

PROPOSED BUDGET FISCAL YEAR 2020

October 1, 2019 - September 30, 2020

Proposed Budget Version 1.0



TOWN OF OCEAN RIDGE, FLORIDA

MAYOR

Steve Coz

VICE MAYOR

Don MaGruder

COMMISSIONERS

Phil Besler

Kristine de Haseth

Susan Hurlburt

TOWN MANAGER

Tracey L. Stevens, MMC

TOWN ATTORNEY

R. Brian Shutt

FINANCE DIRECTOR/TOWN CLERK

Tracey L. Stevens, MMC

POLICE CHIEF

Hal C. Hutchins

BUILDING & PUBLIC WORKS DIRECTOR

Wayne Cameron



TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

FY20 Budget Message & Highlights Summary

First Public Hearing Scheduled for September 9, 2019 @ 6 pm

Final Public Hearing & Budget Adoption Scheduled for September 23, 2019 @ 5 pm

May 23, 2019

The Honorable Mayor and Members of the
Town Commission of the Town of Ocean Ridge, Florida

Commissioners:

In accordance with the requirements of State Statutes and Article IV, Section 4.04(e) of the Ocean Ridge Town Charter, the proposed budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 is submitted for your review, consideration, and action.

The budget preparation process is perhaps one of the most important activities of the Town and therefore receives the most careful consideration, thought and planning by each department. The primary objective of the Town Manager and staff in the preparation of this budget document is to present to the Town Commission a budget plan which is within the legal framework established by State Law and Town Charter & Code, and to address the operational and general needs of the community for the coming fiscal year. The work program for each department shows progress as well as increased efficiency.

This FY20 (2019-2020) Budget continues good management procedures and policies established under legislative direction and priorities of the Town Commission, and set by Town Administration to move our workforce forward in shared visions to serve our residents with a high quality of life.

The assessment of budgetary needs is an ongoing process predicting long and short-term needs. Balancing competing needs makes up the bulk of the budget planning process. The Town Commission sets the direction, policies and priorities each year by majority legislative action. Necessities like debt service, personnel costs, insurance coverage and delivery of basic operational services take initial priority and are usually fixed amounts whether in-house, intergovernmental, or contractually. The Town strives to constantly address issues critical to improving the quality of life for our residents. As an organization, we seek the highest levels of service, most qualified personnel, and the best equipment that we can afford. Budgetary needs are constantly prioritized and choices are made within the framework of established policies and resources.

This fiscal year 2020 budget continues enhanced maintenance activity to our stormwater systems and critical drainage infrastructure projects prioritized by the Town Commission, along with a focus on fire hydrant maintenance, while also maintaining our landscape maintenance program as well as the Town's current level of visibility for public safety. At the



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goal setting workshop in April, the Town Commission heard from the residents and staff and committed to funding other priority capital improvement projects as described on the capital items listing.

The majority of the town budget is semi-fixed for personnel and employment multipliers, contracts, intergovernmental obligations and other ongoing programs and priorities of the Town from past priorities, obligations and legislative direction. Many line items have been increased to accommodate additional special projects and priorities indicated by the Commission and the public. Details of these categories have been included in the narratives for each department.

The overall projected budget expenditures of \$8,056,959 have increased by 13.73% in FY20, due to the enhanced maintenance and drainage infrastructure projects, along with increases in our insurance rates due to our experience ratings in workers' comp and general liability claims, and increases in salaries for our personnel. At a 5.35 mil rate, this year's budget proposes utilizing \$685,370 from the reserves to balance the budget in order to fund much needed enhanced maintenance for the Town. Using reserves as opposed to receiving funds from the state revolving loan fund and paying it back over time with interest not only saves the town money in the long run, but it is also recommended due to the current healthy fund balance. All unexpended funds identified as audited at the end of each fiscal year return to the Town reserve fund and can be appropriated for specific allowed purposes per Town Commission actions as budgeted. Town Reserves have typically increased over the past several years, however those margins and projections became intentionally tighter to actuarial last year.

Although we have anticipated increases to items such as health and risk insurance rates, ad valorem taxes, intergovernmental revenue sharing sources and related consumer and utility taxes, the figures for those items have not been received yet. The updated figures when received will adjust revenue and expense calculations accordingly.

In summary, the Commission will review the first budget draft presented by the Town Manager at the May 30th Budget Workshop, and discuss Town priorities to give staff consensus direction toward additional appropriations and/or reductions to the budget as presented. Revenue values will be confirmed in July, and final budget adjustments will be incorporated into the final budget for presentation to the public at the Budget Adoption Public Hearings in September.

Respectfully Submitted,

Tracey L. Stevens, MMC
Acting Town Manager
Finance Director & Town Clerk

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - REVENUE & EXPENDITURES

STATEMENT OF REVENUES & EXPENDITURES

Department Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
<i>FY Millage Rate Applied:</i>	5.35 mils	5.35 mils	5.35 mils	5.25 mils	5.35 mils	5.35 mils		
Revenue								
Dept: 310.000 Taxes	4,576,642	4,896,475	5,265,365	5,536,291	5,848,927	6,242,199	6.72%	
Dept: 320.000 Licenses & Permits	287,020	225,150	268,600	269,492	303,750	454,650	49.68%	
Dept: 330.000 Intergovernmental Revenue	244,725	235,600	233,100	227,323	340,250	218,840	-35.68%	
Dept: 340.000 Charges For Services	624,817	594,145	372,500	375,867	367,500	385,000	4.76%	
Dept: 350.000 Fines & Forfeits	163,233	13,400	15,744	73,097	18,444	21,800	18.20%	
Dept: 360.000 Miscellaneous Revenues	62,098	27,000	30,000	23,664	52,438	49,100	-6.37%	
(Outside) Revenues Sub-Totals	5,958,534	5,991,770	6,185,309	6,505,733	6,931,309	7,371,589	6.35%	
Dept: 380.000 Non-Revenues / Reserves	0	286,650	266,581	25,683	153,265	685,370	347.18%	<< Balancing Plug Line - Reserves
Total Revenues	5,958,534	6,278,420	6,451,890	6,531,416	7,084,574	8,056,959	13.73%	
Expenditures								
General Government								
511.101 Town Commission	22,080	22,742	23,078	23,682	26,738	35,333	32.15%	
512.102 Town Manager	135,433	169,430	139,634	142,190	153,622	153,112	-0.33%	
513.103 Town Clerk & Treasurer	279,293	316,710	310,249	343,478	372,767	282,433	-24.23%	
514.104 Legal Services	209,836	100,187	142,611	158,651	140,000	192,000	37.14%	
514.105 Appointed Boards	2,575	1,885	2,366	1,419	4,865	4,880	0.31%	
519.106 General Government Services	938,427	942,898	959,330	1,037,621	1,045,806	1,056,751	1.05%	
521.107 Law Enforcement & Fire Rescue	2,821,501	3,150,988	3,213,283	3,310,964	4,004,829	4,151,131	3.65%	
524.108 Building Department	154,145	180,957	157,500	157,500	134,621	481,002	257.30%	
534.111 Solid Waste & Recycling Services	243,635	243,147	244,362	249,853	264,000	274,000	3.79%	
539.112 Other Physical Environment	227,032	280,014	282,682	408,307	394,720	390,520	-1.06%	
541.113 Public Works	248,006	231,395	250,136	252,667	271,388	385,697	42.12%	
580.114 Contingency	-6,512	7,249	42,429	134,710	100,000	125,000	25.00%	
590.100 Transfers to Capital Projects	150,000	180,000	218,500	218,500	171,218	525,100	206.69%	
590.110 Interfund Transfers	143,488	0	0		0	0	0.00%	
Total Expenditures	5,568,939	5,827,602	5,986,160	6,439,541	7,084,574	8,056,959	13.73%	
Revenue Over Expenditure	389,595	450,818	465,730	91,875	0	0		
<i>Audited Change in Net Reserves/Assets Position</i>	380,549	380,459	120,944	145,729	n/a	n/a		
<i>Fund Balance as of 9/30/18</i>				4,841,137				



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Departmental Budget Narrative

Revenues

General Fund revenues projected for the new fiscal year are on the Statement of Revenues showing the Town's various sources of income. Total anticipated general revenues of \$8,056,959 are anticipated utilizing a 5.35 millage rate (at 98.5% collection), along with other revenue sources and internal transfer investment from fund balance unappropriated reserves of \$685,370. This balances the FY20 anticipated expenses including funding for additional critical infrastructure. Revenue from State, County and other taxing authorities and sources are estimates that may alter in a given fiscal year, but tools exist in policy to adjust GL Funds as necessary as alterations arise.

General fund revenues have continued to have net growth and positive ad valorem valuation for the Town over several years. Hence the net fund balance (or reserves of the Town) increased again in the last audited year (FY18) with trends tracking similarly in the current fiscal year FY19. The fund balance of the Town increased by \$145,729 as of September 30, 2018 for a total fund balance of \$4,841,136.

The FY20 Budget is initially calculated with a mil rate of 5.35 mils, as set by the Town Commission for FY19. The ad valorem revenue increase is estimated at 5% over the current year until we receive the actuals from the Property Appraiser's office. We expect to receive those figures by the end of May.

Revenue items of discussion for the Town Commission will be:

- The mil rate;
- Funding from Reserves;
- Setting the annual fees for solid waste & recycling.

One unknown revenue item at this time is the Briny Breezes Police Services contract. The Town of Briny Breezes will be awarding a contract to the successful bidder in July.

The Town Commission will vote on the maximum mil rate at the July 15th Budget Meeting, and will set the actual mil rate no later than August 5th. This will enable staff to adjust the revenues and reserve accounts accordingly in order to prepare the final budget for presentation to the public at the September 9th Budget Hearing.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - REVENUES

STATEMENT OF REVENUES

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Dept: 310.000 Taxes	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.25 mils</i>	<i>5.25 mils</i>	<i>5.35 mils</i>		For Discussion: Set the Mil Rate
311.000 Ad Valorem Tax	3,963,079	4,264,363	4,616,167	\$4,754,905	\$5,245,427	\$5,507,699	5.00%	See Note 1 Below
312.410 Local Option 6 Cent Gas Tax	36,814	37,749	34,500	\$38,954	\$34,500	\$34,500	0.00%	
312.420 Second Local Option Fuel Tax	17,306	17,630	17,000	\$18,040	\$17,000	\$17,000	0.00%	
313.100 Electric Franchise Tax	165,337	160,962	168,000	\$168,538	\$166,000	\$168,000	1.20%	
314.100 Utility Service Tax (Electric)	241,251	248,102	240,000	\$258,809	\$240,000	\$250,000	4.17%	
314.800 Utility Service Tax (Propane)	17,712	20,001	16,000	\$20,823	\$16,000	\$20,000	25.00%	
314.900 Utility Service Tax (Water)	92,796	100,667	84,000	\$101,464	\$85,000	\$85,000	0.00%	
315.000 Communication Services Tax	42,031	42,400	48,000	\$44,288	\$44,000	\$44,000	0.00%	
319.100 Interest on Delinquent Taxes	317	1,882	1,000	\$2,636	\$1,000	\$1,000	0.00%	
335.200 Local Govt 1 Cent Sales Tax	0	0	40,698	\$127,833	\$108,000	\$115,000	6.48%	
Sub Totals	4,576,642	4,893,756	5,265,365	\$5,536,291	\$5,956,927	\$6,242,199	4.79%	
Dept: 320.000 Licenses & Permits								
321.100 Prof. & Occupational Licenses	2,666	2,194	0	\$948	\$0	\$900	100.00%	
321.200 DPS Business Permit (Revs FL.ST.)	14,500	11,454	500	\$0	\$0	\$0	0.00%	
321.300 Occupational Vehicle IDs	6,946	6,762	0	\$0	\$0	\$0	0.00%	
322.100 Building Permits	259,731	408,325	265,000	\$265,361	\$300,000	\$450,000	50.00%	
325.200 Special Assessments	0	22,733	0	\$0	\$0	\$0	0.00%	
329.100 Sign Permits	445	485	500	\$490	\$500	\$500	0.00%	
329.200 Alarm User Permits	562	508	600	\$488	\$750	\$750	0.00%	
329.500 Boats Permits	0	0	0	\$0	\$0	\$0	0.00%	
329.600 Rental Registrations	2,170	2,065	2,000	\$2,205	\$2,500	\$2,500	0.00%	
Sub Totals	287,020	454,526	268,600	\$269,492	\$303,750	\$454,650	49.68%	
Dept: 330.000 Intergovernmental Revenue								
331.100 FEMA Grant Monies	0	0	0	\$0	\$0	\$0	0.00%	
331.300 JAG Grant Monies	1,000	0	1,000	\$0	\$0	\$0	0.00%	
335.120 State Revenue Sharing Proceeds	47,086	44,096	43,700	\$46,870	\$44,000	\$45,000	2.27%	
335.150 Alcoholic Beverage Licenses	140	140	150	\$140	\$0	\$140	100.00%	
335.181 Local Gov. 1/2 Cent Sales Tax	139,017	141,383	145,000	\$144,047	\$145,000	\$140,000	-3.45%	
335.490 Rebate On Municipal Vehicles	2,220	1,863	2,000	\$880	\$2,000	\$1,000	-50.00%	
335.900 St Light Maintenance Reimburse	8,981	9,250	9,250	\$11,534	\$9,250	\$10,000	8.11%	
338.000 PB County & Co. Wide Occ. License	8,085	7,489	7,000	\$7,529	\$7,000	\$7,000	0.00%	

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - REVENUES

STATEMENT OF REVENUES

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
338.100 Proportion 911 Call Taker Rev	18,944	10,881	10,000	\$0	\$10,000	\$0	-100.00%	
338.300 PBC Solid Waste Recycle Program	2,578	2,030	3,000	\$638	\$3,000	\$700	-76.67%	
338.400 911 DPS Related Reimbursements	13,822	1,521	12,000	\$15,685	\$12,000	\$15,000	25.00%	
338.500 PB County 1250 Monies	2,853	0	0		\$0	\$0	0.00%	
Sub Totals	244,725	218,653	233,100	\$227,323	\$232,250	\$218,840	-5.77%	
Dept: 340.000 Charges For Services								
341.200 Zoning Fees	8,962	7,418	4,000	\$2,400	\$6,500	\$16,000	146.15%	
341.400 Cert-Copying-Record Search-Etc.	3,184	3,248	2,500	\$2,696	\$2,500	\$2,500	0.00%	
341.900 Other Gen. Gov. Charges & Fees	40,809	7,340	5,000	\$12,757	\$6,000	\$10,000	66.67%	
342.100 Law Enforcement Service	210,826	213,145	0	\$0	\$0	\$0	0.00%	Briny Breezes Police Service Contract
342.300 Alarm Monitoring	55,367	51,125	57,000	\$48,432	\$48,000	\$48,000	0.00%	
342.800 Special Detail Services	585	2,720	1,500	\$2,178	\$2,000	\$2,000	0.00%	
342.900 Other Public Safety Charges & Fees	744	1,691	500	\$563	\$500	\$500	0.00%	
343.400 Solid Waste & Recycling	304,341	303,814	302,000	\$306,841	\$302,000	\$306,000	1.32%	For Discussion: Set Fees for Solid Waste
343.900 Lot Mowing And Clearing	0	0	0	\$0	\$0	\$0	0.00%	
Sub Totals	624,817	590,501	372,500	\$375,867	\$367,500	\$385,000	4.76%	
Dept: 350.000 Fines & Forfeits								
351.100 Court Fines - Court Cases	3,619	9,392	6,000	\$5,824	\$6,000	\$6,000	0.00%	
351.200 Confiscated Prop. Court Cases	0	0	0	\$0	\$0	\$0	0.00%	
351.300 Police Education \$2.00	440	1,035	444	\$862	\$444	\$800	80.18%	
354.000 Violations of Local Ordinances	159,175	29,959	9,300	\$66,411	\$12,000	\$15,000	25.00%	
Sub Totals	163,233	40,386	15,744	\$73,097	\$18,444	\$21,800	18.20%	
Dept: 360.000 Miscellaneous Revenues								
361.100 Interest Earned	45,734	25,397	17,500	\$15,167	\$44,038	\$45,000	2.18%	
361.300 Net Increase Fair Market Value	0	-1,469	0	-\$4,668	\$0	\$0	0.00%	
361.320 Interest Earned-PB Co. Tax Collector	29	18	0	\$381	\$0	\$100	100.00%	
361.390 Interest Other (Liens, Etc.)	7,223	1,671	2,000	\$11,021	\$2,000	\$2,000	0.00%	
364.410 Equipment-Sales & Compensation	1,000	8,574	8,500	\$765	\$5,000	\$1,000	-80.00%	
366.600 Art Proceeds	568	0	600	\$0	\$0	\$0	0.00%	
366.900 Misc. Contrib. from Private Sources	7,543	27,230	1,400	\$999	\$1,400	\$1,000	-28.57%	
Sub Totals	62,098	61,421	30,000	\$23,664	\$52,438	\$49,100	-6.37%	
Projected (Outside) Revenues Sub-Totals	5,958,534	6,259,243	6,411,192	\$6,505,733	\$6,931,309	\$7,371,589	6.35%	

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - REVENUES

STATEMENT OF REVENUES

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Dept: 380.000 Non-Revenues/Other Sources (Internal)								
380.100 Fund Balance Unappropriated	0	0	266,581	\$0	\$153,265	685,370	347.18%	Internal Funding Source - Reserves
388.200 Insurance Proceeds	0	0	0	\$25,683	\$0	\$0	0.00%	
389.100 Prior Year Carryover (Unexpended)	0	0	0	\$0	\$0	\$0	0.00%	
Sub Totals	0	0	266,581	\$25,683	\$153,265	\$685,370	347.18%	
Budget Revenues Grand Totals	5,958,535	6,259,243	6,451,890	\$6,531,416	\$7,084,574	\$8,056,959	13.73%	

Note 1: Ad Valorem Calculation = Taxable Value * Mil Rate / 1,000 * 98.5%. The current taxable valuation numbers have not been released by the Property Appraiser's Office yet, so the ad valorem calculation is assuming a 5% increase in taxable value for Ocean Ridge until the actuals are released. The FY19 taxable value is \$995,384,463.

MIL RATE VARIATIONS

FY18 Gross Taxable Value:		\$939,518,777		% Valuation Increase			
FY19 Gross Taxable Value:		\$995,384,463		5.95%			
FY20 Estimated Gross Taxable Value:		\$1,045,153,686		5.00%			
Millage Rate	Description	Gross Ad Val	at 97% Rev	Rev Over Roll	at 98.5% Rev	Rev Over Roll	Dif from 97%
5.0527	FY19 Roll-Back Rate	\$5,280,848	\$5,122,423	\$0	\$5,201,635	\$0	\$0
5.1500		\$5,382,541	\$5,221,065	\$98,643	\$5,301,803	\$100,168	\$1,525
5.2500	FY18 Mil Rate	\$5,487,057	\$5,322,445	\$200,023	\$5,404,751	\$203,116	\$3,093
5.2600		\$5,497,508	\$5,332,583	\$210,161	\$5,415,046	\$213,410	\$3,250
5.2700		\$5,507,960	\$5,342,721	\$220,299	\$5,425,341	\$223,705	\$3,407
5.2800		\$5,518,411	\$5,352,859	\$230,437	\$5,435,635	\$234,000	\$3,563
5.2900		\$5,528,863	\$5,362,997	\$240,575	\$5,445,930	\$244,295	\$3,720
5.3000		\$5,539,315	\$5,373,135	\$250,713	\$5,456,225	\$254,590	\$3,877
5.3100		\$5,549,766	\$5,383,273	\$260,851	\$5,466,520	\$264,884	\$4,034
5.3200		\$5,560,218	\$5,393,411	\$270,988	\$5,476,814	\$275,179	\$4,191
5.3300		\$5,570,669	\$5,403,549	\$281,126	\$5,487,109	\$285,474	\$4,347
5.3400		\$5,581,121	\$5,413,687	\$291,264	\$5,497,404	\$295,769	\$4,504
5.3500	FY19 Mil Rate	\$5,591,572	\$5,423,825	\$301,402	\$5,507,699	\$306,063	\$4,661
5.3600		\$5,602,024	\$5,433,963	\$311,540	\$5,517,993	\$316,358	\$4,818
5.3700		\$5,612,475	\$5,444,101	\$321,678	\$5,528,288	\$326,653	\$4,974
5.3800		\$5,622,927	\$5,454,239	\$331,816	\$5,538,583	\$336,948	\$5,131
5.3900		\$5,633,378	\$5,464,377	\$341,954	\$5,548,878	\$347,242	\$5,288
5.4000		\$5,643,830	\$5,474,515	\$352,092	\$5,559,172	\$357,537	\$5,445
5.4100		\$5,654,281	\$5,484,653	\$362,230	\$5,569,467	\$367,832	\$5,602
5.4200		\$5,664,733	\$5,494,791	\$372,368	\$5,579,762	\$378,127	\$5,758
5.4300		\$5,675,185	\$5,504,929	\$382,506	\$5,590,057	\$388,421	\$5,915
5.4400		\$5,685,636	\$5,515,067	\$392,644	\$5,600,352	\$398,716	\$6,072
5.4500		\$5,696,088	\$5,525,205	\$402,782	\$5,610,646	\$409,011	\$6,229
5.4600		\$5,706,539	\$5,535,343	\$412,920	\$5,620,941	\$419,306	\$6,385
5.4700		\$5,716,991	\$5,545,481	\$423,058	\$5,631,236	\$429,600	\$6,542
5.4800		\$5,727,442	\$5,555,619	\$433,196	\$5,641,531	\$439,895	\$6,699
5.4900		\$5,737,894	\$5,565,757	\$443,334	\$5,651,825	\$450,190	\$6,856
5.5000		\$5,748,345	\$5,575,895	\$453,472	\$5,662,120	\$460,485	\$7,012
5.5100		\$5,758,797	\$5,586,033	\$463,610	\$5,672,415	\$470,780	\$7,169
5.5200		\$5,769,248	\$5,596,171	\$473,748	\$5,682,710	\$481,074	\$7,326
5.5300		\$5,779,700	\$5,606,309	\$483,886	\$5,693,004	\$491,369	\$7,483
5.5400		\$5,790,151	\$5,616,447	\$494,024	\$5,703,299	\$501,664	\$7,640
5.5500	Max Mils Voted FY19	\$5,800,603	\$5,626,585	\$504,162	\$5,713,594	\$511,959	\$7,796
5.6384	Max Mils 3/5 Vote	\$5,892,995	\$5,716,205	\$593,782	\$5,804,600	\$602,964	\$9,182
6.2022	Max Mils 2/3 Vote	\$6,482,252	\$6,287,785	\$1,165,362	\$6,385,018	\$1,183,383	\$18,021

Historically the Town budgets at 97% of the Ad Valorem Revenue (95% is lowest allowed by law).
The Town Commission voted to increase that to 98.5% in FY19.

Operating Millage Rate is greater than the Rolled Back Rate of 5.0527 mils by:

FY17 Mil Rate	5.35	5.8840%
FY18 Mil Rate	5.25	3.9048%
FY19 Mil Rate	5.35	5.8840%
FY19 Max Mil Voted	5.55	9.8423%



TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

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Departmental Budget Narrative

Town Commission

The Town Commission proposed budget shows a percentage increase of 32.15% due to the re-formulation of general liability and workers' compensation costs across town departments, as well as an increase in the travel and per diem line due to more Town Commissioners wishing to attend conferences and education/training opportunities.

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 511.101

TOWN COMMISSION (LEGISLATIVE) EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Town Commission								
501.100 Executive Salaries	6,000	5,850	5,650	6,000	6,000	6,000	0.00%	
502.100 FICA Taxes	459	448	432	459	459	459	0.00%	
502.200 Retirement Contributions	400	404	395	464	436	588	34.91%	Rate Increase
502.400 Workers Compensation	11	10	11	11	12	5,128	42635.00%	Re-formulated the distribution calcs
504.000 Travel & Per Diem	0	67	809	436	3,000	5,000	66.67%	More Commissioners Attending Conf.
504.500 Insurance-Liability., Hazard, Damage	13,608	14,178	14,119	14,451	14,831	16,158	8.94%	Re-formulated the distribution calcs
504.900 Other Current Charges	202	385	262	460	500	500	0.00%	
505.400 Subsc., Memberships, Education	1,400	1,400	1,400	1,400	1,500	1,500	0.00%	
Town Commission Totals	22,080	22,742	23,078	23,682	26,738	35,333	32.15%	



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Departmental Budget Narrative

Town Manager

The Town Manager's proposed budget for FY20 is relatively the same as last year, for an overall decrease of 0.33%. There is an anticipated rate increase for health/dental/vision and long term disability insurance, and the re-formulation and distribution of workers' comp and general liability insurance costs across departments are the increases in the department. The operating supplies for gas and oil costs were removed, and the travel and per diem line shows an increase since the current Acting Town Manager does not have access to a Town vehicle to attend educational workshops and conferences.

This proposed budget could change before final adoption based on Town Commission direction on the staffing for this department. Before finalizing the budget for FY20, the Town Commission will need to decide whether the current Acting Town Manager will serve as the Town Manager for FY20, or if that position will become open. This decision will have an impact on the salary and benefits lines for both the Town Manager's department and the Town Clerk's department, as the budget for FY20 does not include a Town Clerk's position since the current Town Clerk is also serving as the Acting Town Manager. The Town Manager's budget will need to be adjusted according to a new contract for whomever serves in that role as well.

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 512.102

TOWN MANAGER - ADMINISTRATION EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Town Manager								
501.100 Executive Salaries	102,655	99,145	102,500	107,500	112,500	112,050	-0.40%	
501.110 One Time Lump (Longevity & Retire)	0	24,025	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	0	0	0	0	0	0	0.00%	
501.400 Overtime (Hurricane Special Pay)	0	0	3,548	0	0	0	0.00%	
501.410 Vacation Pay	1,827	5,873	1,577	1,183	2,164	2,155	-0.42%	
502.100 FICA Taxes	7,958	9,872	8,233	8,314	8,606	8,572	-0.40%	
502.200 Retirement Contributions (FRS)	0	0	0	0	10,125	9,561	-5.57%	
502.210 ICMA Retirement Contributions	11,727	9,783	9,255	9,225	0	0	0.00%	
502.300 Life & Health Insurance	7,709	6,369	8,258	9,446	10,068	11,688	16.10%	Rate Increases
502.310 Long Term Disability	420	420	816	890	888	1,008	13.56%	Rate Increases
502.400 Workers Compensation	187	189	196	201	220	1,026	366.20%	Re-formulated the distribution calcs
502.500 Unemployment	0	0	0	0	0	0	0.00%	
503.400 Other Contractual Services	0	8,076	0	0	0	0	0.00%	
504.000 Travel & Per Diem	179	3,019	2,612	3,004	3,600	4,050	12.50%	
504.100 Communications Serv (Phone Etc.)	1,097	1,221	1,401	1,276	1,500	600	-60.00%	
504.500 Insurance-Liability., Hazard, Damage	46	45	47	50	51	177	247.33%	Re-formulated the distribution calcs
504.620 Repair & Maintenance-Vehicle	38	0	0	0	0	0	0.00%	
505.210 Operating Supplies-Gas & Oil	1,253	129	0	0	2,500	0	-100.00%	
505.400 Subsc., Memberships, Education	340	1,264	1,191	1,101	1,400	2,225	58.93%	
Town Manager Totals	135,433	169,430	139,634	142,190	153,622	153,112	-0.33%	

BUDGET DETAIL WORKSHEET
TOWN MANAGER'S DEPT 512.102
EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
503.400 OTHER CONTRACTUAL SERVICES		
	\$ -	\$ -
TOTAL LINE ITEM 503.400	\$ -	\$ -
504.000 TRAVEL & PER DIEM		
MILEAGE FOR PBCLOC MONTHLY MEETINGS	\$	600.00
MILEAGE FOR PBCCMA MONTHLY MEETINGS	\$	600.00
HOTEL/FOOD/MILEAGE FOR FLC ANNUAL CONFERENCE	\$	950.00
HOTEL/FOOD/MILEAGE FOR LEGISLATIVE ACTION DAYS	\$	950.00
HOTEL/FOOD/MILEAGE FOR FCCMA ANNUAL CONF	\$	950.00
TOTAL LINE ITEM 504.000	\$ 3,600.00	\$ 4,050.00
504.100 COMMUNICATIONS SERVICE		
CELL PHONE (1 @ \$50 PER MONTH)	\$ 1,500.00	\$ 600.00
TOTAL LINE ITEM 504.100	\$ 1,500.00	\$ 600.00
505.400 SUBSCRIPTIONS, MEMBERSHIPS & EDUCATION		
FCCMA ANNUAL DUES	\$	360.00
PBCCMA ANNUAL DUES	\$	40.00
ICMA ANNUAL DUES	\$	900.00
FLC ANNUAL CONFERENCE REGISTRATION FEE	\$	525.00
LEGISLATIVE ACTION DAYS REGISTRATION FEE	\$	-
FCCMA ANNUAL CONFERENCE REGISTRATION FEE	\$	400.00
TOTAL LINE ITEM 505.400	\$ 1,400.00	\$ 2,225.00



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Departmental Budget Narrative

Town Clerk & Treasurer

The proposed Town Clerk's budget for FY20 has decreased by 24.23% due to re-configuration of personnel in this department. The Building Clerk position and associated costs were removed from this budget and placed in the Building Department budget. The Town Clerk position was also removed, as the Town Clerk is currently serving as the Acting Town Manager as well as Town Clerk and is paid through the Town Manager's budget. The Executive Salaries line is typically for the Town Clerk's salary, however, the Deputy Clerk's salary is listed there for now until a permanent decision is made on the Town Manager and Town Clerk positions. This line item will need to be adjusted accordingly once a decision is made, along with the associated benefits line items.

Before finalizing the Town Clerk's budget for FY20, the Town Commission will need to decide whether the current Acting Town Manager will serve as the Town Manager for FY20, or if that position will become open. This decision will have an impact on the salary and benefits lines for both the Town Manager's department and the Town Clerk's department, as the budget for FY20 does not include a Town Clerk's position since the current Town Clerk is also serving as the Acting Town Manager. The Town Manager's budget will need to be adjusted according to a new contract for whomever serves in that role as well.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 513.103

TOWN CLERK & TREASURER EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Town Clerk & Treasurer								
501.100 Executive Salaries	80,473	93,244	67,931	71,315	75,072	49,219	-34.44%	
501.110 One Time Lump (Longevity & Retire)	0	16,218	0	0	0	1,500	100.00%	Longevity - Hallahan
501.200 Regular Salaries And Wages	103,338	100,724	121,335	150,730	159,906	110,344	-30.99%	See notes 1 & 2 below
501.400 Overtime	777	2,531	1,509	1,292	2,000	3,000	50.00%	Add'l Committee, Deputy non-salaried
501.410 Vacation Pay	2,624	1,179	1,722	2,257	4,519	3,069	-32.10%	
502.100 FICA Taxes	14,243	16,363	14,726	17,659	17,976	12,207	-32.10%	
502.200 Retirement Contributions	17,749	17,946	14,663	17,843	18,610	13,615	-26.84%	
502.300 Life & Health Insurance	21,234	24,053	27,571	37,451	40,272	34,226	-15.01%	
502.310 Long Term Disability	1,575	1,400	1,489	1,984	1,824	1,436	-21.27%	
502.400 Workers Compensation	335	380	386	396	395	3,077	678.97%	Re-formulated the distribution calcs
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	0	0	0	0	0	0	0.00%	
503.200 Accounting & Auditing	22,140	25,900	30,737	25,930	31,000	32,500	4.84%	
503.400 Other Contractual Services	0	0	9,220	7,000	5,000	5,000	0.00%	
504.000 Travel & Per Diem	341	987	2,346	2,290	3,275	4,075	24.43%	
504.500 Insurance-Liability, Hazard, Damage	152	152	157	168	168	531	216.33%	Re-formulated the distribution calcs
504.610 Repair & Maintenance.	7,773	8,053	6,739	0	1,000	1,000	0.00%	
504.900 Other Current Charges	5,709	6,885	8,511	4,876	9,000	4,000	-55.56%	Moved partial legal ads to Building Dept
505.400 Subsc, Memberships, Education	245	695	1,207	1,892	2,250	2,635	17.11%	
506.400 Machinery & Equipment	585	0	0	395	500	1,000	100.00%	
Town Clerk Totals	279,293	316,710	310,249	343,478	372,767	282,433	-24.23%	

Note 1: The Town Clerk is currently serving as the Acting Town Manager, and her salary is listed in the Town Manager's budget. The Executive Salaries line in the Town Clerk's budget is typically for the Town Clerk's salary, however, in this budget, the Deputy Clerk's salary is listed there. A decision will need to be made by the Town Commission on the Town Manager's & Town Clerk's positions for FY20, and the salary figures updated at that time.

Note 2: The Building Clerk was budgeted in the Town Clerk's budget for FY19 under Regular Salaries & Wages, and has been moved to the Building Department for FY20.

BUDGET DETAIL WORKSHEET
TOWN CLERK'S DEPT 513.103
EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
503.100 PROFESSIONAL SERVICES		
PROFESSIONAL SERVICES	\$ -	\$ -
TOTAL LINE ITEM 503.100	\$ -	\$ -
503.200 ACCOUNTING & AUDITING		
NOWLEN, HOLT & MINER, TOWN AUDITORS	\$ 21,500.00	\$ 23,000.00
RICK HARTLEY, CPA FOR YEAR-END AUDIT SCHEDULES	\$ 7,000.00	\$ 7,000.00
FOSTER & FOSTER ACTUARIALS	\$ 2,500.00	\$ 2,500.00
TOTAL LINE ITEM 503.200	\$ 31,000.00	\$ 32,500.00
503.400 OTHER CONTRACTUAL SERVICES		
DOCUMENT SCANNING	\$ 5,000.00	\$ 5,000.00
TOTAL LINE ITEM 503.400	\$ 5,000.00	\$ 5,000.00
504.000 TRAVEL & PER DIEM		
MILEAGE FOR PBC CLERKS MEETINGS BI-MONTHLY	\$ 125.00	\$ 125.00
MILEAGE FOR CRS MEETINGS *	\$ 125.00	\$ -
HOTEL/FOOD/MILEAGE FOR FGFOA CONFERENCE	\$ 925.00	\$ 925.00
HOTEL/FOOD/MILEAGE FOR FACC FALL ACADEMY	\$ 925.00	\$ 925.00
HOTEL/FOOD/MILEAGE FOR FACC SPRING CONFERENCE	\$ 925.00	\$ 925.00
HOTEL/FOOD/MILEAGE FOR IIMC REGION III CONF.	\$ -	\$ 925.00
TRAVEL FOR MISC. GOVERNMENTAL COURSES	\$ 250.00	\$ 250.00
TOTAL LINE ITEM 504.000	\$ 3,275.00	\$ 4,075.00
504.610 REPAIR & MAINTENANCE		
COMPUTER HARDWARE, SOFTWARE & 3/7 SERVER	\$ 500.00	\$ 500.00
OFFICE EQUIPMENT SERVICE & REPAIR	\$ 500.00	\$ 500.00
TOTAL LINE ITEM 504.610	\$ 1,000.00	\$ 1,000.00
504.900 OTHER CURRENT CHARGES		
LEGAL ADVERTISING *	\$ 8,000.00	\$ 3,000.00
MISCELLANEOUS EXPENSES	\$ 1,000.00	\$ 1,000.00
TOTAL LINE ITEM 504.900	\$ 9,000.00	\$ 4,000.00
505.400 SUBSCRIPTIONS, MEMBERSHIPS & EDUCATION		
FGFOA MEMBERSHIP (2 @ \$45 EACH)	\$ 80.00	\$ 90.00
NOTARY PUBLIC (1 NEW, 0 RENEWALS)	\$ 150.00	\$ 150.00
FACC MEMBERSHIP (2 @ \$75)	\$ 75.00	\$ 150.00
PBC CLERKS ASSOC. MEMBERSHIP (3 @ \$40)	\$ 160.00	\$ 120.00

BUDGET DETAIL WORKSHEET

TOWN CLERK'S DEPT 513.103

EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
IIMC MEMBERSHIP (2 @ \$175)	\$ 175.00	\$ 350.00
FEMA MEMBERSHIP (COVERS NFIP/CRS) *	\$ 60.00	\$ -
FGFOA CONFERENCE REGISTRATION FEE	\$ 350.00	\$ 350.00
FACC FALL ACADEMY REGISTRATION FEE	\$ 350.00	\$ 350.00
FACC SPRING CONFERENCE REGISTRATION FEE	\$ 350.00	\$ 350.00
IIMC REGION III CONFERENCE REGISTRATION FEE	\$ -	\$ 225.00
MISCELLANEOUS TRAINING & WEBINARS FOR STAFF	\$ 500.00	\$ 500.00
TOTAL LINE ITEM 505.400	\$ 2,250.00	\$ 2,635.00

506.400 MACHINERY & EQUIPMENT

MISCELLANEOUS OFFICE FURNITURE & EQUIPMENT	\$ 500.00	\$ 1,000.00
TOTAL LINE ITEM 506.400	\$ 500.00	\$ 1,000.00

* Moved partial expenses to Building Department



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Departmental Budget Narrative

Legal Services

The legal services of the town have been rising over the past several years due to litigation, comp plan amendments, an abundance of code amendments, as well as additional legal staffing needs for the Planning & Zoning Commission, an uptick in code enforcement hearings, and briefings for Town Commissioner staff meetings. The budget was decreased in FY19, however, the actual expenditures may go over budget and need to be funded from contingency. The Town Manager is recommending an increase from \$140,000 to \$192,000 to cover the Town's legal services needs for FY20, which is a 27% increase.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 514.104

LEGAL SERVICES EXPENSE

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
Legal Services								
501.100 Executive Salaries	53,254	39,351	0	0	0	0	0.00%	
501.410 Vacation Pay	0	2,304	0	0	0	0	0.00%	
502.100 FICA Taxes	3,730	3,187	0	0	0	0	0.00%	
502.200 Retirement Contributions	3,570	3,334	0	0	0	0	0.00%	
502.300 Life & Health Insurance	118	118	0	0	0	0	0.00%	
502.400 Workers Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	38,780	43,606	135,447	155,043	120,000	180,000	50.00%	Town & Labor Attorneys - See Note 1
503.110 Legal Special Counsel	28,305	5,484	4,228	603	15,000	7,000	-53.33%	Special Magistrate & Title Work
504.700 Printing	0	2,803	2,936	3,006	5,000	5,000	0.00%	Annual Town Code Codification
504.900 Other Current Charges	82,080	0	0	0	0	0	0.00%	
506.400 Machinery & Equipment	0	0	0	0	0	0	0.00%	
Legal Services Totals	209,836	100,187	142,611	158,651	140,000	192,000	27.08%	

Note 1: The Town is currently averaging \$15,000 per month in attorney fees



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Departmental Budget Narrative

Appointed Boards

The Appointed Boards budget totals for FY20 are nearly the same as last year, with only a \$15 difference. The major differences in this year's budget compared to last year are the removal of the funding for professional services, and the re-formulated distribution calculations for the liability insurance expense.

The Town Manager removed the professional services line from this budget, as the town has historically paid for professional services related to comp plan amendments, zoning review, etc. out of the general government or building department budgets.

The liability insurance expense was re-formulated this year with 70% of the cost being paid out of the general government budget for liability claims, 25% out of the public safety budget due to the high risk category of its employees, and the balance split between all other departments based on the number of employees and/or board members in that department. There are 14 board members in this department between the Planning & Zoning Commission and the Board of Adjustment, and the expense was adjusted accordingly.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 515.105

APPOINTED BOARDS EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Appointed Boards								
503.100 Professional Services	0	0	0	0	1,000	0	-100.00%	
504.200 Postage, Freight	0	0	0	0	0	0	0.00%	
504.500 Insurance-Liability., Hazard, Damage	972	970	1,004	1,074	1,465	2,480	69.28%	Re-formulated the distribution calcs
504.900 Other Current Charges	1,603	915	1,362	345	2,400	2,400	0.00%	Name plates & supplies
Appointed Boards Totals	2,575	1,885	2,366	1,419	4,865	4,880	0.31%	



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Departmental Budget Narrative

General Government

The General Government budget is comprised of items such as I/T and communications services, postage, office & operating supplies, utilities, holiday lighting & events, equipment rentals, buildings and grounds maintenance, landscaping and beautification, election expenses, subscriptions & memberships, repairs & maintenance, and debt service.

The Town pays down a State Revolving Fund loan annually in the amount of \$468,000 for various stormwater drainage improvements, and the balance of the loan is currently \$2,762,226 as of May 30, 2019. The Town also pays down a commercial loan for the construction of the Town Hall facility in the amount of \$311,175 annually, and the balance of the loan is currently \$2,199,509 as of May 30, 2019.

The overall general government department expenditures increased only slightly by 1.05% from FY19 to FY20. Changes included moving a portion of the office supplies to the Building Department, as well as the education for Public Works employees to the Public Works Department. We added a second shredding services event for the public as requested by many of our residents, removed funding for the SeeClickFix contract that was terminated, moved one of the cell phones from the Police Department to General Government, decreased the utility bills as those expenses are tracking downward, increased the repairs and maintenance line items as those expenditures are increasing over time, removed the bank fees line item as our new bank does not charge bank fees, added a refunds line item which is a pass-through expense for revenue received in error that needs to be refunded, and increased the kitchen supplies line item as the Support Group will no longer be paying for those items.

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 519.106

GENERAL GOVERNMENT SERVICES EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
General Government Services								
503.100 Professional Services	4,525	7,800	7,931	37,443	51,000	51,000	0.00%	See separate worksheet for details
503.400 Other Contractual Services	6,030	6,245	6,335	29,699	25,800	21,500	-16.67%	SeeClickFix Contract Ended
504.100 Communications (Tel, Modem, etc)	6,437	6,067	6,987	5,538	7,500	9,100	21.33%	
504.200 Postage, Freight	3,385	1,847	2,939	2,852	4,000	4,000	0.00%	
504.300 Utility Services - Electric	11,582	9,735	8,342	7,783	12,000	10,000	-16.67%	Expenses Tracking Downward
504.400 Rentals & Leases (Photocopier)	3,180	3,052	3,170	2,501	3,200	3,000	-6.25%	Expenses Tracking Downward
504.500 Insurance-Liability, Hazard, Damage	60,987	61,234	61,874	63,801	63,131	73,801	16.90%	Re-formulated the distribution calcs
504.610 Repair & Maintenance	41,919	39,178	33,884	66,626	60,000	66,500	10.83%	Costs Increasing
504.700 Printing	1,480	838	897	906	1,500	1,500	0.00%	
504.900 Other Current Charges	5,131	5,363	9,855	19,092	12,000	11,075	-7.71%	Removed Bank Fees
504.910 Election Expenses	6,157	2,239	8,311	9,676	9,800	9,800	0.00%	
505.100 Office Supplies	2,951	3,190	3,949	4,817	6,000	5,500	-8.33%	Moved Partial to Building Dept
505.200 Operating Supplies	2,122	2,005	3,431	4,064	5,000	6,000	20.00%	
505.400 Subsc., Memberships, Education	3,274	2,764	3,291	3,455	4,500	3,600	-20.00%	Moved Partial to Public Works Dept
506.400 Machinery & Equipment	0	12,370	19,068	280	1,200	1,200	0.00%	
507.000 Covenant From Drainage Loan	346,626	356,445	366,535	467,944	468,000	468,000	0.00%	
507.010 Covenants From TH Loan	179,680	187,332	196,002	311,144	311,175	311,175	0.00%	
507.200 Debt Service - Interest	252,962	235,167	216,529	0	0	0	0.00%	
General Government Services Totals	938,427	942,871	959,330	1,037,621	1,045,806	1,056,751	1.05%	

BUDGET DETAIL WORKSHEET
GENERAL GOVERNMENT DEPT 519.106

	FY19	FY20
503.100 PROFESSIONAL SERVICES		
REVIZE WEBSITE ANNUAL MAINTENANCE/SUPPORT	\$ 2,500.00	\$ 2,500.00
ENS - ANNUAL NETWORK MAINT/SUPPORT @ 33% *	\$ 12,500.00	\$ 12,500.00
I/T CAPACITY (FY19); FINANCIAL CONSULTANT (FY20)	\$ 31,000.00	\$ 31,000.00
MISCELLANEOUS PROFESSIONAL SERVICES	\$ 5,000.00	\$ 5,000.00
TOTAL LINE ITEM 503.100	\$ 51,000.00	\$ 51,000.00
503.400 OTHER CONTRACTUAL SERVICES		
HOLIDAY DECORATIONS CONTRACT - CHRISTMAS DÉCOR	\$ 6,500.00	\$ 6,500.00
SHREDDING SERVICES/RECORDS DESTRUCTION	\$ 2,500.00	\$ 3,200.00
FUND BALANCE SOFTWARE SUPPORT/GASB	\$ 6,800.00	\$ 6,800.00
SEE CLICK FIX CONTRACT	\$ 5,000.00	\$ -
MISCELLANEOUS CONTRACTS	\$ 5,000.00	\$ 5,000.00
TOTAL LINE ITEM 503.400	\$ 25,800.00	\$ 21,500.00
504.100 COMMUNICATIONS (TEL, MODEM, REV 911)		
WINDSTREAM - DATA BUNDLE, LONG DIST, TH ALARMS (33%)	\$ 4,200.00	\$ 5,200.00
PUBLIC WORKS CELL PHONE (1 @ \$50 PER MONTH)	\$ -	\$ 600.00
COMCAST - INTERNET, DIGITAL ADAPTER SERVICE	\$ 1,000.00	\$ 1,000.00
EXPERT COMMUNICATIONS - PHONE SYSTEM MAINT	\$ 800.00	\$ 800.00
BOARD OF COUNTY COMM - REVERSE 911 SYSTEM	\$ 1,500.00	\$ 1,500.00
TOTAL LINE ITEM 504.100	\$ 7,500.00	\$ 9,100.00
504.200 POSTAGE & FREIGHT		
POSTAGE & FREIGHT FOR TOWN HALL DEPTS EXCLUDE BLDG	\$ 500.00	\$ 500.00
UPS/FEDERAL EXPRESS	\$ 350.00	\$ 350.00
TAX COLLECTOR POSTAGE COST ALLOCATION FOR TAX BILLS	\$ 350.00	\$ 350.00
PRE-STAMPED ENVELOPES	\$ 2,800.00	\$ 2,800.00
TOTAL LINE ITEM 504.200	\$ 4,000.00	\$ 4,000.00
504.300 UTILITY SERVICES - ELECTRIC & WATER		
FPL - 1/2 OF TOTAL CHARGES	\$ 9,000.00	\$ 8,000.00
CITY OF BOYNTON BEACH WATER DEPT	\$ 3,000.00	\$ 2,000.00
TOTAL LINE ITEM 504.300	\$ 12,000.00	\$ 10,000.00
504.400 RENTALS & LEASES		
TOSHIBA - TOWN HALL COPIER	\$ 3,200.00	\$ 3,000.00
TOTAL LINE ITEM 504.300	\$ 3,200.00	\$ 3,000.00
504.610 REPAIR & MAINTENANCE		
MISC EQUIPMENT REPAIRS, SOUND SYSTEM, ETC.	\$ 2,500.00	\$ 3,000.00

BUDGET DETAIL WORKSHEET
GENERAL GOVERNMENT DEPT 519.106

	FY19	FY20
PHONE EQUIPMENT MAINTENANCE	\$ 2,000.00	\$ 2,500.00
A/C MAINTENANCE AGREEMENT & PARTS	\$ 18,000.00	\$ 19,000.00
BUILDINGS & GROUNDS MAINTENANCE	\$ 15,000.00	\$ 16,500.00
FIRE ALARM MONITORING & SERVICE PLAN	\$ 2,000.00	\$ 2,000.00
ANNUAL CARPET & FLOOR CLEANING	\$ 1,500.00	\$ 1,500.00
CLEANING SERVICE	\$ 7,000.00	\$ 7,500.00
COMPUTER HARDWARE & SOFTWARE UPGRADES	\$ 2,000.00	\$ 2,500.00
KOI POND MAINTENANCE	\$ 4,000.00	\$ 4,500.00
FUEL PUMP REPAIRS	\$ 1,000.00	\$ 1,500.00
ELECTRICAL REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 3,000.00
GENERATOR MAINT/GEN GOV PORTION - MARINE ENG EQUIP	\$ 700.00	\$ 1,000.00
MISCELLANEOUS REPAIR & MAINTENANCE	\$ 1,800.00	\$ 2,000.00
TOTAL LINE ITEM 504.610	\$ 60,000.00	\$ 66,500.00

504.700 PRINTING

MISC PRINTING, ZONING MAPS, CHECKS, BUSINESS CARDS	\$ 1,500.00	\$ 1,500.00
TOTAL LINE ITEM 504.900	\$ 1,500.00	\$ 1,500.00

504.900 OTHER CURRENT CHARGES

BANK FEES	\$ 3,000.00	\$ -
TOWN FUNCTIONS & PROMOTIONAL EVENTS - HOLIDAY	\$ 7,000.00	\$ 7,000.00
ANNUAL STORAGE TANK REGISTRATION	\$ 75.00	\$ 75.00
REFUNDS	\$ -	\$ 2,000.00
MISCELLANEOUS EXPENSES	\$ 1,925.00	\$ 2,000.00
TOTAL LINE ITEM 504.900	\$ 12,000.00	\$ 11,075.00

504.910 ELECTION EXPENSES

COUNTY SUPERVISOR OF ELECTIONS CHARGES	\$ 5,000.00	\$ 5,000.00
ADVERTISEMENTS	\$ 3,300.00	\$ 3,300.00
PRINTING SYSTEMS - BALLOT PRINTING	\$ 300.00	\$ 300.00
ELECTION WORKERS	\$ 1,000.00	\$ 1,000.00
MEALS FOR ELECTION WORKERS	\$ 150.00	\$ 150.00
CANDIDATE ASSESSMENT CHARGES TO THE STATE	\$ 50.00	\$ 50.00
TOTAL LINE ITEM 504.910	\$ 9,800.00	\$ 9,800.00

504.920 ART SHOW EXPENSES

ART SHOW EXPENSES	\$ -	\$ -
TOTAL LINE ITEM 504.920	\$ -	\$ -

505.100 OFFICE SUPPLIES

GENERAL OFFICE SUPPLIES **	\$ 6,000.00	\$ 5,500.00
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BUDGET DETAIL WORKSHEET
GENERAL GOVERNMENT DEPT 519.106

	FY19	FY20
TOTAL LINE ITEM 505.100	\$ 6,000.00	\$ 5,500.00
505.200 OPERATING SUPPLIES		
CUSTODIAL/CLEANING SUPPLIES	\$ 2,000.00	\$ 2,000.00
GROUNDS MAINTENANCE SUPPLIES	\$ 2,000.00	\$ 2,000.00
KITCHEN SUPPLIES	\$ 500.00	\$ 1,500.00
MISCELLANEOUS OPERATING SUPPLIES	\$ 500.00	\$ 500.00
TOTAL LINE ITEM 505.200	\$ 5,000.00	\$ 6,000.00
505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION		
FLORIDA LEAGUE OF CITIES ANNUAL MEMBERSHIP	\$ 430.00	\$ 430.00
PBCLOC ANNUAL MEMBERSHIP	\$ 1,200.00	\$ 1,200.00
SAM'S CLUB AND/OR BJ'S	\$ 120.00	\$ 120.00
NEWSPAPER SUBSCRIPTIONS	\$ 400.00	\$ 400.00
MUNICODE ANNUAL INTERNET FEE	\$ 950.00	\$ 950.00
EDUCATION FOR MAINTENANCE EMPLOYEES ***	\$ 1,000.00	\$ -
MISCELLANEOUS TO COVER UNKNOWN INCREASES	\$ -	\$ 500.00
TOTAL LINE ITEM 505.400	\$ 4,100.00	\$ 3,600.00
506.400 MACHINERY & EQUIPMENT		
MISCELLANEOUS MACHINERY & EQUIPMENT	\$ 1,200.00	\$ 1,200.00
TOTAL LINE ITEM 506.400	\$ 1,200.00	\$ 1,200.00
507.000 COVENANT FROM DRAINAGE LOAN		
COVENANT FROM DRAINAGE LOAN	\$ 468,000.00	\$ 468,000.00
TOTAL LINE ITEM 507.000	\$ 468,000.00	\$ 468,000.00
507.010 COVENANT FROM TOWN HALL LOAN		
COVENANT FROM TOWN HALL LOAN	\$ 311,175.00	\$ 311,175.00
TOTAL LINE ITEM 507.010	\$ 311,175.00	\$ 311,175.00
507.200 DEBT SERVICE - INTEREST		
DEBT SERVICE - INTEREST	\$ -	\$ -
TOTAL LINE ITEM 507.200	\$ -	\$ -

* ENS ANNUAL MAINTENANCE SUPPORT BREAKDOWN:
 \$37,642 TOTAL, SHARED WITH POLICE DEPT, PD 67%, GEN GOVT 33%

** Moved partial expense to Building Department

*** Moved expense to Public Works Department



TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

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Departmental Budget Narrative

Public Safety – Law Enforcement & Fire/EMS

The Police Department overall FY20 budget remains relatively the same as last year, with a 3.51% increase mostly due to salary and benefit increases. The staffing levels remain the same as last year.

A negotiated collective bargaining agreement with the Town's Police Union was adopted on October 1, 2018 and runs through September 30, 2021. The bargaining unit members include all Officers and Sergeants of the Police Department. A "market adjust" for all union positions added an additional \$4,500 to base salary to be competitive with competing agencies aggressively recruiting our talent; as well as a signing bonus of \$2,000 and additional negotiated benefits. Under tiered merit evaluations, all members will receive a 3% first year merit adjustment in 2019, and then are also eligible for up to a 5% increase on their respective anniversary dates in years 2 (FY20) and 3 (FY21) of the agreement.

The machinery and equipment projects identified for funding this year are four computers for a total of \$8,400, two chairs for the dispatch unit for a total of \$2,000, and the replacement of twelve external AED units for a total of \$12,000. Police Department Capital expenditure requests are detailed in the Capital Fund narrative.

The education line was increased by \$7,000 this year due to the new Tuition Reimbursement program for employees.

The City of Boynton Beach provides Fire/Rescue services for Ocean Ridge and provides Emergency Medical Services (EMS) to the Town. The Commission adopted Boynton Beach Fire/EMS Contract, which raises 4% per year, is budgeted a total of \$1,191,070 this year (FY20). The contract was renewed for a 12-year term in 2017. The Fire Rescue contract resides in the Public Safety Department and represents nearly a third of that department as a single line item.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT.: 521.107

LAW ENFORCEMENT & FIRE CONTROL EXPENSE

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
Law Enforcement & Fire Control								
501.100 Executive Salaries	118,892	95,700	90,480	99,025	104,092	109,296	5.00%	
501.110 One Time Lump (Longevity & Retire)	0	1,000	0	0	25,836	0	-100.00%	See Note 1 Below
501.200 Regular Salaries and Wages	921,047	1,046,584	1,018,043	1,072,326	1,399,777	1,455,789	4.00%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	0	17,725	100.00%	See Note 1 Below
501.400 Overtime	74,470	68,265	140,428	73,497	75,000	90,000	20.00%	
501.410 Vacation Pay	12,246	8,379	7,901	9,107	27,804	30,098	8.25%	
501.500 Special Pay (State Salary Incentives)	10,030	12,064	12,440	13,370	19,026	20,000	5.12%	
501.510 Special Detail Pay	420	2,345	2,660	4,305	7,000	7,000	0.00%	
501.600 Holiday Pay	31,852	39,079	39,428	48,531	63,625	72,318	13.66%	
502.100 FICA Taxes	89,909	97,418	100,585	100,961	115,046	119,729	4.07%	
502.200 Retirement Contributions	188,579	235,501	247,741	269,196	287,767	344,504	19.72%	
502.300 Life & Health Insurance	113,511	137,856	141,147	167,863	222,840	275,168	23.48%	
502.310 Long Term Disability	7,665	8,820	9,516	10,424	11,532	13,942	20.89%	
502.400 Workers Compensation	22,437	24,262	24,287	24,639	24,504	25,641	4.64%	Re-formulated the distribution calcs
502.500 Unemployment Compensation	203	0	0	0	0	0	0.00%	
503.100 Professional Services	56,884	17,726	19,351	19,946	34,860	35,860	2.87%	
504.000 Travel & Per Diem	6,061	13,578	14,333	14,437	18,750	22,300	18.93%	
504.100 Communications Serv. (Ph.,Etc..)	17,754	19,444	21,443	21,660	36,120	37,134	2.81%	
504.200 Postage, Freight	1,160	1,264	1,307	1,586	2,800	2,800	0.00%	
504.300 Utility Services - Electric	11,582	9,735	8,325	7,783	15,000	15,000	0.00%	
504.400 Rentals & Leases	1,404	1,532	2,117	2,312	2,500	2,500	0.00%	
504.500 Insurance-Liability., Hazard, Damage	21,417	21,110	20,368	21,748	21,755	25,325	16.41%	Re-formulated the distribution calcs
504.610 Repair & Maintenance	26,456	33,365	35,800	34,596	43,546	51,569	18.42%	
504.620 Repair & Maintenance-Vehicle	16,702	14,842	15,668	16,941	16,500	18,500	12.12%	
504.630 Repair & Maintenance-Dispatch	11,520	13,352	15,528	13,675	24,997	25,096	0.40%	
504.700 Printing	1,178	1,365	1,371	700	1,950	1,950	0.00%	
504.900 Other Current Charges	2,024	307	10,228	1,664	2,500	2,500	0.00%	
505.100 Office Supplies	3,707	6,183	7,097	4,367	7,500	7,500	0.00%	
505.200 Operating Supplies	3,448	9,348	9,524	12,186	12,200	15,400	26.23%	
505.210 Operating Supplies-Gas & Oil	28,611	28,095	29,680	43,169	50,750	50,750	0.00%	
505.220 Operating Supplies-Uniform/Emb.	11,929	11,239	17,704	22,518	25,060	25,479	1.67%	

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT.: 521.107

LAW ENFORCEMENT & FIRE CONTROL EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
505.400 Subsc., Memberships, Education	6,583	7,602	9,082	8,121	9,534	16,788	76.09%	
506.400 Machinery & Equipment	22,850	145,501	80,848	69,104	149,400	22,400	-85.01%	Transferred Partial to Capital Budget
Sub Totals - Police Department	1,842,532	2,132,861	2,154,430	2,209,757	2,859,571	2,960,061	3.51%	
503.400 Other Contract Services (FIRE/EMS)	978,969	1,018,127	1,058,853	1,101,207	1,145,258	1,191,070	4.00%	Boynton Beach Fire Rescue Contract
Law Enforcement & Fire Control Totals	2,821,501	3,150,988	3,213,283	3,310,964	4,004,829	4,151,131	3.65%	

Note 1: Longevity payments for 5 employees totaling \$4,500; potential sick & vacation payouts for the retirement of 1 employee totaling \$13,225

BUDGET DETAIL WORKSHEET
PUBLIC SAFETY DEPT 521.107
EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
501.400 OVERTIME		
OVERTIME DUE TO VACANCIES, CALL-OUTS, EMERGENCIES, & COVERAGE FOR TRAINING, COURT, ETC.	\$ 75,000.00	\$ 90,000.00
TOTAL LINE ITEM 501.400	\$ 75,000.00	\$ 90,000.00
503.100 PROFESSIONAL SERVICES		
PRE-EMPLOYMENT PHYSICIANS EXAMS (4 X \$400)	\$ 1,600.00	\$ 1,600.00
PRE-EMPLOYMENT PSYCHOLOGIST (3 X \$300)	\$ 900.00	\$ 900.00
PRE-EMPLOYMENT CREDIT CHECKS (4 X \$90)	\$ 360.00	\$ 360.00
ENS COMPUTER CONSULT (67% OF CONTRACT \$37,642 PLUS EMERG. CALLS)	\$ 30,000.00	\$ 31,000.00
PROMOTIONAL EXAMS	\$ 2,000.00	\$ 2,000.00
TOTAL LINE ITEM 503.100	\$ 34,860.00	\$ 35,860.00
503.400 OTHER CONTRACTUAL SERVICES		
CITY OF BOYNTON BEACH FIRE/EMS CONTRACT	\$ 1,145,258.00	\$ 1,191,070.00
TOTAL LINE ITEM 503.400	\$ 1,145,258.00	\$ 1,191,070.00
504.000 TRAVEL & PER DIEM		
IACP CONFERENCE	\$ 2,700.00	\$ 3,000.00
FL PAC - POLICY RESOURCE	\$ 1,000.00	\$ 1,000.00
FLORIDA POLICE CHIEF'S ASSOCIATION	\$ 2,500.00	\$ 3,500.00
MISCELLANEOUS SCHOOLS FOR SWORN OFFICERS	\$ 5,000.00	\$ 7,000.00
MISCELLANEOUS SCHOOLS FOR DISPATCHERS	\$ 2,000.00	\$ 2,000.00
FL STATE 911 TELECOMMUNICATOR CERT & RENEWALS	\$ 500.00	\$ 500.00
VOICE-STRESS ANALYSIS RE-CERTIFICATION (CVSA BI-ANNUAL)	\$ 2,500.00	\$ 2,500.00
FL ASSOC OF CODE ENFORCEMENT CERTIFICATION AT FAU	\$ 1,200.00	\$ 1,200.00
CJIS TRAINING SEMINAR (REIMBURSED BY PBC 911)	\$ 650.00	\$ 700.00
APCO ANNUAL CONFERENCE FOR DISPATCH	\$ 700.00	\$ 900.00
TOTAL LINE ITEM 504.000	\$ 18,750.00	\$ 22,300.00
504.100 COMMUNICATIONS (TEL, MODEM, REV 911) (DOES NOT INCLUDE RADIO)		
PHONE SERVICE (WINDSTREAM @ 67%)	\$ 9,305.00	\$ 11,160.00
CELLULAR PHONE SERVICE (5 @ \$50 PER MONTH)	\$ 3,300.00	\$ 3,000.00
UPS MAINTENANCE FOR 911	\$ 13,850.00	\$ 10,800.00
INTERNET ACCESS	\$ 1,640.00	\$ 3,024.00
VPN CLIENT ACCESS (9)	\$ 1,200.00	\$ 1,200.00
COMPUTER AIR CARDS (13)	\$ 6,825.00	\$ 6,400.00
CIVIC PLUS MASS ALERTING PLATFORM ANNUAL LICENSE	\$ -	\$ 1,550.00
TOTAL LINE ITEM 504.100	\$ 36,120.00	\$ 37,134.00
504.200 POSTAGE & FREIGHT		
NORMAL POSTAGE & FREIGHT	\$ 1,400.00	\$ 1,400.00
CODE ENFORCEMENT NOTIFICATIONS	\$ 1,400.00	\$ 1,400.00
TOTAL LINE ITEM 504.200	\$ 2,800.00	\$ 2,800.00
504.300 UTILITY SERVICES - ELECTRIC		
FPL ELECTRIC SERVICE	\$ 12,500.00	\$ 12,500.00
BOYNTON BEACH WATER SERVICE	\$ 2,500.00	\$ 2,500.00

BUDGET DETAIL WORKSHEET
PUBLIC SAFETY DEPT 521.107
EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
TOTAL LINE ITEM 504.300	\$ 15,000.00	\$ 15,000.00
504.400 RENTALS & LEASES		
TOSHIBA COPIER MODEL 3505C (\$192.69 PER MONTH)	\$ 2,500.00	\$ 2,500.00
TOTAL LINE ITEM 504.400	\$ 2,500.00	\$ 2,500.00
504.610 REPAIR & MAINTENANCE (OFFICE - NON-RADIO)		
TELEPHONE EQUIPMENT	\$ 1,500.00	\$ 1,500.00
COMPUTER HARDWARE & SOFTWARE	\$ 7,500.00	\$ 7,500.00
CAD/RMS SOFTWARE	\$ 13,662.00	\$ 14,000.00
RADAR CERTIFICATION & REPAIR	\$ 1,200.00	\$ 1,500.00
GENERATOR MAINTENANCE	\$ 1,000.00	\$ 1,000.00
FCIC MAINTENANCE	\$ 600.00	\$ 600.00
INSPECT/REPLACE FIRE EXTINGUISHERS	\$ 1,300.00	\$ 1,300.00
RANGE CLEANING & MAINTENANCE	\$ 3,000.00	\$ 3,000.00
SECURITY DOOR/CAMERA MAINTENANCE	\$ 3,000.00	\$ 3,000.00
SPECTRACOM (NET CLOCK)	\$ 780.00	\$ 1,015.00
DIGITAL PERSONNA	\$ 700.00	\$ 700.00
ALTARO NETWORK BACKUP ANNUAL MAINTENANCE CONTRACT	\$ 150.00	\$ 150.00
SIS ALARM SOFTWARE ANNUAL MAINTENANCE CONTRACT	\$ 1,094.00	\$ 1,299.00
TREND MICRO COMPUTER NEWWORK ANTI-VIRUS	\$ 730.00	\$ 730.00
SONIC WALL FIREWALL MAINTENANCE (3 YR, 75%)	\$ 950.00	\$ 950.00
SMARSH TEXT ARCHIVAL SOLUTION (8 UNITS)	\$ 2,800.00	\$ 2,945.00
ALPR CLOUD ACOCNT AND BOF	\$ -	\$ 6,600.00
DSS EQUATURE DISPATCH RECORDER MAINTENANCE CONTRACT	\$ 3,450.00	\$ 3,650.00
PERVASIVE DATABASE FOR TOWN HALL PROGRAMS	\$ 130.00	\$ 130.00
TOTAL LINE ITEM 504.610	\$ 43,546.00	\$ 51,569.00
504.620 REPAIR & MAINTENANCE - VEHICLE		
LABOR & SERVICE FOR POLICE VEHICLES	\$ 7,500.00	\$ 9,500.00
TIRES, RIMS & SENSORS	\$ 8,000.00	\$ 8,000.00
LABOR, SERVICE & PARTS FOR ATV	\$ 1,000.00	\$ 1,000.00
TOTAL LINE ITEM 504.620	\$ 16,500.00	\$ 18,500.00
504.630 REPAIR & MAINTENANCE - DISPATCH (RADIO)		
CONTRACT SERVICES	\$ 1,200.00	\$ 1,200.00
CELL PHONES	\$ 200.00	\$ 299.00
PBC RADIO USER FEE	\$ 17,097.00	\$ 17,097.00
RADIO REPLACEMENT & MISC PARTS	\$ 6,500.00	\$ 6,500.00
TOTAL LINE ITEM 504.630	\$ 24,997.00	\$ 25,096.00
504.700 PRINTING		
FORMS	\$ 1,200.00	\$ 1,200.00
ID CARD SUPPLIES	\$ 150.00	\$ 150.00
EVACUATIONS FORMS	\$ 100.00	\$ 100.00
SOP AND RULES & REGULATIONS MANUALS	\$ 500.00	\$ 500.00
TOTAL LINE ITEM 504.700	\$ 1,950.00	\$ 1,950.00

BUDGET DETAIL WORKSHEET
PUBLIC SAFETY DEPT 521.107
EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
504.900 OTHER CURRENT CHARGES		
PETTY CASH, PRISONER FOOD, ADS, INVESTIGATIVE FUNDS, EVENTS, ETC.	\$ 2,500.00	\$ 2,500.00
TOTAL LINE ITEM 504.900	\$ 2,500.00	\$ 2,500.00
505.100 OFFICE SUPPLIES		
COPIES, INK, PAPER, PENS, ENEVELOPES, DISCS, TAPES, ETC.	\$ 7,500.00	\$ 7,500.00
TOTAL LINE ITEM 505.100	\$ 7,500.00	\$ 7,500.00
505.200 OPERATING SUPPLIES		
SPARE WEAPON PARTS (FIREARMS & ECW)	\$ 300.00	\$ 1,000.00
PHOTO PROCESSING & SUPPLIES	\$ 200.00	\$ 200.00
RECHARGE FIRE EXTINGUISHERS	\$ 300.00	\$ 300.00
AED BATTERIES & PADS, 6 UNITS (PARTIALLY REIMBURSED BY PGIT)	\$ 3,500.00	\$ 3,500.00
GENERAL USE BATTERIES	\$ 300.00	\$ 300.00
DRUG TEST KITS	\$ 200.00	\$ 200.00
CRIME SCENE/EVIDENCE SUPPLIES	\$ 1,250.00	\$ 1,250.00
FIRST AID SUPPLIES	\$ 1,000.00	\$ 1,000.00
FLASHLIGHTS	\$ 250.00	\$ 250.00
RECORDER TAPES/CD'S	\$ 100.00	\$ 100.00
GUN CLEANING SUPPLIES	\$ 150.00	\$ 150.00
TRAINING/SERVICE AMMO	\$ 4,500.00	\$ 4,500.00
RANGE SAFETY EQUIPMENT	\$ 150.00	\$ 150.00
SOLAR PANEL BATTERIES & CHARGER FOR SPEED SIGNS	\$ -	\$ 2,500.00
TOTAL LINE ITEM 505.200	\$ 12,200.00	\$ 15,400.00
505.210 OPERATING SUPPLIES - GAS & OIL		
GAS/OIL - POLICE (14,500 GALLONS AT 3.50 PER GALLON)	\$ 50,750.00	\$ 50,750.00
TOTAL LINE ITEM 505.210	\$ 50,750.00	\$ 50,750.00
505.220 OPERATING SUPPLIES - UNIFORMS		
DISPATCH SHIRTS (5 SHIRTS X 6 DISPATCHERS @ \$43)	\$ 1,380.00	\$ 1,290.00
DISPATCH PANTS (5 PANTS X 6 DISPATCHERS @ \$59.86)	\$ 1,287.00	\$ 1,796.00
DISPATCH JACKETS (3 @ \$57)	\$ 171.00	\$ 171.00
OFFICERS SHIRTS (5 SHIRTS X 18 OFFICERS @ \$45 SS OR \$59.50 LS)	\$ 5,355.00	\$ 5,355.00
OFFICERS BDU PANTS (5 PANTS X 18 OFFICERS @ \$50.31)	\$ 4,528.00	\$ 4,528.00
OFFICERS SHOES (1 PAIR X 18 OFFICERS @ \$125)	\$ 2,250.00	\$ 2,250.00
OFFICERS BODY ARMOR CARRIERS (2 X 18 OFFICERS @ \$69)	\$ 2,484.00	\$ 2,484.00
OFFICERS BODY ARMOR (5 @ \$800) 50% REIMBURSED BY DOJ	\$ 4,000.00	\$ 4,000.00
SHIELDS (3 @ \$65)	\$ 195.00	\$ 195.00
CIVILIAN ATTIRE	\$ 600.00	\$ 600.00
WINTER JACKETS (3 @ \$100)	\$ 300.00	\$ 300.00
RAIN GEAR (3 @ \$170)	\$ 510.00	\$ 510.00
DUTY GEAR FOR NEW HIRES (3 @ \$1,000)	\$ 2,000.00	\$ 2,000.00
TOTAL LINE ITEM 505.220	\$ 25,060.00	\$ 25,479.00
505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION		
IACP & IACPNET	\$ 975.00	\$ 1,400.00
FPCA & PBACOP (CHIEF & LIEUTENANT'S)	\$ 1,080.00	\$ 1,050.00

BUDGET DETAIL WORKSHEET**PUBLIC SAFETY DEPT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	FY19	FY20
NEWSPAPERS	\$ 425.00	\$ -
PBSO HANDBOOKS (5)	\$ 90.00	\$ -
NRA	\$ 100.00	\$ 100.00
NABI	\$ 75.00	\$ 75.00
APCO (REIMBURSED BY PBC 911)	\$ 335.00	\$ 335.00
PLI COMPUTER TRAINING (24 OFFICERS @ \$148)	\$ 3,404.00	\$ 3,552.00
PBC LAW ENFORCEMENT EXCHANGE (LEX)	\$ 1,260.00	\$ 1,386.00
ACCURINT (\$50 PER MONTH)	\$ 600.00	\$ 600.00
TLO INVEST (\$25 PER MONTH)	\$ 300.00	\$ 300.00
NOTARY ENROLLMENT & RENEWALS	\$ 205.00	\$ 205.00
FLA-PAC	\$ 50.00	\$ 150.00
FIU	\$ 100.00	\$ 100.00
DISPATCHER CERTIFICATIONS & REGISTRATION	\$ 400.00	\$ 400.00
TUITION REIMBURSEMENT PROGRAM	\$ -	\$ 7,000.00
GOLD COAST CODE ENFORCEMENT ASSOCIATION	\$ 35.00	\$ 35.00
HARMARI PAWN SEARCH LICENSE	\$ 100.00	\$ 100.00
TOTAL LINE ITEM 505.400	\$ 9,534.00	\$ 16,788.00

506.400 MACHINERY & EQUIPMENT

DESKTOP COMPUTERS (2 @ \$1,900)	\$ 3,800.00	\$ 3,800.00
LAPTOP COMPUTERS (2 @ \$2,300)	\$ 4,600.00	\$ 4,600.00
CHAIRS FOR DISPATCHERS (2 @ \$1,000)	\$ 2,000.00	\$ 2,000.00
REPLACE EXTERNAL AED's (12)	\$ -	\$ 12,000.00
PHASE TWO IT REFRESH	\$ 49,000.00	\$ -
USA SOFTWARE MIGRATION	\$ 10,000.00	\$ -
TOTAL LINE ITEM 506.400	\$ 69,400.00	\$ 22,400.00



TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

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Departmental Budget Narrative

Building & Inspection Services

The Town Commission voted to create an in-house Building Department beginning in FY19 and hired a Building Official to oversee the operations of the department. During that time, past administration created a very “bare-bones” budget, only budgeting for the bare necessities of the personnel costs, insurance, training, and a cell phone for the Building Official; \$20,000 for inspection services from an outside vendor; \$1,200 for permit scanning; and \$3,200 for repair and maintenance, office supplies, and printing.

The FY20 budget was created with a more realistic approach to the costs of running the Building Department. The increases in this budget are due to the following factors:

- The Town Commission recently voted to change the title of the Building Official to the Building & Public Works Director, with a salary increase of \$15,000.
- The Building Clerk personnel costs, insurance, and education & training costs were moved from the Town Clerk’s Department to the Building Department.
- Moved the Town Engineer building plan review and inspection costs from the Other Physical Environment Department to the Building Department.
- Added the costs for a Professional Planner to do zoning review on all substantial improvement plans.
- Increased the costs for the outside vendor to perform a portion of the building inspections, as the building permits have increased substantially over the past year, and the Building Official will need assistance performing inspections.
- Moved building related postage costs from General Government to the Building Department.
- Increased the costs for building permits scanning, as we have seen an increase in applications.
- CRS Max services were added for a required CRS/NFIP audit in FY20 which should help keep the resident’s flood insurance rating at a good rate.
- Added costs to upgrade the building permits software, as the current software is 14 years old and in serious need of updating due to its limited capabilities.



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- Added a laptop for hurricane damage assessments, a filing cabinet for additional building permits, and a computer monitor and stand for the Building Clerk.
- Moved the repair and maintenance and gas & oil costs for the Building Official's vehicle from the Police Department to the Building Department.
- Moved the costs of advertising for building department related items from the Town Clerk's budget to the Building Department.
- Added uniform costs for the Building Official; increased the office supplies line due to two employees in this department; and a hurricane kit and gear.

All of these changes caused an increase of 257% in the Building Department, with costs going from \$134,622 to \$480,502. It should be noted that other departmental budget line items show a decrease due to the movement of expenses to the Building Department.

The Building Department expenses are pass-through costs from the revenue that the Town receives for building permits & building code enforcement, and as such, the building department revenues should not exceed the expenses of the department. The Finance Director analyzes those numbers annually during the audit processes of the Town and makes recommendations to the Town Commission regarding its fee schedule for building department revenue. Historically, the expenses of the Building Department have far exceeded the revenues received; however, the Town Commission recently updated its fee schedule to help align the numbers to a zero affect at the end of the year based on the recommendations of the Finance Director.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT.: 524.108

BUILDING & INSPECTION SERVICES DEPARTMENT EXPENSES

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
Building & Inspection Services								
501.100 Executive Salaries (CBO)	0	0	0	23,514	76,363	94,526	23.79%	Employee Re-classified to Bld/PW Dir
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	0	0	0	0	0	65,095	100.00%	Building Clerk transfer from Clerk Dept
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.400 Overtime	0	0	0	0	0	1,000	100.00%	Building Clerk transfer from Clerk Dept
501.410 Vacation Pay	0	0	0	0	1,469	3,070	108.96%	Building Clerk transfer from Clerk Dept
502.100 FICA Taxes	0	0	0	1,799	5,842	12,211	109.02%	Building Clerk transfer from Clerk Dept
502.200 Retirement Contributions	0	0	0	1,817	6,048	13,620	125.19%	Building Clerk transfer from Clerk Dept
502.300 Life & Health Insurance	0	0	0	1,574	10,068	23,083	129.27%	Building Clerk transfer from Clerk Dept
502.310 Long Term Disability	0	0	0	111	600	1,437	139.43%	Building Clerk transfer from Clerk Dept
502.400 Workers Compensation	0	0	0	0	4,032	2,051	100.00%	Re-formulated the distribution calcs
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	129,410	179,901	142,229	100,181	20,000	151,000	655.00%	See Note 1 Below
503.400 Other Contractual Services	0	0	0	0	1,200	85,000	6983.33%	See Note 2 Below
504.000 Travel & Per Diem	0	0	0	0	900	2,525	180.56%	Training/travel for two employees
504.100 Communications Serv (Phone, Etc.)	0	0	0	0	1,400	600	-57.14%	Cell phone @ \$50 per month
504.200 Postage, Freight	0	0	0	0	0	800	100.00%	Costs moved from General Govt
504.500 Insurance-Liability, Hazard, Damage	0	0	0	0	500	354	-29.14%	Re-formulated the distribution calcs
504.610 Repair & Maintenance	1,055	995	995	995	2,000	1,000	-50.00%	Removed Building Permit Software Lic.
504.620 Repair & Maintenance-Vehicle	0	0	0	0	0	2,000	100.00%	Building Off. vehicle transferred frm PD
504.700 Printing	0	0	194	126	200	500	150.00%	Business cards, signs, etc.
504.900 Other Current Charges	23,629	0	0	665	0	4,500	100.00%	Moved ads from Clerk Dept; CRS Promo
505.100 Office Supplies	51	61	28	270	100	1,000	900.00%	Supplies for two employees
505.200 Operating Supplies	0	0	0	0	0	500	100.00%	Added hurricane kit & gear
505.210 Operating Supplies-Gas & Oil	0	0	0	0	0	1,000	100.00%	Costs transferred from PD
505.220 Operating Supplies-Uniform/Emb.	0	0	0	0	0	500	100.00%	Uniform pants for Building Official
505.400 Subsc., Memberships, Education	0	0	0	294	3,000	10,580	252.67%	Membership & Education for 2 employees
506.400 Machinery & Equipment	0	0	0	2,127	900	3,050	238.89%	See Note 3 below
Building & Inspection Services Totals	154,145	180,957	143,446	133,472	134,622	481,002	257.30%	

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT.: 524.108

BUILDING & INSPECTION SERVICES DEPARTMENT EXPENSES

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
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Note 1: Town Engineer Plan Review moved from Other Physical Environment to Building Department; Professional Planner for Zoning Review added; HyByrd inspections costs increased due to increase in building permit applications/inspections (all pass-through costs covered by Building Permits Revenue).

Note 2: Building permits scanning costs increased, however, it is a pass-through cost covered by Building Permits Revenue; CRS Max services added for a required CRS/NFIP audit in FY20 which should help keep the resident's flood insurance rating at a good rate; the Building Permits software is 14 years old and in serious need of updating.

Note 3: Added laptop for hurricane damage assessments; added a filing cabinet for additional building permits; added a computer monitor & stand for the Building Clerk

BUDGET DETAIL WORKSHEET

BUILDING DEPARTMENT/INSPECTION SVC DEPT 524.108

EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
503.100 PROFESSIONAL SERVICES		
HYBYRD INSPECTIONS *	\$ 20,000.00	\$ 40,000.00
TOWN ENGINEER FOR PLAN REVIEW & INSPECTIONS ***	\$ -	\$ 80,000.00
TOWN ENGINEER FOR NPDES ***	\$ -	\$ 6,000.00
CONTRACTED PLANNER FOR ZONING REVIEW	\$ -	\$ 25,000.00
TOTAL LINE ITEM 503.100	\$ 20,000.00	\$ 151,000.00
503.400 OTHER CONTRACTUAL SERVICES		
MISCELLANEOUS	\$ 1,200.00	\$ -
BUILDING PERMITS SCANNING	\$ -	\$ 25,000.00
CRS MAX (CRS/NFIP AUDIT FOR FLOOD INSURANCE RATING)	\$ -	\$ 10,000.00
BUILDING PERMITS SOFTWARE UPGRADES		\$ 50,000.00
TOTAL LINE ITEM 503.400	\$ 1,200.00	\$ 85,000.00
504.000 TRAVEL & PER DIEM		
MILEAGE FOR CRS MEETINGS **	\$ -	\$ 125.00
HOTEL & FOOD FOR BOAF CONFERENCE	\$ -	\$ 800.00
HOTEL & FOOD FOR FLOODPLAIN MANAGERS CONFERENCE	\$ -	\$ 800.00
HOTEL & FOOD FOR LEGISLATIVE ACTION DAYS	\$ -	\$ 800.00
TOTAL LINE ITEM 504.000	\$ -	\$ 2,525.00
504.100 COMMUNICATIONS (TEL, MODEM, REV 911)		
CELL PHONE (1 @ \$50 PER MONTH)	\$ 1,400.00	\$ 600.00
TOTAL LINE ITEM 504.100	\$ 1,400.00	\$ 600.00
504.200 POSTAGE & FREIGHT		
BUILDING DEPARTMENT RELATED MAILINGS	\$ -	\$ 800.00
TOTAL LINE ITEM 504.200	\$ -	\$ 800.00
504.610 REPAIR & MAINTENANCE		
BUILDING PERMITS SOFTWARE ANNUAL LICENSE/MAINT.	\$ 1,000.00	\$ -
EQUIPMENT REPAIRS	\$ 1,000.00	\$ 1,000.00
TOTAL LINE ITEM 504.610	\$ 1,000.00	\$ 1,000.00
504.620 REPAIR & MAINTENANCE - VEHICLE		
LABOR & SERVICE FOR BUILDING OFFICIAL VEHICLE	\$ -	\$ 2,000.00
TOTAL LINE ITEM 504.620	\$ -	\$ 2,000.00
504.700 PRINTING		
BUILDING DEPARTMENT RELATED PRINTING	\$ 200.00	\$ 500.00

BUDGET DETAIL WORKSHEET

BUILDING DEPARTMENT/INSPECTION SVC DEPT 524.108

EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
TOTAL LINE ITEM 504.700	\$ 200.00	\$ 500.00
504.900 OTHER CURRENT CHARGES		
LEGAL ADVERTISING **	\$ -	\$ 3,000.00
PROMOTIONAL ITEMS FOR CRS		\$ 1,500.00
TOTAL LINE ITEM 504.900	\$ -	\$ 4,500.00
505.100 OFFICE SUPPLIES		
GENERAL OFFICE SUPPLIES	\$ 100.00	\$ 500.00
INK FOR PRINTER	\$ -	\$ 500.00
TOTAL LINE ITEM 505.100	\$ 100.00	\$ 1,000.00
505.200 OPERATING SUPPLIES		
HURRICANE KIT/GEAR	\$ -	\$ 500.00
TOTAL LINE ITEM 505.200	\$ -	\$ 500.00
505.210 OPERATING SUPPLIES - GAS & OIL		
GAS & OIL FOR BUILDING OFFICIAL VEHICLE	\$ -	\$ 1,000.00
TOTAL LINE ITEM 505.210	\$ -	\$ 1,000.00
505.220 OPERATING SUPPLIES - UNIFORMS		
PANTS FOR BUILDING OFFICIAL	\$ -	\$ 500.00
TOTAL LINE ITEM 505.220	\$ -	\$ 500.00
505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION		
MISCELLANEOUS	\$ 3,000.00	\$ -
FEMA MEMBERSHIP (COVERS NFIP/CRS) **	\$ -	\$ 60.00
ICC ANNUAL DUES	\$ -	\$ 250.00
FFMA ANNUAL DUES	\$ -	\$ 120.00
BOAF ANNUAL DUES	\$ -	\$ 200.00
FLOODPLAIN MANAGERS ASSOCIATION ANNUAL DUES	\$ -	\$ 300.00
FIRE INSPECTORS ASSOCIATION ANNUAL DUES	\$ -	\$ 150.00
BOAF ANNUAL CONFERENCE REGISTRATION FEE	\$ -	\$ 450.00
FLOODPLAIN MANAGERS CONFERENCE REGISTRATION FEE	\$ -	\$ 350.00
LEGISLATIVE ACTION DAYS REGISTRATION FEE	\$ -	\$ -
MISCELLANEOUS WEBINARS & CLASSES	\$ -	\$ 500.00
APPRENTICESHIP CERTIFICATION PRG - MATERIALS & CLASSES	\$ -	\$ 5,000.00
CODE ENFORCEMENT TRAINING	\$ -	\$ 1,200.00
BUILDING CODE BOOKS - ANNUAL SUBSCRIPTION	\$ -	\$ 2,000.00
TOTAL LINE ITEM 505.400	\$ 3,000.00	\$ 10,580.00

BUDGET DETAIL WORKSHEET

BUILDING DEPARTMENT/INSPECTION SVC DEPT 524.108

EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
506.400 MACHINERY & EQUIPMENT		
MISCELLANEOUS	\$ 900.00	\$ -
FILING CABINET		\$ 600.00
COMPUTER MONITOR & STAND		\$ 450.00
LAPTOP FOR HURRICANE DAMAGE ASSESSMENTS		\$ 2,000.00
TOTAL LINE ITEM 506.400	\$ 900.00	\$ 3,050.00

* Increase in inspections due to increase in permits; one person will not be able to complete all

** Moved to this department from Town Clerk's Department

*** Moved to this department from Other Physical Environment



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Departmental Budget Narrative

Solid Waste & Recycling Services

The Town's Solid Waste & Recycling contract will end on September 30, 2019. The Town issued a Request for Proposals this year, and taking into consideration all of the bids received, the Town Commission awarded the contract to our current contractor, Republic Services, for a period of five years beginning October 1, 2019, with a renewal option for an additional five year period. The contract increased from \$264,000 in FY19 to \$274,000 in FY20, for a 3.79% overall increase.

Due to the increase in contract costs, the Town Commission will need to decide whether or not to increase the annual fees for solid waste & recycling services in FY20. We currently bill \$231 per year for residential units and \$161.70 for multi-family units, for a total revenue of \$306,000 per year, in which \$274,000 covers the contract costs, and \$32,000 for administrative costs.

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 534.111

SOLID WASTE & RECYCLING SERVICES

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Solid Waste & Recycling Services								
503.400 Other Contractual Services	243,635	243,147	244,362	249,853	264,000	274,000	3.79%	Republic Services Contract
Solid Waste & Recycling Services Totals	243,635	243,147	244,362	249,853	264,000	274,000	3.79%	



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Departmental Budget Narrative

Other Physical Environment & Town Engineer

Our Town Engineer works under an ongoing agreement and oversees all civil engineering projects as well as review of building plans as they relate to drainage. Lisa Tropepe is a principal partner of the firm Engenuity Group, and serves as our Town Engineer of Record. Our contract with Engenuity was renewed last year, with costs charged to the town using a project based “rate card” system. The proposed budget includes \$80,000 for general Town Engineering services and GIS Consulting, along with a new expenditure line for surveying services in the amount of \$10,000. Surveying services are needed to determine property lines, right-of-way limits, alleyway limits, drainage pipe locations, dune walkovers, sidewalks, curbs, utility poles, fire hydrants, trees, signage, etc. This service also includes reviewing the necessary plats in order to determine the limits of the Town’s assets and areas of ownership. Evaluating historical meets and bounds descriptions, CCCL needs, mean high water, and erosion control lines are also included in this service.

We moved the Town Engineer costs to review building plans as they relate to drainage, as well as NPDES Engineering from this department’s budget and placed them in the Building Department budget this year, as these costs are a pass-through cost through building permit revenues. The total for Engineering services in both departments combined increased by \$38,000 from \$138,000 in FY19 to \$176,000 in FY20 due to an increase in building permits received, and a commitment by the Town Commission to address drainage infrastructure projects.

Other Physical Environment expenditures also include an annual landscaping services contract, pest control services contracts, increased funding for storm drain maintenance, and additional funding for swale and sidewalk construction in Town rights-of-way. Other Contractual Services line items increased by \$47,800 from \$216,720 in FY19 to \$264,520 in FY20, largely due to the increased focus on storm drain maintenance.

Stormwater issues are continually assessed by staff and the Commission. Staff is still collaborating with FDOT Engineers to seek and coordinate additional drainage solutions in their jurisdiction along A1A near the West Anna Street neighborhood. Several drain structures have been upgraded through vigorous maintenance activities on Inlet Cay in the past year, and staff is currently reviewing additional enhancements that may be made to optimize the system’s capacity in that area.

The Woolbright Detention Area, which serves to collect and filtrate stormwater and run-off from the south end of the Town, underwent significant maintenance upgrades in FY18, with an increase in native plantings, and testing of portions of the subterranean systems. Additional recommendations may be put forth in the new fiscal year for continual maintenance, including tilling and/or trenching.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 539.112

OTHER PHYSICAL ENVIRONMENT & SERVICES EXPENSE

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
Other Physical Environment Services								
503.100 Professional Services	5,943	5,955	8,421	25,216	33,000	10,000	-69.70%	See Note 1 Below
503.120 Town Engineer	82,441	121,224	102,435	153,803	105,000	80,000	-23.81%	See Note 2 Below
503.400 Other Contractual Services	124,269	136,908	148,752	191,323	216,720	264,520	22.06%	See Note 3 Below
504.000 Travel & Per Diem	0	0	0	0	0	0	0.00%	
504.610 Repair & Maintenance	14,292	15,927	15,459	37,965	40,000	36,000	-10.00%	See Note 3 Below
505.230 Operating Supplies / Small Tools	86	0	0	0	0	0	0.00%	
506.400 Machinery & Equipment	0	0	7,615	0	0	0	0.00%	
Other Physical Environment Services Totals	227,031	280,014	282,682	408,307	394,720	390,520	-1.06%	

Note 1: Removed funding for Urban Design Kilday Studios, as they will complete their work on the Comp Plan Amendments in FY19. Added Surveying Services.

Note 2: Removed a portion of the Town Engineer's expense to the Building Department for Plan Review Services; added GIS Consulting for Updates Needed

Note 3: Removed Detention Area Maintenance from this Department and placed it in the Capital Budget & Provided Additional Funding for Televac, Red Valve & Barnacle Busters for drain infrastructure maintenance.

BUDGET DETAIL WORKSHEET

OTHER PHYSICAL ENVIRONMENT DEPT 539.112

	FY19	FY20
503.100 PROFESSIONAL SERVICES		
NPDES ENGINEERING *	\$ 6,000.00	\$ -
COMP PLAN CONSULTANT - UDKS	\$ 15,000.00	\$ -
SURVEYING	\$ -	\$ 10,000.00
SEA LEVEL VULNERABILITY & GIS MAPPING LAYERS	\$ 12,000.00	\$ -
TOTAL LINE ITEM 503.100	\$ 33,000.00	\$ 10,000.00
503.120 TOWN ENGINEER		
GENERAL ENGINEERING SERVICES	\$ 50,000.00	\$ 65,000.00
GIS CONSULTING & MAPPING LAYERS	\$ 5,000.00	\$ 15,000.00
BUILDING PLANS REVIEW *	\$ 50,000.00	\$ -
TOTAL LINE ITEM 503.120	\$ 105,000.00	\$ 80,000.00
503.400 OTHER CONTRACTUAL SERVICES		
PEST CONTROL - ORKIN CONTRACT	\$ 720.00	\$ 720.00
LANDSCAPE MAINTENANCE - CHRIS WAYNE CONTRACT	\$ 80,000.00	\$ 80,000.00
LANDSCAPE PROJECTS, IRRIGATION & BEAUTIFICATION	\$ 20,000.00	\$ 20,000.00
MOSQUITO & NOSEEUM CONTROL - CLARKE CONTRACT	\$ 48,000.00	\$ 48,000.00
STREET SWEEPING PER NPDES	\$ 1,500.00	\$ 1,500.00
COCONUT TRIMMING & SPECIAL TREE TRIMMING - ABLE TREE	\$ 1,200.00	\$ 1,200.00
LETHAL YELLOWING CONTROL - KING TREE	\$ 700.00	\$ 700.00
STORM DRAIN MAINTENANCE - TELEVAC	\$ 40,000.00	\$ 50,000.00
STORM DRAIN MAINTENANCE - BARNACLE BUSTERS	\$ 5,400.00	\$ 8,000.00
STORM DRAIN MAINTENANCE - RED VALVE	\$ 2,000.00	\$ 10,000.00
MONTHLY AQUATICS SERVICE - AQUAGENIX CONTRACT	\$ 3,600.00	\$ 3,600.00
SCADA ANNUAL SERVICE - MISSION COMMUNICATIONS	\$ 1,600.00	\$ 1,600.00
IGUANA CONTROL	\$ 12,000.00	\$ 19,200.00
SWALE/SIDEWALK CONSTRUCTION IN TOWN ROW'S		\$ 20,000.00
TOTAL LINE ITEM 503.400	\$ 216,720.00	\$ 264,520.00
504.610 REPAIR & MAINTENANCE		
HYDRANT & WATER LINE REPAIR/REPLACEMENT	\$ 30,000.00	\$ 30,000.00
DUNE STRUCTURE MAINTENANCE & VEGETATION	\$ 4,000.00	\$ 5,000.00
FUEL TANK DISPENSERS & REPAIRS	\$ 1,000.00	\$ 1,000.00
DETENTION AREA MAINTENANCE & PROJECTS **	\$ 5,000.00	\$ -
TOTAL LINE ITEM 504.610	\$ 40,000.00	\$ 36,000.00
505.230 OPERATING SUPPLIES - SMALL TOOLS		
MISCELLANEOUS OPERATING SUPPLIES - SMALL TOOLS	\$ -	\$ -
TOTAL LINE ITEM 504.610	\$ -	\$ -

* Moved to Building Department

** Moved to Capital



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Departmental Budget Narrative

Public Works

The Public Works Department budget is proposed at a 38.87% increase this year which is based on increased maintenance needs for fire hydrants and other Town infrastructure that are in a critical state of disrepair at this time.

The budget includes a new Public Works I position in order for the Town to be able to focus largely on the fire hydrant maintenance and maintenance of Town rights-of-way during the FY20 fiscal year. Also included in the budget are much needed tools and equipment for the department.

Other additions to the budget include a longevity payment for one of the Public Works employees due to length of service with the Town in accordance with the personnel policies of the Town; rust prevention to help protect the Town's generators from the harsh coastal environment; additional tools and supplies for drainage repair and other projects; and additional funding of \$5,000 for road materials and supplies.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT: 541.113

PUBLIC WORKS EXPENSE

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Proposed	F19>F20	Notes
Public Works								
501.200 Regular Salaries And Wages	92,807	96,000	99,114	104,047	109,208	168,537	54.33%	
501.210 One Time Lump (Longevity & Retire)	0	2,000	0	0	0	1,000	100.00%	Longevity - Armstrong
501.400 Overtime	1,453	3,475	10,304	3,043	6,000	6,000	0.00%	
501.410 Vacation Pay	1,048	1,856	1,101	1,157	2,100	3,241	54.34%	
502.100 FICA Taxes	7,251	7,905	8,455	8,281	8,354	12,893	54.33%	
502.200 Retirement Contributions	6,960	7,629	8,450	8,658	8,649	14,380	66.27%	
502.300 Life & Health Insurance	12,859	14,985	16,964	18,702	20,136	34,270	70.20%	
502.310 Long Term Disability	840	840	798	924	864	1,517	75.56%	
502.400 Workers Compensation	4,631	3,758	3,714	3,812	3,791	3,077	-18.84%	Re-formulated the distribution calcs
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	0	3,716	0	0	0	0	0.00%	
504.300 Utility Services - Electric & Water	44,149	46,039	43,626	47,876	48,000	48,000	0.00%	
504.500 Insurance - Liab, Hazard, Damage	1,307	1,304	1,341	1,434	1,435	531	-62.97%	Re-formulated the distribution calcs
504.610 Repair & Maintenance	7,123	5,382	3,620	5,891	16,400	21,500	31.10%	Added rust prevention for generators
504.620 Repair & Maintenance-Vehicle	1,180	1,587	1,330	2,070	3,000	3,000	0.00%	
505.200 Operating Supplies	5,828	3,043	1,551	2,031	4,500	8,500	88.89%	Additional Supplies Needed
505.210 Operating Supplies-Gas & Oil	2,251	2,010	2,853	3,730	4,000	4,000	0.00%	
505.220 Operating Supplies-Uniform/Emb	562	513	392	445	700	1,400	100.00%	
505.230 Operating Supplies-Small Tools	177	270	615	448	750	5,500	633.33%	Additional Tools Needed
505.300 Road Materials & Supplies	29,413	27,472	27,714	38,419	30,000	35,000	16.67%	Expenses Tracking Upward
505.400 Subsc., Memberships, Education	0	0	0	0	0	1,350	100.00%	Moved from General Government
506.400 Machinery & Equipment	28,167	1,611	18,194	1,699	3,500	12,000	242.86%	Add'l funding - equip for drainage repair
Public Works Totals	248,006	231,395	250,136	252,667	271,387	385,697	42.12%	

BUDGET DETAIL WORKSHEET**PUBLIC WORKS DEPT 541.113****EXCLUDING SALARY & INSURANCE LINES**

	FY19	FY20
503.100 PROFESSIONAL SERVICES		
PROFESSIONAL SERVICES	\$ -	\$ -
TOTAL LINE ITEM 503.100	\$ -	\$ -
504.300 UTILITY SERVICES - ELECTRIC		
FPL - STREET LIGHTS	\$ 25,000.00	\$ 25,000.00
IRRIGATION /SPRINKLERS- TOWN PROPERTY	\$ 10,000.00	\$ 10,000.00
FPL - WOOLBRIGHT/TROPICAL PUMP FEE	\$ 13,000.00	\$ 13,000.00
TOTAL LINE ITEM 504.300	\$ 48,000.00	\$ 48,000.00
504.610 REPAIR & MAINTENANCE		
REPAIRS ON MOWERS, EDGERS, PUMPS, ETC.	\$ 4,000.00	\$ 4,000.00
BRIDGE REPAIRS & MAINTENANCE	\$ 5,000.00	\$ 5,000.00
STREET LIGHT REPAIRS	\$ 5,000.00	\$ 5,000.00
GENERATOR MAINT AGMT/PW PORTION, Added Rust Prvnt	\$ 2,400.00	\$ 7,500.00
TOTAL LINE ITEM 504.610	\$ 16,400.00	\$ 21,500.00
504.620 REPAIR & MAINTENANCE - VEHICLE		
REPAIRS & MAINTENANCE ON PUBLIC WORKS VEHICLES	\$ 3,000.00	\$ 3,000.00
TOTAL LINE ITEM 504.620	\$ 3,000.00	\$ 3,000.00
505.200 OPERATING SUPPLIES		
MISC OPERATING SUPPLIES - BULBS, MISC SIGNS, ETC.	\$ 4,500.00	\$ 8,500.00
TOTAL LINE ITEM 505.200	\$ 4,500.00	\$ 8,500.00
505.210 OPERATING SUPPLIES - GAS & OIL		
GAS & OIL FOR VEHICLES	\$ 2,500.00	\$ 2,500.00
DIESEL FOR GENERATORS	\$ 1,500.00	\$ 1,500.00
TOTAL LINE ITEM 505.210	\$ 4,000.00	\$ 4,000.00
505.220 OPERATING SUPPLIES - UNIFORMS		
SHIRTS, PANTS, JACKETS, SAFETY EQUIPMENT	\$ 700.00	\$ 1,400.00
TOTAL LINE ITEM 505.220	\$ 700.00	\$ 1,400.00
505.230 OPERATING SUPPLIES - SMALL TOOLS		
MISCELLANEOUS SMALL TOOLS	\$ 750.00	\$ 5,500.00
TOTAL LINE ITEM 505.230	\$ 750.00	\$ 5,500.00
505.300 ROAD MATERIALS & SUPPLIES		
STREET SIGN MAINTENANCE (POSTS, REPAIRS, ETC.)	\$ 10,000.00	\$ 15,000.00
ROAD MATERIALS & MISCELLANEOUS ROAD SUPPLIES	\$ 20,000.00	\$ 20,000.00

BUDGET DETAIL WORKSHEET

PUBLIC WORKS DEPT 541.113

EXCLUDING SALARY & INSURANCE LINES

	FY19	FY20
TOTAL LINE ITEM 505.300	\$ 30,000.00	\$ 35,000.00

505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION

DEP/NPDES MEMBERSHIP & CERTIFICATION	\$ -	\$ 50.00
EDUCATION FOR MAINTENANCE/PW EMPLOYEES *	\$ -	\$ 1,300.00
TOTAL LINE ITEM 505.400	\$ -	\$ 1,350.00

506.400 MACHINERY & EQUIPMENT

MISC MACHINERY & EQUIPMENT **	\$ 3,500.00	\$ 12,000.00
TOTAL LINE ITEM 506.400	\$ 3,500.00	\$ 12,000.00

* Moved from General Government

** Additional funding needed for equipment for drainage repairs



TOWN OF OCEAN RIDGE

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Departmental Budget Narrative

Personnel (Human Resources)

The personnel costs (HR) in the budget include salaries and benefits of all employees (including the PBA contract) and are calculated with FY20 merit evaluation values on anniversary dates. For budgeting purposes all employees in the Town are budgeted for up to a 5% increase in their salary from the current year to be implemented on their anniversary date with positive evaluation results, unless as otherwise noted. Contract employees and employees in consideration for position, duty or title change may be adjusted for additional remuneration based upon the reconfiguration proposed and approved by the Town Manager within the budgeted amounts.

This year's budget includes the same staffing levels as FY19 for the police department, a new full time Public Works I employee, the same staffing levels for the Building Department, and the same staffing levels for the Town Clerk & Finance Department and the Town Manager department, noting that the Building Clerk expenses were moved from the Town Clerk's department to the Building Department.

The Florida Retirement System rates for civilians are calculated at 8.41% from 10/1 to 6/30, at 25.48% for the special risk category employees, and 14.60% for employees that are in the DROP program in preparation for retirement. The rates increase on July 1st of each year, and although we don't have those rates currently, we have projected that the rates will increase to 8.72%, 26.48%, and 15.60% respectively, based on past experience.

The Town's general employee Health/Dental/Vision Insurance Plan coverage rates increased 11.6% from FY18 to FY19. In this proposed budget for FY20, we have projected an increase of 10% until we receive the actual figures in August.

The workers' comp insurance premiums are going up from \$36,998 to \$40,000 for FY20 based on our experience ratings.

Before finalizing the budget for FY20, the Town Commission will need to decide whether the current Acting Town Manager will serve as the Town Manager for FY20, or if that position will become open. This decision will have an impact on the salary and benefits lines for both the Town Manager's department and the Town Clerk's department, as the budget for FY20 does not include a Town Clerk's position since the current Town Clerk is also serving as the Acting Town Manager. The Town Manager's budget will need to be adjusted according to a new contract for whomever serves in that role as well.



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Salary Survey

Ocean Ridge has a talented workforce that exhibits the skills necessary to deliver the required services; however, we pay less than other municipalities as well as the State and County, and fall behind the private sector as well. The Town last updated its salary range plan in 2011, and it is now in need of updating in order to remain competitive in Florida, and especially in South Florida. In our current environment, it is tough for Ocean Ridge to compete with not only our neighboring municipalities, the State and County, it is also tough to compete with the private sector that is close to full employment.

Recognizing that investing in quality personnel and retaining them is of utmost importance to the town at this time, the Town Commission directed the Town Manager to conduct a salary survey this year for all employees in order to determine if the Town is competitive in order to attract and retain good, quality employees. The salary survey is attached for review. In analyzing the data, the Town Manager has concluded that:

- The minimum and maximum salary ranges should be set based on the averages in Palm Beach County. Setting the salary ranges will allow us to attract a better employee base, as we will be competitive with other municipalities in Palm Beach County. Setting the minimum salary ranges may require compression adjustments for some employees, especially the dispatchers and the newly hired police officers.
- Top-out situations are handled by communities in one of two ways: 1) increasing the salary of the topped-out employee by a lower percentage annually that is capped such as 1.5 to 2%; or 2) paying that employee an annual stipend equal to the same percentage that other employees will be receiving such as a 5% increase, and not raising their base salary. Each option has implications to benefits such as retirement. In both cases, current employees who would be topped out with new salary ranges may need to be grandfathered due to the PBA contract. The Town Manager does not have a specific recommendation on top-outs at this time, and will defer to the Town Commission.
- The current positions that are paid sufficient salaries at this time based on the salary survey are: Treasurer, Deputy Town Clerk, Assistant Town Clerk, Building Clerk, Maintenance II, Public Works II, Dispatch Manager, and some Police Officers.
- The current positions that fall below the average salaries at this time are: Town Clerk (on hold), Building & Public Works Director, Lieutenants, Sergeants, most Police Officers, Dispatcher/Clerks, Chief of Police, and Town Manager.

The Town Commission will need to discuss setting the salary ranges for each position, discuss compression adjustments, and also decide how to handle top-out situations. The budget may be adjusted accordingly based on those decisions.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)
 FY20 Budget Workbook: Ver 1.0

HR Salary Calculations & Multipliers Worksheet Estimator

										Salary Multipliers														
										Annual	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Annual	Rate	Monthly	Rate	Monthly	Annual	Annual	Annual
Position Description	#	Dept.	DOH	Inv. Mo	Current Actual	Rate at 19 FYE	Projected FY 20	WC Code	WC	502.300 Health	502.300 Dental	502.300 Vision	502.300 Life, STD, ADD	502.300 Total	502.310 LTD	502.100 FICA	Retire % 10/1-6/30	502.200 Ret Total	Est Ret % 7/1-9/30	502.200 Ret Total	502.500 FUTA	501.410 Vac Pay	501.600 Hol Comp	
Town Manager / TC	1	TM	01/04/16	9.0	108,000	108,000	112,050	CLER 8810	1,026	876	39	8	52	974	84	8,572	8.47	791	8.72	814	1,121	2,155	n/a	
TM Dept Totals						112,050	Annual Totals	1,026	10,507	462	92	627	11,688	1,008	8,572		7,118		2,443	1,121	2,155	n/a		
Deputy Town Clerk	2	TC	12/03/18	10.0	45,000	47,250	49,219	CLER 8810	1,026	876	39	8	26	949	37	3,765	8.47	347	8.72	358	492	947	n/a	
Assistant Town Clerk	3	TC	02/04/19	8.0	37,112	37,112	38,349	CLER 8810	1,026	876	39	8	22	945	29	2,934	8.47	271	8.72	279	383	737	n/a	
Treasurer	4	TC	07/28/05	2.0	68,000	71,400	71,995	CLER 8810	1,026	876	39	8	36	959	54	5,508	8.47	508	8.72	523	720	1,385	n/a	
Clerk Dept Reg Emp Total						110,344																		
Clerk Dept Totals						159,563	Annual Totals	3,077	31,536	1,404	288	998	34,226	1,436	12,207		10,136		3,478	1,596	3,069	n/a		
Building & PW Director	5	BU	05/15/18	4.5	91,000	91,000	94,526	BLDS 9015	996	876	39	8	45	968	71	7,231	8.47	667	8.72	687	945	1,818	n/a	
Building Clerk	6	BU	12/09/02	10.0	62,491	62,491	65,095	CLER 8810	1,026	876	39	8	33	956	49	4,980	8.47	459	8.72	473	651	1,252	n/a	
Building Dept Totals						159,621	Annual Totals	2,022	21,024	936	192	931	23,083	1,437	12,211		10,140		3,480	1,596	3,070	n/a		
Maintenance II	7	PW	10/17/95	11.5	61,349	61,349	64,289	BLDS 9015	1,026	876	39	8	32	955	48	4,918	8.47	454	8.72	467	643	1,236	n/a	
Public Works I	8	PW	Vacant	4.0	40,040	44,700	45,445	STRM 5509	1,026	876	39	8	24	947	34	3,477	8.47	321	8.72	330	454	874	n/a	
Public Works II	9	PW	07/12/10	2.5	55,426	58,197	58,804	STRM 5509	1,026	876	39	8	30	953	44	4,498	8.47	415	8.72	427	588	1,131	n/a	
PW-Maint Totals						168,537	Annual Totals	3,077	31,536	1,404	288	1,042	34,270	1,517	12,893		10,706		3,674	1,685	3,241	n/a		
Chief of Police	10	PD	11/15/05	10.5	104,715	104,715	109,296	PD&D 7720	1,026	876	39	8	51	974	82	8,361	25.48	2,321	26.48	2,412	1,093	2,102	n/a	
Lieutenant	11	PD	09/09/14	1.0	86,740	91,077	91,456	PD&D 7720	1,026	876	39	8	44	967	69	6,996	25.48	1,942	26.48	2,018	915	1,759	n/a	
Lieutenant	12	PD	07/12/16	2.5	75,973	79,772	80,603	PD&D 7720	1,026	876	39	8	39	962	60	6,166	25.48	1,711	26.48	1,779	806	1,550	n/a	
Sergeant	13	PD	07/27/15	2.0	68,031	71,433	72,028	PD&D 7720	1,026	876	39	8	36	959	54	5,510	25.48	1,529	26.48	1,589	720	1,385	4,353	
Sergeant	14	PD	11/07/11	11.0	72,164	72,164	75,472	PD&D 7720	1,026	876	39	8	37	960	57	5,774	14.60	918	15.60	981	755	1,451	4,561	
Sergeant	15	PD	12/10/13	10.0	69,569	69,569	72,468	PD&D 7720	1,026	876	39	8	36	959	54	5,544	25.48	1,539	26.48	1,599	725	1,394	4,380	
Sergeant	16	PD	07/27/15	2.0	66,050	69,353	69,930	PD&D 7720	1,026	876	39	8	35	958	52	5,350	25.48	1,485	26.48	1,543	699	1,345	4,227	
Police Officer	17	PD	01/07/19	9.0	53,902	53,902	55,923	PD&D 7720	1,026	876	39	8	29	952	42	4,278	25.48	1,187	26.48	1,234	559	1,075	3,380	
Police Officer	18	PD	01/07/19	9.0	53,902	53,902	55,923	PD&D 7720	1,026	876	39	8	29	952	42	4,278	25.48	1,187	26.48	1,234	559	1,075	3,380	
Police Officer	19	PD	02/13/18	7.5	55,520	55,520	57,255	PD&D 7720	1,026	876	39	8	29	952	43	4,380	25.48	1,216	26.48	1,263	573	1,101	3,460	
Police Officer	20	PD	12/13/04	9.5	81,359	81,359	84,579	PD&D 7720	1,026	876	39	8	41	964	63	6,470	25.48	1,796	26.48	1,866	846	1,627	5,112	
Police Officer	21	PD	10/01/02	12.0	81,320	81,320	85,386	PD&D 7720	1,026	876	39	8	41	964	64	6,532	25.48	1,813	26.48	1,884	854	1,642	5,161	
Police Officer	22	PD	02/13/18	7.5	55,520	55,520	57,255	PD&D 7720	1,026	876	39	8	29	952	43	4,380	25.48	1,216	26.48	1,263	573	1,101	3,460	
Police Officer	23	PD	03/05/13	7.0	68,350	68,350	70,344	PD&D 7720	1,026	876	39	8	35	958	53	5,381	25.48	1,494	26.48	1,552	703	1,353	4,252	
Police Officer	24	PD	09/28/15	0.0	60,605	63,635	63,635	PD&D 7720	1,026	876	39	8	32	955	48	4,868	25.48	1,351	26.48	1,404	636	1,224	3,846	
Police Officer	25	PD	04/03/18	6.0	55,520	55,520	56,908	PD&D 7720	1,026	876	39	8	29	952	43	4,353	25.48	1,208	26.48	1,256	569	1,094	3,439	
Police Officer	26	PD	04/24/17	5.5	58,065	58,065	59,396	PD&D 7720	1,026	876	39	8	30	953	45	4,544	25.48	1,261	26.48	1,311	594	1,142	3,590	
Investigator	27	PD	Vacant	12.0	53,902	53,902	56,597	PD&D 7720	1,026	876	39	8	29	952	42	4,330	25.48	1,202	26.48	1,249	566	1,088	3,421	
Dispatch Manager	28	DS	02/15/05	8.5	66,751	66,751	69,115	CLER 8810	1,026	876	39	8	34	957	52	5,287	8.47	488	8.72	502	691	1,329	2,924	
Dispatcher	29	DS	12/26/16	9.5	40,916	40,916	42,536	CLER 8810	1,026	876	39	8	23	946	32	3,254	8.47	300	8.72	309	425	818	1,800	
Dispatcher	30	DS	05/06/19	5.0	37,112	37,112	37,885	CLER 8810	1,026	876	39	8	21	944	28	2,898	8.47	267	8.72	275	379	729	1,603	
Dispatcher	31	DS	Vacant	12.0	37,112	37,112	38,968	CLER 8810	1,026	876	39	8	22	945	29	2,981	8.47	275	8.72	283	390	749	1,649	
Dispatcher	32	DS	08/12/14	1.5	44,611	46,842	47,134	CLER 8810	1,026	876	39	8	25	948	35	3,606	8.47	333	8.72	343	471	906	1,994	
Dispatcher	33	DS	Vacant	12.0	37,112	37,112	38,968	CLER 8810	1,026	876	39	8	22	945	29	2,981	8.47	275	8.72	283	390	749	1,649	
Dispatcher (PT)	34	DS	06/09/11	3.5	15,043	15,795	16,025	PD&D 7720	1,026	0	0	0	0	0	0	1,226	8.47	113	8.72	116	160	308	678	
Police Dept Reg Emp Totals						1,455,789																		
Police Department Totals						1,565,085	Annual Totals	25,641	252,288	11,232	2,304	9,344	275,168	13,942	119,729		255,852		88,652	15,651	30,098	72,318		
Total Payroll (All)						2,164,856	Annual Totals	1,507,943	34,842	346,891	15,438	3,164	12,942	378,436	19,339	165,612		293,953		101,727	21,649	41,632	72,318	

BUDGET DETAIL WORKSHEET

INSURANCE, LIABILITY, HAZARD, DAMAGE

		FY19	FY20
001-511.101-504.500	TOWN COMMISSION		
	MILTON - GENERAL LIABILITY	\$ 286.00	\$ 885.71
	MARSH - ERRORS & OMISSIONS	\$ 14,544.60	\$ 15,271.83
	TOTAL LINE ITEM 001-511.101-504.500	\$ 14,830.60	\$ 16,157.54
001-512.102-504.500	TOWN MANAGER		
	MILTON - GENERAL LIABILITY	\$ 51.00	\$ 177.14
	TOTAL LINE ITEM 001-512.102-504.500	\$ 51.00	\$ 177.14
001-513.103-504.500	TOWN CLERK		
	MILTON - GENERAL LIABILITY	\$ 168.00	\$ 531.43
	TOTAL LINE ITEM 001-513.103-504.500	\$ 168.00	\$ 531.43
001-515.105-504.500	BOARDS & COMMITTEES		
	MILTON - GENERAL LIABILITY	\$ 1,074.00	\$ 2,480.00
	TOTAL LINE ITEM 001-515.105-504.500	\$ 1,074.00	\$ 2,480.00
001-519.106-504.500	GENERAL GOVERNMENT		
	MILTON - GENERAL LIABILITY	\$ 59,613.00	\$ 69,440.00
	HARTFORD - BUSINESS TRAVEL & ACCIDENT	\$ 1,370.00	\$ 1,450.00
	HARTFORD - FLOOD	\$ 1,950.00	\$ 2,061.00
	ATLANTIC PACIFIC - STORAGE TANK	\$ 800.00	\$ 850.00
	TOTAL LINE ITEM 001-519.106-504.500	\$ 63,733.00	\$ 73,801.00
001-521.107-504.500	PUBLIC SAFETY		
	MILTON - GENERAL LIABILITY	\$ 21,255.00	\$ 24,800.00
	PLASTRIDGE - FIREARMS	\$ 500.00	\$ 525.00
	TOTAL LINE ITEM 001-521.107-504.500	\$ 21,755.00	\$ 25,325.00
001-528.108-504.500	BUILDING DEPT		
	MILTON - GENERAL LIABILITY	\$ -	\$ 354.29
	TOTAL LINE ITEM 001-524.108-504.500	\$ -	\$ 354.29
001-541.113-504.500	PUBLIC WORKS		
	MILTON - GENERAL LIABILITY	\$ 1,435.00	\$ 531.43
	TOTAL LINE ITEM 001-541.113-504.500	\$ 1,435.00	\$ 531.43

Percentages for Milton General Liability Insurance

Budgeted Premium \$83,878 - Actual \$92,121 **\$ 83,878.00** **\$ 99,200.00**

Town Commission	\$ 285.19	\$ 885.71
Town Manager	\$ 50.33	\$ 177.14
Town Clerk	\$ 167.76	\$ 531.43
Boards & Committees	\$ 1,073.64	\$ 2,480.00
General Government	\$ 59,612.09	\$ 69,440.00
Police Department	\$ 21,254.69	\$ 24,800.00
Building Dept	\$ -	\$ 354.29
Public Works	\$ 1,434.31	\$ 531.43
Total	\$ 83,878.00	\$ 99,200.00

General Govt 70%

Police Dept 25% due to High Risk Category

Balance Split Between All Other Depts Based on # of Employees, total of 28

**BUDGET DETAIL WORKSHEET
WORKERS' COMP INSURANCE**

		FY19	FY20
001-511.101-502.400	TOWN COMMISSION		
	PGIT - WORKERS COMP	\$ 4,743.35	\$ 5,128.20
	TOTAL LINE ITEM 001-511.101-502.400	\$ 4,743.35	\$ 5,128.20
001-512.102-502.400	TOWN MANAGER		
	PGIT - WORKERS COMP	\$ 948.67	\$ 1,025.65
	TOTAL LINE ITEM 001-512.102-502.400	\$ 948.67	\$ 1,025.65
001-513.103-502.400	TOWN CLERK		
	PGIT - WORKERS COMP	\$ 2,846.01	\$ 3,076.95
	TOTAL LINE ITEM 001-513.103-502.400	\$ 2,846.01	\$ 3,076.95
001-521.107-502.400	PUBLIC SAFETY		
	PGIT - WORKERS COMP	\$ 23,716.75	\$ 25,641.00
	TOTAL LINE ITEM 001-521.107-502.400	\$ 23,716.75	\$ 25,641.00
001-524.108-502.400	BUILDING DEPARTMENT		
	PGIT - WORKERS COMP	\$ 1,897.34	\$ 2,051.28
	TOTAL LINE ITEM 001-524.108-502.400	\$ 1,897.34	\$ 2,051.28
001-541.113-502.400	PUBLIC WORKS		
	PGIT - WORKERS COMP	\$ 2,846.01	\$ 3,076.92
	TOTAL LINE ITEM 001-541.113-502.400	\$ 2,846.01	\$ 3,076.92
		TOTAL	\$ 40,000.00
	Breakdown:		
	Annual Premium =	\$ 36,998.00	\$ 40,000.00
# Employees			
5	Town Commission	\$ 4,743.35	\$ 5,128.20
1	Town Manager	\$ 948.67	\$ 1,025.65
3	Town Clerk	\$ 2,846.01	\$ 3,076.95
25	Police Department	\$ 23,716.75	\$ 25,641.00
2	Building Department	\$ 1,897.34	\$ 2,051.28
3	Public Works	\$ 2,846.01	\$ 3,076.92
39	Total	\$ 36,998.13	\$ 40,000.00

Premium \$36,998/39 employees = \$948.67 per person
 Premium \$40,000/39 employees = \$1,025.64 per person



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Departmental Budget Narrative

Contingency

The Town typically budgets \$50,000 for natural disasters and \$50,000 for general contingency. The Town Manager recommends increasing the general contingency to \$75,000 for a total contingency of \$125,000 this year, as we need a funding source for significant emergency expenses such as water main breaks as we have seen over the past two fiscal years.

TOWN OF OCEAN RIDGE
Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

GENERAL FUND #001 - DEPT.: 590.100

CONTINGENCY EXPENSE

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Contingency & Transfers								
590.110 Transfer To Capital	150,000	180,000	218,500	188,675	171,218	525,100	206.69%	
590.900 Contingency	-6,512	7,249	42,429	134,710	100,000	125,000	25.00%	50K Emergency & 75K General Conting.
Contingency & Transfers Totals	143,488	187,249	260,929	323,385	271,218	650,100	139.70%	

DEPARTMENTAL BUDGET NARRATIVE

FY20 CAPITAL FUND

The FY20 proposed budget includes the 302 Capital Investment Fund which is funded at the Commission direction to meet infrastructure and other capital priorities of the Town. The proposed Capital budget allocates \$525,350 for engineering, infrastructure improvements, and machinery & equipment within this Fund.

The Town Commission directed the Town Manager to create a multi-year comprehensive Capital Improvement Plan to guide future priority direction and anticipate appropriation needs over several years to come, and that plan is also included in this proposed budget document.

The annualized road paving program was completed within the \$200,000 annualized appropriation directed by the Commission in FY18. The Town Commission decided to focus more on drainage infrastructure projects in FY19 and FY20 and have deferred paving until FY21. Also deferred to FY21 is funding for a suggested EMT program for the Town of Ocean Ridge.

Palm Beach County “Penny Sales Tax” encumbered revenues are currently shown for budget balancing and will be earmarked for specific infrastructure though consensus appropriation at time of necessity. The Commission can appropriate additional dollars for this purpose from Town reserves and other unexpended funds.

Detailed explanations regarding the request for capital expenditures are listed below, and are numbered to coincide with the capital expenditures spreadsheet:

1

Woolbright Detention Area Maintenance & Projects \$20,000

Town Commission Approved \$20,000

In October of 1999, Hurricane Irene inundated the Town with over 18 inches of rainfall causing major property damage and displacing many residents in the south end of Town. At the direction of the Town Commission, in May 2000, a Flood Control Study was prepared by Engenuity Group, Inc. (fka SFRN) with a proposal to utilize the vacant 2.5 acres at the Northwest corner of Woolbright Road and North Ocean Avenue.

In 2004, the Woolbright Detention Area and Passive Park was constructed with grants and loans in order to provide flood protection and water quality to over 65 acres of residential area within the Town. The detention area is currently over 15 years old. Maintenance and upkeep in order to uphold the South Florida Water Management District permit conditions is continual.

Removal of exotics, replanting new vegetation, regrading, and possibly re-tilling some areas are annual needs. Removal of debris on the outfall grates and checking the flap gate are weekly observations and tasks performed by the Public Works Department. The pumping station also requires continual observations and maintenance. Those budget needs are covered in another budget line item.

2

Storm Drain Maintenance/Outfall Repairs \$150,000

Town Commission Approved \$150,000

Throughout the year there needs to be continual maintenance of the storm drains, catch basins, and outfalls for them to work properly and protect the town from flooding. Historically, the town has budgeted \$125,000 for this line item, and staff recommends an additional \$25,000 this year. The additional funding will be used for the clearing of obstructed lines which will help alleviate flooding.

3

Fire hydrant repair and/or replacement \$60,000 (Now Requesting \$100,000)

Town Commission Approved \$60,000 – Need to re-visit cost

The Town owns the water distribution system within its boundaries. The water distribution system is used not only for domestic water supply but for fire protection as well. The system is made up of piping, fittings, valves, hydrants and other applicable appurtenances.

There are approximately 153 fire hydrants in town. In a continuing effort to be proactive, safe, and up to the current applicable codes, approximately 10% of the hydrants in Town will annually need major repair and/or total replacement. Using this 10-year capital plan, 15 hydrants in Town will need approximately \$4,000 worth of work for each hydrant totaling \$60,000 annually. This may include the hydrant and possibly the service and shut off valve leading up to the hydrant.

Specifications for the hydrant and its appurtenances will have to meet Boynton Beach Utilities criteria since they are the ones providing Fire Protection to the Town. To be cost effective, coordination with Boynton Beach will be made in an effort to purchase these hydrants in bulk.

Requested amount increased from \$60,000 to \$100,000 for FY20 in order to take care of the immediate repairs and/or replacement needs of the Town. In each year thereafter in the Capital Improvement Plan (CIP), the request will go back to the original \$30,000 budgeted amount for continual maintenance and repairs.

4

Woolbright & Tropical Pump Station Pump Replacement / Repair \$20,000

Town Commission Approved \$20,000 in FY20, and each year in the CIP

The Woolbright Pump Station was installed approximately 14 years ago. This station, along with the Tropical Drive Pump Station, are responsible for the stormwater management of over 65 acres of residential land with the Town. Both stations are part of an overall "South Phase Project" that was permitted through many agencies including the South Florida Water Management District (SFWMD).

The location of the Woolbright pump station is within the 2.5-acre detention area on Woolbright Road and North Ocean Boulevard. The Tropical Drive pump station is

beneath the Tropical Drive Road. Each station has 5 submersible electric pumps within an underground wet well. Three of the pumps are 100 horsepower and two are 40 horsepower. These pumps work automatically according to the amount of rainfall entering the wet well during a storm. Replacement and repair to these pumps are ongoing. However, it has been anticipated, through experience within the last 14 years, that one pump will need major overall or total replacement every year.

A budget of \$20,000 in FY 20 and each year thereafter in the CIP is necessary to maintain these pumps in a 5-year cycle.

This line item is for pump replacement/repair only.

5

Paving, Grading & Drainage Infrastructure \$160,000

Town Commission Approved \$160,000

The Town Commission voted to defer paving until the FY21 fiscal year, and focus more on drainage projects in FY20. The Town Engineer provided a map, chart, and cost estimates explaining the flooding areas in town, and staff will utilize the funds in this category to take care of the most pressing issues first, and go down the list until the funds are expended for the year. The projects that we are not able to tackle will be forwarded to the next year's budget.

6

Public Works Machinery & Equipment \$12,500

Town Commission Approved \$12,500

In order to meet the maintenance needs and to assist with flooding issues across the town, additional hoses and equipment are needed for our existing pumps. If flooding occurs on A1A, we have a portable pump to discharge the water; however, we currently do not have the adequate hoses that will be required to perform that function. The funds in this line item will cover items such as drainage equipment and rentals, a shelf and rack system to store the tools, straps, tie downs, pump adapters, and hoses.

7

Public Works Truck Utility Bed and Lights \$15,700

Town Commission Approved \$15,700

The Public Works Department currently has two pickup trucks, and instead of purchasing a third truck, it would be more economical to convert one of the existing trucks to a utility work truck and retrofit it with the equipment and tools needed to perform the duties of the Public Works Department.

8

Public Works Tools \$5,500

Town Commission Approved \$5,500

The Town has historically rented tools and equipment to perform single tasks, and staff recommends buying the tools needed in order to save money for the town in the future, as we plan to ramp-up maintenance in the town.

9

Tropical Pump Station Wet Well Rehabilitation- 3 total \$10,000
Town Commission Approved \$10,000

There are three pumping stations in Town. The three stations are noted as the Tropical Drive Station, the Woolbright Drive Station and the Coconut Lane Station. All these pumping stations have pumps within concrete boxes that are called wet wells. As their name implies, these boxes are almost always wet. The joints within the box deteriorate over time. Perpetual maintenance is necessary to keep these boxes from leaking and having groundwater intrusion.

In addition, there are many items within the wet well that corrode over time. Some of the items within the wet well may include, but may not necessarily be limited to, ladders, laser floats, pump stands, hatches, etc.

10

Camera System for Pump Stations \$2,500
Town Commission Approved \$2,500

As an additional measure to protect the valuable infrastructure at the pump stations as it exists, a camera system is recommended for the pump stations located at Tropical, Coconut, and Woolbright. This will allow staff to monitor the town from a remote location and provide for troubleshooting before issues arise. This will also provide extra security from tampering.

11

Door Replacements for Town Hall Facility \$6,650
Town Commission Approved \$6,650

The main Town Hall doors, the Police Department entrance, and the entrance door to the garage need replacement as they have deteriorated over time.

12

All-terrain vehicle to replace 2016 Model \$7,000
Town Commission Approved \$7,000

This item is for replacement of the 2016 Honda ATV currently in use. The current ATV will be traded-in for the purchase of a new one.

13

Body-Worn Camera System \$19,956
On Hold for Further Discussion – Final Vote Pending

This request is to implement a body worn camera solution for police officers while on duty. The evidence and internal affairs benefit of this system are currently driving this item. Officers have requested this technology solution to address evidentiary and officer safety concerns. The community has requested this item in prior year budget discussions. The initial cost for this year is proposed at \$19,956.00 with recurring costs of \$12,336.00 for four additional years. This includes warranty, replacements, storage and licensing for 15 units.

14

Town Hall A/C Units \$15,000
Town Commission Approved \$7,500

Over the next five years we can expect that the AC units will need replacement due to the life of the units which deteriorate quicker due to the coastal environment. Staff recommends budgeting for two units this year at \$7,500 each. Commissioners approved replacement of one unit at \$7,500.

15

Anna Street Runoff Repairs – \$10,000

When the Town receives heavy rainfall, the sand from the North side of Anna Street runs off into A1A, causing traffic obstructions. Not only is this a safety hazard for vehicular traffic and pedestrians, but each time this happens, Public Works needs to be taken away from other projects to clean the sand from the roadway. The Town Engineer had originally suggested placing some curbing in that area to contain the sand which would have cost around \$10,000; however, at the last budget meeting, the Commission discussed the cheaper alternative of placing rock in that area. The quote for that option is approximately \$2,500 and we can expend the funds out of the current FY19 road maintenance budget. The request has been withdrawn for FY20.

16

New Equipped Police Vehicle \$48,000

On Hold For Further Discussion – Final Vote Pending

The Police Department currently maintains a fleet of 8 patrol vehicles. Five of these vehicles are used for regular and routine patrol functions, one is assigned to the Chief of Police, one is assigned as a spare, and the other unmarked vehicle is assigned for use by the Police Lieutenants, Investigator, plain vehicle surveillance actions, and is shared with Police Department and Town Hall personnel for use to travel for business purposes throughout the State of Florida. All vehicles in the fleet are generally covered by extended warranty and historically replaced at 75,000 miles due to the excess wear caused by slow speed, 24 hour patrol, and high engine hour idle times. The vehicles typically will operate a minimum of 12 hours per day, 365 days per year or more. Of the eight fleet vehicles, one is scheduled for replacement during this fiscal year. The Chief is requesting to replace a marked patrol vehicle at approximately \$48,000 which includes equipment and markings.

A three year replacement cycle generally allows the Town to project replacement of two vehicles in the first two annual cycles and three in the third. This cycle we are anticipating extending the rotation schedule to a longer period based upon the life expectancy of our current fleet. Should a mid-year review indicate the purchase of a replacement vehicle within this cycle be unnecessary, the expenditure will be removed and reconsidered in the next fiscal year.

17

Sealcoat & Striping Town Hall Parking Lot \$7,500

Town Commission Rejected – will defer to FY21

The Town Hall parking lot was paved in FY17 and is now in need of seal-coating and striping in order to prolong the life of the paving.

18

Garage Re-Configuration \$80,000

Town Commission Rejected

The Town Hall garage was originally designed for fire trucks and equipment. Staff recommends re-configuring the space to maximize its current use and to protect the police and public works equipment from the environment. The concept is to remove the large bay garage doors and replace them with smaller doors that will work better for the current use, and creating a loft area for tool and equipment storage.

19

Street Sign Replacement Program \$13,000

Town Commission Approved \$13,000

The street signs of the town are deteriorating over time due to the coastal environment, as well as physical damage. Staff recommends a five-year replacement program.

20

Maintenance of Town Facilities \$20,000

Town Commission Approved \$20,000 in FY20, and added to the five-year CIP

The Town Hall was built in 2008 and has not been painted since that time. The roof will need to be preserved as well and eventually replaced, and staff recommends a five-year capital plan to save money for such repairs when they are needed as opposed to borrowing money for the repairs.

21

Beach Crossover Repairs \$15,000

Town Commission Approved \$15,000

Anna Street crossover was re-configured to a natural path last year, and further stabilization is needed to maintain the stability of the ridge. Thompson & Corrine crossovers need repair on the wooden slats of the decking. The Town Commission has indicated that their priority crossover in FY20 will be the Porter Street crossover.

22

Vulnerability Study \$23,000

Recommended by Vice Mayor MaGruder – Final Vote Pending

See attached memo submitted by Vice Mayor MaGruder.

23

Crosswalk Installation across North Ocean Boulevard \$20,000

On Hold for Further Discussion/DOT Permit Approval – Final Vote Pending

It has been requested by residents at Crown Colony that a crosswalk be installed across North Ocean Boulevard. The location would be near Fayette Drive which is a Town road. In order to provide the proper ADA and FDOT requirements, several physical improvements will be necessary. These improvements may include, but may not necessarily be limited to, sidewalks, ramps, striping, drainage, signage, etc. An FDOT permit will need to be pursued by the Town since North Ocean Boulevard is a State Road.

The required traffic study has been completed, and a crosswalk is recommended at this time. Staff is currently working on an application for FDOT permit and will report back to the Commission on the status of the permit.

24

Sewer Conversion – Price TBD

On Hold For Further Discussion/Pricing

The Town Commission voted to send out Request for Proposals for a Sewer Conversion Financial Consultant. We advertised in the Palm Beach Post, on the Town's website, and the DemandStar system. The proposals are due on June 21st, and the Town Commission will vote on a contract at the July 1st Town Commission meeting. Once that is completed, staff will update the budget request with the appropriate figures.

25

Salary Survey & Investment in Personnel – Price TBD

On Hold For Further Discussion

Ocean Ridge has a talented workforce that exhibits the skills necessary to deliver the required services; however, we pay less than other municipalities as well as the State and County, and fall behind the private sector as well. The Town last updated its salary range plan in 2011, and it is now in need of updating in order to remain competitive in Florida, and especially in South Florida. In our current environment, it is tough for Ocean Ridge to compete with not only our neighboring municipalities, the State and County, it is also tough to compete with the private sector that is close to full employment.

Investing in quality personnel and retaining them should be of utmost importance to the town at this time. There is currently frustration amongst staff that work hard to train new employees who then leave for higher paying jobs. The turnover rate has a negative impact on the employees as a whole, and also on the Town that has invested in the training. The length of time to fill vacancies also has a negative impact on the Town, as we need to utilize our over-time budget to fill shifts during the long hiring process. This not only costs the town more money in the long run, as it also contributes to employee burnout over time.

The Town Commission discussed this item at the May 30th budget workshop, and directed staff to work on a salary survey. The results of the survey are included in the budget package. The Commission will need to vote on salary ranges for all positions in the Town and determine if the employees fall within those salary ranges, or if salary adjustments need to be made at that time. The Commission will also need to discuss how to handle top-out situations once the salary ranges are in place.

26

EMT Program \$130,000

Request Withdrawn, Deferred Until FY21

Commissioner de Haseth submitted a request for the Town to look into an EMT program. However, with all of the other large projects that the town needs to catch up on at this time, the request was withdrawn, and the Commission directed Acting Town Manager Stevens to defer the item for consideration in the FY21 budget.

TOWN OF OCEAN RIDGE

Proposed 2019-2020 Fiscal Year Budget (FY20)

FY20 Budget Workbook: Version 1.0

CAPITAL FUND #302 - DEPT: CAPITAL INVESTMENT

CAPITAL FUND - STATEMENT OF REVENUES & EXPENDITURES

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Proposed	% change F19>F20	User Notes
Capital Fund Revenues							
Dept: 360.000 Miscellaneous Revenues							
361.100 Interest Earned	100	0	83	100	250	150.00%	
Dept: 380.000 Non - Revenues							
380.100 Fund Balance Unappropriated	14,900	115,000	0	44,682	0	-100.00%	Reserves
381.100 Interfund Transfer	180,000	218,500	188,675	171,218	525,100	206.69%	Transfer from General Operating Acct
Capital Fund Revenue Totals	195,000	333,500	188,758	216,000	525,350	143.22%	
Capital Fund Expenditures							
Dept: 519.106 General Government							
503.100 Professional Services	0	0	0	0	0	0.00%	See Capital Improvement Plan for Breakdown of Capital Expenditures
504.900 Other Current Charges	0	0	0	0	0	0.00%	
506.100 Land (Capital Outlay)	0	0	0	0	0	0.00%	
506.200 Buildings (Capital Outlay)	0	0	0	0	20,000	100.00%	
506.400 Machinery & Equipment	0	0	0	0	60,850	100.00%	
General Government Totals	0	0	0	0	80,850	100.00%	
Dept: 521.107 Law Enforcement & Fire Control							
506.400 Machinery & Equipment	80,000	118,500	0	0	7,000	100.00%	
Law Enforcement & Fire Control Totals	80,000	118,500	0	0	7,000	100.00%	
Dept: 539.112 Other Physical Environment							
503.100 Professional Services	15,000	15,000	0	15,000	0	-100.00%	
503.120 Town Engineer	0	0	0	0	0	0.00%	
504.900 Other Current Charges (Bank Fees)	0	0	757	1,000	0	-100.00%	
506.300 Improvements Not Buildings	100,000	200,000	173,681	200,000	437,500	118.75%	
506.310 Bridge Construction	0	0	0	0	0	0.00%	
506.330 Inlet Cay Piling Repairs	0	0	0	0	0	0.00%	
Other Physical Environment Totals	115,000	215,000	174,438	216,000	437,500	102.55%	
Capital Fund Expenditures Sub Totals	195,000	333,500	174,438	216,000	525,350	143.22%	
Fund Balance, Reserves, Net Assets	0	0	0	0	0	0.00%	
Capital Fund Expenditures Totals	195,000	333,500	174,438	216,000	525,350	143.22%	
Revenue Over Expenditure	0	0	14,321	0	0		

FY20 CAPITAL ITEMS

ITEM #	ITEM DESCRIPTION	PRIORITY	DEPARTMENT	REQUESTED	APPROVED	NOTES
1	WOOLBRIGHT DETENTION AREA MAINTENANCE (TILLING/TRENCH)	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 20,000	\$ 20,000	
2	STORM DRAIN MAINTENANCE/OUTFALL REPAIRS	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 150,000	\$ 150,000	
3	FIRE HYDRANT REPAIR AND/OR REPLACEMENT	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 100,000	\$ 60,000	RE-VISIT COST; REVISED REQUEST FROM \$60k TO \$100k
4	PUMP STATION REPLACEMENT - TROPICAL & WOOLBRIGHT	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 20,000	\$ 20,000	YEAR 1 OF A 5-YEAR CAPITAL PLAN
5	PAVING, GRADING & DRAINAGE INFRASTRUCTURE (SEE ATTACHED)	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 160,000	\$ 160,000	DRAINAGE HIGH PRIORITY; PAVING DEFERRED TO FY21
6	PUBLIC WORKS MACHINERY & EQUIPMENT	HIGH	GENERAL GOVERNMENT	\$ 12,500	\$ 12,500	EQUIP RENTALS, SHELF/RACKS, PUMP ADAPTER & HOSES
7	PUBLIC WORKS TRUCK UTILITY BED & LIGHTS	HIGH	GENERAL GOVERNMENT	\$ 15,700	\$ 15,700	
8	PUBLIC WORKS TOOLS	HIGH	GENERAL GOVERNMENT	\$ 5,500	\$ 5,500	
9	WET WELL MAINTENANCE - TROPICAL	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 10,000	\$ 10,000	
10	CAMERA SYSTEM FOR PUMP STATIONS	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 2,500	\$ 2,500	
11	DOOR REPLACEMENTS FOR TOWN HALL FACILITY	HIGH	GENERAL GOVERNMENT	\$ 6,650	\$ 6,650	
12	ALL TERRAIN VEHICLE TO REPLACE 2016 HONDA	HIGH	POLICE DEPARTMENT	\$ 7,000	\$ 7,000	
13	BODY WORN CAMERA SYSTEM	HIGH	POLICE DEPARTMENT	\$ 19,956		ON HOLD FOR FURTHER DISCUSSION
14	AC UNITS, TOWN HALL - 2 @ \$7,500 EACH	MEDIUM	GENERAL GOVERNMENT	\$ 15,000	\$ 7,500	TOWN COMMISSION APPROVED 1 UNIT
15	ANNA STREET RUNOFF REPAIRS	MEDIUM	OTHER PHYSICAL ENVIRONMENT	\$ 10,000	\$ -	WITHDRAWN
16	NEW EQUIPPED POLICE VEHICLE (1)	MEDIUM	POLICE DEPARTMENT	\$ 48,000		ON HOLD FOR FURTHER DISCUSSION
17	SEALCOAT & STRIPING TOWN HALL PARKING LOT	LOW	GENERAL GOVERNMENT	\$ 7,500	\$ -	
18	GARAGE RE-CONFIGURATION	LOW	GENERAL GOVERNMENT	\$ 80,000	\$ -	
19	STREET SIGN REPLACEMENT PROGRAM	LOW	GENERAL GOVERNMENT	\$ 13,000	\$ 13,000	YEAR 1 OF A 5-YEAR CAPITAL PLAN
20	MAINTENANCE OF TOWN FACILITIES - PAINT, ROOF REPL, ETC	LOW	GENERAL GOVERNMENT	\$ 20,000	\$ 20,000	YEAR 1 OF A 5-YEAR CAPITAL PLAN
21	BEACH CROSSOVER REPAIRS	LOW	OTHER PHYSICAL ENVIRONMENT	\$ 15,000	\$ 15,000	PORTER ST IS THE PRIORITY; YEAR 1 OF 5-YEAR CAPITAL
22	VULNERABILITY STUDY	NOT RATED	OTHER PHYSICAL ENVIRONMENT	\$ 23,000		COMMISSIONER REQUEST; \$12,000 FY19 - ON HOLD
23	CROSSWALK INSTALLATION A1A	NOT RATED	OTHER PHYSICAL ENVIRONMENT	\$ 20,000		CITIZEN REQUEST; ON HOLD FOR FURTHER DISCUSSION
24	SEWER CONVERSION	NOT RATED	OTHER PHYSICAL ENVIRONMENT			COSTS UNKNOWN - RATE STUDY FORTHCOMING
25	SALARY SURVEY & INVESTMENT IN PERSONNEL	NOT RATED	ADMIN, BUILDING, POLICE, PW			COSTS UNKNOWN - ON HOLD FOR FURTHER DISCUSSION
26	EMT PROGRAM	NOT RATED	POLICE DEPARTMENT	\$ 130,000	\$ -	TOWN COMMISSIONER REQUEST; DEFERRED UNTIL FY21
			GENERAL GOVERNMENT TOTALS	\$ 175,850	\$ 80,850	
			LAW ENFORCEMENT TOTALS	\$ 204,956	\$ 7,000	
			OTHER PHYSICAL ENV TOTALS	\$ 530,500	\$ 437,500	
			TOTALS	\$ 911,306	\$ 525,350	

**TOWN OF OCEAN RIDGE
5 YEAR CAPITAL IMPROVEMENTS PLAN**

ITEM DESCRIPTION	PRIORITY	DEPARTMENT	YEAR TO BE EXPENDED	FY20	FY21	FY22	FY23	FY24	TOTAL	NOTES
WOOLBRIGHT DETENTION AREA MAINTENANCE & TILLING	HIGH	PHYS ENVIRO	2020	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000	APPROVED FOR FY20 FUNDING
STORM DRAIN MAINTENANCE/OUTFALL REPAIRS (NOTE 1)	HIGH	PHYS ENVIRO	2020	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	APPROVED FOR FY20 FUNDING
FIRE HYDRANT REPAIR AND/OR REPLACEMENTS	HIGH	PHYS ENVIRO	2020	\$ 100,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 220,000	APPROVED FOR FY20 FUNDING
PUMP STATION REPLACE - TROPICAL, WOOLBRT, COCONUT	HIGH	PHYS ENVIRO	2020	\$ 20,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 340,000	APPROVED FOR FY20 FUNDING
PAVING, GRADING & DRAINAGE INFRASTRUCTURE (NOTE 2)	HIGH	PHYS ENVIRO	2020	\$ 160,000	\$ 365,000	\$ 385,000	\$ 300,000	\$ 300,000	\$ 1,510,000	APPROVED FOR FY20 FUNDING
PUBLIC WORKS MACHINERY & EQUIPMENT	HIGH	GEN GOVT	2020	\$ 12,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 52,500	APPROVED FOR FY20 FUNDING
PUBLIC WORKS TRUCK BED & LIGHTS	HIGH	GEN GOVT	2020	\$ 15,700	\$ -	\$ -	\$ -	\$ -	\$ 15,700	APPROVED FOR FY20 FUNDING
PUBLIC WORKS TOOLS	HIGH	GEN GOVT	2020	\$ 5,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 45,500	APPROVED FOR FY20 FUNDING
WET WELL MAINTENANCE - TROPICAL & WOOLBRIGHT	HIGH	PHYS ENVIRO	2020	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 70,000	APPROVED FOR FY20 FUNDING
CAMERA SYSTEM FOR PUMP STATIONS	HIGH	PHYS ENVIRO	2020	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	APPROVED FOR FY20 FUNDING
DOOR REPLACEMENTS FOR TOWN HALL/POLICE COMPLEX	HIGH	GEN GOVT	2020	\$ 6,650	\$ -	\$ -	\$ -	\$ -	\$ 6,650	APPROVED FOR FY20 FUNDING
ALL TERRAIN VEHICLE TO REPLACE 2016 HONDA	HIGH	POLICE DEPT	2020	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	APPROVED FOR FY20 FUNDING
AC UNIT FOR TOWN HALL FACILITY (\$7,500 EACH)	MEDIUM	GEN GOVT	2020	\$ 7,500	\$ 15,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 45,000	APPROVED FOR FY20 FUNDING
STREET SIGN REPLACEMENT PROGRAM	LOW	GEN GOVT	2020	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 65,000	APPROVED FOR FY20 FUNDING
MAINTENANCE OF TOWN HALL FACILITY (ROOF & PAINTING)	LOW	GEN GOVT	2020	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	APPROVED FOR FY20 FUNDING
BEACH CROSSOVER REPAIR AND/OR RE-CONFIGURATION	LOW	PHYS ENVIRO	2020	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	APPROVED FOR FY20 FUNDING - PORTER ST
BODY WORN CAMERA SYSTEM FOR POLICE OFFICERS	HIGH	POLICE DEPT	2020 - TBD	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	TENTATIVE - NOT APPROVED YET
NEW FULLY EQUIPPED POLICE VEHICLE	MEDIUM	POLICE DEPT	2020 - TBD	\$ 48,000	\$ 48,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ 384,000	TENTATIVE - NOT APPROVED YET
VULNERABILITY STUDY	NOT RATED	PHYS ENVIRO	2020 - TBD	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000	TENTATIVE - NOT APPROVED YET
CROSSWALK INSTALLATION A1A NEAR CROWN COLONY	NOT RATED	PHYS ENVIRO	2020 - TBD	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	TENTATIVE - NOT APPROVED YET
SEALCOAT & STRIPING TOWN HALL PARKING LOT	LOW	GEN GOVT	2021	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500	
EMT PROGRAM	NOT RATED	POLICE DEPT	2021	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	
TOWN HALL FACILITY GARAGE RE-CONFIGURATION	MEDIUM	GEN GOVT	2021	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	
REPLACE PUBLIC WORKS PICKUP WITH UTILITY TRUCK	MEDIUM	GEN GOVT	2021	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	
REPLACE TOWN HALL FACILITY SEPTIC SYSTEM	MEDIUM	GEN GOVT	2021	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	
TOTALS				\$ 676,350	\$ 1,093,500	\$ 831,500	\$ 746,500	\$ 746,500	\$ 4,094,350	

NOTE 1: TELEVAC, BARNACLE BUSTERS & RED VALVE CONTRACTS

NOTE 1: PAVING, GRADING & DRAINAGE INFRASTRUCTURE - SEE ATTACHED DETAILED LISTS