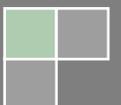


FY 2014

BUDGET

Sussex County, Delaware





FY 2014

BUDGET

Sussex County, Delaware

Sussex County Council

Michael H. Vincent – President

Samuel R. Wilson, Jr. – Vice President

George B. Cole

Joan R. Deaver

Vance C. Phillips

Administration

Todd F. Lawson – County Administrator

Susan M. Webb – Finance Director

Gina A. Jennings – Finance Director Appointee

Kathy L. Roth – Budget and Cost Manager

Information about the FY 2014 Budget is available online at
<http://www.sussexcountyde.gov>

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



Table of Contents

Letter to Sussex County Council	v
Budget Summary	1
Budget Highlights.....	1
General Fund Revenue Summary	2
General Fund Expense Summary	6
General Fund Department Expenditures	9
County Council	9
County Administration	10
Legal	12
Finance.....	13
Assessment	15
Building Code	17
Mapping and Addressing.....	19
Human Resources and General Employment	21
Records Management.....	23
Buildings and Grounds.....	25
Data Processing.....	27
Information Technology	29
Constable	30
Dog Control.....	31
Planning and Zoning	32
Paramedics.....	34
Emergency Preparedness Administration.....	36
Emergency Operations Dispatch Center	38
Communications	40
Local Emergency Planning Committee	41
Engineering Administration	42
Public Works	44
Library Administration	46
Bookmobile	47
South Coastal Library	49
Greenwood Library.....	51

Table of Contents - continued

General Fund Department Expenditures

Milton Library.....	53
Local Libraries.....	55
Economic Development	56
Security	57
Airpark.....	58
Community Development	60
Grant-in-Aid	61
Marriage Bureau	62
Recorder of Deeds	63
Register of Wills	64
Sheriff.....	65
Capital Improvements – General Fund	66
Capital Improvements – Funding Sources.....	67
Capital Improvements – Expenditures	68
Enterprise Fund Summary	70
Enterprise Charges and Fees.....	71
Enterprise Revenue	76
Enterprise Expenditures and Debt Service.....	77
Sewer Revenue	78
Sewer Expenditures.....	79
Water Revenue	81
Water Expenditures	82
Capital Improvements – Enterprise Fund	84
Fiduciary Fund.....	86



FY 2014

BUDGET

Sussex County, Delaware

May 21, 2013

Mr. President and Members of Council:

As required by Title 9, Chapter 70, § 7003(d)(5) of the Delaware Code, I respectfully submit the Proposed Annual Operating Budget for Sussex County for Fiscal Year (FY) 2014. The FY 2014 proposed budget was developed by the Budget Committee consisting of the County Administrator, the Finance Director, the Finance Director Appointee, and the Budget and Cost Manager. This recommended budget is developed after receiving individual requests from each County department and meeting with the respective directors to discuss their needs. We greatly appreciate the efforts of the directors and their staff in assisting us in developing this budget.

The Fiscal 2014 Budget again presents a challenge of that revenues are expected to slowly recover and have increased at a modest level of 3 percent for the General Fund. However, revenues from the housing sector have increased 10 percent, which shows some positive movement for the local economy. For example, our largest revenue source, Realty Transfer Tax, is budgeted at \$16 million, which is half of what it was in 2006. Thanks in part to the Council's leadership and fiscal responsibility, along with conservative budgeting, the County will continue without raising taxes or increasing fees.

The County's budgeting principles remain as follows:

- Prepare a balanced budget with minimal increases
- Maintain an operating reserve of approximately 25 percent
- Continue at the actuarial determined level of funding for pensions and pension benefits
- Operate without tax-supported debt
- Maintain 'AA+' strong bond rating
- Maintain funding for local libraries
- Use technology to streamline and automate business practices
- Enhance the County's virtual interface to improve customer service
- Provide a greater level of service to County residents
- Upgrade and maintain existing wastewater services
- Pay-as-you-go philosophy for the capital projects fund

- Continue to eliminate existing septic systems
- Continue our sewer assistance programs to help low-income residents

The Budget Committee has made assumptions as the budget was prepared. We assume that the County will continue to receive 1.5 percent of realty transfer tax on eligible properties in unincorporated areas. We also assume the County will continue to receive the 30 percent grant from the State of Delaware to fund paramedic expenses. If the State was to change these revenue sources or pass any legislation that would further cut our revenues or raise our expenses, we would have to re-evaluate County services and the County's grant-in-aid program.

The budget represents a collaborated effort between the Budget Committee and department heads. The committee worked with the department heads when cuts were inevitable. The collaborative effort ensured that expenses were in line with the overall and individual department's goals and objectives. The departments' goals are listed throughout this document. I want to personally thank everyone for their understanding of the economic challenges we all face together.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Todd F. Lawson". The signature is written in a cursive, flowing style.

Todd F. Lawson
County Administrator



FY 2014 Budget Summary

Budget Summary by Fund

Fund	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
General Fund	\$50,136,848	\$50,136,848
Capital Projects – Governmental Fund	9,873,020	9,873,020
Enterprise Funds	33,616,598	33,616,598
Capital Projects – Enterprise Fund	17,911,000	17,911,000
Fiduciary Fund	11,530,769	6,182,744
Total Budget	\$123,068,235	\$117,720,210

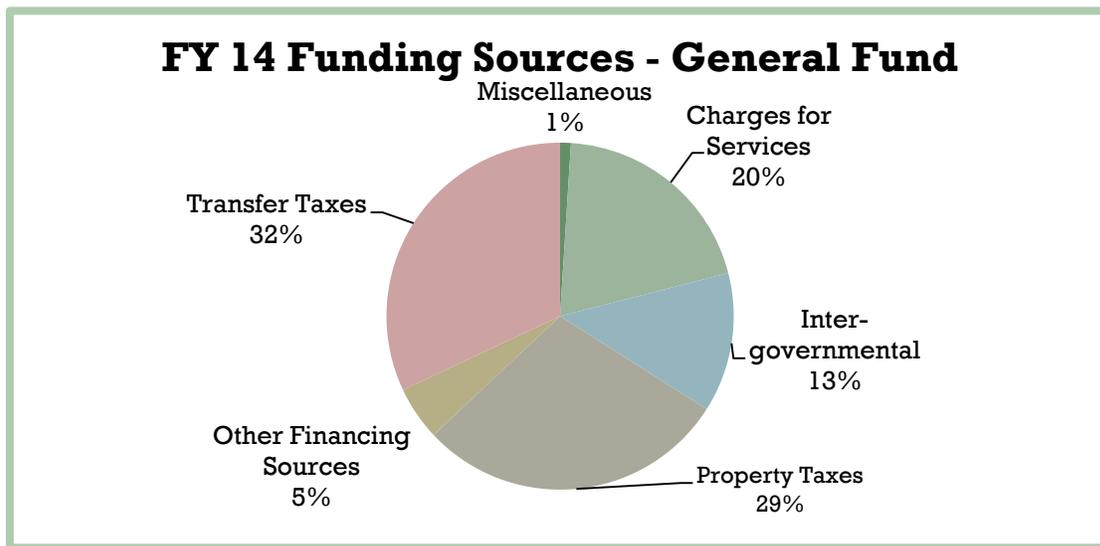
2014 Budget Highlights

- General Fund operating budget is up \$3.7 million. The increase is due to:
 - Demand for housing related services increasing more than 10 percent
 - Projected 2013 surplus of \$1.8 million
 - Intergovernmental grants increased \$555,000
 - A one-time budget expenditure for comp time to decrease the County's liability
- County daily operational expenses increased 2.0 percent
- Property taxes are level
 - Average County tax for a single-family home is \$107.74.
 - Average County tax for a manufactured home is \$40.66.
- Taxable assessments increased 1.4 percent
- No fee increases
- Small water and sewer service charge increases
- Reduction in assessment rates due to refinancing and debt payoff
- No COLA
- 2 percent bonus to all current employees
- Reduction in the number of employee positions compared to FY2013
- \$1.9 million to Delaware State Police for 44 additional State Troopers and \$575,000 for Local Law Enforcement Grants
- Continue partnership with the volunteer fire companies by providing \$3.3 million of funding for fire and ambulance services
- Capital Projects – Governmental Fund of \$9.9 million – 54.9 percent is airpark



General Fund Revenue Summary

The General Fund accounts for all financial transactions and resources in Sussex County, other than those required to be accounted for in another fund. Revenues in the General Fund are primarily derived from property and real estate transfer taxes, constitutional office fees, intergovernmental sources and other charges for services.



General Fund revenue and funding sources increased \$3.7 million, or 8.1 percent compared to the Fiscal 2013 budget. The budget reflects a 10 percent increase in most housing related revenues.

Property Taxes

The current tax rate is \$.445 per \$100 of taxable assessments. This rate has not increased in 24 years. No property tax increase is recommended again this year. The local library rate will remain at \$.0467 as well. The remaining \$.3983 is available for operating expenses.

The estimated total property tax revenue has increased 10.1 percent. This increase reflects the addition of new construction placed on the tax assessment rolls and the rebate being applied in FY2013.

Realty Transfer Tax

Realty transfer tax is budgeted to be \$16 million in FY2014. This is \$4.8 million more than Fiscal 2013's budget.

In keeping with our conservative budget approach, we estimate to collect \$18 million in FY2013. With the

uncertainty in the housing market, we budgeted 88 percent of what is expected to be collected. In addition, \$500,000 of what will be collected will be transferred to the Capital Projects fund to pay for future needs.

Intergovernmental Funds

Grants from other governmental agencies are projected to increase by \$555,000, which is a result of an increase in federal housing funding. The State paramedic grant, which is based on 30 percent of the paramedic expenses, increased \$234,000.

Constitutional Office Fees

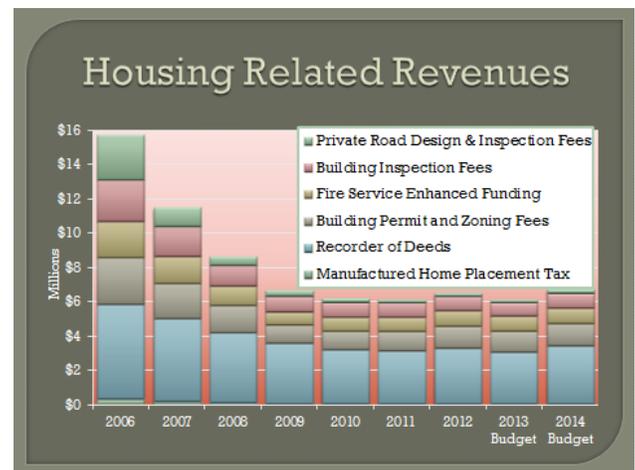
Constitutional offices include the Marriage Bureau, Recorder of Deeds, Register of Wills and Sheriff departments. Revenues are expected to decrease \$1.6 million, or 20 percent. Revenues from Sheriff's sales of properties have decreased by \$2 million. However, the Recorder of Deeds and Register of Wills offices are seeing increases in activity resulting in a \$322,000 and \$35,000 increase, respectively.

Miscellaneous Revenue

Miscellaneous revenues are projected to decrease \$130,000, or 26 percent. The reason for this decrease is investment income. Although there are improvements with investments, the budget committee continues to budget investment income conservatively.

General Government Fees and Services

The majority of these fees are real estate and economy sensitive, such as building permits and private road inspections. In general, these fees are up 10 percent. Revenues from the 911 system fee are capped by the State. Airpark rents are down 24 percent, or \$136,000, due to renegotiated leases.



Appropriated Reserve

Appropriated reserve is revenue earned in a prior budget year end that includes projected surplus. This revenue does not support daily general operating expenses. Part of the projected FY13 projected surplus is earmarked to add funding to the fire service and local law enforcement agencies, as well as replenish the County's Capital Improvement's fund.

**Sussex County Council
General Fund Revenue**

	2012 Actual	2013 Budget	2014 Budget
Taxes			
Property - County	\$11,999,186	\$11,005,591	\$12,237,907
Property – Library	1,405,368	1,415,126	1,434,874
Realty Transfer	14,282,093	13,200,000	16,000,000
Fire Service	898,335	850,000	900,000
Penalties and Interest	174,865	150,000	100,000
Total Taxes	28,759,847	26,620,717	30,672,781
Intergovernmental			
Federal Grants			
Emergency Operations	163,234	166,240	160,000
Emergency Management	145,793	4,500	3,250
Housing and Urban Development	2,221,428	1,526,800	1,856,300
Housing Project Income	17,562	-	-
Payment in Lieu of Taxes	5,823	5,600	5,600
State Grants			
Paramedics	2,513,808	3,706,897	3,941,135
Library	317,546	341,885	340,938
Local Emergency Plan Commission	68,624	69,408	69,000
Department of Health	8,214	10,000	10,000
Miscellaneous	37,623	-	-
Total Intergovernmental	5,499,655	5,831,330	6,386,223
Charges for Services			
Constitutional Offices Fees			
Marriage Bureau	132,885	130,000	115,000
Prothonotary	3,960	2,000	2,000
Recorder of Deeds	3,221,931	3,000,000	3,300,000
Recorder of Deeds – Town RTT	17,603	10,000	30,000
Recorder of Deeds – Maintenance	42,692	38,000	40,000
Register of Wills	1,044,081	965,000	1,000,000
Sheriff	4,686,024	4,000,000	2,010,000
General Government Fees			
Building Permit and Zoning Fees	1,242,834	1,200,000	1,315,000
911 System Fees	559,637	559,630	559,630
Manufactured Home Placement Fees	73,002	73,700	74,000
Building Inspection Fees	802,452	800,000	856,000
Airpark Operation Fees	545,324	566,600	430,912
Miscellaneous Fees	34,568	19,600	25,000
Dog Licensing	109,821	90,000	72,000
Rents other than Airpark	38,276	37,110	37,210
Private Road and Inspection Fees	226,654	180,000	250,000
Sewer Review and Inspection	35,049	15,000	4,400

	2012 Actual	2013 Budget	2014 Budget
Total Charges for Services	12,816,793	11,686,640	10,121,152
Miscellaneous Revenue			
Contributions and Donations	47,452	15,000	25,000
Economic Loan Repayments	24,964	26,420	45,560
Fines and Forfeits	28,074	26,000	24,000
Investment Income	280,508	307,986	170,000
Reimbursements – Medicare	108,344	96,000	96,000
Miscellaneous Revenue	68,132	36,900	17,900
Total Miscellaneous Revenue	557,474	508,306	378,460
Other Financing Sources			
Reimbursements from other funds	53,891	333,000	300,000
Appropriated Reserves	-	1,412,066	2,278,232
Total Other Financing Sources	53,891	1,745,066	2,578,232
Total Revenue	\$47,687,660	\$46,392,059	\$50,136,848

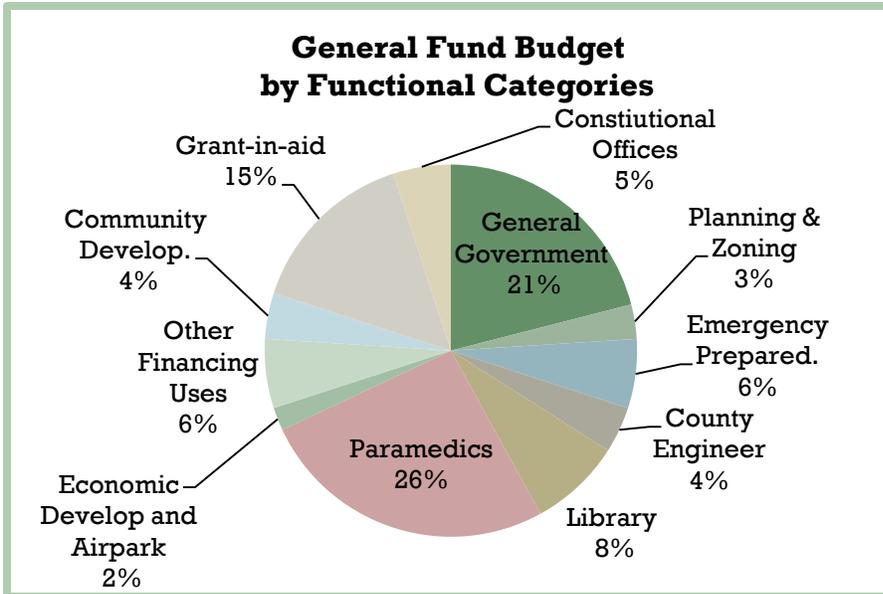
Below is a summary chart of the County’s revenues. The County is seeing a slight increase in revenues from the housing market. We anticipate that revenues will be higher than 2012, but have budgeted in line with FY2012 actuals. Our FY2013 budget revenue for property taxes is lower than most years due to a one-time tax rebate. Excluding the use of appropriated reserves, FY2013’s revenue is currently running 8 percent over budget.





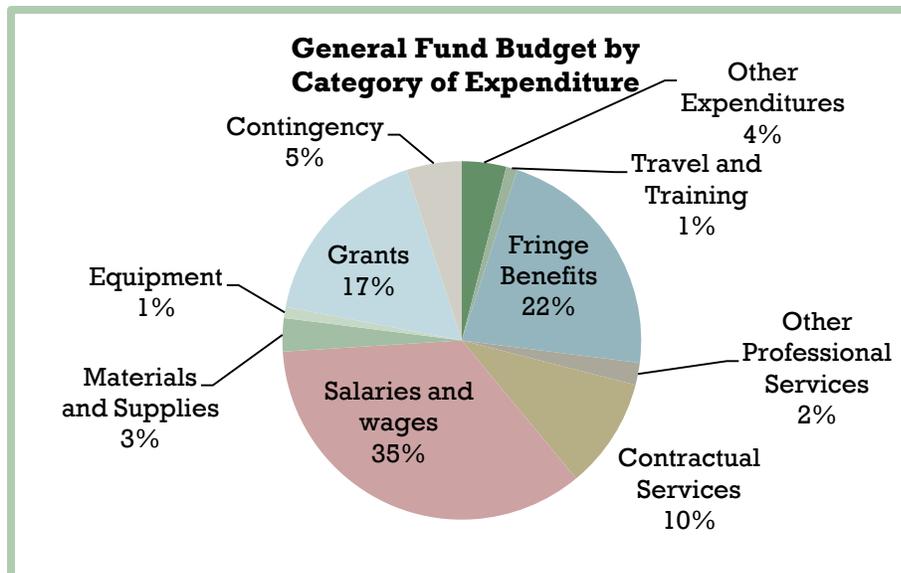
General Fund Expenditure Summary

The total FY2014 General Fund budget is \$49.8 million within ten functional uses shown here. The pie chart indicates which services County revenues support for citizens of Sussex County. Public safety makes up the largest percentage of the pie at



32 percent. This percentage excludes other public safety grants that are given to fire and ambulance companies and law enforcement agencies that can be found in the grant-in-aid section of the pie. General Government makes up the next largest portion at 21 percent. This expense

includes County Council, Administration, Finance, Human Resources, Building Code, Assessment, Dog Control, and Information Technology.



The chart shows FY2014 expenditures by category. Salaries and wages make up 35 percent of the County's General Fund expenditures. As our largest expenditure category, we continue to operate with less staff than in previous fiscal years. The FY2014

budget is down 4.5 positions from the FY2013 budget.



Sussex County General Fund Expenditures

	2012 Actual	2013 Budget	2014 Budget
General Government			
County Council	\$ 523,684	466,796	502,368
Administration	551,752	455,647	504,559
Legal	329,398	329,000	335,000
Finance	1,900,209	1,869,840	1,822,809
Assessment	1,233,391	1,316,392	1,403,250
Building Code	531,288	530,539	620,243
Mapping and Addressing	657,824	701,825	686,443
Human Resources	2,647,147	755,666	1,277,746
Records Management	75,338	93,221	156,759
Buildings and Grounds	1,203,799	1,146,318	1,333,246
Data Processing	385,692	315,618	340,982
Information Technology	858,313	1,099,214	1,131,861
Constable	262,466	271,432	240,845
Dog Control	737,017	728,944	720,665
Total General Government	11,897,318	10,080,452	11,076,776
Planning and Zoning	1,190,358	1,283,991	1,267,923
Paramedics	12,073,309	12,356,323	13,137,115
Emergency Preparedness			
Administration	423,451	429,369	478,060
Emergency Operations	1,850,417	1,953,737	2,017,436
Communication Systems	356,355	347,833	462,864
Local Emergency Planning Committee	72,908	69,408	80,640
Total Emergency Preparedness	2,703,131	2,800,347	3,039,000
County Engineer			
Administration	1,007,119	1,180,635	1,359,323
Public Works	601,094	544,969	554,441
Total County Engineer	1,608,213	1,725,604	1,913,764
Library			
Administration	520,414	596,549	620,153
Facilities	1,664,262	1,763,389	1,829,573
Local Libraries	1,391,672	1,415,126	1,434,874
Total Library	3,576,348	3,775,064	3,884,600

General Fund Expenditures - continued

	2012 Actual	2013 Budget	2014 Budget
Economic Development			
Economic Development	95,190	98,372	109,691
Security	436,813	506,220	475,712
Airpark	624,264	768,238	499,440
Total Economic Development	1,156,267	1,372,830	1,084,843
Community Development	2,544,468	1,711,011	2,100,243
Grant-in-aid	6,618,896	7,337,923	7,329,615
Constitutional Offices			
Marriage Bureau	150,394	175,891	165,415
Recorder of Deeds	1,032,488	1,105,940	1,125,127
Register of Wills	445,366	496,817	481,485
Sheriff	857,287	834,366	630,942
Total Constitutional Offices	2,485,535	2,613,014	2,402,969
Other Financing Uses			
Transfers out	979,788	735,500	500,000
Reserve for Contingencies		600,000	2,400,000
Total Other Financing Uses	979,788	1,335,500	2,900,000
Total Expenses	\$46,833,631	\$46,392,059	\$50,136,848

Expenses are up \$3.7 million from FY2013. This is largely due to the anticipated surplus from FY2013. The anticipated surplus is in Reserve for Contingencies. If the surplus is realized for FY2013, there is \$1.8 million budgeted for FY2014 in anticipation of this surplus. Also, for the first time since FY2008, we are budgeting a transfer of \$500,000 to the Capital Improvements fund for future capital projects. In addition, there is also a one-time budget item of compensation and holiday bank payout for \$498,000. The budget also has an increase of \$389,000 in Community Development, primarily due to an increase in federal housing funds. This funding increases the amount that can be spent on housing rehabilitation. Another first this year is the cost of \$126,000 to operate Woodland Park. To begin replacing our aging paramedic and general operating fleet, there is \$274,000 in machinery and equipment. Lastly, our insurance rates increased 7 percent, increasing the budget \$75,000.



General Fund Department Expenditures

County Council

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

Objectives

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

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$214,988	\$211,815	\$226,178
Vision	1,487	720	720
Dental	4,673	1,920	1,920
FICA Tax	15,883	16,204	17,369
Health Insurance	97,854	84,000	92,504
Pension	42,609	50,137	50,477
Communications	1,126	1,200	2,520
Postage and Freight	2,740	1,500	1,500
Rental and Leases	7,187	7,260	6,650
Insurance	30,584	32,370	34,640
Repairs and Maintenance	-	600	500
Printing and Binding	-	5,000	6,100
Advertising	4,173	5,600	7,200
Office/Operating Supplies	2,270	1,500	1,000
Dues and Subscriptions	13,019	14,620	15,190
Permanent Records Books	185	500	-
Tools and Small Equipment	6,214	-	-
Programs and Projects	9,625	6,000	6,000
Miscellaneous	1,454	800	1,300
Seminars and Conferences	2,500	2,550	4,600
Mileage	-	2,000	2,000
Travel	17,516	20,500	24,000
Miscellaneous Grants	47,597	-	-
Total County Council	\$523,684	\$466,796	\$502,368

County Administration

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

Objectives

- Maintain the County’s strong financial position
- Streamline County processes to better serve the public and use County assets more efficiently
- Establish a county-wide performance management initiative, focusing on a core mission, with measurable objectives
- Provide a greater level of service to residents
- Continue to renovate and expand the County’s sewer system which will provide critical infrastructure needed to protect the environment

Budget Highlights

FY2014 budget’s increase is \$1.8 million, or 175.1 percent. The increase is from the additional contingency resulting from the anticipated FY2013 year-end. If there is a surplus in FY2013, there is a line item in the budget for additional support for council approved expenditures. This amount will not be spent until it is confirmed by our independent auditors that there is a surplus in FY2013.

NUMBER OF FULL-TIME EMPLOYEES					
Department	Change from 2009 to 2014	Change from 2013 to 2014	Department	Change from 2009 to 2014	Change from 2013 to 2014
Assessment	(9.0)	1.0	Finance	(7.0)	(3.0)
Building Inspections	(3.0)	1.0	Industrial Airpark	(2.0)	-
Constitutional Offices	(5.0)	(3.0)	Information Technology	1.0	(2.0)
Communications	(1.0)	-	Libraries	(5.0)	-
Community Develop.	(1.0)	-	Mapping & Addressing	(3.0)	(1.0)
Constable	(1.0)	-	Planning & Zoning	(3.0)	-
County Council	(1.0)	-	Public Works	(2.0)	1.0
Data Processing	(2.0)	(.5)	Security	2.0	-
Dog Control	1.0	-	Engineering/Water & Sewer	(5.0)	-
Economic Develop.	(.5)	-	FY 14 Change in Number of FTEs- (5.5)		
Emergency Prepared.	1.0	1.0	5-Year Change in Number of FTEs- (55)		
Facilities Management	(9.5)	-	2009 – 547 employees 2014 – 492 employees		

County Administration - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$441,283	\$359,019	\$374,131
Cost Reimbursement - Salaries	(96,332)	(108,733)	(113,482)
Vision	803	600	600
Dental	1,825	1,600	1,600
FICA Tax	29,926	27,465	27,212
Health Insurance	76,087	70,000	92,648
Pension	65,867	84,980	84,980
Communications	6,336	6,780	6,000
Postage and Freight	399	400	200
Insurance	1,260	1,325	1,420
Repairs and Maintenance	3,763	500	650
Printing and Binding	3,311	2,300	500
Advertising	-	-	200
Cost Reimbursement – Contr. Services	(1,716)	(2,261)	-
Office/Operating Supplies	3,232	3,890	5,000
Fuel	2,189	1,800	2,300
Dues and Subscriptions	495	500	4,500
Maintenance and Repairs Parts	344	200	200
Tools and Small Equipment	7,129	4,300	4,000
Cost Reimbursement – Supplies	(728)	(2,138)	-
Programs and Projects	837	-	7,000
Miscellaneous	73	-	-
Seminars and Conferences	1,020	1,200	2,900
Mileage	85	100	200
Travel	4,948	2,600	1,800
Cost Reimbursement – Travel	(684)	(780)	-
Contingency	-	600,000	600,000
Contingency for Anticipated Surplus	-	-	1,800,000
Total County Administration	\$551,752	\$1,055,647	\$2,904,559

Legal

	2012 Actual	2013 Budget	2014 Budget
Legal	\$329,398	\$329,000	\$335,000

Moore and Rutt, P.A., is the legal firm appointed by the County Council. The firm represents the Council and the Planning & Zoning Commission. Griffin and Hackett, P.A., represents the Board of Adjustment. Young, Conaway, Stargatt and Taylor represents the County on personnel issues. The Law Offices of Ballard, Spar, LLP, provide assistance with financial matters, including bond issuances.

Finance

The mission of the Finance Department is to ensure that the County's financial resources are collected, protected, invested and distributed in a fiscally responsible manner, and to provide accurate financial data to Administration, County Council, and citizens of the County with an effective and efficient team of employees.

The Finance Department is led by a Finance Director who oversees the departments/divisions of Assessment, Billing, Collections, and Treasury.

Objectives

- Maximize the use of resources by seeking opportunities to leverage these resources through technology and partnering wherever possible
- Maintain a highly functioning work team
- Create financial policies and procedures
- Issue payments to vendors in a timely and accurate manner
- Continue to analyze all Finance divisions to ensure the most efficient processes are in place
- Monitor revenues and expenditures throughout the fiscal year, as well as prepare financial reports for the County Council on a quarterly basis
- Strengthen efforts to collect delinquencies
- Implement Munis for County billings
- Work with the auditors during the annual audit to ensure an accurate and timely annual financial report
- Continue to receive the GFOA Excellence in Comprehensive Annual Financial Reporting award
- Accurately invoice customers in a timely manner
- Process and deposit daily payments efficiently
- Maintain high standards of excellence in order to provide the highest level of service to all customers
- Strengthen technology and the use of Munis in order to improve the quality, accuracy and timeliness of all financial activity
- Continuously seek opportunities for process improvements

Budget Highlights

FY2014 budget's decrease is \$47,000, or 2.5 percent. This decrease is from continued reduction in positions due to automation and efficiencies. The FY2014 budget represents a combination of billing, collections and treasury into one department.

Finance - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$991,987	\$1,019,159	\$1,337,918
Cost Reimbursement - Salaries	(160,957)	(219,499)	(899,715)
Vision	2,278	2,640	3,480
Dental	9,816	7,040	9,280
FICA Tax	72,209	77,965	97,769
Health Insurance	356,271	308,000	492,528
Pension	192,256	241,235	300,952
Auditing and Accounting	108,702	114,600	100,000
Legal	49,473	16,000	103,000
Other Professional Services	16,753	10,700	15,500
Cost Reimbursement – Other Professional	(26,988)	(34,380)	(87,400)
Communications	6,567	6,380	6,550
Postage and Freight	66,928	65,050	155,980
Rental and Leases	5,392	6,000	15,934
Insurance	141,163	166,680	178,350
Repairs and Maintenance	34,773	30,470	15,370
Printing and Binding	12,294	13,320	10,925
Advertising	5,312	3,240	440
Other Contractual Services	-	-	23,200
Cost Reimbursement – Contr. Services	(6,102)	-	(153,420)
Office/Operating Supplies	13,761	14,300	62,600
Dues and Subscriptions	2,590	3,880	4,380
Tools and Small Equipment	3,511	1,700	1,006
Small Computer Equipment	-	4,480	3,600
Cost Reimbursement – Supplies	(4,206)	-	(28,595)
Miscellaneous	600	-	-
Seminars and Conferences	1,064	1,370	5,100
Tuition and Training	382	500	-
Mileage	261	350	400
Travel	4,282	3,910	4,500
Cost Reimbursement – Travel	(163)	(2,250)	(4,000)
Machinery and Equipment	-	7,000	94,095
Cost Reimbursement – M&E	-	-	(46,918)
Total Finance	\$1,900,209	\$1,869,840	\$1,822,809

Assessment

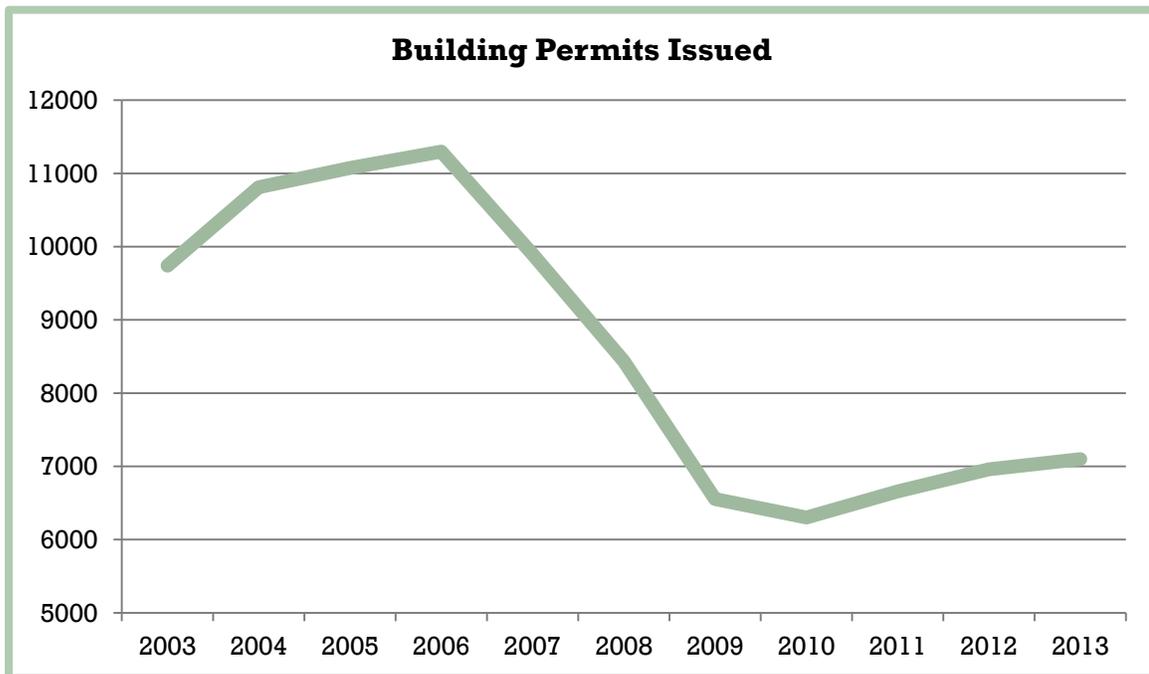
The Assessment Department is responsible for ensuring that all land, buildings, improvements, and other special betterments are valued and added to the County's assessment rolls for the purpose of taxation. The staff of this department is responsible for maintaining all County property records and tax maps, as well as issuing permits. The Director of Assessment oversees the daily operations of the Addressing, Constable, Building Code, and Dog Control departments.

Objectives

- Implement the new tax system in Munis
- Continue to add new construction to the assessment rolls in a timely manner
- Look for construction that has been performed without permits
- Continue to perform Building Code final inspections in a timely manner
- Assist Planning and Zoning with enforcement of zoning regulations

Budget Highlights

FY2014 budget's increase is \$87,000, or 6.6 percent. This is comparable with the 9.6 percent increase the department is seeing in revenue. As you can see by the graph below, there has been a steady increase in building permits since 2010. Their budget includes a staff position that transferred from another department and also a vehicle to help begin replacing the aging fleet.



Assessment - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$777,803	\$817,206	\$898,723
Cost Reimbursement - Salaries	(160,537)	(139,083)	(144,360)
Vision	2,249	2,640	2,880
Dental	8,454	7,040	7,680
FICA Tax	58,180	62,516	66,748
Health Insurance	333,369	308,000	275,206
Pension	158,795	193,433	193,433
Boards and Commissions	2,000	2,000	2,000
Communications	7,644	8,000	8,000
Postage and Freight	3,009	2,900	6,500
Insurance	5,896	6,200	6,640
Repairs and Maintenance	6,579	9,000	9,000
Printing and Binding	2,903	2,800	5,000
Advertising	154	200	3,000
Cost Reimbursement – Contr. Services	(2,830)	(2,910)	-
Office/Operating Supplies	7,401	9,000	9,000
Fuel	15,958	18,000	18,000
Dues and Subscriptions	842	1,300	2,500
Uniforms	668	-	-
Maintenance and Repair Parts	3,125	5,000	5,000
Tools and Small Equipment	1,268	-	900
Small Computer Equipment	-	5,000	2,700
Cost Reimbursement – Supplies	(3,551)	(3,830)	-
Tuition and Training	-	2,000	5,500
Mileage	-	200	200
Travel	118	-	1,000
Cost Reimbursement – Travel	(16)	(220)	-
Machinery and Equipment	3,910	-	18,000
Total Assessment	\$1,233,391	\$1,316,392	\$1,403,250

Building Code

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

Objectives

- Provide and maintain proper enforcement of current code editions
- Provide training to current staff and/or reorganize office to obtain maximum efficiency
- Provide staff with proper equipment to enhance performance with Munis system
- Continue to provide excellent service to the community with professional inspections and timely plan reviews

Budget Highlights

FY2014 budget's increase is 16.9 percent, or \$90,000. As you can see by the graph below, there has been a 19.8 percent increase in all building inspections since the last budget year. There is one additional staff and vehicle in the budget to help with the increase in activity. There is also additional money in tuition and training to offer the International Code Council course for 2012 building code regulations.

Inspections	2011/2012	2012/2013	Increase/(Decrease)
July	665	643	(22)
August	681	724	43
September	594	580	(14)
October	565	650	85
November	541	744	203
December	588	757	169
January	537	736	199
February	562	698	136
March	582	697	115
April	603	858	255
Total Inspections	5,918	7,087	1,169

Building Code - continued

	2012	2013	2014
	Actual	Budget	Budget
Salaries	\$285,102	\$281,571	\$326,099
Vision	1,424	960	1,080
Dental	1,426	2,560	2,880
FICA Tax	21,201	21,540	25,220
Health Insurance	132,289	112,000	133,286
Pension	59,448	66,648	66,648
Boards and Commissions	800	1,000	1,000
Communications	2,866	2,850	2,800
Postage and Freight	517	500	500
Insurance	2,968	3,110	3,330
Repairs and Maintenance	3,859	4,800	3,000
Printing and Binding	394	500	500
Other Contractual Services	216	1,000	-
Office/Operating Supplies	2,535	2,600	2,600
Fuel	13,398	14,000	15,000
Dues and Subscriptions	140	1,000	1,000
Permanent Record Books	204	1,000	1,200
Uniforms	470	-	-
Maintenance & Repair Parts	959	1,200	1,200
Tools and Small Equipment	132	5,000	2,500
Small Computer Equipment	-	-	1,000
Seminars and Conferences	-	600	300
Tuition and Training	940	5,000	10,000
Mileage	-	100	100
Travel	-	1,000	1,000
Machinery and Equipment	-	-	18,000
Total Building Code	\$531,288	\$530,539	\$620,243

Mapping and Addressing

The Mapping and Addressing Department creates, draws, and maintains County parcel maps, as well as provides street addresses to County parcels. They are responsible for readdressing Sussex County for the purpose of the Enhanced 911 system.

Objectives

- Increase match rate by completing data audits and working with Verizon and Homeland Security
- Continue support of 911 Center and paramedics by improving data accuracy, as well as helping to implement the latest CAD release utilizing point address data
- Work with Data Processing to complete the enterprise resource planning (ERP) project
- Link Geographical Information System (GIS) data to property records system for web services and internal applications for staff
- Support all departmental needs for access to mapping and addressing data

Budget Highlights

FY2014 budget's decrease is 2.2 percent, or \$15,000. This decrease is due to a staff member that transferred to another department to fill a vacancy. A position will go from part-time to full-time to help with the County's 911 matching rate.

Mapping and Addressing - continued

	2012	2013	2014
	Actual	Budget	Budget
Salaries	\$275,731	\$306,393	\$311,277
Vision	610	960	1,080
Dental	1,792	2,560	2,880
FICA Tax	19,719	23,439	21,404
Health Insurance	118,342	112,000	84,900
Pension	54,819	72,523	68,122
Other Professional Services	83,632	103,640	103,640
Communications	3,511	3,500	3,000
Postage and Freight	126	100	200
Insurance	1,701	1,810	1,940
Repairs and Maintenance	32,068	38,800	46,000
Printing and Binding	186	300	500
Advertising	-	100	100
Office/Operating Supplies	1,752	6,000	5,000
Fuel	4,825	5,000	5,000
Dues and Subscriptions	-	500	250
Maintenance and Repair Parts	1,135	1,000	1,000
Tools and Small Equipment	441	10,000	1,500
Small Computer Equipment	-	1,600	9,500
Programs and Projects	3,837	2,500	2,500
Seminars and Conferences	-	-	1,200
Tuition and Training	11,530	5,000	5,000
Mileage	67	100	450
Travel	-	4,000	5,000
Machinery and Equipment	42,000	-	5,000
Total Mapping and Addressing	\$657,824	\$701,825	\$686,443

Human Resources and General Employment

The Human Resources Department is a support office to the County's departments, constitutional offices, and the County Council. The County has 492 employees in the FY2014 budget. There are also approximately 30 part-time employees and 150 pensioners. The office's function includes recruitment, leave administration, payroll administration, benefit orientation and administration, employee grievances and discipline procedures, training and development, as well as administration of the health insurance plan, dental, vision, life insurance, and maintaining pensioners' documentation. The department also reviews current personnel policies and procedures, and makes recommendations to County Administration on improvements and changes.

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

Objectives

- Provide excellent service to all County employees and pensioners in the areas of benefits, staffing, compensation, policies and employee relations
- Manage and administer employee functions including Health Awareness Week, Mildred King Luncheon, Take Your Child to Work Day, Employee of the Quarter/Year, and "The Scene"

Budget Highlights

The FY2014's budget increase is \$522,000, or 69.1 percent. This will be the first full year of a comprehensive employee training program at the County. The budget includes equipment purchases such as tablets to assist in the training program. New this year is a cost to have a study done to outsource the employees' dental and vision benefits. The plan is to offer the employees dental and vision insurance instead of the current internal reimbursement plan.

The largest part of this increase is due to a one-time expenditure to reduce the County's compensatory time liability. Prior to FY2014, employees earned comp time for the first five hours of overtime in a week. This is a liability to the County and eventually gets paid out at the end of an employee's employment. Instead of having this liability continue to accumulate, this liability will be paid to the employees. In addition, there is an increase in health insurance. This is the health insurance for employees who are on short-term disability.

Human Resources and General Employment - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$221,630	\$274,151	\$298,085
Cost Reimbursement - Salaries	(54,980)	(89,331)	(98,154)
Vision	1,006	720	840
Dental	2,399	1,920	2,240
FICA Tax	15,946	20,973	21,726
Health Insurance	81,132	84,000	100,270
Pension	48,350	64,891	64,891
Boards and Commissions	4,050	5,300	7,800
Legal	52,432	50,000	30,000
Other Professional Services	36,628	46,800	45,000
Cost Reimbursement – OPS	(15,661)	(20,420)	(16,560)
Communications	1,544	1,500	1,500
Postage and Freight	872	1,000	1,000
Repairs and Maintenance	660	800	800
Printing and Binding	60	300	300
Advertising	1,613	2,000	2,000
Cost Reimbursement – Contr. Services	(488)	(1,120)	(1,120)
Office/Operating Supplies	4,335	5,000	9,000
Dues and Subscriptions	1,277	1,600	1,800
Tools and Small Equipment	1,282	-	9,300
Small Computer Equipment	-	3,200	15,000
Cost Reimbursement – Supplies	(414)	(1,960)	(7,020)
Programs and Projects	86,990	93,500	198,980
Cost Reimbursement – Misc.	(12,187)	(24,700)	(29,800)
Seminars and Conferences	-	500	1,000
Tuition and Training	18,696	-	5,100
In-house Training	289	-	-
Mileage	288	300	500
Cost Reimbursement – Travel	(108)	(160)	(1,320)
Machinery and Equipment	-	30,000	-
Comp Payout – General Employment	-	-	295,189
FICA Tax – General Employment	-	-	28,954
Blood Bank – General Employment	758	1,000	1,000
Health Insurance – General Employment	-	-	43,445
Worker’s Compensation	80,991	172,562	180,000
Unemployment Compensation	(191)	3,000	17,000
Pension	1,933,715	-	-
Other Professional Services	129,478	-	20,000
Uniforms	-	13,340	14,000
Tuition	4,755	15,000	15,000
Total Human Resources and General Employment	\$2,647,147	\$755,666	\$1,277,746

Records Management

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

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

Objectives

- Continue digitizing and indexing Sussex County records
- Implement a standard system across all records created by various departments
- Index and prepare permanent records that are not regularly accessed to the Delaware Public Archives
- Continue to improve services to internal departments
- Organize records that have met their legal retention to maximize space for the future

Budget Highlights

FY2014 budget's increase is 68.2 percent, or \$64,000. Most of this increase is due to a reclassification of the Historic Preservation Planner being budgeted in this department rather than the Engineering Department's budget like the position was in FY2013.

Records Management - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$34,087	\$50,671	\$93,933
Vision	-	120	360
Dental	-	320	960
FICA Tax	2,571	3,876	6,967
Health Insurance	15,920	14,000	31,024
Pension	9,414	11,994	11,994
Insurance	-	-	706
Repairs and Maintenance	3,927	2,000	5,350
Other Contractual Services	-	1,000	-
Office/Operating Supplies	941	1,000	1,000
Fuel	112	-	-
Dues and Subscriptions	-	50	50
Maintenance & Repair Parts	327	50	50
Tools and Small Equipment	999	100	100
Small Computer Equipment	-	3,400	-
Other Supplies	-	3,890	2,515
Tuition and Training	-	750	750
Travel	-	-	1,000
Machinery and Equipment	7,040	-	-
Total Records Management	\$75,338	\$93,221	\$156,759

Buildings and Grounds

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

Objectives

- Ensure all County buildings are clean, safe, and properly maintained
- Continue to work with County Council, Administration, and directors to accommodate their maintenance needs
- Coordinate future projects to ensure timely completion while minimizing any inconvenience
- Oversee the Buildings and Grounds staff and coordinate their daily duties with new projects as they arise
- Renovate the Records Management building by replacing the roof and upgrading the HVAC system
- Continue to work with vendors to ensure the best prices for products and services

Budget Highlights

FY2014 budget's increase is \$187,000, or 16.3 percent. Although the salaries have increased, there is no additional staff in the budget. The increase is due to the allocation of their time. In FY2013, much of their time was charged to the Airpark budget. If you review the Airpark budget, you will see a decrease in their department that offsets this department's increase. The increase in machinery and equipment is a generator for the new pole barn located at the Airpark.

There are numerous building renovation projects in the FY2014 Capital Improvements budget, such as repairing chimneys, renovating the roof and HVAC system at the Records Management building, and fixing the exterior steps. The Buildings and Grounds Department helps facilitate and coordinate all buildings related to capital projects.

Buildings and Grounds - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$419,532	\$383,337	\$542,067
Vision	1,168	1,320	1,800
Dental	3,072	3,520	4,800
FICA Tax	31,430	29,325	40,607
Health Insurance	187,947	154,000	158,420
Pension	80,360	90,736	90,736
Communications	23,587	21,500	21,500
Utilities	148,161	-	-
Utilities – Electric	15,211	160,000	150,000
Utilities – Fuel	705	20,720	20,720
Utilities – Other	2,881	10,900	10,900
Insurance	19,261	19,110	20,450
Repairs and Maintenance	76,329	102,000	119,096
Office/Operating Supplies	31	150	150
Fuel	38,844	34,000	30,000
Janitorial	17,962	17,000	15,000
Uniforms	545	-	-
Maintenance and Repair Parts	59,522	60,000	70,000
Tools and Small Equipment	9,421	20,000	24,200
Small Computer Equipment	-	-	1,500
Programs and Projects	2,052	-	-
Seminars and Conferences	132	200	300
Tuition and Training	-	-	1,000
Travel	-	500	-
Land	18,562	-	-
Improvements	24,284	18,000	-
Machinery and Equipment	22,800	-	10,000
Total Buildings and Grounds	\$1,203,799	\$1,146,318	\$1,333,246

Data Processing

The Data Processing Department maintains financial system software for Assessment, Tax, and Utility Billings. They handle various requests for reports from internal departments, external agencies and the public. During FY2014, the department will continue to convert existing data to the new enterprise resource planning (ERP) system. The tax software will be using the ERP system, Munis, in July, whereas Utility Billing will not implement Munis until the summer of 2014.

Objectives

- Troubleshoot systems in a cooperative manner with County staff
- Identify problems and report to the proper software vendor
- Support legacy software that will still be utilized during the next fiscal year
- Maintain security on Munis and iSeries
- Develop and code requested modifications and reports
- Convert and transfer files to Munis
- Create offline access to legacy data for Finance and payroll in preparation for the retirement of the iSeries

Budget Highlights

FY2014 budget's increase is \$25,000 or 8.0 percent. Over the last couple of years, Data Processing has decreased in staff as the ERP system has become operational. FY2014 will be no different. They are down half of a staff position due to a retirement in FY2013. The increase in machinery and equipment is for a high-volume printer that will print in both the legacy and the new ERP system. There are also additional funds for Munis training. This training helps them to be the first line of support to the new system. It is important to have staff support for a system that is used by many departments.

Data Processing - continued

	2012	2013	2014
	Actual	Budget	Budget
Salaries	\$260,250	\$219,496	\$205,702
Cost Reimbursement – Salaries	(60,978)	(70,644)	(69,445)
Vision	531	540	480
Dental	2,821	1,440	1,280
FICA Tax	18,890	16,791	14,904
Health Insurance	79,609	63,000	77,164
Pension	48,177	51,955	47,697
Communications	2,024	1,800	3,300
Postage and Freight	173	200	250
Repairs and Maintenance	24,833	24,500	29,000
Cost Reimbursement – Contractual Services	(3,318)	(5,300)	-
Office/Operating Supplies	8,681	10,600	10,000
Tools and Small Equipment	5,401	-	-
Small Computer Equipment	-	3,000	-
Cost Reimbursement - Supplies	(1,402)	(2,720)	-
Seminars and Conferences	-	200	2,000
Tuition and Training	-	1,000	-
Mileage	-	-	150
Travel	-	-	5,500
Cost Reimbursement - Training	-	(240)	-
Machinery and Equipment	-	-	13,000
Total Data Processing	\$385,692	\$315,618	\$340,982

Information Technology

Information Technology is responsible for the phone and computer network systems and related infrastructure. They design, upgrade, and repair all computers within the county network. The official website is also designed and administered by them.

Objectives

- Create a secure data center
- Increase the wireless footprint to other County buildings
- Improve the County’s virtual interface
- Support departments to meet their technology needs

Budget Highlights

FY2014 budget’s increase is \$33,000, or 3.0 percent. There is also an increase in maintenance. Information Technology has purchased new software to better protect the County’s systems from viruses or worms. They are also increasing security with mobile device protection software.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$378,366	\$476,320	\$485,188
Cost Reimbursement – Salaries	(108,486)	(267,320)	(159,984)
Vision	1,751	1,440	1,200
Dental	4,162	3,840	3,200
FICA Tax	27,365	36,439	35,303
Health Insurance	159,197	168,000	162,650
Pension	76,988	112,745	105,014
Other Professional Services	33,452	71,300	23,800
Communications	6,863	49,960	36,000
Postage and Freight	78	100	250
Insurance	2,381	2,460	2,640
Repairs and Maintenance	211,238	320,090	367,000
Printing and Binding	435	500	500
Office/Operating Supplies	3,091	3,000	2,000
Fuel	1,297	1,300	1,900
Dues and Subscriptions	449	700	700
Maintenance and Repairs Parts	1,851	2,000	1,500
Tools and Small Equipment	23,427	25,080	14,200
Small Computer Equipment	-	-	5,000
Seminars and Conferences	1,795	2,700	1,500
Tuition and Training	7,539	9,000	10,000
Travel	3,337	5,000	7,000
Machinery and Equipment	21,737	74,560	25,300
Total Information Technology	\$858,313	\$1,099,214	\$1,131,861

Constable

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

Objectives

- Resolve and investigate complaints and violations in a timely and professional manner
- Demolish vacant and illegal manufactured homes
- Work with DELJIS system to summon people to court
- Work with State on abatement program
- Assist the Collections Manager on delinquent collections

Budget Highlights

FY2014 budget's decrease is \$31,000, or 11.3 percent.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$132,826	\$135,853	\$138,570
Vision	837	480	480
Dental	367	1,280	1,280
FICA Tax	10,021	10,393	10,405
Health Insurance	63,679	56,000	23,898
Pension	26,136	32,156	32,162
Communications	1,660	1,800	1,800
Postage and Freight	505	500	600
Insurance	2,360	2,470	2,650
Repairs and Maintenance	1,858	2,300	1,300
Printing and Binding	29	200	200
Other Contractual Services	8,214	10,000	10,000
Office/Operating Supplies	706	1,000	1,000
Fuel	5,076	5,500	5,000
Uniforms	398	-	-
Maintenance and Repair Parts	1,519	1,500	1,500
Programs and Projects	6,275	10,000	10,000
Total Constable	\$262,466	\$271,432	\$240,845

Dog Control

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

Objectives

- Continue issuing dog licenses in an efficient and timely manner
- Monitor the County's contractor that provides dog control services

Budget Highlights

FY2014 budget's decrease is \$8,000, or 1.1 percent. The largest portion of this department's budget is the contract with Kent County SPCA to provide dog services to Sussex County.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$35,860	\$28,612	\$28,687
Vision	-	120	120
Dental	-	320	320
FICA Tax	2,611	2,189	2,195
Health Insurance	15,920	14,000	7,954
Pension	8,729	6,772	6,658
Postage and Freight	1,538	1,600	1,600
Printing and Binding	956	3,500	1,000
Office/Operating Supplies	1,400	1,600	1,900
Other Supplies	772	1,000	1,000
Programs and Projects	669,231	669,231	669,231
Total Dog Control	\$737,017	\$728,944	\$720,665

Planning and Zoning

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

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

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

Objectives

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

Budget Highlights

FY2014 budget's decrease is \$16,000, or 1.2 percent. The decrease is from the purchase of a filing system in FY2013 that cost \$30,000. However, there is an additional full-time staff position in the budget and a new vehicle to help with the County's aging fleet.

Planning and Zoning – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$491,884	\$551,966	\$584,169
Vision	940	1,560	1,620
Dental	3,161	4,160	4,320
FICA Tax	36,205	42,225	46,140
Health Insurance	191,037	182,000	181,294
Pension	103,554	130,650	130,650
Legal	227,931	170,000	140,000
Other Professional Services	973	20,000	-
Communications	3,748	4,000	6,000
Postage and Freight	6,179	6,800	6,800
Insurance	4,799	5,630	6,030
Repairs and Maintenance	5,583	5,900	5,900
Printing and Binding	2,462	4,000	2,600
Advertising	27,110	36,500	35,000
Office/Operating Supplies	4,044	3,000	4,500
Fuel	16,556	17,000	13,500
Permanent Record Books	1,956	2,000	3,000
Uniforms	454	-	-
Dues and Subscriptions	715	600	2,400
Maintenance and Repair Parts	-	750	750
Tools and Small Equipment	445	1,500	1,500
Seminars and Conferences	150	1,000	1,000
Tuition and Training	722	2,000	2,000
Mileage	-	250	250
Travel	-	500	500
Machinery and Equipment	-	30,000	-
Transportation Equipment	-	-	18,000
Planning and Zoning Commission	29,250	30,000	37,500
Board of Adjustment	30,500	30,000	32,500
Total Planning and Zoning	\$1,190,358	\$1,283,991	\$1,267,923

Paramedics

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

Objectives

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

Budget Highlights

The Paramedic Department increased \$781,000, or 6.3 percent. Due to high mileage and reliability, the department must begin to replace its aging fleet of vehicles. Staffing and overtime are concerns for this department. There are additional funds to help with the recruitment of paramedics. To help with attrition, the County will continue to fund the student medic program through Delaware Technical and Community College. There are 3 students funded for 3 months and 3 students funded for 12 months.

To help with overtime, the County is implementing a holiday bank buyback. Paramedics receive a holiday bank instead of the actual holiday because 24/7 coverage is required. As medics use their holidays, overtime is usually incurred to replace the medic using their holiday. Paramedics will still be given the option to use their holiday, but they will also now have the option to be paid for them instead.

Paramedics – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$6,484,756	\$6,721,118	\$7,191,182
Vision	14,097	12,960	13,920
Dental	39,975	34,560	37,120
FICA Tax	474,367	514,165	538,829
Blood Bank	115	125	125
Health Insurance	1,671,133	1,512,000	1,841,371
Worker's Compensation	186,034	381,087	400,000
Unemployment Compensation	8,317	8,000	5,000
Pension	1,402,340	1,590,888	1,401,898
Legal	36,160	15,000	30,000
Other Professional Services	45,167	71,525	50,600
Communications	54,067	52,000	64,880
Postage and Freight	1,188	1,400	600
Utilities	44,356	61,320	52,880
Rentals and Leases	132,711	129,000	120,960
Insurance	81,202	88,270	94,450
Repairs and Maintenance	226,713	256,680	276,502
Printing and Binding	1,543	1,300	1,000
Advertising	2,285	6,500	7,500
Other Contractual Services	5,919	7,300	7,300
Office/Operating Supplies	16,383	11,700	8,500
Fuel	138,352	164,400	155,924
Janitorial Supplies	6,837	6,500	6,500
Dues and Subscriptions	225	300	300
Uniforms	87,190	66,370	57,891
Maintenance and Repair Parts	79,490	70,900	85,128
Tools and Small Equipment	82,530	196,720	188,895
Other Supplies	127,900	129,700	136,200
Programs and Projects	1,861	14,000	14,000
Miscellaneous	163	1,000	1,000
Seminars and Conferences	5,590	6,000	7,225
Tuition and Training	16,332	33,750	42,000
Mileage	-	250	250
Travel	21,150	21,185	25,185
Machinery and Equipment	576,861	168,350	52,000
Transportation Equipment	-	-	220,000
Total Paramedics	\$12,073,309	\$12,356,323	\$13,137,115

Emergency Preparedness Administration

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

Objectives

- Support the Sussex County Citizen Corps and Sussex County Radio Amateur Civil Emergency Service by purchasing the necessary equipment for those agencies to function properly
- Work with the school districts in Sussex County through a federal grant to enhance shelter operations by assuring emergency power and safety
- Install the necessary equipment to record the public access phone lines that are used during an EOC activation
- Continue to improve operations at the EOC during activations by addressing issues
- Implement the Enhanced 911 System
- Continue to improve public awareness and safety during major storms

Budget Highlights

FY2014 budget's increase is \$49,000, or 11.3 percent. Part of the increase is due to the internal transfer of an employee from another department. Another increase is in repairs and maintenance with the purchase of a domestic water treatment system for the Emergency Operations building for \$19,000.

Emergency Preparedness Administration – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$101,382	\$103,270	\$147,564
Vision	-	240	360
Dental	409	640	960
FICA Tax	7,520	7,900	10,917
Health Insurance	31,839	28,000	31,392
Pension	19,399	24,444	24,444
Communications	11,108	28,280	15,000
Postage and Freight	248	100	500
Utilities	88,161	94,000	81,000
Rentals and Leases	1,751	1,440	1,440
Insurance	1,212	1,330	1,430
Repairs and Maintenance	91,440	102,525	112,983
Office/Operating Supplies	1,205	1,100	1,750
Fuel	4,284	5,700	4,500
Dues and Subscriptions	322	300	300
Uniforms	152	-	-
Maintenance and Repair Parts	6,791	6,000	13,500
Tools and Small Equipment	3,553	8,500	7,120
Other Supplies	-	8,300	15,400
Small Computer Equipment	-	1,500	1,500
Programs and Projects	15,990	3,300	3,500
Seminars and Conferences	0	500	500
Travel	1,380	2,000	2,000
Machinery and Equipment	35,305	-	-
Total Emergency Preparedness Admin.	\$423,451	\$429,369	\$478,060

Emergency Operations Dispatch Center

The Emergency Operations Dispatch Center provides 911 services for the residents of Sussex County. The Center is responsible for dispatching fire companies, ambulance squads, County paramedics, the State Police Medivac Helicopter and other resources for fire and medical emergencies.

Objectives

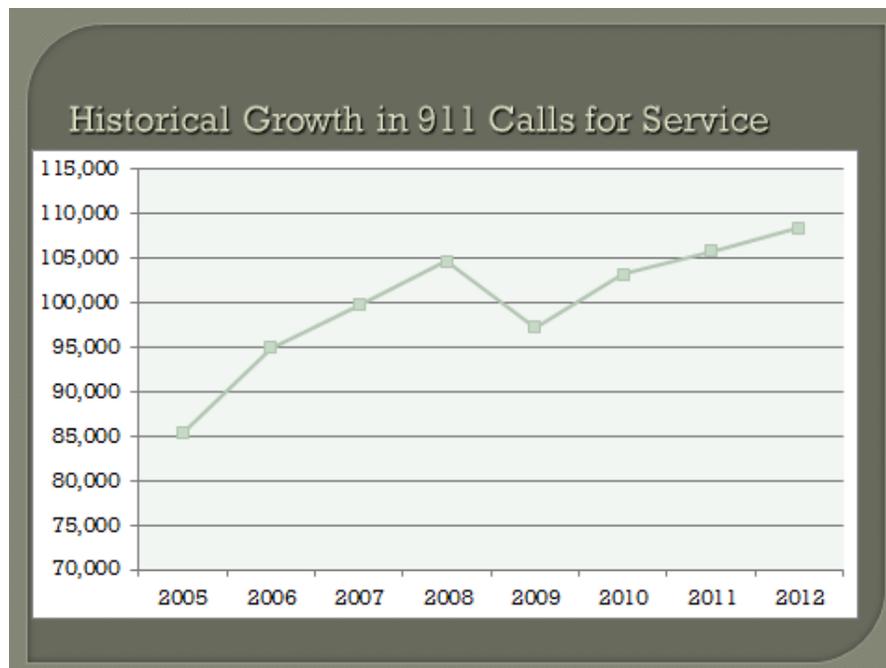
- Institute Smart911 in Sussex County
- Commemorate the 30th Anniversary of 9-1-1 in Sussex County
- Continue to work with the fire service to support the mobile data terminals in apparatus to provide a wireless link back to the Dispatch Center in order to track units and send vital dispatch information
- Continue to maintain the status as an Accredited Center of Excellence
- Maintain the Regional Training Facility for Priority Dispatch
- Field the Mobile Command Unit to assist with public safety events in Sussex County

Budget Highlights

FY2014 budget's increase is \$64,000, or 3.3 percent. The increase is from a software purchase for \$50,000. The software is called Smart911. Smart911 will provide dispatchers and first responders with additional critical call data in order to help improve response effectiveness throughout the County.

Emergency Operations Dispatch Center – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$1,046,976	\$1,056,646	\$1,083,785
Vision	1,211	2,640	2,640
Dental	3,377	7,040	7,040
FICA Tax	78,080	80,833	80,972
Health Insurance	347,495	308,000	325,925
Pension	188,624	250,108	212,949
Communications	30,058	29,000	30,000
Postage and Freight	280	100	200
Insurance	1,165	1,220	1,310
Repairs and Maintenance	90,591	131,200	166,900
Office/Operating Supplies	967	1,000	1,000
Fuel	332	1,200	1,100
Dues and Subscriptions	691	1,600	800
Maintenance and Repair Parts	10,891	14,000	10,000
Tools and Small Equipment	32,043	15,400	5,000
Small Computer Equipment	-	-	1,500
Programs and Projects	369	1,000	51,865
Seminars and Conferences	-	1,200	2,200
Tuition and Training	14,010	44,550	24,750
Mileage	1,912	3,000	1,500
Travel	1,345	4,000	6,000
Total Emergency Operations Dispatch Center	\$1,850,417	\$1,953,737	\$2,017,436



Communications

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

Objectives

- Continue providing support to the 911 Center, fire companies, paramedics, wastewater facilities, and communications tower sites with installation, and programming
- Repair and troubleshoot all radio communications, Knox box, emergency lighting and Opticon

Budget Highlights

FY2014 budget's increase is \$115,000, or 33.1 percent. The increase is in general repairs and maintenance such as painting, renovating lighting systems, and installing fencing for County-owned towers. The budget includes \$40,000 to purchase a generator for the Long Neck tower.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$161,590	\$162,131	\$168,754
Vision	1,738	360	360
Dental	667	960	960
FICA Tax	12,181	12,403	12,643
Health Insurance	47,759	42,000	54,094
Pension	32,052	38,377	36,726
Communications	2,192	2,300	2,300
Postage and Freight	36	100	100
Insurance	2,472	2,530	2,710
Repairs and Maintenance	33,261	45,697	70,226
Office/Operating Supplies	464	500	500
Fuel	9,036	10,000	10,000
Uniforms	661	-	-
Maintenance and Repair Parts	23,860	-	28,000
Tools and Small Equipment	13,006	21,150	25,752
Machinery and Equipment	15,380	9,325	49,739
Total Communications	\$356,355	\$347,833	\$462,864

Local Emergency Planning Committee

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

Objectives

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

Budget Highlights

FY2014 budget's increase is \$11,000, or 16.2 percent. The increase is due to the new way that Finance can now allocate health insurance costs. Health insurance is charged to each department based on the employee's election rather than an average amount per employee, as it has been done in the past.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$40,351	\$39,574	\$42,356
Vision	-	120	120
Dental	382	320	320
FICA Tax	2,852	3,027	3,005
Health Insurance	15,920	14,000	23,070
Pension	7,438	9,367	9,369
Communications	942	800	800
Postage and Freight	-	200	400
Office/Operating Supplies	87	500	-
Seminars and Conferences	1,084	-	-
Tuition and Training	1,475	-	-
Mileage	2,034	500	-
Travel	343	1,000	1,200
Total Local Emergency Planning Committee	\$72,908	\$69,408	\$80,640

Engineering Administration

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

Objectives

- Provide efficient oversight and management of capital construction projects
- Develop plans for the expansion of the County's sewer system
- Provide County Council with timely and quantitative information regarding capital projects
- Manage various subdivision projects
- Provide oversight of closed County landfills, to include sampling of ground water and central water facilities' monitoring

Budget Highlights

FY2014 budget's increase is \$179,000, or 15.1 percent. The increase is due to operation of the new Woodland Park that is currently in the design phase. The operational costs are anticipated to be \$126,000, with \$80,000 being for water sampling and monitoring.

Engineering Administration – continued

	2012 Actual	2013 Budget	2014 Budget
Engineering Administration			
Salaries	\$673,574	\$777,044	\$808,914
Personal Cost Reimbursement	(207,785)	(268,000)	(200,000)
Vision	1,346	1,560	1,680
Dental	4,472	4,160	4,480
FICA Tax	49,275	59,444	62,968
Health Insurance	178,128	182,000	163,054
Pension	133,156	183,927	183,927
Engineering	32,269	50,000	30,000
Communications	3,259	3,200	3,600
Postage and Freight	8	50	50
Repairs and Maintenance	-	-	1,000
Advertising	-	400	-
Office/Operating Supplies	102	1,200	10,000
Fuel	4,817	5,000	5,000
Dues and Subscriptions	2,121	3,000	-
Maintenance and Repairs Parts	13	-	50
Tools and Small Equipment	5,077	850	-
Small Computer Equipment	-	3,700	1,700
Other Supplies	-	-	3,900
Miscellaneous	-	-	126,000
Seminars and Conferences	1,040	-	-
Tuition and Training	71	2,000	2,000
Mileage	24	100	-
Travel	701	1,000	1,000
Machinery and Equipment	6,000	-	-
Solid Waste			
Programs and Projects	119,451	140,000	124,000
Improvements	-	30,000	26,000
Total Engineering Administration/ Solid Waste	\$1,007,119	\$1,180,635	\$1,359,323

Public Works

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

Objectives

- Continue to represent the County Engineering Department on the Technical Advisory Committee
- Continue to perform construction plan review and inspection, including administration for pre-construction for developments regulated under Chapters 99 and 110 of the Sussex County Code
- Continue to work with jurisdictional agencies and County departments such as the Planning and Zoning Commission, the Delaware Department of Transportation, the Delaware Department of Natural Resources and Environmental Control, and the Sussex Conservation District in the plan review process and construction of regulated developments
- Continue to participate with the Sussex Conservation District's Storm Water Advisory Committee
- Improve the regulation of private road developments to decrease project time
- Improve the administration and tracking of developers' performance bonds
- Improve private road standards and specifications

Budget Highlights

FY2014 budget's increase is \$9,000, or 1.7 percent. There is an additional Plans Administrator in the budget. This position has been added due to the increased activity and potential retirements that can occur in the near future. This position requires considerable background and technical knowledge for the review of sanitary sewer and private road plans regulated by the County. During the term of having two reviews, plans would not be forwarded to the County's contractor for review, thus retaining plan review revenue within the County.

	2011	2012	2013 (thru April 30 th)
Private Road Review and Inspection Revenue	\$207,639	\$226,654	\$491,559

Public Works – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$310,492	\$305,326	\$339,301
Personal Cost Reimbursement	(5,521)	-	-
Vision	1,611	840	900
Dental	2,459	2,240	2,400
FICA Tax	23,387	23,357	25,639
Health Insurance	113,067	98,000	66,377
Pension	62,715	72,271	72,271
Engineering	28,331	16,000	20,000
Communications	5,057	5,500	4,700
Postage and Freight	450	600	500
Insurance	3,021	3,160	3,390
Repairs and Maintenance	1,983	3,000	3,000
Office/Operating Supplies	1,063	1,000	1,000
Fuel	9,252	10,000	10,000
Dues and Subscriptions	146	200	250
Uniforms	56	-	-
Maintenance and Repair Parts	1,069	1,500	2,100
Programs and Projects	42,456	-	-
Tools and Small Equipment	-	500	500
Small Computer Equipment	-	1,200	1,658
Other Supplies	-	-	180
Seminars and Conferences	-	100	100
Mileage	-	100	100
Travel	-	75	75
Total Public Works	\$601,094	\$544,969	\$554,441

Library Administration

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

Objectives

- Align vision, mission and policies among County libraries in coordination with Sussex County Administration
- Work closely with the Sussex County Information Technology Department and the Delaware Division of Libraries/other partners in the Delaware Library Catalog to ensure efficient operation and continuous improvement of the automated system
- Continue to promote civic engagement, early childhood development and literacy through outreach activities online and across the County
- Facilitate professionalization of library staff via continuing education and professional development opportunities, including the annual Staff Development Day, online classes, seminars and regular meetings
- Work with the Sussex County Library Advisory Board, Sussex County library staff and the Delaware Division of Libraries to create and implement consistent/effective library policies, align strategic plans and seek economies of scale purchasing
- Manage Anchor Library funds from the Delaware Division of Libraries to accomplish goals established by the Sussex County Library System participants; these goals provide broader and deeper resources for all of the libraries in the County

Budget Highlights

FY2014 budget's increase is \$24,000, or 4.0 percent. The increase is in salaries. There is no additional staff in this department. In FY2013, part of one position in this department was also charged to the Bookmobile. This year the entire position is in this budget. There is a corresponding decrease in the Bookmobile's budget.

Library Administration – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$254,972	\$251,884	\$273,159
Vision	597	840	840
Dental	874	2,240	2,240
FICA Tax	18,673	19,269	19,933
Health Insurance	107,724	98,000	85,910
Pension	46,974	59,621	59,621
Boards and Commissions	2,100	2,500	2,500
Communications	2,788	2,800	2,800
Postage and Freight	3,513	3,300	3,000
Insurance	533	560	600
Repairs and Maintenance	5,175	2,600	5,500
Printing and Binding	35	-	-
Other Contractual Services	1,611	53,000	20,000
Office/Operating Supplies	5,186	5,000	5,000
Fuel	97	400	-
Dues and Subscriptions	22,859	9,035	40,000
Permanent Record Books	8,300	6,000	10,000
Maintenance and Repair Parts	-	200	200
Tools and Small Equipment	20,375	2,000	500
Small Computer Equipment	-	-	2,000
Other Supplies	7,142	5,000	2,500
Programs and Projects	4,859	400	200
Miscellaneous	-	65,000	75,000
Seminars and Conferences	970	500	1,180
Tuition and Training	854	3,700	3,700
Mileage	1,287	1,200	1,700
Travel	2,916	1,500	2,070
Total Library Administration	\$520,414	\$596,549	\$620,153

Bookmobile

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

Objectives

- Inaugurate public education efforts to connect with Sussex County residents “where they are”, thereby enabling individuals to conveniently link to library services that meet their needs
- Provide concentrated stops to serve residential or congregate facilities on a regular schedule using the van and mobile library
- Create and distribute deposit collections to enhance daycare curriculum

Budget Highlights

FY2014 budget’s increase is \$6,000, or 6.5 percent. This increase is for a part-time CDL licensed staff person to help drive the Bookmobile.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$25,972	\$37,728	\$43,383
Vision	360	120	120
Dental	-	320	320
FICA Tax	1,848	2,886	3,154
Health Insurance	15,920	14,000	23,070
Pension	7,139	8,930	6,267
Communications	1,246	1,300	1,200
Insurance	1,377	1,450	1,560
Repairs and Maintenance	11,500	7,000	3,500
Office/Operating Supplies	78	200	200
Fuel	2,331	5,000	3,000
Dues and Subscriptions	54	60	60
Permanent Record Books	9,308	8,000	8,000
Maintenance and Repair Parts	337	600	200
Tools and Small Equipment	1,162	100	100
Small Computer Equipment	-	800	800
Other Supplies	4,859	3,500	3,500
Programs and Projects	856	750	400
Seminars and Conferences	200	200	200
Tuition and Training	-	250	250
Mileage	-	150	100
Travel	190	75	75
Total Bookmobile	\$84,737	\$93,419	\$99,459

South Coastal Library

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

Objectives

- Maintain a collection that anticipates and fulfills public demand and serves the general information needs of the community
- Increase purchases in high-demand collection areas, especially in children's materials, audiobook and DVD titles providing cultural and educational programs for patrons of all ages
- Maintain the quality and services of the existing facilities
- Improve library customer service
- Focus on patron needs in coping with job loss, career searching and the acquisition of technological skills to function in a changing job market by providing/maintaining materials in this subject area, as well as continuing to provide computer/technological classes for patrons; provide online courses/workshops that allow staff to improve skill levels without necessitating travel expenses
- Maintain the physical and technological requirements of the expanded facility through the upgrading of computers for use by staff and patrons; add new technologies in order to keep up with current demand

Budget Highlights

FY2014 budget's decrease is \$52,000, or 7.8 percent. The decrease is only due to the new way Finance can now allocate health insurance costs. Health insurance is charged to each department based on the employee's election rather than an average amount per employee, as it has been done in the past. This decrease is made up by other department increases.

South Coastal Library - continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$281,473	\$310,020	\$313,652
Vision	884	840	960
Dental	1,672	2,240	2,560
FICA Tax	21,191	23,717	23,466
Health Insurance	96,925	98,000	60,289
Pension	58,845	73,382	51,439
Communications	1,267	1,400	1,470
Utilities	26,649	40,000	35,000
Insurance	3,080	3,180	3,410
Repairs and Maintenance	25,890	29,000	27,000
Other Contractual Services	2,789	3,250	3,250
Office/Operating Supplies	6,734	6,000	6,500
Fuel	4,217	250	550
Dues and Subscriptions	10,139	11,000	12,000
Permanent Record Books	45,888	31,000	32,000
Maintenance and Repair Parts	3,105	3,800	3,800
Tools and Small Equipment	24,675	500	3,500
Small Computer Equipment	-	8,355	10,448
Other Supplies	24,591	14,000	15,000
Programs and Projects	5,096	5,000	5,000
Seminars and Conferences	520	1,030	1,870
Tuition and Training	-	100	100
Mileage	1,034	1,400	1,400
Travel	2,139	1,945	2,640
Total South Coastal Library	\$648,803	\$669,409	\$617,304

Greenwood Library

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

Objectives

- Welcome Sussex County residents into the new Greenwood Public Library in late 2013 and orient them to improved and expanded services that will be offered there
- Fully explore the opportunities for community engagement and partnerships possible through the new library
- Provide a current attractive collection of materials reflecting the lifelong learning interests of the community
- Ensure staff will have access to training to guarantee they will have expertise and skills to provide assistance in locating materials and information in a variety of formats
- Provide cultural and educational programs for all ages; at least one program will be targeted to the interest of non-users

Budget Highlights

FY2014 budget's increase is \$97,000, or 20.7 percent. The new Greenwood Library will open this fiscal year. With the anticipation of opening, there is \$43,000 in this budget for furniture and \$27,000 for computers. Fifty percent of these computers are funded through the State.

Greenwood Library – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$207,753	\$211,822	\$220,705
Vision	605	720	720
Dental	2,653	1,920	1,920
FICA Tax	14,549	16,204	16,637
Health Insurance	94,260	84,000	93,072
Pension	40,632	50,138	45,618
Communications	408	500	560
Utilities	6,243	8,000	15,500
Rental and Leases	110	30,600	22,750
Repairs and Maintenance	816	10,000	25,000
Other Contractual Services	-	2,500	1,831
Office/Operating Supplies	4,047	4,000	4,000
Dues and Subscriptions	6,687	7,400	7,400
Permanent Record Books	19,774	19,000	20,000
Maintenance and Repair Parts	284	750	750
Tools and Small Equipment	928	500	750
Small Computer Equipment	-	7,245	26,795
Other Supplies	9,197	8,000	9,000
Programs and Projects	3,052	3,220	5,020
Seminars and Conferences	-	275	350
Mileage	1,952	1,500	1,500
Travel	-	200	2,230
Machinery and Equipment	-	-	43,435
Total Greenwood Library	\$413,950	\$468,494	\$565,543

Milton Library

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

Objectives

- Continue to provide materials and services in a variety of formats to fulfill strategic plan objectives for the selected service responses of Current Topics and Titles and Lifelong Learning; continue weeding and purchasing as part of the Delaware Library Catalog Collaborative Collection Development team.
- Complete long-planned maintenance to original building
- Continue the emphasis on public awareness of available services and assistance at the library
- Continue to build new and reinforce existing partnerships with local businesses, schools and organizations to benefit the community at-large
- Continue staff education through workshops, seminars and conferences

Budget Highlights

FY2014 budget's increase is \$15,000, or 2.9 percent. The increase is for tools and small equipment that includes a new scanner, laptop storage cart, and shelving.

Milton Library – continued

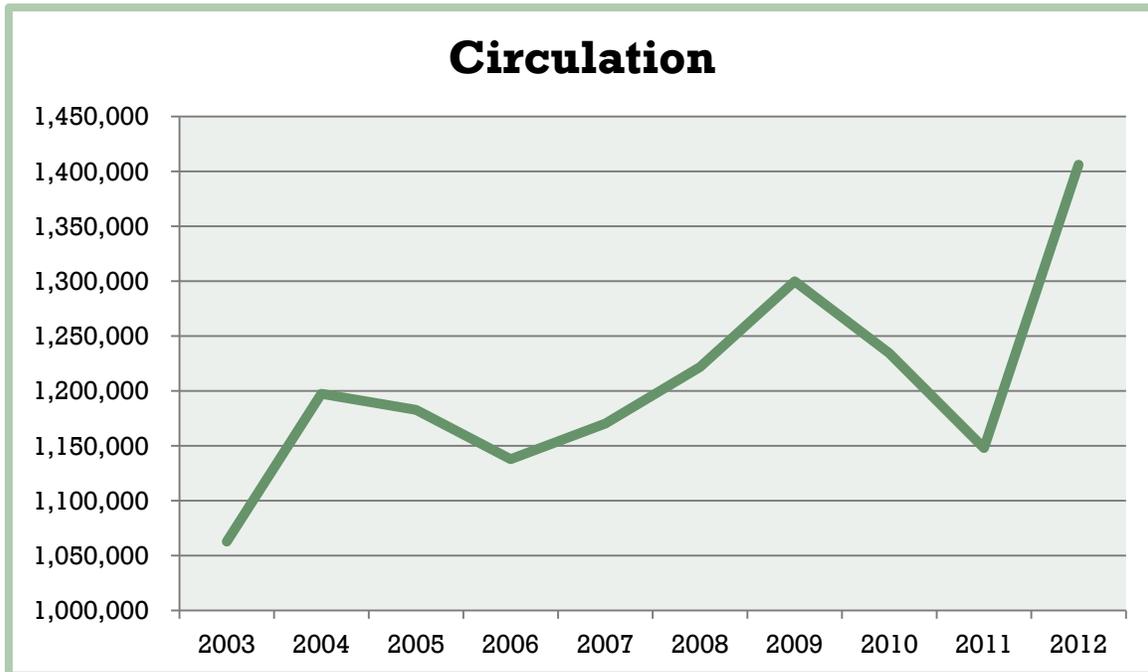
	2012 Actual	2013 Budget	2014 Budget
Salaries	\$227,092	\$232,421	\$240,402
Vision	604	720	1,200
Dental	2,863	1,920	3,200
FICA Tax	17,085	17,780	18,087
Health Insurance	98,465	84,000	93,073
Pension	41,350	55,014	55,014
Communications	882	1,200	1,200
Utilities	19,954	33,500	26,500
Rental and Leases	186	350	350
Insurance	14,886	16,020	17,150
Repairs and Maintenance	7,444	10,737	16,000
Other Contractual Services	2,386	420	419
Office/Operating Supplies	5,494	5,700	6,400
Fuel	5,817	-	-
Dues and Subscriptions	8,744	8,050	9,380
Permanent Record Books	21,896	20,500	21,500
Maintenance and Repair Parts	2,266	1,920	3,000
Tools and Small Equipment	19,396	200	10,645
Small Computer Equipment	-	7,830	2,490
Other Supplies	11,652	9,500	10,500
Programs and Projects	5,578	4,500	5,182
Seminars and Conferences	580	770	1,390
Mileage	1,438	1,200	1,500
Travel	714	425	2,685
Machinery and Equipment	-	17,390	-
Total Milton Library	\$516,772	\$532,067	\$547,267

Local Libraries

The County continues to provide funding for eleven local, independently managed and owned public libraries. This funding is through a property tax levy added to the annual tax bills. The libraries include Bridgeville, Delmar, Frankford, Georgetown, Laurel, Lewes, Milford, Millsboro, Rehoboth Beach, Seaford and Selbyville.

The increase for the local libraries is \$20,000, or 1.4 percent.

	2012 Actual	2013 Budget	2014 Budget
Bridgeville	\$128,085	\$130,217	\$132,013
Delmar	103,108	105,240	107,036
Frankford	122,185	124,317	126,113
Georgetown	122,324	124,456	126,251
Laurel	85,738	87,870	89,665
Lewes	132,350	134,482	136,277
Millsboro	114,910	117,043	118,838
Milford	138,505	140,637	142,432
Rehoboth	134,227	136,359	138,154
Seaford	179,911	182,043	183,838
Selbyville	130,329	132,462	134,257
Total Local Libraries	\$1,391,672	\$1,415,126	\$1,434,874



Economic Development

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

Objectives

- Continue to promote tourism to facilitate growth in the hospitality, retail and wholesale sector
- Collaborate with existing businesses to promote relocation of the supply chain to Sussex County
- Initiate an Annual Business Appreciation Banquet to show the major employers in Sussex County that they are valued by the Sussex County government

Budget Highlights

FY2014 budget's increase is \$11,000, or 11.5 percent.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$52,468	\$53,405	\$54,567
Vision	-	120	120
Dental	257	320	320
FICA Tax	3,799	4,086	3,979
Health Insurance	15,920	14,000	23,070
Pension	10,049	12,641	12,665
Communications	1,567	1,500	1,000
Postage and Freight	41	100	120
Printing and Binding	-	-	200
Advertising	14	-	-
Other Contractual Services	5,000	-	-
Office/Operating Supplies	73	300	300
Dues and Subscriptions	700	1,200	1,100
Small Computer Equipment	-	-	1,500
Other Supplies	4,413	5,000	3,000
Programs and Projects	500	5,000	5,000
Seminars and Conferences	-	-	750
Mileage	-	-	500
Travel	389	700	1,500
Total Economic Development	\$95,190	\$98,372	\$109,691

Security

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

Objectives

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

Budget Highlights

FY2014 budget's decrease is \$31,000 or 6.0 percent. The decrease is from improvements being completed in FY2013.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$260,186	\$285,090	\$296,022
Vision	373	720	720
Dental	115	1,920	1,920
FICA Tax	19,200	21,809	21,768
Health Insurance	90,495	84,000	77,956
Pension	52,761	67,481	47,776
Communications	500	800	700
Insurance	591	560	600
Repairs and Maintenance	-	240	1,500
Office/Operating Supplies	808	500	750
Fuel	5,926	7,000	8,500
Dues and Subscriptions	-	500	500
Uniforms	2,423	-	-
Maintenance and Repair Parts	1,266	2,000	5,000
Tools and Small Equipment	679	2,000	3,000
Other Supplies	-	2,600	5,000
Tuition and Training	1,490	6,000	4,000
Improvements	-	23,000	-
Total Security	\$436,813	\$506,220	\$475,712

Airpark

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

Objectives

- Ensure the public is provided safe and efficient use of the Sussex County Airport
- Oversee the development and maintenance of critical airfield infrastructure, such as pavements and lighting
- Manage lease agreements with airport and industrial park tenants that promote economic development, while complying with Federal and State statutes
- Implement and manage the requirements of the County's FAA grant assurances to ensure continued Federal funding of critical improvement projects
- Represent the County in State and national organizations, including the Delaware Aviation Advisory Committee and the American Association of Airport Executives
- Provide County staff liaison services to the Sussex County Airport Advisory Committee

Budget Highlights

FY2014 budget's decrease is \$269,000, or 35.0 percent. Part of this decrease is an offset from the increase seen in the Buildings and Grounds Department. The other decreases can be found in repairs and maintenance and programs and projects.

Airpark – continued

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$188,978	\$226,742	\$104,277
Cost Reimbursement	(1,892)	-	(780)
Vision	621	720	240
Dental	1,306	1,920	640
FICA Tax	14,281	17,346	7,780
Health Insurance	79,475	84,000	15,286
Pension	38,865	53,670	24,197
Other Professional Services	2,995	3,000	3,000
Communications	1,893	2,000	2,000
Postage and Freight	231	500	300
Utilities	56,318	65,000	65,000
Insurance	6,979	7,240	7,750
Repairs and Maintenance	97,810	165,200	150,000
Other Contractual Services	9,951	3,200	3,200
Office/Operating Supplies	744	1,000	1,000
Fuel	9,790	11,000	12,000
Dues and Subscriptions	1,330	1,475	1,475
Maintenance and Repair Parts	247	2,000	1,500
Tools and Small Equipment	3,611	-	-
Programs and Projects	76,594	90,000	55,500
Miscellaneous	19,772	30,000	42,800
Seminars and Conferences	625	625	675
Mileage	84	-	-
Travel	1,681	1,600	1,600
Machinery and Equipment	11,975	-	-
Total Airpark	\$624,264	\$768,238	\$499,440

Community Development

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

Objective

- Serve Sussex County households with housing rehab and hookups; all assisted households will have income levels below 80 percent of Area Medium Income (AMI) and approximately half will be below 50 percent AMI

Budget Highlights

FY2014 budget's increase is \$398,000, or 22.7 percent. The budget has an increase of \$354,000 in housing rehabilitations supported by Federal housing programs.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$275,457	\$206,070	\$220,369
Vision	782	600	600
Dental	2,548	1,600	1,600
FICA Tax	20,211	15,764	16,079
Health Insurance	89,337	70,000	85,118
Pension	55,261	48,777	48,777
Accounting and Auditing	3,243	5,000	-
Legal	3,551	6,000	8,000
Other Professional Services	-	6,000	6,000
Communications	769	1,100	1,200
Postage and Freight	550	500	600
Repairs and Maintenance	374	1,000	1,000
Advertising	1,057	2,500	3,000
Other Contractual Services	2,077,206	1,330,800	1,685,000
Office/Operating Supplies	3,360	2,500	3,000
Dues and Subscriptions	115	300	400
Tools and Small Equipment	1,386	-	-
Small Computer Equipment	-	1,500	-
Programs and Projects	-	-	7,500
Tuition and Training	424	2,000	2,000
Mileage	8,837	9,000	10,000
Total Community Development	\$2,544,468	\$1,711,011	\$2,100,243

Grant-In- Aid Programs

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

	2012 Actual	2013 Budget	2014 Budget
Fire Company Grants	\$519,265	\$519,265	\$519,265
Rescue Truck	64,909	64,909	64,909
Aerial Device	60,379	60,379	60,379
Fire Service Discretionary	1,547,229	1,557,000	1,557,000
Fire Service Enhancement	898,343	850,000	900,000
Fire Service Special Grant	58,940	108,990	112,015
Ambulance Grants	94,797	94,797	94,797
Local Law Enforcement Grants	503,305	562,500	575,000
Agriculture Extension Work	69,049	69,049	69,049
Soil Conservation	75,000	75,000	75,000
Drainage Grants	40,195	40,195	50,195
Open Space Grants	-	348,178	-
CHEER and Senior Center Grants	9,600	9,600	9,600
Community Action Agency	34,600	34,600	34,600
Human Service Grants	144,900	143,520	143,520
Housing Assistance Grant	60,000	70,000	100,000
Community/Councilmanic Grants	156,350	150,000	150,000
Local Library Grants	533,651	502,651	502,651
Local Library Placement Fees	73,010	73,700	74,000
Assistance Relief Fund	89,073	140,000	140,000
Payment in Lieu of Tax	6,715	6,715	6,715
Economic Assistance Grants	90,000	45,000	45,000
Miscellaneous Grants	125	98,175	153,270
State Police Grants	1,489,461	1,713,700	1,892,650
Total Grant-In-Aid Program	\$6,618,896	\$7,337,923	\$7,329,615

Marriage Bureau

The Marriage Bureau issues marriage and civil union licenses, officiates memorable marriage and civil union ceremonies, and provides certified copies of marriage and civil union licenses issued in Sussex County.

Objectives

- Ensure licenses are available during business hours
- Perform ceremonies in a joyous, professional manner

Budget Highlights

FY2014 budget's decrease is \$11,000, or 6.0 percent. The decrease is from computer equipment being purchased in FY2013.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$76,627	\$81,725	\$85,943
Vision	100	360	360
Dental	725	960	960
FICA Tax	5,440	6,252	6,302
Health Insurance	37,523	42,000	31,356
Pension	13,462	19,344	19,344
Communications	815	1,000	1,000
Postage and Freight	323	300	300
Insurance	100	100	100
Repairs and Maintenance	1,105	14,000	14,000
Printing and Binding	368	300	300
Office/Operating Supplies	933	1,200	1,500
Fuel	1,221	1,000	-
Dues and Subscriptions	150	150	150
Tools and Small Equipment	1,907	-	2,000
Small Computer Equipment	-	5,400	-
Other Supplies	220	-	-
Tuition and Training	-	1,000	1,200
Mileage	375	600	200
Travel	-	200	400
Machinery and Equipment	9,000	-	-
Total Marriage Bureau	\$150,394	\$175,891	\$165,415

Recorder of Deeds

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

Objectives

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

Budget Highlights

FY2014 budget's increase is \$19,000, or 1.7 percent. The increase is for new computers in the amount of \$25,000.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$497,532	\$508,529	\$504,322
Vision	927	1,680	1,920
Dental	8,056	4,480	5,120
FICA Tax	36,852	38,902	37,338
Health Insurance	221,318	196,000	209,547
Pension	93,009	120,369	113,630
Communications	2,265	2,500	2,800
Postage and Freight	12,890	17,000	17,000
Rentals and Leases	18,433	21,000	21,000
Insurance	100	100	100
Repairs and Maintenance	1,107	2,250	2,250
Other Contractual Services	85,708	120,330	124,300
Office/Operating Supplies	15,011	16,500	20,000
Dues and Subscriptions	150	300	300
Permanent Record Books	38,000	38,000	40,000
Tools and Small Equipment	1,130	-	-
Small Computer Equipment	-	-	25,000
Tuition and Training	-	500	500
Machinery and Equipment	-	17,500	-
Total Recorder of Deeds	\$1,032,488	\$1,105,940	\$1,125,127

Register of Wills

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

Objectives

- Digitize records in a productive way
- Update software to reduce downtime during busy times
- Properly staff the department to better serve the public
- Work diligently to close backlogged estates

Budget Highlights

FY2014 budget's decrease is \$15,000, or 3.1 percent. The decrease is in personnel costs.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$204,609	\$219,702	\$218,803
Vision	520	840	840
Dental	1,820	2,240	2,240
FICA Tax	15,125	16,807	16,124
Health Insurance	109,043	98,000	85,818
Pension	39,412	52,003	50,435
Communications	743	850	850
Postage and Freight	3,420	2,800	2,800
Rentals and Leases	12,000	12,000	12,000
Insurance	100	100	100
Repairs and Maintenance	1,983	2,100	2,100
Printing and Binding	3,345	3,000	3,000
Advertising	39,128	50,000	50,000
Other Contractual Services	10,804	29,500	29,500
Office/Operating Supplies	3,107	2,300	2,300
Dues and Subscriptions	150	150	150
Permanent Record Books	-	1,575	1,575
Tools and Small Equipment	57	1,000	1,000
Small Computer Equipment	-	1,650	1,650
Travel	-	200	200
Total Register of Wills	\$445,366	\$496,817	\$481,485

Sheriff

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

Objectives

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

Budget Highlights

FY2014 budget's decrease is \$203,000, or 24.4 percent. The decrease is in personnel costs due to the reduction of Sheriff Sales.

	2012 Actual	2013 Budget	2014 Budget
Salaries	\$436,670	\$443,136	\$343,611
Vision	574	1,440	1,080
Dental	4,852	3,840	2,880
FICA Tax	32,458	33,900	25,434
Health Insurance	192,202	168,000	101,634
Pension	80,771	104,890	74,753
Communications	5,993	7,000	7,000
Postage and Freight	12,651	13,300	10,000
Insurance	6,387	6,400	6,850
Repairs and Maintenance	9,770	8,160	6,000
Advertising	-	-	300
Other Contractual Services	-	1,500	1,000
Office/Operating Supplies	5,712	6,500	6,500
Fuel	26,940	28,000	25,000
Dues and Subscriptions	654	500	500
Uniforms	5,249	-	-
Maintenance and Repair Parts	2,048	3,000	3,000
Tools and Small Equipment	8,090	-	5,000
Small Computer Equipment	-	1,500	5,000
Other Supplies	-	-	2,000
Tuition and Training	624	3,000	3,000
Mileage	40	200	200
Travel	192	100	200
Machinery and Equipment	25,410	-	-
Total Sheriff	\$857,287	\$834,366	\$630,942



Capital Improvements Governmental Fund

The Capital Improvements – Governmental Fund is used for acquiring and constructing major general fund capital projects.

Objective

- Continue to improve the County's infrastructure in an economic and efficient manner

Budget Highlights

- Continue construction of the 4-22 Runway 500-foot extension at the Sussex County Airport
- Continue improving the pavement and electrical systems at the airport
- Design and improve Woodland Park
- Obtain property surrounding the County's landfill sites
- Construct the Greenwood Library
- Improve both the South Coastal and Milton libraries
- Continue to improve the Administration building to better serve the public
- Implement the final phase of the ERP system
- Install an HVAC system and roof at the Records Management building
- Construct a new data center to house the County's critical information technology systems



Capital Improvements Funding Sources

FY2014 budget is once again using appropriated reserves (prior year available funds) to fund the current year's projects. The goal is to use available funds to develop these projects instead of borrowing through bond issues. Appropriated reserves amount totals \$5.3 million in the current year's budget. Federal Aviation grant funding is available for 90 percent of airport eligible projects; current year funding is \$2.8 million. The State of Delaware provides grant funding for 5 percent of airport eligible projects, 30 percent of paramedic eligible projects and has awarded \$1.0 million in Bond Bill funding to the Greenwood Library project. The current year's budget also includes a \$500,000 interfund transfer from the General Fund. These funds represent an increase in the Realty Transfer Tax revenue due to the increase in the housing market. The transfer is occurring to help offset the amount of appropriated reserves needed for the current year's projects and to maintain the fund balance for future projects.

	2014	2015	2016	2017	2018
Appropriated Reserves	\$5,279,770	\$2,227,200	\$3,433,100	\$3,110,300	\$2,851,800
Federal Aviation Grant	2,803,500	1,215,000	450,000	4,500,000	5,760,000
Investment Income	14,000	10,000	10,000	10,000	10,000
Interfund Transfer	500,000	-	-	-	-
State of Delaware Grants					
Aviation	155,750	67,500	2,500	250,000	320,000
Bond Bill	1,000,000	-	-	-	-
Paramedic	120,000	150,000	150,000	-	-
Total Funding Sources	\$9,873,020	\$3,669,700	\$4,045,600	\$7,870,300	\$8,941,800

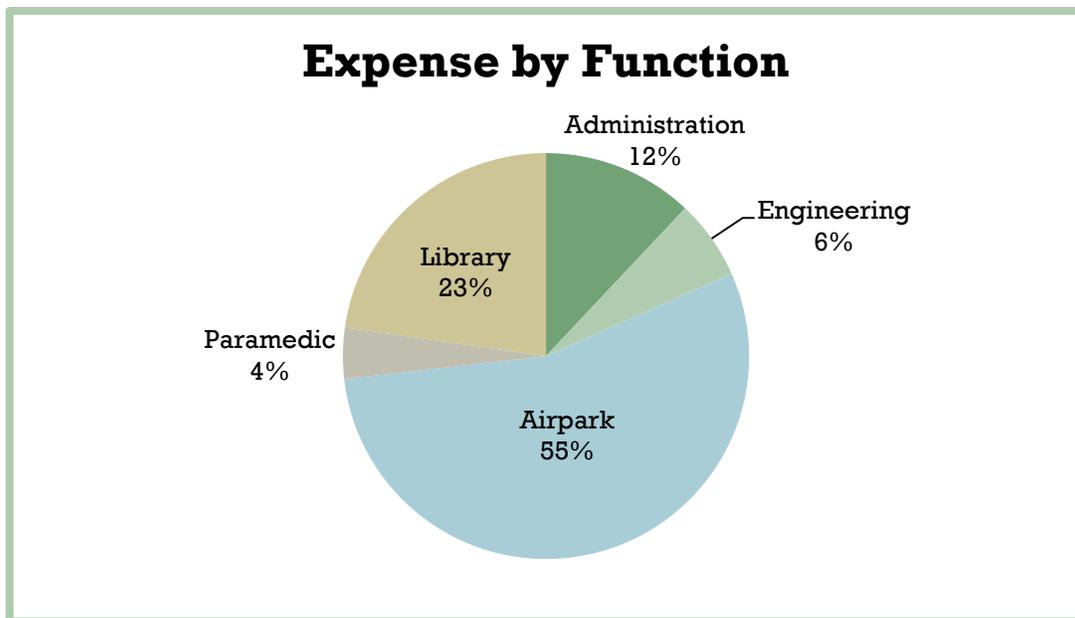


Capital Improvements Expenditures

The Sussex County Airport is a vital part of the County's economy; therefore, \$5.4 million is appropriated for airport improvements, and represents 55 percent of the capital budget. Of these funds, \$3.1 million is for the construction cost of a 500-foot extension of Runway 4-22 that will enable larger airplanes to utilize the airport. Various other improvements to the airport's existing facilities will hopefully retain and/or attract new customers to the airport.

Twenty-three percent, or \$2.2 million, is for the County owned libraries. The final construction of the Greenwood Library occurs during this budget. There is \$2.1 million in the budget to finish this project.

The County Administration building expenditures include completion of renovations of the collection area, construction of a new caucus conference room, and upgrades to various other sections of the building. Funds are also allotted for a new information technology (IT) data center to be located at the records storage building. Along with the data center, the Records Management building will also receive a new HVAC system and new roof. The final phase of the ERP project will be implemented in FY2014.



Capital Improvement Expenditures - continued

	2014	2015	2016	2017	2018
Administrative					
Building Improv.	\$487,600	\$-	\$-	\$-	\$-
ERP System	250,000	-	-	-	-
IT Data Center	185,000	-	-	-	-
Other Improv.	28,900	-	-	-	-
Parking Lot Improv.	120,000	-	-	-	-
Records Building	114,500	-	-	-	-
Airpark					
Apron Improv.	-	300,000	1,600,000	-	-
Electrical Improv.	559,500	-	-	-	-
Land Acquisition	900,000	500,000	100,000	100,000	100,000
Pavement Improv.	516,900	819,700	795,600	820,300	491,800
Runway 4-22 Ext.	3,115,000	1,350,000	500,000	5,000,000	6,400,000
Storm Water Improv.	239,250	-	-	-	-
Taxiway Improv.	-	-	350,000	1,750,000	1,750,000
Terminal Improv.	35,000	-	-	-	-
Airport Sign	50,000	-	-	-	-
Engineering					
Woodland Park	250,000	-	-	-	-
Land Acquisition	375,000	200,000	200,000	200,000	200,000
Library					
Greenwood	2,100,000	-	-	-	-
Milton	96,370	-	-	-	-
South Coastal	50,000	-	-	-	-
Paramedic					
Construction	-	500,000	500,000	-	-
Land Acquisition	400,000	-	-	-	-
Total Funding Sources					
	\$9,873,020	\$3,669,700	\$4,045,600	\$7,870,300	\$8,941,800

FY2014 Capital Improvements budget's decrease is \$3.4 million, or 25.5 percent. The decrease is due to some of these projects being in their subsequent or final phase, of completion such as the ERP system, Greenwood Library, and Runway 4-22 extension projects.



Enterprise Fund Summary

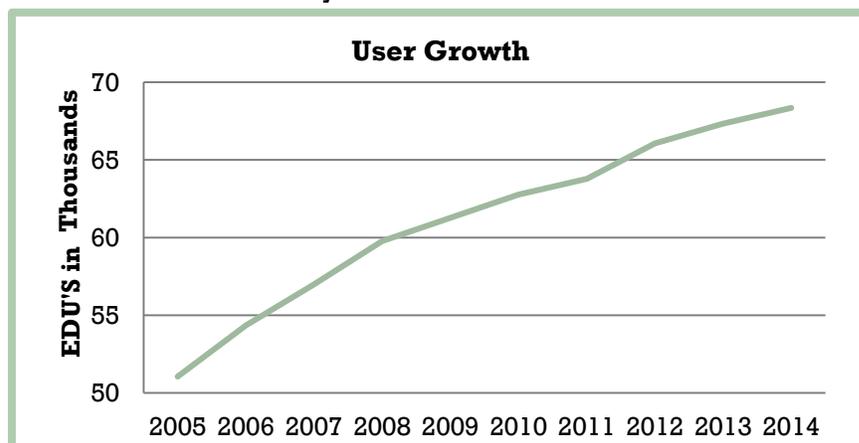
Enterprise Fund consist of Sussex County's water and sewer districts. They operate in a manner similar to private business enterprise; however, they are not profit-driven they are intended to break even.

Objectives

- Operate and maintain the County's water and wastewater facilities in an economical and efficient manner
- Protect natural resources by maintaining a high quality of effluent
- Continue oversight of the various capital wastewater projects
- Improve infrastructure to decrease infiltration and stabilize piping
- Continue to provide utility location services and water and sewer connection inspections to protect the integrity of the existing County owned utilities
- Provide utility construction inspection services to ensure projects are being constructed in accordance with Sussex County standards
- Expand existing sanitary sewer districts to satisfy the requests of property owners, developers and the Department of Natural Resources
- Review and approve sewer concept plans as submitted for approval in an efficient and timely manner

Budget Highlights

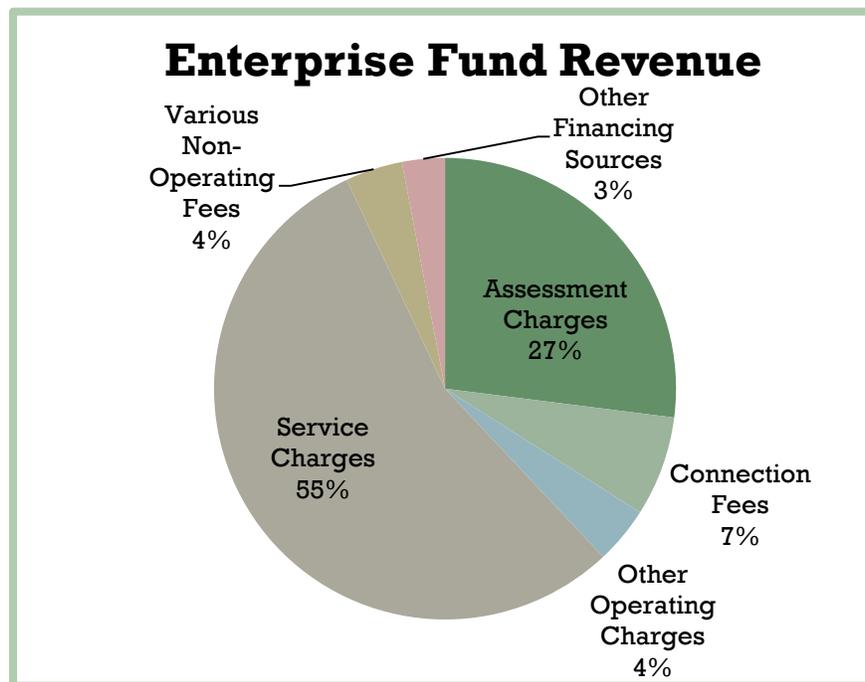
FY2014 budget's decrease is 3.8 percent. This is due to the decrease in debt payments. Debt was refinanced last year and some districts are seeing their final debt payment being made. Equivalent Dwelling Units (EDU's) are anticipated to increase by 1.5 percent over FY2013, which has been the trend for many years. The Enterprise Fund budget has grown by 36 percent since FY2005. This increase corresponds to EDU's, which is the unit of measure for the service charges that have increased 34 percent over the last ten years.





Enterprise Fund Charges and Fees

Enterprise Fund revenue and funding sources are primarily derived from assessment charges, connection fees, and service charges. On the next four pages are descriptions of the three main types of charges along with the fees for each district. Page 74 summarizes the annual charges per district.



Assessment Charges

Assessment charges are primarily used to recover the cost of bond payments and can also be used of system improvements and maintenance costs. Assessment revenue is projected to decrease 25 percent as a result of various bond debts being satisfied. Listed below are the assessment rates and average annual assessment amounts per district for 2014 and 2013. The 100' cap will still be applied to non-delinquent customers.

District	Assessment Rate per Front Foot		Average Annual Assessment	
	2014	2013	2014	2013
Angola Sewer	\$6.58	\$6.58	\$579.04	\$579.04
Bayview Estate Sewer	7.18	7.58	588.76	621.56
Bethany Sewer - Cedar Neck	3.39	3.82	298.32	336.16
Bethany Sewer - Millville	5.18	5.18	414.40	414.40
Bethany Sewer - North Bethany	11.10	11.10	765.90	765.90
Bethany Sewer - Ocean View	3.68	3.68	338.56	338.56
Bethany Sewer - Ocean Way	2.29	3.28	190.07	272.24
Bethany Sewer - Proper	-	.63	-	39.69
Bethany Sewer - Sussex Shores	2.83	3.69	192.44	250.92
Blades Sewer	-	.88	-	71.28
Dagsboro/Frankford Sewer	.60	1.41	60.00	141.00
Dagsboro/Frankford Sewer – Prince Georges Acres	4.85	5.46	421.95	475.02
Dewey Sewer - Proper	.71	.71	46.86	46.86
Dewey Sewer - West Rehoboth	2.85	4.22	233.70	346.04
Dewey Water	-	1.63	-	107.58
Ellendale Sewer	1.88	1.89	188.00	189.00
Ellendale Sewer - New Market	4.89	5.20	322.74	343.20
Fenwick Sewer	.32	1.27	22.72	90.17
Golf Village	1.47	1.67	147.00	167.00
Henlopen Sewer	-	.98	-	98.00
Holts Landing Sewer	3.26	9.21	781.00	921.00
Holts Landing Sewer - Greens	7.81	4.58	264.06	370.98
Johnson Corner Sewer	4.55	6.26	455.00	626.00
Long Neck Sewer	3.57	3.70	260.61	270.10
Miller Creek Sewer	6.92	6.94	622.80	624.60
Oak Orchard Sewer	4.35	4.35	308.85	308.85
Oak Orchard Sewer - Expansion	4.19	4.77	419.00	477.00
Sea Country Sewer	4.83	5.01	483.00	501.00
South Bethany Sewer	-	.69	-	38.64
South Ocean View Sewer	5.47	5.47	541.53	541.53
Woodlands of Millsboro Sewer	.42	.46	42.00	46.00

Service Charges

Service charges recover the cost of operating and maintaining the enterprise systems. These fees are billed using the Equivalent Dwelling Units (EDU's) unit of measure. Service charge revenues are projected to increase \$8. This increase reflects the County's fourth year of a phase-in project of establishing a uniform service charge program and to make sure the service charge is covering the operating cost of the system. When completed, there will be a uniform sewer service charge rate for all sewer customers. The number of EDU's has also increased as new customers continue to connect to the recently completed sewer systems. Dewey Water customers will see an increase in their service charge fees as well. This increase will be offset by elimination of the assessment charge. Listed below are the service charge rates for 2014 and 2013.

Total Service Charges Per Equivalent Dwelling Unit		
	2014	2013
Blades Sewer	\$281.82	\$281.82
Dewey Sewer - Proper	\$298.14	\$298.14
Dewey Water	\$305.76	\$198.18
Henlopen Sewer	\$487.15	\$487.15
Long Neck Sewer	\$258.43	\$233.94
Unified Sewer	\$270.00	\$262.00
West Rehoboth	\$270.00	\$240.80
Woodlands of Millsboro Sewer	\$808.00	\$808.00

Average Annual Service and Assessment Charges

	Average Annual 2013 Assessment	Average Annual 2014 Assessment	1 EDU 2013 Service Charge	1 EDU 2014 Service Charge	Average Annual 2013 Rate	Average Annual 2014 Rate	\$ change
Angola	\$579.04	\$579.04	\$262.00	\$270.00	\$841.04	\$849.04	\$8.00
Bayview Estates	621.56	588.76	262.00	270.00	883.56	858.76	(24.80)
Cedar Neck	336.16	298.32	262.00	270.00	598.16	568.32	(29.84)
Millville	414.40	414.40	262.00	270.00	676.40	684.40	8.00
North Bethany	765.90	765.90	262.00	270.00	1027.90	1035.90	8.00
Ocean View	338.56	338.56	262.00	270.00	600.56	608.56	8.00
Ocean Way Estates	272.24	190.07	262.00	270.00	534.24	460.07	(74.17)
Bethany – Proper	39.69	-	262.00	270.00	301.69	270.00	(31.69)
Sussex Shores	250.92	192.44	262.00	270.00	512.92	462.44	(50.48)
Blades	71.28	-	281.82	281.82	353.10	281.82	(71.28)
Dagsboro- Frankford	141.00	60.00	262.00	270.00	403.00	330.00	(73.00)
DF-Prince Georges	475.02	421.95	262.00	270.00	737.02	691.95	(45.07)
Dewey Sewer	46.86	46.86	298.14	298.14	345.00	345.00	-
DS-West Rehoboth	346.04	233.70	240.80	270.00	586.84	503.70	(83.14)
Ellendale	189.00	188.00	262.00	270.00	451.00	458.00	7.00
ED-New Market	343.20	322.74	262.00	270.00	605.20	592.74	(12.46)
Fenwick	90.17	22.72	262.00	270.00	352.17	292.72	(59.45)
Golf Village	167.00	147.00	-	-	167.00	147.00	(20.00)
Henlopen	98.00	-	487.15	487.15	585.15	487.15	(98.00)
Holt's Landing – The Greens	921.00	781.00	262.00	270.00	1183.00	1051.00	(132.00)
Holt's Landing	370.98	264.06	262.00	270.00	632.98	534.06	(98.92)
Johnsons Corner	626.00	455.00	262.00	270.00	888.00	725.00	(163.00)
Long Neck	270.10	260.61	233.94	258.43	504.04	519.04	15.00
Miller Creek	624.60	622.80	262.00	270.00	886.60	892.80	6.20
Oak Orchard	308.85	308.85	262.00	270.00	570.85	578.85	8.00
Oak Orchard Expansion	477.00	419.00	262.00	270.00	739.00	689.00	(50.00)
Sea Country	501.00	483.00	262.00	270.00	763.00	753.00	(10.00)
South Bethany	38.64	-	262.00	270.00	300.64	270.00	(30.64)
South Ocean View	541.53	541.53	262.00	270.00	803.53	811.53	8.00
Woodlands of Millsboro	46.00	42.00	808.00	808.00	854.00	850.00	(4.00)

Connection Fees

Connection fees are a one-time fee charged to new users connecting to the sewer or water system. The purpose of these charges is to recover the cost of transmission and treatment costs related to growth. Annual connection charges have increased by 2.273 percent, which is based on the Construction Cost Index.

Connection Fee Per Equivalent Dwelling Unit		
District	2014	2013
Angola Sewer	\$ 3,724	\$ 3,643
Bayview Estate Sewer	6,489	6,345
Bethany Beach Sewer	4,935	4,825
Blades Sewer	3,322	3,248
Cedar Neck Sewer	4,935	4,825
Dagsboro Frankford Sewer	6,800	6,650
Dewey Sewer	3,705	3,623
Dewey Water	1,030	1,007
Ellendale Sewer - rate for existing improvements as of 1/1/05 within boundaries of original district	4,377	4,377
Ellendale Sewer - rate for new improvements after 1/1/05 and for extensions after 6/30/04	7,992	7,814
Fenwick Island Sewer	5,268	5,151
Henlopen Sewer	3,705	3,623
Holts Landing Sewer - extensions	6,364	6,222
Holts Landing Sewer – septic installation charge	2,567	2,511
Holts Landing Sewer - existing district	3,905	3,818
Johnson Corner Sewer	5,107	4,993
Long Neck Sewer	3,795	3,711
Miller Creek Sewer	5,248	5,131
Millville Expansion Sewer - rate for existing improvements as of 6/30/03 within the boundaries of original district	2,300	2,300
Millville Expansion Sewer - rate for new improvements after 6/30/03 and district expansion	6,304	6,164
Oak Orchard & Oak Orchard Expansion Sewer	3,727	3,645
Ocean View Sewer Expansion	4,935	4,825
Sea Country Estates Sewer	5,268	5,151
South Bethany Sewer	4,935	4,825
South Ocean View Sewer	6,193	6,055
West Rehoboth Sewer Extension	4,822	4,715
Golf Village and The Woodlands of Millsboro fees are based on the town impact fees charged by the Town of Georgetown and Town of Millsboro, respectively.		



Enterprise Fund Revenues

	2012 Actual	2013 Budget	2014 Budget
Operating Revenues			
Finance Charges	\$19,249	\$26,800	\$5,400
Holding Tank Fees	264,538	250,000	237,000
License, Permits, and Review Fees	306,492	266,940	818,400
Miscellaneous Fees	240,898	98,929	18,150
Service Charges	16,043,857	16,802,436	18,601,782
Total Operating Revenues	16,875,034	17,445,105	19,680,732
Non-Operating Revenues			
Assessment Charges	11,716,725	12,099,821	9,040,059
Capital Grants	15,982,482	-	-
Capitalized Ord. 38 Fees	2,142,365	-	1,050,000
Connection Charges	2,944,662	1,364,824	2,304,300
Developer Contributions	641,905	-	-
Investment Earnings	115,918	12,920	98,270
Miscellaneous Revenues	130,807	177,525	219,890
Total Non-Operating Revenues	33,674,864	13,655,090	12,712,519
Other Financing Sources			
Transfers in	925,897	85,500	85,500
Available Funds	-	3,772,081	1,137,847
Total Other Financing Sources	925,897	3,857,581	1,223,347
Total Revenues and Other Financing Sources	\$51,475,795	\$34,957,776	\$33,616,598



Enterprise Expenditures and Debt Service

Enterprise expenditures are categorized into four general areas. Administrative costs, which include clerical and engineering support, are incurred to assist the sewer and water operations staff, as well as the Utility Planning and Utility Permit Divisions. Operation and maintenance costs are the expenses associated with maintaining and operating the physical sewer and water systems. These systems include four wastewater treatment facilities, one water facility and tower, over 440 pump stations, and over 846 miles of pipe. Capital expenditures include routine capital items like pumping equipment, laboratory equipment, vehicles, generators, and improvements to the facilities. The budgetary debt service costs include both the principal and interest payment for assessment and treatment loans. The FY2012 actual numbers only include the interest portion of the debt payment, which will correspond to the County's audited financial statements. The interest and principal payments are included in the budgetary numbers to assure that enough revenues are being charged to cover the debt payments.

Enterprise Fund Expenditures and Debt Service

	2012 Actual	2013 Budget	2014 Budget
Administrative Costs	\$4,218,348	\$5,195,761	\$5,773,125
Operation and Maintenance Costs	9,753,793	10,502,544	11,218,745
Capital Expenditures	558,467	3,272,101	2,686,595
Debt Service	5,451,529	15,987,370	13,938,133
Total Expenditures and Debt Service	\$19,982,137	\$34,957,776	\$33,616,598



Sewer Revenue

The FY2014 sewer revenue budget decreased \$1.5 million from FY2013. Assessment fees decreased by \$2.8 million due to outstanding debt retirement and prior year debt refinancing. Available funds decreased by \$2.6 million due to an increase in other charges as we continue to be sure the service charge covers the operating costs. Service charges increased \$1.4 million and connection fees increased \$1.0 million due to a rate increase, as well as an increase in customers connecting to the recently completed systems in the Millville, Oak Orchard and Angola areas, as well as new homes being built in the existing districts. Ordinance 38 capital and review fees increased \$1.1 million due to the anticipated increase in construction.

Sewer Revenue

	2012 Actual	2013 Budget	2014 Budget
Operating Revenues			
Finance Charges	\$19,249	\$26,800	\$5,400
Holding Tank Fees	264,538	250,000	237,000
License, Permits, and Review Fees	303,967	265,040	817,100
Miscellaneous Fees	238,199	96,229	15,450
Service Charges	15,370,840	16,084,430	17,493,300
Total Operating Revenues	16,196,793	16,722,499	18,568,250
Non-Operating Revenues			
Assessment Charges	11,452,316	11,832,821	9,040,059
Capital Grants	15,982,482	-	-
Capitalized Ord. 38	2,142,365	-	1,050,000
Connection Charges	2,932,902	1,364,824	2,294,000
Developer Contributions	641,905	-	-
Investment Earnings	113,959	12,820	97,170
Miscellaneous Revenues	63,443	110,325	149,500
Total Non-Operating Revenues	33,329,372	13,320,790	12,630,729
Other Financing Sources			
Transfers in	920,565	85,500	85,500
Available funds		3,761,617	1,137,847
Total Other Financing Sources	920,565	3,847,117	1,223,347
Total Revenues & Other Financing	\$50,446,730	\$33,890,406	\$32,422,326



Sewer Expenditures

The FY2014 sewer budget net of debt service cost increased 3 percent, or \$580,000. Engineering costs increased by \$165,000 which allows for six planning and engineering studies. Wastewater treatment increased \$70,000 due to the increase in charged by third party suppliers. Maintenance and chemical costs increased \$170,000 due to the increase in supplier costs, as well as some aging systems. Other professional fees increased to \$188,000 which allows for electrical safety consulting and engineering for major pumping system improvements. Capital items include pumping system improvements of \$1.4 million, \$236,000 for the final phase of the ERP upgrade, and \$208,500 for transportation equipment.

	2012 Actual	2013 Budget	2014 Budget
Administrative			
Salaries	\$1,272,993	\$1,210,294	\$1,432,560
Vision	3,690	4,819	4,680
Dental	11,572	12,851	12,480
FICA Tax	92,696	92,588	119,580
Health Insurance	472,535	562,241	655,230
Worker's Compensation	14,717	8,688	6,856
Pension	237,714	286,476	369,865
Accounting and Auditing	3,066	3,760	3,760
Legal	52,421	43,000	25,000
Engineering	60,840	181,650	346,500
Other Professional Fees	37,752	61,050	13,978
Communications	408	39,000	38,364
Rental and Leases	6,779	17,611	16,220
Insurance	271,792	303,800	325,070
Repairs and Maintenance	137,197	54,827	72,744
Advertising	-	6,600	6,000
Other Contractual Services	-	15,584	5,000
Office\Operating Supplies	-	37,827	53,000
Tools and Small Equipment	-	10,201	12,920
Other Supplies	-	15,112	18,000
Shared Cost	1,409,260	1,767,689	1,762,723
Seminars and Conferences	250	4,387	4,259
Tuition and Training	-	1,908	1,769
Mileage	-	-	1,394

Sewer Expenditures - Continued

	2012 Actual	2013 Budget	2014 Budget
Travel	-	1,148	4,422
Machinery and Equipment	-	10,427	17,710
Contingency	-	275,000	200,000
Total Administrative	4,085,682	5,028,538	5,530,084
Operations & Maintenance			
Salaries	3,137,240	3,264,905	3,415,795
Vision	7,586	9,781	10,560
Dental	24,428	26,083	28,160
FICA Tax	332,666	249,766	284,863
Health Insurance	1,133,414	1,141,130	1,324,407
Worker's Compensation	86,535	185,120	182,311
Pension	643,941	772,803	804,394
Other Professional Fees	-	50,624	188,000
Communications	865	112,170	70,000
Postage and Freight	13	-	2,500
Wastewater Treatment	976,041	980,000	1,050,000
Utilities	1,141,479	1,300,860	1,266,998
Repair and Maintenance	400,271	628,880	763,670
Other Contractual Services	61,250	61,250	61,250
Office\Operating Supplies	206,233	181,000	181,000
Fuel	370,834	277,000	250,000
Uniforms	38,350	19,000	32,295
Tools and Small Equipment	59,840	86,006	63,850
Chemicals	256,861	280,000	310,000
Tuition and Training	8,634	10,100	11,500
Mileage	171	200	200
Travel	536	-	3,000
Total Operations & Maintenance	8,887,188	9,636,678	10,304,753
Capital			
Facility Improvements	7,961	12,000	77,000
Collection System Improvements	87,677	192,000	230,000
Machinery and Equipment	32,136	591,814	363,751
Pump System Improvements	331,549	1,493,856	1,465,005
Transportation Equipment	3,000	510,750	208,500
Treatment Disposal Improvements	91,459	437,400	305,100
Total Capital	553,782	3,237,820	2,649,356
Debt Service	5,451,529	15,987,370	13,938,133
Total Expenditures & Debt Service	\$18,978,181	\$33,890,406	\$32,422,326



Water Revenue

FY2014 budget's revenues increase is 11.9 percent, or \$127,000. Service charge rates increased due to the increase in the cost to purchase water from a third party and the reorganization of the fee structure. Service charges should cover the cost of operating and maintaining the system. Therefore, this year we increased the rates to cover these costs and eliminate the assessment charge. The average net effect for a single family EDU should be close to zero. Assessment fees will no longer be charged, only service charges will be charged.

	2012 Actual	2013 Budget	2014 Budget
Operating Revenues			
License, Permits, and Review Fees	\$2,525	\$1,900	\$1,300
Miscellaneous Fees	2,699	2,700	2,700
Service Charges	673,017	718,006	1,108,482
Total Operating Revenues	678,241	722,606	1,112,482
Non-Operating Revenues			
Assessment Charges	264,409	267,000	-
Connection Charges	11,760	-	10,300
Investment Earnings	1,959	100	1,100
Miscellaneous Revenues	67,364	67,200	70,390
Total Non-Operating Revenues	345,492	334,300	81,790
Other Financing Sources			
Transfers in	5,332	-	-
Appropriated Reserve	-	10,464	-
Total Other Financing Sources	5,332	10,464	-
Total Revenues and Other Financing Sources	\$1,029,065	\$1,067,370	\$1,194,272

	Average Annual 2013 Assessment	Average Annual 2014 Assessment	1 EDU 2013 Service Charge	1 EDU 2014 Service Charge	Average Annual 2013 Rate	Average Annual 2014 Rate
Dewey Water	\$107.58	-	\$198.18	\$305.76	\$305.76	\$305.76



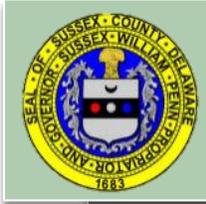
Water Expenditures

FY2014 water expenditures increase is 11.9 percent, or \$127,000. The increase of \$40,000 is from a third party contract to supply the water to the district. There is a \$20,000 increase in shared cost, which includes the ERP system and information technology costs. The \$40,000 increase in administrative costs is due to an increase in communication, personnel cost based on current year actual, repair and maintenance cost and operating supplies. There is also a vehicle purchase of \$25,000 in FY2014's budget.

	2012 Actual	2013 Budget	2014 Budget
Administrative			
Salaries	\$36,613	\$25,313	\$35,000
Vision	106	101	120
Dental	652	269	320
FICA Tax	2,800	1,936	2,678
Health Insurance	16,289	11,759	15,000
Worker's Compensation	363	182	148
Pension	6,684	5,992	8,124
Legal	549	500	110
Engineering	-	-	500
Other Professional Fees	-	650	872
Communications	490	500	3,244
Rental and Leases	-	1,035	500
Insurance	7,355	8,640	9,250
Repairs and Maintenance	-	3,223	8,165
Other Contractual Services	-	916	500
Office\Operating Supplies	3,936	2,223	7,000
Tools and Small Equipment	-	599	610
Other Supplies	-	888	900
Shared Cost	56,829	76,397	98,570
Seminars and Conferences	-	258	260
Tuition and Training	-	112	110
Mileage	-	50	-
Travel	-	67	70
Machinery and Equipment	-	613	990
Contingency	-	25,000	50,000
Total Administrative	\$132,666	\$167,223	\$243,041

Water Expenditures - continued

	2012 Actual	2013 Budget	2014 Budget
Operations and Maintenance			
Salaries	\$153,608	\$139,823	\$141,519
Vision	366	419	480
Dental	548	1,117	1,280
FICA Tax	14,994	10,696	10,826
Health Insurance	60,265	48,870	60,000
Worker's Compensation	4,499	7,928	6,998
Pension	25,410	33,096	32,847
Other Professional Fees	-	2,976	1,722
Communications	32	3,120	3,000
Water Purchases	511,213	506,500	546,120
Utilities	2,696	200	1,500
Repairs and Maintenance	63,225	82,390	72,200
Office\Operating Supplies	6,826	3,780	10,500
Fuel	14,518	14,000	14,000
Uniforms	772	750	1,500
Tools and Small Equipment	7,461	9,801	9,000
Miscellaneous	72	100	-
Tuition and Training	100	300	500
Total Operations and Maintenance	866,605	865,866	913,992
Capital			
Facility Improvements	4,589	-	-
Machinery and Equipment	96	34,281	13,239
Transportation Equipment	-	-	24,000
Total Capital	4,685	34,281	37,239
Total Expenditures	\$1,003,956	\$1,067,370	\$1,194,272



Capital Improvements Enterprise Fund

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

Objectives

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

Budget Highlights

Capital Improvements in the Enterprise Fund have decreased \$6.8 million, or 32 percent.

Capital Improvements Funding – Enterprise Fund

	2014	2015	2016	2017	2018
Enterprise Funds	\$ 8,000,000	\$ 1,700,000	\$ 9,040,000	\$ 9,600,000	-
Federal USDA Funding	8,741,000	27,760,000	25,033,977	20,502,000	12,538,083
State of Delaware SRF	1,170,000	-	-	-	-
Total Funding Sources	\$17,911,000	\$29,460,000	\$34,073,977	\$30,102,000	\$12,538,083

Capital Improvements Expenditures – Enterprise Fund

	2014	2015	2016	2017	2018
Angola Sewer North Expansion	\$ 266,000	\$ 70,000	\$ 500,000	\$1,500,000	\$1,464,000
Angola Sewer	375,000	-	-	-	-
Bayfarm Road Area	-	100,000	750,000	-	-
Bethel Sewer	40,000	200,000	200,000	1,800,000	1,800,000
Blackwater Creek Planning	-	-	200,000	1,400,000	1,400,000
Branch & Autumn & Tuck Roads -- LNSSD	80,000	400,000	320,000	-	-
Concord Road Expansion	400,000	1,400,000	-	-	-
Collection System	3,500,000	-	-	-	-
Dewey/Henlopen Ocean Outfall Contribution	500,000	8,250,000	4,250,000	-	-
Clayton Avenue Pump Station and Force Main	-	-	775,000	1,750,000	1,750,000
Goslee Creek Regional Pump Station	50,000	800,000	5,000,000	4,150,000	-
Herring Creek Sewer	2,000,000	7,000,000	7,768,977	-	-
Herring Creek Water	330,000	1,330,000	1,640,000	-	-
Holts Landing Expansion – Mallard Creek	-	-	-	125,000	1,124,083
IBRWF – Expansion 2-A	1,400,000	1,210,000	-	-	-
John Burton Manor	-	-	150,000	500,000	1,000,000
Marsh Island/Joy Beach Sewer	-	2,000,000	1,900,000	2,400,000	-
Miller Creek Expansion	-	-	500,000	2,300,000	-
Millville Expansion – Beaver Dam	-	-	-	916,000	-
Millville Expansion – Contract F	70,000	-	-	-	-
Oak Orchard Expansion	350,000	-	-	-	-
Pump Station #207	2,000,000	1,200,000	-	-	-
Pump Station #210	3,500,000	-	-	-	-
Route 26 Phase III	1,500,000	1,100,000	-	-	-
Pump Station #30, FM & Upgrades	1,550,000	300,000	-	-	-
Tanglewood/Oak Acres	-	-	1,520,000	1,261,000	-
Vines Creek Sewer	-	-	-	2,000,000	4,000,000
West Rehoboth Treatment Expansion	-	4,100,000	8,600,000	10,000,000	-
Total Enterprise Capital	\$17,911,000	\$29,460,000	\$34,073,977	\$30,102,000	\$12,538,083



Fiduciary Fund

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

Fiduciary Additions and Deductions Budget Summary

Additions	
Employer Contributions	\$5,020,764
Investment Earnings (Net)	6,510,005
Total Additions	11,530,769
Deductions	
Beneficiary Payments	5,348,025
Net Increase in Plan Assets	\$6,182,744

The number of pensioners has increased over the years. There are currently 197 pensioners. Below is a graph showing the growth over the last five years.

