



# **Town of Ocean View FY2025 Operating, 5-year Capital Improvement Plan and Water System Budget**



**Adopted Version - 4/09/2024**



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# INTRODUCTION

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# Town of Ocean View, Delaware

## Fiscal Year 2025

May 1, 2024 to April 30, 2025



***Ocean View! Welcoming You Home Yesterday, Today and Tomorrow!***

### **Ocean View Administrative Offices**

201 Central Avenue  
Ocean View, Delaware 19970  
(302) 539-9797  
[www.oceanviewde.gov](http://www.oceanviewde.gov)

### **Ocean View Town Council**

John Reddington, Mayor  
Stephen Cobb, Council Member, District 1  
Colleen Twardzik, Council Member, District 2  
Jay Tyminski, Council Member District 3  
Don Walsh, Mayor Pro-Tem & Council Member, District 4

### **Ocean View Town Administration**

Carol S. Houck, Town Manager  
Kenneth McLaughlin, Chief of Police  
Dawn Mitchell Parks, Finance Director  
Ken Cimino, Planning, Zoning & Development Director  
Donna Schwartz, Town Clerk

## **Proposed Budget versus Adopted Budget**

The FY 2025 Budget was adopted on April 9, 2024 as proposed with no revisions.





# Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**Town of Ocean View  
Delaware**

For the Fiscal Year Beginning

**May 01, 2023**

*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Town of Ocean View, Delaware, for its Annual Budget for the fiscal year beginning May 01, 2023. 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 communications device.

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





# Fiscal Year (FY) 2025 Budget Message

February 13, 2024

Honorable Mayor and Council,

On behalf of the Administrative and Financial Divisions of the Town of Ocean View, with support from all departmental teams, we are pleased to submit our proposed FY2025 (5/1/2024 – 4/30/2025) Budget for your consideration. This document represents the Town’s financial plan for the next fiscal year, including an Operating Budget, a five-year Capital Improvement Program and a Water Utility budget. The overall budget, as presented, relies on forecasting, recommendations from the Towns 10-year Comprehensive Development Plan update, planned projects, and trends. We have attempted to position our community so that we can address near and longer-term needs as well as react to changing revenue trends while maintaining a high level of service delivery. We would be remiss not to mention that **Ocean View is celebrating its 135<sup>th</sup> year as a Town in 2024!**

The FY2025 Budget as presented herein represents a total **Operating Budget of \$5,870,245 and Capital Program totaling \$1,995,595.**

The development of the FY2025 Budget was impacted by higher costs for many areas of our operations, including materials and supplies. Further, State of Delaware healthcare premium (rate) increases, and higher costs to remain competitive in regard to police retention and recruitment and the addition of a Public Works Superintendent position are factors we managed in preparing this recommended budget.

For full awareness, we reduced expenses and or revisited forecasted revenues from our first draft (prior to this budget submission) amounting to a \$238,020 revision if you will, thereby avoiding the requirement to recommend at minimum a 1- cent tax rate increase. The revisions are as follows:

Originator	Revision to proposed budget (first draft)	Amount of Revision
Administration	Salary Study	(\$40,000)
OVPD	2 Seasonal Officers	(\$32,340)
Administration	Increased Gross Receipts Tax Revenue	\$20,000
Administration	Increased expected Property Tax Revenues	\$19,295
Administration	Used \$5K across board vs % increase PD*	(\$21,815)
Administration	Increased employee share of Healthcare	\$11,045
Administration	Increase to GF Revenue with transfer from ERTF**	\$68,140
Administration	Emerging Projects Funds support to General Fund***	\$25,385



*\*Option to address OVPD salaries as a result of remaining competitive for retention and recruitment, in association with starting salary increase to \$65,000.*

*\*\*Funds transferred from the ERTF to the General Fund without compromising our requirement to fund the ERTF at 20% of our Operating Budget. Doing so was primarily associated with assisting with the Town's share of increased healthcare premiums (\$81,699 higher than FY24) as well as balancing the budget.*

*\*\*\*Utilization of a portion of our Emerging Projects funding to assist with the Town's share of increased healthcare premiums (\$81,699 higher than FY24) as well as balancing the budget.*

### **Some highlights from the past year include:**

- **Construction commenced on the Daisey Avenue Streetscape project.** This is the second phase of the Town's pedestrian connectivity initiative, providing a safe way to walk from State Route 26 to the Assawoman Canal and is scheduled for completion in May 2024. This effort was followed by the completion of the design for sidewalks along Woodland Avenue to Daisey Avenue. Construction of this segment is anticipated to commence in September 2024.
- **Design of the final segment of sidewalks along West Avenue.** These projects will complete our connectivity efforts along West Avenue, providing a safe way to walk from John West Park to the Assawoman Canal.
- **Drainage improvements** to Country Village and Country Estates were successfully completed in 2023. Design of the final section of drainage improvements for Country Estates was completed in 2023 with construction of these improvements scheduled to commence in May 2024.
- **Drainage Improvements in the Cottages on White Creek** have commenced. This project will be successfully completed prior to May 2024.
- **Drainage Improvements in Bear Trap Dunes** along Willow Oak Avenue were completed in 2023.
- **Drainage Improvements** at the intersection of Woodland and Daisey Avenues are being completed as part of the Daisey Avenue Streetscape which should wrap up in May 2024.
- **Savannahs Landing** drainage was completed in 2023. This project included the cleaning and video of every existing pipe in the community.
- **Design** has started for the retrofit of the existing Asphalt coated corrugated metal pipes along with the street trench drains in **Hunters Run.**
- **Design** of the final phase of **Woodland Park** drainage project will be completed in 2024.
- **Sidewalk retrofits** were completed along Woodland Avenue between Mitchell Avenue and West Avenue. This project included the removal and replacement of 800 linear feet of damaged sidewalk.
- **Construction** of an **emergency evacuation footbridge** between Lord Baltimore elementary School and Lake Village Circle in the Preserve at Ocean View was completed in 2023.
- **Paving** was completed in Bear Trap Dunes.



- **Annual tree trimming** was completed in Savannahs Landing, Hunters Run and West View.
- **Annual street sweeping** took place in May and November 2023.
- **Drainage improvements** to Hudson Avenue, Country Estates and Country Village were completed.
- The Town enjoyed very **strong community support for our Community events**, having attracted families, neighbors, and friends to John West Park for family-friendly outdoor programs and entertainment. It is estimated that over 8,000 people attended our free family-friendly events over the course of the year in addition to those that regularly enjoy the park amenities including our shaded playground, walking trail, outdoor fitness equipment, and Bocce Ball courts.
- **Successful recruitment of our 14<sup>th</sup> sworn officer** in association with the placement of a full-time **School Resource Officer (SRO) at Lord Baltimore Elementary School**, including the recent successful negotiation of funding support of \$31,990 from the Indian River School District towards the SRO position.
- The Ocean View Police Department and our Administrative and Planning Departments have recently secured **grant funding for projects that will have saved the community well over \$2 million by the end of 2025.**
- The Ocean View **Police Department volunteers logged over 2380 hours in 2023.** This equates to the approximate value of \$75,684 at \$31.80 a volunteer hour!
- 243 residence checks, and 629 business checks were conducted by our Police Department.
- **Over 2100 hours of Police in-service training** were completed by our officers.
- Ocean View again earned an **Unmodified Opinion** for its year-end 4/30/2023 external Audit performed by an independent audit firm. **An unmodified opinion is the highest level a Town can achieve!**
- Ocean View was **awarded the Distinguished Budget Presentation Award** by the Government Finance Officers Association (GFOA). Ocean View joins the approximately 740 other government entities (only 4 in Delaware) that have achieved this award for their FY2024 budgets of the more than 23,000 members across the United States and Canada.
- Ocean View **successfully negotiated the purchase** of property adjacent John West Park and our Community Center, funding the purchase with grant monies including the State Bond Bill, American Rescue Plan Act and Outdoor Recreation and Parks Trail funding. The parcel at **8 Oakwood Avenue** is expected to be developed as an extension of our existing parking lot thereby freeing up our grass overflow lot **for future park amenities.**
- The Ocean View Police Department received **Gold Level Recognition for Excellence in Policy Development and Police Officer Training from Lexipol in 2020, 2021, 2022 and 2023.**
- The Town's record of being named one of the **safest places to live in Delaware** has continued, highlighting the Town's strong **commitment to public safety**, and remaining a favorable place to do business, vacation and live!

- Design has begun for the development of the **Berzins Natural Area**, to include walking trails and scenic boardwalk overlooks. Grants of over \$1 million have been obtained for its development from the State Transportation Alternative Program (TAP) and the DNREC Outdoor Recreation Parks & Trails (ORPT) Program.
- The Town with the leadership of Volunteer Ed Donnely established the **Ocean View Citizens Emergency Response Team (CERT)**!

In developing the FY2025 Budget document, we have continued to follow the guidelines set forth by the Government Financial Officers Association (GFOA). In addition to such guidelines, the GOA offers educational opportunities for its members. Finance Director Dawn Parks is a member of National GFOA and also holds a seat on the Board of the local chapter.

Thank you to the Mayor and Council, Town employees and the members of our boards and commissions for their dedication to **Ocean View** and to another successful year serving our community.



## **Basic Budget Objectives Maintained**

- Annual operating revenues shall cover annual operating expenses **within a balanced budget**. The Operating Budget can be found in **Section 2, General Fund**.
- **Maintain cash holdings equal to at least two-months operational costs** for the start of the next fiscal year without relying on state or federal grants. We have traditionally identified this required funding from our Unassigned Fund Balance. As currently proposed, this Unassigned Fund Balance Objective requires the contribution of \$911,708 with the projected availability of \$2,128,289, which represents over 4.5 months. **Section 1, Budget Highlights and Assumptions**.
- **Manage the condition of existing Town sidewalks** based on the recommendations of the consulting Town engineer and our 2016 ADA Right-Of-Way Transition Plan (moved in FY2019 to the Operating Budget).
- **Transfer Taxes**. We continue to recognize the **importance of limiting our Town's dependence on transfer taxes for operational expenses in the FY2025 Budget** in alignment with the direction of the Mayor and Council. This Budget continues to utilize transfer tax revenues to support the following trust funds:
  - **Capital Reserve Trust Fund (CRTF)** -12.5% of each month's transfer taxes realized and, as necessary, supplemented by an annual contribution from the General Fund, as established by our Reserve Study) ; the
  - **Street Repair and Replacement Trust Fund (SRRTF)** - 25% of each month's transfer taxes realized); and the
  - **Emergency Reserve Trust Fund (ERTF)** – 20% of Operating Budget “as approved”).
- **The Town's Capital Assets shall be maintained in good repair with the benefit of funding from the Capital Reserve Trust Fund (CRTF)**. The CRTF is aligned with a 5-year update to our Capital Reserve Study (most recently updated in January 2024). The FY2025 Reserve Funding requirement is met without additional funding (utilizing the final year of the 2019 Reserve Study update). The Capital Reserve Trust Fund Balance after accounting for FY2025 projects will remain at approximately \$1,153,457. The CRTF details are part of the Capital Improvement Program (CIP) and can be found in **Section 3, Other Funding Sources**.
- **Annually Fund the Emergency Reserve Trust Fund (ERTF)** at 20% of the current years' operating budget. The Town achieved this in FY2019, three years ahead of schedule as required by Ordinance 339, adopted in May 2017, and has continued each year since.



The ERTF is funded by transfer tax revenue not transferred during a fiscal year to the CRTF or the SRRTF. More specifically, we budget for the difference between what remains in the ERTF from the previous year(s) and the current budget year's 20% calculation. This proposed budget forecasts meeting this requirement of \$1,174,049 by the end of FY2025 while also allowing for \$68,140 to be transferred into the General Fund due to overfunding and assisting in balancing the proposed budget.

### **Section 3, Other Funding Sources.**

#### **Additional Transfer Tax Commentary:**

Excess Transfer Tax Revenues, over what is required for each Trust Fund as noted above and not needed to reach the ERTF 20% is added to the Street Repair and Replacement Trust Fund (SRRTF).

It is crucial to keep in mind that if our transfer tax revenue declines as expected when new home sales slow, it may be necessary to utilize/include general fund revenues to continue to support the above noted trust funds in out-year budgets. Our FY2025 forecasting recognizes a decline in Transfer Tax revenue but is currently maintaining the same level of support to our trust funds as established by ordinance.

For all of the above reasons, our Transfer Tax Revenue assumptions are conservative, and out-year trends will need to be closely monitored. Success from the efforts of the Town to:

- maintain and improve upon livability,
- commit to a high level of responsiveness,
- focus on safety and community policing,
- cleanliness, and property maintenance improvements,
- well maintained streets and infrastructure,
- support a strong business climate,
- offer well planned, and executed community events and
- strong public engagement, and partnership building, etc.,

may help improve our outlook by maintaining residential property values, strong existing home resales and increasing the number of successful businesses along State Rt 26.



## Key Budget Assumptions

- **The recommended FY2025 budget is presented with no requirement for a tax rate increase.** Therefore, the tax rate set for FY2025, if supported by Mayor and Council will remain at .2378 per \$100 assessed value for the 3<sup>rd</sup> fiscal year in a row. You will recall that the Town reduced its tax rate by three (3) cents/11% in its approved FY2023 budget.

The value of one cent on the tax rate in FY2025 is \$139,977. It is important to note that making a recommendation for no tax rate increase for FY2025 is a result of reducing projects, increasing employee healthcare costs share, and utilizing ERTF and Emerging Projects funds to assist in covering the Towns' share of increased healthcare premium as reported by the State of Delaware, and balance the budget.

No tax rate increase for FY2025 also impacts out-year operational funding needs as currently forecasted and becomes clear that a tax rate increase will be necessary absent a new revenue stream(s) or operational cuts.

- This proposed budget includes the addition of a full-time Public Works Superintendent that will take over the leadership of the division, including all contractual relationships for mowing, snow removal, irrigation, sprinkler systems, park maintenance, playground maintenance, tree trimming, facility maintenance, etc. Plus, a phased in move of pavement management and drainage improvements, street repair and maintenance, ADA sidewalks, and storm response to the new Public Works leader, primarily from the Planning Director. This move will also align workload and responsibility where best suited for long term sustainability and succession planning purposes.
- **Our revenue forecasting reflects anticipated decline** in Transfer Tax and new construction permit revenue while recognizing a 24%, 3-year average increase in Gross Rental Receipt Taxes (GRRT). In addition, it is forecasted that we will likely want to increase our GRRT rate 6% by ordinance in 2024 in advance of the FY2026 Budget year. We are currently at 5% but deem the workload associated with managing the GRRT program and the percentage charged by neighboring towns supports the increase. Doing so is also expected to assist with limiting out-year tax rate increases, which as noted above are expected to be necessary.
- The State of Delaware's FY2024 Budget year funded **Municipal Street Aid** (MSA) for Ocean View at \$128,043. We have assumed funding of \$130,000 for FY2025.
- There has been no recent discussion at the State level to our knowledge, regarding any reduction to the 1.5% Transfer Tax currently allocated to local municipalities. Any changes to this allocation would further impact our ability to fund our Trusts as noted above. As in the past, any such action would see strong opposition from the League of Local Governments in which we participate.





- **New construction permitting** is again expected to see a further reduction in the next few years with the exception of the Shore Vista development (currently moving through our planning process) and the anticipated completion of the *revised* Silverwood's project. Both projects have been conservatively factored into our revenue forecast in relationship to timing and market concerns. The proposed FY2025 budget anticipates 40 permits for new home construction compared to 20 in FY2024. Our FY2024 new home permit count (originally budgeted for 20 homes) reached only 9 as of December 2023, with four months remaining.
- **Town owned streets** (26.21 total miles as of spring of 2022) **will be maintained** through the continuation of our annual paving maintenance program as recommended by the Town's consulting engineer with guidance from a regularly updated pavement management study. The study was most recently completed in December 2021. Funding for planned street rehabilitation projects is available from the Street Repair and Replacement Trust Fund (SRRTF). Street Funds are accounted for in the Operating Budget. A listing of the locations scheduled for rehabilitation can be found in **Section 1, Budget Highlights and Assumptions**.
- **Impact Fees** – there are various components to how Impact Fees are disbursed and what they fund. Impact fees are collected from **new construction permits** at \$1,936 of which \$1,436 is sent to the General Fund to support our Police Department operations. The remaining \$500 from **new construction permits** plus .5% of each **regular (existing properties) building permits** are transferred to the Emergency Services Enhancement Fund (ESEF).

Additional Impact Fee Commentary:

- The Emergency Service Enhancement Fund (ESEF) is the fund that supports our annual grant to the Millville Volunteer Fire Company. This FY2025 Budget also includes funding towards the replacement of an Ocean View Police Department vehicle. New revenue to this fund is forecasted to total \$72,500 in FY2025. This is an increase of \$12,500 from the FY2024 Budgeted forecast based on anticipated new construction (Shore Vista / Silverwoods) and regular building permit expectations. Additionally, while having budgeted conservatively, our early forecast for how we will end FY2024 this April suggests we could hit our Impact fee budget figures being only \$6,500 shy with 3 months left. This is good news as we fell short in FY2023.
- Regardless, the Impact Fee funding sources (primarily new construction) for ESEF (to Millville Volunteer Fire Co. and that help support the Ocean View Police Department operations) will eventually reduce in relationship to a decline in new construction permits going forward as the Town is built out.

- The ESEF balance after the FY2024 grant to the Millville Fire Company (maintained at \$80,000 in this proposed budget) will be approximately \$965,725. If left accruing, we likely have 7 years at this current level of funding including funding support for one replacement OVPD police vehicle at \$50,000 a year.
- **Emerging Projects Fund**- We've included this funding source for the last three years, which initially totaled \$422,845 and was identified from past administrations surviving funds in a former money market account held prior to 2019 for transfer taxes. This non-recurring funding source has allowed the Town to react to opportunities that evolve over the course of the year. Its availability has helped to support two such endeavors including the Town share of the development of our Bocce Ball Courts (\$18,500) and the purchase of 33 West Ave. (\$297,702). The FY2025 balance totals \$81,258, including our identification of \$25,385 towards balancing the budget as previously noted. This balance continues to have various initiatives under consideration for use. **Section 5.**
- **American Rescue Planning Act (ARPA) funding**: The Town's full allotment of ARPA funding was received totaling \$1,182,341. To date, \$938,001 has been spent (Millville Fire Bldg. Fund & Rescue Boat; Open Space purchase; OVPD Mobile Radio's; Pandemic Assoc. Premium Pay; 33 West Parking Lot landscaping; Berzins Natural Area land purchase; and purchase of 8 Oakwood) leaving \$35,163.33 which is tentatively earmarked for the design of an evidence storage structure for the OVPD. The 8 Oakwood funds usage will be transferred out of this account when we true up the FY2024 Budget in April 2024 (the end of the FY2024 fiscal year), in the annual budget amendment. The ARPA monies must be spent by the end of 2024. **Section 5.**
- **Compensation/Personnel** – This Budget proposal:
  - Continues to support the FY2020 reinstatement of paid volunteers for the Ocean View Police Department front desk from Memorial Day to Labor Day at the total cost not to exceed \$4,830.
  - Includes a part-time seasonal code enforcement officer for Planning and Zoning with a not to exceed value of \$14,325.
  - Allocates a Cost-of-Living Adjustment (COLA – based on the Dec. 2023 CPI- U Mid-Atlantic Rate) for Mayor and Council per Town Charter.
  - Allocates a Cost-of-Living Adjustment (COLA – based on the Dec. 2023 CPI- U Mid-Atlantic Rate) for non-police employees at 3.901% and COLA of .401% for Contractual employees (Chief of Police and Town Manager).

- Includes a \$5,000 increase for sworn police officers (non-contractual) in association with a \$5,000 starting salary increase deemed necessary to remain competitive.
- Does not include any merit pay for FY2025 but continues to include an employee holiday bonus of \$350 with the exception of contractual employees.
- Includes funding for two (2) Police Officers that are now eligible for promotion and a step increase for having completed the necessary requirements.

- **Employee Benefits**

- Health Insurance – at this time the State of Delaware has reported an increase to the cost of participating in their plans. We have included a 22.8% increase in association with written and verbal communication with the Statewide Benefit Office. A final determination will not be made until March. We have therefore projected an **\$81,699 increase to Healthcare costs over FY2024**. In addition, this budget assumes premium coverage of employee selected healthcare plans with an increased cost share paid by employees using the percentage set and paid by State employees as follows:

- 4% of premium for Highmark DE First State Basic
- 5% of premium for Aetna CDH Gold Plan
- 13.25% of premium for Highmark DE Comprehensive PPO Plan

While the increased employee cost share (valued at \$11,045 more than FY2024) is necessary, the COLA increase provides some relief.

- Dental Insurance – Guardian Dental increased by 5%.
- Short Term Disability – increased 5%.
- Workers Compensation – costs are set by formula by the DeLea Founders Insurance Trust (DFIT). DFIT is a workers' compensation self-insured municipal program which Town Manager Houck is a current board member. Ocean View has been a member since its start. DFIT provides an estimate each January for the year as well as performs a true-up based on our “actual” experience for the previous year in relations to employee count changes, that can result in a credit or additional monies due. For January 2024, the combined classification of employee categories rate is 17.5%, less than January 2023! This is a result of the group’s success in managing claims.
- Life Insurance – increased 5%.
- Vision – Available to all full-time employees from the State of Delaware plan with 2 % increase.
- Pension – An increase of 2.24% per employee for sworn officers and .11% for civilian employees based on the preliminary actuarial defined rates as supplied by the Delaware Office of Management and Budget.
- Business Insurance - Increases for the May 2024 renewal include a 5% increase, and we have 5% assumed for the future years.

- **Overtime** – The Overtime lines have been assigned as follows: 12% of Public Safety Salaries; 10% of Public Works Salaries; 2% of Planning and Zoning and 1.5% of General & Administration Salaries. The salary totals used do not include ineligible staff salaries – such as the Town Manager, Chief of Police and Division Heads.
- **On the horizon! Delaware Paid Leave** (Family and Medical Leave Insurance Program) - Delaware paid leave goes into full effect January 1, 2026, but has some limited impact on this FY2025 budget. The intent as described by the state is to provide employees with support during a health or family event, and to assist employers in the State in attracting and retaining dedicated and high-quality personnel. Most businesses with 10 or more employees are required to participate. The program rollout is occurring now, and we are closely reviewing information as it becomes available. What we do know is that Delaware Paid Leave offers paid leave to employees who have been employed for at least one year and who have worked at least 1,250 hours with a single employer. If their leave is approved, employees will get up to 80% of their wages (with a max of \$900 a week) to cover certain absences. There is also a maximum of 12 weeks of total combined leave per year. The state will manage the program and suggests that it can be funded by less than 1% of an employee's weekly salary. Employers can require employees to contribute up to half the cost through payroll deductions.

This unfunded mandate will impact 4 months of our FY2025 budget and has been estimated to cost \$6,865 (with no employee contribution). This amount has been included in our Life/Disability line item. As a result of 2025 being the year for collections into the fund only, and use of the paid leave beginning in January 2026 we opted to include the cost for 4 months in the FY2025 budget and allow additional time to navigate this new requirement in time for more educated funding decisions to be made for the FY2026 budget. Some Towns/Cities are considering self-funding a program, which will need to be approved by the State. We are aware of at least one City that submitted a plan which was rejected. We intend to continue to evaluate our options.

- **CATV – Mediacom Cable Franchise** – we have pulled back further on our conservative revenue forecasting for franchise fees based on continued increases, year to year. Staff plan to watch the anticipated trends associated with cord cutting/streaming, to attempt to not be caught off guard. The franchise revenue we receive is based on 5% of the services purchased by properties in the Town. If another provider enters a franchise agreement with the Town for Cable TV, the same 5% requirement will be included. The FY2023 actual funding received totaled \$89,662. We are budgeted at \$80,000 in FY2025.
- **Community Events** - This budget proposal assumes that four Seasons of Family friendly community event's will be held in FY2025 (including our 135<sup>th</sup> Anniversary Celebration event) with a funding level of \$56,000 for Town sponsored events and \$13,500 for partnership events and our 135<sup>th</sup> celebration are as follows:



- 2<sup>nd</sup> Annual Spring Fling/Arbor Day Planting (May 4, 2024)
- Summer Concert Series (Friday evenings – June 7 and 21, 2024)
- Classic Movie Theme Nights (Fridays, July 12 and July 26, 2024)
- Fall – Cops and Goblins (Saturday – Oct. 26, 2024)
- Winter – Old Town Holiday Market, Tree Lighting and Trail of Lights (Saturday – November 30, 2024)

#### Town Partnership Events/Special Celebrations

- 135<sup>th</sup> Anniversary Celebration (June 15, 2024)
- Quiet Resorts Chamber of Commerce Fire and Ice (Jan/Feb 2025 -Date TBD)
- Bocce Ball Tournament
- Other local community programs support
  - Note: The Historic Village in Ocean View will not hold a Chicken Festival in 2024.
- Our **Fee Schedule** includes modifications associated with our review of time spent completing various tasks, solicitor billings, and or comparisons with other towns in our area. **Introduction page 47.**
- **Capital Improvement Program** - The Capital Improvement Program portion of the proposed budget aligns with past discussions and needs as identified by our departments. Information is available in **Section 5 with full details of each project available in the Appendix.**
  - In addition, our 5-year reserve study, intended to better prepare the Town for out-year equipment replacement and facility improvements, was developed to conservatively determine our annual contributions to the Capital Reserve Trust Fund (funds required in excess of those earned from our monthly transfer of 12.5% of transfer tax revenues). More clearly, if our 12.5% transferred for the previous year hits the Reserve study annual contribution, we are not required to fund more from the General Fund, and conversely, if it doesn't, we make up the difference from the General Fund. No contribution is included in the FY2025 budget as the balance is projected to be \$1,153,457 at the end of FY2025 (utilizing the final year of FY2019 study).

#### FY2025 Capital Program Highlights include:

- John West Park Playground Improvements – The FY2025 budget maintains past planned savings from the 2019 Reserve Study for playground upgrades at John West Park totaling \$219,561. A funding and implementation plan will need to be developed in future years due to the high costs and limited window to make the improvements.



- Public Safety Capital Items - We have included the costs associated with the purchase of one (1) public safety vehicle at the total price of \$85,000 (\$35,000 Sussex County & \$50,000 ESEF). This funding includes the planned replacement in FY2025 with anticipated delivery in late FY2025 (early FY2026) in association with continued delivery delays.
- Continued drainage projects and sidewalk connectivity projects planned to start or be completed in FY2025:
  - Woodland Park drainage project
  - Hunters Run drainage and pipe replacement
  - Eastgate Boulevard Pipe Replacement in Avon Park
  - Oakwood Avenue Drainage improvements
  - Woodland Avenue and West Avenue Sidewalk Projects
  - Finalizing the Design for the Berzins Natural Area and beginning contract creation for its development (primarily grant funded).
- **Trust Funds** – Full detail of our three Trust Fund Accounts is attached in **Section 3, Other Funding Sources.**
- **Water System** – Our Water System remains fully self-funded, and no rate increases have been included. **Section 2, Water System.**

In closing, we look forward to discussing the details of the Proposed FY2025 Operating and Capital Program Budget and responding to your questions as we move through the budget process. Please let us know if you have any questions in advance to your regular Council meeting of February 13<sup>th</sup> and/or our Budget Workshop of February 27, 2024.

Respectfully Submitted,

Carol S. Houck  
Town Manager

Dawn Mitchell Parks  
Finance Director





## ABOUT OCEAN VIEW



From its humble beginnings as a small village developed around a general store, Ocean View has remained focused on service to its community. Today, Route 26/Atlantic Avenue is the Town's primary commercial corridor. There is a small, secondary commercial corridor along Central Avenue consisting of primarily older structures that have been converted into small retail shops and businesses. The older, established neighborhoods are concentrated north of Route 26 and dispersed throughout the Town on the south side of Route 26, intertwined with newer planned communities. The development of Ocean View has resulted in an eclectic mix of both historic and newer structures.

Ocean View has a history of promoting the Town and showcasing its civic pride through community events. Starting in the early 1900s, the Town held its first Homecoming which featured bands, food, and appearances by governors and senators. Some early years, the crowds reached 5,000 people. This event continued annually until the 32nd Homecoming, when it stopped due to gas rationing during World War II. The Town also held its Centennial from June 12-15, 1989. The festival included food, music, and activities. The event was also paired with the 41st Delmarva Chicken Festival. A smaller Historic Village in Ocean View Chicken Festival took place in Ocean View in May of 2022.

In recent years, the Town has placed great effort into offering unique, family-friendly community events and they have become popular among residents of all ages. The Town hosts events such as summer concerts and themed Classic Movie nights as well as seasonal events like the very popular Halloween festival Cops & Goblins coordinated by the Ocean View Police Department, the annual Old Town Holiday Market, Tree Lighting and Trail of Lights and, beginning the Spring of 2023, Spring Fling! In June 2024,

we will be hosting the Town's 135th Anniversary Celebration event. There are additional events held throughout the year in partnership with other entities such as the Quiet Resorts Chamber of Commerce and the Historic Village in Ocean View.

All of the Town events are held at beautiful John West Park and Community Center, which has become a focal point for gathering with family and friends. The well maintained shaded park and playground areas are now hosting 2nd and 3rd generation visitors that welcome the opportunity to reminisce, slow down and be a part of a peaceful community, just two miles from the Atlantic Ocean.





## HISTORY OF OCEAN VIEW



The Town of Ocean View was officially incorporated on April 13, 1889 with the first Town Council meeting being held a week later, April 20, 1889 with nine (9) elected council members. The first town council president elected was Captain George W. West.

The history of Ocean View, however, dates back to the colonial era. The present site of Ocean View was originally a tract of 500 acres known as "Middlesex" and granted to Matthew Scarborough under the authority of "Charles, Absolute Lord and Proprietary of the Provinces of Maryland and Avalon, Lord Baron of Baltimore".

After Scarborough's death, his land passed into the hands of the Hazzard family and then into the hands of the Hall family. It was the Hall family who founded the Town of Ocean View. Shortly after 1800, W.S. Hall opened a store on his farmland near White's Creek, which was a portion of the old Middlesex Plantation. Following the establishment of the general store, the area became known as Hall's Store. The village that sprang up around the store was composed of families of farmers, watermen, and seamen. In 1833, a post office was established on Central Avenue. Legend has it that the name of the village was changed to the Town of Ocean View due to its proximity to the beach with the Atlantic Ocean located just two (2) miles to the east. It is said that one could see the Atlantic Ocean from the second floor of many homes.

Ocean View's businesses listed in the Sussex County Farm Directory of 1875-1877 included J.M. Steel (blacksmith), Holt & Townsend (lumber), Js. F. Holt, G.W. Tunnell, McNeal & Williams (merchants), Miss M. Townsend (milliner), Jas. B. Davis (shoemaker), Lemuel H. Derrickson and Geo H. West (vessel captains), John W. Evans, James A. Firman, Joseph E. Hall, James F. Holt, Willian H. Hudson, Benton Mitchell, Jacob Pusey, Nathaniel F. Quillen, Thomas H. Richards, John Taylor, Peter Townsend, and John M. Turner (farmers and fruit growers).

An 1890 map of the Town, drawn by John T. West, included 44 residential dwellings, four stores, and two churches – Ocean View Presbyterian Church and Mariner's Ocean View Methodist Church. By 1895 the Town had a population of 350 residents according to the Sussex County Farm Directory of 1895-1897. Residents at that time held jobs as sailors, life savers, masons, shopkeepers, carpenters, fishermen, mill operators, and farmers.



In 1923, Mrs. Cecile Long Steele ordered 50 chicks for her egg-laying business but instead received 500 birds thanks to a clerical error and raised her first flock of broiler-fryer chickens for commercial consumption, establishing Ocean View as the birthplace of the commercial broiler industry. This is Delaware's number one agricultural enterprise.

The Town would eventually shift from a predominately agricultural community to a year-round residential community with a commercial center. In the 1980s and 90s, the Town started to see an increase in retirees and vacationers. Today, the Town of Ocean View continues as a residential community often referred to as a bedroom beach community. Ocean View is home to a year-round population nearing 3000 with seasonal property owners and vacationers substantially increasing the Town's population during the summer months.



# Population Overview



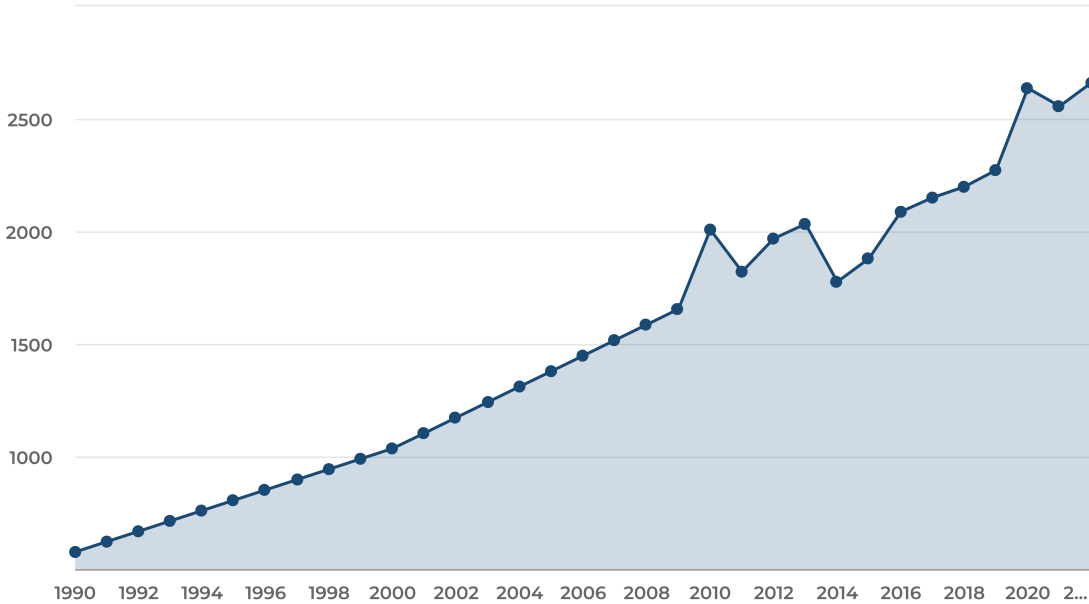
TOTAL POPULATION

**2,660**

▲ **4.1%**  
vs. 2021

GROWTH RANK

**21** out of **57**  
Municipalities in Delaware



\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



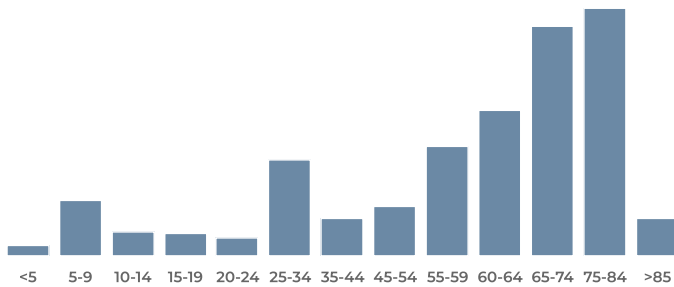
DAYTIME POPULATION

**2,895**

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 5-year estimates

## POPULATION BY AGE GROUP



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

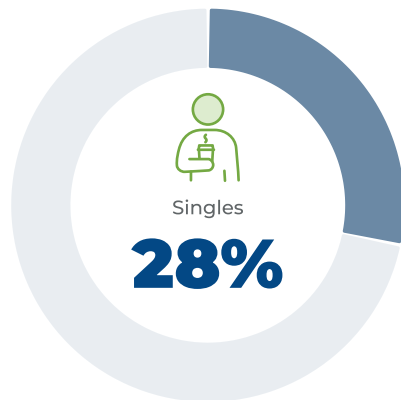
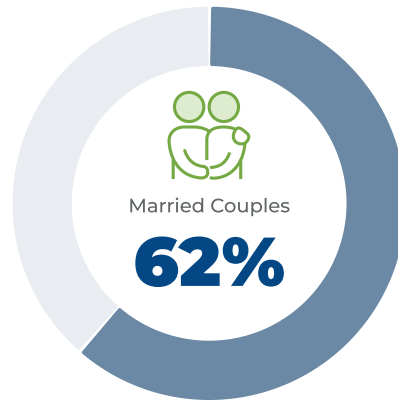
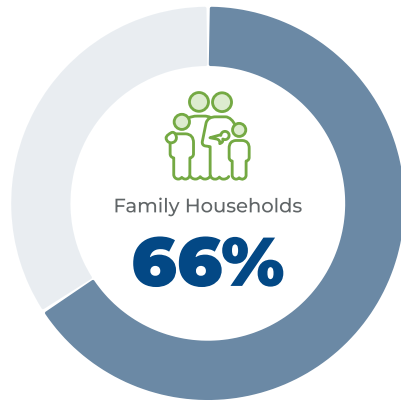
\* Data Source: American Community Survey 5-year estimates

## Household Analysis

TOTAL HOUSEHOLDS

**1,277**

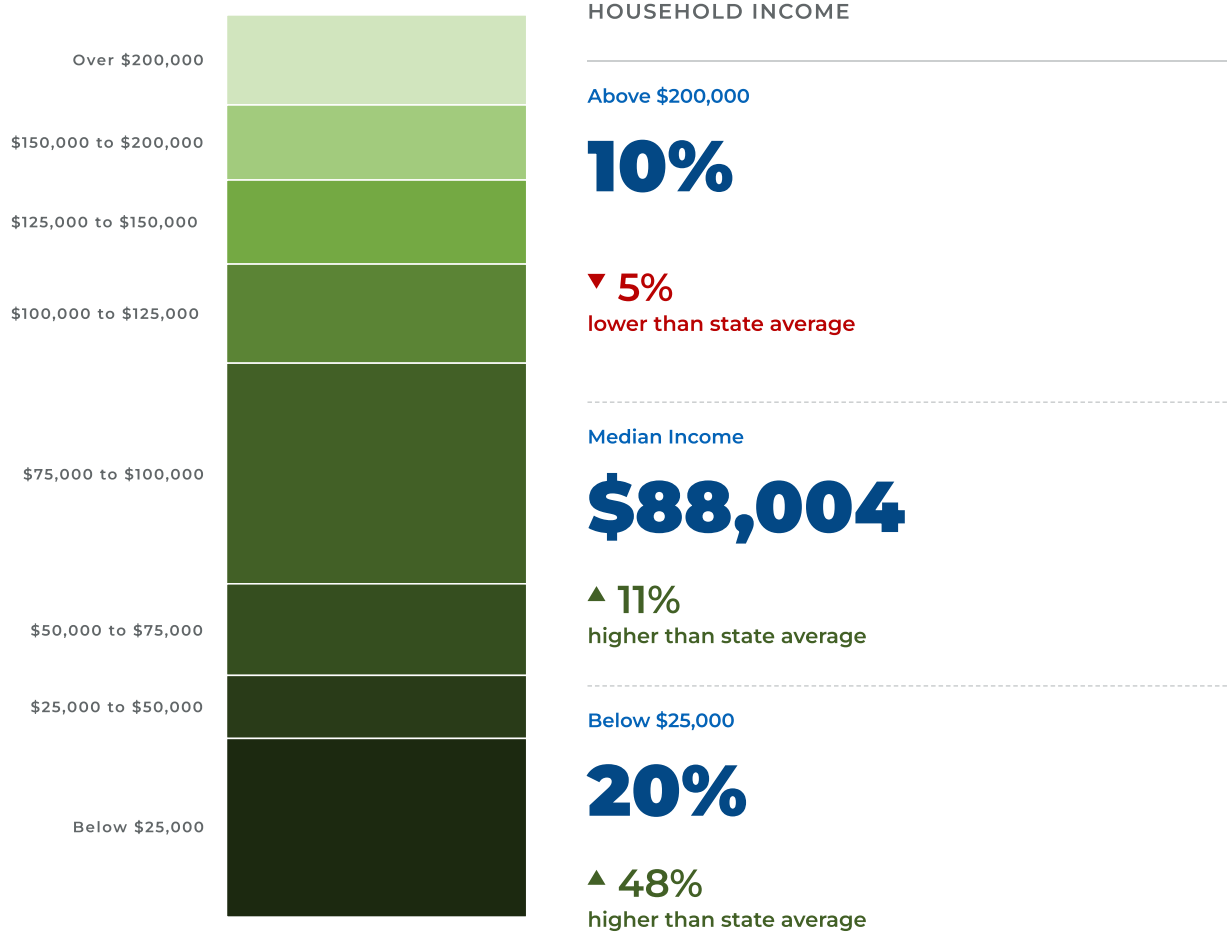
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



*\* Data Source: American Community Survey 5-year estimates*

## 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 5-year estimates*

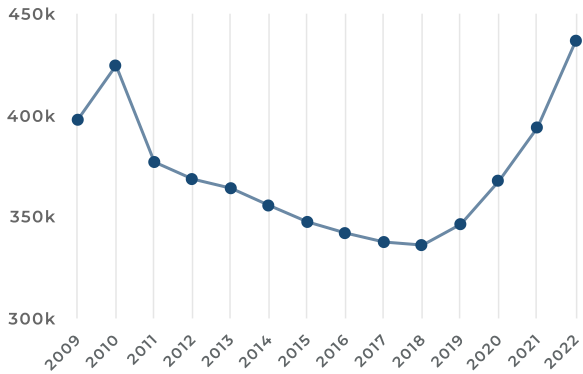


# Housing Overview



2022 MEDIAN HOME VALUE

**\$436,700**



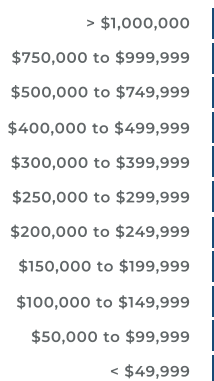
\* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME OWNERS VS RENTERS

Ocean View State Avg.



## HOME VALUE DISTRIBUTION



\* Data Source: 2022 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.

\* Data Source: 2022 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 and Budgeting

### Accounting Basis

The basis of accounting refers to the timing of when transactions (revenues or expenditures) are recorded for reporting on the financial statements. Ocean View conforms to generally accepted accounting principles (GAAP) as applicable to government entities.

The Governmental Fund is accounted for on a modified accrual basis. Under the modified accrual basis accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered available if collected within 60 days after year-end while expenditures are recorded as the liabilities are incurred. Depreciation is not a recognized expense. Property taxes, interest revenue, intergovernmental and miscellaneous revenue are the primary revenue sources subject to accrual. Property taxes are reported as a receivable and considered available in the fiscal year for which they are levied if they are collected within the 60 days after year-end. The Town bills and collects its own property taxes. The Proprietary Fund is reported using the accrual basis of accounting. Under the accrual basis accounting, Water System revenues are recorded when earned and expenses are recorded at the time they are incurred while estimated uncollectible accounts receivable are reserved at year-end.

### Budgetary Basis

In the General fund, including Capital Projects, the budgets are adopted using a modified accrual basis of accounting with the following exceptions:

- Budget amounts are encumbered when contracts are approved by Council and signed. At year-end, encumbered amounts that have not yet been expended are carried forward to be paid in the next fiscal year and are reflected in the Town's Committed Fund Balance. These amounts for expenditures are included in the fiscal year where they are budgeted, rather than the fiscal year the liability incurred. In accordance with Town Charter, appropriations that are not spent or encumbered lapse at the end of the fiscal year.
- Capital Projects, although part of the General Fund, are budgeted in perpetual or multi-year accounts. The Capital Project budgets do not lapse until the project is complete or considered abandoned as stated in the adopted budget ordinance.

In the Water System fund, the budget is adopted using an accrual basis of accounting with the following exceptions:

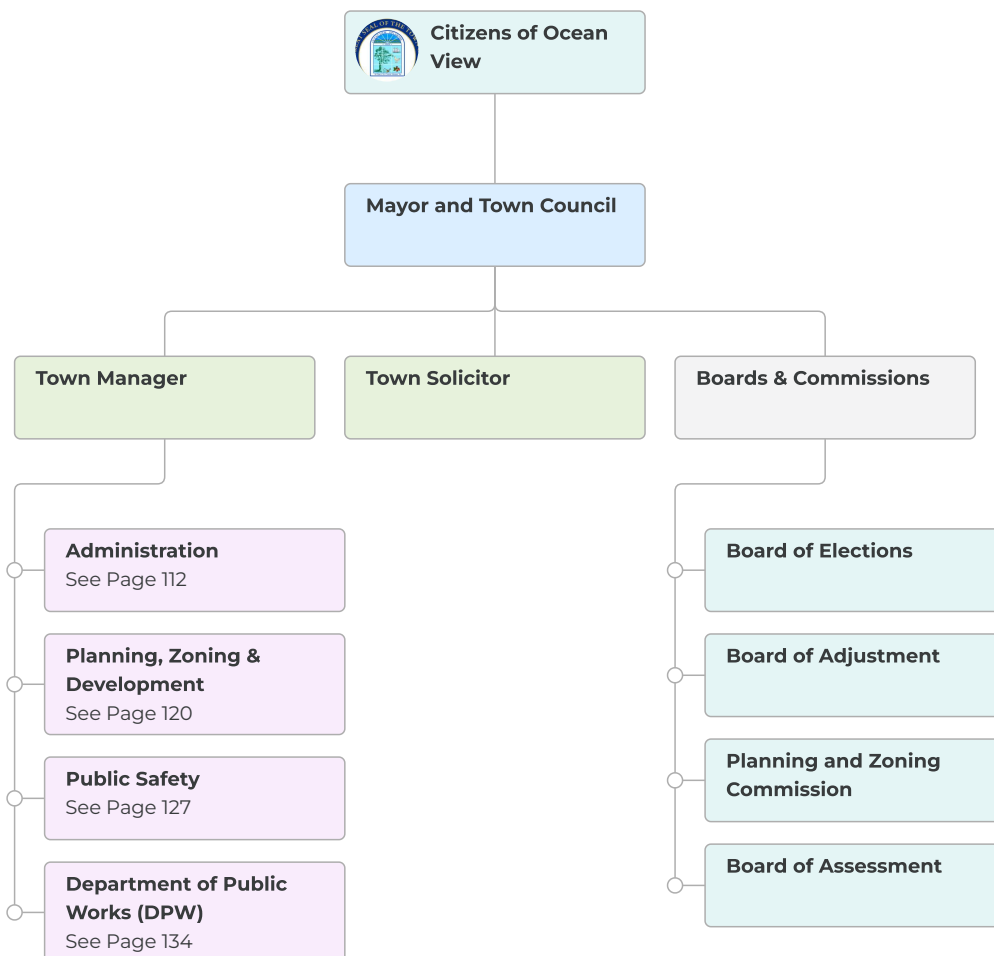
- Capital outlay is budgeted. This expenditure is not considered an expense on the accrual basis of accounting.
- Depreciation and amortization are not budgeted since these items do not require an expenditure of funds. These are considered expenses on the accrual basis of accounting,



## Organization Chart

The Town of Ocean View is governed by a five-member elected Council. The Town's Charter specifies the election of the Councilpersons and the Mayor. Each Councilperson, as well as the Mayor, is elected by a plurality of all registered town voters for three (3) year terms and are limited to two (2) consecutive terms in office. The Town Council appoints the Town Manager. The Town Manager implements the Council's policies, serves as the Town's Chief Executive Officer, supervising the day-to-day operations of all the departments of the Town government as well as being charged with developing the annual and capital improvement budgets. He/She supervises an overall staff of 27 employees and is assisted by four (4) division heads including - Chief of Police, Director of Finance, Director of Planning, Zoning & Development and the Public Works Manager.

The organizational chart below represents an overview of the Town with more detailed organizational charts being found for each department, as noted.





## Fund Structure

The Town of Ocean View's accounting system is organized and operated on a fund basis. Its funds are classified into two types: governmental and proprietary funds. Both are represented in the budget document.

### **Governmental Funds**

The focus of the governmental fund is the determination of financial position and changes in financial position rather than net income. The Town has the following major governmental fund.

#### *General Fund*

The General Fund is the general operating fund of the Town of Ocean View. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund revenues are used to maintain and operate the general government operations such as Administration, Public Safety, Planning & Zoning and Public Works. The General Fund is appropriated and adopted by budget ordinance. Appropriations are detailed at the departmental level.

The Capital Projects Fund is part of the General Fund but is appropriated and adopted by its own budget ordinance. Appropriations are at the departmental level with funding sources from the General Fund ("Pay Go"), Capital Replacement Trust, Street Repair / Replacement Trust and grants. Transfer Tax is solely used to fund the Capital Replacement Trust (12.5%), the Street Repair / Replacement Trust (25% plus any additional) and the Town's Emergency Reserve (20% of current year's budget).

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

The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position and cash flow similar to businesses in the private sector. The Town has the following major proprietary fund.

#### *Water Fund*

The Water Fund accounts for water services provided to customers on the Town's water distribution system. Only a portion of Ocean View properties are served by the Town's fully outsourced water utility. Activities of the enterprise fund include administration, operation, and maintenance of the water distribution system. The costs of providing water service as well as debt payment are recovered primarily through water usage charges. The Water Fund is appropriated and adopted in the same budget ordinance as the General Fund.

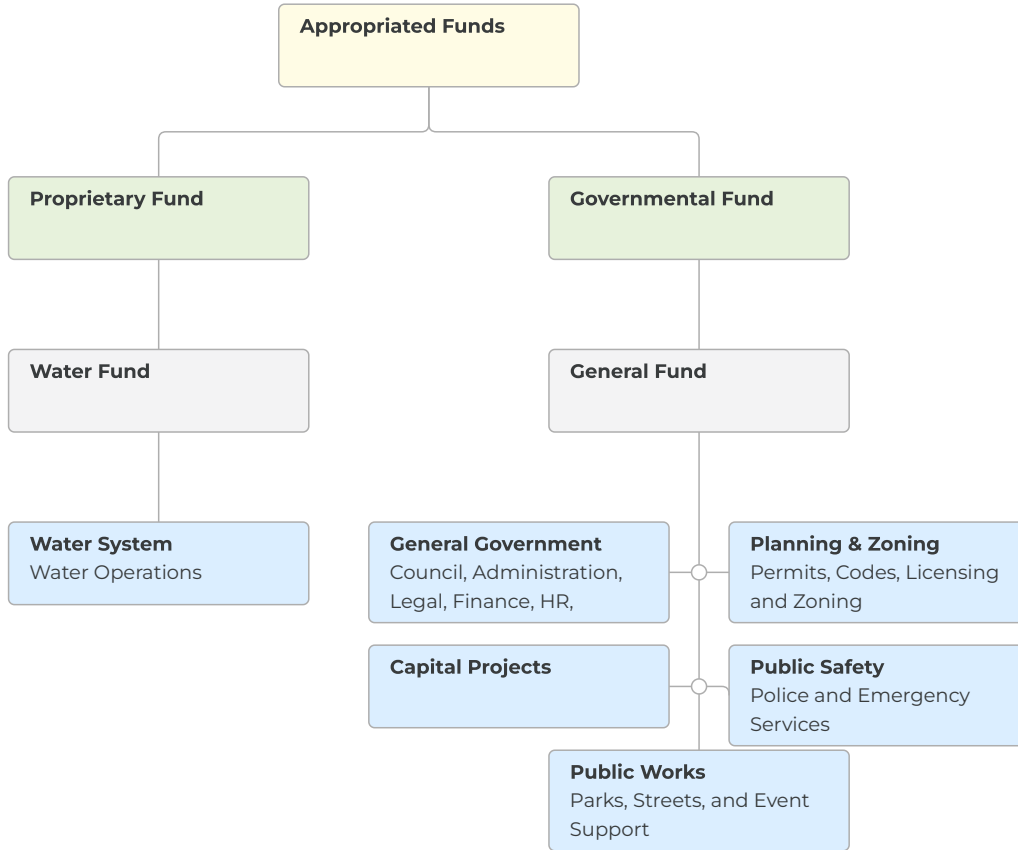
## Major Funds

Major Funds are funds whose revenues and expenditures constitute more than 10 percent of the revenues or expenditures of the appropriated budget. The major funds for the Town of Ocean View, as noted above, are the General Fund and Water Fund.



## Department / Fund Relationships

The chart below shows the relationship of the funds to the functions and departments of the Town government.



### Relationship Among the General and Water System Funds

As stated above, the Water Fund accounts for water services provided to customers on the municipal water distribution system. Activities of the water fund include administration, operation, and maintenance of the water distribution system. Personnel costs associated with the water system are based on the estimated hours per month that staff spend on water system matters. The projected personnel costs are for the following Town staff; Town Manager, Planning & Zoning staff, Finance Director, Accountant and Public Works crew.

The Municipal Water Systems budgeted salary and benefits are expensed and recognized in the General Fund as a reimbursement of current year's expense revenue.

The FY2025 projected costs for the Water Fund can be found on page 83.



## Budget Process

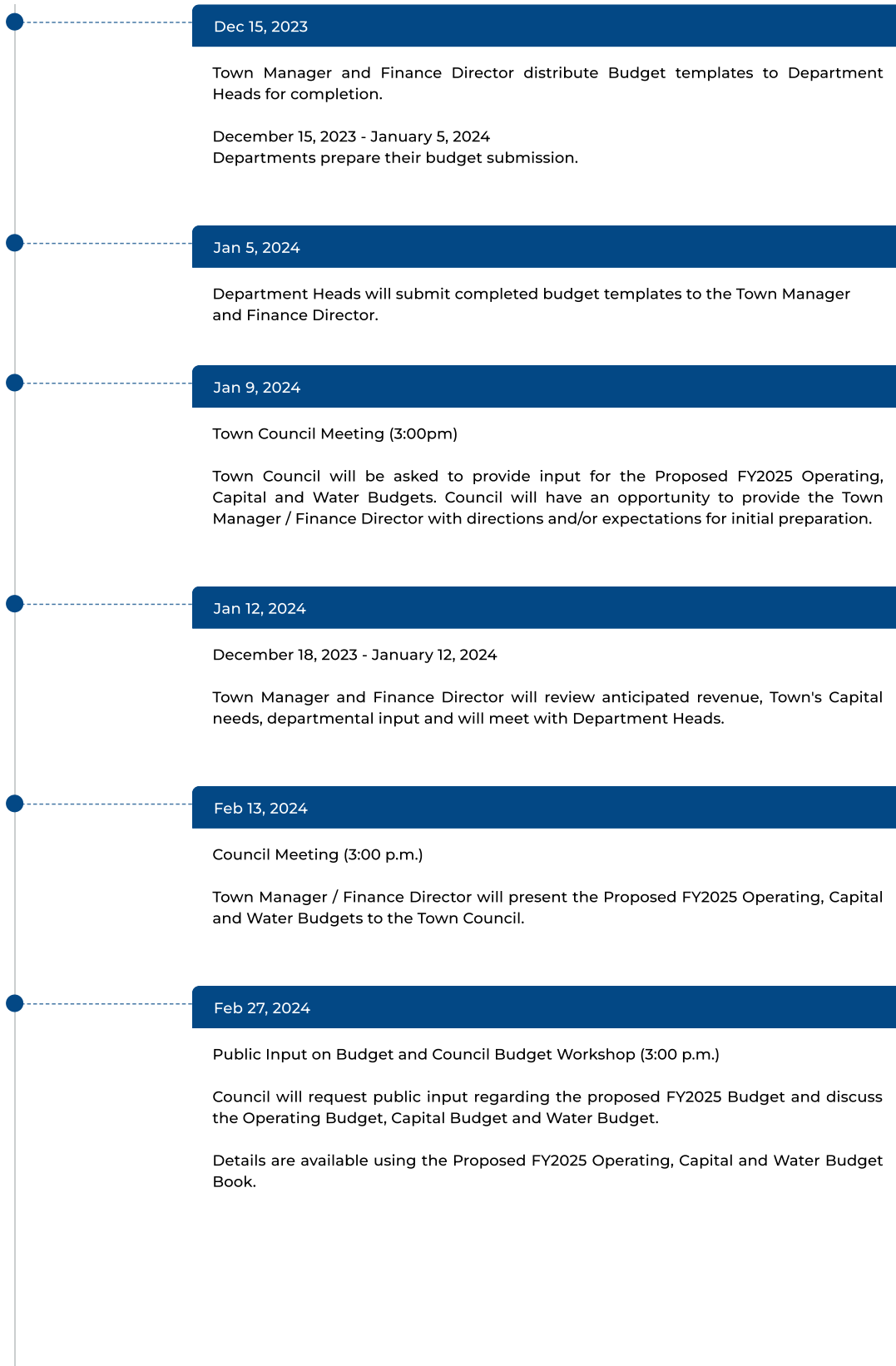
By Town Charter, the Town Manager shall submit a balanced operating budget to the Town Council no later than the fifteenth (15th) day of March each year. The budget shall provide a complete financial plan and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total anticipated revenues shall equal or exceed that total of proposed expenditures. The budget shall be open to inspection by anyone during the normal business hours and is currently also available on the Town's website.

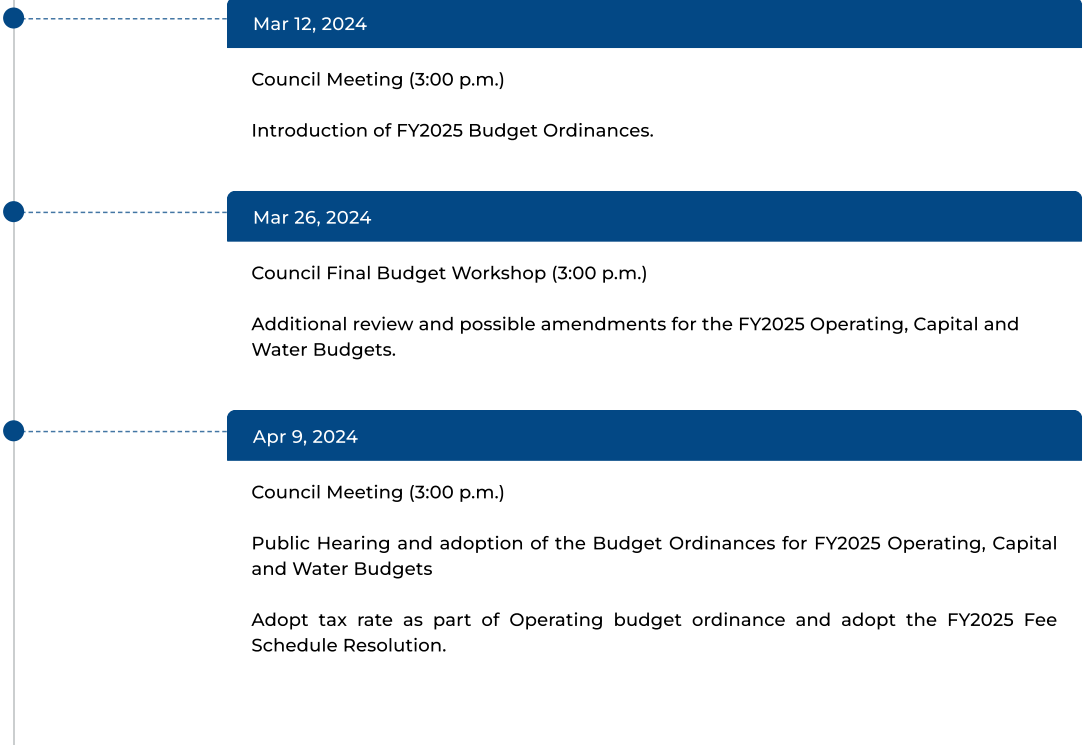
The Town Manager shall also propose and submit to the Town Council a five (5) year Capital Improvements Program which includes a clear summary of its content, a list of all capital improvements proposed to be undertaken during the next five (5) years along with cost estimates, funding sources and recommended time schedule for each of the projects. The Capital Improvements Program is revised and extended each year.

The Town Council shall hold a public hearing and by ordinance adopt the Operating and Capital Improvements Program, as submitted or amended. A favorable vote of at least a majority of all members elected to the Town Council shall be necessary for adoption in advance to the Town's Fiscal Year commencing on May 1st.

# Budget Timeline

The Fiscal Year 2025 budget timeline is shown below:





## **Changes to Budget After Adoption**

If, during the fiscal year, the Town Manager certifies that there are available funds for appropriations, revenues in excess of those estimated in the budget, the Town Council may make supplemental appropriations for the year up to the amount of such excess.

If line items within the budget exceed the appropriation approved by Town Council, the budget must be formally amended by going through the same process in which the budget was adopted, by ordinance through the public hearing process.



## **Financial Policies**

Ocean View's Financial Policies are set either by the Town Charter, the Town Council or Town Administration. These policies are used to establish goals and targets for the Town's financial operations, so that the Town Council and Administration can monitor the Town's performance.

The following pages contain the policies in the following areas:

1. Fiscal and Financial Affairs
2. Trust Reserve
3. Investment



## **Fiscal and Financial Affairs**

The Charter of Ocean View article three (3) establishes the fiscal and financial affairs policies of the Town.

### **Fiscal Year**

The Town shall operate on an annual budget. The fiscal year of the Town shall begin on the first day of May and end on the last day of April in the next succeeding calendar year. Such fiscal year shall constitute the budget year and the accounting year.

### **Duty to Prepare the Budget**

The Town Manager shall submit an operating budget to the Town Council not later than the fifteenth (15th) day of March each year. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed that total of the proposed expenditures. The budget and all other financial records of the Town shall be open to inspection by anyone during normal business hours.

### **Capital Improvements Program**

The Town Manager shall propose and submit to the Town Council a five (5) year Capital Improvements Program not later than the fifteenth (15th) day of March each year.

The Capital Improvements Program shall include:

1. A clear summary of its content.
2. A list of all capital improvements proposed to be undertaken during the next five (5) years.
3. Cost estimates, finding sources and recommended time schedules for each of the capital projects.

The Capital Improvements Program shall be revised and extended each year as the then current portion is adopted as part of the operating budget.

The Town Council shall hold public hearings and by ordinance adopt the Capital Improvements Program, as submitted or amended, at the same time as the adoption of the operating budget. The Town Manager shall include in the proposed operating budget those capital projects adopted by the Town Council for the ensuing year.

### **Adoption of the Budget**

Before adopting the fiscal year budget and Capital Improvements Program, the Town Council shall hold a public hearing thereon after fifteen (15) days notice thereof in one (1) or more newspapers of general circulation within the Town. The Town Council may insert new items or may increase or decrease the items in the fiscal year budget. Where the Town Council shall increase the total proposed expenditures, it shall also increase the total anticipated revenues in an amount at least equal to such proposed expenditures.





The fiscal year budget shall be prepared and adopted in the form of an ordinance. A favorable vote of at least a majority of all members elected to the Town Council shall be necessary for adoption.

### **Appropriations**

No public money may be expended without having the approval of the Town Council. From the effective date of the budget, the general amounts stated therein as proposed expenditures shall be and become appropriated for the same general objects and purposes named therein with the following exceptions:

#### **Supplemental Appropriations**

If, during the fiscal year, the Town Manager certifies that there are available for appropriations, revenues in excess of those estimated in the budget, the Town Council by ordinance may make supplemental appropriations for the year up to the amount of such excess.

#### **Emergency Appropriations**

To meet a public emergency affecting life, health, property or the public good, the Town Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 2.309 (B) of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the Town Council may by such, emergency ordinance, authorize the issuance of emergency notes which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

#### **Reductions**

If, at any time during the fiscal year, it shall appear to the Town Council that the revenues available will be insufficient to meet the amount appropriated, the Town Council shall then take such action, as it deems necessary to prevent or minimize any deficit and may by ordinance reduce one (1) or more appropriations.

#### **Limitations; Effective Date**

No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations, and reduction or transfer of appropriations authorized by this Section, may be made effective immediately upon adoption.

### **Transfer of Funds**

Any transfer of funds between appropriations proposed by the Town Manager or Chief Financial Officer must be approved by the Town Council before becoming effective.

### **Expenditures in Excess of Appropriations**

No officer or employee shall, during any fiscal year, expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditure of money for any purpose, in excess of the amounts appropriated for, or transferred to, that general classification of expenditure pursuant to this Charter. Any contract, verbal or written, made in violation of this Charter shall be null and void. Nothing contained in this section, however, shall prevent the making of contracts or the spending of money for capital improvements to be financed in whole or in part by the issuance of bonds, nor the making of contracts of lease or for services for any period exceeding the budget year in which such contract is made, when such contract is permitted by law.

### **Lapse of Unexpended Appropriations**

All appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or lawfully encumbered. Any unexpended and unencumbered funds shall be considered a surplus at the end of the budget year and shall be carried into the subsequent fiscal year in the Town's cash balances.

### **Disposition of Fees Received by Town Officers and Employees**

All fees received by an officer or employee of the Town in his or her official capacity shall belong to the Town and shall be accounted for to the Town.

### **Power to Tax**

The Town Council shall determine and fix a rate of taxation based upon the most recent assessment after the budget has been adopted. The Town Council shall determine and fix a rate of taxation, which will produce approximately the amount of money necessary to defray the expenses of the Town for the current year, including interest on bonded indebtedness, for redemption of maturing bonds, and for maintenance of a sinking fund. The Town tax rate shall be stated in terms of a certain rate on every One Hundred Dollars (\$100) of the assessed valuation.

### **Taxing Power**

The Town Council shall have the power to levy and collect taxes on real property within the limits of the Town, except that which is not assessable and taxable by virtue of any law of the State of Delaware, to defray the expenses of the Town as determined pursuant to Section 3.110. The power to levy and collect taxes includes such amounts as are necessary to pay the principal and interest on general obligation bonds of the Town, for redemption of maturing bonds and for the maintenance of a building fund.

### **Revenues**

#### **Assessments**

#### **Taxation of Property**

In the manner provided by law, the Town shall value and assess all property liable to assessment every five (5) years. All property that has increased in value because of additions, new buildings and improvements shall be assessed annually. The Town shall

also in the annual assessment revise the assessment with respect to all real estate which has been sold or transferred during the year and keep current the assessment valuation of all other assessable property within the Town. The Town shall notify property owners by letter when their assessment has changed.

The Town shall make a written record showing the property; name(s) of owner(s), arranged alphabetically; the value of the property; and the amount of each owner's assessment. The assessment list shall be completed not later than the fifteenth (15th) day of February of each year. The Town shall post a copy of the assessment list in the Melson Administrative and Public Safety Building for public inspection and advertise by publication the inspection hours.

Any taxpayer of the Town aggrieved by the assessment on his or her property shall notice the Town, in writing, within twenty (20) days after being notified by letter that the assessment has changed, or by means of the posting of the assessment list for that year. Thereafter, Town Council shall hear and determine the appeal, and, not later than the thirty-first (31st) day of March, certify the assessment roll in its final form.

The Town Council may, by ordinance, assign any or all of its power under this Section to a Board of Assessment which shall be chosen in such fashion, serve for such term, and have such duties as the Town Council may ordain. After the valuation, assessment and any revision thereof, all taxes so assessed shall be levied and raised in equal proportions and rates.

#### *Taxation of Real Estate Transfers*

The Town Council of the Town of Ocean View shall levy, assess and collect, or provide for the levying, assessment and collection of such taxes as determined by ordinance.

#### **Assessments When Due and Payable; Penalty for Late Payments**

All Town taxes shall be due and payable May first (1st). After the thirty-first (31st) of August in the year in which the taxes shall be due, a penalty of one and a half percent (1.5%) per month shall be added until the same shall have been paid. The Council shall have the power to make just allowance for delinquencies in the collection of taxes.

#### **Tax Collection**

It shall be the duty of the Chief Financial Officer to proceed forthwith to collect all taxes in a fiscal year in which assessed and, in the collection of said taxes, the Chief Financial Officer shall have all the same powers conferred upon or vested in the Director of Finance for the Department of Finance of Sussex County.

The provisions of Title 25, Sections 2901 through 2905 of the Delaware Code Annotated, as amended, with reference to tax liens, shall be deemed and held to apply to all taxes late and opposed under the provisions of this Charter.



### **Authority to Borrow Money and Issue Bonds**

The Town Council may borrow money, and issue bonds or certificates of indebtedness to secure the payment thereof, on the faith and credit of the Town of Ocean View, to provide funds to defray the cost or the share of the Town of the cost of any permanent municipal improvements or appeal bonds; provided, however, that the borrowing of the money therefore shall have been authorized by the Town Council and shall have been approved in the following manner:

**1.** Council by ordinance shall be permitted to borrow for the cost of permanent municipal improvements or appeal bonds. The ordinance shall state the amount of the money desired to be borrowed; the purpose for which it is desired; the manner of securing the same; and other facts relating to the loan, which are deemed pertinent. Such ordinance shall be passed by the affirmative vote of a majority vote of all members of the Town Council. The proposed borrowing ordinance must follow the same procedures for approving any ordinance enacted by the Town Council. If the sum to be borrowed does not exceed one-half percent (0.5%) of the current total assessable tax base of the Town of Ocean View in current fiscal year, the ordinance becomes effective immediately.

**2.** If the sum of money to be borrowed exceeds one-half percent (0.5%) of the current total assessable tax base of the Town of Ocean View, the ordinance shall not become operative until after a thirty-one (31) day waiting period to permit the filing of a petition for a Borrowing Referendum to be filed.

**3.**

**(a)** If not less than thirty three percent (33%) of the qualified voters of the Town of Ocean View shall sign and deliver to the Town Manager a petition calling for a Borrowing Referendum any time within the thirty-one (31) day waiting period established above, the Town Council shall, within twenty (20) days, adopt a resolution proposing to the electors of the Town that an amount of money be borrowed for any of the above purposes. The resolution shall state the amount of money desired to be borrowed, the purpose for which it is desired, the manner or securing the same, and other pertinent facts relating to the loan which are deemed pertinent by the Town Council, and ordering a Borrowing Referendum to be held not less than thirty (30) nor more than ninety (90) days after the adoption of said resolution.

**(b)** Notice of the date, time and place of holding of the said Borrowing Referendum shall be printed in two (2) issues of a newspaper having a general circulation in the Town of Ocean View within thirty (30) days prior to the date of said Borrowing Referendum.

**(c)** At said referendum, every owner of property, whether an individual, partnership, corporation, or other entity, shall have one (1) vote and every person who is a bona fide resident of the Town, but not an owner of property within the municipal limits of the Town and who shall be entitled at the time of the Borrowing Referendum to register and vote in the annual general election if such were held on the day of the Borrowing Referendum shall have one (1) vote whether or not such person be registered to vote in the annual general election.

**(d)** Any Borrowing Referendum shall be held pursuant to the provisions of this section shall be conducted by voting machines that shall have the ballot:

**(e)** In the event that an individual holds a power of attorney duly executed and acknowledged of another person or the resolution of the governing body of a partnership, corporation, or other entity, specifically authorizing the said individual to vote at the Borrowing Referendum, a duly authenticated copy of which has been filed in the Board of Elections, such individual shall be entitled to cast the vote of such person, partnership, corporation, or other entity.

**(f)** Immediately upon the closing of the polling place, the Board of Elections shall count the ballots for and against the proposed borrowing and shall announce the results thereof and shall make a certificate under their hands of the number of votes cast for and the number of votes cast against the proposed borrowing and the number of void votes and shall deliver such certificate in duplicate to the Town Council. Said certificate shall be filed with the papers of the Town Council.

**4.** In the event that the Borrowing Referendum fails, no related ordinance shall again be considered for adoption for a period of at least six (6) months from the date of the Borrowing Referendum.

**5.** If the Borrowing Referendum passes, the Town Council shall determine the form of indebtedness; the interest rate; the time or times of payment of interest; the classes; the time or times of maturity; provisions as to registration; any callable or redeemable provision; the denomination and name, and other relative or pertinent matters. The bond or bonds or certificate or certificates of indebtedness may be sold at either public or private sale. The Council shall provide in its budget, and in fixing the rate of tax, for the payment of interest and principal on said bonds at the maturity or maturities thereof, and may establish a sinking fund therefore. The full faith and credit of the Town of Ocean View shall be deemed to be pledged for the due payment of the bonds and interest thereon issued under the provisions hereof, when the same have been properly executed and delivered for value. There shall be no limitation upon the amount which may be raised from the taxation of real estate for the payment of interest on, and the principal of, any bonded indebtedness whether hereinbefore or hereafter incurred.

**6.** The bonded indebtedness shall not at any time exceed in the aggregate the total sum of twenty-five (25%) percent of the assessable value of the real property situate within the limits of the Town as shown by the last assessment pending the creation of the said indebtedness.

The Town Council of the Town of Ocean View shall have full power and authority to anticipate revenue by borrowing upon the full faith and credit of the Town of Ocean View, when, in the opinion of the majority of the Town Council, the needs of the Town of Ocean View demand it. The Town Council may secure such sum or sums of money so borrowed by promissory notes of the Town executed by such officers as designated by Town Council, either with or without the corporate seal of the Town of Ocean View affixed, as is requested by the Bank or persons advancing the money on said notes. No officer or Council Member shall be personally liable for the payment of such note because it is signed by them as officers or Council Member of the Town of Ocean View,

and said note is authorized by ordinance of the Town Council. And no part of the principal of or the interest on any borrowing authorized by this Section shall be taxable by the State of Delaware or any political subdivision thereof.

The Town Council may accept from any authorized agency of the State or Federal government, or from persons, firms, or corporations, grants, loans, or contributions, and enter into agreements with such agency respecting such loans or grants.

The Town Council shall not borrow money for its annual budgetary needs.

**Independent Audit**

The Council shall provide for an independent audit of all Town accounts and may provide for more frequent audits, as it deems necessary. The person or persons selected to audit the accounts of the Town shall have no personal interest, direct or indirect, in the fiscal affairs of the Town or any of its officers. An annual audit of the financial records of the Town shall be made at the end of each fiscal year, the fiscal year being from May first (1st) of each year to April thirtieth (30th) of the following year.

## Reserve Trust Policies

### **Emergency Reserve Trust**

The Emergency Reserve Trust was adopted by Town Council by Ordinance 212 and revised by Ordinance 339.

In preparing the annual budget for the Town, the Town Manager shall include an appropriation for an Emergency Reserve Trust (hereinafter ERTF). The total accumulated balance to be maintained shall not be less than 20% of the current operating budget of the Town. Portions of the transfer tax revenue shall be allocated to achieve and maintain the accumulated balance.

Funds accumulated in the ERTF may be expended if the Town is included within a geographical area declared to be a natural disaster by the President of the United States of America or by the Governor of the State of Delaware. In addition, funds can be expended by the Town Council when, at its discretion, it declares a public emergency and only for those purposes concurred upon by a majority of the members elected to the Town Council. Additionally, funds in the ERTF may be expended to fund the Town's annual operating budget during a period of reduced revenues due to reductions in transfer tax.

The Emergency Reserve Trust shall be replenished after expenditure for a natural disaster or to fund the Town annual operating budget by the Town Council by additionally depositing funds appropriated from the annual operating budget equal to 20% of the ERTF funds expended commencing the fourth (4th) year after their expenditure.

Funds accumulated in the ERTF will not be considered unexpended and unencumbered funds at the end of the budget year as per Section 3.108, Lapse of Unexpended Appropriations, of the Town Charter. Funds accumulated in the ERTF shall be considered encumbered funds.

### **Capital Replacement Trust**

The Capital Replacement Trust was adopted by Town Council by Ordinance 304 and revised by Ordinance 324.

In preparing the annual budget for the Town, the Town Manager shall include an appropriation for the Capital Replacement Trust (hereinafter CRTF). The CRTF shall be funded by twelve and one-half percent (12.5%) of the Town's transfer tax and any additional income that may be earned by the reasonable and prudent investment of the CRTF in secure investments.

Funds accumulated in the CRTF shall be expended only for the repair and replacement of capital assets or improvements determined by a majority of the members elected to the Town Council when the repair or replacement cost exceeds \$1,000. Repair and Replacement costs may include engineering fees and costs, if necessary.



Funds accumulated in the CRTF will not be considered unexpended and unencumbered funds at the end of the budget year as per Section 3.108, Lapse of Unexpended Appropriations, of the Town Charter. Funds accumulated in the CRTF shall be considered encumbered funds.

**Street Repair and Replacement Trust**

The Street Repair and Replacement Trust was adopted by Town Council by Ordinance 303 and revised by Ordinance 325.

In preparing the annual budget for the Town, the Town Manager shall include an appropriation for the Street Repair and Replacement Trust (hereinafter SRRTF). The SRRTF shall be funded by twenty-five (25%) of the Town's transfer tax and any additional income that may be earned by the reasonable and prudent investment of the SRRTF in secure investments.

Funds accumulated in the SRRTF shall be expended only on the repair and replacement of street repair and replacement projects concurred by a majority of the members elected to the Town Council when the repair or replacement cost exceeds \$10,000. Repair and Replacement refers to the act of repairing or replacing a street, drainage system, or sidewalk through restoration, repair or replacement, including upgrades in quality, technology, design, construction or the like, together with the incidental design and engineering costs.

Funds accumulated in the SRRTF will not be considered unexpended and unencumbered funds at the end of the budget year as per Section 3.108, Lapse of Unexpended Appropriations, of the Town Charter. Funds accumulated in the SRRTF shall be considered encumbered funds.



## Investment Policy

It is the policy of the Town of Ocean View to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demand of the town. All investment activity must conform to any Federal, State or Local statutes governing the investment of public funds.

This investment policy applies to all financial assets of the Town. These funds are enumerated in the Town's Comprehensive Annual Report and include:

1. General Fund (Operating and Reserve Funds)
2. Special Revenue Funds
3. Enterprise Funds (e.g., Water Fund)

This statement of investment policy is set forth by the Town Council in order to:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives for the Town's public funds.
3. Provide guidance and limitations to all third party investment managers regarding the investment of Town funds.
4. Establish a basis for evaluating investment results and investment manager's performance.
5. Establish the relevant investment horizon for which the Town's funds will be managed.
6. Meet the Town's fiduciary responsibilities by establishing policies and guidelines for investing the Town's funds.

The primary objectives, in priority order, of the Town's investment activities shall be:

1. Safety: Preservation of principal is the foremost objective of the investment program.
2. Liquidity: The Town's investment portfolio (both principal and earnings) shall remain sufficiently liquid to enable it to meet all the operating requirements that might be reasonably anticipated.
3. Return on investment: The Town's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles.

The Investment Officer may invest funds in the following:

- a. United States Government Securities: Issued and supported by the full faith and credit of the U.S. Government and Treasury.
- b. Commercial Bank Savings Accounts, Certificates of Deposit, Time Deposits, and Bankers Acceptances provided the banking institution is organized and supervised under federal or state laws; has assets of not less than \$5 billion; and is rated not lower than "B" by Fitch, Inc..
- c. Money Market Accounts in Commercial Banks.
- d. Delaware Local Government Investment Pool (DELGIP).
- e. Commercial Paper that is rated "A-1" by Standard & Poor's and/or "P-1" by Moody's Investor Services.

Prohibited investments include, but are not limited to the following:



- a. Commodities
  - b. Private Placements
  - c. Limited Partnerships
  - d. Venture-Capital investments
  - e. Real Estate Properties, except by participating in an open-end fund holding a diverse portfolio of real estate securities
  - f. Unlisted or restricted securities
  - g. Derivatives such as options, futures, and swaps
  - h. Purchase of foreign securities, except those traded on an organized exchange and American Depositary Receipts (ADRs)
- The Town's investment policy was adopted by resolution of the Town Council.

## Fee Schedule

A schedule of fees for all administrative actions or services, applications, licenses, permits, impact fees, professional fees, financial security, performance, surety and utility bonds, rental licenses, Police Department fees, and such other fees as required by the Town's Code are established by resolution of the Town Council. The current fee schedule was adopted by resolution 23-01 on April 11, 2023 and effective May 1, 2023.

The Fee Schedule can be viewed by clicking the following link, [Fee Schedule - Resolution 23-1](#), or by visiting the Town website at [www.oceanviewde.gov](http://www.oceanviewde.gov).

The following pages highlight the proposed changes to the Fee Schedule.

If adopted, by resolution, the Fee Schedule will become effective May 1, 2024.

# Town of Ocean View Proposed Fee Schedule

<b>ADMINISTRATIVE</b>
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Document Copies

See FOIA section for cost of copies.

Labels & Lists

❖ Current Business License Holders – mailing labels	\$ 150.00
❖ Property owner names and addresses – mailing labels:	
○ All parcels within Town of Ocean View	\$ 175.00
○ A subdivision up to 100 units	\$ 30.00
○ Each additional 100 units in a subdivision	\$ 30.00
❖ Business License Holders – current list	\$ 50.00
❖ Property owner names & addresses:	
○ All parcels within Town of Ocean View	\$ 100.00
○ A subdivision up to 100 units	\$ 25.00
○ Each additional 100 units in a subdivision	\$ 25.00
❖ Tax list	\$ 175.00

FOIA (Freedom of Information Act) Fees

❖ 20 pages single side copies & first hour search	Free
❖ Over 20 black & white single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies)	\$ <del>0.25</del> \$ .10
❖ Color copies/printouts single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies)	\$ 1.00
❖ Color copies/printouts single sided pages larger than 11"x17"	\$ <del>1.50</del> \$ 2.00
❖ Oversized copies/printouts single sided 24"x36"	\$ 3.00
❖ Oversized copies/printouts single sided larger than 24"x36"	\$ 1.00 per square foot
❖ Other FOIA information and associated fees, such as labor costs for request requiring more than 1 hour of staff time to process are outlined in Resolution 15-7.	

Other Administrative Fees

❖ Credit card fee	3.00%
❖ Fax service	\$ 1.00 per page
❖ Gross Rental Receipts Tax late payment fee	\$ 25.00 per month
❖ Interest on past due invoices	1.5% per month / 18% annual
Such as reimbursable expenses and service fees.	
❖ Recordation of documents in Recorder of Deeds Office, in Sussex County	\$ 100.00
❖ Returned check	\$ 35.00
❖ Election Filing Fee	\$ 50.00



**IMPACT**

For proportionate share of capital costs (as set out in Town Code Chapter 136-1A)

- ❖ Upon issuance of building permit, per unit, new construction     \$1,436.00

For the benefit of volunteer fire & emergency services (as set out in Town Code Chapter 136-18)

- ❖ Upon issuance of building permit, per unit, new construction     \$ 500.00

Surcharge for emergency services enhancement funding program (as set out in Town Code Chapter 15)

- ❖ Upon issuance of building permit: not less than .25% and not more than .50% of the construction value shown on the building permit application.

**JOHN WEST PARK AMENITIES**

NOTE: Fees apply to the use of John West Park amenities. Deposits, if not used, will be refunded.

	<u>Rental</u>	<u>Deposit</u>
❖ Group w/ membership comprised entirely of Ocean View property owners/residents.	\$ 0.00	\$ 50.00
❖ Organization w/ member who is an Ocean View property owner/resident.	\$ 50.00	\$ 50.00
❖ Personal use by an Ocean View property owner/resident	\$ 0.00	\$ 50.00
❖ Personal use by non-Ocean View property owner/resident.	\$ 50.00	\$ 50.00
❖ Organizational or Nonprofit organizational use by non-Ocean View property owner/resident.	\$ 100.00	\$ 50.00
❖ Governmental agency	\$ 0.00	\$ 50.00
❖ Nonprofit organization with member who is an Ocean View resident.	\$ 0.00	\$ 50.00
❖ Youth organization. One hour of community service requested per 4 hours of use. Verification required.	\$ 0.00	\$ 50.00

**COMMUNITY CENTER @ 32 WEST (formerly Town Hall)**

NOTE: Fees apply to the use of the Community Center. Deposits, if not used, will be refunded.

	<u>Rental</u>	<u>Deposit</u>
❖ Group w/ membership comprised entirely of Ocean View property owners/residents.	\$ 50.00	\$ 50.00
❖ Organization w/ member who is an Ocean View property owner/resident.	\$ 75.00	\$ 50.00
❖ Personal use by an Ocean View property owner/resident	\$ 75.00	\$ 50.00
❖ Personal, Nonprofit organizational or organizational use by non-Ocean View property owner/resident.	\$ 125.00	\$ 50.00
❖ Governmental agency	\$ 0.00	\$ 50.00
❖ Nonprofit organization with member who is an Ocean View resident.	\$ 0.00	\$ 50.00
❖ Youth organization. One hour of community service requested per 4 hours of use. Verification required.	\$ 0.00	\$ 50.00

**APPLICATIONS**

Annexation Request

❖ Up to 1 acre	\$ 100.00
❖ 1 acre to 4.99 acres	\$ 300.00
❖ 5 acres to 9.99 acres	\$1,000.00
❖ 10 acres to 24.99 acres*	\$2,000.00
❖ 25 acres or more*	\$3,000.00
❖ Appeal of decision as enumerated in Town Code	\$ 250.00
❖ Rezoning application	\$ 900.00

\*NOTE: Annexations of 10 or more acres are subject to professional fees.

Board of Adjustment

❖ Appeal of decision by Town Administrative Official	\$ 750.00
❖ Variance	\$ 750.00
❖ Additional Variance on same application (per request)	\$ 100.00
❖ Special exception	\$ 750.00
❖ Administrative variance	\$ 200.00
❖ Penalty for violation of terms/conditions of variance granted	\$ 750.00

Planning & Zoning

❖ Site plan review	\$1,000.00
❖ Site plan review for outside seating	\$ 400.00
❖ Modification to previously approved site plan	\$ 400.00
❖ Subdivision:	
o 1 lot into 2 or combining 2 lots into 1	\$ 350.00
o 3 to 5 lots	\$ 750.00
o Greater than 5 lots	\$750 plus \$50 per lot in excess of 5 lots
❖ Rezoning Application	\$ 900.00

**FINANCIAL SECURITY; PERFORMANCE and SURETY BONDS**

- ❖ Financial security equal to 125% of the cost of completion of all infrastructure improvements required by the approved final plans, as outlined in Town Code Chapter 187-6L, Streets & Sidewalks
- ❖ Performance bond as outlined in Town Code Chapter 140-129B, Land use.
- ❖ Bond with surety assuring completion as outlined in Town Code Chapter 140-82, Land use.
- ❖ Surety bond for movement of oversized vehicles through the Town \$2,000.00
- ❖ Utility bond as outlined Chapter Utility Control Ordinance - Surface Type:
  - o Bituminous concrete pavement \$ 80.00 per square yard
  - o Surface treated (chip seal) pavement \$ 40.00 per square yard
  - o Unpaved area within right-of-way \$ 10.00 per square yard
- ❖ Performance bond as outlined in Town Code Chapter 140-74A, Land use for landscaping.
- ❖ Completion and maintenance bond as outlined in Town Code Chapter 140-98F, Land use.



## LICENSES

❖ Business		
○ Annual, calendar year (1/1 – 12/31)	\$ 200.00	
❖ Temporary, 30 consecutive days (2 per calendar year)	<del>\$ 0.00</del>	\$ 75.00
❖ Event, per approved event for up to 3 consecutive days	\$ 50.00	
❖ Peddling, soliciting, and canvassing	\$ 50.00	
❖ Rental agent: independent contractors.	\$ 100.00	
Annual, calendar year (1/1 – 12/31) (Excludes agents paid as an employee.)		
❖ Rental: each commercial or residential unit rented or offered for rent. Annual, calendar year (1/1 – 12/31).	\$ 150.00	
❖ Late fee for all license types postmarked after due date (1/1)	\$ 40.00	

## PERMITS

**NOTE:** Permit fees are non-refundable nor transferrable.

### Building

❖ Principal and accessory structures:		
○ Gross floor area of each story for all uses, all covered porches and entryways and improvements to an existing open deck or patio by adding walls and roof for the purpose of creating additional enclosed living space.	\$ 1.50 per square foot	
○ Improvements to principal and accessory structures by adding walls and/or roof that increase the gross floor area.	\$ 1.50 per square foot	
❖ Open decks and/or patios:		
○ Gross floor area of attached or unattached open deck, patio, or similar structure with a floor area free from enclosed walls and/or roof.	\$ 1.00 per square foot	
❖ Repairs and renovations (for work identical or substantially the same):		
○ 1% of Contract Cost or \$ 100.00 Minimum, whichever is greater.		
❖ All others:		
○ Dumpster placement (subject to town approval)	\$ 0.00	
○ Dumpster placement (not associated with a permit)	\$ 100.00	
○ Fence, sidewalk, and driveway	\$ 100.00	
○ Demolition of any structure or building	\$ 100.00	
○ Moving any structure or building in or through Town	\$ 100.00	
<b>Note:</b> Police escort required @ additional costs.		
○ Swimming pools (in and above ground)	\$ 1.00 per square foot	
❖ Minimum charge for any building permit	\$ 100.00	
❖ Administrative Fee – Reissue of voided permit	\$ 50.00	
❖ Failure to obtain permit before work is performed penalty.		
○ Penalties as specified in Town Code 140 (Land Use).		



Sign

❖ Illuminated, direct or indirect	\$ 4.00 per square foot
❖ Non-Illuminated	\$ 2.00 per square foot
❖ Subdivision, permanent	\$ 500.00 per sign
❖ Minimum sign permit	\$ 100.00

Utility

❖ Base permit	\$ 175.00
❖ Utility permit (all based on as-built)	
o Boring under paved road, per boring	\$ 100.00
o Cut in paved street	\$ 10.00 per square foot
o Trenching outside edge of pavement	\$ 1.00 per linear foot

**POLICE**

Road construction and escort to move structures through the streets of Ocean View

*NOTE: Minimum 2-hour charge. Charge may vary if specified in state contract.*

❖ Per officer	\$ 65.00 per hour
❖ Additional town expenses (employee benefits & vehicle costs)	\$ 30.00 per hour

Special Duty Officer (or other Town staff)

❖ Officer or other Town employee	Employees hourly rate plus applicable payroll taxes. Note: if employee brought in on day off cost will be 1 ½ x hourly rate plus applicable payroll taxes.
❖ Administrative fee	10% of employee's hourly rate plus applicable payroll taxes.
❖ Vehicle use by employee	\$ 25.00 per hour
❖ Exception for service funded by a grant which specifies payment terms.	

Other Charges

❖ Police report copy	\$ 25.00
❖ Fingerprints*	\$ 50.00
* Property owners & residents of Ocean View exempt from this fee.	

**PROFESSIONAL FEES**

Legal

❖ Attorney collection letter	\$ 250.00
❖ Municipal lien filed in Sussex County by Town Solicitor	\$ 250.00
❖ Municipal lien satisfaction filed in Sussex County by Town Solicitor	\$ 250.00
❖ Municipal lien renewal filed in Sussex County by Town Solicitor	\$ 250.00



Reviews/inspections/approvals by professionals and consultants

- ❖ Applications to Town Council for land development site plan reviews, request for zoning change and annexation requests to Planning & Zoning Commission or Board of Adjustment (fee charged plus administrative fee of 10%)
- ❖ Compliance assessments: Road grading plan reviews and inspections, lot development, water service installation sand hookups, driveway construction and culvert installations, etc.: fee charged plus administrative fee of 10%.

**STIPENDS – as set by Town Council**

NOTE: Fees are per member.

- ❖ Board of Adjustment, per application at meeting \$ 30.00
- ❖ Board of Assessment, per appeal \$ 30.00
- ❖ Board of Elections per election when voting polls are necessary \$ 100.00
- ❖ Board of Elections to certify results of unopposed election \$ 30.00
- ❖ Planning & Zoning Board, per hearing at meeting \$ 30.00

**TAXES**

Gross Rental Receipts Tax (as set out in Town Code Chapter 93)

- ❖ On all rental property income 5%
  - January 1 – June 30 of calendar year: due by August 31 of same year
  - July 1 – December 31 of calendar year; due by February 15 of following year
- ❖ Gross Rental Receipts Tax late payment fee \$ 25.00 per month

Real Estate Tax (as set out in annual budget ordinance adopted in April for the upcoming fiscal year)

- ❖ Property Tax rate per \$100 of assessed valuation, as set by Town Assessor
  - Billed in May of each calendar year, due by August 31 of same year

Real Property Transfer Tax (as set out in Town Code Chapter 195)

- ❖ Value of property. 1 ½%

**VIOLATIONS/FINES**

Animals (as set out in Town Code Chapter 68)

- ❖ Barking and howling dogs,
  - 1st offense \$ 50.00
  - 2<sup>nd</sup> offense & each subsequent offense \$ 100.00
- ❖ Domesticated animal at large nuisance (Ordinance 373) \$ 100.00

Disorderly Conduct (as set out in Town Code Chapter 107)

- ❖ Sleeping in public, mandatory Court appearance and Court fees may also apply
  - 1<sup>st</sup> offense \$100.00
  - 2<sup>nd</sup> offense & each subsequent offense \$200.00



Property Maintenance (as set out in Town Code Chapter 169)

- ❖ Removal of grasses, weeds and other vegetative growth as defined in Town Code,
  - On lots less than or equal to ½ acre \$100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year
  - On lots greater than ½ acre \$100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year plus cost of private contractor to cut.
  - Property maintenance on rights-of-way \$100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year

**WATER FEES, RATES AND METERS**

Water Meters (as set out in Town Code Chapter 213)

- ❖ General Water Service Charges
  - Service availability charge \$ 97.66
  - Facilities Charge

Size of Meter (inches)	Quarterly Charge
5/8 to 3/4	\$107.66
1	\$172.78
1 1/2	\$303.00
2	\$463.26
3	\$885.20
4	\$1,369.74
6	\$2,664.37
8	\$4,151.80

Water use charge \$ 4.8024 per 1,000 gallons
  
- ❖ Private fire service line
  - Private fire facilities charge

Size of Meter (inches)	Quarterly Facilities Charge
1	\$52
2	\$155
4	\$725
6	\$1,600
8	\$2,820
  
- ❖ Turn-off and turn-on charges
  - Turn off (regular hours) \$ 72.00
  - Turn on (regular hours) \$ 72.00
  - After hours (turn on or off) \$ 105.00
  - Shut off for non-Payment \$ 150.00
  - Check meter for accuracy \$ 72.00  
(refunded if meter is found to be defective)



❖ Service connection charges

Size of Meter (inches)	Charge
5/8 to 3/4	\$1,900
1	\$2,500
1 1/2	\$3,200
2	\$4,100
3	\$7,260
4	\$8,540
6	\$12,420
8	\$22,000

❖ Other miscellaneous charges

- Inspection fee for initial hook up \$125.00
- Utility permit \$ 100.00
- Transfer charge (service call to read meter  
Due to change in ownership) \$ 45.00
- Service call for frozen lines or leaks that are  
Customer's responsibility
  - Regular hours \$ 72.00
  - After hours \$ 105.00
- Unauthorized entry of meter pit \$ 100.00 plus cost of repair
- Unauthorized water withdrawal from  
Fire hydrants \$ 300.00
- Returned check charge \$ 35.00

❖ Interest Fee 1.5% of the outstanding charge until payment is made.

❖ Reconnection Fees; late fees

- Reconnection fee
  - First reconnection \$ 150.00
  - Subsequent reconnections within 1 year \$ 200.00
- Late fee 1.5% per month



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# **BUDGET OVERVIEW**

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## Budget Highlights and Assumptions

The following pages show an overview of the budget highlights and assumptions for revenues, expenditures and capital improvements.

### Budget Highlights

#### Continue to have no reliance on Transfer Tax for Operating Expenses

At the January 9, 2024 Council Meeting, Council recommended that the Town continue to eliminate reliance on Transfer Tax revenue.

	FY24	FY25	FY26	FY27	FY28	FY29
Transfer Taxes projected	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 900,000	\$ 800,000	\$ 800,000
Transfers to Trust Funds, detailed below	\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ (900,000)	\$ (800,000)	\$ (800,000)
Allocated to Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#### Projected Transfer Tax collections to be moved from General Fund to the Street Repair & Replacement Trust(SRRTF), Emergency Reserve Trust (ERTF) and Capital Reserve Trust (CRTF) Funds:

	% of Transfer Tax	FY24	FY25	FY26	FY27	FY28	FY29
CRTF (ORD 304)	12.5%	\$ 125,000	\$ 125,000	\$ 125,000	\$ 112,500	\$ 100,000	\$ 100,000
SRRTF (ORD 303)	25.0%	250,000	250,000	250,000	225,000	200,000	200,000
Emergency Reserve Trust Fund (Ord 339)		131,533	0	0	65,102	0	0
Balance Transfer Tax Collections available		493,467	625,000	625,000	497,398	500,000	500,000
Total deposited to Trust Funds		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 900,000	\$ 800,000	\$ 800,000

#### Summary of Operating Budget

The totals below are revenues and operating expenses only and do not include capital expenditures funded by the General Fund. The shortages must be available from the Unassigned Fund Balance. The operating expenses include street repair and maintenance that is funded by the Street Repair & Replacement Trust, which is also reflected in the revenues. The out-year's fluctuation in expenses is directly related to street repair and maintenance of currently scheduled projects, the 2024 Reserve Study annual contribution and the required 5-year full-town reassessment.

	FY24	FY25	FY26	FY27	FY28	FY29
Revenues	\$ 6,031,190	\$ 5,915,245	\$ 5,758,070	\$ 6,092,309	\$ 5,744,493	\$ 5,881,165
Expenses	(5,921,190)	(5,870,245)	(5,921,817)	(6,373,188)	(6,043,954)	(6,184,147)
Revenue Over (Under) Operating Expenses	\$ 110,000	\$ 45,000	\$ (163,747)	\$ (280,880)	\$ (299,461)	\$ (302,981)



## Balanced Budget Objective

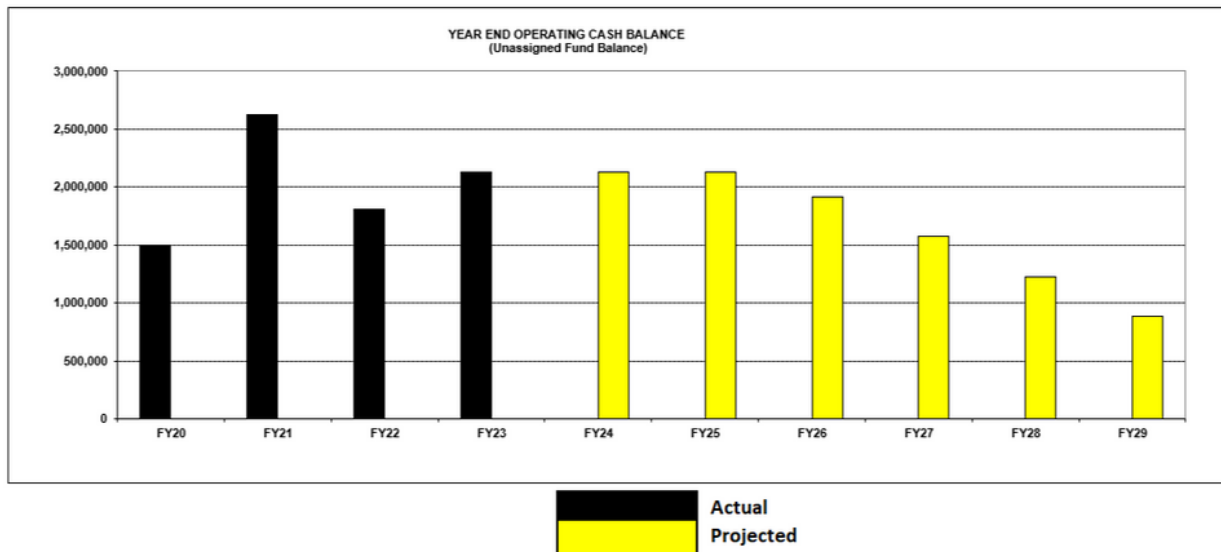
The totals below are both operating and capital expenditures. The shortages must be available from the unassigned fund balance. As of the end of FY2023 (April 30, 2023), the Town's unassigned fund balance is \$2,128,289 and is also used for our goal of having a minimum of two (2) months of projected expenses available.

	FY24	FY25	FY26	FY27	FY28	FY29
Excess Annual Revenue (Expenditures)	(\$0)	\$0	(\$209,382)	(\$343,814)	(\$344,992)	(\$348,523)

## Fund Balance Objective

The Town's goal is to have a minimum of two (2) months of total operating expenses in unassigned fund balance.

	FY24	FY25	FY26	FY27	FY28	FY29
Goal - 2 months of Total Operating Budget	\$ 986,865	\$ 911,708	\$ 924,470	\$ 963,031	\$ 976,492	\$ 999,858
Projected - from prior fiscal year	\$ 2,128,289	\$ 2,128,289	\$ 1,918,906	\$ 1,575,091	\$ 1,230,099	\$ 881,576
Difference - Excess (Shortfall)	\$ 1,141,424	\$ 1,216,581	\$ 994,437	\$ 612,060	\$ 253,607	\$ (118,282)



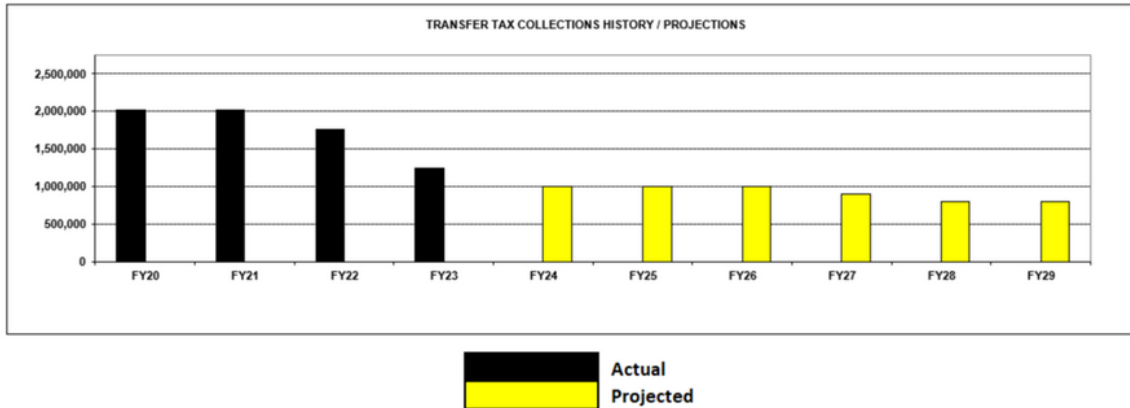
## Assumptions - Revenues

### Projected Transfer Tax

With Ocean View reaching a limited opportunity for new property annexation, the realty transfer tax will be transitioning from mostly the sale of new homes in recent years to the sale of existing homes. With this in mind and the rising interest rates, the realty transfer tax revenue is being maintained at the same level as last fiscal year.

For Fiscal Year 2024, the amount represents revenues budgeted, not projected. As of December 31st, the total Transfer Tax collected is \$666,667 (\$97,421 ahead of our year-to-date target). For FY2025, to meet our \$1,000,000 budgeted goal, we would need to collect \$83,333 monthly.

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Total Amount</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 900,000	\$ 800,000	\$ 800,000
<b>Calculated % decrease</b>	-20.0%	0.0%	0.0%	-10.0%	-11.1%	0.0%



### Projected Property Tax

The tax rate in FY2024 was .2378 per \$100 assessed value. We have proposed no change to the rate in FY2025. The FY2025 property taxes are projected based on the total assessed values updated through 12/31/2023.

One cent is approximately equal to an increase / decrease of \$139,977 in tax revenue.

At the January 9, 2024 Council meeting, Council recommended that the Town continue to grant a 1% discount for early payment of property taxes.

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Tax Rate per \$100 of Assessed Value :</b>	\$ 0.2378	\$ 0.2378	\$ 0.2478	\$ 0.2578	\$ 0.2678	\$ 0.2778
<b>Tax Rate per \$100 of Assessed Value FY24:</b>	\$ 0.2378					
Changes in the Property Tax rate:		0.00	0.01	0.01	0.01	0.01
Impact of additional construction:		0.58%	0.00%	0.00%	0.00%	0.00%
1% Impact of discount	(26,242)	(33,290)	(34,686)	(36,086)	(37,486)	(38,886)
<b>Actual Property Taxes billed - Current FY</b>	\$ 3,223,200					
<b>Projected Property Taxes</b>	\$ 3,328,648	\$ 3,347,941	\$ 3,487,918	\$ 3,627,894	\$ 3,767,871	\$ 3,907,848



## **Building & Sign Permits, Site Plan Reviews**

Permit cost for principal and accessory structures is \$1.50 per square foot.

Permit cost for open decks and / or patio areas free from an enclosed wall and / or roof is \$1.00 per square foot.

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Building &amp; Sign Permits, Site Plan Review</b>	\$ 232,000	\$ 187,000	\$ 187,000	\$ 187,000	\$ 187,000	\$ 187,000

## **Business & Rental Licenses**

Projections are based on trends in licenses issued over the past several years. As of July 1, 2020, Realtors were no longer required to have a license.

Effective May 1, 2021, the rental license fee increased from \$75 to \$150.

Effective May 1, 2023, the business license fee increased from \$150 to \$200.

The FY2025 Proposed Fee Schedule reinstated the \$75 Temporary License (30 consecutive days, 2 per calendar year).

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Business &amp; Rental Licenses</b>	\$ 205,000	\$ 212,500	\$ 212,500	\$ 212,500	\$ 212,500	\$ 212,500

## **Gross Rental Receipt Tax**

Gross rental receipt tax revenue projections are based on trends in prior year collections. The gross rental receipt tax revenue has increased an average of 24% over the last three (3) fiscal years.

Effective January 1, 2012, the Gross Rental Receipt tax rate is 5% of rental income.

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Gross Rental Receipts Tax</b>	\$ 601,140	\$ 650,000	\$ 650,000	\$ 675,000	\$ 675,000	\$ 675,000

**Impact Fees and Emergency Services Enhancement Funding (ESEF)**  
**- collections from new construction permits**

Impact fees are collected with certain building permits (at rate of \$1,936) and are projected based on recent construction activity.

ESEF fees - \$500 is collected as part of the Impact Fee. The funds are committed to ESEF until approved and distributed. The amount also includes .5% of the construction value of permits issued.

	FY24	FY25	FY26	FY27	FY28	FY29
Impact Fees	\$ 88,720	\$ 137,120	\$ 103,080	\$ 103,080	\$ 88,720	\$ 88,720

**CATV Revenue (Mediacom)**

Projections are based on collections from Mediacom over the past several years. The current Franchise Cable Agreement expires October 1, 2027. Although we recognize that 27% of cable households are estimated to cut the cord / increase streaming, we do not see that within the Town of Ocean View due to having a large short-term rental community and have adjusted our estimate to reflect current collections.

	FY24	FY25	FY26	FY27	FY28	FY29
CATV revenue (Mediacom)	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

**Polices Fines & Fees**

Projections are based on the level of collections from the court system over the past several years.

	FY24	FY25	FY26	FY27	FY28	FY29
Police Fines & Fees	\$ 40,500	\$ 30,500	\$ 30,500	\$ 30,500	\$ 30,500	\$ 30,500

**Interest Earned on Investments**

	FY24	FY25	FY26	FY27	FY28	FY29
Interest earned on investments	2.00%	3.00%	2.50%	2.00%	2.00%	2.00%

## Grant Income (Intergovernmental Revenue)

Only those grants that can be reasonably estimated and that have been consistently received are included in the budget. As in previous years, staff will be engaged to increase our grant activity.

	FY24	FY25	FY26	FY27	FY28	FY29
County - Local Law Enforcement	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
State - Police Pension Grant	\$ 90,000	\$ 110,000	\$ 120,000	\$ 130,000	\$ 140,000	\$ 150,000
State - Municipal Street Aid (MSA)	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Federal - COPS	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -

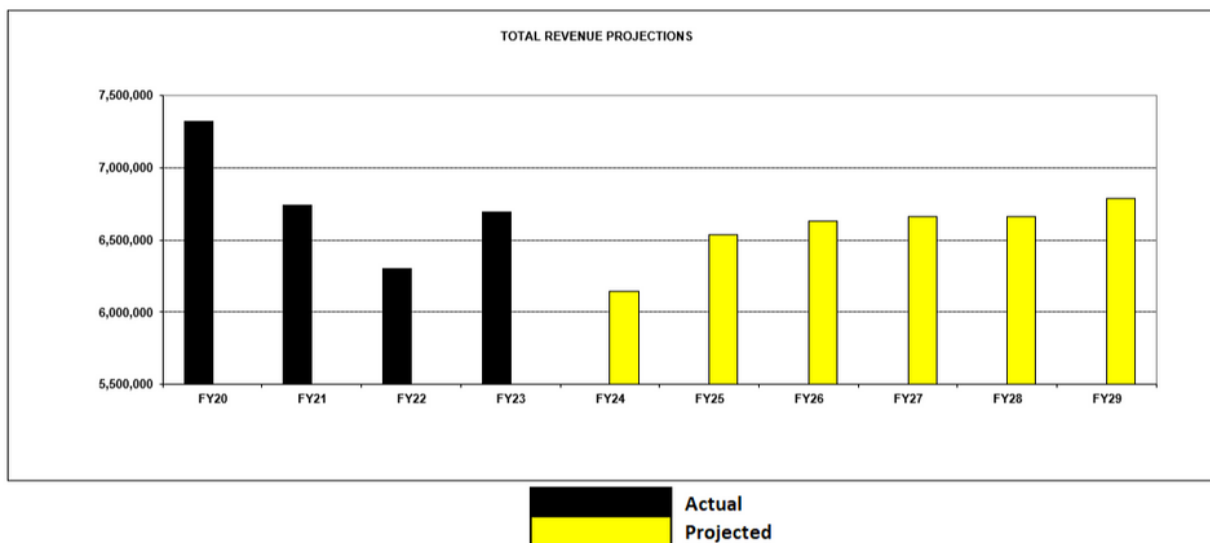
## Total Revenue Projections

The Total Revenue Projections are prior to restricted and committed funds have been transferred out from General Fund Revenue.

For FY2024, the amount represents revenues budgeted, not projected.

The downward slope from FY2020 to FY2022 is the reduction of Transfer Taxes with the increase in 2023 reflecting the Town's final ARPA distribution that was anticipated.

	FY24	FY25	FY26	FY27	FY28	FY29
Total Revenue \$	6,146,190	\$ 6,534,220	\$ 6,631,394	\$ 6,664,920	\$ 6,658,044	\$ 6,785,508
Calculated % increase		6.3%	1.5%	0.5%	-0.1%	1.9%



## Assumptions - Expenses

### Salary Increases

FY2025 is calculated using the 3.901% COLA from the December 2023 CPI-U (Mid-Atlantic Region).

FY2024 is calculated using the 6.393% COLA from the December 2022 CPI-U (Mid-Atlantic Region).

FY2026 to FY2029 are calculated at a straight 3% COLA increase and will be reanalyzed and adjusted based on the December 31 CPI-U (Mid-Atlantic Region).

	FY24	FY25	FY26	FY27	FY28	FY29
% Increase	6.4%	3.9%	3.0%	3.0%	3.0%	3.0%

### Overtime

OVPD, DPW and P&Z includes overtime for scheduled events such as the Chicken Festival, Fire & Ice and the Town's Community Events.

	FY24	FY25	FY26	FY27	FY28	FY29
Police Department	10.0%	12.0%	12.0%	12.0%	12.0%	12.0%
Public Works	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Administration	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Planning & Zoning	1.0%	2.0%	2.0%	2.0%	2.0%	2.0%

### Employee Insurance Premiums

#### **-Annual Increases**

According to the December 2023 Statewide Benefits Office (SBO) Subcommittee, a 22.8% rate increase for FY2025 for active employees and non-Medicare retirees is anticipated. The final decision will be voted on by the State Employee Benefits Committee (SEBC) in March 2024 and communicated in the 2024 Open Enrollment materials. A 1.8% increase in FY2026 and 7.0% increase in FY2027 is also being projected.

FY2025 rates: To date we have not received renewal rates for Life / Disability or Dental. Health (Medical, Hospitalization, Vision) will not increase prior to July 1, 2024.

Worker's Compensation rate changes vary depending on the classification of the individual positions and claims filed.

	FY24	FY25	FY26	FY27	FY28	FY29
Medical/Hospitalization/Vision	9.4%	22.8%	1.8%	7.0%	5.0%	5.0%
Life/Disability	n/a*	5.0%	5.0%	5.0%	5.0%	5.0%
Dental	n/a*	5.0%	5.0%	5.0%	5.0%	5.0%
Workers Compensation	n/a*	n/a*	5.0%	5.0%	5.0%	5.0%



## State Pension Plan - Employer Share Cost

FY2025 estimated rates were received from the Office of Pensions in January and have been used to calculate pension expense.

Employer pension contribution for Public Safety increased by 2.24% (from 12.74% to 14.98%) while the civilian plan rates increased by .11% (from 5.59% to 5.7%).

The relatively large increase in the Public Safety Pension Plan is primarily caused by the pay in excess of actuarially assumed salary increases. Per the Delaware Office of Management and Budget, this has been normal across most pension plans as employers face recruitment and detainment challenges.

	FY24	FY25	FY26	FY27	FY28	FY29
% Increase	n/a*	n/a*	2.0%	2.0%	2.0%	2.0%

## Comprehensive Land Use Plan

**- must be periodically updated as defined in the Delaware Code**

The complete plan update which council approved at the February 14, 2017 meeting was not completed in FY2018 due to staffing changes at the consulting company. The CLUP was completed and approved by the State Planning Office in June 2020. There will be a 5-year simple review required in 2025 (FY2026) with a full update required in 2030 (FY2031).

	FY24	FY25	FY26	FY27	FY28	FY29
2025 review and 2030 major update	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -

## Departmental Operating Budgets

**- Non-employee related costs, except business insurance**

The departments use incremental-based budgeting, starting with the current budget as a base and line items are adjusted for inflation, growth and other factors. The out-years are increased by the percentages noted below unless specific expenses are known.

	FY24	FY25	FY26	FY27	FY28	FY29
FY2025 - FY2029 increase by	0.0%	0.0%	0.5%	0.5%	0.5%	0.5%
		<i>"incremental based"</i>				



## Departmental Operating Budgets - Business Insurance

	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>
FY2025 - FY2029 increase by	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

## Street Repair & Improvements

The Street Repair and Replacement Trust Fund ("SRRTF") - established in January 2009, by Ordinance No. 243 - was created to ensure that adequate funding is provided each year to properly maintain the ~ 26.21 miles of Town-owned streets.

During 2014, an updated study of the Town's streets was prepared by Kercher Engineering (as required by the ordinance) and the study was approved at the October 14, 2014 Council Meeting. The Paving study was updated on 02/14/19 and is represented in the FY2025 budget figures with modifications.

The list of planned street rehabilitation projects is below. Originally, the paving projects were planned and budgeted to be completed in FY2025 but have been spread over FY2025, FY2026 and FY2027 following the completion of drainage projects currently part of the Capital Improvement Program.

<b>Street repair and improvements</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>
	\$ 745,000	\$ 190,000	\$ 190,000	\$ 410,000	\$ -	\$ -

## **Rehabilitation Projects**

Street Name	From	To	Repair Cost
AVONDALE-01	GRACELYN	AVONDALE	\$15,605
AVONDALE-02	AVONDALE (WEST)	AVONDALE (EAST)	\$39,424
AVONDALE-03	AVONDALE	GRACELYN	\$12,672
CROMWELL-02	GRACELYN	CROMWELL	\$28,160
CROMWELL-03	CROMWELL	THORNBERRY	\$54,912
GRACELYN-01 (EB)	MUDDY NECK RD	GRACELYN	\$31,680
GRACELYN-02 (WB)	GRACELYN	MUDDY NECK RD	\$33,440
GRACELYN-03	GRACELYN	CROMWELL	\$10,560
HUNTERS RUN ALLEY #1	THORNBERRY	END	\$35,904
HUNTERS RUN ALLEY #2	AVONDALE	AVONDALE	\$29,568
HUNTERS RUN ALLEY #3	AVONDALE	AVONDALE	\$35,669
HUNTERS RUN ALLEY #4	CROMWELL	OLD MILL RD	\$28,981
HUNTERS RUN ALLEY #5	CROMWELL	THORNBERRY	\$51,275
HUNTERS RUN ALLEY #6	CROMWELL	THORNBERRY	\$28,981
HUNTERS RUN ALLEY #7	THORNBERRY	HR ALLEY #1	\$46,816
HUNTERS RUN CROSSOVER #1	HR ALLEY #7	THORNBERRY	\$6,336
HUNTERS RUN CROSSOVER #2	GRACELYN	HR ALLEY #1	\$6,336
OLD MILL DR	THORNBERRY	CROMWELL	\$44,000
THORNBERRY-01	GRACELYN	THORNBERRY	\$48,576
THORNBERRY-02	THORNBERRY	CROMWELL	\$35,200
		<b>TOTAL</b>	<b>\$624,095</b>

**Total Budgeted Amount Needed Including CM and Contingency**

**\$790,000**



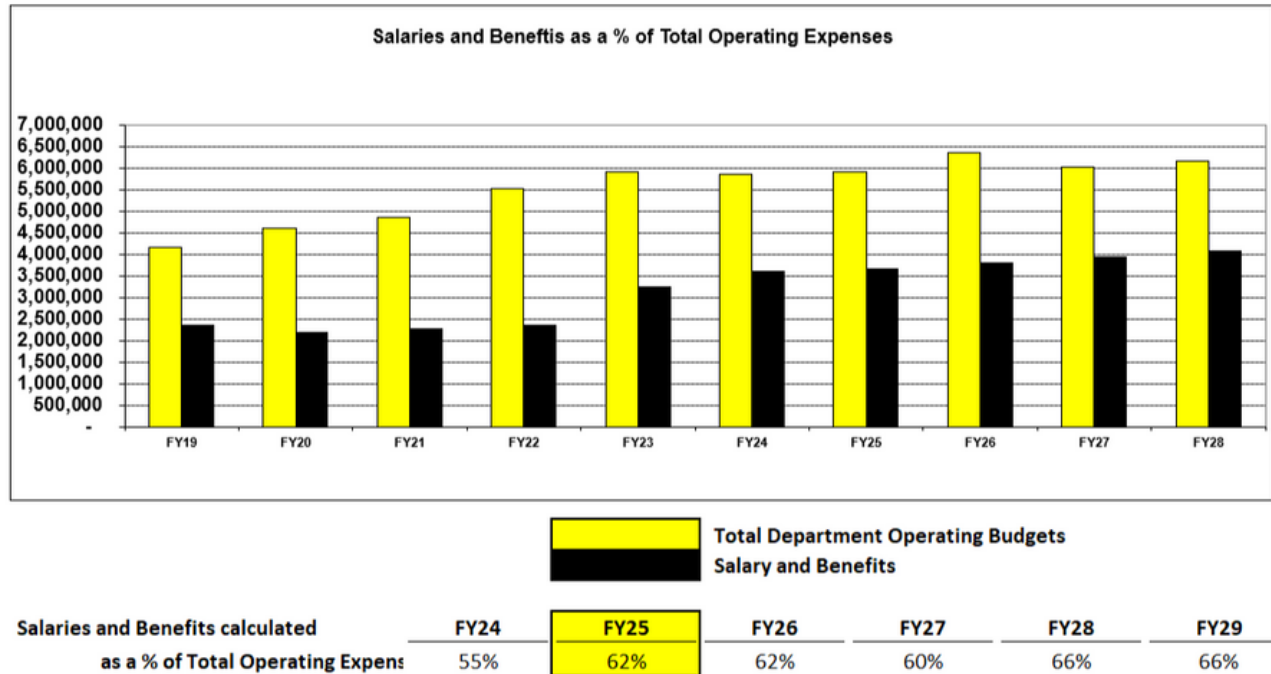
## Trends - Projected Growth

### Salaries and Benefits as a % of Total Operating Expenses

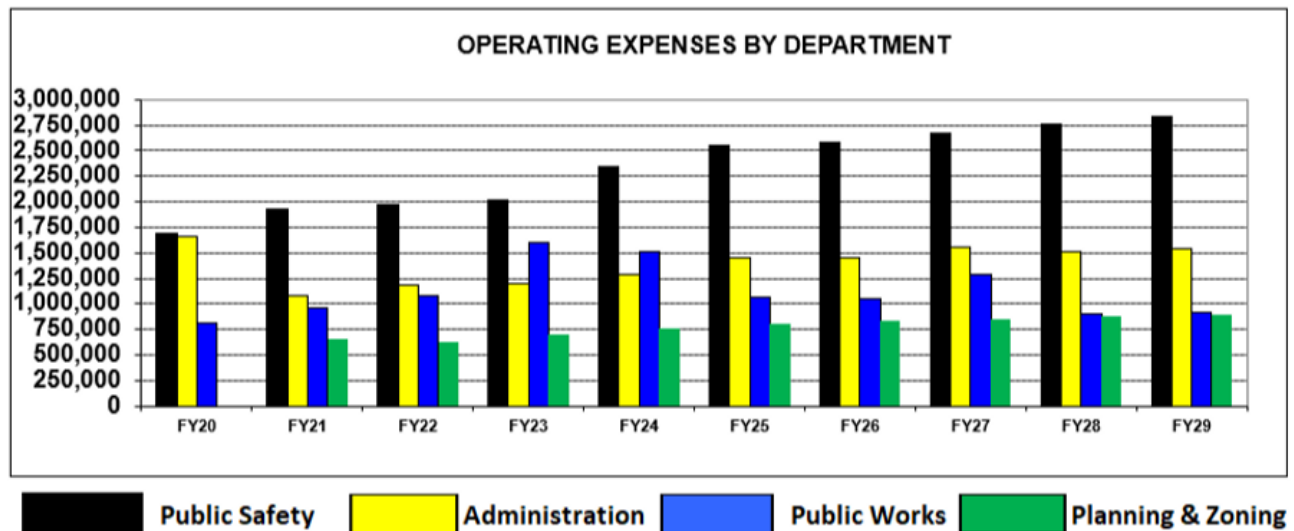
Personnel costs are the major driver of the operating budget.

The increase in personnel costs is a direct result of the 22.8% anticipated increase in Health Insurance and the addition of a Public Works Superintendent.

The dip to 60% of operating in FY27 is related to the increase in operating expense for the 5-year reassessment and increased street rehabilitation projects.



### Operating Expenses by Department:



## Assumptions - Capital Improvements

### Drainage

Below is a description, projected timing and our engineer's most recent cost estimates to complete critical drainage issues withing the Town.

	FY25	FY26	FY27	FY28	FY29
Woodland Park Phase 2	\$ 55,000	\$ 263,500	\$ 263,500		
Hunter's Run Pipe Replacement	\$ 82,500	\$ 330,000	\$ -	\$ -	\$ -
Eastgate Blvd Pipe Replacement	\$ 77,000	\$ -	\$ -	\$ -	\$ -
Oakwood Ave Drainage Improvements	\$ 222,000	\$ -	\$ -	\$ -	\$ -
Bett's Avenue Drainage / Roadway	\$ -	\$ -	\$ -	\$ -	\$ 265,000
<b>Total projected by Fiscal Year</b>	<b>\$ -</b>	<b>\$ 436,500</b>	<b>\$ 593,500</b>	<b>\$ 263,500</b>	<b>\$ -</b>
			\$ -	<i>not yet included in Budget</i>	
<b>Total Estimated Drainage Project Costs = \$ 1,558,500</b>					

### Sidewalks

#### **- ADA Transition Plan**

In accordance with the Americans with Disabilities Act of 1990 (ADA), certain public entities are required to complete a transition plan that addresses pedestrian access routes on the public right-of-way. A detailed 2016 Transition Plan was reviewed and approved by the Town Council at its February 14, 2017 meeting. The FY2025 is based on projects currently being planned.

ADA repairs to sidewalks were moved in FY2019 to the operating budget and are reimbursed by the Street Repair & Replacement Trust Fund.

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Sidewalks - ADA Transition Plan</b>	\$ 100,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

### Police Vehicles

The FY2025 budget assumes one (1) police vehicle will be ordered in association with lead time issues to take delivery in late FY2025 or early FY2026; one (1) replacement in FY2026, 27 and 29 along with two (2) replacements in FY2028; The cost is based on the most recent new vehicle acquired and in FY25 and future years, one (1) vehicle will be purchased with the \$35K from Sussex County as well as \$50K granted by Town Council from the Emergency Services Enhancement Fund (ESEF).

	FY24	FY25	FY26	FY27	FY28	FY29
<b>Police Vehicles</b>	\$ 80,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 170,000	\$ 85,000



## Capital Repairs and Replacement

The Capital Replacement Trust Fund ("CRTF") was established in March 2007, by Ordinance No. 213. The CRTF was created to ensure that adequate funding is provided each year to repair and replace the Town's capital assets and improvements.

The April 5, 2019 review of the Town's Reserve Study was prepared by The Whayland Group, LLC and was amended in January 2024. The reserve study identifies out-year costs of known and recurring infrastructure needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF).

The below projected capital expenditures are based on the amended study.

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
<b>Capital repair and replacements</b>	\$ 83,050	\$ 278,500	\$ 493,000	\$ 199,565	\$ 326,330	\$ 78,225

## Strategic Plan

The State of Delaware requires that towns participate in comprehensive planning for the purpose of encouraging the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of the municipal growth, development, and infrastructure investment actions with those of other towns, Sussex County and the State. The Town of Ocean View's plan was written to comply with the requirements of a municipal development strategy as described in the Delaware Code for towns with a population greater than 2,000. It is intended to cover a 10-year planning window and be reviewed at least every five years.

The Town Council on Tuesday, March 10, 2020, adopted the Town's 2020 Comprehensive Plan update. **The Plan received a 2020 American Planning Association Small Town Award**, which is presented to an outstanding Comprehensive Plan that addresses the development of a neighborhood, community, county or region. Ocean View's success in receiving this award was its high level of community engagement opportunities provided to get feedback and input, as well as the Town's commitment to the Plan. This accomplishment was followed in November 2021 by the announcement that the **State of Delaware's local chapter of the National Planning Association awarded Ocean View's 2020 Comprehensive Plan update its 2021 Outstanding Planning Project.**

In striving to become a complete community, Ocean View, Delaware, with the support of an involved citizenry, attempted to further define its unique character, by improving connectivity, supporting mixed and efficient uses of land, honoring our history, promoting healthy and engaging environments, focusing on cleanliness and safety and encouraging business diversity and job growth. In short, the future complete Ocean View community will in turn be a place where people desire to live, open a business and be engaged.

The most important considerations identified in the Comprehensive Plan are:

- Exploring strategies for managing growth, both inside and outside of Town boundaries.
- Fostering a stronger sense of community by identifying unique features, encouraging more community events, and possibly acquiring additional community gathering spaces.
- Expanding streetscaping along Route 26 and restricting commercial growth to mainly this corridor.
- Exploring options with other local partners and the state to increase the Town's multi-modal transportation offerings by extending sidewalks/crosswalks/bikelanes and off-road pedestrian corridors throughout Town.
- Examining an array of transportation options to get visitors and residents to the beach safely.
- Protecting invaluable natural and recreational resources and assets such as the Assawoman Canal and Trail.



The Community Vision Statement is based on comments and suggestions received during the public outreach process, as well as deliberation by the Comprehensive Plan Advisory Committee. They developed the following vision:

***Ocean View: Embracing our history, managing our growth, and working together to become a complete community.***

## **Achieving the Objectives Outlined in the Strategic Plan**

The Town of Ocean View will implement the plan and ensure that current and future projects align with the established objectives and will work closely with the entities and all other organizations that have a community or economic impact on the Town. Future planning efforts will build upon the goals and vision established within the document. Therefore, the Comprehensive Land Use Plan is fully integrated into the Town's current planning initiatives, leading to a long-lasting impact and implementation. Below shows how each the Council, Administration and Departments are striving to achieve the objectives of the Comp Plan.

- (1) The Comprehensive Plan adopted by the Town Council provides long-term objectives;
- (2) Town Administration sets annual goals that align with the long-term objectives adopted by Council; and
- (3) The Town's Departments create goals to meet the objectives of Administration that will assist in achieving the long-term objectives set by the Comp Plan.

The Town has myriad tools at its disposal, such as the Route 26 Design Guidelines, the Historical Society and an active community. Each of the Plan's recommendations has been compiled and labeled as either a 'short-term' or 'long-term' goal and is reviewed periodically. The 2020 Certified Copy of the Comprehensive Plan is located on the Town's website.

## Long-Term Objectives

The Comprehensive Land Use Plan (CLUP) outlines 11 long-term objectives which are used to set the annual goals for the upcoming budget year.

The 11 long-term objectives are:

**Population and Demographics:** Consideration of population projections, future housing and build-out, other demographic characteristics and aging-friendly communities.

**Community Character and Design:** Community character, history, community events and community design.

**Future Land Use:** Existing land use, future land use, annexation and zoning.

**Environment:** Habitat preservation, Forestry grants, Tree City USA, Wetlands Buffer, total maximum daily loads for the Inland Bays Watershed, source water protection, FEMA, hazard mitigation, air quality, and climate change.

**Open Space and Recreation:** Adhere to the Statewide Comprehensive Outdoor Recreation Plan (SCORP), Town recreation (both active and passive), Assawoman Canal along with Open Space and recreation opportunities.

**Historic Resources:** Retain the historic district, historic structures, and continued support of the Ocean View Historical Society.

**Housing:** Occupancy, housing composition, age of structures and future housing.

**Community Services and Facilities:** Community facilities, public safety and services, along with water and wastewater.

**Economic Development:** Monitor and assess economic conditions.

**Transportation:** Roads, traffic trends, bicycle facilities, pedestrian facilities and transit.

**Intergovernmental Coordination:** Engagement with neighboring communities, Sussex County, and State and Federal departments

## Annual Goals

The Town administration sets annual goals that align with the long-term objectives set forth with the adoption of the Comprehensive Land Use Plan by the Town Council and then the Town's Departments create goals to meet the objectives of the Administration that will assist in achieving the long-term objectives set by the plan.

Ocean View's administrative annual goals are as follows:

- (1) Maintain a strong financial position through fiscal discipline
- (2) Provide services for an active, healthy and involved community
- (3) Promote economic development and growth
- (4) Preserve the Town's character and its natural resources
- (5) Maintain the safety of our community for residents, businesses and visitors
- (6) Provide superb customer service for the citizens through the dedicated staff

### Annual Goal Relationship to Long-term Objective

Each annual goal is linked to long-term objectives. The relationship between the annual goal set by administration and the long-term objectives outlined in the Comprehensive Land Use Plan (CLUP) are shown below.

Annual Goal	Long-term Objective
<p><b>Goal 1:</b> Maintain a strong financial position through fiscal discipline.</p>	<ul style="list-style-type: none"> <li>● Population / Demographics</li> <li>● Community Character / Design</li> <li>● Future Land Use</li> <li>● Environment</li> <li>● Open Space / Recreation</li> <li>● Historic Resources</li> <li>● Housing</li> <li>● Community Services / Facilities</li> <li>● Economic Development</li> <li>● Transportation</li> <li>● Intergovernmental Coordination</li> </ul>
<p><b>Goal 2:</b> Provide services for an active, healthy, and involved community.</p>	<ul style="list-style-type: none"> <li>● Population / Demographics</li> <li>● Future Land Use</li> <li>● Open Space / Recreation</li> <li>● Community Services / Facilities</li> <li>● Intergovernmental Coordination</li> </ul>

Annual Goal	Long-term Objective
<p><b>Goal 3:</b> Promote economic development and growth.</p>	<ul style="list-style-type: none"> <li>● Population / Demographics</li> <li>● Community Character / Design</li> <li>● Economic Development</li> <li>● Transportation</li> <li>● Intergovernmental Coordination</li> </ul>
<p><b>Goal 4:</b> Preserve the Town's character and its natural resources.</p>	<ul style="list-style-type: none"> <li>● Community Character / Design</li> <li>● Future Land Use</li> <li>● Open Space / Recreation</li> <li>● Historic Resources</li> <li>● Community Services / Facilities</li> <li>● Transportation</li> <li>● Intergovernmental Coordination</li> </ul>
<p><b>Goal 5:</b> Maintain the safety of our community for residents, businesses, and visitors.</p>	<ul style="list-style-type: none"> <li>● Population / Demographics</li> <li>● Community Character / Design</li> <li>● Housing</li> <li>● Community Services / Facilities</li> <li>● Intergovernmental Coordination</li> </ul>
<p><b>Goal 6:</b> Provide superb customer service for the citizens through the dedicated staff.</p>	<ul style="list-style-type: none"> <li>● Population / Demographics</li> <li>● Community Character / Design</li> <li>● Future Land Use</li> <li>● Environment</li> <li>● Open Space / Recreation</li> <li>● Historic Resources</li> <li>● Housing</li> <li>● Community Services / Facilities</li> <li>● Economic Development</li> <li>● Transportation</li> <li>● Intergovernmental Coordination</li> </ul>

## Short-term Factors

There are many short-term factors that influence the development of a budget. The main factors that influenced the Town's FY2025 budget include inflation, delivery delays, the anticipated increase in Health Insurance Premiums and the Town's 5-year reassessment.

### Inflation

Inflation is a concern when developing a budget. The CPI-U which is used to monitor inflation had a 3.901% change from December 31, 2023. The CPI-U is used to set the pay scale for the Town Council and Mayor as well as to help determine increases in expenditures that may be needed, such as fuel, construction supplies and utilities.

Inflation is affecting all aspects of the budget including salaries and projects associated with the Capital Improvement Plan. Original estimates of projects are now being reviewed and revised based on current costs.

### Vehicle Delivery Delays

Over the past several years there have been vehicle delivery delays associated with the replacement of primarily police vehicles (up to eighteen months). Our capital program funds the regular replacement of all vehicles in rotation associated with their age, idling times, safety, performance, and reliability, as well as increased maintenance costs as vehicles age.

The adopted Capital Improvement Plan for fiscal years 2023 to 2027 included the purchase of four (4) police vehicles so that staggered order dates could accommodate for the delays. Two (2) vehicles were ordered in the spring of 2022 as well as the other two (2) vehicles being ordered in the fall of 2022.

In FY2024, one (1) vehicle was ordered in the spring of 2023 with an anticipated delivery in early 2024.

### Health Insurance Premiums

The December 2023 update from the Statewide Benefits Office (SBO) subcommittee meeting covered the question of a health plan premium (rate) increase for employees and retirees in Fiscal Year 2025. They projected that *double-digit* health plan premium (rate) increases would be required to cover the increase in healthcare and address the projected deficit in the Group Health Insurance Fund. The following option was reviewed by the State Employee Benefits Committee (SEBC):

- A 22.8% increase in FY2025 for active employees, non-Medicare retirees and Medicare retirees (who retired after July 1, 2012).
- A 1.8% increase in FY2026 and a 7.0% increase in FY2027.

According to the December 2023 update, the final decision for FY2025 (Effective July 1, 2024) will be voted on by the SEBC in March 2024 and communicated in 2024 Open Enrollment materials.



## Property Reassessment

In 2022, the Town conducted a revaluation of all tax properties located in the Town's corporate boundaries in accordance with the Town Charter that requires a reassessment every five years. These new assessed values were used for the Town's Fiscal Year 2023 property tax bills that were mailed in late May 2022. The town had last reassessed properties in 2017 and these values were used for the property tax billings beginning with the fiscal year 2018 property taxes.

The Town contracted with Pearson's Appraisal Services, Inc. to conduct the reassessment. The Town's reassessment was independent and not associated with the reassessment by Sussex County.

As a result of the reassessment, the FY2023 Budget was adopted with the proposed 3 cent tax rate reduction. The tax rate per \$100 assessed value decreased from .2678 to .2378 and was reflected in the May 2022 Real Estate tax bill.

The next revaluation of all properties located in the Town's corporate boundaries in accordance with the Town Charter is scheduled to be completed by December 2026 (FY2027) for the property tax bills being mailed in May 2027 (FY2028).



## Priorities & Issues

The Town of Ocean View focuses on the following identified issues or priorities, either financial in nature or having an impact on long-range goals. It is our goal to provide adequate services to the residents of Ocean View by continuing to budget conservatively, continuing to eliminate reliance on Transfer Tax and to continue to plan projects that encompass the importance of maintaining a high level of attractions.

### Financial Burden

- Continue to fund the Town's pension liability at the actuarial required contribution determined by the State of Delaware Pension Office.
- Maintaining an operating reserve of at minimum two (2) months operating expense with five (5) months being preferred.
- Anticipating future reduction in transfer tax revenue (not relied on for operations but needed to maintain adequate trust fund levels) in relationship to the Town reaching its limit of annexation. This fact impacts our out-year focus by underscoring the importance of maintaining a high level of attraction in relationship to service delivery and livability, including safety, cleanliness, walkability, bike lanes, community events, financial standing, etc. Ocean View will strive to maintain property values and resale interests as it manages this probability.
- Continued planned maintenance of infrastructure including streets, stormwater facilities, buildings, etc.

### Long Range Planning

- Completion of sidewalk and bike lane networks which allow for increased walkability / bikeability and less reliance on vehicles.
- Increased open space availability through partnerships with the State of Delaware and other property owners. In FY2023, the Town purchased four (4) acres located on the corner of Muddy Neck and Double Bridges Roads for just this purpose. In FY2024, the Town purchase 8 Oakwood Avenue which is adjacent to John West Park.
- Work to develop an "Arts" focus in our business district that allows Ocean View to stand out in comparison to surrounding communities.
- Continue to support Ocean View's historic past and corridor, including the Historic Village in Ocean View and the Coastal Towns Museum, to increase interest in living or maintaining a business within the Town.
- Employee / Council / Boards and Commission recruitment, retention and succession planning.

## Personnel Changes

Over the last three (3) fiscal years, the Town has added staff due to an increase in demand for services provided by the Town and with the addition of the SRO at Lord Baltimore Elementary School, an additional officer was hired in FY2024.

Management discusses succession planning annually and expects that certain key positions may turn over in 2 to 4 years. In order to prepare and separate certain Public Works (DPW) duties from Planning & Zoning (PZ), the hiring of a DPW Superintendent is planned for FY2025.

Staffing levels are represented in the table below.

Department	2022	2023	2024	2025	Reason for Change
Administration	5	5	5	5	F/T Accountant went P/T and a new Accountant was hired in FY2021
Planning & Zoning (PZ)	5	6	6	6	A Seasonal Code Enforcement Officer (3 days a week between May and October) was hired in FY2023
Public Safety	14	14	15	15	14 Sworn Officers / 1 Administrative Secretary Staffing Study in FY2020 suggested the need for two (2) additional officers. One was hired in FY2021 while the 2nd officer was hired in FY2022 with a portion of salary being paid from COPS grant. With the addition of an SRO at Lord Baltimore Elementary School, an additional officer was hired in FY2024
Public Works (DPW)	2	2	2	3	In FY2020, DPW went from 4 F/T to 1F/T with outsourcing of major responsibilities. A P/T was hired in FY2021 and went F/T in FY2022. To move typical DPW duties from the PZ department, a Superintendent will be hired in FY2025.
	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	

## Pay Scale

The Town of Ocean View has two (2) pay scales as seen below. The first represents administrative employees while the second represents sworn officers.

For FY2025, the administrative pay scale was adjusted based on the December 31st CPI-U for the mid-Atlantic region (3.901%). In order to adjust public safety to a starting salary of \$65,000 for grade 9 sworn officers, the pay scale was adjusted by 11.74% for FY2025.

Below are the pay scales for FY2025:

<b>Pay Scale - Administrative</b>			
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$ 29,548	\$ 38,412	\$ 47,276
2	\$ 31,944	\$ 41,528	\$ 51,111
3	\$ 34,535	\$ 44,896	\$ 55,257
4	\$ 37,337	\$ 48,538	\$ 59,738
5	\$ 40,365	\$ 52,474	\$ 64,584
6	\$ 43,639	\$ 56,731	\$ 69,822
7	\$ 47,178	\$ 61,332	\$ 75,486
8	\$ 51,005	\$ 66,307	\$ 81,608
9	\$ 55,142	\$ 71,685	\$ 88,227
10	\$ 59,615	\$ 77,499	\$ 95,384
11	\$ 64,450	\$ 83,785	\$ 103,120
12	\$ 69,678	\$ 90,581	\$ 111,484
13	\$ 75,329	\$ 97,928	\$ 120,527
14	\$ 81,439	\$ 105,871	\$ 130,303

<b>Pay Scale - Public Safety</b>			
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
9	65,004	84,505	104,006
10	70,277	91,359	112,442
11	75,977	98,770	121,563
12	82,139	106,781	131,423
13	88,801	115,442	142,082

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# FUND SUMMARIES

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## General Fund

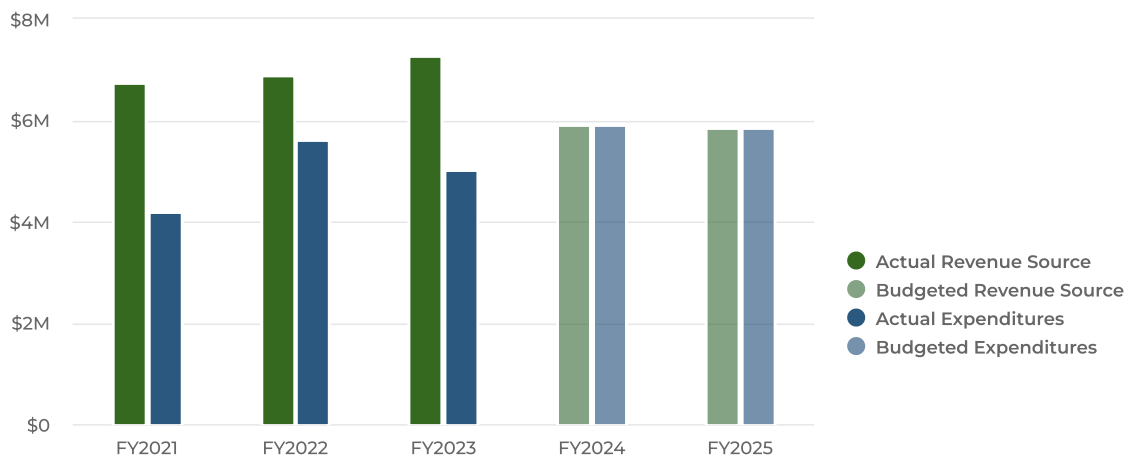
The General Fund accounts for all financial transactions and resources for the Town of Ocean View other than those required to be accounted for in another fund (Water System). Revenues in the General Fund are primarily from taxes (property, realty transfer and gross rental receipts), intergovernmental sources and charges for services.

The General Fund includes the Town administration, planning, zoning & development, public safety and public works, including capital expense funding for the nonproprietary fund (non-water projects), such as improvements to Town buildings, equipment and vehicles, public works equipment and projects, community events and John West Park improvements.

### Summary

The Town of Ocean View is projecting \$6,534,220 of revenue in FY2025 to be available for operations, which represents an 6.3% increase over the prior year (\$6,146,190). Budgeted expenditures are projected to decrease by .9% or from \$5,921,190 in FY2024 to \$5,870,245 in FY2025.

The above totals are revenues and operating expenses only and do not include capital expenditures funded by the General Fund or the transfer to / from the Trust accounts. The shortages must be available from the unassigned fund balance. The operating expenses include Street Repair and Maintenance, which is funded by the Street Repair and Replacement Trust fund (SRRTF).



## Revenues by Source

Taxes are the largest revenue source for the General Fund. Taxes include property taxes, realty transfer taxes and gross rental receipts tax. Property tax is the largest of these three revenue sources.

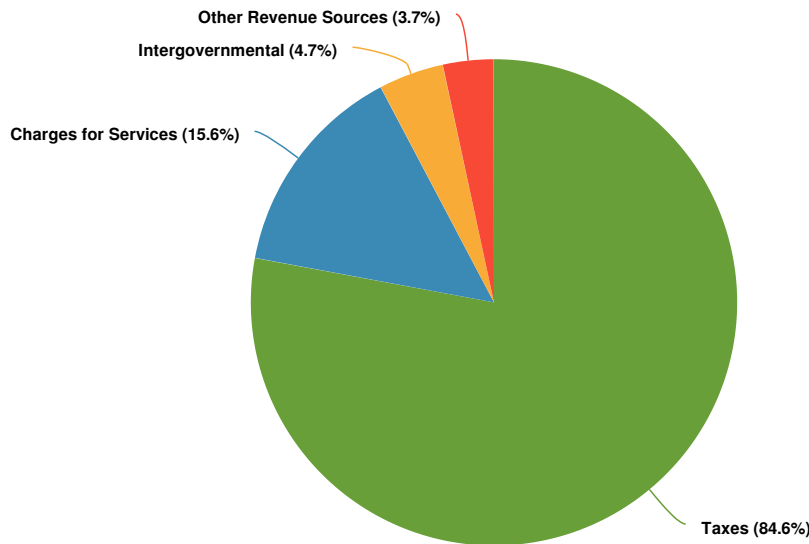
Property assessments continue to increase due to additional improvements and new construction added to the tax roll. Property tax assessments for FY2023 increased 24% over FY2022 due to the required town-wide 5-year reassessment. The FY2023 budget included a three (3) cent decrease in the property tax rate.

No increase to the tax rate is being proposed in FY2025. As in FY2024, the tax rate set for the FY2023 budget is being maintained at .2378 per \$100 assessed valuation.

Realty transfer tax continues to be a restricted revenue for FY2025, giving no support to the general operations of the Town. Realty transfer tax is restricted to the Capital Replacement Trust (CRTF), Street Repair and Replacement Trust (SRRTF) and the Emergency Reserve Trust (ERTF).

Gross rental receipt tax has shown an average increase of 24% over the past three (3) years and is continuing that trend in FY2024.

### Projected 2025 Revenues by Source



For Fiscal Year 2025, the following revenues are transfers out of the General Fund and shown below as part of the non-budgeted revenue:

- Transfer Tax to CRTF, SRRTF and ERTF in the amount of \$1,000,000
- Police Department County Revenue Sharing to FY2025 Capital Projects in the amount of \$35,000
- Impact Fees to ESEF in the amount of \$72,500
- Capital Projects (General Fund Pay-Go) in the amount of \$45,000

For Fiscal Year 2025, the following revenues are transferred to the General Fund and shown below as part of the non-budgeted revenue:

- Street and Sidewalk Maintenance from SRRTF in the amount of \$265,000
- Grant award from ESEF in the amount of \$80,000 (awarded to Millville VFD annually) and \$50,000 (police vehicle).
- ERTF funding above the 20% of Operating Budget requirement in the amount of \$68,140
- \$25,385 from the Emerging Projects Account
- Reimbursement of current year expenses in the amount of \$89,000 for the salary and benefits from the Water System Fund.

**Below is a summary of Revenues by Source**  
**The Revenue Detail by line item for each Revenue Source can be found in Section 3, Funding Sources.**

Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes	\$4,979,926	\$4,876,995	\$4,964,650	1.8%
Intergovernmental	\$1,018,547	\$277,000	\$275,000	-0.7%
Charges for Services	\$972,622	\$869,195	\$915,220	5.3%
Other Revenue Sources	\$152,192	\$65,000	\$215,850	232.1%
Non Budgeted Revenues	\$151,111	-\$167,000	-\$500,475	199.7%
<b>Total Revenue Source:</b>	<b>\$7,274,398</b>	<b>\$5,921,190</b>	<b>\$5,870,245</b>	<b>-0.9%</b>



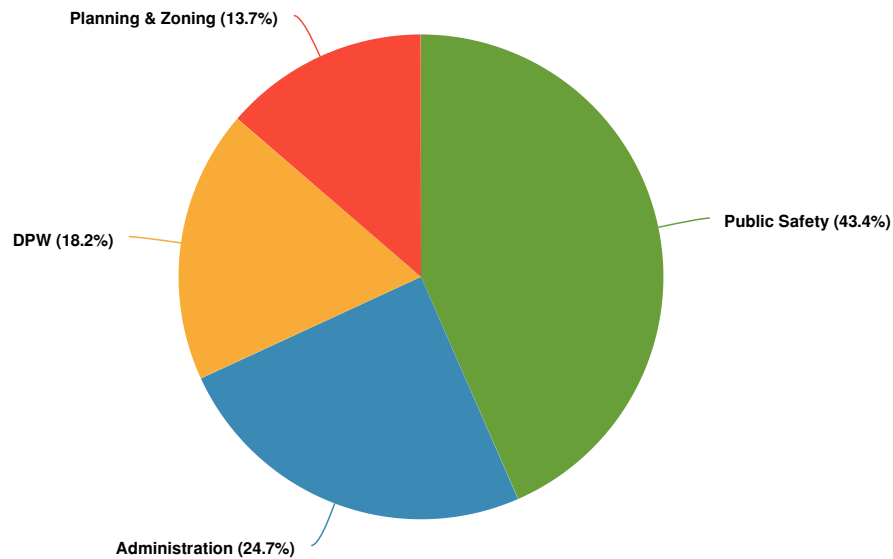


## Expenditures by Function

The pie chart below indicates the function (or department) supported by the Town's revenues for the citizens of Ocean View. Public Safety is 43.4% of the town's expenditure. During the year, Public Safety applies for and is awarded many grants which aid in offsetting the expenses associated with overtime and equipment, although these grants are not budgeted.

DPW (Department of Public Works) includes expenses funded from the Street Repair and Replacement Fund for the purposes of sidewalk and street improvements. For FY2025, \$265,000 has been budgeted.

**Budgeted Expenditures by Function**



**Below is a summary of Expenditures by Function (or Department)**

**The Expenditure Detail by line item for each Department can be found in Section 4, Departments.**

Administration - page 112  
Public Safety - page 127

Planning & Zoning - page 120  
Public Works - page 134

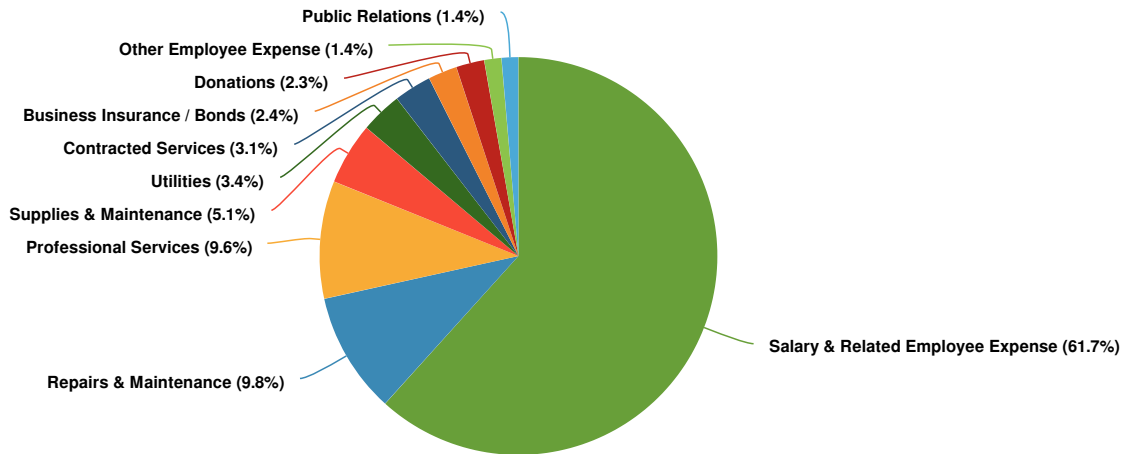
Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures				
Administration	\$1,118,209	\$1,292,935	\$1,449,665	12.1%
Planning & Zoning	\$658,369	\$767,675	\$802,450	4.5%
Public Safety	\$2,068,144	\$2,346,035	\$2,550,230	8.7%
DPW	\$1,179,491	\$1,514,545	\$1,067,900	-29.5%
<b>Total Expenditures:</b>	<b>\$5,024,214</b>	<b>\$5,921,190</b>	<b>\$5,870,245</b>	<b>-0.9%</b>



## Expenditures by Expense Type

The pie chart below shows the FY2025 expenditures by category. Salaries and related employee expenses are the Town's largest expenditure category at 61.7% or \$3.62 million. Salaries and related employee expenses were \$3.26 million in FY2024. The 11.1% increase over last year is the result of the 3.901% CPI-U and the increase in Health Insurance Premiums (rates) as noted in the Budget Message.

**Budgeted Expenditures by Expense Type**



Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Salary & Related Employee Expense	\$2,847,821	\$3,260,565	\$3,622,275	11.1%
Other Employee Expense	\$64,377	\$89,550	\$81,750	-8.7%
Business Insurance / Bonds	\$124,177	\$132,500	\$138,200	4.3%
Professional Services	\$455,775	\$504,675	\$561,000	11.2%
Contracted Services	\$106,837	\$150,530	\$179,150	19%
Supplies & Maintenance	\$232,668	\$282,920	\$296,520	4.8%
Repairs & Maintenance	\$896,729	\$1,149,200	\$578,100	-49.7%
Utilities	\$162,561	\$189,650	\$198,150	4.5%
Public Relations	\$53,270	\$81,600	\$80,100	-1.8%
Donations	\$80,000	\$80,000	\$135,000	68.8%
<b>Total Expense Objects:</b>	<b>\$5,024,214</b>	<b>\$5,921,190</b>	<b>\$5,870,245</b>	<b>-0.9%</b>



## Fund Balance

Funds saved from prior years are represented in the Town's financial statements as Fund Balance. Governmental funds report amounts for five classifications of fund balances based on the constraints imposed on the use of resources.

The **Nonspendable Fund Balance** classification includes the amounts that cannot be spent because they are either (1) not in spendable form such as prepaid items or inventories; or (2) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications:

- **Restricted Fund Balance** - this classification reflects the constraints imposed on resources either (1) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (2) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance** - these amounts can only be used for specific purposes pursuant to constraints imposed by formal ordinances or resolution by a majority vote of the Town Council.
- **Assigned Fund Balance** - this classification reflects the amount constrained by the Town's "intent" to be used for specific purposes, but is neither restricted nor committed. The Town Council solely has the authority to specifically assign funds. There were no funds assigned as of the year ending April 30, 2023.
- **Unassigned Fund Balance** - this fund balance is the residual classification for the General Fund. This represents the resources available for future spending.

Financial Summary	FY2021	FY2022	FY2023	% Change
<b>Fund Balance</b>	—	—	—	
Unassigned	\$2,623,944	\$1,810,287	\$2,128,289	17.6%
Committed	\$1,175,183	\$1,040,040	\$1,430,634	37.6%
Restricted	\$6,370,247	\$6,790,830	\$5,663,276	-16.6%
Nonspendable	\$59,144	\$57,473	\$56,662	-1.4%
<b>Total Fund Balance:</b>	<b>\$10,228,518</b>	<b>\$9,698,630</b>	<b>\$9,278,861</b>	<b>-4.3%</b>



## Net Change in Fund Balance

Below the Statement of Revenues, Expenditures and Changes in Fund Balance reflects actual net changes in FY2021, FY2022 and FY2023, projected net change in FY2024 and proposed (estimated) net change in FY2025.

REVENUES	ACTUAL			BUDGET	
	FY2021	FY2022	FY2023	FY2024 (Projected)	FY2025 (Proposed)
Taxes	\$ 4,799,250	\$ 5,080,397	\$ 4,979,925	\$ 4,848,847	\$ 4,964,650
Intergovernmental revenues	332,541	640,143	1,018,547	533,192	275,000
Charges for services	1,500,830	1,038,011	972,622	809,312	915,220
Other Revenue	108,651	131,280	303,304	693,266	379,350
<b>Total Revenues</b>	<b>6,741,272</b>	<b>6,889,831</b>	<b>7,274,398</b>	<b>6,884,617</b>	<b>6,534,220</b>
<b>EXPENDITURES</b>					
Current					
General Government (Administration)	983,021	1,497,656	1,128,334	1,269,543	1,449,665
Planning and Zoning	610,019	613,721	658,369	692,031	802,450
Public Safety	1,909,841	1,992,076	2,168,209	2,294,224	2,550,230
Public Works	703,771	1,539,960	1,179,494	1,270,059	1,067,900
Capital Outlay	1,000,890	1,776,306	2,559,761	2,877,250	1,995,595
<b>Total Expenditures</b>	<b>5,207,542</b>	<b>7,419,719</b>	<b>7,694,167</b>	<b>8,403,107</b>	<b>7,865,840</b>
<b>Net Change in Fund Balance</b>	<b>1,533,730</b>	<b>(529,888)</b>	<b>(419,769)</b>	<b>(1,518,490)</b>	<b>(1,331,620)</b>
<b>Fund Balance, Beginning of Year</b>	<b>8,694,788</b>	<b>\$ 10,228,518</b>	<b>9,698,630</b>	<b>9,278,861</b>	<b>7,760,371</b>
<b>Fund Balance, End of Year</b>	<b>\$ 10,228,518</b>	<b>\$ 9,698,630</b>	<b>\$ 9,278,861</b>	<b>\$ 7,760,371</b>	<b>\$ 6,428,751</b>



The Town of Ocean View Water System is a municipal utility that is fully outsourced to the Private water utility Tidewater. It serves approximately 928 properties within the Town. The system is operated for the Town by Tidewater Utilities and water is provided from Tidewater's wells in the Bethany Bay District. Included in the system are fire hydrants located along streets in the Town's service territory. All properties located within the service territory are required to connect to the system.

In addition, the Town has an operations agreement with Tidewater, to provide meter reading and billing on behalf of the Town's water system. Meters are read quarterly and water bills are mailed in January, April, July and October. Payment is due within 30 days of the billing date. An interest fee of 1.5% of the outstanding account balance will be assessed each month until water charges are paid in full.

### **Summary**

The Town of Ocean View is projecting \$624,500 of revenue in FY2025, which represents a 1.4% increase over the prior year. Budgeted expenditures are projected to increase by \$8,470.

The current water service agreement was effective April 1, 2023, and expires in April 2028. We are currently in Year 2 of the 5-year agreement.

Revenue and cost projections do not include items that are a "wash" from a revenue and cost standpoint that do not necessarily occur on an annual basis - e.g. new installations, utility permits & inspections fees for new constructions and additional services such as temporary shut off / turn on, check of meter accuracy, etc.

## Fiscal Year 2025 Projected Revenue

The Water Fund's revenue is budgeted based on the number of accounts provided to the Town by Tidewater Utilities.

The break-down of accounts is seen below:

The "# of acct" is based on a January 11, 2024 report from TUI / Middlesex Water Company that shows the number of accounts being billed for each account type and meter size.

The quarterly billing rates were established by Ordinance No. 249 and 255 dated May 12, 2009 and September 8, 2009, respectively. At this time, there is no rate increase proposed for FY2025.

Quarterly Facilities Charges:	Rate	# of accts	Total
<u>Improved - metered lots</u>			
5/8 " meters	\$ 107.66	832	\$ 89,573
1 " meters	172.78	7	1,209
1 1/2 " meters	303.00	2	606
2 " meters	463.26	9	4,169
3 " meters	885.20	1	885
<u>Unimproved lots</u>	97.66	117	11,426
<b>Quarterly Water Facilities Charges</b>		<b>968</b>	<b>107,869</b>
<u>6" fire service lines</u>	\$ 1,600.00	2	3,200
<b>Quarterly Facilities Charges</b>		<b>Total Per Quarter</b>	<b>\$ 111,069</b>

## Revenues by Source

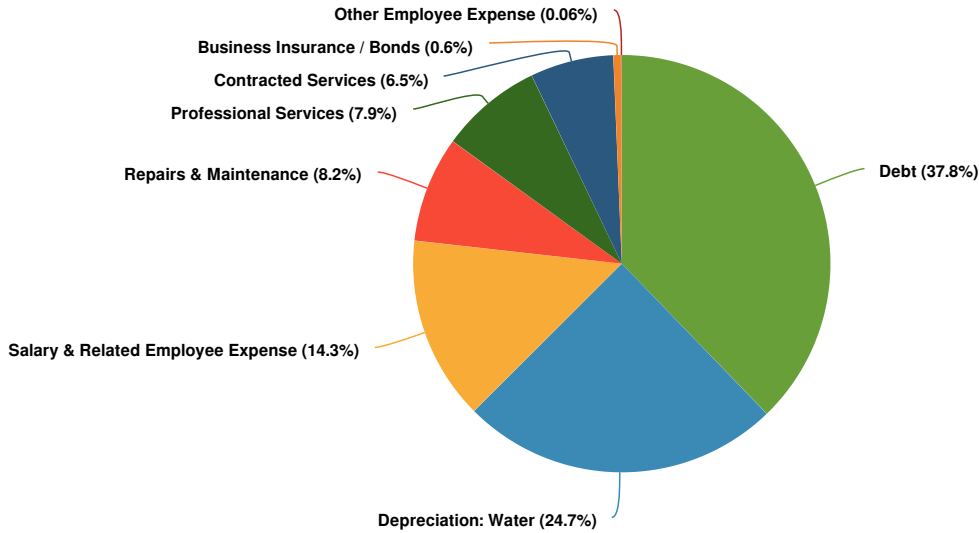
Name	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Water Revenues</b>						
Water Facility & Use Charges	\$572,691	\$575,732	\$594,448	\$572,880	\$594,300	3.7%
Water Permits	\$1,800	\$2,500	\$2,700	\$2,000	\$1,000	-50%
Water Connections	\$35,700	\$48,550	\$52,500	\$28,500	\$15,200	-46.7%
Water Inspections	\$2,250	\$3,125	\$3,375	\$2,500	\$1,000	-60%
Miscellaneous	\$553	\$124	\$549	\$500	\$500	0%
Reimbursement of Current Yr Expense	\$8,124	\$5,766	\$2,864	\$0	\$0	0%
Legal Fees Billed	\$2,202	\$800	\$199	\$0	\$0	0%
Credit Card Conv Fee: Water	\$30	\$4	\$0	\$0	\$0	0%
Interest Earned - Unrestricted	\$4,044	\$355	\$12,735	\$9,650	\$12,500	29.5%
<b>Total Water Revenues:</b>	<b>\$627,394</b>	<b>\$636,956</b>	<b>\$669,370</b>	<b>\$616,030</b>	<b>\$624,500</b>	<b>1.4%</b>
<b>Total Revenue Source:</b>	<b>\$627,394</b>	<b>\$636,956</b>	<b>\$669,370</b>	<b>\$616,030</b>	<b>\$624,500</b>	<b>1.4%</b>



## Expenditures by Expense Type

The Water Fund's largest expense is the Debt Service, followed by the purchase of water from Tidewater Utilities.

**Budgeted Expenditures by Expense Type**



Projected personnel costs are based on the FY2025 proposed salaries and benefits.

Contracted Services is the Tidewater Utilities operation and maintenance rate from the Water Service Agreement, which includes ongoing services such as water testing, hydrant maintenance, flushing of mains, meter inspections, valve "exercising", etc.

Name	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Salary & Related Employee Expense	\$34,243	\$35,743	\$49,483	\$58,880	\$89,000	51.2%
Other Employee Expense	\$250	\$250	\$350	\$350	\$350	0%
Business Insurance / Bonds	\$3,360	\$0	\$3,360	\$3,530	\$3,700	4.8%
Professional Services	\$40,931	\$48,096	\$69,228	\$46,720	\$49,330	5.6%
Contracted Services	\$34,159	\$34,068	\$33,536	\$38,430	\$40,360	5%
Repairs & Maintenance	\$52,480	\$77,400	\$55,983	\$77,885	\$51,300	-34.1%
Utilities	\$5,862	\$94	-\$297	\$0	\$0	0%
Capital Purchase: Water	\$157,743	\$148,930	\$148,930	\$0	\$0	0%
Depreciation: Water	\$150,225	\$142,796	\$154,368	\$155,000	\$154,500	-0.3%
Debt	\$146,206	\$238,421	\$238,524	\$235,235	\$235,960	0.3%
<b>Total Expense Objects:</b>	<b>\$625,458</b>	<b>\$725,798</b>	<b>\$753,465</b>	<b>\$616,030</b>	<b>\$624,500</b>	<b>1.4%</b>



## Net Position

Below the Statement of Revenues, Expenditures and Changes in Net Position reflects actual net changes in FY2021, FY2022 and FY2023, projected net change in FY2024 and proposed (estimated) net change in FY2025 for the proprietary fund, Water System.

Note that the FY2022 Beginning Net Position was restated due to the change in the capitalization of CPCN's (Certificate of Public Convenience and Necessity) as associated with the Town Water Utility.

	ACTUAL			BUDGET	
	FY21	FY22	FY23	FY24 (Projected)	FY25 (Proposed)
<b>OPERATING REVENUES</b>					
Charges for services	572,691	575,732	594,448	598,664	594,300
<b>OPERATING EXPENSES</b>					
Advertising	-	-	1,581	1,479	1,500
Bank fees	31	127	945	1,858	3,000
Depreciation	157,742	148,930	148,930	148,930	110,000
Dues & subscriptions	250	250	350	350	350
Insurance expense - allocated	3,360	-	3,360	3,530	3,700
Meter reading charges - TUI billing	31,164	32,100	33,064	34,716	36,450
Miscellaneous	1,275	1,578	1,662	1,215	-
Miss Utility charges	-	-	-	-	-
Payroll wages, taxes & benefits - allocated	34,243	35,743	49,483	58,880	89,000
Professional fees & water inspections	9,767	15,996	32,162	59,458	12,880
Repairs & maintenance	52,480	77,400	55,983	41,997	51,300
Water charges - treated water from TUI	148,918	141,090	150,181	146,242	150,000
Water Service Agreement - TUI billing	34,159	34,068	37,538	38,436	40,360
<b>TOTAL OPERATING EXPENSES</b>	<b>473,389</b>	<b>487,282</b>	<b>515,239</b>	<b>537,091</b>	<b>498,540</b>
<b>OPERATING INCOME</b>	<b>99,302</b>	<b>88,450</b>	<b>79,209</b>	<b>61,573</b>	<b>95,760</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Connection & inspection fees	39,750	54,175	58,575	42,175	17,200
Interest income	4,044	355	12,735	36,381	12,500
Miscellaneous income (expense)	5,047	6,789	3,909	2,549	500
Interest expense	(146,206)	(143,421)	(138,524)	(130,235)	(125,960)
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>(97,365)</b>	<b>(82,102)</b>	<b>(63,305)</b>	<b>(49,130)</b>	<b>(95,760)</b>
<b>CHANGE IN NET POSITION</b>	<b>1,937</b>	<b>6,348</b>	<b>15,904</b>	<b>12,443</b>	<b>-</b>
<b>CAPITAL CONTRIBUTIONS</b>					
<b>TOTAL NET POSITION - BEGINNING</b>	<b>1,525,909</b>	<b>1,643,877</b>	<b>1,650,225</b>	<b>1,666,129</b>	<b>1,678,572</b>
<b>TOTAL NET POSITION - ENDING</b>	<b>1,527,846</b>	<b>1,650,225</b>	<b>1,666,129</b>	<b>1,678,572</b>	<b>1,678,572</b>



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# FUNDING SOURCES

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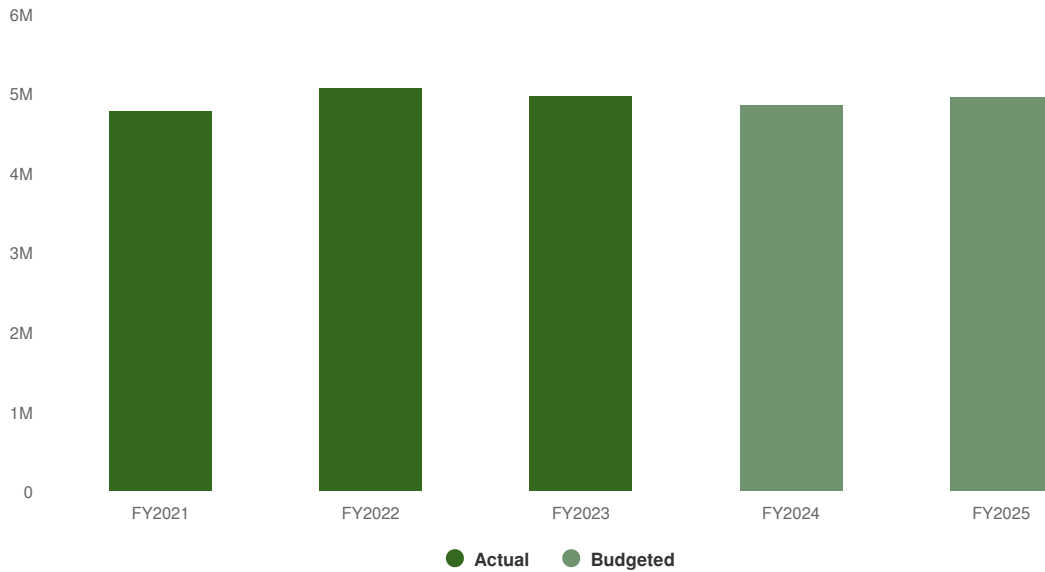


## Taxes Summary

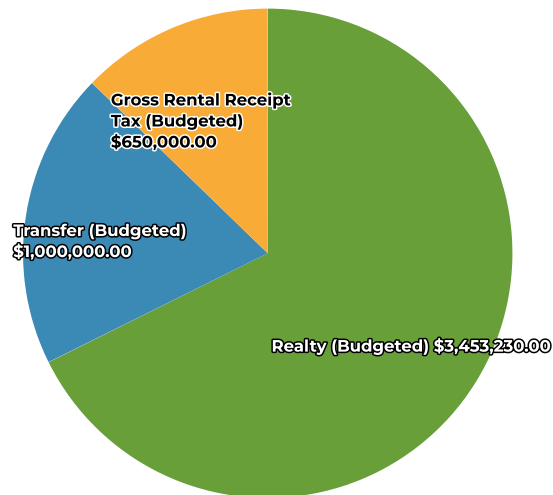
Taxes include property taxes, realty transfer taxes and gross rental receipts tax. All of which are General Fund Revenue.

**\$4,964,650** **\$87,655**  
(1.80% vs. prior year)

Taxes Proposed and Historical Budget vs. Actual



Tax Revenue by Source



## Revenues by Source

Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes				
Realty				
Property Taxes Billed	\$3,145,865	\$3,308,780	\$3,347,940	1.2%
Discount	-\$26,242	-\$32,925	-\$33,290	1.1%
<b>Total Realty:</b>	<b>\$3,119,624</b>	<b>\$3,275,855</b>	<b>\$3,314,650</b>	<b>1.2%</b>
Transfer				
Transfer Taxes	\$1,183,926	\$1,000,000	\$1,000,000	0%
<b>Total Transfer:</b>	<b>\$1,183,926</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>0%</b>
Gross Rental Receipt Tax				
Gross Rental Receipt Taxes	\$676,376	\$601,140	\$650,000	8.1%
<b>Total Gross Rental Receipt Tax:</b>	<b>\$676,376</b>	<b>\$601,140</b>	<b>\$650,000</b>	<b>8.1%</b>
<b>Total Taxes:</b>	<b>\$4,979,926</b>	<b>\$4,876,995</b>	<b>\$4,964,650</b>	<b>1.8%</b>
<b>Total Revenue Source:</b>	<b>\$4,979,926</b>	<b>\$4,876,995</b>	<b>\$4,964,650</b>	<b>1.8%</b>

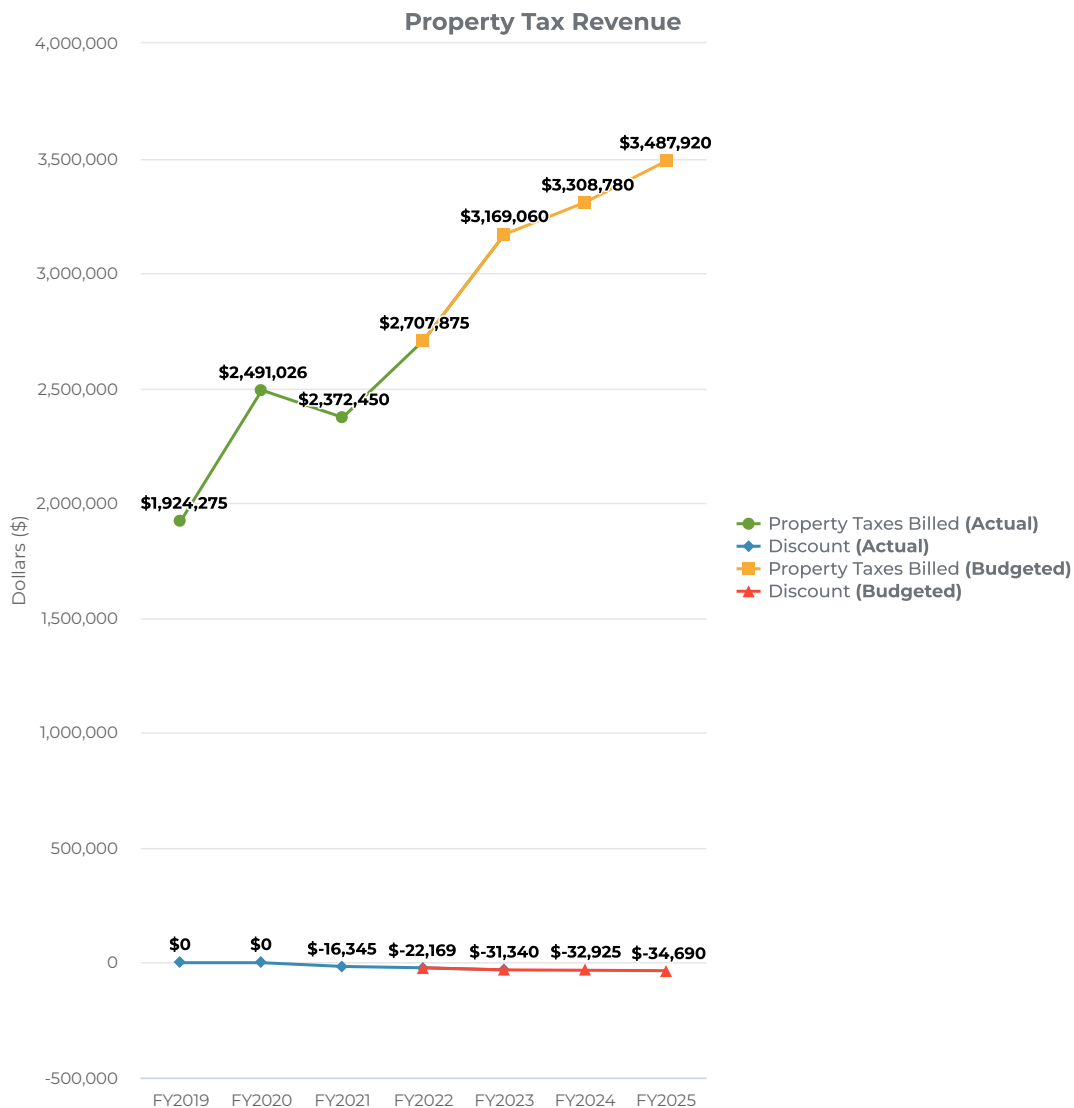


## Property Tax Revenue

The tax rate in FY2024 was .2378 per \$100 assessed value. No increase to the tax rate is being proposed in FY2025. The FY2025 property taxes are projected based on the total assessed values updated through 12/31/2023.

One cent is approximately equal to an increase / decrease of \$139,977 in tax revenue.

At the January 9, 2024, Council meeting, Council recommended that the Town continue to grant a 1% discount for early payment of property taxes or \$33,290.



## Historical Chart of Tax Rates

The tax rate is per \$100 of assessed valuation.

The years in red notate the full Town 5-year reassessment as required by Town Charter.

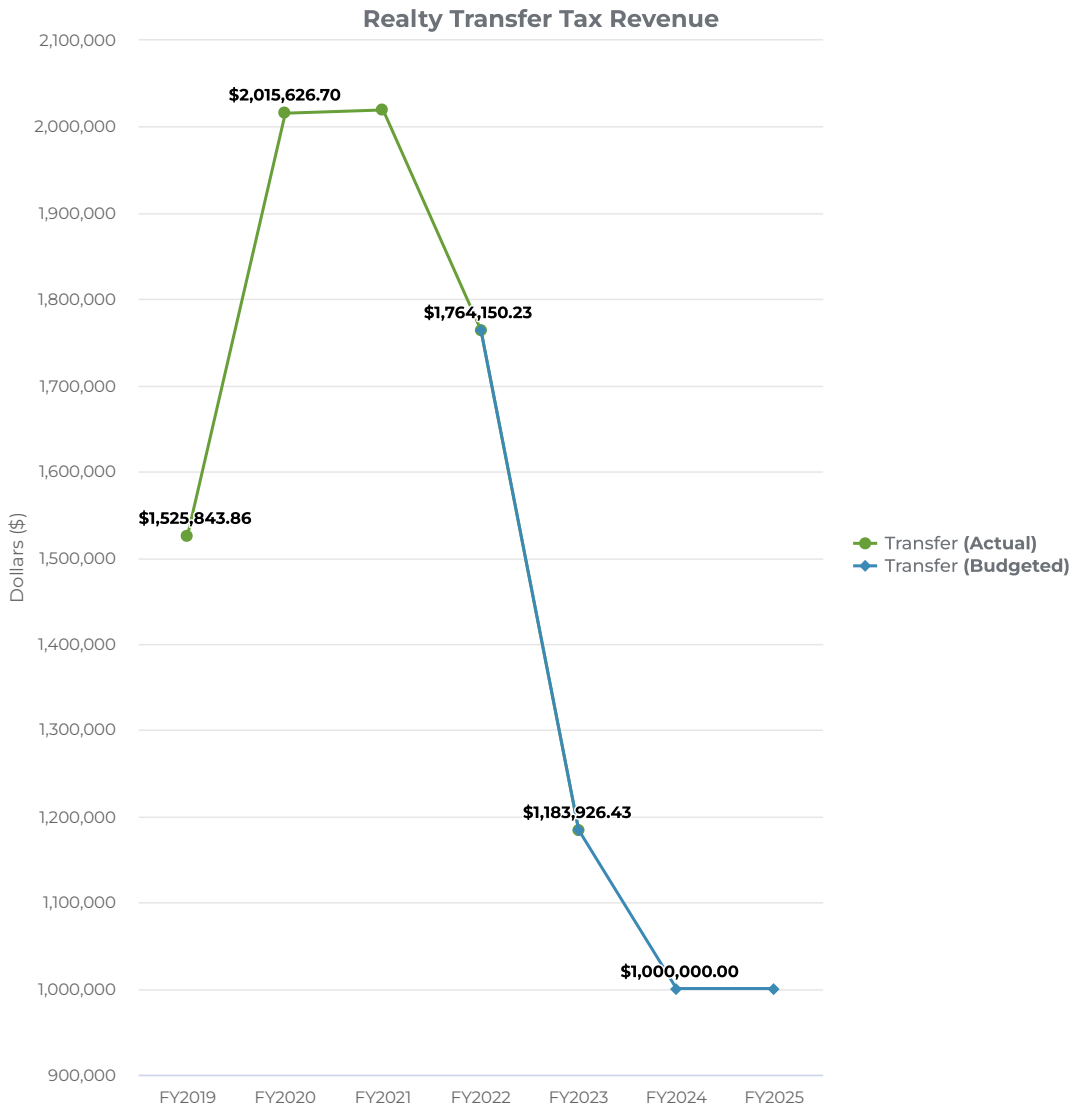
<b>2012-2013</b>	\$	<b>0.1588</b>	<b>0.0352</b>	28%
2013-2014	\$	0.1588	0.0000	0%
2014-2015	\$	0.1620	0.0032	2%
2015-2016	\$	0.1652	0.0032	2%
2016-2017	\$	0.1652	0.0000	0%
<b>2017-2018</b>	\$	<b>0.1652</b>	0.0000	0%
2018-2019	\$	0.2478	0.0826	50%
2019-2020	\$	0.2478	0.0000	0%
2020-2021	\$	0.2478	0.0000	0%
2021-2022	\$	0.2678	0.0200	8%
<b>2022-2023</b>	\$	0.2378	(0.0300)	-11%
2023-2024	\$	0.2378	0.0000	0%
<i>Proposed</i>				
2024-2025	\$	0.2378	0.0000	0%

## Realty Transfer Tax Revenue

Realty Transfer Tax are restricted and fund the Capital Replacement Trust (CRTF), Street Repair & Replacement Trust (SRRTF) and the Emergency Reserve Trust (ERTF)

At the January 9, 2024 Council meeting, Council recommended that the Town continue to eliminate reliance on transfer tax. The CRTF (ordinance 304) is funded with 12.5% of the collected transfer tax, the SRRTF (ordinance 303) is funded with 25% of the transfer tax and the ERTF (ordinance 339) is funded with transfer tax with the balance to be maintained at 20% of the annual operating budget.

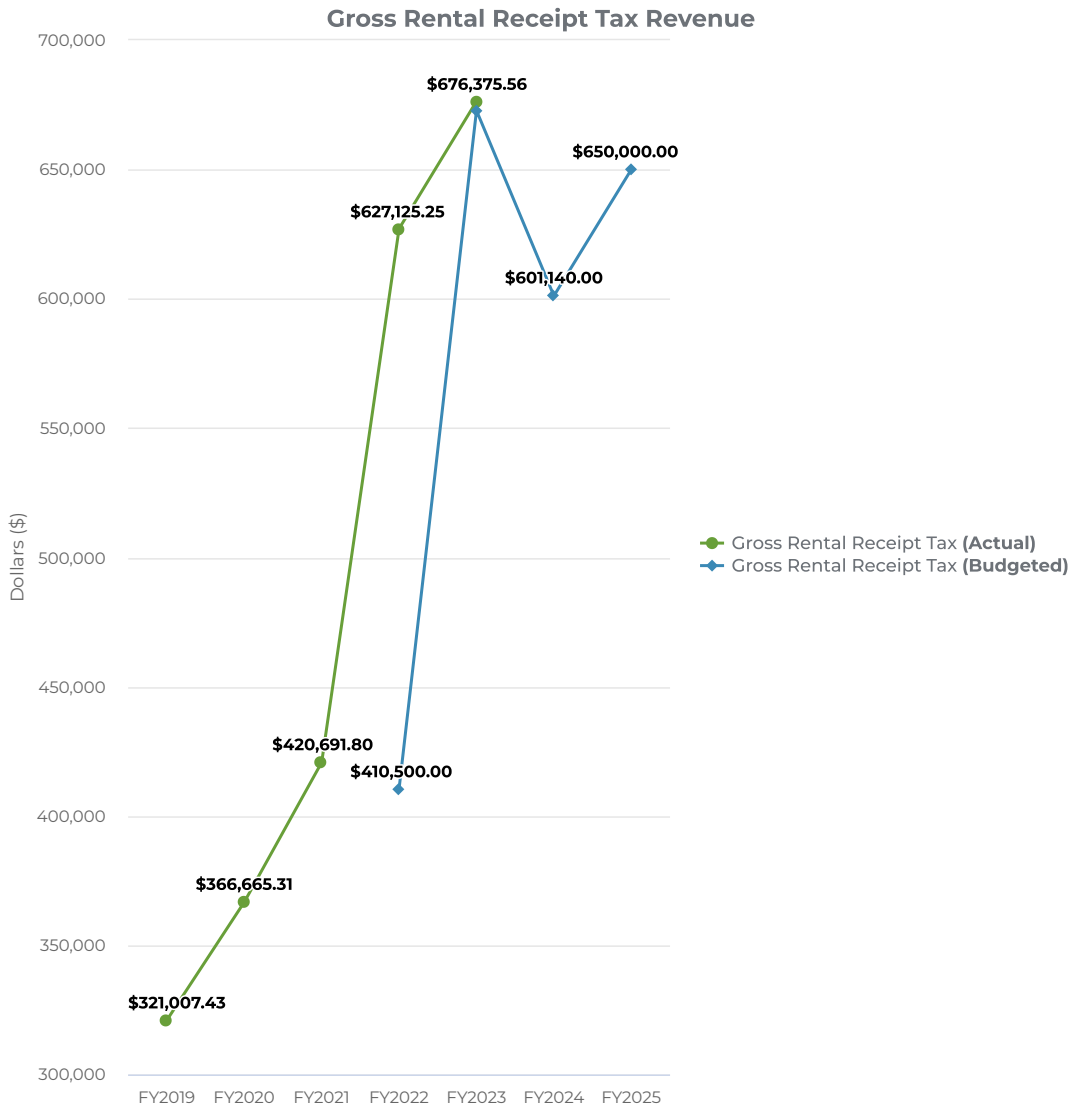
With the Town reaching its limit of annexation, the realty transfer tax will be transitioning from mostly the sale of new homes to the sale of existing homes which with rising interest rates has started to stall. With this in mind, the realty transfer tax revenue is being maintained at the same level as last fiscal year as shown in the below chart.



## Gross Rental Receipt Tax Revenue

Gross rental receipt tax revenue projections are based on trends in prior year collections. The gross rental receipt tax revenue has increased an average of 24% over the last three (3) fiscal years.

For fiscal year 2025, we have budgeted \$650,000.



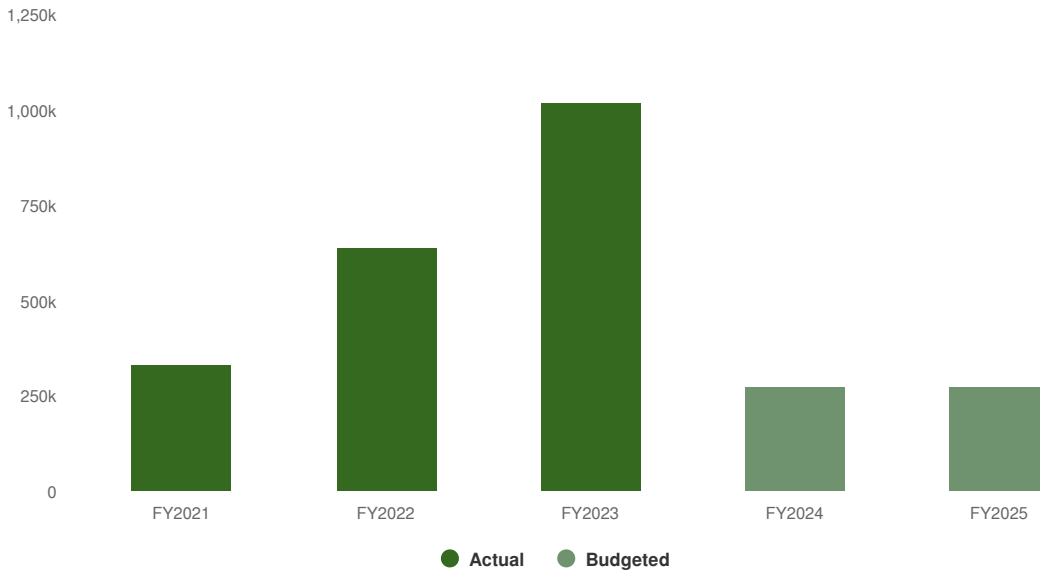
## Intergovernmental Summary

Intergovernmental revenue is made up of monies from other governmental agencies, including grantor for general financial support. The town budgets for only those grants that can be reasonably estimated and that have been consistently received. Other grants, that are non-budgeted, are applied for and awarded during the fiscal year to offset Police Department overtime, training, and supplies.

The significant increases in fiscal years 2022 and 2023 are the two (2) installments of the American Recovery Plan (ARPA) grant in the amount of \$591,170 each and \$288,253 from Sussex County (excess Transfer Tax).

**\$275,000** **-\$2,000**  
(-0.72% vs. prior year)

Intergovernmental Proposed and Historical Budget vs. Actual





## Intergovernmental Revenue by Category

Grants that are applied for by the Police Department on an annual basis are not budgeted as shown below.

FY2024 was the final year of the 36 month (3-year) COPS (Community Oriented Policing Services) grant.

Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>General Fund</b>				
<b>Intergovernmental</b>				
Municipal Street Aid DPW	\$129,766	\$130,000	\$130,000	0%
State Pension Funding PD	\$86,328	\$90,000	\$110,000	22.2%
County Revenue Sharing Funds PD	\$30,000	\$30,000	\$35,000	16.7%
Public Safety: Other Grants - COPS	\$47,558	\$27,000	\$0	-100%
Grant Proceeds G&A	\$619,224	\$0	\$0	0%
SALLE/EDIE Grant Proceeds	\$24,935	\$0	\$0	0%
SLEAF Grant Proceeds	\$6,855	\$0	\$0	0%
OHS Grant Proceeds	\$8,755	\$0	\$0	0%
SLEAF Receipts - Assets Seized	\$5,026	\$0	\$0	0%
CVC Grant Proceeds	\$34,094	\$0	\$0	0%
Other Grant Proceeds	\$3,449	\$0	\$0	0%
US DOJ Grant Proceeds	\$1,989	\$0	\$0	0%
CJC Grant Proceeds	\$20,568	\$0	\$0	0%
<b>Total Intergovernmental:</b>	<b>\$1,018,547</b>	<b>\$277,000</b>	<b>\$275,000</b>	<b>-0.7%</b>
<b>Total General Fund:</b>	<b>\$1,018,547</b>	<b>\$277,000</b>	<b>\$275,000</b>	<b>-0.7%</b>



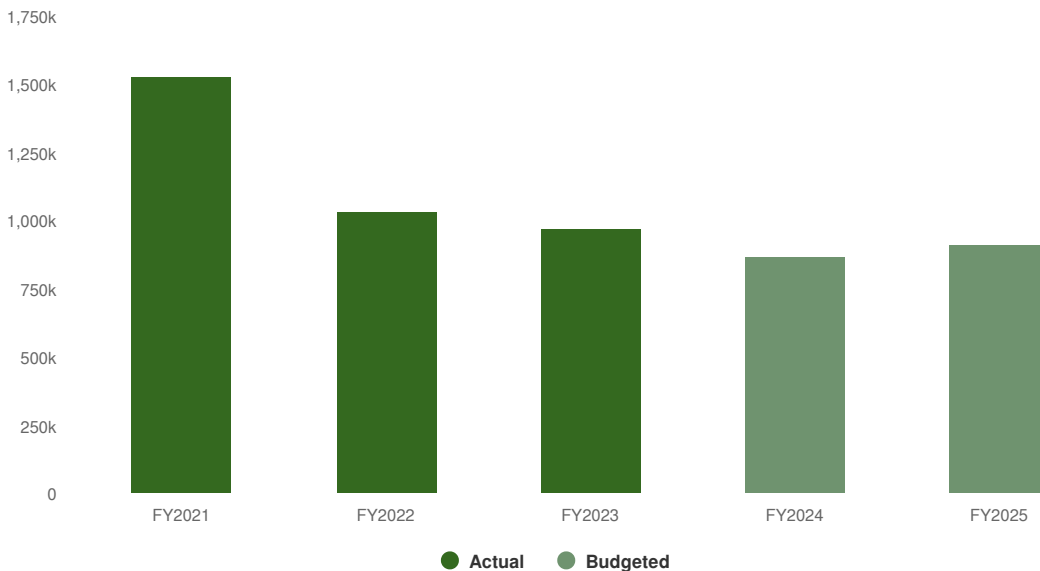
## Charges for Services Summary

Charges for Services are collected by the Town of Ocean View. These services include licenses, reimbursable fees and permits or building-related fees.

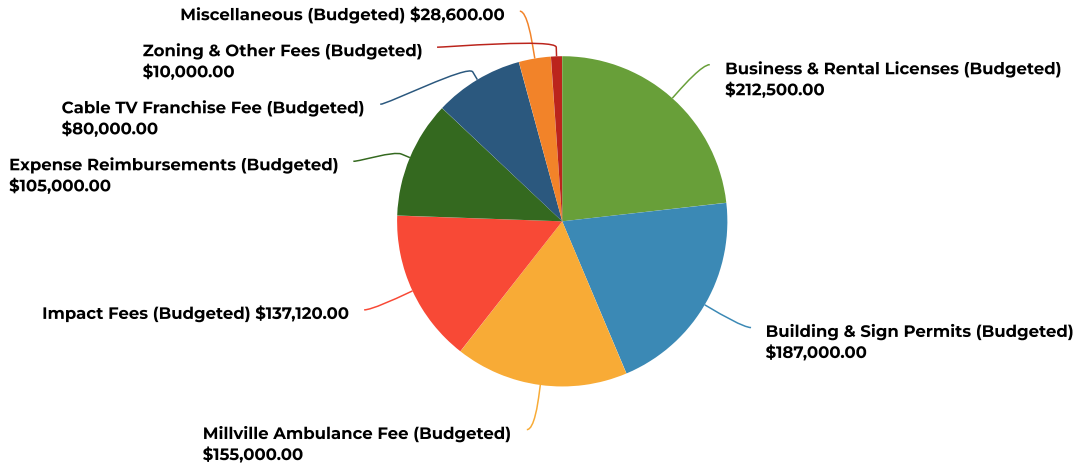
With the Town reaching its limit of annexation, building-related fees will be decreasing as the Town transitions from permits for new home construction to permits for maintenance or improvements of existing homes. With this in mind, we have conservatively budgeted for 45 new home permits in fiscal year 2025 which is an increase over fiscal year 2024 due to anticipating two (2) communities starting to build in FY2025.

**\$915,220** **\$46,025**  
(5.30% vs. prior year)

Charges for Services Proposed and Historical Budget vs. Actual



## Charges for Services Revenue



Shown as Charges for Services revenue, the Ambulance Fee is a pass-thru to Millville Volunteer Fire Company. Included on the property tax bill is a separate line item for \$50.00 which represents a discount from the MVFC's usual \$75.00 donation request. This service covers the property owners, occupants, renters, visitors or employees of a business entity on the property identified on the tax bill.

Early in 2016, the Millville Volunteer Fire Company requested the Town of Ocean View to assess a fee of \$35.00 per taxpayer to assist in providing financial support in order to maintain the existing ambulance service and to incorporate a permanent second shift so as to have 24 hour ambulance service availability seven days a week. After much consideration and discussion at public meetings, the Town Council agreed in November 2016 to institute an annual fee of \$35.00 per improved property and businesses within the Town of Ocean View starting with fiscal year 2018 tax billing. The agreement was for a period of three (3) years and extended in February 2020 for an additional three (3) years. At the April 2023 Council meeting, the Town Council agreed to to extend the agreement for a period of three (3) years and to increase the assessed fee to \$50.00 per taxpayer.

Other items such as Professional Reviews and Property Maintenance Violations are for services expensed by the Town and reimbursed by the contractor or property owner. These revenues do not support the Town's operating expenses as well as a portion of the Impact Fee that is transferred to the Emergency Services Enhancement Fund (ESEF).

## Charges for Service Revenue by Line Item

Name	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>General Fund</b>				
<b>Charges for Services</b>				
Building Permits	\$204,252	\$232,000	\$175,000	-24.6%
Sign Permit	\$600	\$2,000	\$500	-75%
Site Plan/Lot Development Fees	\$18,170	\$10,000	\$10,000	0%
Other Fees and Permits	\$1,950	\$1,500	\$1,500	0%
Rental License	\$93,750	\$78,750	\$78,750	0%
Temporary Business License	\$2,475	\$2,500	\$3,750	50%
Business Licenses	\$118,350	\$123,750	\$130,000	5.1%
Impact Fee - New Construction	\$40,208	\$28,720	\$64,620	125%
ESEF Impact Fee / Permits	\$114,656	\$60,000	\$72,500	20.8%
Application & Review Fees	\$18,850	\$10,000	\$10,000	0%
Misc G&A: Cable Franchise Fees	\$89,662	\$80,000	\$80,000	0%
Ambulance Fees - pass thru - MVFCo	\$105,105	\$107,975	\$155,000	43.6%
Reimbursable Prof Reviews G&A	\$74,030	\$100,000	\$100,000	0%
Prop Maintenance Code Violations G&A	\$11,350	\$10,000	\$5,000	-50%
Misc G&A: Other Income	\$12,561	\$2,000	\$2,000	0%
Misc G&A: Refund of Pr Yr Expenses	\$32,024	\$2,000	\$2,000	0%
Misc G&A: Lease Pymts/Rental Fees	\$10,804	\$7,500	\$12,600	68%
Misc G&A: 10% Admin Fee-Reimb Reviews	\$6,431	\$5,000	\$5,000	0%
EG Programming Support - Mediacom	\$3,000	\$3,000	\$3,000	0%
Misc PD: Sale of Assets	\$14,395	\$2,500	\$4,000	60%
<b>Total Charges for Services:</b>	<b>\$972,622</b>	<b>\$869,195</b>	<b>\$915,220</b>	<b>5.3%</b>
<b>Total General Fund:</b>	<b>\$972,622</b>	<b>\$869,195</b>	<b>\$915,220</b>	<b>5.3%</b>

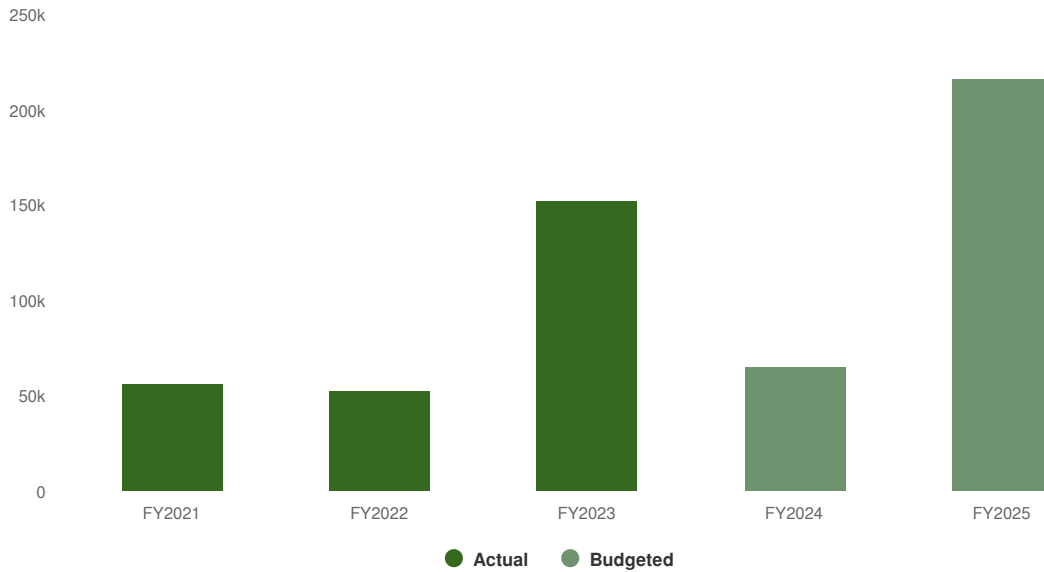


## Other Funding Sources and Trusts Recap

Other funding sources include interest, restricted and unrestricted, police fines and fees and transfers from the Town's trusts.

**\$215,850** **\$150,850**  
(232.08% vs. prior year)

Other Funding Sources Proposed and Historical Budget vs. Actual



## Revenues by Category

For fiscal year 2025, interest has been conservatively budgeted based on the current year's interest revenue, reflecting increases in all interest categories as shown below. Interest (restricted and unrestricted) collections in the first eight (8) months for FY2025 is \$194,775.

Name	FY2023 Actual	FY2024 Budgeted	FY25 Proposed (General Fund)	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Other Revenue Sources				
Interest				
Interest Earned - Restricted	\$1,861	\$0	\$5,000	N/A
Misc G&A: Unrestricted Interest Income	\$42,507	\$24,000	\$63,850	166%
Misc G&A: Restricted Interest Income	\$7,898	\$0	\$30,000	N/A
Misc G&A: Restricted CRTF Interest	\$4,241	\$0	\$4,000	N/A
Misc G&A: Restricted ERTF Interest	\$7,301	\$0	\$24,000	N/A
Misc G&A: Restricted SRRTF Interest	\$50,077	\$0	\$55,000	N/A
<b>Total Interest:</b>	<b>\$113,884</b>	<b>\$24,000</b>	<b>\$181,850</b>	<b>657.7%</b>
Donations				
Misc PD: Donations	\$800	\$500	\$3,500	600%
<b>Total Donations:</b>	<b>\$800</b>	<b>\$500</b>	<b>\$3,500</b>	<b>600%</b>
Public Safety Fines & Fees				
Misc PD: Report Fees & Other	\$527	\$500	\$500	0%
Misc PD: Fines	\$36,981	\$40,000	\$30,000	-25%
<b>Total Public Safety Fines &amp; Fees:</b>	<b>\$37,508</b>	<b>\$40,500</b>	<b>\$30,500</b>	<b>-24.7%</b>
<b>Total Other Revenue Sources:</b>	<b>\$152,192</b>	<b>\$65,000</b>	<b>\$215,850</b>	<b>232.1%</b>
<b>Total Revenue Source:</b>	<b>\$152,192</b>	<b>\$65,000</b>	<b>\$215,850</b>	<b>232.1%</b>



## Recap of Trust Accounts

The Town's trusts are the Capital Replacement Trust (CRTF), Street Repair and Replacement Trust (SRRTF) and the Emergency Reserve Replacement Trust (ERTF).

The recap below is for the the 10-year period ending April 30, 2033 followed by an analysis of each of these trusts.

**Balances shown are as of the end of each Fiscal Year**

Fiscal Year	SRRTF	CRTF	ERTF	Projected Totals
<b>FY23</b>	2,590,492	1,186,020	1,038,765	<b>4,815,277</b>
<b>FY24</b>	1,170,330	1,263,551	1,206,010	3,639,891
<b>FY25</b>	481,495	1,153,457	1,174,050	2,809,003
<b>FY26</b>	73,440	1,174,721	1,191,661	2,439,822
<b>FY27</b>	229,541	1,454,407	1,274,638	2,958,586
<b>FY28</b>	1,041,427	1,614,974	1,293,758	3,950,159
<b>FY29</b>	852,670	1,850,862	1,313,164	4,016,696
<b>FY30</b>	819,250	1,469,232	1,332,861	3,621,344
<b>FY31</b>	1,581,328	1,297,333	1,352,854	4,231,515
<b>FY32</b>	2,363,268	1,420,461	1,373,147	5,156,876
<b>FY33</b>	2,383,226	1,675,876	1,393,744	5,452,846

**Actual Balances as of 04/30/2023**

**Legend**

<b>SRRTF</b>	<b>Street Repair and Replacement Trust Fund (reflects projects planned)</b>
<b>CRTF</b>	<b>Capital Replacement Trust Fund (Reflects the 2024 Reserve Study)</b>
<b>ERTF</b>	<b>Emergency Reserve Trust Fund (20% of Annual Operation Budget)</b>

## Street Repair and Replacement Trust

Balance in SRRTF at April 30, 2023	
Total Restricted for the SRRTF - see pg. 30 audited financial statements	\$ 2,318,127
Add balance in MSA money market account at Fulton Bank	272,365
<b>Total restricted at beginning of FY24 for street and drainage projects =</b>	<b>\$ 2,590,492</b>

	Projected Additions			Projected Expenditures			Balance at end of Fiscal Year	
	MSA Grant Receipts	Transfer Tax Deposits		Interest Income	Street Maintenance Costs	Sidewalk Connectivity Costs		Drainage Project Costs
		Monthly Collections	"Excess" Collections					
	(a)	(b)	(c)	(d)	(e)			
							\$ 2,590,492	
<b>FY24</b>	128,043	250,000	493,470	92,525	(745,000)	(318,200)	\$ (1,321,000)	
<b>FY25</b>	130,000	250,000	625,000	55,110	(265,000)	(1,175,595)	(308,350)	
<b>FY26</b>	130,000	250,000	625,000	14,445	(240,000)	(594,000)	(593,500)	
<b>FY27</b>	130,000	250,000	497,398	2,203	(460,000)	-	(263,500)	
<b>FY28</b>	130,000	225,000	500,000	6,886	(50,000)	-	-	
<b>FY29</b>	130,000	200,000	500,000	31,243	(50,000)	(735,000)	(265,000)	
<b>FY30</b>	130,000	175,000	437,500	21,580	-	(797,500)	-	
<b>FY31</b>	130,000	175,000	437,500	19,578	-	-	-	
<b>FY32</b>	130,000	175,000	437,500	39,440	-	-	-	
<b>FY33</b>	130,000	175,000	437,500	59,398	-	-	-	

As of 12/31/2023, the Trust has \$2,296,973 with \$565,116 available for use in Fulton Government Interest Money Market, \$272,216 available for use in the Municipal Street Aid account, also a Fulton Government Interest Money Market, and \$1,459,641 invested with Fulton Cash Reserve Investment Management (CRIM).

**NOTES:**

(a) Deposits are made each month to the SRRTF based on the level of Transfer Tax collected. Ord. No. 303 (adopted May 14, 2013) provides that the 25% of total transfer taxes collected are to be used to fund the SRRTF.

(b) During the preparation of the FY2017 & FY2018 Budget, Town Council confirmed that the Town should continue to reduce the amount of Transfer Tax collections applied to operations to (i) accumulate additional funds for infrastructure projects and (ii) gradually wean the Town from the use of this tax for operations.

Beginning with FY2019 Town Council confirmed that the Town will remove all reliance on Transfer Tax collections in order to build necessary reserves while the revenue stream is still strong, with the expectation that in the foreseeable future the Town will see a steep decline in these funds.

(c) Interest income is projected based on the beginning of the fiscal year balance.  
The current interest rate estimate is - 3.00%

(d) Projected expenditures are based on studies completed by the Town's Engineer.

(e) Engineer's costs for construction project management (design, bidding process, construction inspections, etc.) are based on studies completed by the Town's Engineer.





## Capital Repair Trust

Balance in CRTF at April 30, 2023

Total Restricted for the CRTF - see pg. 30 audited financial statements = \$ 1,186,020

	Deposits from Transfer	Projected Interest Income	Reserve Study Annual	Projected Capital Repairs	Balance at end of Fiscal Year
	(a)	(b)	(c)	Current Yr \$\$ (d) (e)	
<b>FY23</b>					\$ 1,186,020
<b>FY24</b>	125,000	35,581	-	(83,050)	1,263,551
<b>FY25</b>	125,000	37,907	-	(273,000)	1,153,457
<b>FY26</b>	125,000	17,302	148,960	(269,998)	1,174,721
<b>FY27</b>	112,500	17,621	168,131	(18,566)	1,454,407
<b>FY28</b>	100,000	21,816	184,084	(145,333)	1,614,974
<b>FY29</b>	100,000	24,225	189,886	(78,223)	1,850,862
<b>FY30</b>	87,500	27,763	191,252	(688,145)	1,469,232
<b>FY31</b>	87,500	22,038	196,542	(477,979)	1,297,333
<b>FY32</b>	87,500	19,460	205,876	(189,708)	1,420,461
<b>FY33</b>	87,500	21,307	212,860	(66,252)	1,675,876

As of 12/31/2023, the Trust has \$1,226,907 with \$910,560 available for use in WSFS Bank Business Money Market and 316,347 invested with WSFS Bank in the form of a 12-month, 1.9% CD that will come due on 8/31/2024.

**NOTES:**

(a) Deposits are made each month to the CRTF based on the level of Transfer Tax collected. Ordinance No. 304 adopted effective May 14, 2013, provides that 12.5% of total transfer tax collections are to be used to fund the CRTF.

(b) Interest income is projected based on the beginning of the fiscal year balance.  
The current interest rate estimate is - 3.00% for FY2025 and 1.5% for out years

(c) With the 2024 Reserve Study, the Town will start making annual contributions from the General Fund. Previously, the deposits from Transfer Tax covered the annual contribution amount as stated in the Reserve Study. The General Fund will contribute the amount above the deposits from transfer tax receipts and projected interest income.

(d) Projected Capital Expenditures are based on the January 30, 2024, review of the Town's capital assets titled "Reserve Study" prepared by Bob Wheatley of The Whayland Group, LLC. The expenditures projected by Mr. Wheatley in this study have been inflated at the rate of 3% per year.

It should be noted that the timing of certain projects included in the approved study have been adjusted in the Capital Improvement Budget. Some projects have been accelerated, while others have been delayed because repair and/or replacement is not deemed necessary as of the current budget year.

(e) Note that effective with the FY19 budget, the expenditure of CRTF fund changed from being limited to those cases when the repair or replacement cost exceeds \$1,500 to costs exceeding \$2,500.



## Emergency Reserve Trust

Balance in ERTF at April 30, 2023

Total Restricted for the ERTF - see pg. 30 audited financial statements = **\$ 1,038,765**

	Deposits from Transfer Tax Receipts	Projected Interest Income	Budgeted Expenditures	Balance at end of Fiscal Year	Budgeted or Proposed Operating Expenses	Required 20% of budgeted or Proposed Expenses
	(a)	(b)		(c)	(d)	(e)
FY23	-	-	-	<b>\$ 1,038,765</b>	5,522,870	1,104,574
FY24	131,530	35,715	-	1,206,010	5,921,189	1,184,238
FY25	-	36,180	(68,140)	1,174,050	5,870,245	1,174,049
FY26	-	17,611	-	1,191,661	5,921,817	1,184,363
FY27	65,102	17,875	-	1,274,638	6,373,188	1,274,638
FY28	-	19,120	-	1,293,758	6,043,954	1,208,791
FY29	-	19,406	-	1,313,164	6,184,147	1,236,829
FY30	-	19,697	-	1,332,861	-	-
FY31	-	19,993	-	1,352,854	-	-
FY32	-	20,293	-	1,373,147	-	-
FY33	-	20,597	-	1,393,744	-	-

The Emergency Reserve Trust is funded over 20% of the FY24 Operating Budget due to the increase in interest rates over the past 12 months.

As of 12/31/2023, the Trust has \$1,193,129 with \$877,969 available for use in Fulton Bank Government Interest Money Market and \$315,160 invested with Raymond James Financial Services. Funds above \$250,000 will be transferred to Raymond James for investing according to the Town's Investment policy once any FY2025 needs, if any, are determined.

**NOTES:**

(a) The ERTF was established in 2007 by Ordinance No. 212. When the Street Repair & Replacement Trust Fund was established in 2009, that ordinance provided that future deposits from Transfer Tax collections should be used to "fund" the SRRTF instead of the ERTF.

(b) Interest income is projected based on the beginning of the fiscal year balance.  
The current interest rate estimate is - 3.00% for FY2025 and 1.5% for out years

(c) Note that Town Code Sec. 14-3 D "Method of Funding" (Ord. No 278 adopted on 05/17/11) provides that the ERTF shall be funded by "appropriations from the annual operating budget to maintain the ERTF at \$275,000".

Ordinance No. 339 adopted on 5/9/17 revises the balance to be maintained to 20% of the current operating budget and shall be funded through excess transfer tax revenues, with FY22 being when the balance must have been met and maintained.

(d) (e) Columns (d) and (e) represent the budgeted amount whether adopted or proposed in the fiscal year draft of the Operating Budget and the required balance to maintain for each fiscal year.

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# DEPARTMENTS

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## Administration

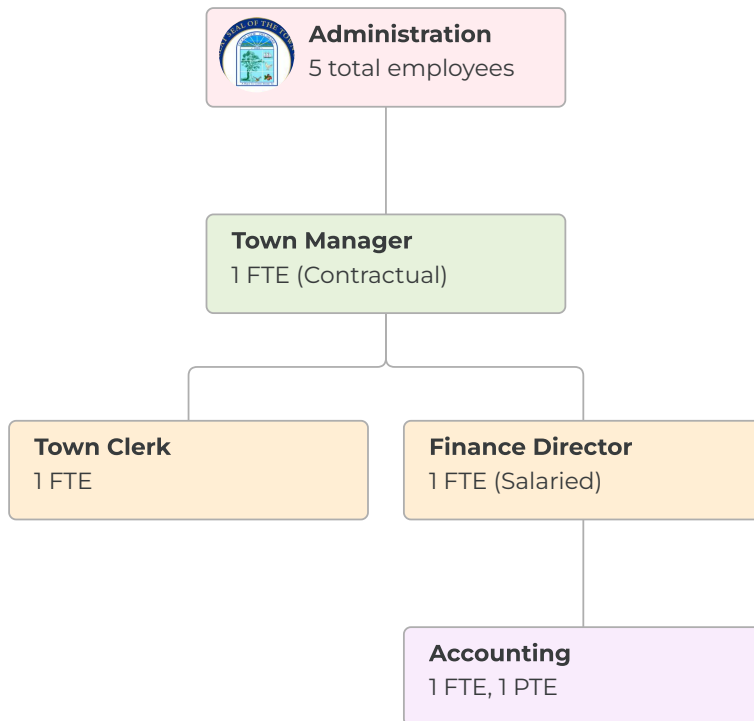


**Carol S. Houck**  
Town Manager

The Town Administration includes the Town Manager and her staff. The Town Manager is appointed by the Mayor and Council and serves at the pleasure of the Mayor and Council. The role of the Town Manager is to be the Chief Executive Officer of the Town and to supervise the day-to-day operations of all the departments of Town Government. The Town Manager is charged with developing the annual and long-range capital improvement budgets. She is assisted by four (4) department division heads - including the Director of Finance, Director of Planning & Zoning, Public Works Manager and the Chief of Police.

The administrative department oversees all finance operations, records management, human resources management, Town Clerk duties, financial oversight of the municipal water system, website and advertising, event management, budgeting and tax collection. The Town Clerk is the staff liaison to the Board of Elections.

### Administration Organizational Chart



## Finance



**Dawn Mitchell Parks**

Director of Finance

The Finance Department is responsible for all Ocean View financial operations including general accounting and reporting, accounts payable, payroll, property tax billing and collection. The department also coordinates the development of the Town's annual operating and capital budgets and works with the independent auditors during the annual audit and the preparation of the Town's annual financial statements. The Finance Director is the staff liaison to the Board of Assessment. The Finance Director reports directly to the Town Manager.

### Prior Year's Achievements

1. Implemented GASB 87, Leases
2. Earned the Government Finance Officers Association's Distinguished Budget Presentation Award
3. Earned an Unmodified Audit Opinion of the FY 2023 Financial Statement
4. Maintained AA+ credit rating
5. Collected 99.85% of Property Taxes

### Performance Measures

Administration Annual Goal	Measure	FY2023 Actual	FY 2024 Target	FY2025 Target
<b>Goal 1:</b> Maintain a strong financial position through fiscal discipline	Maintain a AA+ Credit Rating	Maintained AA+ Credit Rating	Maintain AA+ Credit Rating	Maintain AA+ Credit Rating
	Implement audit recommendations within 3 months of the presentation of the annual audit	Completed 100% of the recommendations prior to presentation	Complete 100% of the recommendations	Complete 100% of the recommendations
	Achieve 99% collection rate of current year property taxes	99.85% collection rate of current year	99.9% collection rate as of 01/31/24	> 99% collection rate
	Achieve Unmodified opinion from external auditor	Achieved an Unmodified Opinion	Achieve an Unmodified Opinion	Achieve an Unmodified Opinion
	Manage total budget expenditures at or below 96%	Achieved - 94%	Achieve	Achieve
	Achieve the GFOA's Distinguished Budget Award	Received	Receive	Receive
<b>Goal 6:</b> Provide superb customer service to the citizens by the Town's dedicated staff	Continue staff participation in Community Events	Achieved	Achieve	Achieve
	Continued education participation by Finance staff	Achieved	Achieve	Achieve

## Expenditures Summary

Administration expenditures have increased \$156,730, or 12.12% over the prior year.

In FY2021, the Department of Planning & Zoning was removed from the Administration Budget, becoming a separate department, as reflected in the chart below.

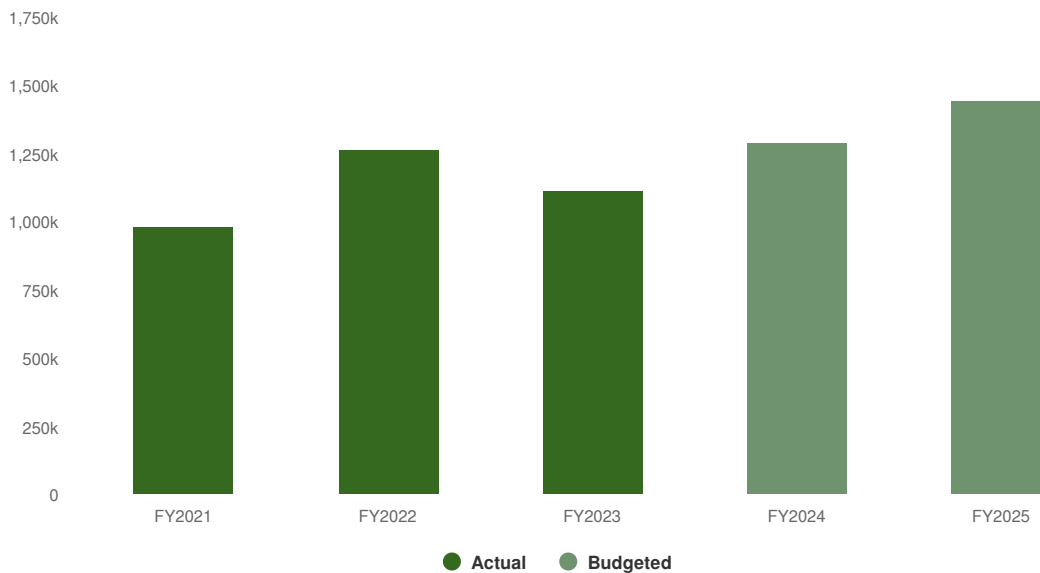
The increase in FY2022 is in association with the increase in the Property Assessment line as a result of the full-town reassessment that was completed in December 2022 for the FY2023 real estate tax billing.

The FY2024 increase is related to community events such as adding a Spring event and increased costs for other events such as Cops and Goblins.

The FY2025 significant increase is directly related to salary & related employee expenses as well as increases in utilities and other contracted services.

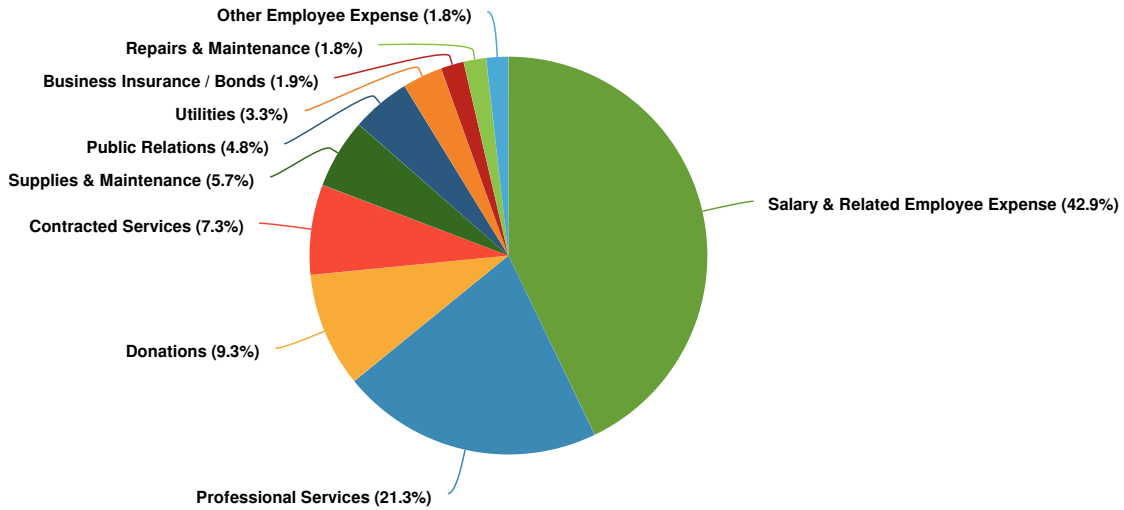
**\$1,449,665** **\$156,730**  
(12.12% vs. prior year)

Administration Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Administration salaries and benefits consist of one (1) contractual employee, one (1) salaried, two (2) full-time and one (1) part-time employee as shown in the above organizational chart. Administration salaries also include the Mayor and Town Council compensation.

Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Expense Objects</b>					
<b>Salary &amp; Related Employee Expense</b>					
<b>Administration</b>					
Town Council G&A	01-500-510-105	\$4,986	\$5,140	\$5,345	4%
Gross Salaries G&A	01-500-510-110	\$383,584	\$441,555	\$460,950	4.4%
Bonus G&A	01-500-510-160	\$1,567	\$1,600	\$1,600	0%
Overtime G&A	01-500-510-161	\$3,493	\$2,725	\$4,600	68.8%
Health/Hosp Insurance G&A	01-500-510-170	\$66,236	\$75,600	\$78,330	3.6%
Dental Insurance G&A	01-500-510-171	\$4,543	\$5,165	\$3,870	-25.1%
Life/Disability Insurance G&A	01-500-510-172	\$1,681	\$1,805	\$2,910	61.2%
Social Security ER Share G&A	01-500-510-180	\$24,097	\$28,000	\$29,295	4.6%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Medicare ER Share G&A	01-500-510-181	\$5,636	\$6,500	\$6,850	5.4%
Employee Retirement ER Share G&A	01-500-510-182	\$21,434	\$23,920	\$25,425	6.3%
Unemployment Compensation G&A	01-500-510-183	\$957	\$1,600	\$1,470	-8.1%
Worker's Compensation Insurance G&A	01-500-510-184	\$1,391	\$1,700	\$500	-70.6%
State Employment Training Fund G&A	01-500-510-185	\$84	\$100	\$100	0%
<b>Total Administration:</b>		<b>\$519,691</b>	<b>\$595,410</b>	<b>\$621,245</b>	<b>4.3%</b>
<b>Total Salary &amp; Related Employee Expense:</b>		<b>\$519,691</b>	<b>\$595,410</b>	<b>\$621,245</b>	<b>4.3%</b>
<b>Other Employee Expense</b>					
<b>Administration</b>					
Dues & Memberships G&A	01-500-510-205	\$3,523	\$10,300	\$6,000	-41.7%
Education/Meetings/Seminars G&A	01-500-510-210	\$9,723	\$14,000	\$15,000	7.1%
Mileage/Travel Reimbursement G&A	01-500-510-215	\$1,896	\$1,500	\$1,500	0%
Holiday G&A	01-500-510-220	\$2,339	\$3,000	\$3,500	16.7%
<b>Total Administration:</b>		<b>\$17,481</b>	<b>\$28,800</b>	<b>\$26,000</b>	<b>-9.7%</b>
<b>Total Other Employee Expense:</b>		<b>\$17,481</b>	<b>\$28,800</b>	<b>\$26,000</b>	<b>-9.7%</b>
<b>Business Insurance / Bonds</b>					
<b>Administration</b>					
Business Insurance/Bonds G&A	01-500-510-305	\$21,432	\$26,000	\$27,300	5%
<b>Total Administration:</b>		<b>\$21,432</b>	<b>\$26,000</b>	<b>\$27,300</b>	<b>5%</b>
<b>Total Business Insurance / Bonds:</b>		<b>\$21,432</b>	<b>\$26,000</b>	<b>\$27,300</b>	<b>5%</b>
<b>Professional Services</b>					
<b>Administration</b>					
Codification Services G&A	01-500-510-405	\$1,195	\$2,500	\$2,500	0%
Consulting Services G&A	01-500-510-410	\$9,929	\$5,000	\$5,000	0%
Legal Services G&A	01-500-510-415	\$30,583	\$25,000	\$25,000	0%
Auditing Services G&A	01-500-510-425	\$19,000	\$20,500	\$25,000	22%
Payroll Processing Services G&A	01-500-510-430	\$4,809	\$5,000	\$5,000	0%
Property Assessments G&A	01-500-510-435	\$56,088	\$75,000	\$75,000	0%





Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Contracted Labor G&A	01-500-510-440	\$9,816	\$10,000	\$10,500	5%
Other Services G&A	01-500-510-460	\$2,083	\$2,500	\$2,500	0%
Ambulance Fees - pass thru - MVFCo	01-500-510-465	\$105,105	\$107,975	\$155,000	43.6%
EG Programming Expenses	01-500-510-470	\$0	\$3,000	\$3,000	0%
<b>Total Administration:</b>		<b>\$238,608</b>	<b>\$256,475</b>	<b>\$308,500</b>	<b>20.3%</b>
<b>Total Professional Services:</b>		<b>\$238,608</b>	<b>\$256,475</b>	<b>\$308,500</b>	<b>20.3%</b>
<b>Contracted Services</b>					
<b>Administration</b>					
Computer Maintenance Contract G&A	01-500-510-505	\$11,214	\$11,000	\$12,000	9.1%
Copier Lease G&A	01-500-510-511	\$1,718	\$4,500	\$4,500	0%
Elevator Maintenance G&A	01-500-510-515	\$2,238	\$2,300	\$2,300	0%
Generator Maintenance Agreement G&A	01-500-510-520	\$488	\$500	\$500	0%
HVAC Maintenance Agreement G&A	01-500-510-525	\$0	\$1,000	\$1,000	0%
Pest Control G&A	01-500-510-530	\$865	\$1,000	\$1,000	0%
Rental of Machinery/Equipment G&A	01-500-510-535	\$150	\$0	\$0	0%
Security Monitoring/Maintenance G&A	01-500-510-540	\$810	\$850	\$2,000	135.3%
Software Maint/Subsription Serv G&A	01-500-510-545	\$22,325	\$23,000	\$30,000	30.4%
Website/Domain Hosting G&A	01-500-510-550	\$600	\$1,500	\$2,650	76.7%
Holiday Decor Mgmt G&A	01-500-510-555	\$23,097	\$47,000	\$48,000	2.1%
Sprinkler System Inspection G&A	01-500-510-560	\$0	\$1,100	\$1,000	-9.1%
Committee Stipends G&A	01-500-510-565	\$1,740	\$1,530	\$1,500	-2%
<b>Total Administration:</b>		<b>\$65,243</b>	<b>\$95,280</b>	<b>\$106,450</b>	<b>11.7%</b>
<b>Total Contracted Services:</b>		<b>\$65,243</b>	<b>\$95,280</b>	<b>\$106,450</b>	<b>11.7%</b>
<b>Supplies &amp; Maintenance</b>					
<b>Administration</b>					
Advertising G&A	01-500-510-605	\$14,329	\$18,000	\$18,000	0%
Office Supplies/Printing/Copies G&A	01-500-510-610	\$9,608	\$10,000	\$10,000	0%
Postage/Shipping G&A	01-500-510-615	\$12,325	\$12,000	\$15,000	25%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Miscellaneous G&A	01-500-510-620		\$3,000	\$3,000	0%
NonCapital Equipment G&A	01-500-510-625	\$606	\$5,000	\$5,000	0%
Transfer Tax Bank Fees/Charges G&A	01-500-510-630	\$11,495	\$12,000	\$12,000	0%
Other Supplies G&A	01-500-510-635	\$751	\$2,000	\$2,000	0%
Uniforms/Clothing G&A	01-500-510-645	\$377	\$500	\$500	0%
Bank Charges: General Fund Transfer Tax	01-500-510-650	\$50	\$0	\$300	N/A
Bank Charges: MSA	01-500-510-653	\$360	\$360	\$360	0%
Bank Charges: General Fund ESEF	01-500-510-655	\$360	\$360	\$360	0%
Bank Charges: GF Money Market G&A	01-500-510-660	\$5,226	\$4,000	\$5,000	25%
Bank Charges: GF Checking G&A	01-500-510-665	\$3,989	\$4,000	\$4,000	0%
Bank Charges: CRIM Fees Gen Fund	01-500-510-670	\$1,418	\$1,000	\$3,000	200%
Credit Card Service Charges: G&A CKG	01-500-510-675	\$3,059	\$2,000	\$2,000	0%
Bank Charges: CRIM Fees SRRTF	01-500-510-681	\$943	\$1,000	\$1,000	0%
Bank Charges: SRRTF MM Acct	01-500-510-685	\$554	\$600	\$600	0%
<b>Total Administration:</b>		<b>\$65,451</b>	<b>\$75,820</b>	<b>\$82,120</b>	<b>8.3%</b>
<b>Total Supplies &amp; Maintenance:</b>		<b>\$65,451</b>	<b>\$75,820</b>	<b>\$82,120</b>	<b>8.3%</b>
<b>Repairs &amp; Maintenance</b>					
<b>Administration</b>					
Cleaning Service G&A	01-500-510-705	\$18,950	\$18,700	\$18,700	0%
Inspections - Building G&A	01-500-510-710	\$584	\$1,700	\$1,700	0%
Repairs to Machinery/Equipment G&A	01-500-510-715	\$120	\$1,000	\$1,000	0%
Repairs to Buildings - NonCapital G&A	01-500-510-720	\$3,819	\$5,000	\$5,000	0%
<b>Total Administration:</b>		<b>\$23,473</b>	<b>\$26,400</b>	<b>\$26,400</b>	<b>0%</b>
<b>Total Repairs &amp; Maintenance:</b>		<b>\$23,473</b>	<b>\$26,400</b>	<b>\$26,400</b>	<b>0%</b>
<b>Utilities</b>					
<b>Administration</b>					
Electric G&A	01-500-510-805	\$9,002	\$7,000	\$12,000	71.4%
Propane Gas G&A	01-500-510-815	\$1,162	\$1,500	\$1,500	0%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Sewer G&A	01-500-510-820	\$2,948	\$3,500	\$3,800	8.6%
Trash/Recycling G&A	01-500-510-830	\$1,824	\$2,500	\$2,500	0%
Water G&A	01-500-510-835	\$4,178	\$4,000	\$5,000	25%
Other G&A	01-500-510-840	\$32	\$50	\$550	1,000%
Mobile Devices G&A	01-500-510-851	\$1,200	\$1,200	\$1,800	50%
Telephone & Internet G&A	01-500-510-852	\$16,401	\$18,000	\$20,000	11.1%
<b>Total Administration:</b>		<b>\$36,747</b>	<b>\$37,750</b>	<b>\$47,150</b>	<b>24.9%</b>
<b>Total Utilities:</b>		<b>\$36,747</b>	<b>\$37,750</b>	<b>\$47,150</b>	<b>24.9%</b>
<b>Public Relations</b>					
<b>Administration</b>					
Holiday in the Park G&A	01-500-510-905	\$7,808	\$15,000	\$15,000	0%
Concerts in the Park G&A	01-500-510-910	\$4,450	\$8,000	\$8,500	6.3%
Spring Fling G&A	01-500-510-915	\$2,879	\$5,000	\$5,000	0%
Cops & Goblins G&A	01-500-510-923	\$22,558	\$20,000	\$24,000	20%
Movies in the park	01-500-510-930	\$3,563	\$8,000	\$3,500	-56.2%
Arbor Day	01-500-510-935	\$312	\$500	\$0	-100%
Other G&A	01-500-510-938	\$8,514	\$14,500	\$13,500	-6.9%
<b>Total Administration:</b>		<b>\$50,083</b>	<b>\$71,000</b>	<b>\$69,500</b>	<b>-2.1%</b>
<b>Total Public Relations:</b>		<b>\$50,083</b>	<b>\$71,000</b>	<b>\$69,500</b>	<b>-2.1%</b>
<b>Donations</b>					
<b>Administration</b>					
Grant Award from ESEF Fees G&A	01-500-510-945	\$80,000	\$80,000	\$135,000	68.8%
<b>Total Administration:</b>		<b>\$80,000</b>	<b>\$80,000</b>	<b>\$135,000</b>	<b>68.8%</b>
<b>Total Donations:</b>		<b>\$80,000</b>	<b>\$80,000</b>	<b>\$135,000</b>	<b>68.8%</b>
<b>Total Expense Objects:</b>		<b>\$1,118,209</b>	<b>\$1,292,935</b>	<b>\$1,449,665</b>	<b>12.1%</b>



## Planning, Zoning & Development

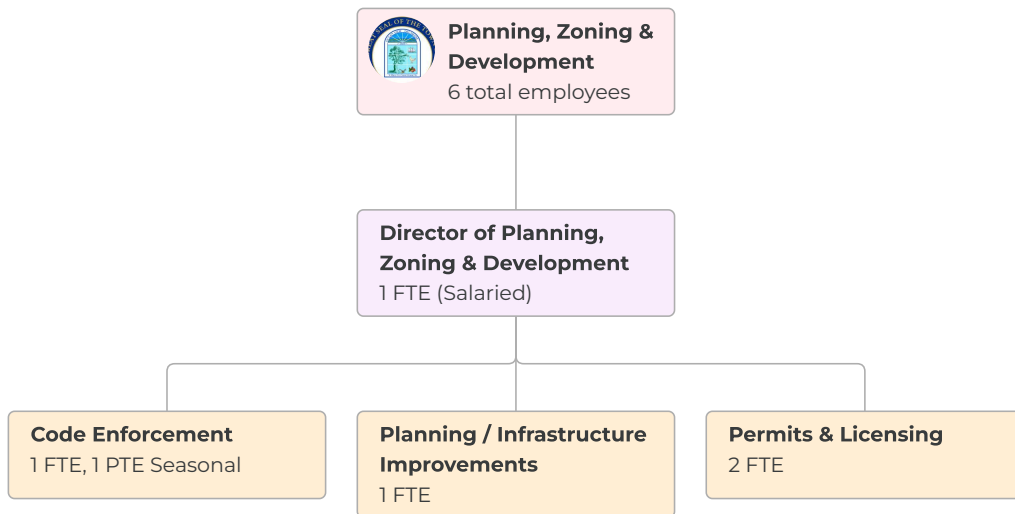


**Ken Cimino**

Director of Planning, Zoning and Development

The Planning and Development Division handles all aspects of the Town's infrastructure, building environment, codes, and property maintenance, as well as rental properties. The division is led by the Planning and Development Director, with support from a Planner, a Code Enforcement/Licensing Assistant, a Code Enforcement Officer and an Admin. Assistant/Receptionist, in addition to a consulting Town Engineering Firm. The Planning and Zoning Director is the staff liaison to the Planning Commission and Board of Adjustments. The Planning and Development Director reports directly to the Town Manager.

### Planning, Zoning and Development Organizational Chart



## Prior Year's Achievements

1. Continued the implementation of the adopted Comprehensive Land Use Plan (CLUP).
2. Completed Savannah's Landing drainage project which included the cleaning and video of every existing pipr in the community.
3. Secured the 2022 DelDot Transportation Alternative Program (TAP) grant for the Woodland Ave / Daisey Ave Project. Funding to complete engineering as well as full construction of facilities for pedestrians, bicyclists and other non-motorized forms of transportation was granted.
4. Sidewalk retrofits were completed along Woodland Avenue, between Mitchell Avenue and West Avenue. The project included the removal and replacement of 800 linear feet of damaged sidewalk.
5. Completed the construction of an emergency footbridge between Lord Baltimore Elementary School and Lake Village Circle in the Preserve at Ocean View.

## Performance Measures

Administration Annual Goal	Measure	FY2023 Actual	FY 2024 Target	FY2025 Target
<b>Goal 1:</b> Maintain a strong financial position through fiscal discipline	Manage total budget expenditures at or below 96%	Achieved - 94%	Achieve	Achieve
<b>Goal 2:</b> Provide services for an active, healthy and involved Community	Promote walkability through sidewalk connectivity projects	Achieved	Achieve	Achieve
<b>Goal 3:</b> Promote economic development and growth	Work closely with developers to bring needed services to the community	Achieved	Achieve	Achieve
<b>Goal 5:</b> Maintain the safety of our community for residents, businesses and visitors	Promote walkability through sidewalk connectivity projects	Achieved	Achieve	Achieve
	Enforce the Town Code and DE Department of Transportation Standards & Specifications tor Work Zone Traffic Control ensuring safe passage through work zones	Achieved	Achieve	Achieve
<b>Goal 6:</b> Provide superb customer service to the citizens by the Town's dedicated staff	Provide same day service and real time solutions	Achieved	Achieve	Achieve
	Continue staff participation in Community Events	Achieved	Achieve	Achieve
	Continued education participation by Planning & Zoning staff	Achieved	Achieve	Achieve

## Expenditures Summary

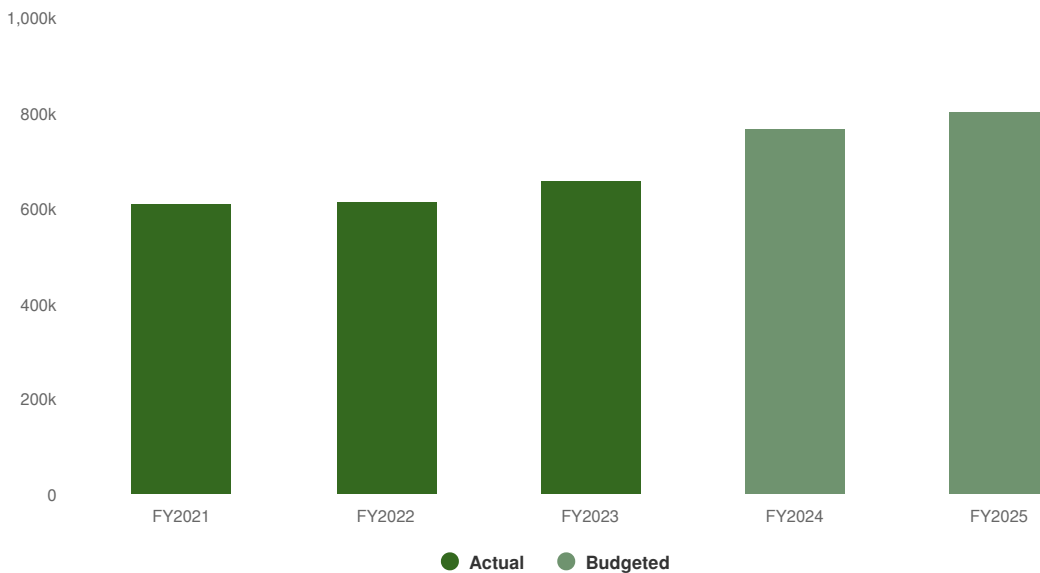
Planning & Zoning expenditures increased by \$34,775 or 4.53% over the prior year.

In FY2021, the Department of Planning & Zoning was removed from the Administration budget, becoming a separate department, as reflected in the chart below.

The FY2025 significant increases are related to professional service contracts, supplies and maintenance (specifically fuel) as well as increases in salary & related employee expenses.

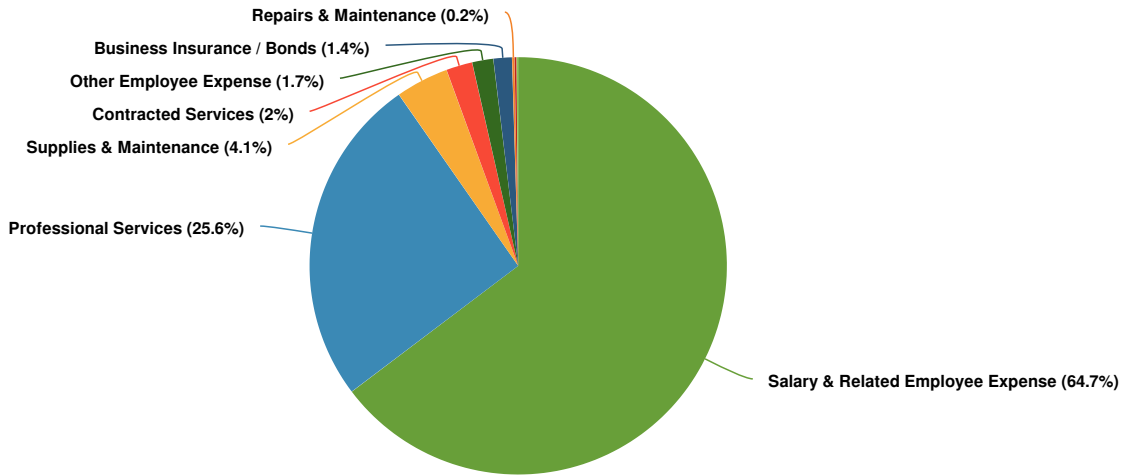
**\$802,450** **\$34,775**  
(4.53% vs. prior year)

Planning & Zoning Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Planning & Zoning salaries and benefits consist of one (1) salaried employee, four (4) full-time and one (1) seasonal employee as shown in the above organizational chart.

Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Expense Objects</b>					
<b>Salary &amp; Related Employee Expense</b>					
<b>Planning &amp; Zoning</b>					
Gross Salaries P&Z	01-500-515-110	\$323,032	\$359,575	\$372,120	3.5%
Bonus P&Z	01-500-515-160	\$1,959	\$2,000	\$2,000	0%
Overtime P&Z	01-500-515-161	\$3,487	\$5,000	\$5,000	0%
Health/Hosp Insurance P&Z	01-500-515-170	\$56,966	\$64,670	\$78,835	21.9%
Dental Insurance P&Z	01-500-515-171	\$4,843	\$5,165	\$5,800	12.3%
Life/Disability Insurance P&Z	01-500-515-172	\$2,234	\$2,330	\$3,160	35.6%
Social Security ER Share P&Z	01-500-515-180	\$19,847	\$22,300	\$23,500	5.4%
Medicare ER Share P&Z	01-500-515-181	\$4,642	\$5,210	\$5,500	5.6%
Employee Retirement ER Share P&Z	01-500-515-182	\$18,458	\$19,300	\$20,395	5.7%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Unemployment Compensation P&Z	01-500-515-183	\$1,034	\$2,195	\$1,800	-18%
Worker's Compensation Insurance P&Z	01-500-515-184	\$1,374	\$1,390	\$1,000	-28.1%
State Employment Training Fund P&Z	01-500-515-185	\$85	\$90	\$90	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$437,960</b>	<b>\$489,225</b>	<b>\$519,200</b>	<b>6.1%</b>
<b>Total Salary &amp; Related Employee Expense:</b>		<b>\$437,960</b>	<b>\$489,225</b>	<b>\$519,200</b>	<b>6.1%</b>
<b>Other Employee Expense</b>					
<b>Planning &amp; Zoning</b>					
Dues & Memberships P&Z	01-500-515-205	\$1,387	\$2,500	\$2,500	0%
Education/Meetings/Seminars P&Z	01-500-515-210	\$6,687	\$15,000	\$10,000	-33.3%
Mileage/Travel Reimbursement P&Z	01-500-515-215	\$552	\$750	\$750	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$8,625</b>	<b>\$18,250</b>	<b>\$13,250</b>	<b>-27.4%</b>
<b>Total Other Employee Expense:</b>		<b>\$8,625</b>	<b>\$18,250</b>	<b>\$13,250</b>	<b>-27.4%</b>
<b>Business Insurance / Bonds</b>					
<b>Planning &amp; Zoning</b>					
Business Insurance/Bonds P&Z	01-500-515-305	\$11,065	\$11,500	\$11,500	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$11,065</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>0%</b>
<b>Total Business Insurance / Bonds:</b>		<b>\$11,065</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>0%</b>
<b>Professional Services</b>					
<b>Planning &amp; Zoning</b>					
Consulting Services P&Z	01-500-515-410	\$31,993	\$35,000	\$40,000	14.3%
Legal Services P&Z	01-500-515-415	\$27,130	\$20,000	\$25,000	25%
Engineering Services P&Z	01-500-515-420	\$23,532	\$30,000	\$35,000	16.7%
Engineering - Reimb Reviews P&Z	01-500-515-450	\$80,798	\$100,000	\$100,000	0%
Prop Cleanup - Reimbursable P&Z	01-500-515-455	\$1,175	\$10,000	\$5,000	-50%
Other Services P&Z	01-500-515-460	\$1,806	\$500	\$500	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$166,434</b>	<b>\$195,500</b>	<b>\$205,500</b>	<b>5.1%</b>
<b>Total Professional Services:</b>		<b>\$166,434</b>	<b>\$195,500</b>	<b>\$205,500</b>	<b>5.1%</b>
<b>Contracted Services</b>					
<b>Planning &amp; Zoning</b>					





Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Computer Maintenance Contract P&Z	01-500-515-505	\$1,610	\$1,500	\$1,500	0%
Copier Lease P&Z	01-500-515-511	\$2,050	\$4,500	\$4,500	0%
Software Maint/Subsription Serv P&Z	01-500-515-545	\$4,881	\$5,000	\$5,300	6%
Committee Stipends P&Z	01-500-515-565	\$3,030	\$5,000	\$5,000	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$11,571</b>	<b>\$16,000</b>	<b>\$16,300</b>	<b>1.9%</b>
<b>Total Contracted Services:</b>		<b>\$11,571</b>	<b>\$16,000</b>	<b>\$16,300</b>	<b>1.9%</b>
<b>Supplies &amp; Maintenance</b>					
<b>Planning &amp; Zoning</b>					
Advertising P&Z	01-500-515-605	\$5,070	\$12,000	\$7,500	-37.5%
Office Supplies/Printing/Copies P&Z	01-500-515-610	\$3,856	\$5,000	\$5,000	0%
Postage/Shipping P&Z	01-500-515-615	\$167	\$1,000	\$2,000	100%
NonCapital Equipment P&Z	01-500-515-625	\$73	\$5,000	\$2,500	-50%
Other Supplies P&Z	01-500-515-635	\$17	\$500	\$500	0%
Gas & Deisel P&Z	01-500-515-640	\$11,769	\$10,000	\$15,000	50%
Uniforms/Clothing P&Z	01-500-515-645	\$368	\$500	\$500	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$21,320</b>	<b>\$34,000</b>	<b>\$33,000</b>	<b>-2.9%</b>
<b>Total Supplies &amp; Maintenance:</b>		<b>\$21,320</b>	<b>\$34,000</b>	<b>\$33,000</b>	<b>-2.9%</b>
<b>Repairs &amp; Maintenance</b>					
<b>Planning &amp; Zoning</b>					
Vehicle Repair/Maintenance P&Z	01-500-515-730	\$193	\$1,000	\$1,500	50%
<b>Total Planning &amp; Zoning:</b>		<b>\$193</b>	<b>\$1,000</b>	<b>\$1,500</b>	<b>50%</b>
<b>Total Repairs &amp; Maintenance:</b>		<b>\$193</b>	<b>\$1,000</b>	<b>\$1,500</b>	<b>50%</b>
<b>Utilities</b>					
<b>Planning &amp; Zoning</b>					
Mobile Devices P&Z	01-500-515-851	\$1,200	\$1,200	\$1,200	0%
<b>Total Planning &amp; Zoning:</b>		<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>0%</b>
<b>Total Utilities:</b>		<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>0%</b>
<b>Public Relations</b>					
<b>Planning &amp; Zoning</b>					
Other P&Z	01-500-515-938		\$1,000	\$1,000	0%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Total Planning &amp; Zoning:</b>			\$1,000	\$1,000	0%
<b>Total Public Relations:</b>			\$1,000	\$1,000	0%
<b>Total Expense Objects:</b>		\$658,369	\$767,675	\$802,450	4.5%



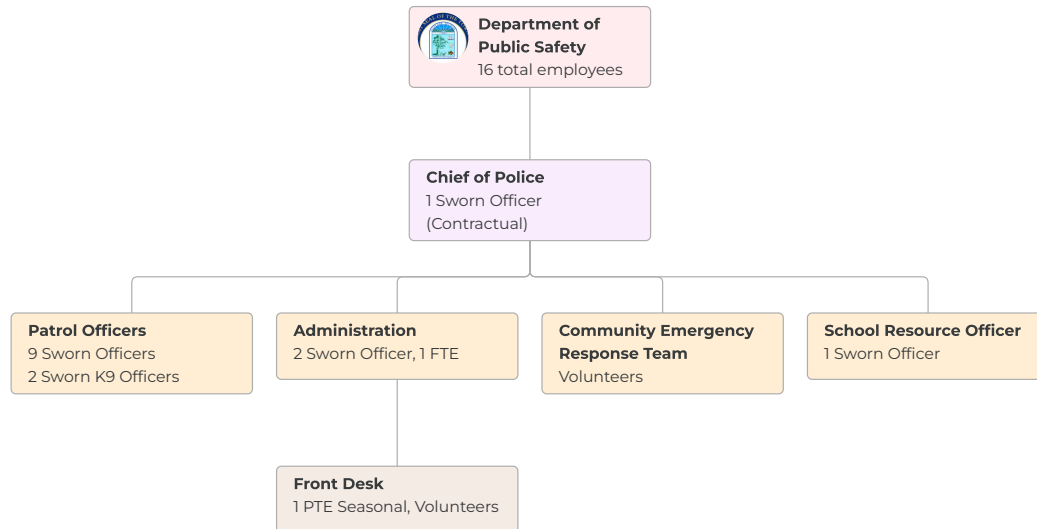
## Public Safety



**Kenneth McLaughlin**  
Chief of Police

The Ocean View Police Department is a full-service department under the leadership of the Chief of Police. Currently, 14 officers strong with one full-time secretary. The Ocean View Police department includes patrol officers, admin officers, two (2) K9 officers, a school resource officer, and is heavily involved in proactive community law enforcement activities and services, including home and business checks, local school engagement, various task force involvement, a Community Emergency Response Team (CERT) and neighboring town partnerships. The department recruits volunteers to operate its front desk and has a strong training program requirement for all officers. The Chief of Police reports to the Town Manager under the guidelines of the Council approved contractual agreement.

## Organizational Chart



## Prior Year's Achievements

1. Awarded State of Delaware Police Accreditation for the 2nd year.
2. Received Gold Level Recognition for Excellence in Policy Development and Police Officer Training for the 4th year.
3. Secured over \$105K grant funding above the already budgeted grants.
4. K-9 Ori and K-9 Leo joined the OVPD.
5. PD volunteers provided hundreds of hours of service to the citizens of Ocean View.

## Performance Measures

Administration Annual Goal	Measure	FY2023 Actual	FY 2024 Target	FY2025 Target
<b>Goal 1:</b> Maintain a strong financial position through fiscal discipline	Manage total budget expenditures at or below 96%	Achieved - 95%	Achieve	Achieve
<b>Goal 2:</b> Provide services for an active, healthy and involved Community	Promote bicycle safety and provide headlamps	Achieved	Achieve	Achieve
	Promote Cops & Goblins festival	Achieved	Achieve	Achieve
<b>Goal 5:</b> Maintain the safety of our community for residents, businesses and visitors	Receive the State of Delaware Police Accreditation	Received	Receive	Receive
	Receive the Gold Level Recognition for Excellence in Policy Development and Police Officer Training	Received	Receive	Receive
<b>Goal 6:</b> Provide superb customer service to the citizens by the Town's dedicated staff	Continue to be named the safest place to live in Delaware	Achieved	Achieve	Achieve
	Continue participation in Community Events	Achieved	Achieve	Achieve
	Continued Education Participation	Achieved	Achieve	Achieve

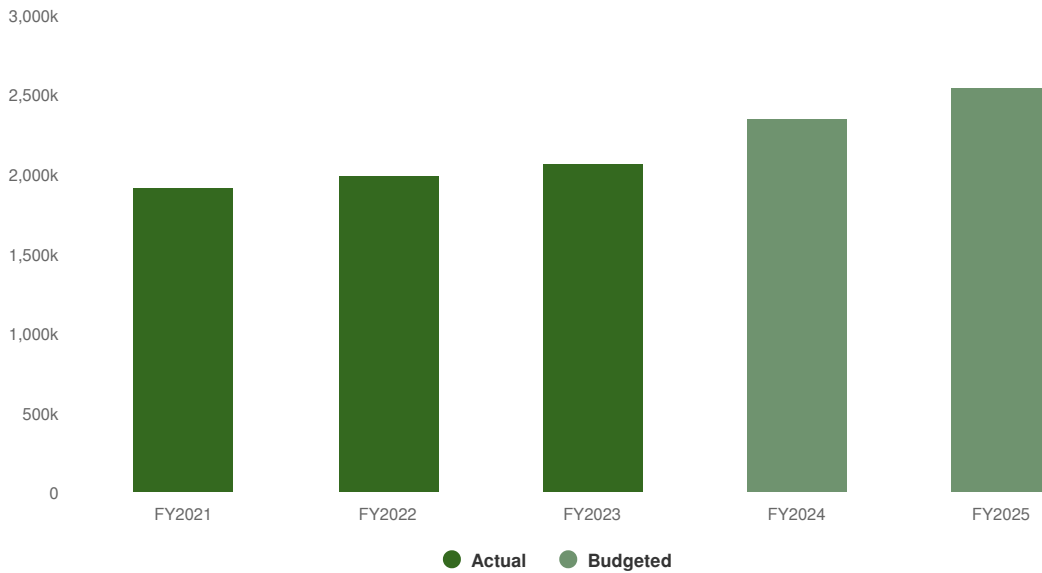
## Expenditures Summary

Public Safety expenditures increased by \$204,195 or 8.7% over the prior year.

The FY2025 significant increases are related to salary & related employee expenses, contractual services and supplies & maintenance, such as fuel, uniforms and ammunition.

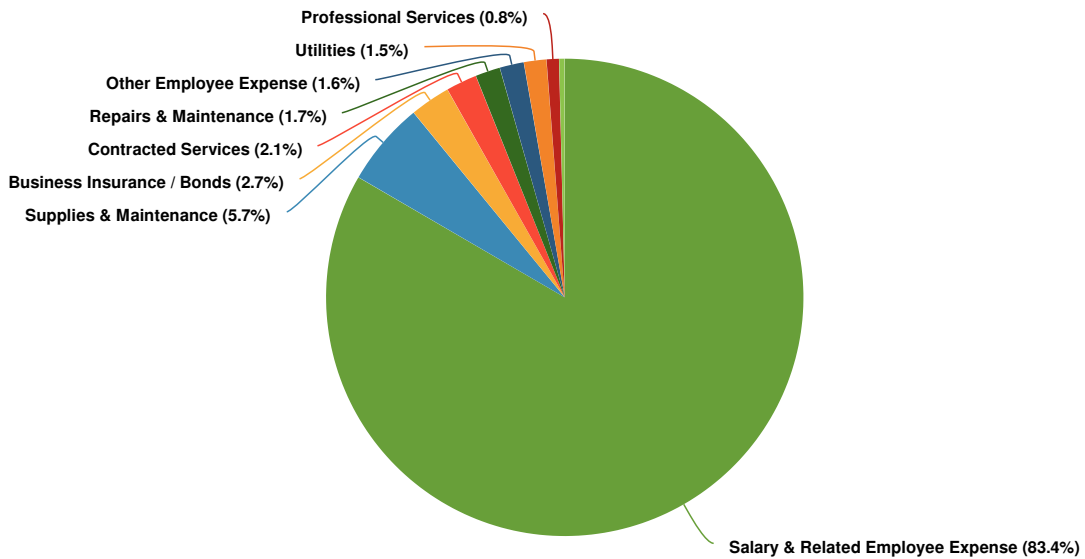
**\$2,550,230** **\$204,195**  
(8.70% vs. prior year)

### Public Safety Proposed and Historical Budget vs. Actual



# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Public Safety salaries and benefits consist of one (1) contractual employee, thirteen (13) full-time sworn officers, one (1) full-time administrative employee, and one (1) seasonal employee as shown in the above organizational chart.

Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Expense Objects</b>					
<b>Salary &amp; Related Employee Expense</b>					
<b>Public Safety</b>					
Gross Salaries PD	01-500-520-110	\$1,117,401	\$1,279,800	\$1,363,980	6.6%
Bonus PD	01-500-520-160	\$4,940	\$5,400	\$5,570	3.1%
Overtime PD	01-500-520-161	\$116,965	\$95,850	\$123,750	29.1%
Health/Hosp Insurance PD	01-500-520-170	\$197,570	\$237,100	\$265,525	12%
Dental Insurance PD	01-500-520-171	\$12,007	\$14,135	\$10,860	-23.2%
Life/Disability Insurance PD	01-500-520-172	\$6,444	\$7,045	\$10,385	47.4%
Social Security ER Share PD	01-500-520-180	\$77,832	\$82,650	\$92,585	12%
Medicare ER Share PD	01-500-520-181	\$18,203	\$19,330	\$21,675	12.1%
Employee Retirement ER Share PD	01-500-520-182	\$127,956	\$153,950	\$192,750	25.2%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Unemployment Compensation PD	01-500-520-183	\$2,978	\$4,750	\$5,350	12.6%
Worker's Compensation Insurance PD	01-500-520-184	\$45,321	\$58,775	\$33,950	-42.2%
State Employment Training Fund PD	01-500-520-185	\$228	\$300	\$300	0%
<b>Total Public Safety:</b>		<b>\$1,727,845</b>	<b>\$1,959,085</b>	<b>\$2,126,680</b>	<b>8.6%</b>
<b>Total Salary &amp; Related Employee Expense:</b>		<b>\$1,727,845</b>	<b>\$1,959,085</b>	<b>\$2,126,680</b>	<b>8.6%</b>
<b>Other Employee Expense</b>					
<b>Public Safety</b>					
Dues & Memberships PD	01-500-520-205	\$4,889	\$6,500	\$6,500	0%
Education/Meetings/Seminars PD	01-500-520-210	\$33,138	\$35,000	\$35,000	0%
Mileage/Travel Reimbursement PD	01-500-520-215	\$122	\$200	\$200	0%
<b>Total Public Safety:</b>		<b>\$38,149</b>	<b>\$41,700</b>	<b>\$41,700</b>	<b>0%</b>
<b>Total Other Employee Expense:</b>		<b>\$38,149</b>	<b>\$41,700</b>	<b>\$41,700</b>	<b>0%</b>
<b>Business Insurance / Bonds</b>					
<b>Public Safety</b>					
Business Insurance/Bonds PD	01-500-520-305	\$65,048	\$67,000	\$70,000	4.5%
<b>Total Public Safety:</b>		<b>\$65,048</b>	<b>\$67,000</b>	<b>\$70,000</b>	<b>4.5%</b>
<b>Total Business Insurance / Bonds:</b>		<b>\$65,048</b>	<b>\$67,000</b>	<b>\$70,000</b>	<b>4.5%</b>
<b>Professional Services</b>					
<b>Public Safety</b>					
Legal Services PD	01-500-520-415	\$1,654	\$1,000	\$1,000	0%
Contracted Labor PD	01-500-520-440	\$9,145	\$10,000	\$10,500	5%
Other Services PD	01-500-520-460	\$19,864	\$8,000	\$10,000	25%
<b>Total Public Safety:</b>		<b>\$30,663</b>	<b>\$19,000</b>	<b>\$21,500</b>	<b>13.2%</b>
<b>Total Professional Services:</b>		<b>\$30,663</b>	<b>\$19,000</b>	<b>\$21,500</b>	<b>13.2%</b>
<b>Contracted Services</b>					
<b>Public Safety</b>					
Computer Maintenance Contract PD	01-500-520-505		\$500	\$500	0%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Copier Maintenance Contract PD	01-500-520-510	\$61	\$0	\$0	0%
Copier Lease PD	01-500-520-511	\$1,532	\$2,000	\$2,000	0%
Elevator Maintenance PD	01-500-520-515	\$2,238	\$2,300	\$2,300	0%
Generator Maintenance Agreement PD	01-500-520-520	\$288	\$500	\$500	0%
HVAC Maintenance Agreement PD	01-500-520-525	\$0	\$1,000	\$1,000	0%
Pest Control PD	01-500-520-530	\$250	\$1,000	\$500	-50%
Security Monitoring/Maintenance PD	01-500-520-540	\$810	\$850	\$850	0%
Software Maint/Subscription Serv PD	01-500-520-545	\$23,425	\$28,000	\$45,000	60.7%
Sprinkler System Inspections PD	01-500-520-560	\$0	\$1,000	\$1,000	0%
<b>Total Public Safety:</b>		<b>\$28,604</b>	<b>\$37,150</b>	<b>\$53,650</b>	<b>44.4%</b>
<b>Total Contracted Services:</b>		<b>\$28,604</b>	<b>\$37,150</b>	<b>\$53,650</b>	<b>44.4%</b>
<b>Supplies &amp; Maintenance</b>					
<b>Public Safety</b>					
Advertising PD	01-500-520-605	\$530	\$1,000	\$1,000	0%
Office Supplies/Printing/Copies PD	01-500-520-610	\$3,153	\$3,000	\$3,000	0%
Postage/Shipping PD	01-500-520-615	\$255	\$300	\$300	0%
NonCapital Equipment PD	01-500-520-625	\$25,478	\$35,000	\$30,000	-14.3%
Other Supplies PD	01-500-520-635	\$6,894	\$12,000	\$10,000	-16.7%
Gas & Deisel PD	01-500-520-640	\$41,199	\$45,000	\$55,000	22.2%
Uniforms/Clothing PD	01-500-520-645	\$15,291	\$15,000	\$15,000	0%
Canine Supplies PD	01-500-520-650	\$2,894	\$4,000	\$6,000	50%
Ammunition PD	01-500-520-655	\$14,316	\$20,000	\$25,000	25%
<b>Total Public Safety:</b>		<b>\$110,010</b>	<b>\$135,300</b>	<b>\$145,300</b>	<b>7.4%</b>
<b>Total Supplies &amp; Maintenance:</b>		<b>\$110,010</b>	<b>\$135,300</b>	<b>\$145,300</b>	<b>7.4%</b>
<b>Repairs &amp; Maintenance</b>					
<b>Public Safety</b>					
Cleaning Service PD	01-500-520-705	\$8,050	\$8,500	\$16,600	95.3%





Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Inspections - Building PD	01-500-520-710	\$268	\$800	\$800	0%
Repairs to Machinery/Equipment PD	01-500-520-715	\$665	\$2,000	\$2,000	0%
Repairs to Buildings - NonCapital PD	01-500-520-720	\$3,593	\$3,000	\$3,000	0%
Other Repairs/Maintenance PD	01-500-520-725	\$377	\$1,000	\$500	-50%
Vehicle Repair/Maintenance PD	01-500-520-730	\$22,826	\$20,000	\$20,000	0%
<b>Total Public Safety:</b>		<b>\$35,779</b>	<b>\$35,300</b>	<b>\$42,900</b>	<b>21.5%</b>
<b>Total Repairs &amp; Maintenance:</b>		<b>\$35,779</b>	<b>\$35,300</b>	<b>\$42,900</b>	<b>21.5%</b>
<b>Utilities</b>					
<b>Public Safety</b>					
Electric PD	01-500-520-805	\$4,590	\$7,000	\$7,000	0%
Propane Gas PD	01-500-520-815	\$1,102	\$1,500	\$1,500	0%
Sewer PD	01-500-520-820	\$2,336	\$3,500	\$3,000	-14.3%
Trash/Recycling PD	01-500-520-830	\$196	\$2,500	\$2,500	0%
Water PD	01-500-520-835	\$2,449	\$4,000	\$3,000	-25%
Mobile Devices PD	01-500-520-851	\$12,745	\$15,000	\$15,000	0%
Telephone & Communications PD	01-500-520-852	\$5,458	\$8,500	\$7,000	-17.6%
<b>Total Public Safety:</b>		<b>\$28,876</b>	<b>\$42,000</b>	<b>\$39,000</b>	<b>-7.1%</b>
<b>Total Utilities:</b>		<b>\$28,876</b>	<b>\$42,000</b>	<b>\$39,000</b>	<b>-7.1%</b>
<b>Public Relations</b>					
<b>Public Safety</b>					
Special Olympics PD	01-500-520-930	\$210	\$2,000	\$2,000	0%
Valor Awards PD	01-500-520-935	\$2,961	\$500	\$500	0%
Other PD	01-500-520-938		\$7,000	\$7,000	0%
<b>Total Public Safety:</b>		<b>\$3,171</b>	<b>\$9,500</b>	<b>\$9,500</b>	<b>0%</b>
<b>Total Public Relations:</b>		<b>\$3,171</b>	<b>\$9,500</b>	<b>\$9,500</b>	<b>0%</b>
<b>Total Expense Objects:</b>		<b>\$2,068,144</b>	<b>\$2,346,035</b>	<b>\$2,550,230</b>	<b>8.7%</b>



## Public Works

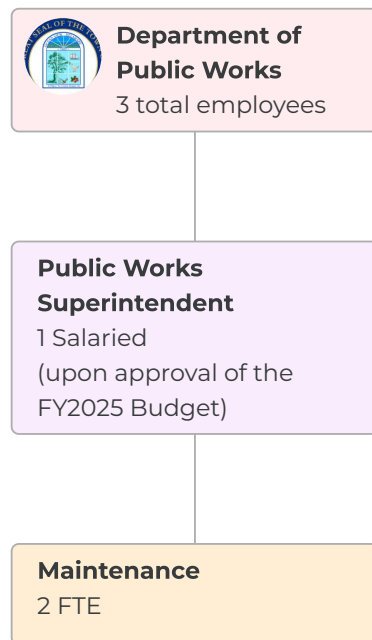


**Jerrad Steele**  
Public Works Manager

The Maintenance and Public Works division oversees outsourced contractual relationships with various companies for the efficient provision of turf management, landscaping, facility maintenance, etc. In addition, this division is currently made up of the Public Works Manager and a full-time laborer that are expected to complete daily maintenance and oversight of all town facilities including parks, right of ways, storm water facilities, etc. Sign maintenance and installations, oversight of snow removal operations, interaction with outsourced water utility representatives and special program assistance are also the responsibility of this division. Public Works provides support for all community events. The Public Works Manager reports directly to the Town Manager.

The FY2025 proposed budget includes the addition of a Superintendent in order to transition duties currently assigned to the Department of Planning, Zoning and Development to Public Works. The below Organizational Chart and Expense Summary include the addition of this new position.

## Organizational Chart



## Prior Year's Achievements

1. Performed daily facility checks and building inspections at 32 West Community Center, John West Park and the Municipal Building located at 201 Central Avenue.
2. Represented Ocean View at the 2023 Snowplow Road-E-O Competition placing in the Small Equipment Division.
3. A partnership with DeIDOT and the Salt Air Gardeners Club culminated in the development of a Blue Star Memorial beautification site along Atlantic Avenue honoring all who served our country.

## Performance Measures

Administration Annual Goal	Measure	FY2023 Actual	FY 2024 Target	FY2025 Target
<b>Goal 1:</b> Maintain a strong financial position through fiscal discipline	Manage total budget expenditures at or below 96%	Achieved - 93%	Achieve	Achieve
<b>Goal 2:</b> Provide services for an active, healthy and involved Community	Perform daily checks of the exercise equipment located at John West Park	Completed	Complete	Complete
	Assist in the set up and take down of Community Events	Achieved	Achieve	Achieve
<b>Goal 4:</b> Preserve the Town's character and its natural resources	Tree and shrub work to enhance the beauty of Ocean View	Completed	Complete	Complete
<b>Goal 5:</b> Maintain the safety of our community for residents, businesses and visitors	Perform daily playground inspections on equipment located at John West Park	Completed	Complete	Complete
	Preparedness and response during and following storms	Achieved	Achieve	Achieve
<b>Goal 6:</b> Provide superb customer service to the citizens by the Town's dedicated staff	Perform weekly rounds through Town collecting trash and checking storm drains and ditches	Completed	Complete	Complete
	Continue participation in Community Events	Achieved	Achieve	Achieve

## Expenditures Summary

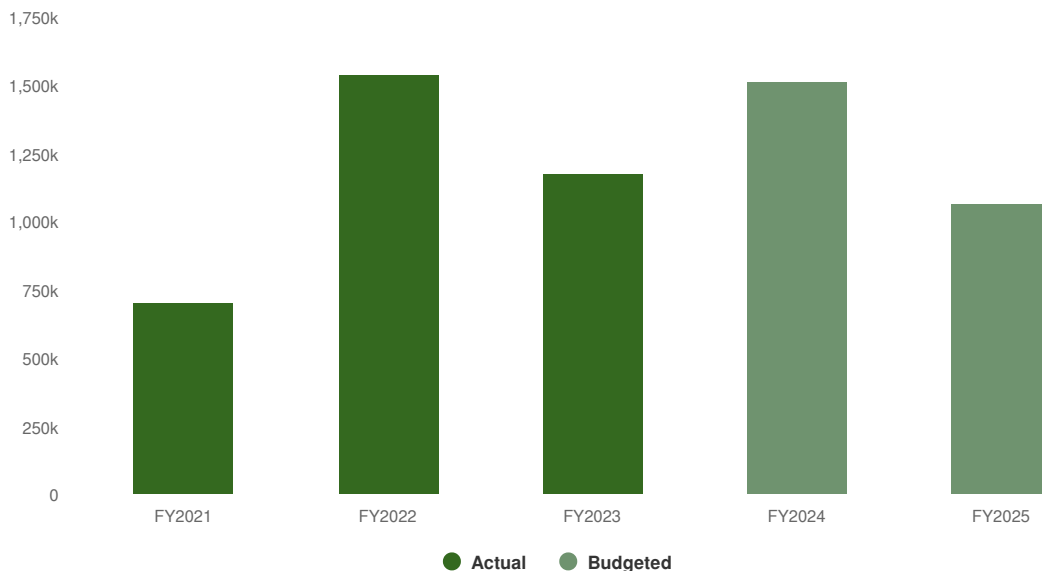
Public Works expenditures decreased \$446,645 or 29.49% from the prior year.

The significant decrease in FY2025 is related to a reduction of street rehabilitation projects while drainage projects are in their construction phase (from \$745K to \$790K spread over three (3) budget cycles). Other operating expenses such as fuel, utilities and expenses directly related to salary & related employee expenses increased in FY2025 over FY2024.

The FY2025 proposed budget includes the addition of a Superintendent to the Department of Public Works.

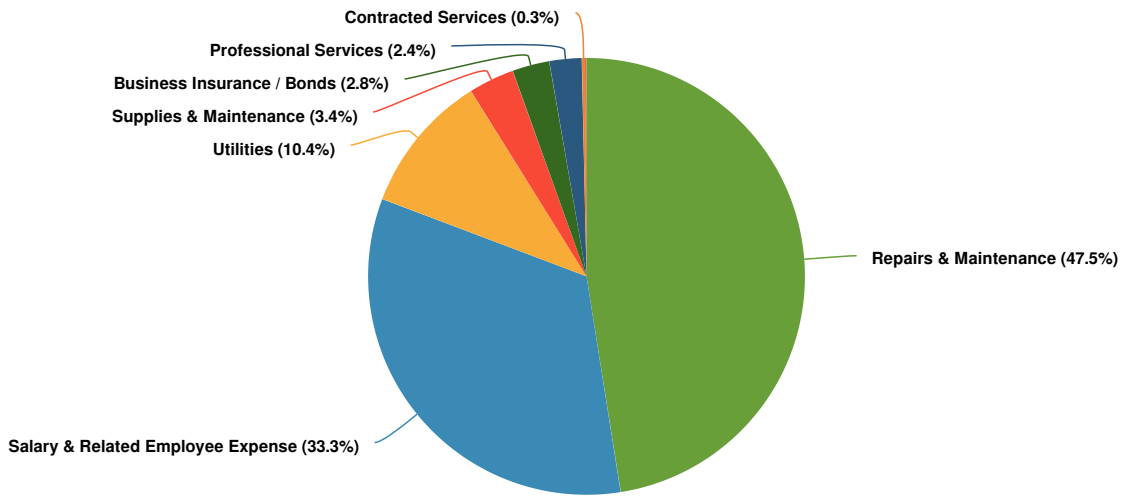
**\$1,067,900** **-\$446,645**  
(-29.49% vs. prior year)

### Public Works Proposed and Historical Budget vs. Actual



The Department of Public Works budget includes street maintenance (\$190,000) and sidewalks (\$75,000). Projects under these categories are currently developed and overseen by the Director of Planning & Zoning and are funded by the Street Repair & Replacement Trust and Municipal Street Aid. With the addition of the Superintendent, these duties will transition to the Department of Public Works.

## Expenditures by Expense Type



Public Works salaries and benefits consist of three (3) full-time employees as shown in the above organizational chart.

Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Expense Objects</b>					
<b>Salary &amp; Related Employee Expense</b>					
<b>DPW</b>					
Gross Salaries DPW	01-500-530-110	\$96,731	\$121,905	\$211,500	73.5%
Bonus DPW	01-500-530-160	\$783	\$800	\$1,200	50%
Overtime DPW	01-500-530-161	\$11,454	\$12,270	\$16,180	31.9%
Health/Hosp Insurance DPW	01-500-530-170	\$32,065	\$54,265	\$78,835	45.3%
Dental Insurance DPW	01-500-530-171	\$1,780	\$2,910	\$3,500	20.3%
Life/Disability Insurance DPW	01-500-530-172	\$758	\$930	\$1,985	113.4%
Social Security ER Share DPW	01-500-530-180	\$6,392	\$8,370	\$14,500	73.2%
Medicare ER Share DPW	01-500-530-181	\$1,495	\$1,960	\$3,400	73.5%
Employee Retirement ER Share DPW	01-500-530-182	\$6,250	\$7,545	\$13,500	78.9%
Unemployment Compensation DPW	01-500-530-183	\$270	\$630	\$900	42.9%



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Worker's Compensation Insurance DPW	01-500-530-184	\$4,316	\$5,210	\$9,500	82.3%
State Employment Training Fund DPW	01-500-530-185	\$32	\$50	\$150	200%
<b>Total DPW:</b>		<b>\$162,325</b>	<b>\$216,845</b>	<b>\$355,150</b>	<b>63.8%</b>
<b>Total Salary &amp; Related Employee Expense:</b>		<b>\$162,325</b>	<b>\$216,845</b>	<b>\$355,150</b>	<b>63.8%</b>
<b>Other Employee Expense</b>					
<b>DPW</b>					
Dues & Memberships DPW	01-500-530-205	\$110	\$300	\$300	0%
Education/Meetings/Seminars DPW	01-500-530-210	\$0	\$300	\$300	0%
Mileage/Travel Reimbursement DPW	01-500-530-215	\$12	\$200	\$200	0%
<b>Total DPW:</b>		<b>\$122</b>	<b>\$800</b>	<b>\$800</b>	<b>0%</b>
<b>Total Other Employee Expense:</b>		<b>\$122</b>	<b>\$800</b>	<b>\$800</b>	<b>0%</b>
<b>Business Insurance / Bonds</b>					
<b>DPW</b>					
Business Insurance/Bonds DPW	01-500-530-305	\$26,632	\$28,000	\$29,400	5%
<b>Total DPW:</b>		<b>\$26,632</b>	<b>\$28,000</b>	<b>\$29,400</b>	<b>5%</b>
<b>Total Business Insurance / Bonds:</b>		<b>\$26,632</b>	<b>\$28,000</b>	<b>\$29,400</b>	<b>5%</b>
<b>Professional Services</b>					
<b>DPW</b>					
Contracted Labor DPW	01-500-530-440	\$19,649	\$33,700	\$25,000	-25.8%
Other Services DPW	01-500-530-460	\$421	\$0	\$500	N/A
<b>Total DPW:</b>		<b>\$20,070</b>	<b>\$33,700</b>	<b>\$25,500</b>	<b>-24.3%</b>
<b>Total Professional Services:</b>		<b>\$20,070</b>	<b>\$33,700</b>	<b>\$25,500</b>	<b>-24.3%</b>
<b>Contracted Services</b>					
<b>DPW</b>					
Computer Maintenance Contract DPW	01-500-530-505	\$0	\$300	\$300	0%
Pest Control DPW	01-500-530-530	\$890	\$600	\$750	25%
Rental of Machinery/Equipment DPW	01-500-530-535	\$529	\$700	\$1,200	71.4%
Building Security Contract DPW	01-500-530-555		\$500	\$500	0%
<b>Total DPW:</b>		<b>\$1,419</b>	<b>\$2,100</b>	<b>\$2,750</b>	<b>31%</b>
<b>Total Contracted Services:</b>		<b>\$1,419</b>	<b>\$2,100</b>	<b>\$2,750</b>	<b>31%</b>



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>Supplies &amp; Maintenance</b>					
<b>DPW</b>					
Advertising DPW	01-500-530-605	\$209	\$500	\$500	0%
Office Supplies/Printing/Copies DPW	01-500-530-610	\$156	\$300	\$300	0%
Miscellaneous DPW	01-500-530-620	\$204	\$0	\$0	0%
NonCapital Equipment DPW	01-500-530-625	\$6,555	\$2,500	\$3,600	44%
Other Supplies DPW	01-500-530-635	\$4,701	\$3,300	\$5,000	51.5%
Gas & Deisel DPW	01-500-530-640	\$7,281	\$8,500	\$10,000	17.6%
Uniforms/Clothing DPW	01-500-530-645	\$1,809	\$1,200	\$1,200	0%
Road and Street Signs DPW	01-500-530-650	\$4,496	\$9,000	\$2,500	-72.2%
Mosquito Control Supplies DPW	01-500-530-660	\$10,477	\$12,500	\$13,000	4%
<b>Total DPW:</b>		<b>\$35,886</b>	<b>\$37,800</b>	<b>\$36,100</b>	<b>-4.5%</b>
<b>Total Supplies &amp; Maintenance:</b>		<b>\$35,886</b>	<b>\$37,800</b>	<b>\$36,100</b>	<b>-4.5%</b>
<b>Repairs &amp; Maintenance</b>					
<b>DPW</b>					
Cleaning Service DPW	01-500-530-705	\$300	\$0	\$1,300	N/A
Repairs to Machinery/Equipment DPW	01-500-530-715	\$1,016	\$2,500	\$2,500	0%
Repairs to Buildings - NonCapital DPW	01-500-530-720		\$1,000	\$500	-50%
Vehicle Repair/Maintenance DPW	01-500-530-730	\$1,107	\$3,000	\$3,000	0%
Sidewalk Repairs DPW	01-500-530-733	\$361,178	\$100,000	\$75,000	-25%
Drainage Repair/Maintenance DPW	01-500-530-735	\$45,981	\$75,000	\$75,000	0%
Street Maintenance DPW	01-500-530-740	\$77,411	\$90,000	\$90,000	0%
Street Maintenance DPW: Storm Response	01-500-530-742	\$0	\$45,000	\$45,000	0%
Street Repair & Replacement DPW	01-500-530-745	\$328,842	\$745,000	\$190,000	-74.5%
Park Expense DPW	01-500-530-750	\$21,450	\$25,000	\$25,000	0%
<b>Total DPW:</b>		<b>\$837,284</b>	<b>\$1,086,500</b>	<b>\$507,300</b>	<b>-53.3%</b>
<b>Total Repairs &amp; Maintenance:</b>		<b>\$837,284</b>	<b>\$1,086,500</b>	<b>\$507,300</b>	<b>-53.3%</b>
<b>Utilities</b>					



Name	Account ID	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
<b>DPW</b>					
Electric DPW	01-500-530-805	\$3,166	\$3,500	\$5,000	42.9%
Propane Gas DPW	01-500-530-815	\$1,922	\$1,000	\$1,000	0%
Sewer DPW	01-500-530-820	\$575	\$1,000	\$1,000	0%
Trash/Recycling DPW	01-500-530-830	\$2,257	\$3,000	\$3,000	0%
Water DPW	01-500-530-835	\$1,526	\$5,000	\$5,000	0%
Street Lights DPW	01-500-530-845	\$81,293	\$90,000	\$90,000	0%
Mobile Devices DPW	01-500-530-851	\$1,108	\$1,200	\$1,800	50%
Telephone & Communications DPW	01-500-530-852	\$3,891	\$4,000	\$4,000	0%
<b>Total DPW:</b>		<b>\$95,737</b>	<b>\$108,700</b>	<b>\$110,800</b>	<b>1.9%</b>
<b>Total Utilities:</b>		<b>\$95,737</b>	<b>\$108,700</b>	<b>\$110,800</b>	<b>1.9%</b>
<b>Public Relations</b>					
<b>DPW</b>					
Other DPW	01-500-530-938	\$17	\$100	\$100	0%
<b>Total DPW:</b>		<b>\$17</b>	<b>\$100</b>	<b>\$100</b>	<b>0%</b>
<b>Total Public Relations:</b>		<b>\$17</b>	<b>\$100</b>	<b>\$100</b>	<b>0%</b>
<b>Total Expense Objects:</b>		<b>\$1,179,491</b>	<b>\$1,514,545</b>	<b>\$1,067,900</b>	<b>-29.5%</b>





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# **CAPITAL IMPROVEMENTS**

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# Proposed Five-Year Capital Improvement Program

Proposed Capital Improvement Program for Fiscal Years 2025 - 2029  
 May 1, 2024 to April 30, 2029.

The five-year Capital Improvement program is an important tool that assists the Town in its long-range goals. Each year, the program is reviewed and re-evaluated. The first year of the program was considered when creating the FY2025 Capital Budget and is subject to appropriations during the 2025 Operating and Capital Budget process. The remaining years serve as a guide for future improvements, their cost and sources of funding.

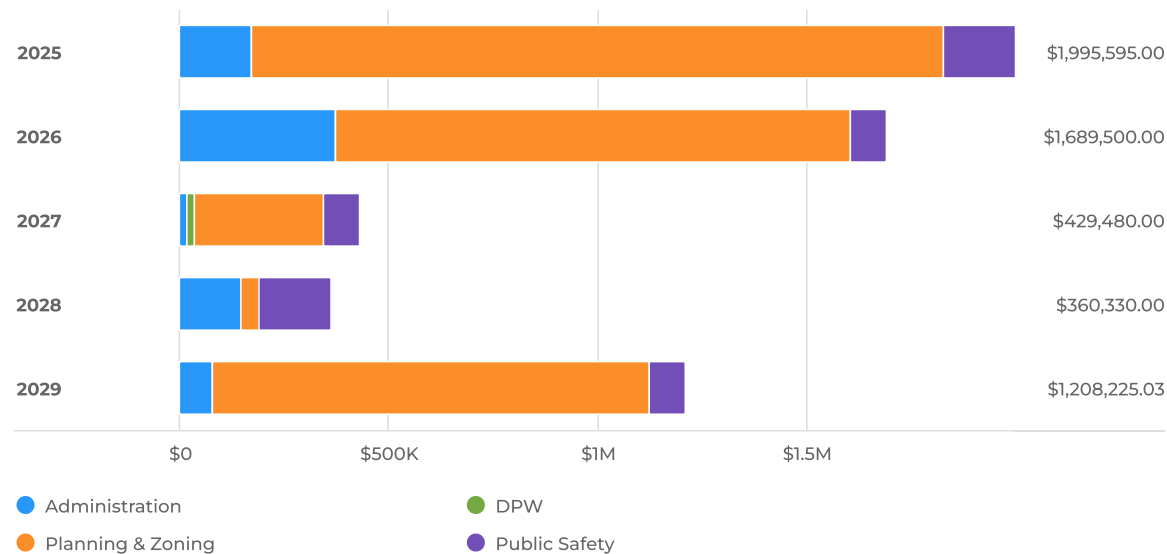
Below is a summary of the five-year Capital Improvement Program. The narrative of each project is located in the Appendix with the page number noted on the summary.

## Total Capital Requested

# \$5,683,130

20 Capital Improvement Projects

### Total Funding Requested by Department





		Amount	Amount	Amount	Amount	Amount	
		Year ending	Year ending	Year ending	Year ending	Year ending	
		April 30,	April 30,	April 30,	April 30,	April 30,	
		2025	2026	2027	2028	2029	5-year Totals
Page	<b>Public Works</b>						
170	Mosquito Spayer	-	-	17,415	-	-	17,415
	<b>Total Public Works</b>	-	-	17,415	-	-	17,415
							-
	<b>Total Public Works</b>	-	-	17,415	-	-	17,415
Page	<b>Capital Repairs from CRTF</b>						
155	32 West Avenue - Capital Repairs	-	39,040	-	60,100	10,695	109,835
150	201 Central Avenue - Capital Repairs	50,000	272,960	-	85,230	-	408,190
153	222 Maintenance Road - Capital Repairs	-	-	18,565	-	-	18,565
163	John West Park - Capital Repairs	-	-	-	-	-	-
166	Vehicle Replacement	121,000	60,000	-	-	67,530	248,530
	<b>Capital Repairs - funded from the CRTF</b>	171,000	372,000	18,565	145,330	78,225	785,120
	<b>Total Capital Outlays</b>	1,995,595	1,689,500	429,480	360,330	1,208,225	5,683,130
	<b>Proprietary Fund (Water System)</b>						
	<b>Capital Expenditures</b>						
	Public Water System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



## **Impact on Future Operating Budgets**

As part of the annual review of the Capital Improvement Program, the Town reviews each project to determine, if any, increases in maintenance and operational costs.

We do not anticipate that any of the projects, replacements or capital purchases that are part of the Capital Improvement Program will create the need to increase the property tax rate or impose a fee specifically for their operations.

### **Vehicles:**

All vehicles (public safety and public works) are replacement vehicles. We do not anticipate any increase to our maintenance or operational budgets once purchased and added to the fleet. Current vehicles will be sold, traded or be a reserve.

### **Drainage Projects:**

All drainage projects are improvements to the Town's infrastructure and will not have an impact on future maintenance or operational budgets once completed.

### **Engineering Studies:**

Traffic analysis and planning support services are engineering professional services used to determine if capital projects should be considered for the Capital Improvement Program. There is no impact on the maintenance or operational budgets.

### **Sidewalk Connectivity Projects:**

The sidewalk connectivity projects currently scheduled will have little to no impact on the maintenance or operational budget. Sidewalks have a 40-year book period. Minor repairs will be made using the public works maintenance line item.

### **Equipment or Building Improvements:**

All equipment or building improvements listed on the FY2025-29 Capital Improvement Program are upgrades or replacements. We do not anticipate any impact, whether an increase or decrease to our maintenance or operational budgets once completed.

### **Open Space / Land:**

Once completed, Berzin's Natural Area and Park will have an impact on future maintenance and operational budgets. As the project progresses, analysis will be performed to determine the impact. The purchase of 8 Oakwood Avenue adjacent to John West Park which occurred in FY2024, will be transitioned to additional parking. Once complete, the parking lot will have an impact on the contractual services and utilities. At this time, the project is in the planning stages and does not impact the FY2025 operating budget.



## Emerging Projects

EMERGING PROJECTS FUND	SEED FUNDED BY: \$422,845 at start	Undesignated funds from the former transfer tax money market account held prior to FY2019, that remains available	
PROJECTS UNDER CONSIDERATION OR COMPLETED:	STATUS	POSSIBLE USES	SPENT
DELDOT EXCESS PARCELS - ATLANTIC AVE (4)	Under consideration	\$ 10,000	
CANAL PARK & OVERLOOK W/FLOODING IMPROVEMENTS	Discussions with DNREC	\$ 50,000	
<b>POSSIBLE DNREC/OTHER PARTNERSHIPS:</b>			
SUSSEX CO SPECIAL OLYMPICS BOCCE COURTS HOME COURTS FOR TEAM but open to public	COMPLETED \$15,000 to Natelli		\$ 18,500
OCEAN VIEW ART LOOP EVENT WEEKEND EVENT with possible partnership with local art businesses	Under consideration	\$ 8,000	
PARKING LOT LEASE/IMPROVEMENTS EXCESS PARKING FOR JOHN WEST PARK	Future negotiation	\$ 9,800	
PARKING LOT (33 West Ave Purchase)	COMPLETED		\$ 297,702
FY2025 Operating Budget Support (as Proposed)	Assumed in FY25 budget		\$ 25,385
LIGHTING to Signs along Atlantic Avenue		\$ 3,458	
<b>TOTAL</b>		<b>\$ 81,258</b>	<b>\$ 341,587</b>

**The use of this \$25,385 is assumed in the proposed FY2025 Operating Budget to balance the budget.**

## American Rescue Plan Act (ARPA) Funded Projects

American Rescue Plan Act (ARPA)		12/31/2023	Funds Awarded Ocean View	\$1,182,341
<u>PROJECTS SUPPORTED/ALREADY FUNDED</u>	<u>PURPOSE</u>	<u>OR</u>	<u>VENDOR</u>	<u>AMOUNTS:</u>
MILLVILLE VOL FIRE CO	BUILDING FUND			\$100,000
	EMERGENCY SERVICES ENHANCEMENT			\$7,813
OPEN SPACE BERZINS NATURAL AREA	TOWARDS PROPERTY PURCHASE			\$210,293
	ENGINEERING - Survey Property Lines			\$8,544
	ENGINEERING CONSULT DELDOT on Design			\$25,000
	DESIGN 20% of \$546,378 MATCH TAP GRANT			\$109,276
32 WEST AVE CARD ACCESS PROJECT GRANT MATCH			(ADVANTECH)	\$10,300
MOBILE RADIO REPLACEMENTS OVPD			(MOTOROLA)	\$82,850
BARNES AND THORNBURG - LEGAL SERVICES ASSOCIATED WITH ARPA GRANT				\$4,609
COVID 19 PREMIUM PAY	TOWN STAFF /NOT TOWN MANAGER			\$121,486
33 WEST PARKING LOT	LANDSCAPE			\$30,700
	SIGNAGE			\$830
				<b>\$711,701</b>
<b>RECOMMENDED USAGE FOR BALANCE OF FUNDS</b>				
TOWARD PURCHASE OF 8 OAKWOOD AVENUE		(total purchase cost \$405,000)		\$225,100
DEMOLITION OF 8 OAKWOOD AVENUE				\$25,000
ENGINEERING & DESIGN			\$435,100	\$25,000
CONSTRUCTION				\$135,000
LANDSCAPE AND SIGNAGE				\$25,000
TBD	ENGINEERING/DESIGN EVIDENCE STRUCTURE		earmarked for this at time of writing	\$35,540
These usages were approved by Mayor and Council at the Jan 2024 Council Meeting				<b>\$1,182,341</b>



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# DEBT

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## Debt

Fiscal Year 2025 forecasts \$3.88 million in outstanding bonds payable. This debt is backed by full faith and credit of the Town of Ocean View Government, although revenues from the Municipal Water Utility are being used to pay the debt service. There is no General Fund bonded debt.

Ocean View's legal debt limit, by statute, is 25 percent of the assessed value of taxable property. The chart below shows the proposed debt limit and legal debt margin.

Projected legal debt margin calculation for fiscal year 2025 (in millions of dollars)	
Projected assessed value	1,470.55
Debt limit (25% of assessed value)	367.64
Forecasted net debt applicable to limit	3.88
Legal debt margin	363.76

In August 2018, the Town issued general obligation bonds to advance refund two 2007 USDA loans used to finance a portion of the water distribution system. The \$4,160,000 bonds were sold at a premium of \$30,212 with a true interest rate of 3.445%, resulting in a savings of \$349,759 over the life of the debt.

The issuance did not extend the life of the debt with a final payment due September 15, 2047. As a result of the refunding, the 2007 USDA loans have been defeased. The Town has an AA+ bond rating by S&P Investment Services.

The general obligation bond series of 2018 are payable in semi-annual payments in March (interest only) and September (principal and interest). The total amount of outstanding general obligation bonds payable at April 30, 2023 was \$3,990,603.

Debt service requirements on long-term debt as follows:

## General Obligation Bonds

Year Ending April 30,	Principal	Interest	Total
2019		83,188	83,188
2020		142,608	142,608
2021		142,608	142,608
2022	95,000	140,233	235,233
2023	100,000	135,358	235,358
2024	105,000	130,233	235,233
2025	110,000	125,958	235,958
2026	115,000	122,583	237,583
2027-2031	495,000	558,238	1,053,238
2032-2036	865,000	454,575	1,319,575
2037-2041	500,000	323,600	823,600
2042-2046	955,000	161,513	1,116,513
2047-2048	820,000	12,780	832,780
	<b>\$ 4,160,000</b>	<b>\$ 2,533,474</b>	<b>\$ 6,693,474</b>

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# APPENDIX

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# **ADMINISTRATION REQUESTS**

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# 201 Central Avenue - Capital Repairs

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## Overview

Request Owner	Dawn Parks
Department	Administration
Type	Capital Improvement
Project Number	CRTF2

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## Description

The repairs and maintenance are based on the 2024 Reserve Study for 201 Central Avenue (Municipal Building). The reserve study identifies out-yearly costs of known and recurring infrastructure needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF). The fiscal year items are intended to be funded accordingly from the CRTF. The Reserve Study assumed an annual inflation rate of 3%.

The year noted in front of the items below refer to the calendar year when the repair or replacement was scheduled for the 2024 Reserve Study.



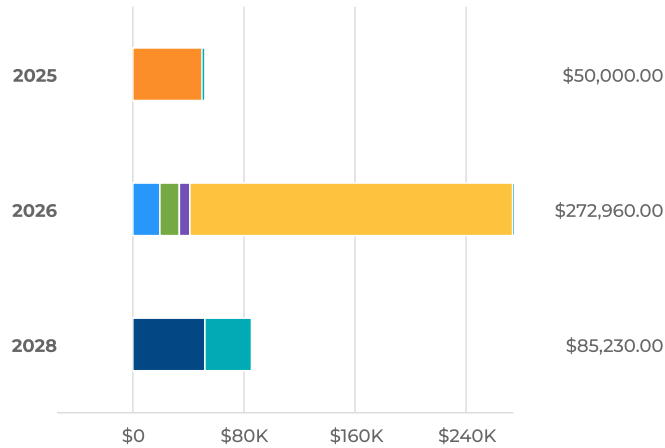
## Capital Cost

FY2025 Budget  
**\$50,000**

Total Budget (all years)  
**\$408.19K**

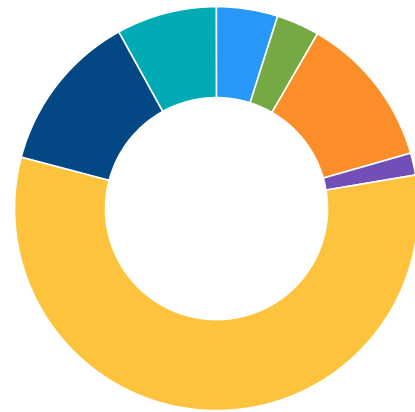
Project Total  
**\$408.19K**

Capital Cost by Year



- 2024 Alarm System Upgrade
- 2024 Solar Array Repairs & Re...
- 2025 Telephone & Security Sys...
- 2027 Doors - Overhead Sectio...
- 2024 Doors - Entrance - Phase...
- 2025 Doors - Entrance - Phase...
- 2027 Ceiling Fiberboard Panels

Capital Cost for Budgeted Years



- 2024 Alarm System Upgrade (5%) \$20,000.00
- 2024 Doors - Entrance - Phase 1 & 2 (3%) \$14,000.00
- 2024 Solar Array Repairs & Replacement (12%) \$52,450.00
- 2025 Doors - Entrance - Phase 3 (2%) \$7,210.00
- 2025 Telephone & Security Systems (57%) \$231,750.00
- 2027 Ceiling Fiberboard Panels (13%) \$52,450.00
- 2027 Doors - Overhead Sectional (8%) \$32,780.00
- TOTAL** **\$408,190.00**

### Capital Cost Breakdown

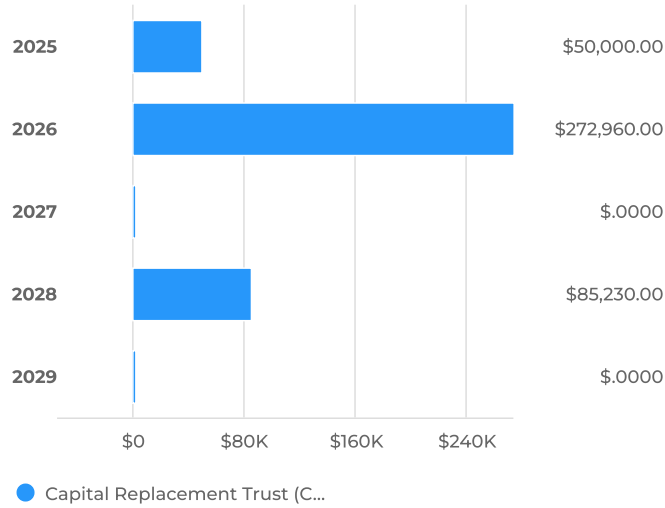
Capital Cost	FY2025	FY2026	FY2028	Total
2024 Solar Array Repairs & Replacement	\$50,000			\$50,000
2024 Doors - Entrance - Phase 1 & 2		\$14,000		\$14,000
2024 Alarm System Upgrade		\$20,000		\$20,000
2025 Doors - Entrance - Phase 3		\$7,210		\$7,210
2025 Telephone & Security Systems		\$231,750		\$231,750
2027 Ceiling Fiberboard Panels			\$52,450	\$52,450
2027 Doors - Overhead Sectional			\$32,780	\$32,780
<b>Total</b>	<b>\$50,000</b>	<b>\$272,960</b>	<b>\$85,230</b>	<b>\$408,190</b>



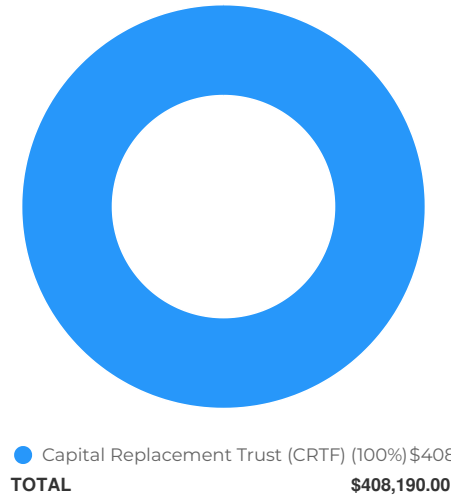
## Funding Sources

FY2025 Budget **\$50,000**      Total Budget (all years) **\$408.19K**      Project Total **\$408.19K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Replacement Trust (CRTF)	\$50,000	\$272,960	\$0	\$85,230	\$0	\$408,190
<b>Total</b>	<b>\$50,000</b>	<b>\$272,960</b>	<b>\$0</b>	<b>\$85,230</b>	<b>\$0</b>	<b>\$408,190</b>

# 222 Maintenance Road - Capital Repairs

## Overview

Request Owner	Dawn Parks, Finance Director
Department	Administration
Type	Capital Improvement
Project Number	CRTF3

## Description

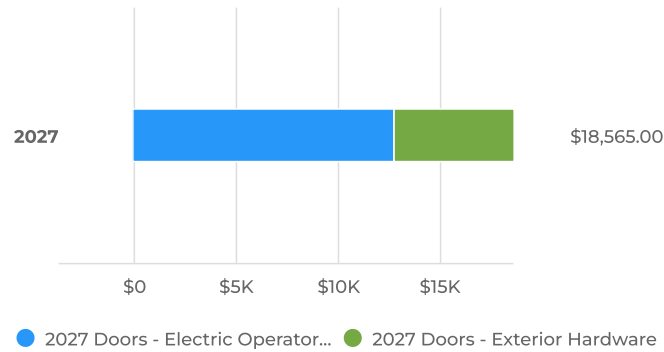
The repairs and maintenance are based on the 2024 Reserve Study for 222 Maintenance Road. The reserve study identifies out-yearly costs of known and recurring infrastructure needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF). The fiscal year items are intended to be funded accordingly from the CRTF. The Reserve Study assumed an annual inflation rate of 3%.

The year noted in front of the items below refer to the calendar year when the repair or replacement was scheduled for the 2024 Reserve Study.

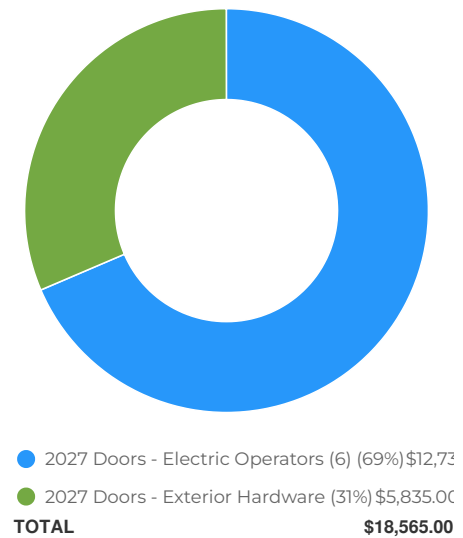
## Capital Cost

Total Budget (all years)	Project Total
<b>\$18.565K</b>	<b>\$18.565K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2027	Total
2027 Doors - Electric Operators (6)	\$12,730	\$12,730
2027 Doors - Exterior Hardware	\$5,835	\$5,835
<b>Total</b>	<b>\$18,565</b>	<b>\$18,565</b>



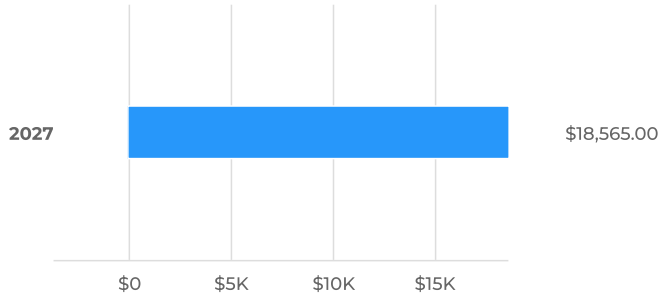


## Funding Sources

Total Budget (all years)  
**\$18.565K**

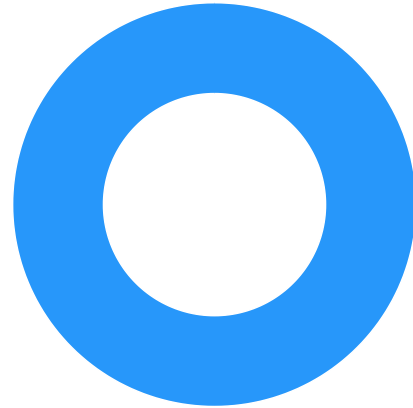
Project Total  
**\$18.565K**

Funding Sources by Year



● Capital Replacement Trust (C...

Funding Sources for Budgeted Years



● Capital Replacement Trust (CRTF) (100%) \$18,565.00  
**TOTAL \$18,565.00**

### Funding Sources Breakdown

Funding Sources	FY2027	Total
Capital Replacement Trust (CRTF)	\$18,565	\$18,565
<b>Total</b>	<b>\$18,565</b>	<b>\$18,565</b>



# 32 West Avenue (Community Center) - Capital Repairs

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## Overview

Request Owner	Dawn Parks
Department	Administration
Type	Capital Improvement
Project Number	CRTF1

---

## Description

The repairs and maintenance are based on the 2024 Reserve Study for 32 West Avenue Community Center. The reserve study identifies out-yearly costs of known and recurring infrastructure needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF). The fiscal year items are intended to be funded accordingly from the CRTF. The Reserve Study assumed an annual inflation rate of 3%.

The year noted in front of the items below refer to the calendar year when the repair or replacement was scheduled for the 2024 Reserve Study.

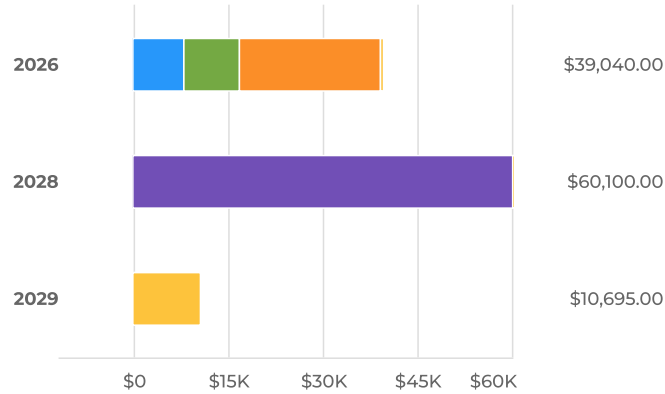


## Capital Cost

Total Budget (all years)  
**\$109.835K**

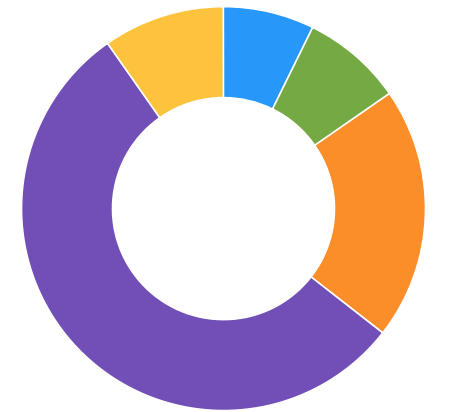
Project Total  
**\$109.835K**

Capital Cost by Year



- 2024 HVAC- Split System - Uni...
- 2025 Doors - Fiberglass
- 2025 Roofs - Composite Shing...
- 2027 Generator
- 2028 HVAC - Split System - Un...

Capital Cost for Budgeted Years



- 2024 HVAC- Split System - Unit 1 (7%) \$8,000.00
- 2025 Doors - Fiberglass (8%) \$8,860.00
- 2025 Roofs - Composite Shingle (20%) \$22,180.00
- 2027 Generator (55%) \$60,100.00
- 2028 HVAC - Split System - Unit 2 (10%) \$10,695.00
- TOTAL** **\$109,835.00**

### Capital Cost Breakdown

Capital Cost	FY2026	FY2028	FY2029	Total
2024 HVAC- Split System - Unit 1	\$8,000			\$8,000
2025 Doors - Fiberglass	\$8,860			\$8,860
2025 Roofs - Composite Shingle	\$22,180			\$22,180
2027 Generator		\$60,100		\$60,100
2028 HVAC - Split System - Unit 2			\$10,695	\$10,695
<b>Total</b>	<b>\$39,040</b>	<b>\$60,100</b>	<b>\$10,695</b>	<b>\$109,835</b>

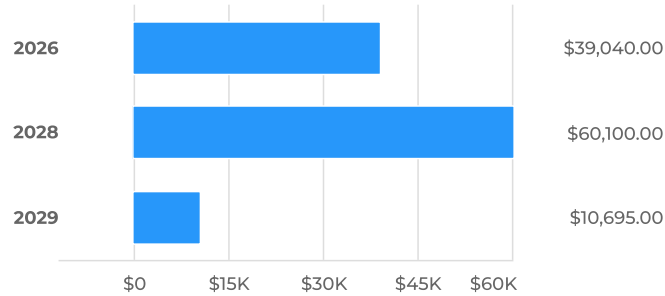


## Funding Sources

Total Budget (all years)  
**\$109.835K**

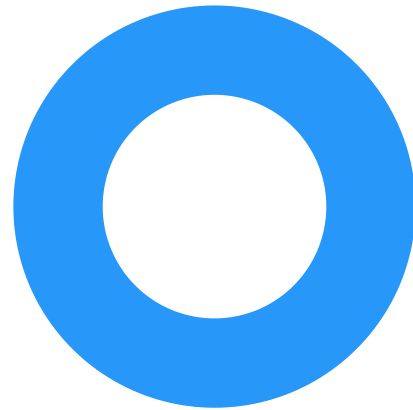
Project Total  
**\$109.835K**

Funding Sources by Year



● Capital Replacement Trust (C...

Funding Sources for Budgeted Years



● Capital Replacement Trust (CRTF) (100%) \$109,835.00  
**TOTAL \$109,835.00**

### Funding Sources Breakdown

Funding Sources	FY2026	FY2028	FY2029	Total
Capital Replacement Trust (CRTF)	\$39,040	\$60,100	\$10,695	\$109,835
<b>Total</b>	<b>\$39,040</b>	<b>\$60,100</b>	<b>\$10,695</b>	<b>\$109,835</b>

## 8 Oakwood Avenue Parking Lot (John West Park)

---

### Overview

Request Owner	Dawn Parks
Department	Administration
Type	Capital Improvement
Project Number	GA2

---

### Description

Land acquisition of 8 Oakwood Avenue with the intent of adding additional parking adjacent to John West Park.

Funding of \$89,950 from Delaware's Outdoor Recreation Parks and Trail grant was awarded to be used towards the purchase, along with \$89,950 from the 2023 State Bond Bill for the purchase of Open Space. The Council approved the remaining funding for the purchase and construction from ARPA, American Rescue Plan Act, in the amount of \$435,100.

**Prior appropriations through FY2024: \$620,158**

**Estimated Total Project Cost: \$620,158**

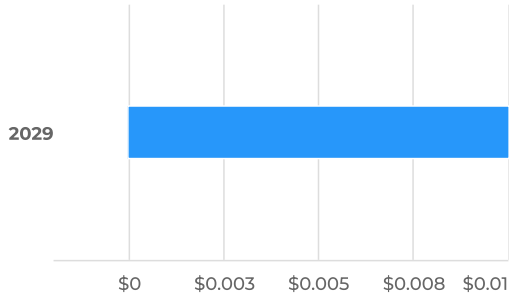


## Capital Cost

Total Budget (all years)  
**\$0.01**

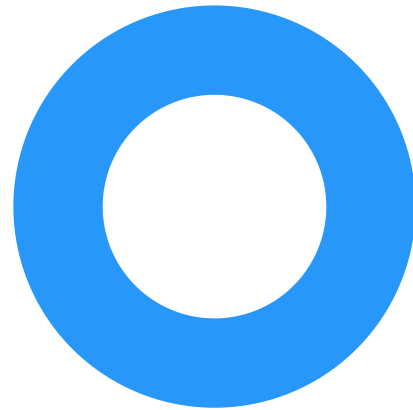
Project Total  
**\$0.01**

Capital Cost by Year



● Engineering

Capital Cost for Budgeted Years



● Engineering (100%)

**TOTAL**

\$0.01

**\$0.01**

### Capital Cost Breakdown

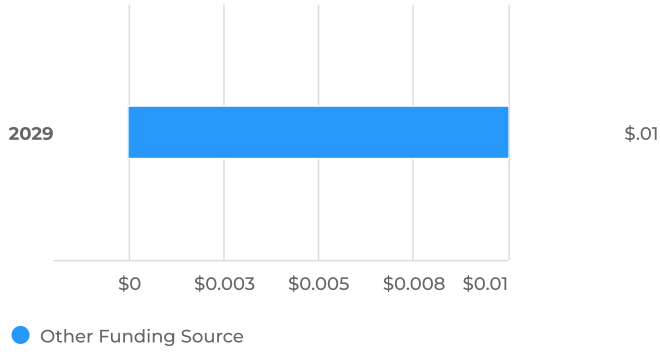
Capital Cost	FY2029	Total
Engineering	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

## Funding Sources

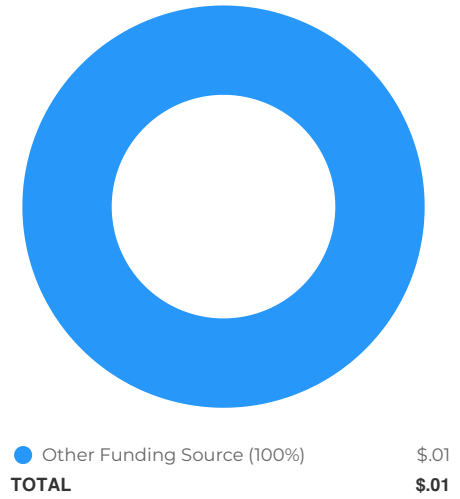
Total Budget (all years)  
**\$0.01**

Project Total  
**\$0.01**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2029	Total
Other Funding Source	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

# Berzin's Natural Area and Park

## Overview

Request Owner	Dawn Parks
Department	Administration
Type	Capital Improvement
Project Number	GAI

## Description

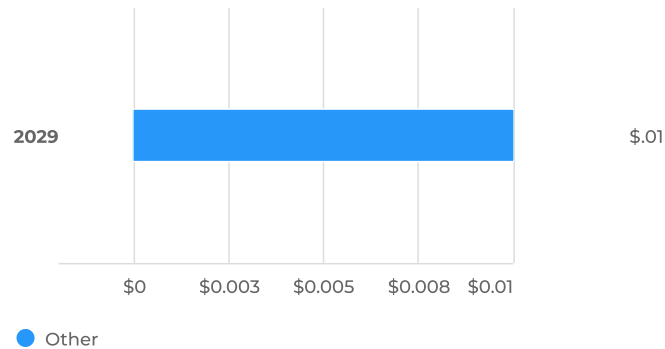
The Town purchased property at the corner of Muddy Neck Road and Double Bridges Road using grant funds in FY23. Plans are now being developed for Berzin's Natural Area and Park, complete with walking trails and scenic boardwalk overlooks.

The Town has been awarded \$60K from the Delaware Outdoor Recreation Parks & Trail grant and a Transportation Alternatives Program (TAP) grant for project design not to exceed \$437,103 with a Town match of \$109,275. Any additional cost will be shared at 80% DelDOT and 20% Town of Ocean View. ARPA, American Rescue Plan Act, funds were used towards the purchase, Town match and design engineering consultants in the amount of \$354,569.

## Capital Cost

Total Budget (all years)	Project Total
<b>\$0.01</b>	<b>\$0.01</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2029	Total
Other	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>



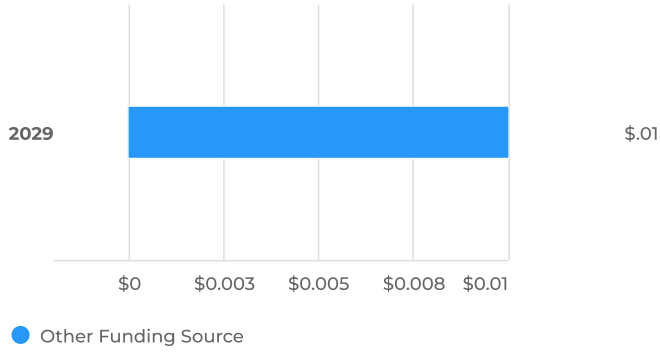


## Funding Sources

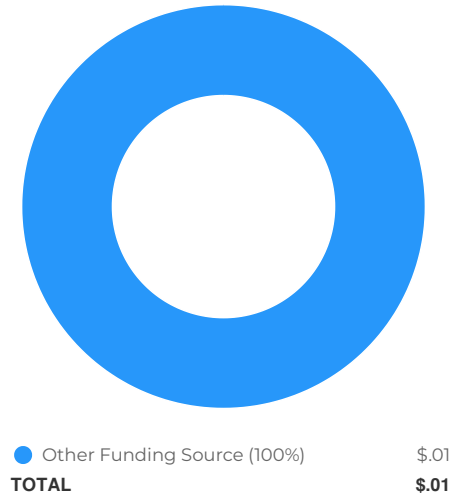
Total Budget (all years)  
**\$0.01**

Project Total  
**\$0.01**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2029	Total
Other Funding Source	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

# John West Park - Capital Repairs

---

## Overview

Request Owner	Dawn Parks
Department	Administration
Type	Capital Improvement
Project Number	CRTF4

---

## Description

The repairs and maintenance are based on the 2024 Reserve Study for John West Park. The reserve study identifies out-yearly costs of known and recurring infrastructure needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF). The fiscal year items are intended to be funded accordingly from the CRTF. The Reserve Study assumed an annual inflation rate of 3%.

Playground Equipment was originally scheduled for FY2024 with funding from the following:

FY21	\$ 60,000 (\$59,850 remaining)
FY22	\$ 80,000 (\$30,861 remaining)
FY23	\$ 71,500
FY24	\$287,790 (\$57,350 CRTF & \$287,790 ARPA)

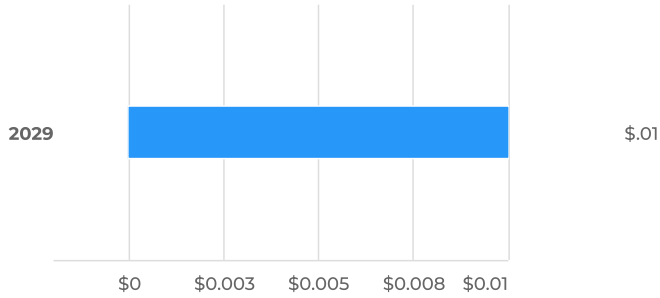
With the purchase of 8 Oakwood Avenue in the Fall of 2023, the Council approved the ARPA, American Rescue Plan Act, funding originally scheduled for playground equipment to be used towards the purchase and parking lot construction. The remaining CRTF funding is still available with additional funding noted in the Reserve Study starting in FY2030.

## Capital Cost

Total Budget (all years)  
**\$0.01**

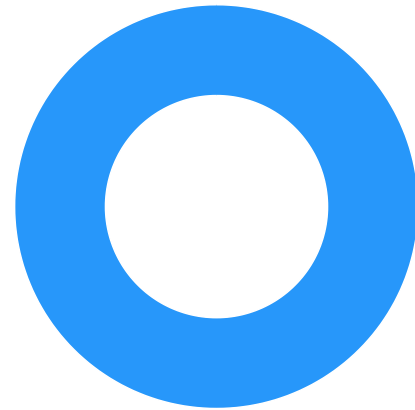
Project Total  
**\$0.01**

Capital Cost by Year



● Playground Equipment

Capital Cost for Budgeted Years



● Playground Equipment (100%) \$0.01  
**TOTAL \$0.01**

### Capital Cost Breakdown

Capital Cost	FY2029	Total
Playground Equipment	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

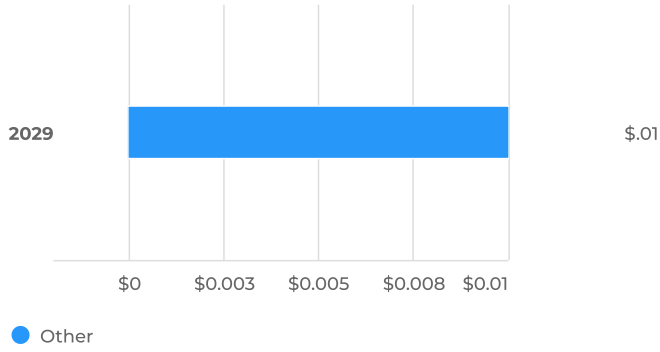


## Funding Sources

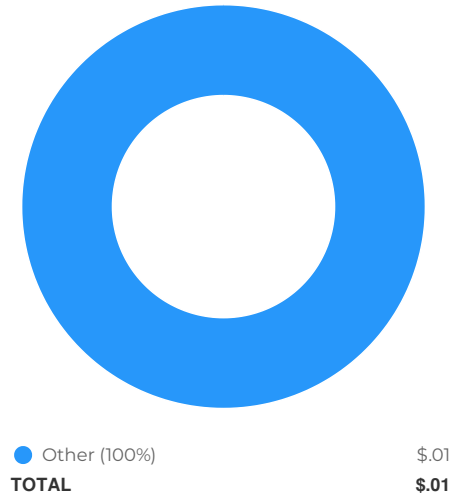
Total Budget (all years)  
**\$0.01**

Project Total  
**\$0.01**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2029	Total
Other	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

# Vehicle Replacement

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## Overview

Request Owner	Dawn Parks, Finance Director
Department	Administration
Type	Capital Equipment
Project Number	CRTF5

---

## Description

The repairs and maintenance are based on the 2024 Reserve Study for Vehicle replacement (other than Public Safety vehicles). The reserve study identifies out-yearly costs of known and recurring needs. This detail is then used to assist in determining the funding allocated for/sent to the Capital Reserve Trust Fund (CRTF). The fiscal year items are intended to be funded accordingly from the CRTF. The Reserve Study assumed an annual inflation rate of 3%.

The year noted in front of the items below refer to the calendar year when the repair or replacement was scheduled for the 2024 Reserve Study.

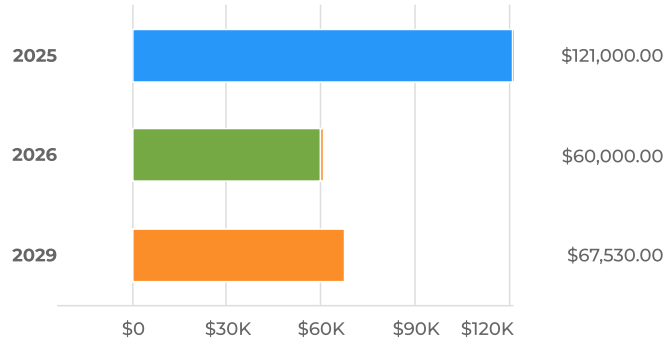
## Capital Cost

FY2025 Budget  
**\$121,000**

Total Budget (all years)  
**\$248.53K**

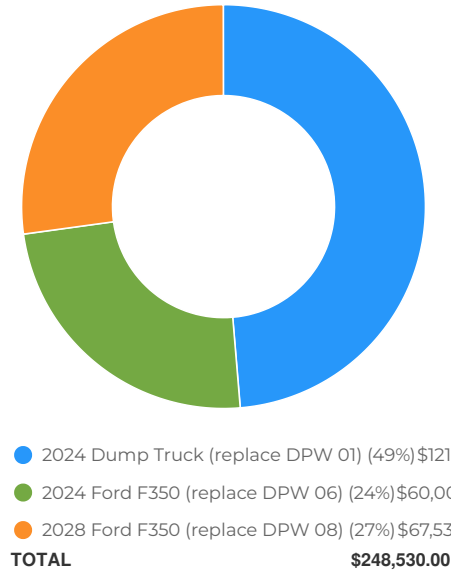
Project Total  
**\$248.53K**

Capital Cost by Year



- 2024 Dump Truck (replace DP...
- 2024 Ford F350 (replace DPW ...
- 2028 Ford F350 (replace DPW ...

Capital Cost for Budgeted Years



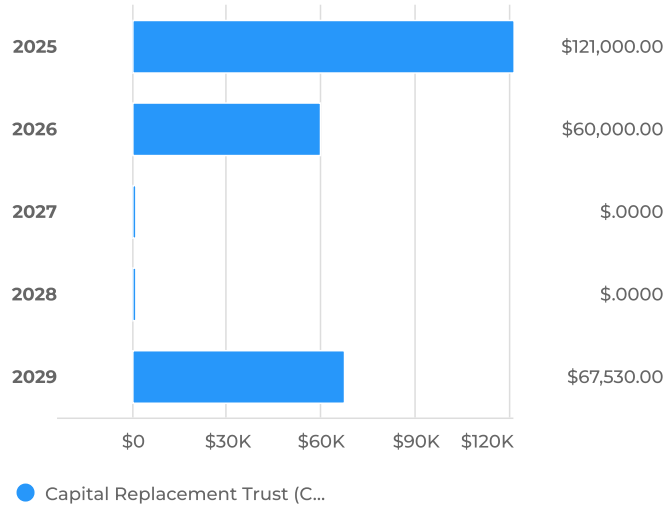
Capital Cost Breakdown				
Capital Cost	FY2025	FY2026	FY2029	Total
2024 Dump Truck (replace DPW 01)	\$121,000			\$121,000
2024 Ford F350 (replace DPW 06)		\$60,000		\$60,000
2028 Ford F350 (replace DPW 08)			\$67,530	\$67,530
<b>Total</b>	<b>\$121,000</b>	<b>\$60,000</b>	<b>\$67,530</b>	<b>\$248,530</b>



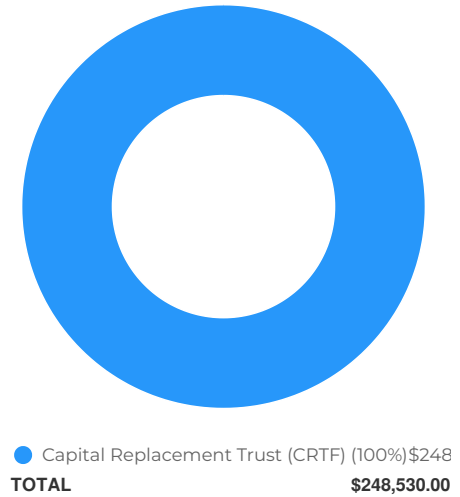
## Funding Sources

FY2025 Budget **\$121,000**      Total Budget (all years) **\$248.53K**      Project Total **\$248.53K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Replacement Trust (CRTF)	\$121,000	\$60,000	\$0	\$0	\$67,530	\$248,530
<b>Total</b>	<b>\$121,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,530</b>	<b>\$248,530</b>

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# DPW REQUESTS

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# Mosquito Sprayer

## Overview

Request Owner	Dawn Parks
Department	DPW
Type	Other
Project Number	DPW2

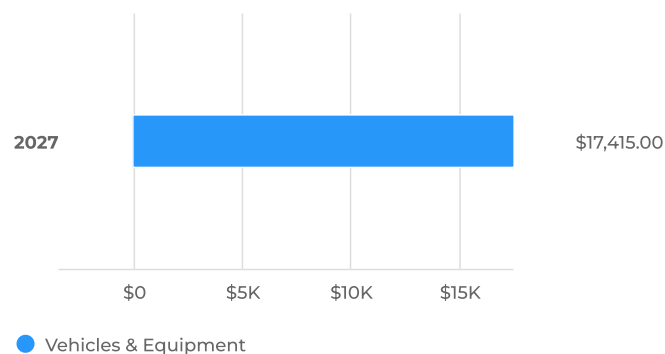
## Description

Replacement of Mosquito Sprayer. Each sprayer has a 5-year life span. The oldest will be used as a reserve sprayer.

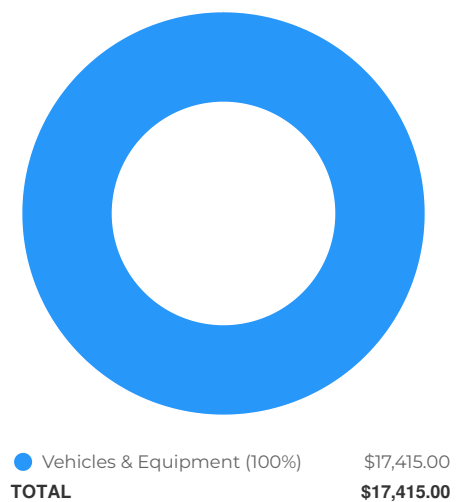
## Capital Cost

Total Budget (all years)	Project Total
<b>\$17.415K</b>	<b>\$17.415K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



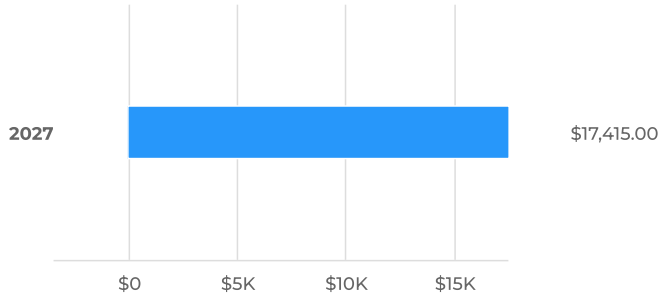
Capital Cost Breakdown		
Capital Cost	FY2027	Total
Vehicles & Equipment	\$17,415	\$17,415
<b>Total</b>	<b>\$17,415</b>	<b>\$17,415</b>

## Funding Sources

Total Budget (all years)  
**\$17.415K**

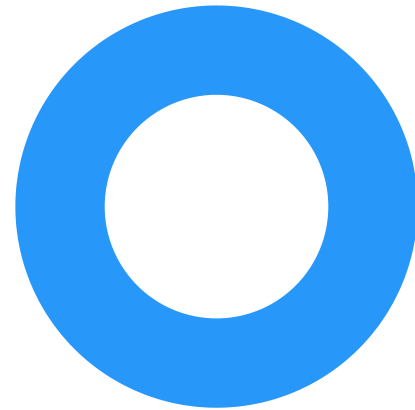
Project Total  
**\$17.415K**

Funding Sources by Year



● General Fund "Pay-Go"

Funding Sources for Budgeted Years



● General Fund "Pay-Go" (100%) \$17,415.00  
**TOTAL \$17,415.00**

### Funding Sources Breakdown

Funding Sources	FY2027	Total
General Fund "Pay-Go"	\$17,415	\$17,415
<b>Total</b>	<b>\$17,415</b>	<b>\$17,415</b>



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# **PLANNING & ZONING REQUESTS**

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# Betts Avenue Drainage & Roadway

## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ23

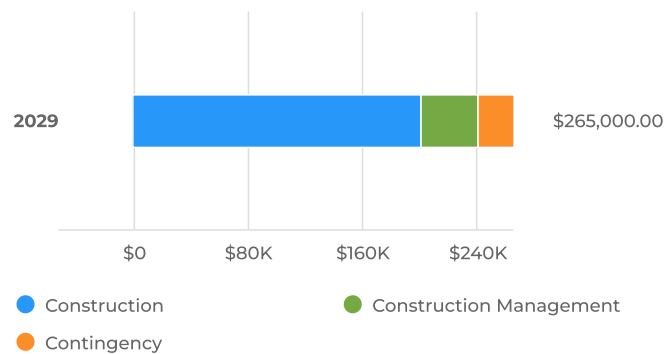
## Description

Originally part of the PZ20, Phase IV Sidewalks project. This section of drainage and roadway improvements has been pushed to FY2029.

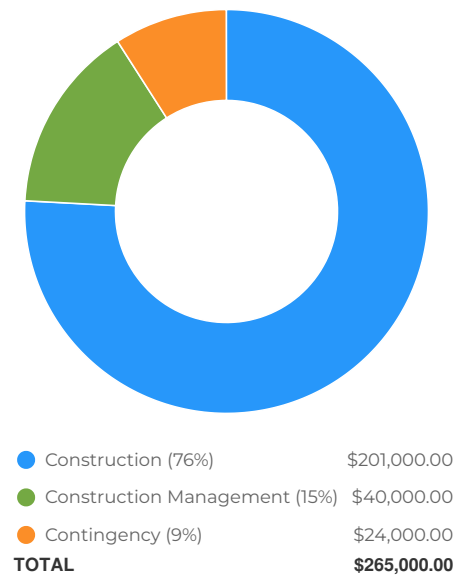
## Capital Cost

Total Budget (all years)	Project Total
<b>\$265K</b>	<b>\$265K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2029	Total
Construction	\$201,000	\$201,000
Construction Management	\$40,000	\$40,000
Contingency	\$24,000	\$24,000
<b>Total</b>	<b>\$265,000</b>	<b>\$265,000</b>

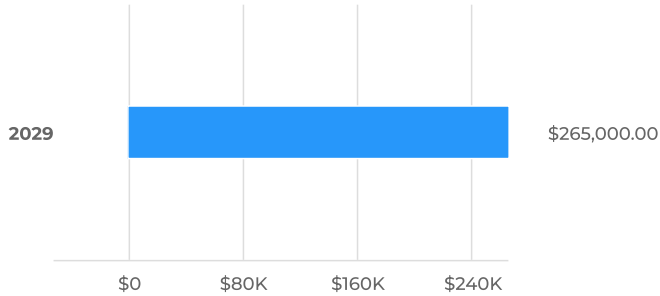


## Funding Sources

Total Budget (all years)  
**\$265K**

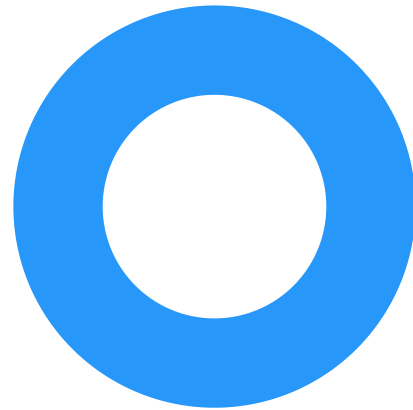
Project Total  
**\$265K**

Funding Sources by Year



● Street Repair/Replacement TF...

Funding Sources for Budgeted Years



● Street Repair/Replacement TF (SRRTF) (100%)  
**TOTAL \$265,000.00**

### Funding Sources Breakdown

Funding Sources	FY2029	Total
Street Repair/Replacement TF (SRRTF)	\$265,000	\$265,000
<b>Total</b>	<b>\$265,000</b>	<b>\$265,000</b>

# Eastgate Boulevard Pipe Replacement

## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ11

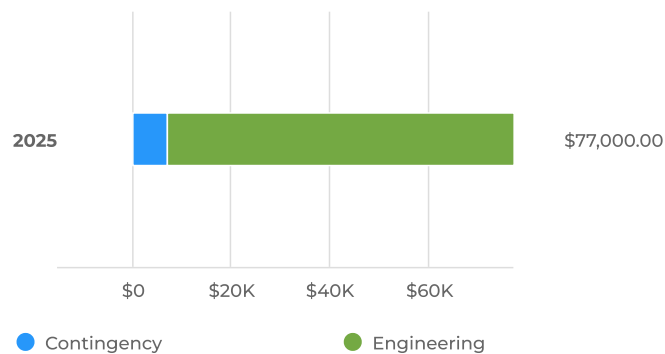
## Description

New project to replace the existing asphalt coated corrugated pipe under Eastgate Boulevard in Avon Park. The project will include additional pipe installation along the ditch behind 1 Avon Park Boulevard through 9 Avon Park Boulevard as well as ditch maintenance behind 1 Middleton Court through 7 Middleton Court in the Wedgefield Community. Engineering costs only for FY2025, with the project costs being updated in FY2026 once determined.

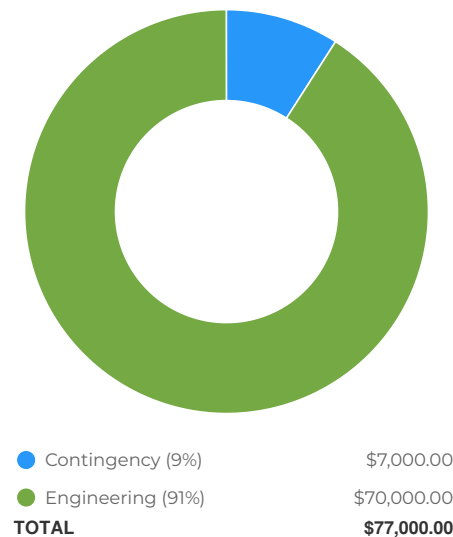
## Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
<b>\$77,000</b>	<b>\$77K</b>	<b>\$77K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Engineering	\$70,000	\$70,000
Contingency	\$7,000	\$7,000
<b>Total</b>	<b>\$77,000</b>	<b>\$77,000</b>

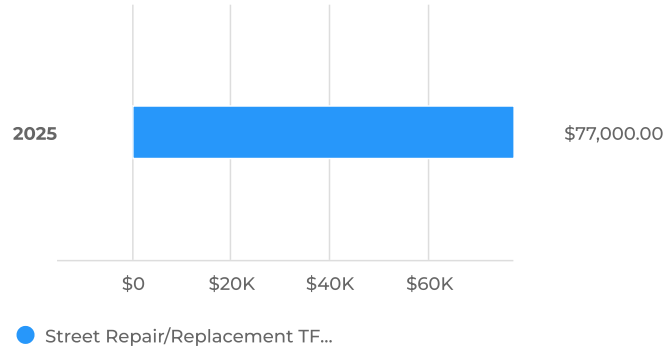
## Funding Sources

FY2025 Budget  
**\$77,000**

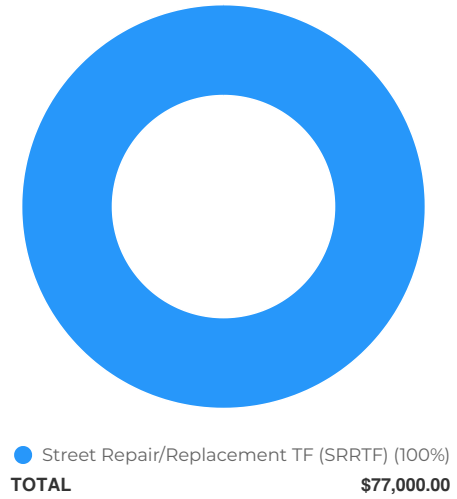
Total Budget (all years)  
**\$77K**

Project Total  
**\$77K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
Street Repair/Replacement TF (SRRTF)	\$77,000	\$77,000
<b>Total</b>	<b>\$77,000</b>	<b>\$77,000</b>



# Hunter's Run Pipe Replacement

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## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ10

---

## Description

Repair void in existing asphalt coated pipe under Alley #7. Once completed, the roadway will be resurfaced. The funding for the resurfacing is budgeted in the Operating Street Repair and Replacement as noted in Section 1: Budget Overview, Street Repair & Improvements - Rehabilitation Projects.

**Prior appropriation through FY2024: \$49,500**

**Estimated Total Project Cost: \$462,000**





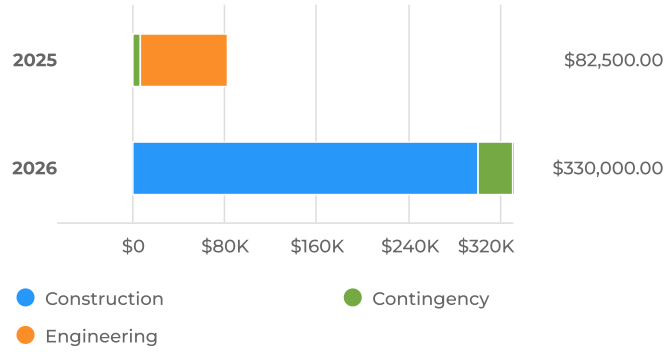
## Capital Cost

FY2025 Budget  
**\$82,500**

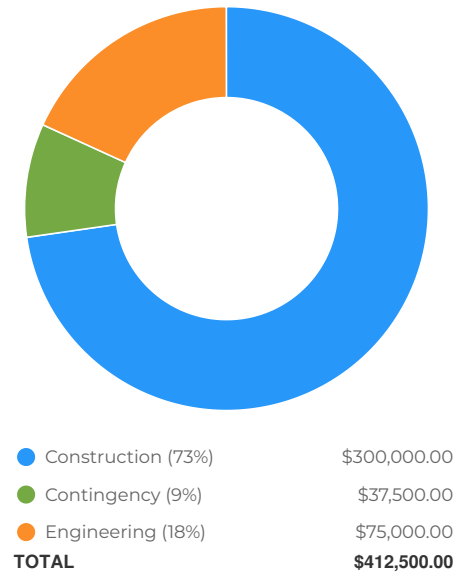
Total Budget (all years)  
**\$412.5K**

Project Total  
**\$412.5K**

Capital Cost by Year



Capital Cost for Budgeted Years



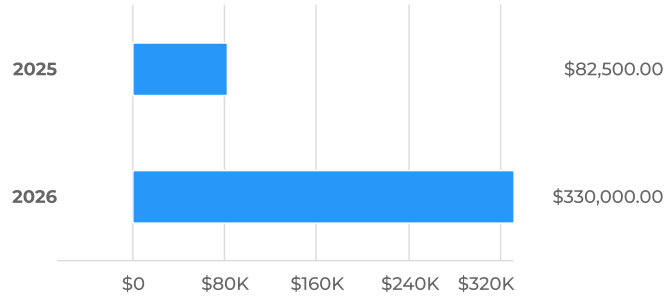
### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Engineering	\$75,000		\$75,000
Construction		\$300,000	\$300,000
Contingency	\$7,500	\$30,000	\$37,500
<b>Total</b>	<b>\$82,500</b>	<b>\$330,000</b>	<b>\$412,500</b>

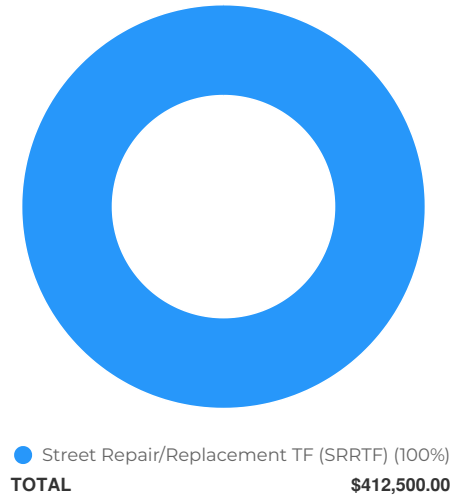
## Funding Sources

FY2025 Budget **\$82,500**      Total Budget (all years) **\$412.5K**      Project Total **\$412.5K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
Street Repair/Replacement TF (SRRTF)	\$82,500	\$330,000	\$412,500
<b>Total</b>	<b>\$82,500</b>	<b>\$330,000</b>	<b>\$412,500</b>



# Oakwood Avenue Drainage

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## Overview

Request Owner	Dawn Parks, Finance Director
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ13

---

## Description

Improvements to Oakwood Avenue adjacent to John West Park.

With the assistance of professional consultants funded through the Planning Support Services (project PZ16), the Town submitted and anticipates to be awarded a FEMA (Federal Emergency Management Agency) in the amount of \$128,150 with a \$41,000 commitment from the Town of Ocean View.



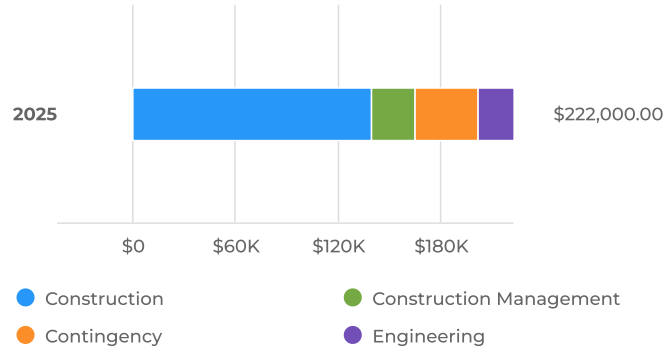
## Capital Cost

FY2025 Budget  
**\$222,000**

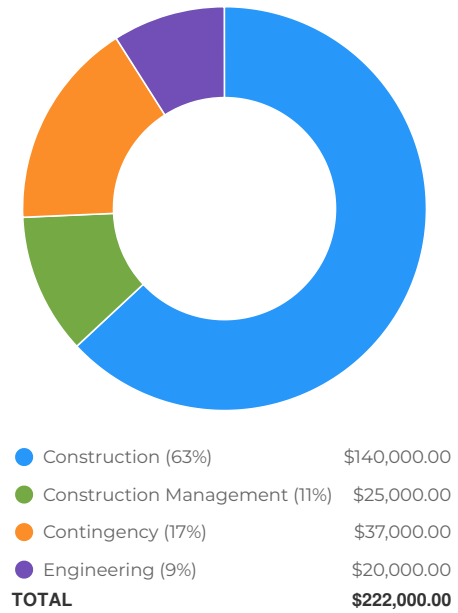
Total Budget (all years)  
**\$222K**

Project Total  
**\$222K**

Capital Cost by Year



Capital Cost for Budgeted Years



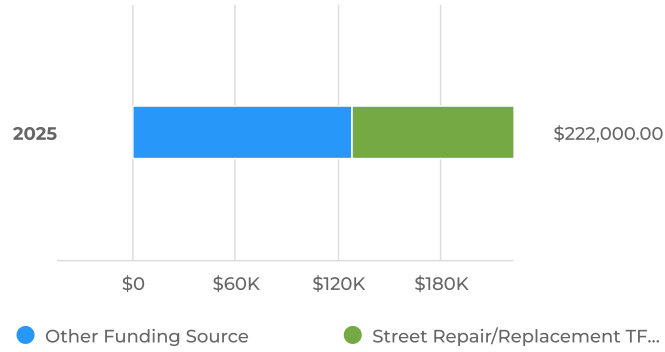
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Engineering	\$20,000	\$20,000
Construction	\$140,000	\$140,000
Construction Management	\$25,000	\$25,000
Contingency	\$37,000	\$37,000
<b>Total</b>	<b>\$222,000</b>	<b>\$222,000</b>



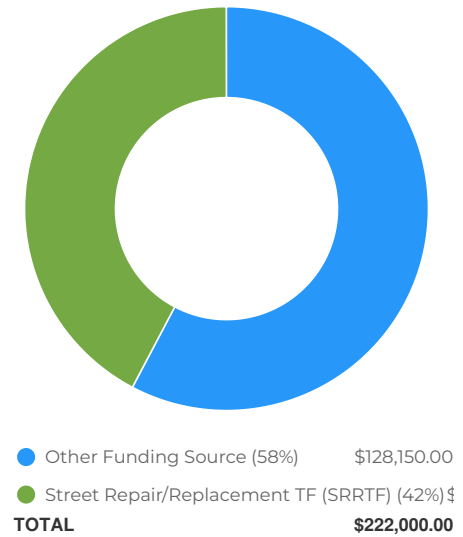
## Funding Sources

FY2025 Budget **\$222,000**      Total Budget (all years) **\$222K**      Project Total **\$222K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
Street Repair/Replacement TF (SRRTF)	\$93,850	\$93,850
Other Funding Source	\$128,150	\$128,150
<b>Total</b>	<b>\$222,000</b>	<b>\$222,000</b>

# Phase IV Sidewalks (West Avenue)

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## Overview

Request Owner	Dawn Parks, Finance Director
Department	Planning & Zoning
Type	Other
Project Number	PZ20

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## Description

The Phase 4 sidewalk connectivity project will provide a safe path along West Avenue from Osprey Lane to the Assawoman Canal Trail via Central Avenue.

**Prior appropriations through FY2024: \$148,500**

**Estimated Total Project Costs: \$1,884,000 (\$797,500 scheduled for FY2030)**



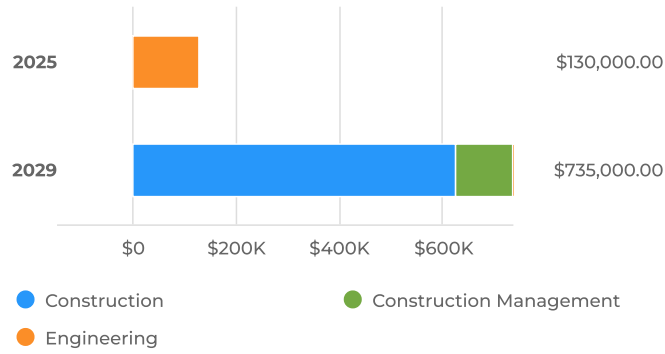
## Capital Cost

FY2025 Budget  
**\$130,000**

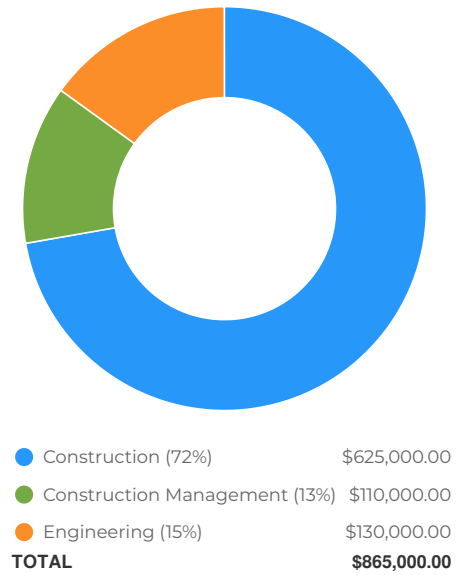
Total Budget (all years)  
**\$865K**

Project Total  
**\$865K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2025	FY2029	Total
Engineering	\$130,000		\$130,000
Construction		\$625,000	\$625,000
Construction Management		\$110,000	\$110,000
<b>Total</b>	<b>\$130,000</b>	<b>\$735,000</b>	<b>\$865,000</b>

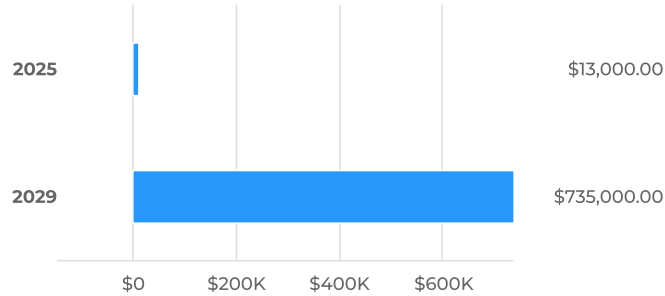
## Funding Sources

FY2025 Budget  
**\$13,000**

Total Budget (all years)  
**\$748K**

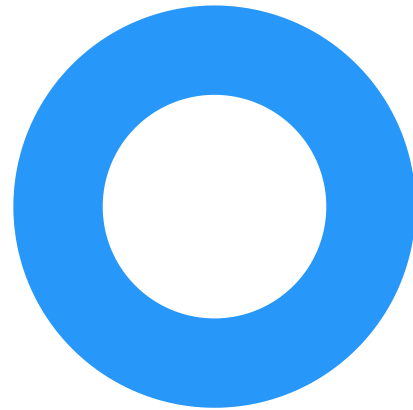
Project Total  
**\$748K**

Funding Sources by Year



● Street Repair/Replacement Tr...

Funding Sources for Budgeted Years



● Street Repair/Replacement Trust (SRRTF) (100%)  
**TOTAL \$748,000.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2029	Total
Street Repair/Replacement Trust (SRRTF)	\$13,000	\$735,000	\$748,000
<b>Total</b>	<b>\$13,000</b>	<b>\$735,000</b>	<b>\$748,000</b>



# Phase V Sidewalks (Woodland Avenue)

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## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ21

---

## Description

The Phase 5 connectivity project will provide safe paths along Woodland Avenue from Hudson Avenue to Daisey Avenue. The design was originally scheduled for FY2025 with construction in FY2026 but was brought forward.

**Prior appropriations through FY2024: \$1,007,500**

**Estimated Total Project Costs: 1,934,595**



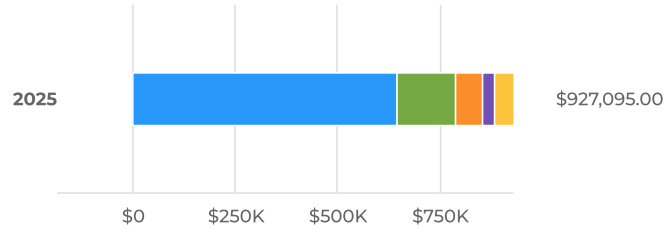
## Capital Cost

FY2025 Budget  
**\$927,095**

Total Budget (all years)  
**\$927.095K**

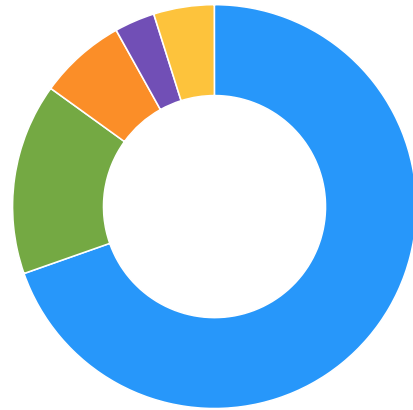
Project Total  
**\$927.095K**

Capital Cost by Year



- Construction
- Construction Management
- Contingency
- Engineering
- Other

Capital Cost for Budgeted Years



- Construction (70%) \$645,530.00
- Construction Management (15%) \$142,000.00
- Contingency (7%) \$64,565.00
- Engineering (3%) \$30,000.00
- Other (5%) \$45,000.00
- TOTAL \$927,095.00**

### Capital Cost Breakdown

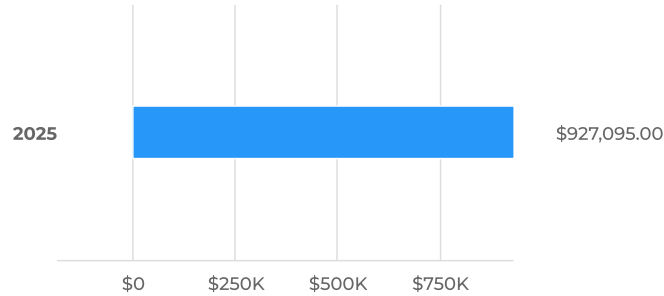
Capital Cost	FY2025	Total
Engineering	\$30,000	\$30,000
Construction	\$645,530	\$645,530
Construction Management	\$142,000	\$142,000
Other	\$45,000	\$45,000
Contingency	\$64,565	\$64,565
<b>Total</b>	<b>\$927,095</b>	<b>\$927,095</b>



## Funding Sources

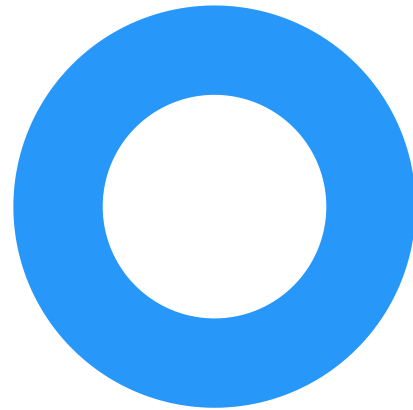
FY2025 Budget **\$927,095**      Total Budget (all years) **\$927.095K**      Project Total **\$927.095K**

Funding Sources by Year



● Street Repair/Replacement TF...

Funding Sources for Budgeted Years



● Street Repair/Replacement TF (SRRTF) (100%)  
**TOTAL \$927,095.00**

### Funding Sources Breakdown

Funding Sources	FY2025	Total
Street Repair/Replacement TF (SRRTF)	\$927,095	\$927,095
<b>Total</b>	<b>\$927,095</b>	<b>\$927,095</b>



# Planning Support Services

## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ16

## Description

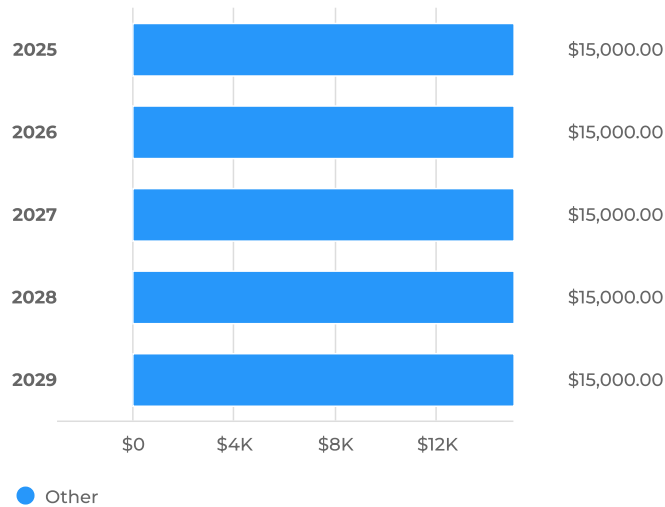
Professional consultant assistance in finding and writing grants for drainage and roadway reconstruction projects, and/or assisting with FEMA and Sussex Conservation District outreach as necessary. This funding is noted as a supplement to staff engagement and outreach efforts.

With the assistance of professional consultants, the Town submitted and was awarded the Transportation Alternatives Program (TAP) grant for the Berzin's Natural Area and Park project and the Woodland / Daisey Avenue reconstruction and drainage improvement project.

## Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
<b>\$15,000</b>	<b>\$75K</b>	<b>\$75K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



## Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Other	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$75,000</b>



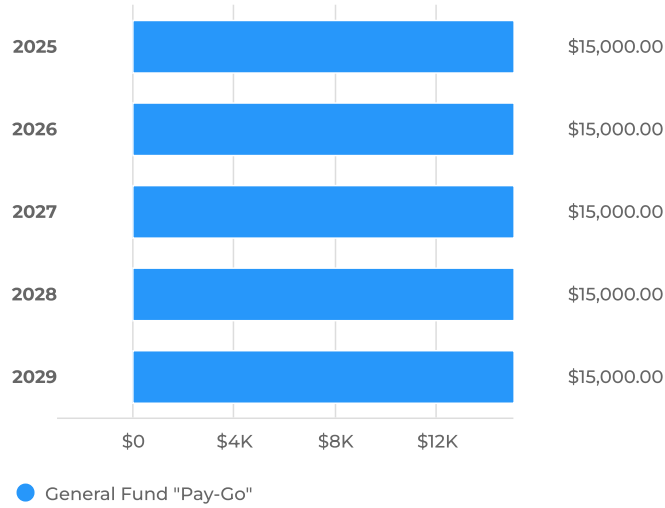
## Funding Sources

FY2025 Budget  
**\$15,000**

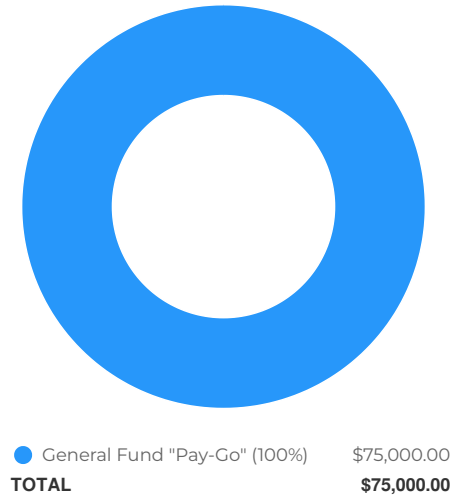
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund "Pay-Go"	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$75,000</b>



# Traffic Analysis

## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Other
Project Number	PZ15

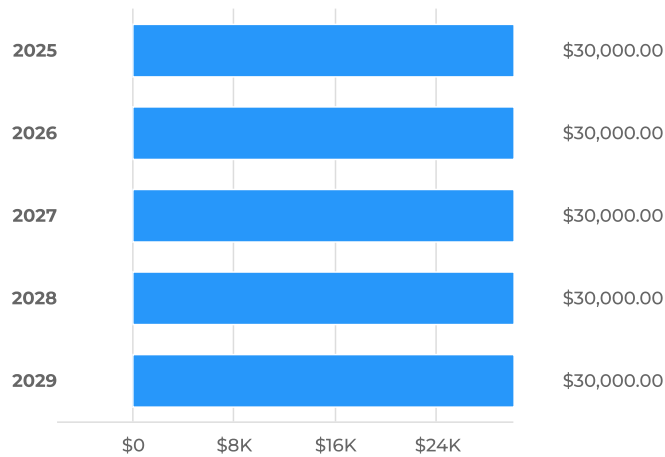
## Description

Miscellaneous Traffic Engineering studies and analysis to address cut through traffic within the Town of Ocean View.

## Capital Cost

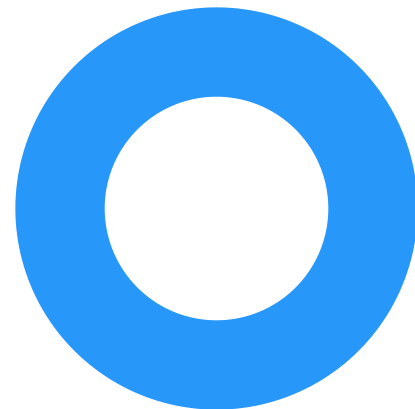
FY2025 Budget	Total Budget (all years)	Project Total
<b>\$30,000</b>	<b>\$150K</b>	<b>\$150K</b>

Capital Cost by Year



● Engineering

Capital Cost for Budgeted Years



● Engineering (100%) \$150,000.00  
**TOTAL \$150,000.00**

## Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Engineering	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$150,000</b>



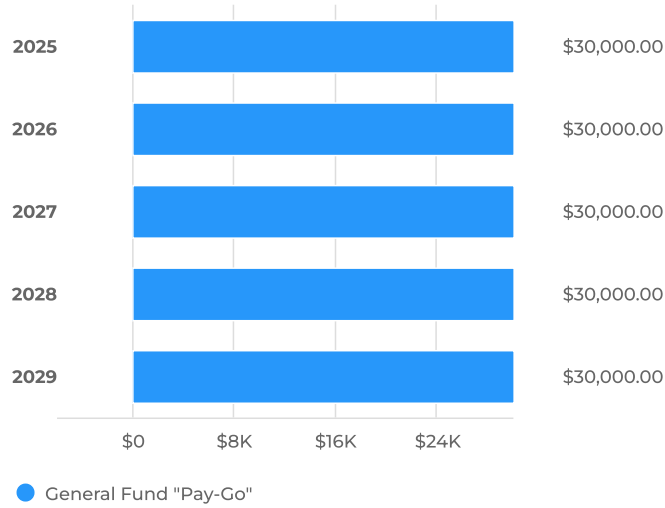
## Funding Sources

FY2025 Budget  
**\$30,000**

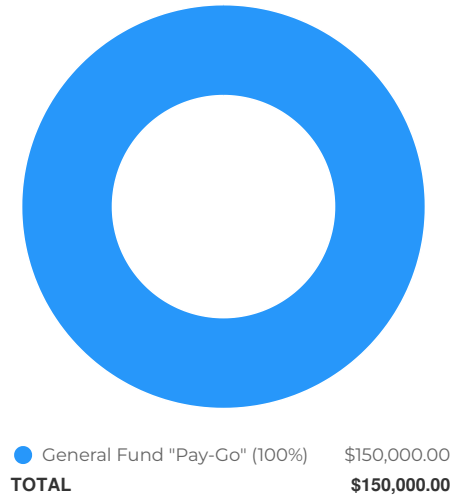
Total Budget (all years)  
**\$150K**

Project Total  
**\$150K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund "Pay-Go"	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$150,000</b>



# Woodland Avenue to Oakwood Avenue via Central Avenue Sidewalks

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## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Other
Project Number	PZ19

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## Description

The Phase 3 sidewalk connectivity project design was originally scheduled for FY2023 with construction scheduled for FY2024 but has been pushed to FY2025.

This is the final segment of our sidewalk connectivity effort. This project will fill in the gaps and will connect Woodland Avenue to John West Park via Central Avenue as well as fill in the gap in sidewalks along Central Avenue, connecting SR 26 to Assowoman Canal Trail.





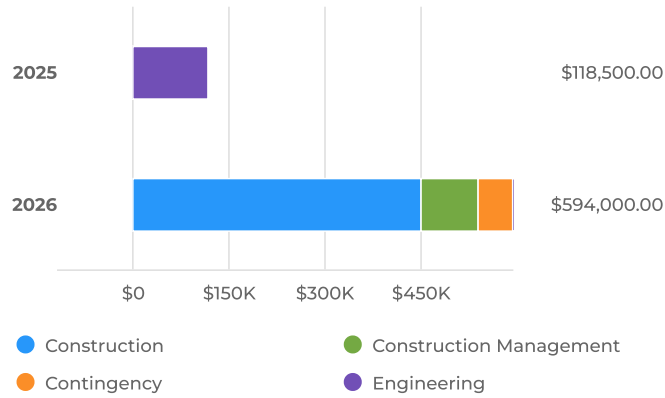
## Capital Cost

FY2025 Budget  
**\$118,500**

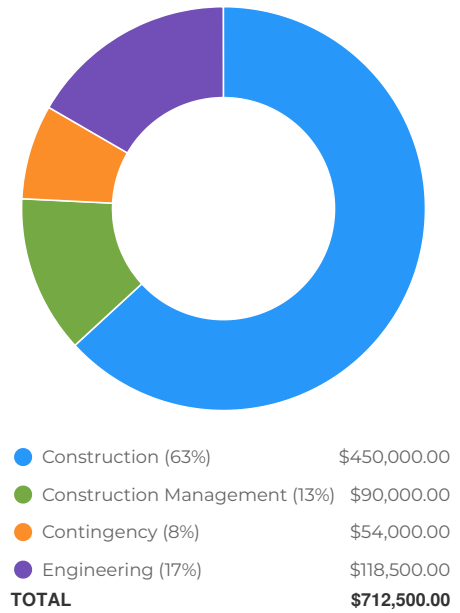
Total Budget (all years)  
**\$712.5K**

Project Total  
**\$712.5K**

Capital Cost by Year



Capital Cost for Budgeted Years

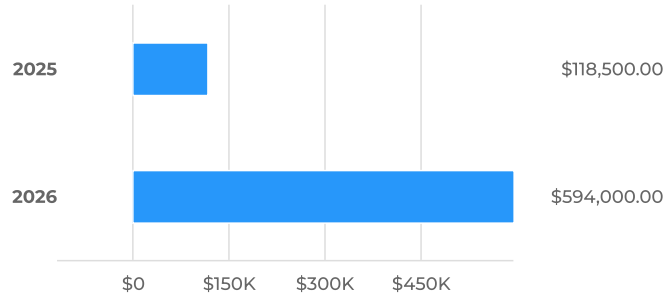


Capital Cost Breakdown			
Capital Cost	FY2025	FY2026	Total
Engineering	\$118,500		\$118,500
Construction		\$450,000	\$450,000
Construction Management		\$90,000	\$90,000
Contingency		\$54,000	\$54,000
<b>Total</b>	<b>\$118,500</b>	<b>\$594,000</b>	<b>\$712,500</b>

## Funding Sources

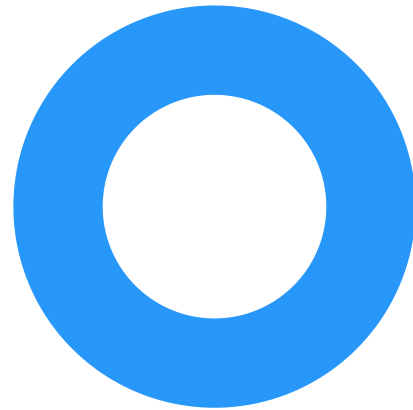
FY2025 Budget **\$118,500**      Total Budget (all years) **\$712.5K**      Project Total **\$712.5K**

Funding Sources by Year



● Street Repair/Replacement Tr...

Funding Sources for Budgeted Years



● Street Repair/Replacement Trust (SRRTF) (100%)  
**TOTAL \$712,500.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
Street Repair/Replacement Trust (SRRTF)	\$118,500	\$594,000	\$712,500
<b>Total</b>	<b>\$118,500</b>	<b>\$594,000</b>	<b>\$712,500</b>



# Woodland Park Phase 2

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## Overview

Request Owner	Dawn Parks
Department	Planning & Zoning
Type	Capital Improvement
Project Number	PZ2

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## Description

Drainage improvements along Woods Circle, Maple Lane and Holly Lane.

**Prior appropriation through FY24: \$100,000**

**Estimated Total Project Cost: \$687,500**



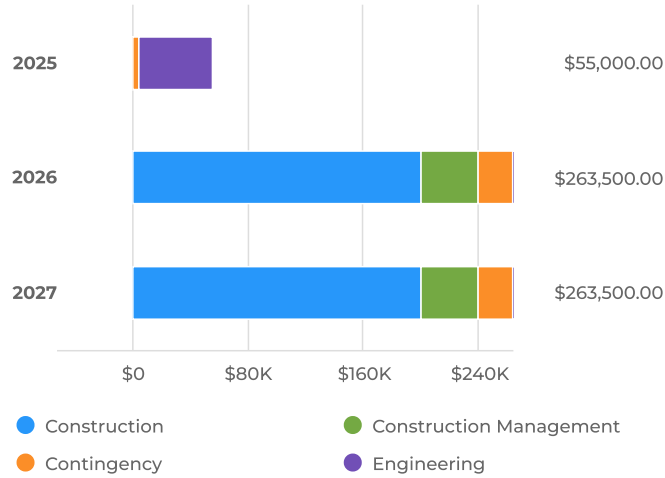
## Capital Cost

FY2025 Budget  
**\$55,000**

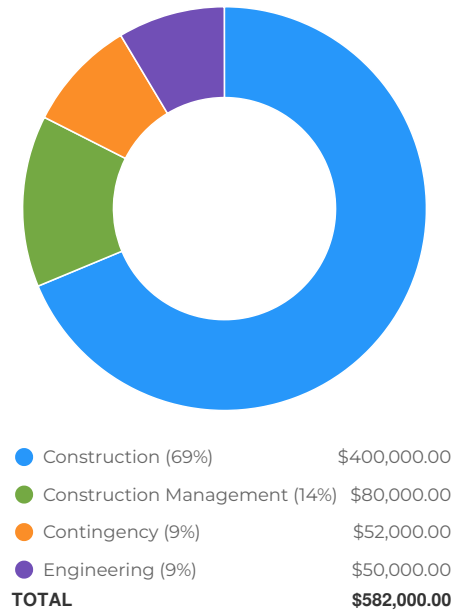
Total Budget (all years)  
**\$582K**

Project Total  
**\$582K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	Total
Engineering	\$50,000			\$50,000
Construction		\$200,000	\$200,000	\$400,000
Construction Management		\$40,000	\$40,000	\$80,000
Contingency	\$5,000	\$23,500	\$23,500	\$52,000
<b>Total</b>	<b>\$55,000</b>	<b>\$263,500</b>	<b>\$263,500</b>	<b>\$582,000</b>



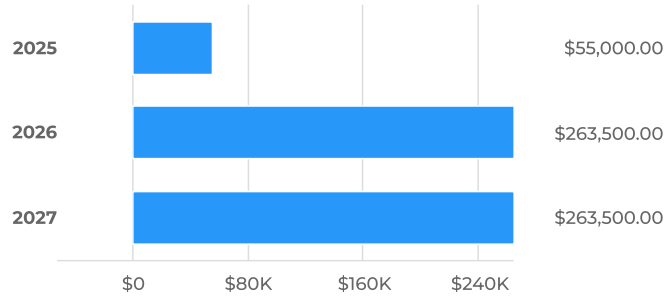
## Funding Sources

FY2025 Budget  
**\$55,000**

Total Budget (all years)  
**\$582K**

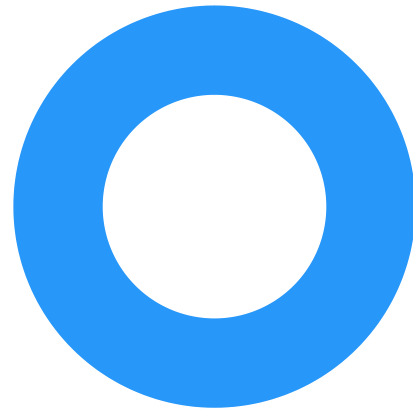
Project Total  
**\$582K**

Funding Sources by Year



● Street Repair/Replacement TF...

Funding Sources for Budgeted Years



● Street Repair/Replacement TF (SRRTF) (100%)

**TOTAL \$582,000.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
Street Repair/Replacement TF (SRRTF)	\$55,000	\$263,500	\$263,500	\$582,000
<b>Total</b>	<b>\$55,000</b>	<b>\$263,500</b>	<b>\$263,500</b>	<b>\$582,000</b>

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# **PUBLIC SAFETY REQUESTS**

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# Evidence Storage Building

## Overview

Request Owner	Dawn Parks
Department	Public Safety
Type	Capital Improvement
Project Number	PS3

## Description

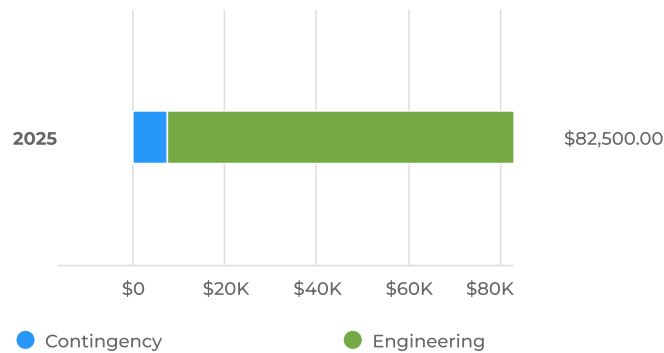
Project to construct a secure evidence storage building related to the arrest and criminal prosecution of individuals or groups of individuals. This project is in the planning phase and will be updated.

Once completed, several line items of the operating budget will be affected, mainly utilities and business insurance.

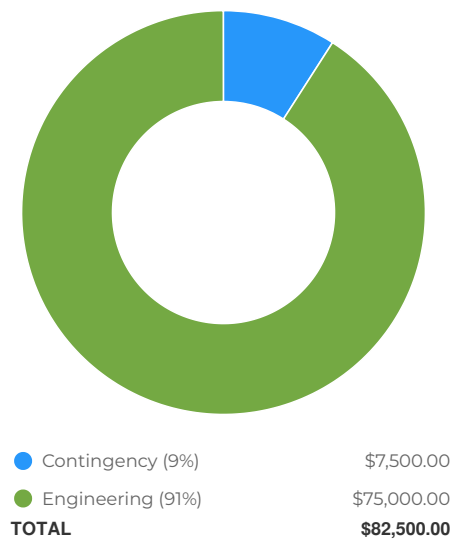
## Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
<b>\$82,500</b>	<b>\$82.5K</b>	<b>\$82.5K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Engineering	\$75,000	\$75,000
Contingency	\$7,500	\$7,500
<b>Total</b>	<b>\$82,500</b>	<b>\$82,500</b>



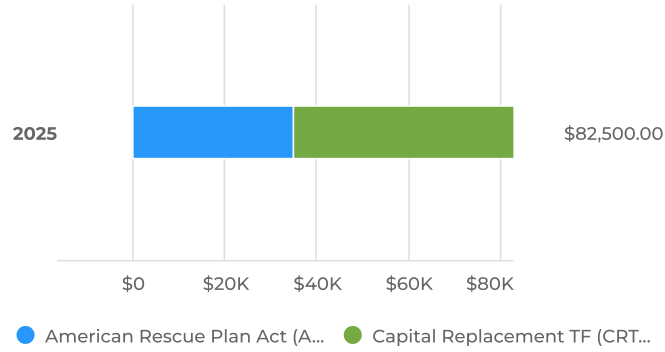
## Funding Sources

FY2025 Budget  
**\$82,500**

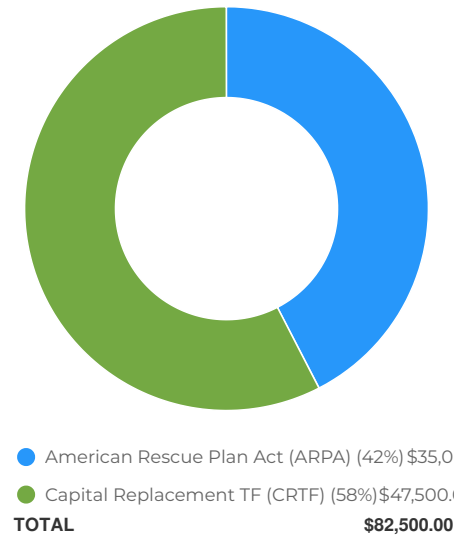
Total Budget (all years)  
**\$82.5K**

Project Total  
**\$82.5K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	Total
Capital Replacement TF (CRTF)	\$47,500	\$47,500
American Rescue Plan Act (ARPA)	\$35,000	\$35,000
<b>Total</b>	<b>\$82,500</b>	<b>\$82,500</b>



# Replacement of Police Vehicles

## Overview

Request Owner	Dawn Parks
Department	Public Safety
Type	Capital Improvement
Project Number	PS1

## Description

The request includes the base price of the vehicles as well as the after-market outfitting. The vehicle will replace P-06 which will become a reserve vehicle. The oldest reserve will then be sold at auction.

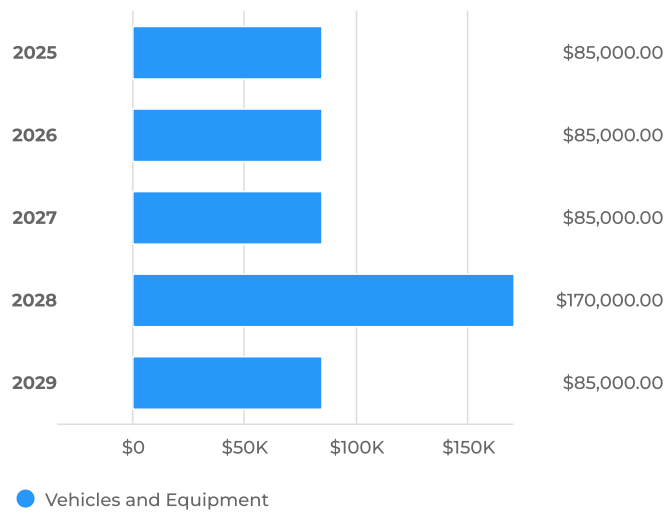
The FY2025 budget consists of the purchase of one (1) police vehicle taking delivery in late FY2025 or early FY2026; one (1) replacement in FY2026, 2027, and 2029 with two (2) scheduled for FY2028. The vehicle will be purchased with \$35K from Sussex County as well as \$50K from the Emergency Services Enhancement Fund (ESEF).

The purchase will have no effect on the Operating Budget since the vehicle is a replacement.

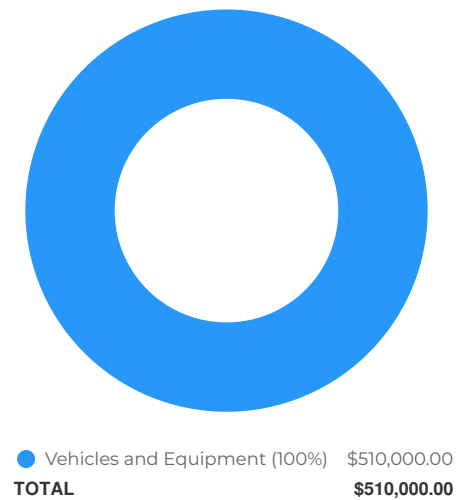
## Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
<b>\$85,000</b>	<b>\$510K</b>	<b>\$510K</b>

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown						
Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Vehicles and Equipment	\$85,000	\$85,000	\$85,000	\$170,000	\$85,000	\$510,000
<b>Total</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$170,000</b>	<b>\$85,000</b>	<b>\$510,000</b>



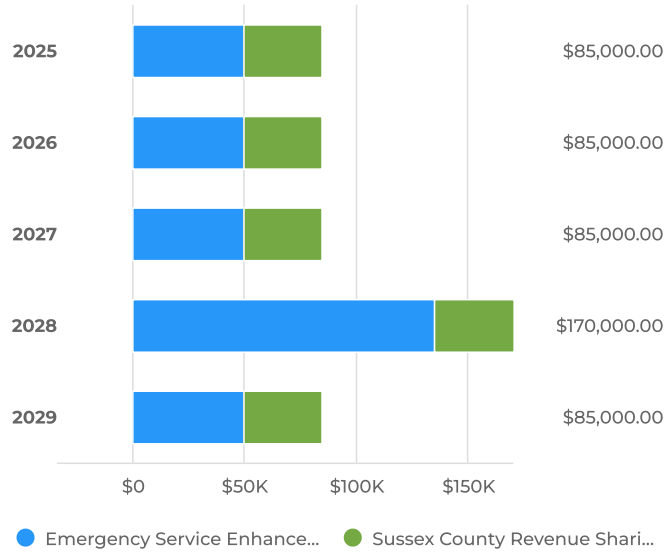
## Funding Sources

FY2025 Budget  
**\$85,000**

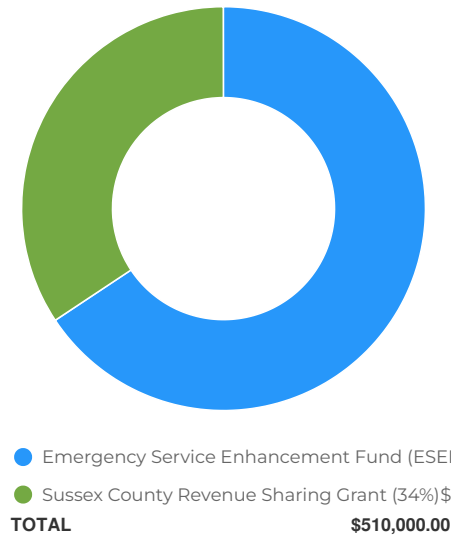
Total Budget (all years)  
**\$510K**

Project Total  
**\$510K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sussex County Revenue Sharing Grant	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Emergency Service Enhancement Fund (ESEF)	\$50,000	\$50,000	\$50,000	\$135,000	\$50,000	\$335,000
<b>Total</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$170,000</b>	<b>\$85,000</b>	<b>\$510,000</b>

## Glossary / Acronyms / Abbreviations

### 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)

**Actuarial:** A statistical calculation performed by actuaries.

**Amortization:** an accounting technique used to periodically lower the book value of a loan or an intangible asset over a period of time.

**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.

**American Rescue Plan Act:** of 2021 provides historic support for state, local and tribal governments to fund the pandemic

**ARPA:** American Rescue Plan Act

**Assessed Value:** A value assigned to real estate or other property as the basis for levying taxes.

**Assessment Rolls:** A database of properties located in the Town of Ocean View that includes the assessed value of those properties.

**Assets:** Resources owned by an entity. Assets have a capacity to provide future services or benefits.

**Audit:** An examination of the Town's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the 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 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.

**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.

**BCBS:** Blue Cross Blue Shield

**Bond:** An indebtedness sold by a governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by for a specific date or dates in the future.

**Bonded Debt:** The total amount owed by the Town as a result of the sale of general obligation or other bonds guaranteed by the Town.

**Bond Issue:** The sale of a certain number of bonds at one time by the Town.

**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, sets the tax rate and appropriates revenues for specified expenditures (purposes, functions, activities, or objectives) during a fiscal year.



## C

**Capital Asset:** Property, plant, equipment, and infrastructure assets.

**Capital Expenditure:** Money spent by the Town 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.

**Capital Reserve Trust Fund:** Funds accumulated that shall only be expended for the repair and replacement of capital assets or improvements determined by a majority of the Town Council and funded by 12.5% of Realty Transfer Tax collected.

**CARES Act:** Coronavirus Aid, Relief and Economic Security Act

**CERT:** Community Emergency Response Team

**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.

**CLUP:** Comprehensive Land Use Plan

**Commercial Paper:** A short-term unsecured promissory note issued by companies

**Comprehensive Land Use Plan:** A long range plan that guides policy and land use decisions.

**Connection Fee:** Fee charged to access a central water system to pay for the infrastructure cost that provided the capacity.

**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.

**COPS grant:** Community Oriented Policy Services grant awarded by the US Department of Justice.

**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.

**CPCN:** Certificate of Public Convenience and Necessity

**CRTF:** Capital Reserve Trust Fund

**CPI\_U:** Consumer Price Index - Urban

**CY:** Calendar Year

## D

**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.

**Defeasance / Defeased:** a bond which, after its issuance, has its outstanding debt collateralized by cash equivalents. The funds are used as collateral are sufficient to meet all payments of principal and interest on the outstanding bonds as they come due.

**DEMA:** Delaware Emergency Management Agency

**DeLDOT:** Delaware Department of Transportation

**Department:** A Town agency or office.

**Depreciation:** Annual loss of value of equipment or other asset. This is not a budgeted item, but will show in the actual audited numbers.

**DPW:** Department of Public Works

## 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.

**EDU:** Equivalent Dwelling Unit

**Emergency Reserve Trust Fund:** Funds in addition to emergency appropriations funded annually during the budget process (not less than 20% of the current operating budget). These funds are for use during natural disasters, public emergencies or during periods of reduced revenue.

**Emergency Services Enhancement Fund:** Funding program established to award annual grants to volunteer fire services or other organized providers of fire protection and emergency services. Funded by one half of one percent (.5%) of the construction value of building permits and \$500 of the \$1,936 Impact Fee.

**Employment costs:** The total expense of employment. This cost includes salary, overtime, FICA, health, pension, life insurance, unemployment, workers' compensation, and disability insurance.

**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:** A separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of the total cost of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**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.



**ERTF:** Emergency Reserve Trust Fund

**ESEF:** Emergency Services Enhancement Fund

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represents funding sources necessary to support a community's annual budget.

**Expenditure:** An outlay of money made by the Town to provide the programs and services within their approved budget.

**Expense/Expenditure:** The cost required for something.





## F

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

**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 Town's budget. Ocean View's fiscal year commences May 1st and ends the following April 30th.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**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 (FTE):** Status of an employee whose combined weekly hours total at least 40 hours.

**Function:** The primary role of the department in the Town government.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**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:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**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 Association

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district (Ocean View Town Council).

**Government Finance Officers Association:** represents public finance officials throughout the United States and Canada. The association provides training and educational opportunities, recommended practices and GASB interpretations to finance officials and support staff.

**Governmental Fund:** Account to track the government's activities that are primarily tax-supported.

## I

**Incremental Budgeting:** a method of creating a budget based on the previous period's budget, with some adjustments for inflation, growth, or other factors.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Infrastructure:** The structures that support the Town, such as roads, water facilities, communication, etc.

**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 is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**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 (County, State or Federal).

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**IT:** Information Technology

## L

**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.

**Liaison:** Communication or cooperation which facilitates a close working relationship between people or organization.

**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

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**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.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Mutual Funds:** A financial vehicle made up of a pool of money collected from many investors to invest in securities

## N

**Note:** A short-term loan, typically with a maturity date of a year or less.

## O

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Obligations:** Debt or commitment of an entity

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Ordinance:** The regulation adopted by Town Council.

**Other Funding Source:** The revenue source that is made up of transfers from other funds or use of savings.

## P

**P&Z:** Planning and Zoning

**Part-time (PTE):** Status of an employee whose combined weekly hours total less than 40 hours.

**Pay-Go:** Meeting of costs as they arise mostly from General Fund. Also known as Pay-as-you-go.

**PD:** Police Department (Public Safety)

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Proprietary Fund:** A fund used in governmental accounting to account for activities that involve business-like interactions.

**Purchased Services:** The cost of services that are provided by a vendor.

## R

**Rd:** Road

**Realty Transfer Tax (RTT):** A tax that is levied on the transfer of ownership of real property from one entity to another. The County collects 1.5% of the value of a transfer for the Town.

**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.

**Reserves:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or future use, otherwise known as savings.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve a fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue:** Monies received by the Town to support its budget and enable the employees to provide services needed by the public. Property taxes, gross rental receipt tax, building permits, and receipts from state and federal sources are examples.

**Revenue Sources:** Financial resources used to support expenditures.

**RTT:** Realty Transfer Tax

## S

**SBO:** Statewide Benefits Office

**SRO:** School Resource Officer

**SRRTF:** Street Repair and Replacement Trust Fund

**Street Repair and Replacement Trust Fund:** Funds accumulated that shall only be expended on the repair and replacement of streets, drainage and sidewalks as determined by a majority of the Town Council and funded by 25% of Realty Transfer Tax collected.

**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

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$.2378 per \$100 of assessed valuation of taxable real and personal property.

**Taxable assessments:** The value of property used to calculate property taxes.

**Transfers In:** Financial inflows from other funds of the government reporting entity.

**Transfers Out:** Financial outflows to other funds of the government reporting entity.

**Trust Fund:** As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

## U

**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 once certified as part of free cash.

**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. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.

**Unrestricted Funds:** Funds with no restrictions imposed by entities outside the County

## V

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

## 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 and service charges.