



Sussex County's Fiscal Year 2013 Budget



Todd F. Lawson
County Administrator

Proposed Budget

May 22, 2012

Susan M. Webb
Finance
Director

Kathy L. Roth
Budget & Cost
Manager

Gina A. Jennings
Director of
Accounting

**SUSSEX COUNTY COUNCIL
PROPOSED FISCAL 2013 BUDGET
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TODD F. LAWSON
COUNTY ADMINISTRATOR



Sussex County

ADMINISTRATIVE OFFICE BUILDING
2 THE CIRCLE
P.O. BOX 589
GEORGETOWN, DELAWARE 19947
TEL: 302-855-7742
FAX: 302-855-7749
tlawson@sussexcountype.gov
sussexcountype.gov

May 22, 2012

Sussex County Council
2 The Circle
P. O. Box 589
Georgetown, DE 19947

President Vincent and Members of Council:

As required by Title 9, Chapter 70, § 7003(d)(5) of the Delaware Code, I respectfully submit the Proposed Annual Operating Budget for Sussex County for Fiscal Year (FY) 2013. The FY 2013 proposed budget was developed by the Budget Committee consisting of the County Administrator, the Finance Director, the Budget and Cost Manager, and the Director of Accounting. This recommended budget was developed after receiving individual requests from each County department and meeting with the respective directors to discuss their needs. We greatly appreciate the efforts of the directors and their staff in assisting us with developing this budget.

The FY 2013 Budget again presents a challenge in that revenues remain flat and have increased at only a modest level for the General Fund. As compared to past years, revenues continue to see little to no increases which we believe represents the “new norm” for the County. For example, our largest revenue source, Realty Transfer Tax, is budgeted at \$13.2 million, which is \$370,000 less than the current year’s (FY12) budget. In summary, the General Fund is estimated to be \$46.4 million for FY 2013 with only a slight increase in revenues of .18 percent or \$84,068 as compared to the FY12 budget. Thanks in part to the Council’s leadership and fiscal responsibility along with conservative budgeting; the County will continue to operate without raising taxes or increasing fees even though revenues are stagnant.

As I began to prepare for my first County budget, I embraced the accomplishments by the previous administration and the current Council while encompassing core objectives and goals that I want to achieve as County Administrator. The County’s budget was prepared with the following goals and objectives:

- **Prepare a balanced budget with minimal increases**
- **Maintain an operating reserve of approximately 25 percent**
- **Continue at the actuarial determined level for pension and pension benefits**
- **Support the priorities of long-range and operational plans**
- **Operate without tax-supported debt**
- **Maintain ‘AA+’ bond rating**
- **Maintain funding for local libraries**
- **Use technology to streamline and automate business practices**
- **Enhance the County’s virtual interface to improve customer service**
- **Provide a greater level of service to County residents**
- **Upgrade and maintain existing wastewater services**
- **Continue to eliminate existing septic systems**
- **Provide subsidies to allow for the front foot cap at 100 feet**
- **Continue our sewer assistance programs to help low-income residents**

As you will notice, the proposed FY13 budget has a new look and format. We consolidated the budget to one document that contains the total budget summary, detailed budgets for each fund, detailed department information for the general fund departments and a five-year capital project program. It is our hope the new format will be easier to use and reference.

To provide a balanced budget, the budget committee made these assumptions. The County will still receive the one and a half percent of realty transfer tax on eligible properties in unincorporated areas. We also assume the County will continue to receive the 30 percent grant from the State of Delaware to fund paramedic

expenses. If the State were to change these revenue sources or pass any legislation that would further cut our revenues or raise our expenses, we will have to re-evaluate County services and the County's grant-in-aid program.

The budget represents a collaborated effort between the Budget Committee and department heads. Department heads' requests were very responsible and reasonable. The committee worked with the department heads when cuts were inevitable. This collaborative effort ensured that expenses were in line with the overall and individual department's budget goals and objectives. The departments' goals are listed throughout this document. I want to personally thank everyone for making my first budget a little easier by demonstrating the understanding of the economic challenges we all face together.

I also thank the County Council for its leadership and continued financial conservatism, which have helped build a strong foundation that has allowed this government to weather this current economic environment.

Sussex County is at a crossroads and faces the difficult task of preserving the many attributes that make our county such a wonderful place to live while attempting to stimulate the local economy and spur job creation. At the same time, we must look to the future to prepare for growth and increased demand on County services. The operations of the government through technology and automation will continue to evolve to efficiently and effectively meet the requests of the residents of Sussex County.

Please feel free to contact me or the Budget Committee with any questions or concerns that you may have.

Sincerely,



Todd F. Lawson
County Administrator

TFL/kac

**SUSSEX COUNTY COUNCIL
PROPOSED FISCAL 2013 BUDGET**

The budget document includes budgetary information for all of the County’s funds. The budget document contains the total budget summary, detailed budgets for each fund, detailed department information for the general fund departments, and a five year capital project program.

**SUSSEX COUNTY COUNCIL
TOTAL PROPOSED BUDGET SUMMARY**

FUND	REVENUES AND OTHER FINANCING SOURCES	EXPENDITURES AND OTHER FINANCING USES
GENERAL FUND *	\$ 46,392,059	\$ 46,392,059
CAPITAL PROJECTS GOVERNMENTAL FUND	13,247,485	13,247,485
ENTERPRISE FUND	34,957,776	34,957,776
CAPITAL PROJECTS ENTERPRISE FUND	21,219,521	21,219,521
FIDUCIARY FUNDS *	16,206,295	5,330,720
TOTAL BUDGET *	\$ 132,023,136	\$ 121,147,561
FIVE YEAR CAPITAL PROJECT PROGRAM	\$ 165,454,298	\$ 165,454,298

* Note budget presentation has changed to agree with accounting practices and the financial statement presentation.

2013 BUDGET HIGHLIGHTS

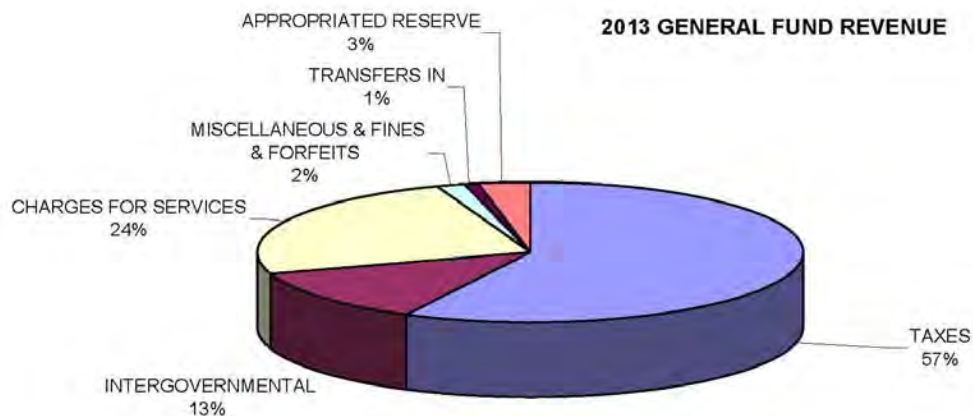
- General Fund operating budgeting is up .18 percent (CPI is 2.7 percent)
- Property taxes decreased due to a .035 tax credit
 - Average County tax for a single-family home is \$98.34, or \$.27 per day
 - Average County tax for a manufactured home is \$37.18, or \$.10 per day
- Taxable assessment increased 1.39 percent
- No fee increases
- Intergovernmental grants decreased 14.02 percent
- Small water and sewer service charge increases
- Reduction in assessment rates due to bond refinancing
- 2.25 percent COLA increase for employees and 1.125 percent COLA increase for pensioners
- Merit increases
- Reduced staffing levels – 6.5 less positions
- Continue to provide funding of \$1.7 million to Delaware State Police for 40 additional State Troopers and \$562,500 for Local Law Enforcement Grants

- Continue our partnership with the Volunteer Fire Companies by providing \$3.3 million of funding for fire and ambulance services
- Capital Projects Governmental Fund of \$13.2 million – 41.9 percent for airport projects and 23.9 percent for library improvements

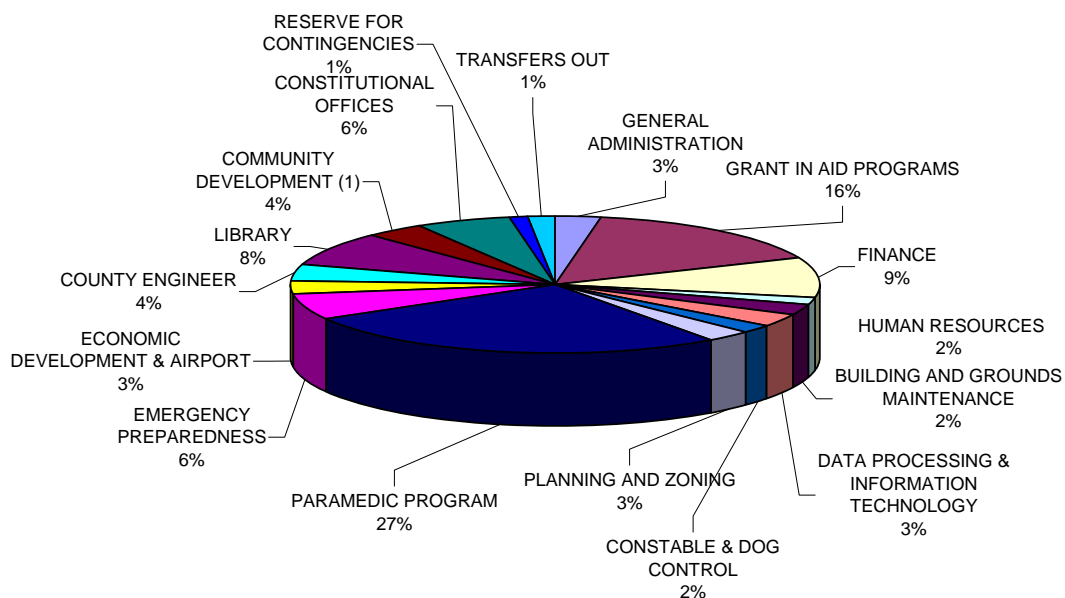
REVENUE AND EXPENDITURES SOURCES BY FUND

GENERAL FUND

The General Fund is the County’s primary operating fund. It accounts for all financial resources of the County, except the Enterprise and Fiduciary funds. Revenues in the General Fund are primarily derived from property and realty transfer taxes, constitutional office fees, permit and inspection fees, intergovernmental sources and other charges for services. General Fund expenditures include the costs associated with general government and operating transfers.



2013 GENERAL FUND EXPENDITURES



**SUSSEX COUNTY COUNCIL
GENERAL FUND
REVENUE AND EXPENDITURE BUDGET SUMMARY**

	<u>FISCAL 2010 ACTUAL</u>	<u>FISCAL 2011 ACTUAL</u>	<u>FISCAL 2012 BUDGET *</u>	<u>FISCAL 2013 BUDGET</u>
REVENUES				
TAXES				
PROPERTY - COUNTY	\$11,475,611	\$ 11,653,711	\$ 11,908,335	\$ 11,005,591
PROPERTY - LIBRARY	1,346,071	1,365,841	1,391,672	1,415,126
REALTY TRANSFER TAX	13,141,813	14,310,725	13,570,000	13,200,000
CAPITATION	253,241	255,972	-	-
FIRE SERVICE ENHANCED FUNDING	791,472	821,702	780,000	850,000
PENALTIES	139,204	155,477	140,000	150,000
TOTAL TAXES	<u>27,147,412</u>	<u>28,563,428</u>	<u>27,790,007</u>	<u>26,620,717</u>
INTERGOVERNMENTAL				
FEDERAL GRANTS:				
EMERGENCY OPERATIONS	60,626	136,013	145,125	166,240
FEMA - MISCELLANEOUS	-	184,537	-	4,500
FEDERAL HOUSING AND URBAN DEVELOPMENT (1)	3,080,538	1,805,221	2,357,000	1,526,800
FEDERAL HOUSING PROJECT INCOME (1)	-	329,570	200,000	-
FEDERAL PAYMENTS IN LIEU OF TAXES	6,341	5,749	6,300	5,600
STATE GRANTS:				
PARAMEDIC PROGRAM CONTRIBUTION	3,852,163	3,649,567	3,660,361	3,706,897
SEWER STUDY GRANT	18,234	-	-	-
LIBRARY GRANT	339,616	352,092	335,398	341,885
LOCAL EMERG.PLAN.COMM. GRANT	101,012	63,314	68,200	69,408
GUMBORO COMMUNITY CENTER	-	23,784	-	-
PROPERTY CLEAN-UP GRANT	10,000	10,000	10,000	10,000
OTHER	586	34,122	-	-
TOTAL INTERGOVERNMENTAL	<u>7,469,116</u>	<u>6,593,969</u>	<u>6,782,384</u>	<u>5,831,330</u>
CHARGES FOR SERVICES				
CONSTITUTIONAL OFFICE FEES				
CLERK OF PEACE	121,740	115,560	109,000	130,000
PROTHONOTARY	2,922	6,519	2,000	2,000
RECORDER OF DEEDS	3,064,575	3,051,697	3,197,000	3,000,000
RECORDER OF DEEDS - TOWN RTT	7,452	8,572	8,000	10,000
MAINTENANCE FEE (DEEDS)	38,488	38,772	38,000	38,000
REGISTER OF WILLS	857,212	944,737	900,000	965,000
SHERIFF	2,947,117	2,642,954	2,800,000	4,000,000
TOTAL CONSTITUTIONAL OFFICE FEES	<u>7,039,506</u>	<u>6,808,811</u>	<u>7,054,000</u>	<u>8,145,000</u>
GENERAL GOVERNMENT FEES				
BUILDING PERMIT AND ZONING FEES	1,120,403	1,133,542	1,100,000	1,200,000
INDUSTRIAL BOND FEES	500	137,085	-	-
911 SYSTEM FEE	530,794	656,604	559,630	559,630
MANUFACTURED HOME PLACEMENT TAX	107,601	84,473	100,000	73,700
BUILDING INSPECTION FEES	869,303	849,322	830,000	800,000
TOTAL GENERAL GOVERNMENT FEES	<u>2,628,601</u>	<u>2,861,026</u>	<u>2,589,630</u>	<u>2,633,330</u>
GENERAL GOVERNMENT SERVICES				
AIRPORT OPERATIONS - RENT	179,611	178,091	188,710	188,600
AIRPORT OPERATIONS - FUEL SALES	17,457	17,170	17,000	17,000

**SUSSEX COUNTY COUNCIL
GENERAL FUND
REVENUE AND EXPENDITURE BUDGET SUMMARY**

	FISCAL 2010	FISCAL 2011	FISCAL 2012	FISCAL 2013
	ACTUAL	ACTUAL	BUDGET *	BUDGET
DATA PROCESSING	16,390	17,992	17,000	17,000
MAPPING AND ADDRESSING	9,000	14,870	9,000	1,000
PRIVATE ROAD INSPECTIONS	145,907	154,210	145,800	115,000
PRIVATE ROAD DESIGN REVIEW FEES	105,428	53,429	66,000	65,000
INDUSTRIAL PARK SEWER SERVICE	100	400	-	-
SEWER & WATER-REVIEW & INSP.FEES	61,910	63,012	74,000	15,000
TOTAL GENERAL GOVERNMENTAL SERVICES	535,803	499,174	517,510	418,600
OTHER CHARGES				
DOG LICENSES & FINES	110,299	97,005	110,000	90,000
ECONOMIC DEVELOPMENT-PROFILE	7,000	5,000	5,000	7,000
EMERGENCY PREPAREDNESS TRAINING	1,230	960	1,400	1,600
INSURANCE PROCEEDS	9,397	8,723	-	-
MISCELLANEOUS CHARGES	26,583	19,732	20,000	20,000
REFUNDS & REIMBURSEMENTS	15,918	6,693	-	5,000
SECURITY ID CARD FEES	855	780	900	900
WATER CONNECTION FEES - LANDFILL	11,378	10,800	11,000	11,000
TOTAL OTHER CHARGES	182,660	149,693	148,300	135,500
TOTAL CHARGES FOR SERVICES	10,386,570	10,318,704	10,309,440	11,332,430
FINES & FORFEITS				
LIBRARY FINES	19,585	25,991	24,000	26,000
ZONING VIOLATIONS	640	179	2,000	-
TOTAL FINES AND FORFEITS	20,225	26,170	26,000	26,000
MISCELLANEOUS				
INVESTMENT INCOME	732,969	177,398	550,000	307,986
COUNTY OFFICE BUILDING RENT	65,253	10,876	-	-
SALE OF ASSET PROCEEDS	19,950	61,075	10,000	-
INDUSTRIAL PARK	325,642	333,568	340,000	354,000
EMERGENCY OPERATIONS CENTER	15,000	15,000	17,500	17,500
LAND RENT	2,125	2,972	3,710	3,710
RENT - OTHER BUILDINGS	7,401	15,423	15,200	15,900
REIMBURSEMENTS - MEDICARE	91,542	90,034	92,000	96,000
ECONOMIC DEV. LOAN REPAYMENTS	13,756	41,369	28,750	26,420
LIBRARY DONATIONS	16,006	32,426	10,000	15,000
DONATED ASSETS	156,543	34,025	-	-
DONATIONS-MISCELLANEOUS	470	2,750	-	-
TOTAL MISCELLANEOUS	1,446,657	816,916	1,067,160	836,516
TRANSFERS IN	54,213	55,151	333,000	333,000
APPROPRIATED RESERVES				1,412,066
TOTAL REVENUE AND OTHER FINANCING SOURCES	46,524,193	46,374,338	46,307,991	46,392,059
EXPENDITURES				
GENERAL ADMINISTRATION				
COUNTY COUNCIL	495,022	456,190	503,451	466,796
COUNTY ADMINISTRATION	385,639	366,216	420,913	455,647

**SUSSEX COUNTY COUNCIL
GENERAL FUND
REVENUE AND EXPENDITURE BUDGET SUMMARY - CONTINUED**

	FISCAL 2010 ACTUAL	FISCAL 2011 ACTUAL	FISCAL 2012 BUDGET *	FISCAL 2013 BUDGET
LEGAL	307,146	361,381	272,500	329,000
TOTAL GENERAL ADMINISTRATION	1,187,807	1,183,787	1,196,864	1,251,443
GRANT IN AID PROGRAMS	6,363,868	6,814,819	6,952,669	7,337,923
FINANCE				
FINANCE ADMINISTRATION	621,941	689,638	716,518	736,687
ASSESSEMNT	1,513,023	1,208,438	1,316,668	1,316,392
BUILDING CODE	494,913	519,497	586,503	530,539
MAPPING & ADDRESSING	655,807	572,087	660,414	701,825
ACCOUNTING	581,475	455,976	576,273	563,290
TREASURY	652,212	557,270	602,928	569,863
TOTAL FINANCE	4,519,371	4,002,906	4,459,304	4,418,596
HUMAN RESOURCES				
HUMAN RESOURCES	602,679	527,376	516,939	550,764
GENERAL EMPLOYMENT & RETIREMENT (2)	657,779	326,403	128,264	204,902
TOTAL HUMAN RESOURCES	1,260,458	853,779	645,203	755,666
BUILDING AND GROUNDS MAINTENANCE	1,491,110	1,176,920	1,217,444	1,146,318
DATA PROCESSING				
DATA PROCESSING ADMINISTRATION	538,578	451,814	377,555	315,618
INFORMATION TECHNOLOGY	675,004	751,998	882,287	1,099,214
TOTAL DATA PROCESSING	1,213,582	1,203,812	1,259,842	1,414,832
COUNTY CONSTABLE & DOG CONTROL				
CONSTABLE	331,485	255,168	277,635	271,432
DOG CONTROL	613,618	746,152	751,608	728,944
TOTAL CONSTABLE & DOG CONTROL	945,103	1,001,320	1,029,243	1,000,376
PLANNING AND ZONING	1,233,292	1,239,740	1,203,366	1,283,991
PARAMEDIC PROGRAM	12,272,121	11,274,004	12,201,204	12,356,323
EMERGENCY PREPAREDNESS				
EMERGENCY PREPAREDNESS ADMINISTRATION	338,924	411,227	384,748	429,369
EMERGENCY OPERATIONS CENTER DISPATCH	1,756,862	1,615,055	1,764,431	1,953,737
COMMUNICATIONS	298,152	336,293	364,074	347,833
LOCAL EMERG.PLANNING COMMITTEE	73,452	63,314	68,933	69,408
TOTAL EMERGENCY PREPAREDNESS	2,467,390	2,425,889	2,582,186	2,800,347
ECONOMIC DEVELOPMENT & AIRPORT				
ECONOMIC DEVELOPMENT	89,291	80,714	123,238	98,372
AIRPORT	819,219	804,841	710,319	768,238
SECURITY	-	315,066	518,125	506,220
TOTAL ECONOMIC DEVELOPMENT & AIRPORT	908,510	1,200,621	1,351,682	1,372,830

**SUSSEX COUNTY COUNCIL
GENERAL FUND
REVENUE AND EXPENDITURE BUDGET SUMMARY**

	<u>FISCAL 2010 ACTUAL</u>	<u>FISCAL 2011 ACTUAL</u>	<u>FISCAL 2012 BUDGET *</u>	<u>FISCAL 2013 BUDGET</u>
COUNTY ENGINEER				
ADMINISTRATION	881,469	889,835	869,955	1,010,635
PUBLIC WORKS	744,178	579,067	587,781	544,969
SOLID WASTE	185,872	159,800	140,000	170,000
RECORDS MANAGEMENT	62,634	61,122	98,806	93,221
TOTAL COUNTY ENGINEER	<u>1,874,153</u>	<u>1,689,824</u>	<u>1,696,542</u>	<u>1,818,825</u>
LIBRARY				
ADMINISTRATION	762,274	518,359	531,104	596,549
BOOKMOBILE	75,495	76,952	98,952	93,419
SOUTH COASTAL LIBRARY	601,289	600,924	644,250	669,409
GREENWOOD LIBRARY	428,568	402,823	430,536	468,494
MILTON LIBRARY	514,868	522,620	539,272	532,067
LOCAL LIBRARIES	1,342,748	1,362,155	1,391,672	1,415,126
TOTAL LIBRARY	<u>3,725,242</u>	<u>3,483,833</u>	<u>3,635,786</u>	<u>3,775,064</u>
COMMUNITY DEVELOPMENT (1)	<u>3,308,909</u>	<u>2,394,101</u>	<u>2,819,624</u>	<u>1,711,011</u>
CONSTITUTIONAL OFFICE				
CLERK OF PEACE	152,636	123,649	154,358	175,891
RECORDER OF DEEDS	1,075,902	943,225	1,071,140	1,105,940
REGISTER OF WILLS	395,377	414,841	471,796	496,817
SHERIFF	691,504	656,259	839,358	834,366
TOTAL CONSTITUTIONAL OFFICES	<u>2,315,419</u>	<u>2,137,974</u>	<u>2,536,652</u>	<u>2,613,014</u>
RESERVE FOR CONTINGENCIES	<u>-</u>	<u>-</u>	<u>600,000</u>	<u>600,000</u>
APPROPRIATED RESERVE				
TRANSFERS OUT	<u>819,881</u>	<u>809,228</u>	<u>920,380</u>	<u>735,500</u>
TOTAL EXPENDITURES	<u>45,906,216</u>	<u>42,892,557</u>	<u>46,307,991</u>	<u>46,392,059</u>
TOTAL REVENUE AND OTHER FINANCING SOURCES	<u>46,524,193</u>	<u>46,374,338</u>	<u>46,307,991</u>	<u>46,392,059</u>
TOTAL EXPENDITURES AND OTHER FINANCING USES	<u>45,906,216</u>	<u>42,892,557</u>	<u>46,307,991</u>	<u>46,392,059</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 617,977</u>	<u>\$ 3,481,781</u>	<u>\$ -</u>	<u>\$ -</u>

PRIOR YEAR BUDGET PRESENTATION

OTHER FUNDING SOURCES

PENSION BENEFIT FUND REV RECEIVED	\$ 1,689,140
PENSION FUND REV RECEIVED	2,566,646
DISPOSITION OF ASSETS	
COMMUNITY DEVELOPMENT	(2,557,000)
TOTAL REVENUE AND OTHER FINANCING SOURCES	<u>\$ 48,006,777</u>

OTHER EXPENDITURES AND OTHER FINANCING USES

PENSION DISTRIBUTIONS, BENEFITS AND EXPENDITURES	\$ 4,255,786
COMMUNITY DEVELOPMENT PROJECTS	(2,557,000)
TOTAL EXPENDITURES AND OTHER FINANCING USES	<u>\$ 48,006,777</u>

**SUSSEX COUNTY COUNCIL
GENERAL FUND
REVENUE AND EXPENDITURE BUDGET SUMMARY - CONTINUED**

FOOTNOTES:

*BUDGET PRESENTATION HAS CHANGED TO AGREE WITH ACCOUNTING PRACTICES AND THE FINANCIAL STATEMENT PRESENTATION.

(1) 2013 BUDGET INCLUDES GRANT REVENUE AND EXPENDITURES FOR COMMUNITY DEVELOPMENT IN THE GENERAL FUND WHICH IS CONSISTENT WITH THE COUNTY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT. 2012 BUDGET PRESENTED THESE AMOUNTS ON A SEPARATE BUDGET STATEMENT. THE AMOUNTS PRESENTED FOR THE 2012 BUDGET ABOVE HAVE BEEN RESTATED SO THE STATEMENTS ARE PRESENTED FAIRLY, WITH THE PRIOR YEAR BUDGET PRESENTATION RECONCILIATION AT THE BOTTOM OF THE BUDGET SUMMARY.

(2) PENSION AND POST-RETIREMENT DISTRIBUTIONS AND ASSOCIATED COSTS HAVE BEEN INCLUDED IN THE FIDUCIARY BUDGET STATEMENT (SEE PAGE 64) FOR YEAR 2013, WHICH IS CONSISTENT WITH THE COUNTY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT. 2012 BUDGET INCLUDED THESE AMOUNTS IN THE GENERAL FUND BUDGET, THE 2012 BUDGET NUMBERS HAVE BEEN ADJUSTED SO THE STATEMENTS ARE PRESENTED FAIRLY, WITH THE PRIOR YEAR BUDGET PRESENTATION RECONCILIATION AT THE BOTTOM OF THE BUDGET SUMMARY.

REVENUE AND FUNDING SOURCES

General Fund revenue and funding sources increased \$84,068, or .18 percent compared to the Fiscal 2012 budget. The projection reflects the Budget Committee's assumption that revenues remain near the 2012 budget projections.

Budget Highlights:

Property tax projections include \$1,063,888 in a tax credit, which will be funded by the 2011 General Fund excess revenues as approved by Sussex Council County. This resulted in a net decrease in property tax revenues. The base property amount, before the credit, increased \$184,600, or 1.39 percent, due to an increase in taxable assessments from new construction. The current tax rate, before credit, is \$.445 per \$100 of taxable assessed value, which will remain the same. \$.0467 of this rate is allocated to local library funding. The remaining \$.3983 is available for operating expenses.

Realty transfer taxes are budgeted at \$13,200,000, which is based on slightly less than actual projected amounts for fiscal 2012; this is \$370,000 less than, the 2012 budgeted amount.

Intergovernmental funds are projected to decrease by \$951,054, which is a result of a decrease in federal housing funding of over \$1,000,000. This has a matching decrease in expenses for the Community Development department. The State paramedic grant, which is based on 30 percent of the paramedic department's expenses, increased \$46,536 to \$3,706,897.

Constitutional Office fees are projected to increase \$1,091,000, or 15.47 percent, from the 2012 budget. Revenues from Sheriff's sales of properties and goods increased \$1,200,000. Recorder of Deed's revenue is projected to be \$3,000,000, which is based on the current revenues; this is a decrease of \$197,000 from the 2012 budget.

General Government fees, that consist of housing industry fees are projected to increase 1.69 percent. Building and zoning fees are projected to increase by \$100,000, but manufactured home placement tax and building inspection fees are projected to decrease by \$56,300.

General Government Service fees are projected to decrease by \$98,910. Due to the limited number of new subdivision starts, \$90,800 of this reduction is a result of a decrease in inspection fees for private road design and private sewer and water review and inspection fees.

Other charges, which includes dog licenses and fines, are projected to decrease by \$12,800.

Miscellaneous revenues are projected to decrease \$230,644, or 21.61percent. This is a result of the decrease in the interest earnings received on County investments.

Appropriated reserves of \$1,412,066 are included in the 2013 budget. This amount is allotted to fund the Open Space Grant of \$348,178 and the property tax credit of \$1,063,888. Open space is 10 percent of the 2011 excess revenues over expenditures and is mandated by ordinance.

GENERAL FUND DEPARTMENTAL EXPENDITURES

COUNTY COUNCIL

The County Council is the legislative branch of the County government - consisting of five elected members - elected from five districts. The President of the Council is elected annually by the members of the Council. As the legislative body of government, the Council's major responsibility is to approve laws for Sussex County. The Council's powers also include authorization of the annual budget, amendments to the zoning regulations, and approval of all issuances of County bonds.

The following are the County Council objectives for fiscal year 2013:

- Maintain public availability to all citizens of the County
- Encourage citizens to participate and to assist in making informed decisions
- Maintain financial stability
- Continue efforts to provide County services more efficiently

Budget Highlights:

The Fiscal 2013 budget has a decrease of \$36,655, or 7.28 percent, from the Fiscal 2012 budget. The decrease is in the personal service cost of \$30,499. This is due to a reduction in one staff position.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 224,490	\$ 226,967	\$ 221,574	\$ 211,815
VISION PLAN	1,471	405	840	720
DENTAL PLAN	6,158	6,276	2,590	1,920
FICA TAXES	16,490	16,651	16,950	16,204
HEALTH INSURANCE	100,544	74,975	110,733	84,000
PENSION	50,521	38,638	42,609	50,137
COMMUNICATIONS	1,509	1,137	4,800	1,200
POSTAGE & FREIGHT	1,868	1,492	1,770	1,500
RENTALS & LEASES	7,154	4,948	7,160	7,260
INSURANCE	30,545	32,412	32,080	32,370
MAINTENANCE & REPAIR	-	520		600
PRINTING & BINDING	7,891	5,520	2,500	5,000
ADVERTISING	6,083	5,178	5,600	5,600
OFFICE SUPPLIES	2,550	2,346	2,700	1,500
DUES & SUBSCRIPTIONS	12,376	15,676	14,620	14,620
PERMANENT RECORD BOOKS	685	217	500	500
TOOLS & SMALL EQUIPMENT	1,068	90	600	-
MISCELLANEOUS	702	578	800	800
PROGRAMS & PROJECTS	5,961	5,456	6,000	6,000
SEMINARS & CONFERENCES	1,270	3,245	2,525	2,550
TRAINING & EDUCATION	45	-	-	-
MILEAGE	2,115	125	6,000	2,000
TRAVEL	13,526	13,338	20,500	20,500
COUNTY COUNCIL TOTAL	\$ 495,022	\$ 456,190	\$ 503,451	\$ 466,796

COUNTY ADMINISTRATION

The County Administration Department includes the County Administrator and his staff. The County Administrator is an appointed position. The Administrator has the executive powers to implement the policies and procedures set forth by the County Council. The County Administrator manages an annual budget and oversees approximately 500 County employees in more than 40 departments, divisions, and offices.

The following are the County Administrator's objectives for fiscal year 2013:

- Maintain the County's strong financial position
- Reorganize and streamline County processes to better serve the public and use County assets more efficiently

Budget Highlights:

The Fiscal 2013 budget increase is \$34,734, or 8.25 percent, over the Fiscal 2012 budget. An increase of \$39,766 is from one staff position.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 308,668	\$ 311,566	\$ 342,515	\$ 359,019
VISION PLAN	468	78	510	600
DENTAL PLAN	2,646	2,554	1,573	1,600
FICA TAXES	22,905	22,999	26,202	27,465
HEALTH INSURANCE	42,747	37,349	67,231	70,000
PENSION	69,895	53,589	65,867	84,980
COMMUNICATIONS	4,323	4,325	3,500	6,780
POSTAGE & FREIGHT	332	451	400	400
INSURANCE	1,282	1,419	1,475	1,325
MAINTENANCE & REPAIR	120	434	500	500
PRINTING & BINDING	1,443	1,173	1,200	2,300
OFFICE SUPPLIES	1,637	2,524	1,700	3,890
FUEL	1,282	1,549	1,600	1,800
DUES & SUBSCRIPTIONS	190	752	500	500
MAINTENANCE & REPAIR-PARTS	196	-	200	200
TOOLS & SMALL EQUIPMENT	-	2,623	1,500	1,000
SM. COMPUTER EQUIPMENT	-	-	-	3,300
MISCELLANEOUS	5	-	-	-
SEMINARS & CONFERENCES	829	990	1,200	1,200
MILEAGE	29	-	100	100
TRAVEL	2,094	4,802	2,600	2,600
PERSONAL COST REIMBURSEMENT	(73,079)	(79,074)	(96,332)	(108,733)
CONTRACTUAL SVCS COST REIMB	(1,302)	(1,441)	(1,716)	(2,261)
SUPPLIES COST REIMB	(552)	(1,376)	(728)	(2,138)
TRAINING & EDU COST REIMB	(519)	(1,070)	(684)	(780)
COUNTY ADMINISTRATION TOTAL	\$ 385,639	\$ 366,216	\$ 420,913	\$ 455,647

LEGAL

Legal services for the County are contracted to Moore and Rutt, P.A. the County Attorneys who represents the County Council and the Planning and Zoning Commission. Griffin and Hackett, P.A. represents the Board of Adjustments. Young, Conaway, Stargatt & Taylor are contracted to represent the County on personnel issues. The Law Offices of Ballard Spahr, LLP provides assistance with financial matters, including bond issuances.

Budget Highlights:

The Fiscal 2013 budget increase is \$56,500, or 20.73 percent, over the Fiscal 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
LEGAL	\$ 307,146	\$ 361,381	\$ 272,500	\$ 329,000
LEGAL TOTAL	\$ 307,146	\$ 361,381	\$ 272,500	\$ 329,000

GRANT – IN – AID PROGRAMS

The County is, once again, partnering with local agencies and nonprofits to provide assistance to residences and property owners. These grants include funding for emergency services provided by local volunteer fire companies, which include fire protection and ambulance services, and local and state police. Grants are also given to various community organizations that help the youth, seniors and other County residents who are in need. The County has eleven independent

locally operated libraries that also receive funding. These funds help the libraries maintain their operations. Funding for land conservation efforts is funded through the Open Space Program.

Budget Highlights:

The Fiscal 2013 budget increase is \$385,254, or 5.54 percent, over the Fiscal 2012 budget. Funding for most grants are level with the 2012 budget. The largest is an increase in the Open Space Program, which increased to \$348,178 from \$61,798 in 2012. This grant is mandated by ordinance. Ten percent of the prior year revenues over expenditures are to be appropriated for Open Space in the succeeding fiscal year's budget. Fire Service Enhancement grants increased \$70,000 to \$850,000, this grant is funded by a .25 percent surcharge added to the cost of a building permit. Housing Assistance grants increased \$20,000 to \$70,000. Local Law Enforcement funding increased by \$45,000 to \$562,500, which allots \$25,000 to each town that have law enforcement agencies and \$12,500 to towns that have a security department or contract services from the Delaware State Police. Delaware State Police grant increased to \$1,713,700, an increase of \$27,009 due to the costs associated with employing forty additional troopers. These additional troopers are over the State allotted number allocated to the County. Community Grant's increased by \$54,175. The increase is due to \$15,075 to fund Return Day Committee events and the League of Women Voters legislative directory, \$25,000 for the Delaware Food Bank.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
FIRE COMPANIES	\$ 498,495	\$ 540,035	\$ 519,265	\$ 519,265
RESCUE TRUCKS	62,313	67,506	64,909	64,909
AERIAL DEVICES	57,965	62,795	60,379	60,379
FIRE SERVICE DISCRETIONARY	1,489,859	1,535,704	1,557,000	1,557,000
FIRE SERVICE ENHANCEMENT	791,472	821,702	780,000	850,000
FIRE INTEREST GRANT	-	-	200,000	108,990
AMBULANCES	74,776	81,006	77,891	77,891
AMBULANCE STATIONS NON FIRE	16,230	17,582	16,906	16,906
SUSSEX LOCAL POLICE GRANT	420,000	525,000	517,500	562,500
AGRICULTURE EXT	69,049	69,049	69,049	69,049
SOIL CONSERVATION	125,000	75,000	75,000	75,000
DRAINAGE PROJECTS \ ASSISTANCE	26,797	40,195	40,195	40,195
OPEN SPACE LAND PROGRAM	358,325	-	61,798	348,178
CHEERS PROGRAM	9,200	65,600	9,600	9,600
S.C. COMMUNITY ACTION	9,200	9,600	34,600	34,600
HUMAN SERVICE GRANTS	140,900	144,400	143,520	143,520
HOUSING ASSISTANCE PROGRAM	30,000	29,970	50,000	70,000
COUNCILMANIC GRANTS	133,325	144,504	150,000	150,000
LOCAL LIBRARY GRANTS	496,651	502,651	502,651	502,651
LOCAL LIBRARY PLACEMENT FEE	107,659	84,509	100,000	73,700
COUNTY WASTE WATER RELIEF FUND	120,423	119,881	140,000	140,000
GEORGETOWN PYMT. IN LIEU TAXES	6,434	6,715	6,715	6,715
TOWN GRANTS	15,000	90,000	45,000	45,000
MISCELLANEOUS GRANTS	144	41,412	-	-
COMMUNITY GRANTS	30,331	48,825	44,000	98,175
SUSSEX STATE POLICE PROGRAM	1,274,320	1,691,178	1,686,691	1,713,700
GRANT IN AID PROGRAM TOTAL	\$ 6,363,868	\$ 6,814,819	\$ 6,952,669	\$ 7,337,923

FINANCE ADMINISTRATION

The Finance Administration Department is responsible for the financial functions of the County government. The Finance Director oversees the following departments or divisions: Accounting, Assessment, Treasury, and Utility Billing.

The following are budget objectives for the Finance Department for fiscal year 2013:

- Monitor expenditures and revenues throughout the fiscal year, as well as prepare financial reports for the County Council on a quarterly basis
- Coordinate the Enterprise Resource Planning (ERP) Software Solution for a successful implementation
- Continue efforts to collect delinquencies as well as broaden our efforts to improve current policies and procedures to include legislative changes, in-house reporting and analysis
- Arrange affordable funding for all engineering projects
- Continue to build the role of the pension committee with management and monitoring

Budget Highlights:

The Fiscal 2013 budget increase is \$20,169, or 2.81 percent, over the Fiscal 2012 budget. The increase is due to a net increase in personal services cost.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 272,737	\$ 342,805	\$ 349,870	\$ 363,400
VISION PLAN	584	1,627	720	720
DENTAL PLAN	2,348	3,260	2,220	1,920
FICA TAXES	20,039	25,128	26,765	27,800
HEALTH INSURANCE	75,408	75,490	94,914	84,000
PENSION	72,697	59,333	67,280	86,017
OTHER PROFESSIONAL SERVICES	24,935	30,342	10,700	10,700
COMMUNICATIONS	2,834	2,917	3,600	2,500
POSTAGE & FREIGHT	474	574	550	550
INSURANCE	154,325	149,029	164,350	166,680
MAINTENANCE & REPAIR	1,238	1,326	1,420	1,570
PRINTING & BINDING	2,361	2,430	2,600	1,300
ADVERTISING	449	1,172	200	440
OFFICE SUPPLIES	1,696	1,921	1,800	1,800
DUES & SUBSCRIPTIONS	1,726	1,672	1,700	1,700
TOOLS & SMALL EQUIPMENT	-	2,467	2,500	1,700
MACHINERY & EQUIPMENT	-	-	-	7,000
MISCELLANEOUS	-	600	-	-
SEMINARS & CONFERENCES	848	1,380	1,200	1,200
MILEAGE	170	305	300	300
TRAVEL	1,236	1,794	2,500	2,910
PERSONAL COST REIMBURSEMENT	(14,164)	(15,934)	(18,671)	(27,520)
FINANCE ADMINISTRATION TOTAL	\$ 621,941	\$ 689,638	\$ 716,518	\$ 736,687

ASSESSMENT

The Assessment Department is responsible for ensuring that all land, buildings, improvements, and other special betterments are valued and added to the County's assessment rolls for the

purpose of taxation. The staff of this department is responsible for maintaining all County property records and tax maps as well as issuing permits. The Director of Assessment oversees the daily operations of the Addressing, Constables, Building Code, and Dog Control departments.

The following are the budget objectives for the Assessment Department for fiscal year 2013:

- Continue to add new construction to the assessment rolls in a timely manner
- Continue to adjust assessment and office processes to allow efficiencies in staff which has occurred over the past two years
- Testing the use of laptops for the field workers to take advantage of the ERP software
- Provide inspector training to become certified in building code regulations

Budget Highlights:

The Fiscal 2013 budget decrease is \$276, or .02 percent, over the Fiscal 2012 budget. Assessment operating costs are anticipated to remain level to the 2012 budget numbers.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 864,757	\$ 772,731	\$ 825,766	\$ 817,206
VISION PLAN	3,707	3,390	2,700	2,640
DENTAL PLAN	10,652	7,534	8,325	7,040
FICA TAXES	64,523	57,383	63,170	62,516
HEALTH INSURANCE	371,939	259,130	355,928	308,000
PENSION	238,326	142,448	158,795	193,433
BOARDS & COMMISSIONS	2,000	2,000	2,000	2,000
COMMUNICATIONS	8,895	9,069	8,000	8,000
POSTAGE & FREIGHT	3,080	3,375	3,300	2,900
RENTALS & LEASES	1,756	-	-	-
INSURANCE	6,260	6,134	6,400	6,200
MAINTENANCE & REPAIR	11,092	8,367	11,000	9,000
PRINTING & BINDING	3,301	3,274	2,800	2,800
ADVERTISING	181	196	200	200
OFFICE SUPPLIES	8,370	9,084	8,600	9,000
FUEL	12,929	17,429	15,000	18,000
DUES & SUBSCRIPTIONS	1,340	1,717	2,000	1,300
MAINTENANCE & REPAIR-PARTS	4,147	3,480	4,500	5,000
TOOLS & SMALL EQUIPMENT	1,372	1,286	-	-
SM. COMPUTER EQUIPMENT	-	-	-	5,000
MACHINERY & EQUIPMENT	-	6,248	4,505	-
PROGRAMS & PROJECTS	21,181	15	-	-
UNIFORMS	788	877	1,000	-
SEMINARS & CONFERENCES	-	84	-	-
TRAINING & EDUCATION	480	1,283	1,500	2,000
TRAVEL	94	26	100	200
PERSONAL COST REIMBURSEMENT	(102,285)	(102,049)	(160,537)	(139,083)
CONTRACTUAL SVCS COST REIMB	(2,646)	(2,662)	(4,488)	(2,910)
SUPPLIES COST REIMB	(1,935)	(3,295)	(3,551)	(3,830)
PROGRAMS & PROJECTS REIMB	(21,239)	-	-	-
TRAINING & EDU COST REIMB	(42)	(116)	(345)	(220)
ASSESSMENT DEPARTMENT TOTAL	\$ 1,513,023	\$ 1,208,438	\$ 1,316,668	\$ 1,316,392

BUILDING CODE

The Building Code Department is responsible for plan review and building inspections for residential and commercial structures in the County.

The following are the budget objectives for the Building Code Department for fiscal year 2013:

- Remain a self-supporting department through plan review and inspection fees and to continue providing professional plan reviews in the allotted time frame.
- Continue proper enforcement of single-family inspections and ensure a smooth process for the staff and contractors.
- Ensure a smooth transition to the new ERP system.
- Provide necessary training to maintain an educated and knowledgeable workforce and provide quality inspections.

Budget Highlights:

The Fiscal 2013 budget decrease is \$55,964, or 9.54 percent, under the Fiscal 2012 budget. The major decrease is a result of a reduction in one staff position.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 245,368	\$ 306,199	\$ 309,144	\$ 281,571
VISION PLAN	965	372	1,080	960
DENTAL PLAN	1,082	1,988	3,330	2,560
FICA TAXES	18,181	22,781	23,650	21,540
HEALTH INSURANCE	115,905	100,209	142,371	112,000
PENSION	77,574	53,753	59,448	66,648
BOARDS & COMMISSIONS	-	400	1,000	1,000
COMMUNICATIONS	3,354	2,639	3,400	2,850
POSTAGE & FREIGHT	319	340	500	500
INSURANCE	3,745	4,021	4,180	3,110
MAINTENANCE & REPAIR	2,556	4,724	3,000	4,800
PRINTING & BINDING	721	892	1,000	500
OTHER CONTRACTUAL SERVICES	2,448	504	2,500	1,000
OFFICE SUPPLIES	2,554	2,597	2,600	2,600
FUEL	9,473	12,388	14,000	14,000
DUES & SUBSCRIPTIONS	465	544	1,000	1,000
PERMANENT RECORD BOOKS	477	1,452	1,000	1,000
MAINTENANCE & REPAIR-PARTS	927	596	1,000	1,200
TOOLS & SMALL EQUIPMENT	2,385	4,380	5,000	5,000
UNIFORMS	1,614	437	600	-
SEMINARS & CONFERENCES	320	-	600	600
TRAINING & EDUCATION	4,480	689	5,000	5,000
MILEAGE	-	-	100	100
TRAVEL	-	143	1,000	1,000
COST REIMBURSEMENT	-	(2,551)	-	-
BUILDING CODE TOTAL	\$ 494,913	\$ 519,497	\$ 586,503	\$ 530,539

MAPPING AND ADDRESSING

The Mapping and Addressing Department creates, draws, and maintains County parcel maps, as well as provide street addresses to the County parcels.

The following are the budget objectives for the Mapping and Addressing Department for fiscal year 2013:

- Continue to support the 911 Center and all associated data including, but not limited to: response areas and routing hydrants
- Increase match rate with Verizon and the State of Delaware
- Assist other departments in their efforts to create digital data for use within ERP
- Migrate parcels into Parcel Fabric in the local government information model for easy web deployment
- Implement a staging environment for Geographic Information Systems (GIS) to point web services for useful data replication and redundancy
- Implement the local government information model

Budget Highlights:

The Fiscal 2013 budget increase is \$41,411, or 6.27 percent, over the Fiscal 2012 budget. The increase is a result in personal service expenses of \$29,780, which includes an additional staff for a full twelve months versus, funding for only nine months in 2012. A \$20,000 increase in other professional services is funding for two contractual intern students to help with data conversion for the ERP. There was a reduction of \$10,600 in equipment and software expenditures from \$22,500 to \$11,600.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 307,869	\$ 258,013	\$ 285,072	\$ 306,393
VISION PLAN	315	835	930	960
DENTAL PLAN	1,835	1,207	2,868	2,560
FICA TAXES	22,516	18,541	21,808	23,439
HEALTH INSURANCE	134,778	79,541	122,597	112,000
PENSION	70,861	47,505	54,819	72,523
OTHER PROFESSIONAL SERVICES	69,681	105,372	83,640	103,640
COMMUNICATIONS	3,651	3,584	3,300	3,500
POSTAGE & FREIGHT	256	111	500	100
INSURANCE	1,878	1,972	1,980	1,810
MAINTENANCE & REPAIR	29,623	31,762	44,250	38,800
PRINTING & BINDING	48	29	100	300
ADVERTISING	-	-	500	100
OFFICE SUPPLIES	3,001	5,510	3,200	6,000
FUEL	3,851	4,606	4,000	5,000
DUES & SUBSCRIPTIONS	120	95	250	500
MAINTENANCE & REPAIR-PARTS	819	470	500	1,000
TOOLS & SMALL EQUIPMENT	2,048	2,953	3,000	10,000
SM. COMPUTER EQUIPMENT	-	-	-	1,600
MACHINERY & EQUIPMENT	-	5,920	19,500	-
PROGRAMS & PROJECTS	2,657	3,286	2,500	2,500
TRAINING & EDUCATION	-	-	2,500	5,000
MILEAGE	-	43	100	100
TRAVEL	-	732	2,500	4,000
MAPPING & ADDRESSING TOTAL	\$ 655,807	\$ 572,087	\$ 660,414	\$ 701,825

ACCOUNTING

The Accounting Department is responsible for processing all Sussex County transactions in an accurate and timely manner including preparing Federal and State payroll reports, maintaining fixed asset records, monitoring Federal and State grants, review and pay County invoices, and working with the auditor to coordinate the annual audit report.

The following are the budget objectives for the Accounting Department for fiscal year 2013:

- Continue to find new ways to integrate the financial aspects of each department by utilizing the new ERP system
- Reorganize and streamline accounting processes by utilizing the new software
- Maintain accurate financial and fixed asset records by processing all transactions in an accurate and timely manner
- Continue to effectively manage the ERP project as other modules come online throughout fiscal year 2013
- Work with the auditors during the annual audit to ensure an accurate and timely annual financial report
- Provide accurate financial reports to the Finance Director, County Administrator, and County Council

Budget Highlights:

Fiscal 2013 budget decreased \$12,983, or 2.25, percent from Fiscal 2012 budget. The budget reductions results from an increased allocation amount of \$48,894 to the enterprise funds for cross charges. There is an increase in staffing cost of \$38,777 for a new staff member included in the Fiscal 2013 budget for a full twelve months.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 359,346	\$ 329,389	\$ 361,325	\$ 388,341
VISION PLAN	190	1,159	1,050	1,080
DENTAL PLAN	1,489	2,156	3,238	2,880
FICA TAXES	19,309	23,459	27,641	29,708
HEALTH INSURANCE	123,723	100,839	138,416	126,000
PENSION	64,594	58,023	69,482	91,920
ACCOUNTING & AUDITING	82,974	108,938	114,600	114,600
COMMUNICATIONS	1,745	1,770	2,200	2,480
POSTAGE & FREIGHT	3,289	4,597	4,500	4,500
MAINTENANCE & REPAIR	14,783	21,067	22,790	18,900
PRINTING & BINDING	-	12	20	20
OFFICE SUPPLIES	5,700	7,978	8,000	7,500
DUES & SUBSCRIPTIONS	678	950	1,010	980
TOOLS & SMALL EQUIPMENT	2,097	1,127	-	-
SM. COMPUTER EQUIPMENT	-	-	-	1,270
MACHINERY & EQUIPMENT	-	151	-	-
SEMINARS & CONFERENCES	-	467	166	170
TRAINING & EDUCATION	302	433	500	500
MILEAGE	-	-	50	50
TRAVEL	28	369	1,000	1,000
PERSONAL COST REIMB	(98,772)	(175,582)	(138,747)	(191,979)
CONTRACTUAL SVCS COST REIMB	-	(4,369)	(9,611)	-
SUPPLIES COST REIMB	-	(3,196)	(4,206)	(2,250)
TRAINING & EDU COST REIMB	-	(279)	(163)	-
PROFESSIONAL SVCS COST REIMB	-	(23,482)	(26,988)	(34,380)
ACCOUNTING DEPARTMENT TOTAL	\$ 581,475	\$ 455,976	\$ 576,273	\$ 563,290

TREASURY

The Treasury Department is responsible for processing and collecting County and school district property taxes, tax ditch assessments, street lighting and road improvement assessments, as well as assessment fees for some of the enterprise funds.

The following are the budget objectives for the Treasury Department for fiscal year 2013:

- Cross-train staff to relieve burden on transitional periods
- Accelerate efforts to collect delinquent taxes
- Continue to collaborate efforts with other finance departments for software upgrades

Budget Highlights:

Fiscal 2013 budget decreased \$33,065, or 5.48 percent, from Fiscal 2012 budget. There is a \$44,374 decrease in personal service cost due to a reduction in a staff position. Legal fees are projected to increase by \$9,000 over the 2012 budget amount due to the legal fees associated with delinquent tax collections.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 285,483	\$ 280,387	\$ 288,585	\$ 267,418
VISION PLAN	307	690	960	840
DENTAL PLAN	2,782	3,074	2,960	2,240
FICA TAXES	20,989	20,523	22,077	20,457
HEALTH INSURANCE	135,455	99,465	126,552	98,000
PENSION	70,782	49,748	55,494	63,298
LEGAL	8,801	15,844	7,000	16,000
COMMUNICATIONS	1,765	1,306	1,400	1,400
POSTAGE & FREIGHT	59,837	57,233	62,000	60,000
RENTALS & LEASES	5,822	5,742	6,000	6,000
MAINTENANCE & REPAIR	7,857	10,675	8,800	10,000
PRINTING & BINDING	14,284	5,758	12,000	12,000
ADVERTISING	2,529	2,489	2,600	2,800
OFFICE SUPPLIES	3,435	3,082	5,500	5,000
DUES & SUBSCRIPTIONS	-	-	1,000	1,200
TOOLS & SMALL EQUIPMENT	5,476	1,254	-	-
SM. COMPUTER EQUIPMENT		-	-	3,210
MACHINERY & EQUIPMENT	26,608	-	-	-
TREASURY DEPARTMENT TOTAL	\$ 652,212	\$ 557,270	\$ 602,928	\$ 569,863

HUMAN RESOURCES

The Human Resources Department is a support office to the County's departments, Row offices, and the County Council. The County has approximately 500 full-time and 30 part-time employees and 150 pensioners. The office's function includes recruitment, leave administration, payroll administration, benefit orientation and administration, employee grievances and discipline procedures, training and development, as well as administration of health insurance plan, dental, vision, life insurance, and maintaining pensioner's documentation. This department also reviews current policies and procedures and makes recommendations to County Council on improvements and changes.

The following are the budget objectives for the Human Resources Department for fiscal year 2013:

- Provide excellent service to all County employees and retirees in the areas of benefits, staffing, compensation, policies and employee relations
- Manage and administer employee functions including; Health Awareness, Mildred King Luncheon, Take Your Child To Work Day, Employee of the Quarter/Year, "The Scene"
- Produce and provide County newsletter quarterly to employees and pensioners
- Administer wellness programs to reduce benefit costs
- Update pay structure to ensure pay bands accurately reflect the County's compensation structure for ERP system

Budget Highlights:

Fiscal 2013 budget increased \$33,825, or 6.54 percent, from Fiscal 2012 budget. Personal service costs have increased a net of \$29,786 due to a new position added for a trainer. A fulltime position was eliminated from the 2012 budget and replaced by a part-time staff. The net effect is an increase in one part-time staff position from the 2012 budget. Other professional fees have increased by \$24,700, which includes additional costs for disability pension evaluations and

funding for an employee structure analysis. A \$30,000 secure file system is included to protect confidential information housed in the Human Resource Department. These new additions to the budget are offset by a \$53,853 increase in cost allocated to the enterprise accounts for cross charges.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 250,370	\$ 254,731	\$ 251,431	\$ 274,151
VISION PLAN	1,470	514	720	720
DENTAL PLAN	3,234	2,688	2,220	1,920
FICA TAXES	17,855	18,211	19,234	20,973
HEALTH INSURANCE	100,824	69,202	94,914	84,000
UNEMPLOYMENT COMPENSATION	225	-	-	-
PENSION	57,124	44,504	48,350	64,891
BOARDS & COMMISSIONS	2,350	2,450	2,600	5,300
LEGAL	38,216	86,370	47,500	50,000
OTHER PROFESSIONAL SERVICES	99,647	21,791	22,100	46,800
COMMUNICATIONS	1,188	1,147	1,500	1,500
POSTAGE & FREIGHT	738	553	1,000	1,000
MAINTENANCE & REPAIR	708	660	700	800
PRINTING & BINDING	522	352	900	300
ADVERTISING	336	1,891	1,500	2,000
OFFICE SUPPLIES	2,653	5,087	4,300	5,000
DUES & SUBSCRIPTIONS	337	1,213	2,000	1,600
MAINTENANCE & REPAIR-OFFICE	52	-	-	-
TOOLS & SMALL EQUIPMENT	-	2,519	2,000	-
SM. COMPUTER EQUIPMENT	-	-	-	3,200
MACHINERY & EQUIPMENT	-	-	-	30,000
PROGRAMS & PROJECTS	87,665	85,323	90,500	93,500
SEMINARS & CONFERENCES	-	-	108	500
TRAINING & EDUCATION	656	-	6,000	-
IN-HOUSE TRAINING	-	-	1,000	-
MILEAGE	110	174	200	300
PERSONAL COST REIMBURSEMENT	(41,709)	(46,833)	(54,980)	(89,331)
OTHER EXPENDITURES COST REIMB	(9,245)	(10,250)	(12,187)	(18,700)
PROFESSIONAL SVCS COST REIMB	(11,881)	(13,288)	(15,661)	(20,420)
CONTRACTUAL SVCS COST REIMB	(370)	(552)	(488)	(1,120)
SUPPLIES COST REIMB	(314)	(1,060)	(414)	(1,960)
CAPITAL COST REIMB	-	-	-	(6,000)
TRAINING & EDU COST REIMB	(82)	(21)	(108)	(160)
HUMAN RESOURCES TOTAL	\$ 602,679	\$ 527,376	\$ 516,939	\$ 550,764

GENERAL EMPLOYMENT & RETIREMENT

General employment and retirement cost include general costs associated with all the employees; such as unemployment compensation, workmen compensation, blood bank, tuition reimbursement, and uniform costs. In 2012, it also included pension services fees, which are recommended to be paid from the pension fund.

Budget Highlights:

Fiscal 2013 budget increased \$76,638, or 59.75 percent, from Fiscal 2012 budget. A credit of \$100,000 was allowed in the 2012 budget for savings in an early retirement offer. Pension

professional fees were paid out of General Fund in 2012. These two amounts have been eliminated in the 2013 budget. Also, the County's Workmen's Compensation rate increased, resulting in \$56,562 increase in estimated premiums. Funding for uniforms of \$13,340 was added to this section of the budget to control the type, cost, and quantity of the uniforms purchased collectively by departments.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
BLOOD BANK	\$ 741	\$ 755	\$ 1,000	\$ 1,000
WORKMEN'S COMPENSATION	165,569	143,156	116,000	172,562
UNEMPLOYMENT COMPENSATION	1,806	-	3,000	3,000
UNIFORMS	-	-	-	13,340
TRAINING & EDUCATION	-	-	20,000	15,000
WAGES	-	-	(100,000)	-
VISION	13,601	14,574	-	-
DENTAL	37,846	31,067	-	-
OTHER PROFESSIONAL SERVICES	29,764	136,851	88,264	-
PROGRAMS & PROJECTS	408,452	-	-	-
GENERAL EMPLOYMENT & RETIREMENT TOTAL*	\$ 657,779	\$ 326,403	\$ 128,264	\$ 204,902

*Pension and post-retirement benefit distributions and associated costs have been included in the Fiduciary Budget Statement (see page 64) for fiscal year 2013, which is consistent with the County's Comprehensive Annual Financial Report. The 2012 budget numbers have been adjusted so the statements are presented fairly with the prior year budget.

BUILDING AND GROUNDS MAINTENANCE

The Building and Grounds Maintenance Department operates all County facilities; this includes the County Administration Building, West Complex, County libraries, and County Airport.

The following are the budget objectives for the Building and Grounds Department for fiscal year 2013:

- Ensure all county buildings are clean, safe, and properly maintained
- Continue to work with Council, administration and directors to accommodate their maintenance requests
- Coordinate future projects to ensure timely completion while minimizing any inconvenience
- Oversee the Facilities Management staff and coordinate their daily duties as well as new projects as they arise
- Assist in the roof replacement, dormer modifications, and painting at the Milton Library
- Coordinate the replacement of the 32 year old roof at the records management building
- Continue to work with vendors to ensure best prices for products and services

Budget Highlights:

Fiscal 2013 budget decreased \$71,126, or 5.84 percent, from the 2012 budget. Personal service cost decreased by \$51,451 due to an increase in costs being allocated to Airport and less overtime anticipated for fiscal 2013. Utility costs are projected to be \$19,380, which is based on the actual 2012 projected expense. Maintenance and repair expense increased \$12,000 due to the

cost anticipated to repair the aging HVAC system in the County Administration Building. Small tools and equipment increased \$19,600, which includes \$10,000 in conference room furniture for the West Complex.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 638,876	\$ 402,799	\$ 417,883	\$ 383,337
VISION PLAN	1,595	857	1,350	1,320
DENTAL PLAN	2,503	1,625	4,163	3,520
FICA TAXES	47,317	30,020	31,969	29,325
HEALTH INSURANCE	223,881	116,124	177,964	154,000
PENSION	137,907	70,267	80,360	90,736
COMMUNICATIONS	20,457	19,225	20,560	21,500
UTILITIES - ELECTRIC	210,974	175,112	211,000	160,000
UTILITIES - HEATING FUEL	-	-	-	20,720
UTILITIES - OTHER	-	-	-	10,900
INSURANCE	19,567	19,453	19,845	19,110
RENTAL & LEASES	52	-	-	-
MAINTENANCE & REPAIR	65,831	77,444	90,000	102,000
OFFICE SUPPLIES	15	69	150	150
FUEL - VEHICLE & EQUIPMENT	36,856	41,350	32,000	34,000
JANITORIAL	15,833	15,147	21,000	17,000
PERMANENT RECORD BOOKS	2,786	-	-	-
MAINTENANCE & REPAIR-PARTS	49,433	57,603	57,200	60,000
TOOLS & SMALL EQUIPMENT	1,152	1,339	400	20,000
IMPROVEMENTS	-	-	18,000	18,000
MACHINERY & EQUIPMENT	14,351	144,121	32,000	-
PROGRAMS & PROJECTS	-	5,406	500	-
UNIFORMS	876	-	900	-
SEMINARS & CONFERENCES	199	60	200	200
TRAVEL	649	-	-	500
COST REIMBURSEMENT	-	(1,101)	-	-
BUILDINGS & GROUNDS MAINTENANCE TOTAL	\$ 1,491,110	\$ 1,176,920	\$ 1,217,444	\$ 1,146,318

DATA PROCESSING

The Data Processing Department currently maintains financial system computer software, which houses the assessment, tax, utility billing, payroll and financial programs. They handle various requests for reports from internal departments, as well as to external agencies and the public. During 2013, the department will continue to convert existing data for the new ERP system, as well help with the setup of the new system.

The following are the budget objectives for the Data Processing Department for fiscal year 2013:

- Assist with the implementation of the new ERP system by converting of legacy files, assisting the development of business workflow, rules and setting security limits as directed
- Update and enhance existing legacy software based on requests from County Departments. These requests will be evaluated to determine what will be the most productive during the implementation of the new system
- Generate income to the General Fund by processing data and FOIA requests

- Continue, to convert data base files from older generation flat files to externally described files. The conversion of these files will enable ease of transfer from old legacy files to new databases
- Educate and train staff on required use of the ERP System
- Support Payroll Optimum System and in-house written software until new systems go live

Budget Highlights:

The 2013 budget decreased \$61,937, or 16.40 percent, from the 2012 budget. \$46,199 decreased in personal services, and additional costs of \$12,995 have been allocated to the enterprise funds for cross charges.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 275,373	\$ 249,158	\$ 250,534	\$ 219,496
VISION PLAN	861	1,230	600	540
DENTAL PLAN	6,493	1,775	1,850	1,440
FICA TAXES	19,976	18,058	19,166	16,791
HEALTH INSURANCE	94,958	62,908	79,095	63,000
PENSION	65,042	42,525	48,177	51,955
COMMUNICATIONS	2,196	1,975	2,000	1,800
POSTAGE & FREIGHT	1,344	237	330	200
MAINTENANCE & REPAIR	26,089	22,305	24,500	24,500
OFFICE SUPPLIES	11,941	9,512	12,000	10,600
TOOLS & SMALL EQUIPMENT	567	3,381	3,000	-
SM. COMPUTER EQUIPMENT	-	-	-	3,000
MACHINERY & EQUIPMENT	34,660	-	-	-
PROGRAMS & PROJECTS	47,235	113,049	-	-
SEMINARS & CONFERENCES	-	-	213	200
TRAINING & EDUCATION	1,822	700	2,000	1,000
MILEAGE	21	-	-	-
PERSONAL COST REIMBURSEMENT	(39,307)	(53,480)	(60,978)	(70,644)
OTHER EXPENDITURES COST REIMB	(4,013)	(16,094)	-	-
CONTRACTUAL SVCS COST REIMB	(2,517)	(3,490)	(3,318)	(5,300)
SUPPLIES COST REIMB	(4,002)	(1,835)	(1,402)	(2,720)
TRAINING & EDU COST REIMB	(161)	(100)	(212)	(240)
DATA PROCESSING TOTAL	\$ 538,578	\$ 451,814	\$ 377,555	\$ 315,618

INFORMATION TECHNOLOGY

The Information Technology Department maintains the computer, communication network systems, and hardware throughout the County's facilities.

The following are the budget objectives for the Information Technology Department for fiscal year 2013:

- Improve the entire County website to be user friendly, accessible, and a desirable experience
- Set up two new redundant firewalls to hub the County network
- Implement Sharepoint to store and share County documents
- Better manage the County's bandwidth to enhance internet use
- Move the County's communication system to a more reliable platform

- Redesign the office to make better use of available space

Budget Highlights:

Budget 2013 increased \$216,927, or 24.59 percent, from the 2012 budget. Personal services increased \$115,493, by adding one new position and another position for a full twelve months that was budgeted for nine months in 2012 budget. Other professional services increased by \$61,100 for contracting consultants to help implement new projects, as well as \$50,000 to redesign the County's webpage. Communications funding increased \$43,960 for monthly service charge for TLS lines to be installed which will enhance the County's network connectivity. Maintenance and repair cost increased by \$98,790, which includes various new software maintenance agreements. Cost allocations for cross charges to the enterprise funds increased \$158,834 over the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 281,103	\$ 365,612	\$ 400,354	\$ 476,320
VISION PLAN	2,281	2,385	1,290	1,440
DENTAL PLAN	4,193	3,387	3,978	3,840
FICA TAXES	20,246	26,267	30,627	36,439
HEALTH INSURANCE	112,143	115,351	170,054	168,000
PENSION	71,625	66,367	76,988	112,745
OTHER PROFESSIONAL SERVICES	-	-	10,200	71,300
COMMUNICATIONS	5,353	6,032	6,000	49,960
POSTAGE & FREIGHT	98	24	100	100
INSURANCE	590	2,052	2,132	2,460
MAINTENANCE & REPAIR	207,032	196,969	221,300	320,090
PRINTING & BINDING	1,313	645	800	500
OFFICE SUPPLIES	3,675	2,695	3,000	3,000
FUEL	829	1,251	1,150	1,300
DUES & SUBSCRIPTIONS	787	619	700	700
PHOTOCOPY SUPPLIES	-	138	-	-
MAINTENANCE & REPAIR-PARTS	11,461	2,800	2,000	2,000
TOOLS & SMALL EQUIPMENT	11,827	11,275	20,200	25,080
MACHINERY & EQUIPMENT	19,529	58,007	27,200	74,560
SEMINARS & CONFERENCES	-	1,590	2,700	2,700
TRAINING & EDUCATION	1,423	5,633	6,000	9,000
MILEAGE	242	-	-	-
TRAVEL	1,554	3,312	4,000	5,000
PERSONAL COST REIMBURSEMENT	(82,300)	(120,413)	(108,486)	(267,320)
INFORMATION TECHNOLOGY				
TOTAL	\$ 675,004	\$ 751,998	\$ 882,287	\$ 1,099,214

CONSTABLE

The County Constable's Office is responsible for enforcement of the County Code and is charged with investigating public complaints related to property maintenance and zoning issues. Property maintenance issues can include tall grass, trash, and/or abandoned vehicles.

The following are the budget objectives for the Constable's Office for fiscal year 2013:

- Resolve and investigate complaints and violations in a timely and professional manner
- Demolish vacant and illegal manufactured homes

- Work with DELJIS system to summon people to court
- Provide documentation for the Collection Manager for tax sales
- Work with State on abatement program

Budget Highlights:

2013 budget decreased \$6,203, or 2.23 percent, from 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 160,060	\$ 129,231	\$ 143,651	\$ 135,853
VISION PLAN	-	346	480	480
DENTAL PLAN	559	517	1,480	1,280
FICA TAXES	12,072	9,649	10,989	10,393
HEALTH INSURANCE	82,390	48,999	63,276	56,000
PENSION	51,379	29,275	27,624	32,156
COMMUNICATIONS	1,706	1,749	1,700	1,800
POSTAGE & FREIGHT	530	404	500	500
INSURANCE	3,122	2,679	2,785	2,470
MAINTENANCE & REPAIR	2,010	2,051	2,100	2,300
PRINTING & BINDING	30	91	100	200
OTHER CONTRACTUAL SERVICES	12,509	21,114	10,000	10,000
OFFICE SUPPLIES	407	1,145	800	1,000
FUEL	3,604	4,809	3,500	5,500
MAINTENANCE & REPAIR-OFFICE	532	423	750	1,500
PROGRAMS & PROJECTS	-	2,350	7,500	10,000
UNIFORMS	575	336	400	-
CONSTABLE TOTAL	\$ 331,485	\$ 255,168	\$ 277,635	\$ 271,432

DOG CONTROL

Dog Control Department is responsible for issuing dog licenses, as well as overseeing dog control responsibilities.

The following are the budget objectives for the Dog Control Department for fiscal year 2013:

- Continue issuing dog licenses in an efficient and timely manner
- Continue to monitor contractor that provides dog control services to the County.

Budget Highlights:

The 2013 budget decreased \$22,664, or 3.02 percent, from the 2012 budget. The decrease resulted from a reduction in personal services cost.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ -	\$ 45,796	\$ 45,397	\$ 28,612
VISION PLAN	-	-	120	120
DENTAL PLAN	-	-	370	320
FICA TAXES	-	3,335	3,473	2,189
HEALTH INSURANCE	-	12,582	15,819	14,000
PENSION	-	7,732	8,729	6,773
POSTAGE & FREIGHT	-	1,583	1,500	1,600
PRINTING & BINDING	-	3,030	5,000	3,500
OFFICE SUPPLIES	-	1,604	1,500	1,600
OTHER SUPPLIES	-	-	-	1,000
PROGRAMS & PROJECTS	322,010	670,490	669,700	669,230
DOG CONTROL GRANT	291,608	-	-	-
DOG CONTROL TOTAL	\$ 613,618	\$ 746,152	\$ 751,608	\$ 728,944

PLANNING AND ZONING

Planning & Zoning Department is responsible for administering the land use process within unincorporated areas of the county. The office is the public point of entry for subdivision, zoning change, conditional use, special use exception and accessory use requests.

Planning & Zoning Department staff supports the County's Planning & Zoning Commission and Board of Adjustment, as well as County Council, on land use applications submitted to County government. The office manages all land use applications and schedules public hearings on subdivision, zoning or other land use requests.

The Planning & Zoning Department provides zoning information for building permits, including property line setbacks and structure locations. Additionally, the office coordinates inspections of properties, including investigating public complaints, to ensure zoning compliance with the County Code.

The following are the budget objectives for the Planning and Zoning Department for fiscal year 2013:

- Coordinate technical review of pending applications and process all in a timely manner
- Coordinate violation activities with the Constable's office
- Maintain County zoning ordinances online for easy accessibility
- Coordinate land use recommendations with Sussex County Engineering Department and Delaware State agencies

Budget Highlights:

The 2013 budget increased \$80,625, or 6.7 percent, from the 2012 budget. Personal service cost increased \$17,294 resulting from the land user planner position being funded for a full twelve months in 2013 budget versus only nine months in the 2012 budget. The 2013 budget includes funding of \$30,000 for a new filing system.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 523,739	\$ 523,906	\$ 538,500	\$ 551,966
VISION PLAN	100	839	1,560	1,560
DENTAL PLAN	2,787	3,258	4,810	4,160
FICA TAXES	38,439	38,627	41,195	42,225
HEALTH INSURANCE	219,554	156,492	205,647	182,000
PENSION	145,699	99,756	103,554	130,650
PLANNING & ZONING BOARD	40,000	28,750	37,500	30,000
BOARD OF ADJUSTMENTS	28,750	34,250	30,000	30,000
LEGAL	136,605	260,637	128,000	170,000
OTHER PROFESSIONAL SERVICES	10,674	4,432	20,000	20,000
COMMUNICATIONS	4,456	4,161	4,000	4,000
POSTAGE & FREIGHT	7,406	8,688	8,600	6,800
INSURANCE	6,265	6,107	6,350	5,630
MAINTENANCE & REPAIR	6,245	6,139	7,000	5,900
PRINTING & BINDING	4,083	3,448	2,600	4,000
ADVERTISING	41,650	36,216	39,500	36,500
OFFICE SUPPLIES	2,418	3,680	3,000	3,000
FUEL	11,485	14,693	12,000	17,000
DUES & SUBSCRIPTIONS	100	150	400	600
PERMANENT RECORD BOOKS	1,255	1,662	2,400	2,000
MAINTENANCE & REPAIR-OFFICE	75	-	1,000	750
TOOLS & SMALL EQUIPMENT	643	1,608	1,500	1,500
MACHINERY & EQUIPMENT	-	-	-	30,000
UNIFORMS	-	-	500	-
SEMINARS & CONFERENCES	-	-	1,000	1,000
TRAINING & EDUCATION	864	1,894	2,000	2,000
MILEAGE	-	186	250	250
TRAVEL	-	161	500	500
PLANNING & ZONING TOTAL	\$ 1,233,292	\$ 1,239,740	\$ 1,203,366	\$ 1,283,991

PARAMEDIC PROGRAM

The Sussex County Emergency Medical Services (EMS) operates as a non-transporting EMS agency providing paramedic services using eight specially designed ALS rapid response vehicles and two district supervisor units. To ensure the fastest response, each vehicle is based at one of eight paramedic stations located throughout the county. The ambulance transportation of patients is provided by 21 basic life support transport services (with a SCEMS Paramedic on-board if the patient meets advance life support (ALS) criteria), or by ALS helicopter service provided by the Delaware State Police and Life Net, which are both stationed in Sussex County.

The following are the budget objectives for the Paramedic Department for the fiscal year 2013:

- Continue as a nationally recognized leader in mobile healthcare services by providing quality, compassionate patient care with continuous quality improvement and proactive planning
- Provide staff and support for eight full-time paramedic units, one seasonal paramedic unit, and two supervisory units, providing advance life support service to all of Sussex County
- Provide comprehensive education and training for paramedics

Budget Highlights:

2013 budget increased \$155,119, or 1.27 percent, from the 2012 budget. The 2013 budget includes funding for six paramedic students, which will allow Sussex residents to be trained at the Delaware Technical & Community College to become paramedics. The budget also includes \$125,000 for five new cardiac monitors, \$49,000 for 800 megahertz radios, and increased funding for the recruitment of paramedics to fill vacant positions.

ACCOUNT	FISCAL 2010 ACTUAL	FISCAL 2011 ACTUAL	FISCAL 2012 BUDGET *	FISCAL 2013 BUDGET
SALARIES	\$ 6,451,376	\$ 6,356,364	\$ 6,441,623	\$ 6,721,118
VISION PLAN	13,309	13,372	12,990	12,960
DENTAL PLAN	38,935	42,674	40,053	34,560
FICA TAXES	471,361	463,591	492,784	514,165
BLOOD BANK	97	110	125	125
HEALTH INSURANCE	1,875,080	1,340,394	1,712,407	1,512,000
WORKMEN'S COMPENSATION	389,717	375,273	318,567	381,087
UNEMPLOYMENT COMPENSATION	-	8,482	10,000	8,000
PENSION	1,504,972	1,130,595	1,402,340	1,590,888
ACCOUNTING & AUDITING	-	1,723	-	-
LEGAL	24,382	4,310	10,000	15,000
OTHER PROFESSIONAL SERVICES	27,431	38,631	46,525	71,525
TELEPHONE	56,152	50,990	58,000	52,000
POSTAGE & FREIGHT	1,241	1,337	1,250	1,400
UTILITIES	43,624	35,502	61,320	61,320
RENTALS & LEASES	165,979	129,534	133,380	129,000
INSURANCE	83,610	84,250	89,600	88,270
MAINTENANCE & REPAIR	176,040	23,806	212,060	256,680
PRINTING & BINDING	1,141	503	1,300	1,300
ADVERTISING	608	1,472	2,500	6,500
OTHER CONTRACTUAL SERVICES	7,114	7,242	8,300	7,300
OFFICE SUPPLIES	15,694	9,719	15,200	9,700
FUEL	115,995	140,829	146,680	164,400
JANITORIAL	7,903	6,692	8,000	6,500
DUES & SUBSCRIPTIONS	227	60	600	300
PHOTOCOPY SUPPLIES	1,288	1,036	2,300	2,000
MAINTENANCE & REPAIR-OFFICE	77,848	83,586	79,837	70,900
TOOLS & SMALL EQUIPMENT	72,661	94,739	90,395	196,720
OTHER SUPPLIES	115,674	119,730	129,668	129,700
DONATED ASSETS	100,743	11,864	-	-
MACHINERY & EQUIPMENT	346,514	377,965	523,000	168,350
MISCELLANEOUS	323	2,125	2,000	1,000
PROGRAMS & PROJECTS	523	2,821	3,000	14,000
UNIFORMS	70,488	81,972	85,000	66,370
SEMINARS & CONFERENCES	4,825	6,895	6,000	6,000
TRAINING & EDUCATION	28,903	9,966	27,900	21,000
IN-HOUSE TRAINING	1,098	15	12,250	12,750
MILEAGE	144	-	250	250
TRAVEL	10,901	13,835	14,000	21,185
COST REIMBURSEMENT	(31,800)	-	-	-
PARAMEDIC DEPARTMENT TOTAL	\$ 12,272,121	\$ 11,074,004	\$ 12,201,204	\$ 12,356,323

EMERGENCY PREPAREDNESS ADMINISTRATION

Emergency Preparedness Administration is responsible for coordinating public safety activities for natural disasters, such as snow storms, floods, hurricanes, nor'easters, etc. The department also assists in technical disasters, such as chemical spills, hazardous materials incidents, etc.

The following are the budget objectives for the Emergency Preparedness Administration:

- Distribute the Sussex County Emergency Operations Plan (SCEOP) to the 18 towns, 21 fire companies, and the 20 plus County departments so it can be utilized and referenced during EOC activations
- Support the Sussex County Citizen Corps and Sussex County Radio Amateur Civil Emergency Service by purchasing the necessary equipment for those agencies to function properly
- Work with the school districts in Sussex County through a federal grant to enhance shelter operations by assuring emergency power
- Install the necessary equipment to record the public access phone lines that are used during an EOC activation
- Continue to improve the operations at the EOC during activations by addressing issues outlined in an After Action Report completed after Hurricane Irene

Budget Highlights:

The 2013 budget increased \$44,621, or 11.6 percent, from the 2012 budget. Communication costs increased \$17,180 for the new monthly fee for the TLS service. Utilities increased \$11,000 due to the temporary installation of a water cooling tower to help with the geothermal system. Maintenance and repairs increased \$12,525, of which \$12,000 was for maintenance fees to add channel recorders to the storm lines at the EOC. Machinery and equipment decreased \$21,400 from 2012.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 94,593	\$ 96,763	\$ 100,874	\$ 103,270
VISION PLAN	336	55	240	240
DENTAL PLAN	100	1,575	740	640
FICA TAXES	6,935	7,105	7,717	7,900
HEALTH INSURANCE	32,118	25,163	31,638	28,000
PENSION	22,346	16,839	19,399	24,444
COMMUNICATIONS	13,221	10,530	11,100	28,280
POSTAGE & FREIGHT	312	110	200	100
UTILITIES	95,700	91,018	83,000	94,000
RENTALS & LEASES	1,428	1,428	360	1,440
INSURANCE	646	1,070	1,480	1,330
MAINTENANCE & REPAIR	22,577	87,691	90,000	102,525
OFFICE SUPPLIES	1,137	2,701	1,200	900
FUEL	119	3,705	2,100	5,700
DUES & SUBSCRIPTIONS	100	237	300	300
PHOTOCOPY SUPPLIES	90	234	200	200
MAINTENANCE & REPAIR-OFFICE	5,857	6,463	5,000	6,000
TOOLS & SMALL EQUIPMENT	5,385	1,202	2,650	8,500
SM. COMPUTER EQUIPMENT				1,500
OTHER SUPPLIES	92	-	-	8,300
MACHINERY & EQUIPMENT	-	28,169	21,400	-
PROGRAMS & PROJECTS	35,573	29,139	3,000	3,300
UNIFORMS	259	-	100	-
SEMINARS & CONFERENCES	-	-	550	500
MILEAGE	-	23	-	-
TRAVEL	-	7	1,500	2,000
EMERGENCY PREPAREDNESS TOTAL	\$ 338,924	\$ 411,227	\$ 384,748	\$ 429,369

EMERGENCY OPERATIONS DISPATCH CENTER

The Emergency Operations Dispatch Center is responsible for dispatching 911 calls for medical and fire emergencies.

The following are the budget objectives for the Emergency Operations Dispatch Center for fiscal year 2013:

- Develop another job classification in order to provide more opportunity for advancement
- Update the Mobile Command Unit to better serve citizens of Sussex County
- Provide more training and networking opportunities with other public safety dispatchers internationally
- Enhance dispatchers' education and skills, which include Computer Aided Dispatch training, as well as public safety training courses to include supervisory and dispatching courses
- Continue to work with the Fire Service to support the Mobile Data Terminals (MDT) that are installed in their apparatus. The MDT provides a wireless link to the Dispatch Center for tracking purposes and exchanging vital information; currently, there are over 80 MDT units in service throughout the County

Budget Highlights:

The 2013 budget increased \$189,306, or 10.73 percent, from the 2012 budget. Personal services increased \$104,661 mainly due to overtime pay, a new part-time staff member, and promotions for assistant supervisors. Maintenance and repairs increased \$58,275; this increase is due to an increase in software maintenance fees of \$18,575 for the CAD and Priority Dispatch software. There is funding of \$25,000 to review dispatcher calls and \$12,800 for Command Unit improvements. Training increased \$25,500.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 924,988	\$ 970,102	\$ 978,339	\$ 1,056,646
VISION PLAN	1,615	2,875	2,640	2,640
DENTAL PLAN	467	6,279	8,140	7,040
FICA TAXES	69,155	72,333	74,843	80,833
HEALTH INSURANCE	354,697	272,040	348,020	308,000
PENSION	218,433	165,167	188,624	250,108
COMMUNICATIONS	29,166	29,225	30,000	29,000
POSTAGE & FREIGHT	593	164	250	100
RENTALS & LEASES	2,910	-	-	-
INSURANCE	1,506	1,228	1,290	1,220
MAINTENANCE & REPAIR	76,586	75,367	72,925	131,200
PRINTING & BINDING	-	24	-	-
OFFICE SUPPLIES	2,602	612	600	1,000
FUEL	508	1,695	2,400	1,200
DUES & SUBSCRIPTIONS	698	788	700	1,600
MAINTENANCE & REPAIR-OFFICE	2,869	5,771	5,000	14,000
TOOLS & SMALL EQUIPMENT	-	1,617	25,360	15,400
DONATED ASSETS	55,800	-	-	-
MACHINERY & EQUIPMENT	2,010	-	-	-
PROGRAMS & PROJECTS	1,368	-	1,000	1,000
UNIFORMS	1,264	1,949	1,400	-
SEMINARS & CONFERENCES	-	1,963	1,200	1,200
TRAINING & EDUCATION	9,276	4,818	19,000	44,550
MILEAGE	338	649	300	3,000
TRAVEL	13	389	2,400	4,000
EOC DISPATCHERS TOTAL	\$ 1,756,862	\$ 1,615,055	\$ 1,764,431	\$ 1,953,737

COMMUNICATIONS

The Communications Department assists the local volunteer fire companies maintain and upgrade their communications equipments, as well as keeps the entire County owned communications equipment and facilities maintained.

The following are the budget objectives for the Communications Department for fiscal year 2013:

- Continue providing support to the 911 Center, fire companies, paramedics, wastewater facilities, and communications tower sites, with installation, programming, repair and trouble shooting all radio communication, Knox box, emergency lighting and Opticon
- Continue preparing for the 800 megahertz statewide rebanding project for the fire, paramedic, and 911 Center
- Continue working with the State of Delaware, as well as Kent and New Castle County Governments, on the SIEC (State Interoperability Executive Committee) for the 700 megahertz implementation
- Finalize the change over and installation of the communication equipment at the new state tower at the South Coastal Waste Regional Water Facility (SCRWF)
- Work with SCRWF to complete the installation of the SCADA system to our generator sites so we can monitor and exercise the generators during an event

Budget Highlights:

The 2013 budget decreased \$16,241, or 4.46 percent, from the 2012 budget. Small tools and equipment decreased \$32,854 from the 2012 budget; this was due to the upgrade to the 800 megahertz system in fiscal year 2012. Maintenance and repairs increased \$23,697 for tower site maintenance and inspections.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 164,459	\$ 161,756	\$ 166,678	\$ 162,131
VISION PLAN	242	-	360	360
DENTAL PLAN	1,700	1,151	1,110	960
FICA TAXES	12,308	12,068	12,751	12,403
HEALTH INSURANCE	50,272	37,745	47,457	42,000
PENSION	35,294	27,820	32,052	38,377
COMMUNICATIONS	1,135	1,295	1,200	2,300
POSTAGE & FREIGHT	632	115	100	100
INSURANCE	1,940	2,498	2,962	2,530
MAINTENANCE & REPAIR	6,523	26,721	22,000	45,697
OFFICE SUPPLIES	432	962	500	500
FUEL	6,953	8,573	8,000	10,000
MAINTENANCE & REPAIR-OFFICE	9,563	18,337	14,000	-
TOOLS & SMALL EQUIPMENT	6,258	4,840	54,004	21,150
MACHINERY & EQUIPMENT	-	31,903	-	9,325
UNIFORMS	441	509	900	-
COMMUNICATIONS TOTAL	\$ 298,152	\$ 336,293	\$ 364,074	\$ 347,833

LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee is responsible for instituting safeguards pertaining to emergency preparedness operations in time of a hazardous materials release or spill from fixed or mobile facilities that may affect the general public.

The following are the budget objectives for the Local Emergency Planning Committee for fiscal year 2013:

- Actively participate as a member of the State Emergency Response Commission (SERC)
- Assist facilities, upon request, with concerns about proper reporting procedures
- Attend and participate in conferences and seminars on related emergency preparedness/response topics
- Meet with responders to identify concerns and review response status
- Conduct on-site audits and coordinate Risk Management Plans of one-third of the EHS facilities in Sussex County
- Coordinate with DEMA to receive maximum allowable funding

Budget Highlights:

The 2013 budget increased \$475, or .69 percent, from the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 40,505	\$ 37,641	\$ 38,677	\$ 39,574
VISION PLAN	56	537	120	120
DENTAL PLAN	581	480	370	320
FICA TAXES	3,067	2,727	2,959	3,027
HEALTH INSURANCE	16,757	12,582	15,819	14,000
PENSION	8,039	6,486	7,438	9,367
COMMUNICATIONS	178	481	800	800
POSTAGE & FREIGHT	-	-	200	200
OFFICE SUPPLIES	71	71	300	300
PHOTOCOPY SUPPLIES	-	-	200	200
TOOLS & SMALL EQUIPMENT	1,844	-	-	-
SEMINARS & CONFERENCES	250	275	250	-
MILEAGE	997	1,068	800	500
TRAVEL	1,107	966	1,000	1,000
LOCAL EMERGENCY PLANNING COMMITTEE TOTAL	\$ 73,452	\$ 63,314	\$ 68,933	\$ 69,408

ECONOMIC DEVELOPMENT

The Economic Development Department is responsible for attracting new business, and encouraging expansion of existing businesses.

The following are the budget objectives for the Economic Development Department for fiscal year 2013:

- Attend economic development conferences to promote Sussex County's economic development initiatives.
- Evolve the Economic Development office's capabilities to be the Sussex County host, with invitations and respond to requests by potential businesses to visit the County
- Initiate an Annual Business Appreciation Banquet to show the major employers in Sussex County that they are valued by the Sussex County government. This would include hiring a guest speaker and to perhaps include awards in the MATH sectors: Manufacturing, Agriculture, Tourism and Healthcare

Budget Highlights:

The 2013 budget decreased \$24,866, or 20.18 percent, from the 2012 budget. A \$30,000 decrease in other professional services for an airport promotion advertising plan was postponed until the construction of the runway improvements are closer to completion.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
REGULAR SALARIES	\$ 51,400	\$ 51,696	\$ 52,257	\$ 53,405
VISION PLAN	260	-	120	120
DENTAL PLAN	667	148	370	320
FICA TAXES	4,009	3,672	3,998	4,086
HEALTH INSURANCE	16,757	12,581	15,819	14,000
PENSION	11,730	8,940	10,049	12,641
COMMUNICATIONS	1,517	1,509	1,500	1,500
POSTAGE & FREIGHT	47	19	25	100
INSURANCE	590	307	-	-
PRINTING & BINDING	-	17	-	-
ADVERTISING	25	-	200	-
OTHER CONTRACTUAL SERVICES	-	-	30,000	-
OFFICE SUPPLIES	14	206	200	300
FUEL	545	409	-	-
DUES & SUBSCRIPTIONS	700	700	1,000	1,200
MAINTENANCE & REPAIR-PARTS	29	15	-	-
OTHER SUPPLIES	307	77	1,500	5,000
MISCELLANEOUS	-	-	5,000	-
PROGRAMS & PROJECTS	-	-	-	5,000
TRAVEL	694	418	1,200	700
ECONOMIC DEVELOPMENT TOTAL	\$ 89,291	\$ 80,714	\$ 123,238	\$ 98,372

AIRPORT

The Sussex County Airport serves Georgetown and Sussex County. The airport has two paved runways. The longest runway is 5,000 feet and accommodates large corporate jets. Plans are in place to extend the runway another 1,000 feet.

The following are the budget objectives for the Airport for fiscal year 2013:

- Ensure the public is provided safe and efficient use of the Sussex County Airport
- Oversee the development and maintenance of critical airfield infrastructure, such as pavements and lighting
- Manage lease agreements with airport and industrial park tenants that promote economic development, while complying with Federal and State statutes
- Create and implement airport policies and directives that promote commercial development and increased aeronautical activity
- Represent the County in state and national organizations, including the Delaware Aviation Advisory Committee and the American Association of Airport Executives
- Provide County staff liaison services to the Sussex County Airport Advisory Committee

Budget Highlights:

The 2013 budget increased \$57,919, or 8.15 percent, from the 2012 budget. Maintenance and Repairs increased \$32,900, of which \$30,000 are repairs needed for County owned equipment and buildings. Programs and Projects increased \$52,000; this represents additional time the engineering staff will work at the airport on various projects. Personal services increased \$38,258, which is additional work by staff. Other contractual services decreased \$41,800; the contract for the security company to patrol the airport property was terminated, and, therefore,

the expense was eliminated. The airport is now being patrolled by the County Security Department.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 228,228	\$ 239,931	\$ 202,113	\$ 226,742
VISION PLAN	352	749	660	720
DENTAL PLAN	682	1,489	2,035	1,920
FICA TAXES	17,259	18,208	15,462	17,346
HEALTH INSURANCE	106,219	81,143	87,005	84,000
PENSION	50,047	34,592	38,865	53,670
OTHER PROFESSIONAL SERVICES	1,500	1,500	3,000	3,000
COMMUNICATIONS	2,753	2,745	2,300	2,000
POSTAGE & FREIGHT	527	449	500	500
UTILITIES	81,214	65,409	65,000	65,000
INSURANCE	8,840	7,963	8,354	7,240
MAINTENANCE & REPAIR	103,679	96,989	132,300	165,200
PRINTING & BINDING	31	-	250	
OTHER CONTRACTUAL SERVICES	84,997	80,418	45,000	3,200
OFFICE SUPPLIES	883	786	1,000	1,000
FUEL	12,329	10,678	12,000	11,000
DUES & SUBSCRIPTIONS	1,016	1,293	1,475	1,475
MAINTENANCE & REPAIR-OFFICE	9,065	7,917	10,000	2,000
TOOLS & SMALL EQUIPMENT	2,680	3,290	3,500	
MACHINERY & EQUIPMENT	4,275	14,777	-	-
MISCELLANEOUS	28,750	39,989	40,000	30,000
PROGRAMS & PROJECTS	78,439	103,083	38,000	90,000
SEMINARS & CONFERENCES	120	445	500	625
TRAINING & EDUCATION	237	-	-	
TRAVEL	3,139	311	1,000	1,600
COST REIMBURSEMENT	(8,042)	(9,313)	-	
AIRPORT TOTAL	\$ 819,219	\$ 804,841	\$ 710,319	\$ 768,238

SECURITY

The Security Department is to promote and maintain a safe and secure environment in which Sussex County facilities are free of recognized hazards and unsafe conditions, to raise personal awareness, and to protect the lives and property of employees and visitors to County facilities.

The following are the budget objectives for the Security Department for fiscal year 2013:

- Ensure that security guards have the resources to execute their jobs successfully
- Invest in training and promote education for greatest efficiency and skills
- Continue to provide a safe and secure environment for employees and visitors to County facilities

Budget Highlights:

The 2013 budget decreased \$11,905, or 2.3 percent, from the 2012 budget. Personal services decreased \$17,570.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ -	\$ 202,336	\$ 274,368	\$ 285,090
VISION PLAN	-	-	960	720
DENTAL PLAN	-	-	2,960	1,920
FICA TAXES	-	14,919	20,989	21,809
HEALTH INSURANCE	-	56,969	126,552	84,000
PENSION	-	35,769	52,761	67,481
COMMUNICATIONS	-	255	1,440	800
INSURANCE	-	-	672	560
MAINTENANCE & REPAIR	-	1,247	-	240
OTHER CONTRACTUAL SERVICES	-	-	1,323	-
OFFICE SUPPLIES	-	82	200	500
FUEL	-	1,759	3,500	7,000
DUES & SUBSCRIPTIONS	-	290	-	500
MAINTENANCE & REPAIR-OFFICE	-	464	1,000	2,000
TOOLS & SMALL EQUIPMENT	-	-	3,000	2,000
OTHER SUPPLIES	-	-	300	2,600
IMPROVEMENTS	-	-	24,750	23,000
MACHINERY & EQUIPMENT	-	-	-	-
UNIFORMS	-	976	1,650	-
TRAINING & EDUCATION	-	-	1,700	6,000
SECURITY TOTAL	\$ -	\$ 315,066	\$ 518,125	\$ 506,220

ENGINEERING ADMINISTRATION

The Engineering Administration Department is responsible for all engineering design, construction, and operation and maintenance of public utilities for the unincorporated areas of Sussex County. This includes wastewater treatment and disposal plants, public water systems, Sussex County Airport, Industrial Park, lighting districts, and suburban community improvements.

The following are the budget objectives for the Engineering Administration Department for fiscal year 2013:

- Provide efficient oversight and management for capital construction projects
- Develop plans for the expansion of the County's sewer system
- Provide County Council with timely and quantitative information regarding capital projects
- Manage various subdivision projects
- Continue to work with other County departments to identify and assist with historical findings through the Historic Planner

Budget Highlights:

The 2013 budget increased \$140,680, or 16.17 percent, over the 2012 budget. Personal services make up \$137,930 of this increase. The 2013 budget includes funding for a Professional Engineer position and the elimination of part-time staff positions.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 655,620	\$ 619,081	\$ 692,446	\$ 777,044
VISION PLAN	1,143	1,357	1,410	1,560
DENTAL PLAN	11,135	6,613	4,348	4,160
FICA TAXES	48,425	45,682	52,972	59,444
HEALTH INSURANCE	185,035	127,528	185,873	182,000
PENSION	176,666	123,663	133,156	183,927
LEGAL	-	647	-	-
ENGINEERING	64,209	99,866	50,000	50,000
COMMUNICATIONS	3,970	3,380	3,500	3,200
POSTAGE & FREIGHT	141	7	50	50
MAINTENANCE & REPAIR	-	4,282	-	-
ADVERTISING	-	356	400	400
OTHER CONTRACTUAL SERVICES	-	-	-	-
OFFICE SUPPLIES	1,030	1,343	1,100	1,200
FUEL	222	4,708	-	5,000
DUES & SUBSCRIPTIONS	67	119	3,500	3,000
MAINTENANCE & REPAIR-PARTS	-	55	-	-
TOOLS & SMALL EQUIPMENT	-	2,401	-	850
SM. COMPUTER EQUIPMENT				3,700
OTHER SUPPLIES	-	-	100	-
MACHINERY & EQUIPMENT	-	-	6,000	-
PROGRAMS & PROJECTS	1,978	35,629	-	-
SEMINARS & CONFERENCES	-	840	-	-
TRAINING & EDUCATION	-	1,995	2,000	2,000
MILEAGE	26	18	100	100
TRAVEL	43	815	1,000	1,000
PERSONAL COST REIMBURSEMENT	(268,241)	(190,550)	(268,000)	(268,000)
ENGINEERING - ADMINISTRATION				
TOTAL	\$ 881,469	\$ 889,835	\$ 869,955	\$ 1,010,635

PUBLIC WORKS

The Public Works Division is responsible for the regulation of private road and private sewer system design review and construction inspection.

The following are the budget objectives for the Public Works Division for fiscal year 2013:

- Continue to represent the County Engineering Department on the Technical Advisory Committee
- Continue to perform construction plan review and construction inspection including administration for pre-construction for developments regulated under Chapters 99 and 110 of the Sussex County Code
- Continue to work with jurisdictional agencies and County departments such as the Planning and Zoning Commission, the Delaware Department of Transportation, the Delaware Department of Natural Resources and Environmental Control, and the Sussex Conservation District in the plan review process and construction of regulated developments
- Continue to participate with the Sussex Conservation District's Stormwater Advisory Committee

- Continue to update ordinances and establish engineering design criteria and standards, and present those in published format
- Continue to assist the County Engineer in performing project engineering, project management, and inspection of miscellaneous County construction improvement projects
- Improve the regulation of private road developments to decrease project time completion
- Improve the system of administration and tracking of developer's performance securities
- Improve the review of stormwater designs
- Creating standard operating procedures for each of the division's positions

Budget Highlights:

The 2013 budget decreased \$42,812, or 7.28 percent, from the 2012 budget. A reduction in one staff member saved \$42,232.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 397,960	\$ 322,221	\$ 326,130	\$ 305,326
VISION PLAN	538	204	960	840
DENTAL PLAN	3,546	2,529	2,960	2,240
FICA TAXES	30,068	24,294	24,949	23,357
HEALTH INSURANCE	125,680	87,676	126,552	98,000
PENSION	86,335	55,603	62,715	72,271
ENGINEERING	37,591	18,344	16,000	16,000
OTHER PROFESSIONAL SERVICES	185	-	-	-
COMMUNICATIONS	6,330	5,579	6,000	5,500
POSTAGE & FREIGHT	820	756	700	600
INSURANCE	3,177	3,493	3,640	3,160
MAINTENANCE & REPAIR	2,967	2,342	3,200	3,000
OFFICE SUPPLIES	2,374	1,437	1,000	1,000
FUEL	9,620	11,014	10,000	10,000
DUES & SUBSCRIPTIONS	176	176	200	200
MAINTENANCE & REPAIR-PARTS	1,214	1,471	1,500	1,500
TOOLS & SMALL EQUIPMENT	449	-	500	500
SM. COMPUTER EQUIPMENT				1,200
MACHINERY & EQUIPMENT	6,166	-	-	-
PROGRAMS & PROJECTS	31,427	40,967	-	-
UNIFORMS	229	961	500	-
SEMINARS & CONFERENCES	-	-	100	100
TRAINING & EDUCATION	-	-	-	-
MILEAGE	35	-	100	100
TRAVEL	-	-	75	75
COST REIMBURSEMENT	(2,709)	-	-	-
PUBLIC WORKS TOTAL	\$ 744,178	\$ 579,067	\$ 587,781	\$ 544,969

SOLID WASTE

The Solid Waste Department monitors closed County landfill areas.

The following is the budget objective for the Solid Waste Department for fiscal year 2013:

- Provide oversight of closed County landfills to include sampling of groundwater and central water facilities monitoring

Budget Highlights:

The 2013 budget increased \$30,000, or 21.43 percent, from the 2012 budget. The \$30,000 increase is to install a fence at the Angola Landfill.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
IMPROVEMENTS	\$ 47,363	\$ 21,015		\$ 30,000
PROGRAMS & PROJECTS	138,509	138,785	140,000	140,000
SOLID WASTE TOTAL	\$ 185,872	\$ 159,800	\$ 140,000	\$ 170,000

RECORDS MANAGEMENT

The Records Management Department receives records from all County departments. They index, file and store records; create databases of the records; track the life cycle of records; scan records; send appropriate records to the State of Delaware, Division of Archives; and perform document destruction of records once they have met their legal retention period.

The following are the budget objectives for the Records Management Department for fiscal year 2013:

- Continue digitizing and indexing Sussex County records
- Begin work on implementation of a standard system across all records created by engineering department
- Continue indexing and preparing permanent records that are not regularly accessed to the Delaware Public Archives
- Continue to improve services to more departments
- Continue organizing records that have met their legal retention so as to maximize space for the future

Budget Highlights:

The 2013 budget decreased \$5,585, or 5.65 percent, from the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 30,794	\$ 33,378	\$ 48,956	\$ 50,671
VISION PLAN	-	-	120	120
DENTAL PLAN	-	-	370	320
FICA TAXES	2,321	2,516	3,745	3,876
HEALTH INSURANCE	16,757	12,582	15,819	14,000
PENSION	7,318	5,741	9,414	11,994
INSURANCE	-	-	672	-
MAINTENANCE & REPAIR	1,888	1,716	2,450	2,000
OTHER CONTRACTUAL SERVICES	719	679	2,900	1,000
OFFICE SUPPLIES	699	907	1,000	1,000
FUEL	-	-	350	-
DUES & SUBSCRIPTIONS	-	-	50	50
MAINTENANCE & REPAIR-PARTS	-	83	50	50
TOOLS & SMALL EQUIPMENT	-	-	1,450	100
SM. COMPUTER EQUIPMENT	-	-	-	3,400
OTHER SUPPLIES	-	-	3,960	3,890
MACHINERY & EQUIPMENT	-	-	6,000	-
PROGRAMS & PROJECTS	2,138	3,520	-	-
TRAINING & EDUCATION	-	-	500	750
MILEAGE	-	-	-	-
TRAVEL	-	-	1,000	-
RECORDS MANAGEMENT TOTAL	\$ 62,634	\$ 61,122	\$ 98,806	\$ 93,221

LIBRARY ADMINISTRATION

The Library Administration Department serves the County and independent libraries by working closely with the Delaware Division of Libraries and other participants in the Delaware Library Catalog to insure efficient operation of the automated statewide system. Library Administration is responsible for general administration and overseeing of the County operated libraries.

The following are the budget objectives for the Library Administration for fiscal 2013:

- Work closely with the Delaware Division of Libraries and other participants in the Delaware Library Catalog to ensure efficient operation and continuous improvement of the automated system by active participation on statewide committees and facilitating collaboration between State and County IT departments
- Continue to promote civic engagement, early childhood development, and literacy through outreach activities online and across the county
- Provide continuing education and professional development opportunities for library staff via the annual Staff Development Day, online classes, seminars, and regular meetings
- Work with the Delaware Division of Libraries to create and implement statewide library policies, align strategic plans, and seek economies of scale purchasing
- Manage Anchor Library funds from the Delaware Division of Libraries to accomplish goals established by the Sussex County Library System participants; these goals provide broader and deeper resources for all the libraries in the county
- Maintain a collection of current professional materials and circulate appropriate professional journals throughout the county
- Provide consultant services to independent libraries as needed
- Keep all libraries abreast of library issues and trends with special emphasis on national and statewide concerns

Budget Highlights:

The 2013 budget increased \$65,445, or 12.32 percent, from the 2012 budget. Personal service cost increased \$18,357, which is partly for a full year of a staff position cost, that was only funded for nine months in the Fiscal 2012 budget. Anchor Library Grant of \$50,000 in the miscellaneous line item was not included in the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 381,337	\$ 284,093	\$ 244,274	\$ 251,884
VISION PLAN	707	891	762	840
DENTAL PLAN	1,680	857	2,350	2,240
FICA TAXES	28,184	20,867	18,687	19,269
HEALTH INSURANCE	150,055	77,951	100,450	98,000
PENSION	93,316	47,462	46,974	59,621
BOARDS & COMMISSIONS	-	2,300	2,500	2,500
COMMUNICATIONS	3,232	2,870	2,800	2,800
POSTAGE & FREIGHT	2,100	3,048	3,000	3,300
RENTALS & LEASES	1,598	1,598	-	-
INSURANCE	590	613	637	560
MAINTENANCE & REPAIR	5,292	1,414	4,100	2,600
PRINTING & BINDING	210	-	-	-
OTHER CONTRACTUAL SERVICES	49,321	1,575	51,000	53,000
OFFICE SUPPLIES	5,169	4,826	5,400	5,000
FUEL	325	30	400	400
DUES & SUBSCRIPTIONS	9,330	34,764	14,835	9,035
PERMANENT RECORD BOOKS	4,783	9,838	5,300	6,000
MAINTENANCE & REPAIR-OFFICE	236	75	200	200
TOOLS & SMALL EQUIPMENT	-	5,440	5,525	2,000
OTHER SUPPLIES	5,162	5,755	5,000	5,000
MISCELLANEOUS	-	-	10,000	65,000
MACHINERY & EQUIPMENT	14,275	7,381	-	-
PROGRAMS & PROJECTS	674	396	400	400
SEMINARS & CONFERENCES	20	105	610	500
TRAINING & EDUCATION	-	(395)	-	-
IN-HOUSE TRAINING	3,480	3,297	2,700	3,700
MILEAGE	645	894	500	1,200
TRAVEL	553	414	2,700	1,500
LIBRARY ADMINISTRATION TOTAL	\$ 762,274	\$ 518,359	\$ 531,104	\$ 596,549

BOOKMOBILE

The Bookmobile is a mobile library that operates at various locations through out the County. They provide library services to residents who are not able to visit one of the County's libraries.

The following are the budget objectives for the Bookmobile for fiscal year 2013:

- Inaugurate public education efforts to connect with Sussex County residents "where they are." thereby enabling individuals to conveniently link to library services that meet their needs
- Establish partnerships with Community Resource Exchange leaders in Sussex County for outreach efforts (e.g.: League of Women Voters voter registration, LaRed Health Center baby-wellness days)

- Provide concentrated stops to serve residential or congregate facilities on a regular schedule using the van and Mobile Library
- Create and distribute deposit collections of library materials to enhance day care curriculum
- Ensure staff participation in professional development workshops/events for children and adult services, leadership, and customer service
- Continue to build routine maintenance schedule with fleet and varied vendors

Budget Highlights:

2013 budget decreased \$5,533, or 5.59 percent, from the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 25,241	\$ 25,109	\$ 37,123	\$ 37,728
VISION PLAN	172	-	168	120
DENTAL PLAN	-	168	518	320
FICA TAXES	1,852	1,752	2,840	2,886
HEALTH INSURANCE	16,757	12,031	22,147	14,000
PENSION	8,304	6,328	7,139	8,930
COMMUNICATIONS	1,221	1,251	1,300	1,300
INSURANCE	754	1,535	1,597	1,450
MAINTENANCE & REPAIR	5,336	3,586	6,500	7,000
OFFICE SUPPLIES	676	283	100	200
FUEL	1,947	2,290	4,000	5,000
DUES & SUBSCRIPTIONS	54	54	60	60
PERMANENT RECORD BOOKS	7,154	8,825	8,000	8,000
MAINTENANCE & REPAIR-OFFICE	191	89	600	600
TOOLS & SMALL EQUIPMENT	1,501	-	2,135	100
SM. COMPUTER EQUIPMENT	-	-	-	800
OTHER SUPPLIES	3,519	3,427	3,500	3,500
MACHINERY & EQUIPMENT	-	9,600	-	-
PROGRAMS & PROJECTS	492	489	500	750
SEMINARS & CONFERENCES	65	45	200	200
IN-HOUSE TRAINING	150	-	250	250
MILEAGE	109	90	200	150
TRAVEL	-	-	75	75
BOOKMOBILE TOTAL	\$ 75,495	\$ 76,952	\$ 98,952	\$ 93,419

SOUTH COASTAL LIBRARY

The South Coastal Library is located in Bethany Beach and remains one of the most active libraries in the County. They provide materials and services on current topic and titles, lifelong learning, and general information for the community. The library also provides cultural and educational programs for patrons.

The following are the budget objectives for the South Coastal Library for fiscal year 2013:

- Maintain a collection that anticipates and fulfills public demand and serves the general information needs of the community

- Increase purchases in high demand collection areas, especially in the areas of children's materials, audiobook, and DVD titles providing cultural and educational programs for patrons of all ages
- Maintain the quality and services of the existing facilities
- Improve library staffing level and customer service by maintaining the number of staff members in order to operate and provide quality customer service within the expanded facility; reacquire the full-time children's services position lost in 2009. (The use of children's materials has risen 10 percent between FY11 and FY12)
- Focus on patron needs in coping with job loss, career searching, and the acquisition of technological skills to function in a changing job market by providing/maintaining materials in this subject area, as well as continuing to provide computer/technological classes for patrons; provide online courses/workshops that allow staff to improve skill levels without necessitating travel expenses
- Maintain the physical and technological requirements of the expanded facility through the upgrading of computers for use by staff and patrons; add new technologies in order to keep up with current demand

Budget Highlights:

The 2013 budget increased \$25,159, or 3.91 percent, from the 2012 budget. The increase is due to changing the children's librarian position from part-time to full-time.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 265,324	\$ 272,075	\$ 306,006	\$ 310,020
VISION PLAN	1,030	-	720	840
DENTAL PLAN	1,308	1,863	2,220	2,240
FICA TAXES	20,004	20,446	23,409	23,717
HEALTH INSURANCE	85,183	62,513	94,914	98,000
PENSION	68,011	52,200	58,845	73,382
COMMUNICATIONS	1,760	1,385	1,400	1,400
UTILITIES	37,767	30,662	34,000	30,000
UTILITIES - FUEL	-	-	-	10,000
RENTALS & LEASES	1,541	514	-	-
INSURANCE	3,120	3,147	3,261	3,180
MAINTENANCE & REPAIR	11,743	15,556	21,880	29,000
OTHER CONTRACTUAL SERVICES	1,967	2,448	2,725	3,250
OFFICE SUPPLIES	6,130	8,230	6,600	6,000
FUEL	6,379	9,500	10,000	250
DUES & SUBSCRIPTIONS	11,888	11,909	12,000	11,000
PERMANENT RECORD BOOKS	41,128	47,872	31,000	31,000
MAINTENANCE & REPAIR-OFFICE	2,106	2,801	2,300	3,800
TOOLS & SMALL EQUIPMENT	2,514	16,551	10,125	500
SM. COMPUTER EQUIPMENT	-	-	-	8,355
OTHER SUPPLIES	18,256	17,859	14,000	14,000
DONATED ASSETS	-	10,001	-	-
MACHINERY & EQUIPMENT	7,645	7,220	-	-
PROGRAMS & PROJECTS	5,335	4,827	5,000	5,000
SEMINARS & CONFERENCES	-	170	570	1,030
IN-HOUSE TRAINING	75	-	100	100
MILEAGE	1,075	1,115	1,400	1,400
TRAVEL	-	60	1,775	1,945
SOUTH COASTAL LIBRARY TOTAL	\$ 601,289	\$ 600,924	\$ 644,250	\$ 669,409

GREENWOOD LIBRARY

The Greenwood Library continues to be an educational and cultural center for the Town of Greenwood.

The following are the budget objectives for the Greenwood Library for fiscal year 2013:

- Provide a current and attractive collection of materials reflecting the lifelong learning interests of the community
- Train/educate staff to insure they have the expertise and confidence to guide/assist patrons in their informational, educational, and recreational searches
- Continue to provide cultural and educational programs for all ages while in a temporary location with the help of community partners
- Maintain memberships in state and national library organizations and attend library conferences as deemed appropriate
- Facilitate bidding and construction of a new and expanded library building.

Budget Highlights:

The 2013 budget increased \$37,958, or 8.82 percent, from the 2012 budget. The Greenwood Library will be relocating to a temporary location while a new building is being constructed; therefore, \$30,600 in rental expense has been included in the 2013 budget for rent for the temporary location.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 200,444	\$ 200,736	\$ 211,296	\$ 211,822
VISION PLAN	302	25	720	720
DENTAL PLAN	1,890	1,851	2,220	1,920
FICA TAXES	14,223	14,099	16,164	16,204
HEALTH INSURANCE	100,544	75,489	94,914	84,000
PENSION	46,518	35,794	40,632	50,138
COMMUNICATIONS	781	406	500	500
UTILITIES	8,004	7,435	8,000	8,000
RENTALS & LEASES	1,651	495	120	30,600
MAINTENANCE & REPAIR	4,876	1,076	4,400	10,000
OTHER CONTRACTUAL SERVICES	-	-	-	2,500
OFFICE SUPPLIES	4,086	4,844	4,000	4,000
DUES & SUBSCRIPTIONS	6,296	6,651	7,400	7,400
PERMANENT RECORD BOOKS	22,170	20,618	19,000	19,000
MAINTENANCE & REPAIR-OFFICE	678	522	750	750
TOOLS & SMALL EQUIPMENT	3,483	5,531	7,275	500
SM. COMPUTER EQUIPMENT	-	-	-	7,245
OTHER SUPPLIES	8,226	9,766	8,000	8,000
DONATED ASSETS	-	5,334	-	-
MACHINERY & EQUIPMENT	-	7,220	-	-
PROGRAMS & PROJECTS	3,194	3,447	3,170	3,220
SEMINARS & CONFERENCES	-	-	275	275
MILEAGE	1,202	1,443	1,500	1,500
TRAVEL	-	41	200	200
GREENWOOD LIBRARY	\$ 428,568	\$ 402,823	\$ 430,536	\$ 468,494

MILTON LIBRARY

The Milton Library is a focal point in downtown Milton providing a variety of activities and valuable resources for the community.

The following are the budget objectives for the Milton Library for fiscal year 2013:

- Continue to provide materials and services in a variety of formats to fulfill strategic plan objectives for the selected service responses of current topics and titles, and lifelong learning
- Complete long-planned maintenance to original building: new roof, interior painting, and new carpet
- Continue the emphasis on public awareness of available services and assistance at the library
- Continue to build new and reinforce existing partnerships with local businesses, schools, and organizations to benefit the community at large
- Continue staff education through workshops, seminars, and conferences
- Recognize staff for improvement in skills and additional responsibilities

Budget Highlights:

The 2013 budget decreased \$7,205, or 1.34 percent, from the 2012 budget. Upgrade and expansion of the security system for the library is included in the 2013 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 214,013	\$ 224,903	\$ 236,571	\$ 232,421
VISION PLAN	2,156	122	720	720
DENTAL PLAN	2,617	1,758	2,220	1,920
FICA TAXES	16,042	16,856	18,098	17,780
HEALTH INSURANCE	100,544	76,325	94,914	84,000
PENSION	48,007	41,966	45,493	55,014
OTHER PROFESSIONAL SERVICES	-	15,927	-	-
COMMUNICATIONS	1,582	883	1,200	1,200
UTILITIES - ELECTRIC	25,392	20,060	22,000	22,000
UTILITIES - FUEL	7,663	9,737	11,000	11,500
RENTALS & LEASES	332	-	450	350
INSURANCE	13,635	14,349	15,166	16,020
MAINTENANCE & REPAIR	8,983	7,847	8,500	10,737
PRINTING & BINDING	-	375	-	-
OTHER CONTRACTUAL SERVICES	1,911	2,061	2,300	420
OFFICE SUPPLIES	4,697	5,628	5,500	5,700
DUES & SUBSCRIPTIONS	8,792	8,793	8,800	8,050
PERMANENT RECORD BOOKS	18,174	22,894	20,500	20,500
MAINTENANCE & REPAIR-OFFICE	3,086	3,063	2,000	1,920
TOOLS & SMALL EQUIPMENT	7,265	18,108	19,000	200
SM. COMPUTER EQUIPMENT	-	-	-	7,830
OTHER SUPPLIES	13,629	13,435	9,500	9,500
DONATED ASSETS	-	6,826	-	-
MACHINERY & EQUIPMENT	12,180	3,803	7,000	17,390
PROGRAMS & PROJECTS	3,000	4,639	4,500	4,500
SEMINARS & CONFERENCES	215	575	1,200	770
MILEAGE	918	1,492	1,200	1,200
TRAVEL	35	195	1,440	425
MILTON LIBRARY	\$ 514,868	\$ 522,620	\$ 539,272	\$ 532,067

LOCAL LIBRARIES

The County continues to provide funding for eleven local, independently managed, and owned public libraries. This funding is through a property tax levy added to the annual tax bills. These libraries include Bridgeville, Delmar, Frankford, Georgetown, Laurel, Lewes, Milford, Millsboro, Rehoboth Beach, Seaford, and Selbyville. The 2013 budget increased by \$23,454, or 1.69 percent, due to the increase in the value of property tax assessments.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
BRIDGEVILLE LIBRARY	\$ 123,637	\$ 125,401	\$ 128,085	\$ 130,217
DELMAR LIBRARY	98,660	100,424	103,108	105,240
FRANKFORD LIBRARY	117,737	119,501	122,185	124,317
GEORGETOWN LIBRARY	117,876	119,640	122,324	124,456
LAUREL LIBRARY	81,290	83,054	85,738	87,870
LEWES LIBRARY	127,903	129,667	132,350	134,482
MILLSBORO LIBRARY	110,463	112,227	114,910	117,043
MILFORD LIBRARY	134,058	135,822	138,505	140,637
REHOBOTH LIBRARY	129,779	131,544	134,227	136,359
SEAFORD LIBRARY	175,464	177,229	179,911	182,043
SELBYVILLE LIBRARY	125,881	127,646	130,329	132,462
LOCAL LIBRARIES TOTAL	\$ 1,342,748	\$ 1,362,155	\$ 1,391,672	\$ 1,415,126

COMMUNITY DEVELOPMENT

The responsibility of the Community Development Department is to provide and manage annual grants and loans to finance housing rehabilitation, community facilities and public works improvements that serve low to moderate income residents in Sussex County.

The following are the budget objectives for the Community Development department for fiscal year 2013:

- Serve 95 to 105 Sussex County households with housing rehab and hookups; all assisted households will have income levels below 80percent of Area Medium Income and approximately half will be below 50 percent AMI
- Redesign/restructure the Community Development office operational system to better serve the public, this includes computerization of all case files for better tracking and cross training

Budget Highlights:

The 2013 budget decreased by \$1,108,613, or 39.32 percent, from the 2012 budget. This decrease is a result of reduced federal housing funding levels, in both the Neighborhood Stabilization Program and the Community Development Grant Program.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 253,235	\$ 257,222	\$ 265,824	\$ 206,070
VISION PLAN	998	1,140	720	600
DENTAL PLAN	1,658	1,347	2,220	1,600
FICA TAXES	18,508	18,721	20,336	15,764
HEALTH INSURANCE	100,542	81,048	94,914	70,000
PENSION	57,269	44,391	51,118	48,777
ACCOUNTING & AUDITING	4,721	13,137	5,000	5,000
LEGAL	11,665	9,938	6,587	6,000
OTHER PROFESSIONAL	19,150	4,169	6,000	6,000
COMMUNICATIONS	1,314	846	1,100	1,100
POSTAGE	828	549	500	500
RENTAL & LEASES	579	-	-	-
MAINTENANCE & REPAIRS	1,013	485	1,500	1,000
ADVERTISING	2,423	1,653	2,500	2,500
OTHER CONTRACTUAL SERVICES *	2,817,564	1,939,605	2,346,480	1,330,800
OFFICE SUPPLIES	2,395	2,371	2,000	2,500
DUES & SUBSCRIPTIONS	280	77	300	300
TOOLS & SMALL EQUIPMENT	3,997	852	1,000	-
SM. COMPUTER EQUIPMENT	-	-	-	1,500
MACHINERY & EQUIPMENT	-	3,948	-	-
TRAINING & EDUCATION	530	3,372	2,000	2,000
MILEAGE	10,240	9,230	9,525	9,000
COMMUNITY DEVELOPMENT TOTAL	\$ 3,308,909	\$ 2,394,101	\$ 2,819,624	\$ 1,711,011

*The 2013 Budget includes grant expenditures which is consistent with the County's Comprehensive Annual Financial Report. The 2012 Budget presented these amounts on a separate budget statement. The amounts presented for the 2012 Budget above have been restated so the statements are presented fairly.

CLERK OF THE PEACE

The Clerk of the Peace issues marriage and civil union licenses, officiates Memorable Marriage and Civil Union ceremonies, and provides certified copies of marriage and civil union licenses issued in Sussex County, Delaware.

The following are the budget objectives for the Clerk of the Peace for fiscal year 2013:

- Officiate memorable marriage and civil union ceremonies
- Provide adequate staff to properly maintain office
- Implement credit card payment process to pay for services

Budget Highlights:

The 2013 budget increased \$21,533, or 13.95 percent, from the 2012 budget. Personal services cost increased \$21,043, includes an addition full time staff position, which will replace a part time staff position.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 81,341	\$ 69,924	\$ 70,007	\$ 81,725
VISION PLAN	537	250	300	360
DENTAL PLAN	1,411	2,607	925	960
FICA TAXES	6,038	4,961	5,356	6,252
HEALTH INSURANCE	41,002	30,017	39,548	42,000
PENSION	14,733	11,790	13,462	19,344
COMMUNICATIONS	1,077	821	900	1,000
POSTAGE & FREIGHT	112	209	300	300
INSURANCE	100	100	210	100
MAINTENANCE & REPAIR	372	342	18,000	14,000
PRINTING & BINDING	105	372	300	300
ADVERTISING	2,660	-	-	-
OFFICE SUPPLIES	450	861	1,000	1,200
FUEL	517	699	1,000	1,000
DUES & SUBSCRIPTIONS	-	-	-	150
TOOLS & SMALL EQUIPMENT	1,057	-	1,000	-
SM. COMPUTER EQUIPMENT	-	-	-	5,400
OTHER SUPPLIES	-	-	50	-
TRAINING & EDUCATION	-	-	500	1,000
MILEAGE	1,124	696	1,500	600
TRAVEL	-	-	-	200
CLERK OF THE PEACE TOTAL	\$ 152,636	\$ 123,649	\$ 154,358	\$ 175,891

RECORDER OF DEEDS

The Recorder of Deeds Office is responsible for recording all documents pertaining to real estate in the County, including deeds, mortgages, tax liens, agreements, right-of-ways, and survey plots. Other responsibilities include recording of appointments, powers of attorney, military discharges, and Uniform Commercial Code financing notices.

The following are the budget objectives for the Recorder of Deeds Office for fiscal year 2013:

- Continue to further upgrade online services to include older documents for easier retrieval by the public
- Increase office efficiency through cross training and workshops for employees
- Be responsive to the needs of the public and legal community

Budget Highlights:

The 2013 budget increased \$34,800, or 3.25 percent, over the 2012 budget. Personal service cost increased by \$37,780 as a result of hiring part time staff to help with document digitizing, which will increase the availability of documents that can be obtained online. Other contractual services are projected to decrease by \$19,670 due to the offset of credits received by online users against the cost incurred for document digitizing. There is \$17,500 for new computer and scanning equipment.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 478,077	\$ 467,361	\$ 475,925	\$ 508,529
VISION PLAN	1,871	92	1,680	1,680
DENTAL PLAN	4,967	6,168	5,180	4,480
FICA TAXES	35,289	34,390	36,408	38,902
HEALTH INSURANCE	224,828	163,165	221,466	196,000
PENSION	111,631	79,902	91,521	120,369
COMMUNICATIONS	3,097	2,296	2,500	2,500
POSTAGE & FREIGHT	18,331	18,691	19,000	17,000
RENTALS & LEASES	14,315	18,933	20,000	21,000
INSURANCE	100	100	210	100
MAINTENANCE & REPAIR	6,345	2,259	2,250	2,250
PRINTING & BINDING	-	1	-	-
OTHER CONTRACTUAL SERVICES	129,277	92,617	140,000	120,330
OFFICE SUPPLIES	15,488	17,438	16,500	16,500
DUES & SUBSCRIPTIONS	-	-	-	300
PERMANENT RECORD BOOKS	32,166	23,811	38,000	38,000
TOOLS & SMALL EQUIPMENT	-	15,611	-	-
MACHINERY & EQUIPMENT	-	-	-	17,500
SEMINARS & CONFERENCES	-	-	-	-
TRAINING & EDUCATION	120	195	250	250
IN-HOUSE TRAINING	-	195	250	250
MILEAGE	-	-	-	-
RECORDER OF DEEDS TOTAL	\$ 1,075,902	\$ 943,225	\$ 1,071,140	\$ 1,105,940

REGISTER OF WILLS

The Register of Wills Office is responsible for the efficient administration of all estates being probated in Sussex County. The Register of Wills grants authority to personal representatives to administer estates and is responsible for making sure that those administrations are carried out in compliance with Delaware Law.

The following are the budget objectives for the Register of Wills for fiscal year 2013:

- Implement digitization of records
- Update software to reduce downtime during busy times
- Proper staffing to better serve the public

Budget Highlights:

The Budget 2013 increased \$25,021, or 5.30 percent, from the 2012 budget. The increase is due to a rise in personal service costs.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 195,106	\$ 197,641	\$ 204,952	\$ 219,702
VISION PLAN	679	539	840	840
DENTAL PLAN	2,238	2,045	2,590	2,240
FICA TAXES	14,347	14,511	15,679	16,807
HEALTH INSURANCE	100,544	72,962	110,733	98,000
PENSION	44,117	34,644	39,412	52,003
COMMUNICATIONS	888	736	800	850
POSTAGE & FREIGHT	2,783	2,746	2,700	2,800
RENTALS & LEASES	12,000	12,000	12,000	12,000
INSURANCE	100	100	210	100
MAINTENANCE & REPAIR	1,186	1,270	600	2,100
PRINTING & BINDING	1,271	2,457	3,000	3,000
ADVERTISING	5,432	51,444	50,580	50,000
OTHER CONTRACTUAL SERVICES	10,806	11,545	25,000	29,500
OFFICE SUPPLIES	2,305	1,933	2,300	2,300
DUES & SUBSCRIPTIONS	-	-	-	150
PERMANENT RECORD BOOKS	1,575	-	-	1,575
TOOLS & SMALL EQUIPMENT	-	449	-	1,000
SM. COMPUTER EQUIPMENT				1,650
MACHINERY & EQUIPMENT	-	7,819	-	-
TRAINING & EDUCATION	-	-	400	-
MILEAGE	-	-	-	100
TRAVEL	-	-	-	100
REGISTER OF WILLS TOTAL	\$ 395,377	\$ 414,841	\$ 471,796	\$ 496,817

SHERIFF

The Sheriff's Office serves papers for the courts and holds Sheriff's sales for non-payment of taxes, mortgage foreclosures, plus all other court orders.

The following are the budget objectives for the Sheriff's Office for fiscal year 2013:

- Ensure the proper processing of all court related documents
- Process all sheriff sales in a timely and professional manner

Budget Highlights:

The Budget 2013 decreased by \$4,992, or .59 percent, from the 2012 budget. The personal service costs have increased \$26,568 due to additional overtime costs. The equipment line item has decreased by \$35,250, which included funding for a vehicle and vehicle equipment in the 2012 budget.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
SALARIES	\$ 363,423	\$ 392,072	\$ 420,027	\$ 443,136
VISION PLAN	635	897	1,440	1,440
DENTAL PLAN	2,491	4,118	4,440	3,840
FICA TAXES	26,982	28,963	32,132	33,900
HEALTH INSURANCE	134,059	101,727	189,828	168,000
PENSION	83,636	58,928	80,771	104,890
COMMUNICATIONS	6,044	6,137	7,000	7,000
POSTAGE & FREIGHT	8,928	11,352	10,500	13,300
RENTALS & LEASES	639	-	-	-
INSURANCE	5,181	6,216	6,570	6,400
MAINTENANCE & REPAIR	3,079	3,312	6,000	8,160
OTHER CONTRACTUAL SERVICES	175	263	1,500	1,500
OFFICE SUPPLIES	4,002	6,329	6,300	6,500
FUEL	18,194	23,861	24,000	28,000
DUES & SUBSCRIPTIONS	1,319	210	1,000	500
MAINTENANCE & REPAIR-OFFICE	1,461	2,894	3,000	3,000
TOOLS & SMALL EQUIPMENT	3,432	3,501	1,800	-
SM. COMPUTER EQUIPMENT	-	-	-	1,500
OTHER SUPPLIES	995	-	-	-
MACHINERY & EQUIPMENT	22,666	-	35,250	-
TRANSPORTATION EQUIPMENT	-	-	-	-
UNIFORMS	1,674	5,221	4,500	-
TRAINING & EDUCATION	2,333	149	3,000	3,000
MILEAGE	156	109	200	200
TRAVEL	-	-	100	100
SHERIFF TOTAL	\$ 691,504	\$ 656,259	\$ 839,358	\$ 834,366

OPERATING TRANSFERS

Operating transfers include \$650,000 for 100 front foot cap for assessment billings in the sewer districts and \$85,500 in funding to the Ellendale sewer district to maintain affordable assessment rates.

Budget Highlights:

The 2013 budget decreased by \$184,800, or 20.09 percent, from the 2012 budget. The decrease is from less transferred to the enterprise funds.

ACCOUNT	ACTUAL FISCAL 2010	ACTUAL FISCAL 2011	BUDGET FISCAL 2012	BUDGET FISCAL 2013
OPERATING TRANSFERS	\$ 819,881	\$ 809,228	\$ 920,380	\$ 735,500

CAPITAL PROJECTS GOVERNMENTAL FUND

The Capital Projects Governmental Fund is used for acquiring and constructing major general fund capital projects. County resources include intergovernmental grants and County appropriated reserves. The majority of the current capital project expenditures are for the Sussex County Airport.

**SUSSEX COUNTY COUNCIL
CAPITAL PROJECTS GOVERNMENTAL FUND
STATEMENT OF ANTICIPATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2013**

<u>REVENUES AND OTHER FUNDING SOURCES</u>	<u>AMOUNT</u>
APPROPRIATED RESERVES	\$ 6,666,877
FEDERAL AIRPORT GRANT	4,143,510
STATE OF DELAWARE - AIRPORT GRANT	115,098
STATE OF DELAWARE - LIBRARY GRANT	1,500,000
STATE OF DELAWARE - PARAMEDIC GRANT	147,000
STATE OF DELAWARE - EMERGENCY OPERATIONS GRANT	650,000
INVESTMENT INCOME	25,000
TOTAL REVENUES AND OTHER FUNDING SOURCES	<u>13,247,485</u>
EXPENDITURES	
AIRPORT - RUNWAY 422	4,553,900
AIRPORT - STORMWATER IMPROVEMENTS	355,000
AIRPORT - LIGHTING	292,500
AIRPORT - PAVEMENT IMPROVEMENTS	309,500
AIRPORT - GUARD STATION	40,000
COUNTY ADMINISTRATION BUILDING - GENERATOR/UPS	260,000
COUNTY ADMINISTRATION BUILDING - RENOVATIONS	260,000
EMERGENCY SERVICES BUILDING - STATION 106	490,000
EMERGENCY OPERATIONS BUILDING - HVAC	272,500
EMERGENCY COMMUNICATION BUILDING	1,300,000
ENTERPRISE RESOURCE PLANNING SYSTEM	400,000
LIBRARY - GREENWOOD EXPANSION	3,000,000
LIBRARY - SOUTH COASTAL IMPROVEMENTS	85,000
LIBRARY - MILTON	84,585
PARKING LOT IMPROVEMENTS	240,000
PROPERTY ACQUISITION	1,100,000
RECORDS MANAGEMENT BUILDING IMPROVEMENTS	49,500
WEST COMPLEX IMPROVEMENTS	105,000
WOODLAND PARK IMPROVEMENTS	50,000
TOTAL EXPENDITURES	<u>\$ 13,247,485</u>

FUNDING SOURCES

Funding for the Governmental Fund Capital Projects increased \$4,572,485 from the 2012 budget. Realty transfer tax will fund \$6,666,877, or 50.3 percent, of the capital improvement projects. Federal Aviation Grant funds are estimated at \$4,143,510, or 31.3 percent, for airport improvements and \$2,412,098, or 18.2 percent, is estimated to be funded by various grants from the State of Delaware.

EXPENDITURES

The Sussex County Airport is a vital part of the County's economy; therefore, \$5,550,900 is appropriated for Airport improvements, which includes \$4,553,900 for construction cost for the 500' extension of Runway 4-22 that will enable larger airplanes to utilize the airport. Funding for the improvements to the stormwater system will correct the drainage issues currently at the airport. Replacement of the failing taxiway edge lighting system and pavement improvements will improve the existing facilities for the current customers, as well as, hopefully attract new customers. The guard station building is being replaced to enhance security at the airport.

County Administration building improvements include funding for a generator and uninterruptible power supply equipment to provide electricity to the building during power outages. This also includes improvements to redesign an area to provide a central collections area. The area will allow customers to make most payments at one central location.

Emergency services improvements include construction of a new paramedic station in the Long Neck area, improvements to the HVAC system at the Emergency Operations Center, and construction of an emergency communications building that will be shared with the State of Delaware's communication department.

The current year funding of \$400,000 is included for the enterprise resource planning system. This is the second year of a \$1,800,000 multi-year project.

There are multiple library capital projects there is funding for Greenwood library expansion and building renovations, South Coastal Library window replacements and Milton Library roof replacement, dormer modifications, and exterior painting.

Parking lot improvement funding includes construction of a parking area on the County's Pine Street property, as well as resurfacing the Market Street parking lot.

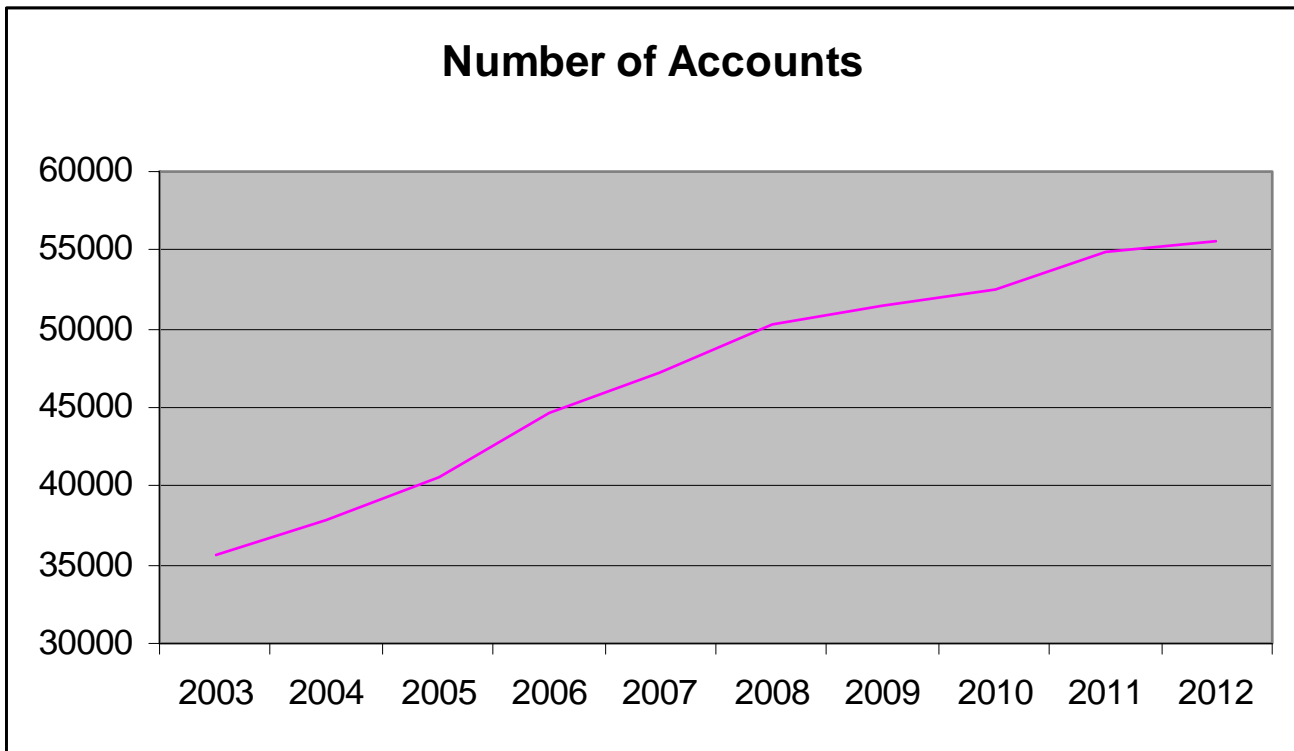
Funding is included to acquire property around closed County landfills and to acquire additional property for the expansion of the County Airport.

Funding has been included for roof replacement at the records management building and improvements to the West Complex. The West Complex improvements include the remodeling of the second floor to provide two new conference rooms, renovation of the existing first floor large conference room, and building improvements to comply with ADA regulations.

Funding for the design of the Woodland Park trail system is included in this year's budget.

ENTERPRISE FUNDS

Enterprise Funds accounts for the County's ongoing activities that are similar to those found in the private sector but are not profit driven; they are intended to break even. Sussex County's enterprise funds are used for water and sewer operations. Funding sources for these activities include service charges, assessment charges, connection fees, and other various permits and fees for services. There are more than 55,000 customers receiving these services in the County. The number of accounts has increased more than 55 percent over the last ten years. Expenses include costs for operation, maintenance, capital, administrative, and billing activities.



**SUSSEX COUNTY COUNCIL
ENTERPRISE FUNDS BUDGET REVENUE AND EXPENSE SUMMARY
PROPOSED FISCAL 2013 BUDGET**

	<u>FISCAL 2012</u>	<u>FISCAL 2013</u>
REVENUES AND OTHER FUNDING SOURCES		
ASSESSMENT CHARGES	\$ 12,278,973	\$ 12,099,821
SERVICE CHARGES	15,909,743	16,802,436
STATE PLANNING GRANTS	-	50,825
CONNECTION FEES	842,750	1,364,824
PERMIT, LICENSES & REVIEW FEES	209,500	266,940
HOLD TANK & SEPTAGE FEES	215,000	250,000
MISCELLANEOUS INCOME	114,928	98,929
RENTAL INCOME	126,732	126,700
FINANCE CHARGES	-	26,800
INTEREST INCOME	39,100	12,920
AVAILABLE FUNDS	3,938,287	3,772,081
COUNTY CONTRIBUTIONS	270,380	85,500
TOTAL REVENUES & OTHER FUNDING SOURCES	<u>33,945,393</u>	<u>34,957,776</u>
 EXPENSES		
ADMINISTRATIVE & GENERAL		
SALARIES	1,270,918	1,235,607
VISION PLAN	5,160	4,920
DENTAL PLAN	15,910	13,120
FICA TAXES	97,225	94,524
HEALTH INSURANCE	680,217	574,000
WORKMEN'S COMPENSATION	8,312	8,870
PENSIONS	244,398	292,468
ACCOUNTING & AUDITING	3,760	3,760
LEGAL	12,950	43,500
ENGINEERING	12,000	181,650
OTHER PROFESSIONAL	-	61,700
COMMUNICATIONS	30,000	39,500
RENTALS & LEASES	17,890	18,646
INSURANCE	344,555	312,440
MAINTENANCE	1,000	2,160
COMPUTER EQUIPMENT MAINTENANCE	-	55,890
ADVERTISING	-	6,600
OTHER CONTRACTUAL	-	16,500
OFFICE SUPPLIES	92,420	40,050
SM EQUIPMENT & MACHINERY	-	1,500
SM COMPUTER EQUIPMENT	-	9,300
OTHER SUPPLIES	-	16,000
CONTINGENCIES	300,000	300,000
SEMINARS & CONFERENCES	2,500	4,645

**SUSSEX COUNTY COUNCIL
ENTERPRISE FUNDS BUDGET REVENUE AND EXPENSE SUMMARY - CONTINUED
PROPOSED FISCAL 2013 BUDGET**

	<u>FISCAL 2012</u>	<u>FISCAL 2013</u>
TRAINING & EDUCATION	1,000	2,020
MILEAGE	-	50
TRAVEL	1,000	1,215
COMPUTER EQUIPMENT	-	11,040
REIMBURSEMENT TO GENERAL FUND	725,000	1,000,000
TOTAL ADMINISTRATIVE AND GENERAL	<u>3,866,215</u>	<u>4,351,675</u>
 OPERATIONS EXPENSE		
OTHER PROFESSIONAL SERVICES	-	53,600
WATER PURCHASED	455,000	506,500
WASTEWATER TREATMENT	945,510	980,000
POWER PURCHASED	1,322,250	1,207,000
OTHER UTILITIES	124,100	94,060
OPERATING SUPPLIES	277,500	184,780
CHEMICALS	275,000	280,000
FUEL	331,630	291,000
EQUIPMENT MAINTENANCE	-	9,390
MAINTENANCE PARTS	-	102,000
FARMING (OTHER CONTRACTUAL)	61,250	61,250
TOOLS & SMALL EQUIPMENT	29,500	23,440
SM COMPUTER EQUIPMENT	-	39,500
OTHER SUPPLIES	25,810	19,750
MISCELLANEOUS EXPENSE	61,800	100
COMMUNICATIONS	-	115,290
TRAINING & EDUCATION	15,689	10,400
TRAVEL	700	-
TOTAL OPERATIONS EXPENSE	<u>3,925,739</u>	<u>3,978,060</u>
 MAINTENANCE EXPENSE		
SALARIES	3,480,762	3,404,728
VISION PLAN	10,560	10,200
DENTAL PLAN	32,560	27,200
FICA TAXES	266,278	260,462
HEALTH INSURANCE	1,392,072	1,190,000
WORKMEN'S COMPENSATION	172,124	193,048
PENSION	669,351	805,899
STRUCTURES	85,735	115,140
COLLECTION SYSTEM	23,500	35,000
PUMPING SYSTEM	202,250	188,300
TREATMENT PLANT	146,000	144,000
SERVICE LINES	6,000	5,000

SUSSEX COUNTY COUNCIL
ENTERPRISE FUNDS BUDGET REVENUE AND EXPENSE SUMMARY - CONTINUED
PROPOSED FISCAL 2013 BUDGET

	<u>FISCAL 2012</u>	<u>FISCAL 2013</u>
HYDRANTS	3,000	1,600
METERS	2,000	1,800
WATER MAINS	1,000	200
OUTFALL	500	8,000
MAINTENANCE & REPAIR PARTS	-	87,840
SMALL TOOLS & EQUIPMENT	-	16,754
FACILITIES SMALL EQUIPMENT	-	13,000
COMMUNICATIONS EQUIPMENT	-	7,113
LABORATORY EQUIPMENT	-	9,000
MILEAGE EXPENSE	200	200
TOTAL MAINTENANCE EXPENSE	<u>6,493,892</u>	<u>6,524,484</u>
 CAPITAL OUTLAY		
COLLECTION SYSTEM-GRAVITY	147,000	192,000
COMPUTER & COMPUTER SOFTWARE	500,000	406,000
COMMUNICATION EQUIPMENT	-	39,960
PUMPING - LAND & LAND RIGHTS	250,000	-
PUMPING-STRUCTURES	13,600	-
PUMPING-RECEIVING WELLS	316,400	290,000
PUMPING EQUIPMENT	669,000	1,203,856
TREATMENT DISPOSAL EQUIPMENT	304,840	437,400
GENERAL PLANT-STRUCTURES	49,500	12,000
GENERAL PLANT-TRANSPORTATION	363,200	510,750
GENERAL PLANT-TOOLS	24,300	171,549
GENERAL PLANT-LABORATORY EQUIPMENT	15,000	8,586
GENERAL PLANT-MISCELLANEOUS PROPERTY	39,000	-
WATER - MAINS, SERVICE, METER & HYDRANTS	13,500	-
TOTAL CAPITAL OUTLAY	<u>2,705,340</u>	<u>3,272,101</u>
 UTILITY BILLING		
SALARIES	434,127	423,554
VISION PLAN	1,440	1,320
DENTAL PLAN	4,440	3,520
FICA TAXES	33,210	32,402
HEALTH INSURANCE	189,828	154,000
WORKMEN'S COMPENSATION	1,832	1,885
PENSIONS	83,483	100,255
BOARDS & COMMISSIONS	3,625	3,625
LEGAL	500	500
POSTAGE	83,000	84,000
RENTAL & LEASES	4,500	4,925

**SUSSEX COUNTY COUNCIL
 ENTERPRISE FUNDS BUDGET REVENUE AND EXPENSE SUMMARY - CONTINUED
 PROPOSED FISCAL 2013 BUDGET**

	FISCAL 2012	FISCAL 2013
MAINTENANCE & REPAIRS	2,000	2,000
OPERATING SUPPLIES/EXPENSES	24,000	23,000
SM. COMPUTER EQUIPMENT	20,000	6,000
SEMINARS & CONFERENCES	500	500
TRAINING & EDUCATION	2,000	2,000
MILEAGE	100	100
TRAVEL	500	500
TOTAL UTILITY BILLING	889,085	844,086
DEBT SERVICE	16,065,122	15,987,370
TOTAL EXPENSES & DEBT SERVICE	\$ 33,945,393	\$ 34,957,776

The following are the budget objectives for the Water and Sewer Districts Operations for fiscal year 2013:

- Operate and maintain the County’s water and wastewater facilities in an economical and efficient manner
- Protect the natural resources of Sussex County by consistently maintaining a high quality effluent
- Continue oversight of the various capital wastewater projects
- Upgrade communications line to TLS lines to improve vulnerable infrastructure susceptible to weather interference
- Implement an electrical safety program which will protect personnel, electrical system equipment and facilities
- Improve infrastructure to decrease infiltration and stabilize piping
- Improve wells and pumping equipment to reduce maintenance and operation cost and safety issues at various locations
- Continue to work on expansion of existing sewer districts
- Continue to provide utility location services and water and sewer connection inspections to protect the integrity of the existing County owned utilities
- Provide construction inspection service for various County sewer construction projects

REVENUES

Service charges recover the cost to maintain and operate the water and sewer districts systems. The budget committee is, once again, recommending a small increase in an effort to continue to provide uniform service charge rates. Most users will see an \$8 a year increase, while Long Neck Sewer is recommended to have a \$15 a year increase. We recommend leaving some of the rates the same in the following districts: West Rehoboth, Blades, Dewey, Henlopen Acres, and Woodlands of Millsboro. A \$13 annual increase is proposed for Dewey Water to cover the increase in our contract to purchase water from the City of Rehoboth.

The number of Equivalent Dwelling Units (EDU's), which is the unit of measure for the service charges, is projected to increase by 1,944, or 3 percent, over the 2012 budget. The majority of this increase is from the Johnson Corner, the Angola Neck, and the Oak Orchard Expansion customers connecting to the new sewer system.

The County is in its third year of a phased-in project of establishing an uniform service charge program. When completed, there will be an uniform sewer service charge rate for all sewer customers. Following are the listing of the service charge rates for 2013 and 2012.

	TOTAL SERVICE CHARGE PER EQUIVALENT DWELLING UNIT	
	FISCAL 2013	FISCAL 2012
Dewey Water	\$ 198.18	\$ 185.18
Long Neck Sewer	\$ 233.94	\$ 218.94
Dewey Sewer - West Rehoboth	\$ 240.80	\$ 240.80
Uniform Rate Sewer	\$ 262.00	\$ 254.00
Dagsboro - Frankford Sewer	\$ 262.00	\$ 260.48
Blades Sewer	\$ 281.82	\$ 281.82
Dewey Sewer - Proper	\$ 298.14	\$ 298.14
Henlopen Sewer	\$ 487.15	\$ 487.15
Woodlands Of Millsboro	\$ 808.00	\$ 808.00

Assessment charges recover the cost for bond payments, system improvements and maintenance costs. Assessment fees are projected to decrease resulting from various bond debt refinancing. Assessment fees are currently based on front footage length of the property. Listed below are the assessments rates and the average annual assessment amount per district for 2013 and 2012.

DISTRICT	ASSESSMENT RATES PER FRONT FOOT		AVERAGE ANNUAL ASSESSMENT AMOUNT PER PARCEL	
	2013	2012	2013	2012
	Angola Sewer	\$ 6.58	\$ 6.58	\$ 579.04
Bayview Estates Sewer	\$ 7.58	\$ 7.58	\$ 621.56	\$ 621.56
Bethany Sewer - Cedar Neck	\$ 3.82	\$ 4.14	\$ 336.16	\$ 368.46
Bethany Sewer - Millville	\$ 5.18	\$ 5.18	\$ 414.40	\$ 424.76
Bethany Sewer - North Bethany	\$ 11.10	\$ 11.99	\$ 765.90	\$ 839.30
Bethany Sewer - Ocean View	\$ 3.68	\$ 3.68	\$ 338.56	\$ 342.24
Bethany Sewer - Ocean Way Estates	\$ 3.28	\$ 3.30	\$ 272.24	\$ 273.90
Bethany Sewer - Proper	\$ 0.63	\$ 0.69	\$ 39.69	\$ 43.47
Bethany Sewer - Sussex Shores	\$ 3.69	\$ 3.99	\$ 250.92	\$ 271.32
Blades Sewer	\$ 0.88	\$ 0.95	\$ 71.28	\$ 77.90
Dagsboro - Frankford Sewer	\$ 1.41	\$ 1.52	\$ 141.00	\$ 152.00
Dagsboro - Frankford Sewer - Prince Georges Acres	\$ 5.46	\$ 5.51	\$ 475.02	\$ 479.37
Dewey Sewer - Proper	\$ 0.71	\$ 0.77	\$ 46.86	\$ 50.82
Dewey Sewer - West Rehoboth	\$ 4.22	\$ 4.65	\$ 346.04	\$ 381.30
Dewey Water	\$ 1.63	\$ 1.63	\$ 107.58	\$ 107.58
Ellendale Sewer	\$ 1.89	\$ 1.97	\$ 189.00	\$ 197.00
Ellendale Sewer - New Market	\$ 5.20	\$ 5.24	\$ 343.20	\$ 345.84
Fenwick Sewer	\$ 1.27	\$ 1.37	\$ 90.17	\$ 98.64
Golf Village	\$ 1.67	\$ 1.79	\$ 167.00	\$ 179.00
Henlopen Sewer	\$ 0.98	\$ 1.01	\$ 98.00	\$ 101.00
Holts Landing - The Greens Sewer	\$ 9.21	\$ 9.21	\$ 921.00	\$ 921.00
Holts Landing Sewer	\$ 4.58	\$ 4.58	\$ 370.98	\$ 370.98
Johnson Corner Sewer	\$ 6.26	\$ 6.26	\$ 626.00	\$ 626.00
Long Neck Sewer	\$ 3.70	\$ 3.99	\$ 270.10	\$ 295.26
Miller Creek Sewer	\$ 6.94	\$ 6.94	\$ 624.60	\$ 603.78
Oak Orchard Sewer	\$ 4.35	\$ 4.46	\$ 308.85	\$ 316.66
Oak Orchard Expansion Sewer	\$ 4.77	\$ 4.77	\$ 477.00	\$ 477.00
Sea Country Estates Sewer	\$ 5.01	\$ 5.03	\$ 501.00	\$ 503.00
South Bethany Sewer	\$ 0.69	\$ 0.75	\$ 38.64	\$ 42.00
South Ocean View Sewer	\$ 5.47	\$ 5.47	\$ 541.53	\$ 541.53
Woodlands Of Millsboro	\$ 0.46	\$ 0.48	\$ 46.00	\$ 48.00

Connection charges are a one-time fee charged to new users connecting to the sewer or water system. The purpose of these charges is to recover the cost of transmission and treatment costs related to growth. Annual connection charges have increased by 2.722 percent, which is based on the Construction Cost Index, for the current period. The following chart shows the connection charges - per Equivalent Dwelling Unit - for Fiscal year 2013 and 2012.

Sussex County Council - Connection Fees		
DISTRICT	CONNECTION CHARGE PER EQUIVALENT DWELLING UNIT	
	2013	2012
Dewey Water	\$ 1,007	\$ 980
Dewey Sewer	\$ 3,623	\$ 3,527
Bethany Sewer	\$ 4,825	\$ 4,697
Cedar Neck Expansion	\$ 4,825	\$ 4,697
Ocean View Expansion	\$ 4,825	\$ 4,697
Millville Expansion (Rate for existing improvements as of 6/30/03 within boundaries of original district)	\$ 2,300	\$ 2,300
Millville Expansion (Rate for new improvements after 6/30/03 and district extensions)	\$ 6,164	\$ 6,001
South Bethany Sewer	\$ 4,825	\$ 4,697
Fenwick Sewer	\$ 5,151	\$ 5,015
Blades Sewer	\$ 3,248	\$ 3,162
Henlopen Sewer	\$ 3,623	\$ 3,527
Long Neck Sewer	\$ 3,711	\$ 3,612
Dagsboro Frankford Sewer	\$ 6,650	\$ 6,474
West Rehoboth Sewer Extension	\$ 4,715	\$ 4,590
Holts Landing Sewer- existing district	\$ 3,818	\$ 3,717
Holts Landing Sewer - extensions	\$ 6,222	\$ 6,057
Holts Landing Sewer - septic installation charge	\$ 2,511	\$ 2,444
Miller Creek Sewer	\$ 5,131	\$ 4,995
South Ocean View Sewer	\$ 6,055	\$ 5,895
Oak Orchard Sewer (Rate for new improvements after 2/1/01)	\$ 3,645	\$ 3,548
Ellendale Sewer (Rate for new improvements after 1/1/05 and for extensions after 6/30/04)	\$ 7,814	\$ 7,607
Ellendale Sewer (Rate for existing improvements as of 1/1/05 within boundaries of original district)	\$ 4,377	\$ 4,377
Bayview Estate Sewer (Rate for extensions to existing district and for new improvements after 12/29/06.)	\$ 6,345	\$ 6,177
Sea Country Estates Sewer (Rate for hookups after June 30, 2006)	\$ 5,151	\$ 5,015
Angola Sewer (Rate for new improvements and extensions after June 30, 2011)	\$ 3,643	\$ 3,546
Johnson Corner Sewer	\$ 3,818	\$ 3,717
Johnson Corner Sewer (Rate for new improvements and extensions after June 30, 2011)	\$ 4,993	\$ 4,861
Golf Village (Amount equal to the Town of Georgetown's Impact Fee)		
Woodlands of Millsboro - (Amount equal to the Town of Millsboro's In Town Impact Fee)		

EXPENSES

Administrative and general expenses have increased by \$485,460, or 12.56 percent, over the 2012 budget. The major increases are in engineering costs of \$169,650 for sewer planning studies, which will be reimbursed fifty percent by the State and \$275,000 for cross charges to General Fund for administrative costs. The office supplies line items shows a decrease from 2012, but in the 2013 budget costs are more detailed to better track the expenses. These line items include computer equipment maintenance, advertising, small tools and equipment, small computer equipment, and other supplies.

Operations expenses increased \$52,321, or 1.33 percent, from the 2012 budget. Water purchase expense increased by 11.32 percent due to the increase charges from the water supplier. Wastewater treatment costs also increased 3.65 percent, because of the rates charged by the third party processors. Power purchased is expected be about 8 percent less than 2012 budgeted numbers, which is based on projected actual expense for Fiscal 2012. Operating supplies included communication cost in fiscal year 2012, but are shown separate in the 2013 budget, which results in a net increase of \$22,570. Proposed TLS communication lines will increase the annual monthly service charges for communications by \$35,640. Professional fees increases include \$53,600 to implement an electrical safety program, which will protect personnel, electrical systems equipment, and facilities.

Maintenance expenses increased \$30,592, or .47 percent, from the 2012 budget. Maintenance expenses include employee salaries and benefits, as well as, costs to maintain pumping, treatment, and collections systems.

Capital Outlay increased \$566,761, or 20.95 percent, from the 2012 budget. The majority of the increase is in pumping equipment of \$1,203,856, which increased \$534,856 from the 2012 budget. West Rehoboth Pump Station 210 bypass costs of \$384,356 are included as well as \$119,000 to replace generators at various pump stations. Funding of \$380,000 for a Vacon truck is included which will replace the existing truck that services many districts.

Utility Billing decreased \$44,999, or 5.06 percent, from the 2012 budget. This reduction was a result of removing an unfilled position from the 2012 budget.

CAPITAL PROJECTS ENTERPRISE FUND

The Capital Projects Enterprise Fund is to be used for acquiring and constructing major enterprise fund capital projects. Funding sources include intergovernmental grants and loans and expansion and connection fee reserves. The current capital project expenditures are for new or expanded sewer or water districts.

**SUSSEX COUNTY COUNCIL
CAPITAL PROJECTS ENTERPRISE FUND
STATEMENT OF ANTICIPATED FUNDING SOURCES AND PROJECT EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2013**

FUNDING SOURCES	AMOUNT
AVAILABLE FUNDS	\$ 8,743,521
FEDERAL GRANTS	5,150,000
FEDERAL LOANS	4,711,000
STATE LOANS	2,615,000
TOTAL REVENUES AND OTHER FUNDING SOURCES	21,219,521
PROJECT EXPENDITURES	
ANGOLA SEWER - NORTH EXPANSION	266,000
ANGOLA SEWER DISTRICT	1,250,000
CONCORD ROAD EXPANSION	396,000
DEWEY/HENLOPEN TREATMENT CONTRIBUTION	500,000
HERRING CREEK SEWER DISTRICT (HERRING CREEK VILLAGE)	500,000
HERRING CREEK WATER DISTRICT (HERRING CREEK VILLAGE)	330,000
INLAND BAYS REGIONAL WASTEWATER FACILITY - (# 1)	900,000
INLAND BAYS REGIONAL WASTEWATER FACILITY - (# 2A)	1,400,000
LONG NECK BRANCH & AUTUMN ROADS SEWER	477,521
MARSH ISLAND/JOY BEACH SEWER	2,400,000
MILLVILLE SEWER - CONTRACT F - AND DENTON MILLS	1,700,000
OAK ORCHARD EXPANSION	600,000
ROUTE 26-PHASE III	1,500,000
SOUTH COASTAL REGIONAL WASTEWATER FACILITY - PS #30	7,000,000
WEST REHOBOTH - PUMP STATION # 207	2,000,000
TOTAL EXPENDITURES	\$ 21,219,521

FIDUCIARY FUND

The Fiduciary Fund accounts for assets that are being held for a third party (pension participants) and cannot be used for activities or obligations of the County. The Fiduciary Fund includes the Pension Trust Fund and the Post-retirement Employee Benefit Trust Fund.

**SUSSEX COUNTY COUNCIL FIDUCIARY FUND
PROPOSED ADDITIONS AND DEDUCTIONS BUDGET SUMMARY
FISCAL YEAR 2013**

	PENSION AND OTHER EMPLOYEE BENEFIT TRUSTS
ADDITIONS	
EMPLOYER CONTRIBUTIONS	\$ 5,305,120
INVESTMENT EARNINGS (NET OF EXPENSE)	10,901,175
TOTAL ADDITIONS	<u>16,206,295</u>
DEDUCTIONS	
BENEFICIARY PAYMENTS	5,330,720
NET INCREASE IN PLAN ASSETS	<u>\$ 10,875,575</u>
ADDITIONS	

Additions to the fund include \$5,305,120 in current year pension contributions, which is based on the actuaries recommended contribution level. Investment earnings are projected at \$10,901,175. These earnings include interest, dividends, and gains on investments. These investment earnings are net of investment expenses.

DEDUCTIONS

Deductions include pension distributions and health care costs for retirees and professional services fees associated with these costs.

These funds are projected to increase by more than \$10,875,575 by year end. Beneficiary payments include a 1.125 percent COLA.

FIVE YEAR CAPITAL PROJECT PROGRAM

The five year capital project program includes the anticipated capital projects and the funding sources for these capital projects.

**SUSSEX COUNTY COUNCIL
FIVE YEAR CAPITAL ANTICIPATED PROJECT PROGRAM
FOR FISCAL YEAR 2013 ~ 2017**

	FIVE YEAR TOTAL	2013	2014	2015	2016	2017
FUNDING SOURCES						
GENERAL FUNDS	\$ 32,287,002	\$ 6,691,877	\$ 2,515,125	\$ 3,344,000	\$ 10,102,500	\$ 9,633,500
ENTERPRISE FUNDS	40,148,521	8,743,521	7,370,000	5,435,000	8,600,000	10,000,000
FEDERAL GRANTS	21,927,260	9,293,510	6,268,750	4,845,000	1,520,000	-
STATE GRANTS	8,912,723	2,412,098	133,125	6,327,500	40,000	-
FEDERAL LOANS	27,121,937	4,711,000	3,915,000	4,041,500	5,723,354	8,731,083
STATE LOANS	35,056,855	2,615,000	11,165,000	8,987,500	4,682,355	7,607,000
TOTAL FUNDING SOURCES	165,454,298	34,467,006	31,367,000	32,980,500	30,668,209	35,971,583
PROJECT EXPENDITURES						
GOVERNMENTAL FUNDS						
AIRPORT - RUNWAY 422	34,478,900	4,553,900	5,325,000	8,200,000	8,200,000	8,200,000
AIRPORT - STORMWATER IMPROVEMENTS	355,000	355,000				
AIRPORT - LIGHTING	292,500	292,500				
AIRPORT - PAVEMENT IMPROVEMENTS	2,688,000	309,500	826,000	656,500	662,500	233,500
AIRPORT - GUARD STATION	40,000	40,000				
AIRPORT - 10-28 PARALLEL TAXIWAY	3,500,000			3,500,000		
AIRPORT - APRON EXPANSION	3,200,000			1,600,000	1,600,000	
COUNTY ADMINISTRATION BUILDING - GENERATOR	260,000	260,000				
COUNTY ADMINISTRATION BUILDING - RENOVATION	260,000	260,000				
EMERGENCY SERVICES BUILDING - STATION 106	490,000	490,000				
EMERGENCY OPERATIONS BUILDING - HVAC	272,500	272,500				
EMERGENCY COMMUNICATION BUILDING	1,300,000	1,300,000				
ENTERPRISE RESOURCE PLANNING SYSTEM	400,000	400,000				
INDUSTRIAL PARK EXPANSION	2,200,000			200,000	1,000,000	1,000,000
LIBRARY - GREENWOOD EXPANSION	3,000,000	3,000,000				
LIBRARY - SOUTH COASTAL IMPROVEMENTS	85,000	85,000				
LIBRARY - MILTON	84,585	84,585				
PARKING LOT IMPROVEMENTS	240,000	240,000				
PROPERTY ACQUISITION	2,520,000	1,100,000	660,000	360,000	200,000	200,000
ROAD IMPROVEMENTS - LOCKWOOD & BIRDHAVEN	896,000		896,000			

**SUSSEX COUNTY COUNCIL
FIVE YEAR CAPITAL ANTICIPATED PROJECT PROGRAM - CONTINUED
FOR FISCAL YEAR 2013 ~ 2017**

WOODLAND PARK IMPROVEMENTS	50,000	50,000				
TOTAL GOVERNMENTAL EXPENDITURES	<u>56,766,985</u>	<u>13,247,485</u>	<u>7,707,000</u>	<u>14,516,500</u>	<u>11,662,500</u>	<u>9,633,500</u>
ENTERPRISE FUNDS						
ANGOLA SEWER DISTRICT	1,250,000	1,250,000				
ANGOLA SEWER - NORTH EXPANSION	3,800,000	266,000	70,000	500,000	1,500,000	1,464,000
OAK ORCHARD EXPANSION	600,000	600,000				
DAGS.FRANKFORD SEWER - CLAYTON AVENUE PS	2,000,000					2,000,000
MILLVILLE EXPANSION - BEAVER DAM	916,000				916,000	
BRANCH & AUTUMN ROADS--LNSSD	477,521	477,521				
PUMP STATION # 207 -- WEST REHOBOTH	3,200,000	2,000,000	1,200,000			
HERRING CREEK VILLAGE SEWER	4,960,000	500,000	2,000,000	2,460,000		
HERRING CREEK VILLAGE WATER	3,300,000	330,000	1,330,000	1,640,000		
CEDAR CREEK WATER DISTRICT (PINEY POINT)	500,000		500,000			
MILLER CREEK EXPANSION - BAYARD	2,714,709				2,714,709	
CLAYTON AVENUE PUMP STATION AND FORCEMAIN	4,275,000			775,000	1,750,000	1,750,000
CONCORD ROAD EXPANSION	1,800,000	396,000	1,000,000	404,000		
RT. 26--PHASE III	5,200,000	1,500,000	2,600,000	1,100,000		
HOLT'S LANDING EXPANSION - MALLARD CREEK	1,249,083				125,000	1,124,083
MARSH ISLAND/JOY BEACH SEWER	6,300,000	2,400,000	2,000,000	1,900,000		
IBRWF - TREATMENT PLANT EXPANSION (# 1)	900,000	900,000				
IBRWF--EXPANSION 2-A	2,610,000	1,400,000	1,210,000			
MILLVILLE SEWER - CONTRACT F - DENTON MILLS	1,700,000	1,700,000				
SCRWF - PUMP STATION 30, FM & UPGRADES	11,185,000	7,000,000	3,500,000	685,000		
DEWEY/HENLOPEN TREATMENT CONTRIBUTION	13,000,000	500,000	8,250,000	4,250,000		
WEST REH. SEWER - TREATMENT EXPANSION	22,700,000			4,100,000	8,600,000	10,000,000
VINES CREEK SEWER DISTRICT	6,000,000				2,000,000	4,000,000
WESTERN SUSSEX REGIONAL FACILITY	8,050,000			650,000	1,400,000	6,000,000
TOTAL ENTERPRISE EXPENDITURES	<u>108,687,313</u>	<u>21,219,521</u>	<u>23,660,000</u>	<u>18,464,000</u>	<u>19,005,709</u>	<u>26,338,083</u>
TOTAL EXPENDITURES	<u>\$ 165,454,298</u>	<u>\$ 34,467,006</u>	<u>\$ 31,367,000</u>	<u>\$ 32,980,500</u>	<u>\$ 30,668,209</u>	<u>\$ 35,971,583</u>