

ORDINANCE NO. 2718

AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR
FISCAL YEAR 2021

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The Statement of Anticipated General Fund Revenues for the Fiscal Year Ending June 30, 2021 is as follows:

| | <u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u> |
|----------------------------------------------|-------------------------------------------------------------|
| <u>Revenues:</u> | |
| <u>Taxes</u> | |
| Real Property - County | \$ 14,880,000 |
| Real Property - Library | 1,744,600 |
| Realty Transfer | 22,500,000 |
| Fire Service | 1,500,000 |
| Lodging Tax | 1,000,000 |
| Penalties and Interest | 62,396 |
| <u>Intergovernmental</u> | |
| Federal Grants | |
| Emergency Operations | 200,000 |
| Housing and Urban Development | 2,045,000 |
| Payments in Lieu of Taxes | 5,800 |
| State Grants | |
| Paramedic | 5,100,000 |
| Local Emergency Planning Commission | 70,000 |
| Library | 330,000 |
| <u>Charges for Services</u> | |
| Constitutional Office Fees | |
| Marriage Bureau | 170,000 |
| Recorder of Deeds | 3,466,000 |
| Recorder of Deeds - Maintenance | 41,000 |
| Recorder of Deeds - Town Realty Transfer Tax | 70,000 |
| Register of Wills | 1,200,000 |
| Sheriff | 1,800,000 |

| | <u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u> |
|-----------------------------------------|-------------------------------------------------------------|
| General Government Fees | |
| Building Permits & Zoning Fees | 2,000,000 |
| 9-1-1 System Fee | 559,630 |
| Manufactured Home Placement Fee | 130,000 |
| Building Inspection Fees | 1,640,000 |
| Airport Operations/Economic Development | 623,000 |
| Miscellaneous Fees | 61,000 |
| Private Road Review & Inspection Fees | 1,400,000 |
| <u>Miscellaneous Revenue</u> | |
| Fines and Forfeits | 60,000 |
| Investment Income | 764,200 |
| Miscellaneous Revenues | 199,000 |
| <u>Other Financing Sources</u> | |
| Interfund Transfers In | 70,000 |
| Appropriated Reserve | <u>2,200,000</u> |
| <u>Total Revenues</u> | <u>\$ 65,891,626</u> |

Section 2. The Statement of Anticipated General Fund Appropriations and Expenditures for the Fiscal Year Ending June 30, 2021 is as follows:

| <u>Expenditures</u> | <u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u> |
|--------------------------------------|-------------------------------------------------------------|
| <u>General Government</u> | |
| County Council | \$ 703,284 |
| Administration | 493,180 |
| Legal | 550,000 |
| Finance | 2,123,542 |
| Assessment | 1,808,718 |
| Building Code | 1,228,352 |
| Mapping and Addressing | 866,291 |
| Human Resources & General Employment | 826,191 |
| Records Management | 255,019 |
| Facilities Management | 2,254,424 |
| Information Technology | 1,892,013 |
| Constable | 1,329,912 |

| <u>Expenditures (continued)</u> | <u>Amount Year Ending June 30, 2021</u> |
|----------------------------------|-------------------------------------------------|
| <u>Planning and Zoning</u> | 1,516,486 |
| <u>Paramedics</u> | 16,806,863 |
| <u>Emergency Preparedness</u> | 4,415,020 |
| <u>Engineering</u> | |
| Engineering Administration | 1,097,574 |
| Public Works | 384,091 |
| <u>Library</u> | |
| Administration | 736,820 |
| Operations | 2,604,818 |
| <u>Economic Development</u> | |
| Economic Development | 295,367 |
| Safety and Security | 520,595 |
| Airport and Business Park | 826,772 |
| <u>Community Development</u> | 2,590,233 |
| <u>Grant-in-aid</u> | 16,050,136 |
| <u>Constitutional Offices</u> | |
| Marriage Bureau | 226,345 |
| Recorder of Deeds | 992,363 |
| Register of Wills | 637,579 |
| Sheriff | 644,138 |
| <u>Other Financing Uses</u> | |
| Transfers Out | 115,500 |
| Reserve for Contingencies | 1,100,000 |
| <u>Total Expenditures</u> | <u>\$ 65,891,626</u> |

Section 3. The Tax Rate, Fireman's Enhancement Funding Program, Cluster Fees and miscellaneous fee increases and new from fiscal year 2020 for the Fiscal Year Ending June 30, 2021 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 changes.
 - 1.) Utility Enterprise - Water Annual Service Charge - increased from \$312 per EDU to \$327.
 - 2.) Enterprise Fund - Sewer Assessment Charge - Dewey Beach / Henlopen Acres Area - increased \$296.08 per EDU to \$317.52.
 - 3.) Utility Enterprise - Connect Fees - Blades area - increase from \$3,570 to \$6,360 per EDU.
 - 4.) Utility Enterprise - Connect Fees - Ellendale area - decreased from \$8,000 to \$6,360 per EDU.
- (e) New Sources of Revenue
 - (1.) Enterprise Fund - Sewer Assessment Charge - Chapel Branch Area - \$680 per EDU.
 - (2.) Enterprise Fund - Sewer Assessment Charge - Western Sussex Area - \$303 per EDU.

Section 4. Sussex County Code Chapter 99 and Chapter 110 Miscellaneous Fee and Charges Schedule is as follows:

| Area | Fee Description | Fee | Unit of Measure |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------|
| Public Works | Plan Review Fees - Chapter 99 - Flat fee for (2) reviews of submitted plans | \$2,500.00 | Flat Fee |
| Public Works | Plan Review Fees - Chapter 99 - Per unit for (2) reviews of submitted plans | \$45.00 | Per Unit (addition to Flat Fee) |
| Public Works | Plan Review Fees - Chapter 99 - Third Additional reviews - after first (2) reviews | 60% | Original Plan Review fees |
| Public Works | Plan Review Fees - Chapter 99 - Fourth Additional reviews - after first (3) reviews | 50% | Original Plan Review fees |
| Public Works | Plan Review Fees - Chapter 99 - Fifth Additional reviews - after first (4) reviews | 40% | Original Plan Review fees |
| Public Works | Plan Review Fees - Plan Revisions - Chapter 99 - After obtaining County approval. | \$1,000.00 | Each |
| Public Works | Field Inspection Fees - Chapter 99 | 8% | Based on Accepted Construction Cost Estimates (independently verified) |
| Public Works | 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 |

| Department – Area | Fee Description | Fee | Unit of Measure |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------|
| Utility Enterprise | Field Inspection Fees - Chapter 110 | 15% | Based on Accepted Construction Cost Estimates (independently verified) |
| 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 |
| 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 | Sewer Availability Fee | 100% | Annual Service Charges |

Section 5. The Statement of Anticipated Capital Project Fund Revenues and Expenditures for the Fiscal Year Ending June 30, 2021 is as follows:

| <u>Revenues and Other Financing Sources</u> | <u>Amount Year Ending June 30, 2021</u> |
|----------------------------------------------------------|--------------------------------------------------------|
| Appropriated Reserves | \$ 9,230,000 |
| Federal Grant | 900,000 |
| Investment Income (net) | 20,000 |
| State Grant | 50,000 |
| | <hr/> |
| <u>Total Revenues and Other Financing Sources</u> | <u>\$ 10,200,000</u> |
| | |
| <u>Expenditures:</u> | |
| Administrative | |
| Information Technology Infrastructure | 750,000 |
| Land Acquisition/Improvements | 1,500,000 |
| Airport and Business Park | |
| Stormwater Improvements | 750,000 |
| Airport Masterplan | 400,000 |
| Water Plant Improvements | 100,000 |
| Apron Expansion | 300,000 |
| Land Acquisition | 750,000 |
| RW 4-22 Taxiway B | 300,000 |
| Pavement Improvements | 500,000 |
| Business Park Improvements | 1,250,000 |
| Baltimore Avenue Connector | 750,000 |
| Public Safety | |
| Public Safety Building | 1,000,000 |
| Stations and Property Acquisition | 1,850,000 |
| | <hr/> |
| <u>Total Capital Improvement Expenditures</u> | <u>\$ 10,200,000</u> |

Section 6. The Statement of Anticipated Enterprise Fund Revenues and Expenses for the Fiscal Year Ending June 30, 2021 is as follows:

| <u>Revenues and Other Financing Sources</u> | <u>Amount Year Ending June 30, 2021</u> |
|----------------------------------------------------------|-------------------------------------------------|
| Operating Revenues | |
| Service Charges | \$ 23,505,523 |
| Holding Tank Fees | 500,000 |
| Licenses, Permit, and Review Fees | 1,134,000 |
| Miscellaneous Fees | 496,000 |
| Non-Operating Revenues | |
| Assessment Charges | 8,337,260 |
| Capitalized Ord. 38 Fees | 2,300,000 |
| Connection Fees | 4,691,687 |
| Investment Results | 1,062,475 |
| Miscellaneous Revenues | 190,000 |
| Other Financing Sources | |
| Available Funds | 93,765 |
| Transfers | 115,500 |
| | <hr/> |
| <u>Total Revenues and Other Financing Sources</u> | <u>\$ 42,426,210</u> |
| | |
| <u>Expenses:</u> | |
| Administrative Costs | \$ 8,253,126 |
| Operations and Maintenance Costs | 14,045,337 |
| Capital Expenditures | 6,759,893 |
| Debt Service | 13,367,854 |
| | <hr/> |
| <u>Total Expenses and Debt Service</u> | <u>\$ 42,426,210</u> |

Section 7. 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 8. The County Pay Plan and Salary Structure for Fiscal Year Ending June 30, 2021 shall be adopted by this Ordinance.

| Grade | Minimum | Midpoint | Maximum |
|--------------|----------------|-----------------|----------------|
| 1 | \$ 21,536 | \$ 26,921 | \$ 32,304 |
| 2 | \$ 22,613 | \$ 28,266 | \$ 33,919 |
| 3 | \$ 23,744 | \$ 29,679 | \$ 35,616 |
| 4 | \$ 24,931 | \$ 31,164 | \$ 37,396 |
| 5 | \$ 26,178 | \$ 32,722 | \$ 39,267 |
| 6 | \$ 27,486 | \$ 34,359 | \$ 41,229 |
| 7 | \$ 28,862 | \$ 36,075 | \$ 43,291 |
| 8 | \$ 30,303 | \$ 37,880 | \$ 45,456 |
| 9 | \$ 31,819 | \$ 39,773 | \$ 47,728 |
| 10 | \$ 33,410 | \$ 41,762 | \$ 50,115 |
| 11 | \$ 35,080 | \$ 43,851 | \$ 52,622 |
| 12 | \$ 36,835 | \$ 46,042 | \$ 55,251 |
| 13 | \$ 38,677 | \$ 48,345 | \$ 58,014 |
| 14 | \$ 40,610 | \$ 50,762 | \$ 60,915 |
| 15 | \$ 42,641 | \$ 53,300 | \$ 63,960 |
| 16 | \$ 44,773 | \$ 55,965 | \$ 67,157 |
| 17 | \$ 47,011 | \$ 58,763 | \$ 70,516 |
| 18 | \$ 49,361 | \$ 61,702 | \$ 74,041 |
| 19 | \$ 51,830 | \$ 64,787 | \$ 77,744 |
| 20 | \$ 54,421 | \$ 68,025 | \$ 81,631 |
| 21 | \$ 57,141 | \$ 71,428 | \$ 85,713 |
| 22 | \$ 59,999 | \$ 74,998 | \$ 89,999 |
| 23 | \$ 62,999 | \$ 78,748 | \$ 94,500 |
| 24 | \$ 66,150 | \$ 82,686 | \$ 99,223 |
| 25 | \$ 69,456 | \$ 86,820 | \$ 104,185 |
| 26 | \$ 72,929 | \$ 91,162 | \$ 109,394 |
| 27 | \$ 76,575 | \$ 95,720 | \$ 114,863 |
| 28 | \$ 80,404 | \$ 100,506 | \$ 120,606 |
| 29 | \$ 84,425 | \$ 105,532 | \$ 126,636 |
| 30 | \$ 88,645 | \$ 110,809 | \$ 132,969 |
| 31 | \$ 93,079 | \$ 116,348 | \$ 139,617 |
| 32 | \$ 97,732 | \$ 122,165 | \$ 146,597 |
| 33 | \$ 102,619 | \$ 128,273 | \$ 153,928 |
| 34 | \$ 107,750 | \$ 134,687 | \$ 161,625 |

Section 9. 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 11. The County will use additional appropriated reserves for the following expenditures if revenues from Building Inspection Fees, Building Permit & Zoning Fees, Realty Transfer Tax and Recorder of Deeds Fees exceed the revenue in Section 1 of this ordinance. These additional expenditures will occur in \$1 million increments in the stated order below.

| <u>Expenditures</u> | <u>Supplemental Amount #1</u> |
|-------------------------------|-----------------------------------|
| <u>General Government</u> | |
| County Council | \$ 8,000 |
| Finance | 18,000 |
| Assessment | 5,000 |
| Building Code | 6,000 |
| Mapping and Addressing | 23,400 |
| Human Resources | 28,200 |
| Records Management | 2,100 |
| Facilities Management | 197,380 |
| Information Technology | 174,500 |
| <u>Planning and Zoning</u> | 11,500 |
| <u>Paramedics</u> | 136,940 |
| <u>Emergency Preparedness</u> | 75,500 |
| <u>Engineering</u> | |
| Solid Waste | 35,500 |
| <u>Library</u> | |
| Administration | 1,740 |
| Operations | 13,565 |

| <u>Expenditures (continued)</u> | <u>Supplemental Amount #1</u> |
|----------------------------------|-----------------------------------|
| <u>Economic Development</u> | |
| Economic Development | 15,000 |
| Safety and Security | 4,500 |
| Airport and Business Park | 36,175 |
| <u>Community Development</u> | 3,000 |
| <u>Constitutional Offices</u> | |
| Recorder of Deeds | 4,000 |
| <u>Other Financing Uses</u> | |
| Reserve for Contingencies | 200,000 |
| <u>Total Expenditures</u> | <u>\$ 1,000,000</u> |

| <u>Expenditures</u> | <u>Supplemental Amount #2</u> |
|----------------------------------|-----------------------------------|
| <u>General Government</u> | |
| Finance | 4,000 |
| Assessment | 2,000 |
| Mapping and Addressing | 500 |
| Human Resources | 8,300 |
| Facilities Management | 119,000 |
| Information Technology | 115,000 |
| <u>Planning and Zoning</u> | 5,000 |
| <u>Paramedics</u> | 10,000 |
| <u>Emergency Preparedness</u> | 70,500 |
| <u>Engineering</u> | |
| Administration | 40,000 |
| <u>Library</u> | |
| Operations | 54,200 |
| <u>Economic Development</u> | |
| Economic Development | 97,500 |
| Airport and Business Park | 74,000 |
| <u>Other Financing Uses</u> | |
| Reserve for Contingencies | 400,000 |
| <u>Total Expenditures</u> | <u>\$ 1,000,000</u> |

| | |
|--------------------------------------|------------------------------------------|
| <u>Expenditures</u> | <u>Supplemental Amount #3</u> |
| <u>Grant-in-Aid</u> | \$1,000,000 |
| | |
| <u>Expenditures</u> | <u>Supplemental Amount #4</u> |
| <u>Grant-in-Aid</u> | \$1,000,000 |
| | |
| <u>Expenditures</u> | <u>Supplemental Amount #5</u> |
| Capital Projects Fund: Engineering | \$500,000 |
| Capital Projects Fund: Business Park | \$500,000 |
| <u>Total Expenditures</u> | <u>\$1,000,000</u> |
| | |
| <u>Expenditures</u> | <u>Supplemental Amount #6</u> |
| Capital Projects Fund: Engineering | \$500,000 |
| Capital Projects Fund: Business Park | \$500,000 |
| <u>Total Expenditures</u> | <u>\$1,000,000</u> |
| | |
| <u>Expenditures</u> | <u>Supplemental Amount #7</u> |
| Capital Projects Fund: Engineering | \$500,000 |
| Capital Projects Fund: Business Park | \$500,000 |
| <u>Total Expenditures</u> | <u>\$1,000,000</u> |
| | |
| <u>Expenditures</u> | <u>Supplemental Amount #8</u> |
| Capital Projects Fund: Engineering | \$800,000 |
| General Fund: Grant-in-Aid | \$200,000 |
| <u>Total Expenditures</u> | <u>\$1,000,000</u> |

So long as there is an operational surplus after supplemental amount #8, any Realty Transfer Tax amount remaining shall be transferred to the Capital Projects Fund for future projects.

Section 10. This Ordinance shall become effective on July 1, 2020.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. 2718 ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE 23RD DAY OF JUNE 2020.

ROBIN A. GRIFFITH
CLERK OF THE COUNCIL