

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

April 11, 2023

10:00 AM Call to Order/Pledge of Allegiance/Moment of Silence

Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

Department Presentations

State's Attorney's Office

Bryan DiGregory, State's Attorney

Circuit Court

The Honorable Harris P. Murphy

Sheriff's Office

Dennis Hickman, Sheriff

Detention Center

Herbert Dennis, Warden

Office of Emergency Services

Wayne Darrell, Director

Public Works Administration, Weed Control, Vehicle Leasing

Mike Moulds, Director

Water and Wastewater Division

Mike Moulds, Director

LUNCH

County Roads

Mike Moulds, Director, and Daniel Bitter, Division Chief

Environmental Operations, Public Landings, Bayside Landing

Mike Moulds, Director, and Marty Holden, Division Chief

Building and Grounds Maintenance, Engineering

Mike Moulds, Director

Information Technology

Scott Boone, Director

Parks and Recreation

Jill Coleman, Director

Planning, Housing, and Zoning

Bill Mackey, Director

Local Management Board

Rosemary Ramsey-Granillo, Director

Economic and Tourism Development

Jamie Williams, Director

Kent Family Center

Lisa Mazingo, Director

Human Resources

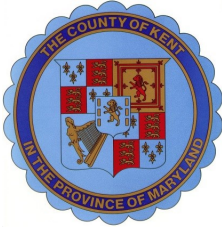
Jim Miller, Director

County Commissioners Office

Sondra Blackiston, Clerk and KATE Manager

Office of Finance

Pat Merritt, Chief Financial Officer



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
4/11/2023
Budget Work Session

ATTACHMENTS:

Description

1 - Overview

General Fund - Revenues

	FY23 Projection	FY23 Budget	FY24 Budget	Inc/(Dec) \$	%
Property Tax	33,555,441	32,658,297	33,714,091	1,055,794	3.2%
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	975,691	159,446	19.5%
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	0	(472,662)	-100.0%
Transfers In	0	0	0	-	0.0%
Other	705,591	227,541	649,590	422,049	185.5%
Total Revenues	57,373,435	53,576,765	55,926,863	2,350,098	4.4%

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
Homestead Credit	(46,471)
Other	890
	<u>1,055,794</u>
<u>Other</u>	
Interest Income	500,007
Other	(77,958)
	<u>422,049</u>
<u>Intergovernmental</u>	
Highway Users Funding	104,821
Detention Center - Mental Health Grant	51,625
Other	3,000
	<u>159,446</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>	
Enterprise Leases figures not available	(472,662)
<u>Other</u>	
Service Charges, License & Permits, Other Taxes	1,454
Total	<u>2,350,098</u>

General Fund - Expenditures

	FY23	FY23	FY24	Inc/Dec	
	Projection	Budget	Budget	\$	%
Board of Education					
Operating	18,559,629	18,559,629	20,742,318	2,182,689	11.8%
Non Recurring	-	-	-	-	0.0%
Debt Service	215,747	215,747	205,581	(10,166)	-4.7%
	18,775,376	18,775,376	20,947,899	2,172,523	11.6%
 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	-	(552,447)	-100.0%
County Allocations	4,038,280	4,042,884	5,344,650	1,301,766	32.2%
Operating	6,821,294	7,213,494	7,713,557	500,063	6.9%
Transfers	6,107,517	3,711,594	3,548,419	(163,175)	-4.4%
Contingency	500,000	500,000	500,000	-	0.0%
Debt Service	1,088,572	1,120,198	1,113,110	(7,088)	-0.6%
Total Expenditures	59,549,844	59,694,859	64,998,575	5,303,716	8.9%
 Surplus/(Deficit)	(2,176,409)	(6,118,094)	(9,071,712)	(2,953,618)	48.3%

Budget Highlights - General Fund Expenditures

Kent County Public Schools

Maintenance of Effort Increase	501,079
Additional Request - primarily to fund salary increases	<u>1,681,610</u>
	2,182,689

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

<u>County Allocations</u>	<u>Inc/(Dec)</u>
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
Kent Center	18,567
All Other Agencies	31,038
	1,301,766

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

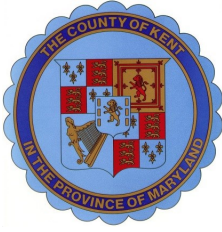
Other

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

<u>Transfers to Other Funds</u>	<u>Inc/(Dec)</u>
Water & Wastewater Services	981,868
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)
	<u>(163,175)</u>



AGENDA ITEM BRIEFING

State's Attorney's Office 4/11/2023 Budget Work Session

Item Summary:

Bryan DiGregory, State's Attorney

ATTACHMENTS:

Description

2 - State's Attorney's Office - Public

State's Attorney's Office

Budget Request

April 11, 2023 – 10:15 AM

Budget Summary - State's Attorney's Office

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	606,837	618,836	721,294	102,458	16.6%
Benefits	229,673	236,367	312,305	75,938	32.1%
Operating	30,113	30,114	32,415	2,301	7.6%
Capital	-	-	-	-	0.0%
Grand Total	866,623	885,317	1,066,014	180,697	20.4%

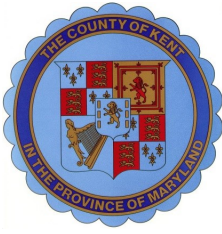
Budget Highlights - State's Attorney's Office

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New Position - Prosecutor - (\$75,000 - salary, \$38,579 - benefits)	113,579
 <u>Operating</u>	
Reference materials - increased costs in westlaw materials	750
Training - MSAA summer conference	510
Office Supplies	300
Printing/Copying	300
Other	441
	2,301

Budget Highlights - State's Attorney's Office

New Program

Kent County, through the Office of the State's Attorney, has applied for funding from the Maryland's Performance Incentive Grant Fund (PIGF). The purpose of PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision, and recidivism reduction resources. If approved, the provided funds will support the Kent County Comprehensive Recidivism Reduction



AGENDA ITEM BRIEFING

Circuit Court 4/11/2023 Budget Work Session

Item Summary:

The Honorable Harris P. Murphy

ATTACHMENTS:

Description

3 - Circuit Court - Public

Circuit Court

Budget Request

April 11, 2023 – 10:30 AM

Budget Summary - Circuit Court

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	183,601	205,703	206,350	647	0.3%
Benefits	100,364	99,408	104,220	4,812	4.8%
Operating	48,921	48,628	64,200	15,572	32.0%
Capital	-	3,772	196,957	193,185	5121.6%
Grand Total	332,886	357,511	571,727	214,216	59.9%

Budget Highlights - Circuit Court

Personnel

Salary restructure

Inc/(Dec)

Operating

Petit Jurors - new law increased per diem effective 10/1/2022

14,641

Grand Jurors - new law increased per diem effective 10/1/2022

1,000

Other

(69)

15,572

Capital

Court House - lobby renovation design and construction

61,237

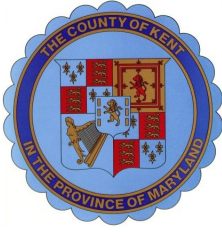
Court House - replace/reconfigure elevator

104,300

Court House - address landscaping issues

31,420

196,957



AGENDA ITEM BRIEFING

Sheriff's Office 4/11/2023 Budget Work Session

Item Summary:

Dennis Hickman, Sheriff

ATTACHMENTS:

Description

4 - Sheriff's Office - Public

Sheriff's Office

Budget Request

April 11, 2023 – 10:45 AM

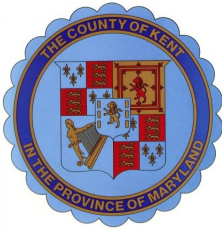
Budget Summary - Sheriff's Office

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	2,140,048	2,161,455	2,302,288	140,833	6.5%
Benefits	1,386,575	1,406,220	1,598,645	192,425	13.7%
Operating	396,912	439,347	496,985	57,638	13.1%
Capital	19,755	47,100	44,300	(2,800)	-5.9%
Capital Leases	<u>181,517</u>	<u>163,077</u>	<u>-</u>	<u>(163,077)</u>	<u>-100.0%</u>
Grand Total	<u><u>4,124,807</u></u>	<u><u>4,217,199</u></u>	<u><u>4,442,218</u></u>	<u><u>225,019</u></u>	<u><u>5.3%</u></u>

Note - Capital Lease figures not available

Budget Highlights - Sheriff's Office

<u>Personnel</u>	<u>Inc/(Dec)</u>
New Employee - Deputy (\$58,770 - salary, \$56,056 - benefits)	114,826
 <u>Operating Costs</u>	
Training- mandated tactical team in-service & (2) academy level training	30,138
Cell Phones - purchase of County issued cell phones for Deputies (crime star, evidence.com, video mental health services)	7,400
Uniforms- replacement of and new hires uniforms	3,792
Ammunition - increased cost of ammunition	3,286
Other	<u>13,022</u>
	57,638
 <u>Capital</u>	<u>Amount</u>
Protective duty vests	4,400
Laptop and accessories-new deputy position	5,700
(6) Laptops and mounts for Commercial Motor Vehicle patrol(possible grant)	<u>34,200</u>
	44,300
 <u>Capital Leases</u>	
7 Vehicles	TBD
Additional equipment for vehicles	TBD



AGENDA ITEM BRIEFING

Detention Center 4/11/2023 Budget Work Session

Item Summary:

Herbert Dennis, Warden

ATTACHMENTS:

Description

5 - Detention Center - Public

Detention Center

Budget Request

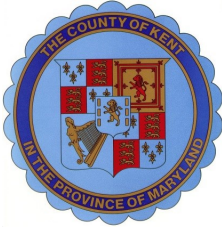
April 11, 2023 – 11:00 AM

Budget Summary - Detention Center

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,777,215	1,840,050	1,941,061	101,011	5.5%
Benefits	936,724	1,060,023	1,073,310	13,287	1.3%
Operating	980,326	926,758	1,268,148	341,390	36.8%
Capital	<u>15,000</u>	<u>39,385</u>	<u>88,160</u>	<u>48,775</u>	<u>123.8%</u>
Grand Total	<u><u>3,709,265</u></u>	<u><u>3,866,216</u></u>	<u><u>4,370,679</u></u>	<u><u>504,463</u></u>	<u><u>13.0%</u></u>

Budget Highlights - Detention Center

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New Position - Administrative Specialist I (\$10,544 - Salary, \$1,587 - Benefits)	12,131
Part-time (10 hrs./week). Help with office responsibilities.	
 <u>Operating</u>	
Medical & Mental Health - increased cost of new contract	246,670
Prisoner Food - per-meal price increases due to inflation and inmate count	77,386
Jail Management System - annual hosting maintenance fee, year 1 of 5	14,062
Training - lodging/meals-increase in number of new officers and cost of lodging	7,765
Training - fee for attending MCAA conference, seminars	(3,931)
Other	(562)
	341,390
 <u>Capital</u>	
Jail Management System - replacing current system	88,160



AGENDA ITEM BRIEFING

Office of Emergency Services 4/11/2023 Budget Work Session

Item Summary:

Wayne Darrell, Director

ATTACHMENTS:

Description

6 - Office of Emergency Services - Public

7- Emergency Medical Services - Public

8 - Communications - Public

Office of Emergency Services

Budget Request

April 11, 2023 – 11:15 AM

Budget Summary - Office of Emergency Services

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	64,706	72,421	122,194	49,773	68.7%
Benefits	31,987	39,536	112,337	72,801	184.1%
Operating	22,938	23,777	24,177	400	1.7%
Capital	-	-	-	-	
Grand Total	119,631	135,734	258,708	122,974	90.6%

Budget Highlights - Office of Emergency Services

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New position - Administrative Specialist I (\$42,177 Salary, \$32,869 benefits)	74,946
Responsible for Accountability Office and Office of Emergency Services administrative support (possible grant funds)	
<u>Operating</u>	
Emergency Medical Services Manager Software	300
Other	100
	400

Emergency Medical Services

Budget Request

April 11, 2023 – 11:15 AM

Budget Summary - Emergency Medical Services

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	1,258,311	1,252,427	1,615,885	363,458	29.0%
Benefits	512,970	631,012	794,638	163,626	25.9%
Operating	150,560	155,547	159,325	3,778	2.4%
Capital	44,932	64,500	48,000	(16,500)	-25.6%
Capital Leases	<u>128,600</u>	<u>76,200</u>	<u>-</u>	<u>(76,200)</u>	<u>-100.0%</u>
Grand Total	<u><u>2,095,373</u></u>	<u><u>2,179,686</u></u>	<u><u>2,617,848</u></u>	<u><u>438,162</u></u>	<u><u>20.1%</u></u>

Note - Lease Vehicle figures unavailable

Budget Highlights - Emergency Medical Services

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New positions - (4) Paramedics (\$50,419 salary, \$36,898 benefits, \$9,045 overtime)	385,448
<u>Operating</u>	
Supply - Uniforms	3,000
Supply - paramedic	3,000
Supply - AED equipment and supplies	(3,000)
Other	778
	<u>3,778</u>
<u>Capital</u>	<u>Amount</u>
LifePak 15 Heart Monitor/Defibrillator	38,000
Automatic External Defibrillators (5)	10,000
	<u>48,000</u>
<u>Capital Leases</u>	
SUV to replace 2016 Ford Expedition	TBD

Communications

Budget Request

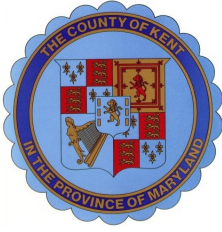
April 11, 2023 – 11:15 AM

Budget Summary - Communications

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	879,610	805,351	878,431	73,080	9.1%
Benefits	370,352	363,630	387,635	24,005	6.6%
Operating	151,415	151,445	158,435	6,990	4.6%
Capital	<u>12,830</u>	<u>16,000</u>	<u>16,000</u>	<u>-</u>	<u>0.0%</u>
Grand Total	<u><u>1,414,207</u></u>	<u><u>1,336,426</u></u>	<u><u>1,440,501</u></u>	<u><u>104,075</u></u>	<u><u>7.8%</u></u>

Budget Highlights - Communications

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
Career Ladder Reclassifications - (4) 911 Specialist I to II's	17,897
<u>Operating</u>	
Phone Service - motorola service increases	3,828
Data Processing - cad server maintenance and support	3,732
Other	(570)
	<u>6,990</u>
<u>Capital</u>	Amount
Radio batteries	<u>13,000</u>
Radio equipment	<u>3,000</u>
	16,000



AGENDA ITEM BRIEFING

Public Works Administration, Weed Control, Vehicle Leasing 4/11/2023 Budget Work Session

Item Summary:

Mike Moulds, Director

ATTACHMENTS:

Description

9- Public Works Administration - Public

10 - Weed Control - Public

11 - Vehicle Leases - Public

Public Works Administration

Budget Request

April 11, 2023 – 11:30 AM

Budget Summary - Public Works Administration

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	334,410	404,868	432,466	27,598	6.8%
Benefits	128,879	169,136	152,512	(16,624)	-9.8%
Operating	13,061	17,566	16,761	(805)	-4.6%
Capital	<u>300</u>	<u>300</u>	<u>-</u>	<u>(300)</u>	<u>-100.0%</u>
Grand Total	<u><u>476,650</u></u>	<u><u>591,870</u></u>	<u><u>601,739</u></u>	<u><u>9,869</u></u>	<u><u>1.7%</u></u>

Budget Summary - Public Works Administration

<u>Operating</u>	<u>Inc/(Dec)</u>
Dues/Fees/Licenses - membership and license fees for (2) employees	500
Office Supplies - set up office in FY23	(900)
Other	(405)
	<u>(805)</u>

Weed Control

Budget Request

April 11, 2023 – 11:30 AM

Budget Summary - Weed Control

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	7,718	40,721	41,525	804	2.0%
Benefits	1,526	9,434	9,738	304	3.2%
Operating	1,303	8,266	6,963	(1,303)	-15.8%
Capital Lease	33,377	74,719	-	(74,719)	-100.0%
Grand Total	43,924	133,140	58,226	(74,914)	-56.3%

Fund Balance Summary - Weed Control

	FY23 Projection	FY23 Budget	FY24 Budget
Revenue	40,777	110,994	38,000
Expenditures	43,924	133,140	58,226
Net	(3,147)	(22,146)	(20,226)
Fund Balance	78,844	59,845	58,618

Budget Highlights - Weed Control

<u>Operating</u>	<u>Inc/(Dec)</u>
R&M Services - vehicles	(450)
Auto Fuel	(525)
Other	(328)
	<u>(1,303)</u>

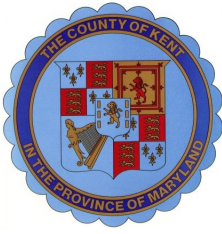
Vehicle Leases

Budget Request

April 11, 2023 – 11:30 AM

Budget Summary - FY2024 Enterprise Vehicle Leases

	<u>Proposed Vehicle</u>	<u>Old Vehicle</u>	<u>Annual Payment</u>	<u>After Market Equipment</u>	<u>Total</u>
<u>General Fund</u>					
Commissioner's Office	SUV	2015 Jeep Patriot			
Environmental Ops	1 ton pickup	2016 Ford F-350			
Building Maintenance	3/4 ton pickup	2016 Ford F-250			
Planning	Compact sedan SUV	2015 Ford Focus 2016 Jeep Patriot			
Sheriff's Office	Full size sedan	2011 Crown Victoria			
	Full size SUV	2014 Chevrolet Tahoe			
	Full size SUV	2015 Chevrolet Tahoe			
	Full size sedan	2016 Dodge Charger			
	Full size sedan	2016 Dodge Charger			
	Full size sedan	2017 Dodge Charger			
Emergency Services	Full size sedan	2017 Dodge Charger			
	SUV	2016 Ford Expedition			
Parks & Rec	1 ton cargo van	2008 Ford Super Duty van			



AGENDA ITEM BRIEFING

Water and Wastewater Division 4/11/2023 Budget Work Session

Item Summary:

Mike Moulds, Director

ATTACHMENTS:

Description

12 - WWS - Public

Division of Water and Wastewater Services

Budget Request

April 11, 2023 – 11:45 AM

Budget Summary - Water and Wastewater Services

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Revenues					
Water	699,454	701,000	728,251	27,251	3.9%
Sewer	1,712,102	1,704,592	1,780,382	75,790	4.4%
Septage	189,894	213,550	188,275	(25,275)	-11.8%
Debt Proceeds	316,143	373,962	-	(373,962)	-100.0%
Contracted Services	94,852	101,809	101,292	(517)	-0.5%
Other	50,940	37,449	600	(36,849)	-98.4%
Total Revenues	3,063,385	3,132,362	2,798,800	(333,562)	-10.6%
Expenses					
Salaries	714,268	833,831	903,322	69,491	8.3%
Benefits	401,767	534,085	532,296	(1,789)	-0.3%
Contracted Services (salaries & benefits)	46,895	65,892	58,378	(7,514)	-11.4%
Operating	1,582,276	1,555,997	1,720,277	164,280	10.6%
Major Repairs & Expenses	110,919	113,850	896,200	782,350	687.2%
Debt	888,451	898,678	943,152	44,474	4.9%
Reserves	59,979	65,177	86,320	21,143	32.4%
Capital	473,800	452,057	-	(452,057)	-100.0%
Total Expenses	4,278,355	4,519,567	5,139,945	620,378	13.7%
Transfers					
In - Operating/General Fund	1,214,970	1,387,205	2,341,145	953,940	68.8%
Total Transfer In/(Out)	1,214,970	1,387,205	2,341,145	953,940	68.8%
Subsidy %	28.4%	30.7%	45.5%		
Subsidy % - excluding major repairs	26.5%	28.9%	34.0%		

Budget Highlights - Water and Wastewater Services

<u>Revenues</u>	<u>Inc/(Dec)</u>
Debt Proceeds - Do not anticipate leasing any additional vehicles	(373,962)
Contracted Services	(517)
Water and Sewer Fees - 4% rate increase	103,041
Septic Hauler Fees	(25,275)
Other - Sale of equipment - no budget for FY2024	(36,849)
	<u>(333,562)</u>
<u>Salaries & Benefits/Contracted Services</u>	
FY2024 6% Proposed pay increase	69,491
Benefits (health decreases and pension increases)	(1,789)
	<u>67,702</u>
<u>Operating</u>	
Sewer Agreement Fee - Town's expenses increasing	61,363
Machinery and Equipment - increased repair costs; aging equipment	55,638
Electric	48,100
Grinder Pumps - continuing to cycle replacement of obsolete pumps	21,000
Lab Fees - price increases; additional regulatory testing anticipated	20,246
Technical Services Inspections - RFP to be issued for water tower maintenance	20,000
Supply Grinder Pumps - resale pumps; do not budget as cannot anticipate	(25,720)
Other	(36,347)
	<u>164,280</u>
<u>Major Repairs</u> - see next page for details; significant amount of FY2023 repairs paid for with ARPA funds	782,350

Budget Highlights - Water and Wastewater Services

Major Repairs and Expenses

Well redevelopment program	40,000
Water treatment plant - filter media replacement	60,000
Wesley Chapel pump station - repair wet well lining	18,000
Pump stations - pump replacement program	25,000
Operations tablets (8)	3,200
Kennedyville Pump Station #2 - replacement/relocation	350,000
Tolchester Pump Station #2 - replace grease control system	7,500
Worton - replace solids press	370,000
Georgetown Tower - repair supply pipe	22,500
	896,200

Leased Vehicles

No additional leased vehicles anticipated for FY2024	-
	-
	896,200

Budget Highlights - Water and Wastewater Services

Contracted Services	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Revenues					
Betterton	-	1,700	-	(1,700)	-100.0%
Galena	82,792	81,480	81,480	-	0.0%
Nicholson	12,060	18,629	19,812	1,183	6.4%
	<u>94,852</u>	<u>101,809</u>	<u>101,292</u>	<u>(517)</u>	<u>-0.5%</u>
Expenses					
Betterton	-	1,700	-	(1,700)	-100.0%
Galena	34,835	45,563	38,566	(6,997)	-15.4%
Nicholson	12,060	18,629	19,812	1,183	6.4%
	<u>46,895</u>	<u>65,892</u>	<u>58,378</u>	<u>(7,514)</u>	<u>-11.4%</u>

This department no longer assists the Towns of Rock Hall and Betterton.

This department does not expect to operate the updated Nicholson wastewater treatment plant prior to the end of Calendar year 2023

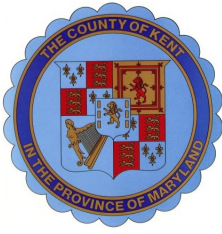
Budget Highlights - Water and Wastewater Services

Worton Water & Sewer Service Extension

Upper Shore Regional Council grant	1,532,000
Transfer in - General Fund	162,000
	<u>1,694,000</u>

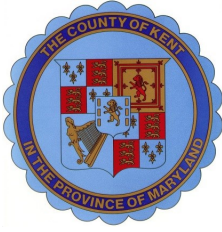
Millington Wastewater Treatment Facility design

Upper Shore Regional Council grant	1,081,000
Local Assistance & Tribal Consistency Fund grant	50,000
Transfer in - General Fund	134,000
	<u>1,265,000</u>



AGENDA ITEM BRIEFING

LUNCH 4/11/2023 Budget Work Session



AGENDA ITEM BRIEFING

County Roads 4/11/2023 Budget Work Session

Item Summary:

Mike Moulds, Director, and Daniel Bitter, Division Chief

ATTACHMENTS:

Description

13 - Roads - Public

Roads

Budget Request

April 11, 2023 – 12:45 PM

Budget Summary - Roads

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,318,995	1,399,066	1,460,500	61,434	4.4%
Benefits	709,009	843,660	787,476	(56,184)	-6.7%
Operating	1,137,082	1,170,014	1,178,167	8,153	0.7%
Capital	1,774,301	1,877,726	1,588,867	(288,859)	-15.4%
Capital Leases	<u>110,296</u>	<u>83,238</u>	<u>-</u>	<u>(83,238)</u>	<u>-100.0%</u>
Grand Total	<u><u>5,049,683</u></u>	<u><u>5,373,704</u></u>	<u><u>5,015,010</u></u>	<u><u>(358,694)</u></u>	<u><u>-6.7%</u></u>

Budget Highlights - Roads

Personnel

Reclassifications - (4)

(2) MEO I to MEO II - \$5511- (\$4464 - Salary, \$1047 - Benefits)

(2) MEO II to MEO III - \$6207 - (\$5028 - Salary, \$1179 - Benefits)

Inc/(Dec)

11,718

Operating

Patching Materials - smaller tack distributor allows crew to complete more patch 42,519

R&M Machinery/Equipment- outsourcing repairs 3,868

R&M Supply - cost of parts have increased 3,300

Joint Repairs - funds moved to patching materials (10,800)

Diesel Fuel - 90,000 gallons @ \$5 a gallon (15,000)

CDL Training - 2 employees @ \$5300 each (21,950)

Other 6,216

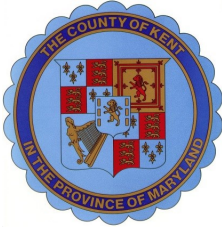
8,153

Budget Highlights - Roads

<u>Capital</u>	<u>Amount</u>
Standard cab dump truck - approved FY23, delivery in FY24	180,000
Clark Rd Pipe Project - repair drainage issues to prevent flooding	250,000
Paving Project	368,600
Tolchester Beach Road (\$165,600)	
Camp Road (\$41,600)	
Daves Hill Road (\$100,000)	
Mill Lane & Lee Avenue (\$61,400)	
Surface treatment various roads - Total Cost = \$430,267, State Aid = \$64,998	365,269
Tractor with A-Boom - to maintain safe site distance along roadways	210,000
Standard cab dump truck - approval request in FY24, delivery FY25 \$185,000	-
Village of Kennedyville Stormwater & Roadway Improvements -	150,000
	<u>1,523,869</u>

Capital Projects

Design Lambson Forest Rd bridge - \$400,000 project , 80% State funding	20,000
Repair Lambson Forest Rd bridge - \$1,000,000 project , 80% State funding	200,000
	<u>220,000</u>



AGENDA ITEM BRIEFING

Environmental Operations, Public Landings, Bayside Landing 4/11/2023 Budget Work Session

Item Summary:

Mike Moulds, Director, and Marty Holden, Division Chief

ATTACHMENTS:

Description

14 - Environmental Operations - Public

15 - Public Landings - Public

16 - Bayside Landing - Public

Environmental Operations

Budget Request

April 11, 2023 – 1:00 PM

Budget Summary - Environmental Operations

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	472,196	538,596	497,012	(41,584)	-7.7%
Benefits	203,886	278,130	227,785	(50,345)	-18.1%
Operating	508,405	542,125	598,566	56,441	10.4%
Capital	171,577	172,836	280,000	107,164	62.0%
Capital Leases	<u>113,745</u>	<u>112,538</u>	<u>-</u>	<u>(112,538)</u>	<u>-100.0%</u>
Grand Total	<u><u>1,469,809</u></u>	<u><u>1,644,225</u></u>	<u><u>1,603,363</u></u>	<u><u>(40,862)</u></u>	<u><u>-2.5%</u></u>

Note - Leased Vehicle figures not available

Budget Highlights - Environmental Operations

Personnel

Inc/(Dec)

Employee Overlap - crew leader in FY23

Operating

Yard Waste Grind - Midshore Regional Recycling Program provided \$32,000 of tubgridding expense in FY23	39,686
Maryland Department of Environment - anticipated penalties/fines at Nicholson	11,400
Wastewater Treatment Operations at Nicholson	3,837
Other	1,518
	<u>56,441</u>

Budget Highlights - Environmental Operations

<u>Capital</u>	<u>Amount</u>
Recycling/Solid Waste Roll-off Truck with hoist system	280,000
<u>Leased Vehicles</u>	
1 ton pickup truck to replace 2016 Ford F-350	TBD
<u>Capital Projects</u>	
Nicholson Water Treatment Plant Upgrade - \$2,724,000 USDA loan	-
	-

Public Landings

Budget Request

April 11, 2023 – 1:00 PM

Budget Summary - Public Landings

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	45,631	57,015	59,458	2,443	4.3%
Benefits	24,174	28,338	29,502	1,164	4.1%
Operating	18,919	18,919	18,919	-	0.0%
Capital	<u>15,507</u>	<u>18,070</u>	<u>-</u>	<u>(18,070)</u>	<u>100.0%</u>
Grand Total	<u><u>104,231</u></u>	<u><u>122,342</u></u>	<u><u>107,879</u></u>	<u><u>(14,463)</u></u>	<u><u>-11.8%</u></u>

Bayside Landing

Budget Request

April 11, 2023 – 1:00 PM

Budget Summary - Bayside Landing

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	5,362	5,362	17,113	11,751	219.2%
Benefits	667	667	2,130	1,463	219.3%
Operating	21,826	26,278	18,435	(7,843)	-29.8%
Capital	<u>50,900</u>	<u>1,076,900</u>	<u>1,027,500</u>	<u>(49,400)</u>	<u>-4.6%</u>
Grand Total	<u><u>78,755</u></u>	<u><u>1,109,207</u></u>	<u><u>1,065,178</u></u>	<u><u>(44,029)</u></u>	<u><u>-4.0%</u></u>

Budget Highlights - Bayside Landing

Personnel

Inc/(Dec)

Life Guards - no longer outsourcing life guard duties

11,751

Operating

R&M Services - no longer outsourcing life guards services

3,395

Recreation Services - no longer outsourcing life guards services

(13,741)

Other

2,503

(7,843)

Capital Projects

Bayside - Pool Furniture

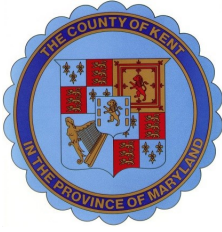
1,500

Replace piers and bulkhead - (\$1,080,000)

623,000

\$430,000 DNR grant agreement extended to December 31, 2023

624,500



AGENDA ITEM BRIEFING

Building and Grounds Maintenance, Engineering 4/11/2023 Budget Work Session

Item Summary:

Mike Moulds, Director

ATTACHMENTS:

Description

17 - Building Maintenance - Public

18 - Grounds Maintenance - Public

Building Maintenance

Budget Request

April 11, 2023 – 1:15 PM

Budget Summary - Building Maintenance

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	166,174	183,998	192,989	8,991	4.9%
Benefits	96,024	111,531	88,280	(23,251)	-20.8%
Operating	891,196	963,932	1,002,914	38,982	4.0%
Capital	58,368	58,369	38,250	(20,119)	-34.5%
Capital Leases	44,106	75,775	-	(75,775)	-100.0%
Grand Total	1,255,868	1,393,605	1,322,433	(71,172)	-5.1%

Note - Leased Vehicle figures not available

Budget Highlights - Building Maintenance

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Custodial Services - increased cost of new contract	15,203
R&M Services - increased cost of repairs and repairs to security system	10,203
HVAC Maintenance -year 2 of 5 year contract, 3.6% increase in service	8,215
Supply - cost increases and number of repairs needed	4,411
Other	950
	<u>38,982</u>
<u>Capital</u>	<u>Amount</u>
Government Center - replace (2) HVAC units per year (42 total)	25,500
Court House - condensate boiler feed tank replacement	12,750
	<u>38,250</u>
<u>Capital Leases</u>	
3/4 Ton Truck to replace 2016 Ford F-250	TBD
<u>Capital Projects</u>	
Public Safety Complex - complete design and construction	<u>12,440,848</u>
	12,440,848

Grounds Maintenance

Budget Request

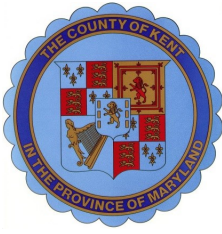
April 11, 2023 – 1:15 PM

Budget Summary - Grounds Maintenance

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	279,802	296,558	309,116	12,558	4.2%
Benefits	135,729	166,592	173,428	6,836	4.1%
Operating	123,068	136,834	148,281	11,447	8.4%
Capital	36,798	38,000	1,350	(36,650)	-96.4%
Capital Leases	<u>47,627</u>	<u>41,619</u>	<u>-</u>	<u>(41,619)</u>	<u>-100.0%</u>
Grand Total	<u>623,024</u>	<u>679,603</u>	<u>632,175</u>	<u>(47,428)</u>	<u>-7.0%</u>

Budget Highlights - Grounds Maintenance

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Electric - additional lights on multi-purpose field	3,835
R&M Services - buildings and grounds	3,600
Other	<u>4,012</u>
	11,447
 <u>Capital</u>	 <u>Amount</u>
Pallet Forks for Tractor	<u>1,350</u>
	1,350



AGENDA ITEM BRIEFING

Information Technology 4/11/2023 Budget Work Session

Item Summary:

Scott Boone, Director

ATTACHMENTS:

Description

19 - Information Technology - Public

Information Technology

Budget Request

April 11, 2023 – 1:30 PM

Budget Summary - Information Technology

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	454,912	453,200	480,267	27,067	6.0%
Benefits	203,762	209,776	212,023	2,247	1.1%
Operating	374,096	405,303	475,885	70,582	17.4%
Capital	<u>160</u>	<u>160</u>	<u>85,000</u>	<u>84,840</u>	<u>53025.0%</u>
Grand Total	<u><u>1,032,930</u></u>	<u><u>1,068,439</u></u>	<u><u>1,253,175</u></u>	<u><u>184,736</u></u>	<u><u>17.3%</u></u>

Budget Highlights - Information Systems

Inc/(Dec)

Operating

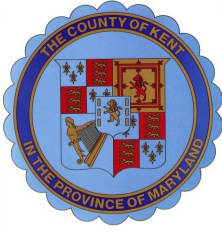
Software Subscription - Office 365 cost increase, cybersecurity authentication compliance and perimeter defense	61,689
Cell Phones County - mobile device management and additional costs for service of tablets and cell phones	7,220
Data Lines - cloud based phone system and network monitoring	6,953
Services - project completed-ema fiber run, fairgrounds wifi	(1,928)
Other	(3,352)
	70,582

Capital Expenditures

Virtualization hardware	49,000
Layer 2 switches - (11) replacements	25,000
Firewall - cost to upgrade/install/configure and transfer	11,000
	85,000

Capital Projects

Computer Refresh - year 3 of 5	30,000
	30,000



AGENDA ITEM BRIEFING

Parks and Recreation 4/11/2023 Budget Work Session

Item Summary:

Jill Coleman, Director

ATTACHMENTS:

Description

20 - Parks & Recreation - Public

21 - Program Open Space - Public

22 - LPPI - Public

Parks & Recreation

Budget Request

April 11, 2023 – 1:45 PM

Budget Summary - Parks & Recreation

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	630,052	719,240	923,075	203,835	28.3%
Benefits	201,606	235,174	312,752	77,578	33.0%
Operating	209,417	262,506	169,533	(92,973)	-35.4%
Capital	119,290	95,650	103,400	7,750	8.1%
Grand Total	<u>1,160,365</u>	<u>1,312,570</u>	<u>1,508,760</u>	<u>196,190</u>	<u>14.9%</u>

Note - Lease Vehicle figures not available

Budget Highlights - Parks & Recreation

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
Life Guards - no longer outsourcing life guard duties	155,026
<u>Operating</u>	
Rental Services - reinstatement of leaders club	9,250
Temporary Services - temporary employees in absences of vacant positions	(10,070)
Aquatic Management Systems Contract cancelled	(97,331)
Recreation Supplies - pool chlorine-no longer outsourcing	14,087
R&M Services - no longer outsourcing life guard services	8,922
Life Guards Contract - ending outsourcing of life guards	(120,340)
Other	<u>(5,178)</u>
	(92,973)

Budget Highlights - Parks & Recreation

	<u>Amount</u>
<u>Capital</u>	
Concession Stand - commercial undercounter freezer	6,000
Community Center - pool repairs	5,000
Community Center - pool replaster shallow end	45,000
Community Center - wrestling mat	14,900
Millington - pool furniture	2,500
Community Center - pool replace slide	30,000
	<u>103,400</u>
<u>Leased Capital</u>	
1 Ton Cargo Van to replace 2008 Ford Super Duty Van	TBD

Program Open Space

Budget Request

April 11, 2023 – 1:45 PM

Budget Summary - Program Open Space

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	6,000	25,000	18,000	(7,000)	-28.0%
Capital	<u>-</u>	<u>873,882</u>	<u>695,882</u>	<u>(178,000)</u>	<u>-20.4%</u>
Grand Total	<u><u>6,000</u></u>	<u><u>898,882</u></u>	<u><u>713,882</u></u>	<u><u>(185,000)</u></u>	<u><u>-20.6%</u></u>

Budget Highlights - Program Open Space

Operating

Consulting - Balance of Shore Strategies for LPPRP Updates

Inc/(Dec)

(7,000)

(7,000)

Capital

Amount

Betterton Beach - replace boardwalk (\$31,882)

3,188

Still Pond Park - design services (\$30,000)

3,000

Worton Park - ball field enhancements (\$215,000)

21,500

Toal Park - lower ballfield and park benches (\$39,000)

3,900

Toal Park - restroom & architectural site design services (\$105,000)

10,500

Worton - Orem field lighting retrofit (\$275,000)

27,500

69,588

Local Park & Playground Infrastructure Grant

Budget Request

April 11, 2023 – 1:45 PM

Budget Summary - Local Park & Playground Infrastructure Grant

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	-	-	-	-	0.0%
Capital	<u>751,810</u>	<u>740,170</u>	<u>413,250</u>	<u>(326,920)</u>	<u>100.0%</u>
Grand Total	<u><u>751,810</u></u>	<u><u>740,170</u></u>	<u><u>413,250</u></u>	<u><u>(326,920)</u></u>	<u><u>100.0%</u></u>

Budget Highlights - Local Park & Playground Infrastructure Grant

Capital Expenditures

Inc/(Dec)

Betterton Beach - replace boardwalk & benches (\$228,250)
100% grant funded (LPPI/approved 2/16/2022)

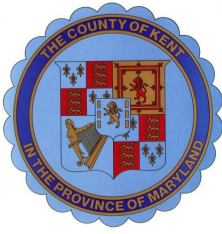
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Worton Park - Restroom building, dugouts and bleachers (\$185,000)
100% grant funded (LPPI/approved 2/16/2022)

-

-

-



AGENDA ITEM BRIEFING

Planning, Housing, and Zoning 4/11/2023 Budget Work Session

Item Summary:

Bill Mackey, Director

ATTACHMENTS:

Description

23 - Planning - Public

Planning, Zoning & Housing

Budget Request

April 11, 2023 – 2:00 PM

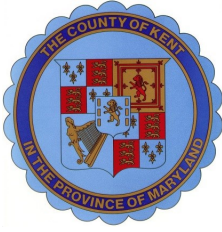
Budget Summary - Planning & Zoning

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	573,304	624,234	655,428	31,194	5.0%
Benefits	281,275	327,735	322,577	(5,158)	-1.6%
Operating	165,487	247,815	189,062	(58,753)	-23.7%
Capital	<u>-</u>	<u>-</u>	<u>1,950</u>	<u>1,950</u>	<u>100.0%</u>
Grand Total	<u><u>1,020,066</u></u>	<u><u>1,199,784</u></u>	<u><u>1,169,017</u></u>	<u><u>(30,767)</u></u>	<u><u>-2.6%</u></u>

Note - Leased Vehicle figures not available

Budget Highlights - Planning & Zoning

	<u>Inc/(Dec)</u>
<u>Operating</u>	
GIS Expanded Subscription - to allow countywide users (year 1 of 3)	35,000
Other Services - use of temporary employee during vacancy	(10,000)
Professional Services - stormwater contract not to be renewed	(24,000)
Land Use Update - Zoneco consultant for comprehensive rezoning- remaining balance of contract is retainer	(62,173)
Other	2,420
	<u>(58,753)</u>
<u>Capital</u>	
Tablets (3) - GIS Implementation use by inspectors and code enforcement	1,950
Other	-
	<u>1,950</u>
<u>Leased Capital</u>	
SUV to replace 2016 Jeep Patriot	TBD



AGENDA ITEM BRIEFING

Local Management Board 4/11/2023 Budget Work Session

Item Summary:

Rosemary Ramsey-Granillo, Director

ATTACHMENTS:

Description

24 - Local Management Board - Public

Local Management Board

Budget Request

April 11, 2023 – 2:15 PM

Budget Summary - Local Management Board

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	223,896	232,007	192,737	(39,270)	-16.9%
Benefits	102,275	110,429	99,759	(10,670)	-9.7%
Operating	42,600	43,800	52,345	8,545	19.5%
Programs	331,832	331,832	379,266	47,434	14.3%
Capital	<u>21,900</u>	<u>22,500</u>	<u>-</u>	<u>(22,500)</u>	<u>-100.0%</u>
Grand Total	<u><u>722,503</u></u>	<u><u>740,568</u></u>	<u><u>724,107</u></u>	<u><u>(16,461)</u></u>	<u><u>-2.2%</u></u>

Funding Summary - Local Management Board

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Governor's Office of Crime Prevention, Youth & Victim Services					
Local Care Team	90,437	90,437	100,210	9,773	10.8%
Community Support	91,765	91,765	-	(91,765)	-100.0%
Children Cabinet Funds	359,664	361,464	422,015	<u>60,551</u>	16.8%
				(21,441)	
Rotary Club					
Brighter Day Project	2,000	2,000	2,000	-	-
Maryland State Department of Education					
Home Visiting	64,349	64,349	64,349	-	0.0%
County					
Community Support	10,000	10,000	33,702	23,702	237.0%
Other	104,288	120,553	101,831	<u>(18,722)</u>	-15.5%
				4,980	
Grand Total	<u>722,503</u>	<u>740,568</u>	<u>724,107</u>	<u>(16,461)</u>	<u>-2.2%</u>

Budget Highlights - Local Management Board

Revenues

	<u>Inc/(Dec)</u>
Community Partnership Award Decrease	
Local Care Team - 5% admin costs reimburseable FY24	9,773
Community Support - position removed, redirected funding to programs	(91,765)
Childrens Cabinet - Youth Spaces & After School Program funding increased	60,551
	<u>(21,441)</u>
 Other revenue - level funded (MSDE and Chestertown Rotary Club)	
 County Revenue Increase	
Community Support - increased community planning activities for FY24	23,702
Other - No capital projects planned for FY24	(18,722)
	<u>4,980</u>

Service Highlights - Local Management Board

Programs

Youth Led Program Design and Implementation

Thanks to youth led planning in FY24, KCLMB will be funding a youth led program to improve mental and behavioral health well-being among 8th graders and high school students.

Healthy Families Home Visiting

Accredited and trauma-informed program will continue in its 9th year serving new parents in Kent County. KCLMB will begin reducing our funding contribution as Federal MICHV funding becomes available.

Minary's Dream Academy at Kent County Middle School

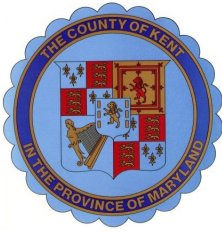
Will begin its second year bolstering Middle School students connecting to school and community.

Youth Spaces Grantees

A variety of programming to bolster older students connection to school and community via monthly events at Minary's Dream Alliance, a summer intensive paid internship and open recording studio sessions through the Hip Hop Time Capsule, and a youth led mural project with Choptank Tolomato Legacy Project.

Planning

A neighborhood approach to Community Planning that builds on strengths, assets, and mutual aid.



AGENDA ITEM BRIEFING

Economic and Tourism Development 4/11/2023 Budget Work Session

Item Summary:

Jamie Williams, Director

ATTACHMENTS:

Description

25 - Economic & Tourism Dev - Public

26 - HotDesks - Public

Economic & Tourism Development

Budget Request

April 11, 2023 – 2:30 PM

Budget Summary - Economic and Tourism Development

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	253,989	264,260	339,183	74,923	28.4%
Benefits	100,490	104,991	136,782	31,791	30.3%
Operating	183,115	184,945	181,760	(3,185)	-1.7%
Capital	-	-	-	-	
Transfers to Grant Funds	20,000	20,000	10,000	(10,000)	-50.0%
Grand Total	557,594	574,196	667,725	93,529	16.3%

Budget Highlights - Economic and Tourism Development

Personnel

Inc/(Dec)

New Position - strategic projects manager transferred from LMB

Operating

Other Advertising - indirect costs, printing, graphic design, and content creative savings achieved by collectively marketing Kent County and exploring different advertising placements. All print advertising is leveraged with a digital component	(3,300)
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Other

115
(3,185)

Transfer to Grant Fund

Worton Track Safety Project - Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program Discretionary Grant for the rehabilitation of track, replacement of railroad switch, and drainage improvement County match \$10,000, MD Department of Commerce grants up to \$100,000 to MDOT MTA through the County	10,000
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Budget Highlights - Economic and Tourism Development

Capital Projects

KRM Entrance Contribution - (project cost \$1,425,960)

450,000

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

HotDesks

Budget Request

April 11, 2023 – 2:30 PM

Budget Summary - HotDesks

	<u>FY23 Projection</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	18,157	17,840	18,160	320	1.8%
Capital	-	-	-	-	0.0%
Grand Total	<u>18,157</u>	<u>17,840</u>	<u>18,160</u>	<u>320</u>	<u>1.8%</u>

Funding Summary - HotDesks

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
HotDesk Rentals	8,215	7,332	11,985	4,653	63.5%
County	9,942	10,508	6,175	(4,333)	-41.2%
Grand Total	18,157	17,840	18,160	320	1.8%

Budget Highlights - HotDesks

Revenues

Inc/(Dec)

County Revenue - Increase in HotDesks rental revenue

(4,333)

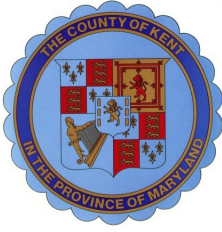
Budget Highlights - HotDesks

Revenues

Inc/(Dec)

County Revenue - Increase in HotDesks rental revenue

(4,333)



AGENDA ITEM BRIEFING

Kent Family Center 4/11/2023 Budget Work Session

Item Summary:

Lisa Mazingo, Director

ATTACHMENTS:

Description

27 - Kent Family Center - Public

Kent Family Center

Budget Request

April 11, 2023 – 2:45 PM

Budget Summary - Kent Family Center

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	268,793	299,828	332,119	32,291	10.8%
Benefits	73,844	84,518	132,056	47,538	56.2%
Operating	69,851	80,671	78,934	(1,737)	-2.2%
Capital	-	-	-	-	0.0%
Grand Total	412,488	465,017	543,109	78,092	16.8%

Funding Summary - Kent Family Center

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Maryland Family Network	360,000	360,000	360,000	-	0.0%
Judy Center	2,000	2,000	2,000	-	0.0%
Community Donations		1,550	1,550	-	0.0%
County	<u>50,488</u>	<u>101,467</u>	<u>179,559</u>	<u>78,092</u>	<u>77.0%</u>
Grand Total	<u>412,488</u>	<u>465,017</u>	<u>543,109</u>	<u>78,092</u>	<u>16.8%</u>

Budget Highlights - Kent Family Center

Revenues

Inc/(Dec)

County Revenue - Changed two positions from part time to full time and restructure one part time position

Salary

16,975

Benefits

38,540

55,515

- Service Coordinator & Child Development Specialist (35 to 40 hours)
- Only current full time position is the department director
- Department understaffed for 8 months - redistributed job duties resulting in greater workload for current staff

Service Highlights - Kent Family Center

Provided service to 46 families in FY23

Community, center-based, and in-home programs provided

In-person mental health support for children and parents

Service linking and support with navigating community resources
for crisis needs

Parenting education, health/nutrition education, social support
and parent leadership

High quality early childhood education program focused on school readiness

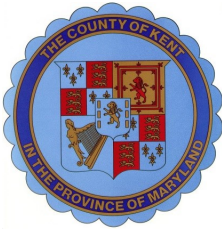
Collaborated with community programs and agencies

KCPS - Judy Center, Infants and Toddlers, Parks and Recreation,
KC Health Dept and provided meeting space for Infants and Toddlers services

Kent County DSS provided parent education classes and site for supervised visitation
and supported families referred for assistance with basic life skills

KC LMB - participated in Local Care Team

MFN - acted as a mentor to new family centers



AGENDA ITEM BRIEFING

Human Resources 4/11/2023 Budget Work Session

Item Summary:

Jim Miller, Director

ATTACHMENTS:

Description

28 - HR - Public

29 - Insurance - Public

Human Resources

Budget Request

April 11, 2023 – 3:00 PM

Budget Summary - Human Resources

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	262,233	287,621	307,262	19,641	6.8%
Benefits	116,944	162,413	136,878	(25,535)	-15.7%
Operating	71,928	77,889	201,302	123,413	158.4%
Capital	-	-	-	-	0.0%
Grand Total	451,105	527,923	645,442	117,519	22.3%

Budget Highlights - Human Resources

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Compensation Study	100,000
Human Resources Information System	26,000
Background Checks - increased based on FY23 levels	3,219
Advertising - expanded recruitment efforts including social media	3,055
Recruitment Services	(12,000)
Other	3,139
	<u>123,413</u>

Insurance

Budget Request

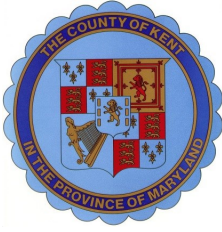
April 11, 2023 – 3:00 PM

Budget Summary - Insurance

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	257,733	296,079	299,459	3,380	1.1%
Capital	-	-	-	-	
Grand Total	257,733	296,079	299,459	3,380	1.1%

Budget Highlights - Insurance

<u>Operating</u>	<u>Inc/(Dec)</u>
Multi Peril	14,793
Police Legal Liability	12,445
General Liability	8,010
Membership Credits	(4,950)
Auto Physical Damage	(6,062)
Public Officials	(20,898)
Other	42
	<u>3,380</u>



AGENDA ITEM BRIEFING

County Commissioners Office 4/11/2023 Budget Work Session

Item Summary:

Sondra Blackiston, Clerk and KATE Manager

ATTACHMENTS:

Description

30 - County Commissioners - Public

31 - County Commissioners Office - Public

32 - Legal - Public

33 - Alcohol & Tobacco - Public

County Commissioners

Budget Request

April 11, 2023 – 3:15 PM

Budget Summary - County Commissioners

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	60,000	60,000	60,000	-	0.0%
Benefits	65,324	75,434	63,835	(11,599)	-15.4%
Operating	55,402	37,125	57,708	20,583	55.4%
Capital	-	-	-	-	0.0%
Grand Total	180,726	172,559	181,543	8,984	5.2%

Budget Highlights - County Commissioners

<u>Operating</u>	<u>Inc/(Dec)</u>
Consultant Services - lobbyist	19,000
MACO - annual dues	1,133
MACO - lodging	450
Other	-
	<u>20,583</u>

County Commissioners Office

Budget Request

April 11, 2023 – 3:15 PM

Budget Summary - County Commissioners Office

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	381,837	374,473	409,430	34,957	9.3%
Benefits	153,245	176,106	164,989	(11,117)	-6.3%
Operating	24,862	27,370	28,280	910	3.3%
Capital	-	-	-	-	0.0%
Grand Total	559,944	577,949	602,699	24,750	4.3%

Note - Leased Vehicle figures unavailable

Budget Highlights - County Commissioners Office

Operating

Vehicle Repairs and Maintenance - tires, shocks, alignment, repairs	1,000
Seals, Flags and Pins	600
Data Processing - electronic meeting software will not have maintenance agreement for the first year	(1,440)
Other	750
	910

Leased Capital

SUV to replace 2015 Jeep Patriot	TBD
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Legal Services

Budget Request

April 11, 2023 – 3:15 PM

Budget Summary - Legal Services

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	68,550	67,590	72,330	4,740	7.0%
Capital	-	-	-	-	
Grand Total	<u>68,550</u>	<u>67,590</u>	<u>72,330</u>	<u>4,740</u>	<u>7.0%</u>

Alcohol & Tobacco Inspection

Budget Request

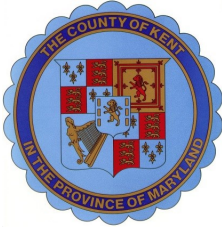
April 11, 2023 – 3:15 PM

Budget Summary - Alcohol & Tobacco Inspection

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	39,452	37,520	59,102	21,582	57.5%
Benefits	9,221	8,772	13,859	5,087	58.0%
Operating	11,787	9,498	12,363	2,865	30.2%
Capital Leases	-	-	-	-	0.0%
Grand Total	60,460	55,790	85,324	29,534	52.9%

Budget Highlights - Alcohol & Tobacco Inspection

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
Reclassification - increase Alcohol Beverage Inspector weekly hours 28 hrs./week to 40 hrs./week	
<u>Operating</u>	
Public Notices - advertise Authorized Underage Person recruitments, awareness of laws, public service announcements	1,000
Uniforms - replacement of worn uniforms	750
Alcohol Awareness Supplies - age of purchase renewal kits	714
Training - conference meals, lodging and registration fees	(804)
Other	1,205
	2,865



AGENDA ITEM BRIEFING

Office of Finance 4/11/2023 Budget Work Session

Item Summary:

Pat Merritt, Chief Financial Officer

ATTACHMENTS:

Description

34 - Finance - Public

Finance

Budget Request

April 11, 2023 – 3:30 PM

Budget Summary - Finance

	FY23 Projection	FY23 Budget	FY24 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	587,217	576,611	614,878	38,267	6.6%
Benefits	265,831	269,204	275,286	6,082	2.3%
Operating	60,358	54,860	61,396	6,536	11.9%
Capital	1,080	1,080	3,991	2,911	269.5%
Grand Total	914,486	901,755	955,551	53,796	6.0%

Budget Highlights - Finance

Personnel

Inc/(Dec)

Position Reclassification

Operating

Postage - postal rate increase to \$.60

3,000

Data Processing - increase cost of homestead program billing

2,000

Other

1,536

6,536

Capital

Computer Monitors (15) - replacement of smaller screen monitors

2,542

Bookcase Hutch (3) - storage space for recently acquired lateral files

1,449

3,991