


TOWN OF OCEAN VIEW  
DELAWARE

June 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 April 30, 2025 and May 31, 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 will be 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.

**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 April, the Town had \$36,830 in outstanding bills (17 accounts with 2 or more quarterly billings due in the amount of \$7,475).

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

**(a) Trust Funds:**

**Emergency Reserve Trust Fund (ERTF)** \$ 1,185,156

The Emergency Reserve Trust is funded at just under 20% of the FY26 operating budget. ERTF currently has \$851,280 available for use in a Fulton Money Market account and \$333,876 invested with Raymond James Financial Services (a division of Fulton Financial Services).

**Capital Replacement Trust Fund (CRTF)** \$ 1,299,492

The FY26 obligation from the Capital Replacement Trust is \$298,960. CRTF currently has \$946,285 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)** \$ 925,967

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 \$284,683 available for use in a Fulton Money Market account and \$487,886 invested with Fulton CRIM and includes \$153,398 held in MSA Money market account at Fulton Bank.

**(b) American Rescue Plan Act Fund (ARPA):** \$ 247,360

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 \$913,640 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, \$255,802 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 April 2025 consists of 53 new home construction permits (45 were budgeted) along with .5% of the construction value of permits issued.

	Accumulation and Use			
	Collected	Used	Available	
FY21 & prior	1,989,246	(1,057,019)	932,227	\$1,055,019 to MVFC + \$2,000 to Beebe Med. Fdn.
FY22	155,956	(80,000)	1,008,183	MVFC
FY23	114,656	(80,000)	1,042,838	MVFC
FY24	76,019	(130,000)	988,858	\$50K OVPD & \$80K to MVFC
FY25	164,055	(129,284)	1,023,628	OVPD & MVFC Budgeted (\$130,000)
Cumulative collected and disbursed	2,499,931	(1,476,303)	1,023,628	

#### 4. Transfer Taxes

Transfer Taxes collected through 04/30/2025 are from 28.7% new construction home sales (\$412,805) with 8.7% from land sales, developer to builder (\$124,480) and 62.6% resales of existing homes (\$899,115).

	Current	1st Prior Yr.	2nd Prior Yr.	3rd Prior Yr.	4th Prior Yr.
Collections	FY25	FY24	FY23	FY22	FY21
May	\$ 111,480	\$ 132,109	\$ 133,281	\$ 198,193	\$ 123,231
June	\$ 114,711	\$ 73,594	\$ 102,401	\$ 174,067	\$ 102,828
July	\$ 115,241	\$ 54,532	\$ 133,542	\$ 118,532	\$ 153,975
August	\$ 84,321	\$ 93,268	\$ 136,067	\$ 173,294	\$ 203,328
September	\$ 45,510	\$ 73,868	\$ 187,793	\$ 148,578	\$ 232,105
October	\$ 188,453	\$ 110,222	\$ 92,352	\$ 170,418	\$ 171,100
November	\$ 159,307	\$ 164,863	\$ 63,445	\$ 190,268	\$ 155,611
December	\$ 89,360	\$ 61,631	\$ 63,075	\$ 101,272	\$ 182,214
January	\$ 75,496	\$ 89,072	\$ 21,093	\$ 156,492	\$ 194,287
February	\$ 108,058	\$ 75,585	\$ 24,762	\$ 55,620	\$ 126,990
March	\$ 147,891	\$ 100,791	\$ 111,132	\$ 141,865	\$ 182,629
April	\$ 196,570	\$ 105,163	\$ 114,985	\$ 135,551	\$ 191,094
<b>Total</b>	<b>\$ 1,436,400</b>	<b>\$ 1,134,700</b>	<b>\$ 1,183,926</b>	<b>\$ 1,764,150</b>	<b>\$ 2,019,393</b>

For FY25, to meet our \$1,000,000 budgeted goal we will need to collect \$83,333 monthly. As of the end of FY25, we are \$436,400 ahead of our year-to-date target amount.

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

Attached are updated Revenue and Expenditure financial reports for the date ending April 30, 2025. As you are aware, our fiscal year ended on April 30<sup>th</sup>, so the numbers reported are not final. We will continue to process Accounts Payable and Revenues associated with FY25 through June 30<sup>th</sup>.

The annual audit is tentatively scheduled for the week of July 14<sup>th</sup>. 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 June 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, 2025

Revenues	April YTD Actual	FY25 Adopted Budget	Over (Under) Budget	Period 12 100% % of Budget	
PROPERTY TAX REVENUE	\$ 3,288,796	\$ 3,350,940	\$ (62,144)	98%	A
Early Payment Discount - Taxes (1% if paid by 7/31/24)	\$ (27,496)	(33,290)	\$ 5,794	83%	
TRANSFER TAXES	1,436,401	1,000,000	\$ 436,401	144%	B
BUILDING PERMITS					
Building Permits	311,165	175,000	\$ 136,165	178%	
Impact Fees	240,163	137,120	\$ 103,043	175%	
Other Permits/Fees	26,120	12,000	\$ 14,120	218%	
GRANTS					
State Grant - Municipal Street Aid	128,140	130,000	\$ (1,860)	99%	C
Other Grant Proceeds (Public Safety and ARPA)	552,675	145,000	\$ 407,675	381%	D
GROSS RENTAL RECEIPT TAXES	670,174	650,000	\$ 20,174	103%	E
LICENSES	245,981	212,500	\$ 33,481	116%	F
MISCELLANEOUS					G
Cable Franchise Fee	77,936	80,000	\$ (2,064)	97%	
Interest	299,079	182,350	\$ 116,729	164%	
Other	240,595	192,100	\$ 48,495	125%	
P&Z and BOA Fees	7,250	10,000	\$ (2,750)	73%	
POLICE: Fines & Fees	30,949	30,500	\$ 449	101%	
REVENUE WITH OFFSETTING EXPENSE					H
Reimbursable Fees	182,297	105,000	\$ 77,297	174%	
Pass through MVFC Ambulance Service	151,300	155,000	\$ (3,700)	98%	
<b>Total Revenues</b>	<b>\$ 7,861,523</b>	<b>\$ 6,534,220</b>	<b>\$ 1,327,303</b>	<b>120%</b>	
SRRTF: Sidewalk work	\$ 68,487	\$ 75,000	(6,513)	91%	
ESEF: committed funds being granted	\$ 129,284	\$ 130,000	(716)	99%	
SRRTF: Street Paving	\$ 208,585	\$ 190,000	18,585	110%	
Emerging Projects: to balance budget	\$ 25,385	\$ 25,385	0	100%	
FY25 Revenue Restricted/Committed					I
ARPA (American Rescue Plan Act)	\$ (187,452)	0	(187,452)		
Capital Budget: Public Safety Grants	\$ (40,000)	(35,000)	(5,000)	114%	
Capital Replacement Trust Fund (CRTF 12.5%)	\$ (179,550)	(125,000)	(54,550)	144%	
Emergency Reserve Trust Fund (ERTF)	\$ 68,140	68,140	0	0%	
Emergency Services Enhancement Fund (ESEF)	\$ (52,952)	(72,500)	19,548	73%	
Street Repair & Replacement Trust (SRRTF 25% + Add'l)	\$ (1,256,851)	(875,000)	(381,851)	144%	
<b>Total Revenues Available for Operations</b>	<b>\$ 6,644,599</b>	<b>\$ 5,915,245</b>	<b>\$ 729,354</b>		

Recap	Actual	Budget	Over (Under) Budget
Total Revenues Available for Operations (above)	\$ 6,644,599	\$ 5,915,245	\$ 729,354
Total Expenditures (Page 5 of 8)	6,471,253	5,870,245	601,008
Revenues Over (Under) Expenditures	\$ 173,346	\$ 45,000	\$ 128,346



# Town of Ocean View

## Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2025

Expenditures	April YTD Actual	FY25 Adopted Budget	Over (Under) Budget	Period 12
				100% % of Budget
SALARY & RELATED EMPLOYEE EXPENSES				
Wages: Salary, Overtime, Bonus	2,650,708	2,573,795	\$ 76,913	103%
Insurances: Dental, Health, Life	538,319	543,995	(5,676)	99%
Payroll Taxes	204,147	207,465	(3,318)	98%
Pension	245,817	252,070	(6,253)	98%
Worker's Compensation	52,150	44,950	7,200	116%
CONTRACTED SERVICES	-			
Committee Stipends	2,250	6,500	(4,250)	35%
Computer/Copier Maintenance & related expenses	104,232	106,250	(2,018)	98%
Other	31,766	66,400	(34,634)	48%
EMPLOYEE RELATED EXPENSES, OTHER	86,525	81,750	4,775	106%
GRANT AWARDS: ESEF FUNDS	79,284	135,000	(55,716)	59%
INSURANCE BUSINESS & BONDS	120,853	138,200	(17,347)	87%
PROFESSIONAL SERVICES	-			
Audit	18,000	25,000	(7,000)	72%
Engineering	45,676	35,000	10,676	131%
Legal	47,543	51,000	(3,457)	93%
Property Assessments	56,416	75,000	(18,584)	75%
Other	98,631	115,000	(16,369)	86%
Pass thru MVFC Ambulance Service	151,300	155,000	(3,700)	98%
Reimbursable - Engineering	155,706	100,000	55,706	156%
Reimbursable - Other	1,989	5,000	(3,011)	40%
PUBLIC RELATIONS	65,354	80,100	(14,746)	82%
REPAIRS & MAINTENANCE	-			
Buildings, non-capital	29,161	9,000	20,161	324%
Drainage	35,637	75,000	(39,363)	48%
Machinery & Equipment, non-capital	6,579	5,500	1,079	120%
Park	26,315	25,000	1,315	105%
Street & Sidewalk Maintenance & Repairs	964,273	400,000	564,273	241%
Vehicles	22,683	24,500	(1,817)	93%
Other(Cleaning, Inspections, etc.)	37,552	42,100	(4,548)	89%
SUPPLIES & MISCELLANEOUS	-			
Advertising	26,901	27,000	(99)	100%
Department Specific Supplies	97,518	92,620	4,898	105%
Gas & Diesel	57,168	80,000	(22,832)	71%
NonCapital Equipment/Grant Funded Equipment	186,590	41,100	145,490	454%
Office Supplies/Postage	26,193	35,600	(9,407)	74%
Uniforms	19,756	17,200	2,556	115%
TELEPHONE & COMMUNICATIONS	46,660	50,800	(4,140)	92%
UTILITIES	-			
Street Lights	87,943	90,000	(2,057)	98%
Utilities	43,658	57,350	(13,692)	76%
<b>Total Expenditures</b>	<b>\$ 6,471,253</b>	<b>\$ 5,870,245</b>	<b>\$ 601,008</b>	<b>110%</b>



## Town of Ocean View

### Comparison of Operating Budget to Actual – Analytic Comments Year-to-Date for the Fiscal Year Ending April 30, 2025

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#### Revenues

- A. Property Tax Revenues:** The FY25 tax bills were postmarked May 31st. 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 were 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 FY25, to meet our \$1,000,000 budgeted goal we needed to collect \$83,333 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 has been allotted \$128,140 which is 2.14% of the total MSA funding. The first installment was received in September 2024 and the second installment was received in January 2025.
- 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 (\$40K) 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 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, \$154,350 actual). Funds collected by September 30th were 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 (\$105,000 budgeted).



## **Revenue not available for Operations**

- I. FY25 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 FY24, a total of \$988,858 in ESEF collections were carried over to FY25. 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. For FY25, the Town changed providers with a savings of 37,610.
- N. Public Relations:** The primary expenses are for the Spring Fling, Concerts in the Park, Movies in the Park, Holiday Market, Cops & Goblins and for FY25, the Town’s 135<sup>th</sup> Celebration. 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.