



# Sussex County

## Sussex County's Budget Book



**Proposed Version**

Last updated 05/23/22





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# INTRODUCTION

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# SUSSEX COUNTY FISCAL YEAR 2023 PROPOSED BUDGET



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

## Sussex County Government

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Gina A. Jennings - Finance Director/COO  
Kathy L. Roth - Deputy Finance Director



## Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Sussex County, Delaware** for its annual budget for the fiscal year beginning **July 1, 2021**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communication device.

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



## TRANSMITTAL LETTER

Todd F. Lawson, County Administrator

May 24, 2022

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) 2023. The FY 2023 proposed budget was developed by the County Administrator, the Finance Director/COO and the Deputy Finance Director. This recommended budget was drafted after receiving submissions from County departments. We greatly appreciate the efforts of the directors and their staff in assisting us in producing a balanced budget.

Like so many organizations in today's economy, Sussex County is attempting to manage a volatile financial environment. The economic constraints, including rising inflation and supply chain limitations, are having an effect on the County. Yet, local activity, including the residential building market and demand for County services, remains at an all-time high. As a result of these and other factors, the development of the FY 2023 Budget was one of the most difficult in recent years.

While the real estate market remains very healthy, we are beginning to see the building-related activity taper slightly. The County experienced a record-breaking year for building permits in FY 2021 and is now seeing a decrease in activity as FY 2022 comes to a close. As such, the County is projected to process 8 percent fewer permits in FY 2023 as compared to FY 2022. However, the baseline for the building market continues to outpace by 18 percent the last peak in 2006. So, while the year-to-year activity is trending down, the market baseline remains in an overall strong position.

In addition to the unpredictable building market, the rising inflation and interest rates increase by the Federal Reserve are cause for concern as we plan out the FY 2023 budget. It is impossible to predict the effect on the building environment and, ultimately, the local economy. We followed a conservative budget philosophy in the development of the FY 2023 budget to insulate against any foreseeable decline in the economy.

The Fiscal Year 2023's total budget is \$294.1 million, which represents an overall increase of \$16.1 million. Unfortunately, the increase is being driven by inflation with cost drivers being fuel, insurance, equipment, utilities, and supplies. And, as a result of these monumental increases, we had to make the fiscally prudent decision to exclude new initiatives and limit purchases to constrain the County's already expanding budget. We reviewed the County's charges for services and meticulously trimmed any unnecessary spending. These efforts allowed the County to continue to provide the services its residents and visitors come to expect while not passing onto the taxpayers the additional cost of general operations.

The County receives the bulk of its revenue each year from both property taxes and realty transfer taxes (RTT), with RTT being the largest revenue source. In recent years, the use of RTT funding has grown to the point where RTT previously accounted for under 25% of the County's revenue and this year it is approaching 40%. This is a trend the County needs to address as we look to the future. Relying on RTT collection for operations presents a risk due to the volatile nature of the funding.

In this year's budget, RTT is \$7.9 million beyond FY 2022's original budget and is approximately 60 percent of what was collected in FY 2021. And while our trends show that the FY 2023 amount is at a short-term attainable level, it remains at a level that is above what was actually collected six years ago. And although RTT is our single-greatest source of revenue, it is limited to the County's most critical services, including paramedics, fire and ambulance companies, police, 911 dispatchers, economic development, assessment,



and public works. Thus, we continue to keep pace with the population and the demand for our critical services through the use of RTT. However, should RTT drop below anticipated levels, it is likely at some point in the future, the County will need to seek additional revenue from the taxpayers.

We continue the practice of budgeting a percentage of recent actual collections for all real estate market-sensitive revenues. Even with this conservative practice, other building-related revenue is budgeted \$2.5 million over the prior year. This additional revenue helps the County cover some of the cost of inflationary items not able to be paid for with RTT funds.

Whereas economically driven revenues are budgeted based on trends, some revenues are budgeted on assumptions. We assumed that the County would continue to receive 1.5 percent of RTT on eligible properties in unincorporated areas. If the State were to change these revenue sources or pass any legislation that would cut our revenues or raise our expenses, we would have to re-evaluate the entire budget, particularly public safety. We also assume, since the State has not approved their FY 2023 budget, that they will continue to fund our paramedics at 30 percent of last year's budgeted expenditures.

Because of the growth in population, our service-driven revenues are projected to see an increase over last year, as well. This revenue includes Marriage Bureau and Register of Wills charges for services. However, there is a large decrease in revenue in the Sheriff's Office, which is responsible for the sale of delinquent properties. Due to multiple factors, including federal and state restrictions, we have seen a decrease in these types of sales.

Although Sussex County is realizing additional revenue now, it is important to note that most of this revenue could be affected by economic factors outside of our control. The pandemic, supply chain interruptions, national labor shortages, and global inflation are prime examples. With this cautionary approach, we required a collaborative effort among the budget team and department heads to prioritize expenses that may result in long-term commitments. I want to personally thank everyone for being reasonable with their requests. Our departments always first look to improve efficiency, when possible, before asking for more staff.

Any new project requests were scrutinized to ensure they are necessary, align with the County's objectives and address long-term concerns and issues, particularly in the field of public safety. Our primary focus includes sustaining government services without adding a financial burden to our current and future residents, providing adequate services for a growing elderly population, increasing workforce housing opportunities, and fostering an environment that attracts businesses and creates jobs for our highly-skilled workforce. The programs and projects funded through this budget that address these objectives involve the ExciteSussex Loan program, the recently enacted Housing Trust Fund, and expansion of public safety through additional staff and a new paramedic training facility.

To ensure that all departments are aligned with Administration and the County's priorities, the budget is created with six organization-wide goals that then lead into specific department operational goals. Each department's goals are listed in their respective location of the budget document. Each department's goals reference an organization-wide objective listed below.

-  Maintain the County's strong financial position through efficient use of resources
-  Provide services that contribute to an active, healthy and informed community
-  Promote initiatives for measured economic development and growth
-  Advance balanced efforts to protect our County's environment, residents and visitors while preserving the character of the county and its natural resources
-  Provide a safe and secure environment for everyone who lives, works and conducts business in the county
-  Provide a well-qualified and service-friendly workforce that aids the vision of Sussex County Government

These administrative organizational-wide goals are developed from the vision of County Council and their constituents through the Comprehensive Plan. The County Council deserves credit for its leadership and continued fiscal responsibility, which have helped build a strong foundation that has allowed this government to continue to live within its means and stay strong during economic uncertainty.

In closing, although the budget is a one-year document, the proposal is created with the future in mind. From forgoing initiatives to reviewing charges for services, nothing was left unturned to combat future inflationary costs.

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

Sincerely,  
Todd F. Lawson  
County Administrator



# ABOUT SUSSEX COUNTY



Sussex County is proud of the natural beauty, mix of small towns, rich history and popular attractions that are found throughout our county. It is a rural county in transition; a community that, in some ways, represents a microcosm of the United States with developing - more urbanized - seaside resorts to the east, and industry and agriculture dominating the central and western landscape. Our county is the largest county in Delaware, comprising a total land area of approximately 938 square miles, or 48 percent of the State's total area, with a population estimated to be over 240,000 by the United States Census Bureau. The County is bordered on the east by the Atlantic Ocean, on the north by Kent County, Delaware, and on the south and west by that portion of the State of Maryland lying east of the Chesapeake Bay. The Town of Georgetown, the County seat, is situated in the center of the county. The county is within 200 miles of New York City, Philadelphia, Baltimore, and Washington, D.C., putting Sussex County within a four-hour drive for more than a quarter of the Country's population.

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

Local property taxes are very low, making the county a desirable destination for new residents and retirees. The State of Delaware has never had a general sales tax, inventory tax, or statewide property tax. Both the County's population and age grow year after year, most likely due to low taxes and quality of life. Per the 2010 U.S. Census, Sussex County had a population increase of more than 16 percent from 2010 to 2020. The Delaware Population Consortium predicts that the population will increase 20 percent from 2020 to 2050.

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

The eastern portion of the county is home to most of Delaware's beaches and seaside resorts. Sussex's central and western areas are the backbone of Delaware's agriculture industry. Because of these land features, most of the county's employment is driven by agriculture and tourism. The next table shows the top 10 employment-types in Sussex County in 2021.

Type of Employer	Number of Employees	Percentage of Total County Employment
Health Care and Social Assistance	12,341	15.8%
Retail Trade	11,769	15.1%
Manufacturing	9,369	12.0%
Accommodation and Food Services	9,357	12.0%
Government	8,610	11.0%
Construction	5,572	7.1%
Administrative and Waste Services	5,402	6.9%
Other Services, except Public Administration	2,476	3.2%
Professional and Technical Services	2,368	3.0%
Transportation and Warehousing	1,941	2.5%
<b>Total Employees in Sussex County in 2021</b>	<b>78,163</b>	



# History of Sussex County



From the first inhabitants of this land, the Lenape/Nanticoke tribes, to Dutch settlers in the early 17th century to the present day, Sussex County has seen many visitors. Some of those visitors have stayed, farming the land, harvesting resources, working and calling this new land home. The largest, but historically least populous, county in the state of Delaware. Most of the County's economy revolves around agriculture, as Sussex produces the most poultry of any county in the United States, but tourism plays a large role in the economy, especially at the County beaches. Sussex County has had its share in the limelight of history. Below are some key dates in Sussex County and Delaware's history:

Archeologists estimate that the first inhabitants of Sussex County arrived between 10,000 and 14,000 years ago. Tribes eventually were pushed west toward modern day Oak Orchard. Today there are about 500 Nanticoke that still live in Sussex County. They host their annual Pow-Wow in early September, with attendees numbering near 30,000.

**1609** - Henry Hudson and his crew aboard the Half Moon enter the mouth of what will become known as Delaware Bay.

**1613** - Cornelius Jacobsen Mey, a Dutch navigator, discovered and named both Cape May and Cape Henlopen (originally Hindlopen) in the Delaware Bay.

**1631** - Dutch established a trading post in what is present-day Lewes, calling the colony Zwaanendael, or "Valley of the Swans".

**1664** - The English wrested control of New Netherland from the Dutch. The Dutch briefly recaptured the territory in 1673 as part of the Third Anglo-Dutch War. At that point, they established courts in the town of New Castle and at the Hoerkill at the southern end of the territory, effectively creating two counties out of the territory. After the war concluded in 1674, the Delaware territory was returned to the English. It was then placed under the control of James Stuart, Duke of York.

**1681-1682** - The King of England grants Pennsylvania and Delaware to William Penn, an English proprietor who names Delaware's southernmost county for his home county of Sussex in England. The land grant sets off years of disputes with the Calvert family of neighboring Maryland, who challenge the boundaries between Delaware and Maryland.

**1704** - Delaware, also known as the "Three Lower Colonies," is established as its own government independent of Pennsylvania, though still under English rule.

**1707** - 3,000-acre Broad Creek Reservation formed around what is today modern-day Laurel. The reservation was sold in 1768, and the Tribe migrated east to modern day Oak Orchard.

**1711** - Native American reservation near Millsboro began. Last tract was sold to William Burton in 1731.

**1732** - Charles Calvert signed a territorial agreement with William Penn's sons that drew a line somewhere in between the two colonies and renounced Calvert's claim to Delaware. But Lord Baltimore later claimed that the document he signed did not contain the terms he had agreed to and refused to put the agreement into effect. Beginning in the mid-1730s, violence erupted between settlers claiming various loyalties to Maryland and Pennsylvania. The border conflict between Pennsylvania and Maryland would be known as [Cresap's War \(https://en.wikipedia.org/wiki/Cresap%27s\\_War\)](https://en.wikipedia.org/wiki/Cresap%27s_War).

**1750-51** - A team of surveyors from both colonies surveyed and marked the Transpeninsular Line, which established the southern boundary of Sussex County. However, residents of the disputed territory continued to pay taxes to Maryland into the 1770s.

**1763** - Deep Creek Iron forge established outside Georgetown; iron working industry begins in Sussex County.

**1763 - 1767** - Charles Mason and Jeremiah Dixon surveyed the Mason-Dixon line, settling Sussex County's western borders. After Pennsylvania abolished slavery in 1781, the western part of this line and the Ohio River became a border between free and slave states; the survey formalizes the boundary, and thus brings an end the decades of dispute that began with the Penn's and Calvert's.

**1776 to 1783** - Revolutionary War. It has been variously estimated that anywhere from half to four-fifths of the 14,000 Sussex Countians in 1776 were loyalists to King George. There were several assemblymen and respected politicians here in Sussex County that by 1774, had been forced to flee to Canada, with their property confiscated and their lives in ruins.

**1787** - Delaware becomes the first state to ratify the U.S. Constitution.



**1791** - Georgetown platted out and established as the new County seat; the County seat had been located at Lewes but was relocated to a more central portion of the County.

**1791 First Return Day held.** The Delaware Legislature required all votes to be cast on Election Day at the new County Seat in Georgetown, Delaware. Thus, all Sussex County residents had to travel to Georgetown in order to vote on Election Day, and then return two days later to hear the results – hence the name Return Day. The winners of that year’s political races would parade around the town circle in horse pulled carriages, and then the losers and the chairs of the county’s political parties would perform the ceremonially “bury the hatchet” into a tub of sand. In 1811, voting districts were created across the state, but the Board of Canvassers would still meet two days later in Georgetown to announce the final election results.

**1813** - Lewes bombarded by the British during the War of 1812.

**1830s to 1840s** - Canning industry begins.

**1856** - Harriet Tubman organized what is considered by Tubman scholars to be “one of her most complicated and clever escape attempts.” Tubman located a slave named Tilly in Baltimore. Tubman decided she and Tilly would travel by steamboat to Seaford, first sailing south down the Chesapeake Bay then up the Nanticoke River. Tubman and Tilly spent the night at a hotel located atop the hill. Nearly arrested by slave traders the following morning, accounts note that the hotel landlord intervened on behalf of the two women. Thanks to Tubman’s letter of passage which identified her as a free African American woman from Philadelphia, she and Tilly obtained passes to safely travel north, first by train to Camden, then by carriage to Wilmington.

**1859** - Railroad reaches Delmar. Farmers are now able to ship perishable goods outside of Delaware to cities such as Wilmington, Philadelphia and Baltimore.

**1860 to 1865** - The Civil War period sees Delaware become a border state, siding with the Union. But Confederate sympathies run deep in southernmost Sussex County.

**1871** - Strawberries first planted near Selbyville.

**1872** - Rehoboth Beach founded as a tent revival meeting ground.

**1878** - Rail line reaches Rehoboth Beach; popularity of beaches spreads south.

**1903** - Sussex County Levy Court is abolished by Delaware General Assembly and reformed as a 10-member panel.

**1915** - The Delaware General Assembly again abolishes and reforms the Levy Court, this time as a three-member board of commissioners; the new Levy Court takes effect in 1917.

**1919** - Last ship built in Bethel, which had been a popular ship-building port along Broad Creek, a tributary of the Nanticoke River and Chesapeake Bay.

**1923** - Cecile Steele of Ocean View orders 50 chicks for her egg-laying business, but instead receives 500 birds thanks to a clerical error. The foul-up gives birth to the modern broiler industry, and will make Sussex County not only the birthplace, but the leading county of broiler production in the United States.

**1924** - du Pont Highway opens, connecting Sussex County to points northward.

**1939** - The DuPont Company opens the first plant to commercially produce nylon in Seaford on December 15, making Seaford the Nylon Capital of the World.

**1943** - Levy Court of Sussex County purchases ground near Georgetown for airport. U.S. Navy, and later a private firm, All American Engineering, use the property for training and testing grounds.

**1967** - Delaware Technical Community College opens in Georgetown in September.

**1970** - Sussex County, by authority of the Delaware General Assembly, shifts from Levy Court system to County Council form of government. Two Council seats are to be added to the new County Council, beginning with the legislation’s effective date of January 1, 1971; that act brought to five the total number of elected members on the panel.



**1974** - Sussex County Council [adopts first official County flag \(https://sussexcountype.gov/history-sussex-county-flag\)](https://sussexcountype.gov/history-sussex-county-flag), a design based on merged imagery: the Dutch flag and the sheaf of wheat from William Penn's County seal. The flag was designed by William C. Scott of Selbyville.

**1985** - population of Sussex County reaches 100,000.

**1995** - Dogfish Head Brewery opens in Milton.

**1996** - County offices relocate from the Sussex County Courthouse on The Circle in Georgetown to the current County Administrative Offices building next door.

**1998** - The Delaware Center for the Inland Bays begins partnership with Sussex County to manage the 150-acre James Farm as a nature preserve at Holts Landing.

**2001** - The Sussex County Land Trust (SCLT) was formed to help protect open space. The SCLT is a nonprofit conservation organization, dedicated to protecting natural, cultural, and agricultural resources.

**2004** - Little League Softball World Series moves to Sussex County.

**2006** - *Reader's Digest* names Rehoboth Beach Boardwalk among "Best of America" and profiles iconic resort attraction in May edition.

**2006** - Robert Stickles, the longest serving County Administrator under the County Council form of government, retires. David B. Baker appointed as County Administrator.

**2007** - The prototype of the first-ever County flag, designed by William C. Scott of Selbyville in 1974, is generously donated to the County by Mr. Scott in December. The flag remains on display in the County Administrative Offices building in Georgetown.

**2008** - Delaware's senior U.S. senator, Joseph R. Biden III, elected as Vice President of the United States; visits Georgetown for Return Day to celebrate win during post-election tradition.

**2008** - A new \$13 million state-of-the-art Emergency Operations Center opens next to the Sussex County Airport outside Georgetown, giving the County a modern facility to process 911 calls and coordinate responses to emergency events.

**2009** - A new 3,109-foot runway opens at the Sussex County Airport near Georgetown, giving pilots an alternate runway to use when landing smaller aircraft in crosswind conditions. The runway is the second at the airport, joining the main 5,000-foot runway.

**2010** - Population of Sussex County reaches 200,000.

**2011** - David B. Baker in January announces planned retirement from County government after 33 years of service, five of those as County Administrator; Georgetown-area native Todd F. Lawson named as successor in July. Baker retires Dec. 31, 2011.

**2011** - National Resources Defense Council awards five-star ratings to Rehoboth Beach and Dewey Beach for water quality.

**2011** - *Extreme Home Makeover: Home Edition* TV crews come to Delaware to film construction of weeklong project to erect new facility for Jusst Soup ministry near Milton.

**2011** - Earthquake registering 5.8 on the Richter scale emanates in central Virginia, rattling many locales across the mid-Atlantic and East Coast, including Sussex County and Delaware.

**2012** - Charles W. Cullen Bridge, known locally as the Indian River Inlet Bridge, opens with the fifth span since original crossing in 1934, this one a cable-stayed bridge that becomes an eye-catching beacon in the coastal landscape.

**2014** - Sussex County builds and operates its first park, a twenty-acre parcel just outside Woodland.

**2014** - Social justice advocate and attorney Bryan Stevenson, originally from Milton, publishes memoir *Just Mercy: A Story of Justice and Redemption*, which goes on to critical acclaim as both a New York Times bestseller and eventual big-screen adaptation. (2019)



**2016** - Lawrence Lank retires as Director of Sussex County Planning and Zoning after 47 years of service. After starting with the County in 1969, he drew the first Sussex County zoning map in 1971.

**2017** - Then Former-Vice President Joe Biden and wife Jill, purchase home in the North Shores community near Rehoboth Beach.

**2018** - Sussex County Councilman George Cole retires after 32 years. The longest serving Councilperson, a member of the Cole family has held that council seat since its creation. His father Charlie held the office until his death in 1985, and his mother Kitty until George was elected.

**2019** - Dogfish Head Brewery is acquired by the Boston Beer Company for \$300 Million.

**2020** - Sussex County population reaches 235,000, a 20% increase from 2010.

**2020** - Delaware's own Joseph R. Biden is elected the 46<sup>th</sup> President of the United States; this will be bringing attention to Sussex County as he has a home near Cape Henlopen.

**2021** - Milton native Jimmie Allen named New Male Artist of the Year during the Academy of Country Music Awards, the first Black solo performer to win the honor.



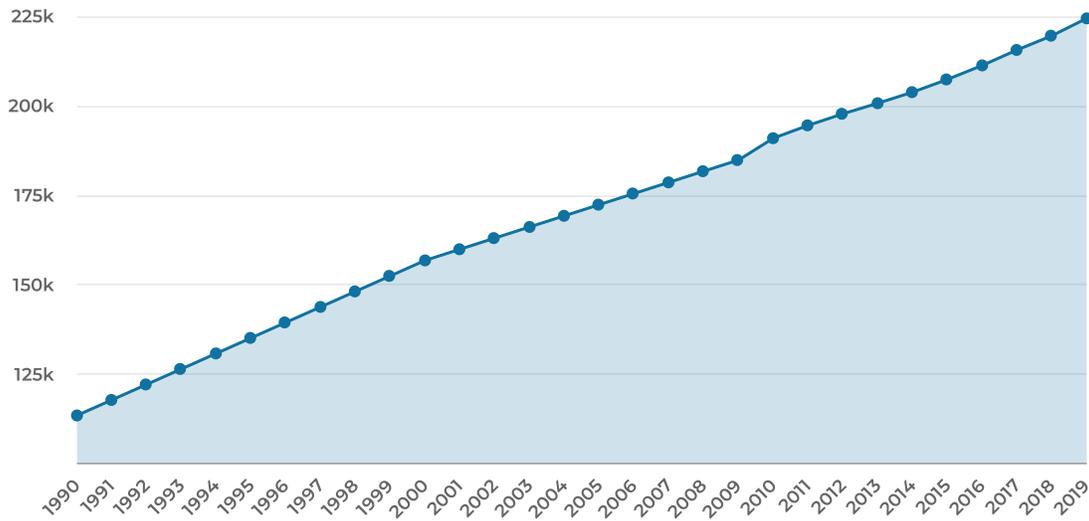
# Population Overview



TOTAL POPULATION  
**224,384**

▲ **2.2%**  
vs. 2018

GROWTH RANK  
**1** out of **3**  
Counties in Delaware



\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

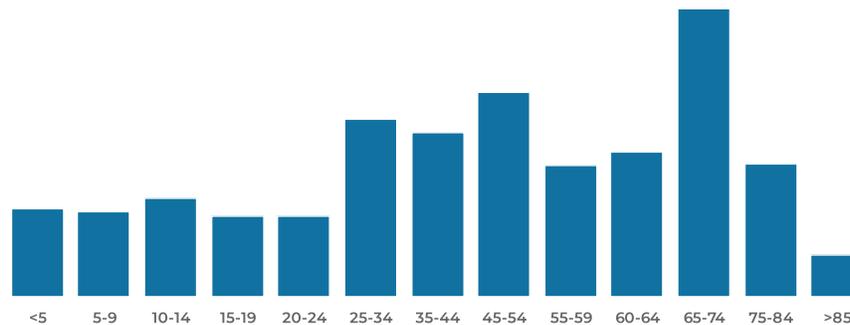


DAYTIME POPULATION  
**215,549**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

## POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

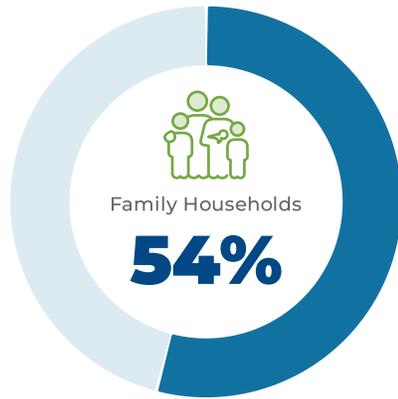


# Household Analysis

TOTAL HOUSEHOLDS

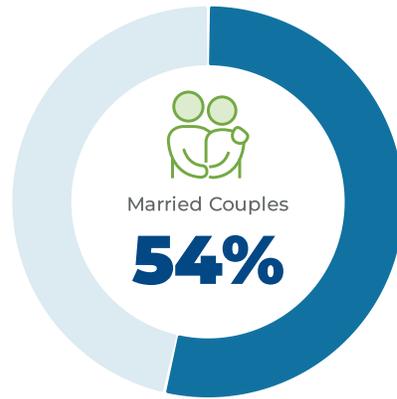
# 91,697

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



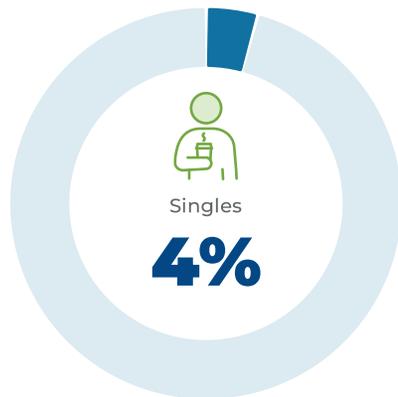
▲ 11%

higher than state average



▲ 10%

higher than state average



▼ 27%

lower than state average



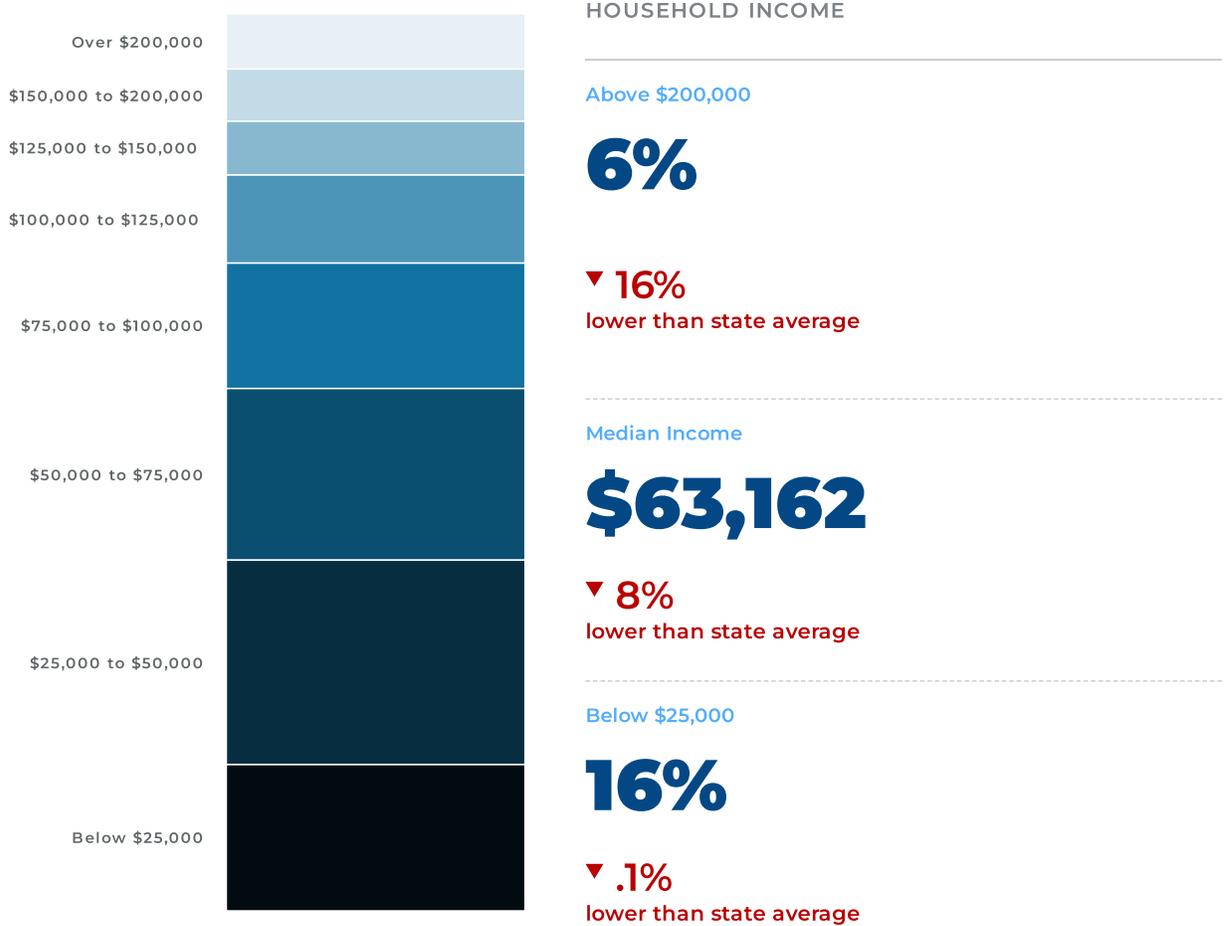
▲ 3%

higher than state average

\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



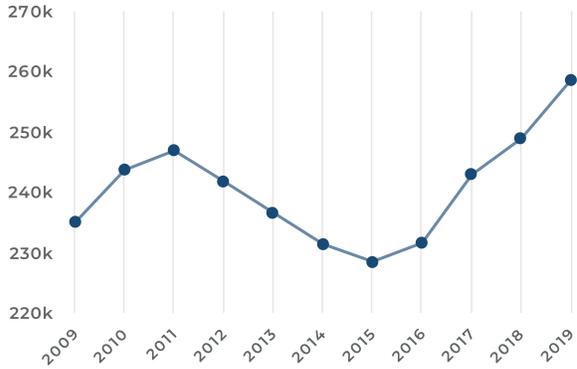
\*Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



# Housing Overview

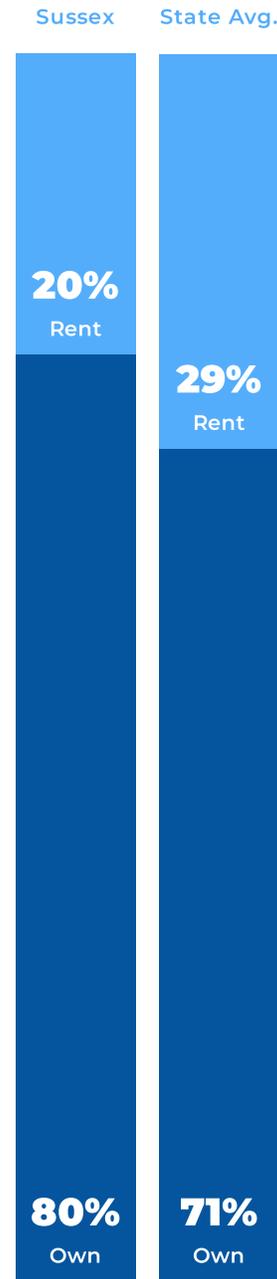


2019 MEDIAN HOME VALUE  
**\$258,600**



*\* Data Source: 2019 US Census Bureau  
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

## HOME OWNERS VS RENTERS



*\* Data Source: 2019 US Census Bureau  
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

## HOME VALUE DISTRIBUTION



*\* Data Source: 2019 US Census Bureau  
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*



# BASIS OF BUDGETING

## **Basis of Accounting vs. Basis of Budgeting**

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

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

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

The following schedule summarizes the differences:

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



# ORGANIZATIONAL CHART

Sussex County is governed by a five-member elected Council. Each Council member is elected from their respective district to serve a four-year term. There are four offices administrated by officials elected at-large, called Row Officers. The County Council appoints the County Administrator. The County Administrator implements the Council's policies, oversees the preparation of the annual budget for Council's approval and supervises an overall staff of approximately 560 employees. The organizational chart outlines the departments that these employees work for. The organization chart is effective July 1, 2022.



# FUND STRUCTURE

Sussex County, like other state and local governments, uses fund accounting to ensure compliance with finance-related legal requirements. Sussex County's funds are divided into three categories: governmental funds, proprietary funds and fiduciary funds. These categories are further divided into individual funds that are represented in this budget book. These funds are described below.

## **Governmental Funds**

### General Fund

The General Fund is the chief operating fund of the County. It accounts for all resources not required to be accounted for in other funds. A significant part of the General Fund revenues are used to maintain and operate the general government. Revenues include taxes and fees for services such as permits, marriage licenses, document recording, registering of wills, and planning and zoning fees. Expenditures include, among other things, those for general government, public safety, community development, libraries, planning and zoning, assessment, building code and code enforcement.

The General Fund is an appropriated fund and listed in the budget ordinance. Appropriations are at the department level.

### Capital Projects Fund

The Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction or improvement of capital facilities. This fund is supported by transfers from the General Fund, particularly realty transfer tax.

The Capital Projects Fund is an appropriated fund listed in the budget ordinance. Appropriations are at the department level.

### American Rescue Plan Act Grant Fund

The American Rescue Plan Act Grant Fund was set up specifically to track the federal funds received through the American Rescue Plan Act. This fund was new last fiscal year.

The American Rescue Plan Act Grant Fund is a newly appropriated fund and is listed in the budget ordinance. Appropriation is at the grant level.

## **Proprietary Funds (solely Enterprise Funds)**

The Enterprise Funds are appropriated and listed in the budget ordinance together. The operating expenses are appropriated at the function level. Although included in this document, sewer and water capital projects are not appropriated as they are recorded as an asset in the accounting system. Sources of funds for these enterprise funds are primarily from water and sewer service charges.

### Sewer Fund

The Sewer Fund accounts for the operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services are recovered primarily through sewer user charges.

The Sewer Fund is an appropriated fund and listed in the budget ordinance. The operating expenses are appropriated at the function level. Although included in this document, sewer capital projects are not appropriated as they are recorded as an asset in the accounting system.

### Water Fund

The Water Fund accounts for the operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services are recovered primarily through water user charges.

## **Fiduciary Funds**

Although the Fiduciary Funds are listed in the budget book and in the financial statements, these funds are not appropriated funds. Funding for the fiduciary funds come from appropriations of the general and enterprise funds.

### Pension Trust Fund

The Pension Trust Fund is used to account for resources held for the benefit of parties outside the government, specifically pensioners of the County. This fund is supported by contributions through the General Fund and Proprietary Funds.

### Other Post-Retirement Employee Trust Fund (OPEB)



The OPEB Fund is used to account for resources held for the benefit of parties outside the government, specifically pensioners of the County who earned an insurance benefit in addition to their regular pension. This fund is supported by contributions through the General Fund and Proprietary Funds.

## Relationship Among the Funds

Some funds rely on other funds for support. The chart below shows how each fund relies on one another to sustain. This support can be found in the budget under the line items "Transfers In" and "Transfers Out" or "County Contributions".

Transfers Money from:	Transfers Money to:		
	Capital Projects Fund	Pension Fund	OPEB Fund
General Fund	X	X	X
Sewer Fund		X	X
Water Fund		X	X

## Relationship Between Departments and Funds

The following chart is a cross-reference table to depict the relationship between the departments/divisions, the fund where the department/division is accounted for and their function within the fund. Some departments/divisions have expenses that are allocated to other funds. This chart shows which fund you can find the entire budget of the department.

Department/Division	Fund(s)	Function
Administration	General	General Government
Airport and Business Park	General	Economic Development
Assessment	General	General Government
Building Code	General	General Government
Community Development	General	Community Development
Constable	General	Planning & Zoning
County Council	General	General Government
Economic Development	General	Economic Development
Emergency Preparedness	General	Emergency Preparedness
Engineering	General	Engineering
Facilities Management	General	General Government
Finance	General	General Government
GIS	General	General Government
Grant-in-Aid	General	General Government
Human Resources	General	General Government
Information Technology	General	General Government
Legal	General	General Government
Libraries	General	Library
Paramedics	General	Paramedics
Planning and Zoning	General	Planning & Zoning
Recorder of Deeds	General	Constitutional Office
Records Management	General	General Government
Register of Wills	General	Constitutional Office
Safety and Security	General	General Government
Sheriff	General	Constitutional Office
Environmental Services	Sewer and Water	Utility Operations and Maintenance



## Major Funds

Major funds are funds whose revenues or expenditures constitute more than 10 percent of the revenues or expenditures of the appropriated budget. The major funds of the County are the General Fund, Capital Projects Fund, Sewer Fund and the new American Rescue Plan Act Grant Fund.



## BUDGET PROCESS

Each year in February, the budget process begins with a set of organizational objectives communicated by County Administration. The Fiscal Year 2023 objectives include:



Maintain the County's strong financial position through efficient use of resources



Provide services that contribute to an active, healthy and informed community



Promote initiatives for measured economic development and growth



Advance balanced efforts to protect our county's environment, residents and visitors while preserving the character of the county and its natural resources



Provide a safe and secure environment for everyone who lives, works and conducts business in the county



Provide a well-qualified and service-friendly workforce that aids the vision of Sussex County Government

These objectives are used by each department in setting their own goals when developing their requests. The individual department goals can be found in each department's section. Each goal is aligned with the organizational objectives and the alignment is noted by the applicable image.

From February to March, departments develop their goals and requests. In March, the departments submit their requests to Administration. A couple of weeks after the submissions, individual department meetings are held with Administration to review the requests. Through April, the budget team, through the help of each department, produces a budget that fits within the projected revenue.

In early May, Administration holds a budget workshop for County Council where staff present new or large initiatives. The budget workshop provides the opportunity to thoroughly review the budget requests in a public setting with County Council in anticipation of the final budget introduction.

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

The public hearing must be held no sooner than 21 days after the ordinance is introduced. At this time, the public can speak to Council regarding the proposed ordinance.

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

A budget calendar/timeline for FY 2023 can be found in the next section.



# Budget Timeline

The specific Fiscal Year 2023 budget timeline is shown below:



Jun 28, 2022

Budget must be approved at this meeting as it is the last Council meeting of the fiscal year

## Changes to Budget After Adoption

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

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



# FINANCIAL POLICIES

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

## Long-term Financial Policy

Each year, the County develops a Long-Term Financial Plan that forecasts operating expenses and revenue for the next 10 years for the General Fund and Capital Expenditures and Revenues for the next 5 years for both the General and Enterprise Funds. The Long-Term Outlook is updated during the annual budget process and is included in the Long-Term Financial Plan section under the Budget Overview menu.

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

- Prepare a balanced budget where revenues, including use of reserves, equal expenditures
- Maintain an operating reserve of at least 25 percent
- Fund, at a minimum, the actuarial determined level of funding for pensions and pension benefits
- Continue financial practices that maintain a 'AAA' strong bond rating
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Continue the pay-as-you-go philosophy for the capital projects fund; operate without tax-supported debt

## Balanced Budget

The State of Delaware requires the County to adopt a balanced budget by June 30 of every year. A balanced budget is a budget where revenues, including use of reserves, equal expenses for the year.

## Budgeted Revenue Policy

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

## Budgeted Expenditure Policy

Per Delaware State Code, all expenditures must be supported by sufficient revenue or any available reserves.

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



## Investment Policy

County Council adopts the three investment policies for the County; one for the general operations of the government and the two for the fiduciary funds.

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

The fiduciary funds, the Pension and OPEB Funds, have their own investment policy statements but are structured the same. Both investment policy statements were last modified by County Council in 2020. The fiduciary funds can be invested in various mutual funds, corporate obligations, government agency obligations, U.S. treasuries, private real estate and private infrastructure. Corporate obligations are all rated A or higher, while mutual funds are unrated. The policy goal is 63 percent investment in equities, 27 percent in fixed income investments, 5 percent in private real estate and 5 percent in private infrastructure.

## Fiduciary Funds Funding Policy

In 2017, County Council adopted pension and other pension employment benefit (OPEB) funding policies. For the pension, the County will contribute no less than the actuarial determined contribution (ADC) as determined by the pension plan's actuary. The ADC is calculated using the normal cost determined under the Entry Age Normal Actuarial Cost method over a closed 20-year period. In 2021, the OPEB funding policy was amended to require the County to contribute at least the ADC, as calculated by the plan's actuary. Prior to 2021, the County was required to contribute more than the ADC in the OPEB fund in order to bring the funding ratio up to close to 100 percent. Now that the fund is almost a 100% funded, the County changed its policy to only require to contribute the ADC.

## Fund Balance Policy

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

## Debt Policy

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

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



## Financial Reporting Policies

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

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

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



## **FEE SCHEDULE**

Below is a list of fees. Some fees are listed in the Sussex County Code; therefore, this is not a comprehensive list. If these fees contradict the Code, the Code shall supersede this list.



## General Fund

Fee Description	Rate	Unit of Measure
<b>Assessment</b>		
Tax Release Form	\$5.00	Per Release
C-Grade Classification Letter	\$35.00	Per Classification Letter
C-Grade Letter - Reissue	\$10.00	Per Release Letter
<b>Building Code</b>		
Revision - Additional Plan Review - Revised dwelling projects after approval of original application	\$60.00	Minimum fee, plus additional permit fees for additional square footage
Revision - Additional Plan Review - Revised project after approval of original application	\$30.00	Minimum fee, plus additional permit fees for additional square footage
Building Permit		\$7.50 for the first \$1,000 of construction estimate; \$3 for each \$1,000 thereafter for properties not with in incorporated municipalities that have their own Zoning Code.
Building Permit		\$5.00 for the first \$1,000 of construction estimate; \$2 for each \$1,000 thereafter for properties with in incorporated municipalities that have their own Zoning Code.
Manufactured Home Placement Permits		\$7.50 for the first \$1,000 of construction estimate; \$3 for each \$1,000 thereafter for properties not with in incorporated municipalities that have their own Zoning Code.
Manufactured Home Placement Permits		\$5.00 for the first \$1,000 of construction estimate; \$2 for each \$1,000 thereafter for properties with in incorporated municipalities that have their own Zoning Code.
Manufactured Home Inspection	\$120.00	Fee, includes up to three inspections
Manufactured Home Inspection - additional fees	\$40.00	Additional fee for each inspection need over above the first three inspections.
<b>Community Development</b>		
Housing Fair - Vendor Fee (Non-Profit Exhibitor)	\$50.00	Each
Housing Fair - Vendor Fee (For-Profit Exhibitor)	\$75.00	Each
Housing Fair Sponsorship Fee - Bronze	\$150.00	Per Sponsorship
Housing Fair Sponsorship Fee - Silver	\$300.00	Per Sponsorship
Housing Fair Sponsorship Fee - Gold	\$500.00	Per Sponsorship
<b>Countywide (excluding libraries or departments listed in Code)</b>		
Notary Charge - (Non-employee)	\$3.00	Per Document
Returned Check, ACH, or Credit Card Fee	\$25.00	Each Occurrence
Photocopies - black & white – 8.5x11, 8.5x14, or 11x17	\$0.10	Per Page
Photocopies - black & white - double sided 8.5x11, 8.5x14, or 11x17	\$0.20	Per Page
Photocopies - black & white - 18x22	\$2.00	Per Page
Photocopies - black & white - 24x36	\$3.00	Per Page
Photocopies - black & white - greater than 24x36	\$1.00	Per Square Foot
Photocopies - color - 18x22	\$3.50	Per Page
Photocopies - color - 24x36	\$4.50	Per Page



Photocopies - color - greater than 24x36	\$2.50	Per Square Foot
Microfilm or Microfiche, standard copies	\$0.15	Per Copy
Archive Retrieval	\$25.00	Per Box
Address labels	\$0.50	Per Label
DVDs, CDs, other storage devices	Material cost	
Foreign transaction fee	Cost basis	Reimbursed by customer
Employee hourly wages charged for billable services, not associated with set fees	Varies	Employee hourly rate plus 65.0% overhead charge
<b>Emergency Services</b>		
Special Event Fee - Paramedic (30 days notice)	\$75.00	Per Hour
Special Events Fee - Mobile Command Unit	\$50.00	Per Hour
Special Events Fee - Dispatcher coverage	\$50.00	Per Hour
<b>Human Resources</b>		
ID Cards - Annual Fee	\$15.00	Each
ID Cards - Replacement Fee per Occurrence	\$5.00	Each
<b>Libraries</b>		
Late Fees : Overdue Materials	\$0.25	Per Day
Replacement Fee Library Card	\$2.00	Each
Facsimile	\$0.25	Per Page - \$1 minimum
Miscellaneous damaged materials	\$1.00	Per Item
Laminating	\$0.50	Per Foot
Lost or damaged book covers or media cases	\$3.00	Per Item
Photocopy	\$0.25	Per Page
<b>GIS</b>		
GIS 911 Address Point Data File	\$25.00	Each
Custom Mapping Fees	Varies	Employee hourly rate plus 65.0% overhead charge
Street Signage	Cost basis	Each
Street Signage Installation - (excludes cost of sign)	Varies	Employee hourly rate plus 65.0% overhead charge
<b>Engineering</b>		
Plan Review Fees - Chapter 99 - flat fee for (2) reviews of submitted plans	\$2,500.00	Flat Fee
Plan Review Fees - Chapter 99 - per unit for (2) reviews of submitted plans	\$45.00	Per Unit (addition to Flat Fee)
Chapter 99 Third Additional reviews - after first (2) reviews based on 60% fees calculated for original plans submitted	60%	Original Plan Review Fees
Plan Review Fees - Chapter 99 fourth additional reviews - after first (3) reviews based on 50% fees calculated for original plans submitted	50%	Original Plan Review Fees
Plan Review Fees - Chapter 99 - fifth additional reviews - after first (4) reviews based on 40% fees calculated for original plans submitted	40%	Original Plan Review Fees
Plan Review Fees - Plan Revisions - Chapter 99 - after obtaining County approval	\$1,000.00	Each
Field Inspection Fees - Chapter 99	\$1,225.00	Per equivalent dwelling unit including as-built asset



Field Inspection - Overtime - Holiday or Weekend Hours	\$50.00	Per Hour
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**Register of Wills**

Will Receiving and Indexing Fee	\$10.00	Per Will
Testator Will Examination Fee – without amendment	\$2.00	Per occurrence
Receiving Codicil Will Fee – for existing indexed and file will	\$5.00	Per occurrence
Receiving Amendment or Change to the Original Memorandum Fee	\$5.00	Per occurrence
Web Search Subscription Service Fee – Single-user	\$25.00	Per user per month Per month for firm with unlimited users
Web Search Subscription Service Fee – Multi-user	\$150.00	users

**Planning and Zoning**

Minor subdivision (2-5 lots)	\$200 plus \$20 per lot	
Minor lot line adjustment/lot consolidation	\$150.00	Per occurrence
Administrative variance	\$50.00	Per occurrence
Zoning and certificate of occupancy verification letters	\$150.00	Per occurrence
Subsequent reviews to release bond	\$150.00	Per review
Board of Adjustment application	\$500.00	1 – 6 variances
Board of Adjustment application	\$600.00	7 – 9 variances
Board of Adjustment application	\$800.00	10 or more variances
Board of Adjustment application	\$400.00	Per special use exception
Board of Adjustment code interpretation or administrative appeal	\$500.00	Per occurrence
Variance modification request within 1 year	\$500.00	Per occurrence
Change of zone application	\$1,000.00	Per occurrence
Application to amend zoning ordinance	\$1,000.00	Per occurrence
Small scale conditional use (CU) application (small scale is when the proposed CU is to operate as an accessory/ancillary manner to a dwelling on the parcel)	\$500.00	Per occurrence
Conditional Use application (not small scale)	\$1,000 plus \$50 per dwelling unit	
Conditional Use application for business, commercial, industrial, and other buildings	\$100 per 1,000 square feet, capped at \$5,000 per phase	
Major subdivision/RPC application	\$1,000 plus \$50 per dwelling unit	
Readvertising due to postponement of applicant	Cost of advertisement	
Temporary removable vendor permits	\$100	Per permit
Re-subdivision or revised record plan – residential	\$1,000 plus \$50 per dwelling unit	
Re-subdivision or revised record plan – nonresidential	\$1,000	Per occurrence
Plan expiration extension	\$1,000	Per occurrence
Site plan review for business, commercial, industrial, and other buildings (hospitals, schools, institutional, and places of worship are exempt)	\$100 per 1,000 square feet, capped at \$5,000 per phase	



Appeal from any finding, decision, or recommendation of the Department with regard to subdivision standards affecting an individual residential lot or use and/or affecting other residential and nonresidential lots or uses	\$3,000	Per appeal
Appeal of revised landscape plan	\$500	Per appeal
Appeal of record plan modification	\$1,000	Per appeal
Appeal of sunset plan review/determination as to whether substantially underway	\$1,000	Per appeal
Construction sign permits fee	\$.50 per square foot minimum charge of \$25 per sign for signs larger than 32 square feet	
Sign permits larger than 32 square feet	\$.25 per square foot minimum charge of \$25 per sign annual fee.	
Sign permits equal to or smaller than 32 square feet	\$7.50	onetime fee
Demolition Fee	No charge	
Site plan review fee - Multifamily residential	\$50 minimum, plus \$2 per dwelling unit in excess of 10 dwelling units.	
Site plan review fee – Commercial, industrial, or private institutional	\$50 minimum, plus \$2 per 1,000 square feet in excess of 4,000 square feet of gross floor area, including outside sales display and storage areas.	
Site plan review fee – Manufactured home parks, parks, and campgrounds for mobile campers and tent camping	\$50 minimum, plus \$2 per site in excess of 10 manufactured homes or campsites.	



## Enterprise Fund

Fee Description	Rate	Unit of Measure
Damage to County infrastructure from outside sources	Varies	Actual Cost or Equipment rates based on FEMA Schedule
Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat Fee including (2) reviews of submitted plans	\$2,000.00	Flat Fee
Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Per Unit including (2) reviews of submitted plans	\$20.00	Per Unit (in addition to Flat Fee)
Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	\$1,500.00	Flat Fee
Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Per Unit including (2) reviews of submitted plans	\$10.00	Per Unit (in addition to Flat Fee)
Plan Review Fees - Chapter 110 - third additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Plan Review Fees - Chapter 110 - fourth additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Plan Review Fees - Chapter 110 - fifth additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Plan Review Fees - Plan Revisions - Chapter 110 - after obtaining County approval.	\$1,000.00	Each
Pump Station Review Fees – Chapter 110 – Sussex County Sewer District	\$2,500.00	Flat Fee (including 2 reviews of submitted plans)
Field Inspection Fees - Chapter 110	\$875.00	Per equivalent dwelling unit including as-built asset
Field Inspection - Overtime	\$50.00	Per Hour
Field Inspection Trip Charge – rescheduled connection inspections – each additional field inspection required due to contractor’s methods, no call/no show, or cancellation within 2 hours of scheduled appointment	\$100.00	Per Occurrence
Sewer/Water Connection Permits	\$100.00	Per Permit
Availability fee for Private Fire Service	\$250.00	Annually
Waste Hauler’s Annual License Fee	\$250.00	Annually
Waste Hauler Fee - Septage Treatment Charges	\$0.08	Per Gallon
Wastewater Holding Tank Permit	\$100.00	Each
Water Turn Off or On Fee	\$300.00	Each
Bulk Water User Permit (Usage Fees charged separately)	\$50.00	Each
Bulk Water Usage Fee - First 5,000 Gallons	\$30.00	5,000 Gallons
Bulk Water Usage Fee - 5,001 Gallons and Up	\$6.00	1,000 Gallons
Industrial Wastewater Discharge Permit	\$500.00	Per Issuance
Industrial Wastewater Discharge - Permit Amendment	\$250.00	Per Issuance
Industrial Wastewater Discharge - Permit Variance(s)	\$250.00	Per Issuance
Industrial Wastewater Discharge - User Annual Monitoring, Inspection, and Surveillance Fee	\$250.00	Annually
Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	\$500.00	Each



Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	\$750.00	Each
Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	\$1,500.00	Each
Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	\$2,500.00	Each
Sewer Service Charges	\$320.00	Per EDU - Annual
Water Service Charges	\$377.00	Per EDU - Annual
Metered Water Service Charges	Varies	Rate based on water providers' bulk service rate approved by the Public Service Commission.
Irrigation Fee - Water District		Additional 1 EDU on water bill
Water Fire Service Fee	\$300.00	Per connection - Annual
Sewer Service Concept Evaluation Fee	\$1,000.00	Per Evaluation
Sewer Availability Fee	100%	Annual Service Charge
Sewer Inspection Camera Fee	\$125.00	Per hour for equipment and crew. Charge per based on hourly increments.
Bio-solids Processing Fees		Per agreed contract pricing.
Enterprise Employee Hourly Rate for Services	Various	Employee hourly rate plus 65.0% OH charge.
Enterprise Employee Premium Hourly Rate for Services for After Hour and Holiday Hours	Various	Employee premium hourly rate plus 40.0% OH charge.



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# **BUDGET OVERVIEW**

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## EXECUTIVE OVERVIEW

This page is an overview of significant budgetary items and trends.

### Total Budget

Fund	2023 Budget
General Fund	\$85,635,830
Capital Projects – GF	\$28,370,000
Water Fund	\$2,006,649
Sewer Fund	\$51,313,948
Capital Projects – WS	\$72,200,000
Pension	\$9,281,168
American Rescue Plan	\$45,340,373
<b>Total</b>	<b>\$294,147,968</b>

### Revenue Highlights

- No increase in property taxes
- Taxable assessments increased 4.0 percent, or \$602,000 in additional tax revenue.
- Realty transfer tax is up \$7.9 million from last year's budget.
- Other building-related revenues are up \$2.5 million from last year's budget.
- \$0.9 million in reserves is being used in the General Fund for previous commitments - open space and affordable housing.
- \$26.3 million in reserves are being used on one-time expenditures in the Capital Fund
- \$24 increase in the sewer service charge to cover operational expenses
- \$35 increase in the annual water service charge to cover operational expenses
- Changes in fees for planning & zoning, special events, and bulk water supply to help cover the cost of providing these services
- Decreases in assessment rates in 4 sewer areas due to more users in these areas



# Expenditure Highlights

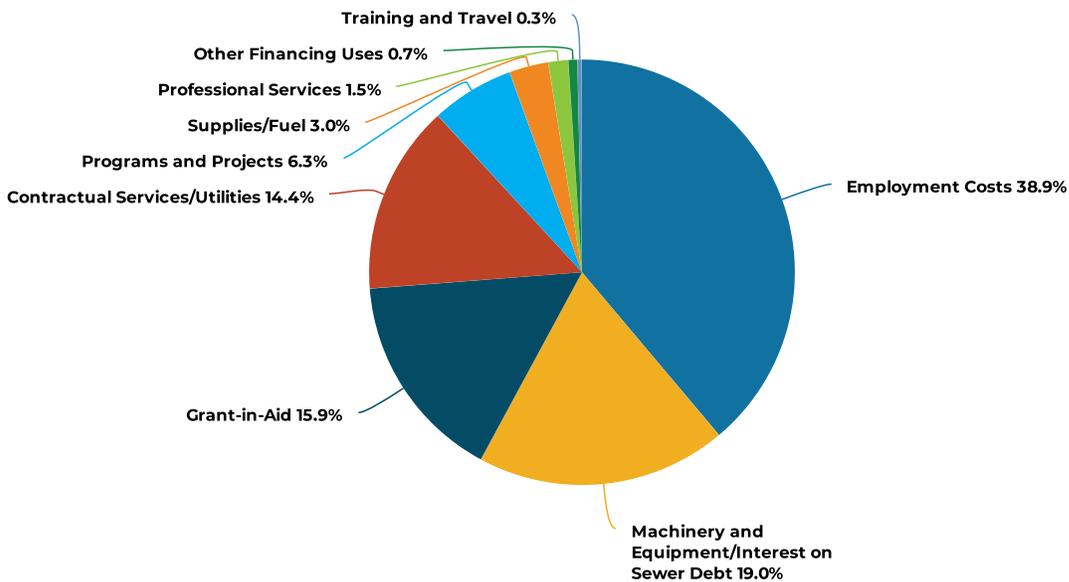
As shown in the pie chart below, the largest expenditure category for the General and Enterprise Funds is employment costs. The second largest expenditure category is the County's grant-in-aid program.

FY 2023 notable expenses include:

- Strengthen partnership with the volunteer fire service by providing an additional \$782,600 for ambulance operations and \$25,500 for CAD equipment; bringing the total funding for fire and ambulance companies to \$5.6 million
- Adding one trooper to the Delaware State Police MOU with the County for a total support of \$3.8 million for 23 supplemental State of Delaware Troopers
- Continue local law enforcement support in the amount of \$690,000
- Continue the partnership with the independent libraries by providing \$2.8 million for operations
- Continue with the elevated funding for open space purchases in the amount of \$4.4 million
- Continue economic initiatives by funding the ExciteSussex program, the Western Sussex business park, Delaware Coastal Business Park improvements and airport capital projects
- Support General Fund capital projects of \$28.4 million; the largest project is the public safety building of \$7.3 million
- Support Enterprise Fund capital projects of \$72.2 million; the largest project is the capacity expansion at the South Coastal Regional Wastewater Facility of \$20.5 million
- Pay increases through a payscale adjustment as a result of a pay study and a cost-of-living adjustment; pensioners will receive a 2.0 percent cost-of-living adjustment
- Increase public safety in the County by hiring 4 additional dispatchers, 4 additional paramedics, and 6 paramedic students above the FY 2022 budget

As employment costs are 38.9 percent of the County's operating expenses, the County is very careful to monitor the trends of these costs. The trend analysis on employment can be found in the personnel changes section of the budget book. The pie chart below combines the operating expenses of the general, water, and sewer funds.

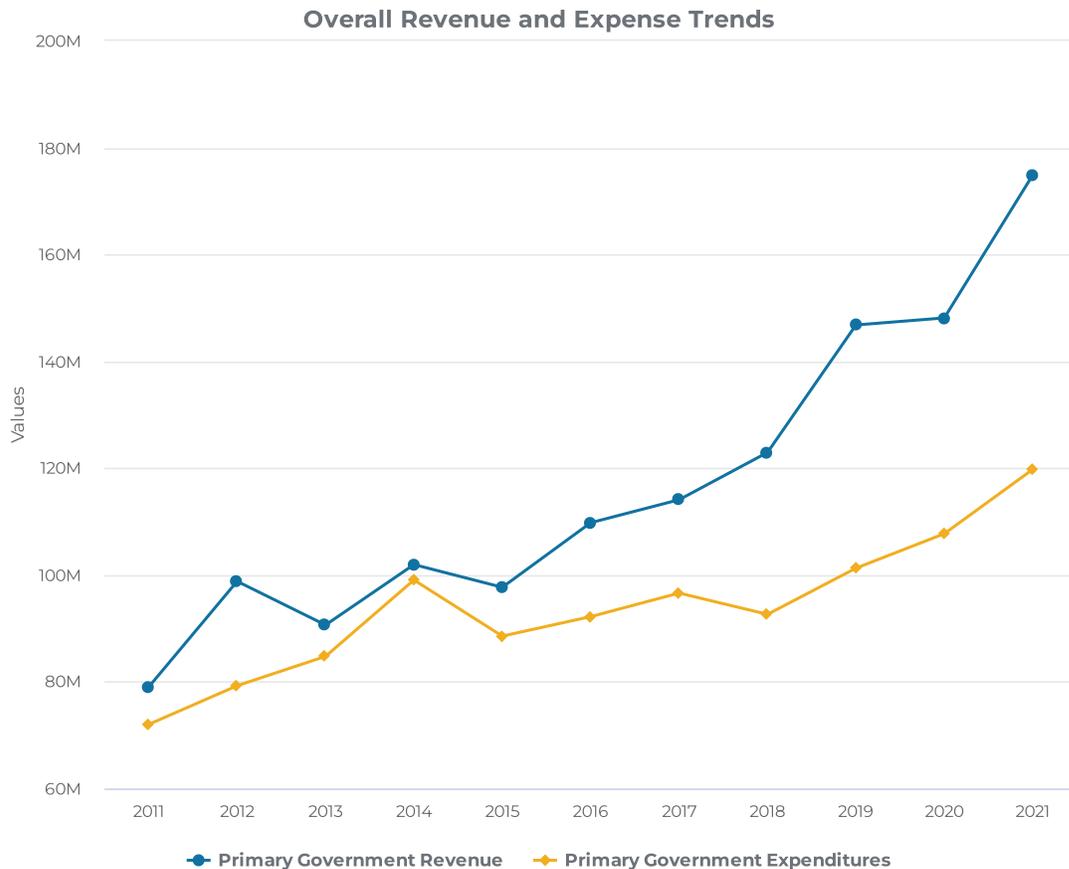
Expense Categories



## Overall Revenue and Expense Trends

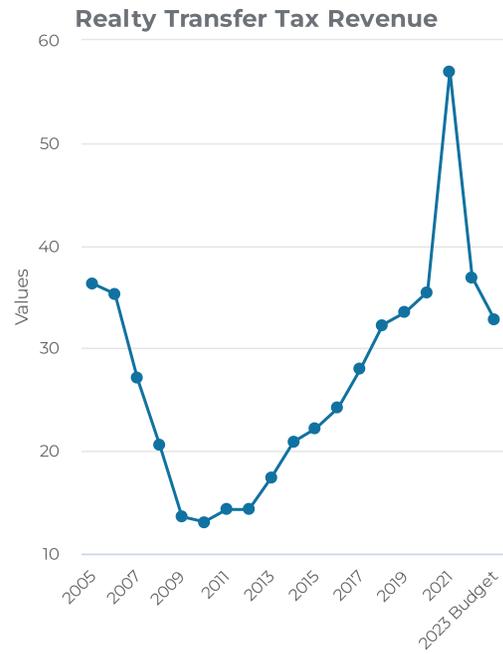
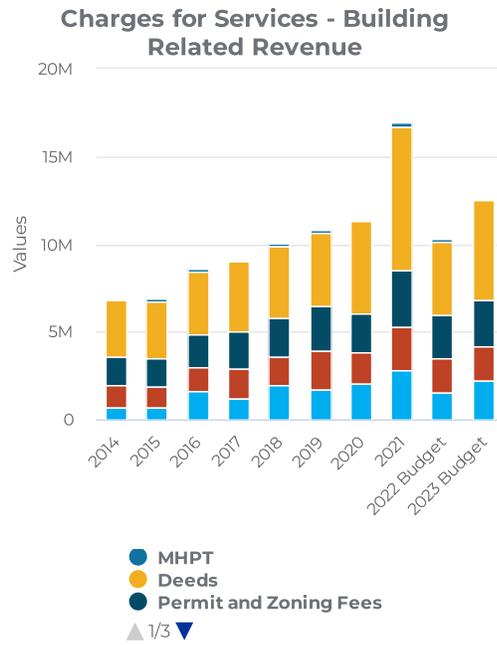
The County carefully monitors the trends in its spending along with the revenues that support these expenditures. The next chart demonstrates the trend in expenses as it relates to the trend in revenues. Both revenues and expenses trend upward as the County continues to grow and add more residents and sewer customers. The graph incorporates both the General Fund and Enterprise Funds. As this analysis is used to show sustainability in normal operations, additional contributions made to the County's pension funds above and beyond the actuarial determined contribution is not included. It is also important to note that even though grant-in-aid expenses are not expenses necessary for County's operations they are included in the analysis as many of these organizations depend on this funding for their operations.

The 10-year trend analysis shows that while revenues are increasing an average of 8.7 percent per year, the operational expenses are continually staying below the revenue increase averaging 5.5 percent per year. The reader needs to understand that over a third of the FY 2021 revenue is restricted and can only be used for certain expenditures. Therefore, the County cannot increase its expenditures at the same rate as its revenue as this revenue is restricted.



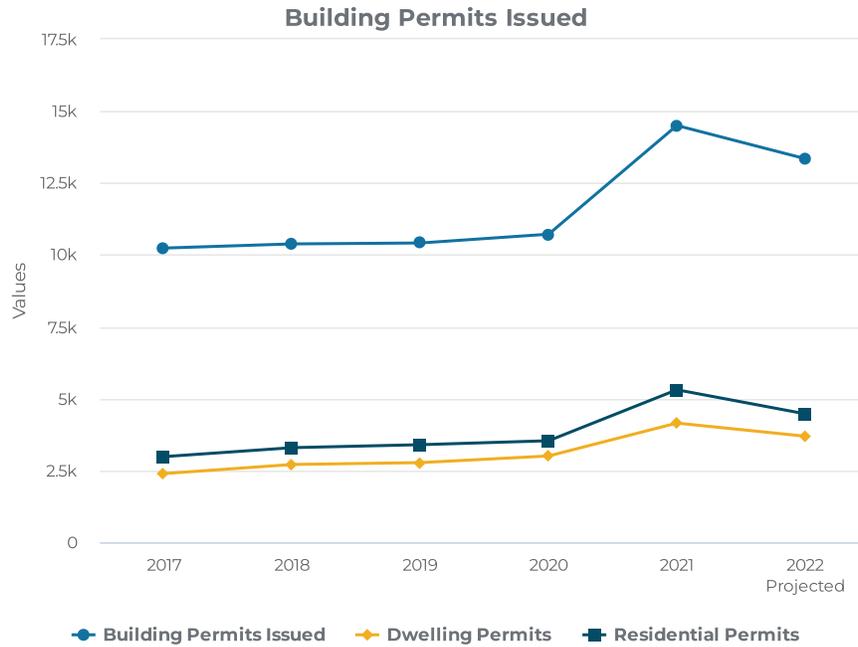
## Economically-Sensitive Revenue Trends

The most volatile revenue sources the County collects are the revenues that rely on the building activity in the County. These revenues include realty transfer tax, mobile home placement tax, recorder of deeds fees, permit and zoning fees, building inspection fees and private road fees. The first chart below shows 10 years of building-related revenue excluding realty transfer tax. Although we are budgeting more in FY 2023 than in FY 2022, FY 2023's budgeted revenue is only 80 percent of what is projected to be collected in FY 2022. The second chart shows realty transfer tax, the County's largest revenue source. This chart goes back to 2005 since this was the highest year of collections. The chart demonstrates how volatile this revenue source is. The County carefully monitors this revenue to make sure that it never relies on an amount that cannot conservatively be estimated. For example, FY 2023's budget is less than 60 percent of what was collected in FY 2021, and FY 2022 will exceed FY 2021's collections.



## Noteworthy Statistics

- The average County tax bill is \$122 for a single-family home and \$47 for a manufactured home.
- County's sewer services continue to increase with a 7.3 percent growth in the current year.
- Taxable assessment continue to increase with a 4.0 percent growth in the current year.
- On average, the dispatch center answers 342 9-1-1 calls per day.
- Incidents dispatched by the EOC increased 11.7 percent over last year.
- EMS incidents dispatched increased 47.8 percent over the last 10 years.
- As shown in the chart below, building permits have seen a dramatic incline during the pandemic. FY 2022 is seeing a slight decrease from the prior year. It is important to note that permits for multifamily units have been broken out starting in FY 2021. Therefore, the increase in FY 2021 is inflated by these multifamily units.



## Proposed Budget versus Adopted Budget

A note will be added here if the proposed budget changes before official adoption.



# STRATEGIC PLAN

Delaware law mandates that all counties and municipalities have a comprehensive plan in place. Counties and municipalities must review and update those plans for State certification every 10 years, while providing yearly updates on the progress of implementation.

County Council on Tuesday, December 4, 2018, adopted the County's 2018 comprehensive plan update. It is a culmination of more than two years of work with multiple public hearings, workshops, and outreach that attracted hundreds of comments, suggestions, and ideas from residents, business owners, government officials and others on how Sussex County should move forward as a growing community in the decades ahead. The 280-page plan, which guides County officials in various levels of decision-making, outlines more than 100 strategies focused on everything from land use, conservation, and housing to transportation, utilities and economic development. The strategies could take form as new ordinances or policies that County officials can adopt. The comprehensive plan also guides the objectives and goals in the County's budget.

Major purposes of the Plan include:

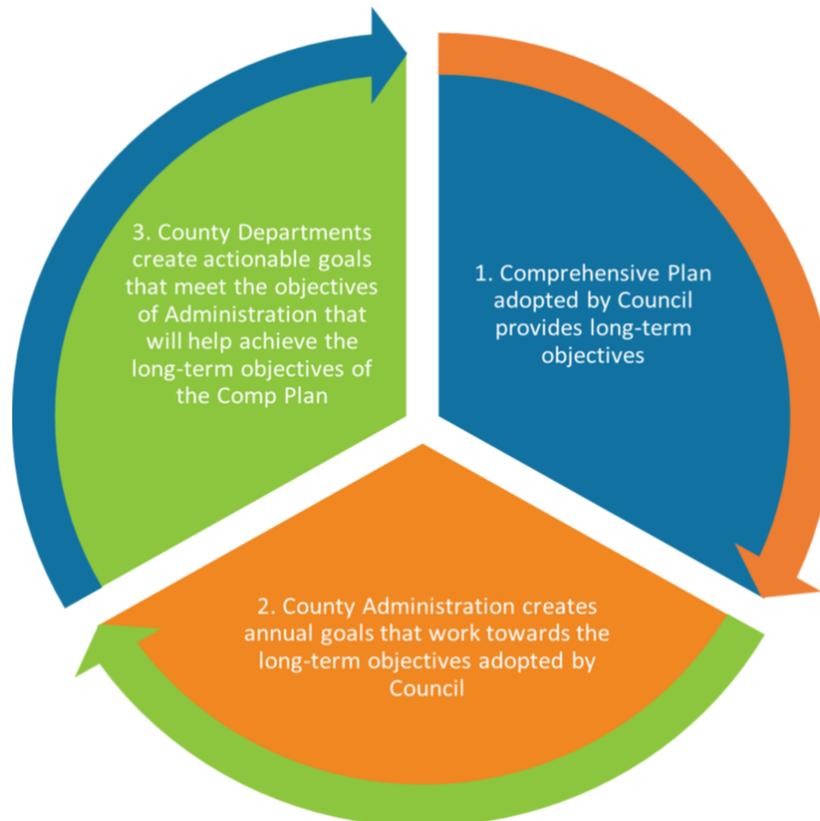
- enhance the quality of life for residents by planning for the future,
- determine an overall vision of the County and what it aspires to be in the future and
- set a realistic action plan.

The Vision Statement outlined in the Plan is as follows:

Sussex County offers a unique quality of life for its residents and visitors alike. We appreciate and seek to preserve its unique natural, historical and agricultural character while fostering new economic opportunities, community vitality, and desirable growth through strategic investments and efficient use of County resources. To accomplish this, Sussex County will balance the welfare of its citizens and its role as an agricultural, tourism, and business leader with the most appropriate future uses of land, water and other resources.

## Steps to Achieving the Objectives Outlined in the Strategic Plan

Administration and its departments, funded by the County budget, collectively contribute to the long-term objectives established in the County Council's adopted Comprehensive Plan. The chart below shows how each level of government supports the overall strategic plan.



# Long-Term Objectives

The Comprehensive Plan outlines 10 long-term objectives. These objectives are used to create Administrative objectives for the upcoming budget.

The 10 long-term objectives are:

**FUTURE LAND USE:** To provide for balanced and well-planned future growth and development that supports the County's economic development goals while preserving the rural character of the County and its natural resources

**CONSERVATION:** To conserve land and protect natural resources in balance with growth and development throughout Sussex County

**RECREATION AND OPEN SPACE:** To be a place where open space for passive and active recreation is an integral part of development and growth

**UTILITIES:** To ensure that safe, reliable, and economical utility services are available to Sussex County residents and businesses

**HOUSING:** To ensure the provision of decent, safe, affordable, and fair housing opportunities to improve communities and quality of life for residents of Sussex County

**ECONOMIC DEVELOPMENT:** To create the conditions for self-sustaining, long-term growth in Sussex County

**HISTORIC PRESERVATION:** To preserve and promote the historic cultural resources of Sussex County that residents cherish, and visitors wish to experience

**INTERGOVERNMENTAL COORDINATION:** To coordinate with government jurisdictions, State agencies, and others to promote consistency in planning approaches. Coordination involves many aspects such as wastewater, housing, public safety and emergency management

**COMMUNITY DESIGN:** To encourage the development of neighborhoods of innovative and superior design to preserve and enhance the character and community of Sussex County

**MOBILITY:** To be a leading example for Delaware in developing creative transportation solutions

## Short-term Objectives and Department Goals

Administration creates annual objectives based on the vision created through the adoption of the Comprehensive Plan's long-term goals. Secondly, departments create their annual budget goals based on the Administration's annual objectives. Each annual objective is linked to at least one long-term objective. This relationship is demonstrated in the next section. The annual objectives outlined by County Administration are:

 Maintain the County's strong financial position through efficient use of resources

 Provide services that contribute to an active, healthy and informed community

 Promote initiatives for measured economic development and growth

 Advance balanced efforts to protect our County's environment, residents and visitors while preserving the character of the county and its natural resources

 Provide a safe and secure environment to everyone who lives, works and conducts business in the County

 Provide a well-qualified and service-friendly workforce that aids the vision of Sussex County Government



## Aligning Annual Objectives to Long-term Objectives

Annual Objective	Future Land Use	Conservation	Recreation	Utilities	Housing	Economic Development	Historic Preservation	Intergovernmental Coordination	Community Design	Mobility
Maintain the County's strong financial position through efficient use of resources										
Provide services that contribute to an active, healthy, and informed community										
Promote initiatives for measured economic growth										
Advance balanced efforts to protect our County's environment, residents, and visitors while preserving the character of the county and its natural resources										
Provide safe and secure environment for everyone who lives, works, and conducts business in the county										
Provide a well-qualified and service-friendly workforce that aids the vision of Sussex County Government										



## **SHORT-TERM FACTORS**

There are short-term factors that influence the decisions made in the development of the budget for the upcoming year. These factors include inflation, employment retention and recruitment, reassessment, economic cycles, ARPA and a union contract.

### **Inflation**

Inflation is a huge concern when developing the FY 2023 budget. It is important to note that the County government is not protected by rising costs. Many of its costs are impacted by inflation whereas the majority of its revenues are not. For example, no matter how high inflation gets, property taxes revenues stay at the same level.

The CPI-U, which is used to monitor inflation, has increased over 8 percent since last year.

Inflationary concerns are directly impacting FY 2023 budget lines such as fuel, supplies, and construction costs. For example, many of our employees travel to their work sites using County vehicles. The continual increase in the price of fuel is a constraint on this year's budget. Every fuel budgeted line item was increased by 50 percent over current projections.

### **Employee Retention and Recruitment**

Recruitment and retaining employees is the most difficult it has been in decades. The County is faced with competition from the private sector and a shortage of applicants for multiple types of positions. To try to stay competitive, the County completed a compensation study in FY 2022. The results of the compensation study are being implemented in this budget.

### **Reassessment**

The County has not assessed properties since 1974. Due to a court mandate, the County will need to complete a reassessment by the time the tax bills go out in 2024. Therefore, this budget includes the cost the County expects to occur in FY 2023 for reassessment. The total cost of reassessment will be over \$9 million.

It is important to note that there are legislative restraints on how much a reassessment can impact County revenues. Therefore, in the 10-year projection, there is no anticipated increases in revenue due to the reassessment.

### **Economic Cycles**

Sussex County has seen real estate market fluctuations in the past. Activity, such as building permits, were at record levels last year. However, the County has witnessed a decrease in activity over last year's peak. This decrease is something that the County will carefully monitor. Therefore, there are no increases in staffing in building related departments until the County is sure that the decrease is only temporary.

### **American Rescue Plan Act**

The County has received a substantial amount of money from the American Rescue Plan Act. The concern with these funds is that they are only temporary. The budget does use some of the funds to increase public safety staff. It is the intent of the County to continue these positions once the funds are gone. However, it is a concern that making a commitment of additional staff will add budgetary pressures in the future.

### **Union Contract**

Sussex County has a collective bargaining agreement with Delaware Public Employees, Council 81, AFSCME AFL-CIO, and its Affiliated Local Union 1926. The employees who are part of the agreement work at the County wastewater facilities. The agreement is from 2019 through June 30, 2022. Therefore, the budget is being adopted without knowing what the final agreement will look like.



## Priorities & Issues

As mentioned in the transmittal letter, the priorities of Sussex County are addressing the following identified long-term concerns of: being able to sustain the government without adding a financial burden to our current and future residents, being able to provide adequate services for a growing elderly population, increasing workforce housing opportunities, and fostering an environment that attracts businesses and creating jobs for our well-qualified workforce.

The specific projects that are funded in this budget that assist with these long-term concerns are described in the next sections.

### Financial Burden

Sussex County continues to develop a budget to ensure it does not make any decisions that will pass on a financial burden to future generations. This budget was developed doing the following:

- Maintain an operating reserve of at least 25 percent
- Continue to fund the County's pension liability above or at the actuarial required contribution
- Continue financial practices that maintain a 'AAA' strong bond rating
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Continue the pay-as-you-go philosophy for the capital projects fund; operate without tax-support debt

### Elderly Population

The Delaware Population Consortium in 2020 shows that persons aged 60 and older increased 42.7 percent in the last 10 years in Sussex County. It is important for the County to make sure that the services it provides will be able to support the aging population.

To help address this long-term issue, the budget does include 8 additional public safety employees, funding for 6 paramedic students, an operational grant to the CHEER center, senior center funding through the human service grant program and capital funding for a paramedic training facility and a new paramedic station in Millsboro.

### Affordable/Workforce Housing

The County participated in a housing study to determine how best to tackle the long-term issue of creating more affordable/workforce housing in Sussex County. There were three strategies identified in the study: update the existing bonus density program, establish a local housing trust fund and preserve the existing supply of affordable housing.

This budget, through ARPA funds, provides funding for the County's new housing trust fund. More details of this fund can be found in the Community Development Department's individual budget. In summary, \$6 million will be granted over a two-year period to organizations to help create affordable housing throughout the county.

The budget also sustains the higher level of funding of \$300,000 for the emergency housing program that funds repairs to houses of low-income residents. This initiative preserves the existing supply of affordable housing.

### Economic Development

The County is always looking for ways to create an environment that encourages economic development. There are multiple projects in this budget that focus on this priority. These projects include:

- Delaware Coastal Business Park improvements - \$1.9 million
- Western Sussex business park in Seaford - \$0.3 million
- Downtown Development District program - \$100,000
- ExciteSussex loan program - \$3 million
- Kitchen incubator - \$700,000 pass-through State grant and ARPA funds
- Foreign trade zone designation and related warehouse renovations - \$5,000
- Site selector software - \$8,000
- Filming to promote towns/cities throughout Sussex - \$109,000
- Funding for an economic development study - \$50,000
- T-Hangar construction - \$775,000
- Airport and industrial park improvements - \$6.9 million



## Personnel Changes

The County is adding staff due to an increase in demand services particularly public safety.

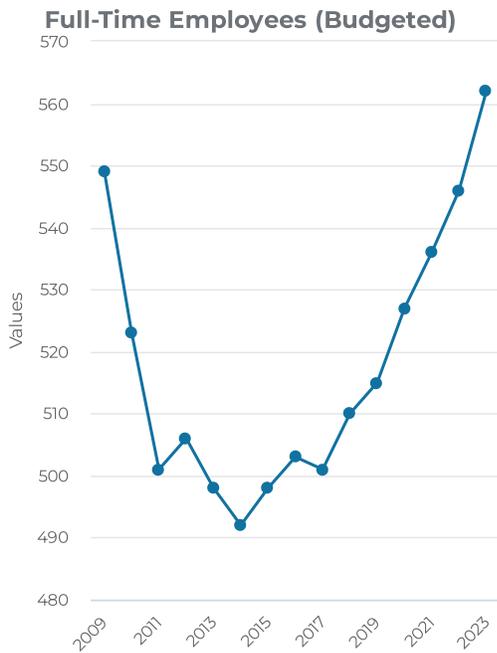
Staffing in the last two budgeted years, along with the current year, is reflected in the table below. In addition to staffing levels, a note is included as to why there is a change in staffing in each applicable department or division. Staffing in departments in 2021 and 2022 has changed from last year's budget book to make it consistent on how the staff are being reported in the current year. In 2021 and 2022, this chart showed where staff were charged to rather than where they reported to.

Department	2021	2022	2023	Reason for Change	Noted if Change in Level of Service
Administration	4	5	5		
Airport & Economic Development	3	3	3		
Assessment	25	26	26		
Building Code	16	17	17		
Community Development	6	6	7		
Constables	6	6	6		
Constitutional Offices	32	32	32		
County Council	6	6	6		
EMS	118	117	127	restarted a program with a local college where the County pays for 6 students in lieu of a job commitment	
EOC	41	45	49	to help with an increase in call volume due to the increase in the population and the call-taker model	changed level of service two years ago when the County began answering all calls coming into the center rather the State of Delaware assisting
Facilities Management	19	19	17	decrease in staff as we begin to outsource cleaning services	
Finance	38	38	38		
GIS	13	13	13		
Human Resources	6	6	7	increase in staff due to the increase in the number of employees and pensioners	
IT	16	16	16		
Libraries	30	30	30		
P&Z	11	12	12		
Records Management	3	3	4	increase in staff due to an initiative to scan historical documents for public view such as P&Z files	changed level of service by providing more documents online for public consumption
Security	4	3	3		
Engineering/Utilities	139	143	144	increase in position for succession planning purposes	



## Staffing Trend

As the economy has changed in Sussex County, the County government has had to adapt with its staffing. Peak staffing levels were in FY 2009, before the government reacted to the decline in the economy. Through early retirement offers and eliminating unfilled positions, the County reduced staff to a low in 2014. However, as activity and population increased, the County has slowly increased staffing back to a number above the peak in 2009. The graph below and to the left shows the trend of hiring since 2009. However, the table to the right demonstrates how the makeup of the employees has changed dramatically since 2009. Although the County is above 13 positions from the FY 2009's peak, the only areas with an increase since 2009 is public safety and one position in Community Development which is being funded through ARPA. The increase is not occurring in the other areas because of automation and more efficient processes. Public safety's increase is a direct result of the increase in population, as their services require person-to-person interaction.



Public Safety	37
Engineering	-1
ED/Airport	0
Constitutional Offices	-6
IT/GIS	0
Libraries	-2
Community Development	1
General Government	-12
Building-Related Offices	-4
<b>Total Change</b>	<b>13</b>



## PAY SCALE

There are two pay scales below. The first one represents a pay scale for non-union employees and the second pay scale is the union 35-hour employee pay scale. The non-union pay scale is adjusted for a 4 percent cost-of-living adjustment. The union pay scale is consistent with FY 2022's pay scale as the contract for July 1, 2022 has yet to be determined.

### Pay Scale - Non-union

Below is the pay scale for FY 2023's budget.

Sussex County, DE			
FY 2023 Salary Structure			
Grade	Minimum	Midpoint	Maximum
1	\$13.52	\$16.90	\$20.28
2	\$14.20	\$17.75	\$21.29
3	\$14.91	\$18.63	\$22.36
4	\$15.65	\$19.56	\$23.48
5	\$16.43	\$20.54	\$24.65
6	\$17.26	\$21.57	\$25.88
7	\$18.12	\$22.65	\$27.18
8	\$19.02	\$23.78	\$28.54
9	\$19.98	\$24.97	\$29.96
10	\$20.97	\$26.22	\$31.46
11	\$22.02	\$27.53	\$33.03
12	\$23.12	\$28.90	\$34.69
13	\$24.28	\$30.35	\$36.42
14	\$25.49	\$31.87	\$38.24
15	\$26.77	\$33.46	\$40.15
16	\$28.11	\$35.13	\$42.16
17	\$53,712	\$67,141	\$80,569
18	\$56,399	\$70,498	\$84,597
19	\$59,218	\$74,023	\$88,827
20	\$62,180	\$77,724	\$93,268
21	\$65,288	\$81,610	\$97,932
22	\$68,552	\$85,691	\$102,829
23	\$71,980	\$89,975	\$107,971
24	\$75,579	\$94,474	\$113,369
25	\$79,358	\$99,197	\$119,038
26	\$83,326	\$104,158	\$124,989
27	\$87,492	\$109,365	\$131,238
28	\$91,867	\$114,834	\$137,800
29	\$96,460	\$120,576	\$144,690
30	\$101,283	\$126,604	\$151,925
31	\$106,347	\$132,934	\$159,521
32	\$111,665	\$139,581	\$167,498
33	\$117,248	\$146,560	\$175,872
34	\$123,111	\$153,888	\$184,666



## Pay Scale - Bargaining Unit

As contract negotiations are continuing, the union pay scale stays the same as FY 2022 until a new agreement is in place.

Sussex County, DE			
FY2022 Salary Structure - Bargaining Unit			
Grade	Minimum	Midpoint	Maximum
1	\$21,859	\$27,324	\$32,789
2	\$22,952	\$28,690	\$34,428
3	\$24,100	\$30,124	\$36,149
4	\$25,305	\$31,631	\$37,957
5	\$26,570	\$33,212	\$39,855
6	\$27,898	\$34,873	\$41,847
7	\$29,293	\$36,616	\$43,940
8	\$30,758	\$38,447	\$46,137
9	\$32,296	\$40,370	\$48,444
10	\$33,910	\$42,388	\$50,866
11	\$35,606	\$44,508	\$53,409
12	\$37,386	\$46,733	\$56,079
13	\$39,256	\$49,070	\$58,883
14	\$41,218	\$51,523	\$61,828
15	\$43,279	\$54,099	\$64,919



## Long-Term Financial Plan

Although the adopted budget is an annual budget, Sussex County looks beyond the one year to make sure it can sustain operations and meet the long-term goals established in the comprehensive plan. To ensure long-term sustainability, the County's budgets follow these financial-related goals:

- Maintain an operating reserve of at least 25 percent
- Continue financial practices that maintain a 'AAA' strong bond rating
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Continue the pay-as-you-go philosophy for the capital projects fund; operate without tax-supported debt
- Contribute above or at the actuarial determined contribution for the County's pension funds

To make sure the County is on the right financial track, each year it develops a Long-Term Financial Outlook that forecasts operating expenses and revenue for the next 10 years for the General Fund, and capital expenditures and revenues for the next 5 years for both the General and Enterprise Funds. It is important to project out revenue and expenses in order to meet the long-range goals set in the Comprehensive Plan. In order to achieve these long-range goals, the County will need to demonstrate that it can continue to fund initiatives found in the Comprehensive Plan.

The operational Long-Term Financial Outlook starts with the current year's budget and adjusts each year using a percentage determined by the Finance Department. The Finance Department looks at previous revenue, usage, inflation and department activity trends to create a percentage increase for the next 10 years. This analysis is provided in the next section.

If the long-term forecast shows that the County depletes its reserves below 25 percent of the operating budget within the next five years, the County will develop a plan of action. As part of the budget message, the County Administrator will advise the County Council of significant trends that may affect the future of reaching the above strategic goals in this document's transmittal letter.

In addition to the operational outlook, a capital plan is developed to address the needed infrastructure for the next five years. This financial plan can be found in the section after the long-term financial outlook. Funding for these projects are also forecasted to make sure that the projects can be completed with no General Fund debt. Most of the funding for the General Fund capital comes from excess realty transfer tax, which is highly dependent on the economy; therefore, it is important to look ahead multiple years using recent economic trends and economic future indicators, such as inflation, interest rates and building activity.



## Long-Term Financial Outlook

The next table is the long-term financial outlook of the general and capital funds. The percentage increase that is used is in the last column of the table. These conservative percentages are based on past trends. As discussed in the Executive Overview, revenues have been trending at an average of 8 percent. Due to the economic sensitivity of the County's revenues, the revenue percentages used in the long-term financial outlook range from 1 percent to 3 percent. One percent is used for building-related revenues, 3 percent is used for revenues that are derived from our expenses, and 2 percent is used for non-economic sensitive revenues such as fines and marriage licenses. Because realty transfer tax should not be relied on significantly for operations, its projected amount is flat and covers only RTT-eligible expenditures.

Expenses are projected to continue at 3 percent. In addition, the Finance Department includes any known changes that will occur during the forecast period, such as adding another service or bringing on additional infrastructure as outlined in each capital project detailed in the one-year plan of the capital projects section of the budget book.

Using the estimated outlook described above, the County will use its reserves over the next 10 years to operate. It should be noted that using the conservative assumptions above, the County will be below its required unreserved fund balance in 6 years.

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>General Fund</b>										
Property - County	\$15,944	\$16,263	\$16,588	\$16,920	\$17,258	\$17,603	\$17,956	\$18,315	\$18,681	\$19,055
Property - Library	1,868	1,905	1,943	1,982	2,022	2,062	2,104	2,146	2,189	2,232
Realty Transfer	32,800	32,800	32,800	32,800	32,800	32,800	32,800	32,800	32,800	32,800
Fire Service	1,860	1,879	1,897	1,916	1,936	1,955	1,974	1,994	2,014	2,034
Lodging Tax	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
Penalties and Interest	150	150	150	150	150	150	150	150	150	150
<b>Total Taxes</b>	<b>53,622</b>	<b>54,017</b>	<b>54,419</b>	<b>54,830</b>	<b>55,248</b>	<b>55,675</b>	<b>56,110</b>	<b>56,553</b>	<b>57,005</b>	<b>57,466</b>
<b>Intergovernmental</b>										
Emergency Operations	200	206	212	219	225	232	239	246	253	261
HUD	2,403	2,475	2,549	2,626	2,705	2,786	2,869	2,955	3,044	3,135
Payment in Lieu of Taxes	6	6	6	6	6	6	6	6	6	6
Paramedics	5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,395	6,587	6,785
Library	350	361	371	382	394	406	418	430	443	457
LEPC	72	74	76	79	81	83	86	89	91	94
Other	259	259	259	259	259	259	259	259	259	259
<b>Total Intergovernmental</b>	<b>8,490</b>	<b>8,737</b>	<b>8,991</b>	<b>9,253</b>	<b>9,522</b>	<b>9,800</b>	<b>10,086</b>	<b>10,381</b>	<b>10,684</b>	<b>10,997</b>
<b>Charges for Services</b>										
Marriage Bureau	175	179	182	186	189	193	197	201	205	209
Recorder of Deeds	5,683	5,740	5,797	5,855	5,914	5,973	6,033	6,093	6,154	6,215
Register of Wills	1,300	1,326	1,353	1,380	1,407	1,435	1,464	1,493	1,523	1,554
Sheriff	750	765	780	796	812	828	845	862	879	896
Building Permit and Zoning	2,630	2,656	2,683	2,710	2,737	2,764	2,792	2,820	2,848	2,876
9-1-1 System Fees	560	560	560	560	560	560	560	560	560	560
Mobile Home Placement Fee	150	152	153	155	156	158	159	161	162	164
Building Inspection Fees	1,960	1,980	1,999	2,019	2,040	2,060	2,081	2,101	2,122	2,144
Airport Fees	100	102	104	106	108	110	113	115	117	120
Miscellaneous Fees	75	77	78	80	81	83	84	86	88	90
Private Road and Inspection	2,200	2,222	2,244	2,267	2,289	2,312	2,335	2,359	2,382	2,406
<b>Total Charges for Services</b>	<b>15,583</b>	<b>15,757</b>	<b>15,934</b>	<b>16,112</b>	<b>16,293</b>	<b>16,477</b>	<b>16,662</b>	<b>16,850</b>	<b>17,041</b>	<b>17,234</b>
<b>Miscellaneous Revenue</b>										
Fines and Forfeits	50	51	52	53	54	55	56	57	59	60
Investment Income	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
Rents	585	603	621	639	658	678	699	719	741	763
Miscellaneous Revenue	299	305	311	317	324	330	337	343	350	357
<b>Total Miscellaneous Revenue</b>	<b>1,934</b>	<b>1,979</b>	<b>2,024</b>	<b>2,071</b>	<b>2,119</b>	<b>2,168</b>	<b>2,218</b>	<b>2,269</b>	<b>2,322</b>	<b>2,375</b>
<b>Other Financing Sources</b>										
Interfund Transfers In	47	47	47	47	47	47	47	47	47	47
<b>Total Other Financing Sources</b>	<b>47</b>	<b>47</b>								
<b>Total Operating Revenue</b>	<b>79,676</b>	<b>80,536</b>	<b>81,415</b>	<b>82,313</b>	<b>83,230</b>	<b>84,166</b>	<b>85,123</b>	<b>86,100</b>	<b>87,099</b>	<b>88,119</b>
<b>Total Operating Expenditures</b>	<b>85,736</b>	<b>82,957</b>	<b>85,897</b>	<b>86,776</b>	<b>89,397</b>	<b>92,079</b>	<b>94,842</b>	<b>97,687</b>	<b>103,192</b>	<b>106,288</b>



Use of Operating Surplus	(6,060)	(2,421)	(4,482)	(4,463)	(6,168)	(7,913)	(9,719)	(11,586)	(16,093)	(18,169)
<b>Capital</b>										
Grants	2,028	2,660	2,755	760	2,945	3,705	3,610	3,610	3,610	3,610
Interest	50	20	15	10	-	-	-	-	-	-
Total Capital Revenue	2,078	2,680	2,770	770	2,945	3,705	3,610	3,610	3,610	3,610
Total Capital Expenditures	28,370	5,950	6,250	12,200	15,250	13,900	8,800	8,800	8,800	8,800
Use of Capital Surplus	(26,292)	(3,270)	(3,480)	(11,430)	(12,305)	(10,195)	(5,190)	(5,190)	(5,190)	(5,190)
Total Use of Reserves	(32,352)	(5,691)	(7,962)	(15,893)	(18,473)	(18,108)	(14,909)	(16,776)	(21,283)	(23,359)
<b>Available Reserved Funds</b>	<b>\$127,287</b>	<b>\$95,435</b>	<b>\$92,165</b>	<b>\$88,685</b>	<b>\$77,255</b>	<b>\$64,950</b>	<b>\$54,755</b>	<b>\$49,565</b>	<b>\$44,375</b>	<b>\$39,185</b>
<b>Available Unreserved Funds</b>	<b>\$40,611</b>	<b>\$40,111</b>	<b>\$37,690</b>	<b>\$33,209</b>	<b>\$28,745</b>	<b>\$22,578</b>	<b>\$14,665</b>	<b>\$4,946</b>	<b>(\$6,640)</b>	<b>(\$22,734)</b>
<b>Available Funds</b>	<b>\$167,898</b>	<b>\$135,546</b>	<b>\$129,855</b>	<b>\$121,894</b>	<b>\$106,000</b>	<b>\$87,528</b>	<b>\$69,420</b>	<b>\$54,511</b>	<b>\$37,735</b>	<b>\$16,451</b>



## 5-Year Capital Project Program

The table below shows the anticipated 5-Year Capital Project Program for both the General Fund and Enterprise Funds. Each of these projects are described in further detail, along with anticipated operating costs once the project is completed, in the Capital Project Plan section of this budget book.

	TOTAL	2023	2024	2025	2026	2027
<b>PROJECT REVENUES</b>						
<b>GOVERNMENTAL FUNDS</b>						
Reserves/RTT (transfer)	56,777,500	26,292,500	3,270,000	3,480,000	11,430,000	12,305,000
FAA Grant	10,645,000	2,005,000	2,520,000	2,610,000	720,000	2,790,000
Investment Income	95,000	50,000	20,000	15,000	10,000	-
RTT (transfer)	-	-	-	-	-	-
State of Delaware	502,500	22,500	140,000	145,000	40,000	155,000
	<b>68,020,000</b>	<b>28,370,000</b>	<b>5,950,000</b>	<b>6,250,000</b>	<b>12,200,000</b>	<b>15,250,000</b>
	TOTAL	2023	2024	2025	2026	2027
<b>PROJECT EXPENDITURES</b>						
<b>GOVERNMENTAL FUNDS</b>						
AIRPORT - RW4-22 6000'	300,000	-	-	-	300,000	-
AIRPORT - Stormwater Improvements	3,250,000	1,500,000	1,750,000	-	-	-
AIRPORT - Land Acquisition	250,000	250,000	-	-	-	-
AIRPORT - T-hanger Construction	775,000	775,000	-	-	-	-
AIRPORT - RW4-22 Taxiway B (90/5%)	9,750,000	450,000	2,800,000	2,900,000	500,000	3,100,000
AIRPORT - General Aviation Apron Exp (100%)	1,600,000	1,600,000	-	-	-	-
AIRPORT - Terminal Apron(90/5)	-	-	-	-	-	-
AIRPORT - Pavement Improvements	1,500,000	300,000	300,000	300,000	300,000	300,000
AIRPORT - Baltimore Avenue	500,000	500,000	-	-	-	-
AIRPORT/BUSINESS PARK - Water connection	540,000	540,000	-	-	-	-
AIRPORT/BUSINESS PARK - Sewer connection	2,000,000	2,000,000	-	-	-	-
Business Park Improvements	1,890,000	1,890,000	-	-	-	-
Administration Building Improvements	1,050,000	650,000	100,000	100,000	100,000	100,000
Administration Annex	21,000,000	-	-	1,000,000	10,000,000	10,000,000
Admin Parking	2,000,000	2,000,000	-	-	-	-
Cleanwater Enhancement	950,000	350,000	200,000	200,000	200,000	-
EMS Stations	5,600,000	1,500,000	550,000	1,500,000	550,000	1,500,000
Landfill Property Acquisiton	1,250,000	250,000	250,000	250,000	250,000	250,000
Library Building Improvements	215,000	215,000	-	-	-	-
Property Acquisition	6,000,000	6,000,000	-	-	-	-
Public Safety Building	7,300,000	7,300,000	-	-	-	-
Western Sussex Data Center	300,000	300,000	-	-	-	-
<b>TOTAL GOVERNMENTAL EXPENDITURES</b>	<b>68,020,000</b>	<b>28,370,000</b>	<b>5,950,000</b>	<b>6,250,000</b>	<b>12,200,000</b>	<b>15,250,000</b>
		<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>ENTERPRISE FUNDS</b>						
Assessment Fees (Loans/Grants)	109,550,000	37,450,000	40,850,000	19,750,000	8,000,000	3,500,000
Connection Charges	34,050,000	20,200,000	12,600,000	1,250,000	-	-
Federal Grant (ARPA)	25,000,000	10,100,000	14,900,000	-	-	-
Third Party Contributions	-	-	-	-	-	-
User Fees	4,450,000	4,450,000	-	-	-	-
<b>TOTAL</b>	<b>173,050,000</b>	<b>72,200,000</b>	<b>68,350,000</b>	<b>21,000,000</b>	<b>8,000,000</b>	<b>3,500,000</b>



		2023	2024	2025	2026	2027
<b>ENTERPRISE FUNDS</b>						
IBRWF - Loop Project	6,500,000	\$1,500,000	5,000,000	-	-	-
IBRWF - Disposal Expansion	5,600,000	\$3,600,000	2,000,000	-	-	-
IBRWF - Treatment Expansion	19,250,000	\$3,000,000	16,250,000	-	-	-
IBRWF - Drainage/Constructed Wetlands	7,500,000	\$5,000,000	2,500,000	-	-	-
SCRWF - Capacity Expansion	16,000,000	\$16,000,000	-	-	-	-
SCRWF - Compliance Upgrades	4,450,000	\$4,450,000	-	-	-	-
Piney Neck-Transmission	6,900,000	\$900,000	3,500,000	2,500,000	-	-
Piney Neck-Lagoon Conversions	2,500,000	\$-	-	-	2,500,000	-
WNRWF Conversion	14,000,000	\$1,250,000	250,000	3,500,000	5,500,000	3,500,000
West Rehoboth Sewer Connection	1,100,000	\$1,100,000	-	-	-	-
LBPW WWTP Expansion Participation	750,000	\$750,000	-	-	-	-
Concord Road/Route 13 Commercial	250,000	\$250,000	-	-	-	-
Western Sussex Sewer	500,000	\$500,000	-	-	-	-
Herring Creek	13,000,000	\$6,500,000	6,500,000	-	-	-
Winding Creek Village Water District	2,000,000	250,000	750,000	1,000,000	-	-
Chapel Branch	7,000,000	3,500,000	3,500,000	-	-	-
Joy Beach	7,500,000	3,000,000	4,500,000	-	-	-
Mulberry Knoll	2,600,000	2,600,000	-	-	-	-
Wolfe Runne	2,900,000	2,900,000	-	-	-	-
Holts Landing Expansion - Mallard Creek	2,500,000	2,500,000	-	-	-	-
Long Neck Communities	7,800,000	4,500,000	3,300,000	-	-	-
Blackwater Village	7,250,000	250,000	3,500,000	3,500,000	-	-
Oak Acres/Tanglewood	2,700,000	1,800,000	900,000	-	-	-
Pintail Point	1,000,000	1,000,000	-	-	-	-
Lochwood	7,900,000	3,000,000	4,900,000	-	-	-
Slaughter Beach	22,000,000	500,000	11,000,000	10,500,000	-	-
Countryside Hamlet	1,600,000	1,600,000	-	-	-	-
<b>TOTAL ENTERPRISE EXPENDITURES</b>	<b>173,050,000</b>	<b>72,200,000</b>	<b>68,350,000</b>	<b>21,000,000</b>	<b>8,000,000</b>	<b>3,500,000</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>241,070,000</b>	<b>100,570,000</b>	<b>74,300,000</b>	<b>27,250,000</b>	<b>20,200,000</b>	<b>18,750,000</b>



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# FUND SUMMARIES

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## All Funds

This section summarizes the entire budget. The numbers represent the following funds: General Fund, Capital Fund (General Fund only), Enterprise Funds (operating only), Fiduciary Funds, and the new American Rescue Plan Grant Fund.

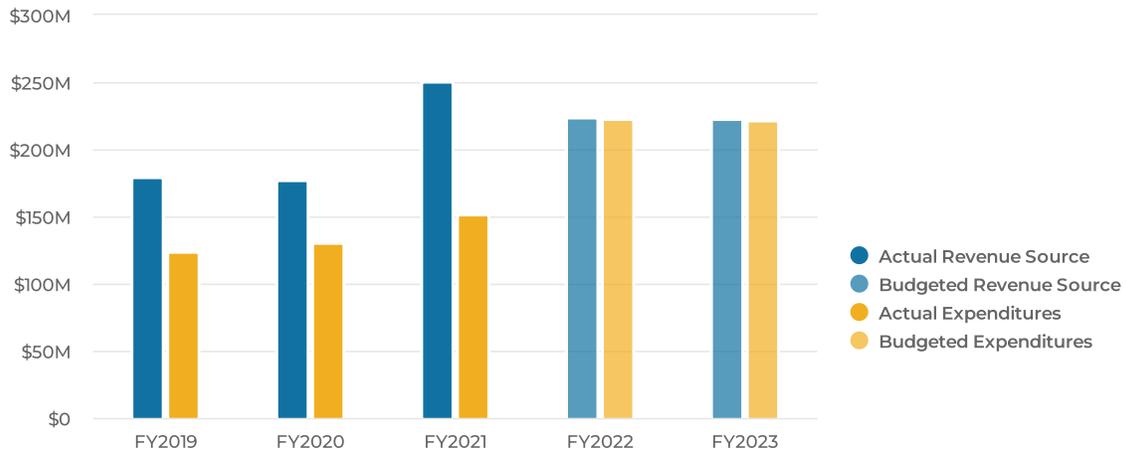
### Summary

Sussex County has an overall budget, excluding enterprise capital projects, of \$221.9 million. This budget is \$1.6 million, or .07 percent less than FY 2022's revised budget. The decrease is due to the Council amending the budget in FY 2022 for an additional \$12 million in RTT revenue. This revenue was used to give additional grants to municipalities and to preserve open space land.

If the proposed FY 2023 budget is compared with the original FY 2022 budget, the FY 2023 budget increased over \$16 million, or 7.9 percent. There are many cost drivers related to this year's budget. These drivers include employment costs, repairs and maintenance contracts, the reassessment project, insurance, and utilities.

It is important to note that the analysis below does not include Enterprise Capital Projects as these projects are recorded using the full accrual method and do not affect expenses.

Because the Fiduciary Funds are included in the numbers below, revenues exceed expenditures by \$1.1 million. This difference is due to more contributions being placed in the fund than withdrawals coming out.

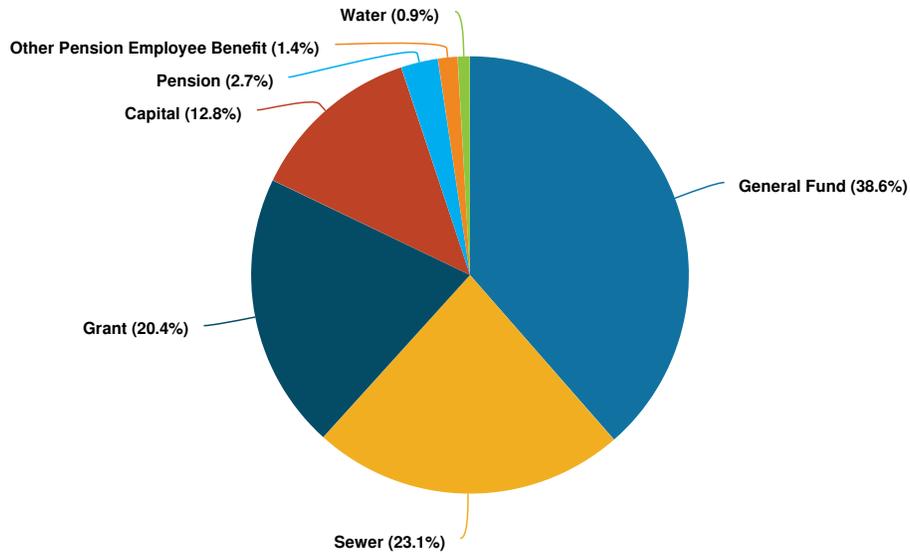


FY 2022's and FY 2023's budgeted expenses are significantly higher than previous years due to the American Rescue Plan.

# Budget by Fund

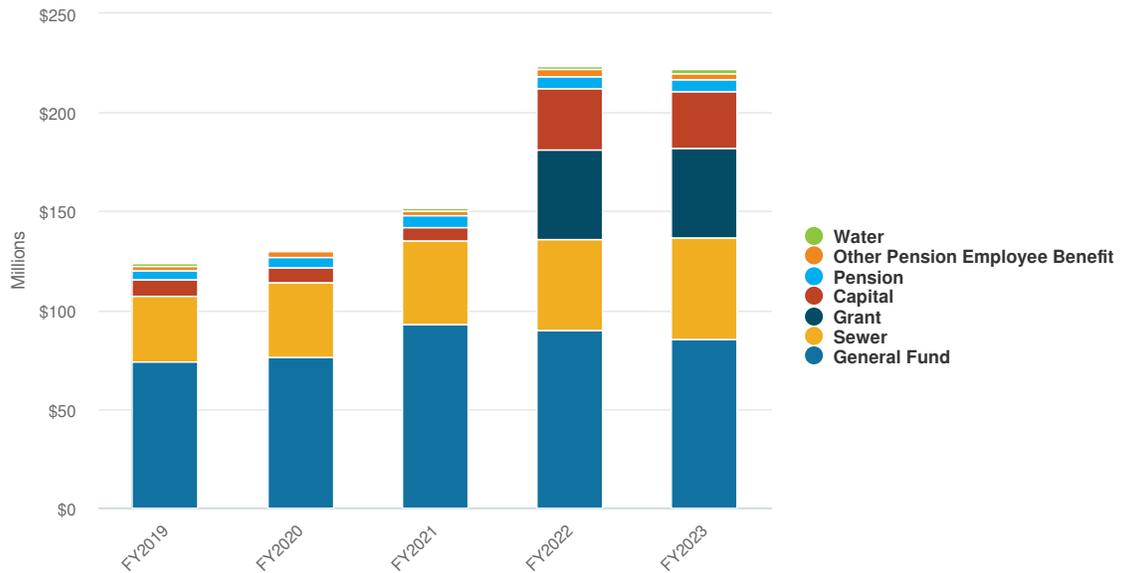
General Fund is the County's largest fund.

## 2023 Expenditures by Fund



Note: Immaterial differences in percentages may be present in chart due to rounding

## Budgeted and Historical Expenditures by Fund



The chart above shows that the American Rescue Plan Grant Fund was added to the County's budget in FY 2021, which is one of the reasons why FY 2022 and FY 2023 is higher than FY 2021.

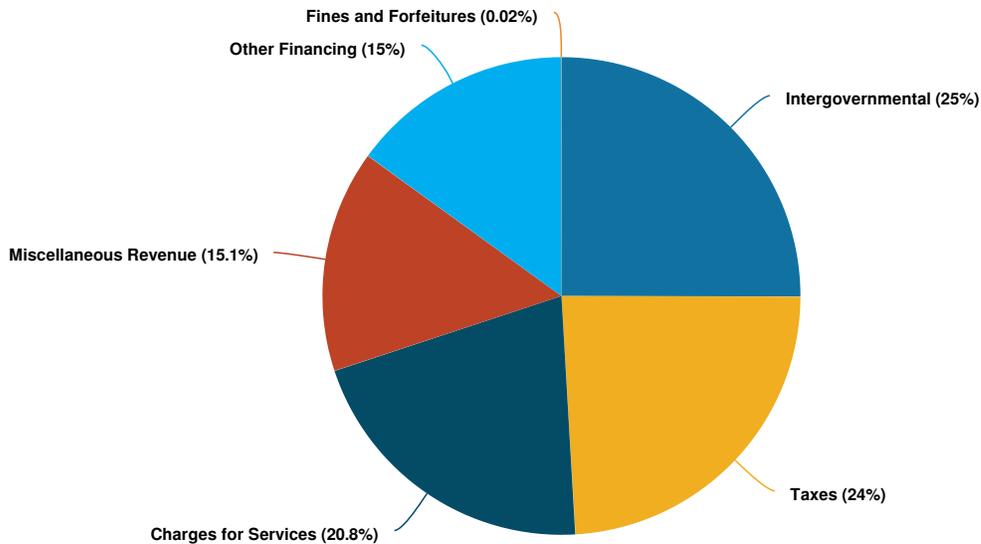


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Proposed Budget (\$ Change)
General Fund	\$93,111,038	\$89,935,321	\$85,635,830	-\$4,299,491
Capital	\$7,107,925	\$31,306,000	\$28,370,000	-\$2,936,000
Pension	\$5,567,476	\$6,024,580	\$6,071,300	\$46,720
Other Pension Employee Benefit	\$2,747,747	\$3,241,868	\$3,209,868	-\$32,000
Water	\$1,415,298	\$1,750,817	\$2,006,649	\$255,832
Sewer	\$42,073,652	\$45,777,826	\$51,313,948	\$5,536,122
Grant	\$0	\$45,495,460	\$45,340,373	-\$155,087
<b>Total:</b>	<b>\$152,023,135</b>	<b>\$223,531,872</b>	<b>\$221,947,968</b>	<b>-\$1,583,904</b>

## Revenues by Source for All Funds

Intergovernmental is the largest revenue source this year; this is solely due to the American Rescue Plan Act grant being received by the federal government. The second largest source is taxes, which is driven by realty transfer tax revenue. Charges for services include fees collected for items such as permitting, recording documents, marriage licenses, and sewer and water service charges. Other financing is either use of savings or transfers being made from one fund to another. In this case, the largest part of other financing has to do with the use of savings in the capital project fund as this fund is supported by prior year realty transfer tax collections.

### 2023 Revenues by Source



Note: Immaterial differences in percentages may be present in chart due to rounding.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budgeted (% Change)
Revenue Source				
Taxes	\$76,945,223	\$56,841,000	\$53,622,000	-5.7%
Intergovernmental	\$9,902,560	\$56,915,460	\$55,857,973	-1.9%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budgeted (% Change)
Miscellaneous Revenue	\$93,235,324	\$30,703,052	\$33,584,697	9.4%
Charges for Services	\$46,533,342	\$40,846,858	\$46,487,640	13.8%
Fines and Forfeitures	\$76,071	\$60,000	\$50,000	-16.7%
Other Financing	\$23,975,465	\$38,966,249	\$33,447,985	-14.2%
<b>Total Revenue Source:</b>	<b>\$250,667,985</b>	<b>\$224,332,619</b>	<b>\$223,050,295</b>	<b>-0.6%</b>

## Expenditures by Function

The table below shows the expenditures of all funds by functional category. For example, General Government includes both the General Fund and Capital Project Fund. Engineering includes the General Fund, Capital Projects Fund, and Enterprise Funds.

Public safety has the largest increase due to both capital projects and operations. Public safety includes 6 new paramedic students and construction of a new paramedic station in Millsboro. Public safety costs do not include the grants to fire and ambulance companies, the local law enforcement, and the County's MOU with the State of Delaware for additional troopers.

Name	FY 2021 Actual	FY 2022 Original Budget	FY 2022 Amended Budget	FY 2023 Budget	FY 2022 Budget vs. FY 2023 Budget (% Change)
Pension Funds	8,315,223	9,266,448	9,266,448	9,281,168	0.2%
Other Financing Uses	23,898,272	115,500	5,671,500	115,500	-98.0%
American Recovery Plan Grant	-	45,495,460	45,495,460	45,340,373	-0.3%
General Government	14,325,839	27,298,127	32,854,127	28,716,847	-12.6%
Public Safety	23,076,975	28,990,881	28,990,881	35,594,208	22.8%
Planning and Zoning	2,549,785	3,170,595	3,170,595	3,326,894	4.9%
Engineering (includes sewer & water)	46,219,748	49,928,202	49,928,203	56,154,866	12.5%
Library	2,929,383	3,631,249	3,631,249	3,789,729	4.4%
Economic Development	3,395,531	10,923,774	10,923,774	11,862,467	8.6%
Community Development	2,385,475	2,948,683	2,948,683	2,965,945	0.6%
Grant-in-Aid	22,435,725	21,441,362	28,071,362	22,085,609	-21.3%
Constitutional Offices	2,491,179	2,579,590	2,579,590	2,714,362	5.2%
<b>Total</b>	<b>152,023,135</b>	<b>205,789,871</b>	<b>223,531,872</b>	<b>221,947,968</b>	<b>-0.7%</b>



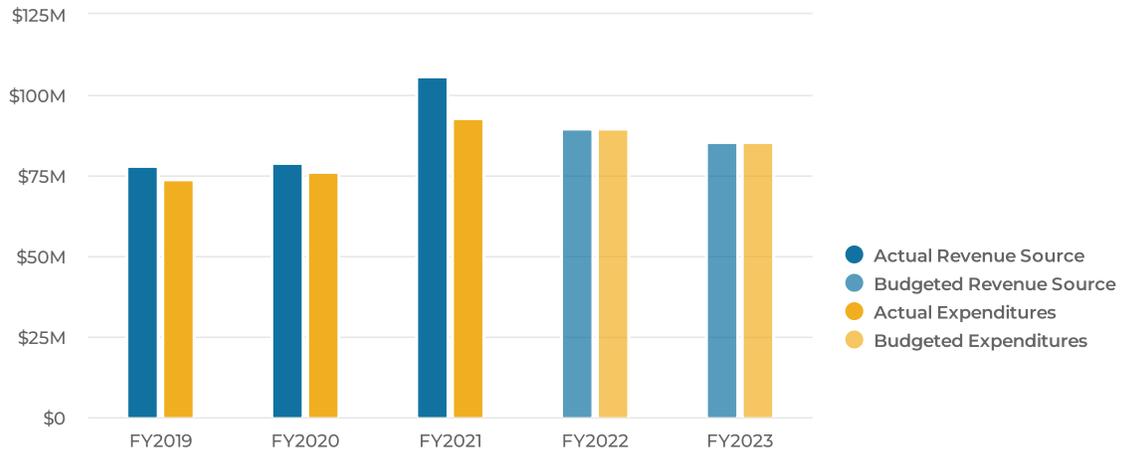


## General Fund

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

### Summary

Sussex County's FY 2023 Budget is \$4.3 million, or 4.8 percent, less than the FY 2022 Revised Budget. The decrease is due to one-time grants given to municipalities and additional funds to preserve open space in FY 2022. However, if you compare the FY 2023 Budget with the original FY 2022 budget, the budget has increased \$7.9 million. The functional category that realized the largest increase was public safety at \$4.5 million; this amount does not include an additional \$1 million in public safety grants for various County's partnerships.

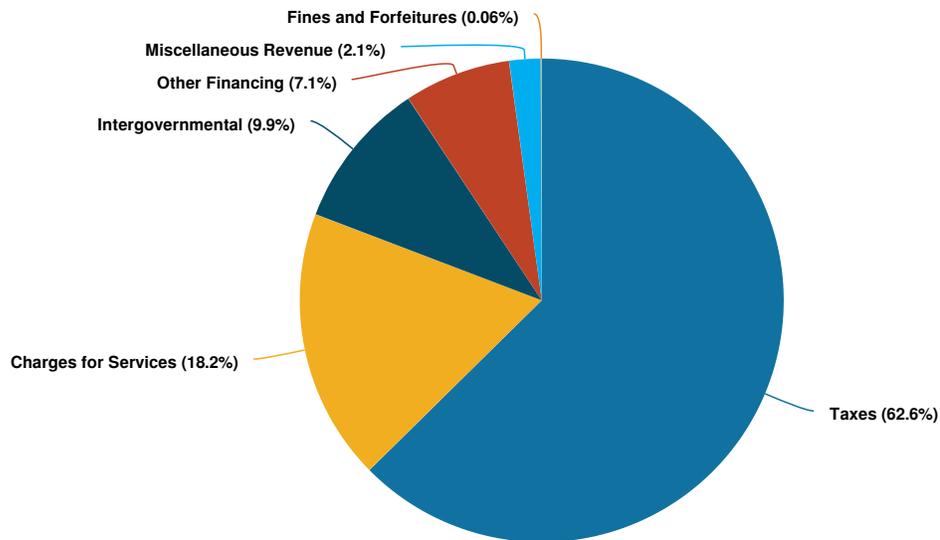


## Revenues by Source

Taxes are the largest revenue source for the General Fund. Taxes include both property tax and realty transfer tax. Real estate transfer tax is the largest of the two revenue sources.

Property taxes continue to increase due to additional improvements added to the tax rolls. As realty transfer tax is a restricted revenue source, it is budgeted to cover only eligible expenses. The budgeted realty transfer tax is budgeted at approximately 60 percent of what was collected in FY 2021.

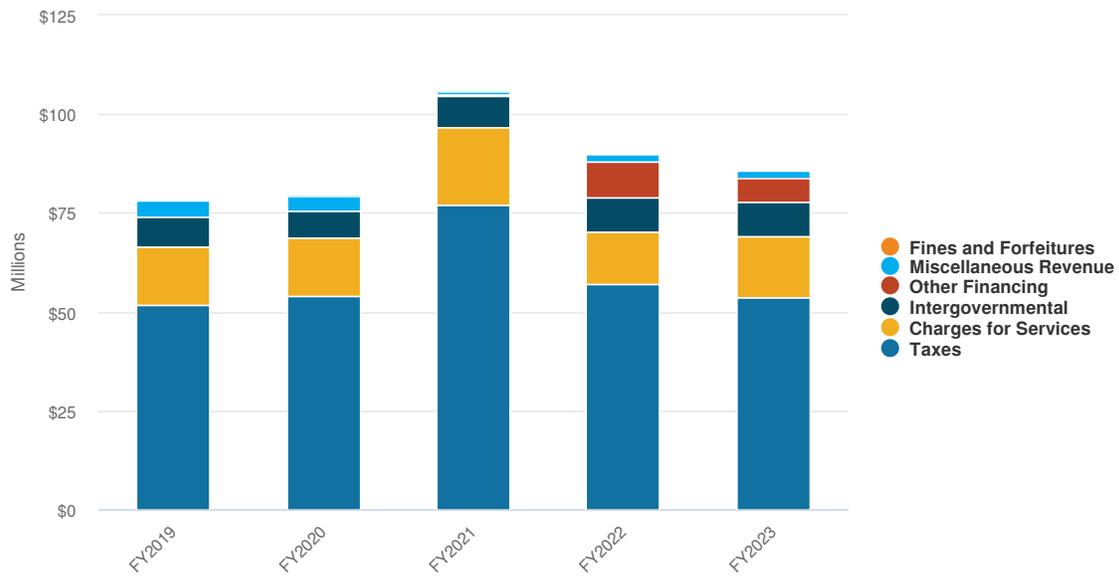
### Projected 2023 Revenues by Source



Note: Immaterial differences in percentages may be present in chart due to rounding.



## Budgeted and Historical 2023 Revenues by Source



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Revenue Source</b>				
<b>Taxes</b>				
Real Property - County	\$15,249,148	\$15,342,000	\$15,944,000	3.9%
Real Property - Library	\$1,788,835	\$1,799,000	\$1,868,000	3.8%
Realty Transfer	\$57,024,772	\$36,900,000	\$32,800,000	-11.1%
Lodging Tax	\$0	\$1,000,000	\$1,000,000	0%
Fire Service	\$2,663,857	\$1,700,000	\$1,860,000	9.4%
Penalties and Interest	\$218,611	\$100,000	\$150,000	50%
<b>Total Taxes:</b>	<b>\$76,945,223</b>	<b>\$56,841,000</b>	<b>\$53,622,000</b>	<b>-5.7%</b>
<b>Intergovernmental</b>				
FEDERAL PASS THROUGH GRANTS	\$305,570	\$0	\$0	0%
Payment in Lieu of Taxes	\$6,664	\$6,000	\$6,100	1.7%
State Operating Grants	\$0	\$300,250	\$100,000	-66.7%
FED PASS THROUGH GRANTS	\$21,878	\$0	\$0	0%
State Paramedic Grant	\$5,099,873	\$5,100,000	\$5,200,000	2%
Emergency Preparedness	\$199,128	\$200,000	\$200,000	0%
FEDERAL / STATE Other	\$0	\$56,250	\$0	-100%
State LEPC	\$72,193	\$72,000	\$72,000	0%
DEMA Grants Other	\$371	\$0	\$0	0%
Federal Operating Grants	\$0	\$90,000	\$0	-100%
Pass Through Grant	\$8,093	\$0	\$9,000	N/A
State Library Grant	\$349,233	\$330,000	\$350,000	6.1%
State Operating Grants	\$0	\$150,000	\$150,000	0%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Federal Capital Grants	\$49,947	\$0	\$0	0%
Community Development Grant	\$1,804,580	\$2,603,000	\$2,403,000	-7.7%
Project Income	\$13,004	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$7,930,533</b>	<b>\$8,907,500</b>	<b>\$8,490,100</b>	<b>-4.7%</b>
<b>Miscellaneous Revenue</b>				
Interest	\$957,981	\$1,000,000	\$1,000,000	0%
Unreal. Gain or Loss on Invest	-\$776,350	\$0	\$0	0%
Land Rent	\$7,699	\$7,700	\$7,700	0%
Miscellaneous Rent	\$20,536	\$20,000	\$20,000	0%
Medicare/RDS Repayments	\$122,013	\$100,000	\$100,000	0%
Miscellaneous Revenues	\$52,583	\$32,000	\$35,000	9.4%
County Building Rents	\$17,500	\$17,500	\$17,500	0%
Miscellaneous Revenues - EOC	\$3,300	\$0	\$0	0%
Contributions and Donations	\$91,880	\$18,000	\$40,000	122.2%
Industrial Airpark Rent	\$517,596	\$540,000	\$540,000	0%
Economic Stimulus Loan Rep	\$32,406	\$32,000	\$30,000	-6.2%
<b>Total Miscellaneous Revenue:</b>	<b>\$1,047,144</b>	<b>\$1,767,200</b>	<b>\$1,790,200</b>	<b>1.3%</b>
<b>Charges for Services</b>				
Mobile Home Placement Fee	\$168,631	\$130,000	\$150,000	15.4%
Building Inspection Fees	\$2,460,016	\$1,960,000	\$1,960,000	0%
Misc Depart Fees for Services	\$2,669	\$0	\$0	0%
Other Charges	\$6,668	\$7,000	\$7,000	0%
Build Permits & Zoning Fees	\$3,297,338	\$2,500,000	\$2,630,000	5.2%
Special Events Fees	\$44,340	\$20,000	\$40,000	100%
Misc Depart Fees for Services	\$0	\$2,000	\$0	-100%
911 System Fee	\$513,000	\$559,630	\$559,630	0%
Private Rd Review & Inspection	\$2,792,899	\$1,500,000	\$2,200,000	46.7%
Other Charges	\$16,276	\$15,000	\$15,000	0%
Other Charges	\$0	\$12,000	\$0	-100%
Industrial Bond Fees	\$250	\$0	\$0	0%
Misc. Industrial Airpark Fees	\$67,234	\$75,000	\$70,000	-6.7%
Airport Fuel Sales	\$31,566	\$22,000	\$30,000	36.4%
Other Charges	\$7,000	\$7,000	\$7,000	0%
Clerk of the Peace	\$196,943	\$160,000	\$175,000	9.4%
Prothonotary	\$45	\$0	\$0	0%
Recorder of Deeds	\$7,874,349	\$4,065,000	\$5,488,000	35%
Recorder of Deeds - Maint	\$77,846	\$42,000	\$60,000	42.9%
Recorder of Deeds - Town 1%	\$197,303	\$78,000	\$135,000	73.1%
Register of Wills	\$1,378,583	\$1,200,000	\$1,300,000	8.3%
Sheriff	\$770,021	\$1,000,000	\$750,000	-25%
<b>Total Charges for Services:</b>	<b>\$19,902,977</b>	<b>\$13,354,630</b>	<b>\$15,576,630</b>	<b>16.6%</b>

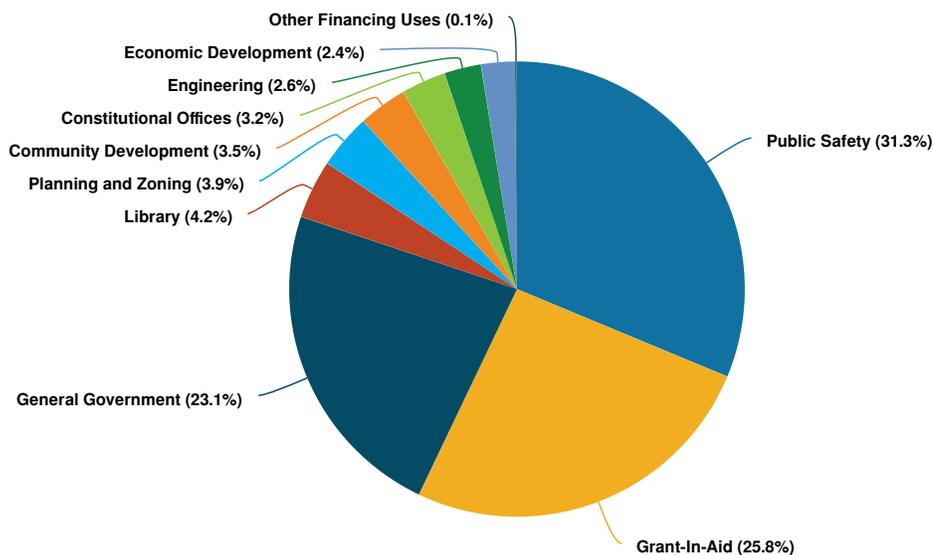


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Fines and Forfeitures</b>				
Fines	\$76,071	\$60,000	\$50,000	-16.7%
<b>Total Fines and Forfeitures:</b>	<b>\$76,071</b>	<b>\$60,000</b>	<b>\$50,000</b>	<b>-16.7%</b>
<b>Other Financing</b>				
Proceeds of General Fix Asst	\$28,151	\$0	\$0	0%
Interfund Transfers In	\$49,042	\$48,700	\$47,000	-3.5%
Appropriated Reserve	\$0	\$8,956,291	\$6,059,900	-32.3%
<b>Total Other Financing:</b>	<b>\$77,193</b>	<b>\$9,004,991</b>	<b>\$6,106,900</b>	<b>-32.2%</b>
<b>Total Revenue Source:</b>	<b>\$105,979,141</b>	<b>\$89,935,321</b>	<b>\$85,635,830</b>	<b>-4.8%</b>

## Expenditures by Function

The pie chart below indicates which services County revenues support for the citizens of Sussex County. Public safety is 31.3 percent of the County's expenditures. This percentage excludes other public safety grants that are given to fire and ambulance companies, as well as law enforcement agencies, which can be found in the Grant-in-Aid section of the chart. The next largest functional categories are Grant-in-Aid and General Government at 25.8 percent and 23.1 percent, respectively. Grant-in-Aid for public safety makes up 46 percent of the County's grants. General Government expenditures includes County Council, Administration, Finance, Human Resources, Building Code, Assessment and Information Technology Departments.

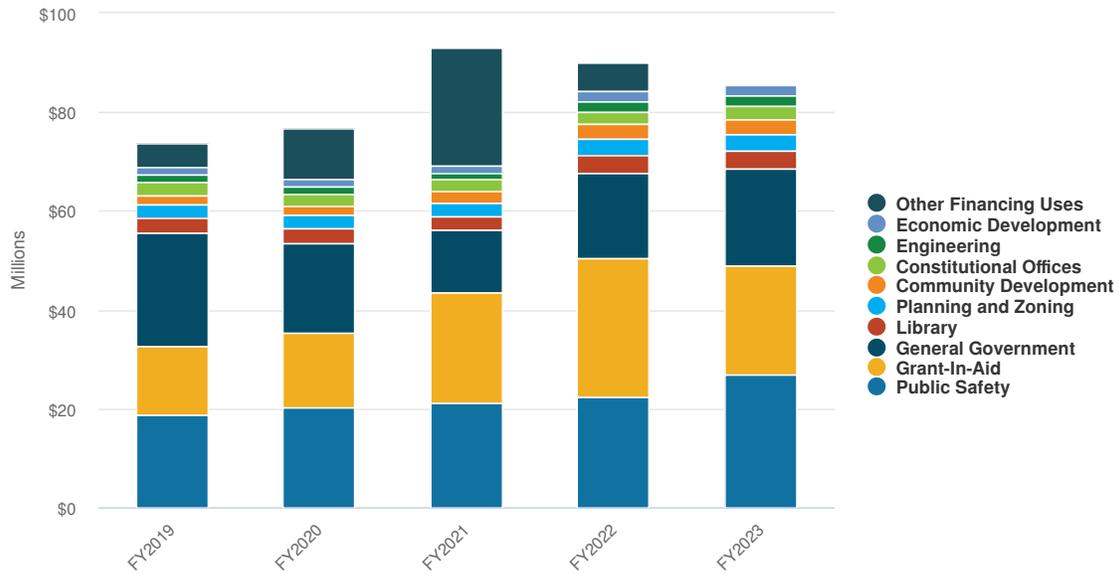
### Budgeted Expenditures by Function



Note: Immaterial differences in percentages may be present in chart due to rounding.



## Budgeted and Historical Expenditures by Function



The largest change in FY 2023 from FY 2022 is public safety. Grant-in-aid has decreased due to one-time grants given midyear due to additional realty transfer tax revenue being realized. The next largest increase is General Government. The County is recognizing additional costs in insurance, utilities, and employment.

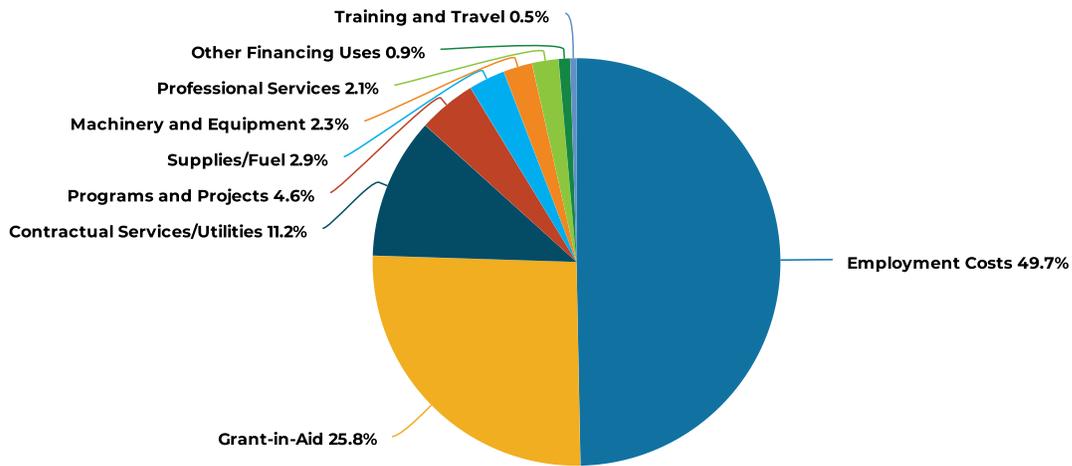
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expenditures</b>				
Other Financing Uses	\$23,898,272	\$5,671,500	\$115,500	-98%
General Government	\$12,632,889	\$17,448,127	\$19,766,847	13.3%
Public Safety	\$21,034,246	\$22,290,881	\$26,794,208	20.2%
Planning and Zoning	\$2,549,785	\$3,170,595	\$3,326,894	4.9%
Engineering	\$1,276,974	\$1,949,560	\$2,234,269	14.6%
Library	\$2,929,383	\$3,631,249	\$3,574,729	-1.6%
Economic Development	\$1,477,109	\$2,173,774	\$2,057,467	-5.4%
Community Development	\$2,385,475	\$2,948,683	\$2,965,945	0.6%
Grant-In-Aid	\$22,435,725	\$28,071,362	\$22,085,609	-21.3%
Constitutional Offices	\$2,491,179	\$2,579,590	\$2,714,362	5.2%
<b>Total Expenditures:</b>	<b>\$93,111,038</b>	<b>\$89,935,321</b>	<b>\$85,635,830</b>	<b>-4.8%</b>



## Expenditures by Expense Type

The pie chart below shows FY 2023 expenditures by category. Salary and benefits is the County's largest expenditure category at 49.7 percent, or \$42.6 million. Salaries and benefits were 49.1 percent of the County's expenditures last year.

### General Fund Expense Categories

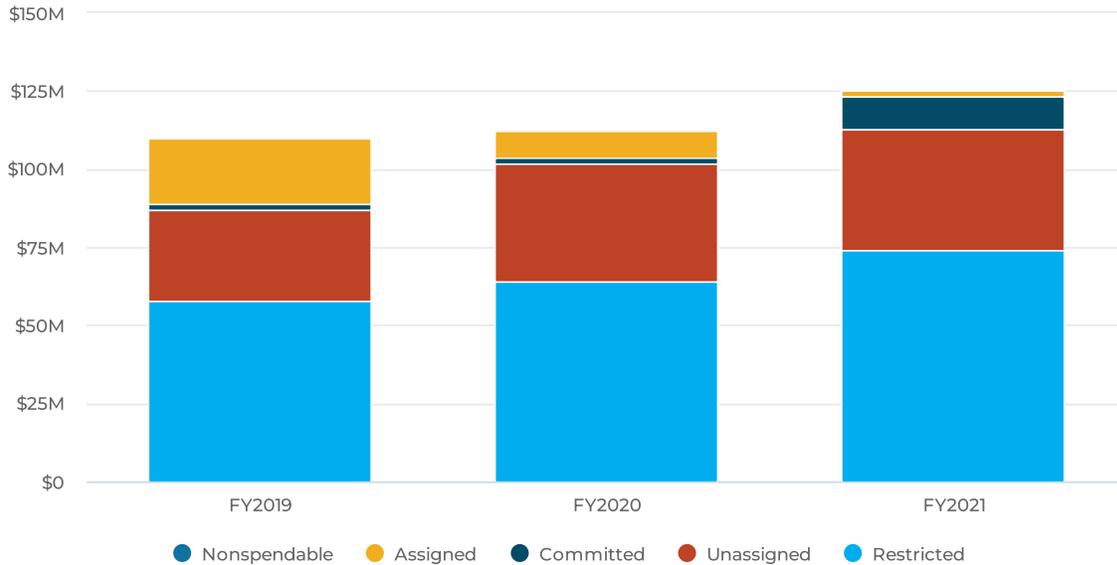


## Fund Balance

Throughout this document, the terminology of appropriated reserves is used. Appropriated reserves are funds saved from prior years that are not needed to meet current expenses. These funds are represented in the County's financial statements as Fund Balance. The County budgeted \$6.1 million to fund one-time projects or previous commitments in the General Fund. Appropriated reserves are not used for ongoing expenditures. Below is the change to Fund Balance by using these funds in the General Fund.

Description	Amount
Beginning FY 2021 Audited Fund Balance	\$125,526,000
Less:	
Open Space Grant	1,417,000
ExciteSussex Loan Program	3,000,000
Housing Trust Fund	500,000
Fire service grant	807,900
Western Sussex Business Park	335,000
<b>Ending Fund Balance</b>	<b>\$119,466,100</b>

### Fund Balance Projections



	FY2019	FY2020	FY2021	% Change
<b>Fund Balance</b>	<b>Actual</b>	<b>Actual</b>	—	
Unassigned	\$29,029,042	\$37,826,924	\$38,531,552	1.9%
Assigned	\$20,899,412	\$8,516,719	\$2,079,742	-75.6%
Committed	\$1,811,458	\$1,867,007	\$10,439,101	459.1%
Restricted	\$57,923,703	\$64,131,190	\$74,207,956	15.7%
Nonspendable	\$352,961	\$316,316	\$267,909	-15.3%
<b>Total Fund Balance:</b>	<b>\$110,016,576</b>	<b>\$112,658,156</b>	<b>\$125,526,260</b>	<b>11.4%</b>



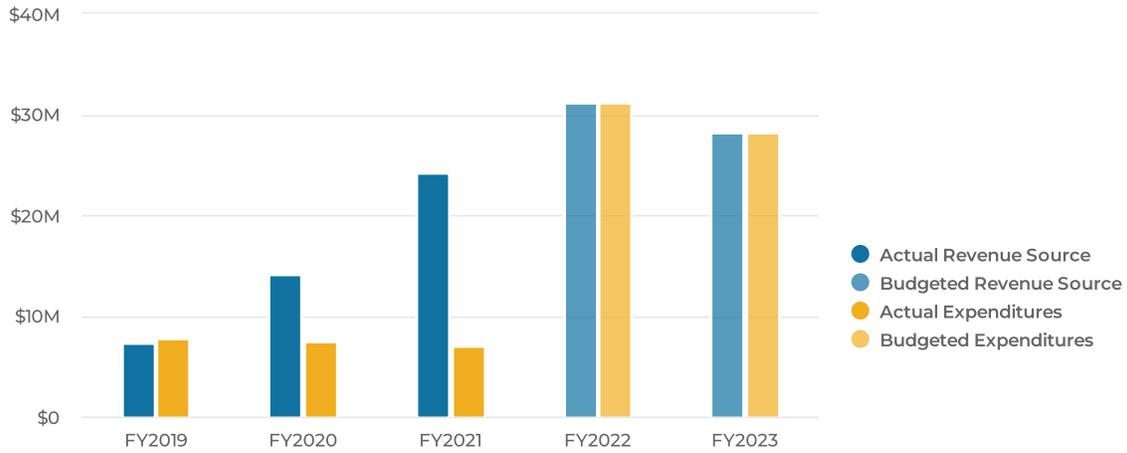


## Capital Projects Fund

The Capital Projects Fund is used to account for financial resources to be used for capital expenditures such as the acquisition, construction or improvements of capital facilities. This fund is supported by transfers from the General Fund, particularly realty transfer tax.

### Summary

The Capital Projects budget decreased \$2.9 million or 9.4 percent from the amended budget. The decrease is due to the budget amendment last year that increased funding for land preservation.

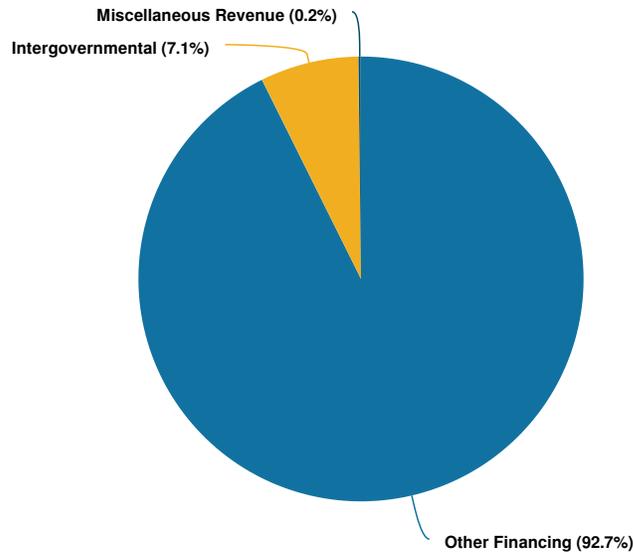


## Revenues by Source

The FY 2023 Budget, once again, is using appropriated reserves (prior year available funds) to pay for the current year's capital projects. The goal is to use available funds to construct these projects instead of borrowing through bond issues. The budget uses \$26.3 million of appropriated reserves, which are realty transfer tax funds set aside from previous years.

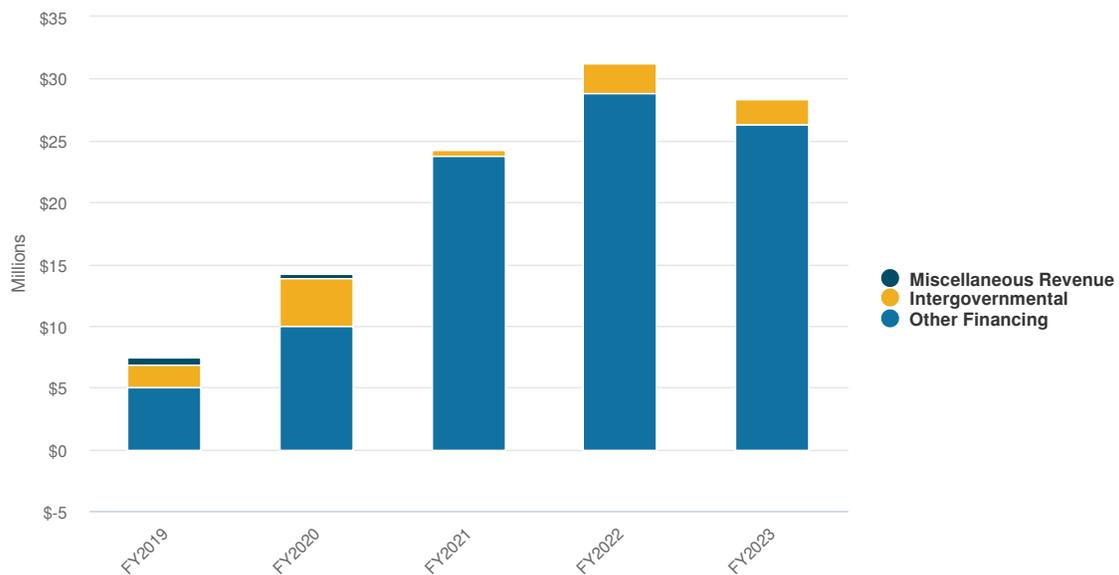
The second largest revenue source is intergovernmental grants; this is because some Delaware Coastal Airport projects are 90 percent funded by the FAA.

### Projected 2023 Revenues by Source



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical 2023 Revenues by Source



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Revenue Source				
Intergovernmental	\$452,530	\$2,512,500	\$2,027,500	-19.3%
Miscellaneous Revenue	-\$2,327	\$15,000	\$50,000	233.3%
Other Financing	\$23,782,772	\$28,778,500	\$26,292,500	-8.6%
<b>Total Revenue Source:</b>	<b>\$24,232,975</b>	<b>\$31,306,000</b>	<b>\$28,370,000</b>	<b>-9.4%</b>

## Expenditures by Function

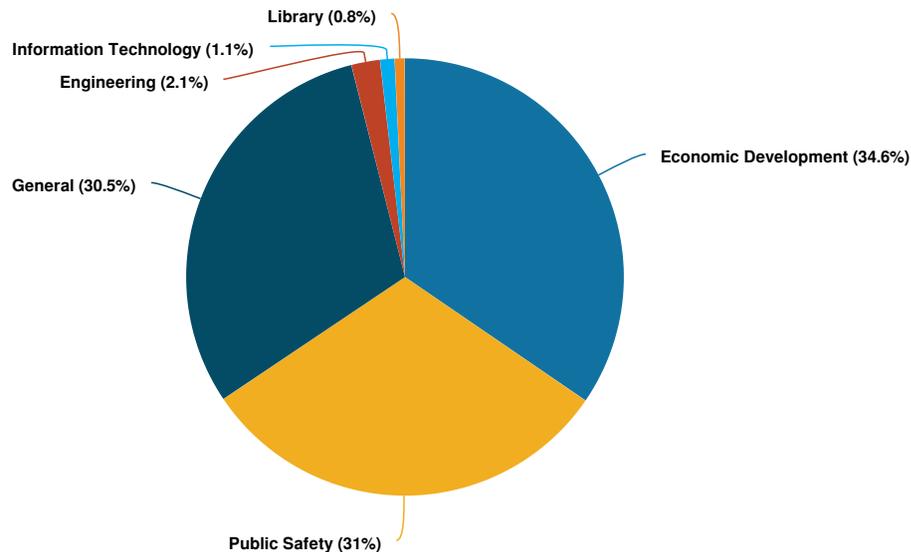
The Delaware Coastal Airport and Business Park is a vital part of the County's economic development; therefore, \$9.8 million is appropriated for improvements and represents 34.6 percent of the capital budget. Improvements to the airport and business park facilities will, hopefully, retain and attract new businesses to the area. The improvements include a t-hangar, stormwater improvements, pavement improvements and taxiway improvements. In FY 2017, Sussex County purchased land adjacent to the current Industrial Park for economic development. Over the last 5 years, the County has been developing the Delaware Coastal Business Park. The budget includes another \$1.9 million to finish the second phase of the park.

The Public Safety expenditures are 31.0 percent of the capital budget, or \$8.8 million; this funding is to start to build a paramedic station and finish the new public safety administrative and training facility.

The General expenditures are \$8.7 million, or 30.5 percent of the capital budget; this includes property acquisition for open space, building improvements and a parking structure.

The remaining capital projects include improvements to library buildings, a clean water enhancement project, and finishing a County data center in western Sussex.

## Budgeted Expenditures by Function



Note: Immaterial differences in percentages may be present in chart due to rounding.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expenditures				
Information Technology	\$0	\$3,000,000	\$300,000	-90%
<b>Total Information Technology:</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$300,000</b>	<b>-90%</b>
Public Safety	\$2,042,728	\$6,700,000	\$8,800,000	31.3%
<b>Total Public Safety:</b>	<b>\$2,042,728</b>	<b>\$6,700,000</b>	<b>\$8,800,000</b>	<b>31.3%</b>
Engineering	\$1,453,824	\$450,000	\$600,000	33.3%
<b>Total Engineering:</b>	<b>\$1,453,824</b>	<b>\$450,000</b>	<b>\$600,000</b>	<b>33.3%</b>
Library				
Library				
Non Location	\$0	\$0	\$215,000	N/A
<b>Total Library:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,000</b>	<b>N/A</b>
<b>Total Library:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,000</b>	<b>N/A</b>
Economic Development	\$1,918,422	\$8,750,000	\$9,805,000	12.1%
<b>Total Economic Development:</b>	<b>\$1,918,422</b>	<b>\$8,750,000</b>	<b>\$9,805,000</b>	<b>12.1%</b>
General	\$1,692,950	\$12,406,000	\$8,650,000	-30.3%
<b>Total General:</b>	<b>\$1,692,950</b>	<b>\$12,406,000</b>	<b>\$8,650,000</b>	<b>-30.3%</b>
<b>Total Expenditures:</b>	<b>\$7,107,925</b>	<b>\$31,306,000</b>	<b>\$28,370,000</b>	<b>-9.4%</b>

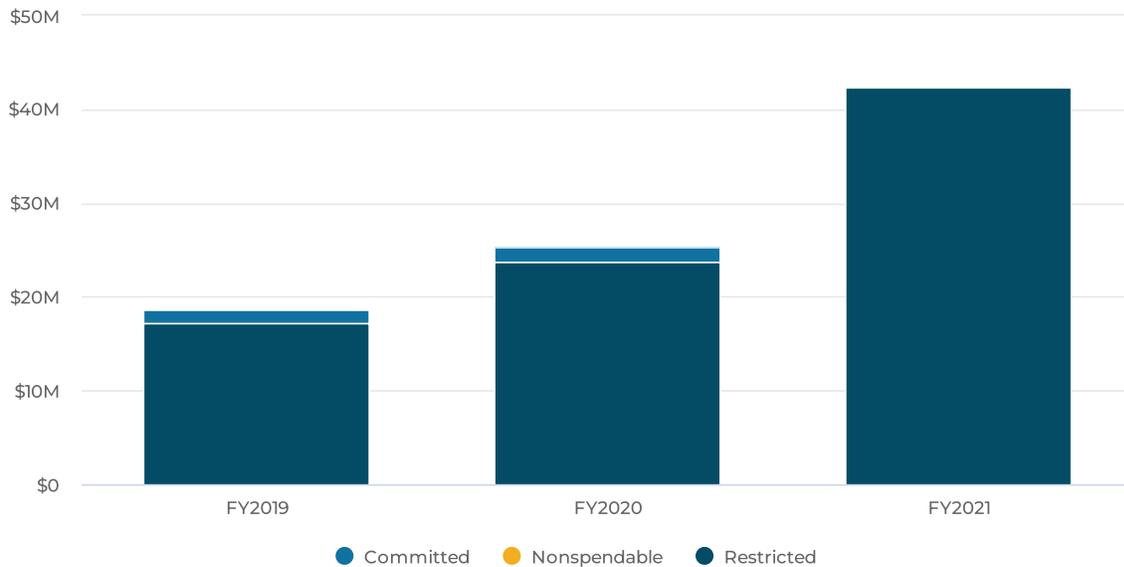


## Fund Balance

Throughout this document, the terminology of appropriated reserves is used. Appropriated reserves are funds saved from prior years that are not needed to meet current expenses. These funds are represented in the County's financial statements as Fund Balance. The County budgeted \$26.3 million to fund one-time projects. Below is the change to Fund Balance by using these funds in the Capital Projects Fund.

Description	Amount
Beginning FY 2021 Audited Fund Balance	\$42,372,227
Less:	
Airport/Business Park Improvements	7,727,500
Building Improvements and Land Acquisition	7,115,000
Parking	2,000,000
Western Sussex data center	300,000
Public Safety Building	7,300,000
EMS Construction	1,500,000
Clean Water Enhancement	350,000
<b>Ending Fund Balance</b>	<b>\$16,079,727</b>

### Fund Balance Projections



	FY2019	FY2020	FY2021
<b>Fund Balance</b>	<b>Actual</b>	<b>Actual</b>	—
Committed	\$1,454,505	\$1,477,446	\$0
Restricted	\$17,119,804	\$23,769,732	\$42,372,227
Nonspendable	\$0	\$0	\$0
<b>Total Fund Balance:</b>	<b>\$18,574,309</b>	<b>\$25,247,178</b>	<b>\$42,372,227</b>



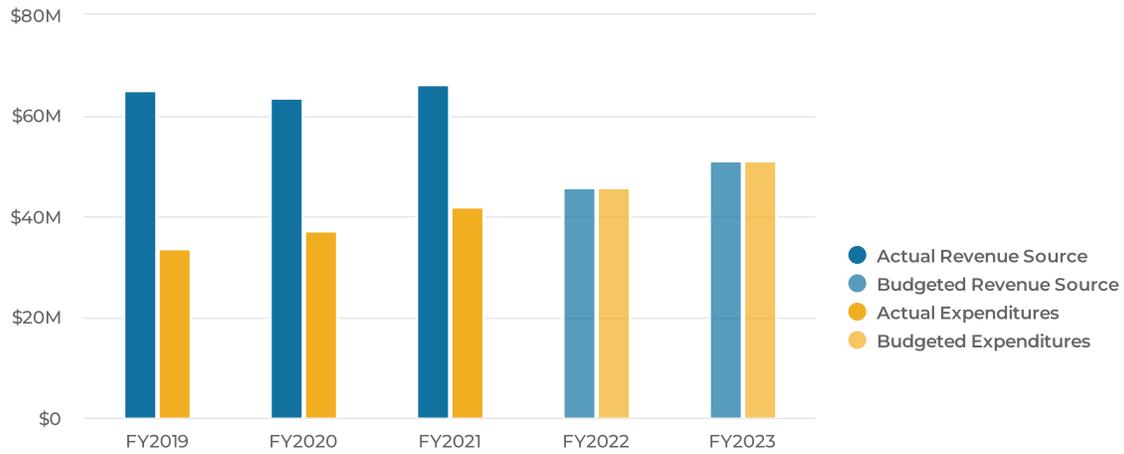


## Sewer Fund

The Sewer Fund is an Enterprise Fund. The Sewer Fund accounts for the operations of our Unified Sewer District. It is operated in a manner similar to a private enterprise, where the intent is that costs of providing the sewer service are recovered primarily through user charges.

### Summary

The Sewer Fund increased \$5.5 million, or 12.1 percent. The increase is due to operational costs rising from additional customers being added and inflation.

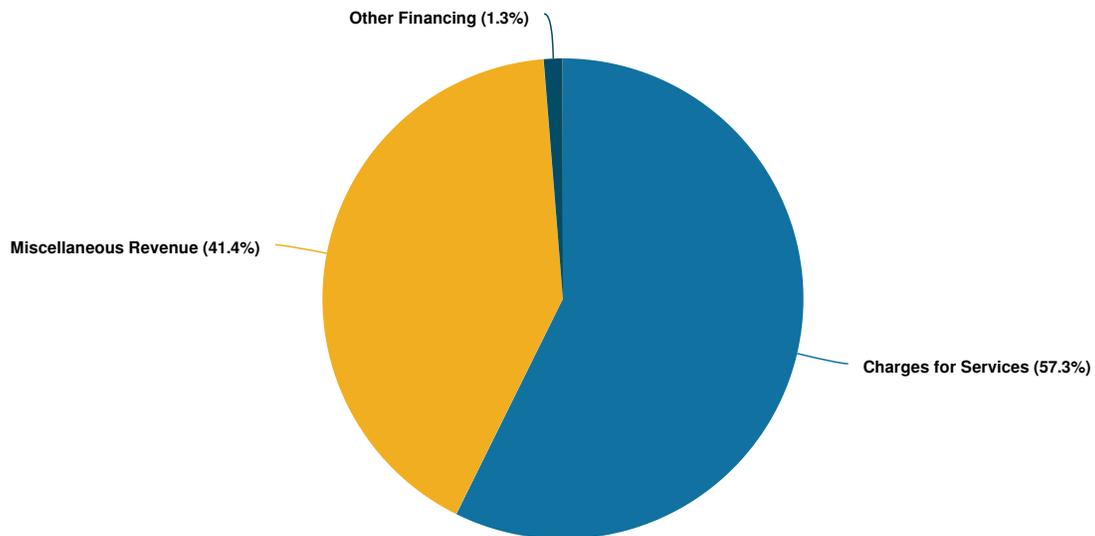


Actual revenue in previous fiscal years are always higher than expenses due to the collection of system connection charges. System connection charges are charged to new customers but are used in the future for system upgrades.

## Revenues by Source

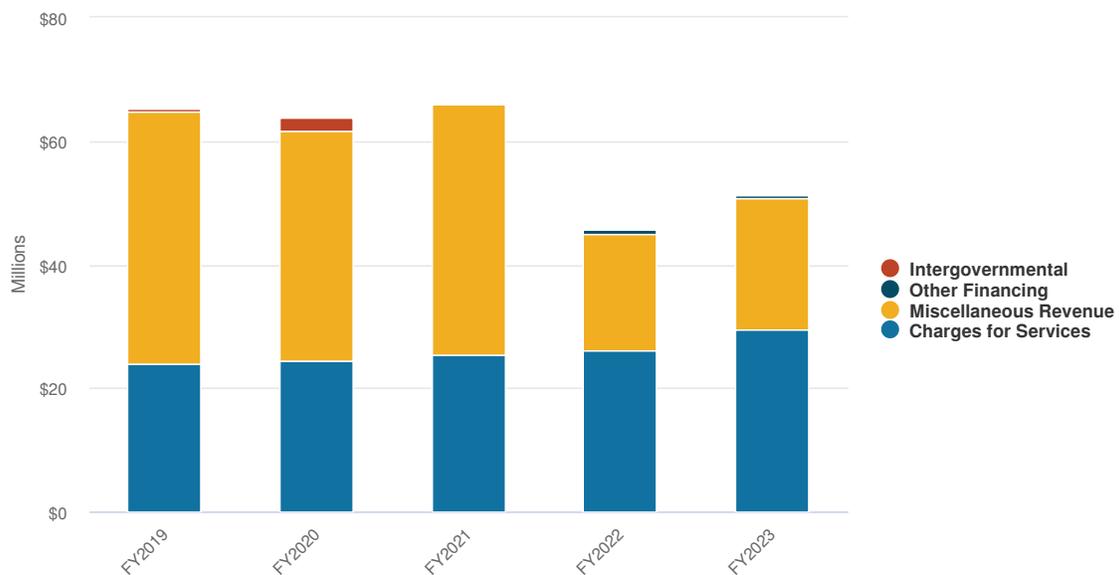
The largest revenue source is the sewer service charge. The miscellaneous revenue source includes assessment charges to pay for sewer debt and connection fees that are used to fund future expansion and improvements.

### Projected 2023 Revenues by Source



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical 2023 Revenues by Source



Miscellaneous revenue includes system connection charges. As mentioned above, system connection charges are collected in the current year, but not expended until a future date when plant expansions are scheduled.



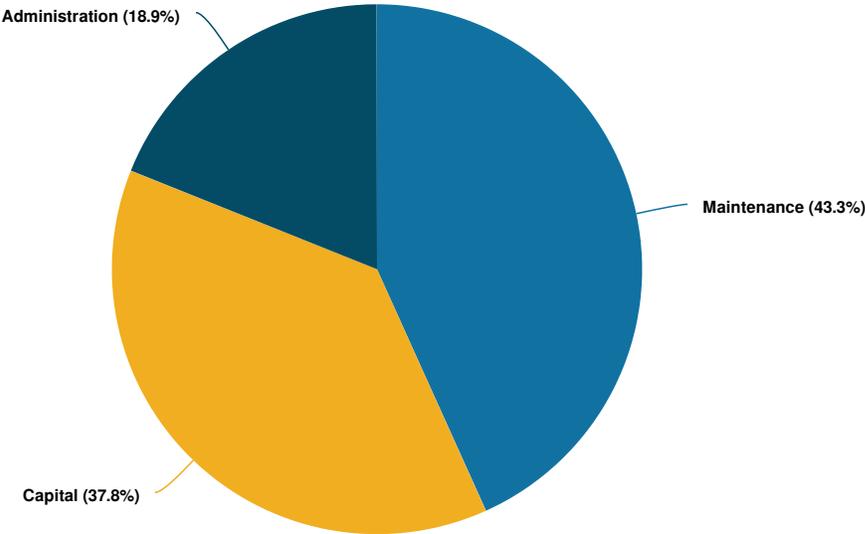
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Revenue Source</b>				
<b>Intergovernmental</b>				
State Operating Grants	\$100,000	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Miscellaneous Revenue</b>				
Penalties and Interest	\$335,413	\$200,000	\$220,000	10%
Operating Investment Int	\$309,188	\$250,000	\$250,000	0%
Gain or Loss on Invest - Oper	-\$200,129	\$0	\$0	0%
Rents	\$116,160	\$80,000	\$80,000	0%
Miscellaneous Revenues	\$287,335	\$190,000	\$190,000	0%
Disposal of Equipment	\$15,295	\$0	\$0	0%
Assessment Investment Int	\$106,710	\$250,000	\$100,000	-60%
Transmission Investment Int	\$209,931	\$250,000	\$200,000	-20%
Expansion Investment Int	\$185,622	\$250,000	\$175,000	-30%
Gain or Loss on Invest - Assmt	-\$112,132	\$0	\$0	0%
Gain or Loss on Invest - Trans	-\$231,127	\$0	\$0	0%
Gain or Loss on Invest - Expan	-\$197,048	\$0	\$0	0%
Connection Fees	\$19,860,797	\$6,643,397	\$9,205,941	38.6%
Assessment Fees	\$8,864,454	\$8,337,260	\$8,524,061	2.2%
Developer Contributions	\$2,543,232			N/A
Capitalized Ord 38 Fees	\$8,559,684	\$2,300,000	\$2,300,000	0%
<b>Total Miscellaneous Revenue:</b>	<b>\$40,653,383</b>	<b>\$18,750,657</b>	<b>\$21,245,002</b>	<b>13.3%</b>
<b>Charges for Services</b>				
Service Charges	\$22,939,003	\$24,332,976	\$27,321,600	12.3%
Permit Fees	\$287,500	\$200,000	\$200,000	0%
Holding Tank Fees	\$629,581	\$468,683	\$524,000	11.8%
Misc Operating Fees	\$225,059	\$100,000	\$100,000	0%
Plan Review Cost - Ord 38	\$95,767	\$85,000	\$95,000	11.8%
Construction Inspection-Ord 38	\$1,198,335	\$849,000	\$1,000,000	17.8%
Biosolids Revenue	\$27,512	\$175,250	\$175,250	0%
<b>Total Charges for Services:</b>	<b>\$25,402,756</b>	<b>\$26,210,909</b>	<b>\$29,415,850</b>	<b>12.2%</b>
<b>Other Financing</b>				
Interfund Transfers In	\$115,500	\$115,500	\$115,500	0%
Appropriated Reserve	\$0	\$700,760	\$537,596	-23.3%
<b>Total Other Financing:</b>	<b>\$115,500</b>	<b>\$816,260</b>	<b>\$653,096</b>	<b>-20%</b>
<b>Total Revenue Source:</b>	<b>\$66,271,639</b>	<b>\$45,777,826</b>	<b>\$51,313,948</b>	<b>12.1%</b>



# Expenditures by Function

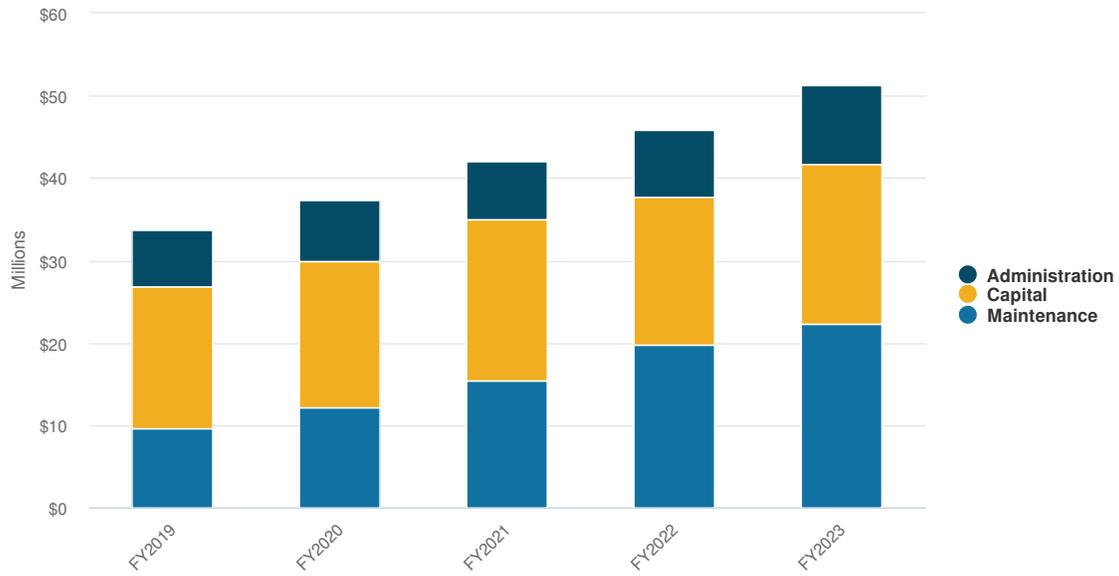
Enterprise expenses are categorized into three general areas. Administrative costs, which include clerical and engineering support, are incurred to assist the sewer operations staff. Operations and maintenance costs are expenses associated with maintaining and operating the physical sewer system; this system includes four wastewater treatment facilities, over 520 pump stations and over 970 miles of pipe. Capital expenses include routine capital items, such as pumping and laboratory equipment, vehicles, generators, improvements to the facilities and debt service costs. The budgetary debt service costs include both the interest and principal portion of the debt payment for assessment and treatment loan payments.

## Budgeted Expenditures by Function



Maintenance function is the largest expense of the sewer operations. This includes treatment plant employees, utilities to run the system and other daily operational costs.

### Budgeted and Historical Expenditures by Function



The Maintenance function has the largest increase. This increase is driven by the additional customers connecting to the sewer system and inflation.

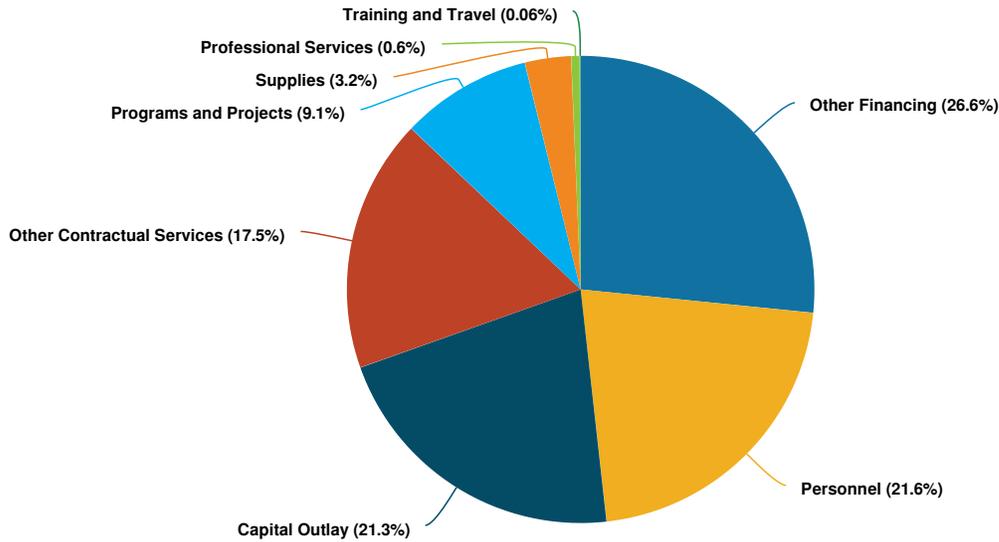
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expenditures				
Administration	\$7,170,715	\$7,983,723	\$9,709,806	21.6%
Maintenance	\$15,421,105	\$19,822,595	\$22,207,670	12%
Capital	\$19,481,832	\$17,971,508	\$19,396,472	7.9%
<b>Total Expenditures:</b>	<b>\$42,073,652</b>	<b>\$45,777,826</b>	<b>\$51,313,948</b>	<b>12.1%</b>



## Expenditures by Expense Type

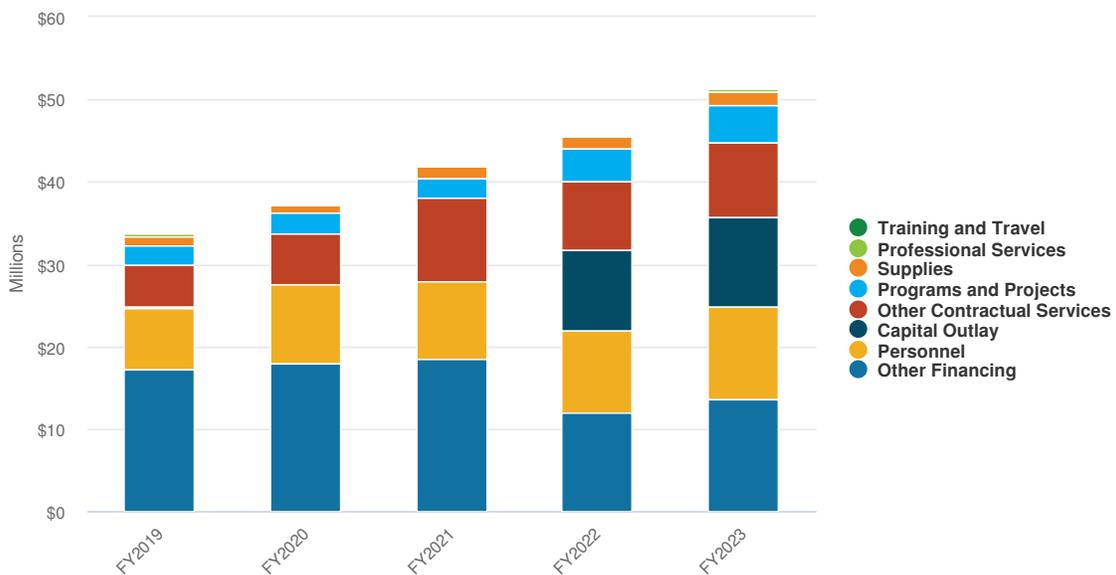
As demonstrated in the pie chart below, Other Financing Sources is the largest expenditure. This source includes the \$13.4 million in payments made on financed infrastructure. As mentioned before, the principal payments do not show on the financial statements as expenses. These payments show as a reduction in debt owed. If this expense was removed from the pie chart, the largest expenditure would be personnel followed by capital outlay for purchases of machinery and equipment.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



Because the Enterprise Funds use full accrual accounting for the financial statements and modified accrual accounting for the budget, it is difficult to analyze using the 5-year trend graph. The most notable difference in the chart is Capital Outlays. Capital Outlays do not appear in the actual numbers for FY 2019 through FY 2021 as these outlays show as assets on the balance sheet rather than a budgeted expense. In contrast, Capital Outlays are a budgeted expense in FY 2022 and FY 2023. Also, because the outlay is an asset in FY 2019 through FY 2021, depreciation expense shows in Other Financing Sources where it does not show in the budget years FY 2022 and FY 2023. Another difference is that FY 2022 and FY 2023 include payments made on debt which does not show in FY 2019 through FY 2021.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
S Admin Salaries	\$2,369,836	\$1,318,987	\$1,768,740	34.1%
Vision Plan	\$2,530	\$1,800	\$1,485	-17.5%
Dental Plan	\$23,511	\$15,600	\$14,850	-4.8%
FICA Tax	\$171,545	\$100,903	\$135,309	34.1%
Health Insurance	\$831,736	\$425,000	\$469,800	10.5%
Worker's Compensation	\$37,494	\$47,000	\$36,190	-23%
Pension	\$16,402	\$273,395	\$309,665	13.3%
S Maintenance Salaries	\$4,127,336	\$4,639,102	\$5,199,017	12.1%
Vision Plan	\$4,539	\$6,480	\$4,950	-23.6%
Dental Plan	\$40,658	\$56,160	\$49,500	-11.9%
FICA Tax	\$302,731	\$354,892	\$397,725	12.1%
Health Insurance	\$1,408,011	\$1,530,000	\$1,566,000	2.4%
Worker's Compensation	\$145,828	\$180,569	\$213,600	18.3%
Pension	-\$138,485	\$1,047,814	\$931,356	-11.1%
<b>Total Personnel:</b>	<b>\$9,343,672</b>	<b>\$9,997,702</b>	<b>\$11,098,187</b>	<b>11%</b>
<b>Professional Services</b>				
Legal	\$37,305	\$70,000	\$60,000	-14.3%
Other Professional Services	\$182,512	\$152,300	\$192,600	26.5%
Engineering	\$3,777	\$12,000	\$0	-100%
Other Professional Services	\$14,606	\$48,000	\$50,000	4.2%
<b>Total Professional Services:</b>	<b>\$238,200</b>	<b>\$282,300</b>	<b>\$302,600</b>	<b>7.2%</b>
<b>Other Contractual Services</b>				
Communications	\$42,400	\$50,340	\$199,444	296.2%
Postage & Freight	\$3,546	\$2,800	\$2,800	0%
Rental and Leases	\$0	\$1,600	\$0	-100%
Insurance	\$444,598	\$443,678	\$506,566	14.2%
Repairs and Maintenance	\$32,015	\$39,240	\$52,922	34.9%
Computer Equip Maint - 5442	\$214,100	\$272,445	\$465,153	70.7%
Advertising	\$22,217	\$8,500	\$11,580	36.2%
Other Contractual Services	\$36,467	\$36,000	\$72,950	102.6%
Communications	\$60,237	\$176,142	\$223,540	26.9%
Postage & Freight	\$474	\$1,400	\$1,400	0%
Utilities - Electric	\$1,390,705	\$1,365,000	\$1,501,500	10%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Utilities - Wastewater Treatme	\$4,756,242	\$3,775,000	\$3,775,000	0%
Utilities - Other	\$243,606	\$123,000	\$123,000	0%
Utilities - BioSolids Electric	\$44,029	\$75,000	\$150,000	100%
Utilities - Biosolids Gas	\$88,596	\$173,200	\$125,000	-27.8%
Utilities - Biosolids - DSWA	\$159,876	\$75,000	\$50,000	-33.3%
Rental and Leases	\$100,689	\$100,173	\$100,669	0.5%
Repairs and Maintenance	\$36	\$0	\$0	0%
Maint & Repair Off/Lab/Softwa	\$18,053	\$25,000	\$29,413	17.7%
Vehicle Maintenance	\$181,098	\$215,000	\$237,500	10.5%
Facilities Maintenance -5721	\$65,258	\$113,000	\$103,000	-8.8%
Communications Maint	\$33,378	\$35,500	\$120,500	239.4%
Maint - Collection & Other	\$252,010	\$154,000	\$182,000	18.2%
Maint - Pumping Equip	\$279,302	\$331,000	\$303,600	-8.3%
Maint - Treatment Plant	\$254,275	\$364,108	\$330,500	-9.2%
Maintenance - LM Equipment	\$41,990	\$35,000	\$40,250	15%
Other Contractual Services	\$288,188	\$217,175	\$211,000	-2.8%
Other Contractual Srvs Bio Sol	\$2,300	\$0	\$75,000	N/A
Rental and temporary easements	\$3,580	\$10,000	\$0	-100%
Repairs and Maintenance	\$1,096,154	\$0	\$0	0%
<b>Total Other Contractual Services:</b>	<b>\$10,155,419</b>	<b>\$8,218,300</b>	<b>\$8,994,287</b>	<b>9.4%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$9,215	\$7,245	\$10,245	41.4%
Fuel	\$47,044	\$38,615	\$66,450	72.1%
Dues & Subscriptions	\$229	\$6,590	\$890	-86.5%
Uniforms	\$3,753	\$11,332	\$5,966	-47.4%
Tools and Small Equipment	\$6,511	\$15,100	\$32,400	114.6%
Computer Equipment - 5422	\$25,331	\$33,548	\$25,000	-25.5%
Other Supplies	\$12,452	\$16,087	\$16,648	3.5%
Office / Operating Supplies	\$161,069	\$181,000	\$182,000	0.6%
Supplies - Safety	\$26,501	\$50,000	\$60,000	20%
Fuel	\$172,998	\$226,724	\$212,750	-6.2%
Dues & Subscriptions	\$2,140	\$2,400	\$2,400	0%
Uniforms	\$113,392	\$115,000	\$110,000	-4.3%
Maintenance & Repairs Parts	\$135,604	\$1,090	\$0	-100%
Tools and Small Equipment	\$96,261	\$58,000	\$58,000	0%
Sm. Computer Equipment	\$14,344	\$15,000	\$25,000	66.7%
Tools & Sm Equip- Safety	\$32,798	\$50,000	\$40,000	-20%
Laboratory Equip	\$5,556	\$30,000	\$30,000	0%
Chemicals	\$294,433	\$370,000	\$444,000	20%
Land Mgt Supplies	\$187,589	\$256,000	\$320,000	25%
<b>Total Supplies:</b>	<b>\$1,347,217</b>	<b>\$1,483,731</b>	<b>\$1,641,749</b>	<b>10.7%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Programs and Projects</b>				
Shared Cost	\$2,437,172	\$3,970,245	\$4,644,293	17%
<b>Total Programs and Projects:</b>	<b>\$2,437,172</b>	<b>\$3,970,245</b>	<b>\$4,644,293</b>	<b>17%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$4,310	\$8,650	100.7%
Mileage	\$38	\$150	\$210	40%
Travel	\$44	\$0	\$0	0%
Seminars/Conferences/Training	\$8,626	\$23,000	\$20,000	-13%
Travel	\$453	\$1,000	\$500	-50%
<b>Total Training and Travel:</b>	<b>\$9,162</b>	<b>\$28,460</b>	<b>\$29,360</b>	<b>3.2%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$572,250	\$208,000	-63.7%
M & E - Computer - 5421	\$0	\$0	\$143,000	N/A
M & E - Facilities - 5720	\$0	\$167,500	\$310,000	85.1%
M & E - Comm - 6010	\$0	\$190,000	\$250,000	31.6%
M & E - Laboratory Equip	\$0	\$29,726	\$35,000	17.7%
M & E - Tools	\$0	\$82,000	\$260,000	217.1%
Transportation Equip	\$0	\$1,183,000	\$1,233,000	4.2%
PS - Rec Wells & Pits	\$0	\$25	\$0	-100%
Pumping Equipment	\$0	\$1,385,000	\$2,450,000	76.9%
Treatment & Disposal Equip	\$0	\$157,415	\$70,000	-55.5%
Collections Systems	\$0	\$20,000	\$0	-100%
Land	\$0	\$14,400	\$0	-100%
PS - Rec Wells & Pits	\$0	\$3,500,000	\$3,500,000	0%
Collections Systems	\$0	\$1,500,000	\$1,500,000	0%
Other Capital	\$0	\$75,576	\$0	-100%
Purchased Capacity	\$0	\$981,920	\$990,394	0.9%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$9,858,811</b>	<b>\$10,949,394</b>	<b>11.1%</b>
<b>Other Financing</b>				
Compensated Absences	\$111,670	\$0	\$0	0%
Interfund Transfers Out	\$49,042	\$48,664	\$48,000	-1.4%
Contingency	\$0	\$0	\$200,000	N/A
Interest Expense	\$3,691,300	\$11,889,613	\$13,406,078	12.8%
Bond Cost	\$432,430	\$0	\$0	0%
Depreciation Expense	\$14,258,368	\$0	\$0	0%
<b>Total Other Financing:</b>	<b>\$18,542,810</b>	<b>\$11,938,277</b>	<b>\$13,654,078</b>	<b>14.4%</b>
<b>Total Expense Objects:</b>	<b>\$42,073,652</b>	<b>\$45,777,826</b>	<b>\$51,313,948</b>	<b>12.1%</b>



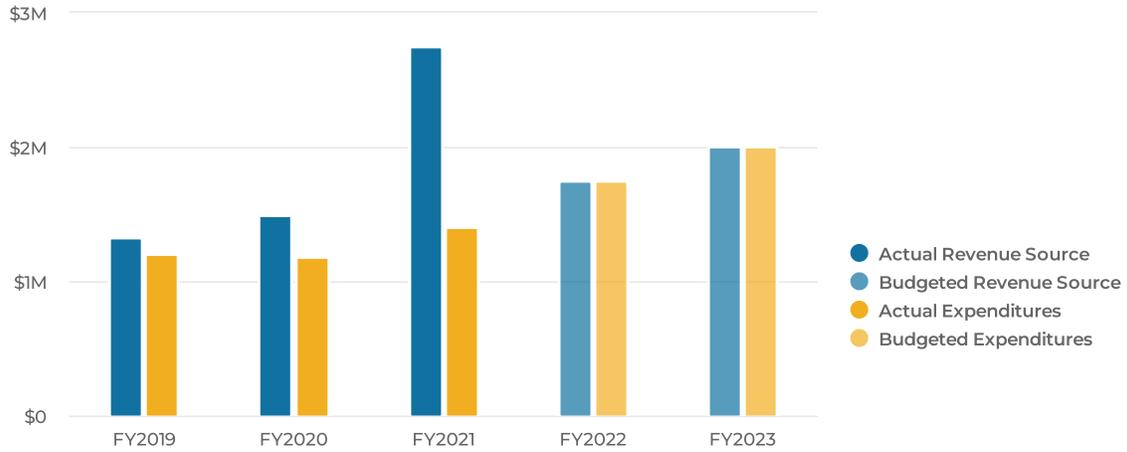


## Water Fund

The Water Fund is an Enterprise Fund. The Water Fund accounts for the operations of our Water District. It is operated in a manner similar to a private enterprise, where the intent is that costs of providing the water service are recovered primarily through user charges.

### Summary

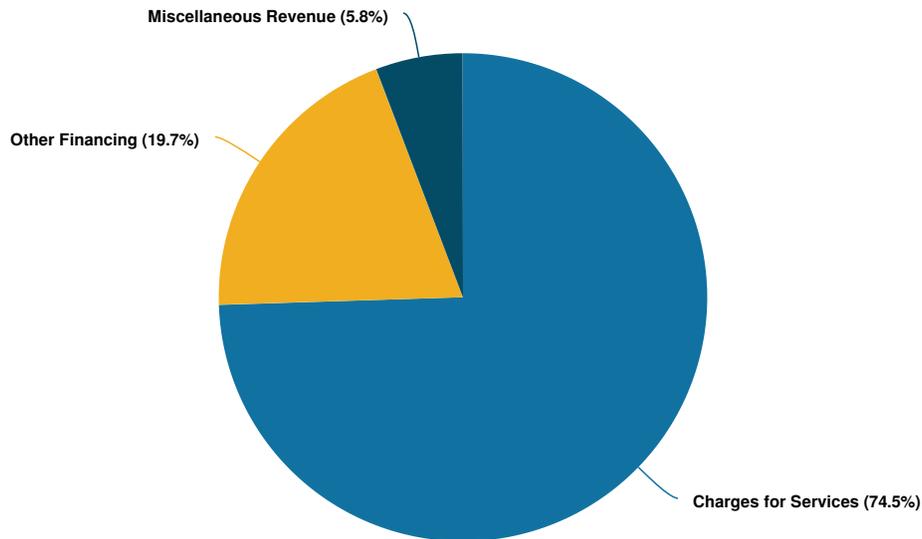
The Water Fund increased \$256,000, or 14.6 percent. The increase is due to the maintenance of the water tower and the rising costs to operate the system. Increased rates will be needed to sustain operations.



## Revenues by Source

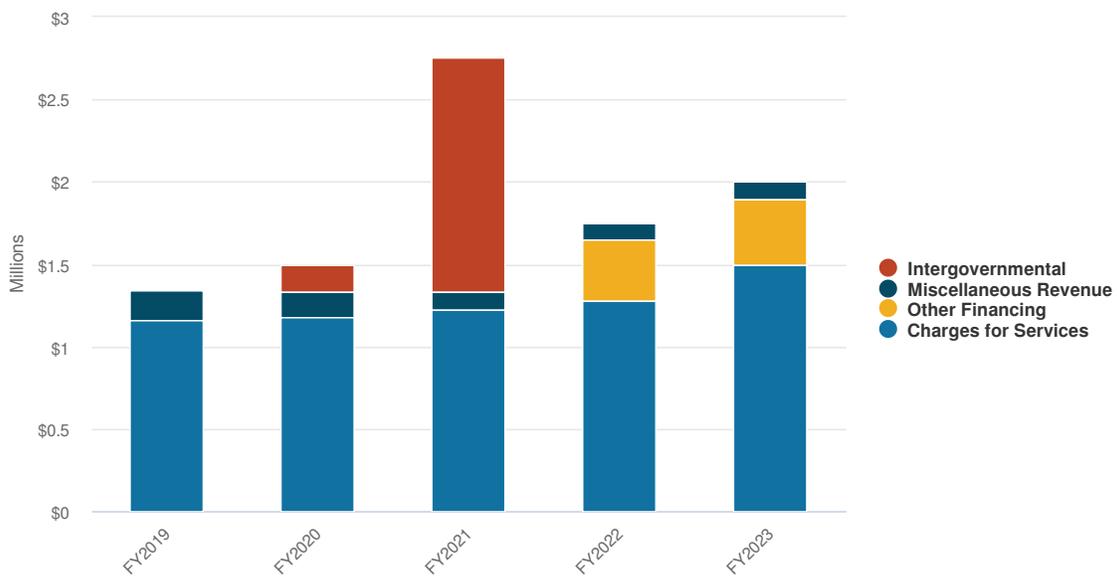
The FY 2023 budget revenues increased \$256,000 due to a service charge rate increase, the amount of available funds being used from savings, and additional connections. Service charge rates increased to \$377 per EDU, an annual increase of \$35 per EDU. These funds will be used to cover the operating cost. Available funds, otherwise known as Other Financing Uses, are being spent to offset the increase in cost to purchase water from the City of Rehoboth and maintain the water tower.

### Projected 2023 Revenues by Source



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical 2023 Revenues by Source



There is a notable increase in Other Financing Sources from FY 2021 to FY 2022 and FY 2023. The County is using reserves to help with the impact to County customers. The reserves that are being used are previous collected fees from the water customers. Because there is a limited amount of reserves, the County must raise its rate to make sure the fund operations can be supported by its users. The Intergovernmental revenue in FY 2021 is a State grant to build the Ellendale water area. The construction of this area was 100 percent supported by grant.

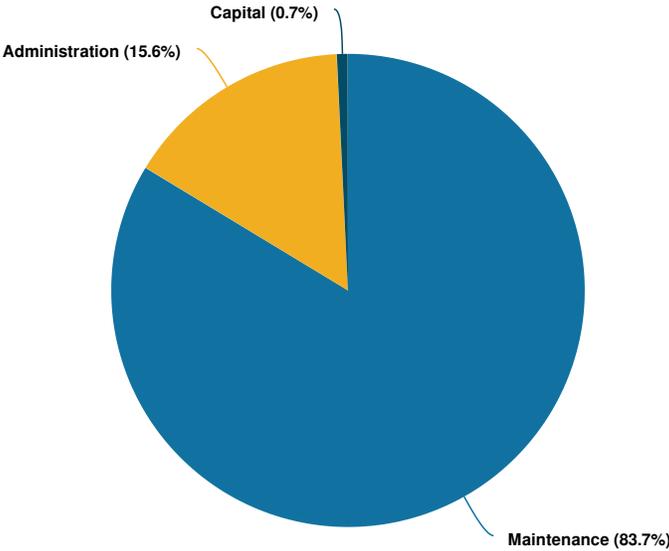
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Revenue Source</b>				
<b>Intergovernmental</b>				
State Capital Grants	\$1,419,497	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$1,419,497</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Miscellaneous Revenue</b>				
Penalties and Interest	\$8,995	\$3,000	\$6,000	100%
Operating Investment Int	\$6,345	\$10,000	\$10,000	0%
Gain or Loss on Invest - Oper	-\$7,278	\$0	\$0	0%
Rents	\$94,585	\$84,000	\$94,000	11.9%
Disposal of Equipment	\$2,524	\$0	\$0	0%
Assessment Investment Int	\$4,061	\$3,000	\$3,000	0%
Transmission Investment Int	\$3,621	\$3,000	\$3,000	0%
Expansion Investment Int	\$122	\$0	\$0	0%
Gain or Loss on Invest - Assmt	-\$4,288	\$0	\$0	0%
Gain or Loss on Invest - Trans	-\$3,656	\$0	\$0	0%
Gain or Loss on Invest - Expan	-\$123	\$0	\$0	0%
Connection Fees	\$3,465	\$0	\$0	0%
<b>Total Miscellaneous Revenue:</b>	<b>\$108,373</b>	<b>\$103,000</b>	<b>\$116,000</b>	<b>12.6%</b>
<b>Charges for Services</b>				
Service Charges	\$1,217,386	\$1,272,582	\$1,473,373	15.8%
Misc Operating Fees	\$10,223	\$8,737	\$8,737	0%
Fire Service Fee	\$0	\$0	\$13,050	N/A
<b>Total Charges for Services:</b>	<b>\$1,227,609</b>	<b>\$1,281,319</b>	<b>\$1,495,160</b>	<b>16.7%</b>
<b>Other Financing</b>				
Appropriated Reserve	\$0	\$366,498	\$395,489	7.9%
<b>Total Other Financing:</b>	<b>\$0</b>	<b>\$366,498</b>	<b>\$395,489</b>	<b>7.9%</b>
<b>Total Revenue Source:</b>	<b>\$2,755,479</b>	<b>\$1,750,817</b>	<b>\$2,006,649</b>	<b>14.6%</b>



# Expenditures by Function

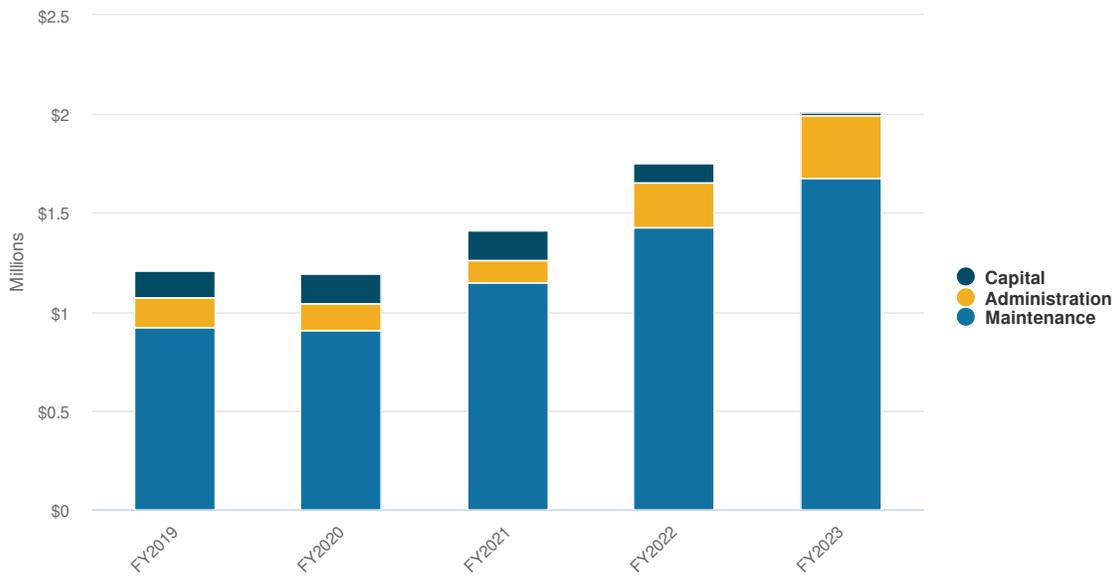
Enterprise expenses are categorized into three general areas. Administrative costs, which include clerical and engineering support, are incurred to assist the water operations staff. Operations and maintenance costs are expenses associated with maintaining and operating the physical water system; this system includes one water facility and a tower. Capital expenses include routine capital items, such as vehicles, generators and improvements to the facilities.

## Budgeted Expenditures by Function



The Maintenance function is the largest expense function of the water system. This expense includes the employment cost of the water employees, the water purchase from the City of Rehoboth and any other daily operational costs.

### Budgeted and Historical Expenditures by Function



The 5-year trend chart shows there have been significant increases in maintenance expenses over the last two years. This increase is due to the City of Rehoboth water contract and inflation. The City increased their rates last year, and the County must pass this rate increase onto its users.

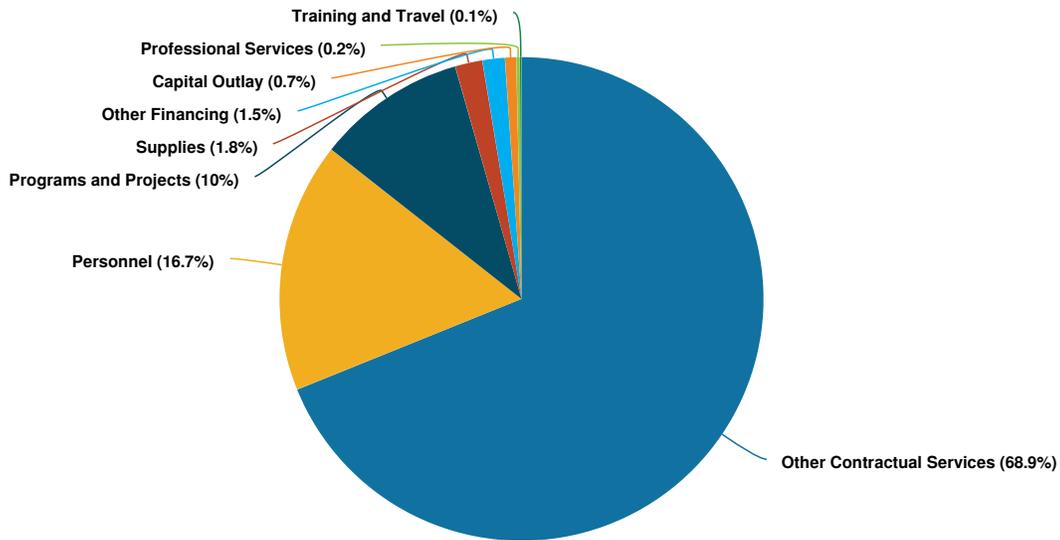
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expenditures				
Administration	\$118,253	\$228,331	\$312,370	36.8%
Maintenance	\$1,146,083	\$1,429,486	\$1,679,279	17.5%
Capital	\$150,961	\$93,000	\$15,000	-83.9%
<b>Total Expenditures:</b>	<b>\$1,415,298</b>	<b>\$1,750,817</b>	<b>\$2,006,649</b>	<b>14.6%</b>



## Expenditures by Expense Type

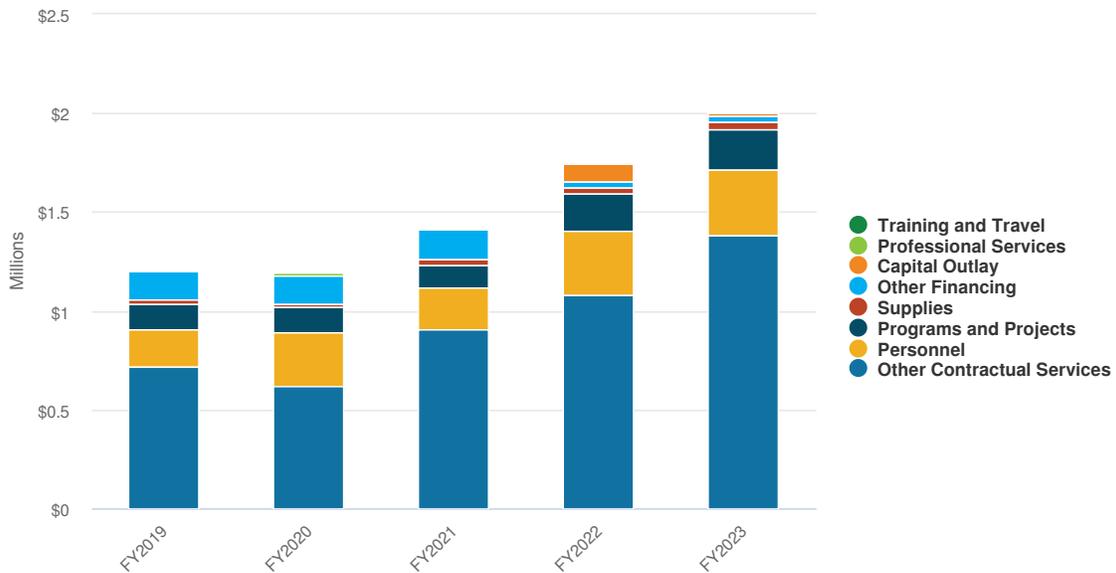
The Water Fund's largest expense is the water being purchased from the City of Rehoboth. Therefore, the largest expense type is other contractual services.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



As mentioned before, the largest increase, which is also demonstrated in the 5-year trend graph, is the contract with City of Rehoboth to purchase water. There is also a new contract to purchase water from Artesian for the Ellendale area. This contract is only in FY 2023 in the graph above.

Just like the Sewer Fund, Capital Outlays are assets on the balance sheet in the completed years of FY 2019 through FY 2021. Capital Outlays are shown as an expenditure in budgeted years. Due to rising costs, there are minimal capital purchases in FY 2023. The budget is deferring some of the requests until future years to limit the amount of increase on its customers.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
<b>Administration</b>				
Pension	-\$17,140	\$0	\$0	0%
<b>Total Administration:</b>	<b>-\$17,140</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Maintenance</b>				
W Maintenance Salaries	\$139,361	\$187,472	\$203,887	8.8%
Vision Plan	\$170	\$288	\$220	-23.6%
Dental Plan	\$1,681	\$2,496	\$2,200	-11.9%
FICA Tax	\$10,172	\$14,340	\$15,597	8.8%
Health Insurance	\$56,425	\$68,000	\$69,600	2.4%
Worker's Compensation	\$6,015	\$8,934	\$7,280	-18.5%
Pension	\$16,902	\$43,536	\$36,315	-16.6%
<b>Total Maintenance:</b>	<b>\$230,726</b>	<b>\$325,066</b>	<b>\$335,099</b>	<b>3.1%</b>
<b>Total Personnel:</b>	<b>\$213,586</b>	<b>\$325,066</b>	<b>\$335,099</b>	<b>3.1%</b>
<b>Professional Services</b>				
<b>Administration</b>				
Legal	\$0	\$1,000	\$1,000	0%
Other Professional Services	\$4,024	\$3,700	\$3,800	2.7%
<b>Total Administration:</b>	<b>\$4,024</b>	<b>\$4,700</b>	<b>\$4,800</b>	<b>2.1%</b>
<b>Maintenance</b>				
Other Professional Services	\$1,941	\$0	\$0	0%
<b>Total Maintenance:</b>	<b>\$1,941</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Professional Services:</b>	<b>\$5,965</b>	<b>\$4,700</b>	<b>\$4,800</b>	<b>2.1%</b>
<b>Other Contractual Services</b>				
<b>Administration</b>				
Communications	\$0	\$0	\$1,100	N/A
Insurance	\$9,653	\$11,600	\$14,110	21.6%
Computer Equip Maint - 5442	\$1,528	\$1,630	\$1,700	4.3%
Advertising	\$244	\$270	\$270	0%
Other Contractual Services	\$0	\$0	\$60,000	N/A
<b>Total Administration:</b>	<b>\$11,425</b>	<b>\$13,500</b>	<b>\$77,180</b>	<b>471.7%</b>
<b>Maintenance</b>				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Communications	\$1,207	\$1,920	\$1,920	0%
Utilities - Water Purchases	\$775,758	\$950,000	\$950,000	0%
Utilities - Other	\$1,247	\$1,500	\$1,500	0%
Repairs and Maintenance	\$133	\$550	\$500	-9.1%
Rep & Maint Office & Lab Equip	\$69	\$0	\$2,010	N/A
Vehicle Maintenance - 5660	\$1,462	\$3,000	\$3,500	16.7%
Facilities Maintenance -5721	\$8,806	\$25,000	\$150,000	500%
Maint - Collection & Other	\$195	\$0	\$0	0%
Water System Maint Lines	\$60,960	\$55,000	\$75,000	36.4%
Water System Maint Meters	\$6,846	\$17,000	\$50,000	194.1%
Water System Maint Hydrants	\$14,664	\$6,453	\$20,000	209.9%
Water System Maint Mains	\$14,300	\$7,000	\$50,000	614.3%
Other Contractual Services		\$2,547	\$1,000	-60.7%
<b>Total Maintenance:</b>	<b>\$885,647</b>	<b>\$1,069,970</b>	<b>\$1,305,430</b>	<b>22%</b>
<b>Capital</b>				
Rental and Leases	\$6,100	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$6,100</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Other Contractual Services:</b>	<b>\$903,172</b>	<b>\$1,083,470</b>	<b>\$1,382,610</b>	<b>27.6%</b>
<b>Supplies</b>				
<b>Maintenance</b>				
Office / Operating Supplies	\$4,231	\$5,450	\$5,500	0.9%
Fuel	\$8,403	\$10,000	\$13,500	35%
Dues & Subscriptions	\$200	\$500	\$250	-50%
Uniforms	\$2,168	\$3,000	\$3,000	0%
Tools & Sm Equipment - 5670	\$10,937	\$12,000	\$12,000	0%
Laboratory Equip	\$1,829	\$1,500	\$2,500	66.7%
<b>Total Maintenance:</b>	<b>\$27,769</b>	<b>\$32,450</b>	<b>\$36,750</b>	<b>13.3%</b>
<b>Total Supplies:</b>	<b>\$27,769</b>	<b>\$32,450</b>	<b>\$36,750</b>	<b>13.3%</b>
<b>Programs and Projects</b>				
<b>Administration</b>				
Shared Cost	\$114,622	\$182,731	\$200,390	9.7%
<b>Total Administration:</b>	<b>\$114,622</b>	<b>\$182,731</b>	<b>\$200,390</b>	<b>9.7%</b>
<b>Total Programs and Projects:</b>	<b>\$114,622</b>	<b>\$182,731</b>	<b>\$200,390</b>	<b>9.7%</b>
<b>Training and Travel</b>				
<b>Maintenance</b>				
Seminars/Conferences/Training	\$0	\$2,000	\$2,000	0%
<b>Total Maintenance:</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0%</b>
<b>Capital Outlay</b>				
<b>Capital</b>				
Facilities	\$0	\$25,000	\$0	-100%
Machinery and Equipment	\$0	\$10,000	\$0	-100%
M & E - Tools	\$0	\$0	\$15,000	N/A
Transportation Equip	\$0	\$58,000	\$0	-100%
<b>Total Capital:</b>	<b>\$0</b>	<b>\$93,000</b>	<b>\$15,000</b>	<b>-83.9%</b>
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$93,000</b>	<b>\$15,000</b>	<b>-83.9%</b>
<b>Other Financing</b>				
<b>Administration</b>				
Compensated Absences	\$5,322	\$0	\$0	0%
Contingency	\$0	\$27,400	\$30,000	9.5%
<b>Total Administration:</b>	<b>\$5,322</b>	<b>\$27,400</b>	<b>\$30,000</b>	<b>9.5%</b>
<b>Capital</b>				
Depreciation Expense	\$144,861	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$144,861</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Other Financing:</b>	<b>\$150,184</b>	<b>\$27,400</b>	<b>\$30,000</b>	<b>9.5%</b>
<b>Total Expense Objects:</b>	<b>\$1,415,298</b>	<b>\$1,750,817</b>	<b>\$2,006,649</b>	<b>14.6%</b>



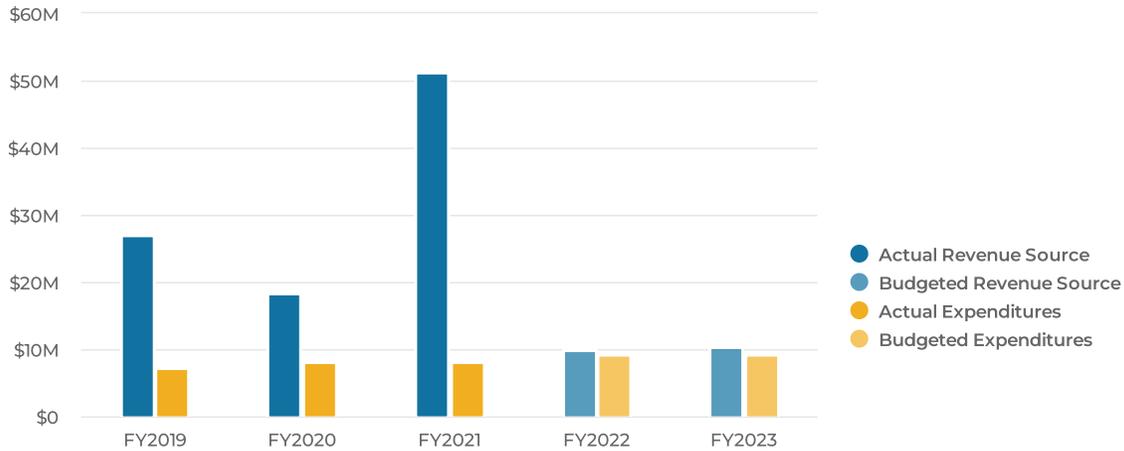


## Fiduciary Fund

The Fiduciary Fund accounts for assets that are being held for a third party (pension participants) and cannot be used for activities, or obligations, of the County. The Fiduciary Fund includes the Pension Trust Fund and the Post-Retirement Employee Benefit Trust Fund. Pensioners will receive a 2.0% percent cost-of-living adjustment.

### Summary

The Fiduciary Funds' expense is projected to increase. The graph below shows that revenues consistently exceed expenditures. This trend is to ensure the County continues to fund its pension liability. From FY 2018 through FY 2021, the County contributed anywhere from \$5 million to \$10 million over the required actuarial contribution. The County will fund its fiduciary fund at the required actuarial determined contribution in this budget.



### Revenues by Source

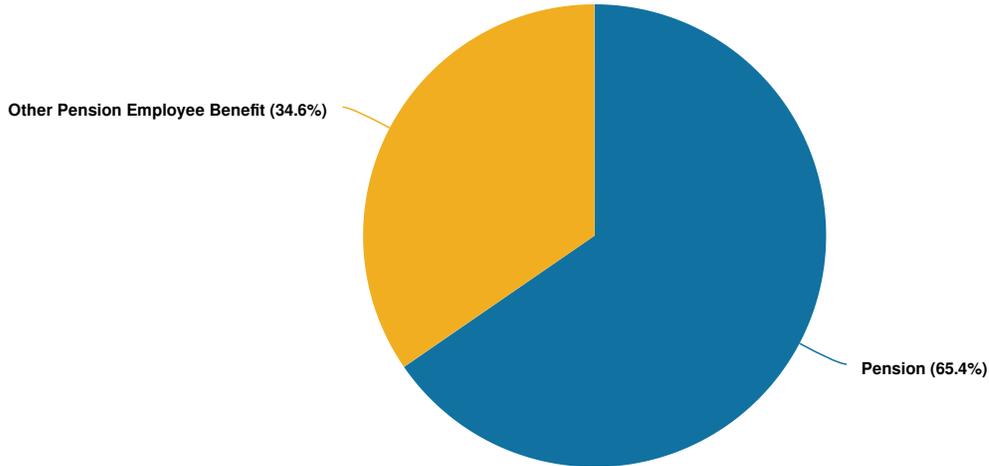
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Revenue Source</b>				
<b>Miscellaneous Revenue</b>				
Investment Interest	\$9,350,577	\$1,594,000	\$2,469,104	54.9%
Unreal. Gain or Loss on Invest	\$21,348,466	\$0	\$0	0%
Pension Contribution	\$4,997,516	\$4,207,390	\$3,312,196	-21.3%
Employee Contribution	\$251,807	\$223,190	\$290,000	29.9%
Investment Interest	\$2,909,319	\$1,000,000	\$1,000,000	0%
Unreal. Gain or Loss on Invest	\$9,507,816	\$0	\$0	0%
Pension Contribution	\$3,063,250	\$3,042,615	\$3,312,195	8.9%
<b>Total Miscellaneous Revenue:</b>	<b>\$51,428,751</b>	<b>\$10,067,195</b>	<b>\$10,383,495</b>	<b>3.1%</b>
<b>Total Revenue Source:</b>	<b>\$51,428,751</b>	<b>\$10,067,195</b>	<b>\$10,383,495</b>	<b>3.1%</b>



## Expenditures by Fund

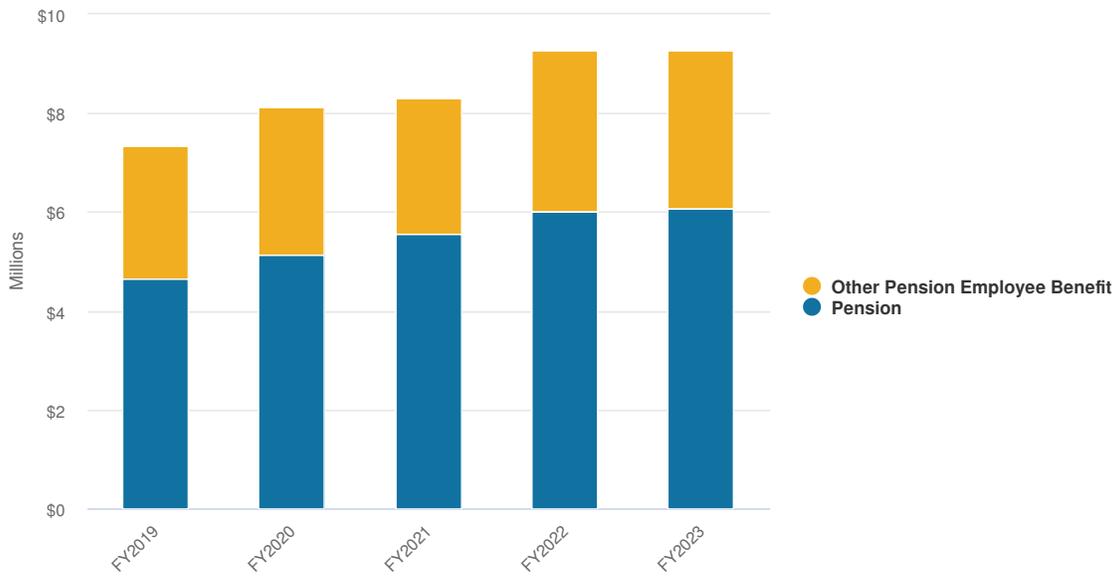
The Fiduciary Fund is made up of the Pension Fund and the Post-Retirement Employee Benefit Trust (OPEB) Fund. As shown in the pie chart below, the Pension Fund is much larger than the OPEB fund. Pension Fund pays for the retirees' pension, whereas the OPEB Fund pays for the health benefits of the retirees.

**2023 Expenditures by Fund**



Note: Immaterial differences in percentages may be present in chart due to rounding.

**Budgeted and Historical 2023 Expenditures by Fund**



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Pension</b>				
Benefit Payments out of Pen	\$5,261,057	\$5,714,580	\$5,743,300	0.5%
Other Professional Services	\$180,975	\$180,000	\$145,000	-19.4%
Investment Expense	\$125,445	\$130,000	\$183,000	40.8%
<b>Total Pension:</b>	<b>\$5,567,476</b>	<b>\$6,024,580</b>	<b>\$6,071,300</b>	<b>0.8%</b>
<b>Other Pension Employee Benefit</b>				
Benefit Payments out of Pen	\$2,606,916	\$3,052,868	\$3,052,868	0%
Other Professional Services	\$77,280	\$139,000	\$79,000	-43.2%
Investment Expense	\$63,551	\$50,000	\$78,000	56%
<b>Total Other Pension Employee Benefit:</b>	<b>\$2,747,747</b>	<b>\$3,241,868</b>	<b>\$3,209,868</b>	<b>-1%</b>
<b>Total:</b>	<b>\$8,315,223</b>	<b>\$9,266,448</b>	<b>\$9,281,168</b>	<b>0.2%</b>





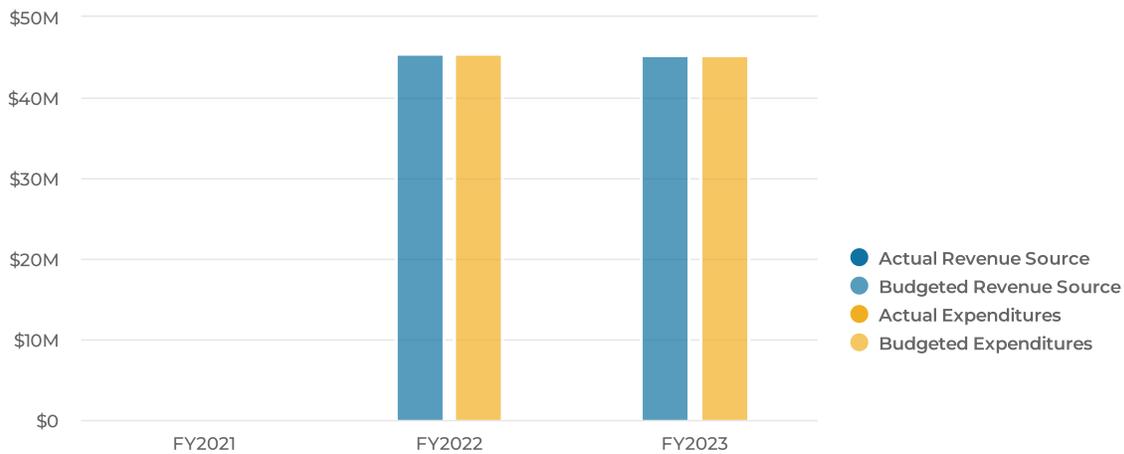
## American Rescue Plan Grant Fund

This fund has been created to track the \$45.5 million Sussex County is receiving from the federal government.

### Summary

This fund has been created to track the \$45.5 million the County has received from the federal government. Per the United States Treasury, these funds are restricted for the following purposes:

- Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare and certain public health and safety staff;
- Address negative economic impacts caused by the public health emergency, including economic harm to workers, households, small businesses, impacted industries and the public sector;
- Replace lost public revenue, using the funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest risks because of their service in critical infrastructure sectors; and,
- Invest in water, sewer and broadband, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure and to expand access to broadband internet.



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# FUNDING SOURCES

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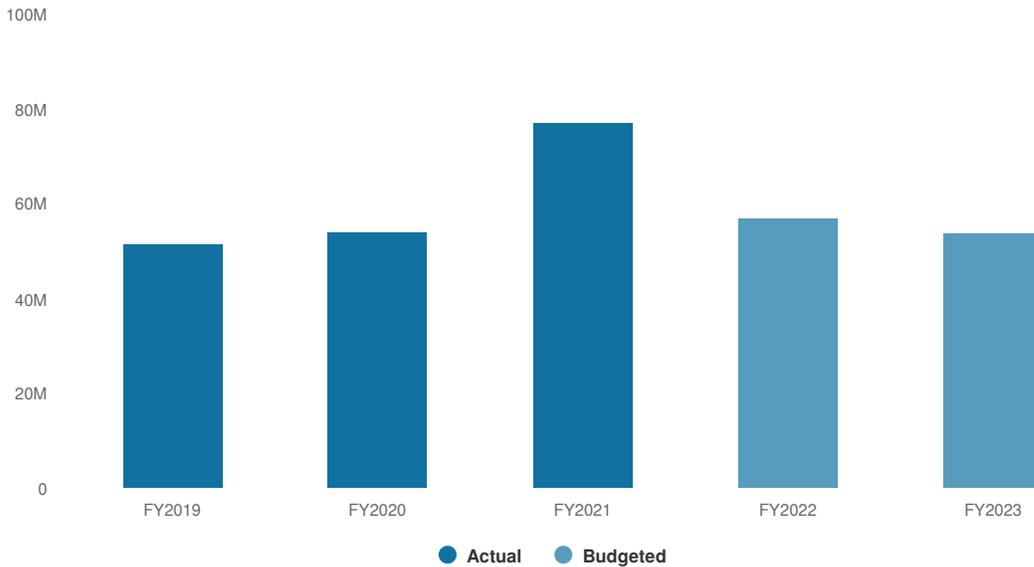


## Taxes Summary

Taxes include property taxes, realty transfer tax, accommodation tax, fire service fee and penalties and interest. Budgeted tax revenue is down due to a budget amendment to add additional realty transfer tax (RTT) in order to provide one-time grants to municipalities and funding to preserve open space in FY 2022. The County budgets realty transfer tax conservatively by budgeting 60 percent of what was collected in FY 2021. The property tax rate remains unchanged from last fiscal year.

**\$53,622,000** **-\$3,219,000**  
(-5.66% vs. prior year)

### Taxes Proposed and Historical Budget vs. Actual



Although the chart above shows FY 2022 below FY 2021, it is anticipated that tax revenue for FY 2022 will surpass FY 2021's actual amount because of RTT.

## Property Taxes

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

The estimated total property tax revenue has increased \$602,000, or 4 percent. The increase reflects the new construction and improvements placed on the tax assessment rolls.



## Realty Transfer Tax

Realty Transfer Tax (RTT) is budgeted to be \$32.8 million which is 7.9 million higher than FY 2022's original budget. In keeping with a conservative budget approach, the County plans to operate using approximately 60 percent of what was collected in the last full fiscal year. To sustain the Capital Projects Fund, realty transfer tax is used to pay for capital projects. Realty transfer tax funds are transferred from the General Fund in years when the County has a surplus in revenue.

Realty transfer tax is volatile, and it is important that the County does not heavily rely on this revenue source. The graph below shows that realty transfer tax is unpredictable and highly affected by the economy. Five years ago, RTT was half of what was collected in FY 2021.

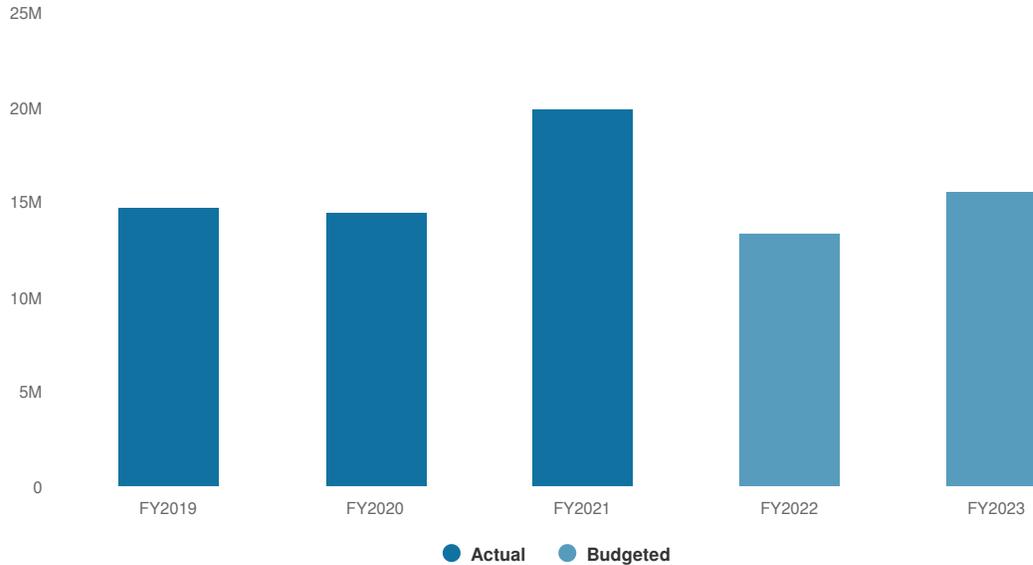


## Charges for Services - General Fund Summary

Charges for services are collected throughout the County government. These charges include marriage, register of wills, recorder of deeds, and sheriff fees. They also include all the building-related fees such as charges for building permits and inspections. Ninety-four percent of the charges for services are building-related and economically sensitive.

**\$15,576,630** **\$2,222,000**  
(16.64% vs. prior year)

### Charges for Services - General Fund Proposed and Historical Budget vs. Actual



The increase in charges for services has to do with building-related revenue. This type of revenue is up \$2.5 million over last budget year.

## Revenues by Source

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Revenue Source</b>				
<b>Charges for Services</b>				
<b>Charges for Services</b>				
Mobile Home Placement Fee	\$168,631	\$130,000	\$150,000	15.4%
Building Inspection Fees	\$2,460,016	\$1,960,000	\$1,960,000	0%
Misc Depart Fees for Services	\$2,669	\$0	\$0	0%
Other Charges	\$6,668	\$7,000	\$7,000	0%
Build Permits & Zoning Fees	\$3,297,338	\$2,500,000	\$2,630,000	5.2%
Special Events Fees	\$44,340	\$20,000	\$40,000	100%
Misc Depart Fees for Services	\$0	\$2,000	\$0	-100%
911 System Fee	\$513,000	\$559,630	\$559,630	0%



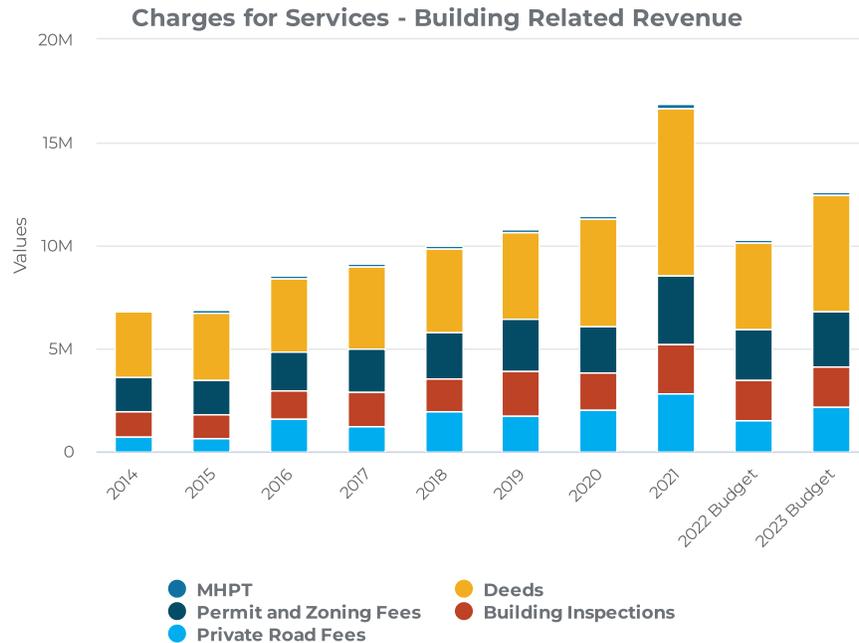
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Private Rd Review & Inspection	\$2,792,899	\$1,500,000	\$2,200,000	46.7%
Other Charges	\$16,276	\$15,000	\$15,000	0%
Other Charges	\$0	\$12,000	\$0	-100%
Industrial Bond Fees	\$250	\$0	\$0	0%
Misc. Industrial Airpark Fees	\$67,234	\$75,000	\$70,000	-6.7%
Airport Fuel Sales	\$31,566	\$22,000	\$30,000	36.4%
Other Charges	\$7,000	\$7,000	\$7,000	0%
Clerk of the Peace	\$196,943	\$160,000	\$175,000	9.4%
Prothonotary	\$45	\$0	\$0	0%
Recorder of Deeds	\$7,874,349	\$4,065,000	\$5,488,000	35%
Recorder of Deeds - Maint	\$77,846	\$42,000	\$60,000	42.9%
Recorder of Deeds - Town 1%	\$197,303	\$78,000	\$135,000	73.1%
Register of Wills	\$1,378,583	\$1,200,000	\$1,300,000	8.3%
Sheriff	\$770,021	\$1,000,000	\$750,000	-25%
<b>Total Charges for Services:</b>	<b>\$19,902,977</b>	<b>\$13,354,630</b>	<b>\$15,576,630</b>	<b>16.6%</b>
<b>Total Charges for Services:</b>	<b>\$19,902,977</b>	<b>\$13,354,630</b>	<b>\$15,576,630</b>	<b>16.6%</b>
<b>Total Revenue Source:</b>	<b>\$19,902,977</b>	<b>\$13,354,630</b>	<b>\$15,576,630</b>	<b>16.6%</b>



## General Fund Real Estate Sensitive Revenues

Most of the County's fees are real estate and economically sensitive, such as building permits and private road inspections. Therefore, the County budgets a percentage of what was collected in the past full year.

The County continues to see strong building activity. However, this revenue can be unpredictable. Therefore, the County has budgeted approximately 70 to 80 percent of what the County collected in FY 2021. The graph below shows the change in amounts in these economically-driven revenue sources. The years shown below are the actual audited numbers for the last 8 years as compared to the FY 2022 and FY 2023 budgeted amounts. It is important to note that FY 2022's revenue is anticipated to be slightly lower than FY 2021's revenue but still substantially higher than FY 2020.



## Planning and Zoning Charges for Services

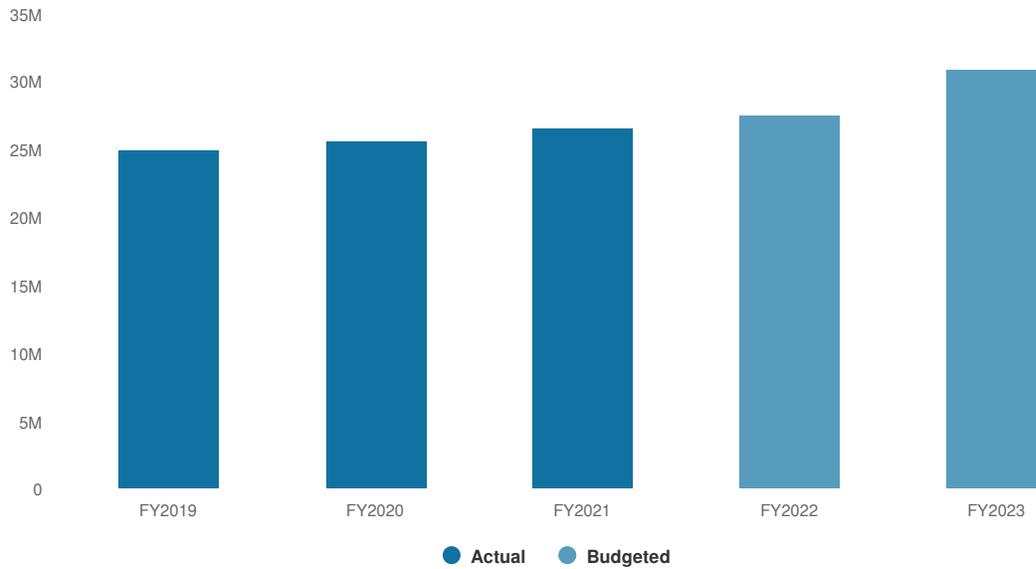
As demand on the Planning and Zoning Department continues to be high, this budget reviewed the Department's fees to ensure that the request for these services helps cover the cost of performing these services. Attached is a comparison of current fees with the proposed fees.

## Charges for Services - Enterprise Funds Summary

Charges for services continue to increase as more customers are hooked up to the County's sewer and water systems. The fee that makes up the majority of the charges for services in the Enterprise Fund is the sewer and water service charge.

**\$30,911,010** **\$3,418,782**  
(12.44% vs. prior year)

### Charges for Services - Enterprise Funds Proposed and Historical Budget vs. Actual



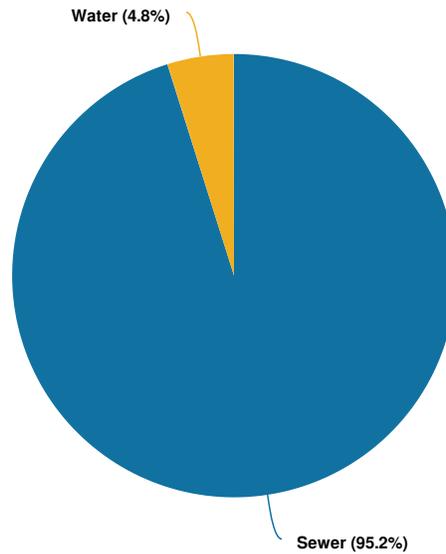
The increase in charges of services is twofold: new customers and an change in service charge rates. Service charge rates are proposed to increase annually by \$24 in the sewer funds and \$35 in the water fund.



## Revenue by Fund

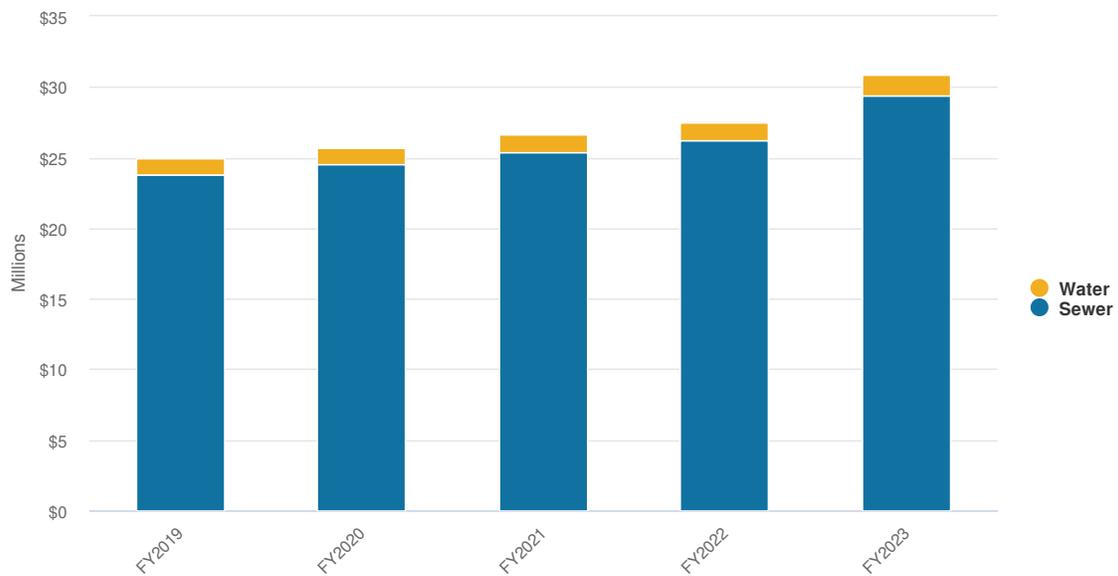
The Enterprise Fund is made up of both the Sewer and Water Funds. The County's sewer district is much larger than the water district. Currently, the only customers in the water district are located in Dewey Beach and Ellendale areas. In comparison, the sewer district has over 80,000 customers in multiple communities across the county.

### 2023 Revenue by Fund



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical 2023 Revenue by Fund



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Water</b>				
<b>Charges for Services</b>				
Service Charges	\$1,217,386	\$1,272,582	\$1,473,373	15.8%
Misc Operating Fees	\$10,223	\$8,737	\$8,737	0%
Fire Service Fee	\$0	\$0	\$13,050	N/A
<b>Total Charges for Services:</b>	<b>\$1,227,609</b>	<b>\$1,281,319</b>	<b>\$1,495,160</b>	<b>16.7%</b>
<b>Total Water:</b>	<b>\$1,227,609</b>	<b>\$1,281,319</b>	<b>\$1,495,160</b>	<b>16.7%</b>
<b>Sewer</b>				
<b>Charges for Services</b>				
Service Charges	\$22,939,003	\$24,332,976	\$27,321,600	12.3%
Permit Fees	\$287,500	\$200,000	\$200,000	0%
Holding Tank Fees	\$629,581	\$468,683	\$524,000	11.8%
Misc Operating Fees	\$225,059	\$100,000	\$100,000	0%
Plan Review Cost - Ord 38	\$95,767	\$85,000	\$95,000	11.8%
Construction Inspection-Ord 38	\$1,198,335	\$849,000	\$1,000,000	17.8%
Biosolids Revenue	\$27,512	\$175,250	\$175,250	0%
<b>Total Charges for Services:</b>	<b>\$25,402,756</b>	<b>\$26,210,909</b>	<b>\$29,415,850</b>	<b>12.2%</b>
<b>Total Sewer:</b>	<b>\$25,402,756</b>	<b>\$26,210,909</b>	<b>\$29,415,850</b>	<b>12.2%</b>
<b>Total:</b>	<b>\$26,630,365</b>	<b>\$27,492,228</b>	<b>\$30,911,010</b>	<b>12.4%</b>

## Service Charges

Service charges recover the cost of operating and maintaining the enterprise systems. Currently, these fees are billed using the Equivalent Dwelling Unit (EDU's) unit of measure. Sewer service charge rates will increase \$24 in FY 2023 to \$320. Water service charge rates will increase \$35 in FY 2023 to \$377. Listed below are the current annual service charge rates with the fee for the Ellendale area of the water district.

Service Charges Fees Per Equivalent Dwelling Unit (EDU)	
Metered Water	\$377.00
Unified Sewer	\$320.00
Ellendale Water service charge is based on the water provider's bulk service rates approved by the Public Service Commission	



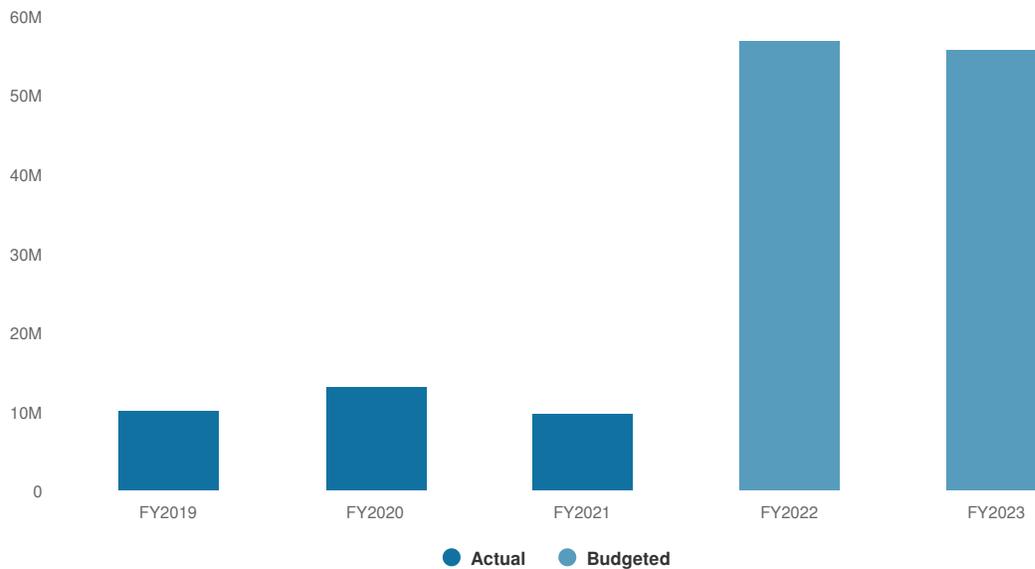
## Intergovernmental

A grant from another government is intergovernmental revenue.

The increase in intergovernmental revenue for FY 2022 and FY 2023 is the American Recovery Plan grant of \$45.5 million. In a typical year, most of the intergovernmental operating revenue comes from the State of Delaware for the Paramedic Department. The budget assumes that the funding percentage provided by the State of Delaware will be 30 percent of last year's budget.

**\$55,857,973** **-\$1,057,487**  
(-1.86% vs. prior year)

### Intergovernmental Proposed and Historical Budget vs. Actual



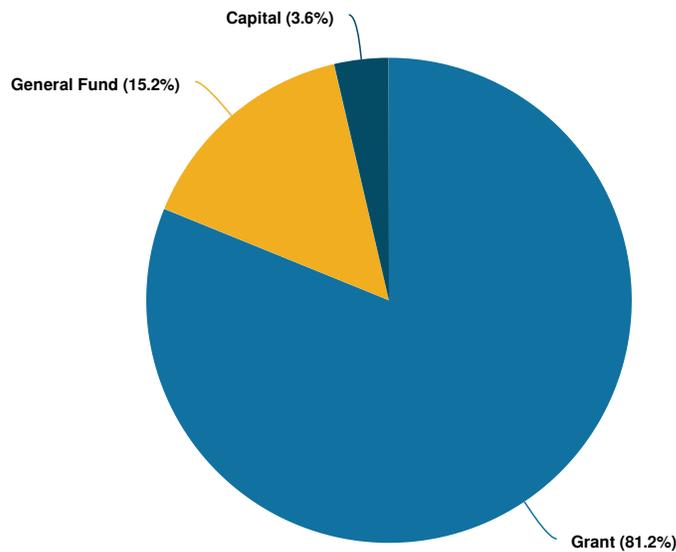
The large increase in FY 2022 has to do with the American Rescue Plan grant the County received from the federal government.

## Revenue by Fund

Both the General Fund and Capital Fund receive funding from federal and state governments. The General Fund's intergovernmental revenue is mostly for EMS operations and housing rehabilitation support. The Capital Fund's intergovernmental revenue is for improvements and expansions at the Delaware Coastal Airport.

The Enterprise Fund is not expected to receive any intergovernmental funding for operations. The Enterprise Fund does receive intergovernmental funding for capital projects that become capitalizable assets and do not affect the budget.

### 2023 Revenue by Fund



Note: Immaterial differences in percentages may be present in chart due to rounding.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>General Fund</b>				
<b>Intergovernmental</b>				
FEDERAL PASS THROUGH GRANTS	\$305,570	\$0	\$0	0%
Payment in Lieu of Taxes	\$6,664	\$6,000	\$6,100	1.7%
State Operating Grants	\$0	\$300,250	\$100,000	-66.7%
FED PASS THROUGH GRANTS	\$21,878	\$0	\$0	0%
State Paramedic Grant	\$5,099,873	\$5,100,000	\$5,200,000	2%
Emergency Preparedness	\$199,128	\$200,000	\$200,000	0%
FEDERAL / STATE Other	\$0	\$56,250	\$0	-100%
State LEPC	\$72,193	\$72,000	\$72,000	0%
DEMA Grants Other	\$371	\$0	\$0	0%
Federal Operating Grants	\$0	\$90,000	\$0	-100%
Pass Through Grant	\$8,093	\$0	\$9,000	N/A
State Library Grant	\$349,233	\$330,000	\$350,000	6.1%

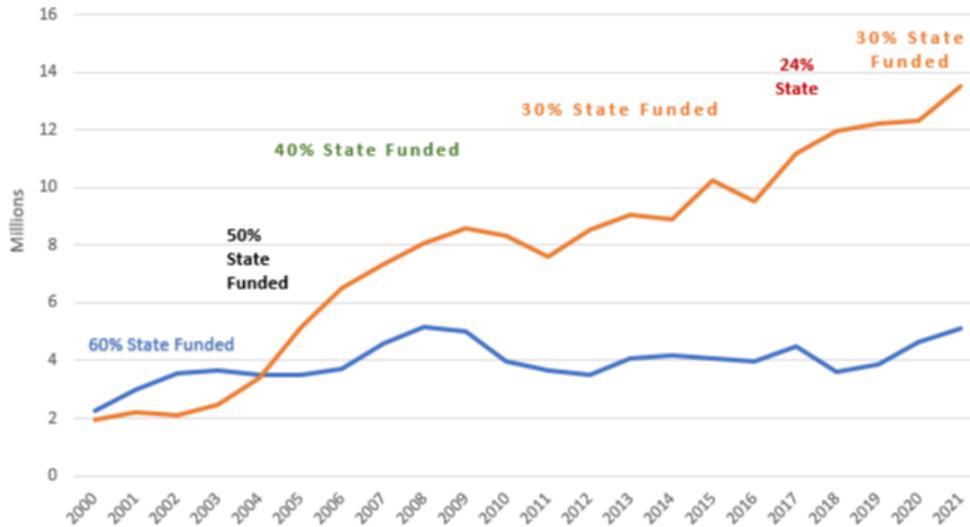


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
State Operating Grants	\$0	\$150,000	\$150,000	0%
Federal Capital Grants	\$49,947	\$0	\$0	0%
Community Development Grant	\$1,804,580	\$2,603,000	\$2,403,000	-7.7%
Project Income	\$13,004	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$7,930,533</b>	<b>\$8,907,500</b>	<b>\$8,490,100</b>	<b>-4.7%</b>
<b>Total General Fund:</b>	<b>\$7,930,533</b>	<b>\$8,907,500</b>	<b>\$8,490,100</b>	<b>-4.7%</b>
<b>Capital</b>				
<b>Intergovernmental</b>				
FAA Grant	\$452,530	\$2,475,000	\$2,005,000	-19%
State Airport Grant	\$0	\$37,500	\$22,500	-40%
<b>Total Intergovernmental:</b>	<b>\$452,530</b>	<b>\$2,512,500</b>	<b>\$2,027,500</b>	<b>-19.3%</b>
<b>Total Capital:</b>	<b>\$452,530</b>	<b>\$2,512,500</b>	<b>\$2,027,500</b>	<b>-19.3%</b>
<b>Water</b>				
<b>Intergovernmental</b>				
State Capital Grants	\$1,419,497	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$1,419,497</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Water:</b>	<b>\$1,419,497</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Sewer</b>				
<b>Intergovernmental</b>				
State Operating Grants	\$100,000	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Sewer:</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Grant</b>				
<b>Intergovernmental</b>				
Federal Operating Grants	\$0	\$45,495,460	\$45,340,373	-0.3%
<b>Total Intergovernmental:</b>	<b>\$0</b>	<b>\$45,495,460</b>	<b>\$45,340,373</b>	<b>-0.3%</b>
<b>Total Grant:</b>	<b>\$0</b>	<b>\$45,495,460</b>	<b>\$45,340,373</b>	<b>-0.3%</b>
<b>Total:</b>	<b>\$9,902,560</b>	<b>\$56,915,460</b>	<b>\$55,857,973</b>	<b>-1.9%</b>



## Paramedic State Grant

Most of the General Fund operational intergovernmental funding comes from the State of Delaware for our Paramedic Department. As stated before, the budget assumes that the funding percentage provided by the State will be 30 percent of last year's approved budget. As can be seen in the chart below, predicting what the County will receive from the State is a challenge for future projections. The orange line represents how much the County financially contributes to the EMS service. The blue line represents how much the State contributes to the EMS service.

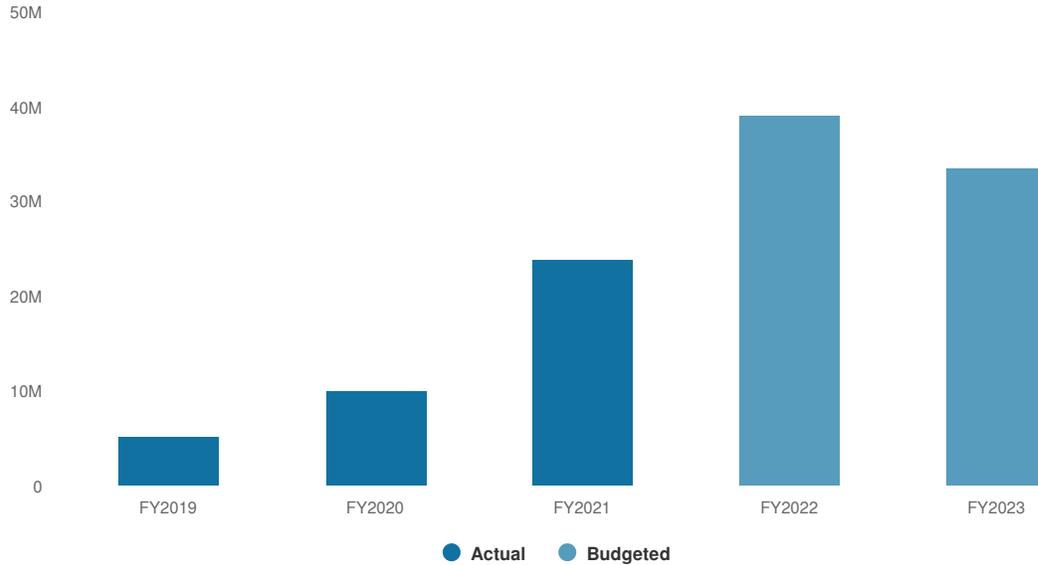


## Other Financing Sources

Other Financing Sources include the use of reserves (fund balance) and transfers from other funds.

**\$33,447,985** **-\$5,518,264**  
(-14.16% vs. prior year)

### Other Financing Sources Proposed and Historical Budget vs. Actual



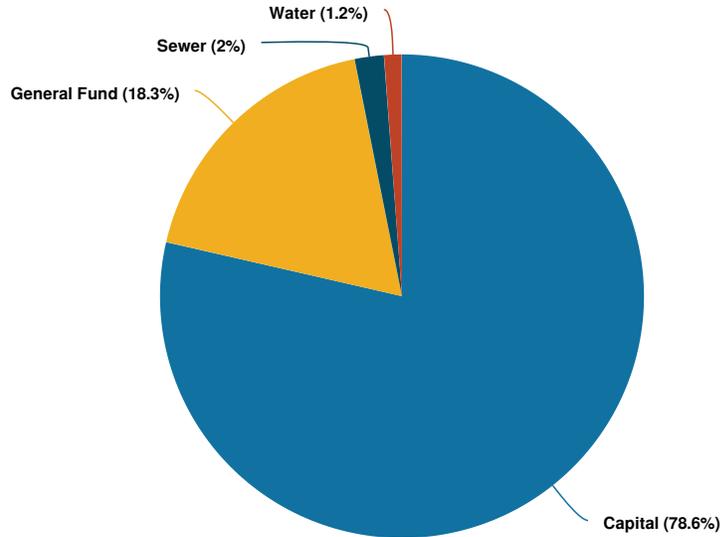
FY 2022 recognized more transfers than FY 2023 because the budget was amended to transfer excess RTT to the Capital Fund to preserve open space. Other than in the Enterprise Funds, reserves are only used for one-time projects or previous commitments that were not completed in the prior year. Actual numbers in FY 2019 through FY 2021 do not show the use of reserves as a revenue source. After a year is completed, if reserves are used, it shows a decrease in fund balance/net position on the financial statements rather than a revenue source.

## Revenue by Fund

All funds use reserves. The primary use of reserves is for one-time projects and prior commitments. It is understandable that the Capital Projects Fund uses the most reserves to complete its projects. The Capital Projects Fund is primarily funded by prior year realty transfer tax surpluses.

The Enterprise Funds are using prior year reserves to help with the increase in operations. Instead of raising rates all at one time, the County is using reserves to slow the impact of the increases.

### 2023 Revenue by Fund



Note: Immaterial differences in percentages may be present in chart due to rounding.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>General Fund</b>				
<b>Other Financing</b>				
Proceeds of General Fix Asst	\$28,151	\$0	\$0	0%
Interfund Transfers In	\$49,042	\$48,700	\$47,000	-3.5%
Appropriated Reserve	\$0	\$8,956,291	\$6,059,900	-32.3%
<b>Total Other Financing:</b>	<b>\$77,193</b>	<b>\$9,004,991</b>	<b>\$6,106,900</b>	<b>-32.2%</b>
<b>Total General Fund:</b>	<b>\$77,193</b>	<b>\$9,004,991</b>	<b>\$6,106,900</b>	<b>-32.2%</b>
<b>Capital</b>				
<b>Other Financing</b>				
Interfund Transfers In	\$23,782,772	\$5,556,000	\$0	-100%
Appropriated Reserve	\$0	\$23,222,500	\$26,292,500	13.2%
<b>Total Other Financing:</b>	<b>\$23,782,772</b>	<b>\$28,778,500</b>	<b>\$26,292,500</b>	<b>-8.6%</b>
<b>Total Capital:</b>	<b>\$23,782,772</b>	<b>\$28,778,500</b>	<b>\$26,292,500</b>	<b>-8.6%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Water</b>				
<b>Other Financing</b>				
Appropriated Reserve	\$0	\$366,498	\$395,489	7.9%
<b>Total Other Financing:</b>	<b>\$0</b>	<b>\$366,498</b>	<b>\$395,489</b>	<b>7.9%</b>
<b>Total Water:</b>	<b>\$0</b>	<b>\$366,498</b>	<b>\$395,489</b>	<b>7.9%</b>
<b>Sewer</b>				
<b>Other Financing</b>				
Interfund Transfers In	\$115,500	\$115,500	\$115,500	0%
Appropriated Reserve	\$0	\$700,760	\$537,596	-23.3%
<b>Total Other Financing:</b>	<b>\$115,500</b>	<b>\$816,260</b>	<b>\$653,096</b>	<b>-20%</b>
<b>Total Sewer:</b>	<b>\$115,500</b>	<b>\$816,260</b>	<b>\$653,096</b>	<b>-20%</b>
<b>Total:</b>	<b>\$23,975,465</b>	<b>\$38,966,249</b>	<b>\$33,447,985</b>	<b>-14.2%</b>



## Use of Reserves/Fund Balance

Appropriated reserves are funds saved from prior years that are not needed to meet current expenses. These funds are represented in the County's financial statements as Fund Balance or Net Position depending on the type of fund. The County budgeted \$26.3 million of reserves to fund capital projects and \$6.1 million of reserves to fund previous commitments for one-time projects in the General Fund. Appropriated reserves are not used for ongoing expenditures in these two funds. The Sewer Fund and the Water Fund are using savings for operational costs to pay for the rise in costs to operate. Overtime, the County will continue to raise rates in these funds to eliminate the use of savings. Below is the change to Fund Balance/Net Position for all the County's funds except the American Rescue Plan Act Grant since there is no starting fund balance nor use of fund balance in this fund. The second table shows what the use of savings will be spent on.

	General Fund	Capital Projects Fund	Sewer Fund	Water Fund	Fiduciary Funds	Total
FY 2021 Audited Fund Balance/Net Position	\$125,526,260	\$42,372,227	\$412,825,226	\$5,439,212	\$211,221,198	\$797,384,123
FY 2023 Anticipated (Use)/Addition	(6,059,900)	(26,292,500)	(537,596)	(395,489)	1,102,327	(32,183,158)
<b>Ending Fund Balance</b>	<b>\$119,466,360</b>	<b>\$16,079,727</b>	<b>\$412,287,630</b>	<b>\$5,043,723</b>	<b>\$212,323,525</b>	<b>\$765,200,965</b>

	General Fund	Capital Projects Fund	Sewer Fund	Water Fund
ExciteSussex Loan Program	\$3,000,000		\$-	\$ -
Open Space	1,417,000		-	-
Housing Trust Fund	500,000		-	-
Fire Service Grant	807,900		-	-
Airport/Business Park Improvements	335,000	7,727,500		-
Building Improvements and Land Acquisition	-	7,115,000		-
Parking	-	2,000,000		-
Clean Water Enhancement	-	350,000		-
Western Sussex Data Center	-	300,000		-
Public Safety Building	-	7,300,000		-
EMS Construction	-	1,500,000		-
Operational Costs	-	-	537,596	395,489
<b>Expenditures Paid by Fund Balance</b>	<b>\$6,059,900</b>	<b>\$26,292,500</b>	<b>\$700,760</b>	<b>\$366,498</b>

## Transfers Between Funds

Some funds transfer money to other funds for various commitments. This type of funding source is recorded as Other Financing Sources. The matrix below shows how each fund supports one another in this budget.

The Sewer Fund pays the General Fund back for a loan the County made when a sewer district was being created. The General Fund is paying the Sewer Fund for a prior year commitment it made to the Ellendale Sewer Area to bring sewer to the low-income area. The remaining amount being paid from the General Fund to the Sewer Fund is for Johnson Corner to help pay for their debt due to fewer properties being eligible for connection than expected during the referendum.

Transfers Money from:	Transfers Money to:		
	General Fund	Capital Projects Fund	Sewer Fund
General Fund		* only if RTT is over \$33.8 million	\$115,500
Sewer Fund	\$47,000		

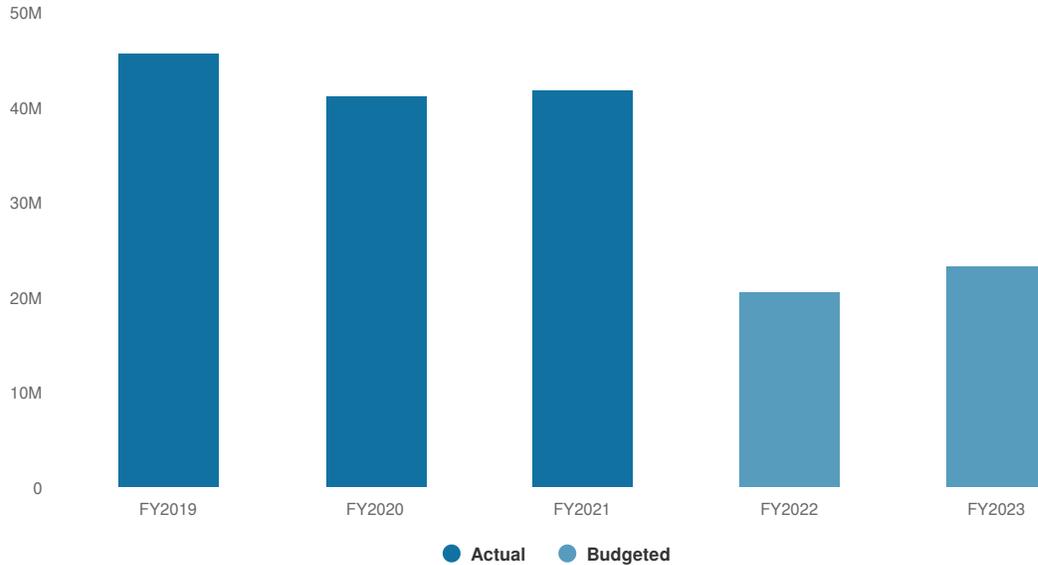


## Miscellaneous Summary

Miscellaneous revenue is revenue that is not categorized in the other revenue categories: taxes, charges for services, intergovernmental and other financing sources. Seventy-seven percent of this revenue is connection and assessment charges in the Enterprise Fund.

**\$23,201,202** **\$2,565,345**  
(12.43% vs. prior year)

Miscellaneous (Connection and Assessment Charges) Proposed and Historical Budget vs. Actual



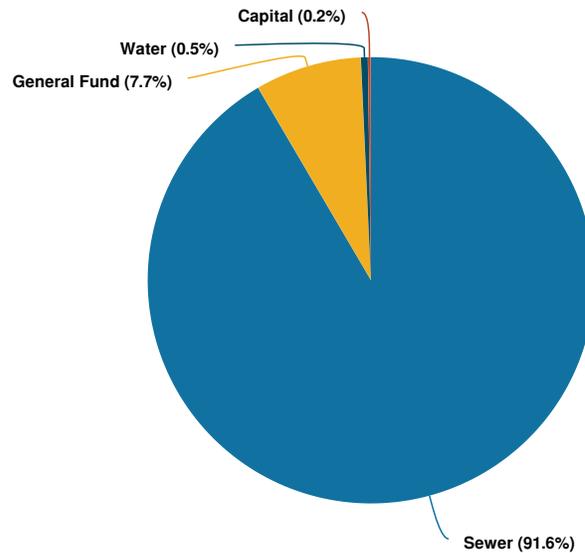
Budgeted amounts for miscellaneous revenue sources are always less than the actual amount. This difference is due to connection fees being the largest revenue in this category. Connection fees are collected for future growth. They are not spent in the current year on supporting operations. Therefore, the only amount that is budgeted for connection charges is to cover debt that is related to the expansion of the County's treatment plants due to growth or improvement projects related to transmission or treatment.

The \$2.6 million increase from last year's budget is the use of connection charge revenue. The money is being used for large sewer improvements related to the transmission system.

## Revenue by Fund

As mentioned before, the Enterprise Fund has the majority of this revenue source in its budget. The primary charges that make up this revenue source is connection and assessment charges, which are only collected in the Enterprise Fund.

### 2023 Revenue by Fund



Note: Immaterial differences in percentages may be present in chart due to rounding.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>General Fund</b>				
<b>Miscellaneous Revenue</b>				
Interest	\$957,981	\$1,000,000	\$1,000,000	0%
Unreal. Gain or Loss on Invest	-\$776,350	\$0	\$0	0%
Land Rent	\$7,699	\$7,700	\$7,700	0%
Miscellaneous Rent	\$20,536	\$20,000	\$20,000	0%
Medicare/RDS Repayments	\$122,013	\$100,000	\$100,000	0%
Miscellaneous Revenues	\$52,583	\$32,000	\$35,000	9.4%
County Building Rents	\$17,500	\$17,500	\$17,500	0%
Miscellaneous Revenues - EOC	\$3,300	\$0	\$0	0%
Contributions and Donations	\$91,880	\$18,000	\$40,000	122.2%
Industrial Airpark Rent	\$517,596	\$540,000	\$540,000	0%
Economic Stimulus Loan Rep	\$32,406	\$32,000	\$30,000	-6.2%
<b>Total Miscellaneous Revenue:</b>	<b>\$1,047,144</b>	<b>\$1,767,200</b>	<b>\$1,790,200</b>	<b>1.3%</b>
<b>Total General Fund:</b>	<b>\$1,047,144</b>	<b>\$1,767,200</b>	<b>\$1,790,200</b>	<b>1.3%</b>
<b>Capital</b>				
<b>Miscellaneous Revenue</b>				
Investment Interest	\$163,403	\$15,000	\$50,000	233.3%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Assessment Investment Int	\$29	\$0	\$0	0%
Unreal. Gain or Loss on Invest	-\$165,726	\$0	\$0	0%
Gain or Loss on Invest - Assmt	-\$33	\$0	\$0	0%
<b>Total Miscellaneous Revenue:</b>	<b>-\$2,327</b>	<b>\$15,000</b>	<b>\$50,000</b>	<b>233.3%</b>
<b>Total Capital:</b>	<b>-\$2,327</b>	<b>\$15,000</b>	<b>\$50,000</b>	<b>233.3%</b>
<b>Water</b>				
<b>Miscellaneous Revenue</b>				
Operating Investment Int	\$6,345	\$10,000	\$10,000	0%
Gain or Loss on Invest - Oper	-\$7,278	\$0	\$0	0%
Penalties and Interest	\$8,995	\$3,000	\$6,000	100%
Rents	\$94,585	\$84,000	\$94,000	11.9%
Disposal of Equipment	\$2,524	\$0	\$0	0%
Assessment Investment Int	\$4,061	\$3,000	\$3,000	0%
Transmission Investment Int	\$3,621	\$3,000	\$3,000	0%
Expansion Investment Int	\$122	\$0	\$0	0%
Gain or Loss on Invest - Assmt	-\$4,288	\$0	\$0	0%
Gain or Loss on Invest - Trans	-\$3,656	\$0	\$0	0%
Gain or Loss on Invest - Expan	-\$123	\$0	\$0	0%
Connection Fees	\$3,465	\$0	\$0	0%
<b>Total Miscellaneous Revenue:</b>	<b>\$108,373</b>	<b>\$103,000</b>	<b>\$116,000</b>	<b>12.6%</b>
<b>Total Water:</b>	<b>\$108,373</b>	<b>\$103,000</b>	<b>\$116,000</b>	<b>12.6%</b>
<b>Sewer</b>				
<b>Miscellaneous Revenue</b>				
Operating Investment Int	\$309,188	\$250,000	\$250,000	0%
Gain or Loss on Invest - Oper	-\$200,129	\$0	\$0	0%
Penalties and Interest	\$335,413	\$200,000	\$220,000	10%
Rents	\$116,160	\$80,000	\$80,000	0%
Miscellaneous Revenues	\$287,335	\$190,000	\$190,000	0%
Disposal of Equipment	\$15,295	\$0	\$0	0%
Assessment Investment Int	\$106,710	\$250,000	\$100,000	-60%
Transmission Investment Int	\$209,931	\$250,000	\$200,000	-20%
Expansion Investment Int	\$185,622	\$250,000	\$175,000	-30%
Gain or Loss on Invest - Assmt	-\$112,132	\$0	\$0	0%
Gain or Loss on Invest - Trans	-\$231,127	\$0	\$0	0%
Gain or Loss on Invest - Expan	-\$197,048	\$0	\$0	0%
Connection Fees	\$19,860,797	\$6,643,397	\$9,205,941	38.6%
Assessment Fees	\$8,864,454	\$8,337,260	\$8,524,061	2.2%
Developer Contributions	\$2,543,232			N/A
Capitalized Ord 38 Fees	\$8,559,684	\$2,300,000	\$2,300,000	0%
<b>Total Miscellaneous Revenue:</b>	<b>\$40,653,383</b>	<b>\$18,750,657</b>	<b>\$21,245,002</b>	<b>13.3%</b>
<b>Total Sewer:</b>	<b>\$40,653,383</b>	<b>\$18,750,657</b>	<b>\$21,245,002</b>	<b>13.3%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total:</b>	<b>\$41,806,573</b>	<b>\$20,635,857</b>	<b>\$23,201,202</b>	<b>12.4%</b>

## Connection Charges

Connection fees are a one-time fee for new users connecting to the sewer or water system. The purpose of these charges is to recover the cost of transmission and treatment expenses related to growth. Listed below are the connection fees for FY 2023.

Connection Fees Per Equivalent Dwelling Unit (EDU)	
Dewey Water	\$1,155.00
Unified Sewer	\$6,600.00
Septic Installation Charge	\$2,889.00
Golf Village sewer connection fees are equal to the impact fee charged by the Town of Georgetown.	
Woodlands of Millsboro sewer connection fees are equal to the impact fee charged by the Town of Millsboro.	
Ellendale Water connection fees are equal to the impact fee charged by the water provider's impact fee approved by the Public Service Commission.	



## Assessment Charges

Assessment charges are primarily used to recover the cost of bond payments and can also be used for system improvements and maintenance costs. Listed below are the assessment rates and average annual assessment amounts per area. The 100 ft. cap will still be applied to non-delinquent, residential customers.

Sewer Area	Assessment Rate Per Front Footage	Average Annual Assessment
Angola North Sewer	\$9.00	\$900.00
Angola Sewer	5.85	503.35
Bayview Estates Sewer	6.77	555.14
Cedar Neck	2.99	263.12
Concord Road Area Sewer Expansion	4.24	424.00
Dagsboro - Frankford Sewer	0.60	60.00
Dagsboro - Frankford Sewer - Prince Georges Acres	3.63	315.81
Ellendale Sewer	1.60	160.00
Ellendale Sewer - New Market	4.69	309.54
Fenwick Sewer	0.26	18.46
Fenwick Sewer Expansion	7.06	706.00
Golf Village Sewer	1.47	147.00
Herring Creek	8.24	824.00
Holts Landing - The Greens Sewer	5.23	523.00
Johnson Corner Sewer	4.55	455.00
Miller Creek Sewer	6.40	516.50
Millville Sewer	4.01	324.59
Mulberry Knoll	8.00	800.00
Oak Orchard Expansion Sewer	4.19	419.00
Oak Orchard Sewer	4.26	298.20
Ocean Way Estates Sewer	1.82	151.06
Sea Country Estates Sewer	4.83	483.00
South Ocean View Sewer	5.47	541.53
West Rehoboth Sewer	1.30	105.25
Woodlands of Millsboro Sewer	0.42	42.00
		<b>Assessment Rate per EDU</b>
Henlopen Acres and Dewey Beach Sewer		\$318.54
Chapel Branch		680.00
Pintail Pointe		954.00
Western Sussex		285.00



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# DEPARTMENTS/DIVISIONS

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# Assessment



**Christopher Keeler**  
Director of Assessment

Assessment is responsible for issuing building permits, creating and maintaining assessment records for all properties in Sussex County.

## Mission

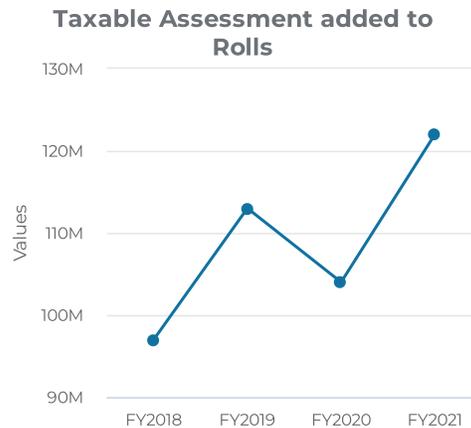
To ensure fair and equitable administration of the property tax policy and enhance the public's faith and confidence in Sussex County Government

## Prior Year's Successes

1. Added \$122 million to the Assessment roll in FY 2021
2. Added \$62 million to the Assessment roll for the first two quarterly billings of FY 2022
3. Contract signed and the Real Property Reassessment Project has begun

## Goal #1 - Technology

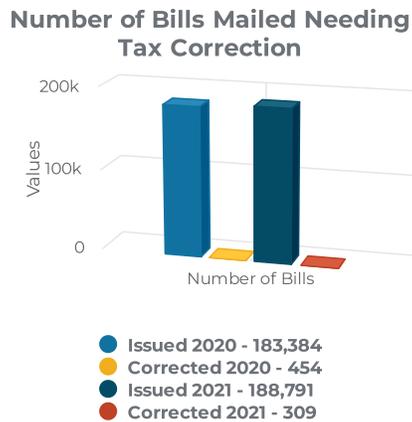
 Strengthen the use of technology in order to improve quality, accuracy, and timeliness of all tasks with a financial impact



## Goal #2 - Accuracy

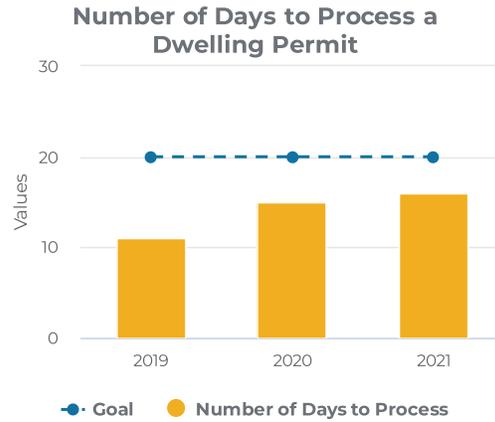
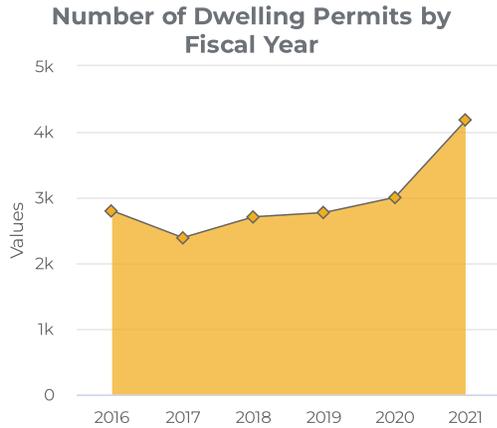
 Perform with less than 1 percent of tax corrections after billings have occurred

\*Data on this performance measure began in 2020.



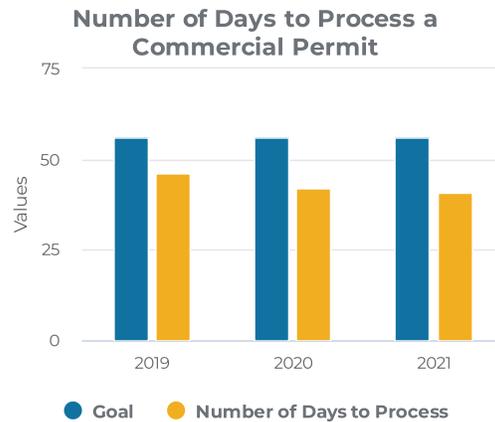
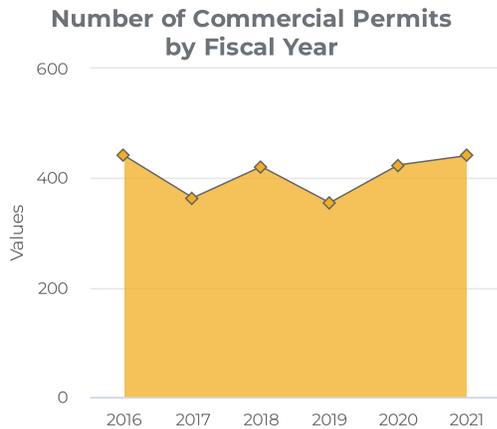
## Goal #3 - Customer Service

 Create a customer-centric department by averaging a dwelling permit turnaround time of 20 days.



## Goal #4 - Customer Service

 Create a customer-centric department by averaging a commercial permit turnaround time of 56 days.



## Goal #5 - Reassessment

 Begin Real Property Reassessment Project for Sussex County and complete the project by the 2024 tax billing.

### Percentage of Reassessment Completed

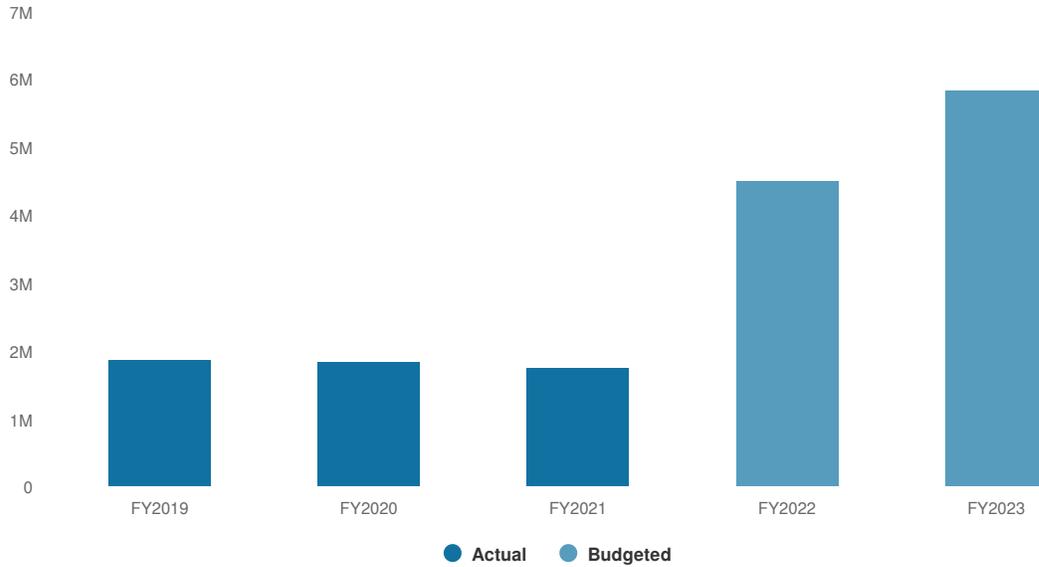


## Expenditures Summary

The FY 2023 budget increased \$1.3 million, or 29.6 percent. The increase is due to the next phase of the reassessment project with an increase of \$970,000 over FY 2022. Another change is due to the allocation to the enterprise fund. Assessment now does less with maintaining the addresses for the sewer districts; therefore, time is no longer allocated there.

**\$5,847,200** **\$1,336,734**  
(29.64% vs. prior year)

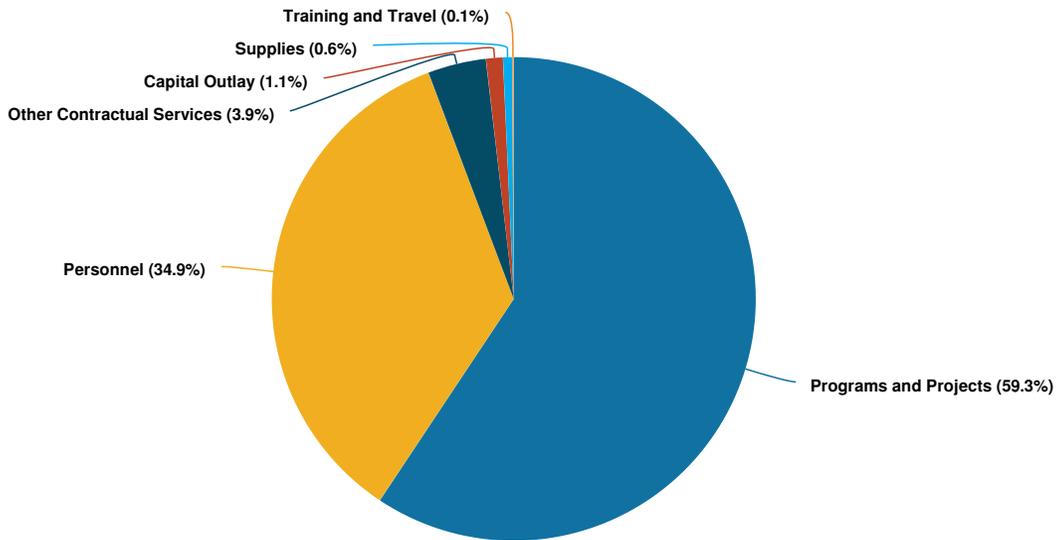
### Assessment Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

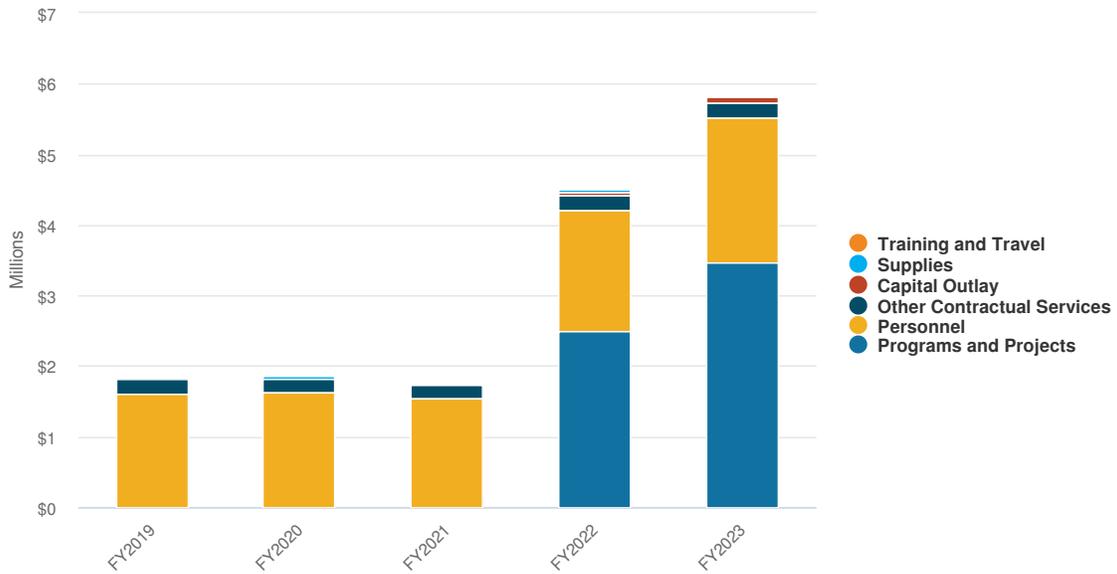
The majority of this department's cost is programs and projects due to the reassessment project to be completed by the 2024 tax billing.

### Budgeted Expenditures by Expense Type



The increase is due to programs and projects which is the reassessment project. The data collection of the reassessment project began in the fall of 2021. FY 2023 will be the first full year of the project.

### Budgeted and Historical Expenditures by Expense Type



The increase in FY 2022 and FY 2023 is due to programs and projects which is the reassessment project. The data collection of the reassessment project began in the fall of 2021. FY 2023 will be the first full year of the project.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Assessment Salaries	\$955,749	\$1,113,933	\$1,257,479	12.9%
Cost Reimbursement - Salaries	-\$171,250	-\$189,800	\$0	-100%
Vision Plan	\$1,351	\$1,872	\$1,430	-23.6%
Dental Plan	\$12,364	\$16,224	\$14,300	-11.9%
FICA Tax	\$67,716	\$85,215	\$96,197	12.9%
Health Insurance	\$394,543	\$442,000	\$452,400	2.4%
Pension	\$280,374	\$238,770	\$220,037	-7.8%
<b>Total Personnel:</b>	<b>\$1,540,848</b>	<b>\$1,708,214</b>	<b>\$2,041,843</b>	<b>19.5%</b>
<b>Other Contractual Services</b>				
Communications	\$8,927	\$9,612	\$9,612	0%
Postage & Freight	\$2,456	\$2,000	\$2,500	25%
Insurance	\$7,037	\$8,751	\$13,100	49.7%
Repairs and Maintenance	\$175,577	\$181,551	\$185,051	1.9%
Printing & Binding	\$2,037	\$2,500	\$2,500	0%
Advertising	\$294	\$500	\$15,500	3,000%
<b>Total Other Contractual Services:</b>	<b>\$196,328</b>	<b>\$204,914</b>	<b>\$228,263</b>	<b>11.4%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$6,103	\$7,344	\$8,000	8.9%
Fuel	\$8,466	\$12,000	\$16,500	37.5%
Dues & Subscriptions	\$1,464	\$2,933	\$2,344	-20.1%
Uniforms	\$1,643	\$1,859	\$2,000	7.6%
Maintenance & Repairs Parts	\$3,672	\$5,000	\$6,000	20%
Tools and Small Equipment	\$2,515	\$3,253	\$0	-100%
Sm. Computer Equipment - 5422	\$1,500	\$0	\$0	0%
<b>Total Supplies:</b>	<b>\$25,363</b>	<b>\$32,389</b>	<b>\$34,844</b>	<b>7.6%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$0	\$2,500,000	\$3,470,000	38.8%
<b>Total Programs and Projects:</b>	<b>\$0</b>	<b>\$2,500,000</b>	<b>\$3,470,000</b>	<b>38.8%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$3,306	\$3,355	\$4,000	19.2%
Mileage	\$0	\$250	\$250	0%
Travel	\$0	\$2,000	\$2,000	0%
<b>Total Training and Travel:</b>	<b>\$3,306</b>	<b>\$5,605</b>	<b>\$6,250</b>	<b>11.5%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$59,344	\$66,000	11.2%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$59,344</b>	<b>\$66,000</b>	<b>11.2%</b>
<b>Total Expense Objects:</b>	<b>\$1,765,844</b>	<b>\$4,510,466</b>	<b>\$5,847,200</b>	<b>29.6%</b>



# Administration



**Todd F. Lawson**  
County Administrator

The County Administration includes the County Administrator and his staff. The County Administrator is an appointed position. The Administrator has the executive power to implement the policies and procedures set forth by the County Council. The County Administrator manages an annual budget and approximately 560 employees in more than 40 departments, divisions and offices.

## Mission

Committed to provide services that promote public safety, well-being, prosperity and an enriched quality of life in a personal, professional and fiscally responsible manner for those who live, work and vacation in Sussex County

### Countywide Objective 1



Maintain the County's strong financial position through efficient use of resources

### Countywide Objective 2



Provide services that contribute to an active, healthy and informed community

### Countywide Objective 3



Promote initiatives for measured economic development and growth

### Countywide Objective 4



Advance balanced efforts to protect our County's environment, residents, and visitors, while preserving the character of the County and its natural resources

### Countywide Objective 5



Provide a safe and secure environment to everyone who lives, works, and conducts business in the County

### Countywide Objective 6





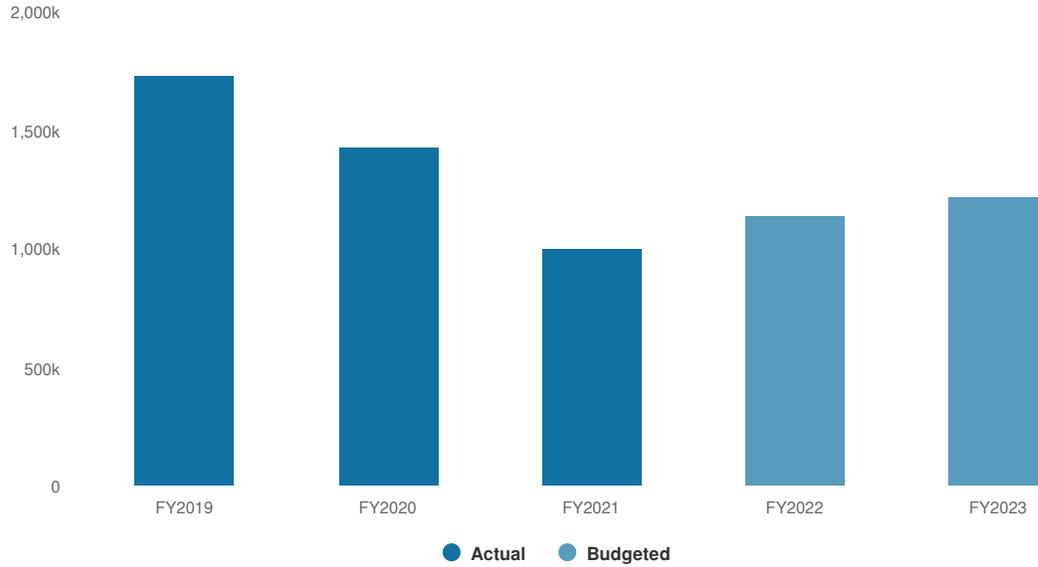
Provide a well-qualified and service-friendly workforce that aids the vision of Sussex County Government

## Expenditures Summary

The FY 2023 budget increased \$82,000, or 7.2 percent. The increase is due personnel costs.

**\$1,218,822** **\$81,559**  
(7.17% vs. prior year)

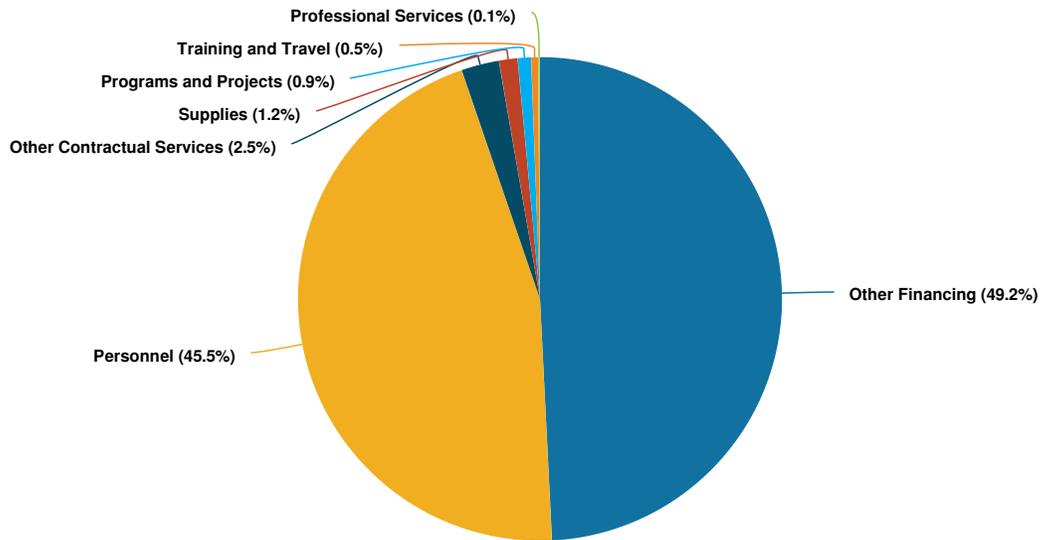
### Administration Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

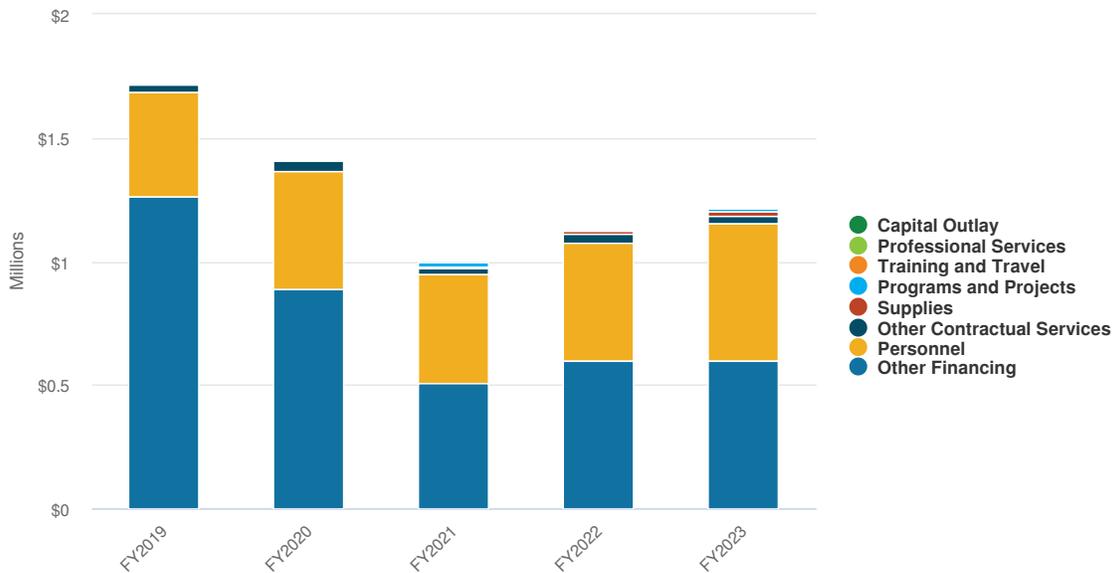
The largest expense in this department's budget is contingency under Other Financing Uses. Contingency is used for unexpected operational costs throughout the year.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Administration Salaries	\$406,311	\$458,122	\$511,625	11.7%
Cost Reimbursement - Salaries	-\$179,851	-\$203,502	-\$175,257	-13.9%
Vision Plan	\$232	\$360	\$275	-23.6%
Dental Plan	\$2,072	\$3,120	\$2,750	-11.9%
FICA Tax	\$28,257	\$35,046	\$39,139	11.7%
Health Insurance	\$69,116	\$85,000	\$87,000	2.4%
Pension	\$115,418	\$96,687	\$89,450	-7.5%
<b>Total Personnel:</b>	<b>\$441,555</b>	<b>\$474,833</b>	<b>\$554,982</b>	<b>16.9%</b>
<b>Professional Services</b>				
Other Professional Services	\$0	\$1,500	\$1,500	0%
<b>Total Professional Services:</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>0%</b>
<b>Other Contractual Services</b>				
Communications	\$5,470	\$6,440	\$6,440	0%
Postage & Freight	\$34	\$200	\$150	-25%
Insurance	\$1,240	\$1,520	\$1,640	7.9%
Repairs and Maintenance	\$19,963	\$28,700	\$22,500	-21.6%
Advertising	\$0	\$2,500	\$0	-100%
<b>Total Other Contractual Services:</b>	<b>\$26,708</b>	<b>\$39,360</b>	<b>\$30,730</b>	<b>-21.9%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,267	\$1,500	\$1,800	20%
Fuel	\$856	\$1,500	\$1,600	6.7%
Dues & Subscriptions	\$4,434	\$6,120	\$8,160	33.3%
Maintenance & Repairs Parts	\$29	\$1,300	\$0	-100%
Tools and Small Equipment	\$303	\$750	\$3,550	373.3%
<b>Total Supplies:</b>	<b>\$6,889</b>	<b>\$11,170</b>	<b>\$15,110</b>	<b>35.3%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$14,553	\$4,900	\$11,000	124.5%
<b>Total Programs and Projects:</b>	<b>\$14,553</b>	<b>\$4,900</b>	<b>\$11,000</b>	<b>124.5%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$1,500	\$1,500	0%
Travel	\$1,143	\$4,000	\$4,000	0%
<b>Total Training and Travel:</b>	<b>\$1,143</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>0%</b>
<b>Other Financing</b>				
Contingency	\$435,878	\$455,926	\$500,000	9.7%
Contingency Surplus	\$40,786	\$0	\$0	0%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Contingency - Donations	\$29,554	\$144,074	\$100,000	-30.6%
<b>Total Other Financing:</b>	<b>\$506,218</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$997,066</b>	<b>\$1,137,263</b>	<b>\$1,218,822</b>	<b>7.2%</b>



# Airport and Business Park



**Robert I. Bryant, A.A.E.**  
Airport and Business Park Operations Manager

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

## Mission

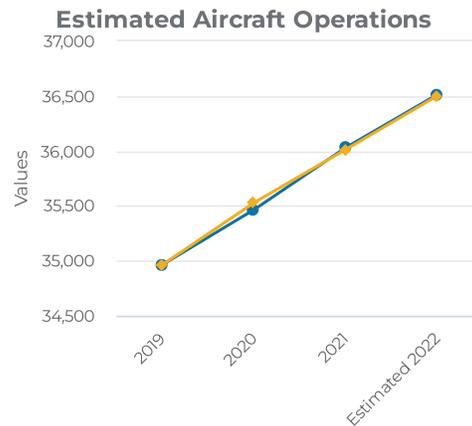
Dedicated to providing a high level of customer service as well as expertise for planning, operating and administering of a regional general aviation airport for the benefit of the people of Sussex County

## Prior Year's Successes

1. Received \$2,657,297 in FAA grants to begin expanding the general aviation apron
2. Represented Delaware Coastal Airport on the Delaware Aviation Advisory Committee
3. Successfully negotiated a new ground lease agreement with a new airport tenant for the construction of two 10,000 sf hangar buildings. Construction of the first hangar is expected to begin in the fall of 2022.

## Goal #1 - Grow Airport and Business Park

 Promote development initiatives for economic development and growth for the airport and business park. The goal is for the airport to see operations (landings and take-offs) increase 10 percent each year.



## Goal #2 - Increase Based Aircraft

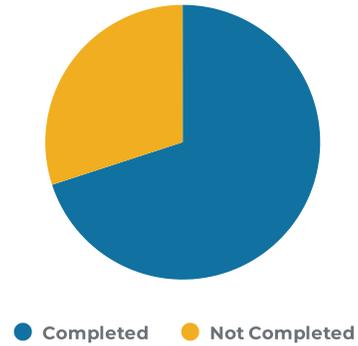
 Promote and market the airport with the goal of increasing the total number of FAA validated based aircraft by 3 percent each year.



## Goal #3 - Master Plan

 Complete Airport Master Plan Update by the end of FY 2023.

Progress of Airport Master Plan Update

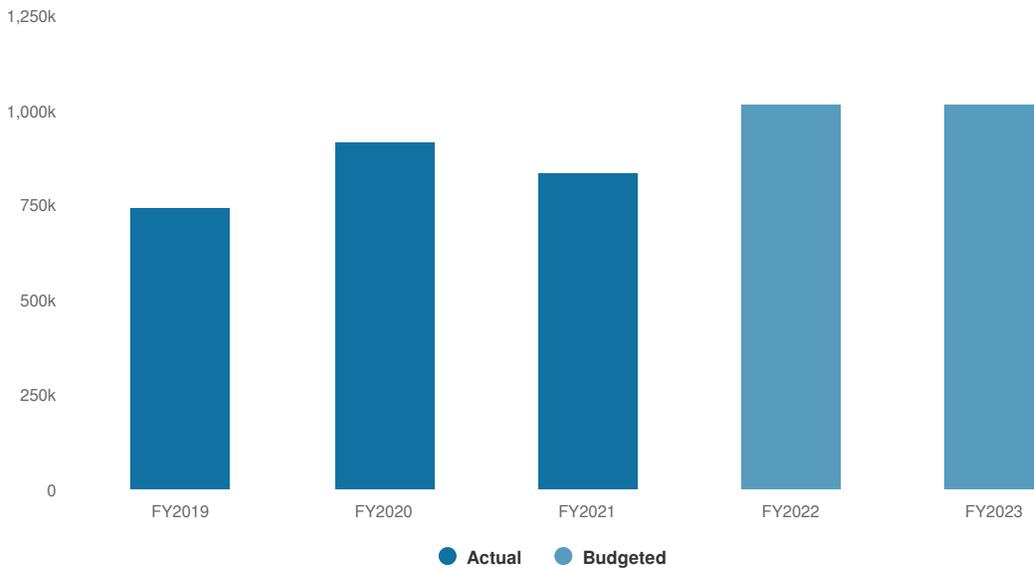


## Expenditures Summary

The FY 2023 budget is relatively flat with a \$746 decrease.

**\$1,013,341** **-\$746**  
(-0.07% vs. prior year)

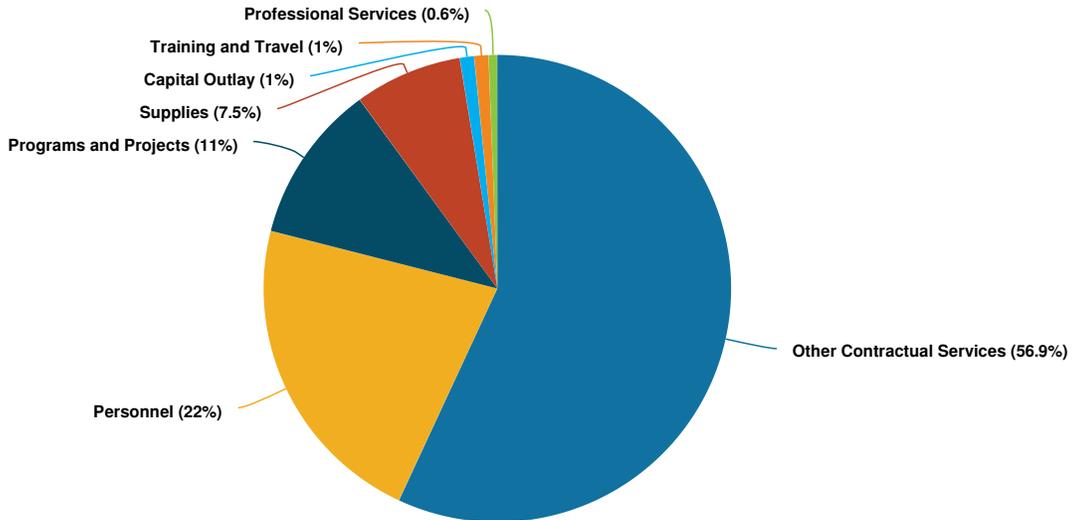
Airport and Business Park Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

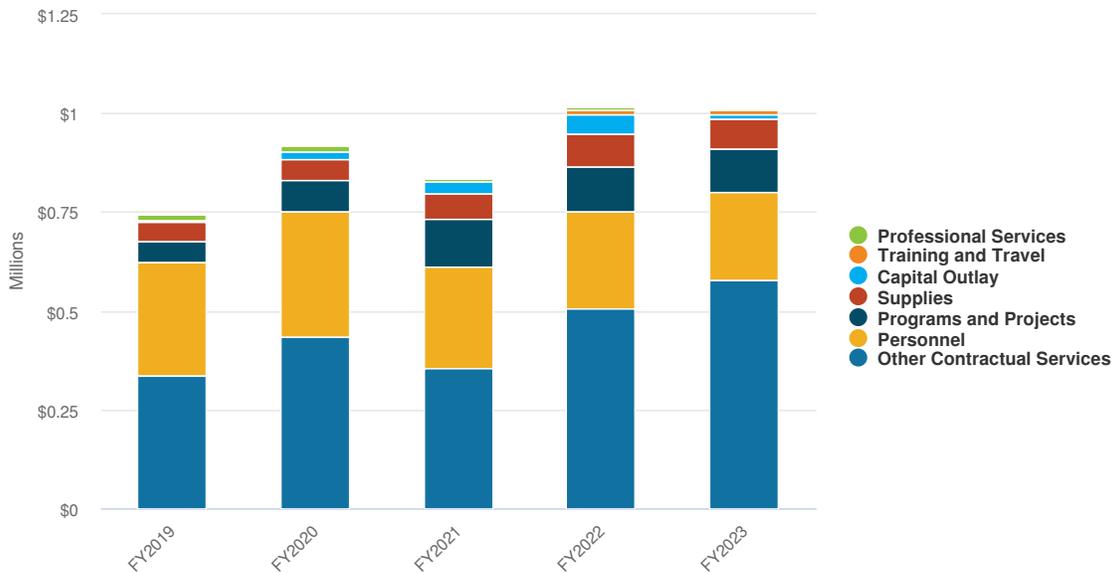
The largest expense for this department's budget is the repair and maintenance of the airport which is covered by contractual services.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



Other Contractual Services has the largest increase in FY 2023 due to airport maintenance projects.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Airport Salaries	\$161,904	\$163,398	\$149,428	-8.5%
Vision Plan	\$58	\$144	\$110	-23.6%
Dental Plan	\$518	\$1,248	\$1,100	-11.9%
FICA Tax	\$11,997	\$12,500	\$11,431	-8.6%
Health Insurance	\$35,156	\$34,000	\$34,800	2.4%
Pension	\$46,235	\$35,645	\$26,485	-25.7%
<b>Total Personnel:</b>	<b>\$255,867</b>	<b>\$246,935</b>	<b>\$223,354</b>	<b>-9.5%</b>
<b>Professional Services</b>				
Other Professional Services	\$5,760	\$4,000	\$3,000	-25%
Other Professional - BP	\$550	\$3,000	\$3,000	0%
<b>Total Professional Services:</b>	<b>\$6,310</b>	<b>\$7,000</b>	<b>\$6,000</b>	<b>-14.3%</b>
<b>Other Contractual Services</b>				
Communications	\$1,453	\$1,524	\$1,524	0%
Postage & Freight	\$67	\$150	\$150	0%
Utilities	\$63,199	\$76,000	\$77,000	1.3%
Utilities - BP	\$68,155	\$92,000	\$92,000	0%
Insurance	\$5,698	\$6,790	\$10,560	55.5%
Repairs and Maintenance	\$167,495	\$291,853	\$358,588	22.9%
Repairs and Maintenance - IP	\$47,455	\$8,000	\$8,000	0%
Advertising	\$637	\$10,000	\$10,000	0%
Advertising - BP	\$0	\$9,000	\$9,000	0%
Other Contractual Services	\$0	\$9,300	\$10,100	8.6%
<b>Total Other Contractual Services:</b>	<b>\$354,159</b>	<b>\$504,617</b>	<b>\$576,922</b>	<b>14.3%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$393	\$1,100	\$1,000	-9.1%
Fuel	\$9,187	\$18,000	\$18,000	0%
Dues & Subscriptions	\$2,521	\$8,275	\$8,390	1.4%
Uniforms	\$0	\$1,000	\$1,000	0%
Maintenance & Repairs Parts	\$48,845	\$51,085	\$40,700	-20.3%
Tools and Small Equipment	\$4,244	\$4,600	\$6,500	41.3%
<b>Total Supplies:</b>	<b>\$65,189</b>	<b>\$84,060</b>	<b>\$75,590</b>	<b>-10.1%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$830	\$1,000	\$1,000	0%
Miscellaneous	\$122,094	\$110,500	\$110,500	0%
<b>Total Programs and Projects:</b>	<b>\$122,924</b>	<b>\$111,500</b>	<b>\$111,500</b>	<b>0%</b>
<b>Training and Travel</b>				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Seminars/Conferences/Training	\$0	\$1,675	\$1,675	0%
Travel	\$0	\$8,300	\$8,300	0%
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$9,975</b>	<b>\$9,975</b>	<b>0%</b>
<b>Capital Outlay</b>				
Improvements	\$29,836	\$50,000	\$10,000	-80%
<b>Total Capital Outlay:</b>	<b>\$29,836</b>	<b>\$50,000</b>	<b>\$10,000</b>	<b>-80%</b>
<b>Total Expense Objects:</b>	<b>\$834,287</b>	<b>\$1,014,087</b>	<b>\$1,013,341</b>	<b>-0.1%</b>

## Initiative #1 - Target Specialized Operators

Target new Specialized Aviation Service Operators: flight training school, aircraft rentals

## Initiative #2 - Partnerships

Build partnerships with Local, State, and Federal Officials in promoting and marketing the airport

## Initiative #3 - Complete Various Projects

The following projects are planned to be worked on in FY 2023:

- Complete Airport Master Plan Update by the end of FY 2023 - total cost of \$574,142
- Complete construction of the new \$2,657,297 "Expand General Aviation Apron Project"
- Refurbish runway and taxiway markings with new paint and seal all cracks on Runway 4-22 for a project amount of \$50,000
- Build a 9-unit t-hangar with a projected cost of \$775,000



# Building Code



**Andy Wright**  
Chief Building Code Inspector

The Building Code Department is responsible for plan review, building and zoning inspections for residential and commercial construction projects.

## Mission

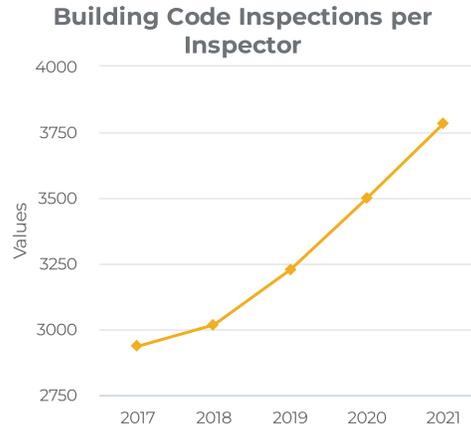
From footing to final inspection, we promise to perform at the highest level of professionalism, integrity, honesty, and fairness in our relationship with you, the citizens of Sussex County, for whom we proudly serve.

## Prior Year's Successes

1. Reviewed over 3,000 plan reviews in a timely manner without interruption due to COVID-19
2. Completed almost 20,000 field inspections so far this fiscal year, using the same amount of inspectors with minimum interruption from COVID-19
3. Transitioned customers to use online services to schedule and monitor inspections

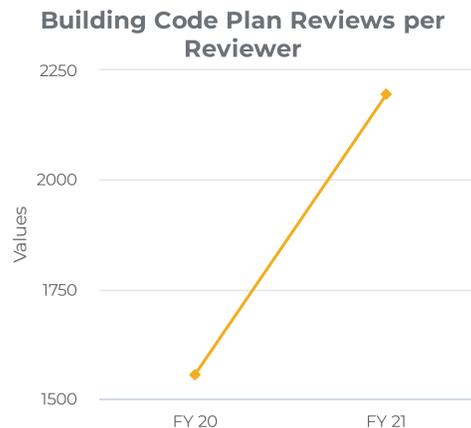
## Goal # 1 - Increase Efficiency - Inspections

 Continue cross training for flood requirements and building inspections, as training is available, in order to have our 8 inspectors perform more types of inspections in a more localized area



## Goal #2 - Increase Efficiency - Plan Reviews

 Create new processes that promotes efficiency in the review of building plans; allowing plan reviewers to review more plans to help with turnaround



## Goal #3 - Digital Plan Reviews

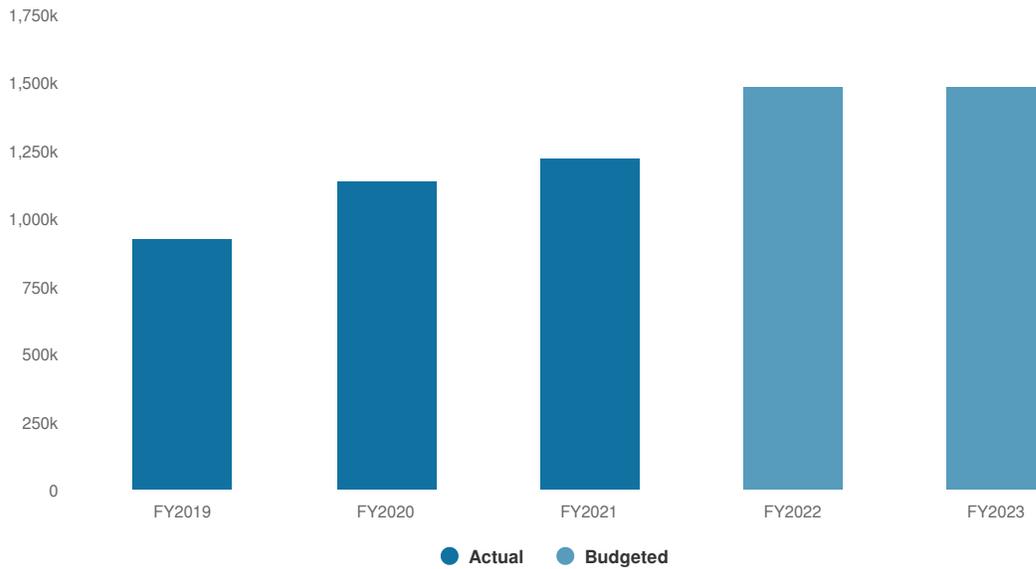
**\$** Create or purchase a digital plan review program to allow electronic plan submittals in the new fiscal year to reduce the need of paper plan copies by over 50%. This is a new goal for FY 2023.

### Expenditures Summary

The FY 2023 budget is relatively flat with an of increase \$780, or .05 percent.

**\$1,487,313** **\$780**  
(0.05% vs. prior year)

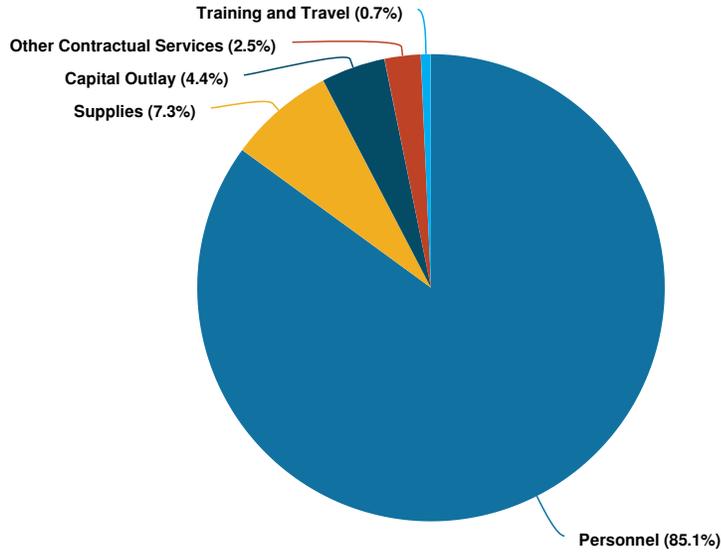
#### Building Code Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

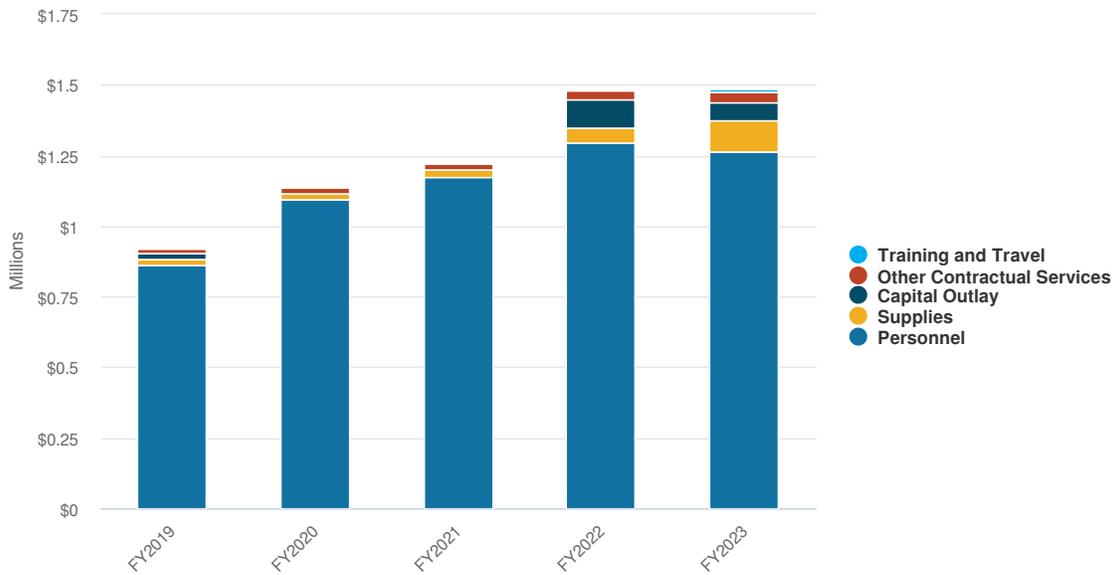
Because this division is employees reviewing plans and performing inspections, the largest expense of this division is employee costs.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Personnel costs had the largest increase over time due to one new position being added in FY 2022. Personnel costs have also increased over the last five years due to internal transfers among other departments. These transfers were done to create efficiencies in operations.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Building Code Salaries	\$671,048	\$772,634	\$876,490	13.4%
Vision Plan	\$914	\$1,224	\$935	-23.6%
Dental Plan	\$8,039	\$10,608	\$9,350	-11.9%
FICA Tax	\$47,277	\$59,107	\$67,051	13.4%
Health Insurance	\$272,034	\$289,000	\$295,800	2.4%
Pension	\$172,359	\$162,088	\$15,367	-90.5%
<b>Total Personnel:</b>	<b>\$1,171,671</b>	<b>\$1,294,661</b>	<b>\$1,264,993</b>	<b>-2.3%</b>
<b>Other Contractual Services</b>				
Communications	\$8,978	\$10,000	\$10,000	0%
Postage & Freight	\$36	\$500	\$300	-40%
Insurance	\$11,381	\$14,137	\$20,920	48%
Repairs and Maintenance	\$2,035	\$4,687	\$6,000	28%
<b>Total Other Contractual Services:</b>	<b>\$22,430</b>	<b>\$29,324</b>	<b>\$37,220</b>	<b>26.9%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$4,148	\$4,528	\$9,800	116.4%
Fuel	\$17,358	\$17,500	\$33,000	88.6%
Dues & Subscriptions	\$1,410	\$3,000	\$3,000	0%
Uniforms	\$625	\$1,600	\$1,600	0%
Maintenance & Repairs Parts	\$5,128	\$16,500	\$16,500	0%
Sm. Computer Equipment - 5422	\$0	\$10,976	\$45,000	310%
<b>Total Supplies:</b>	<b>\$28,669</b>	<b>\$54,104</b>	<b>\$108,900</b>	<b>101.3%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$219	\$7,276	\$10,000	37.4%
Mileage	\$0	\$200	\$200	0%
<b>Total Training and Travel:</b>	<b>\$219</b>	<b>\$7,476</b>	<b>\$10,200</b>	<b>36.4%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$100,968	\$66,000	-34.6%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$100,968</b>	<b>\$66,000</b>	<b>-34.6%</b>
<b>Total Expense Objects:</b>	<b>\$1,222,989</b>	<b>\$1,486,533</b>	<b>\$1,487,313</b>	<b>0.1%</b>



# Community Development & Housing



**Brandy Bennett Nauman**  
Director of Community Development & Housing

The Community Development & Housing Department (CD&H) is responsible for administering county, state, and federal grants for housing rehabilitation and small infrastructure projects that benefit low- to-moderate-income residents in Sussex County. The Department oversees all fair housing efforts, training, and outreach for the organization. The development and administration of affordable housing programs, including inclusionary zoning programs, is an essential function of CD&H. The CD&H Department is committed to implementing the goals and objectives outlined in the Housing Element of the Sussex County Comprehensive Plan.

## Mission

To ensure the provision of decent, safe, affordable, and fair housing opportunities to improve communities and quality of life for the residents of Sussex County

## Prior Year's Successes

1. Assisted more than 245 households with housing repairs
2. Created the Sussex County Housing Trust Fund, piloted with \$500,000 from Sussex County Council, for the creation and preservation of affordable housing
3. Proposed a workforce housing zoning initiative - in coordination with Administration, Planning & Zoning, and Legal - that would allow multi-family housing units by-right in growth areas as defined by the Comprehensive Plan with a set-aside of affordable housing units
4. Developed a plan - in partnership with Finance Administration - to utilize a portion of Sussex County's allocated American Rescue Plan Act funding to assist low-income households impacted by COVID-19 through an expansion of the County's repair program and new Housing Trust Fund
5. Partnered with the Sussex Housing Group by targeting resources for owner-occupied housing rehabilitation to the Messick Development within the Coverdale Crossroads Community in Bridgeville
6. Worked to affirmatively further fair housing for the residents of Sussex County

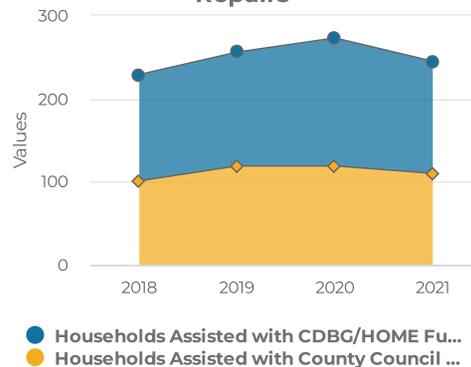
## Goal #1 - Existing Housing Stock



Preserve existing Sussex County housing stock through the successful administration of the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership (HOME) Program, and the Sussex County Council Emergency Repair Program.

The measurable goal is to assist with 250 home repairs using all funding. 2019 and 2020 exceeded this goal, whereas 2018 and 2021 fell a little short.

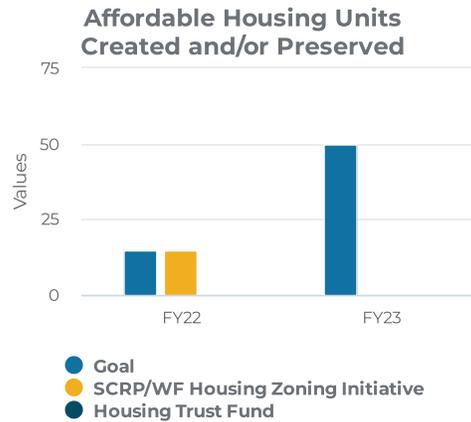
**Households Assisted with Home Repairs**



## Goal #2 - Affordable Housing



Affirmatively further affordable and fair housing opportunities in the County to better accommodate the housing needs of all residents

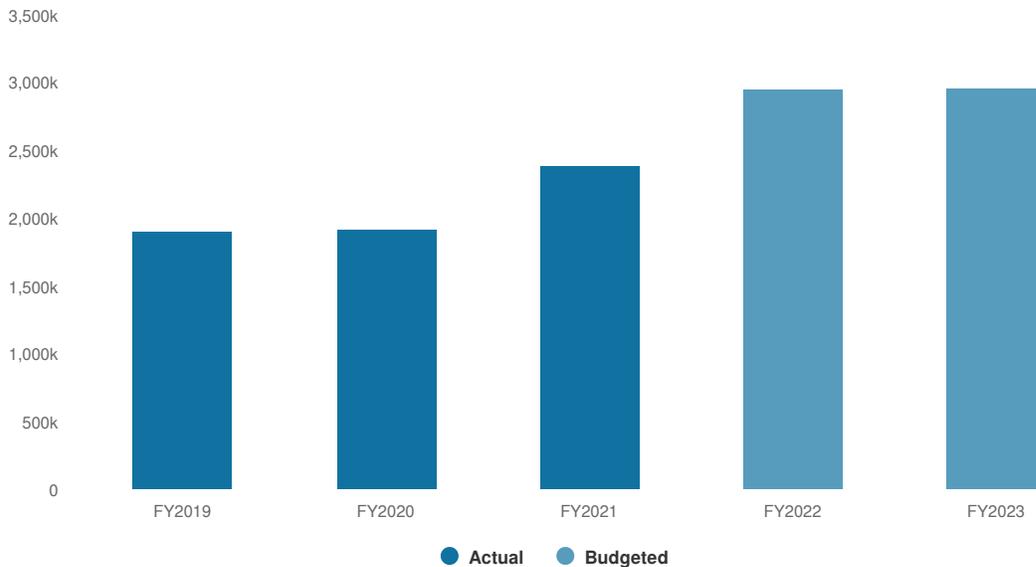


## Expenditures Summary

The FY 2023 budget increased \$17,000, or 0.59 percent, due to purchasing two vehicles and employment costs which are off set by the decrease in grant funding expenses of \$110,000.

**\$2,965,945** **\$17,262**  
(0.59% vs. prior year)

### Community Development Proposed and Historical Budget vs. Actual



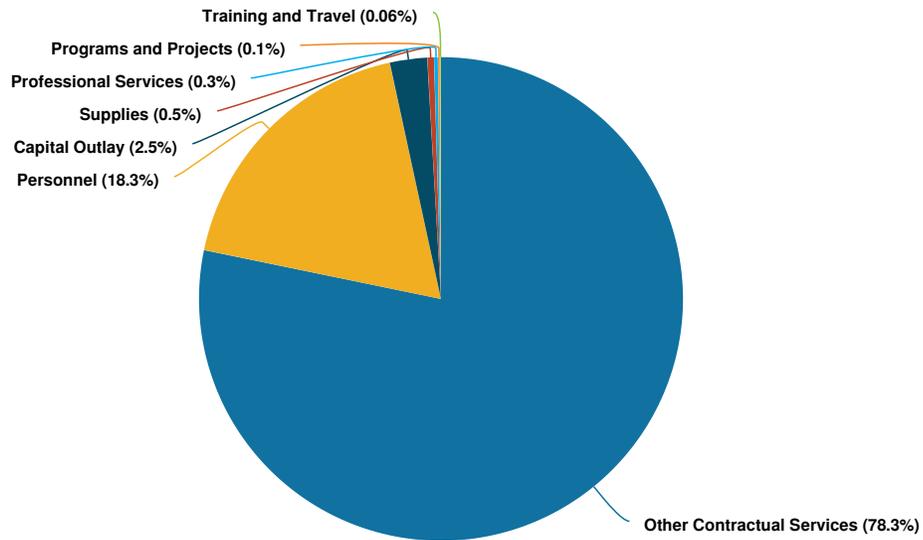
Expenses fluctuate in this department depending on the amount of federal funds received to support its programs.



## Expenditures by Expense Type

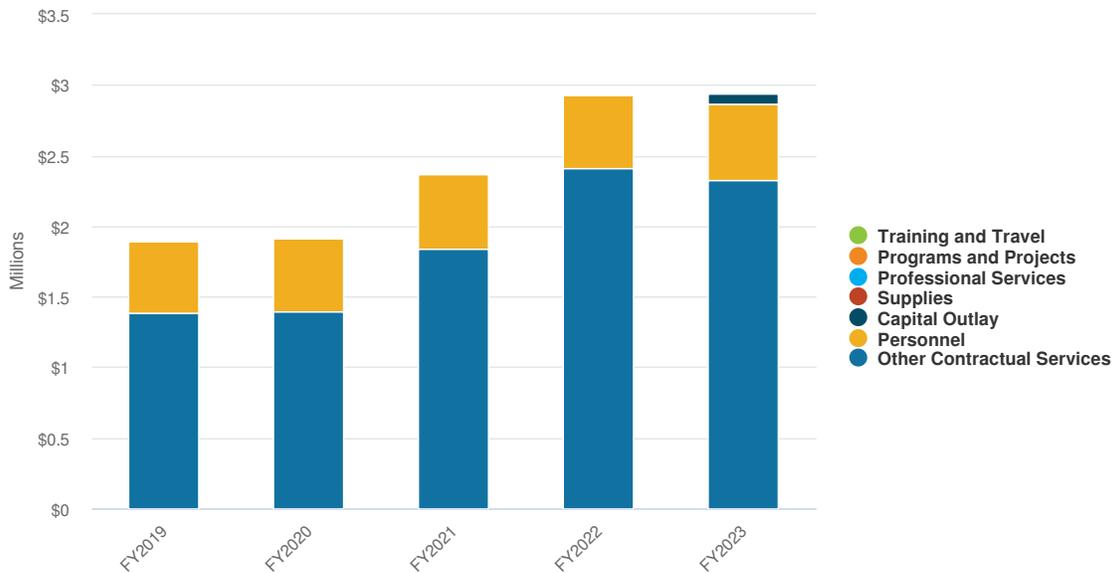
The department's largest expense is contractual services. The majority of the rehabilitation work is performed with contractors.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



There are two new vehicle purchases in the FY 2023 budget, which is represented in the Capital Outlay expense type.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Community Development Salaries	\$319,536	\$313,832	\$348,526	11.1%
Vision Plan	\$299	\$432	\$330	-23.6%
Dental Plan	\$2,877	\$3,744	\$3,300	-11.9%
FICA Tax	\$23,163	\$24,008	\$26,662	11.1%
Health Insurance	\$95,325	\$102,000	\$104,400	2.4%
Pension	\$87,795	\$68,127	\$60,952	-10.5%
<b>Total Personnel:</b>	<b>\$528,996</b>	<b>\$512,143</b>	<b>\$544,170</b>	<b>6.3%</b>
<b>Professional Services</b>				
Legal	\$9,010	\$6,420	\$7,500	16.8%
Other Professional Services	\$1,480	\$0	\$0	0%
<b>Total Professional Services:</b>	<b>\$10,490</b>	<b>\$6,420</b>	<b>\$7,500</b>	<b>16.8%</b>
<b>Other Contractual Services</b>				
Communications	\$771	\$780	\$780	0%
Postage & Freight	\$211	\$350	\$350	0%
Insurance	\$4,600	\$5,060	\$6,945	37.3%
Repairs and Maintenance	\$1,465	\$2,480	\$16,500	565.3%
Advertising	\$4,182	\$3,985	\$3,500	-12.2%
Other Contractual Services	\$1,824,192	\$2,403,000	\$2,293,000	-4.6%
<b>Total Other Contractual Services:</b>	<b>\$1,835,420</b>	<b>\$2,415,655</b>	<b>\$2,321,075</b>	<b>-3.9%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,352	\$1,262	\$6,500	415.1%
Fuel	\$2,128	\$4,000	\$4,500	12.5%
Dues & Subscriptions	\$15	\$115	\$350	204.3%
Uniforms	\$1,320	\$1,300	\$1,000	-23.1%
Maintenance & Repairs Parts	\$1,998	\$1,000	\$1,000	0%
Sm. Computer Equipment - 5422	\$0	\$738	\$0	-100%
<b>Total Supplies:</b>	<b>\$6,813</b>	<b>\$8,415</b>	<b>\$13,350</b>	<b>58.6%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$3,756	\$5,000	\$4,000	-20%
<b>Total Programs and Projects:</b>	<b>\$3,756</b>	<b>\$5,000</b>	<b>\$4,000</b>	<b>-20%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$700	\$1,500	114.3%
Mileage	\$0	\$100	\$100	0%
Travel	\$0	\$250	\$250	0%

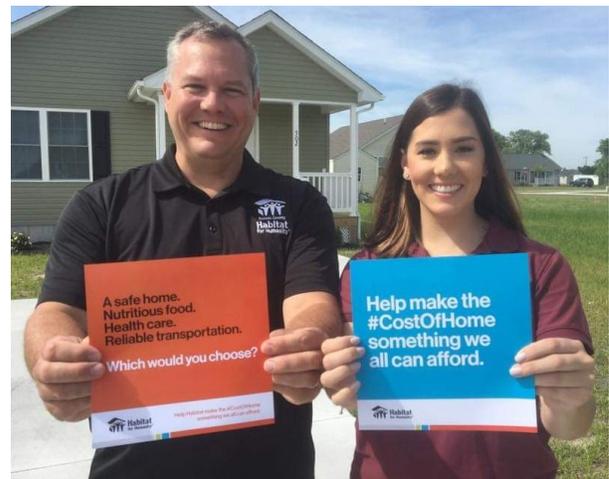


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$1,850</b>	<b>76.2%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$0	\$74,000	N/A
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,000</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$2,385,475</b>	<b>\$2,948,683</b>	<b>\$2,965,945</b>	<b>0.6%</b>

## Initiative #1 - Sussex County Housing Trust Fund - \$6,800,000

### Affordable Housing Assistance – (Target: Below 120% AMI)

- o **Key Component: Direct Homebuyer Assistance**
  - o **\$800,000 (split among two years)**
    - Includes allotment of County Council funding, as well as ARPA funding
  - o Program modeled from current NSP Homebuyer Assistance Program
  - o Prorated, no-interest loans to income-qualified homebuyers for down payment and closing cost assistance
    - **100-120% AMI = 10,000**
    - **66-99% AMI = \$20,000**
    - **Below 65% AMI = \$30,000**
  - o Can be accessed by qualifying affordable housing non-profits for their homebuyers



### Affordable Housing Creation & Preservation (Target: Below 65% AMI)

- o **Key Component: Development Grant Program**
  - o **\$6,000,000 (\$3,000,000 for 2 years)**
    - **Funded entirely through ARPA**
    - **Handled internally through CD&H, with assistance from Finance**
  - o Qualifying affordable housing providers and developers may apply to the County for grants to assist with the creation and/or preservation of affordable housing projects/ventures (i.e. homeownership, rental, land trust, homeless, tax credit, preservation, rehabilitation)
    - Bonus points/priority given to applications that repurpose or redevelop existing units or structures
  - o Funds would be available once a year (up to \$500,000/project or up to \$50,000/unit.

## Initiative #2 - Sussex County Low-Income Assistance - \$2,000,000 (\$1,000,000 for 2 years)

Utilize ARPA funding to expand the County's home repair program, assist with delinquent property taxes, and cover sewer connection fees for income-eligible households.

### Primary Objective: AFFORDABLE HOUSING Preservation

Key Component #1 - Expansion of the County's Repair Program

- Increase budget per home from \$7,500 to \$10,000
- Focus on roof replacements
- Addition of weatherization component
  - Insulation, crawl space encapsulation, windows, doors, etc.
- Assist homeowners with repairs necessary for successful connection to County water districts
- Target: Households at or below 300% of the HHS poverty guidelines

Key Component #2 - Delinquent Property Tax Program

- Increase access to the County's repair programs and property tax assistance programs
  - Clear delinquent property taxes for owner-occupied households at or below 65% AMI
  - The Clean Hands Ordinance prevents any household from accessing a County program or service.

Key Component #3 - Connection Fee Assistance Program

- Increase housing affordability by using ARPA funding to cover the cost of County sewer or water connection fees for qualifying households.
  - Available to individual households at or below 65% AMI and non-profits that provide housing to households at or below 65% AMI

*\*Note: Programs will be revisited when ARPA funds are exhausted, circa December 2024.*



## Initiative #3 - Sussex County Workforce Housing Zoning Initiative

Present to Council for consideration a Workforce Housing Zoning Initiative and corresponding update to the Sussex County Rental Program (SCRP)

### Primary Objective: AFFORDABLE HOUSING Creation



# Constable



**Lester Shaffer**  
Chief Constable

The Constable's Office 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, unregistered or inoperable vehicles, excess tires, and inoperable appliances. Zoning issues can include setback violations, building without a permit, living in a camper/shed, and failure to obtain a Conditional Use or Special Use Exception.

## Mission

To receive and investigate County Code violations so that they may be identified and corrected in order to preserve the well-being, enjoyment and value of property for all in Sussex County.

## Prior Year's Successes

1. Further updated the Constable webpage by adding a link for the public to report code violations as well as a fee schedule associated with civil ticketing
2. Implemented a new tracking process for the reopened civil ticketing complaints in order to obtain an accurate count of complaints
3. Determined that condensed inspection areas for the constables were more efficient in the handling of complaints and when assisting other departments with postings and inspections
4. Successfully conducted a civil ticketing appeal hearing in front of the Board of Adjustments and Appeals with a positive outcome
5. Generated over 400 invoices that calculated approximately \$85,000 of tickets and abatement charges

## Goal #1 - Code Enforcement and Civil Ticketing

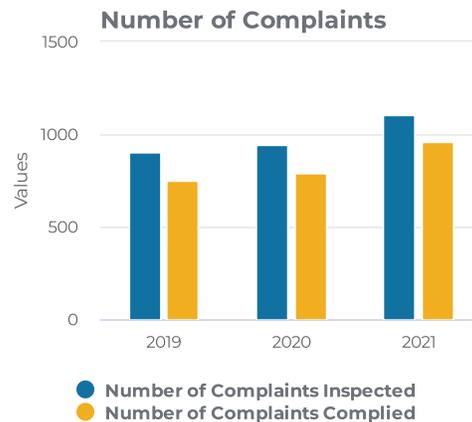
Educate the public on the role of a Constable/Code Enforcement Officer and civil ticketing by attending 4 gatherings such as Homeowners Association Meetings and Night Out events. This is a new goal this year. Also, the plan is to add the role of a Constable/Code Enforcement Officer to the webpage for public consumption.



## Goal #2 - Compliance Rate

Attempt to gain a higher compliance rate in a shorter period of time. 2019 and 2020 had 30 day compliance periods where 2021 was reduced to 10 days with the implementation of Civil Ticketing.

2019 - 904 complaints; 81% complied  
2020 - 947 complaints; 83% complied  
2021 - 1,107 complaints; 87% complied



## Goal #3 - Invoicing

Streamline the volume of invoices due to the new civil ticketing process. Property owners are required to pay the tickets (civil penalties) prior to property tax reconciliation at the end of the fiscal year, or they will be added to their tax bill. Work with Finance and Information Technology to eliminate challenging errors. Ultimately, reducing the outstanding amounts owed on violated properties. For calendar year 2021, \$31,805 rolled over to the tax bill due to the delinquency age, of which \$18,411 was paid.

Also, share new contact information for all departments when properties are abandoned to ensure future billing is current.

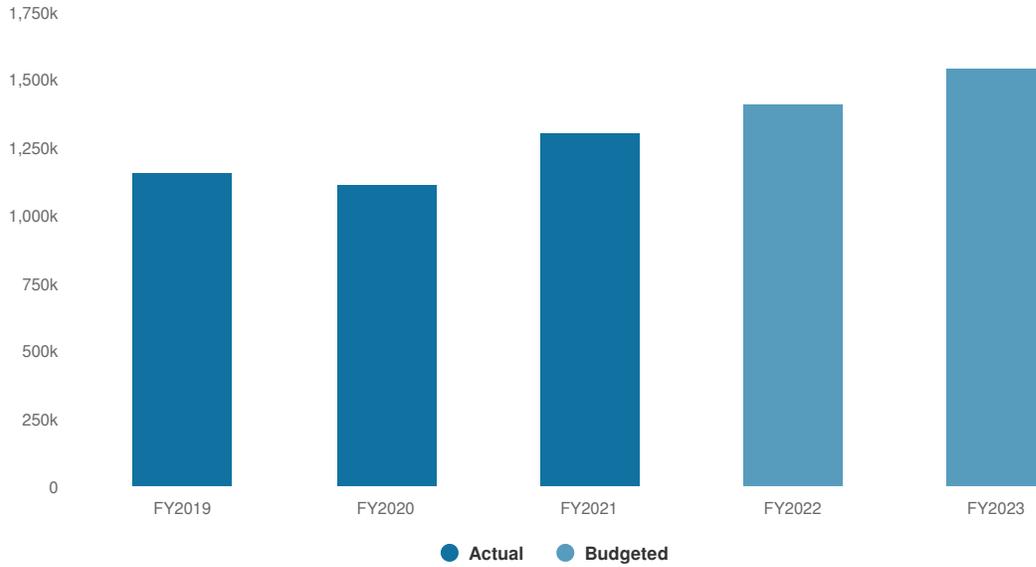
## Expenditures Summary

The FY 2023 budget increased \$129,000, or 9.2 percent. The increase is due to the animal control contract, the improvement to in-car technology systems, and the purchase of two new vehicles.

**\$1,539,346** **\$129,000**  
(9.15% vs. prior year)



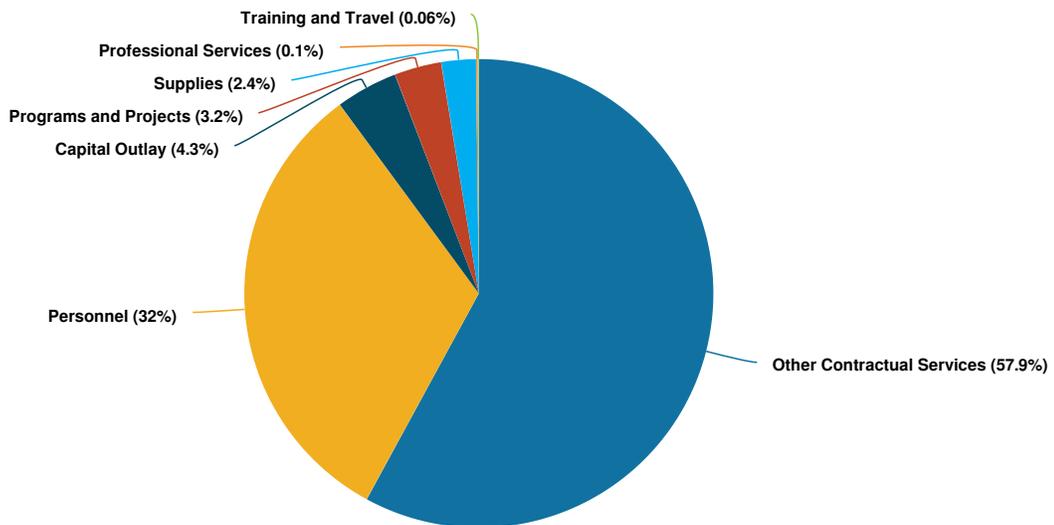
### Constable Proposed and Historical Budget vs. Actual



### Expenditures by Expense Type

The majority of the Constable's budget (58 percent) is the dog control contract with the State of Delaware.

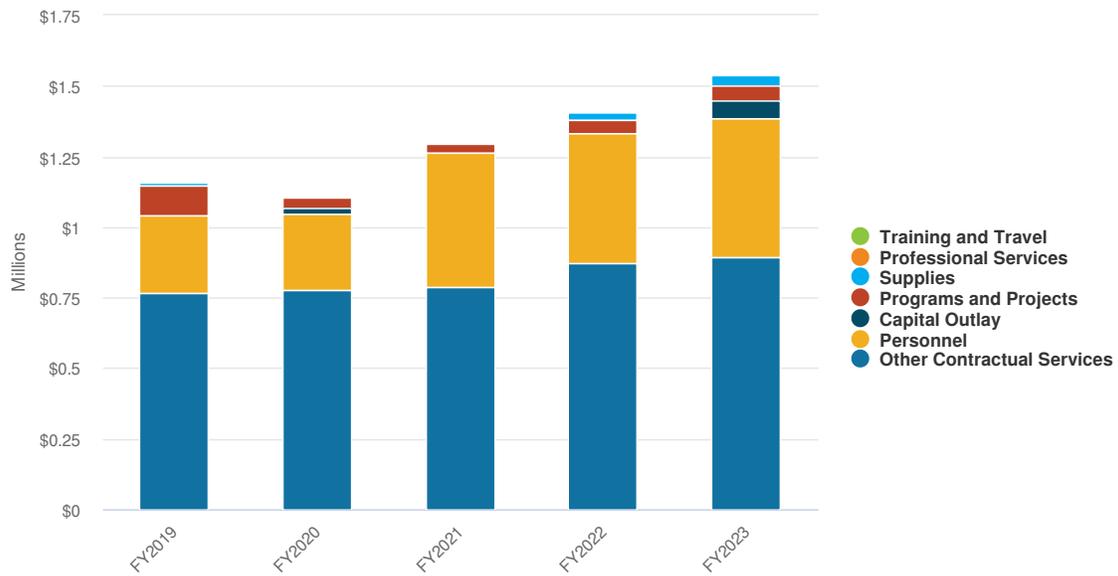
#### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.



## Budgeted and Historical Expenditures by Expense Type



Personnel costs have increased the last two years due to internal transfers. The transfers were made to help with operational efficiencies. New in FY 2023 is the purchase two new vehicles which is reflected in the category Capital Outlays.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Constables Salaries	\$260,857	\$272,044	\$306,794	12.8%
Vision Plan	\$293	\$432	\$330	-23.6%
Dental Plan	\$4,257	\$3,744	\$3,300	-11.9%
FICA Tax	\$19,460	\$20,812	\$23,470	12.8%
Health Insurance	\$100,982	\$102,000	\$104,400	2.4%
Pension	\$89,675	\$60,872	\$53,646	-11.9%
<b>Total Personnel:</b>	<b>\$475,524</b>	<b>\$459,904</b>	<b>\$491,940</b>	<b>7%</b>
<b>Professional Services</b>				
Other Professional Services	\$1,770	\$1,800	\$1,800	0%
<b>Total Professional Services:</b>	<b>\$1,770</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>0%</b>
<b>Other Contractual Services</b>				
Communications	\$4,618	\$4,500	\$5,100	13.3%
Postage & Freight	\$1,092	\$957	\$1,000	4.4%
Insurance	\$6,188	\$7,652	\$11,990	56.7%
Repairs and Maintenance	\$5,589	\$3,630	\$3,000	-17.4%
Printing & Binding	\$327	\$300	\$300	0%
Other Contractual Services	\$768,364	\$853,422	\$870,491	2%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total Other Contractual Services:</b>	<b>\$786,179</b>	<b>\$870,461</b>	<b>\$891,881</b>	<b>2.5%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,355	\$1,781	\$2,000	12.3%
Fuel	\$6,541	\$11,000	\$13,125	19.3%
Uniforms	\$806	\$600	\$600	0%
Maintenance & Repairs Parts	\$1,036	\$2,500	\$1,000	-60%
Tools and Small Equipment	\$194	\$3,800	\$0	-100%
Sm. Computer Equipment - 5422	\$0	\$7,500	\$20,000	166.7%
<b>Total Supplies:</b>	<b>\$9,932</b>	<b>\$27,181</b>	<b>\$36,725</b>	<b>35.1%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$31,520	\$50,000	\$50,000	0%
<b>Total Programs and Projects:</b>	<b>\$31,520</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>0%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$420	\$1,000	\$1,000	0%
<b>Total Training and Travel:</b>	<b>\$420</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>0%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$0	\$66,000	N/A
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$1,305,344</b>	<b>\$1,410,346</b>	<b>\$1,539,346</b>	<b>9.1%</b>



# County Council



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

## Mission

Sussex County offers a unique quality of life for its residents and visitors alike. We appreciate and seek to preserve its unique natural, historical and agricultural character while fostering new economic opportunities, community vitality, and desirable growth through strategic investments and efficient use of County resources. To accomplish this, Sussex County will balance the welfare of its citizens and its role as an agricultural, tourism, and business leader with the most appropriate future uses of land, water and other resources.

## Long-Term Objectives as stated in the Adopted Comprehensive Plan

**FUTURE LAND USE** - To provide for balanced and well-planned future growth and development that supports the County's economic development goals while preserving the rural character of the County and its natural resources.

**CONSERVATION** - To conserve land and protect natural resources in balance with growth and development throughout Sussex County.

**RECREATION AND OPEN SPACE** - To be a place where open space for passive and active recreation is an integral part of development and growth.

**UTILITIES** - To ensure that safe, reliable, and economical utility services are available to Sussex County residents and businesses

**HOUSING** - To ensure the provision of decent, safe, affordable, and fair housing opportunities to improve communities and quality of life for residents of Sussex County.

**ECONOMIC DEVELOPMENT** - To create the conditions for self-sustaining, long-term growth in Sussex County.

**HISTORIC PRESERVATION** - To preserve and promote the historic cultural resources of Sussex County that residents cherish, and visitors wish to experience.

**INTERGOVERNMENTAL COORDINATION** - To coordinate with government jurisdictions, State agencies, and others to promote consistency in planning approaches. Coordination involves many aspects such as wastewater, housing, public safety and emergency management.

**COMMUNITY DESIGN** - To encourage the development of neighborhoods of innovative and superior design and to preserve and enhance the character and community of Sussex County.

**MOBILITY** - To be a leading example for Delaware in developing creative transportation solutions.

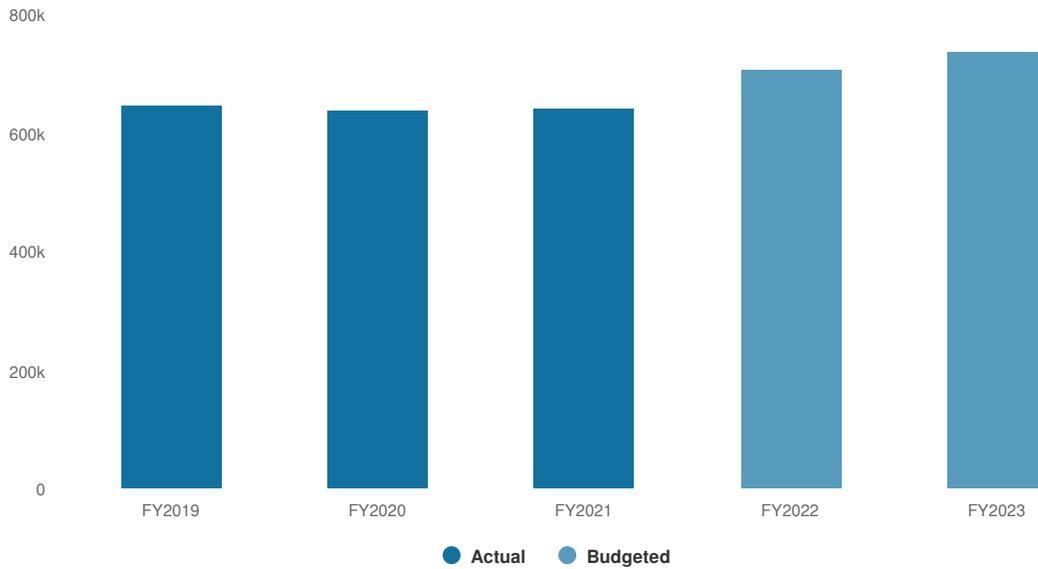


## Expenditures Summary

The FY 2023 budget increased \$30,000, or 4.2 percent. The increase is due to the rise in cost of advertising ordinances and insuring the County.

**\$737,463** **\$29,753**  
(4.20% vs. prior year)

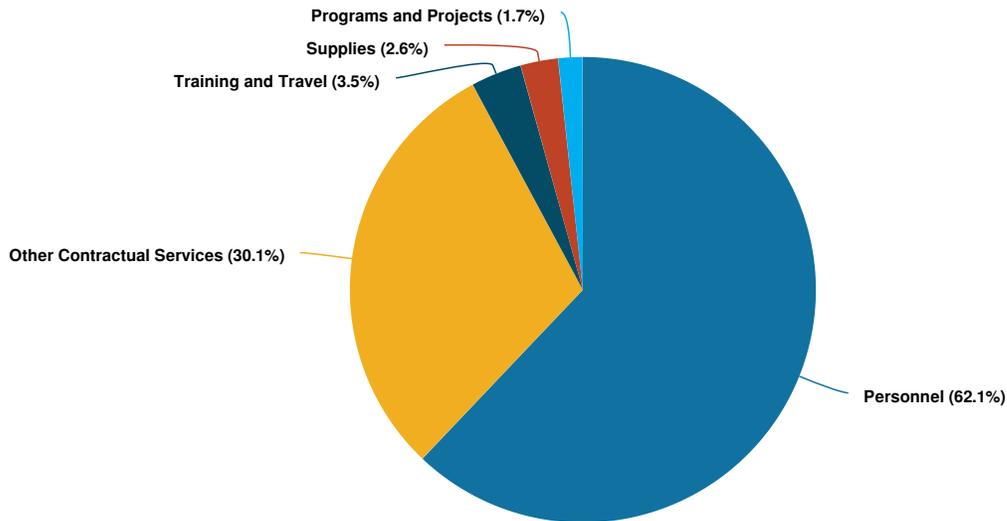
### County Council Proposed and Historical Budget vs. Actual



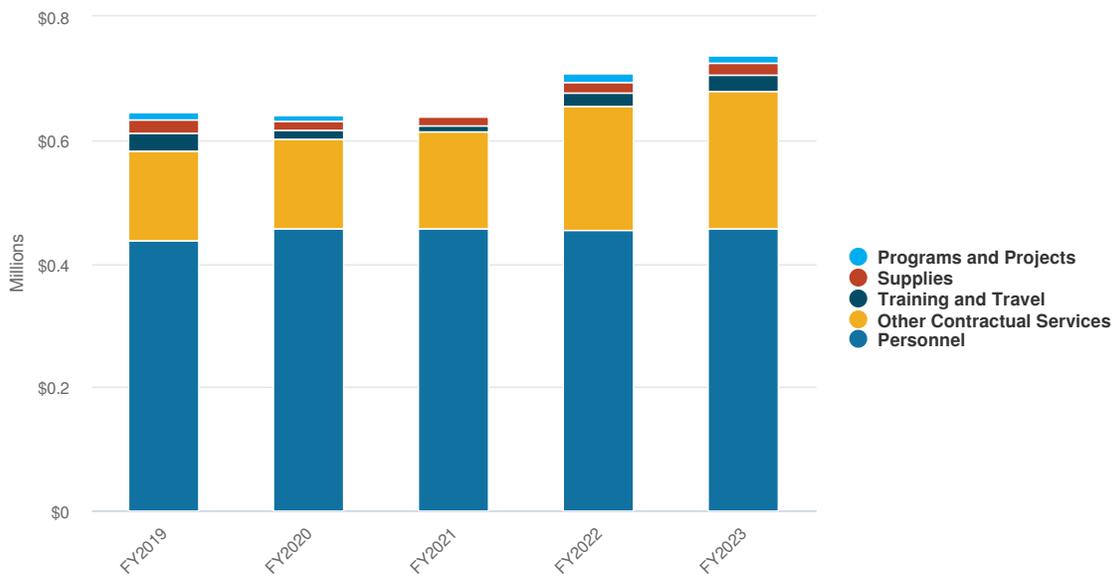
## Expenditures by Expense Type

The largest expense of this department is personnel costs. Personnel costs include the cost of County Council and the Clerk of County Council. The next largest expense is Other Contractual Services which is insurance, such as public officials insurance.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



The category with the largest increase is in Other Contractual Services. This increase has to do with the rise in the cost of insurance.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 vs. FY2023 (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
County Council Salaries	\$261,036	\$275,097	\$279,653	1.7%
Vision Plan	\$348	\$432	\$330	-23.6%
Dental Plan	\$3,109	\$3,744	\$3,300	-11.9%
FICA Tax	\$18,935	\$21,045	\$21,264	1%
Health Insurance	\$100,811	\$102,000	\$104,400	2.4%
Pension	\$73,529	\$52,447	\$49,046	-6.5%
<b>Total Personnel:</b>	<b>\$457,767</b>	<b>\$454,765</b>	<b>\$457,993</b>	<b>0.7%</b>
<b>Other Contractual Services</b>				
Communications	\$4,036	\$5,000	\$5,000	0%
Postage & Freight	\$170	\$450	\$450	0%
Insurance	\$131,939	\$170,800	\$185,840	8.8%
Repairs and Maintenance	\$0	\$400	\$400	0%
Printing & Binding	\$7,487	\$9,000	\$9,000	0%
Advertising	\$12,501	\$15,000	\$21,000	40%
<b>Total Other Contractual Services:</b>	<b>\$156,133</b>	<b>\$200,650</b>	<b>\$221,690</b>	<b>10.5%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,052	\$1,750	\$1,500	-14.3%
Dues & Subscriptions	\$14,379	\$15,870	\$17,730	11.7%
<b>Total Supplies:</b>	<b>\$15,431</b>	<b>\$17,620</b>	<b>\$19,230</b>	<b>9.1%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$0	\$8,500	\$8,500	0%
Miscellaneous	\$3,694	\$5,000	\$4,000	-20%
<b>Total Programs and Projects:</b>	<b>\$3,694</b>	<b>\$13,500</b>	<b>\$12,500</b>	<b>-7.4%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$2,164	\$11,000	\$6,000	-45.5%
Mileage	\$0	\$175	\$50	-71.4%
Travel	\$6,434	\$10,000	\$20,000	100%
<b>Total Training and Travel:</b>	<b>\$8,598</b>	<b>\$21,175</b>	<b>\$26,050</b>	<b>23%</b>
<b>Total Expense Objects:</b>	<b>\$641,623</b>	<b>\$707,710</b>	<b>\$737,463</b>	<b>4.2%</b>



# Economic Development



**William Pfaff**  
Economic Development Director

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

## Mission

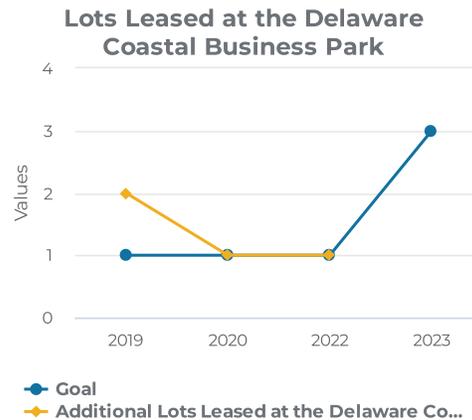
To promote economic growth in Sussex County, Delaware by focusing on the retention, expansion and the attraction of new business and industry by providing the resources that enable development and advance the general wellbeing of the community

## Prior Year's Successes

1. Leased lot (7 acres) to Great Outdoors Cottage in the Delaware Coastal Business Park
2. Closed ExciteSussex loans in the amount of \$1,050,000
3. Completed videos and published four videos this year: Greenwood, Bridgeville, ExciteSussex Loan Story, and Laurel Farmers Market
4. Collaborated on grant application for Site Readiness Funds for Phase 2, Delaware Coastal Business Park - \$1,000,000

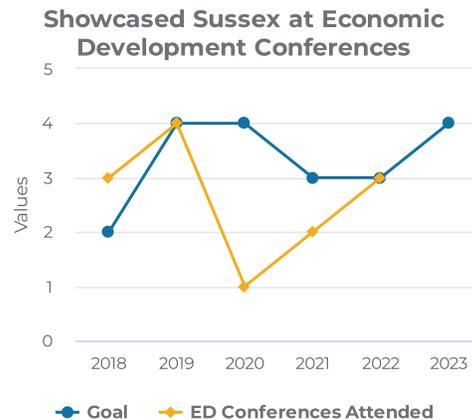
## Goal #1 - Promote Delaware Coastal Business Park

 Promote the Delaware Coastal Business Park as shovel ready sites and as a Foreign Trade Zone



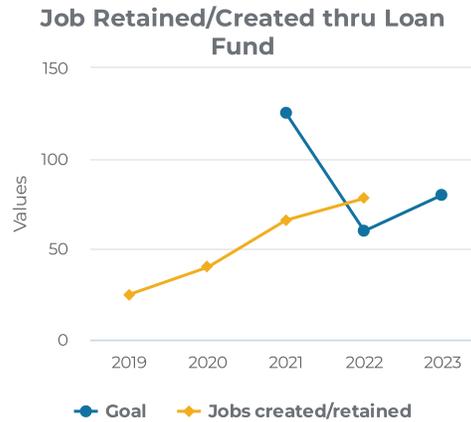
## Goal #2 - Showcase Sussex County

 Showcase Sussex County, Delaware at conferences as a place with an entrepreneurial culture and good place to do business.



## Goal 3 - ExciteSussex Loan Program

 Promote the ExciteSussex Loan Program to retain/create jobs in Sussex County

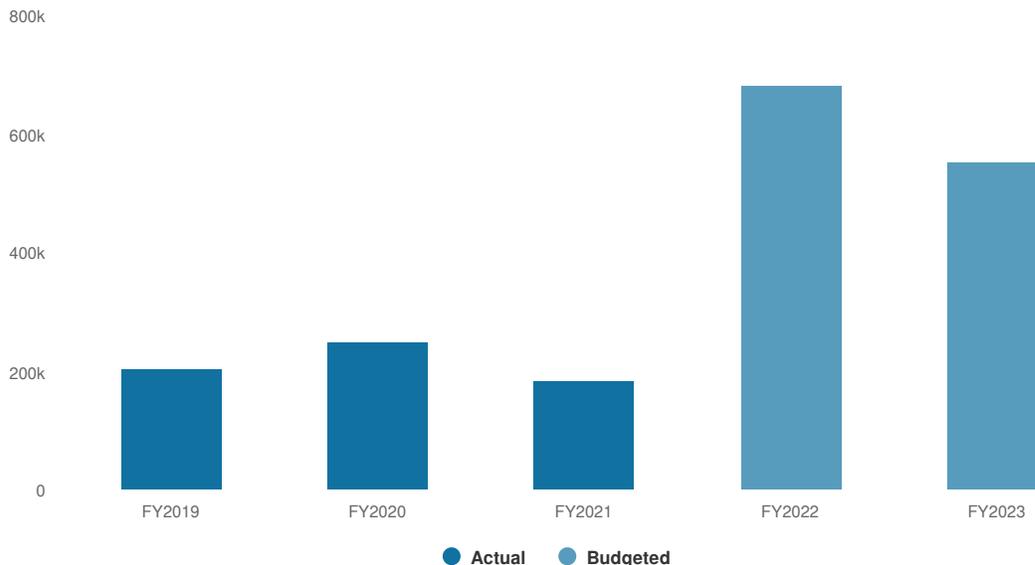


## Expenditures Summary

The FY 2023 budget decreased \$128,000, or 18.8 percent. The decrease is due to the kitchen incubator project. A large portion of the incubator is being paid using ARPA funds, which removes the capital costs from this budget. Last year, there was \$300,000 in the budget for this initiative as the County was unsure how much it would cost to get the incubator up and running. Although there is a decrease from last year's budget, the FY 2023 budget is \$369,000 over the last completed fiscal year.

**\$553,460** **-\$127,967**  
 (-18.78% vs. prior year)

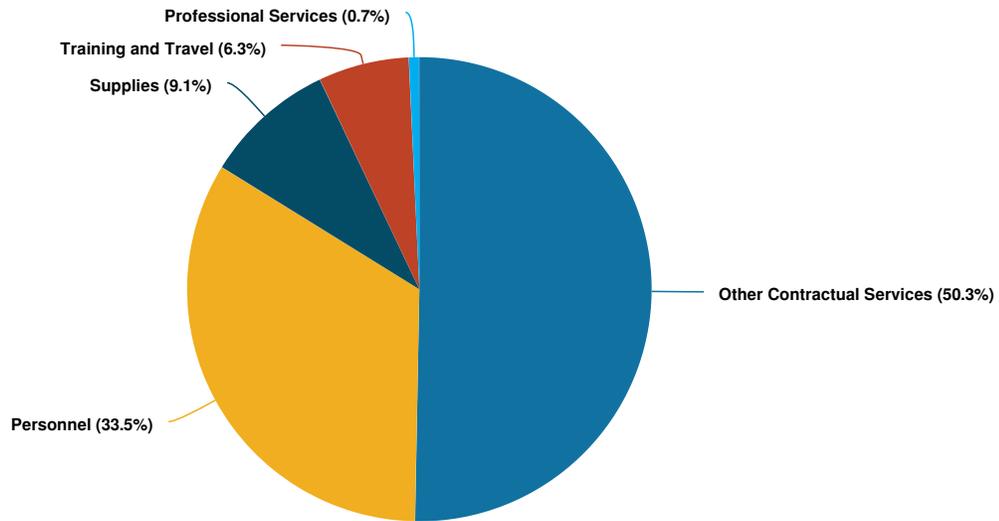
### Economic Development Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

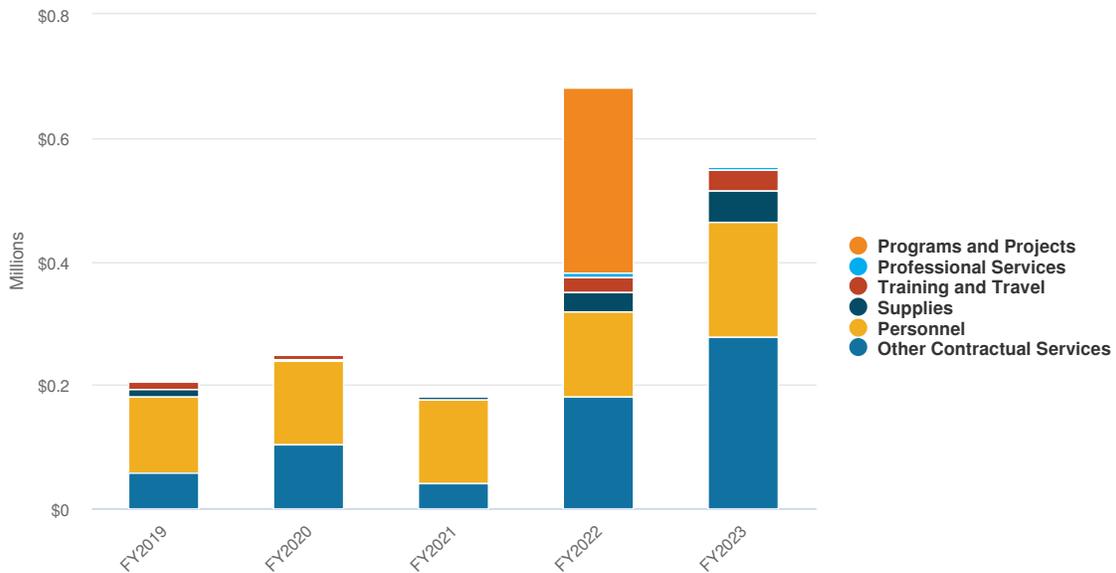
The department's largest expense type is Other Contractual Services which contains advertising Sussex municipalities and the rental lease of the kitchen incubator.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



FY 2022 and FY 2023, contained new economic development initiatives such as the kitchen incubator and economic development advertising. There is an additional part-time staff added to this department to help with the kitchen incubator.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Economic Development Salaries	\$87,615	\$92,943	\$138,994	49.5%
Vision Plan	\$58	\$72	\$55	-23.6%
Dental Plan	\$518	\$624	\$550	-11.9%
FICA Tax	\$6,265	\$7,107	\$10,633	49.6%
Health Insurance	\$17,223	\$17,000	\$17,400	2.4%
Pension	\$24,741	\$19,646	\$17,938	-8.7%
<b>Total Personnel:</b>	<b>\$136,421</b>	<b>\$137,392</b>	<b>\$185,570</b>	<b>35.1%</b>
<b>Professional Services</b>				
Legal		\$6,000	\$4,000	-33.3%
<b>Total Professional Services:</b>		<b>\$6,000</b>	<b>\$4,000</b>	<b>-33.3%</b>
<b>Other Contractual Services</b>				
Communications	\$943	\$1,110	\$2,040	83.8%
Postage & Freight	\$0	\$8,075	\$100	-98.8%
Rental and Leases	\$0	\$12,000	\$44,500	270.8%
Insurance	\$1,296	\$1,600	\$1,750	9.4%
Repairs and Maintenance	\$29,819	\$27,300	\$35,000	28.2%
Printing & Binding	\$0	\$1,000	\$11,000	1,000%
Advertising	\$3,794	\$80,000	\$134,000	67.5%
Other Contractual Services	\$4,620	\$50,000	\$50,000	0%
<b>Total Other Contractual Services:</b>	<b>\$40,472</b>	<b>\$181,085</b>	<b>\$278,390</b>	<b>53.7%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$176	\$3,000	\$3,000	0%
Fuel	\$484	\$2,000	\$1,500	-25%
Dues & Subscriptions	\$455	\$12,000	\$15,000	25%
Maintenance & Repairs Parts	\$195	\$200	\$12,000	5,900%
Tools and Small Equipment	\$1,944	\$5,000	\$5,000	0%
Sm. Computer Equipment - 5422	\$0	\$0	\$2,000	N/A
Other Supplies	\$129	\$9,900	\$12,000	21.2%
<b>Total Supplies:</b>	<b>\$3,384</b>	<b>\$32,100</b>	<b>\$50,500</b>	<b>57.3%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$0	\$300,000	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>-100%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$3,350	\$8,850	\$16,000	80.8%
Mileage	\$0	\$1,000	\$1,000	0%
Travel	\$1,238	\$15,000	\$18,000	20%
<b>Total Training and Travel:</b>	<b>\$4,588</b>	<b>\$24,850</b>	<b>\$35,000</b>	<b>40.8%</b>
<b>Total Expense Objects:</b>	<b>\$184,864</b>	<b>\$681,427</b>	<b>\$553,460</b>	<b>-18.8%</b>

## Initiative #1 - Filming 12 Sussex Towns ~ Business Communities \$109,000

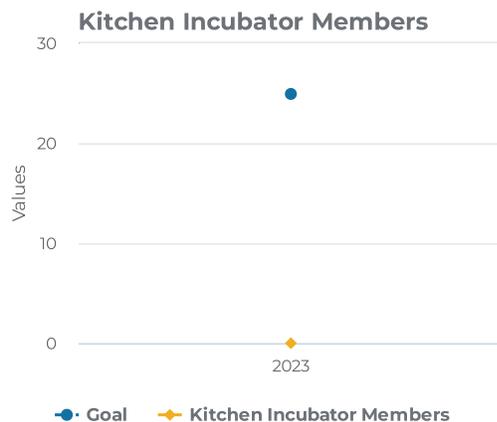
Business Video - includes shooting, production and editing of 12 short videos of each business community in every town in Sussex County with Sussex County owning all footage. All photos and b-roll video footage will be provided to Sussex County for social media and other uses.



## Initiative #2 - Keep Sussex Strong ~ Opening Kitchen Incubator - \$500,000 (ARPA) and \$175,000 (State Grant)

The Sussex County kitchen incubator will be a collaborative community, providing shared kitchen space combined with business assistance to help aspiring and existing entrepreneurs build great food companies, create jobs, improve healthy food access, and strengthen our regional food economy.

Sussex Digital Budget Book Image



# Emergency Medical Services



**Robert Murray**

Director of Emergency Medical Services

Paramedics operate as a non-transporting EMS agency providing advanced life support services to the residents and visitors of Sussex County. A specially designed ALS rapid response vehicle is based at one of eleven paramedic stations located throughout the county. Ambulance transportation is provided by 21 Basic Life Support transport services, or by ALS helicopter service provided by the Delaware State Police or Life Net.

## Mission

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

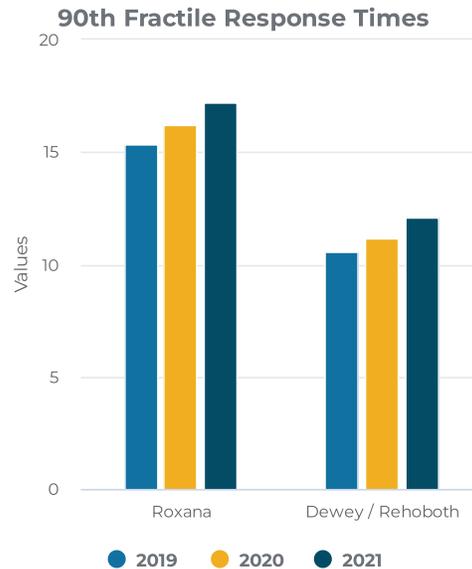
## Prior Year's Successes

1. Responded 31,202 times to calls for service and achieved an 8-minute response time goal 63.8 percent for Charlie, Delta and Echo level incidents; a 10-year look back shows 19,320 responses and an 8-minute response time goal met 61.9 percent; over 10 years, we have experienced a 61.5 percent increase in responses and slightly improved the percentage of time that we arrive on scene within 8-minutes.
2. Implemented the Narcan Leave Behind program. This program allows paramedics to provide on-scene training and Narcan kits to families of a person who over-dosed, was administered Narcan, and was not transported to the hospital. This program, funded by the state, empowers family members to administer Narcan to their loved ones prior to EMS arrival. Since inception, paramedics have been averaging distribution of at least 12 kits per month.
3. Paramedic students were hired and placed in the Delaware Technical Community College Paramedic Program. This initiative provides a path for residents to navigate the paramedic program while employed by the County. Two students began their 16-month journey in January. We are hopeful that this annual program will provide a constant stream of local residents joining our department.
4. When vaccines became available, staff worked an extra 2,300 hours at 93 pods, and administered 22,127 vaccines across the county and in Dover. In addition, through a partnership with Beebe Healthcare and Sussex County Libraries, vaccines were administered in many underserved communities utilizing the County Bookmobile.
5. We placed in service both ventilators and IV pumps with each set of gear, thus allowing staff to provide enhanced critical care functions to those patients requiring such care.
6. Began allowing staff to trade into twenty-four-hour shifts; this has been one of the most frequent requests over the last twenty plus years. This cost neutral, employee benefit is sure to improve morale and work/life balance for those who choose to work this alternate schedule.



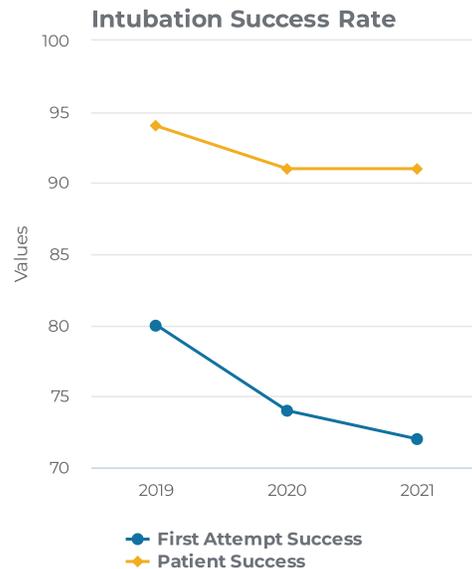
## Goal #1 - Customer Service

 Customer Service – As written in our department policies, Sussex County Paramedics must gain and safeguard the confidence, trust and respect of the public in order to achieve true success. We have many initiatives that are customer service centric. Few are as important as our response time. When 9-1-1 is called, there is an expectation of timely arrival. Specifically, in the FY 2023 budget, we are proposing to add an additional seasonal power unit. The goal is to appreciate at least a 10% reduction in the 90<sup>th</sup> fractile response time when seasonal units are in-service compared to when seasonal units are not in-service. This reduction is expected to be recognized in the primary response area of each seasonal unit.



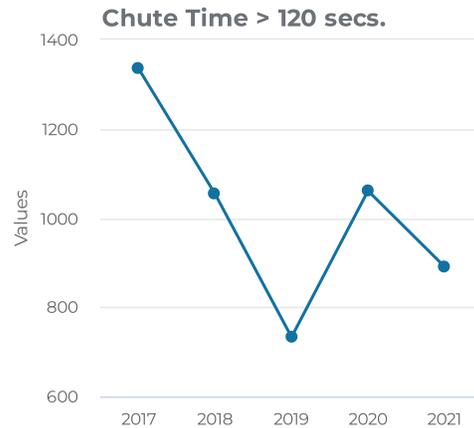
## Goal #2 - Clinical Excellence

 Through regular and focused training, seek at least a 5% improvement in first pass endotracheal intubation success rate and at least a 3% improvement in patient success rate.



## Goal #3 - Chute Times

With continued investment in the station alerting systems, further reduce out of chute non-compliance by at least 5% over the previous year.

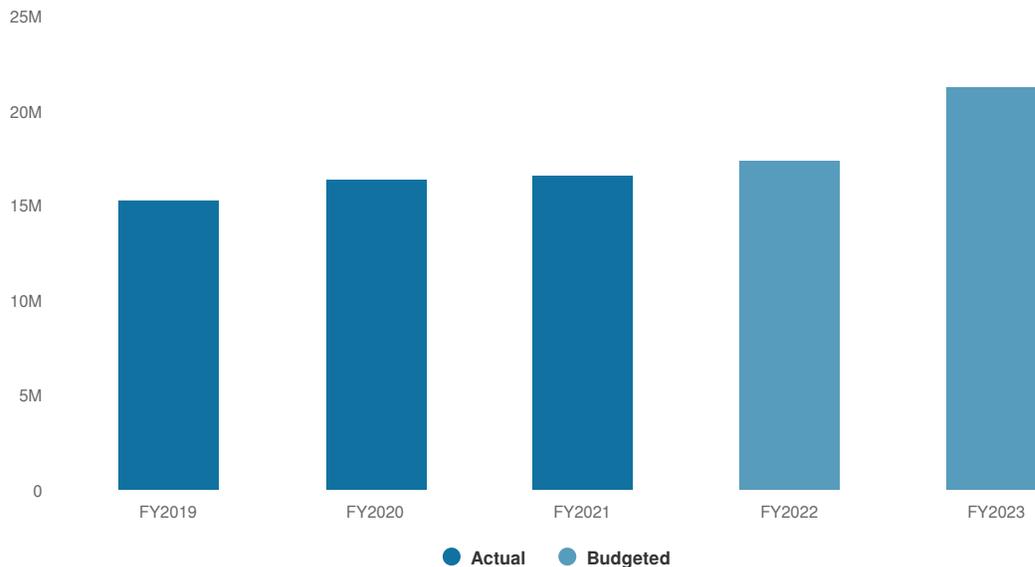


## Expenditures Summary

The FY 2023 budget increased \$3.8 million, or 22.1 percent. The increase is due to the following: \$2.6 million for increased employment costs, which includes the hiring of 6 students to become paramedics as soon as they graduate Delaware Technical Community College, replacing toughpads in the amount of \$225,000, replacing LP15's for \$735,000, and replacing AED's for \$84,000.

**\$21,187,553** **\$3,830,462**  
(22.07% vs. prior year)

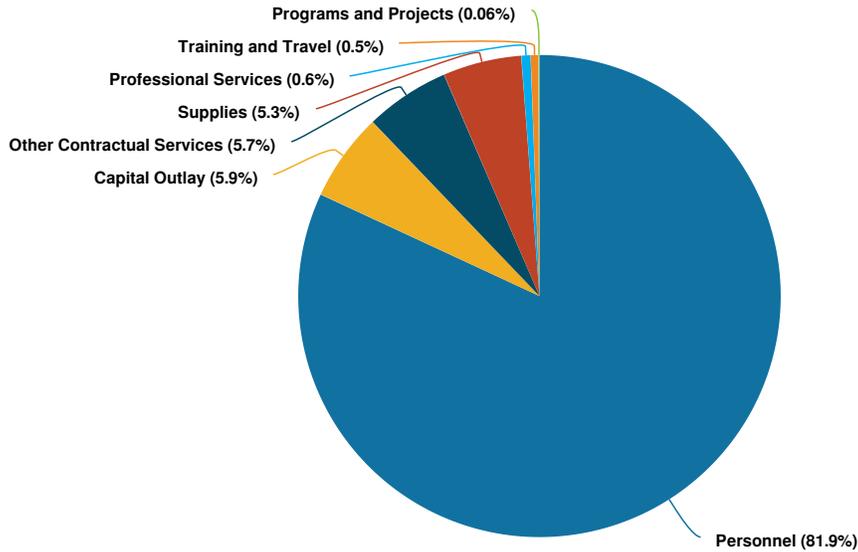
### Emergency Medical Services Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

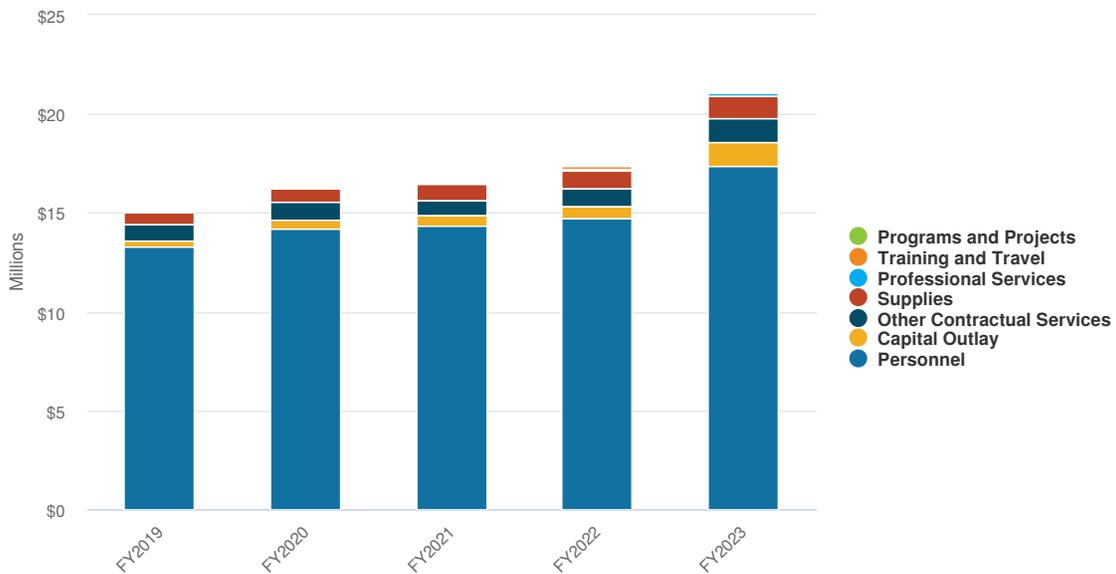
As this is a service-based department, the largest expense is personnel costs. There are over 100 paramedics hired by Sussex County. There are 6 new student medics added to this budget. This increase in staffing does not include the 4 additional medics funded with ARPA funds.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



There is a continual increase in personnel costs as the County continues to add more staff to meet demand of Sussex County residents and visitors.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Salaries EMS Admin -5010	\$1,171,768	\$1,123,899	\$1,265,302	12.6%
Salaries EMS Prod - 5020	\$7,945,026	\$8,705,224	\$10,820,093	24.3%
Vision Plan - 5111	\$6,098	\$8,424	\$6,765	-19.7%
Dental Plan - 5112	\$55,387	\$73,008	\$67,650	-7.3%
FICA Tax - 5210	\$666,095	\$751,912	\$924,533	23%
Health Insurance - 5110	\$1,891,614	\$1,989,000	\$2,140,200	7.6%
Worker's Compensation - 5230	\$332,845	\$383,590	\$556,972	45.2%
Pension - 5120	\$2,263,006	\$1,702,648	\$1,578,206	-7.3%
<b>Total Personnel:</b>	<b>\$14,331,839</b>	<b>\$14,737,705</b>	<b>\$17,359,721</b>	<b>17.8%</b>
<b>Professional Services</b>				
Legal - 5315	\$1,820	\$10,000	\$15,000	50%
Other Prof Serv -Well - 5270	\$63,054	\$72,120	\$85,575	18.7%
Other Professional Serv - 5310	\$1,859	\$3,000	\$26,500	783.3%
Other Prof Serv - Comp - 54444	\$1,080	\$4,700	\$2,300	-51.1%
<b>Total Professional Services:</b>	<b>\$67,813</b>	<b>\$89,820</b>	<b>\$129,375</b>	<b>44%</b>
<b>Other Contractual Services</b>				
Telephone - 5810	\$53,854	\$57,444	\$58,140	1.2%
Telephone - Mobile - 5840	\$33,970	\$36,600	\$36,600	0%
Mobile Data Connectivity - 585	\$0	\$0	\$25,300	N/A
Postage - 5910	\$46	\$400	\$400	0%
Utilities - Electric - 5710	\$46,531	\$46,364	\$56,012	20.8%
Utilities - Fuel - 5715	\$14,586	\$14,740	\$15,960	8.3%
Building Rentals - 7310	\$51,510	\$46,284	\$47,136	1.8%
Insurance - 6210	\$142,686	\$158,340	\$264,440	67%
Office Equipment Maint -5440	\$3,041	\$3,310	\$1,450	-56.2%
Computer Equip Maint - 5442	\$140,942	\$253,982	\$373,533	47.1%
Paramedic Equip. Maint. - 5540	\$76,603	\$87,500	\$98,000	12%
Vehicle Maintenance - 5660	\$48,952	\$62,650	\$58,500	-6.6%
Facilities Maintenance -5721	\$56,263	\$59,000	\$64,000	8.5%
Communications Maint - 6030	\$77,677	\$80,250	\$80,250	0%
Maint - Training 7511	\$7,897	\$9,775	\$9,775	0%
Printing & Binding - 6110	\$973	\$1,000	\$1,000	0%
Advertising -6130	\$190	\$0	\$5,000	N/A
Contrl Services-Utilities-5712	\$3,814	\$4,200	\$4,200	0%
Communications Contrl-6020	\$0	\$1,500	\$1,800	20%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total Other Contractual Services:</b>	<b>\$759,533</b>	<b>\$923,339</b>	<b>\$1,201,496</b>	<b>30.1%</b>
<b>Supplies</b>				
Office Supplies -5410	\$5,243	\$6,500	\$6,500	0%
Offices Supplies-Copying-5415	\$1,414	\$1,500	\$1,500	0%
Fuel - Vehicles - 5640	\$78,552	\$104,658	\$147,000	40.5%
Janitorial Supplies - 5730	\$8,693	\$12,250	\$8,250	-32.7%
Dues & Subscriptions -6140	\$673	\$2,000	\$2,000	0%
Uniforms - 5240	\$76,640	\$79,698	\$91,159	14.4%
Computer - Parts - 5441	\$4,401	\$7,000	\$7,000	0%
EMS Equipment - Parts -5521	\$24,343	\$28,516	\$20,866	-26.8%
Vehicle - Tires - 5650	\$7,966	\$8,000	\$10,000	25%
Vehicle - Parts - 5665	\$33,822	\$39,041	\$38,997	-0.1%
Facilities - Parts - 5722	\$27,403	\$20,600	\$20,600	0%
Communications - Parts - 6035	\$638	\$4,020	\$6,520	62.2%
Parts - Training 7512	\$0	\$1,000	\$1,000	0%
Computer Equipment - 5422	\$103,612	\$105,035	\$254,845	142.6%
Office Equipment - 5423	\$400	\$2,500	\$2,500	0%
Paramedic Equipment - 5522	\$145,171	\$29,653	\$34,208	15.4%
Tools & Sm Equipment - 5670	\$4,845	\$7,000	\$5,000	-28.6%
Facilities Sm Equipment -5723	\$23,317	\$15,600	\$21,100	35.3%
Communication Sm Equip-6013	\$27,945	\$16,171	\$1,575	-90.3%
Training Sm Equipment - 7513	\$4,166	\$12,800	\$14,000	9.4%
Paramedic Supplies - 5510	\$283,684	\$406,641	\$421,221	3.6%
Supplies - Training 7514	\$30	\$2,150	\$2,400	11.6%
<b>Total Supplies:</b>	<b>\$862,958</b>	<b>\$912,333</b>	<b>\$1,118,241</b>	<b>22.6%</b>
<b>Programs and Projects</b>				
Programs and Projects - 6120	\$4,970	\$13,200	\$12,550	-4.9%
Miscellaneous - 6310	\$645	\$750	\$750	0%
<b>Total Programs and Projects:</b>	<b>\$5,616</b>	<b>\$13,950</b>	<b>\$13,300</b>	<b>-4.7%</b>
<b>Training and Travel</b>				
Seminars and Conf. -5250	\$6,406	\$11,550	\$17,600	52.4%
Tuition & Training - 5255	\$24,524	\$34,900	\$34,900	0%
Inhouse Training - 7510	\$9,880	\$10,820	\$10,600	-2%
Travel - 6410	\$1,345	\$20,990	\$20,040	-4.5%
Travel - 6420	\$3,728	\$32,780	\$27,780	-15.3%
Travel - DEMA/FEMA	\$1,371	\$0	\$0	0%
<b>Total Training and Travel:</b>	<b>\$47,253</b>	<b>\$111,040</b>	<b>\$110,920</b>	<b>-0.1%</b>
<b>Capital Outlay</b>				

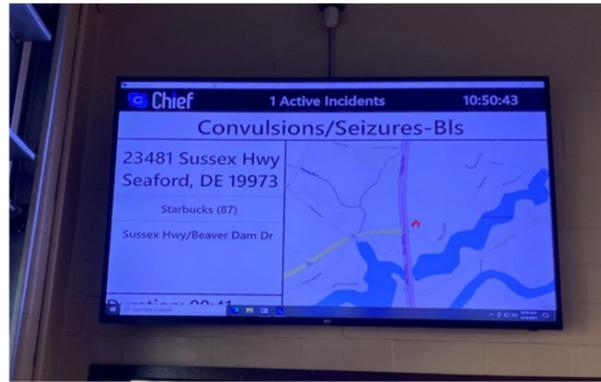


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
M & E - Office - 5420	\$11,494	\$0	\$0	0%
M & E - Computer - 5421	\$26,211	\$0	\$126,500	N/A
M & E - Paramedic - 5520	\$12,844	\$35,000	\$834,000	2,282.9%
M & E - Comm - 6010	\$66,572	\$63,404	\$107,000	68.8%
M & E - Training - 7515	\$0	\$93,000	\$0	-100%
Transportation Equip - 5610	\$395,101	\$377,500	\$187,000	-50.5%
<b>Total Capital Outlay:</b>	<b>\$512,222</b>	<b>\$568,904</b>	<b>\$1,254,500</b>	<b>120.5%</b>
<b>Total Expense Objects:</b>	<b>\$16,587,234</b>	<b>\$17,357,091</b>	<b>\$21,187,553</b>	<b>22.1%</b>

## Initiative #1 - Station Pre-Alert - \$30,000

Response does not start until wheels are in motion. Utilizing a station pre-alert system, paramedics will be notified of an incident as soon as their unit is assigned. Incident location and information will be displayed on monitors in the station and garage. This sharing of information will occur prior to pager activation and prior to voice activation by dispatch. The new paramedic station in Seaford was used as a model to determine what would be needed moving forward. As new stations are built, it is planned to include this initiative when projecting construction costs.

Impacts FY 2023 Department goals #1 and #3.



## Initiative #2 - Additional Seasonal Power Unit - \$85,000

During the summer of 2021, the County experienced a significant increase in call volume in the Lewes and Rehoboth area. This demand peaked in July when Sussex County EMS averaged 21.2 responses in those districts per 24-hour period. It is our desire to place a seasonal power unit (single paramedic, daytime only) in Dewey Beach. We are planning for the unit to be housed in a building owned by the Town of Dewey Beach. It is our current understanding that Dewey Beach has requested \$500 annually to offset utilities and there would be no rent charged. This location is ideal and allows immediate response to incidents in Dewey and a significantly quicker response to downtown Rehoboth.

Impacts FY 2023 Department Goal 2

 Sussex Digital Budget Book Image

## Initiative #3 - Capital Projects - \$8,800,000

Throughout FY 2023 we hope to continue progress in approved capital building projects. It is our hope that by the end of FY 2023 we have moved into our new paramedic headquarters adjacent to the Emergency Operations Center (\$6.0m). In addition, we hope to break ground on Medic 103 located on Dickerson Rd., just south of Millsboro (\$1.5m). This location is ideal and will reduce response times for Millsboro and area communities.

Our paramedic heart monitors, and county AEDs are nearing the end of their life-cycle. It is proposed that we split the purchase over two fiscal years with the first half taking place in late FY 2023 and completing the initiative in early FY 2024 (\$819k).

Impacts FY 2023 Department Goals 1, 2, and 3.

Sussex Digital Budget Book Image

## Initiative #4 - Department Accreditation - \$23,500

Our initial accreditation occurred in December 2019. This three-year accreditation provided an in-depth review of our department. The Commission on Accreditation of Ambulance Services (CAAS) provides a comprehensive list of more than 120 industry standards that must be met. Our reaccreditation is due in 2022. (~\$15,000/3yrs)

To date, there exists no EMS Simulation program that has been accredited. We desire to be the first. Our simulation team is used to providing education and training to all employees. It is also frequently used to assist in identifying areas of deficiency. Team accreditation will validate their approach and actions. This accreditation would be for five years. (\$10,000)

Impacts FY 2023 Department Goals #1 and #2



## Initiative #5 - Mass Care Bus - Upfit - \$35,000

Sussex County EMS has been awarded a grant through DEMA for \$75,000. The grant was awarded to partially fund a Mass Care Bus. Our special events are becoming more frequent, larger, and more complex. In many cases, there is not a secure or private location to assess and treat patients. Nor is there an opportunity to remove patients from adverse weather. This Mass Care Bus would be deployed to select events and would provide a private and safe area for the assessment and treatment of those in attendance. While not a primary intent, the unit would also be available to transport multiple patients should evacuation of facilities or mass transport be required.

Impacts Department FY 2023 Goal 1



# Emergency Preparedness



**Joseph L. Thomas**  
Director of Emergency Operations

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

## Mission

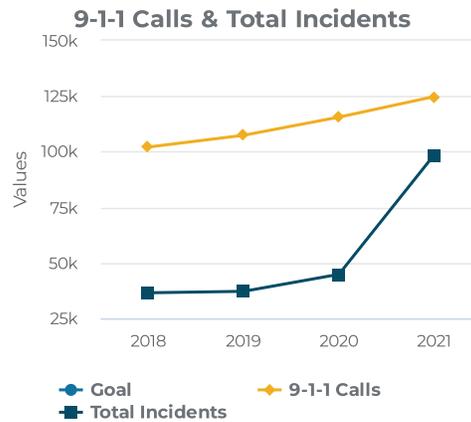
To provide the citizens and visitors of Sussex County with quality and timely public safety, which includes 9-1-1 fire and EMS dispatching, as well as emergency management to prevent, prepare, respond and recover from natural or man-made disasters

## Prior Year's Successes

1. Completed the first year of the call-taking model, which saw the Dispatch Center process 124,792 9-1-1 calls, 88,208 non-emergency calls and handle 98,555 law enforcement, fire and EMS incidents
2. Increased staffing in the 9-1-1 Center by 33% by hiring 12 additional dispatchers, which increased the number of dispatchers from 24 to 36 dispatchers
3. Migrated new fire service paging capabilities over to two State of Delaware tower sites (Dagsboro and Milton) and added a new paging base to the State of Delaware tower site in Lewes
4. Upgraded the Mobile Satellite hardware and firmware in Mobile Command Unit

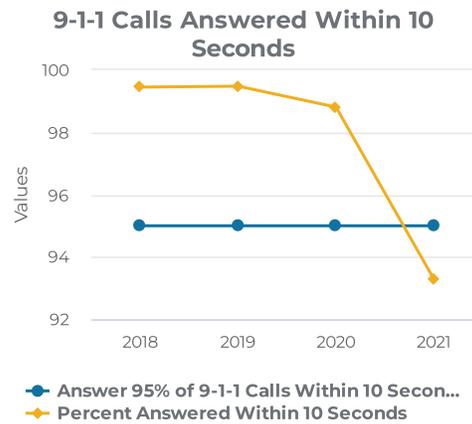
## Goal #1 - Highly Skilled Workforce

 Maintain a highly skilled workforce to successfully answer the increased number of 9-1-1 Calls into the Dispatch Center. Dispatchers are required to have 24 hours of Continuing Dispatch Education in order to maintain Certification. All dispatchers have met this requirement of training.



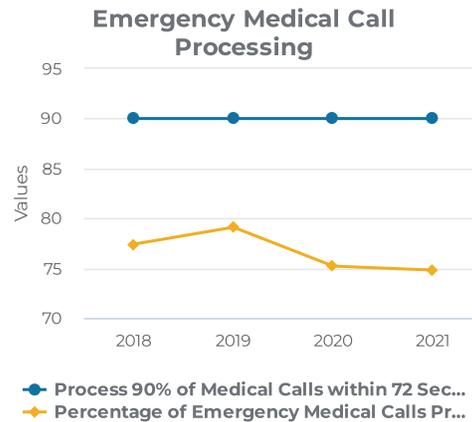
## Goal #2 - Answer 9-1-1 Calls Within 10 Seconds

Advance efforts to provide and sustain first-class, comprehensive emergency communications services. The national standard is to answer 95 percent of 9-1-1 calls within 10 seconds of being received; the decrease in 2021 is due to COVID-19 and staffing shortages. The dispatch center is now fully staffed with 40 percent being "new" staff



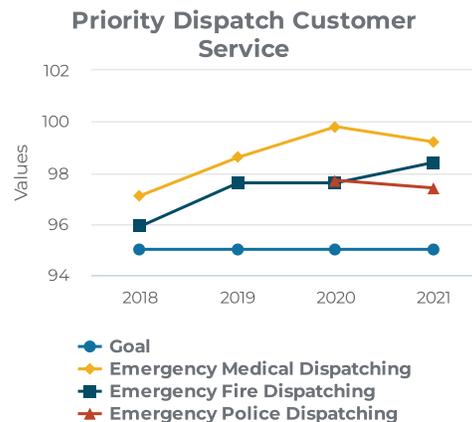
## Goal #3 - Emergency Medical Call Processing

Provide comprehensive emergency communications services; the Delaware General Assembly establishes a goal that 9-1-1 Centers process all medical calls for assistance within 72 seconds in at least 90% of such cases; although not meeting the established goal set by the General Assembly, the County's dispatch center is performing the highest in the State



## Goal #4 - Priority Dispatch Customer Service

Advance efforts to provide and sustain first-class, comprehensive emergency communications services; Priority Dispatch Accreditation minimum performance requirement is to maintain 95% or higher on providing quality customer service on all 9-1-1 calls

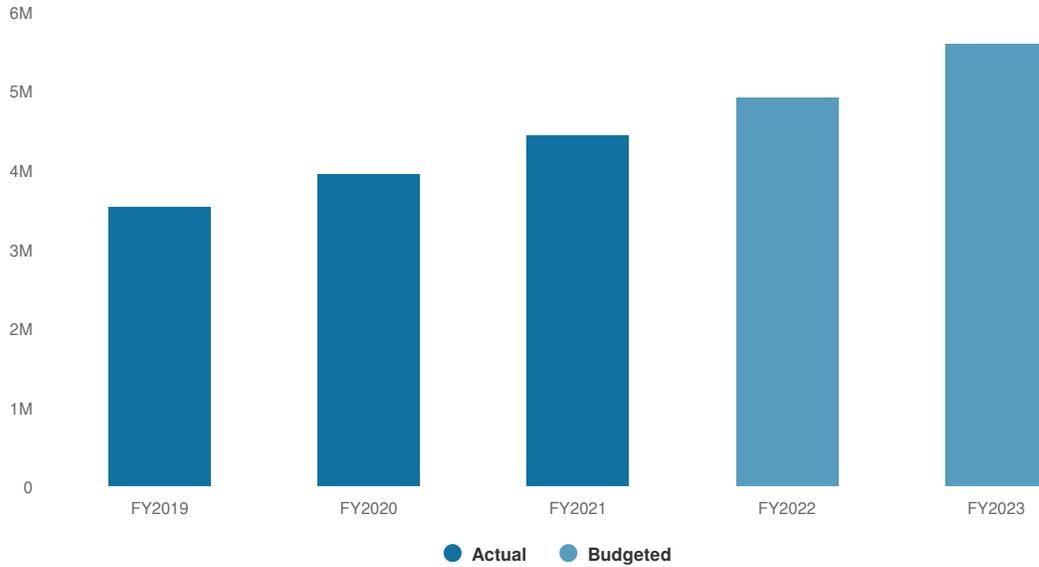


## Expenditures Summary

The FY 2023 budget increased \$673,000, or 13.6 percent. The increase is due to the following: \$91,000 to have the carpeting replaced in the dispatch center, rehosting of the CAD server, and covering the increase in employment costs for dispatchers.

**\$5,606,655** **\$672,865**  
(13.64% vs. prior year)

### Emergency Preparedness Proposed and Historical Budget vs. Actual



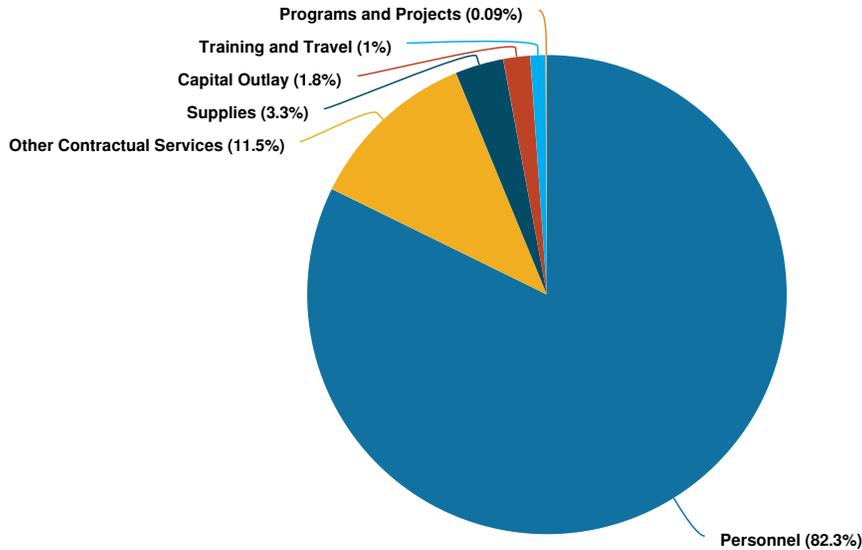
This department's budget has increased year over year due to the increase in staffing to meet the demand of increased 9-1-1 calls.



# Expenditures by Expense Type

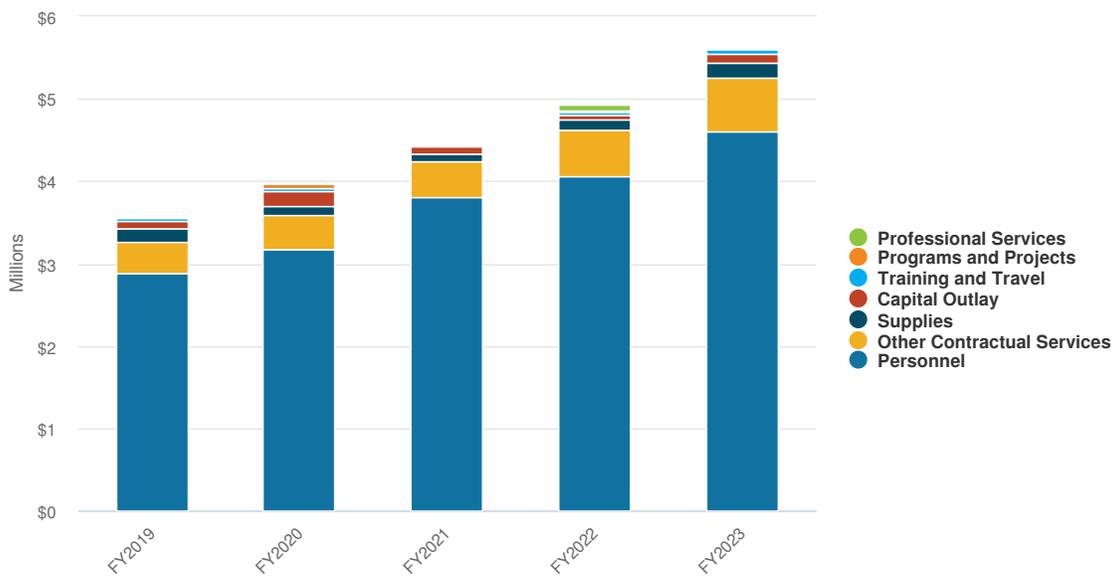
As this is a service-oriented department, the largest expense is personnel costs to answer 9-1-1 calls.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



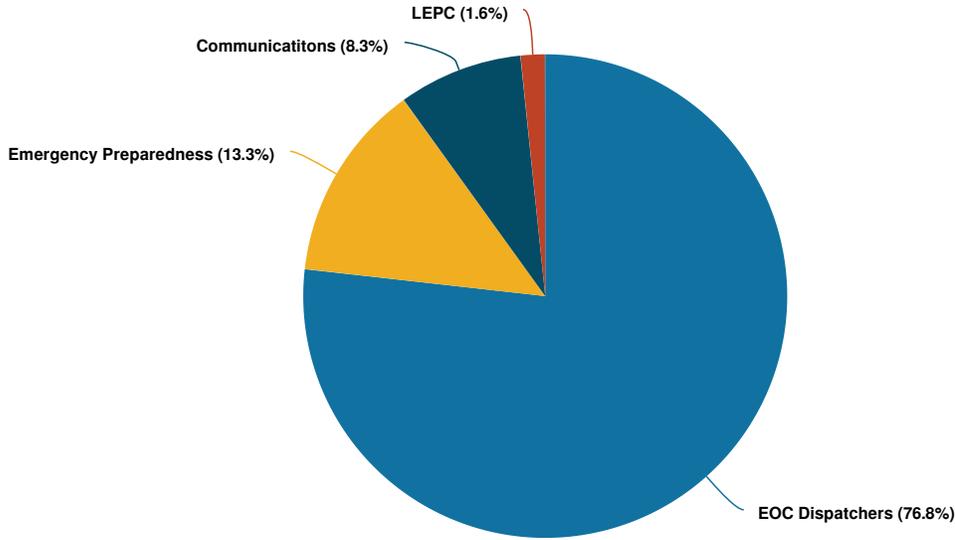
As call volumes have increased, the number of dispatchers has also increased in the last few years. There are 4 new dispatchers being funded with ARPA fund in FY 2023.



# Expenditures by Function

The largest function of Emergency Operations is the dispatching of the 9-1-1 calls.

## Budgeted Expenditures by Function



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expenditures</b>				
<b>Public Safety</b>				
<b>Emergency Preparedness</b>				
<b>Non Location</b>				
EOC Admin Salaries	\$198,595	\$195,920	\$213,634	9%
Vision Plan	\$116	\$144	\$110	-23.6%
Dental Plan	\$1,036	\$1,248	\$1,100	-11.9%
FICA Tax	\$14,582	\$14,986	\$16,343	9.1%
Health Insurance	\$34,232	\$34,000	\$34,800	2.4%
Pension	\$50,552	\$30,348	\$37,351	23.1%
Other Professional Ser - FEMA	\$0	\$75,000	\$0	-100%
Communications	\$18,813	\$17,190	\$17,190	0%
Postage & Freight	\$1	\$75	\$75	0%
Utilities	\$67,360	\$69,000	\$69,000	0%
Utilities - Fuel - 5715	\$3,999	\$3,000	\$5,000	66.7%
Rental and Leases	\$1,309	\$1,500	\$0	-100%
Insurance	\$8,094	\$12,900	\$12,995	0.7%
Repairs and Maintenance	\$128,357	\$174,000	\$148,760	-14.5%
Other Contractual Services	\$0	\$38,400	\$48,880	27.3%
Office / Operating Supplies	\$1,863	\$2,500	\$2,500	0%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Fuel	\$2,216	\$3,000	\$2,250	-25%
Dues & Subscriptions	\$370	\$900	\$400	-55.6%
Uniforms	\$658	\$480	\$240	-50%
Maintenance & Repairs Parts	\$8,789	\$11,500	\$11,500	0%
Tools and Small Equipment	\$9,731	\$7,300	\$10,052	37.7%
Sm. Computer Equipment - 5422	\$456	\$0	\$0	0%
Sm Equipment & Tools - DEMA	\$8,840	\$0	\$0	0%
Programs and Projects	\$0	\$5,000	\$5,000	0%
Seminars/Conferences/Training	\$0	\$1,000	\$1,000	0%
Travel	\$818	\$4,000	\$4,000	0%
Improvements	\$0	\$0	\$91,000	N/A
Machinery and Equipment	\$0	\$0	\$10,774	N/A
M & E - DEMA	\$23,985	\$0	\$0	0%
<b>Total Non Location:</b>	<b>\$584,771</b>	<b>\$703,391</b>	<b>\$743,954</b>	<b>5.8%</b>
<b>Total Emergency Preparedness:</b>	<b>\$584,771</b>	<b>\$703,391</b>	<b>\$743,954</b>	<b>5.8%</b>
<b>EOC Dispatchers</b>				
<b>Non Location</b>				
EOC Dispatchers Salaries	\$1,909,796	\$2,139,836	\$2,636,863	23.2%
Vision Plan	\$1,836	\$2,808	\$2,145	-23.6%
Dental Plan	\$16,730	\$24,336	\$21,450	-11.9%
FICA Tax	\$138,202	\$163,699	\$201,720	23.2%
Health Insurance	\$572,128	\$663,000	\$678,600	2.4%
Pension	\$491,215	\$409,780	\$355,450	-13.3%
Communications	\$34,404	\$33,840	\$33,840	0%
Postage & Freight	\$6	\$0	\$0	0%
Repairs and Maintenance	\$106,625	\$122,700	\$254,160	107.1%
Advertising	\$17,527	\$36,100	\$37,600	4.2%
Office / Operating Supplies	\$1,747	\$2,500	\$2,000	-20%
Fuel	\$0	\$300	\$300	0%
Dues & Subscriptions	\$2,150	\$2,175	\$2,175	0%
Uniforms	\$5,218	\$4,680	\$6,160	31.6%
Maintenance & Repairs Parts	\$2,671	\$1,000	\$1,000	0%
Tools and Small Equipment	\$9,276	\$5,600	\$10,600	89.3%
Sm. Computer Equipment - 5422	\$0	\$1,000	\$9,430	843%
Programs and Projects	\$0	\$6,000	\$0	-100%
Seminars/Conferences/Training	\$30,059	\$22,980	\$36,000	56.7%
Mileage	\$0	\$1,000	\$1,000	0%
Travel	\$1,240	\$11,500	\$15,000	30.4%
M & E - Computer - 5421	\$0	\$60,000	\$0	-100%
<b>Total Non Location:</b>	<b>\$3,340,830</b>	<b>\$3,714,834</b>	<b>\$4,305,493</b>	<b>15.9%</b>
<b>Total EOC Dispatchers:</b>	<b>\$3,340,830</b>	<b>\$3,714,834</b>	<b>\$4,305,493</b>	<b>15.9%</b>

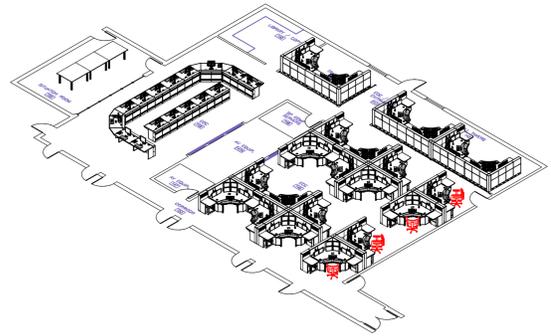


Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Communicatitons</b>				
<b>Non Location</b>				
Communications Salaries	\$176,877	\$197,989	\$216,205	9.2%
Vision Plan	\$116	\$216	\$165	-23.6%
Dental Plan	\$1,554	\$1,872	\$1,650	-11.9%
FICA Tax	\$13,095	\$15,148	\$16,540	9.2%
Health Insurance	\$51,797	\$51,000	\$52,200	2.4%
Pension	\$53,232	\$39,003	\$37,872	-2.9%
Communications	\$1,736	\$3,620	\$3,216	-11.2%
Postage & Freight	\$0	\$100	\$100	0%
Insurance	\$4,010	\$4,810	\$4,025	-16.3%
Repairs and Maintenance	\$36,636	\$32,200	\$9,700	-69.9%
Office / Operating Supplies	\$360	\$1,000	\$1,000	0%
Fuel	\$2,281	\$4,500	\$4,800	6.7%
Uniforms	\$612	\$500	\$500	0%
Maintenance & Repairs Parts	\$8,329	\$12,242	\$32,140	162.5%
Tools and Small Equipment	\$32,893	\$64,548	\$85,311	32.2%
Transportation Equip	\$54,391	\$0	\$0	0%
<b>Total Non Location:</b>	<b>\$437,921</b>	<b>\$428,748</b>	<b>\$465,424</b>	<b>8.6%</b>
<b>Total Communicatitons:</b>	<b>\$437,921</b>	<b>\$428,748</b>	<b>\$465,424</b>	<b>8.6%</b>
<b>LEPC</b>				
<b>Non Location</b>				
LEPC Salaries	\$47,592	\$51,403	\$56,655	10.2%
Vision Plan	\$58	\$72	\$55	-23.6%
Dental Plan	\$518	\$624	\$550	-11.9%
FICA Tax	\$3,437	\$3,932	\$4,334	10.2%
Health Insurance	\$17,032	\$17,000	\$17,400	2.4%
Pension	\$13,686	\$10,906	\$9,910	-9.1%
Communications	\$786	\$1,380	\$1,380	0%
Repairs and Maintenance	\$0	\$228	\$0	-100%
Office / Operating Supplies	\$0	\$272	\$500	83.8%
Fuel	\$191	\$650	\$650	0%
Maintenance & Repairs Parts	\$190	\$350	\$350	0%
<b>Total Non Location:</b>	<b>\$83,490</b>	<b>\$86,817</b>	<b>\$91,784</b>	<b>5.7%</b>
<b>Total LEPC:</b>	<b>\$83,490</b>	<b>\$86,817</b>	<b>\$91,784</b>	<b>5.7%</b>
<b>Total Public Safety:</b>	<b>\$4,447,013</b>	<b>\$4,933,790</b>	<b>\$5,606,655</b>	<b>13.6%</b>
<b>Total Expenditures:</b>	<b>\$4,447,013</b>	<b>\$4,933,790</b>	<b>\$5,606,655</b>	<b>13.6%</b>

## Initiative #1 - Carpet - \$91,000

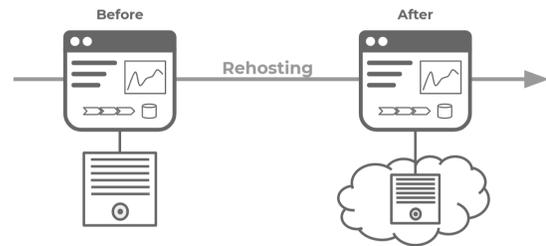


The EOC opened its doors in April 2008 and the carpet in the 9-1-1 Center has had 24-hour foot traffic since that time. The replacement carpeting chosen is a Level 3 Staticsmart carpeting to prevent static discharge. The price includes all labor to carefully lift all consoles about an 1" where needed to install new carpeting, removal and disposal of old carpeting and grounding of the new carpet.



## Initiative #2 - CAD Server Rehost - \$36,075

Current CAD Rehost is due to expire in October 2023. Rehosting is the practice of moving a license from one machine to another. This often involves deactivating the license on the machine being decommissioned and then activating the same license on the new machine. Secure Rehosting refers to the practice of ensuring that the license can provably no longer be run on the decommissioned machine after rehosting.



# Engineering



**Hans Medlarz**  
County Engineer

The Engineering Department is responsible for all engineering design, land acquisition, permitting, and construction of County-owned utilities as well as facilities in the unincorporated areas of Sussex County. This includes gravity and pressure sewer systems, wastewater treatment and disposal plants, water systems, Delaware Coastal Airport and Business Park, libraries, EMS stations, closed County-owned legacy landfills, lighting districts and suburban community improvements. The divisions represented financially in this section are General Fund-supported Engineering Administration, Design Review and Solid Waste.

The Engineering Department also includes Utility Planning and Utility Engineering functions which are supported by Enterprise Funds. Although the expenses for these functions fall in the Environmental Services section of this budget book, their overall mission and objectives fall under this larger Engineering Department section.

## Mission

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

## Prior Year's Successes

1. Completed the procurement of the truck mounted mainline/lateral inspection camera
2. Completed the addition of the Slaughter Beach sewer area
3. Organized public hearings and successful referendums establishing the Pintail Pointe and North Georgetown sewer areas
4. Completed the implementation of the GIS-based work order system for Miss Utility locates and lateral inspection
5. Completed 14 sewer district boundary expansions and the 2021 mass annexation adding 6 single family home parcels to the sewer district
6. Approved 63 utility plans as well as preliminary engineering reports and environmental assessments for 3 regional sewer projects
7. Completed 56 Conditional Use comments, 37 Change of Zone comments, 67 PLUS comments and 15 TAC comments
8. Completed 23 Existing Wastewater Infrastructure Use Agreements totaling \$1,535,403.00
9. Brought 126 sewer & road projects to substantial completion and another 32 projects were granted final acceptance
10. Gathered 2,615 satellite-based GPS data collection points locating existing County assets to within four inches of accuracy
11. Complete a comprehensive review and update of all Sussex County Engineering Standard Details, and posted the first online version on the County's website.
12. Continued our partnership with DelDOT in the review of numerous capital roadway improvement projects in order to provide detailed utility conflict assessment for projects that involve County water or sewer infrastructure

## Additional Success #1 - Ellendale Water District

The Engineering Department was very instrumental with the creation of the Ellendale water district and the installation of the water system, including the installation of the mainline, hydro-pneumatic tank facility and connection of homes to the water meters. To date, there have been 96 parcels connected and 10-12 more scheduled once the contractor re-mobilizes this spring to complete the job. There will be an additional work item which will provide a loop system with the Artesian infrastructure within Ingram Village. This was initiated by the town interested in infusing their ARPA money. The county has distributed the opt-out letters required by the Public Service Commission to include all parcels along the extension providing them the opportunity to connect to the system.





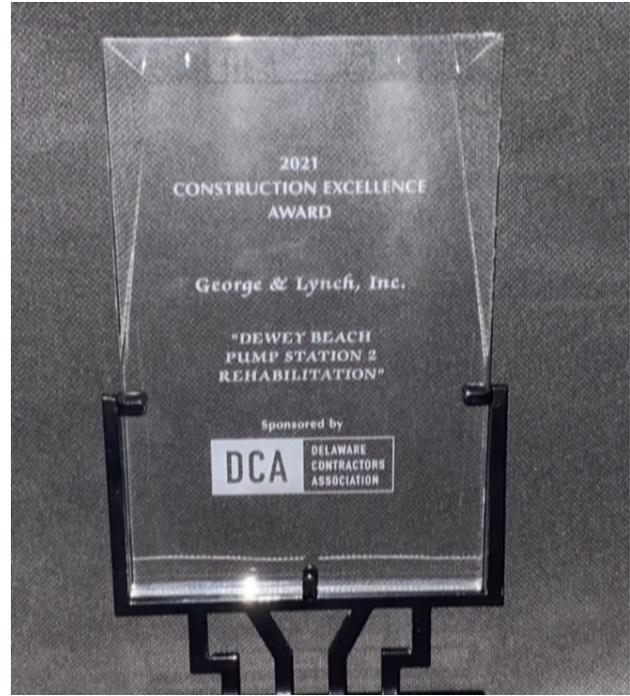
## **Additional Success #2 - Ditch Bridge**

New bridge over ditch tributary of Guinea Creek to provide access for county water trucks and equipment to pass directly from one forested section of land to another. Installation of the bridge was done so as to not disturb the bottom of the ditch and maintain active drainage flows. The bridge was designed to safely carry 60K lb loads and provide maintenance-free usage for an extended timeline. The overall goal was to have a bridge that was simple, functional and cost-efficient.



## Additional Success #3 - Pump Station #2 Rebuild

Major rehabilitation of Pump Station #2 at the Dewey Beach water tower site including new 35-foot deep wet well, new valve vault, upgraded electrical and mechanical service components, addition of service pole building, and second entrance to site from Bayard Ave. Construction was particularly challenging due to constrained working conditions within site and proximity of surrounding residential houses. Project won Excellence in Construction Awards from both the Delaware Contractors Association and Associated Builders and Contractors.



## Additional Success #4 - County Standard Details

The Engineering Department, in collaboration with Environmental Services personnel, performed a comprehensive review and update of all Sussex County Engineering Standard Details, and posted the first online version on the County's website on December 30, 2021. Standards included in the initial roll-out included Sewer Details and Electrical Details.

Detail Name	Issue Date
S-1.01 - Precast Concrete Manhole	12/30/2021
S-1.02 - Manhole Frame and Cover	12/30/2021
S-1.03 - Manhole Frame and Cover Adjustment	12/30/2021
S-1.04 - Inside Ditch Manhole	12/30/2021
S-1.05 - 48 in. Diameter Shallow Precast Manhole	12/30/2021
S-1.06 - Doothouse Manhole	12/30/2021
S-1.07 - Force Main Discharge Manhole	12/30/2021
S-1.08 - Low Pressure Force Main Discharge	12/30/2021
S-1.09 - Manhole Slop	12/30/2021
S-1.10 - Manhole Flow Channel	12/30/2021
S-1.11 - Manhole Abandonment	12/30/2021
S-1.12 - Pipe Abandonment at Manhole	12/30/2021
S-1.13 - Hot-Mix Rammed at Manhole	12/30/2021



## Additional Success #5 - Leveling and Drying of 200+ Acres at Inland Bays Facility

This work is all part of the Master Grading Plan for the Inland Bays Regional Wastewater Facility. Low areas on the site have to be drained, regraded and filled to a designated design elevation, then covered with topsoil for spring planting to spray treated product. Throughout the winter months with the snowstorms and rain, the project had to keep moving to meet the deadlines for planting the spring crop. Bulldozers and ATVs were the only way to move around site.



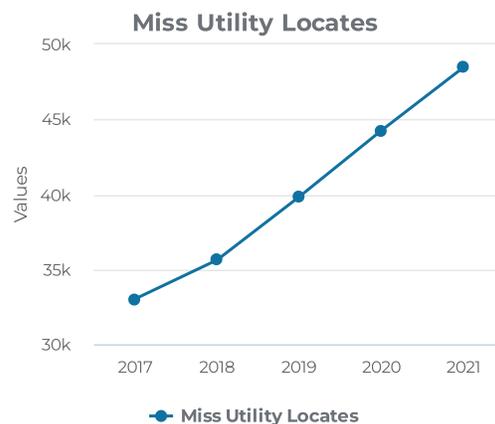
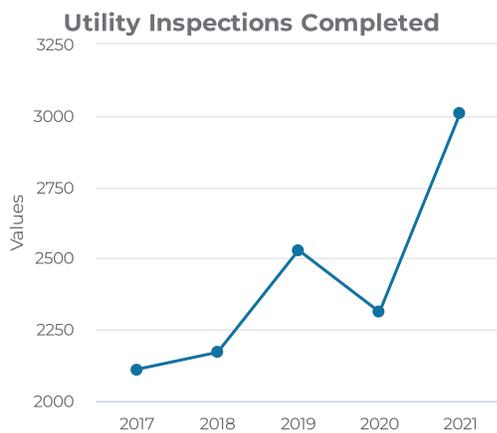
### Goal #1 - Utility Inspections & Miss Utility Locates

#### Utility Inspections

Complete all Utility Inspections within the scheduled time slot requested by the developer or plumber - inspections are scheduled in 15 minute intervals per inspector.

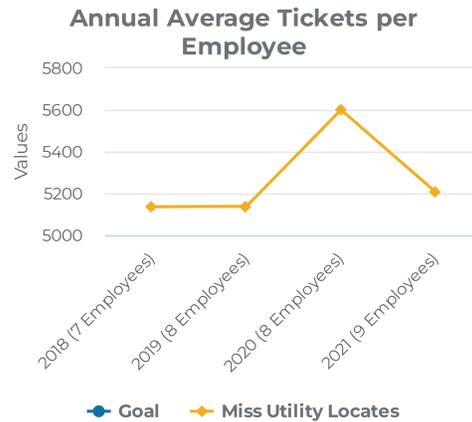
#### Miss Utility Locates

Complete all standard Miss Utility locates within the 72 hour allotted time frame and all emergency locates within the 2 hour allotment.



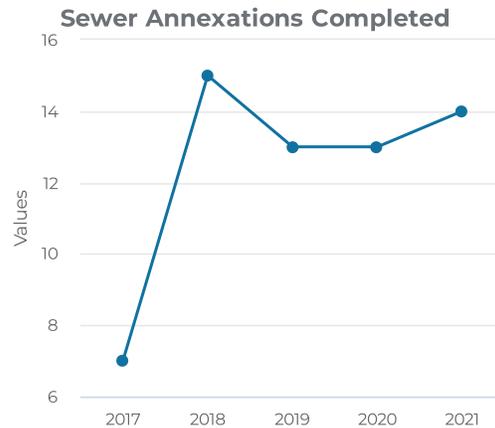
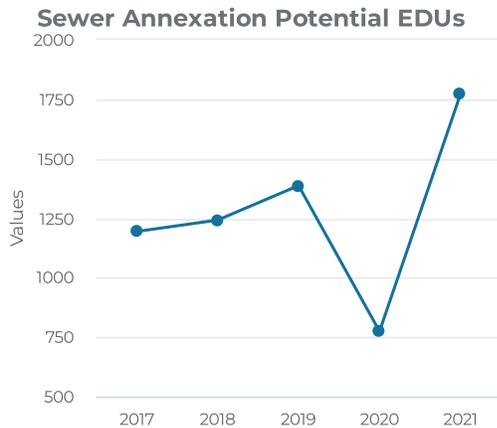
## Goal #2 - Average Utility Tickets per Employee

This represents an average of how many utility tickets are completed per employee



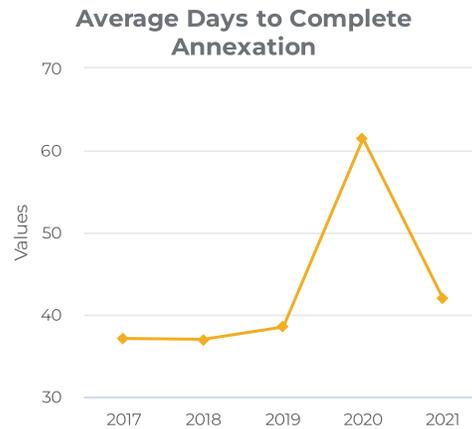
## Goal #3 - Sewer District Annexations

Complete all requested annexations within 60-90 days once all administrative procedures have been completed, unless designated as a single family home with an immediate need, then the parcels can be served immediately and completed as a mass annexation



## Goal #4 - Timeframe for Annexations

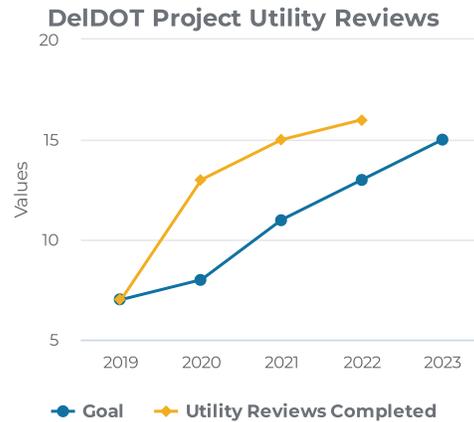
The goal is to complete all annexations within 60-90 days, the attached chart will represent the average number of days required for the Engineering Department to complete those annexation requests. 2020 will depict some skewed data based on the Covid restriction preventing us from holding Public Hearings which caused (2) projects to take approximately 140 days to complete. Advertising and posting requirements as well as Council schedules often dictate the length & variation in the timelines.



## Goal #5 - DeIDOT Capital Project Utility Reviews

### DeIDOT Capital Project Utility Reviews

Goal is to complete all Capital Project Utility Reviews within 2 weeks of the allotted 30 days timeframe from the date we receive notice of the submission

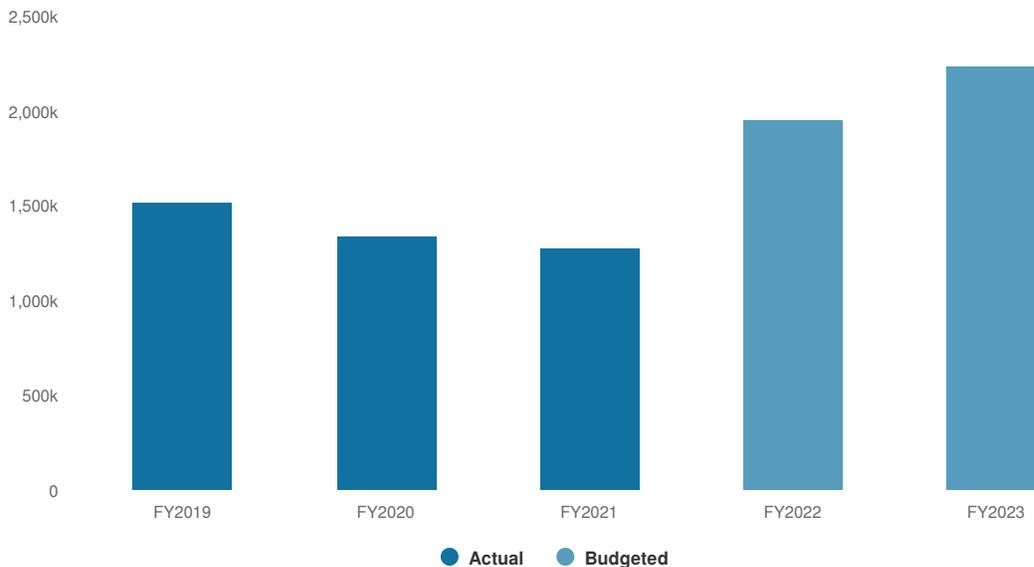


## Expenditures Summary

The FY 2023 budget increased \$285,000, or 14.6 percent. The increase is due to enhancing in-car technology for the inspectors, having more employees working on general fund projects rather than sewer as in the past, and absorbing inflationary costs on fuel and insurance.

**\$2,234,269** **\$284,709**  
(14.60% vs. prior year)

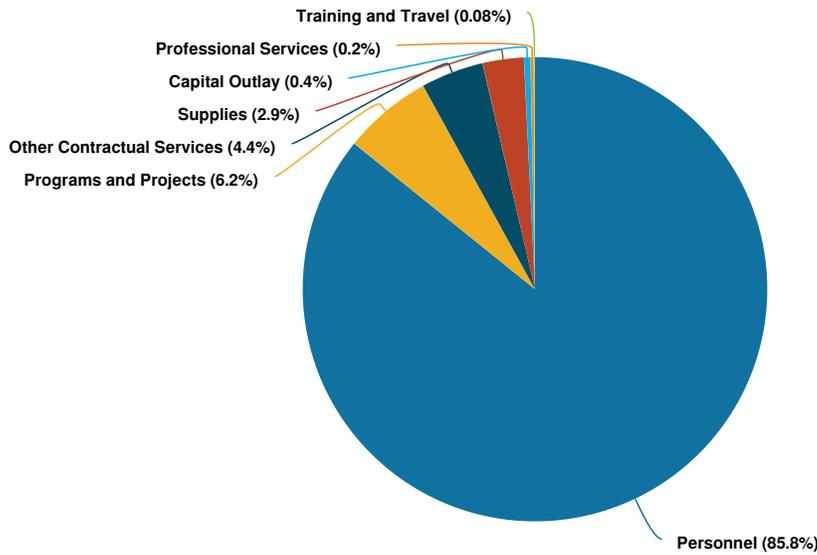
### Engineering Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

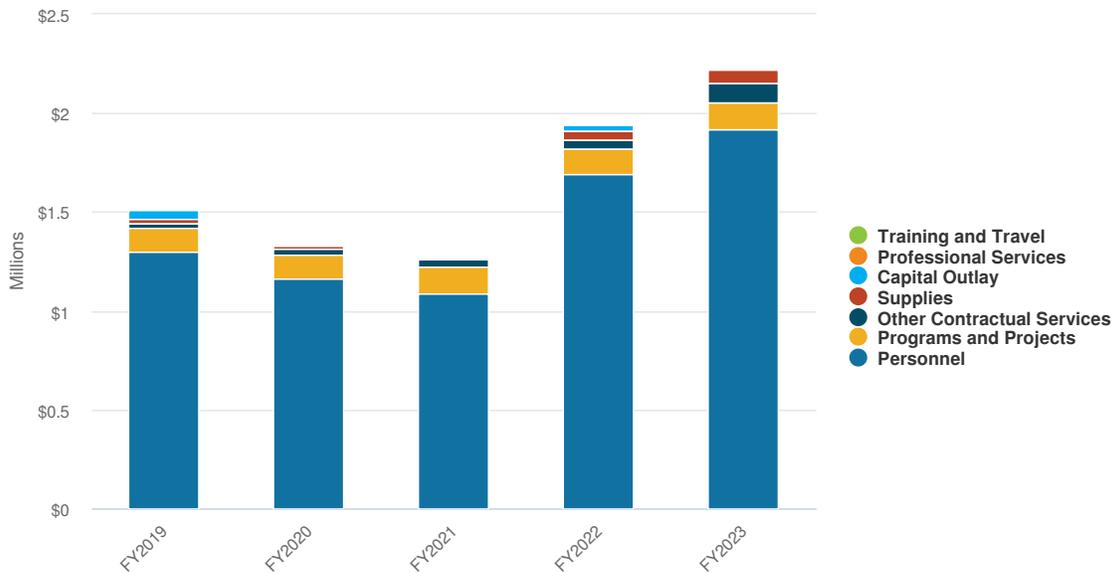
The largest expense type in the Engineering Department is personnel due to the functions performed by this department; these functions include construction management and plan reviews.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type

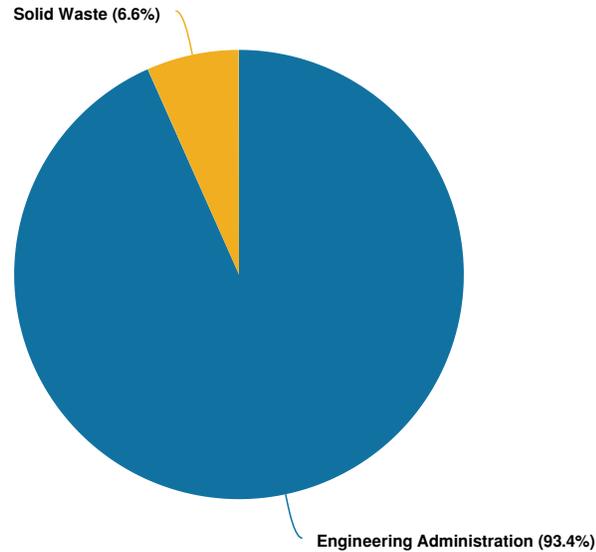


Personnel costs have fluctuated the last 5 years. This fluctuation is due to the allocation of work between the General Fund and Sewer Fund within the Engineering Department.

## Expenditures by Function

FY 2022's and FY 2023's Engineering budgets include both Public Works and Engineering Administration, which in prior years were separate divisions. Team members were combined into one division to work on all types of projects to maximum staff time.

### Budgeted Expenditures by Function



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 vs. FY2023 (% Change)
<b>Expenditures</b>				
<b>Engineering</b>				
<b>Engineering Administration</b>				
<b>Non Location</b>				
County Engineering Salaries	\$514,255	\$1,953,802	\$2,348,000	20.2%
Cost Reimbursement - Salaries	-\$19	-\$1,438,279	-\$1,633,211	13.6%
Vision Plan	\$232	\$2,448	\$1,870	-23.6%
Dental Plan	\$2,486	\$21,216	\$18,700	-11.9%
FICA Tax	\$37,577	\$151,154	\$179,622	18.8%
Health Insurance	\$83,247	\$578,000	\$591,600	2.4%
Pension	\$156,287	\$426,459	\$410,667	-3.7%
Engineering	\$230	\$5,000	\$5,000	0%
Communications	\$4,503	\$14,800	\$16,500	11.5%
Postage & Freight	\$40	\$1,150	\$900	-21.7%
Insurance	\$4,881	\$15,464	\$17,010	10%
Repairs and Maintenance	\$3,929	\$17,200	\$20,566	19.6%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 vs. FY2023 (% Change)
Advertising	\$1,003	\$1,000	\$1,000	0%
Other Contractual Services	\$13,620	\$35,836	\$67,000	87%
Cost Reimbursement - Cont Sr	\$0	-\$40,238	-\$25,289	-37.2%
Office / Operating Supplies	\$1,988	\$5,100	\$4,700	-7.8%
Fuel	\$3,866	\$36,600	\$54,000	47.5%
Dues & Subscriptions	\$373	\$400	\$400	0%
Uniforms	\$221	\$1,300	\$2,668	105.2%
Maintenance & Repairs Parts	\$1,087	\$6,400	\$4,400	-31.2%
Tools and Small Equipment	\$564	\$2,900	\$14,765	409.1%
Sm. Computer Equipment - 5422	\$1,952	\$690	\$37,300	5,305.8%
Other Supplies	\$0	\$600	\$404	-32.7%
Cost Reimbursement Supplies	\$0	-\$11,088	-\$54,573	392.2%
Seminars/Conferences/Training	\$0	\$1,310	\$2,240	71%
Mileage	\$0	\$100	\$100	0%
Travel	\$0	\$1,000	\$1,000	0%
Cost Reimbursement T & E	\$0	-\$1,364	-\$1,536	12.6%
<b>Total Non Location:</b>	<b>\$832,321</b>	<b>\$1,788,960</b>	<b>\$2,085,803</b>	<b>16.6%</b>
<b>Total Engineering Administration:</b>	<b>\$832,321</b>	<b>\$1,788,960</b>	<b>\$2,085,803</b>	<b>16.6%</b>
<b>Public Works</b>				
<b>Non Location</b>				
Public Works Salaries	\$183,137	\$0	\$0	0%
Vision Plan	\$86	\$0	\$0	0%
Dental Plan	\$1,019	\$0	\$0	0%
FICA Tax	\$13,334	\$0	\$0	0%
Health Insurance	\$34,397	\$0	\$0	0%
Pension	\$65,244	\$0	\$0	0%
Other Professional Services	\$1,369	\$0	\$0	0%
Communications	\$3,747	\$0	\$0	0%
Postage & Freight	\$47	\$0	\$0	0%
Insurance	\$618	\$0	\$0	0%
Repairs and Maintenance	\$1,799	\$0	\$0	0%
Office / Operating Supplies	\$4	\$0	\$0	0%
Fuel	\$2,394	\$0	\$0	0%
Maintenance & Repairs Parts	\$726	\$0	\$0	0%
Other Supplies	\$414	\$0	\$0	0%
<b>Total Non Location:</b>	<b>\$308,335</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Public Works:</b>	<b>\$308,335</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Solid Waste</b>				
<b>Non Location</b>				
Programs and Projects	\$132,368	\$125,600	\$138,466	10.2%
Improvements	\$3,950	\$35,000	\$10,000	-71.4%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 vs. FY2023 (% Change)
<b>Total Non Location:</b>	<b>\$136,318</b>	<b>\$160,600</b>	<b>\$148,466</b>	<b>-7.6%</b>
<b>Total Solid Waste:</b>	<b>\$136,318</b>	<b>\$160,600</b>	<b>\$148,466</b>	<b>-7.6%</b>
<b>Total Engineering:</b>	<b>\$1,276,974</b>	<b>\$1,949,560</b>	<b>\$2,234,269</b>	<b>14.6%</b>
<b>Total Expenditures:</b>	<b>\$1,276,974</b>	<b>\$1,949,560</b>	<b>\$2,234,269</b>	<b>14.6%</b>

## Initiative #1 - Pump Station #4 Rebuild - \$2,520,000 (Sewer)

Major Pump Station rebuild initiative which includes installation of a larger wet well, new valve vault, upgraded controls, conversion of existing wet well to a sediment trap, and demolition of existing dry well. Project will be completed under our Time & Materials Contract.



## Initiative #2 - Inland Bays RWF Constructed Wetlands & Stormwater Improvements - \$8,000,000 (Sewer)

Significant drainage and stormwater improvement project aimed at providing a wastewater outflow treatment facility and improved drainage conveyance and treatment along a 1.25-mile stretch of Cannon Road adjacent to IBRWF. Project will address nuisance flooding and establish forested buffers along roadway and within treatment site, and will provide over 1 million cubic feet of stormwater banking credits to be available for future projects.



## Initiative #3 - Canon Large Format Plotter \$48,000 (Sewer)

Purchase of a new Canon TZ Series Plotter/Scanner for the Engineering Department to replace the existing Ricoh plotter



## Initiative #4 - County Engineering Standards

As a continuation of updating the County's Engineering Standards, complete review and update of Standard Specifications and Design Standards for publishing on County website



The screenshot shows the Sussex County Delaware website. The header includes the county logo and navigation links for Home, Online Payment, Question/Comment, and Contact Us. The main navigation bar lists Government, Citizens, Visitors, Business, and Services. The left sidebar contains a menu with items like Environmental Services, Engineering, Engineering Standards, Utility Engineering, Utility Permits, Utility Planning & Design Review, and Sewer and Water. The main content area is titled "Engineering Standards" and contains the following text:

The Sussex County Engineering Department maintains a set of Standards that address design criteria, technical specifications, construction details, and best practices associated with the design and installation of County maintained sanitary sewer infrastructure and related amenities. The Standards are intended to assist Engineers, Contractors, and Material Suppliers when designing, fabricating, or installing sewer and related amenities associated with both Private Development and County Capital projects. The Standards may be amended from time to time to reflect new practices or policies, and as such the most up-to-date materials will be made available on this site. Any suggestions for improvements or clarifications on the Engineering Standards should be directed to the County Engineer.

For Standards related to privately maintained building sewer and water service, refer to the County's Technical Bulletin.

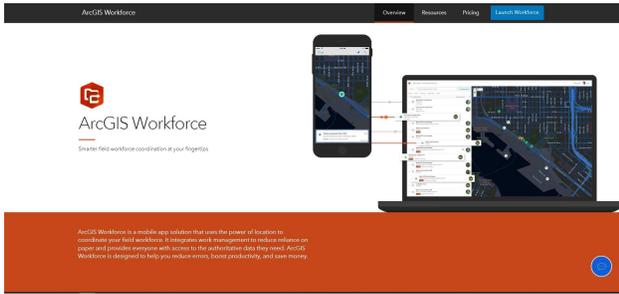
Standard Details  
Design Standards (future)  
Standard Specifications (future)

Contact Information

County Engineer	Hans Medlarz
Address	Sussex County Administrative Office Building, 3rd Floor 2 The Circle, P.O. Box 589 Georgetown, DE 19947
Phone	(302) 855-7370
Fax	(302) 855-7799

# Initiative #5 - Integration of the Work Order Management System - \$37,000 (General Fund)

Integrate the Field Inspection Team into the existing Work Order Management System requiring the procurement of 14 tablet devices with IOS operating system, cradle point mobile connectivity to include vehicle docking stations



# Environmental Services - Sewer



**Parker Burdell**  
Director of Environmental Services

The Environmental Services Division of Engineering is responsible for maintaining and operating both the sewer and water systems of Sussex County. The sewer system includes four wastewater treatment plants and over 500 pump stations.

## Mission

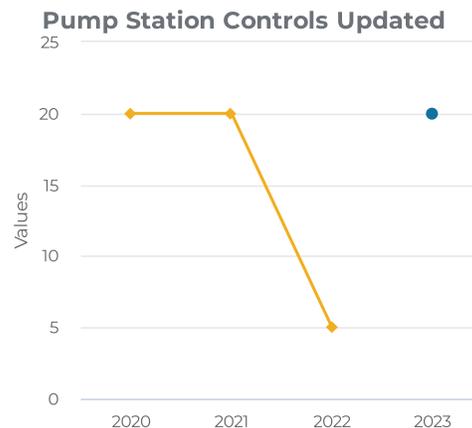
To operate and maintain the County's water and wastewater facilities in an economical and efficient manner; it is the County's obligation to protect the natural resources of the County by consistently maintaining a high-quality effluent

## Prior Year's Successes

1. Upgraded 5 pump stations and took over and improved the Pintail Pointe neighborhood onsite wastewater treatment system
2. Commissioned the new biosolids facility
3. Rolled out the County's work order and asset management system
4. Took control of the Western Sussex sewer system

## Goal #1 - PLC Systems

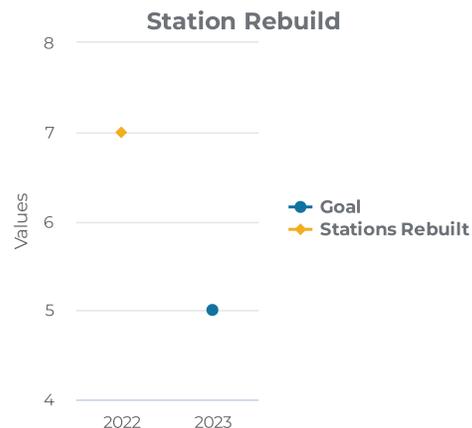
 Purchase and upgrade 20 pump station PLC systems per year which are no longer supported by the manufacturer and are critical to our system operation



## Goal #2 - Pump Station Rebuilds

 Rebuild 5 pump stations annually with safety improvements for accessing pumps and valves, upgrade valve, pumps and wiring to like new conditions, and improve the safety and functionality of aged equipment

Note: This goal began in FY 2022



## Goal #3 - Work Order System

**\$** Continue the implementation of the asset management and work order tracking system to improve efficiency 3500 work orders competed this year

Note: This goal began in FY 2022

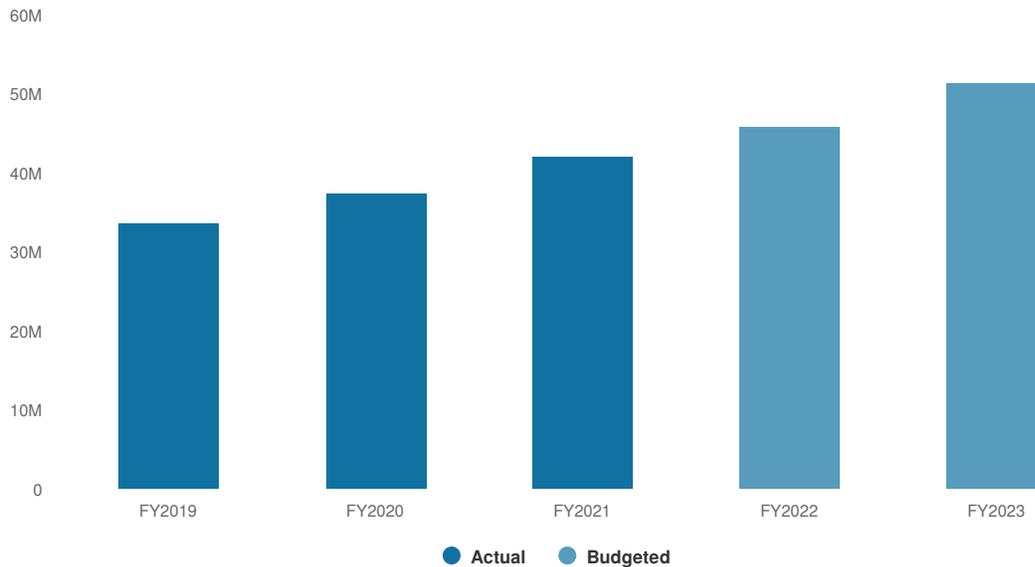


## Expenditures Summary

The FY 2023 budget increased \$5.6 million, or 12.1 percent. The largest increase is in debt payments of \$1.5 million. The next largest increase is in equipment. Pumping equipment is up \$1.1 million and treatment and disposal equipment is up \$0.9 million. The rest of the increase is in everyday operational expenses such as communication costs (broadband), employment costs, and maintenance costs.

**\$51,313,948** **\$5,536,122**  
 (12.09% vs. prior year)

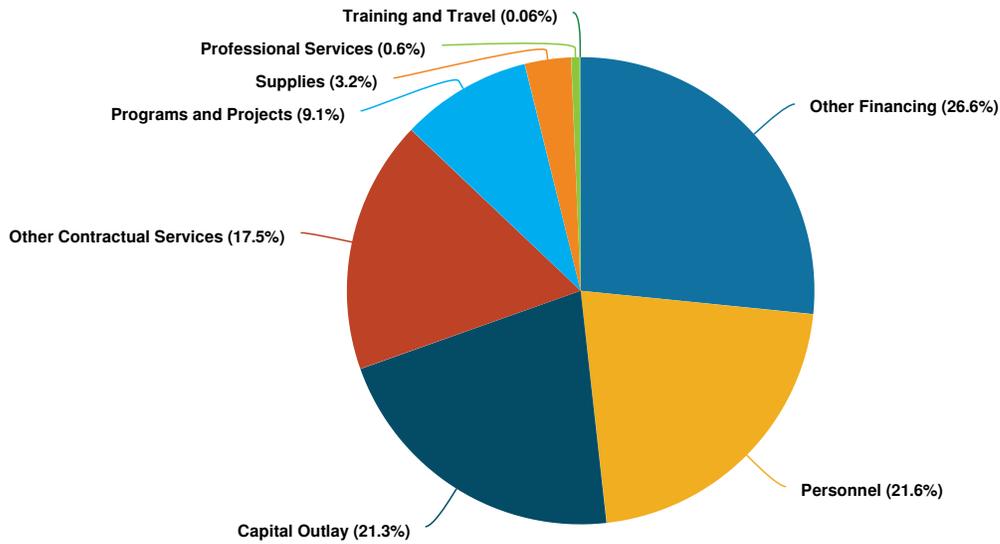
### Environmental Services - Sewer Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

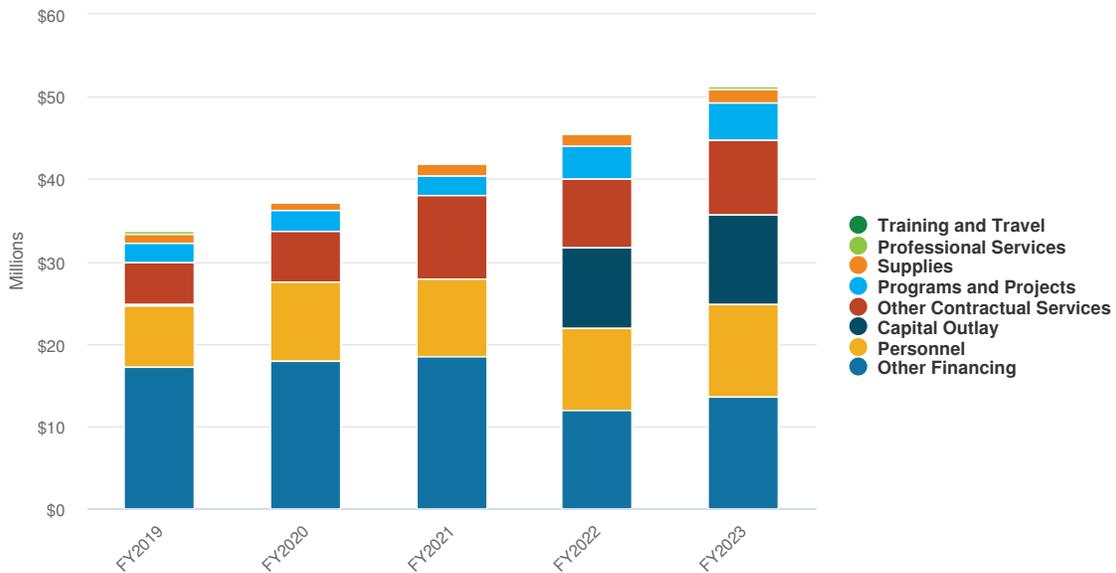
The largest expense of this department is Other Financing. This expense is the interest payments on the improvements of the sewer system.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



As the sewer district continues to add customers, costs to run the system continue to increase.



Capital Outlays do not appear in the completed years of FY 2019 through FY 2021 since these costs are capitalized and shown on the balance sheet.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
<b>Administration</b>				
S Admin Salaries	\$2,369,836	\$1,318,987	\$1,768,740	34.1%
Vision Plan	\$2,530	\$1,800	\$1,485	-17.5%
Dental Plan	\$23,511	\$15,600	\$14,850	-4.8%
FICA Tax	\$171,545	\$100,903	\$135,309	34.1%
Health Insurance	\$831,736	\$425,000	\$469,800	10.5%
Worker's Compensation	\$37,494	\$47,000	\$36,190	-23%
Pension	\$16,402	\$273,395	\$309,665	13.3%
<b>Total Administration:</b>	<b>\$3,453,055</b>	<b>\$2,182,685</b>	<b>\$2,736,039</b>	<b>25.4%</b>
<b>Maintenance</b>				
S Maintenance Salaries	\$4,127,336	\$4,639,102	\$5,199,017	12.1%
Vision Plan	\$4,539	\$6,480	\$4,950	-23.6%
Dental Plan	\$40,658	\$56,160	\$49,500	-11.9%
FICA Tax	\$302,731	\$354,892	\$397,725	12.1%
Health Insurance	\$1,408,011	\$1,530,000	\$1,566,000	2.4%
Worker's Compensation	\$145,828	\$180,569	\$213,600	18.3%
Pension	-\$138,485	\$1,047,814	\$931,356	-11.1%
<b>Total Maintenance:</b>	<b>\$5,890,617</b>	<b>\$7,815,017</b>	<b>\$8,362,148</b>	<b>7%</b>
<b>Total Personnel:</b>	<b>\$9,343,672</b>	<b>\$9,997,702</b>	<b>\$11,098,187</b>	<b>11%</b>
<b>Professional Services</b>				
<b>Administration</b>				
Legal	\$37,305	\$70,000	\$60,000	-14.3%
Other Professional Services	\$182,512	\$152,300	\$192,600	26.5%
<b>Total Administration:</b>	<b>\$219,817</b>	<b>\$222,300</b>	<b>\$252,600</b>	<b>13.6%</b>
<b>Maintenance</b>				
Engineering	\$3,777	\$12,000	\$0	-100%
Other Professional Services	\$14,606	\$48,000	\$50,000	4.2%
<b>Total Maintenance:</b>	<b>\$18,383</b>	<b>\$60,000</b>	<b>\$50,000</b>	<b>-16.7%</b>
<b>Total Professional Services:</b>	<b>\$238,200</b>	<b>\$282,300</b>	<b>\$302,600</b>	<b>7.2%</b>
<b>Other Contractual Services</b>				
<b>Administration</b>				
Communications	\$42,400	\$50,340	\$199,444	296.2%
Postage & Freight	\$3,546	\$2,800	\$2,800	0%
Rental and Leases	\$0	\$1,600	\$0	-100%
Insurance	\$444,598	\$443,678	\$506,566	14.2%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Repairs and Maintenance	\$32,015	\$39,240	\$52,922	34.9%
Computer Equip Maint - 5442	\$214,100	\$272,445	\$465,153	70.7%
Advertising	\$22,217	\$8,500	\$11,580	36.2%
Other Contractual Services	\$36,467	\$36,000	\$72,950	102.6%
<b>Total Administration:</b>	<b>\$795,344</b>	<b>\$854,603</b>	<b>\$1,311,415</b>	<b>53.5%</b>
<b>Maintenance</b>				
Communications	\$60,237	\$176,142	\$223,540	26.9%
Postage & Freight	\$474	\$1,400	\$1,400	0%
Utilities - Electric	\$1,390,705	\$1,365,000	\$1,501,500	10%
Utilities - Wastewater Treatme	\$4,756,242	\$3,775,000	\$3,775,000	0%
Utilities - Other	\$243,606	\$123,000	\$123,000	0%
Utilities - BioSolids Electric	\$44,029	\$75,000	\$150,000	100%
Utilities - Biosolids Gas	\$88,596	\$173,200	\$125,000	-27.8%
Utilities - Biosolids - DSWA	\$159,876	\$75,000	\$50,000	-33.3%
Rental and Leases	\$100,689	\$100,173	\$100,669	0.5%
Repairs and Maintenance	\$36	\$0	\$0	0%
Maint & Repair Off/Lab/Softwa	\$18,053	\$25,000	\$29,413	17.7%
Vehicle Maintenance	\$181,098	\$215,000	\$237,500	10.5%
Facilities Maintenance -5721	\$65,258	\$113,000	\$103,000	-8.8%
Communications Maint	\$33,378	\$35,500	\$120,500	239.4%
Maint - Collection & Other	\$252,010	\$154,000	\$182,000	18.2%
Maint - Pumping Equip	\$279,302	\$331,000	\$303,600	-8.3%
Maint - Treatment Plant	\$254,275	\$364,108	\$330,500	-9.2%
Maintenance - LM Equipment	\$41,990	\$35,000	\$40,250	15%
Other Contractual Services	\$288,188	\$217,175	\$211,000	-2.8%
Other Contractual Srvs Bio Sol	\$2,300	\$0	\$75,000	N/A
<b>Total Maintenance:</b>	<b>\$8,260,341</b>	<b>\$7,353,698</b>	<b>\$7,682,872</b>	<b>4.5%</b>
<b>Capital</b>				
Rental and temporary easements	\$3,580	\$10,000	\$0	-100%
Repairs and Maintenance	\$1,096,154	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$1,099,734</b>	<b>\$10,000</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Other Contractual Services:</b>	<b>\$10,155,419</b>	<b>\$8,218,300</b>	<b>\$8,994,287</b>	<b>9.4%</b>
<b>Supplies</b>				
<b>Administration</b>				
Office / Operating Supplies	\$9,215	\$7,245	\$10,245	41.4%
Fuel	\$47,044	\$38,615	\$66,450	72.1%
Dues & Subscriptions	\$229	\$6,590	\$890	-86.5%
Uniforms	\$3,753	\$11,332	\$5,966	-47.4%
Tools and Small Equipment	\$6,511	\$15,100	\$32,400	114.6%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Computer Equipment - 5422	\$25,331	\$33,548	\$25,000	-25.5%
Other Supplies	\$12,452	\$16,087	\$16,648	3.5%
<b>Total Administration:</b>	<b>\$104,534</b>	<b>\$128,517</b>	<b>\$157,599</b>	<b>22.6%</b>
<b>Maintenance</b>				
Office / Operating Supplies	\$161,069	\$181,000	\$182,000	0.6%
Supplies - Safety	\$26,501	\$50,000	\$60,000	20%
Fuel	\$172,998	\$226,724	\$212,750	-6.2%
Dues & Subscriptions	\$2,140	\$2,400	\$2,400	0%
Uniforms	\$113,392	\$115,000	\$110,000	-4.3%
Maintenance & Repairs Parts	\$135,604	\$1,090	\$0	-100%
Tools and Small Equipment	\$96,261	\$58,000	\$58,000	0%
Sm. Computer Equipment	\$14,344	\$15,000	\$25,000	66.7%
Tools & Sm Equip- Safety	\$32,798	\$50,000	\$40,000	-20%
Laboratory Equip	\$5,556	\$30,000	\$30,000	0%
Chemicals	\$294,433	\$370,000	\$444,000	20%
Land Mgt Supplies	\$187,589	\$256,000	\$320,000	25%
<b>Total Maintenance:</b>	<b>\$1,242,684</b>	<b>\$1,355,214</b>	<b>\$1,484,150</b>	<b>9.5%</b>
<b>Total Supplies:</b>	<b>\$1,347,217</b>	<b>\$1,483,731</b>	<b>\$1,641,749</b>	<b>10.7%</b>
<b>Programs and Projects</b>				
<b>Administration</b>				
Shared Cost	\$2,437,172	\$3,970,245	\$4,644,293	17%
<b>Total Administration:</b>	<b>\$2,437,172</b>	<b>\$3,970,245</b>	<b>\$4,644,293</b>	<b>17%</b>
<b>Total Programs and Projects:</b>	<b>\$2,437,172</b>	<b>\$3,970,245</b>	<b>\$4,644,293</b>	<b>17%</b>
<b>Training and Travel</b>				
<b>Administration</b>				
Seminars/Conferences/Training	\$0	\$4,310	\$8,650	100.7%
Mileage	\$38	\$150	\$210	40%
Travel	\$44	\$0	\$0	0%
<b>Total Administration:</b>	<b>\$82</b>	<b>\$4,460</b>	<b>\$8,860</b>	<b>98.7%</b>
<b>Maintenance</b>				
Seminars/Conferences/Training	\$8,626	\$23,000	\$20,000	-13%
Travel	\$453	\$1,000	\$500	-50%
<b>Total Maintenance:</b>	<b>\$9,080</b>	<b>\$24,000</b>	<b>\$20,500</b>	<b>-14.6%</b>
<b>Total Training and Travel:</b>	<b>\$9,162</b>	<b>\$28,460</b>	<b>\$29,360</b>	<b>3.2%</b>
<b>Capital Outlay</b>				
<b>Administration</b>				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Machinery and Equipment	\$0	\$572,250	\$208,000	-63.7%
M & E - Computer - 5421	\$0	\$0	\$143,000	N/A
<b>Total Administration:</b>	<b>\$0</b>	<b>\$572,250</b>	<b>\$351,000</b>	<b>-38.7%</b>
<b>Maintenance</b>				
M & E - Facilities - 5720	\$0	\$167,500	\$310,000	85.1%
M & E - Comm - 6010	\$0	\$190,000	\$250,000	31.6%
M & E - Laboratory Equip	\$0	\$29,726	\$35,000	17.7%
M & E - Tools	\$0	\$82,000	\$260,000	217.1%
Transportation Equip	\$0	\$1,183,000	\$1,233,000	4.2%
PS - Rec Wells & Pits	\$0	\$25	\$0	-100%
Pumping Equipment	\$0	\$1,385,000	\$2,450,000	76.9%
Treatment & Disposal Equip	\$0	\$157,415	\$70,000	-55.5%
Collections Systems	\$0	\$20,000	\$0	-100%
<b>Total Maintenance:</b>	<b>\$0</b>	<b>\$3,214,666</b>	<b>\$4,608,000</b>	<b>43.3%</b>
<b>Capital</b>				
Land	\$0	\$14,400	\$0	-100%
PS - Rec Wells & Pits	\$0	\$3,500,000	\$3,500,000	0%
Collections Systems	\$0	\$1,500,000	\$1,500,000	0%
Other Capital	\$0	\$75,576	\$0	-100%
Purchased Capacity	\$0	\$981,920	\$990,394	0.9%
<b>Total Capital:</b>	<b>\$0</b>	<b>\$6,071,895</b>	<b>\$5,990,394</b>	<b>-1.3%</b>
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$9,858,811</b>	<b>\$10,949,394</b>	<b>11.1%</b>
<b>Other Financing</b>				
<b>Administration</b>				
Compensated Absences	\$111,670	\$0	\$0	0%
Interfund Transfers Out	\$49,042	\$48,664	\$48,000	-1.4%
Contingency	\$0	\$0	\$200,000	N/A
<b>Total Administration:</b>	<b>\$160,712</b>	<b>\$48,664</b>	<b>\$248,000</b>	<b>409.6%</b>
<b>Capital</b>				
Interest Expense	\$3,691,300	\$11,889,613	\$13,406,078	12.8%
Bond Cost	\$432,430	\$0	\$0	0%
Depreciation Expense	\$14,258,368	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$18,382,098</b>	<b>\$11,889,613</b>	<b>\$13,406,078</b>	<b>12.8%</b>
<b>Total Other Financing:</b>	<b>\$18,542,810</b>	<b>\$11,938,277</b>	<b>\$13,654,078</b>	<b>14.4%</b>
<b>Total Expense Objects:</b>	<b>\$42,073,652</b>	<b>\$45,777,826</b>	<b>\$51,313,948</b>	<b>12.1%</b>

## Initiative #1 - Vacuum Truck - \$453,000



Increase Vacuum truck fleet with addition of a new unit; this equipment was ordered in FY 2022 but will not arrive until FY 2023



## Initiative #2 - Replace Pumper Truck \$250,000 (minus trade-in value)

Replace the current pumper truck to maintain the county's septic tanks



## Initiative #3 - Purchase a New Back Hoe - \$110,000

Replace end of life backhoe at the Wolfe Neck Plant



## Other Large Purchases/Projects

Below is a detailed list of other capital projects or equipment over \$250,000:

- Pump Stations Improvements (PS 4 and PS 204)- Receiving Wells and Pits - \$3,500,000
- Collection System Improvements - \$1,500,000
- At least 7 pump replacements - \$800,000
- At least seven pump station electrical; upgrades - \$750,000
- Three generator replacements - \$450,000
- Two Bio Air purchases - \$450,000
- Upgrade at least 20 PLC's for pumping stations SCADA equipment - \$250,000

# Environmental Services - Water



**Parker Burdell**  
Director of Environmental Services

The Environmental Services Division of Engineering is responsible for maintaining and operating both the sewer and water systems of Sussex County. The water system currently includes the Dewey Beach and Ellendale areas with expansions occurring in Winding Creek in Millsboro.

## Mission

Provide safe and reliable drinking water in an economic and sustainable manner that respects our natural environment

## Prior Year's Successes

1. Repaired the water tower for small corrosion and sanitized the water chamber
2. Upgraded Dewey Beach fire hydrants to Storz Caps to improve fire protection capabilities
3. Upgraded 10 water meter pits from old tar pits to new pvc pits
4. Two members of the department working in the County work order system
5. Installed second entrance to the tower

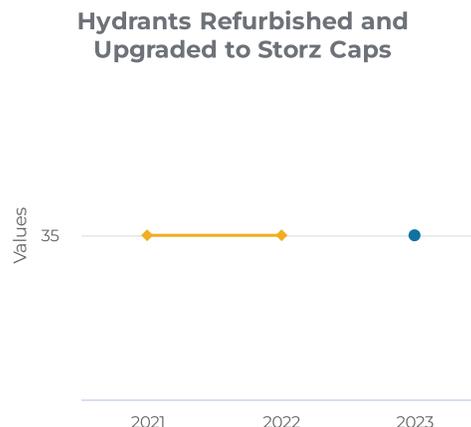
## Goal #1 - Work Order System

 Expand the work order tracking system to allow the efficient management of workflow through the Dewey Water Department Complete 500 work orders.



## Goal #2 - Fire Hydrants

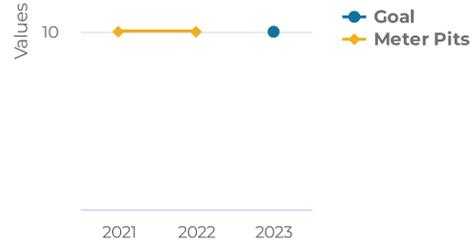
 Refurbish 35 fire hydrants with paint and upgraded to Storz Caps



## Goal #3 - Meter Pits

 Upgrade 10 service meter pits per year

### Meter Pits Upgraded

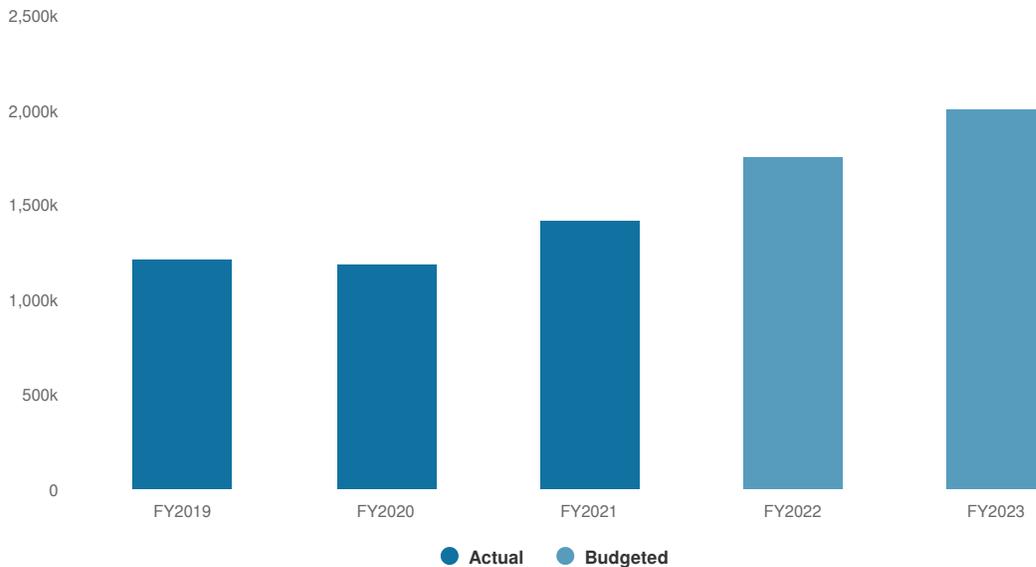


## Expenditures Summary

The FY 2023 budget increased \$256,000, or 14.6 percent. The majority of this increase is maintenance cost of the water system, with the largest maintenance item of \$150,000 for the water tower.

**\$2,006,649** **\$255,832**  
(14.61% vs. prior year)

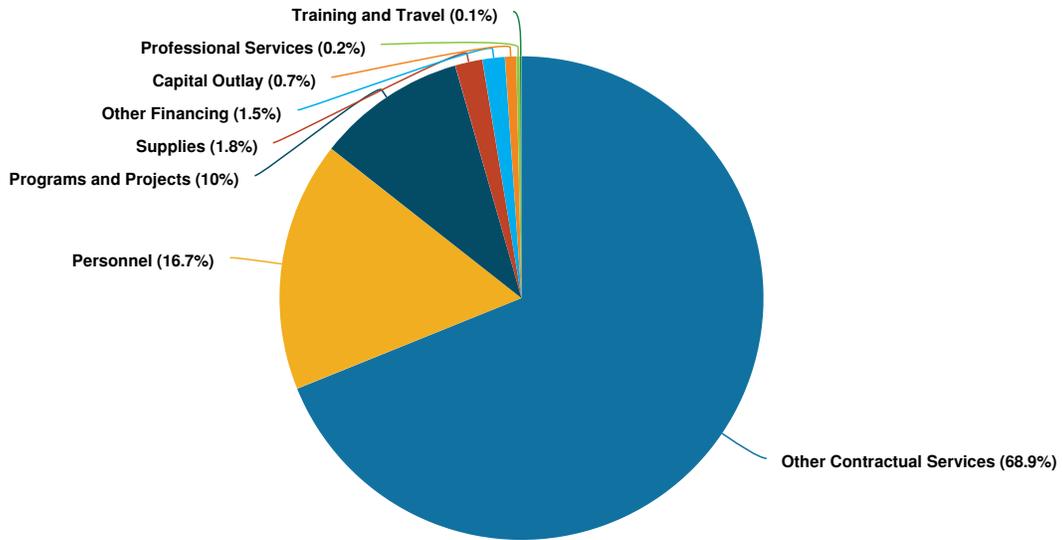
### Environmental Services - Water Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

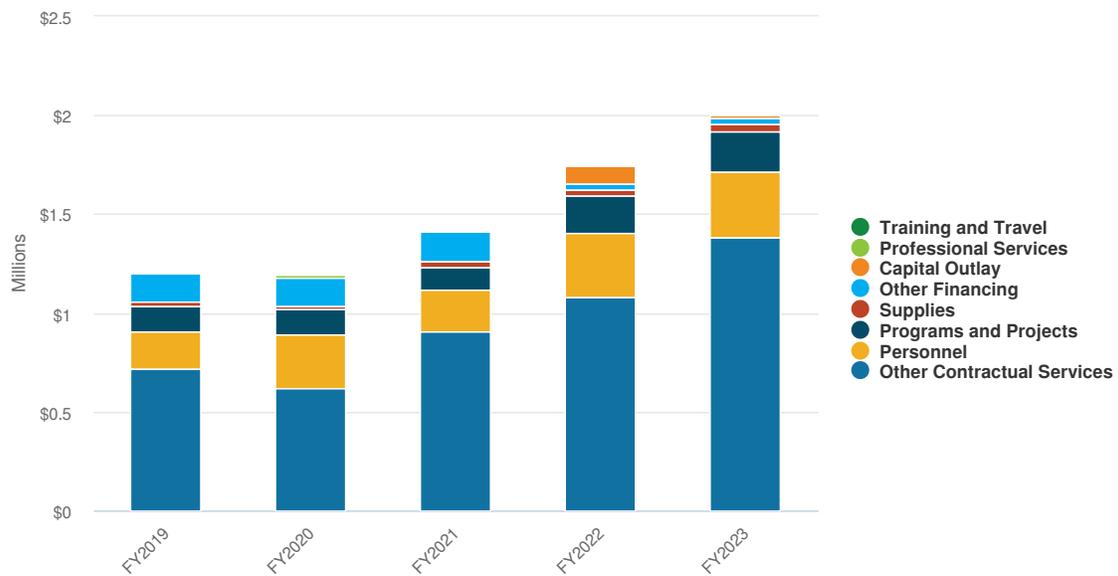
The largest expense of this department is Contractual Services for the purchase of water from the City of Rehoboth.

### Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

### Budgeted and Historical Expenditures by Expense Type



As the number of customers grow and the cost of water becomes more expensive, the water district continues to see their costs rise.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
<b>Administration</b>				
Pension	-\$17,140	\$0	\$0	0%
<b>Total Administration:</b>	<b>-\$17,140</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Maintenance</b>				
W Maintenance Salaries	\$139,361	\$187,472	\$203,887	8.8%
Vision Plan	\$170	\$288	\$220	-23.6%
Dental Plan	\$1,681	\$2,496	\$2,200	-11.9%
FICA Tax	\$10,172	\$14,340	\$15,597	8.8%
Health Insurance	\$56,425	\$68,000	\$69,600	2.4%
Worker's Compensation	\$6,015	\$8,934	\$7,280	-18.5%
Pension	\$16,902	\$43,536	\$36,315	-16.6%
<b>Total Maintenance:</b>	<b>\$230,726</b>	<b>\$325,066</b>	<b>\$335,099</b>	<b>3.1%</b>
<b>Total Personnel:</b>	<b>\$213,586</b>	<b>\$325,066</b>	<b>\$335,099</b>	<b>3.1%</b>
<b>Professional Services</b>				
<b>Administration</b>				
Legal	\$0	\$1,000	\$1,000	0%
Other Professional Services	\$4,024	\$3,700	\$3,800	2.7%
<b>Total Administration:</b>	<b>\$4,024</b>	<b>\$4,700</b>	<b>\$4,800</b>	<b>2.1%</b>
<b>Maintenance</b>				
Other Professional Services	\$1,941	\$0	\$0	0%
<b>Total Maintenance:</b>	<b>\$1,941</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Professional Services:</b>	<b>\$5,965</b>	<b>\$4,700</b>	<b>\$4,800</b>	<b>2.1%</b>
<b>Other Contractual Services</b>				
<b>Administration</b>				
Communications	\$0	\$0	\$1,100	N/A
Insurance	\$9,653	\$11,600	\$14,110	21.6%
Computer Equip Maint - 5442	\$1,528	\$1,630	\$1,700	4.3%
Advertising	\$244	\$270	\$270	0%
Other Contractual Services	\$0	\$0	\$60,000	N/A
<b>Total Administration:</b>	<b>\$11,425</b>	<b>\$13,500</b>	<b>\$77,180</b>	<b>471.7%</b>
<b>Maintenance</b>				
Communications	\$1,207	\$1,920	\$1,920	0%
Utilities - Water Purchases	\$775,758	\$950,000	\$950,000	0%
Utilities - Other	\$1,247	\$1,500	\$1,500	0%
Repairs and Maintenance	\$133	\$550	\$500	-9.1%
Rep & Maint Office & Lab Equip	\$69	\$0	\$2,010	N/A



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Vehicle Maintenance - 5660	\$1,462	\$3,000	\$3,500	16.7%
Facilities Maintenance - 5721	\$8,806	\$25,000	\$150,000	500%
Maint - Collection & Other	\$195	\$0	\$0	0%
Water System Maint Lines	\$60,960	\$55,000	\$75,000	36.4%
Water System Maint Meters	\$6,846	\$17,000	\$50,000	194.1%
Water System Maint Hydrants	\$14,664	\$6,453	\$20,000	209.9%
Water System Maint Mains	\$14,300	\$7,000	\$50,000	614.3%
Other Contractual Services		\$2,547	\$1,000	-60.7%
<b>Total Maintenance:</b>	<b>\$885,647</b>	<b>\$1,069,970</b>	<b>\$1,305,430</b>	<b>22%</b>
<b>Capital</b>				
Rental and Leases	\$6,100	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$6,100</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Other Contractual Services:</b>	<b>\$903,172</b>	<b>\$1,083,470</b>	<b>\$1,382,610</b>	<b>27.6%</b>
<b>Supplies</b>				
<b>Maintenance</b>				
Office / Operating Supplies	\$4,231	\$5,450	\$5,500	0.9%
Fuel	\$8,403	\$10,000	\$13,500	35%
Dues & Subscriptions	\$200	\$500	\$250	-50%
Uniforms	\$2,168	\$3,000	\$3,000	0%
Tools & Sm Equipment - 5670	\$10,937	\$12,000	\$12,000	0%
Laboratory Equip	\$1,829	\$1,500	\$2,500	66.7%
<b>Total Maintenance:</b>	<b>\$27,769</b>	<b>\$32,450</b>	<b>\$36,750</b>	<b>13.3%</b>
<b>Total Supplies:</b>	<b>\$27,769</b>	<b>\$32,450</b>	<b>\$36,750</b>	<b>13.3%</b>
<b>Programs and Projects</b>				
<b>Administration</b>				
Shared Cost	\$114,622	\$182,731	\$200,390	9.7%
<b>Total Administration:</b>	<b>\$114,622</b>	<b>\$182,731</b>	<b>\$200,390</b>	<b>9.7%</b>
<b>Total Programs and Projects:</b>	<b>\$114,622</b>	<b>\$182,731</b>	<b>\$200,390</b>	<b>9.7%</b>
<b>Training and Travel</b>				
<b>Maintenance</b>				
Seminars/Conferences/Training	\$0	\$2,000	\$2,000	0%
<b>Total Maintenance:</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0%</b>
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0%</b>
<b>Capital Outlay</b>				
<b>Capital</b>				
Facilities	\$0	\$25,000	\$0	-100%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Machinery and Equipment	\$0	\$10,000	\$0	-100%
M & E - Tools	\$0	\$0	\$15,000	N/A
Transportation Equip	\$0	\$58,000	\$0	-100%
<b>Total Capital:</b>	<b>\$0</b>	<b>\$93,000</b>	<b>\$15,000</b>	<b>-83.9%</b>
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$93,000</b>	<b>\$15,000</b>	<b>-83.9%</b>
<b>Other Financing</b>				
<b>Administration</b>				
Compensated Absences	\$5,322	\$0	\$0	0%
Contingency	\$0	\$27,400	\$30,000	9.5%
<b>Total Administration:</b>	<b>\$5,322</b>	<b>\$27,400</b>	<b>\$30,000</b>	<b>9.5%</b>
<b>Capital</b>				
Depreciation Expense	\$144,861	\$0	\$0	0%
<b>Total Capital:</b>	<b>\$144,861</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Other Financing:</b>	<b>\$150,184</b>	<b>\$27,400</b>	<b>\$30,000</b>	<b>9.5%</b>
<b>Total Expense Objects:</b>	<b>\$1,415,298</b>	<b>\$1,750,817</b>	<b>\$2,006,649</b>	<b>14.6%</b>

## Initiative #1 - Maintain Water Tower - \$150,000

Perform preventive maintenance for corrosion



# Facilities Management



**Dale White**  
Facilities Manager

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

## Mission

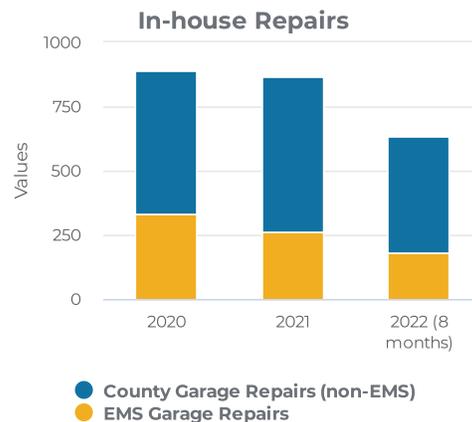
To provide a clean, comfortable, safe and attractive environment for the staff, residents and visitors of Sussex County

## Prior Year's Successes

1. The County has continued to increase the capabilities of the fleet maintenance mechanics with both training and a wide variety of tools; this has allowed the County maintenance mechanics to perform preventative maintenance and repairs almost entirely in-house.  
In FY 2020, County mechanics performed 553 preventative maintenance/repairs.  
In FY 2021, County mechanics performed 604 preventative maintenance/repairs.
2. Revamped Administration Building entryway to provide a better customer service experience for citizens.
3. Continued energy efficient lighting upgrades at the West Complex, County Libraries, Emergency Operations Center, EMS Facilities, Delaware Coastal Airport and Administration Building.  
At the Airport, all tungsten halogen guidance sign lighting has been converted to LED and new LED signage has been added where non-lit signs were originally. At the EOC, existing suspended fluorescent lighting is being replaced with dimmable LED panels.

## Goal #1 - Fleet

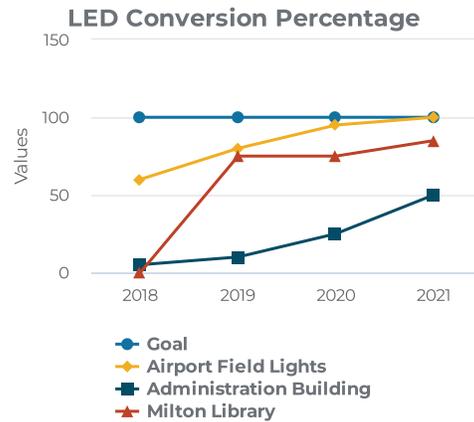
 Continue saving the County money by maintaining the County's fleet in-house and not sending the vehicles out to be repaired. The goal is to obtain certifications (master-level certifications) in order to complete more repairs in-house than the prior year.



## Goal #2 - Electricity Efficiency

Implement a process that will save the County money on electricity.

Process: Convert all lighting in County owned facilities to energy efficient LED



## Goal #3 - Work Order System for Facilities Staff

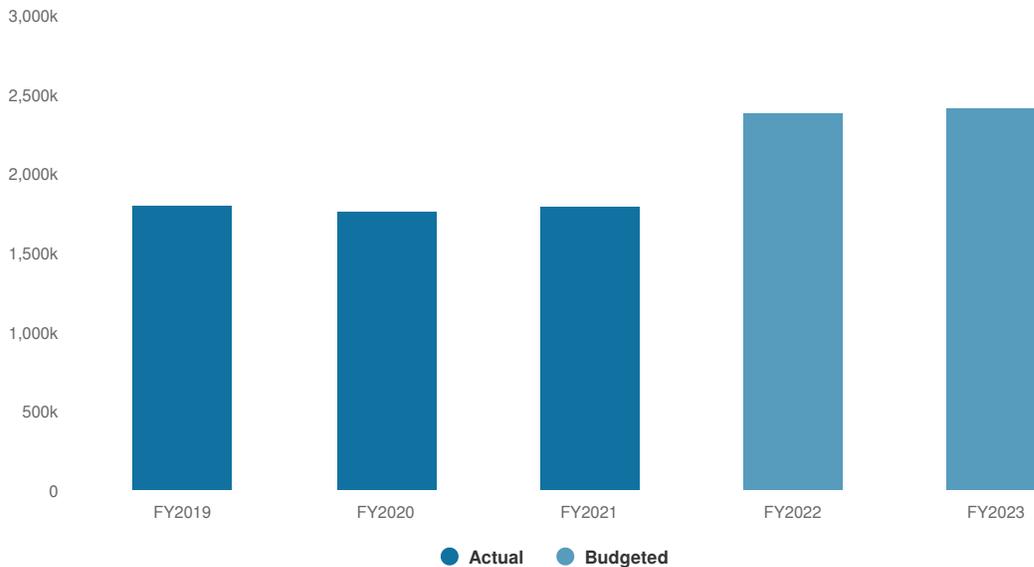
Implement a work order system which will be utilized by the Facilities and Buildings and Grounds staff with a goal of completing 50 work orders over the course of the fiscal year; this will allow the County to more efficiently utilize its resources, ensure that tasks are completed in a timely manner and will create accountability for the department as a whole.

### Expenditures Summary

The FY 2023 budget increased \$24,000, or 1.0 percent due to the rise in costs, such as utilities, to maintain the County's buildings.

**\$2,413,626** **\$23,664**  
(0.99% vs. prior year)

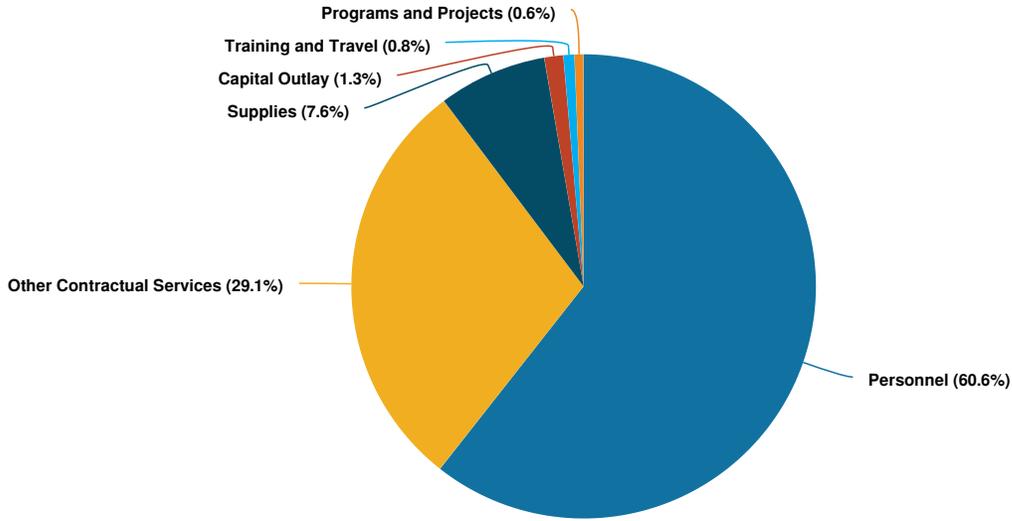
### Facilities Management Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

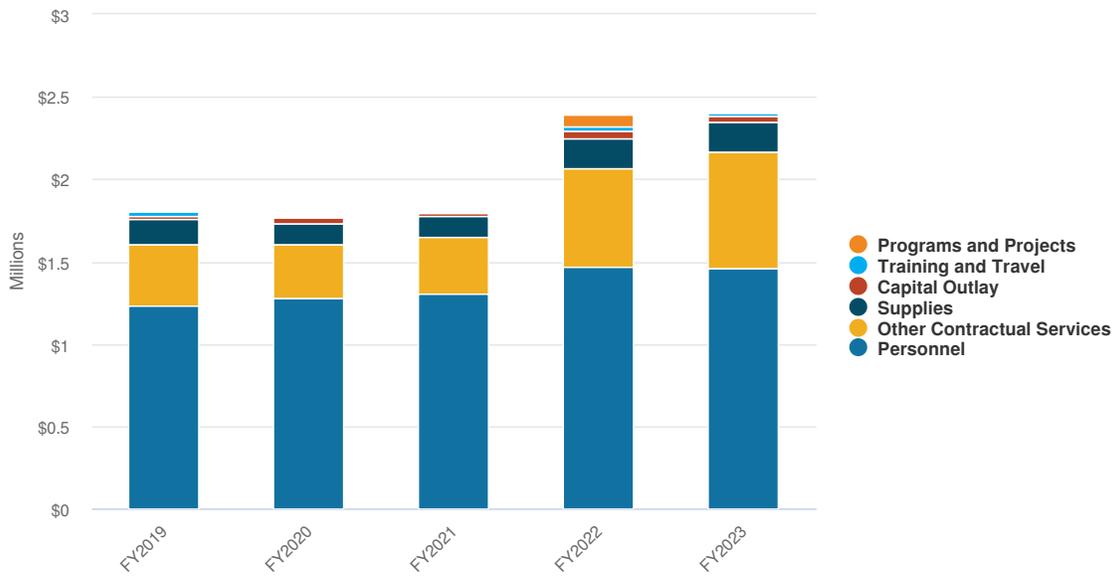
The largest expense category for this division is personnel costs to maintain the County facilities.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Facilities Management Salaries	\$706,694	\$867,707	\$924,559	6.6%
Vision Plan	\$951	\$1,368	\$935	-31.7%
Dental Plan	\$8,292	\$11,856	\$9,350	-21.1%
FICA Tax	\$51,898	\$71,784	\$70,729	-1.5%
Health Insurance	\$299,579	\$313,360	\$295,800	-5.6%
Pension	\$236,945	\$206,503	\$161,768	-21.7%
<b>Total Personnel:</b>	<b>\$1,304,360</b>	<b>\$1,472,578</b>	<b>\$1,463,141</b>	<b>-0.6%</b>
<b>Other Contractual Services</b>				
Communications	\$18,734	\$21,240	\$21,240	0%
Utilities - Electric - 5710	\$141,134	\$168,757	\$168,757	0%
Utilities - Fuel - 5715	\$12,993	\$13,500	\$15,500	14.8%
Utilities - Other	\$10,010	\$15,000	\$15,000	0%
Insurance	\$24,739	\$28,214	\$32,825	16.3%
Repairs and Maintenance	\$133,800	\$166,402	\$224,404	34.9%
Other Contractual Services	\$0	\$180,280	\$225,000	24.8%
<b>Total Other Contractual Services:</b>	<b>\$341,410</b>	<b>\$593,393</b>	<b>\$702,726</b>	<b>18.4%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$883	\$1,000	\$1,000	0%
Fuel	\$17,104	\$22,000	\$32,250	46.6%
Janitorial	\$17,985	\$25,000	\$17,000	-32%
Dues & Subscriptions	\$715	\$595	\$99	-83.4%
Uniforms	\$2,602	\$4,000	\$4,000	0%
Maintenance & Repairs Parts	\$53,032	\$85,000	\$85,000	0%
Vehicle - Parts - 5665	\$6,014	\$10,000	\$10,000	0%
Tools and Small Equipment	\$30,270	\$38,000	\$33,010	-13.1%
<b>Total Supplies:</b>	<b>\$128,605</b>	<b>\$185,595</b>	<b>\$182,359</b>	<b>-1.7%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$0	\$71,147	\$15,000	-78.9%
Miscellaneous	\$253	\$250	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$253</b>	<b>\$71,397</b>	<b>\$15,000</b>	<b>-79%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$787	\$18,300	\$14,700	-19.7%
Travel	\$0	\$3,700	\$3,700	0%
<b>Total Training and Travel:</b>	<b>\$787</b>	<b>\$22,000</b>	<b>\$18,400</b>	<b>-16.4%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$18,495	\$16,314	\$32,000	96.2%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Transportation Equip	\$0	\$28,686	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$18,495</b>	<b>\$45,000</b>	<b>\$32,000</b>	<b>-28.9%</b>
<b>Total Expense Objects:</b>	<b>\$1,793,910</b>	<b>\$2,389,963</b>	<b>\$2,413,626</b>	<b>1%</b>

## Initiative #1 - South Coastal Library HVAC Upgrades - \$100,000 (in capital budget)

Replace aging HVAC equipment and controls at the South Coastal Library to improve energy efficiency, humidity control and comfort levels



## Initiative #2 - Arc Flash Study at Administration Building - \$50,000

Have an Arc Flash study performed at the Administration Building to establish safety protocols for County electricians when working on high voltage electrical equipment in the building.

## Initiative #3 - Uninterruptible Power Supply Battery Replacement at Administration Building - \$36,024

Replacement of the UPS batteries to ensure proper run time in the event of a power failure to the building.

The replacement includes connecting a portable 80KW generator to the UPS during the shut-down to power the UPS and its critical load while the service is being conducted.



# Finance



**Gina A. Jennings**  
Finance Director/COO

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

## Mission

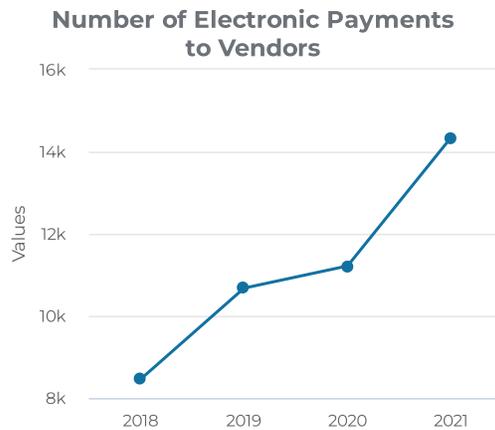
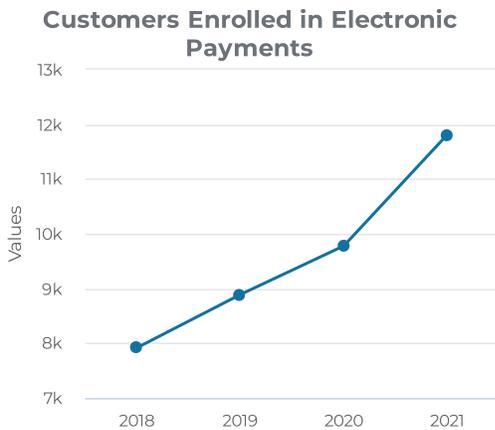
To ensure that the County's financial resources are collected, protected, invested, and distributed in a fiscally responsible manner; and to provide accurate financial data to Administration, County Council and the citizens of the county with an effective and efficient team

## Prior Year's Successes

1. Implemented a new reporting software that will allow better transparency for expenditure reporting
2. Implemented new debt software that will allow for tracking of debt bond issues
3. Earned the Government Financial Officers Association's Distinguished Budget Presentation Award
4. Submitted grant and loan application for upcoming sewer areas
5. Earned the Government Financial Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

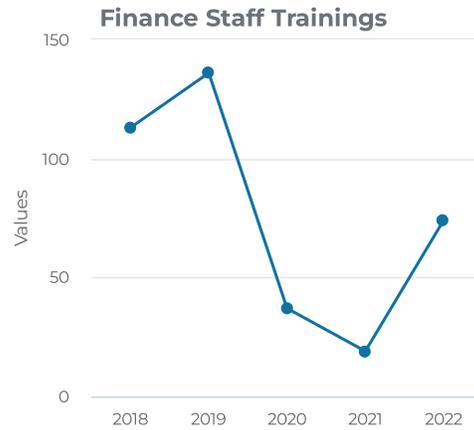
## Goal #1 - Electronic Banking

 Increase efficiency with the use of technology by signing up 50 vendors and 50 customers in electronic banking



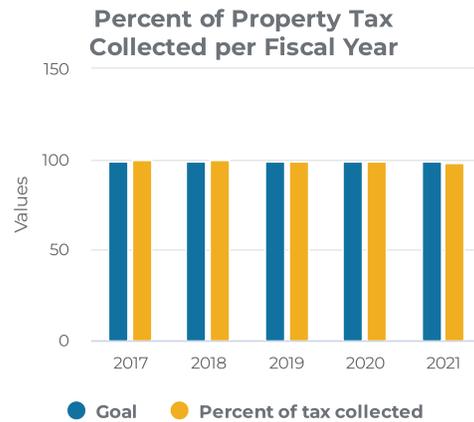
## Goal #2 - Work Team

**\$** Maintain a high-functioning work team by promoting training, including cross-training, among staff. FY 2022 is for 6 months.



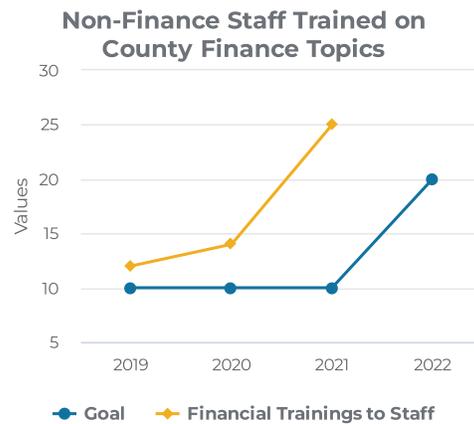
## Goal #3 - Delinquency Process

**\$** Achieve a 99% tax collection rate over 2 years of collection efforts on a single year



## Goal #4 - Finance Trainings

**👥** Train non-finance employees on County finance topics; as all departments interact with County finances through their budget, bill processing, and/or procurement requirements, it is important that staff outside Finance are trained on Finance-related topics. The goal for FY 2023 has been risen to 20 employees.

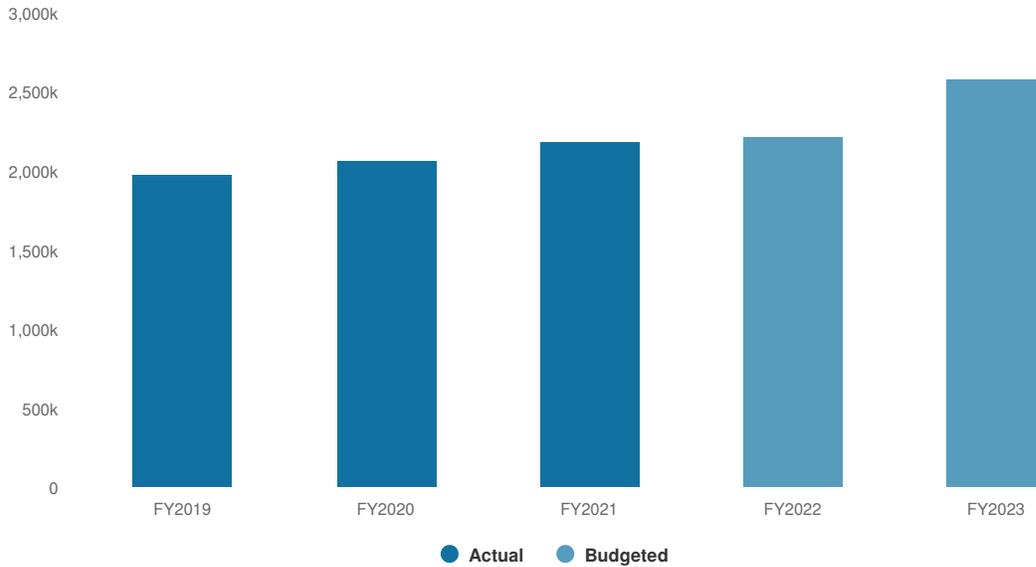


## Expenditures Summary

The FY 2023 budget increased \$367,000, or 16.6 percent. The increase is due to the rise in insurance costs to cover the County, audit fees due to more federal programs requiring a single audit, and the maintenance agreements for the County's financial software. It is important to note that almost half of the work performed by this department is due to sewer and water utilities; therefore, some of this department's costs get charged to those respective funds.

**\$2,587,040** **\$367,039**  
(16.53% vs. prior year)

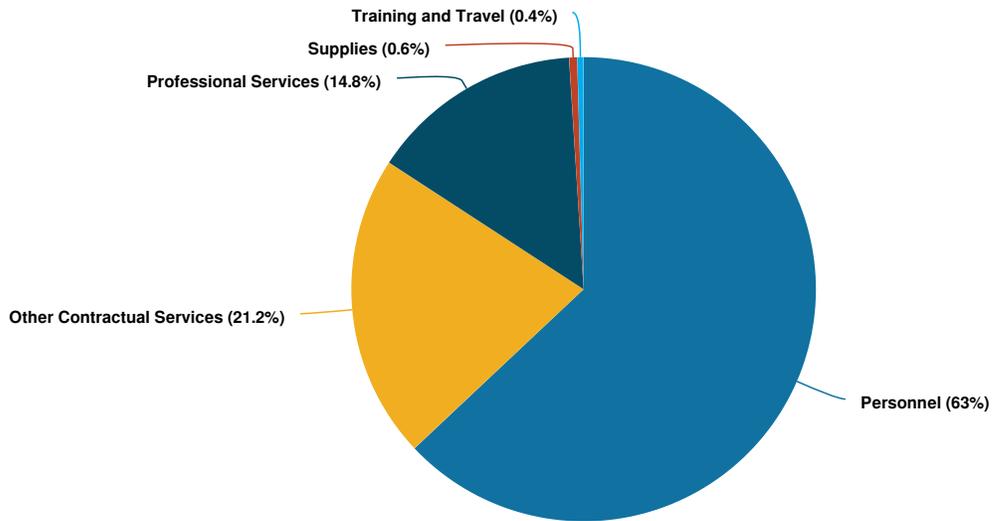
### Finance Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

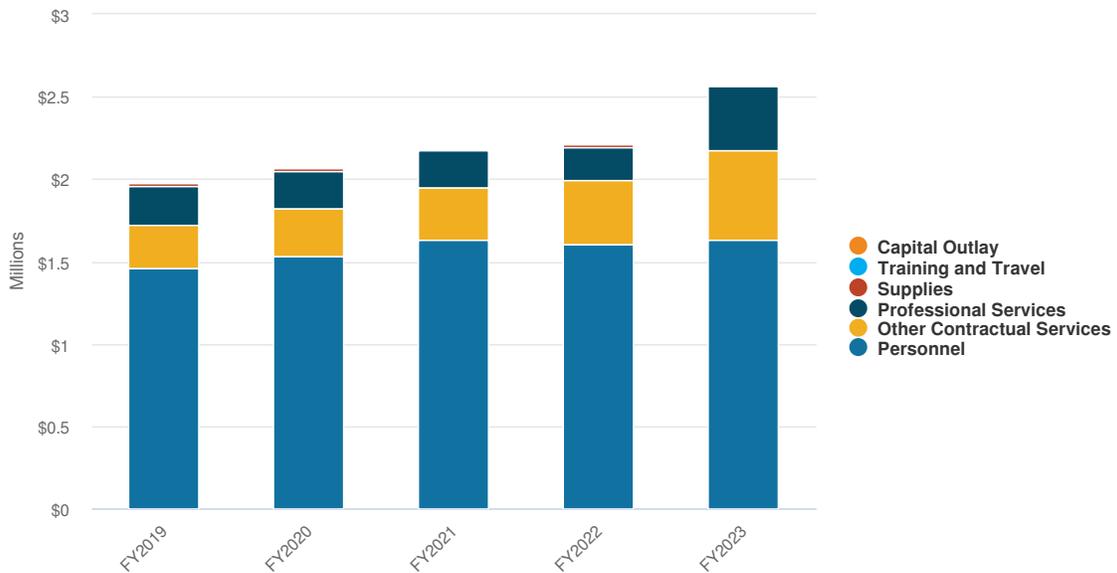
The majority of the Finance Department's work is done by inhouse personnel. Therefore, personnel costs are the largest expense of this department.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Due to the rise in cost for insurance and audit fees, Other Contractual and Professional Services have seen a large increase in FY 2023.

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Finance Salaries	\$1,745,920	\$1,829,503	\$1,928,968	5.4%
Cost Reimbursement - Salaries	-\$1,279,209	-\$1,314,352	-\$1,333,248	1.4%
Vision Plan	\$1,753	\$2,304	\$1,678	-27.2%
Dental Plan	\$15,793	\$19,968	\$16,775	-16%
FICA Tax	\$126,228	\$139,957	\$147,566	5.4%
Health Insurance	\$537,484	\$544,000	\$530,700	-2.4%
Pension	\$487,621	\$385,049	\$337,088	-12.5%
<b>Total Personnel:</b>	<b>\$1,635,591</b>	<b>\$1,606,429</b>	<b>\$1,629,527</b>	<b>1.4%</b>
<b>Professional Services</b>				
Accounting and Auditing	\$109,950	\$111,600	\$140,000	25.4%
Legal	\$120,664	\$84,258	\$110,000	30.6%
Other Professional Services	\$198,745	\$193,000	\$209,500	8.5%
Cost Reimbursement - OP	-\$203,578	-\$186,570	-\$76,275	-59.1%
<b>Total Professional Services:</b>	<b>\$225,781</b>	<b>\$202,288</b>	<b>\$383,225</b>	<b>89.4%</b>
<b>Other Contractual Services</b>				
Communications	\$3,269	\$6,540	\$6,864	5%
Postage & Freight	\$168,603	\$178,200	\$180,000	1%
Insurance	\$191,908	\$228,742	\$370,900	62.1%
Repairs and Maintenance	\$19,859	\$51,145	\$87,090	70.3%
Advertising	\$308	\$2,000	\$2,000	0%
Other Contractual Services	\$36,155	\$45,000	\$47,250	5%
Cost Reimbursement - Cont Sr	-\$105,353	-\$127,298	-\$145,440	14.3%
<b>Total Other Contractual Services:</b>	<b>\$314,749</b>	<b>\$384,329</b>	<b>\$548,664</b>	<b>42.8%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$7,609	\$13,500	\$13,000	-3.7%
Fuel	\$0	\$100	\$0	-100%
Dues & Subscriptions	\$4,090	\$6,998	\$5,378	-23.1%
Tools and Small Equipment	\$4,697	\$5,750	\$7,500	30.4%
Cost Reimbursement Supplies	-\$8,050	-\$10,957	-\$11,645	6.3%
<b>Total Supplies:</b>	<b>\$8,347</b>	<b>\$15,391</b>	<b>\$14,233</b>	<b>-7.5%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$1,600	\$5,760	\$8,710	51.2%
Mileage	\$0	\$400	\$500	25%
Travel	\$0	\$11,500	\$11,500	0%
Cost Reimbursement T & E	-\$1,237	-\$8,847	-\$9,319	5.3%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Total Training and Travel:</b>	<b>\$363</b>	<b>\$8,813</b>	<b>\$11,391</b>	<b>29.3%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$5,000	\$0	-100%
Cost Reimbursement - Capital	\$0	-\$2,250	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$2,750</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$2,184,830</b>	<b>\$2,220,001</b>	<b>\$2,587,040</b>	<b>16.5%</b>



## GIS



**Megan Nehrbas**  
Senior GIS Manager

The GIS Department has 4 distinct functions:

- Mapping - draw and maintain County parcel maps
- Addressing - provide street addresses to county parcels and maintain a routable centerline network
- GIS utility - convert and maintain utility networks
- GIS administration - develop and support many work products and applications for various departments, including online mapping for the public as well as field mobility products.

## Mission

To guide the implementation and innovative development of new solutions utilizing GIS (Geographic Information Systems) technology while maintaining and improving the base layers our constituency and decision-makers have come to expect and rely on

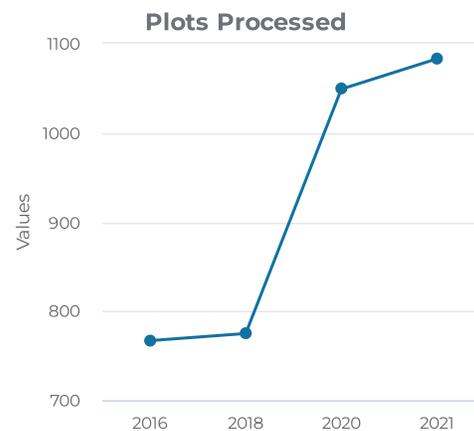
## Prior Year's Successes

1. Deployed groundbreaking DeIDOT permit tracking application streamlining communications between County departments and DeIDOT departments; made this public facing for citizens to ensure transparency
2. Created portal-to-portal collaboration applications to allow for data driven analysis for transportation improvement district site selection, allowing DeIDOT and County Staff to view, update and share the same data and applications to ensure clarity and ease of communication
3. Implemented Sussex County's own basemap to ensure authoritative data was used
4. Created several maps/apps and story map applications to showcase the redistricting process for transparency and to help our citizens easily understand this complex topic
5. Completed proof of concept discovery on implementing the DEX solution for mobile field teams

## Goal #1 - Processing Plots

 Provide high quality customer service by processing plots within two weeks of receipt:

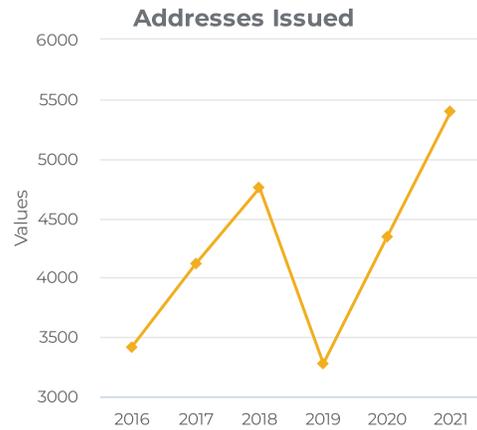
In 2021, the goal was met as the processing time has been reduced to typically same-day service.



## Goal #2 - Addresses Issued



Provide high quality customer service by processing address requests within two weeks of receipt. All addresses issued noted in the chart to the right were completed within two weeks.

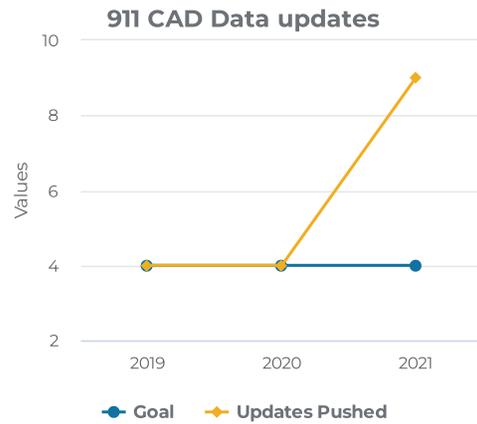


## Goal #3 Delivery highly accurate 911 Data



Support data updates to the computer-aided dispatch system quarterly.

Adding and training new staff has allowed for an increase in data updates which is of critical importance with the rate of growth.

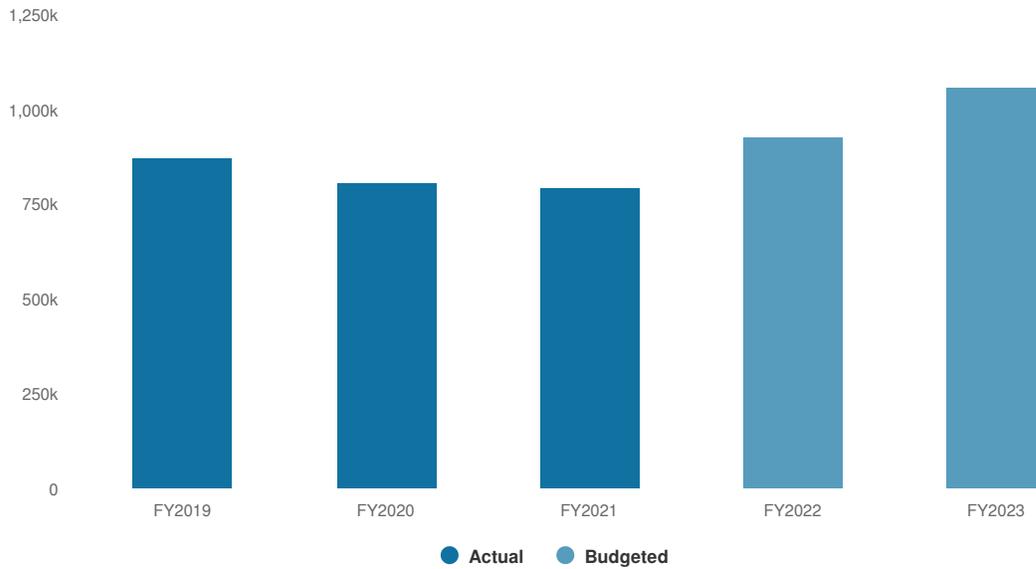


## Expenditures Summary

The FY 2023 budget increased by \$128,000, or 13.9 percent. The increase is due to upgrading to an ESRI enterprise license, rehosting of the GIS server and covering additional employment costs.

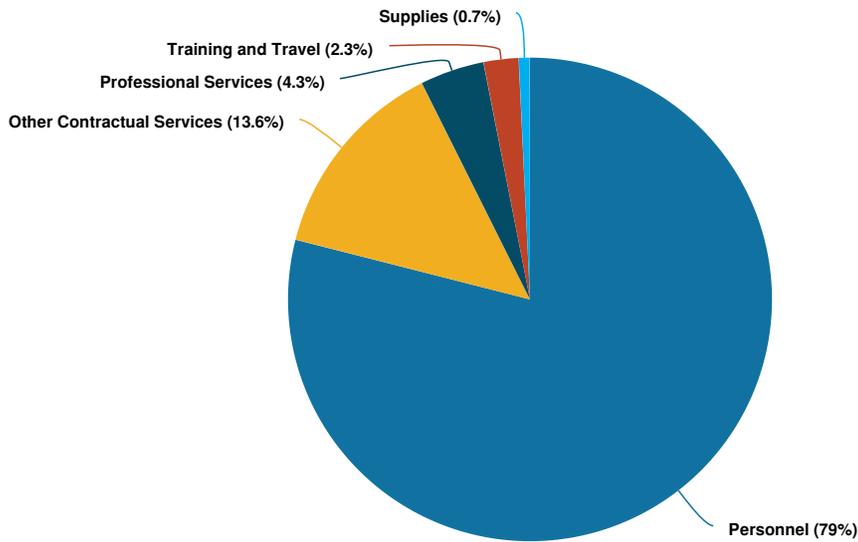
**\$1,056,527** **\$128,275**  
(13.82% vs. prior year)

### GIS Proposed and Historical Budget vs. Actual



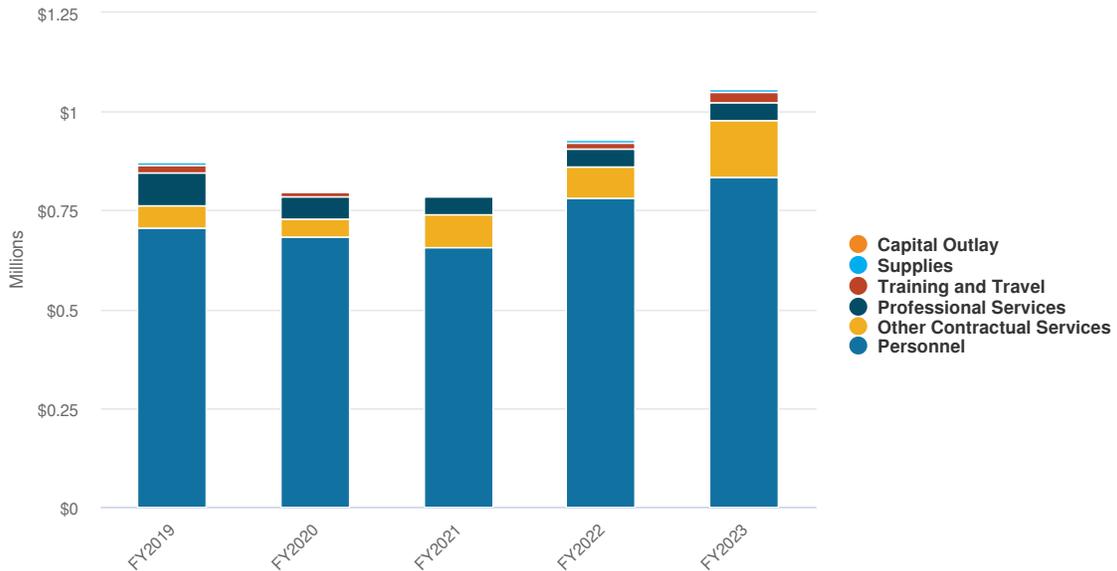
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expense Objects				



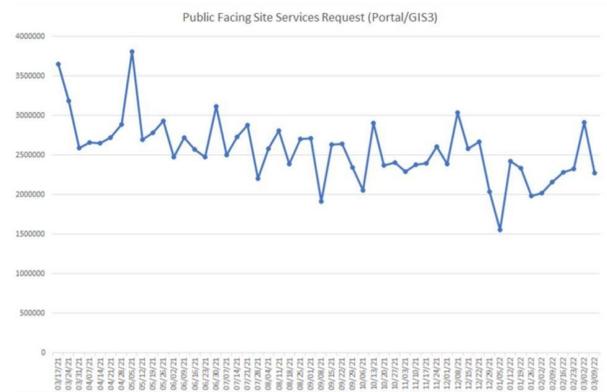
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Personnel</b>				
Mapping & Addressing Salaries	\$395,795	\$478,734	\$537,399	12.3%
Vision Plan	\$255	\$648	\$495	-23.6%
Dental Plan	\$2,204	\$5,616	\$4,950	-11.9%
FICA Tax	\$28,546	\$36,623	\$41,111	12.3%
Health Insurance	\$107,558	\$153,000	\$156,600	2.4%
Pension	\$123,236	\$106,163	\$93,980	-11.5%
<b>Total Personnel:</b>	<b>\$657,594</b>	<b>\$780,784</b>	<b>\$834,535</b>	<b>6.9%</b>
<b>Professional Services</b>				
Other Professional Services	\$45,347	\$45,347	\$45,347	0%
<b>Total Professional Services:</b>	<b>\$45,347</b>	<b>\$45,347</b>	<b>\$45,347</b>	<b>0%</b>
<b>Other Contractual Services</b>				
Communications	\$3,724	\$5,308	\$4,800	-9.6%
Postage & Freight	\$17	\$100	\$100	0%
Insurance	\$2,329	\$2,720	\$1,690	-37.9%
Repairs and Maintenance	\$75,212	\$43,093	\$78,500	82.2%
Other Contractual Services	\$0	\$28,000	\$59,000	110.7%
<b>Total Other Contractual Services:</b>	<b>\$81,283</b>	<b>\$79,221</b>	<b>\$144,090</b>	<b>81.9%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,164	\$3,490	\$3,500	0.3%
Fuel	\$1,155	\$2,000	\$2,820	41%
Dues & Subscriptions	\$0	\$450	\$450	0%
Maintenance & Repairs Parts	\$194	\$1,000	\$1,000	0%
Tools and Small Equipment	\$0	\$60	\$0	-100%
Sm. Computer Equipment - 5422	\$0	\$150	\$0	-100%
<b>Total Supplies:</b>	<b>\$2,513</b>	<b>\$7,150</b>	<b>\$7,770</b>	<b>8.7%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$1,245	\$13,250	\$7,690	-42%
Mileage	\$0	\$0	\$600	N/A
Travel	\$0	\$2,500	\$16,495	559.8%
<b>Total Training and Travel:</b>	<b>\$1,245</b>	<b>\$15,750</b>	<b>\$24,785</b>	<b>57.4%</b>
<b>Capital Outlay</b>				
M & E - Computer - 5421	\$6,475	\$0	\$0	0%
<b>Total Capital Outlay:</b>	<b>\$6,475</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$794,456</b>	<b>\$928,252</b>	<b>\$1,056,527</b>	<b>13.8%</b>



## Initiative #1 - GIS Enterprise License Agreement - \$140,000

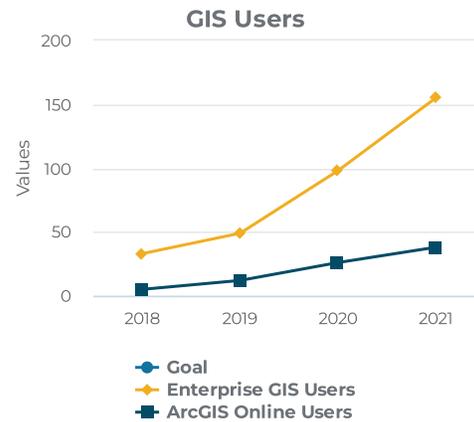
The GIS System will be expanded with the implementation of the Utility Network. Licensing for the network as well as the monitoring software will ensure this enterprise systems with critical dependencies sees limited downtime.

Previous year server activity had a typical range of 150k-200k. This year typically ranges 250k-300k.

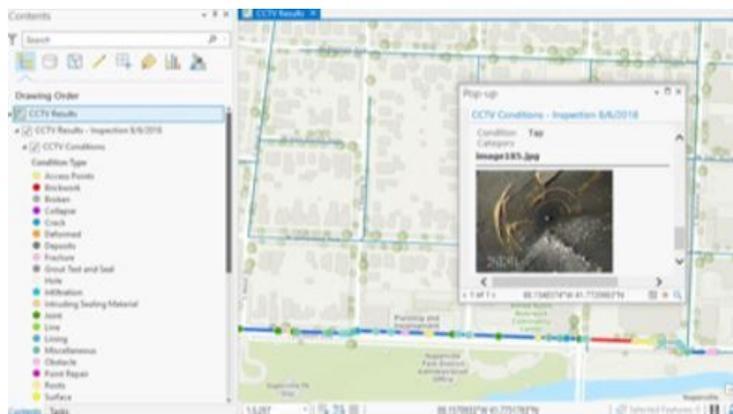


## Initiative #2 - GIS Architecture Rehosting - \$100,000

The current GIS Architecture is on servers reaching end of life. We need to migrate the entire system onto new servers and will require professional services to assist. Our user base is rapidly growing.



## Initiative 3 - Pipeline Inspection Van Workflow Changes



The GIS Division will be supporting the implementation of new data collection workflows to ensure accurate data capture and display.

# Grant-in-Aid



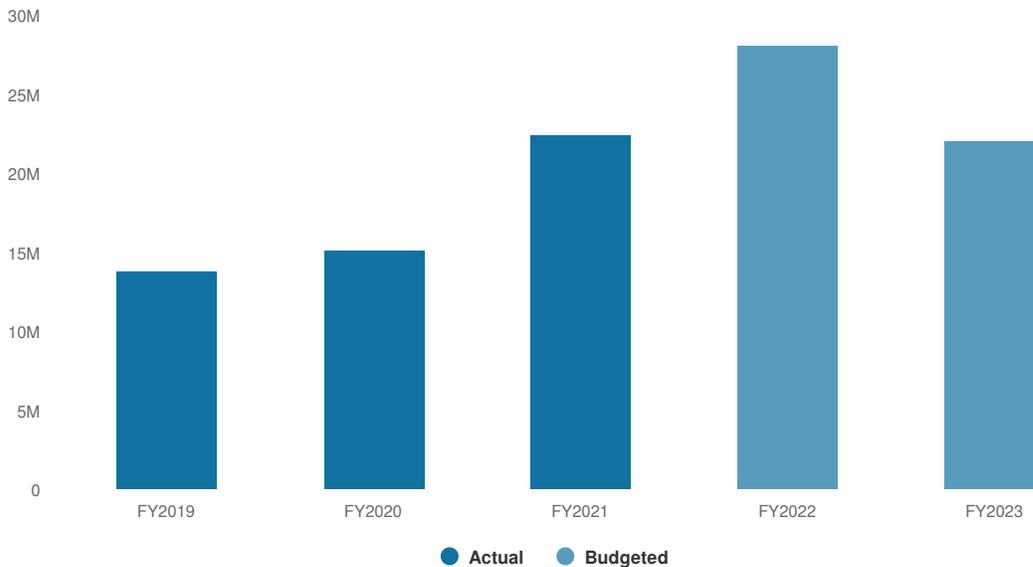
The County's Grant-in-Aid program provides assistance to residents and property owners by partnering with nonprofits. Most of the County's grants fund public safety efforts. Below is a graph that shows the grant breakdown by category.

## Expenditures Summary

The grant-in-aid program decreased \$6.0 million, or 21.3 percent, from the FY 2022 amended budget due to additional one-time funding to municipalities. However, when compared to the original budget, the grant-in-aid program increased \$674,000 or 3.2 percent. Some grant categories went up while others went down. Public safety grants are seeing the largest increases. Please read below for more details.

**\$22,085,609** **-\$5,985,753**  
 (-21.32% vs. prior year)

### Grant-in-Aid Proposed and Historical Budget vs. Actual



## Detailed Expenditures

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expenditures</b>				
<b>Non Location</b>				
Fire Company Grants	\$519,265	\$519,265	\$519,265	0%
Fire Company AUP Grant		\$0	\$50,000	N/A
Rescue Truck	\$64,909	\$64,909	\$64,909	0%



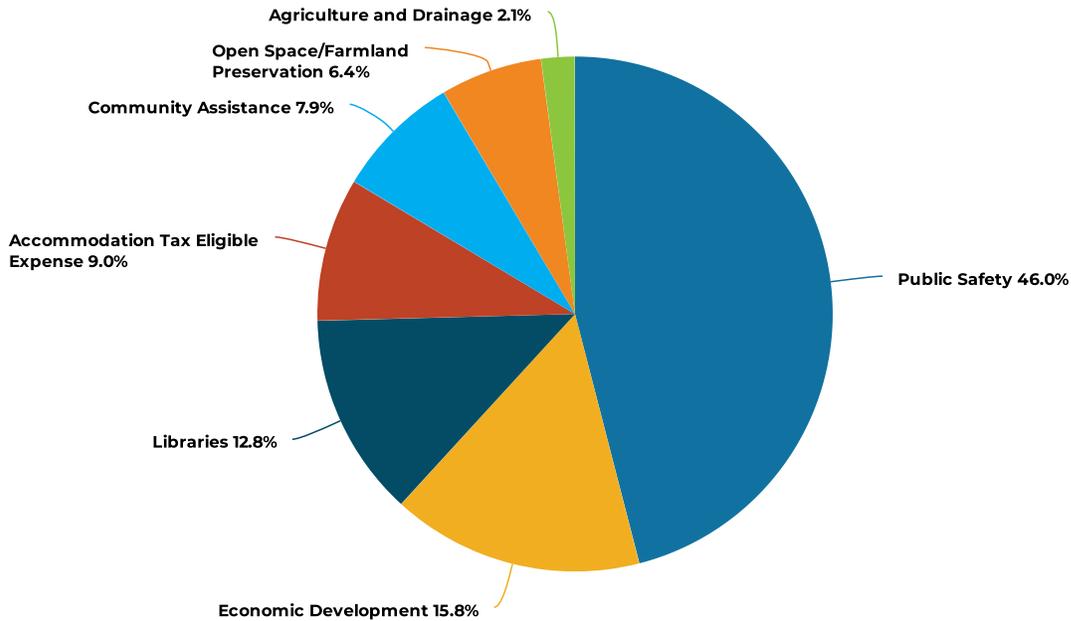
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Aerial Device	\$60,379	\$60,379	\$60,379	0%
State Fire Grant	\$0	\$30,000	\$40,000	33.3%
Fire Service Discretionary	\$2,034,211	\$2,057,000	\$2,865,100	39.3%
Fire Service Enhancement	\$2,663,857	\$1,700,000	\$1,860,000	9.4%
Fire Service Special Grant	\$78,364	\$80,000	\$80,000	0%
Ambulance Grants	\$5,469,797	\$94,797	\$94,797	0%
Local Law Enforcement Grants	\$800,000	\$690,000	\$690,000	0%
University of Delaware-Rsrch	\$109,049	\$109,049	\$109,049	0%
Soil Conservation Dist Tax Dit	\$125,000	\$125,000	\$125,000	0%
Drainage Grants	\$175,000	\$225,000	\$225,000	0%
Open Space Grants	\$2,258,926	\$1,417,000	\$1,417,000	0%
Accom. Tax Eligible Exp	\$0	\$1,000,000	\$2,000,000	100%
CHEER & Senior Center Grts	\$71,600	\$71,600	\$21,600	-69.8%
Community Action Agency	\$9,600	\$9,600	\$9,600	0%
Human Service Grants	\$223,962	\$225,000	\$225,000	0%
Housing Assistance Grant	\$267,729	\$820,000	\$820,000	0%
Community/Councilmanic Grants	\$204,407	\$175,000	\$175,000	0%
Local Library Grants	\$2,551,199	\$2,605,600	\$2,674,600	2.6%
Local Library Placement Fees	\$168,631	\$130,000	\$150,000	15.4%
Assistance Relief Fund	\$41,600	\$61,000	\$61,000	0%
Payment in Lieu of Tax	\$6,715	\$6,715	\$9,000	34%
Economic Assistance Grants	\$0	\$6,459,000	\$15,000	-99.8%
Miscellaneous Grants	\$0	\$216,000	\$100,000	-53.7%
Misc. Grnt. - Cntr Inland Bays	\$96,456	\$194,700	\$126,200	-35.2%
Misc. Grnt. - Youth	\$28,000	\$22,000	\$22,000	0%
Misc. Grnt. - Econ Dev	\$0	\$40,000	\$40,000	0%
Misc. Grnt. - Comm Outreach	\$15,500	\$22,000	\$34,000	54.5%
Misc. Grnt. - Public Safety	\$15,000	\$15,000	\$15,000	0%
Misc. Grnt. - Health Services	\$60,000	\$60,000	\$40,000	-33.3%
Economic Assistant Loan	\$504,137	\$3,000,000	\$3,000,000	0%
Sports Field Grant	\$109,967	\$0	\$0	0%
Western Sussex Business Park	\$101,444	\$1,889,291	\$335,000	-82.3%
DDD Grant	\$39,284	\$100,000	\$100,000	0%
State Police Grants	\$3,547,130	\$3,684,957	\$3,820,610	3.7%
Dept of Corrections Grant	\$14,608	\$91,500	\$91,500	0%
<b>Total Non Location:</b>	<b>\$22,435,725</b>	<b>\$28,071,362</b>	<b>\$22,085,609</b>	<b>-21.3%</b>
<b>Total Expenditures:</b>	<b>\$22,435,725</b>	<b>\$28,071,362</b>	<b>\$22,085,609</b>	<b>-21.3%</b>



## Grants by Category

Sussex County grants funds to multiple organizations. As shown in the chart below, the biggest category of grants are public safety followed by economic development.

Grant-in-Aid Categories



## Public Safety

The majority of the County's Grant-in-Aid, \$10.2 million, goes to public safety. The budget includes \$5.6 million to fire and ambulance companies, \$3.8 million to Delaware State Police, \$0.7 million to local law enforcement, and \$15,000 for lifeguards. Funding for public safety comes from realty transfer tax and the pass-through building permit fire service fee. New this year is a \$50,000 contribution to pay for some fire companies to have Agreed Upon Procedures completed as a requirement to continue to receive County funds.

## Libraries

The County supports 11 independent libraries with \$2.8 million of grants. Funding for the libraries come through a library tax of \$1.9 million, mobile home placement tax of \$150,000, and general property tax of \$800,000. The funding increased by \$69,000 from the previous year due to growth in assessments.

## Open Space

The County participates in multiple open space programs. There is \$1.4 million in the budget for possible open space partnerships. A couple of the programs that Sussex County participates in include Sussex County Land Trust and Farmland Preservation.

## Economic Development

The County has several economic development programs. One of which is the ExciteSussex loan program. Eligible businesses that create and retain full-time businesses in Sussex County could qualify. This year's budget includes the \$3 million that County Council committed with its partnership with Discover Bank and the National Development Council in FY 2021.

Another economic development grant is the Downtown Development District Program. If an award is granted by the State of Delaware, the County will contribute \$1 for every \$2 awarded from the State up to \$10,000 for commercial and mixed-use projects and up to \$1,500 for residential properties.

In addition to the County's two programs, the County grants funds to organizations that help with economic development in the County. The programs included in this year's budget are: Slam Dunk to the Beach, Delaware District III - Little League World Series, and Wings and Wheels.

## Community Assistance

The Community Assistance grants contain County programs with multiple partnerships. One such County program is a tax and sewer assistance program to help low-income individuals. Approximately \$61,000 is used to help residents pay their tax or sewer bills. The County also has a Council District Grant program, County Youth Grant program and a Human Service Grant program. All three programs require grant applications with a vote by Council to approve the disbursement of funds. Organizations that the County partners with annually include First State Community Action Agency, CHEER, Joshua Freeman Foundation and the Center for the Inland Bays.

The largest type of grant in this category is housing assistance for \$820,000. The breakdown of the \$820,000 is:

- \$300,000 for emergency housing rehabilitation projects.
- \$500,000 for affordable housing program (carryover from FY 2022)
- \$20,000 for Code Purple and homeless shelters

## Accommodation Tax Eligible Expenses

The County is authorized to collect an Accommodations Tax. The monies collected from this tax are earmarked for beach nourishment, waterway dredging, economic development, tourism programs, recreational activities, water quality projects, and flood control projects. The County Council will most likely not spend these funds during FY 2023, as it is anticipated that it will take several years of collections to have sufficient funds to be used on these eligible expenses. This line item in the budget is simply an anticipated accumulation of funds that could be spent by the end of the fiscal year.

## Agriculture and Drainage

The County works in partnership with the Sussex County Conservation District on tax ditch and drainage issues. The County also has a long-standing relationship with the University of Delaware Agriculture Program for research and education.



# Human Resources



**Karen Brewington**  
Director of Human Resources

The Human Resources Department is a support office to the County's departments, constitutional offices, and County Council. There are over 560 full-time and part-time employees included in this budget as well as nearly 320 pensioners. Responsibilities include recruitment, training, leave and payroll administration, employee grievances, employee communication, corrective action procedures, training and development, and administration of benefits.

## Mission

To provide comprehensive professional-level support services that lead to the improved welfare of employees and retirees, and the efficiency and effectiveness of County Government operations

## Prior Year's Successes

1. Completed compensation study through a third party
2. Implemented electronic file transfer to the County's vision vendor for vision participants
3. Saved the County \$124,000 (claims 7/1/2021-12/30/21) with new Copay Armor prescription program
4. Facilitated the implementation of a contract cleaning service
5. Created new performance evaluation for FY 2023
6. Participated as a vital member of the team that managed COVID-19 cases and orchestrated re-openings of facilities and departments

## Goal #1 - LDP & Learning Pathways

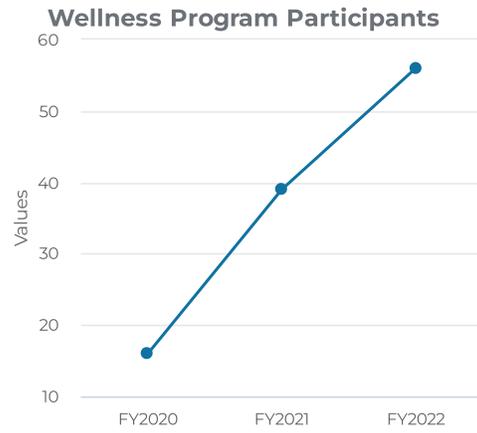


Implement Leadership Development Program and increase training programs for managers and non-managers by 30% through online, instructor-led and hybrid classes



## Goal #2 - Pensioner Self Service Participation

 Increase participation by 50% in the self-service portal for pensioners; this will reduce monthly printing and mailing costs

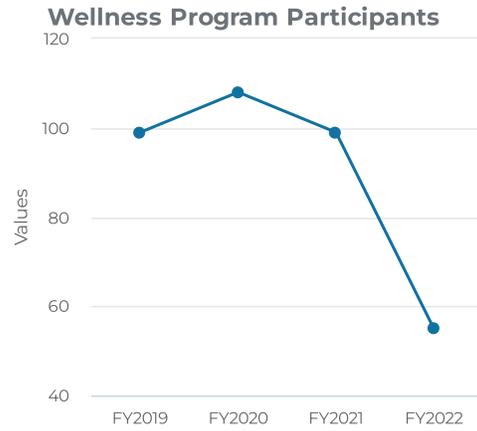


## Goal #3 - Electronic Files

 Implement electronic file transfer for healthcare participants by March 1, 2023

## Goal #4 - Wellness Initiative Participation

 Increase wellness program participation to 30% of the enrolled medical population to reduce healthcare costs that may be avoided through preventative health exams

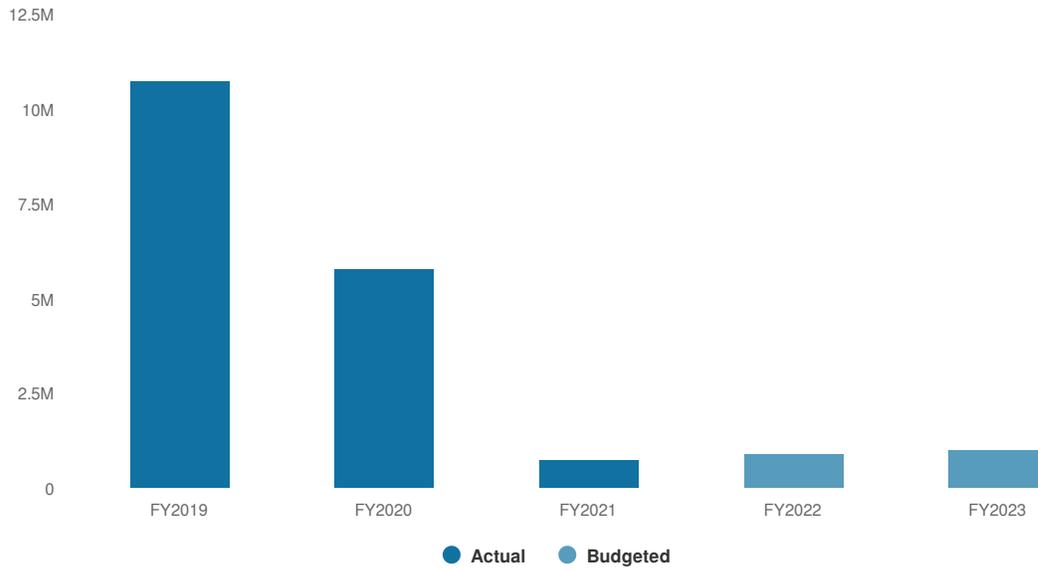


## Expenditures Summary

The FY 2023 increased \$131,000, or 14.7 percent. The increase is in personnel costs for another employee to help with the increase in the number of employees. Also, Other Professional Services includes compensation statements which is not done every year. The variations in the chart below is a result of additional pension contributions of \$10 million for 2019 and \$5 million for FY 2020.

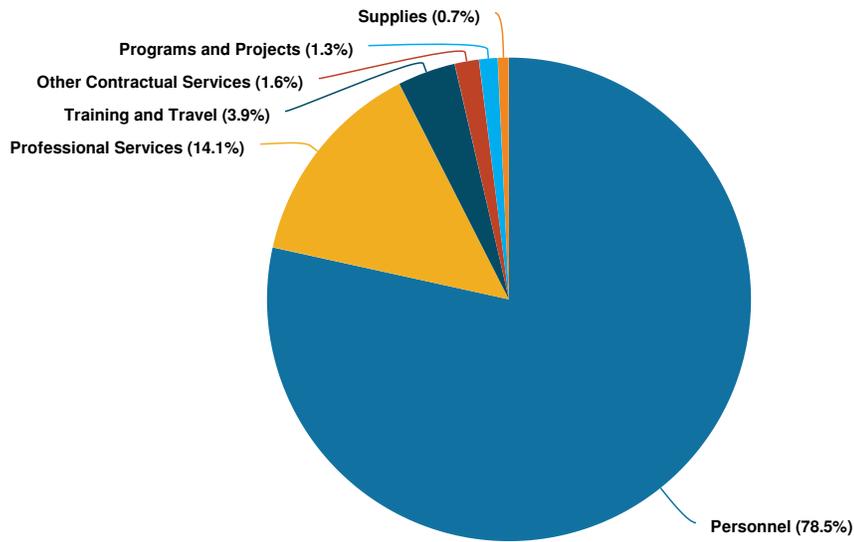
**\$1,025,649** **\$131,218**  
(14.67% vs. prior year)

### Human Resources Proposed and Historical Budget vs. Actual



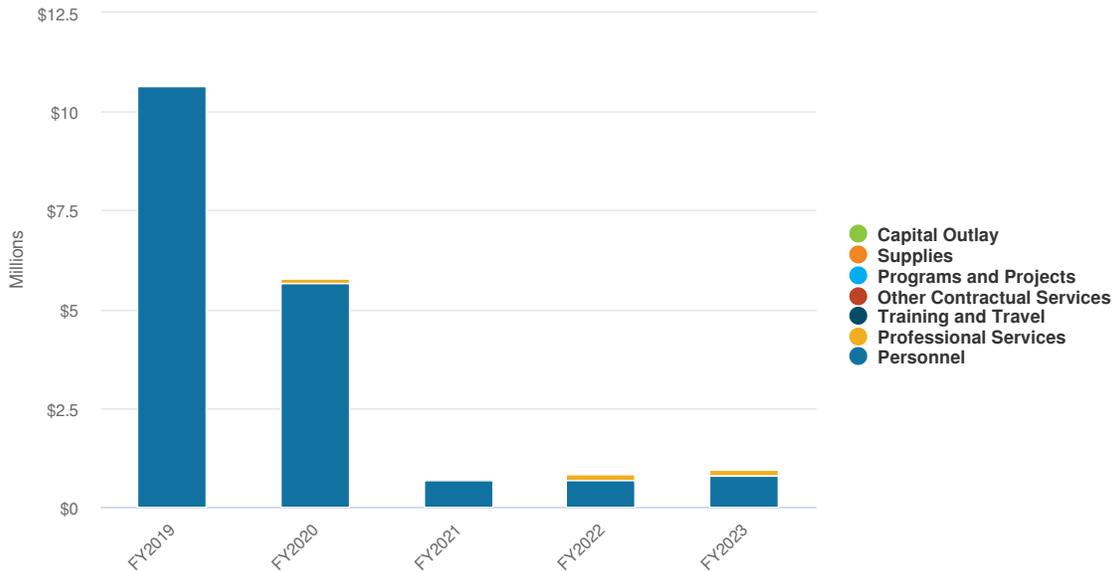
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



The overall operational costs of human resources have remained relatively flat. The large amounts in FY 2019 and FY 2020 were additional pension contributions the County made to its pension fund.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Human Resources Salaries	\$415,058	\$434,935	\$569,636	31%
Cost Reimbursement - Salaries	-\$127,468	-\$131,624	-\$201,321	53%
Vision Plan	\$348	\$432	\$385	-10.9%
Dental Plan	\$3,108	\$3,744	\$3,850	2.8%
FICA Tax	\$29,544	\$33,272	\$43,577	31%
Health Insurance	\$102,601	\$102,000	\$121,800	19.4%
Pension	\$113,697	\$83,736	\$99,593	18.9%
Worker's Compensation	\$71,812	\$90,000	\$87,250	-3.1%
Unemployment Compensation	\$0	\$10,000	\$10,000	0%
Salaries - Boards	\$58,550	\$64,200	\$65,000	1.2%
FICA Tax - Boards	\$4,479	\$5,000	\$4,973	-0.5%
<b>Total Personnel:</b>	<b>\$671,729</b>	<b>\$695,695</b>	<b>\$804,743</b>	<b>15.7%</b>
<b>Professional Services</b>				
Legal	\$20,205	\$40,000	\$40,000	0%
Other Professional Services	\$31,200	\$108,880	\$133,742	22.8%
Cost Reimbursement - OP	-\$10,281	-\$29,616	-\$32,098	8.4%
Other Professional Services	\$2,250	\$2,500	\$2,500	0%
<b>Total Professional Services:</b>	<b>\$43,374</b>	<b>\$121,764</b>	<b>\$144,144</b>	<b>18.4%</b>
<b>Other Contractual Services</b>				
Communications	\$2,635	\$3,900	\$3,900	0%
Postage & Freight	\$877	\$1,100	\$1,200	9.1%
Repairs and Maintenance	\$2,962	\$3,175	\$1,475	-53.5%
Printing & Binding	\$66	\$400	\$300	-25%
Advertising	\$1,681	\$13,000	\$15,000	15.4%
Cost Reimbursement - Cont Sr	-\$1,644	-\$2,715	-\$5,250	93.4%
<b>Total Other Contractual Services:</b>	<b>\$6,577</b>	<b>\$18,860</b>	<b>\$16,625</b>	<b>-11.9%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,916	\$4,000	\$3,500	-12.5%
Dues & Subscriptions	\$5,414	\$5,990	\$6,360	6.2%
Tools and Small Equipment	\$2,260	\$599	\$0	-100%
Cost Reimbursement Supplies	-\$1,918	-\$1,998	-\$2,366	18.4%
<b>Total Supplies:</b>	<b>\$7,672</b>	<b>\$8,591</b>	<b>\$7,494</b>	<b>-12.8%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$2,620	\$8,501	\$16,900	98.8%
Cost Reimbursement Misc.	-\$524	-\$3,420	-\$4,056	18.6%
<b>Total Programs and Projects:</b>	<b>\$2,096</b>	<b>\$5,081</b>	<b>\$12,844</b>	<b>152.8%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$10,100	\$10,100	0%
Inhouse Training	\$0	\$18,500	\$13,330	-27.9%
Mileage	\$0	\$500	\$500	0%
Travel	\$0	\$7,900	\$8,700	10.1%
Cost Reimbursement T & E	\$0	-\$7,560	-\$7,831	3.6%
Tuition	\$1,500	\$15,000	\$15,000	0%
<b>Total Training and Travel:</b>	<b>\$1,500</b>	<b>\$44,440</b>	<b>\$39,799</b>	<b>-10.4%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$15,772	\$0	\$0	0%
Cost Reimbursement - Capital	-\$1,600	\$0	\$0	0%
<b>Total Capital Outlay:</b>	<b>\$14,172</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$747,119</b>	<b>\$894,431</b>	<b>\$1,025,649</b>	<b>14.7%</b>

## Initiative #1 - Increase Annual Limit for Dental Insurance

Increase the annual limit from \$1,500 to \$2,000 per calendar year, keeping us competitive with industry



## Initiative #2 - Increase Wellness Award

Increase wellness award from \$55 to \$100 per participant



## Information Technology



**Dwayne Kilgo**

Director of Information Technology

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

### Mission

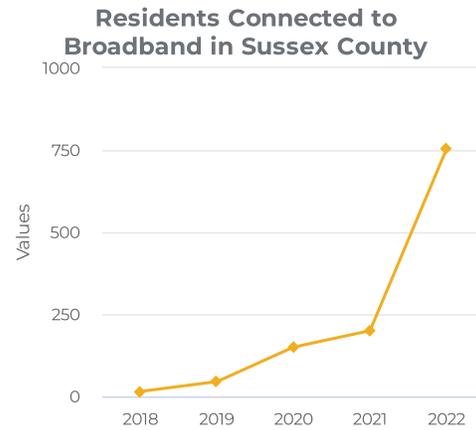
To support the mission of the Sussex County Government by using technologies and services; developing and applying industry standard processes and procedures; and providing excellent customer service to all customers

### Prior Year's Successes

1. Continued to lead the technology effort to allow staff to work from home during the COVID-19 pandemic
2. Implemented 10 GB connectivity between the data center and wastewater facilities (Inland Bay, South Coastal and Wolfe Neck)
3. Assisted in the completion of the Sussex County redistricting
4. Continued partnership with the State of Delaware in providing broadband in Sussex County in underserved locations
5. Implemented new cybersecurity policies and tools to assist in mitigating current and future cyber threats
6. Deployed new Meraki wireless solution throughout County facilities for both enterprise and public use

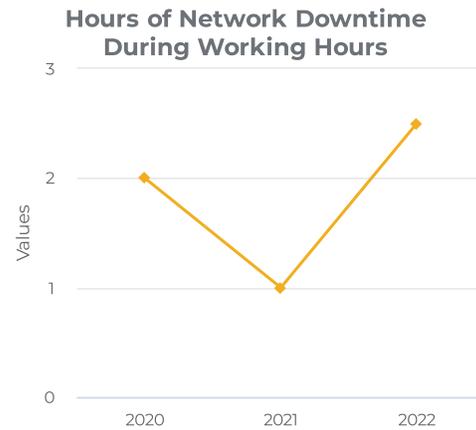
## Goal #1 - Broadband

Through our partnership with the State of Delaware, we will continue to review and validate service areas and focus on the areas in which there is need to enhance and solicit broadband services. The goal is to have more residents connected to broadband year after year.



## Goal #2 - Network Downtime

Minimize network downtime during work hours when work is disrupted less than 7 hours a day



## Goal #3 - Cybersecurity

Continue to promote cybersecurity awareness with County staff and minimize the risk of security threats to the organization; through training and phishing campaigns, our goal is to mitigate the risk of compromise

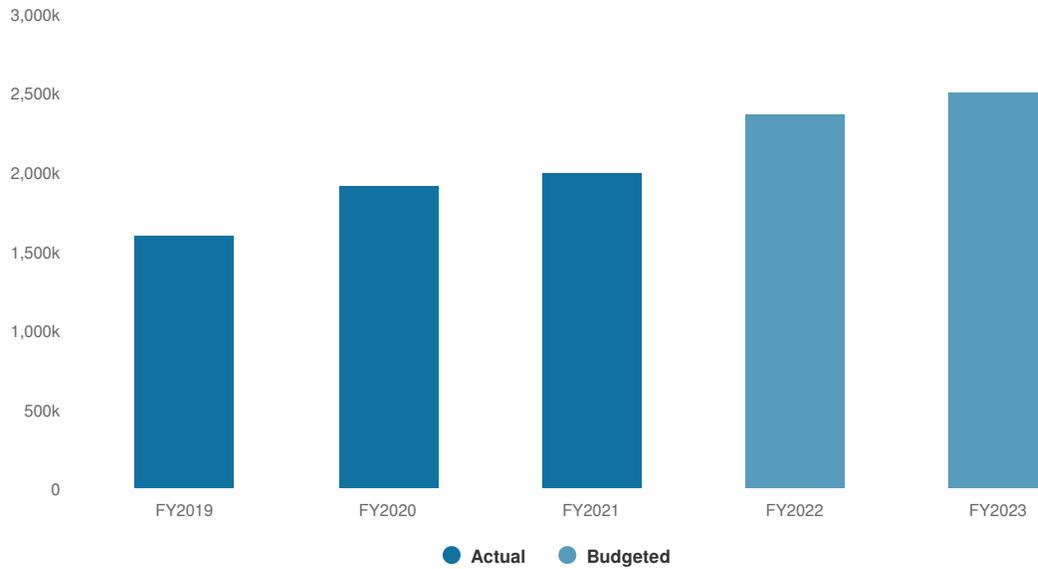


## Expenditures Summary

The FY 2023 budget increased \$143,000 million or 6.1 percent. The increase is a result of the addition of cybersecurity software purchases, increases in software contracts, network and server equipment upgrades, and acquisition of dark fiber between multiple county facilities.

**\$2,509,600** **\$143,262**  
(6.05% vs. prior year)

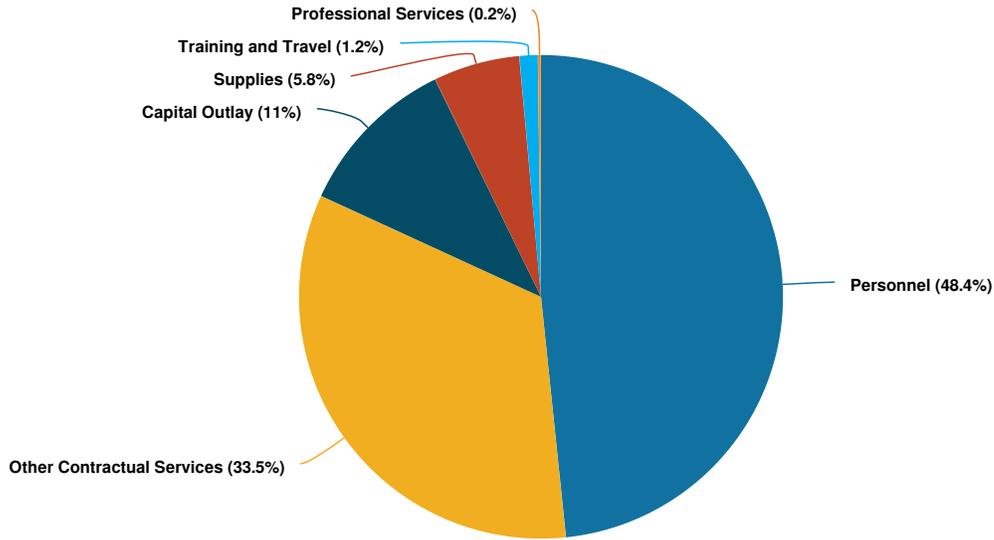
### Information Technology Proposed and Historical Budget vs. Actual



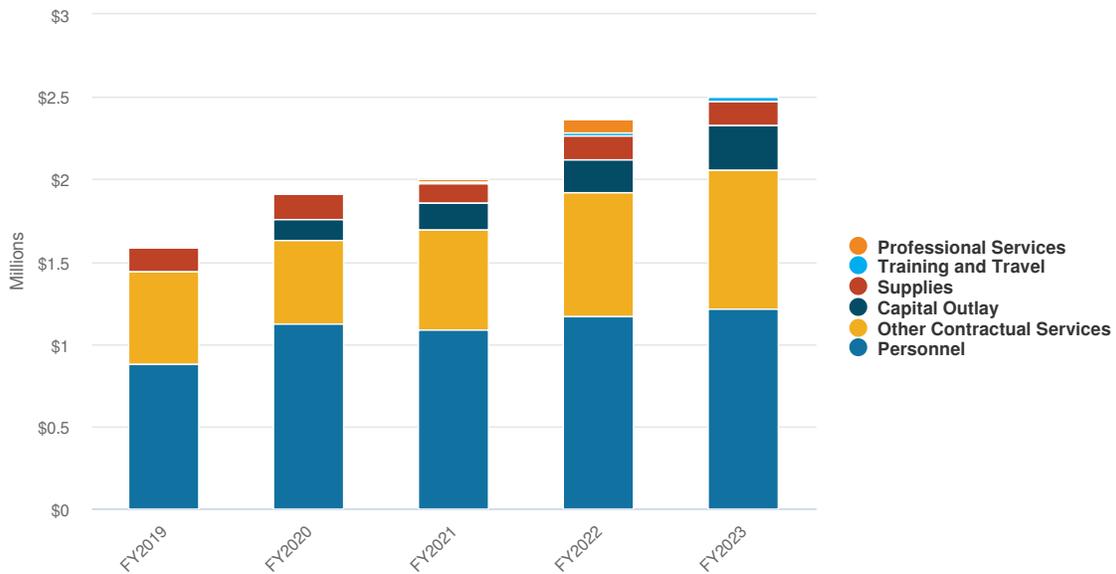
## Expenditures by Expense Type

Besides the cost of employees to run the County I.T. infrastructure, a large expenditure type in this department is for the maintenance agreements on the software applications that the County uses. These software agreements are charged to Other Contractual Services.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



The County is becoming more reliant on technology as it automates many of its processes. Although automation saves employment costs in most departments, it increases maintenance agreements and personnel in this department's budget.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
IT Salaries	\$852,327	\$953,157	\$1,045,936	9.7%
Cost Reimbursement - Salaries	-\$325,942	-\$348,641	-\$383,265	9.9%
Vision Plan	\$834	\$1,152	\$880	-23.6%
Dental Plan	\$7,490	\$9,984	\$8,800	-11.9%
FICA Tax	\$62,066	\$72,917	\$80,014	9.7%
Health Insurance	\$245,959	\$272,000	\$278,400	2.4%
Pension	\$248,211	\$206,619	\$182,910	-11.5%
<b>Total Personnel:</b>	<b>\$1,090,945</b>	<b>\$1,167,188</b>	<b>\$1,213,675</b>	<b>4%</b>
<b>Professional Services</b>				
Other Professional Services	\$16,533	\$80,500	\$10,000	-87.6%
Cost Reimbursement - OP		\$0	-\$5,000	N/A
<b>Total Professional Services:</b>	<b>\$16,533</b>	<b>\$80,500</b>	<b>\$5,000</b>	<b>-93.8%</b>
<b>Other Contractual Services</b>				
Communications	\$65,792	\$69,300	\$176,100	154.1%
Postage & Freight	\$8	\$50	\$50	0%
Utilities	\$186	\$600	\$5,000	733.3%
Insurance	\$3,666	\$5,810	\$6,325	8.9%
Repairs and Maintenance	\$532,850	\$603,630	\$1,417,600	134.8%
Other Contractual Services	\$0	\$72,000	\$24,000	-66.7%
Cost Reimbursement - Cont Sr		\$0	-\$788,800	N/A
<b>Total Other Contractual Services:</b>	<b>\$602,504</b>	<b>\$751,390</b>	<b>\$840,275</b>	<b>11.8%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,020	\$2,000	\$2,000	0%
Fuel	\$1,268	\$2,400	\$2,700	12.5%
Dues & Subscriptions	\$334	\$710	\$500	-29.6%
Uniforms	\$0	\$0	\$3,200	N/A
Maintenance & Repairs Parts	\$531	\$1,500	\$1,000	-33.3%
Tools and Small Equipment	\$19,392	\$40,000	\$38,000	-5%
Sm. Computer Equipment - 5422	\$97,887	\$96,400	\$97,500	1.1%
<b>Total Supplies:</b>	<b>\$120,432</b>	<b>\$143,010</b>	<b>\$144,900</b>	<b>1.3%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$10,991	\$13,500	\$20,000	48.1%
Mileage	\$0	\$250	\$250	0%
Travel	\$216	\$10,500	\$10,500	0%
<b>Total Training and Travel:</b>	<b>\$11,207</b>	<b>\$24,250</b>	<b>\$30,750</b>	<b>26.8%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Capital Outlay</b>				
Machinery and Equipment	\$132,495	\$200,000	\$550,000	175%
Transportation Equip	\$29,850	\$0	\$0	0%
Cost Reimbursement - Capital		\$0	-\$275,000	N/A
<b>Total Capital Outlay:</b>	<b>\$162,345</b>	<b>\$200,000</b>	<b>\$275,000</b>	<b>37.5%</b>
<b>Total Expense Objects:</b>	<b>\$2,003,966</b>	<b>\$2,366,338</b>	<b>\$2,509,600</b>	<b>6.1%</b>

## Initiative #1 - Network Switch Upgrades - \$250,000

Many of our network switches are nearing end-of-life and/or end-of-support. We are looking to acquire newer distribution switches that are modular and built for better security, flexibility, and smart facilities.



## Initiative #2 - Data Center Server Upgrades - \$300,000

In FY2022, Sussex County built a new Western Sussex Data Center to enable better business continuity for Sussex County Government's operations. We are proposing to install an identical configuration of server infrastructure to our current Data Center for better redundancy of our infrastructure.



## Legal



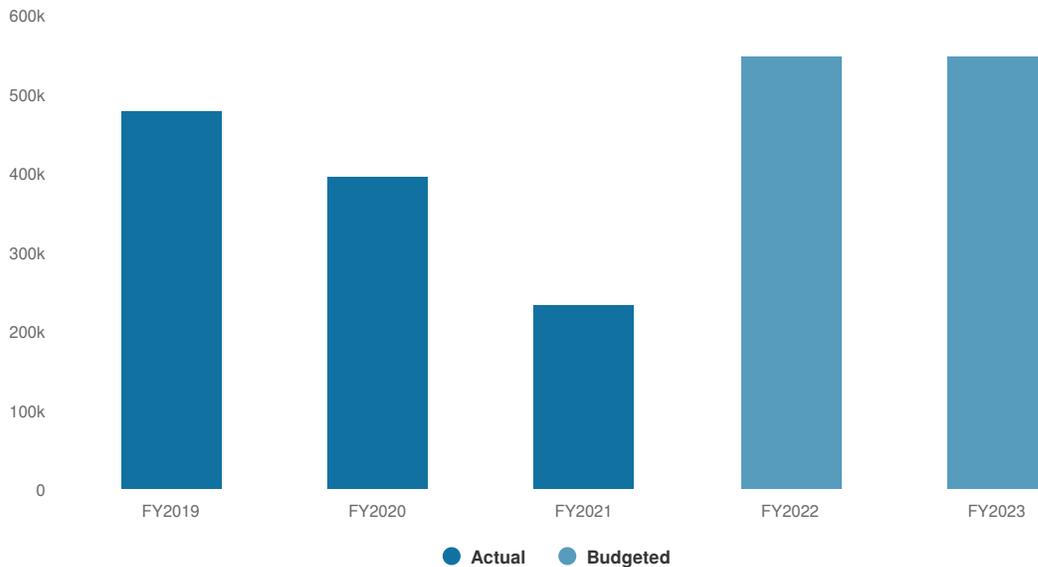
Sussex County does not have an in-house legal department. Moore and Rutt, P.A., is the legal firm appointed by the County Council; they represent the Council and the Board of Adjustment. Parkowski, Guerke and Swayze, P.A., is the appointed Assistant County Attorney and represents the Planning and Zoning Commission. Young, Conaway, Stargatt and Taylor represents the County on personnel and housing matters. Ballard Spahr, LLP, provides assistance with financial matters, including bond issuances.

### Expenditures Summary

The expenses represented here are general legal fees that cannot be attributed to another fund or project. Although the total expenses do not go up, there are increases in the hourly rates that the County will be charged in FY 2023.

**\$550,000** **\$0**  
(0.00% vs. prior year)

#### Legal Proposed and Historical Budget vs. Actual



### Expenditures by Expense Type

Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Professional Services</b>				
Legal	\$233,688	\$550,000	\$550,000	0%
<b>Total Professional Services:</b>	<b>\$233,688</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$233,688</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>0%</b>



## Library



**Rachel Lynch**  
County Librarian

The Library Department serves the County and independent libraries by working closely with the Delaware Division of Libraries and other members of the Delaware Library Consortium to advance library service, to grow library leaders, and to ensure effective operation of the statewide automated system. Library Administration is responsible for general administration and oversight of the County-operated libraries. The Library Operations includes three county-owned library facilities (Greenwood, Milton, and South Coastal), the mobile libraries, and a virtual library.

## Mission

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

# ROI Sussex Libraries

## THE VALUE OF SUSSEX COUNTY LIBRARIES

The libraries in Sussex County function as Technology Centers, Learning Centers and Community Centers for all in Sussex County, Delaware.

IN FY21 (AND DURING A CONTINUING WORLD-WIDE PANDEMIC)...

**10,118 COMPUTER**

sessions were logged at the Greenwood, Milton and South Coastal libraries allowing those in Sussex County access to computer terminals and Wifi.

A VALUE OF

**\$121,416**

Based on Fed Ex/Kinkos Pricing



**PROGRAMS**

**8,104**



People attended **397** live and virtual programs offered by the County libraries.

A VALUE OF

**\$121,560**

Based on the average Entertainment/Program Admission Fee

**170,293 ITEMS**

were checked out from Sussex County libraries.



A TOTAL

VALUE OF OVER

**\$2,414,189**

Based on the average prices of Amazon, Audible, Netflix and iTunes

Libraries increased their use of social media to provide timely information on COVID testing, vaccination sites and other important information, as well as providing educational and entertaining posts to over **101,589** views.

**LIBRARIES WERE VISITED**

**58,229**

times by the workers, residents, and visitors to Sussex County, Delaware

A VALUE OF

**\$524,061**

Based on the cost of a matinee movie ticket



THE FRIENDLY, HELPFUL SERVICE FROM THE STAFF OF SUSSEX COUNTY LIBRARIES...

**PRICELESS**

Values calculated according to the Massachusetts Library Association from statistics submitted to the Delaware Division of Libraries for FY21

**SUSSEXLIBRARIES.ORG**

# Prior Year's Successes

## **Library Administration**

1. Worked closely with Safety and Security, Human Resources and Facilities Management staff to guarantee COVID-19 safety protocols for customers and staff
2. Created an educational/promotional video in celebration of National Read-Across-America Day, coordinating with library directors throughout the county as they read a page and handed off the book to create "Read Across Sussex!" [📺](#)
3. Supported and encouraged professional growth of all library staff throughout the county by re-releasing the initial phase of the Sussex County Library Employee Learning Growth Program as an in-house offering, making it possible for those with COVID concerns or unable to attend in-person training to still be able to complete the program

## **Greenwood**

1. Became adept at changing and adapting to the fluctuating environment of life during a pandemic, returning to near pre-COVID circulation statistics and programming attendance
2. Hosted a Greenwood Community Day, collaborating with over 10 different organizations in Sussex County that focused on health and safety – providing things like COVID-19 vaccines; car seat safety checks; hands only CPR; dental screenings; Beebe health screenings; and bicycle safety. Over 200 people attended the event throughout the day, gaining important tools and information for their personal health and overall wellbeing.
3. Continued [Neighborly Notes](#), an intergenerational pen pal program with 30 new active participants; partnering with 4-H clubs, Girl Scout troops and the Country Rest Home in Greenwood, library staff are answering the need for connection and communication after the long period of isolation many have experienced
4. Welcomed a new teen-services librarian who is re-engaging the community youth and promoting a love of reading and discovery within the library
5. Partnered with the Delaware Division of Libraries to start circulating MiFi devices and Chrome books, a need in the community where Wi-Fi access has been a challenge for years, allowing students and employees that need computer access to complete their school work and jobs from home

## **Milton**

1. Developed and partnered with the other County Libraries for the creation of The Storytime Express, a virtual storytime housed on Social Media platforms such as Facebook, in an effort to reach a broader demographic of patrons who are unable to attend in-person storytimes such as daycares, homeschools, and homebound children. The storytime is based on one story presented on Monday, and then each day from Tuesday thru Friday the viewer experiences music, crafts, STEM, and Yoga surrounding the storyline of the book.
2. Participated in the Virtual Hispanic Heritage Event, an opportunity to celebrate Delaware's diverse and multi-cultural society. The program seeks to promote greater ethnic and cultural understanding through education and recreation activities. Traditionally, the Route 9 Library and Innovation Center, Dover Public Library, and the Milton Public Library each host a half-day event at their facility. The events feature a resource fair, community conversation, a meal, and cultural performance.
3. Transitioned all programs, as applicable, to a hybrid format to accommodate those who are comfortable attending in-person and to the Zoom platform for those who are not
4. Created interactive games within the library, such as the library scavenger hunt, in which children and families could compete for a prize
5. Created and provided Grab & Go crafts and activity kits geared to all ages

## **South Coastal**

1. Partnered with Engineer Early [📺](#), an organization dedicated to engaging children and their families with STEM experiences, through Grab & Go kits; staff was able to get the library added to the group's roster, becoming the first downstate library to join; together, the library has been able to get STEM kits for 30 children a month since June 2021; plans are being made for the first in-person programs this summer
2. Developed a Community Garden—the library purchased mobile planters and seedlings, some people donated plants and the children's librarian registered families to take care of peppers, tomatoes and fresh herbs in summer 2021 in the reading garden; fresh produce was available to the families and staff that did the work, as well as being offered to local food pantries; the library was able to offer a family-centric outdoor project throughout the summer
3. Participated in the COVID test kit distribution project, partnering with the state library and Delaware Health and Social Services (DHSS). This library was one of the major distributors, according to the state coordinator, able to get over 2,600 test kits into the hands of its community. It was a massive project and the library was able to do its part to help people survive the pandemic.
4. Partnered with four local food pantries, from Bethany Beach to Selbyville, providing itemized lists of items most needed; the community response was so great that this program is now a permanent fixture, providing thousands of food items for each pantry; one group had 366 items donated in one month, another group said the library donations helped to feed 255 families

## **Mobile Library**

1. Partnered with Sussex County Emergency Medical Services (SCEMS) and Beebe Health Care to become the first bookmobile in the county to serve as a mobile vaccination unit (delivering 899 vaccinations), resulting in press



coverage from the New York Times and USA Today, as well as inclusion in a traveling Smithsonian Institution exhibit and book on the pandemic response

2. Distributed 1,690 COVID-19 home testing kits to those in need, resulting in photo and press recognition in the national periodical, American Libraries
3. Created a poster detailing the bookmobile's involvement in the pandemic response which was promoted at the Association of Bookmobile and Outreach Services national conference

**Virtual Library**

1. Continued aid in coordinating the scheduling, transport and set-up of the county-wide Story Strolls
2. Applied for and received a Creative Aging Grant from the Delaware Division of the Arts, a unique opportunity that involved partnering with the Milton Library and Milton Theatre in an 8-part workshop series promoting libraries, kindness and community interaction
3. Worked with the libraries in county-wide library initiatives

**Pictures Tell the Success Story of FY 2022**



## Goal #1 - Library Administration

To begin the return to pre-pandemic statistics by increasing the total circulation of items offered by the county-run libraries to exceed FY 2021 statistics by 15% in FY 2023.



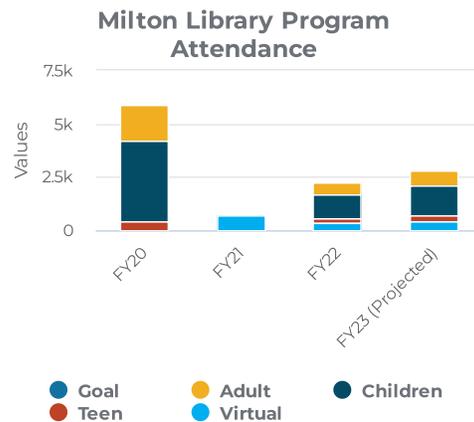
## Goal #2 - Greenwood Library

To aid in school readiness, increase reading levels and support literacy by partnering with the Woodbridge school teachers to increase involvement in library-offered reading challenges by 10% in FY 2023.



## Goal #3 Milton Library

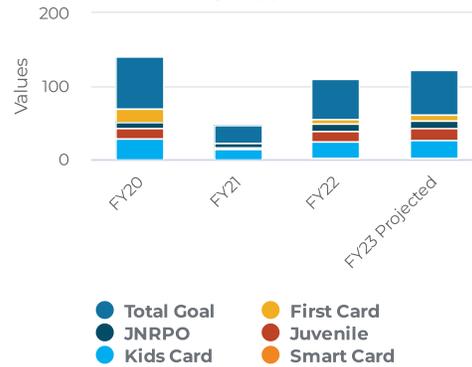
To increase library programming attendance for both in-person and virtual events by 25% in FY 2023. Restrictions due to COVID have caused a large decrease in program attendance and staff are planning educational and interactive entertaining programs to build back their attendance numbers.



## Goal #4 - South Coastal Library

To increase the percentage of issued library cards to juvenile patrons (ages birth - 17) by 10% in FY23 to encourage early literacy and library use

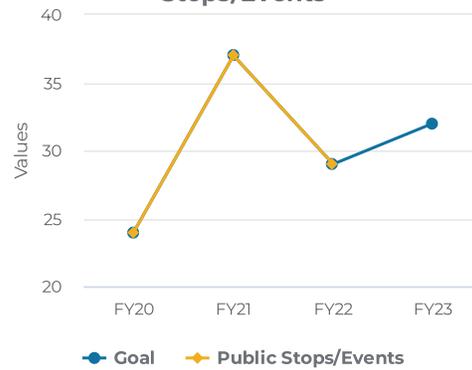
South Coastal Issued Children's Cards



## Goal #5 - Mobile Libraries

To increase public awareness and show community support, the Sussex County Mobile Libraries will increase their public stops and events by 10% in FY 2023. These stops will be to promote literacy and upcoming offerings at the local libraries as well as provide access to basic-needed assistance.

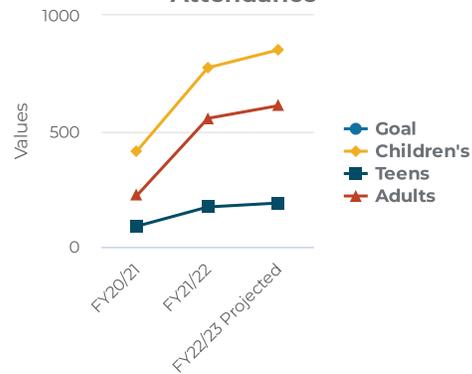
Mobile Library Public Stops/Events



## Goal #6 - Virtual Library/Community Outreach

To increase participation in county-wide online literacy programming by 10%, to provide quality ongoing virtual programming.

Summer Reading Program Attendance



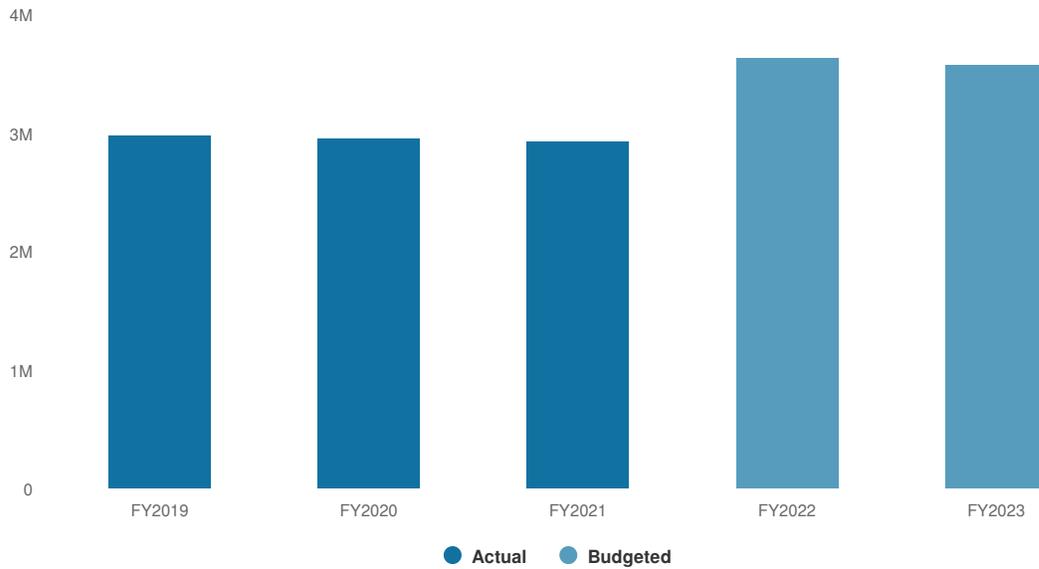
## Expenditures Summary

The FY 2023 budget decreased \$57,000, or 1.6 percent. The decrease is due to the capital improvement projects being completed in the prior year.



**\$3,574,729** **-\$56,520**  
 (-1.56% vs. prior year)

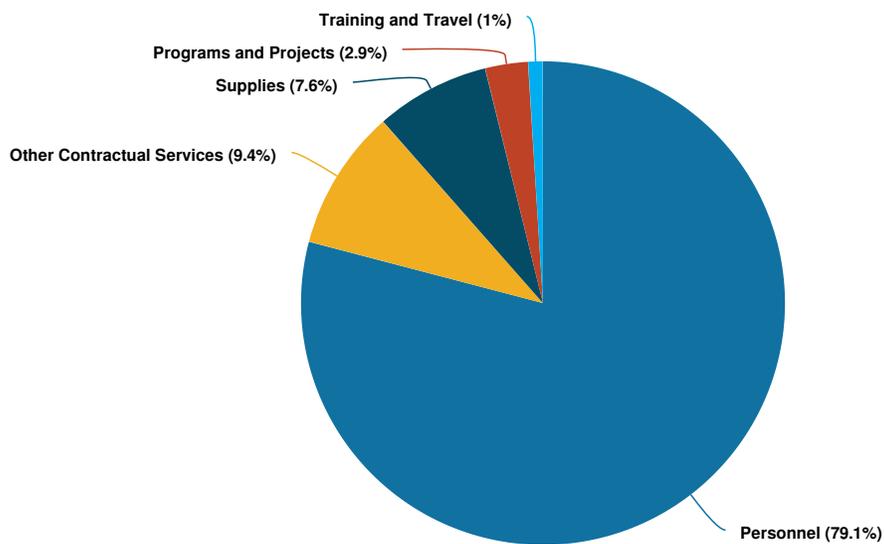
**Library Proposed and Historical Budget vs. Actual**



**Expenditures by Expense Type**

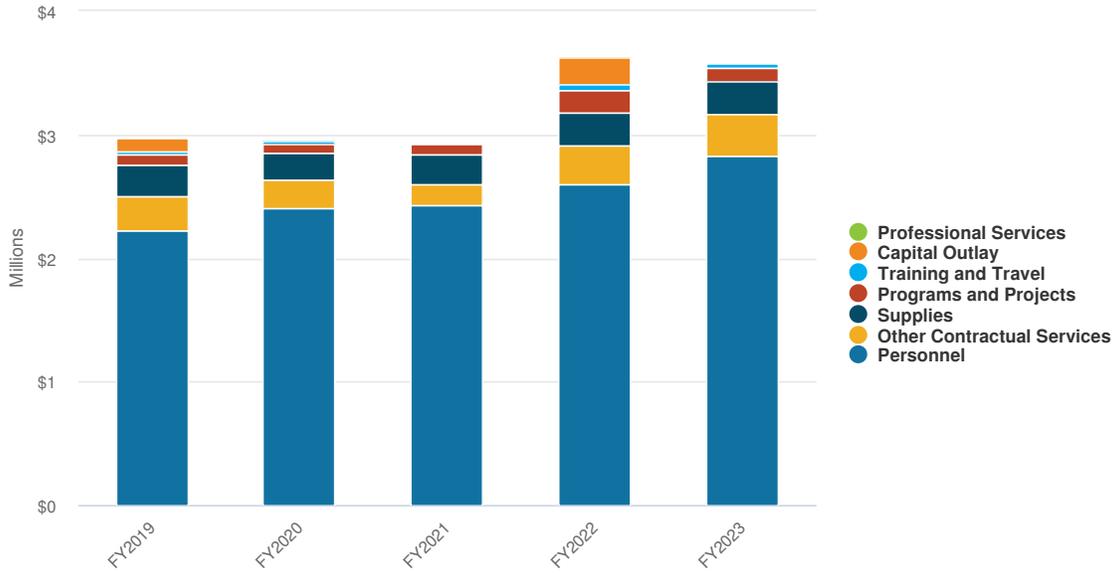
The largest expense of this department is personnel costs due to the number of employees needed to provide services at the libraries.

**Budgeted Expenditures by Expense Type**



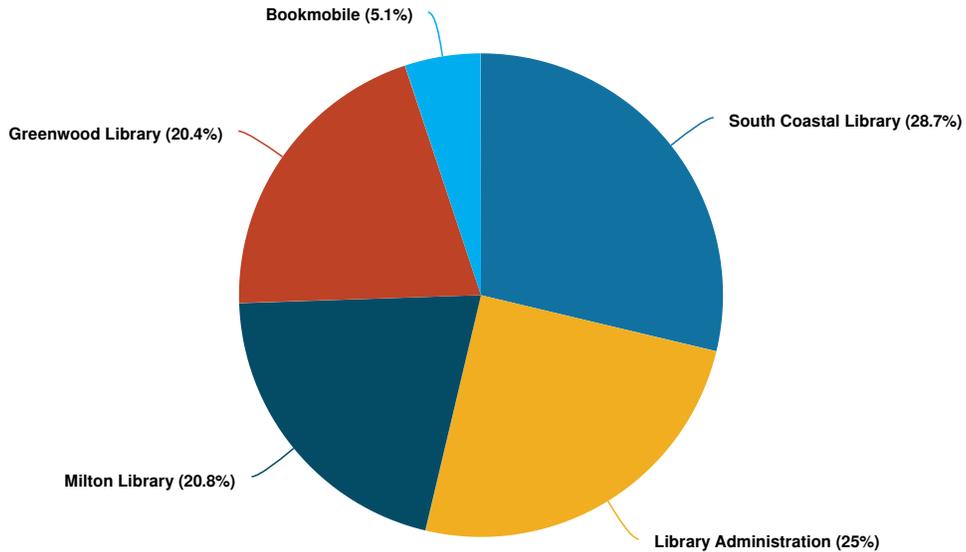
Note: Immaterial differences in percentages may be present in chart due to rounding

### Budgeted and Historical Expenditures by Expense Type



## Expenditures by Function

### Budgeted Expenditures by Function



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expenditures</b>				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Library</b>				
<b>Library Administration</b>				
<b>Non Location</b>				
<b>Personnel</b>				
Library Admin Salaries	\$336,362	\$375,488	\$459,579	22.4%
Vision Plan	\$348	\$504	\$495	-1.8%
Dental Plan	\$3,109	\$4,368	\$4,950	13.3%
FICA Tax	\$24,472	\$28,725	\$35,158	22.4%
Health Insurance	\$119,282	\$119,000	\$156,600	31.6%
Pension	\$99,829	\$78,663	\$77,094	-2%
<b>Total Personnel:</b>	<b>\$583,402</b>	<b>\$606,748</b>	<b>\$733,876</b>	<b>21%</b>
<b>Professional Services</b>				
Other Professional Services	\$0	\$85	\$0	-100%
<b>Total Professional Services:</b>	<b>\$0</b>	<b>\$85</b>	<b>\$0</b>	<b>-100%</b>
<b>Other Contractual Services</b>				
Communications	\$5,274	\$5,160	\$5,160	0%
Postage & Freight	\$2,682	\$4,400	\$4,400	0%
Repairs and Maintenance	\$4,623	\$4,490	\$5,750	28.1%
Printing & Binding	\$248	\$500	\$500	0%
Advertising	\$563	\$600	\$400	-33.3%
Other Contractual Services	\$9,814	\$40,900	\$40,180	-1.8%
<b>Total Other Contractual Services:</b>	<b>\$23,204</b>	<b>\$56,050</b>	<b>\$56,390</b>	<b>0.6%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,509	\$2,575	\$2,800	8.7%
Dues & Subscriptions	\$11,684	\$17,938	\$12,075	-32.7%
Permanent Record Books	\$13,777	\$11,408	\$12,430	9%
Maintenance & Repairs Parts	\$20	\$50	\$50	0%
Tools and Small Equipment	\$296	\$1,700	\$300	-82.4%
Sm. Computer Equipment - 5422	\$2,028	\$1,400	\$2,800	100%
Other Supplies	\$526	\$1,522	\$500	-67.1%
<b>Total Supplies:</b>	<b>\$29,841</b>	<b>\$36,593</b>	<b>\$30,955</b>	<b>-15.4%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$8,024	\$7,500	\$7,500	0%
Miscellaneous	\$47,070	\$50,000	\$50,000	0%
<b>Total Programs and Projects:</b>	<b>\$55,094</b>	<b>\$57,500</b>	<b>\$57,500</b>	<b>0%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$740	\$1,510	\$750	-50.3%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Inhouse Training	\$15	\$3,000	\$3,000	0%
Mileage	\$340	\$750	\$750	0%
Travel	\$0	\$5,567	\$8,692	56.1%
<b>Total Training and Travel:</b>	<b>\$1,095</b>	<b>\$10,827</b>	<b>\$13,192</b>	<b>21.8%</b>
<b>Total Non Location:</b>	<b>\$692,635</b>	<b>\$767,803</b>	<b>\$891,913</b>	<b>16.2%</b>
<b>Total Library Administration:</b>	<b>\$692,635</b>	<b>\$767,803</b>	<b>\$891,913</b>	<b>16.2%</b>
<b>Library Facilities</b>				
<b>Bookmobile</b>				
<b>Personnel</b>				
Mobile Library Salaries	\$71,213	\$77,790	\$85,980	10.5%
Vision Plan	\$116	\$144	\$110	-23.6%
Dental Plan	\$1,036	\$1,248	\$1,100	-11.9%
FICA Tax	\$5,254	\$5,951	\$6,577	10.5%
Health Insurance	\$33,942	\$34,000	\$34,800	2.4%
Pension	\$19,851	\$16,491	\$15,033	-8.8%
<b>Total Personnel:</b>	<b>\$131,412</b>	<b>\$135,624</b>	<b>\$143,600</b>	<b>5.9%</b>
<b>Other Contractual Services</b>				
Communications	\$1,530	\$1,500	\$1,500	0%
Insurance	\$2,517	\$3,190	\$2,530	-20.7%
Repairs and Maintenance	\$228	\$2,000	\$3,300	65%
Printing & Binding	\$0	\$250	\$250	0%
<b>Total Other Contractual Services:</b>	<b>\$4,275</b>	<b>\$6,940</b>	<b>\$7,580</b>	<b>9.2%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$415	\$340	\$400	17.6%
Fuel	\$839	\$2,200	\$2,640	20%
Dues & Subscriptions	\$356	\$410	\$738	80%
Permanent Record Books	\$10,335	\$10,250	\$10,500	2.4%
Uniforms	\$0	\$250	\$0	-100%
Maintenance & Repairs Parts	\$264	\$1,800	\$0	-100%
Tools and Small Equipment	\$828	\$1,000	\$360	-64%
Sm. Computer Equipment - 5422	\$0	\$150	\$150	0%
Other Supplies	\$4,872	\$5,000	\$5,000	0%
<b>Total Supplies:</b>	<b>\$17,909</b>	<b>\$21,400</b>	<b>\$19,788</b>	<b>-7.5%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$371	\$1,500	\$1,000	-33.3%
<b>Total Programs and Projects:</b>	<b>\$371</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>-33.3%</b>



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$79	\$1,240	\$1,125	-9.3%
Mileage	\$0	\$200	\$200	0%
Travel	\$0	\$7,871	\$8,400	6.7%
<b>Total Training and Travel:</b>	<b>\$79</b>	<b>\$9,311</b>	<b>\$9,725</b>	<b>4.4%</b>
<b>Total Bookmobile:</b>	<b>\$154,046</b>	<b>\$174,775</b>	<b>\$181,693</b>	<b>4%</b>
<b>South Coastal Library</b>				
<b>Personnel</b>				
South Coastal Library Salaries	\$423,966	\$522,427	\$596,638	14.2%
Vision Plan	\$922	\$576	\$385	-33.2%
Dental Plan	\$3,791	\$4,992	\$3,850	-22.9%
FICA Tax	\$31,427	\$39,960	\$45,643	14.2%
Health Insurance	\$134,179	\$136,000	\$121,800	-10.4%
Pension	\$90,855	\$72,962	\$53,761	-26.3%
<b>Total Personnel:</b>	<b>\$685,141</b>	<b>\$776,917</b>	<b>\$822,077</b>	<b>5.8%</b>
<b>Other Contractual Services</b>				
Communications	\$3,780	\$5,140	\$4,908	-4.5%
Utilities	\$1,752	\$1,800	\$1,800	0%
Utilities - Electric - 5710	\$14,165	\$22,000	\$23,000	4.5%
Utilities - Fuel - 5715	\$13,909	\$13,000	\$13,000	0%
Insurance	\$4,703	\$5,170	\$5,170	0%
Repairs and Maintenance	\$5,053	\$37,568	\$37,906	0.9%
Other Contractual Services	\$528	\$600	\$600	0%
<b>Total Other Contractual Services:</b>	<b>\$43,891</b>	<b>\$85,278</b>	<b>\$86,384</b>	<b>1.3%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$9,713	\$13,000	\$13,000	0%
Fuel	\$205	\$400	\$400	0%
Dues & Subscriptions	\$10,323	\$11,800	\$13,692	16%
Permanent Record Books	\$31,961	\$33,000	\$33,000	0%
Uniforms	\$0	\$200	\$0	-100%
Maintenance & Repairs Parts	\$1,130	\$3,000	\$18,500	516.7%
Tools and Small Equipment	\$6,362	\$7,000	\$7,000	0%
Sm. Computer Equipment - 5422	\$0	\$1,400	\$300	-78.6%
Other Supplies	\$15,770	\$16,000	\$16,000	0%
<b>Total Supplies:</b>	<b>\$75,464</b>	<b>\$85,800</b>	<b>\$101,892</b>	<b>18.8%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$10,673	\$10,000	\$10,000	0%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Miscellaneous	\$0	\$30,000	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$10,673</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>-75%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$165	\$2,960	\$2,970	0.3%
Mileage	\$74	\$1,000	\$1,000	0%
Travel	-\$350	\$5,892	\$2,960	-49.8%
<b>Total Training and Travel:</b>	<b>-\$111</b>	<b>\$9,852</b>	<b>\$6,930</b>	<b>-29.7%</b>
<b>Capital Outlay</b>				
Improvements	\$0	\$140,300	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$140,300</b>	<b>\$0</b>	<b>-100%</b>
<b>Total South Coastal Library:</b>	<b>\$815,058</b>	<b>\$1,138,147</b>	<b>\$1,027,283</b>	<b>-9.7%</b>
<b>Greenwood Library</b>				
<b>Personnel</b>				
Greenwood Library Salaries	\$311,022	\$336,919	\$388,739	15.4%
Vision Plan	\$348	\$432	\$330	-23.6%
Dental Plan	\$3,109	\$3,744	\$3,300	-11.9%
FICA Tax	\$22,001	\$25,773	\$29,739	15.4%
Health Insurance	\$102,016	\$102,000	\$104,400	2.4%
Pension	\$69,720	\$56,699	\$48,296	-14.8%
<b>Total Personnel:</b>	<b>\$508,216</b>	<b>\$525,567</b>	<b>\$574,804</b>	<b>9.4%</b>
<b>Other Contractual Services</b>				
Communications	\$2,788	\$3,760	\$3,600	-4.3%
Utilities	\$1,281	\$2,609	\$2,540	-2.6%
Utilities - Electric - 5710	\$10,572	\$12,500	\$13,500	8%
Utilities - Fuel - 5715	\$5,712	\$9,000	\$9,000	0%
Rental and Leases	\$120	\$142	\$150	5.6%
Repairs and Maintenance	\$20,232	\$30,646	\$39,690	29.5%
Printing & Binding	\$0	\$500	\$250	-50%
Other Contractual Services	\$264	\$700	\$300	-57.1%
<b>Total Other Contractual Services:</b>	<b>\$40,968</b>	<b>\$59,857</b>	<b>\$69,030</b>	<b>15.3%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$3,738	\$7,711	\$9,000	16.7%
Dues & Subscriptions	\$7,438	\$7,220	\$8,220	13.9%
Permanent Record Books	\$25,994	\$25,500	\$26,000	2%
Maintenance & Repairs Parts	\$4,350	\$2,500	\$2,500	0%
Tools and Small Equipment	\$6,355	\$5,100	\$6,600	29.4%
Sm. Computer Equipment - 5422	\$0	\$1,000	\$1,000	0%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Other Supplies	\$8,442	\$8,500	\$8,500	0%
<b>Total Supplies:</b>	<b>\$56,318</b>	<b>\$57,531</b>	<b>\$61,820</b>	<b>7.5%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$8,789	\$11,500	\$22,000	91.3%
Miscellaneous	\$0	\$30,000	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$8,789</b>	<b>\$41,500</b>	<b>\$22,000</b>	<b>-47%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$490	\$2,590	\$1,800	-30.5%
Mileage	\$26	\$1,200	\$800	-33.3%
Travel	\$0	\$5,817	\$300	-94.8%
<b>Total Training and Travel:</b>	<b>\$516</b>	<b>\$9,607</b>	<b>\$2,900</b>	<b>-69.8%</b>
<b>Total Greenwood Library:</b>	<b>\$614,807</b>	<b>\$694,062</b>	<b>\$730,554</b>	<b>5.3%</b>
<b>Milton Library</b>				
<b>Personnel</b>				
Milton Library Salaries	\$303,079	\$348,742	\$368,543	5.7%
Vision Plan	\$297	\$504	\$330	-34.5%
Dental Plan	\$2,863	\$4,368	\$3,300	-24.5%
FICA Tax	\$22,251	\$26,677	\$28,194	5.7%
Health Insurance	\$114,746	\$119,000	\$104,400	-12.3%
Pension	\$74,735	\$59,341	\$48,288	-18.6%
<b>Total Personnel:</b>	<b>\$517,970</b>	<b>\$558,632</b>	<b>\$553,055</b>	<b>-1%</b>
<b>Other Contractual Services</b>				
Communications	\$2,771	\$4,156	\$3,156	-24.1%
Utilities	\$814	\$1,200	\$1,200	0%
Utilities - Electric - 5710	\$11,970	\$16,000	\$17,000	6.3%
Utilities - Fuel - 5715	\$5,570	\$8,500	\$10,000	17.6%
Rental and Leases	\$0	\$375	\$375	0%
Insurance	\$23,695	\$26,000	\$26,000	0%
Repairs and Maintenance	\$17,730	\$47,202	\$59,425	25.9%
Other Contractual Services	\$264	\$300	\$300	0%
<b>Total Other Contractual Services:</b>	<b>\$62,814</b>	<b>\$103,733</b>	<b>\$117,456</b>	<b>13.2%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$8,220	\$9,000	\$9,000	0%
Fuel	\$447	\$750	\$0	-100%
Dues & Subscriptions	\$8,145	\$8,504	\$9,605	12.9%
Permanent Record Books	\$21,757	\$23,300	\$24,000	3%
Uniforms	\$0	\$350	\$0	-100%



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Maintenance & Repairs Parts	\$1,447	\$2,000	\$2,000	0%
Tools and Small Equipment	\$7,592	\$8,050	\$3,750	-53.4%
Sm. Computer Equipment - 5422	\$0	\$300	\$300	0%
Other Supplies	\$8,635	\$12,000	\$10,000	-16.7%
<b>Total Supplies:</b>	<b>\$56,245</b>	<b>\$64,254</b>	<b>\$58,655</b>	<b>-8.7%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$8,591	\$13,700	\$12,000	-12.4%
Miscellaneous	\$0	\$30,000	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$8,591</b>	<b>\$43,700</b>	<b>\$12,000</b>	<b>-72.5%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$15	\$1,900	\$960	-49.5%
Mileage	\$25	\$1,000	\$800	-20%
Travel	\$0	\$3,242	\$360	-88.9%
<b>Total Training and Travel:</b>	<b>\$40</b>	<b>\$6,142</b>	<b>\$2,120</b>	<b>-65.5%</b>
<b>Capital Outlay</b>				
Improvements	\$7,177	\$80,000	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$7,177</b>	<b>\$80,000</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Milton Library:</b>	<b>\$652,837</b>	<b>\$856,461</b>	<b>\$743,286</b>	<b>-13.2%</b>
<b>Total Library Facilities:</b>	<b>\$2,236,748</b>	<b>\$2,863,446</b>	<b>\$2,682,816</b>	<b>-6.3%</b>
<b>Total Library:</b>	<b>\$2,929,383</b>	<b>\$3,631,249</b>	<b>\$3,574,729</b>	<b>-1.6%</b>
<b>Total Expenditures:</b>	<b>\$2,929,383</b>	<b>\$3,631,249</b>	<b>\$3,574,729</b>	<b>-1.6%</b>

## Initiative - Upkeep of County Library Facilities - \$165,000

As the library facilities age, they begin to require additional maintenance. Some of the capital expenses we have included this year with costs estimated by the Facilities Manager are:

- Repairing the front sidewalks at the South Coastal Library (\$50,000)
- Replacing the HVAC system in the South Coastal Library's children's area (\$75,000)
- Repairing Milton Library's front and side sidewalks (\$40,000)



# Marriage Bureau



**Norman A. Jones Jr. (Jay)**  
Clerk of the Peace

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

## Mission

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

## Prior Year's Successes

1. Continued to provide our ceremony in different languages to better serve the Sussex County population
2. Continued to work with Genesis on website maintenance of the Webmarriage system to ensure that the system is working with the system upgrades implemented by the County and State
3. Conducted business by appointment only to allow for better customer service for all the couples; in the past, we provided services on a first-come first-serve basis, which would mean people would have to wait sometimes up to an hour to be seen with the limited staff; now, couples know when they are scheduled, know what they need to bring, and can get in and out in a timely manner
4. Created procedures to allow couples to have up to 12 guests in the ceremony room with them to witness their ceremony safely in the office during the COVID-19 pandemic

## Goal #1 - Improve Efficiency

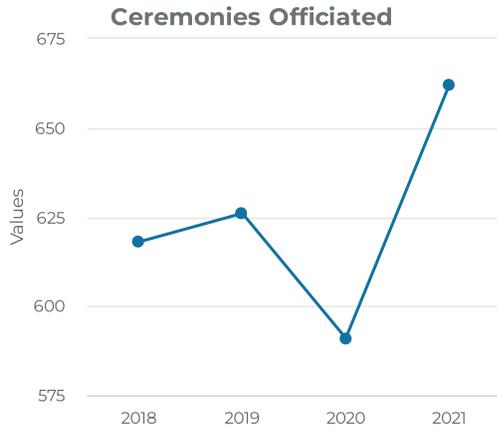
 Improve efficiency in the day-to-day operations of the Marriage Bureau. The office has been able to maintain staff during the fluctuation in demand of services.



## Goal #2 - Customer Service



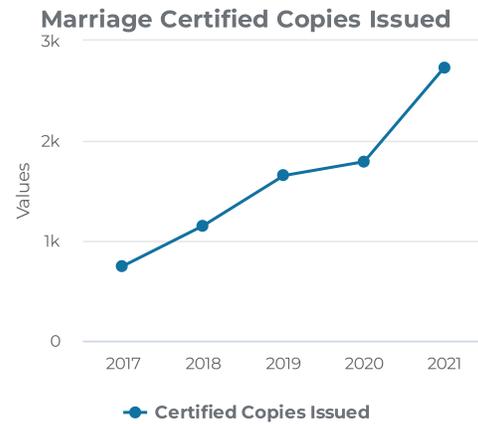
Provide excellent customer service that exceeds the expectations of the citizens and visitors of the Sussex County Marriage Bureau. A survey was created on the Marriage Bureau's website to receive feedback. There were no complaints or suggestions of improvements.



## Goal #3 - Provide Information



Provide citizens with current information on the Marriage Bureau in a high quality, user-friendly manner. The goal of turning the request around in 24-hour working days has been met.

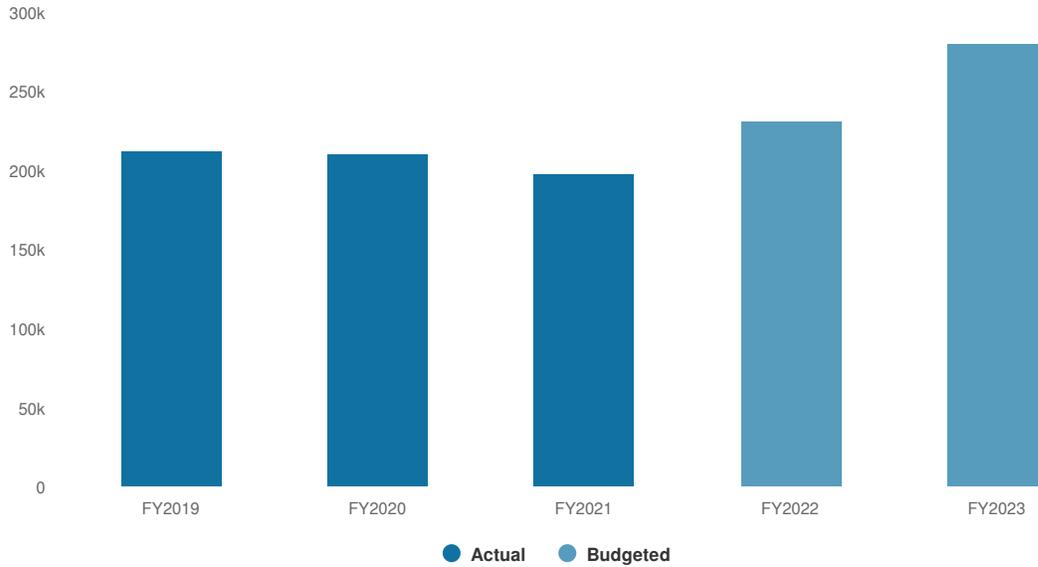


## Expenditures Summary

The budget increased by \$50,000, or 21.5 percent. The increase is a result of making a part-time position full-time to help with succession planning.

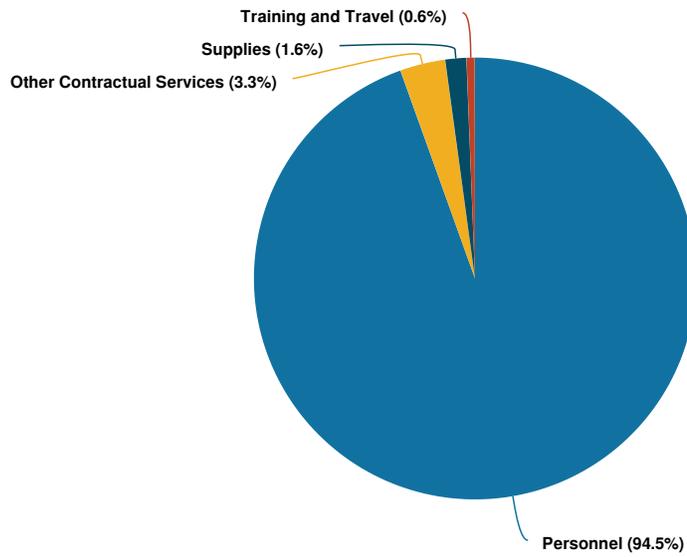
**\$280,471** **\$49,580**  
(21.47% vs. prior year)

### Marriage Bureau Proposed and Historical Budget vs. Actual

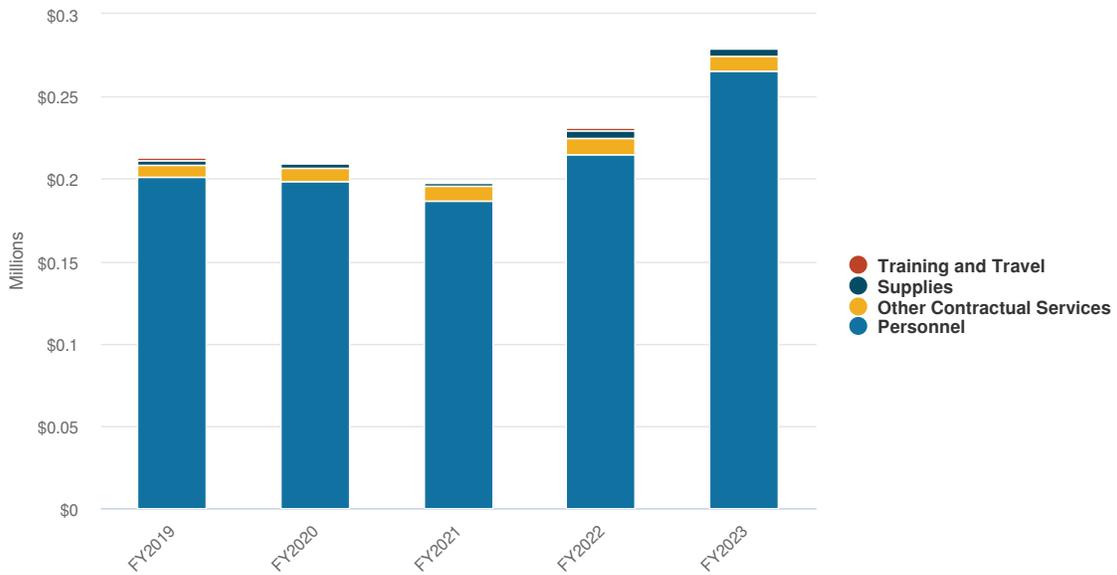


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Marriage Bureau Salaries	\$113,737	\$128,851	\$154,316	19.8%
Vision Plan	\$116	\$216	\$220	1.9%
Dental Plan	\$1,036	\$1,872	\$2,200	17.5%
FICA Tax	\$8,438	\$9,857	\$11,805	19.8%
Health Insurance	\$33,981	\$51,000	\$69,600	36.5%
Pension	\$29,633	\$23,445	\$26,980	15.1%
<b>Total Personnel:</b>	<b>\$186,942</b>	<b>\$215,241</b>	<b>\$265,121</b>	<b>23.2%</b>
<b>Other Contractual Services</b>				
Communications	\$590	\$750	\$750	0%
Postage & Freight	\$848	\$950	\$850	-10.5%
Insurance	\$0	\$31	\$0	-100%
Repairs and Maintenance	\$5,627	\$6,000	\$6,000	0%
Printing & Binding	\$128	\$1,669	\$1,700	1.9%
Other Contractual Services	\$1,239	\$0	\$0	0%
<b>Total Other Contractual Services:</b>	<b>\$8,432</b>	<b>\$9,400</b>	<b>\$9,300</b>	<b>-1.1%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,798	\$2,700	\$2,700	0%
Dues & Subscriptions	\$0	\$150	\$150	0%
Tools and Small Equipment	\$449	\$1,500	\$1,500	0%
<b>Total Supplies:</b>	<b>\$2,248</b>	<b>\$4,350</b>	<b>\$4,350</b>	<b>0%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$200	\$500	150%
Mileage	\$450	\$1,500	\$1,200	-20%
Travel	\$0	\$200	\$0	-100%
<b>Total Training and Travel:</b>	<b>\$450</b>	<b>\$1,900</b>	<b>\$1,700</b>	<b>-10.5%</b>
<b>Total Expense Objects:</b>	<b>\$198,071</b>	<b>\$230,891</b>	<b>\$280,471</b>	<b>21.5%</b>



# Planning and Zoning



**Jamie Whitehouse**  
Director of Planning and Zoning

The Planning and Zoning Department is responsible for overseeing a variety of land use and planning functions in the unincorporated areas of Sussex County. It is the public point of entry for subdivisions, zoning changes, conditional uses, special use exceptions, and accessory use requests.

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

The Planning & Zoning Department is responsible for coordinating County land use matters with the State of Delaware, including the preparation of a Comprehensive Plan, and actively participates in meetings with a variety of State of Delaware Departments and Agencies. In addition to engaging in these meetings, the Department engages with neighboring municipalities and Counties for land use and planning purposes.

## Mission

To provide assistance and advice to the County Council, the Planning and Zoning Commission, the Board of Adjustment, residents and business communities, and the general public on the current Comprehensive Land Use Plan, zoning ordinances, subdivision ordinances, zoning maps, flood maps, and the necessary steps to go through the many public hearing and permit processes.

## Prior Year's Successes

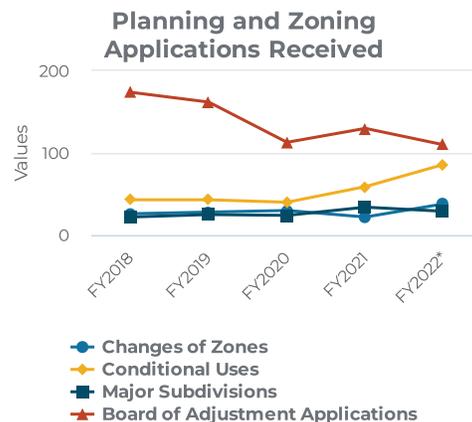
1. Continued with the implementation of the adopted 2019 Comprehensive Plan, including the introduction of, and public hearings for new ordinances to consider potential amendments to the Future Land Use Map element of the Comprehensive Plan
2. Coordinated the introduction of, and public hearings for, a new ordinance relating to drainage features and resource buffers
3. Launched a Request for Proposals (RFP) for a large-scale electronic document management system to modernize the Department's processing and access to the thousands of documents processed by the Department each year
4. Continued with the implementation of the Henlopen Transportation Improvement District ("TID") and introduced new procedures to collect fees and monitor development activity within the Henlopen TID; to date, this has generated over \$3.9 million in written agreements

## Goal #1 - Public Hearings Correctly Advertised

 Prepare, schedule, advertise, and post public hearing notices for change of zones, conditional uses, subdivisions, variances, and special use exceptions

As illustrated by the chart (shown right) FY 2022 has seen an increase in Conditional Use application submittal combined with a decrease in Board of Adjustment Application submittals.

\* Note that FY 2022 data includes application data from July 1, 2021 to March 11, 2022, with the total number of FY 2022 applications forecasted to June 30, 2022 based on the available data.

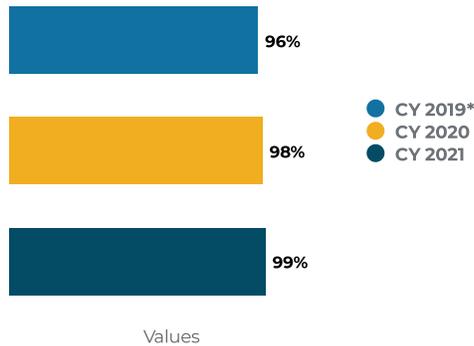


## Goal #2 - Provision of Information



Provide the community with personal attention, and accurate and detailed information

### Setback Responses <5 days with 100% accuracy



In October 2019, the Planning & Zoning Department stopped issuing parcel setbacks by telephone and moved to a new process whereby setbacks are only provided in writing. This is a free service that is used by property owners, surveyors, attorneys and engineers. The chart on the left shows that the number of accurate and timely responses has increased compared with CY 2020. Most notably, there was also an increase in the number of responses being issued in CY 2021 - rising to 2,281 from 1,881 in CY 2020.

## Goal #3 - Assist the Permitting Process



Assist the Building Code and Building Permits Divisions in the issuance of building permits.

All Building Permits for new dwellings to be located in the unincorporated areas of Sussex County, whether single-family, multi-family, or for manufactured homes, are reviewed by the Planning & Zoning Department prior to issuance by the Building Permits Division.

The chart shows that the Planning & Zoning Department has continued to review 100% of all Building Permits within 3 business days of receipt. This speed of turnaround assists the Building Code and Building Permit Divisions in the prompt issuance of Building Permits.

### Dwelling Building Permit P&Z Response Time



\* The data is shown to December 31, 2021.

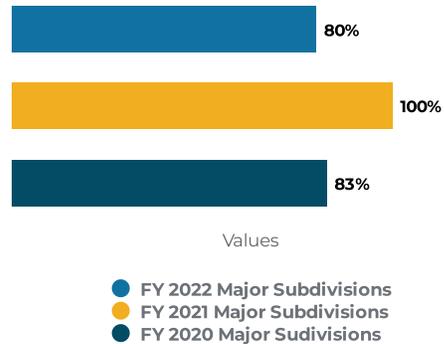
## Goal #4 - Subdivision Application Review



Review all subdivision applications and administrative applications with 100 percent accuracy, within 25 business days of receipt of all necessary information

In FY 2022, due in part to an increase in receipt of all applications types, the number of major subdivisions reviewed within 25 business days has fallen to 80%. This is a reduction from the 100% achieved in FY 2021.

### Planning & Zoning Subdivisions Reviewed < 25 Business Days

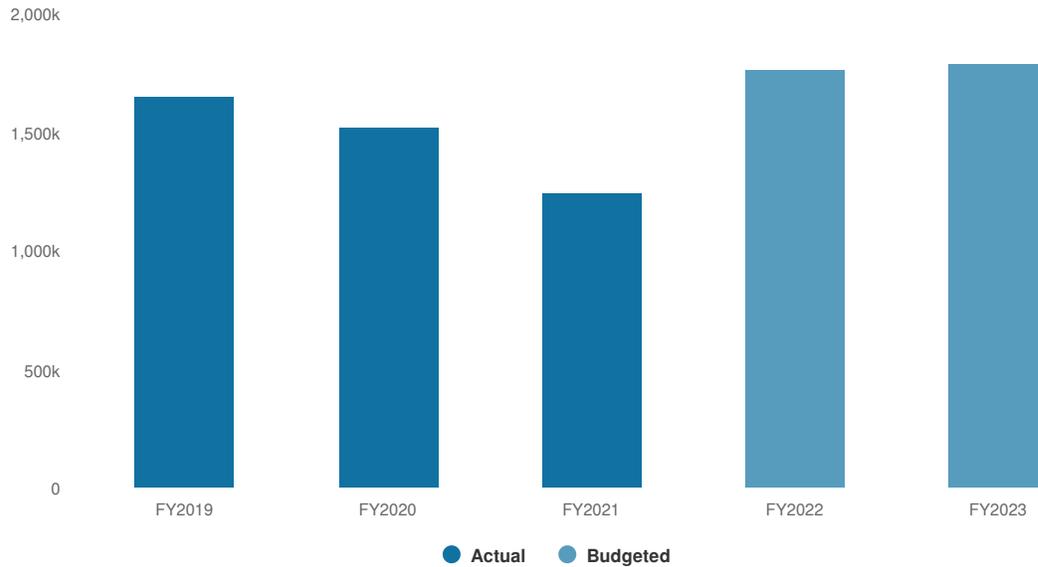


## Expenditures Summary

The FY 2023's budget increased \$27,000, or 1.6 percent.

**\$1,787,548** **\$27,299**  
(1.55% vs. prior year)

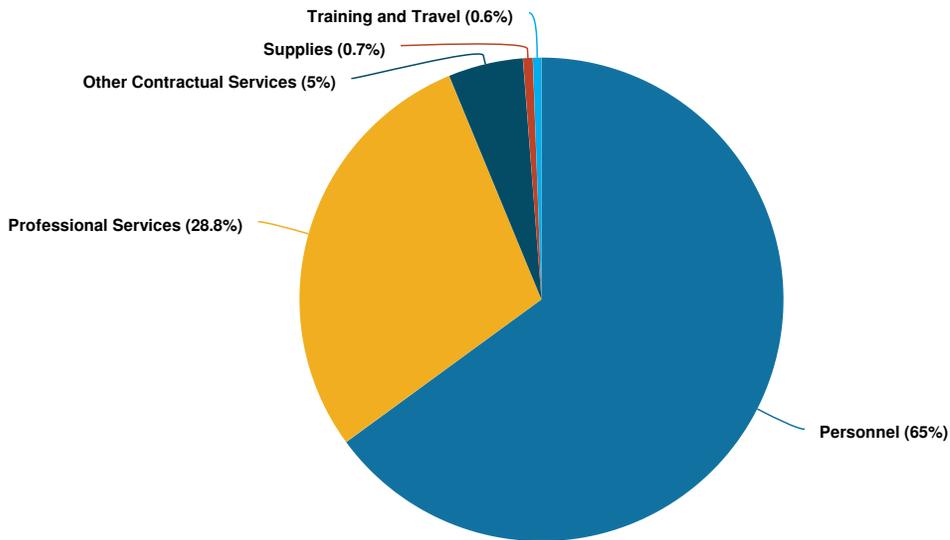
### Planning and Zoning Proposed and Historical Budget vs. Actual



The FY 2022 budget for the Planning & Zoning Department was higher than the FY 2021 budget due to the implementation of a new initiative to implement an Electronic Document Management System to handle the many thousands of documents received by the Department each year. This initiative is being implemented in FY 2022, with a public launch expected at the start of FY 2023. In FY 2023, it is planned to further expand the system beyond its initial scope.

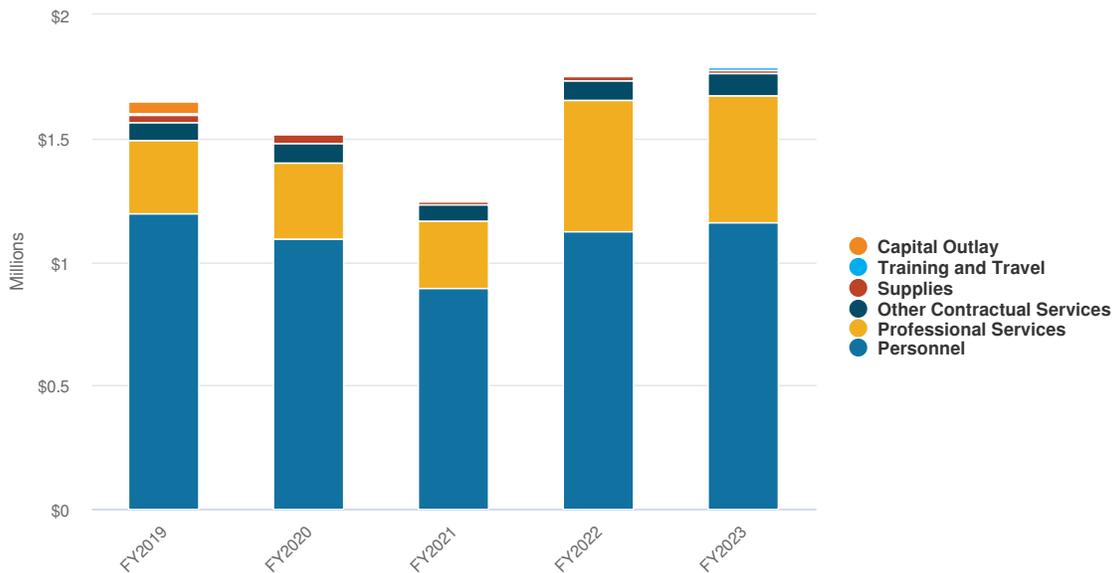
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding

## Budgeted and Historical Expenditures by Expense Type



The chart shows that projected expenditures for Other Professional Services in FY 2022 and FY 2023 have increased compared to previous years to enable the implementation and future expansion of an Electronic Document Management System.



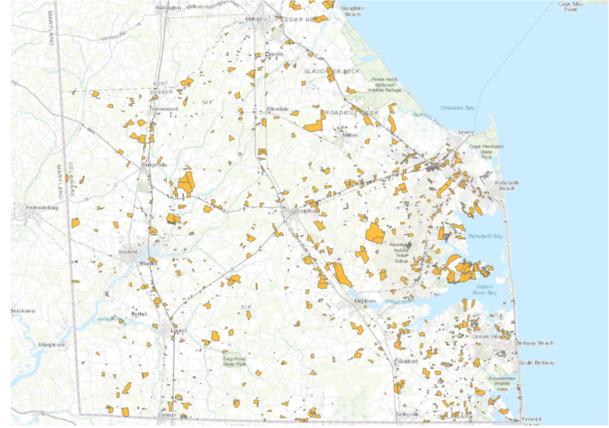
Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
P&Z Salaries	\$516,787	\$704,203	\$755,322	7.3%
Vision Plan	\$522	\$864	\$660	-23.6%
Dental Plan	\$4,731	\$7,488	\$6,600	-11.9%
FICA Tax	\$37,300	\$53,865	\$57,782	7.3%
Health Insurance	\$156,157	\$204,000	\$208,800	2.4%
Pension	\$175,866	\$154,129	\$132,084	-14.3%
<b>Total Personnel:</b>	<b>\$891,363</b>	<b>\$1,124,549</b>	<b>\$1,161,248</b>	<b>3.3%</b>
<b>Professional Services</b>				
Legal	\$218,350	\$275,000	\$290,000	5.5%
Other Professional Services	\$53,618	\$255,000	\$225,000	-11.8%
<b>Total Professional Services:</b>	<b>\$271,969</b>	<b>\$530,000</b>	<b>\$515,000</b>	<b>-2.8%</b>
<b>Other Contractual Services</b>				
Communications	\$1,878	\$5,000	\$4,000	-20%
Postage & Freight	\$10,119	\$11,000	\$11,000	0%
Repairs and Maintenance	\$21,786	\$25,300	\$37,000	46.2%
Printing & Binding	\$218	\$1,500	\$500	-66.7%
Advertising	\$35,236	\$37,000	\$37,000	0%
<b>Total Other Contractual Services:</b>	<b>\$69,237</b>	<b>\$79,800</b>	<b>\$89,500</b>	<b>12.2%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$2,896	\$4,000	\$4,000	0%
Fuel	\$29	\$1,000	\$1,000	0%
Dues & Subscriptions	\$1,003	\$2,000	\$2,500	25%
Permanent Record Books	\$217	\$400	\$400	0%
Tools and Small Equipment	\$2,798	\$5,400	\$1,400	-74.1%
Sm. Computer Equipment - 5422	\$4,144	\$2,500	\$2,500	0%
<b>Total Supplies:</b>	<b>\$11,088</b>	<b>\$15,300</b>	<b>\$11,800</b>	<b>-22.9%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$785	\$4,600	\$6,000	30.4%
Travel	\$0	\$6,000	\$4,000	-33.3%
<b>Total Training and Travel:</b>	<b>\$785</b>	<b>\$10,600</b>	<b>\$10,000</b>	<b>-5.7%</b>
<b>Total Expense Objects:</b>	<b>\$1,244,441</b>	<b>\$1,760,249</b>	<b>\$1,787,548</b>	<b>1.6%</b>

## Initiative #1 - Increasing Quantity and Quality of GIS Data - \$20,000



 In Fiscal Year 2023, the Planning & Zoning Department will continue its work on entering conditional use, change of zone data and subdivision data dating back to 1970. This project, which was commenced in FY 22, is a necessary step to enable a longer-term project to make more useful data readily available to customers as part of the County's Online Zoning Map.

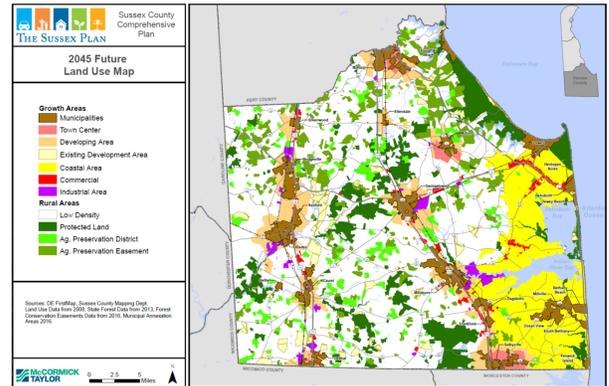
The image shown is an example of the work undertaken to-date for the Conditional Use Data Layer for over 2,000 applications received since 1970. This GIS layer was launched in FY 2022 and has continued to grow and develop. During the 2023 Fiscal Year, similar updates are planned for the County's Major Subdivision Data along with the creation of a new Manufactured Home Park Layer. All of this data, once compiled, is planned to be published to the County's online map on the County's website.



## Initiative #2 - Explore Potential Amendments to the Comprehensive Plan

 In FY 2023, the Planning & Zoning Department aims to continue to explore the potential revision of some elements of the Comprehensive Plan, including the Future Land Use Map element and the Existing Land Use Map.

Any potential revisions will first require presentation and discussion before the State of Delaware's Preliminary Land Use Review Service ("PLUS").



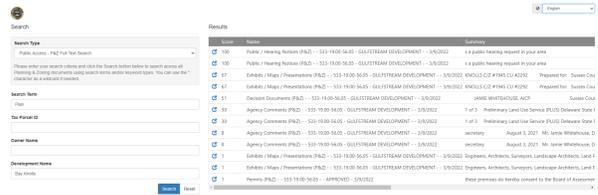
# Initiative #3 - Implementation and Expansion of Electronic Document Management System - \$130,000

In FY 2023, the Planning & Zoning Department will continue to work on implementing an Electronic Document Management System to enable the receipt, storage and publication of application documents in real-time through the County's website. The public launch of the new software is expected at the beginning of FY 2023 with back-scanning and indexing of archived records to be undertaken throughout the remainder of FY 2023.

A sample image of the Public Facing Interface is shown (right).

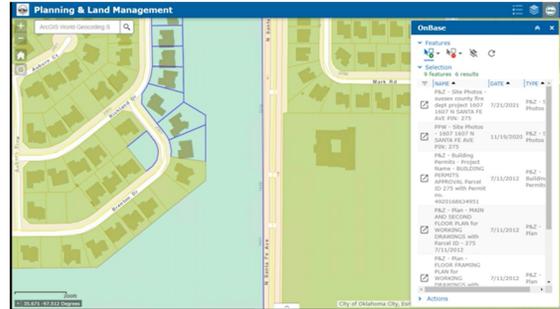
The intent of the system is to electronically replicate the Department's existing cabinet, folder and file system (see image right); this will improve public access to the documents that comprise applications received and processed by the Planning & Zoning Department each year.

The expansion of this initiative is to back-scan archived content dating back to 1970.



Note: This is a screenshot taken on 3.14.2022 of a test page for the proposed Public Facing Interface for the Electronic Document Management System. The screen shot is intended to demonstrate the option to chose additional languages, and the types of searches, including full text searches associated with a known Development Name. The final version to be implemented is subject to potential changes in both function and appearance.

A sample of a potential mapping tool to be integrated with the Document Management System is below:



# Recorder of Deeds



**Scott M. Dailey**  
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, and Uniform Commercial Code financing notices.

## Mission

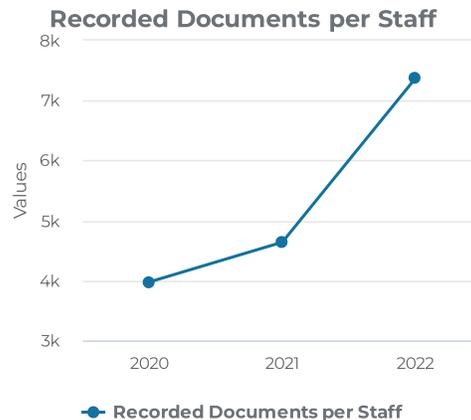
To serve the residents of Sussex County by correctly recording and indexing documents in a timely and efficient manner, by courteously responding to requests for help and information, by collecting and properly accounting for the appropriate fees and taxes, and by providing every employee with motivation,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

## Prior Year's Successes

1. Recorded and processed 19,275 deed documents
2. Recorded a total of 80,579 documents, highest year on record for recorded documents.
3. 72% of all documents recorded were electronically filed
4. All miscellaneous books were made available on the web for public access.
5. All old deed books have been scanned and will be ready for indexing in FY 2023.
6. All mortgage books that were housed in the public search area have been boxed and sent to the State Archives.
7. Turnaround on electronic filings averaged 12 minutes or under

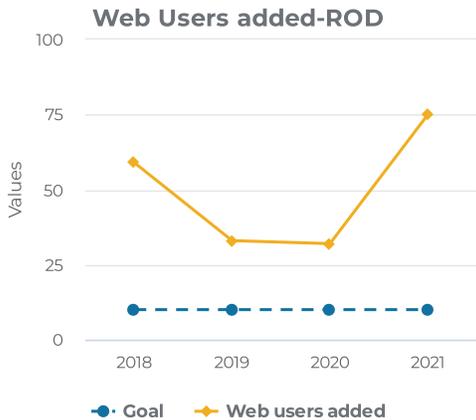
## Goal #1 - Staff Recording Efficiency

 Record all documents as efficiently as possible, continuing to increase the average number of documents recorded per staff member



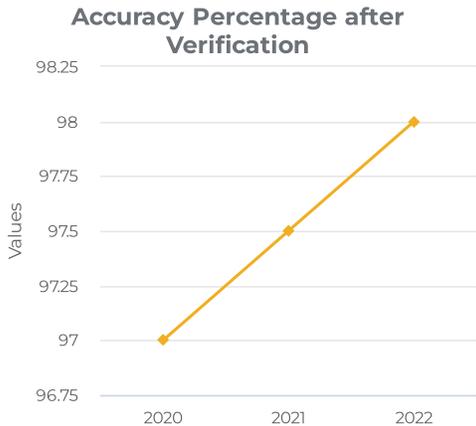
## Goal #2 - Web Users

 Add 10 additional web users to our online web portal to enable customers immediate access to information



## Goal #3 Accuracy

 Maintain a 98% or higher verification percentage for recorded documents

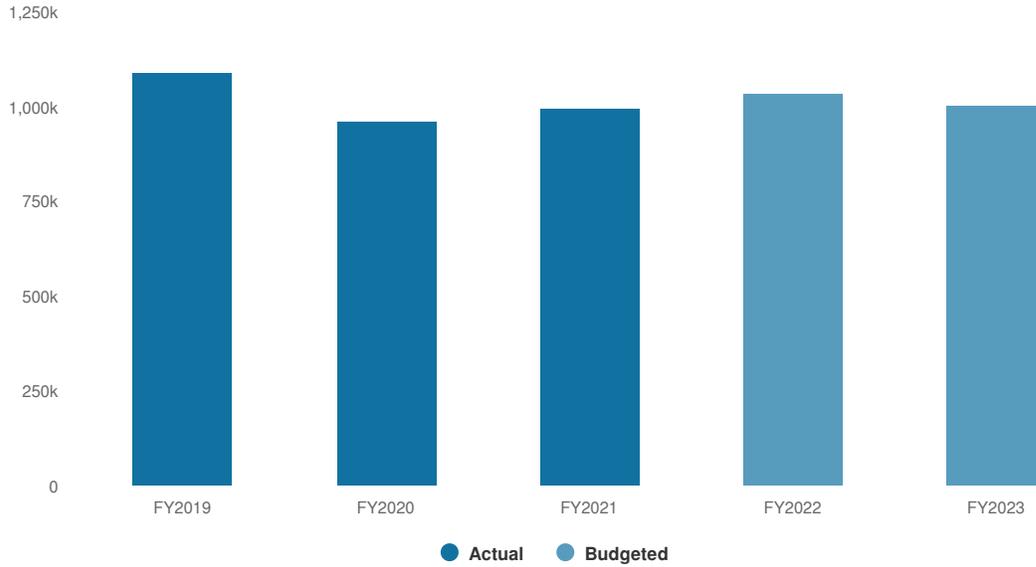


## Expenditures Summary

The department's expenses decreased \$33,000, or 3.2 percent, due to eliminating one position.

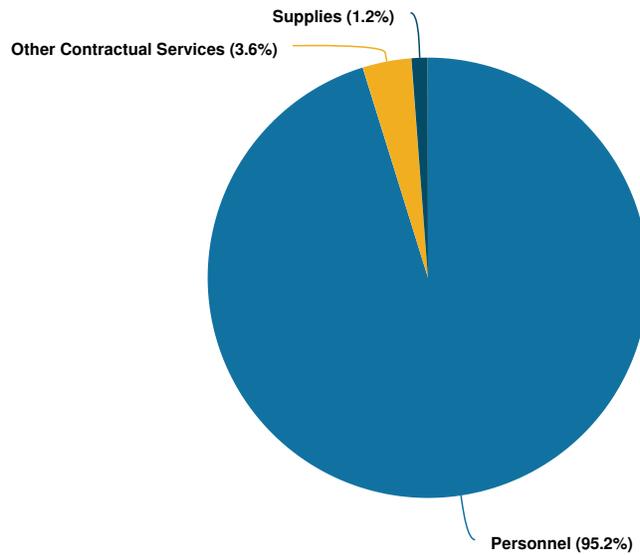
**\$1,001,135** **-\$33,384**  
(-3.23% vs. prior year)

### Recorder of Deeds Proposed and Historical Budget vs. Actual



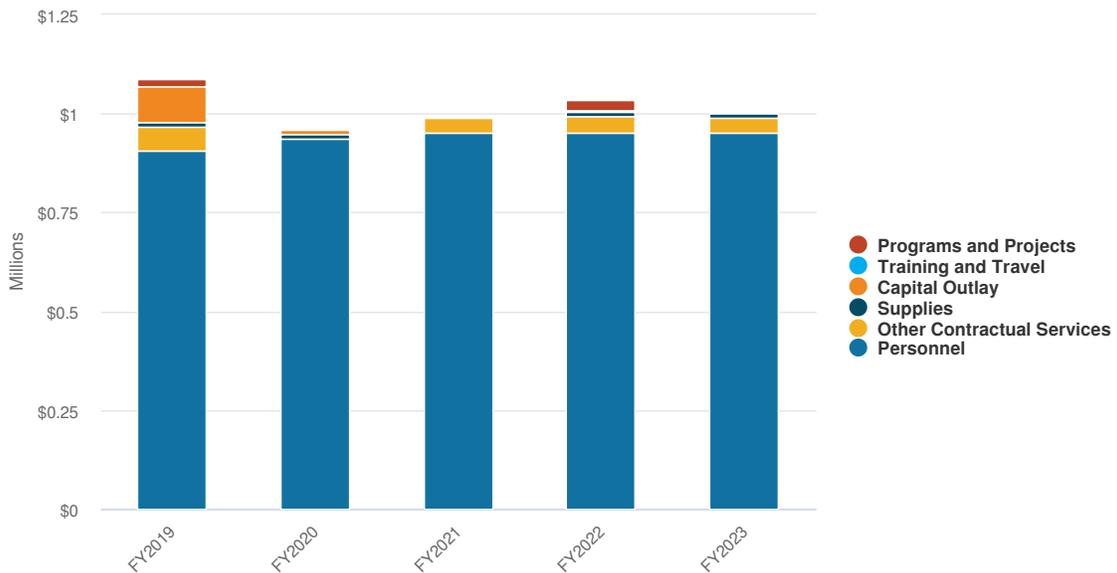
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Recorder of Deeds recently went to a more efficient online platform that has saved the Department operational expenses when compared to earlier years.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Recorder of Deeds Salaries	\$525,352	\$548,223	\$574,759	4.8%
Vision Plan	\$812	\$1,008	\$715	-29.1%
Dental Plan	\$7,253	\$8,736	\$7,150	-18.2%
FICA Tax	\$36,832	\$41,939	\$43,969	4.8%
Health Insurance	\$237,467	\$238,000	\$226,200	-5%
Pension	\$145,815	\$114,342	\$100,512	-12.1%
<b>Total Personnel:</b>	<b>\$953,530</b>	<b>\$952,248</b>	<b>\$953,305</b>	<b>0.1%</b>
<b>Other Contractual Services</b>				
Communications	\$1,779	\$1,680	\$1,800	7.1%
Postage & Freight	\$4,076	\$5,000	\$5,000	0%
Rental and Leases	\$2,838	\$3,096	\$1,560	-49.6%
Insurance	\$106	\$120	\$120	0%
Repairs and Maintenance	\$26,986	\$31,125	\$27,350	-12.1%
<b>Total Other Contractual Services:</b>	<b>\$35,785</b>	<b>\$41,021</b>	<b>\$35,830</b>	<b>-12.7%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$3,355	\$9,700	\$7,000	-27.8%
Dues & Subscriptions	\$252	\$200	\$200	0%
Tools and Small Equipment	\$249	\$2,500	\$4,800	92%
<b>Total Supplies:</b>	<b>\$3,855</b>	<b>\$12,400</b>	<b>\$12,000</b>	<b>-3.2%</b>
<b>Programs and Projects</b>				
Programs and Projects	\$0	\$24,850	\$0	-100%
<b>Total Programs and Projects:</b>	<b>\$0</b>	<b>\$24,850</b>	<b>\$0</b>	<b>-100%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$1,500	\$0	-100%
Travel	\$0	\$2,500	\$0	-100%
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$993,171</b>	<b>\$1,034,519</b>	<b>\$1,001,135</b>	<b>-3.2%</b>



# Records Management



**Dan Parsons**  
Historic Preservation Manager

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

## Mission

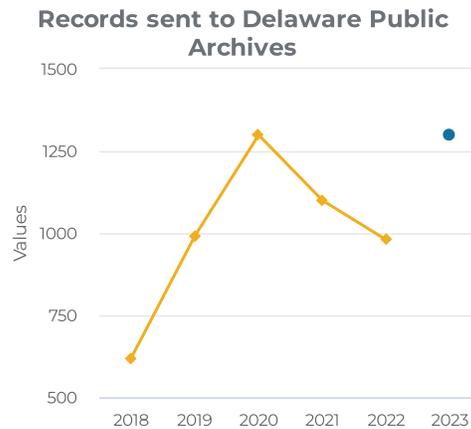
To assist departments with the proper management of files created, so as to help determine their proper disposition in the most efficient and cost-effective way possible

## Prior Year's Successes

1. Transported 980 cubic ft. to the Delaware Public Archives
2. Processed all records from the Recorder of Deeds office; removed pods from parking lot and continued to work with Recorder of Deeds office to remove all records
3. Worked directly with Administration, Public Information Officer, Clerk of Peace, Recorder of Deeds, Assessment (Building Code), Engineering Administration Departments as well as the wastewater treatment plants, Finance, Human Resources, Paramedics, Planning & Zoning, and the Sheriff's Office to determine proper retention and filing of records
4. Continued collaboration with archivists regarding Sussex County files and indexes

## Goal #1 - Permanent Storage

 Continue to process and prepare Sussex County records that are not regularly accessed for permanent storage at the Department of Public Archives. Our plan is to transport 1300 boxes marked for permanent retention and destruction boxes to the DPA



## Goal #2 - Digitize

 Continue to digitize 1200 - 1997 Permits from Planning and Zoning and 1300 Marriage Licenses so as to access them easier when requested.

## Goal #3 - Records Management Department Training

 Employees will use Cornerstone Training Sessions when applicable to ensure safety of Department standards. The goal is to have 10 training sessions for staff this coming fiscal year.

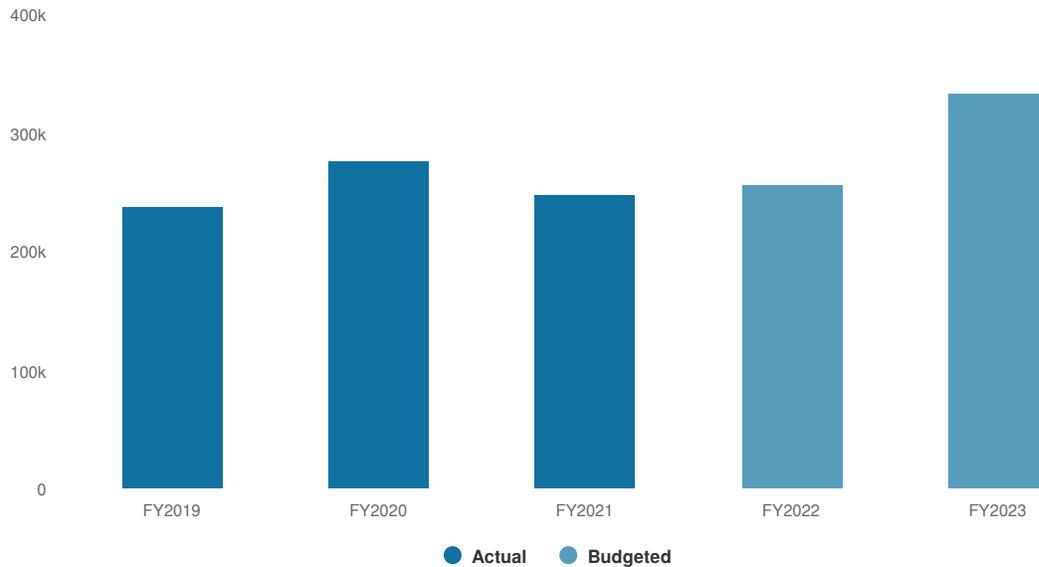


## Expenditures Summary

The FY 2023 budget increased \$76,000, or 29.7 percent. The increase is due to making a part-time position fulltime, purchasing new office furniture, and replacing old carpet.

**\$333,607** **\$76,437**  
(29.72% vs. prior year)

### Records Management Proposed and Historical Budget vs. Actual

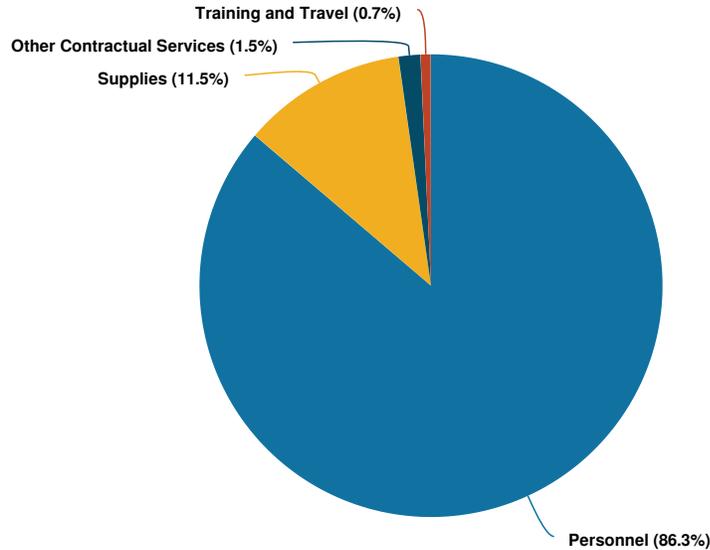


The FY 2023 budget for Records Management was relatively flat compared to FY 2022

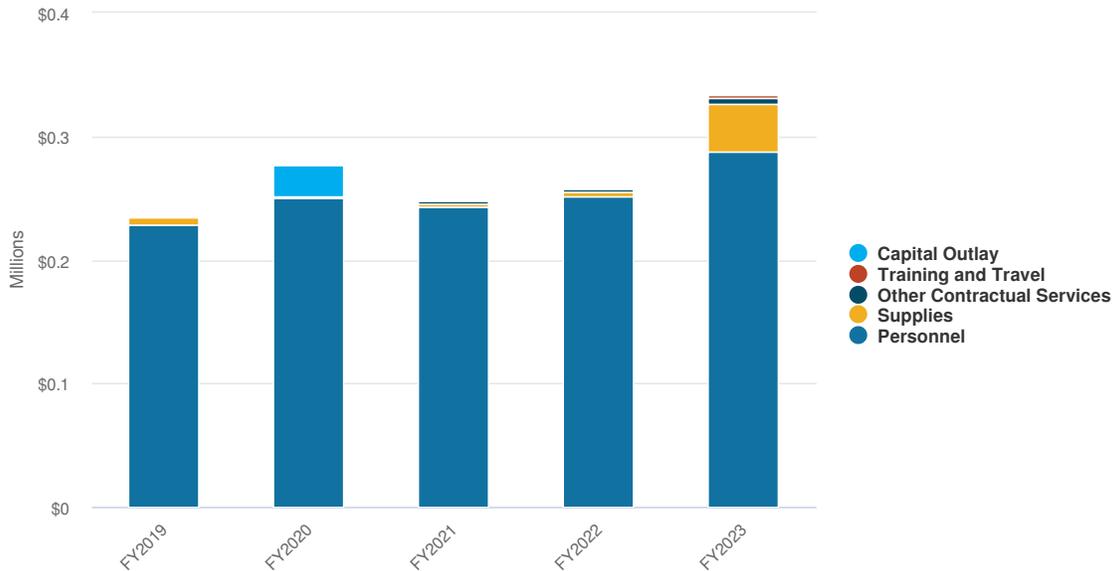
# Expenditures by Expense Type

The largest expense is personnel to maintain and file the County's records.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



There is additional money for supplies and training for this upcoming fiscal year because output will begin to increase as the Delaware Public Archives is now fully open to both the public and local governments. As a result, the amount of records being transferred will increase substantially.



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Records Management Salaries	\$138,617	\$156,114	\$172,403	10.4%
Vision Plan	\$174	\$216	\$220	1.9%
Dental Plan	\$1,554	\$1,872	\$2,200	17.5%
FICA Tax	\$9,988	\$11,943	\$13,189	10.4%
Health Insurance	\$50,968	\$51,000	\$69,600	36.5%
Pension	\$41,751	\$30,185	\$30,168	-0.1%
<b>Total Personnel:</b>	<b>\$243,052</b>	<b>\$251,330</b>	<b>\$287,780</b>	<b>14.5%</b>
<b>Other Contractual Services</b>				
Communications	\$41	\$500	\$500	0%
Insurance	\$716	\$1,190	\$820	-31.1%
Repairs and Maintenance	\$1,185	\$500	\$3,775	655%
<b>Total Other Contractual Services:</b>	<b>\$1,941</b>	<b>\$2,190</b>	<b>\$5,095</b>	<b>132.6%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$2,214	\$3,200	\$8,002	150.1%
Fuel	\$126	\$300	\$330	10%
Maintenance & Repairs Parts	\$63	\$150	\$0	-100%
Tools and Small Equipment	\$0	\$0	\$30,000	N/A
<b>Total Supplies:</b>	<b>\$2,404</b>	<b>\$3,650</b>	<b>\$38,332</b>	<b>950.2%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$0	\$0	\$2,400	N/A
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,400</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$247,397</b>	<b>\$257,170</b>	<b>\$333,607</b>	<b>29.7%</b>



# Register of Wills



**Ellen Magee**  
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.

## Mission

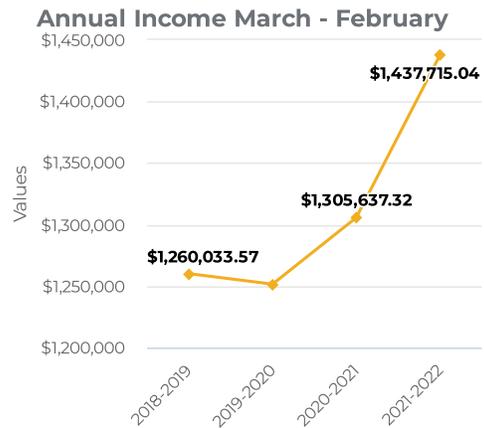
Committed to providing services to families and attorneys to accurately and effectively process the documents necessary to transfer the assets of a deceased person in an efficient and courteous manner, as well as to preserve those records for the future

## Prior Year's Successes

1. Reviewed, cleaned up and organized three years worth of estates to be sent to the Delaware Public Archives; in the process of preparing a fourth year
2. Implemented the use of multiple spreadsheets to reduce duplication of work, increase efficiency and ensure that information was easily and quickly available to all staff members; this included:
  1. An intake spreadsheet so that multiple staff members can add information without creating duplicate intakes for the same case,
  2. Switched the probate appointment calendar to a spreadsheet in order to include important notes about the estate, and
  3. A legal community email address spreadsheet to quickly locate an address
3. Consistently held staff meetings and team building activities which helped create a more connected team

## Goal #1 - Revenue

**\$** Maintain the County's strong financial position by continuing to increase yearly revenue by 3% annually through timely processing probate and non-probate estates and cleaning up old estates

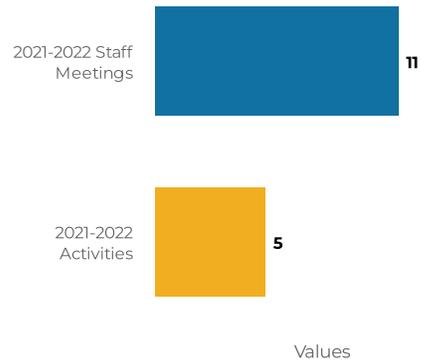


## Goal #2 - Teamwork



Improve customer service by working to strengthen internal customer service through holding 12 different team building activities. Samples include staff meetings with interaction of all members, as well as a kudos section and cooperative fun activities

### Team Building Activities



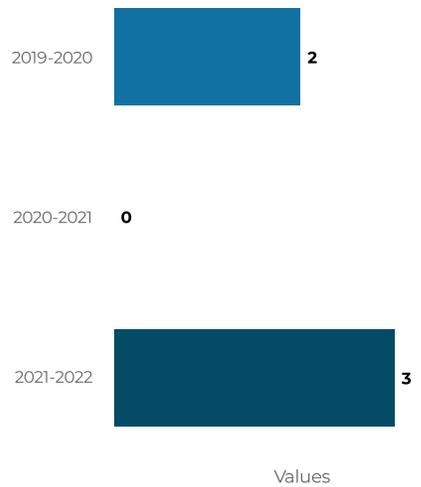
## Goal #3 - Preservation



Continue archiving older files to make space for future cases and to preserve the records for the future; the goal is to review, clean up and prepare two years worth of older estates to be sent to the Delaware Public Archives.

\*Please note in 2020-2021 there were no estate files sent to archives, but instead all historic administration books were scanned and archived.

### Number of Years of Estates sent to Archives

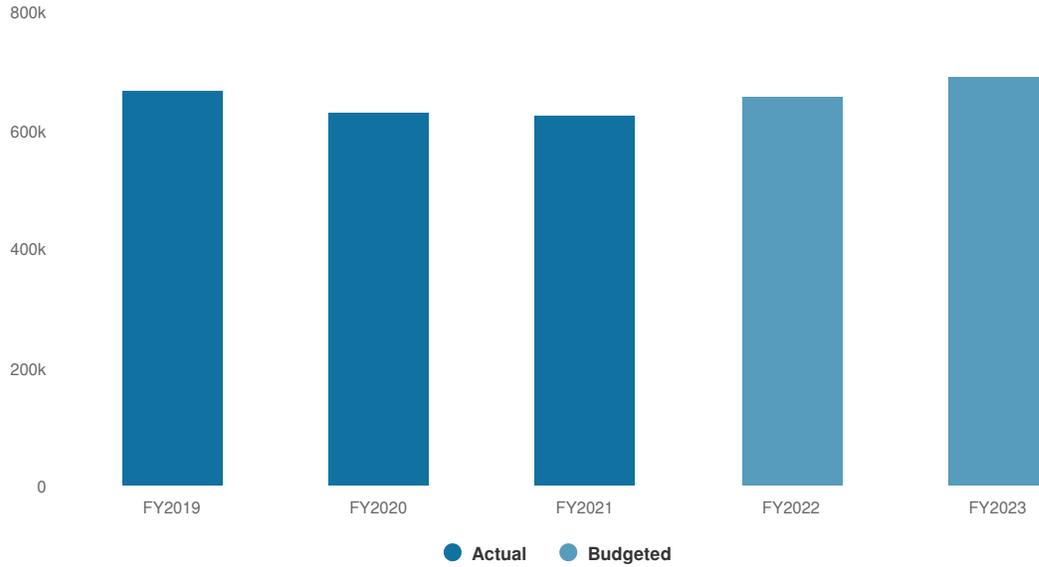


## Expenditures Summary

The FY 2023 budget increased \$33,000, or 5.1 percent, due to employment costs and the cost of custom printed estate files.

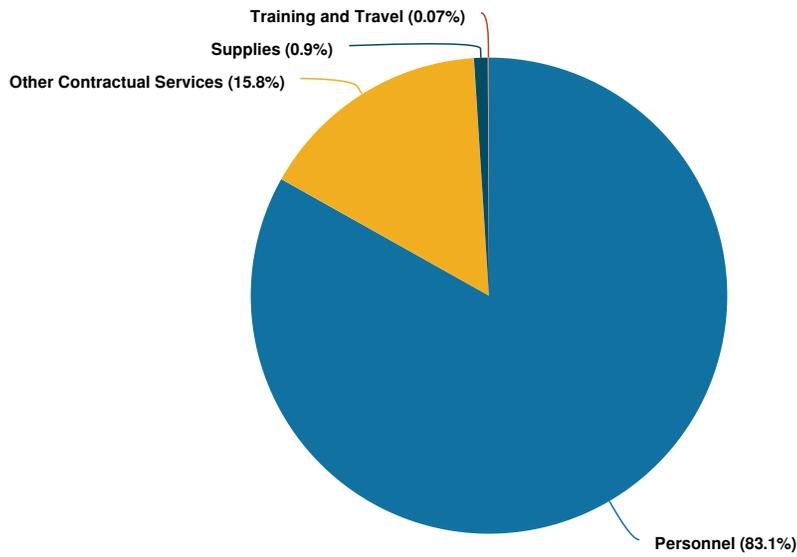
**\$690,456** **\$33,332**  
(5.07% vs. prior year)

### Register of Wills Proposed and Historical Budget vs. Actual



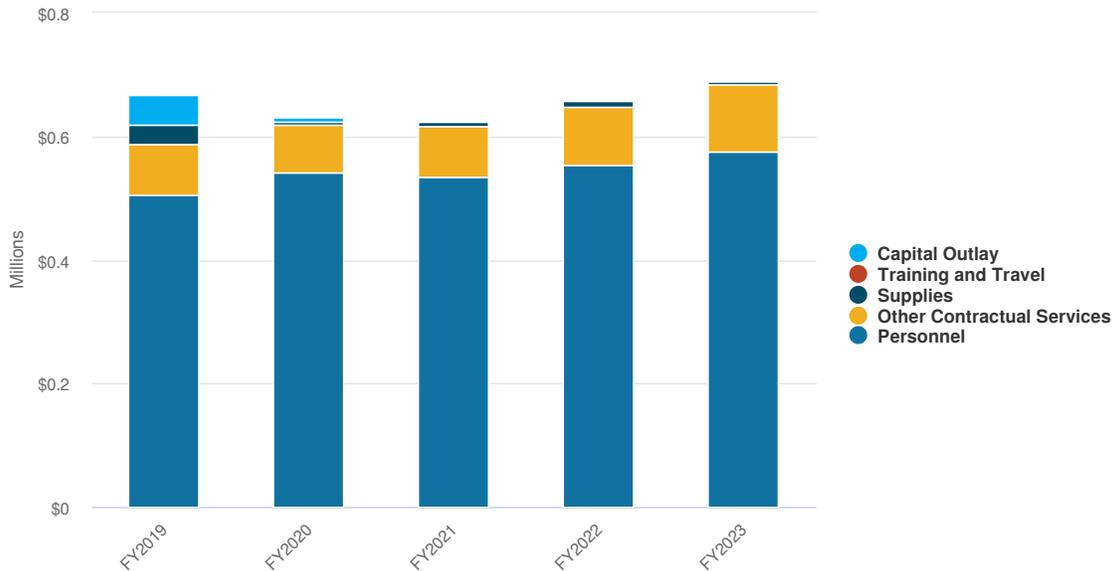
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expense Objects				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Personnel</b>				
Register of Wills Salaries	\$294,981	\$319,036	\$343,680	7.7%
Vision Plan	\$456	\$576	\$440	-23.6%
Dental Plan	\$3,940	\$4,992	\$4,400	-11.9%
FICA Tax	\$21,106	\$24,407	\$26,292	7.7%
Health Insurance	\$128,698	\$136,000	\$139,200	2.4%
Pension	\$85,500	\$67,533	\$60,084	-11%
<b>Total Personnel:</b>	<b>\$534,682</b>	<b>\$552,544</b>	<b>\$574,096</b>	<b>3.9%</b>
<b>Other Contractual Services</b>				
Communications	\$991	\$960	\$1,440	50%
Postage & Freight	\$3,171	\$3,000	\$3,500	16.7%
Rental and Leases	\$12,000	\$12,000	\$12,000	0%
Insurance	\$106	\$120	\$120	0%
Repairs and Maintenance	\$20,744	\$23,000	\$24,000	4.3%
Printing & Binding	\$0	\$3,000	\$8,300	176.7%
Advertising	\$45,813	\$42,000	\$50,000	19%
Other Contractual Services	\$0	\$10,000	\$10,000	0%
<b>Total Other Contractual Services:</b>	<b>\$82,825</b>	<b>\$94,080</b>	<b>\$109,360</b>	<b>16.2%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$5,229	\$8,500	\$5,000	-41.2%
Tools and Small Equipment	\$200	\$1,500	\$1,500	0%
<b>Total Supplies:</b>	<b>\$5,429</b>	<b>\$10,000</b>	<b>\$6,500</b>	<b>-35%</b>
<b>Training and Travel</b>				
Mileage	\$0	\$500	\$500	0%
<b>Total Training and Travel:</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$622,935</b>	<b>\$657,124</b>	<b>\$690,456</b>	<b>5.1%</b>



# Safety and Security



**Ron Verosko**  
Manager of Safety and Security

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

## Mission

To partner with each division in building safety and security programs and developing a culture that will aid in ensuring the overall reduction of both workplace injuries and recognized hazards, while ensuring ongoing compliance to established safety standards

## Prior Year's Successes

1. Upgraded new hire orientation and training practices with focus on near-miss reporting
  - Revised new hire orientation for environmental services and other departments to address timely and seamless safety training for all new hires.
2. Safety Scorecard- Key Performance Indicators (NAICS 92)
  - 2020 BLS Data for local government states Recordable Incidents at 6.3 cases per 100 FTE's, 2020 Sussex County Actual at 3.9 cases per 100. **36% Better than national average**
  - 2020 BLS Data for local government states Lost-Time Incidents at 2.9 cases per 100 FTE's, 2020 Sussex county Actual 1.96 cases per 100. **32% Better than national average**
  - 2020 Sussex County Workers Compensation Experience Modification Rate **on line with national average of all industries.**
3. COVID-19 (Lessons Learned)
  - Began to audit instructions and practices aimed at ensuring consistent compliance during the COVID-19 outbreak, including temperature check, shields, security post orders, signage and floor labeling - county wide, and special cleanings where needed of critical high value / possible COVID-19 contaminated areas
  - Discussed streamlined efforts for future employee contact tracings



### General Hazards

During construction and maintenance of sewage and wastewater plants, workers may be killed by drowning, trench collapses, falls, confined spaces, and exposure to chlorine or hydrogen sulfide gas. The work can also make you sick.

Sewage and wastewater contain bacteria, fungi, parasites, and viruses that can cause intestinal, lung, and other infections. If equipment, work practices, and personal protective equipment (PPE) don't protect you from swallowing these agents, you can get sick.

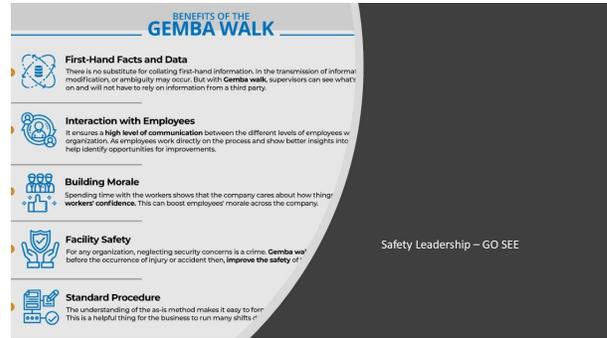
During any part of treatment, transport, or application of sewage sludge, you can be exposed to materials that can cause disease. This is true even if you work around treated (class B) biosolids. Careful work habits can help protect you.

(Note: Class A biosolids are not considered infectious.)



## Goal #1 - Safety Leadership

 GEMBA Walks teams to be implemented to review operations from a perspective of safety, compliance and organizational risk. (Target = four senior leadership occurrences)



**BENEFITS OF THE GEMBA WALK**

- First-Hand Facts and Data**  
There is no substitute for collating First-hand information. In the transmission of informal modification or ambiguity may occur. But with **Gemba walk**, supervisors can see what is on and will not have to rely on information from a third party.
- Interaction with Employees**  
It ensures a **high level of communication** between the different levels of employees in organization. As employees work directly on the process and show better insights into help identify opportunities for improvements.
- Building Morale**  
Spending time with the workers shows that the company cares about how things **workers' confidence**. This can boost employees' morale across the company.
- Facility Safety**  
For any organization, neglecting security concerns is a crime. **Gemba wa'** before the occurrence of injury or accident then, **improve the safety of**
- Standard Procedure**  
The understanding of the as-is method makes it easy to for "This is a helpful thing for the business to run many shifts"

Safety Leadership – GO SEE

## Goal #2 - Safety Observation and Training Responsibility

 Continue to expand individual safety responsibility through completion of written policy, procedures and auditing of activity.

Each new hire will have a safety orientation within two weeks of their start date.

## Goal #3 - Loss Control Activities

 Continue to reduce injury and illness rates by focusing on elimination of high-risk activities, and immediate mitigation of all other discovered and recognized hazards.

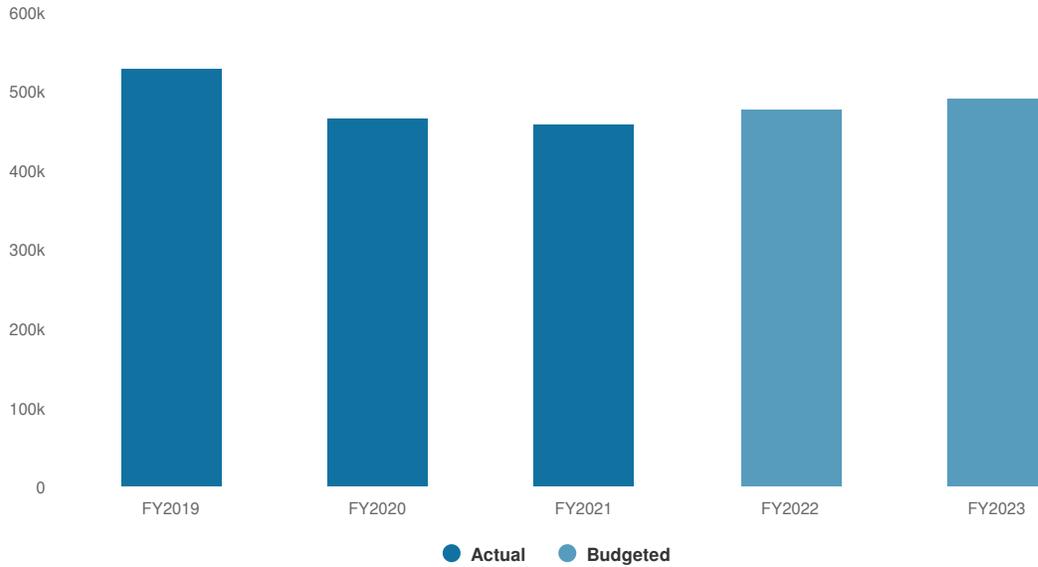


## Expenditures Summary

The FY 2023 budget increased \$12,000 or 2.6 percent. This increase due to employment cost and contractual services fees increasing.

**\$490,666** **\$12,406**  
(2.59% vs. prior year)

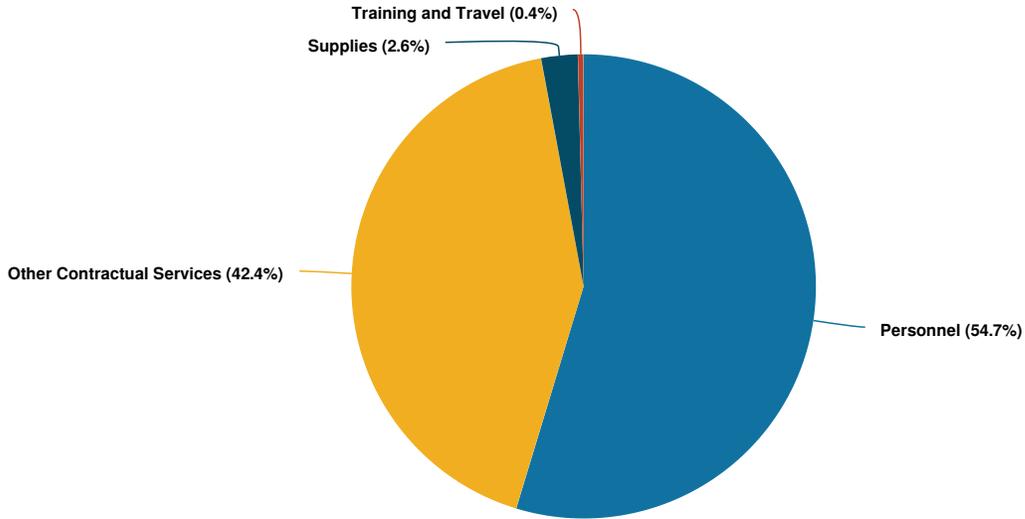
### Safety and Security Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

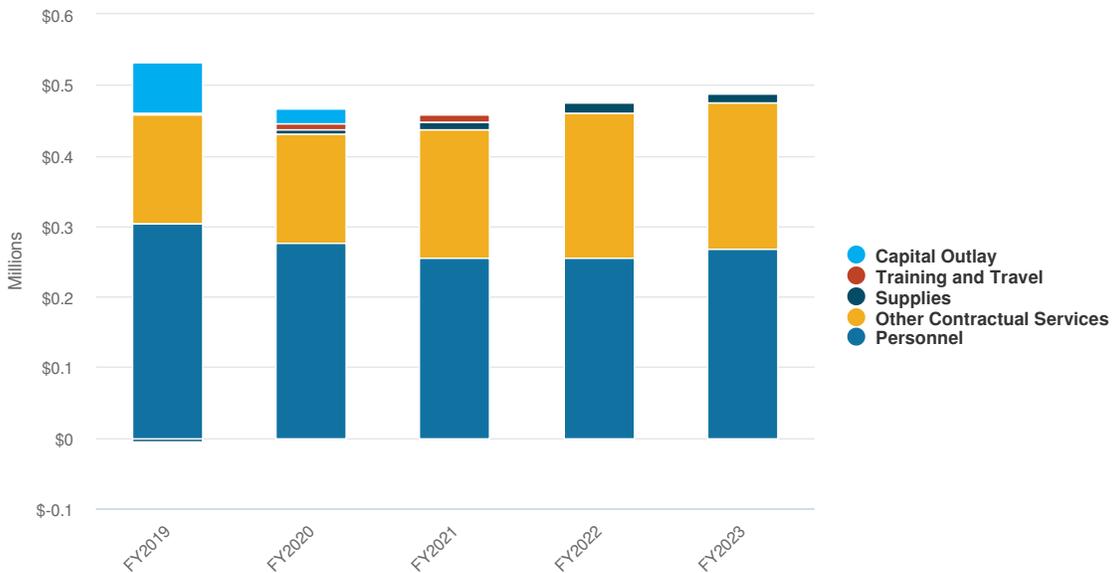
Although we do have some security staff, the County has slowly transitioned much of its security efforts to a third party.

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Expense Objects</b>				
<b>Personnel</b>				
Safety & Security Salaries	\$204,335	\$221,791	\$245,272	10.6%
Cost Reimbursement - Salaries	-\$76,226	-\$76,318	-\$84,760	11.1%
Vision Plan	\$174	\$216	\$165	-23.6%
Dental Plan	\$1,554	\$1,872	\$1,650	-11.9%
FICA Tax	\$14,945	\$16,968	\$18,763	10.6%
Health Insurance	\$49,226	\$51,000	\$52,200	2.4%
Pension	\$61,133	\$39,970	\$35,118	-12.1%
<b>Total Personnel:</b>	<b>\$255,141</b>	<b>\$255,499</b>	<b>\$268,408</b>	<b>5.1%</b>
<b>Other Contractual Services</b>				
Communications	\$1,253	\$1,339	\$1,344	0.4%
Insurance	\$716	\$1,810	\$820	-54.7%
Repairs and Maintenance	\$231	\$4,401	\$2,500	-43.2%
Other Contractual Services	\$234,012	\$258,900	\$260,900	0.8%
Cost Reimbursement - Cont Sr	-\$54,328	-\$61,306	-\$57,735	-5.8%
<b>Total Other Contractual Services:</b>	<b>\$181,882</b>	<b>\$205,144</b>	<b>\$207,829</b>	<b>1.3%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$620	\$750	\$750	0%
Fuel	\$1,520	\$2,500	\$2,835	13.4%
Dues & Subscriptions	\$1,070	\$1,000	\$1,000	0%
Uniforms	\$179	\$500	\$400	-20%
Maintenance & Repairs Parts	\$1,114	\$4,000	\$2,000	-50%
Tools and Small Equipment	\$7,279	\$10,000	\$8,000	-20%
Other Supplies	\$1,718	\$1,500	\$1,500	0%
Cost Reimbursement Supplies	-\$3,105	-\$4,657	-\$3,956	-15.1%
<b>Total Supplies:</b>	<b>\$10,394</b>	<b>\$15,593</b>	<b>\$12,529</b>	<b>-19.6%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$10,556	\$2,500	\$2,500	0%
Mileage	\$216	\$100	\$0	-100%
Cost Reimbursement T & E	-\$230	-\$575	-\$600	4.3%
<b>Total Training and Travel:</b>	<b>\$10,541</b>	<b>\$2,025</b>	<b>\$1,900</b>	<b>-6.2%</b>
<b>Total Expense Objects:</b>	<b>\$457,959</b>	<b>\$478,260</b>	<b>\$490,666</b>	<b>2.6%</b>



## Initiative #1 - Service Plan System

To provide a service plan for the Access Control System, Intrusion Detection System, and Fire Alarm Systems for the below locations.

### **Milton Library**

- Fire Alarm System
- Access Control System
- Intrusion Detection System

### **Greenwood Library**

- Fire Alarm System
- Access Control System
- Intrusion Detection

### **South Coastal Library**

- Fire Alarm System
- Access Control System
- Intrusion Detection

### **Sussex County Administrative Building**

- Access Control System
- Intrusion Detection

### **West Complex**

- Access Control System



# Sheriff



**Robert T. Lee**  
Sheriff

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

## Mission

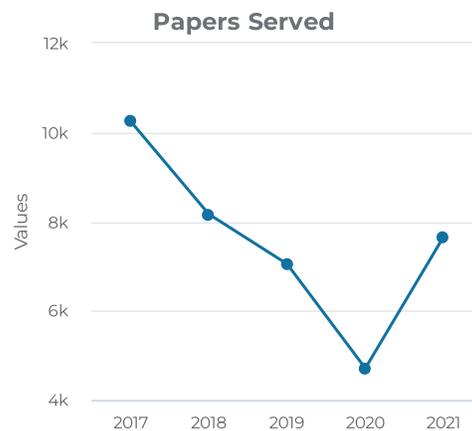
To provide excellent, detail-oriented customer service regarding document service and sheriff sales to the public, internal departments, courts and attorneys

## Prior Year's Successes

1. Continued improvement in turnaround time for document service
2. Curtailed excess spending in the budget
3. Stayed current in office workflow with minimal staffing
4. Worked with Collection Division to post past due properties for County fees

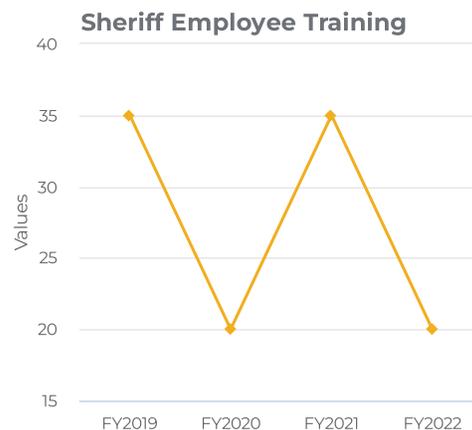
## Goal #1 - Efficient Operations

 Continue to operate with a part-time, instead of full-time deputy and still serve papers as directed by the court. All documents have been delivered as required.



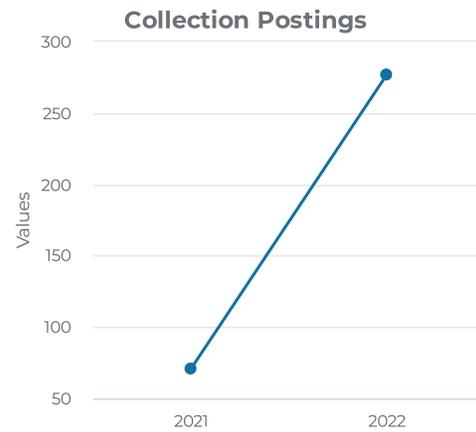
## Goal #2 - Training

 Continue to keep certifications and training current. Odd years, each deputy is required to complete 3 firearms trainings, 1 Constable refresher course, 1 handcuff training, 1 baton and 1 pepper spray training to retain certification as a Constable. Even years, each deputy is required to complete 3 firearms trainings and 1 Constable refresher course to retain certification as a Constable. All trainings have been completed as required.



## Goal #3 - Collections

**\$** Increase the number of postings of delinquent properties for the Collections Division. This process began in FY 2021.

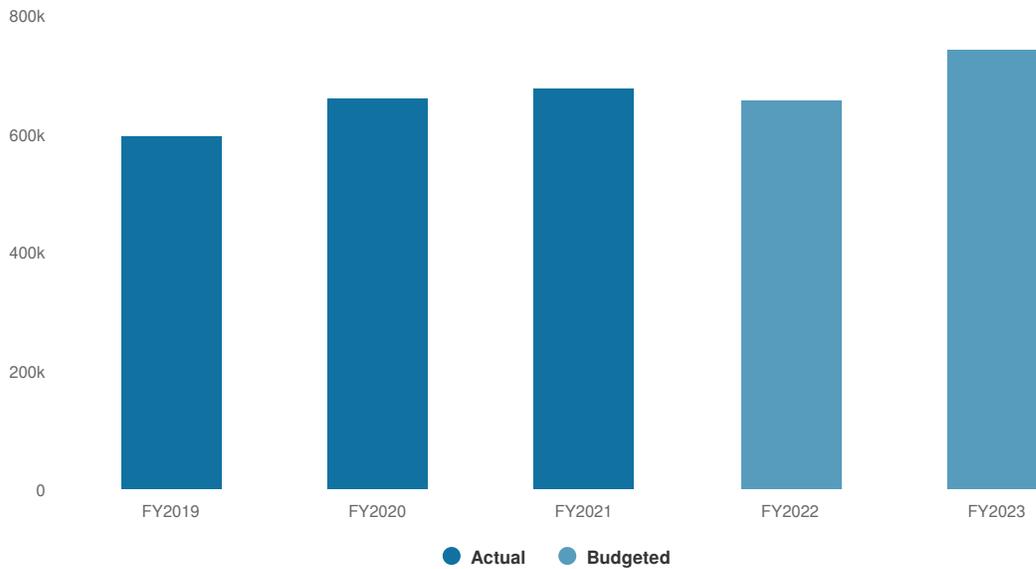


## Expenditures Summary

The FY 2023 budget increased \$85,000, or 13.0 percent. This increase is due to a purchase of a new vehicle to be used by one of the deputies. This department is also being impacted by the increase in fuel and insurance costs.

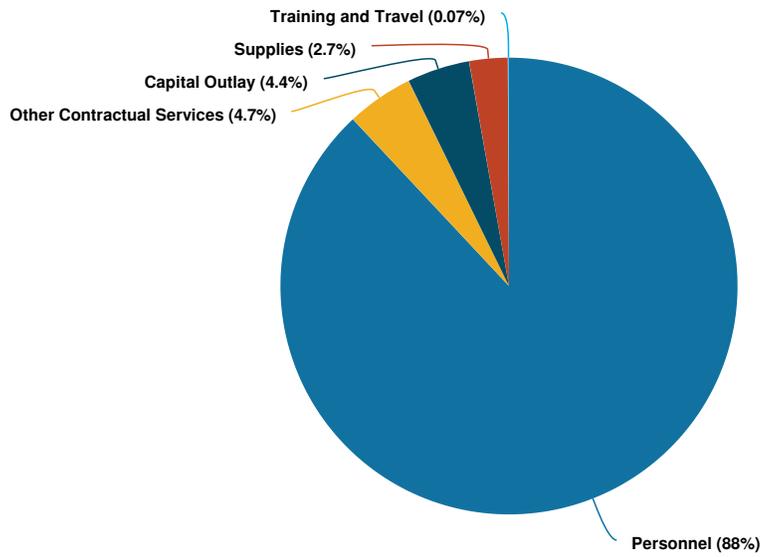
**\$742,300** **\$85,244**  
(12.97% vs. prior year)

### Sheriff Proposed and Historical Budget vs. Actual



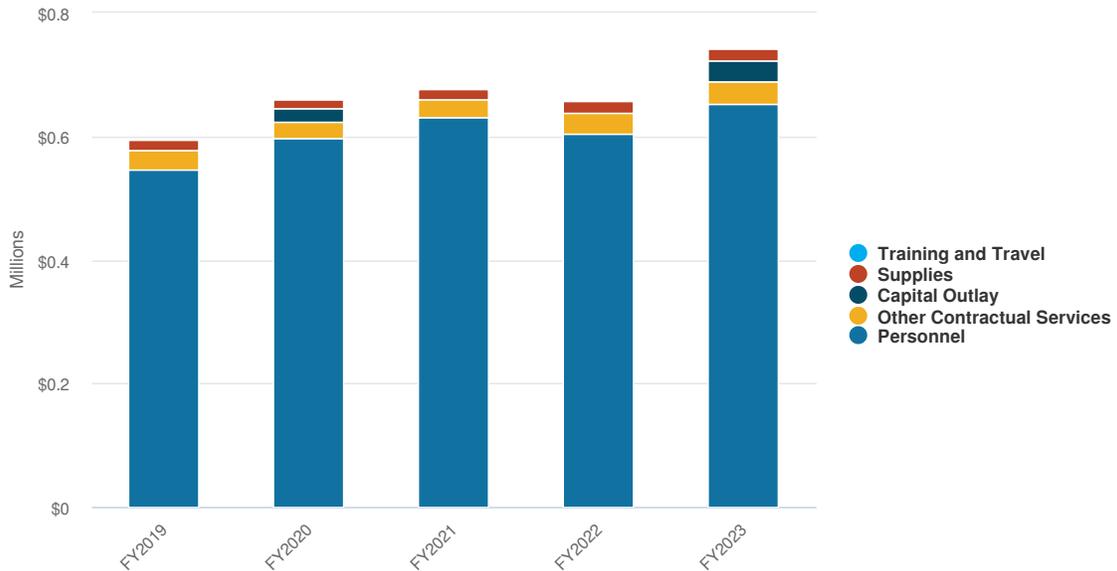
# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Note: Immaterial differences in percentages may be present in chart due to rounding.

## Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
Expense Objects				



Name	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget	FY2022 Amended Budget vs. FY2023 Budget (% Change)
<b>Personnel</b>				
Sheriff Salaries	\$381,116	\$376,306	\$421,664	12.1%
Vision Plan	\$348	\$504	\$385	-23.6%
Dental Plan	\$3,627	\$4,368	\$3,850	-11.9%
FICA Tax	\$27,870	\$28,787	\$32,257	12.1%
Health Insurance	\$119,022	\$119,000	\$121,800	2.4%
Pension	\$99,864	\$74,195	\$73,620	-0.8%
<b>Total Personnel:</b>	<b>\$631,845</b>	<b>\$603,160</b>	<b>\$653,576</b>	<b>8.4%</b>
<b>Other Contractual Services</b>				
Communications	\$4,078	\$5,796	\$4,824	-16.8%
Postage & Freight	\$4,128	\$6,500	\$6,000	-7.7%
Insurance	\$5,219	\$6,286	\$8,200	30.4%
Repairs and Maintenance	\$1,479	\$1,700	\$2,000	17.6%
Other Contractual Services	\$12,882	\$13,728	\$14,000	2%
<b>Total Other Contractual Services:</b>	<b>\$27,785</b>	<b>\$34,010</b>	<b>\$35,024</b>	<b>3%</b>
<b>Supplies</b>				
Office / Operating Supplies	\$1,939	\$3,000	\$4,000	33.3%
Fuel	\$3,633	\$10,000	\$9,000	-10%
Dues & Subscriptions	\$210	\$200	\$200	0%
Uniforms	\$867	\$2,000	\$2,000	0%
Maintenance & Repairs Parts	\$243	\$2,588	\$2,000	-22.7%
Tools and Small Equipment	\$8,812	\$0	\$0	0%
Other Supplies	\$1,235	\$1,598	\$3,000	87.7%
<b>Total Supplies:</b>	<b>\$16,939</b>	<b>\$19,386</b>	<b>\$20,200</b>	<b>4.2%</b>
<b>Training and Travel</b>				
Seminars/Conferences/Training	\$432	\$500	\$500	0%
<b>Total Training and Travel:</b>	<b>\$432</b>	<b>\$500</b>	<b>\$500</b>	<b>0%</b>
<b>Capital Outlay</b>				
Machinery and Equipment	\$0	\$0	\$33,000	N/A
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$677,002</b>	<b>\$657,056</b>	<b>\$742,300</b>	<b>13%</b>



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# **CAPITAL PROJECTS**

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## Capital Improvements: One-year Plan

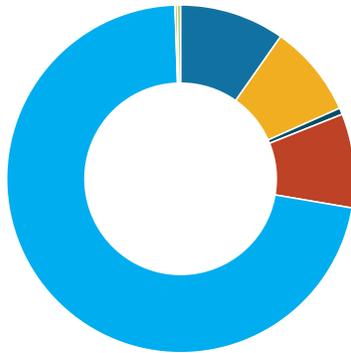
The capital improvements detailed below are from all funds. Capital Improvements, or capital expenditures, are expenses of the County for acquiring or maintaining capital assets such as land, building, equipment and infrastructure. These expenditures become assets on the balance sheet of the County. There are a total of 43 capital projects totaling \$100.6 million in FY 2023. Seventy-two percent of these projects are Enterprise Fund projects. These projects are funded by sewer or water users through connection and assessment fees.

In order to be funded, the budget committee accepts requests from all departments during the normal budget process. The budget committee then reviews the request to see if (1) the request falls within the long-term goals of the County and (2) funding is available. All General Fund capital projects must be supported by reserves and all Enterprise Fund capital projects must be supported by user fees and charges.

### Total Capital Requested \$100,570,000

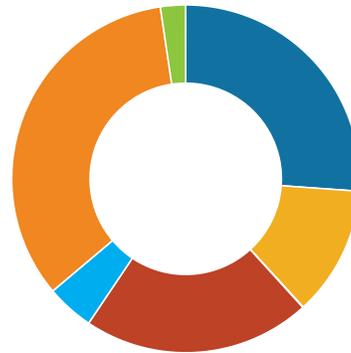
#### 43 Capital Improvement Projects

Total Funding Requested by Department



● Airport and Business Park (10%)	\$9,805,000.00
● Administration (9%)	\$8,650,000.00
● Engineering Administration (1%)	\$600,000.00
● Paramedics (9%)	\$8,800,000.00
● Enterprise Capital (72%)	\$72,200,000.00
● Library (0%)	\$215,000.00
● Information Technology (0%)	\$300,000.00
<b>TOTAL</b>	<b>\$100,570,000.00</b>

Total Funding Requested by Source



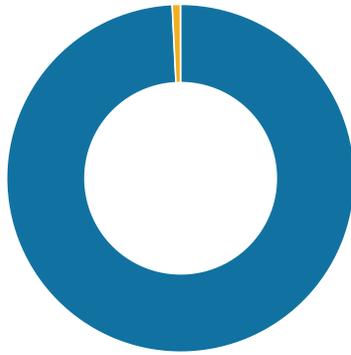
● App. Res. /RTT (26%)	\$26,292,500.00
● State or Federal Grants (12%)	\$12,127,500.00
● Interest Earnings (0%)	\$50,000.00
● Connections Charges (21%)	\$21,300,000.00
● Utility User Fees (4%)	\$4,450,000.00
● Assessment Fees (Loans/Grants) (34%)	\$34,000,000.00
● Assessment Fees (2%)	\$2,350,000.00
<b>TOTAL</b>	<b>\$100,570,000.00</b>

The nonrecurring capital projects that will significantly affect current and future budgets are the new sewer and water area expansions. These new areas will bring additional operating costs such as employees and utilities. However, these areas will also bring new customers. It is expected that each new area brings on new customers that will offset the additional costs.

The only other capital project that will significantly affect future budgets is the public safety training and administrative facility. The operating cost of this facility will be supported by realty transfer tax. There will be no need to increase taxes or fees to pay for the new building. Eventually, the County will dispose of the West Complex where paramedic administrative offices are today.

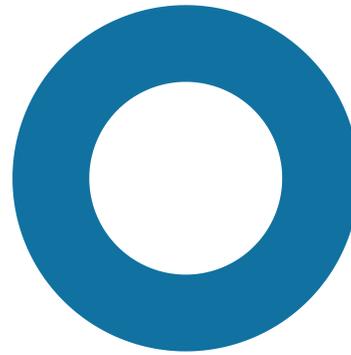


### Capital Costs Breakdown



● Capital Costs (99%)	\$100,570,000.00
● Operational Costs (1%)	\$786,939.00
<b>TOTAL</b>	<b>\$101,356,939.00</b>

### Cost Savings & Revenue Breakdown



● Revenue (100%)	\$754,801.00
<b>TOTAL</b>	<b>\$754,801.00</b>

## Airport and Business Park Requests

### Itemized Requests for 2023

Stormwater Improvements	\$1,500,000
Land Aquisition	\$250,000
T-Hangar Construction	\$775,000
Runway 4-22 Taxiway B	\$450,000
General Aviation Apron Expansion	\$1,600,000
Pavement Improvements	\$800,000
Delaware Coastal Business Park - Phase 2 Improvements	\$1,890,000
Utility Interconnections to the Airport/Business Park	\$2,540,000
<b>Total: \$9,805,000</b>	

## Information Technology Requests

### Itemized Requests for 2023

Western Sussex Data Center	\$300,000
<b>Total: \$300,000</b>	



## Administration Requests

Itemized Requests for 2023	
Building Improvements	\$650,000
Administration Parking	\$2,000,000
Open Space Property Acquisition/Improvements	\$6,000,000
<b>Total: \$8,650,000</b>	

## Engineering Administration Requests

Itemized Requests for 2023	
Clean Water Enhancement	\$350,000
Landfill Property Acquisition	\$250,000
<b>Total: \$600,000</b>	

## Paramedics Requests

Itemized Requests for 2023	
Public Safety Building	\$7,300,000
EMS Stations	\$1,500,000
<b>Total: \$8,800,000</b>	



# Enterprise Capital Requests

## Itemized Requests for 2023

<b>IBRWF - Loop Project</b>	<b>\$1,500,000</b>
<b>IBRWF - Disposal Expansion</b>	<b>\$3,600,000</b>
<b>IBRWF - Treatment Expansion</b>	<b>\$3,000,000</b>
<b>IBRWF - Constructed Wetlands/Drainage Improvements</b>	<b>\$5,000,000</b>
<b>SCRWF - Capacity Expansion</b>	<b>\$16,000,000</b>
<b>SCRWF - Compliance Upgrades</b>	<b>\$4,450,000</b>
<b>Piney Neck - Transmission Improvements</b>	<b>\$900,000</b>
<b>WNRWF - Conversion</b>	<b>\$1,250,000</b>
<b>West Rehoboth Station and Transmission to Rehoboth</b>	<b>\$1,100,000</b>
<b>Lewes Board of Public Works Treatment Plant Expansion Participation</b>	<b>\$750,000</b>
<b>Western Sussex Sewer Area</b>	<b>\$500,000</b>
<b>Herring Creek Sewer Area</b>	<b>\$6,500,000</b>
<b>Winding Creek Water</b>	<b>\$250,000</b>
<b>Chapel Branch</b>	<b>\$3,500,000</b>
<b>Joy Beach</b>	<b>\$3,000,000</b>
<b>Mulberry Knoll</b>	<b>\$2,600,000</b>
<b>Wolfe Runne</b>	<b>\$2,900,000</b>
<b>Mallard Creek</b>	<b>\$2,500,000</b>
<b>Long Neck Communities</b>	<b>\$4,500,000</b>
<b>Blackwater Village</b>	<b>\$250,000</b>
<b>Oak Acres/Tanglewood</b>	<b>\$1,800,000</b>
<b>Pintail Point</b>	<b>\$1,000,000</b>
<b>Lochwood</b>	<b>\$3,000,000</b>
<b>Concord Road/Rt 13 Commercial</b>	<b>\$250,000</b>
Expansion of Blades Sewer Area on Concord Road to include RT. 13 commercial.	
<b>Slaughter Beach Sewer Area</b>	<b>\$500,000</b>

This project will service the town of Slaughter Beach, a coastal community located in Sussex County, DE, and bounded to the north by the Mispillion River, to the west and south by the marshes of Cedar Creek, Slaughter Creek and Prime Hook National...



**Countryside Hamlet**

**\$1,600,000**

This project will service the Countryside Hamlet Community that consists of 47 manufactured home sites on one parcel of land located on Lazy Lagoon Road in the Dagsboro/Frankford area of the Sussex County Unified Sanitary Sewer District. This...

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**Total: \$72,200,000**

## **Library Requests**

### **Itemized Requests for 2023**

**Library Building Improvements (sidewalks and HVAC systems)**

**\$215,000**

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**Total: \$215,000**



## Capital Improvements: Multi-year Plan

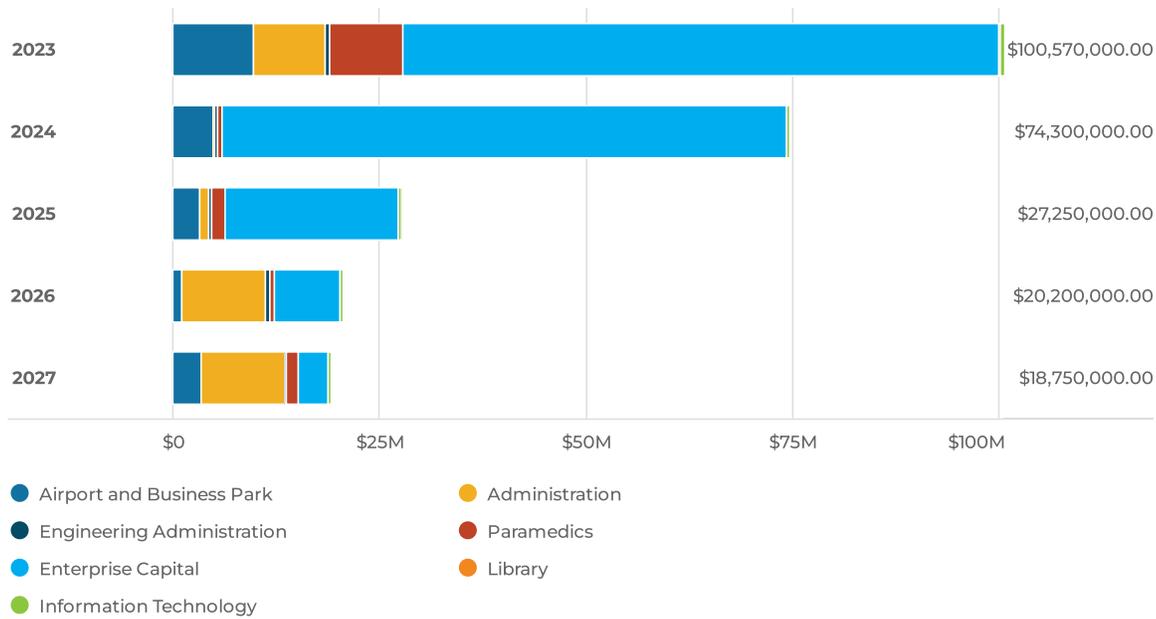
The County creates a 5-year capital plan to anticipate large capital projects on the horizon. The plan includes projects supported by the General Fund and Enterprise Funds. The largest amount of the 5-year capital plan is sewer projects which are supported by rate payers in the sewer districts. All General Fund capital projects are paid by realty transfer tax or other governmental grants.

### Total Capital Requested

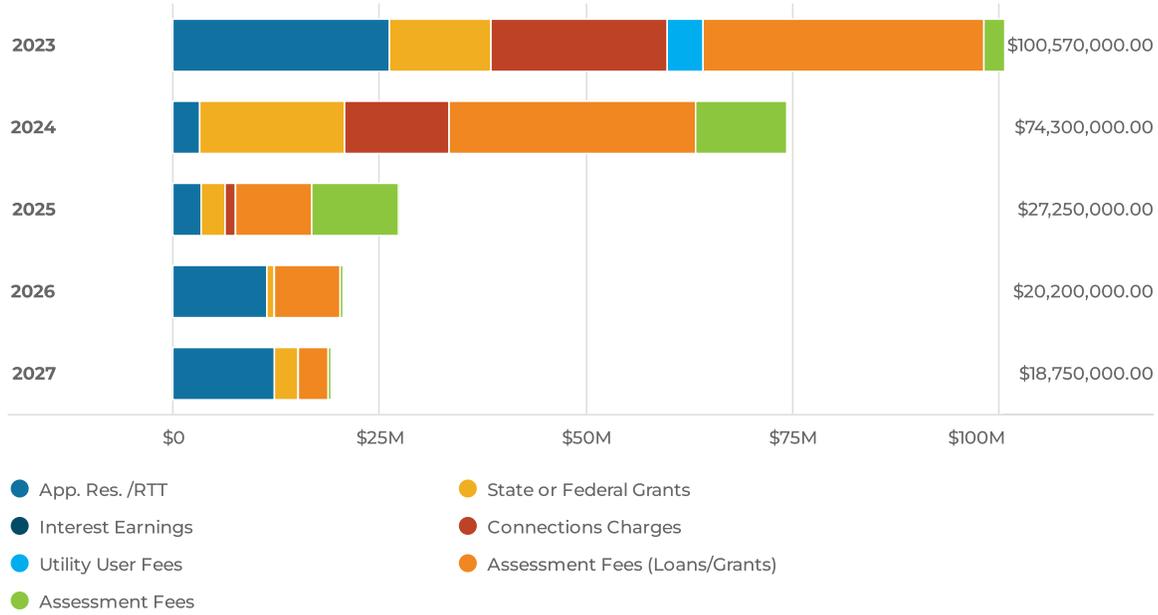
# \$241,070,000

46 Capital Improvement Projects

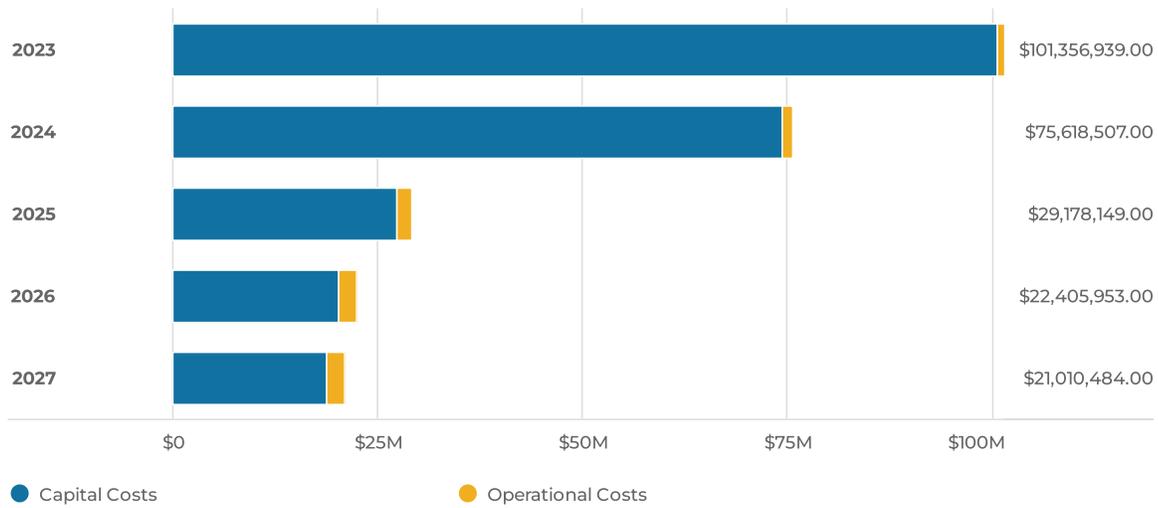
Total Funding Requested by Department



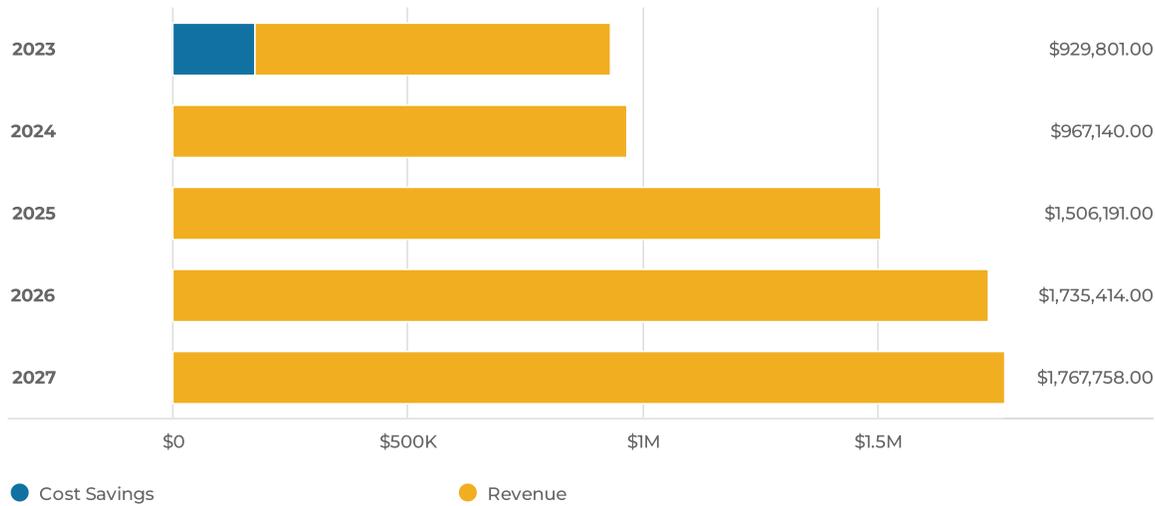
### Total Funding Requested by Source



### Capital Costs Breakdown



## Cost Savings & Revenues



## Airport and Business Park Requests

### Itemized Requests for 2023-2027

Runway 4-22 - 6000' Expansion	\$300,000
Stormwater Improvements	\$3,250,000
Land Aquisition	\$250,000
T-Hangar Construction	\$775,000
Runway 4-22 Taxiway B	\$9,750,000
General Aviation Apron Expansion	\$1,600,000
Pavement Improvements	\$2,000,000
Delaware Coastal Business Park - Phase 2 Improvements	\$1,890,000
Utility Interconnections to the Airport/Business Park	\$2,540,000
	<b>Total: \$22,355,000</b>

## Information Technology Requests

### Itemized Requests for 2023-2027

Western Sussex Data Center	\$300,000
	<b>Total: \$300,000</b>



## Administration Requests

### Itemized Requests for 2023-2027

Building Improvements	\$1,050,000
Administration Annex	\$21,000,000
Administration Parking	\$2,000,000
Open Space Property Acquisition/Improvements	\$6,000,000
<b>Total: \$30,050,000</b>	

## Engineering Administration Requests

### Itemized Requests for 2023-2027

Clean Water Enhancement	\$950,000
Landfill Property Acquisition	\$1,250,000
<b>Total: \$2,200,000</b>	

## Paramedics Requests

### Itemized Requests for 2023-2027

Public Safety Building	\$7,300,000
EMS Stations	\$5,600,000
<b>Total: \$12,900,000</b>	



## Enterprise Capital Requests

### Itemized Requests for 2023-2027

IBRWF - Loop Project	\$6,500,000
IBRWF - Disposal Expansion	\$5,600,000
IBRWF - Treatment Expansion	\$19,250,000
IBRWF - Constructed Wetlands/Drainage Improvements	\$7,500,000
SCRWF - Capacity Expansion	\$16,000,000
SCRWF - Compliance Upgrades	\$4,450,000
Piney Neck - Transmission Improvements	\$6,900,000
Piney Neck - Lagoon Conversions	\$2,500,000
WNRWF - Conversion	\$14,000,000
West Rehoboth Station and Transmission to Rehoboth	\$1,100,000
Lewes Board of Public Works Treatment Plant Expansion Participation	\$750,000
Western Sussex Sewer Area	\$500,000
Herring Creek Sewer Area	\$13,000,000
Winding Creek Water	\$2,000,000
Chapel Branch	\$7,000,000
Joy Beach	\$7,500,000
Mulberry Knoll	\$2,600,000
Wolfe Runne	\$2,900,000
Mallard Creek	\$2,500,000
Long Neck Communities	\$7,800,000
Blackwater Village	\$7,250,000
Oak Acres/Tanglewood	\$2,700,000
Pintail Point	\$1,000,000
Lochwood	\$7,900,000
Concord Road/Rt 13 Commercial	\$250,000

Expansion of Blades Sewer Area on Concord Road to include RT. 13 commercial.



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**Slaughter Beach Sewer Area****\$22,000,000**

This project will service the town of Slaughter Beach, a coastal community located in Sussex County, DE, and bounded to the north by the Mispillion River, to the west and south by the marshes of Cedar Creek, Slaughter Creek and Prime Hook National...

---

**Countryside Hamlet****\$1,600,000**

This project will service the Countryside Hamlet Community that consists of 47 manufactured home sites on one parcel of land located on Lazy Lagoon Road in the Dagsboro/Frankford area of the Sussex County Unified Sanitary Sewer District. This...

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**Total: \$173,050,000**

## Library Requests

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**Itemized Requests for 2023-2027**

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**Library Building Improvements (sidewalks and HVAC systems)****\$215,000**

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**Total: \$215,000**

## IMPACT ON OPERATING BUDGET

Part of each Capital Project submission, the County estimates how much the capital improvement will cost to maintain. This analysis can be found in the link of each capital project in the multi-year plan.

The Finance Department makes sure that the expenses can be supported by future users and/or property owners. The future analysis is completed through the 10-year long-term financial outlook.

Excluding the capital projects that create new sewer or water areas that bring new rates, none of the current projects listed in the capital plan will require an increase in the tax rate, a reduction in expenses somewhere else or the hiring of new staff. The largest General Fund operational impact will be the new Public Safety Training and Administrative Building which will be supported by realty transfer tax.



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# DEBT

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## Debt

Sussex County’s fiscal year forecasts \$199.1 million in outstanding bonds payable. This debt is backed by the full faith and credit of Sussex County Government, although revenues from the sewer utility are being used to pay the debt service. There is no General Fund bonded debt; the debt is solely used to fund business-type sewer activities. The County generally issues debt to fund business-type capital improvements. Business-type operating expenses and capital improvements of a normal recurring nature are included in the calculation of the revenue requirement from rates and are financed on a “pay-as-you-go” basis. The County has a triple-A bond rating by both S&P and Moody’s Investment Services.

The forecast for the County’s Enterprise Fund debt will increase the debt by the end of 2023 by \$7.1 million. The debt is for the construction costs associated with the expansion of the Unified Sewer District. The payments for these debt issuances will be covered by assessment charges paid by the users in the respective areas.

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

<b>Projected legal debt margin calculation for fiscal year 2023</b> (in millions of dollars)	
<b>Projected assessed value</b>	\$ 4,011.6
<b>Debt limit (12% of assessed value)</b>	481.4
<b>Forecasted net debt applicable to limit</b>	199.1
<b>Legal debt margin</b>	\$ 282.3

<b>Total Projected Business-type Debt Service</b> (in millions of dollars)			
Fiscal Year Ending	Principal	Interest	Total
<b>2023</b>	\$ 9.5	\$ 3.9	\$ 13.4
<b>2024</b>	8.6	3.7	12.3
<b>2025</b>	8.2	3.5	11.7
<b>2026</b>	8.2	3.4	11.6
<b>2027</b>	8.2	3.3	11.5
<b>2028-2032</b>	39.9	13.7	53.6
<b>2033-2037</b>	38.6	9.6	48.2
<b>2038-2042</b>	33.6	6.1	39.7
<b>2043-2047</b>	19.1	3.2	22.3
<b>2048-2052</b>	18.4	1.3	19.7
<b>2053-2057</b>	4.3	.4	4.7
<b>2058-2062</b>	2.5	.1	2.6

The annual debt service amounts are projected to be paid 63.6 percent by assessment charges and 36.4 percent by service charges and connection fees.



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# **GLOSSARY/ACRONYMS/ABBREVIATIONS**

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# Glossary

## A

**Accrual:** Relating to or being a method of accounting that recognizes income when earned and expenses when incurred (see modified accrual and full accrual)

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**ACFR:** Annual Comprehensive Financial Report

**Actuarial:** A statistical calculation performed by actuaries.

**AD&D:** Accidental Death and Dismemberment Insurance

**ADC:** Actuarial Determined Contribution

**Ag.:** Agriculture

**ALS:** Advanced Life Support

**Annual Budget:** A budget covering a single fiscal year.

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

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

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

**Assessed Value:** A value assigned to real estate or other property by a government as the basis for levying taxes.

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

**Assessment Rolls:** A database of properties located in Sussex County that includes the assessed value of those properties.

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

**Assmt:** Assessment

**Audit:** An examination of the County's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

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

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Available Revenue:** Revenue collectible within the current period, or soon enough thereafter, to pay liabilities for the current period.



## B

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Balanced Budget:** Revenues equal expenditures.

**Bargaining Unit:** A group of employees for whom a labor group negotiates a collective agreement

**Basis of Accounting:** The time various transactions are recorded.

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

**Baseline Budget:** Using the current spending levels as the "baseline" for establishing future funding requirements and assumes future budgets will equal the current budget times the inflation rate times the population growth rate.

**BLS:** Basic Life Support

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

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

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

**Bond Issue:** The sale of a certain number of bonds at one time by the County.

**Bond Rating:** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

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

**Budget Ordinance:** The ordinance that levies taxes and appropriates revenues for specified purposes, functions, activities, or objectives during a fiscal year.





**CAAS:** Commission on Accreditation of Ambulance Services

**CAD:** Computer-Aided Design

**CAMA:** Computer Assisted Mass Appraisal

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

**Capital Expenditure:** Money spent by the County to purchase a capital asset such as property, plant, equipment, and infrastructure assets. To be considered a capital asset, the purchase must be over \$5,000.

**Capital Outlay:** An expenditure for the acquisition cost of capital assets, such as equipment, or expenditures to make improvements to capital assets that materially increase their value or useful life.

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

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

**CARES Act:** Coronavirus Aid, Relief and Economic Security Act

**CD&H:** Community Development and Housing

**CDBG:** Community Development Block Grant

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**CIB:** Center for the Inland Bays

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union regarding wages, hours and working conditions.

**Commercial Paper:** A short-term unsecured promissory note issued by companies

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

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

**Constr.:** Constructed

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

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

**COO:** Chief Operating Officer

**Cont Sr:** Contractual Services

**Corporate Obligations:** A type of debt security that is issued by a firm and sold to investors.

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**COVID-19:** a mild to severe respiratory illness that is caused by coronavirus.



**CPI-U:** Consumer Price Index - Urban

**CPR:** Cardiopulmonary Resuscitation

**CY:** Calendar Year

## D

**DDD:** Downtown Development District

**DE:** Delaware

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

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**DEMA:** Delaware Emergency Management Agency

**DELDOT:** Delaware Department of Transportation

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

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

**DOC:** Delaware Department of Corrections

**DPA:** Delaware Public Archives

**DSHA:** Delaware State Housing Authority

**DSP:** Delaware State Police

**DSWA:** Delaware State Waste Authority

**DTCC:** Delaware Technical Community College



## E

**Economic Development:** The creation of wealth from which community benefits are realized. It is an investment in growing your economy and enhancing the prosperity and quality of life for all residents.

**ED:** Economic Development

**EDU:** Equivalent Dwelling Unit

**Efficiencies:** Ability to accomplish a job with a minimum expenditure of time and effort while promoting exemplary internal and external customer service.

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

**EMS:** Emergency Medical Services

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or other commitments that are chargeable to, but not yet paid from, a specific appropriation account.

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

**EOC:** Emergency Operations Center

**Equip:** Equipment

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

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

**Expan:** Expansion

**Expenditure:** An outlay of money made by the County to provide the programs and services within the budget.

**Expense/Expenditure:** The cost required for something.



## F

**FAA:** Federal Aviation Administration

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

**Fiscal Responsibility:** The ability to balance between government spending and tax to maintain sustainable public finances and ensure fiscal policy aids the optimal rate of economic growth.

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

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Income Investments:** An investment that provides a return in the form of fixed periodic interest payments and the eventual return of principal at maturity

**FMLA:** Family Medical Leave Act

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

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

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

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

**Function:** The primary role of the department in the County government.

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

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds.

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

**Funding Sources:** Financial resources used to support expenses.

**FY:** Fiscal Year



## G

**GAAP:** Generally Accepted Accounting Principles - A set of rules that encompass the details, complexities, and legalities of business and corporate accounting.

**GASB:** Governmental Accounting Standards Board

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

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**GF:** General Fund

**GFOA:** Government Finance Officers Associations

**GIS:** Geographic Information System

**Governing Body:** The County Council

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

**GPS:** Global Positioning System

**Grnt:** Grant

## H

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

**HPG:** Housing Preservation Grant



## I

**IBRWF:** Inland Bays Regional Wastewater Facility

**ICC:** International Code Council

**Improv:** Improvement

**Infrastructure:** The technical structures that support a society, such as roads, water facilities, wastewater, communication, and so forth

**Int:** Interest

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan/deposit is made.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

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

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

**Investments:** Securities held for the production of income in the form of interest and dividends. The term does not include fixed assets used in governmental operations.

**IPMC:** International Property Maintenance Code

**IT:** Information Technology

## L

**LEPC:** Local Emergency Planning Committee

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

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.



## M

**M & E:** Machinery and Equipment

**Maint:** Maintenance

**Major Fund:** Funds whose revenues or expenditures constitute more than 10 percent of the revenues or expenditures of the appropriated budget.

**Measurable Revenue:** Knowing or able to reasonably estimate the amount of revenue.

**Mgt:** Management

**MHPT:** Mobile Home Placement Tax

**MIH:** Mobile Integrated Healthcare

**Misc:** Miscellaneous

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

**MPHU:** Moderately Priced Housing Unit

**Munis:** The County's enterprise software system.

**Mutual Funds:** A financial vehicle made up of a pool of money collected from many investors to invest in securities

## N

**NAICS:** North American Industry Classification System

**NSP:** Neighborhood Stabilization Program

## O

**Obligations:** Debt or commitment of an entity

**OH:** Overhead

**OPEB:** Other Post Employment Benefits

**Oper/OP:** Operating

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

**Ord.:** Ordinance

**Ordinance:** The regulation adopted by County Council.

**Org.:** Organizational

**OSHA:** Occupational Safety and Health Administration

**Other Financing Sources:** The revenue source that is made up of transfers from other funds or use of savings.

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

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.



## P

**P&Z:** Planning and Zoning

**Pay-as-you-go:** System of meeting costs as they arise.

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

**Pension Trust Fund:** The fund used to account for resources held for the benefit of parties outside the government, specifically pensioners of the County.

**PLC:** Programmable Logic Controller

**PLUS:** Preliminary Land Use Review Service

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Private Infrastructure:** An alternative asset class that encompasses investment in the facilities, services, and installations considered essential to the functioning and economic productivity of a society

**Private Real Estate:** An alternate asset class composed of professionally managed pooled private and public investments in the real estate markets

**Program:** A combination of activities to accomplish an end

**Proprietary Fund:** A fund used in governmental accounting to account for activities that involve business-like interactions.

**PS:** Pump Station



## R

**RB:** Rehoboth Beach

**Rd:** Road

**RDS:** Retiree Drug Subsidy

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

**Reassessment:** The periodic process to reevaluate property values.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Repurchase Agreement:** An investment security that is a contract in which the vendor of a security agrees to repurchase it from the buyer at an agreed price.

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

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

**Revenue Sources:** Financial resources used to support expenditures.

**RTT:** Realty Transfer Tax

**RW:** Runway

**RWF:** Regional Wastewater Facility

**RW:** Runway

**RX:** Prescription

## S

**SCADA:** Supervisory Control and Data Acquisition

**SCEMS:** Sussex County Emergency Medical Services

**SCRIP:** Sussex County Rental Program

**SCRWF:** South Coastal Regional Wastewater Facility

**Sewer Fund:** The fund that accounts for the sewer operations that are financed and operated in a manner similar to private business enterprises, where the intent is that costs of providing goods or services are recovered primarily through sewer user charges.

**Sm.:** Small

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their needs.



## T

**T & E:** Travel and Education

**Tax Rate:** The amount of property tax stated in terms of a unit of the tax base; for example, \$0.445 per \$100 of assessed valuation of taxable property.

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

**TID:** Transportation Improvement District

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

**Trans:** Transmission

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

## U

**UD:** University of Delaware

**UHF:** Ultra High Frequency

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure.

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

**Unreserved Fund Balance:** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet.

**Unrestricted Funds:** Funds with no restrictions imposed by entities outside the County

**UPS:** Uninterruptable Power Supply

## W

**Water Fund:** The fund that accounts for the water operations that are financed and operated in a manner similar to private business enterprises, where the intent is that costs of providing goods or services are recovered primarily through water user charges.

**Wi-Fi:** The interoperability of wireless computer networking devices

**WNRWF:** Wolfe Neck Regional Wastewater Facility

**WS:** Water and Sewer Fund

**WWTP:** Wastewater Treatment Plant



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# ORDINANCES

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## **Operating Ordinance**

Below is the ordinance establishing annual operating budget for Fiscal Year 2023.

### **Sewer and Water Ordinance**

Below is the ordinance establishing annual service charges, annual assessment rates for collection and transmission and/or treatment and connection charges for all sewer county water and sanitary sewer districts.



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# APPENDIX

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# **AIRPORT AND BUSINESS PARK REQUESTS**

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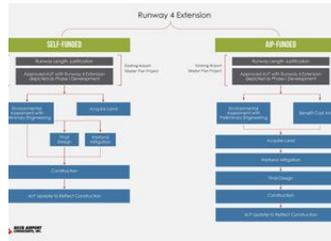
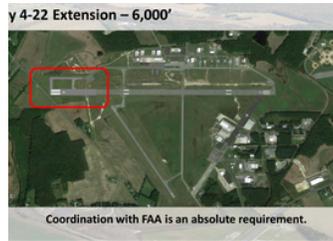


# Runway 4-22 - 6000' Expansion

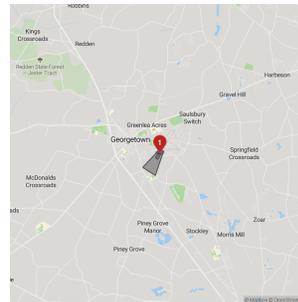
## Overview

Submitted By: Kathy Roth  
Request Owner: Gina Jennings  
Department: Airport and Business Park  
Type: Other

## Images



## Location

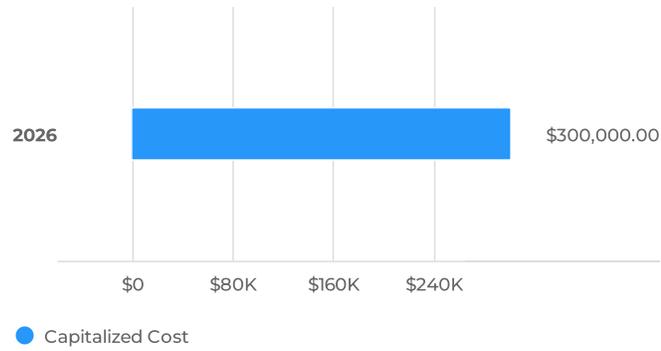


## Capital Cost

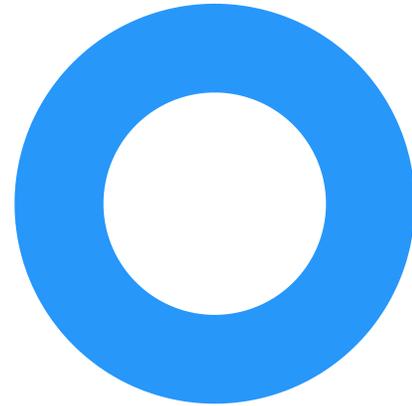
Total Budget (all years)

**\$300K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$300,000.00  
**TOTAL \$300,000.00**

### Capital Cost Breakdown

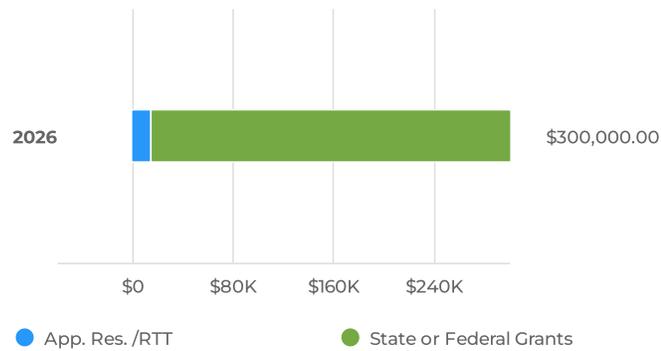
Capital Cost	FY2026
Capitalized Cost	\$300,000
<b>Total</b>	<b>\$300,000</b>

## Funding Sources

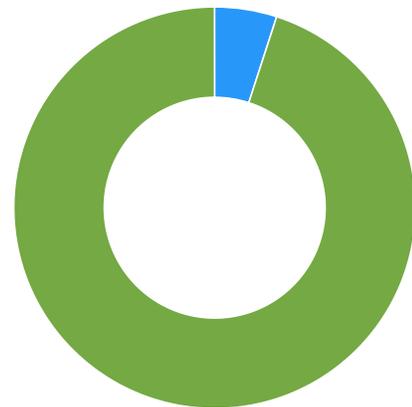
Total Budget (all years)

**\$300K**

Funding Sources by Year



Funding Sources for Budgeted Years



App. Res. /RTT (5%)	\$15,000.00
State or Federal Grants (95%)	\$285,000.00
<b>TOTAL</b>	<b>\$300,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2026
App. Res. /RTT	\$15,000
State or Federal Grants	\$285,000
<b>Total</b>	<b>\$300,000</b>

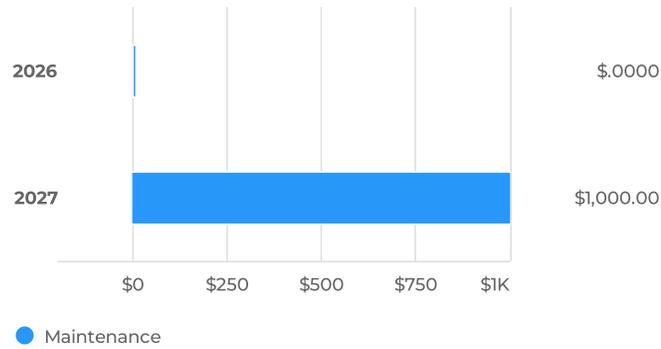


## Operational Costs

Total Budget (all years)

**\$1K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2026	FY2027
Maintenance		\$1,000
<b>Total</b>		<b>\$1,000</b>



# Stormwater Improvements

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## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

---

## Location

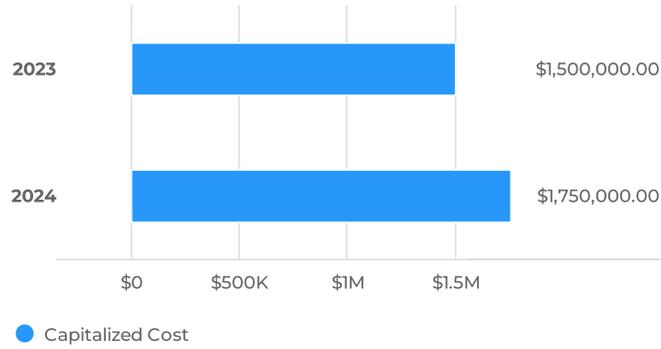


## Capital Cost

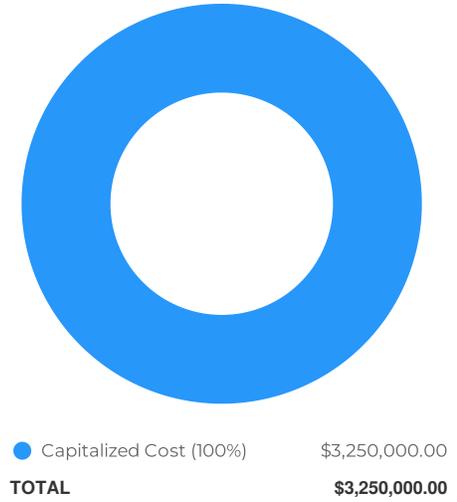
FY2023 Budget  
**\$1,500,000**

Total Budget (all years)  
**\$3.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

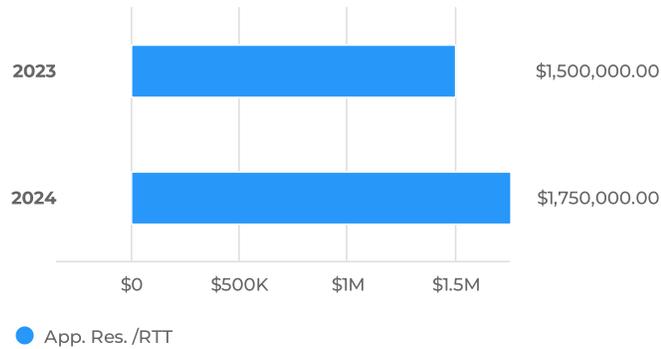
Capital Cost	FY2023	FY2024
Capitalized Cost	\$1,500,000	\$1,750,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$1,750,000</b>

## Funding Sources

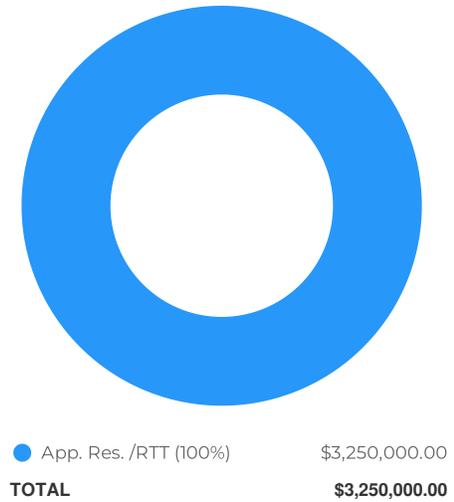
FY2023 Budget  
**\$1,500,000**

Total Budget (all years)  
**\$3.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
App. Res. /RTT	\$1,500,000	\$1,750,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$1,750,000</b>



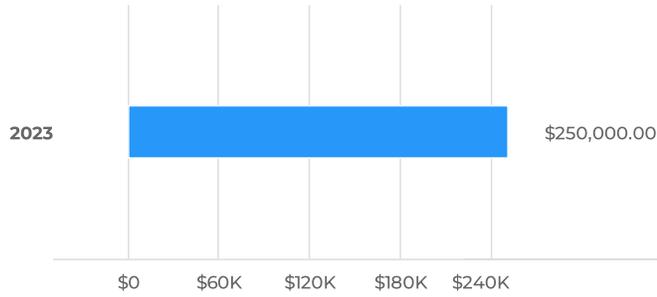


## Capital Cost

FY2023 Budget  
**\$250,000**

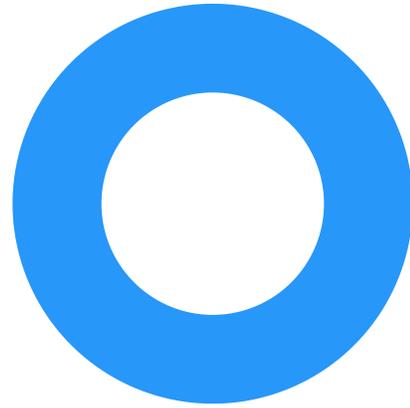
Total Budget (all years)  
**\$250K**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$250,000.00

**TOTAL \$250,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$250,000
<b>Total</b>	<b>\$250,000</b>

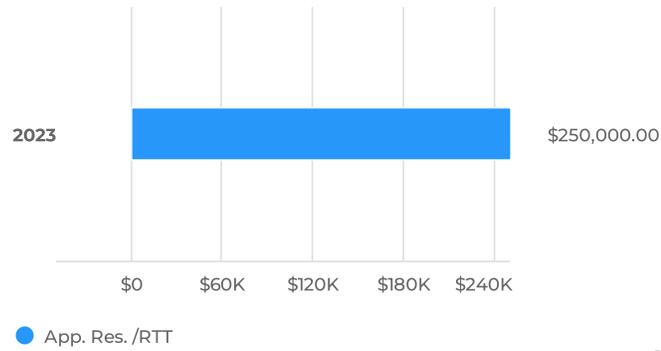


## Funding Sources

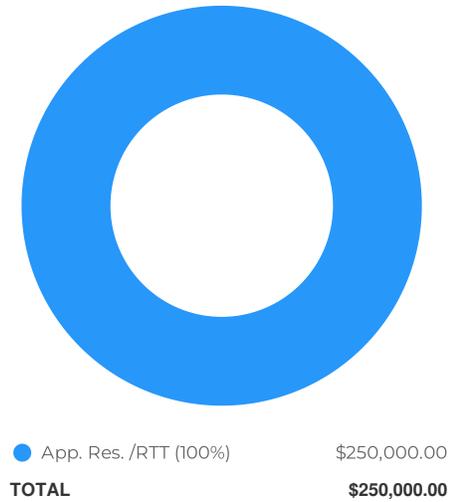
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$250K**

Funding Sources by Year



Funding Sources for Budgeted Years



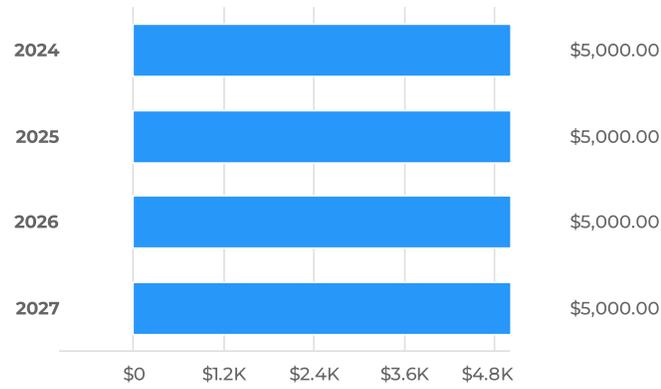
Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$250,000
<b>Total</b>	<b>\$250,000</b>

## Operational Costs

Total Budget (all years)

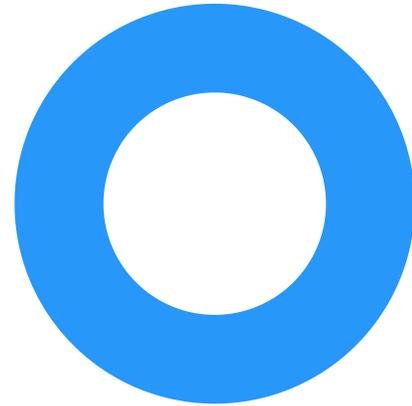
**\$20K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$20,000.00  
**TOTAL \$20,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Maintenance	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>



# T-Hangar Construction

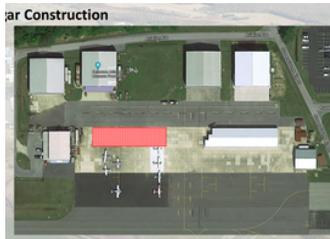
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## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

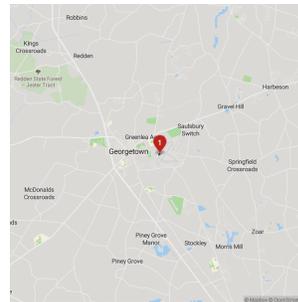
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## Images



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## Location

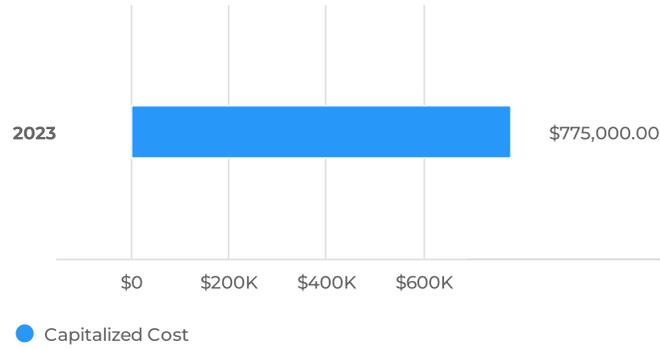


## Capital Cost

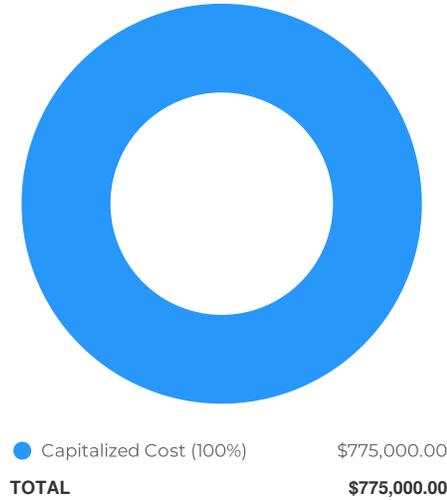
FY2023 Budget  
**\$775,000**

Total Budget (all years)  
**\$775K**

Capital Cost by Year



Capital Cost for Budgeted Years



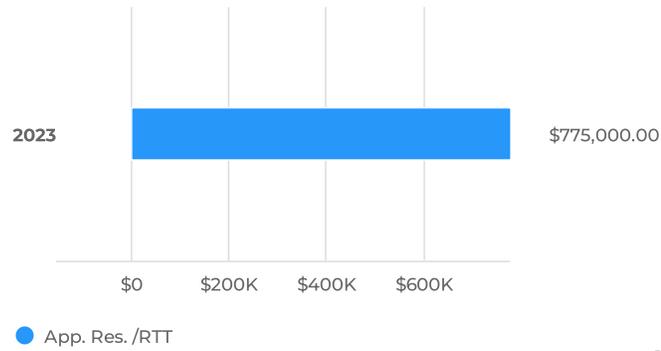
Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Capitalized Cost	\$775,000
<b>Total</b>	<b>\$775,000</b>

## Funding Sources

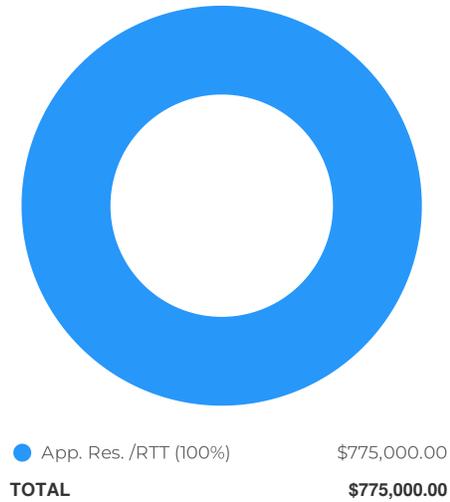
FY2023 Budget  
**\$775,000**

Total Budget (all years)  
**\$775K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$775,000
<b>Total</b>	<b>\$775,000</b>

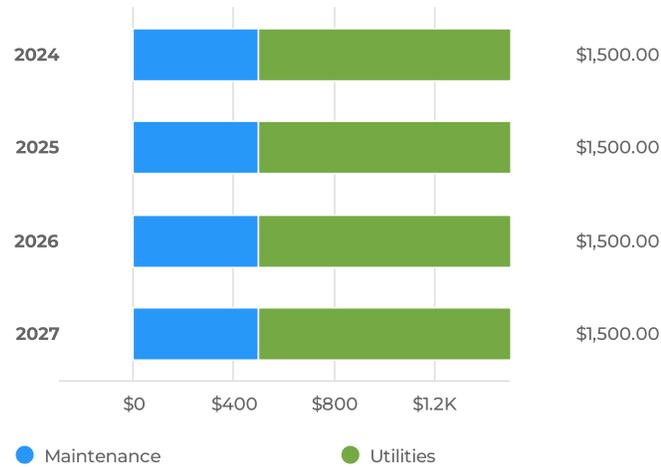


## Operational Costs

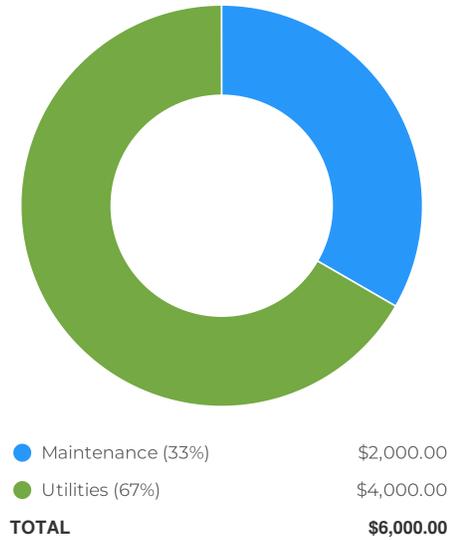
Total Budget (all years)

**\$6K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Utilities	\$1,000	\$1,000	\$1,000	\$1,000
Maintenance	\$500	\$500	\$500	\$500
<b>Total</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>

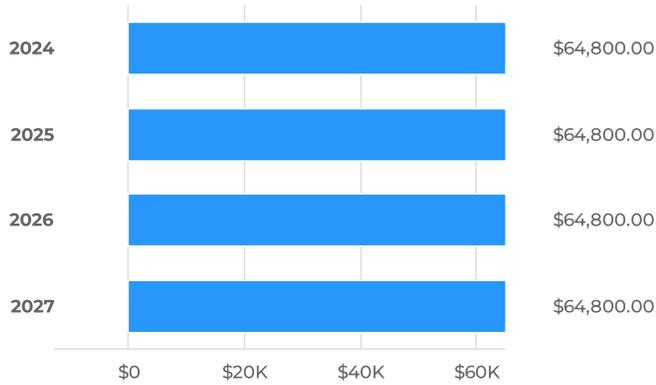


## Operating Revenue

Total Budget (all years)

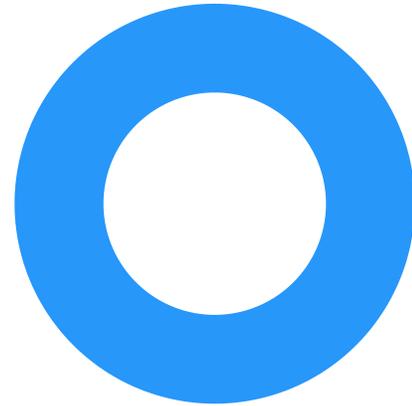
**\$259.2K**

Operating Revenue by Year



● Rental

Operating Revenue for Budgeted Years



● Rental (100%) \$259,200.00  
**TOTAL \$259,200.00**

### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
Rental	\$64,800	\$64,800	\$64,800	\$64,800
<b>Total</b>	<b>\$64,800</b>	<b>\$64,800</b>	<b>\$64,800</b>	<b>\$64,800</b>

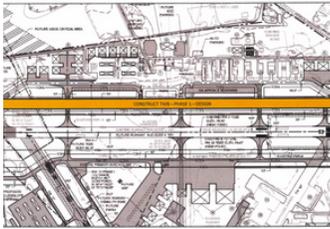


# Runway 4-22 Taxiway B

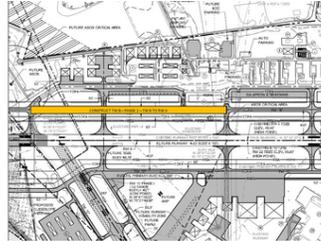
## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

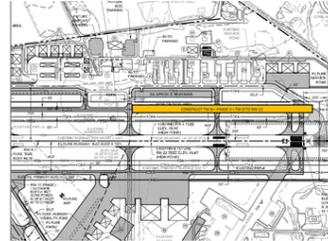
## Images



4-22 Twy B Phase 1

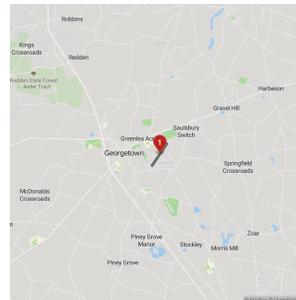


4-22 Twy B Phase 2



4-22 Twy B Phase 3

## Location

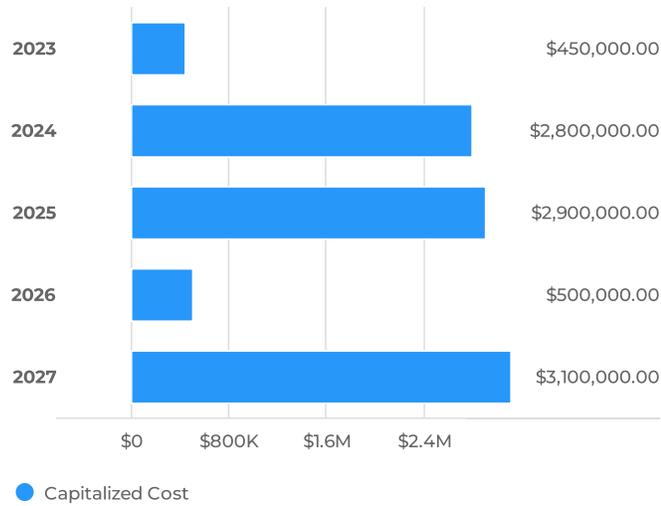


## Capital Cost

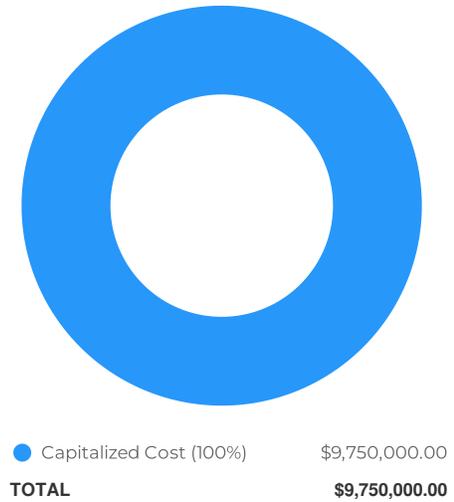
FY2023 Budget  
**\$450,000**

Total Budget (all years)  
**\$9.75M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$450,000	\$2,800,000	\$2,900,000	\$500,000	\$3,100,000
<b>Total</b>	<b>\$450,000</b>	<b>\$2,800,000</b>	<b>\$2,900,000</b>	<b>\$500,000</b>	<b>\$3,100,000</b>

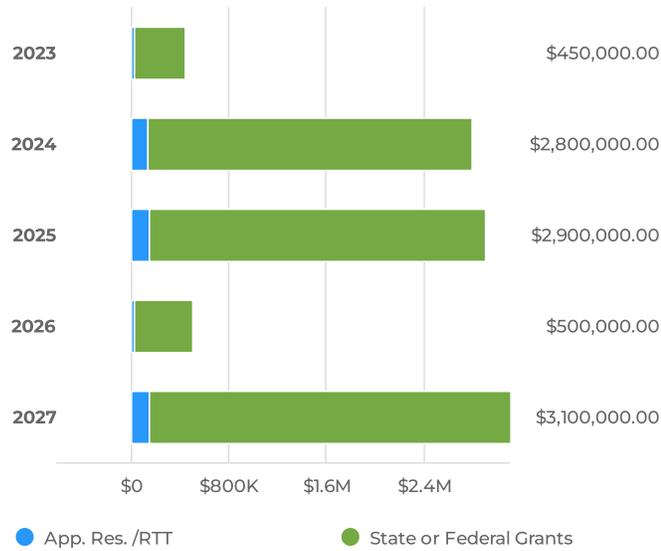


## Funding Sources

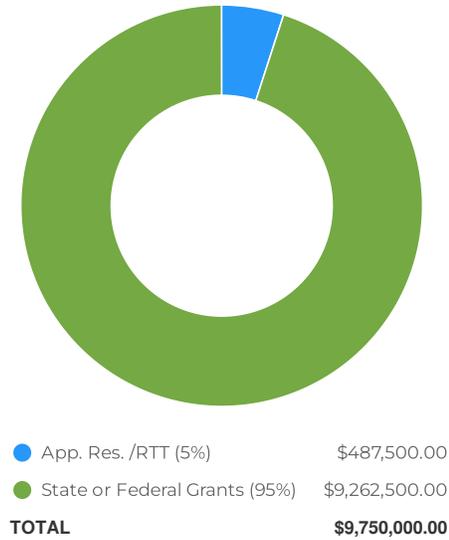
FY2023 Budget  
**\$450,000**

Total Budget (all years)  
**\$9.75M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
App. Res. /RTT	\$22,500	\$140,000	\$145,000	\$25,000	\$155,000
State or Federal Grants	\$427,500	\$2,660,000	\$2,755,000	\$475,000	\$2,945,000
<b>Total</b>	<b>\$450,000</b>	<b>\$2,800,000</b>	<b>\$2,900,000</b>	<b>\$500,000</b>	<b>\$3,100,000</b>

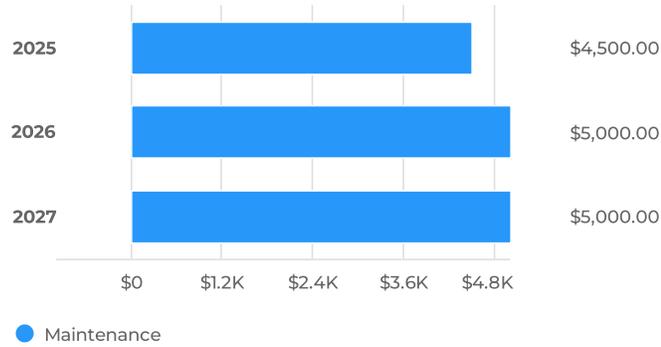


## Operational Costs

Total Budget (all years)

**\$14.5K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Maintenance	\$4,500	\$5,000	\$5,000
<b>Total</b>	<b>\$4,500</b>	<b>\$5,000</b>	<b>\$5,000</b>

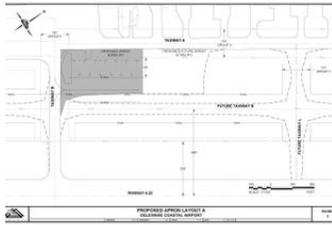


# General Aviation Apron Expansion

## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

## Images



General Aviation Expansion

## Location

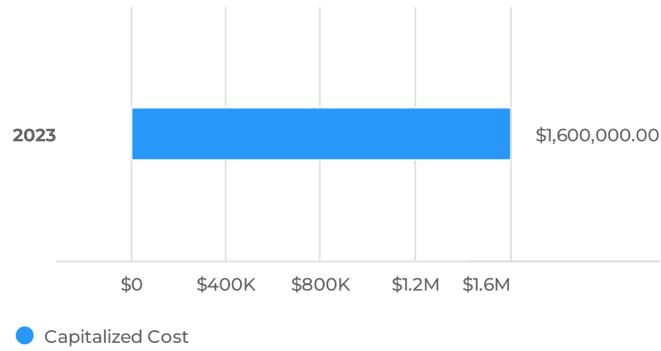


## Capital Cost

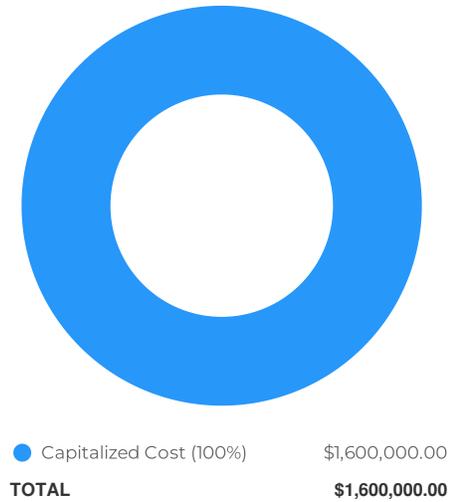
FY2023 Budget  
**\$1,600,000**

Total Budget (all years)  
**\$1.6M**

Capital Cost by Year



Capital Cost for Budgeted Years



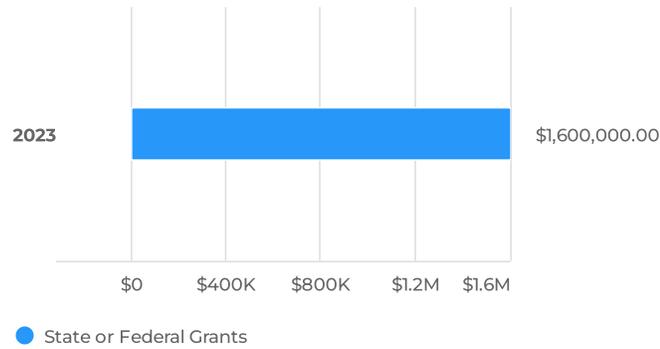
Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Capitalized Cost	\$1,600,000
<b>Total</b>	<b>\$1,600,000</b>

## Funding Sources

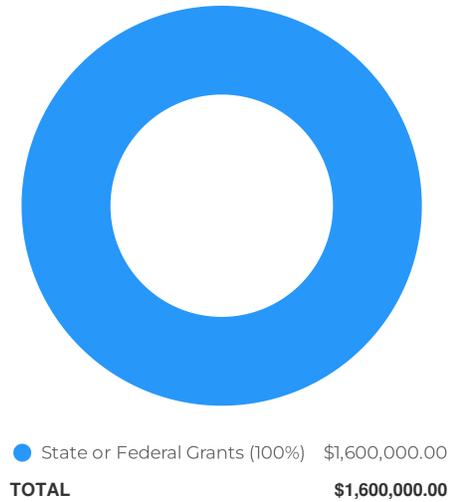
FY2023 Budget  
**\$1,600,000**

Total Budget (all years)  
**\$1.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
State or Federal Grants	\$1,600,000
<b>Total</b>	<b>\$1,600,000</b>

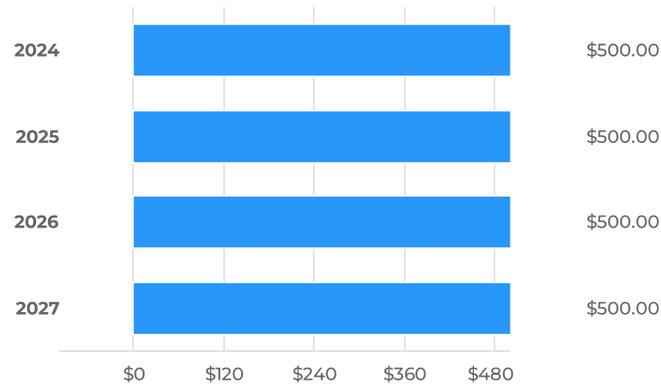


## Operational Costs

Total Budget (all years)

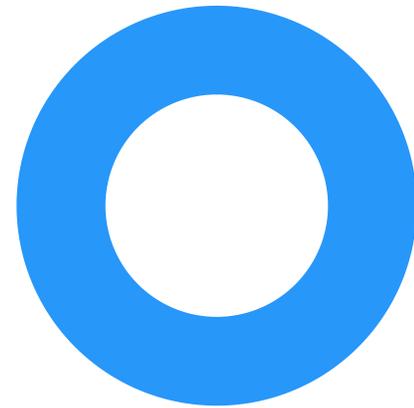
**\$2K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$2,000.00

**TOTAL \$2,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Maintenance	\$500	\$500	\$500	\$500
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>



# Pavement Improvements

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## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

---

## Location

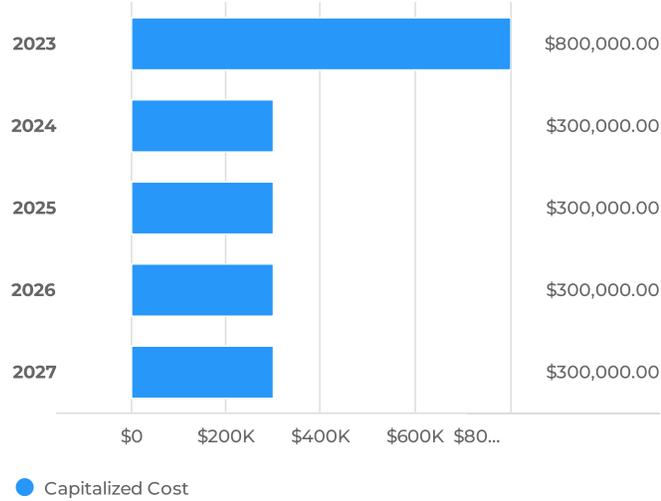


## Capital Cost

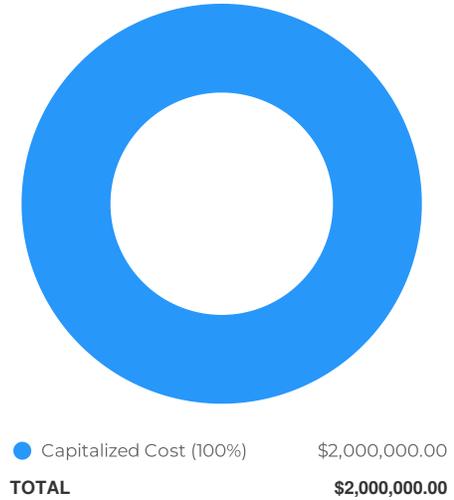
FY2023 Budget  
**\$800,000**

Total Budget (all years)  
**\$2M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$800,000	\$300,000	\$300,000	\$300,000	\$300,000
<b>Total</b>	<b>\$800,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>

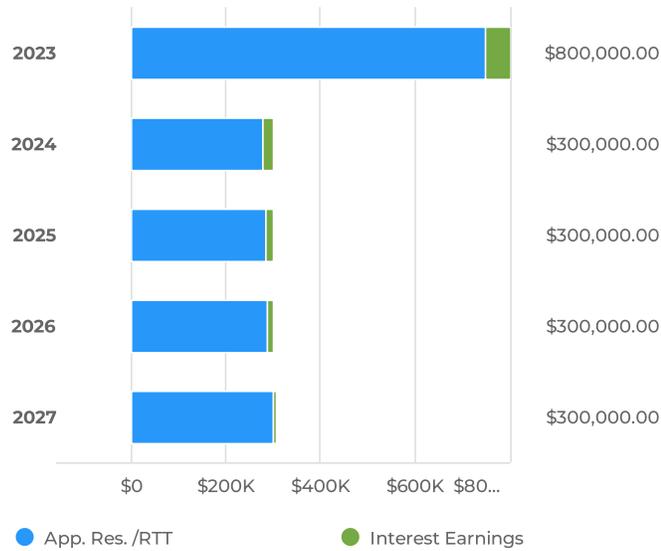


## Funding Sources

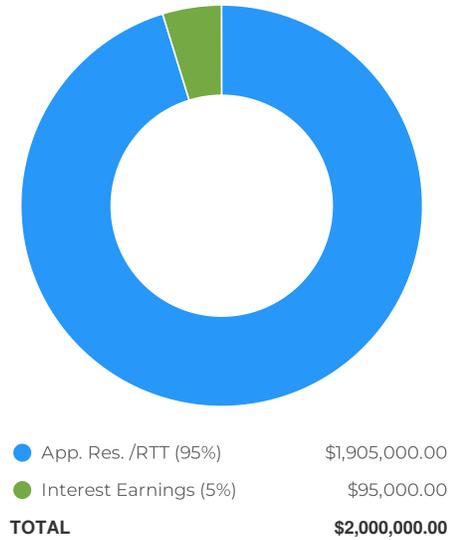
FY2023 Budget  
**\$800,000**

Total Budget (all years)  
**\$2M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
App. Res. /RTT	\$750,000	\$280,000	\$285,000	\$290,000	\$300,000
Interest Earnings	\$50,000	\$20,000	\$15,000	\$10,000	
<b>Total</b>	<b>\$800,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>



# Delaware Coastal Business Park - Phase 2 Improvements

## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Airport and Business Park
Type	Other

## Images



Delaware Coastal Business Park

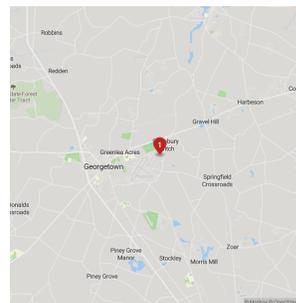
Rendering showing current Lease Areas and planned Phase 2 roadway extension and SWM areas.



Phase 2 Improvements

Little Creek Ave extension

## Location

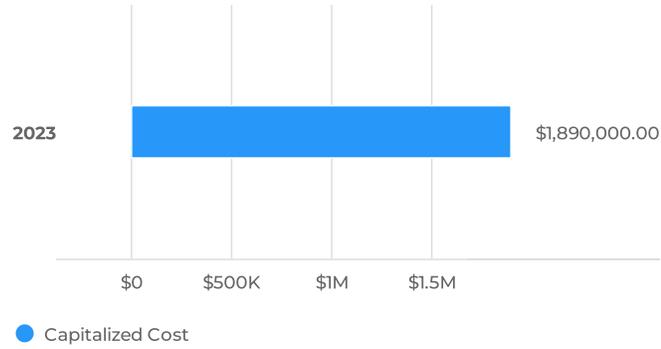


## Capital Cost

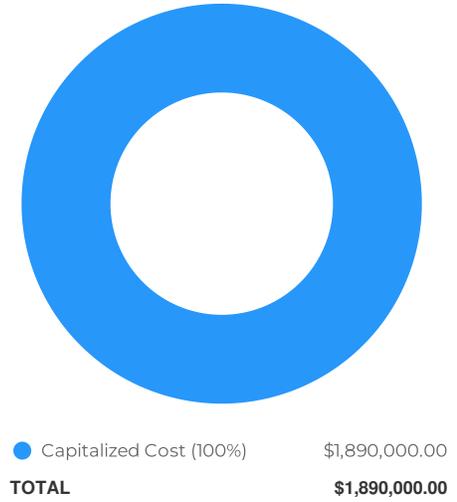
FY2023 Budget  
**\$1,890,000**

Total Budget (all years)  
**\$1.89M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$1,890,000
<b>Total</b>	<b>\$1,890,000</b>

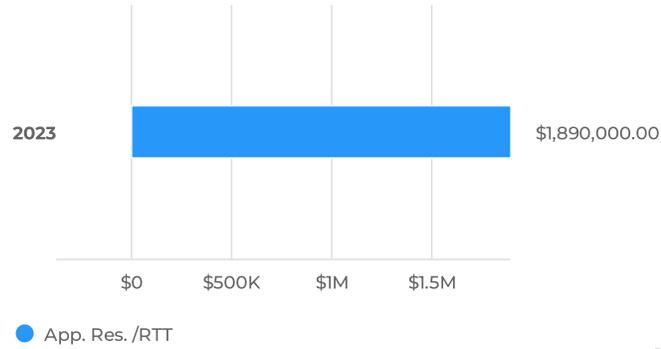


## Funding Sources

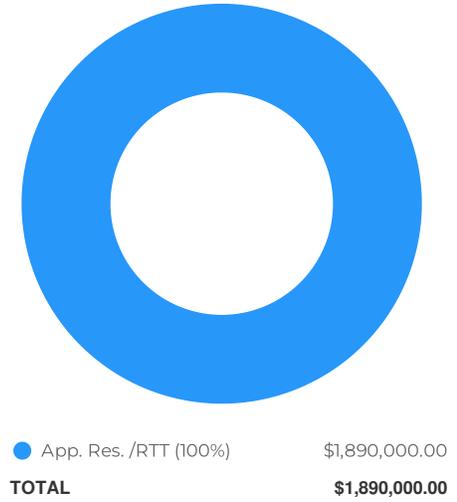
FY2023 Budget  
**\$1,890,000**

Total Budget (all years)  
**\$1.89M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$1,890,000
<b>Total</b>	<b>\$1,890,000</b>

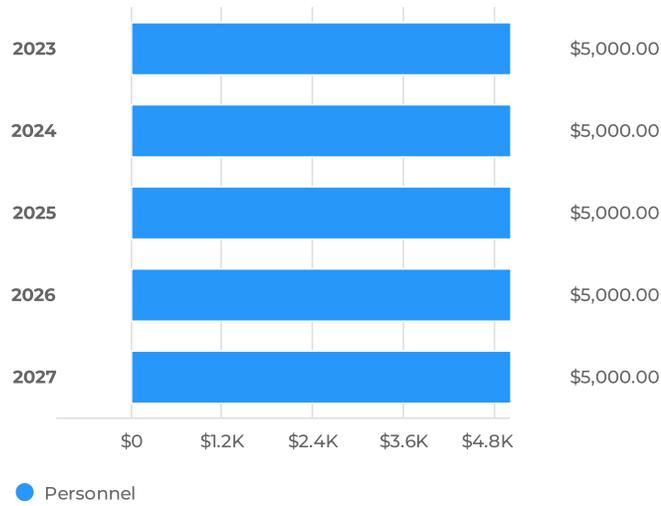


## Operational Costs

FY2023 Budget  
**\$5,000**

Total Budget (all years)  
**\$25K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>

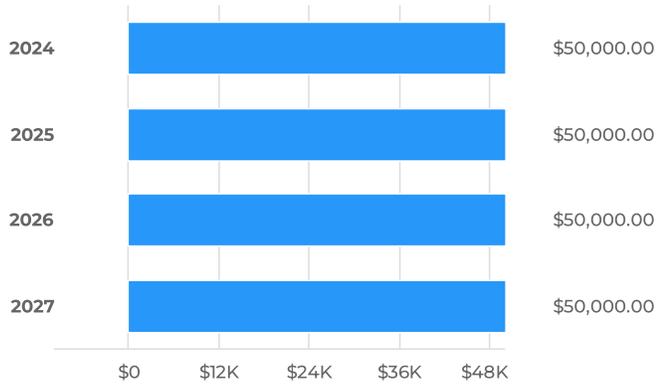


## Operating Revenue

Total Budget (all years)

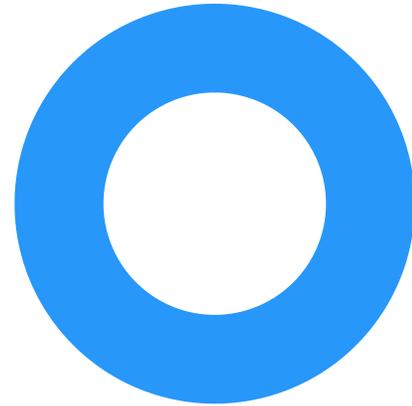
**\$200K**

Operating Revenue by Year



● Rental

Operating Revenue for Budgeted Years



● Rental (100%) \$200,000.00  
**TOTAL \$200,000.00**

### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
Rental	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>



# Utility Interconnections to the Airport/Business Park

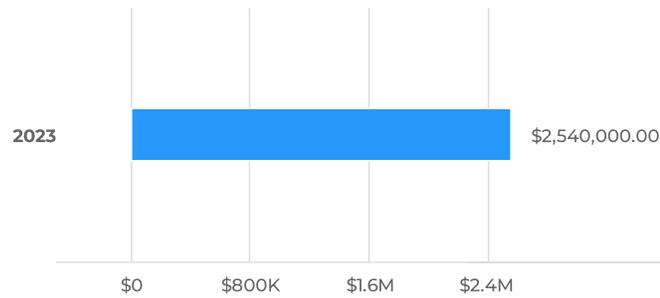
## Overview

Submitted By: Gina Jennings  
 Request Owner: Gina Jennings  
 Department: Airport and Business Park  
 Type: Other

## Capital Cost

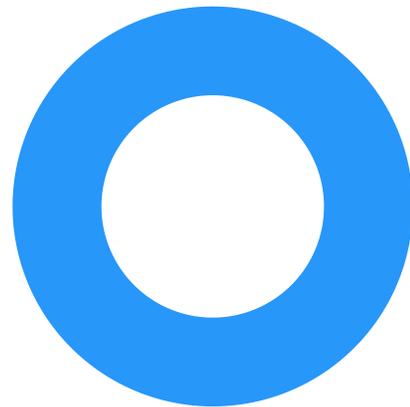
FY2023 Budget: **\$2,540,000**  
 Total Budget (all years): **\$2.54M**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$2,540,000.00  
**TOTAL \$2,540,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$2,540,000
<b>Total</b>	<b>\$2,540,000</b>

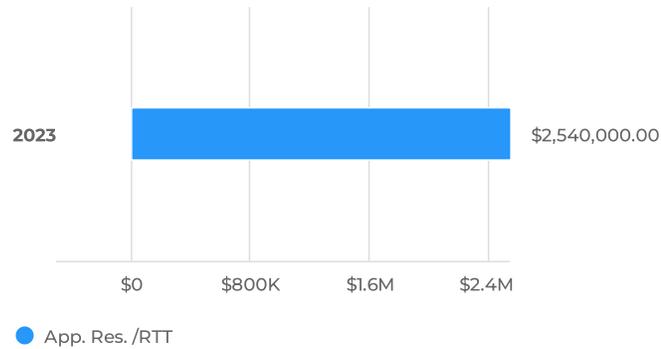


## Funding Sources

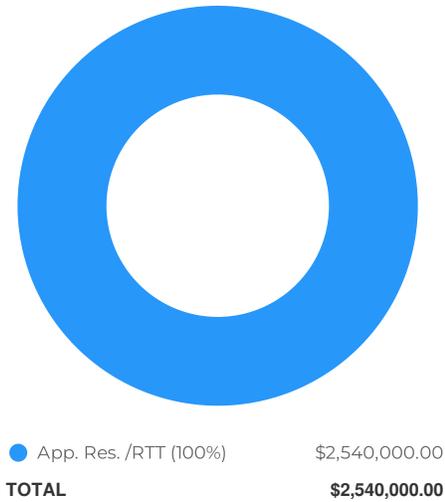
FY2023 Budget  
**\$2,540,000**

Total Budget (all years)  
**\$2.54M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023
App. Res. /RTT	\$2,540,000
<b>Total</b>	<b>\$2,540,000</b>



---

# ADMINISTRATION REQUESTS

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# Building Improvements

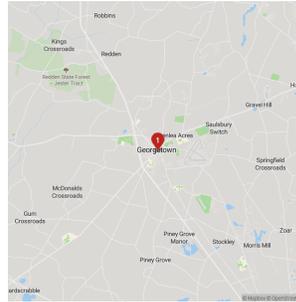
---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Administration
Type	Other

---

## Location

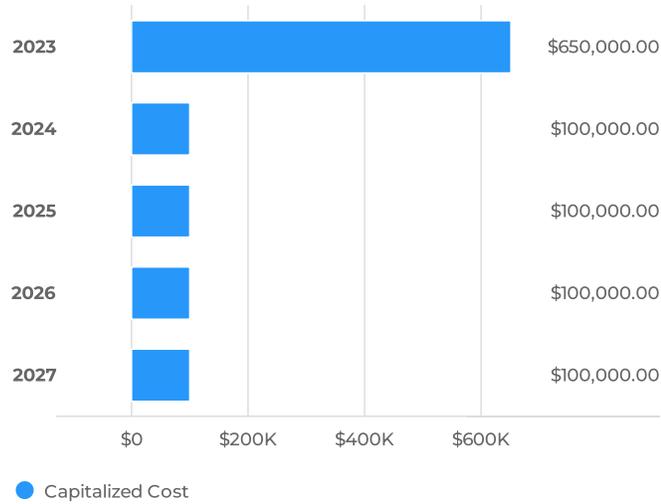


## Capital Cost

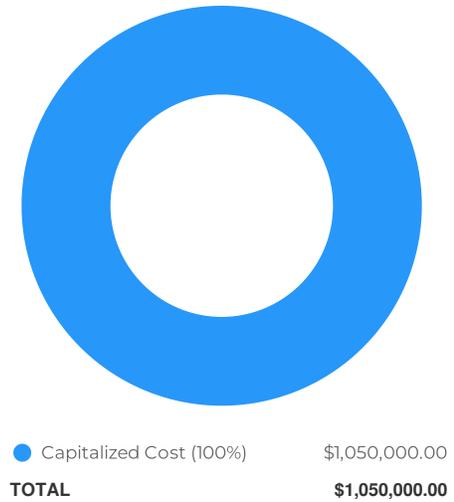
FY2023 Budget  
**\$650,000**

Total Budget (all years)  
**\$1.05M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$650,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total</b>	<b>\$650,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>

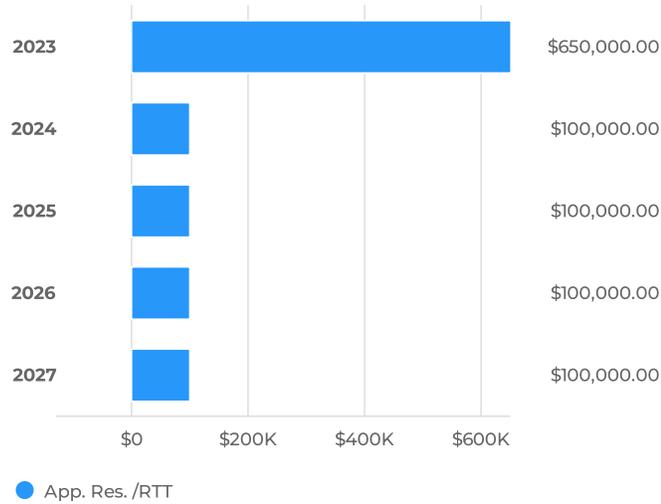


## Funding Sources

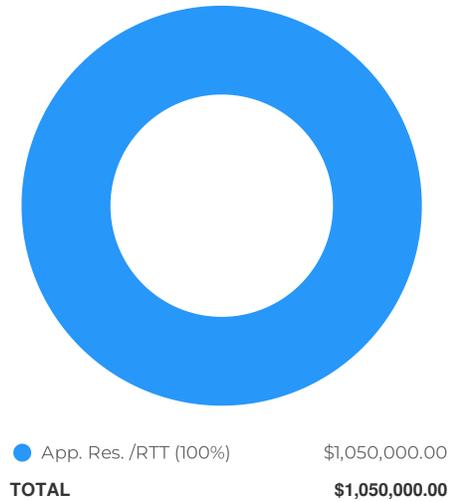
FY2023 Budget  
**\$650,000**

Total Budget (all years)  
**\$1.05M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
App. Res. /RTT	\$650,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total</b>	<b>\$650,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>



# Administration Annex

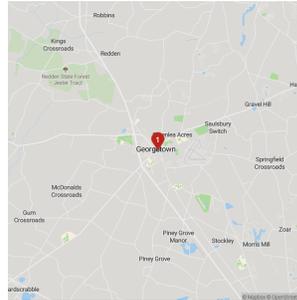
---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Administration
Type	Other

---

## Location

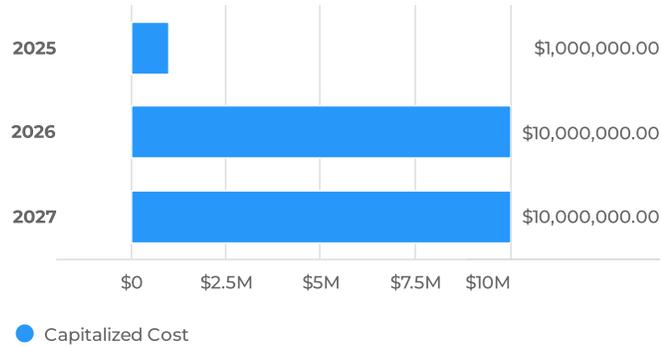


## Capital Cost

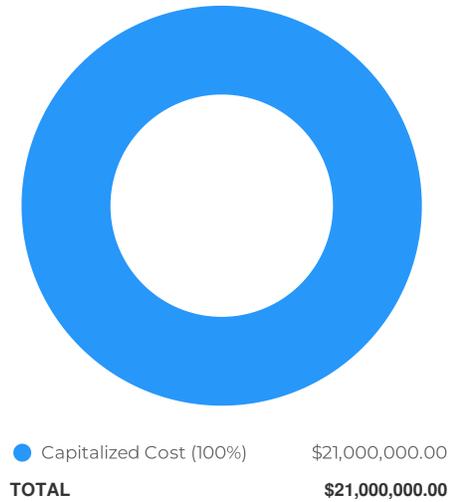
Total Budget (all years)

**\$21M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

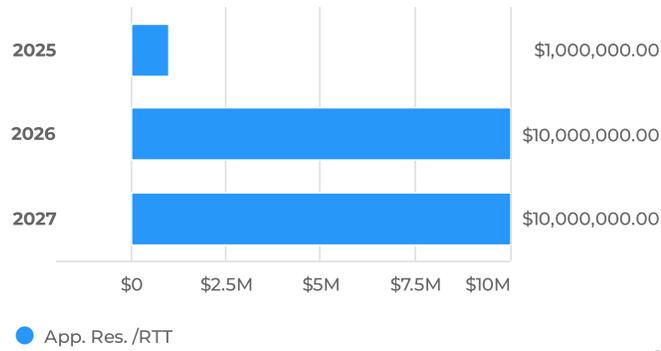
Capital Cost	FY2025	FY2026	FY2027
Capitalized Cost	\$1,000,000	\$10,000,000	\$10,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$10,000,000</b>	<b>\$10,000,000</b>

## Funding Sources

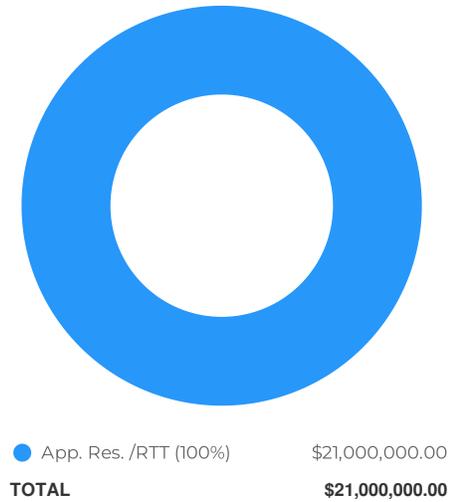
Total Budget (all years)

**\$21M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027
App. Res. /RTT	\$1,000,000	\$10,000,000	\$10,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$10,000,000</b>	<b>\$10,000,000</b>

# Administration Parking

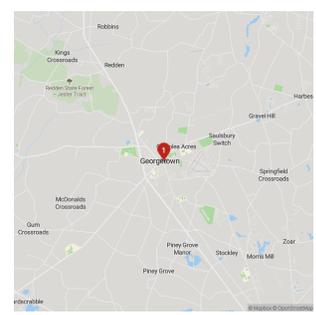
---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Administration
Type	Other

---

## Location

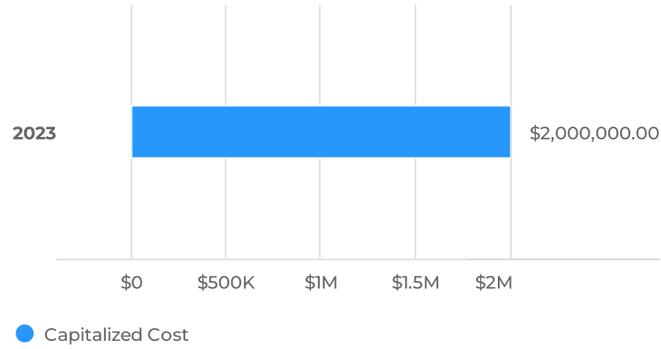


## Capital Cost

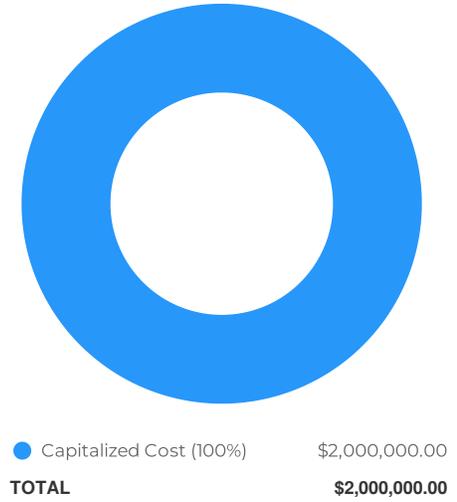
FY2023 Budget  
**\$2,000,000**

Total Budget (all years)  
**\$2M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$2,000,000
<b>Total</b>	<b>\$2,000,000</b>

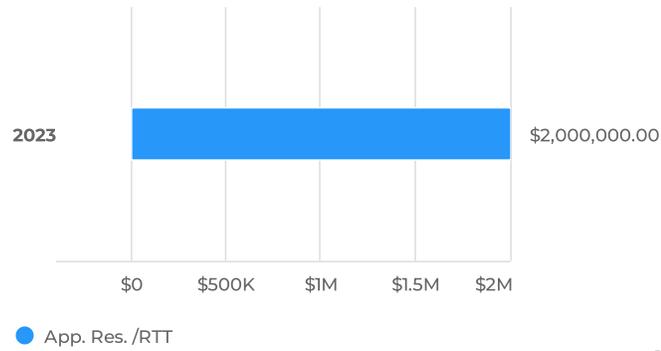


## Funding Sources

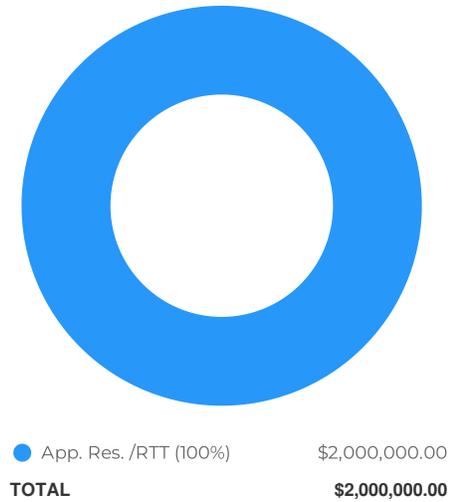
FY2023 Budget  
**\$2,000,000**

Total Budget (all years)  
**\$2M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$2,000,000
<b>Total</b>	<b>\$2,000,000</b>

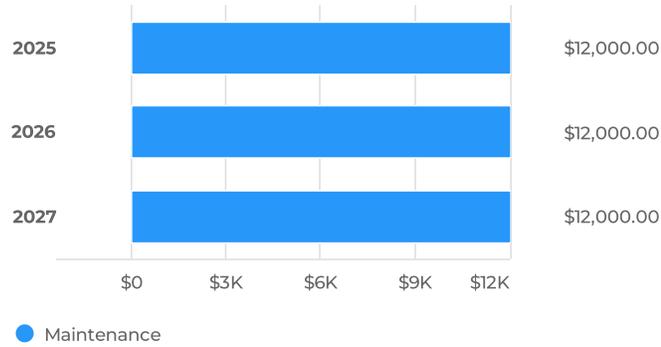


## Operational Costs

Total Budget (all years)

**\$36K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown			
Operational Costs	FY2025	FY2026	FY2027
Maintenance	\$12,000	\$12,000	\$12,000
<b>Total</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>



# Open Space Property Acquisition/Improvements

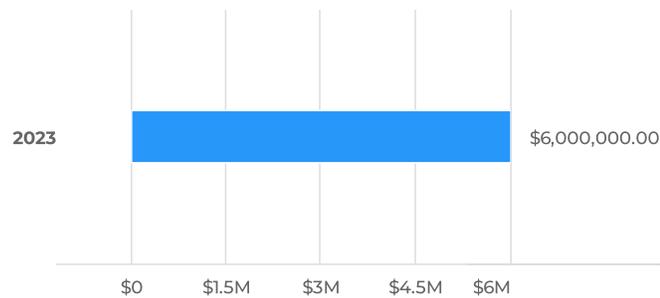
## Overview

Submitted By: Gina Jennings  
 Request Owner: Gina Jennings  
 Department: Administration  
 Type: Other

## Capital Cost

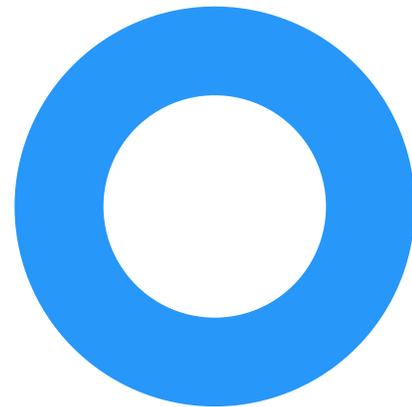
FY2023 Budget: **\$6,000,000**  
 Total Budget (all years): **\$6M**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$6,000,000.00  
**TOTAL \$6,000,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$6,000,000
<b>Total</b>	<b>\$6,000,000</b>

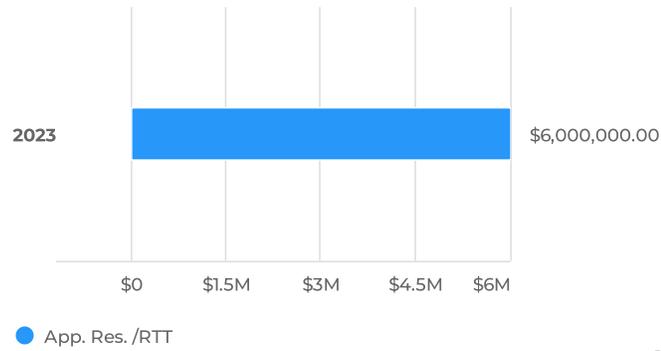


## Funding Sources

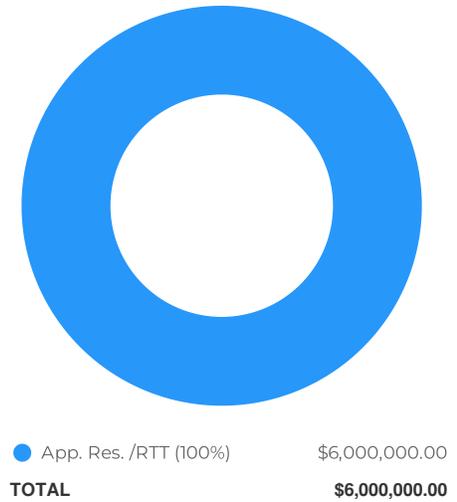
FY2023 Budget  
**\$6,000,000**

Total Budget (all years)  
**\$6M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$6,000,000
<b>Total</b>	<b>\$6,000,000</b>

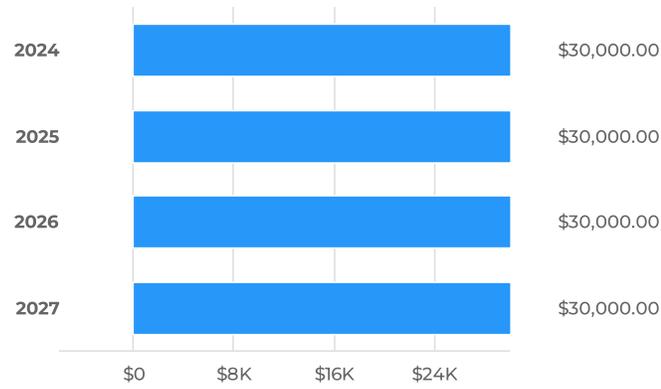


## Operational Costs

Total Budget (all years)

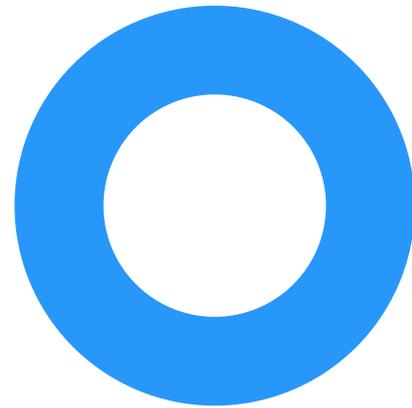
**\$120K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$120,000.00

**TOTAL \$120,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Maintenance	\$30,000	\$30,000	\$30,000	\$30,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>



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# **ENGINEERING ADMINISTRATION REQUESTS**

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# Clean Water Enhancement

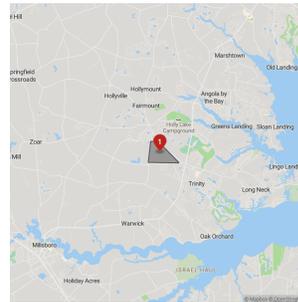
---

## Overview

Submitted By	Kathy Roth
Request Owner	Gina Jennings
Department	Engineering Administration
Type	Other

---

## Location

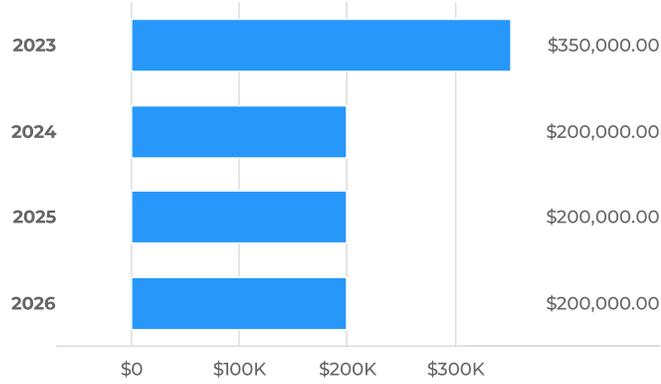


## Capital Cost

FY2023 Budget  
**\$350,000**

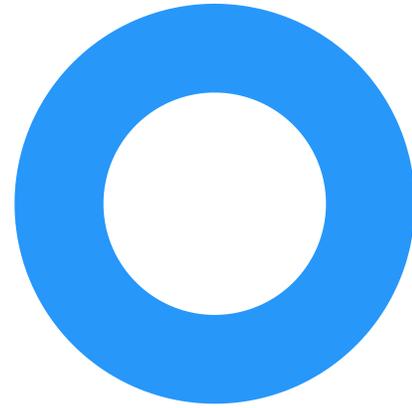
Total Budget (all years)  
**\$950K**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$950,000.00

**TOTAL \$950,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026
Capitalized Cost	\$350,000	\$200,000	\$200,000	\$200,000
<b>Total</b>	<b>\$350,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>

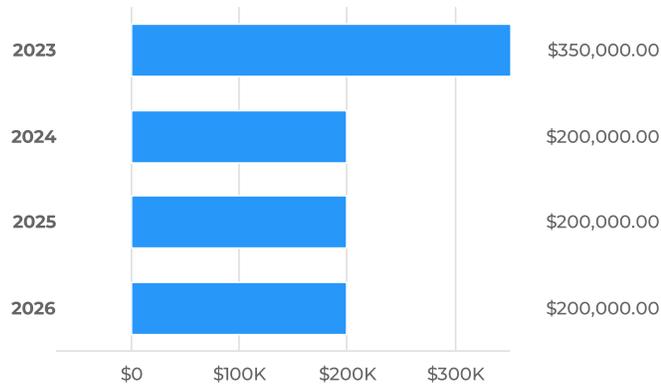


## Funding Sources

FY2023 Budget  
**\$350,000**

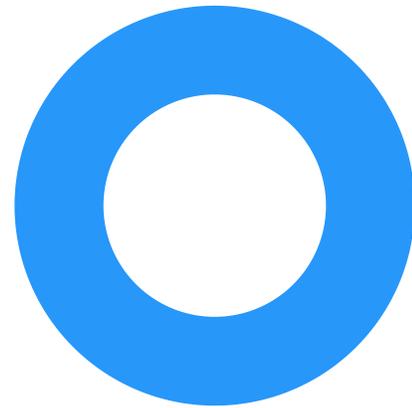
Total Budget (all years)  
**\$950K**

Funding Sources by Year



● App. Res. /RTT

Funding Sources for Budgeted Years



● App. Res. /RTT (100%) \$950,000.00  
**TOTAL \$950,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026
App. Res. /RTT	\$350,000	\$200,000	\$200,000	\$200,000
<b>Total</b>	<b>\$350,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>

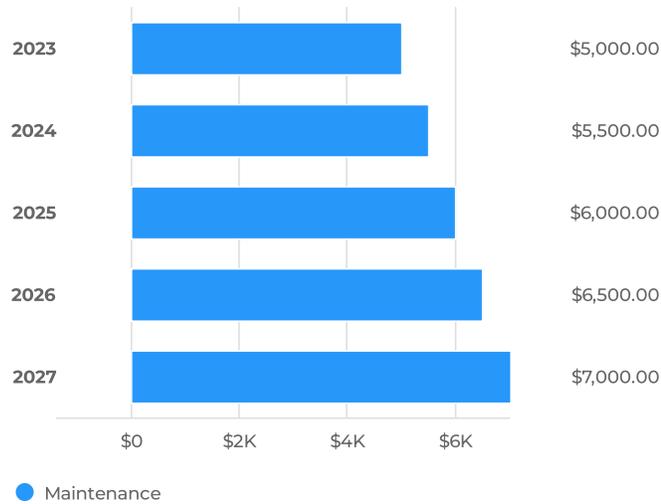


## Operational Costs

FY2023 Budget  
**\$5,000**

Total Budget (all years)  
**\$30K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027
Maintenance	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$6,000</b>	<b>\$6,500</b>	<b>\$7,000</b>



# Landfill Property Acquisition

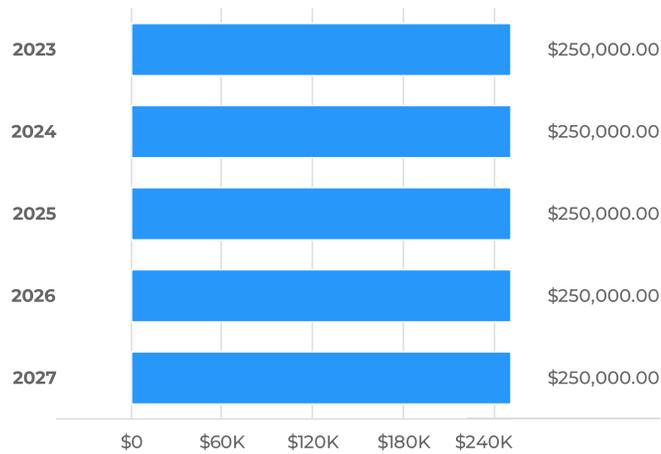
## Overview

Submitted By: Kathy Roth  
 Request Owner: Gina Jennings  
 Department: Engineering Administration  
 Type: Other

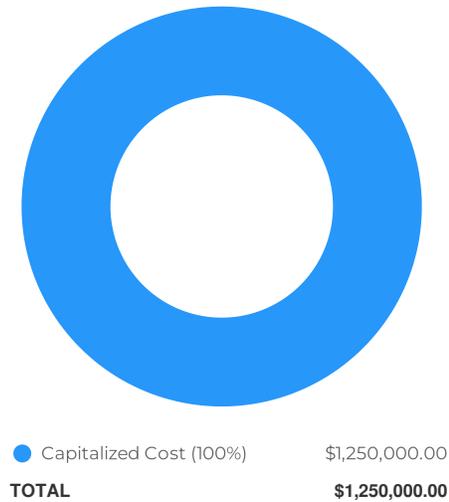
## Capital Cost

FY2023 Budget: **\$250,000**  
 Total Budget (all years): **\$1.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

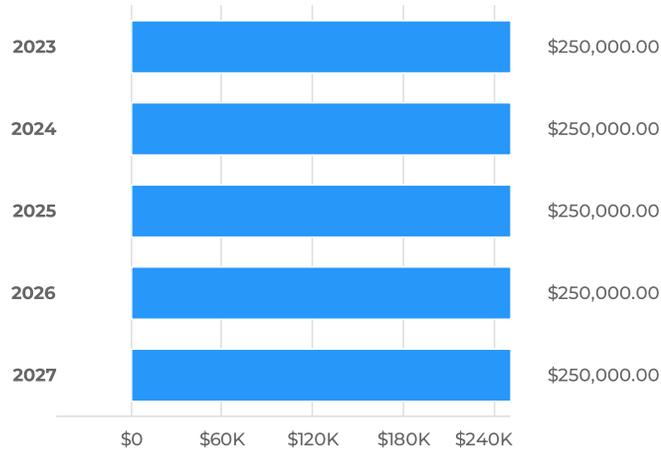


## Funding Sources

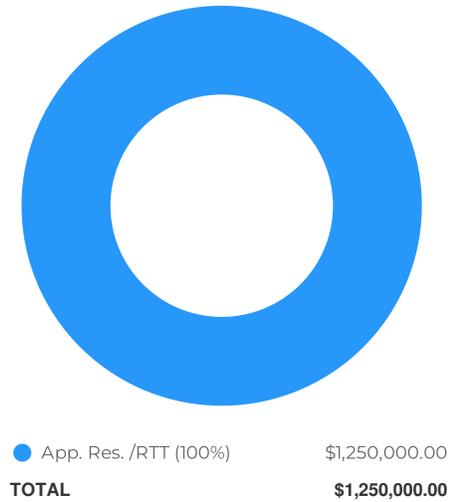
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$1.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
App. Res. /RTT	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

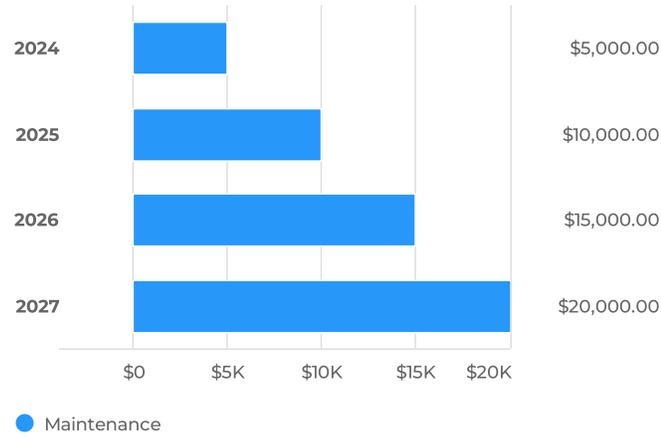


## Operational Costs

Total Budget (all years)

**\$50K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Maintenance	\$5,000	\$10,000	\$15,000	\$20,000
<b>Total</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$20,000</b>



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# **PARAMEDICS REQUESTS**

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# Public Safety Building

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## Overview

Submitted By

Kathy Roth

Request Owner

Gina Jennings

Department

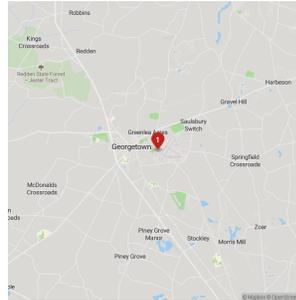
Paramedics

Type

Other

---

## Location

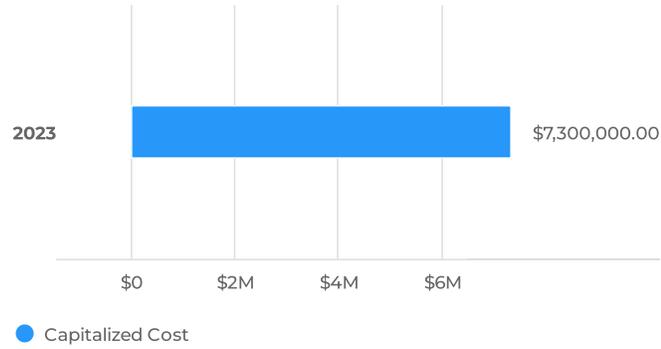


## Capital Cost

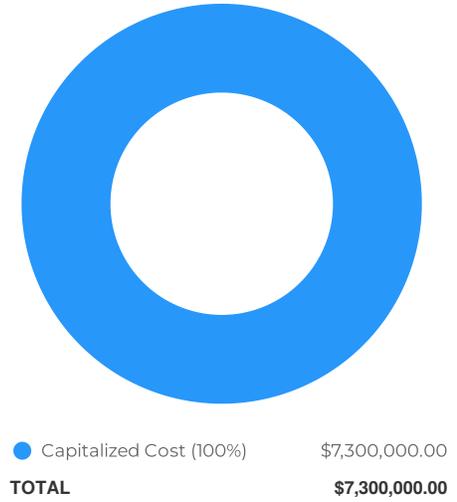
FY2023 Budget  
**\$7,300,000**

Total Budget (all years)  
**\$7.3M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Capitalized Cost	\$7,300,000
<b>Total</b>	<b>\$7,300,000</b>

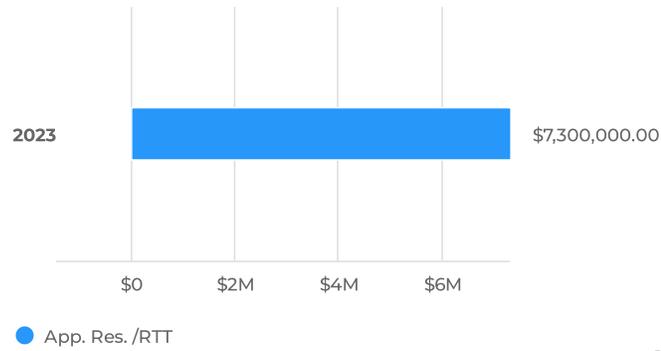


## Funding Sources

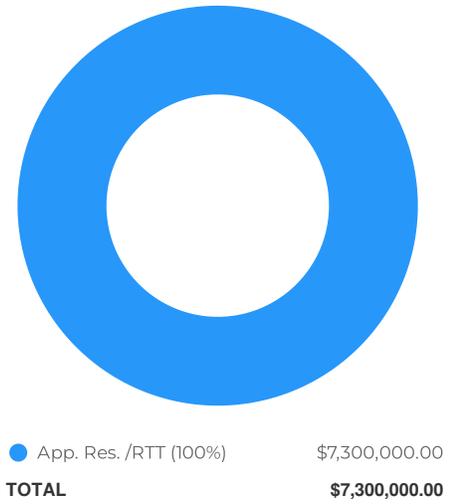
FY2023 Budget  
**\$7,300,000**

Total Budget (all years)  
**\$7.3M**

Funding Sources by Year



Funding Sources for Budgeted Years



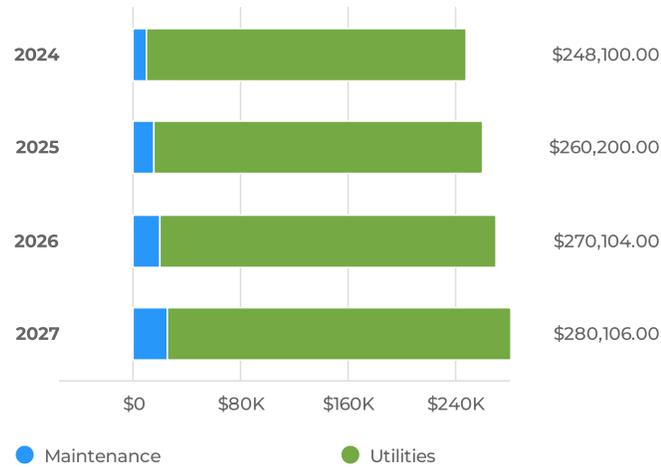
Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$7,300,000
<b>Total</b>	<b>\$7,300,000</b>

## Operational Costs

Total Budget (all years)

**\$1.059M**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Utilities	\$238,100	\$245,200	\$250,104	\$255,106
Maintenance	\$10,000	\$15,000	\$20,000	\$25,000
<b>Total</b>	<b>\$248,100</b>	<b>\$260,200</b>	<b>\$270,104</b>	<b>\$280,106</b>



# EMS Stations

## Overview

Submitted By: Kathy Roth  
 Request Owner: Gina Jennings  
 Department: Paramedics  
 Type: Other

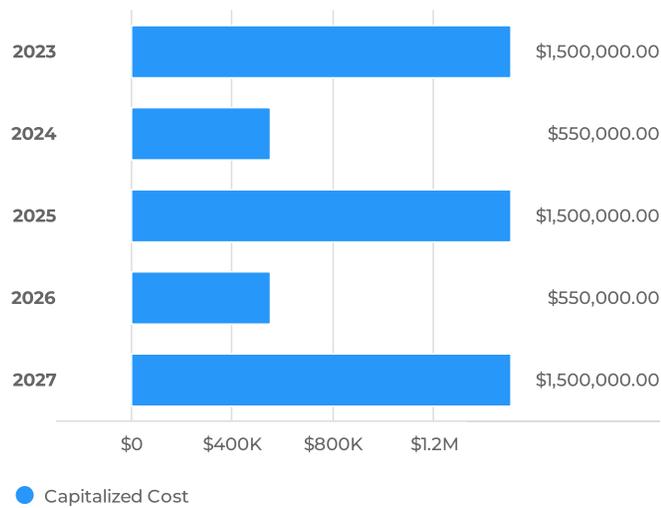
## Images



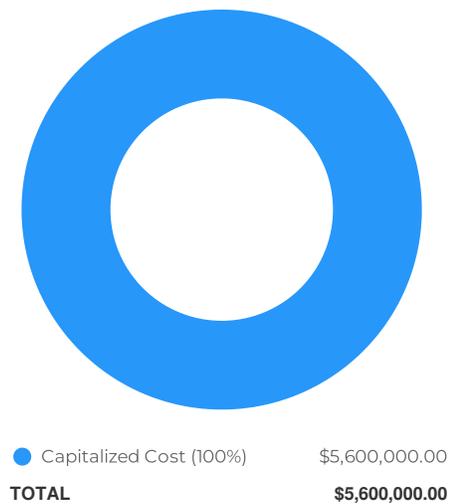
## Capital Cost

FY2023 Budget: **\$1,500,000**  
 Total Budget (all years): **\$5.6M**

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$1,500,000	\$550,000	\$1,500,000	\$550,000	\$1,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$550,000</b>	<b>\$1,500,000</b>	<b>\$550,000</b>	<b>\$1,500,000</b>

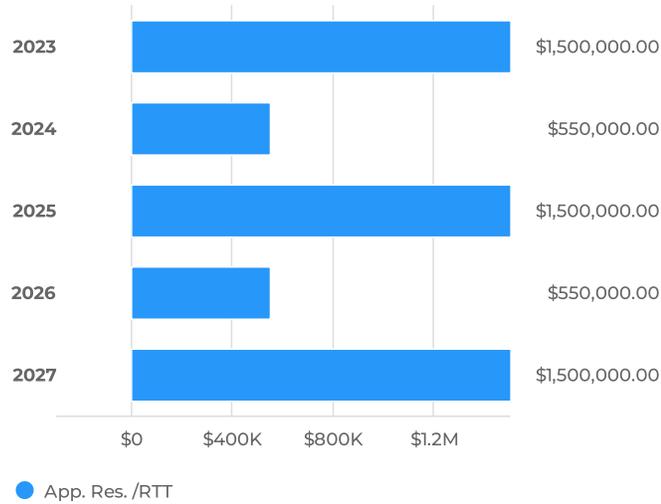


## Funding Sources

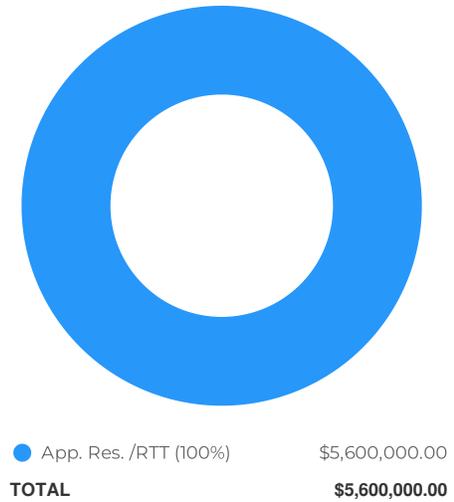
FY2023 Budget  
**\$1,500,000**

Total Budget (all years)  
**\$5.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

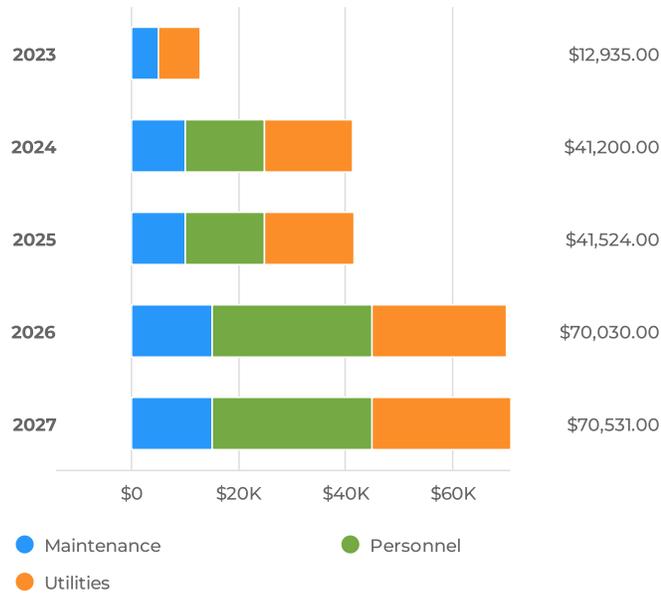
Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
App. Res. /RTT	\$1,500,000	\$550,000	\$1,500,000	\$550,000	\$1,500,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$550,000</b>	<b>\$1,500,000</b>	<b>\$550,000</b>	<b>\$1,500,000</b>

## Operational Costs

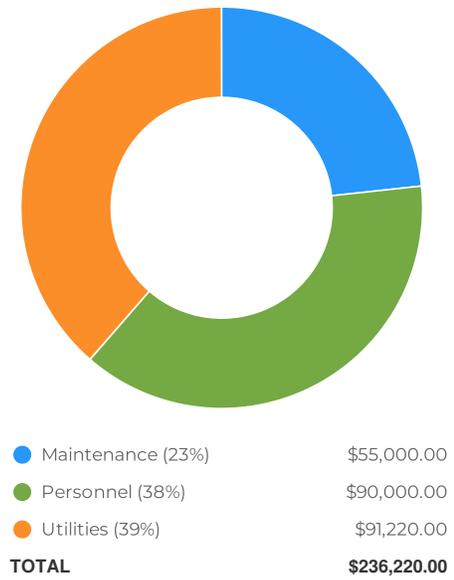
FY2023 Budget  
**\$12,935**

Total Budget (all years)  
**\$236.22K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown					
Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel		\$15,000	\$15,000	\$30,000	\$30,000
Utilities	\$7,935	\$16,200	\$16,524	\$25,030	\$25,531
Maintenance	\$5,000	\$10,000	\$10,000	\$15,000	\$15,000
<b>Total</b>	<b>\$12,935</b>	<b>\$41,200</b>	<b>\$41,524</b>	<b>\$70,030</b>	<b>\$70,531</b>



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# **ENTERPRISE CAPITAL REQUESTS**

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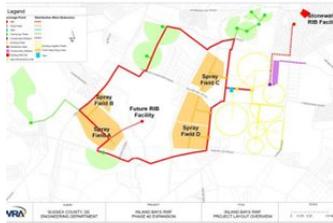


# IBRWF - Loop Project

## Overview

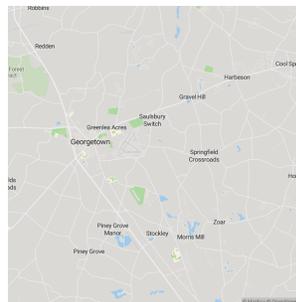
Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

## Images



Loop Project

## Location

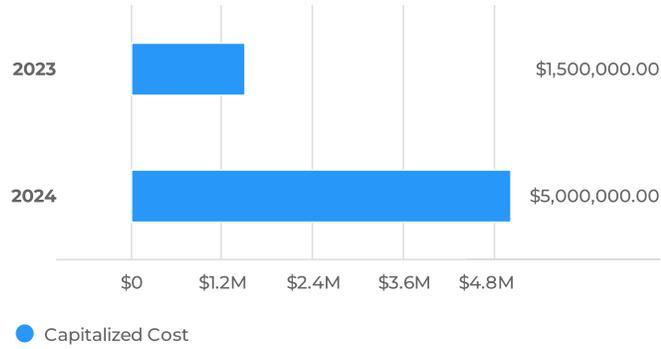


## Capital Cost

FY2023 Budget  
**\$1,500,000**

Total Budget (all years)  
**\$6.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Capitalized Cost	\$1,500,000	\$5,000,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$5,000,000</b>



## Funding Sources

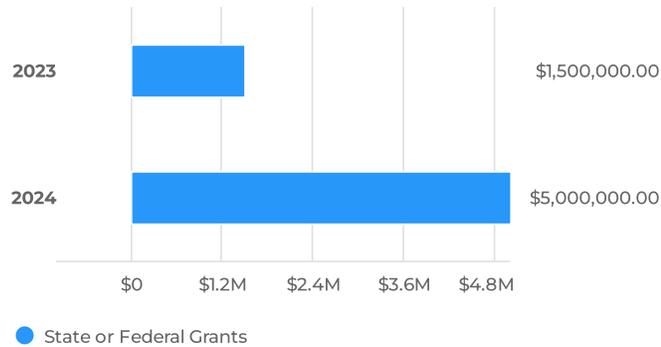
FY2023 Budget

**\$1,500,000**

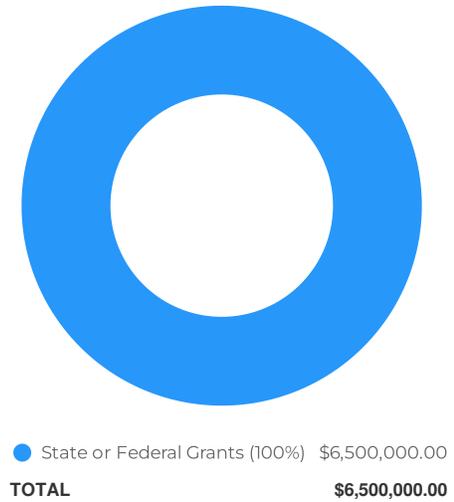
Total Budget (all years)

**\$6.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
State or Federal Grants	\$1,500,000	\$5,000,000
<b>Total</b>	<b>\$1,500,000</b>	<b>\$5,000,000</b>

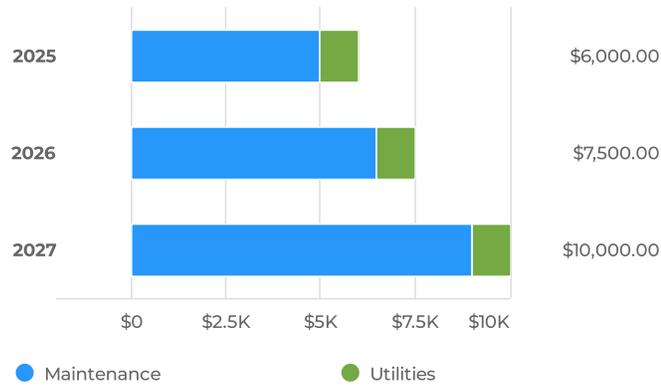


## Operational Costs

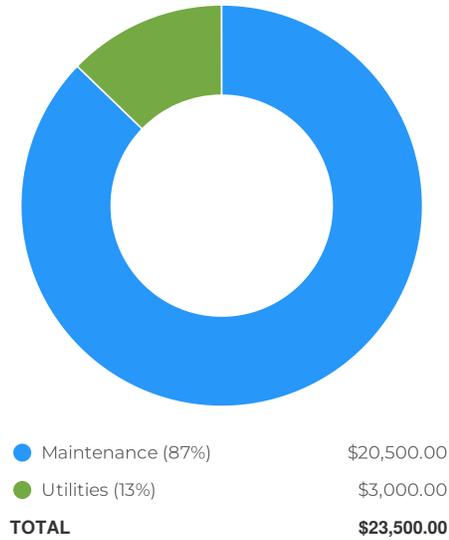
Total Budget (all years)

**\$23.5K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Utilities	\$1,000	\$1,000	\$1,000
Maintenance	\$5,000	\$6,500	\$9,000
<b>Total</b>	<b>\$6,000</b>	<b>\$7,500</b>	<b>\$10,000</b>



# IBRWF - Disposal Expansion

---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

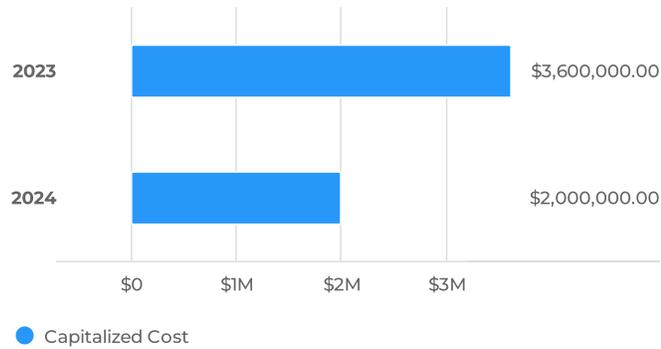


## Capital Cost

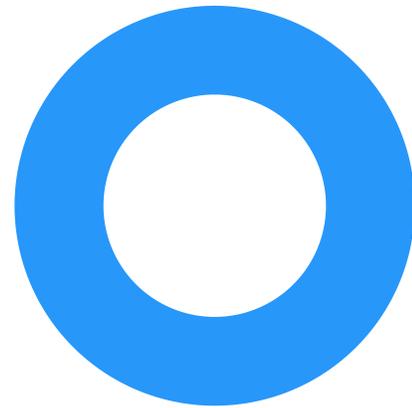
FY2023 Budget  
**\$3,600,000**

Total Budget (all years)  
**\$5.6M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$5,600,000.00  
**TOTAL \$5,600,000.00**

### Capital Cost Breakdown

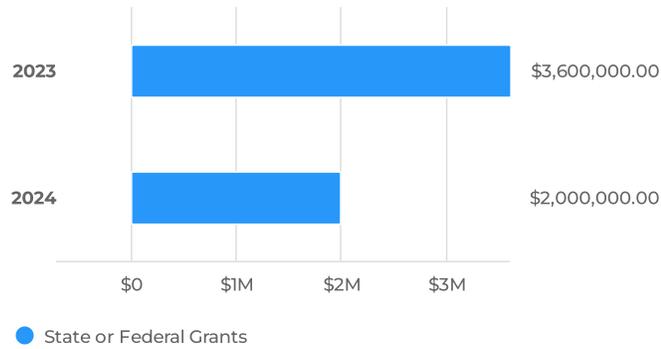
Capital Cost	FY2023	FY2024
Capitalized Cost	\$3,600,000	\$2,000,000
<b>Total</b>	<b>\$3,600,000</b>	<b>\$2,000,000</b>

## Funding Sources

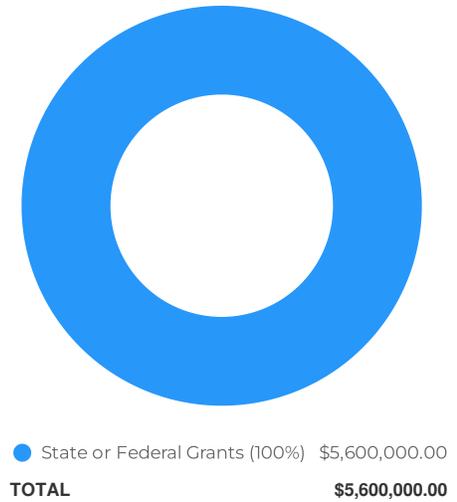
FY2023 Budget  
**\$3,600,000**

Total Budget (all years)  
**\$5.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2023	FY2024
State or Federal Grants	\$3,600,000	\$2,000,000
<b>Total</b>	<b>\$3,600,000</b>	<b>\$2,000,000</b>

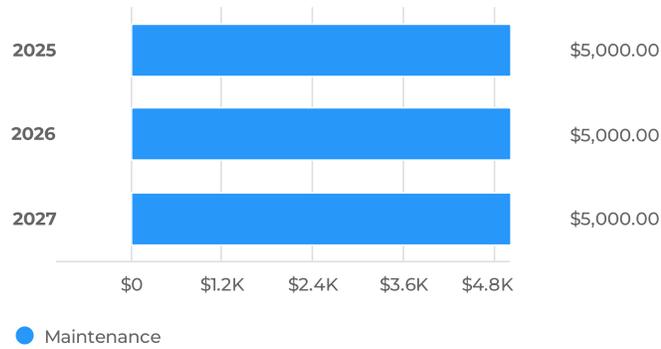


## Operational Costs

Total Budget (all years)

**\$15K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Maintenance	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>



# IBRWF - Treatment Expansion

---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

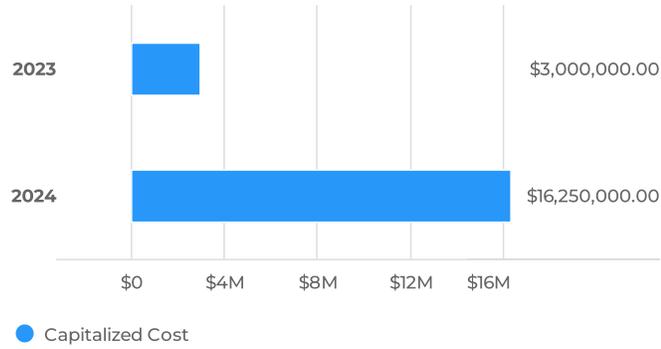


## Capital Cost

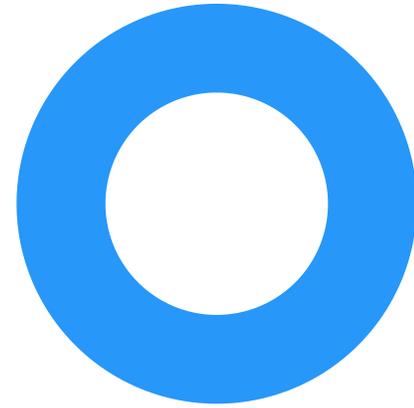
FY2023 Budget  
**\$3,000,000**

Total Budget (all years)  
**\$19.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$19,250,000.00  
**TOTAL \$19,250,000.00**

### Capital Cost Breakdown

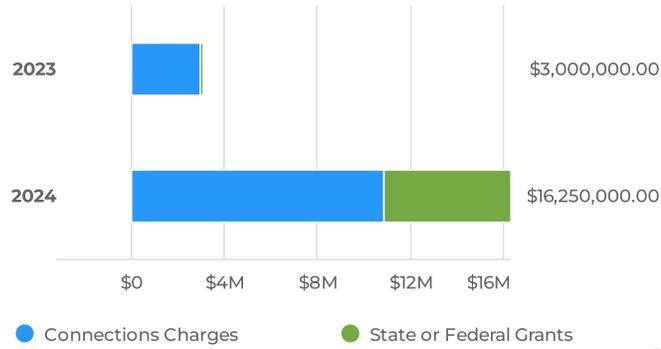
Capital Cost	FY2023	FY2024
Capitalized Cost	\$3,000,000	\$16,250,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$16,250,000</b>

## Funding Sources

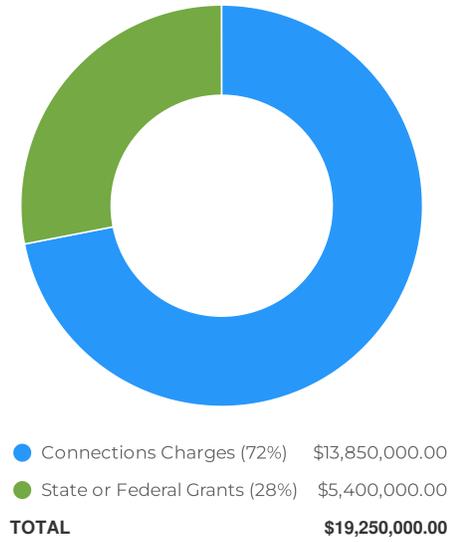
FY2023 Budget  
**\$3,000,000**

Total Budget (all years)  
**\$19.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
State or Federal Grants		\$5,400,000
Connections Charges	\$3,000,000	\$10,850,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$16,250,000</b>

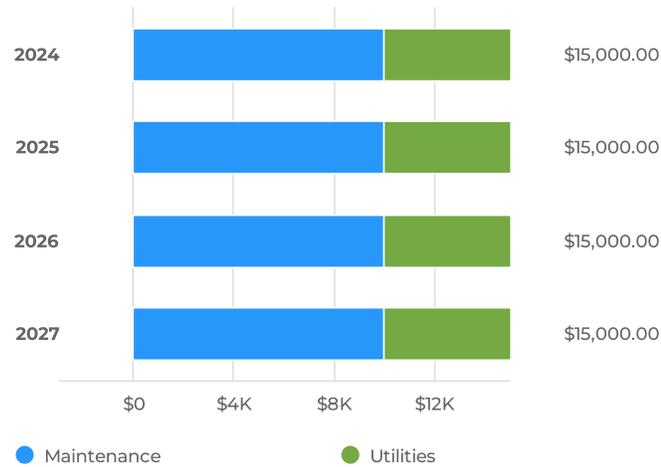


## Operational Costs

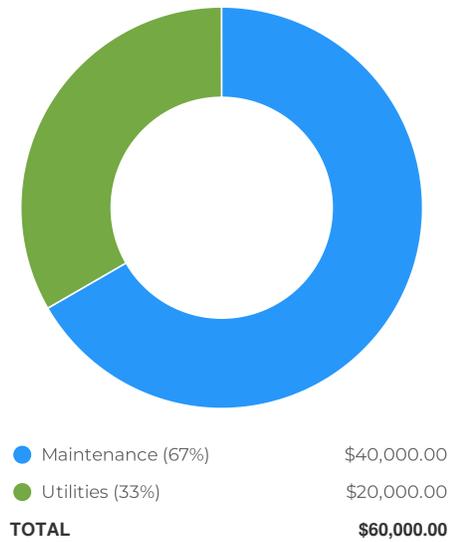
Total Budget (all years)

**\$60K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Utilities	\$5,000	\$5,000	\$5,000	\$5,000
Maintenance	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>



# IBRWF - Constructed Wetlands/Drainage Improvements

---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

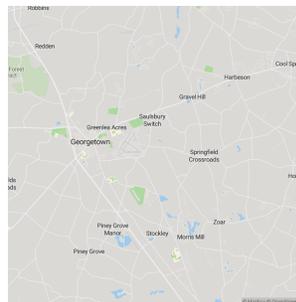
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## Images



Constructed Wetlands

## Location

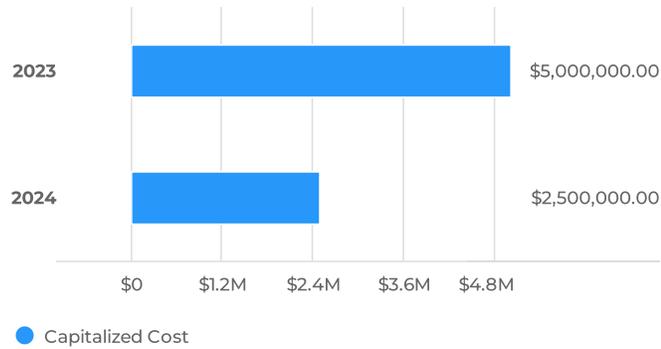


## Capital Cost

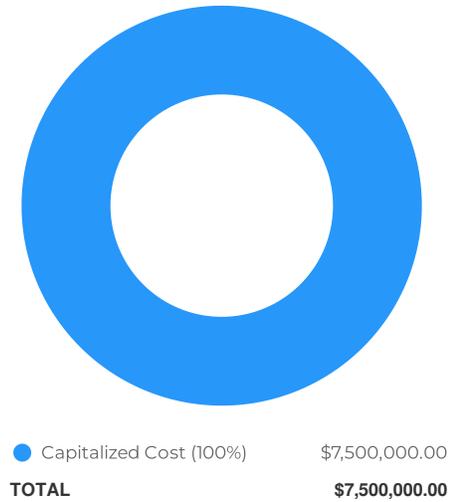
FY2023 Budget  
**\$5,000,000**

Total Budget (all years)  
**\$7.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2023	FY2024
Capitalized Cost	\$5,000,000	\$2,500,000
<b>Total</b>	<b>\$5,000,000</b>	<b>\$2,500,000</b>

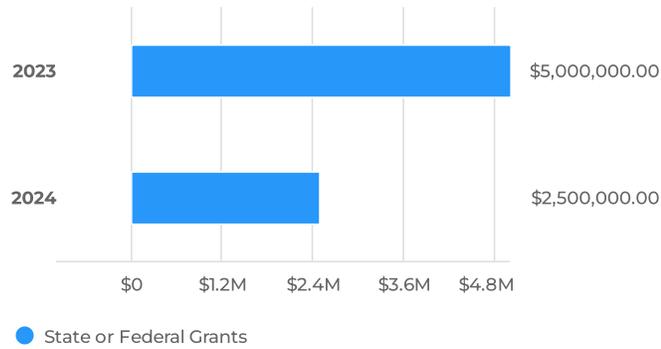


## Funding Sources

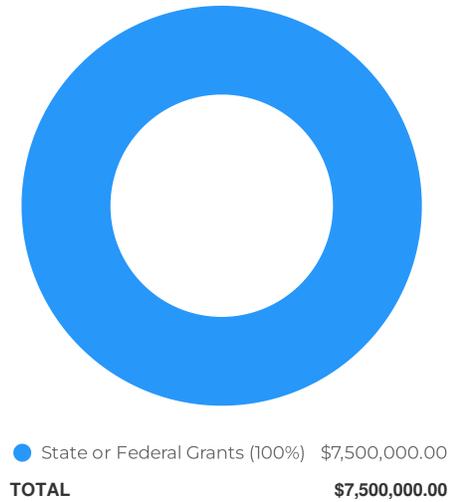
FY2023 Budget  
**\$5,000,000**

Total Budget (all years)  
**\$7.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2023	FY2024
State or Federal Grants	\$5,000,000	\$2,500,000
<b>Total</b>	<b>\$5,000,000</b>	<b>\$2,500,000</b>

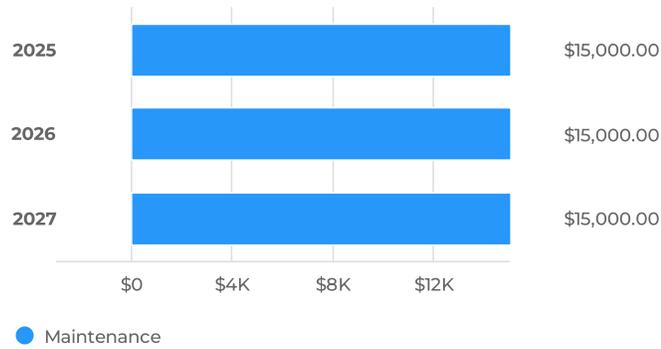


## Operational Costs

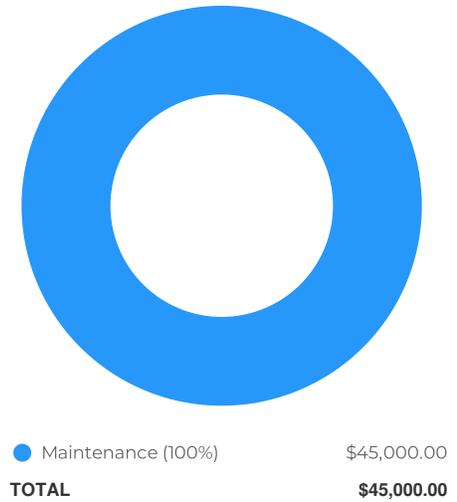
Total Budget (all years)

**\$45K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Maintenance	\$15,000	\$15,000	\$15,000
<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>



# SCRWF - Capacity Expansion

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

## Images



Concrete Clarifier



Concrete Clarifier 2

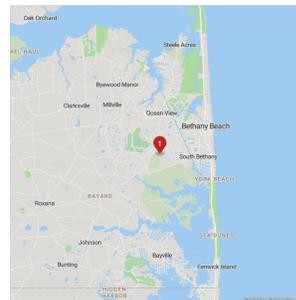


Concrete Clarifier 2



Blower Building

## Location

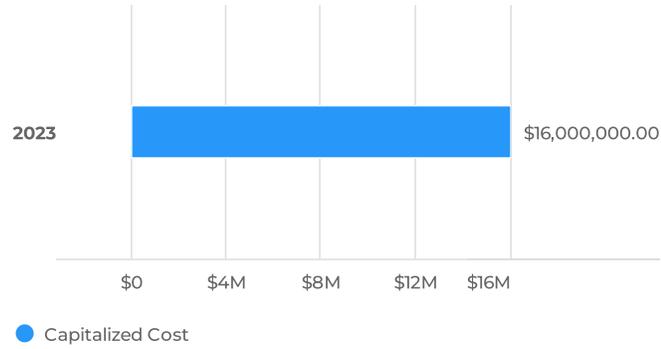


## Capital Cost

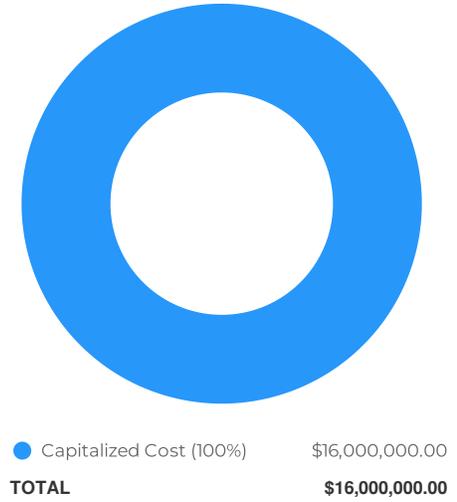
FY2023 Budget  
**\$16,000,000**

Total Budget (all years)  
**\$16M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$16,000,000
<b>Total</b>	<b>\$16,000,000</b>

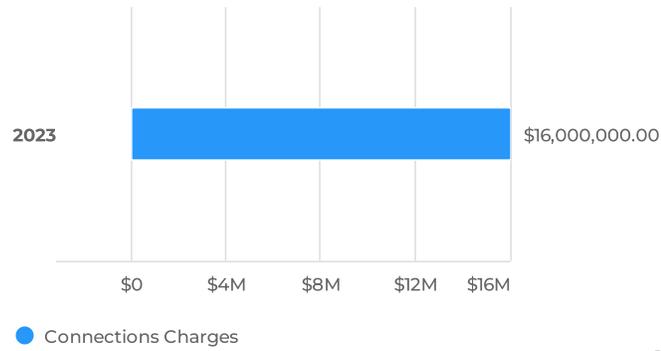


## Funding Sources

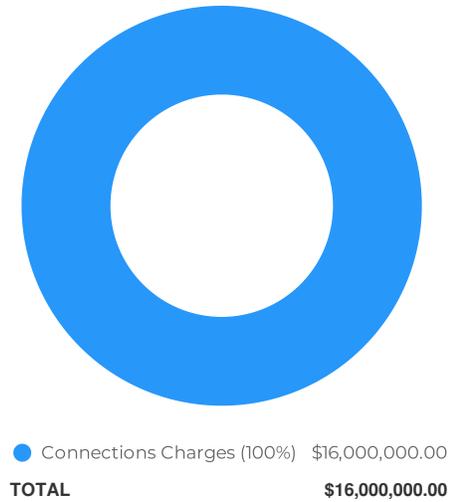
FY2023 Budget  
**\$16,000,000**

Total Budget (all years)  
**\$16M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Connections Charges	\$16,000,000
<b>Total</b>	<b>\$16,000,000</b>

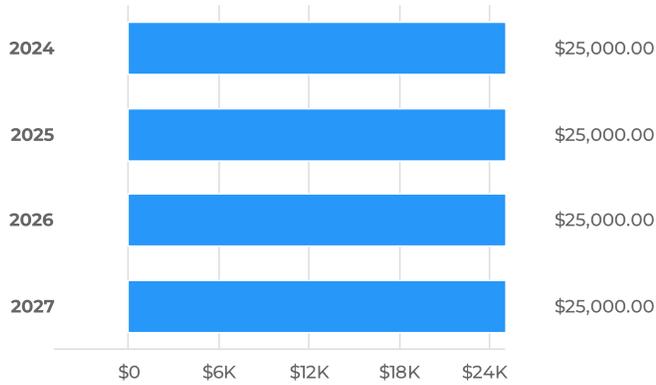


## Operational Costs

Total Budget (all years)

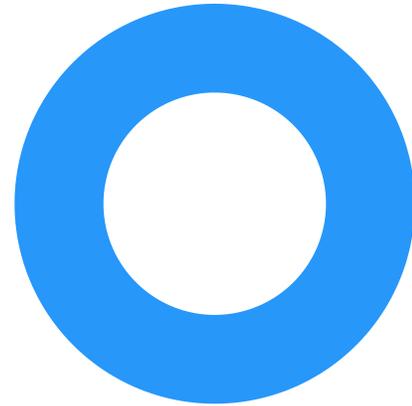
**\$100K**

Operational Costs by Year



● Utilities

Operational Costs for Budgeted Years



● Utilities (100%)

\$100,000.00

**TOTAL**

**\$100,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Utilities	\$25,000	\$25,000	\$25,000	\$25,000
<b>Total</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>



# SCRWF - Compliance Upgrades

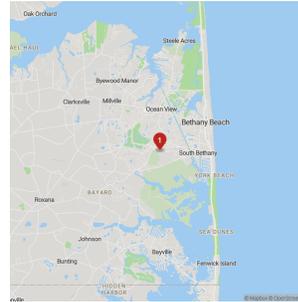
---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

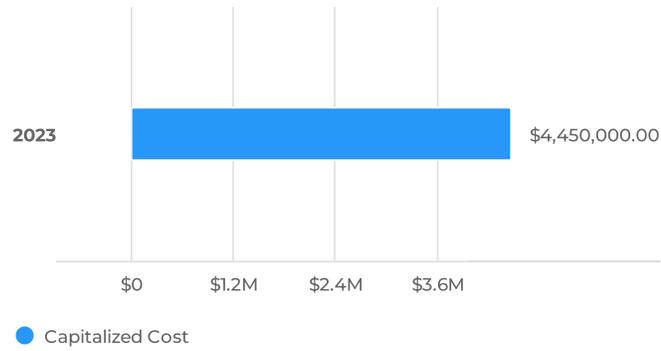


## Capital Cost

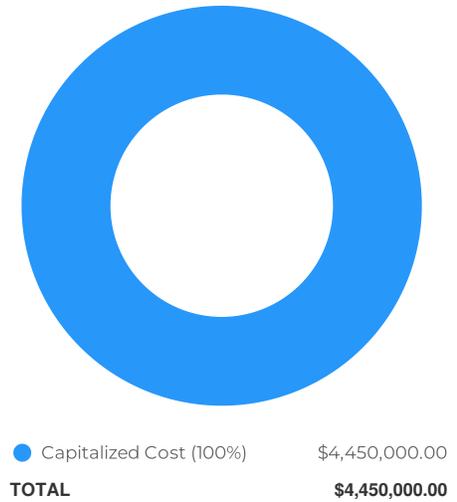
FY2023 Budget  
**\$4,450,000**

Total Budget (all years)  
**\$4.45M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

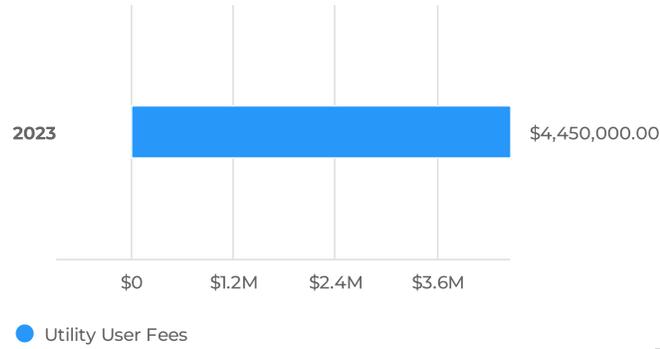
Capital Cost	FY2023
Capitalized Cost	\$4,450,000
<b>Total</b>	<b>\$4,450,000</b>

## Funding Sources

FY2023 Budget  
**\$4,450,000**

Total Budget (all years)  
**\$4.45M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Utility User Fees	\$4,450,000
<b>Total</b>	<b>\$4,450,000</b>

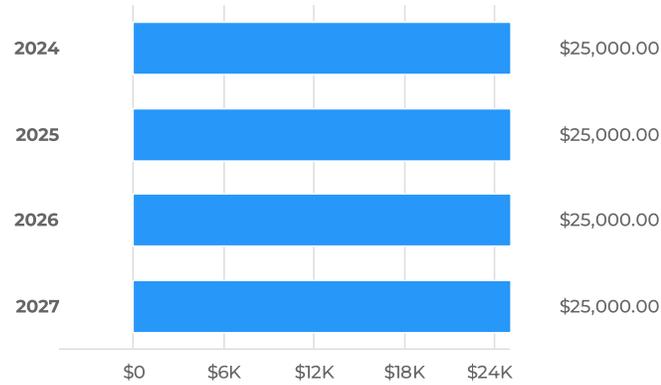


## Operational Costs

Total Budget (all years)

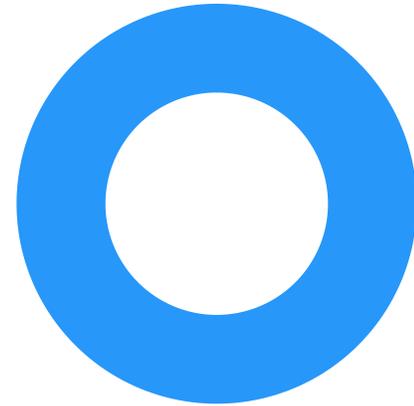
**\$100K**

Operational Costs by Year



● Utilities

Operational Costs for Budgeted Years



● Utilities (100%)

\$100,000.00

**TOTAL**

**\$100,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Utilities	\$25,000	\$25,000	\$25,000	\$25,000
<b>Total</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>



# Piney Neck - Transmission Improvements

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

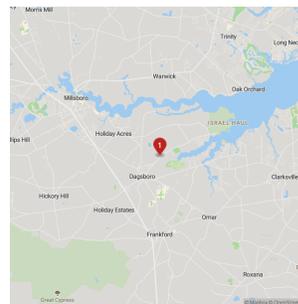
## Images



Piney Neck

## Location

Address: 29535 Piney Neck Road

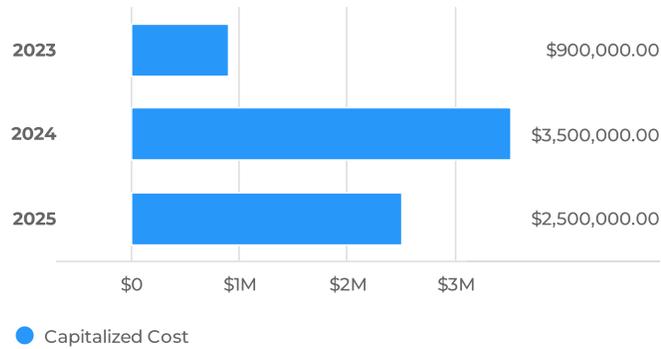


## Capital Cost

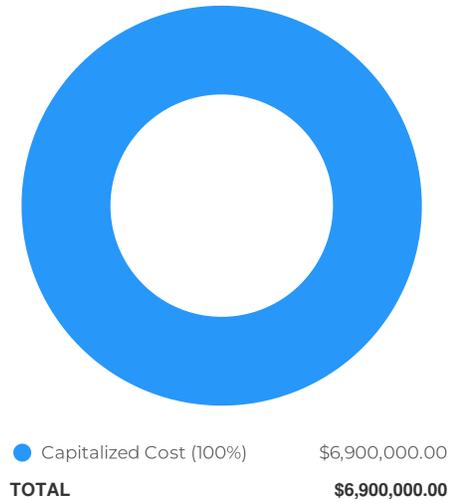
FY2023 Budget  
**\$900,000**

Total Budget (all years)  
**\$6.9M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025
Capitalized Cost	\$900,000	\$3,500,000	\$2,500,000
<b>Total</b>	<b>\$900,000</b>	<b>\$3,500,000</b>	<b>\$2,500,000</b>



## Funding Sources

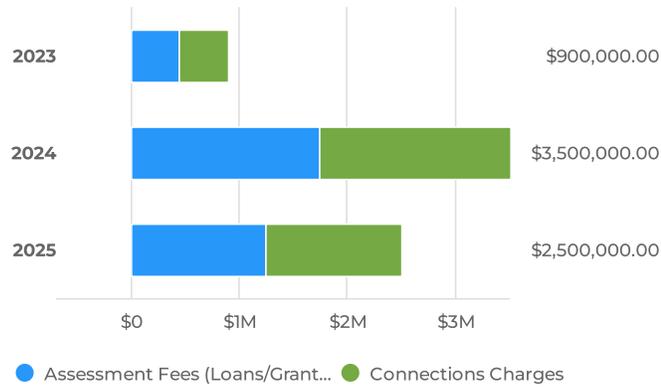
FY2023 Budget

**\$900,000**

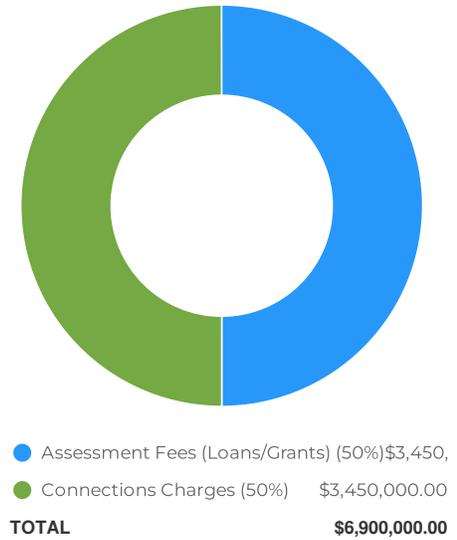
Total Budget (all years)

**\$6.9M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025
Connections Charges	\$450,000	\$1,750,000	\$1,250,000
Assessment Fees (Loans/Grants)	\$450,000	\$1,750,000	\$1,250,000
<b>Total</b>	<b>\$900,000</b>	<b>\$3,500,000</b>	<b>\$2,500,000</b>

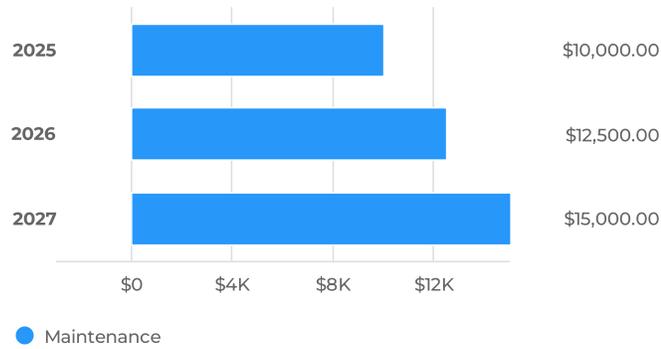


## Operational Costs

Total Budget (all years)

**\$37.5K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Maintenance	\$10,000	\$12,500	\$15,000
<b>Total</b>	<b>\$10,000</b>	<b>\$12,500</b>	<b>\$15,000</b>



# Piney Neck - Lagoon Conversions

---

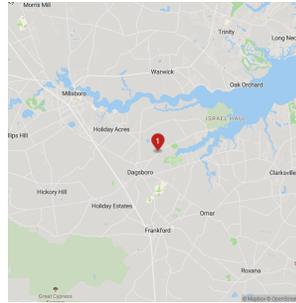
## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

Address: 29535 Piney Neck Road

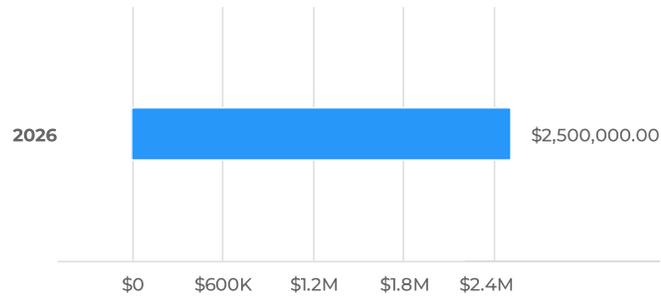


## Capital Cost

Total Budget (all years)

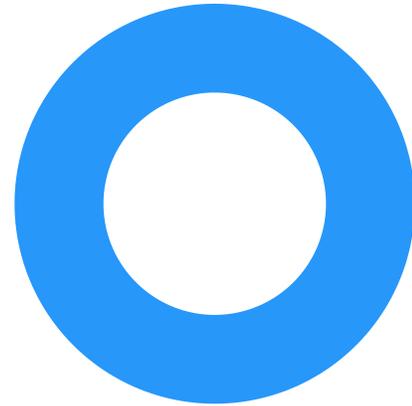
**\$2.5M**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$2,500,000.00

**TOTAL \$2,500,000.00**

### Capital Cost Breakdown

Capital Cost	FY2026
Capitalized Cost	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

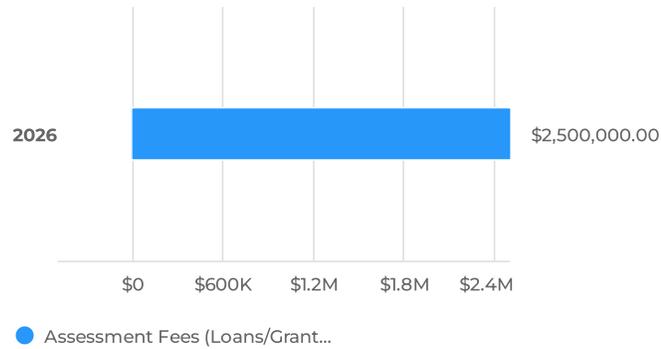


## Funding Sources

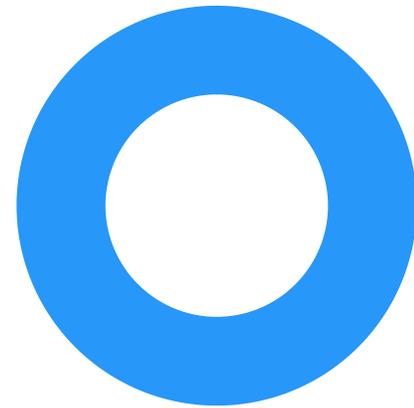
Total Budget (all years)

**\$2.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%) \$2,500,000.00  
**TOTAL \$2,500,000.00**

### Funding Sources Breakdown

Funding Sources	FY2026
Assessment Fees (Loans/Grants)	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

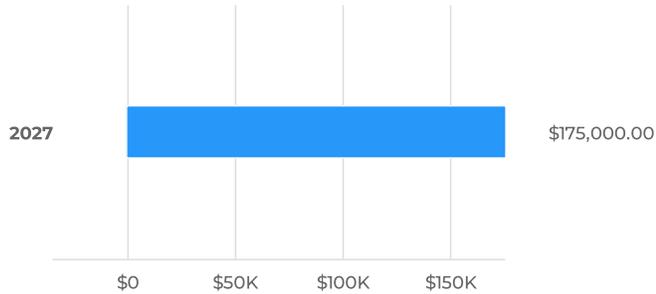


## Cost Savings

Total Budget (all years)

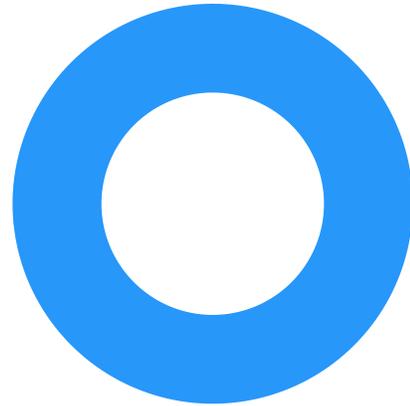
**\$175K**

Cost Savings by Year



● Estimated Operational Savings

Cost Savings for Budgeted Years



● Estimated Operational Savings (100%) \$175,000.

**TOTAL \$175,000.00**

### Cost Savings Breakdown

Cost Savings	FY2027
Estimated Operational Savings	\$175,000
<b>Total</b>	<b>\$175,000</b>



# WNRWF - Conversion

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

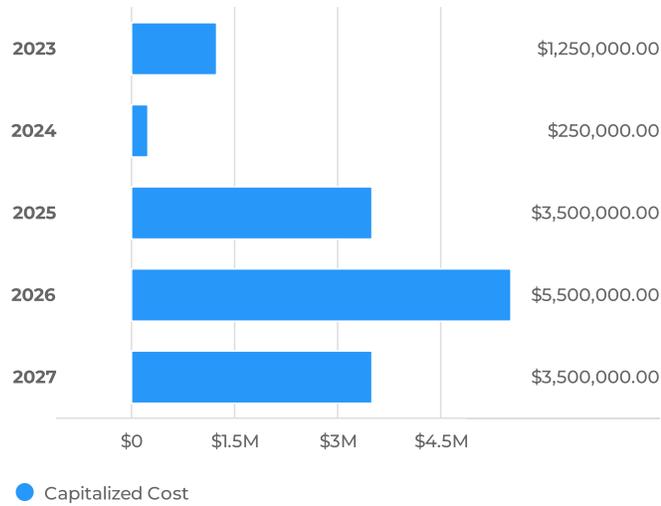


## Capital Cost

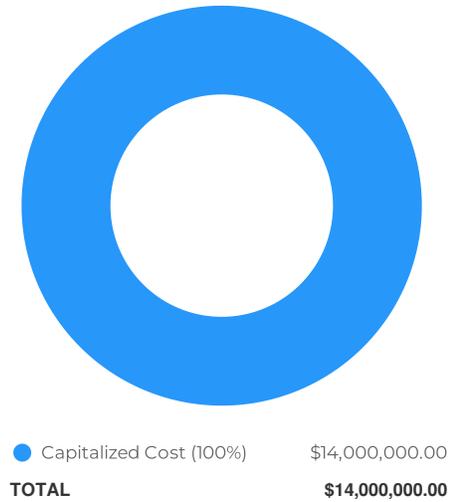
FY2023 Budget  
**\$1,250,000**

Total Budget (all years)  
**\$14M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Capitalized Cost	\$1,250,000	\$250,000	\$3,500,000	\$5,500,000	\$3,500,000
<b>Total</b>	<b>\$1,250,000</b>	<b>\$250,000</b>	<b>\$3,500,000</b>	<b>\$5,500,000</b>	<b>\$3,500,000</b>

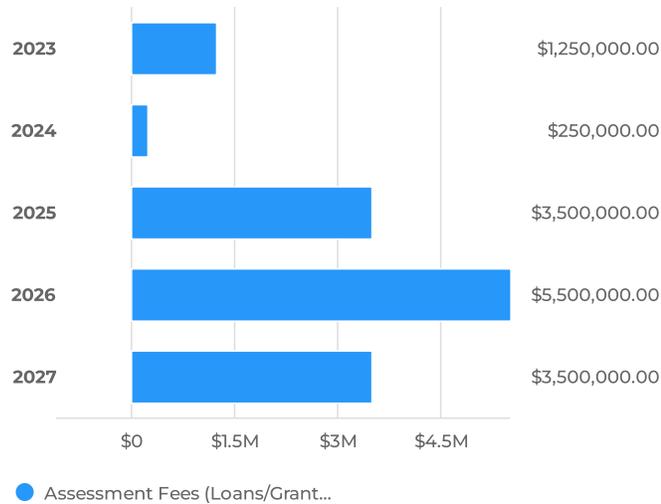


## Funding Sources

FY2023 Budget  
**\$1,250,000**

Total Budget (all years)  
**\$14M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025	FY2026	FY2027
Assessment Fees (Loans/Grants)	\$1,250,000	\$250,000	\$3,500,000	\$5,500,000	\$3,500,000
<b>Total</b>	<b>\$1,250,000</b>	<b>\$250,000</b>	<b>\$3,500,000</b>	<b>\$5,500,000</b>	<b>\$3,500,000</b>

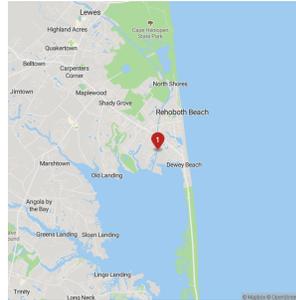


# West Rehoboth Station and Transmission to Rehoboth

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

## Location

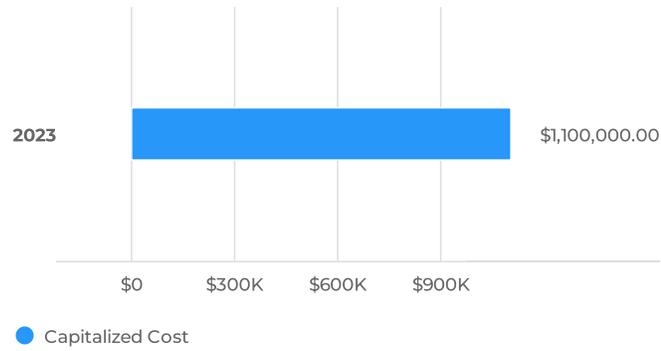


## Capital Cost

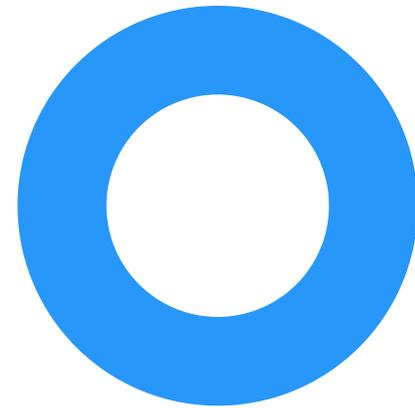
FY2023 Budget  
**\$1,100,000**

Total Budget (all years)  
**\$1.1M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$1,100,000.00  
**TOTAL \$1,100,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$1,100,000
<b>Total</b>	<b>\$1,100,000</b>

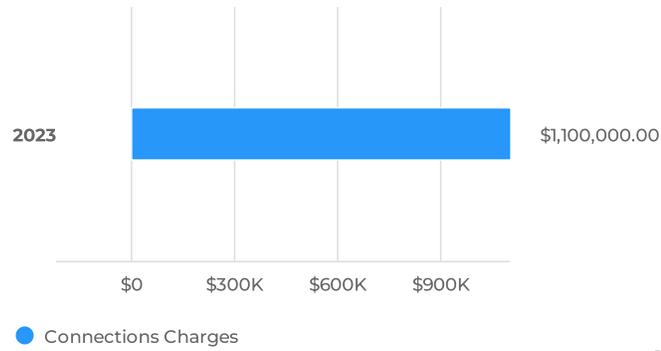


## Funding Sources

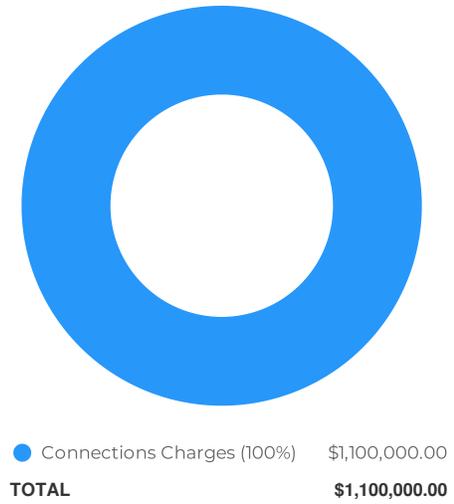
FY2023 Budget  
**\$1,100,000**

Total Budget (all years)  
**\$1.1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Connections Charges	\$1,100,000
<b>Total</b>	<b>\$1,100,000</b>

# Lewes Board of Public Works Treatment Plant Expansion Participation

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

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## Location

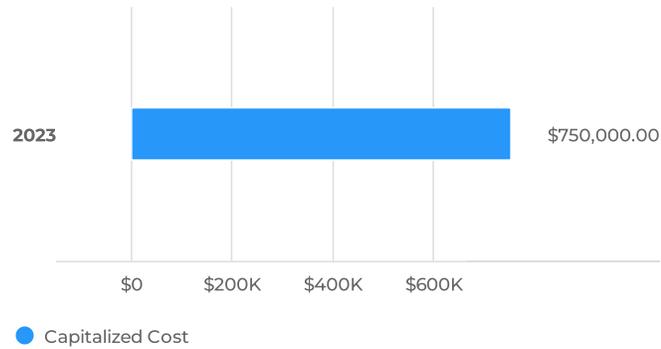


## Capital Cost

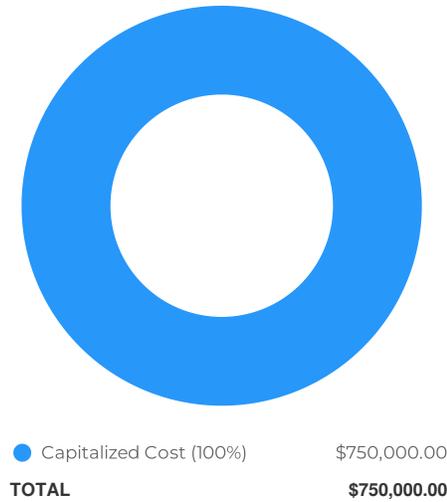
FY2023 Budget  
**\$750,000**

Total Budget (all years)  
**\$750K**

Capital Cost by Year



Capital Cost for Budgeted Years



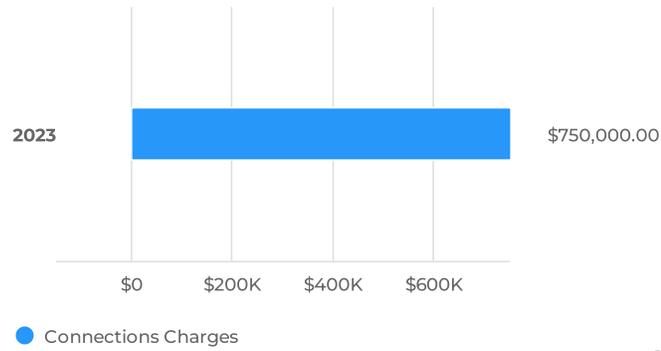
Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Capitalized Cost	\$750,000
<b>Total</b>	<b>\$750,000</b>

## Funding Sources

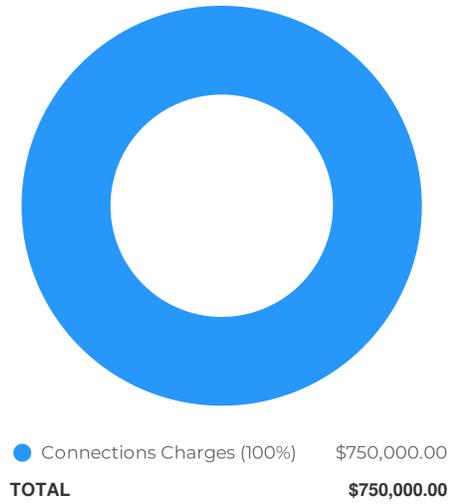
FY2023 Budget  
**\$750,000**

Total Budget (all years)  
**\$750K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Connections Charges	\$750,000
<b>Total</b>	<b>\$750,000</b>

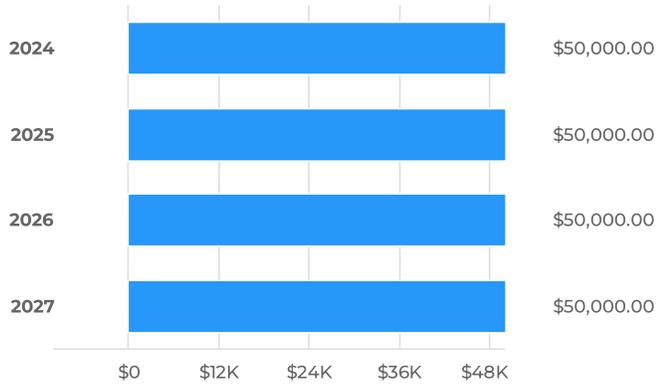


## Operational Costs

Total Budget (all years)

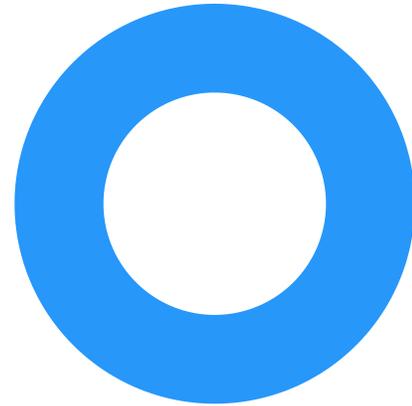
**\$200K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$200,000.00

**TOTAL \$200,000.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Maintenance	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>



# Western Sussex Sewer Area

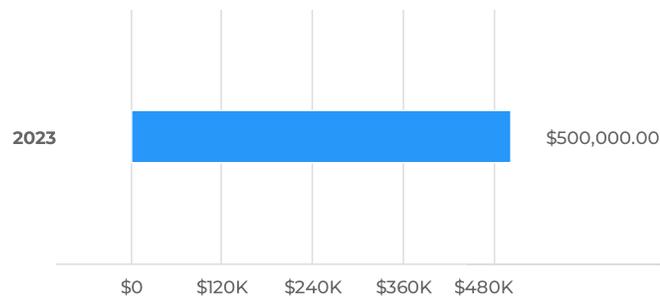
## Overview

Submitted By: Gina Jennings  
 Request Owner: Gina Jennings  
 Department: Enterprise Capital  
 Type: Other

## Capital Cost

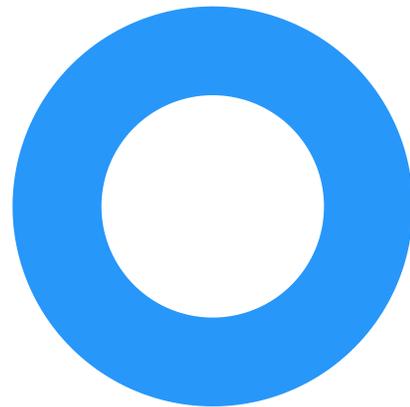
FY2023 Budget: **\$500,000**  
 Total Budget (all years): **\$500K**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$500,000.00  
**TOTAL \$500,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$500,000
<b>Total</b>	<b>\$500,000</b>

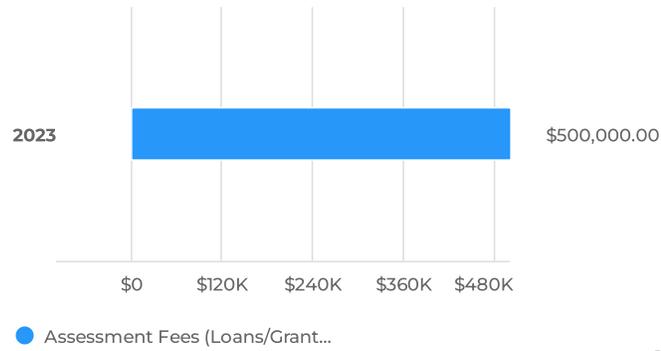


## Funding Sources

FY2023 Budget  
**\$500,000**

Total Budget (all years)  
**\$500K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Assessment Fees (Loans/Grants)	\$500,000
<b>Total</b>	<b>\$500,000</b>



## Operational Costs

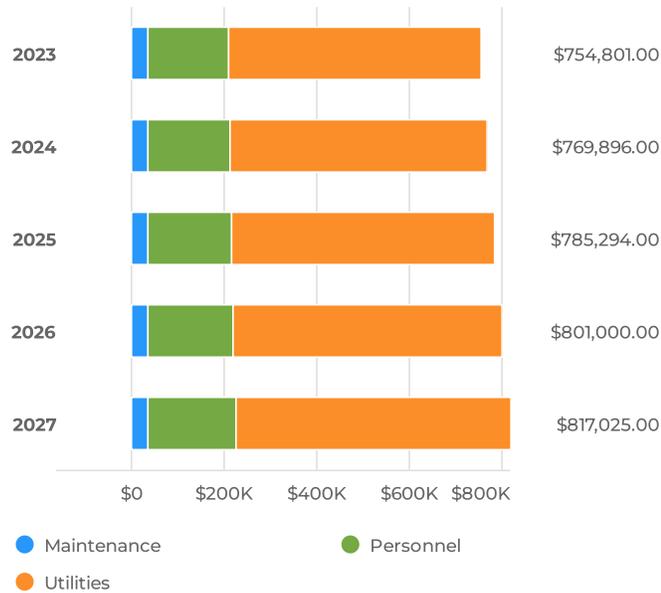
FY2023 Budget

**\$754,801**

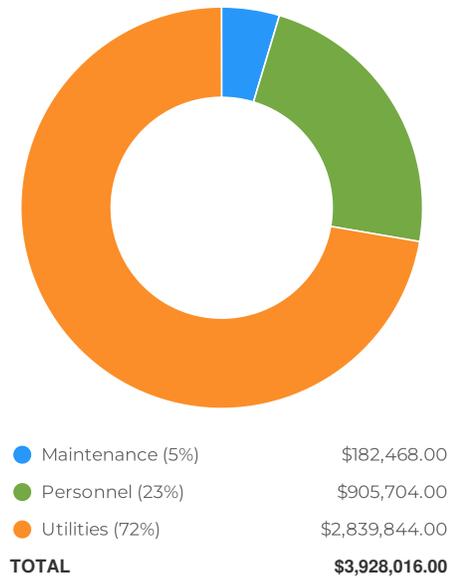
Total Budget (all years)

**\$3.928M**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel	\$174,038	\$177,518	\$181,069	\$184,690	\$188,389
Utilities	\$545,700	\$556,614	\$567,746	\$579,101	\$590,683
Maintenance	\$35,063	\$35,764	\$36,479	\$37,209	\$37,953
<b>Total</b>	<b>\$754,801</b>	<b>\$769,896</b>	<b>\$785,294</b>	<b>\$801,000</b>	<b>\$817,025</b>



## Operating Revenue

FY2023 Budget

**\$754,801**

Total Budget (all years)

**\$3.928M**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2023	FY2024	FY2025	FY2026	FY2027
User Fees	\$754,801	\$769,896	\$785,294	\$801,000	\$817,025
<b>Total</b>	<b>\$754,801</b>	<b>\$769,896</b>	<b>\$785,294</b>	<b>\$801,000</b>	<b>\$817,025</b>



# Herring Creek Sewer Area

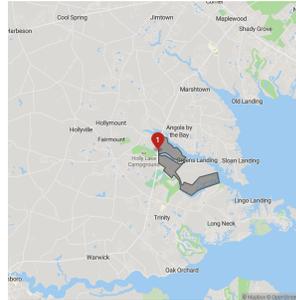
---

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

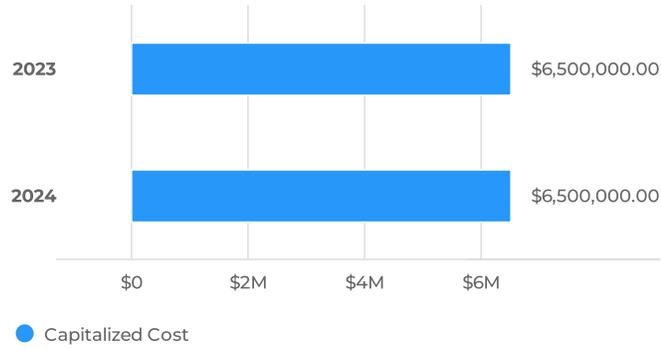


## Capital Cost

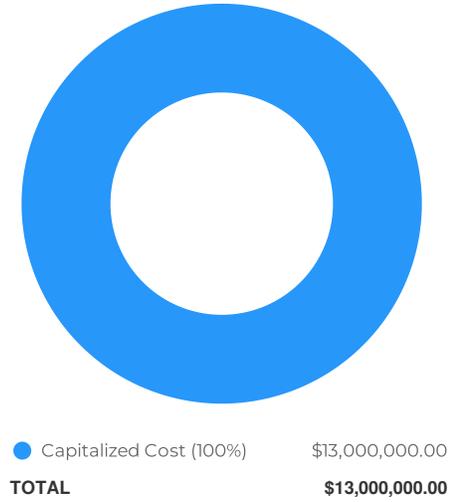
FY2023 Budget  
**\$6,500,000**

Total Budget (all years)  
**\$13M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Capitalized Cost	\$6,500,000	\$6,500,000
<b>Total</b>	<b>\$6,500,000</b>	<b>\$6,500,000</b>



## Funding Sources

FY2023 Budget  
**\$6,500,000**

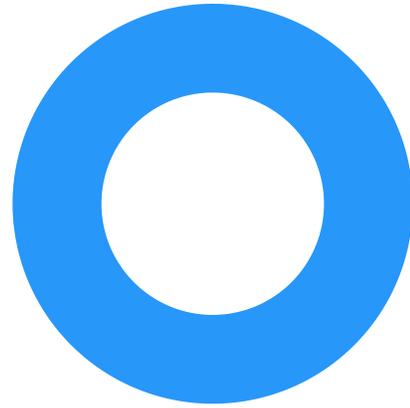
Total Budget (all years)  
**\$13M**

Funding Sources by Year



● Assessment Fees (Loans/Grant...)

Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%) \$13,000,000.00

**TOTAL \$13,000,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$6,500,000	\$6,500,000
<b>Total</b>	<b>\$6,500,000</b>	<b>\$6,500,000</b>



## Operational Costs

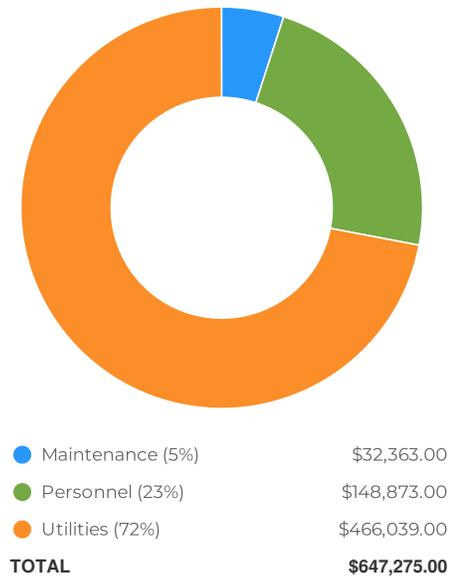
Total Budget (all years)

**\$647.275K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$48,645	\$49,618	\$50,610
Utilities	\$152,280	\$155,326	\$158,433
Maintenance	\$10,575	\$10,786	\$11,002
<b>Total</b>	<b>\$211,500</b>	<b>\$215,730</b>	<b>\$220,045</b>

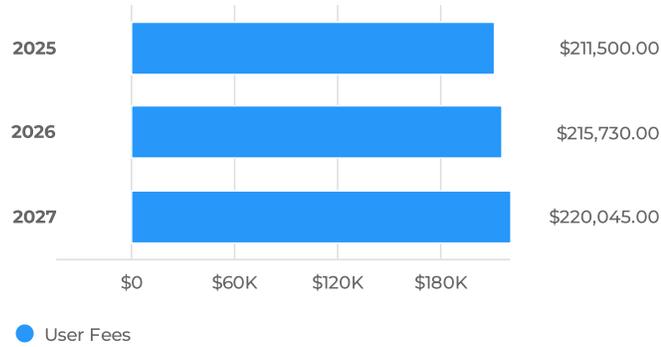


## Operating Revenue

Total Budget (all years)

**\$647.275K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$211,500	\$215,730	\$220,045
<b>Total</b>	<b>\$211,500</b>	<b>\$215,730</b>	<b>\$220,045</b>

# Winding Creek Water

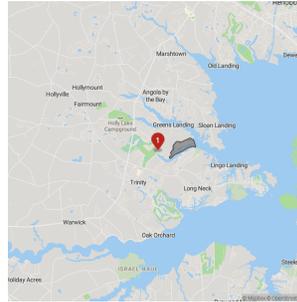
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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

---

## Location

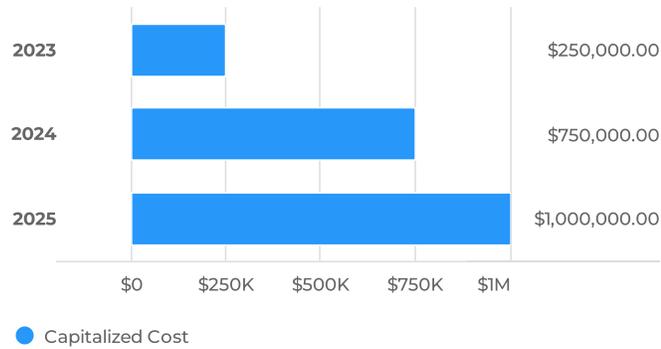


## Capital Cost

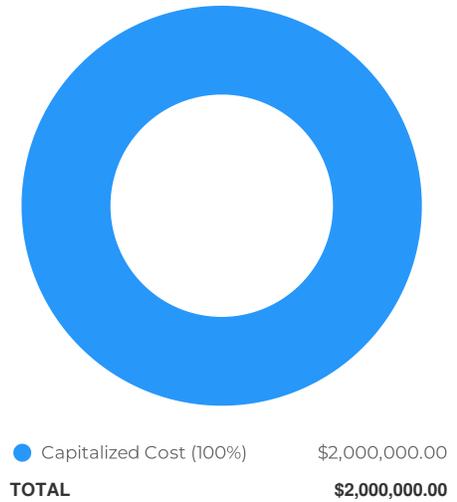
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$2M**

Capital Cost by Year



Capital Cost for Budgeted Years



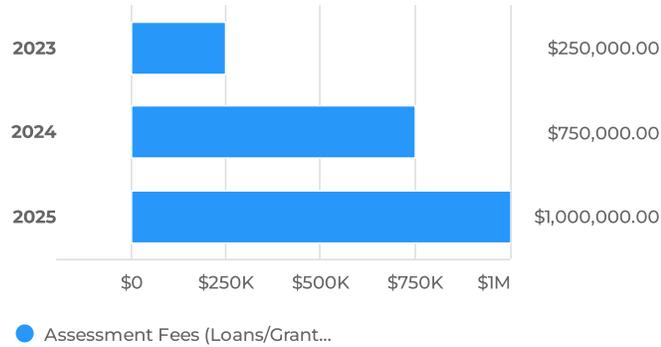
Capital Cost Breakdown			
Capital Cost	FY2023	FY2024	FY2025
Capitalized Cost	\$250,000	\$750,000	\$1,000,000
<b>Total</b>	<b>\$250,000</b>	<b>\$750,000</b>	<b>\$1,000,000</b>

## Funding Sources

FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$2M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2023	FY2024	FY2025
Assessment Fees (Loans/Grants)	\$250,000	\$750,000	\$1,000,000
<b>Total</b>	<b>\$250,000</b>	<b>\$750,000</b>	<b>\$1,000,000</b>



## Operational Costs

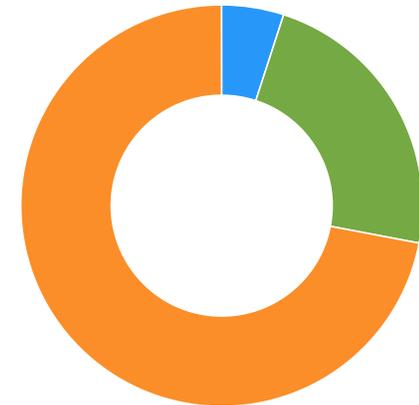
Total Budget (all years)

**\$66.054K**

Operational Costs by Year



Operational Costs for Budgeted Years



● Maintenance (5%)	\$3,303.00
● Personnel (23%)	\$15,192.00
● Utilities (72%)	\$47,559.00
<b>TOTAL</b>	<b>\$66,054.00</b>

### Operational Costs Breakdown

Operational Costs	FY2026	FY2027
Personnel	\$7,521	\$7,671
Utilities	\$23,544	\$24,015
Maintenance	\$1,635	\$1,668
<b>Total</b>	<b>\$32,700</b>	<b>\$33,354</b>

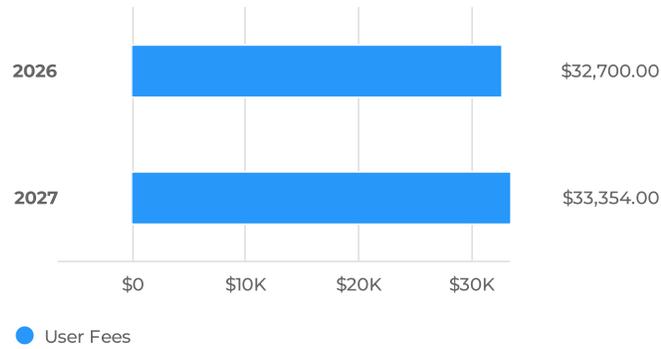


## Operating Revenue

Total Budget (all years)

**\$66.054K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



Operating Revenue Breakdown		
Operating Revenue	FY2026	FY2027
User Fees	\$32,700	\$33,354
<b>Total</b>	<b>\$32,700</b>	<b>\$33,354</b>



# Chapel Branch

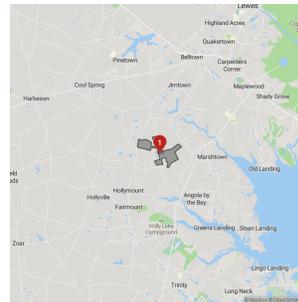
## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

## Images



## Location

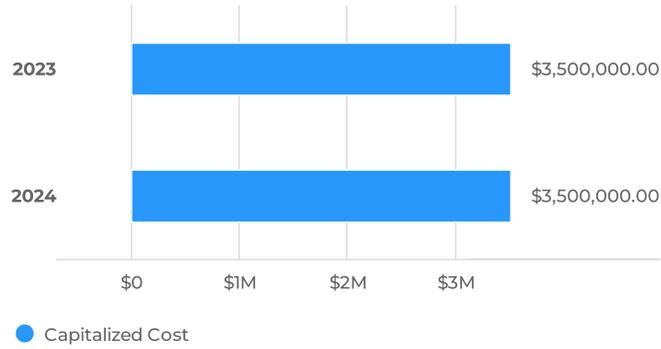


## Capital Cost

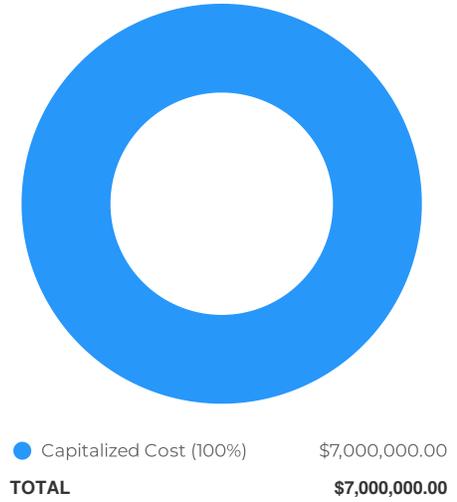
FY2023 Budget  
**\$3,500,000**

Total Budget (all years)  
**\$7M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Capitalized Cost	\$3,500,000	\$3,500,000
<b>Total</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>



## Funding Sources

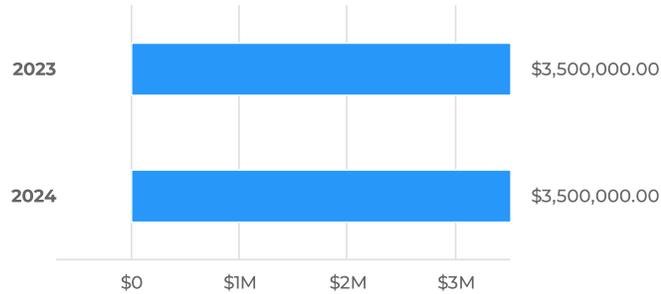
FY2023 Budget

**\$3,500,000**

Total Budget (all years)

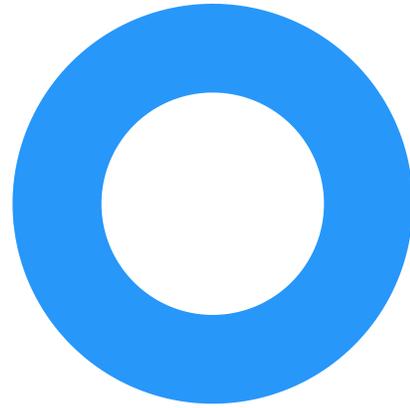
**\$7M**

Funding Sources by Year



● Assessment Fees (Loans/Grant...

Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%)\$7,000

**TOTAL**

**\$7,000,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$3,500,000	\$3,500,000
<b>Total</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>



## Operational Costs

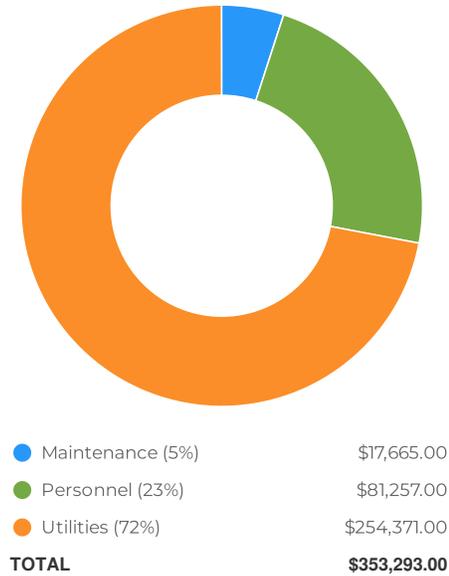
Total Budget (all years)

**\$353.293K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$26,551	\$27,082	\$27,624
Utilities	\$83,117	\$84,779	\$86,475
Maintenance	\$5,772	\$5,888	\$6,005
<b>Total</b>	<b>\$115,440</b>	<b>\$117,749</b>	<b>\$120,104</b>

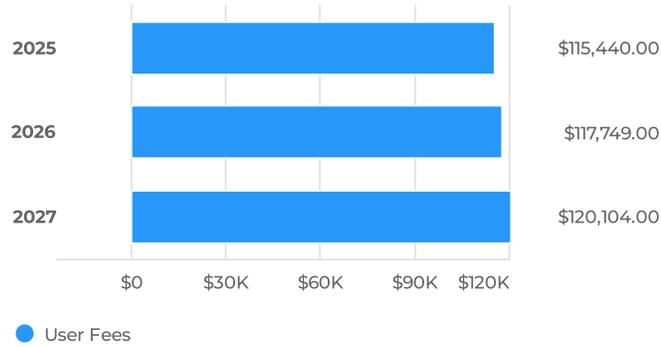


## Operating Revenue

Total Budget (all years)

**\$353.293K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$115,440	\$117,749	\$120,104
<b>Total</b>	<b>\$115,440</b>	<b>\$117,749</b>	<b>\$120,104</b>



# Joy Beach

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

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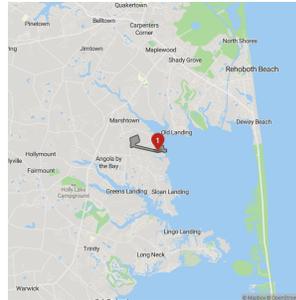
## Images



Joy Beach

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## Location

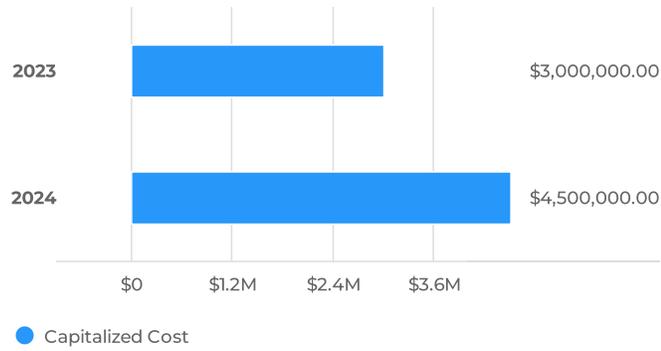


## Capital Cost

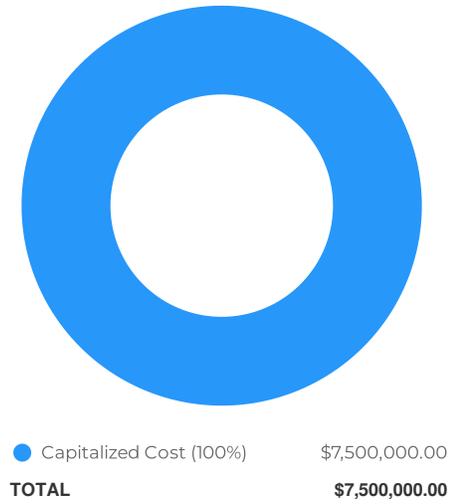
FY2023 Budget  
**\$3,000,000**

Total Budget (all years)  
**\$7.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Capitalized Cost	\$3,000,000	\$4,500,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$4,500,000</b>

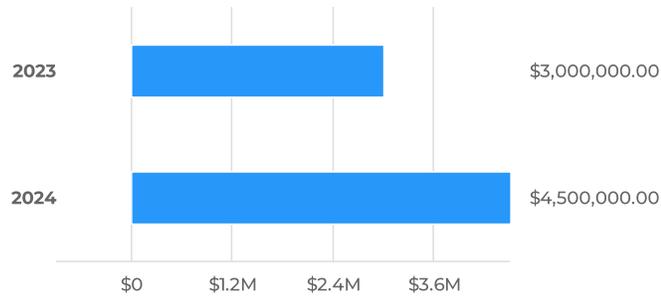


## Funding Sources

FY2023 Budget  
**\$3,000,000**

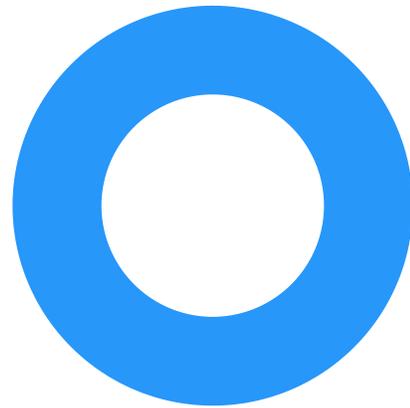
Total Budget (all years)  
**\$7.5M**

Funding Sources by Year



● Assessment Fees (Loans/Grant...)

Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%) \$7,500,000.00

**TOTAL \$7,500,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$3,000,000	\$4,500,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$4,500,000</b>

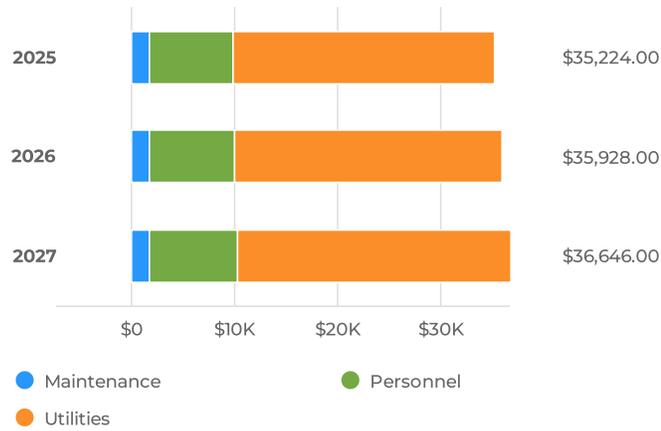


## Operational Costs

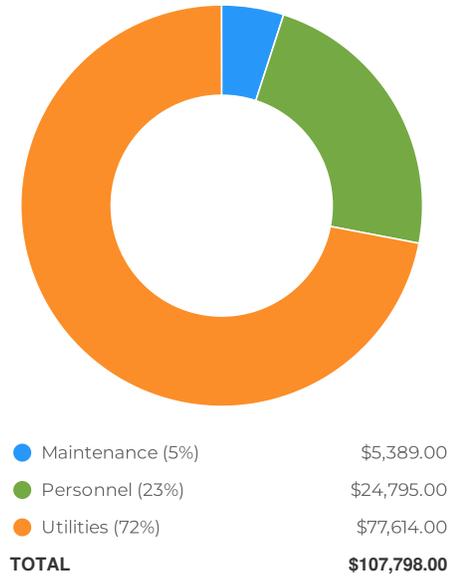
Total Budget (all years)

**\$107.798K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$8,102	\$8,264	\$8,429
Utilities	\$25,361	\$25,868	\$26,385
Maintenance	\$1,761	\$1,796	\$1,832
<b>Total</b>	<b>\$35,224</b>	<b>\$35,928</b>	<b>\$36,646</b>

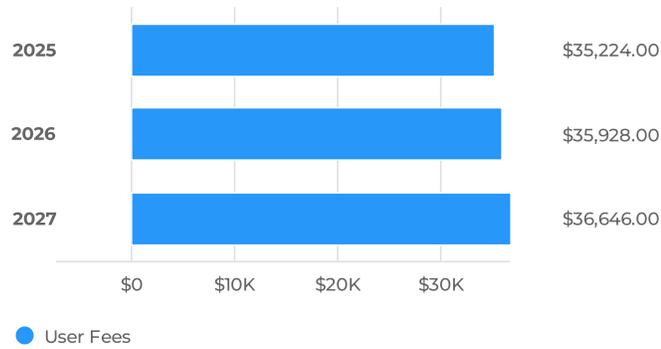


## Operating Revenue

Total Budget (all years)

**\$107.798K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$35,224	\$35,928	\$36,646
<b>Total</b>	<b>\$35,224</b>	<b>\$35,928</b>	<b>\$36,646</b>

# Mulberry Knoll

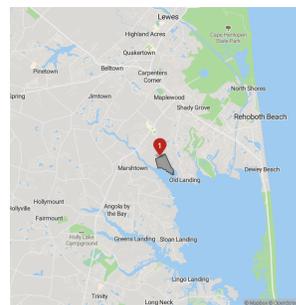
## Overview

Submitted By Gina Jennings  
Request Owner Gina Jennings  
Department Enterprise Capital  
Type Other

## Images



## Location

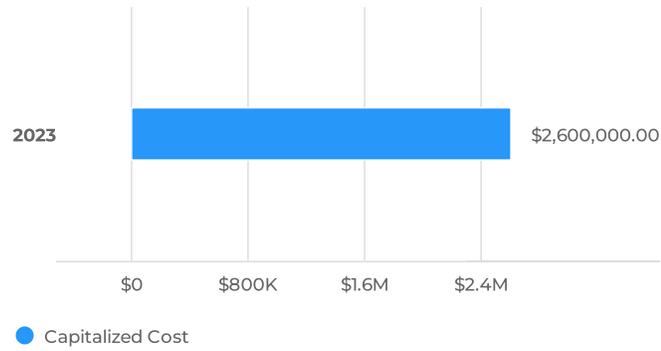


## Capital Cost

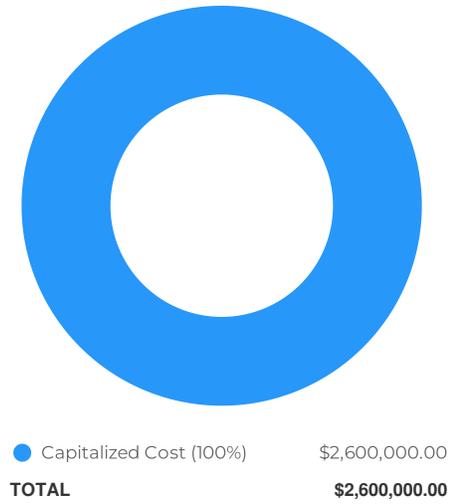
FY2023 Budget  
**\$2,600,000**

Total Budget (all years)  
**\$2.6M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Capitalized Cost	\$2,600,000
<b>Total</b>	<b>\$2,600,000</b>

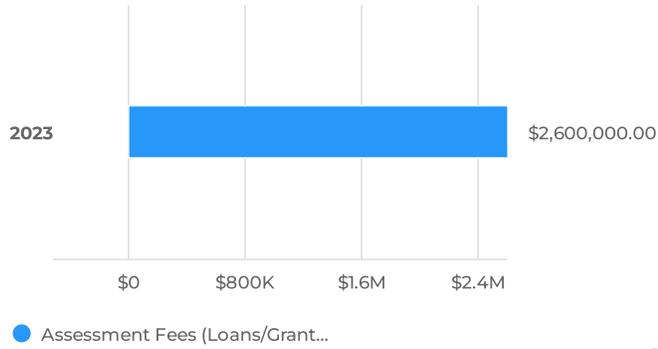


## Funding Sources

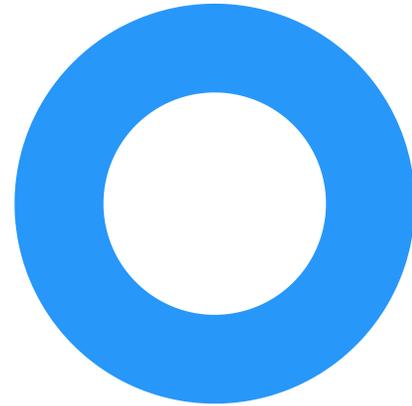
FY2023 Budget  
**\$2,600,000**

Total Budget (all years)  
**\$2.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%) \$2,600,000.00  
**TOTAL \$2,600,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023
Assessment Fees (Loans/Grants)	\$2,600,000
<b>Total</b>	<b>\$2,600,000</b>

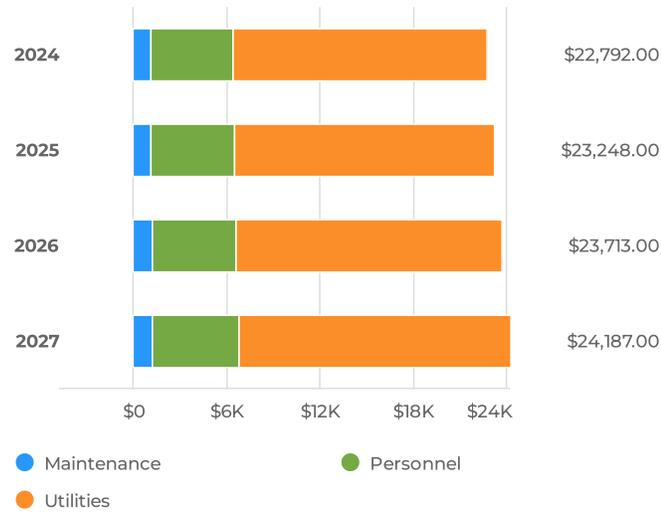


## Operational Costs

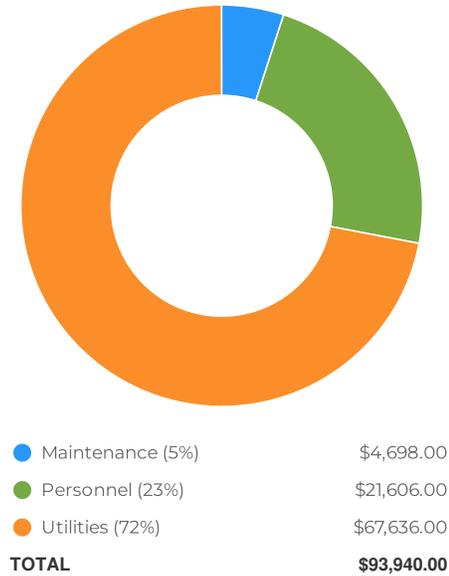
Total Budget (all years)

**\$93.94K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Personnel	\$5,242	\$5,347	\$5,454	\$5,563
Utilities	\$16,410	\$16,739	\$17,073	\$17,414
Maintenance	\$1,140	\$1,162	\$1,186	\$1,210
<b>Total</b>	<b>\$22,792</b>	<b>\$23,248</b>	<b>\$23,713</b>	<b>\$24,187</b>

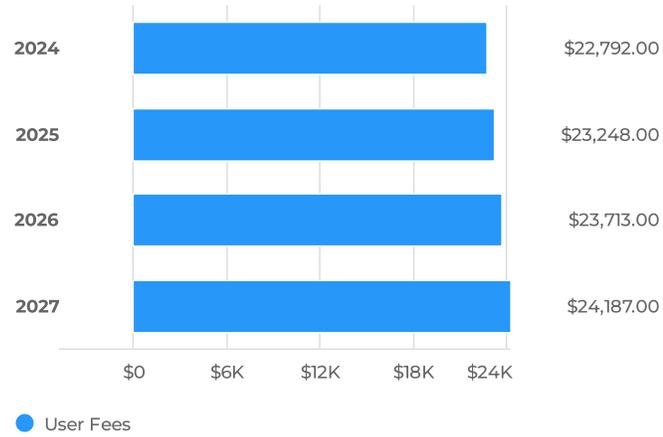


## Operating Revenue

Total Budget (all years)

**\$93.94K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
User Fees	\$22,792	\$23,248	\$23,713	\$24,187
<b>Total</b>	<b>\$22,792</b>	<b>\$23,248</b>	<b>\$23,713</b>	<b>\$24,187</b>



# Wolfe Runne

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

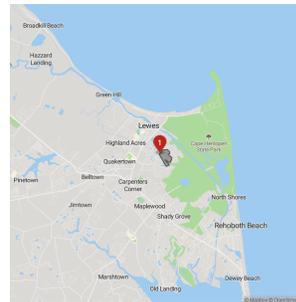
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## Images



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## Location

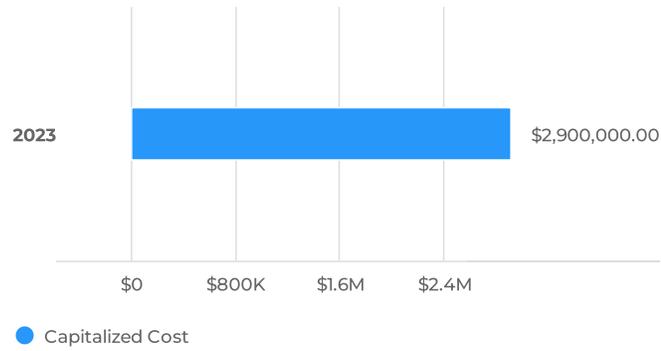


## Capital Cost

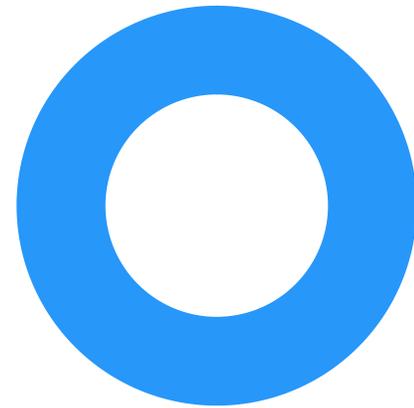
FY2023 Budget  
**\$2,900,000**

Total Budget (all years)  
**\$2.9M**

Capital Cost by Year



Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$2,900,000.00  
**TOTAL \$2,900,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$2,900,000
<b>Total</b>	<b>\$2,900,000</b>



## Funding Sources

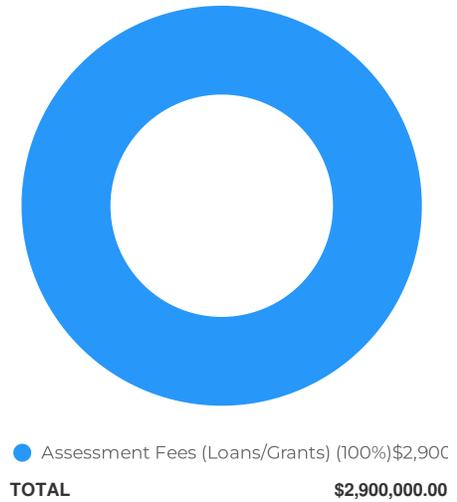
FY2023 Budget  
**\$2,900,000**

Total Budget (all years)  
**\$2.9M**

Funding Sources by Year



Funding Sources for Budgeted Years



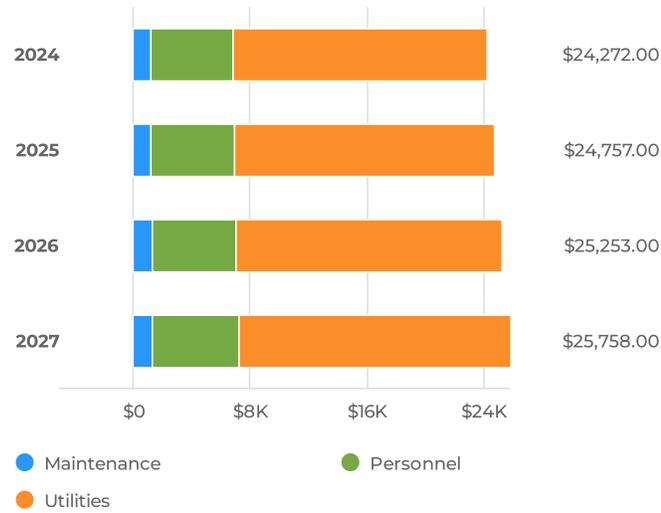
Funding Sources Breakdown	
Funding Sources	FY2023
Assessment Fees (Loans/Grants)	\$2,900,000
<b>Total</b>	<b>\$2,900,000</b>

## Operational Costs

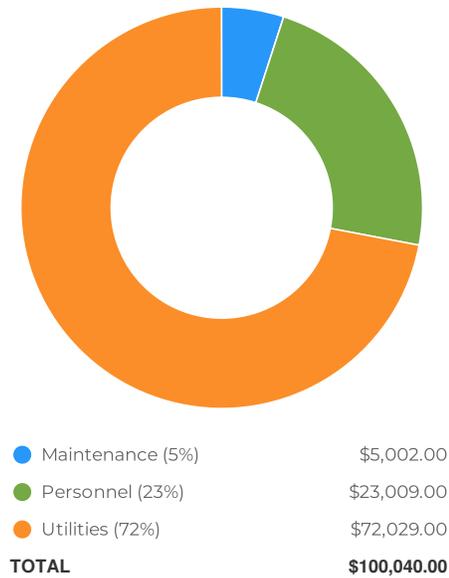
Total Budget (all years)

**\$100.04K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Personnel	\$5,583	\$5,694	\$5,808	\$5,924
Utilities	\$17,476	\$17,825	\$18,182	\$18,546
Maintenance	\$1,213	\$1,238	\$1,263	\$1,288
<b>Total</b>	<b>\$24,272</b>	<b>\$24,757</b>	<b>\$25,253</b>	<b>\$25,758</b>

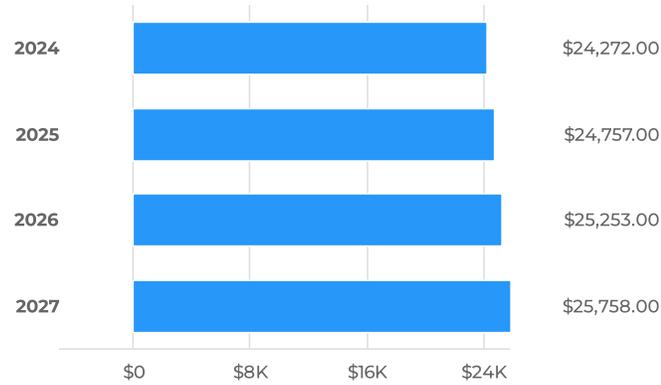


## Operating Revenue

Total Budget (all years)

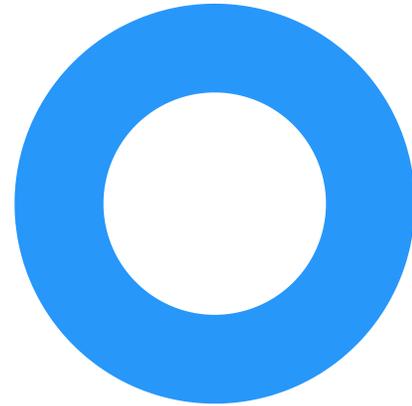
**\$100.04K**

Operating Revenue by Year



● User Fees

Operating Revenue for Budgeted Years



● User Fees (100%)

\$100,040.00

**TOTAL**

**\$100,040.00**

### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
User Fees	\$24,272	\$24,757	\$25,253	\$25,758
<b>Total</b>	<b>\$24,272</b>	<b>\$24,757</b>	<b>\$25,253</b>	<b>\$25,758</b>



# Mallard Creek

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

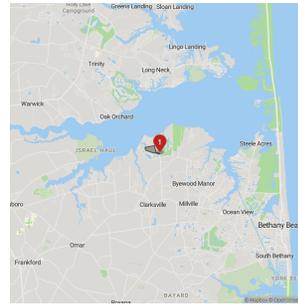
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## Images



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## Location

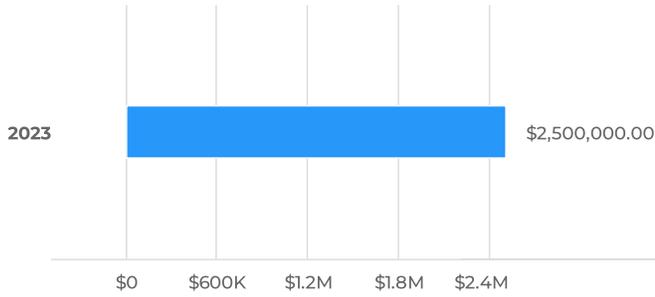


## Capital Cost

FY2023 Budget  
**\$2,500,000**

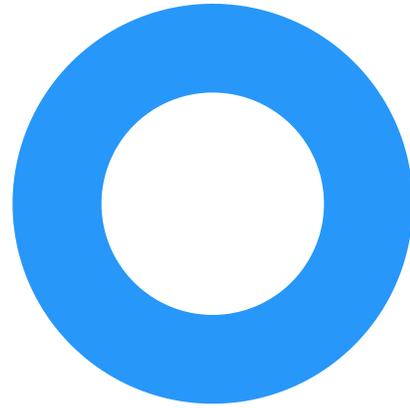
Total Budget (all years)  
**\$2.5M**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$2,500,000.00  
**TOTAL \$2,500,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

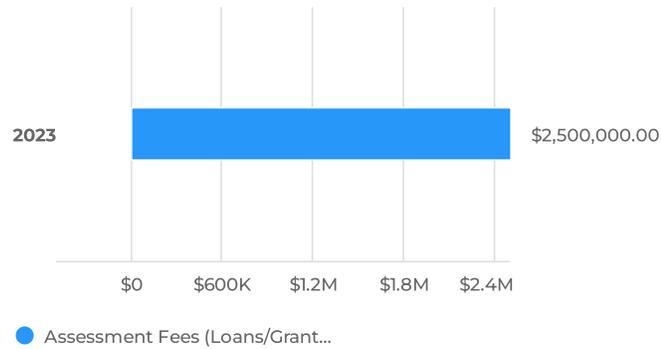


## Funding Sources

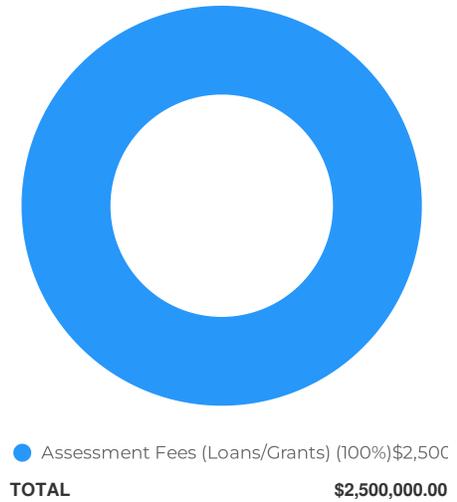
FY2023 Budget  
**\$2,500,000**

Total Budget (all years)  
**\$2.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Assessment Fees (Loans/Grants)	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

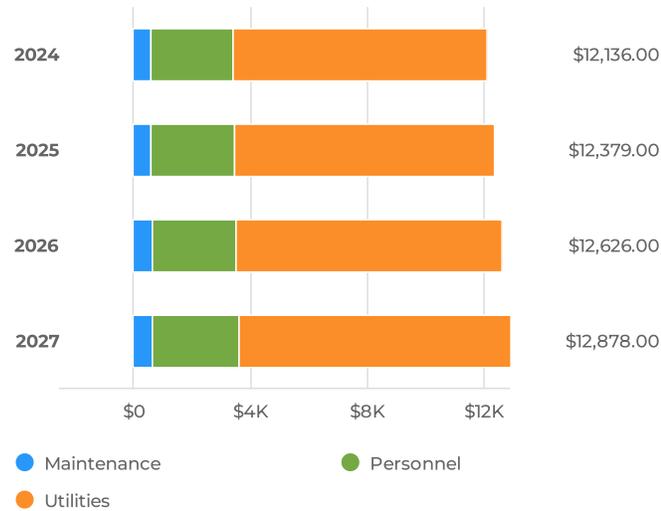


## Operational Costs

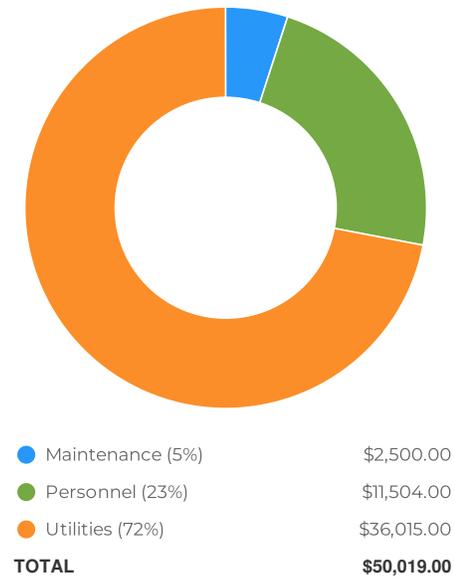
Total Budget (all years)

**\$50.019K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Personnel	\$2,791	\$2,847	\$2,904	\$2,962
Utilities	\$8,738	\$8,913	\$9,091	\$9,273
Maintenance	\$607	\$619	\$631	\$643
<b>Total</b>	<b>\$12,136</b>	<b>\$12,379</b>	<b>\$12,626</b>	<b>\$12,878</b>

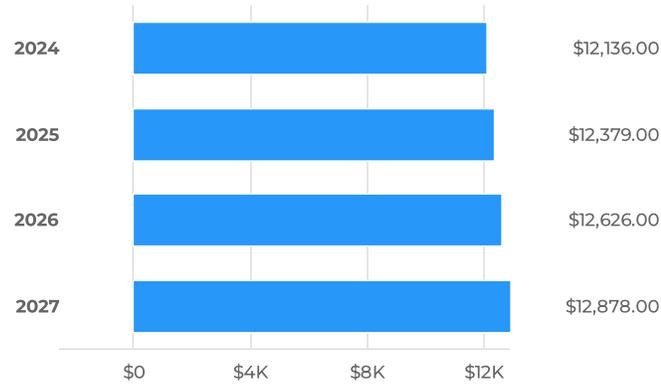


## Operating Revenue

Total Budget (all years)

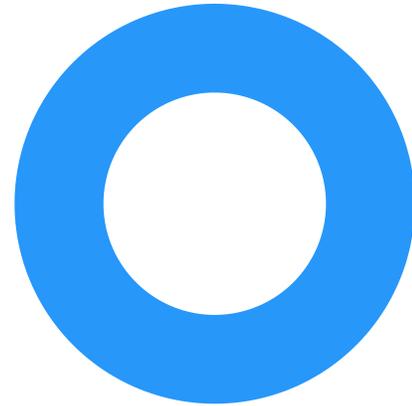
**\$50.019K**

Operating Revenue by Year



● User Fees

Operating Revenue for Budgeted Years



● User Fees (100%)

\$50,019.00

**TOTAL**

**\$50,019.00**

### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
User Fees	\$12,136	\$12,379	\$12,626	\$12,878
<b>Total</b>	<b>\$12,136</b>	<b>\$12,379</b>	<b>\$12,626</b>	<b>\$12,878</b>



# Long Neck Communities

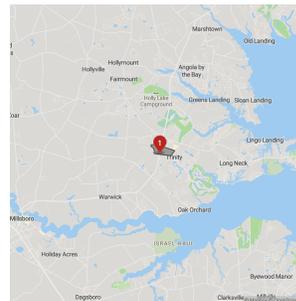
## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

## Images



## Location

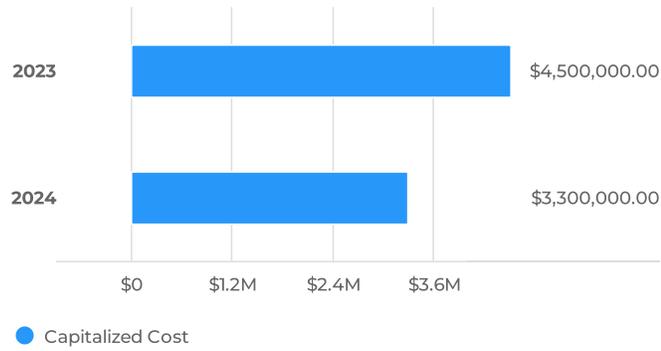


## Capital Cost

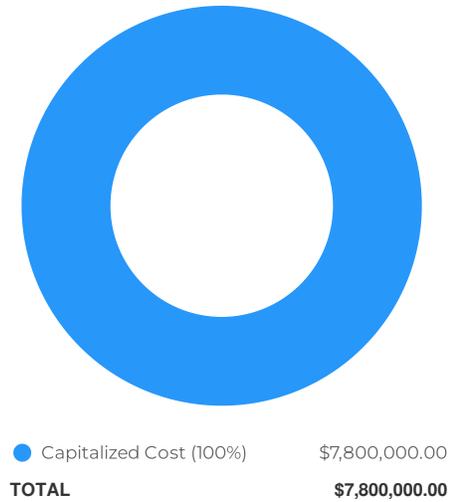
FY2023 Budget  
**\$4,500,000**

Total Budget (all years)  
**\$7.8M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2023	FY2024
Capitalized Cost	\$4,500,000	\$3,300,000
<b>Total</b>	<b>\$4,500,000</b>	<b>\$3,300,000</b>

## Funding Sources

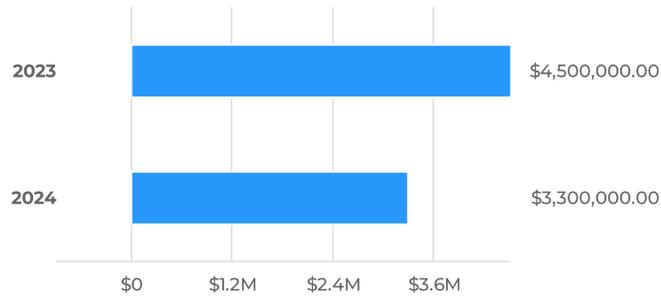
FY2023 Budget

**\$4,500,000**

Total Budget (all years)

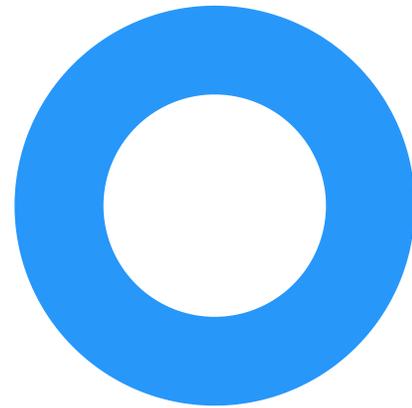
**\$7.8M**

Funding Sources by Year



● Assessment Fees (Loans/Grant...

Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%) \$7,800,000.00

**TOTAL \$7,800,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$4,500,000	\$3,300,000
<b>Total</b>	<b>\$4,500,000</b>	<b>\$3,300,000</b>

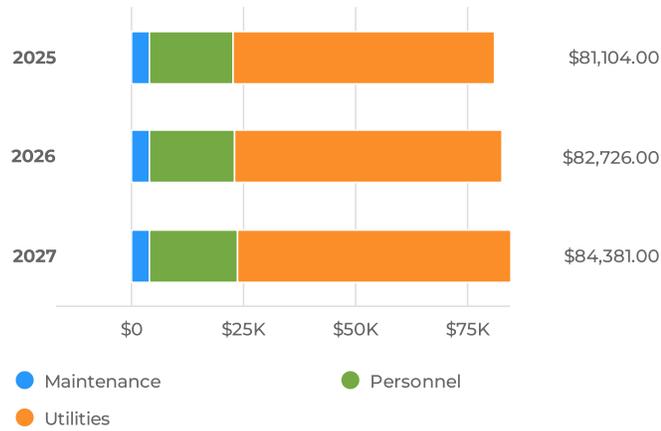


## Operational Costs

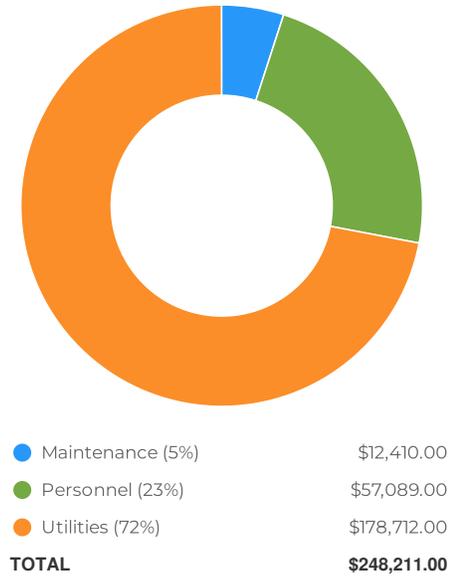
Total Budget (all years)

**\$248.211K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$18,654	\$19,027	\$19,408
Utilities	\$58,395	\$59,563	\$60,754
Maintenance	\$4,055	\$4,136	\$4,219
<b>Total</b>	<b>\$81,104</b>	<b>\$82,726</b>	<b>\$84,381</b>

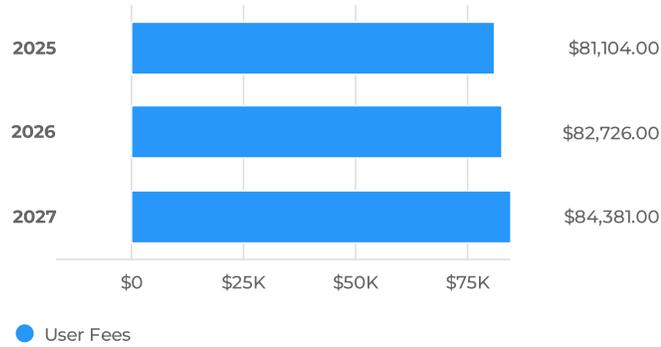


## Operating Revenue

Total Budget (all years)

**\$248.211K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$81,104	\$82,726	\$84,381
<b>Total</b>	<b>\$81,104</b>	<b>\$82,726</b>	<b>\$84,381</b>



# Blackwater Village

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

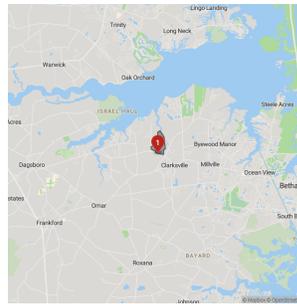
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## Images



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## Location

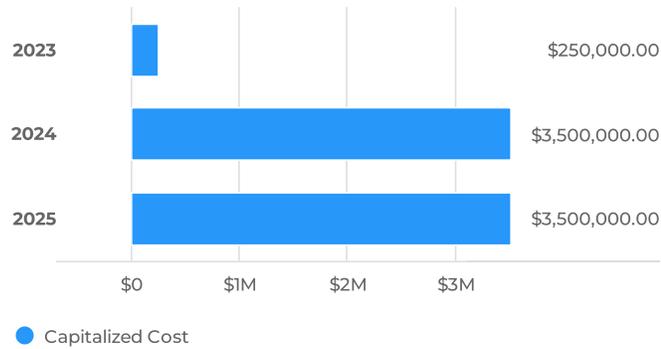


## Capital Cost

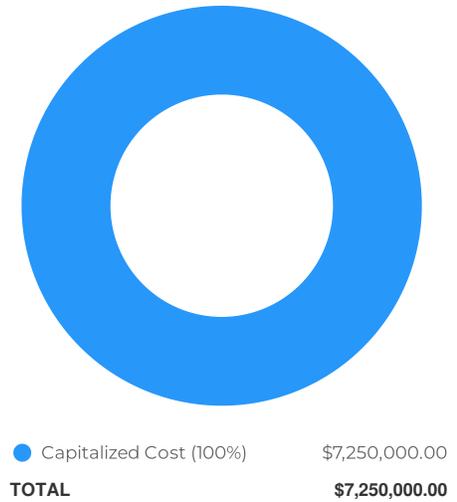
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$7.25M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025
Capitalized Cost	\$250,000	\$3,500,000	\$3,500,000
<b>Total</b>	<b>\$250,000</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>

## Funding Sources

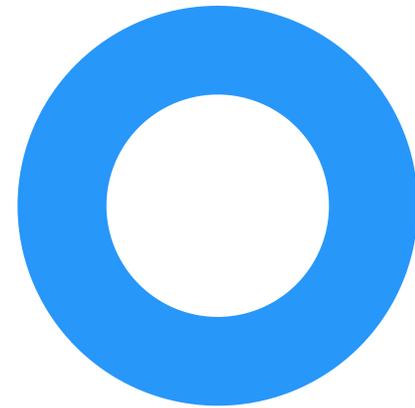
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$7.25M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Assessment Fees (Loans/Grants) (100%)\$7,250  
**TOTAL \$7,250,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025
Assessment Fees (Loans/Grants)	\$250,000	\$3,500,000	\$3,500,000
<b>Total</b>	<b>\$250,000</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>



## Operational Costs

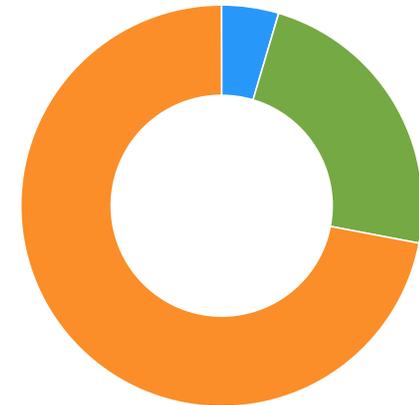
Total Budget (all years)

**\$165.026K**

Operational Costs by Year



Operational Costs for Budgeted Years



● Maintenance (5%)	\$7,561.00
● Personnel (23%)	\$38,646.00
● Utilities (72%)	\$118,819.00
<b>TOTAL</b>	<b>\$165,026.00</b>

### Operational Costs Breakdown

Operational Costs	FY2026	FY2027
Personnel	\$18,790	\$19,856
Utilities	\$58,821	\$59,998
Maintenance	\$4,085	\$3,476
<b>Total</b>	<b>\$81,696</b>	<b>\$83,330</b>

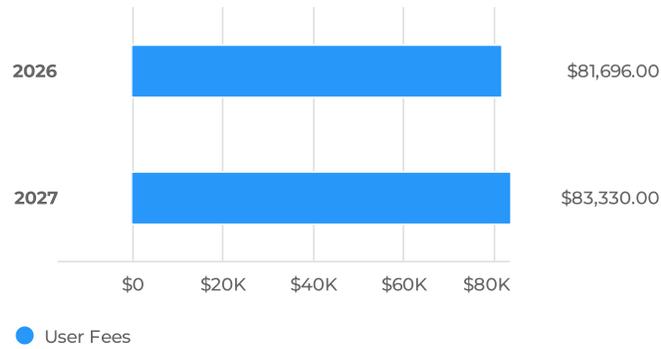


## Operating Revenue

Total Budget (all years)

**\$165.026K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2026	FY2027
User Fees	\$81,696	\$83,330
<b>Total</b>	<b>\$81,696</b>	<b>\$83,330</b>

# Oak Acres/Tanglewood

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

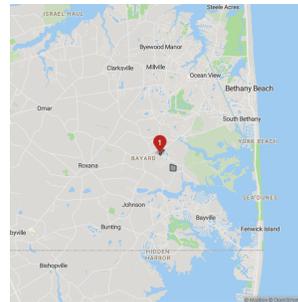
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## Images



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## Location

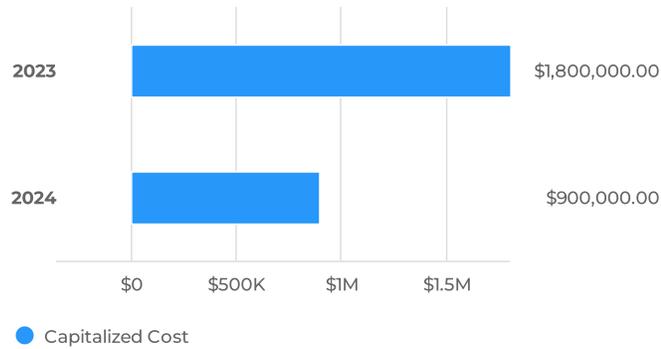


## Capital Cost

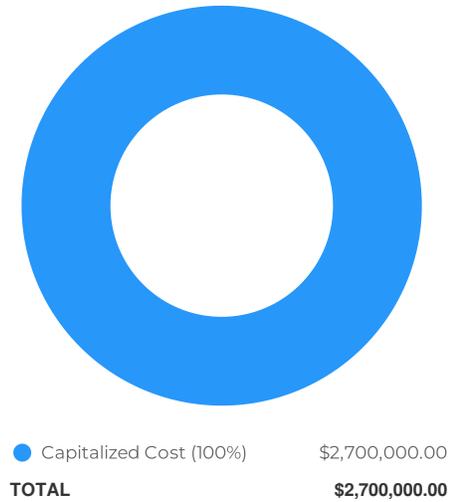
FY2023 Budget  
**\$1,800,000**

Total Budget (all years)  
**\$2.7M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2023	FY2024
Capitalized Cost	\$1,800,000	\$900,000
<b>Total</b>	<b>\$1,800,000</b>	<b>\$900,000</b>

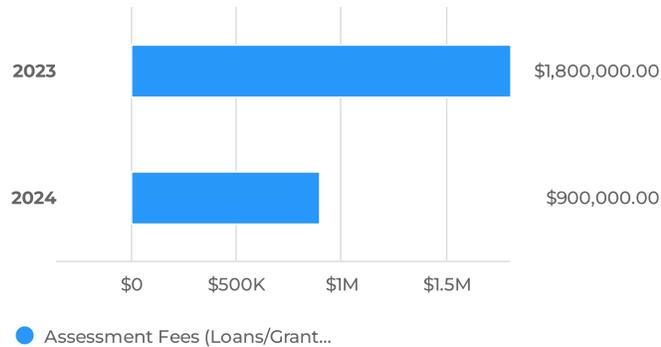


## Funding Sources

FY2023 Budget  
**\$1,800,000**

Total Budget (all years)  
**\$2.7M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$1,800,000	\$900,000
<b>Total</b>	<b>\$1,800,000</b>	<b>\$900,000</b>



## Operational Costs

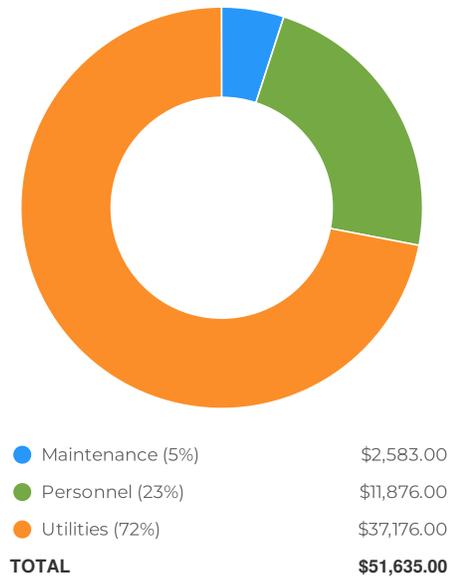
Total Budget (all years)

**\$51.635K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$3,881	\$3,958	\$4,037
Utilities	\$12,148	\$12,390	\$12,638
Maintenance	\$843	\$861	\$879
<b>Total</b>	<b>\$16,872</b>	<b>\$17,209</b>	<b>\$17,554</b>

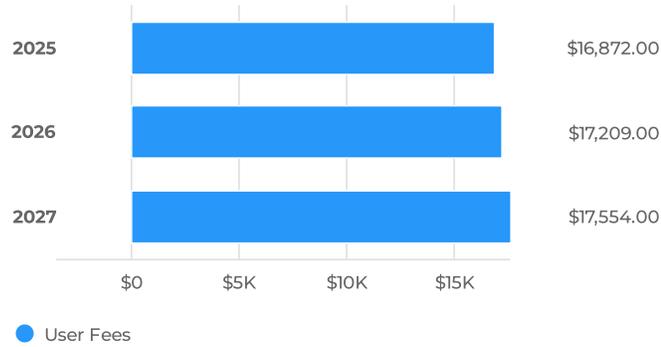


## Operating Revenue

Total Budget (all years)

**\$51.635K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$16,872	\$17,209	\$17,554
<b>Total</b>	<b>\$16,872</b>	<b>\$17,209</b>	<b>\$17,554</b>



# Pintail Point

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

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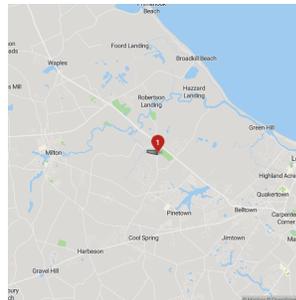
## Images



Pintail Pointe

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## Location

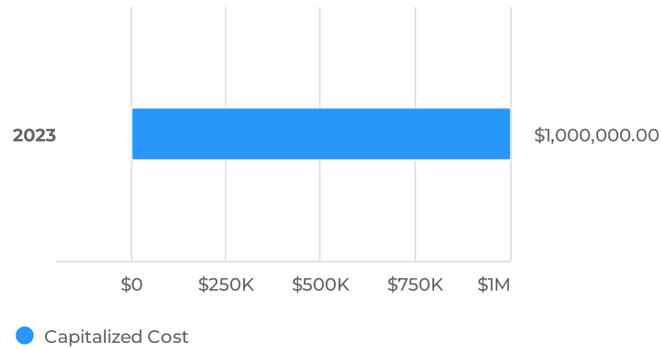


## Capital Cost

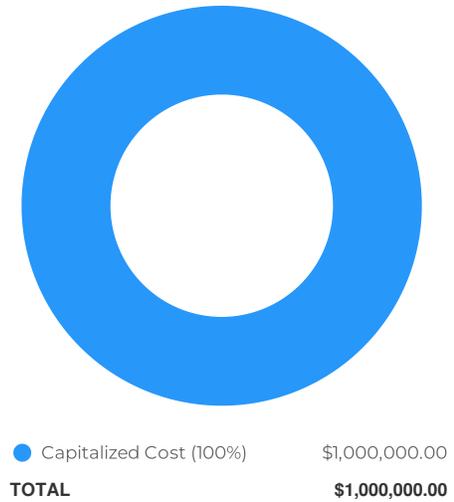
FY2023 Budget  
**\$1,000,000**

Total Budget (all years)  
**\$1M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>



## Funding Sources

FY2023 Budget  
**\$1,000,000**

Total Budget (all years)  
**\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
Assessment Fees (Loans/Grants)	\$1,000,000
<b>Total</b>	<b>\$1,000,000</b>

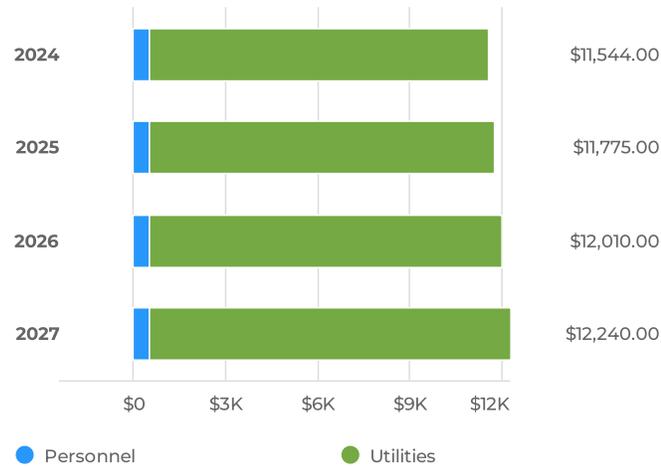


## Operational Costs

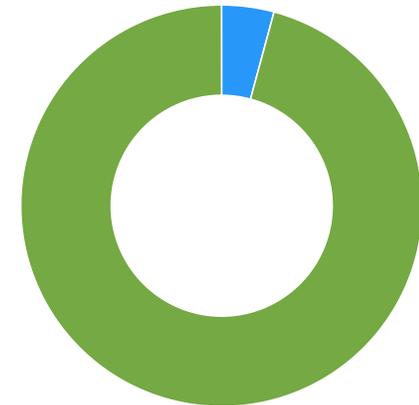
Total Budget (all years)

**\$47.569K**

Operational Costs by Year



Operational Costs for Budgeted Years



● Personnel (4%) \$2,000.00  
 ● Utilities (96%) \$45,569.00  
**TOTAL \$47,569.00**

### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Personnel	\$500	\$500	\$500	\$500
Utilities	\$11,044	\$11,275	\$11,510	\$11,740
<b>Total</b>	<b>\$11,544</b>	<b>\$11,775</b>	<b>\$12,010</b>	<b>\$12,240</b>

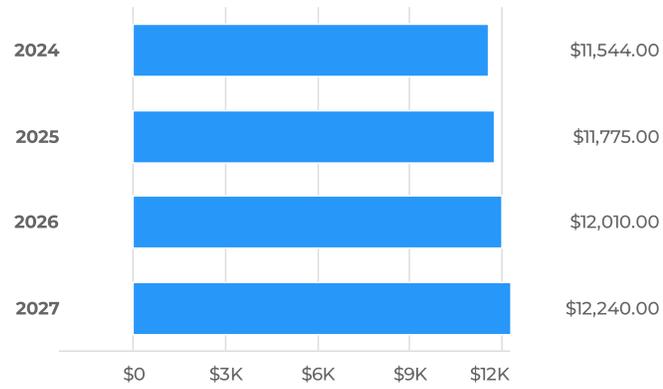


## Operating Revenue

Total Budget (all years)

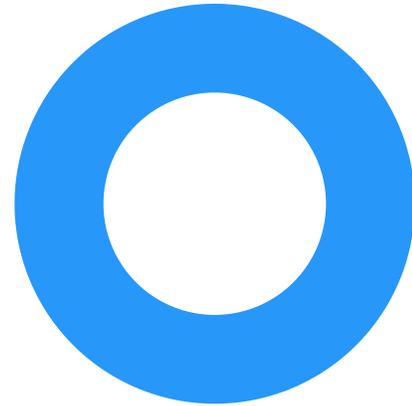
**\$47.569K**

Operating Revenue by Year



● User Fees

Operating Revenue for Budgeted Years



● User Fees (100%)

\$47,569.00

**TOTAL**

**\$47,569.00**

### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
User Fees	\$11,544	\$11,775	\$12,010	\$12,240
<b>Total</b>	<b>\$11,544</b>	<b>\$11,775</b>	<b>\$12,010</b>	<b>\$12,240</b>



# Lochwood

## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Other

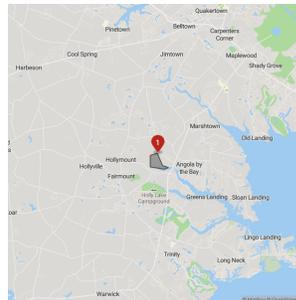
## Images



Lochwood



## Location

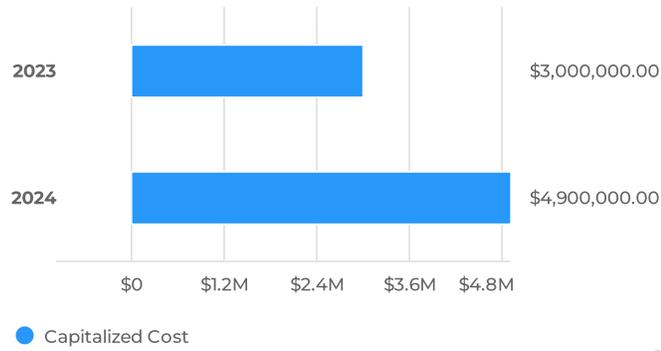


## Capital Cost

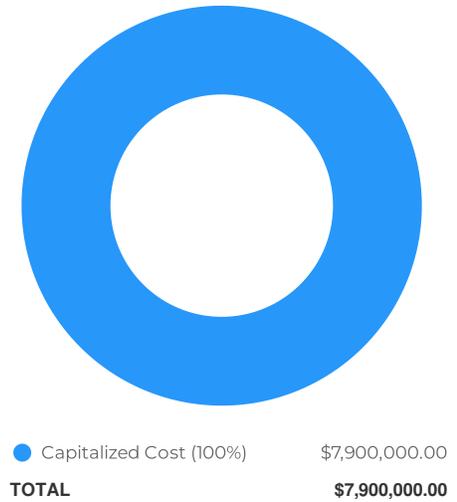
FY2023 Budget  
**\$3,000,000**

Total Budget (all years)  
**\$7.9M**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2023	FY2024
Capitalized Cost	\$3,000,000	\$4,900,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$4,900,000</b>

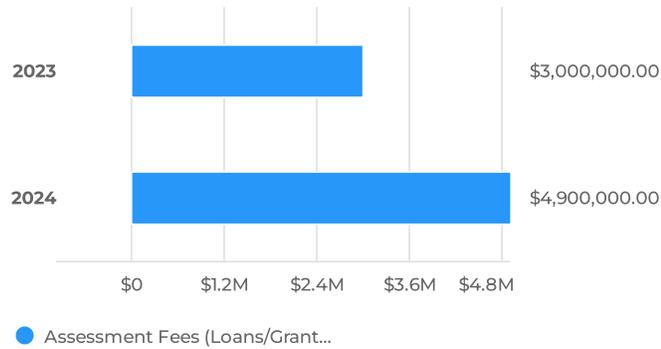


## Funding Sources

FY2023 Budget  
**\$3,000,000**

Total Budget (all years)  
**\$7.9M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

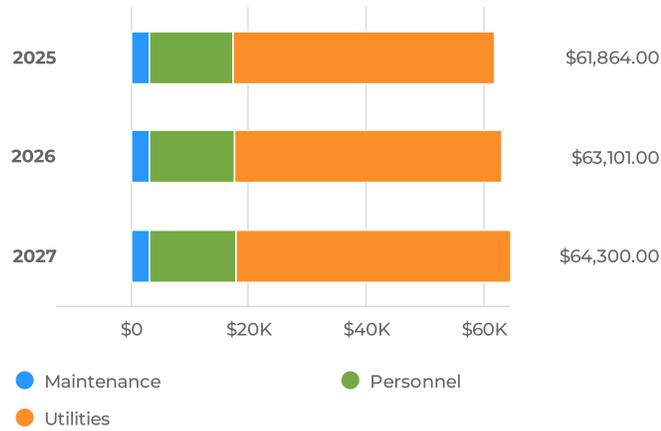
Funding Sources	FY2023	FY2024
Assessment Fees (Loans/Grants)	\$3,000,000	\$4,900,000
<b>Total</b>	<b>\$3,000,000</b>	<b>\$4,900,000</b>

## Operational Costs

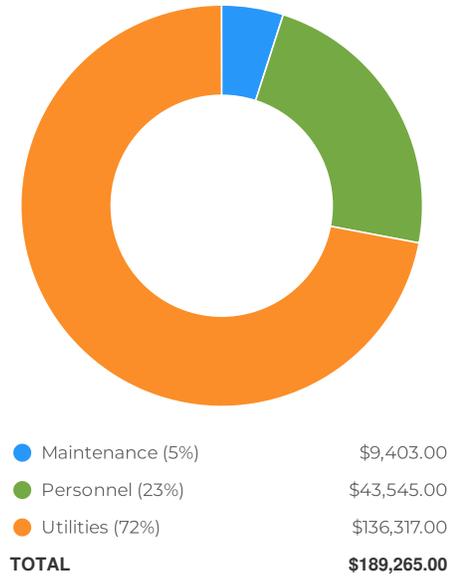
Total Budget (all years)

**\$189.265K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027
Personnel	\$14,229	\$14,513	\$14,803
Utilities	\$44,542	\$45,433	\$46,342
Maintenance	\$3,093	\$3,155	\$3,155
<b>Total</b>	<b>\$61,864</b>	<b>\$63,101</b>	<b>\$64,300</b>

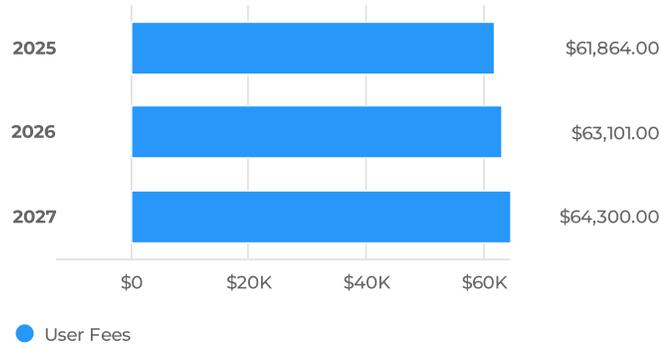


## Operating Revenue

Total Budget (all years)

**\$189.265K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027
User Fees	\$61,864	\$63,101	\$64,300
<b>Total</b>	<b>\$61,864</b>	<b>\$63,101</b>	<b>\$64,300</b>

# Concord Road/Rt 13 Commercial

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Department	Enterprise Capital
Type	Capital Improvement

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## Description

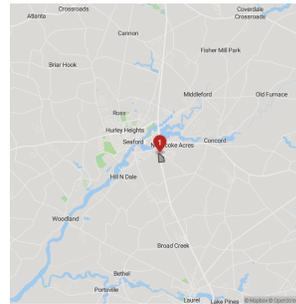
Expansion of Blades Sewer Area on Concord Road to include RT. 13 commercial.

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## Details

Type of Project	Expansion
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## Location

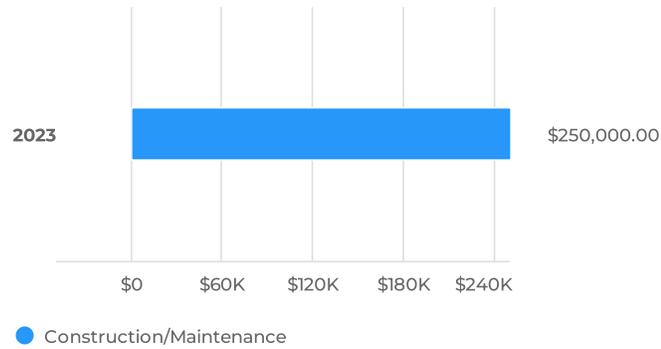


## Capital Cost

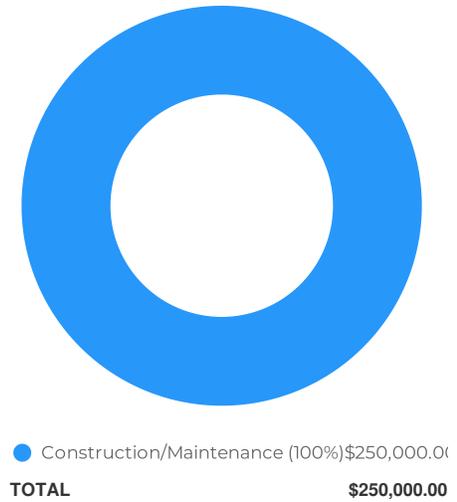
FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$250K**

Capital Cost by Year



Capital Cost for Budgeted Years



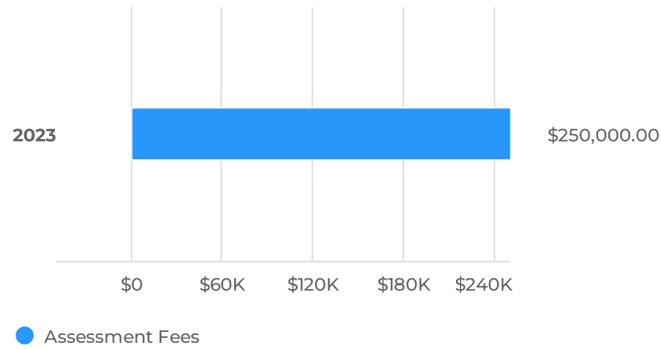
Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2023</b>
Construction/Maintenance	\$250,000
<b>Total</b>	<b>\$250,000</b>

## Funding Sources

FY2023 Budget  
**\$250,000**

Total Budget (all years)  
**\$250K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023
Assessment Fees	\$250,000
<b>Total</b>	<b>\$250,000</b>



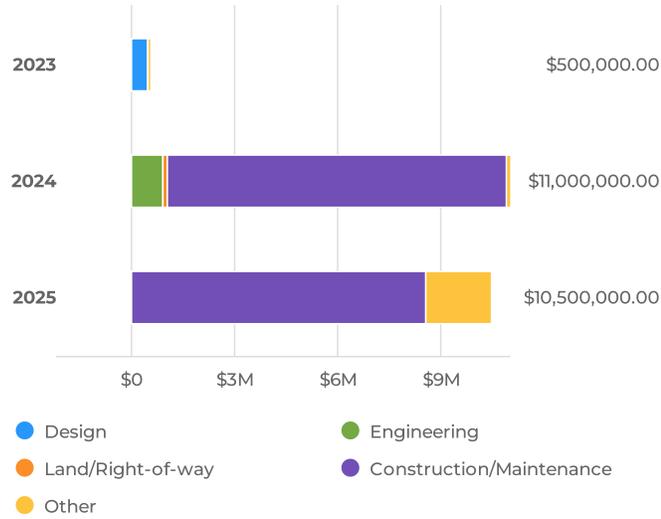


## Capital Cost

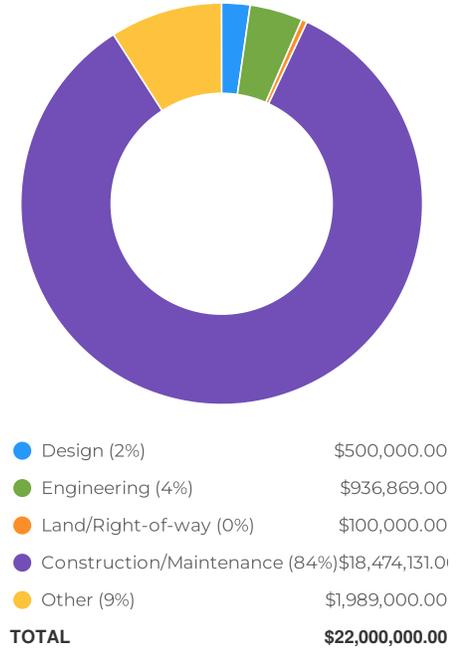
FY2023 Budget  
**\$500,000**

Total Budget (all years)  
**\$22M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025
Design	\$500,000		
Engineering		\$936,869	
Land/Right-of-way		\$100,000	
Construction/Maintenance		\$9,888,131	\$8,586,000
Other		\$75,000	\$1,914,000
<b>Total</b>	<b>\$500,000</b>	<b>\$11,000,000</b>	<b>\$10,500,000</b>



## Funding Sources

FY2023 Budget  
**\$500,000**

Total Budget (all years)  
**\$22M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025
Assessment Fees	\$500,000	\$11,000,000	\$10,500,000
<b>Total</b>	<b>\$500,000</b>	<b>\$11,000,000</b>	<b>\$10,500,000</b>

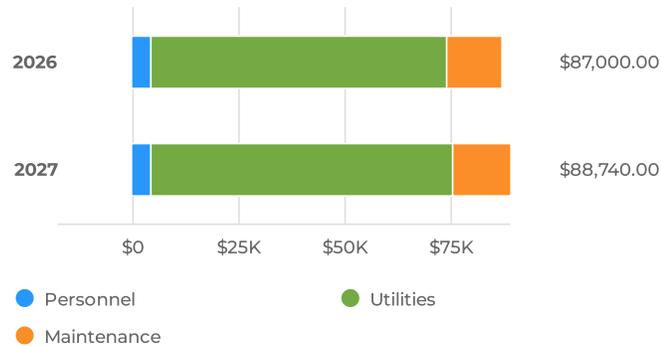


## Operational Costs

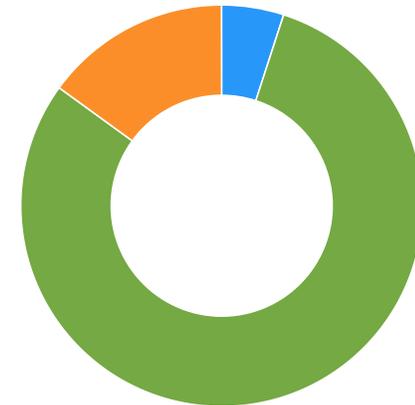
Total Budget (all years)

**\$175.74K**

Operational Costs by Year



Operational Costs for Budgeted Years



Personnel (5%)	\$8,787.00
Utilities (80%)	\$140,592.00
Maintenance (15%)	\$26,361.00
<b>TOTAL</b>	<b>\$175,740.00</b>

### Operational Costs Breakdown

Operational Costs	FY2026	FY2027
Personnel	\$4,350	\$4,437
Utilities	\$69,600	\$70,992
Maintenance	\$13,050	\$13,311
<b>Total</b>	<b>\$87,000</b>	<b>\$88,740</b>

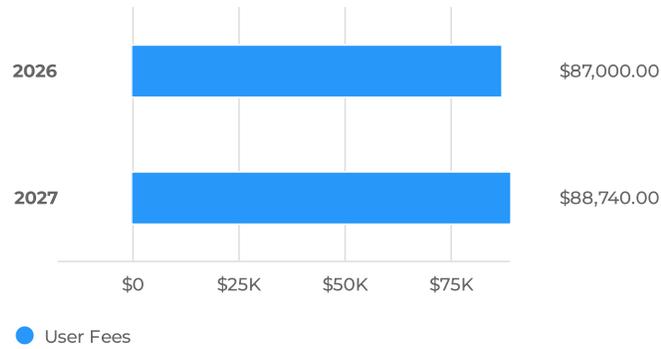


## Operating Revenue

Total Budget (all years)

**\$175.74K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



Operating Revenue Breakdown		
Operating Revenue	FY2026	FY2027
User Fees	\$87,000	\$88,740
<b>Total</b>	<b>\$87,000</b>	<b>\$88,740</b>



# Countryside Hamlet

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## Overview

Submitted By	Gina Jennings
Request Owner	Gina Jennings
Est. Start Date	04/01/2022
Est. Completion Date	06/30/2023
Department	Enterprise Capital
Type	Capital Improvement

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## Description

This project will service the Countryside Hamlet Community that consists of 47 manufactured home sites on one parcel of land located on Lazy Lagoon Road in the Dagsboro/Frankford area of the Sussex County Unified Sanitary Sewer District. This Community was originally built with a central on-site community septic system serving all of the manufactured home sites. The existing system is now failing and unable to support the existing home sites. This project will replace the failing septic system by utilizing the existing gravity collection system, constructing a new pump station and installing a new force main servicing a connection point on Delaware Avenue in Frankford.

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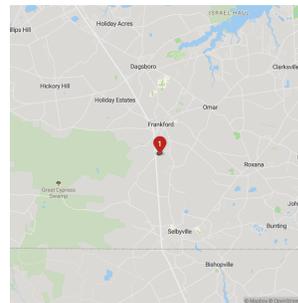
## Images



## Details

Type of Project      New Construction

## Location

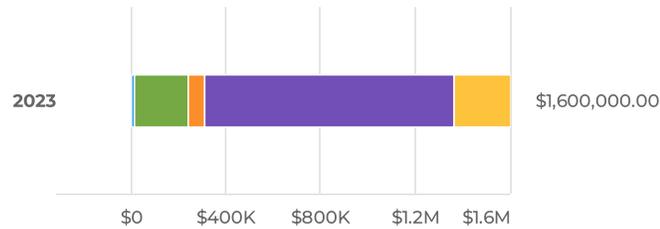


## Capital Cost

FY2023 Budget  
**\$1,600,000**

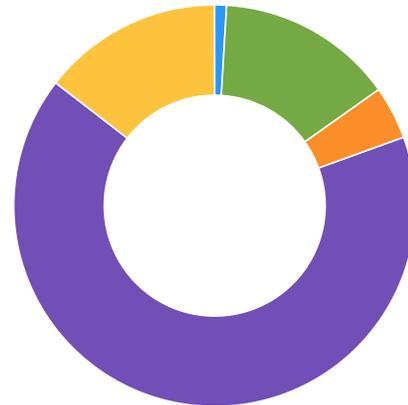
Total Budget (all years)  
**\$1.6M**

Capital Cost by Year



- Planning
- Engineering
- Land/Right-of-way
- Construction/Maintenance
- Other

Capital Cost for Budgeted Years



- Planning (1%) \$15,197.00
- Engineering (14%) \$227,946.00
- Land/Right-of-way (4%) \$68,384.00
- Construction/Maintenance (66%) \$1,056,150.00
- Other (15%) \$232,323.00
- TOTAL \$1,600,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Planning	\$15,197
Engineering	\$227,946
Land/Right-of-way	\$68,384
Construction/Maintenance	\$1,056,150
Other	\$232,323
<b>Total</b>	<b>\$1,600,000</b>



## Funding Sources

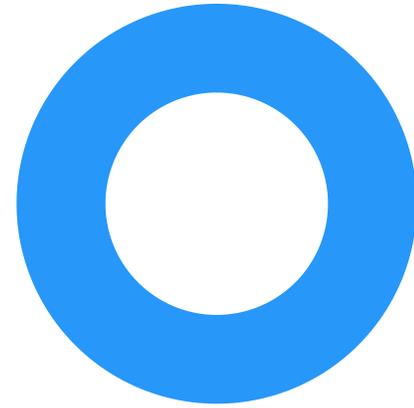
FY2023 Budget  
**\$1,600,000**

Total Budget (all years)  
**\$1.6M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Assessment Fees (100%) \$1,600,000.00  
**TOTAL \$1,600,000.00**

### Funding Sources Breakdown

Funding Sources	FY2023
Assessment Fees	\$1,600,000
<b>Total</b>	<b>\$1,600,000</b>

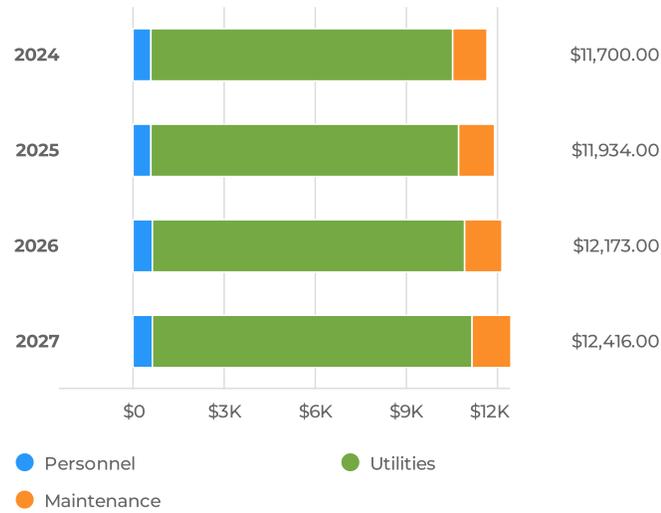


## Operational Costs

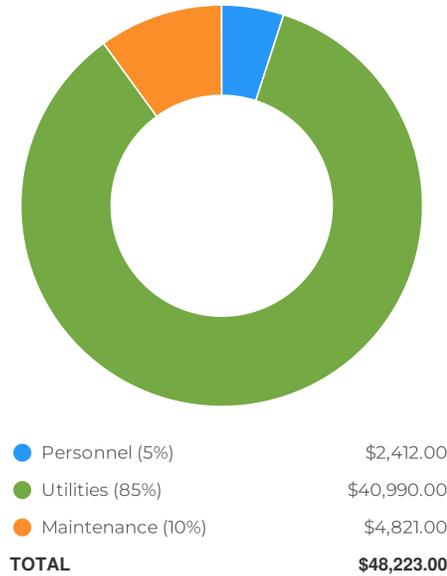
Total Budget (all years)

**\$48.223K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027
Personnel	\$585	\$597	\$609	\$621
Utilities	\$9,945	\$10,144	\$10,347	\$10,554
Maintenance	\$1,170	\$1,193	\$1,217	\$1,241
<b>Total</b>	<b>\$11,700</b>	<b>\$11,934</b>	<b>\$12,173</b>	<b>\$12,416</b>

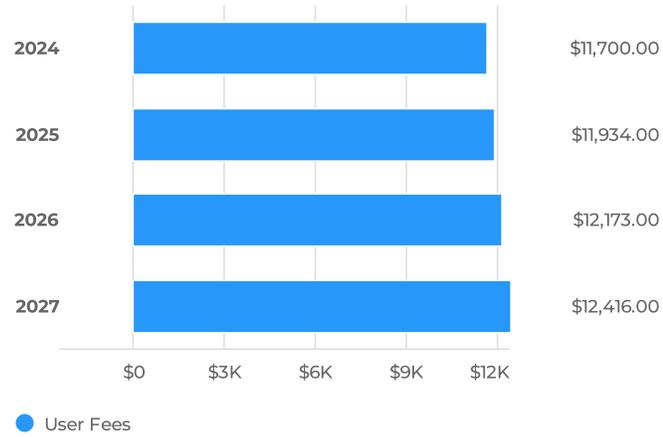


## Operating Revenue

Total Budget (all years)

**\$48.223K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2024	FY2025	FY2026	FY2027
User Fees	\$11,700	\$11,934	\$12,173	\$12,416
<b>Total</b>	<b>\$11,700</b>	<b>\$11,934</b>	<b>\$12,173</b>	<b>\$12,416</b>



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# LIBRARY REQUESTS

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# Library Building Improvements (sidewalks and HVAC systems)

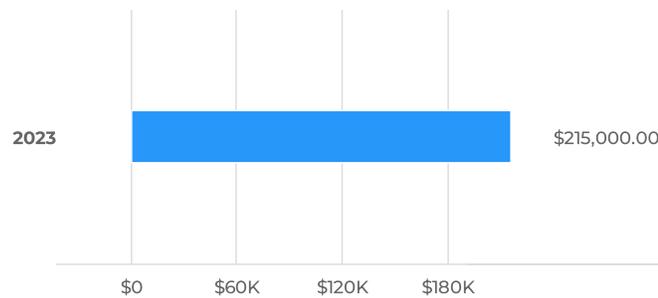
## Overview

Submitted By: Gina Jennings  
 Request Owner: Gina Jennings  
 Department: Library  
 Type: Other

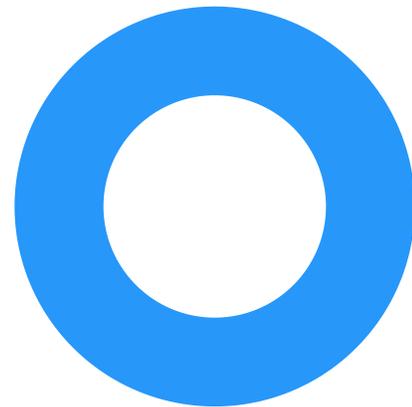
## Capital Cost

FY2023 Budget: **\$215,000**  
 Total Budget (all years): **\$215K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capitalized Cost (100%) \$215,000.00  
**TOTAL \$215,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$215,000
<b>Total</b>	<b>\$215,000</b>



## Funding Sources

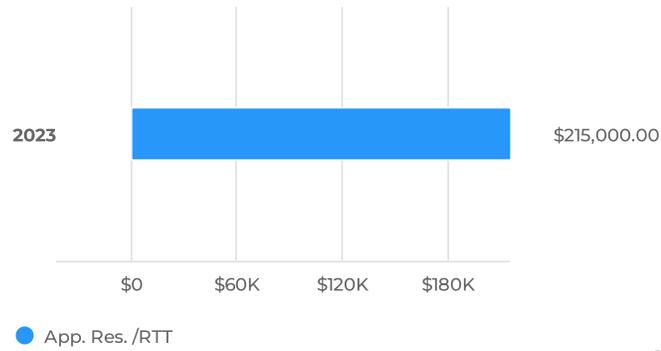
FY2023 Budget

**\$215,000**

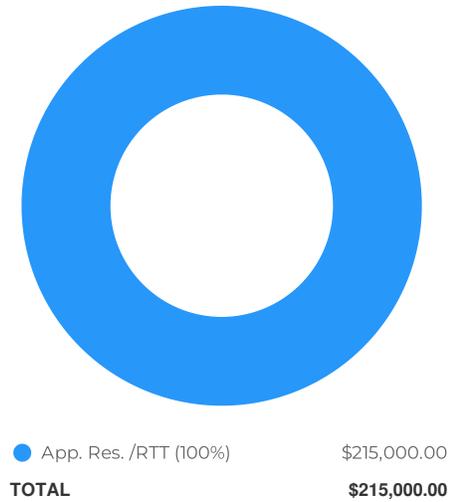
Total Budget (all years)

**\$215K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$215,000
<b>Total</b>	<b>\$215,000</b>

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# **INFORMATION TECHNOLOGY REQUESTS**

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# Western Sussex Data Center

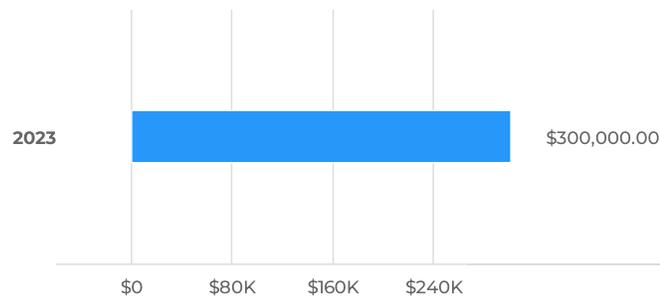
## Overview

Submitted By: Gina Jennings  
 Request Owner: Gina Jennings  
 Department: Information Technology  
 Type: Other

## Capital Cost

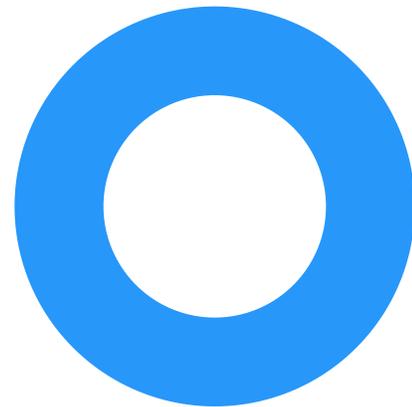
FY2023 Budget: **\$300,000**  
 Total Budget (all years): **\$300K**

Capital Cost by Year



● Capitalized Cost

Capital Cost for Budgeted Years



● Capitalized Cost (100%) \$300,000.00  
**TOTAL \$300,000.00**

### Capital Cost Breakdown

Capital Cost	FY2023
Capitalized Cost	\$300,000
<b>Total</b>	<b>\$300,000</b>

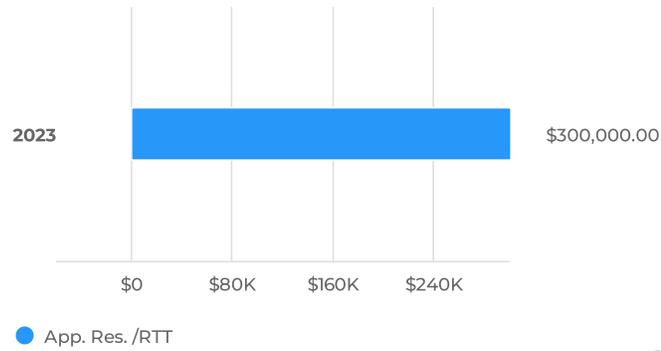


## Funding Sources

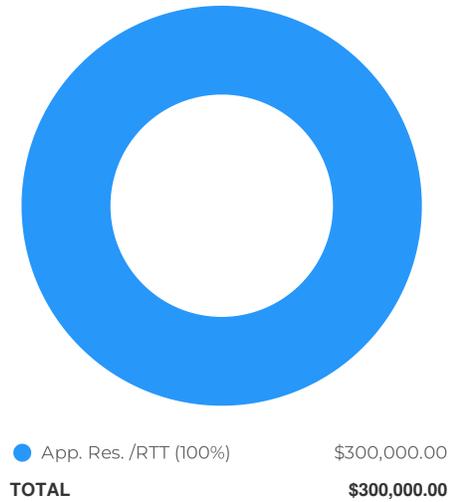
FY2023 Budget  
**\$300,000**

Total Budget (all years)  
**\$300K**

Funding Sources by Year



Funding Sources for Budgeted Years



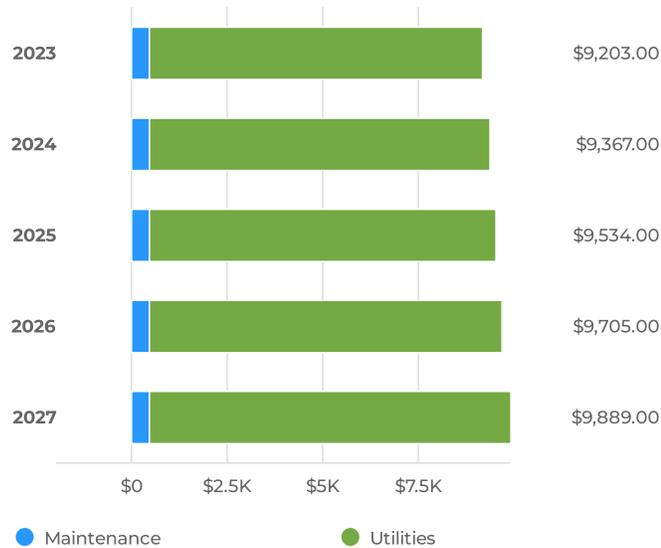
Funding Sources Breakdown	
Funding Sources	FY2023
App. Res. /RTT	\$300,000
<b>Total</b>	<b>\$300,000</b>

## Operational Costs

FY2023 Budget  
**\$9,203**

Total Budget (all years)  
**\$47.698K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027
Utilities	\$8,703	\$8,867	\$9,034	\$9,205	\$9,389
Maintenance	\$500	\$500	\$500	\$500	\$500
<b>Total</b>	<b>\$9,203</b>	<b>\$9,367</b>	<b>\$9,534</b>	<b>\$9,705</b>	<b>\$9,889</b>

