



FY 2016 Budget

Sussex County Government

Approved FY 2016 Budget – June 16, 2015

Sussex County Council

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Samuel R. Wilson – Vice President
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Administration

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Information about the FY 2016 Budget is available at
<http://www.sussexcountyde.gov>

In addition, you may contact the Finance Department at (302) 855-7389 from
8:30 a.m. to 4:30 p.m. Monday through Friday or visit the office at
Sussex County Administration Building, 2 The Circle, Georgetown, DE 19947

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May 12, 2015

Mr. President 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) 2016. The FY 2016 proposed budget was developed by a budget team consisting of the County Administrator, the Finance Director, and the Deputy Finance Director. 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 in developing this budget.

Thanks to the Council's leadership and the team's conservative approach, the County will continue without raising taxes for another year.

The Fiscal 2016 forecast is consistent with Fiscal 2015 to which we are seeing a small level of positive growth in most sectors. Revenues from the housing sector are projected to only increase by 2 percent over last year. The County's largest revenue source, Realty Transfer Tax, is expected to climb to over \$20 million for the second year in a row.

Nonetheless, we continue to take a very conservative approach and developed a budget that remains below our predicted taxable assessments, because our expenses must remain at a sustainable level. As a result, we are forecasting budgeted revenues to increase a modest 3 percent. While the Realty Transfer Tax (RTT) trajectory is expected to continue its climb for a third year in a row, RTT is only budgeted at \$16.7 million, or 76 percent of projection.

The County's budgeting principles remain as follows:

- Prepare a balanced budget with minimal increases
- Maintain an operating reserve of at least 25 percent
- Continue to fund above the actuarial determined level of funding for pensions and pension benefits
- Operate without tax-supported debt
- Maintain 'AA+' strong bond rating
- Improve funding allocation 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
- Pay-as-you-go philosophy for the capital projects fund
- Continue to eliminate existing septic systems

The budget was prepared with some assumptions. We assumed that the County will continue to receive 1.5 percent of realty transfer tax on eligible properties in unincorporated areas. We also assumed 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 would have to re-evaluate the entire budget.

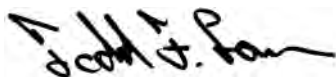
The budget represents a collaborative effort among the budget team and department heads. Knowing that our revenues are showing a minimal increase, departments submitted only their priorities within a 2 percent growth. By prioritizing their expenditures, departments ensured that expenses were in line with their goals and objectives. The departments' objectives are listed throughout this document. I want to personally thank everyone for their understanding of the challenges we face in developing this balanced budget.

I also want to thank the County Council for its leadership and continued fiscal responsibility, which have helped build a strong foundation that has allowed this government to continue to live within its means.

Sussex County's economy is trending in a positive direction, and while I am optimistic about the County's future, I believe we must remain cautious as we move forward. This philosophy governed the decisions we made in developing this year's budget. The positive trends have allowed the County to respond to the calls for additional services while focusing on the areas of greatest need. We, however, continue to move forward at a very deliberate pace to ensure we serve the citizens of this great county while fulfilling our fiduciary duty to them.

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

Sincerely,



Todd F. Lawson

County Administrator

Budget Summary

- County daily operational expenses increased 2.9 percent.
- Taxable assessments increased 3.3 percent
- No increase in property tax rates
- No general fund fee increases
- Small sewer service charge increases
- Connection fee increases

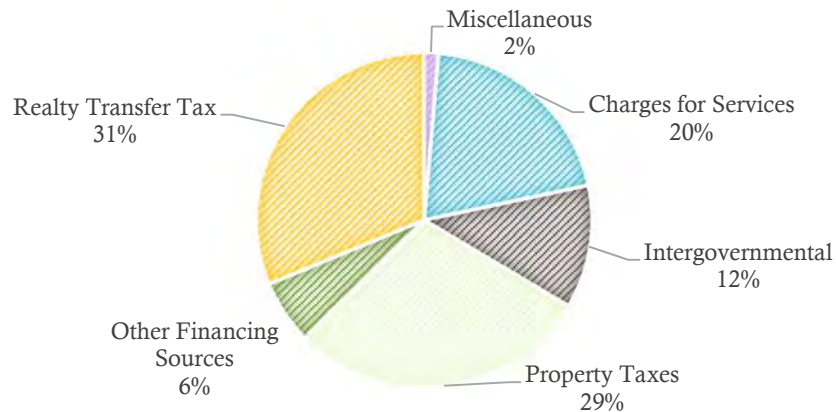
- Delaware State Police contract of \$2.1 million for 44 additional State Troopers and \$575,000 for Local Law Enforcement.
- Continue partnership with the volunteer fire companies by providing \$3.4 million of funding for fire and ambulance services
- Capital projects – Governmental Fund \$8.6 million – 39.8% is airpark
- County's sewer services continue to grow a 2.4% increase in EDU's for 2015, and an additional 1.7% increase is projected for 2016.

- Noteworthy General Fund expenditures include:
 - Information Technology equipment purchases - \$200,000
 - Paramedic Department increases for the western Sussex power unit, employment and insurance costs - \$400,000
 - Grant funding - \$450,000
 - Economic Development endeavors - \$100,000
 - Additional funding for legal expenses - \$105,000
 - Professional fees for comprehensive plan, CRS study, and capacity study - \$75,000

Fund	Approved Budget
General Fund	\$53,449,189
Capital Projects	\$8,600,705
Enterprise	\$55,344,046
Fiduciary	\$11,223,579
Total	\$128,617,519

General Fund Revenue Summary

The General Fund accounts for all financial transactions and resources in Sussex County, other than those required to be accounted for in another fund. Revenues in the General Fund are primarily derived from property and realty transfer taxes, constitutional office fees, intergovernmental sources and other charges for services. General Fund revenue and funding sources increased \$1,505,000, or 2.9 percent compared to the FY 2015 budget. Fiscal 2016 budget funding sources are represented in the pie chart below.



Property Taxes

The current tax rate is \$.445 per \$100 of taxable assessments. This rate has not increased in 26 years. No property tax increase is recommended again this year. The local library rate will remain at \$.0467 as well. The remaining \$.3983 is available for operating expenses.

The estimated total property tax revenue has increased 3.3 percent. This increase reflects the addition of new construction placed on the tax assessment rolls.

Realty Transfer Tax

Realty transfer tax is budgeted to be \$16.7 million in FY 2016 and is a 4.4 percent increase over FY 2015.

In keeping with our conservative budget approach, we estimate to collect over \$22 million in FY 2015. With the uncertainty in the housing market, we budgeted 75 percent of what is expected to be collected. We have budgeted to move \$3,000,000 of previous realty transfer tax to the capital projects fund to pay for large future capital projects.

Intergovernmental Funds

Grants from other governmental agencies are projected to increase by \$10,000, which is a net result of an increase in the State paramedic grant that is based on 30 percent of the paramedic expenses as well as a decrease in federal housing funding.

General Fund Revenue Summary - continued

Constitutional Office Fees

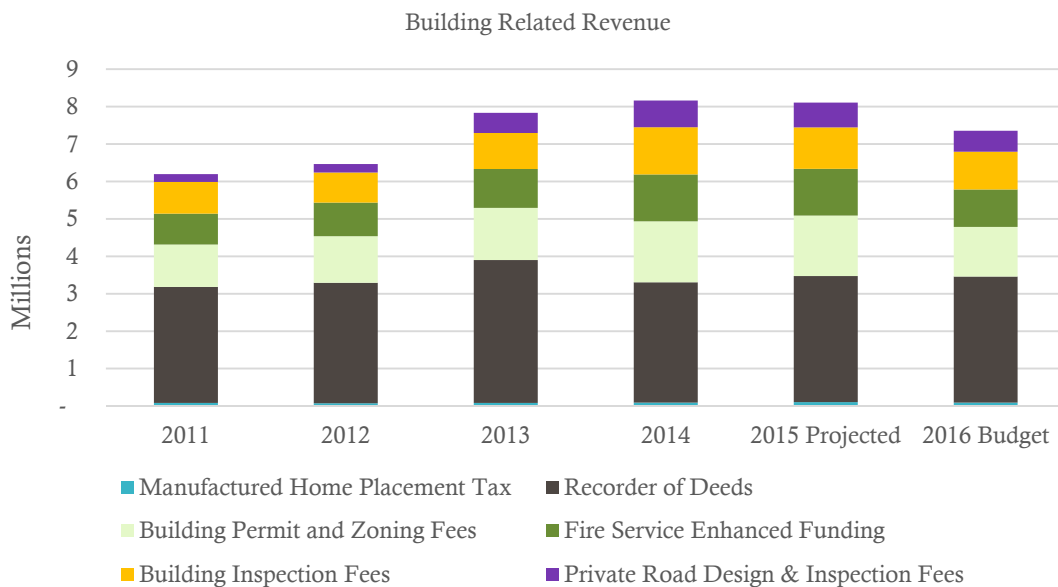
Constitutional offices include the Marriage Bureau, Recorder of Deeds, Register of Wills, and Sheriff. Revenues are expected to increase only slightly by \$100,000, or 1.5 percent. Most of the constitutional offices are seeing no increase from the previous year. The \$100,000 increase is in the sheriff's department. The increase is due to the FY 2015 budget being under projected. We do not anticipate an increase in the number of sheriff sales.

Miscellaneous Revenue

Miscellaneous revenues are projected to increase \$84,000, or 13.1 percent, due to an increase in investment income. The County changed its investment policy a couple of years ago to allow the County to invest in fixed income. As a result, the County is now receiving a higher return on its investments.

Fees and Services

The majority of these fees are real estate and economy sensitive, such as building permits and private road inspections. In general, these fees are projected to be at a 20.0 to 30.0 percent increase over 2012 actual. Revenues from the 9-1-1 system fee are capped by the State. The chart below shows housing related revenue trends and projections. The last column shows the conservative nature of our budget as we are budgeting below the last three years' worth of actuals.



Appropriated Reserve

Appropriated reserve is revenue earned in a prior budget year. This revenue does not support daily general operating expenses. The use of appropriated reserves is to move general fund operating funds to the capital projects fund for larger future projects.

General Fund Revenue

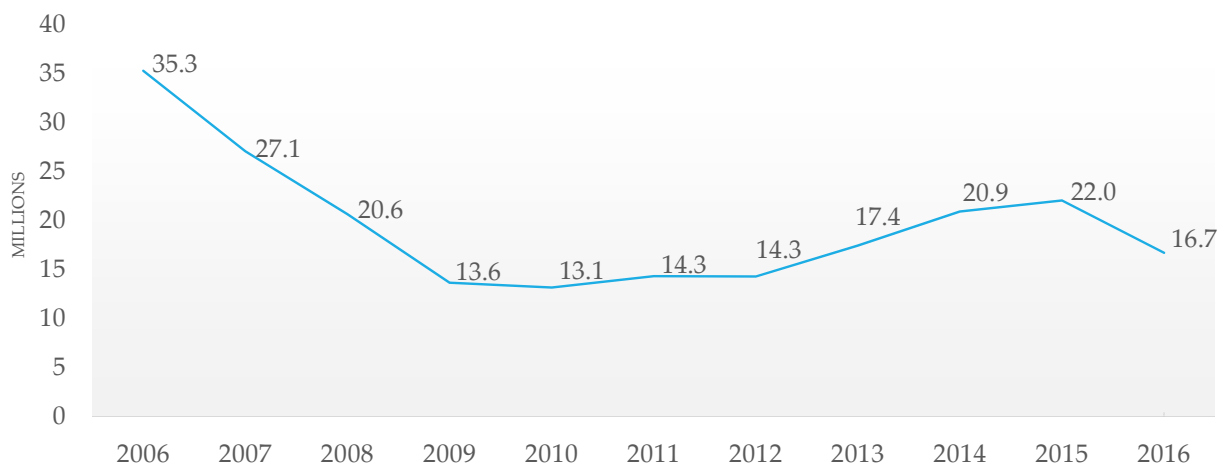
	2014 Actual	2015 Budget	2016 Budget
Taxes			
Property - County	\$12,437,221	\$12,452,070	\$12,858,007
Property – Library	1,442,173	1,460,016	1,507,580
Realty Transfer	20,894,160	16,000,000	16,700,000
Fire Service	1,253,792	1,000,000	1,000,000
Penalties and Interest	163,610	120,000	140,000
Total Taxes	36,190,956	31,032,086	32,205,587
Intergovernmental			
Federal Grants			
Emergency Operations	334,563	160,000	160,000
Miscellaneous	30,859	6,200	-
Housing and Urban Development	1,650,722	1,775,000	1,704,484
Housing Project Income	125,888	-	-
Payment in Lieu of Taxes	5,619	5,000	5,000
State Grants			
Paramedics	4,935,688	3,994,650	4,081,528
Library	330,431	340,000	340,000
Local Emergency Plan Commission	66,129	66,950	66,950
Department of Health	10,000	10,000	10,000
Total Intergovernmental	7,489,899	6,357,800	6,367,962
Charges for Services			
Constitutional Offices Fees			
Marriage Bureau	209,836	134,000	134,000
Prothonotary	9,002	-	-
Recorder of Deeds	3,137,901	3,300,000	3,300,000
Recorder of Deeds – Town RTT	34,259	30,000	30,000
Recorder of Deeds – Maintenance	41,477	40,000	40,000
Register of Wills	841,855	950,000	950,000
Sheriff	2,931,261	2,150,000	2,250,000
General Government Fees			
Building Permit and Zoning Fees	1,628,932	1,325,000	1,325,000
9-1-1 System Fees	559,636	559,630	559,630
Manufactured Home Placement Fees	92,486	74,000	92,000
Building Inspection Fees	1,259,860	1,040,000	1,007,000
Airport Fees	455,018	472,820	463,300
Miscellaneous Fees	84,223	86,000	64,500

General Fund Revenue - continued

	2014 Actual	2015 Budget	2016 Budget
Dog Licensing	82,140	74,000	74,000
Private Road and Inspection Fees	712,275	377,000	560,000
Total Charges for Services	12,080,161	10,612,450	10,849,430
Miscellaneous Revenue			
Contributions and Donations	15,599	25,000	25,000
Economic Loan Repayments	48,097	45,000	45,000
Fines and Forfeits	21,727	22,000	23,000
Investment Income	949,002	400,000	450,000
Reimbursements – Medicare	115,057	94,080	100,000
Rents other than Airpark	38,784	38,170	33,210
Miscellaneous Revenue	73,364	18,000	50,000
Total Miscellaneous Revenue	1,261,630	642,250	726,210
Other Financing Sources			
Reimbursements from other Funds	76,110	300,000	300,000
Appropriated Reserves	-	3,000,000	3,000,000
Total Other Financing Sources	76,110	3,300,000	3,300,000
Total Revenue	\$57,098,756	\$51,944,586	\$53,449,189

The chart below shows the fluctuation of the County's largest revenue source, Realty Transfer Tax. The FY 2016 operating budget keeps this volatile revenue source to pre-2013 levels.

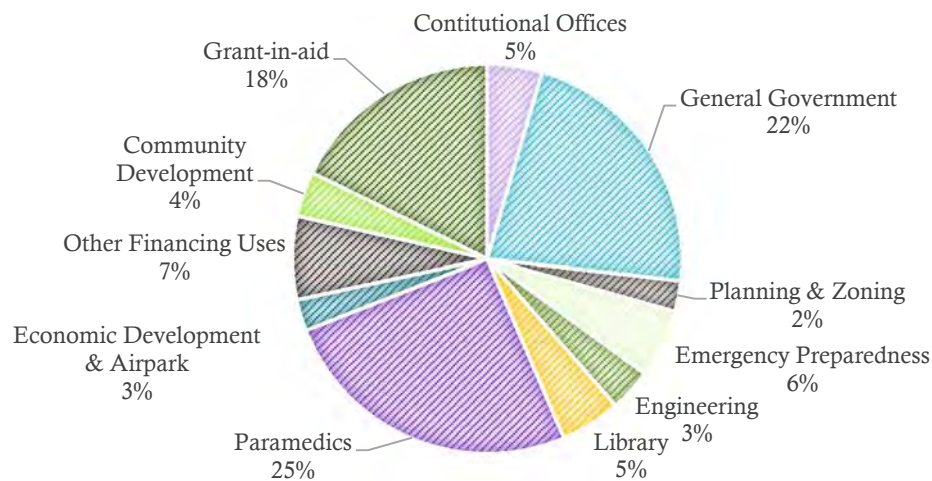
Realty Transfer Tax



General Fund Expense Summary

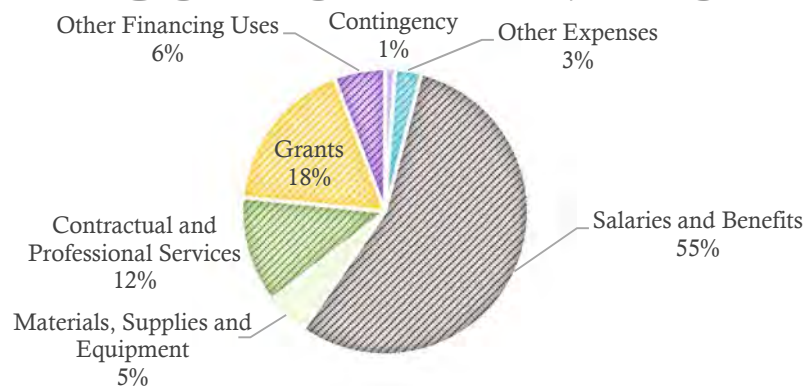
The total FY 2016 General Fund budget is \$53.4 million. The pie chart below indicates which services County revenues support for the citizens of Sussex County. Public safety makes up the largest percentage of the pie at 31 percent. This percentage excludes other public safety grants that are given to fire and ambulance companies and law enforcement agencies, which can be found in the grant-in-aid section of the chart. General Government makes up the next largest portion at 22 percent. This expense includes County Council, Administration, Finance, Human Resources, Building Code, Assessment, Dog Control, and Information Technology.

GENERAL FUND BUDGET BY FUNCTIONAL CATEGORIES



This chart shows FY 2016 expenditures by category. Salaries and wages make up 33 percent of the County's General Fund expenditures. As our largest expenditure category, we continue to keep staffing levels to a minimum. The FY 2016 budget is down 2 positions from the FY 2015 budget.

GENERAL FUND BUDGET BY CATEGORY OF EXPENDITURE



General Fund Expenses

	2014 Actual	2015 Budget	2016 Budget
General Government			
County Council	\$619,943	\$513,286	\$611,565
Administration	519,856	569,170	500,420
Legal	458,593	370,000	500,000
Finance	2,067,238	1,836,669	1,885,443
Assessment	1,504,324	1,466,378	1,568,802
Building Code	647,506	786,212	741,490
Mapping and Addressing	717,459	728,705	748,410
Human Resources	1,043,611	838,127	823,292
Records Management	142,628	180,719	194,224
Buildings and Grounds	1,285,221	1,761,191	1,584,197
Information Technology	1,478,237	1,449,792	1,712,157
Constable	234,063	230,634	283,569
Dog Control	739,717	741,512	742,546
Total General Government	11,458,396	11,472,395	11,896,115
Planning and Zoning			
	1,173,316	1,255,298	1,355,276
Paramedics			
	13,989,270	13,315,497	13,625,093
Emergency Preparedness			
Administration	550,339	467,259	524,223
Emergency Operations	2,254,247	1,929,054	2,039,401
Communication Systems	465,444	452,587	403,549
Local Emergency Planning Committee	80,975	73,513	75,914
Total Emergency Preparedness	3,351,005	2,922,413	3,043,087
County Engineer			
Administration	1,312,494	1,301,245	1,193,775
Public Works	656,314	613,472	705,357
Total County Engineer	1,968,808	1,914,717	1,899,132
Library			
Administration	593,683	635,485	643,378
Operations	1,905,867	1,895,283	2,031,326
Local Libraries (in grants)	-	-	-
Total Library	2,499,550	2,530,768	2,674,704

General Fund Expenses - continued

	2014 Actual	2015 Budget	2016 Budget
Economic Development			
Economic Development	79,456	123,828	221,330
Safety and Security	482,827	421,722	445,803
Airport and Industrial Park	637,101	660,764	732,492
Total Economic Development	1,199,384	1,206,314	1,399,625
Community Development	1,847,707	2,041,920	1,999,746
Grant-in-aid (includes local libraries)	9,298,810	9,060,378	9,487,194
Constitutional Offices			
Marriage Bureau	190,271	176,294	183,292
Recorder of Deeds	1,075,259	1,148,045	1,072,415
Register of Wills	520,921	533,805	541,958
Sheriff	641,211	681,241	586,052
Total Constitutional Offices	2,427,662	2,539,385	2,383,717
Other Financing Uses			
Transfers Out	838,103	85,500	3,085,500
Reserve for Contingencies	-	3,600,000	600,000
Total Other Financing Uses	838,103	3,685,500	3,685,500
Total Expenses	\$50,052,011	\$51,944,585	\$53,449,189

Expenses are up \$1,505,000 from FY 2015. The largest increase is in the grant-in-aid program. The contract with the State Police to provide an additional 44 troopers increased \$90,000. Another grant increase was the County's contribution to the 11 local libraries. A new formula is proposed to distribute funds based off of measurable objectives.

Throughout the budget there is an increase in health insurance costs. The County did a request for proposal in FY 2015 for health insurance benefits. The County is optimistic that a savings will be seen; however, costs exceeded anticipated expenses in FY 2015. Therefore, the budget team felt it was prudent to increase the budget for health insurance costs to cover the anticipated rise in FY 2015.

There are also new initiatives that were not funded last year which the County will either begin to study or will fully implement in FY 2016. These initiatives are the Western Sussex Paramedic Power Unit, a capacity study, and a Community Rating System.

Airport and Industrial Park

Sussex County Government

Mission

Dedicated to providing a high level of expertise for planning, operating, and administering of a regional general aviation airport for the benefit of the people of Sussex County

Budget Summary

FY14 Actual	\$637,101
FY15 Budget	\$660,764
FY16 Budget	\$732,492

FY15 Successes Improving Service

- Completed 500 ft main runway extension and rehabilitation of existing surface improving safety and reliability
- Rehabilitated taxiways and apron areas extending the useful life of important infrastructure
- Completed terminal improvements increasing public image of the airport

2016 Objectives

Objective 1

Implement the Airport Marketing Plan

Objective 2

Assist in design and development of infrastructure improvements such as airfield lighting upgrades

Objective 3

Coordinate new instrument approach procedures with the FAA

Objective 4

Update the FAA's pavement management software PaveAir, with up-to-date pavement status

Objective 5

Attend 100% of Sussex County Airport Advisory Committee meetings

The Sussex County Airport and Industrial Park, located in Georgetown, serves all of Sussex County. The airport has two paved runways. The longest runway is 5,500 feet and accommodates large corporate jets. Plans are in place to extend the runway another 500 feet. The industrial park is home to 19 businesses that employ approximately 870 people.

The FY 2016 budget increased \$71,000, or 10.8 percent. The increase is from the improvements to the terminal building and a walk-in cooler for the restaurant.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 227,919	\$ 142,690	\$ 136,081
Vision	235	45	104
Dental	1,270	610	988
FICA Tax	17,049	10,835	10,312
Health Insurance	35,208	30,076	33,872
Pension	29,017	25,586	26,096
Legal	20	-	-
Other Professional Services	1,545	3,000	3,090
Communication	1,893	2,000	1,800
Postage and Freight	135	300	170
Utilities	73,271	68,000	73,300
Insurance	5,790	6,072	6,080
Repairs and Maintenance	132,737	175,450	199,950
Advertising	-	45,000	-
Other Contractual Services	2,046	3,200	2,044
Office/Operating Supplies	772	1,000	850
Fuel	23,405	15,000	15,000
Dues and Subscriptions	1,519	1,575	4,330
Maintenance & Repair Parts	-	1,500	500
Tools and Small Equipment	1,383	-	-
Programs and Projects	4,995	35,000	5,000
Miscellaneous	57,742	86,150	132,650
Seminars/Conferences/Training	675	675	1,275
Travel	1,860	2,000	6,000
Improvements	1,948	-	73,000
Machinery and Equipment	14,667	5,000	-
Total Airport and Industrial Park	\$ 637,101	\$ 660,764	\$ 732,492

Assessment

Sussex County Government

Mission

To ensure fair and equitable administration of the property tax policy to enhance the public's faith and confidence in Sussex County Government

Budget Summary

FY14 Actual	\$1,504,324
FY15 Budget	\$1,466,378
FY16 Budget	\$1,568,802

FY15 Successes

- Added over \$55 million to the assessment roll last year
- Added over \$26 million to assessment roll in second quarter this year
- Implemented new assessment procedures to improve efficiency
- Started consultant work to implement new assessment software technology

2016 Objectives

Objective 1

Adjust our assessment procedures to maximize the efficiency of the office

Objective 2

Add new construction to the assessment roles in a timely manner

Objective 3

Look for construction that has been performed without permits

Objective 4

Begin implementing an assessment software that will allow technology in the field

Objective 5

Create an atmosphere that fosters greater unity, productivity, and customer satisfaction

The Assessment Department is responsible for ensuring that all land, buildings, and land improvements 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, Constable, Building Code, and Dog Control departments.

The FY 2016 budget increased \$102,000, or 6.9%, which is reasonable due to the increase in the number of properties being assessed. The budget includes part-time staff to help with the increased volume of assessments.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 899,960	\$ 873,666	\$ 954,226
Cost Reimbursement - Salaries	(144,360)	(152,988)	(166,199)
Vision	1,839	1,119	1,248
Dental	8,963	10,959	11,856
FICA Tax	66,327	65,935	71,091
Health Insurance	362,473	360,837	406,464
Pension	231,959	217,362	217,107
Communications	7,567	10,880	10,920
Postage and Freight	2,497	6,500	5,500
Insurance	4,923	5,108	5,364
Repairs and Maintenance	5,960	9,000	7,795
Printing and Binding	1,487	3,200	1,500
Advertising	1,266	2,000	1,500
Office/Operating Supplies	11,143	12,000	11,000
Fuel	15,419	18,000	17,500
Dues and Subscriptions	1,160	1,600	1,230
Uniforms	-	-	1,000
Maintenance and Repair Parts	2,588	3,000	5,000
Tools and Small Equipment	8,079	11,500	-
Seminars/Conferences/Training	1,014	5,500	4,000
Mileage	-	200	200
Travel	113	1,000	500
Machinery and Equipment	13,947	-	-
Total Assessment	\$ 1,504,324	\$ 1,466,378	\$ 1,568,802

Buildings & Grounds

Sussex County Government

Mission

To provide a clean, comfortable, safe, and attractive atmosphere for the administrative staff, residents, and visitors to Sussex County buildings.

Budget Summary

FY14 Actual	\$1,285,221
FY15 Budget	\$1,761,191
FY16 Budget	\$1,584,197

FY15 Successes

- Completed County Administrative Offices building renovations in Building Code, Human Resources, Payment Center, Atrium/Caucus Room, as well as chimney repairs
- Completed Administrative Offices West Complex training center
- Completed Milton Library roof and window replacement
- Installed HVAC replacement at the Records Building

2016 Objectives

Objective 1

Ensure all County buildings are clean, safe, and properly maintained

Objective 2

Continue to work with County Council, Administration, and directors to accommodate their maintenance needs

Objective 3

Coordinate future projects to ensure timely completion while maximizing any inconvenience

Objective 4

Coordinate daily maintenance duties with new projects as they arise

Objective 5

Continue to work with vendors to ensure the best prices for products and services

The Buildings and Grounds Department operates and maintains all County facilities. This includes the County Administration building, the West Complex, all three County libraries, the Records Management building, and the County airport facilities.

The FY 2016 budget decreased \$177,000, or 10 percent. The decrease is due to reduction of capital improvements and machinery and equipment cost.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 470,961	\$ 535,151	\$ 499,243
Vision	459	611	728
Dental	3,973	4,288	6,916
FICA Tax	35,260	40,541	37,717
Health Insurance	211,731	225,570	237,104
Pension	108,808	135,893	118,864
Communication	13,520	20,000	13,200
Utilities - Electric	175,031	160,000	175,000
Utilities - Fuel	24,038	24,000	20,000
Utilities - Other	14,083	12,000	14,200
Insurance	20,901	21,691	22,775
Repairs and Maintenance	72,137	119,096	127,000
Office/Operating Supplies	142	150	150
Fuel	28,150	25,000	20,600
Janitorial	17,141	17,000	20,000
Uniforms	-	-	2,800
Maintenance & Repair Parts	53,493	70,000	70,000
Tools and Small Equipment	13,393	12,400	13,000
Programs and Projects	2,522	30,000	-
Seminars/Conferences/Training	269	1,300	1,000
Improvements	9,759	100,000	60,000
Machinery and Equipment	9,450	185,500	66,900
Machinery and Equipment - Computer	-	-	7,000
Transportation Equipment	-	21,000	50,000
Total Building and Grounds	\$ 1,285,221	\$ 1,761,191	\$ 1,584,197

Purchases

Bobcat with Attachments to help with snow removal and cleaning - \$52,000



4 x 4 Extended Cab Pickup with Utility Bed - \$32,000

Zero-Turn Mower - \$9,500



3-Point Hitch Salt Spreader - \$3,000

Building Code

Sussex County Government

Mission

From footing to final inspection, we promise to perform at the highest level of professionalism, integrity, honesty, and fairness in our relationship with the citizens of Sussex County, whom we proudly serve.

Budget Summary

FY14 Actual	\$647,506
FY15 Budget	\$786,212
FY16 Budget	\$741,490

FY15 Successes

- In the last year, field inspectors have used mobile tablets to enter results as they have conducted inspections
- Since last year, two new inspectors obtained ICC certification, as residential building inspectors
- With new additional staff, Building Code has been phasing out the use of other department's staff for building inspections over the past 6 months and to date have been able to conduct all inspections from within their office

2016 Objectives

Objective 1

Continue to provide excellent service to the community with professional inspections and timely plan reviews

Objective 2

Provide training to staff for both residential and commercial codes

Objective 3

Provide and maintain proper enforcement of current code editions and assist the public building industry with new code

Objective 4

Reduce the capacity of commercial plan storage by requiring digital file types

Objective 5

Continue to enhance and utilize our Munis System with "real-time" notifications from inspectors' mobile devices

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

The FY 2016 budget decreased \$45,000, or 5.7 percent. The decrease is from a vehicle purchase and additional training for commercial inspection in FY 2015.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 340,358	\$ 402,842	\$ 395,489
Vision	670	556	520
Dental	3,770	5,776	4,940
FICA Tax	24,865	30,199	29,360
Health Insurance	145,111	165,380	169,360
Pension	79,922	89,093	90,405
Communications	3,786	5,200	4,500
Postage and Freight	215	500	250
Insurance	3,388	3,516	3,692
Repairs and Maintenance	1,725	3,000	1,728
Printing and Binding	224	500	650
Other Contractual Services	144	-	-
Office/Operating Supplies	3,229	3,100	3,500
Fuel	9,471	15,000	12,300
Dues and Subscriptions	645	1,000	695
Permanent Record Books	1,250	1,750	1,250
Uniforms	-	-	1,500
Maintenance and Repair Parts	3,285	5,000	3,300
Tools and Small Equipment	1,219	6,700	2,306
Other Supplies	-	-	1,385
Seminars/Conferences/Training	10,282	16,000	6,000
Mileage	-	100	100
Travel	-	1,000	1,000
Machinery and Equipment	13,947	30,000	7,260
Total Building Code	\$ 647,506	\$ 786,212	\$ 741,490

Projects and Purchases

Implement Document Scanning - \$ 0

Scan building plans and digitize them for easy research and storage.



Central Office Copier - \$6,700

Centralized multi-function copier will replace desktop printers, copier, fax machines, and scanners with one cost efficient machine.



Community Development

Sussex County Government

Mission

To effectively and successfully administer programs that focus on keeping households safe and stable, preserve the county's housing stock, and promote affordable and fair housing, all of which improve the communities and quality of life for the residents of Sussex County.

Budget Summary

FY14 Actual	\$1,847,707
FY15 Budget	\$2,041,920
FY16 Budget	\$1,999,746

FY15 Successes to Continue to FY16

- Assisted 190 households during FY15, aided 92+ Georgetown residents with street and sidewalk improvements on Margaret Street, demolished eight (8) dangerous structures, and served seventeen (17) households with water & sewer connections
- Successfully garnered FEMA Flood Mitigation funding for four (4) homeowners
- Hosted the inaugural Sussex County Homebuyer Fair
- Created an outreach rack card for displaying the County's various programs and services
- Developed and maintains an Affordable and Fair Housing Resource Center webpage

2016 Objectives

Objective 1

Implement fair housing policies and direct outreach efforts

Objective 2

Administer County Council Emergency Housing Repair funding and CDBG/HOME Funding

Objective 3

Apply for and administer FEMA Flood Mitigation grants for individual property owners

Objective 4

Administer the Neighborhood Stabilization Program I & II (NSP 1 & 2) funding

Objective 5

Oversee the County's inclusionary zoning programs: the Moderately Priced Housing Unit and the Sussex County Rental Programs

It is the responsibility of Community Development to provide and manage grants and loans for housing rehabilitation, community facilities, and public works improvements, which are provided to low and moderate income residents in Sussex County.

The FY 2016 budget decreased \$42,000, or 2 percent. The budget has a decrease in housing rehabilitations that is supported by the Community Development Block Grant through the federal government.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 221,100	\$ 249,993	\$ 265,839
Vision	1,214	252	260
Dental	1,453	2,171	2,470
FICA Tax	16,651	18,570	19,706
Health Insurance	87,600	75,190	84,680
Pension	58,493	54,044	56,779
Legal	6,710	8,000	7,000
Communications	1,085	1,200	720
Postage and Freight	304	600	1,350
Repairs and Maintenance	408	800	408
Advertising	1,559	1,500	2,250
Other Contractual Services	1,437,657	1,608,000	1,537,484
Office/Operating Supplies	1,441	2,000	2,750
Dues and Subscriptions	15	100	50
Small Computer Equipment	750	-	-
Programs and Projects	2,504	6,000	6,000
Seminars/Conferences/Training	365	2,500	2,000
Mileage	8,398	9,000	10,000
Travel	-	2,000	-
Total Community Development	\$ 1,847,707	\$ 2,041,920	\$ 1,999,746

COMMUNITY DEVELOPMENT FUND

Emergency Housing Rehab - \$100,000

Administer County Council funding for emergency housing repair. Funding prioritized for individuals with disabilities, individuals 65+, veterans, and/or households at or below 30% AMI. Primary uses of the funding aid households with no running water, no heat, accessibility needs, leaking roofs, and other plumbing or electrical issues.



Deferred Sewer Connection Fee Program - \$0

CD&H will manage a program whereby qualifying affordable housing developers (refer to the Affordable Housing Support Policy) can apply for assistance per unit to defer costs associated with construction/development (i.e. sewer connection fees).

Application, Prioritization and Tracking of County Council Grants for Rural Community

Infrastructure Improvements - \$0

CD&H, in partnership with the Finance Director, will create a process whereby rural communities can apply for and receive funding for infrastructure projects. Improvements will be tracked and monitored for compliance.



Impacted Community Study - \$5,000

CD&H will complete the study of 14 rural communities in Sussex County using one (1) intern and one (1) community resident (per community surveyed). This study will provide insight on the infrastructure and service needs of rural communities throughout Sussex County.

Constable & Dog Control

Sussex County Government

Mission

To receive and investigate complaints involving County Code violations so they may be identified and corrected in order to preserve the well-being, enjoyment and value of property for all in Sussex County

Budget Summary

FY14 Actual	\$973,780
FY15 Budget	\$972,146
FY16 Budget	\$1,026,115

FY15 Successes

- Implemented recovery process for County funds used in servicing noncompliant properties
- Created electronic documentation of complaints and investigations conducted by office staff
- Took proactive actions to eliminate reoccurring violators
- Identified and addressed long term public concerns, such as the Master Tire facility in Georgetown

2016 Objectives

Objective 1

Resolve and investigate complaints in a timely and professional manner

Objective 2

Demolish vacant and illegal manufactured homes

Objective 3

Support enforcement referrals from other County departments

Objective 4

Work with State on abatement program

Objective 5

Assist the Collections Manager on delinquent collections

The County Constable 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 FY 2016 budget increased \$53,000, or 23 percent. The increase is due to the cost of a staff member being transferred to the department to help with administrative tasks.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 108,424	\$ 112,459	\$ 155,294
Vision	95	148	156
Dental	660	1,238	1,482
FICA Tax	8,087	9,181	9,235
Health Insurance	48,756	45,114	50,808
Pension	38,568	27,812	29,222
Other Professional Services	-	-	600
Communications	1,581	1,800	1,680
Postage and Freight	254	600	1,500
Insurance	2,007	2,082	2,108
Repairs and Maintenance	1,933	2,000	684
Printing and Binding	92	-	300
Other Contractual – Rodent Control	14,907	10,000	10,000
Office/Operating Supplies	962	1,200	1,800
Fuel	5,600	6,000	5,500
Uniforms	-	-	1,500
Maintenance & Repair Parts	763	1,000	1,000
Small Computer Equipment	-	-	700
Programs and Projects	1,374	10,000	10,000
Total Constable	\$ 234,063	\$ 230,634	\$ 283,569

The Dog Control Department is responsible for issuing dog licenses and working with the County's contractor to handle dog control issues.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 29,113	\$ 28,688	\$ 28,683
Vision	38	45	52
Dental	254	305	494
FICA Tax	2,223	2,188	2,194
Health Insurance	17,424	15,038	16,936
Pension	7,984	7,032	7,171
Postage and Freight	1,387	1,400	1,400
Printing and Binding	1,029	1,000	1,000
Other Contractual Services	174	-	-
Office/Operating Supplies	1,678	1,800	1,000
Tools and Small Equipment	-	400	-
Other Supplies	1,374	1,000	1,000
Programs and Projects	677,039	682,616	682,616
Total Dog Control	\$ 739,717	\$ 741,512	\$ 742,546

New Projects or Initiatives

Intermediate Staff Levels \$6,000

Create multiple levels to promote and train staff to increase their abilities related to investigations, project management, and prosecution of court cases.

Constable III

Constable II

Constable I



Mobile Data Access \$6,000

Investigators can access information and reporting tools from the field. Funding is provided through the IT budget.

Portable Printers \$700

Printers for investigators--allowing violation notices to be printed and hand delivered in the field.



Uniformed Investigators \$1,500

A one-time expense for providing uniforms to field staff that are readily identifiable by the public.

County Administration

Sussex County Government

Mission

Committed to provide services that promote public safety, well-being, prosperity and an enriched quality of life in a personal, professional and fiscally responsible manner for those who live, work and vacation in Sussex County.

Budget Summary

FY14 Actual	\$ 519,856
FY15 Budget	\$4,169,170
FY16 Budget	\$1,100,420

Executive Summary

The County Administration 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 employees in more than 40 departments, divisions, and offices.

2016 Objectives

Objective 1

Maintain the County's strong financial position

Objective 2

Streamline County processes and use County assets more efficiently while improving service to the public

Objective 3

Establish a county-wide performance management initiative focusing on a core mission, with measurable objectives

Objective 4

Continue to focus on economic development while improving the County's brand

Objective 5

Renovate and expand the County's sewer system, which will provide critical infrastructure needed to protect the environment

County Administration 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 employees in more than 40 departments, divisions, and offices.

The FY 2016 budget decreased \$3 million. This decrease is due to no anticipated surplus for FY 2015, therefore no surplus contingency is budgeted.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 388,219	\$ 390,838	\$ 369,124
Cost Reimbursement – Salaries	(113,482)	(118,622)	(110,708)
Vision	165	292	208
Dental	3,829	3,676	1,976
FICA Tax	28,464	28,895	26,557
Health Insurance	86,184	75,190	67,744
Pension	101,906	94,218	87,932
Communications	6,274	6,000	5,556
Postage and Freight	268	350	300
Rental and Leases	-	-	2,503
Insurance	1,501	1,558	1,636
Repairs and Maintenance	431	600	1,800
Printing and Binding	-	500	-
Advertising	-	200	-
Office/Operating Supplies	3,038	4,200	3,600
Fuel	2,367	2,300	2,300
Dues and Subscriptions	4,351	5,475	6,692
Maintenance and Repairs Parts	-	200	-
Tools and Small Equipment	1,507	2,700	1,400
Programs and Projects	600	7,000	9,800
Seminars/Conferences/Training	-	2,900	2,900
Mileage	100	200	100
Travel	4,134	4,000	4,000
Machinery and Equipment	-	56,500	15,000
Contingency	-	600,000	600,000
Contingency - Surplus	-	3,000,000	-
Total County Administration	\$ 519,856	\$4,169,170	\$1,100,420

County Council

Sussex County Government

Mission

Committed to provide services that promote public safety, well-being, prosperity and an enriched quality of life in a personal, professional and fiscally responsible manner for those who live, work and vacation in Sussex County.

Budget Summary

FY14 Actual	\$619,942
FY15 Budget	\$513,286
FY16 Budget	\$611,565

2016 Objectives

Objective 1

Maintain the County's strong financial position

Objective 2

Maintain public availability to all citizens of the county

Objective 3

Encourage citizens to participate and assist in making informed decisions

Objective 4

Continue efforts to provide County services more efficiently

Objective 5

Renovate and expand the County's sewer system, which will provide critical infrastructure needed to protect the environment

The County Council is the legislative branch of government consisting of five elected members from five districts. The President and Vice President of Council are elected annually by the members of the Council. As the legislative body, 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 FY 2016 budget increased \$98,000, or 19 percent. The increase is due to an increase in insurance premiums and advertising expense that is used to notify the public of the upcoming agenda or any new ordinances.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 229,716	\$ 227,824	\$ 233,043
Vision	1,733	363	312
Dental	4,303	4,233	2,964
FICA Tax	16,923	17,327	17,431
Health Insurance	104,281	90,043	84,536
Pension	60,531	51,571	53,262
Communications	4,298	4,420	4,500
Postage and Freight	1,677	1,500	1,800
Rental and Leases	5,650	7,000	5,652
Insurance	120,043	40,015	126,045
Repairs and Maintenance	395	500	500
Printing and Binding	4,996	5,000	5,020
Advertising	10,769	7,500	15,000
Office/Operating Supplies	1,390	1,400	1,400
Dues and Subscriptions	16,450	15,190	17,100
Tools and Small Equipment	176	-	-
Programs and Projects	8,908	8,500	11,000
Miscellaneous	3,163	2,300	4,000
Seminars and Conferences	680	4,600	4,000
Travel	23,861	24,000	24,000
Total County Council	\$ 619,943	\$ 513,286	\$ 611,565

Economic Development

Sussex County Government

Budget Summary

FY14 Actual	\$79,456
FY15 Budget	\$123,828
FY16 Budget	\$221,330

Mission

The Economic Development Director and the Economic Development Office exist to ignite business development by focusing on the retention, the recruitment, and the expansion of businesses throughout Sussex County.

FY15 Successes to Continue to FY16

- Served as the County's business liaison, primary spokesperson and point of contact for business and economic development initiatives/projects/inquiries
- Acted as a senior advisor to the County Administrator and County Council
- Supported existing economic development engines and initiatives, as well as provide referral assistance to entrepreneurs
- Developed the County brand and implement strategies to promote County assets, such as the airport, the industrial park and libraries

2016 Objectives

Objective 1

Redevelop all tenets of the economic development incentive program & lead the redesign of the economic development website

Objective 2

Lead the major rebranding and marketing efforts for the airport and, secondarily, the industrial park

Objective 3

Lead proactive company site visits with the County Administrator and members of County Council

Objective 4

Explore an expedited review process

Objective 5

Explore a County Economic Development Strategic Plan

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

The FY 2016 budget increased \$97,000, or 79 percent. Initiatives to improve the marketing of the County include funding for economic strategic plan, marketing displays, and an advertising campaign to promote the County and its assets, such as the Sussex County Airport.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 47,483	\$ 75,000	\$ 81,900
Vision	19	71	52
Dental	141	1,022	494
FICA Tax	3,330	5,907	5,623
Health Insurance	10,975	15,038	16,936
Pension	15,187	13,375	19,500
Communications	326	1,000	1,440
Postage & Freight	171	220	1,000
Printing and Binding	-	100	1,000
Advertising	-	-	5,000
Office/Operating Supplies	130	300	500
Dues and Subscriptions	1,045	1,045	1,085
Other Supplies	564	3,000	10,000
Programs and Projects	-	5,000	65,000
Seminars/Conferences/Training	30	750	5,000
Mileage	-	500	1,800
Travel	55	1,500	5,000
Total Economic Development	\$ 79,456	\$ 123,828	\$ 221,330

New Projects or Initiatives

Marketing Display - \$10,000

This four-panel professional display will be showcased at various conferences to promote our County assets including the Industrial Park and Airport. The cost of design and construction of two additional panels are included so that other County departments can utilize the display as well.



Marketing Materials - \$5,000

These marketing materials will highlight the County's assets and will be distributed whenever we have the opportunity to attract new business to our Airport, Industrial Park or throughout our county (such as at regional and national conventions).



Promotional Items - \$10,000

Promotional items will be used for a variety of events & conventions - from Sussex County Government Day to the National Schedulers & Dispatchers Conference.



Property Search Tool - \$5,000

An accurate and dynamic property search/site selection tool is an integral part of our Economic Development mission - business relocation, retention and expansion. Site selectors utilize this tool as well as local entrepreneurs. Our tool should be G.I.S. based and provide current demographics, as well as business/industry data analysis.

Advertising - \$5,000

In today's competitive marketplace, we should not solely depend on word of mouth and press releases to promote business events. Targeted advertising to promote events, such as Sussex County Open for Business, would drive more entrepreneurs to the monthly one-stop business resource fair. We need to tout small business resources in the county.



ED Strategic Plan - \$45,000

An effective ED Strategic Plan will detail the Department's goals, objectives and indicators of success over the next five years. An ED Plan would also identify the strengths and weaknesses of our economy in order to devise effective programs. We need to specifically define who we are and what we want to be before deciding how we are going to promote the County.

Exhibit Registration - \$3,500

The NBAA Schedulers & Dispatchers Conference is the business aviation industry's premier event for schedulers, dispatchers and their suppliers. It is held January and exhibiting there will enable the County to promote our Airport and make key connections to the decision-makers (the schedulers and dispatchers).



Emergency Preparedness

Emergency Management, Fire and EMS Dispatch, Communications, and LEPC

Sussex County Government

Mission

To provide the citizens and visitors of Sussex County with quality and timely public safety which includes 9-1-1 fire and EMS dispatching as well as Emergency Management to prevent, prepare, respond and recover from natural man-made disasters which threaten Sussex County

Budget Summary

FY14 Actual	\$3,351,005
FY15 Budget	\$2,922,413
FY16 Budget	\$3,043,087

FY15 Successes

- Started the planning process for a new Mobile Command Unit
- Implemented Smart911 in 2014, a free service in which the public registers information they want 9-1-1 dispatchers to see to enhance public safety response in Sussex County
- Implemented ARM360, a real-time damage assessment, reporting, and mapping system utilized to determine damage and assist in deploying appropriate resources
- Updated and revised the Sussex County Emergency Operations Plan

2016 Objectives

Objective 1

Coordinate emergency response with towns, fire service, law enforcement, school districts, and various state agencies

Objective 2

Upgrade Security Access System at EOC that will provide enhanced security awareness

Objective 3

Upgrade lighting to enhance the audio visual system in conference and training rooms

Objective 4

Implement a standalone backup paging system for alerting Fire/EMS units in Sussex County in the event the primary paging system fails

Objective 5

Conduct onsite audits of 1/3 of the extremely hazardous substance facilities in Sussex County

Emergency Preparedness Administration coordinates public safety activities for major storms and natural disasters, such as snow storms, floods, hurricanes, nor'easters, etc. The department also assists with technical disasters like chemical spills and incidents with hazardous materials.

The FY 2016 budget increased \$57,000, or 12.2 percent. Most of the increase is from hiring a part-time staff member to help maintain the communications systems at the emergency center and \$19,000 to install a water treatment system.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 155,225	\$ 143,739	\$ 187,782
Vision	106	148	156
Dental	867	1,238	1,482
FICA Tax	11,636	10,877	14,274
Health Insurance	52,583	45,114	50,808
Pension	29,312	34,981	35,678
Communications	38,143	32,400	25,920
Postage and Freight	337	500	100
Utilities	73,488	55,000	60,500
Rent	1,190	1,300	1,428
Insurance	1,402	1,455	1,528
Repairs and Maintenance	67,061	104,535	90,322
Office/Operating Supplies	1,235	1,700	1,800
Fuel	3,310	4,000	3,300
Dues and Subscriptions	327	422	372
Uniforms	-	250	240
Maintenance & Repair Parts	10,209	7,500	15,233
Tools and Small Equipment	86,900	1,500	4,500
Other Supplies	12,402	14,600	3,800
Programs and Projects	3,863	3,500	3,500
Seminars/Conferences/Training	-	500	500
Travel	743	2,000	2,000
Machinery and Equipment	-	-	19,000
Total Emergency Preparedness Adm.	\$ 550,339	\$ 467,259	\$ 524,223

The Emergency Operations Dispatch Center provides 9-1-1 services for the residents of Sussex County. The Center is responsible for dispatching fire companies, ambulance squads, County paramedics, the State Police Medevac Helicopter and other resources for fire and medical emergencies.

The FY 2016 budget increased \$110,000, or 5.7 percent. The increase includes \$22,000 for computer software and hardware, and \$20,000 for promotional and advertising of the Smart 911 project.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 1,307,305	\$ 1,064,140	\$ 1,079,707
Vision	852	1,176	1,144
Dental	8,373	14,885	10,868
FICA Tax	96,889	80,399	81,780
Health Insurance	383,189	330,836	372,592
Pension	255,363	225,267	227,532
Communications	30,176	30,000	30,000
Postage and Freight	42	150	-
Insurance	1,346	1,396	-
Repairs and Maintenance	89,683	126,060	128,347
Advertising	-	-	20,000
Office/Operating Supplies	652	1,000	1,500
Fuel	678	1,000	800
Dues and Subscriptions	969	900	2,194
Uniforms	-	-	1,440
Maintenance & Repair Parts	3,004	7,500	2,000
Tools and Small Equipment	4,729	6,000	15,200
Small Computer Equipment	1,065	3,200	6,300
Programs and Projects	43,404	1,500	1,000
Seminars/Conferences/Training	11,609	28,645	33,145
Mileage	448	500	500
Travel	261	4,500	4,000
Machinery and Equipment	14,210	-	-
Computer Equipment	-	-	19,352
Total Emergency Operations Dispatch	\$ 2,254,247	\$ 1,929,054	\$ 2,039,401

The Communications Department assists the local volunteer fire companies in maintaining and upgrading their communications equipment, as well as keeping the entire County-owned communications equipment and facilities maintained.

The FY 2016 budget decreased \$49,000, or 11 percent. The decrease is a result of staff reorganization, which included eliminating a part-time position.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 191,555	\$ 198,508	\$ 153,048
Vision	101	148	156
Dental	2,084	1,238	1,482
FICA Tax	14,193	15,069	10,888
Health Insurance	48,579	45,114	50,808
Pension	44,040	49,785	36,087
Communications	2,221	2,300	1,560
Postage and Freight	-	100	150
Insurance	2,242	2,327	2,472
Repairs and Maintenance	24,068	15,440	13,780
Office/Operating Supplies	255	500	900
Fuel	8,780	10,000	8,780
Uniforms	-	-	675
Maintenance & Repair Parts	32,662	28,000	43,376
Tools and Small Equipment	9,001	22,045	1,250
Small Computer Equipment	1,511	-	2,697
Seminars/Conferences/Training	-	5,000	-
Travel	17	-	-
Improvements	-	17,013	-
Machinery and Equipment	84,135	40,000	75,440
Total Communications	\$ 465,444	\$ 452,587	\$ 403,549

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 FY 2016 budget increased \$2,000, or 3.3 percent.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 45,186	\$ 40,767	\$ 41,548
Vision	240	72	52
Dental	701	1,022	494
FICA Tax	3,204	3,020	3,018
Health Insurance	17,508	15,038	16,936
Pension	11,235	9,894	10,092
Communications	1,067	1,000	1,080
Postage and Freight	-	200	200
Office/Operating Supplies	16	500	494
Mileage	1,612	2,000	2,000
Travel	206	-	-
Total Local Emergency Planning Committee	\$ 80,975	\$ 73,513	\$ 75,914

Projects

Security Access Upgrades - \$3,000

This will help with access by State Police and other emergency personnel into the Emergency Operations Center.



Backup Paging System - \$9,170

Install a new UHF paging system and antenna at the State tower in Laurel to bridge a gap in coverage for the southern end of the county and into Maryland. This initiative will increase the County's backup system and help enable pager, siren, and Know box activation from the command post.



SCRWF Communication Tower Improvements - \$28,759

- Replace and add new fencing around tower - \$11,420
- Replace and install all rusted hardware
- Completely ground the tower to meet R56 standards preventing lightning damage - \$4,932
- Prime and paint SCRWF tower to conform with FAA and FCC regulations - \$12,407

Engineering

Including Technical Engineering, Engineering Administration & Historic Preservation

Sussex County Government

Mission

To provide professional, well-organized and cost effective engineering services within project budgets while protecting the public health, safety, and welfare of the residents of Sussex County

Budget Summary

FY14 Actual	\$1,312,494
FY15 Budget	\$1,301,245
FY16 Budget	\$1,193,775

FY15 Successes

- **Public libraries** - Demolished existing Greenwood Public Library facility and built a new \$3.2 million facility
- **Paramedic Station 105** - Design and construction of a new \$700K paramedic station
- **Sussex County Airport runway extension** - Increased the Sussex County Airport main runway length by 500 feet, to 5,500 feet
- **Inland Bays Regional Wastewater Facility** - Added nutrient removal to address the Delaware Inland Bays Pollution Control Strategy and expand spray irrigation disposal capacity from 1.4 million gallons per day (MGD) to 2.6 MGD
- **Sussex Shores SCI Project** - Administered a successful referendum; now performing design to repave streets and relocate all utilities from overhead to underground for an oceanfront subdivision

2016 Objectives

Objective 1

Provide efficient oversight and management of capital construction projects

Objective 2

Develop plans for the expansion of the County's sewer system that eliminate septic systems

Objective 3

Operate and maintain the new Woodland Park and Nanticoke dredge site

Objective 4

Manage plan review and construction oversight for new land development projects

Objective 5

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

Engineering Administration is responsible for all engineering design, construction, and the operation and maintenance of public utilities for the unincorporated areas of Sussex County. This includes wastewater treatment and disposal plants, public water systems, the Sussex County Airpark, lighting districts and suburban community improvements. The Solid Waste Division monitors closed County landfill areas.

The FY 2016 budget decreased \$107,000, or 8 percent. The reclassification of a staff member's salary and benefits to the sewer district resulted in this decrease.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 587,126	\$ 773,782	\$ 680,640
Cost Reimbursement - Salaries	-	(150,113)	(150,000)
Vision	1,557	584	624
Dental	6,342	6,564	5,928
FICA Tax	43,721	58,173	54,705
Health Insurance	199,103	180,418	203,232
Pension	220,561	186,863	172,520
Engineering	44,654	30,000	-
Communications	4,408	3,100	6,420
Postage and Freight	-	50	50
Insurance	-	5,224	5,486
Repairs and Maintenance	-	200	1,700
Office/Operating Supplies	6,498	1,000	1,400
Fuel	5,035	5,000	4,720
Dues and Subscriptions	2,343	3,600	2,400
Uniforms	-	-	1,350
Maintenance & Repair Parts	266	400	1,300
Tools and Small Equipment	241	-	-
Small Computer Equipment	5,887	-	-
Other Supplies	2,995	2,000	2,000
Miscellaneous	73,017	36,100	48,100
Seminars/Conferences/Training	469	1,000	1,600
Mileage	104	-	-
Travel	821	1,200	500
Solid Waste			
Programs and Projects	107,346	126,100	96,100
Improvements	-	30,000	53,000
Total Engineering Administration / Solid Waste	\$ 1,312,494	\$ 1,301,245	\$ 1,193,775

New Projects or Initiatives

New Lot Grading & Drainage Standards

Establish new lot grading and drainage standards to relieve the number of drainage problems in new land development projects. Creating an administrative process to require mass grading plans and as-built grading certifications will greatly reduce the number of new homeowner drainage-related complaints.



Woodland Park & Dredge Site - \$22,000

The new Woodland Park will begin operations on or about July 1, 2015, and new operations and maintenance responsibilities will be acquired. The Historic Woodland School Building is proposed to be moved offsite and ongoing maintenance and groundwater monitoring of the dredge site shall continue.



Finance

Sussex County Government

Mission

To ensure that the County's financial resources are collected, protected, invested, and distributed in a fiscally responsible manner; and to provide accurate financial data to Administration, County Council, and citizens of the County with an effective and efficient team of staff.

Budget Summary

FY14 Actual	\$2,067,238
FY15 Budget	\$1,836,669
FY16 Budget	\$1,885,443

FY15 Successes to Continue to FY16

- Reorganized department to better utilize staff and increase controls
- Created a process and application for the Human Service Grant Program
- Implemented a purchasing card program that generated a new revenue source by receiving a one percent rebate on all purchases
- Earned the Government Financial Officer's Award for Excellence in Financial Reporting
- Increased payment intake during tax season by 239% over the previous year
- Implemented paperless payments for vendors and receipts for customers

2016 Objectives

Objective 1

Maximize the use of resources by seeking opportunities to leverage these resources through technology

Objective 2

Maintain a highly functioning work team

Objective 3

Accurately invoice customers in a timely manner followed with timely notices of delinquency

Objective 4

Monitor revenues and expenses throughout the fiscal year, as well as prepare financial reports to Council on a quarterly basis

Objective 5

Maintain high standards of excellence in order to provide the highest level of service to all customers

The Finance Department is led by a Finance Director who oversees the Accounting, Billing, Collections, and Treasury divisions.

The FY 2016 budget increased \$48,000, or 2.6%. This increase is from hiring a part-time clerk to help with the billing as a result of increase in sewer customers, as well as funding to replace two copiers.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 1,349,861	\$ 1,379,959	\$ 1,399,962
Vision	2,434	1,578	1,508
Dental	14,348	17,112	14,326
FICA Tax	99,079	103,674	104,549
Health Insurance	521,092	436,102	491,144
Pension	360,894	323,383	324,049
Cost Reimbursement – Salaries and Benefits	(899,715)	(1,017,813)	(1,050,992)
Accounting and Auditing	108,000	116,000	120,000
Legal	59,163	80,000	59,000
Other Professional Services	137,996	125,000	125,000
Cost Reimbursement – Other Professional	(87,400)	(144,450)	(136,800)
Communications	4,668	6,000	4,752
Postage and Freight	140,953	117,000	141,000
Rental and Leases	14,353	14,823	6,006
Insurance	252,913	245,346	260,000
Repairs and Maintenance	28,452	24,825	28,386
Advertising	763	500	1,000
Other Contractual Services	36,368	61,000	54,100
Cost Reimbursement – Cont. Services	(153,420)	(100,867)	(105,860)
Office/Operating Supplies	43,725	57,000	47,000
Dues and Subscriptions	2,064	3,160	1,835
Tools and Small Equipment	24,861	10,350	8,106
Cost Reimbursement - Supplies	(28,260)	(31,730)	(25,624)
Seminars/Conferences/Training	1,260	7,950	3,010
Mileage	47	400	100
Travel	2,178	7,500	6,000
Cost Reimbursement - Travel/Education	(2,138)	(7,133)	(4,100)
Machinery and Equipment	54,499	-	14,520
Cost Reimbursement - Capital	(21,800)	-	(6,534)
Total Finance	\$ 2,067,238	\$ 1,836,669	\$ 1,885,443

Projects and Purchases

Implement Munis for Utility Billing - \$250,000

This is the final module to implement in Munis. The anticipated go live date in March 2016. Once this module is implemented all financial systems will be integrated to one system that will allow us to share information among division.



GASB Trainings - \$3,000

The Finance Director and Deputy Finance Director must stay current with new GASB regulations. The Government Financial Officer Association provides us with the best tools to stay on top of an ever changing financial government regulatory environment.

Two Requests for Proposals - \$0

There are two areas that the Finance Department will be looking into in FY 16, one of which is actuarial services. There have been many changes in the accounting of pensions. It is time explore other actuaries and the sustainability of the current County pension.

The second area is banking. The County went out to bid for banking services in early 2012. Since that time, the banking environment, along with the County environment has changed greatly. It is time, once again, to study the County's banking needs and determine what products and services the competitive bank world can better offer the County.



Grant-in-Aid Programs

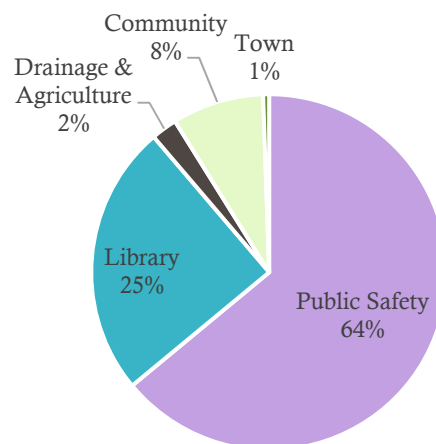
Sussex County Government

Mission

To provide assistance to residents and property owners by partnering with nonprofits.

Budget Summary

FY16 Budget	\$9,487,194
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The County is, once again, partnering with local agencies and nonprofits to provide assistance to residents and property owners. These grants include funding for emergency services provided by local volunteer fire companies, which include fire protection and ambulance services, as well as 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 11 independent locally operated libraries that also receive funding. These funds help the libraries maintain their operations.

The FY 2016 budget increased \$427,000, or 4.7 percent. The increase is a result of additional funding for the independent libraries and the state police.

Account Description	2014 Actual	2015 Budget	2016 Budget
Fire Company Grants	\$ 519,265	\$ 519,265	\$ 519,265
Rescue Truck	64,909	64,909	64,909
Aerial Device	60,379	60,379	60,379
Fire Service Discretionary	1,556,665	1,557,000	1,557,000
Fire Service Enhancement	1,253,792	1,000,000	1,000,000
Fire Service Special Grant	100,846	113,588	113,283
Ambulance Grants	94,797	94,797	94,797
Local Law Enforcement Grants	574,092	575,000	575,000
Agriculture Extension Work	69,049	69,049	69,049
Soil Conservation	75,000	95,000	105,000
Drainage Grants	50,195	50,195	50,195
Open Space Grants	362	-	-
CHEER and Senior Center Grants	9,600	9,600	21,600
Community Action Agency	34,600	9,600	9,600
Human Service Grants	143,520	143,520	200,000
Housing Assistance Grant	250,000	100,000	110,000
Community/Councilmanic Grants	162,420	175,000	175,000
Local Library Grants	1,937,527	1,962,668	2,255,000
Local Library Placement Fees	92,486	74,000	92,000
Assistance Relief Fund	98,275	140,000	100,000
Payment in Lieu of Tax	6,715	6,715	6,715
Economic Assistance Grants	45,000	45,000	45,000
Miscellaneous Grants	172,531	204,245	182,320
Economic Assistance Loan	38,400	-	-
State Police Grants	1,888,388	1,990,848	2,081,082
Total Grant-In-Aid Programs	\$ 9,298,810	\$ 9,060,378	\$ 9,487,194

Human Resources

& General Employment

Sussex County Government

Mission

To provide comprehensive professional-level support services to current employees, pensioners and elected officials by recruiting qualified personnel, providing training and development to the existing workforce, overseeing compensation and benefit packages for employees and retirees, developing personnel policies, and managing employee relations

Budget Summary

FY14 Actual	\$1,043,611
FY15 Budget	\$838,127
FY16 Budget	\$823,292

FY15 Successes

- Implemented an HRIS and time and attendance system
- Created training facility for our employees to enhance their skills and knowledge
- Updated the Personnel Ordinance
- Updated job descriptions for current County positions
- Created HR Policies & Procedures
- Completed audit on all files for active employees and pensioners
- Launched and completed Leadership Development Program to include 70 employees in leadership roles within the County

2016 Objectives

Objective 1

Provide excellent service to all County employees and pensioners in the areas of benefits, staffing, compensation, policies, and employee relations

Objective 2

Manage and administer employee functions including Health Awareness Week and Take Your Child to Work Day

Objective 3

Design and launch a customer service campaign for Sussex County Government employees

Objective 4

Design and launch a Mentoring Program that links senior leadership with employees seeking leadership opportunities

Objective 5

Help departments organize succession planning activities for FY16 and going forward

HUMAN RESOURCES AND GENERAL EMPLOYMENT

FISCAL YEAR 2016 BUDGET

The Human Resources Department is a support office to the County's departments, constitutional offices, and the County Council. The County has 500 employees in the FY 2016 budget. There are also 42 part-time employees proposed in this budget. The department also supports approximately 200 pensioners. The office's function includes recruitment, training, leave administration, payroll administration, employee grievances, discipline procedures, training and development, and administration of benefits.

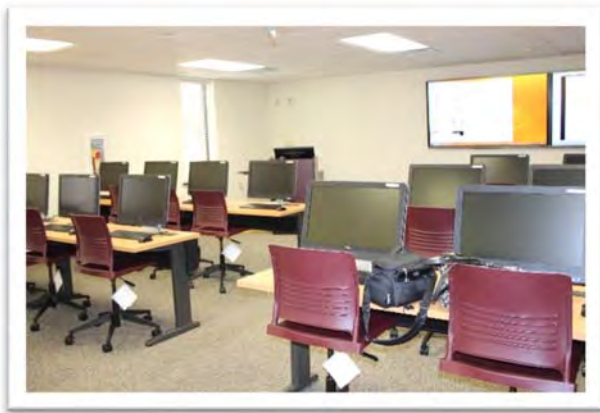
General employment and retirement costs include general expenses associated with all employees, such as unemployment compensation, workmen's compensation, blood bank, and tuition reimbursement.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 310,308	\$ 311,353	\$ 331,296
Vision	273	391	312
Dental	2,130	5,021	2,964
FICA Tax	22,623	23,264	24,971
Health Insurance	87,364	90,228	84,716
Pension	77,815	71,517	72,740
Cost Reimbursement – Salaries/Benefits	(98,154)	(100,355)	(106,780)
Legal	33,362	46,000	40,000
Other Professional Services	44,391	75,700	26,025
Cost Reimbursement – Other Prof.	(15,551)	(24,340)	(12,205)
Communications	1,783	2,000	3,300
Postage and Freight	1,522	1,700	1,700
Repairs and Maintenance	975	8,800	3,408
Printing and Binding	59	400	1,600
Advertising	3,405	2,000	2,500
Cost Reimbursement – Cont. Services	(1,120)	(2,980)	(2,502)
Office/Operating Supplies	8,000	6,600	6,600
Dues and Subscriptions	844	5,400	5,070
Tools and Small Equipment	7,828	-	-
Cost Reimbursement - Supplies	(3,334)	(2,400)	(2,334)
Programs and Projects	75,568	15,100	18,460
Cost Reimbursement – Miscellaneous	(15,114)	(3,002)	(3,692)
Seminars/Conferences/Training	4,318	19,100	20,700
Mileage	18	500	500
Travel	22	2,000	2,000
Cost Reimbursement – Travel and Education	(872)	(4,320)	(5,640)
Salaries – General Employment	-	10,000	10,000
Fringe Benefits– General Employment	6,735	44,636	765
Worker's Compensation	139,703	110,487	170,000
Unemployment Compensation	1,320	5,000	5,000
Pension	242,042		
Other Professional Services	20,586	21,400	31,000
Uniforms	4,431	14,000	-
Tuition	3,576	15,000	10,000
Boards and Commissions	76,755	67,927	80,818
Total Human Resources & Gen. Emply.	\$ 1,043,611	\$ 838,127	\$ 823,292

New Projects or Initiatives

HRIS System Training - \$4,000

Attending Tyler Munis Training for the HRIS System. This training is necessary to complete additional modules for recruiting, benefits administration, payroll, and reporting. Cost includes three people.



Training

Provide training and development opportunities to employees that enable them to acquire, maintain, or increase customer service, technical and interpersonal skills.

On-Line Applications/Recruiting

Build and maintain online portal for public to view and apply for open positions in the County.



LMS - Training & Performance

Build online training database for employees to utilize. Build performance management system for performance reviews, achievements, certifications, and succession planning.

Information Technology

Sussex County Government

Mission

To support the mission of the Sussex County Government by using technologies and services; developing and applying industry standard processes and procedures, and providing excellent customer service to all customers

Budget Summary

FY14 Actual	\$1,478,237
FY15 Budget	\$1,449,792
FY16 Budget	\$1,712,157

FY15 Successes

- Assisted Engineering in the completion of the Greenwood Library.
- Assisted in the implementation and launch of Smart911
- Successfully completed the implementation of a “state-of-the-art” Council caucus meeting room
- Assisted SCRWF with the implementation of managed industrial switches
- Implemented new Helpdesk application that will allow users to unlock and reset their own Active Directory account
- Assisted EOC in CAD upgrade

2016 Objectives

Objective 1

Support departments to meet their technology needs by providing excellent customer service

Objective 2

Provide the County with the tools and applications required for a productive and efficient work environment

Objective 3

Increase the stability and reliability of the County’s servers

Objective 4

Ensure there is no computer or network downtime during work hours

Objective 5

Create a secure data center

Information Technology is responsible for the phone and computer network systems and related infrastructure. They design, upgrade, and repair all computers within the County network. This department also designs and administers the County's official website.

The FY 2016 budget increased \$262,000, or 18.1 percent. Most of the increase is from new equipment needed to maintain the County's technology systems, including \$170,000 for a replacement switch and \$115,000 for disaster recovery equipment.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 665,498	\$ 712,180	\$ 683,252
Cost Reimbursement - Salaries	(222,842)	(403,509)	(397,312)
Vision	1,223	727	728
Dental	4,752	8,537	6,916
FICA Tax	48,242	53,350	50,631
Health Insurance	218,828	210,456	237,104
Pension	183,127	167,634	156,547
Other Professional Services	30,478	20,100	11,900
Communications	89,282	77,240	147,060
Postage and Freight	198	500	300
Rental and Leases	-	26,000	24,500
Insurance	2,719	2,822	2,964
Repairs and Maintenance	365,927	398,895	424,367
Office/Operating Supplies	10,675	5,000	4,000
Fuel	1,721	1,900	1,800
Dues and Subscriptions	579	700	500
Maintenance & Repair Parts	1,078	1,600	1,200
Tools and Small Equipment	9,009	17,000	2,000
Small Computer Equipment	18,922	75,400	73,500
Seminars/Conferences/Training	15,019	14,800	14,000
Mileage	106	400	500
Travel	4,251	12,500	10,500
Machinery and Equipment	29,445	45,560	255,200
Total Information Technology	\$ 1,478,237	\$ 1,449,792	\$ 1,712,157

Projects or Purchases



Continued PC Replacement - \$60,000

We plan to continue the campaign of refreshing the County's computer assets in installments. This places newer PCs and laptops where they are needed. This installment replacement prepares the County for future software upgrades/replacements, rather than replacing all 500+ computers at once.

Switch Upgrades - \$135,000

Our current switches are at the end of their life. There is a risk of potential security threats if not replaced. There is substantial maintenance expenses if we continue to use these devices.



Disaster Recovery Servers & Storage - \$115,000

This system will allow us to continue to work if the County loses its servers in Sussex County. We may need to utilize offsite servers and backup information if a hurricane or major snowstorm hits our area.

Moore and Rutt, P.A., is the legal firm appointed by the County Council. The firm represents the Council and the Board of Adjustment. Griffin and Robertson, P.A., is the appointed Assistant County Attorney and represents the Planning & Zoning Commission. Young, Conaway, Stargatt and Taylor represents the County on personnel and housing matters. Ballard Spahr, LLP, provides assistance with financial matters, including bond issuances.

Account Description	2014 Actual	2015 Budget	2016 Budget
Legal	\$ 458,593	\$ 370,000	\$ 500,000

Library Administration

Sussex County Government

Mission

To cultivate personal and professional growth among and between the public, library staff and community leaders via a network of rich lifelong connections with the library at its center

Budget Summary

FY14 Actual	\$593,683
FY15 Budget	\$635,485
FY16 Budget	\$643,278

FY15 Successes to Continue to FY16

- Developed new funding formula for independent libraries with Finance Director
- Established measures of service connected to new funding formula
- Ensured safety via an updated Library Use Policy and behavior matrix
- Provided nationally-recognized training for Boards of Trustees with 86% attendance rate
- Provided training to Friends of Libraries groups for creation of Memos of Understanding with 100% attendance rate
- Welcomed the community into the new Greenwood Library!

2016 Objectives

Objective 1

Align vision, mission, and policies among County libraries in coordination with Sussex County Administration

Objective 2

Work closely with IT to ensure efficient operation and continuous improvement of the automated system

Objective 3

Continue to promote civic engagement, early brain development, and literacy and senior brain health

Objective 4

Facilitate professionalism of library staff via continuing education and professional development opportunities

Objective 5

Create and implement consistent and effective library policies and align strategic plans

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 ensure efficient operation of the automated statewide system. Library Administration is responsible for general administration and overseeing of the County operated libraries.

The FY 2016 budget increased \$8,000, or 1.2 percent.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 248,796	\$ 281,110	\$ 280,618
Vision	392	194	312
Dental	1,710	2,171	2,964
FICA Tax	18,087	21,065	20,974
Health Insurance	108,746	105,228	101,616
Pension	71,495	56,384	59,062
Communications	4,030	3,960	3,960
Postage and Freight	3,080	3,000	3,300
Insurance	-	660	-
Repairs and Maintenance	1,743	5,500	5,432
Printing and Binding	230	-	-
Office/Operating Supplies	10,531	6,150	10,225
Fuel	4,624	5,000	5,000
Dues and Subscriptions	40,285	40,000	41,605
Permanent Records Books	17,926	6,500	7,250
Maintenance & Repair Parts	353	200	100
Tools and Small Equipment	478	500	500
Small Computer Equipment	697	-	-
Other Supplies	4,077	1,500	1,500
Programs and Projects	9,913	13,000	9,990
Miscellaneous	33,625	75,000	75,000
Seminars/Conferences/Training	4,883	4,690	10,166
Mileage	2,398	1,700	1,700
Travel	5,584	1,973	2,104
Total Library Administration	\$ 593,683	\$ 635,485	\$ 643,378

New Projects or Initiatives

Meaningful Measures - \$0

Analyze data gathered from the new funding formula to determine new, expanded, expired strategies for service over the next 1-3 years.



Staff Certification - \$5,000

Begin Core Competency Certification for all library staff. A workgroup of County and independent library leaders/staff are building the certification program. They have been in contact with the Ephrata Public Library regarding their effective and well-received training program.

Electronic Access Upgrade - \$0

Using current tools, lead Sussex County library social media contact with the public through a redesign of the website and a dedicated staffer at Library Administration to manage same.



Leading From Any Position - \$0

Continue to build leadership skills in staff at all levels to better serve the public, to grow employee satisfaction and loyalty, and to plan succession.

Library Operations

Includes 3 County-owned libraries and the Bookmobile

Sussex County Government

Budget Summary

FY14 Actual	\$1,905,867
FY15 Budget	\$1,895,283
FY16 Budget	\$2,031,326

Mission

To cultivate personal and professional growth among and between the public, library staff and community leaders via a network of rich lifelong connections with the library at its center

FY15 Successes to Continue to FY16

- Combined "memory-building" programs into monthly nursing home visits by the Mobile Library across the county. *Mobile Library.*
- Organized and made full use of new facility (e.g.: wide use of the new meeting rooms by non-profits and others, such as the Delaware Economic Development Office). *Greenwood Library*
- Directed ongoing coverage of the 140th Anniversary of the Milton Library resulting in new/strengthened partnerships. *Milton Library*
- Increased number of classes/lectures/events by 5.23% in response to community demand. Attendance increased by 18.5%. *South Coastal Library*

2016 Objectives

Objective 1

Maintain collections in a variety of formats that fulfill public demand and serve the educational, informational and recreational needs of the community

Objective 2

Provide regular educational and cultural classes and events on a broad range of topics for all ages

Objective 3

Ensure that library staff have the training and continuing education required to best serve the changing needs of the public

Objective 4

Evaluate latest technology trends and acquire those needed to remain current with public demand.

Objective 5

Build new and reinforce existing partnerships with local businesses, schools and organizations to benefit the community

The Bookmobile is a mobile library that visits various locations throughout the county. It provides public library materials and services to area individuals in residential facilities, schools, and daycares who would otherwise have limited access to these valuable community resources.

The FY 2016 budget decreased \$3,000, or 3 percent.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 35,119	\$ 43,340	\$ 42,762
Vision	35	72	52
Dental	254	1,022	494
FICA Tax	2,504	3,288	3,219
Health Insurance	26,711	15,038	16,936
Pension	7,515	10,623	6,607
Communications	1,599	1,500	1,500
Postage and Freight	-	-	-
Insurance	1,616	1,677	1,761
Repairs and Maintenance	1,114	3,500	3,500
Printing and Binding	-	500	1,000
Office/Operating Supplies	312	200	250
Fuel	2,766	4,000	3,000
Dues and Subscriptions	139	198	249
Permanent Record Books	12,471	8,500	8,500
Maintenance & Repair Parts	223	200	500
Tools and Small Equipment	-	3,100	1,250
Small Computer Equipment	1,940	-	-
Other Supplies	6,825	4,000	4,000
Programs and Projects	712	1,400	2,988
Seminars/Conferences/Training	64	1,020	795
Mileage	-	50	50
Travel	-	2,016	2,605
Total Bookmobile	\$ 101,919	\$ 105,244	\$ 102,018

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

The FY 2016 budget increased \$21,000, or 4.2 percent. Most of the increase is for additional shelving units to finish the new library.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 209,720	\$ 233,434	\$ 240,072
Vision	808	278	312
Dental	2,396	3,516	2,964
FICA Tax	15,059	17,344	17,713
Health Insurance	95,690	90,228	101,616
Pension	54,704	57,097	48,251
Communications	1,453	840	876
Utilities	10,393	26,000	28,500
Rent and Leases	25,306	110	326
Insurance	558	886	930
Repairs and Maintenance	469	10,255	3,200
Other Contractual Services	-	2,015	2,900
Office/Operating Supplies	4,506	7,390	8,000
Dues and Subscriptions	6,478	7,328	7,010
Permanent Record Books	33,502	20,000	20,000
Maintenance & Repair Parts	90	750	1,000
Tools and Small Equipment	46,313	750	14,800
Small Computer Equipment	-	-	-
Other Supplies	12,177	9,000	9,000
Programs and Projects	4,758	13,000	8,000
Seminars/Conferences/Training	550	600	6,460
Mileage	1,505	1,700	1,600
Travel	346	412	624
Machinery and Equipment	28,795	-	-
Total Greenwood Library	\$ 555,576	\$ 502,933	\$ 524,154

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

The FY 2016 budget increased \$96,000, or 16.0 percent. Most of the increase is in salaries and benefits from a maintenance staff member being assigned to the library and new conference room furniture.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 254,628	\$ 243,899	\$ 285,874
Vision	1,060	323	364
Dental	2,822	3,193	3,458
FICA Tax	18,940	18,580	21,379
Health Insurance	104,857	90,228	118,552
Pension	65,972	59,182	56,939
Communications	1,195	1,200	1,080
Utilities	27,573	26,810	28,400
Rental and Leases	-	375	375
Insurance	17,720	32,624	20,000
Repairs and Maintenance	15,571	58,517	55,277
Other Contractual Services	367	432	-
Office/Operating Supplies	8,419	7,740	8,129
Dues and Subscriptions	7,643	8,790	10,500
Permanent Records Books	23,488	21,500	21,500
Maintenance & Repair Parts	991	2,000	2,000
Tools and Small Equipment	9,621	3,892	29,295
Small Computer Equipment	2,780	-	-
Other Supplies	11,936	10,500	11,200
Programs and Projects	6,712	9,150	8,000
Seminars/Conferences/Training	2,055	1,380	14,438
Mileage	890	1,000	1,100
Travel	2,066	906	700
Total Milton Library	\$ 587,306	\$ 602,221	\$ 698,560

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

The FY 2016 budget increased \$22,000, or 3.2 percent. Most of the increase is in salaries and benefits.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 312,720	\$ 323,202	\$ 331,217
Vision	581	309	364
Dental	3,200	2,494	3,458
FICA Tax	23,572	24,677	25,281
Health Insurance	87,869	105,266	118,552
Pension	61,685	58,018	56,968
Communications	1,448	1,500	1,500
Utilities	43,030	39,600	41,670
Insurance	3,535	3,561	3,740
Repairs and Maintenance	11,359	30,050	17,931
Other Contractual Services	1,000	2,550	-
Office/Operating Supplies	8,113	8,100	9,000
Fuel	294	550	500
Dues and Subscriptions	10,588	11,992	10,810
Permanent Record Books	45,218	32,000	32,000
Maintenance & Repair Parts	1,581	3,000	4,000
Tools and Small Equipment	5,242	2,000	11,000
Small Computer Equipment	-	-	-
Other Supplies	27,749	15,000	15,000
Programs and Projects	6,308	15,000	15,000
Seminars/Conferences/Training	1,990	2,430	2,530
Mileage	687	1,000	700
Travel	3,297	2,586	5,373
Total South Coastal Library	\$ 661,066	\$ 684,885	\$ 706,594

New Projects or Initiatives: the “nitty-gritty” year

Increasing number of on-site cultural/educational events for seniors. *Mobile Library*



Implementing technology-based classes (computers, tablets, e-readers) *Greenwood Library*

Extending current "summer event" partnership with the Milton Chamber of Commerce via a library arts grant and creating ways to include the Milton Theatre *Milton Library*



Brainstorming and implementing ways to increase completion of summer reading programs by children, teens and adults. *South Coastal Library*

Mapping & Addressing

Sussex County Government

Mission

To facilitate smooth property transfers, land divisions, address issuance and other County geographic data creation, maintenance and dissemination to allow for accurate and authoritative data to be made available to decision makers in governmental agencies, private industry and our constituency

Budget Summary

FY14 Actual	\$717,459
FY15 Budget	\$728,705
FY16 Budget	\$748,410

FY15 Successes to Continue to FY16

- Increased match rate to 80% and have submitted thousands of records to Verizon to raise that number further
- Worked with numerous towns to acquire 911 address data to ensure our dispatch center has the best possible data
- Upgraded servers and software to allow for new web mapping platform
- Worked to digitize planning and zoning data

2016 Objectives

Objective 1

Increase match rate by completing data audits and working with Verizon and Homeland Security

Objective 2

Continue support of 9-1-1 Center and paramedics by improving data accuracy

Objective 3

Complete parcel splits, attach property records data and disseminate to the public in both web and G.I.S. data format

Objective 4

Support all departmental needs for access to mapping and addressing data

Objective 5

Increase County presence on the web. Make it easier for interested parties to access data

The Mapping and Addressing Department creates, draws, and maintains County parcel maps, as well as provides street addresses to County parcels. They are responsible for readdressing Sussex County for the purpose of the Enhanced 9-1-1 System.

The FY 2016 budget increased \$19,000, or 2.7 percent. Most of the increase is due to an \$18,000 vehicle purchase.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 321,272	\$ 320,202	\$ 332,205
Vision	312	277	416
Dental	2,110	1,866	3,952
FICA Tax	23,358	23,582	25,414
Health Insurance	126,818	120,304	135,488
Pension	81,690	81,056	76,175
Other Professional Services	83,632	83,632	83,632
Communications	2,971	3,300	1,506
Postage and Freight	96	-	200
Insurance	2,733	2,836	2,978
Repairs and Maintenance	40,002	44,000	43,500
Printing and Binding	91	200	100
Other Office/Operating Supplies	5,425	5,500	5,430
Fuel	5,572	6,000	5,600
Dues and Subscriptions	-	250	250
Maintenance and Repair Parts	1,448	1,000	1,500
Tools and Small Equipment	9,929	16,500	-
Programs and Projects	3,250	4,000	3,250
Seminars/Conferences/Training	2,290	6,200	3,754
Mileage	539	1,000	1,000
Travel	3,921	7,000	4,060
Machinery and Equipment	-	-	18,000
Total Mapping and Addressing	\$ 717,459	\$ 728,705	\$ 748,410

New Projects or Initiatives

Digital Web Based Mapping - \$3,274 in training

This initiative is in the works during FY15. However, much of the roll-out and training will occur in FY16.



G.I.S. (ESRI) User conference - \$3,100

911 Addressing Manager, will attend the conference to ensure the County stays up to date on G.I.S. software updates and changes in order to support the web mapping initiative.



Marriage Bureau

Sussex County Government

Mission

To issue marriage licenses and certified copies, and conduct marriage ceremonies in a meaningful and memorable fashion to those who live in and visit Sussex County.

Budget Summary

FY14 Actual	\$190,271
FY15 Budget	\$176,294
FY16 Budget	\$183,292

FY15 Successes to Continue to FY16

- Attended wedding training
- Developed listing of qualified officiants
- Congratulated officials and volunteer witnesses
- Implemented all new marriage laws smoothly

2016 Objectives

Objective 1

Issue State of Delaware marriage licenses

Objective 2

Issue certified copies of marriage licenses issued in Sussex County

Objective 3

Officiate marriage ceremonies and renewal ceremonies in the office and various locations in Sussex County

The Marriage Bureau issues marriage licenses, officiates Memorable Marriage Ceremonies, and provides certified copies of marriage licenses issued in Sussex County.

The FY 2016 budget increased \$7,000, or 4.0 percent. The increase is a result of health insurance costs.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 88,347	\$ 88,439	\$ 88,252
Vision	361	135	156
Dental	1,505	915	1,482
FICA Tax	6,372	6,592	6,474
Health Insurance	52,338	45,077	50,772
Pension	23,196	21,066	21,836
Communications	851	1,000	1,000
Postage and Freight	294	300	300
Insurance	100	120	120
Repairs and Maintenance	14,000	5,000	5,000
Printing and Binding	-	300	300
Office/Operating Supplies	1,136	1,700	1,700
Fuel	89	-	-
Dues and Subscriptions	-	250	250
Tools and Small Equipment	859	2,000	1,850
Other Supplies	-	-	400
Seminars/Conferences/Training	225	1,200	1,200
Mileage	80	200	200
Travel	518	2,000	2,000
Total Marriage Bureau	\$ 190,271	\$ 176,294	\$ 183,292

New Projects or Initiatives

Accept credit and debit cards - \$0

The Marriage Bureau only accepts cash at this time. With the help of Finance, we will begin accepting credit and debit cards for Marriage Bureau services. The fee for the credit card will be paid by the customer.



Redecorate the Chapel - \$1,850

The Marriage Bureau wants to update the chapel area to create a better atmosphere for in-house weddings.

Accommodate customer schedules - \$0

The Marriage Bureau will extend office hours to accommodate customer schedules. This will be done mostly by adjusting work schedules and utilizing the salaried elected official.



Paramedics

Sussex County Government

Mission

Committed to improving your quality of life by providing quality, compassionate patient care, continuous quality improvement, proactive planning, innovative technologies and procedures, a full spectrum of emergency, medical services, and comprehensive education and training for our personnel and the public

Budget Summary

FY14 Actual	\$13,989,270
FY15 Budget	\$13,315,497
FY16 Budget	\$13,625,093

FY15 Successes

- Six time medal winning EMS Competition Team
- Early adopters of cutting edge EMS technologies to provide high quality care such as: Automated CPR devices, ventilators and advances airway devices.
- Implemented a pilot deployment strategy in an effort to provide optimal care with improved efficiency while remaining cost-effective.
- Implemented an efficient and ergonomically friendly new vehicle model.
- Designed and constructed two new paramedic stations with plans to complete additional stations over the next several years.

2016 Objectives

Objective 1

Continue as a nationally recognized leader in mobile healthcare services

Objective 2

Provide quality, compassionate patient care with continuous quality improvement and proactive planning

Objective 3

Provide staff and support for eight full-time units, one year-round power unit, one seasonal power unit, and two supervisory units

Objective 4

Provide comprehensive, quality care to the residents and visitors of Sussex County

Objective 5

Provide comprehensive education and training for our employees and the public

Sussex County Paramedics operate as a non-transporting EMS agency providing paramedic services. A specially designed ALS rapid response 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, or by ALS helicopter service provided by the Delaware State Police and Life Net.

The FY 2016 budget increased \$310,000, or 2.3 percent. Most of the increase is for salaries for the staffing of a new paramedic power unit in the Seaford area and worker's compensation insurance.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 7,481,529	\$ 7,243,441	\$ 7,401,637
Vision	12,523	6,271	5,636
Dental	44,414	73,333	53,880
FICA Tax	549,799	546,901	555,717
Blood Bank	-	125	-
Health Insurance	2,075,056	1,744,294	1,795,468
Worker's Compensation	479,445	396,216	568,000
Unemployment Compensation	3,444	5,000	-
Pension	1,681,118	1,459,146	1,444,444
Legal	1,790	25,000	25,000
Other Professional	76,043	73,425	47,775
Communications	67,936	60,000	92,073
Postage and Freight	146	600	600
Utilities	56,767	51,980	51,980
Rent	121,688	119,790	106,740
Insurance	89,181	179,603	145,016
Repairs and Maintenance	271,048	328,270	338,490
Printing and Binding	1,085	1,000	1,000
Advertising	538	5,000	5,000
Other Contractual	7,346	6,750	8,400
Office/Operating Supplies	8,059	8,000	9,000
Fuel	138,004	145,049	158,089
Janitorial	6,263	6,750	6,750
Dues and Subscriptions	657	500	500
Uniforms	41,388	46,744	46,744
Maintenance & Repair Parts	77,961	81,659	81,679
Tools and Small Equipment	178,128	255,396	183,021
Other Supplies	186,582	170,194	182,544
Programs and Projects	3,134	13,000	13,250
Miscellaneous	2,307	1,000	1,000
Seminars/Conferences	4,537	7,225	7,225
Tuition and Training	18,779	73,000	25,000
Travel	22,808	22,435	22,435
Machinery and Equipment	35,714	28,400	46,000
Transportation Equipment	244,053	130,000	195,000
Total Paramedics	\$ 13,989,270	\$ 13,315,497	\$ 13,625,093

Projects or Initiatives

Western Sussex Unit - \$140,000

Staff a daytime single paramedic power unit for the Seaford / Blades area.



Complete improvements to Simulator Lab - \$25,000

These funds are being used to complete the improvements to our Educational Center that were begun in FY 2015.

Upgrade security of wireless networks - \$14,400

Upgrade of existing wireless access points to enhance security and reliability of the wireless networks at our stations.



Capital and Other Large Purchases

Purchase new vehicles - \$195,000

Purchase of three vehicles. These vehicles have mileages in excess of 150,000 miles and meet the criteria for retirement from our fleet.



Planning & Zoning

Sussex County Government

Mission

To provide assistance and advice to the County Council, the Planning and Zoning Commission, the Board of Adjustment, residents and business communities, and the general public on the current Comprehensive Land Use Plan, zoning ordinances, subdivision ordinances, zoning maps, flood maps, and the necessary steps to go through the many public hearing processes and permit processes.

Budget Summary

FY14 Actual	\$1,173,316
FY15 Budget	\$1,255,298
FY16 Budget	\$1,355,276

FY15 Successes

- For 2014 to date, department has processed 30 conditional uses, 24 change of zones, 7 subdivisions, and 190 variances/special use exceptions
- Cross-trained inspection staff to assist Building Code and Assessment for residential building inspections
- Assisted in organizing required public information meeting for FEMA flood maps update

2016 Objectives

Objective 1

To provide the community with personal attention, as well as accurate and detailed information

Objective 2

Assist the Building Code and Building Permits Divisions in the issuance of building permits and certificates of occupancy and compliance

Objective 3

Perform site plan review of business, commercial, and industrial proposals, flood regulations, and subdivision and residential planned community proposals

Objective 4

Prepare, schedule, advertise, and post public hearing notices for change of zones, conditional uses, subdivisions, variances, and special use exceptions

Objective 5

To perform site visits to inspect property and development as it relates to setbacks, separations, and flood elevation requirements

The Planning and Zoning Department is responsible for overseeing land use in the unincorporated areas of Sussex County. It is the public point of entry for subdivision, zoning change, conditional use, special use exception and accessory use requests.

Planning and Zoning staff support the County's Planning and Zoning Commission and Board of Adjustment, as well as County Council, by managing land use applications and scheduling public hearings on subdivision, zoning, or other requests.

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

The FY 2016 budget increased \$99,000, or 8.0 percent. The increase is for a capacity study, Community Rating System, and preliminary work on the Comprehensive Plan. An additional \$40,000 was needed to cover rate increases for advertising expenses.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 494,149	\$ 587,473	\$ 575,583
Vision	496	643	624
Dental	5,855	7,263	5,928
FICA Tax	36,122	44,351	44,501
Health Insurance	192,734	180,418	203,232
Pension	156,672	143,588	133,966
Legal	204,249	186,000	189,000
Other Professional Services	-	25,000	75,000
Communications	5,107	3,600	6,696
Postage and Freight	6,636	6,600	8,000
Insurance	4,114	4,272	4,486
Repairs and Maintenance	3,571	3,000	3,900
Printing and Binding	1,326	1,900	1,300
Advertising	44,546	35,000	75,000
Office/Operating Supplies	5,110	4,500	5,000
Fuel	7,617	10,800	7,800
Dues and Subscriptions	470	1,500	600
Permanent Record Books	2,117	3,000	2,200
Tools and Small Equipment	1,320	750	3,600
Seminars/Conferences/Training	990	4,800	800
Mileage	-	240	-
Travel	115	600	800
Machinery and Equipment	-	-	7,260
Total Planning and Zoning	\$ 1,173,316	\$ 1,255,298	\$ 1,355,276

New Initiatives

Capacity Study - \$25,000

The study will develop information about Sussex County's current infrastructure and what impacts new development may have to the existing infrastructure. The scope of the capacity study could include a variety of infrastructure, such as water, sewer, schools, and roads.



CRS - \$25,000

The objective of the Community Rating System (CRS) is to reward communities that are meeting more than the minimum NFIP requirements to help citizens prevent or reduce flood losses. The CRS also provides an incentive for communities to initiate new flood protection activities.

Planning Consultant for Comprehensive Plan - \$25,000

The County's Comp Plan is due to be completed in 2018. It is important to begin working on a framework for the plan. Hiring a consultant will supplement staff time and expertise, and ensure objectivity and credibility.

Ideally, this consultant will also help with the CRS and Capacity Study.



Public Works

Sussex County Government

Mission

To deliver professional services to the citizens of Sussex County in a courteous, efficient, and cost effective manner with a focus on providing a high level of service for land developments from construction plan review to project completion

Budget Summary

FY14 Actual	\$656,314
FY15 Budget	\$613,472
FY16 Budget	\$705,357

FY15 Successes

For this fiscal year thus far, Public Works has processed 25 site development construction plans for approval, representing 708 residential/commercial units and is currently inspecting 106 development projects under construction.

2016 Objectives

Objective 1

Improve the regulation of private road developments to decrease project time

Objective 2

Improve the review of storm water designs

Objective 3

Improve the quality and operation of construction inspection

Objective 4

Represent the Engineering Department on the Technical Advisory Committee

Objective 5

Perform construction plan review and inspection regulated under Sussex County Code

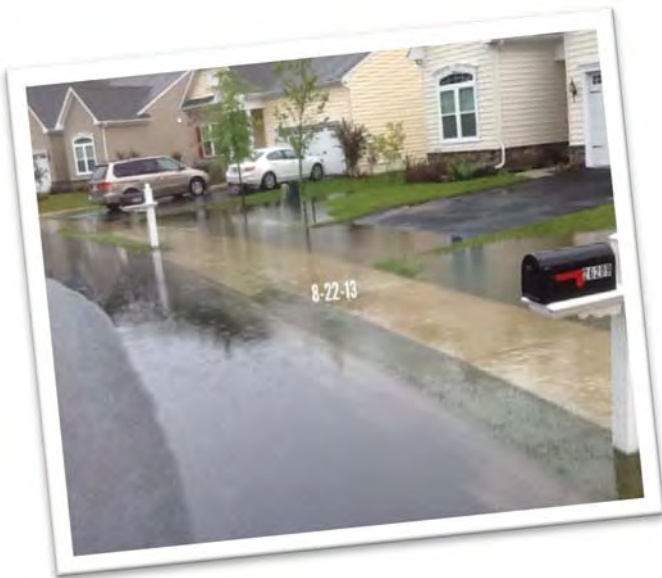
The Public Works Division is responsible for the regulation of private road and private sewer system design review and construction inspection.

The FY 2016 budget increased \$92,000, or 14.9 percent. The increase is due to hiring additional staff to cover increase inspections and reviews and a vehicle purchase.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 384,857	\$ 343,298	\$ 388,339
Vision	280	412	416
Dental	3,711	3,803	3,952
FICA Tax	28,788	26,087	29,381
Health Insurance	116,445	120,304	135,488
Pension	86,665	83,463	85,661
Legal	-	-	-
Engineering	9,240	10,000	5,000
Other Professional Services	-	-	-
Communications	4,818	4,700	5,160
Postage and Freight	384	400	400
Insurance	3,469	3,600	3,780
Repairs and Maintenance	1,804	3,000	1,800
Advertising	-	-	-
Office/Operating Supplies	-	-	-
Fuel	791	1,200	1,200
Dues and Subscriptions	8,908	10,000	9,000
Permanent Record Books	208	250	230
Uniforms	-	-	-
Maintenance & Repair Parts	-	-	300
Tools and Small Equipment	1,956	2,000	3,000
Small Computer Equipment	508	500	200
Other Supplies	3,299	-	-
Miscellaneous	183	180	180
Seminars/Conferences/Training	-	100	-
Mileage	-	100	-
Travel	-	75	-
Machinery and Equipment	-	-	31,870
Total Public Works	\$ 656,314	\$ 613,472	\$ 705,357

Initiatives

This picture represents a small glimpse at the type of private road construction projects regulated by the Division.



The Division - with Engineering Administration, the Sussex Conservation District, local engineers, and home builders - are working to improve drainage issues throughout developments in the county.

The Division continues to work on improving Private Road Standards and details. New standards were recently implemented that have enhanced the quality of site improvements.



Recorder of Deeds

Sussex County Government

Mission

To maintain, and make available the history of Sussex County through accurate property records

Budget Summary

FY14 Actual	\$1,075,259
FY15 Budget	\$1,148,045
FY16 Budget	\$1,072,415

FY15 Successes

- The office began accepting electronic documents for recording in August 2014
- In a joint effort between the Recorder's Office and the State Archivist, a complete inventory of all land records dating back to before 1700 was completed to ensure that all documents had been properly protected with off-site records. This initiative led to scanning of certain documents in 2014, to ensure of the County's historical land records are now securely preserved.

2016 Objectives

Objective 1

Preserve present day and historical land records for all Sussex County real estate

Objective 2

Make land records for Sussex County accessible to the public by being responsive to the needs of the public and legal community

Objective 3

Collect real estate transfer taxes for the State of Delaware, Sussex County, and some Sussex County municipalities

Objective 4

Maintain expenses while continuing to accommodate the additional work flow produced by an improving economy

Objective 5

Complete remaining work on online recording system with the County's Information Technology Department

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 appointments, powers of attorney, military discharges, and Uniform Commercial Code financing notices.

The FY 2016 budget decreased \$76,000, or 6.5 percent. The decrease is from the reduction in the back scanning project that digitized prior year deeds and mortgages.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 507,230	\$ 494,715	\$ 471,910
Vision	783	713	728
Dental	5,375	8,771	6,916
FICA Tax	37,287	37,395	35,908
Health Insurance	244,761	210,495	220,168
Pension	136,262	120,139	119,015
Communications	2,808	2,900	2,880
Postage and Freight	17,425	16,000	16,800
Rental and Leases	17,317	21,000	21,000
Insurance	100	120	100
Repairs and Maintenance	828	1,600	1,800
Other Contractual Services	82,604	115,000	85,000
Office/Operating Supplies	16,637	17,000	17,000
Dues and Subscriptions	150	300	190
Small Computer Equipment	4,719	5,000	5,000
Programs and Projects	-	96,897	68,000
Seminars/Conferences/Training	973	-	-
Total Recorder of Deeds	\$ 1,075,259	\$ 1,148,045	\$ 1,072,415

Initiative

Back Scanning Project - \$68,000

Old mortgages are being scanned so they can be used for genealogy purposes. Over time, these mortgages will be able to be eliminated from the research area. A total of 103 books need to be scanned. The project is from 1952-1967.



Records Management

Sussex County Government

Mission

To assist departments with the proper management of records that are created, so as to determine their proper disposition in the most efficient and effective way possible

Budget Summary

FY14 Actual	\$142,628
FY15 Budget	\$180,719
FY16 Budget	\$194,224

FY15 Successes to Continue to FY16

- Transported approximately 800 cubic feet of records for destruction and 300 cubic feet of records for permanent retention to the Delaware Public Archives
- Digitized all Sussex County Ordinances, meeting minutes, as well as all County press releases and newspaper articles
- Worked directly with records of the Accounting, Paramedics, Human Resources, Economic Development and Planning & Zoning Departments to ascertain retention and establish proper filing
- Hosted a workshop in September 2014 to introduce county departments to the Delaware Public Archives records standards

2016 Objectives

Objective 1

Continue to digitize and index Sussex County records

Objective 2

Implement a standard system across all records created by various departments

Objective 3

Index and prepare permanent records that are not regularly accessed to the Delaware Public Archives

Objective 4

Continue to improve services to internal departments

Objective 5

Organize records that have met their legal retention to maximize space for the future

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 the 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 County's Historic Preservation Planner oversees Records Management. Besides managing the County's records, the planner continues with development of an historic preservation infrastructure and supports heritage tourism initiatives throughout Sussex County.

The FY 2016 budget increased \$13,500, or 7.5 percent. Most of the increase is due to an additional part-time staff member to help organize the County's records.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 94,265	\$ 108,315	\$ 116,848
Vision	435	117	104
Dental	326	1,327	988
FICA Tax	6,988	8,252	9,121
Health Insurance	17,530	30,076	33,872
Pension	14,382	20,032	20,873
Insurance	-	680	-
Repairs and Maintenance	4,832	5,350	2,468
Office/Operating Supplies	1,149	1,500	7,600
Dues and Subscriptions	-	200	-
Maintenance and Repair Parts	241	400	500
Tools and Small Equipment	-	-	800
Other Supplies	2,445	1,000	1,000
Seminars/Conferences/Training	-	1,550	-
Mileage	35	-	50
Travel	-	1,920	-
Total Records Management	\$ 142,628	\$ 180,719	\$ 194,224

Projects

Continued indexing of Sussex County Administration Files for permanent storage at the Delaware Public Archives, a process that will be ongoing



Begin working with Sussex County Administration and Engineering Departments in the upcoming year to index permanent files in accordance with Delaware Public Archives standards

Continue digitizing Sussex County Departmental files as needed, and carry on with on-going digitizing project such as Planning & Zoning building permits



Continue working with all Departments as needed to address records issues, including proper file management and transporting files to the Sussex County Records Center

Register of Wills

Sussex County Government

Mission

To promote a friendly caring environment for the customers we serve on a daily basis. Our customers are facing an emotional time when they enter our office and we strive to direct and assist each one in a courteous, compassionate and efficient manner

Budget Summary

FY14 Actual	\$520,921
FY15 Budget	\$533,805
FY16 Budget	\$541,958

FY15 Successes

- Currently working on scanning 20 years of closed files into the ACS system and send to State archives
- Continued to cross-train all staff to ensure customers are served efficiently and given proper information
- Implemented new procedures to better serve customers
- Reduced the amount of extensions granted, which prolongs the closing of estates being closed
- Continued to analyze practices and procedures to turn manual processes into electronic methods

2016 Objectives

Objective 1

Digitize records in a productive way in order to preserve the original documents filed with the office

Objective 2

Support electronic filing of documents to better serve the public, title searchers, and the legal community

Objective 3

Update software

Objective 4

Continue to cross-train staff so they may be better versed to inform our customers on a daily basis

Objective 5

Close out old backlogged estates and collect money due the County

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 ensuring those administrations are carried out in compliance with Delaware Law.

The FY 2016 budget increased \$8,000, or 1.5 percent. The increase is a result of salary increases and health insurance costs.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 246,272	\$ 248,639	\$ 255,088
Vision	810	395	364
Dental	2,971	4,215	3,458
FICA Tax	18,026	18,818	19,038
Health Insurance	122,286	105,229	118,516
Pension	60,481	59,514	54,084
Communications	816	850	1,000
Postage and Freight	2,424	2,800	2,400
Rental and Leases	17,820	24,000	23,760
Insurance	100	120	100
Repairs and Maintenance	800	1,100	1,100
Advertising	31,159	30,000	31,200
Other Contractual Services	8,313	29,500	25,000
Office/Operating Supplies	3,920	5,500	5,500
Permanent Record Books	150	150	150
Dues and Subscriptions	785	1,575	-
Small Computer Equipment	3,766	1,000	1,000
Mileage	22	200	200
Travel	-	200	-
Total Register of Wills	\$ 520,921	\$ 533,805	\$ 541,958

Continued Initiative

Back Scanning Project - \$25,000

11,000 files shipped to Delaware Archives.



103 boxes shipped to Delaware Archives over a period of 6 months.



This project started in June of 2014 and concluded in late December to early January of 2015. 20 years of closed files, including the years 1956-1976, were removed.



Safety and Security

Sussex County Government

Mission

To partner with each Division in building safety programs and developing a culture that will aid in ensuring the overall reduction of both workplace injuries and recognized hazards, while ensuring ongoing compliance to established safety standards.

Budget Summary

FY14 Actual	\$482,827
FY15 Budget	\$421,722
FY16 Budget	\$445,803

FY15 Successes

Implemented and trained over 300 County drivers on new Drivers Safety Policy. Conducted annual MVR's for all drivers.

New case management initiatives. Assisted in a 36% reduction in Lost time injury cases, and 62% reduction in lost work days in 2014 (2013 vs 2014)

Mitigation of High-Risk Hazards including:

- Completion of Trenching & Excavation Policy/Training
- Abated previously unabated repeat electrical hazards found during prior Delaware Workplace Safety Inspections
- Moved forward current Arc Flash Safety Initiatives

Implemented electronic security guard tour accountability system

2016 Objectives

Objective 1

Observe current conditions, and provide recommendations and action strategies to keep our colleagues and visitors safe

Objective 2

Plan and implement safety policies and procedures in compliance with OSHA regulations.

Objective 3

Assure root cause investigation of accidents, thefts, vandalism and related incidents; provide recommendations for mitigation and prevention.

Objective 4

Work to mitigate HIGH RISK hazards (electrical, trench, confined space, fall)

Objective 5

Implemented new County-wide policies (drivers safety, emergency medical response, emergency evacuation, confined space, trench safety)

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

The FY 2016 budget increased \$24,000, or 5.7 percent. This increase is due to additional hours for part-time security.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 272,914	\$ 234,230	\$ 256,222
Vision	1,470	296	260
Dental	2,190	2,476	2,470
FICA Tax	20,139	17,611	18,034
Health Insurance	99,786	75,190	84,680
Pension	57,292	49,989	42,153
Communications	973	700	984
Insurance	656	680	714
Repairs and Maintenance	741	5,000	4,706
Other Contractual Services	-	10,000	7,680
Office/Operating Supplies	654	750	1,000
Fuel	9,511	8,500	7,000
Dues and Subscriptions	-	500	500
Uniforms	-	-	2,000
Maintenance and Repair Parts	1,665	5,000	4,000
Tools and Small Equipment	657	7,950	10,000
Small Computer Equipment	1,885	1,000	-
Other Supplies	442	-	-
Programs and Projects	-	-	3,400
Seminars/Conferences/Training	6,777	1,850	-
Improvements	5,075	-	-
Total Safety and Security	\$ 482,827	\$ 421,722	\$ 445,803

New Initiatives

Safety Training - \$5,000

JJ Keller Interactive Safety Training Yearly

Subscription - Provides comprehensive safety and DOT training modules to be utilized with compatible Cornerstone Learning Management System.



Medical Qualifications – \$10,500 (Sewer) + \$7,000 (GF)

Medical Qualifications – Implement proper medical qualification exams for hearing conservation, respirator use, prescription safety glasses and DOT licensing.



Sheriff

Sussex County Government

Mission

To provide excellent, detail oriented customer service regarding document service and Sheriff Sales to the public, internal departments, courts and attorneys

Budget Summary

FY14 Actual	\$641,211
FY15 Budget	\$681,241
FY16 Budget	\$586,052

FY15 Successes

- Successfully process documents with Civil processing system (Softcode)
- Reduce the length of time from receipt to completed Sheriff's sale
- Replace all outdated computer and radio equipment in deputy cars
- Office Manager completion of Leadership Development Program

2016 Objectives

Objective 1

Deliver documents to parties in a timely manner with minimal to no errors

Objective 2

Continue to encourage and provide training needed to staff to stay up-to-date with technology

Objective 3

To keep departmental budget as close to previous years while continuing to grow and provide quality service

Objective 4

To stay within budget with less sales revenue income and cut excessive spending

Objective 5

To restore faith and trust to the people of Sussex County

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

The FY 2016 budget decreased \$95,000, or 13.9 percent. The decrease is a result of the reduction of one full-time position.

Account Description	2014 Actual	2015 Budget	2016 Budget
Salaries	\$ 356,021	\$ 344,264	\$ 303,526
Visions	587	450	416
Dental	5,715	6,671	3,952
FICA Tax	26,443	25,848	22,474
Health Insurance	88,408	135,305	101,652
Pension	89,641	78,965	73,645
Communications	5,108	6,000	4,597
Postage and Freight	8,502	8,000	10,000
Insurance	5,802	6,038	6,340
Repairs and Maintenance	5,079	6,000	6,000
Advertising	75	300	300
Other Contractual Services	-	12,000	12,000
Office/Operating Supplies	5,583	5,500	6,500
Fuel	14,317	20,000	15,000
Dues and Subscriptions	634	500	200
Uniforms	-	-	2,000
Maintenance and Repair Parts	1,293	2,000	2,800
Small Computer Equipment	26,044	20,000	10,000
Other Supplies	1,909	2,000	3,000
Miscellaneous	-	-	500
Seminars/Conferences/Training	-	1,000	750
Mileage	-	200	200
Travel	50	200	200
Total Sheriff	\$ 641,211	\$ 681,241	\$ 586,052

Capital Improvements

Governmental Fund

Sussex County Government

The Capital Improvements – Governmental Fund is used for acquiring and construction of major General Fund capital projects.

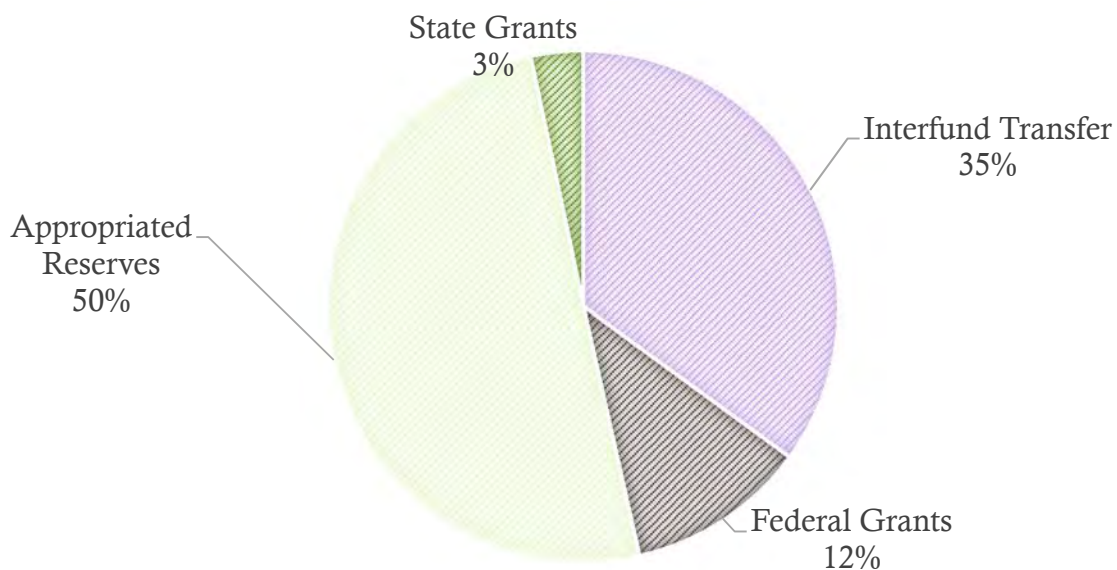
The objective is to continue to improve the County's infrastructure in an economical and efficient manner without acquiring General Fund debt.

Capital Improvements Summary

- Build a paramedic building and purchase land for two future paramedic buildings to best serve the residents and visitors of Sussex County
- Continue improving the pavement and electrical systems at the Airport
- Obtain land surrounding the County's Airport and Industrial Park
- Improve Woodland Park
- Obtain property surrounding the County's landfill sites
- Begin the purchase to replace the current Mobile Command Unit by partnering with Federal and State agencies
- Continue to improve the Administration and West Complex buildings to better serve the public
- Construct a maintenance facility at the County Airport
- Purchase a Computer Assisted Mass Appraisal System to automate the County's assessment process
- Upgrade audio visual systems at the Emergency Operations Center

Capital Improvements - Funding Sources

The FY 2016 Budget, once again, is using appropriated reserves (prior year available funds) to fund the current year's projects. The goal is to use available funds to develop these projects instead of borrowing through bond issues. The budget uses \$4.3 million of appropriated reserves. Federal aviation grant funding is available to cover 90 percent of eligible airport projects; current year funding is \$480,600. The State of Delaware provides grant funding for 5 percent of the eligible airport projects and 30 percent for the paramedic projects. The current year's budget also includes a General Fund transfer of realty transfer tax. The transfer is occurring to help offset the amount of appropriated reserves needed for the current year's projects and to maintain the fund balance for future projects.



	2016	2017	2018	2019	2020
Appropriated Reserves	\$ 4,299,085	\$ 2,479,400	\$ 2,225,000	\$ 1,450,000	\$ 2,890,000
Federal Aviation Grant	480,600	550,000	550,000	550,000	550,000
Federal Emergency Management Grant	500,000				
Investment Income	20,000	20,000	20,000	20,000	20,000
State Aviation Grant	16,020				
State Emergency Management Grant		175,600			
State Paramedic Grant	285,000	225,000	225,000		
Interfund transfer	3,000,000				
Total Funding Sources	\$ 8,600,705	\$ 3,450,000	\$ 3,020,000	\$ 2,020,000	\$ 3,460,000

Capital Improvements - Expenditures

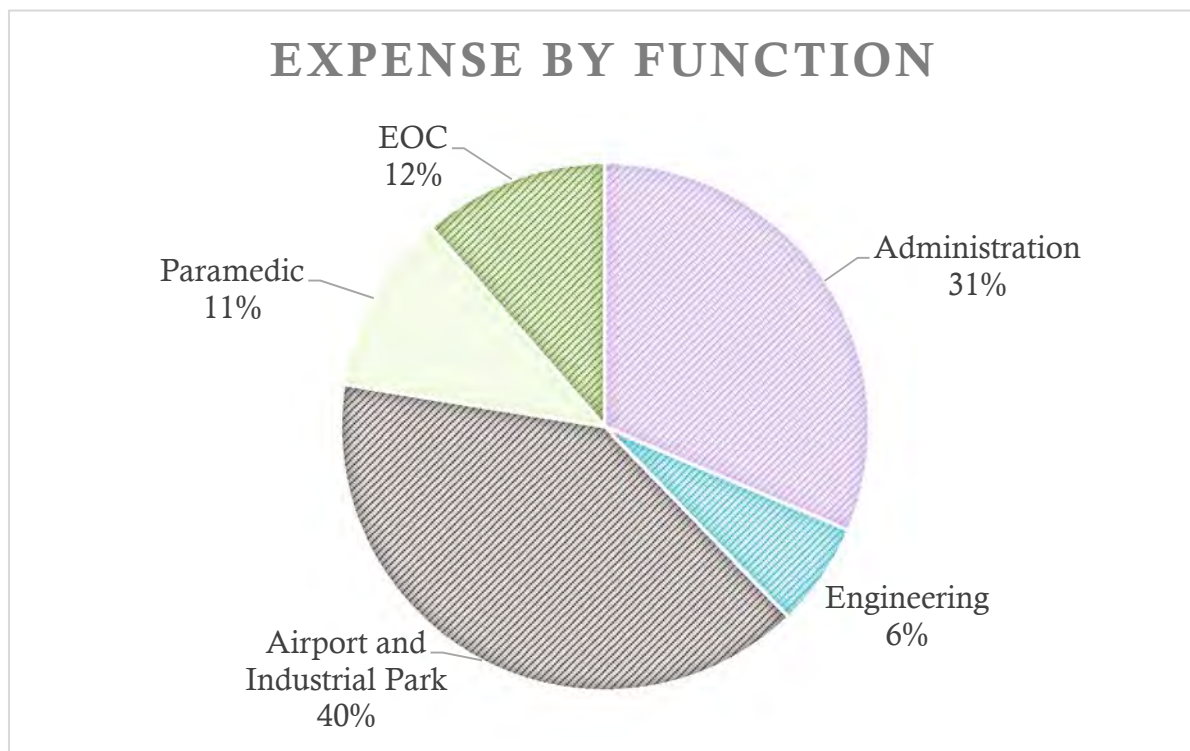
The Sussex County Airport is a vital part of the County's economy; therefore, \$4.2 million is appropriated for airport improvements and represents 39.8 percent of the Capital Budget. Improvements to the Airport's existing facilities will, hopefully, retain and attract new customers to the Airport. These improvements include electrical system, drainage, security and pavement. Funding is also included for land acquisition for property surrounding the Airport.

Eleven percent, or \$950,000, is for the Paramedic Department. It is anticipated that Station 104 will be built and completed in FY 2016. Funds to acquire land for Stations 200 and 110 are in the budget to continue the goal to own medic stations rather than entering into lease agreements.

The Administrative expenditures include upgrades to both the Administrative Offices and West Complex buildings, building a multi-use maintenance facility, and purchasing the Computer Assisted Mass Appraisal System(CAMA).

The Emergency Operation Center expenditures include funding for a replacement mobile command unit and upgrading the Emergency Operations audio visual system.

Engineering expenses include purchasing of property around County landfills and improvements to Woodland Park.



Expenditures - continued

	2016	2017	2018	2019	2020
Administrative					
CAMA System	\$ 800,000	\$ -	\$ -	\$ -	\$ -
Building Improvements	800,000	-	-	-	-
Multi-use Facility	1,000,000	-	-	-	-
West Complex HVAC	100,000	-	-	-	-
Airpark					
Drainage Improvements	131,250	100,000	100,000	-	-
Electrical Improvements	954,900	250,000	250,000	100,000	100,000
Water Plant Roof	10,000	-	-	-	-
Land Acquisition	1,650,000	250,000	100,000	100,000	100,000
Pavement Improvements	534,000	500,000	500,000	500,000	500,000
Runway 10-28 Taxiway	-	350,000	610,000	610,000	610,000
Runway 4-22 Expansion	-	300,000	360,000	360,000	1,800,000
Airport Signage	100,000	-	-	-	-
Security Improvements	20,000	-	-	-	-
Wind Tree Replacement	20,000	-	-	-	-
Engineering					
Landfill Property Acquisition	350,000	350,000	350,000	350,000	350,000
Woodland Park I	200,000	-	-	-	-
Emergency Operations					
Mobile Command Unit	800,000	600,000	-	-	-
Audio Visual System	180,555	-	-	-	-
Paramedics					
Buildings	750,000	750,000	750,000	-	-
Land Aquisition	200,000	-	-	-	-
Total	\$8,600,705	\$3,450,000	\$3,020,000	\$2,020,000	\$3,460,00

The FY 2016 Capital Improvement budget increased \$1.5 million, or 21.2 percent. The increase is due to land acquisition, the multi-use maintenance facility, and the CAMA system.

Projects

Maintenance Building - \$1,000,000

This building will be located at the County's maintenance yard at the airport. It will serve as the maintenance facility for the County fleet and Communications Department, allowing our mechanics to operate in one location to improve safety and efficiency. It will also store equipment and vehicles currently stored at a leased location.



Land Acquisition - \$2,000,000

This amount includes potential purchases for land around closed County-owned landfills, land around the airport and land for economic development.



Building Improvements - \$700,000

The plan is to continue to improve the environment for our employees and visitors. These improvements include office furniture, carpeting, West Complex HVAC system, large generator, and possible relocation of Register of Wills.



EMS Station Construction - \$1,250,000

- Construction of Station 104/100 on purchased land in the Lewes/Rehoboth Beach area
- Purchase of land for Station 200/110 in Seaford/Blades area

Projects

Computer Assisted Mass Appraisal System - \$800,000

The County is seeking to leverage technology in order to support critical real estate data accurately, efficiently, and equitably, automated system to capture assessment changes.



Goals:

- Maximize the efficiency of the County Assessment staff
- Provide industry leading geospatial integration with comprehensive analysis and CAMA-GIS editing
- Provide taxpayers the most efficient avenue to excellent service
- Reengineer and automate the current business processes with automated workflow features
- Provide a seamless integration with the tax module
- Access inside auditing tool of system and account changes
- Remove paper property record cards
- Give appraisers and taxpayers online access to property record information



Projects

Audio Visual Upgrades

Upgrade the existing audio visual systems which currently provide limitations when presenting materials. The proposal will provide for the upgrade to the video wall processor inputs and displays, audio enhancements including integrated telephone conference capabilities in the conference room, installation, programming, training, and documentation of all upgrades.



Mobile Command Unit - \$800,000

Continue planning and procurement of a new Mobile Command Unit. The Mobile Command Unit will replace the existing unit which is 15 years old and has outdated technology. The Mobile Command Unit is used during weather-related incidents where there is a need to go directly to the scene for command and control. The Mobile Command Unit is also utilized as a back-up 9-1-1 service to citizens in areas where a major telephone disruption has occurred. The Mobile Command Unit will provide continuity of operations to critical County functions. The Mobile Command Unit is utilized by the fire service of Sussex County during large incidents, such as forest fires, mass casualty incidents, and hazardous materials spills. The Mobile Command Unit is also utilized during large events, such as the Apple-Scrapple Festival, July 4th fireworks, and Return Day.



Projects

Airside Pavement Maintenance - \$497,000

- Rehabilitation of asphalt aircraft parking area
- Mill & pave west section of Taxiway B
- Miscellaneous patching and crack sealing
- Address multiple drainage problems



Groundside Pavement Maintenance - \$107,100

- Cedar Creek Avenue overlay
- Miscellaneous patching and repairs

Airfield Electrical Upgrade - \$954,900

- Two electrical vaults to serve upgraded airfield lighting circuits and upgrade existing vault
- Upgrade Taxiway B to LED lighting
- Additional main power lines
- Install new PAPI circuits to improve safety



Peterkins Ditch Cleaning - \$131,250

- Cleanout of a main Airport drainage ditch
- Ditch serves north end of Airport property and off-Airport properties, such as Sports at the Beach

Property Acquisition - \$650,000

- Purchase available "corporate box hangar," hangar will be made available for lease to tenant that offers aircraft storage or maintenance services to the public
- Purchase final property within future Runway Protection Zone



Enterprise Fund

Engineering, including Water and Sewer Capital Expenditures
Sussex County Government

Mission

To operate and maintain Sussex County's water and wastewater systems in a manner that will preserve valuable natural resources and protect public health. This stewardship will be accomplished through sound fiscal management, staff education and training, and the use of innovative and advanced technology

Enterprise Operations

FY14 Actual	\$21,895,609
FY15 Budget	\$34,418,057
FY16 Budget	\$37,044,046

FY15 Successes

- Totally rebuilt- mechanical & electrical - 11 pumping stations in LNSSD; this concludes the total rebuilding project of 53 stations which began in 2008
- Replaced 6 generators
- Upgraded control programs in 2 major force main stations
- Replaced 36 service connections in Dewey Water
- Rebuilt/replaced 61 pumps throughout the districts
- Fabricated aeration brackets for South Coastal's treatment system in-house resulting in large cost savings
- Replaced 5 electrical control systems for 5 pumping stations

2016 Objectives

Objective 1

Continue to replace/rebuild aging infrastructure and equipment in water/sewer systems

Objective 2

Continue with hydrogeologic study for additional disposal capacity at IBRWF; this includes spray irrigation systems and rapid infiltration basins

Objective 3

Design, purchase and install a Class A treatment process for the Inland Bays Regional Wastewater Facility

Objective 4

Continue to remove dry wells from the pumping stations that were configured with wet well/dry wells

Objective 5

Develop arc flash hazard analysis guidance based on the electrical equipment analyses

Enterprise Fund Summary

Enterprise Funds are Sussex County's water and sewer districts. They operate in a manner similar to private business enterprises. However, they are not profit driven and they are intended to break even.

Enterprise Fund Revenue and Other Financing Sources			
	2014 Actual	2015 Budget	2016 Budget
Operating Revenues			
Finance Charges	\$ (40,126)	\$ 1,040	\$ 1,000
Holding Tank Fees	282,543	264,000	292,000
License, Permit, and Review Fees	764,429	605,700	740,380
Miscellaneous Fees	491,604	168,542	203,861
Service Charges	18,953,313	19,457,709	20,512,148
Non-Operating Revenues			
Assessment Charges	9,375,369	9,148,673	9,234,648
Capital Grants	82,067	-	-
Capitalized Ord. 38 Fees	2,724,774	1,500,000	1,600,000
Connection Fees	5,594,410	2,291,898	3,472,853
Investment Results	1,082,195	211,070	232,100
Miscellaneous Revenues	1,386	-	202,500
Other Financing Sources			
Transfers	9,390	85,500	85,500
Available Funds	-	683,925	467,056
Total Revenue and Other Financing Sources	\$39,321,354	\$34,418,057	\$37,044,046

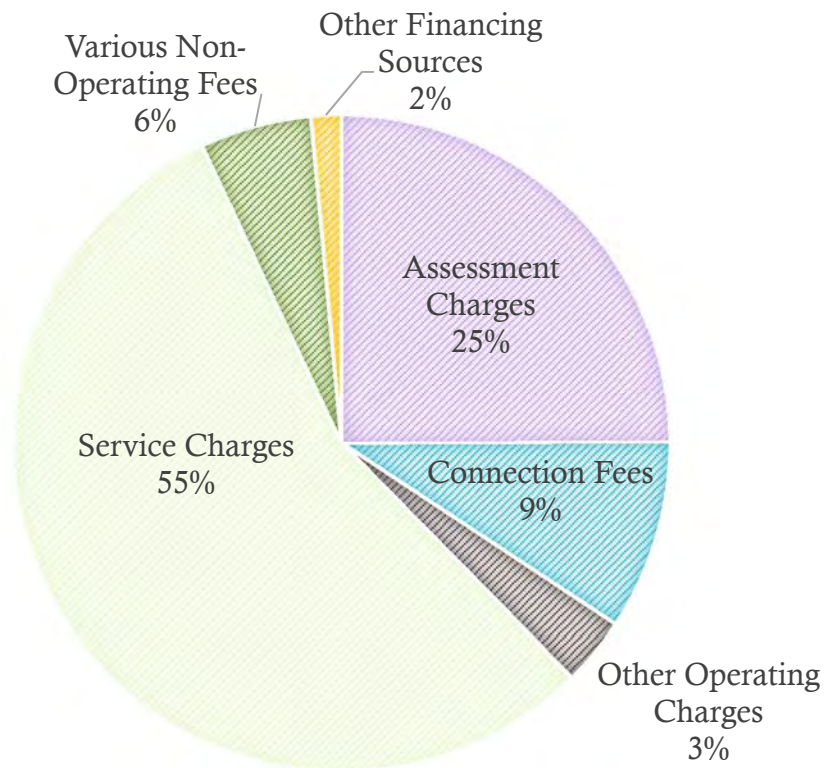
Enterprise expenditures are categorized into four general areas. Administrative costs, which include clerical and engineering support, are incurred to assist the sewer and water operations staff, as well as Utility Planning and Utility Permitting Divisions. Operation and maintenance costs are the expenses associated with maintaining and operating the physical sewer and water systems. These systems include four wastewater treatment facilities, one water facility and tower, over 449 pump stations, and over 856 miles of pipe. Capital expenditures include routine capital items, such as pumping equipment, laboratory equipment, vehicles, generators, and improvements to the facilities. The budgetary debt service costs include both the principal and interest payment for assessment and treatment loans. The FY 2014 actual numbers only include the interest portion of the debt payment, which will correspond to the County's audited financial statements. The interest and principal payments are included in the budgetary numbers to assure that sufficient revenues are being charged to cover the debt payments.

Enterprise Fund Expenditures and Debt Service			
	2014 Actual	2015 Budget	2016 Budget
Administrative Costs	5,430,926	6,115,825	6,452,496
Operation and Maintenance Costs	11,383,784	11,521,218	12,697,525
Capital Expenditures	445,510	3,661,925	5,122,525
Debt Service	4,635,389	13,119,089	12,771,500
Total Expenditure and Debt Service	21,895,609	34,418,057	37,044,046

Funding Sources

Enterprise Fund revenue and funding sources are primarily derived from assessment charges, connection fees, and service charges. On the next four pages are descriptions of the three main type of funding charges, along with the fees for each district.

ENTERPRISE FUND REVENUE



Funding Sources – continued

Assessment Charges

Assessment charges are primarily used to recover the cost of bond payments and can also be used for system improvements and maintenance costs. Listed below are the assessment rates and average annual assessment amounts per district for 2015 and 2016. The 100 ft. cap will still be applied to non-delinquent customers.

District	Assessment Rate Per Front Foot		Average Annual Assessment	
	2015	2016	2015	2016
Angola Sewer	\$6.58	\$6.58	\$565.88	\$565.88
Bayview Estate Sewer	7.18	7.18	588.76	588.76
Bethany Sewer - Cedar Neck	3.39	3.39	298.32	298.32
Bethany Sewer - Millville	5.18	5.18	419.58	419.58
Bethany Sewer - Ocean View	3.68	3.68	338.56	338.56
Bethany Sewer - Ocean Way	2.29	2.29	190.07	190.07
Bethany Sewer - Sussex Shores	2.83	2.83	192.44	192.44
Dagsboro/Frankford Sewer	.60	.60	60.00	60.00
Dagsboro/Frankford Sewer – Prince Georges Acres	4.85	4.85	421.95	421.95
Dewey Sewer - Proper	.71	.71	47.57	47.57
Dewey Sewer - West Rehoboth	2.85	2.85	230.85	230.85
Ellendale Sewer	1.88	1.88	188.00	188.00
Ellendale Sewer - New Market	4.89	4.89	322.74	322.74
Fenwick Sewer	.32	.32	22.72	22.72
Golf Village	1.47	1.47	147.00	147.00
Holts Landing Sewer	3.26	3.26	316.22	316.22
Holts Landing Sewer - Greens	7.81	7.81	781.00	781.00
Johnson Corner Sewer	4.55	4.55	455.00	455.00
Long Neck Sewer	3.57	3.57	260.61	260.61
Miller Creek Sewer	6.92	6.92	622.80	622.80
Oak Orchard Sewer	4.35	4.35	304.50	304.50
Oak Orchard Sewer - Expansion	4.19	4.19	419.00	419.00
Sea Country Sewer	4.83	4.83	483.00	483.00
South Ocean View Sewer	5.47	5.47	541.53	541.53
Woodlands of Millsboro Sewer	.42	.42	42.00	42.00

Funding Sources – continued

Connection Fees

Connection fees 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. In keeping with a unified district approach to the County's sewer fund, this year's budget includes an increase in fees based on an independent consultant's review of the connection fees.

Per Equivalent Dwelling Unit (EDU)

Area	2015	2016
Dewey Water	\$1,100	\$1,155
Blades Sewer	\$3,400	\$3,570
Ellendale Sewer	\$8,000	\$8,000
Inland Bays Treatment Area	\$4,110	\$4,510
Piney Neck Treatment Area	\$6,800	\$6,800
South Coastal Treatment Area	\$5,500	\$5,775
Wolfe Neck Treatment Area	\$5,500	\$5,775
Holts Landing Sewer – septic installation charge	\$2,567	\$2,889
Golf Village connection fees are based on the town impact fees charged by the Town of Georgetown		
Woodlands of Millsboro connection fees are based on the impact fees charged by the Town of Millsboro		

Funding Sources – continued

Service Charges

Service charges recover the cost of operating and maintaining the enterprise systems. These fees are billed using the Equivalent Dwelling Units (EDU's) unit of measure. Service charge revenues are projected to increase \$1 million, or 5.0 percent. The increase reflects the County's sixth year of a phase-in project of establishing a uniform service charge program and to make sure the service charge is covering the operating cost of the system. When completed, there will be a uniform sewer service charge rate for all sewer customers. The number of EDU's has also increased as the new customers continue to connect to the system from the recently completed new sewer systems. Listed below are the service charge rates for 2015 and 2016.

Per Equivalent Dwelling Unit (EDU)		
District	2015	2016
Blades Sewer	\$281.82	\$286.00
Dewey Sewer	\$298.14	\$298.14
Dewey Water	\$305.76	\$305.76
Henlopen Sewer	\$487.15	\$487.15
Long Neck Sewer	\$273.43	\$286.00
Unified Sewer	\$278.00	\$286.00
Woodlands of Millsboro	\$808.00	\$808.00

Funding Sources – continued

Average Annual Service and Assessment Charges

District	Average Annual Assessment		Average Service Charge 1 EDU		Average Annual Rates		
	2015	2016	2015	2016	2015	2016	Change
Angola Sewer	\$565.88	\$565.88	\$278.00	\$286.00	\$843.88	\$851.88	\$8.00
Bayview Estate Sewer	588.76	588.76	278.00	286.00	866.76	874.76	8.00
Bethany Sewer - Cedar Neck	298.32	298.32	278.00	286.00	576.32	584.32	8.00
Bethany Sewer - Millville	419.58	419.58	278.00	286.00	697.58	705.58	8.00
Bethany Sewer - North Bethany	-	-	278.00	286.00	278.00	286.00	8.00
Bethany Sewer - Ocean View	338.56	338.56	278.00	286.00	616.56	624.56	8.00
Bethany Sewer - Ocean Way	190.07	190.07	278.00	286.00	468.07	476.07	8.00
Bethany Sewer - Sussex Shores	192.44	192.44	278.00	286.00	470.44	478.44	8.00
Bethany Sewer - Proper	-	-	278.00	286.00	278.00	286.00	8.00
Blades Sewer	-	-	281.82	286.00	281.82	286.00	4.18
Dagsboro/Frankford Sewer	60.00	60.00	278.00	286.00	338.00	346.00	8.00
Dagsboro/Frankford Sewer – Prince Georges Acres	421.95	421.95	278.00	286.00	699.95	707.95	8.00
Dewey Sewer - Proper	47.57	47.57	298.14	298.14	345.71	345.71	-
Dewey Sewer - West Rehoboth	230.85	230.85	278.00	286.00	508.85	516.85	8.00
Dewey Water	-	-	305.76	305.76	305.76	305.76	-
Ellendale Sewer	188.00	188.00	278.00	286.00	466.00	474.00	8.00
Ellendale Sewer - New Market	322.74	322.74	278.00	286.00	600.74	608.74	8.00
Fenwick Sewer	22.72	22.72	278.00	286.00	300.72	308.72	8.00
Golf Village	147.00	147.00	-	-	147.00	147.00	-
Henlopen Sewer	-	-	487.15	487.15	487.15	487.15	-
Holts Landing - Greens	781.00	781.00	278.00	286.00	1,059.00	1,067.00	8.00
Holts Landing Sewer	316.22	316.22	278.00	286.00	594.22	602.22	8.00
Johnson Corner Sewer	455.00	455.00	278.00	286.00	733.00	741.00	8.00
Long Neck Sewer	260.61	260.61	273.43	286.00	534.04	546.61	12.57
Miller Creek Sewer	622.80	622.80	278.00	286.00	900.80	908.80	8.00
Oak Orchard Sewer	304.50	304.50	278.00	286.00	582.50	590.50	8.00
Oak Orchard Sewer - Expansion	419.00	419.00	278.00	286.00	697.00	705.00	8.00
Sea Country Sewer	483.00	483.00	278.00	286.00	761.00	769.00	8.00
South Bethany Sewer	-	-	278.00	286.00	278.00	286.00	8.00
South Ocean View Sewer	541.53	541.53	278.00	286.00	819.53	827.53	8.00
Woodlands of Millsboro Sewer	42.00	42.00	808.00	808.00	850.00	850.00	-

Sewer Revenues

The FY 2016 sewer revenue budget increased \$2.6 million from FY 2015. The increase is in service charges and connection fees. Service charges increase \$1 million. Rates continue to increase \$8 annually, or \$2 per quarterly bill. The increase is to make sure that revenues cover expenses. As shown below, available funds are being used to cover expenses.

Revenue and Other Financing Sources			
	2014 Actual	2015 Budget	2016 Budget
Operating Revenues			
Finance Charges	\$ (40,177)	\$ 1,000	\$ 1,000
Holding Tank Fees	282,543	264,000	292,000
License, Permit, and Review Fees	763,819	605,300	740,380
Miscellaneous Fees	86,072	84,100	126,861
Service Charges	17,799,990	18,333,888	19,388,528
Non-Operating Revenues			
Assessment Charges	9,372,721	9,148,673	9,234,648
Capital Grants	82,067	-	-
Capitalized Ord. 38 Fees	2,724,774	1,500,000	1,600,000
Connection Fees	5,584,254	2,291,898	3,472,853
Investment Results	1,385,161	205,900	232,100
Miscellaneous Revenues	1,386	-	202,500
Other Financing Sources			
Transfers	9,390	85,500	85,500
Available Funds	-	683,925	467,056
Total Revenue and Other Financing Sources	\$ 38,052,000	\$ 33,204,184	\$ 35,843,426

Sewer Expenditures

The FY 2016 sewer revenue budget increased \$2.6 million from FY 2015. Administrative costs increased \$311,000, which includes the allocation of General Fund expenses that are generated by sewer activity. Operations and maintenance increased \$1.2 million; \$350,000 was for increase in personnel cost, which included hiring three additional staff and a \$500,000 increase was for other professional services for an electrical safety consultant. Capital expenditures also increased \$1.4 million; the largest increase is for various pumping system improvements.

	2014 Actual	2015 Budget	2016 Budget
Administrative			
Salaries	1,459,467	1,461,363	1,638,503
Vision	3,850	2,113	2,080
Dental	18,525	23,297	20,065
FICA Tax	107,031	124,780	135,374
Health Insurance	586,596	586,370	677,404
Worker's Compensation	51,981	-	-
Pension	369,865	371,387	443,435
Legal	85,211	85,000	85,000
Engineering	182,609	266,500	-
Other Professional	145,316	110,000	147,500
Communications	33,026	35,000	83,165
Postage and Freight	4,443	3,200	3,200
Rental and Leases	22,863	30,000	26,460
Insurance	386,685	418,337	439,255
Repairs and Maintenance	60,215	82,748	105,474
Advertising	3,450	8,800	8,400
Other Contractual Services	-	3,900	-
Office/Operating Supplies	44,544	55,000	46,800
Uniforms	2,563	2,550	2,300
Small Computer Equipment	9,622	13,564	16,000
Other Supplies	11,266	15,000	9,700
Shared Cost	1,711,654	2,005,951	2,037,282
Seminars/Conferences/Training/Tuition	1,078	4,394	3,800
Mileage	-	500	200
Travel	413	6,080	6,450
Contingency	-	200,000	200,000
Capital Computers	1,020	8,040	97,178
Total Administrative	5,303,293	5,923,874	6,235,025

Sewer Expenditures - continued

	2014 Actual	2015 Budget	2016 Budget
Operations and Maintenance			
Salaries	3,648,218	3,475,414	3,548,857
Vision	4,996	4,060	4,212
Dental	33,002	46,652	40,014
FICA Tax	270,835	266,446	271,655
Health Insurance	1,439,763	1,233,041	1,371,816
Worker's Compensation	233,304	192,073	334,000
Pension	804,394	791,129	842,936
Other Professional Services	95,986	483,650	972,539
Communications	102,577	90,000	79,200
Postage and Freight	857	1,000	1,000
Utilities	2,291,383	2,150,000	2,288,000
Repairs and Maintenance	790,940	795,750	938,000
Other Contractual Services	61,250	61,250	61,250
Office/Operating/Safety Supplies	139,944	125,000	206,282
Fuel	253,326	240,000	200,000
Uniforms	28,193	64,000	64,760
Small Tools and Equipment	84,388	120,631	117,355
Chemicals	268,323	365,000	365,000
Miscellaneous	37,500	-	-
Seminars/Conferences/Training/Tuition	17,615	25,000	10,000
Mileage	-	200	-
Travel	2,972	5,000	6,500
Total Operations and Maintenance	10,609,766	10,535,296	11,723,376
Capital			
Facility Improvements	18,968	110,000	73,000
Collection System Improvements	238,962	18,000	90,000
Machinery and Equipment	54,519	364,200	649,054
Pump System Improvements	272,717	1,861,725	3,212,161
Transportation Equipment	-	67,000	232,110
Treatment Disposal Equipment	-140,053	1,205,000	857,200
Total Capital	445,113	3,625,925	5,113,525
Debt Service	4,635,389	13,119,089	12,771,500
Total Expenditure and Debt Service	\$20,993,561	\$33,204,184	\$35,843,426

Water Revenues

The FY 2016 budget decreased 1.1 percent, or \$13,000. Service charge rates will remain the same as the 2015 rate, \$305.76 per EDU.

Revenue and Other Financing Sources			
	2014 Actual	2015 Budget	2016 Budget
Operating Revenues			
Finance Charges	\$ 51	\$ 40	\$ -
License, Permit, and Review Fees	610	400	-
Miscellaneous Fees	86,023	84,442	77,000
Service Charges	1,153,323	1,123,821	1,123,620
Non-Operating Revenues			
Assessment Charges	2,648	-	-
Connection Fees	10,156	-	-
Investment Results	16,543	5,170	-
Other Financing Sources			
Transfers	-	-	-
Available Funds	-	-	-
Total Revenue and Other Financing Sources	\$ 1,269,354	\$ 1,213,873	\$ 1,200,620

Water Expenditures

The FY 2016 sewer revenue budget decreased \$13,000 from FY 2015.

	2014 Actual	2015 Budget	2016 Budget
Administrative			
Salaries	\$ 6,974	\$ 10,200	\$ 5,000
FICA Tax	524	765	386
Health Insurance	5	-	-
Worker's Compensation	317	-	-
Pension	8,124	-	-
Legal	-	120	120
Engineering	-	500	500
Other Professional	2,302	3,000	3,000
Communications	-	3,250	300
Rental and Leases	432	500	500
Insurance	8,880	9,250	9,250
Repairs and Maintenance	1,111	8,000	4,005
Advertising	195	-	200
Other Contractual Services	-	500	500
Office/Operating Supplies	2,862	3,300	3,300
Small Tools and Equipment	-	990	1,500
Shared Cost	95,907	105,576	110,000
Contingency	-	46,000	50,000
Reserves	-	-	28,910
Total Administrative	127,633	191,951	217,471

Water Expenditures- continued

	2014 Actual	2015 Budget	2016 Budget
Operations and Maintenance			
Salaries	128,727	145,221	159,543
Vision	217	248	208
Dental	-	2,977	1,976
FICA Tax	9,407	11,941	12,123
Health Insurance	562	60,152	67,744
Worker's Compensation	8,185	8,764	12,000
Pension	32,847	36,261	38,948
Other Professional Services	88	-	-
Communications	175	3,000	396
Water Purchases	509,284	530,000	530,000
Utilities	1,151	1,500	1,560
Repairs and Maintenance	61,525	148,358	123,400
Office/Operating/Safety Supplies	2,618	5,000	5,000
Fuel	13,707	14,000	10,000
Uniforms	1,202	3,500	3,200
Small Tools and Equipment	4,103	14,500	7,551
Seminars/Conferences/Training/Tuition	220	500	500
Total Operations and Maintenance	774,018	985,922	974,149
Capital			
Machinery and Equipment	397	9,000	9,000
Transportation Equipment	-	27,000	-
Total Capital	397	36,000	9,000
Total Expenditure	\$902,048	\$1,213,873	\$1,200,620

Projects and Initiatives

Replace Generators at 7 stations - \$312,000

Each fiscal year aging equipment is replaced, such as generators and pumps.

Replace Control Cabinets at 6 Pumping Stations - \$273,000



Inland Bays Expansion of Spray Lands

Continue to investigate lands for additional disposal capacity for the Inland Bays Facility. There are 9 monitoring wells installed on Parcel 10 which is adjacent to the Inland Bays Treatment Facility. This site was determined to be feasible via soil sampling for spray irrigation and rapid infiltration basins.



Dewey Beach Flow Study - \$60,000

Rebuild pumping stations in the DBSSD in the future. We wanted to perform a flow study prior to the rebuilds to see if the equipment and wet wells must be upsized.



Fenwick Island PS 34 Rebuild - \$425,000

Rebuild PS 24. The cover needs to be removed, components replaced and a road rated safety hatch installed. Cost includes design, bidding, contract administration, and construction.



Projects - continued

Henlopen Acres Sewer District Wire Replacement - \$325,000

Replace the 4,500 ft of electrical cable that runs throughout the Henlopen Acres pumping stations.



Inland Bays Treatment Plant – Switchgear Replacement - \$580,000

Replace switchgear. The current switchgear is an analog-based system, which means that it is all mechanical in nature. The mechanical relays that operate the system are no longer being manufactured and reconditioned ones are difficult to obtain. Service technicians-with the knowledge required to work on this equipment-are not local, requiring longer downtime.

Inland Bays Facility – Class A - \$4,487,526

The new treatment process generates much larger quantities of waste sludge compared to the lagoon treatment systems. The new process would require daily wasting similar to the process at SCRWF.



Replace Irrigation System at Wolfe Neck - \$250,000

The irrigation systems at the Wolfe Neck Facility are in use almost every day - averaging 1,500-2,000 hours/year. The systems have been in service for 20 years and are incurring a lot of repair costs as the pipes are wearing thin.

Capital Improvements

Enterprise Fund

Sussex County Government

The Capital Projects Fund for the Enterprise Fund is to be used for acquiring and constructing major enterprise fund capital projects. Funding sources include intergovernmental grants, as well as loans, expansion and connection fees, and reserves. The current capital project expenditures are for new, expanded, and existing sewer and water systems.

Objectives

- Continue to improve and expand the County's wastewater infrastructure in an economical and efficient manner
- Provide existing users and future users with affordable sewer and water services by obtaining the best financing possible for infrastructure projects
- Improve various pump stations and force mains to enhance the efficiency and safety of the sewer system
- Continue to work on existing projects at West Rehoboth, Inland Bays Regional Wastewater Facility, Angola, Oak Orchard, Millville, and the Route 26 area
- Expand the County's services to the Herring Creek area

Budget Highlights

Capital Improvements in the Enterprise Fund have decreased \$3.9 million, or 26 percent.

Funding Sources					
	2016	2017	2018	2019	2020
Expansion Fees	\$11,184,000	\$11,100,000	\$8,500,000	\$6,650,000	\$1,000,000
Federal and State Financing	7,116,000	7,500,000	26,685,000	20,881,000	8,000,000
Total Funding	\$18,300,000	\$18,600,000	\$35,185,000	\$27,531,000	\$9,000,000

Expenditures

	2016	2017	2018	2019	2020
Angola Sewer - North Expansion	\$ 750,000	\$1,750,000	\$3,000,000	\$ -	\$ -
Goslee Creek - Pump Station	3,600,000	2,000,000	-	-	-
Pump Station # 210 and Forcemain	6,000,000	2,000,000	-	-	-
Herring Creek Water District	500,000	1,000,000	8,000,000	2,100,000	-
Herring Creek Sewer District	330,000	1,330,000	1,640,000	-	-
Concord Road Sewer Expansion	1,400,000	400,000	-	-	-
Route 26 Sewer	1,400,000	1,400,000	700,000	-	-
Route 54 Sewer Expansion	680,000	1,000,000	-	-	-
IBRWF - Solid Handling Phase 1	1,000,000	-	-	-	-
IBRWF - Solid Handling Phase 2	1,000,000	3,500,000	-	-	-
Inland Bays Expansion	700,000	1,200,000	6,000,000	6,000,000	-
Rehoboth Ocean Outfall	700,000	800,000	2,500,000	6,000,000	6,000,000
Chapel Creek Oak Crest Farm Sewer	240,000	240,000	1,500,000	-	-
Wolfe Neck Improvements	-	-	500,000	1,000,000	1,000,000
Branch & Autumn & Tucks Road	-	80,000	400,000	320,000	-
Blackwater Creek Expansion	-	200,000	2,000,000	3,000,000	-
Piney Neck Headworks	-	200,000	1,200,000	-	-
Clayton Avenue Pump Station and Forcemain	-	600,000	1,800,000	1,800,000	-
Pump Station 45	-	500,000	-	-	-
SCRWF Sand Filter Upgrade	-	400,000	2,100,000	-	-
Pump Station 45	-	-	700,000	-	-
Bay Farm Road Area Sewer	-	-	100,000	750,000	-
Tanglewood/Oak Acres	-	-	1,520,000	1,261,000	-
Delaware Avenue Sewer Expansion	-	-	450,000	-	-
Miller Creek Expansion	-	-	500,000	2,300,000	-
Joy Beach Sewer	-	-	500,000	2,000,000	2,000,000
Millville Expansion	-	-	75,000	1,000,000	-
Total	\$18,300,000	\$18,600,000	\$35,185,000	\$27,531,000	\$ 9,000,000

Fiduciary Fund

Pension and OPEB Funds

Sussex County Government

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.

Fiduciary Additions and Deductions Budget Summary

Additions

Employer and Employee Contributions	\$ 5,419,081
Investment Earnings (Net)	11,304,498
Total Additions	16,723,579

Deductions

Beneficiary Payments	5,290,000
Professional Fees	210,000
Total Deductions	5,500,000

Net Increase in Plan Assets **\$ 11,223,579**

The number of pensioners has increased over the years. There are currently 211 pensioners. Below is a graph showing the growth over the last five years.

