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

March 30, 2021

8:30 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

Circuit Court

The Honorable Harris P. Murphy

State's Attorney's Office

Bryan DiGregory, State's Attorney

Sheriff's Office

John Price, Sheriff

AGENDA ITEM BRIEFING

Meeting Announcement
3/30/2021
Budget Work Session

Item Summary:
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AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
3/30/2021
Budget Work Session

ATTACHMENTS:

Description

03.30.21 Budget Overview Public View

Budget Overview

Fiscal Year 2022

General Fund - Revenues

	FY21 Projection	FY21 Budget	FY22 Original Budget	INC/(DEC) $	INC/(DEC) %
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

	Inc/(Dec)
Income Tax	
Anticipates 0% growth over FY21 projection	**750,000**
Recordation & Property Transfer Taxes	
FY21 Projections up 50%, FY22 based on 3 year average	**108,630**
Property Tax	
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
Lease Proceeds	
Enterprise Leases	585,222
Computer Aided Dispatch Lease - FY21	(329,632)
	255,590

Budget Highlights - General Fund Revenues

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

General Fund - Expenditures

	FY21 Projection	FY21 Budget	FY22 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

Full Time	Part Time
Grants Manager	Intern
Procurement Manager	Seasonal Maintenance Worker
Pretial Officer	Millington Pool Cashier
Records Clerk Officer	Reserve Deputy - Courthouse
Dispatcher 1 (2)	
Division Chief - WWS	

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
Water Wastewater Services (3)	122,648
Weed Control (1)	41,619
Total	818,926

Budget Highlights - General Fund Expenditures

County Allocations

	Inc/(Dec)
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

	Inc/(Dec)
Transfers to Other Funds	
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)
	(389,529)
Debt Service	
FY2006 Public School Projects Debt	(646,074)
Vehicle Leases	162,977
Other	10,813
	(472,284)

AGENDA ITEM BRIEFING

Circuit Court
3/30/2021
Budget Work Session

Item Summary:
The Honorable Harris P. Murphy

AGENDA ITEM BRIEFING

State's Attorney's Office
3/30/2021
Budget Work Session

Item Summary:
Bryan DiGregory, State's Attorney

ATTACHMENTS:

Description

03.30.21 State's Attorney's Office - Public View

State's Attorney's Office

Budget Request

Budget Summary - State's Attorney's Office

	FY21 Projection	FY21 Budget	FY22 Budget	$ Inc/(Dec)	% Inc/-Dec
Salaries	546,090	555,629	557,334	1,705	0.3%
Benefits	212,670	197,272	215,170	17,898	9.1%
Operating	27,246	32,496	27,246	(5,250)	-16.2%
Capital	135	135	-	(135)	0.0%
Grand Total	**786,141**	**785,532**	**799,750**	**14,218**	**1.8%**

Budget Highlights - State's Attorney's Office

	Inc/(Dec)
Personnel	
Reclassification Request	5,154
Operating	
Software Maintenance - SUCO database management	(5,154)
Other	(96)
	(5,250)

AGENDA ITEM BRIEFING

Sheriff's Office
3/30/2021
Budget Work Session

Item Summary:
John Price, Sheriff

ATTACHMENTS:

Description

03.30.21 Sheriff's Office - Public View

Sheriff's Office

Budget Request

Budget Summary - Sheriff's Office

	FY21 Projection	FY21 Budget	FY22 Budget	$ Inc/(Dec)	% Inc/-Dec
Salaries	1,784,808	1,825,604	1,841,914	16,310	0.9%
Benefits	1,201,676	1,220,583	1,202,874	(17,709)	-1.5%
Operating	324,619	392,318	418,915	26,597	6.8%
Capital	100,307	50,658	243,994	193,336	381.6%
Grand Total	**3,411,410**	**3,489,163**	**3,707,697**	**218,534**	**6.3%**

Budget Highlights - Sheriff's Office

Personnel

Reserve Deputy - Courthouse

Operating Costs

Vehicle repairs- repair costs increasing to maintain aging fleet	18,100
Training & Travel - academy training & mandated training for tactical team	4,861
Other	3,636
	26,597

Capital

Protective Duty Vests (3)	3,600
Radar Unit - in car unit	2,000
	5,600

Leased Vehicles

Chevrolet Tahoe (2)	107,040
Equipment for Chevrolet Tahoe (2)	26,600
Ford Interceptor Utility (2)	78,154
Equipment for Interceptor Utility (2)	26,600
	238,394

Potential Legislation

Police Reform Bill

Personnel Detail

Kent County Sheriff's Office
Organizational Chart – January 7, 2021

- **Sheriff** John F. Price
  - **Acting Chief Deputy** Captain Dennis Hickman
    - **CID Commander** Lieutenant Stuart Lodge
      - **School Resource Deputy - KCHS** D/S Scott Metzbower
      - **School Resource Deputy - KCMS** CPL Nathan Blazejak
      - **CID** DFC Jordan Proudfoot
      - **KCNTF** SGT Scott Duhamell
      - **CID** CPL Vacant
      - **KCNTF** SGT Steve Linz
    - **Accreditation Manager** Tressa Ball
    - **Chaplains** Pastor James Van de Wal, Pastor William Carroll, Pastor Kevin White
    - **Services Division Supervisor** DFC Richard Strong
      - **Courthouse Security** SPO Thomas Knox, SPO Randy Ayres
      - **Government Bldg. Security** SPO Brian Pearsall
        - **Government Bldg. Security** Civilian Position- Vacant
    - **Administrative Support Unit** Kimberly Dixon, Natasha Mulford
    - **Patrol Commander** Lieutenant Harry Kettner
      - **Patrol Group #1** SGT. Joseph Watson, DFC Mike Piasecki, D/S Kasey Lindecamp
      - **Patrol Group #2** CPL Philip Trinks, DFC Parker Hudson, D/S Stacey Shockley
      - **Patrol Group #3** CPL Travis Manning, DFC David Nolan, DFC Aquil Freeman
      - **Patrol Group #4** SGT. Sean Maloney, CPL Scott Lockerman, DFC Collin Shockley, D/S Ryan Price
      - **Reserve Deputy** D/S Martin Holden
      - **Academy Recruits** 0 Positions

Approved: [signature] John F. Price, Sheriff   Date: 1-7-2021

5 Year Capital Plan

5 YEAR CAPITAL PLAN - SHERIFF'S OFFICE

	Projected FY21	FY22	FY23	FY24	FY25	FY26	Total
Capital Expenditures							
Handheld "Scout" radar units	2,800	-	-	-	-	-	2,800
In-car printers	1,000	-	-	-	-	-	1,000
Protective duty vests (6)	4,800	3,600	2,400	2,400	6,000	9,600	28,800
Tablets and accessories (6)	568	-	-	-	-	-	568
Gun safe	380	-	-	-	-	-	380
Printer vehicle kits (2)	925	-	-	-	-	-	925
Additional equipment for Enterprise vehicles*	-	-	39,900	39,900	26,600	26,600	133,000
Raptor in-car radar unit	-	2,000	2,000	1,000	1,000	2,000	8,000
	-	-	-	-	-	-	-
Total Capital Expenditures	10,473	5,600	44,300	43,300	33,600	38,200	175,473
Leased Vehicles							
Ford Interceptor Utility (2)	78,364	-	-	-	-	-	78,364
Additional equipment for Interceptor Utility (2)	11,470	-	-	-	-	-	11,470
Chevrolet Tahoe (2)	-	107,040	-	-	-	-	107,040
Additional equipment for Chevrolet Tahoe (2)	-	26,600	-	-	-	-	26,600
Ford Interceptor Utility (2)	-	78,154	-	-	-	-	78,154
Additional equipment for Interceptor Utility (2)	-	26,600	-	-	-	-	26,600
Total Leased Vehicles	89,834	238,394	-	-	-	-	328,228
Capital Projects							
	-	-	-	-	-	-	-
Total Capital Projects	-	-	-	-	-	-	-
Total Expenditures	100,307	243,994	44,300	43,300	33,600	38,200	503,701