

**TOWN OF OCEAN VIEW**  
**TOWN COUNCIL BUDGET WORKSHOP**  
**TOWN HALL, 32 WEST AVENUE, OCEAN VIEW, DE 19970**  
**March 26, 2019 @ 6:00PM**

**AGENDA**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ADOPTION** of AGENDA
3. **NEW BUSINESS**
  - A. **Review and Discussion of Proposed FY20 General Fund Operating Budget and 5-Year Capital Improvements Program (Town Manager Houck)**  
Synopsis  
Council will review Draft 3 of the proposed FY20 Operating Budget and Capital Improvements Program. Discussion of updated information and recommendations.
4. **OPEN DISCUSSION**  
Council Members will have an open discussion at this time and no vote will be taken on items discussed.
5. **CITIZENS' PRIVILEGE**
6. **ADJOURNMENT**

Note: The Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items or the deletion of items including those, which arise at the time of the meeting.

**Please advise the Town staff (302 539-9797, ext. 101) if you have any special needs that must be met which would permit you to attend Town meetings.**

Posted: March 19, 2019

# **Town of Ocean View**

**FY 2020 - FY 2024**



## **Budget**

**DRAFT 3 - 03.26.19**

**as of 3/22/19**

**MEMORANDUM**

**TO:** Honorable Mayor and Council

**FROM:** Carol S. Houck, Town Manager   
Dawn Mitchell Parks, Finance Director 

**DATE:** March 22, 2019

**SUBJECT:** Draft #3 FY20 Budget for review and approval on April 9, 2019

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Enclosed is Draft #3 of the FY20 Annual Operating Budget, Capital Improvement Plan and Water System budget for your review and discussion. Unless discussion at the March 26<sup>th</sup> Budget Workshop results in direction for revisions, the attached will be submitted in Ordinance format for final discussion, consideration and voting on at the April 9<sup>th</sup> Town Council meeting.

**Revisions made to FY20 Budget for Draft #3 are outlined below:**

Capital Reserve Trust Fund – Reserve Study Detail

You have for your review and consideration a summary of the Reserve Study as provided by the Whayland Consulting Group attached as APPENDIX A. Estimated Costs associated with the Reserve Study are reflected in the Proposed FY2020 – FY2024 Capital Improvement Plan.

Community Events Detail

Updates to the Town's Community Events as attached in APPENDIX B will be provided for discussion at the March 26<sup>th</sup> Council workshop. Costs associated with the Community Events are reflected in the Proposed FY20 Annual Operating Budget.

Fee Schedule

The attached proposed Fee Schedule, APPENDIX C, will be submitted for discussion, consideration and voting on the resolution at the April 9<sup>th</sup> Town Council meeting.

Trust Funds

The Trust Fund's detail has been updated as follows and is attached as APPENDIX D:

**Street Repair and Replacement Trust Fund (SRRTF)**

Based on Draft #3 of the Operating Budget, excess collections have been updated along with Street Maintenance / Drainage from the Capital Improvement Plan (CIP).

**Capital Replacement Trust Fund (CRTF)**

Projected Capital Repairs reflect the modifications to the Capital Improvement Plan.

**Emergency Reserve Trust Fund (ERTF)**

Based on Draft #3 of the Operating Budget, deposits from Transfer Tax Receipts has been updated to bring the balance at the end of each fiscal year to 20% of the current operating budget as required by Ordinance 339 adopted on 5/9/2017.

Proposed Operating Budgets and Capital Improvement Plan

Draft #3 has various revisions to the Operating Budget and Capital Improvement Plan attached as APPENDIX E.

We will review the revisions to the Operating budget and Capital Improvement Plan during the March 26<sup>th</sup> Council Workshop.

Budget Worksheets and Charts

APPENDIX F includes highlights, objectives and assumptions used in the formation of the FY20 Operating budget Draft #3.

Water System Budget

The attached proposed Water System Budget, APPENDIX G, will be submitted for discussion, consideration and voting on the resolution at the April 9<sup>th</sup> Town Council meeting.

For your convenience, the final page of this memo recaps the revisions made to Draft #1 for Draft #2 that were presented and discussed at the March 12<sup>th</sup> Budget Workshop.

The staff and I look forward to discussing Draft #3's details and responding to your questions.

**Supporting Documentation, Attached as noted for review and comment:**

APPENDIX A – Capital Reserve Trust Fund – Reserve Study Detail

APPENDIX B – Community Events Detail

APPENDIX C – Fee Schedule

APPENDIX D – Trust Funds

APPENDIX E – Proposed Operating Budget and Capital Improvement Plan

APPENDIX F – Budget Worksheets and Charts

APPENDIX G – Water System



**Revisions made to FY20 Budget Draft #1 for Draft #2 are outlined below:**

Capital Reserve Trust Fund – Reserve Study Detail

You have for your review and consideration a summary of the Reserve Study as provided by the Whayland Consulting Group attached as APPENDIX A.

Community Events Detail

Updates to the Town's Community Events as attached in APPENDIX B will be provided for discussion at the March 12<sup>th</sup> Council workshop.

Fee Schedule

The attached proposed Fee Schedule will be submitted for discussion, consideration and voting on the resolution at the April 9<sup>th</sup> Town Council meeting. Updates made at the request of the Mayor are reflected and noted on the memo attached as APPENDIX C.

Trust Funds

The Trust Fund's detail has been updated as follows and is attached as APPENDIX D:

**Street Repair and Replacement Trust Fund (SRRTF)**

Based on Draft #2 of the Operating Budget, excess collections have been updated along with Street Maintenance Costs from the Capital Improvement Plan (CIP). For Draft #2, Drainage Projects within the CIP are being funded by SRRTF.

**Capital Replacement Trust Fund (CRTF)**

Projected Capital Repairs have been revised to reflect the modifications to the Capital Improvement Plan.

**Emergency Reserve Trust Fund (ERTF)**

Based on Draft #2 of the Operating Budget, deposits from Transfer Tax Receipts has been updated to bring the balance at the end of each fiscal year to 20% of the current operating budget as required by Ordinance 339 adopted on 5/9/2017. Worth noting is that we have brought the ERTF to fully funded prior to the target of FY22 set forth by Ordinance 339.

Proposed Operating Budgets and Capital Improvement Plan

Draft #2 has various minor adjustments to the Operating Budget and Capital Improvement Plan and includes revisions requested by Mayor and Council at the February 26<sup>th</sup> budget workshop attached as APPENDIX E.

We will review the updates to the Operating budget and Capital Improvement Plan during the March 12<sup>th</sup> Council Workshop.

Budget Worksheets and Charts

APPENDIX F includes highlights, objectives and assumptions used in the formation of the FY20 Operating budget Draft #2.

Water System Budget

Attached as APPENDIX G, the Water System proposed budget includes revised projected Town staff time spent on water matters based on Draft #2 of Operating budget. The Original draft reflected Personnel costs at current rates versus FY20 rates.

We anticipate receiving updated Hydrant "barrel extensions" and Utility locator costs in the next week that will be reflected in the next draft at the March 26<sup>th</sup> Council workshop.

# APPENDIX A

## RESERVE STUDY

Draft 3 – 03/26/2019

**TOWN OF OCEAN VIEW**

**DELAWARE**

**March 22, 2019**

TO: Honorable Mayor and Council Members  
FROM: Carol S. Houck, Town Manager   
SUBJECT: **Path Forward – Building Exterior Wallace Melson Municipal Building  
201 Central Avenue & Acceptance of the 2019 Reserve Study**

**BACKGROUND**

The Melson Municipal Building has been experiencing exterior structural and aesthetic issues to such an extent that concern for its continued deterioration and structural integrity has now required a full diagnostic effort to take place. The diagnostic outcome shall then be followed by the appropriate remediation.

**DIAGNOSTIC INSPECTION**

The Town of Ocean View had previously engaged the services of Whayland Consulting Group to assist in finding an experienced diagnostic inspection firm. Mr. Wheatley of Whayland Consulting has introduced our staff and met at the sight with a representative of American Home Inspection Technologies (AHIT). Mr. Wheatley has recommended that Mr. Steve Szypulski of AHIT be hired to perform the necessary invasive review and analysis. A copy of the AHIT proposal is attached for your awareness.

**OWNERS REPRESENTATIVE**

In addition, the diagnostic inspection of the structure and its exterior finishes will result in the need to develop a Request for Proposals (RFP) to facilitate the actual remediation of the flawed exterior. Mr. Wheatley of Whayland proposes to serve as our Owners Representative in regards to all things related to the diagnostic effort through RFP development, bid review and ultimate recommendation of the remediation contractor. A copy of the Whayland proposal to act as Owners Representative is also attached for your awareness.

**COSTS**

American Home Inspection Technologies/ Diagnostic Inspection Services	\$3,000
Whayland Consulting Group/Owners Representative	\$7,000

Rental of lift equipment to facilitate access for inspections Estimate

\$900

#### **FUNDING**

Funds to cover the costs associated with both the Diagnostic Inspection and Owners Representative Services as well as other related costs are available from the Capital Reserve Trust Fund.

#### **RECOMMENDATON**

In review of the documentation presented, briefing and review of existing reports from EDIS, an understanding of the complexity of the issue and staff workload, it is recommended that we move forward with the above agreements for service. All efforts will be made to monitor costs and hours logged. Absent any objections from Mayor and Council I will initiate purchase orders and begin to schedule the initial inspections.

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#### **ACCEPTANCE OF THE 2019 RESERVE STUDY**

Mayor and Council have had the opportunity to review the updated Reserve Study. If satisfied with the report I would ask that you accept the Study which will then be used as a guide for the necessary funding of our Capital Reserve Trust Fund.





# ***American Home Inspection Technologies LLC***

**Construction Consulting, Diagnostic, Inspection & Investigative Services**

705 South Center Court Bethany Beach, DE 19930

Office 302-539-2882 e mail [steven.ahitco@msn.com](mailto:steven.ahitco@msn.com)

## ***INVESTIGATION, INSPECTION, DIAGNOSTIC & CONSULTATION FEE AGREEMENT***

I, Carol Houck, Town Manager and an authorized contracting representative of the Town of Ocean View, hereby employ American Home Inspection Technologies LLC to provide investigation, inspection, diagnostic, and consultation services to the Town of Ocean View in relation to the property and the improvements thereon (commercial building only) located at 201 Central Avenue in Ocean View, DE

The scope of the generally invasive investigation, inspection, diagnostic, and consultation services is to be as follows:

- \* inspect the exterior finishes of the commercial building for compliance with applicable local building codes, for compliance with the applicable individual product manufacturers' installation specifications for any products utilized in the improvements, and for damages to the exterior finishes

- \* inspect the underlying substrates and superstructure of the commercial building for compliance with applicable local building codes, for compliance with the applicable individual product manufacturers' installation specifications for any products utilized in the improvements, and for latent/concealed damages to the underlying substrates and superstructure

- \* prepare a narrative report with illustrative photographic exhibits and with applicable code/applicable product installation specification documentation reflecting the above mentioned items

- \* specify recommended remedial repairs for all non-compliant items and visible/latent/concealed damages reported in cooperation with Bob Wheatley, Wheatley Consulting Group in the format of a Request For Proposal

We agree all demolition of the commercial building exterior finishes and substrates necessary to determine compliance with the applicable standards or the extent of damages will be performed by and at the expense of the Town of Ocean View. We agree that all materials and equipment necessary to determine compliance of the commercial building exterior finishes, substrates, and superstructure with the applicable standards or the extent of damages will be provided by and at the expense of the Town of Ocean View. We agree a complete set of as-built construction drawings of the commercial building shall be provided to American Home Inspection Technologies LLC by the Town of Ocean View.

We agree the Town of Ocean View will compensate American Home Inspection Technologies LLC at a rate of \$150.00 per hour for all work performed in relation to this agreement, plus expenses, including but not limited to travel time and expenses, engineering and professional services fees, microbial sampling and laboratory fees, photocopying charges, photography and photographic processing charges, postage and delivery charges. We agree the Town of Ocean View will provide an initial retainer payment in the amount of three thousand dollars US (\$3,000.00) prior to the commencement of the investigation, inspection, diagnostic, and consultation services. We agree that billing shall be calculated in minimum units of one quarter of an hour, submitted on a bi-weekly basis, and be due and payable by the Town of Ocean View within ten days of the billing date. Each of us shall have the right to terminate this agreement without cause with regard to future services, in writing, but this agreement shall apply to all services performed and expenses incurred to date of said termination. We agree that any liability of American Home Inspection Technologies LLC shall be limited to the fees paid under this agreement.

**Seen, Understood and Agreed:**

(X) \_\_\_\_\_ Date \_\_\_\_\_  
Carol Houck, Town Manager, Town of Ocean View

**The above employment is accepted upon the terms stated:**

(X) \_\_\_\_\_ Date \_\_\_\_\_  
Steve Szypulski, CBI, CMI, GBRE, RBI, REIPE, American Home Inspection Technologies LLC

**Project #19-0208**



February 21, 2019

Ms. Carol Houck, Town Manager  
Town of Ocean View  
201 Central Ave.  
Ocean View, DE 19970

RE: Owner's Representative Services for the Exterior Remediation of the Wallace Melson  
Municipal Building

Dear Ms. Houck:

We are pleased to offer to act as Owner's Representative for the above referenced project. As the title implies, an Owner's Representative acts solely and exclusively on behalf of the Owner in the pursuit and execution of the project with no financial, ownership, or kinship ties to any other person or entity providing materials, labor, services on the project. As Owner's Representative for the Town of Ocean View for this project, we offer the following scope of work for your consideration:

1. Review existing reports
2. Identify design resource with expertise in developing similar types of remediation solutions.
3. Review subsequent proposal for solution development with the Owner and make recommendation for award.
4. Oversee process of solution developing including deliverables to be used for project bidding.
5. Identify contractors qualified to bid the work.
6. Assist the Owner in preparing bid advertisement.
7. Conduct pre-bid meeting and contractors' inspection
8. Facilitate contractors' Requests For Information during the bidding period
9. Assist Owner at Bid Opening
10. Review bids and make recommendation as to lowest responsible bidder.

The price for the work is \$7,000.00. If the Owner would like additional services during construction, we would be happy to provide a proposal.



If this proposal is acceptable to you, please sign in the space provided below and return to us with a deposit check for \$3,500.00. The remaining balance of \$3,500.00 is due at the time of bid opening or June 30, 2019, whichever occurs first.

We thank you for your consideration of our firm for this assignment. Should there be any questions, please don't hesitate to contact us.

Cordially yours,



THE WHAYLAND GROUP, LLC  
Robert C. Wheatley  
Managing Member

Accepted by: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Reserve Study  
For  
Town of Ocean View  
March 06, 2019



Reserve Study Prepared  
By  
The Whayland Group, LLC  
30613 Sussex Highway  
Laurel, Delaware 19956

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# Executive Summary

Ocean View, Delaware (the Town) engaged The Whayland Group, LLC (TWG) to prepare the reserve study update from the reserve study done in 2015 for its properties at 32 West Avenue, 201 Central Avenue, 222 Maintenance Road, and John West Park. TWG relied on the information in the previous study for component items and quantities.

The Town furnished substantial historical data relating to past replacements and costs for certain components that have been used to determine their remaining lives and replacement costs. All remaining lives of all other components were determined by their years in service, current condition, and expected useful life. Replacement costs were determined by the preparer's direct experience by information available from R. S. Means Cost Data or similar cost data services.

The Town funds small capital projects, typically less than \$5,000.00, and certain other projects from its annual operating budget. The previous study contained items of \$1,000.00 or more. The items from \$1,000.00 to \$5,000.00 are still contained in the reserve study report, but marked as "unfunded". Although the study does not reserve for them, they are still there if the Town decides to add them the reserve calculations at some future time.

There is a one-time \$500,000.00 item "Replacement/Repair Building Exterior" for the Melson Building to correct construction and product defects in the exterior siding. The full extent of the defects and a plan for resolution are being pursued at this time. The Town is retaining a project management consultant and construction defects specialist to develop a comprehensive solution with descriptive documents that can be advanced to prospective bidders for the prescribed replacement and repairs needed in this calendar year.

This reserve study update projects costs over a 30-year horizon using the Component Funding Model to project full funding requirements. This conservative approach is the preferred method for municipalities and other entities entrusted with the management of public funds since it reserves on an individual component basis and aggregates for a total requirement as opposed to a cash flow "moving average" method.

## RESERVE STUDY ASSUMPTIONS

Effective Date of Study	January 1, 2019
Length of Study	30 years with 20 additional years*
Annual Interest Rate Earned on Reserves	1.0%
Tax Rate on Reserve Interest Income	Exempt
Annual Inflation Rate	3.0%
Beginning Reserve Account Balance	\$1,011,896.00

\*Additional years should be calculated for any cash flow model to account for the fact that there is not an actual end date to the requirement for replacements. Otherwise the model would assume no requirement to accumulate funds beyond 30 years.

The current year annual contribution requirement is \$148,070.00. Currently the Town contributes 12.5% of realty transfer tax revenue to its Capital Reserve Trust Fund. Since those revenues can vary substantially from year to year, it is likely that actual funding will not coincide directly with the annual contribution schedule recommended in the study. We recommend that at the end of each fiscal year a simple update of the math portion of the study using the actual contribution and expenses for the year be performed to determine whether or not an additional contribution is required.

The Whayland Group, LLC would like to express its thanks to Carol Houck of the Town of Ocean View for her assistance in helping us make this reserve study update a useful planning tool for the Town.

Respectfully submitted,

Robert C. Wheatley  
CAI Reserve Specialist #309

**Town of Ocean View**  
**Ocean View, Delaware**  
**TWG Component Funding Model Summary**

<i>Report Parameters</i>	
Report Date	March 6, 2019
Account Number	201903
Budget Year Beginning	May 1, 2019
Budget Year Ending	April 30, 2020
Total Units	1
Inflation	3.00%
Interest Rate on Reserve Deposit	1.00%
2019 Beginning Balance	\$1,011,896

***Component Funding Model Summary of Calculations***

Required Annual Contribution	\$148,070.38
Average Net Annual Interest Earned	<u>\$6,076.78</u>
Total Annual Allocation to Reserves	\$154,147.16



**Town of Ocean View**  
**TWG Component Funding Model Projection**

Beginning Balance: \$1,011,896

Year	Current Cost	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves	Fully Funded Reserves	Percent Funded
2019	2,074,912	148,070	6,077	552,288	613,755	914,493	67%
2020	1,622,159	143,634	4,081	349,305	412,165	673,462	61%
2021	1,670,824	144,340	4,406	115,882	445,029	670,393	66%
2022	1,720,949	146,016	5,491	41,994	554,541	746,253	74%
2023	1,772,577	147,550	6,498	52,335	656,254	816,770	80%
2024	1,825,754	149,263	7,893	16,253	797,157	929,629	86%
2025	1,880,527	152,113	9,235	25,768	932,737	1,039,227	90%
2026	1,936,943	155,000	10,877		1,098,614	1,181,900	93%
2027	1,995,051	158,542	11,178	139,345	1,128,989	1,188,674	95%
2028	2,054,903	161,119	12,284	61,716	1,240,677	1,279,054	97%
2029	2,116,550	164,182	13,382	66,642	1,351,599	1,370,620	99%
2030	2,180,046	167,781	14,276	91,775	1,441,881	1,442,701	100%
2031	2,245,448	170,901	13,991	213,722	1,413,051	1,395,303	101%
2032	2,312,811	171,985	15,571	27,902	1,572,705	1,541,761	102%
2033	2,382,195	176,573	16,888	60,504	1,705,662	1,663,033	103%
2034	2,453,661	150,433	17,949	61,203	1,812,841	1,791,343	101%
2035	2,527,271	188,508	15,056	495,798	1,520,606	1,480,113	103%
2036	2,603,089	188,922	15,837	125,832	1,599,533	1,544,983	104%
2037	2,681,182	195,288	12,946	500,203	1,307,564	1,230,699	106%
2038	2,761,617	197,723	14,930	12,273	1,507,944	1,414,190	107%
2039	2,844,466	201,589	15,410	168,488	1,556,456	1,447,062	108%
2040	2,929,800	210,964	17,274	39,996	1,744,698	1,618,186	108%
2041	3,017,694	208,437	18,278	125,313	1,846,099	1,711,635	108%
2042	3,108,225	202,181	16,080	440,307	1,624,052	1,488,662	109%
2043	3,201,471	206,711	17,860	44,721	1,803,902	1,671,830	108%
2044	3,297,516	217,744	17,286	293,064	1,745,868	1,610,237	108%
2045	3,396,441	231,569	17,832	194,266	1,801,003	1,654,262	109%
2046	3,498,334	219,380	18,316	188,810	1,849,889	1,711,101	108%
2047	3,603,284	234,967	17,428	342,045	1,760,239	1,617,864	109%
2048	3,711,383	232,023	19,923		2,012,184	1,880,368	107%

**Town of Ocean View**  
**TWG Component Funding Model Assessment & Category Summary**

Description	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Assigned Reserves	Fully Funded
<b>32 West Ave.</b>							
AV/Audio/Recording Systems	2022	10	0	3	3,100	2,170	2,170
Appliances - Kitchen		<i>Unfunded</i>					
Cabinets - Wood		<i>Unfunded</i>					
Carpet	2021	8	8	2	14,000	12,250	12,250
Ceramic Tile Flooring		<i>Unfunded</i>					
Counter Tops - Plastic Laminate		<i>Unfunded</i>					
Decks, Ramps and Railings - Exterior	2046	30	0	27	40,000	0	4,000
Doors - Entrance		<i>Unfunded</i>					
Doors - Fiberglass	2025	20	0	6	6,600	0	4,620
Doors - Interior		<i>Unfunded</i>					
Electric Power Generator	2037	30	0	18	44,000	0	17,600
Flagpoles		<i>Unfunded</i>					
HVAC - Split System - Unit 1	2028	12	0	9	6,500	0	1,625
HVAC - Split System - Unit 2	2020	12	1	1	6,500	6,000	6,000
Lighting - Interior	2035	30	0	16	11,000	0	5,133
Lighting - Parking Lot	2030	25	0	11	2,800	0	1,568
Notice Cabinet - Exterior		<i>Unfunded</i>					
Painting - Exterior		<i>Unfunded</i>					
Painting - Interior		<i>Unfunded</i>					
Plumbing Fixtures		<i>Unfunded</i>					
Plumbing Fixtures - Shower		<i>Unfunded</i>					
Ramps and Railings - Interior	2035	30	0	16	13,000	0	6,067
Roofs - Composition Shingle	2025	20	0	6	14,980	0	10,486
Sidewalks	2035	30	0	16	10,134	0	4,729
Sign		<i>Unfunded</i>					
Telephone and Security System		<i>Unfunded</i>					
Vinyl Fencing	2032	20	0	13	3,200	0	1,120
Water Heater		<i>Unfunded</i>					
Windows	2043	30	0	24	22,000	0	4,400
32 West Ave. - Total					\$197,814	\$20,420	\$81,768
<b>201 Central Ave.</b>							
Alarm System and Emergency Lighting	2023	8	0	4	12,500	6,250	6,250
Appliances - Kitchens		<i>Unfunded</i>					
Cabinets		<i>Unfunded</i>					
Ceiling Fiberboard Panels	2027	20	0	8	33,000	0	19,800
Ceramic Tile Showers		<i>Unfunded</i>					
Computer System	2023	8	0	4	27,000	10,463	13,500
Counters -- Plastic Laminate		<i>Unfunded</i>					
Doors - Overhead Sectional	2027	20	0	8	22,500	0	13,500
Doors -- Entrance - Phase 1	2021	15	0	2	6,999	6,066	6,066
Doors -- Entrance - Phase 2	2022	15	1	3	6,999	5,687	5,687
Doors -- Entrance - Phase 3	2023	15	2	4	6,999	5,352	5,352
Doors -- Interior		<i>Unfunded</i>					

**Town of Ocean View**  
**TWG Component Funding Model Assessment & Category Summary**

Description	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Assigned Reserves	Fully Funded
<i>201 Central Ave. continued...</i>							
Doors -- Metal Exterior	2027	20	0	8	10,500	0	6,300
Electric Power Generator	2027	20	0	8	44,000	0	26,400
Elevators -- Cab Refurbishing	2022	15	0	3	5,500	4,400	4,400
Elevators -- Major Repair	2037	30	0	18	44,000	0	17,600
Epoxy Floor - Police Garage	2029	15	0	10	5,600	0	1,867
Fiberglass Showers - Cell Block		<i>Unfunded</i>					
Flagpole	2036	30	0	17	5,500	0	2,383
Floor Covering - Carpet Admin. and Second..	2021	10	2	2	65,400	54,500	54,500
Floor Covering - Carpet PD	2020	8	5	1	40,800	37,662	37,662
Floor Covering - Ceramic Tile	2037	30	0	18	12,180	0	4,872
Floor Covering - Vinyl	2020	15	-2	1	22,000	20,308	20,308
Gutters and Downspouts	2037	30	0	18	6,749	0	2,700
HVAC Units - Phase 1	2020	15	-2	1	22,831	21,075	21,075
HVAC Units - Phase 2	2021	15	-1	2	22,831	19,569	19,569
HVAC Units - Phase 3	2022	15	0	3	22,831	18,265	18,265
Hot Water Heaters		<i>Unfunded</i>					
Landscaping Screens		<i>Unfunded</i>					
Lighting - Fluorescent		<i>Unfunded</i>					
Lighting - Parking lot		<i>Unfunded</i>					
Lighting - Solar Array	2032	20	0	13	3,300	0	1,155
Painting -- Hardie Plank	2019	10	2	0	4,288	4,288	4,288
Painting -- Interior		<i>Unfunded</i>					
Painting -- Stucco		<i>Unfunded</i>					
Plumbing Fixtures -- Drinking Fountain/Co..		<i>Unfunded</i>					
Plumbing Fixtures -- Restrooms		<i>Unfunded</i>					
Replacement/Repair Buiding Exterior	2019	6	0	0	500,000	500,000	500,000
Roofing	2019	20	0	0	40,000	40,000	40,000
Shed 10' x 20'	2037	20	0	18	5,500	0	550
Sidewalks	2037	30	0	18	42,057	0	16,823
Solar Array and Inverters	2042	30	0	23	220,000	0	51,333
Telephone and Security Systems	2020	15	-2	1	210,000	193,846	193,846
Toilet Partitions		<i>Unfunded</i>					
Windows	2037	30	0	18	90,000	0	36,000
201 Central Ave. - Total					\$1,561,865	\$947,731	\$1,152,051
<b>222 Maintenance Rd.</b>							
Ceiling Fiberboard Panels	2034	20	0	15	2,464	0	616
Counters and Cabinets		<i>Unfunded</i>					
Doors - Electric Operators	2024	10	0	5	7,920	0	3,960
Doors - Exterior Personnel 3'0" x 6'8"		<i>Unfunded</i>					
Doors - Exterior Personnel 6'0" x 7'0" pair	2039	25	0	20	1,500	0	300
Doors - Exterior Personnel Hardware	2024	10	0	5	3,900	0	1,950
Doors - Interior Personnel 3'0 x 6'8"		<i>Unfunded</i>					
Doors - Interior Personnel 6'0" x 6'8" pair		<i>Unfunded</i>					



**Town of Ocean View**  
**TWG Component Funding Model Assessment & Category Summary**

Description	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Assigned Reserves	Fully Funded
<i>222 Maintenance Rd. continued...</i>							
Doors - Interior Personnel Hardware		<i>Unfunded</i>					
Doors - Overhead Sectional	2034	20	0	15	20,000	0	5,000
Exhaust Fans	2034	20	0	15	2,800	0	700
Eye Wash Station		<i>Unfunded</i>					
Flooring - VCT		<i>Unfunded</i>					
Gas Unit Heaters		<i>Unfunded</i>					
Gutters and Downspouts	2044	30	0	25	4,972	0	829
Heat Pumps - Split System Ductless Units	2029	15	0	10	15,000	0	5,000
Lighting - Door Lights		<i>Unfunded</i>					
Lighting - Emergency Exit Signs		<i>Unfunded</i>					
Lighting - Emergency Path Lights		<i>Unfunded</i>					
Lighting - Flourescent Lay-ins		<i>Unfunded</i>					
Lighting - Flourescent Strips		<i>Unfunded</i>					
Outside Electrical Outlets		<i>Unfunded</i>					
Painting - Exterior Metal Wall and Trim	2044	30	0	25	9,677	0	1,613
Painting - Exterior Personnel Doors		<i>Unfunded</i>					
Painting - Interior Personnel Doors		<i>Unfunded</i>					
Painting - Interior Walls, Doors, and Trim		<i>Unfunded</i>					
Plumbing - Outside Faucets		<i>Unfunded</i>					
Plumbing - Shower Unit		<i>Unfunded</i>					
Plumbing Fixtures - Break room Sink		<i>Unfunded</i>					
Plumbing Fixtures - Drinking Fountain/Coo..		<i>Unfunded</i>					
Plumbing Fixtures - Restrooms		<i>Unfunded</i>					
Plumbing Fixtures - Utility Sink		<i>Unfunded</i>					
Refrigerator		<i>Unfunded</i>					
Rinnai Hot Water Heater		<i>Unfunded</i>					
Stacked Washer and Dryer		<i>Unfunded</i>					
Toilet Accessories	2029	15	0	10	2,700	0	900
Windows - Operable	2044	30	0	25	700	0	117
222 Maintenance Rd. - Total					\$71,633		\$20,984
<b>John West Park</b>							
6' Backless Bench with stone sides		<i>Unfunded</i>					
6' Bench		<i>Unfunded</i>					
6' Bench with stone sides		<i>Unfunded</i>					
6' Park Bench		<i>Unfunded</i>					
ADA Picnic Tables		<i>Unfunded</i>					
Bandstand - Refurbish/Refurnish	2020	10	30	1	15,000	14,625	14,625
Gazebo and Concrete Pad	2044	35	0	25	40,000	0	11,429
Irrigation Utility Boxes		<i>Unfunded</i>					
Lighting		<i>Unfunded</i>					
Lighting and Fan - Gazebo	2024	10	0	5	2,200	0	1,100
Miracle Recreation Fitness Cluster	2030	20	0	11	16,000	0	7,200
Octogon Pavillion	2035	20	0	16	20,000	0	4,000

**Town of Ocean View**  
**TWG Component Funding Model Assessment & Category Summary**

Description	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Assigned Reserves	Fully Funded
<i>John West Park continued...</i>							
Pavilion Improvements	2019	10	3	0	8,000	8,000	8,000
Pavilion with 8x24 BBQ Area	2020	25	0	1	22,000	21,120	21,120
Picnic Tables		<i>Unfunded</i>					
Playground Equipment	2031	15	0	12	12,500	0	2,500
Playground Equipment 2	2033	20	0	14	32,000	0	9,600
Playground Equipment 3 - Phase 1	2030	15	0	11	32,500	0	8,667
Playground Equipment 3 - Phase 2	2031	15	1	12	32,500	0	8,125
Sign		<i>Unfunded</i>					
Walking Paths		<i>Unfunded</i>					
Water Fountain		<i>Unfunded</i>					
White Vinyl Fencing	2033	20	0	14	8,000	0	2,400
White Vinyl Perimeter Fencing 36" high	2032	20	0	13	<u>2,900</u>	<u>0</u>	<u>1,015</u>
John West Park - Total					\$243,600	\$43,745	\$99,780
Total Asset Summary					<u>\$2,074,912</u>	<u>\$1,011,896</u>	<u>\$1,354,583</u>

Percent Fully Funded                      75%  
Current Average Liability per Unit (Total Units: 1)                      -\$342,687

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b>Replacement Year 2019</b>	
<b>201 Central Ave.</b>	
Painting -- Hardie Plank	4,288
Replacement/Repair Buiding Exterior	500,000
Roofing	40,000
<b>John West Park</b>	
Pavilion Improvements	8,000
<b>Total for 2019</b>	<b>\$552,288</b>
<b>Replacement Year 2020</b>	
<b>32 West Ave.</b>	
HVAC - Split System - Unit 2	6,695
<b>201 Central Ave.</b>	
Floor Covering - Carpet PD	42,024
Floor Covering - Vinyl	22,660
HVAC Units - Phase 1	23,516
Telephone and Security Systems	216,300
<b>John West Park</b>	
Bandstand - Refurbish/Refurnish	15,450
Pavilion with 8x24 BBQ Area	22,660
<b>Total for 2020</b>	<b>\$349,305</b>
<b>Replacement Year 2021</b>	
<b>32 West Ave.</b>	
Carpet	14,853
<b>201 Central Ave.</b>	
Doors -- Entrance - Phase 1	7,426
Floor Covering - Carpet Admin. and Second Floor	69,383
HVAC Units - Phase 2	24,221
<b>Total for 2021</b>	<b>\$115,882</b>
<b>Replacement Year 2022</b>	
<b>32 West Ave.</b>	
AV/Audio/Recording Systems	3,387
<b>201 Central Ave.</b>	
Doors -- Entrance - Phase 2	7,648



**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 2022 continued...</i>	
Elevators -- Cab Refurbishing	6,010
HVAC Units - Phase 3	24,948
<b>Total for 2022</b>	<b>\$41,994</b>
 <b>Replacement Year 2023</b>	
<b>201 Central Ave.</b>	
Alarm System and Emergency Lighting	14,069
Computer System	30,389
Doors -- Entrance - Phase 3	7,878
<b>Total for 2023</b>	<b>\$52,335</b>
 <b>Replacement Year 2024</b>	
<b>222 Maintenance Rd.</b>	
Doors - Electric Operators	9,181
Doors - Exterior Personnel Hardware	4,521
<b>John West Park</b>	
Lighting and Fan - Gazebo	2,550
<b>Total for 2024</b>	<b>\$16,253</b>
 <b>Replacement Year 2025</b>	
<b>32 West Ave.</b>	
Doors - Fiberglass	7,881
Roofs - Composition Shingle	17,887
<b>Total for 2025</b>	<b>\$25,768</b>
 <i>No Replacement in 2026</i>	
 <b>Replacement Year 2027</b>	
<b>201 Central Ave.</b>	
Ceiling Fiberboard Panels	41,803
Doors - Overhead Sectional	28,502
Doors -- Metal Exterior	13,301
Electric Power Generator	55,738
<b>Total for 2027</b>	<b>\$139,345</b>

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b>Replacement Year 2028</b>	
<b>32 West Ave.</b>	
HVAC - Split System - Unit 1	8,481
<b>201 Central Ave.</b>	
Floor Covering - Carpet PD	53,235
<b>Total for 2028</b>	<b>\$61,716</b>
<b>Replacement Year 2029</b>	
<b>32 West Ave.</b>	
Carpet	18,815
<b>201 Central Ave.</b>	
Epoxy Floor - Police Garage	7,526
Painting -- Hardie Plank	5,763
<b>222 Maintenance Rd.</b>	
Heat Pumps - Split System Ductless Units	20,159
Toilet Accessories	3,629
<b>John West Park</b>	
Pavilion Improvements	10,751
<b>Total for 2029</b>	<b>\$66,642</b>
<b>Replacement Year 2030</b>	
<b>32 West Ave.</b>	
Lighting - Parking Lot	3,876
<b>John West Park</b>	
Bandstand - Refurbish/Refurnish	20,764
Miracle Recreation Fitness Cluster	22,148
Playground Equipment 3 - Phase 1	44,988
<b>Total for 2030</b>	<b>\$91,775</b>
<b>Replacement Year 2031</b>	
<b>201 Central Ave.</b>	
Alarm System and Emergency Lighting	17,822
Computer System	38,496
Floor Covering - Carpet Admin. and Second Floor	93,245
<b>John West Park</b>	
Playground Equipment	17,822

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b><i>Replacement Year 2031 continued...</i></b>	
Playground Equipment 3 - Phase 2	46,337
<b>Total for 2031</b>	<b><u>\$213,722</u></b>
<b>Replacement Year 2032</b>	
<b>32 West Ave.</b>	
AV/Audio/Recording Systems	4,552
HVAC - Split System - Unit 2	9,545
Vinyl Fencing	4,699
<b>201 Central Ave.</b>	
Lighting - Solar Array	4,846
<b>John West Park</b>	
White Vinyl Perimeter Fencing 36" high	4,259
<b>Total for 2032</b>	<b><u>\$27,902</u></b>
<b>Replacement Year 2033</b>	
<b>John West Park</b>	
Playground Equipment 2	48,403
White Vinyl Fencing	12,101
<b>Total for 2033</b>	<b><u>\$60,504</u></b>
<b>Replacement Year 2034</b>	
<b>222 Maintenance Rd.</b>	
Ceiling Fiberboard Panels	3,839
Doors - Electric Operators	12,339
Doors - Exterior Personnel Hardware	6,076
Doors - Overhead Sectional	31,159
Exhaust Fans	4,362
<b>John West Park</b>	
Lighting and Fan - Gazebo	3,428
<b>Total for 2034</b>	<b><u>\$61,203</u></b>
<b>Replacement Year 2035</b>	
<b>32 West Ave.</b>	
Lighting - Interior	17,652

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b><i>Replacement Year 2035 continued...</i></b>	
Ramps and Railings - Interior	20,861
Sidewalks	16,262
<b>201 Central Ave.</b>	
Floor Covering - Vinyl	35,304
HVAC Units - Phase 1	36,637
Telephone and Security Systems	336,988
<b>John West Park</b>	
Octagon Pavillion	32,094
<b>Total for 2035</b>	<b>\$495,798</b>
 <b>Replacement Year 2036</b>	
<b>201 Central Ave.</b>	
Doors -- Entrance - Phase 1	11,569
Flagpole	9,091
Floor Covering - Carpet PD	67,436
HVAC Units - Phase 2	37,736
<b>Total for 2036</b>	<b>\$125,832</b>
 <b>Replacement Year 2037</b>	
<b>32 West Ave.</b>	
Carpet	23,834
Electric Power Generator	74,907
<b>201 Central Ave.</b>	
Doors -- Entrance - Phase 2	11,916
Elevators -- Cab Refurbishing	9,363
Elevators -- Major Repair	74,907
Floor Covering - Ceramic Tile	20,736
Gutters and Downspouts	11,490
HVAC Units - Phase 3	38,868
Shed 10' x 20'	9,363
Sidewalks	71,599
Windows	153,219
<b>Total for 2037</b>	<b>\$500,203</b>
 <b>Replacement Year 2038</b>	
<b>201 Central Ave.</b>	
Doors -- Entrance - Phase 3	12,273
<b>Total for 2038</b>	<b>\$12,273</b>

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b>Replacement Year 2039</b>	
<b>201 Central Ave.</b>	
Alarm System and Emergency Lighting	22,576
Computer System	48,765
Painting -- Hardie Plank	7,745
Roofing	72,244
<b>222 Maintenance Rd.</b>	
Doors - Exterior Personnel 6'0" x 7'0" pair	2,709
<b>John West Park</b>	
Pavilion Improvements	14,449
<b>Total for 2039</b>	<u><b>\$168,488</b></u>
<b>Replacement Year 2040</b>	
<b>32 West Ave.</b>	
HVAC - Split System - Unit 1	12,092
<b>John West Park</b>	
Bandstand - Refurbish/Refurnish	27,904
<b>Total for 2040</b>	<u><b>\$39,996</b></u>
<b>Replacement Year 2041</b>	
<b>201 Central Ave.</b>	
Floor Covering - Carpet Admin. and Second Floor	125,313
<b>Total for 2041</b>	<u><b>\$125,313</b></u>
<b>Replacement Year 2042</b>	
<b>32 West Ave.</b>	
AV/Audio/Recording Systems	6,118
<b>201 Central Ave.</b>	
Solar Array and Inverters	434,189
<b>Total for 2042</b>	<u><b>\$440,307</b></u>
<b>Replacement Year 2043</b>	
<b>32 West Ave.</b>	
Windows	44,721
<b>Total for 2043</b>	<u><b>\$44,721</b></u>

**Town of Ocean View  
TWG Annual Expenditure Detail**

Description	Expenditures
<b>Replacement Year 2044</b>	
<b>32 West Ave.</b>	
HVAC - Split System - Unit 2	13,610
<b>201 Central Ave.</b>	
Epoxy Floor - Police Garage	11,725
Floor Covering - Carpet PD	85,426
<b>222 Maintenance Rd.</b>	
Doors - Electric Operators	16,583
Doors - Exterior Personnel Hardware	8,166
Gutters and Downspouts	10,410
Heat Pumps - Split System Ductless Units	31,407
Painting - Exterior Metal Wall and Trim	20,261
Toilet Accessories	5,653
Windows - Operable	1,466
<b>John West Park</b>	
Gazebo and Concrete Pad	83,751
Lighting and Fan - Gazebo	4,606
<b>Total for 2044</b>	<u>\$293,064</u>
<b>Replacement Year 2045</b>	
<b>32 West Ave.</b>	
Carpet	30,192
Doors - Fiberglass	14,234
Roofs - Composition Shingle	32,306
<b>John West Park</b>	
Pavilion with 8x24 BBQ Area	47,445
Playground Equipment 3 - Phase 1	70,089
<b>Total for 2045</b>	<u>\$194,266</u>
<b>Replacement Year 2046</b>	
<b>32 West Ave.</b>	
Decks, Ramps and Railings - Exterior	88,852
<b>John West Park</b>	
Playground Equipment	27,766
Playground Equipment 3 - Phase 2	72,192
<b>Total for 2046</b>	<u>\$188,810</u>



## APPENDIX B


### COMMUNITY EVENTS DETAIL

Draft 3 - 03/26/2019

**TOWN OF OCEAN VIEW**

**DELAWARE**

**March 22, 2019**

TO: Honorable Mayor and Council Members  
FROM: Carol S. Houck, Town Manager   
SUBJECT: Community Events – Update

**BACKGROUND**

As you are aware, we have been working to identify the Community Events that will be held in 2019 to engage our residents and provide opportunities to interact and celebrate Ocean View! Efforts have been taking place to finalize dates, performers where applicable as well as align with partners in delivering four quality seasonal events or programs.

**DATES and TIMES ARE SET!**

In an effort to take advantage of publicity outlets and our May newsletter as well as to be in a position to secure acts and services I have confirmed the dates as last shared for all of our seasonal events. Some times and or rain dates have been fine tuned in association with greater focus on planning. Please refer to the attached flyer (prepared in house) for this information. Additionally, I share a **draft** of the first of four half page ads that will run in the Delaware Beach Life magazine highlighting our seasonal events and providing greater awareness of what attracts families to Ocean View!

Further, as we move through the year and the four issues, one of the events will drop off until the final Holiday event (Old Town Holiday Market and Tree Lighting) that will take center stage in a full page ad. Likewise, we own the rights to the product and will utilize the higher quality design in our other marketing efforts including our website, FACEBOOK, the newsletter, etc.

**PARTNERSHIPS**

In association with the seasonal events, I have had the opportunity to meet with and or discuss partnerships with the Ocean View Historical Society, Scout Troops and other local businesses or service organizations regarding their participation. I expect to be in a position to share more formal partnership news in the months ahead.



## Ocean View, Delaware

### Four Seasons of Family Fun - At the Park!

John West Park, 32 West Avenue— Beautiful, Ocean View, Delaware

#### Spring

#### Concert Series & Food Truck Friday Nights!

Start these Spring weekends off with music & a picnic in the Park!

**6:30 p.m. start**

Bring your blanket/chair

Food Truck's on site!

**May 17: 5th Avenue Jazz**

**May 24: the Over Time Band**

**May 31: the Funsters**

Rain dates scheduled as feasible.

#### Summer

We're rocking it old-school with

**Classic Movie Wednesday's**

Select classic movies will be aired with movie themed activities for Adults & Families...

**FOOD TRUCKS TOO!**

Activities begin by 7:30 p.m.; Movies start at approximately 8:20 p.m. (dusk)

June 26: **Casablanca**; including intermission with themed dance music under the stars... bring your special someone!

July 3: **Sandlot**; & special baseball themed activities!

July 10: **An Affair to Remember**; with themed dance music & a bon voyage photo opportunity!

July 17: **101 Dalmatians**; including movie themed activities & special guests!

Rain dates: July 24 and 31 (to be used in order if needed).

#### Fall

#### Cops & Goblins Festival

This local favorite is back, providing a safe & fun environment for families to Trick or Treat & enjoy activities of the season!

Food , Demonstrations, games & more!

**Sat. October 26, 2019**

**1p.m. to 4 p.m.**

**Rain date Sunday, Oct 27, 2019**

#### Winter

#### Old Town Holiday Market & Tree Lighting!

**Saturday, November 30, 2019**

**1 p.m. to 6 p.m.**

Stroll our **Holiday Market vendors**, enjoy the seasons first roasted chestnuts, holiday song performances & other family activities... **Including a train ride through the park** and the arrival of a special visitor from the North Pole!

Finally- help us count down the seconds before the lighting of our Holiday tree at 5:00p.m.

Rain date Sunday, December 1st

Visit [www.oceanviewde.com](http://www.oceanviewde.com) for more information.



1st DRAFT

OCEAN VIEW, Delaware

## Four Seasons of Family Fun - At the Park!

John West Park, 32 West Avenue - Beautiful, Ocean View, Delaware

### Spring

#### Concert Series & Food Truck

##### Friday Nights!

Start these spring weekends off with music & a picnic in the park!

**6:30 p.m. start**

Bring your blanket and chair

Food trucks on site!

**May 17: 5th Avenue Jazz**

**May 24: The Over Time Band**

**May 31: The Funsters**

Rain dates scheduled as feasible.

### Summer

Classic Movie  
Wednesdays  
June 26-July 17  
7:30pm

### Fall

Cops & Goblins  
Festival  
Oct. 26  
1-4pm

### Winter

Old Town  
Holiday Market  
& Tree Lighting  
Nov. 30 1-6pm

Visit [www.oceanviewde.com](http://www.oceanviewde.com) for more information.



# APPENDIX C

## FEE SCHEDULE

Draft 3 - 03/26/2019

## TOWN OF OCEAN VIEW

201 CENTRAL AVENUE  
OCEAN VIEW, DE 19970(302) 539-9797  
FAX (302) 537-5306  
financetov@oceanviewde.com  
www.oceanviewde.comMEMORANDUM

TO: Mayor Curran and Town Council Members

FROM: Dawn Mitchell Parks, Finance Director  
Carol S. Houck, Town Manager

DATE: March 22, 2019

SUBJECT: FY20 Proposed Fee Schedule

Fee Schedule: The attached proposed Fee Schedule will be submitted for discussion, consideration and voting on the resolution at the April 9th Town Council meeting.

No revisions were requested at the March 12<sup>th</sup> Budget Workshop.

Below is a recap of the revisions to the Fee Schedule discussed at the March 12th workshop;

- A. Page 4 –
  - a. Building –
    - i. Repairs and renovations (for work identical or substantially the same) – the rate is remaining the same but the Project cost of \$5,000 to \$5,999 is being changed to Project cost of \$5,000 to \$6,000.

Below is a recap of the revisions to the Fee Schedule discussed at the February 26<sup>th</sup> workshop;

- A. Page 2 –
  - a. Board of Adjustment - Fee for Failure to appear has been removed.
- B. Page 3 –
  - a. John West Park Amenities – Nonprofit organizational use by non-Ocean View property owner /resident has been added to Bullet #5.
  - b. Town Hall – Nonprofit organizational use by non-Ocean View property owner /resident has been added to Bullet #4.

Below is a recap of the revisions to the Fee Schedule discussed at the January 22<sup>nd</sup> workshop;

- B. Page 1 –
  - a. Other Administrative Fees – Recordation of documents in Recorder of Deeds Office, Sussex County is being increased from \$75.00 to \$100.00.
- C. Page 2 –
  - a. Annexation Request – Rezoning Application is being increased from \$800.00 to \$900.00.
  - b. Board of Adjustment – New fees are being added to this section.
    - i. Administrative variance \$150.00
    - ii. Penalty for violation of terms/conditions of the variance granted \$750.00
    - iii. Failure to appear will be equal to the cost incurred by the Town
  - c. Planning and Zoning – Rezoning Application for \$900.00 is being added to this section.

D. Page 3 –

- a. John West Park Amenities – Fees for the use of John West Park amenities are being separated from the Fees for the use of Town Hall. New rates will apply to the use of the Park amenities. No changes are being proposed for the fees for the use of Town Hall.

E. Page 4 –

a. Building –

- i. Repairs and renovations (for work identical or substantially the same) – the rate is remaining the same but the fee for Project Cost of less than \$5,000 is being changed to Project Cost of less than \$2,500 and the Project cost of \$5,000 to \$5,999 is being changed to Project cost of \$2,500 to \$5,000
- ii. All Others - Dumpster placement (subject to Town approval) is being lowered from \$50.00 to no fee.
- iii. Administrative Fee – Reissue of voided permits is being added to the fee schedule at \$50.00

F. Pages 7 and 8 –

- a. Water Fees, Rates and Meters – Chapter 213, Article II Fees, Rates and Meters is being added to the Fee Schedule.
  - i. Other Miscellaneous charges – Inspection fee for Initial Hook up is being increased from \$40.00 to \$90.00.

## TOWN OF OCEAN VIEW, DELAWARE FEE SCHEDULE

<b>ADMINISTRATIVE</b>
-----------------------

### 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)	\$ .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"	\$ 1.50
❖ 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 Such as reimbursable expenses and service fees.	1.5% per month/18% annual
❖ Recordation of documents in Recorder of Deeds Office, in Sussex County	\$ 100.00
❖ Returned check	\$ 35.00



## 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
❖ Special exception	\$ 750.00
❖ Administrative variance	\$ 150.00
❖ 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:	
○ 1 lot into 2 or combining 2 lots into 1	\$ 350.00
○ 3 to 5 lots	\$ 750.00
○ 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:
  - Bituminous concrete pavement \$ 80.00 per square yard
  - Surface treated (chip seal) pavement \$ 40.00 per square yard
  - 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

## 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 136-1B)

- ❖ 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

## TOWN HALL

NOTE: Fees apply to the use of Town Hall. 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

## LICENSES

- ❖ Business
  - Annual, calendar year (1/1 – 12/31) \$ 150.00
- ❖ Temporary, 30 consecutive days (2 per calendar year) \$ 30.00
- ❖ Event, per approved event for up to 3 consecutive days \$ 15.00
- ❖ Peddling, soliciting and canvassing \$ 50.00
- ❖ Real estate sales or 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 \$ 75.00  
for rent. Annual, calendar year (1/1 – 12/31).
- ❖ 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 purposes of creating additional enclosed living space. \$ 1.25 per square foot
  - Improvements to principal and accessory structures by adding walls and/or roof that increase the gross floor area. \$ 1.25 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. \$ .50 per square foot
- ❖ Repairs and renovations (for work identical or substantially the same):
  - Project cost of less than \$5,000 \$ 0.00
  - Project cost of \$5,000 – \$6,000 \$ 50.00
  - Each additional \$1,000 or fraction thereof \$ 10.00
- ❖ All others:
  - Dumpster placement (subject to town approval) \$ 0.00
  - Fence, sidewalk and driveway \$ 75.00
  - Demolition of any structure or building \$ 100.00
  - Moving any structure or building in or through Town \$ 100.00

**Note:** Police escort required @ additional costs.

  - Swimming pools (in and above ground) \$ .50 per square foot
- ❖ Minimum charge for any building permit \$ 50.00
- ❖ Administrative Fee – Reissue of voided permit \$ 50.00
- ❖ Failure to obtain permit before work is performed penalty
  - Penalties as specified in Town Code Chapters 84 (Building Construction) and 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	\$ 50.00

### Utility

❖ Base permit	\$ 100.00
❖ Utility permit (all based on as-built)	
○ Boring under paved road, per boring	\$ 100.00
○ Cut in paved street	\$ 1.00 per square foot
○ 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	\$ 60.00 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 employees 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	\$ 100.00
❖ Municipal lien filed in Sussex County by Town Solicitor	\$ 150.00
❖ Municipal lien satisfaction filed in Sussex County by Town Solicitor	\$ 150.00
❖ Municipal lien renewal filed in Sussex County by Town Solicitor	\$ 150.00



Reviews/inspections/approvals by professionals and consultants

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

<b>STIPENDS – as set by Town Council</b>
--

NOTE: Fees are per member.

❖ Board of Adjustment, per application at meeting	\$ 30.00
❖ Board of Assessment, per day	\$ 50.00
❖ 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

<b>TAXES</b>
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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%

<b>VIOLATIONS/FINES</b>
-------------------------

Animals (as set out in Town Code Chapter 68)

- ❖ Barking and howling dogs,
  - 1st offense \$ 25.00
  - 2<sup>nd</sup> offense & each subsequent offense \$ 50.00
- ❖ Dogs running at large without a muzzle \$ 5.00

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

- ❖ Sleeping in public,
  - 1<sup>st</sup> offense Not less than \$25 but not more than \$50.
  - 2<sup>nd</sup> offense & each subsequent offense Not less than \$50 but not more than \$100.

Firearms, Fireworks and Bonfires (as set out in Town Code Chapter 123)

- ❖ Bonfire started on any streets, lanes or alleys, per offense \$ 5.00

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 right-of-ways \$50 1<sup>st</sup> offense, \$100 each subsequent offense within a calendar year

<b>WATER FEES, RATES AND METERS</b>
-------------------------------------

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

- ❖ General Water Service Charges
    - Service availability charge \$ 97.66
    - Facilities Charge
- | Size of Meter<br>(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 \$ 5.3453 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 \$ 90.00
- Utility permit \$ 100.00
- Transfer charge (service call to read meter  
Due to change in ownership) \$ 45.00
- Service all 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

# APPENDIX D

## TRUST FUND DETAIL

Draft 3 - 03/26/2019



## FY20 Budget - Recap of the Trust Fund Accounts

RECAP below is for the 10-year period ending April 30, 2028

Balances shown are as of the end of each Fiscal Year

	SRRTF	CRTF	ERTF	Projected Totals
FY18	1,798,223	928,688	286,331	3,013,242
FY19	1,776,579	935,774	707,550	3,419,903
FY20	1,245,583	250,894	839,622	2,336,100
FY21	410,701	271,297	863,950	1,545,948
FY22	323,538	236,635	895,406	1,455,580
FY23	293,402	246,673	923,173	1,463,248
FY24	549,540	343,670	930,303	1,823,513
FY25	458,957	371,090	933,094	1,763,141
FY26	766,989	412,043	935,893	2,114,925
FY27	1,080,411	251,101	938,701	2,270,213
FY28	1,085,896	485,296	938,709	2,509,902

## Legend

SRRTF	Street Repair and Replacement Trust Fund
CRTF	Capital Replacement Trust Fund
ERTF	Emergency Reserve Trust Fund

## FY20 Budget - Analysis of Street Repair &amp; Replacement Trust Fund (SRRTF)

Balance in SRRTF at April 30, 2018

Total Restricted for the SRRTF - see pg. 30 audited financial statements

\$ 1,655,451

Add balance in MSA money market account at Fulton Bank

142,772

Total restricted at beginning of FY19 for street projects =

\$ 1,798,223

	Projected Additions				Projected Expenditures			Balance at end of Fiscal Year
	MSA Grant Receipts	Transfer Tax Deposits		Interest Income	Street Maintenance Costs	ADA Transition Costs	Drainage Project Costs	
		Monthly Collections	"Excess" Collections					
	(a)	(b)	(c)	(d)	(d)	(e)	\$ 1,798,223	
FY19	118,000	352,144	459,999	31,469	(10,935)	(118,000)	\$ (854,321)	1,776,579
FY20	118,000	250,000	496,651	31,090	(327,500)	(147,000)	(952,237)	1,245,583
FY21	118,000	243,750	587,569	21,798	(374,878)	(135,000)	(1,296,121)	410,701
FY22	118,000	237,500	564,888	7,187	(464,738)	(140,000)	(410,000)	323,538
FY23	118,000	231,250	550,049	5,662	(533,097)	(152,000)	(250,000)	293,402
FY24	118,000	225,000	558,143	5,135	(498,140)	(152,000)		549,540
FY25	100,000	200,000	-	9,617	(400,200)	-		458,957
FY26	100,000	200,000	-	8,032	-	-		766,989
FY27	100,000	200,000	-	13,422	-	-		1,080,411
FY28	100,000	200,000	-	18,907	-			1,085,896
Proof	1,108,000	2,339,644	3,217,299	152,319	(2,609,488)	(844,000)	(3,762,679)	4,646,754

## Notes

- (a) Deposits are made each month to the SRRTF based on the level of Transfer Taxes collected. Ord. No. 303 (adopted May 14, 2013) provides the 25% of total transfer taxes collected are to be used to fund the SRRTF. These annual deposits are shown on page 5 of the Operating Budget Model.
- (b) During the preparation of the FY17 & FY18 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 FY19 Town Council confirmed that the Town 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 - 1.75%
- (d) Projected expenditures are based on the following studies completed by Kercher Engineering ("KEI"):  
FY19 Pavement Management Study provided by KEI on February 14, 2019  
FY16 ADA Transition Plan - approved at February 14, 2017 Town Council meeting.
- (e) Engineer's costs for construction project management (design, bidding process, construction inspections, etc.) were provided by Kercher Engineering ("KEI") as part of the FY19 Pavement Management Study.

## FY20 Budget - Analysis of Capital Replacement Trust Fund (CRTF)

Balance in CRTF at April 30, 2018

Total Restricted for the CRTF - see pg. 30 audited financial statements = \$ 928,688

	Deposits from Transfer Tax Receipts	Projected Interest Income	Projected Capital Repairs Current Yr \$\$	Balance at end of Fiscal Year
	(a)	(b)	(c) (d)	
FY18				\$ 928,688
FY19	112,500	2,786	(108,200)	935,774
FY20	125,000	2,807	(812,687)	250,894
FY21	121,875	753	(102,225)	271,297
FY22	118,750	814	(154,226)	236,635
FY23	115,625	710	(106,297)	246,673
FY24	112,500	740	(16,243)	343,670
FY25	75,000	1,031	(48,611)	371,090
FY26	75,000	1,113	(35,160)	412,043
FY27	75,000	1,236	(237,178)	251,101
FY28	75,000	753	(2,500)	485,296
<i>Proof</i>	1,006,250	12,744	(1,623,327)	324,355

Notes

(a) Deposits are made each month to the CRTF based on the level of transfer taxes 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. These annual deposits are projected at pg. 5 of the Operating Budget Model.

(b) Interest income is projected based on the beginning of the fiscal year balance.

The current interest rate estimate is - 0.30%

(c) Projected Capital Expenditures are based on the March 17, 2015, 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 were inflated at the rate of 3% per year.

The 'Reserve Study is currently under review by Bob Wheatley and the Town Manager revisions pending. FY20 Capital Expenditure includes a \$500,000 place holder for the repairs to 222 Central Avenue. This amount will be revised with the updated Reserve Study.

It should be noted that the timing of certain projects included in the approved study have been adjusted. 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. Due to the shifting of certain projects, FY20-24 are based on the capital budget under review.

(d) 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.



## FY20 Budget - Analysis of Emergency Reserve Trust Fund (ERTF)

Balance in ERTF at April 30, 2018

Total Restricted for the ERTF - see pg. 30 audited financial statements = \$ 286,331

	Deposits from Transfer Tax Receipts	Projected Interest Income	Budgeted Expenditures	Balance at end of Fiscal Year
	(a)	(b)		(c)
FY18	-	-	-	\$ 286,331
FY19	420,360	859	-	707,550
FY20	129,949	2,123	-	839,622
FY21	21,809	2,519	-	863,950
FY22	28,865	2,592	-	895,406
FY23	25,080	2,686	-	923,173
FY24	4,361	2,770	-	930,303
FY25		2,791	-	933,094
FY26		2,799	-	935,893
FY27		2,808	-	938,701
FY28		2,816	-	938,709
<i>Proof</i>	<i>630,424</i>	<i>24,762</i>	<i>-</i>	<i>941,517</i>

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. The amount reflected in FY19 was adopted with the annual budget and may be revised with the Amended budget at the April 9th Town Council meeting.
- (b) Interest income is projected based on the beginning of the fiscal year balance.  
The current interest rate estimate is - 0.30%
- (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 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 be met and maintained.



# APPENDIX E

## FY2020 PROPOSED BUDGET DETAIL & CAPITAL IMPROVEMENT PLAN

Draft 3 - 03/26/2019

**FY20 Budget**

**Impact on Ending Total**

**Changes made to the Current FY Budget (by each updated DRAFT) are as follows**

		Cumulative
<b>DRAFT #0 to DRAFT #1</b>		
<i>Did not track each change as developed draft 1. List of items done follows:</i>		<b>791,170</b>
<b>DRAFT #1 to DRAFT #2</b>		<b>791,170</b>
<b>12-Mar</b>		<b>791,170</b>
1 Decrease various revenue until analysis of Expenses, Trusts and Fund Balance is completed	(276,169)	<b>515,001</b>
2 Increase Salary & Related Employee expenses - G&A	(3,840)	<b>511,161</b>
3 Increase Business Insurance - G&A	(970)	<b>510,191</b>
4 Increase Salary & Related Employee expenses - Public Safety	(13,954)	<b>496,237</b>
5 Increase Business Insurance - Public Safety	(2,250)	<b>493,987</b>
6 Increase Salary & Related Employee expenses - Public Works	(4,229)	<b>489,758</b>
7 Increase Business Insurance - Public Works	(1,070)	<b>488,688</b>
8 Increase in Capital Project Funding Sources	770,584	<b>1,259,272</b>
9 Increase to Capital Improvement Plan expenditures	(1,225,188)	<b>34,084</b>
<b>DRAFT #2 to DRAFT #3</b>		<b>34,084</b>
<b>26-Mar</b>		<b>34,084</b>
1 Increase to Impact Fees	100,000	<b>134,084</b>
2 Increase Interest Income - un-restricted	23,063	<b>157,147</b>
3 Increase reimbursable fee	24,000	<b>181,147</b>
4 Increase Ambulance Fee Pass thru	9,000	<b>190,147</b>
5 Increase SRRTF Transfer In for GF reimbursement of Street Paving	327,500	<b>517,647</b>
6 Increase Transfer to ERTF	(121,000)	<b>396,647</b>
7 Increase Council Stipend/taxes	(48)	<b>396,599</b>
8 Increase to Contracted Services	(4,500)	<b>392,099</b>
9 Increase to Professional Services	(25,000)	<b>367,099</b>
10 Increase to MVFC Ambulance Service	(3,500)	<b>363,599</b>
11 Increase to Public Relations	(8,000)	<b>355,599</b>
12 Increase to Advertising	(2,000)	<b>353,599</b>
13 Increase Street and Sidewalk Maintenance and Repair (Street Paving from CIP)	(327,500)	<b>26,099</b>

**Revisions made to Draft #2 for Draft #3 APPENDIX E are outlined below:**

- Revenue (page 2 of Draft #3 Operating Budget)
  - Impact Fees associated with ESEF (Emergency Services Enhancement Fund) have been increased to reflect the permits available for Ocean Club, Tidalwalk and Silverwoods.
  - Interest Income, non-restricted, has been increased based on a 2.5% return on investments on the Fulton CRIM accounts. Prior to FY19, these accounts were not reported in the General Fund.
  - Reimbursable Fee Revenue has been increased to match the associated expense located on Page 3.
  - Draft 3 updated the Ambulance Fee Pass Thru for FY20 based on the number of properties eligible for the service. Based on our calculation there are approximately 2,600 accounts that will be billed for the Ambulance fee at \$35/per account.
  - The Transfer In from SRRTF (Street Repair / Replacement Trust Fund) reflects Street Paving as part of the Operating Budget versus Capital Improvement Plan budget.
- Expenditures (General and Administrative - Page 3 of Draft #3 Operating Budget)
  - Salary – minor adjustment to FY20 to reflect the April 2020 increase to Mayor and Council stipend based on the December 2019 CPI, estimated at 2%.
  - Contracted Services
    - Committee Stipends have been increased to reflect actuals from FY17, FY18 and to date for FY19. Under budgeted the last few fiscal years.
    - Other – increased Holiday Décor Mgmt by \$1,500. Per information given, many holiday decorations are in need of replacement.
  - Professional Services
    - Engineering has not been budgeted in previous years. Increased to reflect estimate of non-reimbursable engineering services. (FY19 YTD is over \$41,000)
    - Pass thru MVFC Ambulance Fee (approx. 2,600 accounts @ \$35 per account)
  - Public Relations has been increased based on estimates of the Community Events as shown in APPENDIX B.
  - Advertising has been increased based on estimates of the Community Events as shown in APPENDIX B.
- Expenditures (Public Safety - Page 4 of Draft #3 Operating Budget)
  - There have been no revisions to the Public Safety operating expenses.
- Expenditures (Public Works - Page 5 of Draft #3 Operating Budget)
  - Street and Sidewalk Maintenance and Repair has been increased to reflect Street Paving as previously reported in the Capital Improvement Plan. In FY18, Street Paving a decision was made to move Street Paving from Capital to Operating. We have chosen to stay with that decision and reimburse the General Fund from SRRTF.
- Capital Improvement Plan (starting on Page 6 of Draft #3 Capital Improvement Plan)
  - Drainage projects
    - Woodland Avenue – increased for unanticipated utility line issues.
    - Woodland Park – increased to reflect the addition of Assawoman Avenue.
  - Street Repair has been removed and is reflected in the DPW Operating budget.

**Revisions made to Draft #1 for Draft #2 APPENDIX E are outlined below:**

- Revenue (page 2 of Draft #2 Operating Budget)
  - Property Tax estimate is based on no change to the Property Tax Rate, .2478 per \$100 of assessed value.
  - Draft 3 which will be presented on March 26<sup>th</sup> will include revenue estimates for the supplemental billing.
  - Draft 3 will update the Ambulance Fee Pass Thru for FY20 based on the number of properties eligible for the service.
  - I also plan to review ESEF for the March 26<sup>th</sup> workshop as well – the assumption is to continue to distribute up to \$80,000 annually.
- Expenditures (starting on Page 3 of Draft #2 Operating Budget)
  - Compensation - Based on the guidance provided at the December workshop, salaries have been based on a 1.018% COLA to Council and all employees and a 3% merit across the board.
  - The reorganization of the P&Z department had estimated a decrease in salaries for FY20 with the retirement of personnel. Since then, we are finding ourselves with staff on medical leave for a possibly several months. The Retiree has accepted the offer to stay on as a part-time to help cover during the absence. The savings for the reorganization are therefore seen in FY21 as a minimal increase versus the increase that is shown for the out years FY22 to FY24.
  - For the March 26<sup>th</sup> workshop, we will be reviewing the budgeted Professional Services based on the activity thru February 28<sup>th</sup> of this fiscal year to confirm that budgeted amounts are adequate.
- Capital Improvement Plan (starting on Page 6 of Draft #2 Capital Improvement Plan)
  - Funding for the Drainage projects has been moved from General Fund to the Street Repair and Replacement Fund as amended by Ordinance 325 in May 2015.
  - Revisions under Drainage include
    - Country Village / Country Estates to include Frontier Lane and increased the project by \$85,000 spread across FY20 through FY22.
    - Rosegate has been updated from being split between FY21 and FY22 to being completed in one fiscal year, FY22.
    - Funding for Hudson Ave Pipe Crossing has increased in FY20 to \$75,000 from \$50,000.
  - Street Repair has been updated with the amounts from the Pavement Management Study.
  - The Sidewalk project for SR26 to John West Park has been revised and spread over FY21 through FY23.
  - Capital Repairs funded from the Capital Replacement Trust fund have been updated by Carol, Town Manager, based on discussion with Mr. Wheatley with the Whayland Group. The amount for 201 Central includes the \$500,000 placeholder for the repair to the building.
- Between now and the March 26<sup>th</sup> Workshop, Carol, Ken and I will be reviewing each project and estimates.



# Town of Ocean View

**DRAFT 3 - 03.26.19**

FY 2020 - FY 2024

Operating Budget

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24		
<b>Operating Budget Summary</b>								<u>5-Year TOTAL</u>
Total Revenue Available for Operations <i>(details at pg. 2)</i>	\$ 3,890,483	\$ 4,368,541	\$ 4,481,430	\$ 4,627,782	\$ 4,830,214	\$ 4,941,816	23,249,783	23,249,783
Departmental Operating Expenses:								
General & Administrative <i>(pg. 3 below)</i>	1,340,800	1,519,202	1,535,719	1,557,417	1,579,639	1,602,400	7,794,377	
Public Safety <i>(pg. 4 below)</i>	1,514,175	1,593,445	1,640,031	1,675,551	1,713,291	1,751,659	8,373,977	
Public Works <i>(pg. 5 below)</i>	679,925	1,085,460	1,143,997	1,244,066	1,322,933	1,297,454	6,093,911	
Total Operating Expenses	3,534,900	4,198,107	4,319,748	4,477,033	4,615,863	4,651,513	22,262,264	22,262,264
Available Revenue in excess of (less than) Operating Expenses	355,583	170,434	161,682	150,749	214,351	290,303	987,519	987,519
Other Funding Sources:								
Current Yr. Budget Amendment Impact <i>(Op &amp; Cap)</i>	-		-	-	-	-	-	
Capital Funding Sources:								
Sussex County Public Safety Grant	25,000	25,000	25,000	25,000	25,000	25,000	125,000	
Capital Replacement Trust Fund (CRTF)	108,200	812,687	102,225	154,226	106,297	16,243	1,191,678	
Street Repair & Replacement Trust Fund (SRRTF)	572,460	952,237	1,296,121	410,000	250,000	-	2,908,358	
Total Other Funding Sources	705,660	1,789,924	1,423,346	589,226	381,297	41,243	4,225,036	4,225,036
Excess (Deficit) Funding before Capital Expenditures	1,061,243	1,960,358	1,585,028	739,975	595,648	331,546	5,212,555	5,212,555
Capital Expenditures:								
Total Expenditures from Capital Improvement Plan	1,613,236	1,934,259	1,722,346	877,226	733,797	156,243	1,328,181	5,423,871
Excess (Deficit) Funding after all Expenditures	(551,993)	26,099	(137,318)	(137,251)	(138,149)	175,303	3,884,374	(211,316)
Projected Fund Balance	\$ 1,705,072	\$ 1,179,178	\$ 1,041,860	\$ 904,609	\$ 766,460	\$ 941,763		
	<i>(Adjusted to FY18 Audit Balance)</i>							

# Town of Ocean View

**DRAFT 3 - 03.26.19**

FY 2020 - FY 2024

## Operating Budget

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	5-Year TOTAL	Cross foots
<b>Revenue</b>								
PROPERTY TAXES & PENALTIES	\$ 2,175,661	\$ 2,219,214	\$ 2,369,011	\$ 2,522,997	\$ 2,680,684	\$ 2,841,525	12,633,431	
TRANSFER TAXES	\$ 900,000	\$ 1,000,000	\$ 975,000	\$ 950,000	\$ 925,000	\$ 900,000	4,750,000	
BUILDING PERMITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Building Permits	\$ 449,000	\$ 449,000	\$ 395,000	\$ 341,000	\$ 316,000	\$ 311,000	1,812,000	
Impact Fees - \$1,936	\$ 230,000	\$ 300,000	\$ 275,000	\$ 250,000	\$ 225,000	\$ 200,000	1,250,000	
Other Permits & Fees	\$ 26,000	\$ 36,000	\$ 26,000	\$ 25,000	\$ 25,000	\$ 25,000	137,000	
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Municipal Street Aid - Public Works	\$ 100,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	590,000	
Public Safety Grants	\$ 104,000	\$ 94,500	\$ 91,500	\$ 55,000	\$ 55,000	\$ 55,000	351,000	
GROSS RENTAL RECEIPTS TAXES	\$ 280,000	\$ 282,000	\$ 284,000	\$ 287,000	\$ 290,000	\$ 290,000	1,433,000	
LICENSES	\$ 150,000	\$ 155,000	\$ 158,000	\$ 161,000	\$ 164,000	\$ 164,000	802,000	
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
CATV - Mediacom	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	315,000	
Interest Income	\$ 11,322	\$ 28,827	\$ 23,584	\$ 15,628	\$ 9,046	\$ 3,832	80,917	
Other	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	145,000	
PLANNING & ZONING/BOARD OF ADJ FEES	\$ 15,000	\$ 15,000	\$ 14,000	\$ 14,000	\$ 13,000	\$ 13,000	69,000	
POLICE FINES & FEES	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	165,000	
REVENUE WITH OFFSETTING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Reimbursable Fees	\$ 76,500	\$ 100,500	\$ 101,003	\$ 101,508	\$ 102,015	\$ 102,525	507,550	
Pass Through MVFC Ambulance Service	\$ 82,000	\$ 91,000	\$ 91,455	\$ 91,912	\$ 92,372	\$ 92,834	459,573	cross foots
<b>TOTAL REVENUE</b>	<b>4,724,483</b>	<b>5,014,041</b>	<b>5,046,552</b>	<b>5,058,044</b>	<b>5,140,117</b>	<b>5,241,716</b>	<b>25,500,470</b>	<b>25,500,470</b>
Less: Transfer Tax, ESEF (\$500/impact fee), Sussex Cty Grant	(1,040,000)	(1,200,000)	(1,155,000)	(1,115,000)	(1,075,000)	(1,030,000)	(5,575,000)	(5,575,000)
Plus: SRRTF (annual street paving)/ESEF to distribute	206,000	554,500	589,878	684,738	765,097	730,100	3,324,313	3,324,313
<b>Adjusted Revenue Available for Operations</b>	<b>3,890,483</b>	<b>4,368,541</b>	<b>4,481,430</b>	<b>4,627,782</b>	<b>4,830,214</b>	<b>4,941,816</b>	<b>23,249,783</b>	<b>23,249,783</b>

# Town of Ocean View

**DRAFT 3 - 03.26.19**

FY 2020 - FY 2024

Operating Budget	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24		
<b>General &amp; Administrative Expenses</b>							<u>5-Year TOTAL</u>	
<b>SALARY &amp; RELATED EMPLOYEE EXPENSES</b>								
Salary, including OT & Bonus	583,575	610,568	610,939	620,971	631,205	641,643	3,115,326	
Insurances: Dental, Health, Life	114,800	151,073	162,377	167,251	172,271	177,442	830,415	
Payroll Taxes	46,675	49,531	49,444	50,269	51,111	51,969	252,324	
Pension	43,240	45,488	46,299	48,007	49,781	51,623	241,198	
Worker's Compensation	4,510	5,272	5,587	5,977	6,394	6,841	30,072	
<b>Personnel Related Costs</b>	<b>792,800</b>	<b>861,932</b>	<b>874,646</b>	<b>892,476</b>	<b>910,763</b>	<b>929,519</b>	<b>4,469,335</b>	
<b>CONTRACTED SERVICES</b>								
Committee Stipends	2,000	5,000	5,025	5,050	5,075	5,101	25,251	
Computer/Copier Maintenance & related expenses	34,500	35,100	35,276	35,452	35,629	35,807	177,264	
Other	14,500	16,000	16,080	16,160	16,241	16,322	80,804	
<b>EMPLOYEE RELATED EXPENSES, OTHER</b>	15,500	27,300	27,437	27,574	27,712	27,850	137,872	
<b>GRANT AWARDS: ESEF FUNDS</b>	80,000	80,000	80,000	80,000	80,000	80,000	400,000	
<b>INSURANCE BUSINESS &amp; BONDS</b>	19,400	20,370	21,389	22,458	23,581	24,760	112,557	
<b>PROFESSIONAL SERVICES</b>								
Audit	17,500	19,500	19,598	19,695	19,794	19,893	98,480	
Engineering	-	25,000	25,125	25,251	25,377	25,504	126,256	
Legal	25,000	35,000	35,175	35,351	35,528	35,705	176,759	
Other	62,500	62,500	62,813	63,127	63,442	63,759	315,641	
Pass thru MVFC Ambulance Service	82,000	91,000	91,455	91,912	92,372	92,834	459,573	
Reimbursable - Engineering	75,000	100,000	100,500	101,003	101,508	102,015	505,025	
Reimbursable - Other	500	500	503	505	508	510	2,525	
<b>PUBLIC RELATIONS</b>	21,500	29,500	29,648	29,796	29,945	30,094	148,982	
<b>REPAIRS &amp; MAINTENANCE</b>								
Buildings	4,500	10,000	10,050	10,100	10,151	10,202	50,503	
Machinery & Equipment	1,000	1,000	1,005	1,010	1,015	1,020	5,050	
Vehicles	700	1,000	1,005	1,010	1,015	1,020	5,050	
Other(Cleaning, Inspections, etc.)	11,700	11,700	11,759	11,817	11,876	11,936	59,088	
<b>SUPPLIES &amp; MISCELLANEOUS</b>								
Advertising	6,000	10,000	10,050	10,100	10,151	10,202	50,503	
Departement Specific Supplies	16,200	18,000	18,090	18,180	18,271	18,363	90,905	
Gas & Diesel	700	1,000	1,005	1,010	1,015	1,020	5,050	
NonCapital Equipment/Grant Equipment	14,000	14,000	14,070	14,140	14,211	14,282	70,704	
Office Supplies/Postage	14,500	15,000	15,075	15,150	15,226	15,302	75,754	
Uniforms	1,000	1,000	1,005	1,010	1,015	1,020	5,050	
<b>TELEPHONE &amp; COMMUNICATIONS</b>	14,100	14,100	14,171	14,241	14,313	14,384	71,209	
<b>UTILITIES</b>	13,700	13,700	13,769	13,837	13,907	13,976	69,188	
<b>Total Expenses General &amp; Administrative</b>	<b>1,340,800</b>	<b>1,519,202</b>	<b>1,535,719</b>	<b>1,557,417</b>	<b>1,579,639</b>	<b>1,602,400</b>	<b>7,794,377</b>	<b>7,794,377</b>
<i>Personnel costs</i>	<i>792,800</i>	<i>861,932</i>	<i>874,646</i>	<i>892,476</i>	<i>910,763</i>	<i>929,519</i>	<i>4,469,335</i>	<i>4,469,335</i>
<i>Dept. other costs</i>	<i>548,000</i>	<i>657,270</i>	<i>661,073</i>	<i>664,941</i>	<i>668,876</i>	<i>672,882</i>	<i>3,325,042</i>	<i>3,325,042</i>
<i>Total dept. costs</i>	<i>1,340,800</i>	<i>1,519,202</i>	<i>1,535,719</i>	<i>1,557,417</i>	<i>1,579,639</i>	<i>1,602,400</i>	<i>7,794,377</i>	<i>7,794,377</i>



# Town of Ocean View

**DRAFT 3 - 03.26.19**

FY 2020 - FY 2024

Operating Budget	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24		
<b>Public Safety Expenses</b>							<u>5-Year TOTAL</u>	
<b>SALARY &amp; RELATED EMPLOYEE EXPENSES</b>								-
Salary	822,550	884,591	910,538	926,619	943,022	959,346	4,624,115	
Insurances: Dental, Health, Life	215,500	194,814	200,654	206,669	212,866	219,249	1,034,252	
Payroll Taxes	66,075	71,434	73,259	74,566	75,899	77,228	372,385	
Pension	119,850	130,361	135,274	139,405	144,788	150,262	700,088	
Worker's Compensation	49,100	60,596	65,273	69,750	74,538	79,623	349,779	
<b>Personnel Related Costs</b>	<b>1,273,075</b>	<b>1,341,795</b>	<b>1,384,996</b>	<b>1,417,009</b>	<b>1,451,112</b>	<b>1,485,707</b>	<b>7,080,619</b>	
<b>CONTRACTED SERVICES</b>								-
Computer/Copier Maintenance & related expenses	9,650	9,650	9,698	9,747	9,795	9,844	48,735	
Other	8,350	8,350	8,392	8,434	8,476	8,518	42,170	
<b>EMPLOYEE RELATED EXPENSES, OTHER</b>	15,000	15,000	15,075	15,150	15,226	15,302	75,754	
<b>INSURANCE BUSINESS &amp; BONDS</b>	45,000	47,250	49,613	52,093	54,698	57,433	261,086	
<b>PROFESSIONAL SERVICES</b>								-
Legal	1,000	1,000	1,005	1,010	1,015	1,020	5,050	
Other	7,300	10,000	10,050	10,100	10,151	10,202	50,503	
<b>PUBLIC RELATIONS</b>	2,000	2,100	2,111	2,121	2,132	2,142	10,606	
<b>REPAIRS &amp; MAINTENANCE</b>								-
Buildings	7,700	7,700	7,739	7,777	7,816	7,855	38,887	
Machinery & Equipment	3,000	3,000	3,015	3,030	3,045	3,060	15,151	
Vehicles	12,000	12,000	12,060	12,120	12,181	12,242	60,603	
Other(Cleaning, Inspections, etc.)	8,400	8,400	8,442	8,484	8,527	8,569	42,422	
<b>SUPPLIES &amp; MISCELLANEOUS</b>								-
Advertising	200	200	201	202	203	204	1,010	
Departement Specific Supplies	21,000	21,000	21,105	21,211	21,317	21,423	106,055	
Gas & Diesel	25,000	28,000	28,140	28,281	28,422	28,564	141,407	
NonCapital Equipment	29,500	32,000	32,160	32,321	32,482	32,645	161,608	
Office Supplies/Postage	4,000	4,000	4,020	4,040	4,060	4,081	20,201	
Uniforms	10,000	10,000	10,050	10,100	10,151	10,202	50,503	
<b>TELEPHONE &amp; COMMUNICATIONS</b>	18,700	18,700	18,794	18,887	18,982	19,077	94,440	
<b>UTILITIES</b>								-
Utilities	13,300	13,300	13,367	13,433	13,500	13,568	67,168	
<b>Total Expenses Public Safety</b>	<b>1,514,175</b>	<b>1,593,445</b>	<b>1,640,031</b>	<b>1,675,551</b>	<b>1,713,291</b>	<b>1,751,659</b>	<b>8,373,977</b>	<b>8,373,977</b>
<i>Personnel costs</i>	<i>1,273,075</i>	<i>1,341,795</i>	<i>1,384,996</i>	<i>1,417,009</i>	<i>1,451,112</i>	<i>1,485,707</i>	<i>7,080,619</i>	<i>7,080,619</i>
<i>Dept. other costs</i>	<i>241,100</i>	<i>251,650</i>	<i>255,035</i>	<i>258,542</i>	<i>262,179</i>	<i>265,951</i>	<i>1,293,357</i>	<i>1,293,357</i>
<i>Total dept. costs</i>	<i>1,514,175</i>	<i>1,593,445</i>	<i>1,640,031</i>	<i>1,675,551</i>	<i>1,713,291</i>	<i>1,751,659</i>	<i>8,373,977</i>	<i>8,373,977</i>



# Town of Ocean View

**DRAFT 3 - 03.26.19**

FY 2020 - FY 2024

Operating Budget

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	5-Year TOTAL	
<b>Public Works Expenses</b>								
<b>SALARY &amp; RELATED EMPLOYEE EXPENSES</b>								
Salary	136,125	185,221	188,902	192,657	196,486	199,273	962,540	
Insurances: Dental, Health, Life	50,850	75,820	79,771	82,145	84,591	87,110	409,437	
Payroll Taxes	11,195	15,424	15,645	15,958	16,277	16,516	79,819	
Pension	10,080	13,713	13,944	14,507	15,093	15,615	72,872	
Worker's Compensation	8,075	11,212	11,999	12,851	13,763	14,730	64,555	
<b>Personnel Related Costs</b>	<b>216,325</b>	<b>301,390</b>	<b>310,260</b>	<b>318,118</b>	<b>326,211</b>	<b>333,244</b>	<b>1,589,223</b>	
<b>CONTRACTED SERVICES</b>								
Other	2,000	2,000	2,010	2,020	2,030	2,040	10,101	
<b>EMPLOYEE RELATED EXPENSES, OTHER</b>	600	1,000	1,005	1,010	1,015	1,020	5,050	
<b>GRANT AWARDS: ESEF FUNDS</b>	-	-	-	-	-	-	-	
<b>INSURANCE BUSINESS &amp; BONDS</b>	21,400	22,470	23,594	24,773	26,012	27,312	124,161	
<b>PROFESSIONAL SERVICES</b>								
Engineering	5,500	5,500	5,528	5,555	5,583	5,611	27,776	
Legal	40,000	25,000	25,125	25,251	25,377	25,504	126,256	
Other	5,000	1,000	1,005	1,010	1,015	1,020	5,050	
<b>PUBLIC RELATIONS</b>	500	500	503	505	508	510	2,525	
<b>REPAIRS &amp; MAINTENANCE</b>								
Buildings	1,000	1,000	1,005	1,010	1,015	1,020	5,050	
Drainage	10,000	10,000	10,050	10,100	10,151	10,202	50,503	
Machinery & Equipment	3,000	3,000	3,015	3,030	3,045	3,060	15,151	
Park	20,000	28,000	28,140	28,281	28,422	28,564	141,407	
Street & Sidewalk Maintenance & Repair	201,000	528,500	575,878	665,738	734,097	699,100	3,203,313	
Vehicles	2,500	2,500	2,513	2,525	2,538	2,550	12,626	
Other(Cleaning, Inspections, etc.)	4,700	4,000	4,020	4,040	4,060	4,081	20,201	
<b>SUPPLIES &amp; MISCELLANEOUS</b>								
Advertising	500	1,000	1,005	1,010	1,015	1,020	5,050	
Departement Specific Supplies	27,500	27,500	27,638	27,776	27,915	28,054	138,882	
Gas & Diesel	7,000	7,000	7,035	7,070	7,106	7,141	35,352	
NonCapital Equipment	10,300	10,300	10,352	10,403	10,455	10,508	52,018	
Office Supplies/Postage	300	300	302	303	305	306	1,515	
Uniforms	2,000	2,800	2,814	2,828	2,842	2,856	14,141	
<b>TELEPHONE &amp; COMMUNICATIONS</b>	4,000	4,500	4,523	4,545	4,568	4,591	22,726	
<b>UTILITIES</b>								
Street Lights	84,000	84,000	84,420	84,842	85,266	85,693	424,221	
Utilities	10,800	10,800	10,854	10,908	10,963	11,018	54,543	
<b>Total Expenses Public Works</b>	<b>679,925</b>	<b>1,085,460</b>	<b>1,143,997</b>	<b>1,244,066</b>	<b>1,322,933</b>	<b>1,297,454</b>	<b>6,093,911</b>	<b>6,093,911</b>
<i>Personnel costs</i>	<i>216,325</i>	<i>301,390</i>	<i>310,260</i>	<i>318,118</i>	<i>326,211</i>	<i>333,244</i>	<i>1,589,223</i>	<i>1,589,223</i>
<i>Dept. other costs</i>	<i>463,600</i>	<i>784,070</i>	<i>833,737</i>	<i>925,948</i>	<i>996,723</i>	<i>964,210</i>	<i>4,504,687</i>	<i>4,504,687</i>
<i>Total dept. costs</i>	<i>679,925</i>	<i>1,085,460</i>	<i>1,143,997</i>	<i>1,244,066</i>	<i>1,322,933</i>	<i>1,297,454</i>	<i>6,093,911</i>	<i>6,093,911</i>

**Town of Ocean View**  
**Proposed Capital Improvement Program FY2020 - FY 2024**

	Amount Year Ending April 30, 2020	Amount Year Ending April 30, 2021	Amount Year Ending April 30, 2022	Amount Year Ending April 30, 2023	Amount Year Ending April 30, 2024
<b><u>Appropriations from the:</u></b>					
General Fund	\$ 144,335	\$ 299,000	\$ 288,000	\$ 352,500	\$ 115,000
Capital Replacement Trust Fund	\$ 812,687	\$ 102,225	\$ 154,226	\$ 106,297	\$ 16,243
Grants: Sussex County	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Street Repair & Replacement Trust Fund	\$ 952,237	\$ 1,296,121	\$ 410,000	\$ 250,000	\$ -
Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -
To be determined	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Appropriations</b>	<b>\$ 1,934,259</b>	<b>\$ 1,722,346</b>	<b>\$ 877,226</b>	<b>\$ 733,797</b>	<b>\$ 156,243</b>

**Capital Expenditures**

**General & Administrative**

Information Technology / Website Upgrades	15,000	-	-	-	-
<b>Total Administrative</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Public Safety**

Replacement of Police Vehicle (P10)	60,000	180,000	120,000	120,000	120,000
Speed Monitors - Fixed Mounted Signs (2)	7,000	-	-	-	-
Computer Upgrades	6,000	-	-	-	-
<b>Total Public Safety</b>	<b>73,000</b>	<b>180,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

**Public Works**

Drainage Projects:					
Woodland Avenue	366,800	-	-	-	-
Woodland Park	350,087	-	-	-	-
Country Village/Country Estates	35,000	50,000	360,000	-	-
Pipe Clean/Video Cottages	10,350	-	-	-	-
Pipe Repairs (On Call) - Miscellaneous	15,000	10,000	-	-	-
The Cottages	-	925,771	-	-	-
Rosegate drainage	-	-	50,000	-	-
Woodland Ave. / Daisy Ave.	-	-	-	250,000	-
Hudson Avenue Pipe Crossing	75,000	100,000	-	-	-
West Ave, SR 26 to Oakwood	100,000	200,000	-	-	-
Pipe Clean / Video Westview	-	10,350	-	-	-
<b>Total Drainage projects</b>	<b>952,237</b>	<b>1,296,121</b>	<b>410,000</b>	<b>250,000</b>	<b>-</b>

**Town of Ocean View**  
**Proposed Capital Improvement Program FY2020 - FY 2024**

Street Repair Projects:

Street Repair - Moved to Operating	-	-	-	-	-
<b>Total Street Repair projects</b>	-	-	-	-	-
Engineering Studies					
Traffic Analysis	15,000	15,000	15,000	7,500	-
Grant Support Services	5,000	4,000	3,000	-	-
<b>Total Engineering Studies</b>	<b>20,000</b>	<b>19,000</b>	<b>18,000</b>	<b>7,500</b>	-
Sidewalk Connectivity projects					
SR 26 to John West Park	-	100,000	175,000	250,000	-
<b>Total Sidewalk Connectivity projects</b>	-	<b>100,000</b>	<b>175,000</b>	<b>250,000</b>	-
Other Capital Purchases					
Town Park Irrigation	15,000	25,000	-	-	-
Town Hall / Town Park Accent Lighting	-	-	-	-	20,000
Christmas Pole Lights	12,000	-	-	-	-
John West Park - Playground Mulch	34,335	-	-	-	-
<b>Total Other Capital Purchases</b>	<b>61,335</b>	<b>25,000</b>	-	-	<b>20,000</b>
<b>Total Public Works</b>	<b>1,033,572</b>	<b>1,440,121</b>	<b>603,000</b>	<b>507,500</b>	<b>20,000</b>
<b>Capital Repairs from CRTF</b>					
32 West Avenue - Capital Repairs	6,500	18,900	-	-	-
201 Central Avenue - Capital Repairs	769,187	75,360	96,422	92,206	-
222 Maintenance Road - Capital Repairs	-	7,965	-	14,091	8,512
John West Park - Capital Repairs	37,000	-	57,804	-	7,731
<b>Capital Repairs - funded from the CRTF</b>	<b>812,687</b>	<b>102,225</b>	<b>154,226</b>	<b>106,297</b>	<b>16,243</b>
<b>Total Capital Outlays</b>	<b>1,934,259</b>	<b>1,722,346</b>	<b>877,226</b>	<b>733,797</b>	<b>156,243</b>

**Proprietary Fund (Water System)**

**Capital Expenditures**

Public Water System	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

# APPENDIX F

## FY2020 BUDGET WORKSHEETS & CHARTS

Draft 3 - 03/26/19



# Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Budget Highlights

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

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Transfer Taxes projected (see Revenue Assumptions below at pg. 4 of 8)	\$ 900,000	\$ 1,000,000	\$ 975,000	\$ 950,000	\$ 925,000	\$ 900,000
Transfers to Trust Funds, detailed below	\$ (900,000)	\$ (1,000,000)	\$ (975,000)	\$ (950,000)	\$ (925,000)	\$ (900,000)
Allocated to Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*At the December Budget Workshop, it was decided that the town would eliminate reliance on Transfer Tax revenue while the income stream is strong to allow for reserve balances to be increased at a faster pace to help with future capital and emergency needs of the town. These types of expenses are growing at a faster pace than current funding supports.*

#### Projected Transfer Tax collections to be moved from General Fund to the Street Repair & Replacement (SRRTF),

#### Emergency Reserve Trust Fund (ERTF) and Capital Replacement (CRTF) Trust Funds

% of Transfer Tax	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
SRRTF (Ord 303) 25.0%	\$ 225,000	\$ 250,000	\$ 243,750	\$ 237,500	\$ 231,250	\$ 225,000
CRTF (Ord 304) 12.5%	112,500	125,000	121,875	118,750	115,625	112,500
Emergency Reserve Trust Fund (Ord 339)	420,360	129,949	21,809	28,865	25,080	4,361
Balance Transfer Tax Collections available	142,140	495,051	587,566	564,885	553,045	558,139
Total deposited to Trust Funds	\$ 900,000	\$ 1,000,000	\$ 975,000	\$ 950,000	\$ 925,000	\$ 900,000

#### Summary of Operating Budget

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Revenues	\$ 3,890,483	\$ 4,368,541	\$ 4,481,430	\$ 4,627,782	\$ 4,830,214	\$ 4,941,816
Expenses	(3,534,900)	(4,198,107)	(4,319,748)	(4,477,033)	(4,615,863)	(4,651,511)
Revenue Over (Under) Operating Expenses	\$ 355,583	\$ 170,434	\$ 161,682	\$ 150,749	\$ 214,351	\$ 290,305

The revenue over expenses is based on a 50% tax increase in FY19, as council requested.

# Town of Ocean View

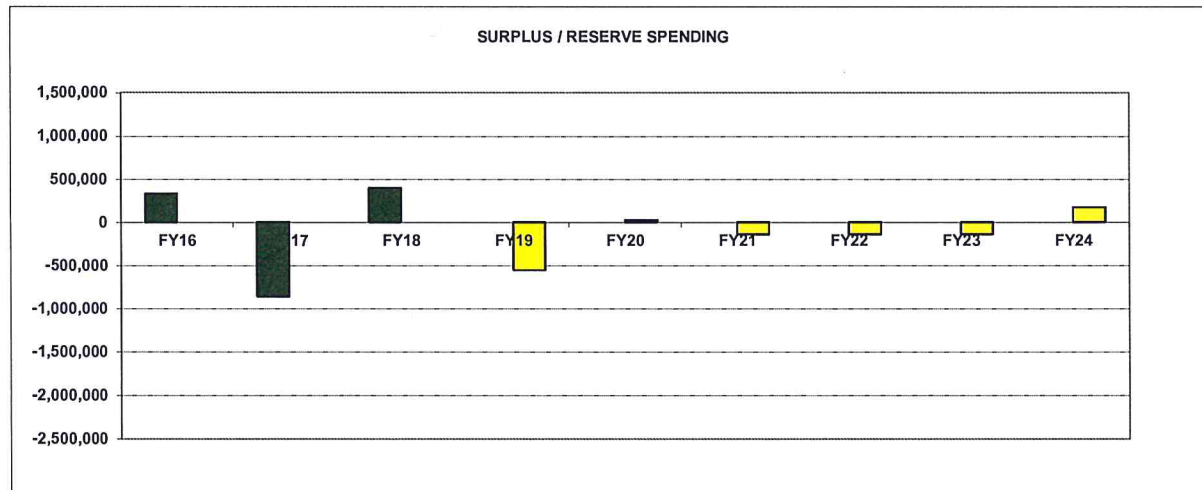
FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Balanced Budget Objective

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Excess Annual Revenue (Expenditures)	(\$551,993)	\$26,099	(\$137,318)	(\$137,251)	(\$138,149)	\$175,303
<i>Note: These totals include both operating and capital expenditures and the shortages must be taken from the general fund balance. FY19 represents transfer from Town Reserve adopted in the FY19 budget prior to end of fiscal year budget amendment.</i>						



Actual  
 Projected

# Town of Ocean View

FY 2020 - FY 2024

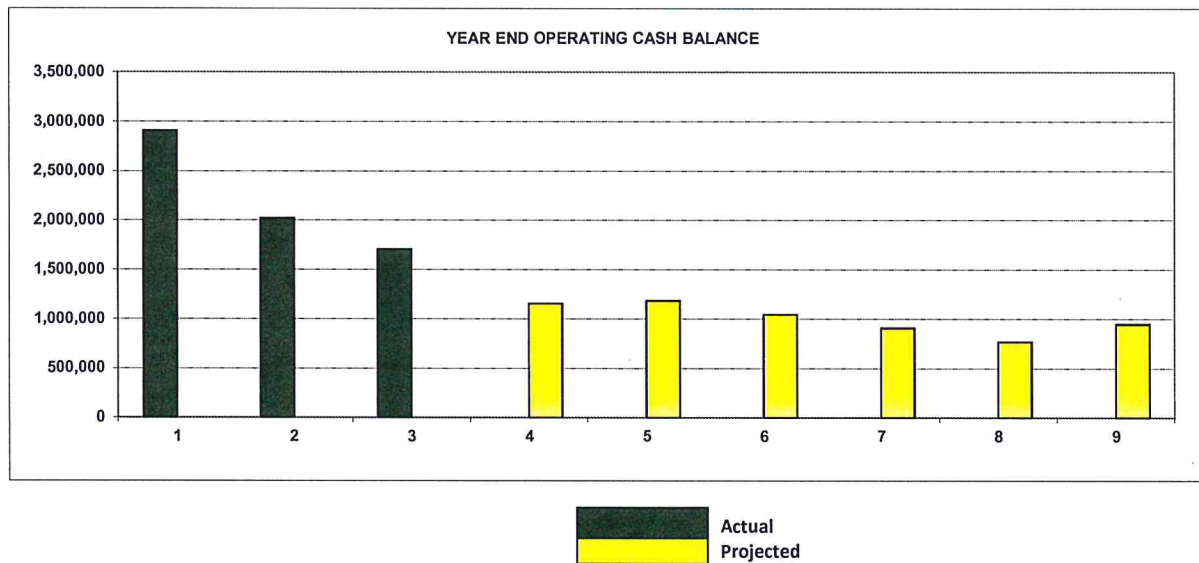
## Assumptions and Highlights

**DRAFT 3 - 03.26.19**

### Fund Balance Objective

(Goal: 2 months of projected expenses)

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Goal - 2 months of Total Operating Budget	\$ 589,150	\$ 699,685	\$ 719,958	\$ 746,172	\$ 769,310	\$ 775,252
Projected - from prior fiscal year	\$ 1,705,072	\$ 1,153,079	\$ 1,179,177	\$ 1,041,860	\$ 904,609	\$ 766,460
Difference - Excess (Shortfall)	\$ 1,115,922	\$ 453,394	\$ 459,219	\$ 295,687	\$ 135,298	\$ (8,793)



# Town of Ocean View

FY 2020 - FY 2024

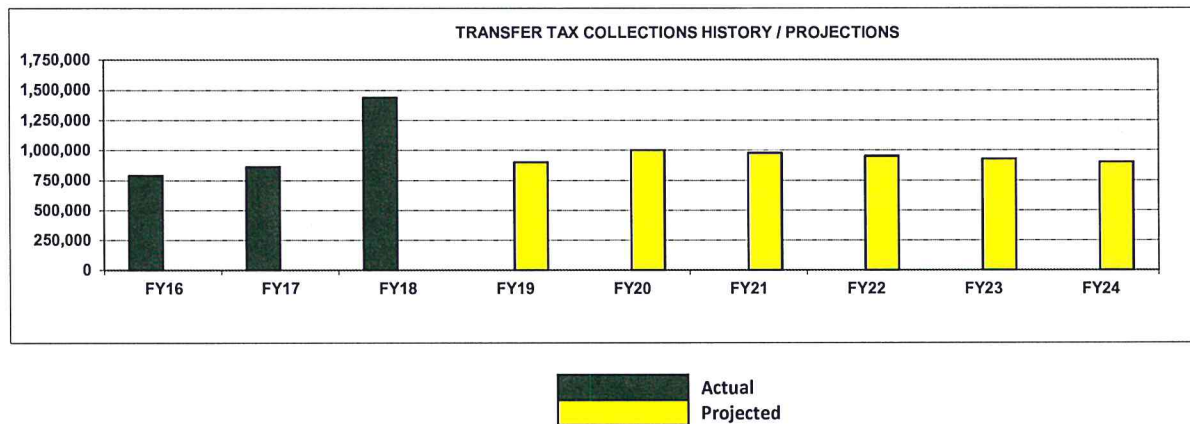
**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Assumptions - Revenues

#### Transfer Tax revenues projected

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Total Amount	\$ 900,000	\$ 1,000,000	\$ 975,000	\$ 950,000	\$ 925,000	\$ 900,000
Calculated % increase	14.2%	11.1%	-2.5%	-2.6%	-2.6%	-2.7%



#### Property Tax increases projected

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Tax Rate per \$100 of Assessed Value FY19-24:	\$ 0.2478	\$ 0.2478	\$ 0.2602	\$ 0.2732	\$ 0.2869	\$ 0.3012
Tax Rate per \$100 of Assessed Value FY18:	\$ 0.1652					
Increase in the Property Tax rate:	50.0%	0.0%	5.0%	5.0%	5.0%	5.0%
Impact of additional construction:		2.0%	1.75%	1.5%	1.25%	1.0%
Actual Property Taxes billed - Current FY	\$ 2,150,425					
Projected Property Taxes	\$ 2,175,700	\$ 2,219,214	\$ 2,369,011	\$ 2,522,997	\$ 2,680,684	\$ 2,841,525

For FY19, the Town of Ocean View moved away from having a Town Assessor to using the Sussex County property assessments.

In September 2018, Town Council voted to not use the County assessed values for the tax year beginning May 1, 2018 and to process a revised billing for FY19. With the 50% increase to the Property Tax Rate per \$100 of assessed value, the FY19 revised rate will be .2478 per \$100.



## Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

### Assumptions and Highlights

*FY20 taxes are projected based on total assessed values updated through February 2019.*

Building & Sign Permits, Site Plan Review	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 475,000	\$ 485,000	\$ 421,000	\$ 366,000	\$ 341,000	\$ 336,000

Permit cost for principal and accessory structures is \$1.25 per sq ft.

Permit cost for open decks and/or patios free from an enclosed wall and/or roof is \$0.50 per sq ft.

Business & Rental Licenses	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 150,000	\$ 155,000	\$ 158,000	\$ 161,000	\$ 164,000	\$ 164,000

Projections are based on trends in licenses issued over the past several years.

Gross Rental Receipts Tax	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 280,000	\$ 282,000	\$ 284,000	\$ 287,000	\$ 290,000	\$ 290,000

Ordinance was adopted in FY08 - projections are based on trends in prior year collections.

Effective January 1, 2012, the GRRT tax rate was increased to 5%.

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

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Impact Fees	\$ 230,000	\$ 300,000	\$ 275,000	\$ 250,000	\$ 225,000	\$ 200,000

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

*ESEF Fees* of \$500 are collected as part of Impact Fees. The funds are committed to ESEF until approved & distributed.

## Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

### Assumptions and Highlights

CATV revenue (Mediacom)	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000

Projections are based on the level of collections from Mediacom over the past several years. Current contract expires July, 2020.

Police Fines & Fees	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000

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

Interest earned on investments	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	0.50%	2.50%	2.00%	1.50%	1.00%	0.50%

Grant Income	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
County - Local Law Enforcement	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
State - Police Pension Grant	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
State - Municipal Street Aid (MSA)	\$ 100,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000	\$ 118,000
Federal - COPS	\$ 49,000	\$ 39,500	\$ 36,500	\$ -	\$ -	\$ -

Only those grants that can be reasonably estimated and that have been consistently received are included in the budget. Staff will be engaging to increase our grant activity.

# Town of Ocean View

FY 2020 - FY 2024

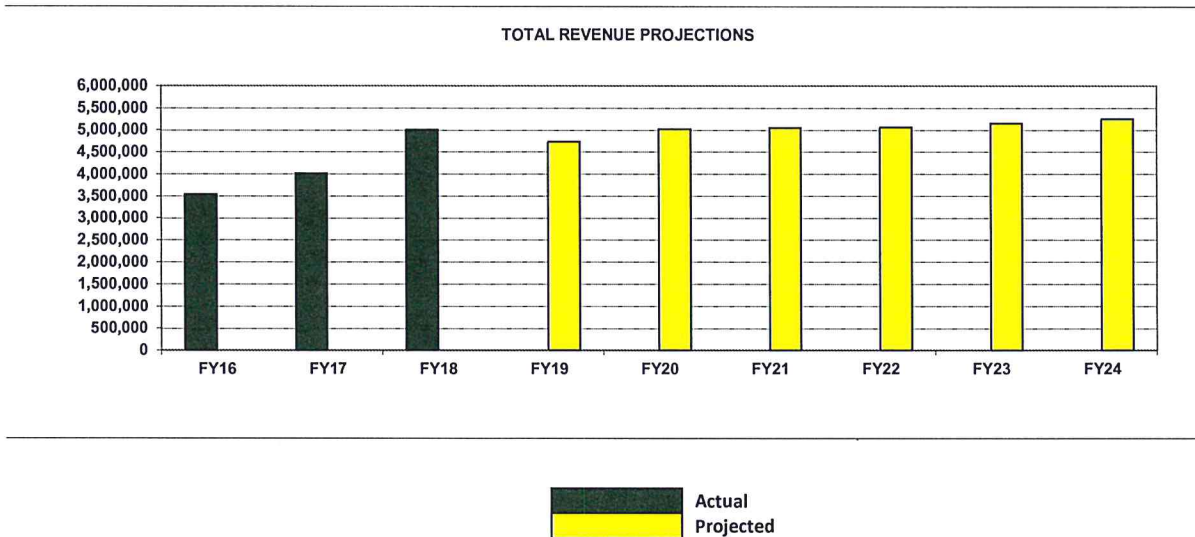
**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Total Revenue Projections

Note: Totals are before restricted and committed funds have been removed from Operating Revenue.

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Total Revenue	\$ 4,724,483	\$ 5,014,041	\$ 5,046,552	\$ 5,058,044	\$ 5,140,117	\$ 5,241,716
Calculated % increase		6.1%	0.6%	0.2%	1.6%	2.0%



## Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

### Assumptions and Highlights

#### Assumptions - Expenses

Salary increases	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
% Increase	n/a	3.0%	2.0%	2.0%	2.0%	2.0%

*NOTE: FY20 is calculated using the rate approved at the December 11th Council Meeting. FY21-24 are calculated at a straight 2% annual increase.*

Overtime	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
OVPD	13.2%	13.2%	13.2%	13.2%	13.2%	13.2%
DPW	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
G&A (Administration / P&Z)	2.0%	3.0%	3.0%	3.0%	3.0%	3.0%

*FY20: No change to DPW or PD. Increased G&A based on input from Ken Cimmino. For FY21 Planning, Zoning and Development will become their own department for better transparency.*

#### Employee Insurance Premiums

Annual Increases	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Medical/Hospitalization	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%
Life/Disability (Rate guarantee FY19/20)	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%
Dental (rate guarantee FY20)	5.2%	0.0%	3.5%	3.5%	3.5%	3.5%
Workers Compensation	n/a*	0.0%	5.0%	5.0%	5.0%	5.0%

*FY20 Rates: To date we have gotten renewal rates for Life and Dental. Health will not increase prior to January 1, 2020.*

*\*Worker's Compensation rate changes vary depending on classification of individual positions.*

State Pension Plan - Employer cost	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
% Increase	n/a*	n/a*	2.0%	2.0%	2.0%	2.0%

*\*FY20 rates were received from the Pension office in early January and have been used to calculate the expense.*

*There were minimal changes to the Police and civilian plan rates.*



# Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Comprehensive Land Use Plan - must be periodically updated as defined in the Delaware Code

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
FY19 major update/reset calendar	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

*The complete plan update which council approved at the February 14, 2017 meeting was not completed in FY18 due to staffing changes at the consulting company. Work will be completed in FY19 / FY20.*

### Departmental Operating Budgets - Non-Employee related costs, except for business insurance

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
FY 2020 - FY 2024 increase by	0.0%	0.0%	0.5%	0.5%	0.5%	0.5%
		"zero based"				

### Departmental Operating Budgets - Business Insurance

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
FY 2020 - FY 2024 increase by	0.0%	5.0%	5.0%	5.0%	5.0%	5.0%

### Street repair and improvements

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 327,500	\$ 374,878	\$ 464,738	\$ 533,097	\$ 498,100	

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 ~ 23 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 FY20 budget figures.

*Annual street paving & repair was moved from capital budget beginning FY18.*

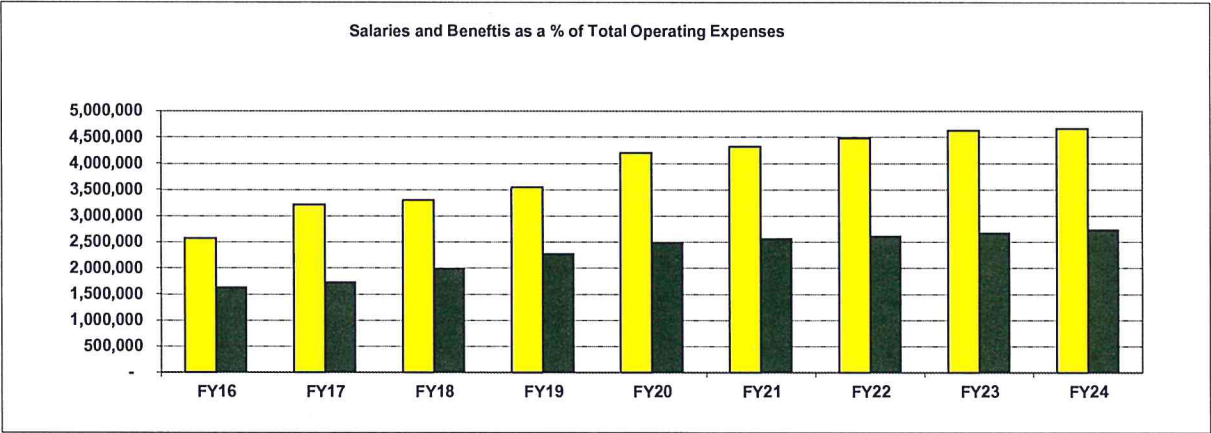
Town of Ocean View

FY 2020 - FY 2024

Assumptions and Highlights

DRAFT 3 - 03.26.19

Trends - Government Growth



Total Department Operating Budgets  
Salary and Benefits

Salaries and Benefits calculated as a % of Total Operating Expenses	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	65%	60%	59%	59%	58%	59%

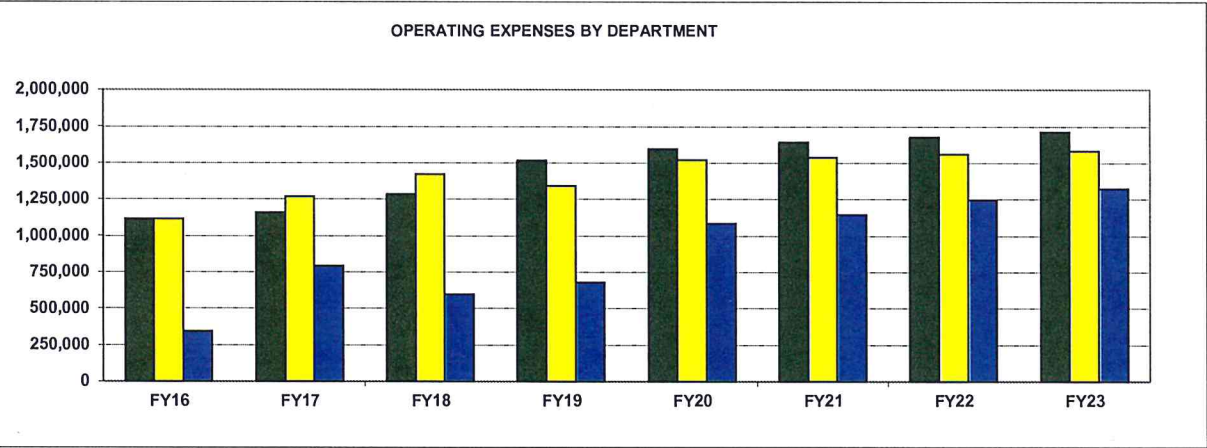
Note that staffing level is the major driver of the operating budget at most Towns.

Town of Ocean View

FY 2020 - FY 2024

Assumptions and Highlights

DRAFT 3 - 03.26.19



Public Safety  
General & Administrative  
Public Works

*Note that the growth in Public Works beginning in FY18 is due to moving annual street paving and repair to the operating budget. Beginning FY19 sidewalks were moved to operating.*

# Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

## Assumptions and Highlights

### Assumptions - Capital Improvements

#### Drainage

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

	FY20	FY 21	FY 22	FY 23	FY 24
Woodland Avenue	\$ 366,800				
Woodland Park	\$ 350,087				
Country Village/Country Estates	\$ 35,000	\$ 50,000	\$ 360,000		
Pipe Clean/Video Cottages	\$ 10,350				
Pipe Repairs (On Call) - Miscellaneous	\$ 15,000	\$ 10,000			
The Cottages		\$ 925,771			
Rosegate drainage			\$ 50,000		
Woodland Ave. / Daisey Ave.				\$ 250,000	
Hudson Avenue Pipe Crossing	\$ 75,000	\$ 100,000			
West Ave, SR 26 to Oakwood	\$ 100,000	\$ 200,000			
Pipe Clean / Video Westview		\$ 10,350			
<b>Total projected by Fiscal Year</b>	<b>\$ -</b>	<b>\$ 952,237</b>	<b>\$ 1,296,121</b>	<b>\$ 410,000</b>	<b>\$ 250,000</b>
<b>Total Estimated Drainage Project Costs =</b>	<b>\$ 2,908,358</b>				

#### Sidewalks - ADA Transition Plan

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 126,000	\$ 147,000	\$ 135,000	\$ 140,000	\$ 152,000	\$ 152,000

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 in the public right-of-way. A 2016 detailed Transition Plan was reviewed and approved by Council at its February 14, 2017 meeting. These annual costs are based on the 2016 Transition Plan.

*ADA repairs to sidewalks were moved in FY19 to the operating budget.*



## Town of Ocean View

FY 2020 - FY 2024

**DRAFT 3 - 03.26.19**

### Assumptions and Highlights

---

#### Police Vehicles

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ 45,000	\$ 60,000	\$ 180,000	\$ 120,000	\$ 120,000	\$ 120,000

The budget assumes one replacement police car will be acquired in FY20; two replacements FY 22, 23, 24; three replacements FY21.

The cost is based on the most recent new vehicle acquired. The Increase for one vehicle from \$45,000 to \$60,000 was a request from Council to see the true cost of the vehicle with outfitting.

#### Capital repair and replacements

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
	\$ -	\$ 847,487	\$ 115,790	\$ 212,030	\$ 120,388	\$ 32,486

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.

During early 2015, an updated Capital Reserve study was performed by the Whayland Group as required by the ordinance and the study was approved at the March 10, 2015 Council Meeting. The study is being updated and will be presented for discussion and vote at the March 12th Council meeting.

#### Discretionary Funds

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
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These funds have been moved to G&A non-capital due to the change in capitalization level (\$1,000 down from \$2,500) and is for unanticipated needs. The Town Manager will determine use.

# APPENDIX G

## WATER SYSTEM DETAIL

Draft 3 - 03/26/2019

SINCE 1889

# TOWN OF OCEAN VIEW

201 CENTRAL AVENUE  
OCEAN VIEW, DE 19970

(302) 539-9797  
FAX (302) 537-5306  
financetov@oceanviewde.com  
www.oceanviewde.com

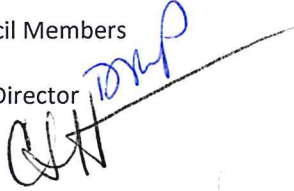
## MEMORANDUM

**TO:** Mayor Curran and Town Council Members

**FROM:** Dawn Mitchell Parks, Finance Director  
Carol S. Houck, Town Manager

**DATE:** March 22, 2019

**SUBJECT:** Proprietary Fund – Water System FY20 Budget



The attached proposed Water System Budget will be submitted for discussion, consideration and voting on at the April 9th Town Council meeting.

It is still the recommendation of the Town Manager and Finance Director to obligate the anticipated surplus (\$109,980) be used to pay down debt depending on the future outlay – capital plan amount to be provided by Tidewater Utilities.

The second draft of the FY20 Proprietary Fund – Water System Budget that was presented and discussed at the March 12<sup>th</sup> Council Workshop. Personnel expense located on page 3 were updated to reflect salary and benefit expense proposed in the second draft of the FY20 Operating Budget.

Below is a recap of the proposed Water System Budget:

### **Proprietary Fund – Water System – Budget Ordinance Format**

Revenue and Cost projections do not include items that are a “wash” from a revenue and cost standpoint such that they do not necessarily occur on an annual basis – e.g. new installations, utility permits and inspection fees for new connections, and additional services such as temporary shut off/turn on check for meter accuracy, etc.

The USDA debt was retired in August 2018 with proceeds from General Obligation Bonds resulting in a savings of \$362,540. The anticipated budget surplus of \$109,980 is a result of the FY20 debt schedule payments being interest only in fiscal year 2020.

### **Projected Revenue**

Projected Revenue for fiscal year 2020 are anticipated at \$560,222.

The quarterly billing rates were established by Ord. No. 249 and 255 dated May 12, 2009 and September 8, 2009, respectively. At this time, no rate increases are being proposed for fiscal year 2020.

The estimated water charge is a pass-through of the bulk water purchases from Tide Water Utilities.

### **Projected Costs (includes debt service)**

Projected Costs for fiscal year 2020 are anticipated at \$450,242 including debt service.

The current Water Service Agreement – Amendment #2 became effective on April 10, 2018 and will expire on April 30, 2022. Fiscal year 2020 is the second year of the agreement.

**Town of Ocean View Water System**

**FY20 Budget**

**DRAFT #2 (03/12/19)**

**Proprietary Fund - Water System - Budget Ordinance Format**

---

Water System Revenue	\$ 560,222
Water System Operating Costs	<u>\$ 307,794</u>
Excess Revenues over Operating Costs	\$ 252,428
Debt Service - General Obligation Bonds	<u>\$ 142,608</u>
Anticipated Budget Surplus (Deficit)	<u><u>\$ 109,820</u></u>



# Town of Ocean View Water System

FY20

DRAFT #3 (03/26/19)

## Projected Revenue

### Quarterly Facilities Charges:

#### Improved - metered lots

5/8 " meters

1 " meters

1 1/2 " meters

2 " meters

#### Unimproved lots

Quarterly Water Facilities Charges

#### 6" fire service lines

### Quarterly Facilities Charges

Rate (a)	# of accts (b)	Total
\$ 107.66	750	\$ 80,745
172.78	3	518
303.00	2	606
463.26	6	2,780
97.66	150	14,649
	911	99,298
\$ 1,600.00	2	3,200
Total Per Quarter		\$ 102,498

### Annualized Facilities Charges

### Estimated water charge

### Other revenue:

Interest

Late Fees billed

Miscellaneous income

### Total Projected Revenue

(c) Annual	\$ 409,992
(d)	\$ 140,000
	1,200
	7,500
	1,530
	\$ 560,222

### Notes:

- (a) The quarterly billing rates were established by Ord. No. 249 and 255 dated May 12, 2009 and September 8, 2009, respectively. At this time, there is no rate increase proposed for FY20.
- (b) The "# of accts" is based on a January 15, 2019 report from TUI/Middlesex that shows the number of accounts being billed for each account type and meter size.
- (c) Annualized Facilities charges (\$102,498 X 4 quarters).
- (d) Estimated water charge is a pass-through of the bulk water purchases.

### Note regarding revenue items that are not included in these projections

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 & inspection fees for new connections, and additional services such as temporary shut off/turn on, check of meter for accuracy, etc.

## Town of Ocean View Water System

FY20

DRAFT #3 (03/26/19)

### Projected Costs (includes debt service)

	Annual Projection
<b>Debt service - based on Maturity &amp; Debt Service Schedule - \$71,303.75 twice annually</b>	<b>\$ 142,608</b>
Balance due on notes ( <i>as of refinance August 2018</i> ) = \$ 4,160 million	
Final payment due March 2048	
<b>Operating Costs:</b>	
(a) <b>Personnel</b> - Projected Town staff time spent on water matters (Town Manager, P&Z staff, Finance Director, Accountant, Office Coordinator and DPW crew)	<b>32,028</b>
<b>Other Operating Costs</b>	
(b) TUI annual operation and maintenance - rate from Water Service Agreement	33,491
(c) TUI meter reading charges - rate from Water Service Agreement	30,255
Bulk Water Purchase	140,000
Miss Utility marking charges - based on recent history and trends	0
Advertising - to meet legal and regulatory requirements	880
Annual water sampling and quality report - regulatory requirement	750
Annual audit - separate financial statements required for Proprietary Fund	2,500
Bank Fees/Office	80
Dues - Delaware Rural Water Association	250
Insurance, Business	3,360
Maintenance and service calls - billed by White Marsh      Hourly rate = \$ 89	8,000
Professional services - Legal & Engineering	9,000
Hydrant "barrel extensions" & Utility Locator	19,200
Reserve for Repairs	28,000
<b>Subtotal other operating costs</b>	<b>275,766</b>
<b>Total Operating Costs</b>	<b>307,794</b>
<b>Total Projected Costs</b>	<b>\$ 450,402</b>

### Notes:

- (a) Projected personnel costs are based on FY20 proposed salaries.
- (b) Includes on going services such as water testing, hydrant maintenance, flushing of mains, meter inspections, valve "exercising", etc.
- (c) Note that the current Water Service Agreement - Amendment #2 - was effective April 10, 2018. This amendment will expire on April 30, 2022. FY20 is year 2 of the agreement.

### Note regarding revenue items that are not included in these projections

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 & inspection fees for new connections, and additional services such as temporary shut off/turn on, check of meter for accuracy, etc.