application being made for 50% MD Capital Grant |           |      |        |      |      |      |        |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                         |                                                         |
|------------------------------------|-------------------------|---------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>1</u>                | <u>Ramp for 408 High Street Library Entrance</u>        |
| <b>Department &amp; Division</b>   | <u></u>                 | <u>Kent County Public Library</u>                       |
| <b>Total Cost</b>                  | <u>\$ 183,460</u>       |                                                         |
| <b>Non County Funding</b>          | <u>(\$ 91,730)</u>      | <u>Applying for MD Capital Grant (50% match needed)</u> |
| <b>County Funding</b>              | <u><u>\$ 91,730</u></u> |                                                         |

#### Detailed Justification

The library creates a unique intersection in our community as it serves every demographic from pre-birth, with our expectant mother program, to patrons in nursing homes. The ramp will improve accessibility to meeting spaces via our High Street entrance in compliance with the Americans with Disabilities Act. Construction of the ADA Ramp at the High Street entrance would enable those with mobility issues to enter and exit from any entrance. Ease of accessibility is important to others, including young families with children in strollers and those who have chosen Chestertown to age-in-place. The most recent Census data indicates that 25.4% of Chestertown's population is age 65 or older highlighting the need to ensure improved ease of access to this location as well as provide an additional emergency exit for those who have accessibility limitations.



|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



**Estimate: 516 Kent County Public Library Renovations**

**ESTIMATING SYSTEMS, LLC - SUMMARY REPORT BY BUILDING -  
PHASE ITEM**

| Description            | Quantity | Unit | Total Estimate | Unit Price | Unit |
|------------------------|----------|------|----------------|------------|------|
| Interior Renovation    | 2,600.00 | SF   | 681,949.69     | 262.29     | SF   |
| Mezzanine and Stair    | 1,300.00 | SF   | 88,215.40      | 67.86      | SF   |
| Exterior Storage Area  | 300.00   | SF   | 126,832.41     | 422.77     | SF   |
| Seating at Front Door  | 600.00   | SF   | 25,436.07      | 42.39      | SF   |
| Ramp at Front Entry    | 600.00   | SF   | 183,459.75     | 305.77     | SF   |
| <b>Sort Type Total</b> |          |      |                |            |      |

### Base Cost Details

| Description                    | Percentage | Amount    | Type   | Cost Types | Total               | Compound |
|--------------------------------|------------|-----------|--------|------------|---------------------|----------|
| Material                       | 10.0000%   | 38,174.55 | Markup | Mat        | 419,920.09          | no       |
| Labor                          | 35.0000%   | 90,808.85 | Markup | Lab        | 350,262.70          | no       |
| SubContractor                  | 10.0000%   | 360.00    | Markup | Sub        | 3,960.00            | no       |
| Equipment                      | 10.0000%   | 9,127.44  | Markup | Eqp        | 100,401.84          | no       |
| Other                          | 10.0000%   | 979.23    | Markup | Oth        | 10,771.48           | no       |
| <b>Sub-Total (Direct Cost)</b> |            |           |        |            | <b>\$885,316.11</b> |          |

### Direct cost Details

# 5 YEAR CAPITAL PLAN - WATER AND WASTEWATER SERVICES

|                                                                                              | Prior Years    | Projected      |                |                  |                |               |               |                  |
|----------------------------------------------------------------------------------------------|----------------|----------------|----------------|------------------|----------------|---------------|---------------|------------------|
|                                                                                              | Actual         | FY23           | FY24           | FY25             | FY26           | FY27          | FY28          | Total            |
| <b>Capital Expenditures</b>                                                                  |                |                |                |                  |                |               |               |                  |
| Inflow & Infiltration Rehabilitation Program/GIS Mapping (Kennedyville & Worton) (\$75,770)* | -              | 0              | -              | -                | -              | -             | -             | -                |
| Replace clariflocculator at Fairlee water treatment plant (FY22 \$311,450/FY23 \$8,230)*     | 395,287        | 0              | -              | -                | -              | -             | -             | 395,287          |
| Tolchester wastewater treatment plant influent screen replacement (\$22,200/\$719,342)*      | 0              | 0              | -              | -                | -              | -             | -             | -                |
| Worton Cell 1 influent lagoon sludge removal design (\$1,477,312)*                           | -              | 0              | -              | -                | -              | -             | -             | -                |
| SCADA System pump station fiber extension (\$1,152/\$105,475)*                               | 0              | 0              | -              | -                | -              | -             | -             | -                |
| Millington WWTP feasibility study (\$9,604/\$47,896)* (continuing with USRC funding below)** | 0              | 0              | -              | -                | -              | -             | -             | -                |
| Millington LPPS Capacity study (\$9,500)                                                     | -              | 0              | -              | -                | -              | -             | -             | -                |
| Pole Buildings - Tolchester WWTP and Worton WWTP                                             | -              | 105,559        | -              | -                | -              | -             | -             | 105,559          |
| Lovers Lane sewer extension (Contingency)                                                    | -              | 18,650         | -              | -                | -              | -             | -             | 18,650           |
| Tolchester collection system model                                                           | -              | 16,223         | -              | -                | -              | -             | -             | 16,223           |
| DO probes (3)                                                                                | -              | 5,495          | -              | -                | -              | -             | -             | 5,495            |
| Gas trimmer                                                                                  | -              | 351            | -              | -                | -              | -             | -             | 351              |
| Well redevelopment program (FY22 Worton #6/FY23 Fairlee #2)                                  | 40,190         | -              | 77,000         | 42,000           | 44,000         | 46,000        | 48,000        | 297,190          |
| Water treatment plant filter media replacement program (FY22 Kennedyville)                   | 28,350         | 51,850         | 60,000         | -                | -              | -             | -             | 140,200          |
| Wesley Chapel PS Wet Well lining                                                             | -              | -              | 18,000         | -                | -              | -             | -             | 18,000           |
| Pump station pump replacement program                                                        | -              | -              | 25,000         | 28,000           | 30,000         | 32,000        | 34,000        | 149,000          |
| Operations computer tablet                                                                   | -              | -              | -              | 3,200            | -              | -             | -             | 3,200            |
| Pump station upgrades - Kennedyville PS#2 Relocation (\$52,338)*                             | -              | 0              | 350,000        | 500,000          | 300,000        | -             | -             | 1,150,000        |
| Tolchester PS#2 grease control system                                                        | -              | -              | 7,000          | -                | -              | -             | -             | 7,000            |
| Worton Solids Press replacement                                                              | -              | -              | -              | 370,000          | -              | -             | -             | 370,000          |
| Georgetown Tower repair                                                                      | -              | -              | -              | 22,500           | -              | -             | -             | 22,500           |
| Millington water system rehabilitation                                                       | -              | -              | -              | 50,000           | -              | -             | -             | 50,000           |
| Water and Sewer Construction Standards                                                       | -              | -              | -              | 25,000           | -              | -             | -             | 25,000           |
| Water and Sewer allocation study                                                             | -              | -              | -              | -                | 20,000         | -             | -             | 20,000           |
| <b>Total Capital Expenditures</b>                                                            | <b>463,827</b> | <b>198,128</b> | <b>537,000</b> | <b>1,040,700</b> | <b>394,000</b> | <b>78,000</b> | <b>82,000</b> | <b>2,793,655</b> |
| <b>Leased Vehicles</b>                                                                       |                |                |                |                  |                |               |               |                  |
| GMC Sierra 2500 HD (2)                                                                       | -              | 85,099         | -              | -                | -              | -             | -             | 85,099           |
| Ford F-250 (2) (FY22>FY23)                                                                   | -              | 66,755         | -              | -                | -              | -             | -             | 66,755           |
| Ford F-150                                                                                   | -              | 40,279         | -              | -                | -              | -             | -             | 40,279           |
| Ford F-450 (FY22>FY23)                                                                       | -              | 75,986         | -              | -                | -              | -             | -             | 75,986           |
| Ford F-550                                                                                   | -              | 81,472         | -              | -                | -              | -             | -             | 81,472           |
| <b>Total Leased Vehicles</b>                                                                 | <b>-</b>       | <b>349,591</b> | <b>-</b>       | <b>-</b>         | <b>-</b>       | <b>-</b>      | <b>-</b>      | <b>349,591</b>   |
| <b>Total Expenditures</b>                                                                    | <b>463,827</b> | <b>547,719</b> | <b>537,000</b> | <b>1,040,700</b> | <b>394,000</b> | <b>78,000</b> | <b>82,000</b> | <b>3,143,246</b> |
| *Paid for with ARPA funds                                                                    |                |                |                |                  |                |               |               |                  |

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                         |                                                 |
|------------------------------------|-------------------------|-------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>1</u>                | <u>Well Redevelopment Program</u>               |
| <b>Department &amp; Division</b>   | <u>5805</u>             | <u>Public Works - Water/Wastewater Division</u> |
| <b>Total Cost</b>                  | <u>\$ 40,000</u>        |                                                 |
| <b>Non County Funding</b>          | <u>\$ 0</u>             |                                                 |
| <b>County Funding</b>              | <u><u>\$ 40,000</u></u> |                                                 |

**Detailed Justification**

Well redevelopment is necessary as over time the porosity of the well is reduced due to iron hardness build up. The iron build up reduces the opening in the wall screen and results in slower flow to the well head. The intent of the well replacement program is to proactively schedule the County's community wells for redevelopment before critical failure occurs. This is a multi-year program with all the wells being redeveloped in 5 years. Worton #5, #6 and Fairlee #2 have been redeveloped in prior years. Fairlee #3 is proposed for FY24.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                         |                                                     |
|------------------------------------|-------------------------|-----------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>2</u>                | <u>Water Plant Filter Media Replacement Program</u> |
| <b>Department &amp; Division</b>   | <u>5805</u>             | <u>Public Works - Water/Wastewater Division</u>     |
| <b>Total Cost</b>                  | <u>\$ 60,000</u>        |                                                     |
| <b>Non County Funding</b>          | <u>\$ 0</u>             |                                                     |
| <b>County Funding</b>              | <u><u>\$ 60,000</u></u> |                                                     |

**Detailed Justification**

The water plant filter media requires regular replacement depending on water produced and chemical processes employed. Over time media is lost through backwashing in addition to reductions in porosity from the build up of iron and calcium carbonate on the media. The filter at Kennedyville was replaced in FY22. FY23 funding is in place to rebed the 2 filters at Fairlee. The remaining 3 filters in Worton are proposed for rebedding in FY24.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                         |                                                   |
|------------------------------------|-------------------------|---------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>3</u>                | <u>Wesley Chapel Pump Station Wet Well Lining</u> |
| <b>Department &amp; Division</b>   | <u>5810</u>             | <u>Public Works - Water/Wastewater Division</u>   |
| <b>Total Cost</b>                  | <u>\$ 18,000</u>        |                                                   |
| <b>Non County Funding</b>          | <u>\$ 0</u>             |                                                   |
| <b>County Funding</b>              | <u><u>\$ 18,000</u></u> |                                                   |

**Detailed Justification**

The Wesley Chapel Pump Station was constructed with a concrete wet well. Over time, with the continual submergence of wastewater and the effects of hydrogen sulfide, the cement has deteriorated exposing loose stone which drops into the wet well and can clog and damage the pumps. Rehabilitation is necessary to install a spray applied polyurethane lining. This is significantly less expensive than replacing the wet well.

|                                               |             |
|-----------------------------------------------|-------------|
| <b>Ownership (If not County)</b>              | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>             | <u>\$ 0</u> |
| <b>Trade-in to be applied to<br/>purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |           |                                          |
|------------------------------------|-----------|------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 4         | Pump Replacement Program                 |
| <b>Department &amp; Division</b>   | 5810      | Public Works - Water/Wastewater Division |
| <b>Total Cost</b>                  | \$ 25,000 |                                          |
| <b>Non County Funding</b>          | \$ 0      |                                          |
| <b>County Funding</b>              | \$ 25,000 |                                          |

#### Detailed Justification

The County has 26 remote pump stations in addition to pumps located at each of the wastewater plants. The majority of these pumps are beyond the normal 20 year life cycle for mechanical equipment. While pump stations have redundancy in the event of pump failure, relying on a second old pump as back up increases the risk of an overflow and violation of the permit. The department is requesting capital funding for a program to be more proactive in overhauling and/or replacing pumps on a regular basis prior to an emergency situation.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |          |                                          |
|------------------------------------|----------|------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 5        | Operational Computer Tablets             |
| <b>Department &amp; Division</b>   | 5801     | Public Works - Water/Wastewater Division |
| <b>Total Cost</b>                  | \$ 3,200 |                                          |
| <b>Non County Funding</b>          | \$ 0     |                                          |
| <b>County Funding</b>              | \$ 3,200 |                                          |

#### Detailed Justification

Due to the transition of electronic reporting by regulatory agencies and the development of GIS Mapping of the County water and sewer systems the department is requesting the purchase of 8 field computer tablets. Four (4) Tablets will be assigned for operator use at the Worton, Tolchester, Kennedyville and Fairlee plants for recording and transmitting plant monitoring data and tracking of work orders. Three (3) Additional tablets will be assigned to the Utility Maintenance staff for tracking work orders and maintenance reporting. An additional tablet will include a Verizon cell device for use in logging into the County GIS network for Miss Utility location mapping.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form: Y N N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Kennedyville Pump Station #2 Replacement/Relocation |
| <b>Department &amp; Division</b>          | 5810                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Public Works - Water/Wastewater Division            |
| <b>Total Cost</b>                         | \$ 350,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |
| <b>Non County Funding</b>                 | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
| <b>County Funding</b>                     | \$ 350,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |
| <b>Detailed Justification</b>             | <p>The Commissioners approved \$52,338 of ARPA funding for design of a replacement pump station in Kennedyville. The current station is located on the shoulder of Route 213 and is difficult to access for maintenance. The station was identified for replacement in 2005 by the developer of the Village at Kennedyville and a follow up 2020 study. With the turn over of Phase 2 of the Village to the County, the station will be relocated off of Dairy Lane to a more safe location. Budget costs include construction and construction oversight.</p> |                                                     |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                     |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |                        |                                                  |
|------------------------------------|------------------------|--------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | <u>7</u>               | <u>Tolchester Pump Station #2 Grease Control</u> |
| <b>Department &amp; Division</b>   | <u>5810</u>            | <u>Public Works - Water/Wastewater Division</u>  |
| <b>Total Cost</b>                  | <u>\$ 7,500</u>        |                                                  |
| <b>Non County Funding</b>          | <u>\$ 0</u>            |                                                  |
| <b>County Funding</b>              | <u><u>\$ 7,500</u></u> |                                                  |

**Detailed Justification**

Tolchester Pump Station #2 experiences a significant build up of grease in the wet well. The grease solidifies on the surface and forms a thick cake. Frequent pump outs are necessary to break up the grease and clean out the wet well to prevent pump and control wiring damage. The Department is requesting funding to install a wet well air injection system to keep the grease soluble to prevent the surface caking. Previous treatment with a chemical degreaser failed. This will reduce maintenance and potential station failures.

|                                           |             |
|-------------------------------------------|-------------|
| <b>Ownership (If not County)</b>          | <u>N/A</u>  |
| <b>Revenue/Sale of Equipment/</b>         | <u>\$ 0</u> |
| <b>Trade-in to be applied to purchase</b> |             |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                    |            |                                                            |
|------------------------------------|------------|------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b> | 8          | Worton Wastewater Treatment Plant Solids Press Replacement |
| <b>Department &amp; Division</b>   | 5810       | Public Works - Water/Wastewater Division                   |
| <b>Total Cost</b>                  | \$ 370,000 |                                                            |
| <b>Non County Funding</b>          | \$ 0       |                                                            |
| <b>County Funding</b>              | \$ 370,000 |                                                            |

#### Detailed Justification

The existing press is out of service. Staff currently rely on large filter bags placed in a roll off to dewater solids in order to be able to dispose at the landfill. Stones and debris from septic haulers wear out the screens. Staff have modified a stone trap on the septic fill line but it regularly clogs with debris. The Department is proposing to replace the existing unit with an industrial press specific for handling septage. The overall project includes design - \$40,000, construction management - \$20,000 and replacement - \$310,000 for a total project budget of \$370,000.

|                                           |      |
|-------------------------------------------|------|
| <b>Ownership (If not County)</b>          | N/A  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0 |
| <b>Trade-in to be applied to purchase</b> |      |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Worton Service District Water & Sewer Extension         |
| <b>Department &amp; Division</b>          | 5805/5810                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Public Works - Water/Wastewater Division                |
| <b>Total Cost</b>                         | \$ 1,694,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                         |
| <b>Non County Funding</b>                 | (\$ 1,532,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Upper Shore Regional Council Economic Development Grant |
| <b>County Funding</b>                     | \$ 162,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                         |
| <b>Detailed Justification</b>             | <p>The proposed project will design and construct approximately 4,405 feet of 8 inch water main and 8 inch gravity sewer along Route 297 from the Humane Society and along Mary Morris Road to the railroad crossing. A new wastewater pump station on Mary Morris Road will pump wastewater through a 4 inch force main back to the existing sewer system. The extension provides access to public water and sewer at properties within the existing service area to encourage development. The County has obtained an Economic Development grant for this project.</p> |                                                         |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                         |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

**5 YEAR CAPITAL PLAN - WATER AND WASTEWATER SERVICES**

|                                                                        | Prior<br>Years | FY23 | FY24             | FY25 | FY26 | FY27 | FY27 | Total            |
|------------------------------------------------------------------------|----------------|------|------------------|------|------|------|------|------------------|
| <b>Capital Projects</b>                                                |                |      |                  |      |      |      |      |                  |
| <b>Revenues</b>                                                        |                |      |                  |      |      |      |      |                  |
| Federal Revenue - Local Assistance & Tribal Consistency Fund           | -              | -    | 50,000           | -    | -    | -    | -    | 50,000           |
| State Revenue                                                          | -              | -    | -                | -    | -    | -    | -    | -                |
| Other Grant - Upper Shore Regional Council Economic Development Grant  | -              | -    | 2,613,000        | -    | -    | -    | -    | 2,613,000        |
| Loans                                                                  | -              | -    | -                | -    | -    | -    | -    | -                |
|                                                                        | -              | -    | <b>2,663,000</b> | -    | -    | -    | -    | <b>2,663,000</b> |
| <b>Expenses</b>                                                        |                |      |                  |      |      |      |      |                  |
| Worton Water & Sewer Service Extension (\$1,532,000)                   | -              | -    | 1,694,000        | -    | -    | -    | -    | 1,694,000        |
| Millington Wastewater Treatment Facility Design (\$1,081,000/\$50,000) | -              | -    | 1,265,000        | -    | -    | -    | -    | 1,265,000        |
| <b>Total Capital Projects</b>                                          | -              | -    | <b>2,959,000</b> | -    | -    | -    | -    | <b>2,959,000</b> |
| <b>Net cost to County</b>                                              | -              | -    | <b>296,000</b>   | -    | -    | -    | -    | <b>296,000</b>   |



## CAPITAL FORM

### FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Millington Wastewater Treatment Facility Design |
| <b>Department &amp; Division</b>          | 5810                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Public Works - Water/Wastewater Division        |
| <b>Total Cost</b>                         | \$ 1,265,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                 |
| <b>Non County Funding</b>                 | (\$ 1,131,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | USRC Economic Development Grant & LATCF Grant   |
| <b>County Funding</b>                     | \$ 134,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |
| <b>Detailed Justification</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
|                                           | <p>The project is proposed to prepare construction plans and documents for construction of a new wastewater treatment plant to replace the Millington wastewater treatment plant. The new plant will also have additional capacity to allow new development in the 301 growth corridor. The project is based on the 2022 feasibility study prepared by KCI Engineers. The County has obtained an Economic Development grant for this project. Funding will cover design, environmental review, permitting, land purchase and easement acquisition, and legal and administrative costs associated with the project.</p> |                                                 |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 11                                                                                                                                                                                                                                                                                                                                                                                                               | Georgetown Tower Supply Pipe Repair |
| <b>Department &amp; Division</b>          | 5805                                                                                                                                                                                                                                                                                                                                                                                                             | Public Works - Water/Wastewater     |
| <b>Total Cost</b>                         | \$ 22,500                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
| <b>County Funding</b>                     | \$ 22,500                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |
| <b>Detailed Justification</b>             | <p>The water tower in Georgetown/Fairlee has developed a leak in the vertical supply pipe of the tower that needs repair. The leak is at the connection of the tower pipe and supply pipe where the contractor corrected a misalignment during construction. The section is corroded and will need a custom repair. The Department is requesting \$2,500 for consultant support and \$20,000 for the repair.</p> |                                     |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

# 5 YEAR CAPITAL PLAN - BAYSIDE LANDING

|                                             | Prior<br>Years | Projected<br>FY23 | FY24    | FY25  | FY26  | FY27 | FY28  | Total   |
|---------------------------------------------|----------------|-------------------|---------|-------|-------|------|-------|---------|
| <b>Capital Expenditures</b>                 |                |                   |         |       |       |      |       |         |
| Pool furniture                              | -              | -                 | 1,500   | -     | 1,500 | -    | 1,500 | 4,500   |
| Pool pump                                   | -              | -                 | -       | 1,200 | -     | -    | -     | 1,200   |
| Drain Covers                                | -              | -                 | -       | -     | 1,200 | -    | -     | 1,200   |
| <b>Total Capital Expenditures</b>           | -              | -                 | 1,500   | 1,200 | 2,700 | -    | 1,500 | 6,900   |
| <b>Capital Projects</b>                     |                |                   |         |       |       |      |       |         |
| Pier & bulkhead replacement * (\$1,080,000) | 1,550          | 25,450            | 623,000 | -     | -     | -    | -     | 650,000 |
| <b>Total Capital Projects</b>               | 1,550          | 25,450            | 623,000 | -     | -     | -    | -     | 650,000 |
| <b>Total Expenditures</b>                   | 1,550          | 25,450            | 624,500 | 1,200 | 2,700 | -    | 1,500 | 656,900 |

\* \$430,000 DNR grant agreement extended to December 31, 2023; The potential exists for DNR to approve additional funding, thereby reducing the County cost by up to \$110,000 as the cost of the project increased after the original award.

## CAPITAL FORM FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                     |                        |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                   | Bayside Pool Furniture |
| <b>Department &amp; Division</b>          | 6425                                                                                                                                                                                                                | Parks and Recreation   |
| <b>Total Cost</b>                         | \$ 1,500                                                                                                                                                                                                            |                        |
| <b>Non County Funding</b>                 |                                                                                                                                                                                                                     |                        |
| <b>County Funding</b>                     | \$ 1,500                                                                                                                                                                                                            |                        |
| <b>Detailed Justification</b>             | <p>Required due to regular wear and tear from public use and to maintain adequate amounts of pool deck furniture for patron use. A replacement/replenishment schedule of every other year has been established.</p> |                        |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                 |                        |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                |                        |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                     |                        |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2024 BUDGET

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Priority Ranking &amp; Item</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Bayside Landing Park - Pier and Bulkhead Replacement             |
| <b>Department &amp; Division</b>          | 550-2630                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Public Works/Environmental Operations Division - Public Landings |
| <b>Total Cost</b>                         | \$ 1,026,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                  |
| <b>Non County Funding</b>                 | (\$ 403,000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DNR Waterway Improvement Fund Grant (could potentially increase) |
| <b>County Funding</b>                     | \$ 623,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                  |
| <b>Detailed Justification</b>             | <p>The piers and bulkhead structure need to be replaced. Kent County acquired the facility in 2001 and the piers and bulk-heading had already been in place for multiple years. The estimated cost includes replacing/extending the bulkhead, replacing two (2) piers, twenty (20) finger piers, ninety-eight (98) pilings that make up forty-two (42) boat slips, and install new electric and water utilities. DNR Grant funds in the amount of \$430,000 were approved, and Kent County's share may be up to \$650,000. Total estimated cost for project is \$1,080,000. The grant agreement expires December 31, 2023. It is anticipated that DNR will provide additional funding as the cost of the project increased after the award of the grant with the potential of up to 50% or \$540,000, to be determined.</p> |                                                                  |
| <b>Ownership (If not County)</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                  |
| <b>Revenue/Sale of Equipment/</b>         | \$ 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                  |
| <b>Trade-in to be applied to purchase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                  |

**FOR OFFICE OF FINANCE USE**  
Expense Code:

**FOR OFFICE OF FINANCE USE**  
IT Request form:    Y    N    N/A



# Bayside Landing Park

Bulkhead to be Replaced/  
Extended is highlighted in  
Yellow

Piers to be demolished & Replaced

Twenty (20) finger piers, and 98 pilings that make up  
forty-two (42) boat slips will be replaced.

Google earth

© 2017 Google



200 ft



## AGENDA ITEM BRIEFING

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**Jim Miller, Director, Human Resource Department**  
**5/2/2023**  
**Budget Work Session**

**ATTACHMENTS:**

Description

New Positions - 05.02.23

# NEW POSITIONS

| <u>PAGE #</u>               | <u>DEPARTMENT</u>          | <u>POSITION</u>                 | <u>SALARY</u>  | <u>BENEFITS</u> | <u>TOTAL</u>   |
|-----------------------------|----------------------------|---------------------------------|----------------|-----------------|----------------|
| <b>General Fund</b>         |                            |                                 |                |                 |                |
| 2                           | Emergency Services         | Administrative Assistant I (.5) | 19,810         | 29,422          | 49,232         |
| 3                           | Emergency Medical Services | Paramedic                       | 50,419         | 36,748          | 87,167         |
| 4                           | State's Attorney's Office  | Prosecutor                      | 37,500         | 31,397          | 68,897         |
| 8                           | Sheriff's Office           | Deputy                          | 58,770         | 56,056          | 114,826        |
| 9                           | Economic & Tourism Dev     | Strategic Initiatives Manager   | 65,200         | 27,690          | 92,890         |
| Total                       |                            |                                 | <u>231,700</u> | <u>181,313</u>  | <u>413,012</u> |
| <b>Positions Not Funded</b> |                            |                                 |                |                 |                |
|                             | Emergency Medical Services | Paramedic                       | 50,419         | 36,748          | 87,167         |
|                             |                            | Paramedic                       | 50,419         | 36,748          | 87,167         |
|                             |                            | Paramedic                       | 50,419         | 36,748          | 87,167         |
|                             | State's Attorney's Office  | Prosecutor                      | 37,500         | 7,181           | 44,681         |
|                             | Detention Center           | Administrative Specialist I     | 10,544         | 1,587           | 12,131         |
|                             | Police Accountability      | Administrative Assistant I (.5) | 22,367         | 3,355           | 25,722         |
|                             |                            |                                 | <u>221,668</u> | <u>122,367</u>  | <u>344,035</u> |
| Total                       |                            |                                 | <u>453,367</u> | <u>303,680</u>  | <u>757,047</u> |





## AGENDA ITEM BRIEFING

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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**5/2/2023**  
**Budget Work Session**

**Item Summary:**

Vehicle Leases

**ATTACHMENTS:**

Description

Vehicle Leases

Budget Summary - FY2024 Enterprise Vehicle Leases

|                       |                                 | <u>FY2024 Cash<br/>Outlay for 6<br/>mos +<br/>Aftermarket</u> | <u>FY2024 Cash<br/>Outlay for 12<br/>mos +<br/>Aftermarket</u> | <u>Aftermarket<br/>Equipment</u> | <u>Vehicle</u>    | <u>Total</u>      | <u>Old Vehicle</u>       | <u>Mileage</u> | <u>Comments</u>                               |
|-----------------------|---------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|-------------------|-------------------|--------------------------|----------------|-----------------------------------------------|
| <u>General Fund</u>   |                                 |                                                               |                                                                |                                  |                   |                   |                          |                |                                               |
| Commissioner's Office | 2024 Ford Explorer (or similar) | 4,600                                                         | 9,100                                                          | 100                              | 33,125.83         | 33,225.83         | 2015 Jeep Patriot        | 45,863         |                                               |
| Environmental Ops     | 2024 Ford/Chevy 1 ton pickup    | 17,600                                                        | 25,100                                                         | 10,100                           | 55,209.72         | 65,309.72         | 2016 Ford F-350          | 71,599         | Airbag system recall, parts not available yet |
| Building Maintenance  | 2024 Ford/Chevy 1 ton pickup    | 6,400                                                         | 12,700                                                         | 100                              | 46,376.17         | 46,476.17         | 2016 Ford F-250          | 32,701         | No known issues                               |
| Planning              | 2024 Ford Explorer (or similar) | 4,600                                                         | 9,100                                                          | 100                              | 33,125.83         | 33,225.83         | 2016 Jeep Patriot        | 83,867         |                                               |
| Sheriff's Office      | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2011 Crown Victoria      | 108,346        | #1                                            |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2016 Dodge Charger       | 123,460        | #2                                            |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2016 Dodge Charger       | 120,214        | #3/Spare, works, not very roadworthy          |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2017 Dodge Charger       | 111,009        | #4/Apr \$2k radiator rpr/runs                 |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2017 Dodge Charger       | 79,936         | #5/School Resource vehicle, low mileage       |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2014 Chevrolet Tahoe     | 81,800         | #6                                            |
|                       | 2024 Chevy Tahoe                | 18,900                                                        | 26,700                                                         | 11,100                           | 61,245.99         | 72,345.99         | 2015 Chevrolet Tahoe     | 77,563         | #7                                            |
| Detention Center      | 2024 Ford Explorer (or similar) | 4,600                                                         | 9,100                                                          | 100                              | 33,125.83         | 33,225.83         | 2016 Ford Focus          | 35,616         | No known issues                               |
| Emergency Services    | 2024 Chevy Tahoe                | 17,300                                                        | 24,500                                                         | 10,100                           | 61,245.99         | 71,345.99         | 2016 Ford Expedition     | 38,115         | No known issues                               |
| Parks & Rec           | 2024 Ford Transit 350 van       | 6,100                                                         | 12,100                                                         | 100                              | 44,167.78         | 44,267.78         | 2008 Ford Super Duty van | 29,694         |                                               |
|                       |                                 | <u>\$ 193,500</u>                                             | <u>\$ 288,600</u>                                              | <u>\$ 98,400</u>                 | <u>\$ 735,099</u> | <u>\$ 833,499</u> |                          |                |                                               |
|                       |                                 | <u>6 Months</u>                                               | <u>12 Months</u>                                               |                                  |                   |                   |                          |                |                                               |