

ORDINANCE NO. \_\_\_\_

AN ORDINANCE ESTABLISHING THE ANNUAL OPERATING BUDGET FOR  
FISCAL YEAR 2022

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The Statement of Anticipated General Fund Revenues for the Fiscal Year Ending June 30, 2022 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2022</u>
<b><u>Revenues:</u></b>	
<u>Taxes</u>	
Real Property - County	\$ 15,342,000
Real Property - Library	1,799,000
Realty Transfer	24,900,000
Fire Service	1,700,000
Lodging Tax	1,000,000
Penalties and Interest	100,000
<u>Intergovernmental</u>	
Federal Grants	
Emergency Operations	256,250
Housing and Urban Development	2,603,000
Library	90,000
Payments in Lieu of Taxes	6,000
State Grants	
Economic Development	150,000
Local Emergency Planning Commission	72,000
Library	330,000
Other	84,250
Paramedic	5,100,000
<u>Charges for Services</u>	
Constitutional Office Fees	
Marriage Bureau	160,000
Recorder of Deeds	4,065,000
Recorder of Deeds - Maintenance	42,000
Recorder of Deeds - Town Realty Transfer Tax	78,000
Register of Wills	1,200,000
Sheriff	1,000,000

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2022</u>
General Government Fees	
Building Permits & Zoning Fees	2,500,000
9-1-1 System Fee	559,630
Manufactured Home Placement Fee	130,000
Building Inspection Fees	1,960,000
Airport Operations/Economic Development	676,000
Miscellaneous Fees	56,000
Private Road Review & Inspection Fees	1,500,000
 <u>Miscellaneous Revenue</u>	
Fines and Forfeits	60,000
Investment Income	1,000,000
Miscellaneous Revenues	195,200
 <u>Other Financing Sources</u>	
Interfund Transfers In	48,700
Appropriated Reserve	<u>8,956,291</u>
 <b><u>Total Revenues</u></b>	<b><u>\$ 77,719,321</u></b>

Section 2. The Statement of Anticipated General Fund Appropriations and Expenditures for the Fiscal Year Ending June 30, 2022 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2022</u>
<b><u>Expenditures</u></b>	
<u>General Government</u>	
County Council	707,710
Administration	537,263
Legal	550,000
Finance	2,220,001
Assessment	4,510,466
Building Code	1,486,533
GIS	928,252
Human Resources & General Employment	894,431
Records Management	257,170
Facilities Management	2,389,963
Information Technology	2,366,338
Constable	1,410,346
 <b><u>Expenditures (continued)</u></b>	 <b><u>Amount Year</u></b>

	<b><u>Ending June 30, 2022</u></b>
<u>Planning and Zoning</u>	1,760,249
<u>Paramedics</u>	17,357,091
<u>Emergency Preparedness</u>	4,933,790
<u>Engineering</u>	1,949,560
<u>Library</u>	
Administration	767,803
Operations	2,863,446
<u>Economic Development</u>	
Economic Development	681,427
Safety and Security	478,260
Airport and Business Park	1,014,087
<u>Community Development</u>	2,948,683
<u>Grant-in-aid</u>	21,411,362
<u>Constitutional Offices</u>	
Marriage Bureau	230,891
Recorder of Deeds	1,034,519
Register of Wills	657,124
Sheriff	657,056
<u>Other Financing Uses</u>	
Transfers Out	115,500
Reserve for Contingencies	600,000
<b><u>Total Expenditures</u></b>	<b><u>\$ 77,719,321</u></b>

Section 3. If Realty Transfer Tax collections exceed an amount of \$33,000,000, the excess amount shall be transferred to the Capital Project Fund for future capital projects.

Section 4. The Tax Rate, Fireman's Enhancement Funding Program, Cluster Fees, miscellaneous fee increases and new sources of revenue for the Fiscal Year Ending June 30, 2022 is as follows:

- (a) County Property Tax Rate \$.4450 per \$100.00 of taxable assessed valuation.
- (b) Firemen's Enhancement Funding Program - Building Permit surcharge of one-quarter of one percent (.25%) of construction values. Distribution will be made to fire companies and ambulance companies who are in good standing with the Sussex County Volunteer Fire Association.

- (c) Cluster Fee for density bonus.
- 1.) The Town Centers and Developing Areas around Greenwood, Bridgeville, Seaford, Blades, Laurel and Delmar - \$15,000 per unit in excess of two dwelling units per acre.
  - 2.) For the Town Centers and Developing Areas around Milford, Milton, Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville - \$15,000 per unit in excess of two dwelling units per acre.
  - 3.) For the Environmentally Sensitive Developing Area - \$20,000 per unit in excess of two dwelling units per acre.
- (d) Miscellaneous Fee increases.
- 1.) Utility Enterprise - Water Annual Service Charge - increased from \$327 per EDU to \$342.
  - 2.) Utility Enterprise – Sewer Annual Service Charge – increased from \$292 per EDU to \$296.
  - 3.) Utility Enterprise - Sewer Assessment Charge - Dewey Beach / Henlopen Acres Area – increased from \$317.52 per EDU to \$318.54.
  - 4.) Utility Enterprise - Connect Fees - increased from \$6,360 to \$6,600 per EDU.
  - 5.) Utility Enterprise and General Fund Engineering – Code section 99 and 100 Field Inspection Fees – unit of measure change from percentage of construction price to a unit price based on equivalent dwelling unit (EDU).
- (e) New Sources of Revenue
- 1.) Enterprise Fund – Water Fire Service Fee – \$300 annual fee per connection.
  - 2.) Enterprise Fund – Water Connection Fee – Ellendale – Fee will be based on Artesian Water Company’s impact fee.
  - 3.) Enterprise Fund – Sewer Inspection Camera Fee - \$125 per hour.

**Section 5.** Sussex County Code Chapter 99 and Chapter 110 Miscellaneous Fee and Charges Schedule is as follows:

Area	Fee Description	Fee	Unit of Measure
Engineering	Plan Review Fees - Chapter 99 - Flat fee for (2) reviews of submitted plans	\$2,500.00	Flat Fee
Engineering	Plan Review Fees - Chapter 99 - Per unit for (2) reviews of submitted plans	\$45.00	Per Unit (addition to Flat Fee)
Engineering	Plan Review Fees - Chapter 99 - Third Additional review - after first (2) reviews	60%	Original Plan Review fees
Engineering	Plan Review Fees - Chapter 99 - Fourth Additional review - after first (3) reviews	50%	Original Plan Review fees
Engineering	Plan Review Fees - Chapter 99 - Fifth Additional review - after first (4) reviews	40%	Original Plan Review fees
Engineering	Plan Review Fees - Plan Revisions - Chapter 99 - After obtaining County approval	\$1,000.00	Each

Area	Fee Description	Fee	Unit of Measure
Engineering	Field Inspection Fees - Chapter 99	\$1,225.00	Per Equivalent Dwelling Unit including as-built assets
Engineering	Field Inspection - Overtime - Holiday or Weekend hours	\$50.00	Per Hour
Utility Enterprise	Damage to County Infrastructure from outside sources	Varies	Actual Cost or Equipment rates based on FEMA Schedule
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat fee including (2) reviews of submitted plans	\$2,000.00	Flat Fee
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Per Unit including (2) reviews of submitted plans	\$20.00	Per Unit (addition to Flat Fee)
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	\$1,500.00	Flat Fee
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water – per unit including (2) reviews of submitted plans	\$10.00	Per Unit (addition to Flat Fee)
Utility Enterprise	Plan Review Fees - Chapter 110 - Third Additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110 - Fourth Additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110 - Fifth Additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Plan Revisions - Chapter 110 - After obtaining County approval.	\$1,000.00	Each
Utility Enterprise	Pump Station Review Fees – Chapter 110	\$2,500.00	Flat Fee including 2 reviews of submitted plans
Utility Enterprise	Field Inspection Fees - Chapter 110	\$875.00	Per Equivalent Dwelling Unit including as-built assets
Utility Enterprise	Rescheduled connection inspections - each additional field inspection required due to contractor's methods, no call/no show, or cancellation within 2 hours of scheduled appointment	\$100.00	Per Occurrence
Utility Enterprise	Field Inspection - Overtime	\$50.00	Per Hour
Utility Enterprise	Sewer/Water Connection Permits	\$100.00	Per Permit
Utility Enterprise	Availability fee for Private Fire Service	\$250.00	Annually
Utility Enterprise	Waste hauler's annual septage discharge license fee	\$250.00	Annually
Utility Enterprise	Waste hauler fee - Septage Treatment Charges	\$0.076	Per gallon
Utility Enterprise	Wastewater Holding Tank Permit	\$100.00	Each
Utility Enterprise	Water Turn Off or On Fee	\$300.00	Each

Area	Fee Description	Fee	Unit of Measure
Utility Enterprise	Bulk Water User Permit (Usage Fees charged separately)	\$50.00	Each
Utility Enterprise	Bulk Water Usage Fee - First 5,000 Gallons	\$25.00	5,000 Gallons
Utility Enterprise	Bulk Water Usage Fee - 5,001 Gallons and Up	\$4.00	1,000 Gallons
Utility Enterprise	Industrial Wastewater Discharge Permit	\$500.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Amendment	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Variance(s)	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - User Annual Monitoring Fee	\$250.00	Annually
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	\$500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	\$750.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	\$1,500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	\$2,500.00	Each
Utility Enterprise	Sewer Service Concept Evaluation Fee	\$1,000.00	Each
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges
Utility Enterprise	Water Availability Fee	100%	Annual Service Charges
Utility Enterprise	Sewer Inspection Camera Fee	\$125.00	Per hour for equipment and crew; charge based on hourly increments
Utility Enterprise	Bio-solids Processing Fee	---	Per individual contracts
Utility Enterprise	Enterprise Employee Premium Hourly Rate for Services for After Hours	Various	Employee premium hourly rate plus 40% overhead charge
Utility Enterprise	Water Fire Service Fee	\$300.00	Per connection – Annual

Section 6. The Statement of Anticipated Capital Project Fund Revenues and Expenditures for the Fiscal Year Ending June 30, 2022 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2022</u>
<b><u>Revenues and Other Financing Sources</u></b>	
Appropriated Reserves	\$ 23,222,500
Federal Grant	2,475,000
Investment Income	37,500
State Grant	15,000
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<b><u>Total Revenues and Other Financing Sources</u></b>	<b><u>\$ 25,750,000</u></b>

<u>Expenditures</u>	<u>Amount Year Ending June 30, 2022</u>
Administrative	6,850,000
Information Technology	3,000,000
Airport and Business Park	8,750,000
Engineering	450,000
Public Safety	6,700,000
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<b>Total Capital Improvement Expenditures</b>	<b>\$ 25,750,000</b>
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Section 7. The Statement of Anticipated Enterprise Fund Revenues and Expenses for the Fiscal Year Ending June 30, 2022 is as follows:

<u>Revenues and Other Financing Sources</u>	<u>Amount Year Ending June 30, 2022</u>
Operating Revenues	
Service Charges	\$ 25,605,558
Holding Tank Fees	468,683
Licenses, Permit, and Review Fees	1,134,000
Miscellaneous Fees	486,987
Non-Operating Revenues	
Assessment Charges	8,337,260
Capitalized Ord. 38 Fees	2,300,000
Connection Fees	6,643,397
Investment Results	1,016,000
Miscellaneous Revenues	354,000
Other Financing Sources	
Available Funds	1,067,258
Transfers	115,500
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<b>Total Revenues and Other Financing Sources</b>	<b>\$ 47,528,643</b>
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<u>Expenses</u>	
Administrative Costs	\$ 8,397,798
Operations and Maintenance Costs	21,036,312
Capital Expenditures	6,204,920
Debt Service	11,889,613
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<b>Total Expenses and Debt Service</b>	<b>\$ 47,528,643</b>
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Section 8. Supplemental funding provided Coronavirus State and Local Fiscal Recovery Funds as follows:

**Revenue and Other Financing Sources**

Coronavirus State and Local Fiscal Recovery Grant \$ 45,495,460

**Expenses and Other Financing Uses**

Coronavirus State and Local Fiscal Recovery Eligible Expenses \$ 45,495,460

Section 9. Unappropriated or unobligated General Fund expenditures requiring a transfer from the General Fund Undesignated Fund Balance require approval by not less than four-fifths of the members of Sussex County Council concurring.

Section 10. The 35-hour base County Pay Plan and Salary Structure for employees not in a collective bargaining unit for Fiscal Year Ending June 30, 2022 shall be:

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$21,967	\$27,459	\$32,951
2	\$23,065	\$28,832	\$34,598
3	\$24,219	\$30,273	\$36,328
4	\$25,430	\$31,787	\$38,144
5	\$26,701	\$33,376	\$40,052
6	\$28,036	\$35,045	\$42,054
7	\$29,438	\$36,797	\$44,157
8	\$30,910	\$38,637	\$46,365
9	\$32,455	\$40,569	\$48,683
10	\$34,078	\$42,598	\$51,117
11	\$35,782	\$44,727	\$53,673
12	\$37,571	\$46,964	\$56,357
13	\$39,450	\$49,312	\$59,174
14	\$41,422	\$51,778	\$62,133
15	\$43,493	\$54,366	\$65,240
16	\$45,668	\$57,085	\$68,502
17	\$47,951	\$59,939	\$71,927
18	\$50,349	\$62,936	\$75,523
19	\$52,866	\$66,083	\$79,299
20	\$55,510	\$69,387	\$83,264
21	\$58,285	\$72,856	\$87,427
22	\$61,199	\$76,499	\$91,799
23	\$64,259	\$80,324	\$96,389
24	\$67,472	\$84,340	\$101,208
25	\$70,846	\$88,557	\$106,269
26	\$74,388	\$92,985	\$111,582
27	\$78,107	\$97,634	\$117,161
28	\$82,013	\$102,516	\$123,019
29	\$86,113	\$107,642	\$129,170
30	\$90,419	\$113,024	\$135,629
31	\$94,940	\$118,675	\$142,410
32	\$99,687	\$124,609	\$149,531
33	\$104,671	\$130,839	\$157,007
34	\$109,905	\$137,381	\$164,858

Section 11. The County has invested \$10 million of Appropriated Reserves from Realty Transfer

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

Section 12. This Ordinance shall become effective on July 1, 2021.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. \_\_\_\_ ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE \_\_\_\_TH DAY OF JUNE 2021.

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ROBIN A. GRIFFITH  
CLERK OF THE COUNCIL