

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

**April 9, 2024**

1:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Outside Agency Budget Requests

Robert Baldwin, District Manager, Kent Soil and Water Conservation District

John Schratwieser, Director, Kent Cultural Alliance

Municipalities

Mayor and Council, Town of Betterton

Mayor and Council, Town of Chestertown

Mayor and Council, Town of Galena

Mayor and Council, Town of Millington

Mayor and Council, Town of Rock Hall

General Fund Overview

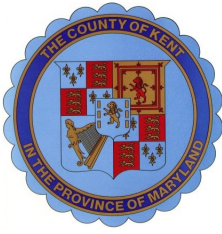
Patricia Merritt, Chief Finance Officer, Office of Finance

5 Year Capital Plan

Patricia Merritt, Chief Finance Officer, Office of Finance

Allocations

Patricia Merritt, Chief Finance Officer, Office of Finance



## AGENDA ITEM BRIEFING

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**Robert Baldwin, District Manager, Kent Soil and Water Conservation  
District  
4/9/2024  
Budget Work Session**

ATTACHMENTS:

Description

Soil Conservation

Kent Soil and Water Conservation District



## KENT SOIL AND WATER CONSERVATION DISTRICT

122 Speer Road, Suite 4, Chestertown, Maryland 21620

Phone 410.778.5150

[kentsoilandwaterconservationdistrict.org](http://kentsoilandwaterconservationdistrict.org)

February 18th, 2024

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian and Commissioners Nickerson and Price,

2024 marks our 86<sup>th</sup> year of providing technical and financial assistance to Kent County farmers and landowners to solve soil erosion and water quality related concerns. From our beginning in 1938, Kent County has been one of our original partners and steadfast supporters. We value and appreciate your support and Thank You for all that you do for our District.

Attached is our budget request for fiscal year 2025, the budget request justification, and a copy of our latest audit report. We have a very good history of being both realistic in our requests and being wise stewards of our budgets. We appreciate the fact that you were able to fully fund our budget request last year and it is our hope that you can do the same this year.

The most significant portion of our budget request is for salaries, and we are requesting funding that will provide for a salary adjustment for our 3 County supported positions. The operating portion of the budget request reflects a small increase adjusting for IRS mileage reimbursement rates and the increased costs of goods and services that we purchase.

As in the past, we look forward to meeting with you to answer any questions you may have about our budget request.

On behalf of the Board of Supervisors, our 14 employees, our State and Federal partners and our farmer and landowner cooperators, we thank you for your consideration of this request.

Sincerely,

Charles L. Miller  
Chair

### *Board of Supervisors*

Charles L. Miller  
Chair

Lewis H. McDonald  
Vice Chair

Timothy A. Redman  
Treasurer

W Frank Barnes Jr  
Member

William H. Langenfelder  
Member

### SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

[illegible]



Kent Soil and Water Conservation District  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Communications				\$ 1,600.00
Board of Supervisor Support				\$ 3,348.00
Employee Support				\$ 639.00
Contractual				\$ 4,600.00
Supplies and Materials				\$ 5,250.00
Grants and Subsidies				\$ 187.00
Vehicle Expenses				\$ 2,600.00
Other Fixed Charges				\$ 2,100.00
District Activities				\$ 1,750.00
Salaries				\$ 203,363.00
<b>TOTAL EXPENDITURES*</b>	<b>\$ 200,903.00</b>	<b>\$ 200,903.00</b>	<b>\$ 213,534.00</b>	<b>\$ 225,437.00</b>

Note: We changed our accounting procedures in FY 24 and as a result there is no longer year over year comparables in categories so we have omitted data from past years as it is no longer valid under our current accounting procedures. Going forward the rows will be populated each FY until we have 3 years of comparables again.

# **Kent Soil and Water Conservation District**



## **Long Range Strategic Plan 2024-2030**

*Kent Soil and Water Conservation District – 122 Speer Road, Suite 4, Chestertown, MD 21620*

## **Our Vision**

To inform, assist and facilitate Conservation programs while being respectful of the environment and the Kent County community.

## **Our Mission**

To support the Kent County community in conserving natural resources through education, technical assistance, and financial support. We promote sustainable agriculture through cooperative partnerships to protect soil and water quality in the County.

## **Our Core Values**

We value:

- A voluntary, collaborative, local, non-regulatory approach to solving problems
- The importance of a healthy environment to the economy of our area
- Open space and other environmental benefits provided by agriculture and forest landowners
- Respect for the property rights, confidentiality, decisions, and experience of all landowners/clients
- Community partnerships and the resources/expertise made available through these collaborative relationships
- Education as a means to promote environmental stewardship
- Helpful, courteous, prompt customer service
- Communication with the public and within the office
- Well-trained staff that is committed to leadership and professionalism
- Conservation as a part of our daily operation
- Fiscal responsibility with public funds
- Innovative solutions to natural resource issues
- Identifying potential long term local risks to our communities

## **Overview**

This Long-Range Strategic Plan was developed to provide guidance and long-term focus of the Kent Soil and Water Conservation District (KSWCD) for the period of 2024 to 2030. It is the intent and the desire to update this plan every five years beginning in 2030.

## **History**

Soil Conservation Districts were organized and created by federal law in 1937 in response to devastating soil erosion conditions that existed in the United States during the late 1920s and 1930s.

In 1929, the United States Congress appropriated about \$160,000 for erosion control experiments. The work of research centers established with these funds expanded as the economic disaster of the Dust Bowl in the Midwest became a cause for national concern.

The Soil Erosion Service (SES) of the U.S. Department of the Interior was created as a temporary organization in 1933. Its purpose was to demonstrate the value of soil and water conservation by placing conservation measures on farms in cooperation with landowners. In addition, the federally created Civilian Conservation Corps (CCC) was assigned to aid in erosion control work across the country. Two years later, in 1935, Congress established a federal policy concerning soil conservation.

By Act of Congress on April 27, 1935, the personnel and resources of the Soil Erosion Service were transferred to the Soil Conservation Service as part of the U.S. Department of Agriculture. This was the first step in creating a local voluntary system around a core of federal expertise and support. On February 27, 1937, President Franklin D. Roosevelt sent a letter to all state governors recommending enactment of soil conservation district legislation.

The proposed act suggested that districts be established to direct and manage soil erosion control programs using local citizens participating voluntarily in planning and installing conservation practices. Each district so designated would be empowered to determine local needs, would have personal contact with local individual landowners within the community, and would thus be able to encourage maximum cooperation on a voluntary basis.

The first soil conservation district in the United States was organized on August 4, 1937, in North Carolina. **Kent Soil Conservation District became the first soil conservation district formed in Maryland on May 11, 1938.**

### **Powers of Maryland Soil Conservation Districts**

A soil conservation district (SCD) constitutes a political subdivision of the state and as a public body exercises public powers. As agents of the district, supervisors have the following powers:

- To conduct surveys, investigations, and research relating to the character of soil erosion and degradation of water quality and the effectiveness of preventive control measures, and to publish the results if the research program is carried out as a cooperative effort with a state, federal, or local agency.
- Disseminate information concerning best management practices (BMPs), both preventive and corrective.
- Conduct conservation and water quality demonstration projects on any land within the district, whether state or privately owned, upon obtaining consent from the proper authority.
- Carry out preventive and control measures within the district including, but not limited to, engineering operations, cultivation methods, the growing of vegetation, and changes in land use, with the cooperation and consent of the proper authority.



- Cooperate or enter into agreements with any person to furnish technical assistance to any land occupier within the district and to furnish financial aid for the purpose of installing BMPs.
- Obtain options upon and to acquire, by purchase, exchange, lease, gift, grant, or otherwise, any real or personal property or rights or interests in it, which shall be exempt from state, county, or municipal taxation.
- Maintain, administer, and improve any acquired properties and expend the income from the properties to further the use of BMPs.
- Sell, lease, or otherwise dispose of district property or interests in it to further the use of BMPs.
- Make available to district land occupiers, in accordance with supervisors' terms, any material or equipment used to assist in the installation of BMPs.
- Develop comprehensive annual plans of work, including a prioritization of those areas within the district deemed to be most critical in terms of soil erosion and potential or existing impairment of water quality. This plan shall set forth in detail annual goals and strategies to be used in attaining these objectives.
- Develop comprehensive long-range plans for the district in conjunction with the statewide conservation or water quality plan, using the annual plan as part of the overall strategy development toward long-range goals.
- Publish these plans and information and bring them to the attention of district residents.
- Take over by purchase, lease, or otherwise and administer any soil conservation or water quality project located within the district and undertaken by agencies of the state or federal government.
- Act as agent for federal or state agencies in connection with the acquisition, construction, operation, or administration of any conservation project within its boundaries.
- Accept gifts in money, services, materials, or otherwise from federal, state, or local agencies and use them to carry out district operations.
- Borrow money on its negotiable paper to carry out its powers and duties.
- Approve or disapprove plans for clearing, grading, transporting or otherwise distributing soil pursuant to the Environmental Article, Annotated Code of Maryland §4-(101-109).
- Recommend and implement a fee system to cover the cost of grading and sediment plan review and approval to be enacted by the local governing body. Any fees collected under this system are supplementary to county and state funds and may not be used to reduce county or state funds nor should the fee exceed the cost of plan review. SCDs may also collect fees to assist the Maryland Department of the Environment (MDE) with sediment and erosion control inspections in non-delegated counties.
- Sue and be sued; have a legally recognized seal. SCDs may make and execute contracts and other instruments necessary or convenient to exercise district powers and to adopt, amend, and repeal rules and regulations pertaining to SCDs to accomplish district goals.

- Provide contracting services, equipment and supplies to landowners. The powers of districts are presented here in an abbreviated form. For exact reference, see Agriculture Article, § 8-306 of the Annotated Code of Maryland, as amended.

### **Location and Physical Description**

Kent County is located on the upper Eastern Shore and was named for the county of Kent in England. Kent County is the smallest county by both population and size in Maryland. The county has a total area of 413 square miles, of which 277 square miles is land and 136 square miles is water. Based on the 2020 census, the population was 20,197.

Elevations in Kent County range from a height of 102 ft above sea level, (approximately 2.25 mi west of Coleman's Corner just northeast of the mouth of Still Pond Creek) to sea level.

Kent County has a 209-mile shoreline, including Eastern Neck Island. Chesapeake Bay is on the west, Sassafras River on the north, and the Chester River on the south. The eastern border with Delaware is part of the Mason–Dixon line.

**Kent County has the highest percentage of prime farmland of any County in the State of Maryland: 102,251 acres or about 57% of the county, is classified as prime farmland.**

### **District Supervisors**

Charles Miller	Chair
Lewis McDonald	Vice Chair
Tim Redman	Treasurer
W. Frank Barnes Jr.	Supervisor
William Langenfelder	Supervisor
Sean Jones	Associate Supervisor
Alice Mason	Associate Supervisor
James Miller	Associate Supervisor
Edward Taylor	Associate Supervisor

### **District Staff**

Robert Baldwin	KSWCD District Manager
Michael Boughner	MDA Engineering Technician
Christopher Davidson	NRCS Civil Engineering Technician
Jesse Downey	MDA Conservation Technician
Jenny Freebery	MDA Conservation Planner
Kelsie Fronheiser	MDA Conservation Planner
Shelly Gsell	KSWCD Administrative Assistant II
Sam Leaverton	MDA Conservation Planner
Jason Merrick	NRCS Soil Conservationist



Nancy Metcalf  
Chris Myers  
Janet Sigler  
Vacant  
Vacant

NRCS District Conservationist  
MDA Engineering Technician  
KSWCD Administrative Assistant I  
NRCS Soil Conservation Technician  
NRCS Soil Conservationist

## Long Range Strategic Plan

The Kent Soil and Water Conservation District's objective is to provide high quality, professional services to all. To achieve this objective, we have developed this long-range strategic plan around five programmatic themes in which we deliver our services. These themes are **Agriculture, Developing Lands, Education, Outreach/Collaboration and Operations.**

### Agriculture

*Goal #1: Assist all landowners and producers with requests for service*

#### Objectives

- Provide service to landowners and producers seeking planning and technical assistance in both planning for and implementing conservation Best Management Practices
- Assist landowners and producers requesting to participate in financial assistance programs.
- Assist landowners with design, layout, build and completion of Best Management Practices
- Provide service and expertise to landowners and producers wanting to use prescribed burning for conservation purposes.

*Goal #2: Meet Maryland Department of Agriculture Watershed Implementation Plan goals for KSWCD*

#### Objectives

- Develop and/or update Soil Conservation and Water Quality Plans on at least 10,000 acres per year.
- Continue to be one of the top three Counties in Maryland in Cover Crop acres planted.
- Assist MDA verifiers and commit to meeting all deadlines entering and reconciling Conservation Tracker

*Goal #3: Increase participation in State and Federal Cost Share Programs*

#### Objectives

- Keeping landowners and producers informed on changes in State and Federal financial assistance programs.
- Make recommendations to landowners on how best to reach and pay for achieving their conservation goals using the various financial assistance programs.
- Assist Kent County in implementing the Maryland Agricultural Land Preservation program, and help landowners meet the conservation requirements for participating in this program.

## **Developing Lands**

### *Goal #1 Fully implement Erosion and Sediment Control plan review on developing lands in Kent County* Objectives

- Work cooperatively with Kent Co., the Town of Chestertown and the Town of Rock Hall in reviewing and approving Erosion and Sediment Control Plans for developing lands.
- Assist Kent County and Maryland Forest Service with reviewing and approving Erosion and Sediment Control Plans for Forest Harvest activities.
- Coordinate with Kent Co., the Town of Chestertown, the Town of Rock Hall and Maryland Department of the Environment on changes in program requirements, objectives and Standard and Specifications.

### *Goal #2 Provide timely and excellent service in reviewing and approving Erosion and Sediment Control Plans* Objectives

- Achieve first initial Erosion and Sediment Control Plan review within seven working days of receiving application.
- Approve resubmittals within seven working days of receiving the final approvable Erosion and Sediment Control plan submission.
- Fully implement and work on continually improving the electronic document handling process for reviewing and approving Erosion and Sediment Control Plans

### *Goal #3 Ensure the long-term sustainability of the Erosion and Sediment Control Plan review program at the Kent Soil and Water Conservation District.* Objectives

- Evaluate fees on an annual basis and propose fee increases when warranted.
- Improve coordination with Maryland Department of the Environment
- Develop and implement a sustainable business model for the program.

## **Education**

### *Goal #1 To engage and educate youth on the importance of conservation of natural resources* Objectives

- Maintain our goal of engaging 100% of our middle schools utilizing classroom teaching of agriculture and environmental based programming.
- Continue to sponsor the coloring contest in the County schools, grades K through 5.
- Encourage participation in the poster contest in the county schools, grades 6 through 9
- Provide opportunities for High School and College students to shadow, volunteer and intern.

### *Goal #2 To support youth in pursuit of higher education in agriculture and natural resources* Objectives



- Award at least two Scholarships to High School seniors who will be pursuing a college degree in either Agriculture or Natural Resources.
- Initiate active fundraising for the S. Wickes Westcott Memorial Scholarship
- Highlight scholarship winners in the newsletter, website, social media, and a press release.

*Goal #3 To cultivate and support Envirothon teams in Kent Co. as well as statewide*

Objectives

- Work closely with the two High Schools in the County to develop Envirothon teams.
- Provide both staff support and training resources to Envirothon teams.
- Continue fundraising activities to support Envirothon teams
- Pay the annual dues to support the Maryland Envirothon

**Outreach/Collaboration**

*Goal #1 Hold and/or Participate in at least 3 Public Events per Year*

Objectives

- Participate in the Kent County Fair annually.
- Hold an annual event to celebrate the work of the KSWCD and its clients.
- Participate in at least one additional publicly attended event held in the County, to promote the District and its activities.

*Goal #2 Develop and distribute content/information to be distributed to clients and the general public*

Objectives

- Publish and distribute a quarterly newsletter.
- Maintain a presence on Social Media and routinely update the Districts Web Page
- Look for opportunities to engage the public through a variety of informational channels.

*Goal #3 Consider the development of a Kent Soil and Water Conservation District sponsored 501(c) (3) to expand the opportunity for fund raising and further promoting the work of Kent Soil and Water Conservation District.*

Objectives

- Form a committee to explore the opportunities of establishing a 501(c) 3 foundation.
- Seek advice and counsel from existing Soil Conservation District 501(c) 3 foundations.

*Goal #4 Develop and improve collaborations with others.*

Objectives

- Support and Participate in the Local Work Group process, Maryland Association of Conservation Districts and National Association of Conservation Districts.
- Seek out collaborations and partnerships with other groups and organizations with mutual conservations interest and goals.
- Maintain and enhance relationships with local governmental agencies.

## Operations

### *Goal #1 Develop Staff and Supervisors*

#### Objectives

- Provide District Supervisors and Associate Supervisors with timely and accurate information to assist their participation and decision-making processes in governing the district.
- Develop a policy manual that includes operational, fiscal, and personnel policies and procedures.
- Develop training plans for all employees.

### *Goal #2 Improve the delivery of service and information to both internal and external clients.*

#### Objectives

- Evaluate existing workflow processes and identify opportunities for improvement.
- Develop standard operating procedures that are documented and understood by all.
- Improve quality control on completing and submitting financial assistance program documents.
- Continuously evaluate equipment and technology needs.

### *Goal #3 Obtain real property for the purpose of developing a district owned office*

#### Objectives

- Form a building committee to determine the size and location of real property and create a plan for developing a District owned office building/facility.
- Establish savings goals and budgets for obtaining real property and developing a district owned office building/facility.
- Explore options for generating additional income/funding streams.



## AGENDA ITEM BRIEFING

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**John Schratwieser, Director, Kent Cultural Alliance**  
**4/9/2024**  
**Budget Work Session**

ATTACHMENTS:

Description

Kent Cultural Alliance



## Putting the **ARTS** to **WORK**

March 1, 2024

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian, Commissioner Nickerson, and Commissioner Price:

On behalf of the board of directors of the Kent Cultural Alliance, and all of our grantees and constituents, I thank you for your continued support of the work we do for the people of Kent County.

Calendar Year 2023 was a banner year for KCA. In March 2023 we celebrated the long awaited grand opening of the Vincent & Leslie Prince Raimond Cultural Center, our new home, at 101 Spring Avenue in Chestertown. We thank you for being part of that celebration and for recognizing the day official as Vincent & Leslie Prince Raimond Day - for all of their decades of contributions to the arts in Kent County. From the day we opened through the end of the year we hosted more than 40 events and programs, welcomed more than 3000 visitors, and provided over 50 grants to Kent County organizations, schools, and individuals. In 2023 we also paid off our mortgage, moving crucial funds to granting and programming rather than paying rent or interest. We also installed and turned on our 5kW Solar array, on our roof, generating hundreds of kilowatts of electricity for the grid, and reducing our own utility costs - again allowing those funds to flow in to grants and programs.

In the fall of 2023, after an invigorating Professional Development Day with our Kent County Public School fine arts teachers, we identified a serious need in support of Music programs at all five schools. A large number of instruments were broken or unusable. Working closely with Gina Jachimowicz, Dr. Karen Couch, and the Kent County Board of Ed, we were able to provide a grant of \$15,000 to purchase new instruments thereby bringing more music programming to the young people of Kent County. We are proud of our long standing partnership with the KCPS!

For FY 2025 we are asking for a small increase to \$15,000, in order to match by percentages increases from both the State of Maryland and the National Endowment for the Arts. This month, March 2024, we are launching our inaugural visiting artist residency program. Over a year, 12 artists from all over the USA will join us for six weeks at a time and will work to support community partners, using the arts to amplify their work. We are thrilled to be working directly with Kent County 4H, Kent County High School FFA and Harborview Farms for this first round of residencies focused on celebrating the Land. We will invite you to join us for the culminating exhibition to learn just what it is we are able to do with this groundbreaking new initiative.

We are in deed putting the arts to work for Kent County! Thank you for your consideration of this request.



John Schratwieser, Director

**Kent Cultural Alliance**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	12500	12500	13375	15000
FEDERAL FUNDING	10000	25000	18750	25000
STATE FUNDING	170000	17000	189000	190000
PRIVATE DONATIONS	29822	48000	60000	66000
DUES & FEES	0	0	0	0
OTHER (LIST BY TYPE)				
Maryland State Arts Council COVID relief		84000	40000	
Kent County Covid Relief	5000			
SFW Foundation			125000	100000
Mid Shore Community Foundation			8000	8000
Hedgelawn Foundation			15000	15000
Shared Earth Foundation			10000	10000
			479125	429000

# Kent Cultural Alliance

## KENT COUNTY FUNDING REQUEST

### FISCAL YEAR 2025 BUDGET

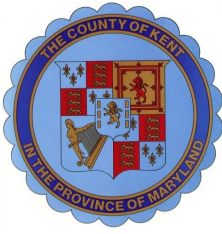
#### SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Administration	65000	85000	85000	85000
Re-Granting (Organizational and Individual)	100000	105000	110000	100000
Programming	15000	23000	48500	50000
Residency	0	0	160000	160000
KCPS Programing and Capital Purchases	17000	15000	35000	25000
Mortage (paid off in October 2023)	12000	12000	0	0
Insurance	12000	11000	9000	9000
<b>TOTAL EXPENDITURES*</b>			447500	429000

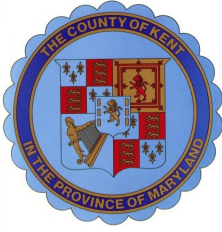
\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## **AGENDA ITEM BRIEFING**

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**Mayor and Council, Town of Betterton  
4/9/2024  
Budget Work Session**



## **AGENDA ITEM BRIEFING**

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### **Mayor and Council, Town of Chestertown 4/9/2024 Budget Work Session**

#### **ATTACHMENTS:**

##### **Description**

04.09.24 David Foster, Town of Chestertown Mayor, Letter to Commissioners Regarding Property Tax Set-off (Tax Differential, Tax Rebate)

04.09.24 David Foster, Town of Chestertown Mayor, Property Tax Setoffs in KC, National Center for Smart Growth Research and Education University of MD, Eastern Shore Association of Municipalities

04.09.24 David Foster, Town of Chestertown Mayor, Property Tax Set-Offs, The Use of Local Property Tax Differentials and Tax Rebates in Maryland Fiscal 2023, Department of Legislative Services 2023

Chestertown Budget asks FY24 - Tim OBrien





# Town of Chestertown

115 N. Cross Street, Chestertown, MD 21620  
tel: 410-778-0500 fax: 410-778-4378  
email: [office@chestertown.com](mailto:office@chestertown.com)  
url: [www.townofchestertown.com](http://www.townofchestertown.com)

Mayor  
David Foster  
Council  
Tim O'Brien  
Thomas A. Hertz Jr.  
Jose Medrano  
Meghan E. Eiland  
Town Manager  
Lawrence Dille

April 2<sup>nd</sup> 2024

**To:** County Commissioners of Kent County, Maryland  
**From:** David Foster, Mayor of Chestertown  
**Subject:** Background Materials for Meeting on Budget and Property Tax Set-Offs on April 9<sup>th</sup>, 2024

At least since 1997, every Mayor of Chestertown has been concerned about the reluctance of Kent County Commissioners to provide a Property Tax Set-Off (Tax Differential or Tax Rebate) to its municipalities whose taxpayers pay for many of their own services, such as public safety and street maintenance. Although this program started as a pilot in 1986 with only eight counties, one by one, other counties have begun to understand the equity, economic, and environmental importance of this program. Now, only Worcester, Wicomico, and Kent Counties still oppose this program, and most counties have significantly increased the size of their tax set-offs during that time.

Enclosed is a copy of the Property Tax Set-Off study we proposed last year. The National Center for Smart Growth at the University of Maryland conducted this study under contract with the Eastern Shore Association of Municipalities (ESAM). Although this study covered only one county and three towns, many other towns in other counties, particularly on the Eastern Shore, have already expressed considerable interest.

As has been standard procedure for studies of this type for at least the last 25 years, the analysts used two different models to calculate the most appropriate Tax Set-Off. These two models demonstrate that Chestertown is overtaxed by 10% to 15% each year, which is also roughly consistent with a similar study conducted in 1997.

It should be noted that if Chestertown is overtaxed by this amount, then the non-municipal areas, which currently pay the same property tax rates but receive substantial additional services at taxpayers' expense, are being undertaxed. This means that people who live in or do business in Chestertown are paying a 20% to 30% penalty each year compared to the county's non-municipal areas.

Such an arbitrary penalty makes attracting new business and new employees all the more difficult and runs directly contrary to Maryland's policy of "Priority Funding Areas," adopted in 1997. By State law, all municipalities are to be treated as priorities for future growth, along with a few specially designated areas, such as the 301 Corridor, and most states and Maryland counties seek to use their towns and cities as engines for

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APR 02 2024

KENT COUNTY  
COMMISSIONERS OFFICE

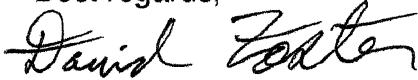
*Sub*

economic growth, improving the tax base for the entire county. Unfortunately, the current policy in Kent County penalizes the very areas best suited for future development and needlessly retards economic growth throughout the county.

I've also attached a copy of a study comparing municipal and non-municipal Median and Mean Household Incomes in Kent and several other rural counties. This analysis was conducted in collaboration with the Maryland Department of Planning, and the results have been verified by Al Sundara, Manager of the State Data Center for the Maryland Department of Planning. The most significant finding is that both the Median and Mean Household Incomes are substantially higher in the Non-Municipal areas of our county than in Municipal areas. This means that if there is an inadequate Property Tax Set-Off in our county, the relatively low-income areas are consistently required to subsidize services in the higher-income areas.

We appreciate the opportunity to discuss this with you during our upcoming meeting.

Best regards,

A handwritten signature in cursive script that reads "David Foster". The signature is written in dark ink and is positioned above the printed name.

David Foster  
Mayor of Chestertown

# Property Tax Setoffs in Kent County, Maryland\*

Prepared by the  
National Center for Smart Growth Research and Education  
University of Maryland

Thomas Luke Spreen, Ph.D.  
Nicholas Finio, Ph.D.

For the  
Eastern Shore Association of Municipalities

March 22, 2024

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\* This study was completed under the “Kent County, MD Tax Set Off Study” research contract (#312065-00001). The authors thank Chestertown, Galena, Rock Hall, and the Kent County Office of Finance for supplying the Uniform Financial Reports necessary to complete this study, and also for helpful comments and suggestions. Address correspondence to Luke Spreen ([tlspreen@umd.edu](mailto:tlspreen@umd.edu)) and Nick Finio ([nfinio@umd.edu](mailto:nfinio@umd.edu)).

## Executive Summary

Most Maryland counties provide a property tax set off that reflects the cost of duplicative public services provided by municipalities and the county government. Maryland law requires municipal and county officials to meet annually to discuss the parameters of a tax set off arrangement. This study was commissioned by the Eastern Shore Association of Municipalities on behalf of the towns of Chestertown, Galena, and Rock Hall to inform this discussion in Kent County.

We assess the economic value of duplicative public services provided by Kent County and its municipalities using two approaches. The first approach estimates the value of "parallel services" based on Kent County's expenditures on them and the degree to which they are supported by county property taxes. The second approach considers what each municipality spends to provide duplicative public services and estimates the amount that Kent County saves through provision of these services by the municipalities. The estimated cost savings to the county are then measured in terms of the county property tax rate, which becomes the tax set off under this approach.

The National Center for Smart Growth (NCSG) determined that police, highways and streets, and parks were duplicative between Kent County and Chestertown and Rock Hall. Galena does not operate a police department, so it only provides highways and streets and parks in parallel with Kent County. We then estimate the cost of providing each of these public services by Chestertown, Galena, and Rock Hall over recent fiscal years using audited financial data submitted to the state of Maryland based on two approaches described above.

Under the first approach, we estimate the value of parallel services provided by Chestertown in fiscal year (FY) 2022 was approximately \$913,000, equivalent to a \$0.1544 reduction in the county tax rate per \$100 of assessed value (AV) for properties within Chestertown. The second approach suggests that Chestertown provides parallel services valued at \$617,900, which is equal to a \$0.1045 per \$100 of AV tax differential from the county tax rate.

Similarly, using the first approach, we estimate Rock Hall provided parallel services valued at \$338,500, which equates to a \$0.1329 per \$100 of AV differential from the county tax rate in FY 2021. Under the second approach, the value of Rock Hall's duplicative services was \$51,310, equivalent to a \$0.0201 per \$100 AV reduction in the county property tax rate. Finally, we estimate Galena provided parallel services valued at \$41,100 in FY 2022, which is equal to a \$0.0758 per \$100 AV reduction in the county property tax rate using the first approach. The second approach indicates Galena saved the county approximately \$900 by providing parallel services.

The NCSG cautions that the tax set offs presented in this report are estimates. Several simplifying assumptions were made to generate each estimate and the fact that each approach yields starkly divergent results highlights the challenging nature of identifying the true economic value of parallel public services. We also note that we took a conservative approach that considers only the most significant duplicative public services provided by the three municipalities. We leave it to Kent County and its municipalities to jointly determine which public services should be reflected in a tax set off arrangement, as well as the methodology used to calculate their economic value.

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## Introduction

Maryland county governments are responsible for providing local public services to their residents, regardless of whether those households reside in an incorporated municipality or unincorporated area. Incorporated municipalities often provide many of the same public services as their county government. Services operated by the municipality augment or may even effectively replace those provisioned by the county. For example, a municipal police department assumes responsibility for patrol duty which would otherwise be the responsibility of the county police department.

A tax set off arrangement provides tax relief to homeowners in incorporated municipalities that reflects the economic value of public services provided by their municipality. Without one, homeowners may be double taxed by their county government for services provided by their municipality. Maryland law requires an annual meeting between county and municipal officials to discuss the county property tax rate applied to properties within the boundaries of a municipality (Maryland Department of Legislative Services, 2023). State law permits a reduction in the county property tax rate applicable to these properties if it can be demonstrated that the municipality provides services or programs in lieu of the county government. Although a small number of Maryland counties are required to provide a tax set off, Kent County is only required to consider one in consultation with its municipalities. Sections 6-305 and 6-306 of the Tax-Property Article of the Annotated Code of Maryland provide a more detailed description of the rules that govern tax set offs in Maryland.

In this study, we estimate tax set offs for public services provided by three of Kent County's municipalities: Chestertown, Rock Hall, and Galena. We approach this question using two separate but related methods that were devised by researchers at the University of Maryland's Institute for Governmental Service and Research. The first of these two approaches estimates the value of parallel public services based on what it costs Kent County to provide those services countywide. The second approach relies on each municipality's expenditure on duplicative services, net of user charge revenue or state and county grants that is derived from those services. We caution that each of these approaches yields considerably different estimates of the value of duplicative public services. This reflects important underlying assumptions about how Kent County's expenditures would change if it assumed full responsibility for certain public services that are presently provided by its municipalities.

Based on our review of audited financial statements and discussions with municipal officials, we determined that police, highways and streets, and parks were duplicative services between Kent County and one or more of its municipalities. We then determine the economic value of these public services using the two methodological approaches described above. The resulting estimates reflect the potential tax set off for each municipality. The state of Maryland permits counties to institute tax set offs in one of two ways. First, as a tax differential, where property owners in incorporated municipalities receive a reduction in their county property tax rate relative to property owners in unincorporated areas. Second, as a tax rebate, where the county makes a direct payment to the municipality. We report the estimated tax differential and equivalent tax rebate for each municipality.

In the report that follows, we describe the methodology for estimating tax set off using both methodological approaches. We also report the estimates for Chestertown, Rock Hall, and Galena based on most recent fiscal year for which data was available. We also prepared an Excel spreadsheet that will enable municipal or county officials to estimate the tax set off using both approaches in prior and future fiscal years. This spreadsheet is available from the authors upon request.

## Summary of Methodology and Data

We follow the University of Maryland's Institute for Governmental Service and Research (IGSR) methodology for determining tax set offs. The method is described generally in a report by Shandy and Wilson (1991) and were applied specifically to Kent County and Chestertown for the 1996 fiscal year by Tervala (1997). In this section, we summarize our application of both approaches and the key assumptions made to generate the tax set off estimates reported in the next section.

Both methods require the analyst to begin by identifying public services provided in parallel between the county government and its municipalities. We began by reviewing the most recent Uniform Financial Reports (UFR) for each government, which contain audited financial data that is submitted to the state of Maryland each year. We identified all general fund expenditures on public services operated by both Kent County and Chestertown, Rock Hall, and Galena. Finally, *in consultation with municipal officials, we determined which spending was related to the provision of public services rather than grants to outside entities or one-time spending.* For example, each municipal government we consider and Kent County report expenditure on fire and rescue, but none of the municipalities operate a municipal fire department. It was indicated that these monies are used to support independent volunteer fire companies throughout the county.

After completing this review, the project team identified police, highways and streets, and parks as the three duplicative services operated by Kent County and Chestertown and Rock Hall. Galena does not operate a police department, so highways and streets and parks are the only two parallel services. We note that the set of parallel services we consider in this study is much narrower than those considered by Tervala (1997), which is the most recently available tax set off study for Kent County. The consideration of a narrow set of parallel services reduces the potential value of each municipality's tax set off.

The IGSR uses two separate methods to estimate the economic value of each municipality's parallel services based on the relevant statutes in the Annotated Code of Maryland. The first approach (Approach 1 hereafter) estimates the dollar amount of county property tax revenue that supports the county provision of parallel services. The resulting figure is divided by the assessed value of all real estate in the county to compute a tax differential for municipal property owners.<sup>1</sup> This tax differential essentially reflects the value of county services supported by property taxes that do not directly benefit municipal residents. This tax differential can also be used to compute a tax rebate for each municipality, which expresses the tax set off as a dollar value that the county pays directly to the municipality. The tax rebate that results from Approach 1 is calculated by multiplying each municipality's assessed value of real estate by the tax differential.

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<sup>1</sup> We use the total assessed value of taxable property as reported in Part XV of Kent County and each municipality's UFR.

Approach 2 estimates the value of parallel services based on what each municipality spends to provide those services to its residents. The tax set off is based on each municipality's total expenditures on parallel services net of any service charges and state or county grants that support those expenditures. This assumes that these charges or grants would revert to the county if it provided parallel services in lieu of each municipality. The resulting value is divided by the county's assessed value of real estate to determine each municipality's tax differential. The corresponding tax rebate is calculated by multiplying the tax differential by the municipality's assessed value of real estate.

Both Approach 1 and Approach 2 assume that Kent County would be responsible for providing parallel services to municipal residents in absence of the municipalities, but they make different assumptions about what it would cost Kent County to provide those services. Approach 1 effectively assumes that Kent County could supply parallel services to municipalities at the same cost as it does in unincorporated areas or municipalities it presently provides services to. Approach 2 assumes that Kent County would spend the same amount as each municipality does to provide parallel services. These are both strong assumptions that reflect the underlying challenge of estimating a counterfactual state of the world. For example, it is not clear whether Kent County would provide parallel services at greater or lower cost than what the municipalities currently spend if it assumed responsibility for those services. A separate issue is the degree to which parallel services are partially or fully duplicative. For simplicity, we assume that each municipality fully duplicates the county's effort on parallel services. It should be noted, however, that the calculations we present can be updated to reflect less than completely duplicative effort.

We therefore caution readers to treat all the tax set off calculations presented in this report as imprecise estimates. Approach 1 and 2 yield vastly different results and yet are both reasonable strategies to impute the economic value of parallel services. We present these estimates to inform negotiation between Kent County and its municipalities concerning a reasonable tax set off arrangement. We also note that estimates can be revised to reflect the inclusion or exclusion of particular services, expenditures, or revenues.

## **Property Tax Set Off Estimates**

In this section, we present the estimated property tax set offs for all three Kent County municipalities using both Approaches 1 and 2 described above. We provide detailed calculations based on the most recent UFR available for each municipality and Kent County, but also note the estimated tax set off for prior fiscal years for comparison. The complete calculations for all fiscal years considered in this report are available in Excel spreadsheet format upon request.

### **Chestertown: Approach 1**

As noted in the previous section, we identified three parallel services between Kent County and Chestertown: police, highways and streets, and parks. Kent County's UFR shows the following expenditure on each of these categories in FY 2022:



**Direct Expenditure on Parallel Services**

Police	\$3,719,604
Highways and streets	\$3,642,505
Parks	<u>\$623,663</u>

<b>Total Direct Expenditure</b>	<b>\$7,985,772</b>
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The figures above correspond only to direct expenditure on parallel services; they do not consider overhead spending such as legislative, legal, and financial or personnel administration that supports these activities. For brevity, we do not present the full calculations used to compute the indirect costs associated with parallel services here; they can be found in Appendix A. Instead, we report the total estimated amount of indirect spending related to parallel services below:

Total Direct Expenditure	\$7,985,772
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**Indirect Expenditure on Parallel Services**

General Government	\$976,607
Miscellaneous	\$8,674
<b>Total Indirect Expenditure</b>	<u><b>\$985,282</b></u>

<b>Total Expenditure on Parallel Services</b>	<b>\$8,971,054</b>
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Next, we identify all general fund revenue that is derived from or assigned to support parallel services. This includes state or federal shared revenues and service charges derived from these activities:

**Revenue from Parallel Services**

State Government	
Police Protection	\$117,176
Highway User Revenues	\$541,991
Highways and Streets	\$64,998

Service Charges	
Other Transportation Charges: Diesel Sales	<u>\$250,803</u>

<b>Total Revenue from Parallel Services</b>	<b>\$974,968</b>
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We next net all revenue associated with parallel services against the county's total general fund revenue:

Total General Fund Revenue	\$55,056,956
Less Total Revenue from Parallel Services	<u>\$974,968</u>

<b>Net General Fund Revenue</b>	<b>\$54,081,988</b>
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We then compute the share of the county's net general fund revenue that is derived from property taxes:

Net Property Tax Revenue	\$32,073,034
Net General Fund Revenue	<u>\$54,081,988</u>

<b>Percentage of Net GF Revenue Derived from Property Taxes</b>	<b>59.3%</b>
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The resulting percentage is multiplied by the county's net expenditure on parallel services. The amount that results is the estimated amount of county property taxes that are spent to support parallel services operated by the county:

Total Parallel Service Expenditure	\$8,971,054
Less Total Revenue from Parallel Services	<u>\$974,968</u>

Net Parallel Service Expenditure	\$7,996,086
Multiplied by Percentage of Net GF Revenue from Property Taxes	<u>59.3%</u>

<b>Parallel Service Expenditure Funded by Property Taxes</b>	<b>\$4,742,036</b>
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This estimate is divided by the county's assessed value of real estate to determine the corresponding tax differential:

Parallel Service Expenditure Funded by Property Taxes	\$4,742,036
Divided by the County Tax Base / 100	<u>\$30,712,505</u>

<b>Tax Differential (per \$100 AV)</b>	<b>\$0.1544</b>
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Finally, the equivalent tax rebate is computed by multiplying the tax differential above by Chestertown's total assessed value of real estate:

Tax Differential	\$0.1544
Multiplied by the Municipal Tax Base / 100	<u>\$5,913,410</u>

<b>Tax Rebate</b>	<b>\$913,035</b>
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Using the same process, we estimate Chestertown's FY 2021 tax differential was \$0.1329 per \$100 of AV. The equivalent tax rebate for FY 2021 was \$789,313. We next describe the estimated tax set off for Chestertown using Approach 2.

## Chestertown: Approach 2

In contrast with Approach 1 above, which estimates the tax set off based on Kent County's spending on parallel services, Approach 2 computes the tax set off on Chestertown's expenditures. Chestertown's UFR shows the following expenditures on parallel services in FY 2022:

### Direct Expenditure on Parallel Services

Police	\$1,008,881
Highways and streets	\$728,009
Parks	<u>\$694,719</u>

<b>Total Direct Expenditure</b>	<b>\$2,431,609</b>
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As with Approach 1, we estimate the value of indirect spending tied to parallel services provided by Chestertown. For brevity, we report only the total estimated value of indirect spending here; the complete calculations appear in Appendix A. Combining direct and indirect spending on parallel services yields the following:

<b>Total Direct Expenditure</b>	<b>\$2,431,609</b>
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### Indirect Expenditure on Parallel Services

General Government	\$731,951
Miscellaneous	\$497,030
<b>Total Indirect Expenditure</b>	<b><u>\$1,228,981</u></b>

<b>Total Expenditure on Parallel Services</b>	<b>\$3,660,590</b>
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Next, we identify and sum any revenue that would revert to Kent County if Chestertown ceased providing parallel public services:

### Revenue from Parallel Services

State Government	
Police	\$57,225
Highway User Revenues	\$247,522
Parks, Recreation, and Culture	
County Government	
Financial Corporation Grant	\$2,532
Parks, Recreation, and Culture	
Hotel & Motel Taxes	\$130,056
Service Charges	
Transportation Charges	
Highways and Streets	\$9,059
Parking facilities	<u>\$5,165</u>

**Total Returned to the County**

\$451,559

These revenues are netted against Chestertown's total parallel service expenditure. The resulting value is converted to a tax differential by dividing it by the county's total assessed value of real estate:

Expenditures for Parallel Services	\$3,660,590
Less Revenues Returned to the County	<u>\$451,559</u>

**Net Parallel Service Expenditures** \$3,209,031

Net Parallel Service Expenditures	\$3,209,031
Divided by County Tax Base / 100	<u>\$30,712,505</u>

**Tax Differential (per \$100 AV)** \$0.1045

Finally, we calculate the equivalent tax rebate by multiplying the tax differential above by Chestertown's assessed value of real estate:

Tax Differential	\$0.1045
Multiplied by Municipal Tax Base / 100	<u>\$5,913,410</u>

**Tax Rebate** \$617,869

Using the same process as FY 2022, we estimate Chestertown's FY 2021 tax differential was \$0.0835 per \$100 AV. The equivalent tax rebate for FY 2021 is \$496,151. The full calculations for Approaches 1 and 2 are available upon request.

**Rock Hall: Approach 1**

We follow the same process as Chestertown to compute Rock Hall's tax set offs using both approaches. We report all calculations for FY 2021, which corresponds to the most recently available UFR for Rock Hall. Rock Hall provides police, highways and streets, and parks in parallel with the county. Kent County's FY 2021 direct expenditure on these functions was:

<b>Direct Expenditure on Parallel Services</b>	
Police	\$3,374,122
Highways and streets	\$2,789,085
Parks	<u>\$585,039</u>
<b>Total Direct Expenditure</b>	<b>\$6,748,246</b>

We also estimate indirect expenditures that support these functions to determine Kent County's total expenditure on parallel services. The complete calculations used to generate these estimates are reported in Appendix B.

<u>Total Direct Expenditure</u>	\$6,748,246
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**Indirect Expenditure on Parallel Services**

General Government	\$772,568
Miscellaneous	\$7,669
<b>Total Indirect Expenditure</b>	<u>\$780,237</u>

<b>Total Expenditure on Parallel Services</b>	\$7,528,483
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Next, we sum general fund revenue that is derived from or assigned to support parallel services:

**Revenue from Parallel Services**

State Government	
Police Protection	\$113,797
Highway User Revenues	\$508,250
Highways and Streets	\$64,998
Service Charges	
Highways and Streets	29,300
Other Transportation Charges: Diesel sales	<u>\$100,640</u>
<b>Total Revenue from Parallel Services</b>	\$816,985

We then net the revenue from parallel services from the county's total general fund revenue:

Total General Fund Revenue	\$54,804,013
Less Total Revenue from Parallel Services	<u>\$816,985</u>
<b>Net General Fund Revenue</b>	\$53,987,028

We next compute the percentage of the county's net general fund revenue that is raised from property taxes:

Net Property Tax Revenue	\$32,281,508
Net General Fund Revenue	<u>\$53,987,028</u>

<b>Percentage of Net GF Revenue Derived from Property Taxes</b>	59.8%
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This percentage is multiplied by the county's net expenditure on parallel services to estimate the amount of county property taxes that are furnished to operate parallel services:

Total Parallel Service Expenditure	\$7,528,483
Less Total Revenue from Parallel Services	<u>\$816,985</u>

Net Parallel Service Expenditure	\$6,711,498
Multiplied by Percentage of Net GF Revenue from Property Taxes	59.8%

<b>Parallel Service Expenditure Funded by Property Taxes</b>	<b>\$4,013,136</b>
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This result is divided by the county's assessed value of real estate in FY 2021 to determine the tax differential:

Parallel Service Expenditure Funded by Property Taxes	\$4,013,136
Divided by the County Tax Base / 100	<u>\$30,196,508</u>

<b>Tax Differential (per \$100 AV)</b>	<b>\$0.1329</b>
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Finally, the equivalent tax rebate is computed by multiplying the tax differential above by Rock Hall's total assessed value of real estate:

Tax Differential	\$0.1329
Multiplied by the Municipal Tax Base / 100	<u>\$2,546,678</u>

<b>Tax Rebate</b>	<b>\$338,455</b>
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We estimate the FY 2020 tax differential was \$0.1413 per \$100 of AV using the same process as above. The equivalent tax rebate for FY 2020 was \$348,836.

## Rock Hall: Approach 2

Rock Hall's FY 2021 UFR shows the following expenditures on parallel services:

<b>Direct Expenditure on Parallel Services</b>	
Police	\$239,266
Highways and streets	\$349,439
Parks	<u>\$13,462</u>
<b>Total Direct Expenditure</b>	<b>\$602,167</b>

We also estimate any indirect expenditures that support the provision of parallel services by Rock Hall. These calculations are also reported in Appendix B.

<b>Total Direct Expenditure</b>	\$602,167
<b>Indirect Expenditure on Parallel Services</b>	
General Government	\$150,921
Miscellaneous	<u>\$0</u>
<b>Total Indirect Expenditure</b>	\$150,921
<b>Total Expenditure on Parallel Services</b>	\$753,088

We then identify all revenue that would revert from Rock Hall to Kent County if it assumed responsibility for parallel services:

<b>Revenue from Parallel Services</b>	
State Government	
Police	\$13,142
Highway User Revenues	\$71,694
Parks, Recreation, and Culture	
County Government	
Financial Corporation Grant	\$634
Parks, Recreation, and Culture	\$9,058
Hotel & Motel Taxes	\$50,167
Service Charges	<u>\$0</u>
<b>Total Returned to the County</b>	\$144,695

Next, we determine Rock Hall's net parallel service expenditure by subtracting the revenues returned to the county from total spending on parallel services. We then convert the resulting value to a tax differential by dividing it by the county's total assessed value of real estate:

Expenditures for Parallel Services	\$753,088
Less Revenues Returned to the County	<u>\$144,695</u>
<b>Net Parallel Service Expenditures</b>	\$608,393
Net Parallel Service Expenditures	\$608,393
Divided by County Tax Base / 100	<u>\$30,196,508</u>
<b>Tax Differential (per \$100 AV)</b>	\$0.0201

Finally, we calculate the equivalent tax rebate for FY 2021 by multiplying the tax differential above by Rock Hall's assessed value of real estate:

Tax Differential	\$0.0201
Multiplied by Municipal Tax Base / 100	<u>\$2,546,678</u>

<b>Tax Rebate</b>	<b>\$51,310</b>
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We estimate Rock Hall's FY 2020 tax differential was \$0.0169 per \$100 AV using the same process. The equivalent tax rebate for FY 2020 is \$41,606.

### **Galena: Approach 1**

We also estimate Galena's tax set off using Approach 1. Galena does not operate a police department, so these estimates reflect Kent County's FY 2022 expenditure on highways and streets and parks:

<b>Direct Expenditure on Parallel Services</b>	
Highways and streets	\$3,642,505
Parks	<u>\$623,663</u>
<b>Total Direct Expenditure</b>	<b>\$4,266,168</b>

As with the prior calculations, the values above reflect only the county's direct expenditures on these parallel services. We estimate the county's indirect expenditures for these parallel services in Appendix C and report them below to compute total expenditure on parallel services:

Total Direct Expenditure	\$4,266,168
<b>Indirect Expenditure on Parallel Services</b>	
General Government	\$521,724
Miscellaneous	\$4,633
<b>Total Indirect Expenditure</b>	<u><b>\$526,357</b></u>
<b>Total Expenditure on Parallel Services</b>	<b>\$4,792,525</b>

Next, we identify revenue that supports parallel services:

<b>Revenue from Parallel Services</b>	
State Government	
Highway User Revenues	\$541,991
Highways and Streets	\$64,998
Service Charges	
Other Transportation Charges: Diesel sales	<u>\$250,803</u>
<b>Total Revenue from Parallel Services</b>	<b>\$974,968</b>



We then net all revenue associated with parallel services against the county's total general fund revenue:

Total General Fund Revenue	\$55,056,956
Less Total Revenue from Parallel Services	<u>\$857,792</u>
<b>Net General Fund Revenue</b>	<b>\$54,199,164</b>

We next compute the share of the county's net general fund revenue that is generated from property taxes:

Net Property Tax Revenue	\$32,073,034
Net General Fund Revenue	<u>\$54,199,164</u>

<b>Percentage of Net GF Revenue Derived from Property Taxes</b>	<b>59.2%</b>
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This percentage is multiplied by the county's net expenditure on parallel services. The result reflects the estimated amount of county property taxes that support parallel services operated by the county:

Total Parallel Service Expenditure	\$4,792,525
Less Total Revenue from Parallel Services	<u>\$857,792</u>
Net Parallel Service Expenditure	\$3,934,733
Multiplied by Percentage of Net GF Revenue from Property Taxes	59.2%

<b>Parallel Service Expenditure Funded by Property Taxes</b>	<b>\$2,328,428</b>
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This figure is divided by the county's assessed value of real estate to estimate the tax differential:

Parallel Service Expenditure Funded by Property Taxes	\$2,328,428
Divided by the County Tax Base / 100	<u>\$30,712,505</u>
<b>Tax Differential (per \$100 AV)</b>	<b>\$0.0758</b>

Finally, the equivalent tax rebate is computed using Galena's assessed value of real estate:

Tax Differential	\$0.0758
Multiplied by the Municipal Tax Base / 100	<u>\$542,029</u>
<b>Tax Rebate</b>	<b>\$41,093</b>

Using the same process as above, we estimate the FY 2021 tax differential was \$0.0605 per \$100 of AV. The equivalent tax rebate for FY 2021 was \$34,025.

## Galena: Approach 2

Galena's FY 2022 UFR shows the following expenditures on parallel services:

<b>Direct Expenditure on Parallel Services</b>	
Highways and streets	\$8,400
Parks	<u>\$16,229</u>
<b>Total Direct Expenditure</b>	\$24,629

We also estimate the value of indirect expenditures that correspond to these parallel service expenditures and report them in Appendix C. Galena's total expenditure on parallel services is:

<b>Total Direct Expenditure</b>	\$24,629
<b>Indirect Expenditure on Parallel Services</b>	
General Government	\$69,464
Miscellaneous	\$0
<b>Total Indirect Expenditure</b>	<u>\$69,464</u>
<b>Total Expenditure on Parallel Services</b>	\$94,093

We then identify all revenue that Galena derived from these parallel services in FY 2022. These revenues would revert to Kent County if it took over responsibility for these functions:

<b>Revenue from Parallel Services</b>	
State Government	
Highway User Revenues	\$37,067
County Government	
Other	\$3,830
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Service Charges	<u>\$0</u>
<b>Total Returned to the County</b>	\$40,897

We next determine Galena's net parallel service expenditure by subtracting any revenues that would revert to Kent County from its total expenditure on parallel services. The tax differential is estimated by dividing net parallel service expenditure by the county's assessed value of real estate:

Expenditures for Parallel Services	\$94,093
Less Revenues Returned to the County	<u>\$40,897</u>
<b>Net Parallel Service Expenditures</b>	\$53,196

Net Parallel Service Expenditures	\$53,196
Divided by County Tax Base / 100	<u>\$30,712,505</u>
<b>Tax Differential (per \$100 AV)</b>	\$0.0017

Finally, we compute the equivalent tax rebate for FY 2022 by multiplying the tax differential by Galena's assessed value of real estate:

Tax Differential	\$0.0201
Multiplied by Municipal Tax Base / 100	<u>\$542,029</u>
<b>Tax Rebate</b>	\$939

We estimate that Galena's FY 2021 tax differential was \$0.0037 per \$100 AV by following the same process. The equivalent tax rebate for FY 2021 is \$2,084.

## Discussion and Conclusion

The tax set offs estimated for all three municipalities are significantly larger when calculated using Approach 1. This discrepancy is noteworthy but not unexpected given the assumptions that underlie each method. Approach 1 is based entirely on Kent County's revenues and expenditures and attempts to establish an estimate of county spending on services that are not utilized by municipal residents because they are duplicated by their town government. Approach 2 estimates the tax set off based on what each municipality spends to provide parallel services. It effectively estimates how much the county saves each year through municipal provision of police, highways and streets, and parks by Chestertown, Rock Hall, and Galena.

The NCSG argues that the estimates obtained using both approaches are equally valid and consistent with the considerations for determining tax set offs described in the Tax-Property Article of the Annotated Code of Maryland. Ultimately, there is no perfectly accurate measure of the extent to which municipal property owners are double taxed for duplicative municipal and county services. However, the tax set off arrangements that are currently in effect in other Maryland counties are consistent with the estimates presented in this report. For example, in FY 2023, Talbot County provided tax differentials to municipal property owners ranging from \$0.0601 to \$0.1330 per \$100 AV (Maryland Department of Legislative Services, 2023). Queen Anne's County provided tax differentials to property owners in Centreville (\$0.1300 per \$100 AV) and Millington (\$0.0850 per \$100 AV) as well as tax rebates to its other municipalities. The Millington example is noteworthy in that it is located partially in both Queen Anne's and Kent counties.

This report was prepared to inform negotiation of a tax set off arrangement in Kent County. Recognizing that they possess more extensive local knowledge than NCSG, we encourage county and municipal officials to use the tax set off estimates in this report as they see fit. To that end, the authors and NCSG will make all calculations presented in this report available in an Excel spreadsheet upon request. We encourage both parties to use and update this spreadsheet to prepare alternative tax set off estimates that best reflect the relevant expenditures and revenues associated with parallel services.

## References

Maryland Department of Legislative Services (2023). *Local Property Tax Set-offs: The Use of Local Property Tax Differentials and Tax Rebates in Maryland*. Retrieved from <https://dls.maryland.gov/pubs/prod/InterGovMatters/LocFinTaxRte/Property-Tax-Set-offs-Fiscal-2023.pdf>

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## Appendix A. Indirect Spending Calculations for Chestertown

This appendix describes the process for estimating the indirect expenditures associated with direct spending on parallel services by Chestertown and Kent County. We begin with the calculation of indirect expenditures for **Approach 1**, which reflect the financial data reported in Kent County's FY 2022 UFR.

The process for calculating indirect expenditures begins by netting general government and miscellaneous expenditure from Kent County's total general fund expenditure. The resulting value reflects the county's total direct spending on services to its residents. This is denoted as the county's total general program expenditure:

### General Program Expenditure

Total General Fund Expenditure	\$49,459,044
Less Overhead Expenses	
General Government	\$7,506,486
Miscellaneous	<u>\$45,511</u>
Total General Program Expenditure	\$41,907,047

We next calculate the percentage of total general program expenditures that are devoted to parallel services with Chestertown:

Parallel Service Expenditure	\$7,985,772
General Program Expenditure	<u>\$41,907,047</u>
Percentage of GPE Spent on Direct Parallel Services	19.1%

We then identify and sum all of Kent County's general government expenditures that potentially support parallel services. The resulting total is multiplied by the percentage calculated in the previous step to estimate general government expenditure associated with the provision of parallel services:

### General Government Expenditure that Supports Parallel Services

Legislative	\$605,268
Financial Administration	\$949,647
Legal	\$67,378
Personnel Administration	\$383,364
General Services	<u>\$3,119,298</u>
Total Supporting Expenditure	\$5,124,955
Multiplied by Percentage of GPE Spent on Parallel Service	19.1%
<b>General Government Expenditure on Parallel Services</b>	<b>\$976,607</b>

We similarly estimate the share of miscellaneous expenditures that are attributable to parallel services using the same percentage as the previous step:

<b>Miscellaneous Expenditure that Supports Parallel Services</b>	
Total Miscellaneous Expenditure	\$45,511
Multiplied by Percentage of GPE Spent on Parallel Service	<u>19.1%</u>
<b>Miscellaneous Expenditure on Parallel Services</b>	<b>\$8,674</b>

Finally, we sum both estimates to arrive at estimated indirect expenditure on parallel services by Kent County:

<b>Approach 1 Indirect Spending on Parallel Services</b>	
General Government	\$976,607
Miscellaneous	<u>\$8,674</u>
<b>Total Indirect</b>	<b>\$985,282</b>

The estimation of indirect expenditures associated with parallel services for **Approach 2** follows the same process but uses Chestertown's financial information. We begin by computing Chestertown's total general program expenditure in FY 2022:

<b>General Program Expenditure</b>	
Total General Fund Expenditure	\$4,794,020
Less Overhead Expenses	
General Government	\$973,464
Miscellaneous	<u>\$648,401</u>
<b>Total General Program Expenditure</b>	<b>\$3,172,155</b>

We then determine the percentage of Chestertown's total general program expenditures that are devoted to parallel services:

Parallel Service Expenditure	\$2,431,069
General Program Expenditure	\$3,172,155
<b>Percentage of GPE Spent on Direct Parallel Services</b>	<b>76.7%</b>

We then calculate the total value of all general government expenditures that support parallel services. We multiply the resulting figure by the percentage of total general program expenditure devoted to parallel services to estimate the indirect expenditures:

**General Government Expenditure that Supports Parallel Services**

Legislative	\$16,487
Financial Administration	\$211,854
Legal	\$127,887
Personnel Administration	\$20,575
General Services	<u>\$578,063</u>
 Total Supporting Expenditure	 \$954,866
 Multiplied by Percentage of GPE Spent on Parallel Service	 76.7%

<b>General Government Expenditure on Parallel Services</b>	<b>\$731,951</b>
--	------------------

We also estimate the share of miscellaneous expenditures that are attributable to parallel services using the same process as above:

**Miscellaneous Expenditure that Supports Parallel Services**

Total Miscellaneous Expenditure	\$648,401
Multiplied by Percentage of GPE Spent on Parallel Service	76.7%

<b>Miscellaneous Expenditure on Parallel Services</b>	<b>\$497,030</b>
---	------------------

Finally, we sum both estimates to arrive at estimated indirect expenditure on parallel services by Chestertown:

**Approach 2 Indirect Spending on Parallel Services**

General Government	\$731,951
Miscellaneous	\$497,030

<b>Total Indirect</b>	<b>\$1,228,981</b>
-----------------------	--------------------

Supporting calculations for FY 2022 and other fiscal years are available in an Excel spreadsheet upon request.

## Appendix B. Indirect Spending Calculations for Rock Hall

This appendix reports the indirect spending calculations prepared for Rock Hall. We start with **Approach 1**, which reflects indirect spending by Kent County in support of parallel services. All figures used in the calculations below were obtained from Kent County's FY 2021 UFR.

We begin by subtracting general government and miscellaneous expenditure from Kent County's total general fund expenditure. The result corresponds to the county's total general program expenditure:

<b>General Program Expenditure</b>	
Total General Fund Expenditure	\$47,164,080
Less Overhead Expenses	
General Government	\$7,019,628
Miscellaneous	<u>\$96,686</u>
Total General Program Expenditure	\$40,047,766

We then calculate the percentage of total general program expenditures that are devoted to parallel services with Chestertown:

Parallel Service Expenditure	\$6,748,246
General Program Expenditure	<u>\$40,047,766</u>
Percentage of GPE Spent on Direct Parallel Services	16.9%

We next sum all general government expenditures that support the county's parallel services. The total is multiplied by the percentage above to estimate general government expenditure associated with the provision of parallel services:

<b>General Government Expenditure that Supports Parallel Services</b>	
Legislative	\$612,017
Financial Administration	\$852,533
Legal	\$58,711
Personnel Administration	\$348,133
General Services	<u>\$2,713,448</u>
Total Supporting Expenditure	\$4,584,842
Multiplied by Percentage of GPE Spent on Parallel Service	16.9%
<b>General Government Expenditure on Parallel Services</b>	<b>\$772,568</b>

We also estimate the share of miscellaneous expenditures that are attributable to parallel services using the same percentage:



**Miscellaneous Expenditure that Supports Parallel Services**

Total Miscellaneous Expenditure	\$45,511
Multiplied by Percentage of GPE Spent on Parallel Service	<u>16.9%</u>

<b>Miscellaneous Expenditure on Parallel Services</b>	<b>\$7,669</b>
---	----------------

The total indirect expenditure on parallel services by Kent County is the sum of these two figures:

**Approach 1 Indirect Spending on Parallel Services**

General Government	\$772,568
Miscellaneous	<u>\$7,669</u>

<b>Total Indirect</b>	<b>\$780,237</b>
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We next estimate indirect expenditures associated with parallel services for **Approach 2**. We begin by calculating Rock Hall's total general program expenditure in FY 2021:

**General Program Expenditure**

Total General Fund Expenditure	\$1,102,357
Less Overhead Expenses	
General Government	\$220,915
Miscellaneous	<u>\$0</u>

Total General Program Expenditure	\$881,442
-----------------------------------	-----------

We then determine the percentage of the general program expenditures that support parallel services:

Parallel Service Expenditure	\$602,167
General Program Expenditure	\$881,442
Percentage of GPE Spent on Direct Parallel Services	68.3%

Next, we determine the value of general government expenditures that support parallel services. We multiply the resulting figure by the percentage of total general program expenditure devoted to parallel services to estimate the indirect expenditures:

**General Government Expenditure that Supports Parallel Services**

Legislative	\$93
Financial Administration	\$54,935
Legal	\$19,101
Personnel Administration	\$14,776
General Services	<u>\$132,010</u>

Total Supporting Expenditure	\$220,915
Multiplied by Percentage of GPE Spent on Parallel Service	68.3%
<b>General Government Expenditure on Parallel Services</b>	<b>\$150,921</b>

Rock Hall did not report any miscellaneous expenditures in their FY 2021 UFR, so there are no miscellaneous indirect expenditures that correspond to parallel services:

<b>Miscellaneous Expenditure that Supports Parallel Services</b>	
Total Miscellaneous Expenditure	\$0
Multiplied by Percentage of GPE Spent on Parallel Service	68.3%
<b>Miscellaneous Expenditure on Parallel Services</b>	<b>\$0</b>

Rock Hall's FY 2021 indirect expenditure on parallel services is therefore:

<b>Approach 2 Indirect Spending on Parallel Services</b>	
General Government	\$150,921
Miscellaneous	\$0
<b>Total Indirect</b>	<b>\$150,921</b>

Supporting calculations are available upon request in Excel spreadsheet format.

## Appendix C. Indirect Spending Calculations for Galena

This appendix reports the indirect spending calculations prepared for Galena. We begin with **Approach 1**, which reflects indirect spending by Kent County in support of parallel services. All figures used in the calculations are based on expenditures reported in Kent County's FY 2022 UFR.

We determine the county's total general program expenditure by subtracting general government and miscellaneous expenditure from its total general fund expenditure:

### General Program Expenditure

Total General Fund Expenditure	\$49,459,044
Less Overhead Expenses	
General Government	\$7,506,486
Miscellaneous	<u>\$45,511</u>
Total General Program Expenditure	\$41,907,047

We then calculate the percentage of total general program expenditures that support parallel services with Galena:

Parallel Service Expenditure	\$4,266,168
General Program Expenditure	<u>\$41,907,047</u>
Percentage of GPE Spent on Direct Parallel Services	10.2%

We then calculate total general government supporting expenditures that may support parallel services. The resulting sum is multiplied by the percentage calculated in the previous step to estimate spending on general government related to parallel services:

### General Government Expenditure that Supports Parallel Services

Legislative	\$605,268
Financial Administration	\$949,647
Legal	\$67,378
Personnel Administration	\$383,364
General Services	<u>\$3,119,298</u>
Total Supporting Expenditure	\$5,124,955
Multiplied by Percentage of GPE Spent on Parallel Service	10.2%

**General Government Expenditure on Parallel Services**                      \$521,724

We also estimate the share of miscellaneous expenditures that are attributable to parallel services using the same percentage:

<b>Miscellaneous Expenditure that Supports Parallel Services</b>	
Total Miscellaneous Expenditure	\$45,511
Multiplied by Percentage of GPE Spent on Parallel Service	<u>10.2%</u>

<b>Miscellaneous Expenditure on Parallel Services</b>	\$4,633
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Finally, we sum both figures to determine the county's total indirect spending in FY 2022:

<b>Approach 1 Indirect Spending on Parallel Services</b>	
General Government	\$521,724
Miscellaneous	<u>\$4,633</u>
<b>Total Indirect</b>	\$526,357

Indirect expenditures for parallel services for **Approach 2** is calculated using the same process as above. We begin by computing Galena's total general program expenditure in FY 2022:

<b>General Program Expenditure</b>	
Total General Fund Expenditure	\$381,627
Less Overhead Expenses	
General Government	\$281,735
Miscellaneous	<u>\$0</u>
<b>Total General Program Expenditure</b>	\$99,982

We then determine the percentage of Galena's total general program expenditures that are devoted to parallel services:

Parallel Service Expenditure	\$24,629
General Program Expenditure	\$99,982
 Percentage of GPE Spent on Direct Parallel Services	 24.7%

We then calculate the total value of all general government expenditures that support parallel services. We multiply the resulting figure by the percentage calculated above to estimate indirect expenditures:

<b>General Government Expenditure that Supports Parallel Services</b>	
Legislative	\$0
Financial Administration	\$96,369
Legal	\$6,044
Personnel Administration	\$8,724
General Services	<u>\$170,598</u>

Total Supporting Expenditure	\$281,735
Multiplied by Percentage of GPE Spent on Parallel Service	24.7%
<b>General Government Expenditure on Parallel Services</b>	<b>\$69,464</b>

Galena reported no miscellaneous expenditures in FY 2022. It therefore has no indirect expenditures related to parallel services in this category:

<b>Miscellaneous Expenditure that Supports Parallel Services</b>	
Total Miscellaneous Expenditure	\$0
Multiplied by Percentage of GPE Spent on Parallel Service	24.7%
<b>Miscellaneous Expenditure on Parallel Services</b>	<b>\$0</b>

Galena's total indirect expenditure on parallel services in FY 2022 is therefore:

<b>Approach 2 Indirect Spending on Parallel Services</b>	
General Government	\$69,464
Miscellaneous	\$0
<b>Total Indirect</b>	<b>\$69,464</b>

Supporting calculations are available upon request in an Excel spreadsheet.

**Analysis of Difference in Median and Mean Household Incomes Between Municipal and Non-Municipal Areas**  
**Based on Five Years of American Community Survey Data 2017 - 2022 and Verified by Maryland Department of Planning**

Geographic Area	Population	MHI	MoE	SE	CVar	% County MHI Exceeds	% Non-Municipal MHI Exceeds	Mean HI	% Non-Municipal Mean Inc Exceeds	
						Municipal MHI	Municipal MHI		Mean HI * Pop	Municipal Mean Inc
Kent	19,320	\$64,451	\$7,427	\$4,515	7%			\$88,935	1,718,224,200	
Chestertown	5,557	\$44,665	\$6,579	\$3,999	9%	44.30%	87.79%	\$65,851	365,934,007	61.33%
Rock Hall	1,397	\$50,714	\$15,935	\$9,687	19%	27.09%	65.39%	\$66,439	92,815,283	59.90%
Millington	680	\$50,933	\$16,536	\$10,052	20%	26.53%	64.66%	\$66,268	45,062,240	60.31%
Galena	716	\$76,250	\$48,374	\$29,407	39%	-15.47%	10.00%	\$84,495	60,498,420	25.73%
Betterton	410	\$73,750	\$29,123	\$17,704	24%	-12.61%	13.73%	\$78,229	32,073,890	35.80%
Total Municipal	8,760	\$47,466	\$4,732	\$2,877	6%	35.78%	76.71%	\$68,080	596,383,840	56.04%
Total Non-Municipal	10,560	\$83,877	\$9,811	\$5,964	7%			\$106,235	1,121,840,360	

Mean HI    Mean Household Income  
MHI        Median Household Income  
MoE        Margin of Error  
SE          Standard Error  
CVar        Coefficient of Variation

Population, MHI, MoE, and Mean HI all obtained from American Community Survey, U.S. Census Bureau.  
[Data.Census.Gov](https://data.census.gov)

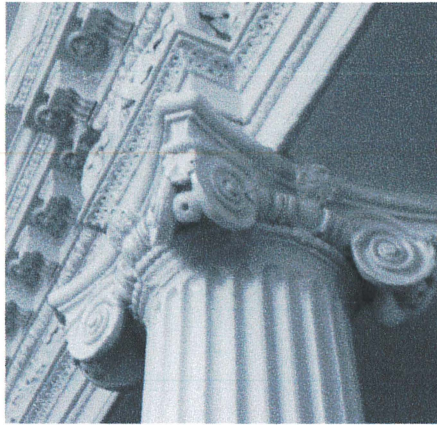
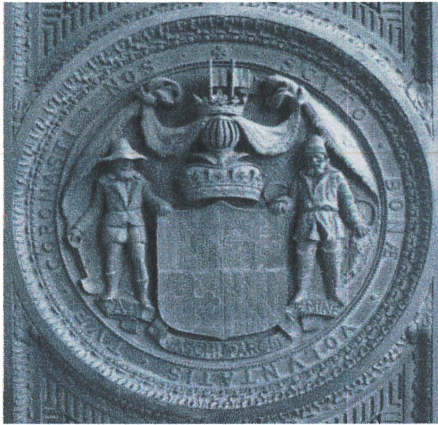
At 90% Confidence Level, SE = ME/1.645  
At 90% Confidence Level CV = SE/Estimate

CVar < 12%	High Reliability
CVar 12%-40%	Medium Reliability
CVar > 40%	Low Reliability

# PROPERTY TAX SET-OFFS

## THE USE OF LOCAL PROPERTY TAX DIFFERENTIALS AND TAX REBATES IN MARYLAND

### FISCAL 2023



DEPARTMENT OF LEGISLATIVE SERVICES 2023



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**Property Tax Set-offs:  
The Use of Local Property Tax Differentials  
And Tax Rebates in Maryland  
Fiscal 2023**

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**Department of Legislative Services  
Office of Policy Analysis  
Annapolis, Maryland**

**November 2023**

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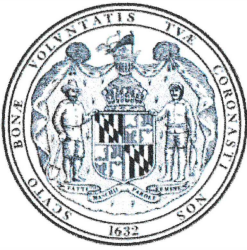
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**DEPARTMENT OF LEGISLATIVE SERVICES**  
**OFFICE OF POLICY ANALYSIS**  
**MARYLAND GENERAL ASSEMBLY**

**Victoria L. Gruber**  
Executive Director

**Ryan Bishop**  
Executive Director

November 2023

The Honorable Bill Ferguson, President of the Senate  
The Honorable Adrienne A. Jones, Speaker of the House of Delegates  
Members of the General Assembly

Dear President Ferguson, Speaker Jones, and Members:

At the local level, counties and municipalities share in the delivery of public services. To cover the costs of these services, residents of municipalities pay property taxes to both the county and municipal government. To compensate municipalities for services provided in lieu of similar county services, many counties in Maryland have established a tax set-off system by providing either a tax differential or tax rebate to the municipality. A tax differential is a lower county property tax rate within the municipality. A tax rebate is a direct county payment to the municipality; however, the county property tax rate within the municipality remains the same.

Tax set-off systems continue to be of interest to State and local government officials. The Department of Legislative Services conducts an annual review of local tax set-off systems, and this report summarizes the tax set-off systems for fiscal 2023. The report also provides an overview of the current law relating to tax set-offs. This report was prepared by Michael Sousane of the Office of Policy Analysis and reviewed by Hiram Burch. Davin Brownell prepared the manuscript.

We trust that the study will be useful to you and to other persons interested in matters relating to tax set-off systems.

Sincerely,

Victoria L. Gruber  
Executive Director

VLG:RB/HLB/db

Ryan Bishop  
Director

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# **Property Tax Set-offs: The Use of Local Property Tax Differentials And Tax Rebates in Maryland Fiscal 2023**

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## **Introduction**

Property tax set-offs are meant to compensate for double taxation of municipal taxpayers occurring when both municipal and county property taxes are levied to fund similar services. Therefore, counties compensate municipal taxpayers with property tax set-offs through a tax rate differential or through a tax rebate. A tax rate differential results in a lower county property tax rate within the boundaries of a municipality, whereas a tax rebate is a direct payment to a municipality for providing the services or programs.

## **Background**

Section 6-305 of the Tax-Property Article of the Annotated Code of Maryland mandates that Allegany, Anne Arundel, Baltimore, Garrett, Harford, Howard, Montgomery, and Prince George's counties meet annually with the governing bodies of municipalities to discuss the property tax rate to be set for assessments of property in the municipality. If it is demonstrated that a municipality performs services or programs in lieu of similar county services and programs, the governing body of the county **must impose** the county property tax on assessments of property in the municipality at a rate that is less than the general county property tax rate. Section 6-305.1 requires Frederick County to meet annually with the governing bodies of municipalities to discuss the property tax rate to be set for assessments of property in the municipality. If it can be demonstrated that a municipality performs services or programs in lieu of similar county services and programs, Frederick County must grant a tax set-off to the municipality in accordance with a formula agreed to by the county and the municipality. If Frederick County and a municipality fail to reach an agreement concerning the formula by which a tax set-off is to be calculated, Frederick County must grant a tax set-off using the formula for the preceding taxable year.

Section 6-306 governs the procedure for the setting of a tax differential in the other counties. The governing bodies of the counties are required to meet annually with governing bodies of municipalities to discuss the property tax rate to be set for assessments of property in the municipality. If it is demonstrated that the municipality performs services or programs in lieu of similar county services, the county **may establish** a county property tax rate for property in the municipality that is lower than the general county property tax rate.



Alternatively, both of the above sections provide the counties with the option of making a payment to the municipality to aid the municipality in funding municipal services or programs that are similar to county services or programs. This is commonly known as a tax rebate.

Subsections (d) and (e) of Sections 6-305 and 6-306 of the Tax-Property Article define the procedures for determining the county property tax rate within a municipality. The provisions follow:

- (d) *Setting county rate for municipality.* In determining the county property tax rate to be set for assessments of property in a municipality, the governing body of the county shall consider:
  - (1) the services and programs that are performed by the municipality instead of similar county services and programs; and
  - (2) the extent that the similar services and programs are funded by property tax revenues.
- (e) *Rate need not be uniform.* The county property tax rate for assessments of property located in a municipality is not required to be:
  - (1) the same as the rate for property located in other municipalities in the county; or
  - (2) the same as the rate set in a prior year.

A county and one or more municipalities may enter into an agreement setting different terms or timing for negotiations, calculations, or approval of a tax set-off than are set out under Sections 6-305 and 6-306.

## Scope

This report identifies the real property tax differentials and tax rebates made by the governing bodies of the counties during fiscal 2023. Information was obtained from a survey of the counties and the State Department of Assessments and Taxation (SDAT). Specifically, assessable base information and tax rate differentials were obtained by using data from SDAT. The tax rate differentials are calculated per \$100 of assessed property value.

The following payments are excluded from amounts reported as tax rebates:

- mandatory State pass-through from counties to municipalities, such as supplemental police aid and distributions from the State Fire, Rescue, and Ambulance Fund;

- county sales and services taxes, license fees, and alcoholic beverage dispensary profits required by State law to be shared with municipalities; and
- funds to which a municipality has a claim, such as Program Open Space.

## **Explanation of Exhibits and Appendix**

- **Exhibit 1** summarizes the findings of the tax set-off study for fiscal 2023.
- **Exhibit 2** compares tax set-offs authorized in fiscal 2023 to those in fiscal 2022.
- **Exhibit 3** compares a county's tax set-off amount in fiscal 2023 with the amount provided in fiscal 2018.
- **Appendix 1** provides a listing of the tax differential and rebate amounts for each municipality in fiscal 2023 on a per capita basis.

## **Summary of Findings**

Property tax-set offs for municipalities were granted in 18 counties in fiscal 2023. Of the 5 remaining counties, Baltimore and Howard counties have no municipalities, while Kent, Wicomico, and Worcester counties chose not to establish tax set-offs. In fiscal 2023, tax differentials and rebates totaled \$128.3 million, a 9.8% increase compared to the prior year. Property tax set-off amounts were higher in 17 counties and lower in 1 county. Local funding for tax differentials and rebates in fiscal 2023 ranged from \$70,929 in St. Mary's County to \$35.1 million in Prince George's County. On a per capita basis, local funding ranged from less than \$1 in St. Mary's County to \$100 in Talbot County with the statewide average at \$29, excluding those counties with no municipalities.

Seven counties (Allegany, Anne Arundel, Calvert, Caroline, Charles, Talbot, and Washington) provided tax rate differentials totaling \$43.1 million for the municipalities in their jurisdictions. Five counties (Carroll, Cecil, Montgomery, St. Mary's, and Somerset) returned to the municipalities rebates totaling \$21.7 million. Six counties (Dorchester, Frederick, Garrett, Harford, Prince George's, and Queen Anne's) provided both tax differentials and rebates to their municipalities totaling \$63.5 million.

Prince George's County provided both tax rebates and tax rate differentials to all of its municipalities, totaling \$35.1 million, as did Harford County, totaling \$10.2 million. Frederick County provided tax rate differentials to Frederick and Myersville totaling \$10.7 million and provided 10 other municipalities with \$5.2 million in tax rebates. Dorchester County provided

tax differentials to Cambridge and Hurlock totaling \$752,022 and provided tax rebates to seven other municipalities totaling \$6,050. Garrett County had a tax rate differential totaling \$72,326 for Mountain Lake Park and provided \$297,000 in rebates to seven other municipalities. Queen Anne's County provided tax rate differentials to Centreville and Millington totaling \$808,708 and provided six other municipalities with \$282,101 in tax rebates.

The City of Annapolis (Anne Arundel County) received the largest tax set-off amount in fiscal 2023. The county real property tax rate within the city was reduced by \$0.374 per \$100 of assessed value resulting in a property tax revenue offset of \$25.6 million in fiscal 2023, or \$629 per city resident. The City of Bowie (Prince George's County) received the next largest tax set-off amount with a property tax differential amount of \$11.2 million. The City of Frederick (Frederick County) received a property tax differential amount of \$10.5 million, the third highest amount.

For a majority of municipalities in Maryland, the per capita tax differential or rebate amount is under \$75 per municipal resident. In 23 municipalities, the county government did not grant either a tax differential or tax rebate. In 13 municipalities, the tax differential or rebate amount exceeded \$200 per municipal resident.

**Exhibit 1**  
**Tax Differentials and Tax Rebates**  
**Fiscal 2023**

<b>County</b>	<b>Tax Differential</b>	<b>Tax Rebate</b>	<b>Total</b>
Allegany	\$2,068,856	\$0	\$2,068,856
Anne Arundel	25,583,845	0	25,583,845
Baltimore City	n/a	n/a	n/a
Baltimore	n/a	n/a	n/a
Calvert	3,944,780	0	3,944,780
Caroline	514,431	0	514,431
Carroll	0	2,687,236	2,687,236
Cecil	0	874,203	874,203
Charles	2,217,677	0	2,217,677
Dorchester	752,022	6,050	758,072
Frederick	10,713,009	5,246,806	15,959,815
Garrett	72,326	297,000	369,326
Harford	6,457,652	3,699,456	10,157,108
Howard	n/a	n/a	n/a
Kent	0	0	0
Montgomery	0	17,269,692	17,269,692
Prince George's	34,475,018	651,147	35,126,165
Queen Anne's	808,708	282,101	1,090,809
St. Mary's	0	70,929	70,929
Somerset	0	844,976	844,976
Talbot	3,803,338	0	3,803,338
Washington	4,989,071	0	4,989,071
Wicomico	0	0	0
Worcester	0	0	0
<b>Total</b>	<b>\$96,400,733</b>	<b>\$31,929,596</b>	<b>\$128,330,329</b>

n/a: Indicates the jurisdiction has no municipalities.

Source: Department of Legislative Services

**Exhibit 2**  
**Changes in Tax Differentials and Tax Rebates**  
**Fiscal 2022 and 2023**

<b>County</b>	<b>2022</b>	<b>2023</b>	<b>Difference</b>	<b>% Difference</b>
Allegany	\$1,801,486	\$2,068,856	\$267,370	14.8%
Anne Arundel	25,016,722	25,583,845	567,123	2.3%
Baltimore City	n/a	n/a	n/a	n/a
Baltimore	n/a	n/a	n/a	n/a
Calvert	3,765,626	3,944,780	179,154	4.8%
Caroline	488,746	514,431	25,685	5.3%
Carroll	2,811,517	2,687,236	-124,281	-4.4%
Cecil	816,051	874,203	58,152	7.1%
Charles	2,096,423	2,217,677	121,254	5.8%
Dorchester	682,617	758,072	75,455	11.1%
Frederick	15,029,151	15,959,815	930,664	6.2%
Garrett	368,227	369,326	1,099	0.3%
Harford	10,046,122	10,157,108	110,986	1.1%
Howard	n/a	n/a	n/a	n/a
Kent	70,000	0	-70,000	-100.0%
Montgomery	8,993,070	17,269,692	8,276,622	92.0%
Prince George's	34,925,171	35,126,165	200,994	0.6%
Queen Anne's	1,056,643	1,090,809	34,166	3.2%
St. Mary's	44,461	70,929	26,468	59.5%
Somerset	393,200	844,976	451,776	114.9%
Talbot	3,702,004	3,803,338	101,334	2.7%
Washington	4,767,444	4,989,071	221,627	4.6%
Wicomico	0	0	0	0.0%
Worcester	0	0	0	0.0%
<b>Total</b>	<b>\$116,874,683</b>	<b>\$128,330,329</b>	<b>\$11,455,648</b>	<b>9.8%</b>

n/a: Indicates that the jurisdiction has no municipalities.

Source: Department of Legislative Services

**Exhibit 3**  
**Changes in Tax Differentials and Tax Rebates**  
**Over a Five-year Period**

<b>County</b>	<b>FY 2018</b>	<b>FY 2023</b>	<b>Difference</b>	<b>% Difference</b>
Allegany	\$1,867,037	\$2,068,856	\$201,819	10.8%
Anne Arundel	21,643,147	25,583,845	3,940,698	18.2%
Baltimore City	n/a	n/a	n/a	n/a
Baltimore	n/a	n/a	n/a	n/a
Calvert	3,392,275	3,944,780	552,505	16.3%
Caroline	545,484	514,431	-31,053	-5.7%
Carroll	2,182,194	2,687,236	505,042	23.1%
Cecil	729,049	874,203	145,154	19.9%
Charles	1,648,150	2,217,677	569,527	34.6%
Dorchester	408,722	758,072	349,350	85.5%
Frederick	13,591,738	15,959,815	2,368,077	17.4%
Garrett	363,105	369,326	6,221	1.7%
Harford	9,629,452	10,157,108	527,656	5.5%
Howard	n/a	n/a	n/a	n/a
Kent	0	0	0	0.0%
Montgomery	8,168,433	17,269,692	9,101,259	111.4%
Prince George's	27,114,492	35,126,165	8,011,673	29.5%
Queen Anne's	757,052	1,090,809	333,757	44.1%
St. Mary's	44,916	70,929	26,013	57.9%
Somerset	393,200	844,976	451,776	114.9%
Talbot	3,366,997	3,803,338	436,341	13.0%
Washington	4,263,530	4,989,071	725,541	17.0%
Wicomico	0	0	0	0.0%
Worcester	0	0	0	0.0%
<b>Total</b>	<b>\$100,108,973</b>	<b>\$128,330,329</b>	<b>\$28,221,356</b>	<b>28.2%</b>

n/a: Indicates that the jurisdiction has no municipalities.

Source: Department of Legislative Services

## Tax Differentials/Tax Rebates by County

### Allegany County

During fiscal 2023, Allegany County provided a tax rate differential to all of its seven municipalities for performing governmental services in areas including planning and zoning, police protection, public works, highway construction and maintenance, solid waste disposal, and emergency medical services. The rates are determined by calculating the net property tax support of each area of service and dividing it by the amount of revenue generated by \$1 of property tax levy. The estimated value of the tax differentials in fiscal 2023 is approximately \$2.1 million.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Barton	\$0.0797	\$9,756
Cumberland	0.1589	1,466,330
Frostburg	0.1276	473,703
Lonaconing	0.1118	32,752
Luke	0.1141	32,773
Midland	0.0797	9,950
Westernport	0.0797	43,592
<b>Total</b>		<b>\$2,068,856</b>

### Anne Arundel County

Anne Arundel County set a real property tax rate differential of \$0.374 for the City of Annapolis in fiscal 2023 for providing a variety of services that the county performs outside the city limits, including police protection, fire, public works, planning and zoning, and parks and recreation. The estimated value of the tax differential in fiscal 2023 is \$25.6 million. In calculating the tax rate differential, several steps were involved. First, county spending was allocated into countywide (e.g., education) and noncity (e.g., police) categories. Second, all county revenues, except property taxes, are allocated to offset the cost of either countywide or noncity services. Third, costs that are offset are used to calculate countywide and noncity property tax rates. Finally, this noncity property tax rate serves as the Annapolis tax rate differential. Highland Beach, the other incorporated municipality in Anne Arundel County, received a real property tax rate differential of \$0.03, which equals \$10,259 in reduced county revenues. The tax differential takes into consideration that the municipality provides public works and planning and zoning services.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Annapolis	\$0.3740	\$25,573,586
Highland Beach	0.0300	10,259
<b>Total</b>		<b>\$25,583,845</b>

## Baltimore County

There are no incorporated municipalities solely within Baltimore County; however, a small part of Hampstead is located in the county.

## Calvert County

Calvert County provided a tax rate differential for its two municipalities for public safety, public works, parks and recreation, and economic development. In fiscal 2023, these tax differentials totaled approximately \$3.9 million. The county periodically assesses the reasonableness of the differential by calculating the net cost to the municipalities of providing duplicative public services and what the net cost to the county would be to provide the same services for the municipality. These costs are used with property assessment data to calculate a range within which the tax rate differential should fall. If the differential falls within the range, the county advises that the differentials remain unchanged.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Chesapeake Beach	\$0.3360	\$3,001,396
North Beach	0.3360	943,384
<b>Total</b>		<b>\$3,944,780</b>

## Caroline County

Caroline County provides tax rate differentials to municipalities with police protection. Historically, the differential rate is based on a formula of county police coverage. However, county commissioners have held differentials constant over the last three years. In fiscal 2023, Caroline County provided tax differentials totaling approximately \$0.5 million.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Denton	\$0.06	\$247,623
Federalsburg	0.08	129,502
Goldsboro	0.00	0
Greensboro	0.06	66,455
Henderson	0.00	0
Hillsboro	0.00	0
Marydel	0.00	0
Preston	0.01	7,082
Ridgely	0.05	63,769
Templeville	0.00	0
<b>Total</b>		<b>\$514,431</b>



## Carroll County

Carroll County provided its eight municipalities with tax rebates totaling \$2.7 million in fiscal 2023 in accordance with a longstanding agreement between the county and the municipalities. Funding is allocated to each municipality based in part on assessable base, inflation, and population. The tax rebates were distributed as follows:

<u>Municipality</u>	<u>Rebate Amount</u>
Hampstead	\$315,129
Manchester	304,139
Mount Airy	179,488
New Windsor	69,285
Sykesville	214,740
Taneytown	448,010
Union Bridge	63,894
Westminster	1,092,551
<b>Total</b>	<b>\$2,687,236</b>

## Cecil County

Cecil County returned to its eight municipalities a general rebate equivalent to \$0.028 per \$100 of assessed property values for police protection and street lighting. In addition, the county made rebate payments to its municipalities totaling \$51,652 to offset the cost of refuse and garbage collection. The trash rebate is based on the average tons per capita of refuse deposited in the county landfill (\$3.00 per ton  $\times$  0.75 tons per capita  $\times$  population). The total rebate amount that municipalities in Cecil County received in fiscal 2023 was \$874,203. The amounts were distributed as follows:

<u>Municipality</u>	<u>General Rebate</u>	<u>Trash Rebate</u>	<u>Total Rebate Amount</u>
Cecilton	\$14,897	\$1,067	\$15,964
Charlestown	54,993	2,293	57,286
Chesapeake City	26,047	1,771	27,818
Elkton	373,707	26,759	400,466
North East	135,719	6,149	141,868
Perryville	139,244	8,262	147,506
Port Deposit	18,355	1,521	19,876
Rising Sun	59,589	3,830	63,419
<b>Total</b>	<b>\$822,551</b>	<b>\$51,652</b>	<b>\$874,203</b>

## Charles County

Charles County provided a real property tax rate differential to La Plata and Indian Head in fiscal 2023 totaling \$2.2 million for performing government services in the areas of planning and growth management, police services, parks, and public works. The rate is determined by calculating the expenditures funded by property taxes for parallel services provided by the municipality and dividing this amount by the municipality's assessable base. The Town of Port Tobacco received neither a tax differential nor a tax rebate as the town did not perform any services in lieu of those performed by the county.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Indian Head	\$0.0390	\$127,851
La Plata	0.1420	2,089,826
<b>Total</b>		<b>\$2,217,677</b>

## Dorchester County

In fiscal 2023, two of Dorchester County's nine municipalities, Cambridge and Hurlock, received tax rate differentials totaling \$0.8 million, and all other municipalities received tax rebates totaling \$6,050. The tax differentials are provided to compensate the municipalities for providing duplicative services, including police and planning and zoning. The tax rate differentials were calculated by multiplying the net cost to the county of providing the services by the percentage of those costs funded by real property taxes and the percentage of the county's assessable property base located in each municipality. The tax rebate levels are based on historical funding levels established by the county government.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>	<u>Rebate Amount</u>	<u>Total</u>
Brookview	\$0.0000	\$0	\$450	\$450
Cambridge	0.0733	645,024	0	645,024
Church Creek	0.0000	0	425	425
East New Market	0.0000	0	1,350	1,350
Eldorado	0.0000	0	425	425
Galestown	0.0000	0	700	700
Hurlock	0.0821	106,998	0	106,998
Secretary	0.0000	0	1,350	1,350
Vienna	0.0000	0	1,350	1,350
<b>Total</b>		<b>\$752,022</b>	<b>\$6,050</b>	<b>\$758,072</b>

## Frederick County

Frederick County provided a real property tax rate differential to Frederick and Myersville totaling \$10.7 million in fiscal 2023. Frederick County provided tax rebates totaling \$5.2 million in fiscal 2023 to the other 10 municipalities for highways, police protection, planning and zoning, and parks and recreation. The tax rebates were determined by calculating a certain factor (called a CAP factor), which is based on the municipalities' total taxable income, assessable base, and population compared to the county's total taxable income, assessable base, and population. The net expenditures for each of the duplicative services were then calculated. For police protection and planning and zoning, the net expenditures for duplicative services were used to calculate the cost of these services per capita for the municipality; however, for highways, cost per mile was used, and for parks and recreation, cost per acre of parkland was used. The county then compared the per capita (or per mile or acre) calculation to the net cost of the service multiplied by the CAP factor. The lesser of the two calculations was the total amount to be distributed among the municipalities, based on each municipality's population. The tax rate differentials are calculated in a similar manner. The total tax set-off amounts in fiscal 2023 were as follows:

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>	<u>Rebate Amount</u>	<u>Total</u>
Brunswick	\$0.0000	\$0	\$1,215,166	\$1,215,166
Burkittsville	0.0000	0	26,169	26,169
Emmitsburg	0.0000	0	428,331	428,331
Frederick	0.1113	10,476,212	0	10,476,212
Middletown	0.0000	0	671,867	671,867
Mount Airy	0.0000	0	628,761	628,761
Myersville	0.1177	236,797	0	236,797
New Market	0.0000	0	126,507	126,507
Rosemont	0.0000	0	20,072	20,072
Thurmont	0.0000	0	998,390	998,390
Walkersville	0.0000	0	1,002,940	1,002,940
Woodsboro	0.0000	0	128,603	128,603
<b>Total</b>		<b>\$10,713,009</b>	<b>\$5,246,806</b>	<b>\$15,959,815</b>

## Garrett County

In fiscal 2023, Garrett County provided a tax rate differential to Mountain Lake Park. The tax differential was granted for highway and street expenditures by the municipality. The real property tax rate differential for Mountain Lake Park is equal to the municipal property tax rate multiplied by the assessable base of each Garrett County government entity located within Mountain Lake Park that the county has authority over and/or for which the county provides funding. The total value of the tax differentials for Mountain Lake Park was \$72,326. Garrett County also provided tax rebates to all its other municipalities. Oakland received a rebate of \$147,000 for road paving projects and police

protection, and the other municipalities received \$25,000 for their expenditures on town roads. The rebates for all the municipalities totaled \$297,000.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>	<u>Rebate Amount</u>	<u>Total</u>
Accident	\$0.0000	\$0	\$25,000	\$25,000
Deer Park	0.0000	0	25,000	25,000
Friendsville	0.0000	0	25,000	25,000
Grantsville	0.0000	0	25,000	25,000
Kitzmilller	0.0000	0	25,000	25,000
Loch Lynn Heights	0.0000	0	25,000	25,000
Mountain Lake Park	0.0640	72,326	0	72,326
Oakland	0.0000	0	147,000	147,000
<b>Total</b>		<b>\$72,326</b>	<b>\$297,000</b>	<b>\$369,326</b>

### Harford County

Harford County provided a tax differential for its three municipalities for services performed in the area of road maintenance. The estimated value of the Harford County tax rate differentials totaled \$6.5 million in fiscal 2023. The county also provided approximately \$3.7 million in tax rebates to its municipalities for police services. The tax rebates are determined by calculating the cost of operating the Criminal Patrol Division of the County Sheriff's Department funded by county property taxes and then multiplying that figure by the ratio of each municipality's assessable tax base to the countywide assessable tax base.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>	<u>Rebate Amount</u>	<u>Total</u>
Aberdeen	\$0.1366	\$2,137,023	\$1,268,924	\$3,405,947
Bel Air	0.1366	2,030,622	1,216,111	3,246,733
Havre de Grace	0.1366	2,290,007	1,214,421	3,504,428
<b>Total</b>		<b>\$6,457,652</b>	<b>\$3,699,456</b>	<b>\$10,157,108</b>

### Howard County

There are no incorporated municipalities in Howard County.

### Kent County

Kent County did not provide tax set-offs to its municipalities in fiscal 2023.

## Montgomery County

Montgomery County provided tax rebates totaling \$17.3 million to 17 municipalities and 3 special taxing districts in fiscal 2023. Barnesville and Chevy Chase, Section 5, were the only municipalities that did not receive a tax rebate in fiscal 2023. The tax rebates are based on the county council's appropriation.

<u>Municipality</u>	<u>Rebate Amount</u>
Barnesville	\$0
Brookeville	15,186
Chevy Chase, Sec. III	55,648
Chevy Chase, Sec. V	0
Chevy Chase View	77,527
Chevy Chase Village	275,985
Town of Chevy Chase	237,650
Drummond*	8,665
Friendship Heights*	108,511
Gaithersburg	3,498,978
Garrett Park	91,049
Glen Echo	38,992
Kensington	266,908
Laytonsville	44,373
Martin's Additions	50,393
North Chevy Chase	47,428
Oakmont*	6,157
Poolesville	529,829
Rockville	6,593,160
Somerset	105,600
Takoma Park	5,133,285
Washington Grove	84,368
<b>Total</b>	<b>\$17,269,692</b>

\* Denotes a special taxing district.

## Prince George's County

In fiscal 2023, Prince George's County provided its 27 municipalities with tax differentials valued at an estimated \$34.5 million and tax rebates totaling \$0.7 million. County law requires the cost for each service for each municipality identified in the prior year county budget to be assigned a tax rate equivalency value after adjustments are made to offset revenue directly allocated to a specific service. The aggregate municipal requests for "in lieu of" service credit, as certified by the county, are translated into a dollar value. This dollar value is calculated by totaling the products

of the tax rate equivalent cost of the service multiplied by each municipality's assessable base. Each of these net service values is then reduced to reflect the portion of each county service paid for by the property tax levy. The sum of the tax rate values of the duplicative services constitutes the calculated tax rate differential for each municipality. The county uses a three-year rolling average in applying the calculated tax differentials to provide stability to municipal residents' county tax rates in the event of rate changes due to county services reorganization, economic fluctuations, or other factors. The county also provides tax rebates for solid waste collection and code enforcement.

<b><u>Municipality</u></b>	<b><u>Real Property Tax Rate Differential</u></b>	<b><u>Differential Amount</u></b>	<b><u>Rebate Amount</u></b>	<b><u>Total</u></b>
Berwyn Heights	\$0.1380	\$483,586	\$8,231	\$491,817
Bladensburg	0.1370	720,615	22,486	743,101
Bowie	0.1460	11,027,611	149,877	11,177,488
Brentwood	0.0820	259,730	8,379	268,109
Capitol Heights	0.1320	445,561	10,723	456,284
Cheverly	0.1330	916,530	18,839	935,369
College Park	0.0360	1,191,292	83,290	1,274,582
Colmar Manor	0.1230	137,142	3,483	140,625
Cottage City	0.0910	106,607	3,446	110,053
District Heights	0.1370	579,980	20,607	600,587
Eagle Harbor	0.0020	207	153	360
Edmonston	0.0990	181,268	3,498	184,766
Fairmount Heights	0.0680	87,921	3,908	91,829
Forest Heights	0.1100	229,907	7,997	237,904
Glenarden	0.1100	671,853	16,371	688,224
Greenbelt	0.1440	3,536,764	64,151	3,600,915
Hyattsville	0.1490	3,504,889	48,082	3,552,971
Landover Hills	0.0880	156,611	5,644	162,255
Laurel	0.1730	6,181,234	68,781	6,250,015
Morningside	0.0840	92,590	5,518	98,108
Mount Rainier	0.1380	760,219	22,179	782,398
New Carrollton	0.1330	1,191,312	33,467	1,224,779
North Brentwood	0.0040	2,480	1,428	3,908
Riverdale Park	0.1150	1,001,419	17,335	1,018,754
Seat Pleasant	0.1240	430,395	14,943	445,338
University Park	0.1340	516,221	6,254	522,475
Upper Marlboro	0.0570	61,074	2,077	63,151
<b>Total</b>		<b>\$34,475,018</b>	<b>\$651,147</b>	<b>\$35,126,165</b>

### Queen Anne's County

In fiscal 2023, two of Queen Anne's County's eight municipalities, Centreville and Millington, received tax rate differentials totaling \$808,708. Six other municipalities received tax rebates totaling \$282,101. The tax differentials are provided to compensate the municipalities for providing duplicative services including police, planning and zoning, and roads. Both the tax rate differentials and the tax rebates were calculated by determining a tax rate for each government service or function in the county and then determining, in conjunction with the municipality, what level of service they provide in lieu of county services. That level of service equates to a county rate which, along with the assessable base, is then used to calculate the amount of a tax differential. For the tax rebates, the tax rate, based on the municipal assessable base, represents the amount of rebate for that municipality.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>	<u>Rebate Amount</u>	<u>Total</u>
Barclay	\$0.0000	\$0	\$17,725	\$17,725
Centreville	0.1300	807,601	0	807,601
Church Hill	0.0000	0	52,263	52,263
Millington	0.0850	1,107	0	1,107
Queen Anne	0.0000	0	4,761	4,761
Queenstown	0.0000	0	164,922	164,922
Sudlersville	0.0000	0	41,430	41,430
Templeville	0.0000	0	1,000	1,000
<b>Total</b>		<b>\$808,708</b>	<b>\$282,101</b>	<b>\$1,090,809</b>

### St. Mary's County

St. Mary's County provided a tax rebate in the amount of \$70,929 to the Town of Leonardtown in fiscal 2023 to offset taxes for duplicative services such as planning and zoning, road maintenance, and public works. The rebate is based on the total assessed value of county-owned property within the municipality's corporate limits multiplied by an equitable tax rate on those properties.

<u>Municipality</u>	<u>Rebate Amount</u>
Leonardtown	\$70,929

### Somerset County

Somerset County provided tax rebates in fiscal 2023 to Crisfield and Princess Anne in the amount of \$422,488 to help fund the cost of several paramedics used by the local ambulance companies. In Princess Anne, payments are made directly to the Princess Anne Fire Department.

<u>Municipality</u>	<u>Rebate Amount</u>
Crisfield	\$422,488
Princess Anne	422,488
<b>Total</b>	<b>\$844,976</b>

### Talbot County

In fiscal 2023, Talbot County provided tax rate differentials totaling \$3.8 million to its five municipalities for performing governmental services in the areas of planning and zoning, police and fire protection, building code enforcement, parks and recreation, tourism and economic development, highways and streets, and public works. The county established real property tax rate differentials based on a “county cost for parallel services” formula until fiscal 2000, when, in addition to the formula, additional annual adjustments were made. In recent years, the adjusted tax differential has been more than the tax differential calculated under the parallel services formula. The county also provides a tax rate differential for utility property located in the municipalities.

<u>Municipality</u>	<u>Real Property Tax Rate Differential</u>	<u>Differential Amount</u>
Easton	\$0.1330	\$2,952,513
Oxford	0.1180	357,016
Queen Anne	0.0601	4,274
St. Michaels	0.1270	411,448
Trappe	0.0980	78,087
<b>Total</b>		<b>\$3,803,338</b>

### Washington County

For fiscal 2023, Washington County provided tax differentials to its nine municipalities for providing services such as police protection, public works, planning and zoning, parks, and road overlay. Prior to fiscal 2011, the county provided tax rebates to its municipalities for providing these services. The tax differential is determined by calculating the portion of the county property tax rate that is used to fund services throughout the entire county, including in municipalities, and the portion of the county property tax rate that is used to fund services only in areas outside of municipalities. The latter tax rate is the amount of the tax differential for the municipalities. The fiscal 2023 tax differentials totaled approximately \$5.0 million.



<b><u>Municipality</u></b>	<b><u>Real Property Tax Rate Differential</u></b>	<b><u>Differential Amount</u></b>
Boonsboro	\$0.125	\$442,073
Clear Spring	0.125	28,182
Funkstown	0.125	76,114
Hagerstown	0.125	3,702,512
Hancock	0.125	125,303
Keedysville	0.125	132,255
Sharpsburg	0.125	58,011
Smithsburg	0.125	279,593
Williamsport	0.125	145,028
<b>Total</b>		<b>\$4,989,071</b>

### **Wicomico County**

Wicomico County did not provide tax set-offs to its municipalities in fiscal 2023.

### **Worcester County**

Worcester County did not provide tax set-offs to its municipalities in fiscal 2023.

## Appendix 1. Tax Differentials and Tax Rebates – Per Capita Amounts

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**Fiscal 2023**

<u><b>Jurisdiction</b></u>	<u><b>Population</b></u>	<u><b>Tax Differential</b></u>	<u><b>Tax Rebate</b></u>	<u><b>Total Amount</b></u>	<u><b>Per Capita Amount</b></u>
<b>Allegany</b>					
Barton	458	\$9,756	\$0	\$9,756	\$21
Cumberland	18,769	1,466,330	0	1,466,330	78
Frostburg	6,958	473,703	0	473,703	68
Lonaconing	987	32,752	0	32,752	33
Luke	84	32,773	0	32,773	390
Midland	479	9,950	0	9,950	21
Westernport	1,779	43,592	0	43,592	25
<b>Anne Arundel</b>					
Annapolis	40,648	\$25,573,586	\$0	\$25,573,586	\$629
Highland Beach	107	10,259	0	10,259	96
<b>Calvert</b>					
Chesapeake Beach	6,479	\$3,001,396	\$0	\$3,001,396	\$463
North Beach	2,176	943,384	0	943,384	434
<b>Caroline</b>					
Denton	4,924	\$247,623	\$0	\$247,623	\$50
Federalsburg	2,806	129,502	0	129,502	46
Goldsboro	214	0	0	0	0
Greensboro	1,913	66,455	0	66,455	35
Henderson	158	0	0	0	0
Hillsboro	126	0	0	0	0
Marydel	176	0	0	0	0
Preston	677	7,082	0	7,082	10
Ridgely	1,605	63,769	0	63,769	40
Templeville*	32	0	0	0	0

<b><u>Jurisdiction</u></b>	<b><u>Population</u></b>	<b><u>Tax Differential</u></b>	<b><u>Tax Rebate</u></b>	<b><u>Total Amount</u></b>	<b><u>Per Capita Amount</u></b>
<b>Carroll</b>					
Hampstead*	6,342	\$0	\$315,129	\$315,129	\$50
Manchester	5,484	0	304,139	304,139	55
Mount Airy*	6,227	0	179,488	179,488	29
New Windsor	1,459	0	69,285	69,285	47
Sykesville	4,371	0	214,740	214,740	49
Taneytown	7,340	0	448,010	448,010	61
Union Bridge	940	0	63,894	63,894	68
Westminster	20,393	0	1,092,551	1,092,551	54
<b>Cecil</b>					
Cecilton	679	\$0	\$15,964	\$15,964	\$24
Charlestown	1,513	0	57,286	57,286	38
Chesapeake City	740	0	27,818	27,818	38
Elkton	15,913	0	400,466	400,466	25
North East	4,132	0	141,868	141,868	34
Perryville	4,445	0	147,506	147,506	33
Port Deposit	621	0	19,876	19,876	32
Rising Sun	2,761	0	63,419	63,419	23
<b>Charles</b>					
Indian Head	4,025	\$127,851	\$0	\$127,851	\$32
La Plata	10,676	2,089,826	0	2,089,826	196
Port Tobacco	21	0	0	0	0
<b>Dorchester</b>					
Brookview	46	\$0	\$450	\$450	\$10
Cambridge	13,129	645,024	0	645,024	49
Church Creek	102	0	425	425	4
East New Market	393	0	1,350	1,350	3
Eldorado	46	0	425	425	9
Galestown	113	0	700	700	6
Hurlock	2,077	106,998	0	106,998	52
Secretary	471	0	1,350	1,350	3
Vienna	272	0	1,350	1,350	5
<b>Frederick</b>					
Brunswick	8,211	\$0	\$1,215,166	\$1,215,166	\$148
Burkittsville	150	0	26,169	26,169	174

<b><u>Jurisdiction</u></b>	<b><u>Population</u></b>	<b><u>Tax Differential</u></b>	<b><u>Tax Rebate</u></b>	<b><u>Total Amount</u></b>	<b><u>Per Capita Amount</u></b>
Emmitsburg	2,921	0	428,331	428,331	147
Frederick City	82,175	10,476,212	0	10,476,212	127
Middletown	5,239	0	671,867	671,867	128
Mount Airy*	3,592	0	628,761	628,761	175
Myersville	1,854	236,797	0	236,797	128
New Market	1,614	0	126,507	126,507	78
Rosemont	289	0	20,072	20,072	69
Thurmont	6,588	0	998,390	998,390	152
Walkersville	6,521	0	1,002,940	1,002,940	154
Woodsboro	1,156	0	128,603	128,603	111
<b>Garrett</b>					
Accident	335	\$0	\$25,000	\$25,000	\$75
Deer Park	303	0	25,000	25,000	83
Friendsville	432	0	25,000	25,000	58
Grantsville	966	0	25,000	25,000	26
Kitzmiller	293	0	25,000	25,000	85
Loch Lynn Heights	486	0	25,000	25,000	51
Mountain Lake Park	2,124	72,326	0	72,326	34
Oakland	1,828	0	147,000	147,000	80
<b>Harford</b>					
Aberdeen	16,859	\$2,137,023	\$1,268,924	\$3,405,947	\$202
Bel Air	10,596	2,030,622	1,216,111	3,246,733	306
Havre de Grace	14,996	2,290,007	1,214,421	3,504,428	234
<b>Kent</b>					
Betterton	285	\$0	\$0	\$0	\$0
Chestertown	5,563	0	0	0	0
Galena	540	0	0	0	0
Millington	527	0	0	0	0
Rock Hall	1,196	0	0	0	0
<b>Montgomery</b>					
Barnesville	140	\$0	\$0	\$0	\$0
Brookeville	163	0	15,186	15,186	93
Chevy Chase, Sec. 3	788	0	55,648	55,648	71
Chevy Chase, Sec. 5	663	0	0	0	0
Chevy Chase	2,855	0	237,650	237,650	83

<b><u>Jurisdiction</u></b>	<b><u>Population</u></b>	<b><u>Tax Differential</u></b>	<b><u>Tax Rebate</u></b>	<b><u>Total Amount</u></b>	<b><u>Per Capita Amount</u></b>
Chevy Chase View	991	0	77,527	77,527	78
Chevy Chase Village	2,019	0	275,985	275,985	137
Drummond	-	0	8,665	8,665	0
Friendship Heights	-	0	108,511	108,511	0
Gaithersburg	68,952	0	3,498,978	3,498,978	51
Garrett Park	978	0	91,049	91,049	93
Glen Echo	275	0	38,992	38,992	142
Kensington	2,099	0	266,908	266,908	127
Laytonsville	569	0	44,373	44,373	78
Martin's Additions	928	0	50,393	50,393	54
North Chevy Chase	676	0	47,428	47,428	70
Oakmont	-	0	6,157	6,157	0
Poolesville	5,688	0	529,829	529,829	93
Rockville	66,924	0	6,593,160	6,593,160	99
Somerset	1,171	0	105,600	105,600	90
Takoma Park	17,390	0	5,133,285	5,133,285	295
Washington Grove	497	0	84,368	84,368	170
<b>Prince George's</b>					
Berwyn Heights	3,270	\$483,586	\$8,231	\$491,817	\$150
Bladensburg	9,444	720,615	22,486	743,101	79
Bowie	57,192	11,027,611	149,877	11,177,488	195
Brentwood	3,732	259,730	8,379	268,109	72
Capitol Heights	3,953	445,561	10,723	456,284	115
Cheverly	6,019	916,530	18,839	935,369	155
College Park	34,190	1,191,292	83,290	1,274,582	37
Colmar Manor	1,554	137,142	3,483	140,625	90
Cottage City	1,300	106,607	3,446	110,053	85
District Heights	5,816	579,980	20,607	600,587	103
Eagle Harbor	66	207	153	360	5
Edmonston	1,575	181,268	3,498	184,766	117
Fairmount Heights	1,488	87,921	3,908	91,829	62
Forest Heights	2,609	229,907	7,997	237,904	91
Glenarden	6,268	671,853	16,371	688,224	110
Greenbelt	24,360	3,536,764	64,151	3,600,915	148
Hyattsville	20,675	3,504,889	48,082	3,552,971	172
Landover Hills	1,767	156,611	5,644	162,255	92
Laurel	29,352	6,181,234	68,781	6,250,015	213
Morningside	1,211	92,590	5,518	98,108	81

<b><u>Jurisdiction</u></b>	<b><u>Population</u></b>	<b><u>Tax Differential</u></b>	<b><u>Tax Rebate</u></b>	<b><u>Total Amount</u></b>	<b><u>Per Capita Amount</u></b>
Mt. Rainier	8,126	760,219	22,179	782,398	96
New Carrollton	13,403	1,191,312	33,467	1,224,779	91
North Brentwood	578	2,480	1,428	3,908	7
<u>Riverdale Park</u>	7,171	1,001,419	17,335	1,018,754	142
Seat Pleasant	4,462	430,395	14,943	445,338	100
University Park	2,386	516,221	6,254	522,475	219
Upper Marlboro	702	61,074	2,077	63,151	90
<b>Queen Anne's</b>					
Barclay	185	\$0	\$17,725	\$17,725	\$96
Centreville	4,755	807,601	0	807,601	170
Church Hill	815	0	52,263	52,263	64
Millington*	22	1,107	0	1,107	50
Queen Anne*	128	0	4,761	4,761	37
Queenstown	741	0	164,922	164,922	223
Sudlersville	516	0	41,430	41,430	80
Templeville*	84	0	1,000	1,000	12
<b>St. Mary's</b>					
Leonardtown	4,905	\$0	\$70,929	\$70,929	\$14
<b>Somerset</b>					
Crisfield	2,446	\$0	\$422,488	\$422,488	\$173
Princess Anne	3,472	0	422,488	422,488	122
<b>Talbot</b>					
Easton	17,342	\$2,952,513	\$0	\$2,952,513	\$170
Oxford	608	357,016	0	357,016	587
Queen Anne*	61	4,274	0	4,274	70
St. Michaels	1,068	411,448	0	411,448	385
Trappe	1,191	78,087	0	78,087	66
<b>Washington</b>					
Boonsboro	3,814	\$442,073	\$0	\$442,073	\$116
Clear Spring	370	28,182	0	28,182	76
Funkstown	849	76,114	0	76,114	90
Hagerstown	43,701	3,702,512	0	3,702,512	85
Hancock	1,553	125,303	0	125,303	81
Keedysville	1,213	132,255	0	132,255	109

<b><u>Jurisdiction</u></b>	<b><u>Population</u></b>	<b><u>Tax Differential</u></b>	<b><u>Tax Rebate</u></b>	<b><u>Total Amount</u></b>	<b><u>Per Capita Amount</u></b>
Sharpsburg	565	58,011	0	58,011	103
Smithsburg	3,121	279,593	0	279,593	90
Williamsport	2,084	145,028	0	145,028	70
<b>Wicomico</b>					
Delmar	4,122	\$0	\$0	\$0	\$0
Fruitland	5,843	0	0	0	0
Hebron	1,112	0	0	0	0
Mardela Springs	353	0	0	0	0
Pittsville	1,644	0	0	0	0
Salisbury	33,209	0	0	0	0
Sharptown	700	0	0	0	0
Willards	985	0	0	0	0
<b>Worcester</b>					
Berlin	5,259	\$0	\$0	\$0	\$0
Ocean City	6,915	0	0	0	0
Pocomoke City	4,402	0	0	0	0
Snow Hill	2,272	0	0	0	0

\* Municipality is in two counties.

Source: Department of Legislative Services

**Speaker Tim O'Brien Ward 1 Councilmember, Chestertown**  
**April 9, 2024 for Kent County Budget Workshop**

Thank you, Commissioners, for this opportunity to speak to you on Chestertown's FY24 County budget requests. My name is Tim O'Brien and I am Chestertown's Ward 1 Councilmember. The Mayor and Council have selected me to present Chestertown's modest budget requests today so please allow me these brief remarks followed by some specific Chestertown needs.

Kent County is still recovering from the COVID-19 pandemic. Although COVID itself was slow to reach rural communities such as ours, once it arrived, it altered our way of life. We lost neighbors to the disease and lost businesses with their jobs from the economic impacts that continue to ripple through our community. One thing the pandemic did make clear, is that we are all in this together and Kent County and Chestertown are inseparable partners in each other's future success and stability.

As clear as this may seem to most of us now, we must acknowledge this partnership has for some time not functioned as effectively as our County and Town residents might reasonably expect it should have. So, as we are now exiting the COVID crisis we are presented with a fresh opportunity to leave some things in the past and take the steps forward that will allow us to grow stronger together and provide noticeable advances in the quality of life for all Kent County citizens. The current Government of Chestertown looks forward to working with the Commissioners in this endeavor.

This is also a critical time for County/Town collaboration as there are historic levels of infrastructure funds available. As you know, Chestertown is already a state designated Priority Funding Area (PFA) as well as a designated state Sustainable Community. Chestertown needs the County's full support in requesting and accessing all the Federal infrastructure funds possible. With Chestertown providing about 20% of Kent County Revenue, it remains the principal area in the County that can allow for significant economic expansion. Assisting the stimulation of economic growth in Chestertown would likely prove the highest return on investments and lead to increased County revenues while still preserving the rural areas.

Chestertown is grateful for County-provided services and has a long history of voluntarily contributing from the Town's budget to supplement those services. This includes an annual contribution of \$41,500 and the use of a Town-owned building to the Chestertown Volunteer Fire department. As well as some support for the Kent Rescue Squad, fully funding the Kent County Visitor Center, donations to County Library and maintaining a separate Chestertown police force. Figures of annual town support can be provided.

It is also true that Chestertown recently received a \$4 million Federal ARPA award which was more than the County award. But unlike other municipalities, Chestertown set aside about a quarter of that funding for services that will assist both the Chestertown and Kent County community to recover. For example, recognizing the heroic efforts of the Kent County first responders during the Pandemic and the urgent need for a fire truck upgrade, the Chestertown Council unanimously approved nearly \$450,000 to cover a shortfall in the new firetruck funding. Additionally, Town set aside close to \$490,000 in funding to help



**vital community support groups stay strong post pandemic. Groups like Kent Attainable Housing, Rebuilding together in Kent County, For All Seasons, Horizons, Open Doors Partners in Education, Upper Shore Community Development Partners, and others.**

**Chestertown has been generous to the Chestertown Fire Department and other Kent County based community groups with its special one-time Federal ARPA grant. Now the Chestertown government is asking the County Commissioners to demonstrate their support for Chestertown residents with a renewal of County investments and working together to strengthen the Town/County partnership.**

**As the first step in this process, Chestertown government is asking for approval of the funding for the following modest Town budget items and in-kind requests for FY24.**

**Chestertown Budget asks FY24:**

1. \$80,000 to support public restroom construction downtown for tourism and public health (town has already set aside \$150,000 of ARPA for this)
2. \$75,000 for Chestertown Fire Department Emergency backup generator to support its emergency response and as community shelter (current one is failing)
3. \$90,000 toward fixing and repaving Chestertown Firehouse parking lot. It is Town owned but damaged by the firetrucks.
4. \$35,000 to upgrade Chestertown Fire house kitchen to upgrade the commercial kitchen space for greater access to Kent County small businesses and public events.
5. \$50,000 for ½ cost of Kent County Visitors Center (currently paid 100% by Chestertown)
6. \$50,000 for professional planning assistance for Chestertown's 10 year Comprehensive Plan update for 2025

Total ask is only \$350,000 and majority would be in support the Volunteer Fire Department

**Chestertown In-kind County Asks:**

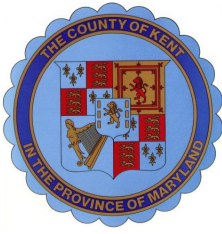
1. Support MOU to have pre-approved access to County IT support as needed by Town.
2. Instruct staff to provide the new town manager with a list of county services that County is willing to provide to Chestertown, including fee based.
3. Consider giving Chestertown the ownership of County dock at end of High Street for use as part of town marina where town has on site staff and can better maintain.
4. Request that the County return to cutting of the side brush and trees on the rails-to-trails as needed with their specialized machine.
5. Invest in expanded homeless and temporary housing services in Kent County to address higher levels of need in Chestertown.
6. Fully fund the renovations of Historic African-American Yellow Meeting house at County's Chestertown Library branch for public use as important Town meeting space.
7. Support Chestertown in engaging with the owners of Kent Plaza to reverse its decline and decades long high vacancy rates that continue to blight town and under perform in sales tax revenue.
8. Support Chestertown efforts to apply for open green space grant funding in FY24-25



## **AGENDA ITEM BRIEFING**

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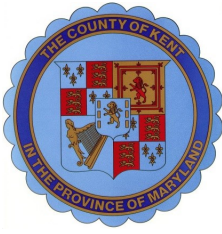
### **Mayor and Council, Town of Galena 4/9/2024 Budget Work Session**



## **AGENDA ITEM BRIEFING**

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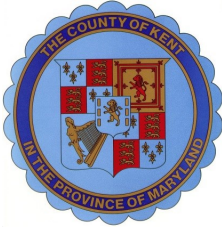
**Mayor and Council, Town of Millington  
4/9/2024  
Budget Work Session**



## **AGENDA ITEM BRIEFING**

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### **Mayor and Council, Town of Rock Hall 4/9/2024 Budget Work Session**



## AGENDA ITEM BRIEFING

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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**4/9/2024**  
**Budget Work Session**

**Item Summary:**

ATTACHMENTS:

Description

Overview

# SUMMARY OF CHANGES-FY25

CATEGORY	ITEM	REVENUE	EXPENDITURE	SURPLUS/ (DEFICIT)
Budget Requests		60,058,423	68,597,044	(8,538,621)
Transfers	POS - Worton Park/renovate basketball courts		27,500	
Transfers	WWS - Capital/Major Repairs > ARPA		(206,702)	
Allocations	Chesapeake College - M&R		4,089	
Operating	EMS-PPE Equipment		(10,000)	
Capital	400 High St - replace 3 windows > FY24		(10,000)	
Capital	400 High St - basement evaluation > FY24		(1,800)	
Capital	Circuit Court - replace CourtSmart system		(31,577)	
			-	
			-	
		-	(228,490)	
04/02/24 - Total		60,058,423	68,368,554	(8,310,131)

# Revenues

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

# Expenditures

	<b>FY24 Projection</b>	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>Inc/Dec \$</b>	<b>%</b>
<b>Public Schools</b>	19,654,557	19,654,557	20,833,870	1,179,313	6.0%
<b>Salaries</b>	13,161,056	13,916,190	15,519,725	1,603,535	11.5%
<b>Benefits</b>	7,479,509	8,007,023	8,471,481	464,458	5.8%
<b>Capital</b>	1,521,144	1,539,124	2,192,002	652,878	42.4%
<b>Leased Capital</b>	600,526	611,820	350,715	(261,105)	-42.7%
<b>County Allocations</b>	4,983,325	5,006,170	5,543,615	537,445	10.7%
<b>Operating</b>	6,944,461	7,291,376	7,832,458	541,082	7.4%
<b>Transfers</b>	1,596,275	3,223,904	5,954,994	2,731,090	84.7%
<b>Contingency</b>	400,000	400,000	400,000	-	0.0%
<b>Debt Service</b>	1,362,691	1,419,217	1,269,694	(149,523)	-10.5%
<b>Total Expenditures</b>	<b>57,703,544</b>	<b>61,069,381</b>	<b>68,368,554</b>	<b>7,299,173</b>	<b>12.0%</b>
<b>Surplus/(Deficit)</b>	<b>1,611,964</b>	<b>(2,917,547)</b>	<b>(8,310,131)</b>	<b>(5,392,584)</b>	<b>184.8%</b>





## **AGENDA ITEM BRIEFING**

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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**4/9/2024**  
**Budget Work Session**

**ATTACHMENTS:**

Description

Capital Presentation - Copy

**KENT COUNTY, MARYLAND  
5 YEAR CAPITAL PLAN  
SUMMARY  
4/2/2024**

	Page #	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>								
County Commissioners		-	-	-	-	-	-	-
County Commissioners Office		-	-	-	-	-	-	-
Human Resources		-	-	-	-	-	-	-
Alcohol Beverage Inspector		-	-	-	-	-	-	-
Finance		-	-	-	-	-	-	-
Information Technology	4	92,536	128,400	181,000	18,000	105,000	75,000	599,936
General Services		-	-	-	-	-	-	-
Public Works Administration		-	-	-	-	-	-	-
County Roads	7	919,447	1,186,579	1,095,000	945,000	850,000	915,000	5,911,026
Public Landings	19	9,225	-	-	15,000	-	-	24,225
Environmental Operations	20	-	359,500	86,000	48,000	-	18,000	511,500
Building Maintenance	24	148,237	210,538	180,038	72,538	75,038	77,538	763,925
Planning	32	1,456	-	-	-	-	-	1,456
Sheriff	33	3,683	33,250	29,250	29,250	24,375	-	119,808
Detention Center	37	9,835	30,000	-	-	-	-	39,835
Police Accountability Board	39	0	-	-	-	-	-	-
Office of Emergency Services	40	0	-	-	-	-	-	-
Emergency Medical Services	41	298,430	20,000	6,000	6,000	6,000	6,000	342,430
Communications		-	-	-	-	-	-	-
Parks & Recreation	46	66,654	78,000	5,000	16,000	-	16,000	181,654
Grounds Maintenance	56	-	35,000	6,600	105,000	35,000	45,000	226,600
Economic Development		-	-	-	-	-	-	-
State's Attorney	63	0	-	-	-	-	-	-
Circuit Court	64	48,465	36,237	31,420	-	-	-	116,122
Election Office	66	-	-	18,375	-	-	-	18,375
Public Schools		-	-	-	-	-	-	-
Library		-	-	-	-	-	-	-
<b>General Fund Capital Expenditures</b>		<b>1,597,968</b>	<b>2,117,504</b>	<b>1,638,683</b>	<b>1,254,788</b>	<b>1,095,413</b>	<b>1,152,538</b>	<b>8,856,892</b>
<b>Agriculture Preservation</b>	67	<b>3,660</b>	<b>22,024</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,684</b>
<b>Local Management Board</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Inmate Welfare Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Law Library</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Project Open Space</b>	68	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Kent Family Center</b>	76	<b>415</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>415</b>
<b>Weed Control</b>	77	<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>
<b>Local Park &amp; Playground Infrastructure</b>	78	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Water &amp; Wastewater Services</b>	86	<b>113,948</b>	<b>-</b>	<b>232,000</b>	<b>156,000</b>	<b>80,000</b>	<b>84,000</b>	<b>665,948</b>
<b>Bayside Landing</b>	88	<b>1,489</b>	<b>1,200</b>	<b>2,700</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>6,889</b>
<b>Total Capital Expenditures</b>		<b>1,717,730</b>	<b>2,140,728</b>	<b>1,873,383</b>	<b>1,410,788</b>	<b>1,176,913</b>	<b>1,236,538</b>	<b>9,556,078</b>

**KENT COUNTY, MARYLAND  
LEASED VEHICLE  
SUMMARY  
4/2/2024**

		Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Leased Vehicles</b>								
County Commissioners Office		-	-	-	-	-	-	-
Human Resources		-	-	-	-	-	-	-
Alcohol Beverage Inspector		-	-	-	-	-	-	-
Information Technology		-	-	-	-	-	-	-
Public Works Administration		-	-	-	-	-	-	-
County Roads		-	-	-	-	-	-	-
Public Landings		-	-	-	-	-	-	-
Environmental Operations		-	-	-	-	-	-	-
Building Maintenance		-	-	-	-	-	-	-
Planning		-	-	-	-	-	-	-
Sheriff (3/4/5)	34	472,331	350,715	350,715	350,715	350,715	350,715	2,225,906
Detention Center		-	-	-	-	-	-	-
Office of Emergency Services		-	-	-	-	-	-	-
Emergency Medical Services (2)	41	128,196	-	-	-	-	-	128,196
Communications		-	-	-	-	-	-	-
Parks & Recreation (1)		-	-	-	-	-	-	-
Grounds Maintenance		-	-	-	-	-	-	-
State's Attorney		-	-	-	-	-	-	-
<b>General Fund Leased Vehicles</b>		<b>600,527</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>2,354,102</b>
<b>Local Management Board</b>								
Kent Family Center		-	-	-	-	-	-	-
Weed Control		-	-	-	-	-	-	-
Water & Wastewater Services (1)	86	73,110	-	-	-	-	-	73,110
<b>Total Leased Vehicles</b>		<b>673,637</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>2,427,212</b>

**KENT COUNTY, MARYLAND  
5 YEAR CAPITAL PLAN  
SUMMARY  
4/2/2024**

		Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Projects</b>								
Information Technology computer upgrades	6	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Public Works design K0015	8	16,000	34,596	-	-	-	-	50,596
Public Works repair K0015	8	-	200,000	-	-	-	-	200,000
Public Works Complex salt storage building		-	-	-	100,000	-	-	100,000
Bogles Public Landing pier replacement		-	-	180,000	-	-	-	180,000
Nicholson water treatment plant upgrade	23	15,610	4,033,159	-	-	-	-	4,048,769
EMS Facility - Vickers Drive	24	-	650,000	-	-	-	-	650,000
Mid-Shore Regional Detention Center	24	32,967	210,833	111,604	5,441,689	7,985,874	-	13,782,967
911/Sheriff's Department facilities		-	-	5,000,000	5,000,000	-	-	10,000,000
Court House renovation		-	-	-	-	1,512,000	16,700,000	18,212,000
EMS Communications - radio upgrade	44	-	380,000	-	-	-	-	380,000
Chestertown Business Campus Rt 213 entrance	61	-	450,000	-	-	-	-	450,000
Kent County High School roof	82	10,660	-	-	-	-	-	10,660
Kent County Middle School	82	-	1,750,000	19,951,000	22,503,000	-	1,146,000	45,350,000
Chesapeake College - Queen Anne Technical Bldg	84	-	247,142	-	-	-	-	247,142
Kent County Public Library - ADA ramp/High St		-	-	91,730	-	-	-	91,730
<b>Capital Project Fund Expenditures</b>		<b>105,237</b>	<b>7,985,730</b>	<b>25,364,334</b>	<b>33,074,689</b>	<b>9,527,874</b>	<b>17,876,000</b>	<b>93,933,864</b>
<b>Project Open Space</b>								
Local Park & Playground Infrastructure	70	9,127	69,588	67,800	135,000	450,000	-	731,515
<b>Water &amp; Wastewater Services</b>	79	0	0	-	-	-	-	-
Bayside Landing	87	-	312,958	-	-	-	-	312,958
	89	9,250	611,350	-	-	-	-	620,600
<b>Total Capital Project Expenditures</b>		<b>123,614</b>	<b>8,979,626</b>	<b>25,432,134</b>	<b>33,209,689</b>	<b>9,977,874</b>	<b>17,876,000</b>	<b>95,598,937</b>
<b>Total Expenditures</b>		<b>2,514,981</b>	<b>11,471,069</b>	<b>27,305,517</b>	<b>34,620,477</b>	<b>11,154,787</b>	<b>19,112,538</b>	<b>105,155,015</b>

# 5 YEAR CAPITAL PLAN - INFORMATION TECHNOLOGY

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Virtualization hardware	46,790	-	-	-	-	60,000	106,790
Layer 2 switches - (11) replacements/(2) spares	21,580	-	-	-	-	-	21,580
Firewall (x2/upgrade/install/configure/transfer)	10,000	-	-	-	-	15,000	25,000
Panic buttons/400 High Street	4,895	-	-	-	-	-	4,895
Security cameras/400 High Street	8,995	-	-	-	-	-	8,995
Desk	276	-	-	-	-	-	276
Backup and recovery hardware	-	128,400	-	-	105,000	-	233,400
Upgrade computers (Fund Balance)	-	-	150,000	-	-	-	150,000
Layer 3 switches	-	-	31,000	-	-	-	31,000
Next GEN SIEM cyber security hardware	-	-	-	18,000	-	-	18,000
<b>Total Capital Expenditures</b>	<b>92,536</b>	<b>128,400</b>	<b>181,000</b>	<b>18,000</b>	<b>105,000</b>	<b>75,000</b>	<b>599,936</b>
<b>Capital Projects</b>							
Computer replacement funding	30,000	30,000	30,000	30,000	30,000	30,000	180,000
<b>Total Capital Projects</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>180,000</b>
<b>Total Expenditures</b>	<b>122,536</b>	<b>158,400</b>	<b>211,000</b>	<b>48,000</b>	<b>135,000</b>	<b>105,000</b>	<b>779,936</b>

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Backup and Storage Hardware
<b>Department &amp; Division</b>	1000	Information Technology
<b>Total Cost</b>	\$ 128,400	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 128,400	

<b>Detailed Justification</b>	<p>The County is currently experiencing primary storage and backup storage capacity issues due to state and federal guidelines for data retention of body camera footage. KCIT has seen exponential growth of data usage in FY24 resulting in the exhaustion of these resources. The requested new hardware is much larger, allowing for increased data retention on-premise and within the cloud, with room for future growth. The proposed solution also includes licensing for additional security components, such as sensitive data identification and analysis, threat-hunting capabilities, and advanced recovery features. These measures strengthen our cybersecurity posture, enabling proactive data protection and streamlining recovery efforts. The proposed licensing also provides access to the vendor's ransomware recovery team for additional support during incident response.</p>
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<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	2	PC Refresh
<b>Department &amp; Division</b>	1000	Information Technology
<b>Total Cost</b>	\$ 30,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 30,000	

**Detailed Justification**      Funding each year is set aside for a PC Refresh. Several years ago KCIT increased the requested amount to \$30,000 per year due to an increase in laptops. Inflation could also be a factor in FY26 when we refresh devices.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - ROADS

	Prior Years	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>								
Bridge repairs design K0001 & K0002	368,341	282	-	-	-	-	-	368,623
Standard cab dump truck w/plow/sander/spreader*	-	180,000	187,500	190,000	195,000	200,000	205,000	1,157,500
Clark Rd pipe project	17,135	310,142	-	-	-	-	-	327,277
Shop chair/Office chair	-	410	-	-	-	-	-	410
Sewer camera	-	155	-	-	-	-	-	155
Bucket Truck (used)	-	-	100,000	-	-	-	-	100,000
Tractor with A-Boom	-	-	228,000	-	-	-	-	228,000
Paving Projects - various roads	-	162,690	239,700	300,000	300,000	300,000	300,000	1,602,390
Surface treatment various roads (\$330,766/\$336,377)**	-	265,768	271,379	350,000	350,000	350,000	350,000	1,937,147
Village of Kennedyville stormwater & roadway improvements	-	-	160,000	-	-	-	-	160,000
Ditch attachment	-	-	-	45,000	-	-	-	45,000
Entryr 1,000 gallon Pull Behind Distributor	-	-	-	90,000	-	-	-	90,000
Mowing tractor w/side and row flail	-	-	-	120,000	-	-	-	120,000
Compact excavator	-	-	-	-	100,000	-	-	100,000
Public Works Sand Shed Repairs	-	-	-	-	-	-	60,000	60,000
<b>Total Capital Expenditures</b>	<b>385,476</b>	<b>919,447</b>	<b>1,186,579</b>	<b>1,095,000</b>	<b>945,000</b>	<b>850,000</b>	<b>915,000</b>	<b>6,296,502</b>
<b>Leased Vehicles</b>								
	-	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-	-
<b>Capital Projects</b>								
Design Lambson Forest Rd bridge K00015 (FY23/FY24 \$400,000)***	29,332	16,000	34,596	-	-	-	-	79,928
Repair Lambson Forest Rd bridge K00015 (FY24 \$1,000,000)***	-	-	200,000	-	-	-	-	200,000
Salt storage building	-	-	-	-	100,000	-	-	100,000
<b>Total Capital Projects</b>	<b>29,332</b>	<b>16,000</b>	<b>234,596</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>379,928</b>
<b>Total Expenditures</b>	<b>414,808</b>	<b>935,447</b>	<b>1,421,175</b>	<b>1,095,000</b>	<b>1,045,000</b>	<b>850,000</b>	<b>915,000</b>	<b>6,676,430</b>

\* FY23's truck to arrive June 2024/PO#151162; No trucks were ordered in FY2024; Supply chain issues have resolved so we can go back to one truck ordered and received in the same budget year

\*\* State aid of \$64,998 for FY2024 and FY2025

\*\*\* 80% State funded - FY23 \$117,688; FY24 \$64,000 Projected



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	1	Replace Lambson Forest Rd Bridge K00015
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 1,172,980	
Non County Funding	(\$ 938,384)	Federal Bridge Replacement Funding
County Funding	<u>\$ 234,596</u>	

### Detailed Justification

The 2020 bridge inspection revealed the pipe arch structure had deteriorated further and needs replacement. The Federal Bridge Replacement Funding is expected to cover 80% of design and construction costs. Total estimated Design and Construction cost is \$1,400,000 (\$1,120,000 Federal Bridge Replacement Funding and \$280,000 County Funding). Design is nearly complete and replacement will begin in the Fall of FY2025.

Ownership (If not County)	N/A
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>2</u>	<u>Standard Cab Dump Truck with plow, sander &amp; spreader</u>
Department & Division	<u>2610</u>	<u>Public Works Roads Division</u>
Total Cost	<u>\$ 187,500</u>	
Non County Funding	<u>                    </u>	
County Funding	<u><u>\$ 187,500</u></u>	

**Detailed Justification**

We are requesting to replace one of our 22 year old dump trucks from our aging fleet. The unit in question has a rusted out cab and frame. There are several holes in the dump body and under body of the dump frame. Keeping a reliable fleet of trucks will enable us to respond to all weather conditions and maintain the roads for the citizens of Kent County. The 2002 International Dump Truck Tag #LG61271 has 188,246 miles and 17,690 hours. On average it takes 8 hours to complete one round roads in Kent County. Maintaining a reliable and dependable fleet of dump trucks is necessary to be prepared for all types of emergency situations, such as blizzards, hurricanes, etc. The current truck will require extensive repairs if not replaced. The end of useful life is typically at 10,000 hours and/or extensive frame rust. Please find attached photos for your viewing. Thank you for your time and consideration, it is greatly appreciated.

**Ownership (If not County)** N/A

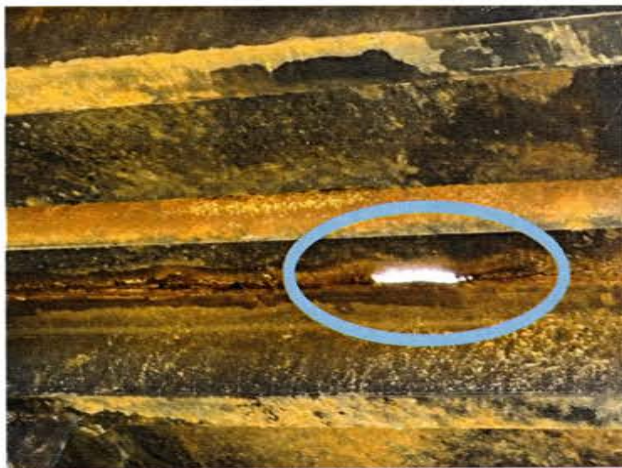
**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to purchase**

FOR OFFICE OF FINANCE USE  
Expense Code:

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

LG61271 2002 International Dump Truck to be replaced.



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	3	Bucket Truck (used)
<b>Department &amp; Division</b>	2610	Public Works Roads Division
<b>Total Cost</b>	\$ 100,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 100,000	

**Detailed Justification**

We are requesting to replace our 31 year old bucket truck. This bucket truck is used for tree trimming and helping other departments with out of reach jobs. The bucket truck is required to have the Occupational Safety Health Administration (OSHA) Certification because it has an aerolift, which puts our employees 20-30 feet in the air. The OSHA Inspection has become more difficult in obtaining parts due to the age of the truck. This is a very important safety issue for our employees. The 1993 Bucket Truck Tag#LG37677 has 247,322 miles. Replacing it with a newer truck will decrease repair costs and downtime. This will allow the road crew to maintain trees and limbs by cutting back a clear line of sight for the citizens of Kent County. Please see picture attached. Thank you for your time and consideration, it is greatly appreciated.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



**LG37677 1993 Bucket Truck**



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	4	Tractor with A-Boom
<b>Department &amp; Division</b>	2610	Public Works Roads Division
<b>Total Cost</b>	\$ 228,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 228,000	

**Detailed Justification**

Request to purchase a new Tractor with A-Boom designed to trim trees, brush, hedge, mow behind guardrails, down embankments and ditches. This tractor enables our division to maintain a safe line of site on our roadways for the citizens of Kent County. Having 2 of these type of tractors allows one to always be operating in the county. Currently we operate one for this type of operations. Our current 2013 unit requires more shop time due to maintenance every 200 hours and has increased repair occurrences. The maintenance usually takes it out of service up to 3 days, not counting breakdowns. Having the second unit will enable us to continue to maintain the hard to reach right of ways along Kent County Roads without delays. We use this tractor all year to keep the right of ways maintained.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



## Tractor With A-Boom



Picture of our equipment.



Sample of what A-Boom can cut.

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	5	Paving Projects
<b>Department &amp; Division</b>	2610	Public Works Roads Division
<b>Total Cost</b>	\$ 239,700	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 239,700	

**Detailed Justification**      Request to pave Kent Mill Dr, Camp Rd, Daves Hill Rd, Mill Ln and Lee Ave due to deterioration and wear and tear of roadways. This is the second request for Camp Rd, Daves Hill Rd, Mill Ln and Lee Ave. The Highway User Revenue for FY24 will be \$648,294 and for FY25 will be \$773,551. There will be an increase of \$125,257 in FY25 Highway User Revenue. This increase will help offset paving project costs.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	6	Surface Treatment
Department & Division	2610	Public Works Roads Division
Total Cost	\$ 336,377	
Non County Funding	(\$ 64,998)	State aid
County Funding	<u>\$ 271,379</u>	

**Detailed Justification**      Surface Treatment for various Kent County roads due to wear and tear. See Proposed Road List attached. The Highway User Revenue for FY24 will be \$648,294 and FY25 will be \$773,551. There will be an increase of \$125,257 in FY25 Highway User Revenue. This increase will help offset Surface Treatment Projects.

**Ownership (If not County)**      N/A

**Revenue/Sale of Equipment/**      \$ 0

**Trade-in to be applied to**

**purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

**Kent County Public Works / Roads Division**
**FY25 Surface Treating Program (#7/#8 Stone)**

1 coarse each road

Rates of application: 0.5 gallons asphalt & 35 lbs. stone per square yard

	Road #	Road Name		Length (miles)	Width	Sq. Yards	Tons Stone	Gallons Asphalt	SY Cost	Road Cost
1	367	Worton Lynch Rd.	7	2.18	22	28,137	492.4	14,068	\$2.25	\$ 63,308.25
1	3315	Kennedyville Rd. North	7	1.50	20	17,600	308.0	8,800	\$2.25	\$ 39,600.00
1	3346	Foxchase Dr.	8	0.36	20	4,224	73.9	2,112	\$2.25	\$ 9,504.00
1	3347	Beaver Ct.	8	0.16	20	1,877	32.9	939	\$2.25	\$ 4,223.25
1	3106	Skinner's Neck Rd.	7	1.10	20	12,907	225.9	6,453	\$2.25	\$ 29,040.75
1	3304	Hudson Rd.	8	0.21	14	1,725	30.2	862	\$2.25	\$ 3,881.25
1	3360	Potts Rd. (back)	8	0.06	16	563	9.9	282	\$2.25	\$ 1,266.75
1	3358	Potts Rd. (front)	8	0.08	16	751	13.1	375	\$2.25	\$ 1,689.75
1	3323	Walker Rd.	8	0.03	16	282	4.9	141	\$2.25	\$ 634.50
1	3342	Bottom Rd.	8	0.33	16	3,098	54.2	1,549	\$2.25	\$ 6,970.50
1	3341	Hillcrest Rd.	8	0.12	16	1,126	19.7	563	\$2.25	\$ 2,533.50
1	3118	McKinleyville Rd.	8	1.10	18	11,616	203.3	5,808	\$2.25	\$ 26,136.00
1	3306	Edwards Ln.	8	0.11	12	774	13.6	387	\$2.25	\$ 1,741.50
1	3188	Radcliffe Rd.	8	0.60	18	6,336	110.9	3,168	\$2.25	\$ 14,256.00
1	3203	Pearce Way	8	0.18	18	1,901	33.3	950	\$2.25	\$ 4,277.25
1	3206	Carriage Ln.	8	0.29	20	3,403	59.5	1,701	\$2.25	\$ 7,656.75
1	3205	Whitworth Ct.	8	0.13	17	1,297	22.7	648	\$2.25	\$ 2,918.25
1	3204	Chester Ct.	8	0.05	20	587	10.3	293	\$2.25	\$ 1,320.75
2	37	Foxhole Rd.	7	1.08	18	11,405	199.6	5,702	\$2.25	\$ 25,661.25
2	3260	John Peel Rd.	8	0.49	20	5,749	100.6	2,875	\$2.25	\$ 12,935.25
2	3261	Stirrup Ln.	8	0.32	21	3,942	69.0	1,971	\$2.25	\$ 8,869.50
2	36	Wilson Point Rd.	7	0.64	20	7,509	131.4	3,755	\$2.25	\$ 16,895.25
2	3244	Shorewood Rd.	8	1.08	20	12,672	221.8	6,336	\$2.25	\$ 28,512.00
2	3331	Roberts Dr.	8	0.71	16	6,665	116.6	3,332	\$2.25	\$ 14,996.25
2	3287	Sassafras Cove Rd.	8	0.25	20	2,933	51.3	1,467	\$2.25	\$ 6,599.25
2	350	Georgetown Cemetery Rd.	8	0.06	12	422	7.4	211	\$2.25	\$ 949.50
<b>TOTALS</b>				<b>13.22</b>		<b>149,500</b>	<b>2,616.3</b>	<b>74,750</b>		<b>\$ 336,377.25</b>

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	7	Village of Kennedyville
<b>Department &amp; Division</b>	2610	Public Works Roads Division
<b>Total Cost</b>	\$ 160,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 160,000	

**Detailed Justification**      Request to Implement Storm Water Improvements, roadway repair and maintenance. We now have easement agreements filed for all roadways in this development. This will enable the improvement of storm water drainage, road repairs, improved utilities and right of way repairs. Two (2) street lights will be installed in phase 1 of this project and two (2) will be installed in phase 2.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - PUBLIC LANDINGS

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Betterton emergency pier repair	9,225	-	-	-	-	-	9,225
Z-trac zero turn mower	-	-	-	15,000	-	-	15,000
<b>Total Capital Expenditures</b>	9,225	-	-	15,000	-	-	24,225
<b>Capital Projects</b>							
Bogles Public Landing - pier replacement	-	-	180,000	-	-	-	180,000
<b>Total Capital Projects</b>	-	-	180,000	-	-	-	180,000
<b>Total Expenditures</b>	9,225	-	180,000	15,000	-	-	204,225

# 5 YEAR CAPITAL PLAN - ENVIRONMENTAL OPERATIONS

	Projected						
	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>Total</u>
<b>Capital Expenditures</b>							
Roll off truck w/hoist system	-	300,000	-	-	-	-	300,000
Nicholson - surface treat roadway	-	59,500	-	-	-	-	59,500
Z-trac zero turn mower (after \$1,930 trade in)	-	-	26,000	-	-	-	26,000
Sharptown Drop-off Center bulkhead repair	-	-	60,000	-	-	-	60,000
38 Yard trash compactor	-	-	-	30,000	-	-	30,000
(1) Open top roll off container	-	-	-	18,000	-	18,000	36,000
<b>Total Capital Expenditures</b>	-	359,500	86,000	48,000	-	18,000	511,500
<b>Leased Vehicles</b>							
	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-
<b>Capital Projects</b>							
Nicholson WTP upgrade (\$4,239,524)*	15,610	4,033,159	-	-	-	-	4,048,769
<b>Total Capital Projects</b>	15,610	4,033,159	-	-	-	-	4,048,769
<b>Total Expenditures</b>	<u>15,610</u>	<u>4,392,659</u>	<u>86,000</u>	<u>48,000</u>	<u>-</u>	<u>18,000</u>	<u>4,560,269</u>
*USDA to fund with loan							

**CAPITAL FORM**  
**FISCAL YEAR 2025 BUDGET**

Priority Ranking & Item	<u>1</u>	<u>Recycling/Solid Waste Roll-off Truck</u>
Department & Division	<u>2805</u>	<u>Public Works/Environmental Operations Division</u>
Total Cost	<u>\$ 300,000</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 300,000</u></u>	

**Detailed Justification**      Replace the 2004 Peterbilt Roll-off Truck that currently has over 500,000 miles. This truck is utilized to haul recyclables and solid waste materials to recycling markets and landfills.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code: \_\_\_\_\_

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	2	Nicholson Drop-off Center Surface treatment
<b>Department &amp; Division</b>	2805	Public Works/Environmental Operations
<b>Total Cost</b>	\$ 59,500	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 59,500	
<b>Detailed Justification</b>	Tar/chip surface treat all road area of the Nicholson Drop-off Center	

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Nicholson Water Treatment Plant Upgrade
<b>Department &amp; Division</b>	2815	Public Works/Environmental Operations Division
<b>Total Cost</b>	\$ 4,033,159	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 4,033,159	
<b>Detailed Justification</b>	<p>A groundwater recovery and treatment plant was constructed to address the off-site movement of dissolved VOC's in the groundwater from the closed Nicholson Landfill. A State of Maryland discharge permit was required to operate and discharge treated groundwater. The water plant/treated groundwater has frequently violated the parameters of the permit and Kent County entered into a Consent Order with Maryland Department of the Environment to correct the problem. Construction of a building and the installation of equipment is needed to control pH levels and remove Iron. The estimated cost for the overall project is \$4,239,524 Engineering, Design &amp; Administration - \$492,689/Construction - \$3,746,835</p>	
<b>Ownership (If not County)</b>	N/A	
<b>Revenue/Sale of Equipment/</b>	\$ 0	
<b>Trade-in to be applied to purchase</b>		

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



**5 YEAR CAPITAL PLAN - BUILDING MAINTENANCE**

	Prior Years	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>								
Court House - condensate boiler feed tank replacement	-	18,236	-	-	-	-	-	18,236
Government Center - fascia/cornice repairs	-	53,522	-	-	-	-	-	53,522
EMS Lynch building - repairs	-	10,349	-	-	-	-	-	10,349
Community Center - floor scrubber repairs	-	2,165	-	-	-	-	-	2,165
Government Center replace (2) HVAC units per year (42 total)	22,796	28,216	27,015	28,015	29,015	30,015	31,015	196,087
Court House replace (3) HVAC units per year (54 total) (FY24 - 2)	-	23,949	40,523	42,023	43,523	45,023	46,523	241,562
Chestertown Library roof - replace 20 yr old roof that leaks	-	-	133,000	-	-	-	-	133,000
Government Center - replace (3) deteriorating windows - Contingency	-	10,000	-	-	-	-	-	10,000
Government Center - Structural evaluation & recommendations - Contingency	-	1,800	-	-	-	-	-	1,800
Dump trailer for leaf vacuum	-	-	10,000	-	-	-	-	10,000
Government Center - replace carpet	-	-	-	27,500	-	-	-	27,500
Government Center - interior painting	-	-	-	22,000	-	-	-	22,000
Government Center/Community Center - crack seal/repave/stripe	-	-	-	38,500	-	-	-	38,500
Public Works Complex - crack seal/repave/stripping	-	-	-	22,000	-	-	-	22,000
<b>Total Capital Expenditures</b>	<b>22,796</b>	<b>148,237</b>	<b>210,538</b>	<b>180,038</b>	<b>72,538</b>	<b>75,038</b>	<b>77,538</b>	<b>786,721</b>
<b>Leased Vehicles</b>								
	-	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-	-
<b>Capital Projects</b>								
EMS Facility - Vickers Drive	-	-	650,000	-	-	-	-	650,000
Mid-Shore Regional Detention Center	60,416	32,967	210,833	111,604	5,441,689	7,985,874	-	13,843,383
911/Sheriff's Department facilities*	25,136	-	-	5,000,000	5,000,000	-	-	10,025,136
Court House renovation	-	-	-	-	-	1,512,000	16,700,000	18,212,000
<b>Total Capital Projects</b>	<b>85,552</b>	<b>32,967</b>	<b>860,833</b>	<b>5,111,604</b>	<b>10,441,689</b>	<b>9,497,874</b>	<b>16,700,000</b>	<b>42,730,519</b>
<b>Total Expenditures</b>	<b>108,348</b>	<b>181,204</b>	<b>1,071,371</b>	<b>5,291,642</b>	<b>10,514,227</b>	<b>9,572,912</b>	<b>16,777,538</b>	<b>43,517,240</b>

\*Initial study completed in FY2023. Final figures and timing to be determined.

**CAPITAL FORM  
FISCAL YEAR 2025 BUDGET**

Priority Ranking & Item	<u>1</u>	<u>HVAC Unit Replacement (2)</u>
Department & Division	<u>3015</u>	<u>Government Center</u>
Total Cost	<u>\$ 27,015</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 27,015</u></u>	

**Detailed Justification**      Replace WSHP - 18 & 40. Currently on schedule to replace 2 units per year for a total of 42 units which are showing signs of failure. The new replacement units will also run more efficiently.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	2	HVAC Unit Replacement (2)
Department & Division	3005	Court House
Total Cost	\$ 27,015	
Non County Funding		
County Funding	\$ 27,015	

**Detailed Justification** The HVAC units at the Court House are over 20 years old and have reached their end of life. They no longer run efficiently and are breaking down on a daily basis. These repairs and the need for Johnson Controls to make a service call is becoming a drain on the operating budget. There are a total of 56 units in the building and (2) units were just replaced - (1) in the Jury Office and (1) in the Register of Wills office. We would like to replace (2) units per year until all units are replaced for a total of 54 units.

Ownership (If not County)	N/A
Revenue/Sale of Equipment/Trade-in to be applied to purchase	\$ 0

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	3	Replace Roof
<b>Department &amp; Division</b>	3040	Kent County Library
<b>Total Cost</b>	\$ 133,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 133,000	

**Detailed Justification**      The roof at the Chestertown Library needs to be replaced. The roof was last replaced over 20 years ago and is deteriorating. Building Maintenance has repaired the roof multiple times over the years and the roof continually needs repair when it rains. This is causing multiple leaks throughout the building which are progressively getting worse.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



Library  
Roof







Library  
Roof



Library  
Roof



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	4	Dump Trailer
<b>Department &amp; Division</b>	3001	Building Maintenance Administration
<b>Total Cost</b>	\$ 10,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 10,000	

**Detailed Justification**

A leaf vac was purchased at the end of FY2022 - a dump trailer to mount the vac on is needed. The vac is not currently being utilized like it should because of the man hours required to pick up the trailer and mount and dismount the vac each time it is used. A stand alone trailer for the vac would allow the vac to be utilized quicker and make it more accessible.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



## 5 YEAR CAPITAL PLAN - PLANNING, HOUSING AND ZONING

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
(3) iPads for GIS	1,456	-	-	-	-	-	1,456
<b>Total Capital Expenditures</b>	1,456	-	-	-	-	-	1,456
 <b>Leased Vehicles</b>							
	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-
 <b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
 <b>Total Expenditures</b>	1,456	-	-	-	-	-	1,456

# 5 YEAR CAPITAL PLAN - SHERIFF'S OFFICE

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Protective duty vests* (\$13,574)**	566	-	-	-	-	-	566
In car cameras (FY23 (2)/\$16,484; FY24 (8)/\$65,933)***	0	-	-	-	-	-	-
Equipment outside lease	3,117	-	-	-	-	-	3,117
Replacement key card system	-	4,000	-	-	-	-	4,000
Tasers (6) w/certification training and training aid	-	29,250	29,250	29,250	24,375	-	112,125
<b>Total Capital Expenditures</b>	<b>3,683</b>	<b>33,250</b>	<b>29,250</b>	<b>29,250</b>	<b>24,375</b>	<b>-</b>	<b>119,808</b>
<b>Leased Vehicles</b>							
Tahoes fully equipped (FY24 (3) + FY24 (4) = (7); FY25 forward 5/yr)	395,308	290,000	290,000	290,000	290,000	290,000	1,845,308
Cap Price Reduction - portion of OEM equipment paid upfront	77,023	60,715	60,715	60,715	60,715	60,715	380,598
<b>Total Leased Vehicles</b>	<b>472,331</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>350,715</b>	<b>2,225,906</b>
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>476,014</b>	<b>383,965</b>	<b>379,965</b>	<b>379,965</b>	<b>375,090</b>	<b>350,715</b>	<b>2,345,714</b>

\*Going forward - Protective Duty vests will now be purchased from operating funds as these are a consistent annual requirement

\*\*Paid for with SHSP Grant

\*\*\*Paid for with PACT Grant

**CAPITAL FORM  
FISCAL YEAR 2025 BUDGET**

Priority Ranking & Item	<u>1</u>	<u>Leased Vehicles</u>
Department & Division	<u>4205</u>	<u>Sheriff's Office</u>
Total Cost	<u>\$ 166,554</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 166,554</u></u>	

**Detailed Justification**      We are requesting five (5) new vehicles. All vehicles are to be Tahoes. This is to include all necessary equipment and graphics. These vehicles will replace existing Sheriff's Office vehicles.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	<u>2</u>	<u>Replacement Keycard System</u>
<b>Department &amp; Division</b>	<u>4201</u>	<u>Sheriff's Department</u>
<b>Total Cost</b>	<u>\$ 4,000</u>	
<b>Non County Funding</b>	<u>                    </u>	
<b>County Funding</b>	<u><u>\$ 4,000</u></u>	

**Detailed Justification**      The current key card system is outdated and no longer supported. It currently works to open the two doors (Patrol and Administration) however we cannot get into the system to add, delete or modify any of the cards.

<b>Ownership (If not County)</b>	<u>N/A</u>
<b>Revenue/Sale of Equipment/</b>	<u>\$ 0</u>
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	3	Tazers
<b>Department &amp; Division</b>	4205	Sheriff's Office
<b>Total Cost</b>	\$ 29,250	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 29,250	

**Detailed Justification**      This is for six (6) replacement tazers. The initial cost is high due to the certification training and training aid required for the new tazers. We would phase in the new tazers over a four year period.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - DETENTION CENTER

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Restraint chair	3,299	-	-	-	-	-	3,299
Stun cuff replacement	3,175	-	-	-	-	-	3,175
Vitals machine	2,454	-	-	-	-	-	2,454
(2) Refrigerators/portable scanner	660	-	-	-	-	-	660
Employee meal grill	247	-	-	-	-	-	247
Renovate Main Office	-	30,000	-	-	-	-	30,000
<b>Total Capital Expenditures</b>	<b>9,835</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,835</b>
<b>Leased Vehicles</b>							
	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>9,835</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,835</b>

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Main Office Renovation/Improvement
<b>Department &amp; Division</b>	4700	Detention Center
<b>Total Cost</b>	\$ 30,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 30,000	

**Detailed Justification**

Main Office space renovation/improvement - requesting to replace flooring that has not been replaced in over 10 years and is damaged and scarred; repaint walls and repair areas damaged by water; replace ceiling tiles that are damaged, broken, chipped, and sagging; provide private work stations and efficient work areas in an open office shared by 5 staff members; provide better storage and cabinets; create a pleasing look to the main office of the Detention Center that is seen by the professional public.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - POLICE ACCOUNTABILITY BOARD

	Projected						
	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>Total</u>
<b>Capital Expenditures</b>							
Desk/chair/mat/whiteboard/file cabinet (\$3,413)	<u>0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Capital Expenditures</b>	<u>0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 <b>Capital Projects</b>							
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Capital Projects</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 <b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
*Paid for with PACT grant							



## 5 YEAR CAPITAL PLAN - OFFICE OF EMERGENCY SERVICES

	Projected						
	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>Total</u>
<b>Capital Expenditures</b>							
Scaler/Programmer (\$9,839)*	0	-	-	-	-	-	-
Emergency Comms (\$34,445)**	0	-	-	-	-	-	-
(8) Headsets/(8) Adapters (\$11,810)**	0	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	0	-	-	-	-	-	-
 <b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
 <b>Total Expenditures</b>	-	-	-	-	-	-	-
*Paid for with ARPA funds							
**Paid for with SHSP grant							

# 5 YEAR CAPITAL PLAN - EMERGENCY MEDICAL SERVICES

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
LifePak 15 heart monitor/defibrillator*	296,379	-	-	-	-	-	296,379
EMS iPads/cushions/cases for OES vehicles (8)	-	8,000	-	-	-	-	8,000
(5) Automatic external defibrillators (FY24 grant - \$18,407)	0	12,000	6,000	6,000	6,000	6,000	36,000
Equipment outside lease	2,051	-	-	-	-	-	2,051
<b>Total Capital Expenditures</b>	<b>298,430</b>	<b>20,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>342,430</b>
<b>Leased Vehicles</b>							
(2) Chevrolet Tahoes equipped	108,276	-	-	-	-	-	108,276
Cap Price Reduction - portion of OEM equipment paid upfront	19,920	-	-	-	-	-	19,920
<b>Total Leased Vehicles</b>	<b>128,196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,196</b>
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>426,626</b>	<b>20,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>470,626</b>

\*FY24 \$4,000 trade-in and \$10,000 MIEMSS grant; 7 monitors were expensed in FY24; 6 of those will be paid for over 5 yrs from FY25-FY29 with a total annual payment of \$59,453 that includes \$42,955 for the units and \$16,498 for warranty & service annually for all 7 units

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	2	OES EMS iPad Replacement
Department & Division	5210	OES - Emergency Medical Services
Total Cost	\$ 8,000	
Non County Funding		
County Funding	\$ 8,000	

**Detailed Justification**      The purpose of this project is to replace and update the aging and obsolescence of the iPads that are currently in use by EMS. EMS personnel utilize this crucial equipment for mapping routes to emergency calls, completion of patient care reports as well as utilization on other digital EMS workspace platforms. There could be some unknown trade-in value of the current aging iPads.

**Ownership** (If not County)      N/A

**Revenue/Sale of Equipment/**      \$ 0

**Trade-in to be applied to**

**purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	4	Automatic External Defibrillators
Department & Division	5210	OES - Emergency Medical Services
Total Cost	\$ 12,000	
Non County Funding		
County Funding	\$ 12,000	

**Detailed Justification**      The OES EMS is responsible for purchasing and maintaining AED equipment in Kent County owned buildings and facilities. This equipment is used for EMS response in County owned buildings and on County properties. The AED equipment in use is aging and in need of replacement.

Ownership (If not County)	N/A
Revenue/Sale of Equipment/	\$ 0
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - COMMUNICATIONS DIVISION

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
Capital Expenditures	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-
Capital Projects							
Radio system upgrade @ backup 911 center	-	380,000	-	-	-	-	380,000
Total Capital Projects	-	380,000	-	-	-	-	380,000
Total Expenditures	-	380,000	-	-	-	-	380,000

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Radio console upgrade (Back-up 911 Center)
<b>Department &amp; Division</b>	5300	OES - Communications
<b>Total Cost</b>	\$ 380,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 380,000	

**Detailed Justification**

The public radio system at the back-up 911 center was installed when Kent County migrated to the State of Maryland 700 MHZ radio system in 2012. To keep initial cost lower at the time a lower capability system (MIP 5000) was installed at the back-up center. This system is no longer supported or maintained by Motorola, making this system obsolete. The radio system and consoles need to be update so that the back-up center is a functioning redundant system in the event of an emergency or catastrophe at the main 911 center.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**

Expense Code:

**FOR OFFICE OF FINANCE USE**

IT Request form:    Y    N    N/A

# 5 YEAR CAPITAL PLAN - PARKS & RECREATION

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Community Center Pool - miscellaneous repairs	5,000	-	-	-	-	-	5,000
Community Center Pool - replaster shallow end	39,653	-	-	-	-	-	39,653
Community Center - wrestling mat	14,855	-	-	-	-	-	14,855
Community Center Pool - powerwash walkway/decks	5,835	-	-	-	-	-	5,835
Millington Pool - powerwash walkway/decks/building	1,311	-	-	-	-	-	1,311
Betterton Beach - access mat* (\$5,673)	0	-	-	-	-	-	-
Community Center - commercial grade exercise equipment	-	10,000	-	10,000	-	10,000	30,000
Community Center - kitchen/computer & kids room flooring	-	13,000	-	-	-	-	13,000
ActiveNet data card printers (2)	-	4,000	-	-	-	-	4,000
Basketball adjustable rims (2)	-	5,000	-	-	-	-	5,000
Community Center - pool furniture	-	3,500	-	3,500	-	3,500	10,500
Millington - pool furniture	-	2,500	-	2,500	-	2,500	7,500
Worton Park - Book Walk (\$7,000)**	-	0	-	-	-	-	0
Community Center Pool - replace slide	-	30,000	-	-	-	-	30,000
Community Center Concession Stand - commercial freezer	-	10,000	-	-	-	-	10,000
Millington Pool - replace main drain	-	-	2,000	-	-	-	2,000
Community Center Pool - replace main drain	-	-	3,000	-	-	-	3,000
<b>Total Capital Expenditures</b>	<b>66,654</b>	<b>78,000</b>	<b>5,000</b>	<b>16,000</b>	<b>-</b>	<b>16,000</b>	<b>181,654</b>
<b>Leased Vehicles</b>							
2024 Ford Transit 350 van (not ordered as of 3/15/24/\$44,268)	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>66,654</b>	<b>78,000</b>	<b>5,000</b>	<b>16,000</b>	<b>-</b>	<b>16,000</b>	<b>181,654</b>

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Commercial Grade Elliptical Fitness Machine
<b>Department &amp; Division</b>	6310	Parks and Recreation/Community Center/Fitness Room
<b>Total Cost</b>	\$ 10,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 10,000	

**Detailed Justification**

Replace (1) commercial grade elliptical fitness machine which has reached its life expectancy, and repair/maintenance costs exceed the value of the equipment. Equipment is on a staggered replacement cycle, replacing one piece of equipment each year, as to not have replacement costs for all equipment in the same budget year (every 5-6 years). Note: There have been 0 pieces of fitness equipment replaced in the last three years.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



**CAPITAL FORM  
FISCAL YEAR 2025 BUDGET**

Priority Ranking & Item	<u>2</u>	<u>New Flooring at the Community Center (Kitchen, Computer Room, &amp; Kids' Room)</u>
Department & Division	<u>6301</u>	<u>Parks and Recreation</u>
Total Cost	<u>\$ 13,000</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 13,000</u></u>	

**Detailed Justification**      Replace flooring (due to wear and tear) in the Kitchen, Computer Room, and Kids' Room.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	3	Two Active Net DataCard Printers
<b>Department &amp; Division</b>	6301	Parks and Recreation
<b>Total Cost</b>	\$ 4,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 4,000	

**Detailed Justification**      Two (2) upgraded Active Net DataCard Printers for the Welcome Desk at the Community Center. The cost for supplies for the new printers are much cheaper, and the current printers that are in use are needed in the pool cashier offices (at the Community Center and Millington).

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	4	Two Basketball Rims
<b>Department &amp; Division</b>	6313	Parks and Recreation
<b>Total Cost</b>	\$ 5,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 5,000	

**Detailed Justification**      Two (2) basketball rims to accommodate children 6-9 years of age.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	5	KCCC Pool Furniture
<b>Department &amp; Division</b>	6352	Parks and Recreation
<b>Total Cost</b>	\$ 3,500	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 3,500	

**Detailed Justification**      Regular wear and tear from public use and to maintain adequate amounts of pool deck furniture for patron use; a replacement/replenishment schedule is every other year.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

**CAPITAL FORM  
FISCAL YEAR 2025 BUDGET**

Priority Ranking & Item	<u>6</u>	<u>Millington Pool Furniture</u>
Department & Division	<u>6320</u>	<u>Parks and Recreation</u>
Total Cost	<u>\$ 2,500</u>	
Non County Funding	<u></u>	<u></u>
County Funding	<u><u>\$ 2,500</u></u>	
Detailed Justification	Regular wear and tear from public use and to maintain adequate amounts of pool deck furniture for patron use; a replacement/replenishment schedule is every other year.	
Ownership (If not County)	<u>N/A</u>	
Revenue/Sale of Equipment/	<u>\$ 0</u>	
Trade-in to be applied to purchase		

FOR OFFICE OF FINANCE USE  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	7	Book Walk at Worton Park
<b>Department &amp; Division</b>	6310	Parks and Recreation
<b>Total Cost</b>	\$ 7,000	
<b>Non County Funding</b>	(\$ 7,000)	Estimated value of donated time and materials by D&D Construction
<b>County Funding</b>	\$ 0	

**Detailed Justification**

Book Walks develop a child's language and early reading skills. Book Walks activate prior knowledge, build connections, and increase comprehension and language skills, along with promoting fitness and family engagement. D&D Construction has graciously agreed to donate their time and materials to bring this project to Worton Park.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	8	KCCC Main Pool Feature Slide
<b>Department &amp; Division</b>	6352	Parks and Recreation
<b>Total Cost</b>	\$ 30,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 30,000	

**Detailed Justification**      A new feature will lend to pool users' continued interest by offering something different after fifteen years since opening. This request was originally submitted in FY19, but due to other needs has been pushed back.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	9	Commercial Grade Refrigerator/Freezer for Concession Stand
<b>Department &amp; Division</b>	6353	Parks and Recreation
<b>Total Cost</b>	\$ 10,000	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 10,000	

**Detailed Justification**      One Refrigerator/Freezer unit was not functioning properly during the 2023 summer season and was shut off and not used by the vendor. ReQuip, LLC evaluated the equipment last summer (2023) and advised that it needs to be replaced.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



# 5 YEAR CAPITAL PLAN - GROUNDS MAINTENANCE

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Front mount mower 72" (\$37,500)*	-	35,000	-	40,000	-	45,000	120,000
Rotary boom attachment for existing Kubota mower	-	-	6,600	-	-	-	6,600
GPS assisted line painter and UTV	-	-	-	65,000	-	-	65,000
Ballfield tractor	-	-	-	-	35,000	-	35,000
<b>Total Capital Expenditures</b>	-	35,000	6,600	105,000	35,000	45,000	226,600
<b>Leased Vehicles</b>							
	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	35,000	6,600	105,000	35,000	45,000	226,600

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	<u>1</u>	<u>72" Front Mount Mower</u>
<b>Department &amp; Division</b>	<u>6425</u>	<u>Grounds</u>
<b>Total Cost</b>	<u>\$ 37,500</u>	
<b>Non County Funding</b>	<u>(\$ 2,500)</u>	<u>Estimated trade value of 2008 mower</u>
<b>County Funding</b>	<u><u>\$ 35,000</u></u>	
<b>Detailed Justification</b>	<p>Requesting to replace the oldest mower in the fleet in FY25 and continue replacing mowers every two years through FY29. The mower we are requesting to replace is a 2008 F3080 front mount mower with 2339 hours.</p>	
<b>Ownership (If not County)</b>	<u>N/A</u>	
<b>Revenue/Sale of Equipment/</b>	<u>\$ 2,500</u>	
<b>Trade-in to be applied to purchase</b>		

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

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1580

TerrainCut™ Front Mower



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2008 F3080  
Front Mount  
Mower  
2339 hours





2008 F3080  
Front Mount  
Mower  
2339 hours

## 5 YEAR CAPITAL PLAN - ECONOMIC DEVELOPMENT

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>	-	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	-	-	-	-	-	-	-
<b>Capital Projects</b>							
KRM entrance (\$2,149,190)*	-	450,000	-	-	-	-	450,000
<b>Total Capital Projects</b>	-	450,000	-	-	-	-	450,000
<b>Total Expenditures</b>	-	450,000	-	-	-	-	450,000

\*USRC grant \$250,000; KRM contribution \$1,449,190

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	<u>1</u>	<u>MD Rt.213 Entrance to Chestertown Business Campus</u>
<b>Department &amp; Division</b>	<u>7401</u>	<u>Economic &amp; Tourism Development</u>
<b>Total Cost</b>	<u>\$ 2,149,190</u>	
<b>Non County Funding</b>	<u>(\$ 1,699,190)</u>	<u>\$250,000 USRC - RMEDF &amp; \$1,449,190 KRM Contribution</u>
<b>County Funding</b>	<u><u>\$ 450,000</u></u>	
<b>Detailed Justification</b>	<p>At the Commissioners' meeting on August 3, 2022, three projects were approved for submission with the Upper Shore Regional Council's full application, totaling \$3,599,000. The Commissioners approved the additional funding needed to support these three projects through County revenues. \$450,000 was allocated in the FY24 County budget for this project. The project will not be completed in FY24. KRM's contribution is \$1,449,190. \$250,000 was approved by the Maryland Department of Commerce Rural Maryland Economic Development Fund, through the Upper Shore Regional Council as part of the \$2,900,000 awarded to Kent County projects on February 28, 2023.</p>	
<b>Ownership (If not County)</b>	<u>N/A</u>	
<b>Revenue/Sale of Equipment/</b>	<u>\$ 0</u>	
<b>Trade-in to be applied to purchase</b>		

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - STATE'S ATTORNEY'S OFFICE

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
(2) Laptops (\$2,480)*	0	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	0	-	-	-	-	-	-
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
*Paid for with Recidivism Reduction Grant							



# 5 YEAR CAPITAL PLAN - CIRCUIT COURT

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Lobby expansion (design/construction)	16,008	36,237	-	-	-	-	52,245
Relocate speaker	880	-	-	-	-	-	880
Replace CourtSmart system - Contingency	31,577	-	-	-	-	-	31,577
Replace landscaping with brick pavers	-		31,420	-	-	-	31,420
<b>Total Capital Expenditures</b>	<b>48,465</b>	<b>36,237</b>	<b>31,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,122</b>
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>48,465</b>	<b>36,237</b>	<b>31,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,122</b>

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Lobby Project - continuation from 2024
<b>Department &amp; Division</b>	8501	Circuit Court for Kent County
<b>Total Cost</b>	\$ 61,237	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 61,237	

**Detailed Justification**      The funding for the Lobby was approved in FY24, however we are uncertain whether this work will be completed by the end of the fiscal year. Therefore, we would like to continue it as needed in the next fiscal year FY25.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# 5 YEAR CAPITAL PLAN - ELECTION OFFICE

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
New Pollbooks (50)*	-	-	18,375	-	-	-	18,375
<b>Total Capital Expenditures</b>	-	-	18,375	-	-	-	18,375
 <b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
 <b>Total Expenditures</b>	-	-	18,375	-	-	-	18,375
*County share 50%							

# 5 YEAR CAPITAL PLAN - AGRICULTURE PRESERVATION FUND

	Projected						
	FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Easement	3,660	22,024	-	-	-	-	25,684
<b>Total Capital Expenditures</b>	3,660	22,024	-	-	-	-	25,684
 <b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
 <b>Total Expenditures</b>	3,660	22,024	-	-	-	-	25,684

**5 YEAR CAPITAL PLAN - PARKS & RECREATION - PROGRAM OPEN SPACE**

	<b>Projected</b>						
	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>Total</b>
<b>Capital Expenditures</b>							
Land Preservation, Parks & Recreation plan consultant*	0	0	0	0	0	0	0
<b>Total Capital Expenditures</b>	0	0	0	0	0	0	0
<b>Capital Projects</b>							
Worton - Orem field lighting retrofit (\$191,208/\$91,270) (FY23>FY24)	9,127	-	-	-	-	-	9,127
Betterton Beach - replace boardwalk (\$31,882) along with LPPI funds (FY23>FY24)	-	3,188	-	-	-	-	3,188
Still Pond Park - design services (\$30,000) (FY23>FY24)	-	3,000	-	-	-	-	3,000
Still Pond Park - pre-engineered pavilion (\$178,000) (FY24>FY25)	-	-	17,800	-	-	-	17,800
Still Pond Park - restroom architectural design services (FY24>FY25)	-	-	50,000	-	-	-	50,000
Still Pond Park - playground (FY25>FY26)	-	-	-	135,000	-	-	135,000
Still Pond Park - restroom construction (FY26>FY27)	-	-	-	-	450,000	-	450,000
Worton - ball field enhancements (\$215,000) (FY23>FY24)	-	21,500	-	-	-	-	21,500
Toal Park - lower ballfield and park benches (\$39,000) (FY23>FY24)	-	3,900	-	-	-	-	3,900
Toal Park - restroom/pavilion site design services (\$105,000) (FY23>FY24)	-	10,500	-	-	-	-	10,500
Worton - renovate basketball courts (\$275,000)	-	27,500	-	-	-	-	27,500
<b>Total Capital Projects</b>	9,127	69,588	67,800	135,000	450,000	-	731,515
<b>Total Expenditures</b>	9,127	69,588	67,800	135,000	450,000	-	731,515

\*FY24 \$17,750; FY25 \$20,000; FY26 \$13,000; FY27 \$45,000; FY28 \$14,000; FY29 18,000

## CAPITAL FORM FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	1	LPPRP Consultant Fee (POS Funded 100%)
Department & Division	225	Parks and Recreation
Total Cost	\$ 20,000	
Non County Funding	\$ 0	100% Funded by Program Open Space (POS)
County Funding	<u>\$ 20,000</u>	

**Detailed Justification**      Consultant fees for providing annual updates to the Land Preservation Parks and Recreation Plan. A maximum of 25K per year is permitted to be spent from Acquisition funds for the grant. The fees get reimbursed through Program Open Space (POS) funds.

**Ownership** (If not County)      N/A

**Revenue/Sale of Equipment/**      \$ 0

**Trade-in to be applied to**

**purchase**

FOR OFFICE OF FINANCE USE

Expense Code:

FOR OFFICE OF FINANCE USE

IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	1	Betterton Boardwalk Replacement
Department & Division	6325	Department of Public Works - Engineering/Grounds Maintenance
Total Cost	\$ 31,882	
Non County Funding	(\$ 28,694)	Project Open Space (FY22 Approved Funding)
County Funding	<u>\$ 3,188</u>	

### Detailed Justification

With the completion in FY22 of the stairway replacement, there are remaining funds in the amount of \$31,882 to extend the project to include replacement of the boardwalk connection from the stairway to the beach area. The existing boardwalk is composite (Trex) planks laid on wood runners for support. The deteriorated support and settlement has resulted in broken and sagging planks. The composite planks are also hot to the touch in the summer. It is proposed to replace the boardwalk with a 4' wide concrete walkway to improve ADA access. The concrete design would utilize a stamped wood pattern, dyed to a weathered gray to simulate a wooden boardwalk. There would be sufficient funds to completely replace all 560' of boardwalk at this time. These funds will be used in conjunction with LPPI funds.

Ownership (If not County)	N/A
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	2	Still Pond Park Concept and Site Plan
<b>Department &amp; Division</b>	6335	Department of Public Works - Engineering/Grounds Maintenance
<b>Total Cost</b>	\$ 30,000	
<b>Non County Funding</b>	(\$ 27,000)	Program Open Space (FY22 Approved Funding)
<b>County Funding</b>	\$ 3,000	

**Detailed Justification**

The Department is recommending preparation of a concept and site plan for development of Still Pond park. The plan would seek public input on what recreational needs the public would benefit from as well as an orderly schedule for construction of site improvements. A final approved plan is also essential for supporting applications for grant funding. This is a roll over of an FY22 project that was unable to be started due to workload and staffing constraints.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

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

### Detailed Justification

This project consists of replacing the existing backstops on 4 of 6 ballfields (all but Orem and E Diamond), installing sunshades on 6 backstops, installing fencing for team benches on 4 fields (all but Orem and E Diamond), and replacing sideline fencing on one ballfield (Orem). 6 park benches will be installed along the existing walking path and playground area. Additionally, a digital messaging board to display notices, field assignments and pavilion reservations will be installed providing a more efficient method to provide general information notices and announcements to park users. The combined installation of fencing will enable the offering of increased tournament opportunities.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	4	Toal Park Lower Ballfield and Park Benches
Department & Division	6345	Department of Public Works - Engineering/Grounds Maintenance
Total Cost	\$ 39,000	
Non County Funding	(\$ 35,100)	Program Open Space
County Funding	<u>\$ 3,900</u>	

### Detailed Justification

This project consists of replacing the existing backstop on the ballfield, installing a backstop sunshade, installing fencing for team benches, and replacing sideline fencing. Two park benches will also be installed at the playground area. With the improvements, the volume of use of the facility by youth and adult sports leagues will increase. These collective improvements will be welcome changes by park and facility users that aid in keeping patrons safe, protect County resources, and in turn, increase the number of visitors.

Ownership (If not County)	N/A
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE

Expense Code:

FOR OFFICE OF FINANCE USE

IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>5</u>	<u>Toal Park Restroom and Architectural Design Services</u>
Department & Division	<u>6345</u>	<u>Department of Public Works - Engineering/Grounds Maintenance</u>
Total Cost	<u>\$ 105,000</u>	
Non County Funding	<u>(\$ 94,500)</u>	<u>Program Open Space</u>
County Funding	<u><u>\$ 10,500</u></u>	

### Detailed Justification

With the extension of sewer service from the Town of Galena and proposals to extend bike and pedestrian paths from the Town to the Georgetown waterfront, the demand for increased use of Toal park is expected to increase for recreational use. The park is also seeing an increased use as a picnic and rest stop for traffic along Route 213 possibly due to the 301 tolls. This project is proposing funding for design of a pavilion and restrooms for the Park.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>6</u>	<u>Worton Park - renovate basketball courts</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering/Grounds Maintenance</u>
Total Cost	<u>\$ 275,000</u>	
Non County Funding	<u>(\$ 247,500)</u>	<u>Program Open Space</u>
County Funding	<u><u>\$ 27,500</u></u>	

### Detailed Justification

Renovating outdated basketball courts at Worton Park is essential for several reasons. First, it provides a safe and inviting space for the community to gather and engage in physical activity, promoting a healthier lifestyle for all ages. Additionally, modernizing the courts can attract more people to the park, fostering a sense of unity and camaraderie among residents. Furthermore, updated facilities can enhance the overall aesthetics of the park, making it a more enjoyable and visually appealing environment for everyone. By investing in the renovation of the basketball courts, we not only prioritize the well-being of our community but also create a vibrant and inclusive space for individuals to come together and enjoy the benefits of sports and recreation.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

## 5 YEAR CAPITAL PLAN - KENT FAMILY CENTER

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
(2) Sensory play tables/office chair	415	-	-	-	-	-	415
<b>Total Capital Expenditures</b>	415	-	-	-	-	-	415
 <b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
 <b>Total Expenditures</b>	415	-	-	-	-	-	415

# 5 YEAR CAPITAL PLAN - WEED CONTROL

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>							
Radio for truck	250	-	-	-	-	-	250
<b>Total Capital Expenditures</b>	250	-	-	-	-	-	250
<b>Leased Vehicles</b>							
	-	-	-	-	-	-	-
<b>Total Leased Vehicles</b>	-	-	-	-	-	-	-
<b>Capital Projects</b>							
	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>	250	-	-	-	-	-	250

**5 YEAR CAPITAL PLAN - PARKS & RECREATION - LOCAL PARK & PLAYGROUND INFRASTRUCTURE GRANTS**

	<b>Projected</b>						
	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>Total</b>
<b>Capital Expenditures</b>							
	-	-	-	-	-	-	0
<b>Total Capital Expenditures</b>	-	-	-	-	-	-	0
 <b>Capital Projects</b>							
Worton - facility enhancements (\$23,353/\$105,290/\$35,668)	0	0	-	-	-	-	0
Millington - tennis court/parking lot (\$123,516/\$24,654)	0	-	-	-	-	-	0
Betterton - boardwalk/benches (\$12,750/\$228,250) in conjunction with POS funds	0	0	-	-	-	-	0
Worton - rehabilitate restroom/replace dugouts & bleachers (\$185,000)	-	0	-	-	-	-	0
<b>Total Capital Projects</b>	0	0	-	-	-	-	-
 <b>Total Expenditures</b>	0	0	-	-	-	-	-

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>1</u>	<u>Worton Park Enhancements</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering/Grounds Maintenance</u>
Total Cost	<u>\$ 35,668</u>	
Non County Funding	<u>(\$ 35,668)</u>	<u>Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)</u>
County Funding	<u><u>\$ 0</u></u>	

### Detailed Justification

The original grant for this project was approved for \$164,310. The Worton Pavilion roof was replaced in FY2023 (\$15,760). The ADA playground equipment was installed in FY2024 (\$105,289). A receptacle was installed and funds were applied to the lights at the Multipurpose fields (\$7,593). The remaining funds will be used for benches, a Storybook Walk and other park enhancements during FY2025.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE  
Expense Code:

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



# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	2	Betterton Beach - replace boardwalk & benches
Department & Division	6325	Department of Public Works - Engineering/Grounds Maintenance
Total Cost	\$ 228,250	
Non County Funding	(\$ 228,250)	Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)
County Funding	<u>\$ 0</u>	

**Detailed Justification**

Design to occur in FY2024 (\$12,750). Replacement of boardwalk to occur in FY2025 in conjunction with POS funds in the amount of \$31,882. Plan is to extend the project to include replacement of the boardwalk connection from the stairway to the beach area. The deteriorated support and settlement has resulted in broken and sagging planks. The composite planks are also hot to the touch in the summer. It is proposed to replace the boardwalk with a 4' wide concrete walkway to improve ADA access. The concrete design would utilize a stamped wood pattern, dyed to a weathered gray to simulate a wooden boardwalk. There would be sufficient funds to completely replace all 560' of boardwalk at this time.

**Ownership (If not County)** N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to**

**purchase**

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>3</u>	<u>Worton Park - Restroom building, dugouts and bleachers</u>
Department & Division	<u>6355</u>	<u>Department of Public Works - Engineering/Grounds Maintenance</u>
Total Cost	<u>\$ 185,000</u>	
Non County Funding	<u>(\$ 185,000)</u>	<u>Local Park and Playground Infrastructure Grant (LPPI/Approved 2/16/22)</u>
County Funding	<u><u>\$ 0</u></u>	

**Detailed Justification** Restroom building to be rehabilitated to update plumbing and fixtures. Existing dugouts get flooded with mud when it rains. New dugouts will also provide for equipment storage. Existing bleachers were in poor shape with no protection for falls from the top row. Currently using temporary portable bleachers which will be needed at the multipurpose field which will see heavier use as a result of the lighting project. New bleachers will be safer and aluminum instead of wood.

**Ownership** (If not County) N/A

**Revenue/Sale of Equipment/** \$ 0

**Trade-in to be applied to**

**purchase**

FOR OFFICE OF FINANCE USE

Expense Code:                     

FOR OFFICE OF FINANCE USE

IT Request form: Y N N/A

# 5 YEAR CAPITAL PLAN - PUBLIC SCHOOLS

	Prior Years Actual	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>	-	-	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	-	-	-	-	-	-	-	-
<b>Capital Projects</b>								
Kent County High School roof	3,819,109	10,660	-	-	-	-	-	3,829,769
Kent County Middle School	-	-	1,750,000	19,951,000	22,503,000	1,146,000	-	45,350,000
<b>Total Capital Projects</b>	3,819,109	10,660	1,750,000	19,951,000	22,503,000	1,146,000	-	49,179,769
<b>Total Expenditures</b>	<u>3,819,109</u>	<u>10,660</u>	<u>1,750,000</u>	<u>19,951,000</u>	<u>22,503,000</u>	<u>1,146,000</u>	<u>-</u>	<u>49,179,769</u>

KENT COUNTY MIDDLE SCHOOL  
ARCHITECTURAL/ENGINEERING FEE  
10/4/23

Architectural/Engineering Fee:	
Construction cost:	\$ 55,800,000
A/E Fee %:	8%
Total A/E Fee:	\$ 4,464,000
State:	50%
Local:	50%
State:	\$ 1,804,000
Local:	\$ 2,660,000
Available Funding:	
BTL total:	1,569,859
F. S. Fee:	80,400
A/E Fee:	1,489,259

Total Project Cost (from Form 102)	
Feasibility Study	\$ 80,400
Design	\$ 4,464,000
Building	\$ 55,800,000
Site Development	included in above
Other (contingency and reserves, etc.)	\$ 5,900,000
Total Project Cost	\$ 66,164,000
Contingency	\$ 600,000
High Performance Costs	
Total	\$ 66,764,000

Activity		FY 2024		FY 2025				FY 2026				FY 2027				FY 2028			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Award of A/E contract	May 2024																		
Schematic Design	Due 9/1/24																		
Design Development	Due 11/1/24																		
Construction Documents																			
Bid	Spring 2025																		
Construction - Phase I	18 months																		
Occupancy	January 2027																		
Construction - Phase II	6 months																		
Close out	3 months																		

Fee Schedule (000)																			
Feasibility Study																			
Schematic Design	15%	\$ 670			\$ 670														\$ 670
Design Development	20%	\$ 893			\$ 893														\$ 893
Construction Documents	40%	\$ 1,786			\$ 893	\$ 893													\$ 1,786
Bid	5%	\$ 223				\$ 223													\$ 223
Construction Administration	20%	\$ 893						\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 13			\$ 893
Annual Total		\$ 4,464				\$ 3,571				\$ 440				\$ 440				\$ 13	\$ 4,464

Design	\$ 4,464,000	\$ 4,464			\$ 670	\$ 893	\$ 893	\$ 1,116	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 13			\$ 4,464
State BTL	\$ 1,489,259	\$ 1,489						\$ 1,489											\$ 1,489
State CIP	\$ 314,741	\$ 315						\$ 315											\$ 315
Local	\$ 2,660,000	\$ 2,660						\$ 1,767							\$ 440			\$ 13	\$ 2,660
Annual Total		\$ 4,464						\$ 3,571							\$ 440			\$ 13	\$ 4,464
State Annual								\$ 1,804							\$ -			\$ -	
Local Annual								\$ 1,767							\$ 440			\$ 13	
	\$ 4,464,000	\$ 4,464						\$ 1,804											

Construction	\$ 55,800,000	\$ 55,800						\$ 2,790	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,417	\$ 1,674		\$ 55,800
State	\$ 18,036,000	\$ 18,036						\$ -	\$ 2,687	\$ 2,187	\$ 2,187	\$ 2,187	\$ 2,187	\$ 2,187	\$ 2,187	\$ 1,687	\$ 541		\$ 18,036
Choptank Health	\$ 200,000														\$ 200				
Local	\$ 37,764,000	\$ 37,764						\$ 2,790	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 4,230	\$ 1,133			\$ 37,564
Annual Total								\$ 2,790	\$ 25,168						\$ 25,168			\$ 1,674	\$ 55,800
State Annual								\$ -	\$ 9,247						\$ 8,247			\$ 541	\$ 18,036
Local Annual								\$ 2,790	\$ 16,721						\$ 16,921			\$ 1,133	\$ 37,564

Other	\$ 5,900,000	\$ 5,900														\$ 5,900			\$ 5,900
State	\$ 758,000	\$ 758														\$ 758			\$ 758
Local	\$ 5,142,000	\$ 5,142														\$ 5,142			\$ 5,142
Annual Total																\$ 5,900			\$ 5,900
State Annual								\$ -	\$ -							\$ 758			\$ 758
Local Annual								\$ -	\$ -							\$ 5,142			\$ -

TOTAL	\$ 66,164,000	\$ 66,164						\$ 6,361	\$ 6,417	\$ 6,417	\$ 6,417	\$ 6,857	\$ 8,417	\$ 6,417	\$ 6,417	\$ 12,757	\$ 1,674	\$ -	\$ 13	\$ 66,164
Total State Annual								\$ 1,804				\$ 9,247				\$ 9,005			\$ 541	\$ 18,596
BTL								\$ 234												
CIP								\$ 1,570												
Total Choptank Health												\$ 200								
Total Local Annual								\$ 4,597				\$ 17,161				\$ 22,503			\$ 1,146	\$ 45,566
Total Annual Total								\$ 6,361				\$ 26,608				\$ 31,508			\$ 1,687	\$ 66,164

# 5 YEAR CAPITAL PLAN - OTHER NON-COUNTY

	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
Capital Expenditures	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	-	-	-	-	-
Capital Projects							
Chesapeake College - Queen Anne's Technical Building design	-	247,142	-	-	-	-	247,142
Total Capital Projects	-	247,142	-	-	-	-	247,142
Total Expenditures	-	247,142	-	-	-	-	247,142

**Chesapeake College**  
**FY 2025 vs FY 2024 Comparative Summary of Local Funding**

<b>Current Unrestricted Fund</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
FY 2024 Contributions (4% increase over FY2023)	\$1,612,223	\$1,103,128	\$508,904	\$2,012,140	\$1,761,259	\$6,997,654
<b>County</b>						
<b>Shares (FY 2025)</b>	<b>24.2%</b>	<b>15.3%</b>	<b>8.3%</b>	<b>28.5%</b>	<b>23.8%</b>	<b>100%</b>
FY 2025 Request (4.5% increase over FY 2024)	\$1,769,552	\$1,116,243	\$606,390	\$2,083,281	\$1,737,085	\$7,312,551
Change in \$\$	\$157,329	\$13,115	\$97,486	\$71,141	-\$24,174	\$314,897
<b>Maintenance and Repair</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
FY 2024 Contributions	\$88,312	\$67,228	\$26,653	\$116,158	\$99,450	\$397,800
<b>Shares (FY 2024)</b>	<b>24.2%</b>	<b>15.3%</b>	<b>8.3%</b>	<b>28.5%</b>	<b>23.8%</b>	<b>100%</b>
FY 2025 Request	\$96,268	\$60,863	\$33,017	\$113,373	\$94,279	\$397,800
Change in \$\$	\$7,956	-\$6,365	\$6,365	-\$2,785	-\$5,171	\$0
<b>*** Design phase Queen Anne's Technical Building (QAT)</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
<b>Shares (FY2020 Census data)</b>	<b>19.3%</b>	<b>18.9%</b>	<b>11.1%</b>	<b>28.9%</b>	<b>21.8%</b>	<b>100.0%</b>
FY 2025 Request	\$429,715	\$420,809	\$247,142	\$643,459	\$485,377	\$2,226,500
<b>Total FY 2025 Request</b>	<b>\$2,295,534</b>	<b>\$1,597,915</b>	<b>\$886,549</b>	<b>\$2,840,113</b>	<b>\$2,316,741</b>	<b>\$9,936,852</b>
Total FY 2024 Actual	\$1,612,223	\$1,103,128	\$508,904	\$2,012,142	\$1,761,259	\$7,395,454
Change in \$\$ for Total Request	\$683,311	\$494,787	\$377,645	\$827,971	\$555,482	\$2,541,398
<b>Percent Change for Total Request</b>	<b>42.38%</b>	<b>44.85%</b>	<b>74.21%</b>	<b>41.15%</b>	<b>31.54%</b>	<b>34.36%</b>

\*\*\* This is a contingency request in the event the State Capital budget is revised to include the QAT project for Design funds in FY2025

**5 YEAR CAPITAL PLAN - WATER AND WASTEWATER SERVICES**

	Prior Years Actual	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>								
Inflow & Infiltration Rehabilitation Program/GIS Mapping (Kennedyville & Worton) (\$75,770)*	0	0	0	-	-	-	-	-
Replace clarifloculator at Fairlee water treatment plant (\$368,459 ARPA/\$395,287 County)*	395,287	-	0	-	-	-	-	395,287
Tolchester wastewater treatment plant influent screen replacement (\$689,559)*	0	0	0	-	-	-	-	-
Worton WWTP influent lagoon sludge removal design (\$1,020,733)*	0	0	0	-	-	-	-	-
Regional WWTP feasibility study 532 (\$57,500)* (continuing with USRC funding below)**	0	0	0	-	-	-	-	-
Kennedyville PS#2 upgrade/relocation (\$52,338 - Design)*	0	0	0	-	-	-	-	-
Millington LPPS Capacity study (\$9,500)*	0	0	0	-	-	-	-	-
Worton WWTP solids press replacement (\$64,940/\$20,000/\$250,000)*	-	0	0	0	-	-	-	-
Well redevelopment program (FY22 Worton #6/FY24 Fairlee #2 (FY23) & #3) (\$40,000)*	29,000	37,000	0	42,000	44,000	46,000	48,000	246,000
Pump station pump replacement program (\$28,000)*	-	25,000	0	30,000	32,000	34,000	36,000	157,000
Wesley Chapel PS Wet Well lining	-	18,000	-	-	-	-	-	18,000
Operations computer tablets (8)	-	3,102	-	-	-	-	-	3,102
Tolchester PS#2 grease control system	-	7,500	-	-	-	-	-	7,500
Georgetown Tower repair	-	7,998	-	-	-	-	-	7,998
Lovers Lane sewer extension (Contingency)	-	10,200	-	-	-	-	-	10,200
Multi-gas detector for confined spaces	-	2,200	-	-	-	-	-	2,200
Kennedyville Wastewater Treatment Plant internet connection	-	2,000	-	-	-	-	-	2,000
Move radios into (3) new trucks	-	750	-	-	-	-	-	750
Office refrigerator	-	198	-	-	-	-	-	198
Worton Wastewater Treatment Plant - replace electrical wiring (\$50,000)*	-	-	0	-	-	-	-	-
Fairlee Water Treatment Plant - replace actuator valve & repair piping (design \$15,000*/construct \$15,000)	-	-	0	85,000	-	-	-	85,000
Tolchester Wastewater Treatment Plant - replace control valves (\$19,000)*	-	-	0	-	-	-	-	-
Sewer Jetter camera nozzle (\$14,065)*	-	-	0	-	-	-	-	-
Pump Station SCADA conversions (8)/(533 PS#1, 2, 3, 4/534 PS#1, 2, 3/570 PS#1 \$36,675*)	-	-	0	-	-	-	-	-
Millington water system rehabilitation	-	-	-	50,000	-	-	-	50,000
Water and Sewer Construction Standards	-	-	-	25,000	-	-	-	25,000
Water and Sewer allocation study	-	-	-	-	20,000	-	-	20,000
Water treatment plant filter media replacement program (FY22 Kennedyville/FY23 Fairlee)	79,700	-	-	-	60,000	-	-	139,700
<b>Total Capital Expenditures</b>	<b>503,987</b>	<b>113,948</b>	<b>-</b>	<b>232,000</b>	<b>156,000</b>	<b>80,000</b>	<b>84,000</b>	<b>1,169,935</b>
<b>Leased Vehicles</b>								
	-	73,110	-	-	-	-	-	73,110
<b>Total Leased Vehicles</b>	<b>-</b>	<b>73,110</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,110</b>
<b>Total Expenditures</b>	<b>503,987</b>	<b>187,058</b>	<b>-</b>	<b>232,000</b>	<b>156,000</b>	<b>80,000</b>	<b>84,000</b>	<b>1,243,045</b>

\*Paid for with ARPA funds

# 5 YEAR CAPITAL PLAN - WATER AND WASTEWATER SERVICES

	Prior Years	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Projects</b>								
<b>Revenues</b>								
Federal Revenue - Local Assistance & Tribal Consistency Fund	-	-	50,000	-	-	-	-	50,000
State Revenue	-	-	-	-	-	-	-	-
Other Grant - Upper Shore Regional Council Economic Development Grant	-	-	2,596,042	-	-	-	-	2,596,042
Loans	-	-	-	-	-	-	-	-
	-	-	2,646,042	-	-	-	-	2,646,042
<b>Expenses</b>								
Worton Water & Sewer Service Extension (\$1,532,000)	-	-	1,694,000	-	-	-	-	1,694,000
Millington Wastewater Treatment Facility Design (\$1,081,000/\$50,000)	-	-	1,265,000	-	-	-	-	1,265,000
<b>Total Capital Projects</b>	-	-	2,959,000	-	-	-	-	2,959,000
<b>Net cost to County</b>	-	-	312,958	-	-	-	-	312,958



# 5 YEAR CAPITAL PLAN - BAYSIDE LANDING

	Prior Years	Projected FY24	FY25	FY26	FY27	FY28	FY29	Total
<b>Capital Expenditures</b>								
Pool furniture	-	1,489	-	1,500	-	1,500	-	4,489
Pool pump	-	-	1,200	-	-	-	-	1,200
Drain Covers	-	-	-	1,200	-	-	-	1,200
<b>Total Capital Expenditures</b>	-	1,489	1,200	2,700	-	1,500	-	6,889
<b>Capital Projects</b>								
Pier & bulkhead replacement * (\$1,080,000)	29,400	9,250	611,350	-	-	-	-	650,000
<b>Total Capital Projects</b>	29,400	9,250	611,350	-	-	-	-	650,000
<b>Total Expenditures</b>	29,400	10,739	612,550	2,700	-	1,500	-	656,889

\* \$430,000 DNR grant agreement extended to December 31, 2024; The potential exists for DNR to approve additional funding, thereby reducing the County cost by up to \$110,000 as the cost of the project increased after the original award.

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

Priority Ranking & Item	<u>1</u>	<u>Bayside Landing Park Pier/Bulkhead Replacement</u>
Department & Division	<u>5502630</u>	<u>Public Works/Environmental Operations Division</u>
Total Cost	<u>\$ 1,080,000</u>	
Non County Funding	<u>(\$ 430,000)</u>	<u>DNR Waterway Improvement Fund Grant - potentially will increase to \$540,000</u>
County Funding	<u><u>\$ 650,000</u></u>	

### Detailed Justification

The piers and the bulkhead structure needs to be replaced. Kent County acquired the facility in 2001 and the piers and bulk-heading had been in place for multiple years. The estimated cost includes replacing/extending the bulkhead, replacing two (2) piers, twenty (20) finger piers, 98 pilings that make up forty-two (42) boat slips and install new electric and water utilities. A DNR Grant Application was completed and submitted to DNR for consideration. Grant funds in the amount of \$430,000 were approved, and Kent County's share will be \$650,000. Total estimated cost for project = 1,080,000. Grant agreement expires December 31, 2024.

Ownership (If not County)	<u>N/A</u>
Revenue/Sale of Equipment/	<u>\$ 0</u>
Trade-in to be applied to purchase	

FOR OFFICE OF FINANCE USE

Expense Code:

FOR OFFICE OF FINANCE USE

IT Request form:    Y    N    N/A

# CAPITAL FORM

## FISCAL YEAR 2025 BUDGET

<b>Priority Ranking &amp; Item</b>	1	Pool Pump
<b>Department &amp; Division</b>	6425	Bayside Landing Pool
<b>Total Cost</b>	\$ 1,200	
<b>Non County Funding</b>		
<b>County Funding</b>	\$ 1,200	

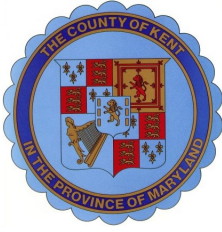
**Detailed Justification**

When considering the lifespan of pool pumps, it's important to take into account factors such as maintenance, usage, and environmental conditions. The pool pump at Bayside, having been last replaced in 2017, has served well over the years. As recommended by the Pool Service Company, planning for the replacement in 2025 is a proactive step to ensure the continued efficiency of the pool system. Given the recent minor repairs required during the last season, it's evident that the pump is showing signs of wear and tear. Regular maintenance and timely upgrades are key to keeping the pool system running efficiently and effectively.

<b>Ownership (If not County)</b>	N/A
<b>Revenue/Sale of Equipment/</b>	\$ 0
<b>Trade-in to be applied to purchase</b>	

**FOR OFFICE OF FINANCE USE**  
Expense Code:

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



## **AGENDA ITEM BRIEFING**

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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**4/9/2024**  
**Budget Work Session**

**ATTACHMENTS:**

Description

Allocation Summary

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
8	<b>Bayside H.O.Y.A.S. Inc</b>  Promote academic excellence, positive development, and civic responsibility among school age youth and young adults in Kent and Queen Anne's counties	-	108,780	108,780	100.0%
14	<b>Chesapeake College</b>  College budget increase 4.5% Kent County share increased from 7.3% to 8.3% \$97,486 - Operating \$ 4,089 - M&R	537,832	639,407	101,575	18.9%
20	<b>Public Library</b>  \$65,000 - Decrease in use of Library fund balance - Increase County funding \$17,000 - Utilities \$17,012 - 3% percent salary increase, - Filling vacant p/t position \$ 7,696 - Increase in State funding (\$ 1,750) - Other (\$ 5,000) - Decrease in targeted donations	756,152	840,718	84,566	11.2%

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
27	<b>Delmarva Community Service</b> \$78,841 - Match funds - Trans Grant #5311 \$40,072 - Match funds - Trans Op Grant SSTAP \$17,400 - Match replace (2) vehicles \$10,000 - Match Funds - One Stop Offices	87,351	146,313	58,962	67.5%
31	<b>Volunteer Fire Companies</b>	1,028,196	1,086,277	58,081	5.6%
33	<b>Kent Center</b> Making homes more accessible	42,193	98,000	55,807	132.3%
36	<b>Upper Shore Aging</b> 4% increase in salaries and benefits	354,082	385,499	31,417	100.0%
38	<b>WCTR Radio</b> Acquire equipment and professional services to expand scope coverage and quality of remote broadcasts from around Kent County	-	24,997	24,997	100.0%
43	<b>Humane Society</b> Increased cost of salaries, shelter services and maintaining a facility	312,440	337,000	24,560	7.9%

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
50	<b>Greater Rock Hall Business Association</b> Pilot transportation program	-	20,000	20,000	100.0%
51	<b>Upper Shore Regional Council</b> \$12,000 - Allocation request \$30,000 - Micro AG Program	27,000	42,000	15,000	55.6%
54	<b>Soil Conservation Service</b> \$5,640 - Increased cost of goods and services \$6,263 - Salary adjustment for 3 positions	213,534	225,437	11,903	5.6%
57	<b>Horizons of Kent and Queen Anne's</b> Transportation of 120 students to summer program at Kent School site	-	10,000	10,000	100.0%
65	<b>Saint Martins Ministries</b> Provide critical services to those experiencing: - Homelessness - Food insecurity	10,700	20,000	9,300	86.9%
71	<b>Mosquito Control</b>	40,300	47,500	7,200	17.9%

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
73	<b>Extension Office</b> \$3,727 - 3% 7/1/2024 COLA \$3,199 - 2.5% anticipated merit increase	134,910	141,836	6,926	5.1%
78	<b>Social Services</b> \$4,008 - Summer Snap Program approved 1/30/24	26,986	30,994	4,008	14.9%
83	<b>Small Business Development Center</b> To match and maintain State funding for COLA increases in salaries	6,000	8,000	2,000	33.3%
87	<b>Kent Cultural Alliance</b> To match increases by State and National Endowment for the Arts	13,375	15,000	1,625	12.1%
90	<b>Homeports</b> Support executive director's part-time salary to further organizations mission	-	1,000	1,000	100.0%



## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
93	<b>Museums of Kent County</b> \$ 700 - Betterton \$1,000 - Historical Society of Kent County \$ 350 - Kent Museum \$2,600 - Museums of Kent \$2,500 - Sumner Hall	6,520	7,150	630	9.7%
95	<b>Court Appointed Special Advocates</b> \$13,000 - CASA personnel \$ 2,000 - program operations and management	14,980	15,000	20	0.1%
N/A	<b>Payment In Lieu</b>	3,576	3,576	-	0.0%
N/A	<b>State Department of Assessment &amp; Taxation</b>	112,000	112,000	-	0.0%
101	<b>Kent County Learning Center</b>	2,500	2,500	-	0.0%
103	<b>Forestry Board</b>	1,693	1,693	-	0.0%
105	<b>Community Mediation Upper Shore</b>	10,000	10,000	-	0.0%
N/A	<b>MD Dept of Health &amp; Mental Hygiene</b>	20,132	20,132	-	0.0%
113	<b>Stories of the Chesapeake</b>	3,000	3,000	-	0.0%

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
118	<b>Shock Trauma Center</b>	-	-	-	0.0%
119	<b>Midshore Regional Council</b>	5,000	5,000	-	0.0%
122	<b>Waterman's Association</b>	8,000	8,000	-	0.0%
N/A	<b>Imagination Library</b> Not applying for funding in FY25	5,000	-	(5,000)	-100.0%
N/A	<b>Delmarva Craft LLC</b> Not applying for funding in FY25	16,050	-	(16,050)	-100.0%
N/A	<b>Town of Galena</b> FY24 Shared-use path along MD 213 to Toal Park	20,000	-	(20,000)	-100.0%

## Allocations Budget Request

<u>Page #</u>		<u>FY24 Budget</u>	<u>FY25 Budget</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/-Dec</u>
123	<b>Health Department</b>	1,186,668	1,126,806	(59,862)	-5.0%
	Funding formula:				
	\$2,551,229 State (69.3639%)				
	<u>\$1,126,806</u> County (30.6361%)				
	\$3,678,035 Total Funding				
	Decrease in funding:				
	\$13,043 - Mental health				
	2,858 - Adult daycare				
	(15,763) - County allocation				
	<u>(60,000)</u> - (4) Environmental Health Specialists				
	(\$59,862)				
	Health Department revenue in General Fund:				
	\$408,390 - PrimeCare Medical (Detention)				
	165,770 - Rent				
	<u>47,500</u> - Mosquito Control				
	<u>\$621,660</u>				
<b>Total</b>		<u>5,006,170</u>	<u>5,543,615</u>	<u>537,445</u>	<u>10.7%</u>

## '2025 Budget Funding Request

### **Explanation of request.**

**Organization:** Bayside H.O.Y.A.S., Inc.

**Mission statement:** Our mission is to promote academic excellence, positive character development, and civic responsibility among secondary school age youth and young adults in Kent and Queen Anne's counties, Maryland. We work to achieve this mission through educational enrichment, mentoring, leadership training, health promotion, and public service projects with youth of limited opportunities.

**A. Organization Overview:** Bayside H.O.Y.A.S. connect disenfranchised youth and their families with the community and services through educational programs and activities including mentoring, leadership development, conflict awareness, college admission preparation, and facilitating circles. HOYAS also offer services including food distribution, mentoring, and tutoring supported by building community within a community segregated for centuries. Through these activities and services, HOYAS developed lasting relationships with youth and their families. These youth and families lack basic needs – education, food, health, and community connections.

1a. Easter Eggstravaganza (Annually) – in partnership with Washington College, the Bayside H.O.Y.A.S., hosted an Easter Eggstravaganza. Along with the egg hunt, the free community event included community non-profits games, music, arts and craft, food, and a magician. This event welcomed children and their families from Kent and Queen Anne's Counties.

2a. Heroes of the Chesapeake (Juneteenth Celebration Annually) – On June 19, 1865, a group of formerly enslaved people celebrated the announcement of the end of slavery in Galveston, Texas. HOYAS hosts this annual event to bring all our community together to celebrate our freedom and history.

3a. The Frederick Douglass Day of Acknowledgment (Annually) – The Frederick Douglass Juneteenth "Day of Acknowledgment" Celebration celebrated the history, culture, and achievements of African American life on the Eastern Shore of Maryland. In partnership with Washington College the Fredrick Douglass Juneteenth "Day of Acknowledgment" Celebration served as a collective act of service and celebration of Black history, with music, theatrical performances, exhibitors, and events for families.

**B. HOYAS builds community through the following community programs:**

1b. The Nourishing Minds- This program is a unique collaboration between Modern Stone Age Kitchen, the Bayside H.O.Y.A.S., Inc. and Kent County Middle School focused on supporting the health and nutrition of Kent County Middle School students and their families. The program will identify 15 incoming 6th-grade families at Kent County Middle School and work with these families over the summer, providing hands-on classes that they can attend in-person or virtually. The 15 families participating will each receive scratch-made, healthy food delivered from the Nourishing Minds program that correlates to the lessons.

2b. Community Garden- In partnership with Washington College the Bayside H.O.Y.A.S. received a grant from Mid-Shore Health Improvement Coalition to develop a community garden. The garden will help to promote nutrition, team building, and outdoors activity for participants, and will provide fresh produce for the local community to supplement a healthy, wholesome diet.

3b. H.O.Y.A.S. C.P.I.P COLLEGE PREP PROGRAM- College Preparation Intervention Program (CPIP) involves academic preparation, college and career readiness, parental/caregiver development, and leadership skills. The program, funded by a grant from the Maryland Higher Education Commission, will give Kent County Middle School students the academic and social tools they will need to navigate the road to college readiness. This joint venture will also help caregivers identify and develop the skills they'll need to assist their students through the process.

4b. JUNIOR H.O.Y.A.S- In partnership with Kent County Public Schools this program will promote team building and empathy by the action or process of causing a group of students to work together effectively as a team, especially by means of activities and events designed to increase motivation and promote cooperation. This program will also increase leadership development activities that makes students become better leaders.

5b. Food Recovery –HOYAS connect Bayside Markets, Shrewsbury Church, and KC Food Pantry with community members through educational events and gatherings, distribution of food directly to families, feeding families who have transportation and then utilizing students to families without transportation.

**C. HOYAS service projects include:**

1c. Mentorship and Leadership Development – HOYAS continues its mentorship program with youth new to the program and young adults who continue to look toward HOYAS as mentors. HOYAS help families by buying and distributing school supplies, clothing, and shoes for Kent County public school students.

**Program Title:** H.O.Y.A.S. EMPATH (Economic Mobility Pathways)

**Program Goal:** Assist Kent County citizens in poverty to become self-sufficient while teaching them Economic Mobility and Self- Independence. We will use the professional practice of partnering with participants so that over time they may acquire the resources,

skills, and sustained behavior changes necessary to attain and preserve their economic independence.

**Fundamental Values:** This program is a strength-based approach to positively encourage participant and identify their strengths. Participants will actively engage in the design of the program. Participants will build peer networks, mentor relationships, and a community leadership skill.

**Program Training:** As project manager for Maryland Rural Development Corporation (MRDC), Kent County paid for bayside Hoyas President, John Queen to learn Mobility Pathways (EMPath) which is a Boston-based nonprofit that disrupts poverty through direct services, advocacy, research, and a global learning network. Their mission is to transform people's lives by helping them move out of poverty and to provide other institutions with the tools to systematically do the same.

**Resource Guide:** Philip E. Devol. Bridges to Sustainable Communities Bridges out of Poverty which teaches Economic realities of poverty, middle class, and wealth impact individuals, communities, systems, and structures. To positively impact the education and lives of individuals in poverty, we must explore the way we think and behave. This module offers a structure to help us assess the mindsets and world views we hold as individuals, institutions, and communities. It helps us define and visualize the experiences in economic-class environments to increase our understanding.

### **Program Components:**

#### **Mentoring:**

- 1.) Building Trust
- 2.) Self-Goal Setting
- 3.) Problem Solving
- 4.) Accountability & Follow-Up

#### **Areas of Concern:**

- 1.) Affordable Housing
- 2.) Public Transportation
- 3.) Secondary Education and Trainings
- 4.) Job Security
- 5.) Food Insecurities

#### **Areas of Improvement:**

- 1.) Family Stability
- 2.) Well- Being
- 3.) Financial Management
- 4.) Education and Training
- 5.) Employment and Career

**Participant Eligibility:**

- 1.) Participant must currently be a Kent County, Md resident.
- 2.) Must currently be at or below the poverty line.
- 3.) Must be at least 18 years of age.





## H.O.Y.A.S. EMPATH

### Projected Budget

Resource Center	Rent \$750 x 12	\$ 9,000.00
Tempary/ emergency housing	\$450wkly x 52 weeks	\$ 23,400.00
Project manager	31.80x15hrs wkly	\$ 24,804.00
Therapy consultation	(ACE sessions)	\$ 6,000.00
Case management	31.80x5 hrs wkly	\$ 8,268.00
Admin support	31.80x5 hrs wkly	\$ 8,268.00
Outreach Specialist	18.50x10hrs wkly	\$ 9,620.00
Program Insurnace		\$ 3,600.00
Office Supplies	Postage, Printing, etc.	\$ 770.00
Advertising banners, shirts, media		\$ 2,500.00
Office supplies		\$ 650.00
Research/Data		\$ 2,000.00
Trainings/certifications	(includes travel/room	\$ 6,400.00
Financial trainings		\$ 1,500.00
vehicle maintenance		\$ 2,000.00
Volunteers hours	31.80x 250 hrs inkind	\$ 7,950.00
Total		\$ 116,730.00
Amount requested		\$ 108,780.00

**Chesapeake College**  
**FY 2025 vs FY 2024 Comparative Summary of Local Funding**

<b>Current Unrestricted Fund</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
FY 2024 Contributions (4% increase over FY2023)	\$1,612,223	\$1,103,128	\$508,904	\$2,012,140	\$1,761,259	\$6,997,654
<b>County</b>						
<b>Shares (FY 2025)</b>	<b>24.2%</b>	<b>15.3%</b>	<b>8.3%</b>	<b>28.5%</b>	<b>23.8%</b>	<b>100%</b>
FY 2025 Request (4.5% increase over FY 2024)	\$1,769,552	\$1,116,243	\$606,390	\$2,083,281	\$1,737,085	\$7,312,551
Change in \$\$	\$157,329	\$13,115	\$97,486	\$71,141	-\$24,174	\$314,897
<b>Maintenance and Repair</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
FY 2024 Contributions	\$88,312	\$67,228	\$26,653	\$116,158	\$99,450	\$397,800
<b>Shares (FY 2024)</b>	<b>24.2%</b>	<b>15.3%</b>	<b>8.3%</b>	<b>28.5%</b>	<b>23.8%</b>	<b>100%</b>
FY 2025 Request	\$96,268	\$60,863	\$33,017	\$113,373	\$94,279	\$397,800
Change in \$\$	\$7,956	-\$6,365	\$6,365	-\$2,785	-\$5,171	\$0
<b>*** Design phase Queen Anne's Technical Building (QAT)</b>						
<b>County</b>	<b>Caroline</b>	<b>Dorchester</b>	<b>Kent</b>	<b>Queen Anne's</b>	<b>Talbot</b>	<b>Total</b>
<b>Shares (FY2020 Census data)</b>	<b>19.3%</b>	<b>18.9%</b>	<b>11.1%</b>	<b>28.9%</b>	<b>21.8%</b>	<b>100.0%</b>
FY 2025 Request	\$429,715	\$420,809	\$247,142	\$643,459	\$485,377	\$2,226,500
<b>Total FY 2025 Request</b>	<b>\$2,295,534</b>	<b>\$1,597,915</b>	<b>\$886,549</b>	<b>\$2,840,113</b>	<b>\$2,316,741</b>	<b>\$9,936,852</b>
Total FY 2024 Actual	\$1,612,223	\$1,103,128	\$508,904	\$2,012,142	\$1,761,259	\$7,395,454
Change in \$\$ for Total Request	\$683,311	\$494,787	\$377,645	\$827,971	\$555,482	\$2,541,398
<b>Percent Change for Total Request</b>	<b>42.38%</b>	<b>44.85%</b>	<b>74.21%</b>	<b>41.15%</b>	<b>31.54%</b>	<b>34.36%</b>

\*\*\* This is a contingency request in the event the State Capital budget is revised to include the QAT project for Design funds in FY2025

**Chesapeake College**  
**FY 2024 Maintenance and Repair Fund**  
**Local Funding Distribution**

Caroline	23.0%	\$91,653
Dorchester	15.8%	\$62,709
Kent	7.3%	\$28,928
Queen Anne's	28.8%	\$114,387
Talbot	25.2%	\$100,123
Total		\$397,800

January 29, 2024

Mr. Ronald H. Fithian, President  
Kent County Commissioner  
400 High Street  
Chestertown, MD 21620

Subject: Chesapeake College FY2025 Proposed Budget and Support County Funding Request

Dear President Fithian:

On behalf of Chesapeake College, I am pleased to present to Caroline County our proposed budget and support county funding request for Fiscal Year 2025. Building upon the underlying philosophy articulated in our strategic plan, this budget is the direct result of feedback we have received from our support counties and our board of trustees.

The steps taken in the FY2025 budget development process were as follows:

- Senior leadership along with an established college wide budget committee set budget priorities for the development of the FY2025 budget. These priorities were consistent with our strategic plan, confirmed by the board of trustees, shared with our support county managers and administrators and are communicated in the President's budget message.
- Cost center managers were encouraged to identify savings opportunities and strongly encouraged to fund any new requests through other efficiencies.
- The budget committee reviewed mandatory requests for additional operating budget requests supporting programs, technology and human resource needs at the college.
- The FY2025 budget proposal includes two new positions: Computer Science faculty position and an Athletic Department Assistant position.
- Approximately \$410,905 in mandatory expense increases have been included and are considered mandatory or the "Cost of Doing Business".

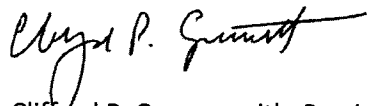
Attached to this letter is a recap of the above referenced changes which are reflected in our proposed FY2025 Operating Budget and page 4 of the budget book. As detailed on page 27 in our budget book, we are asking our support counties collectively to provide increased funding of 4.5 % over the current fiscal year 2024.

The college is requesting that our counties continue to support the college's Maintenance and Repair (M&R) Fund at the same level as last year, or \$397,800. Details of the M&R fund plan can be found on page 15. The college is seeking approval to use \$97,200 of the college's fund balance for these proposed M&R projects.

The college is seeking approval to use \$727,525 of the college's fund balance for three specific project requests. The three projects are the Nutanix Hardware and Software Upgrade, Phase II of the Document Management project and the Tennis Court Replacement project. The details of those three projects can be found on page 19 of the budget proposal.

The college is committed to meeting the education and training needs of all of the citizens of our five counties. We are only able to do this through partnership with and funding from each of our counties. We are very thankful for the support you have given the college and look forward to working with you collaboratively in the upcoming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifford P. Coppersmith", with a stylized flourish at the end.

Clifford P. Coppersmith, President  
Chesapeake College

### Budget Highlights for FY2025

#### **Projected FY 2025 Revenue Increases:**

*(Refer to Page 6 of the FY2025 Budget Proposal for details on projected revenues)*

#### **Government:**

4.5% projected increase in County Support	\$314,897.00
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#### **Credit and Non-Credit programs projected tuition and fee revenue changes**

Budgeted 5% FTE enrollment increase over projected FY2024 and online course fees/consolidated fee combined and Tuition increase from \$128 to \$131 per credit hour	\$953,458.00
---	--------------

#### **Other revenue changes:**

Non-credit contract revenue budget reduction (USWIB/Cambridge CDL, etc.)	(\$532,063.00)
Foundation funding for PT administrative position in Development Office	\$25,000.00
Interest Income projected increase	\$278,226.00

<b>Total Other</b>	<b>(\$228,837.00)</b>
--------------------	-----------------------

<b>Net change (projected revenue increase)</b>	<b>\$1,039,518.00</b>
--	-----------------------

#### **Expense changes:**

*(Refer to Pages 9-10 of the FY2025 Budget Proposal for details on projected expenses)*

#### **Enrollment Growth/Retention & Student Success Expenses**

Physical Therapy Assistant-AACC consortium increase	\$9,155.00
<b>New Computer Science credit faculty position</b>	\$93,092.00
Student Services programming/cost center increases	\$39,300.00
<b>Enrollment Growth/Retention &amp; Student Success Expenses</b>	<b>\$141,547.00</b>

#### **Human Resources Expenses**

Human Resources position advertising budgeted increase	\$24,000.00
Collective Bargaining estimated cost increases (legal and PERB)	\$25,000.00
Compensation changes (includes 3% across the board increase)	\$479,783.00
Budgeted increase in funding for Adjunct Faculty	\$72,004.00
Foundation Funded Development Office part-time administrative assistant	\$25,000.00
Health Insurance projected budget increase	\$150,000.00
College Staff/Faculty event cost center budget increase	\$10,000.00
<b>New position: Athletic Assistant position</b>	\$50,868.00
Current grant funded positions transitioning to college funding (CTE Navigators)	\$54,517.00
<b>Human Resources Expenses</b>	<b>\$891,172.00</b>

#### **Other Mandatory Expense Increases (decreases)**

*HUDL Software - Athletics statistical record keeping software (meets NJCAA requirements)	\$7,000.00
*Title IX training bundle from ATIXA	\$6,400.00
*MD Association for Community Colleges fee increase	\$2,130.00
*Projected annual technology software increases	\$119,132.00
*Utility rate increases (fuel and electricity)	\$144,243.00
*Property and Liability Insurance Increase	\$123,000.00
FY2025 Voluntary Cost Center Manager Budget expense Savings	(\$51,187.00)
Non-credit contract expense budget reduction (USWIB/Cambridge CDL, etc.)	(\$343,919.00)
<b>Other Mandatory Expense Increases (Cost of Doing Business)</b>	<b>\$6,799.00</b>

<b>Net Expense Changes (projected expense increase)</b>	<b>\$1,039,518.00</b>
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\*Mandatory increases related to increase costs of doing business

**Chesapeake College**  
**Requested Authorizations Support Counties**  
**FY 2025**

**1- FY 2025 Operating Budget by Function**

Instruction	\$13,413,725
Community Services	11,308
Academic Support	1,940,132
Student Services	2,948,328
Institutional Support	7,772,456
Plant Operations	2,688,048
Scholarship	88,612
<b>Total Authorization</b>	<b>\$28,862,609</b>

\*For Operating Budget plan details refer to page 37.

**2 -FY 2025 County Contribution Request - \$7,312,551**

Distribution of County Contribution (per MD. Annotated Code of Maryland 16-203) is listed in the table below.

County	Caroline	Dorchester	Kent	Queen Anne's	Talbot	Total
Shares (FY 2025)	24.20%	15.3%	8.3%	28.5%	23.8%	100%
FY 2025 Request (4.5% increase over FY 2024)	\$1,769,552	\$1,116,243	\$606,390	\$2,083,281	\$1,737,085	\$7,312,551
Change in \$\$	\$157,329	\$13,115	\$97,486	\$71,141	-\$24,174	\$ 314,897

**3 -FY 2025 Maintenance and Repair Fund**

Annual Project Plan	\$584,000
County Contribution	\$397,800
Capital Improvement Fee	\$ 89,000
Transfer from Unrestricted fund	\$ 97,200

\*For Maintenance and Repair annual plan details refer to page 15.

**4. Fund Balance Request – 3 Projects**

**Fund Balance Request from  
Unrestricted Fund Balance  
\$727,525**

\*Refer to page 19 for project descriptions

**5. Capital Project – Queen Anne’s Technical Building (QAT) (\$79,091,771)**

**Note: This is a contingency request in the event the State Capital budget is revised to include the QAT project for Design in FY2025.**

Design (FY25) \$8,906,000

Construction and Contingency (FY26) \$63,999,000

Furniture & Equipment (FY27) \$6,186,771

**Total State Funding \$59,318,828 (75%)**

\*Refer to page 39 and 40 for details

**Total Local Funding \$19,772,943 (25%)**

Kent County Public Library's Vision: To broaden connections, expand knowledge, and strengthen community

### **Kent County Public Library FY25 Budget Justification**

Kent County Public Library continues to do more in FY24! At KCPL, we go beyond books and enhance our community by supporting education, learning, the local economy, and personal growth. Over the past year, our library has experienced significant growth in library card holders and programming offerings. Over the last three years, KCPL saw a 20% increase in library card registrations, and in FY 23 saw a 44% increase in programs offered. Circulation numbers in FY 23 showed that 188,504 items were borrowed by library users, nearly six times higher than the total number of 34,807 in the collection!

Calculated on the amount of public usage of the resources (including books, DVDs, educational kits, magazines, newspapers, research databases, hotspots, on-site Wi-Fi, and other materials and services) that KCPL provides free of charge, the library continues to add MILLIONS in value to the Kent County community free of charge. This is an incredible return on investment for the \$756,152 FY23 funding from the County.

As of February 2024, KCPL has over 10,696 registered users, with 7,979 cardholders actively borrowing items within the past five years. In FY23, KCPL conducted over 380 programs for all ages, surpassing the previous year by over 100 programs! The main highlight of FY23 in regards to programming, was our historic summer reading program, which included outreach events in Millington. Throughout the summer, 758 children, teens, and adults participated in 84 events and collectively logged over 910,000 minutes of reading! Currently, for FY24, we are on a similar trajectory, with plans coming together to launch the summer reading experience in June. We are looking to surpass our previous year's number of minutes read by the community and reach 1,000,000+ minutes!

KCPL's programming and other initiatives are made possible by funding from the County, multiple grants, and partnerships with over 40 local, state, and national organizations. These partnerships enable KCPL to bring books and other resources, as well as a wide variety of experiences, to Kent County residents. Our FY23 local partners included: the Kent County Board of Elections, Kent County Family Center, Kent County Health Department, Kent County Judy Center, Kent County Public Schools, Recovery in Motion, RiverArts, Rock Hall Main Street, Sumner Hall, the University of Maryland Extension, and Washington College. By utilizing local expertise and talent, KCPL can provide more for County residents at less cost and provide mutually beneficial support to other community organizations.

Over the last four years, KCPL has spent down our reserves in order to cover operational funding shortfalls. We pride ourselves on being team players and are grateful to be able to utilize that funding to decrease the amount requested from the County during those years. However, since the balance in the unrestricted reserve fund has been now spent down to \$0, KCPL must increase its funding request to sustain its current level of



service to the Kent County residents. With the understanding of the funding role the County plays to many vital organizations, KCPL has procured \$458,500 from state, regional, local agencies, grant opportunities, and private donors to assist in limiting our FY24 budget request to what is absolutely necessary to support the mission and the vital operations of the library. Our ask is \$839K, which is around a 10% increase over the amount received last year.

To continue providing excellent services and programming to our community, we require additional funding to support the following areas:

Staffing: Our library staff is dedicated to providing excellent customer service and ensuring our library runs smoothly. Due to increased demand, we need to hire additional staff to maintain the quality of our services and expand our offerings to meet the needs of our community. We are asking for funding to support a 3% salary increase for retention and inflation and one part-time position to support the growing demand for services. When this position is filled, the library will finally no longer have a staffing deficit that was at 50% just three and a half years ago.

Salary increases will be split into a 2% increase at the beginning of the fiscal year and a 1.5% increase on January 1. Budgeting for a Salary for the new director, the library will need \$704,000 to meet salary expenses.

#### Health Benefits

Inquiry to our Benecon representative indicated that we should anticipate 4 to 6% increase in health insurance-related costs. Using current enrollment statistics, this raises the obligation to \$190,700.

#### Time to Care Act

The Time to Care Act contributions will begin on October 1, 2024. The state plan calls for contributions of 0.9% of covered wages, split between employees and employers (0.45% from each). Under the current payroll projection, this would be approximately \$3,350 from the library. The library has sought to participate in a collective agreement that will ideally produce a rate lower than the state plan, but this will not be known until after May 1, 2024. The library intends to offset employees' contributions, so there will be a total expense of approximately \$6,700.

The Maryland Department of Labor recently requested an extension of the timeline for the start of contributions and the beginning of a benefit. If approved, this would push the contribution start to July 1, 2025 (the start of Fiscal Year 2026).

#### Electric Costs

The electricity costs for the library have increased significantly over the past three years. The library is projected to spend \$49,000 in energy costs for Fiscal Year 2025, which is \$15,000 more than what was charged in FY23. Currently, we are having Public Works

look into this matter, but need to plan for the projection in case cost savings due to inaccurate reporting are not possible.

Building on our successes in FY24, we are looking to S.A.I.L. into FY25 more enthusiastically and determined than ever!

In FY25, these are the projects that will be starting or due for completion that have currently impacted the library's budget:

Library Re-branding and Website Implementation: Discussions are underway to finalize the website overhaul project, with plans to commence implementation in the first quarter of FY25. This timeline aims to ensure that the revamped website reflects the library's modernized infrastructure and enhances user experience, aligning with contemporary web design standards and meeting the diverse needs of its visitors.

Rock Hall Facility Move and Upgrade: Our library locations are hubs for community gatherings and events. To continue providing a welcoming and safe space, we need to invest in a new facility in Rock Hall.

With the planning for the facility transition, there may be costs associated with the plans and grant process for which the library may be responsible. The library anticipates being in the current location through October 1, 2025, and if the proposed new construction is not completed, an alternative location will need to be secured.

New Book Drops for all Library Locations: The Revitalization of Library Book Drops project aims to revitalize and enhance the book drop systems at our community library's Chestertown, Rock Hall, and Galena branches. These book drops are essential for our patrons to return borrowed materials outside library hours, promoting convenience and accessibility. This project improves service quality and reinforces our commitment to inclusivity and equal access to library resources through incorporation of ADA accessibility features.

New Computers and Hot Spots: KCPL must keep up with technology trends and tools to provide our patrons with access to the resources they need and ensure compliance with laws related to maintaining the privacy and security of library patrons' records. In FY23, we recorded 43,331 uses of our internet and Wi-Fi by library users. Investing \$20,000 in upgraded and secure technology will allow us to replace our aging public systems and add more hot spots for in-home use to meet the growing needs of patrons who rely on the library for access to the internet and provide enhanced access to digital resources for those in the library or homebound.

Yellow House/Hearse House: The "Preserving Heritage" project, focused on restoring the Hearse House and establishing the Walley Family Memory Wall, holds immense significance in Kent County's cultural fabric. Recognized for its profound impact on honoring African American history and revitalizing community spirit, the project embodies resilience and cultural preservation. With funding from the Maryland Historical Trust, it goes beyond mere restoration; it's a tribute to the enduring spirit of

the African American community, ensuring their contributions are celebrated and preserved for future generations to cherish. However, the whole requested amount of grant was not given so some funding may need to be raised or requested to fund the complete project.

**Looking Forward to Fiscal Year 2025:** As we look ahead to the next fiscal year, the library is committed to SAIL into success, with a clear roadmap for action and improvement.

- **Spaces (S):** Specific allocations will be made to enhance our library spaces, with a strong focus on accessibility. We recognize the importance of creating an inclusive and welcoming environment for all members of our community. To achieve this, we plan to allocate funds for accessibility upgrades, including improved signage, seating, and assistive technologies to serve patrons with diverse needs better.
- **Advocacy (A):** We will continue our advocacy efforts to ensure that the library remains a cornerstone of our community. Advocacy initiatives will include outreach campaigns to raise awareness about the library's services and its crucial role in education, culture, and community development.
- **Inclusivity, Diversity, Equity, and Accessibility (I):** Our commitment to inclusivity, diversity, equity, and accessibility will remain a top priority. We will invest in training and resources to foster a more inclusive library environment. We will also actively engage with underrepresented communities to ensure their voices are heard in shaping our programs and services.
- **Literacy (L):** Promoting literacy in all its forms will continue to be a fundamental aspect of our mission. We will expand our efforts to support early childhood, adult, and digital literacy. This includes an increased push for digital literacy through targeted outreach efforts, workshops, and technology training programs.

In conclusion, as we navigate the challenges and opportunities of the upcoming fiscal year, we remain steadfast in our commitment to serving our community and providing the best possible library experience. With strategic investments in accessibility, the Rock Hall branch, and digital literacy, we are poised for a successful and impactful year ahead. We are excited to build upon the successes of this fiscal year and continue to be a vital resource for our patrons. By increasing our budget by 10%, we can expand our programming offerings, invest in much-needed facility upgrades, support and retain highly-qualified staff, and provide our patrons with the latest technology and resources. I appreciate your consideration as we continue to work together to make Kent County the premiere place to live, work, and play on the Eastern Shore!

**Gary Stulir**

---

**From:** Arnessa Dowell <adowell@kentlib.org>  
**Sent:** Friday, March 15, 2024 11:29 AM  
**To:** Gary Stulir  
**Cc:** Jeanne Edwards; Jay; Chris Walmsley  
**Subject:** FY25 Budget Adjustment Request

**ATTENTION!**

This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.

- KCIT Helpdesk

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Hi, Gary!

Per our conversation yesterday, here is our budget adjustment request:

The Kent County Public Library is proposing a slight adjustment to our annual budget request, aiming to increase it by \$2K. This adjustment is crucial as it has been noted that our camera systems require upgrading and replacement to align with the standards set by the county and police department. Just like these essential agencies, we are committed to ensuring adequate coverage and protection not only for our tax-funded resources but also for the safety of all members of our community. The anticipated cost for the cameras is approximately \$7K. However, we are fortunate to have received a generous donation of \$5K from the Friends of the Library, allowing us to offset some of these expenses within our budget.

Please let me know if you have any questions or require any additional information from me. Thank you for your continued support.

Best,  
Arnessa

**Kent County Public Library**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

<b>REVENUE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
KENT COUNTY FUNDING	713899	713899	756152	838718
FEDERAL FUNDING	0	0	0	0
STATE FUNDING	117210	118903	123870	131566
PRIVATE DONATIONS	6020	9565	5500	7300
DUES & FEES	4160	5312	10150	11350
OTHER (LIST BY TYPE)				
MUNICIPALITIES	7500	7500	7500	7500
ON BEHALF/STATE RETIREMENT	77642	69199	0	0
FUND BALANCE	64119	49137	100000	35000
ESRL STATE GRANT	80000	80000	80000	80000
TARGETED DONATIONS	47811	26657	45000	40000
OTHER STATE GRANTS	30616	59686	11900	11900
<b>TOTAL REVENUES</b>	1148977	1139858	1140072	1163334

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
SALARIES	601153	615939	697244	704000
HEALTH INSURANCE	132828	142937	183000	190700
HEALTH INSURANCE SURPLUS**	-40101	-54921	-35000	-35000
TIME TO CARE	0	0	0	3168
FICA	44555	46026	54468	53856
UNEMPLOYMENT	0	0	0	0
ON BEHALF/STATE REITMREMENT	77642	69199	0	0
<b>OPERATIONS</b>				
LEGAL	105	0	500	500
CONSULTANTS	247	10960	0	0
ACCOUNTING/AUDITOR SERVICES	13412	13761	13900	13900
ADVERTISING	297	0	500	500
REPAIRS & MAINTENANCE/SECURITY	7108	4872	11760	8000
ELECTRICITY/WATER & SEWER/GAS	30299	55017	40500	57500
SOFTWARE MAINTENANCE	3206	2735	4000	3000
OFFICE RENT	34573	36000	36000	36900
INSURANCE/PUBLIC OFFICIAL BONDS	4965	3919	7000	5000
TELEPHONE/INTERNET	9742	10932	5800	7800
MISC/MEMERSHIP & DUES/BANK CHARGES	2399	3447	4000	4110
POSTAGE	1791	1856	2000	2000
OFFICE SUPPLIES	7833	7903	5000	5000
CAPITAL EXPENDITURES	74228	25740	25000	25000
LIBRARY PROGRAMMING	35494	27372	18500	13500
COPIERS	10395	8866	9000	9000
STAFF DEVELOPMENT & TRAVEL	33398	21036	18900	18900
EQUIPMENT	0	39887	0	0
BOOKS	43155	30785	23000	23000
PERIODICALS	5442	7248	7000	7000
AUDIO/VISUAL	14811	8342	8000	6000
<b>TOTAL EXPENDITURES*</b>	<b>1148977</b>	<b>1139858</b>	<b>1140072</b>	<b>1163334</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



# **Delmarva Community Services, Inc.**

Opening Doors to Independent Living

2450 Cambridge Beltway  
P.O. Box 637  
Cambridge, MD 21613  
Phone: 410-221-1900  
Fax: 410-221-1917

February 1, 2024

Ms. Patricia Merritt  
CFO  
Kent County Office of Finance  
400 High Street  
Chestertown, MD 21620

Dear Ms. Merritt

Thank you for the opportunity to request funding from Kent County for the Fiscal Year 2025.

## **Organization Summary**

Delmarva Community Services, Inc. (DCS) and its division Delmarva Community Transit (DCT) is the primary provider of public transportation in the four-county area of Caroline, Talbot, Kent, and Dorchester Counties. DCS-DCT provides a variety of transportation services to the general public, people with disabilities, senior citizens, and para-transit services to individuals requiring physical assistance. In addition to transportation, DCS provides a variety of services which include, but are not limited to, Residential and Day Habilitation Programs for the Disabled, Respite Care, Adult Day Care, Senior Programs, and Community Action Services.

## **Local Share Support for the transportation system serving the entire Kent County area.**

DCT and Kent County, along with The Maryland Transit Administration (MTA), are partners in providing transit services to the citizens of Kent County. Matching funds are a necessary requirement under the grant agreements in order to leverage federal and state funding. Federal and State funding provided through the MTA Grant System is used to operate Paratransit and fixed route services with complimentary ADA services. Individuals with developmental disabilities and senior citizens are transported to and from Day Activity Centers, work, shopping, and medical appointments. We also provide a deviated fixed route system to the general public and a variety of vocational and job-related transportation. Our One Stop service offers transportation to Veterans, senior citizens and persons with disabilities who cannot ride other DCT transportation services due to their limitations. Travel Trainers are available to assist individuals with specific transportation needs.

Delmarva Community Transit is requesting:

**\$78,841.00**

for local matching funds for transportation operation grant #5311. The total local share needed is \$236,523.00. We are asking Kent County for one-third of this amount. This portion of the grant provides funds for fixed and deviated routes. DCT is contributing \$18,919.00 along with \$28,000.00 of fuel tax refund towards the local match.



Providing Support, Day, Residential, and Transportation to Older Persons and Persons with Developmental Disabilities



**\$40,072.00**

for local matching funds for transportation operation grant SSTAP The total local share needed is \$120,216.00 We are asking Kent County for one-third of this amount. This portion of the grant provides funds for transportation for seniors and people with disabilities. DCT is applying \$5,928.00 of fuel tax refund to offset some of the cost.

**\$17,400.00**

for local matching funds for capital for replacement of two vehicles and preventative maintenance funds. These funds are vital to the upkeep and continuing operation of our transit fleet. The local match for these is \$52,200.00 We would ask Kent County for one-third of this amount.

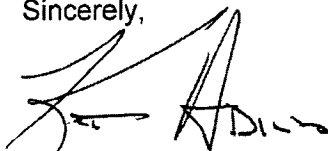
**\$10,000.00**

for local match required for the MTA Grant for The Mobility Management Office and One Stop Service Centers in the amount of \$30,000.00 We would ask Kent County for one-third of this amount. At the One Stop Office, citizens of Kent County receive information concerning community transportation options and other community related services.

**Total Request to Kent County of \$146,313.00**

We are expending \$163,764.00 of DCT's Covid funds to minimize the local match request to the county. We had to increase wages for drivers, dispatchers, and mechanics to be competitive in the job market. Please be advised that the total amount being requested represents the amount of funding necessary to continue all the public services detailed above. DCT would like to remain a strong and vibrant partner with Kent County in providing these much-needed services to the citizens of your county. I have enclosed a copy of FY 2025 Operating Budget and operating statistics for calendar year 2023. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Adkins', with a stylized flourish at the end.

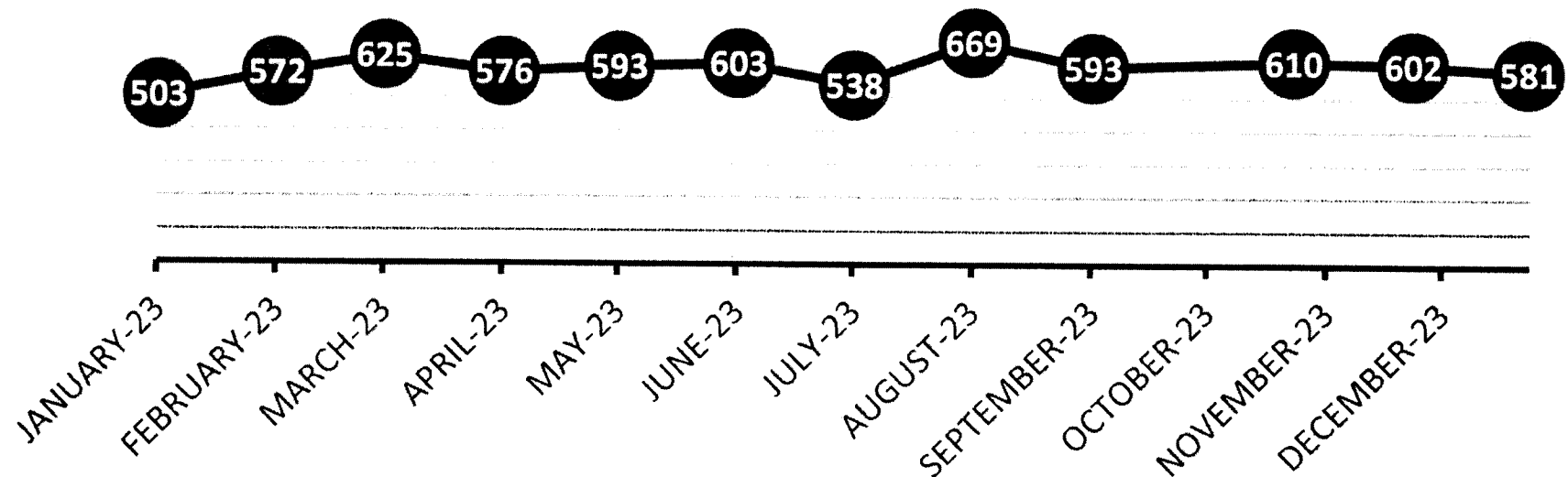
Keith Adkins  
Deputy Director



Form B-2: OPERATING BUDGET SUMMARY

	Total Program	SSTAP	Large Urban	Section 5311	Section 5307	ADA (Form B-4 column H)	Senior Ride	
<b>VEHICLE OPERATIONS EXPENSES</b>								
Driver Salaries	\$ 653,062	\$ 273,308		\$ 362,292		\$ 17,482		
Dispatcher Salaries	\$ 99,840	\$ 40,000		\$ 56,326		\$ 3,514		
Fringe Benefits	\$ 133,292	\$ 57,600		\$ 70,400		\$ 5,292		
Fuel & Oil	\$ 235,641	\$ 70,000		\$ 155,300		\$ 10,341		
Vehicle Insurance	\$ 50,220	\$ 25,000		\$ 23,000		\$ 2,220		
Vehicle Depreciation (1)	\$ -					\$ -		
Vehicle Lease	\$ -					\$ -		
Vehicle License	\$ 4,102	\$ 2,500		\$ 1,602		\$ -		
Vehicle Storage Facility	\$ -					\$ -		
Operations Training	\$ -					\$ -		
Other	\$ 6,405	\$ 2,375		\$ 4,030		\$ -		
<b>Subtotal Operations</b>	<b>\$ 1,182,562</b>	<b>\$ 470,783</b>	<b>\$ -</b>	<b>\$ 672,950</b>	<b>\$ -</b>	<b>\$ 38,829</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PURCHASED SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MAINTENANCE EXPENSES</b>								
Mechanics Salaries	\$ 83,001	\$ 19,616		\$ 60,482		\$ 2,903		
Mechanics Aide Salaries	\$ -					\$ -		
PM-Capital Expense	\$ -					\$ -		
Tubes & Tires	\$ 4,947	\$ 2,250		\$ 2,500		\$ 197		
Fringe Benefits	\$ 20,794	\$ 4,904		\$ 15,121		\$ 769		
Maintenance Contract	\$ 1,200	\$ 800		\$ 600		\$ -		
Materials & Supplies (parts)	\$ 5,436	\$ 1,718		\$ 1,896		\$ 1,822		
Maintenance Facility Rental	\$ 4,775	\$ 1,196		\$ 3,147		\$ 432		
Equipment Rental	\$ -					\$ -		
Utilities	\$ 1,945	\$ 400		\$ 1,200		\$ 345		
Maintenance Training	\$ 1,205	\$ 295		\$ 824		\$ 86		
Other	\$ 1,368	\$ 554		\$ 737		\$ 77		
<b>Subtotal Maintenance</b>	<b>\$ 124,671</b>	<b>\$ 31,533</b>	<b>\$ -</b>	<b>\$ 86,507</b>	<b>\$ -</b>	<b>\$ 6,631</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ADMINISTRATIVE EXPENSES</b>								
Administrator Salary	\$ 31,936	\$ 11,497		\$ 20,439		\$ -		
Manager Salary	\$ 19,052	\$ 7,811		\$ 11,241		\$ -		
Secretary Salary	\$ 9,540	\$ 4,242		\$ 5,398		\$ -		
Bookkeeper Salary	\$ 4,176	\$ 1,837		\$ 2,339		\$ -		
Other Salary	\$ 9,664	\$ 4,236		\$ 5,428		\$ -		
Fringe Benefits	\$ 23,085	\$ 9,234		\$ 13,851		\$ -		
Materials & Supplies	\$ 7,259	\$ 3,185		\$ 4,074		\$ -		
Telephone	\$ 15,000	\$ 6,450		\$ 8,550		\$ -		
Office Rental	\$ -					\$ -		
Utilities	\$ 19,029	\$ 8,081		\$ 10,948		\$ -		
Office Equipment Rental	\$ 1,269	\$ 556		\$ 713		\$ -		
Administrative Training	\$ 1,046	\$ 323		\$ 723		\$ -		
Safety & Security	\$ 5,500	\$ 2,500		\$ 3,000		\$ -		
Other	\$ 93,236			\$ 93,236		\$ -		
<b>Subtotal Administration</b>	<b>\$ 239,892</b>	<b>\$ 59,952</b>	<b>\$ -</b>	<b>\$ 179,940</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,547,125</b>	<b>\$ 562,268</b>	<b>\$ -</b>	<b>\$ 939,397</b>	<b>\$ -</b>	<b>\$ 45,460</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FAREBOX AND OTHER REVENUE NOT INCLUDED AS LOCAL SHARE</b>								
Passenger Fares	\$ 112,016	\$ 35,000		\$ 76,000		\$ 1,016		
Passenger Donations	\$ -					\$ -		
Charter Revenue	\$ -					\$ -		
Advertising	\$ -					\$ -		
Contracts Revenue (itemize):	\$ -					\$ -		
	\$ -					\$ -		
	\$ -					\$ -		
	\$ -					\$ -		
	\$ -					\$ -		
<b>TOTAL REVENUE</b>	<b>\$ 112,016</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 76,000</b>	<b>\$ -</b>	<b>\$ 1,016</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET PROJECT COST</b>	<b>\$ 1,435,109</b>	<b>\$ 527,268</b>	<b>\$ -</b>	<b>\$ 863,397</b>	<b>\$ -</b>	<b>\$ 44,444</b>	<b>\$ -</b>	<b>\$ -</b>
<i>(net expenses minus revenue for 5307, total expenses minus revenue for all others)</i>								
<b>LOCAL FUNDS (itemize):</b>								
Talbot County	\$ 123,357	\$ 40,072		\$ 78,841		\$ 4,444		
Kent County	\$ 118,913	\$ 40,072		\$ 78,841		\$ -		
Caroline County	\$ 118,913	\$ 40,072		\$ 78,841		\$ -		
DCS/DCI	\$ 18,919			\$ 18,919		\$ -		
Fuel Tax Refund	\$ 33,828	\$ 5,928		\$ 28,000		\$ -		
<b>TOTAL LOCAL FUNDS</b>	<b>\$ 414,030</b>	<b>\$ 126,144</b>	<b>\$ -</b>	<b>\$ 283,442</b>	<b>\$ -</b>	<b>\$ 4,444</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CARES FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CRRSAA FUNDS	\$ 163,764	\$ 40,472		\$ 123,292		\$ -		
ARPA FUNDS	\$ -					\$ -		
<b>TOTAL COVID FUNDS</b>	<b>\$ 163,764</b>	<b>\$ 40,472</b>	<b>\$ -</b>	<b>\$ 123,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRADITIONAL FEDERAL/STATE FUNDS REQUESTED</b>	<b>\$ 857,315</b>	<b>\$ 380,652</b>	<b>\$ -</b>	<b>\$ 456,663</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>

## RT 4 passenger count & Kent County Demand Response/Medical/Seniors



**FY25 FIRE COMPANY FUNDING**

	<u>INITIAL BILLING</u>	<u>SUPPLEMENTAL BILLING</u>	<u>SUB TOTAL</u>	<u>TOTAL</u>
ASSESSABLE BASE	3,371,031,354	2,500,000	3,373,531,354	3,373,531,354
	/100	/100		
	<u>33,710,314</u>	<u>25,000</u>	<u>33,735,314</u>	<u>33,735,314</u>
FUNDING RATE PER \$100 OF ASSESSABLE BASE	0.0322	0.0322		
<b>TOTAL FIRE COMPANY FUNDING</b>	<u>1,085,472</u>	<u>805</u>	<u>1,086,277</u>	<u>1,086,277</u>

**LESS:**

RADIO MAINTENANCE	10,000
REPAIRS & MAINTENANCE	
RADIOS	6,000
RECONCILIATION	3,000
HEALTH INSURANCE	9,000
WORKERS COMP	95,000
EMS COUNCIL	7,000
FIRE CHIEFS ASSOCIATION	<u>5,000</u>
	135,000

**FUNDING TO BE DISTRIBUTED** **951,277**

# KENT COUNTY, MARYLAND PROPERTY TAX REVENUE FY 2025 PROJECTION

## FY 2025 CONSTANT YIELD PROJECTION

	<u>Assessable Base</u>	<u>Tax Rate</u>	<u>Revenue</u>	<u>Inc/(Dec)</u>
Full Year	3,371,031,354	\$1.022	34,451,940	1,842,435
Half Year New Construction	<u>2,500,000</u>	\$0.511	<u>12,775</u>	<u>511</u>
Total Real Property	3,373,531,354		34,464,715	1,842,946
Homestead Credit	<u>-33,788,000</u>	\$1.022	<u>-345,313</u>	<u>-165,615</u>
Net Real Property	3,339,743,354		34,119,402	1,677,331
Net Real Property for Fire Co Allocation	3,337,243,354			
Personal Property - Utilities	<u>66,835,000</u>	\$2.555	<u>1,707,634</u>	<u>179,642</u>
Net Real & Personal Property	3,406,578,354		35,827,036	1,856,973
1 Cent Increase on Tax Rate			350,558	

## FY 2024

	<u>Assessable Base</u>	<u>Tax Rate</u>	<u>Revenue</u>
Full Year	3,190,753,914	\$1.022	32,609,505
Half Year New Construction	<u>2,400,000</u>	\$0.511	<u>12,264</u>
Total Real Property	3,193,153,914		32,621,769
Homestead Credit	<u>-17,583,000</u>	\$1.022	<u>-179,698</u>
Net Real Property	3,175,570,914		32,442,071
Personal Property - Utilities	<u>59,804,000</u>	\$2.555	<u>1,527,992</u>
Net Real & Personal Property	3,235,374,914		33,970,063

## INPUT SECTION

### Full Year Levy Assessable Base Calculation

7/1/24 Estimated Assessable Base - CY CalcLine 6	3,362,407,448
LESS: 1/1/25 Half Year New Construction - State Website	(2,500,000)
ADD: Estimated appeal reductions from Local SDAT (line 9 minus loss due to homestead credit)	<u>11,123,906</u>
<b>Total Full Year Levy @ 7/1/24</b>	<b>3,371,031,354</b>

### From "The Estimated Taxable Assessable Base at the County Level" publication on SDAT website

Real Property New Construction	2,500,000
Loss due to Homestead Tax Credit	(33,788,000)
<b>Total assessable base subject to Personal Property / Utility County tax rates</b>	<b>66,835,000</b>

**KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2025 BUDGET  
EXPLANATION/JUSTIFICATION OF FUNDING REQUEST**

**KENT CENTER, INC.**

Since 1970, Kent Center Inc. (KCI) has provided meaningful day, vocational, residential, emergency care, personal support services, respite and other necessary services to adults living in Kent, Queen Anne's and Cecil Counties. All the adults supported by KCI deal with challenges that come from intellectual disabilities, developmental disabilities, physical disabilities, mental health disorders and any combination thereof. We continue the mission of enriching the lives of and advocating for this amazing part of the population.

During FY 2023 we look forward to increasing the number of people we have the honor of working with every day. We have had 2 new people enter residential services with KCI since 1/1/22 alone, with our anticipated growth of 10%+ (minimum goal of 8) over FY 23. Despite this growth, and in fact even more because of it, we will continue to work to help the people being supported to integrate into our wonderful community. With the continued support of the Kent County Government, we have been able to help all the people we support to weather the international health pandemic of COVID-19.

Although, we have had some growth as seen in years past we here at KCI are looking to have a steadier increase in support for our individuals in the support they receive. We want to increase the support to individuals in finding meaningful employment, increasing integration into the community, supporting, and helping individuals maintain and grown new relationships, and allowing everyone we support to achieve their goals. The individuals we support live below the federal poverty level, especially since the pandemic have had to endure other hardships with employment and other income concerns. KCI has continued to support our individuals by picking up "extras" for those in our services with and without families willing to do so.

Challenges we are currently facing are accessibility of the homes we currently run. Many of our homes do not meet the requirements for individuals we support with physical disabilities. Some of these accommodations included wider doorways, roll in tubs, lower counter tops and sinks and sufficient floor space in bathrooms for support staff to work. Also, our homes are aging and there are many updates and fixes that are needed to keep the homes up to requirements for safety for our individuals we support as well. Ideally, we want to prioritize what accommodations are most needed for our individuals we support at this time and make the renovations. KCI is also facing the challenge to acquire the amount of staffing needed to support the individuals we support. The challenge with staff is being able to hire staff and competing with all the other businesses around giving higher wages than KCI. Many businesses are giving an average of \$15-\$17 dollars an hour and we are not able to compete with those wages. We are even limited to giving smaller sign-on bonuses as many of the other businesses. Even looking at other Developmental Disability Agencies around, KCI is still below their averages of \$15-\$18 dollars an hour.

A challenge that we are currently facing has to do with space and the accessibility of the homes we currently run. We continue to get referrals weekly, and unfortunately have had to start turning some people away because of a lack of space. Additionally, many of the homes we have

do not offer the level of accommodation that are needed by some of the people we support.

For the FY2025 budget, Kent Center respectfully requests \$98,000 to support our efforts to make the homes we have more accessible and up to date for safety reasons to the people we support. The operating funds will specifically be used to help support the people in our programs to be able to access our community and to engage in meaningful community activities. These activities will include but are not limited to obtaining meaningful employment, volunteer activities, faith-based activities such as attending church, and community activities like the Tea Party.

Thank you for your continued investment in KCI and the work we do for the people we support. It is only as a community that we can make a difference for the people in our programs, and they will in turn make a difference in our community as a whole.

**Kent Center, Inc.**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

<b>REVENUE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
KENT COUNTY FUNDING	\$84,868	\$79,433	\$42,193	\$98,000
FEDERAL FUNDING				
STATE FUNDING	\$6,582,335	\$6,490,452	\$6,400,000	\$6,400,000
PRIVATE DONATIONS	\$22,841	\$11,880	\$40,000	\$20,000
DUES & FEES				
OTHER (LIST BY TYPE)				
Work Income (Hidden Treasures)	\$207,010	\$200,046	\$200,000	\$200,000
Rental Income	\$198,570	\$173,535	\$180,000	\$180,000
Grants	\$0	\$0	\$0	\$0
Interest	-\$14,257	\$45,328	\$0	\$0
Miscellaneous	\$289,172	\$403,815	\$10,000	\$10,000
Totals	\$7,370,539	\$7,404,488	\$6,872,193	\$6,908,000



February 26, 2024

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear County Commissioners:

Upper Shore Aging is proud to provide senior services to the residents of Kent County on behalf of Kent County Government. It is an obligation that we take seriously, and we continue to strive to increase our services and programming to the citizens. Enclosed is a funding request that asks for maintenance of current funding, as well as a supplemental request.

Specifically, we are requesting an increase of \$31,417 to provide a 4% increase for the employees benefiting Kent County. This also covers the substantial increase in health insurance costs and related fringe.

Employee Salary and Fringe	\$31,417
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Thank you for your consideration and continued partnership to serve the seniors of Kent County. Please do not hesitate to contact me with any further questions.

Sincerely,

R. Andrew Hollis  
Executive Director



UPPER SHORE AGING, INC  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY ALLOCATION FUNDING	162,221.00	162,221.00	337,221.00	368,638.00
KENT COUNTY SHOPPING FOR SENIORS	16,861.00	16,861.00	16,861.00	16,861.00
FEDERAL FUNDING FY24 -Note \$245,863 is ARP funds	895,518.00	1,012,898.00	1,330,883.00	1,172,826.00
STATE FUNDING	816,170.00	1,076,436.00	795,959.00	843,959.00
PRIVATE DONATIONS	122,693.00	148,182.00	64,616.00	67,514.00
DUES & FEES				
OTHER (LIST BY TYPE)				
MANAGEMENT FEES	131,204.00	68,401.00	36,000.00	36,000.00
LOSS/GAIN on INVESTMENT	-3,613.00	3,149.00		
MISC OTHER	58,408.00	42,870.00	134,390.00	100,518.00
TALBOT & CAROLINE COUNTY	769,253.00	886,577.00	980,404.00	1,122,227.00
OPERATIONAL SHORTFALL	72,222.00	23,028.00		
FUND STILL NEEDED				38,702.00
CDBG ROOF part of funds in State not operational and has no related expense		-105,000.00		
<b>TOTAL REVENUE</b>	<b>3,040,937.00</b>	<b>3,335,623.00</b>	<b>3,696,334.00</b>	<b>3,767,245.00</b>

The shortfall is occurring in Kent County mostly due to loss of ARP

County Commissioners of Kent County  
400 High Street  
Chestertown, Maryland 21620  
January 10, 2024

Dear Commissioners,

I am writing this letter to ask your consideration of a county grant for WCTR radio to help us offset technical upgrades that have enabled us to better serve the county.

In June of 2023, WCTR celebrated 60 years of serving Kent County and the local communities. Since purchasing the station in September of 2015, we have put significant time, our own money and old-fashioned hard work and returned WCTR to being a quality-programmed, locally based station that reflects what is going on in the community and meets the need of local listeners 24/7.

In an age when large corporations are buying stations en masse, programming them from a corporate location far away from their community of license and turning them into a cookie-cutter "music boxes," WCTR remains one of only 82 (at last count) stand-alone radio stations owned by small, independent operators. Regrettably, unlike a generation or two, most communities now DO NOT have a radio station licensed specifically to them or serving them with programming targeted to the local community. This makes Kent County one of the fortunate few communities in the country that can still turn on a radio and get LOCAL news, weather, sports, and important information that reflects OUR local area from WCTR; not that of a large metropolitan concern being "piped in."

This was especially evident during the pandemic, when WCTR remained the only local station maintaining full-time local programming. At the time, WCTR shifted into "news and information mode" placing our focus on getting crucial health and welfare information to the community from local experts and news on vaccination locations and mandates. While other stations typically cut back on their resources, staffing and programming costs at this time due to decreasing advertising revenues, WCTR enhanced and increased ours in order to better meet the needs for up to the minute information for listeners required in dealing with COVID and related issues.

We also super-served businesses and organizations at this time, by reaching out and offering them an opportunity to get the word out about the status of their businesses and operations. This was done free of charge to help them with weather-related business issues resulting from the closings. We felt it was our duty as a community broadcaster to do the best we could for our local listeners, as it is our philosophy and commitment that WCTR remain radio made BY the local community FOR the local community.

Since we assumed control of the WCTR broadcast license in September of 2015, we have made constant improvements to the station, its signal, programming, and community outreach. Here are some of those advancements:

1. The migration of WCTR's FM frequency from 102.3Mhz to 106.9Mhz to allow greater coverage.
2. The move from 80% network-based, distantly produced shows under previous ownership to roughly 90% local programming originating from the WCTR studios on Flatland Road in Chestertown.

3. The move to a professional, highly listenable format that promotes longer listening and a much more appealing sound, matching the standard expected of commercial radio stations in much larger areas, however, hyper-focused on the local community.
4. An increase in local sales, programming and engineering staff contributing to the local employment base.
5. The return of local sports reports and sports staff with Andy Malone
6. Exclusive local affiliation with the Maryland News Network, adding statewide news coverage to our full-service line up.
7. The addition of round-the-clock news at the top of every hour.
8. A fully updated, interactive website that compliments all information on air and provides podcasts of community-focused shows to the local audience.
9. A full schedule of live broadcasts from community events: Tea Party, Pirates and Wenches, Fall Fest and Dogwood Festival to name a few.
10. The addition of two live "satellite" studios to get the station out into the community it serves. One is in the window of the Riverside Unique Store on High Street and the other at the public landing at ramp in Rock Hall next to the Harbor Shack. The specific purpose of these studios was/is to use them as live venues to host community leaders and event officials.
11. The addition of Washington College Lacrosse.
12. The installation of streaming equipment allowing WCTR's signal to be heard worldwide and locally (this is important as roughly 75 to 80% % of people now listen online and table radios are becoming a thing of the past.)

During our watch, WCTR has expanded features to include supporting local youth with our "Student of the Week" program, "Pet of the Week" from the live studio highlighting an adoptable pet from the Kent County Animal Care Shelter and donating airtime to the shelter. There is also "Arts Minute Update" with a biweekly update on the Arts Community and its Activities and "Main Street Minute" devoted to Chestertown Main Street and its various activities. Also on the list is "Kent County Connection" highlighting economic and tourism development efforts in the county.

In addition, WCTR also airs a weekly program called "My Generation" that functions as a "local newsmagazine." It hosts many community newsmakers, politicians, religious leaders, artists, Executive Directors of nonprofit organizations from the community and business leaders. Discussed are programs for seniors, minorities, cultural, political, educational, and social matters that impact OUR community.

Our employees/associates are engaged actively in community involvement. Presently on staff is a Past Assistant Governor of Rotary (who is also past President of the Chestertown Rotary), the current President of the Kent County Chamber of Commerce, an Executive Committee member of the Chestertown Lion's Club and former board chair of For All Seasons Crisis Counseling Center.

WCTR has partnered to promote the following local organizations (including by not limited to the following) with airtime, live broadcast, or other assistance over our tenure and to date:

Kent County Tourism and Economic Development  
 Animal Care Shelter for Kent County  
 Kent County Emergency Services  
 Kent County Chamber of Commerce  
 For All Seasons, Rape and Crisis Center  
 Chestertown Mainstreet

Chestertown Rotary  
Chestertown Lions Club  
Chestertown Tea Party  
Camp Fairlee and Easter Seals  
Midshore Veterans Group  
Calvary Chapel Church  
Grace Bible Church  
Hope Community Alliance  
Downtown Chestertown Association  
Kent County Extension Office  
Rock Hall Fall fest  
The Greater Rock Hall Business Association  
Pirates and Wenches Festival  
Rock Hall Parks and Recreation  
Kent County Behavioral Health  
Kent County Arts and Entertainment  
Chestertown Main Street  
Rock Hall Mainstreet  
Chester River Association  
Upper Shore Regional Council  
Kent County Health Department  
Kent County Board of Elections  
Kent Cultural Alliance  
Bayside HOYAS  
Minary's Dream Alliance  
Boy Scout Troop 175  
Kent County Parks and Recreation  
Character Counts Kent County  
Chestertown Jazz Festival  
Vietnam Veterans Day  
Legacy Day  
Sumner Hall  
The National Music Festival  
Chestertown River Arts  
Church Hill Theatre  
Kent Goes Purple Campaign  
Midshore Probono  
United Way of Kent County  
Kent Association of Riding Therapy  
Dickens of a Christmas  
Sultana Education Association  
The Mainstay  
Kent County Food Pantry  
Homeports Health Fair  
Kent Attainable Housing  
Kent County Library  
Kent County YMCA

And other organizations, causes, concerns and issues as outlined in WCTR's public file with the Federal Communications Commission at [www.fcc.gov](http://www.fcc.gov)

In October of 2015, the month after purchasing WCTR, we, again at our own expense, pulled out the severely outdated and broken studio equipment of the previous ownership and outfitted our control room studios at Flatland Road with a brand new control board, microphones, emergency broadcast (EAS unit), phone hybrid (for interviews), on air broadcast computers and software, monitors, studio signal processors and streaming computers/interfaces, transmitter control equipment and audio switching/routers needed to facilitate broadcasting programming that originates locally. Upgrades were also made to the office building to better accommodate the needs of the increased staffing and provide better energy efficiency.

As a local employer, WCTR added several staff members (in the various departments indicated above) and reinstituted a local sports staff. Of our eight associates, six are residents and there are two remote contract workers (necessity based on their technical expertise). WCTR's workforce also proportionally reflects minorities' representation of the community. These staff members, including Pam Frashure (aka Leslie Sea), are taxpaying members of the community.

Over time, and due to the reduction of advertising volume related thereto (our sole source of income), WCTR is at limit with what we can further provide in terms of personal resources to better serve the public. It is important to note the majority of WCTR's tower processing and transmission equipment dated back the mid-1970s and was likely installed as used equipment even then. WCTR was at the point where it could no longer operate with this equipment and the quality of listenability of the signal was rapidly declining. Therefore, Leslie and I once again had to go "out of pocket" to add some new and some "newer" processing gear for both its AM and FM signals, new studio transmitter-link equipment and lines between the studio and transmitter buildings.

Such upgrades mean that the overall signal sound has been vastly improved, and quality increased exponentially. However, such a purchase on the back of two years' declining revenue due to COVID and a challenging economy has strained an already challenging advertising market and our budget, bringing our ability to continue contributing personal resources dedicated to operating and maintaining the station to a conclusion. Because WCTR is a rare resource to, and fervently serves the local community, we are asking for assistance by way of a grant, that can offset the costs of these replacements, so we can continue to apply limited income funds to paying our staff and providing the quality local programming as mentioned above.

The inventory of items includes the following:

Inovonics Novia AM processor: \$1,980.00 (New)  
Harris Engineering (studio-transmitter link) transmitter and receiver: \$1,400.00 (Used)  
Orban Optimod 8100A Broadcast Processor: \$2,500 (Used)  
LMR400DB Transmission Cable: \$270.00  
2PC Coax Adaptor: \$9.44

We would also like to purchase the following to enable us to expand the scope, coverage and quality of our remote broadcasts from the various towns around Kent County:

Marti Electronics SRPT40A RPU Transmitter: \$2,790.00

RPU Base Antenna: \$370.00  
Marti YC150 Yaggi Antenna: \$310.00  
Marti Electronics SR40A RPU Receiver \$4,060.00  
Tieline Gateway 4 Audio Codec" \$5,174.00  
Tieline Via Portable Codec: \$5,173.00  
200 Feet of Cable: \$270.00  
Engineering/Installation Fees: \$700.00

Total Requested: \$24,997.44

As you can see, since 2015, we've backed up our commitment to ensuring WCTR remains a local station through our considerable monetary contributions and efforts to upgrade its studios, programming, staffing and level of local, compelling programming offered 24/7. Such service, as demonstrated above, is not only of benefit to the county but is critical to its overall welfare.

WCTR, as a local station, helps other local businesses as it provides a place where they can advertise and promote their business, which is especially important, now that newspapers and print sources are on a sharp decline. The continued success of WCTR is important to the overall economic development of the county and having a local radio station is a rare "selling point" that can be used to help attract other businesses here. Giving the community a full-time local voice is essential every day but also in challenging times such as the recent pandemic, where the value of real-time public health and safety information was clearly demonstrated.

It is our sincere hope that the county will recognize this value and uniqueness presented by WCTR and support its efforts through the above requested grant.

We sincerely thank you for your time, effort, and consideration in this matter.

Brian Moore, Owner  
WCTR AM/FM  
1-410-775-9287 (WCTR)



**Brian Moore, Owner**  
Hometown, Multimedia, LLC  
*Complete Marketing Solutions: WEBSITES, PHONE APPS AND MESSAGING ON HOLD*  
Radio: WCTR FM 106.9 – AM 1530  
Online Radio/Newspaper: [Radiomiddletown.com](http://Radiomiddletown.com)  
Office: 410-775-WCTR (9287)  
[www.wctr.com](http://www.wctr.com)  
[www.radiomiddletown.com](http://www.radiomiddletown.com)

TO: The Honorable Commissioners of Kent County MD  
FR: Richard Keaveney, Executive Director  
The Humane Society of Kent County, Inc.  
RE: BUDGET REQUEST FOR FY25  
DA: March 1, 2024

To confirm, The Humane Society of Kent County, Inc. (HSKC) traditionally requests and receives financial support from Kent County in return for the providing of **Animal Control Services (ACS)**

Kent County MD has been able to meet its mandated responsibility to provide county-wide animal control services, 7 days a week, 24 hours a day, **more cost effectively** than its neighboring counties of Cecil and Queen's Anne as a result of our non-profit organization absorbs most of the sheltering, medical and care expense for the unwanted animals within Kent County.

Example: QAC Budget for FY24 = > \$1,600,000 (handles about 200 more animals/yr.)  
KC Budget for FY24 = \$1,035,471  
KC Commissioner Support = \$ 316,000 (Thank You!)

KC Budget for FY25 = \$1,100,000 (not finalized or approved)  
FY25 KC Support Request = \$ 337,000 (6.2% increase)

The approachability and improved living conditions of our unwanted animals, since the opening of the new shelter facility has been remarkable:

	<u>2023</u>	<u>2022</u>	
Animals In	1020	832	23% increase
Animals Out	1056	778	36% increase

**Note: On average, HSKC houses between 75 and 150 animals at one time. Approximately 25 dogs on average and the remainder are cats and kittens. "Kitten season" can result in over 100 kittens at one time.**

Thank you for your continued support and please generously consider our request for an additional \$21,000.

  
Richard Keaveney  
Executive Director

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	292000	292000	316000	337000
FEDERAL FUNDING	0	0	0	0
STATE FUNDING	0	0	0	0
PRIVATE DONATIONS	0	0	0	0
DUES & FEES	0	0	0	0
SAVINGS	18759	30643	26000	0
TOTAL REVENUE	310759	322643	342000	337000



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Wages, Taxes, Benefits	194330	202103	219000	219000
Operating Supplies	3775	4150	7500	7500
Occupancy Expenses	8088	10540	12000	12000
Animal Care	75350	79250	75000	75000
Commercial Insurance	15046	15300	12500	10000
Transportation	8670	7800	8500	8500
Other (Uniforms, Training)	5500	3500	7500	5000
<b>TOTAL EXPENDITURES*</b>	<b>310759</b>	<b>322643</b>	<b>342000</b>	<b>337000</b>

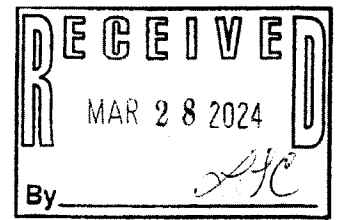
\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

<b>PROPOSED BUDGET</b>		Updated June 30, 2023			
<b>with revised COA</b>					
		<b>FY24 DRAFT</b>	<b>ACT FY23</b>		
		<b>ANNUAL \$</b>	<b>Per Draft</b>	<b>NOTES</b>	
<b>41000</b>	<b>INDIVIDUAL GIVING</b>		<b>7/6/2023</b>		
41010	Annual Giving Campaign	Fall/Winter Mail Appeal	132,000	137937	may be impacted by Kennel Klub success
41020	Individual Gifts	Honor, Memory, Operations Support	90,000	86681	may be impacted by LifeSavers success
41025	JG Operations Pledge	Special Pledge	100,000	100000	need to continue, anticipate Sept receipt
41030	Bequests	Estate Giving (> \$5000)	0	0	
41040	Kennel Klub Campaign	Large Pledges for Operations	60,000	0	2023 FY Supplemental request recurring supporters
41045	LifeSavers	\$100 or less Pledges for Operations	49,800	0	2023 FY Supplemental request recurring supporters
<b>42000</b>	<b>BUSINESS SUPPORT</b>				
42010	Business Sponsorships	Year-Long Campaign	17,500	1328	2023 FY Supplemental request marketing & social media benefits
42020	Recycling	CreaFill	5,000		
42030	Donated Prof Services	Pro-Bono Work			
<b>43000</b>	<b>GRANTS</b>	Foundations, Govt Programs, Etc.	50000	0	
<b>44000</b>					
<b>45000</b>	<b>COUNTY SUPPORT</b>	Kent County Allocation Approved	316,000	292000	
<b>46000</b>	<b>SHELTER SERVICES</b>				
46010	Board & Impound		1000	915	
46020	Adoptions		30000	25980	
46030	Permits, MicroChips		500	400	
46040	Low-Cost Medical Services	To Be Determined		0	
46050	Compassionate EU	To Be Determined		0	
46060					
<b>47000</b>	<b>EVENT FUNDRAISING</b>				
47050	Go to Photo		18000	0	
47060	Beer & Clams		15000	13005	improved per capita
47070	TBD Event		10000	0	
47080	TBD Event		7500	0	
47090	Third Party Events		5000	4536	2023 FY Supplemental request
47095	Miscellaneous		0	961	
<b>48000</b>	<b>OTHER</b>				
48010	Noncash Contributions		0	0	
48020	Community BANKS		6000	4273	
48030	Redners Receipts		5000	9211	2023 FY Supplemental request grant from fundations
48040	School Banks Contest		5000	0	

<b>49000 INVESTMENT INCOME</b>			
Interest Income			to be determined
Dividend Income			to be determined
	<b>TOTAL REVENUE</b>	<b>923300</b>	<b>677227</b>
<b>60300 BANK CHARGES</b>			
60310 Interest Expense	Operational (Excluding Mortgage)	0	18
60320 Service Fees		1750	1676
60330 Credit Card Fees		600	475
60340 Payroll		300	175
60350 Other		0	0
<b>62800 BUSINESS INSURANCE</b>			
62810 Property/Auto/Umbrella	Umbrella increased to \$5M	24500	24032
62820 D&O		3278	2878
62850 Workers Comp		5132	10894 awaiting FY23 repair costs
<b>63000 DEVELOPMENT</b>			
63010 Advertising/Marketing		2400	2339
63020 Social Media/Website		1200	2457
63025 Professional Fees		1200	0
63030 Printing & Postage		3600	2163 increased mailings
63040 Misc Supplies Develop		5000	6950
63050 Go To Photo		1000	0
63060 Beer & Clams	2023 cost approx 40% of sales	5000	7220 includes non recurring one time only expenses
63070 TBD		3000	0 30% expense budget
63080 TBD		1500	0 30% expense budget
63090 Third Party Events		500	50
63095 School Banks Program		1000	0
<b>64800 FACILITIES &amp; ADMIN</b>			
64810 Equipment Rental	Copier	3600	2174
64815 Software Licenses & Fees		0	0
64820 Office Supplies		6000	8769

64825	Miscellaneous		1200	660
64830	Telephone & Internet	ThinkBig & StarNet	8800	6802 ThinkBig 350/mo. Star2Star \$377/mo
64835	Electric	1st 6 months avg. \$1580/mo.	20000	18572 anticipate higher summer months
64840	Water & Sewer	1st Qtr 23 avg. \$1235/mo	15000	5736 will monitor usage
64845	Propane	1st Qtr 23 avg 300gal.mo @ \$2.25	8100	3737
64850	Trash Removal	Twe Talk Trash Contract \$150/mo	1800	4230
64855	Vehicle Leasing		0	0
64860	Vehicle Repair Mntc		3000	1092
64865	Vehicle Fuel		7200	7591
64870	Grounds Maintenance		5000	2529
64875	Cleaning Supplies		15000	20401
64880	Cleaning Services	\$20p/h; 6 hrs max/week	6240	1635
64885	Repairs & Maintenance		6000	5857
64890	Storage Rental	discontinue 7/1/23	0	1990
<b>65000 LABOR</b>				
65010	Salaries	Jul-Dec 23 Base; Jan-June 24 +3	585000	534061
65015	Performance Bonuses	TBD	0	0
65030	Federal Tax Employer	7.65%	45396	41452
65060	MD Unemployment	1.50%	8775	8105
65085	Health Insurance		35000	31795
65090	Employee Relations		3000	2543
65091	Volunteer Relations		1500	0
65095	Educ, Conf, Travel		2500	27
65098	Dues & Publications		600	664
65099	Shirts & Uniforms	incl staff & volunteer tees	3000	1252
<b>65500 PROFESSIONAL FEES</b>				
65510	Accounting & Bookkeeping	Audit; Contract Acct;	20600	17834
65520	Prof Fees Other	NON-fundraising related	5000	3488
65530	Payroll Management	Judge Ware	3000	480
<b>66000 ANIMAL CARE SERVICES</b>				
66010	Veterinary		80000	82312 team focus on reducing but to be monitored
66020	Medicine	Excluding Fee for Service Exp	25000	25120 team focus on reducing but to be monitored
66030	Food		27000	30185 team focus on reducing but to be monitored

66040	Cremation & Disposal		5000	250	to be monitored, anticipating some pro bono
66050	Interstate Rescue		0	506	requesting "free transports" to participate
66070	Medical Supplies	Excluding Fee for Service Exp	10000	8955	
66080	Enrichment & Other Supp		7200	10222	
66090	Other				
	<b>TOTAL OPERATIONAL EXPENSES</b>		1035471	952353	
	<b>TOTAL OPERATIONAL DEFICIT</b>		-112171	-275126	
	Mortgage Interest	7% int. Avg \$1.2M principal	-83125		
			-195296		



March 28, 2024

Kent County Commissioners  
Ronald H. Fithian, President  
Albert H. Nickerson, Member  
John F. Price, Member  
400 High Street  
Chestertown, MD 21620

Dear County Commissioners,

At the March 26, 2024 meeting of the Greater Rock Hall Business Association, unanimous approval was granted to provide \$15,000 towards transportation for the 2024 Tourism Season. We plan to partner with the Town of Rock Hall to initiate a pilot transportation program.

The Business Association will be requesting contributions from local businesses to help fund this transportation initiative for 2024. Currently, we have commitments of \$3,000, including \$1,000 from Main Street Rock Hall. There is much enthusiasm within our business community and we are confident that we will be able to receive their financial support. The Town of Rock Hall recently established an Economic Development Committee that has a Transportation sub-committee. In collaboration with this committee, the Town of Rock Hall, and Kent County Economic and Tourism Development, we are committed to crafting a long-term, sustainable solution.

Acknowledging the significant contribution of tourism to the economic vitality and growth of Kent County, we seek support for this initiative. Our aim is to provide transportation services not only to traditional tourists but also to our residents, whom we view as hometown tourists.

We are requesting the County Commissioners consider allocating \$20,000 in their FY2025 budget to support transportation in Rock Hall for the upcoming Tourism Season. Prior to any release of funding by the County, a comprehensive plan would be presented, once further details are finalized with the Town of Rock Hall. The Greater Rock Hall Business Association is committed to working with our town and county to explore innovative methods to meet the transportation needs of both our visitors and our citizens. Thank you for your consideration.

Sincerely,

Suzanne Einstein, President

Greater Rock Hall Business Association

410-810-2126    April 4, 2024

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**Executive Board**

Ron Fithian  
Chair  
Kent County  
Commissioner

Jackie Gregory  
1st Vice Chair  
Cecil County  
Councilwoman

Jack Wilson  
2<sup>nd</sup> Vice Chair  
Queen Anne's County  
Commissioner

Albert Nickerson  
3<sup>rd</sup> Vice Chair  
Kent County  
Commissioner

Chris Cocharino  
Secretary  
Queen Anne's County  
Commissioner

Bob Meffley  
Treasurer  
Cecil County  
Councilman

Stephen S. Hershey  
Senator, District 36  
Maryland General Assembly

Susan O'Neill  
Executive Director  
[soneill@kentgov.org](mailto:soneill@kentgov.org)

Ronald H. Fithian  
President  
Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear Mr. Fithian:

Thank you for your continued financial and administrative support of the Upper Shore Regional Council. I am writing to submit our funding request for Fiscal Year 2025. Historically, Kent County has supported the USRC with a 12,000 budget allocation. We hope Kent County will be able to continue funding the USRC at the \$12,000 level for FY25.

On behalf of the Kent County Office of Economic and Tourism Development, we are requesting an additional \$30,000 to be used for the micro-grant programs. In previous years, USRC has provided the administration of Kent County's micro-grant match to the USRC program.

The purpose of the Upper Shore Regional Council is to foster the region's physical, economic, and social development. Since our inception 20 years ago, USRC has strived to provide resources and programming to the upper shore region to achieve our purpose.

One example of a successful program is the Upper Shore Student Equipment CTE scholarship. Developed to elevate our regional workforce narrative, this program supports students pursuing vocational or technical programs in Kent, Cecil or Queen Anne's Counties. Designed to reduce the cost of educational materials, this offering helps students succeed in the vocational programs of their choice. By eliminating financial obstacles to achievement, this scholarship equips students with the tools for academic success. During this school year alone, we have provided 35 CTE scholarships to junior and senior students in our region's high schools.

Again, thank you for your continual support and partnership. If you should need any additional information, please do not hesitate to contact me.

Sincerely,



*Uniting Strategic Resources for Communities*

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	\$12,000	\$12,000	\$12,000	\$12,000
KENT COUNTY FUNDING - Agriculture Micro grant*				\$30,000
FEDERAL FUNDING	\$0	\$0	\$0	\$0
STATE FUNDING	\$200,000	\$200,000	\$200,000	To be Determined**
PRIVATE DONATIONS	\$0	\$0	\$0	\$0
DUES & FEES	\$0	\$0	\$0	\$0
OTHER (LIST BY TYPE)				
Cecil County	\$12,000	\$12,000	\$12,000	\$12,000
Queen Anne's County	\$12,000	\$12,000	\$12,000	\$12,000
Rural Maryland Prosperity Investment Fund	\$400,000	\$600,000	\$600,000	To be Determined**
<i>*Request being made on behalf of Kent County Department of Economic &amp; Tourism Development</i>				
<i>**The final amount will not be known until the passage Governor Wes Moore's FY25 budget.</i>				



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget*	2025 Requested Budget**
Salaries & Wages	\$145,000	\$145,000	\$145,000	
Fringe Benefits	\$47,883	\$47,883	\$47,883	
Travel	\$6,000	\$7,000	\$7,000	
Equipment	\$4,000	\$4,000	\$2,329	
Office Total	\$12,000	\$18,779	\$14,671	
Mtg Expenses Total - Conferences/Registration/Council	\$7,000	\$9,000	\$7,000	
Membership/Sponsorship/Special Events Total	\$22,000	\$26,000	\$27,000	
Professional Dev.	\$5,000	\$5,000	\$5,000	
Materials & Supplies	\$3,000	\$3,000	\$3,000	
Pubs/Documentation	\$1,000	\$1,000	\$1,000	
Consultant Services	\$28,000	\$56,000	\$22,000	
Oyster Rotation program	\$50,000	\$50,000	\$0	
DataStory contract	\$15,000	\$20,000	\$10,000	
Agriculture Marketing Mini-grants	\$77,000	\$100,000	\$130,000	\$30,000
Upper Shore Regional Farm Museum	\$0	\$15,000	\$0	
Cecil Cares Volunteer program	\$6,000	\$7,000	\$6,000	
Workforce Development - Kent & Queen Anne's counties/Chesapeake College	\$50,000	\$25,000	\$20,000	
Workforce Development - Cecil County	\$10,000	\$0	\$0	
EMSI data base	\$14,000	\$15,000	\$15,000	



## KENT SOIL AND WATER CONSERVATION DISTRICT

122 Speer Road, Suite 4, Chestertown, Maryland 21620

Phone 410.778.5150

[kentsoilandwaterconservationdistrict.org](http://kentsoilandwaterconservationdistrict.org)

February 18th, 2024

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian and Commissioners Nickerson and Price,

2024 marks our 86<sup>th</sup> year of providing technical and financial assistance to Kent County farmers and landowners to solve soil erosion and water quality related concerns. From our beginning in 1938, Kent County has been one of our original partners and steadfast supporters. We value and appreciate your support and Thank You for all that you do for our District.

Attached is our budget request for fiscal year 2025, the budget request justification, and a copy of our latest audit report. We have a very good history of being both realistic in our requests and being wise stewards of our budgets. We appreciate the fact that you were able to fully fund our budget request last year and it is our hope that you can do the same this year.

The most significant portion of our budget request is for salaries, and we are requesting funding that will provide for a salary adjustment for our 3 County supported positions. The operating portion of the budget request reflects a small increase adjusting for IRS mileage reimbursement rates and the increased costs of goods and services that we purchase.

As in the past, we look forward to meeting with you to answer any questions you may have about our budget request.

On behalf of the Board of Supervisors, our 14 employees, our State and Federal partners and our farmer and landowner cooperators, we thank you for your consideration of this request.

Sincerely,

*Charles L. Miller*

Charles L. Miller  
Chair

### *Board of Supervisors*

Charles L. Miller  
Chair

Lewis H. McDonald  
Vice Chair

Timothy A. Redman  
Treasurer

W Frank Barnes Jr  
Member

William H. Langenfelder  
Member

### **SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	200,903	200,903	213,534	225,437
FEDERAL FUNDING	500	500	4,000	4,000
FEDERAL IN-KIND (Office Rent, IT Support, Vehicles, Office Equipment, Field Equipment and Furniture)	61,500	73,500	75,000	115,000
STATE FUNDING	23,160	67,290	92,089	90,000
STATE IN-KIND (Vehicles,IT Support, Office Equipment, Field Equipment and Furniture)	75,000	78,000	90,000	90,000
PRIVATE DONATIONS	500	750	1000	1000
FEES (Erosion and Sediment Control Review Fees)	9,670	28,180	28,000	28,000
OTHER (Grant)	5,040	5,500	6,000	7,000
	55			

Kent Soil and Water Conservation District  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Communications				\$ 1,600.00
Board of Supervisor Support				\$ 3,348.00
Employee Support				\$ 639.00
Contractual				\$ 4,600.00
Supplies and Materials				\$ 5,250.00
Grants and Subsidies				\$ 187.00
Vehicle Expenses				\$ 2,600.00
Other Fixed Charges				\$ 2,100.00
District Activities				\$ 1,750.00
Salaries				\$ 203,363.00
<b>TOTAL EXPENDITURES*</b>	<b>\$ 200,903.00</b>	<b>\$ 200,903.00</b>	<b>\$ 213,534.00</b>	<b>\$ 225,437.00</b>

Note: We changed our accounting procedures in FY 24 and as a result there is no longer year over year comparables in categories so we have omitted data from past years as it is no longer valid under our current accounting procedures. Going forward the rows will be populated each FY until we have 3 years of comparables again.



**HORIZONS**  
KENT AND QUEEN ANNE'S

116 S. LYNCHBURG STREET B, CHESTERTOWN, MD 21620  
HORIZONSKENTQUEENANNES.ORG | 410-778-9903 | EMURPHY@HORIZONSKQA.ORG

**Kent County Office of Finance**

R. CLAYTON MITCHELL JR GOVERNMENT CENTER  
400 HIGH STREET  
CHESTERTOWN, MARYLAND 21620

Dear Mr. Stulir,

February 18, 2024

I am respectfully submitting the attached documents on behalf of Horizons of Kent and Queen Anne's. Please consider including the organization in Kent County's FY25 budget. Horizons is inextricably woven into the fabric of Kent County, and we are requesting funds to continue the evidence-based work we do to support the children and end the cycle of poverty here.

Please let me know if you need anything else.

Many, many thanks!

Emily Murphy, *Executive Director*



***Our Vision Is a Future in Which Every Child Thrives.***

*Horizons works with students and families to help transform the way students see themselves and their future.*

***Mission***

Horizons of Kent and Queen's Anne's enriches the lives of students who are subject to inequities built into our education system, like the uneven distribution of resources, by providing academic and enrichment experiences that will bridge opportunity gaps, prevent the summer slide, instill confidence, and empower them for future successes.

***History, Population Served***

The first Horizons program began in 1964 at New Canaan Country School in New Canaan, CT to serve children during the summers in lower Fairfield County. By 1981, the program had caught the attention of Yale University faculty Dr. Ed Zigler, who performed the first evaluation of the Horizons model. Dr. Zigler's study found that **participation in Horizons reduced summer learning loss**, and he recommended that the program be replicated in more locations. In 1995, Horizons National was formed to lead the expansion of the Horizons model. The Horizons Network began with the addition of The Harley School in Rochester, NY and **Kent School in Chestertown, MD**, both of which are still thriving today. The Network has expanded steadily and continues to grow each year to serve thousands of students nationwide. Yet, Horizons of Kent and Queen Anne's remains the paragon of the Horizons model.

**Horizons of Kent and Queen Anne's**, an affiliate of Horizons National, is a 501(c)(3) nonprofit organization that offers a 6-week summer academic and enrichment program for under-resourced students in PreK – 8th grade. Horizon's mission is to reduce the summer learning loss, otherwise known as the "summer slide," that contributes to the "achievement gap" and cycle of poverty.

As Malcolm Gladwell said in his book, *Outliers*,

*"Virtually all of the advantage that wealthy students have over poor students is the result of differences in the way privileged kids learn when they are not in school...America doesn't have a school problem. It has a summer vacation problem..."*

Horizons students grow up in low-income neighborhoods and attend schools that alone cannot help them overcome the obstacles that threaten to trap them in a vicious cycle of poverty. Our students are especially at risk: six times more likely to drop out of high school and far less likely to enroll in college. They lack the opportunities that *ALL* youth need to set them on a path to achieve economic stability and personal well-being. For these children, and *for the shared future of Kent County*, Horizons offers a transformational educational experience that closes the opportunity gap and changes the trajectories of children's lives. Our scholars begin to see themselves as leaders that can accomplish goals and achieve success. At Horizons, we work hard to expose our students to new possibilities and encourage them to explore careers that

they may have never considered possible. **Nationally, 97% of all Horizons students graduate high school, and 91% enroll in college or trade school.** Graduating with a plan that will bring personal success is important to us. They graduate high school with a plan for success and the skills needed to effectively navigate the world while embracing a more expansive view of what is possible.

To enroll in the Horizons program, a student must qualify for the federal Free and Reduced Meal Program (FARM). Guidance counselors at Kent County elementary and middle schools identify students who would be good candidates for, and benefit most from, the Horizons program. Horizons has a rapport with each guidance counselor: We trust their recommendations, and the counselors entrust their students to us. The counselors have seen the evidence of social, emotional and academic growth when Horizons students return to school in the Fall. They enter school prepared and on equal footing as their peers.

Horizons asks our students and their families “sign on” when they are accepted and enroll in the program—we require they agree to adhere to our attendance policy, to show up every day and to return every year until they graduate in 8<sup>th</sup> grade. Continuity is the key to their success. When enrollment begins in January, the first thing we do is contact the families who attended previously to get them re-enrolled. Second, we begin the dialogue with school counselors who have a pulse on which new students would most benefit from our program.

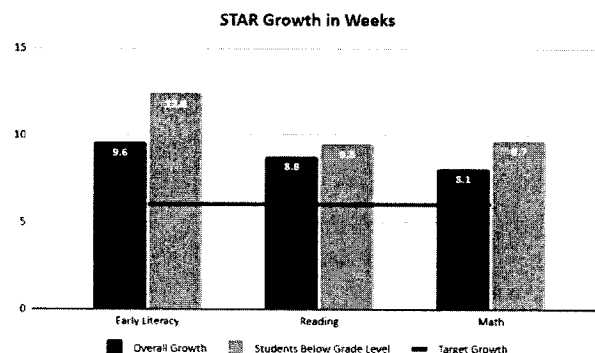
Horizons works hard to provide the best targeted academic support in reading and math, swim instruction, and enrichment activities like chess. Once a child enrolls in our program, they are encouraged to continue year-after-year. We invest in our students throughout their elementary and middle school years because their academic success is not only in their best interest, but also in the best interest of the health of Kent County.

In addition, Horizons encourages its alumni, graduates who are currently in high school, to come back and work at Horizons as teachers’ assistants, otherwise known as Student Support Leaders. Employing alumni is part of the Horizons model. Student Support Leaders build competence, gain confidence as members of the local workforce and contribute to their communities. Having a paying job translates into an empowered sense of agency that can carry students through their high school careers and beyond.

Horizons of Kent and Queen Anne’s strives to make the program engaging and we center it around a new theme every summer. We reach out to and forge new relationships with nonprofits and individuals in the community that align with the theme and add to the enrichment activities. It is important to Horizons not only to offer activities that expand students’ ideas of what’s possible, but also to deepen their understanding of their own local surroundings and environment.

Horizons National, our umbrella organization, requires academic testing to collect data that proves the method works. We measure our students’ skills using the STAR assessments during the first week of the program and then again at the end of the program. This is to determine whether students lost skills, stayed the same, or progressed. Our goal is to have 100% of our students maintain or increase their skill levels in reading and math as measured by the STAR

assessments. Nationally, Horizons students show between 6 – 10 weeks of academic improvement during the 6-week program.



Both reading and math average growth have increased annually since 2021. While Early Literacy growth showed a decrease from 2020-2022, growth rose again in 2023.

### ***Scope of Activities***

Our 6-week summer learning program includes:

- 2 hours daily academic support (Reading, Math, STEM) led by teachers
- Small group reading and math intervention lessons led by an Academic Specialist and/or teacher
- Targeted one-on-one reading support with Open Doors Partners in Education's Orton-Gillingham trained specialists
- Daily Let's Talk Character/Leadership Training led by teachers and site director
- Daily RULER Social Emotional Learning Lessons led by a social worker/counselor
- 3 field trips that enhance curriculum and align with theme
- Sailing and water safety lessons at the Rock Hall Yacht Club Sailing School for the 4<sup>th</sup> grade
- Riding lessons with the Kent Association of Riding Therapy (KART) for the 5<sup>th</sup> grade at Worthmore Equestrian Center
- Chess lessons and art
- Yoga, field games and sports
- One School, One Book reading project
- Swim instruction three times a week
- Enrichment activities with Sultana Education Foundation, Tuckahoe State Park, Modern Stone Age Kitchen, Camp Pecometh, YMCA and Washington College.
- Breakfast and lunch provided daily
- Daily transportation to and from the site



## ***Explanation of Need***

Horizons of Kent and Queen Anne's is unique because we are one of the only Horizons National affiliates located in a rural area. There is little public transportation in Kent and Queen Anne's counties. Our success is directly dependent upon being able to provide transportation to our students, and our ability to provide transportation is directly dependent upon the generosity of foundations, donors and government grants.

Horizons students live miles away from our two host sites: The Gunston School in Centerville and the Kent School in Chestertown. The campuses are beautiful and remote. Both schools sit on acres of waterfront property that affords our students a safe backdrop for their six weeks of learning.

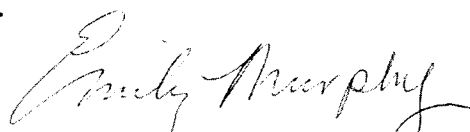
Our families have shared with us that their children cannot participate in our summer learning program without transportation services. Many do not have cars, or their work schedules cannot accommodate the time it takes to transport their children to our sites. They are dedicated to our program, and it is essential that our students return to keep their academic momentum going. Transportation is essential to get our students to each site.

In 2022, Horizons received a Disparity Grant from the State of Maryland's Treasurer's Office through the Health Department in the amount of \$15,000 for transportation for the summer program at the Kent School. In 2023 that amount dwindled, and Horizons received \$5,000. In 2024, the Disparity Grant will not be available at all, so Horizons will have to request money from another source.

With the increase in gas prices and the shortage of bus drivers in the area, we are anticipating basic transportation costs to be over \$35,000, just for the students at the Kent School site during the 2024 summer program. Our program will begin on June 24, 2024 and conclude on July 31, 2024. We anticipate enrolling 120 students to participate in our 2024 summer program at the Kent School—**our 29th year operating in Kent County**. Transportation is the second-highest program cost after staffing, and it is equally essential to our students' success. **A donation from Kent County in the amount of \$10,000.00 would help in this endeavor.**

Horizons is funded through annual appeals, private foundations, individual donors and events. **We do not charge our families tuition**—the program is free to the those who enroll. Horizons is an fixture in the Kent County community. Our families love what we offer and our program makes a tangible difference in Kent County's economy. For the sake of our students, it is essential we be able to cover the cost of transportation. Your support would make a tremendous difference in our ability to continue a program that inspires and transforms the lives of deserving students in our community.

Many, many thanks for your consideration.

  
Emily Murphy, *Executive Director*

## Horizons Transportation Costs in Kent County 2023

### 2023 Bus Transportation for students to/from program sites ONLY

COUNTY	DAYS	BUS #	Day Rate	Field Trips	Total per bus	TOTAL per site
Queen Anne's	27	1	\$451.76		\$12,197.52	
Queen Anne's	27	2	\$337.24		\$9,105.48	
Queen Anne's	27	3	\$319.76		\$8,633.52	
					\$29,936.52	
Queen Anne's				\$8,932.20		
						\$38,895.72
<b>Kent</b>	<b>27</b>	<b>1</b>	<b>\$350.37</b>		<b>\$9,459.99</b>	
<b>Kent</b>	<b>27</b>	<b>2</b>	<b>\$255.90</b>		<b>\$6,909.30</b>	
<b>Kent</b>	<b>27</b>	<b>3</b>	<b>\$319.29</b>		<b>\$8,620.83</b>	
<b>Kent</b>					<b>\$24,990.12</b>	
<b>Kent</b>				\$5,654.20		
						<b>\$30,644.32</b>

**2023 Kent School total transportation costs: \$30,644.32**

**2024 Kent School total transportation costs: \$35,000.00 (2023 cost plus 15% increase.)**

# Horizons of Kent and Queen Anne's KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

5

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Carry over		\$ 50,000.00	\$ 194,000.00	\$ 50,000.00
KENT COUNTY FUNDING		\$8,816.00		\$10,000.00
FEDERAL FUNDING (ARPA)			\$30,240.00	
STATE FUNDING	\$15,000.00	\$5,000.00	\$0.00	\$30,000.00
PRIVATE DONATIONS (annual appeal)	\$54,926.84	\$67,524.15	\$90,000.00	\$60,000.00
DUES & FEES (registration fees)	\$5,630.00	\$6,295.20	\$7,000.00	\$7,500.00
OTHER (LIST BY TYPE)				
Events	\$38,359.17	\$81,853.45	\$14,200.00	\$90,000.00
Foundations/Unrestricted Contributions	\$198,592.53	\$237,592.68	\$274,400.00	\$290,000.00
Foundations/Restricted Contributions	\$90,899.00	\$81,184.00	\$15,000.00	\$15,000.00
In Kind	\$26,722.00			
Dividends	\$9,891.10			
Realized Gains	\$3,629.79			
TOTAL	\$443,650.43	\$538,265.48	\$624,840.00	\$552,500.00

# Horizons of Kent and Queen Anne's KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Payroll/Salaries	\$ 71,304.14	\$ 88,568.00	\$ 88,568.00	
Kent Program Expenses	\$ 165,412.59	\$ 179,921.45	\$ 185,931.00	
Gunston Program Expenses	\$ 129,959.78	\$ 160,034.90	\$ 173,000.00	
School Year/High School Program	\$ 16,771.21	\$ -	\$ -	
Scholarship	\$ 4,000.00			
Investment Expense	\$ 6,260.60			
Fundraising Expense	\$ 4,123.64	\$ 39,110.20	\$ 30,000.00	
Overhead Expenses	\$ 40,506.27	\$ 40,731.15	\$ 44,000.00	
LT Day		\$ 2,428.25	\$ -	
Professional Development		\$ 820.08	\$ 1,000.00	
Giving Day		\$ 259.99	\$ 275.00	
<b>TOTAL EXPENDITURES*</b>	\$ 438,338.23	\$ 511,874.02	\$ 522,774.00	

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## Kent County Budget Request FY 2025

*Submitted 29 February 2024*

### FY 2025 BUDGET REQUEST

We are requesting \$20,000 from Kent County. Martin's House & Barn (MHB) provides critical services to support the most vulnerable Mid Shore populations – families experiencing homelessness and food insecurity, low income residents (including elderly and people with health conditions or impairments). For 40 years, Martin's House & Barn has worked with clients facing chronic homelessness, trauma, multi-generational poverty, mental health challenges, and substance misuse issues. Additional support from the county will help MHB continue to provide these services.

The funds from Kent County are used for general operating expenses that allow us to provide these services and to support the infrastructure costs associated with Martin's House where Kent County families receive direct services.

An average cost of shelter per person per bednight (one bed, one night, one person) for families with children, based on data from the DC Coalition for the Homeless ([www.dccfh.org](http://www.dccfh.org)), is approximately \$50. Our actual bednight cost is closer to \$25/night. That cost is low, however, due to extremely streamlined staffing which is not sustainable. Martin's House & Barn makes every effort to provide a safe and positive environment focusing primarily on the well-being of the children who stay with us. Martin's House & Barn is open 24/7 and we do not ask our families to leave during the day giving the children with us the opportunity for routine and stability. Our goal is to reach Kent County's most vulnerable citizens by accepting families with high needs, including, active substance misuse, intense mental health needs and criminal justice system involvement who are often turned away by other shelters. This

low barrier methodology results in the need for increased security and training requirements for shelter staff. **Last fiscal year (8/1/2022-7/31/2023), Martin's House supported Kent County residents for 470 and 635 already in our current fiscal year.**

MHB also works to combat food insecurity in the Mid Shore region, **distributing between 10 and 25 tons of nutritious food to approximately 300 Mid Shore families every month.** MH&B receives no state, federal or local funding for operational costs associated with the pantry. The food pantry operations are entirely supported by donations and foundation grants. Over the last year, the donated food from the MD Food Pantry has been drastically reduced. This reality combined with the radical reduction in SNAP benefits has resulted in the need for us to divert more funds to purchasing food. We continue to share food with Kent County food pantries when we have extra food.

We are grateful for the past support from Kent County and will continue to work with agencies and organizations throughout the Mid Shore to provide compassionate and comprehensive services to families who are struggling.

As we look forward, we continue to focus on building a network of local, state and federal resources to better support Mid Shore residents in need of these important services. MHB has utilized federal and state funding to enhance our services with the goal of providing better outcomes our neighbors who need assistance with shelter, affordable housing, and food. MHB will continue to advocate for support that is appropriate and useful in addressing rural poverty and its unique challenges.

The staff (9 FTEs), volunteers, and board of Martin's House & Barn are engaged in providing cutting edge programming and services to transform the assumptions about how a human services organization operate in the 21<sup>st</sup> century. While we are one of many organizations addressing poverty on the Eastern Shore of Maryland, we are not insular in our thinking. We are increasingly engaged in implementing national evidence-based best practices that are re-defining strategies to treat poverty and homelessness using restorative rather than punitive approaches.

Martin's House & Barn is putting into actual practice emerging philosophies of how to address chronic homelessness and cycles of poverty.

## MARTIN'S HOUSE & BARN

14374 BENEDICTINE LANE | PO BOX 996 | RIDGELY, MD 21660 | 410.634.2537

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## Summary of Agency Role and Services

At Martin's House & Barn (MHB formerly St. Martin's Ministries), our mission is to help meet each client's basic needs. Our vision is an aspirational goal -- a community without homelessness, hunger, or poverty.

A safe, nurturing, and compassionate environment where our dedicated professional staff does everything possible to assist and support our guests and clients to break the cycles of poverty through connections to services, financial literacy, employment readiness, parenting, life skills, and counseling and coaching. Martin's House & Barn believes each individual is worthy and deserves the best we can give them.

Martin's House & Barn began providing services nearly 40 years ago using an old dairy barn on the Benedictine Sisters Ridgely, Maryland property. The original vision of the founding Benedictine Sisters was based on the teachings of St. Martin de Porres, mixed-race Peruvian monk born in 1579 in Lima and known for his deeply held beliefs and values of racial harmony, social justice, humility and "unremitting care and concern for the poor, children, and the sick. The Sisters dedicated their lives and the original facility to the collection and distribution of food and clothing to their Eastern Shore neighbors in need. A decade later, the founders designed and built a 10,000 square foot transitional residence providing shelter, food, and clothing for up to 12 homeless women and children. Opened in 1992, "The House" along with "The Barn" operations formed a 4-acre, 18,000 square foot complex dedicated to providing a safety net for local families and individuals struggling to keep enough food on the table and a roof over their heads.

Providing an array of services through a single point of entry with a dignified approach to address immediate and long-term needs, Martin's House & Barn offers a Community Food Pantry, Family Shelter, Homelessness Prevention and Housing Services and a Thrift Shop.

Mission: To help meet basic human needs.

Vision: A community without homelessness, hunger or poverty.

Values: Martin's House & Barn welcomes all in need of housing, clothing and food and provides help with compassion and respect.

Martin's House & Barn is registered and in good standing as a Maryland charitable organization. Our 501(c)3 status is not affiliated with the Catholic Church. The

### MARTIN'S HOUSE & BARN

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organization is governed by a non-denominational independent Board of Directors with representation from all four Mid-Shore counties. The agency's financial documents submitted as a part of this funding request clearly show that our revenue is derived predominantly from individual donations, grants and fundraising events. Our ability to continue to deliver services requires that we seek funding from all areas of the community that benefit from our work. Local government support is important to help maintain services provided. The specific services and the outcomes and population served for each of the four programs that assist Mid-Shore citizens are detailed in the attached Outputs for FYE 7/31/2023

## **PROGRAM AREAS**

**Emergency Food Distribution:** Martin's House & Barn distributes food received through The Food Assistance Program (TEFAP), a USDA program administered by the Maryland Food Bank. We also collect donated food from various private businesses including Acme in Centreville, Panera in Easton. We partner with St. Vincent de Paul in Easton to accept and distribute foods throughout the Mid Shore region in an effort to ensure that food insecurity is being addressed across the region.

The Resource Center has meeting space and a full kitchen that will allow MHB to offer clients programming, training, health screenings and food demonstrations.

Martin's House & Barn was named as one of 10 strategic partners of the Maryland Food Bank.

Intended outcomes are the following:

- Increase food security and reduce hunger through the distribution of safe and nutritious food to low-income families
- Provide guidance to information and access to critical services for underserved populations

**Martin's House:** Offers emergency shelter to homeless families. Martin's House provides living space for up to twelve families. Three years ago, working with state agencies and Mid Shore Roundtable on Homelessness and Continuum of Care (led by Mid Shore Behavioral Health), we expanded our services at the Martin's House to include emergency shelter for all families needing assistance on the Shore including families with fathers and older male children. Individualized case management helps families connect to services and move out of homelessness. Martin's House is one of the few shelters in the Mid Shore region that offers year-round, 24 hour, low barrier

## **MARTIN'S HOUSE & BARN**

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shelter to support families with high needs, including severe mental illness, substance abuse, chronic homelessness and criminal records that often makes it difficult for them to find shelter and housing.

On 1 February 2024, Martin's House providing shelter to 9 adults and 10 children at the Martin's House Shelter in Ridgely (we currently have 4 rooms closed for critically needed renovations)

Intended outcomes are the following:

- Provide families who are experiencing homelessness year-round and quick accessibility to safe, temporary shelter.
- Assist clients in achieving and sustaining self-sufficiency through goal focused case management and service linking.

**Housing Support:** A case manager familiar with the requirements of the various funding sources qualifies clients for financial and rental assistance to help them avoid homelessness or get into their own home quickly. Rapid Rehousing funds support families who are experiencing homelessness with rental and financial assistance. Homelessness prevention funds provide assistance to stop eviction before it happens with rental and utility assistance. Individualized case management helps clients access additional resources and avoid the trauma of homelessness. Much of the housing support funds go back to local landlords and help families maintain residence on the Shore. Intended outcome is the following:

- Prevent eviction and utility disconnection for those at-risk of homelessness by administering and disbursing government funds to provide financial assistance
- Support families with financial support and case management to rapidly move them from shelter or homelessness into their own living space and assist them towards self-sufficiency.

**Thrift Store:** Martin's House & Barn operates a 4,300-square foot thrift store that is open to the public eleven and half hours per week. Clothing, shoes, small household goods and basic furniture are available for purchase by cash or vouchers. All clients for Emergency Food receive a voucher to use in the thrift store. Intended outcome is:

- Operate a thrift store that enables families to meet their basic clothing and household needs through purchase or voucher of quality goods at very low prices

## MARTIN'S HOUSE & BARN

14374 BENEDICTINE LANE | PO BOX 996 | RIDGELY, MD 21660 | 410.634.2537

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Martin's House & Barn  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	\$10,000	\$10,000	\$10,700	\$20,000
FEDERAL FUNDING				
STATE FUNDING				
PRIVATE DONATIONS	\$161,881	\$121,403	\$227,500	
DUES & FEES				
OTHER (LIST BY TYPE)				
FEDERAL/STATE/LOCAL FUNDING	\$367,975	\$420,953	\$350,000	
LOCAL GOVERNMENT FUNDING (excluding Kent County)	\$12,833	\$3,625	\$10,000	
UNITED WAY FUNDING	\$20,250	\$12,000	\$15,000	
IN KIND CONTRIBUTIONS	\$264,608	\$213,121	\$221,949	
FOUNDATION GRANTS	\$110,600	\$188,225	\$230,000	
THRIFT REVENUE	\$42,373	\$46,373	\$50,000	
EVENT REVENUE	\$50,487	\$2,130	included in donations	
MISC	\$0	\$0		



**Maryland  
Department of Agriculture**

*Office of Plant Industries and Pest Management*

**Wes Moore**, Governor  
**Aruna Miller**, Lt. Governor  
**Kevin M. Atticks**, Secretary  
**Steven A. Connelly**, Deputy Secretary

*Mosquito Control*

Agriculture | Maryland's Leading Industry  
mda.maryland.gov

The Wayne A. Cawley, Jr. Building  
50 Harry S Truman Parkway  
Annapolis, Maryland 21401

410-841-5870 Baltimore/Washington  
410-841-5835 Fax

February 22, 2024

Sandy Godfrey, Finance Supervisor  
Office of Finance, Kent County  
400 High Street  
Chestertown, Maryland 21620

Dear Ms. Godfrey:

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in Kent County during the 2024 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2024 season in Kent County is enclosed. If these amounts are acceptable, please sign and return two copies. If you wish to revise the suggested amounts, please line through the typed amount, write the new amount, initial and return two signed two copies of the document to the Maryland Department of Agriculture. Please note that if the local and/or county share is reduced, there will be a proportional reduction of State funds allotted. Once the copies are received by the Department, both copies will be signed, one will be returned to you, and one will remain in the Department file.

Please give this matter prompt attention as mosquito control activities will be starting soon in many areas. Thank you for your continued support. I trust that our cooperative efforts will result in a successful mosquito control program in Kent County. Please call me if you have any questions.

Sincerely,

Brian Prendergast  
Program Manager

BFP/mes  
Enclosure  
cc: Michael Calkins, Assistant Secretary

PROPOSED BUDGET  
KENT COUNTY-MOSQUITO CONTROL  
CALENDAR YEAR 2024  
(FY 2025 SETTLEMENT)

<u>TEMPORARY WORK</u>	<u>LOCAL</u>	<u>COUNTY</u>	<u>STATE</u>	<u>TOTAL WORKING BUDGET</u>
Integrated Mosquito Management County-wide Surveillance/Larvicide	None	\$11,500	\$7,600	\$19,100
Adult Mosquito Surveillance and Control	\$15,000	\$21,000	None	\$36,000**
Total	\$15,000	\$32,500	\$7,600*	\$55,100

\*The State appropriation consists of services, equipment and materials, only. Any balance in the State appropriation, after expenses, is not payable and cannot be invoiced to offset local expenses.

\*\*All MDA adulticiding costs, including supervision, surveillance, spray technicians, spray equipment, insecticides and supplies will be invoiced at 100% of cost.

APPROVED BY COUNTY:

APPROVED BY STATE:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Calkins, Assistant Secretary  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# UNIVERSITY OF MARYLAND EXTENSION

Kent County Office  
709 Morgnac Rd  
Chestertown, MD 21620  
TEL 410-779-1661  
[prickert@umd.edu](mailto:prickert@umd.edu)

February 15, 2024

Kent County Commissioners  
Kent County Government  
400 High St  
Chestertown, MD 21620

Dear Commissioners Fithian, Nickerson, and Price:

We thank you for the opportunity to present our budget request for University of Maryland Extension - Kent County.

**Our County budget request for Fiscal Year 2025 is \$160,081.**

The total Kent County Extension funding is derived from Federal, State, and County funds. For the Fiscal Year 2025 the total budget request for University of Maryland Extension – Kent County is as follows:

Funding Source	% of Total Funding	Projected Funding
County	23.2%	<b>\$160,081</b>
State	44.4%	\$306,058
Federal	32.4%	\$223,086
Totals	100%	\$689,225

Funding Sources



■ County ■ State ■ Federal ■

In our County budget request this year we are requesting an increase to cover the legislated COLAs for our employees, but only for the fraction of their salaries derived from County funds. This includes a 3% COLA on July 1, 2024 (totaling \$3,727) and an anticipated 2.5% merit increase (\$3,199) yielding a total increase of \$6,926. If the anticipated merit does not materialize, we will update you on that.

**Our County capital request for Fiscal Year 2024 is \$0.**

The budget request supports salaries of faculty and staff in the Kent Extension office. Please note in the chart below that several of the faculty and staff are fully supported by state, federal, and grant funds. Other faculty and staff are supported by several funding streams including county funding. We are grateful for the in-kind contribution of office space that the county provides for use by the Extension office.

For every dollar invested by the County, we are able to provide significant leverage (more than 3 to 1) in federal, state dollars. These funds assist in providing an array of educational programming and services to the residents of Kent County. In addition to our ability to leverage state and federal funds, University of Maryland Extension provides additional support at no cost for Extension specialists and other faculty who conduct research that supports county-based educational programming and services such as 4-H, Nutrient Management planning, Agriculture, Financial Literacy and Nutrition Education in our schools. The support of these specialists is part of the cooperative nature of the relationship between the University of Maryland Extension and the county government that was envisioned by the Smith/Lever Act that created the Cooperative Extension System in 1914.

Employee	Position	Funding Source
Dr. Paul R. Rickert, MS, MCJ, EdS, EdD	Area Extension Director – Upper-Shore	Federal
Mr. Eric Fitch, BS	Educator & Project Leader – SNAP-Ed	Federal
Mr. Eric Buehl, AA, BS	Regional Watershed Restoration Specialist	State
Ms. Annie Steele, BA	Business Services Specialist	State & County
Mr. Nevin Dawson, MS	Sustainable Agriculture Coordinator	Federal
Dr. Dwayne D. Joseph, MS, PhD	Educator- Agriculture & Natural Resources	Federal, State & County
Ms. Beth Hill, BS	Extension Educator, 4-H Youth Development	State & County
Mr. Sam Covington, BS	Nutrient Management Advisor	State
Ms. Beverly Jackey, MS, RDN, LDN	Educator, Family and Consumer Science	State & Cecil

We are proud to partner with Kent County government to continue to meet the existing needs and emerging issues of county residents.

Thank you for your consideration of our budget request. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Dr. Paul Rickert  
Area Extension Director

January 29, 2024

To: Area/City Extension Directors, UME Operations Team

From: Aly Valentine  
Assistant Director of Operations, UME *Aly Valentine*

RE: FY 2025 Budget Requests

Governor Moore recently shared his budget highlights for FY 2025.

The proposed budget provides a 3% COLA for employees. Jessica Vernon, the Assistant Dean for Finance for AGNR has also shared that there is a proposed merit but that number has not been finalized, she recommends we ask for 2.5%.

Please revise your budgets accordingly. For those who have submitted budgets please reach out to your county finance director to share this information.

The budget highlights report is attached. The information on the COLA can be found on page F2, it has been highlighted for your review.

Thank you

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget	Portion of Total Budget
KENT COUNTY FUNDING	\$144,329	\$144,329	153,155	<b>\$160,081</b>	23.2%
FEDERAL FUNDING	\$11,230	\$114,488	\$177,488	<b>\$223,086</b>	32.4%
STATE FUNDING	\$195,218	\$216,035	\$219,174	<b>\$306,058</b>	44.4%
PRIVATE DONATIONS					100%
DUES & FEES					
OTHER (LIST BY TYPE)					
	\$350,777	\$474,852	549,817	<b>\$689,225</b>	



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Salaries & Benefits	\$93,554	\$105,599	\$114,690	<b>\$121,084</b>
Labor and Assistance	\$21,850	\$9,805	\$9,540	<b>\$10,072</b>
Travel	\$10,680	\$10,680	\$10,680	<b>\$10,680</b>
Services - clerical	\$200	\$0	\$0	\$0
Rental Svce - OFC Space	\$500	\$300	\$300	\$300
Rental Svc - Copiers	\$5,500	\$8,300	\$8,300	\$8,300
Telecommunications	\$960	\$960	\$960	\$960
Dues/Fees/Licenses	\$640	\$640	\$640	\$640
Seminars/Conferences/Banquets	\$500	\$200	\$200	\$200
Supply - Ag Demos	\$1,200	\$1,200	\$1,200	\$1,200
Supply - FCS Demos	\$1,200	\$500	\$500	\$500
Supply - 4-H Demos	\$1,200	\$1,200	\$1,200	\$1,200
Supply Horticulture Demos	\$1,000	\$300	\$300	\$300
Supply - Postage	\$225	\$225	\$225	\$50
Supply - Other Office	\$5,120	\$4,420	\$4,420	\$4,595
	<b>\$18,245</b>	<b>\$18,245</b>	\$18,245	<b>\$18,245</b>
<b>TOTAL REQUESTED</b>	<b>\$144,329</b>	<b>\$144,329</b>	<b>\$153,155</b>	<b>\$160,081</b>
<b>TOTAL EXPENDITURES*</b>	<b>\$144,329</b>	<b>\$144,329</b>	<b>\$153,155</b>	

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

**Kent County Funding Request  
Fiscal Year 2025 Budget**

**Justifications**

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**LEAP**

Kent County Department of Social Services will utilize the Local Emergency Assistance Program (LEAP) to provide assistance to Kent County residents who are not eligible for Federal, State, or other local programs. The program will provide financial assistance to meet needs of emergency shelter, utilities, medical and other miscellaneous needs.

**Utilization of FY 2023 Funds**

5% Utilities  
95% Emergency Shelter

---

**Summer EBT**

Kent County Department of Social Services will utilize summer EBT program funds to provide \$120 in total summer benefits to all school aged children who qualify for free and reduced meals when schools are closed for the summer. The program will serve nearly 1300 children countywide for FY 2025.

**Utilization of FY 2023 Funds**

100% Summer SNAP benefits to children. Please see attached evaluation.

---

**MASSB Operating**

Pursuant to Maryland Human Services Code §3-501(b) Each local department shall have a local board. Kent County Department of Social Services through its Advisory Board, Kent County CARES will utilize the funds for board development, recruitment, and retention efforts and for members to attend the Maryland Association of Social Services Board annual conference.

**Utilization of FY 2023 Funds**

20% Annual Conference

**Kent County DSS Summer SNAP Program Evaluation**  
**FY 2023**

**Results:**

- |  |                            |
|--|----------------------------|
| 1. How many families were served?  | 267 children/ 166 families |
| 2. # and % of Summer SNAP customers/families were satisfied?   | 31/31 100%                 |
| 3. # and % of customers who reported an increase in healthier food/meals availability as a result of Summer SNAP | 31/31 100%                 |
| 4. # and % who reported a decrease in financial burden for household expenses as a result of Summer SNAP         | 31/31 100%                 |

**Comments:**

- I hope they do it again!!
- Bring it back!!
- Wonderful program and great to feed kids during the summer.
- Great idea-I had a family theme night for healthy meals where my kids planned the meal. They picked out their own theme inspired meals with this program.
- Enjoyed the program.
- Really loved the program and helped feed children in addition to the standard food stamp limit.
- Yes, good program. Upset that our food stamps were cut.
- I LOVED IT!
- Helped a great deal!

Note: The total number of survey responses from families for FY 2023 was an increase of 7% from last evaluation.

# Kent County Department of Social Services Funding Request for FY 2025 Budget

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

### Instructions:

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	\$ 23,426.00	\$ 27,636.00	\$ 27,636.00	\$ 31,644.00
FEDERAL FUNDING	\$ 10,816,818.00	\$ 8,465,542.22	\$ 382,415.10	
STATE FUNDING	\$ 5,255,217.00	\$ 6,357,221.78	\$ 4,483,935.49	
PRIVATE DONATIONS				
DUES & FEES				
OTHER (LIST BY TYPE)				
Electric Universal Service Program (EUSP)	\$ 690,442.00	\$ 925,481.00		
<b>Total</b>	<b>\$ 16,785,903.00</b>	<b>\$ 15,775,881.00</b>	<b>\$ 4,893,986.59</b>	<b>\$ 31,644.00</b>

# Kent County Department of Social Services Funding Request for FY 2025 Budget

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Salaries	\$ 3,750,307.00	\$ 4,140,473.00	\$ 3,670,994.00	
Operating Expenses	\$ 710,749.00	\$ 957,091.00	\$ 458,100.00	
Current Services Budget (CSB) Operating Budget				Prepared by Central due to COVID
Capital Expenses				
Benefits (all other)	\$ 4,217.00	\$ 10,559.00		
County - Social Services Board Operating			\$ 650.00	\$ 650.00
County - Local Emergency Assistance Benefits	\$ 11,587.00	\$ 13,859.00	\$ 20,766.00	\$ 20,766.00
County - Summer SNAP Program	\$ 8,518.00	\$ 46,123.00	\$ 6,220.00	\$ 10,228.00
Electric Universal Services Program (EUSP)	\$ 690,442.00	\$ 925,481.00		
Maryland Energy Assistance Program (MEAP)	\$ 712,465.00	\$ 741,120.00	\$ 174,866.00	
Supplemental Nutritional Assistance Program (SNAP)	\$ 9,349,712.00	\$ 7,527,973.00		
SNAP Bonus & FSET E&T				
Low-Income Household Water Assistance Prgm (LIHWAP) - Direct Svc	\$ 19,199.00	\$ 16,708.00	\$ 19,319.10	
Low-Income Household Water Assistance Prgm (LIHWAP) - Administration				
Adult and Child Welfare Assistance	\$ 646,856.00	\$ 526,012.00	\$ 229,703.00	
Adoption and Foster Care	\$ 729,870.00	\$ 732,439.00	\$ 32,065.00	
Family Investment Administration Block Grant			\$ 131,099.00	
Job Access Reverse and Commute (JARC)	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	
Chesapeake College - FS 2 & T	\$ 60,000.00	\$ 16,301.00	\$ 16,301.00	
Adult Services, COVID, IHAS and Respite	\$ 46,881.00	\$ 74,808.00	\$ 73,795.00	
Emergency, Temporary Housing Services (ETHS)				
Emergency Assistance to Families with Children (EAFC)			\$ 8,542.00	
Eviction Assistance Program (EAP)			\$ 3,589.00	
RAP	\$ 100.00	\$ 1,934.00	\$ 2,977.49	
<b>TOTAL EXPENDITURES*</b>	<b>\$ 16,785,903.00</b>	<b>\$ 15,775,881.00</b>	<b>\$ 4,893,986.59</b>	<b>\$ 31,644.00</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEAR 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2022 ACTUALS	2023 ACTUALS	2024 6 MOS ACTUAL	FY24 PROJECTION	2024 AMENDED BUDGET	2025 REQUESTED BUDGET	\$ INC/ (DEC)	* INC/ (DEC)
FUND 101 GENERAL									
DEPT 97 OTHER GOV'T AGENCY/PROG									
DIV 15 DEPARTMENT OF SOCIAL SERV									
OPERATING EXPENDITURES									
9715-444.38-40	SOCIAL SERVICES BOARD	0	119	503	0	650	0	650-	100.00-
		-----	-----	-----	-----	-----	650	-----	-----
**	OPERATING EXPENDITURES	0	119	503	0	650	650	650-	100.00-
		-----	-----	-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----	-----	-----
9715-444.91-00	COUNTY ALLOCATION	20,766	20,766	10,383	0	20,766	20,766	20,766-	100.00-
9715-444.91-44	SUMMER SNAP PROGRAM	0	6,220	6,220	0	<del>6,220</del>	10,228	6,220-	100.00-
		-----	-----	-----	-----	-----	-----	-----	-----
**	COUNTY ALLOCATIONS	20,766	26,986	16,603	0	26,986	30,994	26,986-	100.00-
		-----	-----	-----	-----	-----	-----	-----	-----
***	DEPARTMENT OF SOCIAL SERV	20,766	27,105	17,106	0	27,636	31,644	27,636-	100.00-
		-----	-----	-----	-----	-----	-----	-----	-----
****	OTHER GOV'T AGENCY/PROG	20,766	27,105	17,106	0	27,636	0	27,636-	100.00-
		-----	-----	-----	-----	-----	-----	-----	-----
		20,766	27,105	17,106	0	27,636	0	27,636-	100.00-



Eastern Region – Salisbury University

February 8, 2024

The Honorable Ronald H. Fithian  
President  
County Commissioners of Kent County  
400 High Street  
Chestertown, MD 21620

Dear Mr. Fithian:

Over the past years, the Small Business Development Center at the Perdue School of Business and Chesapeake College has continually provided great service to the citizens of Kent County and the surrounding counties/areas. The SBDC worked with our partners to deliver expanded training options and confidential no fee consulting, through virtual and in-person methods. As you and the rest of the commissioners continue to grow the economic base of Kent County, we hope to partner with you in assisting the business community in your county. The Small Business Development Center at Salisbury University and Chesapeake College has provided services to 27 clients that have supported 339 jobs in Kent County during the last fiscal year. Our region provided over 540 hours of counseling, as many of your business have taken advantage of our specialized counseling services. This has resulted in 1 new business start and \$166,000 in loans or new equity investment.

Again, we are required to develop local match for the state and federal funds we receive. We are targeting \$8,000 this year, as we have incurred some COLA increases in salaries and are expecting access to an increase in State funding. Without the proper match, we will lose an equivalent amount of our state and federal grant funding. For that reason, we must seek funding from all of the counties in our region. Without the proper funding, we will be unable to continue our role in the economic development of this area.

We are grateful for the funding Kent County was able to provide last year. We used this funding to maintain the upper shore consultant and provide travel funds to allow him to visit client at their place of business in Kent County. This request is to the same level of service so that we can continue to assist the small businesses of the county.

As always, we are available to discuss this or any issue affecting businesses in Kent County. If you have any suggestions on how we can better serve the entrepreneurs of our region, please let us know.

Sincerely,

John Hickman  
SBDC Grant Director

Rick Leibowitz  
SBDC Program Director



Eastern Region – Salisbury University

Cc: Shelley Heller  
Jamie Williams

Shelley Heller  
County Administrator  
400 High Street  
Chestertown, Maryland 21620

Jamie Williams  
Kent County Economic Development  
400 High Street  
Chestertown, Maryland 21620



**Maryland SBDC, Salisbury University / Chesapeake College**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

<b>REVENUE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Requested 2025 Budget</b>
KENT COUNTY FUNDING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,000
FEDERAL FUNDING	\$ 196,118	\$ 196,118	\$ 196,118	\$ 196,118
STATE FUNDING	\$ 73,681	\$ 126,912	\$ 112,701	\$ 114,200
PRIVATE DONATIONS				
DUES & FEES				
OTHER (LIST BY TYPE)				
Other Local Funding	\$ 227,196	\$ 189,947	\$ 202,320	\$ 208,149
Waived Indirect costs	\$ 121,337	\$ 144,102	\$ 142,928	\$ 143,846
	\$ 624,332	\$ 663,079	\$ 660,067	\$ 670,313

This reflects SBDC program funding, and does not include separate COVID Funding under separate grants.

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Personnel	\$ 397,471	\$ 410,383	\$ 405,958	\$ 414,000
Travel (Mileage)	\$ 5,000	\$ 3,413	\$ 1,946	\$ 2,500
Supplies	\$ 63	\$ 1,969	\$ 419	\$ 500
Contractual	\$ 62,588	\$ 69,321	\$ 70,418	\$ 71,780
Other	\$ 5,186	\$ 1,204	\$ 5,711	\$ 5,000
Indirect Costs Collected	\$ 32,687	\$ 32,687	\$ 32,687	\$ 32,687
Indirect Costs Waived	\$ 121,337	\$ 144,102	\$ 142,928	\$ 143,846
<b>TOTAL EXPENDITURES*</b>	<b>\$ 624,332</b>	<b>\$ 663,079</b>	<b>\$ 660,067</b>	<b>\$ 670,313</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## Putting the **ARTS** to **WORK**

March 1, 2024

Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear President Fithian, Commissioner Nickerson, and Commissioner Price:

On behalf of the board of directors of the Kent Cultural Alliance, and all of our grantees and constituents, I thank you for your continued support of the work we do for the people of Kent County.

Calendar Year 2023 was a banner year for KCA. In March 2023 we celebrated the long awaited grand opening of the Vincent & Leslie Prince Raimond Cultural Center, our new home, at 101 Spring Avenue in Chestertown. We thank you for being part of that celebration and for recognizing the day official as Vincent & Leslie Prince Raimond Day - for all of their decades of contributions to the arts in Kent County. From the day we opened through the end of the year we hosted more than 40 events and programs, welcomed more than 3000 visitors, and provided over 50 grants to Kent County organizations, schools, and individuals. In 2023 we also paid off our mortgage, moving crucial funds to granting and programming rather than paying rent or interest. We also installed and turned on our 5kW Solar array, on our roof, generating hundreds of kilowatts of electricity for the grid, and reducing our own utility costs - again allowing those funds to flow in to grants and programs.

In the fall of 2023, after an invigorating Professional Development Day with our Kent County Public School fine arts teachers, we identified a serious need in support of Music programs at all five schools. A large number of instruments were broken or unusable. Working closely with Gina Jachimowicz, Dr. Karen Couch, and the Kent County Board of Ed, we were able to provide a grant of \$15,000 to purchase new instruments thereby bringing more music programming to the young people of Kent County. We are proud of our long standing partnership with the KCPS!

For FY 2025 we are asking for a small increase to \$15,000, in order to match by percentages increases from both the State of Maryland and the National Endowment for the Arts. This month, March 2024, we are launching our inaugural visiting artist residency program. Over a year, 12 artists from all over the USA will join us for six weeks at a time and will work to support community partners, using the arts to amplify their work. We are thrilled to be working directly with Kent County 4H, Kent County High School FFA and Harborview Farms for this first round of residencies focused on celebrating the Land. We will invite you to join us for the culminating exhibition to learn just what it is we are able to do with this groundbreaking new initiative.

We are in deed putting the arts to work for Kent County! Thank you for your consideration of this request.



John Schratwieser, Director

**Kent Cultural Alliance  
KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

<b>REVENUE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
KENT COUNTY FUNDING	12500	12500	13375	15000
FEDERAL FUNDING	10000	25000	18750	25000
STATE FUNDING	170000	17000	189000	190000
PRIVATE DONATIONS	29822	48000	60000	66000
DUES & FEES	0	0	0	0
OTHER (LIST BY TYPE)				
Maryland State Arts Council COVID relief		84000	40000	
Kent County Covid Relief	5000			
SFW Foundation			125000	100000
Mid Shore Community Foundation			8000	8000
Hedgelawn Foundation			15000	15000
Shared Earth Foundation			10000	10000
			479125	429000

**Kent Cultural Alliance  
KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Administration	65000	85000	85000	85000
Re-Granting (Organizational and Individual)	100000	105000	110000	100000
Programming	15000	23000	48500	50000
Residency	0	0	160000	160000
KCPS Programing and Capital Purchases	17000	15000	35000	25000
Mortage (paid off in October 2023)	12000	12000	0	0
Insurance	12000	11000	9000	9000
<b>TOTAL EXPENDITURES*</b>			447500	429000

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## KEEPING HOME A SAFE HARBOR

**Contact Information:**

Jeanette M. Jeffrey, MS, MPH, MCHES®  
Executive Director  
jeanette@homeports.org  
443-480-0940

118 N Cross St.  
P.O. Box 114  
Chestertown, MD 21620

**Description of Organization:**

Founded in 2008, HomePorts, Inc., located in Chestertown, MD, is a 501(c)3 membership organization that serves to create community among Kent County residents aged 55 and over. Providing a wide range of volunteer services, our goal is to assist older adults in safely and gracefully aging in their own home. By providing rides throughout Kent County, fulfilling small home maintenance requests, offering social and educational events, and hosting our annual Health & Wellness Expo, HomePorts brings people together thus decreasing the risk of isolation, loneliness, and depression among our older Kent County residents. Membership funding is provided, as available, to support those in financial need.

**Problem Statement:**

COVID-19 had a devastating impact on both membership and volunteer rosters--reducing each to a quarter of what they were pre-pandemic—financially crippling the organization. With the hiring of a new Executive Director and new board members, HomePorts relaunched June 2023 at First Friday showcasing our new website ([www.homeports.org](http://www.homeports.org)) with connected Instagram site, updated brochure, two (2) scheduled fundraisers, and a calendar of social and educational events. Press releases, farmers market appearances, and a radio interview with the Executive Director furthered awareness of and interest in HomePorts. The goal of 2024 is to create and maintain financial stability of HomePorts, Inc.

**Request:**

One thousand dollars (\$1,000) in funding through the Kent County Commissioners would enable HomePorts to support the Executive Director's part-time (20 hr/wk) salary to further the organization's mission to *identify, monitor and ensure access to a wide range of services that help members to remain safe and live comfortably in their own homes*. The Executive Director role is vital to the operations of HomePorts which includes providing leadership, board development, public relations, financial management, connecting with stakeholders, organizational development, and ensuring compliance. As the sole paid employee, the Executive Director takes on the additional tasks of member outreach, coordinating volunteers, developing, implementing, and evaluating programs and grant writing.

**HomePorts, Inc.**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	0	0	0	\$1,000
FEDERAL FUNDING	0	0	0	0
STATE FUNDING -GRANTS	0	\$10,000	0	0
PRIVATE DONATIONS (AKA DIRECT PUBLIC SUPPORT)	\$27,898	\$18,243.67	\$23,000	0
DUES & FEES	\$3,250	\$5,900	\$6,500	0
DIRECT PUBLIC GRANTS	\$0	\$6,000	\$0	0
HEALTH FAIR	19,800	\$20,988.18	\$23,000	0
INVESTMENTS	\$22.87	\$19.37	\$30	0
SPECIAL EVENTS INCOME	\$3,450	10,050	\$12,000	0

**HomePorts, Inc.**  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Educational/Social Programs	\$0.00	\$58	\$500	
Health Fair Expenses	\$9,115.80	\$10,265.44	\$9,500	
Business Expenses	\$37.14	\$148.51	\$175	
Special Events Expenses	\$2,040.00	\$6,090.24	\$8,000	
Contract Services	\$1,798.53	\$2,740.34	\$3,060	
Rent	\$3,000.00	\$3,000	\$3,000	
Operations	\$5,957.64	\$8,842.37	\$6,200	
Other Types of Expenses	\$4,367.86	\$5,793.12	\$4,720	
Payroll Expenses	39,834.06	\$43,438.08	\$45,000	
<b>TOTAL EXPENDITURES*</b>				

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## **Museums of Kent County**

**February 26, 2024**

**Commissioners of Kent County  
400 High Street  
Chestertown, MD 21620**

**Dear President Fithian, Commissioner Price and Commissioner Nickerson,**

**The Museums of Kent County respectfully submit the attached funding request for the fiscal year 2025. We continue to represent the Museums in Kent County and submit one request for funding instead of individual requests. The Kent County Museums that we currently represent are:**

**Historical Society of Kent County  
Sumner Hall  
Kent Museum  
Massey Air Museum  
Betterton Heritage Museum  
Waterman's Museum  
Worton Point African American school house  
Eastern Neck NWR Lodge**

**Each of these Museums is a separate entity with individual budgets. The Museums group meets monthly with representatives of Kent County Economic and Tourism Development and heritage organizations to discuss our collective needs. We have found that by working together the Museums can have an even greater impact on the County.**

**Funds requested by the group support projects that will benefit all the museums. Last year we created a new website, expanded our Driving Tour to two days, opened all the museums on first Saturdays May thru October, and participated in Tea Party, the 4-H Fair, and Fall Fest. And, for the first time, the Museums group is offering a WC-All class this spring. Each of these activities is an opportunity to share Kent County's rich heritage and tell the stories of our diverse museums. This year we are looking forward to creating a traveling exhibit of Mrs. Stirling's felt figures. Currently in storage at the Kent Museum, these delightful, handcrafted figures will soon be enjoyed by observers of all ages.**

**The Museums of Kent County enjoy the part we play in making our County a wonderful place to live and visit. Thank you for your consideration of this funding request, and we want to especially thank you for your longtime support of the Museums of Kent County. Your support allows us to grow our Museums, preserve the history of Kent County, and share its many stories.**

**Sincerely,**

**Stephanie Gosman  
Chairman, Treasurer Museums of Kent County  
8690 Orchard Drive  
Chestertown, MD 21620**

# Museums of Kent County

## Summary of funding requests for FY 25

<b>Betterton Heritage Museum</b>	<b>\$700</b>	\$200 for Constant Contact \$500 for new monitor for slide show of historic photos
<b>Kent Museum</b>	<b>\$350</b>	Plant butterfly garden New signs for outside equipment
<b>Historical Society of Kent County</b>	<b>\$1,000</b>	PastPerfect Web Edition
<b>Sumner Hall</b>	<b>\$2,500</b>	Painting outside of building Total estimated cost \$10,000
<b>Museums of Kent (Group)</b>	<b>\$2,600</b>	\$350 Website maintenance/updates \$650 Driving Tour \$800 Special projects, including new display at Visitor's Center, 250 <sup>th</sup> anniversary project, brochure/panels for Stirling exhibit \$800 Brochure updating/printing



## **FY 2025 Grant Request to the Kent County Commissioners**

### **Narrative & Justification**

CASA of the Mid-Shore is committed to providing a Court Appointed Special Advocate (CASA) to every child under the protection of the Kent County Circuit Court due to abuse, neglect, or abandonment. Funding from the Kent County Commissioners helps us to meet that goal. We provide a unique and otherwise unmet service to vulnerable Kent County children who have been abused, neglected, or abandoned.

Our mission and services align with priorities outlined in the Kent County Local Management Board's (LMB) FY 2023 – FY 2025 Refreshed Community Plan. The LMB priority to “center the voice and choice of youth and families to effectively access services” meshes with our efforts to give voice to the needs of vulnerable children to ensure that services to meet those needs are provided safely and quickly, thus helping them to thrive.

As identified in the Community Plan, risk factors to child-wellbeing urgently need to be addressed in Kent County. Unemployment, substance abuse, mental health needs, substance-exposed newborns, a lack of affordable housing and public transportation, homelessness, truancy, pandemic-related issues, familial dysfunction, and poverty all contribute to risks to Kent County's children.

Unless interventions to break intergenerational dysfunctional dynamics are put into place, studies confirm that familial patterns repeat and can negatively impact individual and community wellbeing for years. Mistreatment of children often leads to physical and/or mental health issues, developmental delays, delinquency, teen pregnancy, and mistreatment of their own children. The Adverse Childhood Experiences (ACEs) Study shows an alarming correlation between childhood maltreatment and an increased risk in adulthood of heart disease, cancer, and a host of other major illnesses. CASA's work with children and families can help break these intergenerational cycles of abuse and neglect.

There has been moderate success with programs designed to serve keep children with their families even when risky situations exist, yet there are still children in Kent County at such risk that their placement in foster care, with court protection, is warranted. It is with these children that we work, advocating for safety, security, services, and permanent placement in loving homes. Working with agency partners and the Circuit Court while advocating to increase positive outcomes for our

appointed children, CASA's work in Kent County goes hand-in-hand with the LMB Community Plan's Guiding Principles. This includes "push[ing] back on the status quo within systems" in our commitment to improve the long-term health and well-being of not only each child we serve, but the county citizenry as a whole.

Children benefit from CASA's services, where goals focus on:

- child safety;
- physical and emotional well-being;
- connection to family or fictive kin whenever appropriate;
- placement of children in the most appropriate, least restrictive and closest setting to their original home;
- achieving a secure, nurturing, and permanent home for children.

National studies indicate that when CASA is involved, children:

- have their needs identified sooner and receive services to meet their needs more quickly than for children without CASAs;
- experience less behavioral and academic issues than foster children without CASAs;
- experience less placement disruptions, are more likely to be placed with their siblings, and are less likely to experience re-abuse/neglect after their case closes;
- frequently indicate that their CASA volunteers know the most about their situation and care most about what happens to them, and;
- often demonstrate higher levels of hope for their futures than children in foster care without CASA volunteers advocating for their needs.

The final two bullets listed above are extremely important. The value of a CASA program goes well beyond interagency advocacy on behalf of a child and the provision of in-depth information provided to judges. In the process of aiding the court via ongoing child advocacy, a CASA volunteer may become one of the most trusted and consistent adults in a child's life. Many of the children we serve have experienced little to no parental support, and they often lack a consistent, positive role model. It is not unusual for child victims to blame themselves for whatever maltreatment they experienced, often because their maltreaters have told them they are at fault, stupid, clumsy, and a burden. The self-esteem of children who have been abused and neglected is, understandably, poor. Though they enter the foster care system through no fault of their own, these children often feel like they are less worthy than their peers who are not in foster care.

However, when CASA enters a child's life, a spark of hope often begins to grow. We see it happen, as do our judges and partners. CASA volunteers, who are trained and supervised by CASA staff, are caring and consistent. They show up when they say they will, attend meetings for and with the child, accompany the child to court along with CASA staff members, and learn everything possible about the child. This includes getting to know the child by taking time to talk with and *listen* to him or her. CASAs speak up for what each child needs, perhaps for the first time in the child's life. CASA volunteers identify children's strengths and verbalize those strengths by saying things like: "I can tell you worked hard on that project. You kept trying even though it was tough. I believe in you." Our assessments and recommendations to local judges are based on the

comprehensive knowledge gained while working with our appointed children and those involved in the children's lives.

Anecdotally, it is often a CASA who is asked by their appointed child to attend a school performance, celebrate a high school graduation, transport them to visit a sibling, or how to sew a button on a shirt. CASA volunteers work with their appointed children to talk about their feelings, stick to a budget, learn internet safety, complete a job application, practice for a job interview, and register to vote. Over time, the CASA's consistent respect, trustworthiness, compassion, and reliability give children the clear message that *they matter*.

Kent County Circuit Court Judge Harris Murphy frequently includes the following words in letters of support, *"CASA's involvement is integral to this Court's goal of facilitating lasting permanency to children who have great need of stability, constancy, and advocacy. Your CASA volunteers have a unique and profound role. They present important information that helps this Court develop decisions about the best interest of local children, and they provide support to some of the most vulnerable members of Kent County's community. This Court appreciates the depth of knowledge that CASA volunteers have about their appointed children."*

Court Appointed Special Advocate volunteers serve as officers of the court and provide a unique service that would otherwise not be met for children in Kent County. By investing time and seeking whatever is needed to meet the best interest of local children, CASAs fulfill a role in Kent County that is not replicated by another program. Since our expansion into Kent County in July of 2014, we have succeeded in serving all the Kent County Children in Need of Assistance referred to us by the Circuit Court. It is our goal to continue serving all of the Kent County children who need Court Appointed Special Advocates speaking up for their best interest. We maintain best practices vis-à-vis volunteer screening, training, and supervision by adhering to national and state guidelines related to the ratio of CASA volunteers to be supervised by paid staff. This due diligence helps to keep our work centered on the children while ensuring our CASA volunteers receive excellent ongoing training and supervision. This, in turn, is a reason that we have one of the highest volunteer retention rates in the state of Maryland.

### **Expenditures**

As a regional organization, our Operating Budget does not separate expenses among the four counties we serve (Kent, Queen Anne's, Dorchester, and Talbot). In this application, we have attempted to reflect financial information relative to our service to the Kent County Circuit Court and to Kent County children and their families. The Schedule of Organization's Expenditures is based on an approximation relevant to our services to Kent County children, the Court Appointed Special Advocates who serve them, and to the Kent County Circuit Court. Detailed financial information is available in the audited Financial Statements for FY 2023 provided with this grant request.

### **Revenue**

Income received specific to Kent County, including funding from the Kent County Commissioners, is utilized within the designated Fiscal Year for expenditures related to our work with the Kent County Circuit Court, Kent County children, and Court Appointed Special Advocates who reside in Kent County or are appointed to Kent County cases.

Funding during FY 2024 from the Kent County Commissioners has been applied to program expenses that include case management of Kent County children's cases, the supervision of CASA volunteers who are residents of Kent County or who are appointed to Kent County children's cases, court accompaniment, and volunteer screening, training, support, and ongoing supervision of Court Appointed Special Advocates by CASA staff members. Funding also supported a fraction of expenses related to program operations, including insurance, accounting services, and supplies.

If fortunate to receive the requested funding for FY 2025, we will utilize that funding for a small portion of program expenses in the following areas:

<b>Expense</b>	<b>Funding Allocation</b>	<b>Amount</b>
CASA Personnel	Case management, supervision of Court Appointed Special Advocates, Court Accompaniment, Volunteer Training, Support	\$13,000
Program Operations, Management	Insurance, Accounting Services, Supplies, Community Outreach	\$2,000
<b>Total</b>		<b>\$15,000</b>

### **Current situation**

Kent County children represented 9% of our total child caseload in FY 2023 (July 1, 2022 – June 30, 2023). In that same time period, income from within Kent County, including the generous grant award of \$14,980 from the Kent County Commissioners, represented only 3% of our total revenue. We want to continue serving every Kent County child who needs our unique and valuable services. The generous support of the Kent County Commissioners is very important to our ability to continue serving local children who need CASA by their sides.

Working with consultants from Due East Partners, we are currently involved in a robust Strategic Plan that will include objectives to increase outreach and awareness about our program and the needs of children in the foster care system. It is our long-term goal to increase partnerships and financial support from within Kent County.

# CASA of the Mid-Shore KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	14,000	14,000	14,980	15,000
FEDERAL FUNDING	11,300	15,500	\$20,500	20,000
STATE FUNDING	12,000	12,000	\$20,000	20,000
PRIVATE DONATIONS	9,000	9,000	\$8,000	8,000
DUES & FEES				
OTHER (LIST BY TYPE)				
CASA Mid-Shore Fundraising efforts	108,200	106,000	94,520	95,500
TOTAL	\$154,500	\$156,500	158,000	\$158,500

# CASA of the Mid-Shore KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Program	\$134,500	\$137,500	\$139,000	\$139,500
Management	\$17,000	\$16,000	\$16,500	\$16,500
Fundraising	\$3,000	\$3,000	\$2,500	\$2,500
Please refer to attached narrative for additional information and justification of expenses.				
<b>TOTAL EXPENDITURES*</b>	<b>\$154,500</b>	<b>\$156,500</b>	<b>\$158,000</b>	<b>\$158,500</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



KENT COUNTY LEARNING CENTER  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	2500.00	2500.00	2500.00	2500.00
FEDERAL FUNDING				
STATE FUNDING				
PRIVATE DONATIONS	855.00	275.00	850.00	
DUES & FEES				
OTHER (LIST BY TYPE)				
	3,355.00	2,775.00	3,350.00	

KENT COUNTY LEARNING CENTER  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Marketing and Materials (Website)	168.00	168.00		
Operations - Supplies, Postage	270.54	68.00	100.00	
Operations - Printing, Mentor Gifts	500.00	230.00	400.00	
Operations - Student and Training Snacks	63.54	0.00	100.00	
Insurance	1657.00	1837.00	2000.00	2000.00
Background Checks	0.00	0.00	500.00	500.00
Business Professional Orgs	180.00	240.00	250.00	
<b>TOTAL EXPENDITURES*</b>	<b>2,839.08</b>	<b>2,543.00</b>	<b>3,350.00</b>	<b>2,500.00</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

\* KCLC is requesting \$2,500 for insurance and background checks.

Last year's background checks were covered by a grant that we anticipate will be going away this year.

\* Last year's funds were used for insurance, marketing, supplies, printing and membership in professional organizations.

### **SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

[illegible]

Kent County Forestry Board  
**KENT COUNTY FUNDING REQUEST**  
**FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES**

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
Operating Expenditures	1693	1693	1693	1693
<b>TOTAL EXPENDITURES*</b>				

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

### Organizational Information

Community Mediation Upper Shore's mission is to build and provide community-based conflict resolution and peace building services at no cost. CMUS is committed to working together for sustainable peace and resilience in our community, where all will have the strategies, skills, and support to resolve conflict. We serve people from all walks of life, as conflict affects everyone. From schools, to businesses, to neighborhoods, to families, conflict happens and can be resolved. Mediation is unique in that it values self-determination and collaboration. Rather than make decisions for others, mediation empowers its participants to envision their own solutions that get them closer to the future they wish to have.

Most relationships that experience conflict and can benefit from collaborative planning through mediation include:

- Family (Parenting plans, elder care, family reunification)
- School (On-site mediation for student conflicts; attendance mediation between school administrators, parent/guardians, and students; IEP Facilitations between school staff, parent/guardians, and students)
- Workplace/Business (Colleague conflicts, consumer/ business disputes, large group facilitations)
- Residential/Community (Landlord/ tenant disputes, Neighbors or roommate conflicts, HOA and resident disputes)

### 2023 Recap: CMUS' Services in Kent County

In FY2023, CMUS had 47 Kent County cases in family matters alone, involving 181 family members (court orders and self-referred). Across all case types – youth (school, clubs), family (parenting, elder care, recovery from substance use), and general community (business, neighbor, co-worker, landlord-tenant) – there were 164 community members who spoke one on one with CMUS staff to process their conflict/ situation. This resulted in 96 hours of group mediation sessions provided free of charge to the community. Professional development was also provided by CMUS to the staff of the public library. Team building and an introduction to restorative circles (a relationship building & conflict resolution process) was also provided for the Local Management Board's Local Care Team, on which CMUS serves. In FY 2023, mediation training was provided to 10 Kent County community members looking to participate in reducing conflict and improving relationships in the community. All of this was free of charge.

### Need for Mediation for Kent County Residents

Family matters are one of the most commonly mediated conflicts in Kent County, around 90% of mediation sessions being family matters in FY2023. Mediation assists families as they have difficult conversations and make plans to find long-term resolution. A variety of factors heighten family conflict, including housing insecurity, food insecurity, and substance abuse. In mediation, families can address these barriers together. Family conflicts benefitted by mediation include parenting plans between co-parents, elder care plans between elder adults and their loved ones, and family reunification (when an estranged or distanced relative returns from incarceration, recovery from substance abuse, or other factors leading to time apart.

There are families who use mediation while parents are separating. While private practitioners may help couples divide assets, CMUS' services are often addressing shared debt, back rent, a single shared vehicle, parenting disputes, etc. There are mediations in which family members come together after the loss of a loved one. CMUS has seen a grandmother and mother of children use mediation to make a plan for the children after the death of their father by opioid overdose. These women, connected in grief over the loss of their son and partner, used the mediation process to heal, reconcile, and collaborate to the benefit of the children. These families need access to conflict resolution services that don't exacerbate their situation with the inaccessibility and financial burden of paid services.

The participants in mediation, those having these challenging discussions for the betterment of their family, are not the only ones benefited by this service. The children and vulnerable adults who are often at the center of the plans made in mediation benefit from having caretakers who are working together towards a shared vision for the family. When people share space, conflict is inevitable and *can be addressed constructively*. Mediation with CMUS is free of charge so that community members can be empowered to resolve conflicts that would otherwise escalate or possibly go before a judge. Mediation allows people to address the conflict without shame, in a process that sets them up for success. One participant wrote that their favorite thing about working with us was "seeing all of us [their family] respond to the process of mediation." Others shared their favorite part about mediation: "talking and understanding the other parents concerns" and "having a safe space to say how I feel." We even see co-parents using mediation proactively and preventatively.

In mediation, families, neighbors, co-workers, and other community members are able to make plans that meet their needs in a process that emphasizes self-determination. These plans are often creative, tailored to the individuals, and therefore more sustainable. When people can make their own decisions, they are more likely to follow through on their word than they are to comply with plans imposed upon them. Multiple Choice Research studies show decreased recidivism (return to incarceration after release) after participating in mediation. In one study, 31% return to incarceration within three years, while one mediation session prior to release leads to only 21% returning. In another study, the percent who returned to incarceration dropped from 44% to 32% when mediation was used. We partner with Hope Clark, the Recidivism Reduction Project Manager of the Kent County State's Attorney's Office, to offer mediation to these community members. Mediation is available pre- and post-release. By adding mediation to community members' tool belts, we can change the patterns of conflict in our community. 92.6% of our mediation participants agree with that statement "I would bring other conflicts to mediation in the future" and 91.3% agree that they would recommend mediation to others (FY23 post-mediation surveys).

Mediation helps our families and community members find long-term solutions and reduces recidivism. Offering conflict resolution through mediation without cost encourages earlier action, preventing unnecessary escalation and disruption. Kent county residents need access to mediation services for all stages of conflict, without financial or other barriers.



*The Second Judicial Circuit of Maryland*  
CIRCUIT COURT FOR KENT COUNTY

HARRIS P. MURPHY  
ASSOCIATE JUDGE  
COUNTY ADMINISTRATIVE JUDGE

COURT HOUSE  
103 NORTH CROSS STREET  
CHESTERTOWN, MARYLAND 21620  
(410) 778-7440

February 6, 2024

Mediation and Conflict Resolution Office  
Administrative Office of the Courts  
187 Harry S. Truman Parkway  
Annapolis, MD 21401

Re: Letter of Support for Community Mediation Upper Shore

To Whom It May Concern:

I am writing in support of Community Mediation Upper Shore's (CMUS) request for funds to continue its service of providing mediation to our family law cases. We work very closely with CMUS and believe that their efforts are extremely valuable to our court processes, particularly case management. In addition, CMUS continues to provide services to the Kent County community which may contribute to fewer cases needing the court's intervention to resolve matters.

Thank you for your attention to, and consideration of, this matter. If you have any questions, please do not hesitate to contact the court.

Sincerely,

A handwritten signature in black ink, appearing to read "Harris P. Murphy", written over a horizontal line.

Harris P. Murphy  
Administrative Judge



February 1, 2024

Nina Arnold  
Community Mediation Upper Shore  
Chestertown, MD 21620

Ms. Arnold,

The Mainstay, a 501(c)3 organization, gratefully acknowledges your organization's facilitation of a dispute resolution with a local construction contractor. By persuading him to come to the table with us and share information, CMUS helped the parties reach an amicable settlement.

Appreciatively,

David Robinson  
Ex-President



Supported in part by grants received from the  
Maryland State Arts Council and the Kent Cultural Alliance.

The Mainstay • 5753 Main Street • Post Office Box 238  
Rock Hall, MD 21661  
410-639-9133  
[www.mainstayrockhall.org](http://www.mainstayrockhall.org)

The Mainstay is a 501(c)(3) non-profit organization. Monetary and  
in-kind gifts are tax-deductible to the full extent allowed by law.



JOHN P. MORRISSEY  
*Chief Judge*

ROBERTA L. WARNKEN  
*Chief Clerk*



DISTRICT COURT OF MARYLAND  
ALTERNATIVE DISPUTE RESOLUTION (ADR) OFFICE  
Sweeney District Courthouse  
251 Rowe Boulevard, Suite 307  
Annapolis, Maryland 21401  
Phone: 410-260-1676 Fax: 410-260-3536

DIRECTORS:

ROSE DAY  
*Operations*

MAUREEN A. DENIHAN, ESQ.  
*Alternative Dispute Resolution*

AMBER SPENCE  
*Administrative Services*

TIMOTHY D. HAVEN  
*Commissioners*

LAURA JONES  
*Finance*

LISA I. RITTER  
*Engineering & Central Services*

February 7, 2024

Alecia Parker, Budget and Grants Director  
Maryland Mediation and Conflict Resolution Office  
187 Harry S. Truman Parkway, 3<sup>rd</sup> Floor  
Annapolis, MD 21401

RE: Letter of Support: Community Mediation Performance Grant

Dear Ms. Parker,

I am writing in support of the Community Mediation Upper Shore (CMUS) grant application submitted to the Mediation and Conflict Resolution Office (MACRO) for the FY2025 Community Mediation Performance Grant.

The District Court Alternative Dispute Resolution Office has partnered with CMUS since 2015 to provide mediation services for the District Courts for Kent County and Queen Anne's County. As part of the Civil Pre-Trial Mediation Program, as cases are identified by the local court clerk, a letter is mailed to all parties introducing them to the services at CMUS and encouraging them to participate in mediation prior to their trial date. Case and party contact information is shared with CMUS, who then conducts intakes of the parties, schedules the mediation sessions, and reports on settlement outcomes.

CMUS also receives referrals from our program through phone calls from defendants looking for pre-trial mediation, through cases where the plaintiff has filed a case and checked the box that they are interested in ADR, from tenants who have received a 10-day notice from their landlord saying that they intend to file a Failure to Pay Rent case, and from people who are considering filing a case but have not yet done so. All these types of requests that our office receives from residents of Kent and Queen Anne's counties are referred to CMUS for mediation services.

We would not be able to provide ADR services to the Eastern Shore without our partnerships with the community mediation centers, and we are grateful for the dedication to our programs that CMUS has shown through the years. Even as civil case filings have fallen, they continue to work with us to find new ways to reach people and provide the opportunity for them to come up with their own solutions. The District Court values this partnership and the impact the center has on the community, and fully supports the work of Community Mediation Upper Shore.

Sincerely,

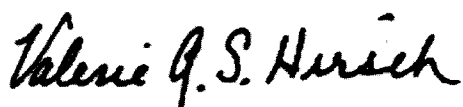
A handwritten signature in cursive script that reads "Wendy Schneider".

Wendy Schneider  
Regional ADR Programs Manager

Dear grantors,

As a volunteer mediator for Community Mediation Upper Shore (CMUS), I have seen first-hand people in conflict open a frank dialogue with each other, come to a better understanding of the basis of their dispute, peacefully and respectfully find resolution, come to an agreement using their own ideas, make amends, apologize.

I believe all QAC and Kent County community members deserve free access to the tools and resources they need to find resolution when conflict arises. All people, young and old, of all walks of life, experience conflict; it is inevitable. CMUS mediates conflicts with family members, neighbors, employers, landlords, schoolmates and school administrators, to name a few. We help save police from unnecessary house calls. We help the Courts clear their dockets. We help teachers and administrators resolve conflict between students or with parents. *CMUS provides this essential service free of charge to the community; the process works. I hope you will support us.*

A handwritten signature in black ink that reads "Valerie Q. S. Hirsch". The signature is written in a cursive, flowing style.

Valerie Hirsch

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
KENT COUNTY FUNDING	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
FEDERAL FUNDING	\$ -	\$ -		
STATE FUNDING	\$ 93,136.00	\$ 82,484.00	\$ 89,200.00	\$ 96,000.00
PRIVATE DONATIONS	\$ 25,424.74	\$ 21,291.76	\$ 16,750.00	\$ 17,200.00
DUES & FEES	\$ -			
OTHER (LIST BY TYPE)				
Queen Anne's County Funding		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Interest & Cash Back	\$ 132.29	\$ 29.13		
Community Mediation MD (pass thru grant)	\$ 750.00	\$ 300.00	\$ 2,200.00	\$ 500.00
United Ways	\$ 10,550.00	\$ 8,555.00	\$ 8,500.00	\$ 12,500.00
MSCF and W&G Fund	\$ 4,700.00	\$ 3,750.00	\$ 13,500.00	\$ 13,500.00
QACPS	\$ 14,500.00	\$ 35,498.99	\$ -	
Training Reimbursement		\$ 63.48	\$ -	
Kent Youth			\$ 10,000.00	
NACRJ				\$ 3,000.00
	\$ 159,193.03	\$ 171,972.36	\$ 160,150.00	\$ 162,700.00

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
Advertising	\$ 40.00	\$ -	\$ 600.00	\$ 600.00
Computer	\$ 1,397.45	\$ 499.99	\$ 900.00	\$ 900.00
Dues and Fees	\$ 411.99	\$ 991.85	\$ 1,000.00	\$ 1,000.00
Fundraising	\$ 1,688.03	\$ 393.69	\$ 2,100.00	\$ 1,500.00
Insurance	\$ 2,948.69	\$ 2,871.00	\$ 2,900.00	\$ 2,900.00
Office Equipment	\$ 863.97	\$ 4,141.36	\$ 1,000.00	\$ 1,000.00
Outreach Expense	\$ 2,794.93	\$ 1,119.54	\$ 500.00	\$ 500.00
Payroll*	\$ 129,466.16	\$ 99,872.31	\$ 119,416.95	\$ 128,736.19
Postage	\$ 330.00	\$ 749.00	\$ 850.00	\$ 850.00
Printing	\$ 597.15	\$ 1,772.00	\$ 1,000.00	\$ 1,000.00
Professional Fees	\$ 3,805.98	\$ 5,372.10	\$ 5,000.00	\$ 5,000.00
Office Rent & Utilities	\$ 4,800.00	\$ 4,875.00	\$ 5,700.00	\$ 5,700.00
Mediation Space	\$ 4,800.00	\$ 4,875.00	\$ 5,700.00	\$ 5,700.00
Program Supplies	\$ 3,303.35	\$ 751.79	\$ 2,250.00	\$ 1,750.00
Telephone/ Internet	\$ 4,221.26	\$ 1,803.10	\$ 1,800.00	\$ 1,800.00
Training	\$ 6,144.73	\$ 836.24	\$ 7,640.00	\$ 1,500.00
Travel	\$ 2,592.48	\$ 1,241.42	\$ 2,500.00	\$ 2,500.00
<b>TOTAL EXPENDITURES*</b>	<b>\$ 170,206.17</b>	<b>\$ 132,165.39</b>	<b>\$ 160,856.95</b>	<b>\$ 162,936.19</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.

## **FY2025 Outside Agency Operating Grant Request**

**Organization Name:** Eastern Shore Heritage Inc.

**Type of Organization:** 501 C 3

**Address:** P. O. Box 727  
Chestertown, Maryland 21620

**Contact Information:** Gail Webb Owings, Executive Director  
410-778-1460; [info@storiesofthechesapeake.org](mailto:info@storiesofthechesapeake.org)

### **Organizational Mission:**

Eastern Shore Heritage, Inc. is the managing entity for the Stories of the Chesapeake Heritage Area, a Maryland Certified Heritage Area. Our mission is to preserve, protect, and promote the unique historic, archaeological, scenic, and cultural resources in the region that contribute to its quality of life, scenic values, community character and visitor experience. Our goal is to advocate, support, and enhance regional organizations/partnerships to generate awareness of Maryland's Upper Eastern Shore as a primary travel destination, improve the regional economy by fostering its economic enhancement linked to natural, cultural, and historic resources; and to promote the protection, stewardship, and enjoyment of these resources.

**FY2025 Request Amount: \$3000**

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How will these funds benefit the citizens and/or businesses in Kent County? Please provide detailed justification for all expenditures. (Use more space as needed to justify expenditures.)

The citizens and/or businesses in Kent County benefit in three general areas

- 1) Promotion of county organizations and events through advertising, websites, brochures, and newsletters developed both by ESHI and in conjunction with its partners:
- 2) Promoting the benefits of the Maryland Heritage Area Programs which include capital grants of up to \$100,000; non-capital /programming grants of up to \$50,000; mini- grants provided by ESHI of \$500 to \$5000 provided to organizations for programming, planning, interpretation, and other non-capital projects; low interest loans /revenue bonds, and the Maryland Heritage Structural Tax Credit Program; and
- 3) Technical support such as grants and grant management workshops.

Last year, we enabled over \$400,000 in projects grants. Projects funded in Kent County included funding for restoration of the construction and interpretation at the Sultana's Lawrence Wetlands Center; Chesapeake Heartland project; Chestertown Tea Party Festival, Historical Society of Kent County Window and traveling exhibits, and the Kent Cultural Alliance Artist in Residency program.

ESHI was instrumental in bringing the Smithsonian's Museum on Main Street – Changes in Rural America Exhibit to Kent County and in assisting our museum partners in creating companion exhibits.

In FY24, ESHI requested \$3000 funding. to continue its promotional campaigns and to undertake a major new initiative – “A Nationally Significant Landscape” – a feasibility study for a National Heritage Area centered on the Counties of the Stories of the Chesapeake Heritage Area.

ESHI recently met with Teresa Mays of the Washington Post to design this year's marketing campaign (match with funds from Talbot County) which will run in the spring. The cost of the digital ad is estimated to be \$5999. We have hired the consultants for the feasibility study, started the planning process with a tour of the area, interviews with key stakeholders, and identification of the nationally significant themes necessary for designation. To date, ESHI has spent \$8100 on the NHA consultants.

For FY25, ESHI plans to continue its promotional campaigns, complete the feasibility study for a National Heritage Area centered on the Counties of the Stories of the Chesapeake Heritage Area, move onto the Congressional Designation process, and using the National Park Service's system of “create once , use everywhere”, develop the “Chesapeake Stories” initiative which will create a series of vignettes used on recipe cards, our website, possible interpretive panels, and promotional materials. We request funding to continue our promotional campaigns , and to support the National Heritage Area Designation process with the following estimated budget.

Consultant	\$25000
Public Outreach/meetings	\$2,750
Report Printing & public release event	\$5,000
Volunteer Time and Travel (Designation Process)	\$3,500
Marketing Campaign	\$6000
Chesapeake Stories	\$1000

Kent County support for these projects also serves as a part of the required match and required indication of county support the Stories of the Chesapeake programs and for the MHAA ESHI operating grant that allows us to:

- Promote county organizations and events through advertising, websites, brochures, and newsletters developed both by ESHI and in conjunction with its partners;
- Enable the benefits of the Maryland Heritage Area Programs which include capital grants of up to \$100,000; non-capital /programming grants of up to \$50,000.
- Provide mini- grants provided by ESHI of \$500 to \$5000 provided to organizations for programming, planning, interpretation, and other non-capital projects.

- By signing below, I affirm that these funds will not be used for political purposes and that these funds will be utilized for the direct benefit of Kent County citizens and/or businesses.***

Gaius Cassius

# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

## SCHEDULE OF ORGANIZATIONS TOTAL REVENUES

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget (Draft)
KENT COUNTY FUNDING	3000	3000	3000	3000
Federal Funding CARES ACT / Sharp Grant - MD Humanities	13756	2200	0	0
State Funding	52561.5	62626.25	133849	77425
Other Local Funding	12000	12000	12000	12000
Fees, Donations & Fundraising	5207.46	10443.75	16376	15000
Grants - Schuman, National Trust, Preservation Maryland etc	4000	0	0	10000
<b>Total Revenues</b>	85317	90270	167249	119450
Other (Specify) - Volunteer Time and Mileage/donated grant match/donated	113253	115364	75000	75000



# KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

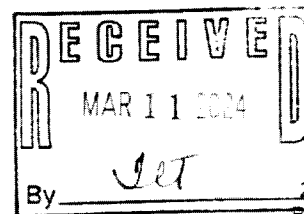
## SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

**Instructions:**

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

<b>EXPENDITURE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget (Draft)</b>
Executive Director/Staff	28350	28350	28350	28350
Accounting	800	723	1300	1300
Website/Constant Contact newsletter/Social media	1418	1611	26600	2000
Public Outreach - Events awareness (advertising)	6000	5999	6000	6000
Mini - Grants	25000	25000	25300	25000
Insurance liability and directors	1045	1075	1400	1400
Office Supplies / postage/mailbox	625	1208	950	950
Telephone	680	899.59	925	1000
Mileage	745	828.94	900	900
Printing and Design - Brochures/Exhibits/Display materials	5584	7826	8064	8100
Public Outreach	2000	1453.7	2000	2000
Computer and software		735	1140	1200
State Fees	100	100	100	100
Event Participation	0	475	500	500
Technical Assistance Workshops	0	2210.3	1150	1150
Consultants - 5 year plan/National Heritage Area Feasibility Study (1)	0	13100	30000	25000
History Day/Museum on Main/special projects	300	300	300	500
Special Projects - exhibits/panels etc	0	0	32270	14000
Misc. and Reserves	12670			
<b>TOTAL EXPENDITURES*</b>	<b>85317</b>	<b>91894.53</b>	<b>167249</b>	<b>119450</b>

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



22 S. Greene Street  
Baltimore, MD 21201

Ronald H. Fithian  
County Commissioner  
400 High Street  
Chestertown, MD 21620

February 16, 2024

Dear County Commissioner Fithian:

In FY23, the R Adams Cowley Shock Trauma Center at the University of Maryland Medical Center treated 68 Kent County residents- 3 more than the year prior. Supporting our Shock Trauma team in your FY25 Kent County Government budget means supporting the residents of your county and the entire state of Maryland.

On November 18, Howard County Executive Calvin Ball pledged \$1 million for the next three years—totaling \$3 million in budgetary support for Shock Trauma. Please consider accepting his challenge to the other 22 counties in the state to step up and show their support.

Your aid will help ensure the R Adams Cowley Shock Trauma Center remains the world leader in trauma medicine. Over the last half-century, Shock Trauma has cared for tens of thousands of critically ill and injured Marylanders, and has continued to change the face of trauma care across the globe. The Center has grown tremendously—from the construction of the cutting-edge Critical Care Tower to the expansion of hands-on training opportunities for physicians, nurses, EMS clinicians, and health care professionals. We are the only primary adult trauma resource center in Maryland.

Philanthropic or grant support from the Kent County government would directly benefit our patient care programs as well as the ongoing education and training required to keep our teams current with life-saving skills and techniques. Please stand with us as One Maryland, One Shock Trauma in our fight to save more lives.

County Commissioner Fithian, we thank you for considering the Shock Trauma Center in Kent County's budget.

If you have any questions, feel free to contact Tara Carlson at [tcarlson@umm.edu](mailto:tcarlson@umm.edu) or 443-462-8849.

Sincerely,

Thomas M. Scalea, MD, FACS, MCCM  
The Honorable Francis X Kelly  
Distinguished Professor in Trauma  
Director, Program in Trauma  
University of Maryland School of Medicine  
Physician in Chief, Shock Trauma Center  
System Chief for Critical Care Services  
University of Maryland Medical System

Kristie Snedeker, DPT  
Vice President  
R Adams Cowley Shock Trauma Center  
University of Maryland Medical Center



FY2025 BUDGET REQUEST – M.U.S.T.  
(Maryland Upper Shore Transit)

To: Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties

From: Scott Warner, Executive Director, Mid-Shore Regional Council (MSRC)

Cc: Bruce Hojnacki, Maryland Transit Administration (MTA)

Date: January 31, 2024

Re: MUST FY 2025 Matching Funds Request

- The MUST (Maryland Upper Shore Transit) coordinated fixed route transit system will be requesting \$40,000 from the MTA, the same as last year. MUST received \$40,000 in FY2024.
- MUST is requesting a \$5,000 allocation from each of the five counties (Caroline, Dorchester, Kent, Queen Anne's, and Talbot) served by the program to make a local match of \$25,000.
- This request has remained the same since the program's inception. The MSRC has administered this program since FY2004.
- See attached enclosed MUST activities and responsibilities summary.

## **MID-SHORE REGIONAL COUNCIL**

**(Caroline, Dorchester, and Talbot Counties)**

The Mid-Shore Regional Council (MSRC) operates as a cooperative regional planning and development agency within Caroline, Dorchester, and Talbot Counties to foster physical, economic, and social development. The Council initiates and coordinates plans and projects for the development of human and economic resources.

The MSRC is a federally designated Economic Development District (an economically distressed area) that enables federal funding to the region through the U.S. Department of Commerce's Economic Development Administration.

Scope of Work highlights:

- 1) Facilitate the Comprehensive Economic Development Strategy (CEDS) for the Mid-Shore Region.**
- 2) Continue to partner with the Maryland Broadband Cooperative, Inc. (Mdbc) and assist with the implementation of the broadband deployment plans for the Eastern Shore.** Mdbc's mission is "to provide reliable and competitive digital connectivity solutions supporting our stakeholders in unserved and underserved areas." The Mdbc was created by the MSRC and the other four regional councils in the state.
- 3) Assist/facilitate EDA applications and implementation of CEDS projects**
- 4) Assist with EDA funding for the Regional Medical Facility.**
- 5) Continue to partner with the Eastern Shore Entrepreneurship Center (ESEC) in its purpose to stimulate and support entrepreneurship.** ESEC is a MSRC initiative.
- 6) Provide governance of the regional transit project Maryland Upper Shore Transit (MUST).**
- 7) Continue to partner with Shore Gourmet, Inc. to promote and assist value-added agriculture and specialty food businesses in the region.** Shore Gourmet is a MSRC initiative.
- 8) Assist with the Dorchester Regional Incubator (Eastern Shore Innovation Center) as requested.**
- 9) Further develop the Eastern Shore Regional GIS Cooperative (ESRGC).** The ESRGC is a joint effort between the MSRC, the Tri-County Council for the Lower Eastern Shore (TCCLES), Upper Shore Regional Council, and Salisbury University to provide access to geographic information systems (GIS) technology, data, technical support, and training to the local governments of Maryland's Eastern Shore.
- 10) Continue to develop the GeoDASH Initiative, e.g., Delmarva Index and Eastern Shore Economic Resiliency Toolkit** – a partnership of the MSRC, TCCLES, and Salisbury University to provide technical assistance to community leaders in matters involving the development of state-of-the-art data visualization tools that merge the traditional business intelligence, geographic information, and dynamic modeling to support regional economic development decision making. It is managed by the ESRGC.
- 11) Continue to facilitate the Summer Career Enrichment Program (SCEP)** – a partnership between People for Change Coalition, and Caroline, Dorchester, and Talbot Counties Public School Systems.
- 12) Assist Chesapeake College with the development of the trades programs and new Center for Innovation and Entrepreneurship as appropriate.**
- 13) Monitor the State of Maryland's Rural Health Collaborative Pilot (created by Senate Bill 1056 during the 2018 General Assembly Session) particularly the stated purpose to "Enhance rural economic development in the mid-shore region."**

### Key

EDA = Economic Development Administration, U.S. Department of Commerce  
TCCLES = Tri-County Council for the Lower Eastern Shore of Maryland

Contact information: Mr. Scott Warner  
Executive Director  
Mid-Shore Regional Council  
8737 Brooks Drive, Suite 101  
Easton, MD 21601

410-770-4798 (phone)  
410-770-5398 (fax)  
[swarner@midshore.org](mailto:swarner@midshore.org)

MSRC website: [www.midshore.org](http://www.midshore.org)

**Mid-Shore Regional Council  
KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

<b>REVENUE CATEGORIES</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Requested Budget</b>
KENT COUNTY FUNDING	5,000.00	5,000.00	5,000.00	5,000.00
FEDERAL FUNDING				
STATE FUNDING	40,000.00	40,000.00	40,000.00	40,000.00
PRIVATE DONATIONS				
DUES & FEES				
OTHER (LIST BY TYPE)				
CAROLINE COUNTY FUNDING	5,000.00	5,000.00	5,000.00	5,000.00
DORCHESTER COUNTY FUNDING	5,000.00	5,000.00	5,000.00	5,000.00
QUEEN ANNE'S COUNTY FUNDING	5,000.00	5,000.00	5,000.00	5,000.00
TALBOT COUNTY FUNDING	5,000.00	5,000.00	5,000.00	5,000.00

# Waterman's Association

## KENT COUNTY FUNDING REQUEST FISCAL YEAR 2025 BUDGET

### SCHEDULE OF ORGANIZATIONS TOTAL EXPENDITURES

#### Instructions:

This schedule should reflect your organization's total expenditures for the fiscal years indicated. Expenditures should be reported in as much detail as possible. Attach additional pages if necessary.

EXPENDITURE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget
			\$8,000.00	\$8,000.00
Dock Maintenance	\$8,000.00	\$8,000.00		
TOTAL EXPENDITURES*	\$8,000.00	\$8,000.00		

\*PLEASE NOTE THAT TOTAL EXPENDITURES SHOWN SHOULD EQUAL "TOTAL REVENUES" SHOWN ON SCHEDULE OF REVENUES.



## KENT COUNTY HEALTH DEPARTMENT



COUNTY OF KENT

WILLIAM WEBB, HEALTH OFFICER  
125 S. LYNCHBURG STREET, CHESTERTOWN, MARYLAND 21620 • PHONE: 410-778-1350

STATE OF MARYLAND

To: Patricia Merritt  
From: Kent County Health Department  
Date: February 26, 2024  
Subject: Fiscal Year 2025 Budget Request

Dear Ms. Merritt,

In submitting our budget request this year, there has been a substantial increase in the core funding provided by the State for FY25 which requires a matching allocation per COMAR 10.04.01 Funding for Core Local Health Services.

On February 8, 2023, the Health Officers were notified of the State allocation of core funding. Kent County's core allocation from the State is \$2,551,229 pending final approval from Governor Moore, which represents 69.3639% of the total core funding. Given this increase, the Kent County government allocation is 30.6361% totalling \$1,126,806, for total core service funding of \$3,678,035. Additionally the County traditionally covers our lease at the 125 S. Lynchburg St. building. The FY25 amount is scheduled to be \$168,510. Our total request for FY25 in the budget documents is \$1,295,316.

We have provided additional information in the Agency Budget Request Forms to show the breakdown of all Health Department programs which currently employ approximately 140 people.

We understand that this substantial increase in funds puts a fiscal hardship on the County because of the projected level funding in FY25 to the County through income and property taxes. We have called to request a meeting with Commissioners during the budget work session to discuss this increase to hopefully offer some relief.

We would like to propose that the County invoice us for the rent payment of \$168,510 for FY25 and for Mosquito Control for FY25, which we will pay for through the increase in core funding. We are open to discussing other options for items, services, or personnel that could offset some of the increase. We look forward to our upcoming discussion.

Respectfully,

Emily McCoy, MBA  
Administrator

**Kent County Health Department  
KENT COUNTY FUNDING REQUEST  
FISCAL YEAR 2025 BUDGET**

**SCHEDULE OF ORGANIZATIONS TOTAL REVENUES**

**Instructions:**

This schedule should reflect your organization's total revenue for the fiscal years indicated. Revenues should be reported in the categories shown if possible. Attach additional pages if necessary.

REVENUE CATEGORIES	2022 Actual	2023 Actual	2024 Budget	2025 Requested Budget	
KENT COUNTY FUNDING	\$528,396.00	\$538,964.00	\$1,352,438.00	1295316	Break down
FEDERAL FUNDING		\$310,568.00	\$2,601,129.00		Rent 125 S. Lynchburg \$168,510.00
STATE FUNDING		\$5,183,292.00	\$3,561,460.00	6824714	Mental Health \$230,427.00
PRIVATE DONATIONS					Adult Daycare \$50,492.00
DUES & FEES					Health Fair \$5,000.00
OTHER (LIST BY TYPE)					County Core Allocation \$840,887.00
Board of Education - School Health		\$409,020.00	\$470,000.00	684000	
SOR - Mid Shore Behavioral Health		\$767,960.00	\$ 767,960.00	1151940	
Collections		\$4,211,728.00	\$3,972,000.00	4062814	



**Gary Stulir**

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**From:** Emily McCoy -MDH- <emily.mccoy@maryland.gov>  
**Sent:** Monday, March 25, 2024 2:10 PM  
**To:** Gary Stulir  
**Cc:** Pat Merritt  
**Subject:** Re: FY25 Budget Request

**ATTENTION!**

**This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.**

*- KCIT Helpdesk*

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Yes Gary, thank you.

Thank you,  
Emily McCoy  
Administrator  
Kent County Health Department  
410-778-7032

On Mon, Mar 25, 2024 at 2:08 PM Gary Stulir <gstulir@kentgov.org> wrote:

Emily,

Thank you. Last year, the amount was \$408,930. Will FY25 be the same amount?



**Gary Stulir**

Accounting Manager/Office of Finance

**Kent County, Maryland**

**400 High Street**

**Chestertown, MD 21620**

**(410) 778-7413**

**[gstulir@kentgov.org](mailto:gstulir@kentgov.org)**

**From:** Emily McCoy -MDH- <[emily.mccoy@maryland.gov](mailto:emily.mccoy@maryland.gov)>

**Sent:** Monday, March 25, 2024 10:51 AM

**To:** Gary Stulir <[gstulir@kentgov.org](mailto:gstulir@kentgov.org)>

**Cc:** Pat Merritt <[pmerritt@kentgov.org](mailto:pmerritt@kentgov.org)>

**Subject:** Re: FY25 Budget Request

**ATTENTION!**

This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.

Hi Gary,

Myself and Mr. Webb are agreeable to the continuation for FY25.

Thank you,

Emily McCoy

Administrator

Kent County Health Department

410-778-7032

On Mon, Mar 25, 2024 at 10:14 AM Gary Stulir <[gstulir@kentgov.org](mailto:gstulir@kentgov.org)> wrote:

Hi Emily,

In FY24, the health department is funding a \$408,390 grant for the Detention Center medical. Is that going to continue for FY25? I haven't been part of the discussions and needed to plug a number for our Revenue projections and when I prepare the presentation for the Health Departments budget request. Also, has there been discussion on the amount?