

TOWN OF OCEAN VIEW
DELAWARE

June 5, 2020

TO: Honorable Mayor and Council
 FROM: Dawn Mitchell Parks, Finance Director *DMP*
 VIA: Carol S. Houck, Town Manager *CSH*
 SUBJECT: Monthly Financial Update as of May 31, 2020

1. Real Estate Tax

The FY21 Tax bills were processed and postmarked May 26th for the assessments that were posted on February 15, 2020. The property tax bills totaled \$2,371,493. Taxpayers have until July 31 to take advantage of the 1% discount and until August 31 to pay their current year taxes without penalty.

New construction will be assessed monthly and billed in November as a half-year tax billing. FY21 is the first year the Town will bill half-year New Construction.

2. Balances – Reserve and Committed Funds

(a) Trust Funds:

Emergency Reserve Trust Fund (ERTF) \$848,963

The Emergency Reserve Trust continues to be funded at 20% of the FY20 operating budget. ERTF currently has \$541,786 available for use in a Fulton Money Market account and \$307,177 invested with Raymond James Financial Services (a division of Fulton Financial Services).

Capital Replacement Trust Fund (CRTF) \$1,156,031

The FY21 obligation from the Capital Replacement Trust is \$208,800. CRTF currently has \$822,268 available for use in WSFS Money Market account and \$333,763 invested with WSFS in the form of a 12-month, 1.9% CD that comes due 8/28/2020.

Street Repair and Replacement Trust Fund (SRRTF) \$2,452,827

The FY21 obligation from the Street Repair and Replacement Trust is \$1,144,785 for drainage projects, \$416,345 for street paving and \$150,000 for Sidewalks. SRRTF currently has \$439,990 available for use in a Fulton Money Market account and \$1,886,951 invested with Fulton CRIM and includes \$125,886 held in MSA Money market account at Fulton Bank.

(b) Emergency Services Enhancement Funding (ESEF) Program:

The chart below shows the funds accumulated from the issuance of building permits which is committed and available for distribution. The amount collected in FY20 is based on 189 new home construction permits and 2 permits in FY21.

	Accumulation and Use			
	Collected	Used	Available	
FY17 & prior	836,108	(732,815)	103,293	\$650,815 to MVFC + \$2,000 to Beebe Med. Fdn.
FY18	249,378	(84,204)	268,466	MVFC
FY19	245,327	(80,000)	433,794	MVFC
FY20	380,444	(80,000)	734,238	MVFC
FY21	10,992	-	745,230	
Cumulative collected and disbursed	1,722,249	(977,019)	745,230	

3. Transfer Taxes

FY20 concluded with Transfer Taxes collected from 57.8% new home sales (\$1,164,892), 8.3% from land sales (167,310) and 33.9% resales of existing homes (\$683,425). The total Transfer Tax Collected in FY20 is \$2,015,627.

We have not received May's transfers yet but are estimating \$80,000 from Sussex County.

Monthly Collections	Current FY21	1st Prior Yr. FY20	2nd Prior Yr. FY19	3rd Prior Yr. FY18	4th Prior Yr. FY17
May	\$ 26,039	\$ 183,612	\$ 210,567	\$ 152,400	\$ 73,800
June	\$ -	266,180	85,391	159,100	100,900
July	\$ -	128,196	127,263	92,200	39,000
August	\$ -	211,145	85,443	130,300	81,700
September	\$ -	142,100	130,912	134,800	41,100
October	\$ -	231,319	197,866	114,800	44,900
November	\$ -	168,247	122,412	122,500	101,900
December	\$ -	200,885	115,343	88,600	68,600
January	\$ -	108,708	93,695	75,900	62,300
February	\$ -	138,441	100,434	69,800	37,100
March	\$ -	128,217	107,561	131,100	105,400
April	\$ -	108,575	148,957	163,700	105,100
Total	\$ 26,039	\$ 2,015,627	\$ 1,525,844	\$ 1,435,200	\$ 861,800

For FY21, to meet our \$1,250,000 budgeted goal we will need to collect \$104,167 monthly.

4. Financial Statement Recap (pages 3 and 4)

Attached are Revenue and Expenditure financial reports for the dates ending April 30, 2020 and April 30, 2021. As you are aware, our fiscal year ended on April 30th, so the numbers reported are updated but are not final. We will continue to process Accounts Payable and Revenues associated with FY20 through June 30th.

The annual audit is tentatively scheduled for the week of July 6th. 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.

Respectfully submitted June 5, 2020

Dawn Mitchell Parks
Finance Director

Town of Ocean View

Comparison of Budget to Actual Year-to-Date for the Fiscal Year Ending April 30, 2020

Revenues	April YTD Actual	FY20 Adopted Budget	Over (Under) Budget	Period 11 100% % of Budget	
PROPERTY TAX REVENUE	\$ 2,496,359	\$ 2,219,210	\$ 277,149	112%	A
TRANSFER TAXES	2,015,627	1,000,000	\$ 1,015,627	202%	B
BUILDING PERMITS					
Building Permits	712,895	449,000	\$ 263,895	159%	
Impact Fees	646,174	300,000	\$ 346,174	215%	
Other Permits/Fees	81,436	36,000	\$ 45,436	226%	
GRANTS					
State Grant - Municipal Street Aid	116,120	118,000	\$ (1,880)	98%	C
Public Safety Grants	200,536	94,500	\$ 106,036	212%	D
GROSS RENTAL RECEIPT TAXES	366,665	282,000	\$ 84,665	130%	E
LICENSES	149,651	155,000	\$ (5,349)	97%	F
MISCELLANEOUS					G
Cable Franchise Fee	79,277	63,000	\$ 16,277	126%	
Interest	94,701	28,830	\$ 65,871	328%	
Other	103,934	29,000	\$ 74,934	358%	
P&Z and BOA Fees	13,145	15,000	\$ (1,855)	88%	
POLICE: Fines & Fees	41,602	33,000	\$ 8,602	126%	
REVENUE WITH OFFSETTING EXPENSE					H
Reimbursable Fees	113,272	100,500	\$ 12,772	113%	
Pass through MVFC Ambulance Service	89,845	91,000	\$ (1,155)	99%	
Total Revenues	\$ 7,321,238	\$ 5,014,040	\$ 2,307,198	146%	
SRRTF: Sidewalk work FY20	\$ 97,552	\$ 147,000	(49,448)	66%	
ESEF: committed funds being granted FY20	\$ 80,000	\$ 80,000	0	100%	
SRRTF: Street Paving	\$ 387,973	\$ 327,500	60,473	118%	
FY20 Revenue Restricted/Committed					I
Capital Budget: Public Safety Grants	\$ (30,000)	(25,000)	(5,000)	120%	
Capital Replacement Trust Fund (CRTF 12.5%)	\$ (251,953)	(125,000)	(126,953)	202%	
Emergency Reserve Trust Fund (ERTF)	\$ (129,900)	(129,900)	0	100%	
Emergency Services Enhancement Fund (ESEF)	\$ (380,444)	(175,000)	(205,444)	217%	
Street Repair & Replacement Trust (SRRTF 25% + Add'l)	\$ (1,633,773)	\$ (745,100)	(888,673)	219%	
Total Revenues Available for Operations	\$ 5,460,693	\$ 4,368,540	\$ 1,092,153		

Recap	Actual	Budget	Over (Under) Budget
Total Revenues Available for Operations (above)	\$ 5,460,693	\$ 4,368,540	\$ 1,092,153
Total Expenditures (Page 4 of 6)	4,109,975	4,198,115	(88,140)
Revenues Over (Under) Expenditures	\$ 1,350,718	\$ 170,425	\$ 1,180,293

Town of Ocean View

Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2020

Expenditures	April YTD Actual	FY20 Adopted Budget	Over (Under) Budget	Period 11
				100% % of Budget
SALARY & RELATED EMPLOYEE EXPENSES				
Wages: Salary, Overtime, Bonus	1,616,705	1,680,380	\$ (63,675)	96%
Insurances: Dental, Health, Life	382,118	421,710	(39,593)	91%
Payroll Taxes	129,623	136,385	(6,762)	95%
Pension	176,991	189,565	(12,574)	93%
Worker's Compensation	83,604	77,085	6,519	108%
CONTRACTED SERVICES				
Committee Stipends	4,530	5,000	(470)	91%
Computer/Copier Maintenance & related expenses	43,709	46,150	(2,441)	95%
Other	17,682	26,350	(8,668)	67%
EMPLOYEE RELATED EXPENSES, OTHER				
	38,010	43,300	(5,290)	88%
GRANT AWARDS: ESEF FUNDS				
	80,000	80,000	-	100%
INSURANCE BUSINESS & BONDS				
	83,231	90,090	(6,859)	92%
PROFESSIONAL SERVICES				
Audit	17,500	19,500	(2,000)	90%
Engineering	24,684	30,500	(5,816)	81%
Legal	25,781	61,000	(35,219)	42%
Other	215,895	73,500	142,395	294%
Pass thru MVFC Ambulance Service	89,845	91,000	(1,155)	99%
Reimbursable - Engineering	166,288	100,000	66,288	166%
Reimbursable - Other	37,047	500	36,547	7409%
PUBLIC RELATIONS				
	40,523	32,100	8,423	126%
REPAIRS & MAINTENANCE				
Buildings, non-capital	14,951	18,700	(3,749)	80%
Drainage	-	10,000	(10,000)	0%
Machinery & Equipment, non-capital	4,357	7,000	(2,643)	62%
Park	24,929	28,000	(3,071)	89%
Street & Sidewalk Maintenance & Repairs	398,698	528,500	(129,802)	75%
Vehicles	25,024	15,500	9,524	161%
Other(Cleaning, Inspections, etc.)	23,080	24,100	(1,021)	96%
SUPPLIES & MISCELLANEOUS				
Advertising	8,737	11,200	(2,463)	78%
Department Specific Supplies	70,887	66,500	4,387	107%
Gas & Diesel	32,183	36,000	(3,817)	89%
NonCapital Equipment/Grant Funded Equipment	51,430	56,300	(4,870)	91%
Office Supplies/Postage	21,858	19,300	2,558	113%
Uniforms	12,185	13,800	(1,615)	88%
TELEPHONE & COMMUNICATIONS				
	34,032	37,300	(3,268)	91%
UTILITIES				
Street Lights	81,990	84,000	(2,010)	98%
Utilities	31,867	37,800	(5,933)	84%
Total Expenditures	\$ 4,109,975	\$ 4,198,115	\$ (88,140)	98%

Town of Ocean View

Comparison of Operating Budget to Actual – Analytic Comments Year-to-Date for the Fiscal Year Ending April 30, 2020

Revenues

- A. **Property Tax Revenues:** The FY20 tax bills were mailed the last full week of May and taxpayers had until the end of August to pay without penalty. Supplemental bills were mailed mid-July and were also due by August 31. Penalties are billed 1.5% monthly on unpaid taxes.
- B. **Transfer Taxes:** We continue to build the various reserve funds for future capital repairs and replacement needs, street and sidewalk repairs and emergency repairs. The reserve funds were established by ordinance for specific purposes. The FY20 budget includes using a portion of transfer tax to fund the Emergency Reserve Trust Fund up to the balance established by ordinance, 20% of the current year operating budget.
- C. **Grants – State Grant (Municipal Street Aid):** Historically, the Town's share of MSA funding has been approximately 2% of the total state-wide grant. On July 18th, the State notified us of our portion, \$116,120. The first distribution of \$58,060 was received in July 2019 with the balance of \$58,060 received in January 2020.
- 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 were 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; (3) The Federal COPS Hiring Grant that was awarded to help offset the salary and benefits associated with the first 3 years of employing an additional officer.
- 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), real estate/rental agent, 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 (\$91,000 budgeted). Funds collected will be turned over in September. (2) The charges billed by the Town to property developers for inspections of construction work related to roads, site development, and sidewalks that is done by the Town's engineer (\$100,500 budgeted).

Comparison of Operating Budget to Actual – Analytic Comments
Year-to-Date for the Fiscal Year Ending April 30, 2019

Revenue not available for Operations

- I. **FY20 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 are comprised of various maintenance agreements (ie elevator, HVAC, pest control, etc.), cleaning services, and holiday décor management.
- 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 FY19, a total of \$433,794 in ESEF collections were carried over to FY20. 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 occurred in February.
- M. **Insurance – Business:** The Town’s general business insurance policies renew annually on May 7 and the premiums are paid at the beginning of the fiscal year.
- N. **Public Relations:** The primary expenses are for 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 Sidewalk repairs and annual street maintenance. Street Paving determined by the 2019 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.

Town of Ocean View

Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2021

Revenues	May YTD Actual	FY21 Adopted Budget	Over (Under) Budget	Period 11 8% % of Budget	
PROPERTY TAX REVENUE	\$ 2,371,487	\$ 2,398,220	\$ (26,733)	99%	A
TRANSFER TAXES	26,039	1,250,000	\$ (1,223,961)	2%	B
BUILDING PERMITS					
Building Permits	21,353	503,875	\$ (482,523)	4%	
Impact Fees	13,864	519,650	\$ (505,786)	3%	
Other Permits/Fees	2,325	56,500	\$ (54,175)	4%	
GRANTS					
State Grant - Municipal Street Aid	-	115,000	\$ (115,000)	0%	C
Public Safety Grants	-	106,500	\$ (106,500)	0%	D
GROSS RENTAL RECEIPT TAXES	1,518	310,200	\$ (308,682)	0%	E
LICENSES	3,030	127,000	\$ (123,970)	2%	F
MISCELLANEOUS					G
Cable Franchise Fee	-	70,000	\$ (70,000)	0%	
Interest	402	63,810	\$ (63,408)	1%	
Other	826	29,000	\$ (28,174)	3%	
P&Z and BOA Fees	750	15,000	\$ (14,250)	5%	
POLICE: Fines & Fees	25	40,000	\$ (39,975)	0%	
REVENUE WITH OFFSETTING EXPENSE					H
Reimbursable Fees	5,332	101,000	\$ (95,669)	5%	
Pass through MVFC Ambulance Service	98,945	90,000	\$ 8,945	110%	
Total Revenues	\$ 2,545,894	\$ 5,795,755	\$ (3,249,861)	44%	
SRRTF: Sidewalk work FY20		\$ 150,000	(150,000)	0%	
ESEF: committed funds being granted FY20		\$ 80,000	(80,000)	0%	
SRRTF: Street Paving		\$ 416,345	(416,345)	0%	
FY20 Revenue Restricted/Committed					I
Capital Budget: Public Safety Grants		(25,000)	25,000	0%	
Capital Replacement Trust Fund (CRTF 12.5%)		(156,250)	156,250	0%	
Emergency Reserve Trust Fund (ERTF)		(63,045)	63,045	0%	
Emergency Services Enhancement Fund (ESEF)		(311,430)	311,430	0%	
Street Repair & Replacement Trust (SRRTF 25% + Add'l)		\$ (1,030,705)	1,030,705	0%	
Total Revenues Available for Operations	\$ 2,545,894	\$ 4,855,670	\$ (2,309,776)		

Recap	Actual	Budget	Over (Under) Budget
Total Revenues Available for Operations (above)	\$ 2,545,894	\$ 4,855,670	\$ (2,309,776)
Total Expenditures (Page 4 of 6)	231,688	4,611,420	(4,379,732)
Revenues Over (Under) Expenditures	\$ 2,314,206	\$ 244,250	\$ 2,069,956

Town of Ocean View

Comparison of Budget to Actual

Year-to-Date for the Fiscal Year Ending April 30, 2021

Expenditures	May YTD Actual	FY21 Adopted Budget	Over (Under) Budget	Period 11
				8% % of Budget
SALARY & RELATED EMPLOYEE EXPENSES				
Wages: Salary, Overtime, Bonus	119,739	1,816,155	\$ (1,696,416)	7%
Insurances: Dental, Health, Life	32,620	395,920	(363,300)	8%
Payroll Taxes	9,105	148,055	(138,950)	6%
Pension	14,013	204,900	(190,887)	7%
Worker's Compensation	-	81,365	(81,365)	0%
CONTRACTED SERVICES				
Committee Stipends	-	5,000	(5,000)	0%
Computer/Copier Maintenance & related expenses	1,873	57,450	(55,577)	3%
Other	355	28,880	(28,525)	1%
EMPLOYEE RELATED EXPENSES, OTHER				
	160	73,850	(73,690)	0%
GRANT AWARDS: ESEF FUNDS				
	-	80,000	(80,000)	0%
INSURANCE BUSINESS & BONDS				
	40,875	95,595	(54,720)	43%
PROFESSIONAL SERVICES				
Audit	-	21,000	(21,000)	0%
Engineering	-	25,000	(25,000)	0%
Legal	-	45,000	(45,000)	0%
Property Assessments	2,409	73,965	(71,556)	3%
Other	-	122,500	(122,500)	0%
Pass thru MVFC Ambulance Service	-	90,000	(90,000)	0%
Reimbursable - Engineering	-	100,000	(100,000)	0%
Reimbursable - Other	-	1,000	(1,000)	0%
PUBLIC RELATIONS				
	-	47,500	(47,500)	0%
REPAIRS & MAINTENANCE				
	500			
Buildings, non-capital	-	14,000	(14,000)	0%
Drainage	-	40,250	(40,250)	0%
Machinery & Equipment, non-capital	2,400	6,200	(3,800)	39%
Park	-	20,000	(20,000)	0%
Street & Sidewalk Maintenance & Repairs	106	566,345	(566,239)	0%
Vehicles	-	18,000	(18,000)	0%
Other(Cleaning, Inspections, etc.)	-	29,450	(29,450)	0%
SUPPLIES & MISCELLANEOUS				
	1,075			
Advertising	1,225	19,500	(18,275)	6%
Department Specific Supplies	-	75,040	(75,040)	0%
Gas & Diesel	37	36,500	(36,463)	0%
NonCapital Equipment/Grant Funded Equipment	-	66,550	(66,550)	0%
Office Supplies/Postage	537	19,300	(18,763)	3%
Uniforms	2,814	13,700	(10,886)	21%
TELEPHONE & COMMUNICATIONS				
	-	44,000	(44,000)	0%
UTILITIES				
	-			
Street Lights	1,845	90,000	(88,155)	2%
Utilities		39,450	(39,450)	0%
Total Expenditures	\$ 231,688	\$ 4,611,420	\$ (4,381,307)	5%

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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, 2021

Revenues

- A. **Property Tax Revenues:** The FY21 tax bills were mailed May 26th. Taxpayers have 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.
- 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. Although the FY21 budget includes using a portion of transfer tax to fund the Emergency Reserve Trust Fund up to the balance established by ordinance, 20% of the current year operating budget, ERTF remains funded at FY20 levels until analysis of revenue loss can be performed due to COVID-19 pandemic.
- C. **Grants – State Grant (Municipal Street Aid):** Historically, the Town's share of MSA funding has been approximately 2% of the total state-wide grant. The State will notify us of our portion in August. Half of these funds being disbursed in August 2020 with the balance in January 2021.
- 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 were 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; (3) The Federal COPS Hiring Grant that was awarded to help offset the salary and benefits associated with the first 3 years of employing an additional officer.
- 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 (\$90,000 budgeted). Funds collected will be turned over in September. (2) The charges billed by the Town to property developers for inspections of construction work related to roads, site development, and sidewalks that is done by the Town's engineer (\$100,000 budgeted).

Comparison of Operating Budget to Actual – Analytic Comments
Year-to-Date for the Fiscal Year Ending April 30, 2021

Revenue not available for Operations

- I. **FY21 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

With the adoption of the FY21 Operating Budget, the Town of Ocean View now has four departments. Previously, Administration and Planning & Zoning were combined. Moving forward, Planning and Zoning now is its own distinct department. There were no changes to Public Safety or Public Works.

- J. **Contracted Services, Other:** Contracted services other are comprised of various maintenance agreements (ie elevator, HVAC, pest control, etc.), cleaning services, and holiday décor management.
- 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 FY20, a total of \$734,238 in ESEF collections were carried over to FY20. 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 occurs in the spring.
- M. **Insurance – Business:** The Town’s general business insurance policies renew annually on May 7 and the premiums are paid at the beginning of the fiscal year.
- N. **Public Relations:** The primary expenses are for 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 2019 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.
