

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

April 18, 2023

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

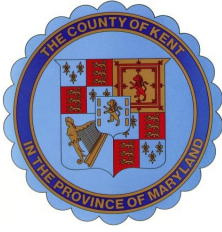
General Fund Overview

Patricia Merritt, Chief Finance Officer, Office of Finance
Summary

5 Year Capital Plan

Patricia Merritt, Chief Finance Officer, Office of Finance
Capital Summary

Patricia Merritt, Chief Finance Officer, Office of Finance



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance 4/18/2023 Budget Work Session

Item Summary:

Summary

ATTACHMENTS:

Description

Overview

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%

Budget Highlights - General Fund Revenues

	<u>Inc/(Dec)</u>
<u>Income Tax</u>	
Reflects State projection of 5% increase over FY22	2,260,000
<u>Property Tax</u>	
Levy - 3.2% increase in assessments	1,020,061
Utilities	81,314
Enterprise Zone & Homestead Credit	(149,586)
Other	2,734
	<u>954,523</u>
<u>Other</u>	
Interest Income	500,007
Other	(65,919)
	<u>434,088</u>
<u>Intergovernmental</u>	
Blueprint Funding	250,000
Highway Users Funding	104,821
Detention Center - Mental Health Grant	51,625
Other	3,000
	<u>409,446</u>

Budget Highlights - General Fund Revenues

	<u>Inc/(Dec)</u>
<u>Recordation & Property Transfer Taxes</u>	
Anticipate 10% decrease from FY23 projection	(1,075,983)
<u>Lease Proceeds</u>	
14 Leased Vehicles	262,438
<u>Other</u>	
Service Charges, License & Permits, Other Taxes	1,454
Total	<u>3,245,966</u>

General Fund - Expenditures

	FY23 Projection	FY23 Budget	FY24 Budget	Inc/Dec \$	%
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	2,525,200	73,174	3.0%
Leased Capital	625,891	552,447	833,500	281,053	50.9%
County Allocations	4,038,280	4,042,884	5,364,650	1,321,766	32.7%
Operating	6,823,014	7,213,494	7,721,229	507,735	7.0%
Transfers	6,107,517	3,711,594	3,844,419	132,825	3.6%
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	66,528,763	6,833,904	11.4%
 Surplus/(Deficit)	(2,287,920)	(6,118,094)	(9,706,032)	(3,587,938)	58.6%

Budget Highlights - General Fund Expenditures

Kent County Public Schools

Maintenance of Effort Increase	719,929
Additional Request - primarily to fund salary increases	<u>1,681,610</u>
	2,401,539

Budget Highlights - General Fund Expenditures

Salaries

New Positions - 8 Full Time, 1 Part Time	453,368
Administrative Specialist I	Strategic Initiative Manager
Deputy	Administrative Specialist I (P/T)
Prosecutor	
Paramedic (4)	
Salary Increase (6%)	776,088
Lifeguards	138,046
Election Office	70,050
Position Reclassifications	60,832
Overtime	58,899
Turnover	(140,787)
Other	14,360
	1,430,856

Benefits

New Positions	303,682
Pension - 3.5% increase MSRP, 2.5% increase LEOPS, CORS	193,959
Health Insurance - 4% increase	47,403
Other	3,000
	548,044

Budget Highlights - General Fund Expenditures

County Allocations

Inc/(Dec)

Health Department	557,018
Upper Shore Aging	190,000
Public Library	182,079
Rebuilding Together Kent	100,000
Chesapeake College	60,595
Humane Society	50,000
Volunteer Fire Companies	40,865
Extension Office	26,607
WCTR	24,997
Upper Shore Regional Council	20,000
Town of Galena	20,000
Kent Center	18,567
All Other Agencies	31,038
	1,321,766

Budget Highlights - General Fund Expenditures

<u>Operating</u>	<u>Inc/(Dec)</u>
Detention Center	341,390
Human Resources	123,413
Information Systems	70,580
Sheriff's Office	57,638
Environmental Operations	56,441
Building Maintenance	38,982
County Commissioners	22,793
Circuit Court	15,572
Health Department	11,645
Grounds Maintenance	11,447
Election Office	(126,967)
Recreation	(92,975)
Planning	(60,268)
All Other Agencies	38,044
	507,735

Budget Highlights - General Fund Expenditures

Capital

Public Works

Roads	1,588,867
Environmental Operations	280,000
Grounds Maintenance	1,350
Building Maintenance	38,250
	1,908,467

Public Safety

Sheriff's Office	44,300
Detention Center	88,160
Emergency Medical Services	48,000
Communications	16,000
	196,460

Other

Office of Finance	3,991
Planning	1,950
Information Systems	85,000
Election Office	28,975
Recreation	103,400
Circuit Court	196,957
	420,273

2,525,200

Budget Highlights - General Fund Expenditures

Leased Capital

14 Vehicles

Public Works (2)	111,786
Public Safety (9)	610,994
Parks & Recreation (1)	44,268
Planning (1)	33,226
County Commissioners Office (1)	<u>33,226</u>

Total	<u><u>833,500</u></u>
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Budget Highlights - General Fund Expenditures

<u>Transfers to Other Funds</u>	<u>Inc/(Dec)</u>
Water & Wastewater Services	981,868
Water & Wastewater Services - Capital Projects	296,000
Kent Family Center	78,092
Local Management Board	4,981
Agriculture Land Preservation	834
HotDesks	(4,333)
Program Open Space	(17,800)
Grant Funds	(35,000)
Capital Projects	(1,171,817)
	132,825

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)	(9,706,032)
Ending	6,965,649	3,135,475	(2,740,383)
	13.4%	5.3%	-4.1%
Target Fund Balance (7.5%)	3,893,980	4,477,114	4,989,657
Available Fund Balance	3,071,669	(1,341,639)	(7,730,040)

General Fund Balance

Non Recurring Budget Items:

Revenues

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

WWS Capital	(296,000)
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CORS	(770,510)
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Kent Center Housing Renovations	(40,000)
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Capital Expenditures	(2,525,200)
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Leased Capital Expenditures	(833,500)
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Capital Projects	(791,730)
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Surplus / (Shortfall)	<u>(1,450,171)</u>
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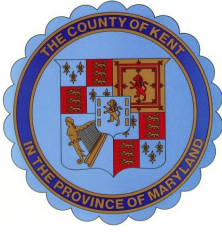
Recurring Budget Items:

Revenues	56,087,631
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Difference in Reserve	1,095,678
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Expenditures (Personnel, Operating, Alloc, BOE, Other Transfers)	(61,271,823)
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Surplus / (Shortfall)	<u>(6,279,870)</u>
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AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
4/18/2023
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	1,080	3,991	-	-	-	-	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	1,523,869	1,305,000	1,194,000	965,000	885,000	7,570,189
Public Landings	25	13,437	-	-	-	10,000	-	23,437
Environmental Operations	26	151,647	280,000	18,000	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	119,290	103,400	13,500	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	-	196,957	-	-	-	-	196,957
Election Office	67	-	28,975	-	-	-	-	28,975
Housing		-	-	-	-	-	-	-
Public Schools		-	-	-	-	-	-	-
Library		-	-	-	-	-	-	-
General Fund Capital Expenditures		2,162,733	2,460,202	1,510,250	1,602,240	1,134,500	976,300	9,846,225
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	896,200	645,000	394,000	78,000	82,000	2,330,328
Bayside Landing	101	-	1,500	1,200	2,700	-	1,500	6,900
Total Capital Expenditures		2,423,422	3,379,926	2,156,450	1,998,940	1,212,500	1,059,800	12,231,038

**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	17,596,303	41,381,336	3,210,461	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	18,288,891	41,745,136	3,345,461	480,000	30,000	68,617,896
Total Expenditures								
		8,160,689	22,502,317	43,901,586	5,344,401	1,692,500	1,089,800	80,848,934

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	1,080	3,991	-	-	-	-	2,542
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	1,080	3,991	-	-	-	-	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	368,600	350,000	350,000	350,000	350,000	2,055,700
Surface treatment various roads (\$340,000/\$430,267)***	-	263,019	365,269	350,000	350,000	350,000	350,000	2,028,288
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	1,523,869	1,305,000	1,194,000	965,000	885,000	7,615,387
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	1,743,869	1,380,000	1,194,000	965,000	885,000	8,080,683

*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	<u>3</u>	<u>Replace Lambson Forest Rd Bridge K0015</u>
Department & Division	<u>2610</u>	<u>Public Works Roads Division</u>
Total Cost	<u>\$ 1,000,000</u>	
Non County Funding	<u>(\$ 800,000)</u>	<u>Federal Bridge Replacement Funding</u>
County Funding	<u><u>\$ 200,000</u></u>	

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)	<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	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	8	Standard Cab Dump Truck with plow, sander & spreader FY24
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 185,000	
Non County Funding		
County Funding	\$ 185,000	
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)	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	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	280,000	18,000	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	345,310	18,000	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	1	Protective Vests (4)
Department & Division	4205	Sheriff's Office
Total Cost	\$ 4,400	
Non County Funding		
County Funding	\$ 4,400	

Detailed Justification Protective vests are required for four (4) deputies whose vests will expire during the FY24 budget year. These vests protect our deputies from trauma to the torso.

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	Leased Vehicles (6)
Department & Division	4210	Sheriff's Office
Total Cost	\$ 90,000	
Non County Funding		
County Funding	\$ 90,000	
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	2,738	27,042	-	-	-	-	-	29,780
Total Capital Projects	2,738	27,042	-	-	-	-	-	29,780
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	119,290	103,400	13,500	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	119,290	147,668	13,500	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						
	FY23	FY24	FY25	FY26	FY27	FY28	Total
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	<u>1</u>	<u>MD Rt 213 Entrance to the Chestertown Business Campus</u>
Department & Division	<u>7401</u>	<u>Economic and Tourism Development</u>
Total Cost	<u>\$ 1,425,960</u>	
Non County Funding	<u>(\$ 975,960)</u>	<u>\$250,000 USRC Rural MD ED Fund; \$725,960 KRM Construction</u>
County Funding	<u><u>\$ 450,000</u></u>	

Detailed Justification

At the Kent County Commissioners' meeting on August 3, 2022, three Kent County projects were approved for submission within the USRC's full application, totaling \$3,599,000. The Commissioners approved the additional funding needed to support these three projects through Kent County revenues. The three projects were the Worton Service District Water and Sewer Extension, Millington Wastewater Treatment Facility Expansion, and this MD Rt 213 Entrance to the Chestertown Business Campus.

Ownership (If not County) N/A

Revenue/Sale of Equipment/ \$ 0

Trade-in to be applied to purchase

FOR OFFICE OF FINANCE USE
Expense Code:

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

5 YEAR CAPITAL PLAN - CIRCUIT COURT

	Projected						
	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Total</u>
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	-	196,957	-	-	-	-	196,957
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	196,957	-	-	-	-	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 FY23	FY24	FY25	FY26	FY27	FY28	Total
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	<u>3,661</u>	<u>22,024</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,685</u>

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	<u>3</u>	<u>Worton Park/KCCC Enhancements</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering Grounds Maintenance</u>
Total Cost	<u>\$ 215,000</u>	
Non County Funding	<u>(\$ 193,500)</u>	<u>Program Open Space</u>
County Funding	<u><u>\$ 21,500</u></u>	

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)	<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	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	4,363,725	28,927,000	-	-	-	39,694,981
Total Expenditures	3,070,290	3,333,966	4,363,725	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 Actual	Projected 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	-	-	7,500	-	-	-	-	7,500
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	896,200	645,000	394,000	78,000	82,000	2,794,155
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	896,200	645,000	394,000	78,000	82,000	3,143,746
*Paid for with ARPA funds								

CAPITAL FORM

FISCAL YEAR 2024 BUDGET

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

Detailed Justification

Well redevelopment is necessary as over time the porosity of the well is reduced due to iron hardness build up. The iron build up reduces the opening in the wall screen and results in slower flow to the well head. The intent of the well replacement program is to proactively schedule the County's community wells for redevelopment before critical failure occurs. This is a multi-year program with all the wells being redeveloped in 5 years. Worton #5, #6 and Fairlee #2 have been redeveloped in prior years. Fairlee #3 is proposed for FY24.

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

Detailed Justification

The Wesley Chapel Pump Station was constructed with a concrete wet well. Over time, with the continual submergence of wastewater and the effects of hydrogen sulfide, the cement has deteriorated exposing loose stone which drops into the wet well and can clog and damage the pumps. Rehabilitation is necessary to install a spray applied polyurethane lining. This is significantly less expensive than replacing the wet well.

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	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	<u>9</u>	<u>Worton Service District Water & Sewer Extension</u>
Department & Division	<u>5805/5810</u>	<u>Public Works - Water/Wastewater Division</u>
Total Cost	<u>\$ 1,694,000</u>	
Non County Funding	<u>(\$ 1,532,000)</u>	<u>Upper Shore Regional Council Economic Development Grant</u>
County Funding	<u><u>\$ 162,000</u></u>	

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)	<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 - 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

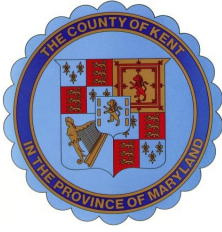
Piers to be demolished & Replaced

Twenty (20) finger piers, and 98 pilings that make up
forty-two (42) boat slips will be replaced.

Google earth

© 2017 Google

200 ft



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
4/18/2023
Budget Work Session

ATTACHMENTS:

Description

Leased Capital Summary

Budget Summary - FY2024 Enterprise Vehicle Leases

	<u>Proposed Vehicle</u>	<u>Annual Payment *</u>	<u>Aftermarket Equipment</u>	<u>Vehicle</u>	<u>Total</u>
<u>General Fund</u>					
Commissioner's Office	2024 Ford Explorer (or similar)	\$ 9,000	100	33,125.83	33,225.83
Environmental Ops	2024 Ford/Chevy 1 ton pickup	\$ 15,000	10,100	55,209.72	65,309.72
Building Maintenance	2024 Ford/Chevy 1 ton pickup	\$ 12,600	100	46,376.17	46,476.17
Planning	2024 Ford Explorer (or similar)	\$ 9,000	100	33,125.83	33,225.83
Sheriff's Office	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
	2024 Chevy Tahoe	\$ 15,600	11,100	61,245.99	72,345.99
Detention Center	2024 Ford Explorer (or similar)	\$ 9,000	100	33,125.83	33,225.83
Emergency Services	2024 Chevy Tahoe	\$ 14,400	10,100	61,245.99	71,345.99
Parks & Rec	2024 Ford Transit 350 van	\$ 12,000	100	44,167.78	44,267.78
12 Months		<u>\$ 190,200</u>	<u>\$ 98,400</u>	<u>\$ 735,099</u>	<u>\$ 833,499</u>
6 Months		<u>\$ 95,100</u>			

*Includes Debt Service & Fees