Sussex County Council

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Administration

Todd F. Lawson – County Administrator

Gina A. Jennings – Finance Director

Kathy L. Roth – Deputy Finance Director

Information about the FY 2015 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

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FY 2015 Budget

May 20, 2014

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) 2015. The FY 2015 proposed budget was developed by a budget team consisting of the County Administrator, the Finance Director, and the Deputy Finance Director. This recommended budget was developed after receiving individual requests from each County department and meeting with the respective directors to discuss their needs. We greatly appreciate the efforts of the directors and their staff in assisting us in developing this budget.

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

The Fiscal 2015 forecast is promising. Revenues from the housing sector are projected to be 20 percent to 30 percent over the previous year. The County's largest revenue source, Realty Transfer Tax, is expected to climb to over $20 million by the end of the current fiscal year.

Nonetheless, we have taken a very conservative approach and developed a budget with "measured growth," because it must remain at a sustainable level. As a result, budgeted revenues are increased at a modest level of 2 percent for the General Fund. While the Realty Transfer Tax (RTT) trajectory is expected to continue its climb for a second year in a row, RTT is only budgeted at $16 million. The RTT revenue amount is $4 million below our forecasted amount, but half of what it was in 2006.

The County's budgeting principles remain as follows:

- Prepare a balanced budget with minimal increases
- Maintain an operating reserve of approximately 25 percent
- Continue to fund above the actuarial determined level of funding for pensions and pension benefits
- Operate without tax-supported debt
- Maintain 'AA+' strong bond rating
- 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 was prepared with some assumptions. We assumed that the County will continue to receive 1.5 percent of realty transfer tax on eligible properties in unincorporated areas. We also assumed the County will continue to receive the 30 percent grant from the State of Delaware to fund paramedic expenses. If the State were to change these revenue sources, or pass any legislation that would further cut our revenues or raise our expenses, we would have to re-evaluate County services and the County's grant-in-aid program.

The budget represents a collaborative effort among the budget team and department heads. The team 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 challenges we face in developing this balanced budget.

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

The economy in Sussex County appears to be showing signs of promise for the future, but I believe we need to move forward with caution. This year's budget is a reflection of that philosophy. Through "measured growth," the County is responding to the increasing demands for our services and addressing the areas of greatest need. We, however, will continue to move forward at a very deliberate pace to ensure we serve the citizens of this great county while fulfilling our fiduciary duty to them.

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

Sincerely,

Todd F. Lawson
County Administrator

FY 2015 Budget

Budget Summary by Fund

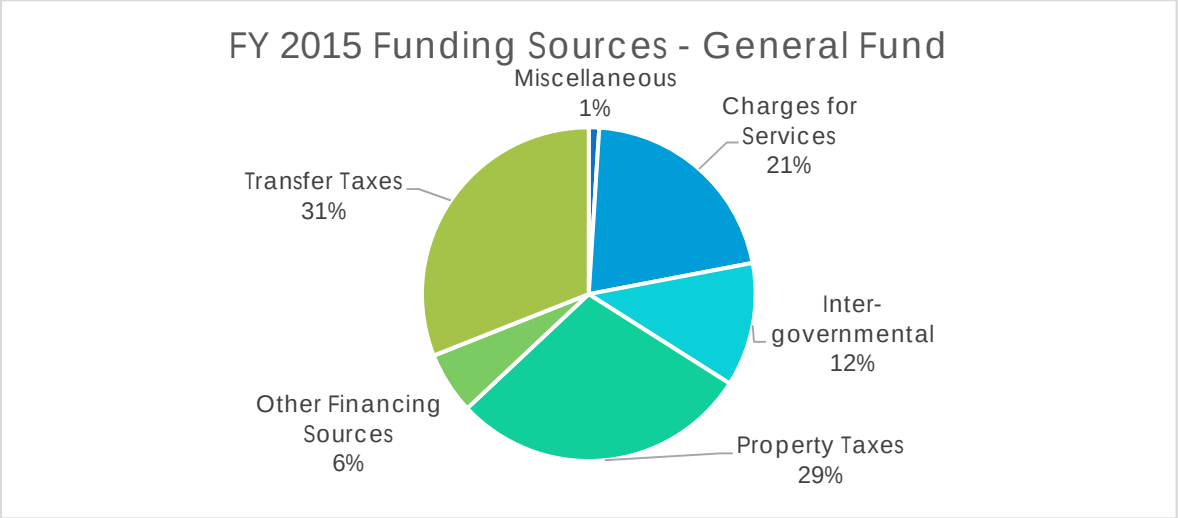
Fund	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
General Fund	$51,944,586	$51,944,586
Capital Projects – Governmental Fund	7,095,985	7,095,985
Enterprise Funds	34,418,057	34,418,057
Capital Projects – Enterprise Fund	14,335,000	14,335,000
Fiduciary Fund	14,946,124	5,430,149
Total Budget	**$121,837,752**	**$112,323,777**

2015 Budget Highlights

- General Fund operating budget is up $1,808,000. The increase is due to:
  - Demand for housing related services increasing more than 20 percent
  - Projected 2014 surplus of $3.0 million
  - Increased pension contribution of $300,000
- County daily operational expenses increased 2.2 percent
- Property taxes are level
  - Average County tax for a single-family home is $107.97.
  - Average County tax for a manufactured home is $44.66.
- Taxable assessments increased 1.8 percent
- No general fund fee increases
- Small sewer service charge increases
- Connection fee and waste hauler increases
- 2 percent COLA for employees
- Reduction in the number of employee positions compared to FY 2014
- $2.0 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 $3.4 million of funding for fire and ambulance services
- Capital Projects – Governmental Fund of $7.1 million – 37 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 realty transfer taxes, constitutional office fees, intergovernmental sources and other charges for services.



General Fund revenue and funding sources increased $1,808,000, or 3.6 percent compared to the Fiscal 2014 budget. The budget reflects an increase in expected prior year revenues over expenditures.

Property Taxes

The current tax rate is $.445 per $100 of taxable assessments. This rate has not increased in 25 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 1.8 percent. This increase reflects the addition of new construction placed on the tax assessment rolls.

Realty Transfer Tax

Realty transfer tax is budgeted to be $16 million FY 2015. This is the same as FY 2014.

In keeping with our conservative budget approach, we estimate to collect over $20 million in FY 2014. With the uncertainty in the housing market, we budgeted 80 percent of what is expected to be collected. In

addition, anything collected over the $16 million would go directly to the Capital Projects fund to pay for future needs.

Intergovernmental Funds

Grants from other governmental agencies are projected to decrease by $28,400, which is a result of a decrease in federal housing funding. The State paramedic grant, which is based on 30 percent of the paramedic expenses, increased $53,500.

Constitutional Office Fees

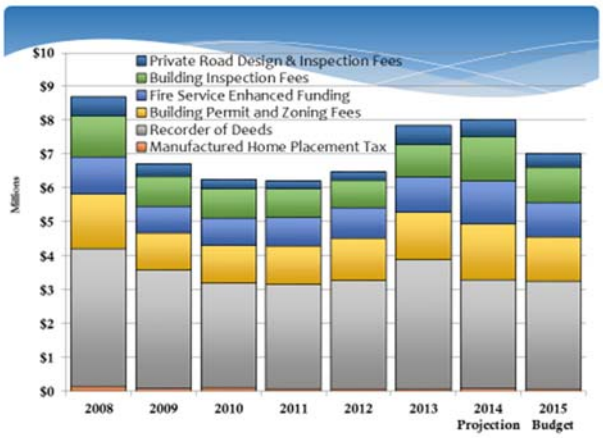
Constitutional offices include the Marriage Bureau, Recorder of Deeds, Register of Wills and Sheriff Departments. Revenues are expected to increase only slightly by $107,000, or 1.6 percent. Revenues from Sheriff sales of properties has flattened since 2013. The Register of Wills is seeing a slight decline in their revenue as people are putting their assets in trusts. However, the Marriage Bureau is seeing an increase in activity resulting in a $19,000 increase.

Miscellaneous Revenue

Miscellaneous revenues are projected to increase $226,000, or 59.6 percent due to an increase in investment income. The County changed its investment policy a couple of years ago to allow the County to invest in fixed income. As a result, the County is now receiving a higher return on its investments.

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 projected to increase 20 to 30 percent. Revenues from the 9-1-1 system fee are capped by the State. The chart below shows housing related revenue trends and projections. The last column shows the conservative nature of our budget as we are budgeting only 80 percent of projections.



Appropriated Reserve

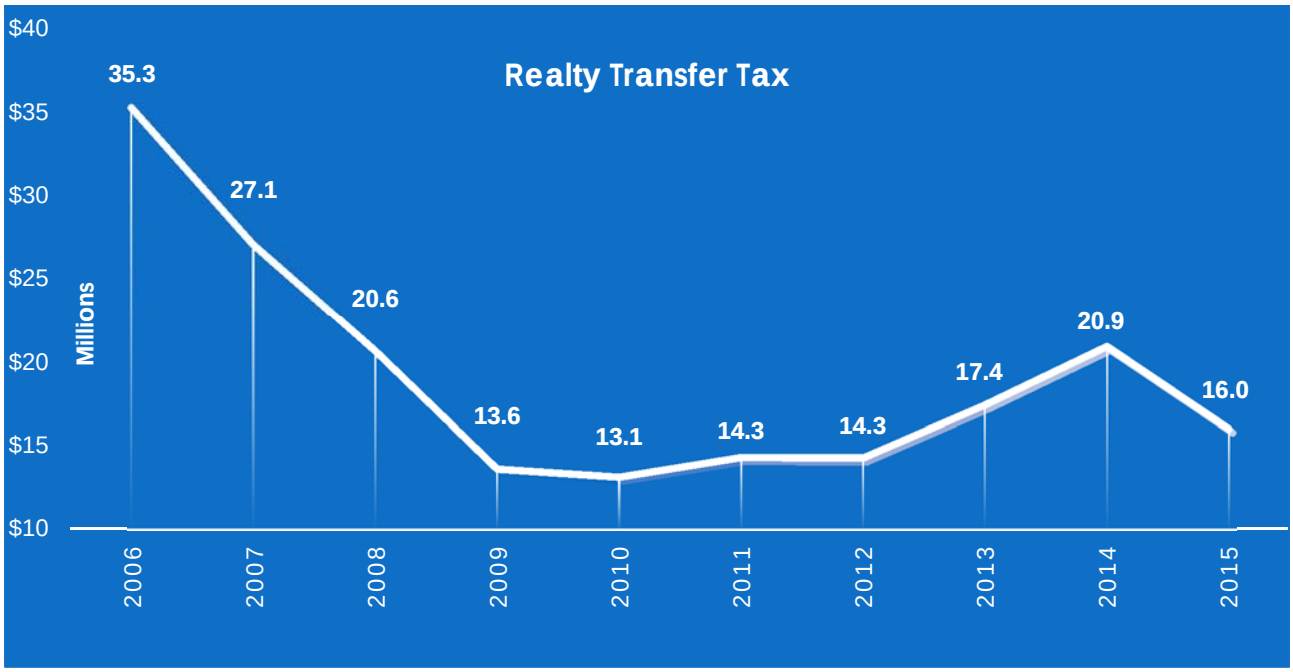
Appropriated reserve is revenue earned in a prior budget year. This year it is FY 2014's projected revenues over expenditures of $3 million. This revenue does not support daily general operating expenses. The projected FY 2014 projected surplus will be allocated once it is confirmed by the County's independent auditors.

Sussex County Council
General Fund Revenue

	2013 Actual	2014 Budget	2015 Budget
Taxes			
Property - County	$11,151,058	$12,237,907	$12,452,070
Property – Library	1,424,065	1,434,874	1,460,016
Realty Transfer	17,422,526	16,000,000	16,000,000
Fire Service	1,041,506	900,000	1,000,000
Penalties and Interest	167,244	100,000	120,000
Total Taxes	**31,206,399**	**30,672,781**	**31,032,086**
Intergovernmental			
Federal Grants			
Emergency Operations	164,875	160,000	160,000
Emergency Management	23,817	3,250	6,200
Housing and Urban Development	1,314,726	1,856,300	1,775,000
Housing Project Income	149,383	-	-
Payment in Lieu of Taxes	5,393	5,600	5,000
State Grants			
Paramedics	4,005,099	3,941,135	3,994,650
Library	340,938	340,938	340,000
Local Emergency Plan Commission	69,963	69,000	66,950
Department of Health	11,786	10,000	10,000
Total Intergovernmental	**6,085,980**	**6,386,223**	**6,357,800**
Charges for Services			
Constitutional Offices Fees			
Marriage Bureau	123,622	115,000	134,000
Prothonotary	10,744	2,000	-
Recorder of Deeds	3,818,801	3,300,000	3,300,000
Recorder of Deeds – Town RTT	30,996	30,000	30,000
Recorder of Deeds – Maintenance	49,194	40,000	40,000
Register of Wills	1,004,104	1,000,000	950,000
Sheriff	2,471,611	2,010,000	2,150,000
General Government Fees			
Building Permit and Zoning Fees	1,392,906	1,315,000	1,325,000
9-1-1 System Fees	559,637	559,630	559,630
Manufactured Home Placement Fees	81,540	74,000	74,000
Building Inspection Fees	961,999	856,000	1,040,000
Airpark Operation Fees	553,024	430,912	472,820
Miscellaneous Fees	42,464	25,000	86,000

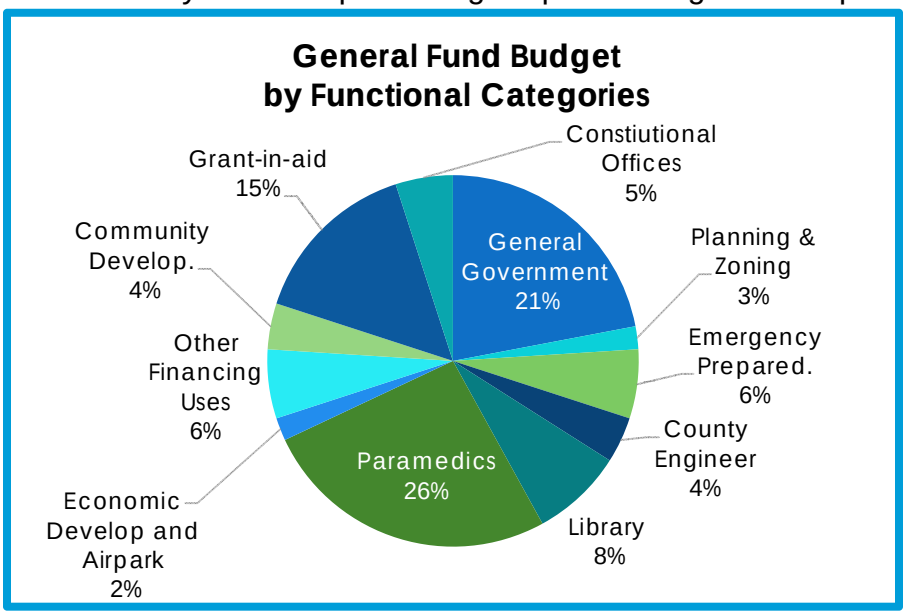
	2013 Actual	2014 Budget	2015 Budget
Dog Licensing	75,808	72,000	74,000
Rents other than Airpark	35,632	37,210	38,170
Private Road and Inspection Fees	538,600	250,000	377,000
Sewer Review and Inspection	16,700	4,400	-
Total Charges for Services	**11,767,382**	**10,121,152**	**10,650,620**
Miscellaneous Revenue			
Contributions and Donations	70,418	25,000	25,000
Economic Loan Repayments	31,808	45,560	45,000
Fines and Forfeits	23,179	24,000	22,000
Investment Income	-318,529	170,000	400,000
Reimbursements – Medicare	105,344	96,000	94,080
Miscellaneous Revenue	28,340	17,900	18,000
Total Miscellaneous Revenue	**-59,440**	**378,460**	**604,080**
Other Financing Sources			
Reimbursements from other funds	53,966	300,000	300,000
Appropriated Reserves	-	2,278,232	3,000,000
Total Other Financing Sources	**53,966**	**2,578,232**	**3,300,000**
Total Revenue	**$49,054,287**	**$50,136,848**	**$51,944,586**

The chart below shows the fluctuation of the County's largest revenue source, Realty Transfer Tax. The FY 2015 operating budget keeps this volatile revenue source to pre-2013 levels.

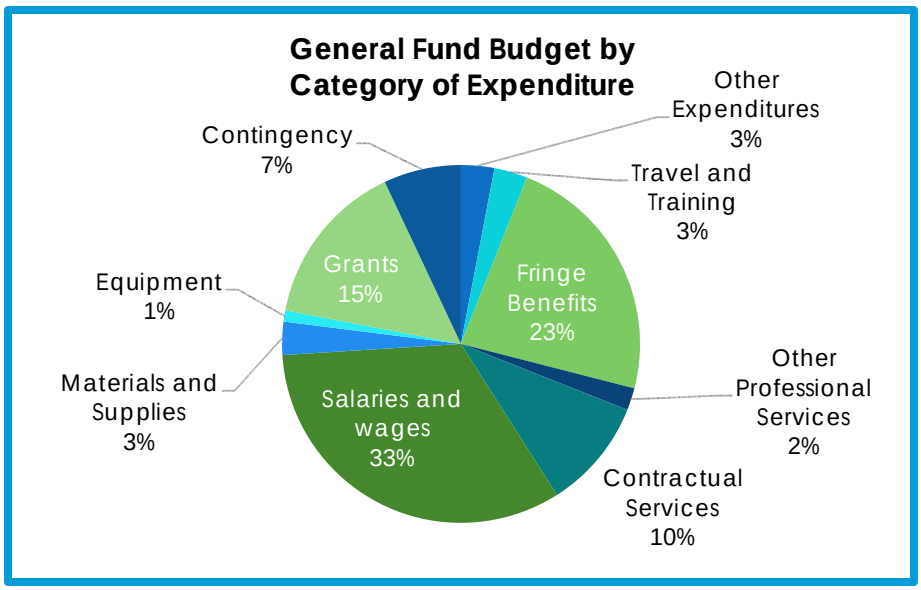


General Fund Expense Summary

The total FY 2015 General Fund budget is $51.9 million. The pie chart below indicates which services County revenues support for the citizens of Sussex County. Public safety makes up the largest percentage of the pie at 32 percent. This percentage excludes other public safety grants that are given to fire and ambulance companies and law enforcement agencies, which can be found in the grant-in-aid section of the 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.



This chart shows FY 2015 expenditures by category. Salaries and wages make up 33 percent of the County's General Fund expenditures. As our largest expenditure category, we continue to operate with less staff than in previous fiscal years. The FY 2015 budget is down 1 position from the FY 2014 budget.



General Fund Expenses

	2013 Actual	2014 Budget	2015 Budget
General Government			
County Council	$ 490,370	502,368	513,286
Administration	466,716	504,559	569,170
Legal	421,602	335,000	370,000
Finance	2,068,946	1,822,809	1,836,669
Assessment	1,317,830	1,403,250	1,466,378
Building Code	524,147	620,243	786,212
Mapping and Addressing	665,606	686,443	728,705
Human Resources	657,584	1,277,746	838,127
Records Management	105,503	156,759	180,719
Buildings and Grounds	1,244,875	1,333,246	1,761,191
Information Technology	1,369,186	1,472,843	1,449,792
Constable	265,030	240,845	230,634
Dog Control	728,058	720,665	741,512
Total General Government	**10,325,453**	**11,076,776**	**11,472,395**
Planning and Zoning	**1,239,222**	**1,267,923**	**1,255,298**
Paramedics	**12,426,866**	**13,137,115**	**13,315,497**
Emergency Preparedness			
Administration	497,759	478,060	467,259
Emergency Operations	1,972,530	2,017,436	1,929,054
Communication Systems	399,169	462,864	452,587
Local Emergency Planning Committee	74,849	80,640	73,513
Total Emergency Preparedness	**2,944,307**	**3,039,000**	**2,922,413**
County Engineer			
Administration	1,067,671	1,359,323	1,301,245
Public Works	540,465	554,441	613,472
Total County Engineer	**1,608,136**	**1,913,764**	**1,914,717**
Library			
Administration	582,544	620,153	635,485
Facilities	1,749,495	1,829,573	1,895,283
Local Libraries	1,415,126	1,434,874	1,460,017
Total Library	**3,747,165**	**3,884,600**	**3,990,785**

General Fund Expenditures - continued

	2013 Actual	2014 Budget	2015 Budget
Economic Development			
Economic Development	93,796	109,691	123,828
Security	477,695	475,712	421,722
Airport and Industrial Park	626,585	499,440	660,764
Total Economic Development	**1,198,076**	**1,084,843**	**1,206,314**
Community Development	**1,749,543**	**2,100,243**	**2,041,920**
Grant-in-aid	**8,156,799**	**7,329,615**	**7,600,361**
Constitutional Offices			
Marriage Bureau	237,639	165,415	176,294
Recorder of Deeds	1,027,753	1,125,127	1,148,045
Register of Wills	457,665	481,485	533,805
Sheriff	756,632	630,942	681,241
Total Constitutional Offices	**2,479,689**	**2,402,969**	**2,539,385**
Other Financing Uses			
Transfers Out	806,529	500,000	85,500
Reserve for Contingencies	-	2,400,000	3,600,000
Total Other Financing Uses	**806,529**	**2,900,000**	**3,685,500**
Total Expenses	**$46,681,785**	**$50,136,848**	**$51,944,585**

Expenses are up $1,808,000 from FY 2014. This is largely due to the anticipated surplus from FY 2014. The anticipated surplus is in Reserve for Contingencies. If the surplus is realized for FY 2014, there is $3 million budgeted for FY 2015 in anticipation of this surplus. The budget also has an increase from the prior year of $300,000 for pension contribution.

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

	2013 Actual	2014 Budget	2015 Budget
Salaries	$209,194	$226,178	$227,824
Vision	1,119	720	363
Dental	2,006	1,920	4,233
FICA Tax	16,078	17,369	17,327
Health Insurance	84,949	92,504	90,043
Pension	50,137	50,477	51,571
Communications	3,195	2,520	4,420
Postage and Freight	1,098	1,500	1,500
Rental and Leases	6,930	6,650	7,000
Insurance	45,919	34,640	40,015
Repairs and Maintenance	258	500	500
Printing and Binding	4,583	6,100	5,000
Advertising	8,024	7,200	7,500
Office/Operating Supplies	1,216	1,000	1,400
Dues and Subscriptions	14,870	15,190	15,190
Tools and Small Equipment	2,461	-	-
Programs and Projects	10,872	6,000	8,500
Miscellaneous	2,216	1,300	2,300
Seminars and Conferences	4,020	4,600	4,600
Mileage	-	2,000	-
Travel	21,225	24,000	24,000
Total County Council	**$490,370**	**$502,368**	**$513,286**

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 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

FY 2015 budget's increase is $1.3 million, or 44 percent. The increase is from the additional contingency resulting from the anticipated FY 2014 year-end. If there is a surplus in FY 2014, there is a line item in the budget for additional expenditures. This amount will not be realized until it is confirmed by our independent auditors that there is a surplus in FY 2014.

Additional expenses in the County Administration budget is a new vehicle, FOIA software, and additional pension contribution.

NUMBER OF FULL-TIME EMPLOYEES

Department	Change from 2009 to 2015	Change from 2014 to 2015
Administration	(1.0)	-
Assessment	(9.0)	-
Building Inspections	(1.0)	2.0
Constitutional Offices	(5.0)	-
Communications	(1.0)	-
Community Develop.	(1.0)	-
Constable	(2.0)	(1.0)
Dog Control	1.0	-
Economic Develop.	(.5)	-
Emergency Prepared.	1.0	-
EMS	1.0	1.0
Facilities Management	(9.5)	-

Department	Change from 2009 to 2015	Change from 2014 to 2015
Finance	(8.0)	(1.0)
Airport & Industrial Park	(2.0)	-
Information Technology	(1.0)	-
Libraries	(5.0)	-
Mapping & Addressing	(2.0)	-
Planning & Zoning	(4.0)	(1.0)
Public Works	(2.0)	-
Security	1.0	(1.0)
Engineering/Water & Sewer	(5.0)	-

FY 15 Change in Number of FTEs– (1)

6-Year Change in Number of FTEs– (56)

County Administration - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$350,204	$374,131	$390,838
Cost Reimbursement - Salaries	(108,396)	(113,482)	(118,622)
Vision	870	600	292
Dental	5,810	1,600	3,676
FICA Tax	26,747	27,212	28,895
Health Insurance	75,875	92,648	75,190
Pension	84,980	84,980	94,218
Communications	6,096	6,000	6,000
Postage and Freight	113	200	350
Insurance	1,390	1,420	1,558
Repairs and Maintenance	572	650	600
Printing and Binding	425	500	500
Advertising	142	200	200
Cost Reimbursement – Contr. Services	(1,470)	-	-
Office/Operating Supplies	4,173	5,000	4,200
Fuel	2,200	2,300	2,300
Dues and Subscriptions	1,178	4,500	5,475
Maintenance and Repair Parts	-	200	200
Tools and Small Equipment	8,022	4,000	2,700
Cost Reimbursement – Supplies	(2,138)	-	-
Programs and Projects	4,380	7,000	7,000
Miscellaneous	-	-	-
Seminars and Conferences	2,187	2,900	2,900
Mileage	169	200	200
Travel	3,967	1,800	4,000
Cost Reimbursement – Travel	(780)	-	-
Machinery and Equipment	-	-	56,500
Contingency	-	600,000	600,000
Contingency for Anticipated Surplus	-	1,800,000	3,000,000
Total County Administration	**$466,716**	**$2,904,559**	**$4,169,170**

Legal

	2013 Actual	2014 Budget	2015 Budget
Legal	$421,602	$335,000	$370,000

Moore and Rutt, P.A., is the legal firm appointed by the County Council. The firm represents the Council, the Planning & Zoning Commission, and Board of Adjustment. Griffin and Hackett, P.A., is the appointed assistant County attorney. Young, Conaway, Stargatt and Taylor represents the County on personnel and housing matters. Ballard Spahr, LLP provides 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 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

FY 2015 budget's increase is $13,860, or 1 percent. This increase is from investment fees charged for our investments. The budget also includes temporary part-time help during the County's annual tax season to assist with the influx of payments.

Finance - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$1,035,159	$1,337,918	$1,379,959
Cost Reimbursement - Salaries	(219,499)	(899,715)	(1,017,813)
Vision	2,555	3,480	1,578
Dental	11,730	9,280	17,112
FICA Tax	77,828	97,769	103,674
Health Insurance	313,918	492,528	436,102
Pension	241,235	300,952	323,383
Auditing and Accounting	100,312	100,000	116,000
Legal	88,928	103,000	80,000
Other Professional Services	47,077	15,500	125,000
Cost Reimbursement – Other Professional	(30,094)	(87,400)	(144,450)
Communications	6,507	6,550	6,000
Postage and Freight	61,076	155,980	117,000
Rental and Leases	8,317	15,934	14,823
Insurance	158,971	178,350	245,346
Repairs and Maintenance	25,384	15,370	24,825
Printing and Binding	9,462	10,925	-
Advertising	2,189	440	500
Other Contractual Services	104,824	23,200	61,000
Cost Reimbursement – Contr. Services	-	(153,420)	(100,867)
Office/Operating Supplies	9,797	62,600	57,000
Dues and Subscriptions	3,469	4,380	3,160
Tools and Small Equipment	501	1,006	9,000
Small Computer Equipment	4,897	3,600	1,350
Cost Reimbursement – Supplies	(1,584)	(28,595)	(31,730)
Miscellaneous	-	-	-
Seminars and Conferences	1,950	5,100	6,950
Tuition and Training	-	-	1,000
Mileage	232	400	400
Travel	3,805	4,500	7,500
Cost Reimbursement – Travel	-	(4,000)	(7,133)
Machinery and Equipment	-	94,095	-
Cost Reimbursement – M&E	-	(46,918)	-
Total Finance	**$2,068,946**	**$1,822,809**	**$1,836,669**

Assessment

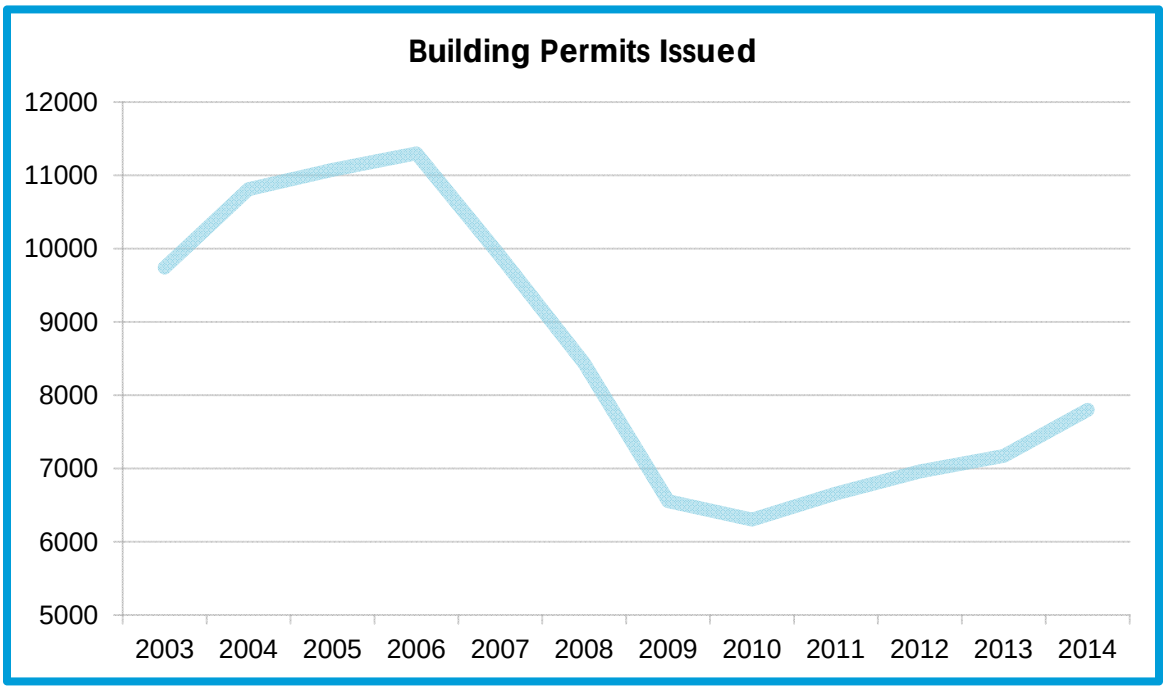
The Assessment Department is responsible for ensuring that all land, buildings, and land improvements are valued and added to the County's assessment rolls for the purpose of taxation. The staff of this department is responsible for maintaining all County property records and tax maps, as well as issuing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

Objectives

- Adjust our assessment procedures to maximize the efficiency of the office
- Add new construction to the assessment rolls in a timely manner
- Look for construction that has been performed without permits
- Begin using technology in the field
- Create an atmosphere that fosters greater unity, productivity and customer satisfaction

Budget Highlights

FY 2015 budget's increase is $63,000, or 5 percent, which is reasonable with the 18 percent increase the department is seeing in actual revenue. As you can see by the graph below, there has been a steady increase in building permits since 2010.



Assessment - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$826,317	$898,723	$873,666
Cost Reimbursement - Salaries	(139,083)	(144,360)	(152,988)
Vision	3,079	2,880	1,119
Dental	5,975	7,680	10,959
FICA Tax	64,012	66,748	65,935
Health Insurance	315,206	275,206	360,837
Pension	193,433	193,433	217,362
Boards and Commissions	-	2,000	-
Communications	7,502	8,000	10,880
Postage and Freight	3,336	6,500	6,500
Insurance	4,539	6,640	5,108
Repairs and Maintenance	7,103	9,000	9,000
Printing and Binding	2,689	5,000	3,200
Advertising	120	3,000	2,000
Cost Reimbursement – Contr. Services	(2,075)	-	-
Office/Operating Supplies	8,200	9,000	12,000
Fuel	14,996	18,000	18,000
Dues and Subscriptions	935	2,500	1,600
Uniforms	-	-	-
Maintenance and Repair Parts	1,895	5,000	3,000
Tools and Small Equipment	994	900	3,500
Small Computer Equipment	579	2,700	8,000
Cost Reimbursement – Supplies	(2,760)	-	-
Tuition and Training	810	5,500	5,500
Mileage -	-	200	200
Travel	109	1,000	1,000
Cost Reimbursement – Travel	(81)	-	-
Machinery and Equipment	-	18,000	-
Total Assessment	**$1,317,830**	**$1,403,250**	**$1,466,378**

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 staff for both residential and commercial plan reviews
- 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

FY 2015 budget's increase is 27 percent, or $166,000, which is reasonable as inspections have increased 35 percent over the previous year. As you can see by the graph below, there has been a continuous increase since 2011. There is one additional staff and two vehicles in the budget to help with the increase in activity. There is also additional money in tuition and training to offer commercial inspection training.

Building Code - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$286,222	$326,099	$402,842
Vision	1,227	1,080	556
Dental	2,135	2,880	5,776
FICA Tax	21,901	25,220	30,199
Health Insurance	117,600	133,286	165,380
Pension	66,648	66,648	89,093
Boards and Commissions	-	1,000	-
Communications	2,910	2,800	5,200
Postage and Freight	252	500	500
Insurance	3,258	3,330	3,516
Repairs and Maintenance	2,363	3,000	3,000
Printing and Binding	677	500	500
Office/Operating Supplies	2,511	2,600	3,100
Fuel	12,265	15,000	15,000
Dues and Subscriptions	615	1,000	1,000
Permanent Record Books	1,162	1,200	1,750
Maintenance & Repair Parts	840	1,200	5,000
Tools and Small Equipment	159	2,500	6,700
Small Computer Equipment	503	1,000	-
Seminars and Conferences	-	300	1,000
Tuition and Training	-	10,000	15,000
Mileage -	-	100	100
Travel	899	1,000	1,000
Machinery and Equipment	-	18,000	30,000
Total Building Code	**$524,147**	**$620,243**	**$786,212**

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 9-1-1 system.

Objectives

- Increase match rate by completing data audits and working with Verizon and Homeland Security
- Continue support of 9-1-1 Center and paramedics by improving data accuracy
- Complete parcel splits, attach property records data and disseminate to the public in both web and GIS data format
- Support all departmental needs for access to mapping and addressing data

Budget Highlights

FY 2015 budget's increase is 6 percent, or $42,000. This increase is due to the purchase of office furniture that will allow the department to move to the Administration Building. This move will increase efficiency as GIS is becoming a vital component of the County's operations when it comes to land use.

Mapping and Addressing - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$298,118	$311,277	$320,202
Vision	971	1,080	277
Dental	2,148	2,880	1,866
FICA Tax	22,360	21,404	23,582
Health Insurance	106,338	84,900	120,304
Pension	72,523	68,122	81,056
Other Professional Services	83,632	103,640	83,632
Communications	3,210	3,000	3,300
Postage and Freight	123	200	-
Insurance	2,454	1,940	2,836
Repairs and Maintenance	35,747	46,000	44,000
Printing and Binding	-	500	200
Advertising	-	100	-
Office/Operating Supplies	6,424	5,000	5,500
Fuel	4,824	5,000	6,000
Dues and Subscriptions	-	250	250
Maintenance and Repair Parts	791	1,000	1,000
Tools and Small Equipment	7,094	1,500	16,500
Small Computer Equipment	9,647	9,500	-
Programs and Projects	2,770	2,500	4,000
Seminars and Conferences	-	1,200	1,200
Tuition and Training	1,825	5,000	5,000
Mileage -	120	450	1,000
Travel	4,487	5,000	7,000
Machinery and Equipment	-	5,000	-
Total Mapping and Addressing	**$665,606**	**$686,443**	**$728,705**

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 498 employees in the FY 2015 budget. There are also 35 part-time employees proposed in this budget. The department also supports the approximately 200 pensioners. The office's function includes recruitment, training, 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 FY 2015's budget decrease is $439,000, or 34 percent. The County had a successful year with its first comprehensive employee training program. The budget continues to fund this beneficial initiative.

The largest part of this decrease is due to a one-time expenditure to reduce the County's compensatory time liability that was done in FY 2014; this liability no longer accumulates. In addition, there is a decrease in programs and projects. In FY 2014, this decrease was realized for County sponsored life insurance that is now expensed to the department in which the employee works.

Human Resources and General Employment - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$259,762	$298,085	$311,353
Cost Reimbursement - Salaries	(83,774)	(98,154)	(100,355)
Vision	835	840	391
Dental	2,082	2,240	5,021
FICA Tax	19,457	21,726	23,264
Health Insurance	74,273	100,270	90,228
Pension	64,891	64,891	71,517
Boards and Commissions	1,000	7,800	-
Legal	29,822	30,000	46,000
Other Professional Services	20,610	45,000	75,700
Cost Reimbursement – OPS	(10,287)	(16,560)	(24,340)
Communications	1,558	1,500	2,000
Postage and Freight	1,426	1,000	1,700
Repairs and Maintenance	787	800	8,800
Printing and Binding	347	300	400
Advertising	571	2,000	2,000
Cost Reimbursement – Contr. Services	(937)	(1,120)	(2,980)
Office/Operating Supplies	4,221	9,000	6,600
Dues and Subscriptions	638	1,800	5,400
Tools and Small Equipment	3,980	24,300	-
Cost Reimbursement – Supplies	(1,768)	(7,020)	(2,400)
Programs and Projects	13,638	198,980	15,100
Cost Reimbursement – Misc.	(2,728)	(29,800)	(3,002)
Seminars and Conferences	270	1,000	4,000
Tuition and Training	2,080	5,100	15,100
Mileage	123	500	500
Travel	543	-	2,000
Cost Reimbursement – Travel	(160)	(1,320)	(4,320)
Machinery and Equipment	31,760	-	-
Salaries – General Employment	-	295,189	10,000
FICA Tax – General Employment	-	28,954	765
Blood Bank – General Employment	680	1,000	-
Health Insurance – General Employment	-	43,445	43,871
Worker's Compensation	111,518	180,000	110,487
Unemployment Compensation	7,600	17,000	5,000
Other Professional Services	24,435	20,000	21,400
Uniforms	13,156	14,000	14,000
Tuition	23,832	15,000	15,000
Boards and Commission	41,343	-	67,927
Total Human Resources & Gen Employment	**$657,584**	**$1,277,746**	**$838,127**

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

FY 2015 budget's increase is 15 percent, or $24,000. Most of this increase is due to an additional part-time staff member to help organize the County's records.

Records Management - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$61,693	$93,933	$108,315
Vision	-	360	117
Dental	-	960	1,327
FICA Tax	4,833	6,967	8,252
Health Insurance	14,783	31,024	30,076
Pension	11,994	11,994	20,032
Insurance	-	706	680
Repairs and Maintenance	4,462	5,350	5,350
Other Contractual Services	305	-	-
Office/Operating Supplies	929	1,000	1,500
Fuel	-	-	-
Dues and Subscriptions	-	50	200
Maintenance & Repair Parts	-	50	400
Tools and Small Equipment	-	100	-
Small Computer Equipment	2,765	-	-
Other Supplies	3,739	2,515	1,000
Tuition and Training	-	750	1,550
Travel	-	1,000	1,920
Machinery and Equipment	-	-	-
Total Records Management	**$105,503**	**$156,759**	**$180,719**

Buildings and Grounds

The Buildings and Grounds Department operates and maintains all County facilities. This includes the 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
- Continue to work with vendors to ensure the best prices for products and services

Budget Highlights

FY 2015 budget's increase is $428,000, or 32 percent. The increase is due to $100,000 to repair County facilities, $206,500 to replace aged equipment, and $30,000 to improve the signage throughout the County Administration building.

There are numerous building renovation projects in the FY 2015 Capital Improvements budget, such as Council Chamber renovations, renovating the roof at the Records Management building, and fixing the exterior steps. The Buildings and Grounds Department helps facilitate and coordinate capital projects for County buildings.

Buildings and Grounds - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	452,780	$542,067	$535,151
Vision	980	1,800	611
Dental	2,494	4,800	4,288
FICA Tax	35,368	40,607	40,541
Health Insurance	191,883	158,420	225,570
Pension	90,736	90,736	135,893
Communications	20,169	21,500	20,000
Utilities	-	-	-
Utilities – Electric	161,909	150,000	160,000
Utilities – Fuel	22,496	20,720	24,000
Utilities – Other	11,181	10,900	12,000
Insurance	18,482	20,450	21,691
Repairs and Maintenance	76,618	119,096	119,096
Office/Operating Supplies	373	150	150
Fuel	24,075	30,000	25,000
Janitorial	16,434	15,000	17,000
Uniforms	-	-	-
Maintenance and Repair Parts	63,413	70,000	70,000
Tools and Small Equipment	8,695	24,200	12,400
Small Computer Equipment	36	1,500	-
Programs and Projects	-	-	30,000
Seminars and Conferences	168	300	300
Tuition and Training	-	1,000	1,000
Travel	-	-	-
Land	-	-	-
Improvements	-	-	100,000
Machinery and Equipment	46,585	10,000	185,500
Transportation Equipment	-	-	21,000
Total Buildings and Grounds	**$1,244,875**	**$1,333,246**	**$1,761,191**

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. This department also designs and administers the County's official website.

Objectives

- Create a secure data center
- Reduce energy use by consolidating servers
- Increase the stability and reliability of the County's servers
- Upgrade phone system
- Implement an Emergency Response System to integrate with the current phone system. This will increase the safety of the employees and visitors to County owned buildings.
- Support departments to meet their technology needs

Budget Highlights

FY 2015 budget's decrease is $23,000, or 2 percent. This is the first year that Data Processing and Information Technology is shown as one department in the budget. The one addition to this budget is a new Software Web Engineer in the budget. This increase in position is slightly offset by an employee who transferred to fill a vacancy in another department.

Information Technology - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$694,477	$690,890	$712,180
Cost Reimbursement – Salaries	(311,142)	(229,429)	(403,509)
Vision	3,364	1,680	727
Dental	6,369	4,480	8,537
FICA Tax	52,270	50,207	53,350
Health Insurance	207,480	239,814	210,456
Pension	164,700	152,711	167,634
Other Professional Services	42,968	23,800	20,100
Communications	45,657	39,300	77,240
Postage and Freight	362	500	500
Insurance	22,663	2,640	2,822
Rental & Leases	2,573	-	26,000
Repairs and Maintenance	312,201	396,000	398,895
Printing and Binding	320	500	-
Office/Operating Supplies	10,517	12,000	5,000
Fuel	1,834	1,900	1,900
Dues and Subscriptions	449	700	700
Maintenance and Repairs Parts	1,858	1,500	1,600
Tools and Small Equipment	-	14,200	17,000
Small Computer Equipment	41,189	5,000	75,400
Seminars and Conferences	395	3,500	4,800
Tuition and Training	8,216	10,000	10,000
Mileage	259	150	400
Travel	5,369	12,500	12,500
Machinery and Equipment	54,838	38,300	45,560
Total Information Technology	**$1,369,186**	**$1,472,843**	**$1,449,792**

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

FY 2015 budget's decrease is $10,000, or 4 percent.

	2013 Actual	2014 Budget	2015 Budget
Salaries	130,229	$138,570	$112,459
Vision	-	480	148
Dental	370	1,280	1,238
FICA Tax	10,056	10,405	9,181
Health Insurance	55,854	23,898	45,114
Pension	32,157	32,162	27,812
Communications	1,766	1,800	1,800
Postage and Freight	502	600	600
Insurance	1,950	2,650	2,082
Repairs and Maintenance	1,914	1,300	2,000
Printing and Binding	-	200	-
Other Contractual Services	13,680	10,000	10,000
Office/Operating Supplies	1,012	1,000	1,200
Fuel	5,236	5,000	6,000
Uniforms	560	-	-
Maintenance and Repair Parts	120	1,500	1,000
Programs and Projects	9,624	10,000	10,000
Total Constable	**$265,030**	**$240,845**	**$230,634**

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

FY 2015 budget's increase is $21,000, or 3 percent. The largest portion of this department's budget is the contract with First State Animal Center & SPCA to provide dog services to Sussex County. The increase is due to their contract.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$29,064	$28,687	$28,688
Vision	-	120	45
Dental	-	320	305
FICA Tax	2,235	2,195	2,188
Health Insurance	14,730	7,954	15,038
Pension	6,772	6,658	7,032
Postage and Freight	1,357	1,600	1,400
Printing and Binding	1,224	1,000	1,000
Office/Operating Supplies	879	1,900	1,800
Small Equipment	1,740	-	400
Other Supplies	-	1,000	1,000
Programs and Projects	670,057	669,231	682,616
Total Dog Control	**$728,058**	**$720,665**	**$741,512**

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

FY 2015 budget's decrease is $13,000, or 1 percent. The decrease is from the reclassification of board and commission pay to Human Resources' budget. However, there is an increase in Other Professional Services to help with land use.

Planning and Zoning – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$490,355	$584,169	$587,473
Vision	1,201	1,620	643
Dental	2,486	4,320	7,263
FICA Tax	37,386	46,140	44,351
Health Insurance	177,163	181,294	180,418
Pension	130,650	130,650	143,588
Legal	269,440	140,000	186,000
Other Professional Services	-	-	25,000
Communications	3,982	6,000	3,600
Postage and Freight	7,262	6,800	6,600
Insurance	3,924	6,030	4,272
Repairs and Maintenance	2,718	5,900	3,000
Printing and Binding	1,880	2,600	1,900
Advertising	34,610	35,000	35,000
Office/Operating Supplies	4,544	4,500	4,500
Fuel	9,313	13,500	10,800
Permanent Record Books	1,475	3,000	3,000
Uniforms	-	-	-
Dues and Subscriptions	2,324	2,400	1,500
Maintenance and Repair Parts	25	750	-
Tools and Small Equipment	673	1,500	750
Seminars and Conferences	50	1,000	2,400
Tuition and Training	2,545	2,000	2,400
Mileage -	-	250	240
Travel	147	500	600
Machinery and Equipment	29,069	-	-
Transportation Equipment	-	18,000	-
Planning and Zoning Commission	13,500	37,500	-
Board of Adjustment	12,500	32,500	-
Total Planning and Zoning	**$1,239,222**	**$1,267,923**	**$1,255,298**

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 $178,000, or 1 percent. To help with attrition, the County will sponsor a scholarship program at Delaware Technical and Community College. This replaces the student/employee sponsorship program.

Some items in the budget this year include two suburbans to replace the high mileage medic units, a training room simulation, a Lucas device, and other required medical equipment.

Paramedics – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$6,777,093	$7,191,182	$7,243,441
Vision	12,514	13,920	6,271
Dental	40,630	37,120	73,333
FICA Tax	499,344	538,829	546,901
Blood Bank	80	125	125
Health Insurance	1,503,674	1,841,371	1,744,294
Worker's Compensation	353,810	400,000	396,216
Unemployment Compensation	5,452	5,000	5,000
Pension	1,590,888	1,401,898	1,459,146
Legal	8,941	30,000	25,000
Other Professional Services	66,709	50,600	73,425
Communications	57,473	64,880	60,000
Postage and Freight	765	600	600
Utilities	51,126	52,880	51,980
Rentals and Leases	140,185	120,960	119,790
Insurance	94,766	94,450	179,603
Repairs and Maintenance	262,084	276,502	328,270
Printing and Binding	499	1,000	1,000
Advertising	2,763	7,500	5,000
Other Contractual Services	5,749	7,300	6,750
Office/Operating Supplies	8,186	8,500	8,000
Fuel	142,499	155,924	145,049
Janitorial Supplies	5,852	6,500	6,750
Dues and Subscriptions	244	300	500
Uniforms	62,186	57,891	46,744
Maintenance and Repair Parts	80,243	85,128	81,659
Tools and Small Equipment	195,124	188,895	255,396
Other Supplies	137,244	136,200	170,194
Programs and Projects	9,339	14,000	13,000
Miscellaneous	210	1,000	1,000
Seminars and Conferences	4,150	7,225	7,225
Tuition and Training	11,617	42,000	73,000
Mileage -	-	250	250
Travel	14,133	25,185	22,185
Machinery and Equipment	281,294	52,000	28,400
Transportation Equipment	-	220,000	130,000
Total Paramedics	**$12,426,866**	**$13,137,115**	**$13,315,497**

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
- Implement the ARM360 Real-Time Damage Assessment, Reporting, and Mapping system which enables the relay of critical information to the EOC via GIS, which in turn, enables deployment of the right resources, to the right location in real-time. The ARM360 Solution easily collects assessment information, synchronizes to a centralized database, maps the damage, and generates reports from a web page allowing decision makers and responders to have instant access to damage and loss totals. Install the necessary equipment to record the public access phone lines that are used during an EOC activation
- Maintain the Emergency Operations Center in a ready state in order to respond to events and incidents that may affect Sussex County in order to coordinate the response with towns, fire service, law enforcement, school districts and various state agencies
- Continue to improve public awareness and safety during major storms

Budget Highlights

FY 2015 budget's decrease is $11,000, or 2 percent. Most of the decrease is due to utilities from the installation of a geo-thermal heating and cooling system.

Emergency Preparedness Administration – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$142,121	$147,564	$143,739
Vision	349	360	148
Dental	180	960	1,238
FICA Tax	11,035	10,917	10,877
Health Insurance	44,470	31,392	45,114
Pension	24,444	24,444	34,981
Communications	19,333	15,000	32,400
Postage and Freight	363	500	500
Utilities	80,273	81,000	55,000
Rentals and Leases	1,878	1,440	1,300
Insurance	1,269	1,430	1,455
Repairs and Maintenance	75,945	112,983	104,535
Office/Operating Supplies	2,121	1,750	1,700
Fuel	4,205	4,500	4,000
Dues and Subscriptions	237	300	422
Uniforms	-	-	250
Maintenance and Repair Parts	10,079	13,500	7,500
Tools and Small Equipment	11,362	7,120	1,500
Other Supplies	11,097	15,400	14,600
Small Computer Equipment	29,744	1,500	-
Programs and Projects	6,329	3,500	3,500
Seminars and Conferences	-	500	500
Travel	2,547	2,000	2,000
Machinery and Equipment	18,378	-	-
Total Emergency Preparedness Admin.	**$497,759**	**$478,060**	**$467,259**

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

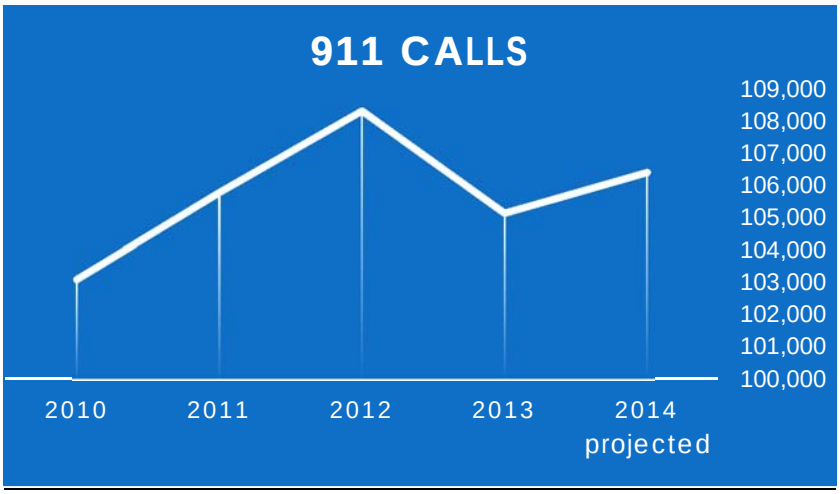
- Implement Smart911 in Sussex County. Smart911 delivers accurate, detailed caller data with incoming 9-1-1 calls. It helps 9-1-1 dispatchers make faster, better decisions, shortens response times, and helps save lives. Citizens sign up for Smart911 and enter information they want 9-1-1 to receive in case of an emergency. When a person calls 9-1-1, their data automatically displays on the dispatcher's work station – anywhere where Smart911 is deployed.
- Conduct 9-1-1 Awareness Day 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
- Maintain the Mobile Command Unit in a ready state in order to support Public Safety events and incidents that may affect Sussex County in order to coordinate the response with towns, fire service, law enforcement, school districts and various state agencies.

Budget Highlights

FY 2015 budget's decrease is $88,000, or 4 percent. The decrease is from a software purchase for $50,000 that was made in FY 2014. 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

	2013 Actual	2014 Budget	2015 Budget
Salaries	$1,096,577	$1,083,785	$1,064,140
Vision	3,406	2,640	1,177
Dental	5,158	7,040	14,885
FICA Tax	84,265	80,972	80,399
Health Insurance	331,291	325,925	330,836
Pension	250,108	212,949	225,267
Communications	33,027	30,000	30,000
Postage and Freight	138	200	150
Insurance	1,344	1,310	1,395
Repairs and Maintenance	118,632	166,900	126,060
Office/Operating Supplies	679	1,000	1,000
Fuel	945	1,100	1,000
Dues and Subscriptions	726	800	900
Maintenance and Repair Parts	9,685	10,000	7,500
Tools and Small Equipment	12,275	5,000	6,000
Small Computer Equipment	-	1,500	3,200
Programs and Projects	-	51,865	1,500
Seminars and Conferences	2,228	2,200	1,000
Tuition and Training	17,821	24,750	27,645
Mileage	1,836	1,500	500
Travel	2,389	6,000	4,500
Total EOC - Dispatch Center	**$1,972,530**	**$2,017,436**	**$1,929,054**



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

FY 2015 budget's decrease is $10,000, or 2 percent. The decrease is in repairs and maintenance. The budget includes one additional part-time person.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$164,853	$168,754	$198,508
Vision	-	360	148
Dental	1,726	960	1,238
FICA Tax	12,812	12,643	15,069
Health Insurance	40,430	54,094	45,114
Pension	38,377	36,726	49,785
Communications	2,090	2,300	2,300
Postage and Freight	55	100	100
Insurance	2,073	2,710	2,327
Repairs and Maintenance	40,598	70,226	15,440
Office/Operating Supplies	680	500	500
Fuel	9,979	10,000	10,000
Uniforms	27,691	-	-
Maintenance and Repair Parts	10,196	28,000	28,000
Tools and Small Equipment	47,609	25,752	22,045
Training	-	-	5,000
Improvements	-	-	17,013
Machinery and Equipment	-	49,739	40,000
Total Communications	**$399,169**	**$462,864**	**$452,587**

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

FY 2015 budget's decrease is $7,000, or 9 percent. The increase is due to benefits. Health insurance is charged to each department based on an average amount per employee, as it has been done in the past. Last year it was based on the employee's election.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$41,940	$42,356	$40,767
Vision	269	120	72
Dental	549	320	1,022
FICA Tax	3,076	3,005	3,020
Health Insurance	14,778	23,070	15,038
Pension	9,367	9,369	9,894
Communications	752	800	1,000
Postage and Freight	-	400	200
Office/Operating Supplies	59	-	500
Seminars and Conferences	-	-	-
Tuition and Training	1,365	-	-
Mileage	1,576	-	2,000
Travel	1,118	1,200	-
Total Local Emergency Planning Committee	**$74,849**	**$80,640**	**$73,513**

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

FY 2015 budget's decrease is $58,000, or 4 percent. The decrease in Miscellaneous. Monitoring the dredge sight decreased from $80,000 to $26,000. Included in this budget is $10,000 to maintain the Woodland Park.

Engineering Administration – continued

	2013 Actual	2014 Budget	2015 Budget
Engineering Administration			
Salaries	$576,465	$808,914	$773,783
Personal Cost Reimbursement	(79,613)	(200,000)	(150,113)
Vision	1,164	1,680	583
Dental	6,502	4,480	6,564
FICA Tax	43,257	62,968	58,173
Health Insurance	174,881	163,054	180,418
Pension	183,927	183,927	186,863
Engineering	11,220	30,000	30,000
Communications	3,041	3,600	3,100
Postage and Freight	6	50	50
Insurance	-	-	5,224
Repairs and Maintenance	875	1,000	200
Advertising	-	-	-
Office/Operating Supplies	373	10,000	1,000
Fuel	5,290	5,000	5,000
Dues and Subscriptions	165	-	3,600
Maintenance and Repairs Parts	26	50	400
Tools and Small Equipment	424	-	-
Small Computer Equipment	1,991	1,700	-
Other Supplies	708	3,900	2,000
Miscellaneous		126,000	36,100
Seminars and Conferences	1,433	-	-
Tuition and Training	89	2,000	1,000
Mileage	62	-	-
Travel	113	1,000	1,200
Machinery and Equipment	-	-	-
Solid Waste			
Programs and Projects	126,653	124,000	126,100
Improvements	8,619	26,000	30,000
Total Engineering Administration/Solid Waste	**$1,067,671**	**$1,359,323**	**$1,301,245**

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 review of stormwater designs
- Improve the quality and operation of construction inspection

Budget Highlights

FY 2015 budget's increase is $59,000, or 11 percent. There is no additional equipment in this budget. The increase has to do with pension and health insurance.

Activity in the department has increased as the economy improves. Below is the last three years of revenues.

	2011	2012	2013
Private Road Review and Inspection Revenue	$207,639	$226,654	$538,601

Public Works – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$313,431	$339,301	$343,298
Personal Cost Reimbursement	(116)	-	-
Vision	704	900	412
Dental	3,606	2,400	3,803
FICA Tax	24,328	25,639	26,087
Health Insurance	86,526	66,377	120,304
Pension	72,271	72,271	83,463
Engineering	14,047	20,000	10,000
Communications	4,972	4,700	4,700
Postage and Freight	415	500	400
Insurance	3,234	3,390	3,600
Repairs and Maintenance	2,671	3,000	3,000
Office/Operating Supplies	961	1,000	1,200
Fuel	9,413	10,000	10,000
Dues and Subscriptions	146	250	250
Uniforms	135	-	-
Maintenance and Repair Parts	1,912	2,100	2,000
Programs and Projects	-	-	
Tools and Small Equipment	-	500	500
Small Computer Equipment	1,750	1,658	
Other Supplies	59	180	180
Seminars and Conferences	-	100	100
Mileage	-	100	100
Travel	-	75	75
Total Public Works	**$540,465**	**$554,441**	**$613,472**

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 overseeing 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 the libraries in the county

Budget Highlights

FY 2015 budget's increase is 15,000, or 2 percent. The largest increase of $13,000 is realized in Programs and Projects, which is for services to support the 3 County-owned libraries and the 11 independent libraries.

Library Administration – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$262,324	$273,159	$281,110
Vision	1,364	840	194
Dental	919	2,240	2,171
FICA Tax	19,944	19,933	21,065
Health Insurance	103,692	85,910	105,228
Pension	59,621	59,621	56,384
Boards and Commissions	600	2,500	-
Communications	3,171	2,800	3,960
Postage and Freight	3,603	3,000	3,000
Insurance	-	600	660
Repairs and Maintenance	1,538	5,500	5,500
Other Contractual Services	49,159	20,000	6,150
Office/Operating Supplies	5,639	5,000	5,000
Dues and Subscriptions	3,625	40,000	40,000
Permanent Record Books	9,421	10,000	6,500
Maintenance and Repair Parts	10	200	200
Tools and Small Equipment	2,601	500	500
Small Computer Equipment	779	2,000	-
Other Supplies	1,000	2,500	1,500
Programs and Projects	12,543	200	13,000
Miscellaneous	32,482	75,000	75,000
Seminars and Conferences	505	1,180	490
Tuition and Training	3,724	3,700	4,200
Mileage	1,913	1,700	1,700
Travel	2,367	2,070	1,973
Total Library Administration	**$582,544**	**$620,153**	**$635,485**

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
- Establish partnerships with Community Resource Exchange leaders in Sussex County for outreach efforts
- Provide concentrated stops to serve residential or congregate facilities on a regular schedule using the Mobile Library
- Create and distribute deposit collections to enhance daycare curriculum
- Ensure staff participation in professional development workshops/events for children and adult services, leadership, and customer service

Budget Highlights

FY 2015 budget's increase is $6,000, or 6 percent. This increase is for the additional virtual and physical outreach initiatives to connect the residents of Sussex County to the Mobile Library. The line items that increased to help with this initiative are travel, fuel, programs and projects, and permanent record books.

Bookmobile – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$26,383	$43,383	$43,340
Vision	233	120	72
Dental	-	320	1,022
FICA Tax	1,921	3,154	3,288
Health Insurance	14,739	23,070	15,038
Pension	8,930	6,267	10,623
Communications	1,246	1,200	1,500
Insurance	1,529	1,560	1,677
Repairs and Maintenance	649	3,500	3,500
Office/Operating Supplies	190	200	200
Printing and Binding	-	-	500
Fuel	2,700	3,000	4,000
Dues and Subscriptions	40	60	198
Permanent Record Books	8,000	8,000	8,500
Maintenance and Repair Parts	759	200	200
Tools and Small Equipment	-	100	3,100
Small Computer Equipment	640	800	-
Other Supplies	8,709	3,500	4,000
Programs and Projects	722	400	1,400
Seminars and Conferences	-	200	820
Tuition and Training	-	250	200
Mileage	-	100	50
Travel	-	75	2,016
Total Bookmobile	**$77,390**	**$99,459**	**$105,244**

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 and recreational 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
- Provide up to 30 programs monthly for all age groups that fulfill community needs
- Utilize the Children's Services staff by reestablishing a relationship with the local elementary school to provide outreach programs for the children
- 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

FY 2015 budget's increase is $68,000, or 11 percent. The increase is due to health insurance cost allocations. As it has been done prior to FY 2014, health insurance is charged to each department based on an average amount per employee.

South Coastal Library - continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$292,590	$313,652	$323,202
Vision	231	960	309
Dental	3,872	2,560	2,494
FICA Tax	22,841	23,466	24,677
Health Insurance	94,067	60,289	105,266
Pension	73,382	51,439	58,018
Communications	1,407	1,470	1,500
Utilities	34,378	35,000	39,600
Insurance	3,193	3,410	3,561
Repairs and Maintenance	14,387	27,000	30,050
Other Contractual Services	2,429	3,250	2,550
Office/Operating Supplies	7,496	6,500	8,100
Fuel	534	550	550
Dues and Subscriptions	10,469	12,000	11,992
Permanent Record Books	35,277	32,000	32,000
Maintenance and Repair Parts	6,238	3,800	3,000
Tools and Small Equipment	8,262	3,500	2,000
Small Computer Equipment	9,284	10,448	-
Other Supplies	25,173	15,000	15,000
Programs and Projects	6,992	5,000	15,000
Seminars and Conferences	2,043	1,870	2,330
Tuition and Training	-	100	100
Mileage	952	1,400	1,000
Travel	2,236	2,640	2,586
Machinery and Equipment	32,449	-	-
Total South Coastal Library	**$690,182**	**$617,304**	**$684,885**

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 and orient them to the improved and expanded services that are offered
- Fully explore the opportunities for community engagement and partnerships possible through the new library
- Provide a current and 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 current non-users

Budget Highlights

FY 2015 budget's decrease is $63,000, or 11 percent. Fiscal 2015 will see the first full year of operation for the new Greenwood Library. Costs decreased due to last year's one time purchases to furnish the new library. Two new part-time positions were needed as a result of the larger and expanded library.

Greenwood Library – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$199,162	$220,705	$233,434
Vision	778	720	278
Dental	1,062	1,920	3,516
FICA Tax	14,637	16,637	17,344
Health Insurance	88,671	93,072	90,228
Pension	50,138	45,618	57,097
Communications	816	560	840
Utilities	5,653	15,500	26,000
Rental and Leases	25,425	22,750	110
Insurance	-	-	886
Repairs and Maintenance	1,161	25,000	10,255
Other Contractual Services	-	1,831	2,015
Office/Operating Supplies	4,071	4,000	7,390
Dues and Subscriptions	6,896	7,400	7,328
Permanent Record Books	23,012	20,000	20,000
Maintenance and Repair Parts	1,269	750	750
Tools and Small Equipment	1,012	750	750
Small Computer Equipment	-	26,795	-
Other Supplies	10,075	9,000	9,000
Programs and Projects	3,299	5,020	13,000
Seminars and Conferences	510	350	600
Mileage	1,568	1,500	1,700
Travel	243	2,230	412
Machinery and Equipment	-	43,435	-
Total Greenwood Library	**$439,458**	**$565,543**	**$502,933**

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

FY 2015 budget's increase is $55,000, or 10 percent. The increase is for the repair and maintenance of the library, which includes exterior painting of the first floor, bathroom repairs, new gutters, and power washing.

Milton Library – continued

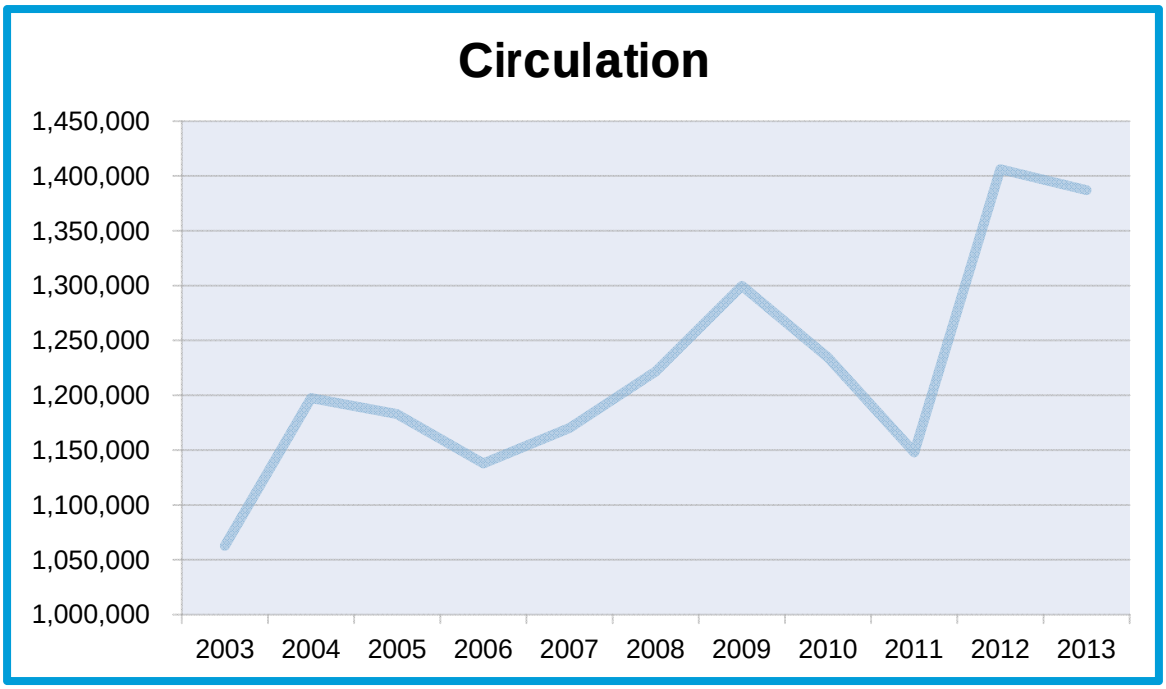
	2013 Actual	2014 Budget	2015 Budget
Salaries	$228,979	$240,402	$243,899
Vision	376	1,200	324
Dental	1,364	3,200	3,193
FICA Tax	17,930	18,087	18,580
Health Insurance	88,166	93,073	90,228
Pension	55,014	55,014	59,182
Communications	935	1,200	1,200
Utilities	21,484	26,500	26,810
Rental and Leases	362	350	375
Insurance	15,842	17,150	32,624
Repairs and Maintenance	13,086	16,000	58,517
Other Contractual Services	310	419	432
Office/Operating Supplies	9,023	6,400	7,740
Dues and Subscriptions	7,450	9,380	8,790
Permanent Record Books	19,500	21,500	21,500
Maintenance and Repair Parts	2,135	3,000	2,000
Tools and Small Equipment	7,624	10,645	3,892
Small Computer Equipment	11,743	2,490	-
Other Supplies	14,053	10,500	10,500
Programs and Projects	6,947	5,182	9,150
Seminars and Conferences	1,205	1,390	1,380
Mileage	1,030	1,500	1,000
Travel	515	2,685	905
Machinery and Equipment	17,392	-	-
Total Milton Library	**$542,465**	**$547,267**	**$602,221**

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 FY 2015 budget increased for the local libraries $25,000, or 2 percent. The increase comes from the additional assessments added to the tax records.

	2013 Actual	2014 Budget	2015 Budget
Bridgeville	$130,217	$132,013	$134,298
Delmar	105,240	107,036	109,321
Frankford	124,317	126,113	128,398
Georgetown	124,456	126,251	128,537
Laurel	87,870	89,665	91,952
Lewes	134,482	136,277	138,563
Millsboro	140,637	118,838	121,124
Milford	117,042	142,432	144,718
Rehoboth	136,359	138,154	140,440
Seaford	182,043	183,838	186,124
Selbyville	132,463	134,257	136,542
Total Local Libraries	**$1,415,126**	**$1,434,874**	**$1,460,017**



Economic Development

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

Objectives

- Evolve the Economic Development office's capabilities to be the Sussex County host, which includes inviting and responding to requests by potential businesses to visit the county
- Develop a strategy to market the Sussex County Airpark
- Begin marketing initiatives to bring new businesses to the airpark
- Collaborate with existing businesses to promote relocation of supply chains to Sussex County

Budget Highlights

FY 2015 budget's increase is 14,000, or 13 percent.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$52,491	$54,567	$75,000
Vision	208	120	72
Dental	1,836	320	1,021
FICA Tax	3,820	3,979	5,907
Health Insurance	14,818	23,070	15,038
Pension	12,641	12,665	13,375
Communications	938	1,000	1,000
Postage and Freight	293	120	220
Printing and Binding	84	200	100
Office/Operating Supplies	1,045	300	300
Dues and Subscriptions	2,727	1,100	1,045
Small Computer Equipment	-	1,500	-
Other Supplies	-	3,000	3,000
Programs and Projects	2,153	5,000	5,000
Seminars and Conferences	-	750	750
Mileage	-	500	500
Travel	742	1,500	1,500
Total Economic Development	**$93,796**	**$109,691**	**$123,828**

Security

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

Objectives

- Ensure that security guards have the resources to execute their jobs successfully
- Implement Security Post Orders that give written instructions and expectations for security staff
- Continue to provide a safe and secure environment for employees and visitors to County facilities

Budget Highlights

FY 2015 budget's decrease is $54,000, or 11 percent. This decrease is due to one less staff position compared to FY 2014.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$280,846	$296,022	$234,230
Vision	411	720	296
Dental	601	1,920	2,476
FICA Tax	21,394	21,768	17,611
Health Insurance	88,923	77,956	75,190
Pension	67,481	47,776	49,989
Communications	590	700	700
Insurance	580	600	680
Repairs and Maintenance	258	1,500	5,000
Other Contractual Services	-	-	10,000
Office/Operating Supplies	500	750	750
Fuel	8,360	8,500	8,500
Dues and Subscriptions	408	500	500
Maintenance and Repair Parts	1,944	5,000	5,000
Small Computers	-	-	1,000
Tools and Small Equipment	1,482	3,000	7,950
Other Supplies	2,267	5,000	-
Tuition and Training	1,568	4,000	1,850
Mileage	82	-	-
Improvements	-	-	-
Total Security	**$477,695**	**$475,712**	**$421,722**

Airport and Industrial Park

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

Objectives

- Improve the marketing and branding of airport and industrial park facilities
- 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

FY 2015 budget's increase is $161,000, or 32 percent. Initiatives to improve the marketing of the Sussex County Airport and Industrial Park include $45,000 to hire a consultant to develop the needed strategies and $30,000 in Programs and Projects for their implementation.

There is also an increase in Repair and Maintenance. In addition to the miscellaneous patching and asphalt paving, the largest expense is to replace 10 fire hydrants.

Airport and Industrial Park – continued

	2013 Actual	2014 Budget	2015 Budget
Salaries	$222,959	$104,277	$142,690
Cost Reimbursement	(580)	(780)	-
Vision	422	240	45
Dental	594	640	610
FICA Tax	17,013	7,780	10,835
Health Insurance	48,257	15,286	30,076
Pension	53,670	24,197	25,586
Other Professional Services	1,286	3,000	3,000
Communications	1,880	2,000	2,000
Postage and Freight	172	300	300
Utilities	66,536	65,000	68,000
Insurance	5,945	7,750	6,072
Repairs and Maintenance	89,558	150,000	175,450
Advertising	-	-	45,000
Other Contractual Services	2,015	3,200	3,200
Office/Operating Supplies	950	1,000	1,000
Fuel	11,376	12,000	15,000
Dues and Subscriptions	1,456	1,475	1,575
Maintenance and Repair Parts	1,484	1,500	1,500
Tools and Small Equipment	1,031	-	-
Small Computer Equipment	1,658	-	-
Programs and Projects	44,818	55,500	35,000
Miscellaneous	52,080	42,800	86,150
Seminars and Conferences	675	675	675
Mileage	-	-	-
Travel	1,330	1,600	2,000
Machinery and Equipment	-	-	5,000
Total Airpark	**$626,585**	**$499,440**	**$660,764**

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 and approximately half will be below 50 percent AMI

Budget Highlights

FY 2015 budget's decrease is $58,000, or 3 percent. The budget has a decrease of $77,000 in housing rehabilitations supported by the Federal housing programs. The decrease is partially offset by an additional part-time position to help with rehabilitation oversight.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$211,440	$220,369	$249,993
Vision	596	600	252
Dental	734	1,600	2,171
FICA Tax	16,383	16,079	18,570
Health Insurance	75,443	85,118	75,190
Pension	48,777	48,777	54,044
Legal	7,806	8,000	8,000
Other Professional Services	-	6,000	-
Communications	643	1,200	1,200
Postage and Freight	363	600	600
Repairs and Maintenance	442	1,000	800
Advertising	1,450	3,000	1,500
Other Contractual Services	1,373,876	1,685,000	1,608,000
Office/Operating Supplies	1,694	3,000	2,000
Dues and Subscriptions	15	400	100
Programs and Projects	-	7,500	6,000
Tuition and Training	375	2,000	2,500
Travel	984	-	2,000
Mileage	8,522	10,000	9,000
Total Community Development	**$1,749,543**	**$2,100,243**	**$2,041,920**

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, as well as local and state police. Grants are also given to various community organizations that help the youth, seniors and other county residents who are in need. The county has eleven independent locally operated libraries that also receive funding. These funds help the libraries maintain their operations.

	2013 Actual	2014 Budget	2015 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	1,549,982	1,557,000	1,557,000
Fire Service Enhancement	1,041,506	900,000	1,000,000
Fire Service Special Grant	108,990	112,015	113,588
Ambulance Grants	94,797	94,797	94,797
Local Law Enforcement Grants	577,609	575,000	575,000
Agriculture Extension Work	69,049	69,049	69,049
Soil Conservation	75,000	75,000	95,000
Drainage Grants	40,195	50,195	50,195
Open Space Grants	936	-	-
CHEER and Senior Center Grants	9,600	9,600	9,600
Community Action Agency	34,600	34,600	9,600
Human Service Grants	144,520	143,520	143,520
Housing Assistance Grant	219,985	100,000	100,000
Community/Councilmanic Grants	187,896	150,000	175,000
Local Library Grants	852,651	502,651	502,651
Local Library Placement Fees	81,540	74,000	74,000
Assistance Relief Fund	151,391	140,000	140,000
Payment in Lieu of Tax	6,715	6,715	6,715
Economic Assistance Grants	45,000	45,000	45,000
Miscellaneous Grants	81,819	153,270	204,245
Economic Assistance Loan	200,000	-	-
State Police Grants	1,938,465	1,892,650	1,990,848
Total Grant-In-Aid Program	**$8,156,799**	**$7,329,615**	**$7,600,361**

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
- Expand community information on services provided
- Increase Internet accessibility by considering the broadcast of marriage ceremonies

Budget Highlights

FY 2015 budget's increase is 11,000, or 7 percent. The increase is a result of health insurance costs.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$92,955	$85,943	$88,439
Vision	329	360	135
Dental	444	960	915
FICA Tax	7,114	6,302	6,592
Health Insurance	47,715	31,356	45,077
Pension	19,344	19,344	21,066
Communications	841	1,000	1,000
Postage and Freight	226	300	300
Insurance	122	100	120
Repairs and Maintenance	14,040	14,000	5,000
Printing and Binding	13	300	300
Office/Operating Supplies	1,595	1,500	1,700
Fuel	551	-	-
Dues and Subscriptions	150	150	250
Tools and Small Equipment	1,995	2,000	2,000
Small Computer Equipment	66	-	-
Tuition and Training	-	1,200	1,200
Mileage	125	200	200
Travel	14	400	2,000
Machinery and Equipment	50,000	-	-
Total Marriage Bureau	**$237,639**	**$165,415**	**$176,294**

Recorder of Deeds

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

Objectives

- Maintain expenses while continuing to accommodate the additional work flow produced by an improving economy
- Complete remaining work on online recording system with the County's Information Technology Department
- Be responsive to the needs of the public and legal community

Budget Highlights

FY 2015 budget's increase is $23,000, or 2 percent. The increase is in Programs and Projects to perform scanning of old deeds going back 60 years.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$488,754	$504,322	$494,715
Vision	622	1,920	713
Dental	7,332	5,120	8,771
FICA Tax	37,460	37,338	37,395
Health Insurance	209,329	209,547	210,495
Pension	120,369	113,630	120,139
Communications	2,948	2,800	2,900
Postage and Freight	15,700	17,000	16,000
Rentals and Leases	18,505	21,000	21,000
Insurance	100	100	120
Repairs and Maintenance	1,506	2,250	1,600
Other Contractual Services	114,833	124,300	115,000
Office/Operating Supplies	9,815	20,000	17,000
Dues and Subscriptions	420	300	300
Permanent Record Books	-	40,000	-
Small Computer Equipment	-	25,000	5,000
Programs and Projects	-	-	96,897
Tuition and Training	-	500	-
Travel	60	-	-
Total Recorder of Deeds	**$1,027,753**	**$1,125,127**	**$1,148,045**

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
- Support electronic filing of documents
- Update software
- Continue to cross-train staff

Budget Highlights

FY 2015 budget's increase is $52,000, or 11 percent. The increase is in personnel costs; during FY 2014, two part-time positions were added to help with back scanning.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$209,499	$218,803	$248,639
Vision	570	840	395
Dental	1,552	2,240	4,215
FICA Tax	16,011	16,124	18,818
Health Insurance	102,038	85,818	105,229
Pension	52,003	50,435	59,514
Communications	804	850	850
Postage and Freight	2,796	2,800	2,800
Rentals and Leases	12,000	12,000	24,000
Insurance	100	100	120
Repairs and Maintenance	602	2,100	1,100
Printing and Binding	668	3,000	-
Advertising	37,083	50,000	30,000
Other Contractual Services	11,685	29,500	29,500
Office/Operating Supplies	4,057	2,300	5,500
Dues and Subscriptions	150	150	150
Permanent Record Books	1,814	1,575	1,575
Tools and Small Equipment	4,116	1,000	1,000
Small Computer Equipment	-	1,650	-
Travel	117	200	400
Total Register of Wills	**$457,665**	**$481,485**	**$533,805**

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

- Keep budget at reasonable levels
- 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

FY 2015 budget's increase is $50,000, or 8 percent. The increase is in Health Insurance and Small Tools. The Department must replace its handheld radios to be compatible with new frequency requirements.

	2013 Actual	2014 Budget	2015 Budget
Salaries	$372,475	$343,611	$344,264
Vision	2,251	1,080	450
Dental	4,811	2,880	6,671
FICA Tax	28,578	25,434	25,848
Health Insurance	113,150	101,634	135,305
Pension	104,890	74,753	78,965
Communications	5,578	7,000	6,000
Postage and Freight	6,791	10,000	8,000
Insurance	5,954	6,850	6,038
Repairs and Maintenance	4,739	6,000	6,000
Advertising	-	300	300
Other Contractual Services	122	1,000	12,000
Office/Operating Supplies	4,443	6,500	5,500
Fuel	18,404	25,000	20,000
Dues and Subscriptions	660	500	500
Maintenance and Repair Parts	131	3,000	2,000
Tools and Small Equipment	200	5,000	20,000
Small Computer Equipment	5,072	5,000	-
Other Supplies	80	2,000	2,000
Tuition and Training	149	3,000	1,000
Mileage	-	200	200
Travel	-	200	200
Machinery and Equipment	78,154	-	
Total Sheriff	**$756,632**	**$630,942**	**$681,241**

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 economical and efficient manner without acquiring General Fund debt

Budget Highlights

- Build two paramedic buildings in locations that best serves the residents and visitors of Sussex County
- Continue improving the pavement and electrical systems at the airport
- Design and improve the Woodland Park
- Obtain property surrounding the County's landfill sites
- Begin the purchase to replace the current Mobile Command Unit by partnering with Federal and State agencies
- Improve the Council Chambers to enhance citizen experience by upgrading the web, audio, and visual infrastructure
- Continue to improve the Administration and West Complex buildings to better serve the public
- Digitize County maps for compatibility with the County's website and ERP system and to preserve land use information
- Install roof at the Records Management Building
- Construct a data center to house the County's critical information technology systems

Capital Improvements Funding Sources

The FY 2015 Budget, once again, is using appropriated reserves (prior year available funds) to fund the current year's projects. The goal is to use available funds to develop these projects instead of borrowing through bond issues. Appropriated reserves amount total $1.8 million in the current year's budget. Federal Aviation Grant funding is available for 90 percent of airport eligible projects; current year funding is $270,000. The State of Delaware provides grant funding for 5 percent of the airport-eligible projects and 30 percent of the paramedic-eligible projects. The current year's budget also includes direct funding from Realty Transfer Tax. The operating budget only budgets 80 percent of expected realty transfer tax collections. Anything over $16 million will be deposited into the Capital Fund. 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.

	2015	2016	2017	2018	2019
Appropriated Reserves	1,763,485	1,883,600	1,671,050	2,555,300	2,427,000
Federal Aviation Grant	270,000	1,440,000	2,803,500	1,215,000	450,000
Investment Income	20,000	15,000	15,000	15,000	15,000
Realty Transfer Tax	4,000,000	-	-	-	-
State of Delaware Grants					
Aviation	7,500	80,000	155,750	67,500	25,000
Bond Bill	100,000	-	-	-	-
Emergency Management	500,000	300,000	-	-	-
Paramedic	435,000	-	-	-	-
Total Funding Sources	**$7,095,985**	**$3,718,600**	**$4,645,300**	**$3,852,800**	**$2,917,000**

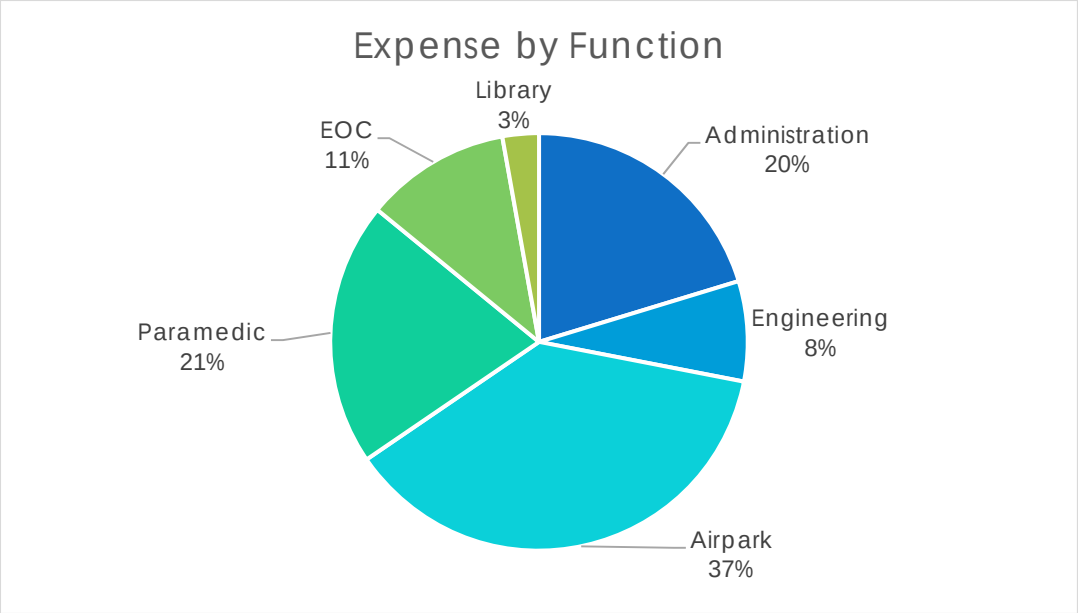
Capital Improvements Expenditures

The Sussex County Airport is a vital part of the County's economy; therefore, $2.7 million is appropriated for airport improvements and represents 37 percent of the Capital Budget. Improvements to the airport's existing facilities will, hopefully, retain and attract new customers to the airport. These improvements include Taxiway A & B enhancements and apron expansion.

Twenty percent, or $1.5 million, is for the Paramedic Department. It is anticipated that two stations, 104 and 105, will be built and completed in FY 2015, which continues the goal to own medic stations rather than entering into lease agreements.

The Administration expenditures include upgrades to the Council Chambers, digitizing County maps, building a maintenance pole barn, as well as, upgrades to various other sections of the Administration, West Complex and Records Management buildings.

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



Capital Improvement Expenditures - continued

	2015	2016	2017	2018	2019
Administrative					
Building Improv.	$765,000	$ -	$ -	$ -	$ -
IT Data Center	155,000	-	-	-	-
Pole Barn	270,000	-	-	-	-
Parking Lot Improv.	20,000	-	-	-	-
Digitize Map Project	230,000	-	-	-	-
Airpark					
Apron Improv.	300,000	1,600,000	-	-	-
Electrical Improv.	530,935	-	-	-	-
Land Acquisition	900,000	500,000	100,000	100,000	100,000
Pavement Improv.	57,800	818,600	880,300	452,800	367,000
Runway 4-22 Ext.	-		3,115,000	1,350,000	500,000
Runway 10-28 Taxi.	-	-	350,000	1,750,000	1,750,000
Storm Water Improv.	131,250	-	-	-	-
Taxiway Improv.	636,000	-	-	-	-
Security Improv.	20,000	-	-	-	-
Water Plant Improv.	10,000	-	-	-	-
Wind Tree Repl.	20,000	-	-	-	-
Airport Sign	50,000	-	-	-	-
Engineering					
Woodland Park	250,000	-	-	-	-
Land Acquisition	300,000	200,000	200,000	200,000	200,000
Emergency Operations					
Mobile Command	800,000	600,000	-	-	-
Library					
Buildings	200,000	-	-	-	-
Paramedic					
Buildings	1,450,000	-	-	-	-
Total Expenditures	**$7,095,985**	**$3,718,600**	**$4,645,300**	**$3,852,800**	**$2,917,000**

FY 2015 Capital Improvement budget's decrease is $2.8 million, or 28 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 the 4-22 extension projects.

Enterprise Fund Summary

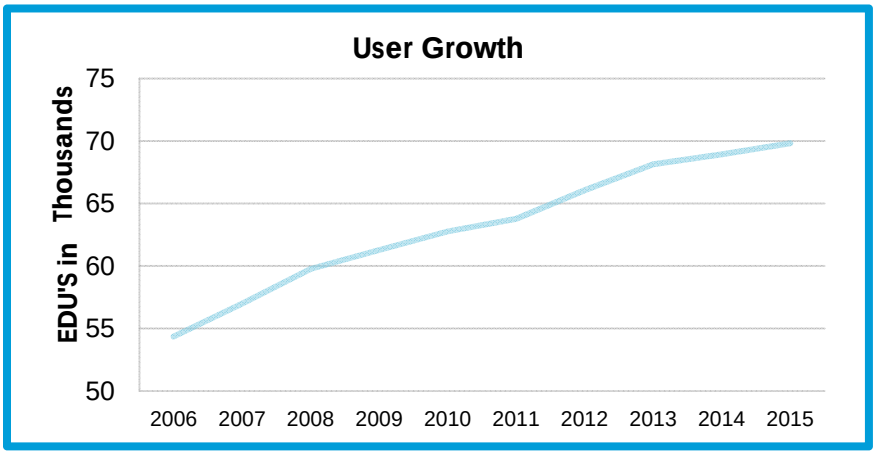
Enterprise Funds are Sussex County's water and sewer districts. They operate in a manner similar to private business enterprises. However, they are not profit driven; they are intended to break even.

Objectives

- Operate and maintain the County's water and wastewater facilities in an economical and efficient manner
- Protect the 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 the existing sanitary sewer district to satisfy the request 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

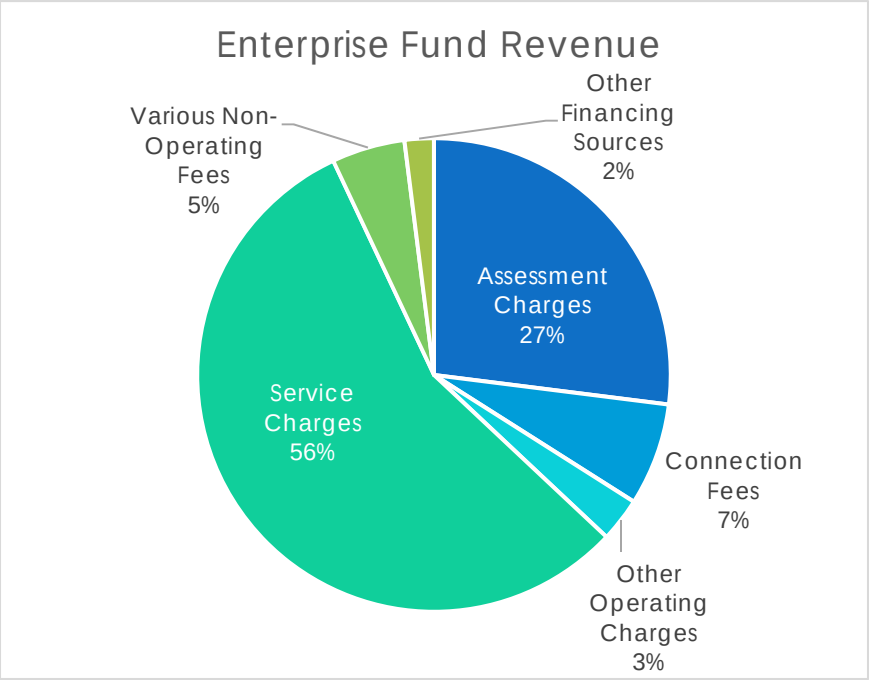
Budget Highlights

FY 2015 budget's increase is 5 percent. County's water and sewer districts continues to grow. Equivalent Dwelling Units (EDU's) are anticipated to increase by 1 percent over FY 2014. EDU's, which is the unit of measure for the service charges, have increased 22 percent over the last ten years. The chart below visually shows this increase.



Enterprise Charges and Fees

Enterprise Fund revenue and funding sources are primarily derived from assessment charges, connection fees, and service charges. On the next five 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 for system improvements and maintenance costs. Listed below are the assessment rates and average annual assessment amounts per district for 2015 and 2014. The 100' cap will still be applied to non-delinquent customers.

District	Assessment Rate per Front Foot		Average Annual Assessment	
	2015	2014	2015	2014
Angola Sewer	$6.58	$6.58	$565.88	$565.88
Bayview Estate Sewer	7.18	7.18	588.76	588.76
Bethany Sewer - Cedar Neck	3.39	3.39	298.32	298.32
Bethany Sewer - Millville	5.18	5.18	419.58	419.58
Bethany Sewer - North Bethany	-	11.10	-	765.90
Bethany Sewer - Ocean View	3.68	3.68	338.56	338.56
Bethany Sewer - Ocean Way	2.29	2.29	190.07	190.07
Bethany Sewer - Sussex Shores	2.83	2.83	192.44	192.44
Dagsboro/Frankford Sewer	.60	.60	60.00	60.00
Dagsboro/Frankford Sewer – Prince Georges Acres	4.85	4.85	421.95	421.95
Dewey Sewer - Proper	.71	.71	47.57	47.57
Dewey Sewer - West Rehoboth	2.85	2.85	230.85	230.85
Ellendale Sewer	1.88	1.88	188.00	188.00
Ellendale Sewer - New Market	4.89	4.89	322.74	322.74
Fenwick Sewer	.32	.32	22.72	22.72
Golf Village	1.47	1.47	147.00	147.00
Holts Landing Sewer	3.26	3.26	781.00	781.00
Holts Landing Sewer - Greens	7.81	7.81	316.22	316.22
Johnson Corner Sewer	4.55	4.55	455.00	455.00
Long Neck Sewer	3.57	3.57	260.61	260.61
Miller Creek Sewer	6.92	6.92	622.80	622.80
Oak Orchard Sewer	4.35	4.35	304.50	304.50
Oak Orchard Sewer - Expansion	4.19	4.19	419.00	419.00
Sea Country Sewer	4.83	4.83	483.00	483.00
South Ocean View Sewer	5.47	5.47	541.53	541.53
Woodlands of Millsboro Sewer	.42	.42	42.00	42.00

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 $856,000, or 5 percent. The increase reflects the County's fifth year of a phase-in project of establishing a uniform service charge program and to make sure the service charge is covering the operating cost of the system. When completed, there will be a uniform sewer service charge rate for all sewer customers. The number of EDU's has also increased as the new customers continue to connect to the system from the recently completed new sewer systems. Listed below are the service charge rates for 2015 and 2014.

Per Equivalent Dwelling Unit (EDU)

	2015	2014
Blades Sewer	$281.82	$281.82
Dewey Sewer - Proper	$298.14	$298.14
Dewey Water	$305.76	$305.76
Henlopen Sewer	$487.15	$487.15
Long Neck Sewer	$273.43	$258.43
Unified Sewer	$278.00	$270.00
Woodlands of Millsboro Sewer	$808.00	$808.00

Average Annual Service and Assessment Charges

	Average Annual 2014 Assessment	Average Annual 2015 Assessment	1 EDU 2014 Service Charge	1 EDU 2015 Service Charge	Average Annual 2014 Rate	Average Annual 2015 Rate	$ Change
Angola	$565.88	$565.88	$270.00	$278.00	$835.88	$843.88	$8.00
Bayview Estates	588.76	588.76	270.00	278.00	858.76	866.76	8.00
Cedar Neck	298.32	298.32	270.00	278.00	568.32	576.32	8.00
Millville	419.58	419.58	270.00	278.00	689.58	697.58	8.00
North Bethany	-	-	270.00	278.00	1035.90	278.00	(757.90)
Ocean View	338.56	338.56	270.00	278.00	608.56	616.56	8.00
Ocean Way Estates	190.07	190.07	270.00	278.00	460.07	468.07	8.00
Bethany – Proper	-	-	270.00	278.00	270.00	278.00	8.00
Sussex Shores	192.44	192.44	270.00	278.00	462.44	470.44	8.00
Blades	-	-	281.82	281.82	281.82	281.82	8.00
Dagsboro-Frankford	60.00	60.00	270.00	278.00	330.00	338.00	8.00
DF-Prince Georges	421.95	421.95	270.00	278.00	691.95	699.95	8.00
Dewey Sewer	47.57	47.57	298.14	298.14	345.71	345.71	-
DS-West Rehoboth	230.85	230.85	270.00	278.00	500.85	508.85	8.00
Ellendale	188.00	188.00	270.00	278.00	458.00	466.00	8.00
ED-New Market	322.74	322.74	270.00	278.00	592.74	600.74	8.00
Fenwick	22.72	22.72	270.00	278.00	292.72	300.72	8.00
Golf Village	147.00	147.00	-	-	147.00	147.00	-
Henlopen	-	-	487.15	487.15	487.15	487.15	-
Holt's Landing – The Greens	781.00	781.00	270.00	278.00	1051.00	1059.00	8.00
Holt's Landing	316.22	316.22	270.00	278.00	586.22	594.22	8.00
Johnsons Corner	455.00	455.00	270.00	278.00	725.00	733.00	8.00
Long Neck	260.61	260.61	258.43	273.43	519.04	534.04	15.00
Miller Creek	622.80	622.80	270.00	278.00	892.80	900.80	8.00
Oak Orchard	304.50	304.50	270.00	278.00	574.50	582.50	8.00
Oak Orchard Expansion	419.00	419.00	270.00	278.00	689.00	697.00	8.00
Sea Country	483.00	483.00	270.00	278.00	753.00	761.00	8.00
South Bethany	-	-	270.00	278.00	270.00	278.00	8.00
South Ocean View	541.53	541.53	270.00	278.00	811.53	819.53	8.00
Woodlands of Millsboro	42.00	42.00	808.00	808.00	850.00	850.00	-

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. In keeping with a unified district approach to the County's Sewer Fund, this year's budget includes recommending changing connection fees. These new charges are based on an independent consultant's review the connection fees.

Connection Fee Per Equivalent Dwelling Unit

District	2015	2014
Angola Sewer	$ 4,100	$ 3,724
Bayview Estate Sewer	5,500	6,489
Bethany Beach Sewer	5,500	4,935
Blades Sewer	3,400	3,322
Cedar Neck Sewer	5,500	4,935
Dagsboro Frankford Sewer	6,800	6,800
Dewey Sewer	4,100	3,705
Dewey Water	1,100	1,030
Ellendale Sewer	8,000	7,992
Fenwick Island Sewer	5,500	5,268
Henlopen Sewer	4,100	3,705
Holts Landing Sewer - extensions	5,500	6,364
Holts Landing Sewer – septic installation charge	2,626	2,567
Johnson Corner Sewer	5,500	5,107
Long Neck Sewer	4,100	3,795
Miller Creek Sewer	5,500	5,248
Millville Expansion Sewer	5,500	6,304
Oak Orchard & Oak Orchard Expansion Sewer	4,100	3,727
Ocean View Sewer Expansion	5,500	4,935
Sea Country Estates Sewer	5,500	5,268
South Bethany Sewer	5,500	4,935
South Ocean View Sewer	5,500	6,193
West Rehoboth Sewer Extension	5,500	4,822
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

	2013 Actual	2014 Budget	2015 Budget
Operating Revenues			
Finance Charges	$808	$5,400	$1,040
Holding Tank Fees	264,477	237,000	264,000
License, Permit, and Review Fees	826,274	818,400	605,700
Miscellaneous Fees	171,515	18,150	168,542
Service Charges	16,774,823	18,601,782	19,457,709
Total Operating Revenues	**18,037,897**	**19,680,732**	**20,496,991**
Non-Operating Revenues			
Assessment Charges	12,062,156	9,040,059	9,148,673
Capital Grants	3,557,277	-	-
Capitalized Ord. 38 Fees	2,083,169	1,050,000	1,500,000
Connection Charges	4,078,812	2,304,300	2,291,898
Developer Contributions	20,129	-	-
Investment Results	-516,366	98,270	211,070
Miscellaneous Revenues	105,777	219,890	-
Total Non-Operating Revenues	**21,390,954**	**12,712,519**	**13,151,641**
Other Financing Sources			
Transfers in	806,529	85,500	85,500
Available Funds	-	1,137,847	683,925
Total Other Financing Sources	**806,529**	**1,223,347**	**769,425**
Total Revenues and Other Financing Sources	**$40,235,380**	**$33,616,598**	**$34,418,057**

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 Utility Planning and Utility Permitting Divisions. Operation and maintenance costs are the expenses associated with maintaining and operating the physical sewer and water systems. These systems include four wastewater treatment facilities, one water facility and tower, over 449 pump stations, and over 856 miles of pipe. Capital expenditures include routine capital items 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 FY 2013 actual numbers only include the interest portion of the debt payment, which will correspond to the County's audited financial statements. The interest and principal payments are included in the budgetary numbers to assure that sufficient revenues are being charged to cover the debt payments.

Enterprise Fund Expenditures and Debt Service

	2013 Actual	2014 Budget	2015 Budget
Administrative Costs	$4,749,418	$5,773,125	$6,115,825
Operation and Maintenance Costs	10,301,351	11,218,745	11,521,218
Capital Expenditures	374,303	2,686,595	3,661,925
Debt Service	4,966,496	13,938,133	13,119,089
Total Expenditures and Debt Service	**$20,391,568**	**$33,616,598**	**$34,418,057**

Sewer Revenues

The FY 2015 sewer revenue budget increased $782,000 from FY 2015. The increase is in Service Charges. Service Charges increased $840,000. Rates continue to increase $8 annually, or $2 per quarterly bill. The increase is to make sure that revenues cover expenses. As shown below, available funds are being used to cover expenses.

Sewer Revenue

	2013 Actual	2014 Budget	2015 Budget
Operating Revenues			
Finance Charges	$808	$5,400	$1,000
Holding Tank Fees	264,477	237,000	264,000
License, Permits, and Review Fees	825,044	817,100	605,300
Miscellaneous Fees	92,022	15,450	84,100
Service Charges	16,047,300	17,493,300	18,333,888
Total Operating Revenues	**17,229,651**	**18,568,250**	**19,288,288**
Non-Operating Revenues			
Assessment Charges	11,798,912	9,040,059	9,148,673
Capital Grants	3,557,277	-	-
Capitalized Ord. 38	2,083,169	1,050,000	1,500,000
Connection Charges	4,077,779	2,294,000	2,291,898
Developer Contributions	20,129	-	-
Investment Results	-503,877	97,170	205,900
Miscellaneous Revenues	104,190	149,500	-
Total Non-Operating Revenues	**21,137,579**	**12,630,729**	**13,146,471**
Other Financing Sources			
Transfers In	806,529	85,500	85,500
Available Funds	-	1,137,847	683,925
Total Other Financing Sources	**806,529**	**1,223,347**	**769,425**
Total Revenues & Other Financing	**$39,174,759**	**$32,422,326**	**$33,204,184**

Sewer Expenditures

The FY 2015 sewer budget-net of debt service cost-increased 9 percent, or $1.6 million. Administrative costs increased by $394,000, which continues the allocation of General Fund expenses that are generated by sewer activity. Operations and Maintenance increased $231,000. The largest increase is for Other Professional Services for an electrical safety consultant. Capital increased $977,000; the largest increase here is for Treatment Disposal to improve solid handling at the Inland Bays Regional Wastewater Treatment Plant.

	2013 Actual	2014 Budget	2015 Budget
Administrative			
Salaries	$1,334,622	$1,432,560	$1,461,363
Vision	4,843	4,680	2,113
Dental	16,841	12,480	23,297
FICA Tax	102,508	119,580	124,780
Health Insurance	619,801	655,230	586,370
Worker's Compensation	34,586	6,856	
Pension	286,477	369,865	371,387
Accounting and Auditing	2,000	3,760	
Legal	35,355	25,000	85,000
Engineering	18,998	346,500	266,500
Other Professional Fees	49,009	13,978	110,000
Communications	39,923	38,364	35,000
Postage	-	-	3,200
Rental and Leases	12,858	16,220	30,000
Insurance	323,951	325,070	418,337
Repairs and Maintenance	26,830	72,744	82,748
Advertising	449	6,000	8,800
Other Contractual Services	-	5,000	3,900
Office Supplies	38,711	53,000	55,000
Tools and Small Equipment	12,373	12,920	13,564
Other Supplies	13,475	18,000	17,550
Shared Cost	1,668,268	1,762,723	2,005,950
Seminars and Conferences	1,320	4,259	2,625
Tuition and Training	1,145	1,769	1,769
Mileage	142	1,394	500

Sewer Expenditures - Continued

	2013 Actual	2014 Budget	2015 Budget
Travel	396	4,422	6,080
Machinery and Equipment	-	17,710	8,040
Contingency	-	200,000	200,000
Total Administrative	**4,644,881**	**5,530,084**	**5,923,873**
Operations & Maintenance			
Salaries	3,326,202	3,415,795	3,475,414
Vision	5,429	10,560	4,062
Dental	23,495	28,160	46,652
FICA Tax	159,338	284,863	266,446
Health Insurance	1,211,689	1,324,407	1,233,041
Worker's Compensation	175,558	182,311	192,073
Pension	772,469	804,394	791,128
Other Professional Fees	670	188,000	483,650
Communications	71,135	70,000	90,000
Postage and Freight	799	2,500	1,000
Wastewater Treatment	1,030,299	1,050,000	950,000
Utilities	1,333,110	1,266,998	1,200,000
Repair and Maintenance	591,432	763,670	795,750
Other Contractual Services	61,250	61,250	61,250
Office\Operating Supplies	133,295	181,000	125,000
Fuel	260,145	250,000	240,000
Uniforms	18,645	32,295	64,000
Tools and Small Equipment	77,682	63,850	120,631
Chemicals	292,532	310,000	365,000
Tuition and Training	6,477	11,500	25,000
Mileage	-	200	200
Travel	2,357	3,000	5,000
Total Operations & Maintenance	**9,554,008**	**10,304,753**	**10,535,297**
Capital			
Facility Improvements	-	77,000	110,000
Collection System Improvements	12,640	230,000	18,000
Machinery and Equipment	29,036	363,751	364,200
Pump System Improvements	227,403	1,465,005	1,861,725
Transportation Equipment	-	208,500	67,000
Treatment Disposal Improvements	104,269	305,100	1,205,000
Total Capital	**373,348**	**2,649,356**	**3,625,925**
Debt Service	**4,966,496**	**13,938,133**	**13,119,089**
Total Expenditures & Debt Service	**$19,538,733**	**$32,422,326**	**$33,204,184**

Water Revenue

FY 2015 budget's revenues increase is 1.6 percent, or $19,000. Service charge rates will remain the same due as 2014 rate, the additional revenues will be funded by the increase in the number of customers.

	2013 Actual	2014 Budget	2015 Budget
Operating Revenues			
Finance Charges	-	-	$40
License, Permits, and Review Fees	1,230	$1,300	400
Miscellaneous Fees	79,493	2,700	84,442
Service Charges	727,523	1,108,482	1,123,821
Total Operating Revenues	**808,246**	**1,112,482**	**1,208,703**
Non-Operating Revenues			
Assessment Charges	263,244	-	-
Connection Charges	1,033	10,300	-
Investment Earnings	-12,489	1,100	5,170
Miscellaneous Revenues	1,587	70,390	-
Total Non-Operating Revenues	**253,375**	**81,790**	**5,170**
Other Financing Sources			
Transfers in	-	-	-
Appropriated Reserve	-	-	-
Total Other Financing Sources	**-**	**-**	**-**
Total Revenues and Other Financing Sources	**$1,061,621**	**$1,194,272**	**$1,213,873**

	Total Service Charge per EDU 2014 Rate	Total Service Charge per EDU 2015 Rate
Dewey Water	$305.76	$305.76

Water Expenditures

FY 2015 water expenditures increase is 1.6 percent, or $19,000. The increase is for costs to maintain the water lines and the water tower.

	2013 Actual	2014 Budget	2015 Budget
Administrative			
Salaries	$11,472	$35,000	$10,200
Vision	6	120	-
Dental	5	320	-
FICA Tax	865	2,678	765
Health Insurance	1,352	15,000	-
Worker's Compensation	444	148	-
Pension	5,992	8,124	-
Legal	80	110	120
Engineering	-	500	500
Other Professional Fees	753	872	3,000
Communications	70	3,244	3,250
Rental and Leases	222	500	500
Insurance	7,964	9,250	9,250
Repairs and Maintenance	1,997	8,165	8,000
Other Contractual Services	-	500	500
Office Supplies	2,036	7,000	3,300
Tools and Small Equipment	-	610	-
Other Supplies	560	900	-
Shared Cost	70,719	98,570	105,576
Seminars and Conferences	-	260	-
Tuition and Training	-	110	-
Mileage	-	-	-
Travel	-	70	-
Machinery and Equipment	-	990	990
Contingency	-	50,000	46,000
Total Administrative	**$104,537**	**$243,041**	**$191,951**

Water Expenditures - continued

	2013 Actual	2014 Budget	2015 Budget
Operations and Maintenance			
Salaries	$86,195	$141,519	$145,221
Vision	304	480	247
Dental	8	1,280	2,977
FICA Tax	3,200	10,826	11,941
Health Insurance	17,240	60,000	60,152
Worker's Compensation	4,077	6,998	8,764
Pension	33,096	32,847	36,261
Other Professional Fees	1,543	1,722	-
Communications	187	3,000	3,000
Water Purchases	511,842	546,120	530,000
Utilities	2,011	1,500	1,500
Repairs and Maintenance	54,735	72,200	148,359
Office\Operating Supplies	1,840	10,500	5,000
Fuel	12,923	14,000	14,000
Uniforms	-	1,500	3,500
Tools and Small Equipment	17,962	9,000	14,500
Miscellaneous	-	-	-
Tuition and Training	180	500	500
Total Operations and Maintenance	**747,343**	**913,992**	**985,922**
Capital			
Facility Improvements	-	-	-
Machinery and Equipment	955	13,239	9,000
Transportation Equipment	-	24,000	27,000
Total Capital	**955**	**37,239**	**36,000**
Total Expenditures	**$852,835**	**$1,194,272**	**$1,213,873**

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

Budget Highlights

Capital Improvements in the Enterprise Fund have decreased $3.5 million, or 20 percent.

Capital Improvements Funding – Enterprise Fund

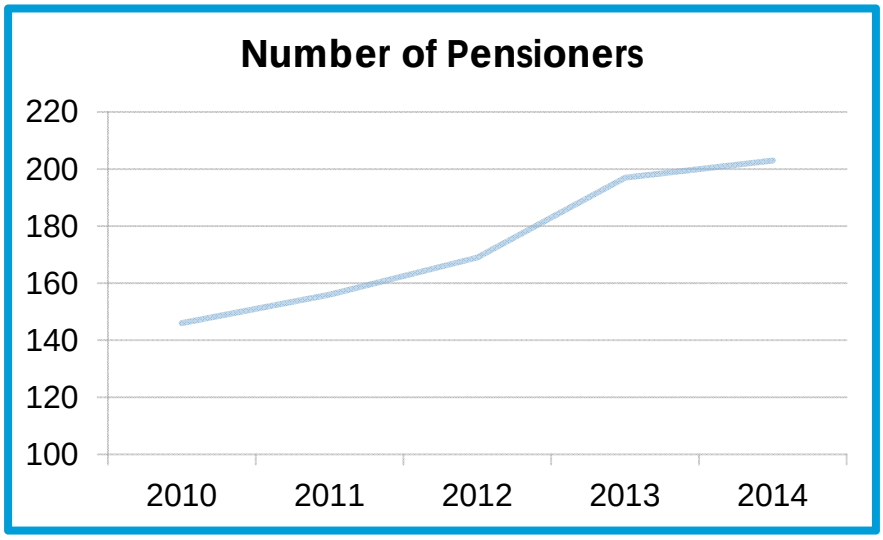
	2015	2016	2017	2018	2019
Enterprise Funds	$ 7,535,000	$14,965,000	$ 8,900,000	$ 6,500,000	4,000,000
Federal\State Funding	6,800,000	24,630,000	14,639,000	15,552,000	21,024,083
Total Funding Sources	**$14,335,000**	**$39,595,000**	**$23,539,000**	**$22,052,000**	**$25,024,083**

Capital Improvements Expenditures – Enterprise Fund

	2015	2016	2017	2018	2019
Angola Sewer North Expansion	$ 1,250,000	$ 2,250,000	$ 3,500,000	-	-
Angola Sewer	150,000	-	-	-	-
Bayfarm Road Area	-	100,000	750,000	-	-
Bethel Sewer	40,000	200,000	200,000	1,800,000	1,750,000
Blackwater Creek	-	-	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	-	-	-
Delaware Avenue	450,000	-	-	-	-
Dewey/Henlopen Ocean Outfall Contribution	500,000	4,000,000	4,000,000	4,000,000	4,000,000
Clayton Avenue Pump Station and Force Main	-	-	775,000	1,750,000	1,750,000
Fenwick Island RT 54 Extension	200,000	1,000,000			
Goslee Creek Regional Pump Station	800,000	7,200,000	-	-	-
Herring Creek Sewer	1,000,000	8,000,000	2,634,000	-	-
Herring Creek Water	330,000	1,330,000	1,640,000	-	-
Holts Landing Expansion – Mallard Creek	-	-	-	125,000	1,124,083
IBRWF – Solids Handling Phase 1	2,700,000	700,000	-	-	-
IBRWF – Solids Handling Phase 2	500,000	1,500,000	1,400,000	-	-
IBRWF Expansion 2	-	-	-	500,000	11,000,000
John Burton Manor			400,000	1,500,000	-
Joy Beach Sewer	-	1,000,000	2,200,000	2,000,000	-
Miller Creek Expansion	-	-	500,000	2,300,000	-
Millville Expansion – Beaver Dam	-	-	-	916,000	-
Oak Orchard Expansion	350,000	-	-	-	-
Pump Station #207	2,500,000	800,000	-	-	-
Pump Station #22	530,000	-	-	-	-
Pump Station #210	560,000	5,040,000	-	-	-
Route 26 Phase III	1,750,000	1,750,000	-	-	-
Pump Station #33, FM & Upgrades	170,000	2,500,000	1,000,000	-	-
Tanglewood/Oak Acres	-	-	1,520,000	1,261,000	-
Vines Creek Sewer	-	-	-	2,000,000	4,000,000
West Rehoboth Treatment Expansion	75,000	425,000	2,500,000	2,500,000	-
Total Enterprise Capital	**$14,335,000**	**$39,595,000**	**$23,539,000**	**$22,052,000**	**$25,024,083**

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 Fund includes the Pension Trust Fund and the Post-retirement Employee Benefit Trust Fund.

Fiduciary Additions and Deductions Budget Summary	
Additions	
Employer Contributions	$5,342,348
Investment Earnings (Net)	9,603,776
Total Additions	**14,946,124**
Deductions	
Beneficiary Payments	**5,430,149**
Net Increase in Plan Assets	**$9,515,975**

The number of pensioners has increased over the years. There are currently 203 pensioners. Below is a graph showing the growth over the last five years.