SUSSEX

COUNTY | DELAWARE

Fiscal Year 2020 Budget

JULY 1, 2019 | JUNE 30, 2020

PROPOSED
May 21, 2019

SUSSEX COUNTY GOVERNMENT

The Sussex County Government is responsible for the writing, production, and distribution of this publication.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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Sussex County

Delaware

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award **to Sussex County, Delaware** for its annual budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communication device.

The award is valid for a period of one year only. We believe our current budget document continues to conform to program requirements, as we are submitting it to GFOA to determine its eligibility for another award.

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INTRODUCTORY SECTION

May 21, 2019

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) 2020. The FY 2020 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 County departments 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.

The Fiscal Year 2020's overall budget is $186 million, with 44 percent being the General Fund. The budget forecast shows a positive, but slowing, growth in the real estate market. Fiscal Year 2019 revenues from the housing sector are expected to be 5 percent over Fiscal Year 2018. The County's largest revenue source, Realty Transfer Tax (RTT) may be equal, or only slight above, FY 18; this nominal increase is something we had not seen in the last five years. Relying on RTT collection for operations does present a risk due to the volatile nature of the funding. Based on these trends, the budget being presented keeps RTT at the same level as the previous year. RTT funding is used primarily for public safety; these expenses include fire and ambulance service support, supplemental contracted State Police Troopers, local law enforcement grants and operations of the Emergency Medical and Emergency Preparedness departments.

Along with budgeting revenue based on trends, some revenues are budgeted using assumptions. We assumed that the County will continue to receive 1.5 percent of RTT 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, particularly public safety.

Knowing that our revenues are showing a minimal increase, the budget represents a collaborative effort among the budget team and department heads to prioritize expenses. Departments ensured that expenses submitted were in line with the County's goals and objectives. I want to personally thank everyone for their understanding of the challenges we face in developing this balanced budget.

The budget is presented using goals and strategies that will address long-term concerns and issues. The long-term issues include: being able to sustain the government without adding a financial burden to our current and future residents, being able to provide adequate services for a growing elderly population, and fostering an environment that attracts businesses and creates jobs for our qualified workforce. To address these issues, the budget is created with five organization-wide, strategic goals that lead into specific department operational goals. Each department's goals are listed in their respective location of the budget document. Each department's goals reference the organizational-wide goal listed below.

Organizational-Wide, Strategic Goal	Reference
Maintain the County's strong financial position	G1
Implement efficiencies	G2
Promote initiatives for measured economic development	G3
Advance balanced efforts to protect our County's environment, residents, and visitors	G4
Provide exceptional customer service by making Organizational Excellence the cornerstone of the County's workforce	G5

Although the demand for County's services continues to increase, we continue to take a conservative approach to the expansion of the County government. To ensure sustainability, the County's budget follows these financial-related goals:

- 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
- Operate without tax-supported debt
- Continue financial practices that maintain an 'AA' strong bond rating
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Continue the pay-as-you-go philosophy for the capital projects fund

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 to remain strong, and I remain optimistic about the County's future. The County will continue to live by a responsible financial philosophy while monitoring the local market trends. The prior strong years in the economy 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,

Todd F. Lawson
County Administrator

About the County

Sussex County is proud of the natural beauty, mix of small towns, rich history, and popular attractions that are found throughout our county. It is a rural county in transition; a community that, in some ways, represents a microcosm of the United States with developing - more urbanized - seaside resorts to the east, and industry and agriculture dominating the central and western landscape. Our county is the largest county in Delaware, comprising a total land area of approximately 938 square miles, or 48 percent of the State's total area, with a population estimated to be over 229,000 by the United States Census Bureau. The County is bordered on the east by the Atlantic Ocean, on the north by Kent County, Delaware, and on the south and west by that portion of the State of Maryland lying east of the Chesapeake Bay. The Town of Georgetown, the county seat, is situated in the center of the county. The county is within 200 miles of New York City, Philadelphia, Baltimore, and Washington, D.C., putting Sussex County within a four-hour drive for more than a quarter of the Country's population.

The modern County government was established on July 23, 1970, replacing the Levy Court Commission with a Council-Administrator form of government. The government is composed of a legislative body – the County Council and an administrative arm. County Administration includes operating departments and offices, some of which are administrated by officials elected at-large, known as Row Officers. The County Council, which has legislative powers, consists of five members who represent geographic districts. Council members are elected to four-year terms that are staggered. The County Administrator and County Finance Director are appointed by the County Council. The County Administrator is responsible for the entire range of executive, administrative and fiscal duties performed by all County departments.

Sussex County, Delaware, is an attractive destination with beaches along the Delaware Bay and Atlantic Ocean. Per the 2010 U.S. Census, Sussex County had a population increase of more than 25 percent from 2000 to 2010. The Delaware Population Consortium predicts that the population will increase 30 percent from 2010 to 2040. The next table shows demographic and economic statistics for a period of 10 years.

About the County

(continued)

Demographic Statistics for Sussex County for 2009 - 2018

Year	Population (1)	Total Personal Income (2)	Per Capita Personal Income (2)	Median Age (3)	Public School Enrollment (4)	Unemployment Rate (5)
2009	192,019	6,637,087	34,434	44.4	25,307	7.8%
2010	197,145	6,830,250	34,512	45.4	25,704	7.9%
2011	200,771	7,009,239	34,988	45.1	24,205	7.2%
2012	203,390	7,660,479	37,664	45.4	24,560	5.9%
2013	206,649	7,968,480	38,560	45.9	25,649	6.5%
2014	210,849	8,800,249	41,737	46.5	25,564	5.4%
2015	215,622	9,652,773	44,767	47.0	26,397	4.4%
2016	220,251	10,418,453	47,303	47.6	26,886	4.0%
2017	225,322	10,663,080	47,324	48.3	27,788	4.3%
2018	229,286	*	*	*	29,600	3.7%

Note: Total personal income is in thousands of dollars.

1. U.S. Bureau of the Census
2. U.S. Department of Commerce, Bureau of Economic Analysis
3. U.S. Bureau of the Census, American Community Survey
4. Delaware Department of Education
5. U.S. Bureau of Labor Statistics

* Figures not available

Local property taxes are very low, making the county a desirable destination for new residents and retirees. The State of Delaware has never had a general sales tax, inventory tax, or statewide property tax. As demonstrated in the chart, both the County's population and age grow year after year, most likely due to the low taxes and the quality of life.

The eastern portion of the county is home to most of Delaware's beaches and seaside resorts. Sussex's central and western areas are the backbone of Delaware's agriculture industry. Most of the county's employment is driven by agriculture and tourism. The next chart shows the top 10 employment-types in the county.

About the County

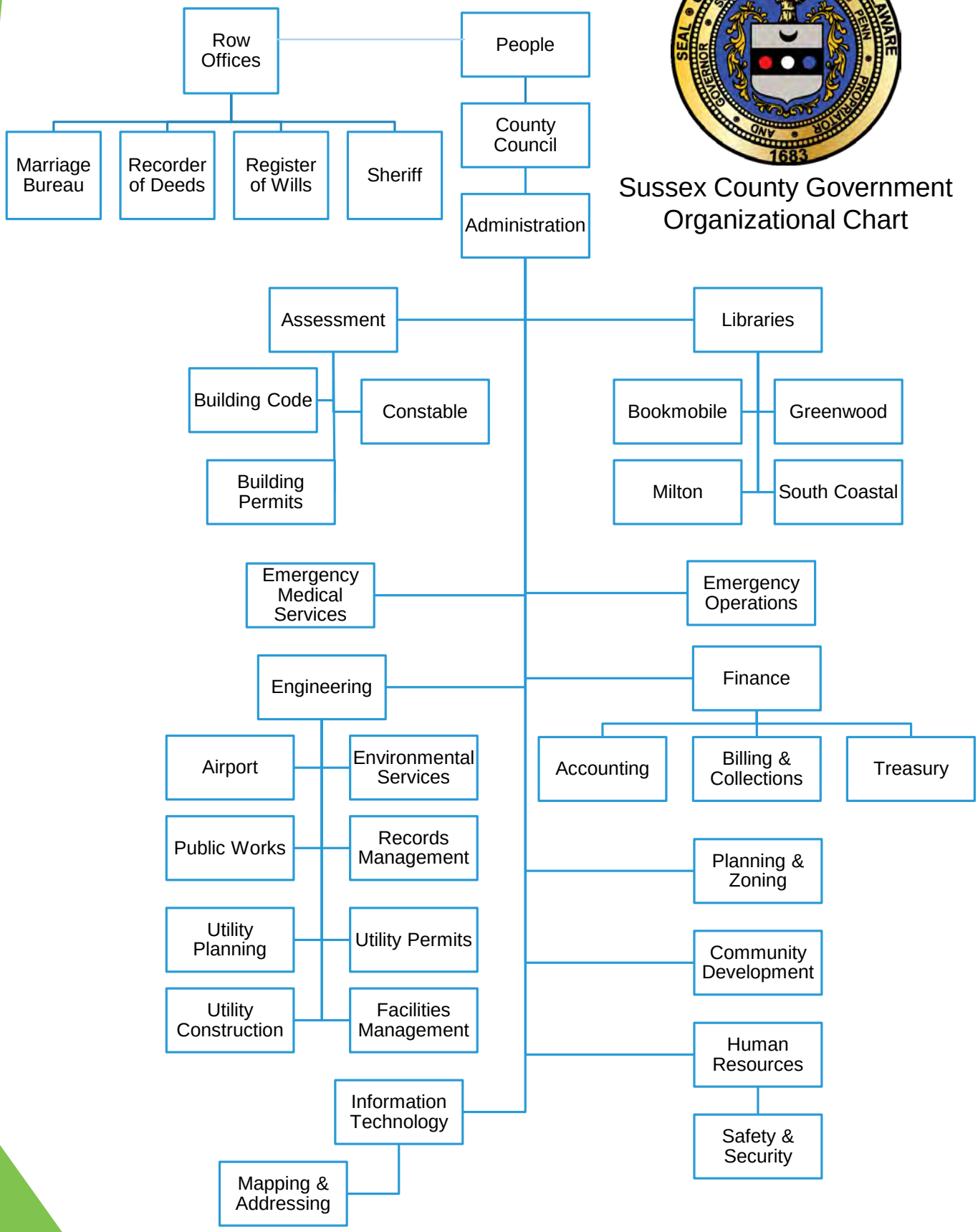
(continued)

Top 10 Employment-Types in Sussex County in 2018

Type of Employer	Number of Employees	Percentage of Total County Employment
Retail Trade	11,935	15.7%
Health Care and Social Assistance	11,858	15.6%
Manufacturing	10,330	13.6%
Accommodation and Food Services	10,113	13.3%
Government	8,725	11.5%
Construction	4,852	6.4%
Administrative and Waste Services	4,424	5.8%
Other Services, except Public Administration	2,445	3.2%
Professional and Technical Services	1,925	2.5%
Finance and Insurance	1,721	2.3%
Total Employees in Sussex County in 2018	**75,981**	**100.0%**

Lastly, one item that sets Sussex apart from other counties is its dedication to history and tradition. One of the most unique events, of which the County is tremendously proud, is the biennial event known as Return Day. Return Day originated around 1790 and is set on The Circle in Georgetown, the County seat. Return Day is held two days after Election Day and was started so 'voters' could come to hear the 'returns', or results, of the elections. During this day, election results were read, food was served, and music was played. By the 1970s, the ceremonial act of 'burying the hatchet' began, symbolizing the end of the campaign season.

Sussex County Government Organizational Chart



Budget Process

Basis of Accounting vs. Basis of Budgeting

The basis of accounting refers to the timing of when revenues or expenditures/expenses are recognized in the accounts and reported on the financial statements. Sussex County conforms to generally accepted accounting principles (GAAP) as applicable to government units and has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.

Sussex County adopts a balanced budget on a per fund basis. The budgets are adopted using a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when they are both measurable and available. Measurable means knowing or able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay liabilities for the current period. Similarly, expenditures are generally recognized when an event or transaction is expected to drawdown on current resources.

The General Fund and Capital Projects Fund are budgeted consistent with standard accounting reports using the modified accrual method. However, due to the self supporting nature of the Enterprise Funds, the basis of accounting sometimes differs from the basis of budgeting. When developing budgets, capital outlays are treated as expenditures so that fees can be adjusted to meet cash demands. Principal payments on long-term bonds are also treated as expenses for the same reason. Because the modified accrual method is a short-term focus, asset depreciation is not a recognized expense.

The following schedule summarizes the differences:

Fund	Revenues		Expenditures		Asset Depreciation		Capital Outlay	
	Budget	Fund Financial Statement	Budget	Fund Financial Statement	Budget	Fund Financial Statement	Budget	Fund Financial Statement
General Fund	Modified Accrual	Modified Accrual	Modified Accrual	Modified Accrual	No	No	Expenditure	Expenditure
Enterprise Funds	Modified Accrual	Full Accrual	Modified Accrual	Full Accrual	No	Yes	Expense	Asset
Capital Projects	Modified Accrual	Modified Accrual	Modified Accrual	Modified Accrual	No	No	Expenditure	Expenditure

CONTINUED

Budget Process

The funds that are adopted in the budget ordinance are the General Fund, Capital Projects Fund, and Enterprise Funds. There is also a separate ordinance for sewer and water rates. No formal budget is adopted for the Fiduciary Funds. The budget ordinance is presented by business unit rather than detail line items. Therefore, this budget document provides detail beyond what is adopted in these ordinances. The following funds, found in this budget document, are described below.

General Fund

The General Fund is the chief operation fund of the County. It accounts for all resources not required to be accounted for in other funds. A significant part of the General Fund revenues are used to maintain and operate the general government. Expenditures include, among other things, those for General Government, Public Safety, Community Development, Libraries, Planning and Zoning, Assessment, Building Code and Code Enforcement.

Capital Projects Fund

The Capital Projects fund is used to account for financial resources to be used for the acquisition, construction or improvements of capital facilities. This fund is supported by transfers from the General Fund, particularly Realty Transfer Tax.

Enterprise Funds

The Enterprise funds account for the operations that are financed and operated in a manner similar to private business enterprises, where the intent is that costs of providing goods or services are recovered primarily through user charges. The County's Enterprise Funds include: the Unified Sewer District and the Dewey Water District.

Fiduciary Funds

The Fiduciary Funds are used to account for resources held for the benefit of parties outside the government. The County has two fiduciary funds, the Pension Trust Fund and the Post-Retirement Employee Benefit Trust Fund. The funds are supported by contributions through the General Fund and Enterprise Funds.

The following schedule summarizes the relationship between the funds:

	Transfer to:	
Transfer from:	Capital Projects	Fiduciary Funds
General Fund	✓	✓
Enterprise Funds		✓

CONTINUED

Budget Process

BUDGET TIMELINE

Each year in February, the budget process begins with a set of organizational goals communicated by County Administration. The Fiscal Year 2020 goals include:

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

These goals are used by each department to develop their own goals when developing their requests. The individual department goals can be found in each department's section. From February to March, departments develop their goals and requests.

In March, the departments submit their requests to Administration. Individual department meetings are held with Administration to review the requests. Through April, the Finance staff and Administration come up with a more narrow request that fits within the allotted budgeted revenue.

In early May, Administration holds a budget workshop where staff present new or large initiatives that will, most likely, be reviewed during the public hearing. The budget workshop provides the opportunity to thoroughly review the budget requests in anticipation of the final budget introduction.

A regular Council meeting is held in mid to late May to discuss the budget. At this time, Administration presents a balanced budget with the budget ordinance. Council then introduces the ordinance to be considered after a public hearing.

The public hearing must be held no sooner than 21 days after the ordinance introduction. The public hearing is usually held at the end of June. This is the time where the public has the opportunity to speak to Council about the proposed ordinance.

After the public hearing, Council must adopt revenue and appropriations through a budget ordinance by June 30 of every year.

A budget calendar for FY 2020 can be found on the next page.

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Budget Process

FY 2020 BUDGET CALENDAR

Date	Action
February 7, 2019	County Administrator rolled out the budget process and budget goals for FY 2020
February 7 – March 15, 2019	Departments entered their budget requests into the budget software
March 15, 2019	Budgets were due from the departments to County Administration
March 14 – March 22, 2019	County Administration reviewed the requests , forecasted revenues and prepared for department budget meetings
March 25 – March 28, 2019	County Administration met with the departments on their requests
April 1 – April 30, 2019	County Administration analyzed and reviewed the requests and began developing a balanced budget
May 7, 2019	County Council Budget Workshop
May 21, 2019	County Council Public Presentation and Introduction of Budget Ordinance
June 18, 2019	Public Hearing and Possible Vote and Adoption

CHANGES TO BUDGET AFTER ADOPTION

As long as the budget does not go over the appropriations approved by County Council in the adopted ordinance, departments are able to request budget transfers throughout the year. The budget transfers are approved by the Finance and Administration Departments.

The Administrator is also allotted a contingency amount that can be used on various items. If the overall budget expenditures exceeds the entire appropriation approved by County Council in June, the budget must be formally amended by going through the same process in which the budget was adopted.

Financial Policies

Sussex County's financial policies compiled below set forth the basic framework for the overall fiscal management of the County and are used in the development of the annual budget. These policies are set either by Delaware State Code, County Council, or County Administration. No matter the policy, the County continues to strive for sound financial planning in providing services for residents and visitors. To ensure long-term sustainability, the County's focus when creating a budget, is to keep expenditures within the current sources of revenue.

Long-term Financial Policy: As implemented by the County Administrator, the budget is created with the following guidelines to ensure long-term sustainability:

- Prepare a balanced budget where revenues, including use of reserves, equals expenditures
- 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
- Continue financial practices that maintain an 'AA' strong bond rating
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Continue the pay-as-you-go philosophy for the capital projects fund

Budgeted Revenue Policy: Per Delaware State Code, the county government, at the meeting at which the annual operating budget ordinance is adopted shall list taxes and other revenue sources that will yield sufficient revenue which, together with any available reserves, will balance the budget. A balanced budget is where revenues, including use of reserves, equal expenditures. Revenues shall be estimated only upon the basis of the cash receipts anticipated for the fiscal year. The estimated yield from each item of revenue, as well as, of the amounts of reserves to be used in the balancing of the budget, shall be provided to the county government by the County Administrator.

Financial Policies

Budgeted Expenditure Policy: Per Delaware State Code, all expenditures must be supported by sufficient revenue or any available reserves. County Administration recommends a budget were no amount of reserves is used for on-going operational costs.

The budget expenditures are approved at a department level in form of an ordinance. During the year, it is the responsibility of the Finance Department to administer the budget. Budgetary control is maintained by employing the use of encumbrances to control the expenditure of appropriations. Because the adopted budgeted ordinances are for one year, all unexpended appropriations in the current operating expenditures budget, which remain at the end of the fiscal year, shall lapse into the fund balance account.

Investment Policy: County Council adopts the three investment policies for the County. One is for the general operations of the government and the other two are for the fiduciary funds.

The general investment policy was last modified by County Council in 2014. The primary objectives of investment activity shall be safety, liquidity, and yield. The Finance Department is authorized to invest in the following: bonds or other obligations of which the faith and credit of the United States of America are pledged, obligations of federal government agencies issued pursuant to Acts of Congress, repurchase agreements, certificate of deposits, money market mutual funds, local government investment pools administered by the State of Delaware, commercial paper, obligations of state or local government issuers, and banker's acceptances with a maximum term of one year.

The Fiduciary Funds have their own investment policy statements, but are structured the same. Both investment policy statements were last modified by County Council in 2018. The fiduciary funds are invested in various mutual funds, corporate obligations, government agency obligations and U.S. treasuries. Corporate obligations are all rated A or higher, while mutual funds are unrated. The policy goal is 65 percent investment in equities and 35 percent in fixed income investments.

Fiduciary Funds Funding Policy: In 2017, County Council adopted pension and other pension employment benefit (OPEB) funding policies. For the pension, the County will contribute no less than the actuarial determined contribution (ADC) as determined by the pension plan's actuary. The ADC is calculated using the normal cost determined under the Entry Age Normal Actuarial Cost method over a closed 20-year period. For the OPEB, the County will contribute the greater of 9.5 percent of pay, or the ADC, as calculated by the plan's actuary.

Financial Policies

Fund Balance Policy: In 2011, County Council adopted a fund balance policy. Fund balances are classified as nonspendable, restricted, committed, assigned, and unassigned. The General Fund should be the only fund that reports a positive unassigned fund balance. The policy states to pay expenditures with the restricted fund balance then to other, less-restrictive classifications. Authority is given to the County Administrator and Finance Director to assign funds for specific purposes. The County has a goal of 20 – 25 percent of the most recent approved budget for general fund expenditures for general fund unrestricted funds.

Debt Policy: Per Delaware State Code, the County shall exercise all powers vested in the county government in connection with the creation of debt and shall have the power to authorize the issuance of bonds to finance the cost of any object, program or purpose for which the County is authorized to raise or expend money for the implementation and performance of functions, programs and purposes. The County shall not have authority to create or to authorize debt for any of the following purposes: the payment of any operating expenditures, the payment of any judgement resulting from the failure of the County to pay any item of an operating expenditure, or the payment of any equipment or any public improvement of a normal life of less than 3 years.

The outstanding general obligation bonded indebtedness of Sussex County, secured by the full faith and credit of the County, many not exceed 12 percent of the assessed valuation of all real property subject to taxation with the County. The outstanding bonded indebtedness of the County, not secured by the County's full faith and credit, is without limitation as to amount.

Financial Reporting Policies: Per Delaware State Code, the County government shall provide for an independent annual audit of all county accounts. Such audits shall be made by a certified public accountant, or firm of such accountant, who have no personal interest, direct or indirect, in the fiscal affairs of the County or any of its officers.

The County's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Board (GASB) and the Government Finance Officers Association (GFOA).

The County's Comprehensive Financial Report will be submitted to the GFOA's Certification of Achievement in Excellence in Financial Reporting Program. In order to receive a clean opinion for the independent auditor, the financial systems will maintain internal controls to monitor revenues and expenditures.

BUDGET SUMMARY

Revenue & Expenditure Summary

	2020 Budget Revenues and Expenditures – All Funds				
	General	Capital	Enterprise	Fiduciary	Total
Revenues & Financing Sources					
Taxes	$40,276,000	$ -	$ -	$ -	$40,276,000
Intergovernmental	6,974,000	4,370,000	13,180,000	-	24,524,000
Charges for Services	13,858,130	-	24,991,660	-	38,849,790
Miscellaneous	1,257,369	36,500	6,287,199	9,000,000	16,581,068
Assessment & Connection Fees	-	-	30,776,664	-	30,776,664
Transfer In from Other Funds	70,000	10,000,000	85,500	12,553,724	22,709,224
Total Revenues & Other Sources	**62,435,499**	**14,406,500**	**75,321,023**	**21,553,724**	**173,716,746**
Expenditures & Financing Uses					
Personnel	35,877,464	-	11,436,413	-	47,313,877
Operations	29,383,605	16,500	9,890,603	7,553,724	46,844,432
Capital & Debt Service	1,113,930	21,350,000	53,986,677	-	76,450,607
Transfer Out to Other Funds	15,085,500	-	70,000	-	15,155,500
Total Expenditures & Other Uses	**81,460,499**	**21,366,500**	**75,383,693**	**7,553,724**	**185,764,416**
Change in Fund Balance	**($19,025,000)**	**($6,960,000)**	**($62,670)**	**$14,000,000**	**($12,047,670)**

	2019 Budget Revenues and Expenditures – All Funds				
	General	Capital	Enterprise	Fiduciary	Total
Revenues & Financing Sources					
Taxes	$39,764,210	$ -	$ -	$ -	$39,764,210
Intergovernmental	6,082,945	5,000,000	27,455,000	-	38,537,945
Charges for Services	12,953,880	-	27,731,017	-	40,684,897
Miscellaneous	950,225	20,000	3,995,185	9,000,000	13,965,410
Assessment & Connection Fees	-	-	19,406,967	-	19,406,967
Transfer In from Other Funds	70,000	5,000,000	585,500	17,511,959	23,167,459
Total Revenues & Other Sources	**59,821,260**	**10,020,000**	**79,173,669**	**26,511,959**	**175,526,888**
Expenditures & Financing Uses					
Personnel	34,948,839	-	10,528,095	-	45,476,934
Operations	28,628,808	-	10,407,392	6,876,000	45,912,200
Capital & Debt Service	1,015,113	16,622,500	58,342,155	-	75,979,768
Transfer Out to Other Funds	10,085,500	-	70,000	-	10,155,500
Total Expenditures & Other Uses	**74,678,260**	**16,622,500**	**79,347,642**	**6,876,000**	**177,524,402**
Change in Fund Balance	**($14,857,000)**	**($6,602,500)**	**($173,973)**	**$19,635,959**	**($1,997,514)**

Revenue & Expenditure Summary

	2018 Actual Revenues and Expenditures – All Funds				
	General	Capital	Enterprise*	Fiduciary	Total
Revenues & Financing Sources					
Taxes	$49,650,439	$ -	$ -	$ -	$49,650,439
Intergovernmental	5,899,605	481,512	-	-	6,381,117
Charges for Services	14,668,167	-	21,582,670	-	36,250,837
Miscellaneous	1,425,942	314,718	10,577,102	9,912,471	22,230,233
Assessment & Connection Fees	-	-	18,964,716	-	18,964,716
Transfer In from Other Funds	73,704	4,000,000	85,500	16,581,060	20,740,264
Total Revenues & Other Sources	**71,717,857**	**4,796,230**	**51,209,988**	**26,493,531**	**154,217,606**
Expenditures & Financing Uses					
Personnel	31,765,784	-	7,565,838	-	39,331,622
Operations	20,980,035	16,555	22,818,682	6,724,133	50,539,405
Capital & Debt Service	1,116,707	4,647,168	4,297,193	-	10,061,068
Transfer Out to Other Funds	14,085,500	-	73,704	-	14,159,204
Total Expenditures & Other Uses	**67,948,026**	**4,663,723**	**34,755,417**	**6,724,133**	**114,091,299**
Change in Fund Balance	**$ 3,769,831**	**$ 132,507**	**$16,454,571**	**$19,769,398**	**$40,126,307**

* Enterprise actual amounts are shown above on a full accrual basis. Budgets are created using a modified accrual basis. Therefore, items, such as depreciation and debt payments, are handled differently between the two types of accounting. For more information, please refer to page 13.

Revenue & Expenditure Summary

Total Budgeted Expenditures				
General Fund	Capital Projects	Enterprise	Fiduciary	Total
$81,460,499	$21,366,500	$75,383,693	$7,553,724	$185,764,416

Revenue

- No increase in property taxes
- Taxable assessments increased 2.6 percent
- $26.0 million in reserves are being used on one-time expenditures in the General Fund and Capital Projects
- No increase in the sewer service charge
- No increase in the water service charge
- New sewer assessment charges for Henlopen Acres and Dewey Beach areas
- Sewer connection fees to County-owned facilities remains flat at $6,360
- Changes to Register of Wills fees
- Increase county road construction inspection fees from 7 percent to 8 percent
- Increase county road construction review fees from $42 per lot to $45 per lot
- Increase waste hauler fee septage fee from $.07 to $.076 per gallon

Expenditures

- Additional pension contribution of $5 million
- Continue law enforcement support with the County's Delaware State Police contract of $3.3 million for 22 supplemental State of Delaware Troopers and $675,000 for Local Law Enforcement, which includes a $100,000 increase
- Continue partnership with the volunteer fire companies by providing $4.4 million of funding for fire and ambulance services
- Capital projects - Governmental Fund totals $21.4 million; Airport and Business Park projects make up 59.4 percent of the Capital Project Fund
- Employees will receive a 2.0 percent cost-of-living adjustment

Noteworthy Statistics

- The average County tax bill is $114 for a single-family home and $46 for a manufactured home
- County's sewer services continue to grow with an additional 2.9 percent increase projected for 2020

Full-time Positions

The County is seeing an increase in staffing due to the additional activity in our sewer district and an growth in demand for services. Although many departments are seeing an rise in activity, 75 percent of our staffing increases is a result of the growth in the sewer district.

Staffing in the last 3 budgeted years is reflected below. In addition to staffing levels, a note is included as to why the growth, in the applicable department, is being justified.

Department	2020	2019	2018	Note
Administration	4	4	4	
Airport & Econ Dev	3	3	3	
Assessment	26	26	26	
Building Code	13	13	12	
Community Development	6	6	6	
Constables	4	4	4	
Constitutional Offices	32	32	32	
County Council	6	6	6	
EMS	116	116	116	
EOC	33	32	31	Increase in the number of 9-1-1 calls
Facilities Management	19	18	17	Increase in county-owned assets
Finance	31	30	30	Increase in sewer billings
Human Resources	6	7	7	
IT	15	15	15	
Libraries	30	29	29	Increase in the number of visitors to the South Coastal Library
Mapping & Addressing	9	9	9	
P&Z	16	16	15	
Records Management	3	3	4	
Security	4	4	4	
Engineering/Utilities	147	142	140	Begin a new bio-solids process at one of the County's treatment plants
	523	**515**	**510**	

Pay Scale

Below is the pay scale for FY 2020's budget.

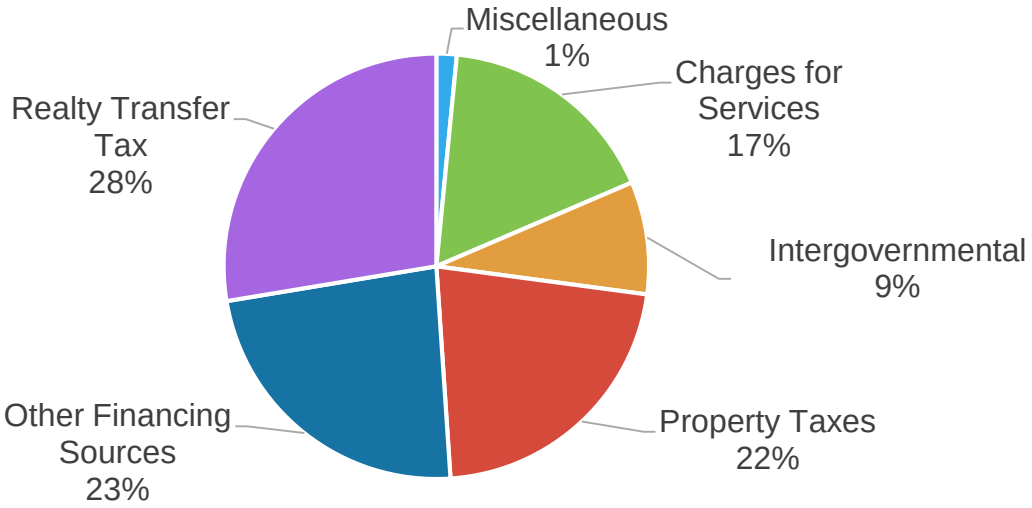
Sussex County, DE FY 2020 Salary Structure			
Grade	**Minimum**	**Midpoint**	**Maximum**
1	$ 21,218	$ 26,523	$ 31,827
2	$ 22,279	$ 27,848	$ 33,418
3	$ 23,393	$ 29,240	$ 35,090
4	$ 24,563	$ 30,703	$ 36,843
5	$ 25,791	$ 32,238	$ 38,687
6	$ 27,080	$ 33,851	$ 40,620
7	$ 28,435	$ 35,542	$ 42,651
8	$ 29,855	$ 37,320	$ 44,784
9	$ 31,349	$ 39,185	$ 47,023
10	$ 32,916	$ 41,145	$ 49,374
11	$ 34,562	$ 43,203	$ 51,844
12	$ 36,291	$ 45,362	$ 54,434
13	$ 38,105	$ 47,631	$ 57,157
14	$ 40,010	$ 50,012	$ 60,015
15	$ 42,011	$ 52,512	$ 63,015
16	$ 44,111	$ 55,138	$ 66,165
17	$ 46,316	$ 57,895	$ 69,474
18	$ 48,632	$ 60,790	$ 72,947
19	$ 51,064	$ 63,830	$ 76,595
20	$ 53,617	$ 67,020	$ 80,425
21	$ 56,297	$ 70,372	$ 84,446
22	$ 59,112	$ 73,890	$ 88,669
23	$ 62,068	$ 77,584	$ 93,103
24	$ 65,172	$ 81,464	$ 97,757
25	$ 68,430	$ 85,537	$ 102,645
26	$ 71,851	$ 89,815	$ 107,777
27	$ 75,443	$ 94,305	$ 113,166
28	$ 79,216	$ 99,021	$ 118,824
29	$ 83,177	$ 103,972	$ 124,765
30	$ 87,335	$ 109,171	$ 131,004
31	$ 91,703	$ 114,629	$ 137,554
32	$ 96,288	$ 120,360	$ 144,431
33	$ 101,102	$ 126,377	$ 151,653
34	$ 106,158	$ 132,697	$ 159,236

GENERAL FUND

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 use of reserves, increased $2.6 million, or 4.4 percent.



Property Taxes

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

The estimated total property tax revenue has increased 2.6 percent. The increase reflects the addition of new construction placed on the tax assessment rolls.

Realty Transfer Tax

Realty Transfer Tax (RTT) is budgeted to be $22.5 million and is equal to FY 2019. In keeping with our conservative budget approach, we plan to operate using approximately 70.0 percent of what is expected to be collected in the current fiscal year. To sustain our Capital Projects Fund, we will need to transfer an additional $10.0 million of Realty Transfer Tax to support the planned capital projects. This transfer is using RTT that is already in our savings.

CONTINUED

General Fund

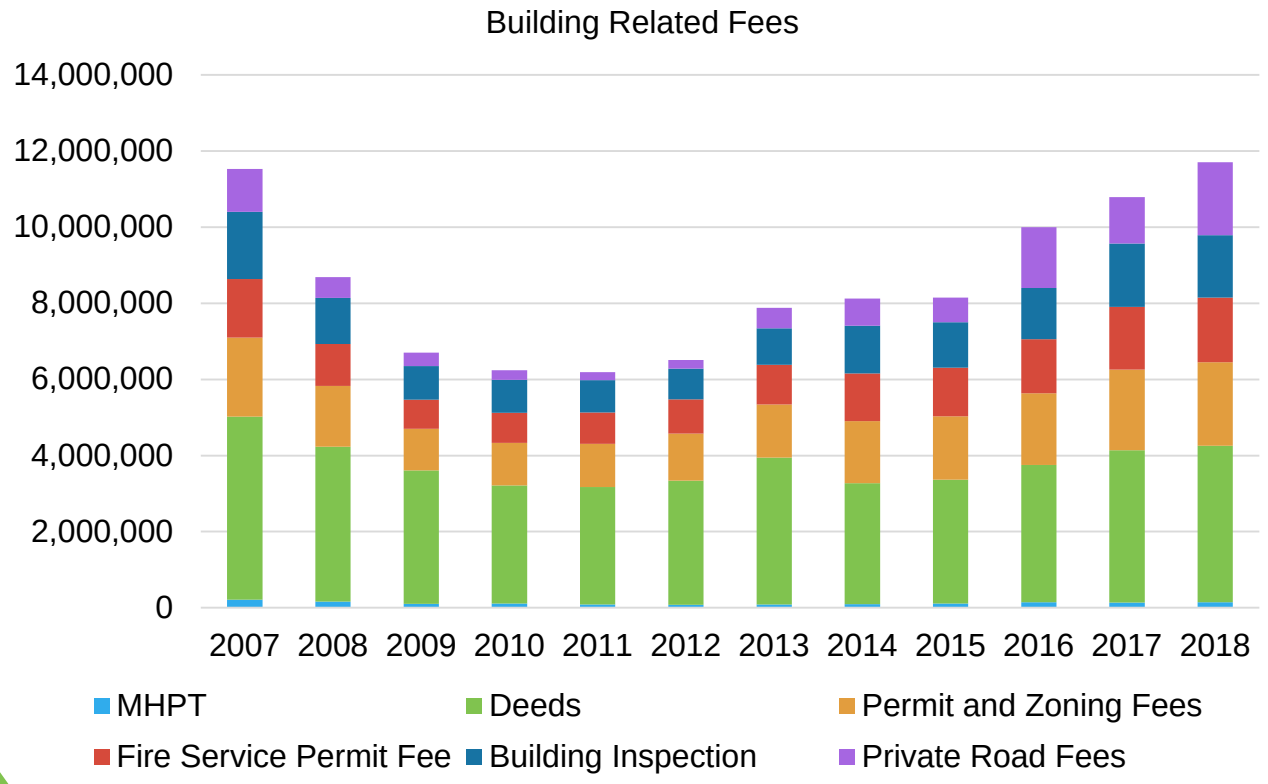
REVENUE SUMMARY

Intergovernmental Revenue

Grants from other governmental agencies is intergovernmental revenue. There is an anticipated increase of $0.9 million in this revenue due to additional funding for both Community Development and the Paramedic Department. The majority of this funding comes from the State of Delaware for our Paramedic Department. The budget assumes that the funding percentage provided by the State will stay consistent with FY 2019.

Fees and Services

The majority of the County fees are real estate and economy sensitive, such as building permits and private road inspections; FY 2018 was 89.2 percent higher than 2011, our lowest year. We continue to see an increase in building activity; however, this revenue can be unpredictable. Therefore, we have budgeted approximately 85.0 percent of what the County anticipates to be collected in FY 2019. The graph below shows the change in amounts in these economic driven revenue sources. The years below are the actual audited numbers for the last 12 years. It is important to note that FY 2019's revenue is anticipated to be higher than FY 2018's revenue; however, it is not growing at the same rate as the last couple of years. This information may be a sign of a slowing economy in the near future.



CONTINUED

General Fund

USE OF FUND BALANCE

Appropriated Reserves/Use of Fund Balance

Appropriated reserves are funds saved from prior years that are not needed to meet current expenses. These funds are represented in the County's financial statements as Fund Balance. We budgeted $19.0 million of our fund balance to be used in the General Fund. The largest part, $10.0 million, is being used to fund capital projects. $5.0 million is being spent to help with the unfunded liability of our pension fund. The budget does not use appropriated reserves for ongoing expenditures. Below is the change to our Fund Balance by the use of these funds in the General Fund and the Capital Projects Fund, and how those funds are being used.

	General Fund	Capital Projects Fund	Total
FY2018 Audited Fund Balance	$105,470,886	$ 19,000,464	$124,471,350
Less: FY2019 Anticipated Use	-	-	-
Less: FY 2020 Budgeted Use	19,025,000	6,960,000	25,985,000
Ending Fund Balance	**$ 86,445,886**	**$ 12,040,464**	**$ 98,486,350**

	General Fund	Capital Projects Fund
Capital Project Interfund Transfer	$ 10,000,000	-
Additional Pension Contribution	5,000,000	-
Sports Complex Loan	1,500,000	-
Open Space	1,000,000	-
Contingency	1,000,000	-
Economic Development Loan	500,000	-
Economic Development Carryover	25,000	-
Airport/Business Park Improvements	-	3,400,000
IT Infrastructure Projects	-	2.000,000
Public Safety Building	-	1,000,000
EMS Construction	-	560,000
Expenditures paid by Fund Balance	**$ 19,025,000**	**$ 6,960,000**

General Fund

FEE SCHEDULE

Below is a list of General Fund fees. Many fees are listed in the 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 - Additional 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 - black & white – 8.5x11, 8.5x14, or 11x17	$ 0.10	Per Page
Photocopies - black & white - double sided 8.5x11, 8.5x14, or 11x17	$ 0.20	Per Page
Photocopies - black & white - 18x22	$ 2.00	Per Page
Photocopies - black & white - 24x36	$ 3.00	Per Page
Photocopies - black & white - greater than 24x36	$ 1.00	Per Square Foot
Photocopies - color - 18x22	$ 3.50	Per Page
Photocopies - color - 24x36	$ 4.50	Per Page
Photocopies - color - greater than 24x36	$ 2.50	Per Square Foot

CONTINUED

General Fund

FEE SCHEDULE - CONTINUED

Fee Description	Rate	Unit of Measure
Countywide - continued		
Microfilm or Microfiche, standard copies	$ .15	Per Copy
Archive Retrieval	$ 25.00	Per Box
Address labels	$ .50	Per Label
DVDs, CDs, other storage devices	Material cost	
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
Human Resources		
ID Cards - Annual Fee	$ 15.00	Each
ID Cards - Replacement Fee per Occurrence	$ 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 - $1 minimum
Miscellaneous damaged materials	$ 1.00	Per Item
Laminating	$ 0.50	Per Foot
Lost or damaged book covers or media cases	$ 3.00	Per Item
Photocopy	$ 0.25	Per Page
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

CONTINUED

General Fund

FEE SCHEDULE - CONTINUED

Fee Description	Rate	Unit of Measure
Public Works		
Plan Review Fees - Chapter 99 - flat fee for (2) reviews of submitted plans	$2,500.00	Flat Fee
Plan Review Fees - Chapter 99 - per unit for (2) reviews of submitted plans	$ 45.00	Per Unit (addition to Flat Fee)
Chapter 99 Third Additional reviews - after first (2) 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) 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) 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	8%	Based on accepted Construction Cost
Field Inspection - Overtime - Holiday or Weekend Hours	$ 50.00	Per Hour
Register of Wills		
Will Receiving and Indexing Fee	$ 10.00	Per Will
Testator Will Examination Fee – without amendment	$ 2.00	Per occurrence
Receiving Codicil Will Fee – for existing indexed and file will	$ 5.00	Per occurrence
Receiving Amendment or Change to the Original Memorandum Fee	$ 5.00	Per occurrence
Web Search Subscription Service Fee – Single User	$ 25.00	Per user per month
Web Search Subscription Service Fee – Multi User	$150.00	Per month for firm with unlimited users

General Fund Revenues

Account Description	2018 Actual	2019 Budget	2020 Budget
Taxes			
Property – County	$13,860,817	$ 14,078,550	$14,442,600
Property – Library	1,622,432	1,650,660	1,693,400
Realty Transfer	32,299,796	22,500,000	22,500,000
Fire Service	1,694,992	1,400,000	1,500,000
Penalties and Interest	172,402	135,000	140,000
Total Taxes	**49,650,439**	**39,764,210**	**40,276,000**
Intergovernmental			
Federal Grants			
Emergency Operations	215,503	160,000	200,000
Airport Operations	22,555	-	-
Miscellaneous	33,559	-	-
Housing and Urban Development	1,560,106	1,604,879	1,880,000
Housing Project	9,989	-	-
Payment in Lieu of Taxes	5,414	5,700	5,400
State Grants			
Paramedics	3,584,284	3,892,366	4,478,600
Library	341,086	341,000	340,000
Local Emergency Plan Comm.	67,887	69,000	70,000
Department of Health	18,238	10,000	-
Miscellaneous	40,984	-	-
Total Intergovernmental	**5,899,605**	**6,082,945**	**6,974,000**
Charges for Services			
Constitutional Offices' Fees			
Marriage Bureau	164,558	160,000	160,000
Prothonotary	83	-	-

CONTINUED

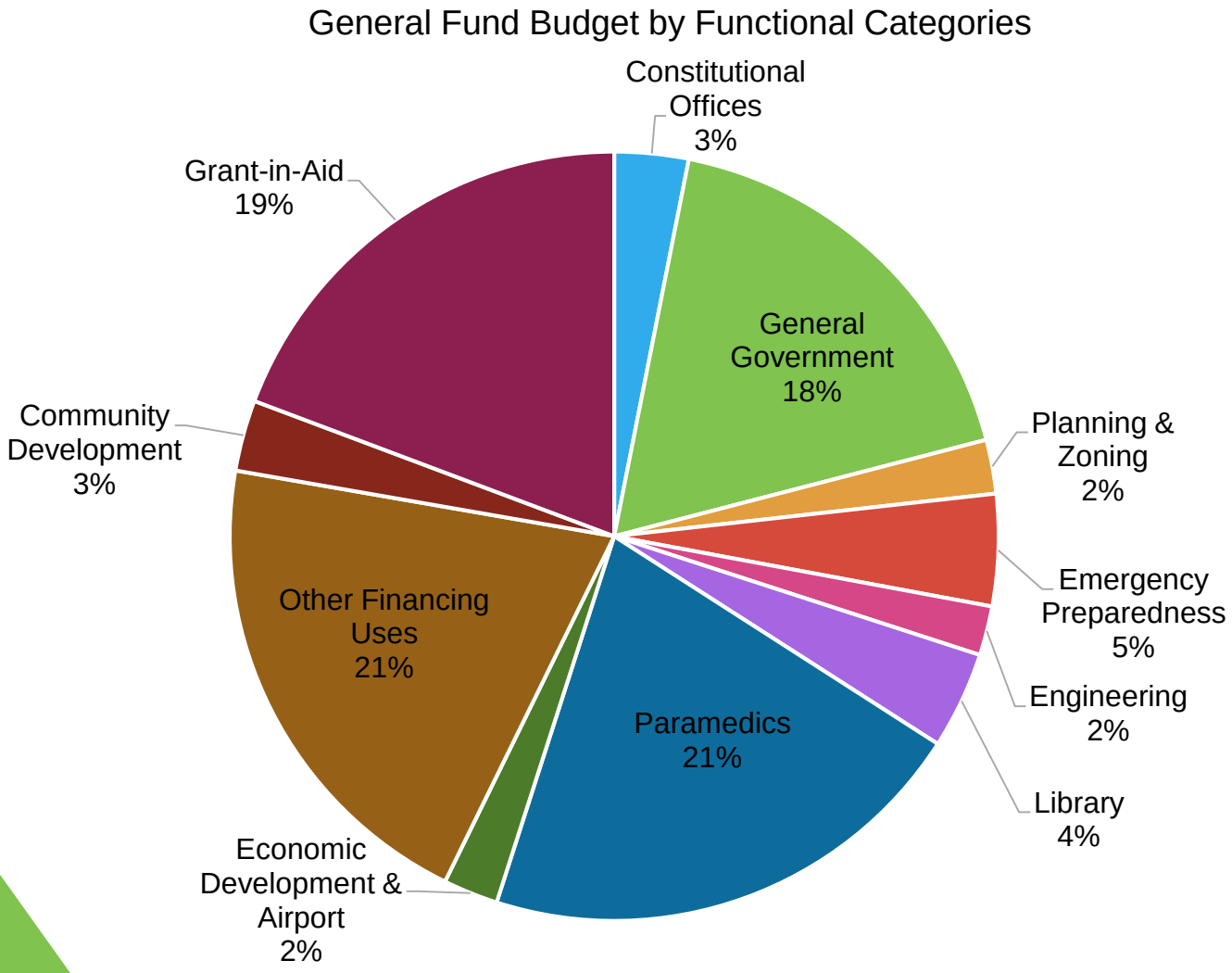
General Fund Revenues

Account Description	2018 Actual	2019 Budget	2020 Budget
Charges for Services – continued			
Constitutional Offices' Fees – continued			
Recorder of Deeds	4,112,849	3,589,000	3,811,000
Register of Wills	1,227,355	1,075,000	1,150,000
Sheriff	2,066,701	2,500,000	2,000,000
General Government Fees			
Building Permit and Zoning Fees	2,200,384	1,880,000	2,100,000
9-1-1 System Fees	559,636	559,630	559,630
Manufactured Home Placement Fee	140,170	124,000	130,000
Building Inspection Fees	1,642,043	1,424,500	1,640,000
Airport/Economic Development Fees	554,876	536,000	626,500
Miscellaneous Fees	79,077	66,200	66,000
Private Road and Inspection Fees	1,920,435	1,039,550	1,615,000
Total Charges for Services	**14,668,167**	**12,953,880**	**13,858,130**
Miscellaneous Revenue			
Fines and Forfeits	43,850	35,000	40,000
Investment Income	1,071,365	700,000	1,000,000
Miscellaneous Revenue	235,064	215,225	217,369
Total Miscellaneous Revenue	**1,350,279**	**950,225**	**1,257,369**
Other Financing Sources			
Interfund Transfers In	73,704	70,000	70,000
Proceeds from Sale of Capital Assets	75,663	-	-
Appropriated Reserves	-	14,857,000	19,025,000
Total Other Financing Sources	**149,367**	**14,927,000**	**19,095,000**
Total Revenue	**$ 71,717,857**	**$74,678,260**	**$ 81,460,499**

General Fund

EXPENDITURE SUMMARY

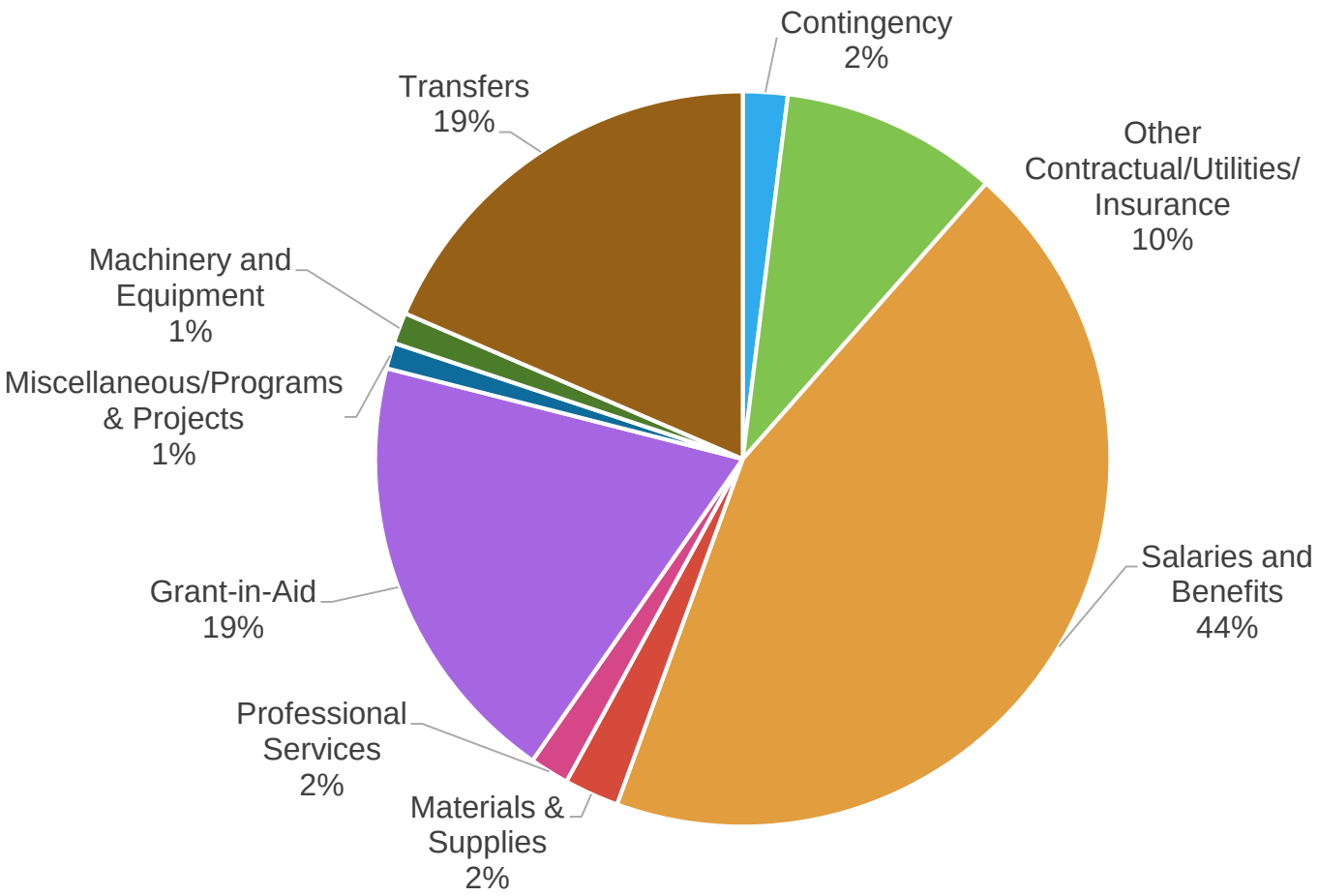
The total FY 2020 General Fund budget is $81.5 million. The pie chart below indicates which services County revenues support for the citizens of Sussex County. Public safety makes up the largest percentage at 26 percent. This percentage excludes other public safety grants that are given to fire and ambulance companies, as well as law enforcement agencies, which can be found in the Grant-in-Aid section of the chart. The second largest functional category is Other Financing Uses. This category is for one-time expenditures, such as an additional pension contribution to lower the unfunded pension liability and a transfer to the Capital Projects Fund. Grant-in-Aid is the third largest category. Public safety makes up 53 percent of the County's grants. General Government is the fourth largest portion at 18 percent. This expenditure includes County Council, Administration, Finance, Human Resources, Building Code, Assessment, and Information Technology.



General Fund

EXPENDITURE SUMMARY

The pie chart below shows FY 2020 expenditures by category. Salary and Benefits is the County's largest expenditure category at 44.0 percent, or $35.9 million.



The FY 2020 Budget has increased $6.8 million. The increase is primarily from salary and benefits of $1.0 million and net transfers $5.0 million.

The County is aware of the continual increase of employment costs. Therefore, the County is not increasing staffing numbers at the same rate as activity in most departments. Even though activity in most departments are seeing double digit increases over the last couple of years, this budget increases staffing by 1.6 percent, or 8 positions. Out of these 8 positions, 6 of them are supported by sewer fees.

General Fund Expenditures

Expenditures are up $6.8 million for FY 2020. The majority of this increase is a $5 million net transfer of funds - with $10 million going to the Capital Projects Fund offset by a decrease of $5 million transfer to the Pension Fund. One million of this increase is due to additional operational costs for the Paramedic and Emergency Operation Departments. The Information Technology Department, through hardware purchases, increased $400,000.

Account Description	2018 Actual	2019 Budget	2020 Budget
General Government			
County Council	$ 638,566	$ 700,874	$ 703,301
Administration	446,839	487,803	509,814
Legal	459,655	500,000	500,000
Finance	1,939,451	2,044,869	2,073,819
Assessment	1,630,724	1,923,654	1,968,639
Building Code	844,926	1,017,762	1,025,773
Mapping and Addressing	849,497	910,111	908,370
Human Resources	791,143	1,003,023	988,618
Records Management	234,822	258,512	277,636
Facilities Management	1,700,548	2,167,930	2,298,013
Information Technology	1,502,180	1,720,183	2,120,504
Constable	1,067,144	1,192,431	1,167,077
Total General Government	**12,105,495**	**13,927,152**	**14,541,564**
Planning and Zoning			
Total Planning & Zoning	**1,680,849**	**1,830,397**	**1,844,352**
Paramedics			
Total Paramedics	**14,918,663**	**16,218,192**	**16,999,575**
Emergency Preparedness			
Administration	576,381	655,675	601,915
Emergency Operations	2,290,054	2,493,397	2,718,095
Communications	333,271	393,389	421,450
Local Emergency Planning Comm.	81,778	83,355	85,343
Total Emergency Preparedness	**3,281,484**	**3,625,816**	**3,826,803**

CONTINUED

General Fund Expenditures

Account Description	2018 Actual	2019 Budget	2020 Budget
Engineering			
Engineering Administration	$ 944,482	$ 919,348	$ 958,515
Public Works	813,473	902,224	728,334
Total Engineering	**1,757,955**	**1,821,572**	**1,686,849**
Library			
Administration	710,760	772,034	744,853
Operations	2,096,438	2,457,747	2,581,508
Total Library	**2,807,198**	**3,229,781**	**3,326,361**
Economic Development			
Economic Development	131,169	294,236	384,472
Safety and Security	521,119	578,011	514,161
Airport and Business Park	764,029	939,637	979,474
Total Economic Development	**1,416,317**	**1,811,884**	**1,878,107**
Community Development			
Total Community Development	**1,726,572**	**2,143,906**	**2,430,560**
Grant-in-Aid			
Total Grant-in-Aid	**11,270,949**	**15,732,049**	**15,705,515**
Constitutional Offices			
Marriage Bureau	201,046	234,809	229,962
Recorder of Deeds	1,020,087	1,096,673	995,943
Register of Wills	546,530	694,289	639,068
Sheriff	599,892	626,240	670,340
Total Constitutional Offices	**2,367,555**	**2,652,011**	**2,535,313**
Other Financing Uses			
Transfers Out	4,085,500	85,500	10,085,500
Additional Pension Contribution	10,000,000	10,000,000	5,000,000
Reserve for Contingencies	529,489	1,600,000	1,600,000
Total Other Financing Uses	**14,614,989**	**11,685,500**	**16,685,500**
Total Expenditures	**$67,948,026**	**$74,678,260**	**$81,460,499**

Administration

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

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

Fiscal Year 2020 Goals – Organizational-Wide, Strategic 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

Administration

Budget Detail

County Administration increased $22,000, or 4.5 percent. The increase is due to employment costs and the anticipated cost to replace a copier.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 378,470	$ 399,580	$ 412,905
Cost Reimbursement - Salaries	(171,346)	(183,851)	(188,546)
Vision Plan	292	208	260
Dental Plan	2,528	2,016	2,300
FICA Tax	26,708	30,568	31,704
Health Insurance	68,061	70,000	67,200
Pension	98,559	110,466	115,284
Other Professional Services	-	1,500	1,500
Communications	6,785	7,332	7,380
Postage & Freight	203	150	200
Insurance	880	919	940
Repairs and Maintenance	22,205	26,890	22,300
Advertising	-	2,500	5,000
Office/Operating Supplies	1,300	3,000	1,600
Fuel	1,254	1,500	1,500
Dues & Subscriptions	4,256	4,325	4,837
Tools and Small Equipment	-	-	750
Programs and Projects	2,599	5,000	5,000
Seminars/Conferences/Training	773	1,500	1,500
Travel	3,312	4,200	4,200
Equipment	-	-	12,000
Total Administration	**$ 446,839**	**$ 487,803**	**$ 509,814**

Account Description	2018 Actual	2019 Budget	2020 Budget
Contingency	$ 529,489	$ 600,000	$ 600,000
Contingency Surplus	-	1,000,000	1,000,000
Total Administration	**$ 529,489**	**$ 1,600,000**	**$ 1,600,000**

Airport & Business Park

Department Summary
The County owns Delaware Coastal Airport, industrial park and business park. The airport has two paved runways; the longest runway is 5,500 feet and accommodates large corporate jets. The industrial park is home to 28 businesses that provide over 900 jobs. Although, the business park is still being developed, it is currently home to two tenants.

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

Fiscal Year 2019 Successes
Completed design and bidding of Runway 10-28 parallel taxiway
Awarded vendor to complete Airport Master Plan Update
Rebranded industrial park as Delaware Business Park
Received a $5,532,528 FAA grant to construct Runway 10-28 parallel taxiway
Represented Delaware Coastal Airport at major national aviation conference

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Complete construction of Runway 10-28 parallel taxiway	G4
Goal 2	Complete Airport Master Plan Update	G4
Goal 3	Complete construction of Airport Stormwater Management "Bank"	G4
Goal 4	Begin Environmental Assessment for Runway 4-22 extension	G4

Airport & Business Park

Budget Detail

The FY 2020 budget increased $40,000, or 4.2 percent. The increase is due to interior improvements to the terminal building and a fence installation around the new maintenance building.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 216,520	$ 177,804	$177,905
Vision Plan	127	104	130
Dental Plan	1,356	1,008	1,150
FICA Tax	15,883	13,602	13,606
Health Insurance	33,826	35,000	33,600
Pension	46,764	49,169	49,756
Other Professional Services	4,718	11,000	11,000
Communications	884	888	900
Postage & Freight	89	150	150
Utilities	70,687	103,600	168,600
Insurance	5,268	5,962	5,900
Repairs and Maintenance	208,723	333,925	262,452
Advertising	3,431	45,000	21,700
Office/Operating Supplies	716	1,000	1,100
Fuel	17,819	14,000	20,000
Dues & Subscriptions	3,282	3,250	3,350
Uniforms	1,542	1,000	1,000
Maintenance & Repairs - Parts	24,451	29,000	39,000
Tools and Small Equipment	5,468	10,000	-
Programs and Projects	-	5,000	1,000
Miscellaneous	92,232	90,500	75,500
Seminars/Conferences/Training	715	4,675	675
Travel	2,238	4,000	2,000
Improvements	-	-	82,500
Machinery and Equipment	7,290	-	6,500
Total Airport and Industrial Park	**$ 764,029**	**$ 939,637**	**$ 979,474**

Assessment

Department Summary
Assessment is responsible for issuing building permits, creating and maintaining assessment records for all properties in Sussex County, as well as drawing and maintaining county tax maps.

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

Fiscal Year 2019 Successes
Added $97 million to the assessment roll for the year
Went "Live" with new assessment software (CAMA)
Made property record cards viewable online through CAMA Public Access

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Strengthen the use of technology in order to improve quality, accuracy, and timeliness of all tasks with a financial impact	G2
Goal 2	Enhance uniformity and consistency of information throughout the Assessment department	G4
Goal 3	Create a customer centric department	G5

Assessment

Budget Detail

The FY 2020 budget increased $45,000 or 2.3 percent. The increase is a result of the purchase of a customer notification software and personnel costs.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 991,247	$ 999,181	1,053,765
Cost Reimbursement - Salaries	(180,184)	(182,201)	(187,919)
Vision Plan	1,811	1,352	1,690
Dental Plan	16,270	13,104	14,950
FICA Tax	71,633	76,437	80,901
Health Insurance	406,114	455,000	436,800
Pension	266,127	276,943	294,185
Communications	7,173	10,880	8,580
Postage & Freight	1,917	2,500	2,000
Insurance	4,998	8,651	8,651
Repairs and Maintenance	7,737	191,235	187,036
Printing & Binding	1,400	3,000	2,500
Advertising	829	1,000	1,000
Other Contractual Services	-	-	-
Office/Operating Supplies	12,636	9,600	12,000
Fuel	8,641	10,000	10,000
Dues & Subscriptions	1,450	1,500	1,500
Uniforms	1,730	1,500	1,500
Maintenance & Repairs - Parts	6,002	5,000	6,000
Tools and Small Equipment	2,010	12,050	1,500
Programs and Projects	-	-	-
Seminars/Conferences/Training	1,183	4,000	6,000
Travel	-	1,000	2,000
Machinery and Equipment	-	21,922	24,000
Total Assessment	**$ 1,630,724**	**$ 1,923,654**	**$ 1,968,639**

Building Code

Department Summary
The Building Code Department is responsible for plan review and building inspections for residential and commercial construction projects in Sussex County and some municipalities.

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

Fiscal Year 2019 Successes
Entered inspection results at time of performing inspections
Reduced the number of paper plans for residential projects from 2 to 1 sets
Started eliminating the paper copy of master plans for “Fast Track” and requiring electronic plan copies
Utilized a “Dashboard” mapping system for scheduling clerks and inspectors to view the amount, type and location of inspections.
Continued to reduce and maintain all expired permits

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	To reduce the amount of archived commercial plans within FY 2020 by requiring digital files	G2
Goal 2	Create a notification system in Munis to send automatic results to property owners/contractors when field inspections are performed by the end of FY 2020	G5
Goal 4	Create or purchase a digital plan review program to allow electronic plan submittals over the next 2 fiscal years	G5

Building Code

Budget Detail

The FY 2020 budget increased $8,000, or 0.1 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 453,784	$ 500,046	$ 517,062
Vision Plan	801	676	845
Dental Plan	7,210	6,552	7,475
FICA Tax	32,552	38,253	39,742
Health Insurance	198,017	227,500	218,400
Pension	118,199	139,453	144,514
Communications	5,520	5,400	5,206
Postage & Freight	383	700	500
Insurance	5,064	7,689	7,689
Repairs and Maintenance	3,803	3,648	5,000
Printing & Binding	-	900	-
Office/Operating Supplies	2,494	3,875	5,000
Fuel	10,780	10,000	13,000
Dues & Subscriptions	770	1,270	2,000
Uniforms	422	1,200	1,500
Maintenance & Repairs - Parts	189	1,000	-
Tools and Small Equipment	1,455	31,500	37,640
Seminars/Conferences/Training	3,324	6,000	10,000
Mileage	159	100	200
Improvements	-	8,000	10,000
Machinery and Equipment	-	24,000	-
Total Building Code	**$ 844,926**	**$1,017,762**	**$1,025,773**

Community Development

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

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

Fiscal Year 2019 Successes
Assisted over 240 households with housing repairs
Coordinated Public/Private Partnership with Discover Bank and Housing Alliance Delaware
Partnered with the Sussex Housing Group by targeting resources to the Mt. Joy Community
Worked to affirmatively further fair housing for the residents of Sussex County

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Successfully administer housing programs, including CDBG, HOME, HPG, and County Council Emergency Repair Funds	G1
Goal 2	Coordinate with hired consultant for the Affordable Housing Analysis and develop an actionable Housing Affordability Plan	G4
Goal 3	Continue the work of the Sussex County Community Development Fund	G4
Goal 4	Oversee continued Fair Housing efforts, Outreach and Training	G4

Community Development

Budget Detail

FY 2020 budget reflects the department's commitment in assisting County residents with safe, affordable, and fair housing. There is a $287,000 increase in the budget due to federal funding for housing rehabilitation.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 286,104	$ 298,042	$ 304,297
Vision Plan	438	312	390
Dental Plan	3,793	3,024	3,450
FICA Tax	20,689	22,800	23,477
Health Insurance	101,040	105,000	100,800
Pension	74,509	83,452	85,201
Legal	8,376	7,500	7,500
Communications	707	600	745
Postage & Freight	326	400	400
Repairs and Maintenance	847	1,200	1,400
Advertising	1,592	2,500	2,500
Other Contractual Services	1,200,758	1,586,976	1,880,000
Office/Operating Supplies	1,112	1,900	1,200
Fuel	-	-	1,800
Dues & Subscriptions	345	400	500
Programs and Projects	11,331	15,000	12,000
Maintenance and Repairs Parts	-	-	1,500
Seminars/Conferences/Training	100	2,000	1,000
Mileage	9,053	11,800	400
Travel	674	1,000	2,000
Maintenance & Equipment	4,778	-	-
Total Community Development	**$1,726,572**	**$2,143,906**	**$2,430,560**

Community Development

Projects and Initiatives

Sussex County Community Development Fund - $250,000

Sussex County Council's
Emergency Home Repair Program

Helping Communities - $1,880,000

Community Development
Improvements

Helping Residents - $12,000

Affordable & Fair Housing
Assistance and Financial
Education

Sussex County officials hire consultant

Task is to develop programs, incentives promoting affordable housing

Lumber and trusses are ready for construction at Vineyards at Nassau Valley in Lewes. Sussex County officials are seeking new programs to promote affordable-housing construction. RON MACARTHUR PHOTO

By Ron MacArthur • February 18, 2019

Sussex County officials have hired a consultant to help them develop incentives and programs to promote affordable housing, an issue the county has struggled with for more than a decade.

At its Feb. 5 meeting, county council voted to approve a $65,000 bid from Lisa Sturtevant & Associates of Alexandria, Va., for a six-month project.

Brandy Nauman, county fair housing compliance officer, told council there was a lot of comment about affordable housing during the comprehensive plan process from the public as well as council and planning and zoning commissioners. "There is strong support for affordable housing and to identify barriers and opportunities," she said.

Nauman said the goal is to implement something quickly to make an effective change in affordable housing production in Sussex County.

Constable

Department Summary
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.

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

Fiscal Year 2019 Successes
Expanded in-the-field technology within our department and provided a model to other departments
Successfully partnered with Department of Correction and DelDOT in the removal of roadside trash
Obtained ICC certified in IPMC to support Housing Code enforcement
Administered the DSHA funding by conducting several voluntary demolitions of dilapidated structures
Approximately 35 cases were prosecuted with a 100% conviction rating

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Continue support to other departments through Code Enforcement 101 Training	G5
Goal 2	Have all eligible field staff ICC certified in IPMC to support Housing Code enforcement	G4
Goal 3	Administer DSHA recovery funds for future use	G1
Goal 4	Continue to support Department of Correction and DelDOT in roadside trash removal	G4

Constable

Budget Detail

The FY 2020 budget decreased due to the elimination of Rodent Control funding from the State of Delaware, and the elimination of a one-time State of Delaware Housing grant.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 132,082	$ 154,544	157,574
Vision Plan	209	208	260
Dental Plan	1,883	2,016	2,300
FICA Tax	9,599	11,823	12,087
Health Insurance	62,640	70,000	67,200
Pension	37,495	43,216	43,952
Other Professional Services	1,200	800	1,800
Communications	2,666	2,700	3,540
Postage & Freight	2,240	1,700	2,700
Insurance	1,575	2,884	2,884
Repairs and Maintenance	682	720	1,400
Printing & Binding	67	200	200
Other Contractual - Rodent	7,889	15,000	-
Other Contractual Services	747,662	754,000	768,400
Office/Operating Supplies	1,331	2,000	2,000
Fuel	4,541	3,600	5,600
Uniforms	323	300	600
Maintenance & Repairs - Parts	970	1,000	1,000
Tools and Small Equipment	441	1,295	2,500
Programs and Projects	51,189	124,000	65,000
Seminars/Conferences/Training	460	425	1,000
Machinery & Equipment	-	-	25,080
Total Constable	**$ 1,067,144**	**$1,192,431**	**1,167,077**

County Council

Department Summary
The County Council is the legislative branch of government consisting of five elected members from five districts. The President and Vice President 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.

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

Fiscal Year 2020 Goals – Organizational-Wide, Strategic 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

County Council

Budget Detail

The FY 2020 budget increased $2,000, or 0.3 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 238,571	$ 247,020	$ 254,216
Vision Plan	427	312	390
Dental Plan	3,793	3,024	3,450
FICA Tax	16,985	18,744	19,547
Health Insurance	99,509	105,000	100,800
Pension	61,910	61,466	71,078
Communications	3,908	4,272	6,000
Postage & Freight	279	500	300
Insurance	151,652	167,459	170,800
Repairs and Maintenance	355	500	400
Printing & Binding	4,082	10,000	5,000
Advertising	7,312	9,000	7,500
Office/Operating Supplies	482	2,000	600
Dues & Subscriptions	11,336	15,827	15,595
Tools & Small Equipment	-	8,750	-
Programs and Projects	5,353	12,000	10,500
Miscellaneous	4,507	4,000	5,000
Seminars/Conferences/Training	2,442	6,000	6,000
Mileage	124	-	125
Travel	25,539	25,000	26,000
Total County Council	**$ 638,566**	**$ 700,874**	**$ 703,301**

Economic Development

Department Summary

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

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

Fiscal Year 2019 Successes

Completed application for Foreign Trade Zone designation at Delaware Coastal Airport and Business Park

Began an Economic Gardening Program that leverages research using sophisticated business intelligence tools and databases that growth companies either are not aware of or cannot afford

Approved three applications, totaling just over $2,000,000, through the County's ExciteSussex Loan Program

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Pursue tenant leads and promote the Delaware Coastal Business Park	G3
Goal 2	Lead County efforts for the economic development of the new Opportunity Zones created by the Federal Tax /Cuts and Jobs Act of 2017. Five census tracts in Sussex County have been designated as Opportunity Zones by the U.S. Department of Treasury, incentivizing investment in these communities that have experienced an economic downturn	G3
Goal 3	Explore the ability of expediting multi-agency review process and additional economic development incentives	G3
Goal 4	Promote and lead the process of the refresh of the ExciteSussex website	G3
Goal 5	Showcase Sussex County, Delaware at conferences as a place with an entrepreneurial culture and good place to do business	G3

Economic Development

Budget Detail

The FY 2020 budget increased $90,000, or 30.7 percent. The increase is attributed to additional advertising costs, a maintenance fee to upgrade webpage and contractual services to promote Economic Gardening & Opportunity Zones.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 79,872	$ 82,285	$ 84,771
Vision Plan	45	52	65
Dental Plan	632	504	575
FICA Tax	5,831	6,295	6,521
Health Insurance	1,728	17,500	16,800
Pension	22,526	23,040	23,736
Communications	906	960	960
Postage & Freight	-	6,500	8,000
Rentals & Leases	-	10,000	10,000
Repairs and Maintenance	6,350	15,000	35,000
Printing & Binding	-	1,000	1,000
Advertising	2,699	40,000	79,544
Other Contractual Services	2,000	52,000	80,000
Office/Operating Supplies	203	200	3,000
Dues & Subscriptions	420	5,000	2,500
Tools and Small Equipment	-	-	3,000
Other Supplies	4,797	10,000	10,000
Programs and Projects	977	-	-
Seminars/Conferences/Training	65	5,400	6,000
Mileage	1,926	5,000	5,000
Travel	192	13,500	8,000
Total Economic Development	**$ 131,169**	**$ 294,236**	**$ 384,472**

Economic Development

Projects and Initiatives

Run Commercials Mid Atlantic Region $49,543

OVERVIEW

- Campaign Goal: to inform and incent large manufacturing business of the advantages of moving their business to Sussex County

TARGET AUDIENCE

- CEO/decision makers of manufacturing businesses
- Pulled demographics based on high income percentage per county in NY, NJ, Philadelphia, Baltimore, D.C & Northern Virginia

OUR STRATEGY

- Utilize TV Everywhere Approach to best capture your target audience
- Cable TV on a 4-week rotation in strategic areas
- Targeting a specific audience

Conferences and Trade Shows

Promote Sussex County as a place to bring companies and businesses; examples of trade show/conference: National Data Center Conference, Food Production Conference, Aviation Conference, Opportunity Zone Conference and International Economic Development Council

Emergency Preparedness

Department Summary

Emergency Preparedness is a department made of multiple divisions that respond to natural disasters and technical disasters such as chemical spills, and hazardous materials incidents. They provide 9-1-1 service by dispatching fire companies, ambulance stations, the county paramedics, and the state police medevac helicopter.

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 or man-made disasters

Budget Summary	
FY18 Actual	$3,281,484
FY19 Budget	$3,625,816
FY20 Budget	$3,826,803

Fiscal Year 2019 Successes

Reorganized the dispatching staff to create a chain of command with identified roles and provide an avenue for advancement

Completed 38 Mobile Command Unit deployments, the most deployments since 2001

Completed Emergency Police Dispatching training and became certified in Emergency Fire, Medical, and Police Dispatching in the dispatch center

Upgraded 463 first responder radios in a 3-month period after an operational issue was discovered with units responding into Maryland

Hosted the 19th Annual 9-1-1 Awareness Day with 1,600 students, teachers, and chaperones, making it the most successful awareness day to date

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Advanced efforts to provide and sustain first-class, comprehensive emergency communications services	G4
Goal 2	Coordinate efforts across the Emergency Preparedness Department to create an organization of excellence	G4
Goal 3	Maintain a highly skilled workforce	G4
Goal 4	Promote outreach activities that educate the public on services and support provided by the Emergency Preparedness Department	G5

Emergency Preparedness

Administration - Budget Detail

The FY 2020 budget decreased $54,000, or 8.2 percent. The decrease is due to the one time cost to purchase a new vehicle and a new Uninterruptable Power Supply (UPS) for the Center in FY 2019.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 180,674	$ 167,786	$ 171,922
Vision Plan	177	104	130
Dental Plan	1,527	1,008	1,150
FICA Tax	13,505	12,836	13,190
Health Insurance	64,018	35,000	33,600
Pension	41,228	45,580	47,961
Other Professional Services	-	-	-
Communications	13,901	16,700	10,280
Postage & Freight	60	50	75
Utilities	64,874	70,000	65,000
Utilities – Fuel	2,541	3,000	3,000
Rental and Leases	1,309	1,350	1,344
Insurance	7,034	2,573	7,050
Repairs and Maintenance	121,624	167,064	143,213
Office/Operating Supplies	1,594	2,500	2,500
Fuel	2,433	2,000	2,500
Dues & Subscriptions	600	380	400
Uniforms	536	300	300
Maintenance & Repairs - Parts	41,844	23,245	10,500
Tools and Small Equipment	-	10,299	3,300
Programs and Projects	1,147	3,500	70,500
Seminars/Conferences/Training	4,442	1,500	1,500
Mileage	-	-	-
Travel	2,513	6,000	6,000
Machinery and Equipment	8,800	82,900	6,500
Total EOC Administration	**$ 576,381**	**$ 655,675**	**$ 601,915**

Emergency Preparedness

Emergency Operations - Budget Detail

The FY 2020 budget increased $225,000, or 9.0 percent. The increase is due to adding additional staff and the purchase of replacement consoles for the dispatchers.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 1,241,460	$ 1,332,448	$ 1,447,527
Vision Plan	1,580	1,352	1,690
Dental Plan	14,237	13,104	14,950
FICA Tax	90,542	103,501	108,908
Health Insurance	402,605	455,000	425,405
Pension	298,803	330,077	344,260
Communications	31,867	29,400	29,460
Postage & Freight	-	250	-
Utilities	354	-	350
Insurance	-	1,400	1,400
Repairs and Maintenance	143,884	143,500	132,000
Advertising	22,850	30,000	30,000
Office/Operating Supplies	823	2,000	2,000
Fuel	-	500	-
Dues & Subscriptions	2,925	2,220	2,245
Uniforms	1,804	3,000	3,000
Maintenance & Repairs - Parts	1,078	3,000	-
Tools and Small Equipment	5,197	3,500	128,400
Sm. Computer Equipment	-	-	-
Programs and Projects	4,971	5,000	5,000
Seminars/Conferences/Training	3,590	27,145	25,300
Mileage	872	1,000	1,000
Travel	2,312	6,000	6,000
Machinery and Equipment	18,300	-	9,200
Total Emergency Operations	**$ 2,290,054**	**$ 2,493,397**	**$ 2,718,095**

Emergency Preparedness

Communications - Budget Detail

The FY 2020 budget increased $28,000, or 7.1 percent. The increase is due to higher personnel expenditures and new radio and pager supplies for the volunteer fire departments.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 169,499	$ 168,705	$ 185,213
Vision Plan	162	156	195
Dental Plan	1,845	1,512	1,725
FICA Tax	12,573	12,906	14,214
Health Insurance	35,315	52,500	50,400
Pension	43,138	45,361	51,691
Communications	2,119	1,680	1,920
Postage & Freight	98	150	150
Insurance	4,075	4,810	4,810
Repairs and Maintenance	6,878	19,800	28,475
Office/Operating Supplies	712	1,000	1,000
Fuel	4,925	6,000	5,500
Uniforms	480	700	500
Maintenance & Repairs - Parts	31,568	49,766	43,182
Tools and Small Equipment	19,459	20,893	32,475
Machinery and Equipment	425	7,450	-
Total Communications	**$ 333,271**	**$ 393,389**	**$ 421,450**

Emergency Preparedness

Local Emergency Planning Committee - Budget Detail

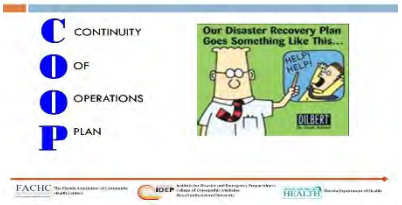
Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 44,733	$ 45,957	$ 47,202
Vision Plan	73	52	65
Dental Plan	632	504	575
FICA Tax	3,216	3,516	3,634
Health Insurance	16,814	17,500	16,800
Pension	11,573	12,476	13,217
Communications	731	1,000	1,300
Repairs and Maintenance	227	200	250
Office/Operating Supplies	-	500	500
Fuel	623	500	650
Maintenance & Repairs - Parts	115	150	150
Sm. Computer Equipment	-	-	-
Seminars/Conferences/Training	716	-	-
Travel	2,325	1,000	1,000
Total LEPC	**$ 81,778**	**$ 83,355**	**$ 85,343**

Emergency Preparedness

Projects and Initiatives

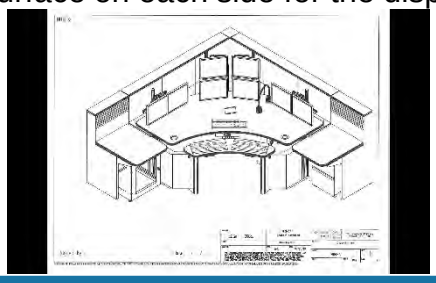
Continuity of Operations Plan - $50,000

Develop a County Continuity of Operations Plan with the appropriate Department and Division-Level Annexes. Continuity of government is defined procedures that allow a government to continue its essential operations in case of a catastrophic event.



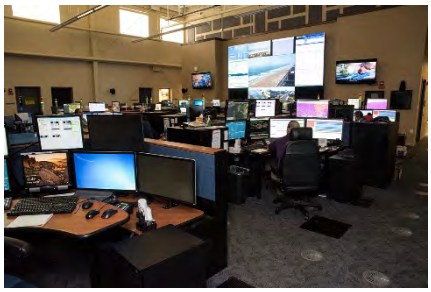
Dispatcher Consoles - $124,500

Upgrade the Dispatch Consoles by replacing the CPU cabinets and install matching console sections with work surfaces and CPU holders underneath. This will open up the room and give more work surface on each side for the dispatchers and equipment.



Carpeting - $29,200

Replacement of existing carpeting in dispatch center with antistatic carpeting. The main purpose of this type of flooring is to help reduce possible electrostatic discharge. This flooring option is especially important when static can cause interference or damage to electronic equipment.



Engineering Administration

Department Summary

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.

Mission

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

Fiscal Year 2019 Successes

Engineering Administration rarely initiates actual projects directly, but supports the efforts of all other County departments and divisions within the Engineering Department with design and contract administration services; FY 2019 projects, with major Engineering Administration involvement, were:

1. Coastal Airport Taxiway D design and bid award
2. The Ellendale Water District Extension
3. Implementation of GIS utility layers in cooperation with Mapping & Addressing
4. Revisions to the Water and Sewer sections of the County Code
5. Angola Landfill property improvements
6. Wolfe Neck RWF lease renewal
7. Milton Library bulkhead replacement and South Coastal Library reading garden

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Provide oversight of Environmental Services' capital improvement projects	G4
Goal 2	Plan for the efficient expansion of the County's central sewer system	G4
Goal 3	Manage street lighting (Chapter 95) and private road improvement projects (Chapter 96)	G4
Goal 4	Assist Emergency Medical Services in the design of a training and administration facility	G4
Goal 5	Oversee management plans of closed County landfills	G4

Engineering Administration

The FY 2020 budget increased $39,000, or 4.3 percent. The increase is due to the expense of having an aerial imagery performed.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 474,087	$ 461,940	$ 412,184
Cost Reimbursement - Salaries	-	(50,000)	-
Vision Plan	588	364	455
Dental Plan	4,980	3,528	4,025
FICA Tax	34,974	35,338	31,786
Health Insurance	119,125	122,500	117,600
Pension	150,556	116,113	114,850
Engineering	4,981	5,000	5,000
Communications	6,104	5,700	5,700
Postage & Freight	131	150	150
Insurance	4,686	5,825	5,825
Repairs and Maintenance	2,843	3,000	4,000
Advertising	1,270	-	1,000
Other Contractual Services	-	-	50,500
Office/Operating Supplies	2,015	2,500	2,000
Fuel	5,541	4,500	5,500
Dues & Subscriptions	90	300	200
Uniforms	333	500	400
Maintenance & Repairs - Parts	3,234	2,000	2,500
Tools and Small Equipment	-	500	500
Miscellaneous	11,795	8,700	12,450
Seminars/Conferences/Training	1,930	2,500	2,000
Mileage	-	100	100
Travel	1,315	1,500	1,500
Machinery and Equipment	-	-	-
Solid Waste			
Programs and Projects	104,618	136,790	138,290
Improvements	9,286	50,000	40,000
Total Engineering Admin/S. Waste	**$ 944,482**	**$ 919,348**	**$ 958,515**

Facilities Management

Department Summary
The Facilities Management Department operates and maintains all County facilities, including the County Administration Building, the West Complex, all three County libraries, Records Management, and the County Airport facilities.

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

Fiscal Year 2019 Successes
Renovated Recorder of Deeds/Title Searcher areas
Upgraded LED Lighting in facilities
Airport Taxiway LED Lighting Upgrades
Constructed new maintenance garage

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Maintain a clean, comfortable, and attractive environment for employees and visitors to Sussex County facilities	G5
Goal 2	Perform continuous preventive maintenance on Sussex County facilities	G4
Goal 3	Promote building-wide energy efficiency	G1

Facilities Management

Budget Detail

The FY 2020 budget increased $130,000, or 6.0 percent. The increase is due to the expense of hiring an additional electrician.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 620,334	$ 780,328	$ 818,710
Vision Plan	1,077	936	1,235
Dental Plan	9,634	9,072	10,925
FICA Tax	45,521	59,695	62,893
Health Insurance	255,359	315,000	319,200
Pension	175,427	208,435	228,701
Other Professional Services	300	-	-
Communications	40,557	36,600	38,600
Utilities - Electric	164,159	180,000	189,000
Utilities - Fuel	15,494	15,000	21,750
Utilities - Other	13,615	17,000	19,000
Insurance	24,152	27,210	27,210
Repairs and Maintenance	145,302	181,500	199,150
Other Contractual Services	2,000	-	50,000
Office/Operating Supplies	197	450	10,450
Fuel	19,556	20,000	22,000
Janitorial	20,827	20,000	21,000
Dues and Subscriptions	388	390	545
Uniforms	4,302	8,250	8,250
Maintenance & Repairs - Parts	72,518	96,500	80,000
Tools and Small Equipment	37,060	71,964	27,400
Miscellaneous	206	200	210
Seminars/Conferences/Training	3,868	14,000	21,006
Travel	-	2,400	5,400
Improvements	28,695	45,000	73,000
Machinery and Equipment	-	28,000	42,378
Transportation Equipment	-	30,000	-
Total Facilities Management	**$ 1,700,548**	**$ 2,167,930**	**$ 2,298,013**

Finance

Department Summary
The Finance Department includes the Accounting Division, Billing and Collections Division, and a Treasury Division. The department is responsible for creating the County's Comprehensive Annual Financial Report, assisting Administration in the creation of the County's budget, securing grants and loans for large capital projects, recording financial transactions on the general ledger, processing payroll, and billing and collecting County fees and taxes.

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

Fiscal Year 2019 Successes
Earned the Budget Reporting Excellence Award for the first time
Saved $300,000 in insurance premiums
Received and processed all tax payments within one working day during the busy tax season
Submitted grant and loan applications for Winding Creek Water, Ellendale Water, IBRWF spray loop, Joy Beach, Mallard Creek, and Western Sussex
Earned the Government Financial Officers Association's Award for Excellence in Financial Reporting

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Maximize the use of resources by seeking opportunities to leverage these resources through technology	G2
Goal 2	Maintain a highly functioning work team	G2
Goal 3	Accurately invoice customers in a timely manner followed with timely notices of delinquency	G1
Goal 4	Monitor revenues and expenditures throughout the year, as well as provide financial reports to Council on a quarterly basis	G1
Goal 5	Maintain high standards of excellence in order to provide the highest level of service to all customers	G5

Finance

Budget Detail

The FY 2020 budget increased $29,000, or 1.4 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Finance Salaries	$ 1,530,942	$ 1,591,459	$ 1,613,664
Cost Reimbursement - Salaries	(1,148,198)	(1,213,131)	(1,225,866)
Vision Plan	2,177	1,560	2,015
Dental Plan	18,754	15,120	17,825
FICA Tax	109,953	121,747	123,893
Health Insurance	502,276	525,000	520,800
Pension	401,131	440,961	450,540
Accounting and Auditing	119,894	124,000	130,000
Legal	44,337	50,000	50,000
Other Professional Services	146,082	158,000	150,000
Cost Reimbursement - OP	(123,293)	(149,400)	(148,500)
Communications	3,339	4,200	4,200
Postage & Freight	153,681	166,000	158,000
Rental and Leases	8,755	10,080	5,016
Insurance	186,863	199,690	203,000
Repairs and Maintenance	14,196	13,700	16,292
Printing & Binding	-	-	-
Advertising	1,707	1,000	1,500
Other Contractual Services	47,120	57,200	95,000
Cost Reimbursement – Contr.	(102,960)	(113,481)	(126,004)
Office/Operating Supplies	13,101	42,000	14,000
Dues & Subscriptions	2,653	3,174	5,290
Tools and Small Equipment	2,842	-	2,600
Sm. Computer Equipment	2,181	3,440	-
Cost Reimbursement Supplies	(9,412)	(21,876)	(9,851)
Seminars/Conferences/Training	7,583	7,130	9,100
Mileage	800	600	800
Travel	5,217	13,500	13,200
Cost Reimbursement - Training	(6,120)	(9,554)	(10,395)
Machinery and Equipment	7,000	5,000	14,000
Cost Reimbursement - Capital	(3,150)	(2,250)	(6,300)
Total Finance	**$ 1,939,451**	**$ 2,044,869**	**$ 2,073,819**

Grant-in-Aid

The County's grant-in-aid program provides assistance to residents and property owners by partnering with nonprofits.

Account Description	2018 Actual	2019 Budget	2020 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	1,545,984	2,057,000	2,057,000
Fire Service Enhancement	1,694,992	1,400,000	1,500,000
Fire Service Special Grant	80,666	100,000	80,000
Ambulance Grants	94,797	94,797	94,797
Local Law Enforcement Grants	549,949	575,000	675,000
University of Delaware – Ag Program	79,049	109,049	109,049
Soil Conservation District Tax Ditch	125,000	125,000	125,000
Drainage & Conservation Grants	80,195	150,000	175,000
Open Space & Farmland Preserv.	-	1,536,000	1,000,000
CHEER & Senior Center Grants	21,600	22,520	71,600
Community Action Agency	9,600	9,600	9,600
Human Service Grants	226,988	225,000	225,000
Housing Assistance Grant	194,162	270,000	270,000
Community/Councilmanic Grants	152,547	175,000	175,000
Local Library Grants	2,269,970	2,280,000	2,500,000
Local Library Placement Fees	140,170	124,000	130,000
Assistance Relief Fund	54,495	55,000	55,000
Payment in Lieu of Taxes	6,715	6,715	6,715
Economic Assistance Grants	6,814	45,000	30,000
CIB – James Farm	27,238	110,000	83,200
Economic Development	41,500	53,500	40,000
Youth	8,000	21,000	22,000
DTCC	60,000	62,300	-
Community Outreach	31,882	29,600	22,000
Public Safety	15,000	15,000	15,000
Health Services	80,000	80,000	80,000
Economic Assistance Loan	(28,000)	500,000	500,000
Sports Complex Loan	-	1,500,000	1,500,000
DDD Grant	68,482	100,000	100,000
State Police Grant	2,988,601	3,136,415	3,318,501
DOC Grant	-	120,000	91,500
Total Grant-in-Aid	**$ 11,270,949**	**$ 15,732,049**	**$ 15,705,515**

Human Resources

Department Summary
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 40 part-time employees in this budget. The department also supports 260 pensioners. The office's functions include recruitment, training, leave and payroll administration, employee grievances, discipline procedures, training and development, and administration of benefits.

Mission
To 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

Fiscal Year 2019 Successes
Facilitated fourth year Leadership Development Program & Administrative Retreat
Implemented and launched Wellness Campaigns for Sussex County Workforce
Launched Service Anniversary Award Program
Worked on total compensation statements for all full-time County employees
Received 2018 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 2020 Goals		Org. Goal Reference
Goal 1	Facilitate Fifth Year Leadership Development Program & Administrative Retreat	G5
Goal 2	Continue to foster collaboration through County Intranet Site/Workshops/Leadership Meetings/Learning	G5
Goal 3	Implement the Shining Star Program to recognize and reward employees	G5
Goal 4	Continue Phase 2 of the implementation with electronic file feeds to vendors via Third Party	G2

Human Resources

Budget Detail

The FY 2020 budget decreased $5,014,000 due to the reduction in additional pension contributions.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 388,026	$ 415,689	$ 417,019
Cost Reimbursement - Salaries	(129,263)	(137,943)	(133,553)
Vision Plan	432	364	390
Dental Plan	3,692	3,528	3,450
FICA Tax	27,662	31,800	31,953
Health Insurance	98,841	122,500	100,800
Pension	106,487	115,833	116,193
Legal	17,320	30,000	25,000
Other Professional Services	48,765	107,580	108,328
Cost Reimbursement - OP	(15,617)	(27,516)	(26,666)
Communications	2,903	3,900	3,900
Postage & Freight	915	1,700	1,700
Repairs and Maintenance	6,332	8,725	7,125
Printing & Binding	1,895	400	400
Advertising	913	6,000	6,000
Cost Reimbursement – Contractual	(2,592)	(4,145)	(3,825)
Office/Operating Supplies	3,313	7,400	9,942
Dues & Subscriptions	4,686	5,298	5,780
Cost Reimbursement Supplies	(1,600)	(2,540)	(3,144)
Programs and Projects	10,211	31,500	18,600
Cost Reimbursement Misc.	(2,736)	(6,300)	(3,720)
Seminars/Conferences/Training	9,213	5,500	6,600
In-house Training	2,528	26,500	10,900
Mileage	369	500	500
Travel	1,445	10,000	5,700
Cost Reimbursement - Training	(2,711)	(8,500)	(4,740)
Machinery & Equipment	15,466	-	8,000
Cost Reimbursement – Equipment	-	-	(1,600)
Salaries & Benefits – General Empl.	-	36,000	60,556
Worker's Compensation	104,084	114,500	116,790
Unemployment Compensation	-	10,000	5,000
Other Services, Benefits & Programs	2,500	2,500	2,500
Tuition	3,939	12,000	12,000
Salaries - Boards & Commissions	82,595	80,250	80,740
Pension Contribution	10,001,130	10,000,000	5,000,000
Total Human Resources	**$ 10,791,143**	**$ 11,003,023**	**$5,988,618**

Human Resources

Projects and Initiatives

Shining Star Program

Implement Shining Star program to recognize and reward employees.

Applicant Tracking System Training for Managers & Employees

Leadership Development Program

The Training Division will offer leadership classes to employees to continue to develop their leadership skills and provide additional instruction in requested areas.

Information Technology

Department Summary
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.

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

Fiscal Year 2019 Successes
Upgraded Kronos WFC and implemented FMLA module
Completed Installation of new Recorder of Deeds and Register of Wills software
Implemented Cradlepoint Modems in more than 40 County vehicles that allowed direct connectivity to County resources in the field
Completed installation of new audio/visual systems in the South Coastal and Milton libraries
Continued assistance in providing wireless broadband to underserved locations in Sussex County

Fiscal Year 2020 Goals		Org. Goal Reference
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	G2
Goal 2	Continue enhancing the I.T. Disaster Recovery Plan and coordinate future business continuity plans with other departments/offices	G4
Goal 3	Ensure network downtime is minimized, especially during working hours	G2
Goal 4	Promote fiscally responsible recommendations for all County I.T. expenditures	G1
Goal 5	Review and validate service areas and focus on the areas in which there is need to enhance services	G3

Information Technology

Budget Detail

The FY 2020 budget increased $400,000 or 23.3 percent. The increase is due to updating major information technology upgrades explained on the next page.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 744,066	$ 830,105	$ 899,331
Cost Reimbursement - Salaries	(429,754)	(487,837)	(340,158)
Vision Plan	1,011	780	975
Dental Plan	8,849	7,560	8,625
FICA Tax	54,082	63,503	69,077
Health Insurance	221,625	262,500	252,000
Pension	204,295	229,372	251,182
Other Professional Services	-	5,500	5,500
Communications	92,880	79,755	105,040
Postage & Freight	12	50	50
Insurance	4,194	5,310	5,310
Repairs and Maintenance	436,131	458,025	462,987
Other Contractual Services	-	96,000	96,000
Office/Operating Supplies	2,542	3,000	3,000
Fuel	1,664	2,100	2,000
Dues & Subscriptions	461	710	710
Uniforms	48	-	-
Maintenance & Repairs – Parts	9,015	5,000	5,000
Tools and Small Equipment	39,049	42,000	40,000
Sm. Computer Equipment	79,685	92,000	82,000
Seminars/Conferences/Training	8,787	14,000	14,000
Mileage	21	250	250
Travel	12,012	10,500	10,500
Machinery and Equipment	11,505	-	147,125
Total Information Technology	**$ 1,502,180**	**$ 1,720,183**	**$ 2,120,504**

Information Technology

Projects and Initiatives

Cisco Call Manager Upgrade- $60,000

Upgrade out of warranty IP Telephony server infrastructure in our West Administration and datacenter. We are challenged with this upgrade and the business needs increase with newer technologies, such as desktop and wireless phones.

Pure Storage SAN Upgrade - $80,000

Upgrade existing storage infrastructure in our West Administration and datacenter. As we implement new applications and move towards a paperless environment, more robust and intensive storage infrastructure is required.

Firewall and Router Upgrades- $110,000

Replace existing Firewalls and Routers to support the growing cybersecurity threats attempted on the County's data infrastructure.

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	2018 Actual	2019 Budget	2020 Budget
Legal	**$ 459,655**	**$ 500,000**	**$ 500,000**

Library Administration

Department Summary

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.

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

Fiscal Year 2019 Successes

Facilitated the successful completion of a new Library Trustee Manual; it was agreed that this guidebook will help ensure member accountability and assist the County Librarian and other Board members in effective stewardship of the independent libraries

Established student-employee partnership with the Sussex Central High School and Human Resources; our role is to help the students grow to be outstanding employees while they provide excellent customer service as a frontline staffer

Conducted a department-wide assessment/update/analysis of job title descriptions to determine consistent, exemplary service in the County libraries and a means to identify undocumented gaps in same

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	To use the new Trustee Manual and current Council on Libraries initiatives to feed long-awaited efforts to update the Delaware and Sussex codes regarding Board of Trustee accountability and the County Library System	G5
Goal 2	To institute an up-to-date new member orientation for Library Advisory Board members and Trustees and establish closer working relationships with same	G5
Goal 3	To work closely with sister agencies to prepare for a successful U.S. Census in 2020	G4

Library Administration

Budget Detail

The FY 2020 budget decreased $27,000, or 3.5 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 321,368	$ 338,240	$ 349,079
Vision Plan	498	416	455
Dental Plan	4,404	4,032	4,025
FICA Tax	23,401	25,875	25,695
Health Insurance	133,387	140,000	103,660
Pension	83,594	94,634	89,242
Communications	4,542	4,380	4,920
Postage & Freight	4,232	3,900	4,300
Rental and Leases	-	-	2,484
Insurance	-	961	965
Repairs and Maintenance	3,211	6,900	4,628
Printing & Binding	810	500	500
Advertising	-	8,300	500
Other Contractual Services	31,769	41,252	40,800
Office/Operating Supplies	2,823	4,000	3,500
Dues & Subscriptions	15,772	20,567	19,225
Permanent Record Books	10,804	8,000	8,000
Uniforms	948	400	150
Maintenance & Repairs - Parts	-	50	50
Tools and Small Equipment	1,647	2,700	1,500
Sm. Computer Equipment	-	500	4,000
Other Supplies	915	750	1,000
Programs and Projects	9,564	6,000	6,000
Miscellaneous	39,572	47,000	47,070
Seminars/Conferences/Training	2,209	1,640	1,905
In-house Training	3,642	3,500	3,500
Mileage	2,346	2,840	2,100
Travel	9,302	4,697	9,100
Machinery and Equipment	-	-	6,500
Total Library Administration	**$ 710,760**	**$ 772,034**	**$ 744,853**

Library Administration

Projects and Initiatives

Health Ready, School Ready, Employment Ready

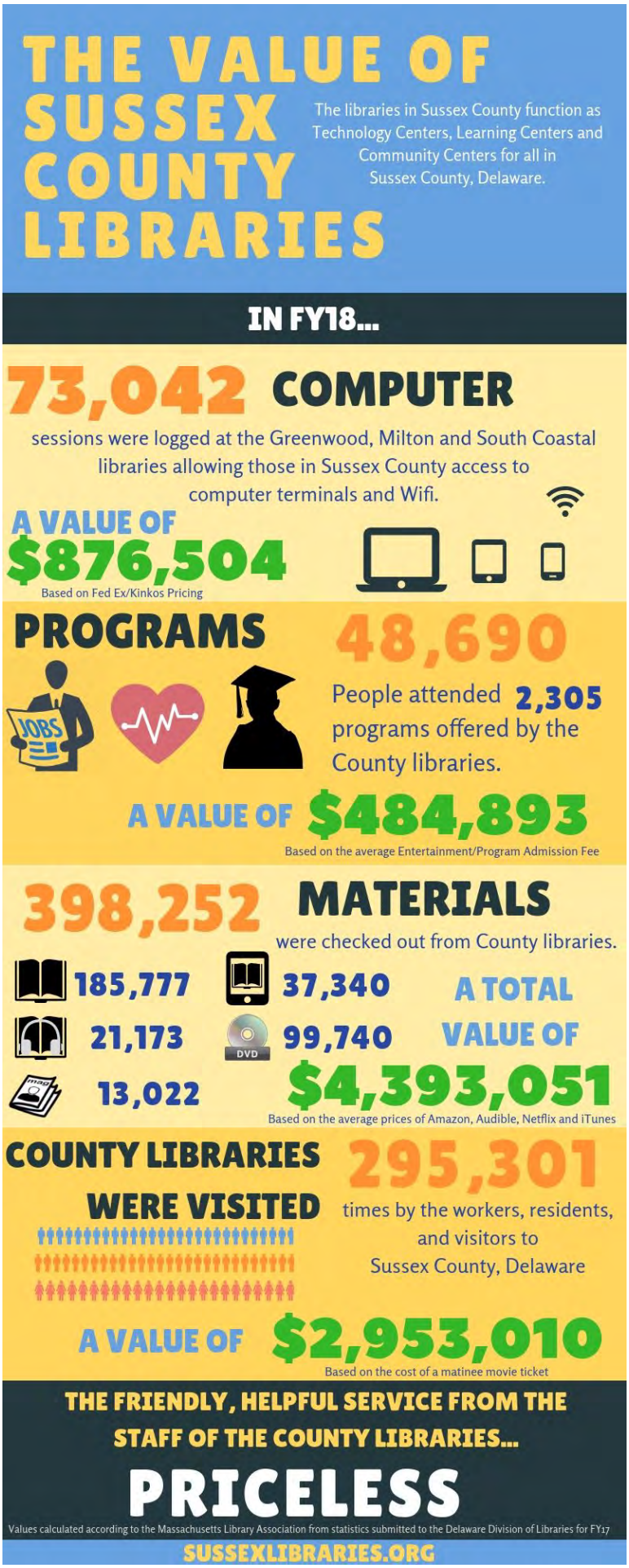
The effective library partnerships currently in place-with social workers (DHSS) and employment specialists (DOL)-will expand to include other agencies/organizations that strive to meets the basic needs of those we all serve. As such, we will formalize our approach to traditionally-provided and new services with particular focus on those that help customers: 1) gain/maintain mental and physical health, 2) prepare for academic success, and 3) secure and retain employment. The theme of "Health Ready, School Ready, Employment Ready" is a general statewide effort by libraries.

Community Conversations

In an effort to informally document social infrastructure needs identified by community members, each library will host a "community conversation" event during the 2020 fiscal year. Greenwood's current program, the "Greenwood Visionaries," will serve as the model for others to follow.

Dementia Prevention & Support Program : Partnerships

The Bookmobile staff are now certified in the nationally-recognized TimeSlips Program. In FY 2020, they will: create/circulate caregiver kits for each Council district containing books, DVDs, sensory items with suggested activities to use with their loved ones and lists of other resources; provide programs utilizing these same tools in at least one (1) location in each district; and create a Caregiver Resource Library with the most current materials covering a broad range of related topics. Partnering with other agencies/organizations who serve this population is a key component for success. Our newest partner is "Memory & Music." NOTE: in 1990, those aged 55+ accounted for 28% of Sussex County residents; this is expected to rise to 43% by 2035. This program sets the path *now* for success *then*. (http://www.sussexcountyconference.com/ed-simon.html)


THE VALUE OF SUSSEX COUNTY LIBRARIES
The libraries in Sussex County function as Technology Centers, Learning Centers and Community Centers for all in Sussex County, Delaware.
IN FY18...
73,042 COMPUTER
sessions were logged at the Greenwood, Milton and South Coastal libraries allowing those in Sussex County access to computer terminals and Wifi.
A VALUE OF
$876,504
Based on Fed Ex/Kinkos Pricing
PROGRAMS
48,690
People attended 2,305 programs offered by the County libraries.
JOBS
A VALUE OF $484,893
Based on the average Entertainment/Program Admission Fee
398,252 MATERIALS
were checked out from County libraries.
185,777
37,340
21,173
99,740
DVD
13,022
A TOTAL VALUE OF
$4,393,051
Based on the average prices of Amazon, Audible, Netflix and iTunes
COUNTY LIBRARIES WERE VISITED
295,301
times by the workers, residents, and visitors to Sussex County, Delaware
A VALUE OF $2,953,010
Based on the cost of a matinee movie ticket
THE FRIENDLY, HELPFUL SERVICE FROM THE STAFF OF THE COUNTY LIBRARIES...
PRICELESS
Values calculated according to the Massachusetts Library Association from statistics submitted to the Delaware Division of Libraries for FY17
SUSSEXLIBRARIES.ORG

Library Operations

Department Summary

The Library Operations includes three county-owned library facilities (Greenwood, Milton, and South Coastal), the mobile library, and a virtual library.

Mission

To enrich the 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	
FY18 Actual	$2,096,438
FY19 Budget	$2,457,747
FY20 Budget	$2,581,508

Fiscal Year 2019 Successes

Greenwood: Hosted the DE Summer Reading Challenge kick-off with First Lady Tracey Carney, and the Turtle Man, a performer who focuses on inclusion

Milton: Established partnerships in-house with the departments of Social Services and Labor to connect those in need with benefits and services

Mobile Library: Facilitated an evening program for families at the Telemon Head Start to educate parents regarding library services and to register families for library cards

South Coastal: Created and implemented the family Lego Club; a huge success, the program was featured in the Coastal Point

Virtual Library*:* Created family-centered, theme-focused kits with age-appropriate books, discussion questions and suggested activities for the shared reading experience

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1: ***Greenwood***	Bring social workers and labor specialists into the library once a week to connect with those customers in need of services	G5
Goal 2: **Milton**	Present the 1st Children's Book Festival; the project includes all 15 libraries in the county	G5
Goal 3: ***Mobiles***	Conduct an oral history project among community elders in towns across Sussex County	G5
Goal 4: ***South Coastal***	Start a Children's Garden in the newly completed Reading Garden	G5
Goal 5: ***Virtual Library***	Partner with the Rehoboth Library and their Rehoboth Reads program to provide a virtual library component to the offering	G5

Library Operations

Bookmobile/Mobile Library – Budget Detail

The Bookmobile and Baby Bookmobile are mobile libraries that travel to varied locations throughout the county. They provide 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.

The FY 2020 budget increased $15,000, or 10.2 percent. The increase is due to employment costs.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 38,931	$ 59,593	$ 67,185
Vision Plan	73	104	130
Dental Plan	632	1,008	1,150
FICA Tax	2,873	4,559	5,167
Health Insurance	16,769	35,000	33,600
Pension	8,297	11,542	18,810
Communications	1,335	1,356	1,500
Insurance	1,981	2,018	2,020
Repairs and Maintenance	2,791	2,850	3,227
Printing & Binding	525	500	150
Office/Operating Supplies	718	950	950
Fuel	880	1,100	1,600
Dues & Subscriptions	219	557	833
Permanent Record Books	10,285	10,250	10,250
Uniforms	230	500	250
Maintenance & Repairs - Parts	247	300	200
Tools and Small Equipment	464	800	500
Sm. Computer Equipment	-	600	500
Other Supplies	3,924	5,000	5,000
Programs and Projects	2,489	3,000	3,000
Seminars/Conferences/Training	1,020	1,680	1,420
In-house Training	-	400	100
Mileage	15	230	362
Travel	3,081	4,100	5,250
Total Bookmobiles	**$ 97,779**	**$ 147,997**	**$ 163,154**

Ms. Tracey @ Telemundo

SUSSEX COUNTY | DELAWARE LIBRARIES

Bookmobile/ Mobile Library

Bookmobile staff at the Seaford Center

Library Operations

Greenwood Library – Budget Detail

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 2020 budget increased $13,000, or 2.0 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 259,970	$ 304,971	$ 308,492
Vision Plan	431	312	390
Dental Plan	3,706	3,024	3,450
FICA Tax	18,652	23,330	23,678
Health Insurance	97,524	105,000	100,800
Pension	55,722	63,416	64,638
Communications	2,592	2,652	2,760
Utilities	225	-	900
Utilities - Electric	12,619	15,000	14,100
Utilities - Fuel	7,685	6,500	7,700
Rental and Leases	2,636	2,594	2,722
Insurance	-	980	980
Repairs and Maintenance	32,445	30,526	32,047
Printing and Binding	691	500	550
Other Contractual Services	211	615	675
Office/Operating Supplies	8,183	9,000	9,000
Dues & Subscriptions	6,401	6,840	6,651
Permanent Record Books	24,114	23,800	23,800
Uniforms	-	500	100
Maintenance & Repairs – Parts	4,102	3,000	1,000
Tools and Small Equipment	8,534	3,445	7,200
Sm. Computer Equipment	-	500	350
Other Supplies	9,308	8,000	8,500
Programs and Projects	10,551	11,000	11,000
Seminars/Conferences/Training	1,975	1,430	2,395
Mileage	956	770	1,050
Travel	2,681	500	5,950
Total Greenwood Library	**$ 571,914**	**$ 628,205**	**$ 640,878**

SUSSEX COUNTY | DELAWARE LIBRARIES

Greenwood Library

Library Operations

Milton Library – Budget Detail

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 2020 budget decreased $8,000, or 1.0 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 299,979	$ 321,109	$ 324,499
Vision Plan	498	364	455
Dental Plan	4,404	3,528	4,025
FICA Tax	22,211	24,565	24,963
Health Insurance	116,468	122,500	117,600
Pension	64,586	71,291	80,640
Communications	2,650	2,736	3,192
Utilities	1,479	1,450	1,200
Utilities - Electric	17,612	16,000	18,000
Utilities - Fuel	5,415	5,000	5,500
Rental and Leases	-	375	375
Insurance	34,701	44,445	44,500
Repairs and Maintenance	35,458	53,161	41,277
Other Contractual Services	251	-	300
Office/Operating Supplies	9,584	9,000	9,000
Fuel	730	1,000	1,000
Dues & Subscriptions	8,431	8,825	9,059
Permanent Record Books	21,657	22,800	22,800
Uniforms	336	300	200
Maintenance & Repairs - Parts	2,857	3,000	4,000
Tools and Small Equipment	449	2,108	2,350
Sm. Computer Equipment	-	1,450	-
Other Supplies	14,820	12,000	12,000
Programs and Projects	12,173	9,800	9,800
Seminars/Conferences/Training	2,125	2,380	2,655
Mileage	1,052	2,047	1,700
Travel	530	1,365	5,950
Improvements	8,155	77,731	65,000
Total Milton Library	**$ 688,611**	**$ 820,330**	**$ 812,040**

SUSSEX COUNTY | DELAWARE LIBRARIES

Milton Library

Library Operations

South Coastal Library – Budget Detail

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 2020 budget increased $104,000, or 12.0 percent. A majority of the increase is due to an additional full-time employee.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 356,161	$ 429,622	$ 506,153
Vision Plan	350	312	520
Dental Plan	3,159	3,024	4,600
FICA Tax	26,469	32,870	38,885
Health Insurance	85,618	105,000	134,400
Pension	68,500	61,372	80,640
Communications	3,262	3,516	3,420
Utilities	1,716	1,720	1,760
Utilities - Electric	20,111	25,000	25,000
Utilities - Fuel	14,991	14,800	15,000
Insurance	4,076	4,385	4,350
Repairs and Maintenance	47,555	32,011	22,972
Other Contractual Services	-	-	600
Office/Operating Supplies	19,259	13,000	13,000
Fuel	414	650	500
Dues & Subscriptions	11,214	12,120	12,141
Permanent Record Books	36,839	33,000	33,000
Uniforms	88	-	200
Maintenance & Repairs - Parts	3,831	4,500	3,000
Tools and Small Equipment	1,824	1,200	1,200
Sm. Computer Equipment	503	5,000	2,750
Other Supplies	17,144	16,000	16,000
Programs and Projects	10,664	10,000	10,000
Seminars/Conferences/Training	2,230	3,050	2,115
In-house Training	200	200	200
Mileage	1,406	896	1,100
Travel	550	2,839	5,930
Improvements	-	45,128	26,000
Total South Coastal Library	**$ 738,134**	**$ 861,215**	**$ 965,436**

SUSSEX COUNTY | DELAWARE LIBRARIES

South Coastal Library

Crossword puzzle fun

Engineers @ work!

Handbells @ Christmas

Bethany Beach Women's Club donation

Cork art

Library Operations

Projects and Initiatives

Social Infrastructure: Phase I

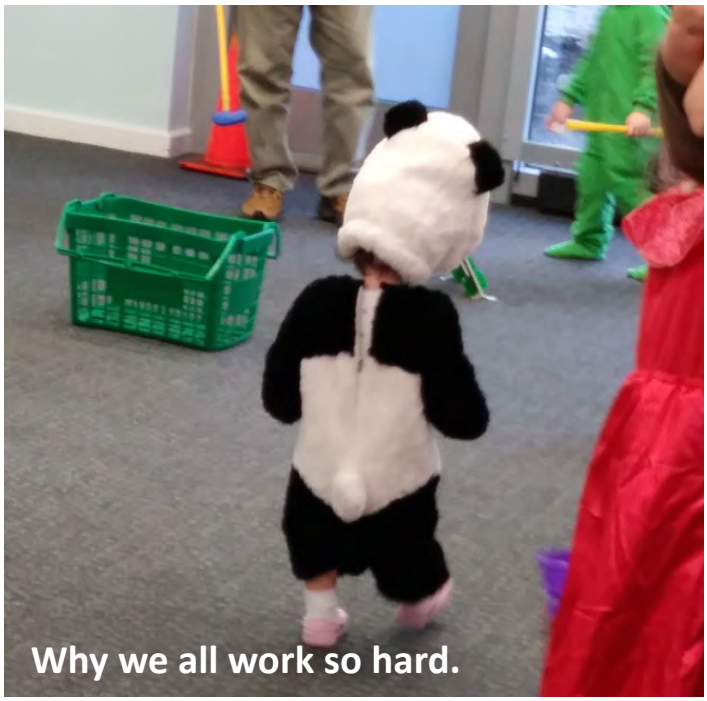
Read and discuss *"Palace of the People: How Social Infrastructure Can Help Fight Inequality, Polarization and the Decline of Civic Life."* The current "If All of the DE Library Community Read the Same Book" will spark important conversations as to the various actions connected to the role of public libraries in identifying and managing common concerns around our democracy and rebuilding civil discourse. Each library will develop a simple action plan for year one in this endeavor.

Leadership Development and Succession Planning: Phase III

Target learning and goals to link leadership development to nationally-recognized best practices for specific library positions (e.g.: human resource skills for supervisors/administrators) and a redistribution of duties across job titles.

Library Material Collections Analysis: Phase II

Question: how do we know we are providing community members what they want and need? Perform a comparative analysis among the County libraries to determine areas of special interest, unique objects and collection gaps. The independent libraries are encouraged to join in the effort.



Mapping & Addressing

Department Summary
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.

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

Fiscal Year 2019 Successes
Migrated web mapping platform to read directly from CAMA ownership tables
Deployed ArcGIS Portal with active directory awareness
Completed CAD to GIS Conversion of underground assets
Rolled out mobile solutions for Engineering locate teams
Upgraded ArcGIS infrastructure and associated databases to prepare for utility network upgrade

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Effectively manage the delivery of County-wide GIS technology services	G2
Goal 2	Ensure a skilled, responsive, and innovative workforce that keeps current with evolving business critical GIS technologies	G5
Goal 3	Guide GIS related technology decision-making to ensure consistency with the county-wide business direction	G2
Goal 4	Provide high quality customer service	G5

Mapping & Addressing

Budget Detail

The FY 2020 budget decreased $2,000, or 0.2 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Mapping & Addressing Salaries	$ 395,167	$ 412,775	$ 425,241
Vision Plan	466	468	650
Dental Plan	4,473	4,536	5,750
FICA Tax	28,565	31,577	32,656
Health Insurance	138,857	157,500	151,200
Pension	101,260	114,737	118,756
Other Professional Services	83,706	83,632	83,710
Communications	2,320	2,880	2,280
Postage & Freight	79	100	150
Insurance	1,648	2,594	2,590
Repairs and Maintenance	41,057	51,422	41,162
Other Contractual Services	14,454	20,000	10,000
Office/Operating Supplies	3,652	5,000	3,700
Fuel	1,793	2,500	2,500
Maintenance & Repairs – Parts	711	1,000	1,000
Tools and Small Equipment	-	800	-
Small Computer Equipment	-	-	-
Programs and Projects	1,936	-	-
Seminars/Conferences/Training	6,949	4,350	7,785
Mileage	317	500	400
Travel	12,087	13,740	18,840
Machinery & Equipment	10,000	-	-
Total Mapping and Addressing	**$ 849,497**	**$ 910,111**	**$ 908,370**

Mapping & Addressing

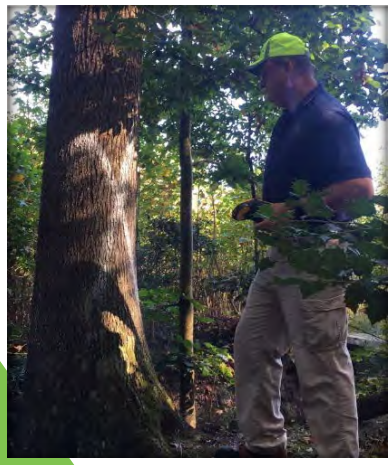
Projects and Initiatives

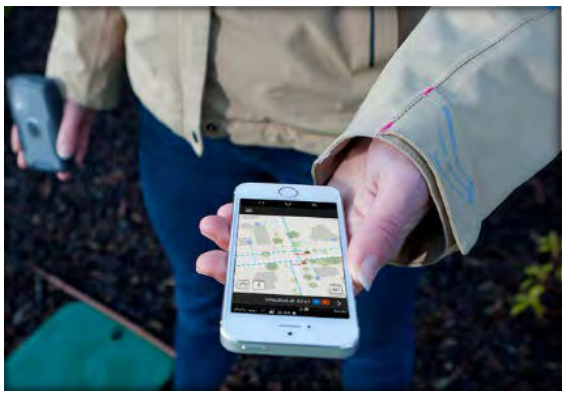
ESRI Training

As more and more County Departments look to GIS for solutions for their teams, the GIS Division, now more than ever, must stay on top of the technology. The largest request in our budget this year is education. Conferences, seminars and classes are the cornerstone to a successful workforce.

R2 Trimble Unit

As Addressing field work slows to a trickle, our field crew member could be utilized by several departments including engineering. The need for accuracy within the Engineering Department are greater than past needs of the Addressing Division. In order for current staff to be utilized for engineering GPS work, the equipment must meet the accuracy requirements.





Marriage Bureau

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

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

Fiscal Year 2019 Successes
Completed the archiving project that began in 2018, creating an index of all marriages performed by the office from 2005 to present day, to help the staff at the Sussex County records department
Translated the wedding ceremony into Haitian-Creole to help Clerk of the Peace and staff with the Haitian population ceremonies
Continued to work with Genesis on website maintenance of the Webmarriage system to ensure that the system is working with the system upgrades implemented by County
Updated the officiant instruction letter to make it more user friendly for all of the new officiants performing ceremonies in both English and Spanish in hopes to eliminate errors
Implemented new procedure to capture signatures and identification of all couples that staff placed under oath when applying for a marriage license in the Webmarriage system

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Improve efficiency in the day-to-day operations of the Marriage Bureau in a proficient manner	G2
Goal 2	Provide citizens with current information on the Marriage Bureau in a high quality, user friendly manner	G5
Goal 3	Provide excellent customer service that exceeds the expectations of the citizens and visitors of the Sussex County Marriage Bureau	G5

Marriage Bureau

Budget Detail

The FY 2020 budget decreased $5,000, or 2.1 percent. The decrease is a result of employment costs.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 113,721	$ 122,025	$ 119,821
Vision Plan	135	156	195
Dental Plan	1,264	1,512	1,725
FICA Tax	8,291	9,335	9,194
Health Insurance	34,775	52,500	50,400
Pension	30,981	34,111	33,457
Communications	550	750	750
Postage & Freight	529	550	550
Insurance	-	120	120
Repairs and Maintenance	5,000	5,000	5,500
Printing & Binding	1,567	1,700	1,700
Office/Operating Supplies	2,396	2,700	2,700
Dues & Subscriptions	150	150	150
Tools and Small Equipment	1,291	1,500	1,500
Seminars/Conferences/Training	-	1,000	500
Mileage	396	700	1,200
Travel	-	1,000	500
Total Marriage Bureau	**$ 201,046**	**$ 234,809**	**$ 229,962**

Paramedics

Department Summary

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.

Mission

To remain a nationally recognized leader in mobile health care services committed to improving quality of life

Fiscal Year 2019 Successes

Responded 26,743 times to calls for service, a 50 percent increase in the past 10 years. Despite this increased call volume, SCEMS has achieved a 12 percent improvement over the last two years in the scene arrivals of in 8 minutes or less

Implemented DriveCam systemwide

Awarded the Gold Medal in the JEMS Games National EMS Competition

Achieved national recognition from AHA by exceeding the standards for Mission-Lifeline excellence in cardiac care Gold-Plus award

Continued leadership in the statewide effort for active assailant policy and training; taught the majority of the County employees active assailant (CRASE), and Stop the Bleed training to over 900 civilians

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Improve overall reliability and reduce critical failures in our fleet	G2
Goal 2	By the end of the second quarter of FY2020, complete CAAS accreditation site visit and obtain accreditation	G4
Goal 3	Implement anti-idle and climate control systems fleetwide to reduce engine hours, reduce fuel costs and reduce emissions	G4
Goal 4	Acquire land to relocate Medic 103 (Millsboro) out of the congested commercial complex to a direct 113 location	G4
Goal 5	Continue architectural plans, obtain County Council and County Administration approval for design and RFP for Public Safety HQ	G4
Goal 6	Complete the construction of a new Seaford station	G4

Paramedics

Budget Detail

The FY 2020 budget increased $781,000, or 4.8 percent. The increase is due additional employment costs, updating modems with Cradlepoint modems, updating mobile radios, installing an idle management and climate control system on vehicles, and installing a new inventory tracking system.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 8,104,258	$ 8,932,600	$ 9,174,820
Vision Plan	7,767	6,032	7,670
Dental Plan	67,595	58,464	67,850
FICA Tax	591,333	683,344	712,489
Health Insurance	1,817,415	2,030,000	1,982,400
Worker's Compensation	437,743	481,500	495,498
Pension	1,792,913	2,008,094	2,107,332
Legal	8,450	10,000	10,000
Other Professional Services	57,674	66,329	66,329
Communications	94,872	77,586	96,293
Postage	110	600	600
Utilities	54,034	57,700	64,540
Rent	72,712	73,104	65,123
Insurance	144,728	158,340	158,340
Maintenance and Repair	428,618	444,820	654,984
Printing & Binding	566	1,000	1,000
Advertising	2,530	5,000	5,000
Contractual Services	5,628	3,600	5,400
Office Supplies	8,776	8,000	8,000
Fuel	94,430	95,000	103,459
Janitorial	6,497	6,750	6,750
Dues & Subscriptions	379	2,000	2,000
Uniforms	51,402	63,430	79,380
Repair and Maintenance - Parts	93,317	107,019	98,722
Tools and Small Equipment	285,195	105,046	228,527
Other Supplies	224,762	223,979	236,609
Programs and Projects	8,861	6,675	7,875
Miscellaneous	647	750	750
Seminars and Conferences	11,311	16,050	17,600
Tuition & Training	10,400	27,500	31,596
Travel	34,641	32,880	41,770
Machinery and Equipment	399,099	425,000	460,869
Total Paramedics	**$14,918,663**	**$16,218,192**	**$16,999,575**

Paramedics

Projects and Initiatives

Operative IQ Genius RFID Tracking - $40,000 (equipment/software/training)

This new technology, radio frequency identification (RFID), reduces labor costs while improving the accuracy of warehouse and station supply room inventory counts and expiration dates. This new technology ensures accurate inventory management of EMS supplies that saves medics and logistics staff significant amounts of time and headaches while providing increased peace of mind..

Cradlepoint Modem conversion $67,500

This County-IT mandated initiative will replace all of our vehicle modems with the FirstNet ready Cradlepoint modems. These modems, combined with FirstNet service will allow our paramedics to have reliable and secure connection to the CAD and ruthless pre-emption priority services during a disaster. As technology develops, the system will be able to handle high-speed transmission of data, such as ultrasound, cardiac rhythms and real-time video conferencing with Emergency Physicians while on-scene.

Paramedics
Projects and Initiatives

Vehicle Idle and Temperature Management Systems- $186,500

SCEMS is currently testing this technology in two vehicles. We are proposing a fleet-wide implementation pending a favorable test in FY19. This system turns off the vehicle after one minute of idling and restarts the truck independently to maintain voltage and interior temperature. The system can maintain temperature even with the truck turned off. This is important as CAAS accreditation standard 203.03.04 mandates “protection from extreme temperature changes” for medication storage in vehicles. This will also have downstream cost savings as 1 hour per vehicle of “no idle” equals 33 miles driven. This will reduce fuel costs and engine hours. In addition, by not idling, each hour reduced eliminates 13 pounds of carbon monoxide emissions.

Planning and Zoning

Department Summary

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.

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

Fiscal Year 2019 Successes

Processed 23 change of zones, 43 conditional uses, 35 major subdivisions, 188 site plans, 116 minor subdivisions/lot line adjustment plans, 12 ordinances, and 164 Board of Adjustment applications; processed 62 administrative corrective processes, 22 administrative variances and reviewed 2,580 residential building permits for setback compliance

Performed 6,636 zoning inspections and issued 5,950 Certificate of Occupancy/Certificate of Compliance; processed over 308 complaints

Finalized the 2018 Comprehensive Plan

Scanned over 7,800 files and saved them into SharePoint and Muni

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Provide the community with personal attention, and accurate and detailed information	G5
Goal 2	Assist the Building Code and Building Permits divisions in the issuance of building permits and certificates of occupancy and compliance	G2
Goal 3	Prepare, schedule, advertise, and post public hearing notices for change of zones, conditional uses, subdivisions, variances, and special use exceptions	G5
Goal 4	Perform site visits to inspect property and development as it relates to setbacks, separations, and flood elevation requirements	G4

Planning and Zoning

Budget Detail

The FY 2020 budget increased $14,000 or 0.8 percent.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 623,593	$ 722,088	$ 738,265
Vision Plan	933	832	1,040
Dental Plan	8,242	8,064	9,200
FICA Tax	44,452	55,239	56,718
Health Insurance	195,709	268,000	268,800
Pension	164,719	201,485	206,270
Legal	342,738	300,000	300,000
Other Professional Services	205,410	125,000	125,000
Communications	6,180	6,300	6,720
Postage & Freight	10,666	10,700	11,000
Insurance	5,023	7,689	7,689
Repairs and Maintenance	14,918	12,000	17,000
Rents	525	500	-
Printing & Binding	1,585	2,000	1,750
Advertising	37,150	35,000	38,000
Office/Operating Supplies	3,751	4,500	4,500
Fuel	6,689	5,500	8,500
Other Contractual Services	-	4,000	-
Dues & Subscriptions	1,231	2,500	2,500
Permanent Record Books	229	500	400
Uniforms	862	2,000	5,000
Tools and Small Equipment	978	24,000	20,000
Seminars/Conferences/Training	2,350	4,500	6,000
Travel	2,916	4,000	10,000
Machinery and Equipment	-	24,000	-
Total Planning and Zoning	**$ 1,680,849**	**$ 1,830,397**	**$ 1,844,352**

Public Works

Department Summary
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, and the processing of developer agreements, performance securities and tracking performance securities.

Mission
To deliver professional services to Sussex County citizens in an efficient and cost effective manner, focusing on providing a high level of service for land developments, from construction administration to project completion

Fiscal Year 2019 Successes
Approved over 40 private road and sanitary sewer construction plans, representing approximately 1,476 residential units
Inspected 325 private road development phases
Processed and tracked developer's performance securities totaling $166,637,000
Enhanced plan review time frames and efficiency

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Assist and facilitate the integration of Utility Engineering and Public Works Divisions	G2
Goal 2	Improve pre-construction administration, the processing and tracking of performance securities, the quality and operation of construction inspection, and project close-out procedures	G2
Goal 3	Improve plan review for private roads, sanitary sewer, storm water, bulk and detailed grading designs	G2
Goal 4	Propose updates and improvements for ordinances and engineering design criteria	G2

Public Works

Budget Detail

The FY 2020 budget decreased $174,000, or 19.3 percent. The decrease is due to staff members being transferred to Enterprise Division to help with sewer inspections and plan reviews.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 483,834	$ 513,323	$ 429,416
Vision Plan	645	520	455
Dental Plan	5,540	5,040	4,025
FICA Tax	35,772	39,269	33,002
Health Insurance	134,399	175,000	117,600
Pension	127,992	143,366	120,030
Communications	5,848	6,000	6,000
Postage & Freight	841	1,000	1,000
Insurance	3,978	4,806	4,806
Repairs and Maintenance	3,357	2,700	-
Office/Operating Supplies	1,380	2,200	2,000
Fuel	6,080	7,000	7,000
Dues & Subscriptions	210	-	-
Uniforms	1,381	500	1,000
Maintenance & Repairs - Parts	2,073	1,500	1,000
Other Supplies	143	-	1,000
Total Public Works	**$ 813,473**	**$ 902,224**	**$ 728,334**

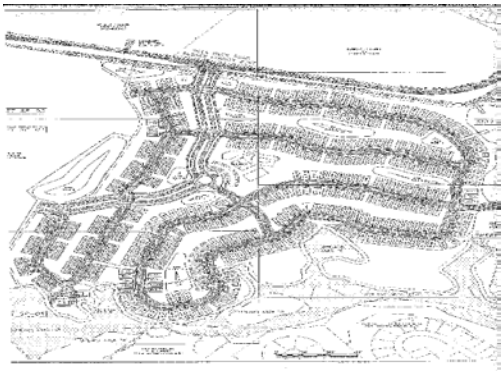
Public Works

Projects and Initiatives

Road and Drainage Code

Implementation of the road and drainage code requires additional plan review and field inspection.

Plan review and field inspection of bulk and detailed grading will enhance storm drainage, improve grading compliance and provide an improved end product.



Improved Project Inspection and Quality Control – Inspector Integration

The Division has applied a process to increase quality and consistency of project inspections. This process utilizes existing staff to oversee and Coordinate inspectors and the inspection process to provide a consistently higher quality product.

Continued effort is required as the sanitary sewer and private road inspectors are integrated.

Chapter 110 – Sanitary Sewer and Potable Water

In collaboration with Sussex County Engineering Divisions, the Division will continue to work toward completing revised sanitary sewer and potable water standards and specifications.

The project has multiple components encompassing standards, specifications and detailed drawings

Recorder of Deeds

Department Summary
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.

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

Fiscal Year 2019 Successes
Implemented new property management system for county land records
Renovated office and public area
Continued to increase adoption of electronic submission of documents for recording

Fiscal Year 2020 Goals		Org. Goal Reference
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	G5
Goal 2	Provide property records access for the general public and legal community	G5
Goal 3	Collect real estate transfer taxes for the State of Delaware, Sussex County, and a number of Sussex County municipalities	G1

Recorder of Deeds

Budget Detail

The FY 2020 budget decreased $101,000, or 9.2 percent. The decrease is a result of a one time purchase of new computer software and hardware, and office improvements in FY 2019.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 447,681	$ 494,873	$ 498,900
Vision Plan	945	728	910
Dental Plan	8,123	7,056	8,050
FICA Tax	31,530	37,858	38,354
Health Insurance	212,590	245,000	235,200
Pension	125,813	134,196	139,479
Communications	1,628	1,680	1,680
Postage & Freight	12,906	18,000	15,000
Rental and Leases	7,250	-	-
Insurance	100	100	100
Repairs and Maintenance	7,832	24,000	24,720
Other Contractual Services	94,669	-	-
Office/Operating Supplies	16,830	16,800	17,000
Dues & Subscriptions	150	150	150
Tools and Small Equipment	38,720	-	1,400
Programs and Projects	5,052	25,000	1,000
Travel and Training	-	3,500	4,000
Machinery & Equipment	8,268	87,732	10,000
Total Recorder of Deeds	**$ 1,020,087**	**$ 1,096,673**	**$ 995,943**

Records Management

Department Summary
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.

Mission
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

Fiscal Year 2019 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 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 collaboration with archivists from the DPA regarding Sussex County files and indexes
Worked with Engineering Department to develop a digital filing system that met DPA standards

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Continue to digitize and index Sussex County department files	G2
Goal 2	Continue to implement a standard system for County records created by the various departments	G2
Goal 3	Continue to process and prepare County records that are not regularly accessed for permanent storage at the DPA	G2

Records Management

Budget Detail

The FY 2020 budget increased $19,000 or 7.4 percent. The increase is due to the purchase of a new vehicle to transport County records.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 130,249	$ 138,929	$ 143,139
Vision Plan	206	156	195
Dental Plan	1,861	1,512	1,725
FICA Tax	9,454	10,628	10,988
Health Insurance	49,634	52,500	50,400
Pension	34,400	34,252	39,978
Insurance	753	961	961
Repairs and Maintenance	2,220	2,424	-
Office/Operating Supplies	3,925	5,000	5,000
Fuel	144	150	150
Maintenance & Repairs – Parts	228	500	-
Small Tools and Equipment	-	4,000	-
Seminars/Conferences/Training	425	2,000	-
Machinery & Equipment	-	5,500	25,100
Travel	1,323	-	-
Total Records Management	**$ 234,822**	**$ 258,512**	**$ 277,636**

Records Management

Projects and Initiatives

Index Engineering Files

There are 800 cubic feet of Engineering files held at the Records Center. It is the goal for FY19 to process as many of those files as time permits to be transported to the Delaware Public Archives for permanent storage; this will make room for the remaining files that are in the Engineering Department to be sent to the Records Center

Digitizing Building Permits

We hold nearly 200,000 building permits from Planning and Zoning and Building Code. We have been working on scanning them and have made significant headway. The staff of the Records Center is split between organizing files and digitizing those that are accessed on a regular basis. Process also requires that Certificate of Occupancy files be joined with building permits before they are scanned as they are now separate. The goal is to merge the files and scan in 20,000 files this year.

Delaware Public Archives Index System

The staff of the Records Center will partner with staff of the Delaware Public Archives to work with Sussex County departments to index permanent files.

Register of Wills

Department Summary
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.

Mission
To promote a friendly, caring environment for the customers served on a daily basis; customers are facing an emotional time when they enter the Register of Wills Office, and they should be served with sincere and caring staff

Fiscal Year 2019 Successes
Completed the RFP process to finalize and implement a new Wills database
Successfully introduced a Bill to add Sussex County as a repository for wills for safekeeping, amending 12 Del.C. § 2513
Contacted the Delaware Archives regarding the process of archiving Administration books and have scanned and successfully shipped budgeted quota of books to Archives

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Amend Sussex County Code to increase fee for wills for safekeeping from $5.00 to $10.00	G1
Goal 2	Amend Sussex County Code to include a $25.00/$150.00 subscription fee for online access to Wills database	G1
Goal 3	Finalize archiving administration books to help modernize office and allow for more space	G2

Register of Wills

Budget Detail

The FY 2020 budget decreased $55,000, or 8.0 percent. The decrease is due to the one time cost to purchase new software and hardware for document development and storage in FY 2019.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 252,031	$ 277,157	$ 293,933
Vision Plan	488	416	520
Dental Plan	4,425	4,032	4,600
FICA Tax	18,408	21,202	22,561
Health Insurance	117,220	140,000	134,400
Pension	67,530	77,212	82,054
Communications	884	900	900
Postage and Freight	2,337	2,700	2,500
Rental and Leases	12,000	12,000	12,000
Insurance	100	100	100
Repairs and Maintenance	1,626	1,620	21,000
Printing & Binding	2,340	300	2,500
Advertising	30,652	35,800	35,800
Other Contractual Services	31,198	40,000	10,000
Office/Operating Supplies	5,038	5,000	7,000
Dues and Subscriptions	150	350	200
Small Tools & Equipment	-	25,000	2,500
Mileage	103	500	500
Machinery & Equipment	-	50,000	6,000
Total Register of Wills	**$ 546,530**	**$ 694,289**	**$ 639,068**

Register of Wills

Projects and Initiatives

Safekeeping of Wills

- Purchase of FireKing waterproof fireproof filing cabinet to store pre-registered wills for safekeeping
- Amend Sussex County Code to increase fee for Wills for Safekeeping from $5.00 to $10.00

Archiving Books/Files

- Additional books to be sent to Delaware Archives that no longer need to be housed in office
- Continue to archive older files as they are closed out and no longer required to be onsite for title searching purposes

Safety & Security

Department Summary

The Safety and 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.

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

Fiscal Year 2019 Successes

Implemented new safety requirements for using Trench-Box and Attenuator in our Environmental Services operations. Positive Impact – more work can be done inhouse, without compromise of employee safety, at significant dollar savings

Experienced a Lost Time Case Rate 57 percent better than national average per our NAICS (92- Public Administration)

Maintained Workers Compensation injury costs within acceptable limits; worked to implement Occupational Health Provider RFP to assist in managing both costs and a robust return-to-work program

Made impacts regarding security infrastructure enhancements at all three County libraries

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Continue to expand individual safety responsibility through completion of written policy and procedures	G1
Goal 2	Continue pre-defined training initiatives to meet established safety improvement plan	G1
Goal 3	Continue to enhance general security focus and responsibilities to provide an increasingly greater level of security for our employees and general public	G4
Goal 4	Continue to address high-risk activities and put in place proper mitigation activities, such as crane/hoist safety and fall protection	G1
Goal 5	Continue to build the safety culture through management of the near miss reporting data base and other proactive metrics	G1

Safety & Security

Budget Detail

The FY 2020 budget decreased $64,000, or 11.0 percent. The decrease is due to the one time cost to purchase small safety equipment in FY 2019.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 132,256	$ 232,167	$ 234,063
Cost Reimbursement - Salaries	-	(77,045)	(88,896)
Vision Plan	219	208	260
Dental Plan	1,805	2,016	2,300
FICA Tax	9,799	17,761	17,972
Health Insurance	50,310	70,000	67,200
Pension	45,917	63,072	65,355
Communications	774	900	840
Insurance	753	1,810	1,810
Repairs and Maintenance	2,919	2,230	2,500
Other Contractual Services	180,453	231,000	230,000
Cost Reimbursement – Contr. Sr.	-	(47,188)	(54,085)
Office/Operating Supplies	745	750	750
Fuel	3,719	5,300	4,000
Dues & Subscriptions	390	1,500	1,500
Uniforms	1,493	1,500	1,500
Maintenance & Repairs - Parts	2,263	3,800	4,000
Tools and Small Equipment	22,815	80,000	25,000
Sm. Computer Equipment	1,397	1,500	-
Other Supplies	2,280	1,500	1,500
Cost Reimbursement – Supplies	-	(19,170)	(9,143)
Seminars/Conferences/Training	7,384	5,000	5,000
Mileage	117	500	500
Cost Reimbursement – Training	-	(1,100)	(1,265)
Improvements	53,311	-	1,500
Total Safety and Security	**$ 521,119**	**$ 578,011**	**$ 514,161**

Sheriff

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

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

Fiscal Year 2019 Successes
Continued improvement on turn around time for document service
Curtailed excess spending in the budget
Stayed current in office workflow with minimal staffing
Perfected conflict resolution

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Continue to be thrifty and budget-minded in spending	G1
Goal 2	Continue to keep certifications and training current	G5
Goal 3	Update fleet with appropriate vehicles	G2
Goal 4	Continue to operate with a part-time deputy instead of full-time	G1
Goal 5	Continue to have a harmonious relationship with the County Council	G5

Sheriff

Budget Detail

The FY 2020 budget increased $44,000, or 7.0 percent. The increase is a result of the purchase of a new vehicle and employment costs.

Account Description	2018 Actual	2019 Budget	2020 Budget
Salaries	$ 331,592	$ 328,980	$ 345,485
Vision Plan	458	364	455
Dental Plan	4,493	3,528	4,025
FICA Tax	24,181	25,167	26,588
Health Insurance	93,688	122,500	117,600
Pension	86,911	85,249	96,690
Communications	4,743	5,400	5,820
Postage & Freight	8,691	12,000	10,000
Insurance	4,231	5,887	5,900
Repairs and Maintenance	1,901	6,000	3,500
Other Contractual Services	11,699	12,000	13,000
Office/Operating Supplies	2,754	4,000	4,000
Fuel	6,846	7,500	7,500
Dues & Subscriptions	150	165	200
Uniforms	1,242	2,000	2,000
Maintenance & Repairs - Parts	1,741	2,000	2,000
Tools and Small Equipment	12,627	-	-
Other Supplies	1,024	3,000	3,000
Seminars/Conferences/Training	920	500	500
Machinery and Equipment	-	-	22,077
Total Sheriff	**$ 599,892**	**$ 626,240**	**$ 670,340**

CAPITAL PROJECTS-GOVERNMENTAL FUND

Capital Projects

Summary

The Capital Projects 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	
FY18 Actual	$ 4,663,723
FY19 Budget	$16,622,500
FY20 Budget	$21,350,000

Fiscal Year 2019 Successes
Implemented the Computer Assisted Mass Appraisal System (CAMA)
Made improvements to the Coastal Business Park
Completed design and construction of a maintenance garage
Purchased property in partnership with the Sussex County Land Trust
Built the reading garden at South Coastal Library

Fiscal Year 2020 Goals		Org. Goal Reference
Goal 1	Build a paramedic building in the Seaford area and purchase land for a future paramedic building to best serve the residents and visitors of Sussex County	G4
Goal 2	Develop the new County Business Park	G3
Goal 3	Construct information technology infrastructure to facilitate broadband service	G3
Goal 4	Complete design of a paramedic training and administrative facility	G4
Goal 5	Complete an Airport Master Plan Update	G3

Capital Projects

5-Year Plan

	2020	2021	2022	2023	2024
Appropriated Reserves	$ 6,960,000	$ 6,000,000	$ 5,555,000	$ -	$ -
Federal Grants	4,140,000	652,500	5,220,000	3,150,000	-
Investment Income (net)	20,000	15,000	15,000	15,000	15,000
Interfund Transfer (RTT)	10,000,000	3,121,250	11,420,000	10,810,000	1,085,000
State Grants	230,000	36,250	290,000	175,000	-
Total Sources	**$21,350,000**	**$9,825,000**	**$22,500,000**	**$14,150,000**	**$1,100,000**

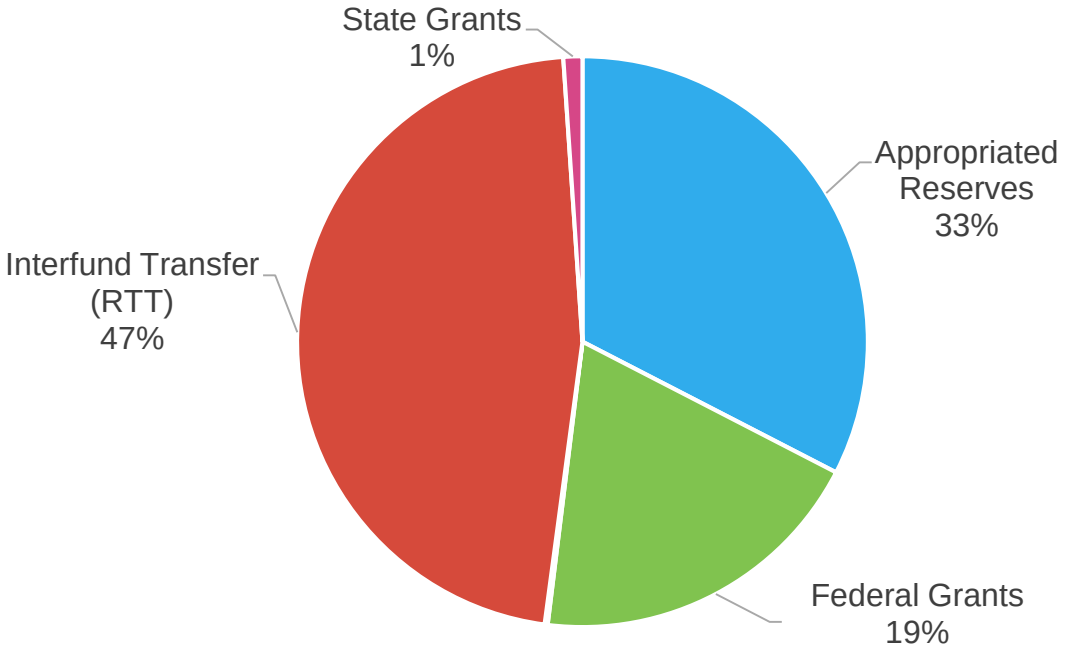
	2020	2021	2022	2023	2024
Administrative					
Building Improv.	$ 625,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Administration Annex	-	1,000,000	10,000,000	10,000,000	-
IT Infrastructure	2,000,000	-	-	-	-
Land Acq. & Improv.	3,050,000	-	-	-	-
Airport/Business Park					
RW 4-22 - 6000' Exp.	375,000	425,000	3,800,000	3,500,000	-
Stormwater Improv.	900,000	100,000	100,000	-	-
Land Acquisition	600,000	250,000	-	-	-
Hangar	2,100,000	-	-	-	-
Tie-down Apron	-	600,000	-	-	-
RW 10-28 Taxiway	4,100,000	-	-	-	-
Masterplan	500,000	-	-	-	-
Main Apron Improv.	-	300,000	2,000,000	-	-
Pavement Improv.	600,000	-	-	-	-
Bus. Park Improv.	3,400,000	1,000,000	-	-	-
Water Plant	100,000	-	-	-	-
Engineering					
Landfill Property Acq.	750,000	250,000	250,000	250,000	250,000
Public Safety					
Public Safety Building	1,000,000	5,500,000	5,500,000	-	-
EMS Stations	1,250,000	300,000	750,000	300,000	750,000
Total Expenditures	**$21,350,000**	**$9,825,000**	**$22,500,000**	**$ 14,150,000**	**$1,100,000**

Capital Projects

Funding Sources

The FY 2020 Budget, once again, is using appropriated reserves (prior year available funds) to pay for 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 $7.0 million of appropriated reserves, and includes $10.0 million of realty transfer tax, which are funds set aside from previous years. Some airport projects are supported 90 percent by the Federal government.

Funding Source	2020 Budget
Appropriated Reserves	$ 6,960,000
Federal Grants	4,140,000
Investment Income	20,000
Interfund Transfer (RTT)	10,000,000
State Grants	230,000
Total Funding Sources	**$21,350,000**



Capital Projects

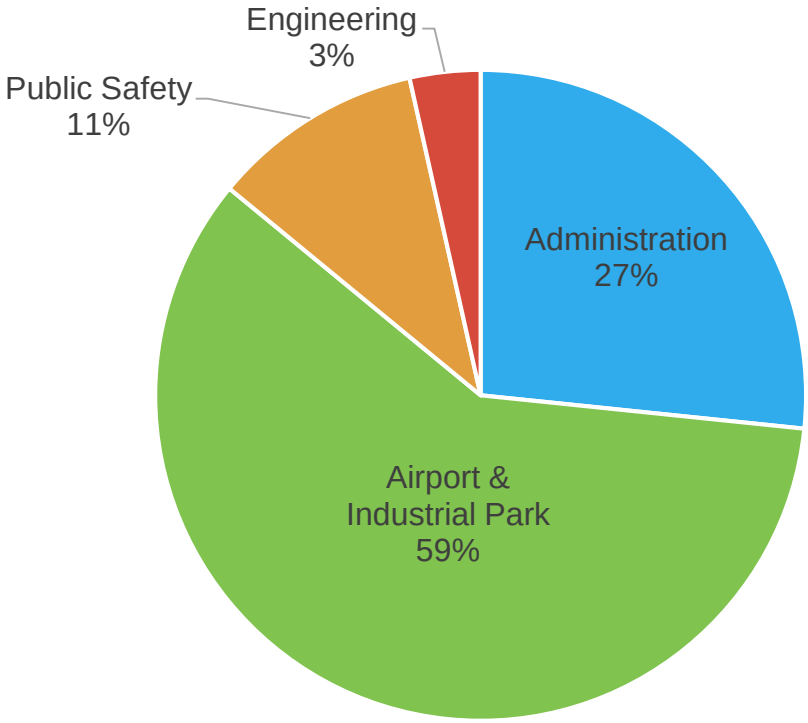
Expenditures

The Delaware Coastal Airport and Industrial Park is a vital part of the County's economy; therefore, $12.7 million is appropriated for improvements and represents 59.4 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 a new hangar, stormwater improvements, and taxiway rehabilitation. In FY 2017, Sussex County purchased land adjacent to the current Industrial Park for economic development. The budget includes $3.4 million to provide infrastructure to the Business Park.

The Administration expenditures are $5.7 million, or 26.6 percent of the capital budget; this includes upgrading both County buildings and maintenance facility, property acquisition, and information technology infrastructure for broadband service.

The Public Safety expenditures are 10.5 percent, or $2.3 million; this funding is to build a paramedic station and design a new administrative and training facility.

Engineering expenditures include purchasing of property adjacent to County landfills.



Capital Projects

Details

Administration Building Cooling Tower- $150,000

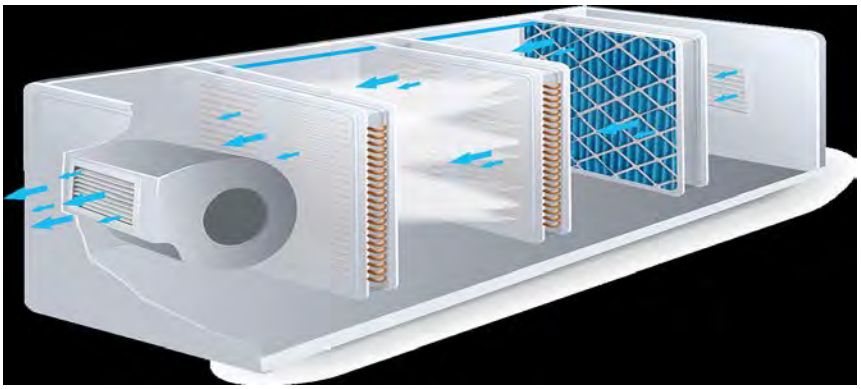
Replace Administration Building Cooling Tower (component of HVAC system)

Accounting Roof and Window Replacement - $150,000

Replace aging roof material and windows above Council Chambers/Accounting Department

Administration HVAC Humidification Equipment - $75,000

Installation of 3 humidification devices within the Administration Building HVAC system

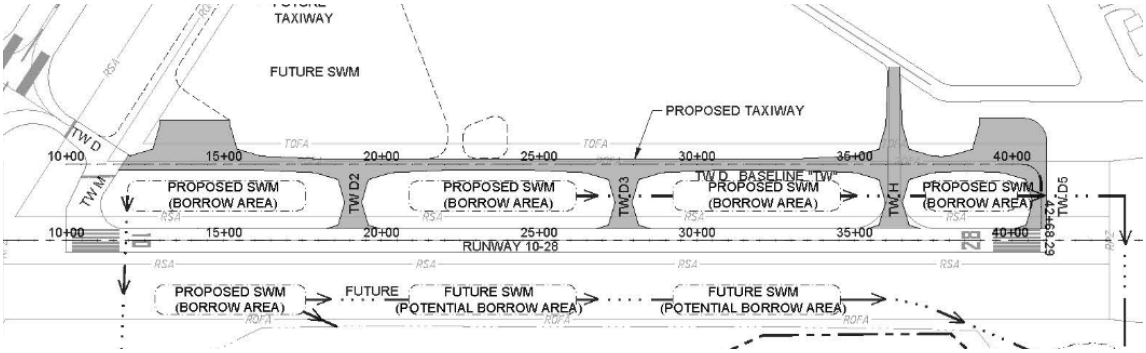


Capital Projects

Details

Construct Taxiway D - $4,100,000

Construct a new, full length taxiway parallel to Runway 10-28 to support the development of instrument approaches to both runway ends.



West-Side Medic 110/EMS 200 Station Relocation - $1,250,000

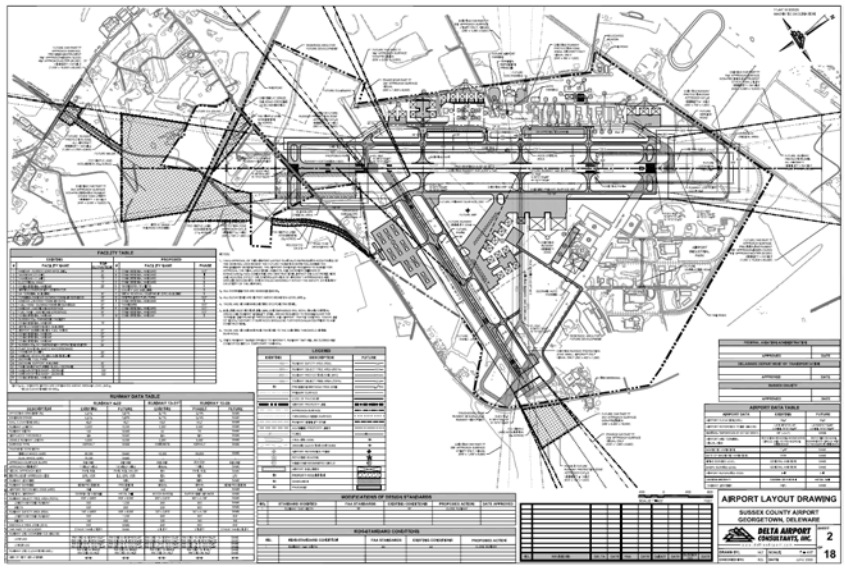
County leadership has begun the land-acquisition process for this station. Working with County administration, SCEMS Logistics and administration would project manage the planning, permitting, sitework and buildout of a west-side complex similar to Station 104 in Lewes. This station would house the Seaford response unit and the west-side District Supervisor. The project is projected to be completed in early FY 2020.

Capital Projects

Details

Master Plan Update - $500,000

Comprehensive study of the airport's short-, medium-, and long-term development plans



Airport Stormwater Improvements - $900,000

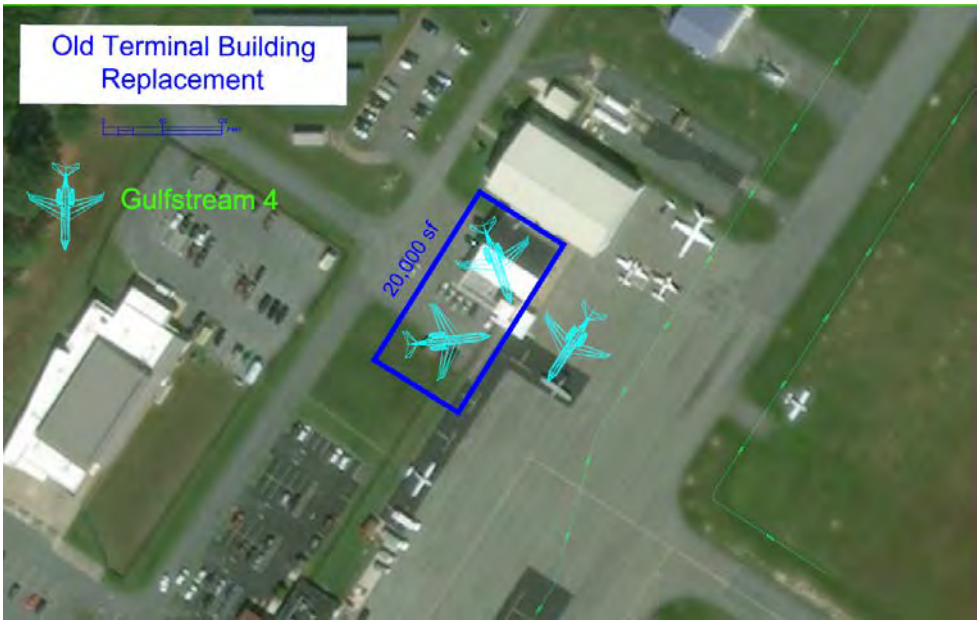
Continue a five-year effort to replace 1940's era drainage pipes and construct stormwater "bank" for future development

Capital Projects

Details

Old Terminal Building Replacement (Hangar) - $2,100,000

Strong demand for hangar space favors demolition of 1950's terminal building and construction of 18,750 sq. ft hangar



IT Infrastructure - $2,000,000

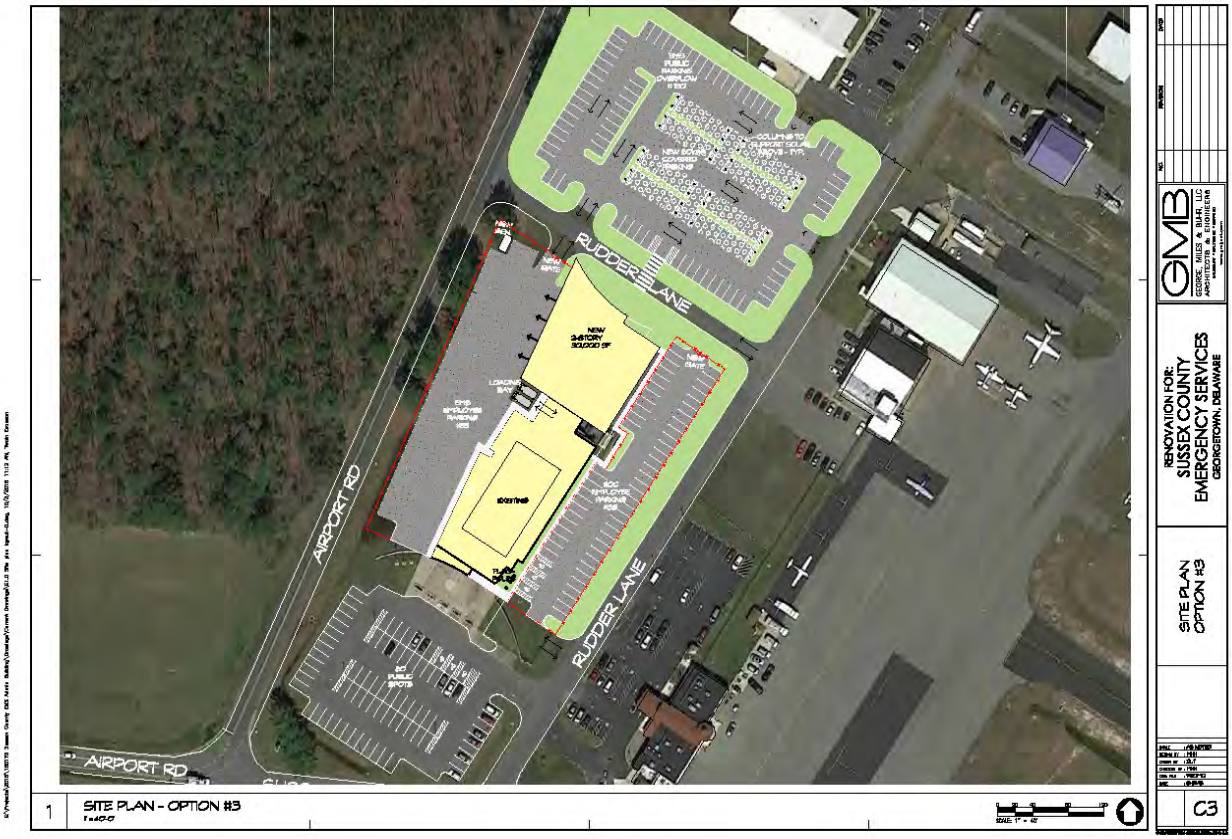
Erecting 350' or higher vertical assets to assist in providing wireless communications to County facilities and resources. These assets may also assist with better deployment of wireless broadband communication for county constituents and businesses; this would also serve as a revenue facility.

Capital Projects

Details

EMS Training & Administration Building - $12,000,000 (total cost)

- Programming of EMS Department's spatial needs associated with ***training*** and administrative spaces for a 20-year planning horizon
- Selection of preferred site layout option based on operational restrictions
- Development of schematic layouts based on proximity and frequency of staff/public interactions and estimation of square footage based cost ranges
- Drafting of preliminary floor plans based on previous planning steps
- Estimation of pre-design costs based on preliminary plans
- Completion of contract documents after Council approval



Capital Projects Impact on the Operating Budget

The County must keep in mind the operational costs of a completed capital project when deciding on what capital projects to take on. Below are the capital projects listed on the County's 5-year capital plan on page 119 and projecting out operational costs until 2024.

	2020	2021	2022	2023	2024
Administrative					
Building Improv.	$ -	$ 2,500	$ 2,575	$ 2,650	$ 2,730
Administration Annex	-	-	-	-	210,000
IT Infrastructure	-	-	6,000	6,180	6,560
Land Acq. & Improv.	-	-	-	-	-
Airport/Business Park					
RW 4-22 - 6000' Exp.	-	-	-	-	81,000
Stormwater Improv.	-	-	-	5,000	5,150
Land Acquisition	-	-	-	-	-
Hangar	-	21,000	21,630	22,280	22,950
Tie-down Apron	-	-	-	-	-
RW 10-28 Taxiway	-	50,000	51,500	53,045	54,640
Masterplan	-	-	-	-	-
Main Apron Improv.	-	-	-	-	-
Pavement Improv.	-	-	-	-	-
Bus. Park Improv.	-	-	5,000	5,150	5,300
Water Plant	-	-	-	-	-
Engineering					
Landfill Property Acq.	-	-	-	-	-
Public Safety					
Public Safety Building	-	-	-	370,000	381,100
EMS Stations	-	15,740	16,200	33,400	34,440
Total Expenditures	**$ -**	**$ 89,240**	**$ 102,905**	**$ 497,705**	**$ 803,870**

Long-Range Financial Plan

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	% Increase
General Fund												
Property - County	$14,443	$14,876	$15,323	$15,782	$16,256	$16,743	$17,246	$17,763	$18,296	$18,845	$19,410	3%
Property – Library	1,693	1,744	1,796	1,850	1,905	1,963	2,022	2,082	2,145	2,209	2,275	3%
Realty Transfer	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	
Fire Service	1,500	1,530	1,560	1,592	1,624	1,656	1,688	1,723	1,757	1,792	1,829	2%
Penalties and Interest	140	140	140	140	140	140	140	140	140	140	140	
Total Taxes	40,276	40,790	41,319	41,864	42,425	43,002	43,596	44,208	44,838	45,486	46,154	
Intergovernmental												
Emergency Operations	200	204	208	212	216	221	225	230	234	239	244	2%
HUD	1,880	1,918	1,956	1,995	2,035	2,076	2,117	2,160	2,203	2,247	2,292	2%
Payment in Lieu of Taxes	5	5	5	5	5	5	5	5	5	5	5	
Paramedics	4,479	4,569	4,660	4,753	4,848	4,945	5,044	5,145	5,248	5,353	5,460	2%
Library	340	347	354	361	368	375	383	390	398	406	414	2%
LEPC	70	71	73	74	77	77	79	80	82	84	85	2%
Total Intergovernmental	6,974	7,114	7,256	7,400	7,549	7,699	7,853	8,010	8,170	8,334	8,500	
Charges for Services												
Marriage Bureau	160	162	163	165	166	168	170	172	173	175	177	1%
Recorder of Deeds	3,811	3,925	4,043	4,164	4,289	4,418	4,551	4,687	4,828	4,972	5,122	3%
Register of Wills	1,150	1,162	1,173	1,185	1,197	1,209	1,221	1,233	1,245	1,258	1,270	1%
Sheriff	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
Building Permit and Zoning	2,100	2,163	2,228	2,295	2,364	2,434	2,508	2,583	2,660	2,740	2,822	3%
9-1-1 System Fees	560	560	560	560	560	560	560	560	560	560	560	
MHPF	130	133	136	138	141	144	147	150	153	156	159	2%
Building Inspection Fees	1,640	1,689	1,740	1,792	1,846	1,901	1,958	2,017	2,077	2,140	2,204	3%
Airport Fees	626	639	652	665	678	692	706	720	734	749	764	2%
Miscellaneous Fees	66	67	68	70	71	73	74	75	77	79	80	2%
Private Road and Inspection	1,615	1,662	1,713	1,764	1,817	1,872	1,926	1,985	2,046	2,106	2,170	3%
Total Charges for Services	13,858	14,162	14,476	14,798	15,129	15,471	15,821	16,182	16,553	16,935	17,328	
Miscellaneous Revenue												
Fines and Forfeits	40	41	42	43	44	45	46	47	48	49	50	2%
Investment Income	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219	2%
Miscellaneous Revenue	218	221	225	230	234	239	244	249	254	259	264	2%
Total Miscellaneous Revenue	1,258	1,282	1,307	1,334	1,360	1,388	1,416	1,445	1,474	1,503	1,533	
Other Financing Sources												
Interfund Transfers In	70	70	70	70	70	70	70	70	70	70	70	
Total Other Financing Sources	70	70	70	70	70	70	70	70	70	70	70	
Total Revenue	62,436	63,418	64,428	65,466	66,533	67,630	68,756	69,915	71,105	72,328	73,585	
Total Expenditures	62,436	64,309	66,238	68,226	70,272	72,380	74,552	76,788	79,092	81,465	83,909	3%
One time Expenditures and Transfers	19,025	3,121	11,420	10,810	1,085	2,015	2,135	2,135	1,985	1,985	1,985	
General Fund Revenue (Deficit)	(19,025)	(4,012)	(13,230)	(13,570)	(4,824)	(6,766)	(7,931)	(9,008)	(9,972)	(11,122)	(12,309)	
Remaining Available Funds	**$86,446**	**$82,434**	**$69,204**	**$55,634**	**$50,810**	**$44,044**	**$36,113**	**$27,105**	**$17,133**	**$6,011**	**$(6,298)**	

ENTERPRISE FUNDS

Enterprise Funds

Sewer and Water Funds

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

Budget Summary	
FY18 Actual	$34,755,417
FY19 Budget	$38,692,642
FY20 Budget	$40,803,693

Fiscal Year 2019 Successes
Environmental Services - started construction on the new biosolids facility at Inland Bays; upgraded 6 pump stations throughout the county; replaced three irrigation rigs at Inland Bays; replaced the final 72 substandard water service lines and meter pits in Spring Lake
Utility Engineering Division - completed 35,629 utility locates, inspected 2,171 utility connections, and brought 82 utility projects to substantial completion
Utility Permits Division - maintained 75,330 sewer/water accounts, created 900 new accounts, issued 1,945 permits, processed 6,430 service orders, scheduled 2,171 inspections, and reviewed 111 sets of plans for commercial EDU assessments; began connections and billing for the Route 54, Concord Road and Angola North areas
Utility Planning Division - Involved in the Chapter 110 code change Tech Bulletin, established the Ellendale Water District, implemented the Sewer System Concept Evaluation program

Fiscal Year 2020 Goals – Environmental Services		Org. Goal Reference
Goal 1	Proceed with increasing the disposal and treatment capacity of the Inland Bays and South Coastal Facilities	G4
Goal 2	Complete construction of Class A solids handling equipment for the Inland Bays Facility	G4
Goal 3	Continue to replace aging infrastructure and equipment in the water/sewer systems	G2
Goal 4	Continue the arc flash hazard analysis guidance based on the electrical equipment analyses	G1
Goal 5	As a multi-year project, continue replacing pump station PLC's controls with updated equipment	G4

Enterprise Funds

Sewer and Water Funds

Fiscal Year 2020 Goals – Utility Engineering		Org. Goal Reference
Goal 1	Maintain accuracy and response time for utility locates while accommodating an annual call volume of approximately 36,000	G2
Goal 2	Provide timely utility connection inspections while accommodating an annual call volume of approximately 2,200	G2
Goal 3	Maintain quality standards of utility design and construction while continuing to pursue innovative materials and methods	G4
Goal 4	Assist County EOC in emergency response and recovery operations	G4

Fiscal Year 2020 Goals – Utility Permits		Org. Goal Reference
Goal 1	Monitor revenues, permits, and inspections	G1
Goal 2	Complete field work and create new accounts for the Rt. 13 commercial and Bridgeville/Greenwood areas	G1
Goal 3	Reduce the number of properties that are in violation for failure to connect	G1
Goal 4	Reconcile CAMA reports with Sewer and Water records	G1
Goal 5	Support Utility Planning with the establishment of new sewer districts and expansions	G1

Fiscal Year 2020 Goals – Utility Planning		Org. Goal Reference
Goal 1	Apply for an obtain the Certificate of Public Convenience and Necessity for upcoming water areas	G4
Goal 2	Incorporate the Plan Reviewers from Public Works into the Utility Planning and develop a work-load share program	G2
Goal 3	Continue the design efforts for various sewer areas	G4
Goal 4	Identify areas where multiple projects can utilize a cost share arrangement to minimize duplication or under-utilized infrastructure	G2
Goal 5	Work with existing communities and developers to provide County sewer service to their communities	G4

Enterprise Funds

Charges and Fees

Enterprise Fund revenue and funding sources are primarily derived from assessment charges, connection fees, and service charges.

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. Sewer service charge rates will remain the same as the FY 2019 rates at $292. Water service charge rates will remain the same as the FY 2019 rates at $312. Listed below are the annual service charge rates.

Service Charges per Equivalent Dwelling Unit (EDU)	
Dewey Water	$ 312.00
Unified Sewer	$ 292.00

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. There is no change in the Sewer connection fees FY 2020. Listed below are the connection fees for FY 2020.

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 equal to the impact fee charged by the Town of Georgetown	
Woodlands of Millsboro connection fees are equal to the impact fee charged by the Town of Millsboro	

Enterprise Funds

Charges and Fees

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, residential customers.

Sewer Area	Assessment Rate Per Front Foot	Average Annual Assessment
Angola Sewer	$ 6.58	$ 565.88
Angola North Sewer	9.00	900.00
Bay View Estates Sewer	6.77	555.14
Bethany Sewer - Cedar Neck	3.39	298.32
Bethany Sewer - Millville	4.50	364.50
Bethany Sewer - Ocean View	3.68	338.56
Bethany Sewer - Ocean Way Estates	2.29	190.07
Concord Road Area Sewer Expansion	4.24	424.00
Dagsboro - Frankford Sewer	0.60	60.00
Dagsboro - Frankford Sewer - Prince Georges Acres	4.85	421.95
Ellendale Sewer	1.88	188.00
Ellendale Sewer - New Market	4.89	322.74
Fenwick Sewer	0.32	22.72
Fenwick Route 54 Sewer Expansion	7.06	706.00
Golf Village	1.47	147.00
Holts Landing - The Greens Sewer	7.59	759.00
Holts Landing Sewer	3.04	294.88
Johnson Corner Sewer	4.55	455.00
Long Neck Sewer	3.05	222.65
Miller Creek Sewer	6.64	597.60
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
West Rehoboth	2.32	187.92
Woodlands of Millsboro	.42	42.00

Sewer Area	Assessment Rate Per EDU
Henlopen Acres and Dewey Beach Sewer	296.04

Enterprise Funds

Charges and Fees

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	Varies	Actual Cost or Equipment rates based on FEMA 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
Pump Station Review Fees – Chapter 110 – Sussex County Sewer District	$2,500.00	Flat Fee (including 2 reviews of submitted plans)
Field Inspection Fees - Chapter 110	15%	Based on Accepted Construction Cost Estimates (independently verified)
Field Inspection - Overtime	$ 50.00	Per Hour
Field Inspection Trip Charge – rescheduled connection inspections – each additional field inspection required due to contractor's methods, no call/no show, or cancellation within 2 hours of scheduled appointment	$100	Per Occurrence

Enterprise Funds

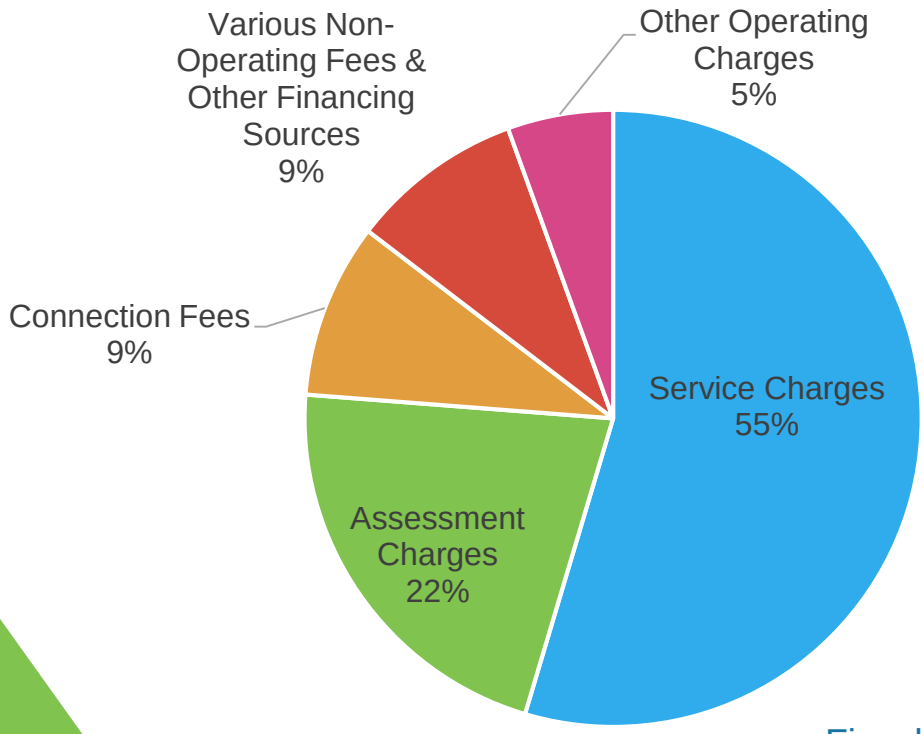
Charges and Fees

Fee Description	Rate	Unit of Measure
Sewer/Water Connection Permits	$ 100.00	Per Permit
Availability fee for Private Fire Service	$ 250.00	Annually
Waste hauler's annual license fee	$ 250.00	Annually
Waste hauler fee - Septage Treatment Charges	$ 0.076	Per Gallon
Wastewater Holding Tank Permit	$ 100.00	Each
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, Inspection, and Surveillance 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	$ 292.00	Per EDU - Annual
Water Service Charges	$ 312.00	Per EDU – Annual
Sewer Service Concept Evaluation Fee	$ 1,000.00	Per Evaluation
Sewer Availability Fee	100%	Annual Service Charge
Water Availability Fee	100%	Annual Service Charge

Sewer Fund

Revenue

Account Description	2018 Actual	2019 Budget	2020 Budget
Operating Revenues			
Service Charges	$20,446,010	$21,223,809	$21,559,820
Holding Tank Fees	394,921	300,000	425,000
Licenses, Permit, and Review Fees	2,293,645	960,000	1,350,000
Miscellaneous Fees	296,157	390,000	410,000
Non-Operating Revenues			
Assessment Charges	8,769,938	8,791,723	8,537,029
Capitalized Ord. 38 Fees	6,388,880	1,600,000	2,398,199
Connection Fees	10,158,072	3,265,244	3,614,635
Investment Results	821,908	430,000	900,000
Miscellaneous Revenues	234,847	200,000	200,000
Other Financing Sources			
Transfers In	85,500	85,500	85,500
Disposal of Assets	22,858	-	-
Total Revenue and Other Sources	**$49,912,736**	**$37,246,276**	**$ 39,480,183**



Sewer Fund

Expenses

Enterprise expenses 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 493 pump stations, and over 935 miles of pipe. Capital expenses include routine capital items, such as pumping and 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 2018 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	2018 Actual	2019 Budget	2020 Budget
Administrative			
Salaries	$ 1,736,117	$ 2,043,633	$ 2,262,759
Vision Plan	2,661	2,132	2,860
Dental Plan	20,392	20,664	25,300
FICA Tax	125,163	156,338	173,789
Health Insurance	618,494	717,500	739,200
Worker's Compensation	48,306	53,200	82,638
Pension	479,434	561,689	631,960
Legal	124,252	150,000	150,000
Engineering	1,763	-	-
Other Professional Services	191,300	122,000	140,300
Communications	18,789	24,000	50,300

CONTINUED

Sewer Fund

Expenses

Account Description	2018 Actual	2019 Budget	2020 Budget
Administrative - continued			
Postage & Freight	$ 3,532	$ 3,500	$ 3,800
Rental and Leases	21,448	9,700	-
Insurance	417,454	453,773	454,000
Repairs and Maintenance	151,544	176,978	307,061
Advertising	15,635	20,000	11,800
Other Contractual Services	26,789	26,800	27,604
Office/Operating Supplies	12,231	14,500	17,394
Fuel	39,311	36,000	41,000
Dues & Subscriptions	255	400	760
Uniforms	3,578	9,078	9,466
Tools and Small Equipment	14,034	8,230	8,700
Small Computer Equipment	9,023	20,000	16,000
Other Supplies	12,343	14,000	14,520
Shared Cost	2,212,488	2,607,776	2,445,467
Seminars/Conferences/Training	3,102	2,630	1,720
Mileage	81	90	200
Travel	14	90	-
Machinery and Equipment	5,247	131,350	291,679
Compensated Absences	56,213	-	-
Contingency	-	200,000	200,000
Transfer Out	73,704	70,000	70,000
Administrative Total	**$6,444,697**	**$7,656,051**	**$8,180,277**

CONTINUED

Sewer Fund

Expenses

Account Description	2018 Actual	2019 Budget	2020 Budget
Operations and Maintenance			
Salaries	$ 3,643,668	$ 3,713,729	$4,095,738
Vision Plan	5,506	4,160	5,590
Dental Plan	48,270	40,320	49,450
FICA Tax	266,539	284,100	315,084
Health Insurance	1,302,246	1,400,000	1,428,000
Worker's Compensation	202,383	222,600	222,600
Pension	(1,204,276)	980,850	1,082,774
Other Professional Services	48,900	75,000	45,000
Communications	104,344	98,766	92,220
Postage & Freight	1,166	2,000	1,300
Utilities	2,753,185	3,060,895	2,715,000
Maintenance & Repairs	1,471,743	1,142,000	1,045,000
Rental and Leases	237,891	75,000	92,000
Other Contractual Services	-	-	250,000
Office/Operating Supplies	148,361	130,000	90,000
Supplies – Safety	47,371	62,000	36,000
Fuel	189,385	165,000	185,000
Dues & Subscriptions	2,436	2,000	2,000
Uniforms	118,474	110,000	110,000
Small Tools and Equipment	93,191	73,000	69,500
Chemicals	369,586	380,000	370,000
Farming Supplies & Other Supplies	77,642	95,000	95,000
Seminars/Conferences/Training	23,812	20,000	26,652
Travel	77	5,000	5,000
Total Operations and Maintenance	**$9,951,900**	**$12,141,420**	**$12,428,908**

CONTINUED

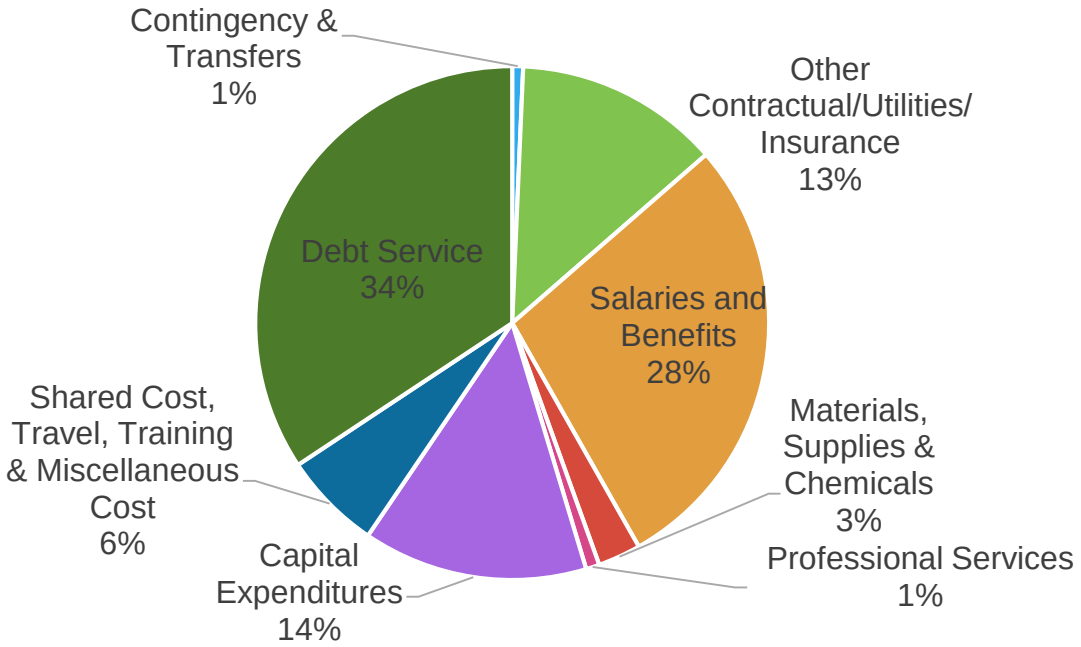
Sewer Fund

Expenses

Account Description	2018 Actual	2019 Budget	2020 Budget
Capital			
Depreciation	$12,862,010	$ -	$ -
Machinery and Equipment	22,187	727,500	297,897
Transportation Equipment	12,095	528,500	939,500
Treatment Disposal Equipment	3,136	125,000	45,000
Pumping Equipment	-	670,000	1,015,000
Engineering Admin Capital	-	3,200,000	3,040,000
Total Capital*	**12,899,428**	**5,251,000**	**5,337,397**
Debt Service		`	
Total Debt Service	**4,297,192**	**12,197,805**	**13,533,601**
Total Expenditures and Debt Service	**$33,593,217**	**$37,246,276**	**$39,480,183**

* Capital in 2018 represents expenses that did not get capitalized into an asset

The next pie chart shows FY 2020 expenses by category. Salary and Benefits is the County's largest expense category in sewer at 28 percent, or $11.2 million.

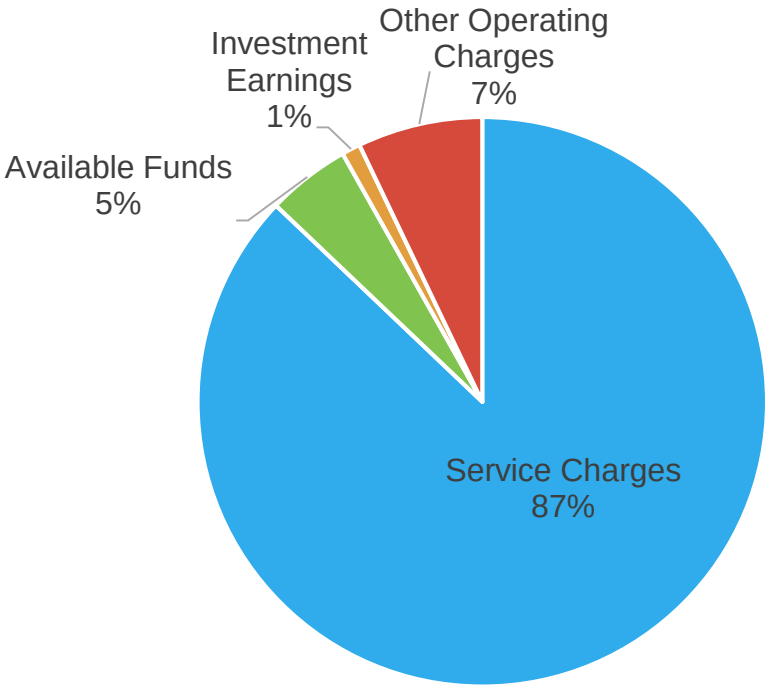


Water Fund

Revenue

The FY 2020 budget revenues decreased $123,000, or 8.5 percent, due to the amount of available funds being used from savings. Rates for service charges will remain at $312 per EDU; these funds will be used to cover the operating cost. Available funds are being used to cover one-time, major capital expenses.

Account Description	2018 Actual	2019 Budget	2020 Budget
Operating Revenues			
Service Charges	$ 1,136,660	$ 1,157,208	$ 1,152,840
Miscellaneous Fees	102,003	93,240	94,000
Non-Operating Revenues			
Disposal of Assets	3,687	-	-
Connection Fees	36,706	17,325	-
Investment Results	18,197	4,620	14,000
Other Financing Sources			
Available Funds	-	173,973	62,670
Total Revenue and Other Financing Sources	**$ 1,297,253**	**$ 1,446,366**	**$1,323,510**



Water Fund

Expenses

FY 2020 Water expenses decreased $123,000 due to one-time capital expenditures in FY 2019.

Account Description	2018 Actual	2019 Budget	2020 Budget
Administrative			
Legal	$ 150	$ 150	$ 150
Engineering	-	-	-
Other Professional Services	2,520	2,200	2,600
Insurance	8,215	8,925	9,000
Repairs and Maintenance	1,324	1,310	1,400
Advertising	325	500	5,500
Office/Operating Supplies	-	50	-
Shared Cost	116,447	137,251	128,709
Compensated Absences	(15,018)	-	-
Contingency	-	36,000	34,000
Total Administrative	**$ 113,963**	**$ 186,386**	**$181,359**

CONTINUED

Water Fund

Expenses

Account Description	2018 Actual	2019 Budget	2020 Budget
Operations and Maintenance			
Salaries	$ 152,409	$ 182,986	$ 176,135
Vision Plan	293	208	260
Dental Plan	2,450	2,016	2,300
FICA Tax	10,778	13,998	13,560
Health Insurance	66,089	70,000	67,200
Worker's Compensation	8,990	9,900	9,900
Pension	(11,269)	48,072	49,316
Other Professional Services	-	10,000	5,000
Communications	1,747	1,800	1,080
Water Purchases	603,385	600,000	610,000
Utilities	1,489	1,500	1,500
Maintenance & Repairs	36,077	175,500	105,500
Office/Operating Supplies	5,251	5,000	5,000
Fuel	8,888	8,000	8,400
Dues	-	500	-
Uniforms	1,983	3,000	3,000
Small Tools and Equipment	14,840	18,000	21,500
Seminars/Conferences/Training	719	2,500	2,500
Total Operations & Maintenance	**904,119**	**1,152,980**	**1,082,151**
Capital			
Depreciation	137,953	-	
Facilities	-	-	20,000
Transportation Equipment	-	107,000	40,000
Pumping Equipment	6,165	-	
Total Capital	**144,118**	**107,000**	**60,000**
Total Expenses	**$ 1,162,200**	**$ 1,446,366**	**$ 1,323,510**

Capital Projects

Sewer Fund

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

Budget Summary	
FY18 Actual	$31,541,685
FY19 Budget	$40,665,000
FY20 Budget	$34,580,000

Fiscal Year 2019 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 the Inland Bays Regional Wastewater Facility, South Coast Regional Wastewater Facility, and Wolfe Neck Facility
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 expenses are for new, expanded, and existing sewer and water systems.

Account Description	2020	2021	2022	2023	2024
User Fees/Third Party Contributions	$2,775,000	$9,925,000	$ -	$ -	$ -
Connection Fees	18,625,000	42,775,000	32,250,000	1,000,000	-
Federal/State Funding (Assessment Fees)	13,180,000	35,400,000	40,300,000	18,450,000	3,500,000
Total Funding	**$34,580,000**	**$ 88,100,000**	**$72,550,000**	**$19,450,000**	**$ 3,500,000**

Capital Projects

Sewer Fund - Expenses

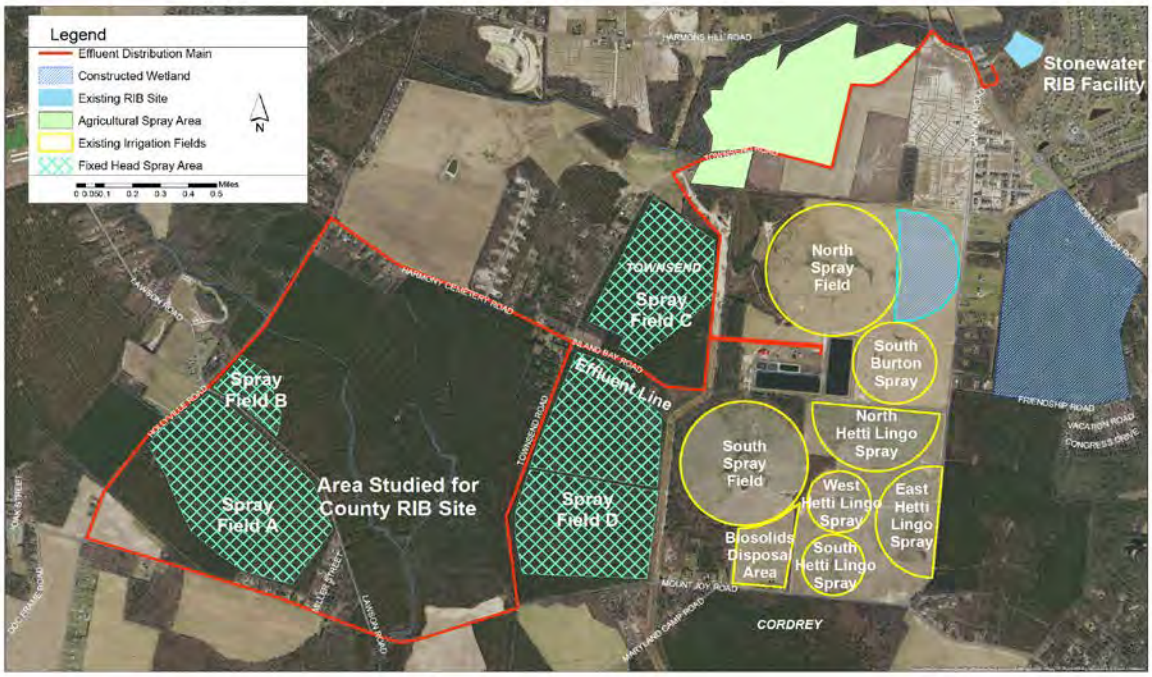
	2020	2021	2022	2023	2024
IBRWF-Spray Demand Loop	$8,150,000	$ 3,500,000	$ 3,000,000	$ -	$ -
IBRWF-Treatment/Disposal Expansion	2,750,000	10,000,000	12,750,000	-	-
IBRWF-Regional Biosolids/Septage	3,100,000	11,700,000	-	-	-
IBRWF – Land Improvements	300,000	2,000,000	-	-	
SCRWF-Capacity Expansion	4,000,000	16,000,000	13,000,000	1,000,000	-
SCRWF-Compliance Upgrades	2,750,000	4,000,000	6,000,000	1,250,000	-
Piney Neck-Compliance Upgrades	500,000	-	6,000,000	-	-
Piney Neck –Lagoon Conversions	250,000	-	2,500,000	-	-
WNRWF-Conversion	500,000	4,500,000	4,500,000	4,400,000	-
Pump Stations & Transmission to RB	750,000	1,750,000	1,000,000	-	-
Rehoboth WWTP Phase II	2,000,000	7,000,000	-	-	-
LBPW WWTP Expansion Participation	100,000	750,000	-	-	-
Concord Road/Route 13 Commercial	800,000	-	-	-	-
Western Sussex Sewer District	3,500,000	9,900,000	-	-	-
Herring Creek Sewer Area	3,000,000	2,000,000	9,500,000	7,500,000	-
Winding Creek Water	300,000	-	-	1,700,000	-
Chapel Branch	500,000	1,750,000	2,750,000	-	-
Joy Beach	-	500,000	3,000,000	3,000,000	-
Mulberry Knoll	100,000	1,800,000	1,600,000	-	-
Ellendale Water District	500,000	2,500,000	2,500,000	-	-
Wolfe Runne	250,000	2,100,000	1,900,000	-	-
Holts Landing Expansion – Mallard Creek	180,000	1,200,000	900,000	-	-
Branch/Autumn/Tucks Roads	100,000	1,850,000	1,650,000	-	-
Tanglewood-Bayard PS #1	200,000	700,000	-	-	-
Oak Acres-Bayard PS #5	-	2,600,000	-	-	-
Millville Expansion – Beaver Dam	-	-	-	100,000	1,500,000
Bethany Forest Sewer Area	-	-	-	500,000	2,000,000
Total Expenses	**$34,580,000**	**$88,100,000**	**$72,550,000**	**$19,450,000**	**$3,500,000**

Sewer Capital Projects

Details

Inland Bays RWF; Treatment & Disposal Expansion – $40,150,000 (5-year cost)

- Expansion of average daily treatment and disposal capacity from 2 to 4-5 million gallons per day (mgd)
- Installation of new fixed head spray irrigation systems on +/-350 wooded acres under land application permit
- Alternative effluent RIB disposal at Artesian's Stonewater facility for up to 0.45 mgd
- Alternative effluent spray on demand disposal on +/-250 acres of County owned silviculture operations
- Alternative effluent discharge through a series of constructed wetlands along Guinea Creek on County owned lands
- +/-250 acres of crop land acquisition for alternative effluent spray on demand under agricultural partnerships
- Installation of high pressure loop for agricultural spray on demand distribution to additional partners



Sewer Capital Projects

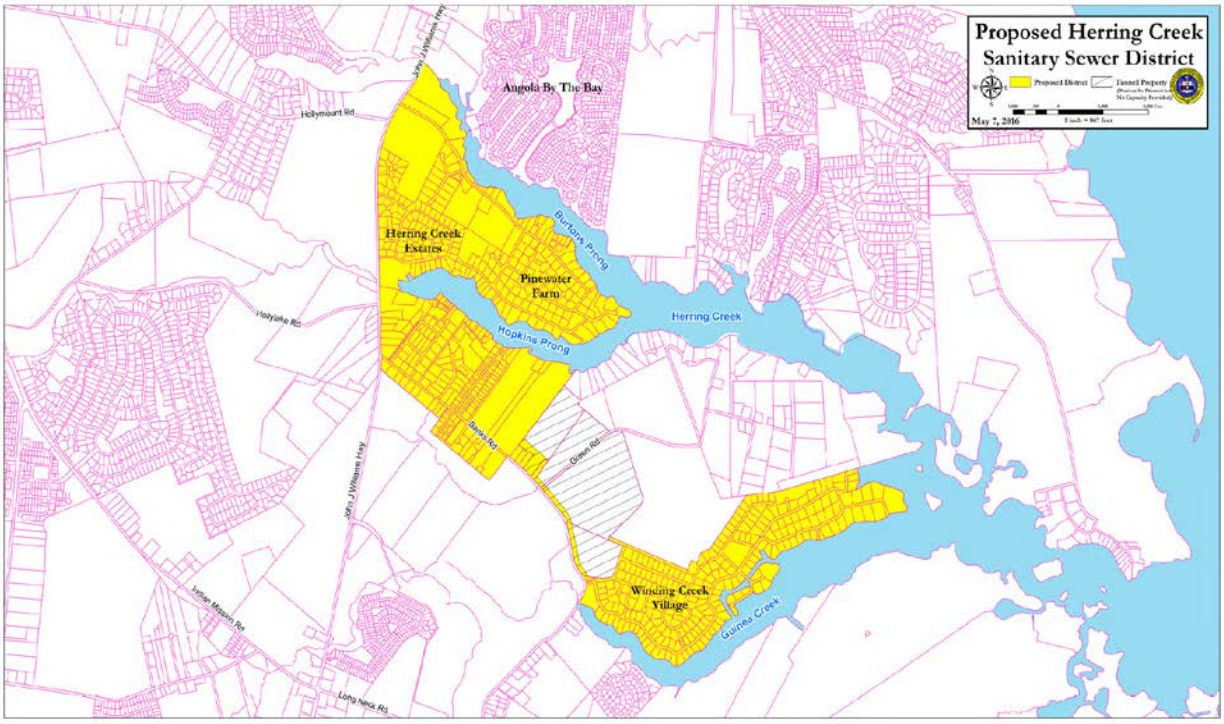
Details

Herring Creek Septic Remediation Project - $22,000,000 (5-year cost)

- The project will remediate 713 equivalent dwelling units (EDUs) by integrating them into the Unified Sussex Country Sewer District. The project is fully funded by the USDA, Rural Development, Rural Utility Service.

- Phase I of the project consisting of the pump stations and transmission lines is fully designed and submitted for permitting. The remaining gravity collection phases are challenging due to the acquisition of numerous easements.

- A project of this magnitude provides very tangible water quality benefits similar to the removal of the City of Rehoboth discharge from the Inland Bays.



Sewer Capital Projects

Details

Western Sussex - $16,600,000 (total cost)

Sussex County Council has approved the Western Sussex Unified Sanitary Sewer District. Sussex County Engineering Department, in conjunction with the respective municipal engineering consultants, have developed an alternate scenario for a Western Sussex County Sewer District connecting to the City of Seaford.

The County, the City and the town engineers have been coordinating in the design of the project; the first phase is out to bid.

Sewer Capital Projects

Details

Chapel Branch - $6,400,000 (total cost)

This project will upgrade existing pump stations in the (2) communities of Chapel Green and Oak Crest Farms and install a force main to the County's Inland Bays Regional Wastewater Facility (IBRWF). The existing on-site privately owned systems for these two communities, as well as, the individual septic systems for the connecting parcels, will be taken offline and abandoned. Wastewater will be pumped to IBRWF for treatment and disposal. The County held a Public Hearing and Referendum to establish the district and the results were positive for connecting to the County run system.

DEBT

Debt

Sussex County's fiscal year forecasts $153.7 million in outstanding bonds payable. This debt is backed by the full faith and credit of Sussex County Government, although revenues from sewer utility are being used to pay the debt service. There is no General Fund bonded debt; the debt is solely used to fund business-type sewer activities. The County generally issues debt to fund business-type capital improvements. Business-type operating expenses and capital improvements of a normal recurring nature are included in the calculation of the revenue requirement from rates and are financed on a "pay-as-you-go" basis.

The forecast for the County's Enterprise Fund debt will increase this year by $13.2 million for the expansion of the Unified Sewer District, including Western Sussex, Herring Creek, and Concord Road. The payments for these debt issuances will be covered by assessment charges paid by the users in the respective areas.

Sussex County legal debt limit, by statutory for debt, is 12 percent of assessed value of taxable property. The chart below shows the proposed debt limit and legal debt margin.

Projected legal debt margin calculation for fiscal year 2020 (in millions of dollars)	
Projected assessed value	$ 3,626.1
Debt limit (12% of assessed value)	435.1
Forecasted net debt applicable to limit	153.7
Legal debt margin	$ 270.4

Total Projected Business-type Debt Service (in millions of dollars)			
Fiscal Year Ending	Principal	Interest	Total
2020	$ 7.6	$ 4.2	$ 11.8
2021	8.4	4.6	13.0
2022	7.5	5.4	12.9
2023	8.4	6.0	14.4
2024	19.4	16.3	35.7
2025-2029	41.1	25.8	66.9
2030-2034	42.7	20.0	62.7
2035-2039	41.6	13.9	55.5
2040-2044	41.1	10.4	51.5
2045-2049	29.1	3.5	32.6
2050-2054	5.9	.3	6.2
2055-2059	0.5	.1	.6

The annual debt service amounts are projected to be paid 72 percent by assessment charges and 28 percent by service charge fees.

FIDUCIARY FUND

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 1.0% percent cost-of-living adjustment.

Fiduciary Additions and Deductions Budget Summary	
Additions	
Employer and Employee Contributions	$12,553,724
Investment Earnings (Net)	9,000,000
Total Additions	21,553,724
Deductions	
Beneficiary Payments	7,363,724
Professional Fees	190,000
Total Deductions	7,553,724
Net Increase in Plan Assets	**$ 14,000,000**

GLOSSARY

GLOSSARY

A

Actuarial: A statistical calculation performed by actuaries.

Annual Budget: A budget covering a single fiscal year.

Appropriated Reserves: Funds that have been set aside from previous fiscal years.

Appropriations: A legal authorization granted by a legislative body to make expenditures and to incur obligations.

ArcGIS: A geographical information system used by the County's mapping department.

Assessment Charges: A sewer or water charge that is primarily used to recover the cost of debt payments and can also be used for sewer and water system improvements and maintenance costs.

Assessment Rolls: A database of properties located in Sussex County that contain the assessed value of these properties.

Assets: The resources owned by an entity. All assets have a capacity to provide future services or benefits.

Audited: The number or statement has been examined by an independent certified public accountant.

B

Balanced Budget: Revenues equal expenditures.

Basis of Accounting: The time various transitions are recorded.

Basis of Budgeting: The estimation of revenue and expenses over a specified future period of time.

Bond: An indebtedness sold by a governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by a specific date or dates in the future.

Bond Rating: A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the lower the interest rate and the cost of financing capital projects funded by bonds.

Bonded Debt: The total amount owed by the County as a result of the sale of general obligation or other bonds guaranteed by the County.

Budget: A plan of financial operations for a given period of time providing estimates of proposed expenditures and the proposed means of financing them.

C

Capital Asset: Property, plant, equipment, and infrastructure assets.

Capital Projects: A plan to build and/or purchase property, plant, equipment, and infrastructure assets.

Capital Projects Fund: Account for financial resources to be used for the acquisition or construction of major capital facilities.

Cash Basis: An accounting method where income is recorded when cash is received and expenses are recorded when cash is paid out.

Comprehensive Plan: A long range plan that guides policy and land use decisions.

GLOSSARY

Connection Fee: Fee charged to access a central water or sewer system to pay for the infrastructure cost that provided the capacity.

Contingency: Budget account in which funds are set aside for unseen expenditures which may become necessary to use during the year.

Contingency Surplus: Budget account in which funds are set aside for unseen expenditures which may become necessary to use during the year. These funds come from the expected revenues or expenditures from the last fiscal year.

D

Debt: Duty or obligation to pay money, deliver goods, or render services under an express or implied agreement.

Department: A County agency or office consisting of one or more divisions.

Depreciation: Annual loss of value for equipment or other asset. This is not a budgeted item, but will show in the actual audited numbers.

E

Employment costs: The total expense of employment. This cost includes salary, overtime, FICA, health, pension, life insurance, unemployment, workers compensation, and disability insurance.

Enterprise Fund: Account for the operations that are financed and operated in a manner similar to private business enterprises, where the intent is that costs of providing goods or services are recovered primarily through service charges. The County's enterprise funds include sewer and water.

Equities: Investments that are stocks and shares in a company.

Equivalent Dwelling Unit (EDU): An arbitrary term used to express the load-producing effects on the water system and/or sewer system caused by one average-sized residential dwelling.

Expense/Expenditure: The cost required for something.

F

Fiduciary Fund: Account for resources held for the benefit of parties outside the government. The County has two fiduciary funds, the pension trust fund and the post-retirement employment benefit trust fund.

Fiscal Year (FY): An accounting period covered by the County budget. Sussex County's fiscal year commences July 1 and ends the following June 30.

Front Footage: The assessable parcel footage measurement as determined in County Code and by the Official Sussex County Property Map.

Full Accrual: Type of accounting that recognizes assets and liabilities at the time they are accrued and not at the time payment changes hands.

Full-Time: Status of an employee whose combines weekly hours total at least 35 hours.

Fund: A separate budget/account grouping with its own revenues and expenditures. The General Fund, for example, is used to manage most of the daily operation of the County departments and is funded by property taxes and other revenues.

GLOSSARY

Fund Balance: The difference between assets and liabilities in governmental funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

Funding Sources: Financial resources used to support expenses.

G

General Fund: Account for all resources not required to be accounted for in other funds. It is the chief operation fund of the County.

Governmental Fund: Account to track government's activities that are primarily tax-supported.

H

HOME: Grant program through the U.S. Department of Housing and Urban Development

I

Infrastructure: Refers to the technical structures that support a society, such as roads, water facilities, wastewater, communication, and so forth.

Interfund Transfer: Type of transaction in which a fund transfers resources to another fund.

Intergovernmental Revenue: Revenues from other governments (State or Federal).

L

Liability: Loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honored by the entity.

M

Modified Accrual Accounting: The accounting method under which revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred.

Munis: The County's enterprise software system.

O

Operating Budget: The annual budget which support the day-to-day operations of the County.

Other Post Employment Benefits (OPEB): Benefits (other than pensions) the governments provide their retired employees. These benefits principally involve healthcare benefits.

P

Pension Contribution: Monies the General Fund and/or Enterprise Funds deposit into the Fiduciary Funds.

R

Realty Transfer Tax (RTT): A tax that is levied on the transfer of ownership to real property from one entity to another. The County collects 1.5% of the value of a transfer that has occurred outside the corporate limits of a town or city.

GLOSSARY

Reserves: The funds set aside for future use, otherwise known as savings.

Revenue: Monies received by the County to support its budget and enable the employees to provide services needed by the public. Property taxes, building permits, and receipts from state and federal sources are examples.

Revenue Sources: Financial resources used to support expenditures.

T

Taxable assessments: The value of property used to calculate property taxes. Properties in Sussex County are valued at 1974 construction values.

Transfers In: Financial inflows from other funds of the government reporting entity.

Transfers Out: Financial outflows to other funds of the government reporting entity.

U

Unfunded Liability: The government's obligation to pay a future benefit.

ACRONYMS/ ABBREVIATIONS

A

AD&D: Accidental Death and Dismemberment Insurance

ADC: Actuarial Determined Contribution

Ag.: Agriculture

AHA: American Health Association

ALS: Advanced Life Support

B

BLS: Basic Life Support

C

CAAS: Commission on Accreditation of Ambulance Services

CAD: Computer-Aided Design

CAMA: Computer Assisted Mass Appraisal

CDBG: Community Development Block Grant

CIB: Center for the Inland Bays

COO: Chief Operating Officer

CPR: Cardiopulmonary Resuscitation

D

DDD: Downtown Development District

DE: Delaware

DelDOT: Delaware Department of Transportation

DOC: Delaware Department of Corrections

DPA: Delaware Public Archives

DSHA: Delaware State Housing Authority

DTCC: Delaware Technical Community College

E

ED: Economic Development

EDU: Equivalent Dwelling Unit

EMS: Emergency Medical Services

EOC: Emergency Operations Center

F

FAA: Federal Aviation Administration

FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Associations

GIS: Geographic Information System

GPS: Global Positioning System

H

HPG: Housing Preservation Grant

I

IT: Information Technology

Improv: Improvement

L

LEPC: Local Emergency Planning Committee

ACRONYMS/ ABBREVIATIONS

M

MHPT: Mobile Home Placement Tax

N

NAICS: North American Industry Classification System

O

Ord.: Ordinance

OSHA: Occupational Safety and Health Administration

Org.: Organizational

P

P&Z: Planning and Zoning

PLC: Programmable Logic Controller

PS: Pump Station

R

RB: Rehoboth Beach

RTT: Realty Transfer Tax

RW: Runway

S

SCEMS: Sussex County Emergency Medical Services

U

UD: University of Delaware

UPS: Uninterruptable Power Supply

W

WWTP: Wastewater Treatment Plant

BUDGET ORDINANCES

ORDINANCE NO.

AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2020

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The Statement of Anticipated General Fund Revenues for the Fiscal Year Ending June 30, 2020 is as follows:

Revenues:	**Amount Year Ending June 30, 2020**
Taxes	
Real Property - County	$ 14,442,600
Real Property - Library	1,693,400
Realty Transfer	22,500,000
Fire Service	1,500,000
Penalties and Interest	140,000
Intergovernmental	
Federal Grants	
Emergency Operations	200,000
Housing and Urban Development	1,880,000
Payments in Lieu of Taxes	5,400
State Grants	
Paramedic	4,478,600
Local Emergency Planning Commission	70,000
Library	340,000
Charges for Services	
Constitutional Office Fees	
Marriage Bureau	160,000
Recorder of Deeds	3,700,000
Recorder of Deeds - Maintenance	41,000
Recorder of Deeds - Town Realty Transfer Tax	70,000
Register of Wills	1,150,000
Sheriff	2,000,000

	Amount Year Ending June 30, 2020
General Government Fees	
Building Permits & Zoning Fees	2,100,000
9-1-1 System Fee	559,630
Manufactured Home Placement Fee	130,000
Building Inspection Fees	1,640,000
Airport Operations/Economic Development	626,500
Miscellaneous Fees	66,000
Private Road Review & Inspection Fees	1,615,000
Miscellaneous Revenue	
Fines and Forfeits	40,000
Investment Income	1,000,000
Miscellaneous Revenues	217,369
Other Financing Sources	
Interfund Transfers In	70,000
Appropriated Reserve	19,025,000
Total Revenues	**$ 81,460,499**

Section 2. The Statement of Anticipated General Fund Appropriations and Expenditures for the Fiscal Year Ending June 30, 2020 is as follows:

Expenditures	**Amount Year Ending June 30, 2020**
General Government	
County Council	$ 703,301
Administration	509,814
Legal	500,000
Finance	2,073,819
Assessment	1,968,639
Building Code	1,025,773
Mapping and Addressing	908,370
Human Resources & General Employment	988,618
Records Management	277,636
Facilities Management	2,298,013
Information Technology	2,120,504
Constable	1,167,077

Expenditures (continued)	Amount Year Ending June 30, 2020
Planning and Zoning	1,844,352
Paramedics	16,999,575
Emergency Preparedness	
Administration	601,915
Emergency Operations	2,718,095
Communications	421,450
Local Emergency Planning Committee	85,343
Engineering	
Engineering Administration	958,515
Public Works	728,334
Library	
Administration	744,853
Operations	2,581,508
Economic Development	
Economic Development	384,472
Safety and Security	514,161
Airport and Business Park	979,474
Community Development	2,430,560
Grant-in-aid	15,705,515
Constitutional Offices	
Marriage Bureau	229,962
Recorder of Deeds	995,943
Register of Wills	639,068
Sheriff	670,340
Other Financing Uses	
Transfers Out	10,085,500
Additional Pension Contribution	5,000,000
Reserve for Contingencies	1,600,000
Total Expenditures	**$ 81,460,499**

Section 3. The Tax Rate, Fireman's Enhancement Funding Program, Cluster Fees and miscellaneous fee changes from fiscal year 2019 for the Fiscal Year Ending June 30, 2020 is as follows:

(a) County Property Tax Rate $.4450 per $100.00 of taxable assessed valuation.
(b) Firemen's Enhancement Funding Program - Building Permit surcharge of one-quarter of one percent (.25%) of construction values.
(c) Cluster Fee for density bonus.
    1.) The Town Centers and Developing Areas around Greenwood, Bridgeville, Seaford, Blades, Laurel and Delmar - $15,000 per unit in excess of two dwelling units per acre.
    2.) For the Town Centers and Developing Areas around Milford, Milton, Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville - $15,000 per unit in excess of two dwelling units per acre.
    3.) For the Environmentally Sensitive Developing Area - $20,000 per unit in excess of two dwelling units per acre.
(d) Miscellaneous Fee changes.
    1.) Public Works Plan Review Fee - Chapter 99 – Subdivision - Per unit for (2) reviews of submitted plans fee increased from $42 to $45
    2.) Public Works Field Inspection Fees - Chapter 99 increased from 7% to 8% based on an independently verified Construction Cost Estimate
    3.) Utility Enterprise -Waste hauler fee - Septage Treatment Charges increased from $.070 to $.076 per gallon
    4.) Register of Wills - Will Receiving and Indexing Fee - $10 per will
    5.) Register of Wills - Testator Will Examination Fee - without amendment $2 per occurrence
    6.) Register of Wills - Receiving Codicil Will Fee – for existing indexed and file Will - $5 per occurrence
    7.) Register of Wills - Receiving Amendment or Change to the Original Memorandum Fee - $5 per occurrence
    8.) Register of Wills - Web Search Subscription Service Fee – Single User - $25 per user per month
    9.) Register of Wills – Web Search Subscription Service Fee – Multiple Users - $100 per month for firm with unlimited users

Section 4. Sussex County Code Chapter 99 and Chapter 110 Miscellaneous Fee and Charges Schedule is as follows:

Area	Fee Description	Fee	Unit of Measure
Public Works	Plan Review Fees - Chapter 99 - Flat fee for (2) reviews of submitted plans	$2,500.00	Flat Fee
Public Works	Plan Review Fees - Chapter 99 - Per unit for (2) reviews of submitted plans	$45.00	Per Unit (addition to Flat Fee)
Public Works	Plan Review Fees - Chapter 99 - Third Additional reviews - after first (2) reviews	60%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fourth Additional reviews - after first (3) reviews	50%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fifth Additional reviews - after first (4) reviews	40%	Original Plan Review fees
Public Works	Plan Review Fees - Plan Revisions - Chapter 99 - After obtaining County approval.	$1,000.00	Each
Public Works	Field Inspection Fees - Chapter 99	8%	Based on Accepted Construction Cost Estimates (independently verified)
Public Works	Field Inspection - Overtime - Holiday or Weekend hours	$50.00	Per Hour
Utility Enterprise	Damage to County Infrastructure from outside sources.	Varies	Actual Cost or Equipment rates based on FEMA Schedule
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat fee including (2) reviews of submitted plans	$2,000.00	Flat Fee
Utility Enterprise	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)
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	$1,500.00	Flat Fee
Utility Enterprise	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)
Utility Enterprise	Plan Review Fees -Chapter 110 - Third Additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110 - Fourth Additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110- Fifth Additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Plan Revisions - Chapter 110 - After obtaining County approval.	$1,000.00	Each
Utility Enterprise	Pump Station Review Fees – Chapter 110	$2,500.00	Flat Fee including 2 reviews of submitted plans

Department – Area	Fee Description	Fee	Unit of Measure
Utility Enterprise	Field Inspection Fees - Chapter 110	15%	Based on Accepted Construction Cost Estimates (independently verified)
Utility Enterprise	Rescheduled connection inspections - each additional field inspection required due to contractor's methods, no call/no show, or cancellation within 2 hours of scheduled appointment	$100.00	Per Occurrence
Utility Enterprise	Field Inspection - Overtime	$50.00	Per Hour
Utility Enterprise	Sewer/Water Connection Permits	$100.00	Per Permit
Utility Enterprise	Availability fee for Private Fire Service	$250.00	Annually
Utility Enterprise	Waste hauler's annual septage discharge license fee	$250.00	Annually
Utility Enterprise	Waste hauler fee - Septage Treatment Charges	$0.076	Per gallon
Utility Enterprise	Wastewater Holding Tank Permit	$100.00	Each
Utility Enterprise	Water Turn Off or On Fee	$300.00	Each
Utility Enterprise	Bulk Water User Permit (Usage Fees charged separately)	$50.00	Each
Utility Enterprise	Bulk Water Usage Fee - First 5,000 Gallons	$25.00	5,000 Gallons
Utility Enterprise	Bulk Water Usage Fee - 5,001 Gallons and Up	$4.00	1,000 Gallons
Utility Enterprise	Industrial Wastewater Discharge Permit	$500.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Amendment	$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Variance(s)	$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - User Annual Monitoring Fee	$250.00	Annually
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	$500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	$750.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	$1,500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	$2,500.00	Each
Utility Enterprise	Sewer Service Concept Evaluation Fee	$1,000.00	Each
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges

Section 5. The Statement of Anticipated Capital Project Fund Revenues and Expenditures for the Fiscal Year Ending June 30, 2020 is as follows:

Revenues and Other Financing Sources	**Amount Year Ending June 30, 2020**
Appropriated Reserves	$ 6,960,000
Federal Grant	4,140,000
Interfund Transfer (RTT)	10,000,000
Investment Income (net)	20,000
State Grant	230,000
Total Revenues and Other Financing Sources	$ 21,350,000
Expenditures:	
Administrative	
Building and Building Improvements	625,000
Information Technology Infrastructure	2,000,000
Land Acquisition/Improvements	3,050,000
Airport and Industrial Park	
Stormwater Improvements	900,000
Airport Masterplan	500,000
Water Plant Improvements	100,000
Hangar	2,100,000
Land Acquisition	600,000
RW 4-22 Expansion	375,000
Pavement Improvements	600,000
Business Park Improvements	3,400,000
RW 10-28 Taxiway	4,100,000
Engineering	
Property Acquisition	750,000
Public Safety	
Public Safety Building	1,000,000
Stations and Property Acquisition	1,250,000
Total Capital Improvement Expenditures	$ 21,350,000

Section 6. The Statement of Anticipated Enterprise Fund Revenues and Expenses for the Fiscal Year Ending June 30, 2020 is as follows:

Revenues and Other Financing Sources	**Amount Year Ending June 30, 2020**
Operating Revenues	
Service Charges	$ 22,712,660
Holding Tank Fees	425,000
Licenses, Permit, and Review Fees	1,350,000
Miscellaneous Fees	504,000
Non-Operating Revenues	
Assessment Charges	8,537,029
Capitalized Ord. 38 Fees	2,398,199
Connection Fees	3,614,635
Investment Results	914,000
Miscellaneous Revenues	200,000
Other Financing Sources	
Available Funds	62,670
Transfers	85,500
Total Revenues and Other Financing Sources	**$ 40,803,693**

Expenses:	
Administrative Costs	$ 8,361,636
Operations and Maintenance Costs	13,511,059
Capital Expenditures	5,397,397
Debt Service	13,533,601
Total Expenses and Debt Service	**$ 40,803,693**

Section 7. Unappropriated or unobligated General Fund expenditures requiring a transfer from the General Fund Undesignated Fund Balance require approval by not less than four-fifths of the members of Sussex County Council concurring.

Section 8. The County Pay Plan and Salary Structure for Fiscal Year Ending June 30, 2020 shall be adopted by with this Ordinance.

Grade	Minimum	Midpoint	Maximum
1	$ 21,218	$ 26,523	$ 31,827
2	$ 22,279	$ 27,848	$ 33,418
3	$ 23,393	$ 29,240	$ 35,090
4	$ 24,563	$ 30,703	$ 36,843
5	$ 25,791	$ 32,238	$ 38,687
6	$ 27,080	$ 33,851	$ 40,620
7	$ 28,435	$ 35,542	$ 42,651
8	$ 29,855	$ 37,320	$ 44,784
9	$ 31,349	$ 39,185	$ 47,023
10	$ 32,916	$ 41,145	$ 49,374
11	$ 34,562	$ 43,203	$ 51,844
12	$ 36,291	$ 45,362	$ 54,434
13	$ 38,105	$ 47,631	$ 57,157
14	$ 40,010	$ 50,012	$ 60,015
15	$ 42,011	$ 52,512	$ 63,015
16	$ 44,111	$ 55,138	$ 66,165
17	$ 46,316	$ 57,895	$ 69,474
18	$ 48,632	$ 60,790	$ 72,947
19	$ 51,064	$ 63,830	$ 76,595
20	$ 53,617	$ 67,020	$ 80,425
21	$ 56,297	$ 70,372	$ 84,446
22	$ 59,112	$ 73,890	$ 88,669
23	$ 62,068	$ 77,584	$ 93,103
24	$ 65,172	$ 81,464	$ 97,757
25	$ 68,430	$ 85,537	$ 102,645
26	$ 71,851	$ 89,815	$ 107,777
27	$ 75,443	$ 94,305	$ 113,166
28	$ 79,216	$ 99,021	$ 118,824
29	$ 83,177	$ 103,972	$ 124,765
30	$ 87,335	$ 109,171	$ 131,004
31	$ 91,703	$ 114,629	$ 137,554
32	$ 96,288	$ 120,360	$ 144,431
33	$ 101,102	$ 126,377	$ 151,653
34	$ 106,158	$ 132,697	$ 159,236

Section 9. The County has invested $10 million of Appropriated Reserves from Realty Transfer Tax funds with a goal to earn five percent per year. The fire companies are to receive a grant for the annual investment income from this investment up to four percent per year; these fire service grants are to be awarded annually based on recommendations from the Fire Resource Committee, but at the discretion of the Sussex County Council. Sussex County will receive the first one percent of the investment income earned. The fire service would receive investment income of up to four percent after Sussex County receives one percent. A four-fifths vote of the County Council is required to use principal for any other purpose. If there is a loss from the investments, then the principal balance must be restored before any additional grants are made from investment income in the future to the County or fire service. Sussex County is to receive the investment income over five percent per year. These grants to the fire service will be awarded annually, based on the previous calendar year's annual investment results.

Section 10. This Ordinance shall become effective on July 1, 2019.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE TH DAY OF JUNE 2019.

ROBIN A. GRIFFITH
CLERK OF THE COUNCIL

ORDINANCE NO.

AN ORDINANCE ESTABLISHING ANNUAL SERVICE CHARGES, ANNUAL ASSESSMENT RATES FOR COLLECTION AND TRANSMISSION AND/OR TREATMENT, AND CONNECTION CHARGES FOR ALL SUSSEX COUNTY WATER AND SANITARY SEWER DISTRICTS

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The annual service charge and annual assessment rate for distribution and transmission and/or treatment for the Dewey Beach Water District are established as follows:

A. For an annual service charge: $312.00 per EDU;

Section 2. The annual service charge, annual assessment rate for distribution and transmission and/or treatment, and connection charge for the Unified Sanitary Sewer District is established as follows:

A. For an annual service charge: $292.00 per EDU;

B. For an assessment rate per billable front foot for distribution: see below; and

C. For an assessment rate per billable front foot for transmission and/or treatment: see below.

D. For assessment rate by EDU: see below.

Area	**Annual Assessment Charge**		
	Distribution or Collection $/foot	**Transmission and/or Treatment $/foot**	**Total $/foot**
OCEAN WAY ESTATES I & II	2.29	.00	2.29
OCEAN VIEW EXPANSION	2.82	.86	3.68
CEDAR NECK EXPANSION	2.61	.78	3.39
NORTH MILLVILLE EXPANSION	3.92	.58	4.50
FENWICK ISLAND SEWER	.28	.04	.32
FENWICK ISLAND ROUTE 54 AREA	1.04	6.02	7.06

Area	Annual Assessment Charge - Continued		
	Distribution or Collection $/foot	Transmission and/or Treatment $/foot	Total $/foot
HOLTS LANDING SEWER	.68	2.36	3.04
THE GREENS AT INDIAN RIVER SUBDISTRICT[2]	5.23	2.36	7.59
LONG NECK SEWER	2.86	.19	3.05
DAGSBORO-FRANKFORD SEWER	.38	.22	.60
PRINCE GEORGE'S ACRES SUBDISTRICT[3]	4.63	.22	4.85
WEST REHOBOTH SEWER EXPANSION	1.48	.84	2.32
MILLER CREEK SEWER	6.07	.57	6.64
ELLENDALE SEWER	.96	.92	1.88
NEW MARKET VILLAGE SUBDISTRICT[1]	3.97	.92	4.89
OAK ORCHARD SEWER	2.16	2.19	4.35
EXPANSION NO. 1 & CAPTAINS GRANT EXP.	2.61	1.58	4.19
BAY VIEW ESTATES SEWER	4.10	2.67	6.77
SEA COUNTRY ESTATES SEWER	4.79	.04	4.83
SOUTH OCEAN VIEW SEWER	4.88	.59	5.47
ANGOLA NECK SEWER	3.45	3.13	6.58
ANGOLA NORTH SEWER	.95	8.05	9.00
GOLF VILLAGE SEWER	1.47	0.00	1.47
WOODLANDS OF MILLSBORO	0.00	.42	.42
JOHNSON'S CORNER	2.60	1.95	4.55
BLADES – CONCORD ROAD AREA SEWER	4.24	0.00	4.24
	$/EDU		
DEWEY BEACH AND HENLOPEN ACRES	296.04		

Notes:
1. Part of the Ellendale Sanitary Sewer Area.
2. Part of the Holts Landing Sanitary Sewer Area.
3. Part of the Dagsboro-Frankford Sanitary Sewer Area.

"foot" means assessable footage
"EDU" means equivalent dwelling unit

E. Assessable footage, used for the Annual Assessment Charge, shall be limited to 100 feet for residential, non-delinquent customers.

F. For a connection charge per equivalent dwelling unit, see below:

District	Connection Charge		Total System Connection Charge $/EDU
	Transmission $/EDU	Treatment $/EDU	
DEWEY BEACH WATER	1,155	0	1,155
UNIFIED SEWER	2,480	3,880	6,360
BLADES SEWER	1,071	2,499	3,570
ELLENDALE SEWER	2,400	5,600	8,000
GOLF VILLAGE SEWER[1]	-	-	-
WOODLANDS OF MILLSBORO[2]	-	-	-

Notes:
1. Amount equal to the Town of Georgetown's Impact Fee.
2. Amount equal to the Town of Millsboro's Impact Fee.

Section 3. The annual rate for the one-time septic installation charge for the Holts Landing area is as follows:

A. For a one-time septic installation charge, per equivalent dwelling unit: $2,889.00.

Section 4. Revenues from annual assessment rates can be expended for bond debt service payments pertaining to a respective sewerage or water system, for maintaining or improving the sewerage or water system, and for paying the necessary general expenses of the sanitary sewer or water district.

Section 5. The annual service charge, annual assessment rate for collection and transmission and/or treatment, septic installation charge, and connection charge shall become effective July 1, 2019.

Section 6. The annual service charge, annual assessment rate for collection and transmission and/or treatment, and connection charge for the Unified Sanitary Sewer Districts identified in this ordinance may be amended from time to time at a public hearing duly noticed.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE TH DAY OF JUNE 2019.

ROBIN A. GRIFFITH
CLERK OF THE COUNCIL