

A photograph of the Town of Ocean Ridge building, a white, classical-style structure with a prominent portico supported by columns. The building has a grey shingled roof and a decorative pediment. In the foreground, there is a landscaped area with a small pond, rocks, and plants. The entire image is framed by a blue border with decorative corner pieces.

# Town of Ocean Ridge

## FY21 Final Budget

Adopted on September 21, 2020

Mayor Kristine de Haseth  
Vice Mayor Steve Coz  
Commissioner Phil Besler  
Commissioner Susan Hurlburt  
Commissioner Martin Wiescholek

# **FISCAL YEAR 2021 BUDGET**

October 1, 2020 - September 30, 2021

Final Budget; Version 4.0

Dated September 21, 2020



## **TOWN OF OCEAN RIDGE, FLORIDA**

### **MAYOR**

**Kristine de Haseth**

### **VICE MAYOR**

**Steve Coz**

### **COMMISSIONERS**

**Phil Besler**

**Susan Hurlburt**

**Martin Wiescholek**

### **TOWN MANAGER/FINANCE DIRECTOR**

**Tracey L. Stevens, MMC**

### **TOWN ATTORNEY**

**R. Brian Shutt**

### **TOWN CLERK**

**Karla M. Armstrong**

### **POLICE CHIEF**

**Hal C. Hutchins**



## **TOWN OF OCEAN RIDGE**

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

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)  
(561) 732-2635 ♦ FAX (561) 737-8359

### **FY21 Budget Message & Highlights Summary**

*First Public Hearing Held on September 8, 2020 @ 6 pm*

*Final Public Hearing & Budget Adoption Held on September 21, 2020 @ 6 pm*

September 8, 2020

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 tentative budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 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 FY21 (2020-2021) 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 2021 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 May, 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 of the Town from past priorities, obligations and legislative direction. Many line items have been decreased this year in anticipation of a recession due to the pandemic. Details have been included in the narratives for each department.

The overall projected budget expenditures of \$8,321,759 have increased by 4.26% in FY21, due to the enhanced maintenance and drainage infrastructure projects, along with increases in legal fees, insurance rate increases due to our experience ratings in workers' comp and general liability claims, contract increases such as Fire/EMS and solid waste, and increases in salaries for our personnel based on the current union contract. At a 5.35 mil rate, this year's budget proposes utilizing \$706,421 from the reserves to balance the budget. The need to use reserve funds this year has increased as we experience a loss of revenues due to the COVID-19 pandemic, coupled with increases in payroll & benefits according to our union contract along with increases in other contracts and insurance, and the Commission's desire to continue with capital projects that include drainage and infrastructure maintenance. 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.

In summary, the Town Commission reviewed and discussed the proposed budget presented by the Town Manager during several budget meetings, and discussed Town priorities to incorporate into the final budget that is being presented to the public for the public hearings on September 8, 2020 and September 21, 2020.

Respectfully Submitted,

Tracey L. Stevens, MMC  
Town Manager & Finance Director





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### **Management Response to Commission Budget Questions**

September 8, 2020

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

Commissioners:

The following narrative serves to answer questions by Commissioners during the budget process:

- 1Q: In which areas of the budget did Management make cuts in comparison from last year to this year?
- 1A: Management reviewed requests from Department Heads and proposed cuts in several areas due to the projected decrease in revenues. These areas include: training and travel in several departments (TM, TC, BD), vehicle maintenance, repair & maintenance (TC, GG, PD, BD, PW), postage, electricity, phone service (looking into different service at a reduced cost), road materials & supplies, operating supplies (GG, PD, PW), printing (PD), office supplies (PD), uniforms (PD, PW), gas & oil, I/T (GG), machinery & equipment (TC, PD), other contractual services (BD), holiday event reduction in cost, employee recognition program, and miscellaneous expenses & contracts (TC, GG, Boards).
- 2Q: Historically, what percentage of ad valorem taxes have we collected each year?
- 2A: We collected 99.6% of ad valorem revenues in FY16, 99.5% in FY17, 99.4% in FY18, and 98.2% in FY19.
- 3Q: Which of the Town's expenses are obligatory vs. discretionary?
- 3A: The Town is obligated to pay for services that are contractual in nature such as our Fire/EMS service, debt service, vendor contracts, election expenses, auditing services, intergovernmental obligations, expenses related to Town Code & statutes such as legal advertising, contractual personnel costs, utility bills, insurance, and any other ongoing programs of the Town from past priorities, obligations and legislative direction from the Town Commission. The Commission has discretion on all spending that is not contractual such as capital projects, repair & maintenance, machinery & equipment, postage & freight, printing, town events, office & operating supplies, training, travel & education for employees when not part of a union contract, etc.
- 4Q: Do we need to trim coconut trees twice per year?
- 4A: The price to trim coconut trees twice per year is \$45 per tree (\$90 per tree total annually). This price assumes trimming small coconuts. If we were to trim only once per year, the price would be \$80 per tree to trim more and larger coconuts due to the heavier loads.

Respectfully Submitted,

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

## **Budget Outlook Due to COVID-19 Pandemic**

**September 8, 2020**

With the COVID-19 state of emergency, our focus has been to ensure a safe and healthy workforce and communicate with our residents what all this means for their service delivery and our preparedness. While the focus has been employee and residents' health and safety, the next step is to assess the financial implications. With the uncertainty surrounding the economic effects of the COVID-19 pandemic, it becomes more difficult to ascertain how the Town will be impacted. In performing an analysis of our financial outlook for the balance of the year, this assessment has been centered around the following:

1. Staying focused on the Town's purpose;
2. Managing our cash flow;
3. Organizational transitioning;
4. Revising 2020 Budget numbers;
5. Projecting 2021 Budget numbers; and
5. Being nimble and adaptive in today's ever-changing world.

The purpose of this memo is to set the stage for a discussion about the Town's finances in the face of the current pandemic. As Management stays abreast of the Town's financial trends, it behooves us to engage in dialogue about our scenario. In this memo, I have merely summarized our financial situation, made some short-term revenue forecasts, and identified some potential areas for cutbacks all with the intent of having discourse. This memo will serve merely as the backdrop for our upcoming budget meeting.

We know the COVID-19 shutdowns are going to primarily affect our inter-governmental tax collections in the short-term such as sales and fuel taxes and state revenue sharing that have all been impacted by the stay-at-home orders, along with earned interest. And it is impossible to accurately estimate our potential losses but as our tax revenue will decline, expenses will continue and could possibly surge as public safety is our top priority. Demand for our services will continue despite the state of the economy.

The Town entered 2020 with a Reserve Fund balance of \$5.4 million and the Commission approved a 2020 Budget of \$7,981,533 anticipating new revenue of \$7,685,166. Obviously, this was one of our stronger financial positions going into 2020. With the dynamics of Ocean Ridge's finances, it further validates the Town's need for a healthy reserve to rely on in times of economic downturn.

### **Revenues**

On the revenue side of our finances, it is unknown the extent of the financial toll the Town will experience. To our advantage, the ad valorem tax represents about 80% of our General Fund anticipated revenue, which will be a stable source of income for both 2020 and 2021, as the property valuations have already been set. Some communities are more heavily reliant on business tax and other related business revenues. The remaining revenue is

scattered among other sources such as inter-governmental taxes, licenses & permits, fines & forfeitures, charges for services, and interest income.

The Town will not begin to feel the financial effects of COVID-19 until May, as our inter-governmental tax revenue is received two months later than it is collected by the State and County. As of the writing of this report, we do not have a good comparison of sales tax revenue between January and May, as we will not receive our revenue for March until the end of May, and so on.

In terms of property tax collections, our lowest year of ad valorem tax collections in the recent past was during the last recession when the Town collected \$3,454,649 in FY10/11 as compared to \$4,192,725 in FY08/09. The Town experienced a loss of \$754,862 in ad valorem tax revenue between FY08/09 to FY10/11 due to the recession. I do not believe our collections will roll back to that level, but using the ad valorem collection levels during the last recession as a worst-case scenario provides a glimpse into how our revenues could be most negatively impacted in the years to come if we head into another recession. We must be on high alert as to how the budget may be impacted if we move into a recession in the coming years, as we lost three quarters of a million dollars in ad valorem revenue during the last recession.

Other sources of General Fund revenue will be affected such as interest. We collected \$4,968 in interest income for January, while we only collected \$1,702 in April.

On the positive side, the Town did receive a reimbursement from FEMA for Hurricane IRMA during this fiscal year in the amount of \$105,352 which is unbudgeted additional revenue.

Overall, General Fund revenues could see a decrease of around \$150,000 from our estimated revenues of \$7,685,166 in FY20. Management is making conservative revenue projections for FY21, as the effects of the pandemic remain uncertain.

## **Expenditures**

For Town expenses, 44% of our General Fund Budget consists of personnel services (salary plus benefits). That translates into \$3.7 million in personnel costs leaving \$4.6 million for contracts, utilities, communications, debt payments, solid waste, repair & maintenance, insurance, legal services, operating supplies & materials, machinery & equipment, and capital expenditures.

Upon entering the COVID-19 situation, spending was ratcheted down as the Town braced for decreased revenues. Curbing expenses early and communicating the financial uncertainty that accompanies a pandemic was critical. Immediately all department heads were asked to identify planned 2020 expenditures for consideration of being reduced or suspended. Items being considered for non-performance include items that would not affect the safety of our residents or employees but depending on the duration of the financial impact, everyone recognized it could become more drastic as the situation unfolds. Department heads began prioritizing projects and purchases while scaling back expenses.

Within the General Fund, Management has identified approximately \$120,000 worth of expenditures that could be deferred or cut from the 2020 General Fund Budget if needed,

along with \$20,000 of capital expenditures from the Capital Fund. Some of these are natural decreases based on turnover in personnel. Planned expenditures are needed in order to move the Town forward; however, some are not crucial and can be delayed without significantly affecting services. If it is necessary to make these cuts, some of these items will reappear in the 2021 budget, but since these are unprecedented times, cuts and sacrifices may need to be made.

## **Personnel**

Our staff is critical to our operations, certainly our most important resource and at the center of our organization's destiny. Without a doubt, the outstanding men and women of our Police, Public Works, Building, and Administration Departments remain 100% committed to providing the best possible service to our residents. Their professionalism, combined with the strong support of our residents they serve, has allowed us to provide an outstanding level of service.

Considering the competitive nature of staffing prior to the emergency and recognizing the high caliber and dedication of our staff, my recommendation is not to reduce staffing immediately for the Town. The Town Commission met on May 4<sup>th</sup> and agreed with that assertion and committed to preserving our current employees. Depending on the duration of the economic fallout of this emergency, it may be necessary to leave open positions unfilled, and Management has been working on a plan in case that becomes necessary.

The Town has realized some personnel cost savings this year due to turnover in personnel. And although overtime has been significantly increased for police during the pandemic, we have had recent discussions to begin relaxing the overtime as we move into re-opening phases and folks begin to return to normal operations.

## **Investments/Cash Flow**

The Town's investment strategy is a ladder portfolio whereas investments are staggered with different maturity dates. Each of our investments generate ongoing interest and have been spread out over 1 to 3 years in the past. One of the advantages of this strategy, beyond constant revenue, is it allows the Town to control its cash flow because we are not locked in for an extended period. Fortunately, we had the foresight to keep most of our reserve funds in a money market account that is still generating some interest revenue for the Town, as opposed to investing more in CD's that have zero return at this time. When economic downturns occur, control of cash becomes more critical.

In the event revenues take a steep decline, the Town has access to our reserve funds in the money market account. If the Town needed to access cash as a result of limited income, the Town would simply transfer the funds from the money market account to the general operating account to cover expenditures, after approval of the Town Commission by way of a budget amendment.

As of the end of March, the Town had \$2,000,000 in a 12-month CD that matures in April and will be transferred into the money market account, \$4,083,959 in the money market



account, and \$1,060,979 in the general fund. Our investment strategy will enable the Town to control and manage the flow of its cash.

### **Fund Balance / Reserves**

The Town has been diligent in maintaining and growing our fund balance, currently at \$5.4 million. This balance has grown consistently each year, and there have been many years of planning and saving for this “reserve”.

This term “fund balance” or “reserve” is not a savings account, an amount of surplus cash, or an extra source of funds. It represents a fund accounting principle that measures the difference between our General Fund current assets (cash, short-term investments, receivables, etc.) against our current liabilities or budgeted commitments. Simply put, it is the difference between what we have and what we expect to spend. Although the budget shows a balancing figure that uses reserve funds, these funds have not actually been appropriated for use in any years that I’m aware of. Our fund balance grows when the Town does not appropriate money for expenditures.

Use of the fund balance during this time of economic downturn is a viable consideration. It is appropriate to have this conversation because the cornerstone of our financial flexibility is our fund balance. The Town is experiencing unforeseen issues and our fund balance is an option.

### **Conclusion**

Our Town will be challenged by the current financial woes, but we will come through this pandemic as I believe our financial methods will bode well for the current situation. Marshaling our strategies, resources and actions will help Ocean Ridge emerge stronger from this crisis, as this is an opportunity to learn from what we have done in the past.

**RESIDENTS**

**Mayor de Haseth, Vice Mayor Coz,  
Commissioners Besler, Hurlburt &  
Wiescholek**  
Town Commission

**ADVISORY BOARDS**

**TRACEY STEVENS**  
Town Manager

**R. BRIAN SHUTT**  
Town Attorney

**HAL HUTCHINS**  
Chief of Police

**DURRANI GUY**  
Building Official/Code Ofc

**BILLY ARMSTRONG**  
Public Works II

**KARLA ARMSTRONG**  
Town Clerk

**JEAN HALLAHAN**  
Treasurer & Human Resources

**RICHARD JONES**  
Admin Lieutenant

**SCOTT MCCLURE**  
Patrol Lieutenant

**LISA BURNS**  
Building Clerk

**CHAD ARMSTRONG**  
Public Works I

**KATHERINE GATEWOOD**  
Assistant Town Clerk

**JESSICA SIMPSON**  
Disp/Rec Manager

**Aaron Choban**  
Investigator

**GARY ROY**  
Sergeant - Night

**RICK STANG**  
Sergeant - Day

**JIMMY PILON**  
Sergeant - Day

**RICHARD ERMERI**  
Sergeant - Night

**COURTNEY HAMMOND**  
Dispatcher/Clerk

**GENE ROSENBERG**  
STEVE SHOIOCK  
Reserves

**MARIO GALLUSCIO**  
Police Officer

**NUBIA SAVINO**  
Police Officer

**ROBERT MCALLISTER**  
Police Officer

**BILLY RANTA**  
Police Officer

**ZOIE ARNOLD**  
Dispatcher/Clerk

**KEITH RAMIREZ**  
Police Officer

**MIIKE PARKERSON**  
Police Officer

**LEQUANDRA BECKFORD**  
Police Officer

**STETSON MARSH**  
Police Officer

**DANIELLE VALDES**  
Dispatcher/Clerk

**ALEKSEY SASOV**  
Police Officer

**DEBRA BOYLE**  
Community Officer

**RAUL CHACON**  
Dispatcher/Clerk

**VACANT**  
Dispatcher/Clerk

# TOWN OF OCEAN RIDGE

## Final 2020-2021 Fiscal Year Budget (FY21)

FY21 Budget Workbook: Version 4.0

### GENERAL FUND #001 - REVENUE & EXPENDITURES

#### STATEMENT OF REVENUES & EXPENDITURES

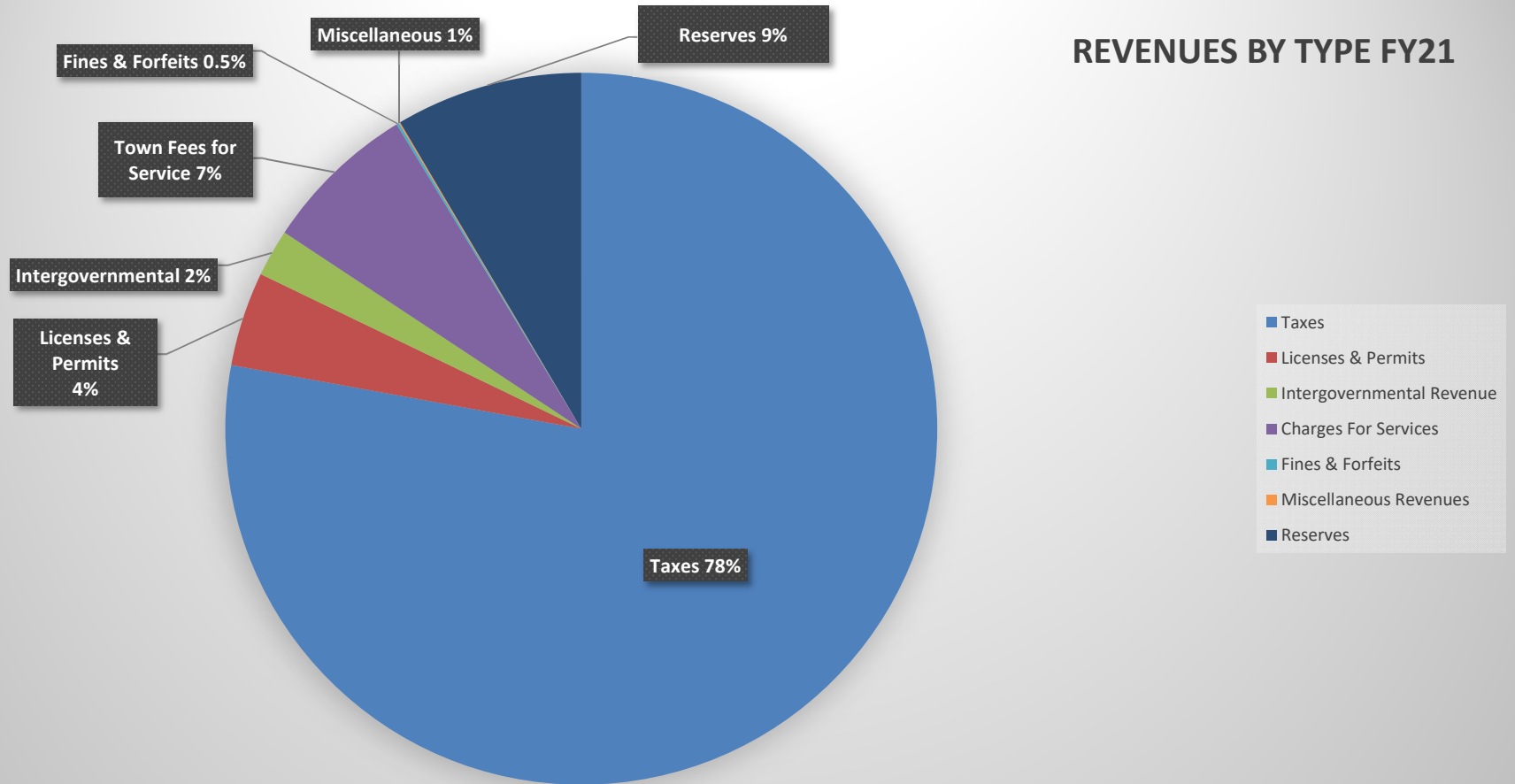
Department Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<i>FY Millage Rate Applied:</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.25 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>		
<b>Revenue</b>								
Dept: 310.000 Taxes	4,896,475	5,265,365	5,536,291	5,970,061	6,311,572	6,462,644	2.39%	
Dept: 320.000 Licenses & Permits	225,150	268,600	269,490	671,953	455,400	355,600	-21.91%	
Dept: 330.000 Intergovernmental Revenue	235,600	233,100	227,323	217,243	225,840	178,240	-21.08%	
Dept: 340.000 Charges For Services	594,145	372,500	375,867	386,346	596,454	582,454	-2.35%	
Dept: 350.000 Fines & Forfeits	13,400	15,744	73,097	10,149	21,800	9,400	-56.88%	
Dept: 360.000 Miscellaneous Revenues	27,000	30,000	23,664	39,575	69,100	22,000	-68.16%	
Dept: 380.000 Insurance Proceeds	0	0	0	56,734	5,000	5,000	0.00%	
<b>(Outside) Revenues Sub-Totals</b>	<b>5,991,770</b>	<b>6,185,309</b>	<b>6,505,733</b>	<b>7,352,060</b>	<b>7,685,166</b>	<b>7,615,338</b>	<b>-0.91%</b>	
Dept: 380.000 Reserves Budgeted	286,650	266,581	25,683	153,265	296,367	706,421	138.36%	<<<< Balancing Line - Reserves
<b>Total Revenues</b>	<b>6,278,420</b>	<b>6,451,890</b>	<b>6,531,416</b>	<b>7,505,325</b>	<b>7,981,533</b>	<b>8,321,759</b>	<b>4.26%</b>	
<b>Expenditures</b>								
<b>General Government</b>								
511.101 Town Commission	22,742	23,078	23,682	26,670	37,412	42,366	13.24%	
512.102 Town Manager	169,430	139,634	142,190	152,978	166,090	192,465	15.88%	
513.103 Town Clerk & Treasurer	316,710	310,249	343,478	340,979	286,019	293,970	2.78%	
514.104 Legal Services	100,187	142,611	158,651	151,589	145,000	395,000	172.41%	
514.105 Appointed Boards	1,885	2,366	1,419	1,224	4,880	3,450	-29.29%	
519.106 General Government Services	942,898	959,330	1,037,621	983,209	1,056,259	1,022,640	-3.18%	
521.107 Law Enforcement & Fire Rescue	3,150,988	3,213,283	3,310,964	3,746,428	4,170,950	4,299,589	3.08%	
524.108 Building Department	180,957	157,500	157,500	153,924	434,004	425,020	-2.07%	
534.111 Solid Waste & Recycling Services	243,147	244,362	249,853	257,109	274,000	282,380	3.06%	
539.112 Other Physical Environment	280,014	282,682	408,307	473,749	440,520	485,520	10.22%	
541.113 Public Works	231,395	250,136	252,667	258,302	380,298	358,359	-5.77%	
580.114 Contingency	7,249	42,429	134,710	63,430	50,000	100,000	100.00%	
590.100 Transfers to Capital Projects	180,000	218,500	218,500	138,560	536,100	421,000	-21.47%	
<b>Total Expenditures</b>	<b>5,827,602</b>	<b>5,986,160</b>	<b>6,439,541</b>	<b>6,748,151</b>	<b>7,981,533</b>	<b>8,321,759</b>	<b>4.26%</b>	
<b>Revenue Over Expenditure</b>	<b>450,818</b>	<b>465,730</b>	<b>91,875</b>	<b>757,174</b>	<b>0</b>	<b>0</b>		
<i>Increase in Fund Balance from Last Year</i>	<i>524,707</i>	<i>234,882</i>	<i>160,050</i>	<i>687,129</i>	<i>n/a</i>	<i>n/a</i>		
<i>Fund Balance as of 9/30</i>	<i>4,573,212</i>	<i>4,808,094</i>	<i>4,968,144</i>	<i>5,655,273</i>	<i>n/a</i>	<i>n/a</i>		

# TOWN OF OCEAN RIDGE

## FY21 REVENUE SUMMARY BY REVENUE TYPE - VERSION 4.0

REVENUES	FY21
Taxes	\$ 6,462,644
Licenses & Permits	\$ 355,600
Intergovernmental Revenue	\$ 178,240
Charges For Services	\$ 582,454
Fines & Forfeits	\$ 9,400
Miscellaneous Revenues	\$ 5,000
Reserves	\$ 706,421
<b>Total Revenues</b>	<b>\$ 8,321,759</b>

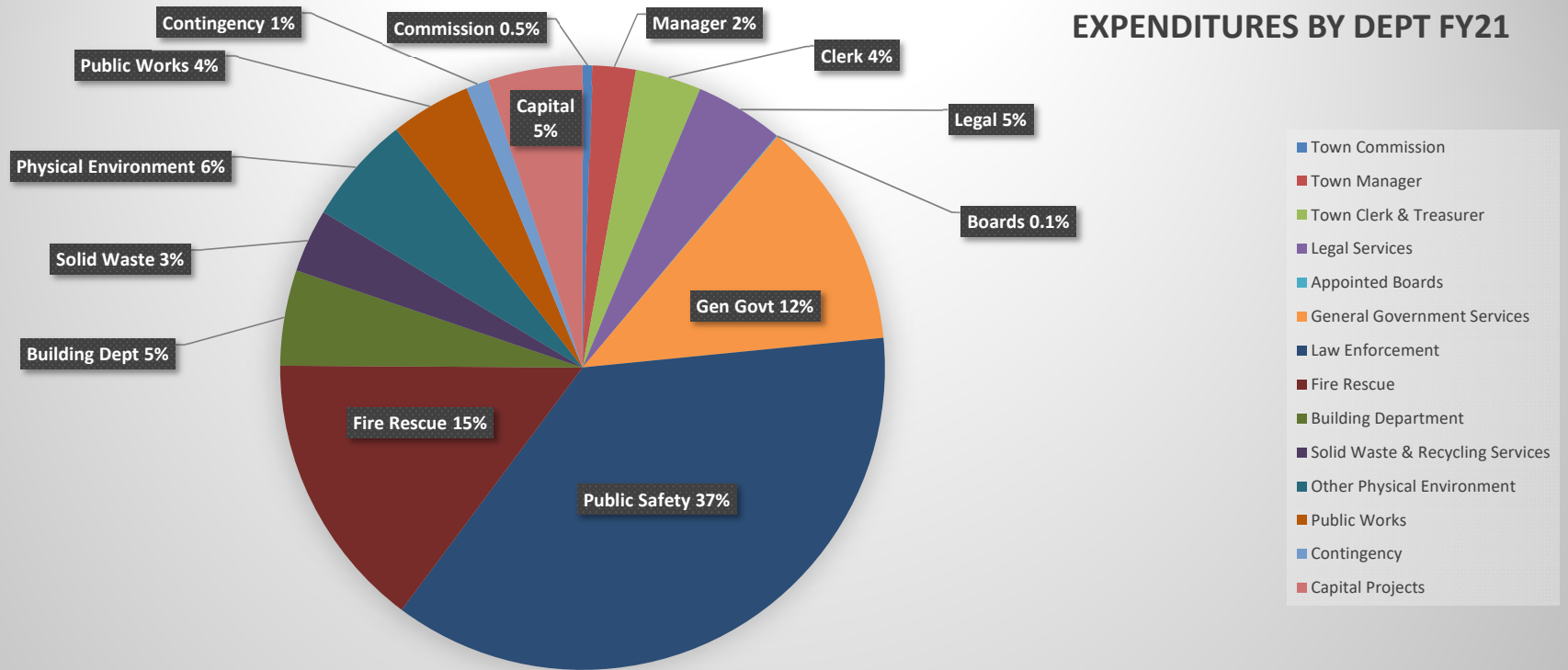
### REVENUES BY TYPE FY21



# TOWN OF OCEAN RIDGE FY21 EXPENDITURE SUMMARY BY DEPARTMENT - VERSION 4.0

EXPENDITURES	FY21
Town Commission	\$ 42,366
Town Manager	\$ 192,465
Town Clerk & Treasurer	\$ 293,970
Legal Services	\$ 395,000
Appointed Boards	\$ 3,450
General Government Services	\$ 1,022,640
Law Enforcement	\$ 3,060,874
Fire Rescue	\$ 1,238,715
Building Department	\$ 425,020
Solid Waste & Recycling Services	\$ 282,380
Other Physical Environment	\$ 485,520
Public Works	\$ 358,359
Contingency	\$ 100,000
Capital Projects	\$ 421,000
<b>Total Expenditures</b>	<b>\$ 8,321,759</b>

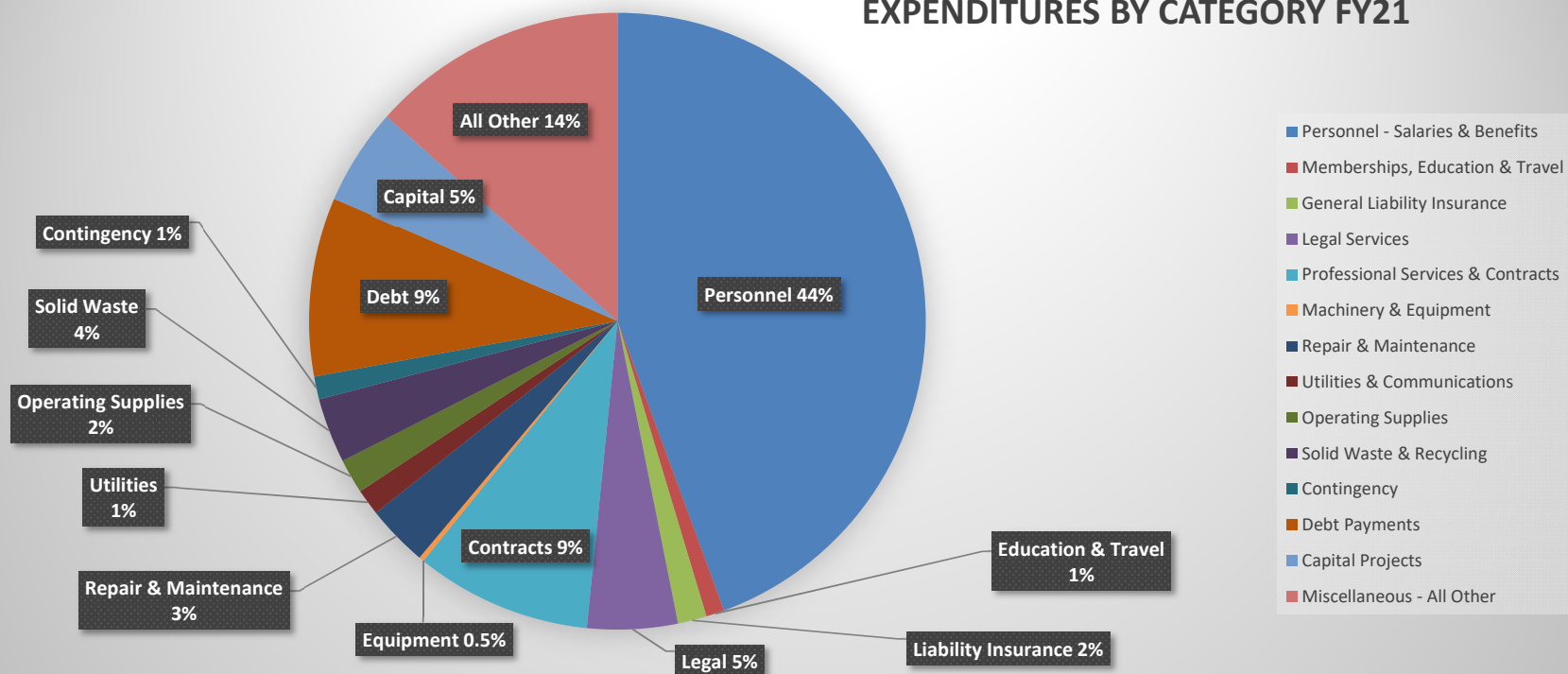
## EXPENDITURES BY DEPT FY21



# TOWN OF OCEAN RIDGE FY21 EXPENDITURE SUMMARY BY MAJOR CATEGORY - VERSION 4.0

CATEGORY	FY21
Personnel - Salaries & Benefits	\$ 3,692,871
Memberships, Education & Travel	\$ 80,426
General Liability Insurance	\$ 125,260
Legal Services	\$ 395,000
Professional Services & Contracts	\$ 768,406
Machinery & Equipment	\$ 22,400
Repair & Maintenance	\$ 268,852
Utilities & Communications	\$ 113,570
Operating Supplies	\$ 152,300
Solid Waste & Recycling	\$ 282,380
Contingency	\$ 100,000
Debt Payments	\$ 779,175
Capital Projects	\$ 421,000
Miscellaneous - All Other	\$ 1,120,120
<b>Total Expenditures</b>	<b>\$ 8,321,759</b>

## EXPENDITURES BY CATEGORY FY21







## **TOWN OF OCEAN RIDGE**

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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 \$8,321,759 are anticipated utilizing a 5.35 millage rate (at 97.5% collection), along with other revenue sources and internal transfer investment from fund balance unappropriated reserves of \$706,421. This balances the FY21 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 the past several years; hence the net fund balance (or reserves of the Town) increased again in the last audited fiscal year (FY19). Trends are beginning to track downward in the current fiscal year FY20 due to the COVID-19 pandemic, and are expected to continue in a downward trend for FY21. The fund balance of the Town increased by \$687,129 as of September 30, 2019 for a total fund balance of \$5,655,273.

The FY21 Budget is initially calculated with a mil rate of 5.35 mills, and is the cap set by the Town Commission for FY21 in the goal setting workshop. The ad valorem revenue increased by \$165,272 from FY20 to FY21, which is a 2.96% increase.

Revenue items of discussion of the Town Commission during the budget process were:

- The mil rate;
- Funding from Reserves;
- Downward Projections.

The Town Commission voted on the maximum mil rate of 5.35 at the July 6<sup>th</sup> Budget Meeting. The Commission's tentative budget was presented to the public at the September 8<sup>th</sup> Budget Hearing with a proposed mil rate of 5.35, and the final budget and mil rate was adopted at the September 21<sup>st</sup> final budget hearing. The final mil rate shall not be increased from the tentative mil rate that was set at the September 8<sup>th</sup> public hearing.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - REVENUES

**STATEMENT OF REVENUES**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Dept: 310.000 Taxes</b>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.25 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>		
311.000 Ad Valorem Tax	4,264,363	4,616,167	4,754,905	5,152,556	5,577,072	5,742,344	2.96%	See Note 1 Below; Calc @ 97.5%
312.410 Local Option 6 Cent Gas Tax	37,749	34,500	38,954	39,460	34,500	31,050	-10.00%	
312.420 Second Local Option Fuel Tax	17,630	17,000	18,040	18,305	17,000	15,300	-10.00%	
313.100 Electric Franchise Tax	160,962	168,000	168,538	174,952	168,000	188,000	11.90%	Signed New Franchise Agreement
314.100 Utility Service Tax (Electric)	248,102	240,000	258,809	277,401	250,000	250,000	0.00%	
314.800 Utility Service Tax (Propane)	20,001	16,000	20,823	30,453	20,000	20,000	0.00%	
314.900 Utility Service Tax (Water)	100,667	84,000	101,464	96,121	85,000	85,000	0.00%	
315.000 Communications Service Tax	42,400	48,000	44,288	42,575	44,000	36,950	-16.02%	
319.100 Interest on Delinquent Taxes	1,882	1,000	2,636	5,159	1,000	2,000	100.00%	
335.200 Local Govt 1 Cent Sales Tax	0	40,698	127,833	133,080	115,000	92,000	-20.00%	Restricted Rev - Infrastructure Surtax
<b>Sub Totals</b>	<b>4,893,756</b>	<b>5,265,365</b>	<b>5,536,291</b>	<b>\$5,970,061</b>	<b>\$6,311,572</b>	<b>\$6,462,644</b>	<b>2.39%</b>	
<b>Dept: 320.000 Licenses &amp; Permits</b>								
321.100 Prof. & Occupational Licenses	2,194	0	948	2,368	900	900	0.00%	
321.200 DPS Business Permit (Revs FL.ST.)	11,454	500	0	0	0	0	0.00%	
321.300 Occupational Vehicle IDs	6,762	0	0	0	0	0	0.00%	
322.100 Building Permits	408,325	265,000	265,361	666,638	450,000	350,000	-22.22%	
325.200 Special Assessments	22,733	0	0	0	0	0	0.00%	
329.100 Sign Permits	485	500	490	385	500	300	-40.00%	
329.200 Alarm User Permits	508	600	488	462	1,500	2,000	33.33%	Fee Increase
329.500 Boats Permits	0	0	0	0	0	0	0.00%	
329.600 Rental Registrations	2,065	2,000	2,205	2,100	2,500	2,400	-4.00%	
<b>Sub Totals</b>	<b>454,526</b>	<b>268,600</b>	<b>269,492</b>	<b>\$671,953</b>	<b>\$455,400</b>	<b>\$355,600</b>	<b>-21.91%</b>	
<b>Dept: 330.000 Intergovernmental Revenue</b>								
331.100 FEMA Grant Monies	0	0	0	0	0	0	0.00%	
331.300 JAG Grant Monies	0	1,000	0	0	0	0	0.00%	
335.120 State Revenue Sharing Proceeds	44,096	43,700	46,870	47,913	45,000	36,000	-20.00%	
335.150 Alcoholic Beverage Licenses	140	150	140	140	140	140	100.00%	
335.181 Local Gov. 1/2 Cent Sales Tax	141,383	145,000	144,047	147,435	145,000	121,800	-16.00%	
335.490 Rebate On Municipal Vehicles	1,863	2,000	880	2,874	1,000	1,700	70.00%	
335.900 St Light Maintenance Reimburse	9,250	9,250	11,534	11,881	12,000	12,000	0.00%	Commitment Letter Received for \$12,000
338.000 PB County & Co. Wide Occ. License	7,489	7,000	7,529	6,366	7,000	6,000	-14.29%	

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - REVENUES

**STATEMENT OF REVENUES**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
338.100 Proportion 911 Call Taker Rev	10,881	10,000	0	0	0	0	0.00%	
338.300 PBC Solid Waste Recycle Program	2,030	3,000	638	391	700	350	-50.00%	
338.400 911 DPS Related Reimbursements	1,521	12,000	15,685	243	15,000	250	-98.33%	
338.500 PB County 1250 Monies	0	0	0	0	0	0	0.00%	
<b>Sub Totals</b>	<b>218,653</b>	<b>233,100</b>	<b>227,323</b>	<b>\$217,243</b>	<b>\$225,840</b>	<b>\$178,240</b>	<b>-21.08%</b>	
<b>Dept: 340.000 Charges For Services</b>								
341.200 Zoning Fees	7,418	4,000	2,400	17,100	16,000	10,000	-37.50%	
341.400 Cert-Copying-Record Search-Etc.	3,248	2,500	2,696	2,920	2,500	2,500	0.00%	
341.900 Other Gen. Gov. Charges & Fees	7,340	5,000	12,757	7,892	10,000	7,000	-30.00%	
342.100 Law Enforcement Service	213,145	0	0	0	180,000	180,000	0.00%	Briny Breezes Police Service Contract
342.300 Alarm Monitoring	51,125	57,000	48,432	43,767	48,000	43,000	-10.42%	
342.800 Special Detail Services	2,720	1,500	2,178	11,058	2,000	2,000	0.00%	
342.900 Other Public Safety Charges & Fees	1,691	500	563	566	500	500	0.00%	
343.400 Solid Waste & Recycling	303,814	302,000	306,841	303,044	337,454	337,454	0.00%	
343.900 Lot Mowing And Clearing	0	0	0	0	0	0	0.00%	
<b>Sub Totals</b>	<b>590,501</b>	<b>372,500</b>	<b>375,867</b>	<b>\$386,346</b>	<b>\$596,454</b>	<b>\$582,454</b>	<b>-2.35%</b>	
<b>Dept: 350.000 Fines &amp; Forfeits</b>								
351.100 Court Fines - Court Cases	9,392	6,000	5,824	3,001	6,000	3,000	-50.00%	
351.200 Confiscated Prop. Court Cases	0	0	0	0	0	0	0.00%	
351.300 Police Education \$2.00	1,035	444	862	413	800	400	-50.00%	
354.000 Violations of Local Ordinances	29,959	9,300	66,411	6,735	15,000	6,000	-60.00%	
<b>Sub Totals</b>	<b>40,386</b>	<b>15,744</b>	<b>73,097</b>	<b>\$10,149</b>	<b>\$21,800</b>	<b>\$9,400</b>	<b>-56.88%</b>	
<b>Dept: 360.000 Miscellaneous Revenues</b>								
361.100 Interest Earned	25,397	17,500	15,167	36,797	65,000	20,000	-69.23%	
361.300 Net Increase Fair Market Value	(1,469)	0	(4,668)	0	0	0	0.00%	
361.320 Interest Earned-PB Co. Tax Collector	18	0	381	1,102	100	500	100.00%	
361.390 Interest Other (Liens, Etc.)	1,671	2,000	11,021	1,099	2,000	1,000	-50.00%	
364.410 Equipment-Sales & Compensation	8,574	8,500	765	0	1,000	0	-100.00%	
366.600 Art Proceeds	0	600	0	0	0	0	0.00%	
366.900 Misc. Contrib. from Private Sources	27,230	1,400	999	577	1,000	500	-50.00%	
<b>Sub Totals</b>	<b>61,421</b>	<b>30,000</b>	<b>23,664</b>	<b>\$39,575</b>	<b>\$69,100</b>	<b>\$22,000</b>	<b>-68.16%</b>	
<b>Projected (Outside) Revenues Sub-Totals</b>	<b>6,259,243</b>	<b>6,411,192</b>	<b>6,505,733</b>	<b>\$7,295,326</b>	<b>\$7,680,166</b>	<b>\$7,610,338</b>	<b>-0.91%</b>	

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - REVENUES

**STATEMENT OF REVENUES**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Dept: 380.000 Non-Revenues/Other Sources (Internal)</b>								
380.100 Fund Balance Unappropriated	0	266,581	0	0	286,402	706,421	146.65%	Internal Funding Source - Reserves
388.200 Insurance Proceeds	0	0	25,683	56,734	5,000	5,000	0.00%	Offset to PD Vehicle Maintenance Exp.
Sub Totals	0	266,581	25,683	\$56,734	\$291,402	\$711,421	144.14%	
Budget Revenues Grand Totals	6,259,243	6,451,890	6,531,416	\$7,352,060	\$7,971,568	\$8,321,759	4.39%	

Note 1: Ad Valorem Calculation = Taxable Value \* Mil Rate / 1,000 \* **97.5%**. The 2020 gross taxable value is \$1,100,856,776 which is an increase of \$42,538,652 from the 2019 taxable value of \$1,058,318,124.

# MIL RATE VARIATIONS - FY21 BUDGET VERSION 4.0

FY18 Gross Taxable Value:	\$939,518,777	% Valuation Increase
FY19 Gross Taxable Value:	\$995,384,463	5.95%
FY20 Gross Taxable Value:	\$1,058,318,124	6.32%
FY21 Gross Taxable Value:	\$1,100,856,776	4.02%

Mil Rate	Description	Gross Ad Val	at 97% Rev	Rev Over Roll	at 97.5% Rev	Rev Over Roll	at 98% Rev	Rev Over Roll	at 98.5% Rev	Rev Over Roll	Dif from 97% 97.5%	Dif from 97% to 98.5%
5.0904	FY20 Roll-Back Rate	\$5,603,801	\$5,435,687	\$0	\$5,463,706	\$0	\$5,491,725	\$0	\$5,519,744	\$0	\$28,019	\$84,057
5.1703	FY21 Roll-Back Rate	\$5,691,760	\$5,521,007	\$0	\$5,549,466	\$0	\$5,577,925	\$0	\$5,606,383	\$0	\$28,459	\$85,376
5.2500	FY18 Mil Rate	\$5,779,498	\$5,606,113	\$170,426	\$5,635,011	\$171,304	\$5,663,908	\$172,183	\$5,692,806	\$173,061	\$28,897	\$86,692
5.2600		\$5,790,507	\$5,616,791	\$181,104	\$5,645,744	\$182,038	\$5,674,697	\$182,971	\$5,703,649	\$183,905	\$28,953	\$86,858
5.2700		\$5,801,515	\$5,627,470	\$191,782	\$5,656,477	\$192,771	\$5,685,485	\$193,760	\$5,714,492	\$194,748	\$29,008	\$87,023
5.2800		\$5,812,524	\$5,638,148	\$202,461	\$5,667,211	\$203,504	\$5,696,273	\$204,548	\$5,725,336	\$205,592	\$29,063	\$87,188
5.2900		\$5,823,532	\$5,648,826	\$213,139	\$5,677,944	\$214,238	\$5,707,062	\$215,336	\$5,736,179	\$216,435	\$29,118	\$87,353
5.3000		\$5,834,541	\$5,659,505	\$223,817	\$5,688,677	\$224,971	\$5,717,850	\$226,125	\$5,747,023	\$227,278	\$29,173	\$87,518
5.3100		\$5,845,549	\$5,670,183	\$234,496	\$5,699,411	\$235,704	\$5,728,638	\$236,913	\$5,757,866	\$238,122	\$29,228	\$87,683
5.3200		\$5,856,558	\$5,680,861	\$245,174	\$5,710,144	\$246,438	\$5,739,427	\$247,702	\$5,768,710	\$248,965	\$29,283	\$87,848
5.3300		\$5,867,567	\$5,691,540	\$255,852	\$5,720,877	\$257,171	\$5,750,215	\$258,490	\$5,779,553	\$259,809	\$29,338	\$88,013
5.3400		\$5,878,575	\$5,702,218	\$266,531	\$5,731,611	\$267,905	\$5,761,004	\$269,278	\$5,790,397	\$270,652	\$29,393	\$88,179
5.3500	FY19, 20, 21 Mil Rate	\$5,889,584	\$5,712,896	\$277,209	\$5,742,344	\$278,638	\$5,771,792	\$280,067	\$5,801,240	\$281,496	\$29,448	\$88,344
5.3600		\$5,900,592	\$5,723,575	\$287,887	\$5,753,078	\$289,371	\$5,782,580	\$290,855	\$5,812,083	\$292,339	\$29,503	\$88,509
5.3700		\$5,911,601	\$5,734,253	\$298,566	\$5,763,811	\$300,105	\$5,793,369	\$301,644	\$5,822,927	\$303,183	\$29,558	\$88,674
5.3800		\$5,922,609	\$5,744,931	\$309,244	\$5,774,544	\$310,838	\$5,804,157	\$312,432	\$5,833,770	\$314,026	\$29,613	\$88,839
5.3900		\$5,933,618	\$5,755,609	\$319,922	\$5,785,278	\$321,571	\$5,814,946	\$323,220	\$5,844,614	\$324,869	\$29,668	\$89,004
5.4000		\$5,944,627	\$5,766,288	\$330,601	\$5,796,011	\$332,305	\$5,825,734	\$334,009	\$5,855,457	\$335,713	\$29,723	\$89,169
5.4100		\$5,955,635	\$5,776,966	\$341,279	\$5,806,744	\$343,038	\$5,836,522	\$344,797	\$5,866,301	\$346,556	\$29,778	\$89,335
5.4200		\$5,966,644	\$5,787,644	\$351,957	\$5,817,478	\$353,771	\$5,847,311	\$355,586	\$5,877,144	\$357,400	\$29,833	\$89,500
5.4300		\$5,977,652	\$5,798,323	\$362,635	\$5,828,211	\$364,505	\$5,858,099	\$366,374	\$5,887,988	\$368,243	\$29,888	\$89,665
5.4400		\$5,988,661	\$5,809,001	\$373,314	\$5,838,944	\$375,238	\$5,868,888	\$377,162	\$5,898,831	\$379,087	\$29,943	\$89,830
5.4500		\$5,999,669	\$5,819,679	\$383,992	\$5,849,678	\$385,971	\$5,879,676	\$387,951	\$5,909,674	\$389,930	\$29,998	\$89,995
5.4600		\$6,010,678	\$5,830,358	\$394,670	\$5,860,411	\$396,705	\$5,890,464	\$398,739	\$5,920,518	\$400,774	\$30,053	\$90,160
5.4700		\$6,021,687	\$5,841,036	\$405,349	\$5,871,144	\$407,438	\$5,901,253	\$409,528	\$5,931,361	\$411,617	\$30,108	\$90,325
5.4800		\$6,032,695	\$5,851,714	\$416,027	\$5,881,878	\$418,171	\$5,912,041	\$420,316	\$5,942,205	\$422,460	\$30,163	\$90,490
5.4900		\$6,043,704	\$5,862,393	\$426,705	\$5,892,611	\$428,905	\$5,922,830	\$431,104	\$5,953,048	\$433,304	\$30,219	\$90,656
5.5000		\$6,054,712	\$5,873,071	\$437,384	\$5,903,344	\$439,638	\$5,933,618	\$441,893	\$5,963,892	\$444,147	\$30,274	\$90,821
5.5100		\$6,065,721	\$5,883,749	\$448,062	\$5,914,078	\$450,372	\$5,944,406	\$452,681	\$5,974,735	\$454,991	\$30,329	\$90,986
5.5200		\$6,076,729	\$5,894,428	\$458,740	\$5,924,811	\$461,105	\$5,955,195	\$463,470	\$5,985,578	\$465,834	\$30,384	\$91,151
5.5330	3/5 Vote Required	\$6,091,041	\$5,908,309	\$472,622	\$5,938,765	\$475,058	\$5,969,220	\$477,494	\$5,999,675	\$479,931	\$30,455	\$91,366
5.5400		\$6,098,747	\$5,915,784	\$480,097	\$5,946,278	\$482,572	\$5,976,772	\$485,046	\$6,007,265	\$487,521	\$30,494	\$91,481
5.5500	Max Mills Voted FY20	\$6,109,755	\$5,926,462	\$490,775	\$5,957,011	\$493,305	\$5,987,560	\$495,835	\$6,018,109	\$498,364	\$30,549	\$91,646
5.6500		\$6,219,841	\$6,033,246	\$597,558	\$6,064,345	\$600,638	\$6,095,444	\$603,719	\$6,126,543	\$606,799	\$31,099	\$93,298
6.0863	2/3 Vote (4 out of 5)	\$6,700,145	\$6,499,140	\$1,063,453	\$6,532,641	\$1,068,935	\$6,566,142	\$1,074,416	\$6,599,642	\$1,079,898	\$33,501	\$100,502

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 FY20, and lowered it to 97.5 in FY21.

Operating Millage Rate is greater than the Rolled Back Rate by:

Fiscal Year	Mil Rate	Roll Back	% Over Roll
FY20	5.35	5.0904	5.0998%
FY21	5.35	5.1703	3.4756%

Note: Gross Taxable Value is found on Line 4 of the DR420. Roll Back Rate is found on Line 16 of the DR420. Majority 3/5 vote millage is found on line 13 of the DR420MMP; and two-thirds or 4/5 vote millage rate is found on line 14 of the DR420MMP; anything over the two-thirds rate will require a unanimous vote. DR420 & DR420MMP is distributed by the Property Appraiser on July 1st





## **TOWN OF OCEAN RIDGE**

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

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)  
(561) 732-2635 ♦ FAX (561) 737-8359

### **Departmental Budget Narrative**

#### **Town Commission**

The Town Commission proposed budget shows a percentage increase of 13.24% due to the increase in rates for general liability and workers' compensation insurance. Salaries, educational workshops and training, and travel remain the same as last year's budget.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 511.101

**TOWN COMMISSION (LEGISLATIVE) EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Town Commission</b>								
501.100 Executive Salaries	5,850	5,650	6,000	5,900	6,000	6,000	0.00%	
502.100 FICA Taxes	448	432	459	451	459	459	0.00%	
502.200 Retirement Contributions	404	395	464	478	588	588	0.03%	
502.400 Workers Compensation	10	11	11	14	8,309	11,354	36.65%	Insurance Rate Increase
504.000 Travel & Per Diem	67	809	436	3,547	5,000	5,000	0.00%	
504.500 Insurance-Liability., Hazard, Damage	14,178	14,119	14,451	14,483	15,056	16,964	12.68%	Insurance Rate Increase
504.900 Other Current Charges	385	262	460	446	500	500	0.00%	
505.400 Subsc., Memberships, Education	1,400	1,400	1,400	1,350	1,500	1,500	0.00%	
<b>Town Commission Totals</b>	<b>22,742</b>	<b>23,078</b>	<b>23,682</b>	<b>26,670</b>	<b>37,412</b>	<b>42,366</b>	<b>13.24%</b>	



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### **Departmental Budget Narrative**

#### **Town Manager**

The Town Manager's proposed budget for FY21 has increased by 23.28% due largely to a salary increase in FY20 based on updated salary surveys. A salary increase is not requested for FY21 due the large increase in FY20 along with potential revenue loss due to the COVID-19 pandemic. Health insurance rates decreased slightly while dental & vision rates held steady this year, however, there are rate increases for workers' comp, general liability insurance and retirement contribution percentages. Fuel and communications service costs remain the same, while travel & per diem and education lines have decreased due to potential reductions in revenue next year related to the COVID-19 pandemic and potential recession.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 512.102

**TOWN MANAGER - ADMINISTRATION EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Town Manager</b>								
501.100 Executive Salaries	99,145	102,500	107,500	109,008	106,344	125,000	17.54%	Raise Jan. 2020; no increase FY21
501.110 One Time Lump (Longevity & Retire)	24,025	0	0		0	500	100.00%	Longevity - 5 years
501.200 Regular Salaries And Wages	0	0	0		0	0	0.00%	
501.400 Overtime (Hurricane Special Pay)	0	3,548	0		0	0	0.00%	
501.410 Vacation Pay	5,873	1,577	1,183	7,294	2,045	2,404	17.55%	Raise Jan. 2020; no increase FY21
502.100 FICA Taxes	9,872	8,233	8,314	9,278	8,135	9,563	17.55%	Raise Jan. 2020; no increase FY21
502.200 Retirement Contributions (FRS)	0	0	0	4,311	27,445	34,709	26.47%	Rate Increase by FRS
502.210 ICMA Retirement Contributions	9,783	9,255	9,225	5,062	0	0	0.00%	
502.300 Life & Health Insurance	6,369	8,258	9,446	10,516	9,568	9,436	-1.38%	
502.310 Long Term Disability	420	816	890	877	750	750	0.00%	
502.400 Workers Compensation	189	196	201	256	1,662	2,271	36.64%	Insurance Rate Increase
502.500 Unemployment	0	0	0	0	0	0	0.00%	
503.400 Other Contractual Services	8,076	0	0	0	0	0	0.00%	
504.000 Travel & Per Diem	3,019	2,612	3,004	3,342	3,250	1,350	-58.46%	
504.100 Communications Serv (Phone Etc.)	1,221	1,401	1,276	1,593	600	600	0.00%	
504.500 Insurance-Liability., Hazard, Damage	45	47	50	55	177	193	8.98%	Insurance Rate Increase
504.620 Repair & Maintenance-Vehicle	0	0	0		0	0	0.00%	
505.210 Operating Supplies-Gas & Oil	129	0	0		3,600	3,600	0.00%	Per contract
505.400 Subsc., Memberships, Education	1,264	1,191	1,101		2,515	2,090	-16.90%	
<b>Town Manager Totals</b>	<b>169,430</b>	<b>139,634</b>	<b>142,190</b>	<b>151,593</b>	<b>156,125</b>	<b>192,465</b>	<b>23.28%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 4.0****TOWN MANAGER'S DEPT 512.102****EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
	\$ -	\$ -
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
HOTEL/FOOD/MILEAGE FOR FLC ANNUAL CONFERENCE	\$ 950.00	\$ -
HOTEL/FOOD/MILEAGE FOR LEGISLATIVE ACTION DAYS	\$ 950.00	\$ -
HOTEL/FOOD/MILEAGE FOR INVESTMENT SEMINAR	\$ 400.00	\$ 400.00
HOTEL/FOOD/MILEAGE FOR FCCMA ANNUAL CONF	\$ 950.00	\$ 950.00
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 3,250.00</b>	<b>\$ 1,350.00</b>
<b>504.100 COMMUNICATIONS SERVICE</b>		
CELL PHONE (1 @ \$50 PER MONTH)	\$ 600.00	\$ 600.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
<b>505.210 OPERATING SUPPLIES - GAS &amp; OIL</b>		
TOWN MANAGER FUEL ALLOWANCE	\$ 3,600.00	\$ 3,600.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 3,600.00</b>	<b>\$ 3,600.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS &amp; EDUCATION</b>		
FCCMA ANNUAL DUES	\$ 400.00	\$ 400.00
FGFOA ANNUAL DUES	\$ 50.00	\$ 50.00
PBCCMA ANNUAL DUES	\$ 40.00	\$ 40.00
ICMA ANNUAL DUES	\$ 900.00	\$ 1,000.00
FLC ANNUAL CONFERENCE REGISTRATION FEE	\$ 525.00	\$ -
FLORIDA TRUST INVESTMENT SEMINAR REGISTRATION	\$ 150.00	\$ 150.00
LEGISLATIVE ACTION DAYS REGISTRATION FEE	\$ 150.00	\$ -
FCCMA ANNUAL CONFERENCE REGISTRATION FEE	\$ 450.00	\$ 450.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 2,665.00</b>	<b>\$ 2,090.00</b>



## **TOWN OF OCEAN RIDGE**

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### **Departmental Budget Narrative**

#### **Town Clerk & Treasurer**

The proposed Town Clerk's budget for FY21 has increased by 2.78% due to increases in salary and benefits. Health insurance rates decreased this year, while dental & vision rates held steady; however, there are rate increases for workers' comp and general liability insurance and retirement contribution percentages.

The Town contracts with Nowlen, Holt & Miner for Auditing services, and the approved five-year contract increases slightly each year.

Due to potential reductions in revenue next year related to the COVID-19 pandemic and potential recession, the education and travel expenditures were decreased, along with repairs & maintenance and machinery & equipment.



**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 513.103

**TOWN CLERK & TREASURER ADMINISTRATION EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Town Clerk &amp; Treasurer</b>								
501.100 Executive Salaries	93,244	67,931	71,315	58,877	61,125	64,181	5.00%	
501.110 One Time Lump (Longevity & Retire)	16,218	0	0	0	1,500	0	-100.00%	
501.200 Regular Salaries And Wages	100,724	121,335	150,730	160,298	110,344	114,711	3.96%	
501.400 Overtime	2,531	1,509	1,292	3,649	3,000	3,000	0.00%	
501.410 Vacation Pay	1,179	1,722	2,257	2,831	3,297	3,440	4.34%	
502.100 FICA Taxes	16,363	14,726	17,659	17,263	13,117	13,685	4.33%	
502.200 Retirement Contributions	17,946	14,663	17,843	18,437	14,631	18,694	27.77%	Rate Increase by FRS
502.300 Life & Health Insurance	24,053	27,571	37,451	35,473	28,299	27,903	-1.40%	
502.310 Long Term Disability	1,400	1,489	1,984	1,766	1,139	1,139	0.04%	
502.400 Workers Compensation	380	386	396	505	4,985	6,813	36.66%	Insurance Rate Increase
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	25,900	30,737	25,930	28,861	32,500	33,000	1.54%	
503.400 Other Contractual Services	0	9,220	7,000	0	0	0	0.00%	
504.000 Travel & Per Diem	987	2,346	2,290	2,948	3,150	1,150	-63.49%	
504.500 Insurance-Liability, Hazard, Damage	152	157	168	279	531	579	8.98%	Insurance Rate Increase
504.610 Repair & Maintenance.	8,053	6,739	0	287	1,000	500	-50.00%	
504.900 Other Current Charges	6,885	8,511	4,876	7,481	4,000	3,500	-12.50%	
505.400 Subsc, Memberships, Education	695	1,207	1,892	2,025	2,400	1,675	-30.21%	
506.400 Machinery & Equipment	0	0	395	0	1,000	0	-100.00%	
<b>Town Clerk Totals</b>	<b>316,710</b>	<b>310,249</b>	<b>343,478</b>	<b>340,979</b>	<b>286,019</b>	<b>293,970</b>	<b>2.78%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 4.0****TOWN CLERK'S DEPT 513.103****EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>503.100 PROFESSIONAL SERVICES</b>		
PROFESSIONAL SERVICES	\$ -	\$ -
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ -</b>	<b>\$ -</b>
<b>503.200 ACCOUNTING &amp; AUDITING</b>		
NOWLEN, HOLT & MINER, TOWN AUDITORS	\$ 23,000.00	\$ 23,500.00
RICK HARTLEY, CPA FOR YEAR-END AUDIT SCHEDULES	\$ 7,000.00	\$ 7,000.00
FOSTER & FOSTER ACTUARIALS	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 503.200</b>	<b>\$ 32,500.00</b>	<b>\$ 33,000.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
DOCUMENT SCANNING	\$ -	\$ -
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
MILEAGE FOR PBC CLERKS MEETINGS BI-MONTHLY	\$ 125.00	\$ 100.00
HOTEL/FOOD/MILEAGE FOR FGFOA CONFERENCE	\$ 925.00	\$ -
HOTEL/FOOD/MILEAGE FOR FACC FALL ACADEMY	\$ 925.00	\$ 925.00
HOTEL/FOOD/MILEAGE FOR FACC SPRING CONFERENCE	\$ 925.00	\$ 125.00
TRAVEL FOR MISC. GOVERNMENTAL COURSES	\$ 250.00	\$ -
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 3,150.00</b>	<b>\$ 1,150.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
COMPUTER HARDWARE, SOFTWARE & 3/7 SERVER	\$ 500.00	\$ 500.00
OFFICE EQUIPMENT SERVICE & REPAIR	\$ 500.00	\$ -
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 1,000.00</b>	<b>\$ 500.00</b>
<b>504.900 OTHER CURRENT CHARGES</b>		
LEGAL ADVERTISING	\$ 3,000.00	\$ 3,000.00
MISCELLANEOUS EXPENSES	\$ 1,000.00	\$ 500.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 4,000.00</b>	<b>\$ 3,500.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS &amp; EDUCATION</b>		
FGFOA ANNUAL DUES (1 @ \$50 EACH)	\$ 50.00	\$ 50.00
NOTARY PUBLIC (1 NEW, 0 RENEWALS)	\$ 150.00	\$ -
FACC MEMBERSHIP (2 @ \$75)	\$ 150.00	\$ 75.00
PBC CLERKS ASSOC. MEMBERSHIP (2 @ \$40)	\$ 80.00	\$ 80.00
IIMC MEMBERSHIP (2 @ \$210)	\$ 420.00	\$ 420.00
FGFOA CONFERENCE REGISTRATION FEE	\$ 350.00	\$ -

**BUDGET DETAIL WORKSHEET - VERSION 4.0**

**TOWN CLERK'S DEPT 513.103**

**EXCLUDING SALARY & INSURANCE LINES**

	<b>FY20</b>	<b>FY21</b>
FACC FALL ACADEMY REGISTRATION FEE	\$ 350.00	\$ 400.00
FACC SPRING CONFERENCE REGISTRATION FEE	\$ 350.00	\$ 400.00
MISCELLANEOUS TRAINING & WEBINARS FOR STAFF	\$ 500.00	\$ 250.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 2,400.00</b>	<b>\$ 1,675.00</b>

**506.400 MACHINERY & EQUIPMENT**

MISCELLANEOUS OFFICE FURNITURE & EQUIPMENT	\$ 1,000.00	\$ -
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>



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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 FY21 budget shows an increase of 63.29% due largely to cases that will require special legal counsel that may not be covered by insurance.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**  
FY21 Budget Workbook: Version 4.0  
GENERAL FUND #001 - DEPT: 514.104

**LEGAL SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Legal Services</b>								
501.100 Executive Salaries	39,351	0	0	0	0	0	0.00%	
501.410 Vacation Pay	2,304	0	0	0	0	0	0.00%	
502.100 FICA Taxes	3,187	0	0	0	0	0	0.00%	
502.200 Retirement Contributions	3,334	0	0	0	0	0	0.00%	
502.300 Life & Health Insurance	118	0	0	0	0	0	0.00%	
502.400 Workers Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	43,606	135,447	155,043	148,967	133,000	133,000	0.00%	Town & Labor Attorneys - See Note 1
503.110 Legal Special Counsel	5,484	4,228	603	2,623	7,000	257,000	3571.43%	Spec. Magistrate & Title Work - See Note 2
504.700 Printing	2,803	2,936	3,006	0	5,000	5,000	0.00%	Annual Town Code Codification
504.900 Other Current Charges	0	0	0	0	0	0	0.00%	
506.400 Machinery & Equipment	0	0	0	0	0	0	0.00%	
<b>Legal Services Totals</b>	<b>100,187</b>	<b>142,611</b>	<b>158,652</b>	<b>151,589</b>	<b>145,000</b>	<b>395,000</b>	<b>63.29%</b>	

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

Note 2: Lawsuit requiring special counsel has been added



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### **Departmental Budget Narrative**

#### **Appointed Boards**

The Appointed Boards budget totals for FY21 have decreased by 29.29%. The major difference in this year's budget compared to last year is the decrease in funding for "other current charges" which is typically used for name plates and supplies.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**  
FY21 Budget Workbook: Version 4.0  
GENERAL FUND #001 - DEPT: 515.105

**APPOINTED BOARDS EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Appointed Boards</b>								
503.100 Professional Services	0	0	0	0	0	0	0.00%	
504.200 Postage, Freight	0	0	0	0	0	0	0.00%	
504.500 Insurance-Liability., Hazard, Damage	970	1,004	1,074	1,179	2,480	2,700	8.89%	Insurance Rate Increase
504.900 Other Current Charges	915	1,362	345	45	2,400	750	-68.75%	Name plates & supplies
<b>Appointed Boards Totals</b>	<b>1,885</b>	<b>2,366</b>	<b>1,419</b>	<b>1,224</b>	<b>4,880</b>	<b>3,450</b>	<b>-29.29%</b>	



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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 as of September 30, 2019 was \$2,567,084. 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 was \$2,090,452 as of September 30, 2019.

The overall general government department expenditures decreased slightly by 3.18% from FY20 to FY21. The I/T refresh line was removed for FY21, as the schedule calls for refresh of Town Hall equipment in FY22 and Police Department equipment in FY23. There are certain line items that cannot be decreased due to contract obligations or set costs such as utilities, however, there were several line items that were decreased due to the potential revenue loss from the COVID-19 pandemic and recession. The refunds line item was increased, as we are seeing an increase in requests for refunds mainly associated with building permits. This is a pass-through expense, refunding revenue that was received.



**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 519.106

**GENERAL GOVERNMENT SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>General Government Services</b>								
503.100 Professional Services	7,800	7,931	37,443	16,280	51,000	18,500	-63.73%	See separate worksheet for details
503.400 Other Contractual Services	6,245	6,335	29,699	11,486	21,500	17,550	-18.37%	
504.100 Communications (Tel, Modem, etc)	6,067	6,987	5,538	7,297	7,600	8,300	9.21%	
504.200 Postage, Freight	1,847	2,939	2,852	3,704	4,000	4,000	0.00%	
504.300 Utility Services - Electric	9,735	8,342	7,783	8,713	10,000	10,000	0.00%	
504.400 Rentals & Leases (Photocopier)	3,052	3,170	2,501	2,683	3,000	3,000	0.00%	
504.500 Insurance-Liability, Hazard, Damage	61,234	61,874	63,801	69,244	73,801	77,462	4.96%	
504.610 Repair & Maintenance	39,178	33,884	66,626	41,442	66,500	47,000	-29.32%	
504.700 Printing	838	897	906	4,780	1,500	3,000	100.00%	
504.900 Other Current Charges	5,363	9,855	19,092	11,440	12,075	13,325	10.35%	
504.910 Election Expenses	2,239	8,311	9,676	11,002	9,800	11,200	14.29%	
505.100 Office Supplies	3,190	3,949	4,817	6,740	5,500	5,500	0.00%	
505.200 Operating Supplies	2,005	3,431	4,064	4,647	6,000	5,000	-16.67%	
505.400 Subsc., Memberships, Education	2,764	3,291	3,455	4,648	3,608	18,628	416.30%	
506.400 Machinery & Equipment	12,370	19,068	280	0	1,200	1,000	-16.67%	
507.000 Covenant From Drainage Loan	356,445	366,535	467,944	467,944	468,000	468,000	0.00%	
507.010 Covenants From TH Loan	187,332	196,002	311,144	311,160	311,175	311,175	0.00%	
507.200 Debt Service - Interest	235,167	216,529	0	0	0	0	0.00%	
<b>General Government Services Totals</b>	<b>942,871</b>	<b>959,330</b>	<b>1,037,621</b>	<b>983,209</b>	<b>1,056,259</b>	<b>1,022,640</b>	<b>-3.18%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 4.0****GENERAL GOVERNMENT DEPT 519.106**

	FY20	FY21
<b>503.100 PROFESSIONAL SERVICES</b>		
REVIZE WEBSITE ANNUAL MAINTENANCE/SUPPORT	\$ 2,500.00	\$ 2,500.00
ENS - ANNUAL NETWORK MAINT/SUPPORT @ 33% *	\$ 12,500.00	\$ 13,500.00
I/T REFRESH - SCHEDULED FOR FY 22 TH & FY23 PD	\$ 31,000.00	\$ -
MISCELLANEOUS PROFESSIONAL SERVICES	\$ 5,000.00	\$ 2,500.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 51,000.00</b>	<b>\$ 18,500.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
HOLIDAY DECORATIONS TOWN HALL - CHRISTMAS DÉCOR	\$ 6,500.00	\$ 4,300.00
SHREDDING SERVICES/RECORDS DESTRUCTION	\$ 3,200.00	\$ 3,000.00
FUND BALANCE SOFTWARE SUPPORT/GASB	\$ 6,800.00	\$ 7,750.00
MISCELLANEOUS CONTRACTS	\$ 5,000.00	\$ 2,500.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 21,500.00</b>	<b>\$ 17,550.00</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911)</b>		
WINDSTREAM - DATA BUNDLE, LONG DIST, TH ALARMS (33%)	\$ 5,200.00	\$ 5,200.00
PUBLIC WORKS CELL PHONES (2 @ \$50 PER MONTH)	\$ 600.00	\$ 1,200.00
COMCAST - INTERNET, DIGITAL ADAPTER SERVICE	\$ 1,000.00	\$ 1,000.00
AT&T PUMP STATION CAMERA SYSTEM PHONE LINES 3x\$25/MO	\$ -	\$ 900.00
PHONE SYSTEM MAINTENANCE (MOVED TO REPAIR & MAINT)	\$ 800.00	\$ -
BOARD OF COUNTY COMM - REVERSE 911 SYSTEM	\$ -	\$ -
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 7,600.00</b>	<b>\$ 8,300.00</b>
<b>504.200 POSTAGE &amp; FREIGHT</b>		
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
<b>TOTAL LINE ITEM 504.200</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
<b>504.300 UTILITY SERVICES - ELECTRIC &amp; WATER</b>		
FPL - 1/2 OF TOTAL CHARGES	\$ 8,000.00	\$ 8,000.00
CITY OF BOYNTON BEACH WATER DEPT	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>
<b>504.400 RENTALS &amp; LEASES</b>		
TOSHIBA - TOWN HALL COPIER	\$ 3,000.00	\$ 3,000.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
MISC EQUIPMENT REPAIRS, SOUND SYSTEM, ETC.	\$ 3,000.00	\$ 2,500.00
EXPERT COMMUNICATIONS - PHONE SYSTEM MAINTENANCE	\$ 2,500.00	\$ 2,500.00

**BUDGET DETAIL WORKSHEET - VERSION 4.0****GENERAL GOVERNMENT DEPT 519.106**

	<b>FY20</b>	<b>FY21</b>
A/C MAINTENANCE AGREEMENT & PARTS	\$ 19,000.00	\$ 6,000.00
BUILDINGS & GROUNDS MAINTENANCE	\$ 16,500.00	\$ 13,000.00
FIRE ALARM MONITORING & SERVICE PLAN	\$ 2,000.00	\$ 2,000.00
FIRE EXTINGUISHER INSPECTION & MAINT - BUILDING ONLY	\$ -	\$ 1,000.00
ANNUAL CARPET & FLOOR CLEANING	\$ 1,500.00	\$ 1,500.00
CLEANING SERVICE	\$ 7,500.00	\$ 7,500.00
COMPUTER HARDWARE REPAIRS	\$ 2,500.00	\$ 1,000.00
KOI POND MAINTENANCE	\$ 4,500.00	\$ 4,500.00
FUEL PUMP REPAIRS	\$ 1,500.00	\$ 1,500.00
ELECTRICAL REPAIRS & MAINTENANCE	\$ 3,000.00	\$ 2,500.00
GENERATOR MAINT/GEN GOV PORTION - MARINE ENG EQUIP	\$ 1,000.00	\$ 1,000.00
MISCELLANEOUS REPAIR & MAINTENANCE	\$ 2,000.00	\$ 500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 66,500.00</b>	<b>\$ 47,000.00</b>

**504.700 PRINTING**

MISC PRINTING, ZONING MAPS, CHECKS, BUSINESS CARDS	\$ 1,500.00	\$ 3,000.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 1,500.00</b>	<b>\$ 3,000.00</b>

**504.900 OTHER CURRENT CHARGES**

BANK FEES	\$ -	\$ -
TOWN FUNCTIONS & PROMOS - HOLIDAY \$5k, 90TH ANV \$2,500	\$ 7,000.00	\$ 7,500.00
EMPLOYEE RECOGNITION PROGRAM	\$ 1,000.00	\$ 750.00
ANNUAL STORAGE TANK REGISTRATION	\$ 75.00	\$ 75.00
REFUNDS	\$ 2,000.00	\$ 4,000.00
MISCELLANEOUS EXPENSES	\$ 2,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 12,075.00</b>	<b>\$ 13,325.00</b>

**504.910 ELECTION EXPENSES**

COUNTY SUPERVISOR OF ELECTIONS CHARGES	\$ 5,000.00	\$ 6,000.00
ADVERTISEMENTS	\$ 3,300.00	\$ 3,500.00
PRINTING SYSTEMS - BALLOT PRINTING	\$ 300.00	\$ 500.00
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
<b>TOTAL LINE ITEM 504.910</b>	<b>\$ 9,800.00</b>	<b>\$ 11,200.00</b>

**504.920 ART SHOW EXPENSES**

ART SHOW EXPENSES	\$ -	\$ -
<b>TOTAL LINE ITEM 504.920</b>	<b>\$ -</b>	<b>\$ -</b>

**505.100 OFFICE SUPPLIES**

GENERAL OFFICE SUPPLIES	\$ 5,500.00	\$ 5,500.00
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**BUDGET DETAIL WORKSHEET - VERSION 4.0****GENERAL GOVERNMENT DEPT 519.106**

	FY20	FY21
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
CUSTODIAL/CLEANING SUPPLIES	\$ 2,000.00	\$ 1,500.00
GROUNDS MAINTENANCE SUPPLIES	\$ 2,000.00	\$ 1,500.00
KITCHEN SUPPLIES	\$ 1,500.00	\$ 1,500.00
MISCELLANEOUS OPERATING SUPPLIES	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 6,000.00</b>	<b>\$ 5,000.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
FLORIDA LEAGUE OF CITIES ANNUAL MEMBERSHIP	\$ 430.00	\$ 450.00
PBCLOC ANNUAL MEMBERSHIP	\$ 1,208.00	\$ 1,208.00
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
EMPLOYEE TUITION REIMBURSEMENT PROGRAM **	\$ -	\$ 15,000.00
MISCELLANEOUS TO COVER UNKNOWN INCREASES OR EXPENSE	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 3,608.00</b>	<b>\$ 18,628.00</b>
<b>506.400 MACHINERY &amp; EQUIPMENT</b>		
MISCELLANEOUS MACHINERY & EQUIPMENT	\$ 1,200.00	\$ 1,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 1,200.00</b>	<b>\$ 1,000.00</b>
<b>507.000 COVENANT FROM DRAINAGE LOAN</b>		
COVENANT FROM DRAINAGE LOAN	\$ 468,000.00	\$ 468,000.00
<b>TOTAL LINE ITEM 507.000</b>	<b>\$ 468,000.00</b>	<b>\$ 468,000.00</b>
<b>507.010 COVENANT FROM TOWN HALL LOAN</b>		
COVENANT FROM TOWN HALL LOAN	\$ 311,175.00	\$ 311,175.00
<b>TOTAL LINE ITEM 507.010</b>	<b>\$ 311,175.00</b>	<b>\$ 311,175.00</b>
<b>507.200 DEBT SERVICE - INTEREST</b>		
DEBT SERVICE - INTEREST	\$ -	\$ -
<b>TOTAL LINE ITEM 507.200</b>	<b>\$ -</b>	<b>\$ -</b>

\* ENS ANNUAL MAINTENANCE SUPPORT BREAKDOWN:

\$37,642 TOTAL, SHARED WITH POLICE DEPT, PD 67%, GEN GOVT 33%

\*\* EMPLOYEE TUITION REIMBURSEMENT PROGRAM AS PER PERSONNEL POLICY

IT IS ESTIMATED THAT 6 EMPLOYEES WILL SEEK REIMBURSEMENT @ \$2,500 EACH

(NS, DV, JP, LB, RJ, RS)

THIS EXPENSE WAS MOVED FROM THE POLICE DEPARTMENT TO GENERAL GOVT



## **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 Public Safety overall FY21 budget remains relatively the same as last year, with a 3.08% increase mostly due to salary and benefit increases, and a 4% increase to the Fire/EMS contract with the City of Boynton Beach. The staffing levels remain the same as last year for the Police Department.

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. Under tiered merit evaluations, all members received a 3% first year merit adjustment in 2019, and are eligible for up to a 5% increase on their respective anniversary dates in years 2 (FY20) and 3 (FY21) of the agreement. The Town Commission approved market adjustments for all positions in the police department between FY 19 and FY20 to bring the salaries closer to our neighboring Palm Beach County communities.

The machinery and equipment projects identified for funding this year are four computers for a total of \$8,400. Police Department Capital expenditure requests are detailed in the Capital Fund narrative.

Due to potential reductions in revenue next year related to the COVID-19 pandemic and potential recession, several line items were decreased. The fuel budget was decreased to reflect a price per gallon that is closer to prices we have paid in the past two years.

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 \$1,238,715 this year (FY21). 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**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT.: 521.107

**LAW ENFORCEMENT & FIRE CONTROL EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Law Enforcement &amp; Fire Control</b>								
501.100 Executive Salaries	95,700	90,480	99,025	102,227	120,000	122,100	1.75%	
501.110 One Time Lump (Longevity & Retire)	1,000	0	0	0	0	1,500	100.00%	See Note 1 Below
501.200 Regular Salaries and Wages	1,046,584	1,018,043	1,072,326	1,252,976	1,491,713	1,556,547	4.35%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	17,725	13,725	-22.57%	See Note 1 Below
501.400 Overtime	68,265	140,428	73,497	147,493	80,000	90,000	12.50%	Increase due to pandemic
501.410 Vacation Pay	8,379	7,901	9,107	3,896	30,994	31,846	2.75%	
501.500 Special Pay (State Salary Incentives)	12,064	12,440	13,370	15,850	20,000	20,000	0.00%	
501.510 Special Detail Pay	2,345	2,660	4,305	5,820	7,000	7,000	0.00%	
501.600 Holiday Pay	39,079	39,428	48,531	37,616	73,412	75,465	2.80%	
502.100 FICA Taxes	97,418	100,585	100,961	119,387	123,296	128,416	4.15%	
502.200 Retirement Contributions	235,501	247,741	269,196	329,117	351,439	363,009	3.29%	
502.300 Life & Health Insurance	137,856	141,147	167,863	195,377	227,487	224,319	-1.39%	
502.310 Long Term Disability	8,820	9,516	10,424	11,837	11,417	11,417	0.00%	
502.400 Workers Compensation	24,262	24,287	24,639	28,944	41,546	56,772	36.65%	Insurance Rate Increase
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	17,726	19,351	19,946	25,202	35,860	52,736	47.06%	
504.000 Travel & Per Diem	13,578	14,333	14,437	11,671	22,300	24,800	11.21%	
504.100 Communications Serv. (Ph.,Etc..)	19,444	21,443	21,660	21,708	37,134	33,070	-10.94%	
504.200 Postage, Freight	1,264	1,307	1,586	1,117	2,800	2,000	-28.57%	
504.300 Utility Services - Electric	9,735	8,325	7,783	8,713	15,000	12,500	-16.67%	
504.400 Rentals & Leases	1,532	2,117	2,312	2,394	2,500	2,500	0.00%	
504.500 Insurance-Liability., Hazard, Damage	21,110	20,368	21,748	23,837	25,325	26,590	5.00%	Insurance Rate Increase
504.610 Repair & Maintenance	33,365	35,800	34,596	40,060	51,569	53,255	3.27%	
504.620 Repair & Maintenance-Vehicle	14,842	15,668	16,941	13,093	23,500	18,500	-21.28%	
504.630 Repair & Maintenance-Dispatch	13,352	15,528	13,675	15,348	25,096	24,097	-3.98%	
504.700 Printing	1,365	1,371	700	679	1,950	1,250	-35.90%	
504.900 Other Current Charges	307	10,228	1,664	2,051	2,500	2,500	0.00%	
505.100 Office Supplies	6,183	7,097	4,367	2,990	7,500	5,000	-33.33%	
505.200 Operating Supplies	9,348	9,524	12,186	8,288	15,400	13,900	-9.74%	
505.210 Operating Supplies-Gas & Oil	28,095	29,680	43,169	29,456	50,750	39,875	-21.43%	
505.220 Operating Supplies-Uniform/Emb.	11,239	17,704	22,518	11,228	25,479	22,925	-10.02%	

**TOWN OF OCEAN RIDGE**

**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT.: 521.107

**LAW ENFORCEMENT & FIRE CONTROL EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
505.400 Subsc., Memberships, Education	7,602	9,082	8,121	9,223	16,788	14,858	-11.50%	
506.400 Machinery & Equipment	145,501	80,848	69,104	123,577	22,400	8,400	-62.50%	
<b>Sub Totals - Police Department</b>	2,132,861	2,154,430	2,209,757	2,601,173	2,979,880	3,060,874	2.72%	
503.400 Other Contract Services (FIRE/EMS)	1,018,127	1,058,853	1,101,207	1,145,255	1,191,070	1,238,715	4.00%	Boynton Beach Fire Rescue Contract
<b>Law Enforcement &amp; Fire Control Totals</b>	3,150,988	3,213,283	3,310,964	3,746,428	4,170,950	4,299,589	3.08%	

Note 1: Longevity payments for 2 employees totaling \$2,000 (HH & SM); potential sick & vacation payouts for the retirement of 1 employee totaling \$13,225

# BUDGET DETAIL WORKSHEET - VERSION 4.0

## PUBLIC SAFETY DEPARTMENT 521.107

### EXCLUDING SALARY & INSURANCE LINES

	FY20	FY21
<b>501.400 OVERTIME</b>		
OVERTIME DUE TO VACANCIES, CALL-OUTS, EMERGENCIES, & COVERAGE FOR TRAINING, COURT, ETC.	\$ 80,000.00	\$ 90,000.00
<b>TOTAL LINE ITEM 501.400</b>	<b>\$ 80,000.00</b>	<b>\$ 90,000.00</b>
<b>503.100 PROFESSIONAL SERVICES</b>		
PRE-EMPLOYMENT PHYSICIANS EXAMS (6 X \$400)	\$ 1,600.00	\$ 2,400.00
PRE-EMPLOYMENT PSYCHOLOGIST (3 X \$300)	\$ 900.00	\$ 900.00
PRE-EMPLOYMENT CREDIT CHECKS (6 X \$90)	\$ 360.00	\$ 540.00
ENS COMPUTER CONSULT (67% OF CONTRACT \$40,642 PLUS EMERG. CALLS)	\$ 31,000.00	\$ 31,000.00
CROSSMATCH LIVESCAN DEVICE MAINTENANCE (FINGERPRINTING)	\$ -	\$ 896.00
AXON BODY CAMERA MAINTENANCE AGREEMENT	\$ -	\$ 15,000.00
PROMOTIONAL EXAMS	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 35,860.00</b>	<b>\$ 52,736.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
CITY OF BOYNTON BEACH FIRE/EMS CONTRACT	\$ 1,191,070.00	\$ 1,238,715.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 1,191,070.00</b>	<b>\$ 1,238,715.00</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
IACP CONFERENCE	\$ 3,000.00	\$ 3,500.00
FL PAC - POLICY RESOURCE	\$ 1,000.00	\$ 1,000.00
FLORIDA POLICE CHIEF'S ASSOCIATION	\$ 3,500.00	\$ 3,500.00
MISCELLANEOUS SCHOOLS FOR SWORN OFFICERS	\$ 7,000.00	\$ 5,000.00
MISCELLANEOUS SCHOOLS FOR DISPATCHERS	\$ 2,000.00	\$ 1,500.00
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)	\$ 700.00	\$ 700.00
SOUTHERN POLICE INSTITUTE (JONES)	\$ -	\$ 4,500.00
APCO ANNUAL CONFERENCE FOR DISPATCH	\$ 900.00	\$ 900.00
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 22,300.00</b>	<b>\$ 24,800.00</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911) (DOES NOT INCLUDE RADIO)</b>		
PHONE SERVICE (WINDSTREAM @ 67%)	\$ 11,160.00	\$ 6,000.00
CELLULAR PHONE SERVICE (5 @ \$50 PER MONTH) AT&T	\$ 3,000.00	\$ 3,000.00
UPS MAINTENANCE FOR 911	\$ 10,800.00	\$ 10,800.00
INTERNET ACCESS - COMCAST	\$ 3,024.00	\$ 3,500.00
VPN CLIENT ACCESS (9)	\$ 1,200.00	\$ 1,200.00
COMPUTER AIR CARDS (13) AT&T	\$ 6,400.00	\$ 7,020.00
CIVIC PLUS MASS ALERTING PLATFORM ANNUAL LICENSE	\$ 1,550.00	\$ 1,550.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 37,134.00</b>	<b>\$ 33,070.00</b>
<b>504.200 POSTAGE &amp; FREIGHT</b>		
NORMAL POSTAGE & FREIGHT	\$ 1,400.00	\$ 1,000.00
CODE ENFORCEMENT NOTIFICATIONS	\$ 1,400.00	\$ 1,000.00
<b>TOTAL LINE ITEM 504.200</b>	<b>\$ 2,800.00</b>	<b>\$ 2,000.00</b>
<b>504.300 UTILITY SERVICES - ELECTRIC</b>		



**BUDGET DETAIL WORKSHEET - VERSION 4.0****PUBLIC SAFETY DEPARTMENT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	<b>FY20</b>	<b>FY21</b>
FPL ELECTRIC SERVICE	\$ 12,500.00	\$ 10,000.00
BOYNTON BEACH WATER SERVICE	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 15,000.00</b>	<b>\$ 12,500.00</b>

**504.400 RENTALS & LEASES**

TOSHIBA COPIER MODEL 3505C (\$194.33 PER MONTH)	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 504.400</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>

**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	\$ 14,000.00	\$ 14,000.00
RADAR CERTIFICATION & REPAIR	\$ 1,500.00	\$ 1,500.00
GENERATOR MAINTENANCE	\$ 1,000.00	\$ 1,000.00
FCIC MAINTENANCE	\$ 600.00	\$ 600.00
INSPECT/REPLACE FIRE EXTINGUISHERS IN POLICE VEHICLES	\$ 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)	\$ 1,015.00	\$ 1,400.00
DIGITAL PERSONNA	\$ 700.00	\$ 700.00
ALTARO NETWORK BACKUP ANNUAL MAINTENANCE CONTRACT	\$ 150.00	\$ 150.00
SIS ALARM SOFTWARE ANNUAL MAINTENANCE CONTRACT	\$ 1,299.00	\$ 1,350.00
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)	\$ 2,945.00	\$ 2,945.00
ALPR CLOUD ACOCNT AND BOF	\$ 6,600.00	\$ 7,500.00
DSS EQUATURE DISPATCH RECORDER MAINTENANCE CONTRACT	\$ 3,650.00	\$ 4,000.00
PERVASIVE DATABASE FOR TOWN HALL PROGRAMS	\$ 130.00	\$ 130.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 51,569.00</b>	<b>\$ 53,255.00</b>

**504.620 REPAIR & MAINTENANCE - VEHICLE**

LABOR & SERVICE FOR POLICE VEHICLES	\$ 14,500.00	\$ 10,000.00
TIRES, RIMS & SENSORS	\$ 8,000.00	\$ 7,000.00
LABOR, SERVICE & PARTS FOR ATV	\$ 1,000.00	\$ 1,500.00
<b>TOTAL LINE ITEM 504.620</b>	<b>\$ 23,500.00</b>	<b>\$ 18,500.00</b>

**504.630 REPAIR & MAINTENANCE - DISPATCH (RADIO)**

CONTRACT SERVICES	\$ 1,200.00	\$ 1,200.00
CELL PHONES	\$ 299.00	\$ 300.00
PBC RADIO USER FEE	\$ 17,097.00	\$ 17,097.00
RADIO REPLACEMENT & MISC PARTS	\$ 6,500.00	\$ 5,500.00
<b>TOTAL LINE ITEM 504.630</b>	<b>\$ 25,096.00</b>	<b>\$ 24,097.00</b>

**504.700 PRINTING**

FORMS	\$ 1,200.00	\$ 500.00
ID CARD SUPPLIES	\$ 150.00	\$ 150.00
EVACUATIONS FORMS	\$ 100.00	\$ 100.00
SOP AND RULES & REGULATIONS MANUALS	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 504.700</b>	<b>\$ 1,950.00</b>	<b>\$ 1,250.00</b>

# BUDGET DETAIL WORKSHEET - VERSION 4.0

## PUBLIC SAFETY DEPARTMENT 521.107

### EXCLUDING SALARY & INSURANCE LINES

	FY20	FY21
<b>504.900 OTHER CURRENT CHARGES</b>		
PRISONER FOOD, ADVERTISEMENTS, INVESTIGATIVE FUNDS, EVENTS, ETC.	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>
<b>505.100 OFFICE SUPPLIES</b>		
COPIES, INK, PAPER, PENS, ENEVELOPES, DISCS, TAPES, ETC.	\$ 7,500.00	\$ 5,000.00
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 7,500.00</b>	<b>\$ 5,000.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
SPARE WEAPON PARTS (FIREARMS & ECW)	\$ 1,000.00	\$ 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	\$ 2,500.00
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	\$ 4,000.00
RANGE SAFETY EQUIPMENT	\$ 150.00	\$ 150.00
SOLAR PANEL BATTERIES & CHARGER FOR SPEED SIGNS	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 15,400.00</b>	<b>\$ 13,900.00</b>
<b>505.210 OPERATING SUPPLIES - GAS &amp; OIL</b>		
GAS/OIL - POLICE (14,500 GALLONS AT 2.75 PER GALLON)	\$ 50,750.00	\$ 39,875.00
<b>TOTAL LINE ITEM 505.210</b>	<b>\$ 50,750.00</b>	<b>\$ 39,875.00</b>
<b>505.220 OPERATING SUPPLIES - UNIFORMS</b>		
DISPATCH SHIRTS (4 SHIRTS X 6 DISPATCHERS @ \$43)	\$ 1,290.00	\$ 1,032.00
DISPATCH PANTS (4 PANTS X 6 DISPATCHERS @ \$59.86)	\$ 1,796.00	\$ 1,440.00
DISPATCH JACKETS (3 @ \$57)	\$ 171.00	\$ 171.00
OFFICERS SHIRTS (4 SHIRTS X 18 OFFICERS @ \$45 SS OR \$59.50 LS)	\$ 5,355.00	\$ 4,320.00
OFFICERS BDU PANTS (4 PANTS X 18 OFFICERS @ \$50.31)	\$ 4,528.00	\$ 3,623.00
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 (2 @ \$1,000)	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 505.220</b>	<b>\$ 25,479.00</b>	<b>\$ 22,925.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
IACP & IACPNET	\$ 1,400.00	\$ 1,500.00
FPCA & PBACOP (CHIEF & LIEUTENANT'S)	\$ 1,050.00	\$ 1,500.00

**BUDGET DETAIL WORKSHEET - VERSION 4.0****PUBLIC SAFETY DEPARTMENT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	<b>FY20</b>	<b>FY21</b>
NRA	\$ 100.00	\$ 100.00
NABI	\$ 75.00	\$ 100.00
APCO (REIMBURSED BY PBC 911)	\$ 335.00	\$ 335.00
PLI COMPUTER TRAINING (21 OFFICERS @ \$148)	\$ 3,552.00	\$ 3,108.00
PBC LAW ENFORCEMENT EXCHANGE (LEX)	\$ 1,386.00	\$ 1,415.00
ACCURINT (\$50 PER MONTH)	\$ 600.00	\$ -
TLO INVEST (\$25 PER MONTH)	\$ 300.00	\$ 600.00
NOTARY ENROLLMENT & RENEWALS	\$ 205.00	\$ 300.00
FLA-PAC	\$ 150.00	\$ 150.00
FIU	\$ 100.00	\$ 100.00
DISPATCHER CERTIFICATIONS & REGISTRATION	\$ 400.00	\$ 500.00
TUITION REIMBURSEMENT PROGRAM (MOVED TO GENERAL GOVT DEPT)	\$ 7,000.00	\$ -
GOLD COAST CODE ENFORCEMENT ASSOCIATION	\$ 35.00	\$ 50.00
POWER DMS SUBSCRIPTION FOR PD POLICIES & TRAINING	\$ -	\$ 5,000.00
HARMARI PAWN SEARCH LICENSE	\$ 100.00	\$ 100.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 16,788.00</b>	<b>\$ 14,858.00</b>

**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	\$ -
REPLACE EXTERNAL AED's (12)	\$ 12,000.00	\$ -
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 22,400.00</b>	<b>\$ 8,400.00</b>



## **TOWN OF OCEAN RIDGE**

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

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(561) 732-2635 ♦ FAX (561) 737-8359

### **Departmental Budget Narrative**

#### **Building & Inspection Services**

The in-house Building Department was created in FY19, and this year's budget was created with a more realistic approach to the costs of running the Building Department. Turnover in the department this year has decreased some of the personnel expenses, with an overall budget decrease of 2.07%. Other decreases include education and travel.

Health insurance rates decreased slightly while dental & vision rates held steady this year, however, there are rate increases for workers' comp, general liability insurance and retirement contribution percentages. An increase in machinery & equipment is due to the need for a laptop for storm damage assessments and field inspections. A laptop was requested in last year's budget, however, that line item was eventually removed as the Police Chief indicated that he would be able to spare a laptop. Upon further investigation, it was discovered that the laptop had an outdated platform, and a new laptop is needed.

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**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT.: 524.108

**BUILDING & INSPECTION SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Building &amp; Inspection Services</b>								
501.100 Executive Salaries (CBO)	0	0	23,514	82,968	94,560	90,180	-4.63%	
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	65,095	68,349	5.00%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.400 Overtime	0	0	0	0	1,000	1,000	0.00%	
501.410 Vacation Pay	0	0	0	0	3,070	3,049	-0.70%	
502.100 FICA Taxes	0	0	1,799	6,347	12,214	12,127	-0.71%	
502.200 Retirement Contributions	0	0	1,817	6,847	13,623	16,566	21.61%	
502.300 Life & Health Insurance	0	0	1,574	10,484	19,045	18,781	-1.39%	
502.310 Long Term Disability	0	0	111	730	1,165	1,165	-0.01%	
502.400 Workers Compensation	0	0	0	2,427	3,324	4,542	36.64%	
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	179,901	142,229	100,181	38,933	151,000	153,000	1.32%	
503.400 Other Contractual Services	0	0	0	0	43,000	32,400	-24.65%	
504.000 Travel & Per Diem	0	0	0	764	2,525	1,725	-31.68%	
504.100 Communications Serv (Phone, Etc.)	0	0	0	0	600	600	0.00%	
504.200 Postage, Freight	0	0	0	0	800	800	0.00%	
504.500 Insurance-Liability, Hazard, Damage	0	0	0	461	354	386	8.98%	
504.610 Repair & Maintenance	995	995	995	995	1,000	1,000	0.00%	
504.620 Repair & Maintenance-Vehicle	0	0	0	0	2,000	2,000	0.00%	
504.700 Printing	0	194	126	46	500	500	0.00%	
504.900 Other Current Charges	0	0	665	0	4,500	4,000	-11.11%	
505.100 Office Supplies	61	28	270	156	1,000	1,250	25.00%	
505.200 Operating Supplies	0	0	0	0	500	500	0.00%	
505.210 Operating Supplies-Gas & Oil	0	0	0	0	1,000	1,000	0.00%	
505.220 Operating Supplies-Uniform/Emb.	0	0	0	0	500	500	0.00%	
505.400 Subsc., Memberships, Education	0	0	294	2,767	10,580	6,600	-37.62%	
506.400 Machinery & Equipment	0	0	2,127	0	1,050	3,000	185.71%	
<b>Building &amp; Inspection Services Totals</b>	<b>180,957</b>	<b>143,446</b>	<b>133,473</b>	<b>153,924</b>	<b>434,004</b>	<b>425,020</b>	<b>-2.07%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 4.0**  
**BUILDING/INSPECTION SERVICES DEPARTMENT 524.108**  
**EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>503.100 PROFESSIONAL SERVICES</b>		
HYBYRD - INSPECTIONS & MINOR ZONING REVIEW	\$ 40,000.00	\$ 40,000.00
TOWN ENGINEER FOR PLAN REVIEW & INSPECTIONS	\$ 80,000.00	\$ 80,000.00
TOWN ENGINEER FOR NPDES	\$ 6,000.00	\$ 8,000.00
CONTRACTED PLANNER FOR ZONING REVIEW	\$ 25,000.00	\$ 25,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 151,000.00</b>	<b>\$ 153,000.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
BUILDING PERMITS SCANNING	\$ 25,000.00	\$ 25,000.00
CRS MAX (CRS/NFIP AUDIT FOR FLOOD INSURANCE RATING)	\$ 10,000.00	\$ 7,400.00
BUILDING PERMITS SOFTWARE UPGRADES	\$ 8,000.00	\$ -
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 43,000.00</b>	<b>\$ 32,400.00</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
MILEAGE FOR CRS MEETINGS	\$ 125.00	\$ 125.00
HOTEL & FOOD FOR BOAF CONFERENCE	\$ 800.00	\$ 800.00
HOTEL & FOOD FOR FLOODPLAIN MANAGERS CONFERENCE	\$ 800.00	\$ 800.00
HOTEL & FOOD FOR LEGISLATIVE ACTION DAYS	\$ 800.00	\$ -
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 2,525.00</b>	<b>\$ 1,725.00</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911)</b>		
CELL PHONE (1 @ \$50 PER MONTH)	\$ 600.00	\$ 600.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
<b>504.200 POSTAGE &amp; FREIGHT</b>		
BUILDING DEPARTMENT RELATED MAILINGS	\$ 800.00	\$ 800.00
<b>TOTAL LINE ITEM 504.200</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
BUILDING PERMITS SOFTWARE ANNUAL LICENSE/MAINT.	\$ -	\$ 500.00
EQUIPMENT REPAIRS	\$ 1,000.00	\$ 500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>504.620 REPAIR &amp; MAINTENANCE - VEHICLE</b>		
LABOR & SERVICE FOR BUILDING OFFICIAL VEHICLE	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 504.620</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>504.700 PRINTING</b>		
BUILDING DEPARTMENT RELATED PRINTING	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 504.700</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>

**BUDGET DETAIL WORKSHEET - VERSION 4.0**  
**BUILDING/INSPECTION SERVICES DEPARTMENT 524.108**  
**EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>504.900 OTHER CURRENT CHARGES</b>		
LEGAL ADVERTISING	\$ 3,000.00	\$ 3,000.00
PROMOTIONAL ITEMS FOR CRS	\$ 1,500.00	\$ 1,000.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 4,500.00</b>	<b>\$ 4,000.00</b>
<b>505.100 OFFICE SUPPLIES</b>		
GENERAL OFFICE SUPPLIES	\$ 500.00	\$ 750.00
INK FOR PRINTER	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 1,000.00</b>	<b>\$ 1,250.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
HURRICANE KIT/GEAR	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>505.210 OPERATING SUPPLIES - GAS &amp; OIL</b>		
GAS & OIL FOR BUILDING OFFICIAL VEHICLE	\$ 1,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 505.210</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>505.220 OPERATING SUPPLIES - UNIFORMS</b>		
UNIFORM PANTS FOR BUILDING OFFICIAL	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.220</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
FEMA MEMBERSHIP	\$ 60.00	\$ 60.00
ICC ANNUAL DUES	\$ 250.00	\$ 250.00
FFMA ANNUAL DUES (COVERS NFIP/CRS)	\$ 120.00	\$ 120.00
BOAF ANNUAL DUES	\$ 200.00	\$ 200.00
FLOODPLAIN MANAGERS ASSOCIATION ANNUAL DUES	\$ 300.00	\$ 320.00
FIRE INSPECTORS ASSOCIATION ANNUAL DUES	\$ 150.00	\$ 150.00
BOAF ANNUAL CONFERENCE REGISTRATION FEE	\$ 450.00	\$ 450.00
FLOODPLAIN MANAGERS CONFERENCE REGISTRATION FEE	\$ 350.00	\$ 350.00
MISCELLANEOUS WEBINARS & CLASSES	\$ 500.00	\$ 500.00
APPRENTICESHIP CERTIFICATION PRG - MATERIALS & CLASSES	\$ 5,000.00	\$ -
CODE ENFORCEMENT TRAINING	\$ 1,200.00	\$ 2,200.00
BUILDING CODE BOOKS - ANNUAL SUBSCRIPTION	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 10,580.00</b>	<b>\$ 6,600.00</b>
<b>506.400 MACHINERY &amp; EQUIPMENT</b>		
FILING CABINET	\$ 600.00	\$ -

**BUDGET DETAIL WORKSHEET - VERSION 4.0**

**BUILDING/INSPECTION SERVICES DEPARTMENT 524.108**

**EXCLUDING SALARY & INSURANCE LINES**

	<b>FY20</b>	<b>FY21</b>
COMPUTER MONITOR & STAND	\$ 450.00	\$ -
MONITOR FOR ELECTRONIC PLAN REVIEW	\$ -	\$ 1,000.00
LAPTOP FOR HURRICANE DAMAGE ASSESSMENT	\$ -	\$ 2,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 1,050.00</b>	<b>\$ 3,000.00</b>





## **TOWN OF OCEAN RIDGE**

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### **Departmental Budget Narrative**

#### **Solid Waste & Recycling Services**

The Town's Solid Waste & Recycling contract was awarded to Waste Pro for a period of five years beginning October 1, 2019, with a renewal option for an additional five year period. The budget increased from \$274,000 in FY20 to \$282,380 in FY21, for a 3.06% overall increase.

Due to the increase in contract costs, the Town Commission voted to increase the annual fees for solid waste & recycling services in FY20. The Town Commission voted to increase the rates for solid waste for single-family units from \$231 per year to \$260 per year, and increase the fees for multi-family units from \$161.70 per year to \$182 per year. The total revenue to the Town increased from \$302,000 per year to \$337,454 per year. The fees cover the cost of the Waste Pro contract plus administrative costs of the Town for billing and collection purposes.

**TOWN OF OCEAN RIDGE****Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 534.111

**SOLID WASTE & RECYCLING SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Solid Waste &amp; Recycling Services</b>								
503.400 Other Contractual Services	243,147	244,362	249,853	257,109	274,000	282,380	3.06%	Waste Pro Contract
<b>Solid Waste &amp; Recycling Services Totals</b>	243,147	244,362	249,853	257,109	274,000	282,380	3.06%	



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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 in FY19, with costs charged to the town using a project based “rate card” system. The proposed budget includes \$90,000 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.

Management 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 beginning last year, as these costs are a pass-through cost through building permit revenues. The total for engineering services in both departments combined stayed the same as last year, in order to fund 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 funding for swale and sidewalk construction in Town rights-of-way. Other Contractual Services line items increased by \$40,000 from \$284,520 in FY20 to \$324,520 in FY21, largely due to the increased focus on storm drain maintenance. Septic to Sewer Conversion Planning costs were added to this year’s budget in the amount of \$10,000 to hire a grants administrator and to engage the Town Engineer and Town Attorney in the planning process.

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 Spanish River Drive and 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 have been put forth in the new fiscal year for continual maintenance to maximize the system.

**TOWN OF OCEAN RIDGE**

**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 539.112

**OTHER PHYSICAL ENVIRONMENT & SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Other Physical Environment Services</b>								
503.100 Professional Services	5,955	8,421	25,216	38,487	40,000	20,000	-50.00%	
503.120 Town Engineer	121,224	102,435	153,803	231,497	80,000	100,000	25.00%	
503.400 Other Contractual Services	136,908	148,752	191,323	162,836	284,520	324,520	14.06%	
504.000 Travel & Per Diem	0	0	0	0	0	0	0.00%	
504.610 Repair & Maintenance	15,927	15,459	37,965	40,929	36,000	41,000	13.89%	
505.230 Operating Supplies / Small Tools	0	0	0	0	0	0	0.00%	
506.400 Machinery & Equipment	0	7,615	0	0	0	0	0.00%	
<b>Other Physical Environment Services Totals</b>	<b>280,014</b>	<b>282,682</b>	<b>408,307</b>	<b>473,749</b>	<b>440,520</b>	<b>485,520</b>	<b>10.22%</b>	

# BUDGET DETAIL WORKSHEET - VERSION 4.0

## OTHER PHYSICAL ENVIRONMENT DEPARTMENT 539.112

	FY20	FY21
<b>503.100 PROFESSIONAL SERVICES</b>		
RAFTELIS - SEWER CONVERSION FINANCIAL CONSULTANT	\$ 31,000.00	\$ 10,000.00
SEPTIC TO SEWER PLANNING - RMPK, ENGENUITY, TORCIVIA	\$ -	\$ 10,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 31,000.00</b>	<b>\$ 20,000.00</b>
<b>503.120 TOWN ENGINEER</b>		
GENERAL ENGINEERING SERVICES	\$ 65,000.00	\$ 75,000.00
SURVEYING	\$ 10,000.00	\$ 10,000.00
GIS CONSULTING & MAPPING LAYERS	\$ 15,000.00	\$ 15,000.00
<b>TOTAL LINE ITEM 503.120</b>	<b>\$ 90,000.00</b>	<b>\$ 100,000.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
PEST CONTROL - ORKIN CONTRACT	\$ 720.00	\$ 720.00
LANDSCAPE MAINT. & COCONUT TRIM - CHRIS WAYNE	\$ 100,000.00	\$ 90,000.00
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
SPECIAL TREE TRIMMING AND/OR REMOVAL - ABLE TREE	\$ 1,200.00	\$ 1,200.00
LETHAL YELLOWING CONTROL - KING TREE	\$ 700.00	\$ 700.00
STORM DRAIN MAINTENANCE - TELEVAC	\$ 50,000.00	\$ 50,000.00
STORM DRAIN MAINTENANCE - BARNACLE BUSTERS	\$ 8,000.00	\$ 8,000.00
STORM DRAIN MAINTENANCE - RED VALVE	\$ 10,000.00	\$ 10,000.00
STORM DRAIN MAINTENANCE - HINTERLAND GROUP	\$ -	\$ 25,000.00
PUBLIC WORKS PROJECTS - FOSTER MARINE	\$ -	\$ 30,000.00
MONTHLY AQUATICS SERVICE - AQUAGENIX CONTRACT	\$ 3,600.00	\$ 3,600.00
SCADA ANNUAL SERVICE - MISSION COMMUNICATIONS	\$ 1,600.00	\$ 1,600.00
PLANIT GEO - TREE INVENTORY *	\$ -	\$ 5,000.00
IGUANA CONTROL	\$ 19,200.00	\$ 19,200.00
SWALE/SIDEWALK CONSTRUCTION IN TOWN ROW'S	\$ 20,000.00	\$ 10,000.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 284,520.00</b>	<b>\$ 324,520.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
WATER LINE & HYDRANT REPAIR/REPLACEMENT - LINETEC	\$ 30,000.00	\$ 30,000.00
DUNE STRUCTURE MAINTENANCE & VEGETATION	\$ 5,000.00	\$ 5,000.00
FUEL TANK DISPENSERS & REPAIRS	\$ 1,000.00	\$ 1,000.00
DETENTION AREA MAINTENANCE & PROJECTS	\$ -	\$ 5,000.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 36,000.00</b>	<b>\$ 41,000.00</b>
<b>505.230 OPERATING SUPPLIES - SMALL TOOLS</b>		
MISCELLANEOUS OPERATING SUPPLIES - SMALL TOOLS	\$ -	\$ -
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ -</b>	<b>\$ -</b>

\*TREE INVENTORY \$5,000 IN FY21, WILL BE \$2,000 IN FY22 AND BEYOND FOR SOFTWARE



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### **Departmental Budget Narrative**

#### **Public Works**

The Public Works Department budget is proposed at a 5.77% decrease this year which is based on turnover in the department. The FY21 budget includes a Public Works I and Public Works II position, and although another position is needed in this department to properly maintain the town, management is holding off for another year in requesting an additional position due to the potential recession.

Additions to the budget include professional services for proper maintenance and monitoring of the Town's pump stations; generator repairs; additional tools and supplies for drainage repair and other projects; and machinery and equipment including rental equipment. The road materials and supplies line item was reduced to reflect actual expenditures. The fire hydrant testing & maintenance expense was moved from the Capital Fund to the General Fund in the Public Works Department, as it is now a continual maintenance program since the replacement program was completed in FY20.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT: 541.113

**PUBLIC WORKS EXPENSE**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Public Works</b>								
501.200 Regular Salaries And Wages	96,000	99,114	104,047	102,494	168,537	106,801	-36.63%	
501.210 One Time Lump (Longevity & Retire)	2,000	0	0	0	1,000	0	-100.00%	
501.400 Overtime	3,475	10,304	3,043	8,124	6,000	6,000	0.00%	
501.410 Vacation Pay	1,856	1,101	1,157	0	3,241	2,054	-36.63%	
502.100 FICA Taxes	7,905	8,455	8,281	8,462	12,893	8,170	-36.63%	
502.200 Retirement Contributions	7,629	8,450	8,658	9,168	14,380	11,161	-22.39%	
502.300 Life & Health Insurance	14,985	16,964	18,702	22,456	28,313	18,580	-34.38%	
502.310 Long Term Disability	840	798	924	1,046	1,167	716	-38.64%	
502.400 Workers Compensation	3,758	3,714	3,812	4,853	4,985	4,542	-8.89%	
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	3,716	0	0	0	0	16,700	100.00%	
504.300 Utility Services - Electric & Water	46,039	43,626	47,876	48,381	48,000	48,500	1.04%	
504.500 Insurance - Liab, Hazard, Damage	1,304	1,341	1,434	1,575	531	386	-27.35%	
504.610 Repair & Maintenance	5,382	3,620	5,891	34,431	21,500	79,500	269.77%	
504.620 Repair & Maintenance-Vehicle	1,587	1,330	2,070	510	3,000	2,000	-33.33%	
505.200 Operating Supplies	3,043	1,551	2,031	1,994	7,500	7,000	-6.67%	
505.210 Operating Supplies-Gas & Oil	2,010	2,853	3,730	2,868	4,000	4,000	0.00%	
505.220 Operating Supplies-Uniform/Emb	513	392	445	961	1,400	1,200	-14.29%	
505.230 Operating Supplies-Small Tools	270	615	448	342	5,500	5,000	-9.09%	
505.300 Road Materials & Supplies	27,472	27,714	38,419	10,634	35,000	25,000	-28.57%	
505.400 Subsc., Memberships, Education	0	0	0	0	1,350	1,050	-22.22%	
506.400 Machinery & Equipment	1,611	18,194	1,699	0	12,000	10,000	-16.67%	
<b>Public Works Totals</b>	<b>231,395</b>	<b>250,136</b>	<b>252,667</b>	<b>258,302</b>	<b>380,298</b>	<b>358,359</b>	<b>-5.77%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 4.0****PUBLIC WORKS DEPARTMENT 541.113****EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>503.100 PROFESSIONAL SERVICES</b>		
PUMP STATION EVALUATION/TROUBLESHOOTING	\$ -	\$ 5,000.00
PUMP STATION CAMERA MONITORING ANNUAL FEE	\$ -	\$ 1,700.00
SCADA MONITORING	\$ -	\$ 5,000.00
SCADA REPAIRS	\$ -	\$ 5,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ -</b>	<b>\$ 16,700.00</b>
<b>504.300 UTILITY SERVICES - ELECTRIC</b>		
FPL - STREET LIGHTS	\$ 25,000.00	\$ 25,000.00
FPL - IRRIGATION /SPRINKLERS- TOWN PROPERTY	\$ 10,000.00	\$ 10,500.00
FPL - WOOLBRIGHT/TROPICAL PUMP ELECTRIC FEE	\$ 13,000.00	\$ 13,000.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 48,000.00</b>	<b>\$ 48,500.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
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
FIRE HYDRANT TESTING & MAINTENANCE	\$ -	\$ 30,000.00
GENERATOR REPAIR (NOT SERVICE)	\$ -	\$ 28,000.00
GENERATOR MAINT AGMT/PW PORTION W/RUST PRVNTION	\$ 7,500.00	\$ 7,500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 21,500.00</b>	<b>\$ 79,500.00</b>
<b>504.620 REPAIR &amp; MAINTENANCE - VEHICLE</b>		
REPAIRS & MAINTENANCE ON PUBLIC WORKS VEHICLES	\$ 3,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 504.620</b>	<b>\$ 3,000.00</b>	<b>\$ 2,000.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
MISC OPERATING SUPPLIES - BULBS, MISC SIGNS, ETC.	\$ 7,500.00	\$ 7,000.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 7,500.00</b>	<b>\$ 7,000.00</b>
<b>505.210 OPERATING SUPPLIES - GAS &amp; OIL</b>		
GAS & OIL FOR VEHICLES	\$ 2,500.00	\$ 2,500.00
DIESEL FOR GENERATORS	\$ 1,500.00	\$ 1,500.00
<b>TOTAL LINE ITEM 505.210</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
<b>505.220 OPERATING SUPPLIES - UNIFORMS</b>		
SHIRTS, PANTS, JACKETS, SAFETY EQUIPMENT	\$ 1,400.00	\$ 1,200.00
<b>TOTAL LINE ITEM 505.220</b>	<b>\$ 1,400.00</b>	<b>\$ 1,200.00</b>
<b>505.230 OPERATING SUPPLIES - SMALL TOOLS</b>		
MISCELLANEOUS SMALL TOOLS	\$ 5,500.00	\$ 5,000.00



**BUDGET DETAIL WORKSHEET - VERSION 4.0****PUBLIC WORKS DEPARTMENT 541.113****EXCLUDING SALARY & INSURANCE LINES**

	FY20	FY21
<b>TOTAL LINE ITEM 505.230</b>	<b>\$ 5,500.00</b>	<b>\$ 5,000.00</b>

**505.300 ROAD MATERIALS & SUPPLIES**

STREET SIGN MAINTENANCE (POSTS, REPAIRS, ETC.)	\$ 15,000.00	\$ 15,000.00
ROAD MATERIALS & MISCELLANEOUS ROAD SUPPLIES	\$ 20,000.00	\$ 10,000.00
<b>TOTAL LINE ITEM 505.300</b>	<b>\$ 35,000.00</b>	<b>\$ 25,000.00</b>

**505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION**

DEP/NPDES MEMBERSHIP & CERTIFICATION	\$ 50.00	\$ 50.00
EDUCATION FOR MAINTENANCE/PW EMPLOYEES	\$ 1,300.00	\$ 1,000.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 1,350.00</b>	<b>\$ 1,050.00</b>

**506.400 MACHINERY & EQUIPMENT**

RENTAL EQUIPMENT	\$ -	\$ 10,000.00
MISC MACHINERY & EQUIPMENT	\$ 3,500.00	\$ 10,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 3,500.00</b>	<b>\$ 10,000.00</b>



## **TOWN OF OCEAN RIDGE**

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

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)  
(561) 732-2635 ♦ FAX (561) 737-8359

### **Departmental Budget Narrative**

#### **Personnel (Human Resources)**

The FY21 budget includes the same staffing levels as FY20 for all departments. The personnel costs (HR) in the budget include salaries and benefits of all employees (including the PBA contract) and are calculated with FY21 merit evaluation values on anniversary dates. For budgeting purposes, all employees in the Town except the Town Manager and Police Chief 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 noted otherwise. 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. The overall increase in personnel expenses from FY20 to FY21 including salaries and benefits is \$360,886.

The Florida Retirement System rates for civilians is set at 10.00% from 10/1 to 6/30, at 24.45% for the special risk category, 27.29% for senior management class employees, and 16.98% for employees that are in the DROP program in preparation for retirement. The rates increase on July 1<sup>st</sup> of each year, and although we don't have those rates currently for July 1, 2021, we have projected that the rates will increase to 11.80%, 26.16%, 29.20% and 19.87% respectively, based on past rate increases.

The Town's general employee Health/Dental/Vision Insurance Plan coverage rates increased 11.6% from FY18 to FY19, and decreased by 7.93% in FY20. In this proposed budget for FY21, health insurance rates decreased by 1.5%, and dental and vision insurance rates remained steady according to our insurance agent.

The workers' comp insurance premiums are estimated to go up from \$64,811 in FY20 to \$86,294 in FY21 based on our experience ratings.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**  
 FY21 Budget Workbook: Version 4.0

**HR Salary Calculations & Multipliers Worksheet Estimator**

										Salary Multipliers														
Position Description	#	Dept.	DOH	Anv. Mo	Current Actual	Est. Rate FYE 20	Projected FY 21	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	Ret Total	Rate 7/1-9/30	Monthly Ret Total	Annual 502.200 FUTA	Annual 502.500 Vac Pay	Annual 501.410 Hol Comp	Annual 501.600 Salary & Benefits
<b>Town Manager / Fin Dir</b>	1	TM	01/04/16	9.0	125,000	125,000	125,000	CLER 8810	2,271	722	28	5	32	786	63	9,563	27.29	2,843	29.20	3,042	1,250	2,404	n/a	194,818
<b>TM Dept Totals</b>							125,000	<b>Annual Totals</b>	<b>2,271</b>	<b>8,664</b>	<b>336</b>	<b>54</b>	<b>382</b>	<b>9,436</b>	<b>750</b>	<b>9,563</b>		<b>25,584</b>		<b>9,125</b>	<b>1,250</b>	<b>2,404</b>	<b>n/a</b>	<b>194,818</b>
<b>Town Clerk</b>	2	TC	05/23/17	4.5	63,000	63,000	64,181	CLER 8810	2,271	722	28	5	19	774	29	4,910	10.00	535	11.80	631	642	1,234	n/a	98,869
Assistant Town Clerk	3	TC	02/04/19	8.0	37,854	37,854	39,116	CLER 8810	2,271	722	28	5	16	771	23	2,992	10.00	326	11.80	385	391	752	n/a	68,390
Treasurer	4	TC	07/28/05	2.0	71,400	74,970	75,595	CLER 8810	2,271	722	28	5	26	780	43	5,783	10.00	630	11.80	743	756	1,454	n/a	113,000
<b>Clerk Dept Reg Emp Total</b>							114,711																	
<b>Clerk Dept Totals</b>							178,892	<b>Annual Totals</b>	<b>6,813</b>	<b>25,992</b>	<b>1,008</b>	<b>162</b>	<b>741</b>	<b>27,903</b>	<b>1,139</b>	<b>13,685</b>		<b>13,417</b>		<b>5,277</b>	<b>1,789</b>	<b>3,440</b>	<b>n/a</b>	<b>280,258</b>
<b>Building Official</b>	5	BU	07/13/20	2.5	89,250	89,250	90,180	BLDS 9015	2,271	722	28	5	32	786	58	6,899	10.00	751	11.80	887	902	1,734	n/a	130,976
Building Clerk	6	BU	12/09/02	10.0	65,615	65,615	68,349	CLER 8810	2,271	722	28	5	24	779	39	5,229	10.00	570	11.80	672	683	1,314	n/a	104,149
<b>Building Dept Totals</b>							158,529	<b>Annual Totals</b>	<b>4,542</b>	<b>17,328</b>	<b>672</b>	<b>108</b>	<b>673</b>	<b>18,781</b>	<b>1,165</b>	<b>12,127</b>		<b>11,890</b>		<b>4,677</b>	<b>1,585</b>	<b>3,049</b>	<b>n/a</b>	<b>235,125</b>
Public Works I	7	PW	07/06/20	3.0	44,500	44,500	45,056	STRM 5509	2,271	722	28	5	17	772	25	3,447	10.00	375	11.80	443	451	866	n/a	75,622
Public Works II	8	PW	07/12/10	2.5	58,198	61,108	61,744	STRM 5509	2,271	722	28	5	22	777	35	4,723	10.00	515	11.80	607	617	1,187	n/a	96,049
<b>PW-Maint Totals</b>							106,801	<b>Annual Totals</b>	<b>4,542</b>	<b>17,328</b>	<b>672</b>	<b>108</b>	<b>472</b>	<b>18,580</b>	<b>716</b>	<b>8,170</b>		<b>8,010</b>		<b>3,151</b>	<b>1,068</b>	<b>2,054</b>	<b>n/a</b>	<b>171,671</b>
<b>Chief of Police</b>	9	PD	11/15/05	10.5	120,000	120,000	122,100	PD&D 7720	2,271	722	28	5	32	786	63	9,341	24.45	2,488	26.16	2,662	1,221	2,348	n/a	187,278
Lieutenant	10	PD	09/09/14	1.0	95,577	100,356	100,774	PD&D 7720	2,271	722	28	5	32	786	54	7,709	24.45	2,053	26.16	2,197	1,008	1,938	n/a	158,292
Lieutenant	11	PD	07/12/16	2.5	84,272	88,486	89,407	PD&D 7720	2,271	722	28	5	30	784	50	6,840	24.45	1,822	26.16	1,949	894	1,719	n/a	142,792
Sergeant	12	PD	07/27/15	2.0	70,072	73,576	74,189	PD&D 7720	2,271	722	28	5	27	781	44	5,675	24.45	1,512	26.16	1,617	742	1,427	4,484	126,517
Sergeant	13	PD	11/07/11	11.0	74,329	74,329	77,735	PD&D 7720	2,271	722	28	5	27	782	45	5,947	16.98	1,100	19.87	1,287	777	1,495	4,698	125,988
Sergeant	14	PD	12/10/13	10.0	72,352	72,352	75,366	PD&D 7720	2,271	722	28	5	26	781	43	5,766	24.45	1,536	26.16	1,643	754	1,449	4,555	128,175
Sergeant	15	PD	07/27/15	2.0	70,072	73,576	74,189	PD&D 7720	2,271	722	28	5	27	781	44	5,675	24.45	1,512	26.16	1,617	742	1,427	4,484	126,517
Police Officer	16	PD	01/07/19	9.0	56,597	56,597	58,719	PD&D 7720	2,271	722	28	5	22	776	34	4,492	24.45	1,196	26.16	1,280	587	1,129	3,549	104,386
Police Officer	17	PD	01/07/19	9.0	56,597	56,597	58,719	PD&D 7720	2,271	722	28	5	22	776	34	4,492	24.45	1,196	26.16	1,280	587	1,129	3,549	104,386
Police Officer	18	PD	02/13/18	7.5	58,296	58,296	60,118	PD&D 7720	2,271	722	28	5	22	777	35	4,599	24.45	1,225	26.16	1,311	601	1,156	3,633	106,389
Police Officer	19	PD	12/13/04	9.5	84,613	84,613	87,962	PD&D 7720	2,271	722	28	5	30	785	51	6,729	24.45	1,792	26.16	1,918	880	1,692	5,316	146,174
Police Officer	20	PD	10/01/02	12.0	84,572	84,572	88,801	PD&D 7720	2,271	722	28	5	30	785	51	6,793	24.45	1,809	26.16	1,936	888	1,708	5,367	147,360
Police Officer	21	PD	02/13/18	7.5	59,753	59,753	61,621	PD&D 7720	2,271	722	28	5	22	777	35	4,714	24.45	1,256	26.16	1,343	616	1,185	3,724	108,516
Police Officer	22	PD	03/05/13	7.0	71,768	71,768	73,861	PD&D 7720	2,271	722	28	5	26	781	43	5,650	24.45	1,505	26.16	1,610	739	1,420	4,464	126,027
Police Officer	23	PD	04/20/20	5.5	54,500	54,500	55,749	PD&D 7720	2,271	722	28	5	24	778	38	4,265	24.45	1,136	26.16	1,215	557	1,072	3,369	100,283
Police Officer	24	PD	04/03/18	6.0	58,296	58,296	59,753	PD&D 7720	2,271	722	28	5	22	777	35	4,571	24.45	1,217	26.16	1,303	598	1,149	3,611	105,873
Police Officer	25	PD	04/24/17	5.5	60,967	60,967	62,364	PD&D 7720	2,271	722	28	5	23	777	36	4,771	24.45	1,271	26.16	1,360	624	1,199	3,769	109,606
Police Officer	26	PD	08/26/19	1.0	54,500	57,225	57,463	PD&D 7720	2,271	722	28	5	22	776	34	4,396	24.45	1,171	26.16	1,253	575	1,105	3,473	102,609
Dispatch Manager	27	DS	02/15/05	8.5	75,746	75,746	78,428	CLER 8810	2,271	722	28	5	27	782	45	6,000	10.00	654	11.80	771	784	1,508	3,318	119,809
Dispatcher	28	DS	12/26/16	9.5	48,619	48,619	50,543	CLER 8810	2,271	722	28	5	19	774	29	3,867	10.00	421	11.80	497	505	972	2,138	84,495
Dispatcher	29	DS	05/06/19	5.0	44,625	44,625	45,555	CLER 8810	2,271	722	28	5	18	773	27	3,485	10.00	380	11.80	448	456	876	1,927	78,190
Dispatcher	30	DS	10/07/19	12.0	42,500	42,500	44,625	CLER 8810	2,271	722	28	5	18	773	27	3,414	10.00	372	11.80	439	446	858	1,888	77,025
Dispatcher	31	DS	08/12/14	1.5	52,499	55,124	55,468	CLER 8810	2,271	722	28	5	20	775	31	4,243	10.00	462	11.80	545	555	1,067	2,347	90,719
Dispatcher	32	DS	Vacant	0.0	42,500	42,500	42,500	CLER 8810	2,271	722	28	5	18	773	27	3,251	10.00	354	11.80	418	425	817	1,798	74,363
Dispatcher (PT)	33	DS	06/09/11	3.5	21,247	22,310	22,635	PD&D 7720	2,271	0	0	0	0	0	0	1,732	10.00	189	11.80	223	226	0	0	29,229
<b>Police Dept Reg Emp Totals</b>					<b>1,494,869</b>	<b>1,517,281</b>	<b>1,556,547</b>																	
<b>Police Department Totals</b>					<b>1,614,869</b>	<b>1,637,281</b>	<b>1,678,647</b>	<b>Annual Totals</b>	<b>56,772</b>	<b>207,936</b>	<b>8,064</b>	<b>1,296</b>	<b>7,023</b>	<b>224,319</b>	<b>11,417</b>	<b>128,416</b>		<b>266,646</b>		<b>96,364</b>	<b>16,786</b>	<b>31,846</b>	<b>75,465</b>	<b>2,810,998</b>
<b>Total Payroll &amp; Benefits for FY21</b>							<b>2,247,869</b>		<b>74,939</b>	<b>277,248</b>	<b>10,752</b>	<b>1,728</b>	<b>9,290</b>	<b>299,018</b>	<b>15,188</b>	<b>171,962</b>		<b>325,547</b>		<b>118,593</b>	<b>22,479</b>	<b>42,793</b>	<b>75,465</b>	<b>3,692,871</b>

# BUDGET DETAIL WORKSHEET - VERSION 4.0

## INSURANCE, LIABILITY, HAZARD, DAMAGE

		FY20	FY21
001-511.101-504.500	<b>TOWN COMMISSION</b>		
	MILTON - GENERAL LIABILITY	\$ 885.71	\$ 964.44
	MARSH - ERRORS & OMISSIONS	\$ 14,170.00	\$ 16,000.00
	<b>TOTAL LINE ITEM 001-511.101-504.500</b>	<b>\$ 15,055.71</b>	<b>\$ 16,964.44</b>
001-512.102-504.500	<b>TOWN MANAGER</b>		
	MILTON - GENERAL LIABILITY	\$ 177.14	\$ 192.89
	<b>TOTAL LINE ITEM 001-512.102-504.500</b>	<b>\$ 177.14</b>	<b>\$ 192.89</b>
001-513.103-504.500	<b>TOWN CLERK</b>		
	MILTON - GENERAL LIABILITY	\$ 531.43	\$ 578.67
	<b>TOTAL LINE ITEM 001-513.103-504.500</b>	<b>\$ 531.43</b>	<b>\$ 578.67</b>
001-515.105-504.500	<b>BOARDS &amp; COMMITTEES</b>		
	MILTON - GENERAL LIABILITY	\$ 2,480.00	\$ 2,700.44
	<b>TOTAL LINE ITEM 001-515.105-504.500</b>	<b>\$ 2,480.00</b>	<b>\$ 2,700.44</b>
001-519.106-504.500	<b>GENERAL GOVERNMENT</b>		
	MILTON - GENERAL LIABILITY	\$ 69,440.00	\$ 72,912.00
	HARTFORD - BUSINESS TRAVEL & ACCIDENT	\$ 1,450.00	\$ 1,450.00
	HARTFORD - FLOOD	\$ 2,061.00	\$ 2,200.00
	ATLANTIC PACIFIC - STORAGE TANK	\$ 850.00	\$ 900.00
	<b>TOTAL LINE ITEM 001-519.106-504.500</b>	<b>\$ 73,801.00</b>	<b>\$ 77,462.00</b>
001-521.107-504.500	<b>PUBLIC SAFETY</b>		
	MILTON - GENERAL LIABILITY	\$ 24,800.00	\$ 26,040.00
	PLASTRIDGE - FIREARMS	\$ 525.00	\$ 550.00
	<b>TOTAL LINE ITEM 001-521.107-504.500</b>	<b>\$ 25,325.00</b>	<b>\$ 26,590.00</b>
001-528.108-504.500	<b>BUILDING DEPT</b>		
	MILTON - GENERAL LIABILITY	\$ 354.29	\$ 385.78
	<b>TOTAL LINE ITEM 001-524.108-504.500</b>	<b>\$ 354.29</b>	<b>\$ 385.78</b>
001-541.113-504.500	<b>PUBLIC WORKS</b>		
	MILTON - GENERAL LIABILITY	\$ 531.43	\$ 385.78
	<b>TOTAL LINE ITEM 001-541.113-504.500</b>	<b>\$ 531.43</b>	<b>\$ 385.78</b>

### Percentages for Milton General Liability Insurance

**Budgeted Premium \$104,160** **\$ 99,200.00** **\$ 104,160.00**

Town Commission	\$ 885.71	\$ 964.44
Town Manager	\$ 177.14	\$ 192.89
Town Clerk	\$ 531.43	\$ 578.67
Boards & Committees	\$ 2,480.00	\$ 2,700.44
General Government	\$ 69,440.00	\$ 72,912.00
Police Department	\$ 24,800.00	\$ 26,040.00
Building Dept	\$ 354.29	\$ 385.78
Public Works	\$ 531.43	\$ 385.78
<b>Total</b>	<b>\$ 99,200.00</b>	<b>\$ 104,160.00</b>

General Govt 70%

Police Dept 25% due to High Risk Category

Balance Split Between All Other Depts Based on # of Employees/Comm, total of 27

## BUDGET DETAIL WORKSHEET - VERSION 4.0

### WORKERS' COMP INSURANCE

		FY20	FY21
001-511.101-502.400	<b>TOWN COMMISSION</b>		
	PGIT - WORKERS COMP	\$ 8,309.10	\$ 11,354.45
	<b>TOTAL LINE ITEM 001-511.101-502.400</b>	<b>\$ 8,309.10</b>	<b>\$ 11,354.45</b>
001-512.102-502.400	<b>TOWN MANAGER</b>		
	PGIT - WORKERS COMP	\$ 1,661.82	\$ 2,270.89
	<b>TOTAL LINE ITEM 001-512.102-502.400</b>	<b>\$ 1,661.82</b>	<b>\$ 2,270.89</b>
001-513.103-502.400	<b>TOWN CLERK</b>		
	PGIT - WORKERS COMP	\$ 4,985.46	\$ 6,812.67
	<b>TOTAL LINE ITEM 001-513.103-502.400</b>	<b>\$ 4,985.46</b>	<b>\$ 6,812.67</b>
001-521.107-502.400	<b>PUBLIC SAFETY</b>		
	PGIT - WORKERS COMP	\$ 41,545.50	\$ 56,772.43
	<b>TOTAL LINE ITEM 001-521.107-502.400</b>	<b>\$ 41,545.50</b>	<b>\$ 56,772.43</b>
001-524.108-502.400	<b>BUILDING DEPARTMENT</b>		
	PGIT - WORKERS COMP	\$ 3,323.66	\$ 4,541.78
	<b>TOTAL LINE ITEM 001-524.108-502.400</b>	<b>\$ 3,323.66</b>	<b>\$ 4,541.78</b>
001-541.113-502.400	<b>PUBLIC WORKS</b>		
	PGIT - WORKERS COMP	\$ 4,985.46	\$ 4,541.78
	<b>TOTAL LINE ITEM 001-541.113-502.400</b>	<b>\$ 4,985.46</b>	<b>\$ 4,541.78</b>
		<b>TOTAL</b>	<b>\$ 86,294.00</b>
	<b>Breakdown:</b>		
	<b>Annual Premium =</b>	<b>\$ 64,811.00</b>	<b>\$ 86,294.00</b>
# Employees			
5	Town Commission	\$ 8,309.10	\$ 11,354.45
1	Town Manager	\$ 1,661.82	\$ 2,270.89
3	Town Clerk/Finance	\$ 4,985.46	\$ 6,812.67
25	Police Department	\$ 41,545.50	\$ 56,772.43
2	Building Department	\$ 3,323.66	\$ 4,541.78
2	Public Works	\$ 4,985.46	\$ 4,541.78
<b>38</b>	<b>Total</b>	<b>\$ 64,811.00</b>	<b>\$ 86,294.00</b>

Premium \$71,294/38 employees = \$2,270.89 per person



## **TOWN OF OCEAN RIDGE**

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

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)  
(561) 732-2635 ♦ FAX (561) 737-8359

### **Departmental Budget Narrative**

#### **Contingency**

The Town typically budgets \$50,000 for natural disasters and \$50,000 for general contingency. The Town Commission decreased this line item in FY20 to \$50,000 overall in order to keep the mil rate down. Management recommends moving back to the typical \$100,000 contingency funding for unknown expenditures that occur throughout the year such as air conditioner unit replacement, water main breaks, etc. Reserves can be utilized by vote of the Commission in the event of significant emergency expenses such as a natural disaster.

**TOWN OF OCEAN RIDGE****Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

GENERAL FUND #001 - DEPT.: 590.100

**CONTINGENCY EXPENSE & TRANSFER TO CAPITAL FUND**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Contingency &amp; Transfers</b>								
590.110 Transfer To Capital	180,000	218,500	188,675	138,560	645,100	645,100	0.00%	
590.900 Contingency	7,249	42,429	134,710	63,430	50,000	100,000	100.00%	
<b>Contingency &amp; Transfers Totals</b>	<b>187,249</b>	<b>260,929</b>	<b>323,385</b>	<b>201,990</b>	<b>695,100</b>	<b>745,100</b>	<b>7.19%</b>	

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## **DEPARTMENTAL BUDGET NARRATIVE**

### **FY21 CAPITAL FUND**

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The FY21 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 Capital budget allocates \$421,000 for infrastructure improvements and maintenance, 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 capital budget document.

The last annualized road paving was completed in FY18, as the Town Commission decided to focus more on drainage infrastructure repairs in FY19 and FY20 due to continued nuisance flooding in town. As such, the annualized paving program of \$200,000 was deferred until FY21. Also deferred to FY21 was funding for a suggested EMT program for the Town of Ocean Ridge. Management is suggesting that these two programs are further deferred to FY22 due to continued nuisance flooding and a potential decrease in revenues due to the COVID-19 pandemic.

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

#### **# 1**

##### **Replace All-Terrain Vehicle \$10,000**

The Town owns a total of two all-terrain vehicles that are shared between the Police Department and Public Works Department. Due to increased wear and tear on the vehicle from extra beach patrols, the Polaris side-by-side ATV has been failing on a consistent basis over the past few months and needs to be replaced.

#### **# 2**

##### **ADA Setup for Entrance Door to Town Hall \$10,000**

The Town budgeted for a new door for Town Hall in FY20, as the current door was broken and we continually received complaints from residents regarding how heavy the door is. Since Town Hall is the voting location for Ocean Ridge residents, there are ADA guidelines that we must meet, and \$10,000 will retrofit the new door with the equipment necessary to meet those guidelines.

#### **# 3**

##### **Replace Security Window in Dispatch Center \$16,000**

The current security window in the dispatch center is cracked with defective glass and is in need of repair. This is necessary as the window unit cannot be repaired as constructed, and the security window is in the first line of defense for the police department. For several years, staff has requested to install security glass at the counters at Town Hall due to safety concerns, and due to the COVID-19 pandemic, it has become increasingly necessary to do so in order to further protect staff in Town Hall and the Police Department, as the two areas are inter-connected.



## # 4

### **Police Radio and Telephone Recorder \$30,000**

The emergency call recording system currently in use in the Police Department is aged out by over two years. The total cost of this item is \$150,000, to be spread out over a five year period at an approximate cost of \$30,000 per year until full ownership is obtained. The current system is over 10 years old and will soon be incompatible with technology in this area.

## # 5

### **Fire Hydrant Repair and/or Replacement (Moved to General Fund)**

This \$30,000 item was moved from the Capital Fund to the General Fund for FY21 forward, as it will be a continual testing and maintenance item moving forward. The Capital Fund line item #5 now shows zero and the Public Works Department Repair & Maintenance line item was increased by \$30,000 for this item.

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. Approximately 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. Due to the fact that the Town spent \$200,000 over the past two fiscal years to catch up on maintenance of the hydrants, management has requested \$30,000 for the FY21 fiscal year to ensure that all hydrants are operational in the event of an emergency.

Specifications for the hydrant and its appurtenances will have to meet Boynton Beach Utilities criteria since we contract with them to provide 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.

## # 6

### **Pump Replacement/Repair, Tropical & Woolbright Pump Stations \$70,000**

The Woolbright Pump Station was installed approximately 15 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 15 years, that one pump will need major overhaul or total replacement every year.

The Town Commission approved \$20,000 in the FY20 five-year capital improvement plan, and staff estimates that \$70,000 will be needed for the next two years to properly maintain these pumps. This line item is for pump replacement/repair only.

## # 7

### **Paving, Grading & Drainage Infrastructure \$140,000**

The Town Engineer provided a separate map, chart, and cost estimates explaining the flooding areas and drainage related repairs needed in town. Staff will utilize the funds in this category to take care of the most pressing issues on the Town Engineer's list first, and continue 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. The Town Manager and Town Engineer suggest deferring the paving plan for another year due to continued nuisance flooding that should be addressed.

#### **a. Tropical Drive Pump Station Generator Upgrade \$125,000**

The Tropical Drive Pump Station (PS) was installed approximately 15 years ago. This station, along with the Woolbright Pump Station, are responsible for the Stormwater management of over 65 acres of residential land with the Town. Both stations are supposed to work identically and are part of an overall "South Phase Project". The South Phase Project was permitted through many agencies including the South Florida Water Management District (SFWMD). The location of this pump station is beneath the Tropical Drive Road. There are 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. Specifically, for the Tropical Drive PS, if the electricity goes out, the generator, housed in Turtle Beach, will automatically go on. The original size of the generator was designed to be 230kw. Unfortunately, due to space constraints, the generator is currently 150kw in size. This smaller size does not allow the pumping system to work at the same rate as the generator on Woolbright and as originally designed with electrical power. Only one big pump, the 100hp pump, can run on generator power currently. With the new smaller housing units made for generators, a 230kw generator can possibly fit in the space provided at Turtle Beach. The older 150kw generator will be transferred to the pump station at Coconut Lane, and the oldest generator at Coconut Lane can be sold. The estimated budget range is \$100,000 to \$150,000.

#### **b. Inlet Cay Island Pipe Grouting \$15,000**

Inlet Cay Island consists of four roads. Each road has its own drainage infrastructure. This infrastructure is made up of catch basins, pipes and valves that hold back tidal waters. In a 2018 Report prepared by Higgins Engineering, Inc., soil borings indicated a "10-15-foot-thick peat/muck layer" and that the "soil layer is compressing". Because of this subsurface condition, the drainage pipes will tend to move with the soil at a different rate than the catch basins (structures) connected to them. This causes pipe failures, pipes disconnecting from structures, and pipe joints to separate. This phenomenon occurs more frequently on this island than in other areas in Town. Staff does not know exactly where the next pipe rehabilitation will be. However, we have seen at least one area a year experience Stormwater leakage and the need to grout the pipes. With the ability to utilize two contractors, TeleVac and Hinterland Group, we can request that a pipe be videoed immediately and a repair can be made quickly before there is total pipe failure. Estimated cost ranges from \$10,000 to \$15,000.

**c. Eleuthera Drive Cul-de-Sac Outfall/Tidal Flooding \$0**

REMOVED FROM CONSIDERATION IN FY21

Eleuthera Drive is located on Inlet Cay Island. This road has its own drainage infrastructure made up of catch basins, pipes and valves that hold back tidal waters. In a 2018 Report prepared by Higgins Engineering, Inc., soil borings indicated a "10-15-foot-thick peat/muck layer" and that the "soil layer is compressing". Because of this subsurface condition, the drainage pipes will tend to move with the soil at a different rate than the catch basins (structures) connected to them. This causes pipe failures, pipes disconnecting from structures, and pipe joints to separate. In addition, this road's elevation changes over time causing tidal influences to be more dramatic than in other areas in Town. Staff has observed longer than normal Stormwater filling up and remaining in the cul-de-sac. Even though we have raised the elevation of the cul-de-sac in the past, a re-evaluation may be needed and the road and piping system may need to be improved. Budgeted range is from \$10,000 to \$100,000.

## **# 8**

**Replace Public Works Truck with Utility Truck \$45,000**

The Public Works Department currently has two pickup trucks, and one of those trucks was retrofitted with a utility bed and lights in FY20. The older 1999 truck is no longer safe to drive and is in need of replacement. Staff recommends purchasing a new truck complete with utility bed so that both Public Works employees are able to store the proper tools and equipment in the vehicle in order to get the job done properly.

## **# 9**

**Wet Well Maintenance for Pump Stations \$15,000**

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**

**Newly Equipped Police Vehicle \$50,000**

The Police Department currently maintains a fleet of 10 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 often used by Reserve Officers, one is an unmarked vehicle and is assigned for use by the Police Lieutenants, Police Investigator, plain vehicle surveillance actions, and is shared with other Police Department Personnel for use to travel for business purposes throughout the State of Florida, one is a donated vehicle assigned to the Community Police Officers, and one was transferred to the Building Official.

All vehicles in the fleet are generally purchased and 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 fleet vehicles, two were scheduled for replacement during this fiscal year. The donated vehicle has been removed from the rotation and is being maintained for as long as viable.

The approximate cost for replacement of a police vehicle is \$50,000.00 (pricing for vehicle and outfitting from current State of Florida bid pricing list) for FY21. This is an estimated cost, as the anticipated purchase will be 6-12 months in the future, and costs may change during that timeframe. The Town Commission requested that the Police Department explore alternative energy vehicles such as electric or hybrid vehicles and this cost estimate is taking these options into consideration.

The vehicles to be considered for trade and replacement are 1) Patrol Vehicle #566: 2016 Ford SUV, mileage on 3/3/20 is 73,376 with total engine hours of 307,610. This vehicle is expected to be out of warranty prior to the beginning of fiscal year 2020-2021. Scheduled replacement date was anticipated in the last budget cycle FY19. The vehicle is currently under warranty and repairs on this vehicle totaled \$915.81 between 10/1/18 through 5/15/2020; and 2) Building Official Vehicle #565: 2016 Ford SUV, mileage on 3/30/20 is 61,399. This vehicle is currently out of warranty and is a retired police patrol vehicle with damage to one of the doors. Repairs on this vehicle totaled \$481.69 between 10/1/18 through 5/15/2020.

The rotation of vehicles facilitates the best value and effective use of all vehicles which will allow the Town to replace its oldest spare vehicle with a newer vehicle and realize greater trade values for cost offset. Expected trade values of the above listed vehicles based upon last year's numbers are approximately \$20,000 to \$30,000. The loss in trade value diminishes each year by approximately 10-15%.

The Town has historically maintained a rotation schedule of three years for police vehicles, however, the current rotation was offset by one year at the direction of the Town Commission during the last budget cycle in an attempt to lengthen the time vehicles are retained. The Town Manager recommends changing the rotation schedule from three years to four years based on repair & maintenance data and trade values, and the availability of extended warranties.

The Town has realized savings in the purchase of vehicles in many of the last eight budget cycles due to directed donations to the Department of Public Safety Support Group from residents for the purchase of new police vehicles, however, that is not anticipated in the future.

The Town Commission requested at the June 1<sup>st</sup> budget meeting that the Chief explore the possibilities of hybrid vehicles and leased vehicles, and Chief Hutchins' narrative is attached with his findings.

## **# 11**

### **Maintenance of Town Hall Facility \$20,000 (Commission Approved \$10,000)**

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. The Town Commission approved \$10,000 in FY20 for this purpose.

## **# 12**

### **Beach Crossover Repairs \$15,000**

Porter Street, Thompson Street & Corrine Street crossovers need repair on the wooden slats of the decking. The Town Commission indicated that their priority crossover in FY20 would be the Porter Street crossover; however, the Town had to replace the Anna Street crossover due to storm damage and severe beach erosion.

## **# 13**

### **Septic to Sewer Conversion Planning \$10,000 (Moved to General Fund)**

The Town Commission signed a contract with Raftelis as a Sewer Conversion Financial Consultant in FY20 and also appointed a five member Septic to Sewer Citizens' Advisory Committee to study the project. The committee is still in the beginning stages of its work and is not ready to move forward with the sewer conversion rate study yet. Once the committee is ready to move forward and Raftelis is finished with the study, Management will have a better idea of the costs of conversion and will update the budget request with the appropriate figures. For the FY21 budget, the Septic to Sewer Citizens' Advisory Committee is requesting that the Town expend \$10,000 for Attorney fees, consulting with the Town Engineer, and engaging RMPK Funding for grant administration costs for a planning grant that we are currently working on applying for.

## **# 14**

### **Crosswalk Near Crown Colony/Fayette Drive \$10,000**

Last year, residents of Crown Colony requested that a crosswalk be installed across North Ocean Blvd near Fayette Drive. The required traffic study was completed and submitted to FDOT along with a permit application for a crosswalk in 2019. FDOT rejected the application, and the Town Commission removed the item from the FY20 budget. However, this item is up for re-consideration as Representative Caruso is working with FDOT on re-examining the permit application at the request of residents of Crown Colony and Vice Mayor Coz.

**TOWN OF OCEAN RIDGE**  
**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

**CAPITAL FUND #302 - DEPT: CAPITAL INVESTMENT**

**CAPITAL FUND - STATEMENT OF REVENUES & EXPENDITURES**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
<b>Capital Fund Revenues</b>							
<b>Dept: 360.000 Miscellaneous Revenues</b>							
361.100 Interest Earned	0	83	35	250	0	-100.00%	
<b>Dept: 380.000 Non - Revenues</b>							
380.100 Fund Balance Unappropriated	115,000	0	0	0	0	0.00%	Capital Reserves
381.100 Interfund Transfer	218,500	188,675	138,576	536,100	421,000	-21.47%	Transfer from General Operating Acct
<b>Capital Fund Revenue Totals</b>	<b>333,500</b>	<b>188,758</b>	<b>138,611</b>	<b>536,350</b>	<b>421,000</b>	<b>-21.51%</b>	
<b>Capital Fund Expenditures</b>							
<b>Dept: 519.106 General Government</b>							
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	10,000	10,000	0.00%	
506.400 Machinery & Equipment	0	0	0	53,850	0	-84.34%	
<b>General Government Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,850</b>	<b>10,000</b>	<b>-84.34%</b>	
<b>Dept: 521.107 Law Enforcement &amp; Fire Control</b>							
506.400 Machinery & Equipment	118,500	0	0	27,000	106,000	292.59%	
<b>Law Enforcement &amp; Fire Control Totals</b>	<b>118,500</b>	<b>0</b>	<b>0</b>	<b>27,000</b>	<b>106,000</b>	<b>455.56%</b>	
<b>Dept: 539.112 Other Physical Environment</b>							
503.100 Professional Services	15,000	0	0	0	0	0.00%	
503.120 Town Engineer	0	0	0	0	0	0.00%	
504.900 Other Current Charges (Bank Fees)	0	757	393	0	0	0.00%	
506.300 Improvements Not Buildings	200,000	173,681	85,305	445,500	260,000	-41.64%	
506.310 Bridge Construction	0	0	0	0	0	0.00%	
506.330 Inlet Cay Piling Repairs	0	0	0	0	0	0.00%	
<b>Other Physical Environment Totals</b>	<b>215,000</b>	<b>174,438</b>	<b>85,698</b>	<b>445,500</b>	<b>260,000</b>	<b>-41.64%</b>	

**Dept: 541.112 Public Works**

**TOWN OF OCEAN RIDGE**

**Final 2020-2021 Fiscal Year Budget (FY21)**

FY21 Budget Workbook: Version 4.0

**CAPITAL FUND #302 - DEPT: CAPITAL INVESTMENT**

**CAPITAL FUND - STATEMENT OF REVENUES & EXPENDITURES**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budgeted	FY 2021 Proposed	% change F19>F20	User Notes
506.400 Machinery & Equipment	0	0	0	0	45,000	100.00%	
<b>Pubic Works Totals</b>	0	0	0	0	45,000	100.00%	
Capital Fund Expenditures Sub Totals	333,500	174,438	85,698	536,350	421,000	-21.51%	
Fund Balance, Reserves, Net Assets	0	0	0	0	0	0.00%	
Capital Fund Expenditures Totals	333,500	174,438	85,698	536,350	421,000	-21.51%	
<b>Revenue Over Expenditure</b>	0	14,320	52,913	0	0		

### CAPITAL ITEMS - FY21 BUDGET VERSION 4.0

ITEM #	ITEM DESCRIPTION	PRIORITY	DEPARTMENT	REQUESTED	APPROVED	NOTES
1	REPLACE ALL-TERRAIN VEHICLE	HIGH	POLICE DEPARTMENT	\$ 10,000	\$ 10,000	DUE TO INCREASED BEACH PATROLS
2	ADA SETUP FOR ENTRANCE DOOR TO TOWN HALL	HIGH	GENERAL GOVERNMENT	\$ 10,000	\$ 10,000	TO COMPLY WITH ADA FOR VOTING PLACE
3	REPLACE SECURITY WINDOW IN DISPATCH, ADD TO TOWN HALL	HIGH	POLICE DEPARTMENT	\$ 30,000	\$ 16,000	\$10,000 EACH WINDOW
4	POLICE RADIO AND TELEPHONE RECORDER	HIGH	POLICE DEPARTMENT	\$ 30,000	\$ 30,000	TOTAL COST \$150,000 SPREAD OVER 5 YEARS
5	FIRE HYDRANT REPAIR AND/OR REPLACEMENT	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ -	\$ -	MOVED MAINTENANCE TO PUBLIC WORKS DEPARTMNT
6	PUMP REPLACEMENTS AT TROPICAL & WOOLBRIGHT PUMP STATION	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 70,000	\$ 70,000	YEAR 2 OF THE 5-YEAR CAPITAL PROGRAM
7	PAVING, GRADING & DRAINAGE INFRASTRUCTURE (SEE ATTACHED)	HIGH	OTHER PHYSICAL ENVIRONMENT	\$ 140,000	\$ 140,000	SEE ENGENUITY'S PROJECT LIST ATTACHED; YR 2 CAPITL
8	REPLACE PUBLIC WORKS TRUCK WITH UTILITY TRUCK	HIGH	PUBLIC WORKS	\$ 45,000	\$ 45,000	
9	WET WELL MAINTENANCE TROPICAL & WOOLBRIGHT PUMP STATION	MEDIUM	OTHER PHYSICAL ENVIRONMENT	\$ 15,000	\$ 15,000	YEAR 2 OF THE 5-YEAR CAPITAL PROGRAM
10	POLICE VEHICLE FULLY EQUIPPED	MEDIUM	POLICE DEPARTMENT	\$ 50,000	\$ 50,000	
11	MAINTENANCE OF TOWN FACILITIES - PAINT & ROOF REPLACEMENT	LOW	OTHER PHYSICAL ENVIRONMENT	\$ 20,000	\$ 10,000	YEAR 2 OF THE 5-YEAR CAPITAL PROGRAM
12	BEACH CROSSEVER REPAIRS	LOW	OTHER PHYSICAL ENVIRONMENT	\$ 15,000	\$ 15,000	YEAR 2 OF THE 5-YEAR CAPITAL PROGRAM
13	SEPTIC TO SEWER CONVERSION PLANNING	NOT RATED	OTHER PHYSICAL ENVIRONMENT	\$ 10,000	\$ -	MOVED TO GENERAL FUND - OTHER PHYSICAL ENVIRO.
14	CROSSWALK NEAR CROWN COLONY/FAYETTE DRIVE	NOT RATED	OTHER PHYSICAL ENVIRONMENT	\$ 10,000	\$ 10,000	
			GENERAL GOVERNMENT TOTALS	\$ 10,000	\$ 10,000	
			LAW ENFORCEMENT TOTALS	\$ 120,000	\$ 106,000	
			PUBLIC WORKS	\$ 45,000	\$ 45,000	
			OTHER PHYSICAL ENV TOTALS	\$ 280,000	\$ 260,000	
			TOTALS	\$ 455,000	\$ 421,000	



**TOWN OF OCEAN RIDGE**

**5 YEAR CAPITAL IMPROVEMENTS PLAN - FY21 BUDGET VERSION 4.0**

ITEM DESCRIPTION	PRIORITY	DEPARTMENT	YEAR EXPENDED	FY20	FY21	FY22	FY23	FY24	TOTAL	NOTES
WOOLBRIGHT DETENTION AREA MAINTENANCE & TILLING	HIGH	PHYS ENVIRO	2020-2024	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	MOVED FROM CAP TO GEN OPER OPE \$5,000
STORM DRAIN MAINTENANCE/OUTFALL REPAIRS (NOTE 1)	HIGH	PHYS ENVIRO	2020-2024	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000	FY21 MOVED TO OTH PHY ENVIRONMENT DEPT
FIRE HYDRANT REPAIR AND/OR REPLACEMENTS	HIGH	PHYS ENVIRO	2020-2024	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	MOVED MAINT. EXPENSE TO PUBLIC WORKS
PUMP REPLACEMENT AT TROPICAL & WOOLBRT PUMP STAT.	HIGH	PHYS ENVIRO	2024	\$ 20,000	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 160,000	SEEKING FY21 APPROVAL
PAVING, GRADING & DRAINAGE INFRASTRUCTURE (NOTE 2)	HIGH	PHYS ENVIRO	2020-2024	\$ 135,000	\$ 140,000	\$ 385,000	\$ 300,000	\$ 300,000	\$ 1,260,000	SEE ENGENUITY'S PROJECT LIST ATTACHED
PUBLIC WORKS MACHINERY & EQUIPMENT	HIGH	GEN GOVT	2020-2024	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500	MOVED FROM CAP TO GEN OPER PW \$10,000
PUBLIC WORKS TRUCK BED & LIGHTS	HIGH	GEN GOVT	2020	\$ 15,700	\$ -	\$ -	\$ -	\$ -	\$ 15,700	EXPENDED FY20
PUBLIC WORKS TOOLS	HIGH	GEN GOVT	2020-2024	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500	MOVED FROM CAPITAL TO GEN OPER PW \$10k
WET WELL MAINTENANCE - TROPICAL & WOOLBRIGHT	HIGH	PHYS ENVIRO	2024	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 70,000	APPROVED FY20; SEEKING FY21 APPROVAL
CAMERA SYSTEM FOR PUMP STATIONS	HIGH	PHYS ENVIRO	2020	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	EXPENDED FY20
DOOR REPLACEMENTS FOR TOWN HALL/POLICE COMPLEX	HIGH	GEN GOVT	2020	\$ 6,650	\$ -	\$ -	\$ -	\$ -	\$ 6,650	EXPENDED FY20
ALL TERRAIN VEHICLE	HIGH	POLICE DEPT	2020	\$ 7,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 17,000	EXPENDED FY20; SEEKING 2ND REPLACE IN FY21
AC UNIT FOR TOWN HALL FACILITY (\$7,500 EACH)	MEDIUM	GEN GOVT	2020-2024	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000	DEFERRED TO FY22; % INCREASE IN CONTING
STREET NAME SIGN REPLACEMENT PROGRAM	LOW	GEN GOVT	2020-2024	\$ 6,000	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 27,000	DEFERRED TO FY22; % INCREASE IN CONTING
MAINTENANCE OF TOWN HALL FACILITY (ROOF & PAINTING)	LOW	GEN GOVT	2024	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	APPROVED FY20; SEEKING FY21 APPROVAL
BEACH CROSSOVER REPAIR AND/OR RE-CONFIGURATION	LOW	PHYS ENVIRO	2020-2024	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	APPROVED FY20; SEEKING FY21 APPROVAL
BODY WORN CAMERA SYSTEM FOR POLICE OFFICERS	HIGH	POLICE DEPT	2020	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	EXPENDED FY20; MAINT COST IN GEN OPER PD
VULNERABILITY STUDY	NOT RATED	PHYS ENVIRO	2020	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000	EXPENDED FY20
NEW FULLY EQUIPPED POLICE VEHICLE	MEDIUM	POLICE DEPT	2021	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 350,000	DEFERRED IN FY20; SEEKING FY21 APPROVAL
SEALCOAT & STRIPING TOWN HALL PARKING LOT	LOW	GEN GOVT	2022	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500	DEFERRED TO FY22
EMT PROGRAM	NOT RATED	POLICE DEPT	2022	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 130,000	DEFERRED TO FY22
REPLACE PUBLIC WORKS PICKUP WITH UTILITY TRUCK	MEDIUM	GEN GOVT	2021	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	DEFERRED IN FY20; SEEKING FY21 APPROVAL
REPLACE TOWN HALL FACILITY DRAIN FIELD	MEDIUM	GEN GOVT	2022	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	DEFERRED TO FY22; % INCREASE IN CONTING
POLICE RADIO & TELEPHONE RECORDER	HIGH	POLICE DEPT	2021-2025	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000	TOTAL COST \$150k SPREAD OUT OVER 5 YEARS
ADA SETUP FOR TOWN HALL DOOR	HIGH	GEN GOVT	2021	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	SEEKING FY21 APPROVAL
SECURITY WINDOWS - 1 DISPATCH, 2 TOWN HALL	HIGH	POLICE DEPT	2021	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	SEEKING FY21 APPROVAL
CROSSWALK NEAR CROWN COLONY/FAYETTE DRIVE	NOT RATED	PHYS ENVIRO	2021	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	REQUESTED BY VICE MAYOR COZ
TOTALS				\$ 536,350	\$ 421,000	\$ 822,000	\$ 489,500	\$ 489,500	\$ 2,748,350	

NOTE 1: TELEVAC, RED VALVE & BARNACLE BUSTERS CONTRACTS - EXPENSES LISTED IN OTHER PHYSICAL ENVIRONMENT DEPARTMENT FOR FY2:

NOTE 2: PAVING, GRADING & DRAINAGE INFRASTRUCTURE - SEE ATTACHED DETAILED LIST BY ENGENUITY

	Town of Ocean Ridge			Engenuity Job No. 00020.00		
	Paving, Grading, & Drainage Infrastructure. 5 Year Capital Plan			4/9/2020		
#	LOCATION	DESCRIPTION	JURISDICTION	PRIORITY	COST ESTIMATE	FISCAL YEAR
1	Douglas Drive	Midblock paving due to overlay project	Town of Ocean Ridge	Low	T.B.D	2023/2024
2	Tropical Drive Pump Station	Upgrade generator	Town of Ocean Ridge	High	\$100,000 - \$150,000	2020/2021
3	Hibiscus Way/Midlane Road	No swales - Lift variance on lot	Private/Town of Ocean Ridge	Low	T.B.D	2023/2024
4	Harbour Dr S cul-de-sac	No outfall easement	Private	Low	T.B.D	2022/2023
5	Harbour Dr N cul-de-sac	No outfall easement	Private	Low	T.B.D	2022/2023
6	Harbour Dr N	Midblock - No easement	Private	Low	T.B.D	2022/2023
7	5929 Old Ocean	Tidal flooding	Private/Town of Ocean Ridge	Low	T.B.D	2023/2024
8	6011 N Ocean	Road flooding	State	Low	No Jurisdiction	No Jurisdiction
9	34 Anna Street	Paving regrade due to overlay project	Town of Ocean Ridge	Medium	\$20,000 - \$30,000	2021/2022
10	Engle Dr/Ridge Lane	Isolated catch basin - Part of DOT plan	State/Town of Ocean Ridge	Medium	State to fund	State to fund
11	6125 N Ocean	Road flooding - Part of DOT plan	State/Town of Ocean Ridge	Medium	State to Fund	State to fund
12	6191 N Ocean	Road flooding	State	Low	No Jurisdiction	No Jurisdiction
13	Hudson Ave cul-de-sac	Tidal issues - Secondary flapgate or upgrade	Town of Ocean Ridge	High	\$25,000 - \$35,000	2019/2020
14	Coconut Lane Midblock	Curb replace/Flow regrade	Town of Ocean Ridge	Medium	\$50,000 - \$75,000	2021/2022
15	Inlet Cay Island	Pipe grouting	Town of Ocean Ridge	High	\$10,000 - \$15,000	2020/2021
16	Eleuthera Dr cul-de-sac	Outfall, tidal flooding	Town of Ocean Ridge	High	REMOVED	2020/2021
17	54/55 Spanish River Area	Pipe grouting	Private/Town of Ocean Ridge	High	\$10,000 - \$20,000	2019/2020
18	34 Spanish River	Catch basin/Red valve	Town of Ocean Ridge	Medium	\$30,000 - \$50,000	2019/2020
19	Inlet Cay Drive Entrance	4 catch basins, 2 outfalls, and pipe rehab	Town of Ocean Ridge	High	\$70,000 - \$90,000	2019/2020
20	Inlet Cay Seawall	Raise elevation	Town of Ocean Ridge (Private?)	Medium	\$120,000 - \$150,000	2021/2022
21	126/127 Marlin Drive	Ponding - Due to overlay project	Town of Ocean Ridge	Low	T.B.D	2023/2024
22	Woolbright Pump Station	Pump refurbish/replacement	Town of Ocean Ridge	Medium	REMOVED - DUP	2020/2021
				FISCAL YEAR:	TOTAL COST ESTIMATE:	LINE ITEMS:
				2019-2020	\$135,000 - \$195,000	13, 17, 18, 19
				2020-2021	\$120,000 - \$165,000	2, 15, 16, 22
				2021-2022	\$190,000 - \$255,000	9, 14, 20
				2022-2023	T.B.D.	4, 5, 6
				2023-2024	T.B.D.	1, 3, 7, 21
	FOOTNOTE: Last updated 04/09/2020	*NOTE: This 5 year capital plan is a "working" document where locations, priorities, and conceptual costs continually change. Initial cost estimates are for conceptual planning only. These cost ranges were contemplated without the luxury of any surveys, engineering plans, or construction bids and as such, will be subjected to change.				

**FY21 BUDGET VERSION 4.0  
RESERVE FUND ANALYSIS**

MIL RATE	REVENUE GENERATED @ 97%	RESERVES NEEDED @ 97%	REV GEN @ 97.5%	RESERVE NEED @ 97.5%	REV GEN @ 98%	RESERVE NEED @ 98%	REV GEN @ 98.5%	RESERVE NEED @ 98.5%
5.35	\$ 5,712,896	\$ 735,869	\$ 5,742,344	\$ 706,421	\$ 5,771,792	\$ 676,973	\$ 5,801,240	\$ 647,525
5.34	\$ 5,702,218	\$ 746,547	\$ 5,731,611	\$ 717,154	\$ 5,761,004	\$ 687,761	\$ 5,790,397	\$ 658,368
5.33	\$ 5,691,540	\$ 757,225	\$ 5,720,877	\$ 727,888	\$ 5,750,215	\$ 698,550	\$ 5,779,553	\$ 669,212
5.32	\$ 5,680,861	\$ 767,904	\$ 5,710,144	\$ 738,621	\$ 5,739,427	\$ 709,338	\$ 5,768,710	\$ 680,055
5.31	\$ 5,670,183	\$ 778,582	\$ 5,699,411	\$ 749,354	\$ 5,728,638	\$ 720,127	\$ 5,757,866	\$ 690,899
5.30	\$ 5,659,505	\$ 789,260	\$ 5,688,677	\$ 760,088	\$ 5,717,850	\$ 730,915	\$ 5,747,023	\$ 701,742
5.29	\$ 5,648,826	\$ 799,939	\$ 5,677,944	\$ 770,821	\$ 5,707,062	\$ 741,703	\$ 5,736,179	\$ 712,586
5.28	\$ 5,638,148	\$ 810,617	\$ 5,667,211	\$ 781,554	\$ 5,696,273	\$ 752,492	\$ 5,725,336	\$ 723,429
5.27	\$ 5,627,470	\$ 821,295	\$ 5,656,477	\$ 792,288	\$ 5,685,485	\$ 763,280	\$ 5,714,492	\$ 734,273
5.26	\$ 5,616,791	\$ 831,974	\$ 5,645,744	\$ 803,021	\$ 5,674,697	\$ 774,068	\$ 5,703,649	\$ 745,116
5.25	\$ 5,606,113	\$ 842,652	\$ 5,635,011	\$ 813,754	\$ 5,663,908	\$ 784,857	\$ 5,692,806	\$ 755,959