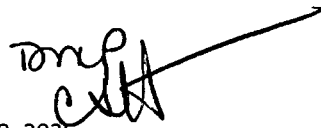


TOWN OF OCEAN VIEW  
DELAWARE

July 3, 2025

TO: Honorable Mayor and Council  
FROM: Dawn Mitchell Parks, Finance Director  
VIA: Carol S. Houck, Town Manager  
SUBJECT: Monthly Financial Update as of June 30, 2025

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**1. Real Estate Tax**

The FY26 Tax bills were processed and available online on May 1<sup>st</sup> for the assessments that were posted on February 15, 2025 (\$1,393,798,293). The property tax bills totaled \$3,593,212. They were postmarked by June 6<sup>th</sup> and taxpayers have until July 31 to take advantage of the 1% discount and until August 31 to pay their current year taxes without penalty. As of the end of June, 507 citizens have taken advantage of the early payment discount in the amount of \$5,558.

**2. Water System**

On April 3, 2025, the final Town water billing was processed by Tidewater Utilities Inc in the amount of \$143,410 with a May 3<sup>rd</sup> due date. At the end of June, the Town had \$15,338 in outstanding bills (11 accounts with 2 or more quarterly billings due in the amount of \$5,355). All accounts with credits were issued a refund on July 1<sup>st</sup> (\$8,892 total refunded) and letters to 72 accounts with outstanding balances are being processed and mailed (\$9,983).

**3. Balances – Reserve and Committed Funds**

**(a) Trust Funds:**

**Emergency Reserve Trust Fund (ERTF)** \$ 1,189,648

The Emergency Reserve Trust is funded at just under 20% of the FY26 operating budget. ERTF currently has \$856,052 available for use in a Fulton Money Market account and \$333,596 invested with Raymond James Financial Services (a division of Fulton Financial Services).

**Capital Replacement Trust Fund (CRTF)** \$ 1,318,129

The FY26 obligation from the Capital Replacement Trust is \$298,960. CRTF currently has \$964,922 available for use in WSFS Money Market account and \$353,207 invested with WSFS in the form of a 12-month, 2.225% CD that will come due on 8/28/2025.

**Street Repair and Replacement Trust Fund (SRRTF)** \$ 1,125,592

The FY26 obligation from the Street Repair and Replacement Trust is \$144,860 for capital projects and \$290,000 for street paving and sidewalks. SRRTF currently has \$482,499 available for use in a Fulton Money Market account and \$489,534 invested with Fulton CRIM and includes \$153,559 held in MSA Money market account at Fulton Bank.

**(b) American Rescue Plan Act Fund (ARPA):** \$ 243,252

On June 16, 2021, the Town received the first installment of the ARPA funds. The 2<sup>nd</sup> installment was received on June 23, 2022. The Final Rule published in January 2022 went into effect April 1, 2022. To date \$948,152 of the ARPA funds have been expended (\$100,000 MVFD, \$7,813 MVFD, \$121,486 towards Employee Premium Pay, \$82,850 for Motorola Portable Radios, \$31,530 for 33 West Parking Lot, \$292,136 for Berzins Natural & Park Area, \$10,300 for 32 West Access Control System, \$4,610 for Barnes & Thornburg legal services, \$281,823 for the purchase and development of 8 Oakwood Ave parking lot, 14,454 for Stalker Speed sign/trailer and \$1,150 for the OVPD Evidence Building Concept). The remaining balance is encumbered for the 8 Oakwood Ave Parking Lot, Berzin's Natural & Park Area and DPW Storage Building (Holiday Décor).

**(c) Emergency Services Enhancement Funding (ESEF) Program:**

The chart below shows the funds accumulated from the issuance of building permits which are committed and available for distribution. The amount collected as of the end of June 2025 consists of

11 new home construction permits (68 are budgeted) along with .5% of the construction value of permits issued.

	Accumulation and Use			
	Collected	Used	Available	
FY22 & prior	2,145,202	(1,137,019)	1,008,183	<i>\$1,135,019 to MVFC + \$2,000 to Beebe Med. Fdn.</i>
FY23	114,656	(80,000)	1,042,839	<i>MVFC</i>
FY24	76,019	(130,000)	988,858	<i>\$50K OVPD &amp; \$80K to MVFC</i>
FY25	164,055	(129,284)	1,023,628	<i>OVPD &amp; MVFC Budgeted (\$130,000)</i>
FY26	37,570		1,061,199	
<b>Cumulative collected and disbursed</b>	<b>2,537,502</b>	<b>(1,476,303)</b>	<b>1,061,199</b>	

#### 4. Transfer Taxes

Transfer Taxes collected through 05/31/2025 are from 37.1% new construction home sales (\$53,664) with 0% from land sales, developer to builder (\$0) and 62.9% resales of existing homes (\$90,972).

	Current	1st Prior Yr.	2nd Prior Yr.	3rd Prior Yr.	4th Prior Yr.
Collections	FY26	FY25	FY24	FY23	FY22
May	\$ 144,636	\$ 111,480	\$ 132,109	\$ 133,281	\$ 198,193
June	\$ -	\$ 86,625	\$ 73,594	\$ 102,401	\$ 174,067
July	\$ -	\$ 115,241	\$ 54,532	\$ 133,542	\$ 118,532
August	\$ -	\$ 57,302	\$ 93,268	\$ 136,067	\$ 173,294
September	\$ -	\$ 45,510	\$ 73,868	\$ 187,793	\$ 148,578
October	\$ -	\$ 188,453	\$ 110,222	\$ 92,352	\$ 170,418
November	\$ -	\$ 103,601	\$ 164,863	\$ 63,445	\$ 190,268
December	\$ -	\$ 32,273	\$ 61,631	\$ 63,075	\$ 101,272
January	\$ -	\$ 76,996	\$ 89,072	\$ 21,093	\$ 156,492
February	\$ -	\$ 108,058	\$ 75,585	\$ 24,762	\$ 55,620
March	\$ -	\$ 118,470	\$ 100,791	\$ 111,132	\$ 141,865
April	\$ -	\$ 168,749	\$ 105,163	\$ 114,985	\$ 135,551
<b>Total</b>	<b>\$ 144,636</b>	<b>\$ 1,212,757</b>	<b>\$ 1,134,700</b>	<b>\$ 1,183,926</b>	<b>\$ 1,764,150</b>

For FY26, to meet our \$1,180,000 budgeted goal we will need to collect \$98,333 monthly. As of the end of May, we are \$46,303 ahead of our year-to-date target amount.

#### 5. Financial Statement Recap (pages 3 and 4) followed by the June Analytics (pages 5 and 6)

Attached are updated Revenue and Expenditure financial reports for the date ending June 30, 2025.

The annual audit is scheduled for the week of July 14th. We are working remotely with our Auditors, PKS and Company, in an effort to keep the annual audit on target.

As always, if you have any questions concerning the Financial Reports, please do not hesitate to contact me.

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Respectfully submitted July 3, 2025  
Dawn Mitchell Parks  
Finance Director



## Town of Ocean View

### Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2026

Revenues	June YTD Actual	FY26 Adopted Budget	Over (Under) Budget	Period 02 17% % of Budget	
PROPERTY TAX REVENUE	\$ 3,593,479	\$ 3,664,025	\$ (70,546)	98%	A
Early Payment Discount - Taxes (1% if paid by 7/31/24)	\$ (5,513)	(36,650)	\$ 31,137	15%	
TRANSFER TAXES	161,706	1,180,000	\$ (1,018,294)	14%	B
BUILDING PERMITS					
Building Permits	72,485	250,000	\$ (177,515)	29%	
Impact Fees	53,366	181,650	\$ (128,284)	29%	
Other Permits/Fees	7,145	17,000	\$ (9,855)	42%	
GRANTS					
State Grant - Municipal Street Aid	-	128,140	\$ (128,140)	0%	C
Other Grant Proceeds (Public Safety and ARPA)	100,079	110,000	\$ (9,921)	91%	D
GROSS RENTAL RECEIPT TAXES	8,393	774,700	\$ (766,307)	1%	E
LICENSES	8,150	207,250	\$ (199,100)	4%	F
MISCELLANEOUS					G
Cable Franchise Fee	-	80,000	\$ (80,000)	0%	
Interest	27,116	187,000	\$ (159,884)	15%	
Other - Donations	8,949	138,650	\$ (129,701)	6%	
P&Z and BOA Fees	1,500	10,000	\$ (8,500)	15%	
POLICE: Fines & Fees	3,425	25,250	\$ (21,825)	14%	
REVENUE WITH OFFSETTING EXPENSE					H
Reimbursable Fees	(111)	130,000	\$ (130,111)	0%	
Pass through MVFC Ambulance Service	158,200	155,000	\$ 3,200	102%	
<b>Total Revenues</b>	<b>\$ 4,198,369</b>	<b>\$ 7,202,015</b>	<b>\$ (3,003,646)</b>	<b>58%</b>	
SRRTF: Sidewalk work	\$ -	\$ 90,000	(90,000)	0%	
ESEF: committed funds being granted	\$ -	\$ 80,000	(80,000)	0%	
SRRTF: Street Paving	\$ 3,288	\$ 200,000	(196,712)	2%	
Use of Unassigned Fund Balance	\$ -	\$ 69,500	(69,500)	0%	
FY26 Revenue Restricted/Committed					I
ARPA (American Rescue Plan Act)			0		
Capital Budget: Public Safety Grants			0		
Capital Replacement Trust Fund (CRTF 12.5%)	\$ (20,213)	(147,500)	127,287	14%	
Emergency Reserve Trust Fund (ERTF)		(54,590)	54,590	0%	
Emergency Services Enhancement Fund (ESEF)	\$ (37,570)	(84,000)	46,430	45%	
Street Repair & Replacement Trust (SRRTF 25% + Add'l)	\$ (141,492)	\$ (977,910)	836,418	14%	
<b>Total Revenues Available for Operations</b>	<b>\$ 4,002,381</b>	<b>\$ 6,377,515</b>	<b>\$ (2,375,134)</b>		

Recap	Actual	Budget	Over (Under) Budget
Total Revenues Available for Operations (above)	\$ 4,002,381	\$ 6,377,515	\$ (2,375,134)
Total Expenditures (Page 5 of 8)	1,071,609	6,377,515	(5,305,906)
Revenues Over (Under) Expenditures	\$ 2,930,772	\$ -	\$ 2,930,772



# Town of Ocean View

## Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2026

Expenditures	June YTD Actual	FY26 Adopted Budget	Over (Under) Budget	Period 02
				17%
				% of Budget
SALARY & RELATED EMPLOYEE EXPENSES				
Wages: Salary, Overtime, Bonus	432,176	2,867,535	\$ (2,435,359)	15%
Insurances: Dental, Health, Life	141,562	600,515	(458,953)	24%
Payroll Taxes	41,103	229,610	(188,507)	18%
Pension	52,502	298,390	(245,888)	18%
Worker's Compensation	12,963	56,000	(43,037)	23%
CONTRACTED SERVICES	-			
Committee Stipends	450	6,500	(6,050)	7%
Computer/Copier Maintenance & related expenses	41,289	118,550	(77,261)	35%
Other	3,832	50,980	(47,148)	8%
EMPLOYEE RELATED EXPENSES, OTHER	9,973	76,950	(66,977)	13%
GRANT AWARDS: ESEF FUNDS	-	80,000	(80,000)	0%
INSURANCE BUSINESS & BONDS	137,508	137,900	(392)	100%
PROFESSIONAL SERVICES	-			
Audit	-	25,000	(25,000)	0%
Engineering	115	32,500	(32,385)	0%
Legal	5,183	39,500	(34,318)	13%
Property Assessments	-	75,000	(75,000)	0%
Other	30,910	226,580	(195,670)	14%
Pass thru MVFC Ambulance Service	-	155,000	(155,000)	0%
Reimbursable - Engineering	4,510	125,000	(120,490)	4%
Reimbursable - Other	225	5,000	(4,775)	5%
PUBLIC RELATIONS	16,000	73,015	(57,015)	22%
REPAIRS & MAINTENANCE	-			
Buildings, non-capital	451	17,000	(16,549)	3%
Drainage	-	75,000	(75,000)	0%
Machinery & Equipment, non-capital	630	8,000	(7,370)	8%
Park	5,660	25,000	(19,340)	23%
Street & Sidewalk Maintenance & Repairs	51,270	425,000	(373,730)	12%
Vehicles	7,363	34,500	(27,137)	21%
Other(Cleaning, Inspections, etc.)	6,325	41,700	(35,375)	15%
SUPPLIES & MISCELLANEOUS	-			
Advertising	7,217	22,500	(15,283)	32%
Department Specific Supplies	19,182	93,240	(74,058)	21%
Gas & Diesel	4,355	64,000	(59,645)	7%
NonCapital Equipment/Grant Funded Equipment	3,671	42,500	(38,829)	9%
Office Supplies/Postage	9,129	35,100	(25,971)	26%
Uniforms	3,333	17,200	(13,867)	19%
TELEPHONE & COMMUNICATIONS	9,147	51,400	(42,253)	18%
UTILITIES	-			
Street Lights	8,414	90,000	(81,586)	9%
Utilities	5,163	55,850	(50,687)	9%
<b>Total Expenditures</b>	<b>\$ 1,071,609</b>	<b>\$ 6,377,515</b>	<b>\$ (5,305,906)</b>	<b>17%</b>

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## Town of Ocean View

### Comparison of Operating Budget to Actual – Analytic Comments Year-to-Date for the Fiscal Year Ending April 30, 2026

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#### Revenues

- A. Property Tax Revenues:** The FY26 tax bills were postmarked June 6th. Taxpayers had until July 31 to take advantage of the 1% discount and until August 31 to pay without penalty. Penalties are billed monthly on unpaid taxes. New Construction Half-year bills will be processed and mailed the first week of November.
- B. Transfer Taxes:** We continue to build the various reserve funds for future capital repairs and replacement needs and street and sidewalk repairs. The reserve funds were established by ordinance for specific purposes. For FY26, to meet our \$1,180,000 budgeted goal we needed to collect \$98,333 monthly.
- C. Grants – State Grant (Municipal Street Aid):** Historically, the Town's share of MSA funding has been approximately 1.9% of the total state-wide grant. For FY24, the Town received \$128,043 which is 2.13% of the total MSA funding. For FY25, the Town was allotted \$128,140, which is 2.14% of the total MSA funding. By mid-July, we should receive our FY26 allocation amount.
- D. Public Safety Grants:** This category is comprised of various grants to aid in public safety including: (1) Sussex County Council provides an annual grant to each municipal police department that responds to calls within the County but outside that department's normal jurisdiction. These funds are moved to the capital budget and are used towards the purchase of a new police vehicle; (2) The State provides an annual grant to assist with the cost of the pension expense for those in the plan for sworn officers.
- E. Gross Rental Receipts Tax:** The Gross Rental Receipt tax rate increased to 6% for rental income received after January 1, 2025. The collection of GRRT tax is based on the calendar year and payments are due August 15 and February 15. Therefore, most revenue is received in July/August and January/February.
- F. Licenses:** The town issues business (annual and temporary) and rental licenses. Licenses are issued on an annual basis and are due at the beginning of each calendar year. Accordingly, during the first eight months of the fiscal year, license collections are expected to be minimal. Normal collections primarily occur in December and January.
- G. Miscellaneous:** This category is primarily comprised of: (1) Cable Franchise Fees: The franchise agreement with Mediacom and is based on 5% of the cable company's revenue from its customers in Town and is paid quarterly. (2) reimbursement of prior year expenses; (3) rental of meeting room and park; (4) administrative fee (10% of reimbursable reviews); (5) Sale of assets; and (6) Donations.
- H. Revenue with Offsetting Expense:** The major components of this category are (1) The pass-thru ambulance fee for MVFC (\$155,000 budgeted, \$158,300 actual). Funds collected by September 30th will be turned over in October. (2) The charges billed by the Town to property developers for inspections of construction work related to roads, site development, and sidewalks that are done by the Town's engineer (\$130,000 budgeted).



### **Revenue not available for Operations**

- I. FY26 Revenue Restricted/Committed:** These funds are committed or restricted for specific purposes and thus are not available for general operations. The restricted funds are comprised of transfer tax revenue and interest earned on the restricted funds. A portion of the Impact Fees collected are committed for Emergency Services Enhancement Fund (ESEF) which are distributed as a grant award each spring.

### **Expenditures**

- J. Contracted Services, Other:** Contracted services other is comprised of various maintenance agreements (ie elevator, HVAC, pest control, etc.), cleaning services, holiday décor management and the outsourcing of Town maintenance.
- K. Employee Related Expenses, Other:** This line includes expenses for dues and membership, meetings and seminars, and travel reimbursement.
- L. Grant Awards: ESEF Funds:** At the end of FY25, a total of \$1,023,628 in ESEF collections were carried over to FY26. In past years, the carryover was significantly less, however council made the conscious decision in FY17 to limit the grant award so that as less fees are collected in future years that Town will be able to continue to grant funds to assist with necessary capital purchases. The grant request and subsequent distribution normally occurs in March.
- M. Insurance – Business:** The Town’s general business insurance policies are renewed annually on May 7 and the premiums are paid at the beginning of the fiscal year.
- N. Public Relations:** The primary expenses are for the Spring Fling, Concerts in the Park, Movies in the Park, Holiday Market, and Cops & Goblins. Most of these costs are incurred in the first half of the fiscal year.
- O. Repairs & Maintenance – Street & Sidewalk Maintenance, Replacement & Repairs:** This line represents ADA Sidewalk repairs and annual street maintenance. Street Paving determined by the amended Street Paving Study is also included in this line item.
- P. Supplies & Miscellaneous - Department Specific:** Related to G&A are fees associated with banking/investments and transfer tax collections. With Public Safety the expenses are primarily ammunition, canine and various PS specific supplies. DPW the expenses include street signage.