

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

April 2, 2024

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

Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

Overview

Department Presentations

Office of Finance

Pat Merritt, Chief Financial Officer

State's Attorney's Office

Bryan DiGregory, State's Attorney

Circuit Court

The Honorable Harris P. Murphy

Sheriff's Office

Dennis Hickman, Sheriff

Election Office

Cheemoandia Blake

Detention Center

Captain Allan Haniffee, Acting Warden

Office of Emergency Services, Emergency Medical Services, Communications

Pete Landon, Director

Public Works Administration, Weed Control, Vehicle Leasing

Dan Mattson, Director

Water and Wastewater Division

Dan Mattson, Director

LUNCH

County Roads

Dan Mattson, Director

Environmental Operations, Public Landings, Bayside Landing

Dan Mattson, Director

Building and Grounds Maintenance, Engineering

Dan Mattson, 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

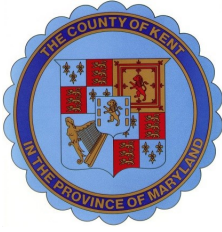
Lisa Mazingo, Director

Human Resources

Jim Miller, Director

County Commissioners Office

Sondra Blackiston, Clerk and Kate Manager



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance 4/2/2024 Budget Work Session

Item Summary:

Overview

ATTACHMENTS:

Description

1 - Overview

Revenues

	FY24 Projection	FY24 Budget	FY25 Budget	Inc/(Dec) \$	%
Property Tax	34,052,024	34,046,285	35,885,276	1,838,991	5.4%
Income Tax	17,260,000	17,260,000	17,260,000	-	0.0%
Recordation	1,618,568	1,265,000	1,456,711	191,711	15.2%
Property Transfer	945,654	740,000	851,088	111,088	15.0%
Intergovernmental	1,836,036	1,846,151	1,666,048	(180,103)	-9.8%
Other Taxes	496,530	543,000	597,100	54,100	10.0%
License & Permits	360,228	343,228	373,742	30,514	8.9%
Service Charges	625,913	640,613	604,190	(36,423)	-5.7%
Lease Proceeds	717,535	761,703	290,000	(471,703)	-61.9%
Transfers In	0	0	0	-	0.0%
Other	1,403,020	705,854	1,074,268	368,414	52.2%
Total Revenues	59,315,508	58,151,834	60,058,423	1,906,589	3.3%

Expenditures

	FY24 Projection	FY24 Budget	FY25 Budget	Inc/Dec \$	%
Public Schools	19,654,557	19,654,557	20,833,870	1,179,313	6.0%
Salaries	13,161,056	13,916,190	15,519,725	1,603,535	11.5%
Benefits	7,479,509	8,007,023	8,471,481	464,458	5.8%
Capital	1,521,144	1,539,124	2,235,379	696,255	45.2%
Leased Capital	600,526	611,820	350,715	(261,105)	-42.7%
County Allocations	4,983,325	5,006,170	5,539,526	533,356	10.7%
Operating	6,944,461	7,291,376	7,842,458	551,082	7.6%
Transfers	1,596,275	3,223,904	6,134,196	2,910,292	90.3%
Contingency	400,000	400,000	400,000	-	0.0%
Debt Service	1,362,691	1,419,217	1,269,694	(149,523)	-10.5%
Total Expenditures	57,703,544	61,069,381	68,597,044	7,527,663	12.3%
Surplus/(Deficit)	1,611,964	(2,917,547)	(8,538,621)	(5,621,074)	192.7%

Revenue Highlights

Property Tax

Assessments - 5.6% increase

Utilities

Homestead Credit

Other

Inc/(Dec)

1,842,435

179,642

(165,615)

(17,471)

1,838,991

Other

Interest Income - higher rates

Sale of Assets

Other

416,993

(22,738)

(25,841)

368,414

Recordation & Property Transfer Taxes

15% increase from FY24 budget

10% decrease from FY24 projection

302,799

Revenue Highlights

Other Taxes

Short Term Rental Tax	50,000
Other	4,100
	<hr/>
	54,100

Lease Proceeds (761,703)

FY25 vehicle leases not available

Intergovernmental

Highway Users Funding	133,817
Municipal Ambulance Revenue	(34,500)
Pass Through Grants	(44,400)
State Blueprint Funding	(250,000)
Other	14,980
	<hr/>
	(180,103)

Expenditure Highlights

Kent County Public Schools

Inc/(Dec)

Minimum Local Appropriation - \$19,901,526

246,969

Additional Request

932,344

1,179,313

Expenditure Highlights

Salaries

Inc/(Dec)

New Positions (8)

453,092

EMT-B (4)

Paramedic Instructor

Grant Manager

Housing & Transportation Coordinator

Prosecutor

Salary Increase - 6%

871,375

Full Year Impact of January 2024 Increase

155,360

Turnover

42,982

Other

80,726

1,603,535

Expenditure Highlights

Benefits

Inc/(Dec)

New Positions (8)	330,613
Workers Compensation - preliminary quote	123,872
Health - 10% increase, preliminary quote	381,586
Pension - rate increase	342,680
Payroll Taxes	91,878
Correctional Officer Retirement System	(770,510)
Other	(35,661)
	464,458

Expenditure Highlights

County Allocations

Inc/(Dec)

Bayside HOYAS	108,780
Chesapeake College	97,486
Public Library	84,566
Delmarva Community Services	58,962
Volunteer Fire Companies	58,081
Kent Center	55,807
Upper Shore Aging	31,417
Humane Society	24,560
WCTR	24,997
Greater Rock Hall Business Association	20,000
Health Department	(59,862)
All Other Agencies	28,562
	533,356

Expenditure Highlights

Operating

Inc/(Dec)

Detention Center	175,650
Election Office	105,653
Building & Grounds Maintenance	56,509
Information Systems	52,609
Environmental Operations	49,525
County Commissioners	38,103
General Services	35,095
Human Resources	33,072
Roads	30,348
Sheriff's Office	(35,504)
Planning	(42,971)
All Other Agencies	52,993
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	551,082

Expenditure Highlights

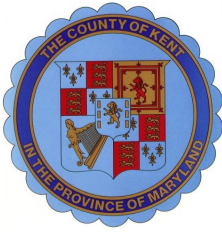
Transfers to Other Funds

Inc/(Dec)

Capital Projects	2,974,761
Kent Family Center	111,254
Local Management Board	20,719
Water & Wastewater Services	(170,458)
Other	(25,984)
	<hr/>
	2,910,292

Expenditure Highlights

<u>Capital</u>	<u>\$</u>
Public Works	
Roads	1,251,577
Environmental Operations	359,500
Building & Grounds Maintenance	259,838
	<u>1,870,915</u>
Public Safety	
Sheriff's Office	33,250
Detention Center	30,000
Emergency Medical Services	20,000
	<u>83,250</u>
Other	
Planning	
Information Systems	128,400
Recreation	85,000
Circuit Court	67,814
	<u>281,214</u>
	<u><u>2,235,379</u></u>



AGENDA ITEM BRIEFING

Office of Finance 4/2/2024 Budget Work Session

Item Summary:

Pat Merritt, Chief Financial Officer

ATTACHMENTS:

Description

0 - Finance - Public



Office of Finance

Budget Request

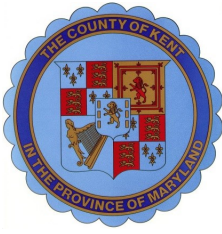
April 2, 2024 – 10:00 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	604,478	605,293	650,727	45,434	7.5%
Benefits	257,193	271,621	283,979	12,358	4.5%
Operating	99,425	96,496	102,966	6,470	6.7%
Capital	-	-	-	-	
Grand Total	961,096	973,410	1,037,672	64,262	6.6%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Postage - postal rate increase to \$.64	2,500
IT Services - homestead program billing increase	2,350
Actuarial Services - cost increase	1,000
Auditors - contract increase	900
Other	(280)
	6,470



AGENDA ITEM BRIEFING

State's Attorney's Office 4/2/2024 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

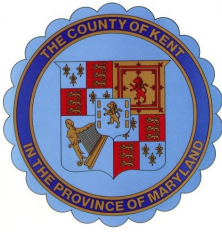
April 2, 2024 – 10:15 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	634,892	641,585	764,247	122,662	19.1%
Benefits	256,303	277,789	305,963	28,174	10.1%
Operating	32,415	32,415	38,029	5,614	17.3%
Capital	-	-	-	-	0.0%
Grand Total	923,610	951,789	1,108,239	156,450	16.4%

Highlights

	<u>Inc/(Dec)</u>
<u>New Position</u>	
Prosecutor - \$80,000 salary, \$44,725 benefits	124,725
<u>Operating</u>	
Cell Phones - 3 additional cell phones	2,764
Printing & Copying - replace 2 printers and 1 scanner	1,850
Shredding	1,000
Other	-
	<u>5,614</u>



AGENDA ITEM BRIEFING

Circuit Court 4/2/2024 Budget Work Session

Item Summary:

The Honorable Harris P. Murphy

ATTACHMENTS:

Description

3 - Circuit Court - Public



Circuit Court

Budget Request

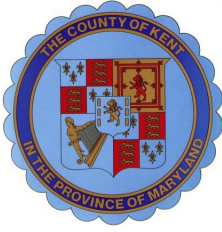
April 2, 2024 – 10:30 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	193,787	193,787	217,632	23,845	12.3%
Benefits	105,456	105,456	117,496	12,040	11.4%
Operating	62,957	64,200	64,640	440	0.7%
Capital	16,888	61,237	67,814	6,577	10.7%
Grand Total	379,088	424,680	467,582	42,902	10.1%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
CourtSmart Maintenance - increase for new system	500
Other	(60)
	<u>440</u>
<u>Capital</u>	
Court House - lobby expansion design & construction	36,237
CourtSmart System - replacement	31,577
	<u>67,814</u>



AGENDA ITEM BRIEFING

Sheriff's Office 4/2/2024 Budget Work Session

Item Summary:

Dennis Hickman, Sheriff

ATTACHMENTS:

Description

4 - Sheriff's Office - Public



Sheriff's Office

Budget Request

April 2, 2024 –10:45 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	2,207,256	2,299,967	2,424,417	124,450	5.4%
Benefits	1,552,952	1,602,985	1,663,068	60,083	3.7%
Operating	401,834	467,431	431,927	(35,504)	-7.6%
Capital	3,683	7,517	33,250	25,733	342.3%
Capital Leases	472,330	445,395	350,715	(94,680)	-21.3%
Grand Total	4,638,055	4,823,295	4,903,377	80,082	1.7%

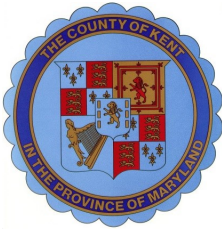
Note - Capital Lease figures are preliminary

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Vehicle Services - increased costs of maintaining vehicles	4,329
Veterinarian - legislative mandated retiring of K9s	2,850
Covert Vehicle Rental - full year in FY25	2,700
Training-K9 - reduced number of K9 from 4 to 2	(3,550)
Education-Seminar/Conference - tactical team training, entrance level academy in-service training for deputies	(5,786)
Dues/Fees/Licenses - reduced number of K9 from 4 to 2	(8,238)
Body Cameras	(29,938)
Other	2,129
	(35,504)

Highlights

	<u>Amount</u>
<u>Capital</u>	
Protective duty vests - 2 new deputies	4,000
Tasers (6) - with certification training and training aid	<u>29,250</u>
	33,250
<u>Capital Leases</u>	
Vehicles - (5) Tahoes	290,000
Vehicle Equipment - (5) Tahoes	<u>60,715</u>
	350,715



AGENDA ITEM BRIEFING

Election Office 4/2/2024 Budget Work Session

Item Summary:

Cheemoandia Blake

ATTACHMENTS:

Description

5 - Board of Elections - Public



Kent County Board of Elections

Budget Request

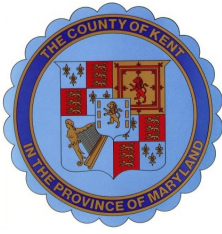
April 2, 2024 – 11:00 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	247,025	322,086	391,259	69,173	21.5%
Benefits	90,777	133,512	146,564	13,052	9.8%
Operating	246,973	250,177	355,830	105,653	42.2%
Capital	-	18,375	-	(18,375)	0.0%
Grand Total	584,775	724,150	893,653	169,503	23.4%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Rent Office Space - moving from 3,000 to 8,000 sq ft office space	72,353
Rent - Voting Machines	28,021
Rent - Polling Locations	4,000
Electric - moving to 8,000 sq ft office space	3,500
Other	(2,221)
	<u>105,653</u>



AGENDA ITEM BRIEFING

Detention Center 4/2/2024 Budget Work Session

Item Summary:

Captain Allan Haniffee, Acting Warden

ATTACHMENTS:

Description

6 - Detention Center - Public



Detention Center

Budget Request

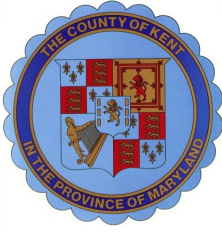
April 2, 2024 –11:15 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,711,492	1,778,550	1,889,576	111,026	6.2%
Benefits	966,430	1,006,698	1,190,517	183,819	18.3%
Operating	1,184,450	1,231,330	1,406,980	175,650	14.3%
Capital	6,470	9,645	30,000	20,355	211.0%
Grand Total	3,868,842	4,026,223	4,517,073	490,850	12.2%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Medical & Mental Health Services	176,345
3% contract increase - \$22,250	
Potential grant funding for other increases	
Medical Supplies	8,924
Professional Services - clinical research assistant	5,900
Inmate Urine Testing	4,810
Prisoner Food - prisoner count	(23,386)
Other	3,057
	<u>175,650</u>
<u>Capital</u>	<u>Amount</u>
Main Office Renovation	30,000



AGENDA ITEM BRIEFING

Office of Emergency Services, Emergency Medical Services, Communications 4/2/2024 Budget Work Session

Item Summary:

Pete Landon, Director

ATTACHMENTS:

Description

7 - Office of Emergency Services - Public

8 - EMS - Public

9 - Communications - Public



Office of Emergency Services

Budget Request

April 2, 2024 – 11:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	130,800	121,041	161,056	40,015	33.1%
Benefits	58,681	118,297	88,528	(29,769)	-25.2%
Operating	23,866	21,952	24,212	2,260	10.3%
Capital	-	-	-	-	0.0%
Grand Total	213,347	261,290	273,796	12,506	4.8%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Emergency Notification System - increase in pricing	1,860
IT Services - increase in vendor pricing	400
Other	-
	<u>2,260</u>



Emergency Medical Services

Budget Request

April 2, 2024 –11:30 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,434,118	1,353,043	1,689,549	336,506	24.9%
Benefits	621,995	636,761	931,374	294,613	46.3%
Operating	137,756	144,647	160,004	15,357	10.6%
Capital	298,430	298,431	20,000	(278,431)	-93.3%
Capital Leases	128,196	122,157	-	(122,157)	-100.0%
Grand Total	2,620,495	2,555,039	2,800,927	245,888	9.6%

Highlights

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
New Positions:	
(1) Paramedic Instructor (\$55,460 salary, \$41,765 benefits)	97,225
(4) EMT-B (\$46,395 salary, \$39,660 benefits)	344,216
<u>Operating</u>	
Uniforms - replacement of expired PPE equipment	10,000
Education - in-house training materials, equipment, and supplies	5,000
Software - increase cost of license fees	1,184
Medical Equipment Services - Zoll, lifepak	(2,896)
Other	2,069
	<u>15,357</u>

Highlights

	<u>Amount</u>
<u>Capital</u>	
iPads/cushions/cases - vehicles (8)	8,000
Automatic External Defibrillators (5) - FY24 grant \$18,407	12,000
	20,000



Communications

Budget Request

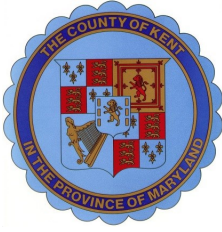
April 2, 2024 –11:30 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	860,144	870,144	931,824	61,680	7.1%
Benefits	386,290	383,998	457,566	73,568	19.2%
Operating	156,693	156,425	167,066	10,641	6.8%
Capital	-	-	-	-	0.0%
Grand Total	1,403,127	1,410,567	1,556,456	145,889	10.3%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
IT Services - motorola price increases	11,623
Communication - phone allocation	(1,500)
Other	518
	<u>10,641</u>
	<u>Amount</u>
<u>Capital Projects</u>	
Radio Console - back-up 911 center (obsolete equipment)	380,000



AGENDA ITEM BRIEFING

Public Works Administration, Weed Control, Vehicle Leasing 4/2/2024 Budget Work Session

Item Summary:

Dan Mattson, Director

ATTACHMENTS:

Description

10- Public Works Administration - Public

11 - Weed Control - Public



Public Works Administration

Budget Request

April 2, 2024 – 11:45 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	400,000	428,386	456,103	27,717	6.5%
Benefits	148,628	151,565	179,993	28,428	18.8%
Operating	13,799	16,761	18,061	1,300	7.8%
Capital	-	-	-	-	0.0%
Grand Total	562,427	596,712	654,157	57,445	9.6%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Safety Shoes/Boots - 52 employees (\$100 to \$150)	3,000
Cell Phones - Employees	(200)
Vehicle Services - one-time FY24 purchase of radio tuner	(1,571)
Other	71
	<u>1,300</u>



Weed Control

Budget Request

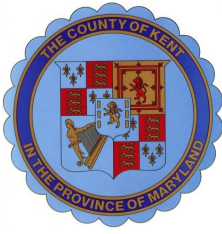
April 2, 2024 – 11:45 am

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	10,000	41,525	41,525	-	0.0%
Benefits	2,405	9,738	10,008	270	2.8%
Operating	2,211	6,963	6,963	-	0.0%
Capital	250	-	-	-	0.0%
Capital Leases	14,841	14,842	11,537	(3,305)	-22.3%
Grand Total	29,707	73,068	70,033	(3,035)	-4.2%

Highlights

	<u>FY24 Projection</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
Revenue	9,500	38,000	38,000
Expenditures	<u>29,707</u>	<u>73,068</u>	<u>70,033</u>
Net	<u>(20,207)</u>	<u>(35,068)</u>	<u>(32,033)</u>
Fund Balance	<u>41,618</u>	<u>26,757</u>	<u>9,585</u>



AGENDA ITEM BRIEFING

Water and Wastewater Division 4/2/2024 Budget Work Session

Item Summary:

Dan Mattson, Director

ATTACHMENTS:

Description

13 - WWS - Public



Water & Wastewater Services

Budget Request

April 2, 2024 – 12:00 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Revenues					
Water	734,034	728,251	755,152	26,901	3.7%
Sewer	1,786,403	1,780,382	1,848,336	67,954	3.8%
Septage	191,034	188,275	183,900	(4,375)	-2.3%
Debt Proceeds	60,225	39,410	-	(39,410)	-100.0%
Contracted Services	90,090	90,088	90,999	911	1.0%
Other	43,893	11,756	600	(11,156)	-94.9%
Total Revenues	2,905,679	2,838,162	2,878,987	40,825	1.4%
Expenses					
Salaries	833,317	900,775	989,151	88,376	9.8%
Benefits	432,578	542,366	595,951	53,585	9.9%
Contracted Services (salaries & benefits)	49,485	47,174	59,042	11,868	25.2%
Operating	1,752,598	1,667,733	1,903,716	235,983	14.1%
Major Repairs & Expenses	95,498	537,000	188,675	(348,325)	-64.9%
Debt	943,152	943,152	796,272	(146,880)	-15.6%
Reserves	66,433	77,596	78,467	871	1.1%
Capital	83,310	49,610	14,065	(35,545)	-71.6%
Total Expenses	4,256,371	4,765,406	4,625,339	(140,067)	-2.9%
Transfers					
In - Operating/General Fund	1,350,692	1,927,244	1,746,352	(180,892)	-9.4%
Total Transfer In/(Out)	1,350,692	1,927,244	1,746,352	(180,892)	-9.4%
Subsidy %	31.7%	40.4%	37.8%		
Subsidy % - excluding major repairs	30.2%	32.9%	35.1%		

Highlights

<u>Revenues</u>	<u>Inc/(Dec)</u>
Water and Sewer Fees - 4% rate increase	94,855
Septic Hauler Fees	(4,375)
Debt Proceeds - do not anticipate leasing any additional vehicles	(39,410)
Other - Sale of equipment - no budget for FY2025	(10,245)
	<u>40,825</u>
 <u>Salaries & Benefits/Contracted Services</u>	
Salaries - 6% salary increase	88,376
Benefits - health and pension increases	53,585
	<u>141,961</u>
 <u>Operating</u>	
Maintenance Grinder Pumps - replacing 70 units FY25 (50 units in FY24)	64,240
Electric	53,624
Chemicals - significant increases in chemical costs	50,366
Sewer Agreement Fee - Town's expenses increasing	40,787
Machinery and Equipment - increased repair costs; aging equipment	15,539
Supply Grinder Pumps - resale pumps; do not budget as cannot anticipate	(11,156)
Other	22,583
	<u>235,983</u>
 <u>Major Repairs</u> - see next page for details	 (348,325)
 <u>Debt</u>	
Maryland Water Quality Loan refinance - Paid in full FY2024	(117,959)
Maryland Water Quality Loan Allen's Lane - To be paid in full FY2025	(29,055)
Other	134
	<u>(146,880)</u>

Highlights

Major Repairs and Expenses

Well redevelopment program	40,000
Pump stations - pump replacement program	28,000
Worton Wastewater Treatment Plant - replace electrical wiring	50,000
Fairlee Water Treatment Plant - design/replace actuator valve & repair piping	15,000
Tolchester Wastewater Treatment Plant - replace control valves	19,000
Pump Station SCADA Upgrades - convert remainder of locations	36,675
	<hr/>
	188,675
	<hr/>

Capital

Sewer jetter camera nozzle	14,065
	<hr/>
	14,065
	<hr/>

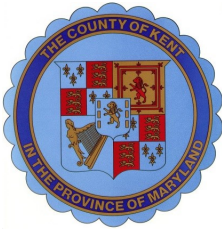
Highlights

Worton Water & Sewer Service Extension

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

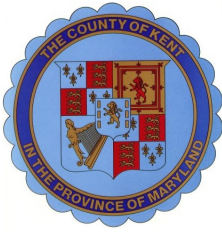
Millington Wastewater Treatment Facility design

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 4/2/2024 Budget Work Session



AGENDA ITEM BRIEFING

County Roads 4/2/2024 Budget Work Session

Item Summary:

Dan Mattson, Director

ATTACHMENTS:

Description

14 - Roads - Public



Roads

Budget Request

April 2, 2024 – 1:00 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	1,217,143	1,401,785	1,547,258	145,473	10.4%
Benefits	656,882	755,037	927,027	171,990	22.8%
Operating	950,095	1,020,295	1,050,443	30,148	3.0%
Capital	984,445	914,245	1,251,577	337,332	36.9%
Grand Total	3,808,565	4,091,362	4,776,305	684,943	16.7%

Highlights

Personnel

Reclassifications - MEOI to MEOII

Inc/(Dec)

1,989

Operating

Machinery/Equipment Service - FY24 maintenance delayed to FY25

18,000

Winter Roadway Treatment- increased salt content in sand

14,090

Machinery/Equipment Supply - parts price have increased

4,000

Training

(2,131)

CDL Training

(3,625)

Diesel Fuel - 90,000 gallons @ \$3.80 a gallon

(8,444)

Other

8,258

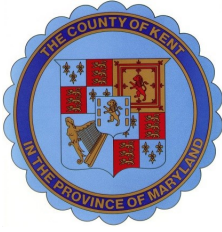
30,148

Highlights

<u>Capital</u>	<u>Amount</u>
Standard cab dump truck	187,500
Bucket Truck - used	100,000
Tractor with A-Boom - to maintain safe site distance along roadways	228,000
Paving Project	239,700
Camp Road - \$40,000	
Daves Hill Road - \$100,000	
Mill Lane and Lee Avenue - \$61,600	
Kent Mill Drive - \$38,100	
Surface treatment various roads - \$336,377 less \$64,998 State Aid	271,379
Village of Kennedyville Stormwater & Roadway Improvements	160,000
	1,186,579
 <u>Capital Projects</u>	
Design Lambson Forest Rd bridge - \$400,000 less 80% State funds	34,668
Repair Lambson Forest Rd bridge - \$1,000,000 less 80% State funds	200,000
	234,668

Highlights

	Tree Trimming Winter & Spring	Culvert Pipe Installation Year Round	Tar & Chip Operations Summer & Fall	Mowing Year Round	Mowing Apr-Nov
Crew Leader Pickup	1	1	1		
Bucket Truck	1				
Dump Truck/Brush Chipper	1				
Traffic Control	2	2	2		
Tree Trimmer/ Bucket Tk	1				
Retreiving limbs to brush chipper	3				
Gradall		1			
Dump Truck/haul materials		3	1		
Hand work assist with pipe		2			
Dump Truck/Tar Distributor			1		
Dump Truck/Steel Roller			1		
Hand work stone on patches			3		
JD Tractor A-Boom				1	
JD Tractor Mowers					2
Total MEO's needed	9	9	9	1	2



AGENDA ITEM BRIEFING

Environmental Operations, Public Landings, Bayside Landing 4/2/2024 Budget Work Session

Item Summary:

Dan Mattson, Director

ATTACHMENTS:

Description

15 - Environmental Operations - Public

16 - Public Landings - Public

17 - Bayside Landing - Public



Environmental Operations

Budget Request

April 2, 2024 – 1:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	321,819	403,845	432,059	28,214	7.0%
Benefits	142,414	186,900	236,174	49,274	26.4%
Operating	544,558	556,882	606,407	49,525	8.9%
Capital	-	-	359,500	359,500	100.0%
Grand Total	1,008,791	1,147,627	1,634,140	486,513	42.4%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Ground Water Monitoring - required testing at Nicholson and Dulin	37,349
Tipping Fees - increasing from \$69.50 to \$70.00 per ton	8,000
Building & Grounds Services - Aptim gas flare monitoring	1,765
Other	2,411
	<u>49,525</u>
 <u>Capital</u>	 <u>Amount</u>
Roll-off Truck - with hoist system	300,000
Nicholson - surface treat roadway	59,500
	<u>359,500</u>
 <u>Capital Projects</u>	
Nicholson Water Treatment Plant Upgrade	4,033,159
- \$4,239,524 less USDA loan \$206,365	



Public Landings

Budget Request

April 2, 2024 – 1:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	40,047	58,717	74,390	15,673	26.7%
Benefits	23,625	28,031	33,458	5,427	19.4%
Operating	14,255	13,919	14,734	815	5.9%
Capital	9,225	9,225	-	(9,225)	100.0%
Grand Total	87,152	109,892	122,582	12,690	11.5%

Highlights

Operating

Surveyor - survey (1) public landing per year

Electric

Inc/(Dec)

475

340

815



Bayside Landing

Budget Request

April 2, 2024 – 1:15 pm

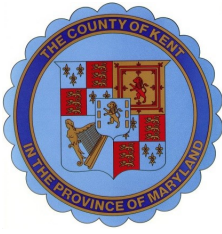
Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	17,113	17,113	20,765	3,652	21.3%
Benefits	2,130	2,130	2,518	388	18.2%
Operating	18,435	18,435	18,655	220	1.2%
Capital	1,489	1,500	1,200	(300)	-20.0%
Grand Total	39,167	39,178	43,138	3,960	10.1%

Highlights

	<u>Inc/(Dec)</u>
<u>Life Guards</u>	
Head Life Guard - proposing 11% increase (\$18.01 to \$20.00)	2,134
Life Guard - proposing 5.4% increase (\$16.97 to \$17.88)	1,491
<u>Operating</u>	
Recreation Supplies - increase in chemical costs	220
<u>Capital</u>	<u>Amount</u>
Pool Pump	1,200
<u>Capital Projects</u>	
Replace Piers and Bulkhead - \$1,002,700 less \$391,350 grant*	611,350

*At the end of FY2023, there was just under \$77,000 of fund balance that could be utilized for this project. In addition there is the potential for this grant to be increased by the DNR to 50/50 funding which would save the County an additional \$110,000



AGENDA ITEM BRIEFING

Building and Grounds Maintenance, Engineering 4/2/2024 Budget Work Session

Item Summary:

Dan Mattson, Director

ATTACHMENTS:

Description

18 - Building Maintenance - Public

19 - Grounds Maintenance - Public



Building Maintenance

Budget Request

April 2, 2024 – 1:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	117,373	188,252	221,787	33,535	17.8%
Benefits	81,383	83,578	127,604	44,026	52.7%
Operating	953,553	980,121	1,020,026	39,905	4.1%
Capital	48,617	48,617	222,338	173,721	357.3%
Grand Total	1,200,926	1,300,568	1,591,755	291,187	22.4%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
HVAC Maintenance -year 3 of 5 year contract, 5% increase in service	11,487
Fuel Oil - fluctuating heating fuel costs for a 10,000 gallon tank	10,000
Building Supplies - price & quantity increases for aging buildings	3,544
Office Space Rental - contract increase	3,239
Tools - purchase hand tools, shop vacuum, power washer	2,700
Water/Sewer Services - increase in water usage and rate	2,400
Other	6,535
	39,905

Highlights

	<u>Amount</u>
<u>Capital</u>	
Government Center - replace (2) HVAC units per year (42 total)	27,015
Court House - replace (3) HVAC units per year (54 total)	40,523
Chestertown Library Roof - replace 20 year old roof that leaks	133,000
Government Center - replace (3) deteriorating windows	10,000
Government Center - structural evaluation & recommendations	1,800
Dump Trailer - for leaf vacuum	10,000
	<u>222,338</u>
<u>Capital Projects</u>	
EMS Facility - construction	650,000
Midshore Regional Detention Center	210,833
911 & Sheriff's Office Facility	<u>unknown</u>
	860,833



Grounds Maintenance

Budget Request

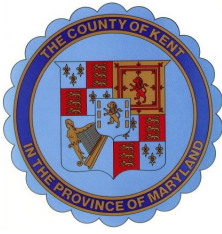
April 2, 2024 – 1:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	211,968	237,489	259,277	21,788	9.2%
Benefits	131,020	138,261	148,394	10,133	7.3%
Operating	127,769	129,983	146,587	16,604	12.8%
Capital	-	-	37,500	37,500	100.0%
Grand Total	470,757	505,733	591,758	86,025	17.0%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Water & Sewer Services - increased water usage	6,076
Recreation Supplies - playground mulch, volleyball court sand	5,550
Repair Services - increased repairs to parks & 2 buildings	3,112
Repair Supplies - parts prices, increased use of mowers	1,150
Vehicle Services - reduced # of vehicles	(1,500)
Other	2,216
	16,604
<u>Capital</u>	<u>Amount</u>
72" Front Mount Mower - \$37,500 less \$2,500 trade in	35,000



AGENDA ITEM BRIEFING

Information Technology 4/2/2024 Budget Work Session

Item Summary:

Scott Boone, Director

ATTACHMENTS:

Description

20 - IT - Public



Information Technology

Budget Request

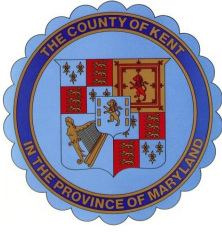
April 2, 2024 – 1:45 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	477,400	475,756	508,958	33,202	7.0%
Benefits	185,681	213,815	219,919	6,104	2.9%
Operating	442,137	475,607	528,216	52,609	11.1%
Capital	85,276	85,276	128,400	43,124	50.6%
Grand Total	1,190,494	1,250,454	1,385,493	135,039	10.8%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Software Subscription - cybersecurity authentication compliance and perimeter defense, security awareness training	53,627
IT Services - body camera footage, cloud migration, website design & implementation, website maintenance	13,350
Technical Services - uninterruptible power supply (Government Center)	3,500
Cell Phones County - FY24 one time service of tablets & cell phones	(6,120)
Data Lines - statewide intranet government portal	(10,155)
Other	(1,593)
	<hr/>
	52,609
 <u>Capital Expenditures</u>	 <u>Amount</u>
Backup and Storage Hardware - body camera footage	128,400
	<hr/>
	128,400
 <u>Capital Projects</u>	
Computer Refresh - year 4 of 5	30,000
	<hr/>
	30,000



AGENDA ITEM BRIEFING

Parks and Recreation 4/2/2024 Budget Work Session

Item Summary:

Jill Coleman, Director

ATTACHMENTS:

Description

21 - Parks & Rec - Public

22 - Program Open Space - Public

23 - Local Parks & Playground Infrastructure - Public



Parks & Recreation

Budget Request

April 2, 2024 – 2:00 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	758,381	918,854	994,813	75,959	8.3%
Benefits	274,729	309,881	310,006	125	0.0%
Operating	157,122	166,152	178,398	12,246	7.4%
Capital	66,654	84,900	85,000	100	0.1%
Capital Leases	-	44,268	-	(44,268)	-100.0%
Grand Total	1,256,886	1,524,055	1,568,217	44,162	2.9%

Highlights

	<u>Inc/(Dec)</u>
<u>Personnel</u>	
Reclassification - Camp Counselor to Camp Director	1,865
Seasonal Salary Increases	20,936
<u>Operating</u>	
Recreation Supply - increase in league programming	4,886
Instructors - softball and volleyball officials, arts & crafts workshops sports clinics, CPR classes	3,794
Credit Card Processing Fee - fee and online registrations increases	2,000
Other	1,566
	<u>12,246</u>

Highlights

	<u>Amount</u>
<u>Capital</u>	
Community Center - commercial grade exercise equipment	10,000
Community Center - kitchen/computer & kids room flooring	13,000
ActiveNet data card printers (2)	4,000
Basketball adjustable rims (2)	5,000
Community Center - pool furniture	3,500
Millington - pool furniture	2,500
Worton Park Book Walk - estimate \$7,000 donated time & materials	-
Community Center - pool replace slide	30,000
Community Center Concession Stand - commercial freezer	10,000
	<u>78,000</u>



Program Open Space

Budget Request

April 2, 2024 – 2:00 pm

Summary by Category

	<u>FY24 Projection</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	17,750	17,750	20,000	2,250	12.7%
Capital	<u>91,270</u>	<u>512,152</u>	<u>420,882</u>	<u>(91,270)</u>	<u>-17.8%</u>
Grand Total	<u>109,020</u>	<u>529,902</u>	<u>440,882</u>	<u>(89,020)</u>	<u>-16.8%</u>

Highlights

Operating

Consulting - consultant fees for LPPRP updates

Inc/(Dec)

2,250

2,250

Capital

Amount

Betterton Beach - replace boardwalk - \$31,882 (90% grant)

3,188

Still Pond Park - design services - \$30,000 (90% grant)

3,000

Worton Park - ball field enhancements - \$215,000 (90% grant)

21,500

Toal Park - lower ballfield % park benches - \$39,000 (90% grant)

3,900

Toal Park - restroom & pavilion design - \$105,000 (90% grant)

10,500

42,088



Local Park & Playground Infrastructure Grant

Budget Request

April 2, 2024 – 2:00 pm

Summary by Category

	<u>FY24 Projection</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	0.0%
Benefits	-	-	-	-	0.0%
Operating	-	-	-	-	0.0%
Capital	<u>142,694</u>	<u>591,706</u>	<u>263,918</u>	<u>(327,788)</u>	<u>100.0%</u>
Grand Total	<u>142,694</u>	<u>591,706</u>	<u>263,918</u>	<u>(327,788)</u>	<u>100.0%</u>

Highlights

Capital Expenditures

Inc/(Dec)

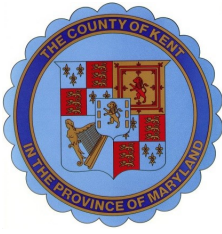
Worton Park

Facility enhancements - \$35,668 (100% grant)

Restroom building, dugouts and bleachers - \$185,000 (100% grant)

Betterton Beach

Replace boardwalk & benches - \$228,250 (100% grant)



AGENDA ITEM BRIEFING

Planning, Housing, and Zoning 4/2/2024 Budget Work Session

Item Summary:

Bill Mackey, Director

ATTACHMENTS:

Description

24 - Planning & Zoning - Public



Planning & Zoning

Budget Request

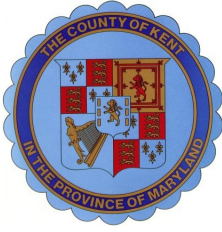
April 2, 2024 – 2:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	588,868	588,489	652,598	64,109	10.9%
Benefits	287,027	287,027	301,255	14,228	5.0%
Operating	148,203	190,833	155,971	(34,862)	-18.3%
Capital	1,456	1,456	-	(1,456)	100.0%
Grand Total	1,025,554	1,067,805	1,109,824	42,019	3.9%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Professional Services - stormwater services	16,620
Building Inspections - increase in building permits and MDIA fees	7,000
Legal - increase in applications and appeals	5,000
Dues/Fees/Licenses - ARCGIS	(3,540)
Other Services - use of temporary employee during vacancy	(10,820)
GIS Expanded Subscription - FY2024 included one-time costs	(15,600)
Land Use Ordinance Update - completed in FY2024	(38,541)
Other	<u>5,019</u>
	(34,862)



AGENDA ITEM BRIEFING

Local Management Board 4/2/2024 Budget Work Session

Item Summary:

Rosemary Ramsey Granillo, Director

ATTACHMENTS:

Description

25 - Local Management Board - Public



Local Management Board

Budget Request

April 2, 2024 – 2:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	172,452	190,919	188,323	(2,596)	-1.4%
Benefits	88,354	102,858	102,367	(491)	-0.5%
Operating	47,458	47,396	40,886	(6,510)	-13.7%
Programs	410,923	450,923	362,626	(88,297)	-19.6%
Capital	-	-	-	-	0%
Grand Total	719,187	792,096	694,202	(97,894)	-12.4%

Summary by Funding Source

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
GOCPYVS	591,792	621,466	544,853	(76,613)	-12.3%
Other Grants	7,000	47,000	5,000	(42,000)	-89.4%
MSDE	64,349	64,349	64,349	-	0.0%
County	56,046	59,281	80,000	20,719	35.0%
Grand Total	719,187	792,096	694,202	(97,894)	-12.4%

Highlights

Revenues

Inc/(Dec)

GOCYPVS Revenue Decrease

Local Care Team - 5% admin costs based off lower FY25 salary

(8,613)

Safe Summer Grant - not available for FY25

(68,000)

(76,613)

Other Revenue - level funded for MSDE

Kent County Health Department

(40,000)

Rotary Club

(2,000)

(42,000)

County Revenue Increase

Community Support - 28% of Beyond Your Mental, KCHS program

19,341

Other

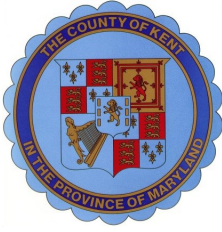
1,378

20,719

(97,894)

Service Highlights

	<u>FY24</u>	<u>FY25</u>
Healthy Families Home Visiting (MSDE/CCIF) Accredited and trauma-informed program in it's tenth year serving new parents in Kent County.	147,626	147,626
Minary's Dream Academy (CCIF) Afterschool program at Kent County Middle School in it's third year with MDA.	95,000	118,000
Beyond Your Mental at KCHS (CCIF/KCC) Created through a youth led planing and piloting process, a Cross Age peer mentoring program between KCHS and KCMS students.	60,000	97,000



AGENDA ITEM BRIEFING

Economic and Tourism Development 4/2/2024 Budget Work Session

Item Summary:

Jamie Williams, Director

ATTACHMENTS:

Description

26 - Economic & Tourism Development - Public

27 - hotDesks - Public



Economic & Tourism Development

Budget Request

April 2, 2024 – 2:45 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	269,280	267,523	354,997	87,474	32.7%
Benefits	91,667	103,724	141,943	38,219	36.8%
Operating	194,191	187,260	198,087	10,827	5.8%
Capital	-	-	-	-	
Transfer-Grants	10,000	10,000	-	(10,000)	-100.0%
Grand Total	565,138	568,507	695,027	126,520	22.3%

Highlights

<u>Personnel</u>	<u>Inc/(Dec)</u>
New Position - Housing & Transportation Coordinator (Salary - \$57,952, Benefits \$41,048)	99,000
<u>Operating</u>	
Other Advertising - photography contracts and updated video creation	5,000
Software Subscription - unbounce, formbuilder, hubspot	2,740
Economic & Tourism Development Commission	1,578
Vehicle Services - vehicle transferred from Detention Center	1,420
Education - new staff development, increased meetings post COVID	1,050
Travel/Meals/Lodging	(1,550)
Other	589
	10,827
<u>Capital Projects</u>	<u>Amount</u>
KRM Entrance - \$2,149,190 (KRM - \$1,440,190, USRC grant - \$250,000)	450,000



hotDesks

Budget Request

April 2, 2024 – 2:45 pm

Budget Summary

	<u>FY24 Projection</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Revenues					
hotDesk Rentals	14,330	14,485	12,300	(2,185)	-15%
County Funding	<u>5,714</u>	<u>6,175</u>	<u>11,670</u>	<u>5,495</u>	<u>89%</u>
Grand Total	<u>20,044</u>	<u>20,660</u>	<u>23,970</u>	<u>3,310</u>	<u>16.0%</u>
Expenses					
Operating	<u>20,044</u>	<u>20,660</u>	<u>23,970</u>	<u>3,310</u>	<u>16%</u>
Grand Total	<u>20,044</u>	<u>20,660</u>	<u>23,970</u>	<u>3,310</u>	<u>16.0%</u>

Budget Highlights

County Funding

Inc/(Dec)

County Funding Increase

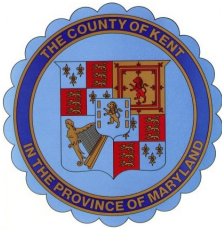
Decrease in hotDesk Rental Revenue

2,185

Increase in Operating Expenses - cleaning service

3,310

5,495



AGENDA ITEM BRIEFING

Kent Family Center 4/2/2024 Budget Work Session

Item Summary:

Lisa Mazingo, Director

ATTACHMENTS:

Description

28 - Kent Family Center - Public



Kent Family Center

Budget Request

April 2, 2024 – 3:00 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	240,482	312,873	352,160	39,287	12.6%
Benefits	82,295	90,360	164,515	74,155	82.1%
Operating	93,573	86,464	85,876	(588)	-0.7%
Capital	415	-	-	-	0.0%
Grand Total	416,765	489,697	602,551	112,854	23.0%

Summary by Funding Source

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Maryland Family Network	311,397	360,000	360,000	-	0.0%
Judy Center	2,000	2,000	3,600	1,600	80.0%
Community Donations	-	1,550	1,550	-	0.0%
County	103,368	126,147	237,401	111,254	88.2%
Grand Total	416,765	489,697	602,551	112,854	23.0%

Highlights

Expenses

Inc/(Dec)

Personnel - two positions from part time to full time with benefits

Salary

39,287

Benefits

74,155

Operating Expenses

(588)

112,854

- Current positions are 35 hours, increasing to 40
- Only current full time position is the department director
- All other family support centers in Maryland employ the
Child Development Specialist and Service Coordinators full-time
- The lack of benefits offered to these employees is negatively impacting staff morale
- Retention and recruitment will be difficult due to the required level
of education and experience

Service Highlights



Provided service to 49 families so far in FY24

Provided programs that aim to increase protective factors for families
A79 and prevent children from abuse and neglect

Center-based, community, and in-home programs

In-person mental health support for children and parents

Service linking, referrals, 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 that focuses on school
readiness and supports parents in becoming advocates for the child's
success in school

Service Highlights

Collaborated with community programs and agencies

KCPS - all three Judy Centers, Infants and Toddlers, Parks and Recreation

KCHD - Healthy Families and wellness programs

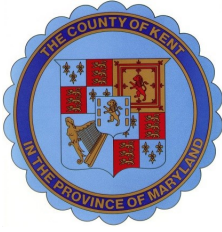
KCDSS - FIA and Family Services divisions

KC LMB - Local Care Team member and LMB board member

MFN - acted as a mentor center for new family centers, served on training committee and data workgroup to improve center operations across the network

National Family Support Network - certification in Standards of Quality for Family Support Centers

NAEYC membership



AGENDA ITEM BRIEFING

Human Resources 4/2/2024 Budget Work Session

Item Summary:

Jim Miller, Director

ATTACHMENTS:

Description

29 - HR - Public

30 - Insurance - Public

31 - General Benefits - Public



Human Resources

Budget Request

April 2, 2024 – 3:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	276,018	304,392	316,096	11,704	3.8%
Benefits	109,598	135,575	193,559	57,984	42.8%
Operating	61,809	88,675	121,747	33,072	37.3%
Capital	-	-	-	-	0.0%
Grand Total	447,425	528,642	631,402	102,760	19.4%

Highlights

	<u>Inc/(Dec)</u>
<u>Operating</u>	
Countywide Training - leadership training	30,400
Employee Relations - food cost for employee appreciation dinner	5,500
Shredding - annual contract for countywide shredding	4,843
Memberships - SHRM for 4 staff	1,643
Education - National SHRM conference	1,500
Supplies	1,250
Software - Bamboo, FY24 included one-time costs	(12,321)
Other	257
	<u>33,072</u>



Insurance

Budget Request

April 2, 2024 – 3:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	286,105	299,459	304,873	5,414	1.8%
Capital	-	-	-	-	
Grand Total	<u>286,105</u>	<u>299,459</u>	<u>304,873</u>	<u>5,414</u>	<u>1.8%</u>

Highlights

Operating

Property Multi-Peril

Membership Credits

General Liability

Other

Inc/(Dec)

21,825

7,350

(21,049)

(2,712)

5,414



General Benefits

Budget Request

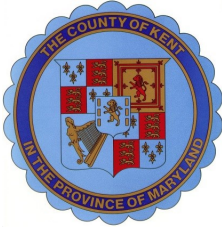
April 2, 2024 – 3:15 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	-	-	-	-	0.0%
Benefits	650,468	657,725	(21,253)	(678,978)	-103.2%
Operating	6,750	5,300	6,750	1,450	27.4%
Capital	-	-	-	-	0.0%
Grand Total	657,218	663,025	(14,503)	(677,528)	-102.2%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Workers Compensation - reflects increase in tentative quote	83,349
Pension - administrative fees	12,668
Long Term Disability	5,000
EAP - utilizing Cignas program at no cost	(6,685)
Correctional Officers Retirement System - one time buy in cost in FY24	(770,510)
Other	(1,350)
	(677,528)



AGENDA ITEM BRIEFING

County Commissioners Office 4/2/2024 Budget Work Session

Item Summary:

Sondra Blackiston, Clerk and Kate Manager

ATTACHMENTS:

Description

32 - County Commissioners - Public

33 - County Commissioners Office - Public

34 - Legal - Public

35 - Alcohol & Tobacco Enforcement - Public



County Commissioners

Budget Request

April 2, 2024 – 3:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	60,000	60,000	60,000	-	0.0%
Benefits	63,399	67,797	69,049	1,252	1.8%
Operating	70,990	69,565	77,190	7,625	11.0%
Capital	-	-	-	-	0.0%
Grand Total	194,389	197,362	206,239	8,877	4.5%

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Education - MACO conference	6,400
Memberships - MACO annual dues	1,000
Other	225
	<u>7,625</u>



County Commissioners Office

Budget Request

April 2, 2024 – 3:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	329,371	327,110	428,983	101,873	31.1%
Benefits	101,933	116,012	174,859	58,847	50.7%
Operating	26,655	24,862	55,340	30,478	122.6%
Capital	-	-	-	-	0.0%
Grand Total	457,959	467,984	659,182	191,198	40.9%

Highlights

	<u>Inc/(Dec)</u>
<u>Salary & Benefits</u>	
New Position - Grants Manager (Salary - \$74,100 Benefits - \$44,437)	118,537
<u>Operating</u>	
IT Services - new agenda software	29,050
Reference Material	600
Other	828
	30,478



Legal Services

Budget Request

April 2, 2024 – 3:30 pm

Summary by Category

	<u>FY24 Projection</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
Salaries	-	-	-	-	
Benefits	-	-	-	-	
Operating	73,950	72,330	83,950	11,620	16.1%
Capital	-	-	-	-	
Grand Total	<u>73,950</u>	<u>72,330</u>	<u>83,950</u>	<u>11,620</u>	<u>16.1%</u>

Highlights

<u>Operating</u>	<u>Inc/(Dec)</u>
Legal - general services	11,170
Legal - Public Service Commission pre-emption	5,000
MACO - conference & lodging	400
Legal - litigation	(5,000)
Other	50
	<u>11,620</u>



Alcohol & Tobacco Enforcement Budget Request

April 2, 2024 – 3:30 pm

Summary by Category

	FY24 Projection	FY24 Budget	FY25 Budget	\$ Inc/(Dec)	% Inc/-Dec
Salaries	41,689	41,689	63,731	22,042	52.9%
Benefits	9,776	9,776	15,359	5,583	57.1%
Operating	10,350	10,079	10,869	790	7.8%
Capital Leases	-	-	-	-	0.0%
Grand Total	61,815	61,544	89,959	28,415	46.2%

Highlights

Personnel

Inc/(Dec)

Reclassification - Inspector 28 to 40 hours per week

22,384

Operating

Vehicle Services - price increases

300

Education - Maryland Alcohol Licensing Association conference

200

Investigations - compliance checks & buy attempts

150

Other

140

790