



Sussex County Council Public/Media Packet

**MEETING:
June 28, 2016**

****DISCLAIMER****

This product is provided by Sussex County government as a courtesy to the general public. Items contained within are for background purposes only, and are presented 'as is'. Materials included are subject to additions, deletion or other changes prior to the County Council meeting for which the package is prepared.

**Sussex County Council
2 The Circle | PO Box 589
Georgetown, DE 19947
(302) 855-7743**

MICHAEL H. VINCENT, PRESIDENT
SAMUEL R. WILSON JR., VICE PRESIDENT
ROBERT B. ARLETT
GEORGE B. COLE
JOAN R. DEAVER



2 THE CIRCLE | PO BOX 589
GEORGETOWN, DE 19947
(302) 855-7743 T
(302) 855-7749 F
sussexcountyde.gov

Sussex County Council

AGENDA

JUNE 28, 2016

10:00 A.M.

Call to Order

Approval of Agenda

Approval of Minutes

Reading of Correspondence

Public Comments

Presentation by the Delaware State Police

Todd Lawson, County Administrator

1. County Council Appointments
2. Legislative Update
3. Administrator's Report

Gina Jennings, Finance Director

1. Banking RFP Award
2. Quarterly Pension Update and Recommendations

Andrea Wall, Manager of Accounting

1. Federal Payment in Lieu of Taxes



Janelle Cornwell, Planning and Zoning Manager

1. Comprehensive Plan Update
2. Commercial Zoning Presentation

Jim Hickin, Director of Airport and Industrial Park Operations

1. Georgetown Air Services Leases
2. FAA Grant for Aeronautical Survey Project
3. Delta Contract, Task Order 4, for Aeronautical Survey
4. Airport Advisory Committee Bylaws

Hans Medlarz, County Engineer

1. Goslee Creek Pump Station, Force Main and Gravity Sewers (Contract #15-09)
 - A. Change Order No. 1

Joe Wright, Assistant County Engineer

1. Pump Station No. 34 Modifications (Project #16-04)
 - A. Balancing Change Order
 - B. Substantial Completion

Old Business

1. Proposed Ordinance entitled “AN ORDINANCE TO AMEND THE CODE OF SUSSEX COUNTY, CHAPTER 115 (“ZONING”), ARTICLE XXI (“SIGNS”)”

Grant Requests

1. La Esperanza for festival expenses
2. Delaware Technical & Community College for Kids on Campus Scholarships
3. Young Life for Nanticoke Young Life’s Summer Camp Mentoring Program
4. Pop Warner Little Scholars for Woodbridge Pride Cheerleading
5. Ladies Auxiliary of the Carlisle Fire Company for operational expenses
6. Georgetown Historical Society for operational expenses

Introduction of Proposed Zoning Ordinances

Council Members' Comments

Executive Session – Land Acquisition pursuant to 29 Del. C. §10004(b)

Possible Action on Executive Session Items

1:30 p.m. Public Hearings

Change of Zone No. 1800 filed on behalf of Sussex Real Estate Partners, LLC

“AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR-RPC MEDIUM DENSITY RESIDENTIAL DISTRICT – RESIDENTIAL PLANNED COMMUNITY FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 123.75 ACRES, MORE OR LESS” (located southwest of Dorman Farm Lane, 1,000 feet southwest of Mulberry Knoll Road (Road 284) and being approximately 1,800 feet southeast of Cedar Grove Road (Road 283) and approximately 1,200 feet northwest of John J. Williams Highway (Route 24) (Tax Map I.D. No. 334-12.00-17.00, 18.00, 19.00 and 20.00) (911 Address: None Available)

Adjourn

Sussex County Council meetings can be monitored on the internet at www.sussexcountyde.gov.

In accordance with 29 Del. C. §10004(e)(2), this Agenda was posted on June 21, 2016 at 4:50 p.m., and at least seven (7) days in advance of the meeting.

This Agenda was prepared by the County Administrator and is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting.

Agenda items listed may be considered out of sequence.

###

SUSSEX COUNTY COUNCIL - GEORGETOWN, DELAWARE, JUNE 21, 2016

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, June 21, 2016, at 10:00 a.m., in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

Michael H. Vincent	President
Samuel R. Wilson, Jr.	Vice President
Robert B. Arlett	Councilman
George B. Cole	Councilman
Joan R. Deaver	Councilwoman
Todd F. Lawson	County Administrator
Gina A. Jennings	Finance Director
J. Everett Moore, Jr.	County Attorney

The Invocation and Pledge of Allegiance were led by Mr. Vincent.

**Call to
Order**

Mr. Vincent called the meeting to order.

**M 293 16
Amend
and
Approve
Agenda**

A Motion was made by Mrs. Deaver, seconded by Mr. Wilson, to amend the Agenda by deleting “Executive Session – Land Acquisition pursuant to 29 Del. C. §10004(b)” and “Possible Action on Executive Session Items”, and to approve the Agenda, as amended.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

Minutes

The minutes of June 14, 2016 were approved by consent.

**Corre-
spondence**

Mr. Moore read the following correspondence:

**DELMARVA BOY SCOUTS OF AMERICA
RE: Letter in appreciation of grant.**

**GEORGETOWN / ELLENDALE VFW POST 2931
RE: Plaque in appreciation of the Council’s support of the 6th Annual Car Show.**

**CAPE HENLOPEN HIGH SCHOOL
RE: Plaque in appreciation of the Council’s support of the Advancement Via Individual Determination (AVID) Program.**

**Consent
Agenda**

Consent Agenda

**M 294 16
Approve
Consent
Agenda**

A Motion was made by Mr. Wilson, seconded by Mr. Arlett, to approve the following items listed under the Consent Agenda:

**Wastewater Agreement No. 343-12
Sussex County Project No. 81-04
Forest Landing – Phase 4
Miller Creek Sanitary Sewer District**

**Wastewater Agreement No. 972-1
Sussex County Project No. 81-04
Glenmill South (aka The Refuge at Dirickson Creek – Phase 10)
Fenwick Island Sanitary Sewer District**

**Wastewater Agreement No. 623-1
Sussex County Project No. 81-04
Solitudes on Whites Creek – Phase 1A Sewer Construction
Millville Expansion of the Bethany Beach Sanitary Sewer District**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public
Comments**

Public Comments

Paul Reiger commented on the reorganization of the Planning and Zoning Commission and the Board of Adjustment.

Dan Kramer commented on traffic complaints.

Jean Ward commented on her question regarding referendums submitted to Council at the June 14th Council meeting and stated that she has reviewed the State Code regarding the matter.

Mr. Vincent stated that Mr. Lawson could respond to Ms. Ward's question following the meeting.

**Public
Hearing/
Proposed
Ordinance/
Annual
Operating
Budget**

A Public Hearing was held on the Proposed Ordinance entitled "AN ORDINANCE ESTABLISHING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2017".

Mr. Lawson referenced the May 17th budget presentation at which time staff outlined all the proposals within the Proposed FY 2017 Budget.

**Public Hearing/
Proposed Ordinance/
Annual Operating Budget
(continued)**

Mr. Lawson noted that the Proposed 2017 Budget includes the following expenditures: General Fund - \$54,971,380; Capital Projects - \$11,258,100; Enterprise Fund - \$46,999,894; and Fiduciary Fund - \$5,850,000, for a total of \$119,079,374. Mr. Lawson noted that staff went into great detail during the May 17th presentation.

Public comments were heard.

Dan Kramer commented: (1) on a provision in the budget to give County employees a 1 percent COLA and retirees a 1/2 percent COLA; (2) on a remark made at the budget presentation that there will be merit raises and that merit raises are not listed in the proposed budget; (3) on last year's bonus given to the employees, County Council, and elected officials; (4) that last year's budget did not show the bonus; (5) that the pay scale is not listed in the budget; (6) that Sections 5, 6 and 7 are not included in the budget; and (7) that he questions how Council can vote on something that does not exist.

There were no additional public comments.

The Public Hearing was closed.

**M 295 16
Adopt Ordinance
No. 2452**

A Motion was made by Mrs. Deaver, seconded by Mr. Cole, to Adopt Ordinance No. 2452 entitled "AN ORDINANCE ESTABLISHING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2017".

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public Hearing/
Assessment Rolls**

A Public Hearing was held on the Assessment Rolls for Sewer and Water Districts. Mrs. Jennings reported that the Assessment Rolls reflect the County's records for equivalent dwelling units (EDUs) and billable front footage for each sewer and water district. These records have been made available in the billing office for public inspection and review. These records are subject to individual appeal via the Board of Assessment Review. Mrs. Jennings noted that this Public Hearing is on the list of properties and applicable front footage and EDUs that will be billable by the rates established in the rate ordinance.

Dan Kramer questioned the septic charge that is included in the Assessment Rolls.

There were no additional public comments.

Mr. Cole asked Mrs. Jennings to comment on Mr. Kramer's question.

**Public Hearing/
Assessment
Rolls
(continued)**

Mrs. Jennings reported that the septic charge is only for the Holts Landing Area; that there are septic systems in that area, which the County monitors; and that the septic charge does not affect all the sewer district areas.

The Public Hearing was closed.

Mr. Cole commented on the unified service charge that has now been incorporated. He stated, however, that he would like to see reform in the front footage charges to make them more equitable. Mrs. Jennings noted that this will require an amendment to State Code.

**M 296 16
Adopt
Assessment
Rolls**

A Motion was made by Mrs. Deaver, seconded by Mr. Cole, that the Sussex County Council hereby adopts the assessment rolls for all Sussex County sanitary sewer and water districts for the period of July 1, 2016 through June 30, 2017.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public Hearing/
Proposed
Ordinance/
Sewer and
Water
Rates and
Charges**

A Public Hearing was held on the Proposed Ordinance entitled “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”.

Mrs. Jennings reviewed highlights in the sewer and water budget:

- There is a unified sewer rate and there is one service charge of \$286.00 per year and a unified connection fee of \$5,775.00;**
- Service charge rates did not increase for any of the districts;**
- All assessment rates are the same as FY2016 except for West Rehoboth which is seeing a decrease of \$.30 per front foot**
- Assessment charges - continue 100 foot cap for non-delinquent residential users**
- The County added 1,414 EDUs in 2016 and expects to see another 2.1% increase over last year**
- The water budget is up \$266,000 due to a one-time large repair; using available funds, the rate will remain the same at \$305.76**

Mr. Cole referenced his earlier comment that he would like to see reform in the front footage charges to make them more equitable.

There were no public comments and the Public Hearing was closed.

**M 297 16
Adopt
Ordinance
No. 2453**

A Motion was made by Mr. Wilson, seconded by Mr. Arlett, to Adopt Ordinance No. 2453 entitled “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”.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Adminis-
trator’s
Report**

Mr. Lawson read the following information in his Administrator’s Report:

1. Projects Receiving Substantial Completion

Per the attached Engineering Department Fact Sheets, the following projects have received Substantial Completion: Peninsula Lakes – Phase 1 (Construction Record) for gravity only, effective June 13th; Redden Farm – AKA Re4dden Ridge – Phase 2, effective June 15th; Showfield – Phase 1, effective June 15th; and The Vineyards at Nassau Valley – Phase 1A, effective June 16th.

[Attachments to the Administrator’s Report are not attachments to the minutes.]

**Public
Works
FY 2017
General
Labor and
Equipment
Contract**

Hans Medlarz, County Engineer, explained the proposal for a General Labor & Equipment Contract and reported on the three bids received. Mr. Medlarz reported that the Engineering Department recommends that the Council award the FY2017 General Labor & Equipment Contract to George & Lynch, Inc. of Dover, Delaware, at the bid amount of \$2,097,896.00. Mr. Medlarz noted that there are 13 projects to tackle under the time and material contract on a task basis; the time allotted is 12 months; and there is a one year extension option which will require Council’s approval. Mr. Medlarz noted that this is a best value bid and he explained the best value approach. A listing of the 13 projects was distributed; also included was “other locations in the Sussex County sanitary sewer districts, as may be needed on an emergency basis”.

**M 298 16
Award Bid/
General
Labor and
Equipment
Contract**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, based upon the recommendation of the Sussex County Engineering Department, that the total bid for Contract 17-01, FY2017 General Labor and Equipment, be awarded to George and Lynch, Inc. of Dover Delaware, in the amount of \$2,097,896.00.

Motion Adopted: 5 Yeas.

**M 298 16
(continued)**

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Tidewater
Landing
Expansion/
Sussex
County
Unified SSD**

John Ashman, Director of Utility Planning, presented a request to prepare and post notices for the Tidewater Landing Expansion of the Sussex County Unified Sanitary Sewer District (West Rehoboth Area). Mr. Ashman reported that the expansion was requested by the developer of Tidewater Landing. Multiple parcel owners in the area were contacted to determine interest in being included in the expansion which would provide a contiguous path for the expansion.

**M 299 16
Post
Notices/
Tidewater
Landing
Expansion/
Sussex
County
Unified SSD**

A Motion was made by Mrs. Deaver, seconded by Mr. Arlett, based on the request of property owners and pursuant to 9 Del.C. §6502, that the Sussex County Council hereby grants permission for the Sussex County Engineering Department to prepare and post notices for the expansion of the Sussex County Unified Sanitary Sewer District to include the area designated as the Tidewater Landing Expansion, as presented on June 21, 2016.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Old
Business/
Proposed
Ordinance
Relating to
Signs**

Under Old Business, the Council discussed the Proposed Ordinance entitled “AN ORDINANCE TO AMEND THE CODE OF SUSSEX COUNTY, CHAPTER 115 (“ZONING”), ARTICLE XXI (“SIGNS”).

The Planning and Zoning Commission held a Public Hearing on the Proposed Ordinance on May 12, 2016, at which time action was deferred. On May 26, 2016, the Commission recommended adoption of the Proposed Ordinance with certain modifications (aka the Planning and Zoning Commission’s Recommended Version).

The County Council held a Public Hearing on the Proposed Ordinance on May 24, 2016 at which time action was deferred.

The Council discussed a Comparison Report on the Proposed Ordinance on June 14th. In reviewing the document, in some cases the Council provided a decision/direction by consensus and in some cases a decision was deferred.

Mrs. Deaver commented on an editorial written by Dennis Forney who served on the Sign Ordinance Working Group.

A Question Chart was distributed for discussion and consideration.

**Old Business/
Proposed Ordinance
Relating to Signs
(continued)**

Jamie Sharp, Assistant County Attorney; Vincent Robertson, Assistant County Attorney; Kyle Gulbranson of AECOM and a member of the Sign Ordinance Working Group; and Lawrence Lank, Director of Planning and Zoning, were in attendance to review the Question Chart. The Council reviewed and considered the items on the chart. In reviewing the document, in some cases the Council provided a decision/direction by consensus and in some cases a decision was deferred; Items 1 through 9 were considered after which further discussion and consideration was deferred until the next meeting on June 28th.

Grant Requests

Mrs. Jennings presented grant requests for the Council's consideration.

**M 300 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to give \$1,000.00 (\$500.00 each from Mrs. Deaver's and Mr. Cole's Councilmanic Grant Accounts) to Mid Atlantic Symphony Orchestra for concert series expenses.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 301 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to give \$3,000.00 (\$2,000.00 from Mr. Cole's Councilmanic Grant Account and \$1,000.00 from Mrs. Deaver's Councilmanic Grant Account) to the Delaware Celebration of Jazz for the Rehoboth Beach Jazz Festival.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 302 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to give \$5,000.00 (\$2,500.00 each from Mr. Arlett's and Mr. Cole's Councilmanic Grant Accounts) to the Bethany Beach Volunteer Fire Company for staffing for adequate fire and emergency response.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 303 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mr. Wilson, to give \$500.00 from Mr. Vincent's Councilmanic Grant Account to the City of Seaford for the Police Department's community event.

**M 303 16
(continued)**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 304 16
Council-
manic
Grant**

A Motion was made by Mr. Wilson, seconded by Mr. Arlett, to give \$1,500.00 from Mr. Wilson's Councilmanic Grant Account to the Georgetown Little League for field maintenance.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 305 16
Council-
manic
Grant**

A Motion was made by Mr. Wilson, seconded by Mr. Cole, to give \$1,000.00 from Mr. Wilson's Councilmanic Grant Account to the Town of Greenwood for the Police Department's community event.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 306 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to give \$3,000.00 (\$600.00 from each Councilmanic Grant Account) to Laurel American Legion Post 19 for the Eastern Shore Veterans Day Parade.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 307 16
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mr. Wilson, to give \$5,000.00 from Mr. Vincent's Councilmanic Grant Account to the Blades Volunteer Fire Company for flag poles for the new firehouse.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 308 16
Council-
manic
Grant**

A Motion was made by Mrs. Deaver, seconded by Mr. Cole, to give \$4,000.00 from Mrs. Deaver's Councilmanic Grant Account to the Lewes Public Library for their capital campaign.

**M 308 16
(continued)**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 309 16
Council-
manic
Grant**

A Motion was made by Mr. Wilson, seconded by Mr. Cole, to give \$2,500.00 from Mr. Wilson's Councilmanic Grant Account to the Grace-N-Mercy Ministries for youth camp expenses.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Introduction
of Proposed
Zoning
Ordinances**

Mrs. Deaver introduced the Proposed Ordinance entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR AN OFFICE, EQUIPMENT STORAGE, AND PARKING FOR A CONSTRUCTION COMPANY TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 2.0 ACRES, MORE OR LESS" (Conditional Use No. 2054) filed on behalf of UtiliSite, Inc. (Tax I.D. No. 234-6.00-99.01) (911 Address: 20721 Robinsonville Road, Lewes).

Mr. Arlett introduced the Proposed Ordinance entitled "AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR-RPC MEDIUM DENSITY RESIDENTIAL DISTRICT-RESIDENTIAL PLANNED COMMUNITY (AS AN ADDITION TO CHANGE OF ZONE NO. 1393 FOR AMERICANA BAYSIDE) FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 12.313 ACRES, MORE OR LESS" (Change of Zone No. 1803) filed on behalf of CMF Bayside, LLC (Tax Map I.D. No. 533-19.00-50.00 (Part of) and 51.00) (911 Address: None Available).

Mr. Arlett introduced the Proposed Ordinance entitled "AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A B-1 NEIGHBORHOOD BUSINESS DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 3.05 ACRES, MORE OR LESS" (Change of Zone No. 1804) filed on behalf of Doug Melson (Tax Map I.D. No. 533-19.00-50.00 (Part of) (911 Address: None Available).

Mr. Wilson introduced the Proposed Ordinance entitled "AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF

Introduction of Proposed Zoning Ordinances (continued) **SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A CR-1 COMMERCIAL RESIDENTIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN NORTHWEST FORK HUNDRED, SUSSEX COUNTY, CONTAINING 24.835 ACRES, MORE OR LESS” (Change of Zone No. 1805) filed on behalf of MTC Properties, LLC (Tax Map I.D. No. 530-14.00-24.00) (911 Address: 14485 Sussex Highway, Bridgeville).**

The Proposed Ordinances will be advertised for Public Hearing.

Council Members' Comments

Council Members' Comments

Mrs. Deaver commented on a Carrying Capacity Study, DelDOT’s plans for Transportation Improvement Districts, and an Adequate Public Facilities Ordinance.

Mr. Arlett commented on a recent public safety event held in Millsboro and the upcoming Delaware State Police annual fundraiser for Camp Barnes.

Mrs. Deaver stated that she would like for Council to discuss the report that was submitted by the League of Women Voters of Sussex County on June 14, 2016.

M 310 16 Recess

At 12:47 p.m., a Motion was made by Mr. Cole, seconded by Mrs. Deaver, to recess the Regular Session until 1:30 p.m.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea; Mr. Arlett, Yea; Mr. Wilson, Yea; Mr. Vincent, Yea

M 311 16 Reconvene

At 1:42 p.m., a Motion was made by Mr. Arlett, seconded by Mrs. Deaver, to reconvene.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea; Mr. Arlett, Yea; Mr. Wilson, Yea; Mr. Vincent, Yea

Rules of Procedure

Mr. Moore read the Rules of Procedure for public hearings.

Public Hearing/ CU 2047

A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR EQUIPMENT STORAGE AND REPAIR FOR A CONTRACTING BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 4.972

**Public
Hearing/
CU 2047
(continued)**

ACRES, MORE OR LESS” (Conditional Use No. 2047) filed on behalf of Delmarva Petroleum Service (Tax I.D. No. 230-13.00-148.00) (911 Address: 9483 Clendaniel Pond Road, Lincoln).

The Planning and Zoning Commission held a Public Hearing on this application on May 12, 2016 at which time action was deferred for further consideration. On May 26, 2016, the Commission recommended that the application be approved with the following conditions:

- A. The use shall be limited to equipment storage and repairs associated with the Applicants’ petroleum service business.**
- B. As stated by the Applicant, no sales or displays shall occur on the site.**
- C. As stated by the Applicant, no petroleum storage shall occur on the site, other than what is required for day-to-day operations of the Applicant’s vehicles and equipment.**
- D. All security lighting shall be downward screened so that it does not shine on neighboring properties or roadways.**
- E. All parking and equipment storage locations shall be clearly shown on the Final Site Plan, which shall be subject to the review and approval of the Planning and Zoning Commission.**

(See the minutes of the Planning and Zoning Commission dated May 12 and 26, 2016.)

Lawrence Lank, Director of Planning and Zoning, read a summary of the Planning and Zoning Commission’s Public Hearing.

Mr. Lank distributed an Exhibit Book submitted by the Applicant.

Mr. Lank reviewed a staff analysis of the application.

The Council found that Dennis Schrader, Attorney, was present with Curtis Walls of Delmarva Petroleum Service.

Mr. Schrader and Mr. Walls commented on the following: the proposed use of the property for equipment storage and repair for a contracting business, other uses in the area, business activities, available utilities, roads, existing buildings on the site, employees and their arrival and departure times, parking, security lighting, and the classification of the land according to the State Strategies Maps.

There were no public comments and the Public Hearing was closed.

**M 312 16
Adopt
Ordinance
No. 2454/
CU 2047**

A Motion was made by Mrs. Deaver, seconded by Mr. Arlett, to Adopt Ordinance No. 2454 entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR EQUIPMENT STORAGE AND REPAIR FOR A CONTRACTING BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK

**M 312 16
Adopt
Ordinance
No. 2454/
CU 2047
(continued)**

HUNDRED, SUSSEX COUNTY, CONTAINING 4.972 ACRES, MORE OR LESS” (Conditional Use No. 2047) filed on behalf of Delmarva Petroleum Service, with the following conditions:

- A. The use shall be limited to equipment storage and repairs associated with the Applicants' petroleum service business.**
- B. As stated by the Applicant, no sales or displays shall occur on the site.**
- C. As stated by the Applicant, no petroleum storage shall occur on the site, other than what is required for day-to-day operations of the Applicant's vehicles and equipment.**
- D. All security lighting shall be downward screened so that it does not shine on neighboring properties or roadways.**
- E. All parking and equipment storage locations shall be clearly shown on the Final Site Plan, which shall be subject to the review and approval of the Planning and Zoning Commission.**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public
Hearing/
CU 2048**

A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A WAREHOUSE AND OFFICE TO RECEIVE AND STORE HVAC EQUIPMENT TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 1.457 ACRES, MORE OR LESS” (Conditional Use No. 2048) filed on behalf of Delaware Shore Equity, LLC (Tax I.D. No. 234-11.00-502.00) (911 Address: None Available).

The Planning and Zoning Commission held a Public Hearing on this application on May 12, 2016 at which time action was deferred for further consideration. On May 26, 2016, the Commission recommended that the application be approved with the following conditions:

- A. The use shall be limited to a warehouse and office to receive and store HVAC equipment.**
- B. There shall be no retail sales from the property.**
- C. No vehicle repair shall be performed on site.**
- D. All lighting on the site shall be downward screened so that it does not shine on neighboring properties or roadways.**
- E. Any dumpsters on the site are to be screened from view of neighboring properties and roadways.**
- F. The Applicant shall comply with all DelDOT requirements for entrance and roadway improvements.**
- G. The hours of operation shall be Monday through Friday from 7:00 a.m. until 6:00 p.m.; Saturday and Sunday closed.**

**Public
Hearing/
CU 2048
(continued)**

- H. Signage shall not exceed six (6) square feet on each side and shall not be lighted.**
- I. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.**

(See the minutes of the Planning and Zoning Commission dated May 12 and 26, 2016.)

Lawrence Lank, Director of Planning and Zoning, read a summary of the Planning and Zoning Commission's Public Hearing.

Mr. Lank distributed an Exhibit Book submitted by the Applicant.

Mr. Lank reviewed a staff analysis of the application.

The Council found that Dennis Schrader, Attorney, was present with David George, Proprietor of Delaware Shore Equity, LLC.

Mr. Schrader and Mr. George commented on the following: the proposed use of the property for a warehouse and office to receive and store HVAC equipment, business activities which do not include retail sales or vehicle repairs, security lighting, dumpsters, number of employees and their arrival and departure times, hours of operation, the surrounding area, utilities, lighting, and the existing landscape buffer.

There were no public comments and the Public Hearing was closed.

**M 313 16
Amend
Conditions/
CU 2048**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to strike Condition G recommended by the Planning and Zoning Commission.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 314 16
Amend
Conditions/
CU 2048**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to add a condition (new Condition G) that "No outside storage unless properly screened with fencing or landscaping."

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 315 16
Amend
Conditions/
CU 2048**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to amend Condition I as follows: The Final Site Plan, which shall contain a landscape buffer, shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 316 16
Adopt
Ordinance
No. 2455/
CU 2048**

A Motion was made by Mr. Arlett, seconded by Mr. Cole, to Adopt Ordinance No. 2455 entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A WAREHOUSE AND OFFICE TO RECEIVE AND STORE HVAC EQUIPMENT TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 1.457 ACRES, MORE OR LESS” (Conditional Use No. 2048) filed on behalf of Delaware Shore Equity, LLC, with the following conditions, as amended:

- A. The use shall be limited to a warehouse and office to receive and store HVAC equipment.**
- B. There shall be no retail sales from the property.**
- C. No vehicle repair shall be performed on site.**
- D. All lighting on the site shall be downward screened so that it does not shine on neighboring properties or roadways.**
- E. Any dumpsters on the site are to be screened from view of neighboring properties and roadways.**
- F. The applicant shall comply with all DelDOT requirements for entrance and roadway improvements.**
- G. No outside storage unless properly screened with fencing or landscaping.**
- H. Signage shall not exceed six (6) square feet on each side and shall not be lighted.**
- I. The Final Site Plan, which shall contain a landscape buffer, shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public
Hearing/
CZ 1797**

A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A LI-2 LIGHT INDUSTRIAL DISTRICT FOR A

**Public
Hearing/
CZ 1797
(continued)**

CERTAIN PARCEL OF LAND LYING AND BEING IN LITTLE CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 9.822 ACRES, MORE OR LESS” (Change of Zone No. 1797) filed on behalf of John P. and Sherry B. Disharoon.

The Planning and Zoning Commission held a Public Hearing on this application on March 10, 2016 at which time the Commission recommended that the application be approved.

(See the minutes of the Planning and Zoning Commission dated March 10, 2016.)

Lawrence Lank, Director of Planning and Zoning, read a summary of the Planning and Zoning Commission’s Public Hearing.

Mr. Lank distributed copies of exhibits submitted by the Applicant.

Mr. Lank reviewed a staff analysis of the application.

Ken Christenbury, Professional Engineer with Axiom Engineering, was present with John Disharoon.

Mr. Christenbury commented on the purpose of the change of zone request to rezone Tract 1 to LI-2 Light Industrial District; the history and growth of the business; selection of the site, business operations, woods and wetlands, buffer, number of employees, and other commercial zonings and industrial uses in the area.

There were no public comments and the Public Hearing was closed.

**M 317 16
Adopt
Ordinance
No. 2456/
CZ 1797**

A Motion was made by Mr. Arlett, seconded by Mr. Cole, to Adopt Ordinance No. 2456 entitled “AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A LI-2 LIGHT INDUSTRIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN LITTLE CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 9.822 ACRES, MORE OR LESS” (Change of Zone No. 1797) filed on behalf of John P. and Sherry B. Disharoon.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Public
Hearing/
CZ 1798**

A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT AND A C-1 GENERAL COMMERCIAL DISTRICT TO A

**Public
Hearing/
CZ 1798
(continued)**

CR-1 COMMERCIAL RESIDENTIAL DISTRICT FOR CERTAIN PARCELS OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 3.99 ACRES, MORE OR LESS” (Change of Zone No. 1798) filed on behalf of David and Veronica Hamm/Clarksville Auto (Tax Map I.D. No. 134-11.00-155.00, 153.00, and 83.01) (911 Address: None Available).

The Planning and Zoning Commission held a Public Hearing on this application on March 10, 2016 at which time the Commission deferred action for further consideration. On March 24, 2016, the Commission recommended that the application be approved.

(See the minutes of the Planning and Zoning Commission dated March 10 and 24, 2016.)

Lawrence Lank, Director of Planning and Zoning, read a summary of the Planning and Zoning Commission’s Public Hearing.

Mr. Lank reviewed a staff analysis of the application.

Richard Abbott, Attorney, was present on behalf of the Clarksville Auto Service Center and David and Veronica Hamm.

Mr. Abbott discussed the split rezoning of the parcel, the reason for the rezoning request, business activities, history of the business, hours of operation, number of employees, other uses in the area, existing buildings on the site, limited access points and a main entrance, DelDOT’s acquisition of parcels and the widening and modifications at the intersection, safe and convenient access, parking, location of vehicles for sale, different property ownerships, and the classification of the land according to the State Strategies Maps and the Comprehensive Plan.

There were no public comments and the Public Hearing was closed.

**M 318 16
Adopt
Ordinance
No. 2457/
CZ 1798**

A Motion was made by Mr. Arlett, seconded by Mrs. Deaver, to Adopt Ordinance No. 2457 entitled “AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT AND A C-1 GENERAL COMMERCIAL DISTRICT TO A CR-1 COMMERCIAL RESIDENTIAL DISTRICT FOR CERTAIN PARCELS OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 3.99 ACRES, MORE OR LESS” (Change of Zone No. 1798) filed on behalf of David and Veronica Hamm/Clarksville Auto.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 319 16
Adjourn**

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to adjourn at 3:09 p.m.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Arlett, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

Respectfully submitted,

**Robin A. Griffith
Clerk of the Council**

{An audio recording of this meeting is available on the County's website.}

GINA A. JENNINGS, MBA, MPA
FINANCE DIRECTOR

(302) 855-7741 T
(302) 855-7749 F
gjennings@sussexcountyde.gov



Sussex County
DELAWARE
sussexcountyde.gov

Memorandum

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable Robert B. Arlett
The Honorable George B. Cole
The Honorable Joan R. Deaver

FROM: Gina A. Jennings
Finance Director

RE: **BANKING RFP AWARD**

DATE: June 23, 2016

The Finance Department recently issued a Request for Proposal (RFP) for Banking Services due to the County's agreement with M&T Bank expiring this month.

The County received two complete proposals from M&T and WSFS. We also received an incomplete proposal from Santander. PNC declined to submit a proposal due to our heavy reliance on branch deposits.

Below are the average scores out of 100 for each respondent:

M&T 78.50
WSFS 77.25

M&T's proposal offered all of the required services the County requested in the RFP. In addition, full collateralization was included, along with the bank's willingness to accept all County deposits. M&T also offers services that will allow the County to grow with its banking services as needed; for example, lockbox (for the collection of customer payments), credit card processing, and ACI (a means to aggregate online bill payments for ease of processing). The County currently banks with M&T.

WSFS's proposal offered all of the required services, as well as competitive rates. However, they did not offer some of the services that would allow us to take advantage of efficiencies created by our current technology. In addition, the nearest WSFS branch is located in Millsboro or Lewes, which would substantially increase the time necessary to utilize a branch for a deposit. Furthermore, WSFS's bond rating is not as high as M&T's.

While WSFS's proposal was competitive, the recommendation of the committee is to award the banking services RFP to M&T Bank.

pc: Mr. Todd F. Lawson



GINA A. JENNINGS, MBA, MPA
FINANCE DIRECTOR

(302) 855-7741 T
(302) 855-7749 F
gjennings@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov

Memorandum

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable George B. Cole
The Honorable Joan R. Deaver
The Honorable Robert B. Arlett

FROM: Gina A. Jennings
Finance Director

RE: **SUSSEX COUNTY PENSION UPDATE**

DATE: June 23, 2016

On Tuesday, I will be discussing the County's pension performance, various actuarial reports, and proposed pension plan changes. Attached for your review are the draft minutes of the May 23, 2016 Pension Committee meeting, the Investment Performance Report as of March 31, 2016, and Tuesday's presentation.

Please contact me if you have any questions or concerns.

Attachments

pc: Mr. Todd F. Lawson



PENSION FUND COMMITTEE

Minutes of Meeting

May 23, 2016

The Sussex County Pension Fund Committee met on May 23, 2016, at 10:00 a.m. in the County Council Chambers, Georgetown, Delaware. Those in attendance included members: Gina Jennings, Todd Lawson, Karen Brewington, Kathy Roth, David Baker, Hugh Leahy, and Kathleen Ryan. Also in attendance were Michael Shone of Peirce Park Group, the County's Pension Investment Consultant; as well as Janet Cranna, Margaret Tempkin, and Brett Warren, of Cheiron, the County's new Actuary.

On May 13, 2016, the Agenda for today's meeting was posted in the County's locked bulletin board located in the lobby of the County Administrative Offices, as well as posted on the County's website.

Ms. Jennings called the meeting to order. Ms. Roth was welcomed to the Committee; she fills the vacancy resulting from the recent retirement of Jeffrey James, and serves as a current County employee. Ms. Roth has 30 years of accounting experience, is a licensed CPA, and is the Deputy Finance Director for the County. Mr. Baker and Mr. Leahy were also thanked for their willingness to serve a second 4-year term; they both serve as community members and were appointed by Council on January 26, 2016. (Note: No quarterly meeting was held in February 2016).

1. **Approval of Minutes**

The minutes of the November 16, 2015 meeting were approved by consent.

2. **Performance Reports of the Pension and OPEB Funds**

Mr. Shone distributed copies of a booklet entitled, "Sussex County Investment Performance Report, March 31, 2016". The Investment Performance Report includes information regarding the market environment for the first quarter of 2016, as well as quarterly and annual performances of the Pension and OPEB Plans. Although the report should be referenced for a more detailed analysis, discussion highlights include:

Mr. Shone referred members to Market Environment – 1st Quarter of 2016 (Tab 1).

The first quarter saw the worldwide economy growing at a slower pace than expected; the Gross Domestic Product (GDP) Growth for the U.S. was 0.5 percent. Weaker than expected consumer spending was the primary cause of the slowdown in economic growth.

The Federal Reserve raised short-term interest rates for the first time in almost 10 years at the end of 2015. Only two additional increases are expected in 2016, instead of the four indicated by the Fed's September 2015 projections. Mr. Shone did not think there was concern for recession, but did foresee a continued slowing of the economy. In 2016, the global economy is projected to expand by 3.4 percent, instead of the expected 3.7, according to International Monetary Fund (IMF) estimates. Brazil is expected to realize the largest decline, or -3.5 percent; the U.S. economy is forecasted to increase 2.6 percent.

Equities realized a sharp decline at the beginning of 2016, with global stocks down 6.8 percent at the end of January. U.S. Equities were up 1.0 percent for the quarter and down 0.3 percent for the year; and international equities were down 3.0 percent for the quarter and -8.3 percent for the year. Emerging market equities were the outperformer for the quarter, up 5.7 percent, but down 12.0 percent for the year (April 1 thru March 31, 2016). U.S. bonds were positive for the quarter (3.0 percent) and 2.0 percent for the year. Commodities performed extremely poorly for the year, -19.6. Large cap stocks were up 0.7 for the quarter; mid cap: up 2.2 percent; but, the big winner for the quarter was mid cap value: up 3.9 (within U.S. Equity returns, mid cap value has outperformed over a 5 to 10 year period, while small cap performed the worst, or -9.8 percent for the year and -1.5 percent for the quarter).

Mr. Shone directed members to the Pension Fund Performance Report (Tab II).

As of March 31, 2016, the ending market value of the Pension Plan was \$72.6 million and realized a first quarter investment gain of \$644,000, or 0.9 percent (gross) versus a benchmark of 1.6 percent; a 1 year (April 1 thru March 31, 2016) loss of \$1.4 million; a one year return of -1.8 percent versus a -0.3 percent benchmark. Mr. Shone noted that the State Investment Pool had some significant underperformance (0.9 percent below their benchmark for the quarter, and 1.7 percent below for the year); for a 5-year period the State has outperformed by 40 basis points, and has performed well for the County overall, but their fees are more expensive, 68 basis points. He recommended for the 3 managers (the State, Wilmington Trust, and DuPont Capital) to report to the Committee annually. Looking ahead, the Committee will be discussing a possible increase in their international equities allocation.

The ending market value of \$72,647,333 included: DuPont Capital Investment: \$14,235,136, Operating Account: \$132,865, State of Delaware Investment Pool: \$44,568,189, Vanguard Extended Market Index: \$2,786,955, Vanguard Mid Cap Value: \$2,507,945, Wilmington Trust Bonds: \$8,416,244, and Wilmington Trust Short Term: \$0. Over the last 3 years, the pension fund saw an investment gain of \$12.7 million, or a 6.8 percent return.

As of March 31, 2016, Sussex County's Pension Asset Allocation included: State of Delaware Investment Pool: 61.3 percent; Cash: 0.2 percent; Domestic Fixed Income: 11.6 percent; and Domestic Equity: 26.9 percent.

Over the last 5 years, the Pension Fund realized a 6.9 percent return and ranked in the top 27th percentile nationwide (250 public funds); 6.8 percent return for 3 years (top 22nd percent); 1 year: -1.8 percent (66th percent). For the quarter, the fund realized a return of 0.9 percent (68th percent), which was below the policy index of 1.6 percent. Since its

inception, the pension plan has realized a return of 9.5 percent, which is slightly below the 9.8 percent policy index.

The portfolio returns for the quarter: DuPont Capital Investment: 1.0 percent return versus benchmark of 1.3; Vanguard Extended Market Index (added October 2014): -0.8 percent; Vanguard Mid Cap Value (added December 2014): 1.7 percent; Wilmington Trust Bonds: 2.4 percent; and State of Delaware Investment Pool: 0.7 percent versus 1.6 percent benchmark. Growth significantly outperformed value during 2015. A brief discussion was held regarding the State's underperformance, as well as their higher investment management fees (.68 percent). It was the consensus of the Committee for Peirce Park to report on "net" results, in addition to gross returns, for both the Pension and OPEB Plans. Mr. Shone reported that Wilmington Trust was performing exactly as expected.

Mr. Shone referred members to the OPEB Fund Performance Report (Tab III).

As of March 31, 2016, the ending market value of the OPEB Plan was \$31.4 million and realized a first quarter gain of \$494,000, and a one year (April 1, 2015 thru March 30, 2016) gain of \$20,000. The OPEB Plan has lower investment fees than the Pension Plan, and has outperformed its policy index by approximately 1 percent, 0.3 percent versus a -0.6 benchmark. Looking ahead, the Committee will be discussing a possible increase in their International Equities allocation.

As of March 31, 2016, Sussex County's OPEB Asset Allocation included: Domestic Equity: 44.1 percent; Global Equity: 12.7 percent; International Equity: 6.6 percent; Domestic Fixed Income: 35.6 percent; and Cash: 1 percent. All allocations were within policy ranges.

Since its inception (March 1, 2011), at which time the market value was \$22,982,102, the OPEB has realized a 5.2 percent return (\$6,801,813). For the quarter, the OPEB Plan realized a 1.6 percent return versus a 1.4 percent benchmark, and ranked in the top 28th percent nationwide; 6.3 percent return for 3 years (top 36th percent); and 1 year: 0.3 percent (16th percent). Mr. Shone noted that the OPEB Plan had very good peer group rankings, and for the last two years has been in the top 15th percent, 3.9 percent versus a benchmark of 3.1. Since March 2011, the OPEB plan has realized a return of 5.2 percent versus a 6.2 percent policy index. The equity managers outperformed their benchmarks both for the quarter and year. Mr. Shone reported that the winner for the quarter and year was MFS Low Volatility, which was up 4.2 percent versus its benchmark of 0.2; since it was added to the portfolio in December 2014, it has realized a return of 5.3 percent versus a -1.7 benchmark. He explained that low volatility equities are designed to do well when the markets are down. Since Thornburg Global was added to the County's portfolio in January 2014, it has realized a return of 8.8 percent versus a benchmark of 0.9. Although they outperformed their benchmark, Mr. Shone reiterated that Peirce Park is still watching Thornburg due to corporate wide instability during 2015 as a result of significant decrease in international equity assets and several portfolio manager changes.

Mr. Shone noted that other than fine-tuning the international target, he would not recommend any additional changes to the OPEB Plan.

3. International Allocation

Mr. Shone distributed copies of a report entitled, “Portfolio Considerations, May 2016”, which included an Asset Allocation Update, Global/International Equity Manager Search, and Portfolio Options. The report notes the challenge of lower than average returns (both in domestic and fixed equities) in the coming decade, which may result in a reduced funded ratio and an increase in contributions. Possible solutions include: higher contributions, lower assumed rate of return, increase allocation of international stocks, and/or consider other asset classes.

Over the next 10 years, lower fixed income and U. S. stock returns are expected.

Peirce Park’s asset class estimate projections for the next 10 years versus 40 years include:

	PROJECTIONS	
	Next 10 years	Next 40 years
U.S. Equities	6.50%	8.30%
Non-U.S. Equities	9.75%	9.40%
Fixed Income	2.50%	3.60%

*After the next 10 years, PPG assumes returns will be more in line with historical averages.

With Mid-Cap’s outperformance, Ms. Ryan questioned if the Committee should consider increasing this allocation instead of a possible increase in international equity targets; there would be less risk. She also questioned lessening the investment expenses for the pension plan, and noted her agreement to invite the State to appear before the Committee as soon as possible. She made note of the fact that if returns are going to be much lower in the future, the expense ratio will become much more important.

Before any possible changes are made regarding international targets, it was the consensus of the Committee for Mr. Shone to bring a draft copy of the Investment Policy Statement to the next meeting reflecting a 65 percent equity target, as well as inviting the State to a future meeting to discuss their portfolio, including their recent underperformance and fee structure. Mr. Baker also requested for the Committee to review the State’s annual report prior to the next meeting. Mr. Shone noted that the State’s underperformance for the year was due, in large part, to hedge funds (-10.81).

Ms. Jennings thanked Mr. Shone for his time in preparing the information presented today.

4. **Cheiron – Actuary Report**

Ms. Jennings noted that Cheiron was the County’s new actuary and would be discussing the Pension and OPEB assumptions used to determine the County’s unfunded liability, FY 17 recommended contributions in the current budget, the sustainability of the County’s Pension Plan, and possible pension changes due to inquiries from 12-hour employees (dispatchers and paramedics).

In the transition with a new client, Ms. Cranna noted that a replication study was performed for both the Pension and OPEB Plans. In this study, data was received from Aon and the County, the data was reconciled, and Cheiron independently programmed their valuation system trying to duplicate the results of the prior actuary (plan provisions,

assumptions, and methodology) to see if they could match the same results that the prior actuary used in their reports. Although the report should be referenced for a more detailed analysis, discussion highlights are included.

Ms. Cranna reported that the pension matching results were reasonable with Aon (within 1.1% on PVB (present value of future benefits) and AL (actuarial liability) and within -0.3 percent on normal cost). The OPEB matching results were reasonable with Aon (within 0.6% on AL and within -1.8 percent on normal cost). The actuarial standard range is within +/- 5 percent; differences between actuaries are common, and can occur from different actuarial valuation software and different programming approaches. Ms. Cranna noted that Cheiron is very comfortable with the plan provisions and methodology used on the pension side.

Ms. Tempkin noted that Cheiron was able to replicate Aon’s valuation results for the OPEB Plan within 0.6 percent, and normal costs within -1.8 percent.

Mr. Warren reviewed the assumptions used for both the Pension and OPEB Plans, which included demographic, actuarial methods, and economic. Due to the amount of information presented, only recommended changes are included.

PENSION – DEMOGRAPHIC ASSUMPTIONS (Mortality, Retirement, Termination, Salary, COLA. and Marital) – No recommended changes

Mr. Warren reported that Cheiron did not perform their own experience study, instead using the prior actuary’s experience results, as well as reviewing the last two years of reports (looking at gains/losses and methods).

OPEB – DEMOGRAPHIC ASSUMPTIONS (Benefit Election, Medical Plan Election, Marital, Spousal Election, and All Other) – No recommended changes

PENSION – ECONOMIC ASSUMPTIONS

Assumption	Current	Recommendation
Interest Rate	7.5%; did not specify whether this assumption is net of investment expenses, administrative expenses, or both	7.5% interest rate net of administrative expenses only
Inflation	2.5%	No change
Administrative Expenses	No explicit expense assumption	Explicit assumption based on prior year’s expenses increased by inflation

OPEB – ECONOMIC ASSUMPTIONS

Assumption	Current	Recommendation
Interest Rate	7.5%, same as Pension	See pension commentary
Healthcare Trends	Graded down to ultimate over 8 years. Single trend for Pre-Medicare and Medicare costs.	Grade trends down to ultimate over 15 years and split pre-Medicare and Medicare trends.

Dental & Vision Trends	7% to 5% graded over 8 years	Flat 5% trend
Claim Costs	Based on current premiums with aging factors applied for Medical	No Change
Administrative Expenses	No explicit expense assumption	Explicit assumption based on prior year's expenses increased by inflation

GASB 67/68 states that an explicit assumption for administrative expenses must now be included. The County's required contribution would now consist of three components: employer normal costs (the value of benefits that accrue), a component to amortize the County's unfunded liability, and also administrative expenses that would include staff salaries and actuarial fees (fees not related to investment expenses). Ms. Jennings stated that the County does not charge staff salaries, but does include actuarial costs. The 7.5% interest rate used would be net of investment fees (not including administrative fees), which will be added to the recommended required annual contribution. Ms. Jennings noted that she will provide the Committee with a summary showing the County's administrative fees.

PENSION – ACTUARIAL METHODS

Assumption	Current	Recommendation
Cost Method	Entry Age Normal	No Change
Amortization Method	20-year closed amortization period starting July 1, 2015 (amortized as level dollar)	No change; as closed period approaches 10-15 years, we suggest using a layered approach
Asset Method	Reset to market value in 2015 with expectation to phase into a 5-year smoothed asset value	Implement an asset corridor – limit smoothed asset value to be in any year no more than 120% of market value of no less than 80% of market value

Mr. Warren explained that using a Depletion Test ensures that future assets can pay future benefit payments. Regarding the amortization method, Mr. Shone stated that some actuaries like to see a written Funding Policy, which specifically states the methodology for each year's needed funding; GASB requires a funding policy. Mr. Shone noted that Peirce Park would draft a Funding Policy for both the Pension and OPEB Plans, which would ultimately have to be adopted by the Council. GASB also requires that investment gains and losses have to be amortized over a 5-year period; benefit changes have to be reflected immediately; and experience gains or losses (other than the asset side) have to be analyzed over what is called 'future working lifetime', which is the average number of years that a person works. A layered approach reduces the volatility of the costs and makes setting budgets easier from year to year.

For funding purposes, moving forward, gains and losses would be smoothed out over a 5-year period. Cheiron would also recommend using an asset corridor, which essentially keeps the actuarial value of assets between 80 percent and 120 percent of the market value; corridors keep the actuarial value of assets within a certain range of the market

value, which offers protection if there are large swings in the market. Mr. Leahy expressed concern in reporting the unfunded liability.

The County's Pension Plan is currently 84 percent funded.

OPEB – ACTUARIAL METHODS

Assumption	Current	Recommendation
Cost Method	Projected Unit Credit Method	Change to Entry Age Normal to comply with GASB 74/75
Amortization Method	30-year open amortization, level percent of pay	No change
Asset Method	Market value of assets	No change

Ms. Tempkin noted that GASB 74/75 requires using Entry Age Normal in determining the liability on the financial statements. She also stated that she did not see any anticipated changes in funding versus disclosure liability.

Ms. Cranna reviewed the Pension FY 2017 recommended contribution. An estimated total contribution of \$3,229,000 is recommended for the Pension Plan, which is 14.94 percent of payroll. In reviewing sustainability projections for the Pension Plan, it would be expected that the plan would be 100 percent funded after 20 years. For the OPEB, Ms. Tempkin estimated a total contribution of \$2,075,009 is recommended for FY 17, or 9.03 percent of payroll. Sustainability projections were reviewed for both plans; figures were adjusted to show the potential impact to the plan.

It was requested that Cheiron provide the numbers reflecting the impact of a lower assumed rate of return, i.e. 7.25 percent, along with the impact of still lower returns of 6.5 percent for example, as well as using various discount rates.

Mr. Lawson and Ms. Roth left the meeting at 12:02 p.m.

Mr. Warren reviewed two proposals for Pension Plan design changes for dispatchers and paramedics (12 hour employees); the first increases the hours worked from 40 to 42 hours, and the second allows up to 30 years of service for the calculation of pension benefits (instead of the current 25 years of service for dispatchers and paramedics hired after July 1, 2000; those hired prior to July 1, 2000 have an uncapped service for benefit calculation purposes). The trend shows that as participants work longer, the cost tends to decrease and the impact appears to be cost neutral when raising the number of years worked to 30. Any of these changes would require an ordinance change by the Council. It was the consensus of the Committee to review this again at the next Committee meeting.

Ms. Jennings stated that Cheiron will provide an analysis regarding the financial impact of changing the required rate of return and discount rate.

Mr. Leahy noted his comfort regarding Cheiron's overall approval of the demographic assumptions that had been in place and were accepting without change.

Regarding actuarial asset methods for the Pension Plan, Cheiron will bring back additional information regarding the implementation of an asset corridor.

A Motion was made by Mr. Leahy, seconded by Ms. Ryan, that the 7.5% rate of return assumption are net of administrative fees for the Pension Plan.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Ms. Jennings, Yea

A Motion was made by Mr. Leahy, seconded by Ms. Ryan, that there would be an explicit administration expense assumption used for the Pension and OPEB Plans.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Ms. Jennings, Yea

A Motion was made by Mr. Leahy, seconded by Mr. Baker, that the OPEB actuarial cost method assumption be changed to Entry Age Normal.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Mr. Jennings, Yea

A Motion was made by Mr. Leahy, seconded by Mr. Baker, that the assumed rate of return for the OPEB Plan net of investment fees would be included.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Ms. Jennings, Yea

A Motion was made by Mr. Leahy, seconded by Ms. Ryan, that healthcare trends for the OPEB Plan be reset to a 15-year smoothing rate, with dental and vision to a flat 5 percent.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Ms. Jennings, Yea

Ms. Jennings and the Committee thanked Ms. Cranna, Ms. Tempkin, and Mr. Warren for their presentation.

5. **Additional Business**

No Additional Business. For informational purposes, the dates for the two remaining Pension Committee meetings for 2016 are: August 18 and November 17; all meetings are held in the Sussex County Council Chambers and begin at 10:00 a.m.

6. **Adjourn**

At 12:21 p.m., a Motion was made by Ms. Ryan, seconded by Ms. Leahy, to adjourn.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Ms. Brewington, Yea; Mr. Leahy, Yea; Ms. Ryan, Yea; Mr. Baker, Yea; Ms. Jennings, Yea

The next meeting of the Pension Fund Committee is scheduled for August 18, 2016, at 10:00 a.m. in the Sussex County Council Chambers.

Respectfully submitted,

Nancy J. Cordrey
Administrative Secretary

DRAFT



SUSSEX COUNTY

Investment Performance Report
March 31, 2016



PEIRCE PARK GROUP

TABLE OF CONTENTS

I. Market Environment

II. Pension

III. OPEB



PEIRCE PARK GROUP
PERFORMANCE EVALUATION AND REPORTING SERVICES INFORMATION DISCLAIMER

We exercised reasonable professional care in the preparation of this performance report. Information on market indices, security characteristics, and universe comparisons is received from external sources. Therefore, we make no guarantees as to the completeness or accuracy of the report.

Generally we use a client's custodian for market values and transaction dates. When we rely on the client's custodian values, returns are calculated using the custodian's statements. If the custodian cannot provide accurate information, manager data is generally used. Custodial information may differ from investment manager records. When the manager(s) and the custodian are one and the same, or where the manager provides the valuation to the custodian, we have no ability to determine the accuracy of the valuation put forth.

Returns are generally calculated by geometrically linking the holding period returns (generally monthly). Returns may be presented as gross or net of fees.

For investment managers that provide net of fee return calculations or asset values (e.g. mutual funds), we increase (gross-up) the total fund return by an amount that reflects, as accurately as possible, the internal costs of the manager or fund (internal costs include, but are not limited to, management fees, advisory/sub-advisory fees, administrative fees, interest expenses, and fee reimbursements). In determining a manager or fund's cost, we attempt to obtain accurate information that is readily available. Our results may differ from other reported sources such as Morningstar. As such, we make no guarantee as to the accuracy of fee calculations.

Investments have various types and levels of risk. There is no guarantee of gain nor any guarantee of loss protection. Information provided in this report should not be considered a recommendation by us.

This performance report is for evaluation purposes only. There is no guarantee that the portfolio complies with the guidelines and restrictions established by the Investment Policy Statement.

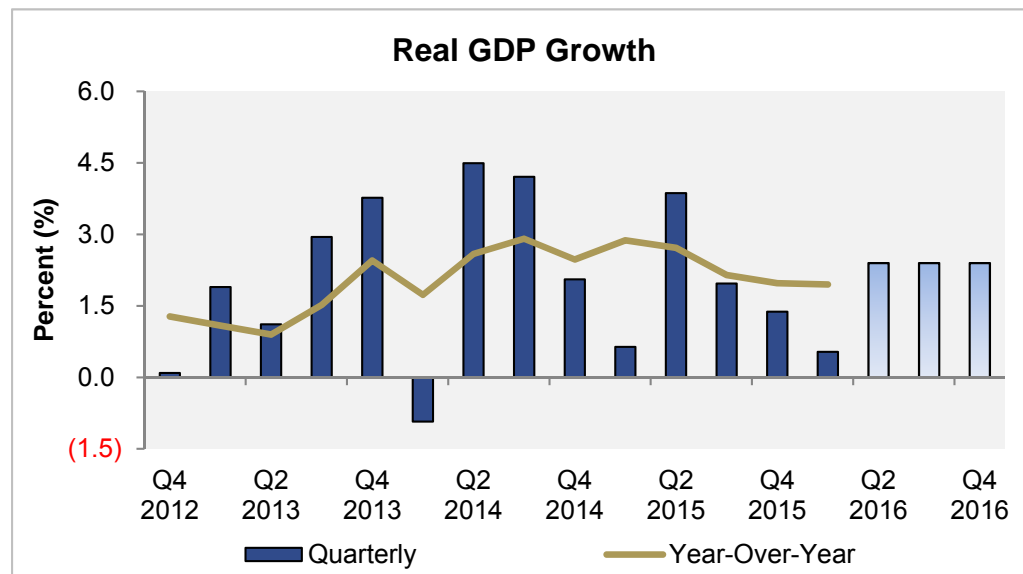
This report contains proprietary information and may not be copied or redistributed unless written permission is provided by us.

MARKET ENVIRONMENT

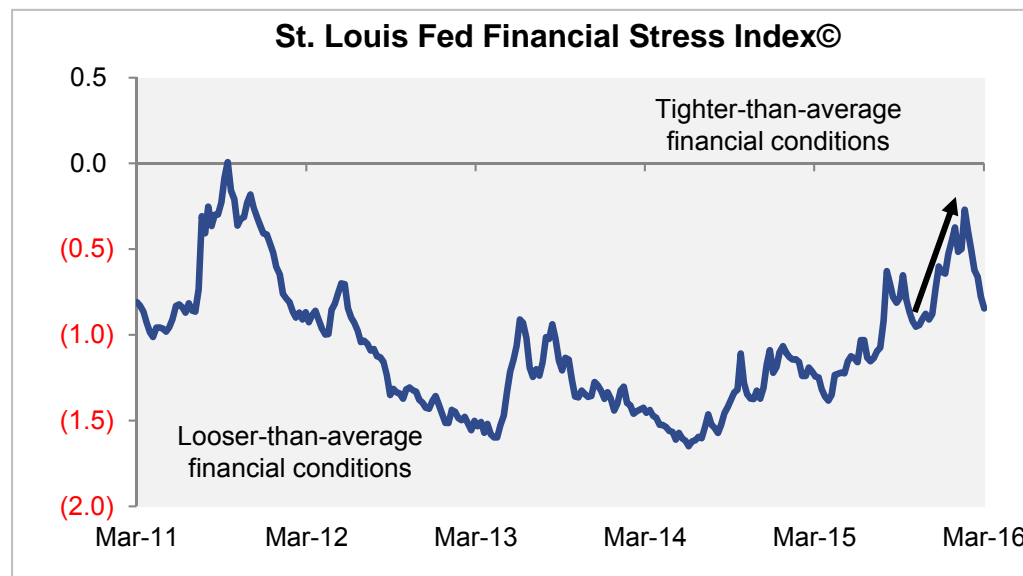


DOMESTIC ECONOMY

- Economic activity continued to decelerate in the first quarter, with real GDP growing at just 0.5%.
- Weaker-than-expected consumer spending once again was a primary cause of the sluggish economic growth. Business investment, meanwhile, has also weakened.
- Financial market volatility may be partly to blame. For example, the St. Louis Fed Financial Stress Index[®], which is an average of 18 financial market indicators, rose sharply at the end of last year and into Q1.
- Amid such tightening in financial conditions, it is likely that some businesses put a hold on new orders and spending.



Source: US. Bureau of Economic Analysis and The Wall Street Journal. Light bars reflect analyst estimates.

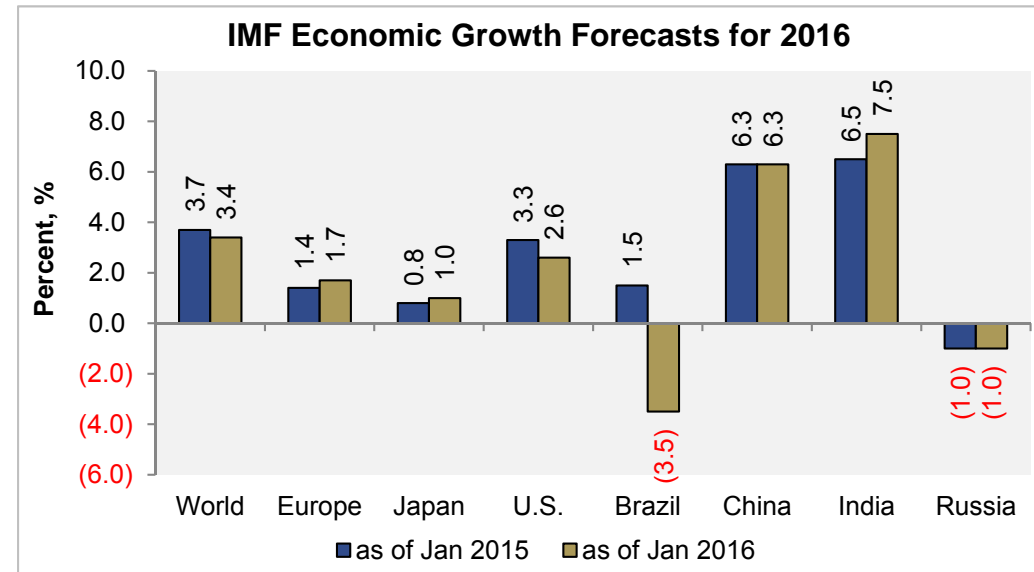


Source: Federal Reserve Bank of St. Louis.

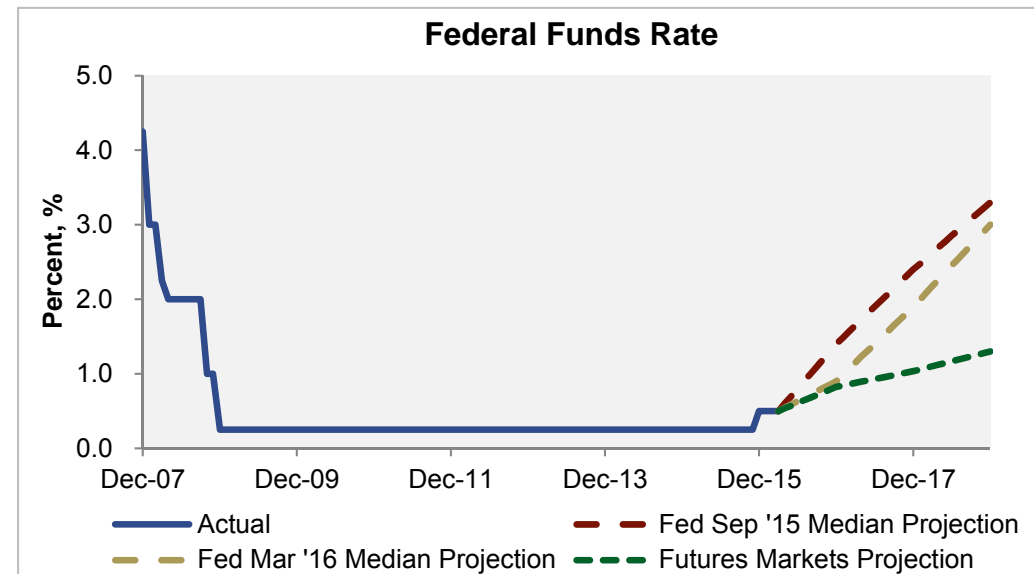


GLOBAL ECONOMY

- While the global economy is projected to grow by 3.4% in 2016, GDP growth is anticipated to be slower than predicted one year ago.
- To combat sluggish economic growth, many developed central banks have attempted further stimulus measures in Q1, with some moving short-term interest rates into negative territory.
- The Federal Reserve's (Fed) updated economic projections also suggest domestic monetary policy will be less tight than they had planned at the end of last year.
- In March, revised Fed estimates showed the most likely path for short-term interest rates includes only two increases this year, down from four implied by their September 2015 projections.



Source: International Monetary Fund (IMF).

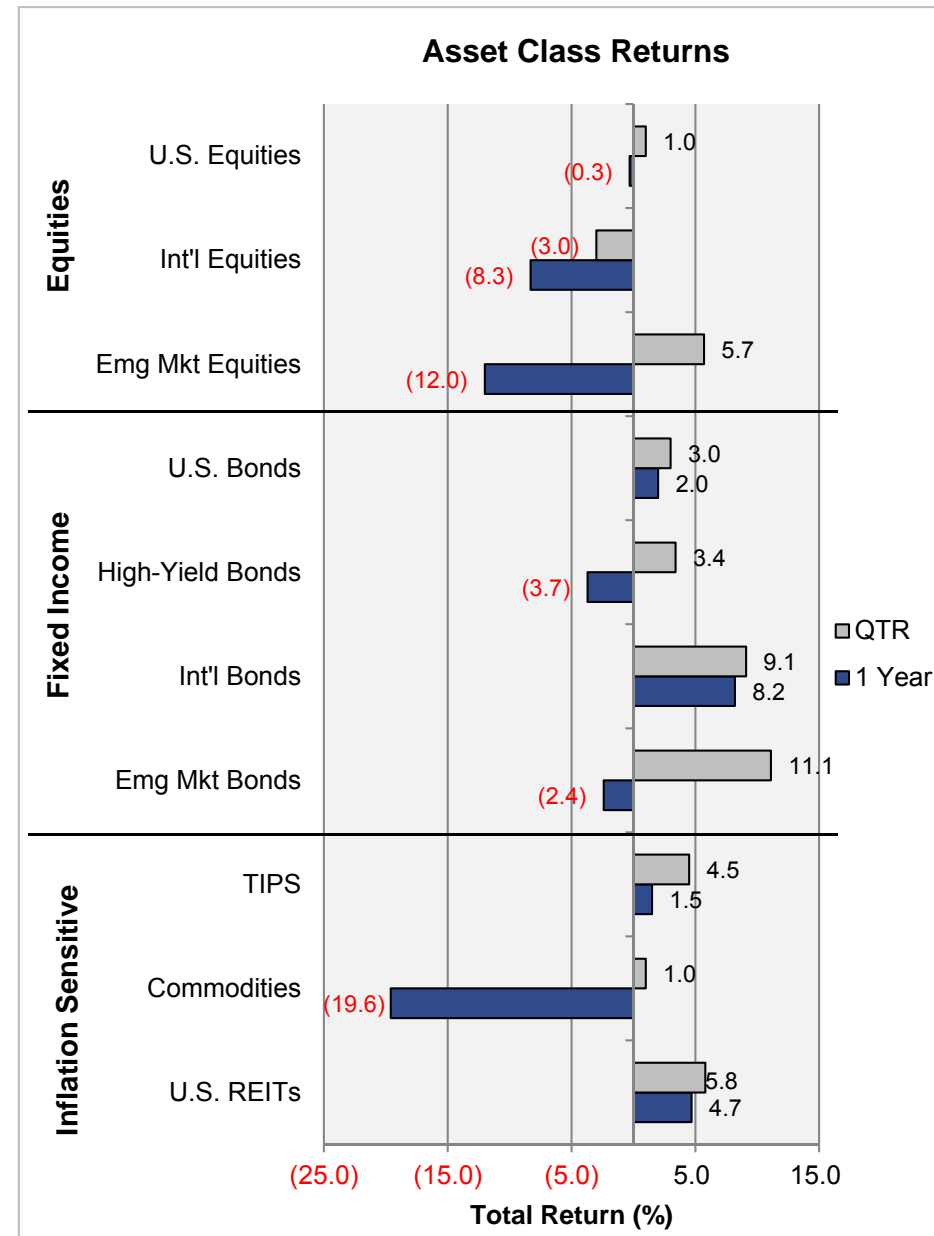


Source: Bloomberg Global Developed Sovereign Bond Index.



GLOBAL ASSET CLASS PERFORMANCE

- **Equities** experienced a sharp decline at the start of the year, with global stocks down 6.8% at the end of January. In the latter half of February, however, better economic data and further monetary stimulus from global central banks led to a sharp reversal in investor sentiment and strong gains in the second-half of Q1.
- **Fixed income** sectors performed well across the risk spectrum. High-yield debt topped the broad U.S. bond market for the first time since Q2 2015 given a strong rebound in the second half of the quarter.
- **Inflation-sensitive** assets generally posted positive returns. Commodities managed to end in the black after a recovery in oil prices. The early-quarter turmoil in capital markets also drove gold prices higher—the yellow metal was up more than 16%.

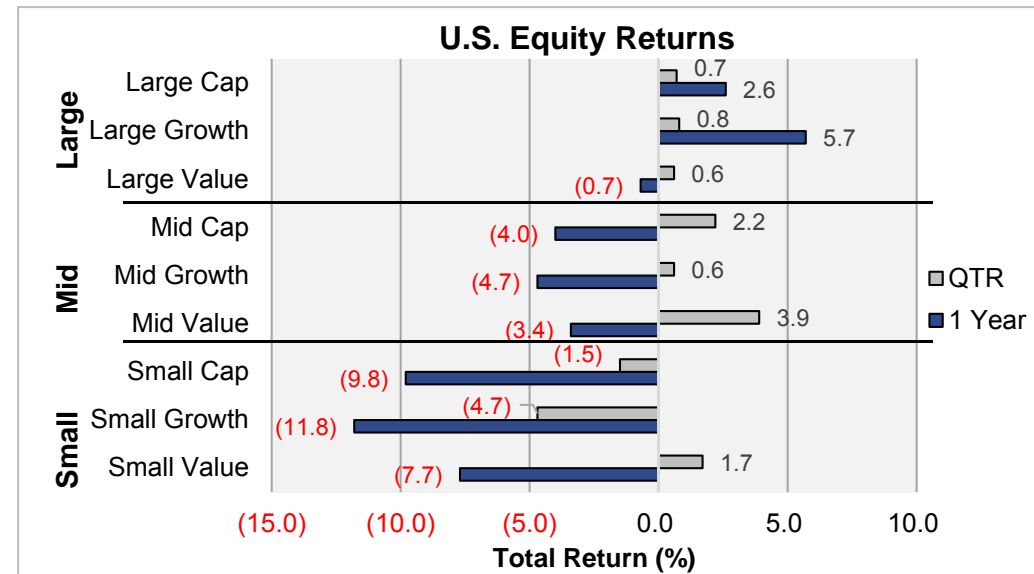


Source: Markov Processes International.

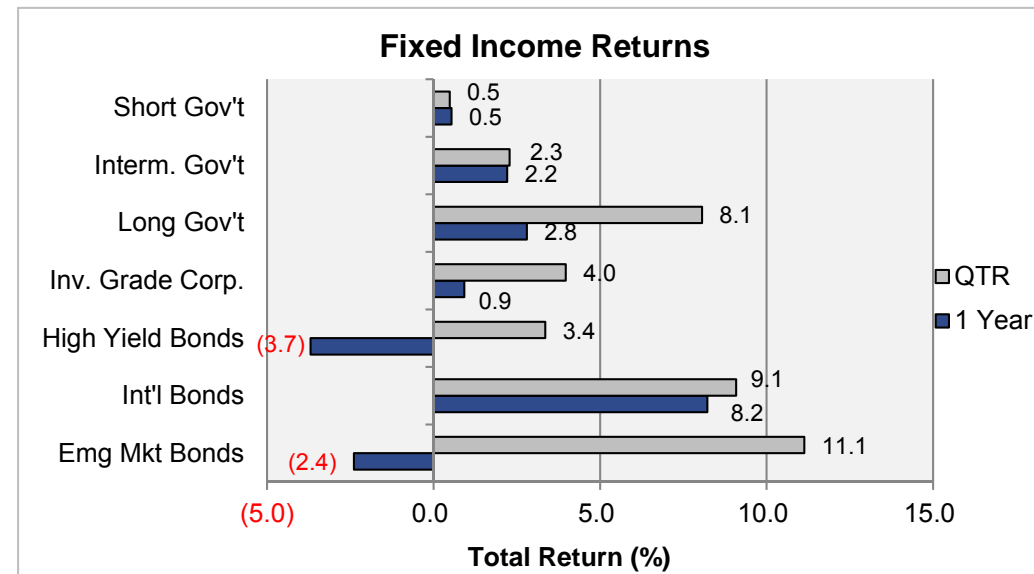


U.S. MARKETS

- The U.S. saw a quarter of two halves. Ten trading days into 2016, the S&P 500 registered its worst ever start to a year with a return of **-7.9%**. Commentary from members of the Fed largely drove a reversal in sentiment by implying fewer rate increases were on the horizon.
- Mid-cap stocks finished as the market leader in Q1. Style returns showed a shift towards value stocks to start the new year, especially among mid-and small caps.
- Fixed income sectors were broadly positive in Q1. Spread sectors outperformed government bonds, though high-yield corporates—unable to fully recoup their January underperformance—lagged their investment-grade counterparts.



Source: Russell.



Source: Morningstar



U.S. SIZE, STYLE, AND SECTOR PERFORMANCE

DOMESTIC EQUITY	QTR	1 Year	3 Year	5 Year	10 Year
S&P 500 Index	1.3	1.8	11.8	11.6	7.0
Russell 3000 Index	1.0	(0.3)	11.1	11.0	6.9
Russell 3000 Growth Index	0.3	1.3	13.2	12.0	8.1
Russell 3000 Value Index	1.6	(2.1)	9.1	10.0	5.6
Russell TOP 200 Index	0.7	2.6	12.0	11.8	6.9
Russell TOP 200 Growth Index	0.8	5.7	14.7	13.4	8.7
Russell TOP 200 Value Index	0.6	(0.7)	9.2	10.1	5.1
Russell 1000 Index	1.2	0.5	11.5	11.4	7.1
Russell 1000 Growth Index	0.7	2.5	13.6	12.4	8.3
Russell 1000 Value Index	1.6	(1.5)	9.4	10.2	5.7
Russell Mid-Cap Index	2.2	(4.0)	10.4	10.3	7.4
Russell Mid-Cap Growth Index	0.6	(4.7)	11.0	10.0	7.4
Russell Mid-Cap Value Index	3.9	(3.4)	9.9	10.5	7.2
Russell 2000 Index	(1.5)	(9.8)	6.8	7.2	5.3
Russell 2000 Growth Index	(4.7)	(11.8)	7.9	7.7	6.0
Russell 2000 Value Index	1.7	(7.7)	5.7	6.7	4.4
DOMESTIC EQUITY BY SECTOR (MSCI)					
Consumer Discretionary	1.6	3.2	15.1	16.1	10.1
Consumer Staples	5.5	10.2	12.9	15.1	11.5
Energy	3.6	(18.6)	(6.5)	(3.7)	2.8
Financials	(4.0)	(3.8)	9.0	8.8	(0.1)
Health Care	(6.9)	(7.4)	15.7	17.2	10.2
Industrials	4.8	0.6	11.6	10.5	7.2
Information Technology	1.6	5.0	16.2	12.8	9.0
Materials	4.6	(6.9)	5.8	4.6	6.4
Telecommunication Services	15.0	16.7	8.8	10.7	7.3
Utilities	15.3	15.0	12.2	13.4	9.2



REGIONAL PERFORMANCE ACROSS MARKETS

INTERNATIONAL/GLOBAL EQUITY	QTR	1 Year	3 Year	5 Year	10 Year
MSCI EAFE (Net)	(3.0)	(8.3)	2.2	2.3	1.8
MSCI EAFE Growth (Net)	(2.1)	(3.7)	3.8	3.7	2.9
MSCI EAFE Value (Net)	(4.0)	(12.8)	0.6	0.8	0.6
MSCI EAFE Small Cap (Net)	(0.6)	3.2	7.2	5.6	3.4
MSCI AC World Index (Net)	0.2	(4.3)	5.5	5.2	4.1
MSCI AC World Index Growth (Net)	(0.3)	(3.0)	7.3	6.6	5.0
MSCI AC World Index Value (Net)	0.8	(5.7)	3.8	3.8	3.0
MSCI Europe ex UK (Net)	(2.6)	(8.3)	3.9	1.9	2.1
MSCI United Kingdom (Net)	(2.3)	(8.8)	0.2	2.2	2.0
MSCI Pacific ex Japan (Net)	1.8	(9.7)	(2.9)	0.7	5.6
MSCI Japan (Net)	(6.5)	(7.1)	3.8	4.0	(0.4)
MSCI Emerging Markets (Net)	5.7	(12.0)	(4.4)	(4.1)	3.0
FIXED INCOME					
Merrill Lynch 3-month T-Bill	0.1	0.1	0.1	0.1	1.1
Barclays Intermediate Government/Credit	2.4	2.1	1.8	3.0	4.3
Barclays Aggregate Bond	3.0	2.0	2.5	3.8	4.9
Barclays Short Government	0.5	0.5	0.3	0.4	1.9
Barclays Intermediate Government	2.3	2.2	1.5	2.5	4.0
Barclays Long Government	8.1	2.8	6.0	9.5	7.9
Barclays Investment Grade Corporates	4.0	0.9	3.0	5.2	5.8
Barclays High Yield Corporate Bond	3.4	(3.7)	1.8	4.9	7.0
JPMorgan Global ex US Bond	9.1	8.2	0.1	0.3	4.2
JPMorgan Emerging Market Bond	11.1	(2.4)	(7.2)	(2.5)	4.2
INFLATION SENSITIVE					
Consumer Price Index	0.7	0.9	0.8	1.3	1.8
BC TIPS	4.5	1.5	(0.7)	3.0	4.6
Commodities	1.0	(19.6)	(16.9)	(14.1)	(6.2)
Gold	16.5	4.1	(8.5)	(3.5)	7.0
REITs	5.8	4.7	9.9	11.6	6.5
FTSE EPRA/NAREIT Global REITs	5.1	0.6	5.0	7.5	-

Source: Russell, S&P, MSCI, Merrill Lynch, Barclays Capital, FTSE.

Copyright © 2015 Peirce Park Group. All Rights Reserved. This Report is not to be construed as an offer or solicitation to buy or sell securities, or to engage in any trading or investment strategy. The views contained in this Report are those of Peirce Park Group as of March 31, 2016, and may change as subsequent conditions vary, and are based on information obtained by Peirce Park Group from sources that are believed to be reliable. Such information is not necessarily all inclusive and is not guaranteed as to accuracy. Peirce Park Group is not responsible for typographical or clerical errors in this Report or in the dissemination of its contents. Reliance upon information in this Report is at the sole discretion of the reader.



[This Page Intentionally Left Blank]

PENSION



OBSERVATIONS FOR SUSSEX COUNTY PENSION

- Market Value (March 31, 2016): \$72.6M
- Q1 Gain: +\$644K
- Q1 Return: 0.9% (gross), Benchmark: 1.6% (gross)
- 1 Year Gain: **-\$1.4M**
- 1 Year Return: **-1.8%** (gross), Benchmark: **-0.3%** (gross)
- Underperformed benchmark:
 - State of Delaware
 - 0.9% below benchmark
 - 1.7% below benchmark for 1 year
 - 0.4% (gross) above benchmark for 5 years



LOOKING AHEAD FOR SUSSEX COUNTY PENSION

- International equities discussion

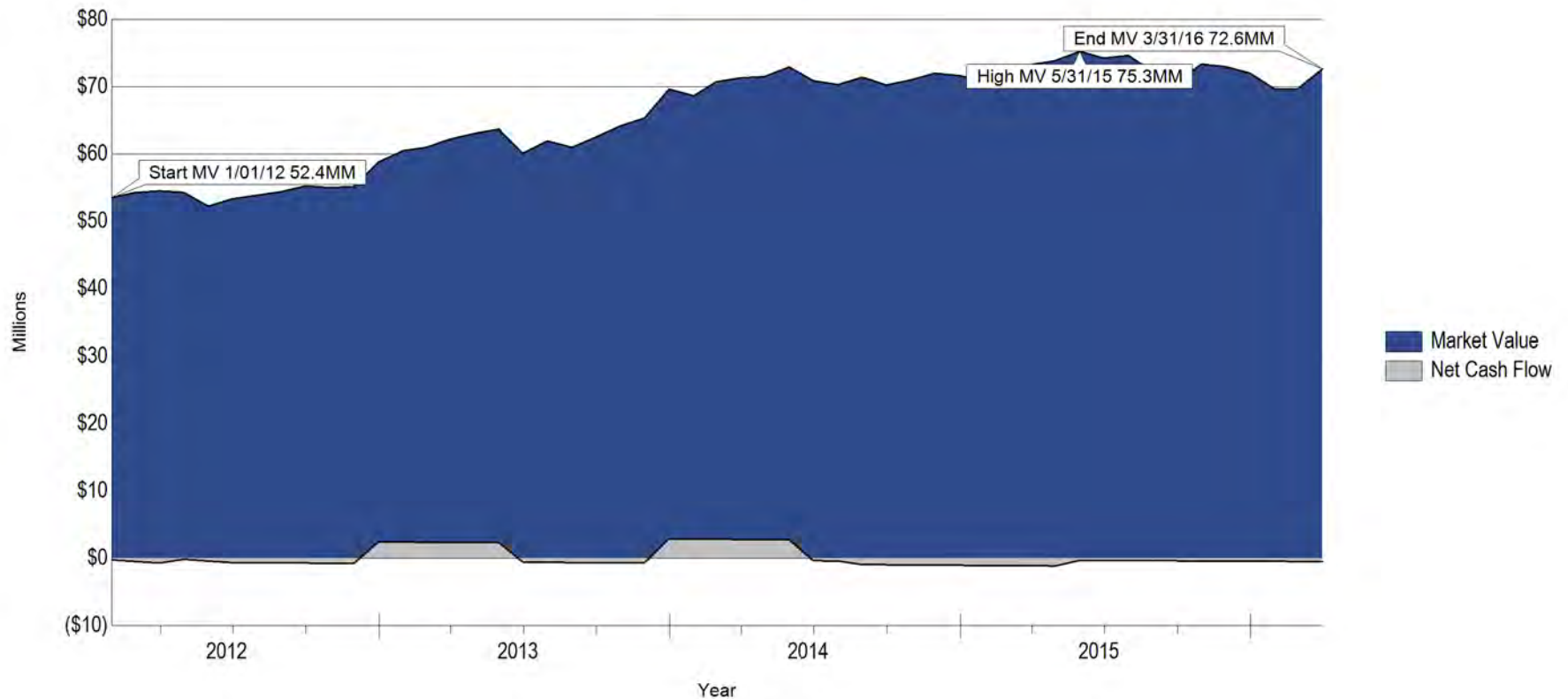


Summary of Cash Flows

As of March 31, 2016

	First Quarter	One Year	Three Years
Beginning Market Value	\$72,014,172.7	\$73,290,809.7	\$62,209,232.3
Net Additions/Withdrawals	-\$11,774.0	\$827,758.2	-\$2,254,535.5
Investment Earnings	\$644,934.3	-\$1,471,234.9	\$12,692,636.2
Ending Market Value	\$72,647,333.0	\$72,647,333.0	\$72,647,333.0
Time Weighted Return	0.9%	-1.8%	6.8%

Market Value History

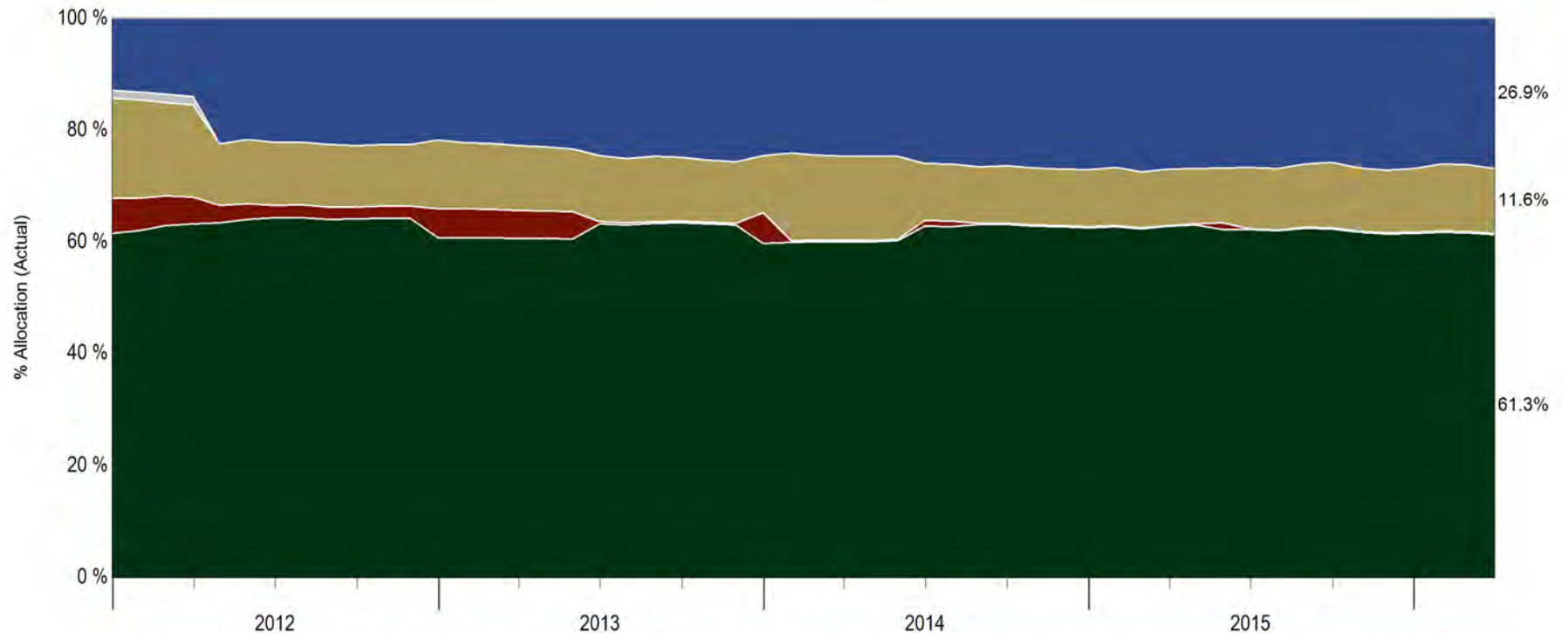


As of March 31, 2016

Cash Flow Summary

	Beginning Market Value	Net Cash Flow	Net Investment Change	Ending Market Value
Dupont Capital Investment	\$14,101,697	-\$13,356	\$146,795	\$14,235,136
Operating Account	\$127,276	\$5,569	\$19	\$132,865
State of Delaware Investment Pool	\$44,280,751	\$0	\$287,438	\$44,568,189
Vanguard Extended Market Index	\$2,811,009	\$0	-\$24,054	\$2,786,955
Vanguard Mid Cap Value	\$2,466,787	\$0	\$41,158	\$2,507,945
Wilmington Trust Bonds	\$8,226,652	-\$3,987	\$193,578	\$8,416,244
Wilmington Trust Short Term	\$0	\$0	\$0	\$0
Total	\$72,014,173	-\$11,774	\$644,934	\$72,647,333

Asset Allocation History



	13.9	22.2	22.8	21.8	22.8	24.6	24.9	24.6	24.6	26.0	26.4	27.1	27.0	26.7	25.8	26.9	26.9
	1.5	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
	16.5	11.3	11.0	12.3	11.6	11.8	11.4	10.2	15.1	10.2	10.3	10.2	10.1	11.0	11.7	11.4	11.6
	4.9	2.3	2.2	5.3	5.0	0.4	0.3	5.4	0.3	1.0	0.2	0.2	0.2	0.2	0.2	0.2	0.2
	63.2	64.3	64.1	60.7	60.6	63.2	63.4	59.7	60.0	62.8	63.1	62.5	62.8	62.2	62.3	61.5	61.3

Domestic Equity

Global Equity

Domestic Fixed Income

Cash

State of Delaware Investment Pool

Annualized Cumulative Returns - Gross

	2016 Q1	Rank	1 Yr	Rank	3 Yrs	Rank	5 Yrs	Rank	Return	Since
Total Fund Composite	0.9%	68	-1.8%	66	6.8%	22	6.9%	27	9.5%	Jan-09
<i>Pension Policy Index</i>	1.6%	30	-0.3%	34	6.3%	35	6.8%	29	9.8%	Jan-09

InvestorForce Public DB Gross Accounts



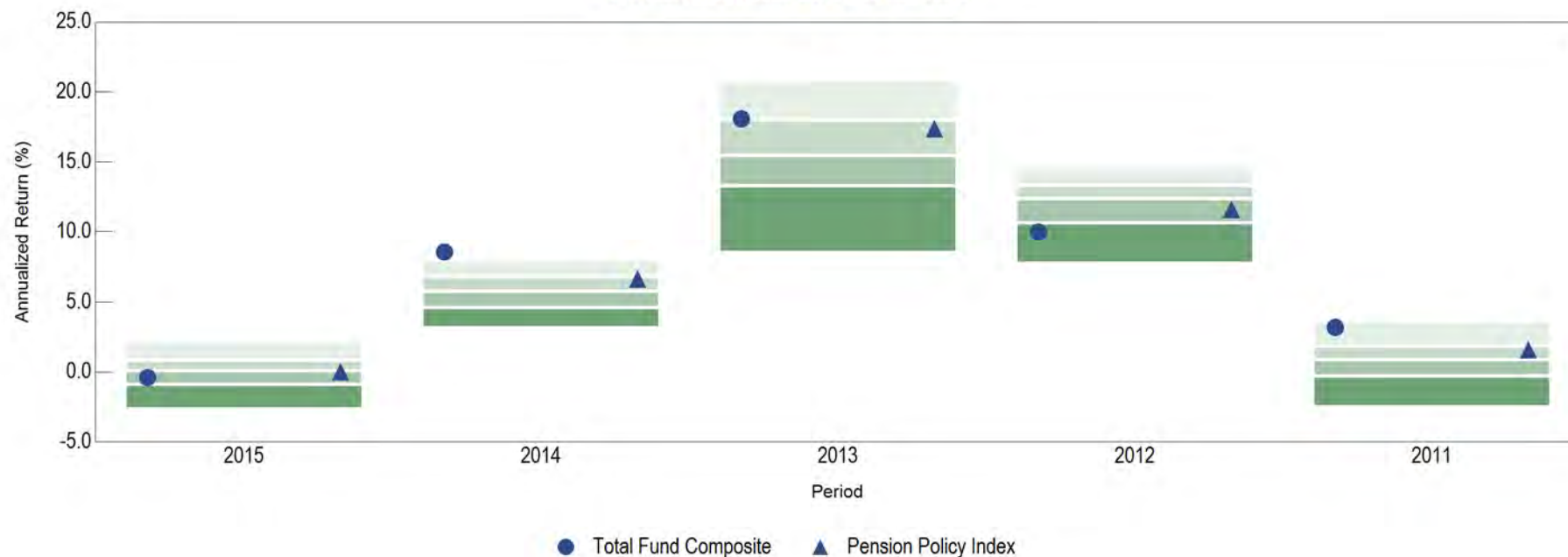
Benchmark History

Total Fund Composite		
1/1/2016	Present	60% Balanced Pooled Fund Policy Index / 24% Russell 3000 / 14% Barclays Int Govt/Credit / 2% BofA Merrill Lynch 91-Day T-Bill
7/1/2014	12/31/2015	60% Balanced Pooled Fund Policy Index / 24% Russell 3000 / 14% Barclays Int Govt. / 2% BofA Merrill Lynch 91-Day T-Bill
1/1/2009	6/30/2014	Russell 3000 46% / Barclays Int Govt/Credit 40% / MSCI EAFE 14%

Calendar Year Returns - Gross

	2015	Rank	2014	Rank	2013	Rank	2012	Rank	2011	Rank
Total Fund Composite	-0.4%	64	8.5%	3	18.1%	24	10.0%	82	3.2%	7
<i>Pension Policy Index</i>	<i>0.0%</i>	<i>52</i>	<i>6.6%</i>	<i>30</i>	<i>17.4%</i>	<i>32</i>	<i>11.6%</i>	<i>68</i>	<i>1.6%</i>	<i>32</i>

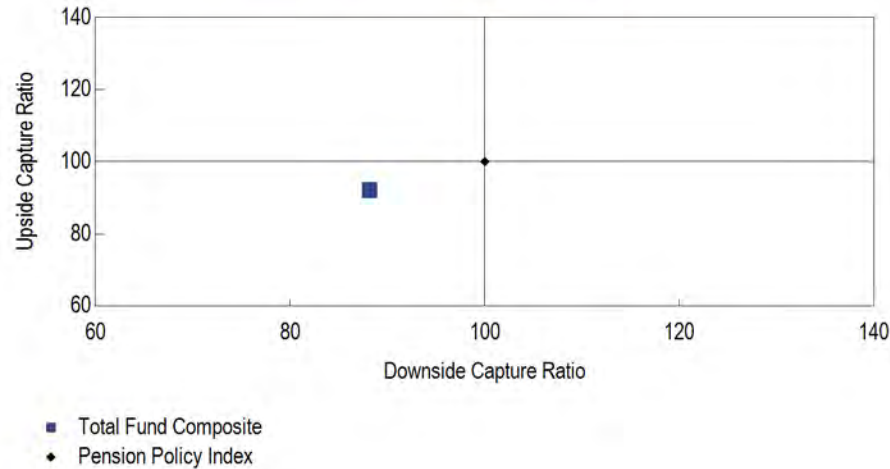
InvestorForce Public DB Gross Accounts



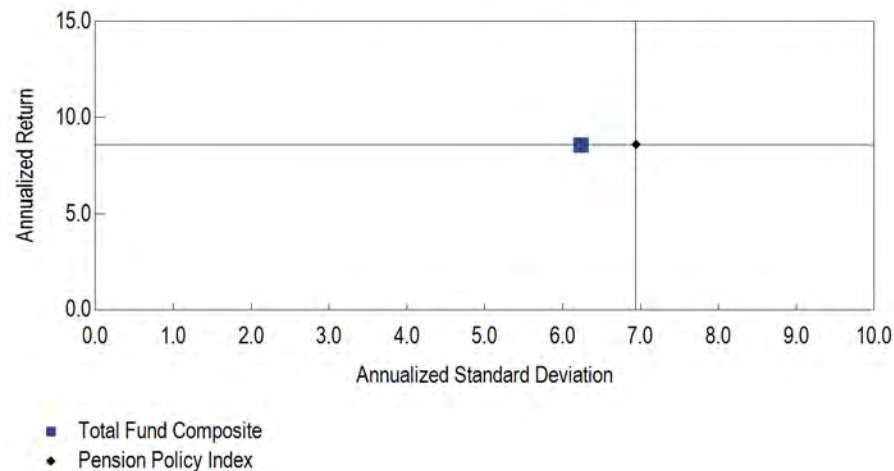
Benchmark History

Total Fund Composite		
1/1/2016	Present	60% Balanced Pooled Fund Policy Index / 24% Russell 3000 / 14% Barclays Int Govt/Credit / 2% BofA Merrill Lynch 91-Day T-Bill
7/1/2014	12/31/2015	60% Balanced Pooled Fund Policy Index / 24% Russell 3000 / 14% Barclays Int Govt. / 2% BofA Merrill Lynch 91-Day T-Bill
1/1/2009	6/30/2014	Russell 3000 46% / Barclays Int Govt/Credit 40% / MSCI EAFE 14%

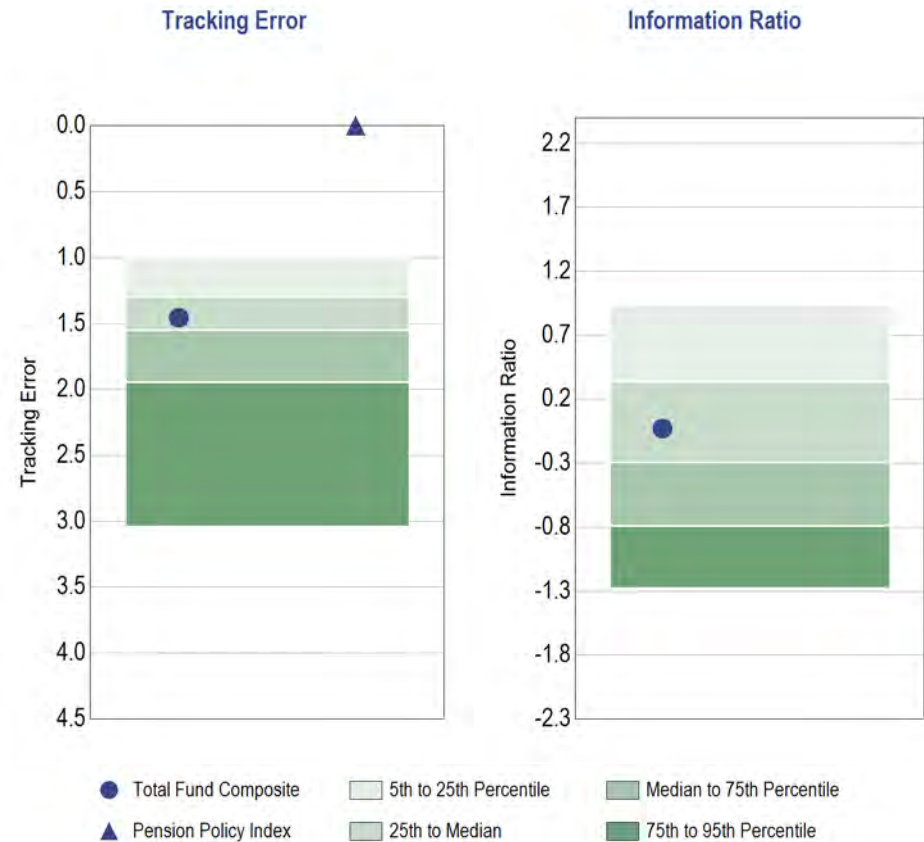
Upside Capture Ratio vs. Downside Capture Ratio
4 Years 3 Months Ending March 31, 2016



Annualized Return vs. Annualized Standard Deviation
4 Years 3 Months Ending March 31, 2016



InvestorForce Public DB Gross Universe
Since January 1, 2012



Tracking Error: A measure of the degree to which a portfolio tracks its benchmark. It is also a measure of consistency of excess returns. Computed as the annualized standard deviation of the difference between a portfolio's return and that of its benchmark.

Information Ratio: A measure of the risk-adjusted return of a financial security (or assets in a portfolio). It is defined as expected active return divided by tracking error, where active return is the excess return and tracking error is the annualized standard deviation of the excess returns.

Portfolio Summary

As of March 31, 2016

	% of Portfolio	2016 Q1	Rank	1 Yr	Rank	3 Yrs	Rank	5 Yrs	Rank	Return	Since
Total Fund Composite	100.0%	0.9%	68	-1.8%	66	6.8%	22	6.9%	27	9.5%	Jan-09
<i>Pension Policy Index</i>		1.6%	30	-0.3%	34	6.3%	35	6.8%	29	9.8%	Jan-09
Dupont Capital Investment	19.6%	1.0%	41	0.7%	32	12.3%	24	12.2%	19	15.5%	Jul-10
S&P 500		1.3%	35	1.8%	22	11.8%	34	11.6%	30	15.2%	Jul-10
Vanguard Extended Market Index	3.8%	-0.8%	62	-8.8%	63	8.2%	43	8.6%	37	-1.3%	Oct-14
S&P Completion Index TR		-0.9%	63	-9.0%	65	8.0%	47	8.4%	40	-1.5%	Oct-14
Vanguard Mid Cap Value	3.5%	1.7%	69	-2.6%	28	11.2%	7	11.1%	6	0.0%	Dec-14
Spliced Mid Cap Value Index		1.6%	69	-2.7%	28	11.1%	8	11.0%	6	-0.1%	Dec-14
Wilmington Trust Bonds	11.6%	2.4%	--	2.5%	--	1.6%	--	2.6%	--	2.1%	Sep-10
Wilmington Trust Fixed Income Policy Income		2.4%	--	2.4%	--	1.6%	--	--	--	--	Sep-10
Operating Account	0.2%	0.0%	--	0.0%	--	0.1%	--	--	--	0.1%	Sep-11
91 Day T-Bills		0.1%	--	0.1%	--	0.1%	--	--	--	0.1%	Sep-11
State of Delaware Investment Pool	61.3%	0.7%	77	-2.8%	86	6.1%	44	6.4%	45	10.1%	Jan-09
Balanced Pooled Fund Policy Index		1.6%	27	-1.1%	52	5.4%	63	6.0%	62	9.3%	Jan-09

- Pension Policy Index = 60% Balanced Pooled Fund Policy Index / 24% Russell 3000 / 14% Barclays Int Govt/Credit / 2% BofA Merrill Lynch 91-Day T-Bill

- Spliced Mid Cap Value Index = CRSP US Mid Cap Value TR USD

- Wilmington Trust Fixed Income Policy Income = Barclays Int Govt/Credit

- Balanced Pooled Fund Policy Index = Russell 3000 38% / MSCI ACWI ex USA 20% / Barclays U.S. Universal 38.5% / Barclays US TIPS 1.5% / BofA Merrill Lynch 91-Day T-Bill 2%

Please note: All returns shown are gross of fees, including mutual funds. Mutual fund rankings are calculated using gross of fee returns. It is important to note the mutual fund universes use net of fee returns. Therefore rankings will be higher due to this fee advantage. All returns over one year are annualized.

Portfolio Summary

Fee Schedule

As of March 31, 2016

Account	Fee Schedule	Market Value As of 3/31/2016	% of Portfolio	Estimated Annual Fee (\$)	Estimated Annual Fee (%)
Dupont Capital Investment	0.35% of First \$25.0 Mil, 0.30% of Next \$25.0 Mil, 0.25% Thereafter	\$14,235,136	19.6%	\$49,823	0.35%
Vanguard Extended Market Index	0.10% of Assets	\$2,786,955	3.8%	\$2,787	0.10%
Vanguard Mid Cap Value	0.09% of Assets	\$2,507,945	3.5%	\$2,257	0.09%
Wilmington Trust Bonds	0.20% of Assets	\$8,416,244	11.6%	\$16,832	0.20%
Operating Account	No Fee	\$132,865	0.2%	--	--
State of Delaware Investment Pool	0.68% of Assets	\$44,568,189	61.3%	\$303,064	0.68%
Investment Management Fee		\$72,647,333	100.0%	\$374,763	0.52%

Please note: Expense Ratio of 0.68% was provided to Peirce Park Group by the Delaware Public Employees' Retirement System.

[This Page Intentionally Left Blank]

INVESTMENT MANAGERS



As of March 31, 2016

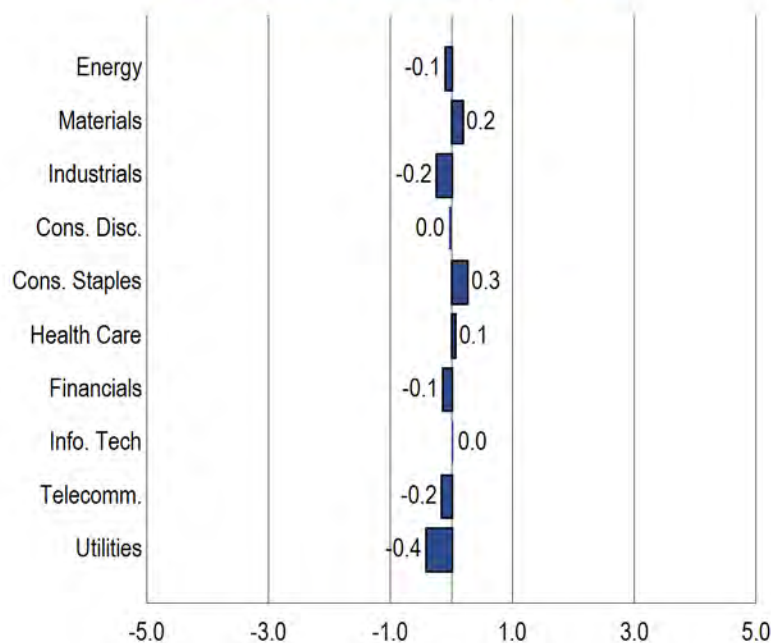
Manager Summary

- Strategy seeks to systematically identify companies with sustainable earnings power trading at reasonable valuations.
- Quantitative approach looks for companies with the strongest relative value within their industries through a combination of valuation, quality and momentum characteristics.
- Focuses on companies that are under-priced relative to their long-term intrinsic value and supported by sustainable, high quality earnings and realistic cash flows expectations.
- Enhanced index portfolio of 100 to 200 securities, targets a tracking error between 1.5% and 2.25 relative to the S&P 500.

Characteristics

	Portfolio	S&P 500
Number of Holdings	175	504
Weighted Avg. Market Cap. (\$B)	136.56	128.86
Median Market Cap. (\$B)	36.59	18.28
Price To Earnings	22.49	22.73
Price To Book	4.81	4.24
Price To Sales	3.08	2.98
Return on Equity (%)	19.71	17.79
Yield (%)	2.33	2.16
Beta (holdings; domestic)	0.99	0.96

Sector Over/Under Allocation (%) vs S&P 500

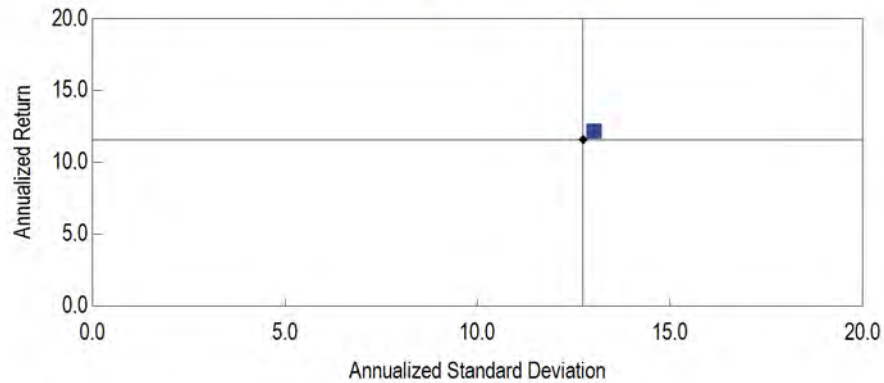


Top Ten Holdings

APPLE	3.6%
MICROSOFT	2.7%
JOHNSON & JOHNSON	2.3%
JP MORGAN CHASE & CO.	1.9%
EXXON MOBIL	1.6%
AMAZON.COM	1.6%
GILEAD SCIENCES	1.5%
PEPSICO	1.5%
ALPHABET 'C'	1.5%
CITIGROUP	1.5%
Total For Top Ten Holdings	19.7%

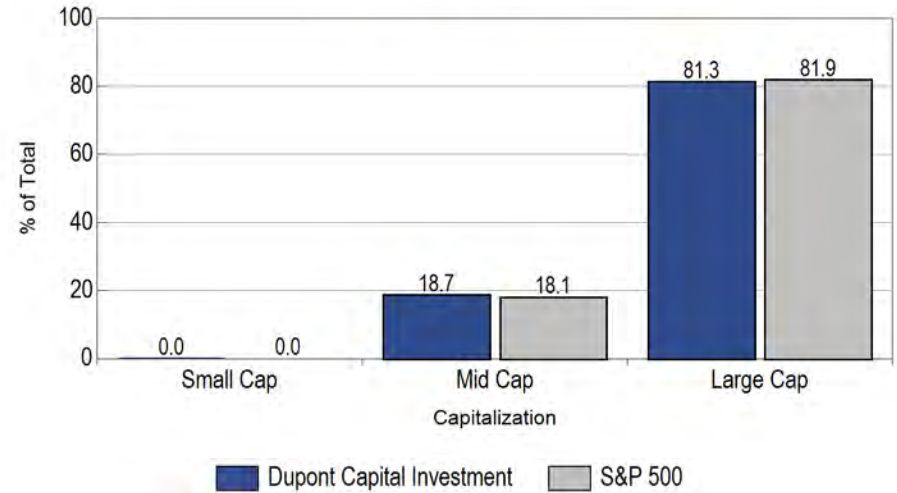
As of March 31, 2016

Annualized Return vs. Annualized Standard Deviation
 5 Years Ending March 31, 2016

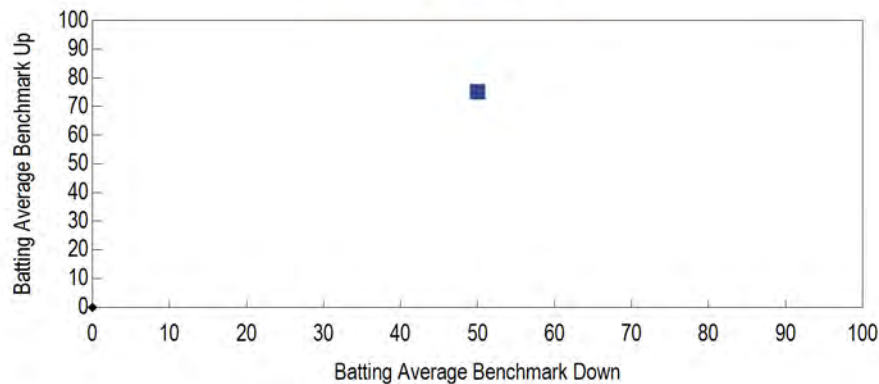


- Dupont Capital Investment
- ◆ S&P 500

Market Capitalization
 As of March 31, 2016

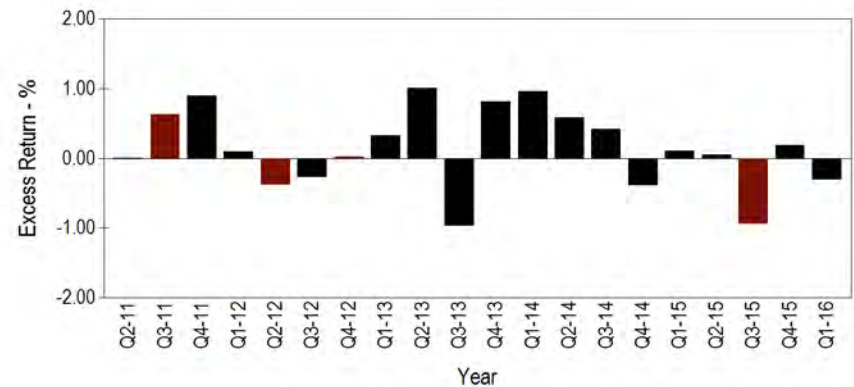


Batting Average Benchmark Up vs. Batting Average Benchmark Down
 5 Years Ending March 31, 2016



- Dupont Capital Investment
- ◆ S&P 500

Quarterly Excess Performance



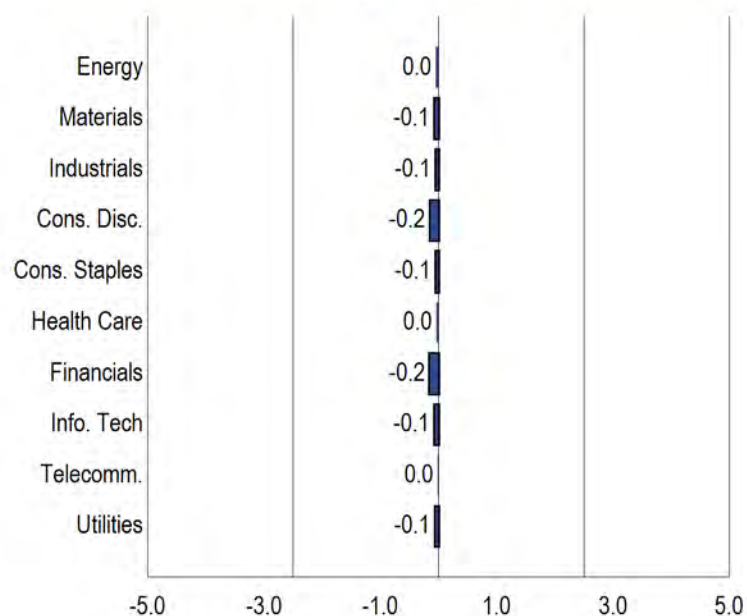
- Quarterly Out/Under Performance, Rising Market
- Quarterly Out/Under Performance, Falling Market

As of March 31, 2016

Manager Summary

- Passively-managed.
- Seeks to track the performance of the CRSP US Mid Cap Value Index.
- Invests in value stocks of medium-size U.S. companies.
- Fund remains fully invested.

Sector Over/Under Allocation (%) vs CRSP US Mid Cap Value TR USD



Characteristics

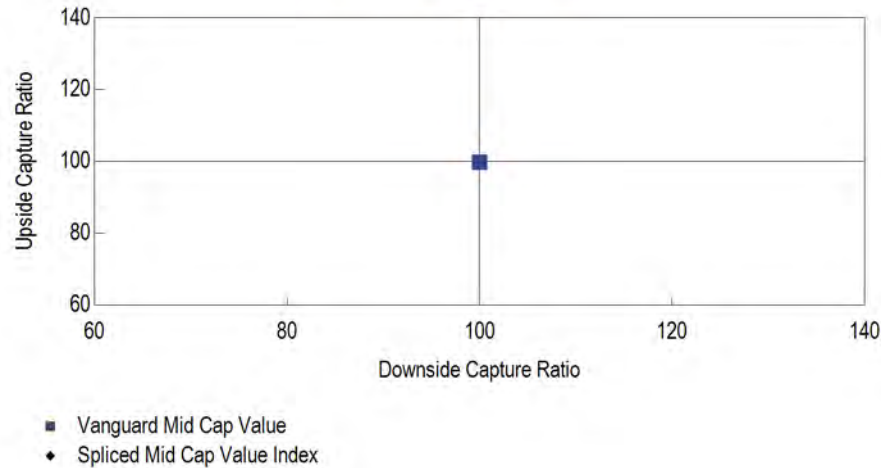
	Portfolio	CRSP US Mid Cap Value TR USD
Number of Holdings	204	202
Weighted Avg. Market Cap. (\$B)	11.19	11.19
Median Market Cap. (\$B)	9.05	9.07
Price To Earnings	21.96	21.13
Price To Book	2.89	2.63
Price To Sales	1.96	1.83
Return on Equity (%)	13.45	12.78
Yield (%)	2.21	2.10
Beta (holdings; domestic)	1.12	1.12

Top Ten Holdings

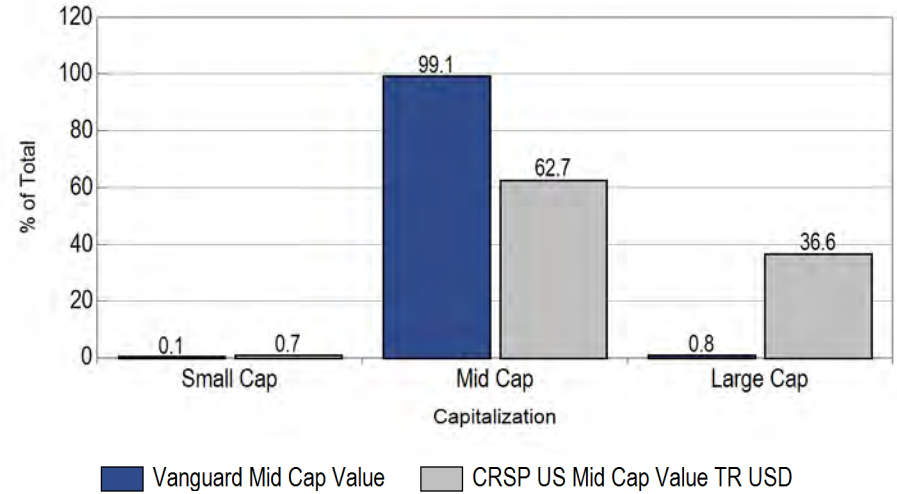
TYSON FOODS 'A'	1.2%
CONAGRA FOODS	1.2%
WEC ENERGY GROUP	1.1%
HARTFORD FINL.SVS.GP.	1.1%
EVERSOURCE ENERGY	1.1%
NVIDIA	1.1%
NIELSEN	1.1%
FIDELITY NAT.INFO.SVS.	1.1%
DR PEPPER SNAPPLE GROUP	1.0%
MOLSON COORS BREWING 'B'	1.0%
Total For Top Ten Holdings	11.1%

As of March 31, 2016

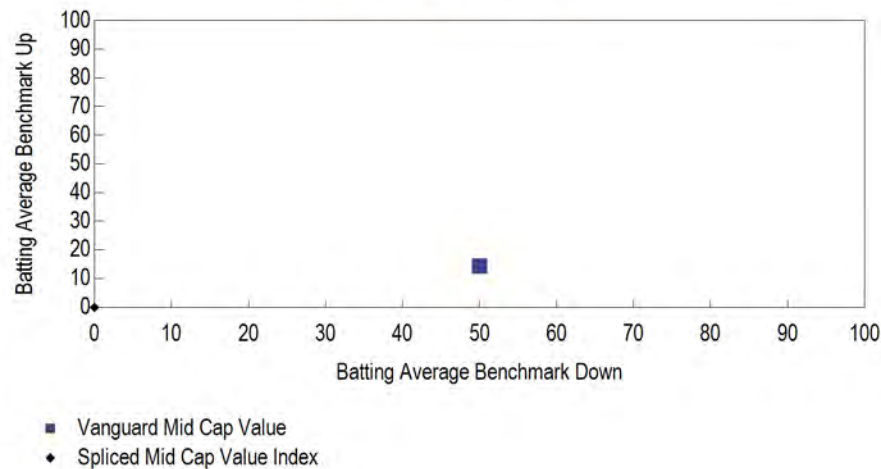
Upside Capture Ratio vs. Downside Capture Ratio
 5 Years Ending March 31, 2016



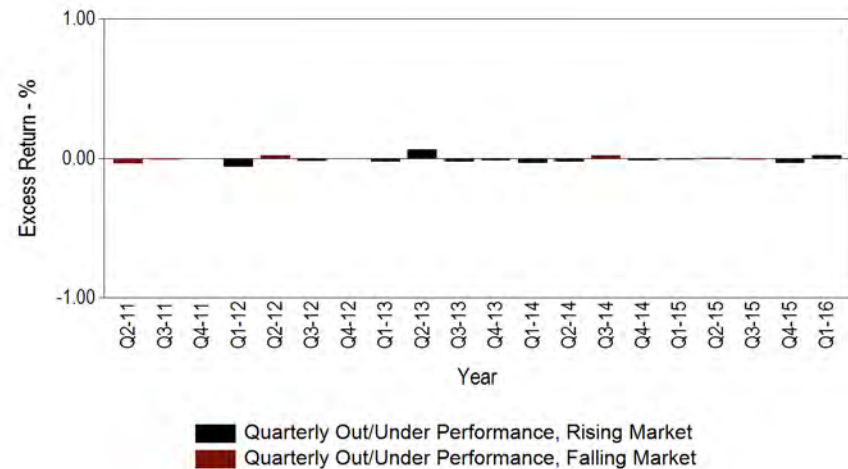
Market Capitalization
 As of March 31, 2016



Batting Average Benchmark Up vs. Batting Average Benchmark Down
 5 Years Ending March 31, 2016



Quarterly Excess Performance



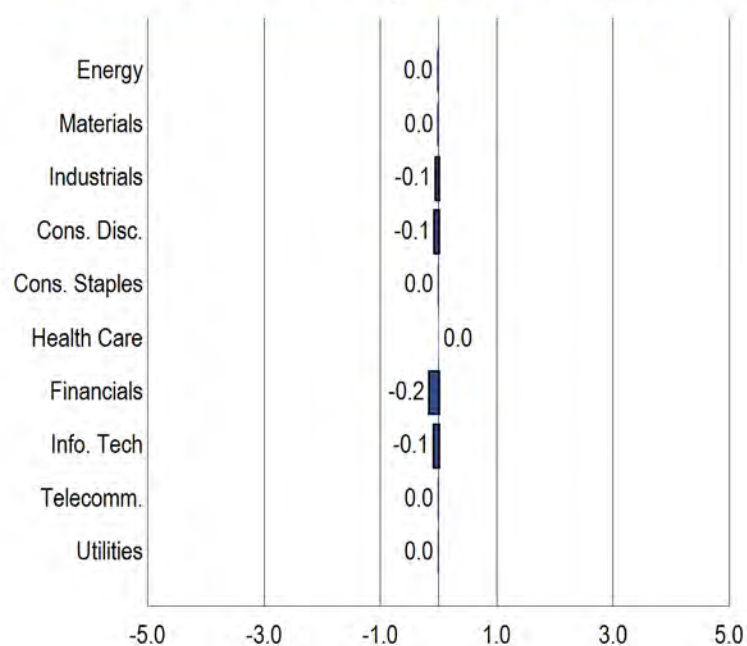
Vanguard Extended Market Index

As of March 31, 2016

Manager Summary

- Passively managed strategy.
- Seeks to track the performance of the S&P Completion Index.
- Mid and small cap equity diversified across growth and value styles.
- Fund remains fully invested.

Sector Over/Under Allocation (%) vs S&P Completion Index TR



Characteristics

	Portfolio	S&P Completion Index TR
Number of Holdings	3,277	3,381
Weighted Avg. Market Cap. (\$B)	4.91	4.90
Median Market Cap. (\$B)	0.50	0.46
Price To Earnings	23.99	23.84
Price To Book	3.34	2.90
Price To Sales	3.47	2.95
Return on Equity (%)	13.18	11.63
Yield (%)	1.60	1.35
Beta (holdings; domestic)	1.18	1.18

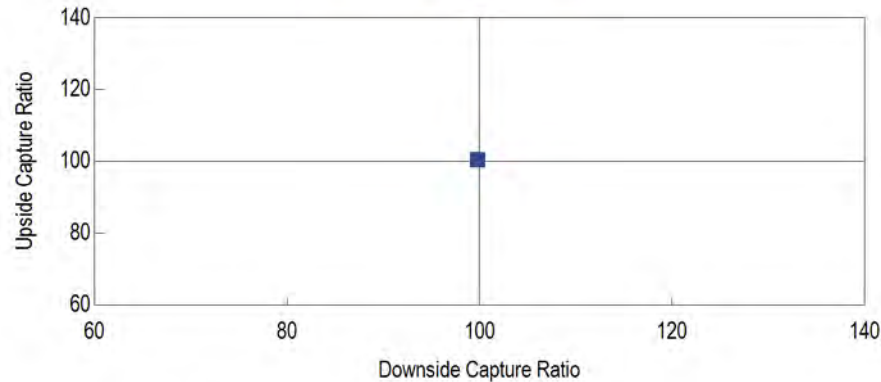
Top Ten Holdings

LIBERTY GLOBAL SR.C	0.6%
TESLA MOTORS	0.6%
LAS VEGAS SANDS	0.5%
CASH - USD	0.4%
CHARTER COMMS.CL.A	0.4%
BIOMARIN PHARM.	0.3%
LINKEDIN CLASS A	0.3%
DIGITAL REALTY TST.	0.3%
SBA COMMS.	0.3%
MARKEL	0.3%
Total For Top Ten Holdings	4.2%

Vanguard Extended Market Index

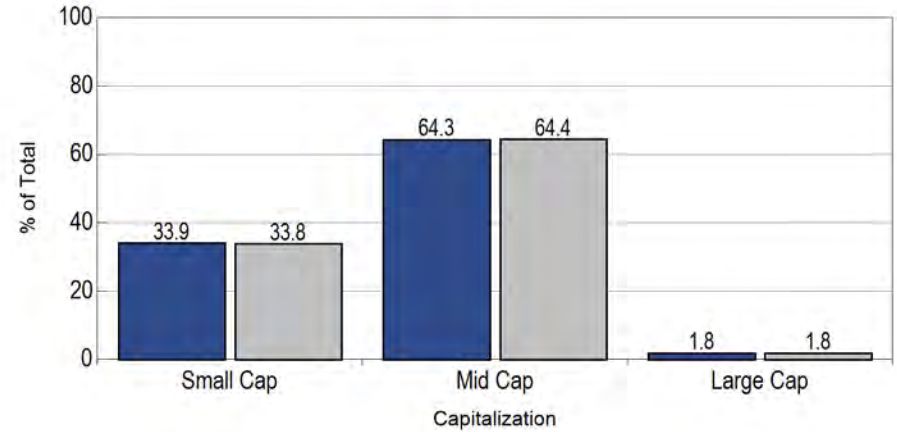
As of March 31, 2016

Upside Capture Ratio vs. Downside Capture Ratio
5 Years Ending March 31, 2016



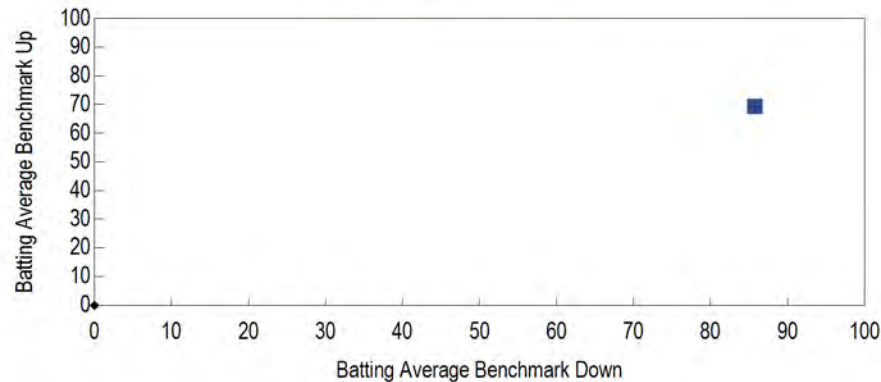
- Vanguard Extended Market Index
- ◆ S&P Completion Index TR

Market Capitalization
As of March 31, 2016



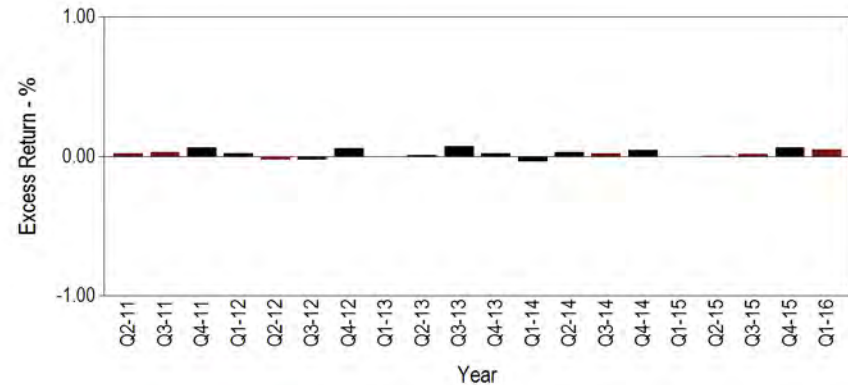
- Vanguard Extended Market Index
- S&P Completion Index TR

Batting Average Benchmark Up vs. Batting Average Benchmark Down
5 Years Ending March 31, 2016



- Vanguard Extended Market Index
- ◆ S&P Completion Index TR

Quarterly Excess Performance

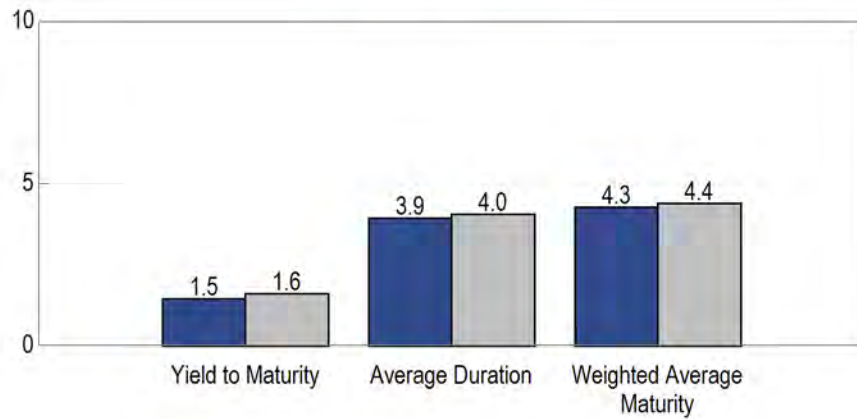


- Quarterly Out/Under Performance, Rising Market
- Quarterly Out/Under Performance, Falling Market

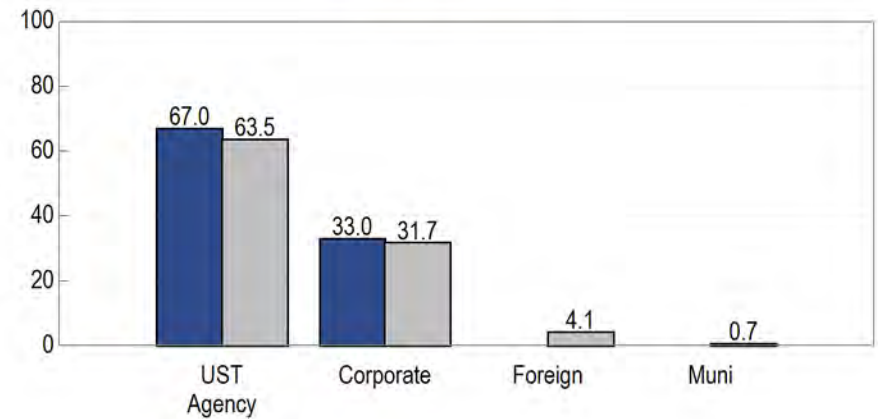
As of March 31, 2016

Summary: Strategy focuses equally on duration management, sector selection and yield curve exposure. Assess overall market environment and position portfolio to benefit from realistic expectations. Will actively trade, including analysis of technical factors, price momentum, interest rate outlook and yield curve movement.

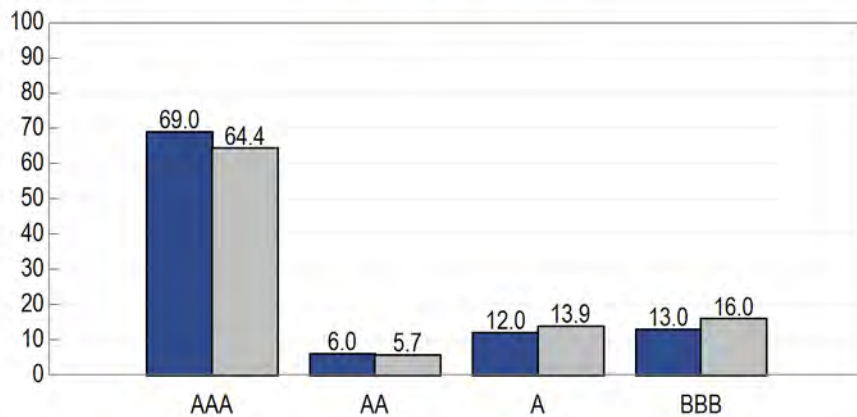
Fixed Income Characteristics



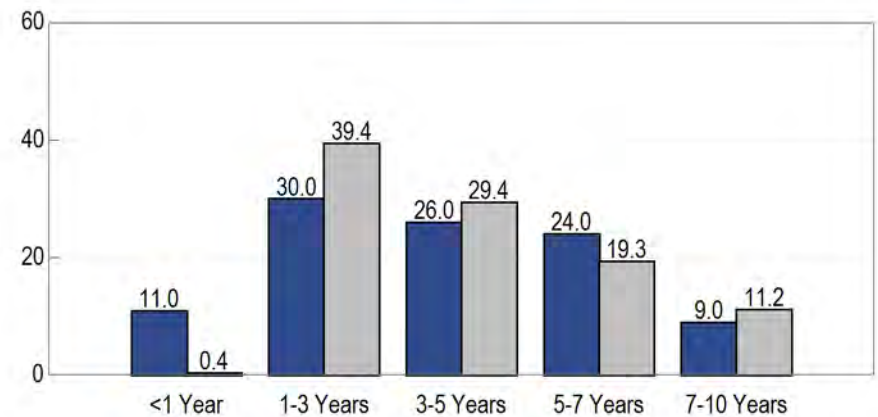
US Sector Allocation



Credit Quality Allocation

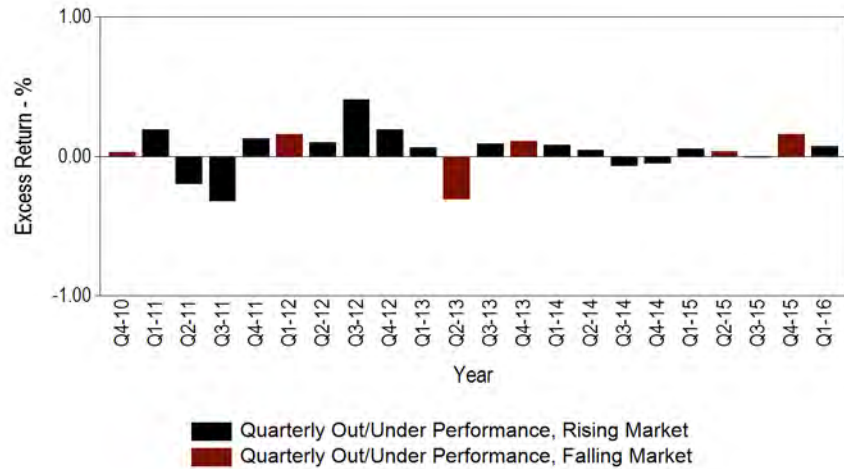


Duration Allocation

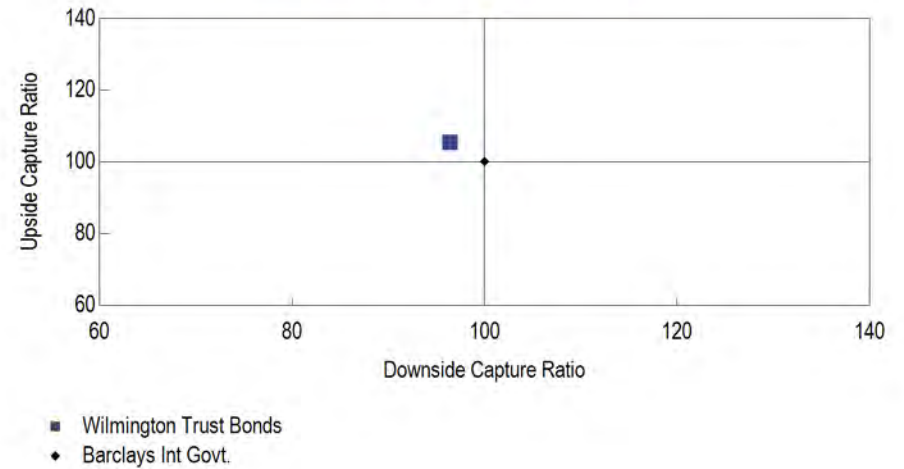


■ Wilmington Trust Bonds ■ Barclays Int Govt/Credit

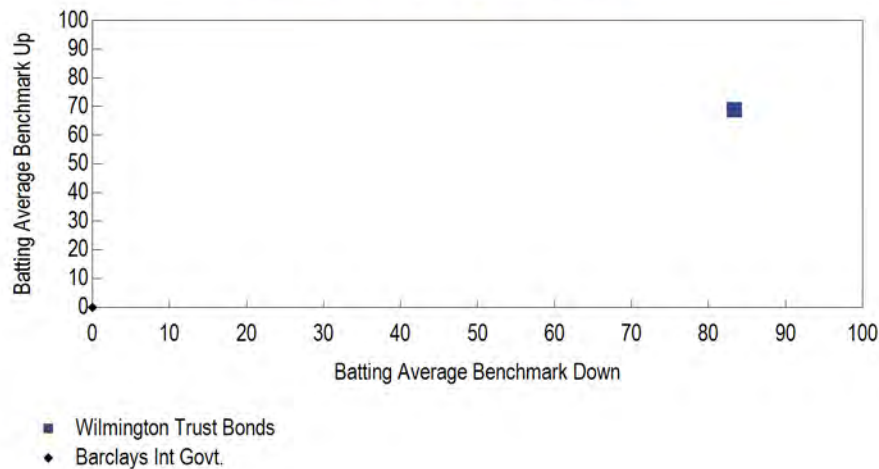
Quarterly Excess Performance



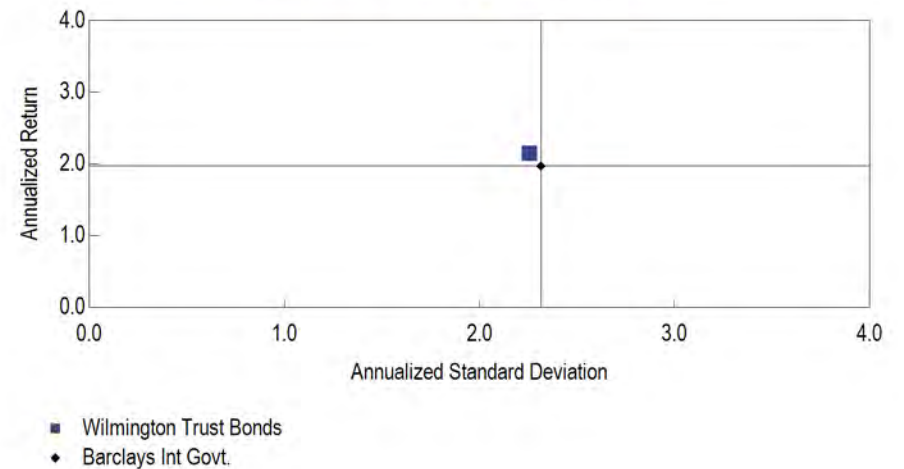
Upside Capture Ratio vs. Downside Capture Ratio
 5 Years 6 Months Ending March 31, 2016



Batting Average Benchmark Up vs. Batting Average Benchmark Down
 5 Years 6 Months Ending March 31, 2016



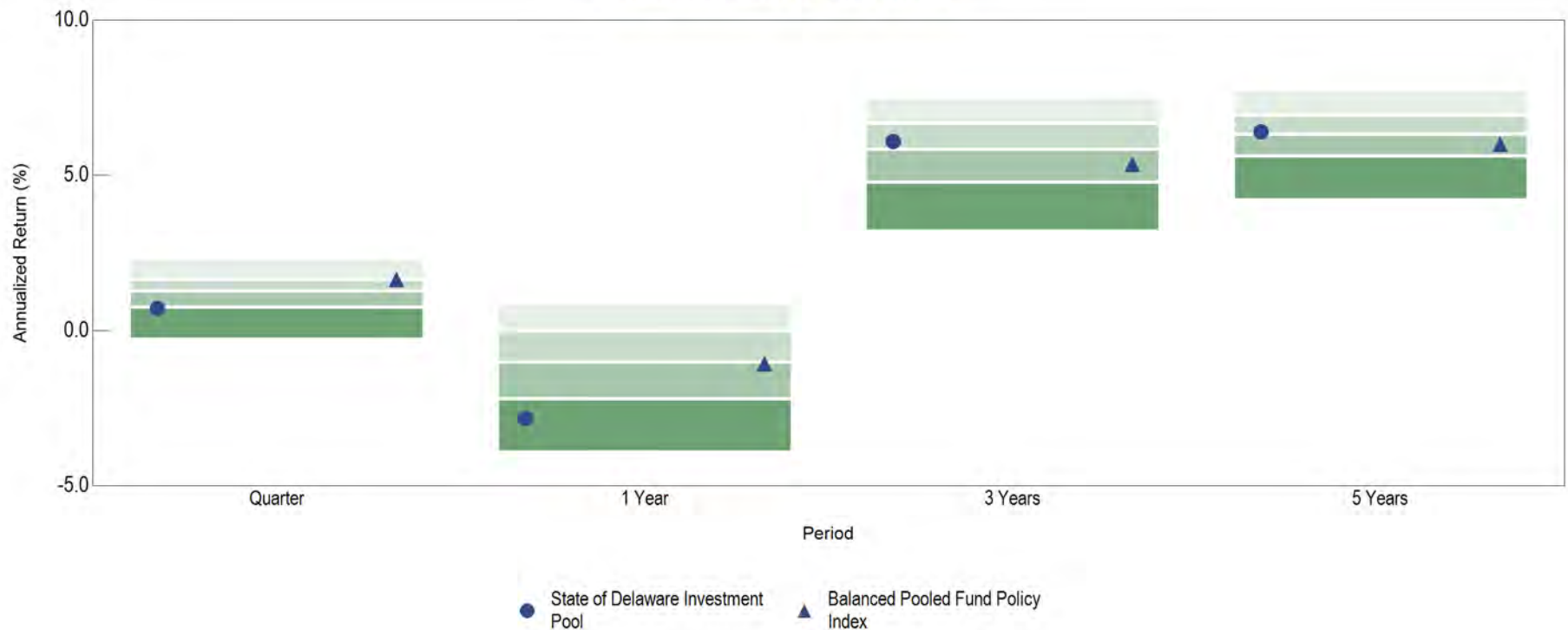
Annualized Return vs. Annualized Standard Deviation
 5 Years 6 Months Ending March 31, 2016



Annualized Cumulative Returns - Gross

	2016 Q1	Rank	1 Yr	Rank	3 Yrs	Rank	5 Yrs	Rank
State of Delaware Investment Pool	0.7%	77	-2.8%	86	6.1%	44	6.4%	45
Balanced Pooled Fund Policy Index	1.6%	27	-1.1%	52	5.4%	63	6.0%	62

InvestorForce Public DB Gross Accounts



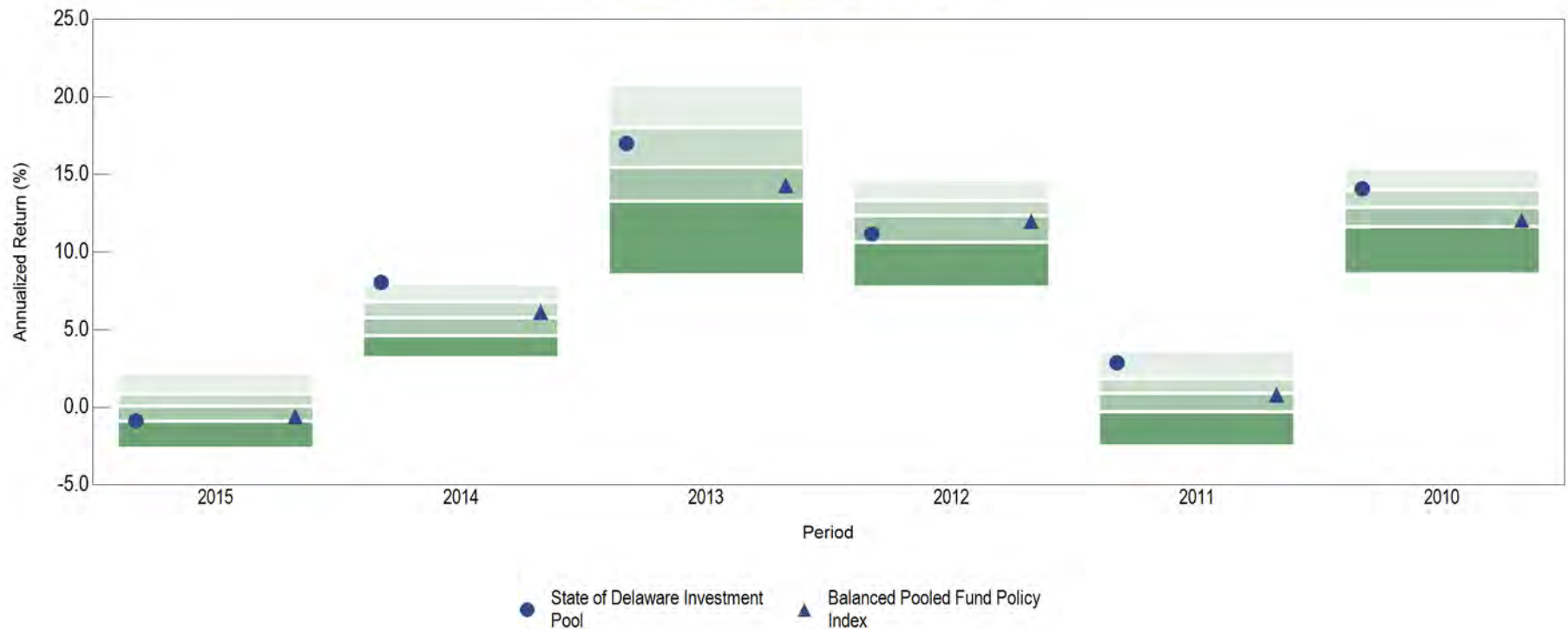
Benchmark History

State of Delaware Investment Pool	1/1/2009	Present	Russell 3000 38% / MSCI ACWI ex USA 20% / Barclays U.S. Universal 38.5% / Barclays US TIPS 1.5% / BofA Merrill Lynch 91-Day T-Bill 2%
-----------------------------------	----------	---------	---

Calendar Year Returns - Gross

	2015	Rank	2014	Rank	2013	Rank	2012	Rank	2011	Rank	2010	Rank
State of Delaware Investment Pool	-0.9%	76	8.0%	5	17.0%	35	11.2%	72	2.9%	9	14.1%	23
Balanced Pooled Fund Policy Index	-0.6%	68	6.1%	40	14.3%	65	12.0%	56	0.8%	56	12.0%	68

InvestorForce Public DB Gross Accounts



Benchmark History

State of Delaware Investment Pool
1/1/2009 Present Russell 3000 38% / MSCI ACWI ex USA 20% / Barclays U.S. Universal 38.5% / Barclays US TIPS 1.5% / BofA Merrill Lynch 91-Day T-Bill 2%



Investment Hierarchy

Trust : Delaware Retirement System

Reference Date : 03/31/16

Asset Class : Total Fund Gross of Fees

Current View : Investment Hierarchy

Group/Account	03/31/16 Market Value	% of Total	% Rate of Return				
			1 Mo.	3 Mos.	YTD	1 Yr.	3 Yrs.
Delaware Retirement System	8,756,920,274	100.00%	3.77	0.71	0.71	-2.85	6.03
<i>Delaware Benchmark</i>			4.80	1.65	1.65	-1.07	5.36
DPERS w/o Vol. Firemen Fund	8,738,956,700	99.79%	3.76	0.71	0.71	-2.85	6.03
Total Equity	3,760,927,175	42.95%	7.21	0.50	0.50	-5.25	6.39
<i>DPERS Total Equity</i>			7.42	0.51	0.51	-3.43	7.36
Total Fixed Income	2,771,410,894	31.65%	1.97	3.15	3.15	0.87	2.26
<i>DPERS Total Fixed Income</i>			1.25	3.12	3.12	1.75	2.39
Private Equity/Venture Cap.	1,535,982,894	17.54%	0.98	-0.01	-0.01	0.08	11.72
<i>90 Day T-Bill + 4%(DPERS)</i>			0.35	1.06	1.06	4.13	4.07
Hedge Funds	439,530,185	5.02%	-2.19	-6.41	-6.41	-10.81	4.07
<i>HFRI Fund of Funds Composite</i>			0.74	-2.83	-2.83	-5.43	1.85
Cash	231,105,553	2.64%	0.03	0.08	0.08	0.15	0.10
Volunteer Firemen Fund	17,963,574	0.21%	4.31	1.21	1.21	-1.39	5.16
3-8380 Volunteer Fire	608,044	0.01%	--	--	--	--	--
Mellon EB DV MLP Index Fund	7,013,309	0.08%	0.91	3.03	3.03	1.90	--
Vanguard Total Bond Market Fd	0	0.00%	--	--	--	--	--
Vanguard Total Intl Index Fd	3,532,648	0.04%	7.88	-0.48	-0.48	-8.43	0.73
Vanguard Total Stock Market Fd	6,809,573	0.08%	6.85	0.66	0.66	-0.72	11.04

OPEB



OBSERVATIONS FOR SUSSEX COUNTY OPEB

- Market Value (March 31, 2016): \$31.4M
- Q1 Gain: +\$494K
- Q1 Return: 1.6% (gross), Benchmark: 1.4% (gross)
- 1 Year Gain: +\$20K
- 1 Year Return: 0.3% (gross), Benchmark: -0.6% (gross)



LOOKING AHEAD FOR SUSSEX COUNTY OPEB

- International equities discussion

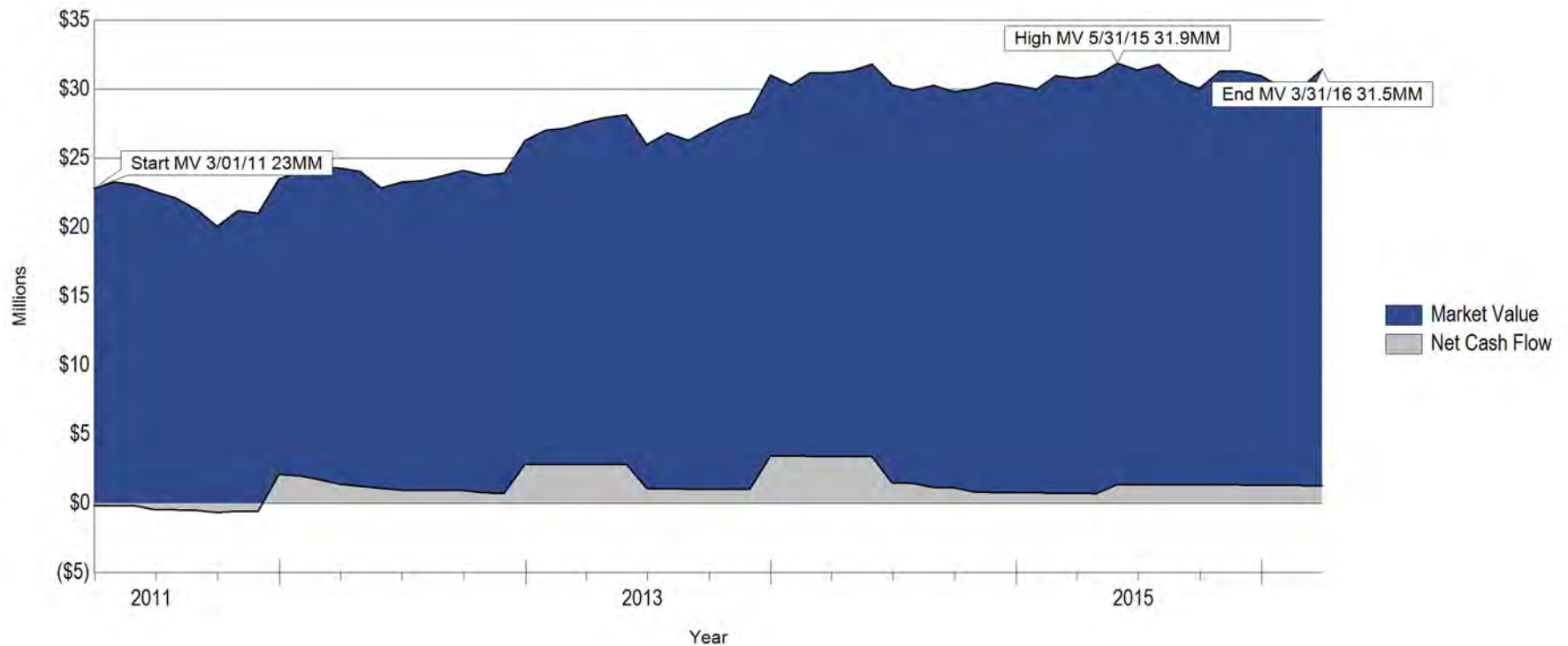


Summary of Cash Flows

As of March 31, 2016

	First Quarter	One Year	Three Years	Inception 3/1/11
Beginning Market Value	\$30,971,151.9	\$30,798,704.4	\$27,638,534.3	\$22,982,101.7
Net Additions/Withdrawals	-\$7,463.9	\$638,477.7	-\$1,282,888.1	\$1,673,783.9
Investment Earnings	\$494,010.7	\$20,516.5	\$5,102,052.4	\$6,801,813.0
Ending Market Value	\$31,457,698.6	\$31,457,698.6	\$31,457,698.6	\$31,457,698.6
Time Weighted Return	1.6%	0.3%	6.3%	5.2%

Market Value History
5 Years 1 Month Ending March 31, 2016



As of March 31, 2016

Cash Flow Summary

	Beginning Market Value	Net Cash Flow	Net Investment Change	Ending Market Value
Vanguard Institutional Index	\$10,858,174	\$0	\$145,484	\$11,003,658
Vanguard Mid Cap Value	\$1,919,828	\$0	\$32,032	\$1,951,861
Vanguard Small Cap Value Index	\$879,089	\$0	\$30,679	\$909,768
MFS Low Volatility Global Equity	\$1,962,194	\$0	\$77,507	\$2,039,701
Thornburg Global Opportunities	\$2,005,385	\$0	-\$44,005	\$1,961,380
American Funds Int'l Growth & Income	\$2,087,729	\$0	-\$3,567	\$2,084,162
Wilmington Trust Fixed Income	\$10,936,966	-\$5,411	\$255,821	\$11,187,376
Wilmington Trust Short Term	\$0	\$0	\$0	\$0
Operating Account	\$222,250	\$0	\$33	\$222,283
Mutual Fund Cash	\$99,537	-\$2,053	\$27	\$97,511
Total	\$30,971,152	-\$7,464	\$494,011	\$31,457,699

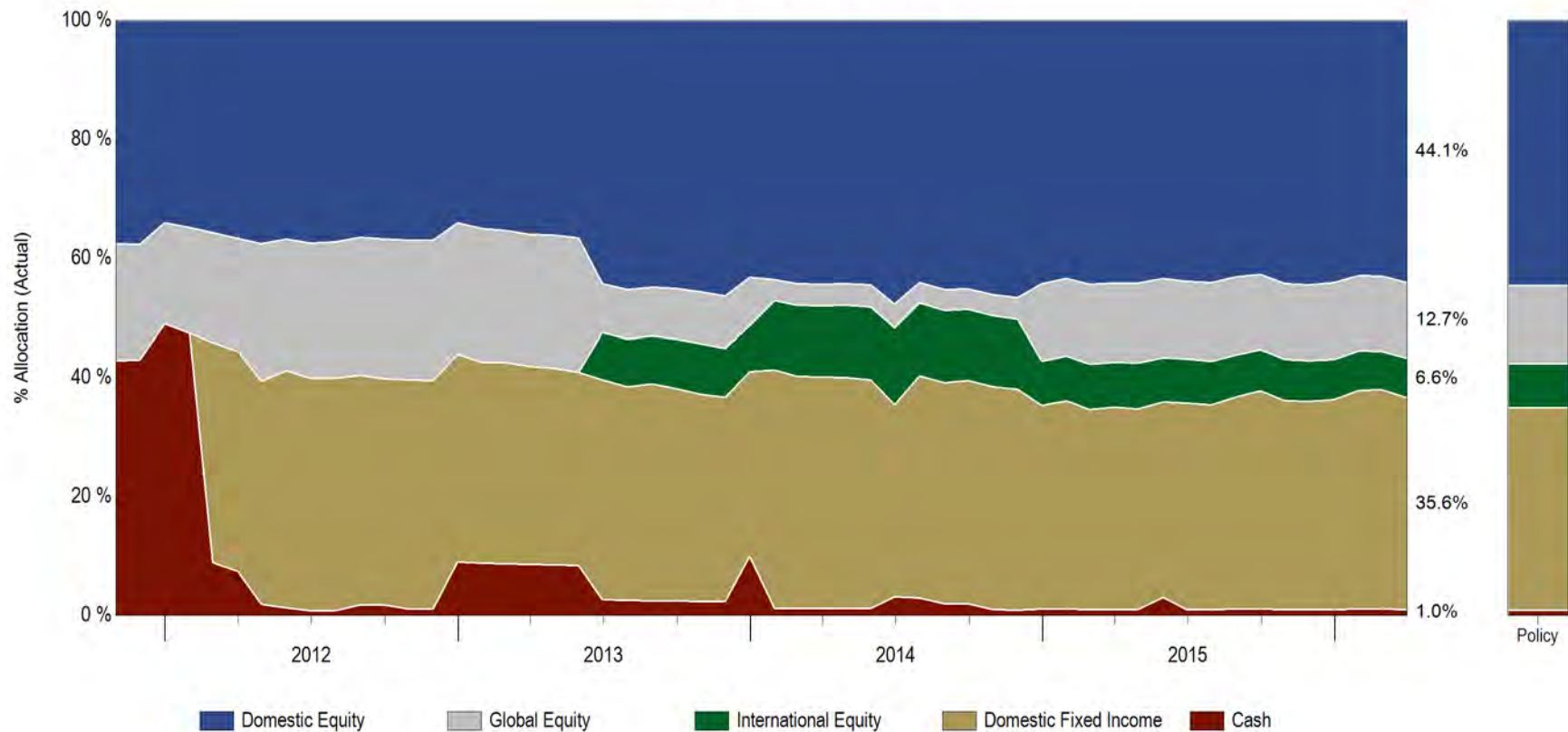
Portfolio Summary

Asset Allocation vs. Target

As of March 31, 2016

	Current	Policy	Policy Range	Within Range
Domestic Equity	44.1%	44.5%	39.5% - 49.5%	Yes
Global Equity	12.7%	13.0%	8.0% - 18.0%	Yes
International Equity	6.6%	7.5%	2.5% - 12.5%	Yes
Domestic Fixed Income	35.6%	34.0%	29.0% - 39.0%	Yes
Cash	1.0%	1.0%	0.0% - 5.0%	Yes
Total	100.0%	100.0%		

Asset Allocation History
4 Years 5 Months Ending March 31, 2016



Total Plan Performance

As of March 31, 2016

Annualized Cumulative Returns - Gross

	2016 Q1	Rank	1 Yr	Rank	2 Yrs	Rank	3 Yrs	Rank	Return	Since
Total Fund	1.6%	28	0.3%	16	3.9%	15	6.3%	36	5.2%	Mar-11
Sussex OPEB Policy Index	1.4%	46	-0.6%	41	3.1%	41	6.2%	42	6.2%	Mar-11

InvestorForce Public DB Gross Accounts



Benchmark History

Total Fund		
1/1/2015	Present	51% Russell 3000 / 14% MSCI ACWI ex USA / 34% Barclays Int Govt/Credit / 1% 91 Day T-Bills
10/1/2014	12/31/2014	46% Russell 3000 / 14% MSCI ACWI ex USA / 39% Barclays Int Govt/Credit / 1% 91 Day T-Bills
4/1/2012	9/30/2014	48% Russell 3000 / 12% MSCI EAFE / 40% Barclays Int Govt/Credit
3/1/2011	3/31/2012	Russell 3000 48% / MSCI EAFE 12% / BofA Merrill Lynch 91-Day T-Bill 40%

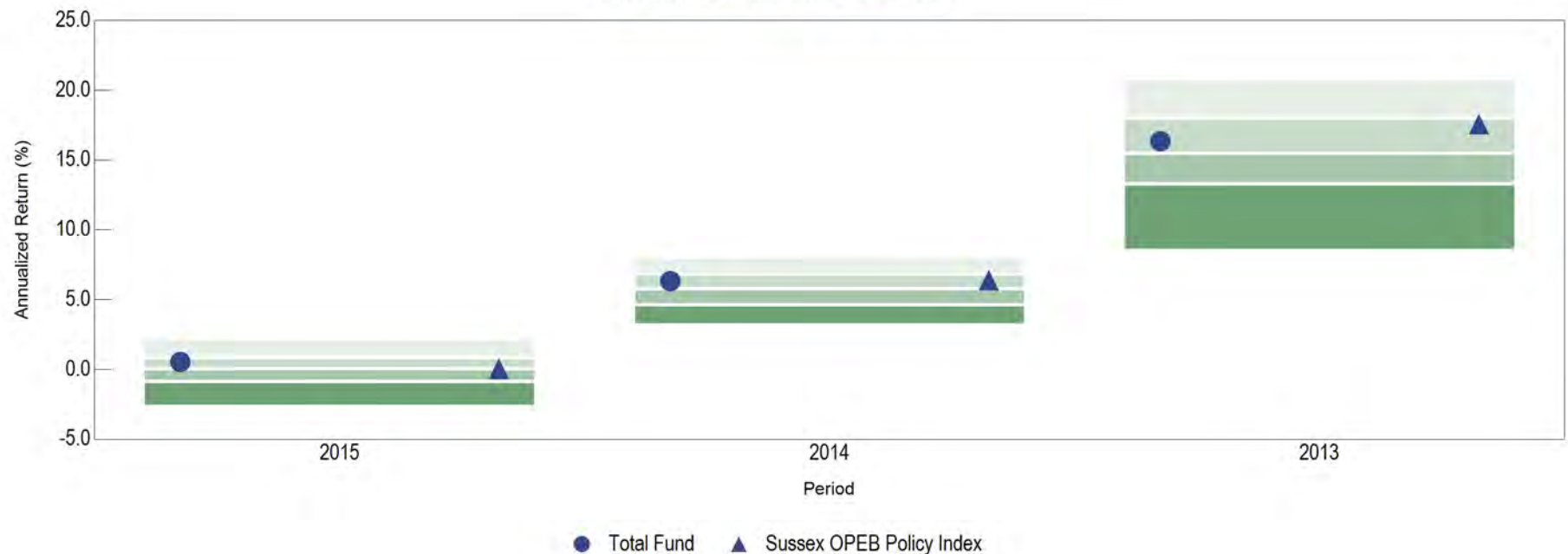
Total Plan Performance

As of March 31, 2016

Calendar Year Returns - Gross

	2015	Rank	2014	Rank	2013	Rank
Total Fund	0.5%	35	6.3%	36	16.3%	44
<i>Sussex OPEB Policy Index</i>	<i>0.0%</i>	<i>52</i>	<i>6.4%</i>	<i>35</i>	<i>17.6%</i>	<i>30</i>

InvestorForce Public DB Gross Accounts



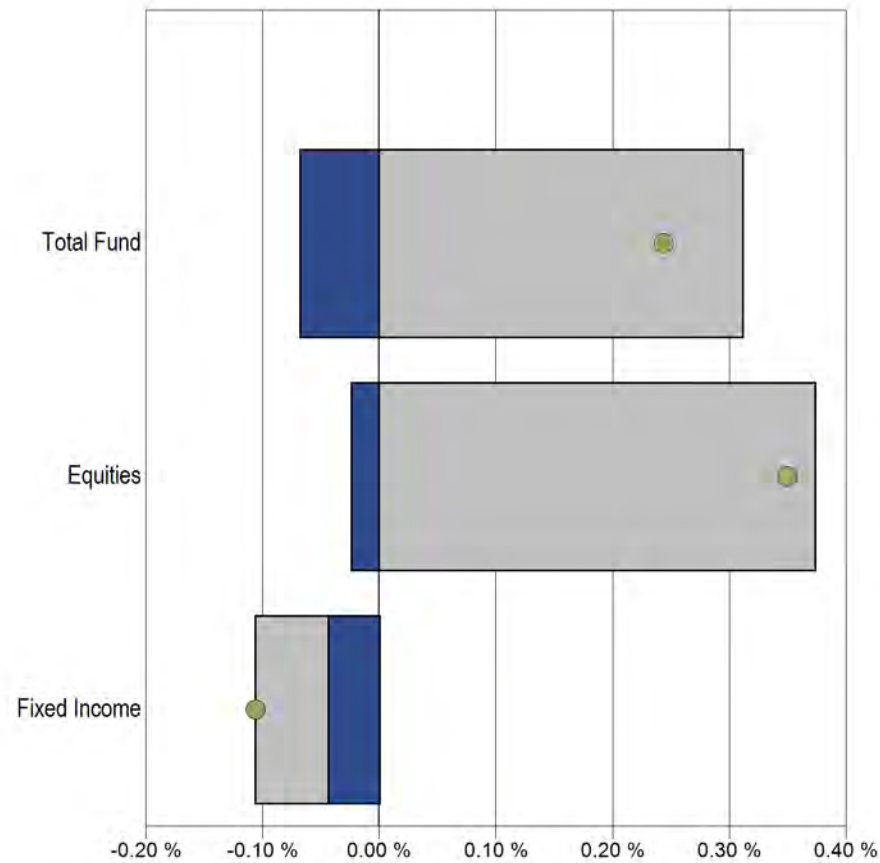
Benchmark History

Total Fund		
1/1/2015	Present	51% Russell 3000 / 14% MSCI ACWI ex USA / 34% Barclays Int Govt/Credit / 1% 91 Day T-Bills
10/1/2014	12/31/2014	46% Russell 3000 / 14% MSCI ACWI ex USA / 39% Barclays Int Govt/Credit / 1% 91 Day T-Bills
4/1/2012	9/30/2014	48% Russell 3000 / 12% MSCI EAFE / 40% Barclays Int Govt/Credit
3/1/2011	3/31/2012	Russell 3000 48% / MSCI EAFE 12% / BofA Merrill Lynch 91-Day T-Bill 40%

Attribution Analysis

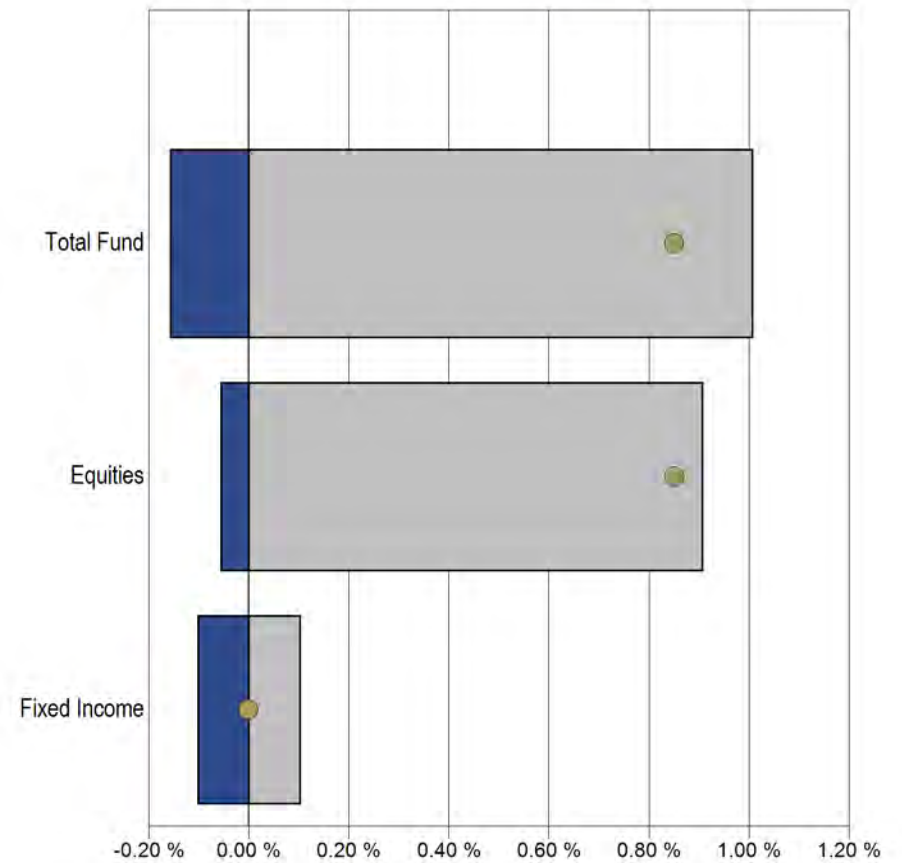
As of March 31, 2016

Attribution Effects
3 Months Ending March 31, 2016



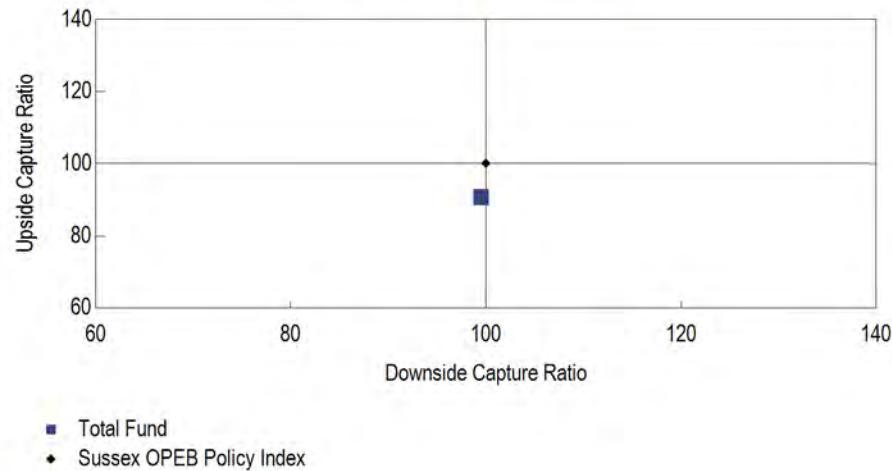
Allocation Effect
Selection Effect
Total Effect

Attribution Effects
1 Year Ending March 31, 2016

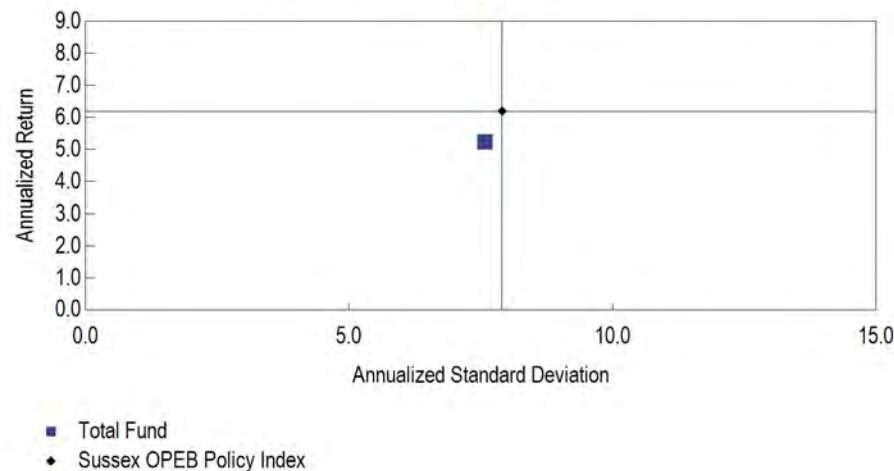


Allocation Effect
Selection Effect
Total Effect

Upside Capture Ratio vs. Downside Capture Ratio
5 Years 1 Month Ending March 31, 2016



Annualized Return vs. Annualized Standard Deviation
5 Years 1 Month Ending March 31, 2016



InvestorForce Public DB Gross Universe
Since Inception (March 31, 2011)



Tracking Error: A measure of the degree to which a portfolio tracks its benchmark. It is also a measure of consistency of excess returns. Computed as the annualized standard deviation of the difference between a portfolio's return and that of its benchmark.

Information Ratio: A measure of the risk-adjusted return of a financial security (or assets in a portfolio). It is defined as expected active return divided by tracking error, where active return is the excess return and tracking error is the annualized standard deviation of the excess returns.

Portfolio Summary

Performance Summary

As of March 31, 2016

	% of Portfolio	Policy %	2016 Q1	Rank	1 Yr	Rank	3 Yrs	Rank	5 Yrs	Rank	Return	Since
Equities	63.4	65.0										
Vanguard Institutional Index	35.0		1.3	26	1.8	17	11.8	16	11.6	15	7.2	Jan-14
<i>S&P 500</i>			1.3	26	1.8	18	11.8	16	11.6	15	7.2	Jan-14
Vanguard Mid Cap Value	6.2		1.7	69	-2.6	28	11.2	7	11.1	6	6.0	Jan-14
<i>Spliced Mid Cap Value Index</i>			1.6	69	-2.7	28	11.1	8	11.0	6	6.0	Jan-14
Vanguard Small Cap Value Index	2.9		3.5	21	-4.6	21	9.7	6	9.8	6	-3.3	Jun-15
<i>Spliced Small Cap Value Index</i>			3.5	21	-4.6	23	9.6	6	9.7	7	-3.3	Jun-15
MFS Low Volatility Global Equity	6.5		4.2	14	3.2	10	--	--	--	--	5.3	Dec-14
<i>MSCI ACWI</i>			0.2	46	-4.3	49	--	--	--	--	-1.7	Dec-14
Thornburg Global Opportunities	6.2		-2.0	74	-6.1	67	13.2	2	11.2	2	8.8	Jan-14
<i>MSCI ACWI</i>			0.2	46	-4.3	49	5.5	67	5.2	72	0.9	Jan-14
American Funds Int'l Growth & Income	6.6		0.0	20	-9.2	77	1.6	67	2.9	32	-4.4	Jan-14
<i>MSCI ACWI ex USA</i>			-0.4	28	-9.2	77	0.3	86	0.3	89	-4.4	Jan-14
Fixed Income	36.6	35.0										
Wilmington Trust Fixed Income	35.6		2.3	--	2.4	--	1.6	--	--	--	1.9	Mar-12
<i>Wilmington Trust Fixed Income Policy Income</i>			2.4	--	2.4	--	1.6	--	--	--	1.7	Mar-12
Operating Account	0.7											
Mutual Fund Cash	0.3											

Spliced Mid Cap Index: MSCI US Mid Cap 450 through January 31, 2013; CRSP US Mid Cap Index thereafter.

Returns prior to inception are reported by the mutual funds and are for informational purposes only. They are not the returns realized by the plan.

Please note: All returns shown are net of fees. All returns over one year are annualized.

Portfolio Summary

Fee Schedule

As of March 31, 2016

Account	Fee Schedule	Market Value As of 3/31/2016	% of Portfolio	Estimated Annual Fee (\$)	Estimated Annual Fee (%)
Vanguard Institutional Index	0.04% of Assets	\$11,003,658	35.0%	\$4,401	0.04%
Vanguard Mid Cap Value	0.09% of Assets	\$1,951,861	6.2%	\$1,757	0.09%
Vanguard Small Cap Value Index	0.09% of Assets	\$909,768	2.9%	\$819	0.09%
MFS Low Volatility Global Equity	0.95% of Assets	\$2,039,701	6.5%	\$19,377	0.95%
Thornburg Global Opportunities	0.99% of Assets	\$1,961,380	6.2%	\$19,418	0.99%
American Funds Int'l Growth & Income	0.58% of Assets	\$2,084,162	6.6%	\$12,088	0.58%
Wilmington Trust Fixed Income	0.20% of Assets	\$11,187,376	35.6%	\$22,375	0.20%
Wilmington Trust Short Term	No Fee	\$0	0.0%	--	--
Operating Account	No Fee	\$222,283	0.7%	--	--
Mutual Fund Cash	No Fee	\$97,511	0.3%	--	--
Investment Management Fee		\$31,457,699	100.0%	\$80,235	0.26%

INVESTMENT MANAGERS

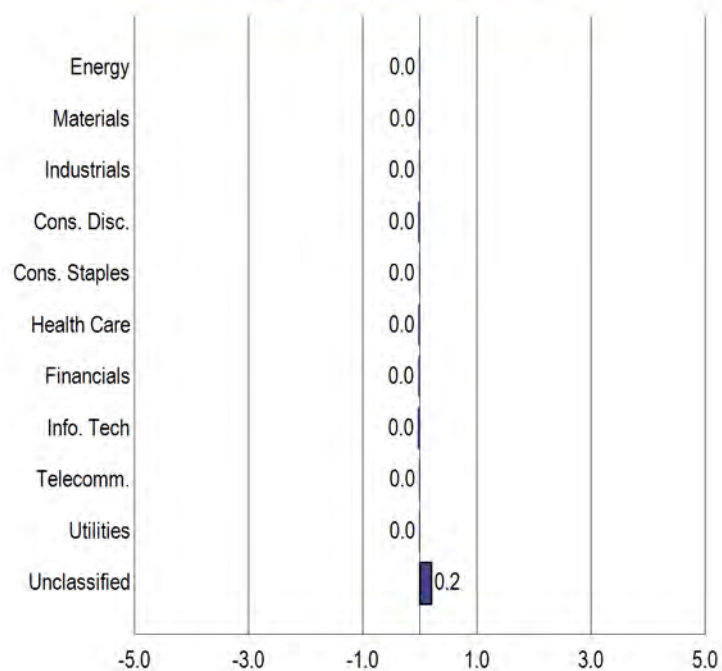


As of March 31, 2016

Manager Summary

- Passively-managed.
- Seeks to track the performance of the S&P 500 Index.
- Invests in large-cap U.S. equities diversified among growth and value styles.
- Fund remains fully invested.

Sector Over/Under Allocation (%) vs S&P 500



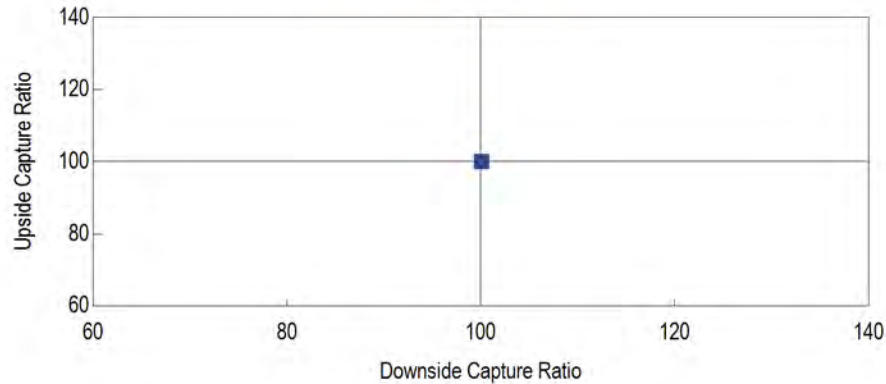
Characteristics

	Portfolio	S&P 500
Number of Holdings	510	504
Weighted Avg. Market Cap. (\$B)	128.87	128.86
Median Market Cap. (\$B)	18.28	18.28
Price To Earnings	24.19	22.73
Price To Book	4.91	4.24
Price To Sales	3.50	2.98
Return on Equity (%)	18.79	17.79
Yield (%)	2.17	2.16
Beta (holdings; domestic)	0.95	0.96

Top Ten Holdings

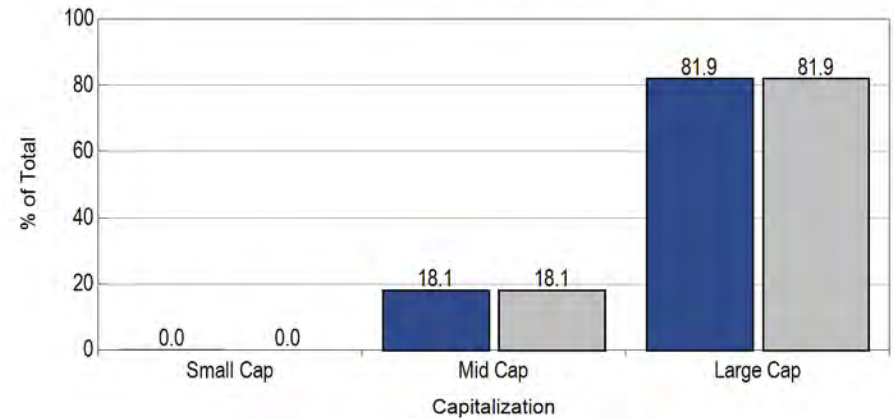
APPLE	3.4%
MICROSOFT	2.4%
EXXON MOBIL	1.9%
JOHNSON & JOHNSON	1.7%
GENERAL ELECTRIC	1.6%
FACEBOOK CLASS A	1.5%
BERKSHIRE HATHAWAY 'B'	1.4%
AT&T	1.3%
AMAZON.COM	1.3%
WELLS FARGO & CO	1.2%
Total For Top Ten Holdings	17.7%

Upside Capture Ratio vs. Downside Capture Ratio
5 Years Ending March 31, 2016



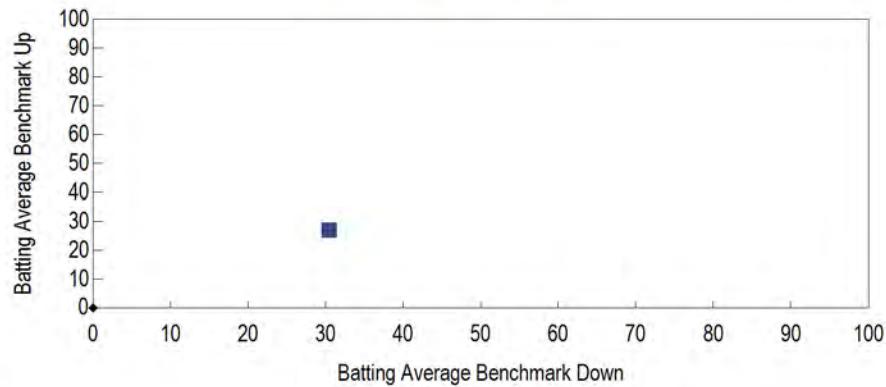
- Vanguard Institutional Index
- ◆ S&P 500

Market Capitalization
As of March 31, 2016



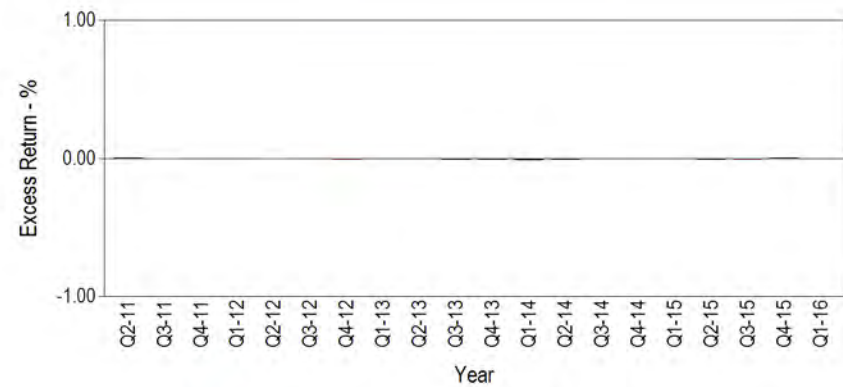
- Vanguard Institutional Index
- S&P 500

Batting Average Benchmark Up vs. Batting Average Benchmark Down
5 Years Ending March 31, 2016



- Vanguard Institutional Index
- ◆ S&P 500

Quarterly Excess Performance



- Quarterly Out/Under Performance, Rising Market
- Quarterly Out/Under Performance, Falling Market

Sussex County OPEB Trust
Vanguard Mid Cap Value

As of March 31, 2016

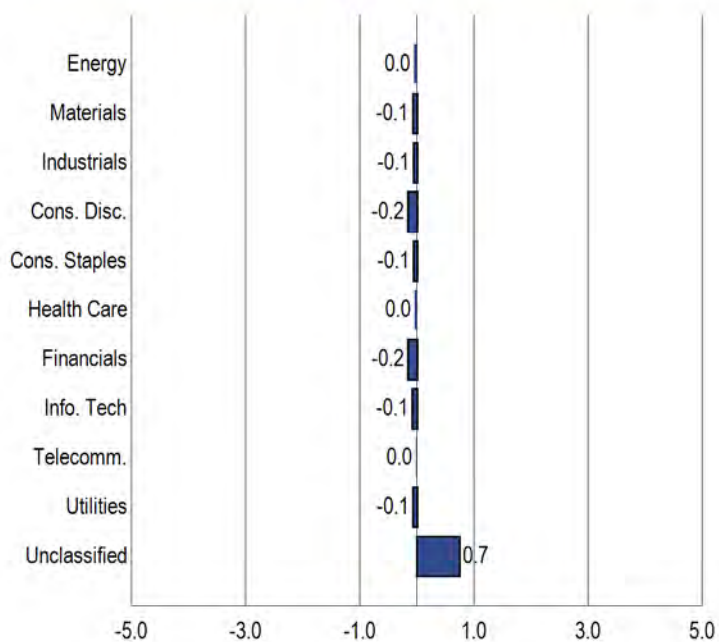
Manager Summary

- Passively-managed.
- Seeks to track the performance of the CRSP US Mid Cap Value Index.
- Invests in value stocks of medium-size U.S. companies.
- Fund remains fully invested.

Characteristics

	Portfolio	CRSP US Mid Cap Value TR USD
Number of Holdings	204	202
Weighted Avg. Market Cap. (\$B)	11.19	11.19
Median Market Cap. (\$B)	9.05	9.07
Price To Earnings	21.96	21.13
Price To Book	2.89	2.63
Price To Sales	1.96	1.83
Return on Equity (%)	13.45	12.78
Yield (%)	2.21	2.10
Beta (holdings; domestic)	1.12	1.12

Sector Over/Under Allocation (%) vs CRSP US Mid Cap Value TR USD

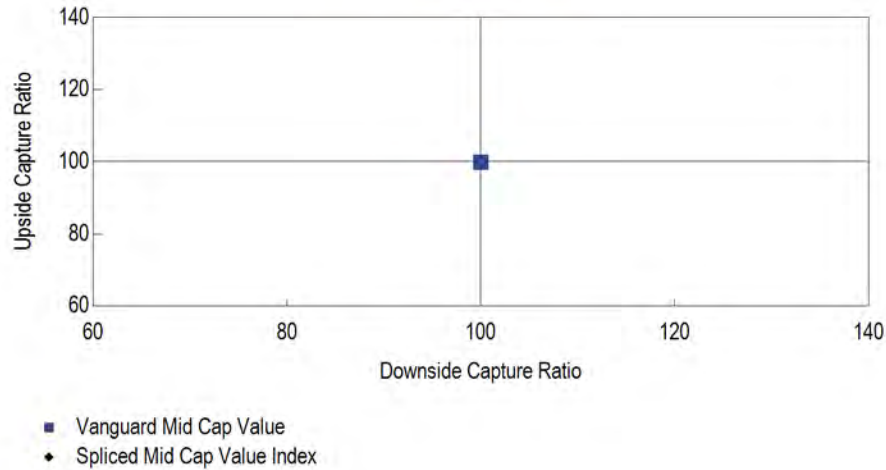


Top Ten Holdings

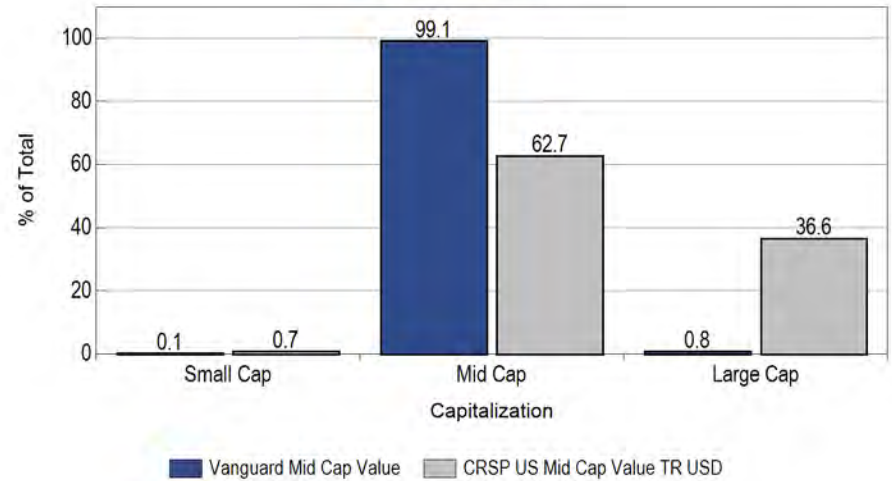
TYSON FOODS 'A'	1.2%
CONAGRA FOODS	1.2%
WEC ENERGY GROUP	1.1%
HARTFORD FINL.SVS.GP.	1.1%
EVERSOURCE ENERGY	1.1%
NVIDIA	1.1%
NIELSEN	1.1%
FIDELITY NAT.INFO.SVS.	1.1%
DR PEPPER SNAPPLE GROUP	1.0%
MOLSON COORS BREWING 'B'	1.0%
Total For Top Ten Holdings	11.1%

As of March 31, 2016

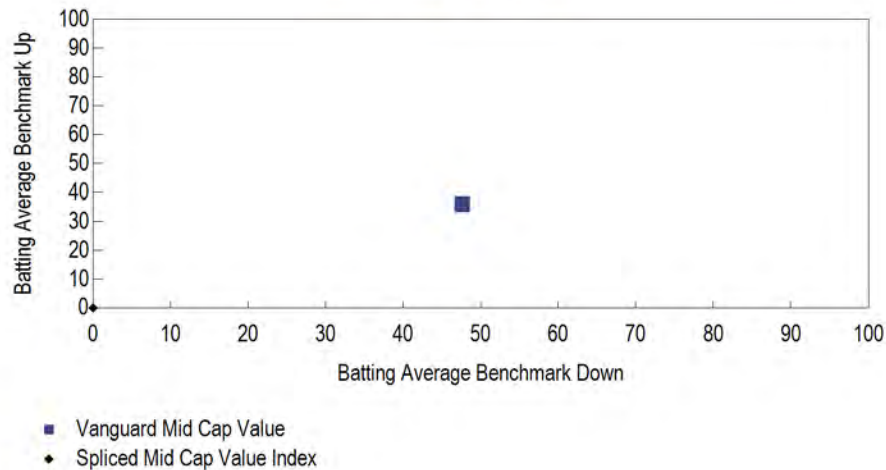
Upside Capture Ratio vs. Downside Capture Ratio
 5 Years Ending March 31, 2016



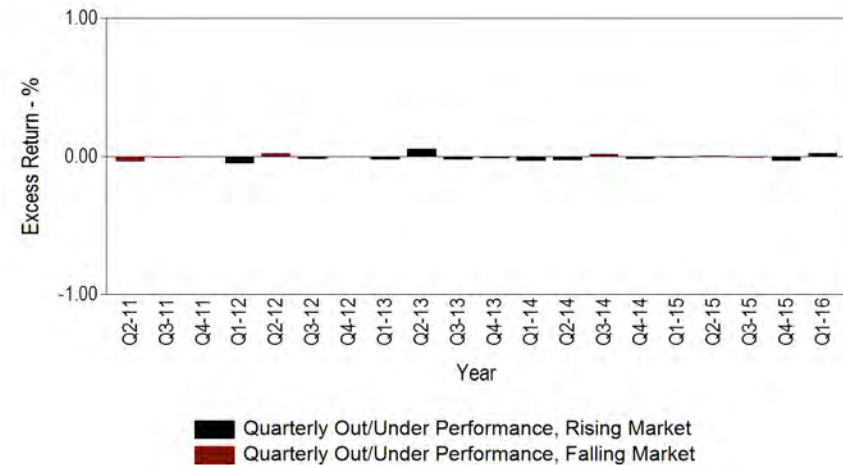
Market Capitalization
 As of March 31, 2016



Batting Average Benchmark Up vs. Batting Average Benchmark Down
 5 Years Ending March 31, 2016



Quarterly Excess Performance



Vanguard Small Cap Value Index

As of March 31, 2016

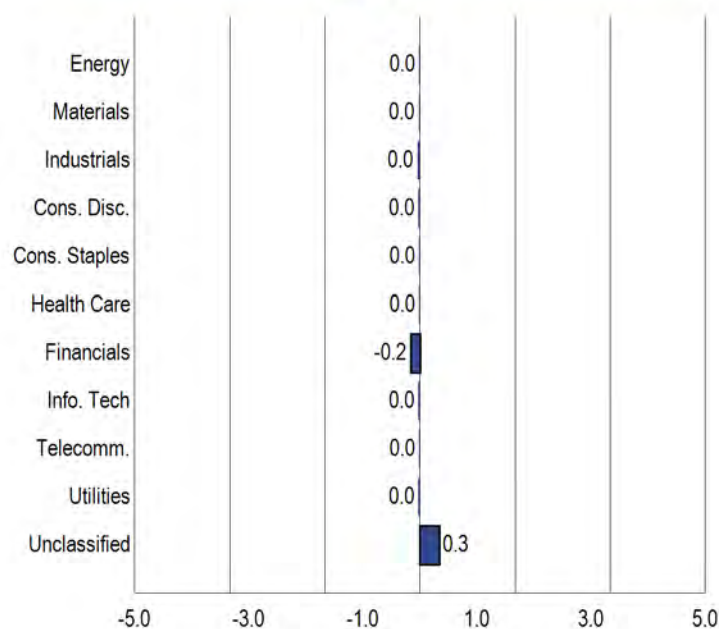
Manager Summary

- Passively managed to track the performance of the CRSP US Small Cap Value Index.
- Follows a full-replication approach whereby the fund attempts to hold the same securities at the same weights as the benchmark.
- Low expense ratio means the returns will also track the benchmark closely on a net-of-fees basis.

Characteristics

	Portfolio	CRSP US Small Cap Value TR USD
Number of Holdings	861	848
Weighted Avg. Market Cap. (\$B)	3.32	3.32
Median Market Cap. (\$B)	1.67	1.68
Price To Earnings	19.92	19.41
Price To Book	2.52	2.25
Price To Sales	2.01	1.84
Return on Equity (%)	11.82	10.81
Yield (%)	2.30	2.19
Beta (holdings; domestic)	1.19	1.19

Sector Over/Under Allocation (%) vs CRSP US Small Cap Value TR USD



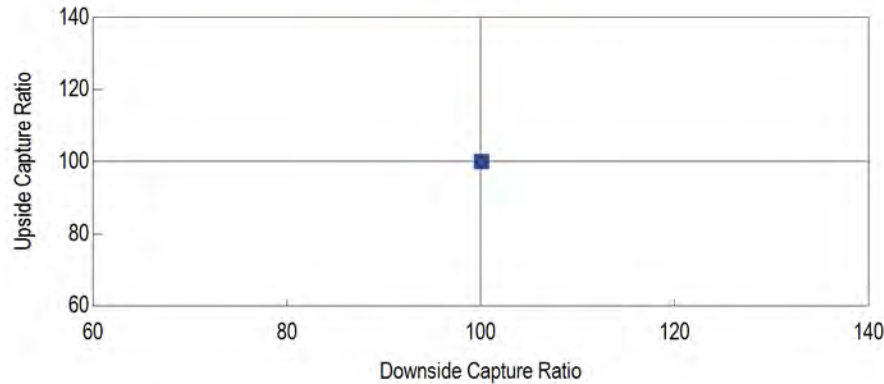
Top Ten Holdings

ARTHUR J GALLAGHER	0.5%
AGL RESOURCES	0.5%
INGREDION	0.5%
VALSPAR	0.5%
ATMOS ENERGY	0.5%
BROADRIDGE FINL.SLTN.	0.5%
WESTAR ENERGY	0.5%
UGI	0.5%
JETBLUE AIRWAYS	0.4%
APARTMENT INV.& MAN.'A'	0.4%
Total For Top Ten Holdings	4.8%

Vanguard Small Cap Value Index

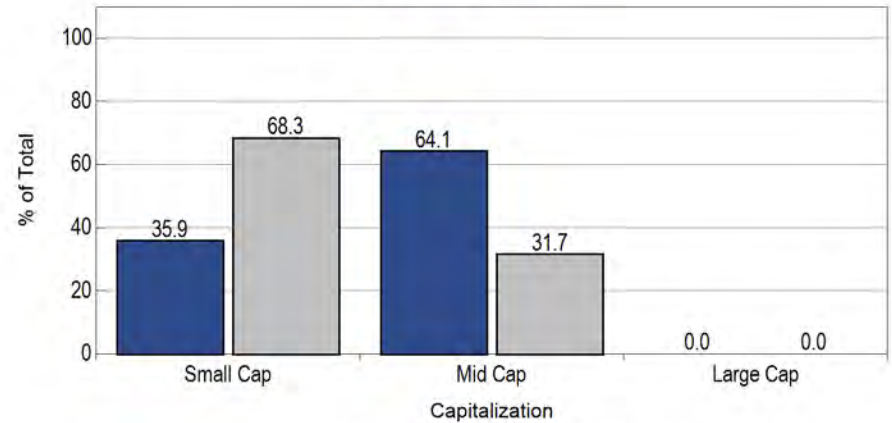
As of March 31, 2016

Upside Capture Ratio vs. Downside Capture Ratio
5 Years Ending March 31, 2016



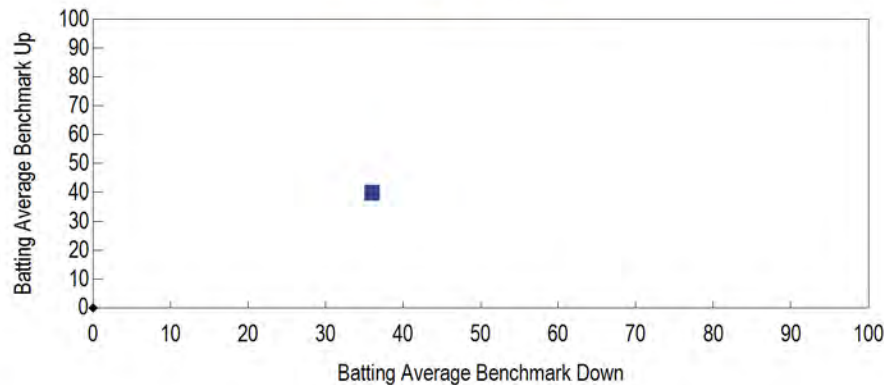
- Vanguard Small Cap Value Index
- ◆ Spliced Small Cap Value Index

Market Capitalization
As of March 31, 2016



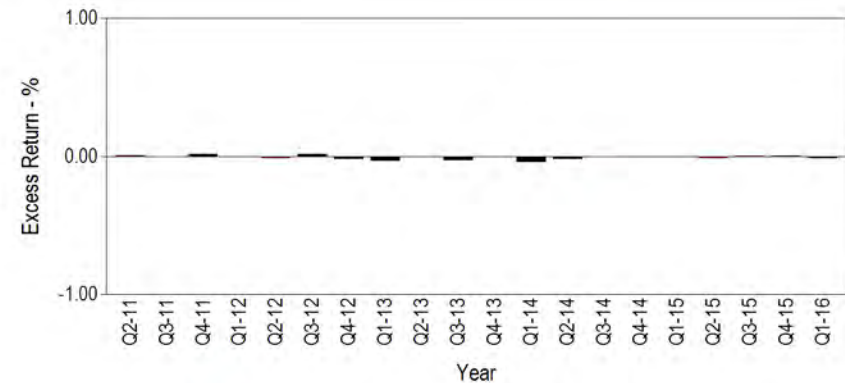
- Vanguard Small Cap Value Index
- CRSP US Small Cap Value TR USD

Batting Average Benchmark Up vs. Batting Average Benchmark Down
5 Years Ending March 31, 2016



- Vanguard Small Cap Value Index
- ◆ Spliced Small Cap Value Index

Quarterly Excess Performance



- Quarterly Out/Under Performance, Rising Market
- Quarterly Out/Under Performance, Falling Market

MFS Low Volatility Global Equity

As of March 31, 2016

Manager Summary

- Strategy seeks to produce long-term excess market returns with less volatility than the market.
- Investment process combines quantitative inputs and fundamental analysis. Only stocks that exhibit low volatility are considered for further analysis.
- Fundamental inputs include analyst expectations for earnings and valuation. Stocks are then rated buy, hold, or sell.
- Strategy typically holds 80-120 names with a maximum position limit of 4%.

Regional Allocation Summary

Region	% of Total	% of Bench	% Diff
North America ex U.S.	6.0%	3.1%	2.9%
United States	51.1%	53.1%	-2.1%
Europe Ex U.K.	11.9%	15.4%	-3.5%
United Kingdom	4.9%	6.5%	-1.6%
Pacific Basin Ex Japan	7.6%	4.0%	3.5%
Japan	10.0%	7.5%	2.5%
Emerging Markets	6.3%	10.0%	-3.7%
Other	2.3%	0.3%	1.9%
Total	100.0%	100.0%	0.0%

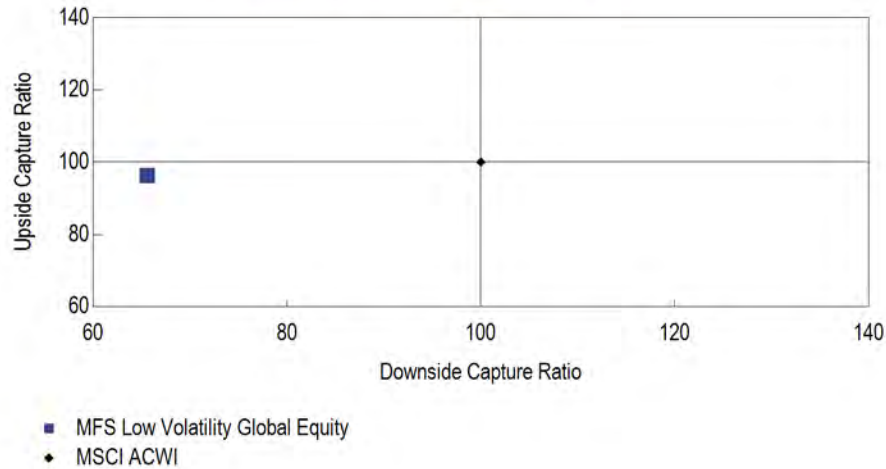
Characteristics

	Portfolio	MSCI ACWI
Number of Holdings	97	2,482
Weighted Avg. Market Cap. (\$B)	65.32	87.27
Median Market Cap. (\$B)	32.08	8.29
Price To Earnings	23.94	20.22
Price To Book	4.60	3.16
Price To Sales	3.29	2.70
Return on Equity (%)	19.29	15.77
Yield (%)	2.79	2.63
Beta (holdings; global)	0.65	1.00

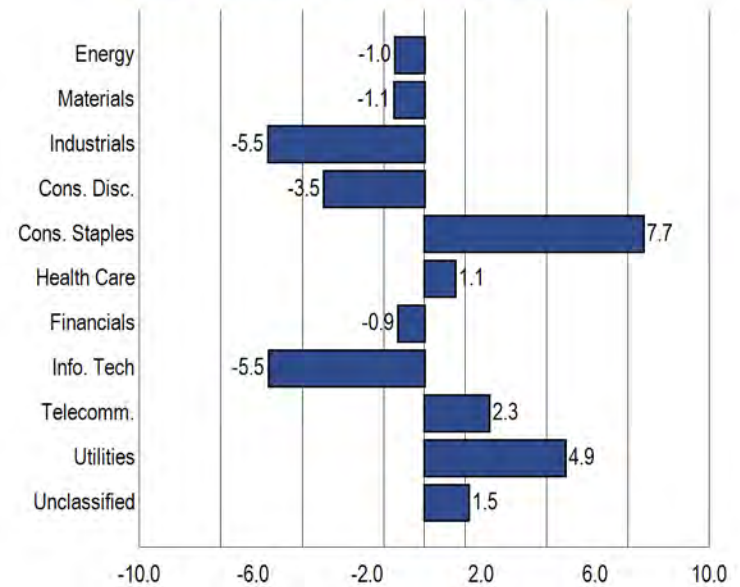
Top Ten Holdings

TAIWAN SEMICON.SPN.ADR 1:5	3.5%
GENERAL MILLS	3.4%
FISHER & PAYKEL HLTHCR.	3.1%
JOHNSON & JOHNSON	2.5%
ROCHE HOLDING	2.2%
DISCOVER FINANCIAL SVS.	2.2%
MCDONALDS	2.1%
LAWSON	2.0%
ROSS STORES	2.0%
EXXON MOBIL	2.0%
Total For Top Ten Holdings	24.9%

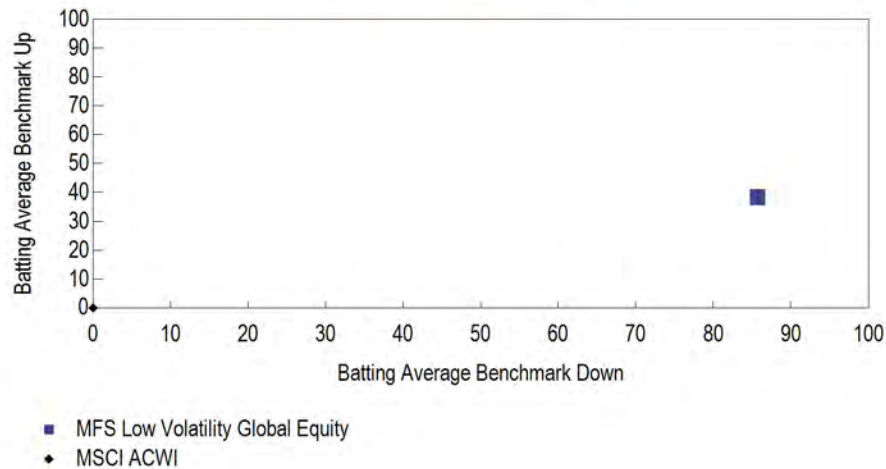
Upside Capture Ratio vs. Downside Capture Ratio
2 Years 3 Months Ending March 31, 2016



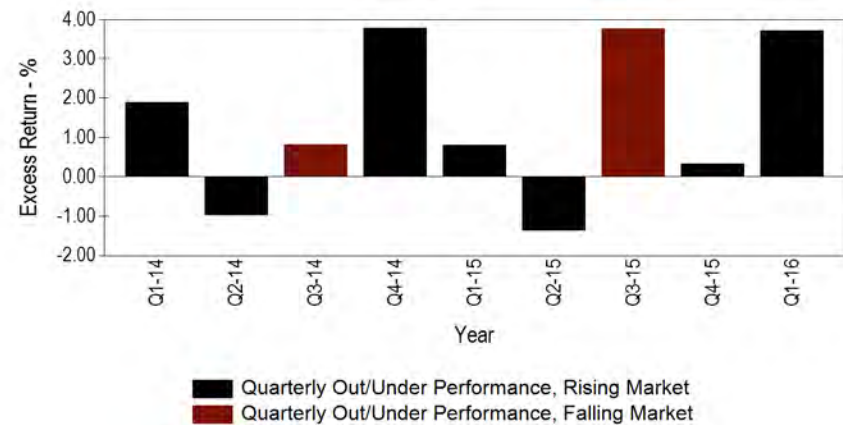
Sector Over/Under Allocation (%) vs MSCI ACWI



Batting Average Benchmark Up vs. Batting Average Benchmark Down
2 Years 3 Months Ending March 31, 2016



Quarterly Excess Performance



Thornburg Global Opportunities

As of March 31, 2016

Manager Summary

- Focus on investing in companies trading at a discount to their intrinsic value.
- Emphasizes good management, strong corporate culture and easy to understand business models.
- Portfolio tends to hold 30-40 stocks and will typically experience higher than average volatility.
- Will invest opportunistically across the globe in small, medium and large companies.

Characteristics

	Portfolio	MSCI ACWI
Number of Holdings	33	2,482
Weighted Avg. Market Cap. (\$B)	42.52	87.27
Median Market Cap. (\$B)	19.13	8.29
Price To Earnings	20.45	20.22
Price To Book	2.95	3.16
Price To Sales	3.01	2.70
Return on Equity (%)	17.54	15.77
Yield (%)	1.56	2.63
Beta (holdings; global)	1.29	1.00

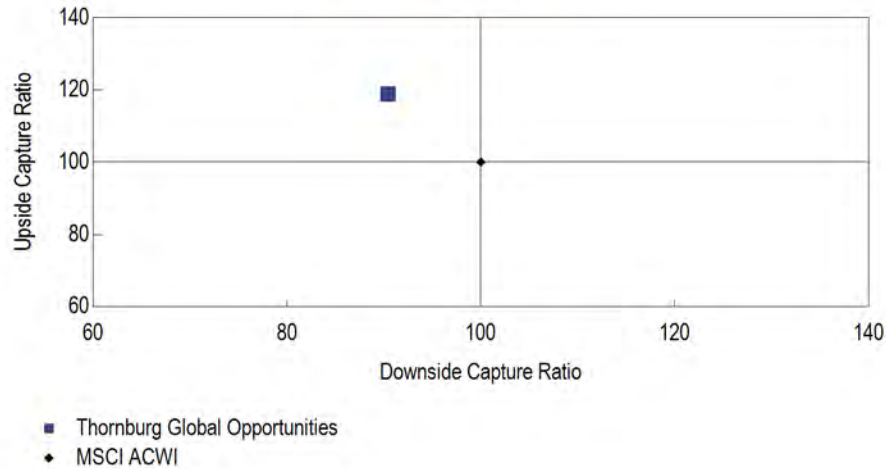
Regional Allocation Summary

Region	% of Total	% of Bench	% Diff
North America ex U.S.	3.2%	3.1%	0.1%
United States	62.8%	53.1%	9.7%
Europe Ex U.K.	20.7%	15.4%	5.3%
United Kingdom	3.3%	6.5%	-3.3%
Pacific Basin Ex Japan	5.3%	4.0%	1.2%
Japan	0.0%	7.5%	-7.5%
Emerging Markets	4.8%	10.0%	-5.2%
Other	0.0%	0.3%	-0.3%
Total	100.0%	100.0%	0.0%

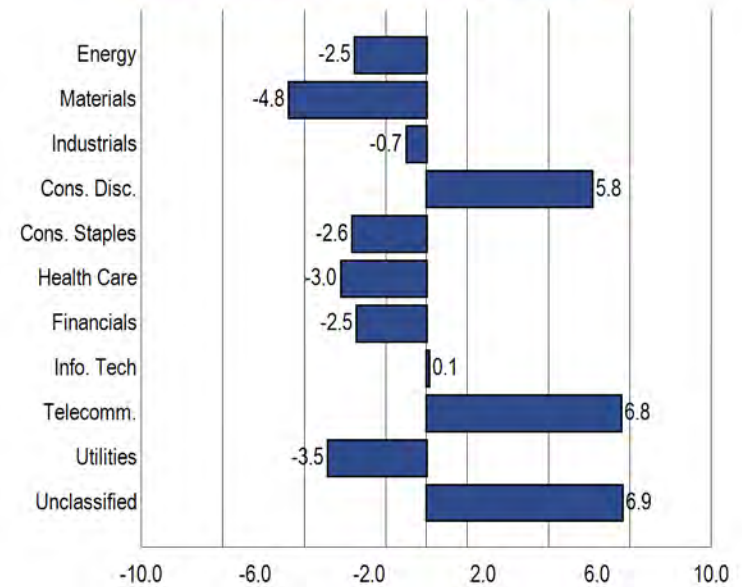
Top Ten Holdings

CASH - USD	6.9%
LEVEL 3 COMMS.	6.2%
VEREIT	5.3%
AENA SHS	5.1%
ALPHABET 'A'	5.0%
T-MOBILE US	4.6%
NUMERICABLE SFR	4.6%
MONDELEZ INTERNATIONAL CL.A	4.3%
BAIDU 'A' ADR 10:1	4.2%
HELMERICH & PAYNE	4.0%
Total For Top Ten Holdings	50.0%

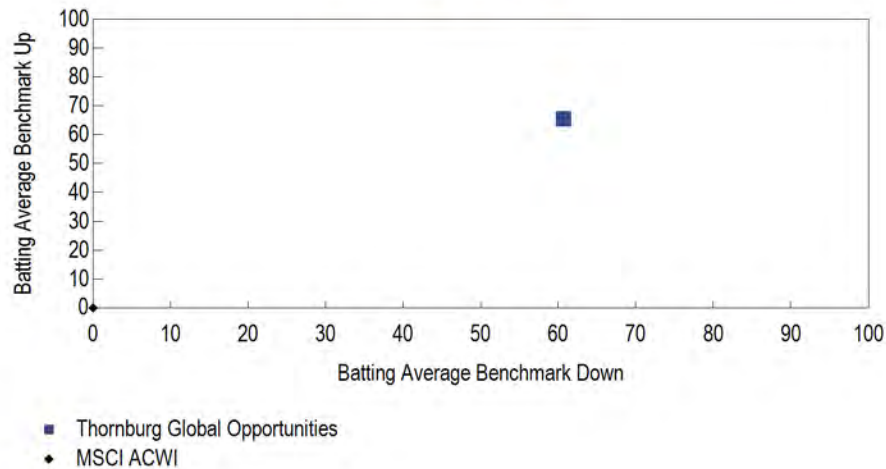
Upside Capture Ratio vs. Downside Capture Ratio
5 Years Ending March 31, 2016



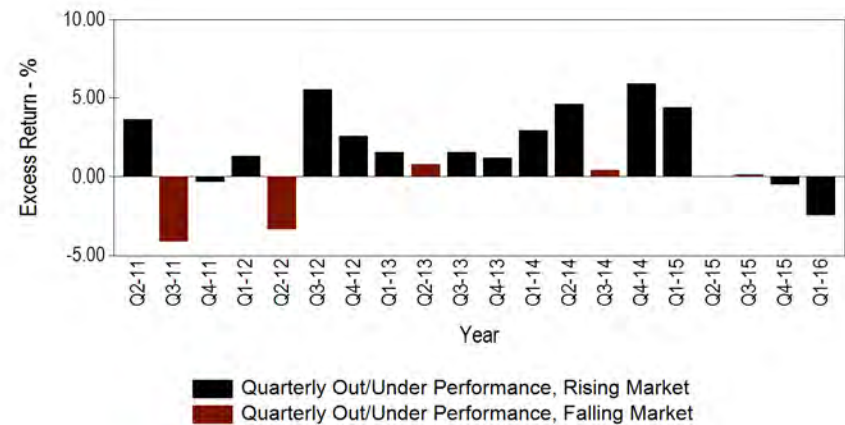
Sector Over/Under Allocation (%) vs MSCI ACWI



Batting Average Benchmark Up vs. Batting Average Benchmark Down
5 Years Ending March 31, 2016



Quarterly Excess Performance



American Funds Int'l Growth & Income

As of March 31, 2016

Manager Summary

- Focuses on investing in established companies that pay dividends.
- Emphasis on companies that may be relatively resilient during economic hardship.
- Multiple portfolio managers provide complementary investment styles of contrarian value, relative value and capital appreciation.
- Strategy tends to have dividend yield higher than the benchmark.

Characteristics

	Portfolio	MSCI ACWI ex USA
Number of Holdings	177	1,856
Weighted Avg. Market Cap. (\$B)	47.46	46.70
Median Market Cap. (\$B)	20.78	6.58
Price To Earnings	19.94	17.56
Price To Book	3.42	2.37
Price To Sales	2.52	2.25
Return on Equity (%)	18.02	14.45
Yield (%)	3.57	3.21
Beta (holdings; global)	0.92	0.98

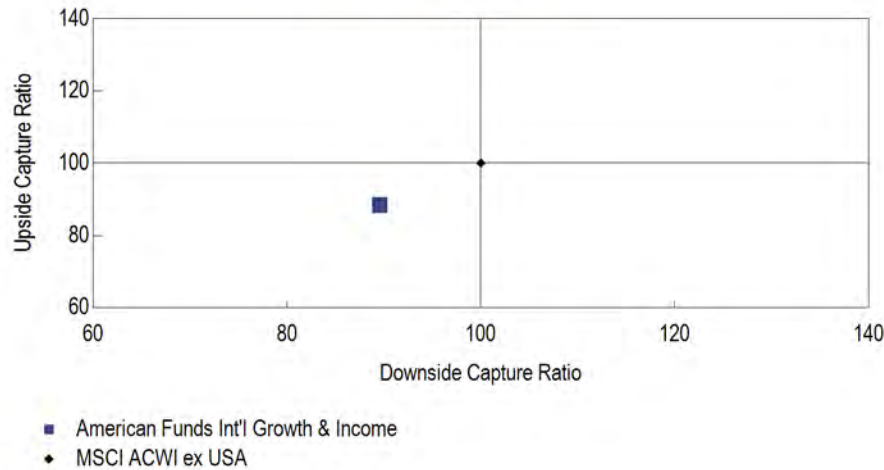
Regional Allocation Summary

Region	% of Total	% of Bench	% Diff
North America ex U.S.	4.1%	6.6%	-2.5%
United States	11.4%	0.0%	11.4%
Europe Ex U.K.	28.1%	32.8%	-4.7%
United Kingdom	18.5%	13.9%	4.6%
Pacific Basin Ex Japan	13.7%	8.6%	5.1%
Japan	8.6%	16.1%	-7.5%
Emerging Markets	15.6%	21.3%	-5.7%
Other	0.0%	0.7%	-0.7%
Total	100.0%	100.0%	0.0%

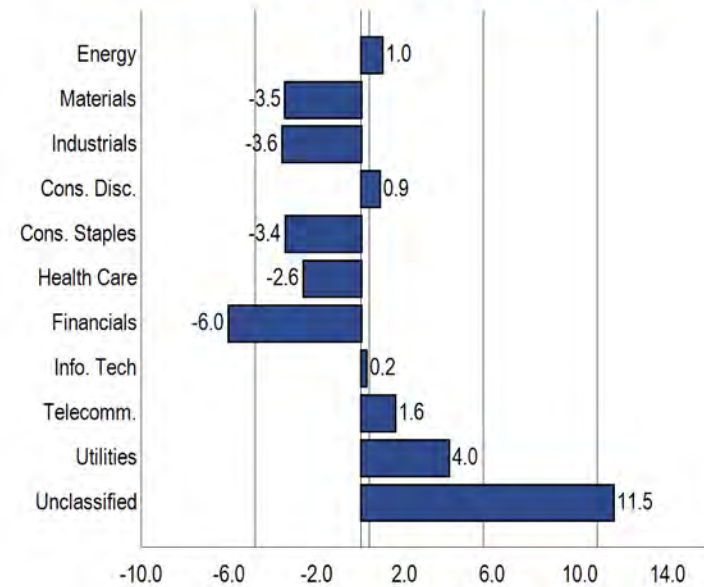
Top Ten Holdings

TAIWAN SEMICON.MNFG.	3.5%
BRITISH AMERICAN TOBACCO	2.3%
ENBRIDGE	2.2%
POWER ASSETS HOLDINGS	2.0%
AXA	1.9%
ROYAL DUTCH SHELL B	1.9%
NOVARTIS 'R'	1.8%
ENEL	1.7%
SUN HUNG KAI PROPERTIES	1.6%
INTL.CON.S.AIRL.GP.(CDI)	1.6%
Total For Top Ten Holdings	20.3%

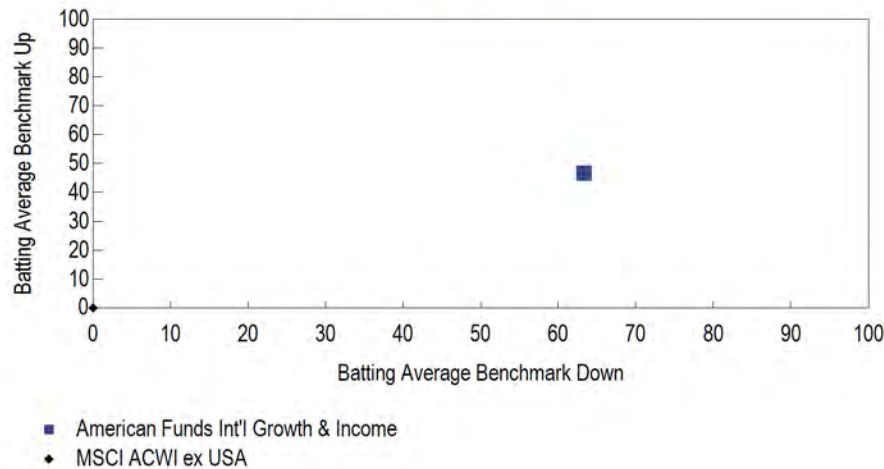
Upside Capture Ratio vs. Downside Capture Ratio
5 Years Ending March 31, 2016



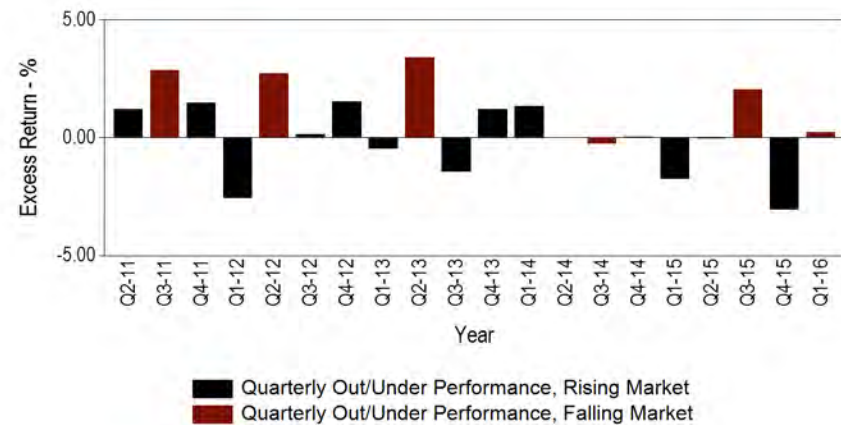
Sector Over/Under Allocation (%) vs MSCI ACWI ex USA



Batting Average Benchmark Up vs. Batting Average Benchmark Down
5 Years Ending March 31, 2016



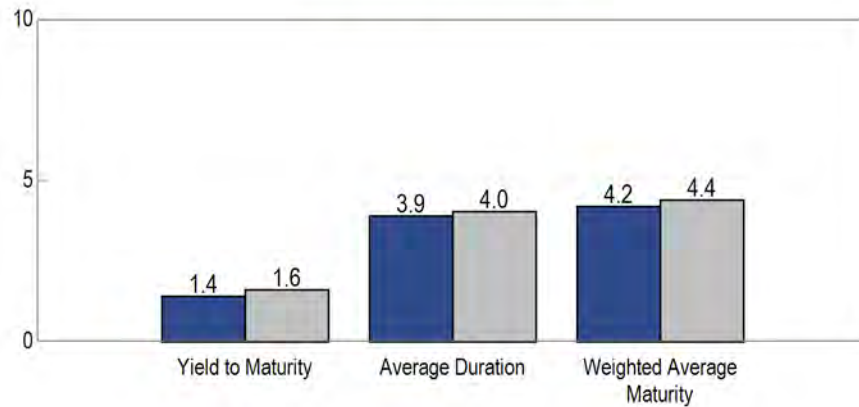
Quarterly Excess Performance



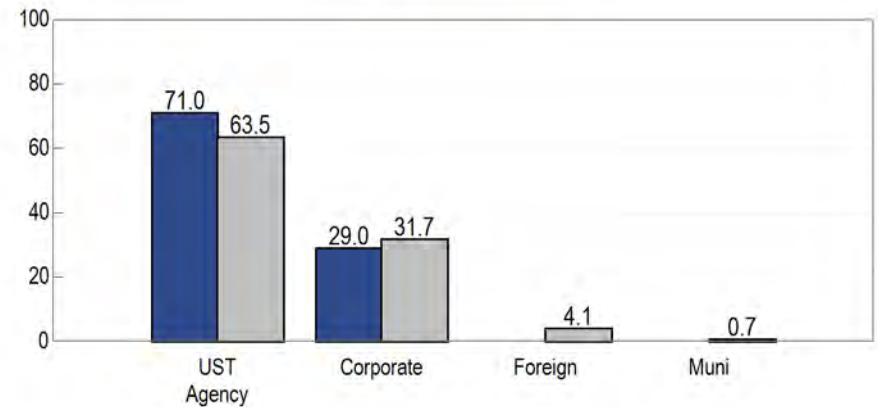
As of March 31, 2016

Summary: Strategy focuses equally on duration management, sector selection and yield curve exposure. Assess overall market environment and position portfolio to benefit from realistic expectations. Will actively trade, including analysis of technical factors, price momentum, interest rate outlook and yield curve movement.

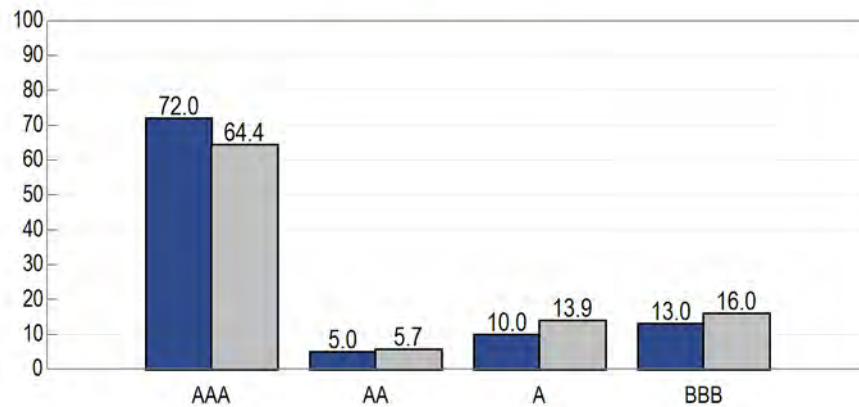
Fixed Income Characteristics



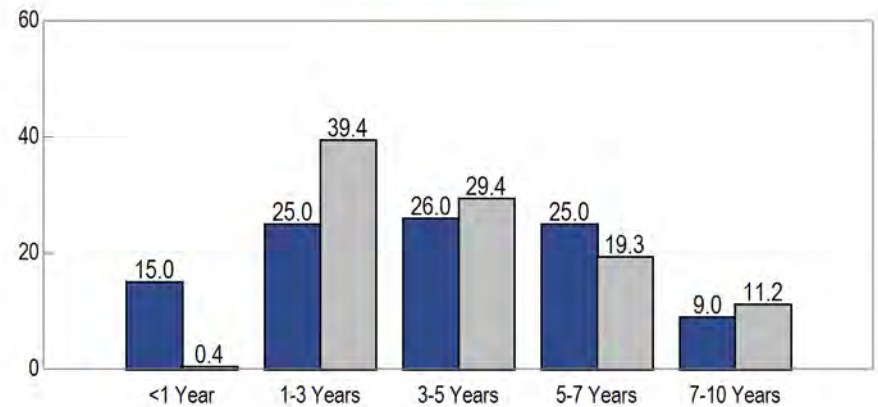
US Sector Allocation



Credit Quality Allocation

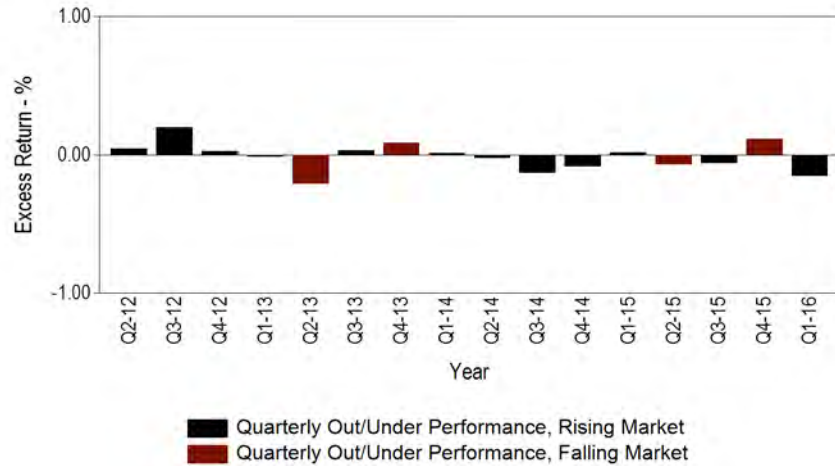


Duration Allocation

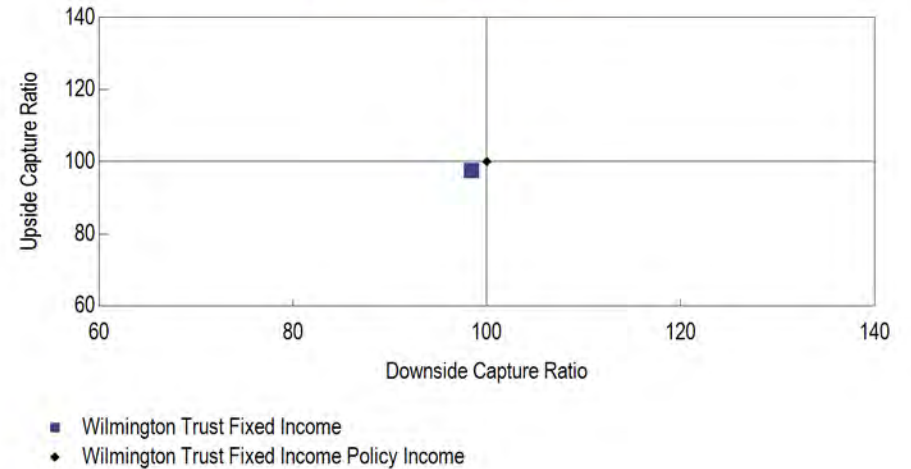


Wilmington Trust Fixed Income Barclays Int Govt/Credit

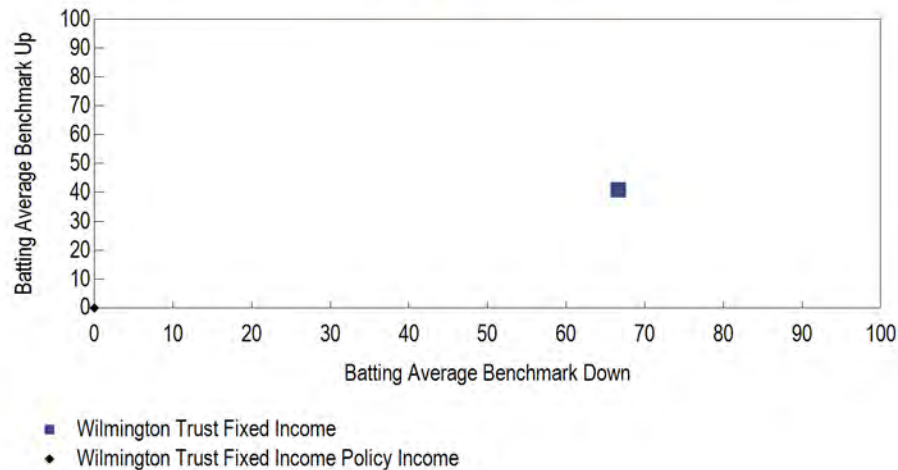
Quarterly Excess Performance



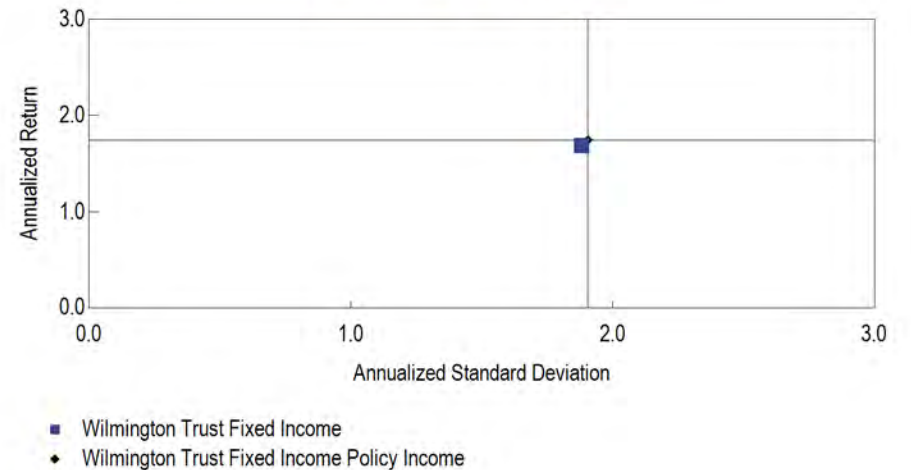
Upside Capture Ratio vs. Downside Capture Ratio
4 Years Ending March 31, 2016

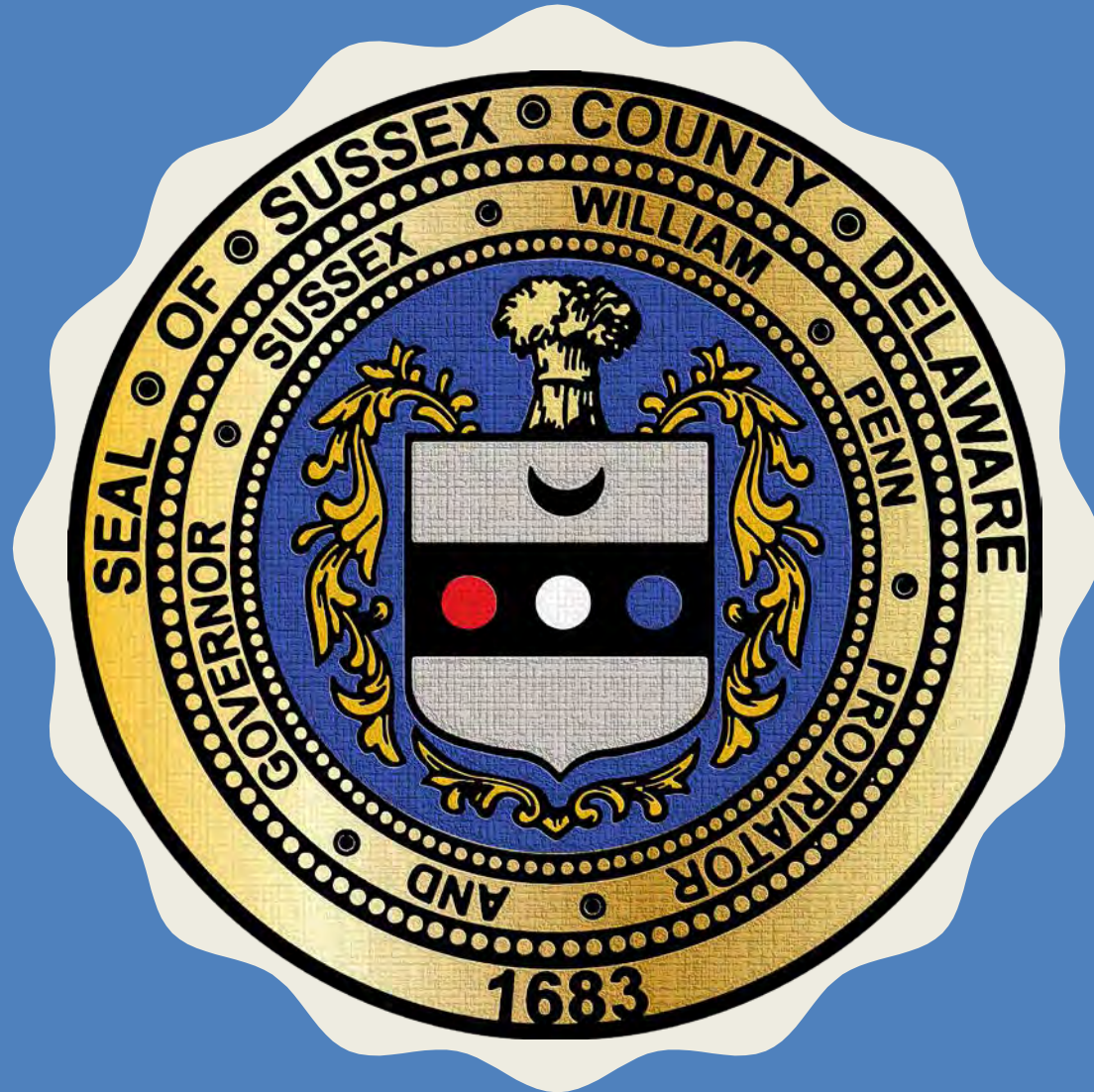


Batting Average Benchmark Up vs. Batting Average Benchmark Down
4 Years Ending March 31, 2016

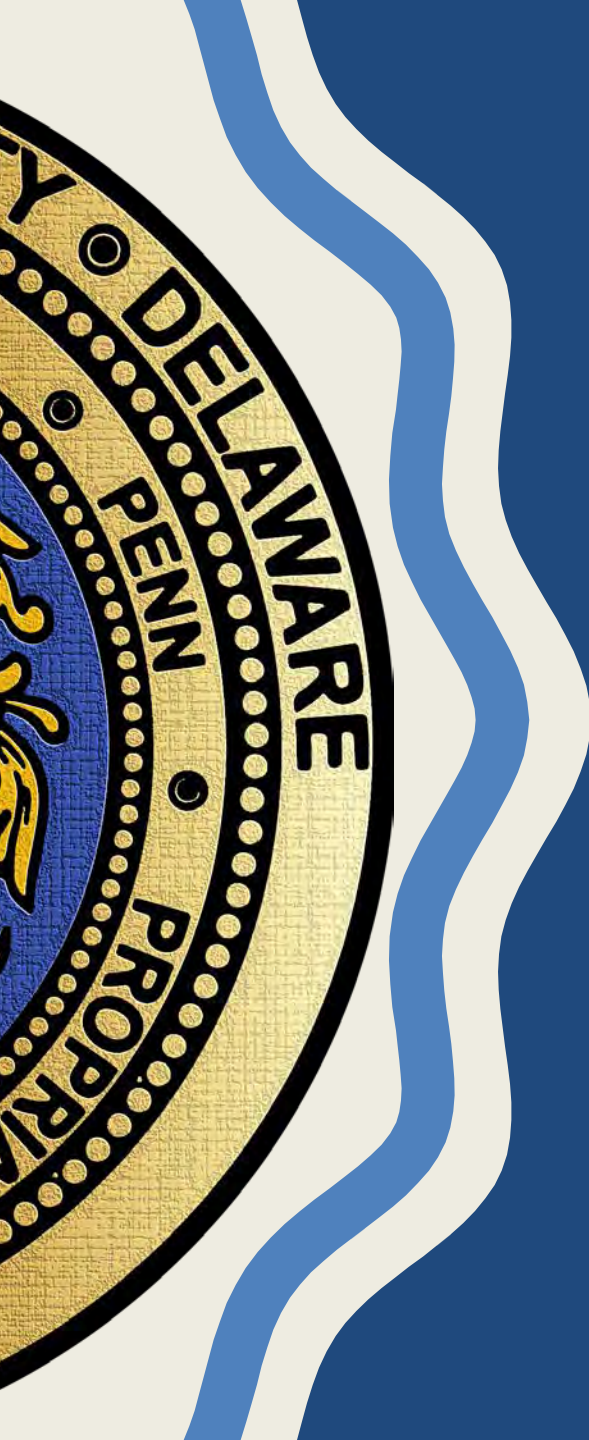


Annualized Return vs. Annualized Standard Deviation
4 Years Ending March 31, 2016





SUSSEX COUNTY PENSION UPDATE



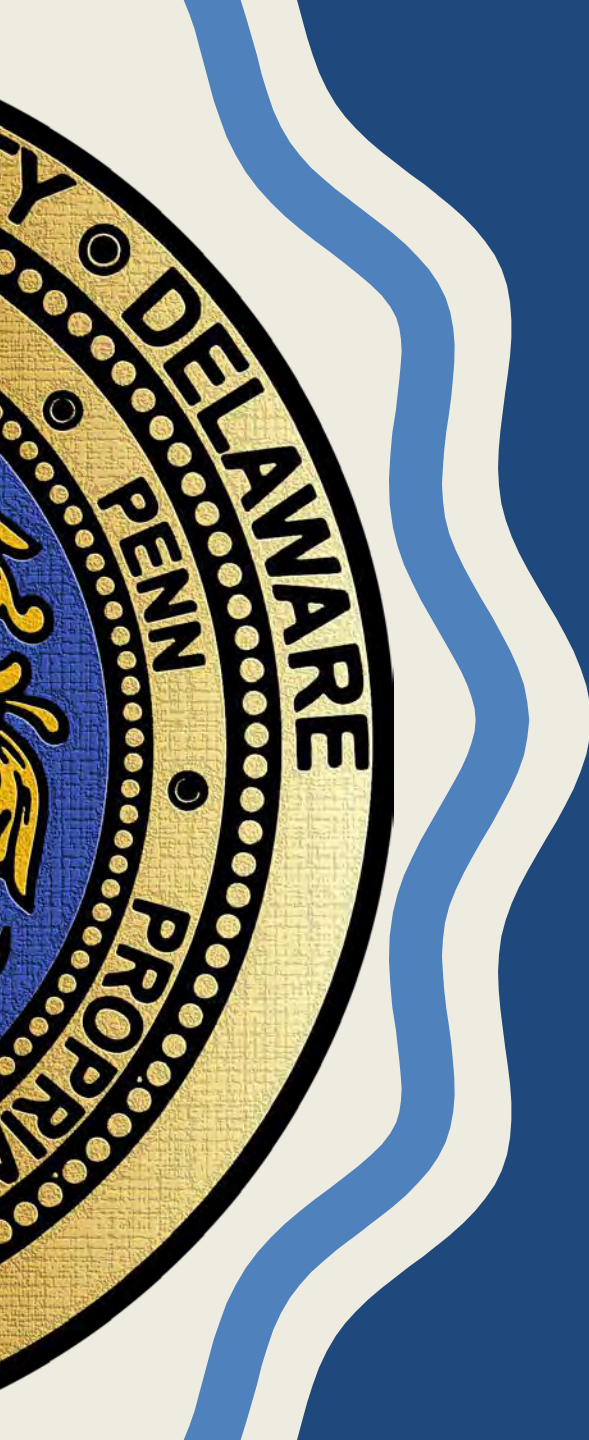
PERFORMANCE SUMMARY

Pension Fund		
Market Value	1 st Quarter Gain	1 st Quarter Return
\$72,647,333	\$644,934	0.9%

Performance Ranking			
Q1	1 Year	3 Years	5 Years
68%	66%	22%	27%

OPEB (Benefits) Fund		
Market Value	1 st Quarter Gain	1 st Quarter Return
\$31,457,699	\$494,011	1.6%

Performance Ranking			
Q1	1 Year	2 Years	3 Years
28%	16%	15%	36%



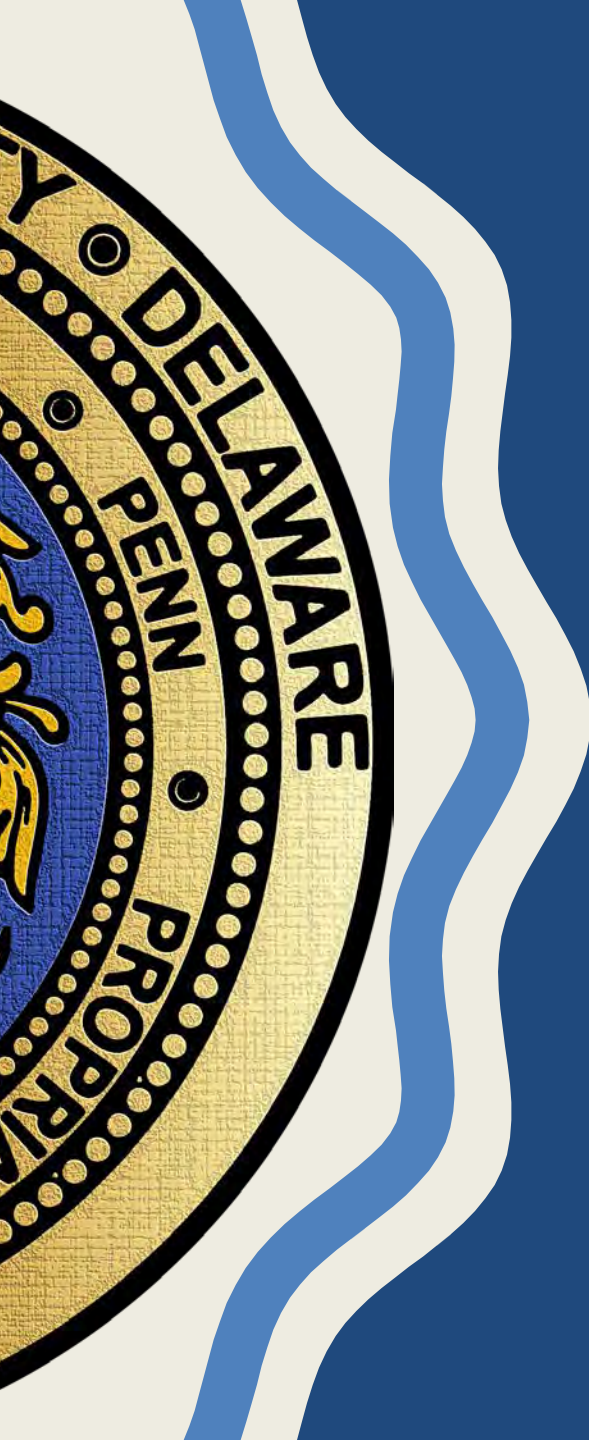
GOALS TO INCREASE RETURN

- Discuss increasing the equity allocation to 65% versus 60%. The County made this change last year with the OPEB fund, which has resulted in larger returns.
- Bring a representative from the State's Pension where we participate and discuss their portfolio strategy. Topics of discussion would include their recent underperformance and higher fee.
- Due to mid-cap's outperformance of the benchmark, consider purchasing more equities from this category.

The seal of the County of Delaware is partially visible on the left side of the slide. It features a gold outer ring with the text 'COUNTY OF DELAWARE' at the top and 'PROPRIA' at the bottom. Inside this ring is a blue ring with the text 'PENN'. The center of the seal is partially obscured but shows a yellow figure, likely a Native American, holding a bow and arrow. The background of the slide is dark blue with a white and light blue wavy graphic on the left side.

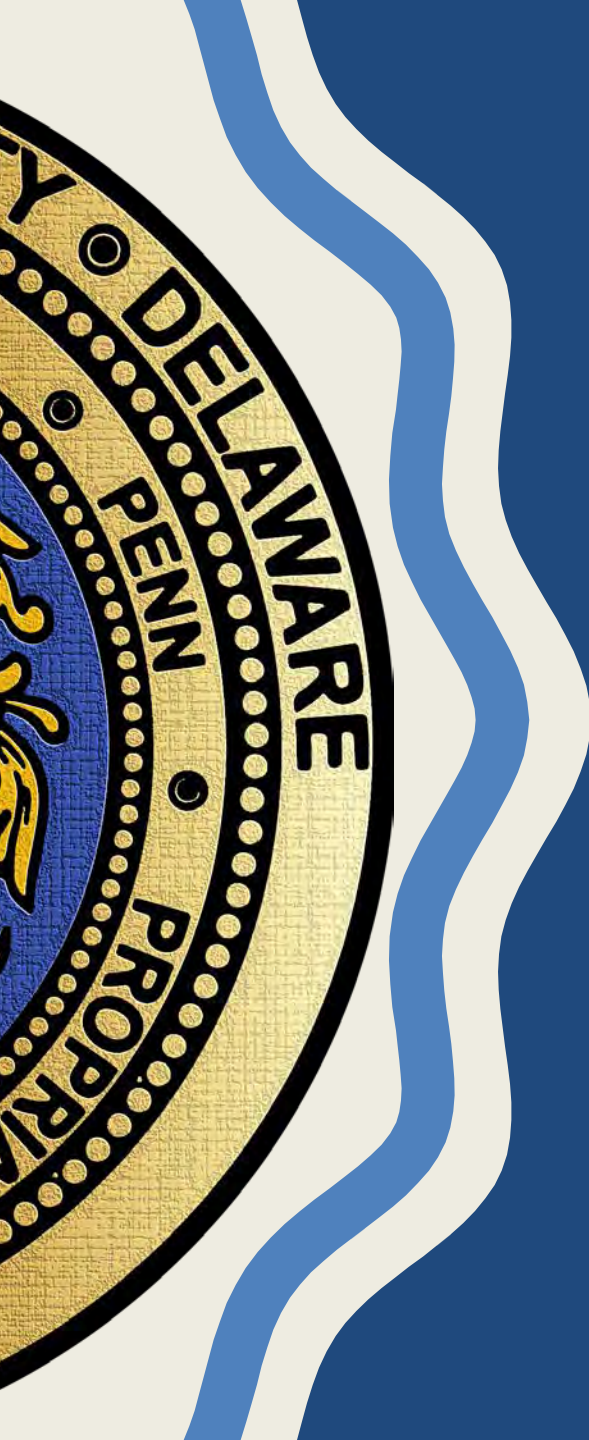
ACTUARIAL REPORT

- Verified assumptions to determine the County's liability
- Reviewed sustainability of plans
- Analyzed pension changes



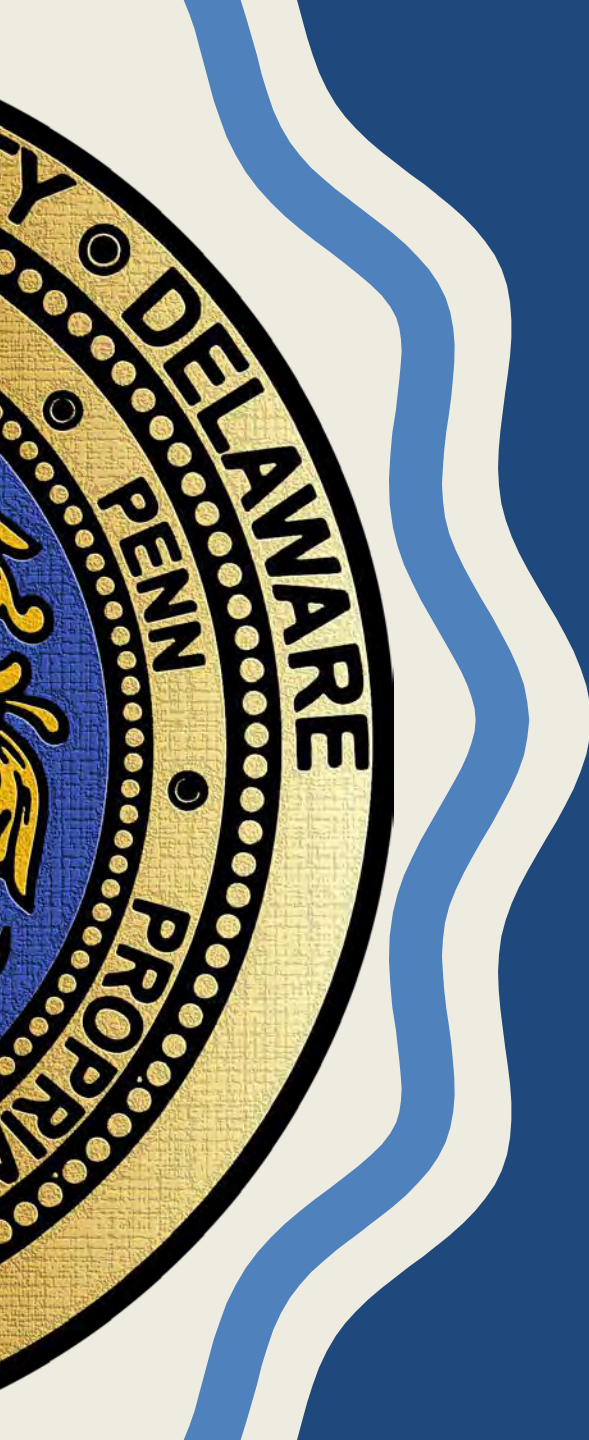
ASSUMPTIONS

Pension & OPEB Funds	
Assumption	Recommendation
Mortality	No change
Rate of Retirement	No change
Termination	No change
Salary/COLA Increases	No change
Marital	No change
Inflation	No change
Cost Method	No change
Amortization Method	No change



ASSUMPTIONS

Pension & OPEB Funds	
Assumption	Recommendation
Health Benefit Election	No change
Cost Method - Pension	No change
Termination Rate	No change
Claim costs	No change
Healthcare Trends	15-year smoothing rate (was 8-year)
Dental & Vision Trends	Flat 5% (was 7% to 5%)
Cost Method – OPEB	Entry Age Normal to comply with GASB 74/75
Interest Rate	Clarify that the interest rate is net of administrative expenses
Administrative Expenses	Explicit assumption based on prior year's expenses



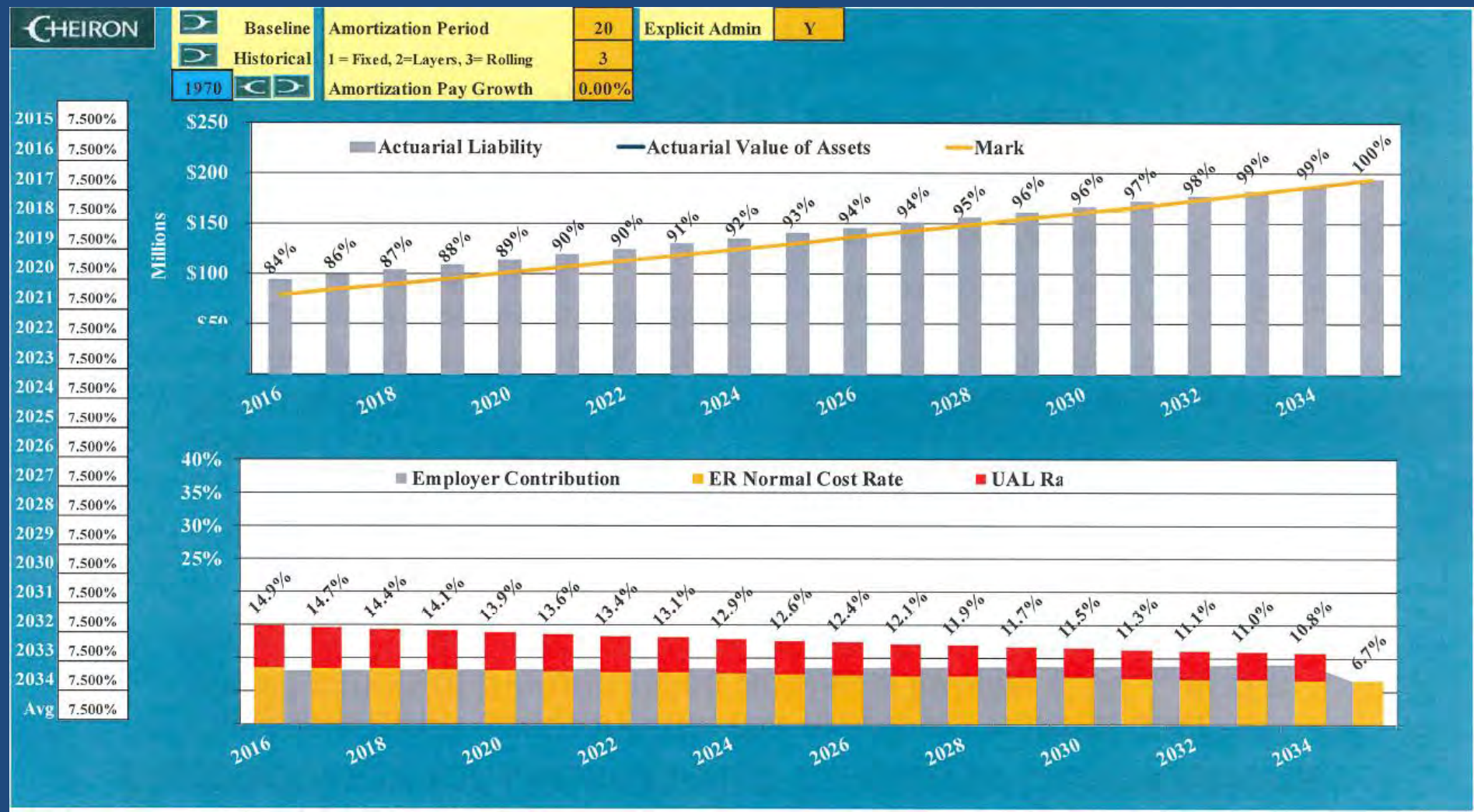
PENSION CONTRIBUTION

Pension Fund			
Recommended Contribution	Contribution as a Percentage of Payroll	Budgeted Contribution	Percent Funded
\$3,229,000	14.94%	\$3,562,520	84%

OPEB (Benefit) Fund			
Recommended Contribution	Contribution as a Percentage of Payroll	Budgeted Contribution	Percent Funded
\$2,075,000	9.03%	\$2,183,480	74%



PENSION SUSTAINABILITY



The seal of the State of Delaware is partially visible on the left side of the slide. It features a gold border with the words "DELAWARE" and "PENN" in black. The center of the seal is blue and contains a yellow figure, likely a ship or a person, which is partially obscured. The background of the slide is a solid blue color with a white wavy line on the left side.

OPEB SUSTAINABILITY

- Contributions to stay 9.5% of gross payroll
- 7.5% rate of return
- 88% funded by 2036
- Increase contributions from \$2.2 million to \$3.5 million in 2035
- Closer to 35 years before 100% funded



PROPOSED CHANGES

Change the annual salary calculation from 40 hours to 42 hours for 12-hour employees

- 12-hour employees work 48 hours one week and 36 hours the next
- Hourly rate stays the same
 - \$19/hr. used to equate to \$39,520
 - \$19/hr. would now equate to \$41,496
- This does not affect annual pay in the budget; it effects
 - Pension calculation
 - Maxing out in pay range

Allow up to 30 years of service for the calculation of pension

- Currently pension is capped at 25 years
- Employees will have an incentive to work longer
- The County would not pay for a new employee while also paying a new pension

40 TO 42 HOURS



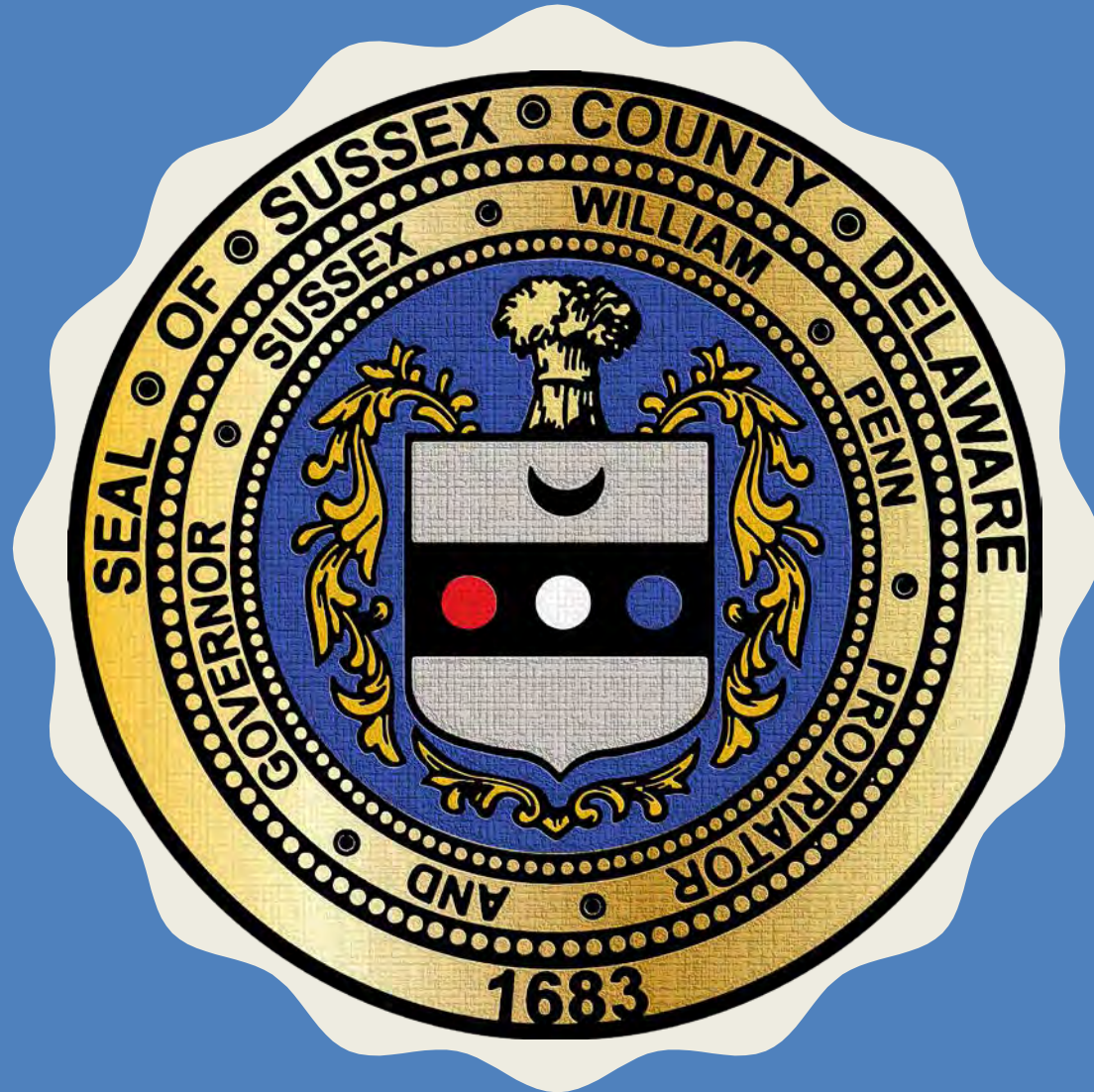
	Cost of Annual Salary Based on 42 Hours (Instead of 40 Hours)	
	Baseline	Plan Change - 42 Hours
Expected Actuarial Liability at July 1, 2016	\$ 93,917,000	\$ 93,917,000
Change in Actuarial Liability (Due to Plan Change)	0	772,000
New Actuarial Liability at July 1, 2016	\$ 93,917,000	\$ 94,689,000
Unfunded Actuarial Liability	\$ 14,607,000	\$ 15,379,000
Funded Ratio (%)	84.4%	83.8%
Employer Contribution Estimate for FY 2017		
Employer Normal Cost	\$ 1,780,000	\$ 1,809,000
Amortization Payment	1,364,000	1,436,000
Administrative Expenses	85,000	85,000
Total Contribution	\$ 3,229,000	\$ 3,330,000
Estimated Increase in Contribution		\$ 101,000

25 TO 30 YEARS



Cost of Benefit up to 30 Years of Service (Instead of 25 Years)

	Baseline	Plan Change - 30 Years of Service		
		100% Retirement	50% Retirement	25% Retirement
Expected Actuarial Liability at July 1, 2016	\$ 93,917,000	\$ 93,917,000	\$ 93,917,000	\$ 93,917,000
Change in Actuarial Liability (Due to Plan Change)	0	266,000	(54,000)	(253,000)
New Actuarial Liability at July 1, 2016	\$ 93,917,000	\$ 94,183,000	\$ 93,863,000	\$ 93,664,000
Unfunded Actuarial Liability	\$ 14,607,000	\$ 14,873,000	\$ 14,553,000	\$ 14,354,000
Funded Ratio (%)	84.4%	84.2%	84.5%	84.7%
Employer Contribution Estimate for FY 2017				
Employer Normal Cost	\$ 1,780,000	\$ 1,801,000	\$ 1,798,000	\$ 1,792,000
Amortization Payment	1,364,000	1,389,000	1,359,000	1,341,000
Administrative Expenses	85,000	85,000	85,000	85,000
Total Contribution	\$ 3,229,000	\$ 3,275,000	\$ 3,242,000	\$ 3,218,000
Estimated Increase in Contribution		\$ 46,000	\$ 13,000	\$ (11,000)



SUSSEX COUNTY PENSION UPDATE

FINANCE DEPARTMENT
ACCOUNTING DIVISION

ANDREA M. WALL
MANAGER
awall@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov
(302) 855-7853 T
(302) 855-7722 F

MEMORANDUM

TO: The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable Joan R. Deaver
The Honorable George B. Cole
The Honorable Robert B. Arlett

FROM: Andrea Wall, Manager of Accounting

DATE: June 23, 2016

RE: Federal Payments in Lieu of Taxes

A check in the amount of \$38,898 has been received from the United States Department of the Interior, Fish and Wildlife Service, as a federal payment in lieu of taxes for the Prime Hook National Wildlife Refuge. This check represents payments under the Refuge Revenue Sharing Act covering Fiscal Year 2015. This is the same amount as last year.

The amount is calculated by the U.S. Fish and Wildlife Service by prorating the total funds available for payment. This check is funded through revenues generated from the Prime Hook National Wildlife Refuge and from a supplemental congressional appropriation. Sussex County may use these funds for any governmental purpose.

The County does not collect property taxes from the Federal Government for the Prime Hook National Wildlife Refuge. In return, the Federal Government gives the County this payment in lieu of taxes. In the past, these funds have been allocated in the same percentage as the other County tax collections. The attached spreadsheet shows the recommended allocation of these funds based on assessed value of the Prime Hook Refuge. I will be presenting this allocation for Council's authorization on June 28, 2016.

Please feel free to call me if you have any questions.

Sussex County Council-Federal Payment in Lieu of Taxes Allocations as of 6/30/13

TAXING AUTHORITY	TAX RATE	% OF TOTAL	GRANT AMOUNT	
MILFORD SCHOOL DISTRICT				
Sussex County	0.3983%	9.1730%	\$823.88	\$8,981.54
Library	0.0467%	1.0755%	\$96.59	
Sussex Tech	0.3289%	7.5747%	\$680.32	
Milford School	3.5682%	82.1768%	\$7,380.75	
	4.3421%	100.0000%	\$8,981.54	
CAPE HENLOPEN DISTRICT				
Sussex County	0.3983%	10.4352%	\$3,121.84	\$29,916.45
Library	0.0467%	1.2235%	\$366.03	
Sussex Tech	0.3289%	8.6169%	\$2,577.88	
Cape School District	3.0430%	79.7244%	\$23,850.71	
	3.8169%	100.0000%	\$29,916.46	<u>\$38,898.00</u>
SUMMARY				
Sussex County			\$3,945.72	
Library			\$462.62	
Vocational School			\$3,258.21	
Milford School			\$7,380.75	
Cape School District			\$23,850.71	
			<u>\$38,898.00</u>	

NOTE:

Per Chris Keeler, Director of Assessment, 23.09% of the Primehook National Wildlife Refuge land assessed value in Sussex County is within the Milford School District and 76.91% is within the Cape Henlopen School District. Appropriate shares have been determined based on these percentages

A deposit from US Dept of Interior for \$38,898 was deposited to the general fund on 5/31/2016

JANELLE M. CORNWELL, AICP
PLANNING & ZONING MANAGER
(302) 855-7878 T
(302) 854-5079 F
janelle.cornwell@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov

Memorandum

To: Sussex County Council Members

From: Janelle Cornwell, AICP, Planning & Zoning Manager

CC: Todd Lawson, County Administrator, Vince Robertson, Assistant County Attorney

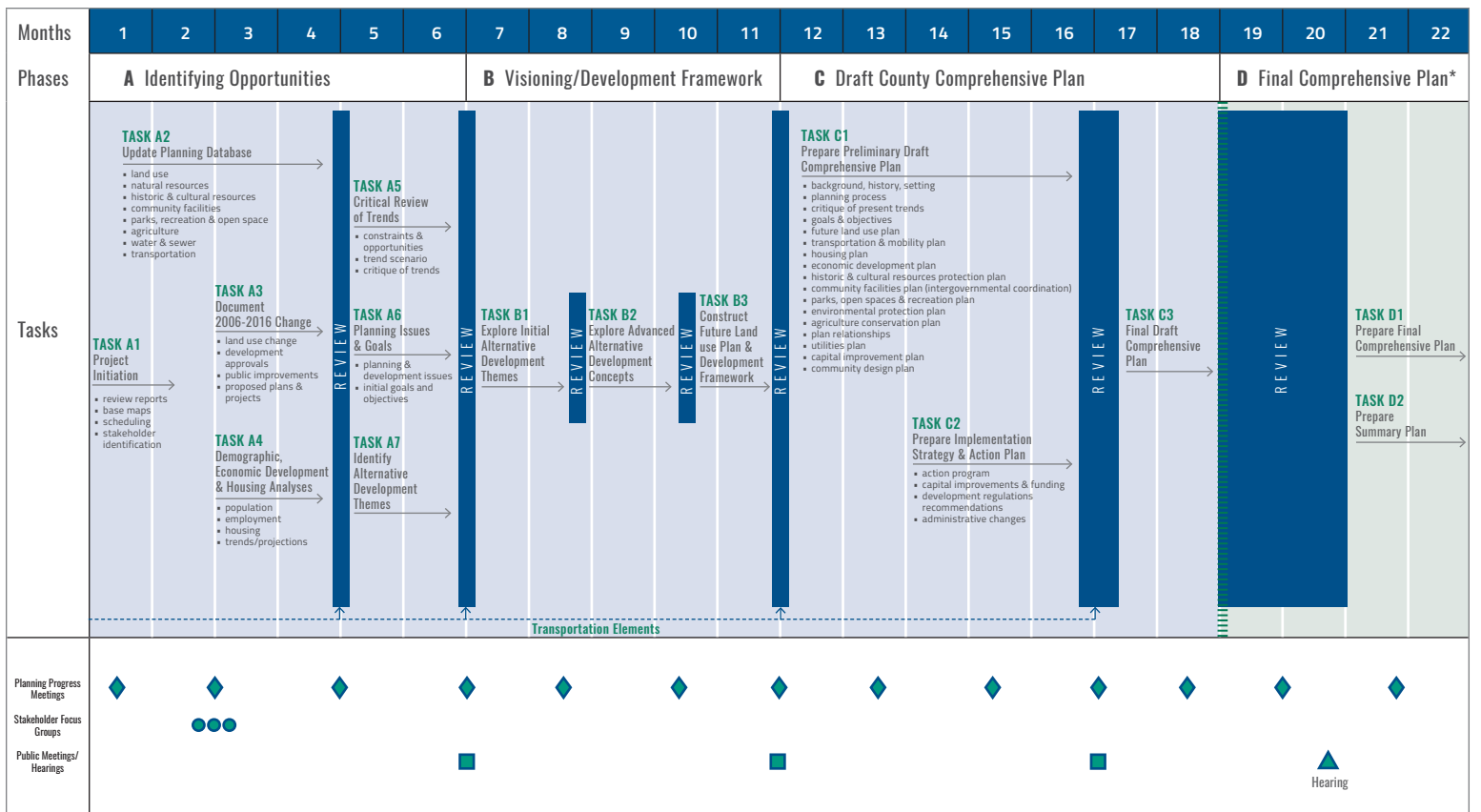
Date: June 24, 2016

RE: Comprehensive Plan Update

The Planning Office along with the Planning Commission and the consultant McCormick Taylor have begun initial work on the new Comprehensive Plan. Staff will provide a PowerPoint presentation to go over where we are in the process.



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 417
GEORGETOWN, DELAWARE



* Phase D to be completed under a future task order.

JANELLE M. CORNWELL, AICP
PLANNING & ZONING MANAGER
(302) 855-7878 T
(302) 854-5079 F
janelle.cornwell@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov

Memorandum

To: Sussex County Council Members

From: Janelle Cornwell, AICP, Planning & Zoning Manager

CC: Todd Lawson, County Administrator, Vince Robertson, Assistant County Attorney

Date: June 24, 2016

RE: Commercial Zoning

A request was made by County Council for review of the Commercial Zoning District. Staff along with AECOM have begun initial work on potential changes to the Commercial Zoning Districts to provide more certainty when a Change of Zone application comes before the Planning Commission and County Council. Additional information will be provided at the meeting.



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 417
GEORGETOWN, DELAWARE

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7773



Sussex County

DELAWARE

sussexcountype.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

JAMES A. HICKIN, A.A.E.
AIRPORT MANAGER

MEMORANDUM

TO: Sussex County Council

THROUGH: Todd Lawson
County Administrator

FROM: Jim Hickin, A.A.E.
Airport Manager

DATE: June 24, 2016

RE: AIRPORT LEASE

I am on the June 28th agenda to ask Council's approval to execute a ground lease with Georgetown Air Services, LLC, for Lot C-1 at the airport. Lot C-1 is the vacant lot adjacent the entrance road to the airport, along the corporate hangar taxilane built in 2005. Georgetown Air Services is proposing to construct a 10,000 sq ft hangar on the lot.

The hangar will be used to store transient aircraft during inclement weather and to attract additional airport-based aircraft. You may recall, the airport's 2013 Business Plan and 2014 Marketing Plan both cited the need for large box hangars at the airport. In addition, a constant theme at the national aviation conferences I've attended recently has been the lack of adequate hangar space along the East Coast. Georgetown Air Services' proposed hangar will help meet that demand and will be an important step in our airport's growth.

Along with a new lease for Lot C-1, Georgetown Air Services has asked that the term of their existing lease for Lots A3-2 and A3-4, and the terminal building office space be extended to match the proposed lease. An outline of the proposed terms of the new lease and changes to the existing lease are attached.

Please feel free to call me at 855-7775 with any questions.

cc: Hans Medlarz, P.E., County Engineer



Georgetown Air Services, LLC

Proposed Lease Terms

1. Lessor: Sussex County
2. Lessee: Georgetown Air Services, LLC (GAS)
3. Premises to be leased:
 - 3.1. Lot C-1 at Delaware Coastal Airport, 21769 Aviation Ave (Exhibit to be provided)
4. Use of Premises
 - 4.1. Commercial and non-commercial aircraft storage
5. Lease Term
 - 5.1. Thirty year initial term
 - 5.2. Two ten-year options
6. Rent
 - 6.1. \$6,000 per year during the first five years
 - 6.1.1. Rent to increase by CPI-U every five years, not to exceed 3%
 - 6.2. Rent to be paid monthly
 - 6.3. Rent to begin after 12 months or Certificate of Occupancy, whichever occurs first
7. Taxes
 - 7.1. GAS to pay all lawful taxes on improvements
8. Maintenance
 - 8.1. GAS responsible for grass cutting, snow removal, etc
9. Utilities
 - 9.1. County to provide water, electric, sewer to boundary of property
 - 9.2. GAS to pay for all utility service inside property boundary
10. Improvements
 - 10.1. GAS allowed to make improvements to property
 - 10.1.1. Must construct approximately 10,000 sf aircraft hangar with a minimum door opening height of 22 feet
 - 10.1.2. Construction must be complete within 12 months of lease execution
 - 10.2. All improvements to be approved in writing by the County Engineer
11. Reversion
 - 11.1. Ownership of all improvements revert to the County at the termination of lease
 - 11.2. Trade fixtures excluded
12. County's rights/obligations
 - 12.1. Right to inspect property with specified notice
 - 12.2. County to provide roads and other infrastructure
 - 12.3. County to provide snow removal to property

13. GAS's rights/obligations
 - 13.1. Right to quiet enjoyment
 - 13.2. Right to ingress and egress property
 - 13.3. GAS may construct signage, with County approval
 - 13.4. GAS to comply with Federal, State, County, and Airport regulations, including environmental
14. Insurance
 - 14.1. As required by Minimum Standards policy
15. Liens
 - 15.1. Liens on GAS property to be approved by County
 - 15.2. No liens on County owned property (land, improvements)
16. Default Events
 - 16.1. Failure to pay rent
 - 16.2. Failure by GAS to perform any condition of lease
 - 16.3. Dissolution, liquidation, etc of GAS
 - 16.4. Failure of GAS to abide by any laws, rules, regulations, etc applicable to the Airport
 - 16.5. Failure of County to perform any condition of the lease
17. Remedies of Default
 - 17.1. Perform any GAS obligation and charge GAS
 - 17.2. Terminate the lease
 - 17.3. Take possession of the premises until new tenant is obtained under the same terms
18. Assignment and subletting
 - 18.1. Assignment and subletting only with written County approval
 - 18.2. All obligations of GAS pass to assignee/subtenant
 - 18.3. GAS to pay County's legal cost for assignment/sublease
19. Hold Harmless provision
20. Nondiscrimination
 - 20.1. IAW Part 21 of Title 49 CFR
21. Other
 - 21.1. Severability
 - 21.2. Gender terms
 - 21.3. Payment of attorney fees for enforcement of lease

Georgetown Air Services, LLC

Changes to Current Lease

1. Item 4. Initial Lease term to expire 20 years from execution of Lot C-1 lease.
2. Item 5. Change option to one, ten (10) year period.

PROPOSED

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7773




Sussex County

DELAWARE
sussexcountype.gov
HANS M. MEDLARZ, P.E.
COUNTY ENGINEER
JAMES A. HICKIN, A.A.E.
AIRPORT MANAGER

MEMORANDUM

TO: Sussex County Council

THROUGH: Todd Lawson
County Administrator

FROM: Jim Hickin, A.A.E. 
Airport Manager

DATE: June 24, 2016

RE: FAA GRANT

At the June 28th Council meeting, I will present a task order agreement with Delta Airport Consultants for the conduct of an aeronautical survey for your approval. If approved, I will then recommend your acceptance of a \$225,549.00 FAA grant offer that will fund this project.

The project will conduct an aerial survey to identify and determine the significance of penetrations to several approach surfaces around the airport. It will also provide analysis of the data and propose a prioritized Obstacle Action Plan, an FAA requirement.

Here's how the process works: The US Secretary of Transportation has released the funds for this project to the Harrisburg Airports District Office (ADO). The ADO, in turn, has made a grant offer to the County. After accepting the grant, our "line of credit" with the Federal government will be increased by the grant amount.

As you know, the County must not only formally accept the money, but the obligations that come with it. These obligations are found in our Master Agreement with the FAA and others included in the grant document. The Master Agreement is sometimes referred to as "grant assurances", because of the 39 assurances found in the document.

I look forward to your acceptance of the grant for this important project. Please feel free to call me at 855-7775 if you have any questions.

cc: Hans Medlarz, P.E., County Engineer





U.S. Department of Transportation Federal Aviation Administration

GRANT AGREEMENT

PART I – OFFER

Date of Offer JUN 22 2016

Airport/Planning Area Delaware Coastal Airport

AIP Grant Number 3-10-0007-032-2016

DUNS Number 175532589

TO: Sussex County, Delaware
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated June 8, 2016, for a grant of Federal funds for a project at or associated with the Delaware Coastal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Delaware Coastal Airport (herein called the "Project") consisting of the following:

Conduct Aeronautical Survey for RNAV Approach

which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$225,549**.
The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):
 - \$225,549** for planning
 - \$0** for airport development or noise program implementation
 - \$0** for land acquisition.

2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the project period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.

3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.

4. **Indirect Costs – Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application and as accepted by the FAA to allowable costs for Sponsor direct salaries and wages.

5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.

6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **July 20, 2016**, or such subsequent date as may be prescribed in writing by the FAA.

9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of

such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. United States Not Liable for Damage or Injury. The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.

11. System for Award Management (SAM) Registration And Universal Identifier.

A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).

B. Requirement for Data Universal Numbering System (DUNS) Numbers

1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).

12. Electronic Grant Payment(s). Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. Informal Letter Amendment of AIP Projects. If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

- 14. Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this grant.
- 15. Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 17. Maximum Obligation Increase For Nonprimary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. May not be increased for a planning project;
 - B. May be increased by not more than 15 percent for development projects;
 - C. May be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.
- 18. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the Airports District Office.
- 19. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
 - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
 - C. Immediately disclose to the FAA whenever the Sponsor: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.
- 20. Ban on Texting While Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:

- a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

21. Trafficking in Persons.

- A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity). Prohibitions include:
- 1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
 - 2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
 - 3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.
- B. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA to unilaterally terminate this agreement, without penalty, if a private entity –
- 1. Is determined to have violated the Prohibitions; or
 - 2. Has an employee who the FAA determines has violated the Prohibitions through conduct that is either:
 - a. Associated with performance under this agreement; or
 - b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR part 1200.

22. AIP Funded Work Included in a PFC Application:


Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The airport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.

- 23. Exhibit "A" Property Map.** The Exhibit "A" Property Map dated **March 27, 2015**, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
- 24. Airports GIS Survey.** If the Airports GIS survey is not reflected on an updated ALP that meets FAA requirements within four (4) years from the date of the Phase 1 grant (regardless of whether it is generated using the AGIS/eALP system or through some other computer-aided design platform), then the sponsor may be required to repay that portion of the grant that relates to the survey work.

SPECIAL CONDITIONS

25. Unsigned Negotiated Agreement. It is understood and agreed by the parties hereto, that this Grant is being issued on the basis of a preliminary agreement. It is further understood and agreed that the Federal Aviation Administration (FAA) will not concur with the issuance of a Notice to Proceed or approve any federal payments until the executed Negotiated Agreement has been submitted to and approved in writing by the Harrisburg Airports District Office.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

(Signature)

Lori K. Pagnanelli
(Typed Name)

Manager, Harrisburg Airports District Office
(Title of FAA Official)

PART II – ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.¹

Executed this _____ day of _____.

Sussex County, Delaware
(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: _____
(Name of Sponsor's Authorized Official)

Title: _____
(Title of Sponsor's Authorized Official)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Delaware. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____.

By: _____
(Signature of Sponsor's Attorney)

ASSURANCES

AIRPORT SPONSORS

A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

FEDERAL LEGISLATION

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1,2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management

- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

FEDERAL REGULATIONS

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4,5,6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1,2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹

- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

FOOTNOTES TO ASSURANCE C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- ⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy

of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft

rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
 - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. by gross weights of such aircraft) is in excess of five million pounds Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at

Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
- 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the

sponsor's programs and activities.

- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The Sussex County, Delaware, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was

notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated December 31, 2015 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure

nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



**FAA
Airports**

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 12/31/2015

View the most current versions of these ACs and any associated changes at:
<http://www.faa.gov/airports/resources/advisorycirculars>

NUMBER	TITLE
70/7460-1L	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1- 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28E	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30C Change 1	Airport Winter Safety And Operations
150/5200-31C Changes 1-2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel

NUMBER	TITLE
150/5210-19A	Driver's Enhanced Vision System (DEVS) Ground Vehicle Operations on Airports
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16D	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26 Change 1	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements of Changes
150/5300-13A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18C	Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design
150/5320-6E	Airport Pavement Design and Evaluation

NUMBER	TITLE
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5235-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30H	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43G	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures

NUMBER	TITLE
150/5345-46D	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49C	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities
150/5360-14	Access to Airports By Individuals With Disabilities
150/5370-2F	Operational Safety on Airports During Construction
150/5370-10G	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness
150/5390-2C	Heliport Design

NUMBER	TITLE
150/5395-1A	Seaplane Bases

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 12/31/2015

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 6	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airports Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating (PASER) Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7773



Sussex County

DELAWARE
sussexcountype.gov
HANS M. MEDLARZ, P.E.
COUNTY ENGINEER
JAMES A. HICKIN, A.A.E.
AIRPORT MANAGER

MEMORANDUM

TO: Sussex County Council

THROUGH: Todd Lawson
County Administrator

FROM: Jim Hickin, A.A.E.
Airport Manager

DATE: June 24, 2016

RE: DELTA AIRPORT CONSULTANTS AGREEMENT

At the June 28th Council meeting, I will present a task order agreement with Delta Airport Consultants for the conduct of an aeronautical survey for your approval. The proposed fee is not to exceed \$248,110.00.

The project will conduct an aerial survey to identify and determine the significance of penetrations to several approach surfaces around the airport. It will also provide analysis of the data and propose a prioritized Obstacle Action Plan, an FAA requirement.

As required by Federal regulations, we had an independent fee estimate (IFE) performed on the proposed scope of work (McFarland Johnson performed the IFE). Based on the IFE, the FAA considers the proposed fee to be reasonable.

The FAA has offered a grant for this project that will fund 90% of this contract. The grant offer will be presented for your acceptance once the task order is approved.

Please call me at 855-7775 if you have any questions.

cc: Hans Medlarz, P.E., County Engineer



TASK ORDER NO. FOUR (4) – REVISED

PROFESSIONAL SERVICES AGREEMENT

PROJECT: Conduct Aeronautical Study

DELTA PROJECT NO: 16038

DATE OF ISSUANCE: June 6, 2016

ATTACHMENTS: "4-1" Project Narrative
"4-2" Fee Summary
"4-3" Estimated Work Hours and Summary of Fees
"4-4" Subconsultant RFP and Cost Proposal

METHOD OF PAYMENT: Unit Price + Fixed Fee

TASK ORDER AMOUNT: \$ 248,110 (Per attached, not to exceed \$248,110)

CONTRACT TIME: TWELVE (12) MONTHS FROM NTP

PROJECT DESCRIPTION: See Attachment "4-1"

The original Agreement for Professional Engineering Services between the Sussex County Council (SPONSOR) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at the Delaware Coastal Airport dated June 3, 2014, shall govern all TASK ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and SPONSOR.

ACCEPTED:

by  6-6-16
David W. Jones, P.E., C.M.
Vice President

CONSULTANT
Delta Airport Consultants, Inc.
3540 N. Progress Ave., Suite 102
Harrisburg, Pennsylvania 17110

APPROVED:

by _____
Hans M. Medlarz, P.E.
County Engineer

SPONSOR
Sussex County Council
#2 The Circle
P.O. Box 589
Georgetown, Delaware 19947

ATTACHMENT "4-1"
PROJECT NARRATIVE

PROJECT NARRATIVE

CONDUCT AERONAUTICAL STUDY

DELAWARE COASTAL AIRPORT GEORGETOWN, DELAWARE DELTA PROJECT NO. 16038

Delta Airport Consultants (Consultant) is to provide planning services for completion of an aeronautical survey and study for Runways 4-22 and 10-28 at the Delaware Coastal Airport, in Georgetown, Delaware.

The aeronautical surveys are to be completed in accordance with FAA requirements, as outlined in FAA Advisory Circulars 150/5300-16A, 150/5300-17C, and 150/5300-18B. The survey efforts are to assist the Consultant, Owner and FAA in identifying and determining the significance of penetrations to FAR Part 77 Surfaces, Primary Instrument Runway (PIR) Terminal Instrument Approach Procedures (TERPs) surfaces, Glidepath Qualification Surfaces (GQS), 20:1 visual approach surfaces, and PAPI Obstacle Clearance Surfaces (OCS) to Runways 4-22 and 10-28, and allow the FAA to develop new or modify existing instrument approach and departure procedures accordingly.

The Consultant is to utilize the aeronautical surveys and existing obstruction data from the FAA, if available, to analyze where obstacles exist and what the obstacles are. The analysis is to also include determining what needs to be done and what can be done to address the obstacles, including determining if they can, at a minimum, be mitigated in accordance with FAA requirements if appropriate.

An Obstruction Removal Program with supplemental plans outlining a proposed phased approach to remove/mitigate critical obstructions is to be developed and submitted. The completed aeronautical surveys, existing FAA obstruction data, other existing obstruction removal reports, existing airport property maps, and the planning analysis are to be utilized in development of this program. The report is to include estimates, sketches, and a written narrative. This program is to be utilized for future obstruction removal/mitigation efforts.

Services not included with this scope of work include:

- Property owner coordination.
- Easement and land acquisition assistance.
- Easement and land acquisition.
- Final design for obstruction removal/mitigation and development of contract documents.
- Construction administration phase services.
- Verification of obstructions removed/mitigated.

END PROJECT NARRATIVE

ATTACHMENT "4-2"

FEE SUMMARY

Attachment "4-2"
FEE SUMMARY

Conduct Aeronautical Study
Study Services

Delaware Coastal Airport
Georgetown, Delaware

Delta Project No. 16038

June 6, 2016

<u>Delta Workhour Costs</u>		
Special Services		\$140,129
	Subtotal:	\$140,129
<u>Special Subconsultant Services</u>		
Aerial Surveyor (Woolpert)		\$88,468
	Subtotal:	\$88,468
<u>Reimbursable Expenses</u>		
Travel and Miscellaneous		\$2,500
Printing		\$3,000
	Subtotal:	\$5,500
<u>Fixed Fee</u>		\$14,013
	Subtotal:	\$14,013
TOTAL BUDGET AMOUNT:		\$248,110

ATTACHMENT "4-3"

ESTIMATED WORK HOURS AND SUMMARY OF FEES

ATTACHMENT "4-3"
Estimated Workhours

Conduct Aeronautical Study
 Study Services

Delaware Coastal Airport
 Georgetown, Delaware

AIP Project No. (Pending)
 Delta Project No. 16038

June 6, 2016

Description	No.	PRIN (hr)	PM/RP (hr)	DP (hr)	PP/PA (hr)	Field Rep (hr)
SPECIAL SERVICES						
Scoping & Project Coordination	1	2	24	8	4	0
Coordinate with Aerial Surveyor		1	12	16	8	0
Project Correspondence		0	24	12	16	0
Obstruction Analysis & Review		2	40	120	0	0
Conceptual Plans		0	8	16	20	0
Quantities & Estimates		0	8	32	12	0
Obstruction Removal Program & Supplemental Plans (45)		8	40	140	200	0
Owner Coordination		0	40	32	8	0
Owner Review Meetings	2	0	20	20	8	0
FAA and State Coordination		0	24	12	8	0
AFD & Approach Plate Update Assistance		1	12	4	4	0
FAA and State Project Applications	1	0	2	4	4	0
FAA and State Reimbursement Requests	12	0	4	6	12	0
DBE Accomplishment Report	1	0	1	4	4	0
FAA and State Project/Grant Closeouts	1	1	2	4	4	0
Special Service Hours Subtotal:		15	261	430	312	0

ATTACHMENT "4-3"
Summary of Fees

Conduct Aeronautical Study
Study Services

Delaware Coastal Airport
Georgetown, Delaware

AIP Project No. (Pending)
Delta Project No. 16038

June 6, 2016

Description	Est Hrs	2016 Hourly Rates	Est Cost
<u>Work Hour Cost (w/Overhead)</u>			
<u>Special Service</u>			
Principal	15	\$230.00	\$3,450.00
Proj Mgr/Registered Prof	261	\$197.00	\$51,417.00
Design Professional	430	\$125.00	\$53,750.00
Proj Production/Admin	312	\$101.00	\$31,512.00
Field Representative	0	\$90.00	\$0.00
Subtotal:	1,018		\$140,129
<u>SPECIAL SUBCONTRACTED SERVICES</u>			
Aerial Surveyor (Woolpert)			\$88,468
Subtotal:			\$88,468
<u>REIMBURSABLE EXPENSES</u>			
Travel & Miscellaneous			\$2,500
Printing			\$3,000
Subtotal:			\$5,500
<u>ESTIMATED COST</u>			\$234,097
<u>FIXED FEE</u>			\$14,013
Unit Price + Fixed Fee Cost:			\$248,110

ATTACHMENT "4-4"

SUBCONSULTANT RFP AND COST PROPOSAL



March 4, 2016

Mr. Eric Risner, P.S.
Woolpert, Inc.
4454 Idea Center Blvd.
Dayton, OH 45430

Subject: Request for Proposal – Aeronautical Approach Surveys
Conduct Aeronautical Study
Delaware Coastal Airport
AIP Project No. (Pending)
Delta Project No. 16038

Dear Mr. Risner:

Delta Airport Consultants is currently assisting the Sussex County Council with an Aeronautical Study for the Delaware Coastal Airport (GED) in Georgetown, Delaware. In order to assist the airport and FAA with development and/or update of approach and departure procedures for Runways 10-28 and 4-22, Delta is requesting a cost proposal from your firm to complete an aeronautical survey in accordance with FAA requirements.

Your proposal and survey shall be based on the following scope of work:

SCOPE OF WORK – AERIAL SURVEYS

1. Existing Runway 4 RNAV (GPS), and Runway 22 RNAV (GPS) shall be surveyed to verify the existing instrument approach surfaces and identify if improvements to the approaches or approach minimums are obtainable. Runway 10 and Runway 28 shall be surveyed for proposed RNAV (GPS) instrument approach surfaces. Obstruction data shall be collected so as to identify penetrations to the following surfaces:
 - a. Vertically guided approach surface
 - b. Vertically guided runway primary surface
 - c. Vertically guided primary connection surface
 - d. Vertically guided protection surface
 - e. Vertically guided approach transitional surface
 - f. Vertically guided horizontal surface
 - g. Vertically guided conical surface
 - h. Glidepath Qualification Surface (Delta will provide surface in 3D CAD file)
 - i. Additional Terminal Instrument Procedures (TERPS) surfaces, which extend beyond the FAA AC 150/5300-19B Surfaces (Delta will provide surface in 3D CAD file)
 - j. 20:1 visual approach surface (Delta will provide surface in 3D CAD file)

2. Compile the necessary reporting and coordinate files for completion of an aeronautical survey, to include airport obstruction and runway charts, coordinate files, and creation of an Airports GIS compatible geospatial vector file.
3. Submit the necessary reports and files directly to FAA, NGS, and/or NFDC, in a format acceptable to these agencies. Coordinate necessary revisions or resubmissions directly with these agencies.
4. Submit a final report detailing the final work to Delta. The report shall be sealed by a licensed surveyor in the State of Delaware, and shall include applicable ACAD and digital data files.
5. It is requested that four (4) Excel files containing the following penetration information be submitted for our use in a format that can be uploaded into AutoCAD Civil 3D:

File 1: 16038 Part 77 Penetrations.xls All points that penetrate the 14 CFR Part 77 surfaces including how much the objects penetrate the surfaces and which surface.

File 2: 16038 GQS Penetrations.xls All points that penetrate the GQS surface including how much the objects penetrate the surface.

File 3: 16038 POCA Penetrations.xls All points that penetrate the TERPS surfaces including how much the objects penetrate the surfaces and which surface.

File 4: 16038 Visual Approach Penetrations.xls All points that penetrate the Visual Approach surface including how much the objects penetrate the surface.

6. Provide to Delta aerial imagery covering the entire survey area.

FORMAT

7. Complete aeronautical surveys in accordance with the following documents for submission to the FAA Airport Surveying-GIS program:
 - a. FAA Advisory Circular 150/5300-16A *“General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey”*

- b. FAA Advisory Circular 150/5300-17C *"General Guidance and Specifications for Aeronautical Surveys: Airport Imagery Acquisition and Submission to the National Geodetic Survey"*
 - c. FAA Advisory Circular 150/5300-18B, Change 1 *"General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards"*
 - d. 14 CFR Part 77 *"Objects Affecting Navigable Airspace"*
 - e. FAA Order 8260.3B *"United States Standard for Terminal Instrument Procedures (TERPS)"*
 - f. Other applicable FAA, NOAA, or NGS documents or standards
8. Utilize existing PACS and SACS to tie the survey to the National Spatial Reference System (NSRS).
 9. Prior to commencement of fieldwork, submit Scope of Work, Imagery & Survey, and Quality Control Plans to the FAA Airport Surveying-GIS Program Manager, and no fieldwork shall be performed prior to review and acceptance of the plans by the governing agencies. The Consultant shall notify Delta when the Scope of Work, Imagery & Survey, and Quality Control plans are accepted by the FAA.

GENERAL

10. If accepted, your proposal shall serve as a basis for a unit price plus fixed fee (UP+FF) contract directly with Delta Airport Consultants, Inc. Please note that the client's contracting requirements require that this be a UP+FF contract and the fixed fee is limited to 10%. The proposal shall include a fee schedule, estimated workhours, anticipated non-salary cost, and a lump sum price. A copy of Delta's Subconsultant Agreement has been attached for your review.
11. As soon as your services are complete, your firm should invoice Delta Airport Consultants, Inc. Your invoice will then be included with the next Delta invoice. Payment for your services will be forwarded within fourteen (14) days upon receipt of payment from the Owner. In order to be included with the next Delta invoice, your invoice should be received no later than the 25th of the month.

The invoice shall, at a minimum, include the following:

- a. Project name – Conduct Aeronautical Study
- b. Airport name – Delaware Coastal Airport
- c. Delta project number - 16038
- d. Invoice number
- e. Workhour cost, with breakdown of hours and fees
- f. Non-salary costs
- g. Project update summary

12. All crews working in the active aircraft operation areas shall have aviation band radios and monitor the Unicom Frequency of 123.00 MHZ at all times. All activities on the airfield shall be coordinated with the Owner and Engineer prior to the start of work. Work shall be scheduled to minimize runway closures. The work crews shall be prepared to clear the safety areas during aircraft operations as ordered by the Owner.
13. Delta Airport Consultants must be contacted prior to beginning any reconnaissance and/or field work inside and outside the Airport Security fence or adjacent properties, and Delta will then coordinate your firm's access with the Owner. You should coordinate your initial schedule with:

David Jones, P.E., C.M.
Delta Airport Consultants
O: (717) 652-8700
C: (717) 421-6840
djones@deltaairport.com

14. Your firm shall subcontract a minimum of \$15,000 in services to a disadvantaged business enterprise (DBE) listed in the Delaware DBE Directory, and shall provide a copy of that firm's current Delaware certification.
15. Please confirm that your firm can meet the insurance requirements indicated in the Subconsultant Agreement. If not, your proposal shall include the cost of an appropriate project specific insurance rider to meet these requirements.

CONTRACTING PROVISIONS

16. Work completed under this contract shall adhere to all provisions included in the document "Agreement for Professional Services between Sussex County Council (Council) and Delta Airport Consultants, Inc." and is included in Delta's enclosed Subconsultant Agreement.

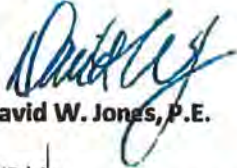
Delta is requesting your proposal on or before March 11, 2016. It is anticipated that a notice-to-proceed for your work will be given during summer 2016.

Upon receipt of the written notice-to-proceed, it is requested that a project schedule be submitted to our office within 15 days, which shall indicate target dates for CAD files to Delta, initial FAA submittal, final report submittal, target publication date (if applicable), and anticipated flight check date (if applicable).

Mr. Eric Risner
Woolpert, Inc.
March 4, 2016
Page 5

If you should have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,



David W. Jones, P.E.

MJD/vjm

Enclosures: **Delta's Subconsultant Agreement**
Reference: **Delta Project No. 16038**

SCOPE OF SERVICES – AERONAUTICAL SURVEY TECHNICAL APPROACH FOR DELAWARE COASTAL AIRPORT (GED) IN GEORGETOWN, DELAWARE

Woolpert has been providing professional surveying services since 1911 and GPS services since 1987 and is considered an innovator in geospatial related technologies such as aerial photography/feature extraction, Information Technology, Geographic Information Systems (GIS), and Surveying/Global Positioning Systems (GPS). Woolpert is a pacesetter in these fields that is well recognized as a company that can perform and respond to the needs of their clients. With a pool of over 650 professional and technical personnel, Woolpert will provide the necessary resources to complete the tasks for successful airport procedure development.

The survey information collected during this project will be utilized to develop approach and departure procedures for incoming and outgoing aircraft. In order for this process to be completed without difficulty, Woolpert understands the necessity for completing a survey that meets the current specifications and accuracy requirements outlined in the reference materials.

Woolpert understands that GED desires new approach and departure procedures into the 04, 10, 22 and 28 approach ends of Existing Runway 04/22 and Runway 10/28. The FAA is requiring an aeronautical survey that meets or exceeds the standards outlined in the FAA Advisory Circulars 150/5300-16A, -17C and -18B, with further guidance from the FAA Eastern Region (AEA) and the Office of Airports Safety and Standards (AAS) in Washington, D.C. The survey specifications utilized will adhere to the requirements for an **Airport Airspace Survey Analysis Survey for Runways with Vertical Guidance for Existing Runway 04/22 and Runway 10/28**, per Advisory Circular 150/5300-18B, Chapter 2.7, Section 2.7.1.1.

Survey Specifications and Standards

The FAA requires the use of the survey specifications and standards published as Advisory Circulars for all survey and relevant airport safety critical data. The specifications define the geodetic control, aerial imagery, survey, and data delivery requirements to the FAA for successful procedure development. The following Advisory Circulars will be used throughout the survey process:

- ➔ Federal Aviation Administration. *Advisory Circular: General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*. AC No. 150/5300-16A. Washington: February 13, 2006. **Herein referred to as AC-16A.**
- ➔ Federal Aviation Administration. *Advisory Circular: Standards for Using Remote Sensing Technologies in Airport Surveys*. AC No. 150/5300-17C. Washington: September 30, 2011. **Herein referred to as AC-17C.**
- ➔ Federal Aviation Administration. *Advisory Circular: General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*. AC No. 150/5300-18B, Change 1. Washington: February 24, 2014. **Herein referred to as AC-18B.**

- Federal Aviation Administration. *Federal Aviation Regulation: Objects Affecting Navigable Airspace, Part 77*. Washington: March 1993. **Herein referred to FAR Part 77.**
- Federal Aviation Administration. *Federal Aviation Regulation: United States Standard for Terminal Instrument Procedures (TERPS)*. Washington: July 7, 1976.

Project Specifications and Deliverables

Table 1 below defines the survey specifications required for this survey. The type of Obstruction Identification Surfaces (OIS) are outlined for each runway approach.

Table 1: Survey Specification Breakdown		
Survey Locations	Survey Specifications Required	Comments
Existing Runway 04/22 Existing Runway 10/28	Vertically Guided Approach Surface (VGAS)	Approach surface extending 20,200 feet from end of the runway.
Additional Surfaces	Vertically Guided Runway Primary Surface (VGRPS)	1,000 foot wide rectangular surface longitudinally centered on the runway centerline.
	Vertically Guided Primary Connection Surface (VGPCS)	Connection between the VGRPS and the VGATS.
	Vertically Guided Protection Surface (VGPS)	A trapezoidal surface sloping at 62.5:1 beginning at the threshold extending outward 6,000 feet.
	Vertically Guided Approach Transitional Surface (VGATS)	Surface aligned with VGPCS and sloping upward toward the VGHS.
	Vertically Guided Horizontal Surface (VGHS)	Horizontal plane established 150 feet above the airport elevation for a distance of 10,000 feet.
	Vertically Guided Conical Surface (VGCS)	Sloping surface extending upward and outward from the VGHS for a distance of 7,000 feet.
	ADDITIONAL: FAR Part 77 Precision Instrument for Existing Runway 04/22 and Visual Type A for Existing Runway 10/28	Areas of the Precision Instrument surfaces extended beyond the AC-18B surfaces
	ADDITIONAL: Glideslope Qualification Surface (GQS) for Existing Runway 04/22 and Runway 10/28	A nominal 10,000 foot long trapezoidal surface at a 30:1 slope
	ADDITIONAL: Visual Runway Surface for Existing Runway 04/22 and Runway 10/28	A nominal 10,000 foot long trapezoidal surface at a 20:1 slope
	ADDITIONAL: Terminal	A nominal 50,200 foot long trapezoidal surface

	Instrument Procedures (TERPS) Surface for Existing Runway 04/22 and Runway 10/28	at a nominal 40:1 slope
--	--	-------------------------

Table 2 provides a breakdown of the deliverable requirements defined in the Advisory Circulars and the scope of this project. The National Geodetic Survey (NGS) will receive copies of deliverables for validation of the survey.

Table 2: Required Deliverables		
Deliverable	Submitted to Whom	Comments
Scope of Work (SOW)	Delta & FAA	Defines the project as a whole including project tasks and deliverables to AGIS
Survey Work and Quality Control Plan	Delta, FAA & NGS	Defines survey and project operation details and quality control practices.
Imagery Acquisition Report	Delta, FAA & NGS	Required for the NGS to use during the validation of the survey data submitted to the FAA
Final Surveyors Report	Delta, FAA & NGS	The report is a compilation of project summary and digital data collected during the survey project.
Digital Data Delivery	Delta & FAA	The survey data collected during the survey project will be formatted to allow the data to be digested directly into the FAA's Airport GIS system.

Survey Requirements

Datum Reference

The surveys will be based on the North American Datum of 1983 (NAD 83(2011) [Epoch 2010.00]) horizontally, and the North American Vertical Datum (NAVD88) vertically. All survey measurements will be referenced to the Geodetic Reference System of 1980 (GRS-80) while utilizing the national geoid model of 2012 (GEOID12B) for orthometric height calculation.

Preparations and Communications

Prior to and throughout the survey project, the Woolpert team will effectively communicate with appropriate airport officials to established safety, communication, airside restrictions and future airfield construction activity considerations. Woolpert will conduct interviews with key airport staff at the start of the field activities to solidify items to be considered throughout the survey project. Interviews with the airport manager, engineering staff, maintenance personnel, and FAA air traffic control will be conducted.

Safety Considerations

Woolpert anticipates that additional site safety and coordination training may take place prior to the start of field activities. We will also use clearly identified company vehicles with integrated safety lighting to move safely about the airfield. All survey vehicles located on the airfield will be outfitted with two-way, air-band radios because communication with the air traffic is critical to guarantee safety.

Summary of Survey Activities

- **Geodetic Control:** The necessary geodetic control stations will be defined on the airport to be used for the duration of the project. The control used will be directly tied to the National Spatial Reference System (NSRS) by use of the existing PACS and SACS. Should the PACS and SACS be determined destroyed or not found two Temporary Airport Control (TSMs) stations will be set on the airfield and tied directly to the NGS Online Positioning User Service (OPUS).
- **Aerial Photography:** Aerial imagery is required by both the NGS specifications and internally within Woolpert for both Quality Control (QC) purposes and efficient obstruction analysis. The Woolpert photogrammetry team will develop a flight plan, coordinate the acquisition of the photography, process and analyze the imagery.
- **Aeronautical Survey:** Obstruction and airside surveys will be completed that encompass surfaces and procedures defined by the FAA in AC-18B and FAR Part 77. The survey will be completed utilizing multiple types of survey techniques for performing runway, NAVAID, control and obstruction observations. Once complete, the deliverable items listed above will be produced and delivered to the client.

Survey Task A: Geodetic Control Survey

As part of our initial research for **Primary and/or Secondary Airport Control Stations (PACS & SACS, respectively)**, we reviewed the National Spatial Reference System (NSRS) database for evidence of existing geodetic control on the airfields. GED does possess geodetic control marks published as PACS and SACS. Woolpert will attempt to recover the existing control marks and validate their geodetic physical status and geodetic positions in accordance with AC-16A. If the existing marks are found disturbed, unusable or destroyed, for the interim Woolpert will establish TSMs for the duration of the airside survey and also be able to provide a proposal to replace the marks upon request.

Task B: Aerial Photography Control and Acquisition

Photogrammetric Control Surveys

All ground control shall be determined for optimum location, quality, and accuracy for controlling the aero-triangulation solution. Woolpert will determine the horizontal and vertical positions of each photo control point using Static and/or RTK GPS techniques. The control positions will be determined with direct ties to the PACS and SACS or TSMs at GED. After reviewing and identifying the required approach and obstruction surfaces for GED, Woolpert photogrammetrists will build a flight layout based on the specifications outlined in the source materials.

Aerial Photography Acquisition and Geo-Referencing

The capture of aerial photography will be completed once the ground control stations are set and the tree canopies are in full bloom, providing full 'leaf-on' conditions. The photography flight crew will collect the imagery as defined in the flight layout, encompassing the critical areas of the OIS. Woolpert will collect imagery that will meet the specifications outlined in AC-17C. Woolpert will use a frame based digital camera to ensure quality high resolution imagery. The imagery collected will be at a scale equivalent to 1" = 800'.

The resulting ground resolution of the images will be approximately 15 cm in size. The images will then be geo-referenced (aerial-triangulated) in soft-copy format to fix the imagery to real-world coordinates by utilizing the previously established ground control features or targets. Once the imagery is geo-referenced, the stereo models produced will be utilized for obstruction analysis.

Task C: Runway Surveys

Profile Surveys

Woolpert will perform an RTK GPS survey measuring the center profile survey, and reduced to provided points every 50 feet along the centerline of all runways. The RTK base station will be set-up on the PACS, SACS or TSMs for conducting the profile survey. As a measure of quality control, the field team will make periodic RTK observation checks into either of the airport control stations. The profile survey will be conducted by performing two independent RTK GPS surveys, and then combined to produce the final alignment. The profile survey and deliverables will be conducted in accordance to AC-18B.

Critical Point Surveys

If an existing runway endpoint monument does not already exist at each runway end, displaced threshold, stopway, and blast-pad, a survey marker, pre-stamped with the letters 'WOOLPERT 2016' will be set to aid in future identification. A field recovery sketch and six digital photographs as required by AC-18B will be developed for each runway end, displaced threshold, stopway, and blast-pad.

Woolpert will determine runway lengths from the positions of the runway end points using NGS' INVERSE3D software. Runway lengths will be computed while at the airport and will also be compared to the lengths published in the airport facility directory. If the computed length, rounded to the nearest foot, differs from the published length by more than a foot, Woolpert will contact the airport and Delta Airport Consultants for further information on the reasons for the difference. If the lengths are consistent with the published length, no additional information will be required.

Task D: Obstruction Survey and Analysis

Woolpert will utilize a combination of photogrammetric and ground survey measurements to concisely compile the obstruction information. The surfaces that will be analyzed and reported against are found in Table 1 of this proposal.

Photogrammetric Surveys

Woolpert will utilize the ClearFlite software developed by BAE for dual purposes. One, to measure and record obstructions, and two, to quality control any obstruction analysis completed via ground survey. The triangulated stereo models generated from the imagery are inspected for features (points, lines and polygons) that penetrate the required surfaces. ClearFlite software is designed specifically for obstruction surface analysis and measurement, with the accuracy of measurements dependent on scale of photography and ground control measurements.

Ground Surveys

Woolpert will utilize a variety of survey techniques for acquisition of features that are suspected of penetrating the OIS. Direct measurement (angle and distance), triangulation (angles from multiple locations) or RTK-GPS survey operations are among the most commonly used. Field measurements will be tied directly to the PACS, SACS or TSMs at MQS.

Obstruction Data Analysis

The obstruction data collected from the ground and photogrammetric surveys will be analyzed simultaneously in a 3D AutoCAD environment. The surfaces, points, lines and polygons collected will be inserted into AutoCAD and inspected to determine the significant obstructions that are required to be reported for procedure development. The obstructions determined necessary to be reported will be inserted in the final deliverable to the FAA. All obstructions collected following the AC-18B object density selection criteria will be provided to GED & Delta Airport Consultants for future obstruction clearing plans.

Task E: Navigation Aids (NAVAIDS) Inventory

Woolpert will identify and survey all electronic and visual NAVAIDS associated to the airport that are required in AC-18B. Woolpert will utilize airport officials for assistance in identifying specific information about GED's NAVAID systems. Assistance from the Airport Authority and FAA will be vital in identifying any additional NAVAIDS that have been recently constructed, planned construction or relocation. This assistance will be particularly important in identifying NAVAIDS located off the airport property or somehow unique.

Woolpert will determine the horizontal and/or vertical positions of each NAVAID using conventional total station surveys, RTK GPS, Static GPS, or a combination thereof. The type of survey technique will be determined by multiple considerations. These considerations are if particular NAVAIDS radio waves interfere with the GPS frequencies, location of NAVAID, and physical attributes of NAVAID structure.

Task F: Progress Reporting and Final Project Completion Report

Progress Reporting

The Woolpert project manager will be responsible for providing the airport and Delta Airport Consultants a monthly progress report (or other agreed upon frequency) via email to effectively convey the team's progress throughout the project. Each progress report will contain progress updates and significant issues with the project including any deviations from the planned schedule.

Survey Reports

Woolpert will deliver the data files and reports defined in AC 150/5300-16A, 17C, and 18B. The AC's require a geodetic control report to the NGS if new control is to be published, an aerial imagery report to the NGS for use in validation, and a final project completion report.

The final project completion report is an integral portion of the airport survey. The report will include a complete synopsis of each of the survey tasks listed above, the surveyor summary, runway specific surveys, NAVAIDs survey, obstruction survey and control information. The report is designed to convey all necessary survey information for the successful completion of approach/departure procedure development.

Digital Survey Data File Delivery

Woolpert will develop a digital file deliverable in the appropriate format to be uploaded to the Airports GIS (<http://airports-gis.faa.gov>). AC-18B outlines the requirements the FAA Feature Dictionary digital deliverable must follow. The data delivered will be in AutoCAD Map 3D (*.dwg) file format. The digital deliverable will be provided to the airport, Delta Airport Consultants, and the FAA.

Task G: Development of Ortho Photography

Requirements and Options

AC-17C requires the delivery of orthophotography for the area that stereo aerial photography is collected for completion of the Vertically Guided Approach Airport Airspace Analysis Survey project. All imagery will meet or exceed National Map Accuracy Standards for 1"= 100' scale orthophotography. The pixel resolution of the orthos will be 0.5 foot and will include the following:

Image Rectification

The DTM will be used in conjunction with a digital photogrammetric workstation. ImageStation Image Rectifier (ISIR) software enables the technician to use an input image and a terrain modeler grid file to create a digital orthophoto. The center portion of each image will be used to minimize the effects of relief displacement (building lean).

Interactive Image Mosaicing

All images will be merged to help eliminate mismatches between tiles in brightness and tonal quality and to ensure that radically displaced features, such as buildings, are not distorted when ortho tiles are edge-matched. Care will be taken to ensure tonal matching and featuring between images at technician-defined positions. Tiles will then be clipped from the mosaiced image.

Final Image Quality Check

Each digital orthophoto image will be checked to ensure proper and consistent tone, density, contrast, and brightness. Also, each image will be checked on the screen at the appropriate output scale for image defects such as scratches or other blemishes.

Sheet Layout

The orthophoto tiling format will follow a modular layout, covering by orthophotography the defined mapping limits. The tiles will be clipped to eliminate overlap between adjacent tiles.

Data Delivery

The final digital orthophoto image tiles will be furnished in full 8-bit, color, in TIFF. The data will include appropriate information for geo-referencing. Sample digital image files will be provided for review and approval before delivery.

MrSID Data Sets

The MrSID Image will be Compression 1:20,000 and will be made and delivered after approval of final delivery of the Orthophotography.

APPENDIX A – PROJECT REFERENCES

- **AC 150/5300-16A**, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*, dated September 15, 2007.
- **AC 150/5300-17C**, *Standards for Using Remote Sensing Technologies in Airport Surveys*, dated September 30, 2011.
- **AC150/5300-18B**, *General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*, dated May 21, 2009.
- Federal Aviation Administration. *Advisory Circular: Standards for Airport Markings*. AC # 150/5340-1L. Washington: September 27, 2013.
- Federal Aviation Administration. *Advisory Circular: Ground Vehicle Operations on Airports*. AC # 150/5210-20. Washington: June 2002
- Federal Aviation Administration. *Advisory Circular: Standards for Airport Sign Systems*. AC # 150/5340-18F. Washington: August 16, 2010.
- *Woolpert Airfield Procedures Manual, Fifth Edition*. Woolpert developed data management system for airport data as required in the above noted Advisory Circulars consisting of file naming conventions, directory structure, digital photograph requirements, and scanning necessities. Revised May 13, 2011.
- Federal Aviation Administration. *Federal Aviation Regulation: United States Standard for Terminal Instrument Procedures (TERPS)*. Washington: July 7, 1976.

APPENDIX B – COST ESTIMATE

Aeronautical Survey – Lump Sum Fee

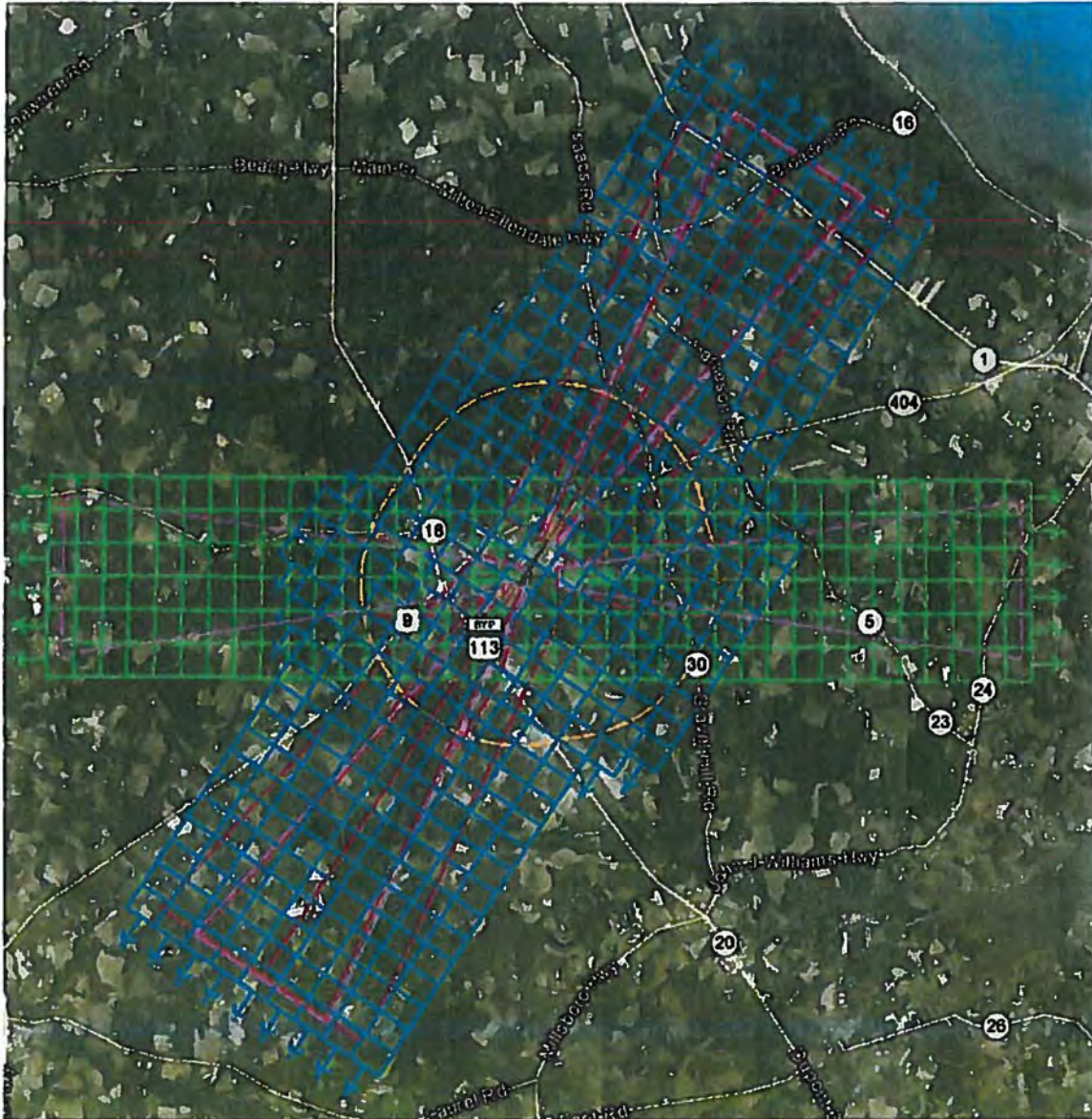
- **Aeronautical Survey:** Completion of an aeronautical survey to the standards delivered in AC 150/5300-16A, 17C and 18B, FAR Part 77, and TERPS..... **\$88,468.00**

Task Billing Detail

Preparations	\$2,660.00
Airside Survey	\$27,294.00
Imagery Acquisition	\$14,730.00
Imagery AT and Analysis	\$21,135.00
Ortho Photos	\$8,100.00
Final Analysis	\$8,410.00
Reporting	\$6,139.00
Grand Total =	\$88,468.00*

- A minimum of \$15,000 of this total fee will be set aside for a Disadvantaged Business Enterprise (DBE) licensed to do work in the State of Delaware. It is anticipated that the DBE will perform all field survey work under the supervision of Woolpert and provide a review of all documents and deliverables produced as a part of this project.

APPENDIX C – FLIGHT LAYOUT & ORTHOPHOTOGRAPHY LIMITS



Not to Scale

Contract Control Number Log

Control No.	Client Name	Project No.	Base Agreement Date	Type of Contract No. xxxxx	Contract Date	Date Mailed	Corp Rec'd	Signed Copy Rec'd from Client (date)	Corp. Rec'd	Internal QC
8359	Delaware Coastal Airport	16038	06/03/14	Task Order 4	06/06/16					
8386	Manassas Regional Airport	16002	10/22/15	Short Form EA	06/01/16					SRT
8387	NAS Patuxent River - Sightline	16077		Fee Proposal Letter: Apron Striping Design	05/31/16					
8386	Farmville Regional Airport	N/A	04/08/16	Base Agreement	04/09/16					
8385	Los Alamos Airport	15101	05/08/13	Task Order 7	05/24/16					SRT
8384	Montgomery County Airpark	07061	10/10/12	Amendment 13 - BDCA - Rehabilitate Taxiway A Lights and Pavement	06/02/16					SRT
8383	St. Mary's County Regional Airport	15035	12/27/11	Fee Proposal Letter: Design Phase Services 15035						SRT
8382	New Kent County Airport	16003	05/19/14	Task Order 4 (Bidding and CA svcs)	05/26/16					
8381	Charlotte Douglas International Airport	16074		Agreement - Pavement Marking	06/03/16					SRT
8380	Mecklenburg-Brunswick Regional Airport	14108	09/19/11	Amendment 9 - CA						
8379	Lonesome Pine Airport	16008	5/17/2012	Letter Agreement - Fuel Farm RFP	05/20/16	05/20/16				SRT
8378	Warrenton-Fauquier Airport	12101	04/01/11	Task Order BR2: Terminal Site Preparation	05/18/16					SRT
8377	Horniny Municipal Airport			Base Agreement for single project						
8376	Greater Cumberland Regional Airport	16071	03/10/15	Task Order 6 DBE Plan Update	05/19/16					SRT
8375	Lancaster Airport	12068	05/17/11	Amendment No Thirteen (13)	05/12/16					SRT
8374	Salisbury-Ocean City: Wicomico Regional Airport	12120.103	09/08/12	Amendment No. Seven - Revision One (7R1)	05/10/16	05/10/16				
8373	Greater Cumberland Regional Airport	15031.103.105	03/10/15	Task Order 5	05/09/16					SRT
8372	Altoona-Blair County Airport	11047/11061	08/09/10	Amendment 10 - Combined projects and voided Amend 3R & 4R2	05/02/16					

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7773




Sussex County

DELAWARE
sussexcountype.gov
HANS M. MEDLARZ, P.E.
COUNTY ENGINEER
JAMES A. HICKIN, A.A.E.
AIRPORT MANAGER

MEMORANDUM

TO: Sussex County Council

THROUGH: Todd Lawson
County Administrator

FROM: Jim Hickin, A.A.E. 
Airport Manager

DATE: June 24, 2016

RE: **AIRPORT ADVISORY COMMITTEE BYLAWS**

At the June 28th Council meeting, I will present an update to the Airport Advisory Committee bylaws for your approval. The proposed update was approved by the committee at their March 23, 2016 meeting.

The proposed update reflects the new name of the airport and makes the following minor changes:

- Clarifies that the County Administrator's and County Engineer's delegated representative has a voice as well as a vote at committee meetings.
- Clarifies that members are re-appointed, not re-elected.
- Changes the normal meeting place from the West Complex to the EOC.

Please call me at 855-7775 if you have any questions.

cc: Hans Medlarz, P.E., County Engineer



SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE BYLAWS

I. Committee

A. Name & Definitions

1. The name of the Committee shall be the ~~Sussex County~~Delaware Coastal Airport Advisory Committee, hereinafter referred to as "Committee".
2. The Sussex County Council shall hereinafter be referred to as "County Council".
3. The Director, ~~Sussex County~~ Airport & Industrial Park Operations shall hereinafter be referred to as "Airport Manager".
4. ~~The Sussex County~~Delaware Coastal Airport shall be hereinafter referred to as "Airport".

II. Objective

A. The Committee is established by the County Council to advise and to make recommendations to the Airport Manager and the County Council on policy and programs of the Airport. The Committee's purpose is to enhance the Airport and to provide opportunities for involvement by individuals with aviation and business knowledge and experience. The Committee shall exchange, discuss, review, and gather information on Airport-related issues.

B. The Committee shall be advisory and shall have no authority to bind Sussex County to any liability, whether contractual or otherwise, or to expend any County funds or to direct County staff.

III. Members

A. The Committee shall consist of eleven members appointed by the County Council: (Terms will be for one year periods and expire December 31 and members may be re-appointed.)

1. One County Council Member
2. The Sussex County Administrator
3. The Sussex County Engineer

4. The Sussex County Economic Development Director
5. One representative of the Fixed Base Operator
6. One non-commercial Airport tenant
7. One commercial Airport tenant
8. Two Airport-based aircraft owners
9. One Industrial Park tenant representative
10. One representative at large

B. The County Administrator and County Engineer may delegate their position at each meeting to another representative who will have a voice and a vote at that meeting.

C. The Airport Manager shall be the County staff liaison to assist the Committee and shall have a voice and vote at all meetings.

D. Members shall have current knowledge of commercial or general aviation, airport development, airport operations, and shall demonstrate dedication to public interest and service.

E. Committee members shall receive no County reimbursement except as allowed by the County Council.

F. Members of the Committee may be removed from the Committee, for cause, by action of the County Council.

IV. Officers

A. The Committee shall elect officers, who shall be elected at the first regular Committee meeting subsequent to January 1.

1. Officers shall hold office until December 31 and are eligible for re-electionappointment.

B. The Committee shall designate offices to be held and determine the role of each.

V. Meetings

A. The Committee is a "public body" subject to the provisions of Delaware's Freedom of Information Act (29 Del. C. §1000, et. seq) and is required to follow the requirements of §10004 regarding "open meetings."

B. Meetings of the Committee shall be held ~~at their~~ the Sussex County Emergency Operations Center Offices, 21911 Rudder Lane, Georgetown, Delaware ~~West Complex Building~~, unless otherwise posted.

C. Meetings will be held every other month beginning each January. Dates and times shall be determined by the Committee at the first regular Committee meeting subsequent to January 1. Additionally, the Committee may change the frequency, dates, and times of meetings by majority vote of the Committee.

D. Special meetings may be called for a specified time and date determined by the Committee or at the request of the Airport Manager or the County Council. Public notice of all special meetings shall be posted as soon as reasonably possible, but in any event no later than 24 hours before such meeting.

E. A quorum for the transaction of business shall consist of not less than six (6) members of the Committee. A simple majority of voting members present shall be sufficient to act on any matter.

F. The Committee may establish subcommittees or work groups to address specific issues.

G. The Committee may develop and adopt Committee Policies to address meeting and organizational issues.

H. The agenda shall be finalized and posted no later than seven (7) calendar days prior to the scheduled meeting. Committee members shall submit all items to be placed on the agenda to the Council staff liaison or representative no later than one (1) business day prior to the date the agenda is to be finalized.

I. Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, provided that they are not in conflict with any Rules adopted by the Committee or the laws of the State of Delaware.

J. Written meeting minutes shall be recorded, kept and placed on file with the County.

VI. Procedures

A. The Airport Manager or County Council may refer such matters as they deem appropriate to the Committee for recommendations or input.

B. Committee will reply to all submitted items in a timely and appropriate manner.

C. Recommendations and reports of the advisory committee shall be included in staff recommendations to the County Council.

VII. Areas of Emphasis

A. The Committee shall promote Airport development and public benefit, and shall give priority consideration to the following:

1. Provide a communication forum for Airport topics, issues, and opportunities.
2. Ensure the long-term financial health of the Airport
3. Encourage the development and operation of general aviation businesses
4. The provision of quality aviation products, services, and facilities to the public at the Airport
5. Review and provide recommendations for consideration and possible inclusion into the Airport Master Plan.
6. Submit recommendations for consideration and possible inclusion in grant applications for airport projects.
7. Assist in the marketing of the Airport and related aviation activities.
8. Share and disseminate information to Airport tenants, customers, and affiliates.
9. Ensure compliance with FAA obligations to ensure a continued source of funding for airport development.

ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
AIRPORT & INDUSTRIAL PARK	(302) 855-7774
ENVIRONMENTAL SERVICES	(302) 855-7730
PUBLIC WORKS	(302) 855-7703
RECORDS MANAGEMENT	(302) 854-5033
UTILITY ENGINEERING	(302) 855-7717
UTILITY PERMITS	(302) 855-7719
UTILITY PLANNING	(302) 855-1299
FAX	(302) 855-7799



Sussex County

DELAWARE

sussexcountyde.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

JOSEPH WRIGHT, P.E.
ASSISTANT COUNTY ENGINEER

GOSLEE CREEK REGIONAL PUMP STATION, FORCE MAIN AND GRAVITY SEWERS PROJECT 15-09

The Goslee Creek Planning Area was designated in 2005. It was laid out with a series of drainage basins with all its pump stations contributing to the Goslee Creek regional pump station. This design approach was recently modified by tying the Love Creek Landing and Coastal Club pump stations directly to the forcemain to the Inland Bays WTF.

This approach avoids a hydraulic re-pump condition and allows the downsizing of the regional station. The modifications include downsized pumps, decreased associated electrical work, reduced VFD requirements, and reduced size for pipes, fittings, flow meters and appurtenances. Overall this resulted in a change order of \$70,000.00, reducing the contract from \$4,164,825.00 to \$4,094,825.00.



Change Order No. 1

Date of Issuance: June 16th, 2016 Effective Date: June 21st, 2016

Project: Goslee Creek	Owner: Sussex County	Owner's Contract No.: 15-09
Contract: Regional Pump Station, Force Main and Gravity Sewers	Date of Contract: June 6 th , 2016	
Contractor: PACT One, LLC (PACT)	Engineer's Project No.: 14256-011	

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Reduction of specified pumps "Condition of Service", reduced horsepower, flow rate and associated electrical modifications. Reduced fitting sizes (20" to 12", 12" to 8") and mag. flow meter size (12" to 8") within the flow meter vault. The overall change order reduction of \$70,000 can be broken down as follows:

- Downsizing of pumps (\$5,000)
- Decreased associated electrical work (\$15,000)
- Reduced VFD requirements (\$15,000)
- Reduced size for pipes, fittings, flow meters and appurtenances (\$35,000)

Documents Supporting Change: Proposed Plan Revisions dated/distributed on 4/18/2016 to PACT One, LLC. Cost credits include specifics on the downsizing of pumps, pipes, fittings and flow meter and electrical controls/VFD panels.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

<p>Original Contract Price:</p> <p style="margin-left: 20px;">\$ <u>4,164,825.00</u></p> <p>[Unchanged] from previously approved Change Orders No. <u>X</u> to No. <u>Y</u>:</p> <p style="margin-left: 20px;">\$ <u>0.00</u></p> <p>Contract Price prior to this Change Order:</p> <p style="margin-left: 20px;">\$ <u>4,164,825.00</u></p> <p>Decrease on this Change Order:</p> <p style="margin-left: 20px;">\$ (<u>70,000.00</u>)</p> <p>Contract Price incorporating this Change Order:</p> <p style="margin-left: 20px;">\$ <u>4,094,825.00</u></p>	<p>Original Contract Times: 300 Calendar Days</p> <p style="margin-left: 20px;">Substantial Completion (days or date): <u>300 days</u></p> <p style="margin-left: 20px;">Ready for final payment (days or date): _____</p> <p>[Unchanged] from previously approved Change Orders No. <u>X</u> to No. <u>Y</u>:</p> <p style="margin-left: 20px;">Substantial Completion (days): <u>0 days</u></p> <p style="margin-left: 20px;">Ready for final payment (days): _____</p> <p>Contract Times prior to this Change Order:</p> <p style="margin-left: 20px;">Substantial Completion (days or date): <u>300 days</u></p> <p style="margin-left: 20px;">Ready for final payment (days or date): _____</p> <p>Unchanged on this Change Order: <u>0 days</u></p> <p style="margin-left: 20px;">Substantial Completion (days or date): <u>300 days</u></p> <p style="margin-left: 20px;">Ready for final payment (days or date): _____</p> <p>Contract Times with all approved Change Orders:</p> <p style="margin-left: 20px;">Substantial Completion (days or date): <u>300 days</u></p> <p style="margin-left: 20px;">Ready for final payment (days or date): _____</p>
--	--

RECOMMENDED:
 By: Michael J. Gilbert
 Engineer (Whitman, Requardt & Assoc.)
 Date: 6/16/16

ACCEPTED:
 By: _____
 Owner (Sussex County)
 Date: _____

ACCEPTED:
 By: [Signature]
 Contractor (PACT One, LLC)
 Date: 6/16/16

Date of Issuance: June 7, 2016	Effective Date: June 28, 2016
Owner: Sussex County Council	Owner's Contract No.: 16-04
Contractor: Kuhn Construction	Contractor's Project No.: K16001
Engineer: George, Miles & Buhr, LLC	Engineer's Project No.: 150159
Project: PS#34 Modifications	Contract Name: PS 34 Modifications

The Contract is modified as follows upon execution of this Change Order:

Description: Change order #1 includes the final adjustments and balancing to the bid items. Also, a manhole within the paved shoulder needed a vertical adjustment so the lid would be flush with the adjacent hotmix. Cost for this adjustment is labeled as PCO#2.

Attachments: *[List documents supporting change]*

1. Final Adjustment/Balancing Change Order 2. PCO #2

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 434,832.50	Original Contract Times: Substantial Completion: <u>75 Days / May 13, 2016</u> Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>N/A</u> Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 434,832.50	Contract Times prior to this Change Order: Substantial Completion: <u>75 Days / May 13, 2016</u> Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ 11,966.66	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 422,865.84	Contract Times with all approved Change Orders: Substantial Completion: <u>75 Days / May 13, 2016</u> Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:	
By: <u>[Signature]</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)	
Title: <u>Sr. Project Manager / GMB</u>	Title: _____	Title: <u>VICE PRESIDENT</u>	
Date: <u>6-16-16</u>	Date: _____	Date: <u>6-16-2016</u>	

FINAL ADJUSTMENT AND BALANCING OF UNIT PRICE ITEMS AND CHANGE ORDERS

Change Order No.1 - ITEM 1 - FINAL ADJUSTMENT AND BALANCING

Item No.	Bid Item Description	Size	Units	Est. Qty.	Unit Price	Actual Quantity	ADD / DEDUCT
SCHEDULE A: PUMP STATION NO. 34 MODIFICATIONS							
A1	Mobilization	--	LS	1	\$ 20,000.00	1	\$ -
A2	Traffic Control	--	LS	1	\$ 25,000.00	1	\$ -
A3	Bypass Pumping	--	Week	10	\$ 3,500.00	10	\$ -
A4	Pump Station #34 (Items 4.01 thru 4.08)	--	LS	1	\$ 290,000.00	1	\$ -
A5	Wet Well Concrete Wall Demo and Repair	--	SF	525	\$ 68.00	519.24	\$ (391.68)
A6	Wet Well Concrete Wall & Base Slab Leveling Mortar	--	SF	525	\$ 16.50	569.48	\$ 733.92
A7	Miscellaneous Existing Reinforcing Prep and Anti-Corrosion Coating	--	LF	50	\$ 58.00	0	\$ (2,900.00)
A8	Chemical Injection Repair of Leaking Crack	--	LF	150	\$ 57.00	14	\$ (7,752.00)
A9	DIP 8" Gravity Sewer	--	LF	20	\$ 200.00	20	\$ -
A10	Landscaping	--	Allow.		\$ 2,500.00	\$ -	\$ (2,500.00)
SUBTOTAL SCHEDULE A - A1 THRU A10							\$ (12,809.76)
SCHEDULE B: CONTINGENT ITEMS							
B1	Furnish and Place 4,000 psi Concrete	--	CY	10	\$ 150.00	0	\$ (1,500.00)
B2	Excavation Below Subgrade	--	CY	10	\$ 11.00	0	\$ (110.00)
B3	Furnish and Place Gravel Bedding	--	CY	10	\$ 25.00	0	\$ (250.00)
B4	Furnish and Place Special Backfill (Type "C")	--	CY	10	\$ 16.00	30	\$ 320.00
B5	Miscellaneous Excavation and Backfill	--	CY	10	\$ 50.00	0	\$ (500.00)
SUBTOTAL SCHEDULE B - B1 THRU B5							\$ (2,040.00)
(PCO #1) TOTAL ADD / DEDUCT (SCHEDULE A + SCHEDULE B)					NET CHANGE (DEDUCT)		\$ (14,849.76)

FINAL ADJUSTMENT AND BALANCING OF UNIT PRICE ITEMS AND CHANGE ORDERS							
CHANGE ORDER No.1 - ITEM 2 - CHANGE IN SCOPE OF WORK ITEMS							
PCO #2	Manhole Adjustment in Paved Shoulder				\$	2,883.10	\$ 2,883.10
							\$ 2,883.10
Change Order No.1 / Balancing Change Order						NET CHANGE (DEDUCT)	\$ (11,966.66)
Balancing Change Order							
	Original Contract Amount						\$ 434,832.50
	Revised Contract Amount with Balancing Change Order						\$ 422,865.84
	Previous Certificates for Payments (Thru #3)						\$ 397,982.38
Total Due							\$ 24,883.46

Direct Cost Report

Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Mat/Exp	Equip Ment	Sub-Contract	Total	
BID ITEM = 800											
Description = Adjust Manhole			Unit =	LS	Takeoff Quan:		1.000	Engr Quan:		1.000	
80010	Adjust Manhole Complete	Quan:	1.00	LS	Hrs/Shift:	8:00		WC: NONE			
2D04	Cl D Concrete	1.00	4.00	CY	180.000		720			720	
4SAW	Sawcutting Subcontractor	1.00	1.00	LS	950.000				950	950	
801001	=> 175 CFM AIR COMP	1.00	8.00	HR	9.860				79	79	
810001	=> 3/4 TON PICK-UP	1.00	8.00	HR	8.000				64	64	
L02FOR	=> FOREMAN	1.00	8.00	MH	40.000	392				392	
L05LUN	=> LABORER UNSKILL	1.00	16.00	MH	20.000	416				416	
\$2,621.20	24.0000 MH/LS		24.00	MH	[640]	808	720		143	950	2,621
Item Totals: 800 - Adjust Manhole											
\$2,621.20	24.0000 MH/LS		24.00	MH	[640]	808	720		143	950	2,621
2,621.200	1 LS					808.32	720.00		142.88	950.00	2,621.20
\$2,621.20	*** Report Totals ***		24.00	MH		808	720		143	950	2,621

>>> indicates Non Additive Activity
 -----Report Notes:-----
 The estimate was prepared with TAKEOFF Quantities.
 This report shows TAKEOFF Quantities with the resources.

Bid Date: Owner: Engineering Firm:
 Estimator-In-Charge:

JOB NOTES
 Estimate created on: 04/26/2016 by User#: 1 -
 Source estimate used: N:\HEAVYBID\EST\ESTMAST

* on units of MH indicate average labor unit cost was used rather than base rate.
 [] in the Unit Cost Column = Labor Unit Cost Without Labor Burdens
 In equipment resources, rent % and EOE % not = 100% are represented as XXX%YYY where XXX=Rent% and YYY=EOE%
 -----Calendar Codes-----

- 001 40HRS-8HRS X 5 DAYS/WK
- 002 50HRS-10 HRS X 5 DAYS/WK
- 003 6 days 8 hrs each

$\$2,621.00 \times 1.10 = \$2,883.10$

w/ 10% $\$2,883.10$



GEORGE MILES & BUHR, LLC

■ ■ ■ ■

ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
PH: 410.742.3115
PH: 800.789.4462
FAX: 410.548.5790

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com

■ ■ ■ ■

JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGESON, PE
STEPHEN L. MARSH, PE
MICHAEL D. MCARTHUR, AIA
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. HELFRICH, AIA
VINCENT A. LUCIANI, PE
JERRY KOTRA
ANDREW J. LYONS, JR., PE
KATHERINE J. MCALLISTER, PE

May 16, 2016

Sussex County Engineering Department
P.O. Box 589
Georgetown, DE 19947

Attn: Anthony Digioseppe, Jr.

Re: Pump Station No.34 Modifications
Contract No. 16-04
Substantial Completion
GMB File No. 150159.A

Dear Mr. Digioseppe:

This letter is issued as the Certificate of Substantial Completion for the Pump Station No.34 Modification project.

A pre-final inspection was held on May 6, 2016 to determine the status of completion and to develop a punch list, a copy of which has been provided to all parties. Failure to include an item on the list does not alter the responsibility of the CONTRACTOR to complete all Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by the CONTRACTOR within 60 days of the of the Substantial Completion date.

Based on the review of the items noted for completion, and that the pump station was placed into operation on May 5, 2016, it is GMB's recommendation that the work on the Pump Station 34 Modification Project be declared substantially complete in accordance with the Contract Documents as of **May 6, 2016** and the 60-day Conditional Acceptance period begins. Please note that the commencement of the applicable warranties required by the Contract Documents begins on the date of the completion of the Conditional Acceptance period (**June 19, 2016**).

If there are any questions, or if you require any additional information, please feel free to call.

Sincerely,

Chris Derbyshire, P.E.
Sr. Project Manager

CBD/dlw
Enclosure

cc: SCED
Attn: Joe Wright (w/encl.)
Kuhn Construction Company
Attn: Bill Kuhn (w/encl.)



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: La Esperanza, Inc.

PROJECT NAME: Festival Hispano 2016

FEDERAL TAX ID: 31-1606956 NON-PROFIT: YES NO

ADDRESS: 216 North Race Street

Georgetown, DE 19947

(CITY) (STATE) (ZIP)

PHONE: 302-854-9262 EMAIL: cunderwood@laesperanza.org

CONTACT PERSON: Crystal Timmons-Underwood

TITLE: Interim Executive Director

ADDRESS: 216 North Race Street

Georgetown, DE 19947

(CITY) (STATE) (ZIP)

PHONE: 302-854-9262 EMAIL: cunderwood@laesperanza.org

TOTAL FUNDING REQUEST: \$ 2,000.00

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? \$ 500.00

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? _____

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|---|--|---|
| <input type="checkbox"/> Disability & Special Needs | <input checked="" type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| | <input checked="" type="checkbox"/> Other _____ | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

12,000

SECTION 3: PROGRAM SCOPE

Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Programs/Services

Family Development Program

The Family Development program supports Hispanic families in Sussex County who need access to housing, employment, adult education, youth programs, and emergency services. We assist clients by providing free services to meet the societal needs of Hispanic adults, families and children. Services include, but are not limited to, emergency assistance (clothes and food), translation and interpretation, transportation, court assistance and accompaniment, referrals and accompaniment to public agencies, medical providers and other social services agencies. Through the Family Development program, we also offer community outreach and alcohol and substance abuse prevention services for Latino youth and pre and post-natal care services for Latina women. Our PASA (Prevent Alcohol and Substance Abuse) Youth program provides outreach and activities for Hispanic youth 12-25 to prevent alcohol and substance abuse.

A new program that was started in July 2015 in our Family Development Department are Parent workshops that focus on providing parent access to educational materials, skill training to create stronger families, improve relationships, and increase communication. These parent workshops are held two times a month and will cover Family Strengths, Communicating, Managing Stress, Child Self Care, Food and Fitness, Kids and Self Esteem, Balancing Responsibilities, Working Positive Discipline, Money Matters, Setting Goals and Healthy Homes.

Immigration Services

The Immigration program helps Hispanic adults, families and children in Sussex County who require immigration services. Bilingual staff are onsite to provide assistance to clients who seek to apply for political asylum, work permit renewals, permanent resident statuses, citizenship, and passport applications. Our goal is to provide the necessary support and assistance to help our clients efficiently and effectively transition into Sussex County.

Victims Services Program

The Victims' Services program provides trauma-based and holistic wrap-around direct services and assistance to Hispanic victims of crime and survivors of domestic violence and sexual assault and their families, such as legal immigration assistance, mental health counseling, advocacy and support, interpretation, translation and transportation. A Bilingual Victims Immigration Attorney provides a broad range of legal and immigration services to help Latino victims of crime. It is the only program for Hispanics victims in Sussex County that offers free legal representation and advocacy in Immigration Court (Maryland, Pennsylvania and New Jersey) and provides outreach and education to Hispanic victims in Sussex County, Delaware and the surrounding areas.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 13,500.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Equipment rental, ie- stage, lights,	-13000.00
Supplies etc	-1500.00
Insurance	-1000.00
Personnel	-16500.00
TOTAL EXPENDITURES	-\$ 32,000.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 18,500.00)

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the La Esperanza agrees that:
(Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.

Crystal Timmons-Underwood

Applicant/Authorized Official

6/14/16

DATE



June 6, 2016

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

The Honorable Samuel R. Wilson, Jr.
The Honorable Michael H. Vincent
The Honorable Joan R. Deaver
The Honorable George B. Cole
The Honorable Robert B. Arlett

Dear Council,

Re: Community Grant Request for Kids on Campus Scholarship at Delaware Tech


Kids on Campus offers a wide variety of courses for ages 2-16 years old. With lots of new topics to choose from, children can improve their art skills, explore career options, whip up a tasty dish, participate in theatrical performances, learn how to be a better environmental steward, blast off a rocket, show off their sports abilities or have fun with iPads. We also offer 56 STEM related camps. Our camp enrollment has grown steadily during the past several years. As our enrollment increases, so does our need for scholarship funding.

We request a grant of \$1,000 to allow approximately 10 children to attend a week-long camp.

Our goals are (1) provide a high quality camp experience, (2) offer scholarships to allow more low to moderate income students to experience the benefits of a summer camp and (3) increase the number of children that have a positive summer camp experience and connecting them to Delaware Tech as a future provider of post-secondary education.

Thank you for considering our grant request.

Sincerely,


Dr. Christopher M. Moody
Workforce Development and Community Education, Director

JACK F. OWENS CAMPUS

21179 College Drive, Georgetown, DE 19947 | 302.259.6000 | www.dtcc.edu

An Equal Opportunity/Affirmative Action Institution



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME:	<u>Delaware Technical-Community College -</u>		
PROJECT NAME:	<u>Kids on Campus</u>		
FEDERAL TAX ID:	<u>51-6000279</u>	NON-PROFIT:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS:	<u>21179 College Drive</u>		
	<u>Georgetown</u>	<u>DE</u>	<u>19947</u>
	(CITY)	(STATE)	(ZIP)
PHONE:	<u>302-259-6315</u>	EMAIL:	<u>cmoody@dtcc.edu</u>
CONTACT PERSON:	<u>Dr. Christopher Moody</u>		
TITLE:	<u>Director of Workforce Development and Community Educaiton</u>		
ADDRESS:	<u>21179 College Drive</u>		
	<u>Georgetown</u>	<u>DE</u>	<u>19947</u>
	(CITY)	(STATE)	(ZIP)
PHONE:	<u>302-259-6315</u>	EMAIL:	<u>cmoody@dtcc.edu</u>

TOTAL FUNDING REQUEST: \$ 1,000.00

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? \$ 1,000.00

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 10%

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|---|---|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| | <input type="checkbox"/> Other _____ | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

500 _____

SECTION 3: PROGRAM SCOPE

Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Kids on Campus offers a wide variety of courses for ages 2-16 years old. With lots of new topics to choose from children can improve their art skills, explore career options, whip up a tasty dish, participate in theatrical performances, learn how to be a better environmental steward, blast off a rocket, show off their sports abilities or have fun with iPads. We also offer 56 STEM related camps. Our camp enrollment has grown steadily during the past several years. As our enrollment increases, so does our need for scholarship funding.

We request a grant of \$1,000 to allow approximately 10 children to attend a week-long camp.

Our goals are (1) provide a high quality camp experience, (2) offer scholarships to allow more low to moderate income students to experience the benefits of a summer camp and (3) increase the number of children that have a positive summer camp experience and connecting them to Delaware Tech as a future provider of post-secondary education.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 98,238.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Personnel	-87942
Operating	-20204
TOTAL EXPENDITURES	-\$ 108,146.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 9,908.00)

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Delaware Technical-Community College agrees that:
(Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race; color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.

Dr. Christopher Moody

 Applicant/Authorized Official

6/15/16

 DATE



February 5, 2015

To Whom It May Concern:

This is to certify that Young Life is a Texas not-for-profit corporation, exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code since March 1942. Young Life's principal place of business is located in Colorado Springs, Colorado, and our federal ID number is 84-0385934.

This letter will further certify that Young Life Nanticoke maintains an office at the address of 100 Park Avenue, PO Box 769, Seaford, DE 19973. This office is part of Young Life and is considered in good standing. They are also included in the exemption referenced above as well as the IRS tax form 990 and the Audited Financial statement. The funds provided by your organization will be applied toward Young Life Nanticoke which is responsible for its own separate budget. In addition, they are able to solicit foundations on their own behalf for grant funding.

Further, any correspondence should be directed to the Young Life of Nanticoke office, at the address listed above. Checks or wire transfers will be processed at the national office in Colorado Springs and be allocated to DE35.

If you need any further information, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul W. Sherrill', written in a cursive style.

Paul W. Sherrill
Corporate Secretary

Young Life
420 North Cascade Avenue
Colorado Springs, CO 80903
719-381-1800



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Nanticoke Young Life

PROJECT NAME: Summer Camp Mentoring Program

FEDERAL TAX ID: 84-0385934 NON-PROFIT: YES NO

ADDRESS: PO Box 769

Seaford DE 19973
(CITY) (STATE) (ZIP)

PHONE: 302-841-2889 EMAIL: joan@nanticoke.younglife.org

CONTACT PERSON: Joan Neal

TITLE: Finance Committee Chair

ADDRESS: PO Box 769

Seaford DE 19973
(CITY) (STATE) (ZIP)

PHONE: 302-841-2889 EMAIL: joan@nanticoke.younglife.org

TOTAL FUNDING REQUEST: \$ 2,111.42

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? _____

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 30

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input checked="" type="checkbox"/> Other <u>Drug/Alch prevention</u> | <input checked="" type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|---|--|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| | <input type="checkbox"/> Other _____ | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

100+ and growing

SECTION 3: PROGRAM SCOPE

Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Many of our youth today are growing up with no positive role model in their lives. NYL has a full time staff associate (Jake) working with local teens. Jake holds a BA in education. He consistently shows up in the lives of teens, at sporting events, choral concerts, prom, drama productions or simply having lunch with kids. He is consistent in their lives. They meet weekly for Taco-Tuesdays. The idea is to provide positive adult role-models in the kids lives, to encourage them to excel in school, attend college, refrain from drugs and alcohol and succeed in life!

This summer teens will be traveling to Lake Champion in Glen Spey, New York. They have been working fundraisers such as the Shorebirds concession stand. The concession stand for many provides training the kids can use to apply for jobs in the restaurant industry. Camp is a time to get away from the noise, clutter and distractions of daily life to have fun and build relationships with leaders and friends. YL camp is high adventure, lots of fun, great food and a peaceful environment. YL camp is open to kids often overlooked, those from economically depressed communities, kids with disabilities and teenage mothers. This summer 100,000 kids from all around the world will spend a week at YoungLife camps, having an experience that many will describe as the best week of their life!

We are finding a huge financial need among our students. The total cost of camp is \$6,441. We have raised \$4,329.58. We are requesting \$2,111.42. We appreciate the Councils consideration.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 6,974.58
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Camp Fees	-7406.00
Transportation	-1680.00
TOTAL EXPENDITURES	-\$ 9,086.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 2,111.42)

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Nanticoke Young Life agrees that:
(Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.

Joan Neal

 Applicant/Authorized Official

6/20/16

 DATE



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME:	Woodbridge PRIDE Cheerleading		
PROJECT NAME:	Practice Space		
FEDERAL TAX ID:	47-4228858	NON-PROFIT:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS:	PO Box 405		
	Seaford	DE	19973
	(CITY)	(STATE)	(ZIP)
PHONE:	3022458442	EMAIL:	woodbridgepride01@gmail.com
CONTACT PERSON:	Shauntae Jackson		
TITLE:	owner		
ADDRESS:	10149 Old Furnace Rd		
	Seaford	DE	19973
	(CITY)	(STATE)	(ZIP)
PHONE:	3022458442	EMAIL:	smile4tae@yahoo.com

TOTAL FUNDING REQUEST: \$ 50,000.00

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? _____

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 50%

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Fair Housing | <input checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input checked="" type="checkbox"/> Other <u>Youth development</u> | <input checked="" type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|---|---|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| | <input type="checkbox"/> Other _____ | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

250

SECTION 3: PROGRAM SCOPE

Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

PRIDE Cheerleading is a competitive recreational cheer program that serves Sussex County. Our program teaches cheer, tumbling, and dance to youth ages 3-18 while focusing on building character and developing our youth academically and socially. We have grown to over 100 youth in our second year reaching over 250 families through our program. WE currently practice in the Woodbridge School District and are expanding with a need to build our own location for after school study, practices, and youth programs. With using a school as a location for these programs, it minimizes the amount of members in the community we can serve. We cannot monopolize any of their buildings as other community based programs as well as their own school programs receives preference in using the facilities. Within a year, our program has increased the amount of people reached in Sussex County by 88%! We do not want to place a limit on the number of families in which our program could serve. We have families that we serve from over 5 towns in relation to where we are centrally located. Our program has the ability to reach out to underprivileged and low income families. We hope to give these families the opportunity to participate in something that may otherwise be unavailable to them because of financial restraints. Being able to instill ethics, moral, cultural, and academic values in the youth of this area, only builds a stronger community and develops productive, contributing citizens for our county.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 4,000.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
permits and fees	-2000
construction-building, concrete, water, electric, driveway	-44000
inspections	-5000
equipment	-11000
land purchase	-40000
TOTAL EXPENDITURES	-\$ 102,000.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 98,000.00)

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Woodbridge PRIDE Cheerleading agrees that:
(Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.

Shauntae Jackson

Applicant/Authorized Official

05/26/2016

DATE

The Ladies Auxiliary Of
THE CARLISLE FIRE COMPANY, INC.
P.O. BOX 131
MILFORD, DELAWARE 19963



January 15, 2016

Dear Mr. Wilson,

I am writing you to request your help and funding. The Carlisle Fire Company Ladies Aux is in the process of updating our kitchen. Our Kitchen is over 30 years old. We have over the last two years put in a walk in and all new equipment. We would like to update our dishes and silverware, we would also like to have new aprons for all of our staff. So that the staff could look professional when serving dinner. So I would like to request the amount of \$1000.00 to help us with our updates.

Thanks for your time on this matter. If you should have any question please feel free to call me at 422-5430.

Sincerely,

A handwritten signature in cursive script, reading "Muriel Gillespie". The signature is fluid and elegant, with a long, sweeping tail on the final letter.

Muriel Gillespie

President



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Carlisle Fire Comapnr Ladies Aux

PROJECT NAME: Kitchen update

FEDERAL TAX ID: 51-0063613 NON-PROFIT: YES NO

ADDRESS: P.O. Box
Milford De 19963
(CITY) (STATE) (ZIP)

PHONE: 302-422-5430 EMAIL: murielgillespie1@verizon.net

CONTACT PERSON: Muriel Gillespie

TITLE: President

ADDRESS: 24 West Yorktown Road
Milford De 19963
(CITY) (STATE) (ZIP)

PHONE: 302-422-5430 EMAIL: murielgillespie1@verizon.net

TOTAL FUNDING REQUEST: \$ 1,000.00

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? _____

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? _____


SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 2,500.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
	-5000
TOTAL EXPENDITURES	-\$ 5,000.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 2,500.00)

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Carlisle ladies Aux. agrees that:
 (Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.


 Applicant/Authorized Official

6/23/16
 DATE



GEORGETOWN HISTORICAL SOCIETY

510 S. Bedford St.
Georgetown, DE 19947

June 01, 2016

Councilman Sam Wilson

Sussex County Council

2 The Circle

Georgetown, DE 19947

Ref: Request for Grant

Dear Councilman Wilson;

The Georgetown Historical Society embarked on a project a couple of years ago to construct a building to house our carriage collection and a large gazebo area to hold community events. It has been an ongoing concern to be able to protect the carriages as they are an irreplaceable item from our past. Many of these carriages have been enjoyed by young and old alike during the Sussex County Return Day parade.

While still striving to meet the goals of housing the carriage and other collections, we have been faced with many obstacles. Rising costs, obtaining permits from various agencies, and required landscaping. We have also had to include in the project a mandated parking lot which was not in the original scope of work. These additional costs and mandates had heavily taxed the Society and this project.

On behalf of the Georgetown Historical Society, I would like to request a grant of \$10,000 to help with the unexpected fees we have encountered.

We would like to thank you in advance for your concern and help to house and preserve this great Sussex County Legacy.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "James E. Bowden, Jr." The signature is written in black ink and is positioned above the printed name.

James E. Bowden, Jr.

President



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Georgetown Historical Society, Inc.

PROJECT NAME: Carriage Building

FEDERAL TAX ID: 51-0255141 NON-PROFIT: YES NO

ADDRESS: 510 South Bedford Street

Georgetown DE 19947
(CITY) (STATE) (ZIP)

PHONE: 302-855-9660 EMAIL: marvelmuseum@gmail.com

CONTACT PERSON: James Bowden

TITLE: President

ADDRESS: 22605 E. Trap Pond Road

Georgetown DE 19947
(CITY) (STATE) (ZIP)

PHONE: 302-542-0099 EMAIL: jim.bowden@verizon.net

TOTAL FUNDING REQUEST: \$ 10,000.00

Has your organization received other grant funds from
Sussex County Government in the last year?

YES NO

If YES, how much was received in the last 12 months? \$ 2,500.00

Are you seeking other sources of funding other than Sussex County Council?

YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? _____

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Health and Human Services | <input checked="" type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income ² | <input type="checkbox"/> Youth |
| | <input checked="" type="checkbox"/> Other <u>Museum</u> | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

216,522

SECTION 3: PROGRAM SCOPE

Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

The Georgetown Historical Society embarked on this project a couple of years ago to construct a building to house the carriage collection and to construct a large gazebo area to hold community events. It has been an ongoing concern to be able to protect the carriages as they are an irreplaceable item from our past. Many of these carriages have been enjoyed by young and old alike during the Sussex County Return Day parade.

While still striving to meet the goals of housing the carriage and other collections, we have been faced with many obstacles which include, rising costs, obtaining permits from various agencies, and required landscaping. We have also had to include in the project a mandated parking lot which was not in the original scope of work. These additional costs and costs have heavily taxed the Historical Society and this project.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 0.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing, telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Building Construction	-\$102,000.00
Land Prep	-\$68,000.00
Permits & Fees	-\$27,000.00
TOTAL EXPENDITURES	\$ 0.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 0.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Georgetown Historical Society agrees that:
(Name of Organization)

- 1) All expenditures must have adequate documentation.
- 2) All accounting records and supporting documentation shall be available for inspection by Sussex County Government by request.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Human Service Grant funds.
- 4) All statements made in this funding request are accurate.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.

James E. Bowden, Jr. / President

Applicant/Authorized Official

June 24, 2016

DATE

PUBLIC HEARING
June 28, 2016

This is to certify that on April 28, 2016 the Sussex County Planning and Zoning Commission conducted a public hearing on the below listed application for Change of Zone. At the conclusion of the public hearing, the Commission moved and passed that the application be forwarded to the Sussex County Council with the recommendations as stated.

Respectfully submitted:

COUNTY PLANNING AND ZONING
COMMISSION OF SUSSEX COUNTY

Lawrence B. Lank
Director of Planning and Zoning

The attached comments relating to the public hearing are findings of the Planning and Zoning Commission based upon a summary of comments read into the record, and comments stated by interested parties during the public hearing.

C/Z #1800 – Sussex Real Estate Partners, LLC (Belle Terre)
An Ordinance to amend the Comprehensive Zoning Map of Sussex County from an AR-1 (Agricultural Residential District) to a MR-RPC (Medium Density Residential District – Residential Planned Community) for a certain parcel of land lying and being in Lewes and Rehoboth Hundred, Sussex County, containing 123.75 acres, more or less. The property is located southwest of Dorman Farm Lane, 1,000 feet southwest of Mulberry Knoll Road (Road 284) and being approximately 1,800 feet southeast of Cedar Grove Road (Road 283) and approximately 1,200 feet northwest of John J. Williams Highway (Route 24). (911 Address: None Available) Tax Map I.D. 334-12.00-17.00, 18.00, 19.00 and 20.00.

Mr. Lank advised the Commission that this application was filed on February 22, 2016 with surveys and site plans, and that an Exhibit Booklet was submitted on April 15, 2016. The Exhibit Booklet contains an Executive Summary, a Project Overview, references to compliance with applicable regulations, conclusions with eleven (11) figures, maps, and response letters, and two resumes.

Mr. Lank that this application was forwarded to the Technical Advisory Committee for comments and that the agencies commented on the application on or before April 18, 2016, and that Ms. Cornwell provided a staff analysis on April 25, 2016.

Mr. Lank advised the Commission that 31 letters and/or emails have been received in opposition.

Mr. Lank advised the Commission that on April 26, 2016 the County Engineering Department Utility Planning Division provided comments in the form of a memorandum referencing that the

project is in the Goslee Creek Planning Area; that wastewater capacity is available to the project; that Ordinance 38 construction will be required; that the current System Connection Charge Rate is \$5,775.00 per EDU (Equivalent Dwelling Unit); that sewer service has not been extended to the Goslee Creek Planning Area at this time; that the project is capable of being annexed into the West Rehoboth Expansion Area; that conformity to the Goslee Creek Planning Study will be required; that annexation into a sewer district must be completed prior to submittal of required construction plans for the project; that proper zoning must be in place prior to beginning the annexation process; that the developer proposes to use a temporary connection point for the developer constructed sewer system; that an agreement between the County and the developer for the construction of future off-site sewer must be approved by the County Council; that a draft agreement will be provided to the developer in the near future; that the agreement must have approval prior to annexation into the sanitary sewer district or approval of construction plans; that the County recently completed a planning study to determine how service to the planning area will be provided; that the proposed project is within capacity assumptions for future sewer service; that the County does not have a schedule to extend sewer service at this time; that the County will allow the temporary connection of a developer constructed sewer system built to County standards and specifications upon execution of the agreement; that the County requires design and construction of the collection and transmission system to meet County sewer standards and specifications; that the County Engineer must approve the construction plans; that a sanitary sewer concept plan was approved by the County on April 11, 2016; and that one time system connection charges will apply.

The Commission found that Dan McGreevy of Sussex Real Estate Partners, LLC, was present with James Fuqua, Jr., Esquire of Fuqua, Yori & Willard, P.A., Frank Kea, Landscape Architect, and Jason Palkiwicz, Professional Engineer, of Solutions IPPEM, Edward Launay, Environmental Consultant, and Betty Tustin, Traffic Engineer with The Traffic Group and that they stated in their presentations and in response to questions raised by the Commission that they are proposing to develop the 123.75 acre parcel with 378 units containing single family dwellings and duplexes; that access to the project will be via Mulberry Knoll Road; that the project is immediately adjacent to or in close proximity to Briarwood Subdivision; the recently approved Saddleridge Residential Planned Community, Harts Landing Residential Planned Community, the recently approved Cape Henlopen School site, the recently approved Delaware State Police troop facility; that there are two lots that currently access the entry easement; that the remaining area around the site is farmland; that the site contains both farmland and woodlands, and include the Hetty Fisher Glade and the Hetty Fisher Pond; that the Dorman family has owned and worked this property in excess of 115 years; that the site is located in a Developing Area according to the Comprehensive Plan; that they are proposed to develop the site with two housing types, single family dwellings adjacent to Briarwood, and duplexes adjacent to the Cape Henlopen School Site and the State Police site; that the site is located within the Environmentally Sensitive Developing District Overlay Zone and will be developed with private streets with sidewalks on both sides of the streets; that sidewalks will be on one side of the entry easement; that street lighting will be provided; that a sewer concept plan has been approved by the County Engineering Department; that the sewer concept plan is designed to not exceed 4.0 Equivalent Dwelling Units per acre; that stormwater management of the site will be designed per the requirements of the Sussex Conservation District and the State DNREC; that fire protection will be provided by the Rehoboth Beach Volunteer Fire Department and the Lewes Volunteer Fire

Department; that the site is located in the Cape Henlopen School District; that the site is in close proximity to medical facilities, retail and service uses; that wetlands have been delineated and that they are waiting on approval on their mapping of the wetlands; that it appears that there are 5.12 acres of Tidal Wetlands and 6.35 acres of Non-Tidal Wetlands within the boundaries of the site; that 50 foot wide buffers will be provided from all Tidal Wetlands; that a 40 foot setback is proposed from all Non-Tidal Wetlands; that the Fish and Wildlife Service has advised that there are no endangered species on the site; that there are no reported Registered Cultural or Historic sites on the site; that the Traffic Group did prepare a Traffic Impact Study for the project and has not yet received a response to the study from DelDOT; that they understand that the Planning and Zoning Commission will probably defer action pending receipt of the DelDOT response; that the applicants reviewed the Comprehensive Plan prior to considering applying for this application; that the natural woodlands around the Hetty Fisher Pond are proposed to be retained with additional setbacks; that they are proposed 20 foot wide landscape buffering and a 30 foot wide drainage utility area along the perimeter in non-wooded areas; that they are willing to provide a walking access to the Cape Henlopen school site, but have yet received a response from the School District; that the design of the project does not include any back to back lots, that all lots will face streets and open space; that the stormwater design will improve the drainage that currently exist on the site; that the amenity area is proposed near the end of the entry easement; that amenities include a recreational center, picnic areas, outdoor living/seating areas, a clubhouse and pool; pickle ball courts, walking trails, and a kayak/canoe launch area; that the Traffic Impact Study included considerations for seven development areas and ten intersections and/or roads; that it was determined that a traffic signal is needed at John J. Williams Highway and Mulberry Knoll Road; that in reference to the soils and wetlands on the site, the soils are mostly sandy; that there are two hydric soils in the wetlands areas; that a wetlands crossing will be needed to access the eight lots in the northeast corner of the site; that all development will occur outside of the floodplain areas; that the proposed kayak/canoe access shall be limited to non-motorized boats; that there will be no impact on Welsh Pond which is over 1,000 feet away from the site; that the project meets the purpose of the MR Medium Density Zoning Classification; that the project meets the purpose of the Residential Planning Community; that the development trend of the area is now more urban in character; that development of the adjoining J.G. Townsend property is anticipated; that central sewer and central water is coming into the area; that the project is consistent with the anticipated sewer capacity; that the project meets the purpose of the State Strategies which reference that the site is located in an Investment Level No. 2, an area where growth is anticipated; that the developer will participate in the improvements on area roadways and intersections; that health and social services are in the area; that the use is a permitted use in the Environmentally Sensitive Developing Area according to the Comprehensive Plan; that the concept plan exceeds setback requirements by State and County jurisdictions; that Briarwood, an AR-1 Agricultural Residential Subdivision, recorded in 1988, has a density of 1.25 units per acre; that Harts Landing, an AR-1 Agricultural Residential – Residential Planned Community, recorded in 2004, has a density of 1.75 units per acre; that this project has a gross density of 3.0 units per acre; that the proposed density is less than the density allowed based on the sewer district capacity calculation; that there will be no adverse impact on ground water with central sewer; that the adjacent farmland of J.G. Townsend, Jr. and Company is zoned AR-1 Agricultural Residential and GR General Residential and is also located in the sewer district study area which will allow 4.0 units per acre; that they are anticipating that the opposition to the project will suggest that the density should not exceed 2.0 units per acre; that

the majority of the County is zoned AR-1 Agricultural Residential with a density of 2.0 units per acre; that this site is within a growth area and it should be anticipated that the density be 4.0 units per acre; that the cost of the possible road improvements is unknown since DeIDOT has not yet responded to the Traffic Impact Study; that a lower density would impact the developer financially on a per acre basis; that the 50 foot easement crossing the Townsend property will have a sidewalk adjacent to the State Police Troop Facility; that this application for a Residential Planned Community is based on the Comprehensive Plan and the State Strategies; that an area proposed for 8 lots in the northeast corner of the project will require a wetlands crossing; that wetlands markers will be provided to designate the wetland boundaries; that DNREC approval is necessary for the kayak/canoe launching area; that DNREC and the Army Corps. of Engineers approval is required for any docking; that the Gosling Creek sewer project must be completed prior to the school opening; that the project will be phased with a mix of both single and duplex units; that no lots will be located in a Flood Zone; that no parking is proposed near the kayak/canoe launching area; that the stormwater management facilities will be a combination of grass fields, pocket parks, and wet ponds with landscaping; that all buildings are proposed to be 10 feet apart; that no multi-family buildings are proposed, except for the duplex buildings; and that the developer has considered purchasing the easement area.

Mr. Fuqua submitted suggested proposed Findings of Fact and Conditions of Approval for consideration.

The Commission found that there were no parties present to speak in support of the application.

The Commission found that Greg Kordell, Robert Warzmeyer, Bill Baydalla, James Schneider, Billy Westergard, William Zak, Andreina Crimmins, Mary Ann Bell, Eul Lee, Alan Strigga, and John Paterniti were present and spoke in opposition to the application expressing concerns that the Hetty Fisher Glade is severely impaired with respect to bacteria and nitrogen and that the high density development will worsen environmental conditions in the tributary of Love Creek; that the assessment of impairment is based on water samples collected between July and September of 2014 from the upper reaches of the Hetty Fisher Glade; that the upstream water was essentially fresh and relatively cold indicative of a significant groundwater component; that the highest concentration of bacteria in the waterways tested were 10 times above the EPA standard for "Safe" swimming in fresh water; that separate samplings for nitrate/nitrogen were found to be almost 50 times greater than the concentration recommended for the restoration of eelgrass in the Inland Bays; that eelgrass provides important habitat to support crabs and fish population and is not almost totally absent; that potential environmental impacts are revealed by this project, containing 387 units and a reduction of forested lands from 43% to less than 14%; that it is likely that this project will result in an increase in impervious surfaces (roads, drives, sidewalks, roofs, etc.) that will generate run-off; that the developer has not responded to DNREC's request for information on the amount of impervious surfaces; that management of stormwater run-off is critical and is required to reduce Total Maximum Daily Loads of sediment and nutrients such as nitrogen that pollute adjacent waterways and for the safety and comfort of future residents; that the current forest areas should be all or mostly retained; that the benefits of forested riparian buffers for reduction of pollution and sediment are well established; that approximately 130 lots may be completed or substantially deforested; that problems with soils, wetlands and elevated water tables are likely to interfere with stormwater management,

potentially resulting in ponding and flooding and reducing the efficiency of nutrient reduction; that there are areas on the site where the management of stormwater run-off may be difficult; that the site may not be able to support the increase in density; that traffic is a major concern and a bad example is the 10 or more fatal accident markers on Route 24 from Route One to Long Neck Road; that the setbacks are too close causing fire and safety concerns; that a request for rezoning must be evaluated against whether the newly zoned property would fit in with the surrounding properties and that the density of the proposal does not fit; that there are no communities in the nearby vicinity that come close to the level of density proposed; that a precedent for future rezonings with high levels of density is a major concern by the residents in the area; that the County should consider more than just this property and the adjacent farmland, but should include all properties between Route 24, Plantation Road and Robinsonville Road; that the area support lower density as exhibited by the existing development densities in the area; that the school, the police troop facility and this project will add unnecessary increased traffic flows in the area; that traffic congestion could impede State police response times; that the average density of the five project close to Love Creek is 1.25 units per acre; that the residents in Briarwood will experience density in their backyard more than three times that of their own development; that property values could be impact in the Briarwood subdivision; that when The Retreat was approved the multi-family component was rejected because it was not consistent with the character of the surrounding property; that the project should be limited to single family dwelling with no duplexes; that the project is not consistent with the current Comprehensive Plan and the surrounding area; that this project has the potential to impact issues: traffic congestion, safety, environmental risks, and demands on infrastructure; that more traffic and congestion is a quality of life issue, but with increased traffic safety concerns become more prevalent; that infrastructure improvements are necessary, but must be complimented with reasonable sized developments to be effective; that the County can influence the level of future traffic by not increasing density; that we should not add to the stress on the Emergency Medical Services by allowing developments above current zoning limits; that the residents of the communities along Route 24 are already experiencing delays in getting out of their communities due to traffic; that more homes create more traffic which create more problems; that a traffic light is needed at the intersection of Route 24 and Mulberry Knoll Road; that Route 24 needs to provide two lanes in each direction from Route One to Love Creek Bridge, and in the future to Millsboro; that Route 24 does not have proper shoulders or left turn lanes; that traffic backups are a regular thing in this area; and that the residents are concerned that increased development in the area will impact emergency vehicle response time.

In response to some of the questions raised in opposition to the application, Mr. Kea responded that the 20 foot wide buffers will be landscaped based on the current Code, and that the 30 foot easement area will be a drainage swale.

Mr. Robertson added that the streets and street widths will meet or exceed County specifications, and that a minimum of two parking spaces are required on each individual lot.

At the conclusion of the public hearings, the Commission discussed this application.

Motion by Mr. Ross, seconded by Mr. Burton, and carried unanimously to defer action for receipt of DeIDOT's comments on the Traffic Impact Study and for further consideration. Motion carried 3 – 0.

JANELLE M. CORNWELL, AICP
PLANNING & ZONING MANAGER
(302) 855-7878 T
(302) 854-5079 F
janelle.cornwell@sussexcountyde.gov



Sussex County

DELAWARE
sussexcountyde.gov

Memorandum

To: Sussex County Planning Commission Members
From: Janelle Cornwell, AICP, Planning & Zoning Manager
CC: Lawrence Lank, Planning Director, Vince Robertson, Assistant County Attorney
Date: April 25, 2016
RE: Staff Analysis for CZ 1800 Sussex Real Estate Partners, LLC (Belle Terre)

This memo is to provide background and analysis for the Planning Commission to consider as a part of application CZ 1800 Sussex Real Estate Partners, LLC (Belle Terre) to be reviewed during the April 28, 2016 Planning Commission Meeting. This analysis should be included in the record of this application and is subject to comments and information that may be presented during the public hearing.

The request is for a Change of Zone for parcels 334-12.00-17.00, 18.00, 19.00 and 20.00 from AR-1 (Agricultural Residential District) to MR (Medium-Density Residential District) with a Residential Planned Community (RPC).

The 2008 Sussex County Comprehensive Plan Update (Comprehensive Plan) provides a framework of how land is to be developed. As part of the Comprehensive Plan a Future Land Use Map is included to help determine how land should be zoned to ensure responsible development. The Future Land Use map indicates that the properties have the land use designation of Environmentally Sensitive Developing Areas.

The surrounding land uses to the north are Environmentally Sensitive Developing Areas and Mixed Residential Areas. The land uses to the south, west and east are Environmentally Sensitive Developing Area. The Environmentally Sensitive Developing Area land use designation recognizes that a range of housing types should be permitted. The housing types include single family, townhouses and multifamily dwellings.

The property is zoned AR-1 (Agricultural Residential District). The adjacent zoning to the north, south, east and west is AR-1 (Agricultural Residential District). There is some GR (General Residential District) zoning to the north and a MR-RPC (Saddle Ridge) to the south along with a parcel zoned B-1 (Neighborhood Business District) and several smaller parcels zoned MR (Medium-Density Residential District) to the south. Along John J. Williams Hwy. is a mixture of zoning districts that include B-1 (Neighborhood Business District), AR-1 (Agricultural Residential District), C-1 (General Commercial District), MR (Medium-Density Residential District) and M (Marine District) with Conditional Uses for the elementary and middle schools. Along Mulberry Knoll Rd is the AR-1 (Agricultural Residential District) zoning district with a Conditional Use for the proposed State Police site. Along Cedar Grove Rd. is a mixture of zoning districts that include GR (General Residential District), AR-1 (Agricultural Residential District), MR (Medium-Density Residential District), and B-1 (Neighborhood Business District). The Briarwood Estates and Harts Landing Subdivision are south of the proposed Belle Terre development. The Briarwood Estates development is a standard $\frac{3}{4}$ ac. lot subdivision with 71 single family lots. The Harts Landing development is an Environmentally Sensitive Development District Overlay Zone (ESDDOZ)



subdivision with 144 single family lots. It has a density of approximately 1.7. Saddle Ridge is a MR-RPC with 81 single family lots. It has a density of 2.35. The Belle Terre development will have a mixture of single family dwellings and duplexes for a total of 378 lots. The proposed density for the Belle Terre development is 3.71.

The following are permitted uses with the MR Zoning District (Section 115-29):

- A. Detached single-family dwellings but not manufactured homes. [Amended 10-12-2010 by Ord. No. 2152]
- B. Churches, rectories, parish houses, convents and monasteries, temples and synagogues.
- C. Golf courses, not lighted for night play and not including miniature golf courses, putting greens, driving ranges and similar activities operated as a business, but including a building for a golf shop, locker room and snack bar as an accessory use to a permitted golf course, provided that no such building is located closer than 100 feet to adjoining property lines. Practice greens and tees may accompany a standard nine-hole or eighteen-hole golf course occupying at least 75 acres.
- D. Public parks, public and private forests, wildlife reservations and similar conservation projects.
- E. Recreational uses such as tennis courts, swimming pools and other similar activities operated exclusively for the use of private membership and not for commercial purposes, provided that no such use, structure or accessory use is located closer than 50 feet to any adjoining property line, unless such property line fronts a public street or waterway with rights-of-way not less than 25 feet, in which instance the required setback need not exceed 25 feet, and provided further that all such facilities must be located on a site having a minimum of two acres.
- F. Greenhouses, commercial, provided that the lot area shall be five acres or more.
- G. Swimming pools, game courts, picnic grounds, boat basins, lakes or similar activities in a development or subdivision, when such facilities are situated on a separate lot or parcel within said development or subdivision for use of the residents and their guests and not commercially operated, may be on less than two acres. Such facilities will be subject to a site plan review, and setbacks will be determined by the Commission.
- H. Transmission lines and their supporting elements.
- I. Open space as defined in § 115-4. [Added 12-16-2008 by Ord. No. 2022[1]]

Staff has concern with the Change of Zone request from AR-1 (Agricultural Residential District) to MR (Medium-Density Residential District) and with a Residential Planned Community (RPC) as the density would be slightly higher than the surrounding properties and developments; however, the change of zone can be considered per the land use classification and the proposed housing types are consistent with the land use classification.

Staff reviewed the plan and noted the following opportunities and concerns:

- Staff notes that there is an opportunity to provide streetlights throughout the development. Streetlights would provide additional safety for traffic and pedestrians.
- Staff notes that there is an opportunity to provide a buffer around the non-jurisdictional wetlands or at a minimum to mark the wetlands. This would ensure the wetlands are protected, construction does not occur within them and they are not disturbed.

- Staff notes that there is an opportunity to provide signs indicating “No parking” along the roads as the roads are not designed for on-street parking.
- Staff notes that there is an opportunity to provide bike racks around the clubhouse.
- Staff notes that there is an opportunity to provide amenities throughout the development or relocate the clubhouse to a more central location within the development as the main amenities are over a ½ mile from the lots in the back of the development.
- Staff notes that there is an opportunity to provide sidewalk from lot 201 to the end of the property line for the pocket park and from lot 10 to the lands of Robert T. Dorman (parcel 334-12.00-17.01).
- Staff notes that there is an opportunity to provide sidewalk to Mulberry Knoll Rd. This would require conversations with other property owners.
- Staff notes that there is an opportunity to provide interior crosswalks to provide safe pedestrian crossing at intersections.
- Staff notes that there is an opportunity to provide a better mixture of the duplexes and single family lots. This could be achieved by integrating some of the duplex lots into the middle or back of the development.
- Staff notes concern with the proposed eight (8) lots located off of proposed road D. Staff has concern with the crossing of the wetlands to create eight (8) additional lots.
- Staff notes concern with the lack of access to the stormwater management area that is surrounded by lots 143-200. Separate access points will eliminate the need for an easement and easier access for maintenance of the stormwater management area. This can be done by reducing the lot sizes for two or more of lots 168, 173, 177, 178, 187, 188, 192, etc.
- Staff notes concern with the access to the parcel. The proposed development will only have one (1) entrance/exit to the site for the 378 dwelling units. The development will utilize an existing 50 ft. easement for the access located on the adjacent property. Several of the proposed lots at the west end of the development are over .75 mile away from the entrance.
- Staff notes that there is an opportunity to provide a stub street to parcel 334-12.00-22.00 that could provide a future connection to the Saddle Ridge development. This would also alleviate traffic onto one entrance off of Mulberry Knoll Rd. The stub street should align with the stub street in Saddle Ridge.

Introduced 03/08/16

Council District No. 3 - Deaver

Tax Map I.D. No. 334-12.00-17.00, 18.00, 19.00 and 20.00

911 Address: None Available

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR-RPC MEDIUM DENSITY RESIDENTIAL DISTRICT – RESIDENTIAL PLANNED COMMUNITY FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 123.75 ACRES, MORE OR LESS

WHEREAS, on the 22nd day of February 2016, a zoning application, denominated Change of Zone No. 1800 was filed on behalf of Sussex Real Estate Partners, LLC; and

WHEREAS, on the ____ day of _____ 2016, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Change of Zone No. 1800 be _____; and

WHEREAS, on the ____ day of _____ 2016, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County has determined, based on the findings of facts, that said change of zone is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County,

NOW, THEREFORE, THE COUNTY OF SUSSEX COUNTY ORDAINS:

Section 1. That Chapter 115, Article II, Subsection 115-7, Code of Sussex County, be amended by deleting from the Comprehensive Zoning Map of Sussex County the zoning classification of [AR-1 Agricultural Residential District] and adding in lieu thereof the designation of MR-RPC Medium Density Residential District - Residential Planned Community as it applies to the property hereinafter described.

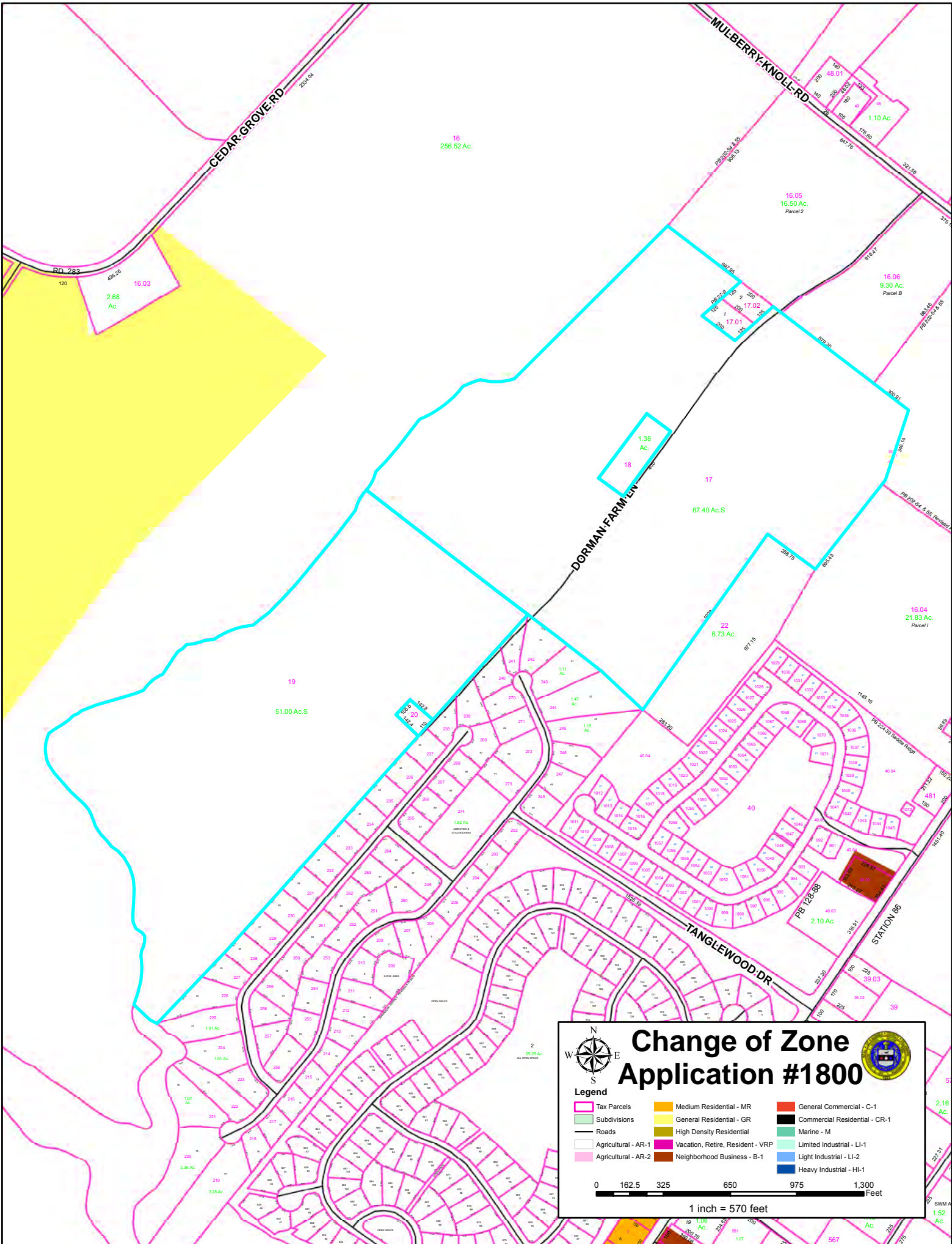
Section 2. The subject property is described as follows:

All that certain tract, piece or parcel of land lying and being situate in Lewes and Rehoboth Hundred, Sussex County, Delaware, and lying southwest of Dorman Farm Lane, 1,000 feet southwest of Mulberry Knoll Road (Road 284) and being approximately 1,800 feet southeast of Cedar Grove Road (Road 283) and approximately 1,200 feet northwest of John J. Williams Highway (Route 24) and being more particularly described per the

attached legal description provided by Solutions I.P.E.M., said parcels containing 123.75 acres, more or less.

This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.

PROPOSED



Change of Zone Application #1800

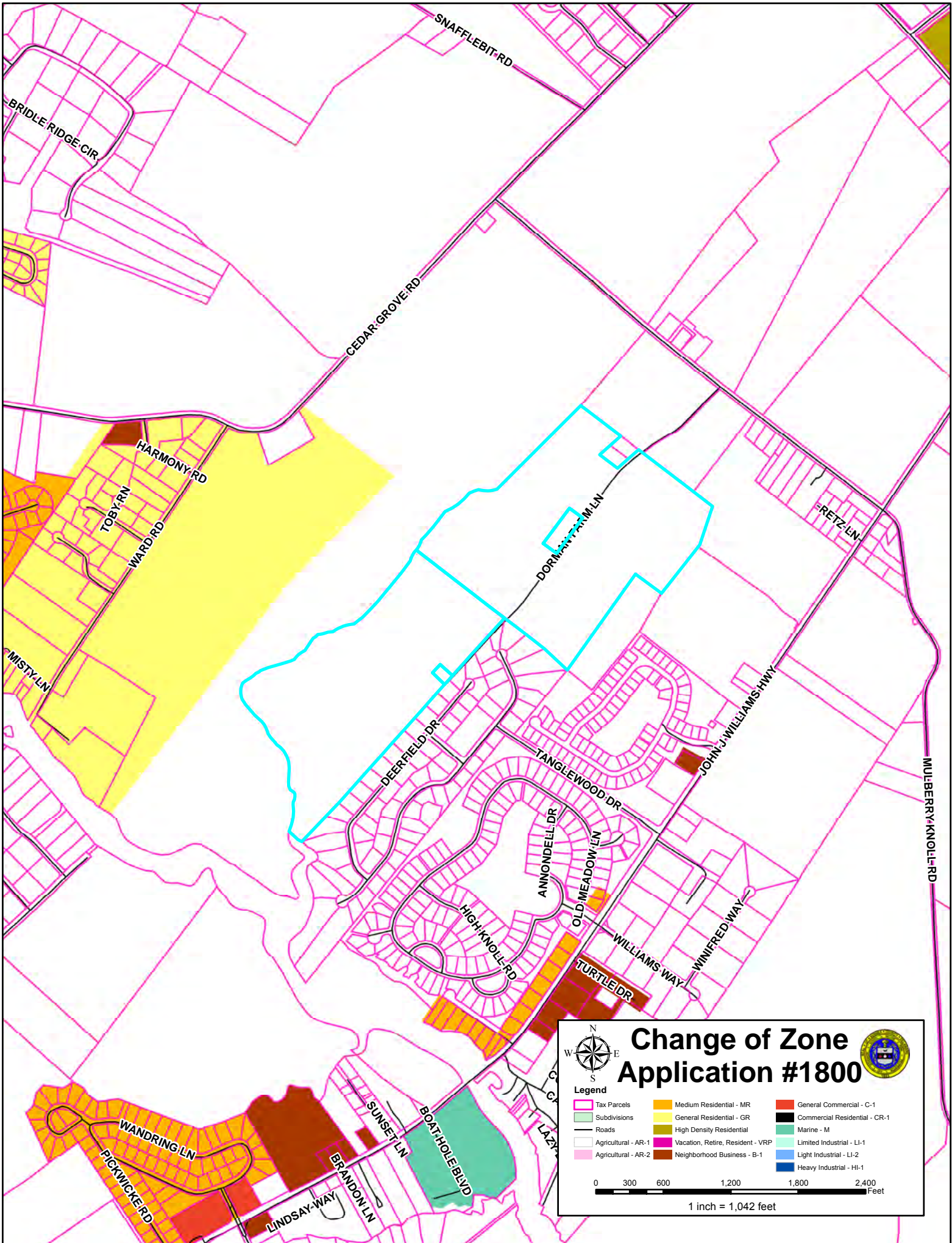


Legend

Tax Parcels	Medium Residential - MR	General Commercial - C-1
Subdivisions	General Residential - GR	Commercial Residential - CR-1
Roads	High Density Residential	Marine - M
Agricultural - AR-1	Vacation, Retire, Resident - VRP	Limited Industrial - LI-1
Agricultural - AR-2	Neighborhood Business - B-1	Light Industrial - LI-2
		Heavy Industrial - HI-1

0 162.5 325 650 975 1,300 Feet

1 inch = 570 feet



Change of Zone Application #1800

Legend

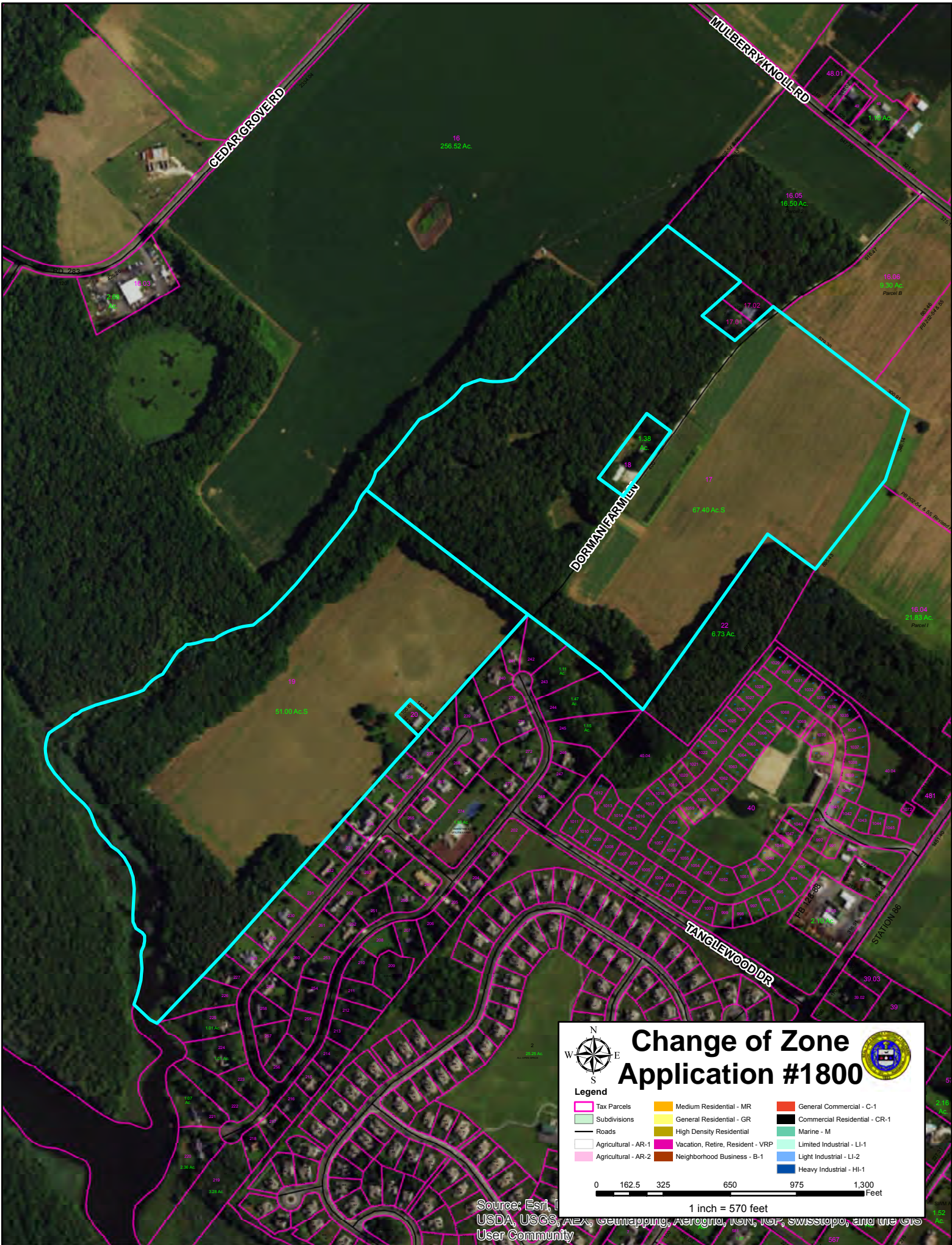
- Tax Parcels
- Subdivisions
- Roads
- Agricultural - AR-1
- Agricultural - AR-2

- General Residential - GR
- Medium Residential - MR
- High Density Residential
- Vacation, Retire, Resident - VRP
- Neighborhood Business - B-1

- Commercial Residential - CR-1
- Marine - M
- Limited Industrial - LI-1
- Light Industrial - LI-2
- Heavy Industrial - HI-1

0 300 600 1,200 1,800 2,400 Feet

1 inch = 1,042 feet



CEDAR GROVE RD

MULBERRY KNOLL RD

DORMAN FARM LN

TANGLEWOOD DR

STATION RD

16
256.52 Ac.

16.05
18.90 Ac.

16.06
4.30 Ac
Parcel B

1.38
18

17.02
17.01

17
67.40 Ac. S

22
6.73 Ac.

16.04
21.83 Ac
Parcel 7

19
51.06 Ac. S

20

40.04

40

481

PB 12-1-88

2.16 Ac.



Change of Zone Application #1800



- Legend**
- Tax Parcels
 - Subdivisions
 - Roads
 - Agricultural - AR-1
 - Agricultural - AR-2
 - Medium Residential - MR
 - General Residential - GR
 - High Density Residential
 - Vacation, Retire, Resident - VRP
 - Neighborhood Business - B-1
 - General Commercial - C-1
 - Commercial Residential - CR-1
 - Marine - M
 - Limited Industrial - LI-1
 - Light Industrial - LI-2
 - Heavy Industrial - HI-1

0 162.5 325 650 975 1,300 Feet

1 inch = 570 feet

Source: Esri, USDA, USGS, AEA, Geomapping, Aerogrid, IGN, ICG, Swisstopo, and the GIS User Community