

SUSSEX

COUNTY | DELAWARE

FISCAL YEAR
2018 BUDGET

JULY 1, 2017 | JUNE 30, 2018



SUSSEX COUNTY COUNCIL

Michael H. Vincent – President
George B. Cole – Vice President
Robert B. Arlett
Irwin G. Burton III
Samuel R. Wilson, Jr.



ADMINISTRATION

Todd F. Lawson – County Administrator
Gina A. Jennings – Finance Director
Kathy L. Roth – Deputy Finance Director

Information about the FY 2018 Budget is available at <http://www.sussexcountype.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 16, 2017

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) 2018. The FY 2018 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 drafted 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 producing 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 2018 forecast is consistent with Fiscal 2017 to which we are seeing positive growth in the real estate market. Fiscal 2017 revenues from the housing sector are expected to be 5 percent over Fiscal 2016. The County's largest revenue source, Realty Transfer Tax, is expected to climb to over \$20 million for the fourth year in a row.

Although the demand for County's services continue to increase, and the shift of costs from the State to the County loom, we took a conservative approach to the expansion of the County government. While the Realty Transfer Tax (RTT) trajectory is expected to continue its climb for a fourth year in a row, RTT is budgeted in both the operating and capital funds. Relying on all RTT collection for operations does present a risk due to the volatile nature of the funding.

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
- Continue funding allocation for local libraries
- Use technology to streamline and automate business practices
- 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 and its cost share percentages with the State of Delaware will remain the same. 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.

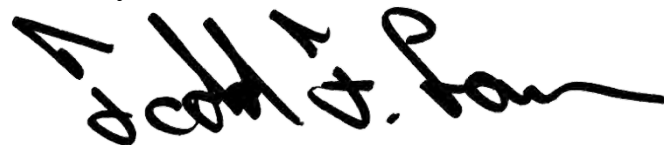
The budget represents a collaborative effort among the budget team and department heads. Knowing that our revenues are showing a minimal increase, departments submitted only key priorities. By prioritizing their expenditures, departments ensured that expenses were in line with their goals and objectives. 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 continues a positive trend, and while I remain optimistic about the County's future, I believe we must act responsibly and resist the pressures to haphazardly grow government. The positive trends have allowed the County to respond to the calls for additional services while focusing on the areas of greatest need. This philosophy governs the decisions in developing this year's budget and provides guidance throughout the year as we fulfill our fiduciary duty to the citizens of this great county.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Todd F. Lawson", written over a white background.

Todd F. Lawson
County Administrator



BUDGET SUMMARY

Total Budgeted Expenditures

General Fund
\$68,726,340

Capital Projects
\$13,442,000

Enterprise
\$55,731,519

Fiduciary
\$5,913,000

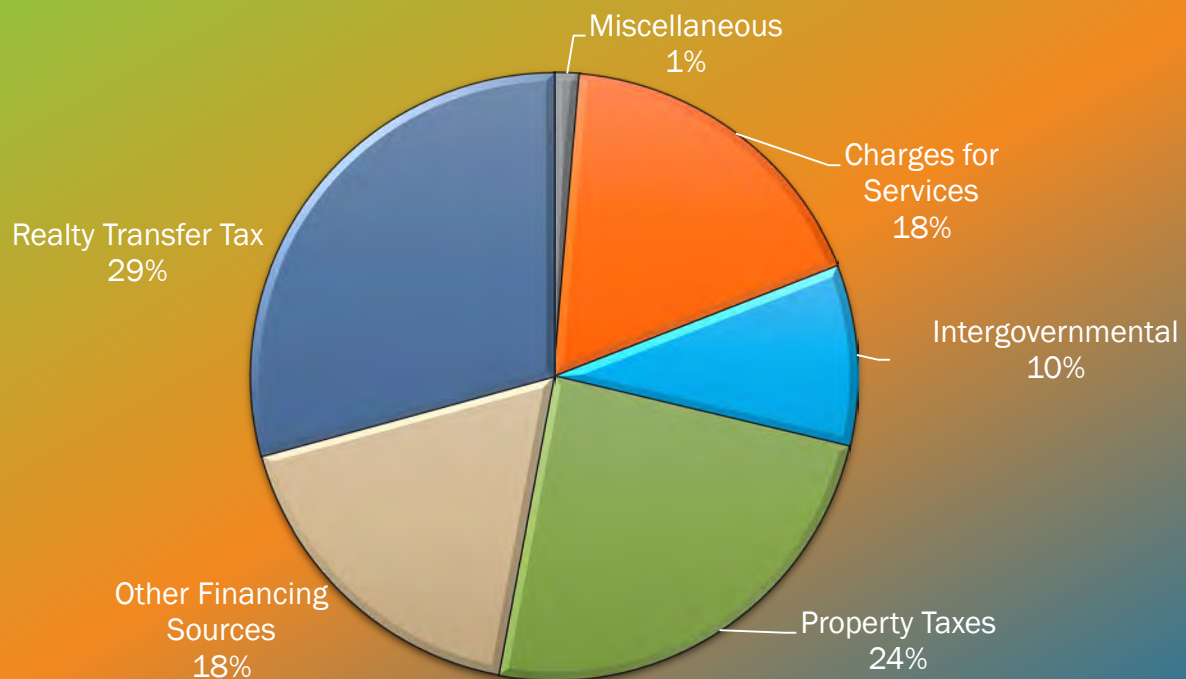
Total
\$143,812,859

- No increase in property taxes
- Taxable assessments increased 3.5 percent
- Additional pension contribution of \$10 million
- One rate for sewer connection fees to County-owned facilities - \$6,360
- Delaware State Police contract of \$2.9 million for 22 additional State Troopers and \$575,000 for Local Law Enforcement
- Continue partnership with the volunteer fire companies by providing \$3.6 million of funding for fire and ambulance services
- Capital projects - Governmental Fund - \$13.4 million
- County's sewer services continue to grow at a 1.3% increase in EDU's for 2017, and an additional 1.8% increase is projected for 2018
- Noteworthy expenditures include:
 - Professional fees for comprehensive land use plan and other planning services - \$300,000
 - Two additional paramedics to provide 24 hour coverage at Medic Station 110
 - The Delaware State Police Contract cost has increased 34%, or \$738,320
 - Increased funding for emergency housing repairs through the County's Community Development Program - \$25,000
 - Employees will receive a 2.4 percent cost-of-living adjustment with an increased cost in health insurance contributions



GENERAL FUND REVENUE SUMMARY

The General Fund accounts for all financial transactions and resources in Sussex County Government, 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, excluding transfers and uses of savings, increased \$2.8 million, or 5.2 percent.



Property Taxes

The current tax rate is \$0.445 per \$100 of taxable assessments. No property tax increase is recommended again this year. The local library rate will remain at \$0.0467 as well. The remaining \$0.3983 is available for operating expenses.

The estimated total property tax revenue has increased 3.5 percent. The increase reflects the addition of new construction placed on the tax assessment rolls.

Realty Transfer Tax

Realty Transfer Tax is budgeted to be \$20.1 million, a 5.8 percent increase, in FY 2018. In keeping with our conservative budget approach, we plan to operate using approximately 83% of what was collected in the last completed fiscal year. To sustain our Capital Improvement Fund, we will need to transfer another additional \$4.0 million of Realty Transfer Tax to support the planned capital projects. This transfer will occur after the \$20.1 is collected to support operations.



GENERAL FUND REVENUE SUMMARY

CONTINUED

Intergovernmental

Grants from other governmental agencies is intergovernmental revenue. There is an anticipated decrease of \$0.3 million in this revenue due to receiving a grant last year for a one-time project.

Constitutional Office Fees

Constitutional offices include the Marriage Bureau, Recorder of Deeds, Register of Wills, and Sheriff. Revenues are expected to increase by \$224,000. Deeds revenue has increased as the economy has improved.

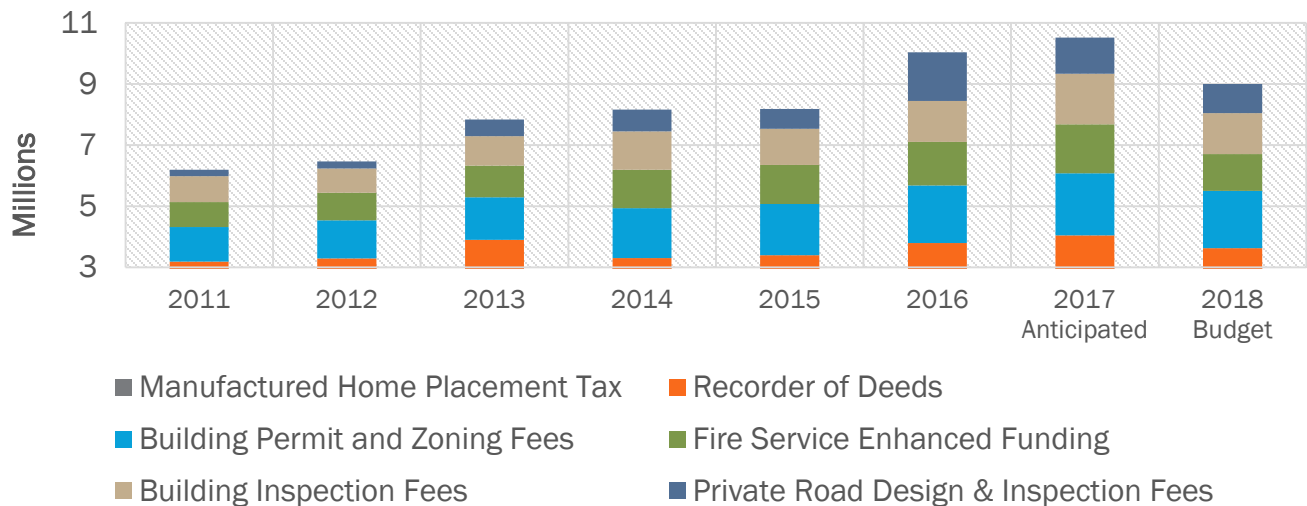
Miscellaneous Revenue

Miscellaneous revenues are up \$0.3 million. The small increase is due to an increase in interest rates.

Fees and Services

The majority of the County fees are real estate and economy sensitive, such as building permits and private road inspections; FY 2017 is expected to be 70.0 percent higher than 2011. We continue to see an increase in activity; however, this revenue can be unpredictable. Therefore, we have budgeted approximately 86 percent on what we expect to bring in 2017.

Building Related Revenues



Appropriated Reserves

Appropriated reserves is revenue earned in a prior fiscal year. We budgeted \$12.2 million of reserves to be used. The largest part, \$10.0 million, is being spent to help with the unfunded liability of our pension and OPEB funds. The County's DSP contract is being increased by \$0.6 million. In order to support this increase to provide additional troopers allocated to Sussex County, reserves are being spent. In addition, Council has set prior funds aside for economic development programs. Those savings being spent are reflected in the budget.



GENERAL FUND

FEE SCHEDULE

Below is a list of General Fund fees. Many fees are listed in Sussex County Code. Therefore, this is not a comprehensive list. If these fees contradict the Code, the Code shall supersede this list.

Fee Description	Rate	Unit of Measure
Assessment		
Tax Release Form	\$ 5.00	Per Release
C-Grade Classification Letter	\$ 35.00	Per Classification Letter
C-Grade Letter – Reissue	\$ 10.00	Per Release Letter
Building Code		
Revision - Additional Plan Review - Revised dwelling projects after approval of original application.	\$ 60.00	Minimum fee, plus additional permit fees for additional square footage
Revision – Addition Plan Review – -Revised project after approval of original application.	\$ 30.00	Minimum fee, plus additional permit fees for additional square footage
Community Development		
Housing Fair – Vendor Fee (Non-Profit Exhibitor)	\$ 50.00	Each
Housing Fair – Vendor Fee (For-Profit Exhibitor)	\$ 75.00	Each
Housing Fair Sponsorship Fee – Bronze	\$150.00	Per Sponsorship
Housing Fair Sponsorship Fee – Silver	\$300.00	Per Sponsorship
Housing Fair Sponsorship Fee - Gold	\$500.00	Per Sponsorship
Countywide (excluding libraries or departments listed in Code)		
Notary Charge - (Non-employee)	\$ 3.00	Per Document
Returned Check, ACH, or Credit Card Fee	\$ 25.00	Each Occurrence
Photocopies or prints - black & white - 8.5x11 or 8.5x14	\$ 0.30	Per page
Photocopies or prints - color - 8.5x11 or 8.5x14	\$ 1.00	Per page
Photocopies or prints - black & white - 11x17	\$ 1.00	Per page
Photocopies or prints - color - 11x17	\$ 3.00	Per page
Photocopies or prints - black & white - Plotter	\$ 5.00	Per Square Foot
Photocopies or prints - color - Plotter	\$ 10.00	Per Square Foot
Emergency Services		
Special Event Fee - Paramedic (minimum of 30 days notice)	\$ 60.00	Per Hour
Special Events Fee- Mobile Command Unit	\$ 40.00	Per Hour
Special Events Fee - Dispatcher coverage	\$ 40.00	Per Hour



GENERAL FUND

FEE SCHEDULE - CONTINUED

Fee Description	Rate	Unit of Measure
Human Resources		
ID Cards - Annual Fee	\$ 15.00	Each
ID Cards - Replacement Fee per Occurrences	\$ 5.00	Each
Libraries		
Late Fees : Overdue DVD's	\$ 1.00	Per day
Late Fees: Overdue Materials (excluding DVD's)	\$ 0.10	Per day
Replacement fee library card	\$ 2.00	Each
Facsimile	\$ 0.25	Per page-minimum \$1.00
Mapping & Addressing		
GIS 911 Address Point Data File	\$ 25.00	Each
Custom Mapping Fees	Varies	Employee hourly rate plus 66.4% overhead charge
Street Signage	Cost basis	Each
Street Signage Installation - (excludes cost to sign)	Varies	Employee hourly rate plus 66.4% overhead charge
Public Works		
Plan Review Fees -Chapter 99 - Subdivision - Flat fee for (2) reviews of submitted plans	\$2,500.00	Flat Fee
Plan Review Fees - Chapter 99 - Subdivision - Per unit for (2) reviews of submitted plans	\$ 42.00	Per Unit (addition to Flat Fee)
Chapter 99 Third Additional reviews - after first (2) Subdivision reviews based on 60% fees calculated for original plans submitted	60%	Original Plan Review fees
Plan Review Fees - Chapter 99 Fourth Additional reviews - after first (3) Subdivision reviews based on 50% fees calculated for original plans submitted	50%	Original Plan Review fees
Plan Review Fees - Chapter 99 - Fifth Additional reviews - after first (4) Subdivision reviews based on 40% fees calculated for original plans submitted	40%	Original Plan Review fees
Plan Review Fees - Plan Revisions - Chapter 99 – after obtaining County Approval.	\$1,000.00	Each
Field Inspection Fees - Chapter 99	7%	Based on accepted Construction Cost
Field Inspection – Overtime – Holiday or Weekend Hours	\$ 50.00	Per Hour



GENERAL FUND REVENUES

Account Description	2016 Actual	2017 Budget	2018 Budget
Taxes			
Property - County	\$ 13,121,054	\$ 13,248,055	\$ 13,705,238
Property - Library	1,534,110	1,544,613	1,606,806
Realty Transfer	24,210,264	19,000,000	20,100,000
Fire Service	1,421,496	1,100,000	1,200,000
Penalties and Interest	152,916	140,000	140,000
Total Taxes	40,439,840	35,032,668	36,752,044
Intergovernmental			
Federal Grants			
Emergency Operations	405,119	180,000	155,000
Airport Operations	-	270,000	-
Miscellaneous	32,497	-	-
Housing and Urban Development	1,780,033	1,932,962	1,884,500
Housing Project	67,475	-	-
Payment in Lieu of Taxes	5,706	5,000	5,700
State Grants			
Paramedics	3,953,363	4,092,700	4,050,356
Library	352,611	350,000	341,000
Local Emergency Plan			
Commission	72,779	72,500	69,000
Department of Health	8,305	10,000	110,000
Airport	-	15,000	-
Total Intergovernmental	6,677,888	6,928,162	6,615,556
Charges for Services			
Constitutional Offices' Fees			
Marriage Bureau	141,030	140,000	168,000
Prothonotary	121	-	-
Recorder of Deeds	3,574,155	3,300,000	3,500,000
Recorder of Deeds - Town RTT	41,170	34,000	34,000
Recorder of Deeds - Maintenance	34,831	39,000	35,000



GENERAL FUND REVENUES

CONTINUED

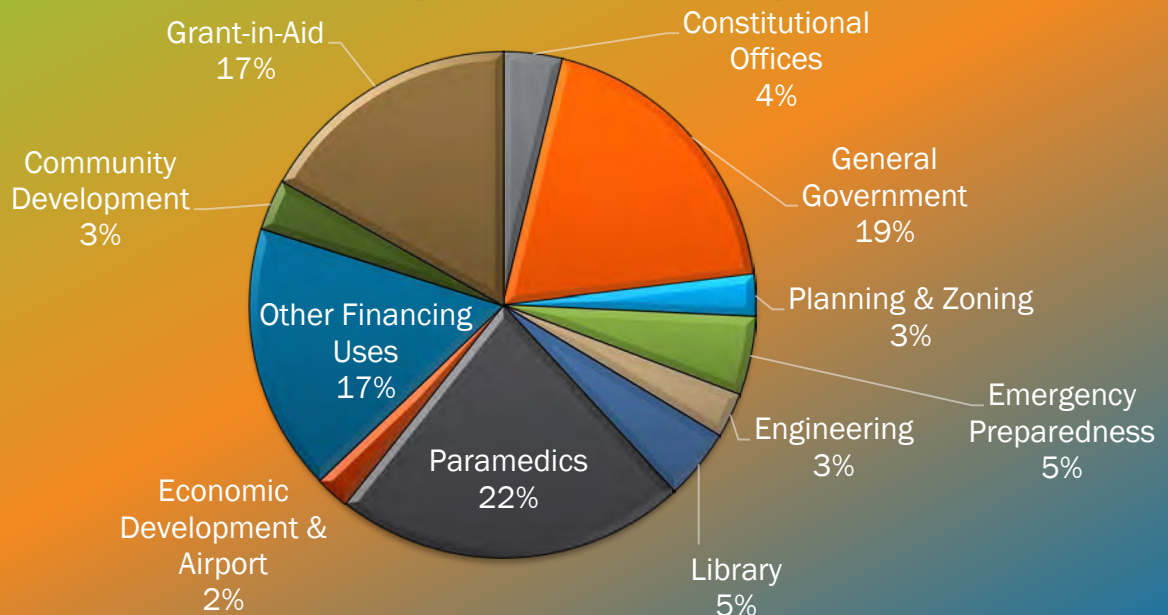
Account Description	2016 Actual	2017 Budget	2018 Budget
Charges for Services - Continued			
Constitutional Offices' Fees -			
Register of Wills	1,017,801	1,000,000	1,000,000
Sheriff	2,125,749	2,000,000	2,000,000
General Government Fees			
Building Permit and Zoning Fees	1,885,452	1,447,000	1,880,000
9-1-1 System Fees	559,637	559,630	559,630
Manufactured Home Placement Fee	143,361	98,000	124,000
Building Inspection Fees	1,346,012	1,028,000	1,340,000
Airport/Economic Development Fees	497,637	507,410	511,400
Miscellaneous Fees	32,818	68,500	66,700
Dog Licensing	19,503	-	-
Private Road and Inspection Fees	1,610,081	899,000	960,000
Total Charges for Services	13,029,358	11,120,540	12,178,730
Miscellaneous Revenue			
Fines and Forfeits	34,573	23,000	31,000
Investment Income	935,665	350,000	668,000
Miscellaneous Revenue	289,490	217,010	232,010
Total Miscellaneous Revenue	1,259,728	590,010	931,010
Other Financing Sources			
Interfund Transfers In	77,278	300,000	70,000
Appropriated Reserves	-	1,000,000	12,179,000
Total Other Financing Sources	77,278	1,300,000	12,249,000
Total Revenue	\$ 61,484,092	\$ 54,971,380	\$ 68,726,340



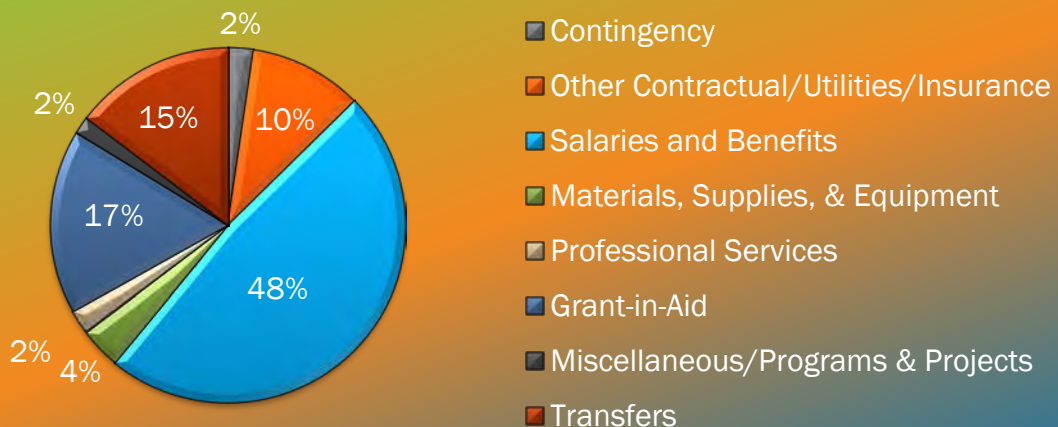
GENERAL FUND EXPENSE SUMMARY

The total FY 2018 General Fund budget is \$68.7 million. The pie chart below indicates which services County revenues support for the citizens of Sussex County. Public safety makes up the largest percentage at 27 percent. This percentage excludes other public safety grants that are given to fire and ambulance companies, as well as law enforcement agencies, which can be found in the Grant-in-Aid section of the chart. General Government makes up the second largest portion at 19 percent. This expense includes County Council, Administration, Finance, Human Resources, Building Code, Assessment, and Information Technology. The large increase in Other Financing Uses is an additional pension contribution to lower the unfunded pension liability.

General Fund Budget by Functional Categories



The next pie chart shows FY 2018 expenditures by category. Salary and Benefits is the County's largest expenditure category at 48 percent, or \$33.2 million.



GENERAL FUND EXPENSES

Expenses are up \$13.8 million for FY 2018. The majority of this increase is a one-time transfer to pay down the County's unfunded pension liability. Six hundred thousand dollars of the increase is the result of budgeting savings for programs that Council has committed for economic development. The remaining \$3.2 million is the increase in operational expense. The increase is a direct result of the County's commitment to public safety. The two highest dollar increases can be found in Paramedics and Grant-in-Aid. The County is adding two additional paramedics to Medic Station 110. The Grant-in-Aid budget is seeing a large increase to the Delaware State Police Contract. The annual increase is \$0.7 million, mostly due to the State shifting more cost to the County for the additional 22 troopers.

Account Description	2016 Actual	2017 Budget	2018 Budget
General Government			
County Council	\$ 609,719	\$ 626,921	\$ 674,207
Administration	440,659	440,734	462,488
Legal	478,935	600,000	500,000
Finance	1,824,968	1,927,072	1,991,195
Assessment	1,500,517	1,727,264	1,867,267
Building Code	788,788	853,483	865,071
Mapping and Addressing	782,293	856,536	877,819
Human Resources	509,039	594,499	671,771
General Employment	223,587	379,717	358,027
Records Management	175,078	192,624	240,618
Buildings and Grounds	1,611,693	1,621,647	2,005,090
Information Technology	1,650,242	1,633,967	1,559,984
Constable	1,024,788	1,038,354	1,179,900
Total General Government	11,620,306	12,492,818	13,253,437
Planning and Zoning	1,267,717	1,688,274	1,822,497
Paramedics	13,418,373	14,786,984	15,473,109
Emergency Preparedness			
Administration	584,186	621,883	615,169
Emergency Operations	2,088,541	2,198,790	2,386,012
Communications	359,723	359,489	344,789
Local Emergency Planning Committee	79,044	81,769	81,776
Total Emergency Preparedness	3,111,494	3,261,931	3,427,746



GENERAL FUND EXPENSES

CONTINUED

Account Description	2016 Actual	2017 Budget	2018 Budget
Engineering			
Engineering Administration	\$ 1,352,601	\$ 1,315,201	\$ 1,115,752
Public Works	616,667	715,686	856,921
Total Engineering	1,969,268	2,030,887	1,972,673
Library			
Administration	588,191	714,539	759,406
Operations	2,052,073	2,085,155	2,376,514
Total Library	2,640,264	2,799,694	3,135,920
Economic Development			
Economic Development	144,570	213,070	163,507
Safety and Security	422,874	457,482	522,026
Airport and Industrial Park	668,012	969,204	825,556
Total Economic Development	1,235,456	1,639,756	1,511,089
Community Development	2,018,592	2,248,069	2,246,403
Grant-in-Aid	9,915,966	9,832,254	11,584,574
Constitutional Offices			
Marriage Bureau	181,182	194,246	226,667
Recorder of Deeds	985,234	1,101,970	1,187,226
Register of Wills	577,505	586,150	586,653
Sheriff	563,455	622,847	612,846
Total Constitutional Offices	2,307,376	2,505,213	2,613,392
Other Financing Uses			
Transfers Out	3,085,500	85,500	85,500
Additional Pension Contribution	-	-	10,000,000
Reserve for Contingencies		1,600,000	1,600,000
Total Other Financing Uses	3,085,500	1,685,500	11,685,500
Total Expenses	\$ 52,590,312	\$ 54,971,380	\$ 68,726,340



GENERAL FUND EXPENSES

PAY SCALE

Below is the pay scale for FY 2018's budget.

Sussex County, DE FY 2018 Salary Structure			
Grade	Minimum	Midpoint	Maximum
1	\$20,394	\$25,493	\$30,591
2	\$21,414	\$26,767	\$32,121
3	\$22,484	\$28,105	\$33,727
4	\$23,609	\$29,511	\$35,413
5	\$24,789	\$30,986	\$37,184
6	\$26,028	\$32,536	\$39,043
7	\$27,330	\$34,162	\$40,995
8	\$28,696	\$35,871	\$43,045
9	\$30,131	\$37,664	\$45,197
10	\$31,638	\$39,547	\$47,457
11	\$33,220	\$41,525	\$49,830
12	\$34,881	\$43,601	\$52,321
13	\$36,625	\$45,781	\$54,937
14	\$38,456	\$48,070	\$57,684
15	\$40,379	\$50,473	\$60,568
16	\$42,398	\$52,997	\$63,596
17	\$44,518	\$55,647	\$66,776
18	\$46,743	\$58,429	\$70,115
19	\$49,081	\$61,351	\$73,621
20	\$51,535	\$64,418	\$77,302
21	\$54,111	\$67,639	\$81,167
22	\$56,817	\$71,021	\$85,225
23	\$59,658	\$74,572	\$89,487
24	\$62,641	\$78,301	\$93,961
25	\$65,773	\$82,216	\$98,659
26	\$69,061	\$86,327	\$103,592
27	\$72,514	\$90,643	\$108,772
28	\$76,140	\$95,175	\$114,210
29	\$79,947	\$99,934	\$119,921
30	\$83,944	\$104,931	\$125,917
31	\$88,142	\$110,177	\$132,213
32	\$92,549	\$115,686	\$138,823
33	\$97,176	\$121,470	\$145,764
34	\$102,035	\$127,544	\$153,053



ADMINISTRATION

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.

Administration Budget Summary

FY16 Actual	\$440,659
FY17 Budget	\$440,734
FY18 Budget	\$462,488

Contingency Budget Summary

FY16 Budget	\$600,000
FY17 Budget	\$1,600,000
FY18 Budget	\$1,600,000

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.

Fiscal Year 2018 Goals

Goal 1	Maintain the County's strong financial position
Goal 2	Implement efficiencies that promote exemplary internal and external customer service
Goal 3	Promote initiatives for measured economic development and economic growth
Goal 4	Advance balanced efforts to protect our County's environment, residents, and visitors
Goal 5	Make Organizational Excellence the cornerstone of the County's workforce culture



FY 2018 Budget

ADMINISTRATION

County Administration increased \$22,000, or 4.9 percent. The largest increase is due to an increase in maintenance fees.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 335,687	\$ 364,974	\$ 379,674
Cost Reimbursement - Salaries	(100,007)	(165,749)	(171,346)
Vision Plan	140	208	192
Dental Plan	1,681	1,976	2,016
FICA Tax	24,024	28,292	26,072
Health Insurance	50,846	67,855	68,760
Pension	90,029	89,191	94,440
Communications	5,857	5,720	6,000
Postage & Freight	128	200	200
Rental and Leases	-	-	-
Insurance	846	1,720	961
Repairs and Maintenance	5,411	13,680	24,444
Advertising	-	2,500	2,500
Office/Operating Supplies	1,957	3,600	3,600
Fuel	1,204	1,700	1,700
Dues & Subscriptions	4,021	7,117	6,025
Maintenance & Repairs - Parts	-	-	-
Tools and Small Equipment	3,042	500	
Programs and Projects	10,898	11,050	11,050
Seminars/Conferences/Training	1,852	2,000	2,000
Mileage	-	-	-
Travel	3,043	4,200	4,200
Machinery and Equipment	-	-	-
Total Administration	\$ 440,659	\$ 440,734	\$ 462,488

Account Description	2016 Budget	2017 Budget	2018 Budget
Contingency	\$ 600,000	\$ 600,000	\$ 600,000
Contingency Surplus	-	1,000,000	1,000,000
Total Administration	\$ 600,000	\$1,600,000	\$1,600,000



AIRPORT & INDUSTRIAL PARK

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

FY16 Actual	\$668,012
FY17 Budget	\$969,204
FY18 Budget	\$825,556

Fiscal Year 2017 Successes

Provided technical guidance for development of an Obstacle Action Plan to ensure airspace safety and compliance with FAA guidance

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

Increased available storage space for small aircraft through construction of new T-hangar

Received a \$225,549 FAA grant for aeronautical survey of airspace obstructions

Represented Delaware Coastal Airport at major national and regional aviation conferences

Conducted technical analysis of all airfield pavements

Fiscal Year 2018 Goals

Goal 1	Obtain FAA grant to construct Runway 10-28 parallel taxiway
Goal 2	Manage mitigation of critical airspace obstructions to ensure continuity of instrument approach procedures
Goal 3	Rehabilitate Taxiway C
Goal 4	Represent Delaware Coastal Airport at one national aviation conference
Goal 5	Provide technical guidance for airfield improvements, such as taxiway light replacement and pavement upgrades, to ensure FAA compliance



FY 2018 Budget

AIRPORT & INDUSTRIAL PARK

Delaware Coastal 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. The Industrial Park is home to over 20 businesses that employ approximately 895 people.

The FY 2018 budget decreased \$144,000, or 14.8 percent. Other Professional Services expense decreased due to the funding for an Aeronautical Survey for Obstruction Mitigation Plan at the Airport in FY 2017, of which ninety percent was funded by the Federal Aviation Administration. There is additional funding in the 2018 for upgrades to the water system at the Industrial Park and maintenance to some of the Airport and Industrial Park buildings.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 142,179	\$ 143,366	\$ 180,145
Vision Plan	56	104	96
Dental Plan	1,050	988	1,008
FICA Tax	10,673	11,037	13,949
Health Insurance	31,769	33,946	34,408
Pension	26,718	28,759	44,810
Other Professional Services	3,550	303,000	3,000
Communications	887	1,000	888
Postage & Freight	118	170	150
Utilities	67,442	75,000	77,200
Insurance	5,353	6,384	5,962
Repairs and Maintenance	235,189	204,500	235,225
Advertising	2,423	2,700	2,700
Other Contractual Services	477	-	-
Office/Operating Supplies	558	1,000	1,000
Fuel	10,661	16,000	15,000
Dues & Subscriptions	3,200	2,075	3,840
Uniforms	1,849	2,000	2,000
Maintenance & Repairs - Parts	459	500	500
Tools and Small Equipment	-	-	-
Programs and Projects	2,604	5,000	5,000
Miscellaneous	78,583	126,000	193,000
Seminars/Conferences/Training	1,695	1,675	1,675
Travel	4,226	4,000	4,000
Improvements	24,366	-	-
Machinery and Equipment	11,927	-	-
Total Airport and Industrial Park	\$ 668,012	\$ 969,204	\$ 825,556



ASSESSMENT

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

Budget Summary

FY16 Actual	\$1,500,517
FY17 Budget	\$1,727,264
FY18 Budget	\$1,867,267

Fiscal Year 2017 Successes

- \$104 million added to the assessment roll in FY 2016
- \$39 million added to the assessment roll for the first two quarterly billings of FY 2017
- Started implementation of new assessment software (CAMA)
- Scanned over 170,000 property record cards to be uploaded to new assessment software

Fiscal Year 2018 Goals

- | | |
|--------|---|
| Goal 1 | Strengthen the use of technology in order to improve quality, accuracy, and timeliness of all tasks with a financial impact |
| Goal 2 | Enhance uniformity and consistency of information throughout the Assessment department |
| Goal 3 | Create a customer centric department |



FY 2018 Budget

ASSESSMENT

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, and Building Code departments.

The FY 2018 budget increased \$140,000, or 8.1 percent. The increase is largely attributed to the software maintenance agreement with Tyler for CAMA beginning in December of 2017 for \$155,000, as well as removal of the Lektriver (File System) estimated at \$9,500.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	921,313	\$ 991,439	\$ 1,025,176
Cost Reimbursement - Salaries	(159,276)	(176,480)	(181,851)
Vision Plan	1,085	1,404	1,200
Dental Plan	12,636	13,338	13,104
FICA Tax	67,433	78,144	71,574
Health Insurance	362,542	441,261	452,451
Pension	222,284	239,215	255,005
Communications	8,202	10,524	10,560
Postage & Freight	2,576	4,000	3,000
Insurance	5,531	5,632	8,651
Repairs and Maintenance	7,246	7,095	163,382
Printing & Binding	2,490	3,000	2,500
Advertising	793	1,500	1,000
Other Contractual Services	-	50,000	-
Office/Operating Supplies	9,003	10,000	9,500
Fuel	7,140	12,000	12,000
Dues & Subscriptions	1,310	1,330	1,515
Uniforms	807	1,500	1,500
Maintenance & Repairs - Parts	696	4,000	2,500
Tools and Small Equipment	18,138	2,572	-
Sm. Computer Equipment	-	1,790	-
Programs and Projects	4,440	-	9,500
Seminars/Conferences/Training	3,767	3,000	4,000
Travel	361	1,000	1,000
Machinery and Equipment	-	20,000	-
Total Assessment	\$ 1,500,517	\$ 1,727,264	\$ 1,867,267



Projects and Initiatives

ASSESSMENT

CAMA Software

Tyler Technologies was selected as the vendor of choice for new assessment software. The implementation process has begun with a projected go live date of July 2017.



CAMA System Benefits

- Eliminate errors caused by confusing and unconventional work flows
- Eliminate duplicate processes
- Improve inefficiencies by streamlining tasks
- Provide increased controls over tasks, so no job gets missed
- Improve confidence in assigned tasks since procedures are clear, concise and are done in one location
- Provide tools aimed at increasing productivity
- Integrate with existing County software that allow real time information
- Increase transparency
- Reduce phone calls and FOIA requests
- Reduce workforce through natural attrition



BUILDING CODE

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

Budget Summary

FY16 Actual	\$788,788
FY17 Budget	\$853,483
FY18 Budget	\$865,071

Fiscal Year 2017 Successes

Field Inspectors are using mobile tablets to enter inspection results the day of inspections

Over the past year, performed inspections without the use of other department staff

Updated and replaced County fleet vehicles for all field inspectors, to better suit office needs

Reduced and eliminated old expired permits and maintained a better revolving process with the Constables Office

As of January 1, 2017, eliminated duplicate work with using only Munis reports for daily inspections and only emailing reports to reduce paper copies

Fiscal Year 2018 Goals

Goal 1	To reduce the amount of archived commercial plans over the next 3 years by requiring digital files
Goal 2	Create a notification system in Munis to send automatic results to property owners/contractors when field inspections are performed
Goal 3	Continue to work with Constables Office to eliminate expired permits
Goal 4	Work closer with Planning & Zoning and Permit Office to streamline requirements between offices
Goal 5	Work with Planning & Zoning to use scanner to digitize files



FY 2018 Budget

BUILDING CODE

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

The FY 2018 budget increased \$11,600, or 1.4 percent. The increase is a result of changing a part-time position to full-time.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 430,556	\$ 445,690	\$ 455,902
Vision Plan	471	572	576
Dental Plan	5,318	5,434	6,048
FICA Tax	31,276	33,715	33,929
Health Insurance	164,414	186,666	208,856
Pension	92,561	100,894	113,259
Communications	5,698	6,000	8,880
Postage & Freight	224	250	800
Insurance	4,631	3,877	7,689
Repairs and Maintenance	3,251	3,350	3,302
Printing & Binding	910	450	900
Office/Operating Supplies	2,801	3,500	2,900
Fuel	8,945	10,000	10,000
Dues & Subscriptions	635	635	930
Permanent Record Books	-	1,000	-
Uniforms	811	750	1,000
Maintenance & Repairs - Parts	733	2,700	-
Tools and Small Equipment	1,594	-	4,000
Sm. Computer Equipment	997	-	-
Seminars/Conferences/Training	5,116	5,000	6,000
Travel	681	1,000	-
Mileage	-	-	100
Machinery and Equipment	27,165	42,000	-
Total Building Code	\$ 788,788	\$ 853,483	\$ 865,071



BUILDINGS & GROUND

Mission: To provide a clean, comfortable, safe and attractive atmosphere for the administrative staff, residents and visitors of Sussex County

Budget Summary

FY16 Actual	\$1,611,693
FY17 Budget	\$1,621,647
FY18 Budget	\$2,005,090

Fiscal Year 2017 Successes

Led the HVAC and security improvements at Greenwood Library, and HVAC and restroom upgrades at Milton Library

Installed new auto lift at airport maintenance shop

Successfully removed asbestos and performed demolition of house on Park Ave in Georgetown

Upgraded indoor lighting throughout facilities to increase security

Facilitated departmental floor plan redesigns of Utility Billing, Utility Construction, Utility Planning, and Planning & Zoning

Accomplished audio enhancements through HVAC redesign in EOC conference and meeting rooms

Fiscal Year 2018 Goals

Goal 1	Maintain a clean, comfortable, and attractive environment for the employees and visitors to Sussex County facilities
Goal 2	Perform continuous preventive maintenance on Sussex County facilities
Goal 3	Promote building-wide energy efficiency



FY 2018 Budget

BUILDINGS & GROUNDS

The Buildings and Grounds department operates and maintains all County facilities, including the County Administration building, the West Complex, all three County libraries, the Records Management building, and the County Airport facilities.

The FY 2018 budget increased \$383,000, or 23.7 percent. The increase is due to transferring two electrical staff positions from Engineering to the Buildings & Grounds Department, hiring of an additional full-time staff member, and an increase in maintenance cost.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 501,509	\$ 526,560	\$ 671,295
Vision Plan	573	754	816
Dental Plan	6,753	7,163	8,568
FICA Tax	37,513	39,908	47,708
Health Insurance	206,499	237,585	296,030
Pension	121,699	125,221	168,096
Communications	46,927	54,600	54,600
Utilities - Electric	179,610	184,000	200,000
Utilities - Fuel	6,870	13,000	18,000
Utilities - Other	12,416	14,000	14,000
Insurance	22,388	23,914	31,719
Repairs and Maintenance	200,467	180,692	216,428
Other Contractual Services	-	-	50,000
Office/Operating Supplies	1,157	450	450
Fuel	15,792	20,000	20,000
Janitorial	19,694	20,000	20,000
Uniforms	6,190	6,100	7,000
Maintenance & Repairs - Parts	63,087	73,000	93,000
Tools and Small Equipment	16,787	15,200	29,000
Dues and Subscriptions	-	-	240
Programs and Projects	7,239	-	-
Miscellaneous	136	-	140
Seminars/Conferences/Training	778	1,500	3,000
Improvements	30,329	60,000	55,000
Machinery and Equipment	59,025	18,000	-
Machinery and Equipment - Computer	11,284	-	-
Transportation Equipment	36,971	-	-
Total Building and Grounds	\$ 1,611,693	\$ 1,621,647	\$2,005,090



Projects and Initiatives

BUILDINGS & GROUNDS

Facilities Upgrades

South Coastal Library HVAC system upgrades - \$50,000

Exterior painting for all County libraries - \$30,000

Parking lot upgrades - \$20,000

Sidewalk, islands & curbs - \$10,000

West Complex HVAC System and electrical upgrades - \$350,000

Bulk salt storage - \$25,000



COMMUNITY DEVELOPMENT AND HOUSING

Mission: To effectively and successfully administer programs that focus on keeping households safe and stable, and to promote affordable and fair housing, all of which improve the communities and the quality of life for the residents of Sussex County

Budget Summary

FY16 Actual	\$2,018,592
FY17 Budget	\$2,248,069
FY18 Budget	\$2,246,403

Fiscal Year 2017 Successes

- Assisted over 200 households with housing repairs
- Completed The Impacted Communities Study of 14 Rural County Communities
- Hosted Sussex County's Third Annual Homebuyer's Fair
- Assisted the Sussex Housing Group by targeting resources to the Pinetown Community
- Worked to affirmatively further fair housing for the residents of Sussex County

Fiscal Year 2018 Goals

- | | |
|--------|--|
| Goal 1 | Successfully administer housing programs, including CDBG, HOME, HPG, and County Council Emergency Repair Funds |
| Goal 2 | Initiate the use of State Housing Development Funds to improve housing conditions for county residents |
| Goal 3 | Continue the work of the Sussex County Community Development Fund |
| Goal 4 | Oversee continued Fair Housing efforts and outreach |
| Goal 5 | Increase training for staff using the Cornerstone system |



FY 2018 Budget

COMMUNITY DEVELOPMENT AND HOUSING

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 lower-to-moderate income residents in Sussex County.

FY 2018 budget reflects the department's commitment in assisting County residents with safe, affordable, and fair housing.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 263,729	\$ 275,396	\$ 287,024
Vision Plan	230	312	288
Dental Plan	2,626	2,924	3,024
FICA Tax	19,241	20,930	21,957
Health Insurance	79,112	101,801	104,215
Pension	58,133	68,399	71,395
Legal	7,279	8,000	7,500
Communications	710	720	720
Postage & Freight	501	1,200	650
Repairs and Maintenance	408	450	480
Advertising	2,457	2,500	3,000
Other Contractual Services	1,564,028	1,739,162	1,714,900
Office/Operating Supplies	1,582	2,500	1,900
Fuel	100	-	100
Dues & Subscriptions	190	275	350
Programs and Projects	8,240	12,000	12,000
Seminars/Conferences/Training	320	1,500	1,500
Mileage	9,696	10,000	10,000
Travel	11	-	-
Machinery & Equipment	-	-	5,400
Total Community Development	\$ 2,018,592	\$ 2,248,069	\$ 2,246,403



Projects and Initiatives

COMMUNITY DEVELOPMENT AND HOUSING

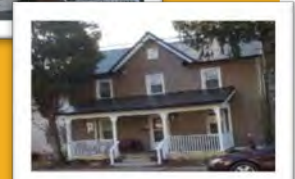
Sussex County Community Development Fund - \$175,000

Sussex County Council's Emergency Home Repair Program



Helping Communities - \$1,714,900

Community Development Improvements



Helping Residents - \$12,000

Affordable Housing Assistance and Financial Education



CONSTABLE

Mission: To receive and investigate County Code violations so that 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

FY16 Actual	\$1,024,788
FY17 Budget	\$1,038,354
FY18 Budget	\$1,179,900

Fiscal Year 2017 Successes

Initiated “in the field” technology that has improved accuracy and timely correction of violations

Developed a rental unit complaint process to support the County Housing Code

Obtained certification through ICC for the 2012 International Property Maintenance Code

Partnered with other stakeholders in supporting the County’s role in property maintenance issues

Fiscal Year 2018 Goals

Goal 1	Incorporate delinquent tax/fee inquiry on all properties subject to complaints
Goal 2	Have all eligible field staff ICC certified in IPMC to support Housing Code enforcement
Goal 3	Expand efforts to identify dilapidated structures and demolition agreements
Goal 4	Partner with I.T. in developing enhanced reporting and documentation program
Goal 5	Support enforcement referrals from other County departments



FY 2018 Budget

CONSTABLE

The 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 contract amount for the State to provide dog control to the County is also included in the Constable's budget.

The FY 2018 budget increased \$142,000, or 13.6 percent. The increase is the associated with a grant received from the State to cleanup vacant lots.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 179,158	\$ 166,009	\$ 144,440
Vision Plan	237	208	192
Dental Plan	2,706	1,976	2,016
FICA Tax	12,809	12,390	10,136
Health Insurance	75,318	67,892	69,660
Pension	37,261	38,910	35,928
Other Professional Services	595	500	1,200
Communications	2,097	2,940	3,360
Postage & Freight	1,734	1,700	1,700
Insurance	2,351	2,213	2,884
Repairs and Maintenance	246	480	684
Printing & Binding	531	150	200
Other Contractual - Rodent	9,258	10,000	10,000
Other Contractual Services	693,195	682,616	750,000
Office/Operating Supplies	2,878	1,500	2,000
Fuel	2,549	4,500	3,600
Uniforms	545	1,000	300
Maintenance & Repairs - Parts	413	1,100	500
Tools and Small Equipment	198	1,270	500
Sm. Computer Equipment	415	-	-
Programs and Projects	-	40,000	140,000
Miscellaneous	294	-	-
Machinery and Equipment	-	-	-
Seminars/Conferences/Training	-	1,000	600
Total Constable	\$ 1,024,788	\$ 1,038,354	\$1,179,900



Projects and Initiatives

CONSTABLE

Dilapidated Structures - \$20,000

Identify structures in need of removal and work with the owner to encourage improvements. Partner with owners through project funding when necessary.

This is in addition to the \$20,000 for manufactured home demolition.



Technology Upgrades

Focus on upgrading office and mobile computer systems to be more efficient and cost-effective. Have all inspectors using mobile platforms to help reduce fuel and mileage costs.



Professional Certification

Obtain and maintain professional certification in property maintenance and residential code so as to support the Rental Unit Complaint Program.



COUNTY COUNCIL

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

FY16 Actual	\$609,719
FY17 Budget	\$626,921
FY18 Budget	\$674,207

Fiscal Year 2018 Goals

Goal 1	Maintain the County's strong financial position
Goal 2	Implement efficiencies that promote exemplary internal and external customer service
Goal 3	Promote initiatives for measured economic development and economic growth
Goal 4	Advance balanced efforts to protect our County's environment, residents, and visitors
Goal 5	Make Organizational Excellence the cornerstone of the County's workforce culture



FY 2018 Budget

COUNTY COUNCIL

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 2018 budget increased \$47,000, or 7.5 percent. The increase is due to publishing of ordinances and insurance costs.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 231,329	\$ 233,760	\$ 238,516
Vision Plan	276	313	288
Dental Plan	3,457	2,964	3,024
FICA Tax	16,933	17,794	17,579
Health Insurance	85,551	93,148	104,358
Pension	54,532	51,949	59,323
Communications	5,738	6,516	5,760
Postage & Freight	337	1,850	600
Rental and Leases	471	-	-
Insurance	129,372	133,350	161,389
Repairs and Maintenance	-	500	535
Printing & Binding	-	5,000	10,000
Advertising	16,248	15,500	9,000
Office/Operating Supplies	2,316	2,200	2,400
Dues & Subscriptions	12,336	15,377	15,435
Tools and Small Equipment	11,511	-	-
Programs and Projects	9,336	11,900	12,000
Miscellaneous	2,629	4,800	4,000
Seminars/Conferences/Training	6,090	8,000	8,000
Mileage	122	-	-
Travel	21,135	22,000	22,000
Total County Council	\$ 609,719	\$ 626,921	\$ 674,207



ECONOMIC DEVELOPMENT

Mission: To ignite business development by focusing on the retention, the recruitment, and the expansion of businesses while promoting the County's unparalleled quality of life and key assets, such as the Delaware Coastal Airport and the Sussex County Industrial Park

Budget Summary

FY16 Actual	\$144,570
FY17 Budget	\$213,070
FY18 Budget	\$163,507

Fiscal Year 2018 Goals

Goal 1	Lead the County Economic Development Action Plan process
Goal 2	Lead the marketing and promotional efforts for the Airport & Industrial Park, as well as for other County internal and external initiatives, as needed
Goal 3	Explore an expedited multi-agency review process and additional economic development incentives, such as infrastructure funding opportunities
Goal 4	Pursue Airport and Industrial Park tenant leads
Goal 5	Showcase our new Airport/Economic Development professional display at the NBAA Schedulers and Dispatchers Conference



FY 2018 Budget

ECONOMIC DEVELOPMENT

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

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 83,452	\$ 86,855	\$ 86,855
Vision Plan	41	52	48
Dental Plan	525	494	504
FICA Tax	5,987	6,207	6,645
Health Insurance	15,922	16,973	17,520
Pension	19,965	21,089	21,585
Communications	1,551	1,500	1,500
Postage & Freight	-	150	150
Printing & Binding	-	1,000	1,000
Advertising	519	10,000	10,000
Office/Operating Supplies	197	400	400
Fuel	-	50	-
Dues & Subscriptions	-	500	500
Tools and Small Equipment	-	-	-
Other Supplies	-	10,000	10,000
Programs and Projects	10,600	46,000	-
Seminars/Conferences/Training	1,330	5,000	5,000
Mileage	1,001	1,800	1,800
Travel	3,480	5,000	-
Total Economic Development	\$ 144,570	\$ 213,070	\$ 163,507



EMERGENCY PREPAREDNESS

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 that threaten Sussex County

Budget Summary

FY16 Actual	\$3,111,494
FY17 Budget	\$3,261,931
FY18 Budget	\$3,427,746

Fiscal Year 2017 Successes

Completed the audio visual upgrades by installing 2 new video walls

Constructed new Mobile Command Unit with completion scheduled for July 2017

Completed County Multi-Jurisdictional Hazard Mitigation Plan

Implemented PulsePoint response application – empowers everyday citizens to provide life-saving assistance to victims of sudden cardiac arrest

Completed paging system enhancements at two tower sites to improve paging and siren activations for first responders

Fiscal Year 2018 Goals

Goal 1	Advanced efforts to provide and sustain first-class, comprehensive emergency communications services
Goal 2	Coordinate efforts across the Emergency Preparedness department to create an organization of excellence
Goal 3	Maintain a highly skilled workforce
Goal 4	Promote outreach activities that educate the public on services and support provided by the Emergency Preparedness department



FY 2018 Budget

EMERGENCY PREPAREDNESS – EOC ADMINISTRATION

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 2018 budget decreased \$7,000, or 1.1 percent. The net decrease is due to the decrease in Other Professional Services, which included the cost to prepare the County's Emergency Operation Plan and the increase in building maintenance costs.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 194,508	\$ 193,869	\$ 203,211
Vision Plan	138	208	144
Dental Plan	1,575	1,976	1,512
FICA Tax	14,561	15,337	14,715
Health Insurance	47,902	50,919	51,875
Pension	36,529	36,395	39,505
Other Professional Services	2,210	50,000	-
Other Professional Services – FEMA	13,000	-	-
Communications	25,240	32,000	18,840
Postage & Freight	95	150	100
Utilities	82,274	72,000	80,000
Utilities – Fuel	3,034	-	3,000
Rental and Leases	1,666	1,428	1,428
Insurance	833	1,604	1,930
Repairs and Maintenance	74,333	124,532	151,759
Office/Operating Supplies	3,367	3,000	3,000
Fuel	3,094	4,000	1,200
Dues & Subscriptions	575	375	-
Uniforms	288	240	300
Maintenance & Repairs - Parts	28,032	11,550	26,900
Tools and Small Equipment	2,649	10,000	-
Other Supplies	2,600	3,800	-
Supplies/Sm Equipment - DEMA	34,587	-	-
Programs and Projects	3,570	3,500	3,500
Seminars/Conferences/Training	-	1,000	6,750
Travel	1,641	4,000	5,500
Improvements	5,885	-	-
Machinery and Equipment	-	-	-
Machinery and Equipment - DEMA	-	-	-
Total Emergency Preparedness Adm.	\$ 584,186	\$ 621,883	\$ 615,169



FY 2018 Budget

EMERGENCY PREPAREDNESS – EOC DISPATCH CENTER

The Emergency Operation 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 2018 budget increased \$187,000, or 8.5 percent. The increase is due to overtime and part-time salaries.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 1,141,490	\$ 1,169,346	\$ 1,298,657
Vision Plan	955	1,352	1,008
Dental Plan	11,140	12,844	11,088
FICA Tax	83,709	90,615	96,563
Health Insurance	347,392	407,278	416,236
Pension	232,958	252,815	286,315
Communications	31,806	33,000	32,400
Postage & Freight	-	-	250
Insurance	1,381	-	1,400
Repairs and Maintenance	161,278	172,950	144,200
Advertising	21,953	20,000	30,000
Other Contractual Services	-	-	-
Office/Operating Supplies	495	1,000	2,100
Fuel	275	800	600
Dues & Subscriptions	2,315	2,195	
Uniforms	3,359	1,500	2,900
Maintenance & Repairs - Parts	1,207	2,000	3,000
Tools and Small Equipment	13,765	1,200	3,000
Sm. Computer Equipment	4,662	3,000	-
Programs and Projects	-	1,000	2,000
Seminars/Conferences/Training	6,092	19,395	24,145
Tuition	720	-	-
Mileage	239	500	500
Travel	2,000	6,000	4,000
Machinery and Equipment	19,350	-	25,650
Total Emergency Operations Dispatch	\$ 2,088,541	\$ 2,198,790	\$ 2,386,012



FY 2018 Budget

EMERGENCY PREPAREDNESS – EOC COMMUNICATION

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

The FY 2018 budget decreased \$15,000, or 4.1 percent. The decrease is from Machinery and Equipment cost.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 155,522	\$ 156,012	\$ 166,178
Vision Plan	102	156	144
Dental Plan	1,162	1,482	1,512
FICA Tax	11,582	11,722	12,565
Health Insurance	23,118	50,919	52,019
Pension	36,947	37,067	41,335
Communications	2,662	1,750	1,800
Postage & Freight	241	150	250
Insurance	3,889	2,595	4,810
Repairs and Maintenance	32,813	9,350	340
Office/Operating Supplies	1,035	900	1,000
Fuel	4,142	7,600	7,600
Uniforms	872	800	500
Maintenance & Repairs - Parts	35,698	51,452	40,153
Tools and Small Equipment	3,310	9,546	8,739
Sm. Computer Equipment	2,260	-	-
Improvements	-	-	-
Machinery and Equipment	44,368	17,988	5,844
Total Communications	\$ 359,723	\$ 359,489	\$ 344,789



FY 2018 Budget

EMERGENCY PREPAREDNESS – EOC - LEPC

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

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 44,087	\$ 43,606	\$ 44,581
Vision Plan	46	52	48
Dental Plan	525	494	504
FICA Tax	3,168	3,244	3,272
Health Insurance	15,806	16,973	17,382
Pension	10,333	10,454	11,089
Communications	938	1,000	1,000
Office/Operating Supplies	11	300	300
Sm. Computer Equipment	-	2,046	-
Seminars/Conferences/Training	635	-	-
Mileage	1,656	1,600	1,600
Travel	1,839	2,000	2,000
Total LEPC	\$ 79,044	\$ 81,769	\$ 81,776



Projects and Initiatives

EMERGENCY PREPAREDNESS

Mobile Command Unit

Take delivery of the new Mobile Command Unit. The Mobile Command Unit is used during large incidents or disasters where there is a need to go directly to the scene for command and control. The Mobile Command Unit is also utilized during large events, such as the Apple-Scrapple Festival, Punkin Chunkin, and July 4th fireworks.

Mobile Command Unit electrical upgrades at multiple locations - \$10,800



EOC Repairs and Maintenance - \$144,200

The Emergency Operations Center is 10 years old and in need of improvements, such as parking lot resealing, exterior aluminum repair, brick sealing, vinyl floor repair, and converting existing lights to LED.



ENGINEERING ADMINISTRATION

Mission: Provide professional and cost effective engineering services within project budgets while protecting the public health, safety, and welfare of the residents of Sussex County

Budget Summary

FY16 Actual	\$1,352,601
FY17 Budget	\$1,315,201
FY18 Budget	\$1,115,752

Fiscal Year 2017 Successes

Engineering Administration and Technical Engineering rarely initiates actual projects directly, but supports the efforts of all other County departments and divisions within Engineering with design and contract administration services. FY 2017 projects, with major Engineering Administration and Technical Engineering involvement, were:

1. Coastal Airport T-hangar replacement
2. Herring Creek and Chapel Branch Extensions of the Unified Sewer District
3. Implementation of the General Labor & Equipment Contract
4. Revisions to the Road and Drainage sections of the County Code
5. Bridgeville Landfill property improvements

Fiscal Year 2018 Goals

Goal 1	Provide oversight and management of capital improvement projects
Goal 2	Plan for the overall expansion of the County's central sewer system
Goal 3	Manage street lighting and private road improvement projects
Goal 4	Assist Buildings & Grounds in the completion of capital projects
Goal 5	Oversee management plans of closed County landfills



FY 2018 Budget

ENGINEERING ADMINISTRATION

Engineering Administration is responsible for all engineering design, construction, and the operations and maintenance of public utilities for the unincorporated areas of Sussex County; this includes wastewater treatment and disposal plants, public water systems, Delaware Coastal Airport, lighting districts, and suburban community improvements. The Solid Waste division monitors closed County landfill areas.

The FY 2018 budget decreased \$199,000, or 15.2 percent. The decrease resulted from moving positions from Engineering to Buildings and Grounds and no vehicle being purchased.

Account Description	2015 Actual	2017 Budget	2018 Budget
Salaries	\$ 755,689	\$ 670,193	\$ 579,926
Cost Reimbursement - Salaries	-	(150,000)	(100,000)
Vision Plan	545	624	384
Dental Plan	6,535	5,928	4,536
FICA Tax	53,664	52,271	39,877
Health Insurance	194,615	203,676	137,951
Pension	176,634	163,545	144,264
Engineering	7,530	-	5,000
Communications	7,752	8,000	6,000
Postage & Freight	11	50	50
Insurance	-	5,585	7,690
Repairs and Maintenance	2,826	3,200	5,184
Office/Operating Supplies	2,197	3,400	2,500
Fuel	4,521	5,500	4,500
Dues & Subscriptions	2,633	1,500	500
Uniforms	2,210	2,699	1,500
Maintenance & Repairs - Parts	1,834	1,700	2,500
Tools and Small Equipment	166	5,000	1,000
Small Computer Equipment	82	-	-
Miscellaneous	23,929	49,100	17,500
Seminars/Conferences/Training	4,435	3,730	3,000
Mileage	148	200	100
Travel	1,727	1,800	1,000
Machinery and Equipment	-	45,000	-
Solid Waste			
Programs and Projects	102,918	129,500	136,790
Improvements	-	103,000	114,000
Total Engineering Administration / Solid Waste	\$ 1,352,601	\$ 1,315,201	\$ 1,115,752



Projects and Initiatives

ENGINEERING ADMINISTRATION

Expansion of Biosolid Partnerships

Revise existing and proposed wastewater agreements to include other jurisdictions in the regional biosolids facility.

Expansion of General Labor & Equipment Contracting Scope

In FY 2017, the General Labor & Equipment contracting concept was introduced to speed up completion of the ever-growing minor capital project load associated with aging infrastructure. We plan to increase the scope of projects, as well as prepare the re-bid of the contract in FY 2018.

Continuation of Alternative Wastewater Treatment & Disposal Options

Build on the approved utility interconnection agreements with Lewes Board of Public Works and Artesian allowing further exchanges of free wastewater transmission and treatment capacity.

County Code Revisions of Chapter 110

Form working group to guide revisions to County Code Chapter 110 for Council's consideration.

County Business Park Expansion

Oversee design and construction of the newly expanded Sussex Business Park on Park Avenue.



FINANCE

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

Budget Summary

FY16 Actual	\$1,824,968
FY17 Budget	\$1,927,072
FY18 Budget	\$1,991,195

Fiscal Year 2017 Successes

Completed implementation of the Utility Billing module in Munis

Combined Engineering Accounting with Finance to streamline processes

Received and processed all tax payments within one working day during busy tax season

Submitted grant and loan applications for Herring Creek Sewer and amendment applications for Angola North, Millville, and Route 54 sewer projects

Earned the Government Financial Officers Association's Award for Excellence in Financial Reporting

Fiscal Year 2018 Goals

Goal 1	Maximize the use of resources by seeking opportunities to leverage these resources through technology
Goal 2	Maintain a highly functioning work team
Goal 3	Accurately invoice customers in a timely manner followed with timely notices of delinquency
Goal 4	Monitor revenues and expenses throughout the year, as well as provide financial reports to Council on a quarterly basis
Goal 5	Maintain high standards of excellence in order to provide the highest level of service to all customers



FY 2018 Budget

FINANCE

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

The FY 2018 budget increased \$64,000, or 3.3 percent. The net increase is from professional fees.

Account Description	2016 Actual	2017 Budget	2018 Budget
Finance Salaries	\$ 1,417,640	\$ 1,476,542	\$ 1,546,553
Cost Reimbursement - Salaries	(1,050,992)	(1,110,676)	(1,160,254)
Vision Plan	1,312	1,560	1,392
Dental Plan	15,273	14,820	15,120
FICA Tax	103,271	110,202	110,271
Health Insurance	461,516	509,153	520,639
Pension	332,375	355,891	384,367
Accounting and Auditing	108,000	116,000	124,000
Legal	27,599	45,000	40,000
Other Professional Services	111,303	65,000	110,000
Cost Reimbursement - OP	(138,106)	(101,700)	(123,300)
Communications	5,259	5,000	5,040
Postage & Freight	165,462	165,500	166,000
Rental and Leases	13,940	11,016	7,616
Insurance	197,832	237,200	236,702
Repairs and Maintenance	14,477	13,906	14,374
Advertising	442	1,000	1,000
Other Contractual Services	51,423	50,900	52,000
Cost Reimbursement - Contr. Services	(105,860)	(111,294)	(110,714)
Office/Operating Supplies	37,245	48,000	48,000
Dues & Subscriptions	2,327	3,004	3,025
Tools and Small Equipment	48,475	48,150	-
Sm. Computer Equipment	290	400	4,740
Cost Reimbursement Supplies	(25,624)	(44,799)	(25,094)
Seminars/Conferences/Training	2,209	9,225	7,950
Mileage	485	400	500
Travel	2,140	11,825	12,000
Cost Reimbursement T & E	(2,175)	(9,653)	(9,202)
Machinery and Equipment	32,914	10,000	15,400
Cost Reimbursement - Capital	(5,484)	(4,500)	(6,930)
Total Finance	\$ 1,824,968	\$ 1,927,072	\$ 1,991,195



GRANT-IN-AID

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

Budget Summary

FY16 Actual	\$9,915,966
FY17 Budget	\$9,832,254
FY18 Budget	\$11,584,574

Account Description	2016 Actual	2017 Budget	2018 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	1,526,886	1,557,000	1,557,000
Fire Service Enhancement	1,421,495	1,100,000	1,200,000
Fire Service Special Grant	95,724	113,000	111,000
Ambulance Grants	94,797	94,797	94,797
Local Law Enforcement Grants	575,711	575,000	575,000
University of Delaware – Research	69,049	79,049	79,049
Soil Conservation District Tax Ditch	105,000	115,000	125,000
Drainage Grants	50,195	80,195	80,195
CHEER & Senior Center Grants	21,600	21,600	21,600
Community Action Agency	9,600	9,600	9,600
Human Service Grants	199,975	200,000	225,000
Housing Assistance Grant	109,999	165,000	190,000
Community/Councilmanic Grants	145,493	175,000	175,000
Local Library Grants	2,258,843	2,255,000	2,255,000
Local Library Placement Fees	143,361	98,000	124,000
Assistance Relief Fund	63,550	75,000	70,000
Payment in Lieu of Taxes	6,715	6,715	6,715
Economic Assistance Grants	60,000	45,000	45,000
Miscellaneous Grants	210,646	224,820	339,820
Economic Assistance Loan	-40,000	-	500,000
DDD Grant	-	-	100,000
State Police Grant	2,142,774	2,197,925	2,936,245
DOC Grant	-	-	120,000
Total Community Development	\$ 9,915,966	\$ 9,832,254	\$11,584,574



HUMAN RESOURCES

& GENERAL EMPLOYMENT

Mission: Provide comprehensive professional-level support services that lead to the improved welfare of employees and retirees, and the efficiency and effectiveness of county government operations

Budget Summary

FY16 Actual	\$732,626
FY17 Budget	\$974,216
FY18 Budget	\$1,029,798

Additional Pension Contribution

FY18 Budget	\$10,000,000
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Fiscal Year 2017 Successes

Launched Performance Management System in Cornerstone and completed training for employees and managers

Launched Lynda.com in Cornerstone to provide personal & professional development for employees and their families

Expanded the County's Intranet site as the vehicle of communication and resource for employees

Facilitated Total Compensation Statement Project and held meetings for all full-time County employees

Received 2016 Occupational Excellence Award from National Safety Council. In collaboration with the Safety Department, reduced worker's compensation costs by decreasing total lost and restricted workdays

Fiscal Year 2018 Goals

Goal 1	Implement Version 8 & FMLA module in Kronos
Goal 2	Foster collaboration through County Intranet Site/Workshops/Leadership Meetings/Learning & Performance Management System/ Organizational Excellence Campaign
Goal 3	Conduct Compensation/Benefits Study for focus group
Goal 4	Launch on-line Munis recruiting module to promote efficiency and an on-line application process
Goal 5	Establish and implement electronic file feeds to vendors



FY 2018 Budget

HUMAN RESOURCES

& GENERAL EMPLOYMENT

The Human Resource Department is a support office to the County's departments, constitutional offices, and the County Council. There are over 500 full-time employees and over 23 part-time employees in this budget. The department also supports 200 pensioners. The office's functions include recruitment, training, leave and payroll administration, employee grievances, discipline procedures, training and development, and administration of benefits.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 331,845	\$ 351,469	\$ 410,850
Cost Reimbursement - Salaries	(102,922)	(111,023)	(129,854)
Vision Plan	248	364	288
Dental Plan	2,885	3,458	3,528
FICA Tax	24,176	27,092	28,612
Health Insurance	79,788	84,865	103,955
Pension	74,475	87,867	102,037
Legal	31,699	30,000	30,000
Other Professional Services	36,646	83,465	50,778
Cost Reimbursement - OP	(12,205)	(35,844)	(16,156)
Communications	3,538	3,336	3,600
Postage & Freight	1,007	1,700	1,700
Repairs and Maintenance	5,734	5,928	6,444
Printing & Binding	77	325	325
Advertising	3,276	3,000	6,000
Cost Reimbursement - Cont. Services	(2,502)	(2,858)	(3,614)
Office/Operating Supplies	3,586	5,500	6,800
Dues & Subscriptions	4,005	5,298	5,298
Tools and Small Equipment	412	2,296	-
Cost Reimbursement Supplies	(1,601)	(2,619)	(2,420)
Programs and Projects	22,933	25,100	40,750
Cost Reimbursement Misc.	(3,692)	(5,020)	(8,150)
Seminars/Conferences/Training	4,536	15,250	15,500
In-house Training	-	22,750	22,750
Mileage	399	500	500
Travel	2,104	-	-
Cost Reimbursement T & E	(1,408)	(7,700)	(7,750)
Salaries & Benefits - General Empl.	-	75,000	75,000
Worker's Compensation	99,284	162,300	114,000
Unemployment Compensation	18,443	15,500	10,000
Other Services, Benefits & Programs	19,584	-	35,112
Tuition	7,234	15,000	12,000
Salaries - Boards & Commissions	79,042	111,917	111,915
Pension Contribution	-	-	10,000,000
Total Human Resources and Gen. Empl	\$ 732,626	\$ 974,216	\$ 11,029,798



Projects and Initiatives

HUMAN RESOURCES

Kronos Upgrade

Upgrade to Workforce Version 8 in Kronos including the FMLA module.



Collaboration

Continue collaboration and communication efforts through County Intranet site, workshops, leadership meetings, Learning & Performance Management System, and Organizational Excellence Campaign.



Munis

Implement on-line application system to increase efficiency through the recruiting/onboarding process.



INFORMATION TECHNOLOGY

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

FY16 Actual	\$1,650,242
FY17 Budget	\$1,633,967
FY18 Budget	\$1,559,984

Fiscal Year 2017 Successes

Completed wireless infrastructure upgrades

Completed County phone system upgrades

Completed digital signage

Completed EOC video wall

Completed virtual library website

Fiscal Year 2018 Goals

Goal 1	Extend a sustainable and secure infrastructure by analyzing the current environment on an ongoing basis against emerging issues that generate new challenges to supporting the County network infrastructure
Goal 2	Continue enhancing the I.T. Disaster Recovery Plan and coordinate future business continuity plans with other departments/offices
Goal 3	Ensure network downtime is minimized, especially during working hours
Goal 4	Promote fiscally responsible recommendations for all County I.T. expenditures
Goal 5	Review and validate service areas and focus on the areas in which there is need to enhance services



FY 2018 Budget

INFORMATION TECHNOLOGY

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

The FY 2018 budget decreased \$74,000, or 4.5 percent. The net change is from the increase in adding a new staff position, the decrease in capital outlays, and the increase in communication Fiber Ring costs.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 690,414	\$ 707,984	\$ 785,640
Cost Reimbursement - Salaries	(396,856)	(355,614)	(457,680)
Vision Plan	608	780	720
Dental Plan	7,352	7,410	7,560
FICA Tax	50,364	56,128	57,706
Health Insurance	221,570	237,622	260,275
Pension	160,280	175,455	195,757
Other Professional Services	11,850	12,100	9,900
Communications	69,871	95,100	109,980
Postage & Freight	58	150	100
Rental and Leases	-	4,500	-
Insurance	3,171	3,112	4,806
Repairs and Maintenance	428,916	408,560	412,640
Office/Operating Supplies	3,661	3,600	3,700
Fuel	2,059	2,100	2,100
Dues & Subscriptions	425	730	730
Uniforms	232	1,000	-
Maintenance & Repairs – Parts	7,369	7,700	7,700
Tools and Small Equipment	5,405	2,000	15,000
Sm. Computer Equipment	72,175	83,000	82,000
Seminars/Conferences/Training	15,180	19,000	14,000
Mileage	443	500	500
Travel	7,147	10,500	10,500
Machinery and Equipment	288,548	150,550	36,350
Total Information Technology	\$ 1,650,242	\$ 1,633,967	\$ 1,559,984



LEGAL

Moore and Rutt, P.A., is the legal firm appointed by the County Council; they represent the Council and the Board of Adjustment. Griffin and Robertson, P.A., is the appointed Assistant County Attorney and represents the Planning and 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	2016 Actual	2017 Budget	2018 Budget
Legal	\$ 478,935	\$ 600,000	\$ 500,000



LIBRARY ADMINISTRATION

Mission: To directly fulfill the County mission by guiding self-directed education, providing research assistance, offering instructive and enlightening experiences, and by leading all to the joy of reading.

Budget Summary

FY16 Actual	\$588,191
FY17 Budget	\$714,539
FY18 Budget	\$759,406

Fiscal Year 2017 Successes

Awarded Core Library Skill “Stepping Stones” certification to all staff in the 14 Sussex libraries; fully supported by library workers, the program is under consideration across the state

Spearheaded a continuing public education effort to preserve library funding that includes trustees, Library Advisory Board members, Friends of the Library, community leaders and other library users

Launched the revitalized Department of Libraries website to rave reviews while developing staff expertise in web presence marketing and building solid relationships with staff in other Sussex County departments

Lead initiatives on statewide committees for policy-making, collection development and services to youth.

Completed Phase I of a strategic approach to facilities management with Buildings & Grounds by documenting routine maintenance needs to ensure systematic/timely actions

Fiscal Year 2018 Goals

Goal 1	To explore, select, and implement best options for maximum safety of staff and the public in the brick-and-mortar libraries.; this is in partnership with the Safety & Security and Human Resources departments
Goal 2	To continue to work closely with and support the Leadership and Organizational Excellence teams to effectively align cultural growth between Administration and the Department of Libraries
Goal 3	To continue to advance position at the state and national level as the “voice of Sussex County libraries,” particularly with the new governor’s administration
Goal 4	To continue to expand the Core Library Skill curriculum for the “Stepping Stones” certification program



FY 2018 Budget

LIBRARY ADMINISTRATION

The Library Administration Department serves the County and independent libraries by working closely with the Delaware Division of Libraries and other members of the Delaware Library Consortium to advance library service, to grow library leaders, and to ensure effective operation of the statewide automated system. Library Administration is responsible for general administration and oversight of the County-operated libraries.

The FY 2018 budget increased \$45,000, or 6.3 percent. The increase is for security services at the three County libraries.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 270,365	\$ 313,117	\$ 321,837
Vision Plan	231	416	384
Dental Plan	3,041	3,952	4,032
FICA Tax	19,829	23,725	23,712
Health Insurance	105,257	135,747	137,171
Pension	60,470	77,744	80,100
Other Professional Services	-	-	-
Communications	4,246	4,400	4,320
Postage & Freight	3,429	3,600	3,600
Repairs and Maintenance	2,074	4,300	4,848
Printing & Binding	-	2,500	2,000
Advertising	-	550	600
Other Contractual Services	4,323	4,600	35,033
Office/Operating Supplies	4,538	4,000	4,200
Insurance	-	-	961
Dues & Subscriptions	28,301	26,260	31,010
Permanent Record Books	9,955	8,500	8,000
Uniforms	568	950	800
Maintenance & Repairs - Parts	18	50	50
Tools and Small Equipment	1,733	4,000	3,000
Sm. Computer Equipment	1,871	1,500	1,000
Other Supplies	4,516	1,000	1,000
Programs and Projects	13,546	6,163	6,000
Miscellaneous	33,125	75,000	72,000
Seminars/Conferences/Training	1,645	1,435	1,760
In-house Training	5,762	4,000	4,000
Mileage	2,305	2,770	2,678
Travel	7,043	4,260	5,310
Improvements	-	-	-
Total Library Administration	\$ 588,191	\$ 714,539	\$ 759,406



Projects and Initiatives

LIBRARY ADMINISTRATION

sussexlibraries.org

Initiate a plan to curate user-generated content and community information for where-you-are access in the Virtual Library, nurture a growing presence on social media. Explore first steps toward including the Youth Services Librarian in library planning.



Sussex County Youth Services Staff: Phase I

Charge the new Youth Services Librarian with documenting the who, what, where, when and how of services to the 0-18 year age group in each Sussex County library; this will begin to address survey and focus group results that indicate a huge disparity in levels of service, experience with, and understanding of child development among library staff.



Informal Surveys: Phase II

Distribute, collect, and analyze a minimum of four informal surveys of patrons, community members, and leaders concerning reading, public events, technology, and civic engagement. Research will extend into current/near-future population growth and new library construction. Both surveys are in preparation for a formal needs assessment in FY 2019 should funding allow.



LIBRARY OPERATIONS

Mission: To enrich quality of life for our community by providing free access to ideas, information and materials, and to guide research, education and entertainment in a safe and welcoming environment.

Budget Summary

FY16 Actual	\$2,052,073
FY17 Budget	\$2,085,155
FY18 Budget	\$2,376,514

Fiscal Year 2017 Successes

Greenwood: The inaugural community network event was a successful gathering of local Boys & Girls clubs, people from the Town Hall, local authors, DE Division of Libraries, and other agencies to launch the summer reading program; the event was called “*Building a Better Community*”

Milton: The library conducted a survey of adults, teens and “twens,” and found that the services, staff assistance and materials received a 92% rating as excellent/very good

Mobile Library: Services to adults increased by 200% with the addition of non-fiction and audio books and increasing the size of the deposit collections; staff also now include informal book talks/discussions with the residents of care facilities

South Coastal: The focused summer reading campaign paid off with a 17% increase in program completions, and, the registration and completion rates for adult readers tripled!

Virtual Library: The “My Librarian” section now includes 9 library staff from across the county who provide customized reader-advisory services to the public

Fiscal Year 2018 Goals

Goal 1: Greenwood	Each area of library service, such as adult, teen, children, circulation, will explore short and long-term plans to create welcoming spaces/programs for lifelong learning
Goal 2: Milton	Determine the current interests of adult users via surveys; provide classes and materials to enhance and expand those interests and the use of the library
Goal 3: Mobile Library	To research/acquire the training and certification necessary to provide programs specifically tailored to those with Alzheimer or dementia who attend or reside in care facilities across Sussex County
Goal 4: South Coastal	Staff will use news media, local community groups, professional journals, library users, and their own observations as resources to identify current community trends/needs; staff will then submit 2 ideas for programs/services addressing the trends or needs they recognize to the Director
Goal 5: Virtual Library	Create a user-centered “Life in Sussex County” section to provide the general community information available in library buildings (e.g. locations of Farmers’ Markets)



FY 2018 Budget

LIBRARY OPERATIONS – BOOKMOBILE (MOBILE LIBRARIES)

The Bookmobile is a mobile library that travels to varied locations throughout the county. It provides public library materials and services to individuals in residential facilities, schools, and adult/child daycare centers who would otherwise have limited access to these valuable community services.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 42,708	\$ 46,091	\$ 49,446
Vision Plan	46	52	48
Dental Plan	525	494	504
FICA Tax	3,173	3,523	3,796
Health Insurance	15,764	16,973	17,363
Pension	6,765	7,350	7,950
Communications	1,503	1,550	1,500
Insurance	1,798	1,849	1,922
Repairs and Maintenance	2,350	2,500	2,250
Printing & Binding	491	1,000	1,000
Office/Operating Supplies	426	250	250
Fuel	1,088	3,000	2,000
Dues & Subscriptions	128	397	590
Permanent Record Books	12,404	10,000	10,000
Uniforms	-	500	500
Maintenance & Repairs - Parts	226	500	300
Tools and Small Equipment	155	750	500
Sm. Computer Equipment	-	2,900	1,300
Other Supplies	6,351	4,000	4,000
Programs and Projects	2,474	3,200	3,000
Seminars/Conferences/Training	700	1,400	1,230
In-house Training	-	300	200
Mileage	146	350	389
Travel	1,823	1,930	3,935
Machinery and Equipment	25,428	-	-
Total Bookmobiles	\$ 126,472	\$ 110,859	\$ 113,973



FY 2018 Budget

LIBRARY OPERATIONS – GREENWOOD LIBRARY

The Greenwood Library continues to be the hub for job searches, computer training, and educational, cultural, and recreational activities for the Town of Greenwood.

The FY 2018 budget increased \$55,000, or 9.9 percent. The increase is due to building repairs and maintenance.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 245,335	\$ 255,346	\$ 285,379
Vision Plan	276	364	288
Dental Plan	3,151	3,458	3,024
FICA Tax	17,739	19,850	20,545
Health Insurance	94,694	101,838	104,220
Pension	49,402	52,078	53,393
Communications	2,088	2,580	2,580
Utilities - Electric	15,460	17,000	16,500
Utilities - Fuel	6,305	9,250	8,000
Rental and Leases	2,566	713	3,201
Insurance	366	977	980
Repairs and Maintenance	32,176	18,247	38,828
Printing and Binding	-	-	500
Other Contractual Services	288	788	688
Office/Operating Supplies	8,512	9,200	8,600
Dues & Subscriptions	5,570	7,315	8,140
Permanent Record Books	21,673	22,800	22,800
Uniforms	-	1,000	1,000
Maintenance & Repairs – Parts	607	1,300	650
Tools and Small Equipment	21,063	6,835	4,000
Sm. Computer Equipment	1,800	2,000	1,250
Other Supplies	11,972	9,000	8,000
Programs and Projects	7,735	9,000	11,000
Seminars/Conferences/Training	1,930	1,340	2,480
In-house Training	-	200	-
Mileage	957	1,965	1,000
Travel	2,862	360	2,810
Total Greenwood Library	\$ 554,527	\$ 554,804	\$ 609,856



FY 2018 Budget

LIBRARY OPERATIONS – MILTON LIBRARY

The Milton Library is a focal point in downtown Milton and an active partner with local government, businesses and community organizations. Through a wide variety of activities and valuable resources, Milton Library is the heart of their community.

The FY 2018 budget increased \$147,000, or 22.1 percent. The increase is due to building repairs.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 295,059	\$ 290,701	\$ 291,000
Vision Plan	300	364	336
Dental Plan	3,676	3,458	3,528
FICA Tax	21,837	22,005	22,090
Health Insurance	110,360	118,811	121,756
Pension	58,297	58,508	61,887
Communications	2,252	2,592	2,688
Utilities	1,358	1,600	1,450
Utilities - Electric	15,627	16,400	17,000
Utilities - Fuel	2,755	7,000	5,500
Rental and Leases	-	375	375
Insurance	23,438	21,000	24,461
Repairs and Maintenance	24,472	32,317	156,322
Office/Operating Supplies	5,900	9,500	7,700
Fuel			1,200
Dues & Subscriptions	8,052	10,285	10,620
Permanent Record Books	24,320	22,800	22,800
Uniforms	-	1,100	1,100
Maintenance & Repairs - Parts	2,702	2,000	2,000
Tools and Small Equipment	52,362	2,050	1,900
Sm. Computer Equipment	1,800	1,000	1,250
Other Supplies	14,389	11,700	11,750
Programs and Projects	10,522	9,000	9,800
Seminars/Conferences/Training	2,007	2,090	2,405
Mileage	1,152	1,300	1,588
Travel	1,843	560	2,120
Improvements	-	15,000	25,500
Total Milton Library	\$ 684,480	\$ 663,516	\$ 810,126



FY 2018 Budget

LIBRARY OPERATIONS – SOUTH COASTAL LIBRARY

The South Coastal Library, located in Bethany Beach, sets the bar for library service in Sussex County. A destination spot for locals and visitors alike, it provides materials and services on current topics and titles, lifelong learning, and general information for the community. The cultural and educational programs for adults and children are especially well-attended and requested.

The FY 2018 budget increased \$87,000, or 11.5 percent. The increase is due to building improvements and repairs.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 334,916	\$ 353,798	\$ 368,676
Vision Plan	258	364	336
Dental Plan	2,716	3,458	3,528
FICA Tax	25,104	26,913	27,921
Health Insurance	90,837	118,811	121,452
Pension	58,326	60,463	65,637
Communications	3,066	3,216	3,228
Utilities	1,716	1,800	1,720
Utilities - Electric	23,678	29,500	27,250
Utilities - Fuel	7,553	11,000	11,000
Insurance	3,215	3,927	4,176
Repairs and Maintenance	23,096	30,430	45,115
Advertising	-	1,000	-
Office/Operating Supplies	14,134	13,000	13,000
Fuel	26	400	600
Dues & Subscriptions	11,043	11,495	12,085
Permanent Record Books	34,975	33,000	33,000
Maintenance & Repairs - Parts	3,806	4,000	4,500
Tools and Small Equipment	4,278	9,000	10,000
Sm. Computer Equipment	1,800	1,000	5,000
Other Supplies	26,484	16,000	16,000
Programs and Projects	7,596	16,000	16,000
Seminars/Conferences/Training	2,420	2,650	2,685
In-house Training	211	300	300
Mileage	1,673	1,718	1,700
Travel	3,667	2,733	2,650
Improvements	-	-	45,000
Total South Coastal Library	\$ 686,594	\$ 755,976	\$ 842,559



Projects and Initiatives

LIBRARY OPERATIONS

Leadership Development and Succession Planning: Phase II

Target learning and link leadership development to nationally-recognized best practices for specific library positions (e.g. human resource skills for supervisors/administrators); this is the next component in a project that will continue into FY 2019.



Library Material Collections Analysis: Phase II

Perform a comparative analysis among the County libraries to determine areas of special interest, unique objects, and collection gaps; the data gathered in FY 2017 will be used for this analysis. The independent libraries are encouraged to join in the effort as it will feed first steps of a formal needs assessment in FY 2019 should funding allow.



Facilities Management Plan: Phase II

Begin to build a systematic approach to major repairs, the replacement of equipment and materials, and long-term plans for capital improvements for each of the libraries; this is a partnering exercise with Buildings and Grounds and, on occasion, Engineering.



MAPPING & ADDRESSING

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

FY16 Actual	\$782,293
FY17 Budget	\$856,536
FY18 Budget	\$877,819

Fiscal Year 2017 Successes

Completed conversion of land records system to “enhanced” parcel fabric enabling documented history with a snapshot in time of how land was divided on any given date in time from conversion date to present

Generated new workflows and completed training to enhance connectivity in CAMA system and reduce duplication of keying data

Completed first pass of sewer district Area 3 and are in quality control steps now

Introduced the use of point addressing over street ranges in the 9-1-1 center to allow more accurate dispatch

Assisted in completion of Hazard Mitigation Plan

Fiscal Year 2018 Goals

Goal 1	Create a customer centric department
Goal 2	Expand department interconnectivity through the use of technology and GIS
Goal 3	Create new workflows reducing duplicate efforts



FY 2018 Budget

MAPPING & ADDRESSING

The Mapping and Addressing department creates, draws, and maintains County parcel maps, as well as provides street addresses to County parcels. Our GIS group develops and supports many work products and applications for various departments, including online mapping for the public.

The FY 2018 budget increased \$22,000, or 2.5 percent. The increase is due to the cost of software maintenance expense.

Account Description 79	2016 Actual	2017 Budget	2018 Budget
Mapping & Addressing Salaries	\$ 375,361	\$ 386,501	\$ 390,078
Vision Plan	298	468	432
Dental Plan	3,046	4,446	4,536
FICA Tax	27,126	28,607	27,774
Health Insurance	123,059	152,757	156,480
Pension	77,991	92,859	97,028
Other Professional Services	83,632	83,632	83,632
Communications	3,829	4,500	3,720
Postage & Freight	83	100	100
Insurance	3,058	3,127	2,884
Repairs and Maintenance	35,113	44,814	56,830
Other Contractual Services	-	30,000	30,000
Office/Operating Supplies	3,290	5,500	5,500
Fuel	2,866	3,500	3,500
Uniforms	-	200	-
Maintenance & Repairs – Parts	675	1,000	1,000
Tools and Small Equipment	12,266	800	800
Programs and Projects	2,381	4,200	3,200
Seminars/Conferences/Training	4,083	2,765	2,855
Mileage	124	500	200
Travel	1,850	6,260	7,270
Machinery and Equipment	22,162	-	-
Total Mapping and Addressing	\$ 782,293	\$ 856,536	\$ 877,819



Projects and Initiatives

MAPPING & ADDRESSING

CAMA Implementation

The creation of the parcel starts in Mapping. CAMA implementation will allow for reduction of duplicated efforts as we push data directly from our GIS platform into the CAMA library. The data can easily be enriched and prepopulated with data including school, council, sewer, and fire districts allowing for those rates to automatically tie to the parcel.



Engineering GIS Conversion - \$30,000

The GIS group in the Mapping and Addressing department will be assisting and overseeing the CAD drawing data conversion into our GIS platform. We will migrate and store the data, as well as serve it out to internal users, and the public where appropriate. Integration of sewer data into the CAMA to follow conversion.



Zoning Maps Online

We are working to incorporate all Board of Adjustment information into the online platform. We also plan to add in multiple years of aerial photography for research into a historical perspective; years include: 1926, 1937, 1954, 1961, 1968, 1992, 1997, 2002, 2007, 2012, & 2017



MARRIAGE BUREAU

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

Budget Summary

FY16 Actual	\$181,182
FY17 Budget	\$194,246
FY18 Budget	\$226,667

Fiscal Year 2017 Successes

Hired a part-time Spanish speaking employee to issue licenses and perform ceremonies in Spanish for our Spanish speaking community

Created Spanish versions of all forms used in the Marriage Bureau and website

Obtained a volunteer from the Haitian community to help staff and the Haitian population communicate for marriage licenses and ceremonies

Updated website to include additional information regarding license application process and included photos of ceremony room to entice more people to utilize the office for their weddings

Created #wedinsussex brand for our couples to use when posting photos to social media

Fiscal Year 2018 Goals

Goal 1 Update Marriage Bureau's website with current information

Goal 2 Marriage Bureau staff work as a team to provide best customer service

Goal 3 Look at ways to improve office efficiency from issuance of license - to memorable marriage ceremony - to issuing certified copies



FY 2018 Budget

MARRIAGE BUREAU

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

The FY 2018 budget increased \$33,000, or 16.7 percent. The increase is from the cost of a part time staff position.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 97,675	\$ 96,767	119,347
Vision Plan	102	156	144
Dental Plan	1,162	1,482	1,512
FICA Tax	7,007	6,994	9,140
Health Insurance	38,839	50,882	52,168
Pension	22,357	23,295	29,686
Communications	889	500	1,000
Postage & Freight	522	450	500
Insurance	50	120	120
Repairs and Maintenance	5,073	5,000	5,000
Printing & Binding	2,466	1,700	1,700
Office/Operating Supplies	1,887	1,700	2,500
Fuel	21	-	-
Dues & Subscriptions	150	200	150
Tools and Small Equipment	1,494	1,500	1,000
Seminars/Conferences/Training	199	1,000	1,000
Mileage	128	1,000	700
Travel	1,161	1,500	1,000
Total Marriage Bureau	\$ 181,182	\$ 194,246	\$ 226,667

The FY 2018 budget includes an increase in fees. The Marriage Bureau will begin charging a \$20 recording fee, resulting in approximately \$25,000 in additional revenue. In addition, they will increase all out-of-office weddings by \$25 to cover the cost of performing the ceremonies, which should generate an additional \$2,000 to cover the cost of this department. The additional funding generated as a result of these two fee charges will help cover the cost of this department.



MARRIAGE BUREAU

Addition of Recording Fee



Updates to Ceremony Room



Updates to Website



PARAMEDICS

EMERGENCY MEDICAL SERVICES

Mission: To be a nationally recognized leader in mobile health care services committed to improving your quality of life

Budget Summary

FY16 Actual	\$13,418,373
FY17 Budget	\$14,786,984
FY18 Budget	\$15,473,109

Fiscal Year 2017 Successes

Responded 23,837 times to calls for service, a 5% increase. Despite this increased call volume, the addition of Medic 110 daytimes and increased “splitting” of crews in a proactive fashion through use of a double fleet, SCEMS has achieved a 12% improvement in the scene arrivals in 8 minutes or less

Designed, built and put into service 5 medic and 1 admin vehicles to replace our aging fleet

Continued work on a mental health initiative for our staff. Paramedic mental health and suicide statistics are on the rise nationwide. SCEMS now has a certified and well-trained Critical Incident Stress Management peer team that works hand-in-hand with EAP and Chaplain program

Continued work on completion of the new Station 104/100

Interviewed, tested and promoted 32 SCEMS staff, including 7 administrative positions. The transition continues into 2018 with new staff learning their positions and starting job assigned initiatives to move the department forward

Fiscal Year 2018 Goals

Goal 1	By the close of FY 2018, replace 5 response and admin vehicles with lower mileage vehicles in an effort to improve overall reliability and reduce critical failures
Goal 2	By the end of the third quarter of FY2018, begin the accreditation application process with CAAS or CAMES (carryover)
Goal 3	Begin a formal recruitment program and increase new employee interviews in an effort to keep pace with attrition and attract high-quality applicants
Goal 4	Decrease the mean response time to the Seaford/Blades area by 10% between the hours of 1900-0700 with the implementation of 24-hour coverage (carryover)
Goal 5	Begin the design and construction of a new Station 103 in Dagsboro



FY 2018 Budget

PARAMEDICS

EMERGENCY MEDICAL SERVICES

Paramedics operate as a non-transporting EMS agency providing paramedic services. A specially designed ALS rapid response vehicle is based at one of nine 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 2018 budget increased \$686,000, or 4.6 percent. The increase is due to funding two new paramedic positions, thus allowing 24-hour coverage to the Blades/Seaford area; also included are 5 vehicles costing \$315,000, and \$105,000 for 800 MHz radios.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 7,480,129	\$ 7,909,095	\$ 8,525,238
Vision Plan	4,960	5,980	5,472
Dental Plan	56,755	56,810	56,952
FICA Tax	549,949	612,579	624,339
Health Insurance	1,714,569	1,934,737	1,972,420
Worker's Compensation	361,518	557,000	511,998
Pension	1,478,889	1,604,757	1,717,985
Legal	340	10,000	10,000
Other Professional Services	50,237	48,515	64,675
Communications	79,544	117,913	86,220
Postage	315	600	600
Utilities	47,291	60,140	60,340
Rent	108,463	101,490	72,072
Insurance	137,559	152,267	150,800
Maintenance and Repair	336,888	367,951	410,038
Printing & Binding	948	1,000	1,000
Advertising	166	5,000	5,000
Contractual Services	9,260	7,200	6,000
Office Supplies	8,427	8,000	8,000
Fuel	82,614	121,023	92,400
Janitorial	6,676	6,750	6,750
Dues & Subscription	306	1,000	1,000
Uniforms	48,633	47,132	54,909
Repair and Maintenance - Parts	107,880	89,269	97,051
Tools and Small Equipment	139,174	268,297	270,246
Other Supplies	212,376	182,044	214,044
Programs and Projects	15,338	20,175	9,375
Miscellaneous	710	1,000	750
Seminars and Conferences	8,680	7,225	14,625
Travel	20,554	22,435	32,770
Tuition & Training	19,749	33,000	25,500
Improvements	5,505	-	-
Machinery and Equipment	323,971	426,600	364,540
Total Paramedics	\$ 13,418,373	\$ 14,786,984	\$ 15,473,109

Projects and Initiatives

PARAMEDICS

EMERGENCY MEDICAL SERVICES

Seaford/Blades Medic Unit Staffing

Increase coverage on Medic 110 to 24 hours/day

- Hire two new paramedics to staff Medic 110 24/7 with one paramedic



Mobile Radio Replacement - \$105,000

Continue a multi-year program to replace aging Motorola portable radios that are rapidly approaching “End of Life”



Accreditation - \$15,000

Pursue accreditation with a national accrediting organization, such as the Commission on Accreditation of Ambulance Services (CAAS) or the Commission on Accreditation of Medical Transport Systems (CAMES); project continued from 2017 as the SCEMS administrative restructure initiative made it unrealistic to attempt in 2017



Fleet Replacement - \$315,000

Four response units and one admin vehicle

All vehicles are projected to have mileages in excess of 150,000 miles at time of replacement, with six in excess of 170,000 miles



PLANNING & ZONING

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 and permit processes

Budget Summary

FY16 Actual	\$1,267,717
FY17 Budget	\$1,688,274
FY18 Budget	\$1,822,497

Fiscal Year 2017 Successes

Processed 21 change of zones, 24 conditional uses, 20 subdivisions, 120 site plans, and 209 Board of Adjustment applications

Began a new tracking system for applications

Began work on the 2018 Comprehensive Plan and held the first round of public meetings in the fall

Facilitated Sign Ordinance

Digitized County zoning maps

Fiscal Year 2018 Goals

Goal 1	To provide the community with personal attention, and accurate and detailed information
Goal 2	Assist the Building Code and Building Permits divisions in the issuance of building permits and certificates of occupancy and compliance
Goal 3	Perform site plan reviews of business, commercial, and industrial proposals, flood regulations, and subdivision and residential planned communities
Goal 4	Prepare, schedule, advertise, and post public hearing notices for change of zones, conditional uses, subdivisions, variances, and special use exceptions
Goal 5	To perform site visits to inspect property and development as it relates to setbacks, separations, and flood elevation requirements



FY 2018 Budget

PLANNING & ZONING

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 subdivisions, zoning changes, conditional uses, special use exceptions, 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, and other requests.

The FY 2018 budget increased \$134,000, or 8.0 percent. The budget continues to increase due to the County's Comprehensive Land Use Plan update and adding a new staff position.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 522,352	\$ 587,671	\$ 630,725
Vision Plan	492	676	672
Dental Plan	5,484	6,422	7,056
FICA Tax	38,405	44,035	45,180
Health Insurance	164,575	220,612	243,520
Pension	137,161	145,154	157,835
Legal	236,003	200,000	300,000
Other Professional Services	72,797	300,000	300,000
Communications	6,920	7,044	9,120
Postage & Freight	10,271	8,500	10,200
Insurance	3,844	4,710	7,689
Repairs and Maintenance	6,294	4,000	26,200
Rents	-	-	5,000
Printing & Binding	1,347	2,000	2,000
Advertising	37,938	55,000	40,000
Other Contractual Services	-	-	-
Office/Operating Supplies	4,141	5,000	5,000
Fuel	4,653	5,100	5,100
Dues & Subscriptions	575	6,150	1,200
Permanent Record Books	235	2,200	500
Uniforms	1,862	2,000	2,000
Tools and Small Equipment	600	20,000	11,500
Seminars/Conferences/Training	959	5,000	6,500
Travel	-	5,000	5,000
Mileage	-	-	500
Machinery and Equipment	10,809	52,000	-
Total Planning and Zoning	\$ 1,267,717	\$ 1,688,274	\$ 1,822,497



PUBLIC WORKS

Mission: Committed to delivering professional services to Sussex County citizens in an efficient and cost effective manner. We are focused on providing a high level of service for land developments, from construction administration to project completion. Our goal is to maintain a unified team dedicated to providing services in an increasingly effective manner.

Budget Summary

FY16 Actual	\$616,667
FY17 Budget	\$715,686
FY18 Budget	\$856,921

Fiscal Year 2017 Successes

Approved over 65 construction plans and plan revisions for private roads, County and private sanitary sewer systems and drainage - representing approximately 1,956 residential units

Inspected 253 private road development projects

Decreased development plan review turnaround to an average of 11 days

Processed and tracked developer's performance securities totaling \$118,721,000

Provided assistance with completion of the Woods at Walls Creek and Summer Crest developments following the developers failure to complete

Fiscal Year 2018 Goals

Goal 1	Continue review and approve construction plans for private roads, County and private sanitary sewer systems, and to provide reviews for Planning & Zoning office applications and the Technical Advisory Committee
Goal 2	Continue private road construction inspections, administration for pre-construction, and the processing and tracking of performance securities
Goal 3	Continue improvement to the regulation of private road developments to decrease project time of completion; improve plan review for private roads, sanitary sewer and storm water designs; improve private road standards and specifications; improve the quality and operation of construction inspection; and improve administration and tracking of performance securities
Goal 4	Assist the County Engineer in performing project engineering, project management, and inspection of County improvement projects
Goal 5	Update and improve ordinances and establish engineering design criteria



FY 2018 Budget

PUBLIC WORKS

The Public Works Division is responsible for the regulation of private roads; the review and approval of development construction plans for private roads, road drainage, County and private sanitary sewer systems and construction inspection; the processing of developer agreements, performance securities and tracking performance securities.

The FY 2018 budget increased \$142,000, or 19.7 percent. The net increase is from the cost of transferring a staff position from Engineering to the Public Works department.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 364,794	\$ 401,772	\$ 492,124
Vision Plan	332	468	432
Dental Plan	3,788	4,446	5,040
FICA Tax	27,260	30,602	36,516
Health Insurance	110,280	152,720	173,638
Pension	87,704	100,173	122,643
Communications	5,990	6,456	6,600
Postage & Freight	496	450	1,000
Insurance	3,888	3,969	4,806
Repairs and Maintenance	2,741	1,500	2,112
Office/Operating Supplies	1,961	1,900	1,900
Other Supplies	-	-	300
Fuel	4,742	7,000	6,500
Dues & Subscriptions	210	230	210
Uniforms	292	400	1,000
Maintenance & Repairs - Parts	1,445	3,000	1,500
Tools and Small Equipment	744	600	600
Machinery and Equipment	-	-	-
Total Public Works	\$ 616,667	\$ 715,686	\$ 856,921



RECORDER OF DEEDS

Mission: To serve the residents of Sussex County by correctly recording and indexing documents in a timely and efficient manner, by courteously responding to requests for help and information, by collecting and properly accounting for the appropriate fees and taxes, and by providing every employee with motivation, training, and experience

Budget Summary

FY16 Actual	\$985,234
FY17 Budget	\$1,101,970
FY18 Budget	\$1,187,226

Fiscal Year 2017 Successes

The Recorder of Deeds Office has processed over 1,400 envelopes with a number of documents in them at our drop-off box

Served over 4,400 customers which includes the general public, attorneys and title searchers, who have filed or processed documents at our recording windows

Processed approximately 11,000 deeds through our e-recording software

Fiscal Year 2018 Goals

Goal 1	Preserving present day and historical land records for all Sussex County real estate by ensuring that all documents are filed and recorded proficiently
Goal 2	To increase the availability of property records via online and or the County's website
Goal 3	Collect real estate transfer taxes for the State of Delaware, Sussex County, and a number of Sussex County municipalities
Goal 4	To increase the processing of online e-recordings with the current vendors Simplifile and Corporation Service Company
Goal 5	To implement a new Document Management System that will integrate with the County's ERP System, Tyler's Munis System



FY 2018 Budget

RECORDER OF DEEDS

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

The FY 2018 budget increased \$85,000, or 7.7 percent. The net increase is from the cost of the back scanning project being completed and the purchase of a new software system.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 486,952	\$ 481,877	\$ 484,660
Vision Plan	628	728	672
Dental Plan	7,063	6,916	7,056
FICA Tax	35,161	36,181	32,498
Health Insurance	211,723	237,585	243,855
Pension	121,853	116,783	120,555
Communications	2,916	3,150	3,000
Postage & Freight	15,131	16,800	16,000
Rental and Leases	19,648	20,000	18,480
Insurance	100	100	100
Repairs and Maintenance	911	1,900	1,900
Other Contractual Services	65,615	85,000	85,000
Office/Operating Supplies	15,948	16,800	16,800
Dues & Subscriptions	150	150	150
Sm. Computer Equipment	1,435	-	-
Programs and Projects	-	78,000	50,000
Machinery & Equipment	-	-	106,500
Total Recorder of Deeds	\$ 985,234	\$ 1,101,970	\$ 1,187,226



RECORDS MANAGEMENT

Mission: Continue to assist departments with the proper management of files created, so as to help determine their proper disposition in the most efficient and cost effective way possible

Budget Summary

FY17 Actual	\$175,078
FY18 Budget	\$192,624
FY19 Budget	\$240,618

Fiscal Year 2017 Successes

Transported approximately 620 cubic ft. of records for destruction and 372 cubic ft. for permanent retention to the Delaware Public Archives (DPA)

Continued the digitization of Planning & Zoning Building permits, as well as other files when requested

Worked directly with Clerk of Peace, Recorder of Deeds, Assessment (Building Code), Engineering, Finance, Human Resources, Paramedics and Planning & Zoning to determine proper retention and filing of records

Continued indexing of permanent files of Assessment, County Administration, Engineering, and Planning & Zoning departments respectively, as well as the Constitutional Offices of Recorder of Deeds and Register of Wills

Continued collaboration with archivists from the DPA regarding Sussex County files

Fiscal Year 2018 Goals

Goal 1	Continue to digitize and index Sussex County files
Goal 2	Continue to implement a standard system for all County records created by the various departments – beginning of formal records management training for County employees
Goal 3	Continue to process and prepare County records that are not regularly accessed for permanent storage at the DPA
Goal 4	Continue to improve services to internal departments and enhance cooperation between the DPA and County departments
Goal 5	Continue to organize records that have met their legal retention to maximize space at the Sussex County Records Management Center



FY 2018 Budget

RECORDS MANAGEMENT

The Records Management Department receives records from all County departments. They index, file, and store records; create databases of the records, track the life cycle of the records, and scan records; send appropriate records to the Delaware Public 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 assists with heritage tourism initiatives throughout Sussex County.

The FY 2018 budget increased \$48,000, or 24.9 percent. The increase is due to making a part-time employee full-time.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 111,265	\$ 114,506	\$ 131,722
Vision Plan	77	104	144
Dental Plan	823	988	1,512
FICA Tax	8,252	8,724	9,183
Health Insurance	23,176	33,946	52,153
Pension	21,371	22,038	32,963
Insurance	737	-	961
Repairs and Maintenance	2,077	4,668	2,280
Office/Operating Supplies	7,165	5,000	7,000
Fuel	118	50	150
Maintenance & Repairs – Parts	17	500	500
Tools and Small Equipment	-	-	-
Other Supplies	-	-	-
Seminars/Conferences/Training	-	2,050	2,000
Mileage	-	50	50
Travel	-	-	-
Total Records Management	\$ 175,078	\$ 192,624	\$ 240,618



REGISTER OF WILLS

Mission: The mission of the Sussex County Register of Wills Office is to continue 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 they should be served with sincere and caring staff

Budget Summary

FY16 Actual	\$577,505
FY17 Budget	\$586,150
FY18 Budget	\$586,653

Fiscal Year 2017 Successes

Completed backscanning project, now all files are electronically backed up

Updated our website to include fill-in versions of all forms to better serve the public and legal community

Began to move forward to implement a new Wills database to assist with the update of our system and to create necessary forms as needed

Improved communication by implementing an automated answering system and established standardized e-mail practices

Fiscal Year 2018 Goals

Goal 1	Finalize and implement new Wills database
Goal 2	Enhance customer service through continued cross-training of all staff
Goal 3	Establish a modernized tracking system of probated estate due dates
Goal 4	Continue with updating procedural manual to assist in training new employees



FY 2018 Budget

REGISTER OF WILLS

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

The FY 2018 budget increased \$503.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 279,356	\$ 273,207	\$ 260,142
Vision Plan	272	364	336
Dental Plan	3,129	3,458	3,528
FICA Tax	20,699	21,021	19,969
Health Insurance	94,502	118,737	121,840
Pension	55,374	59,579	64,708
Communications	887	900	900
Postage and Freight	2,199	2,480	2,700
Rental and Leases	6,000	12,000	12,000
Insurance	100	100	100
Repairs and Maintenance	1,386	1,344	1,500
Printing & Binding	326	1,800	330
Advertising	33,247	35,800	35,800
Other Contractual Services	66,277	50,000	57,300
Office/Operating Supplies	5,852	5,000	5,000
Dues and Subscriptions	150	210	350
Uniforms	376	-	-
Tools and Small Equipment	7,238	-	-
Mileage	135	150	150
Total Register of Wills	\$ 577,505	\$ 586,150	\$ 586,653



SAFETY & SECURITY

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

FY16 Actual	\$422,874
FY17 Budget	\$457,482
FY18 Budget	\$522,026

Fiscal Year 2017 Successes

Received “The Occupational Excellence Award” from the National Safety Council for exceeding the OSHA Recordable Case Rate National Average target by +205% and Lost Work Day National Average target by +274%

Experienced a 5x reduction in Lost & Restricted Workdays over previous three year average.

Experienced additional 34% decrease in Worker’s Compensation spend over previous three year declining average (as of 1/5/17)

Developed RFP for 23 separate vehicle specifications and coordinated the purchasing of approximately 1MM dollars of vehicles from multiple vendors and with Finance department assistance for the County fleet; ensured the right vehicle for intended use

Fiscal Year 2018 Goals

Goal 1	Expand safety and worker’s compensation case management focus to EMS Division to reduce costs, as well as lost and restricted workdays
Goal 2	Continue with policy development and training initiatives to meet established four-year safety improvement plan
Goal 3	Upgrade general security focus and responsibilities to provide an increasingly greater level of security for our employees and general public
Goal 4	Continue to address high-risk activities and see through proper mitigation activities, such as crane/hoist safety and fall protection
Goal 5	Continue to build the safety culture through management of the near miss reporting data base and other proactive metrics



FY 2018 Budget

SAFETY & SECURITY

The Security Department is to promote and maintain a safe and secure work environment in which Sussex County facilities are free of 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 2018 budget increased \$65,000, or 14.1 percent. The increase is due to hiring additional contracted security at the Administration Building.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 250,359	\$ 263,511	\$ 175,914
Vision Plan	232	260	192
Dental Plan	2,626	2,470	2,016
FICA Tax	18,457	19,775	13,548
Health Insurance	78,894	84,865	69,537
Pension	43,158	46,214	43,998
Communications	957	960	1,000
Insurance	737	750	961
Repairs and Maintenance	1,708	227	2,000
Other Contractual Services	6,937	6,900	114,030
Office/Operating Supplies	762	750	750
Fuel	3,157	5,000	4,080
Dues & Subscriptions	450	1,500	1,500
Uniforms	3,798	3,200	1,500
Maintenance & Repairs - Parts	329	4,600	2,000
Tools and Small Equipment	3,595	10,000	82,000
Other Supplies	-	1,500	1,500
Seminars/Conferences/Training	6,335	5,000	5,000
Mileage	383	-	500
Total Safety and Security	\$ 422,874	\$ 457,482	\$ 522,026



SHERIFF

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

Budget Summary

FY16 Actual	\$563,455
FY17 Budget	\$622,847
FY18 Budget	\$612,846

Fiscal Year 2017 Successes

Updated fleet to meet deputy needs for safety and terrain

Curtailed excess spending in the budget

Stayed current in office workflow with minimal staffing

Perfected conflict resolution

Fiscal Year 2018 Goals

Goal 1	Continue to be thrifty and budget-minded in spending
Goal 2	Continue to keep certifications and training current
Goal 3	Update fleet with appropriate vehicles
Goal 4	Add a community service program through a temporary position
Goal 5	Continue to have a harmonious relationship with the County Council



FY 2018 Budget

SHERIFF

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

The FY 2018 budget decreased \$10,000, or 1.6 percent. The decrease is due to updated fleet vehicle in FY 2017.

Account Description	2016 Actual	2017 Budget	2018 Budget
Salaries	\$ 312,287	\$ 316,553	\$ 334,802
Vision Plan	297	416	288
Dental Plan	4,201	3,952	4,032
FICA Tax	22,966	25,181	24,077
Health Insurance	101,088	118,811	104,271
Pension	75,401	77,831	83,279
Other Professional Services	75	-	-
Communications	4,957	4,900	5,700
Postage & Freight	8,801	8,500	10,000
Insurance	4,137	6,268	5,887
Repairs and Maintenance	2,797	4,520	6,600
Other Contractual Services	10,601	12,000	12,000
Office/Operating Supplies	2,599	4,450	4,000
Fuel	7,651	10,800	7,500
Dues & Subscriptions	170	165	165
Uniforms	1,799	2,000	2,000
Maintenance & Repairs - Parts	701	1,000	2,000
Tools and Small Equipment	191	1,500	3,000
Other Supplies	2,193	3,000	3,000
Miscellaneous	150	-	-
Seminars/Conferences/Training	393	-	245
Machinery and Equipment	-	21,000	-
Total Sheriff	\$ 563,455	\$ 622,847	\$ 612,846



CAPITAL IMPROVEMENTS

GOVERNMENTAL FUND

The Capital Improvement Fund is used for acquiring and constructing major General Fund capital assets.

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

Budget Summary

FY15 Actual	\$2,369,520
FY17 Budget	\$11,258,100
FY18 Budget	\$13,442,000

Fiscal Year 2017 Successes

Implemented the Computer Assisted Mass Appraisal System (CAMA)

Upgraded the Airport electrical systems

Completed design and majority of the construction to the Mobile Command Unit

Upgraded audio visual system at Emergency Operations Center

Completed construction of Medic Unit #104/100

Fiscal Year 2018 Goals

Goal 1 Build a paramedic building in the Dagsboro/Frankford area and purchase land for a future paramedic building to best serve the residents and visitors of Sussex County

Goal 2 Develop the new County Industrial Park

Goal 3 Construct a maintenance building at the Airport, which will house the County vehicle maintenance garage, as well the Paramedic special operations equipment

Goal 4 Install fiber infrastructure to serve western-County facilities

Goal 5 Continue to improve the Delaware Coastal Airport

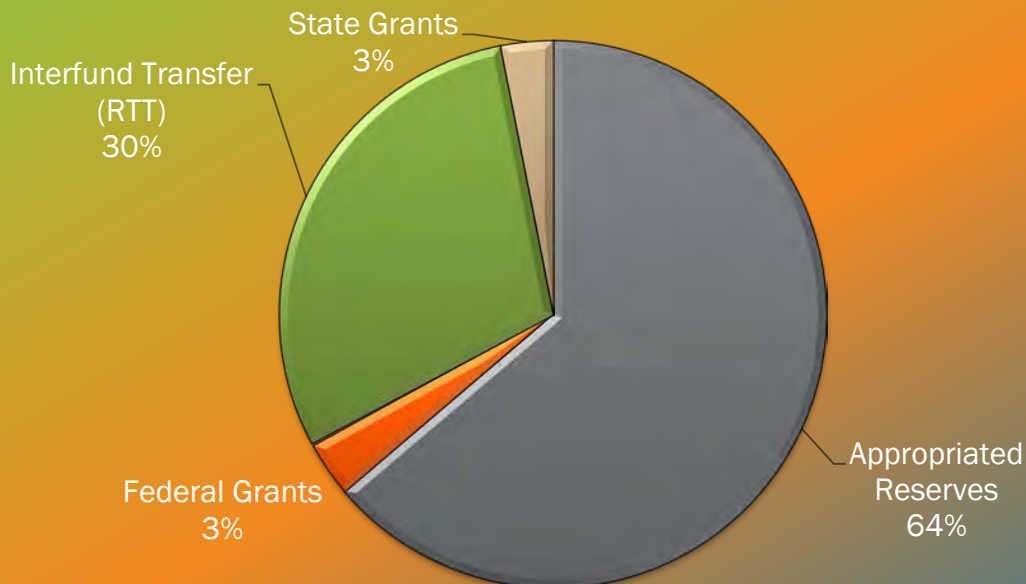


CAPITAL IMPROVEMENTS

FUNDING SOURCES

The FY 2018 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 \$8.6 million of appropriated reserves. The current year's budget also includes \$4.0 million of realty transfer tax, which are the funds anticipate to exceed the general budget of \$20.1 million. Some of the airport projects are supported 90% by the federal government. The County also assumes it will still receive State funding for paramedic and airport projects.

2018	
Appropriated Reserves	\$ 8,571,250
Federal Grants	436,500
Investment Income	20,000
Interfund Transfer (RTT)	4,000,000
State Grants	414,250
Total Funding Sources	\$13,442,000



CAPITAL IMPROVEMENTS

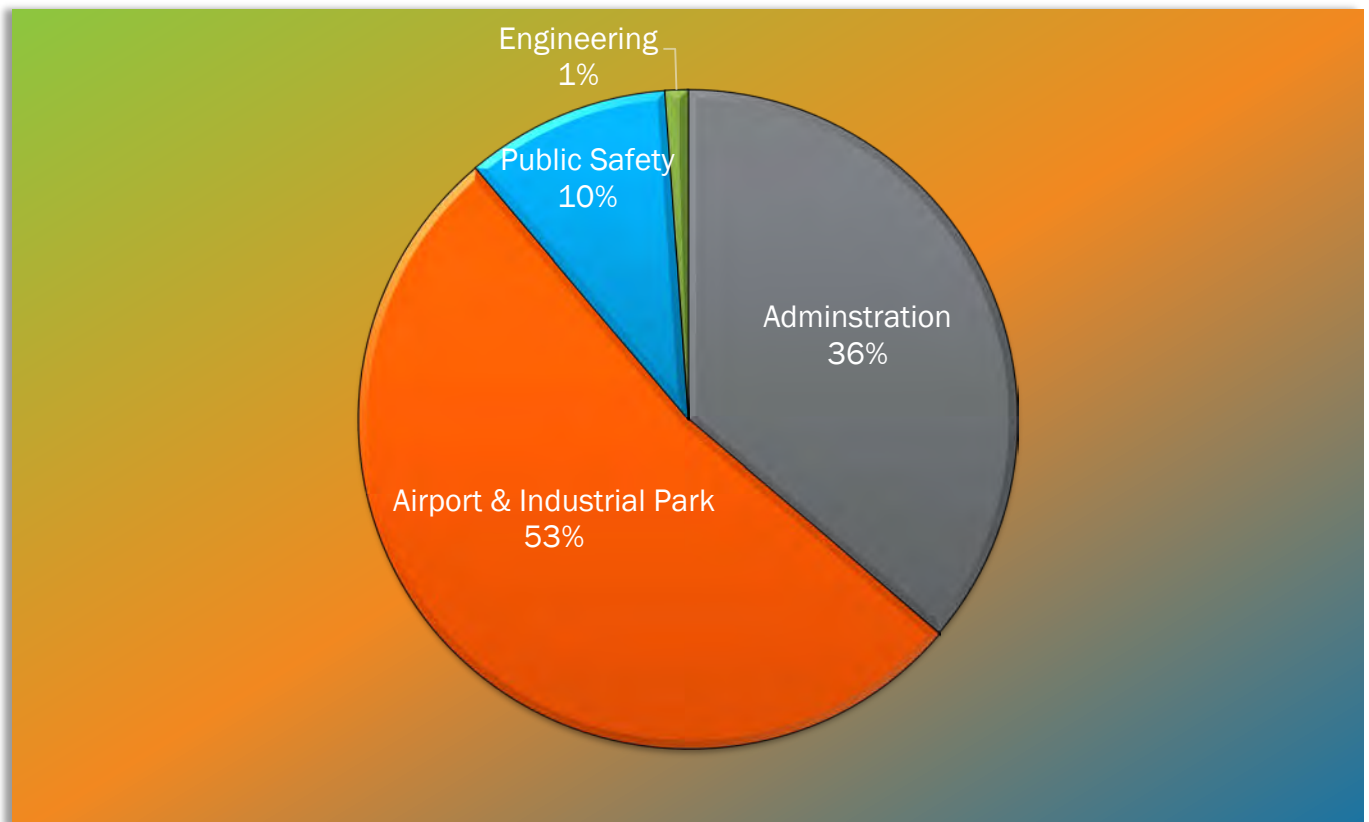
EXPENDITURES

The Delaware Coastal Airport and Industrial Park is a vital part of the County's economy; therefore, \$7.1 million is appropriated for improvements and represents 52.6 percent of the Capital Budget. Improvements to the Airport's existing facilities will, hopefully, retain and attract new customers to the Airport. The improvements include electrical system, stormwater improvements, and taxiway rehabilitation. In FY 2017, Sussex County purchased land adjacent to the current Industrial Park for economic development. The Capital Budget includes \$3.4 million to provide infrastructure to the park.

The Administration expenditures are 36.2 percent of the Capital Budget; this includes upgrading both County buildings, building a multi-use maintenance facility, possibly using funds that had been set aside for open space, and working on a fiber optics project.

The Public Safety expenditures are 10.0 percent, or \$1.4 million; this funding is for finishing the Mobile Command Unit and continuing to build paramedic stations, which continues the goal to own medic stations rather than entering into lease agreements.

Engineering expenditures include purchasing of property around County landfills.



CAPITAL IMPROVEMENTS

GENERAL FUND

	2018	2019	2020	2021	2022
Appropriated Reserves	\$ 8,571,250	\$1,000,000	\$1,000,000	\$ -	\$ -
Federal Grants	436,500	2,970,000	2,520,000	450,000	1,170,000
Investment Income	20,000	15,000	15,000	15,000	15,000
Interfund Transfer (RTT)	4,000,000	2,540,000	1,636,000	1,510,000	1,360,000
State Grants	414,250	205,000	290,000	25,000	65,000
Total Funding Sources	\$13,442,000	\$ 6,730,000	\$ 5,461,000	\$ 2,000,000	\$ 2,610,000

	2018	2019	2020	2021	2022
Administrative					
Building Improvements	\$ 487,000	\$ 100,000	\$ -	\$ -	\$ 50,000
Maintenance Building	1,250,000	-	-	-	-
Fiber Optics	1,110,000	1,000,000	1,000,000	1,000,000	1,000,000
CAMA System	30,000	-	-	-	-
Land Acquisition & Improv.	2,000,000	-	-	-	-
Airport and Industrial Park					
RW 4-22 - 6000' Expansion	-	-	-	-	1,000,000
Stormwater Improvements	200,000	100,000	100,000	100,000	60,000
Electrical Upgrades	500,000	-	-	-	-
Taxiway A Improvements	-	350,000	-	-	-
Land Acquisition	540,000	-	-	-	-
Building Improvements	45,000	100,000	-	-	-
Aeronautical Obstruction	120,000	500,000	611,000	-	-
RW 10-28 Parallel Taxiway	485,000	2,800,000	2,800,000	-	-
13 Spot Tiedown Apron	-	180,000	-	200,000	-
Industrial Park Improvements	3,400,000	1,000,000	-	-	-
Pavement Improvements	1,525,000	200,000	-	-	-
Master Plan Update	-	-	-	500,000	-
Expand Main Apron	-	-	-	-	300,000
Water Plant	250,000	-	-	-	-
Engineering					
Landfill Property Acquisition	150,000	200,000	200,000	200,000	200,000
Public Safety					
Mobile Command Unit	400,000	-	-	-	-
Stations	950,000	200,000	750,000	-	-
Total Capital Improvement Expenditures	\$13,442,000	\$ 6,730,000	\$ 5,461,000	\$ 2,000,000	\$ 2,610,000



CAPITAL IMPROVEMENTS

GENERAL FUND

Baltimore Avenue Extension and other Industrial Infrastructure - \$3,400,000

Extend Baltimore Avenue and associated utilities into the Industrial Park expansion. Project includes providing water/sewer, high speed Internet, natural gas, and street lighting. The existing Baltimore Avenue will be strengthened to accommodate additional traffic.



Construct Taxiway D (Design) - \$485,000

Design Taxiway D, a full length taxiway parallel to Runway 10-28. Completion of the taxiway will allow the Airport to request FAA to develop instrument approaches to Runway 10-28 and makes over 30 acres available for hangar development.



Rehabilitate Taxiway C - \$1,250,000

Mill and pave Taxiway C. Pavement surface is deteriorating and could cause foreign object damage to Boeing business jets using the taxiway. Project will complete emergency repairs made in 2015.



CAPITAL IMPROVEMENTS

GENERAL FUND

Special Operations/Station 103 Relocation

Relocate Special Operations to County-owned facility and initiate Station 103 construction

- Include facilities for Special Operations equipment in new County Maintenance Facility at Delaware Coastal Airport
- Begin design and construction process for Station 103 relocation to US 113 in Dagsboro to improve response times and safety for our staff



West-Side Medic 110/EMS 200 Station Relocation

The smallest of our stations now houses a Paramedic Supervisor and Medic 110, which is proposed to become 24/7 with this budget. There are no crew facilities at the current station, there is only indoor housing for one vehicle, and there is no room for expansion. We would like to start the architectural review process using the existing 104/EMS 100 station plans, pursue land acquisition, and begin the process for a 2019 build of a combined Medic 110/EMS 200 station that meets our existing and future needs for this growing area.



CONXX Wireless Phase 3 & 4 - \$110,000

Extend wireless network coverage to additional county facilities including the Seaford and Selbyville areas to provide a lower-cost and more reliable network infrastructure.



ENTERPRISE FUND

Mission: To operate and maintain the County's water and wastewater facilities in an economical and efficient manner. It is our obligation to protect the natural resources of Sussex County by consistently maintaining a high quality effluent.

Budget Summary

FY16 Actual	\$22,721,184
FY17 Budget	\$37,429,740
FY18 Budget	\$36,101,519

Fiscal Year 2017 Successes

Environmental Services completed PS 80 rebuild, installed 3 odor control units at PS 80, 43 and 172, upgraded 50 service connections to date in the Dewey Water District, and electrically rebuilt Henlopen Acres' pumping stations

Utility Engineering Division completed 31,965 utility locates, inspected 1,880 utility connections, and inspected 56 large utility projects and 325 small projects

Utility Permits Division issued 1,719 permits, scheduled 1,880 inspections, processed 2,246 service orders, and maintained 69,858 accounts

Utility Planning Division held multiple public hearings and 2 successful referendums to add new areas to the Unified Sanitary Sewer District; the staff also approved 9 concept sewer plans, reviewed numerous plan submittals, 33 conditional use/change of zone comments, and completed 7 annexations into the sewer district

Fiscal Year 2018 Goals – Environmental Services

Goal 1	Proceed with increasing the disposal and treatment capacity of the Inland Bays Facility
Goal 2	Complete design and begin construction of Class A solids handling equipment for the Inland Bays Facility
Goal 3	Continue to replace aging infrastructure and equipment in the water/sewer systems
Goal 4	Continue the arc flash hazard analysis guidance based on the electrical equipment analyses
Goal 5	As a multi-year project, begin replacing pump station PLC's controls with updated equipment



ENTERPRISE FUND

Fiscal Year 2018 Goals – Utility Engineering

- | | |
|--------|--|
| Goal 1 | Maintain accuracy and response time for utility locates while accommodating call volume of approximately 32,000 annually |
| Goal 2 | Continue 24/7 coverage for emergency utility locates |
| Goal 3 | Provide consistent and timely utility connection inspections while accommodating call volume of approximately 1,900 annually |
| Goal 4 | Maintain quality standards of utility design and construction while continuing to pursue innovative materials and methods |
| Goal 5 | Assist County EOC in emergency response and recovery operations |

Fiscal Year 2018 Goals – Utility Permits

- | | |
|--------|--|
| Goal 1 | Monitor revenues, permits, and inspections throughout the year and provide monthly reports to the Finance Director and County Engineer |
| Goal 2 | Support Utility Planning with the establishment of new sewer districts and expansions in order to protect our environment and serve our residents/visitors |
| Goal 3 | Reduce the number of properties that are in violation for failure to connect |
| Goal 4 | Create new billing accounts in a timely manner in order to maintain the County's strong financial position |
| Goal 5 | Assist the Building Permits counter with the issuance of building permits within County owned sanitary sewer/water districts |

Fiscal Year 2018 Goals – Utility Planning

- | | |
|--------|--|
| Goal 1 | Establish & implement the revised Utility Planning revised Concept Plan review checklist |
| Goal 2 | Assist in the design of the newly created Herring Creek and Chapel Branch area sewer systems |
| Goal 3 | Define the final boundary for a proposed Ellendale water district and proceed to a referendum |
| Goal 4 | Examine the potential for Sussex County to provide water & sanitary sewer service to the Town of Slaughter Beach |
| Goal 5 | Annex and assist in the development of design to provide sewer infrastructure to the Mallard Creek community |

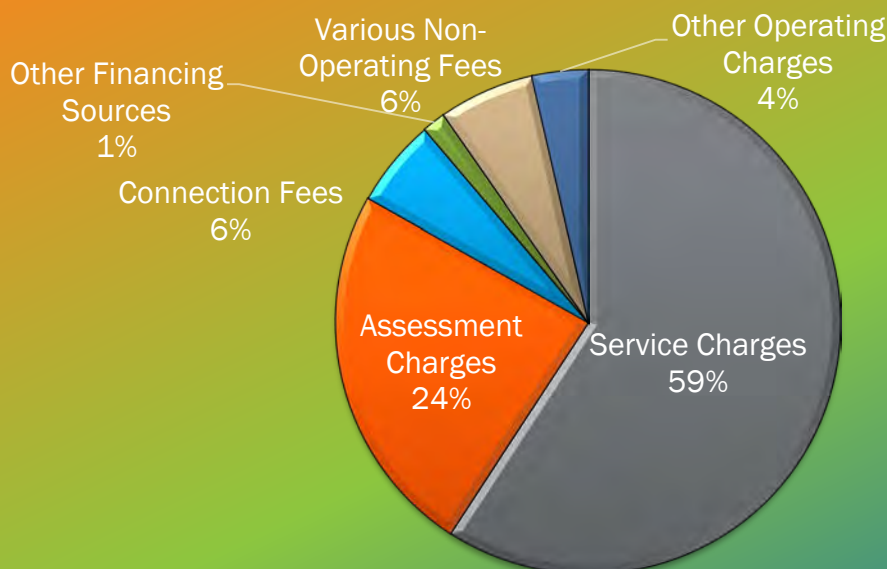


ENTERPRISE FUND REVENUE SUMMARY

The Enterprise Fund is made up of Sussex County's water and sewer funds. They operate in a manner similar to private business enterprises. However, they are not profit driven and are intended to break even.

Account Description	2016 Actual	2017 Budget	2018 Budget
Operating Revenues			
Service Charges	\$ 20,753,768	\$ 20,808,803	\$ 21,362,782
Holding Tank Fees	362,141	300,000	272,000
Licenses, Permits, and Review Fees	1,402,368	740,780	761,700
Miscellaneous Fees	481,837	219,273	242,192
Non-Operating Revenues			
Assessment Charges	8,773,666	8,941,372	8,660,940
Capitalized Ord. 38 Fees	6,797,947	1,600,000	1,600,000
Connection Fees	7,071,313	3,810,889	2,035,174
Investment Results	957,538	300,075	469,373
Miscellaneous Revenues	65,145	50,000	150,000
Other Financing Sources			
Transfers	8,222	85,500	85,500
Available Funds	-	573,048	461,858
Total Revenue and Other Sources	\$ 46,673,945	\$ 37,429,740	\$ 36,101,519

Enterprise Fund revenue and funding sources are primarily derived from assessment charges, connection fees, and service charges. The next three pages include descriptions of the three main types of funding charges.



ENTERPRISE FUND

FUNDING SOURCES

SERVICE CHARGES

Service charges recover the cost of operating and maintaining the enterprise systems. These fees are billed using the Equivalent Dwelling Unit (EDU's) unit of measure. Service charge revenues are projected to increase \$553,000, or 2.7% percent. The increase is due to new users on the systems. Listed below are the annual service charge rates.

Service Charges per Equivalent Dwelling Unit (EDU)	
Dewey Water	\$ 305.76
Unified Sewer	\$ 286.00

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 expenses related to growth. Sewer connection fees increased 10%. The increase is needed to cover improvements to the treatment plants. Listed below are the connection fees for FY 2018.

Connection Fees per Equivalent Dwelling Unit (EDU)	
Dewey Water	\$1,155
Unified Sewer	\$6,360
Blades Sewer	\$3,570
Ellendale Sewer	\$8,000
Septic Installation Charge	\$2,889
Golf Village connection fees are based on the town impact fee charged by the Town of Georgetown	
Woodlands of Millsboro connection fees are based on the impact fees charged by the Town of Millsboro	



ENTERPRISE FUND

FUNDING SOURCES

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 area. The 100 ft. cap will still be applied to non-delinquent customers. Dewey Beach Proper area and the Sussex Shores area will no longer pay assessment fees since their bond debt has been paid in full. West Rehoboth area will see a reduction in their assessment fees since part of their debt has been satisfied.

Sewer Area	Assessment Rate Per Front Foot	Average Annual Assessment
Angola Sewer	\$ 6.58	\$ 565.88
Bayview Estates Sewer	7.18	588.76
Bethany Sewer - Cedar Neck	3.39	298.32
Bethany Sewer - Millville	5.18	419.58
Bethany Sewer - Ocean View	3.68	338.56
Bethany Sewer - Ocean Way Estates	2.29	190.07
Dagsboro - Frankford Sewer	0.60	60.00
Dagsboro - Frankford Sewer - Prince Georges Acres	4.85	421.95
Dewey Sewer - West Rehoboth	2.32	187.92
Ellendale Sewer	1.88	188.00
Ellendale Sewer - New Market	4.89	322.74
Fenwick Sewer	0.32	22.72
Golf Village	1.47	147.00
Holts Landing - The Greens Sewer	7.81	781.00
Holts Landing Sewer	3.26	316.22
Johnson Corner Sewer	4.55	455.00
Long Neck Sewer	3.57	260.61
Miller Creek Sewer	6.92	622.80
Oak Orchard Sewer	4.35	304.50
Oak Orchard Expansion Sewer	4.19	419.00
Sea Country Estates Sewer	4.83	483.00
South Ocean View Sewer	5.47	541.53
Woodlands Of Millsboro	0.42	42.00



ENTERPRISE FUND

MISCELLANEOUS FEE SCHEDULE

Fee Schedule

Below is a list of miscellaneous Enterprise Fund fees. Many fees are listed in Sussex County Code or the Sewer Rate Ordinance. Therefore, this is not a comprehensive list. If these fees contradict the Code, the Code shall supersede this list.

Fee Description	Rate	Unit of Measure
Damage To County Infrastructure from outside sources.	Actual Cost or Equipment rates based on FEMA Varies	Schedule
Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat fee including (2) reviews of submitted plans	\$ 2,000.00	Flat Fee
Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Per Unit including (2) reviews of submitted plans	\$ 20.00	Per Unit(addition to Flat Fee)
Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	\$ 1,500.00	Flat Fee
Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Per Unit including (2) reviews of submitted plans	\$ 10.00	Per Unit(addition to Flat Fee)
Plan Review Fees -Chapter 110 - Third Additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Plan Review Fees - Chapter 110 - Fourth Additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Plan Review Fees - Chapter 110 - Fifth Additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Plan Review Fees - Plan Revisions - Chapter 110 - After obtaining County approval.	\$ 1,000.00	Each
Field Inspection Fees - Chapter 110	Based on Accepted Construction Cost Estimates 15%	(independently verified)
Field Inspection - Overtime	\$ 50.00	Per Hour
Field Inspection - Small Utility	Based on Accepted Construction Cost Estimates 10%	(independently verified)
Sewer/Water Connection Permits	\$ 100.00	Per Permit
Plumber Licenses	\$ 50.00	Each Annually



ENTERPRISE FUND

MISCELLANEOUS FEE SCHEDULE - CONTINUED

Fee Description	Rate	Unit of Measure
Waste hauler's annual license fee	\$ 250.00	Annually
Waste hauler fee - Septage Treatment Charges	\$ 0.065	Per gallon
Wastewater Holding Tank Discharge Permit	\$ 100.00	Each
Emergency Water Turn Off or On Fee	\$ 300.00	Each
Bulk Water User Permit (Usage Fees charged separately)	\$ 50.00	Each
Bulk Water Usage Fee - First 5,000 Gallons	\$ 25.00	5,000 Gallons
Bulk Water Usage Fee - 5,001 Gallons and Up	\$ 4.00	1,000 Gallons
Industrial Wastewater Discharge Permit	\$ 500.00	Per Issuance
Industrial Wastewater Discharge - Permit Amendment	\$ 250.00	Per Issuance
Industrial Wastewater Discharge - Permit Variance(s)	\$ 250.00	Per Issuance
Industrial Wastewater Discharge - User Annual Monitoring Fee	\$ 250.00	Annually
Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	\$ 500.00	Each
Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	\$ 750.00	Each
Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	\$ 1,500.00	Each
Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	\$ 2,500.00	Each
Sewer Service Charges	\$ 286.00	Per EDU - Annual Amount
Water Service Charges	\$ 305.76	Per EDU - Annual Amount



ENTERPRISE FUND EXPENSE SUMMARY

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 the Utility Planning, Utility Engineering, and Utility Permitting Divisions. Operations and maintenance costs are 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 468 pump stations, and over 885 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 interest and principal portion of the debt payment for assessment and treatment loan payments. The FY 2016 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.

Account Description	2016 Actual	2017 Budget	2018 Budget
Administrative Costs	\$ 6,036,681	\$ 6,798,205	\$ 6,971,111
Operations and Maintenance Costs	12,097,410	12,689,613	12,494,567
Capital Expenditures	146,358	5,623,777	5,517,201
Debt Service	4,440,735	12,318,145	11,118,640
Total Expenditures and Debt Service	\$ 22,721,184	\$ 37,429,740	\$ 36,101,519



ENTERPRISE FUND

SEWER REVENUE AND OTHER FINANCING SOURCES

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 area. The 100 ft. cap will still be applied to non-delinquent residential customers.

Account Description	2016 Actual	2017 Budget	2018 Budget
Operating Revenues			
Service Charges	\$ 19,619,469	\$ 19,675,656	\$ 20,224,776
Holding Tank Fees	362,141	300,000	272,000
Licenses, Permit, and Review Fees	1,401,973	740,380	761,460
Miscellaneous Fees	365,782	127,273	152,373
Non-Operating Revenues			
Assessment Charges	8,773,584	8,941,372	8,660,940
Capital Grants			
Capitalized Ord. 38 Fees	6,797,947	1,600,000	1,600,000
Connection Fees	7,060,641	3,799,889	2,032,864
Investment Results	944,342	297,500	465,000
Miscellaneous Revenues	65,145	50,000	150,000
Other Financing Sources			
Transfers	8,222	85,500	85,500
Available Funds	-	345,000	-
Total Revenue and Other Financing Sources	\$ 45,399,246	\$ 35,962,570	\$ 34,404,913



ENTERPRISE FUND

SEWER EXPENDITURES

Account Description	2016 Actual	2017 Budget	2018 Budget
Administrative			
Salaries	\$ 1,581,183	\$ 1,699,409	\$ 1,845,644
Vision Plan	1,643	1,976	1,872
Dental Plan	19,492	18,772	19,656
FICA Tax	115,687	128,277	129,813
Health Insurance	590,238	644,974	677,474
Worker's Compensation	38,991	61,414	46,316
Pension	454,009	413,581	459,398
Legal	106,779	85,000	85,000
Engineering	114,883	237,000	-
Other Professional Services	131,425	15,060	121,140
Communications	23,142	38,420	52,368
Postage & Freight	4,439	3,125	1,868
Rental and Leases	18,258	26,256	21,360
Insurance	419,867	439,255	432,165
Repairs and Maintenance	96,299	174,411	171,786
Advertising	6,524	15,000	21,400
Other Contractual Services	23,931	86,000	26,000
Office/Operating Supplies	26,878	14,615	4,500
Fuel	10,357	27,085	26,834
Dues & Subscriptions	50	350	468
Uniforms	2,521	5,180	9,818
Tools and Small Equipment	7,774	22,200	10,800
Small Computer Equipment	17,460	-	10,600
Office Equipment	9,913	-	-
Other Supplies	8,450	12,000	22,000
Shared Cost	2,000,640	2,110,796	2,293,599
Seminars/Conferences/Training	440	2,790	3,986
Tuition	-	1,000	-
Mileage	23	50	50
Travel	35	3,450	3,450
Machinery and Equipment	924	70,800	99,910
Compensated Absences	77,625	-	-
Contingency	-	200,000	200,000
Capital Reserves	-	46,782	-
Total Administrative	\$ 5,909,880	\$ 6,605,028	\$ 6,799,275



ENTERPRISE FUND

SEWER EXPENDITURES

CONTINUED

Account Description	2016 Actual	2017 Budget	2018 Budget
Operations and Maintenance			
Salaries	\$ 3,570,151	\$ 3,499,732	\$ 3,626,199
Vision Plan	3,555	4,160	3,792
Dental Plan	41,758	39,520	39,816
FICA Tax	263,862	265,504	271,196
Health Insurance	1,281,971	1,391,786	1,381,747
Worker's Compensation	175,968	273,000	211,446
Pension	1,143,850	843,260	867,758
Engineering	12,589	-	-
Other Professional Services	182,296	625,500	45,000
Communications	101,875	85,000	92,580
Postage & Freight	2,054	4,000	2,500
Utilities	2,454,923	2,508,000	2,523,352
Maintenance & Repairs	1,035,126	999,700	1,241,600
Other Contractual Services	61,250	61,250	61,250
Office/Operating Supplies	117,637	120,000	118,000
Supplies – Safety	67,613	57,384	90,168
Chemicals	314,778	375,000	400,000
Fuel	145,042	172,915	165,073
Dues & Subscriptions	1,098	-	3,500
Uniforms	51,682	96,750	98,000
Small Tools and Equipment	117,044	56,800	100,000
Seminars/Conferences/Training	50,927	6,000	7,000
Travel	2,391	5,000	5,000
Collections Systems	5,494	-	-
Total Operations and Maintenance	11,204,934	11,490,261	11,354,977
Capital			
Facility Improvements	47,646	-	-
Collection System Improvements	4,730	965,000	-
Machinery and Equipment	49,897	300,340	493,560
Pump System Improvements	45,228	2,400,700	-
Transportation Equipment	4,822	1,097,296	557,461
Treatment Disposal Equipment	(5,965)	785,800	125,000
Pumping Equipment	-	-	621,000
Engineering Admin Capital	-	-	3,335,000
Total Capital	146,358	5,549,136	5,132,021
Debt Service	4,440,735	12,318,145	11,118,640
Total Expenditures and Debt Service	\$ 21,701,907	\$ 35,962,570	\$ 34,404,913



ENTERPRISE FUND

WATER REVENUE AND OTHER FINANCING SOURCES

The FY 2018 budget increased \$230,000, or 15.6 percent. Rates for service charges will remain the same as FY 2017, \$305.76 per EDU. Available funds are being used to cover major capital expenditures.

Account Description	2017 Actual	2017 Budget	2018 Budget
Operating Revenues			
Service Charges	\$ 1,134,299	\$ 1,133,147	\$ 1,138,006
License Fees	395	400	240
Miscellaneous Fees	116,055	92,000	89,819
Non-Operating Revenues			
Assessment Charges	82	-	-
Connection Fees	10,672	11,000	2,310
Investment Results	13,196	2,575	4,373
Other Financing Sources			
Available Funds	-	228,048	461,858
Total Revenue and Other Financing Sources	\$ 1,274,699	\$ 1,467,170	\$ 1,696,606



ENTERPRISE FUND

WATER EXPENDITURES

FY 2018 water expenditures include an increase of \$310,000 in capital expenditures to upgrade facilities, improve distribution systems, and replace transportation equipment.

Account Description	2016 Actual	2017 Budget	2018 Budget
Administrative			
Salaries	\$ -	\$ 5,000	\$ -
FICA Tax	-	384	-
Worker's Compensation	-	65	-
Pension	-	1,250	-
Legal	110	-	110
Engineering	-	-	-
Other Professional Services	2,021	-	2,200
Communications	-	-	-
Rental and Leases	-	-	-
Insurance	9,328	10,196	9,000
Repairs and Maintenance	1,203	1,250	2,510
Advertising	1,226	300	1,300
Other Contractual Services	-	500	-
Office/Operating Supplies	-	2,000	-
Tools and Small Equipment	-	1,500	-
Shared Cost	108,070	134,732	120,716
Compensated Absences	4,843	-	-
Contingency	-	36,000	36,000
Reserves	-	-	-
Total Administrative	\$ 126,801	\$ 193,177	\$ 171,836



ENTERPRISE FUND

WATER EXPENDITURES

CONTINUED

Account Description	2016 Actual	2017 Budget	2018 Budget
Operations and Maintenance			
Salaries	118,497	163,208	169,616
Vision Plan	136	208	192
Dental Plan	1,384	1,976	2,016
FICA Tax	8,666	12,277	10,394
Health Insurance	42,632	67,781	69,998
Worker's Compensation	3,989	11,286	10,132
Pension	47,234	40,056	42,172
Other Professional Services	-	-	50,000
Communications	315	8,000	1,380
Water Purchases	569,636	600,000	600,000
Utilities	1,564	1,560	1,540
Maintenance & Repairs	82,867	269,400	155,350
Office/Operating Supplies	2,628	5,000	3,000
Fuel	4,451	8,600	8,500
Dues	-	-	500
Uniforms	1,279	2,500	3,000
Small Tools and Equipment	5,680	7,000	11,300
Seminars/Conferences/Training	818	500	500
Tuition	700	-	-
Total Operations and Maintenance	892,476	1,199,352	1,139,590
Capital			
Computer & Communication Equip	-	-	-
Facilities	-	-	79,180
Transportation Equipment	-	74,641	106,000
Pumping Equipment	-	-	200,000
Total Capital	-	74,641	385,180
Total Expenditures	\$ 1,019,277	\$ 1,467,170	\$ 1,696,606



CAPITAL IMPROVEMENTS

ENTERPRISE FUND

The Capital Project Fund for the Enterprise Fund is used for acquiring and constructing major Enterprise Fund capital projects.

Budget Summary

FY16 Actual	\$17,020,384
FY17 Budget	\$11,258,100
FY18 Budget	\$19,630,000

Fiscal Year 2018 Goals

Goal 1	Continue to improve and expand the County's wastewater infrastructure in an economical and efficient manner
Goal 2	Provide existing users and future users with affordable sewer and water services by obtaining the best financing possible for infrastructure projects
Goal 3	Improve various pump stations and force mains to enhance the efficiency and safety of the sewer system
Goal 4	Continue to work on existing projects at Inland Bays Regional Wastewater Facility, Angola, Millville, and the Fenwick Island areas
Goal 5	Expand the County's services to the Inland Bays drainage area

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.

Account Description	2018	2019	2020	2021	2022
Enterprise Revenues					
User Fees/Third Party Contributions	\$3,930,000	\$29,400,000	\$24,910,000	\$ 5,151,000	\$ -
Connection Fees	8,000,000	18,600,000	26,850,000	12,228,000	-
Federal/State Funding	7,700,000	19,650,000	25,270,000	16,715,000	4,000,000
Total Funding	\$19,630,000	\$ 67,650,000	\$77,030,000	\$ 34,094,000	\$ 4,000,000



CAPITAL IMPROVEMENTS

ENTERPRISE FUND - EXPENDITURES

CONTINUED

Account Description	2018	2019	2020	2021	2022
Enterprise Fund Expenditures					
IBRWF-Spray Demand Loop	\$ 250,000	\$ 1,000,000	\$ 2,050,000	\$ -	\$ -
IBRWF-Treatment/Disposal Expansion	750,000	10,000,000	12,750,000	-	-
IBRWF-Regional Biosolids/Septage	500,000	5,700,000	9,510,000	-	-
SCRWF-Capacity Expansion	750,000	7,000,000	11,750,000	12,228,000	-
SCRWF-Compliance Upgrades	750,000	4,000,000	6,200,000	1,234,000	-
WNRWF-Conversion	500,000	3,000,000	3,000,000	3,917,000	-
Angola North Sewer District Pump Station #196 - Transmission to LBPW	1,000,000	4,000,000	3,020,000	-	-
Goslee Creek Main P.S.	1,650,000	-	-	-	-
Rehoboth Beach WWTP/Outfall Contribution	500,000	-	-	-	-
Pump Station #201 -& Transmission to RB WTF	1,430,000	15,700,000	4,150,000	-	-
Concord Road/Route 13 Commercial-BLSSD	750,000	750,000	1,000,000	-	-
RT. 54 Expansion of FISSD	1,800,000	1,500,000	700,000	-	-
RT. 26- PS#311/Irons Lane	2,050,000	-	-	-	-
Chapel Branch-CBSSD	1,000,000	-	-	-	-
Mallard Creek-HLSSD	300,000	1,250,000	2,250,000	1,000,000	-
Branch/Autumn/Tucks Roads - LNSSD	100,000	1,900,000	-	-	-
Mulberry Knoll	100,000	850,000	650,000	-	-
Herring Creek Sewer Area	100,000	1,800,000	1,000,000	-	-
Tanglewood-Bayard PS#1	1,000,000	2,000,000	9,500,000	7,715,000	-
Oak Acres-Bayard PS#5	200,000	1,300,000	-	-	-
Ellendale Water District	-	2,600,000	-	-	-
Western Sussex Sewer District	50,000	300,000	2,500,000	2,500,000	-
Route 54 Force Main	100,000	3,000,000	7,000,000	4,900,000	-
Joy Beach Sewer Area	500,000	-	-	-	-
Land Conservation & Impr.	-	-	-	-	500,000
Millville Expansion - Beaver Dam	3,500,000	-	-	-	-
Bethany Forest Sewer Area	-	-	-	100,000	1,500,000
	-	-	-	500,000	2,000,000
Total Expenditures	\$ 19,630,000	\$ 67,650,000	\$ 77,030,000	\$ 34,094,000	\$ 4,000,000



FIDUCIARY FUND

The Fiduciary Fund accounts for assets that are being held for a third party (pension participants) and cannot be used for activities, or obligations, of the County. The Fiduciary Fund includes the Pension Trust Fund and the Post-retirement Employee Benefit Trust Fund. Pensioners will receive a 1.2% cost-of-living adjustment.

Fiduciary Additions and Deductions Budget Summary

Additions

Employer and Employee Contributions	\$ 16,227,486
Investment Earnings (Net)	9,000,000
Total Additions	25,227,486

Deductions

Beneficiary Payments	5,737,000
Professional Fees	176,000
Total Deductions	5,913,000

Net Increase in Plan Assets	\$ 19,314,486
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