

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

April 25, 2023

1:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Outside Agency Budget Requests

Arnessa Dowell, Director, Kent County Public Library

FY2024 Budget Request

Bill Webb, Health Officer, Dr. Leland Spencer, and Emily McCoy, Administrator, Kent
County Health Department

FY2024 Budget Request

Robert Baldwin, District Manager, Kent Soil and Water Conservation District

FY2024 Budget Request

Board of Education

Dr. Karen Couch, Superintendent, and Allessa Stewart, Supervisor of Finance, Kent County
Public Schools

FY2024 Budget Request

General Fund Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

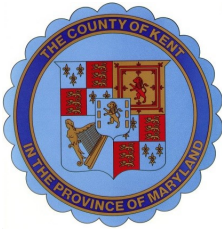
Summary of Changes and General Fund Overview

5 Year Capital Plan

Patricia Merritt, Chief Finance Officer, Office of Finance

Capital Summary

Allocations



AGENDA ITEM BRIEFING

Arnessa Dowell, Director, Kent County Public Library 4/25/2023 Budget Work Session

Item Summary:

FY2024 Budget Request

ATTACHMENTS:

Description

Library

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 Actual	2022 Actual	2023 Budget	2024 Requested 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
TOTAL REVENUES	1068428	1148977	1065136	1204898

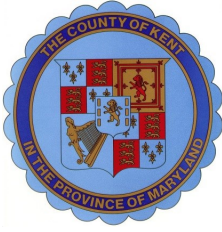
KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

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 Actual	2022 Actual	2023 Budget	2024 Requested 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	
OPERATIONS				
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
TOTAL EXPENDITURES*	930940	1148977	1065136	1204898



AGENDA ITEM BRIEFING

**Bill Webb, Health Officer, Dr. Leland Spencer, and Emily McCoy,
Administrator, Kent County Health Department**

4/25/2023

Budget Work Session

Item Summary:

FY2024 Budget Request

ATTACHMENTS:

Description

Health Department



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

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 Actual	2022 Actual	2023 Budget	2024 Requested Budget
KENT COUNTY FUNDING	\$528,396.00	\$538,964.00	\$723,775.00	\$1,291,206
FEDERAL FUNDING		\$310,568.00	\$2,601,129.00	0
STATE FUNDING		\$5,183,292.00	\$3,561,460.00	\$5,845,294
PRIVATE DONATIONS				
DUES & FEES				
OTHER (LIST BY TYPE)				
		\$409,020.00	\$470,000.00	\$684,000
		\$767,960.00	\$ 767,960.00	\$1,151,940
		\$4,211,728.00	\$3,972,000.00	\$4,691,160

Budget Request Items for County	
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 Actual	2022 Actual	2023 Budget	2024 Requested Budget
Salaries/Operating Expenditures	11859114	11451532	\$12,096,324.00	\$13,663,600 **
** see next tab for details				
TOTAL EXPENDITURES*				

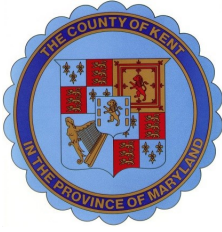
*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

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

\$13,663,600.00



AGENDA ITEM BRIEFING

**Robert Baldwin, District Manager, Kent Soil and Water Conservation
District
4/25/2023
Budget Work Session**

Item Summary:

FY2024 Budget Request

ATTACHMENTS:

Description

Soil & Water Conservation - Public



KENT SOIL AND WATER CONSERVATION DISTRICT

122 Speer Road, Suite 4, Chestertown, Maryland 21620

Phone 410.778.5150

kentsoilandwaterconservationdistrict.org

February 24th, 2023

Kent County Commissioners
400 High Street
Chestertown, MD 21620

Dear President Fithian and Commissioners Nickerson and Price,

2023 marks our 85th 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

SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

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KENT COUNTY FUNDING REQUEST FISCAL YEAR 2024 BUDGET

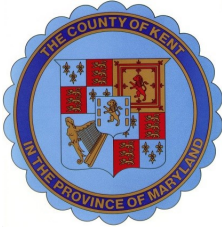
SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

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 Actual	2022 Actual	2023 Budget	2024 Requested 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 Activities (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
TOTAL EXPENDITURES*				

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



AGENDA ITEM BRIEFING

Dr. Karen Couch, Superintendent, and Allessa Stewart, Supervisor of Finance, Kent County Public Schools

4/25/2023

Budget Work Session

Item Summary:

FY2024 Budget Request

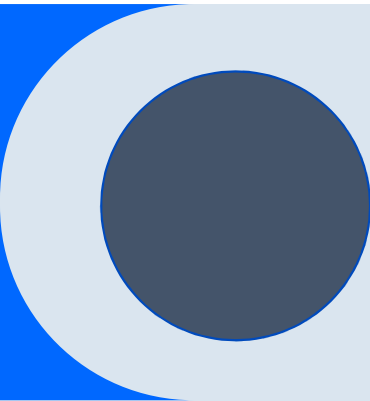
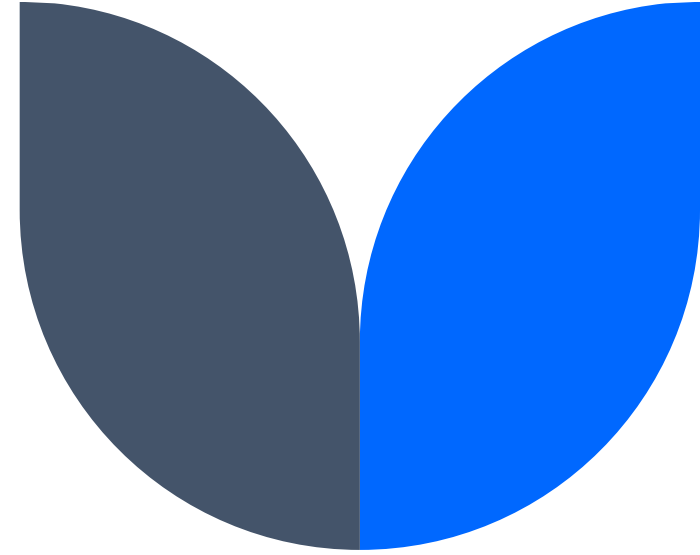
ATTACHMENTS:

Description

FY 24 Superintendent's Budget 04.25.23



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) 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
Total County Share Revenues:	18,559,629.00	19,060,708.00	501,079.00
State Share Revenues:			
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)
Total State Share Revenues	10,239,729.00	10,572,356.00	332,627.00
Other Local Revenues:			
<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 & Recreation</i>	10,000.00	10,000.00	-
Total Other Local Revenues	258,292.00	258,292.00	-
Revenue Summary			
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	-
Total Revenues	29,057,650.00	29,891,356.00	833,706.00

**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)	30,080,914.47

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	
Total	470,233	

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
				112,800.00			

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.

Revenues (State and Local)	29,633,064.00
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)
Expenditure Reduction Needed for FY 24 Budget	(1,030,883.47)

* 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)

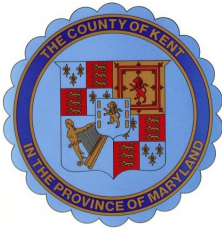
FY 24 BUDGET REVENUE REQUEST

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)
Less: Additional Revenue Request for FY 24 Budget	<u>(1,681,610.63)</u>
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



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance 4/25/2023 Budget Work Session

Item Summary:

Summary of Changes and General Fund Overview

ATTACHMENTS:

Description

Budget Changes

Budget Overview

SUMMARY OF CHANGES-FY24

	<u>REVENUE</u>	<u>EXPENDITURE</u>
REQUESTED BUDGET	56,822,731	66,528,763
Capital Exp		
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>

General Fund - Revenues

	FY23 Projection	FY23 Budget	FY24 Budget	Inc/(Dec) \$	%
Property Tax	33,453,326	32,658,297	33,612,820	954,523	2.9%
Income Tax	18,150,000	15,000,000	17,260,000	2,260,000	15.1%
Recordation	1,400,000	1,884,381	1,265,000	(619,381)	-32.9%
Property Transfer	821,500	1,196,602	740,000	(456,602)	-38.2%
Intergovernmental	846,199	816,245	1,225,691	409,446	50.2%
Other Taxes	354,000	332,000	349,000	17,000	5.1%
License & Permits	353,474	367,526	343,228	(24,298)	-6.6%
Service Charges	644,470	621,511	630,263	8,752	1.4%
Lease Proceeds	542,760	472,662	735,100	262,438	55.5%
Transfers In	0	0	0	-	0.0%
Other	705,591	227,541	661,629	434,088	190.8%
Total Revenues	57,271,320	53,576,765	56,822,731	3,245,966	6.1%

General Fund - Expenditures

	FY23	FY23	FY24	Inc/Dec	
	Projection	Budget	Budget	\$	%
Board of Education					
Operating	18,559,629	18,559,629	20,961,168	2,401,539	12.9%
Non Recurring	-	-	-	-	0.0%
Debt Service	215,747	215,747	205,581	(10,166)	-4.7%
	18,775,376	18,775,376	21,166,749	2,391,373	12.7%
Salaries	12,970,982	13,510,025	14,940,881	1,430,856	10.6%
Benefits	6,352,034	7,816,815	8,364,859	548,044	7.0%
Capital	2,269,898	2,452,026	1,496,020	(956,006)	-39.0%
Leased Capital	625,891	552,447	833,500	281,053	50.9%
County Allocations	4,038,280	4,042,884	5,904,713	1,861,829	46.1%
Operating	6,823,014	7,213,494	7,721,229	507,735	7.0%
Transfers	6,107,517	3,711,594	3,348,169	(363,425)	-9.8%
Contingency	500,000	500,000	500,000	-	0.0%
Debt Service	1,096,248	1,120,198	1,267,276	147,078	13.1%
Total Expenditures	59,559,240	59,694,859	65,543,396	5,848,537	9.8%
Surplus/(Deficit)	(2,287,920)	(6,118,094)	(8,720,665)	(2,602,571)	42.5%

General Fund Balance

	FY23 Projection	FY23 Budget	FY24 Budget
Fund Balance:			
Beginning	9,253,569	9,253,569	6,965,649
Surplus/(Deficit)	(2,287,920)	(6,118,094)	(8,720,665)
Ending	6,965,649	3,135,475	(1,755,016)
	13.4%	5.3%	-2.7%
Target Fund Balance (7.5%)	3,893,980	4,477,114	4,915,755
Available Fund Balance	3,071,669	(1,341,639)	(6,670,771)

General Fund Balance

Non Recurring Budget Items:

Revenues

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

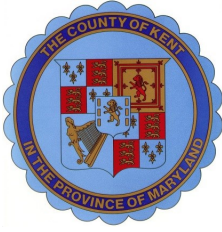
Expenses

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)

Surplus / (Shortfall)	<u>(420,991)</u>
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Recurring Budget Items:

Revenues	56,087,631
Difference in Reserve	1,021,775
Expenditures (Personnel, Operating, Alloc, BOE, Other Transfers)	(61,315,636)
Surplus / (Shortfall)	<u>(6,249,780)</u>



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
4/25/2023
Budget Work Session

Item Summary:

Capital Summary

ATTACHMENTS:

Description

Capital Summary

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

	Page #	Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures								
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		-	-	-	-	-	-	-
General Fund Capital Expenditures		2,175,224	1,431,022	2,211,670	1,602,240	1,134,500	976,300	9,530,956
Agriculture Preservation	71	3,661	22,024	-	-	-	-	25,685
Local Management Board	72	21,900	-	-	-	-	-	21,900
Inmate Welfare Fund		-	-	-	-	-	-	-
Law Library		-	-	-	-	-	-	-
Project Open Space	73	0	0	0	0	0	0	0
Kent Family Center		-	-	-	-	-	-	-
Weed Control	80	-	-	-	-	-	-	-
Local Park & Playground Infrastructure	81	0	0	-	-	-	-	-
Water & Wastewater Services	88	235,128	500,000	1,040,700	394,000	78,000	82,000	2,329,828
Bayside Landing	101	-	1,500	1,200	2,700	-	1,500	6,900
Total Capital Expenditures		2,435,913	1,954,546	3,253,570	1,998,940	1,212,500	1,059,800	11,915,269

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

		Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Leased Vehicles								
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		-	-	-	-	-	-	-
General Fund Leased Vehicles		625,891	833,500	-	-	-	-	1,459,391
Local Management Board		-	-	-	-	-	-	-
Kent Family Center		-	-	-	-	-	-	-
Weed Control	80	33,377	-	-	-	-	-	33,377
Water & Wastewater Services	88	349,591	-	-	-	-	-	349,591
Total Leased Vehicles (7/22)		1,008,859	833,500	-	-	-	-	1,842,359

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

		Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Projects								
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
Capital Project Fund Expenditures		4,682,958	14,189,573	15,861,066	32,137,461	30,000	30,000	66,931,058
Project Open Space								
	74-79	-	69,588	67,800	135,000	450,000	-	722,388
Local Park & Playground Infrastructure								
	82-83	20,000	0	-	-	-	-	20,000
Water & Wastewater Services								
	99-100	-	-	296,000	-	-	-	296,000
Bayside Landing								
	103-104	25,450	623,000	-	-	-	-	648,450
Total Capital Project Expenditures								
		4,728,408	14,882,161	16,224,866	32,272,461	480,000	30,000	68,617,896
Total Expenditures								
		8,173,180	17,670,207	19,478,436	34,271,401	1,692,500	1,089,800	80,533,165

5 YEAR CAPITAL PLAN - COUNTY COMMISSIONERS OFFICE

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

5 YEAR CAPITAL PLAN - OFFICE OF FINANCE

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

CAPITAL FORM FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Replacement monitors (15)
Department & Division	903	Office of Finance
Total Cost	\$ 2,542	
Non County Funding		
County Funding	\$ 2,542	
Detailed Justification	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.	
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

Priority Ranking & Item	2	Bookcase hutch (3)
Department & Division	903	Office of Finance
Total Cost	\$ 1,449	
Non County Funding		
County Funding	\$ 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.

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 - INFORMATION TECHNOLOGY

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
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
Total Capital Expenditures	160	85,000	30,000	166,740	-	-	281,900
Capital Projects							
Computer replacement funding	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Total Capital Projects	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Total Expenditures	30,160	115,000	60,000	196,740	30,000	30,000	461,900

CAPITAL FORM FISCAL YEAR 2024 BUDGET

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

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

Priority Ranking & Item	2	Switches
Department & Division	1000	Information Technology
Total Cost	\$ 25,000	
Non County Funding		
County Funding	\$ 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

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

Priority Ranking & Item	3	Firewalls
Department & Division	1000	Information Technology
Total Cost	\$ 11,000	
Non County Funding		
County Funding	\$ 11,000	
Detailed Justification	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")	
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

Priority Ranking & Item	4	IT PC Upgrade
Department & Division	1000	Information Technology
Total Cost	\$ 30,000	
Non County Funding		
County Funding	\$ 30,000	
Detailed Justification	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.	
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 - GENERAL SERVICES

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Encrypted swipe devices	1,125	-	-	-	-	-	1,125
Total Capital Expenditures	1,125	-	-	-	-	-	1,125
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	1,125	-	-	-	-	-	1,125

5 YEAR CAPITAL PLAN - PUBLIC WORKS ADMINISTRATION

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Standing desk	300	-	-	-	-	-	300
Total Capital Expenditures	300	-	-	-	-	-	300
Leased Vehicles							
	-	-	-	-	-	-	-
Total Leased Vehicles	-	-	-	-	-	-	-
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	300	-	-	-	-	-	300

5 YEAR CAPITAL PLAN - ROADS

	Prior Years	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures								
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
Total Capital Expenditures	45,198	1,697,320	848,600	1,665,000	1,194,000	965,000	885,000	7,300,118
Leased Vehicles								
Ford F-250 (3) (2 FY22>FY23)	-	110,296	-	-	-	-	-	110,296
Total Leased Vehicles	-	110,296	-	-	-	-	-	110,296
Capital Projects								
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
Total Capital Projects	-	60,000	220,000	75,000	-	-	-	355,000
Total Expenditures	45,198	1,867,616	1,068,600	1,740,000	1,194,000	965,000	885,000	7,765,414

*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

Priority Ranking & Item	1	Design Lambson Forest Rd Bridge K0015
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 100,000	
Non County Funding	(\$ 80,000)	Federal Bridge Replacement Funding
County Funding	\$ 20,000	
Detailed Justification	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 & construction. FY23 estimated cost was \$400,000. FY24 Estimated Construction \$1,000,000 (\$800,000 Federal Bridge Replacement Funding & \$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 & \$20,000 County Funding).	
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

Priority Ranking & Item	2	Standard Cab Dump Truck with plow, sander & spreader FY23 Contract
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 180,000	
Non County Funding		
County Funding	\$ 180,000	
Detailed Justification	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.	
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

Priority Ranking & Item	3	Replace Lambson Forest Rd Bridge K0015
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 1,000,000	
Non County Funding	(\$ 800,000)	Federal Bridge Replacement Funding
County Funding	\$ 200,000	
Detailed Justification	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 & replacement. FY 24 Estimated Replacement Cost is \$1,000,000 (\$800,000 Federal Bridge Replacement Funding & \$200,000 County Funding). The design will be 75% completed in FY23 and finished up in FY24. The replacement will begin 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

Priority Ranking & Item	4	Clark Rd Pipe Project
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 250,000	
Non County Funding		
County Funding	\$ 250,000	
Detailed Justification	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 & 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.	
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

Priority Ranking & Item	5	Paving Projects
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 368,600	
Non County Funding		
County Funding	\$ 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

Priority Ranking & Item	<u>6</u>	<u>Surface Treatment</u>
Department & Division	<u>2610</u>	<u>Public Works Roads Division</u>
Total Cost	<u>\$ 430,267</u>	
Non County Funding	<u>(\$ 64,998)</u>	<u>State Aid</u>
County Funding	<u><u>\$ 365,269</u></u>	

Detailed Justification Surface Treatment for various Kent County Roads due to wear & 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.

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

Priority Ranking & Item	7	Tractor with A-Boom
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 210,000	
Non County Funding		
County Funding	\$ 210,000	
Detailed Justification	Request to purchase an additional Tractor w/A-Boom designed to trim trees, brush, hedges, mow behind guardrails, down embankments & 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.	
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

Priority Ranking & Item	<u>8</u>	<u>Standard Cab Dump Truck with plow, sander & spreader FY24</u>
Department & Division	<u>2610</u>	<u>Public Works Roads Division</u>
Total Cost	<u>\$ 185,000</u>	
Non County Funding		
County Funding	<u><u>\$ 185,000</u></u>	

Detailed Justification

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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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

Priority Ranking & Item	9	Village of Kennedyville Stormwater & Roadway Improvements
Department & Division	2610	Public Works Roads
Total Cost	\$ 150,000	
Non County Funding		
County Funding	\$ 150,000	
Detailed Justification	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.	
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 - PUBLIC LANDINGS

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
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
Total Capital Expenditures	13,437	-	-	-	10,000	-	23,437
 Capital Projects							
Bogles Public Landing - pier replacement	-	-	180,000	-	-	-	180,000
Total Capital Projects	-	-	180,000	-	-	-	180,000
 Total Expenditures	13,437	-	180,000	-	10,000	-	203,437

5 YEAR CAPITAL PLAN - ENVIRONMENTAL OPERATIONS

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
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
Total Capital Expenditures	151,647	-	298,000	74,000	46,000	-	569,647
Leased Vehicles							
Ford F-350 (2) (FY22>FY23)	113,745	-	-	-	-	-	113,745
2024 Ford/Chevy 1 ton pickup	-	65,310	-	-	-	-	65,310
Total Leased Vehicles	113,745	65,310	-	-	-	-	179,055
Capital Projects							
Nicholson WTP upgrade (\$2,742,000)*	0	0	0	-	-	-	0
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	265,392	65,310	298,000	74,000	46,000	-	748,702

*USDA to fund with loan

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Recycling/Solid Waste Roll-off Truck
Department & Division	2805	Public Works/Environmental Operations Division
Total Cost	\$ 280,000	
Non County Funding		
County Funding	\$ 280,000	

Detailed Justification 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.

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

Priority Ranking & Item	1	Nicholson Landfill Water Treatment Plant Upgrade
Department & Division	2815	Public Works/Environmental Operations Division
Total Cost	\$ 2,443,489	
Non County Funding		
County Funding	\$ 2,443,489	
Detailed Justification	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.	
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 - BUILDING MAINTENANCE

	Prior Years	Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures								
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
Total Capital Expenditures	15,588	69,659	38,250	84,250	82,500	28,500	29,500	348,247
Leased Vehicles								
Ford F-250 (FY22>FY23)	-	44,106	-	-	-	-	-	44,106
2024 Ford/Chevy 1 ton pickup	-	-	46,476	-	-	-	-	46,476
Total Leased Vehicles	-	44,106	46,476	-	-	-	-	90,582
Capital Projects								
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
Total Capital Projects	-	1,040,365	12,440,848	12,169,336	4,692,461	16,700,000	-	28,831,010
Total Expenditures	15,588	1,154,130	12,525,574	12,253,586	4,774,961	16,728,500	29,500	29,269,839

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

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	400 High Street - Replace HVAC Units (2) per Year
Department & Division	3015	Department of Public Works - Engineering Building Maintenance
Total Cost	\$ 25,500	
Non County Funding		
County Funding	\$ 25,500	
Detailed Justification	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.	
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

Priority Ranking & Item	2	Courthouse Condensate boiler feed tank replacement
Department & Division	3005	Department of Public Works - Engineering Building Maintenance
Total Cost	\$ 12,750	
Non County Funding		
County Funding	\$ 12,750	
Detailed Justification	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.	
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

Priority Ranking & Item	3	Public Safety Facility Design
Department & Division	3011	Department of Public Works - Engineering Building Maintenance
Total Cost	\$ 12,440,848	
Non County Funding		
County Funding	\$ 12,440,848	
Detailed Justification	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.	
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 - PLANNING, HOUSING AND ZONING

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
(3) Laptops for GIS	-	1,950	-	-	-	-	1,950
Total Capital Expenditures	-	1,950	-	-	-	-	1,950
Leased Vehicles							
2024 Ford Explorer (or similar)	-	33,226	-	-	-	-	33,226
Total Leased Vehicles	-	33,226	-	-	-	-	33,226
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	35,176	-	-	-	-	35,176

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	(3) Tablets for Code Enforcement and Inspections
Department & Division	3501	Planning and Zoning
Total Cost	\$ 1,950	
Non County Funding		
County Funding	\$ 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.

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 - SHERIFF'S OFFICE

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
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
Total Capital Expenditures	19,755	44,300	5,500	16,500	5,500	3,300	94,855
Leased Vehicles							
Tahoe/Interceptor/Covert vehicle	158,426	-	-	-	-	-	158,426
Additional equipment for vehicles	23,091	-	-	-	-	-	23,091
(7) Tahoes equipped	-	506,422	-	-	-	-	506,422
Total Leased Vehicles	181,517	506,422	-	-	-	-	687,939
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	201,272	550,722	5,500	16,500	5,500	3,300	782,794
*OES SHSP Grant to fully fund							
**Applied for PACT Grant to fully fund							

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	<u>1</u>	<u>Protective Vests (4)</u>
Department & Division	<u>4205</u>	<u>Sheriff's Office</u>
Total Cost	<u>\$ 4,400</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 4,400</u></u>	

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.

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

Priority Ranking & Item	<u>2</u>	<u>Leased Vehicles (6)</u>
Department & Division	<u>4210</u>	<u>Sheriff's Office</u>
Total Cost	<u>\$ 90,000</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 90,000</u></u>	

Detailed Justification 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.

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

Priority Ranking & Item	3	Equipment for (6) Leased Vehicles
Department & Division	4210	Sheriff's Office
Total Cost	\$ 76,554	
Non County Funding		
County Funding	\$ 76,554	
Detailed Justification	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.	
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

Priority Ranking & Item	4	In car cameras (2)
Department & Division	4205	Sheriff's Office
Total Cost	\$ 5,274	
Non County Funding		
County Funding	\$ 5,274	
Detailed Justification	This covers the contract price for two in-car cameras. There is a five year service contract included in the operating budget.	
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

Priority Ranking & Item	5	Laptop
Department & Division	4205	Sheriff's Office
Total Cost	\$ 5,700	
Non County Funding		
County Funding	\$ 5,700	
Detailed Justification	Laptop computer for newly requested Deputy position.	

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

Priority Ranking & Item	6	Commercial Motor Vehicle patrol - Computers (6)
Department & Division	4205	Sheriff's Office
Total Cost	\$ 34,200	
Non County Funding		
County Funding	\$ 34,200	
Detailed Justification	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.	
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 - DETENTION CENTER

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Dishwasher/installation	13,819	-	-	-	-	-	13,819
Desk/hutch	1,181	-	-	-	-	-	1,181
Jail Management System	-	88,160	-	-	-	-	88,160
Total Capital Expenditures	15,000	88,160	-	-	-	-	103,160
Leased Vehicles							
2024 Ford Explorer (or similar)	-	33,226	-	-	-	-	33,226
Total Leased Vehicles	-	33,226	-	-	-	-	33,226
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	15,000	121,386	-	-	-	-	136,386

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Jail Management System
Department & Division	4700	Kent County Detention Center
Total Cost	\$ 88,160	
Non County Funding		
County Funding	\$ 88,160	
Detailed Justification	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.	
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 - OFFICE OF EMERGENCY SERVICES

	<u>Prior Years</u>	<u>Projected FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Total</u>
Capital Expenditures	-	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-	-
Capital Projects								
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>
Total Capital Projects	<u>2,738</u>	<u>27,042</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,780</u>
Total Expenditures	<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>
Capital Expenditures							
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
Total Capital Expenditures	24,332	48,000	38,000	50,000	50,000	40,000	250,332
Leased Vehicles							
(2) Chevrolet Tahoes equipped	128,600	-	-	-	-	-	128,600
2024 Chevy Tahoe equipped	-	71,346	-	-	-	-	71,346
Total Leased Vehicles	128,600	71,346	-	-	-	-	199,946
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	<u>152,932</u>	<u>119,346</u>	<u>38,000</u>	<u>50,000</u>	<u>50,000</u>	<u>40,000</u>	<u>450,278</u>

*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

Priority Ranking & Item	<u>1</u>	<u>LifePak Heart monitor/Defibrulator</u>
Department & Division	<u>5210</u>	<u>Emergency Medical Services</u>
Total Cost	<u>\$ 38,000</u>	
Non County Funding		<u>Potential for partial MIEMSS funding</u>
County Funding	<u><u>\$ 38,000</u></u>	

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

Priority Ranking & Item	3	Automatic External Defibrillators (5)
Department & Division	5210	Emergency Medical Services
Total Cost	\$ 10,000	
Non County Funding		
County Funding	\$ 10,000	
Detailed Justification	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.	
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 - COMMUNICATIONS DIVISION

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Public safety radios batteries and accessories	12,830	16,000	16,000	16,000	16,000	16,000	92,830
Total Capital Expenditures	12,830	16,000	16,000	16,000	16,000	16,000	92,830
Capital Projects							
Radio system upgrade	-	-	400,000	-	-	-	400,000
Total Capital Projects	-	-	400,000	-	-	-	400,000
Total Expenditures	12,830	16,000	416,000	16,000	16,000	16,000	492,830

CAPITAL FORM FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	2	Public Safety Radio Equipment
Department & Division	5300	Communications
Total Cost	\$ 16,000	
Non County Funding		
County Funding	\$ 16,000	
Detailed Justification	Purchase of public safety radio equipment such as batteries and microphones to replace aging equipment.	
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 - PARKS & RECREATION

	Projection						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
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
Total Capital Expenditures	127,790	64,900	43,500	2,500	13,500	2,500	254,690
Leased Vehicles							
2024 Ford Transit 350 van	-	44,268	-	-	-	-	44,268
Total Leased Vehicles	-	44,268	-	-	-	-	44,268
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	127,790	109,168	43,500	2,500	13,500	2,500	298,958

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Commercial Grade Undercounter Freezer for Concession Stand
Department & Division	6353	Parks and Recreation
Total Cost	\$ 6,000	
Non County Funding		
County Funding	\$ 6,000	
Detailed Justification	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.	
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

Priority Ranking & Item	2	KCCC pool repairs
Department & Division	6352	Parks and Recreation
Total Cost	\$ 5,000	
Non County Funding		
County Funding	\$ 5,000	
Detailed Justification	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.	
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

Priority Ranking & Item	3	KCCC Re-plaster Shallow End of Pool
Department & Division	6352	Parks and Recreation
Total Cost	\$ 45,000	
Non County Funding		
County Funding	\$ 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.

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

Priority Ranking & Item	4	Wrestling Mat
Department & Division	6313	Parks And Recreation
Total Cost	\$ 14,900	
Non County Funding		
County Funding	\$ 14,900	
Detailed Justification	The current mat is over 20 years old and is unsafe to use. It has rips, peeled lettering, and is very stiff and rigid.	
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

Priority Ranking & Item	5	Millington Pool Furniture
Department & Division	6320	Parks and Recreation
Total Cost	\$ 2,500	
Non County Funding		
County Funding	\$ 2,500	
Detailed Justification	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.	
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

Priority Ranking & Item	6	KCCC Main Pool Feature - Replace Slide
Department & Division	6352	Parks & Recreation
Total Cost	\$ 30,000	
Non County Funding		
County Funding	\$ 30,000	
Detailed Justification	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.	
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 - GROUNDS MAINTENANCE

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Total</u>
Capital Expenditures							
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
Total Capital Expenditures	36,798	1,350	-	-	-	-	38,148
Leased Vehicles							
Ford F-250 (FY22>FY23)	47,627	-	-	-	-	-	47,627
Total Leased Vehicles	47,627	-	-	-	-	-	47,627
Capital Projects							
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
Total Capital Projects	191,585	-	-	-	-	-	191,585
Total Expenditures	276,010	1,350	-	-	-	-	277,360

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Pallet Forks for Tractor
Department & Division	6425	Department of Public Works - Grounds Maintenance
Total Cost	\$ 1,350	
Non County Funding		
County Funding	\$ 1,350	
Detailed Justification	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.	
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 - ECONOMIC DEVELOPMENT

	Projected						
	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Total</u>
Capital Expenditures							
	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-
Capital Projects							
KRM entrance contribution (\$1,425,960)*	-	450,000	-	-	-	-	450,000
Total Capital Projects	-	450,000	-	-	-	-	450,000
Total Expenditures	-	450,000	-	-	-	-	450,000

*USRC grant \$250,000; KRM contribution \$725,960

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	MD Rt 213 Entrance to the Chestertown Business Campus
Department & Division	7401	Economic and Tourism Development
Total Cost	\$ 1,425,960	
Non County Funding	(\$ 975,960)	\$250,000 USRC Rural MD ED Fund; \$725,960 KRM Construction
County Funding	\$ 450,000	

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
Capital Expenditures							
Lobby expansion design	-	61,237	-	-	-	-	61,237
Elevator replace/reconfigure	-	104,300	-	-	-	-	104,300
Replace landscaping with brick pavers	-	-	31,420	-	-	-	31,420
Total Capital Expenditures	-	165,537	31,420	-	-	-	196,957
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	165,537	31,420	-	-	-	196,957

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Court House lobby renovation design and construction
Department & Division	8501	Circuit Court
Total Cost	\$ 61,237	
Non County Funding		
County Funding	\$ 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.	
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

Priority Ranking & Item	<u>2</u>	<u>Court house - replace/reconfigure elevator</u>
Department & Division	<u>8501</u>	<u>Circuit Court</u>
Total Cost	<u>\$ 104,300</u>	
Non County Funding		
County Funding	<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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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

Priority Ranking & Item	3	Court house - address landscaping issues
Department & Division	8501	Circuit Court
Total Cost	\$ 31,420	
Non County Funding		
County Funding	\$ 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.

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 - ELECTION OFFICE

	Projected						
	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Total</u>
Capital Expenditures							
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
Total Capital Expenditures	-	28,975	-	-	-	-	28,975
 Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
 Total Expenditures	-	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 Actual	2022 Actual	2023 Budget	2024 Requested 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 Purpos	\$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

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

From: Cheemoandia Blake <cblake@kentgov.org>
Sent: Monday, March 13, 2023 9:29 AM
To: Jeanne Edwards <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
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
Capital Expenditures							
Office furniture	21,900	-	-	-	-	-	21,900
Total Capital Expenditures	21,900	-	-	-	-	-	21,900
 Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
 Total Expenditures	21,900	-	-	-	-	-	21,900

5 YEAR CAPITAL PLAN - PARKS & RECREATION - PROGRAM OPEN SPACE

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Land Preservation, Parks & Recreation plan consultant*	0	0	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0	0	0
Capital Projects							
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
Total Capital Projects	-	69,588	67,800	135,000	450,000	-	722,388
Total Expenditures	-	69,588	67,800	135,000	450,000	-	722,388
*FY23 \$6,000; FY24 \$18,000; \$25,000/yr							

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Betterton Boardwalk Replacement
Department & Division	6325	Department of Public Works - Engineering Grounds Maintenance
Total Cost	\$ 31,882	
Non County Funding	(\$ 28,694)	Project Open Space (FY22 Approved Funding)
County Funding	\$ 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.

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

Priority Ranking & Item	<u>2</u>	<u>Still Pond Park Concept and Site Plan</u>
Department & Division	<u>6335</u>	<u>Department of Public Works - Engineering Grounds Maintenance</u>
Total Cost	<u>\$ 30,000</u>	
Non County Funding	<u>(\$ 27,000)</u>	<u>Program Open Space (POS/FY22 Approved)</u>
County Funding	<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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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

Priority Ranking & Item	3	Worton Park/KCCC Enhancements
Department & Division	6355	Department of Public Works - Engineering Grounds Maintenance
Total Cost	\$ 215,000	
Non County Funding	(\$ 193,500)	Program Open Space
County Funding	\$ 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.

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

Priority Ranking & Item	4	Toal Park Lower Ballfield and Park Benches
Department & Division	6345	Department of Public Works - Engineering Grounds Maintenance
Total Cost	\$ 39,000	
Non County Funding	(\$ 35,100)	Program Open Space
County Funding	\$ 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.

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

Priority Ranking & Item	5	Toal Park Restroom and Architectural Design Services
Department & Division	6345	Department of Public Works - Engineering Grounds Maintenance
Total Cost	\$ 105,000	
Non County Funding	(\$ 94,500)	Program Open Space
County Funding	\$ 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.

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

Priority Ranking & Item	<u>6</u>	<u>Worton Park Orem Field Lighting Retrofit</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering Grounds Maintenance</u>
Total Cost	<u>\$ 275,000</u>	
Non County Funding	<u>(\$ 247,500)</u>	<u>Program Open Space</u>
County Funding	<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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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 - WEED CONTROL

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-
Leased Vehicles							
Ford F-250 (FY22>FY23)	33,377	-	-	-	-	-	33,377
Total Leased Vehicles	33,377	-	-	-	-	-	33,377
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	<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

	Projected						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures							
Bayside Landing - bathhouse flooring (\$4,500)	0	-	-	-	-	-	0
Edesville Park - swings (\$8,690)	0	-	-	-	-	-	0
Betterton Beach pavilion - repair roof (\$20,000)	0	-	-	-	-	-	0
Total Capital Expenditures	0	-	-	-	-	-	0
Capital Projects							
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
Total Capital Projects	20,000	0	-	-	-	-	20,000
Total Expenditures	20,000	0	-	-	-	-	20,000

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Betterton Beach - replace boardwalk & benches
Department & Division	6325	Department of Public Works - Engineering Grounds Maintenance
Total Cost	\$ 228,250	
Non County Funding	(\$ 228,250)	Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)
County Funding	\$ 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

Priority Ranking & Item	<u>2</u>	<u>Worton Park - Restroom building, dugouts and bleachers</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering Grounds Maintenance</u>
Total Cost	<u>\$ 185,000</u>	
Non County Funding	<u>(\$ 185,000)</u>	<u>Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)</u>
County Funding	<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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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 - PUBLIC SCHOOLS

	Prior Years Actual	Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures	-	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-	-
Capital Projects								
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
Total Capital Projects	3,070,290	3,333,966	1,048,725	3,315,000	28,927,000	-	-	39,694,981
Total Expenditures	3,070,290	3,333,966	1,048,725	3,315,000	28,927,000	-	-	39,694,981

*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
Capital Expenditures							
	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-
Capital Projects							
Chestertown - accessibility ramp (\$183,460)*	-	-	91,730	-	-	-	91,730
Total Capital Projects	-	-	91,730	-	-	-	91,730
Total Expenditures	-	-	91,730	-	-	-	91,730
*Application being made for 50% MD Capital Grant							

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	<u>1</u>	<u>Ramp for 408 High Street Library Entrance</u>
Department & Division	<u></u>	<u>Kent County Public Library</u>
Total Cost	<u>\$ 183,460</u>	
Non County Funding	<u>(\$ 91,730)</u>	<u>Applying for MD Capital Grant (50% match needed)</u>
County Funding	<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.



Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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



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
Sort Type Total					

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
Sub-Total (Direct Cost)					\$885,316.11	

Direct cost Details

5 YEAR CAPITAL PLAN - WATER AND WASTEWATER SERVICES

	Prior Years	Projected						
	Actual	FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures								
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	37,000	40,000	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
Total Capital Expenditures	463,827	235,128	500,000	1,040,700	394,000	78,000	82,000	2,793,655
Leased Vehicles								
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
Total Leased Vehicles	-	349,591	-	-	-	-	-	349,591
Total Expenditures	463,827	584,719	500,000	1,040,700	394,000	78,000	82,000	3,143,246
*Paid for with ARPA funds								

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	1	Well Redevelopment Program
Department & Division	5805	Public Works - Water/Wastewater Division
Total Cost	\$ 40,000	
Non County Funding	\$ 0	
County Funding	\$ 40,000	

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.

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

Priority Ranking & Item	2	Water Plant Filter Media Replacement Program
Department & Division	5805	Public Works - Water/Wastewater Division
Total Cost	\$ 60,000	
Non County Funding	\$ 0	
County Funding	\$ 60,000	

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

Priority Ranking & Item	3	Wesley Chapel Pump Station Wet Well Lining
Department & Division	5810	Public Works - Water/Wastewater Division
Total Cost	\$ 18,000	
Non County Funding	\$ 0	
County Funding	\$ 18,000	

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.

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

Priority Ranking & Item	4	Pump Replacement Program
Department & Division	5810	Public Works - Water/Wastewater Division
Total Cost	\$ 25,000	
Non County Funding	\$ 0	
County Funding	\$ 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.

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

Priority Ranking & Item	5	Operational Computer Tablets
Department & Division	5801	Public Works - Water/Wastewater Division
Total Cost	\$ 3,200	
Non County Funding	\$ 0	
County Funding	\$ 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.

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

Priority Ranking & Item	6	Kennedyville Pump Station #2 Replacement/Relocation
Department & Division	5810	Public Works - Water/Wastewater Division
Total Cost	\$ 350,000	
Non County Funding	\$ 0	
County Funding	\$ 350,000	
Detailed Justification	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.	
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

Priority Ranking & Item	<u>7</u>	<u>Tolchester Pump Station #2 Grease Control</u>
Department & Division	<u>5810</u>	<u>Public Works - Water/Wastewater Division</u>
Total Cost	<u>\$ 7,500</u>	
Non County Funding	<u>\$ 0</u>	
County Funding	<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.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
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

Priority Ranking & Item	8	Worton Wastewater Treatment Plant Solids Press Replacement
Department & Division	5810	Public Works - Water/Wastewater Division
Total Cost	\$ 370,000	
Non County Funding	\$ 0	
County Funding	\$ 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.

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

Priority Ranking & Item	9	Worton Service District Water & Sewer Extension
Department & Division	5805/5810	Public Works - Water/Wastewater Division
Total Cost	\$ 1,694,000	
Non County Funding	(\$ 1,532,000)	Upper Shore Regional Council Economic Development Grant
County Funding	\$ 162,000	
Detailed Justification	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.	
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 - WATER AND WASTEWATER SERVICES

	Prior Years	FY23	FY24	FY25	FY26	FY27	FY27	Total
Capital Projects								
Revenues								
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	-	-	-	-	-	-	-	-
	-	-	2,663,000	-	-	-	-	2,663,000
Expenses								
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
Total Capital Projects	-	-	2,959,000	-	-	-	-	2,959,000
Net cost to County	-	-	296,000	-	-	-	-	296,000

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

Priority Ranking & Item	10	Millington Wastewater Treatment Facility Design
Department & Division	5810	Public Works - Water/Wastewater Division
Total Cost	\$ 1,265,000	
Non County Funding	(\$ 1,131,000)	USRC Economic Development Grant & LATCF Grant
County Funding	\$ 134,000	
Detailed Justification		
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.		
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

Priority Ranking & Item	11	Georgetown Tower Supply Pipe Repair
Department & Division	5805	Public Works - Water/Wastewater
Total Cost	\$ 22,500	
Non County Funding		
County Funding	\$ 22,500	
Detailed Justification	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.	
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 - BAYSIDE LANDING

	Prior Years	Projected FY23	FY24	FY25	FY26	FY27	FY28	Total
Capital Expenditures								
Pool furniture	-	-	1,500	-	1,500	-	1,500	4,500
Pool pump	-	-	-	1,200	-	-	-	1,200
Drain Covers	-	-	-	-	1,200	-	-	1,200
Total Capital Expenditures	-	-	1,500	1,200	2,700	-	1,500	6,900
Capital Projects								
Pier & bulkhead replacement * (\$1,080,000)	1,550	25,450	623,000	-	-	-	-	650,000
Total Capital Projects	1,550	25,450	623,000	-	-	-	-	650,000
Total Expenditures	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

Priority Ranking & Item	1	Bayside Pool Furniture
Department & Division	6425	Parks and Recreation
Total Cost	\$ 1,500	
Non County Funding		
County Funding	\$ 1,500	
Detailed Justification	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.	
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

Priority Ranking & Item	1	Bayside Landing Park - Pier and Bulkhead Replacement
Department & Division	550-2630	Public Works/Environmental Operations Division - Public Landings
Total Cost	\$ 1,026,000	
Non County Funding	(\$ 403,000)	DNR Waterway Improvement Fund Grant (could potentially increase)
County Funding	\$ 623,000	
Detailed Justification	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.	
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

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

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200 ft