

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

April 6, 2021

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

Meeting Announcement

In response to the State of Emergency due to COVID-19, the meeting is open to the public via livestream video:

<https://www.kentcounty.com/commissioners/meeting-live-video>

Audio recordings are archived at

www.kentcounty.com/commissioners/commissioners-audio-archive

General Fund Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

Department Presentations

Detention Center

Herbert Dennis, Warden

Office of Emergency Services

Wayne Darrell, Director

Economic and Tourism Development

Jamie Williams, Director

Public Works

Mike Moulds, Director

Water and Wastewater Division

Mike Moulds, Director

County Roads

Dan Voshell, Division Chief

Environmental Operations

Marty Holden, Division Chief

Building and Parks Maintenance, Engineering

Jim Wright, County Engineer

Information Systems

Scott Boone, Director

Parks and Recreation

Myra Butler, Director

Planning, Housing, and Zoning

Bill Mackey, Director

Local Management Board

Rosemary Ramsey-Granillo, Director

Kent Family Center

Lisa Mazingo, Director

Human Resources

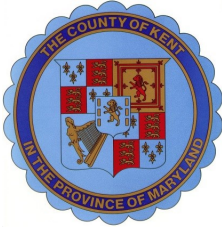
Marty Hale, Director

County Commissioners Office

Sondra Blackiston, Clerk and KATE Manager

Office of Finance

Pat Merritt, Chief Financial Officer



AGENDA ITEM BRIEFING

Meeting Announcement 4/6/2021 Budget Work Session

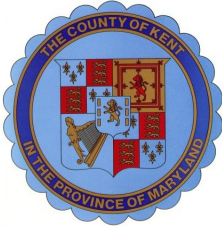
Item Summary:

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AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance 4/6/2021 Budget Work Session

ATTACHMENTS:

Description

1 -Budget Overview

Budget Overview

Fiscal Year 2022

General Fund - Revenues

	FY21	FY21	FY22	INC/(DEC)	
	Projection	Budget	Original Budget	\$	%
Property Tax	31,857,847	31,878,046	32,192,894	314,848	1.0%
Income Tax	15,000,000	14,250,000	15,000,000	750,000	5.3%
Recordation	1,509,543	1,197,370	1,220,000	22,630	1.9%
Property Transfer	982,524	700,000	786,000	86,000	12.3%
Intergovernmental	732,561	803,639	762,983	(40,656)	-5.1%
Other Taxes	300,000	303,749	304,000	251	0.1%
License & Permits	351,321	358,775	352,337	(6,438)	-1.8%
Service Charges	360,158	577,542	464,003	(113,539)	-19.7%
Lease Proceeds	407,996	368,814	624,404	255,590	69.3%
Other	183,537	203,746	222,027	18,281	9.0%
Total Revenues	51,685,487	50,641,681	51,928,648	1,286,967	2.5%

Budget Highlights - General Fund Revenues

	<u>Inc/(Dec)</u>
<u>Income Tax</u>	
Anticipates 0% growth over FY21 projection	750,000
<u>Recordation & Property Transfer Taxes</u>	
FY21 Projections up 50%, FY22 based on 3 year average	108,630
<u>Property Tax</u>	
Levy - increase in assessments	588,085
Penalties & Interest - based on recent trends	(170,000)
Other Credits - enterprise & commerce zone	(90,000)
Other	(13,237)
	314,848
<u>Lease Proceeds</u>	
Enterprise Leases	585,222
Computer Aided Dispatch Lease - FY21	(329,632)
	255,590

Budget Highlights - General Fund Revenues

	<u>Inc/(Dec)</u>
<u>Service Charges</u>	
Parks & Recreation - pool & concession stand	(81,690)
Diesel Sales	(25,000)
Other	(6,849)
	<u>(113,539)</u>
<u>Intergovernmental</u>	
Highway Users Revenue	(31,456)
Ambulance Fees	(9,000)
Other	(200)
	<u>(40,656)</u>
<u>Other</u>	
Interest Income, Rental Income, Sale of Assets	12,094
Total	<u><u>1,286,967</u></u>

General Fund - Expenditures

FY22

	FY21 Projection	FY21 Budget	Original Budget	INC/(DEC) \$	%
Board of Education					
Operating	18,559,615	18,559,615	19,023,622	464,007	2.5%
Non Recurring	-	-	-	-	0.0%
Debt Service	867,017	867,017	215,747	(651,270)	-75.1%
	19,426,632	19,426,632	19,239,369	(187,263)	-1.0%
 Salaries	11,349,221	11,537,523	12,035,892	498,369	4.3%
Benefits	5,688,173	6,062,550	6,384,339	321,789	5.3%
Capital	709,347	752,547	2,890,586	2,138,039	284.1%
Leased Capital	419,466	368,814	654,659	285,845	77.5%
County Allocations	3,544,041	3,573,333	4,010,764	437,431	12.2%
Operating	5,599,792	6,154,726	6,545,856	391,130	6.4%
Transfers	3,071,932	2,908,271	2,518,742	(389,529)	-13.4%
Contingency	400,000	800,000	400,000	(400,000)	-50.0%
Debt Service	1,309,965	1,264,397	1,443,383	178,986	14.2%
Total Expenditures	51,518,569	52,848,793	56,123,590	3,274,797	6.2%
 Surplus/(Deficit)	166,918	(2,207,112)	(4,194,942)	(1,987,830)	90.1%

Budget Highlights - General Fund Expenditures

Salaries

New Positions - General Fund (10), WWS (1)	288,960
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Full Time

Grants Manager

Procurement Manager

Pretial Officer

Records Clerk Officer

Dispatcher 1 (2)

Division Chief - WWS

Part Time

Intern

Seasonal Maintenance Worker

Millington Pool Cashier

Reserve Deputy - Courthouse

Position Reclassifications

115,109

3 % Salary Increase

314,530

FY21 Bonus

(84,300)

Turnover

(126,357)

Other

(9,573)

498,369

Budget Highlights - General Fund Expenditures

Benefits

New Positions	166,730
Health Insurance - 1.3% - 2.64% increase	141,386
Pension - 3% increase MSRP, 2% decrease LEOPS	87,647
LOSAP	(60,000)
Other	(13,974)
	321,789

Budget Highlights - General Fund Expenditures

Capital

Public Works

Roads	1,895,600
Public Landings	5,725
Environmenal Operations	69,000
Grounds Maintenance	121,200
Building Maintenance	424,000
	2,515,525

Public Safety

Sheriff's Office	5,600
Detention Center	30,500
Emergency Medical Services	50,500
Communications	34,000
	120,600

Other

Office of Finance	12,911
Information Systems	16,500
Election Office	93,550
Recreation	106,500
Circuit Court	25,000
	254,461

2,890,586

Budget Highlights - General Fund Expenditures

Leased Capital

20 Vehicles

Public Works (8)	310,140
Public Safety (5)	263,919
Parks & Recreation (2)	55,075
Alcohol & Tobacco Inspection (1)	25,525

General Fund	654,659
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Water Wastewater Services (3)	122,648
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Weed Control (1)	41,619
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Total	818,926
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Budget Highlights - General Fund Expenditures

County Allocations

	<u>Inc/(Dec)</u>
Kent Center	147,192
Public Library	96,926
Soil Conservation	60,724
Humane Society	29,200
Delmarva Community Services	26,889
Chesapeake College	26,336
Upper Shore Aging	20,960
Volunteer Fire Companies	16,006
Health Department	10,568
Shock Trauma	10,000
State Department of Assessment & Taxation	(20,000)
All Other Agencies	12,630
	437,431

Budget Highlights - General Fund Expenditures

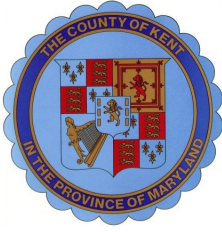
Operating

Inc/(Dec)

Roads	143,954
Building maintenance	53,829
Recreation	46,690
Environmental Operations	42,006
Elections	41,638
Insurance	39,204
Sheriff's Office	26,597
Circuit Court	23,588
Information Systems	21,610
Personnel	20,642
Planning	(73,045)
Economic & Tourism Development	(29,005)
All Other Agencies	33,422
	391,130

Budget Highlights - General Fund Expenditures

	<u>Inc/(Dec)</u>
<u>Transfers to Other Funds</u>	
Water & Wastewater Services	80,661
Local Management Board	32,469
Grant Funds	8,500
Agriculture Land Preservation	(345)
Kent Family Center	(7,305)
Program Open Space	(20,500)
Capital Projects	(483,009)
	<u>(389,529)</u>
<u>Debt Service</u>	
FY2006 Public School Projects Debt	(646,074)
Vehicle Leases	162,977
Other	10,813
	<u>(472,284)</u>



AGENDA ITEM BRIEFING

Detention Center 4/6/2021 Budget Work Session

Item Summary:

Herbert Dennis, Warden

ATTACHMENTS:

Description

Detention Center - Public

Detention Center

Budget Request

April 6, 2021 – 10:15 AM

Budget Summary - Detention Center

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,543,154	1,543,297	1,662,744	119,447	7.7%
Benefits	918,052	936,827	976,651	39,824	4.3%
Operating	772,287	848,710	851,427	2,717	0.3%
Capital	135,058	136,125	56,025	(80,100)	-58.8%
Grand Total	3,368,551	3,464,959	3,546,847	81,888	2.4%

Budget Highlights - Detention Center

Salaries & Benefits

Inc/(Dec)

New Positions

Pretrial Officer - \$72,612

Records Clerk Officer - \$72,612

Starting Salary increase

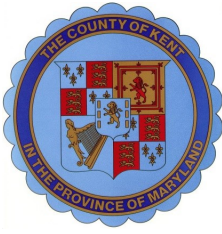
4% starting salary increase for correctional officers, 3% has been
built into the budget, 1% increase = \$15,746

Operating

Prisoner Food - increase in cost and inmate population	20,000
Inmate Urine Testing - compliance with new law	8,000
Professional Services - CORS study (\$10,000)	7,400
Professional Services - Chaplain-counseling with inmates and staff	2,400
Other technical services - reduced to recent spending levels	(5,028)
R & M Buildings - adjusted to recent spending levels	(8,000)
R & M Cameras - new camera system will reduce repairs	(17,000)
Other	(5,055)
	<u>2,717</u>

Capital

Replace (1987) walk-in refrigerator/freezer	30,500
Dodge Durango	<u>25,525</u>
	56,025



AGENDA ITEM BRIEFING

Office of Emergency Services 4/6/2021 Budget Work Session

ATTACHMENTS:

Description

OES - Public

EMS - Public

Communications - Public

Office of Emergency Services

Budget Request

April 6, 2021 – 10:30 AM

Budget Summary - Office of Emergency Services

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	63,270	81,331	88,648	7,317	9.0%
Benefits	30,041	46,182	64,376	18,194	39.4%
Operating	21,387	52,822	21,762	(31,060)	-58.8%
Capital	-	-	30,000	30,000	
Grand Total	114,698	180,335	204,786	24,451	13.6%

Budget Highlights - Office of Emergency Services

	<u>Inc/(Dec)</u>
<u>Salaries & Benefits</u>	
Reclassification - Administrative Assistant I (48 to 80 hours)	11,215
	<u>11,215</u>
 <u>Operating</u>	
COVID - disinfecting & cleaning supplies	(31,735)
Other	675
	<u>(31,060)</u>
 <u>Capital</u>	
Rock Hall paramedic office constrction	30,000

Emergency Medical Services

Budget Request

April 6, 2021 – 10:30 AM

Budget Summary - Emergency Medical Services

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	1,040,943	985,477	1,006,642	21,165	2.1%
Benefits	431,435	432,474	495,221	62,747	14.5%
Operating	142,514	142,172	161,497	19,325	13.6%
Capital	<u>100</u>	<u>100</u>	<u>50,500</u>	<u>50,400</u>	<u>100.0%</u>
Grand Total	<u><u>1,614,992</u></u>	<u><u>1,560,223</u></u>	<u><u>1,713,860</u></u>	<u><u>153,637</u></u>	<u><u>9.8%</u></u>

Budget Highlights - Emergency Medical Services

	<u>Inc/(Dec)</u>
<u>Operating</u>	
AED Equipment & Supplies - maintain countwide AED's	8,000
Seminars - additional staff	5,035
Paramedic Supplies - additional units, Rock Hall & Galena ambulances	4,000
Other	2,290
	<u>19,325</u>
<u>Capital</u>	
LifePak 15 Heart Monitor - possible 50 % grant funding	34,000
Automatic External Defibrillators (5)	10,000
Radio Frequency Identification inventory management system	6,500
	<u>50,500</u>

Communications

Budget Request

April 6, 2021 – 10:30 am

Budget Summary - Communications

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	599,825	581,552	754,210	172,658	29.7%
Benefits	264,762	303,499	346,342	42,843	14.1%
Operating	110,479	115,304	148,085	32,781	28.4%
Capital	<u>329,632</u>	<u>329,632</u>	<u>34,000</u>	<u>(295,632)</u>	<u>-89.7%</u>
Grand Total	<u><u>1,304,698</u></u>	<u><u>1,329,987</u></u>	<u><u>1,282,637</u></u>	<u><u>(47,350)</u></u>	<u><u>-3.6%</u></u>

Budget Highlights - Communications

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New Positions - (2) Dispatcher I's - \$61,377 each	
Reclassifications	
(8) Dispatcher I to 911 Specialist I (\$33,434 to \$40,380)	55,568
(2) Dispatcher II to 911 Specialist II (\$37,035 to \$44,810)	13,351
(4) Dispatcher Supr to 911 Specialist Supr (\$40,380 to \$51,917)	24,580
(1) Chief of Communications (\$61,079 to \$66,734)	3,270
	96,769
<u>Operating</u>	
Data Processing - CAD Server Maintenance no longer done in house	32,794
Phone Service - motorola service increases	2,912
Travel	(2,925)
Other	-
	32,781

Budget Highlights - Communications

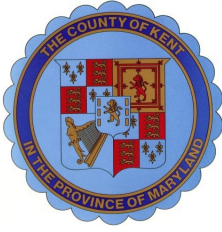
Capital

Public Safety Radio Equipment	26,000
Mobile Wireless Routers	8,000
	34,000

Changes Since FY2019

Revenues - increased \$74,000 (911 fees)

Expenditures - decreased \$96,000 (increased Number Board Funding)



AGENDA ITEM BRIEFING

Economic and Tourism Development 4/6/2021 Budget Work Session

Item Summary:

Jamie Williams, Director

ATTACHMENTS:

Description

Economic & Tourism Dev - Public

Economic & Tourism Development

Budget Request

April 6, 2021 – 10:45 am

Budget Summary - Economic & Tourism Development

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	223,747	265,165	241,510	(23,655)	-8.9%
Benefits	75,525	110,970	113,007	2,037	1.8%
Operating	182,229	224,283	195,278	(29,005)	-12.9%
Capital	-	-	-	-	
Transfer to Grant Fund	-	14,000	15,000	1,000	
Grand Total	<u>481,501</u>	<u>614,418</u>	<u>564,795</u>	<u>(49,623)</u>	<u>-8.1%</u>

Budget Highlights - Economic & Tourism Development

Operating

Inc/(Dec)

Advertising - savings achieved by collectively marketing Kent County and exploring different advertising placements. All print advertising is leveraged with a digital component.

(11,175)

Economic Development - business attraction, retention and expansion, and general County outreach; residents, workforce, business owners etc.

Tourism Development - qualifying expenditures with the Maryland Office of Tourism Development; visitors and hometown tourism

Other - indirect costs; printing, graphic design, and content creative

Professional Services - tourism impact study and civil war trail marker maintenance (other items moved to Advertising as they were indirect costs of advertising)

(10,800)

Other

(7,030)

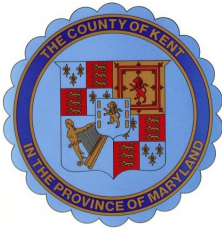
(29,005)

Budget Highlights - Economic & Tourism Development

Transfer to Grant Fund

Request

Micro Ag Grant Program - FY2021 was a pilot year, 2nd Year Program	15,000
leveraging funds from the Upper Shore Regional Council (USRC) and Maryland Agricultural & resource-Based Industry Development Corporations (MARBIDCO) for agricultural businesses looking to expand, diversify or improve operations.	



AGENDA ITEM BRIEFING

Public Works 4/6/2021 Budget Work Session

Item Summary:

Mike Moulds, Director

ATTACHMENTS:

Description

Public Works Admin - Public

Weed Control - Public

9 - Leased Vehicles - Public

Public Works Administration

Budget Request

April 6, 2021 – 11:00 am

Budget Summary - Public Works Administration

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	120,100	120,100	120,819	719	0.6%
Benefits	40,161	40,161	40,962	801	2.0%
Operating	6,045	7,826	10,600	2,774	35.4%
Capital	-	-	25,525	25,525	0.0%
Grand Total	166,306	168,087	197,906	29,819	17.7%

Budget Summary - Public Works Administration

<u>Operating</u>	<u>Inc/(Dec)</u>
Office Supply - office set up	2,000
Enterprise Maintenance Fee	675
Other	99
	<u>2,774</u>
 <u>Vehicle</u>	
Dodge Durango	<u>25,525</u>
	25,525

Weed Control

Budget Request

April 6, 2021 – 11:00 am

Budget Summary - Weed Control

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	35,464	35,464	36,074	610	1.7%
Benefits	8,175	8,175	8,377	202	2.5%
Operating	7,240	12,621	8,200	(4,421)	-35.0%
Capital	-	3,500	41,619	38,119	0.0%
Grand Total	50,879	59,760	94,270	34,510	57.7%

Fund Balance Summary - Weed Control

	FY21 Projection	FY21 Budget	FY22 Budget
Revenue	21,421	70,000	70,344
Expenditures	50,879	59,760	94,270
Net	(29,458)	10,240	(23,926)
Fund Balance	52,533	92,231	28,607

Budget Highlights - Weed Control

<u>Operating</u>	<u>Inc/(Dec)</u>
Chemicals	(2,500)
Gasoline	(1,500)
Other	(421)
	<u>(4,421)</u>
 <u>Capital</u>	
Ford F-250	39,494
Plow set-up for Ford F-250	2,125

Leased Vehicles

Budget Request

April 6, 2021 – 11:00 am

Budget Summary - FY2022 Enterprise Vehicle Leases

	<u>Proposed Vehicle</u>	<u>Old Vehicle</u>	<u>Annual Payment</u>	<u>After Market Equipment</u>	<u>Total</u>
General Fund					
Detention Center	Dodge Durango	2007 Ford Crown Victoria	\$ 6,300.00	\$ -	
Public Works - Roads	Ford F250	1994 Chevrolet GMT	9,840.00	2,125.00	
	Ford F250	2008 Ford F250	9,840.00	2,125.00	
	Chevrolet Equinox	2006 Chevrolet TrailBlazer	5,700.00	-	
			<u>25,380.00</u>	<u>4,250.00</u>	
Public Works - Admin	Dodge Durango	2008 Dodge Durango	6,000.00	-	
Building Maintenance	Ford F350	2010 Ford F350 Crew 4x4	9,840.00	2,125.00	
Grounds Maintenance	Ford F250	2008 Chevrolet Silverado 2500HD	9,840.00	2,125.00	
Environmental Operations	Ford F350	2008 Ford F350	9,780.00	8,048.50	
	Ford Transit 250 Cargo van	2011 Chevrolet Express 1500 van	8,040.00	-	
			<u>17,820.00</u>	<u>8,048.50</u>	
Parks & Rec	Chevrolet Equinox	2007 Chevrolet Cobalt	5,700.00	-	
	12 Passenger van	2008 Ford E350 Wagon	7,200.00	-	
			<u>12,900.00</u>	<u>-</u>	
Sheriff's Office	Ford Explorer Interceptor	2008 Ford Expedition	9,780.00	13,300.00	
	Ford Explorer Interceptor	2013/2014 Dodge Charger	9,780.00	13,300.00	
	Ford Explorer Interceptor	2011 Crown Victoria	9,780.00	13,300.00	
			<u>29,340.00</u>	<u>39,900.00</u>	
Commissioner's Office	Dodge Durango	2006 Jeep Liberty	6,000.00	-	
			<u>\$ 123,420.00</u>	<u>\$ 56,448.50</u>	<u>\$ 179,868.50</u>
Weed Control Fund					
Public Works	Ford F250	2004 Chevrolet HD	\$ 9,840.00	\$ 2,125.00	\$ 11,965.00
Water & Wastewater Fund					
	Ford F250	2002 Chevrolet Chassis	\$ 9,840.00	\$ 2,125.00	
	Ford F250	2007 Chevrolet Classic	9,840.00	2,125.00	
	Ford Transit 250 Cargo van	2008 Chevrolet Express	8,040.00	-	
			<u>\$ 27,720.00</u>	<u>\$ 4,250.00</u>	<u>\$ 31,970.00</u>
					<u>\$ 223,803.50</u>

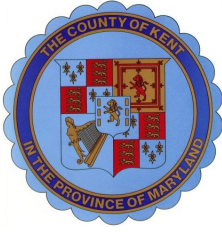
Budget Summary - FY2021 Enterprise Vehicle Leases

			<u>FY2021 Budget</u>		
	<u>Proposed Vehicle</u>	<u>Old Vehicle</u>	<u>Annual Payment</u>	<u>FY2021 Payment</u>	<u>After Market Equipment</u>
General Fund					
Sheriff's Office	2021 Ford Interceptor Utility	2018 Ford Interceptor Sedan *	9,096.00	6,480.90	5,735.00
	2021 Ford Interceptor Utility	2013 Dodge Charger **	9,096.00	2,274.00	5,735.00
	2021 Ford Interceptor Utility	2013/2014 Dodge Charger ***	9,096.00	758.00	5,735.00
			<u>\$ 27,288.00</u>	<u>\$ 9,512.90</u>	<u>\$ 17,205.00</u>
			FY2021 General Fund Budget		<u>\$ 26,717.90</u>

* leased vehicle totaled and replaced with new lease

** totaled and replace with leased vehicle

*** unsafe vehicle in need of immediate replacement



AGENDA ITEM BRIEFING

Water and Wastewater Division 4/6/2021 Budget Work Session

Item Summary:

Mike Moulds, Director

ATTACHMENTS:

Description

Water Wastewater Services - Public

Division of Water and Wastewater Services

Budget Request

April 6, 2021 – 11:15 am

Budget Summary - Water and Wastewater Services

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Revenues					
Water	654,396	666,052	699,544	33,492	5.0%
Sewer	1,629,810	1,626,701	1,658,991	32,290	2.0%
Septage	192,622	158,300	193,475	35,175	22.2%
Debt Proceeds	430,000	430,000	118,398	(311,602)	-72.5%
Contracted Services	84,418	154,280	84,455	(69,825)	-45.3%
Other	27,320	27,320	4,675	(22,645)	-82.9%
Total Revenues	3,018,566	3,062,653	2,759,538	(303,115)	-9.9%
Expenses					
Salaries	732,378	651,372	737,885	86,513	13.3%
Benefits	390,915	355,033	453,692	98,659	27.8%
Contracted Services (salaries & benefits)	47,263	154,280	48,538	(105,742)	-68.5%
Operating	1,511,589	1,531,905	1,523,306	(8,599)	-0.6%
Major Repairs & Expenses	901,400	905,848	465,750	(440,098)	-48.6%
Debt	860,535	860,432	866,580	6,148	0.7%
Reserves	75,254	75,567	67,813	(7,755)	-10.3%
Capital	93,735	93,735	152,648	58,913	62.9%
Total Expenses	4,613,069	4,628,172	4,316,212	(311,961)	-6.7%
Transfers					
In - Operating/General Fund	1,594,503	1,565,519	1,556,674	(8,846)	-0.6%
Total Transfer In/(Out)	1,594,503	1,565,519	1,556,674	(8,846)	-0.6%
Subsidy %	34.9%	35.0%	36.5%		
Subsidy % - excluding capital & major expenses	24.5%	21.6%	26.8%		

Budget Highlights - Water and Wastewater Services

<u>Revenues</u>	<u>Inc/(Dec)</u>
Debt Proceeds - FY2021 for clariflocculator; FY2022 proposed Enterprise leases	(311,602)
Contracted Services - Nicholson wastewater treatment plant will not be online	(69,825)
Water and Sewer Fees - 4% rate increase	65,782
Septic Hauler Fees -	35,175
Other - allocation fees, sale of equipment - no budget for FY2021	(22,645)
	<u>(303,115)</u>
 <u>Salaries & Benefits/Contracted Services</u>	
New position - Division Chief	116,777
Reclass - Facilities Mechanic to Utility Tech	2,861
3% salary increase	21,321
Benefits (health and pension increases)	18,258
Bonus payroll	(41,708)
Turnover	(38,079)
	<u>79,430</u>
 <u>Operating</u>	
Sewer Agreement Fee - Town of Rock Hall increased expenses	87,944
Water Line Repairs - preemptive work in Millington	17,775
Grinder Pumps - continuing to cycle replacement of obsolete pumps	14,925
Repair and Maintenance Other - emergency Worton lagoon pump outs in FY2021	(87,844)
Inspections - terminated contract with Corrosion Control	(45,634)
Machinery and Equipment	(22,516)
Other	26,751
	<u>(8,599)</u>
 <u>Major Repairs</u> - see next page for details	(440,098)

Budget Highlights - Water and Wastewater Services

Major Repairs and Expenses

Worton portalogic system - discontinued, must be upgraded	12,750
Pump station replacement program	50,000
Well redevelopment program	35,000
Wastewater treatment plant - filter media replacement program	30,000
Fairlee Inflow & Infiltration study	35,000
Tolchester wastewater - replace influent screen	200,000
Worton wastewater - influent lagoon study	4,000
Water & sewer construction standards	17,000
Chesapeake Landing - update sewer feasibility study	50,000
Allocation fee study	30,000
Water and wastewater plan cabinets (2)	2,000
	465,750

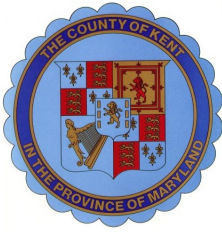
Capital

Worton water tower - security fence around tower and wells	7,000
Zero turn mowers - replace (2)	23,000
	30,000

Leased Vehicles

Ford F-250 (2) with plow setups	83,238
Ford Transit 250 cargo van	39,410
	122,648

618,398



AGENDA ITEM BRIEFING

County Roads 4/6/2021 Budget Work Session

Item Summary:

Dan Voshell, Division Chief

ATTACHMENTS:

Description

Roads - Public

Roads

Budget Request

April 6, 2021 – 11:30 AM

Budget Summary - Roads

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,300,281	1,336,021	1,255,158	(80,863)	-6.1%
Benefits	700,875	721,411	771,143	49,732	6.9%
Operating	903,472	901,970	1,045,924	143,954	16.0%
Capital	218,996	219,062	2,000,242	1,781,180	813.1%
Grand Total	3,123,624	3,178,464	5,072,467	1,894,003	59.6%

Budget Highlights - Roads

<u>Personnel</u>	<u>Inc/(Dec)</u>
Reclassification - MEO II to MEO III	3,601
 <u>Operating</u>	
Patching Materials - increase due to high levels of rain	51,149
Diesel Fuel - restore to FY19 level	27,721
Snow Removal Contract - outsourcing for large weather events	25,000
Winter Roadway Treatment	18,000
Guardrails - Gregg Neck, Davis, Rileys Neck, Walnut Tree	11,116
Centerline Striping - striping for surface treatment	8,322
Machinery/Equipment Services - outsourcing repairs	8,301
Snow Removal - emergency snow removal supplies (plows, blades, parts)	8,000
Other	(15,157)
	<u>142,452</u>

Budget Highlights - Roads

Capital

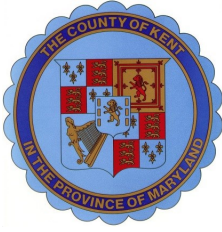
Repair Bridges - K0001 & K0002	382,000
Standard cab dump truck - with plow, sander, spreader	165,000
Grapple bucket for Case loader	20,500
Alamo 96: flail mower offset	10,300
Asphalt distributor (motorized truck) 1,000 gal tank	300,000
Pave Shadding Reach Rd/Quaker Neck Landing Rd/Handy Point Rd	500,800
Surface treatment various roads	517,000
	1,895,600

Leased Vehicles

Ford F-250 (2)	78,988
Plow setup for Ford F-250 (2)	4,250
Chevrolet Equinox	21,404
	104,642

Capital Projects

Lambson Forest Rd bridge - \$400,000 project , 80% State funding	80,000
	80,000



AGENDA ITEM BRIEFING

Environmental Operations 4/6/2021 Budget Work Session

Item Summary:

Dan Voshell, Division Chief

ATTACHMENTS:

Description

Environmental Ops - Public

Bayside Landing - Public

04.06.21 Marty Holden, Division Chief, Environmental Operations, Budget Documents

Environmental Operations

Budget Request

April 6, 2021 – 12:45 PM

Budget Summary - Environmental Operations

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	491,923	487,545	481,572	(5,973)	-1.2%
Benefits	216,133	216,133	240,840	24,707	11.4%
Operating	609,175	591,642	617,048	25,406	4.3%
Capital	-	-	164,679	164,679	100.0%
Grand Total	<u>1,317,231</u>	<u>1,295,320</u>	<u>1,504,139</u>	<u>208,819</u>	<u>16.1%</u>

Budget Highlights - Environmental Operations

<u>Operating</u>	<u>Inc/(Dec)</u>
Tipping Fees - 12% increase in materials hauled	19,500
Ground Water Monitor Services - increase lab fees, shipping/labor costs	9,700
Yard Waste	(7,894)
Other	4,100
	<u>25,406</u>
<u>Capital</u>	
Open top roll off container (2)	18,000
38 yd trash compactor	28,000
Security cameras - Nicholson/Sharptown/Duck Puddle	6,500
Compact utility tractor	16,500
	<u>69,000</u>

Budget Highlights - Environmental Operations

	<u>Request</u>
<u>Leased Vehicles</u>	
Ford F-350	48,220
Plow setup/utility body for Ford F-350	8,049
Ford Transit 250 Cargo Van	<u>39,410</u>
	95,679
 <u>Capital Projects</u>	
Nicholson Water Treatment Plant Upgrade - \$2,724,000 loan	<u>-</u>
	-
 <u>Revenue</u>	
Recommend increasing disposal coupon book from \$55 to \$60	

Bayside Landing

Budget Request

April 6, 2021 – 12:45 pm

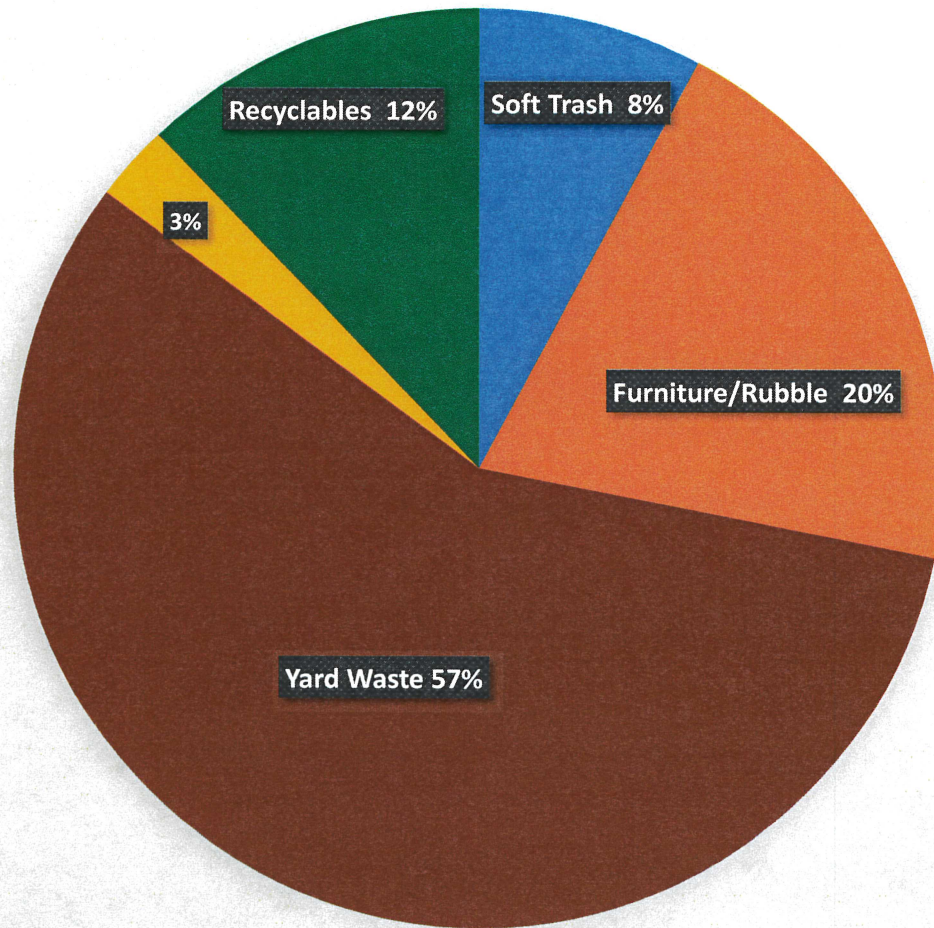
Budget Summary - Bayside Landing

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	11,345	12,136	791	0.0%
Benefits	-	1,453	1,535	82	0.0%
Operating	14,827	14,827	14,827	-	0.0%
Capital	<u>20,150</u>	<u>20,150</u>	<u>1,083,000</u>	<u>1,062,850</u>	<u>5274.7%</u>
Grand Total	<u><u>34,977</u></u>	<u><u>47,775</u></u>	<u><u>1,111,498</u></u>	<u><u>1,063,723</u></u>	<u><u>2226.5%</u></u>

Budget Highlights - Bayside Landing

	<u>Inc/(Dec)</u>
<u>Capital</u>	
Marine ice eaters (2)	1,500
Pool furniture	1,500
	3,000
 <u>Capital Projects</u>	
Replace piers and bulkhead -	1,080,000
\$430,000 DNR grant expires June 30, 2022	
	1,080,000

MATERIALS COLLECTED AT KENT COUNTY FACILITIES YEAR 2020



■ Soft Trash 782 Tons

■ Furniture /Rubble 2,028 Tons

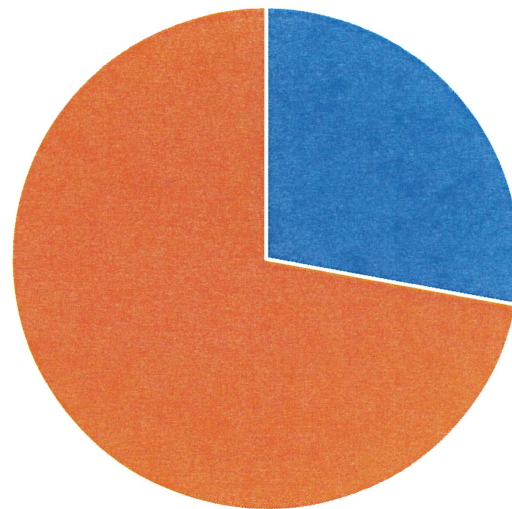
■ Yard Waste 5,629 Tons

■ Scrap Metal 267 Tons

■ Recyclables 1,212 Tons

Soft Trash VS. Furniture/Rubble

SOFT TRASH VS. FURNITURE/RUBBLE
COLLECTED AT KENT COUNTY FACILITIES
YEAR 2020

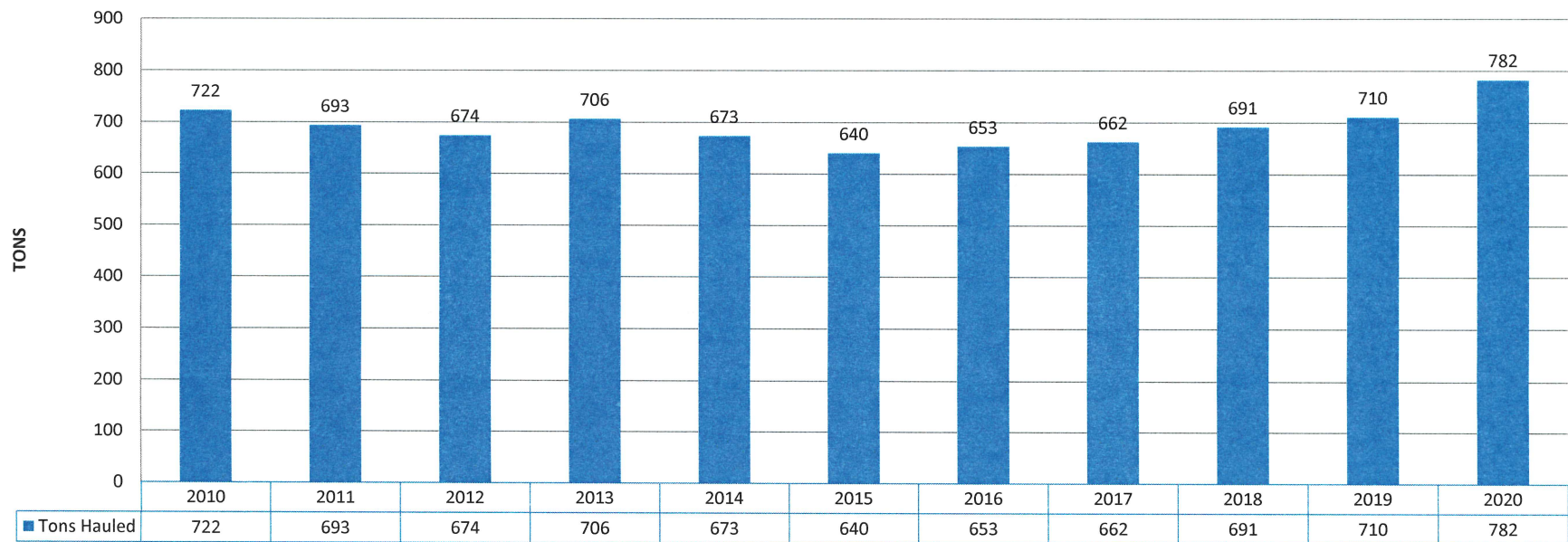


■ Soft Trash 782 Tons

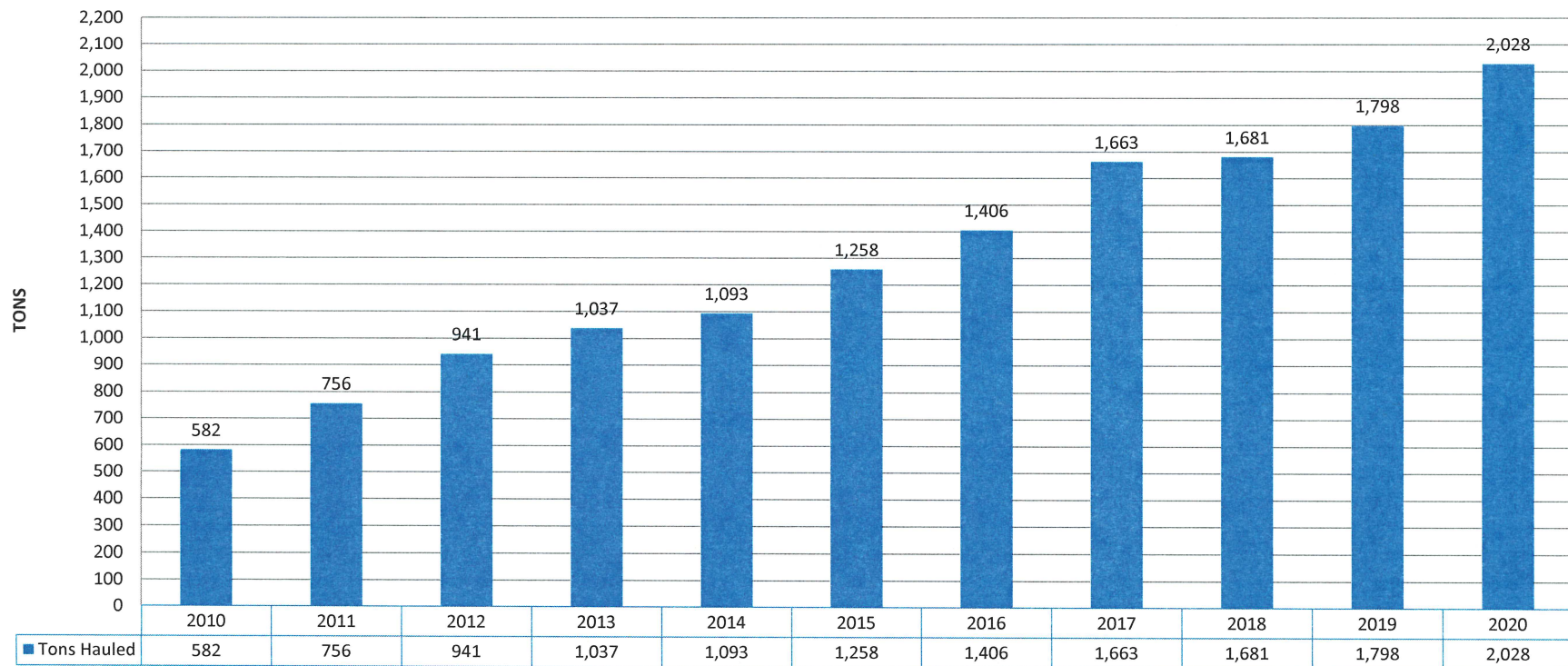
■ Furniture /Rubble 2,028 Tons

Soft Trash Collected at Kent County Drop-off Centers

Soft Trash (Trash Bags placed in Compactors)
Tonnages Collected at Kent County Facilities



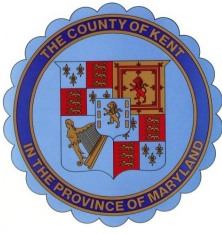
Bulk Materials (Furniture & Rubble) Collected at Kent County Drop-off Centers



Bulk material volume has increased 348% in 10 years. Growth does not reflect soft trash growth or population growth. This indicates that volume is likely coming from outside of County to take advantage of low tipping fee rates that are not tied to actual weight.

Tip Fee/Revenue Comparison

Fiscal Year	<u>Revenue</u> Coupon Book Sales	<u>Revenue</u> Sale of Recyclables	<u>Revenue</u> Recyclables & Coupons	MS II Tipping Fees
FY2012	\$107,668	\$35,921	\$143,589	\$87,465
FY2013	\$82,170	\$23,977	\$106,147	\$99,252
FY2014	\$76,266	\$22,955	\$99,221	\$100,607
FY2015	\$69,958	\$33,909	\$103,867	\$115,359
FY2016	\$79,846	\$22,588	\$102,434	\$122,471
FY2017	\$91,348	\$31,687	\$123,035	\$142,778
FY2018	\$86,785	\$27,998	\$114,783	\$153,049
FY2019	\$92,642	\$19,127	\$111,769	\$165,222
FY2020	\$118,853	\$15,902	\$134,755	\$174,576



AGENDA ITEM BRIEFING

Building and Parks Maintenance, Engineering 4/6/2021 Budget Work Session

Item Summary:

Jim Wright, County Engineer

ATTACHMENTS:

Description

Engineering - Public

Building Maintenance - Public

Grounds Maintenance - Public

Engineering

Budget Request

April 6, 2021 – 1:00 pm

Budget Summary - Engineering

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	150,045	150,045	167,320	17,275	11.5%
Benefits	51,827	51,827	56,416	4,589	8.9%
Operating	5,034	5,064	5,064	-	0.0%
Capital	-	-	-	-	0.0%
Grand Total	206,906	206,936	228,800	21,864	10.6%

Building Maintenance

Budget Request

April 6, 2021 – 1:00 pm

Budget Summary - Building Maintenance

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	256,790	274,790	263,266	(11,524)	-4.2%
Benefits	179,476	199,747	192,372	(7,375)	-3.7%
Operating	733,530	724,908	778,737	53,829	7.4%
Capital	159,256	216,484	466,675	250,191	115.6%
Grand Total	1,329,052	1,415,929	1,701,050	285,121	20.1%

Budget Highlights - Building Maintenance

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Repairs & Maintenance - Buildings	17,640
Repairs & Maintenance - Sewer Lines	8,000
Gas/Heating	6,000
Electric	5,921
HVAC Services	4,865
Other	11,403
	<u>53,829</u>
<u>Vehicles</u>	
Ford F-350	40,550
Plow setup for Ford F-350	2,125
	<u>42,675</u>
<u>Capital Projects</u>	
Public Safety Complex - feasibility study - phase 1 & 2 (\$283,550)	97,000
	<u>97,000</u>

Budget Highlights - Building Maintenance

Capital

Lynch - replace roof	6,500
Government Center - exterior painting	30,000
Court House - exterior painting	50,000
HVAC metasystem - update	90,000
Court House - Circuit Court replace HVAC system	70,000
Government Center - replace (2) HVAC units per year (42 total)	20,000
Detention Center - replace dislodged sidewalk	7,500
Government Center - replace dislodged sidewalk	3,000
Public Works Complex - storage building 20' x 20'	40,000
Court House - fence painting	8,500
Carpet cleaner/steamer	7,500
Government Center - repair basement foundation	15,000
Courthouse - repair brick parking lot	10,000
Public Works Complex - additional access card control points	10,000
Courthouse - repoint brick	10,000
Courthouse - replace carpet in Circuit Court and admin areas	34,000
Hearse House- exterior painting	12,000
	424,000

Grounds Maintenance

Budget Request

April 6, 2021 – 1:00 pm

Budget Summary - Grounds Maintenance

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	227,664	259,848	256,809	(3,039)	-1.2%
Benefits	123,740	168,796	153,804	(14,992)	-8.9%
Operating	126,728	126,835	135,898	9,063	7.1%
Capital	<u>172,379</u>	<u>157,111</u>	<u>162,819</u>	<u>5,708</u>	<u>3.6%</u>
Grand Total	<u>650,511</u>	<u>712,590</u>	<u>709,330</u>	<u>(3,260)</u>	<u>-0.5%</u>

Budget Highlights - Grounds Maintenance

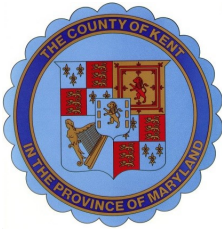
	<u>Inc/(Dec)</u>
<u>Operating</u>	
Repairs - mowers and paint stripers	4,000
Buildings & Grounds Maintenance - turf management	3,375
Rentals - toilets for Worton, Toal, Edesville and Betterton Parks	1,620
Electric	(2,000)
Gas/Heating	(3,000)
Other	<u>5,068</u>
	9,063

Budget Highlights - Grounds Maintenance

<u>Capital</u>	<u>Request</u>
Zero turn mowers (3)	57,000
Dump trailer	7,800
Air compressor	3,000
Sports field supplies	3,500
Millington Pool - replace fence	4,500
Chain saws (2)	1,200
Weed eaters & blowers	3,200
Portable tools	1,000
Edesville Park - install sidewalk	7,500
Athletic field aerator	30,000
Trash can lids (20)	2,500
	121,200
<u>Vehicles</u>	
Ford F-250	39,494
Plow setup for Ford F-250	2,125
	41,619

Budget Highlights - Grounds Maintenance

<u>Capital Projects</u>	<u>Request</u>
Recreation Maintenance Facility - renovations to existing facility	100,000
Recreation Maintenance Facility - parking lot paving	90,000
Recreation Maintenance Facility - landscaping	40,000
Design Services - shoreline protection Still Pond Park	265,000
	<u>495,000</u>



AGENDA ITEM BRIEFING

Information Systems 4/6/2021 Budget Work Session

Item Summary:

Scott Boone, Director

ATTACHMENTS:

Description

IT - Public

Information Systems

Budget Request

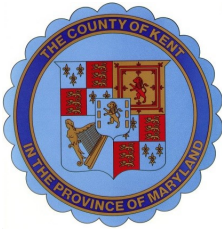
April 6, 2021 – 1:15 PM

Budget Summary - Information Systems

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	420,802	420,802	418,743	(2,059)	-0.5%
Benefits	181,253	181,253	192,927	11,674	6.4%
Operating	313,314	340,178	361,788	21,610	6.4%
Capital	<u>29,454</u>	<u>29,454</u>	<u>16,500</u>	<u>(12,954)</u>	<u>-44.0%</u>
Grand Total	<u><u>944,823</u></u>	<u><u>971,687</u></u>	<u><u>989,958</u></u>	<u><u>18,271</u></u>	<u><u>1.9%</u></u>

Budget Highlights - Information Systems

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Software Subscription- adobe licenses & vulnerability testing	11,990
Training and Education- restore funding & pending legislative action	10,000
Other	(380)
	21,610
<u>Capital Expenditures</u>	
Back up and recovery system - (anticipate trade-in value \$5,980)	16,500
	16,500
<u>Capital Projects</u>	
Computer Refresh - year 1 of 5	30,000
	30,000



AGENDA ITEM BRIEFING

Parks and Recreation 4/6/2021 Budget Work Session

Item Summary:

Myra Butler, Director

ATTACHMENTS:

Description

Parks & Rec - Public

Program Open Space - Public

Parks & Recreation

Budget Request

April 6, 2021 – 1:30 PM

Budget Summary - Parks & Recreation

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	549,925	550,213	771,828	221,615	40.3%
Benefits	216,156	216,178	265,313	49,135	22.7%
Operating	82,030	124,904	171,594	46,690	37.4%
Capital	<u>826</u>	<u>826</u>	<u>161,575</u>	<u>160,749</u>	<u>19461.1%</u>
Grand Total	<u><u>848,937</u></u>	<u><u>892,121</u></u>	<u><u>1,370,310</u></u>	<u><u>478,189</u></u>	<u><u>53.6%</u></u>

Budget Highlights - Parks & Recreation

Personnel

Inc/(Dec)

New Position - millington cashier - \$8,720

Minimum Wage Increase - 6% calendar year 2022

Operating

FY21 Program Budgets - reallocated to payroll bonus

Pool Concession Stand 12,207

Day Camp 7,771

Community Center Pool 7,091

Blue Crab Lacrosse Tournament 4,260

Leaders Club & Youth in Action 3,782

Millington Pool 3,306

38,417

Education/travel - see education/travel request

6,706

Other

1,567

46,690

Budget Highlights - Parks & Recreation

	<u>Request</u>
<u>Capital</u>	
Community Center - replaster shallow end of pool	35,000
Community Center - exercise equipment (2) treadmills	18,000
Millington Pool - pool replaster	45,000
Community Center - furniture	3,500
Community Center - pool storage shelving	5,000
 Leased Vehicles	
Chevrolet Equinox	21,300
12 Passenger Van	33,775
	161,575

Program Open Space

Budget Request

April 6, 2021 – 1:30 PM

Budget Summary - Program Open Space

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	25,000	25,000	25,000	-	0.0%
Capital	<u>205,000</u>	<u>205,000</u>	<u>-</u>	<u>(205,000)</u>	<u>100.0%</u>
Grand Total	<u><u>230,000</u></u>	<u><u>230,000</u></u>	<u><u>25,000</u></u>	<u><u>(205,000)</u></u>	<u><u>100.0%</u></u>

Budget Highlights - Program Open Space

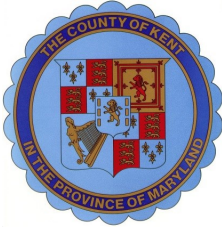
Capital Expenditures

Inc/(Dec)

Land Preservation, Parks & Recreation plan consultant
100% grant funded, Department of Agriculture

25,000

25,000



AGENDA ITEM BRIEFING

Planning, Housing, and Zoning 4/6/2021 Budget Work Session

Item Summary:

Bill Mackey, Director

ATTACHMENTS:

Description

Planning - Public

Planning & Zoning

Budget Request

April 6, 2021 – 1:45 PM

Budget Summary - Planning & Zoning

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	526,932	535,234	522,704	(12,530)	-2.3%
Benefits	262,318	270,431	276,820	6,389	2.4%
Operating	160,810	318,786	238,565	(80,221)	-25.2%
Capital	-	-	-	-	100.0%
Transfer to Grant Fund	-	-	27,500	27,500	100.0%
Grand Total	<u>950,060</u>	<u>1,124,451</u>	<u>1,065,589</u>	<u>(58,862)</u>	<u>-5.2%</u>

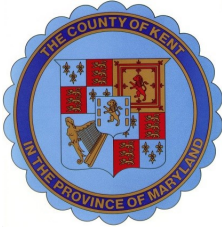
Budget Highlights - Planning & Zoning

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Professional Services - stormwater review consultant	(80,800)
Professional Services - Land Use Ordinance update advertising	(10,800)
Legal Services - planning commission & task force monthly meetings	3,000
Education - American Planning Association virtual conference	2,290
Travel/Meal/Lodging - see education-travel request	2,182
Other	3,907
	<u>(80,221)</u>

Budget Grant Funding Requests – Planning & Zoning

National Rural Historic Landscape district **\$20,000**

- **Grant to write application for designation**
- **Utilizing recent award-winning work by KCPA**
- **Maryland Historic Trust and/or Preservation Maryland**
- **Balances economic development with Comp Plan goals**
- **Matching funds pool to be ready to pursue grant application**



AGENDA ITEM BRIEFING

Local Management Board 4/6/2021 Budget Work Session

Item Summary:

Rosemary Ramsey-Granillo, Director

ATTACHMENTS:

Description

22 - Matching Funds & Grant Manager

LMB - Public

Matching Funds & Grant Manager

Budget Request

April 6, 2021 – 2:00 pm

CDBG Housing Grant – Matching Funds Request

CDBG Housing-Related Grant

\$15,000

- **Kent Attainable Housing**
- **Rebuilding Together Kent County**
- **\$300,000 combined grant request**
- **Partnering with LMB for management**
- **Eleventh House Solution to administer**

Grants Manager

Background

- Kent County grants revenue is lowest in the State.
- The county needs the infrastructure, capacity and vision to secure grants to diversify County revenue sources.
- Successful organizations have administrative coordinators, writers, and managers to complete applications and report to funders. Once established, the position coordinates the priorities and needs of the County.
- Current grant activity is fractured and lacks coordination to reduce duplicative efforts.
- A centralized grants office will provide guidance and prevent "reinventing the wheel" activity.

Grants Manager

Responsibilities

- Provides resources to Departments for identifying and developing applications, completing grant submissions, and administrative management of awards and contracts.
- Single point of contact for grant activity with grantors, finance, procurement, legal, and department heads.
- Tracks grant deliverables, timelines, and submits reports as required by the granting agency and the county.

Structure

- Position salary could potentially be covered by grant administrative fees as activity increases.
- New revenue stream(s)
- Increases County capacity to meet the increasing needs of residents
- Centralizes grant funding activity and coordinates efforts across divisions/departments

Local Management Board

Budget Request

April 6, 2021 – 2:00 PM

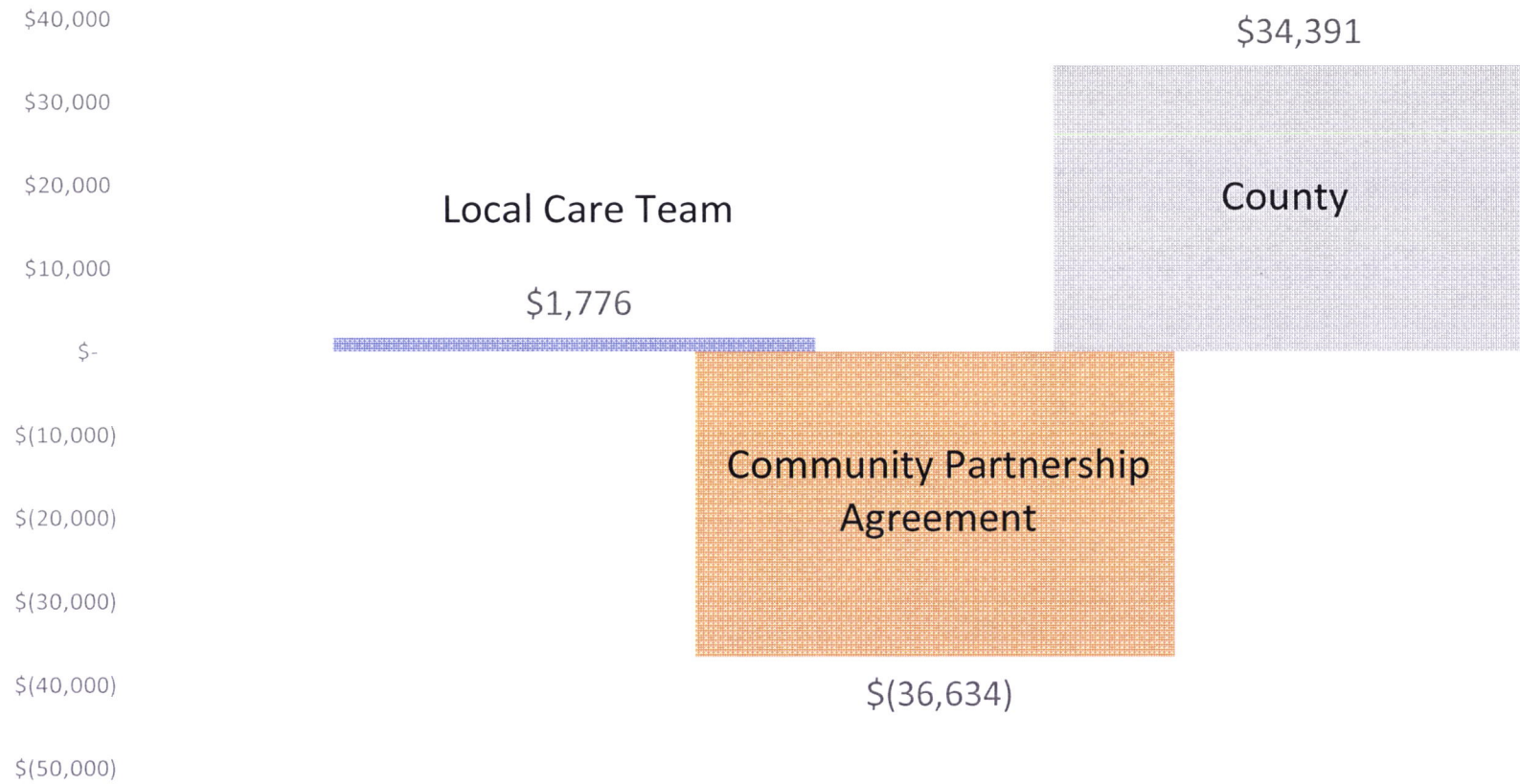
Budget Summary - Local Management Board

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	176,145	192,064	189,239	(2,825)	-1.5%
Benefits	72,094	77,696	90,963	13,267	17.1%
Operating	41,561	51,312	32,047	(19,265)	-37.5%
Programs	268,312	268,312	281,132	12,820	4.8%
Capital	1,500	1,500	-	(1,500)	-100.0%
Transfer to Grant Fund	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>	<u>0.0%</u>
Grand Total	<u><u>559,612</u></u>	<u><u>590,884</u></u>	<u><u>600,881</u></u>	<u><u>9,997</u></u>	<u><u>1.7%</u></u>

Funding Summary - Local Management Board

	<u>FY21 Projection</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Governor's Office of Crime Prevention, Youth & Victim Services	331,449	338,679	338,777	98	0.0%
Uppershore Regional Council	3,000	3,000	3,000	-	0.0%
Maryland State Department of Education	64,349	64,349	64,349	-	0.0%
Local Care Team	46,496	61,001	62,778	1,777	2.9%
Truancy Diversion	14,747	28,200	-	(28,200)	-100.0%
County	<u>99,571</u>	<u>95,655</u>	<u>131,977</u>	<u>36,322</u>	<u>38.0%</u>

Revenue Change between FY21 - FY22



Service Highlights - Local Management Board

Basic Needs Work Group

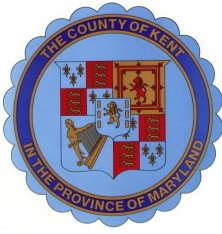
Housing and Transportation Coordinator building capacity to address needs, diversify revenue, coordinate strategies among private and public partners.

Healthy Families Home Visiting

Accredited and trauma-informed program will continue in its eighth year serving new parents in Kent County.

Trojan influence Afterschool Program at kent County Middle School

KCMS program targets students experiencing poverty to reduce achievement gap and improve attendance. Capacity to serve 90 students and includes transportation.



AGENDA ITEM BRIEFING

Kent Family Center 4/6/2021 Budget Work Session

Item Summary:

Lisa Mazingo, Director

ATTACHMENTS:

Description

KFC - Public

Kent Family Center

Budget Request

April 6, 2021 – 2:15 PM

Budget Summary - Kent Family Center

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	262,503	298,055	270,375	(27,680)	-9.3%
Benefits	70,518	77,132	75,815	(1,317)	-1.7%
Operating	77,655	89,107	83,357	(5,750)	-6.5%
Capital	3,800	3,800	-	(3,800)	-100.0%
Grand Total	414,476	468,094	429,547	(38,547)	-8.2%

Funding Summary - Kent Family Center

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Maryland Family Network	356,651	363,743	360,000	(3,743)	-1.0%
Judy Center	-	3,000	2,000	(1,000)	-33.3%
Community Donations	40	2,600	2,600	-	0.0%
Dodge Family Grant	-	26,499	-	(26,499)	-100.0%
County	<u>57,785</u>	<u>72,252</u>	<u>64,947</u>	<u>(7,305)</u>	<u>-10.1%</u>
Grand Total	<u><u>414,476</u></u>	<u><u>468,094</u></u>	<u><u>429,547</u></u>	<u><u>(38,547)</u></u>	<u><u>-8.2%</u></u>

Budget Highlights - Kent Family Center

Dodge Family Fund Grant - program suspended	(26,499)
County - salaries & benefits	(7,305)
Maryland Family Network	(3,743)
Judy Center	(1,000)
	(38,547)

Service Highlights - Kent Family Center

Provided uninterrupted support to 31 families throughout the pandemic

Weekly parent education and child development packets

Mental health support

Health information

Service linking and assistance navigating issues with other agencies (electric, rent, food, assistance, telehealth, developmental services for children , etc.

Provided virtual, community and home visiting programs and activities

Provided support to community programs and initiatives

Assisted at the community center with school lunch program

Delivered 30 meals per week for the Feed the Elderly initiative

Delivered food pantry bags to 10 families per week

Provided 2 staff people 1-2 days per week for vaccination clinics

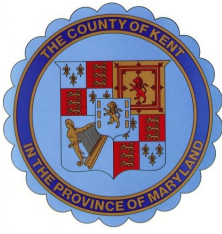
Hosted mobile food pantry

Service Highlights - Kent Family Center

Worked with KCPS to ensure that children received services from Infants and Toddlers

Provided space and support for visits with I/T staff

Offered transportation for visits



AGENDA ITEM BRIEFING

Human Resources 4/6/2021 Budget Work Session

Item Summary:

Marty Hale, Director

ATTACHMENTS:

Description

HR - Public

Insurance - Public

Human Resources

Budget Request

April 6, 2021 – 2:30 PM

Budget Summary - Human Resources

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	222,051	222,051	197,319	(24,732)	-11.1%
Benefits	101,063	113,063	110,890	(2,173)	-1.9%
Operating	22,107	39,913	60,555	20,642	51.7%
Capital	-	-	-	-	0.0%
Grand Total	345,221	375,027	368,764	(6,263)	-1.7%

Budget Highlights - Human Resources

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Education - bluewater training courses/modules	18,200
Travel - MACO conference and other training	3,762
Advertising	(2,479)
Other	1,159
	<u>20,642</u>

Insurance

Budget Request

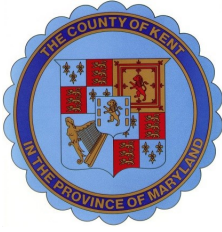
April 6, 2021 – 2:30 pm

Budget Summary - Insurance

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	222,801	213,005	252,209	39,204	18.4%
Capital	-	-	-	-	
Grand Total	222,801	213,005	252,209	39,204	18.4%

Budget Highlights - Insurance

<u>Operating</u>	<u>Inc/(Dec)</u>
General Liability	16,753
Auto	13,500
Multi Peril	12,500
Public Officials	1,511
Membership Credits	(11,000)
Other	5,940
	<u>39,204</u>



AGENDA ITEM BRIEFING

County Commissioners Office 4/6/2021 Budget Work Session

Item Summary:

Sondra Blackiston, Clerk and KATE Manager

ATTACHMENTS:

Description

County Commissioners - Public

County Commissioners Office - Public

Legal - Public

Alcohol & Tobacco Inspection - Public

County Commissioners

Budget Request

April 6, 2021 – 2:45 pm

Budget Summary - County Commissioners

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	60,000	60,000	60,000	-	0.0%
Benefits	68,166	81,421	70,554	(10,867)	-13.3%
Operating	30,018	19,658	30,018	10,360	52.7%
Capital	-	9,960	-	(9,960)	0.0%
Grand Total	158,184	171,039	160,572	(10,467)	-6.1%

Budget Highlights - County Commissioners

<u>Operating</u>	<u>Inc/(Dec)</u>
MACO Conference - no budget in FY21	9,960
Public Relations	400
	<u>10,360</u>

County Commissioners Office

Budget Request

April 6, 2021 – 2:45 PM

Budget Summary - County Commissioners Office

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	288,137	286,183	328,013	41,830	14.6%
Benefits	124,754	113,168	158,433	45,265	40.0%
Operating	21,511	24,355	21,622	(2,733)	-11.2%
Capital	29,809	30,000	-	(30,000)	100.0%
Grand Total	464,211	453,706	508,068	54,362	12.0%

Budget Highlights - County Commissioners Office

Salary & Benefits

Inc/(Dec)

New Position - Grants Manager - \$74,666

Operating

Reference Materials

(2,035)

Office Supplies

(500)

Other

(198)

(2,733)

Legal Services

Budget Request

April 6, 2021 – 2:45 PM

Budget Summary - Legal Services

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	55,715	55,715	57,820	2,105	3.8%
Capital	-	-	-	-	
Grand Total	<u>55,715</u>	<u>55,715</u>	<u>57,820</u>	<u>2,105</u>	<u>3.8%</u>

Budget Highlights - Legal Services

<u>Operating</u>	<u>Inc/(Dec)</u>
MACO Conference	2,320
Other	(215)
	<u>2,105</u>

Alcohol & Tobacco Inspection

Budget Request

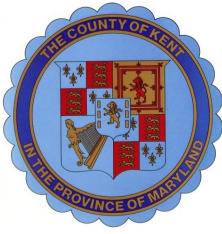
April 6, 2021 – 2:45 PM

Budget Summary - Alcohol & Tobacco Inspection

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	37,492	38,360	37,492	(868)	-2.3%
Benefits	5,241	4,914	4,744	(170)	-3.5%
Operating	3,468	5,118	5,017	(101)	-2.0%
Capital	-	-	25,525	25,525	0.0%
Grand Total	46,201	48,392	72,778	24,386	50.4%

Budget Highlights - Alcohol & Tobacco Inspection

<u>Operating</u>	<u>Inc/(Dec)</u>
Alcohol awareness supplies	(850)
Auto fuel	(400)
Enterprise Maintenance Fee	480
Other	669
	<u>(101)</u>
 <u>Capital</u>	
Dodge Durango	<u>25,525</u>



AGENDA ITEM BRIEFING

Office of Finance 4/6/2021 Budget Work Session

Item Summary:

Pat Merritt, Chief Financial Officer

ATTACHMENTS:

Description

Finance - Public

Office of Finance

Budget Request

April 6, 2021 – 3:00 pm

Budget Summary - Finance

	FY21 Projection	FY21 Budget	FY22 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	512,264	485,471	537,787	52,316	10.8%
Benefits	189,442	187,392	239,211	51,819	27.7%
Operating	53,258	57,399	54,724	(2,675)	-4.7%
Capital	1,140	1,140	12,911	11,771	1032.5%
Grand Total	756,104	731,402	844,633	113,231	15.5%

Budget Highlights - Finance

Personnel

Inc/(Dec)

New Position - Procurement & Grant Accounting - \$61,783

Operating

Office Equipment Maintenance - new inserter & postage meter

(2,719)

Other

44

(2,675)

Capital

Inserter - 13 years old requires frequent maintenance

9,623

Postage Meter

3,288

12,911